



# WOKINGHAM BOROUGH COUNCIL

A Meeting of the **EXECUTIVE** will be held in David Hicks 1 - Civic Offices, Shute End, Wokingham RG40 1BN on **TUESDAY 21 MARCH 2023 AT 7.00 PM**

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

Susan Parsonage  
Chief Executive  
Published on 13 March 2023

Note: Members of the public are welcome to attend the meeting or participate in the meeting virtually, in accordance with the Council's Constitution. If you wish to participate either in person or virtually via Microsoft Teams please contact Democratic Services. The meeting can also be watched live using the following link: <https://youtube.com/live/ysGcTWpNREk?feature=share>

This meeting will be filmed for inclusion on the Council's website. Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council's control.

<b>Our Vision</b>
<b><i>A great place to live, learn, work and grow and a great place to do business</i></b>
<b>Enriching Lives</b>
<ul style="list-style-type: none"> <li>• Champion excellent education and enable our children and young people to achieve their full potential, regardless of their background.</li> <li>• Support our residents to lead happy, healthy lives and provide access to good leisure facilities to enable healthy choices for everyone.</li> <li>• Engage and empower our communities through arts and culture and create a sense of identity for the Borough which people feel part of.</li> <li>• Support growth in our local economy and help to build business.</li> </ul>
<b>Providing Safe and Strong Communities</b>
<ul style="list-style-type: none"> <li>• Protect and safeguard our children, young and vulnerable people.</li> <li>• Offer quality care and support, at the right time, to reduce the need for long term care.</li> <li>• Nurture our communities: enabling them to thrive and families to flourish.</li> <li>• Ensure our Borough and communities remain safe for all.</li> </ul>
<b>Enjoying a Clean and Green Borough</b>
<ul style="list-style-type: none"> <li>• Play as full a role as possible to achieve a carbon neutral Borough, sustainable for the future.</li> <li>• Protect our Borough, keep it clean and enhance our green areas for people to enjoy.</li> <li>• Reduce our waste, promote re-use, increase recycling and improve biodiversity.</li> <li>• Connect our parks and open spaces with green cycleways.</li> </ul>
<b>Delivering the Right Homes in the Right Places</b>
<ul style="list-style-type: none"> <li>• Offer quality, affordable, sustainable homes fit for the future.</li> <li>• Ensure the right infrastructure is in place, early, to support and enable our Borough to grow.</li> <li>• Protect our unique places and preserve our natural environment.</li> <li>• Help with your housing needs and support people, where it is needed most, to live independently in their own homes.</li> </ul>
<b>Keeping the Borough Moving</b>
<ul style="list-style-type: none"> <li>• Maintain and improve our roads, footpaths and cycleways.</li> <li>• Tackle traffic congestion and minimise delays and disruptions.</li> <li>• Enable safe and sustainable travel around the Borough with good transport infrastructure.</li> <li>• Promote healthy alternative travel options and support our partners in offering affordable, accessible public transport with good transport links.</li> </ul>
<b>Changing the Way We Work for You</b>
<ul style="list-style-type: none"> <li>• Be relentlessly customer focussed.</li> <li>• Work with our partners to provide efficient, effective, joined up services which are focussed around our customers.</li> <li>• Communicate better with customers, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough.</li> <li>• Drive innovative, digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.</li> </ul>
<b>Be the Best We Can Be</b>
<ul style="list-style-type: none"> <li>• Be an organisation that values and invests in all our colleagues and is seen as an employer of choice.</li> <li>• Embed a culture that supports ambition, promotes empowerment and develops new ways of working.</li> <li>• Use our governance and scrutiny structures to support a learning and continuous improvement approach to the way we do business.</li> <li>• Be a commercial council that is innovative, whilst being inclusive, in its approach with a clear focus on being financially resilient.</li> <li>• Maximise opportunities to secure funding and investment for the Borough.</li> <li>• Establish a renewed vision for the Borough with clear aspirations.</li> </ul>

## MEMBERSHIP OF THE EXECUTIVE

Clive Jones	Leader of Council and Business and Economic Development
Stephen Conway	Deputy Leader of the Council and Executive Member for Housing
Rachel Bishop-Firth	Equalities, Inclusion and Fighting Poverty
Prue Bray	Children's Services
Lindsay Ferris	Planning and Local Plan
Paul Fishwick	Active Travel, Transport and Highways
David Hare	Health and Wellbeing and Adult Services
Sarah Kerr	Climate Emergency and Resident Services
Ian Shenton	Environment, Sport and Leisure
Imogen Shepherd-DuBey	Finance

ITEM NO.	WARD	SUBJECT	PAGE NO.
92.		<b>APOLOGIES</b> To receive any apologies for absence.	
93.		<b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the Executive meeting held on 16 February 2023.	7 - 16
94.		<b>DECLARATION OF INTERESTS</b> To receive any declarations of disclosable pecuniary interests, other registrable interests and any non-registrable interests relevant to any matters to be considered at the meeting.	
95.		<b>STATEMENT FROM THE LEADER</b> To receive a statement from the Leader of the Council.	
96.		<b>PUBLIC QUESTION TIME</b> To answer any public questions  A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.  The Council welcomes questions from members of the public about the work of the Executive.  Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Council or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to: <a href="http://www.wokingham.gov.uk/publicquestions">www.wokingham.gov.uk/publicquestions</a>	

96.1 None Specific

Paul Stevens asked the Executive Member for Planning and the Local Plan the following question:

**Question**

A recent report from the Council for the Protection of Rural England (CPRE) says Reading has 140 brownfield sites, 126.35 hectares, sufficient for 10,124 houses – the largest housing capacity in the county. It also claims that across Berkshire there are 359 such sites across the county, which would be sufficient to build at least 21,000 homes! This is more than enough to solve local housing need. In contrast Wokingham Borough Council (WBC) have listed only 25 sites on their Brownfield Register, 21 of which are already under construction. Are WBC engaged in any discussions across the wider Berkshire area about sharing housing need, in particular, regarding using Brownfield sites, such as those identified by the CPRE?

96.2 Wokingham Without

Ian Pittock asked the Executive Member for Planning and Local Plan the following question:

**Question**

The previous Conservative administration had a proposal for the Pinewood site in Wokingham Without. This consisted of rebuilding the sports facilities on one half of the site and building houses on the other half. About 4 years ago, I and Lindsay Ferris as Lib Dem Councillors met with Wokingham Without Parish Council to assure them that should the Lib Dems lead Wokingham Borough Council, we would not build houses on the Pinewood site and that we would at least offer a much longer lease than they currently had. As he is now the Executive Member with responsibility for the Local Plan Update in the Lib Dem led Partnership administration, can Councillor Ferris confirm that our promises to Wokingham Without Parish Council still stand?

**97.**

**MEMBER QUESTION TIME**

To answer any member questions.

A period of 20 minutes will be allowed for Members to ask questions submitted under Notice.

Any questions not dealt with within the allotted time will be dealt with in a written reply.

97.1 None Specific

Gary Cowan has asked the Leader of the Council the following question:

### **Question**

As the law says in the provisions of the 2011 Localism Act that and I quote "A decision-maker is not to be taken to have had, or to have appeared to have had, a closed mind when making a decision just because:

(a) the decision-maker had previously done anything that directly or indirectly indicated what view the decision-maker took, or would or might take, in relation to a matter, and (b) the matter was relevant to the decision." The government provided an explanation in plain English of what the change in the law means: 'Under S25 a Member will be able to express strong opinions and even tell people that he or she intends to vote in a particular way, without fear of a challenge based on bias or predetermination.'

This would suggest that the existing Constitution supported by this Lib Dem Administration, supported by the Conservatives is in fact illegal. Would you agree that the Administration has acted illegally and continues to do so by its support to the constitution that implies that pre determination is matter that can be referred to the Standards Board.

<b>98.</b>		<b>MATTERS REFERRED TO THE EXECUTIVE</b>	
<b>99.</b>		<b>MATTERS FOR CONSIDERATION:</b>	
<b>100.</b>	None Specific	<b>PROPOSAL TO CHANGE THE COLLECTION METHODOLOGY AND CONTAINMENT OF WASTE IN THE BOROUGH</b>	<b>17 - 64</b>
<b>101.</b>	None Specific	<b>BIODIVERSITY NET GAIN PILOT PROJECT</b>	<b>65 - 74</b>
<b>102.</b>	None Specific	<b>PROCUREMENT OF TREE MAINTENANCE FRAMEWORK CONTRACT</b>	<b>75 - 88</b>
<b>103.</b>	None Specific	<b>CHILDREN'S SERVICES OVERVIEW &amp; SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE</b>	<b>89 - 92</b>
<b>104.</b>	None Specific	<b>TACKLING POVERTY STRATEGY: YEAR 1 ACTION PLAN</b>	<b>93 - 110</b>
<b>105.</b>	None Specific	<b>COVID MEMORIAL WOODLAND</b>	<b>111 - 124</b>
<b>106.</b>	None Specific	<b>OFFICER RESPONSE TO RECOMMENDATIONS OF THE PREFERRED REGISTERED PROVIDERS TASK AND FINISH GROUP</b>	<b>125 - 142</b>
<b>107.</b>	None Specific	<b>DELIVERING THE UKRAINIAN/AFGHAN REFUGEE RESETTLEMENT GOVERNMENT GRANT</b>	<b>143 - 150</b>

## ALLOCATION

108.	None Specific	<b>OFFICER RESPONSE TO RECOMMENDATIONS OF THE LOCAL CYCLING, WALKING AND INFRASTRUCTURE PLAN TASK AND FINISH GROUP</b>	<b>151 - 164</b>
109.	None Specific	<b>LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN</b>	<b>165 - 178</b>
110.	None Specific	<b>OFF STREET CAR PARK CHARGES</b>	<b>179 - 188</b>
111.	None Specific	<b>MOVING TRAFFIC ENFORCEMENT</b>	<b>189 - 288</b>
112.	None Specific	<b>CLIMATE EMERGENCY POSITION PAPER</b>	<b>289 - 396</b>
113.	None Specific	<b>SHAREHOLDERS REPORT</b>	<b>397 - 404</b>
114.		<b>TO CONSIDER ANY REPORTS FROM THE OVERVIEW AND SCRUTINY COMMITTEES</b>	
115.		<b>EXCLUSION OF THE PUBLIC</b> That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.	

### EXCLUSION OF THE PRESS AND PUBLIC

The Executive may exclude the press and public in order to discuss the Part 2 sheets of Agenda Items 101, 102, 105, 107 and 111 and to do so it must pass a resolution in the following terms:

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

A decision sheet will be available for inspection at the Council's offices and on the web site no later than two working days after the meeting.

### CONTACT OFFICER

**Priya Patel:**  
**Email:**

Head of Democratic and Electoral Services  
priya.patel@wokingham.gov.uk

**MINUTES OF A MEETING OF  
THE EXECUTIVE  
HELD ON 16 FEBRUARY 2023 FROM 5.30 PM TO 6.10 PM**

**Committee Members Present**

Councillors: Clive Jones (Chair), Stephen Conway (Vice-Chair), Rachel Bishop-Firth, Prue Bray, Lindsay Ferris, Paul Fishwick, David Hare, Sarah Kerr and Imogen Shepherd-DuBey

**Apologies**

Councillor Ian Shenton

**81. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting of the Executive held on 26 January 2023 were confirmed as a correct record and signed by the Chair.

**82. DECLARATION OF INTERESTS**

There were no declarations of interest on this occasion.

**83. STATEMENT FROM THE LEADER**

‘The Council will be debating the first Liberal Democrat budget for 20 years and I begin this evening’s Executive meeting by thanking all of you for the tremendous efforts that you as an Executive are putting in to ensure we have a balanced budget to present to the Council. I would also like to thank all of the officers who have worked so hard, its been a long process, set against a backdrop of the worst Cost of Living crisis seen for 40 years, with inflation at 10%. Increasing demand for services and the huge increases in interest rates.

We have a sound forward looking and compassionate budget. We have taken tough decisions, some that we desperately didn’t want to take. We have invested in the future, in Climate Change initiatives and in providing more school places. We have focussed on helping those residents most in need, especially helping to improve special educational needs. We have found the money to protect much needed bus services, which are subsidised by the Council for the next three years. We have set up a fund to support those struggling on very low incomes during this Cost of Living crisis. We have been able to do this and more because of your hard work and dedication to your roles and the hard work and dedication of the officers and because the residents gave us the opportunity to run the Council’s administration after last May’s local elections.’

**84. PUBLIC QUESTION TIME**

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

**85. COLIN WATTS HAS ASKED THE EXECUTIVE MEMBER FOR ACTIVE TRAVEL, TRANSPORT & HIGHWAYS THE FOLLOWING QUESTION:**

**Question**

The impact of the major housebuilding in the Arborfield and Shinfield areas in recent years is now directly affecting traffic in the mornings from Arborfield, through Sindlesham and on to Winnersh. For example, most mornings traffic is backed up from the Hatch Farm Way/King Street junction underneath the M4, back to the Reading FC training ground on Mole Road. On bad days the traffic queue can reach even closer to Arborfield Village and

we have examples where it has been quicker to walk the 40 minutes from our home to Winnersh Railway station, rather than travel by car. What traffic management actions can the council undertake in such circumstances to reduce the environmental impact of the queuing traffic and the significant inconvenience to drivers caused by the delays encountered?

Mr Watts was not present at the meeting and so it was agreed that a written response would be provided and is included below:

**Answer:**

The council has been working with developers to minimise the impact of development on the existing highway network. Through the planning process we have delivered significant major schemes including the relief roads and distributor roads as well as greenways and making other improvements for walking, cycling, and public transport all with the view to promote active travel and encourage alternative options to private car use for many.

The My Journey team continues to promote active and sustainable travel and we are developing our Local Walking and Cycling Implementation Plan which is our plan for a comprehensive joined up network which will enable more people to switch to walking and cycling.

There is an ongoing increase in population in the borough and we have to ensure that there are alternative transport options available to prevent an increase in road traffic as much as possible. Lastly our Local Transport Plan is currently in development, we are currently consulting on some high-level principles which will help us understand many people's priorities for transport in the borough and help us plan better when new developments and promoted by developers / land owners.

Regarding the specific question around traffic management, we have a rolling programme of signal upgrades and continually work to try and improve performance of junctions. During one of our recent reviews an issue was identified at the signals within Winnersh, once tweaked and repaired the observed increase in queues and delays were improved. We continue to monitor our signal junction's operations and performance to ensure the best operation is achieved.

The availability of other roads such as Mill Lane Sindlesham can also have an impact on the B3030 King Street Lane and Mole Road. When Mill Lane is closed, traffic that would normally use it would be diverted through the Hatch Farm Way junction and add to the normal queues in the am peak.

Through ongoing assessments junctions like the showcase roundabout, Winnersh, which has been assessed, options to upgrade this junction to a system called MOVA (Microprocessor Optimised Vehicle Actuation) are being considered and could be developed subject to future scope/funding.

Whilst junction / signal optimisation and improvements can be beneficial, our longer-term aspirations need to focus on active travel which will also have environmental and health benefits for our residents as well as aligning to our Emergency Climate Change Action Plan.

**86. MEMBER QUESTION TIME**



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

**87. GARY COWAN HAS ASKED THE EXECUTIVE MEMBER FOR PLANNING AND THE LOCAL PLAN:**

**Question**

The Exec Member last February in answer to my question on Hall Farm stated that “As you are aware, no new homes or jobs would be located within areas at risk of flooding, nor would development have an impact on the communities further downstream.

The consideration of flooding has been a key consideration from the outset of the master planning analysis, with a Strategic Flood Risk Assessment also undertaken”.

As 12 months have gone past my question is can you now show this Council the SFRA’s associated with Hall Farm, Ashridge, South of Wokingham and any other large potential developments being evaluated as part of the ongoing process.

Councillor Gary Cowan was not present at the meeting and so it was agreed that a written response would be provided and is included below:

**Answer:**

The position remains the same as advised previously.

A Level 2 Strategic Flood Risk Assessment was published alongside the Revised Growth Strategy Consultation in November 2021 and remains available on the website.

The Level 2 study considered flood risk for the two promotions at Hall Farm and South Wokingham, and supplements a Level 1 Strategic Flood Risk Assessment published in 2020 which considered all areas promoted for potential development at that time. This study is also available on the website.

I would be happy to ask officers to provide you with hyperlinks if helpful and to talk you through the findings of the studies, if that would help.

For your information, updates to both the Level 1 and Level 2 Strategic Flood Risk Assessments are being progressed which will assess areas promoted since the original studies, reflect refined modelling, and to take account of amendments in national guidance.

**88. CHARLES MARGETTS HAS ASKED THE EXECUTIVE MEMBER FOR CHILDREN'S SERVICES THE FOLLOWING QUESTION:**

**Question**

Please can you update me on progress with the new sixth form, extra year 7 places and extra send provision planned for Bohunt school. How is it progressing and when will it open?

**Answer**

The Council continues to work with the Bohunt Trust to finalise the legal agreements underpinning our relationship and to develop proposals that are satisfactory to the Trust.

The Council expects the sixth form to open this September, with the new build works to be completed over the course of 2023 and 2024. I do have to add that this is still subject to satisfactory conclusion of the on-going work on legal agreements, due diligence and final agreement to a satisfactory building proposal.

### **Supplementary question**

Firstly I would like to state my full support for what you have just said, I lobbied my own administration against their wishes to see things move forward. I am keen to be supportive in any way I can. You said that the aim was to open in September 2023, and I note the conditions you put around that, I am assuming that will be in temporary buildings rather than be a new plan building initially?

### **Answer**

Yes and no. We have plans, it is possible that it will be some in temporary accommodation, its possible that they will use some of the existing buildings. We are in constant touch with them, we've had emails today about some details, we are meeting with them regularly and it progresses on that basis. There hasn't been an update as we haven't reached any final positions, when we do know exactly what will be ready in September, we will let all the local Ward Members know.

### **89. PETER HARPER HAS ASKED THE EXECUTIVE MEMBER FOR ACTIVE TRAVEL, TRANSPORT & HIGHWAYS THE FOLLOWING QUESTION:**

As Councillor Peter Harper was unable to attend the meeting, Councillor Charles Margetts asked the following question on his behalf:

### **Question**

Considering the significance of the project to change the layout of the California Crossroads and the impact on my residents, will the Executive member for Highways commit to holding a meeting in the near future with the members for Finchampstead North and Finchampstead South to provide a full briefing on the proposed works, the likely schedule, the estimated costs and the current status of the tendering process?

### **Answer**

Thank you for your question, Peter.

The proposed improvement works to the junction came from a Planning condition from the Arborfield Garrison Strategic Development Location. The developer could have carried out the works on the junction, but Wokingham Borough Council opted at the time to improve a wider area including some of the fronting to the shops, where possible. Therefore, a section 106 agreement with funding was obtained.

During the early part of 2015, a working group was formed, consisting of Wokingham Borough Council members, including local ward members for Finchampstead, Finchampstead Parish Council members and some local business owners.

This group met periodically over a period of time and it was agreed that the area was vehicle dominated within the village centre.

Following investigation and concept design work, a presentation to local residents was given by officers, which received positive feedback. This broadly followed on from a scheme presented and included within the wider Arborfield Garrison Strategic Development location application.

It was then identified to develop the California Cross into an area which benefits local business owners and residents by creating a place where pedestrians, cyclists and vehicle traffic can co-exist.

It was intended for this scheme to have been delivered during 2019/2020, however the Thames Water works which resulted in the lengthy closure of Nine Mile Ride, followed by the global pandemic and then the closure and repairs on the Ridges prevented works from being carried out as this would have caused significant disruption.

However, I am more than happy to meet with members along with officers to provide an update on the current status of the California Cross project. Ahead of this though I can advise that the project is due to go out to tender at the end of this month.

Once we have a contractor appointed, we will be setting up a steering group with local ward members, business, and the parish council to talk them through the scheme, understand the businesses logistics and the programme of works which we wish to carry out causing the least amount of disruption as possible.

We hope to be able to meet in June 2023 following the completion of the tender process.

**90. ALISON SWADDLE HAS ASKED THE EXECUTIVE MEMBER FOR FINANCE THE FOLLOWING QUESTION:**

**Question**

You have previously criticised the former Conservative administration for using reserves in the aftermath of a global pandemic. If that action was wrong, why are you using reserves to balance this budget?

**Answer**

The Chartered Institute for Public Finance and Accountancy is very clear on the appropriate use of reserves - let me read the pertinent bit: "The authority's reserves should not generally be used to pay for day-to-day expenditure. They should not, except in the most exceptional circumstances, be used to fund a budget shortfall either, without a plan in place to address the underlying deficit and to replenish the reserves."

During the pandemic, the Conservative Administration drained the General Fund and last year they took over £2.3M out of this Council's General Fund Reserves to prop up the budget. While I agree that this reserve can be used for emergencies, it should be the last resort and there is no evidence that there was a plan put in place to restore the fund to its original level. I am personally not convinced that all other options were explored.

This year's budget was handed to us with a General Fund Balance of only £9M. The budget overall did not include some key items, such as the deficit in Home to School transport or the shortfall in the Capital funding for Winnersh Park and Ride, both of which had been known about by the previous administration for some time and it also still reflected the depleted General Fund Reserves. Now, with our Partners and our Liberal Democrat leadership, we are working to replenish these Reserves and over the next year we will bring them back up further into the safe zone. Not yet to the levels we were a few years ago, but we are working on it.

I agree that the reporting of the General Fund in our MTFP is only showing our predictions for the end of Quarter 3, this year – we still have Quarter 4 to go and it initially looks like it might be short. However, if you look at the words on page 9, you can also see that it says that we fully intend for it to be back to £9M at the end of this year. Next year, we do intend to build in more resilience in the General Fund Reserves throughout the next financial year of 23/34.

This is all pretty amazing when you consider that, this year's budget was set before the war in Europe occurred, causing unprecedented inflation affecting all areas of this Council just as much as our residents. Our officers and the Executive have had to make difficult decisions about savings and changes to revenue income to bridge this gap and produce a balanced budget for next year.

## **91. MATTERS REFERRED TO THE EXECUTIVE**

### **92. HOUSING REVENUE ACCOUNT BUDGET 2023/24**

The Executive Member for Housing reported that with reference to recommendation 2 below, he would have preferred the rise in council house dwellings rents to be less than 5.99% but that this was a full percentage point less than the government cap. A balanced decision had been taken that this was necessary, as this was a year of intense financial pressure on the borough and particularly on those on low incomes who needed support. The money generated would be used to help those tenants who ran into difficulties and were most in need.

It was noted that recommendation 5 should be amended to 5.99%.

**RESOLVED:** That the Executive made the following recommendations to Council. That:

- 1) The Housing Revenue Account budget for 2023/24 (Appendix A of the agenda papers) be approved;
- 2) That Council house dwelling rents be increased by up to 5.99% effective from 3 April 2023 in line with the council's Rent Setting Policy that was approved by Executive on 27 October 2022.
- 3) Garage rents to be increased by 5.99% effective from April 2023;
- 4) Shared Equity Rents to be increased by 5.99% effective from April 2023;
- 5) Tenant Service Charges to be increased by 5.99% effective from April 2023;
- 6) The Housing Major Repairs (capital) programme for 2023/24 as set out in Appendix B be approved;
- 7) Sheltered room guest charges for 2023/24 remain unchanged at £9.50 per night per room.

### Reason for Decision

The revenue and capital budgets for 2023/24 are set and tenants rent levels are set for 2023/24 to ensure sound finances and value for money in providing housing services for council tenants.

### **93. CAPITAL PROGRAMME AND STRATEGY 2023-2026**

The Executive Member for Finance reported that whilst the capital programme was looking stable for the next year, years two and three would bring greater challenges. The capital programme this year would fund an expansion in school places, creating urgently needed school places. Funding for alternative transport schemes, urgent work at Toutley Depot as well as various roads and infrastructure improvements.

In addition, the Developer contributions report, approved by the Executive includes funding for sixth form expansion in schools, new social housing on Wellington Road, bus stop infrastructure in Arborfield, the A327 cycleway, improving transport choices and reducing congestion.

It was noted that the work around Earley foot bridge would be carried forward into the next year.

**RESOLVED:** That the Executive noted and recommended to Council that:

- 1) the Capital Strategy for 2023 - 2026 at Appendix A of the agenda papers, be approved
- 2) the three-year capital programme for 2023 - 2026 at Appendix B of the agenda papers, be approved;
- 3) the draft vision for capital investment over the next five years at Appendix C of the agenda papers be approved;
- 4) the use of developer contribution funding (s106 and CIL) for capital projects as set out in Appendix D of the agenda papers, be approved. (Approval is sought up to the project budget.)

#### Reason for Decision

The capital programme and strategy 2023-2026 sets out the capital investment for the benefit of the community and how this is funded.

### **94. TREASURY MANAGEMENT STRATEGY 2023-2026**

**RESOLVED:** That the Executive;

- 1) noted the Treasury Management Strategy as set out in Appendix A, of the agenda papers including the following additional appendices;

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- Prudential Indicators (Appendix B)
- Annual Investment Strategy 2023/24 (Appendix C)
- Minimum Revenue Provision (MRP) policy (Appendix D)

- 2) noted that the Audit Committee agreed the Treasury Management Strategy, including the change of minimum credit rating for investments, on 1 February 2023 and have recommended the report to Council.

#### Reason for Decision

To agree the treasury management procedures, limits, and objectives for 2023/24.

Effective and safe use of our resources to deliver service improvements and service continuity through the management of the council's cash flow and investments while funding the capital programme.

#### **95. MEDIUM TERM FINANCIAL PLAN 2023-2026 INCLUDING REVENUE BUDGET SUBMISSION 2023/24**

The Executive Member for Finance thanked everyone involved in working towards achieving a balanced budget, it had been a year long process. The administration had managed to close the revenue gap of £4m and £40 in the capital programme this year, but this had required some difficult decisions to be taken. The administration would need to continue to take difficult and responsible choices going forward.

**RESOLVED:** That the Executive:

- 1) recommended to Council that the Summary of Budget Movements (SOBM) be approved. (Appendix A of the agenda papers);
- 2) noted the report of the Community and Corporate Overview and Scrutiny Committee relating to Scrutiny of the Budget Setting Process 2023-24 and the Medium Term Financial Plan 2023-2026 (as set out in Appendix B to the report);
- 3) approved the schedule of fees and charges, as set out in Appendix C to the report, to be effective from the dates listed on the schedule and the schedule of fees and charges, as set out in Appendix E in relation to the decision at Licensing and Appeals Committee;
- 4) agreed delegated authority for the Chief Finance Officer to draw funds from the Dedicated Schools Grant to support delivery of the Safety Valve Programme.
- 5) noted in relation to the capital programme, additional challenges have emerged in the secondary school places capital programme and were currently being worked through and would be reported to Executive in early 2023/24 to seek the necessary budget provision.

#### Reason for Decision

To provide the Executive with the key revenue budget extract for 2023/24 of the Medium Term Financial Plan (MTFP) 2023-2024 for submission to Council.

#### **96. SELECTION OF THE COUNCIL'S PREFERRED REGISTERED PROVIDERS**

The Executive Member for Housing thanked everyone involved in this work, it had been a long and exhaustive process.

The Executive noted that each registered provider had been asked to detail their proposals to work towards carbon neutral homes. This would be monitored going forward.

**RESOLVED:** That:

- 1) the following Registered Providers (RP) be approved as Partners for the next three-year period commencing on 1 April 2023, with a further two years subject to satisfactory performance:

A2Dominion

Aster

Housing Solutions

Loddon Homes Limited  
Metropolitan Thames Valley Housing  
Places for People  
Silva  
Sovereign Housing Association  
Vivid

2) noted that performance during the initial partnership period will be assessed by Overview and Scrutiny Committee at the end of the three year period.

3) the Council and the nine RPs enter into a Partnership Agreement. The Agreement will detail expectations and responsibilities and will outline the basis for regular performance monitoring. The agreement will also contain an action plan which all partner RPs will be expected to adhere to.

#### Reason for Decision

The delivery of affordable homes is an underpinning principle of the Council's vision. The approval of carefully selected Registered Provider (RP) Partners for the Council will ensure that those RPs delivering affordable housing in the borough via s106 agreements and other land opportunities are aligned to the Council's strategic vision and aspirations. In doing so, this will positively benefit the community through provision of high quality, well-managed affordable homes, with the Council gaining full nomination rights to these homes.

#### **97. CONTRACT FOR LEGAL ADVICE FOR ADULTS & CHILDREN'S SERVICES RESOLVED:** That the Executive:

i) approved the continuation of provision of adults and children's legal services by the Joint Legal Team based in Reading Borough Council on the basis of the "Heads of Terms" (appendix 1); and

ii) delegated to the Director of Children's Services and Director of Adults' Services, in consultation with the relevant officers in legal, finance and service areas, authority to enter into a contract for joint services with Reading Borough Council.

#### Reasons for Decision

The purpose of this report is to seek approval from Executive of the "Heads of Terms" (attached as Appendix 1 of the agenda papers) which will inform the new 5 year Shared Agreement for the Joint Legal Team (JLT) serving Adults' and Children's Services which will involve expenditure of approximately £4.6 million over 5 years.

#### **98. CONTRACTED BUS SERVICES**

The Executive Member for Active Travel, Transport & Highways reported that local bus services were vital for the Wokingham and wider area. They were a lifeline for the community. During the summer last year, whilst under significant financial pressure, an additional £300,000 had been invested into local bus services. This enabled services to be operated until 31 March 2023.

The Council had secured s106 funding from developer contributions, however it should be noted that this funding was finite. A growth bid would need to be submitted and approved if services were to be continued from September 2026. This report sought an extension of

existing services which would provide continuity and assurance to residents and local businesses.

The Executive thanked Rebecca Brooks and other officers for their hard work.

**RESOLVED:** That the Executive:

1) agreed to a further extension of the existing contracts between 1 April 2023 and 31 August 2023 for the following services:

- a) local bus services for Wokingham Town and the surrounding areas (Norreys Estate, Mulberry Grove, Woosehill, Emmbrook, Wokingham Without and Crowthorne, Winnersh, Hurst, Twyford, Charvil, Sonning and Woodley)
- b) local bus services for the villages which lie south of the M4 (Shinfield, Spencerswood, Swallowfield and Riseley)
- c) Services on the A327 corridor,
- d) the 19a/b/c services between Lower Earley, Maiden Erlegh, Woodley, the Royal Berkshire Hospital and Reading Town Centre

2) agreed to the retender of local bus services and agreed to make the increased budget available for the above services, as detailed in the exempt information in the report.

3) agreed to the release of any appropriate S106 funding to support any such decision in recommendation 2.

4) noted that S106 funding will only be sufficient to fund the services for a three-year period. A growth bid will need to be submitted if services were to continue beyond September 2026.

5) agreed to delegate the authority to award contracts for the above bus service to the Director of Place & Growth in consultation with the Executive Member for Active Travel, Transport and Highways.

#### Reason for Decision

Existing local bus contracts came to their natural end on 30 June 2022. The contract term was modified until 31 March 2023 under procurement Regulation 72 (1)(c) and approved via an Individual Executive Member Decision. The contracts were retendered in Winter 2022 for the same level of service at the same cost. No successful bids were received.

The Executive is now asked to agree to the extension of the services for a further five months until the end of August 2023, and the retender of the services for a further three years. The Executive is also asked to agree to further budget and the release of S106 funding to allow the continuation of the services for a further 5 months until the end of August 2023, and the retender and delivery of the services for a further 3 years.



<b>TITLE</b>	<b>Proposal to change the collection methodology and containment of waste in the Borough</b>
<b>FOR CONSIDERATION BY</b>	The Executive on 21 March 2023
<b>WARD</b>	None Specific;
<b>LEAD OFFICER</b>	Director, Place and Growth - Simon Dale
<b>LEAD MEMBER</b>	Executive Member for Environment and Leisure - Cllr Ian Shenton

## **PURPOSE OF REPORT**

The report sets out how the Council intends to tackle financial pressures and drive forward its waste minimisation, diversion, recycling and carbon reduction commitments. Following the results of the second waste strategy consultation, it is proposed that Alternate Weekly Collections are introduced in Wokingham, with wheeled bins rolled out for containment of refuse.

## **RECOMMENDATION**

That the Executive:

- i) Approve the proposed change of policy from weekly blue bag collection to Alternate Weekly Collection (general refuse collected one week, recycling collected the next week, with retained weekly food waste collection)
- ii) Approve the introduction of wheeled bins for the containment of refuse from the summer of 2024.
- iii) Approve the utilisation of funds from the Waste Equalisation Reserve Fund to support the purchase and distribution of wheeled bins.
- iv) Note the petition submitted by Cllr Norman Jorgensen which seeks the retention of weekly waste collection and notes the comments made by the O&S Management Committee at the meeting on 22 February 2023

## **EXECUTIVE SUMMARY**

This report sets out a proposal for the Council to move from its current arrangements of weekly general refuse and recycling collections, to an Alternate Weekly Waste (AWC) collection model for the borough, following feedback from the Waste Strategy Consultation stating that 74% of respondents liked, accepted or had a neutral position on a move to AWC.

This proposal is in line with Wokingham Borough Council's environmental and climate commitments as a move to AWC will encourage residents to correctly dispose of recyclable material as well as minimise overall waste generation, and it presents an opportunity to assist the Council in delivering much needed financial savings at a time when financial pressures are increasing.

Across England, many council's have been successfully running AWC's for over 25 years. Nearly 85% of English council's already undertake AWC collections to boost recycling and restrict the amount of refuse produced through diversion and minimisation of recycling and general waste. Neighbouring authorities, Bracknell Forest and Reading

Borough Council's made the move to AWC some time ago. BFBC changed in 2007 increasing their recycling rate by 13% per annum. RBC changed in 2006 increasing their recycling rate by 10% per annum. Since then BFBC have now moved to three weekly collections furthering their recycling rate and environmental performance.

Officers are confident that a move to AWC in Wokingham will lead to financial and environmental benefits as analysis of Wokingham residents general waste and recycling shows that there is a significant amount of recycling incorrectly disposed of in resident blue bags which could be recycled rather than disposed of in general waste. Around 57% of material in blue bags is recyclable and could be recycled at kerbside (including food waste) or via the Household Waste Recycling Centres (HWRCs). The approximate cost of wrongly disposing recyclable material is c.£1m per annum as the cost of refuse disposal (£121 per tonne) is more expensive than the cost of both dry recycling (£45 per tonne) and food recycling (£22 per tonne). Additionally, once this material is disposed of, it will contribute to carbon emissions and ultimately it cannot be used again.

In light of the Council's financial situation and commitment to improving environmental performance (including the Climate Emergency programme) it is proposed that Wokingham borough moves from:

- A weekly collection of refuse in blue bags to a fortnightly collection in wheeled bins, ceasing the supply of blue bags.
- A weekly dry recycling collection to a fortnightly collection using the existing green reusable sacks already available to residents.

This would mean refuse and dry recycling is collected on alternate weeks. There will be no change to the existing weekly food recycling or the fortnightly paid-for garden waste collections. The proposed change will apply to kerbside properties only. Other arrangements will be made for flats and those properties without access to kerbside collection.

These changes are expected to generate a saving of more than £0.50m in 2024/25, rising to c.£1.05m to £1.50m from 2025/26. The recycling rate is expected to increase by c.10%, from 54% to 64%, and it is predicted that there will be a reduction in carbon emissions of 2,400t per annum. These expected improvements will be closely monitored and KPI's put in place to report on progress including attendance at Overview and Scrutiny.

The draft Executive report was considered at Overview and Scrutiny on 22 February 2023. The notes from this meeting are attached as per Appendix 5 with additional requested supporting information in Appendices 6 to 12.

## BACKGROUND

Wokingham Borough Council (WBC) has a good track record of waste management with over 54% of rubbish being recycled in 2021/22. New initiatives have helped drive this forward including the food waste service that was introduced in 2019. Additionally, comprehensive communications and engagement campaigns have supported in capturing more recyclable material through increased environmental campaigns and waste and recycling information sharing with residents.

However, as Appendix 1 demonstrates, some of the top performing recycling authorities in the country manage to recycle well above 60% of waste collected. Following detailed analysis of the blue bag composition in Wokingham, officers established that approximately 57% of general refuse blue bag contents could be recycled but due to incorrect disposal by residents, is currently going to general waste instead. This not only costs the Council's more to dispose of, as the cost of disposing of general waste is significantly higher than the cost of recycling, but it also reduces the council's recycling and environmental performance.

The Waste Cross Party Working Group, set up in 2021, sought to review the Council's existing waste strategy, identify financial savings and improve the Council's environmental performance. Currently, WBC provides the following collections to properties:

- Weekly refuse collections in blue single use bags from kerbside and narrow access properties. Larger refuse containers for flats.
- Weekly mixed dry recycling in green reusable sacks for kerbside properties, boxes for narrow access properties and larger recycling containers for flats
- Weekly food waste in 23 litre green caddies for kerbside and narrow access properties, larger food waste containers for flats
- Fortnightly charged garden waste service in brown wheeled bins or brown paper sacks for narrow access properties.

In order to achieve financial savings and environmental improvements the Cross-Party Working Group commissioned a number of different collection scenarios to be modelled by the Waste and Resources Action Programme (WRAP) consultancy. The outcomes of this extensive modelling work showed that the only way to achieve the aspirations of the Cross Party Working Group is to change the way waste is collected, specifically in relation to how and when refuse is collected.

This was supported by benchmarking that showed the top performing authorities in England have a fortnightly or less frequent refuse collections. Over 257 authorities in the country already undertake fortnightly collection (76%) and eight (2%) undertake three weekly collections. Table 1 (see Appendix 1) highlights those top performers in 2020

and their respective collection methodology. WBC's figures are provided as a comparison. It also shows that WBC recycles around 9% to 14% less than the other council's by operating a weekly refuse/recycling collection.

Wokingham Borough's nearest neighbours already successfully operate less frequent collection models. West Berkshire Council, Royal Borough of Windsor and Maidenhead, Reading Borough Council and Hart District Council all carry out alternate weekly collections whilst Bracknell Forest Borough Council operate a three weekly collection system. This move has supported all of these authorities to minimise their overall waste and increase their recycling performance.

## **Options considered**

The modelling work outlined above led to the short-listing of two viable options that would enable savings and environmental performance improvements within the constraints of the existing waste collection contract, which does not end until 2026. The details of both options are listed below:

### **Option 1:**

- Alternate weekly collections of refuse and mixed dry recycling (i.e. refuse one week, recycling the following week)
- Provision of a wheeled bin for the containment of refuse and cease provision of blue bags
- Retain weekly food collections
- Retain paid for fortnightly garden waste collections

### **Option 2:**

- Three-weekly collections of refuse
- Provision of a wheeled bin for the containment of refuse and cease provision of blue bags
- Fortnightly collections for mixed dry recycling
- Retain weekly food collections
- Retain paid for fortnightly garden waste collections

## **Public consultation**

Whilst WRAP and Eunomia modelling work has been ongoing, the Cross Party Working Group carried out two public consultations to seek resident views on changing the way waste is collected in the borough. In October 2021, the initial consultation was launched to understand high level views on waste collection and recycling in the borough. The results showed that:

- 86% of respondents are willing to recycle more.
- 54% of respondents felt that environmental benefits are most important.

From October 2022 to December 2022, a more detailed second consultation was undertaken to ask residents their views on the two options outlined above. Over 9,000 responses were received demonstrating that:

- 74% were neutral, accepted or liked the Alternate Weekly Collections proposal
- 78% were neutral, accepted or liked wheeled bins for refuse
- 30% were neutral, accepted or liked three weekly collections

### Preferred option for approval:

As a result of the benchmarking, modelling and consultation outcome, the preferred option proposed to the Executive for approval is Option 1 - Alternate Weekly Collections (outlined above).

The benefits that are expected to be achieved as a result of a move to AWC include:

- Savings upwards of c.£0.50m in 2024/25 and c.£1.05m to £1.50m in 2025/26 onwards due to waste minimisation, diversion and contractual efficiencies.
- An increased recycling rate of c.64%, up from c.54%, significantly improving the Council's recycling performance, in line with some of the highest performing council's in the country.
- A carbon saving of 2,400t of CO<sub>2</sub> per annum, in line with the Council's commitments to the Climate Emergency Agenda.

The collection frequency under the proposed changes will look as follows:

	Container	Week 1	Week 2	Week 3	Week 4
<b>Refuse (Changed collection frequency and container)</b>	*New* wheeled bin	✓		✓	
<b>Recycling (Changed collection frequency)</b>	Existing green recycling bags		✓		✓
<b>Food waste (Unchanged)</b>	Existing kitchen caddy	✓	✓	✓	✓
<b>Garden waste (Unchanged)</b>	Existing wheeled bins or paper sacks	✓		✓	

It should be noted that there are approximately 64,000 kerbside properties in the borough; around 99% percent of these can accommodate a wheeled bin. The c.1% percent of remaining properties will remain on a bag collection. The rest of the housing stock in Wokingham is made up of flats and narrow access properties and these properties are excluded from this proposed change.

## **Waste and Recycling Operational Policy**

To support the proposed changes and in response to the public consultations, a review of the existing operational policy will be undertaken. Many authorities operating an AWC model have specific policies in place to support their commitments to reducing the impact of waste on the environment and the amount of waste that is sent to expensive energy from waste treatment and landfill. The policies explain the actions and responsibilities of the Council and householders to participate fully in the service and to recycle and dispose of their waste, so as to avoid any uncertainty for residents, officers, and elected members. The Council intends to review its existing policy covering matters such as extra waste at the side of the bin, missed collections, contaminated recycling, larger households, assisted collections and exemptions. This will ensure the implementation and delivery of service will be consistent and equitable.

## **Mobilisation & Delivery**

There are a number of key works streams required to successfully mobilise and deliver this project. A robust governance structure, including a project board and individual workstreams reporting into the project board, has been set up to ensure successful delivery and to manage any risks arising throughout the duration of the project. The workstreams include:

- Communication and public engagement including direct 'face-to-face' roadshows/events, leaflets/letters to properties and social media campaigns
- Customer Experience – including Customer Services support i.e. visits to residents, Website updates and Customer Relation Management (CRM) functionality
- Procurement – including contract variation, wheelie bin purchase and delivery of bins
- Operational implementation – including storage and roll out of wheelie bins, recruitment and onboarding of temporary staff, and rerouting of collections including day changes

It is expected that mobilisation will take approximately 12 months (see appendix 2) for more detailed timeline proposal). This includes for contract variation, identification and review of bin storage locations, procurement of bins, bin delivery, implementation of the communication and engagement plan, development of the back-office IT system,

recruitment of temporary staff to support the customer contact centre as well as outreach staff to support residents, and rerouting of the collection service based on a new AWC model. Each work stream will have its own critical paths and associated risk, which can impact on the timely delivery of that work stream and the overall programme of works. Therefore, the project board meets on a monthly basis, with fortnightly workstream meetings and regular risk register reviews to ensure that there is oversight of any developing risks and they are mitigated as soon as possible.

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial 2022/23 (Year 1)	N/A	N/A	N/A
Next Financial Year 2023/24 (Year 2)	Cost of £1.50m for purchase a delivery of wheeled bins (Capital)  £0.46m one off implementation costs (Revenue)  Total - £1.96m	Proposal to fund all costs including implementation costs and wheeled bins from the Waste Equalisation Fund.	Capital  Revenue  <i>See appendix 3 for breakdown</i>
Following Financial Year 2024/25 (Year 3)	(£0.50m) est.  £0.06m Loss of investment income (see text below)	This is £0.55m short of the MTFP income expectation due to the proposed timeframe of delivery.  Impact will be on treasury budgets	Revenue  Revenue
Following Financial Year 2025/26 (Year 4)	(£1.05m - £1.50m) est.  £0.05m Loss of investment income (see text below)	It is forecast that budgeted saving will be achieved and possibly exceeded.  Impact will be on treasury budgets	Revenue  Revenue

The implementation requires one off funding of £1.96m in 2023/24, which comprises of £1.50m for wheeled bins purchase and delivery, and £0.46m for operational delivery costs. It is proposed to utilise funds from the existing waste equalisation fund to finance all implementation costs. There is currently £4.16m in the waste equalisation fund, utilising £1.96m would leave balance of £2.20m. The £1.96m will be returned to the fund over 13 years at c.£0.15m per year. Further information can be found in Appendix 4.

As a result of utilising the funds from the Waste Equalisation Fund there is a loss of investment income to the authority that would have been realised had these fund been available to invest as was the case in 2022/23. The impact will be within the Treasury department and is forecast to total £0.29m over the thirteen years of repayment.

The savings have been projected through detailed data analysis and there are assumptions associated with these. The following table outlines the expected diversion from 'blue bag' residual waste to recycling and waste minimisation. It is predicted, through the benchmarking/model analysis that overall 'blue bag' residual waste will reduce by 20%. 12% of this residual waste will go to dry recycling (green bags), 5% will go to food waste and 3% will be minimised by residents not generating the waste.

<b>Waste type/activity</b>	<b>Current Service (tonnes)</b>	<b>New Service (tonnes)</b>	<b>Difference (tonnes)</b>	<b>Increase (+) or decrease (-)</b>
Residual waste	28,142	22,596	-5,546	-20% decrease
Dry recycling	27,045	30,505	3,460	+13% increase (12% of current service)
Food waste	6,054	7,366	1,312	+22% increase (5% of current service)
Waste Minimisation	0	-774	-774	(3% of current service)
<b>Total</b>	<b>61,241</b>	<b>60,467</b>	<b>-774</b>	

However, if the diversion rates are not realised or the contractual efficiencies are not achieved then the savings will be less than expected. To mitigate this risk, the project will be carefully managed and it will be supported by a robust communications campaign which will drive the waste minimisation and recycling elements. The communication costs form part of the implementation funding mentioned above.

The MTFP proposed budget includes income expectations of £1.05m in each year from 2024/25 onward. Due to not all the savings being able to be realised in year one and the proposed timing of implementation being part way through the year, the £1.05m income is unlikely to be achieved in 2024/25, with income in the region of £0.50m forecast. It is



however anticipated that the £1.05m saving in 2025/26 will be achieved and possibly exceeded by up to £0.50m.

The financial position included in this report are up to 2025/26. The current contract with Veolia expires in 2026 and a retendering exercise will be undertaken. This is likely to result in further financial implications, but these are not yet known.

#### **Other Financial Information**

- Currently around 57% of the waste included as general waste is recyclable. This is significant financially because it is up to 6 times more expensive to dispose of general waste than recyclable waste. AWC combined with the communications message is forecast to encourage more recycling and reduce the percentage of recyclable waste in general waste. The figures included in this report take into account this assumption.

#### **Stakeholder Considerations and Consultation**

Stakeholder consultation and consideration has been fully assessed as part of this report. In 2021 and subsequently in 2022, WBC undertook two waste and recycling consultations which set out to gain insight into resident's waste and recycling opinions.

The first consultation showed:

- 86% of respondents are willing to recycle more.
- 54% of respondents felt that the environmental benefits are most important.

The second consultation showed:

- 74% were neutral, accepting or liked Alternate Weekly Collections
- 78% were neutral, accepting or liked wheeled bins for refuse
- 30% were neutral, accepting or liked three weekly collections

It is clear from these surveys that there is a desire to improve our recycling and minimise waste as much as possible in the borough which is possible through Alternate Weekly Collections.

#### **Public Sector Equality Duty**

An Equality Impact Assessment has been undertaken.

#### **Climate Emergency – *This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

This Council has declared a climate emergency and is committed to playing as full a role as possible through leading by example as well as by encouragement. This proposal will help reduce carbon and single use plastic and support the goal of the Borough reaching carbon neutral by 2030.

<b>Reasons for considering the report in Part 2</b>
No Part 2

<b>List of Background Papers</b>
<p>Appendix 1: Top recycling authorities 2020</p> <p>Appendix 2: Proposed timeline for mobilisation and delivery</p> <p>Appendix 3: Delivery costs</p> <p>Appendix 4: Costs and savings</p> <p>Appendix 5: Notes from Overview and Scrutiny 22 February 2023</p> <p>Appendix 6: Full Equality Impact Assessment</p> <p>Appendix 7: Demographic responses to the consultation</p> <p>Appendix 8: Full initial options analysis for alternate weekly collections</p> <p>Appendix 9: Modelling the increased volumes from kerbside properties required to compensate for the flats and other properties not adopting the new arrangements</p> <p>Appendix 10: Food waste collection performance against targets</p> <p>Appendix 11: Confirmation that the costs and savings included in the Executive report are consistent with the costs and savings in the Medium Term Financial Plan;</p> <p>Appendix 12: A breakdown of the reported 2,400t CO<sub>2</sub> saving arising from the proposed new waste collection arrangements.</p>

<b>Contact</b> Richard Bisset	<b>Service</b> Place and Growth
<b>Telephone</b> 0118 9746000	<b>Email</b> richard.bisset@wokingham.gov.uk

Appendix 1:

Top recycling authorities 2020/2021 Based on DEFRA Statistics for English Collection and Unitary Authorities (note the release of 2021/2022 data has been delayed by DEFRA until Spring 2023)

Rank	Local Authority	Household Waste Sent for Reuse, Recycling or Composting (%)	Residual Waste Per Household (kg)	Residual Waste Frequency	Residual Waste Bin Size (litres)	Food Waste Frequency	Dry Recycling Frequency	Dry Recycling Bin Size (litres)	Dry Recycling Scheme Type
1	St Albans City and DC	64.2%	389	Fortnightly	180	Weekly	Fortnightly	240 + Box	Twin Stream: Containers/Fibres
2	South Oxfordshire DC	63.6%	406	Fortnightly	180	Weekly	Fortnightly	240	Fully Comingled
3	Three Rivers DC	63.1%	369	Fortnightly	140	Weekly	Weekly	240	Fully Comingled
4	Vale of White Horse DC	62.6%	376	Fortnightly	180	Weekly	Fortnightly	240	Fully Comingled
5	Surrey Heath BC	61.3%	397	Fortnightly	180	Weekly	Fortnightly	240	Fully Comingled
6	East Riding of Yorkshire	60.8%	532	Fortnightly	180	Fortnightly	Fortnightly	240	Fully Comingled
7	North Somerset	60.4%	466	Fortnightly	180	Weekly	Weekly	Boxes	Multi Stream: All Materials
8	Dorset Council	60.1%	468	Fortnightly	180	Weekly	Fortnightly	240	Fully Comingled
9	East Devon DC	60.0%	326	3 Weekly	240	Weekly	Weekly	Boxes	Multi Stream: All Materials
10	Tandridge DC	59.9%	398	Fortnightly	180	Weekly	Fortnightly	240	Fully Comingled
11	South Northants DC	59.6%	469	Fortnightly	180	Weekly	Fortnightly	240	Fully Comingled
12	Stratford-on-Avon DC	59.4%	471	Fortnightly	240	Fortnightly	Fortnightly	240	Fully Comingled
13	Stroud DC	59.4%	332	Fortnightly	140	Weekly	Fortnightly	240+ Box	Twin Stream: Containers/Fibres
14	Bath and NE Somerset	59.2%	383	Fortnightly	140	Weekly	Weekly	Boxes	Multi Stream: All Materials
15	Cotswold DC	58.9%	449	Fortnightly	180	Weekly	Fortnightly	Boxes and Sacks	Multi Stream: All Materials
80	Wokingham BC	49.5%	411	Weekly	Sacks	Weekly	Weekly	Reusable Sacks	Comingled – No Glass



## Appendix 2

### Proposed timeline for mobilisation and delivery

<b>Work Area</b>	<b>Date</b>
Executive Decision Agreed	March 2023
Variation discussion with Veolia	March 2023
Procure wheeled bins	March 2023
Finalise communications campaign	March 2023
Website and CRM	January 2023 to March 2024
Additional WBC temporary staff	Spring 2024 to Autumn 2024
Wheeled bin distribution	Summer 2024
Go Live	Summer 2024

## Appendix 3

### Mobilisation costs:

Item (From Waste Equalisation Fund)	Total one-off cost
Wheeled bins purchase and distribution	£1.5m
WBC additional staff costs (3 x Outreach offers, 4 x Customer Service officers - Six months)	£140k
Communications – Design, production and distribution	£100k
IT and Web design	£100k
Site rental and security for Wheeled bins	£70k
Contingency	£30k
Property Survey	£15k
<b>TOTAL</b>	<b>£1.955m</b>

## Appendix 4: Costs and savings:

Item (From Waste Equalisation Fund)	Total one-off cost
Wheeled bins purchase and distribution	£1.5m
WBC additional staff costs (3 x Outreach offers, 4 x Customer Service officers - Six months)	£140k
Communications – Design, production and distribution	£100k
IT and Web design	£100k
Site rental and security for Wheeled bins	£70k
Contingency	£30k
Property Survey	£15k
<b>TOTAL</b>	<b>£1.955m</b>

Item	Total Saving (Realised from 2025/26)
Contract Efficiencies	£290k
Re3 – Diversion of refuse to recycling inc waste minimisation	£485k
Ceasing Blue bags	£335k
Repayment of Equalisation Fund per annum	-£150k
<b>TOTAL</b>	<b>c.£1m</b>

### Proposed Changes to the Waste Collection Service

The Committee considered a report on proposed changes to the Waste Collection Service, set out at Agenda pages 13 to 26. The Committee also received two supplementary presentations providing more detail on specific issues raised by Members prior to the meeting.

Ian Shenton (Executive Member for Environment, Sport and Leisure) attended the meeting supported by officers – Rebecca Bird, Richard Bisset, Oliver Burt (re3), Simon Dale, Fran Hobson and Emma Tilbrook (Eunomia).

Ian Shenton introduced the item, referring to the aims of the proposed changes – driving forward its commitment to waste minimisation, diversion, recycling and carbon reduction whilst helping to tackle the financial challenges facing the Council.

The report gave details of the proposal for the Council to move from its current arrangements of weekly refuse and recycling collections to an Alternate Weekly Waste (AWC) collection model for the Borough. The proposal was in line with WBC's environmental and climate commitments as a move to AWC would encourage residents to dispose of recyclable material more effectively as well as minimising overall waste generation. In summary, the proposal was that WBC would:

- move to a fortnightly collection of refuse in wheeled bins, ceasing the supply of blue bags;
- move to a fortnightly collection of dry recycling using the existing green reusable sacks, already available to residents;
- maintain the existing weekly food recycling collections and the paid-for garden waste collections.

The proposed changes would apply to kerbside properties only. Other arrangements would be put in place for flats and those properties without access to kerbside collection.

The report stated that, across England, many councils had been running AWC's for over 25 years. Nearly 85% of English councils already carried out AWC collections to boost recycling and restrict the amount of refuse produced. Neighbouring councils, Bracknell Forest and Reading moved to AWC some time ago. Bracknell Forest changed in 2007, increasing their recycling rate by 13% per annum. Reading changed in 2006, increasing their recycling rate by 10% per annum. Bracknell Forest had subsequently moved to three weekly collections.

The future of the Council's waste collection service had been considered initially by a cross-party working group. The working group had commissioned work on potential options from specialist organisations – WRAP and Eunomia. The modelling work had reduced 12 initial options down to four. Two options were then subject to public consultation. The report stated that the two options would deliver savings and environmental improvements within the constraints of the existing waste collection contract. Option 1 would implement AWC for refuse and mixed dry recycling. Option 2



would implement three weekly collection of refuse with fortnightly collections for mixed dry recycling.

As a result of the modelling, benchmarking and two consultation exercises, the proposal was for Option 1, which would be submitted to the Executive in March 2023. The benefits of moving to AWC were summarised as:

- Savings upwards of circa £0.5m in 2024/25 rising to circa £1.5m in 2025/26;
- An increased recycling rate of circa 64%, up from 54% currently;
- A carbon saving of 2,400t CO<sub>2</sub> per annum – from reduced waste disposal, transport and fuel.

Officers gave details of the two consultation exercises used to inform the development of the proposed service changes. In October 2021, an initial consultation was launched to gain residents' high-level views on waste collection and recycling in the Borough. A more detailed consultation then followed between October and December 2022. The second consultation sought residents' views on the two final options outlined in the report. The key findings of the second consultation were:

- 74% of respondents liked, could accept or were neutral about fortnightly, refuse and recycling collections;
- 30% of respondents liked, could accept or were neutral about three weekly refuse and recycling collections;
- 78% of respondents liked, could accept or were neutral about wheeled bins for general rubbish.

Officers also confirmed that a full Equality Impact Assessment had been carried out in relation to the proposed changes. As a result, mitigations had been introduced for specific groups. For example, larger households would receive a larger wheeled bin and the assisted collection service would continue for residents who could not bring containers to the edge of the property.

In the ensuing discussion, Members raised the following points:

If wheeled bins were being introduced for refuse, why were they not being introduced for recycling as well? It was confirmed that the Government's position was not clear on the separation of recycling at the moment, so it was proposed to retaining the existing green sacks until the Government's position became clearer.

Operationally, would the proposed new arrangements be cheaper for Veolia? It was confirmed that contract efficiencies totalling £290k were included in the proposals (realised from 2025/26). The waste contract was due to be re-let in 2026. This would be a separate process. Discussions had already been held with Veolia about the proposed AWC arrangements. Negotiations about changes to the Waste contract to reflect the new arrangements had not yet commenced.

The cost of implementing the proposed option was estimated at £1.955m (funded from the Waste Equalisation Fund). Was there an additional cost to the Council in terms of lost interest on this money? Officers confirmed that there would be a loss of interest earned estimated at circa £300k over a 13 year period.

Why was it proposed to start buying the new bins in 2023 – there would be additional costs re storage, etc.? It was confirmed that the procurement process would start in 2023, with a long lead in time. The bins would be delivered in batches. Work was ongoing to identify potential storage/security options within the Council's own facilities in order to minimise any additional costs.

A key element of the proposed savings was behaviour change amongst residents. What evidence was there that the suggested 10% increase in recycling could be achieved? Officers commented that the projected increase was based on the experience of other councils. Benchmarking had taken place using similar councils to WBC who had implemented a similar change. The proposed service changes would be highlighted in an extensive communications campaign across the Borough. It was likely that Government targets for recycling would increase, so it was important that the Council made progress on this issue.

The consultation information indicated that there were three under-represented groups. Did the Council hear the views of all sections of the community? It was confirmed that a postcard with details of the proposals was sent to every household in the Borough. A wide range of communication tools was used including social media and contact with specific community groups. It was suggested that a demographic analysis of the consultation responses be circulated to Members. It was also suggested that the communications plan supporting the new arrangements include the provision of information for people moving into the Borough – perhaps via the new WBC website.

Was the collection of glass a specific issue which needed to be addressed in the new arrangements? It was confirmed that the current arrangements worked well – residents were able and willing to use the Bring Banks. Collecting glass from the kerbside would have a significant financial impact.

In relation to the cross-party working group, what were the full range of options explored before the final two options were identified? Officers confirmed that there were originally 12 options which were assessed in terms of savings delivered, environmental benefits and carbon reductions. There was also an analysis of the "future proofing" of the service in relation to potential changes of Government policy and recycling targets. It was suggested that details of the original 12 options be circulated to Members for information.

If the new arrangements were approved and implemented, how would the impacts and savings be measured, monitored and reported? Officers commented that there were currently two KPIs which were reported as part of the quarterly performance reporting to the Overview and Scrutiny Committees and the Executive. Further KPIs could be developed in order to measure specific aspects of the service. Progress would also be reported to this Committee as required by Members.

The report stated that the new arrangements would apply to properties with access to the kerbside. Of the 64,000 kerbside properties in the Borough, around 99% could accommodate a wheeled bin. Survey work would identify the number of properties that could not accommodate wheeled bins. It was suggested that details of the modelling be circulated to inform Members on the increased recycling performance required from kerbside properties to compensate for the properties which did not adopt the new arrangements. It was noted that specific measures would be introduced for residents in flats, such as the use of recycling champions and targeted campaigns for individual blocks.

In 2022, an increased target for food recycling was announced in order to save £350k. This was to be supported by a communications campaign. How successful had the campaign been and was there data available to demonstrate the increased levels of food recycling? It was suggested that evidence be circulated to Members to confirm the increased levels of food recycling and the impact of the communications campaign.

There was concern that the financial data in the Overview and Scrutiny report was not consistent with the data submitted to the Budget Council meeting on 16 February 2023. For example there was a difference of £200k in the assumed savings for 2024/25. There was also a difference in the residual amount of the Waste Equalisation Reserve following the proposed changes and a difference in the waste disposal costs set out in the Medium Term Financial Plan. It was confirmed that the report to the Executive in March 2023 would contain accurate data on costs and savings and would be consistent with the Medium Term Financial Plan.

The report stated that the proposed new arrangements would deliver a carbon saving of 2,400t CO<sub>2</sub>. How was this carbon saving calculated? Officers confirmed that the carbon saving was made up of reduced levels of waste disposal, transport and fuel costs. The projected carbon saving had been agreed with the Council's Climate Emergency officer team. It was suggested that a detailed breakdown of the carbon saving be circulated to Members and included in the report to the Executive.

It was confirmed that the report being considered by the Management Committee would form the basis of the report being submitted to the Executive in March 2023. Consequently the Recommendations box contained two sets of recommendations, one recommendation for the Management Committee and three recommendations for the Executive. The section headed "Recommendations to the Executive" did not apply to the Management Committee. The Management Committee was not being asked to recommend approval of the proposed changes set out in the report.

It was proposed by Pauline Jorgensen and seconded by Jim Frewin that a summary of the Committee's discussion be submitted to the Executive, alongside the officer report, together with the additional information and/or clarification requested by Members at the meeting.

Upon being put to the vote, the proposal was agreed.

**RESOLVED** That:

- 1) Ian Shenton and the relevant officers be thanked for attending the meeting to give the presentation and answer Member questions;
- 2) a summary of the Committee's discussion be submitted to the Executive at its March 2023 meeting in order to inform its consideration and decisions on the proposed changes to the waste collection service;
- 3) the Executive also receive copies of the additional information requested by the Committee, viz:
  - the full Equality Impact Assessment; Appendix 6
  - a demographic analysis of the consultation responses; Appendix 7
  - details of the original 12 waste options reported to the cross-party working group; Appendix 8

- details of the modelling on the increased volumes from kerbside properties required to compensate for the flats and other properties not adopting the new arrangements; Appendix 9
- data showing the increased levels of food recycling in 2022/23 against targets and an assessment of the impact of the underpinning communications campaign; Appendix 10
- confirmation that the costs and savings included in the Executive report are consistent with the costs and savings in the Medium Term Financial Plan; Appendix 11
- a breakdown of the reported 2,400t CO<sub>2</sub> saving arising from the proposed new waste collection arrangements. Appendix 12

## Appendix 6: Full Equality Impact Assessment

### 1. Process and guidance

Date started:	December 2022
Completed by:	Richard Bisset
Service:	Place Clienting
Project or policy EqIA relates to:	Alternate Weekly Collection
Date EqIA discussed at service team meeting:	December 2022
Equality Improvement Plan approved:	
Signed off by (AD):	Fran Hobson
Sign off date:	January 2023

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### 2. Consultation

During the initial impact review, it was found that some protected equality groups might be negatively impacted by the proposal. To further understand the potential impacts and decide what actions might be needed, the relevant equality groups should be consulted.

Please complete the table below.

Equality group	Date of consultation	Potential negative impacts identified	Changes or actions based on feedback from consultation
Age	Mitigation in place for this group	The proposal to introduce Alternate Weekly Collections which would change the collection frequency of current weekly to fortnightly for refuse and recycling. There could be adverse impact for those with age	There is already an 'assisted collection' service in place which will be able to collect, empty and return refuse/recycling/food waste containers from a specified location. This service will continue.

		related disabilities moving the wheeled bin.	
Disability	Mitigation in place for this group	<p>The proposal to introduce Alternate Weekly Collections which would change the collection frequency of current weekly to fortnightly for refuse and recycling. There could be adverse impact for those with disabilities moving the wheeled bin.</p> <p>There could also be an impact for those residents that have a medical issue and generate 'clinical' waste i.e. incontinence pads</p>	<p>There is already an 'assisted collection' service in place which will be able to collect, empty and return refuse/recycling/food waste containers from a specified location. This service will continue.</p> <p>Residents can use the wheeled bin for containment of any clinical waste i.e. incontinence pads. If too much waste is generated then a larger bin could be provided. There is also a weekly clinical collection in operation.</p>
Gender reassignment	N/A		
Marriage and Civil Partnership	N/A		
Pregnancy/Maternity	N/A		
Religious belief	N/A		
Race	N/A		
Sex	N/A		
Sexual Orientation	N/A		
Socio-economic disadvantage	N/A		

### 3. Equality improvement plan

The project owner must complete an Equality Improvement Plan. This improvement plan sets out the actions to minimise or remove negative impacts. It should also be used to action any opportunities to promote equality and understanding between communities that have been identified throughout the assessment.

The improvement plan should be a 'live document' and be updated and reviewed throughout the delivery of the proposal.

The improvement plan comprises:

- A. an assessment table
- B. an implementation table

**Please complete Table A now and keep Table B up to date throughout delivery of the proposal.**

**Table A: Assessment table**

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Equality group	Actions required	Expected outcome from actions	Responsible owner	How will the delivery of your actions be monitored	Review date (s)
Disability	If the Alternate Weekly Collection proposal is approved then additional information/support will be given to those residents that require it.	Residents that are unable to move the waste/recycling containers can opt for the 'assisted collection' service which collects, empties and returns the containers on day of collection by the contractor.  Residents that have clinical waste can put their pads etc in the wheeled bin. If too much	Richard Bisset	Review of assisted collections and support to residents.  Assessment of requests and support to residents via phone/visit.	January 2024

		waste is generated then a larger bin could be provided. There is also a weekly clinical collection in operation.			
Larger households	Those with 5 or more people in the household currently may not be able to fit all their refuse within the wheeled bin. However, over 57% of the blue bags comprises of material which is recyclable. If this material is diverted from the wheeled bin to the recycling services, there should be sufficient space in the wheeled bin.	If larger households do have difficulty containing all their refuse, then a larger wheeled bin can be provided.	Richard Bisset	Assessment of requests and support to residents via phone/visit.	January 2024

**Table B: Implementation table**

Notes from implementation	Actions completed	Impacts eliminated or mitigated



#### 4. Conclusion, sign-off & Publication

Date of executive paper publication:	March 2023
How do you intend to communicate any changes to the affected groups?	Policy on website and general communications across the borough. Targeted communications to groups will be undertaken
Date of communication:	Expected early 2024

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## Consultation on potential changes to waste collections

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### Survey report



Wokingham Borough Council held an eight week consultation, hosted on the council's engagement website, [Engage Wokingham Borough](#), between 10 October and 6 December 2022. More than 9,000 people responded.

#### Key findings

##### Fortnightly rubbish and recycling collections

**74%** like, can accept or are neutral

The survey overwhelmingly showed that residents are willing to accept a change from the current collection system where everything is collected every week, to a system where general rubbish and recycling are collected every other week but food waste continues to be collected weekly.

##### Three-weekly rubbish and recycling collections

**30%** like, can accept or are neutral

The survey showed that the vast majority of residents are opposed to having rubbish collected every three weeks, recycling every two weeks and food waste collected weekly.

##### Wheeled bins for general rubbish

**78%** like, can accept or are neutral

Respondents were strongly in favour of wheeled bins for rubbish, with 43% saying they would like it and 26% saying they could accept it.

##### Mitigations

When asked if there were issues we should consider mitigations for, respondents' key concerns were about storing the extra waste and recycling, storing the wheeled bin, whether the wheeled bin would be big enough and the impact on the elderly and people with disabilities.

## Summary of consultation

### **Consultation key stats:**

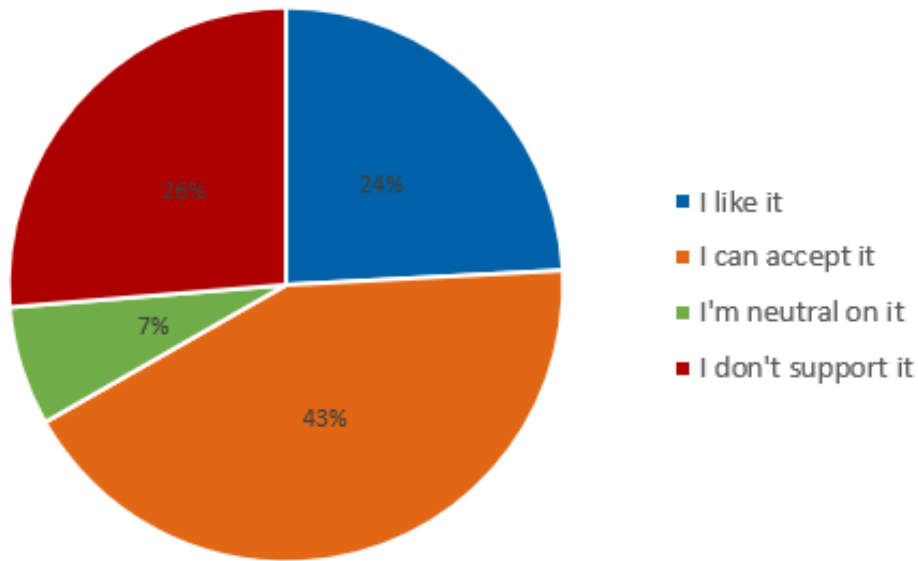
- 29,317 views of the waste consultation page, with 41% completing the survey
- 30,000 saw the survey being promoted in WBCConnect email newsletters
- Of the 8,986 responses, the respondents found out about the survey from:
  - Leaflets – 2,779 (92 QR code scans)
  - WBCConnect email newsletters – 3,626
  - WBC social media – 998
  - Other social media – 1,380
  - Friend/family/neighbour - 552
  - Local media (newspaper, TV, radio) – 172
- Of all responses, 82 paper or telephone assisted surveys were completed (0.9%)
- Halfway through the consultation period, we analysed the demographic data and identified three under-represented groups and used paid for social media promotion to target the groups, reaching 1,232 people in the target groups





### **Survey promotion**

The survey was promoted in the following ways:

- 21 September Media release announcing upcoming consultation
- 10 October Media release launching consultation, with articles in a variety of email newsletters including Residents' Round Up, Climate Emergency and Rubbish & Recycling, and social posts on Facebook, Twitter, NextDoor. The social posts were shared by numerous community groups and town/parish councils. The information was also on the WBC website and WBC news website.
- 17 October Postcard to all households in the borough, via Royal Mail
- 26 October Launch WBC Facebook and CitizenLab Facebook and Instagram paid campaigns targeting under-represented groups
- 1 November Engagement session with CLASP, using an EasyRead version of the survey
- 14 November Media release announcing the halfway point in the survey period, with articles in email newsletters and social posts.
- 23 November Social media 'Less than two weeks left' and 'Final chance to respond' campaigns
- 29 November Media release for last chance to respond, with articles in email newsletters

**1. What do you think of changing our waste and recycling collections so that we continue to have weekly food waste collections, but general rubbish and recycling are each collected fortnightly?**

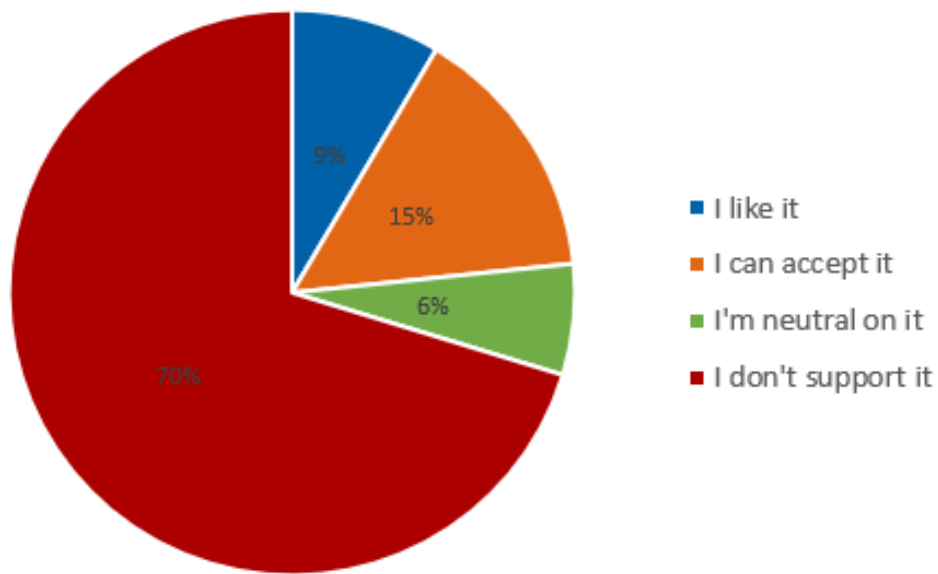






Answer Choices			Response Percent	Response Total
1	I like it		24.17%	2184
2	I can accept it		42.59%	3849
3	I'm neutral on it		6.96%	629
4	I don't support it		26.28%	2375
			answered	9037
			skipped	31

For respondents who would like changing collections to fortnightly, the primary reasons were that it would provide environmental and economic benefits with a simple to use collection system. Many respondents said they currently do not put out a full blue bag every week and the change to fortnightly would be a simple one to make and would encourage those who are currently putting food waste in their general rubbish to use the food waste collection service, which is both environmentally and economically beneficial. Respondents also pointed out that the many local authorities have already moved to fortnightly collections, with some going three weekly for rubbish.

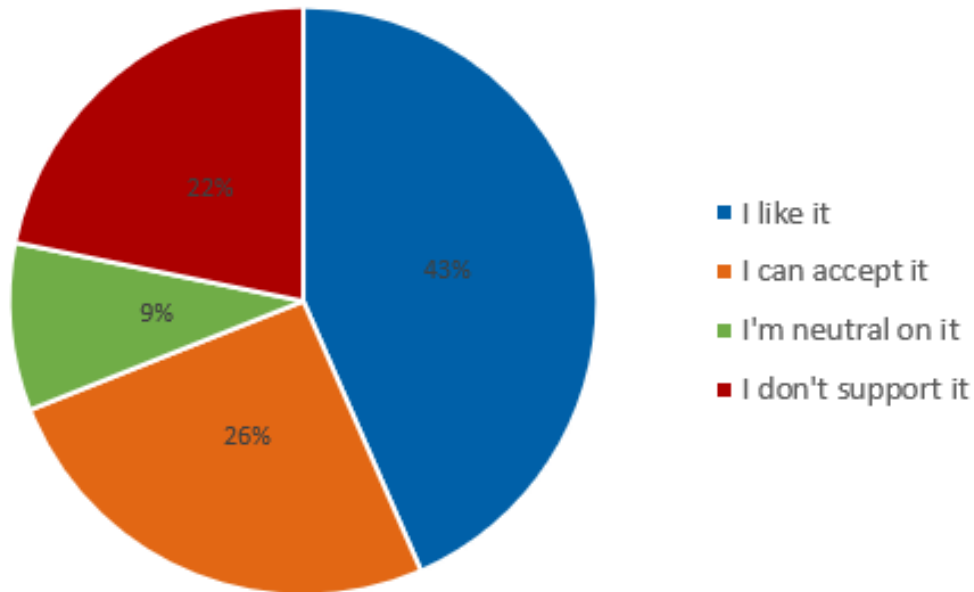
For respondents who said they did not support changing collections to fortnightly, the primary concerns were around storing the additional rubbish/recycling, as well as the cleanliness of having to store waste for two weeks and whether this would cause issues with rats, foxes, birds, etc. Additional concerns were whether the changes would cause additional fly-tipping, that it would be unsightly to store more than one week's worth of waste and wheeled bins outside, and capacity issues. Additionally, some respondents felt that weekly collections should be considered a basic service due to the amount they pay in council tax.





2. What do you think of changing our general rubbish collection to every three weeks, recycling every two weeks and food waste weekly?



Answer Choices			Response Percent	Response Total
1	I like it		8.52%	769
2	I can accept it		14.84%	1339
3	I'm neutral about it		6.34%	572
4	I don't support it		70.23%	6343
			answered	9023
			skipped	45

### 3. What do you think of having a wheeled bin for your rubbish?



Answer Choices			Response Percent	Response Total
1	I would like it		43.45%	3924
2	I can accept it		25.53%	2306
3	I'm neutral about it		9.21%	832
4	I don't support it		21.81%	1970
			answered	9032
			skipped	36

For respondents who said they would like to have a wheeled bin, the primary reasons were that it would help to reduce mess caused by animals and the weather, that it would be better for the environment as we would no longer use the single use blue bags, and that they have been asking for wheeled bins for years and they would be an improvement to the current system. Respondents pointed out that Wokingham Borough was in the minority by not using wheeled bins and if they were in most other places, they should work here. Some respondents thought having rubbish collected every three weeks would be acceptable as long as wheeled bins were provided.

For respondents who don't support having a wheeled bin for their rubbish, the primary concerns were around having enough storage space for it, the unsightliness of wheeled bins being stored in front of houses, difficulties with access to the rear of the property, difficulties with getting the wheeled bin to the kerbside, the potential hazards of wheeled bins not being returned to the collection point by the crews, and concerns that the bins would be too small.

#### 4. Are there any other issues you would want to see mitigated to make fortnightly or three-weekly general rubbish collections acceptable to you?

We know that there will be some households who would really struggle with fortnightly or three-weekly general rubbish collections. We would make special arrangements for the following: terraced and other properties where access is restricted, households that produce a lot of waste from things like nappies, adult incontinence products and medical waste, larger families, elderly people or people with disabilities.




Just over 3,800 respondents answered this question. The most common concern was around storing twice the amount of recycling at their property if recycling changes to fortnightly collections, followed closely by concerns around having enough capacity if rubbish collections change away from weekly due to large families, children in nappies and personal hygiene waste.

The next most common concern was about having enough room to store the additional rubbish and recycling that would accumulate and having room outdoors to store a wheeled bin. There were also concerns about whether people with disabilities and the elderly would find a new system difficult and issues with the cleanliness and tidiness of changing away from weekly collections. Some residents felt that the borough's high council tax rate should allow us to keep weekly collections, while others raised issues about rats, foxes, birds and insects.






Some residents were concerned about hazards and access connected to fortnightly collections, and others about whether the new system would be confusing, particularly around three weekly rubbish collections. There were also concerns about an increase in fly-tipping and whether the changes would discourage recycling.

Summary of key themes	Response Total	
Storing recycling -- Issues about having enough room to store twice the amount of recycling as they currently need to	378	
Capacity -- Concerns about having enough capacity for non-weekly collections due to large families, children in nappies and personal hygiene waste	365	
Storing rubbish and / or wheeled bins -- Issues about having enough room to store additional rubbish and having room to store a wheeled bin	255	
Disability / difficulty -- Concerns for people with disabilities and the elderly	213	
Cleanliness -- Concerns about smells, hygiene, nappies (re cleanliness)	150	
Untidy -- Issues with wheeled bins being stored at the front of properties	139	
Council tax -- Concerns about paying a high council tax rate and not getting value for money, and whether we could make savings elsewhere to keep weekly collections	119	
Animals -- Concerns about animals such as rats, foxes, birds and insects	88	
Hazards / Access -- Issues with creating hazards by storing rubbish/recycling or wheeled bins outside and the difficulty getting a wheeled bin to the kerbside	67	
Confusing / calendar -- Concerns with an alternating collection system being confusing	60	
Fly-tipping -- Issues about whether fly-tipping would increase	54	
Discourages recycling -- Concerns about if the change would discourage recycling	34	
	answered	3802
	skipped	5184




### 5. How often do you usually put out general rubbish (in the blue bags)?

Answer Choices			Response Percent	Response Total
1	Every week		86.01%	7765
2	Every two weeks		9.80%	885
3	Less than every two weeks		4.19%	378
			answered	9028
			skipped	40

### 6. How many blue bags do you put out in a typical week?





Answer Choices			Response Percent	Response Total
1	I don't always put one out		13.81%	1244
2	1		66.74%	6013
3	2		16.67%	1502
4	3		2.22%	200
5	4+		0.56%	50
			answered	9009
			skipped	59

### 7. How full are the rubbish bags you put out in a typical week?





Answer Choices			Response Percent	Response Total
1	Very full -- about 80 to 100% full		44.93%	4043
2	Somewhat full -- about 50 to 80%		34.46%	3101
3	Not very full -- less than 50% full		20.60%	1854
			answered	8998
			skipped	70






### 8. How often do you usually put out recycling (in the green re-useable waterproof bags)?

Answer Choices		Response Percent	Response Total
1	Every week		96.45% 8712
2	Every two weeks		2.40% 217
3	Less than every two weeks		0.61% 55
4	Never or rarely		0.54% 49
		answered	9033
		skipped	35


### 9. How many green recycling bags do you put out in a typical week?

Answer Choices		Response Percent	Response Total
1	1		43.72% 3925
2	2		44.41% 3987
3	3		9.00% 808
4	4+		2.87% 258
		answered	8978
		skipped	90






### 10. How full are the green recycling bags you put out in a typical week?

Answer Choices		Response Percent	Response Total
1	Very full -- about 80 to 100% full		75.62% 6795
2	Somewhat full -- about 50 to 80%		21.98% 1975
3	Not very full -- less than 50% full		2.40% 216
		answered	8986
		skipped	82




### 11. Can you tell us why you don't put out recycling every week?

Answer Choices		Response Percent	Response Total
1	It's too much work		5.19% 16






### 11. Can you tell us why you don't put out recycling every week?

2	I don't have a green re-usable recycling bag		3.25%	10
3	I don't know what can be recycled		0.97%	3
4	I don't have anywhere to store the green recycling bag		2.92%	9
5	I recycle everything I can but have less than 1 green bag per week		72.08%	222
6	Other (please specify):		21.10%	65
			answered	308
			skipped	8760



### 12. How often do you put out food waste (in the black food waste caddy)?

Answer Choices		Response Percent	Response Total
1	Every week		82.45%
2	Less than every week		6.44%
3	I don't use the food waste collection service		11.11%
			answered
			9044
			skipped
			24

### 13. Can you tell us why you don't always separate out your food waste?

Answer Choices		Response Percent	Response Total
1	It's too messy and/or too smelly		27.87%
2	Using the blue rubbish bags is easier		12.52%
3	I don't have a food waste caddy		8.84%
4	I put all the food waste I have in the food waste container but have less than a full container per week		23.10%
5	Other (please specify):		46.45%
			answered
			1550
			skipped
			7518

### 14. How many people live in your household?

Answer Choices		Response Percent	Response Total
1	1		13.60%
2	2		43.42%

#### 14. How many people live in your household?

3	3		16.44%	1486
4	4		20.01%	1809
5	5		4.83%	437
6	6		1.31%	118
7	7		0.27%	24
8	8		0.07%	6
9	9		0.00%	0
10	10+		0.07%	6
			answered	9040
			skipped	28

#### 15. Do you have any children under three in your household?

Answer Choices		Response Percent	Response Total
1	No		87.28%
2	Yes, 1 child		7.36%
3	Yes, 2 children		4.61%
4	Yes, 3+ children		0.75%
			answered
			8847
			skipped
			221






#### 16. What sort of property do you live in?

Answer Choices		Response Percent	Response Total
1	Detached or semi-detached house with access to the rear		72.27%
2	Detached or semi-detached house with no outside access to the rear		12.20%
3	Terrace house with outside access to the rear		6.73%
4	Terrace house with no outside access to the rear		3.33%
5	Flat or apartment		2.54%
6	Room in a shared house or bedsit		0.03%
7	Supported living accommodation		0.03%
8	Caravan or mobile home		0.24%
9	Other (please specify):		2.62%
			answered
			9033
			skipped
			35








# About you (optional)

1. What town or parish do you live in?				
Answer Choices			Response Percent	Response Total
1	Arborfield and Newland		2.37%	181
2	Barkham		1.96%	150
3	Charvil		2.31%	177
4	Earley		15.56%	1191
5	Finchampstead		6.82%	522
6	Hurst		1.33%	102
7	Remenham		0.27%	21
8	Ruscombe		0.55%	42
9	Shinfield		6.61%	506
10	Sonning		1.03%	79
11	Swallowfield		1.65%	126
12	Twyford		5.83%	446
13	Wargrave		2.29%	169
14	Winnersh		5.66%	433
15	Wokingham		25.14%	1924
16	Wokingham Without		5.63%	431
17	Woodley		14.18%	1085
18	Don't know		0.81%	62
19	Outside Wokingham borough		0.07%	5
			answered	7652
			skipped	1416














## 2. What sex/gender do you identify as?

Answer Choices			Response Percent	Response Total
1	Female		53.99%	4123
2	Male		43.15%	3295
3	Transgender		0.05%	4
4	Prefer not to say		2.54%	194
5	Other (please specify):		0.27%	21
			answered	7637
			skipped	1431










## 29. How old are you?

Answer Choices			Response Percent	Response Total
1	17 or younger		0.03%	2
2	18-20		0.01%	1
3	21-29		2.08%	159
4	30-39		11.04%	842
5	40-49		19.21%	1466
6	50-59		22.27%	1699
7	60 or older		44.36%	3461
			answered	7630
			skipped	1438








### 30. What race or ethnicity best describes you?

Answer Choices			Response Percent	Response Total
1	Arabic		0.21%	16
2	Asian/British Asian: Bangladeshi		0.05%	4
3	Asian/British Asian: Chinese		1.61%	123
4	Asian/British Asian: Indian		2.14%	163
5	Asian/British Asian: Pakistani		0.39%	30
6	Black/British Black: African		0.20%	15
7	Black/British Black: Caribbean		0.17%	13
8	White: British		84.16%	6420
9	White: Other		5.06%	386
10	Mixed race		0.68%	52
11	Gypsy/Traveller		0.01%	1
12	Prefer not to say		3.84%	293
13	Other (please specify):		1.47%	112
			answered	7628
			skipped	1440




### 31. What do you consider your religion to be?

Answer Choices			Response Percent	Response Total
1	Buddhism		0.26%	20
2	Christianity		49.34%	3729
3	Hinduism		1.22%	92
4	Islam		0.78%	59
5	Judaism		0.28%	21
6	Sikhism		0.46%	35
7	No religion		37.87%	2862
8	Prefer not to say		8.31%	628
9	Other (please specify):		1.47%	111
			answered	7557
			skipped	1511





### 32. Which of the following terms best describes your sexual orientation?

Answer Choices			Response Percent	Response Total
1	Asexual		2.08%	154
2	Bisexual		0.85%	63
3	Gay		0.72%	53
4	Lesbian		0.32%	24
5	Heterosexual/Straight		81.63%	6043
6	Prefer not to say		12.75%	944
7	Other (please specify):		1.65%	122
			answered	7403
			skipped	1665

### 33. Have you undertaken any form of sex/gender reassignment?

Answer Choices			Response Percent	Response Total
1	Yes		0.09%	7
2	No		91.37%	6734
3	Prefer not to say		8.53%	629
			answered	7370
			skipped	1698




### 34. Are you currently pregnant or have you given birth within the last year?

Answer Choices			Response Percent	Response Total
1	Yes		2.32%	172
2	No		77.41%	5737
3	Not applicable		15.40%	1141
4	Prefer not to say		4.87%	361
			answered	7411
			skipped	1657

### 35. Do you have a disability, long-term illness or health condition?

Answer Choices			Response Percent	Response Total
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### 35. Do you have a disability, long-term illness or health condition?

1	Yes		17.75%	1323
2	No		74.46%	5551
3	Prefer not to say		7.79%	581
			answered	7455
			skipped	1613



## Appendix 8: Full initial options analysis for alternate weekly collections

There were 11 options, not 12, considered as detailed below:

	Baseline	Enhanced Baseline	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 3a	Option 3b	Option 6a	Option 6b
Dry Recycling	Weekly Comingled			Fortnightly Comingled	Fortnightly TS	Fortnightly TS + Glass	Weekly Multi-Stream	Fortnightly Comingled	Fortnightly TS	Fortnightly TS + Glass	Fortnightly TS	Fortnightly TS + Glass
Food Waste	Weekly											
Garden Waste	Fortnightly charged											
Residual	Weekly		Fortnightly (restricted)	Fortnightly				3-Weekly	Fortnightly		3-Weekly	
	Baseline	Enhanced Baseline	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 3a	Option 3b	Option 6a	Option 6b

Option	Residual waste	Dry recycling	Garden waste	Food waste
Baseline (current collection system)	Weekly via unlimited single-use sacks	Weekly mixed via reusable sacks (tins and cans, aerosols, plastic bottles & PTT, cartons, foil, paper and card)	Fortnightly chargeable via 240 litre wheeled bin	Separate weekly via 8-litre kitchen caddy and 23-litre food waste bin. Collected alongside residual waste in RCV pod.
Enhanced Baseline (taking into account the impact of DRS)	Weekly via unlimited single-use sacks	Weekly mixed via reusable sacks (tins and cans, aerosols, plastic bottles & PTT, cartons, foil, paper and card)	Fortnightly chargeable via 240 litre wheeled bin	Separate weekly via 8-litre kitchen caddy and 23-litre food waste bin. Collected alongside residual waste in RCV pod.
Option 1	Fortnightly via restricted single-use sacks	As current	As current	As current, collected with recycling
Option 2	Fortnightly via 180-litre wheeled bin	As current with fortnightly collections	As current	As current, collected with residual/recycling
Option 3	Fortnightly via 180-litre wheeled bin	Fortnightly two-stream (card and paper separate) via reusable sacks	As current	As current, food waste collected using dedicated vehicles
Option 4	Fortnightly via 180-litre wheeled bin	Fortnightly two-stream (card and paper separate) via wheeled bins and adding glass	As current	As current, food waste collected using dedicated vehicles

Option 5	Fortnightly via 180-litre wheeled bin	Weekly multi-stream collection using RRV via reusable sacks and boxes	As current	As current, food waste collected on RRV.
Option 6	3-weekly via 180-litre wheeled bin	Weekly mixed via reusable sacks (as baseline)	As current	As current, food waste collected using dedicated vehicles
Option 3a	Fortnightly via 140-litre wheeled bin	Fortnightly two-stream (card and paper separate) wheeled bins for containers and fibres in re-useable sack	As current	As current, food waste collected using dedicated vehicles
Option 3b	3-weekly via 180-litre wheeled bin	Fortnightly two-stream (card and paper separate) wheeled bins for containers and fibres in re-useable sack and adding glass	As current	As current, food waste collected using dedicated vehicles
Option 6a	3-weekly via 180-litre wheeled bin	Fortnightly two-stream (card and paper separate) via wheeled bins	As current	As current, food waste collected using dedicated vehicles
Option 6b	3-weekly via 180-litre wheeled bin	Fortnightly two-stream (card and paper separate) via wheeled bins and adding glass in a separate container	As current	As current, food waste collected using dedicated vehicles

Appendix 9: Modelling the increased volumes from kerbside properties required to compensate for the flats and other properties not adopting the new arrangements

	Baseline	New Service	Difference	kg/hhld/yr Difference	kg/hhld/ Collection Difference
Kerbside Refuse	21,532	15,986	-5,546	-78	-3.0
Kerbside Recycling	9,109	12,569	3,460	45.9	1.8
Kerbside Food Waste	6,054	7,366	1,312	20.3	0.4
Waste Minimisation			-774	-12.0	-0.9
Communal Refuse	3,787	3,787	0		
Communal Recycling	902	902	0		
Lanes Refuse	168	168	0		
Lanes Recycling	102	102	0		
Non- Kerbside Refuse	2,655	2,655	0		
Non-Kerbside Recycling	16,932	16,932	0		
<b>Dry Recycling Total</b>	<b>27,045</b>	<b>30,505</b>	<b>3,460</b>		
<b>Residual Waste total</b>	<b>28,142</b>	<b>22,596</b>	<b>-5,546</b>		
<b>Total</b>	<b>61,241</b>	<b>60,467</b>	<b>-774</b>		

Appendix 10: Food waste collection performance against targets:

	Wokingham Food Waste											
	April	May	June	July	August	September	October	November	December	January	February	March
2019/20	377	427	379	424	391	402	460	435	442	524	405	488
2020/21	553	515	522	528	458	492	474	496	541	521	477	545
2021/22	538	524	542	528	512	542	497	539	560	562	512	568
2022/23	517	536	531	489	517	510	464	517	515	525	541	541
										Prov	Fcst	Fcst

Also, as a graph, with a trendline which might be helpful in the context of the queries about whether WBC could achieve the performance improvements claimed.



In the MTFP for 2022/23 there is a financial saving of c.£350k for food waste. The calculation below outlines the saving of food waste being composted as compared to if it had been disposed of over two years. It is evident that due to the current economic factors (i.e. inflation and cost-of-living crisis) the 2022/23 collected tonnage has reduced as compared with last year. Therefore, the expected saving on food waste will not be realised as there is less being generated and collected. However, due to the minimisation of all waste, this has contributed to an expected saving in the region of £600k for 2022/23.

	2021/22	2022/23
Total tonnes of collected food waste	6,400	6,014
Cost of disposing of this material via energy from waste:	£114	£121
Cost of composting this food waste	£30	£21
Net difference	£84	£100
Total saving	£537,600	£601,400

Appendix 11: Confirmation that the costs and savings included in the Executive report are consistent with the costs and savings in the Medium Term Financial Plan

	2023/24	2024/25	2025/26
	£000	£000	£000
MTFP saving	0	(1,050)	(1,050)
Waste Exec Report	0	(500)	(1,050)
<b>Variance</b>	<b>0</b>	<b>550*</b>	<b>0</b>

\*The variance is due to the timing of implementing AWC, which is later than originally forecast. Work is ongoing to find ways to cover this one off gap.

The below extract is from the MTFP paper that went to council on 16 February 2022 and confirms the saving, which is shown in two blocks under the place & growth section.

THREE YEAR BUDGET FORECAST

	2023/2024 £'000	2024/2025 £'000	2025/2026 £'000
<b>Chief Executive</b>			
Advertising in Libraries	(10)	(10)	(10)
Effective use of Council owned Community spaces	(150)	(150)	(150)
Organisational Foundation Project - Assets	0	(470)	(940)
Organisational Foundation Project - Contracts	(500)	(1,000)	(1,500)
Organisational Foundation Project - Customer Excellence	(200)	(513)	(513)
Organisational Foundation Project - Workforce	(2,731)	(2,731)	(2,731)
Reduce number of Borough News Editions from 3 to 1	(30)	(30)	(30)
Reduced provision of mobile phones	(56)	(56)	(56)
Reduction in Microsoft cloud server spend	(34)	(34)	(34)
Removal of telephone lines	(70)	(70)	(70)
Removal of two vacant Customer Excellence posts	(52)	(52)	(52)
<b>Children's Services</b>			
Alternative Delivery Model for Children's Centres	(25)	(50)	(50)
Education White Paper	(360)	(360)	(360)
Home to School Transport Review	(766)	(766)	(766)
Placements - Continuing Health Care	(300)	(300)	(300)
Placements - LAC Charging Policy	(50)	(50)	(50)
Placements - Strategy & Sufficiency	(570)	(640)	(800)
Transforming Children's Services	(259)	(734)	(1,034)
<b>Place &amp; Growth</b>			
Absorb street cleansing into street cleaning regime	(13)	(13)	(13)
Cease the provision of residual waste blue bags	0	(350)	(350)
Changes to VolkerHighways contract	(397)	(547)	(547)
Highways and Transport restructuring	(150)	(150)	(150)
Income generation through commercialisation across the directorate	(68)	(68)	(68)
Increase garden waste service annual fees	(255)	(255)	(255)
Increase hourly rate for licensing team	(15)	(15)	(15)
Increase in off street parking charges	(500)	(700)	(700)
Increase the scope of MyJourney s106 expenditure to include management costs	(30)	(30)	(30)
Increased enforcement of housing standards	(12)	(12)	(12)
Introduce more naturalisation and biodiversity in the borough	(60)	(60)	(60)
Introduction of charge for garden waste bins	0	(20)	(10)
Introduction of moving traffic offence enforcement	(103)	(308)	(513)
Introduction of on-street parking zones	(280)	(560)	(560)
Night time dimming for street lights	0	(40)	(40)
Parking permits	0	(62)	(62)
Play area rationalisation	0	(15)	(15)
Proposal to move to alternate weekly or three weekly residual waste collections	0	(700)	(700)
Reduce the Community Engagement Team	(92)	(92)	(92)
Reduce Transport Planning consultants	(85)	(120)	(120)
Reduction in Drainage Maintenance (annual Grip cutting programme) to every other year	(25)	(25)	(25)
Reduction of weed spraying from 3 to 2 visits per year	0	(24)	(24)
Removal of discretionary concession funding for transport on football services	(12)	(12)	(12)
Review access to free parking at Carnival Pool multi-storey car park	(120)	(120)	(120)
School keep clear markings - roll out of parking enforcement scheme	0	(50)	(50)
Smart drainage sensors borough wide roll-out	0	(50)	(50)
Stop the annual purchase and delivery of food waste caddy liners to all households	(100)	(100)	(100)
Trading Highways Commercial Design Services to Town & Parish Councils	(20)	(50)	(50)

The Executive report shows:

**FINANCIAL IMPLICATIONS OF THE RECOMMENDATION**

***The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial 2022/23 (Year 1)	N/A	N/A	N/A
Next Financial Year 2023/24 (Year 2)	Cost of £1.50m for purchase a delivery of wheeled bins (Capital)  £0.46m one off implementation costs (Revenue)  Total - £1.96m	Proposal to fund all costs including implementation costs and wheeled bins from the Waste Equalisation Fund.	Capital  Revenue  <i>See appendix 3 for breakdown</i>
Following Financial Year 2024/25 (Year 3)	(£0.50m) est.	This is £0.55m short of the MTFP income expectation due to the proposed timeframe of delivery.	Revenue
Following Financial Year 2025/26 (Year 4)	(£1.05m - £1.50m) est.	It is forecast that budgeted saving will be achieved and possibly exceeded.	Revenue

Appendix 12: A breakdown of the reported 2,400t CO<sub>2</sub> saving arising from the proposed new waste collection arrangements.

The carbon calculation was undertaken using a methodology approved by the Waste Resources Action Programme (WRAP) which focusses on waste arisings and transport.

The carbon modelling quantifies the greenhouse gas emissions (GHG) impact (expressed as CO<sub>2</sub>e) across the collection and disposal process relative to the baseline service. Negative values indicate that there is a carbon saving compared to the baseline. Recycling has a negative overall carbon impact because recycling materials offsets more of the CO<sub>2</sub>e of virgin production than the recycling process uses. WasteDataFlow data was used as a basis to determine the fates of WBCs residual waste.

Item	Difference From Baseline Position (tonnes CO <sub>2</sub> e)
<b>Dry Recycling</b>	-1750
<b>Residual Waste</b>	-888
<b>Organic Recycling</b>	-193
<b>Contamination</b>	91
<b>Transport</b>	325
<b>Total</b>	<b>-2,415</b>

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<b>TITLE</b>	<b>Biodiversity Net Gain Pilot Project</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Tuesday, 21 March 2023
<b>WARD</b>	(Charvil, Coronation directly and All Wards indirectly);
<b>LEAD OFFICER</b>	Director, Place and Growth - Simon Dale
<b>LEAD MEMBER</b>	Executive Member for Environment, Sport and Leisure - Ian Shenton

## **PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

To secure Executive approval for the initial expenditure required to implement the ecological enhancement scheme at Ashenbury Park in Woodley and to inform the Executive of the underlying commercial approach to the sale of the Biodiversity Net Gain units generated by the project.

This project will make a contribution towards the WBC Climate Emergency Action Plan (through the 250,000 Tree Project) and the Wokingham Biodiversity Action Plan.

These Biodiversity Net Gain units will enable otherwise acceptable developments to be consented within the borough once the mandated 10% biodiversity net gain requirement comes into force later in 2023.

## **RECOMMENDATION**

That the Executive

- 1) Approve the implementation of an ecological enhancement scheme at Ashenbury Park which will generate Biodiversity Net Gain (BNG) units, including the required capital expenditure of £201,190 and the establishment equalisation reserve to manage the ongoing maintenance costs.
- 2) Delegate authority to the Director of Place and Growth (in consultation with the Director of Resources and Assets and the Executive Member for Environment) to approve the implementation of further ecological enhancement schemes which will generate Biodiversity Net Gain (BNG) units, including the required capital expenditure up to £300,000 in 2023/24.
- 3) Notes the transfer of management responsibilities at Ashenbury Park from the Council's Grounds Maintenance contractor to the Council's Countryside Service in order to facilitate the ongoing ecological enhancement scheme.

## **EXECUTIVE SUMMARY**

A minimum 10% biodiversity net gain is expected to become mandatory for all Town and Country Planning Act developments from November 2023 (although the principle of biodiversity net gain is already required through the current National Planning Policy Framework).

Developers will be required to undertake an assessment (using the nationally set BNG metric tool) of the current biodiversity value of their site both prior to and post the development proposal. In the event that the value of the site post development is less than 10% better than it was prior to development then the developer will have an

obligation to provide additional off site BNG units to achieve the mandatory 10% net gain.

Whilst this change to the planning system will involve some additional regulatory burdens in terms of the development management process and a significant new burden on developers (including for WBC projects), there are also opportunities for the Council to be a provider of BNG units through the ecological enhancement of existing Council owned sites such as Countryside Sites, Public Open Spaces and farmland.

The Government envisages a market approach to the provision of offsite BNG units where the income received through the sale of BNG units should cover all of the capital, monitoring and ongoing maintenance costs (for at least 30yrs) and provide a capital receipt to the landowner.

There is currently some uncertainty over the level of local need for BNG units and as a consequence officers are proposing a pilot project at the Ashenbury Park in 2023/24 in order deliver our immediate requirements and to test the local market. Officer will use this pilot project to inform a project plan to deliver BNG units at other Council owned sites in future year if required.

Ashenbury Park has been selected as the focus for the BNG pilot project because it has the ability to generate significant number of units on a single site, it is likely to make significant contribution towards our tree planting target and offers a revenue efficiency in terms of its ongoing maintenance by the WBC Countryside Services. Officers are currently working on a number of scenarios for the habitat enhancement of the Ashenbury Park involving a combination of wildflower meadow enhancement and woodland creation in varying proportions.

It is intended that there will be a short consultation on the detailed scheme proposals in early summer 2023, with all initial planting and seeding works due to be completed by March 2024.

## **BACKGROUND**

National policy already sets out that planning should provide Biodiversity Net Gain (BNG) where possible. National Planning Policy Framework (NPPF) Paragraphs 174(d), 179(b) and 180(d) refer to this policy requirement and the Natural Environment Planning Practice Guidance (PPG) provides further explanation on how this should be done.

More recently the Government has announced its intention to mandate a 10% net gain for biodiversity in the Environment Bill in the 2019 Spring Statement. Which it duly did, and the Environment Bill received Royal Assent on 9 November 2021, meaning it is now an Act of Parliament.

The Environment Act sets out the following key components to mandatory BNG:

- Minimum 10% gain required calculated using Biodiversity Metric & approval of net gain plan
- Habitat secured for at least 30 years via obligations/ conservation covenant
- Habitat can be delivered on-site, off-site or via statutory biodiversity units
- There will be a national register for net gain delivery sites
- The mitigation hierarchy still applies of avoidance, mitigation and compensation for biodiversity loss
- Will also apply to Nationally Significant Infrastructure Projects (NSIPs)
- Does not apply to marine development
- Does not change existing legal environmental and wildlife protections

BNG is expected to become mandatory for all TCPA developments in November 2023 with the publication of the regulations (i.e. the detail guidance on how the system will operate). Although it is worth noting that the BNG metric approach is already in use in the planning system to assess applications (albeit on a voluntary basis) and the Council has already sold a number of BNG Units to developments.

The basic principle behind the BNG approach is that a developer would undertake an assessment (using the BNG metric tool) of the current biodiversity value of the site prior to development and then a corresponding assessment of the proposed biodiversity value of the site post development (incorporating any on site biodiversity enhancements). In the event that the value of the site post development is less than 10% better than it was prior to development then the developer will have an obligation to provide additional off site BNG units to achieve the mandatory 10% net gain. These units could be purchased from any landowner who is willing to take on the responsibility of creating and maintain these units (new or enhanced biodiversity habits) including the restriction on other uses of the land for 30years. Alongside this restriction a provider of BNG units is also expected to produce regular ecological monitoring reports (likely to be required approximately 8 times over the 30years) that will assess whether the target habitat is being successfully delivered and if not, any remedial actions that are required.

It is also worth noting that there is no fixed price for a BNG units and the Government envisages that this will be a commercial market with the price being set by supply and demand. It is expected that the price of a BNG units would cover the following costs,

- a BNG assessment of the site (both as is and proposed),
- the capital investment to deliver proposed habitat enhancements (including a contingency to cover risk of any required remedial works),
- the required ecological monitoring,

- the specialist habitat management required to maintain the new habitats and,
- an element of land value (at least equivalent to a 30yr plus lease on the land).

Whilst this change to the planning system will involve some additional regulatory burdens in terms of the development management process and a significant new burden on developers (including for WBC projects), there are also opportunities for the Council to be a provider of BNG units through the ecological enhancement of existing Council owned sites such as Countryside Sites, Public Open Spaces and farmland. Some of these sites are already restricted in their use by virtue of being public open spaces and/or existing nature reserves, and the Council already has significant inhouse expertise in ecological management through its Countryside Service. The Council's Grounds Maintenance contractor doesn't currently have the equipment or expertise to deliver and manage BNG unit sites.

Any BNG units generated in Wokingham would most likely be used to meet the demand within the Borough but could also be used to provide for needs in neighbouring authorities and/or nationally. Although the current version of the BNG metric applies a discount rate to any units created based on their geographical proximity to the impact they are mitigating which means that the value of those units is likely to be affected.

It is also worth noting that when the mandatory BNG requirement comes into effect, the site will need to be subject to the same rules and requirements for BNG as for other biodiversity unit providers, including registration on the Biodiversity Gain Sites Register. Local authorities will not be able to direct developers to purchase biodiversity units from them in preference to other ecologically equivalent suppliers.

Officers have undertaken an initial desktop BNG assessment of the larger Council owned public open space sites and nature reserve sites which identified the potential to deliver in excess of 300 BNG units across 20 different sites. Whilst the Council could take the decision to forward fund the delivery of the 300 BNG units there is significant uncertainty over the likely demand within the borough and the market value of these units, alongside this the required upfront capital expenditure would be in excess of £1million. As a consequence it is recommended that the Council undertakes a BNG pilot project that will generate sufficient BNG units to meet our needs the next couple of years, with a view to testing our attractiveness to the market in order to aid the development of a longer term business case for further future investment in 2024/25.

It is worth noting that the current estimated annual demand for BNG units within the borough is 25 although this is not based on any especially robust evidence. Given this scheme and others already underway are likely to generate around 50 BNG units which should ensure that all otherwise acceptable developments within the borough will not be held up through lack of available BNG units for 2023/24 at least.

Ashenbury Park has been selected as the focus for the BNG pilot project because it has the ability to generate significant number of units on a single site, it is likely to make significant contribution towards our tree planting target and offers a revenue efficiency in terms of its ongoing maintenance by the WBC Countryside Services. Officers are currently working on a number of scenarios for the habitat enhancement of the Ashenbury Park involving a combination of wildflower meadow enhancement and woodland creation in varying proportions. Although it is worth noting that the area closest to the existing car park and the play area will not be included in the ecological enhancement scheme.

It is intended that there will be a short consultation on the proposed scheme prior to a final decision on the detailed proposals.

The current high-level programme for the project is as follows

<b>Activity</b>	<b>Commencement</b>	<b>Completion</b>
Undertake BNG baseline habitat assessment	April 23	Sept 23
Undertake specialist assessment of the site suitability for tree planting	April 23	
Undertake public engagement exercise on BNG proposals	May 23	June 23
Design detailed BNG proposal	April 23	July 23
Procure contractors to undertake planting seeding works	July 23	Aug 23
Undertake wildflower seeding works on site	Sept 23	Oct 23
Undertake tree planting works on site	November 23	Feb 24

## **BUSINESS CASE**

The basic principle of the business case around BNG units is that the income received through the sale of BNG units should cover all of the capital, monitoring and ongoing maintenance costs (for at least 30yrs) and provide a capital receipt to the landowner. The actual scale of capital receipt will depend on the eventual sale value of the BNG units. WBC has already sold BNG units for £20k each and are aware of others being traded within the borough for around £35k/unit.

The current estimated capital costs for the project are as follows (although this might be adjusted as part of the detailed design process)

<b>Item</b>	<b>Cost</b>	<b>Commentary</b>
Initial BNG Baseline habitat assessment	£3,100	Capital - Quote for works already secured from TVERC
Design of detailed BNG proposal (including consultation draft and final scheme)	£10,000	Capital – Depending on other workloads it may be possible to undertake this work in house.
Delivery of detailed BNG Proposal Wildflower seeding	£57,750	Capital – Based upon the creation of 3.6ha of new wildflower meadows (including 10% contingency)
Delivery of detailed BNG Proposal woodland planting	£47,900	Capital – Based upon the creation of 5.25ha of new woodland planting (including 10% contingency)
Delivery of detailed BNG Proposal ecological enhancement of existing woodland planting	£52,150	Capital – Based upon the enhancement of 4.74ha of existing woodland planting (including 10% contingency)
Supervision of delivery of detailed BNG Proposal	£12,000	Capital – Based upon 8% of the capital costs, depending on other

		workloads it may be possible to undertake this work in house.
10% Overall Project Contingency	£18,290	
<b>Total Cost (excluding ongoing monitoring and maintenance costs for 30yrs)</b>	<b>£201,190</b>	

**Revenue impact and support**

The removal of Ashenbury Park from the current Grounds Maintenance Contract scope would deliver an annual saving to that revenue budget of around £37,000, whereas the cost of the Countryside Service maintaining the site each year would be around £28,000. In addition to this immediate £9,000 saving, it is expected that the that the sale of these BNG units would eventually generate a commuted sum of around £800,000 which would be sufficient to cover the ongoing maintenance of the site for the next 30years.

It is unlikely that receipts would be sufficient in the early years to cover the ongoing maintenance costs and hence we will be establishing an equalisation fund to manage the project costs.

Contribution to Earmarked Reserve to cover ongoing BNG monitoring requirements	£35,000	Capital – It is recommended that contribution to a dedicated BNG Monitoring earmarked reserve is made the early receipts as draw down will start in year 2.
Contribution to Earmarked Reserve to cover ongoing BNG management requirements for 30yrs	£829,920	Capital – It is recommended that contribution to a dedicated BNG Maintenance earmarked reserve is made from the early receipts as draw down will start in year 2.

The cost estimates are based on a draft scheme that may be altered through the detailed design process but it currently forecasting the creation of 33 BNG units at a cost of around £30,000 each (including ongoing monitoring and maintenance).

BNG is a relatively new approach and as yet there is little robust evidence on likely demand for BNG units, the level of supply of BNG units and hence what the market value of a BNG unit might eventually reach and how fast we might be able to sell the units. In addition it is likely that most sales will be through a s106 agreement with actual payment due up to 3 years later (prior to commencement of development), which makes repayment period difficult to estimate at this stage.

However the current market value locally appears to be between £35,000-£50,000/unit, and were these values to be achieved then the unringfenced capital receipt for the land value from this scheme would be between £10,000 and £500,000 (a return on investment of between 5% and 250%). Our experience in this pilot project will assist officers in developing a longer term BNG investment plan and Capital bid for inclusion in the 2024/25 MTFP aimed of bring forward some or all of the additional WBC owned sites.

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£200K (£37K)	To be funded from Invest to save	Capital Revenue
Next Financial Year (Year 2)	(£37K)	N/A	Revenue
Following Financial Year (Year 3)	(£37K)	N/A	Revenue

### Other Financial Information

See attached high level business case.

### Stakeholder Considerations and Consultation

It will be necessary to consult with local resident, Woodley Town Council and ward Councillors on the proposed changes to the management of Ashenbury Park, although given the recent reduction in levels of maintenance at the site it is not envisaged that this would be particularly contentious.

### Public Sector Equality Duty

A stage 1 EQIA will be completed prior to commencement of the project which is not expected to require a stage 2 EQIA.

### ***Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

This project will result in an additional 5ha of woodland planting which will contribute to Key Priority 5 (Increase the Levels of Carbon Sequestration in the Borough Through Greening the Environment) of the Council Climate Emergency Action Plan. Assuming that each hectare would sequestrate 7.83 tCO<sub>2</sub>e in the first year, which would raise to 13.7 tCO<sub>2</sub>e in subsequent years, this project will eventually sequestrate 68.5 tCO<sub>2</sub>e per year.

### Reasons for considering the report in Part 2

The detailed business case modelling contained in the enclosure will need to be part 2 as it contains commercially sensitive information which might hinder our ability to negotiate with our contractors and/or developers in the future.

### List of Background Papers

**Contact** Andy Glencross

**Service Delivery and Infrastructure**

**Telephone** Tel: 0118 974 6199

**Email** [andy.glencross@wokingham.gov.uk](mailto:andy.glencross@wokingham.gov.uk)



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<b>TITLE</b>	<b>Procurement of Tree Maintenance Framework Contract</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Tuesday, 21 March 2023
<b>WARD</b>	(All Wards);
<b>LEAD OFFICER</b>	Director, Place and Growth - Simon Dale
<b>LEAD MEMBER</b>	Executive Member for Environment, Sport and Leisure - Ian Shenton

**PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

- 1.1 Officers require Executive approval to set up an internal framework to allow officers to procure routine, urgent and emergency tree works required for Highways, Public Open Space and Housing land.
- 1.2 A framework contract would allow the Operational Tree Management team to ensure the required procurement process is followed and value for money is delivered through an agreed schedule of rates without causing a delay to the delivery of service.

**RECOMMENDATION**

- 2.1 That the Executive approve the procurement of a 4-year Tree Maintenance Framework Contract.

**EXECUTIVE SUMMARY**

- 3.1 Officers are seeking to develop an internal framework contract to support the delivery of a robust, reliable, and cost-effective tree maintenance service across the Council. Operational Tree Management, Highways and Housing all currently have a requirement for tree maintenance but historically have carried out separate procurement processes to fulfil their need. A new framework contract will align all spend on tree maintenance under one process, making this more efficient and a higher chance of receiving value for money across the service and bring in line with the council's constitution and the procurement regulations.
- 3.2 Tree surgeons would be offered the opportunity to be part of the internal framework through a full tender process via ProContract.
- 3.3 By combining all three department's tree work needs, the total annual value of the contract will be £280,000. The maximum length for a framework contract is 4-years and in order to gain maximum value for money, it is proposed that the full 4-year contract length is utilised. This would equate to a total ascertainable value of £1,120,00.00 for the 4-year contract.
- 3.4 It is considered that the high total ascertainable value will make being part of the framework desirable to tree surgeons which will translate into a competitive schedule of rates. It is also expected that once tree surgeons are on the

framework, Council tree work will be prioritised within their work programme, providing a more reliable service.

3.5 The recommended approach is to set up an internal Framework with two lots (one for major works and one for minor works). Once established there would be minimal contract management required for this approach however there would be an annual check to ensure that all the suppliers continue meet all the terms of the Framework. This would be managed by the Operational Tree Management team. A procurement strategy outlining the considered options and recommendation was considered and approved by the Procurement Strategic Board on the 19th January 2023. The full Procurement Strategy can be found in Appendix A.

The current timescale for the framework is as follows:

Activity	Commencement	Completion
Development of procurement documents	Jan 23	Mar 23
Advertise, evaluate and award contract through ProContract	Mar 23	May 23
Commencement of contract	Jun 23	Jun 27
Annual evaluation of framework	Jun 24	Jun 27

## BACKGROUND

Officers are seeking to develop an internal framework contract to support the delivery of a robust, reliable, and cost-effective tree maintenance service across all departments who have a requirement for tree maintenance but are currently carrying out separate processes to fulfil their need (Operational Tree Management, Highways and Housing). To achieve economies of scale, Officers will investigate how to mandate it so that all members of the council who intend to spend on Tree Maintenance utilise this contract as opposed to set up their own individual contracts. This will align all spend on tree maintenance under one process, making this more efficient, providing a higher chance of receiving value for money across the service and bringing the service in line with the council's constitution and the procurement regulations.

The proposed framework would link to our community vision and corporate delivery plan by allowing us to create safe, strong communities by ensuring that our approved tree surgeons have met a set of essential criteria in order to be included on the framework. Carrying out an evaluation during the procurement stage will allow us to verify that each tree surgeon on the framework has the relevant qualifications, experience and resource to support the Council in delivering a safe and high-quality service. Agreeing a schedule of rates for the full 4-year framework would provide us with a contract that delivers value for money.

Severe weather conditions pose a continued risk to the Council's tree assets, and it is important more so now than ever that we have a robust network of contactors who will work with us to keep the borough moving, linking to our community vision and corporate delivery plan. Emergency call outs are often required to remove tree obstacles that could be blocking roads, footpaths and cycleways. When dealing with these urgent reactive cases, time critical solutions need to be implemented. A framework contract would allow the Operational Tree Management team to ensure the required procurement process is followed without causing a delay to the delivery of service.

## **BUSINESS CASE**

Currently tree surgery works are obtained following a three-quote process on a job-by-job basis, meaning there are no current contracts in place. This is because much of the tree works that are issued are for urgent health and safety reasons and there is regularly insufficient time to follow the usual procurement approach of a quick quote on ProContract. Procurement of a Tree Maintenance Framework Contract would bring all tree work requirements across the Borough in line with procurement regulations, the Council's constitution and deliver a robust, value for money service.

Having considered a number of options, the recommended approach is to set up an internal 4-year Framework that includes two lots (one for major works and one for minor works).

The Operational Tree Management team currently use a few small companies who deliver a reliable, competitive service for minor works and while they do not have the resource to support with the more complex major works, a framework that would enable the team to instruct contractors who can carry out either minor, major or both types of work would provide the Council with a network of tree surgeons to deliver a varied and value for money service. It is considered that this approach would allow the team to maximise the number of contractors that can be called upon to support the delivery of a safe and efficient service. Tree surgeons would be offered the opportunity to be part of the internal framework through a full tender process via ProContract where their qualifications, experience and resource would be evaluated to ensure they meet a sufficient level of standard prior to being accepted onto the framework.

Following the procurement of the framework contractors, the relevant call off event will take place when tree works are required. Within each call off time and cost will both be considered depending on the nature of the works required. For example, some works may need to be actioned within a week, others may need to be actioned within a month and therefore contractor availability will be a key factor in issuing the work during the call off. The lot structure and call off process will be clearly explained during the procurement of the Framework.

It is however important to recognise that some urgent tree issues need to be dealt with in a time critical manner. These usually consist of works that are a result of major storm events where we are likely to require all contractors to provide services across the Borough at the same time or occasionally there are individual scenarios that require a rapid response within a matter of hours. For example, if a road is closed because a tree is at imminent risk of collapse, the Council need to instruct tree surgeons who can attend the site within hours. In these emergency situations, time is a critical factor and the requirement to complete a call off process would not be feasible and would have an impact on the safety of residents and infrastructure. It is strongly felt that if an additional lot was added to the framework for emergency works, the likely cost of retaining a contractor in advance to deliver these services on the few occasions we require them would incur a significant cost and would not demonstrate value for money and one supplier would not be able to deal with the capacity of works required in these incidences.

Taking this into consideration, in these safety and time critical emergencies where action needs to be taken within a couple of hours, it is recommended that the Operational Tree Management team would allocate the work to one of the contractors without completing a call off. This is consistent with the current approach that is taken for issuing urgent,

emergency safety works. Due to the positive relationship the Council has built up over many years with our current tree contractors, this approach has allowed the Council to act quickly and efficiently in reacting to urgent, time critical, tree safety issues.

It is strongly felt that omitting emergency, time critical work from the framework and having a two-lot framework in place (one for major works and one for minor works) for the business-as-usual tree works would provide the Council with the most reliable and cost effect approach to delivering a robust service across the Borough.

The Procurement Strategic Board considered and approved a Procurement Strategy for the Tree Maintenance Framework Contract on 19th January 2023. Recommendation from the Procurement Strategic Board was for Officers to investigate how to mandate it so that all service areas who intend to spend on Tree Maintenance utilise the framework. This is something that is now being investigated. It was also recommended that Officers engage with Reading Borough Council (RBC) to determine if they have a regular maintenance contract that WBC could utilise. Officers have begun these discussions with RBC and it was expressed that this is not something that RBC can currently support with.

It is therefore considered that the 4- year framework contract is still the appropriate way forward.

The current timescale for the framework is as follows:

<b>Activity</b>	<b>Commencement</b>	<b>Completion</b>
Development of procurement documents	Jan 23	Mar 23
Advertise, evaluate and award contract through ProContract	Mar 23	May 23
Commencement of contract	Jun 23	Jun 27
Annual evaluation of framework	Jun 24	Jun 27

Appendix A, attached, is the full Procurement Strategy/ Options Analysis that was been considered and approved by the Procurement Strategic Board on 19<sup>th</sup> January 2023. It includes each option that has been considered to fulfil the need for a Tree Maintenance Framework Contract and the associated benefits and risks.

## **FINANCIAL IMPLICATIONS OF THE RECOMMENDATION**

***The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£280,000	Yes	Revenue

Next Financial Year (Year 2)	£280,000	Yes	Revenue
Following Financial Year (Year 3)	£280,000	Yes	Revenue

**Other Financial Information**  
The Council has an increasing tree stock and tree maintenance workload. This Framework will assist to manage this greater workload, create efficiencies and economies of scale.

**Stakeholder Considerations and Consultation**  
Internal stakeholder engagement has taken place with WBC Procurement specialists, Finance and Legal to develop the Procurement Strategy. The strategy was considered and approved by the Procurement Strategic Board on 19/01/2023.

**Public Sector Equality Duty**  
A stage 1 Equality Impact Assessment form has been completed.

**Climate Emergency – *This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***  
Management and maintenance of the Councils tree assets through a framework contract with suitably qualified and reliable tree surgeons would build on the Councils draft Tree Strategy actions, inline with the Climate Emergency Action Plan.

**Reasons for considering the report in Part 2**  
Not applicable.

**List of Background Papers**  
Procurement Strategy – Tree Maintenance Framework

<b>Contact</b> Laura Buck	<b>Service</b> Delivery and Infrastructure
<b>Telephone</b>	<b>Email</b> <a href="mailto:laura.buck@wokingham.gov.uk">laura.buck@wokingham.gov.uk</a>

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<b>TITLE</b>	<b>Children's Services Overview &amp; Scrutiny Committee Recommendations to the Executive</b>
<b>FOR CONSIDERATION BY</b>	The Executive on 21st March 2023
<b>WARD</b>	None Specific;
<b>LEAD OFFICER</b>	Director, Children's Services - Helen Watson
<b>LEAD MEMBER</b>	Executive Member for Children's Services - Prue Bray

**PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

1.1 The report asks the Executive to consider a set of recommendations in relation to tackling the current cost of living crisis, proposed by the Children's Services O&S Committee.

**RECOMMENDATION**

2.1 That the Executive approves the officers' responses to the recommendations in this paper and requests the Inclusion Cross Party Working Group to consider them alongside action planning.

**EXECUTIVE SUMMARY**

3.1 The Children's Services O&S Committee, at its meeting on 2 November 2022, received a presentation from the Hardship Alliance about the cost of living crisis and how this is affecting children and young people in the borough. The recommendations contained in this report were agreed following a robust discussion about the difficulties being faced by families in the borough due the adverse economic situation.

3.2 The Committee aims to strengthen the Council's position in trying to find solutions to the difficulties in relation to tackling the effects of the cost of living crisis.

Recommendation	Officer Comment
1) Supports Wokingham Borough Council to lobby the government to ensure adequate provision of Household Support Funding beyond March 2023, when the present arrangements end.	The council is lobbying on a number of aspects and is increasing lobbying around the Household Support Fund which has already been confirmed to March 2024, but we are seeking longer term commitment in line with that provided for the Holiday Activity & Food Programme through to March 2026.
2) Supports efforts to help groups working to support families made vulnerable by the cost of living crisis, by looking at ways council-owned properties might be made available to assist such	The Council can utilise its property portfolio to support the work of the VCS and has a process to match available properties to an identified and agreed need, and to agree cost & values of each transaction.

<p>groups requiring premises for their activities.</p>	
<p>3) Work with Senior Council Officers to help improve communications between Council staff and local organisations, including the Hardship Alliance, to further increase awareness and understanding amongst Council staff about the current local offers of these organisations.</p>	<p>As part of the Tackling Poverty Strategy, there is excellent working with the Hardship Alliance, whilst the council has mechanisms in place to increase engagement and joint working with the VCS. Support available has featured within the Big Chat for staff and has been regularly communicated through staff bulletins, with many staff also living in the borough and therefore receiving the all house mailing on cost of living support. The offer to households continues to evolve and therefore the ongoing communications campaign will continue to highlight changes in the offer. This is being supplemented with further internal communications in addition to continued signposting to the cost of living support pages available on the website to help staff refer residents, or to be aware of what support is available if they need it themselves.</p>
<p>4) Request that Officers investigate possibilities for a local volunteer scheme for Council staff; and explore ways of using the Council's Communications Team to support volunteer recruitment from amongst the public.</p>	<p>The council has increased working with Wokingham Volunteer Centre since the start of the cost of living crisis to facilitate volunteer recruitment across the borough. This is supported by communications from the council and the volunteer centre with VCS partners being encouraged to refer in specific volunteer needs they have and engage in their own social media promotion to encourage volunteers, with numbers having dropped following a peak of volunteering during the pandemic. Further work on volunteering is planned as part of the Levelling-Up proposals submitted by the council last year, with funding becoming available in 2023/24 This work will seek to increase corporate volunteering and will include exploring opportunities for council staff.</p>
<p>To note: There are no financial implications currently identified which result from these recommendations. Any subsequent financial implications arising from the recommendations would be brought back to Executive.</p>	

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.***

	Cost/Savings	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	None		
Next Financial Year (Year 2)	None		
Following Financial Year (Year 3)	None		

### **Other Financial Information**

Finance has considered the report and has concluded that there are no current financial implications arising from its content or recommendations. Note that any subsequent financial implications arising from the recommendations would be brought back to Executive.

### **Stakeholder Considerations and Consultation**

n/a

### **Public Sector Equality Duty**

It is recognised that the recommendations contained within this report are targeted at addressing socio-economic inequality. In line with the council's Tackling Poverty Strategy and reflecting the Socio-economic Duty of the Equality Act 2010, the council has incorporated socio-economic inequality within its equality impact assessment process. Any projects associated with these recommendations will be supported by an equality impact assessment.

***Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

n/a

### **List of Background Papers**

Minutes of the Children's Services O&S Committee meeting on 2 November 2022: [Agenda for Children's Services Overview and Scrutiny Committee on Wednesday, 2nd November, 2022, 7.00 pm - Wokingham Borough Council \(moderngov.co.uk\)](#)

<b>Contact</b> Luciane Bowker	<b>Service</b> Governance
<b>Tel</b> 07783828181	<b>Email</b> luciane.bowker@wokingham.gov.uk

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<b>TITLE</b>	<b>Tackling Poverty Strategy Year 1 Report</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Tuesday, 21 March 2023
<b>WARD</b>	(All Wards);
<b>LEAD OFFICER</b>	Chief Operating Officer - Sally Watkins
<b>LEAD MEMBER</b>	Executive Member for Equalities, Inclusion and Fighting Poverty - Rachel Bishop-Firth

**PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

This report presents an update on the first year’s delivery of the Tackling Poverty Strategy, giving an overview of many of the initiatives that have supported the residents in poverty across the borough. It is an essential aspect of the work undertaken to make Wokingham borough inclusive and a great place to live, learn, work and grow and a great place to do business.

**RECOMMENDATION**

That the Executive note the progress made in delivering on the Tackling Poverty Strategy during the first year.

**EXECUTIVE SUMMARY**

This report is an update on progress during the first year of the Tackling Poverty Strategy, which was approved by Executive in June 2022. It covers the period July 2022 through to February 2023 (through to Q3 of the year one action plan).

Delivery against the tackling poverty action plan resulted in several positive interventions, such as:

- Ensuring that there was a significantly wider reach of communications to ensure more people in need receive information, advice and signposting to services and support.
- Development of the period poverty pilot to provide accessible and sustainable period products across the borough.
- Enhanced use of data and insight relating to those in need of support, to shape immediate and future services and support.
- Development of the Hardship Alliance Action Group to bring together a wider cohort of Voluntary and Community Sector partners to tackle poverty alongside the Hardship Alliance.
- Extension of the One Front Door initiative and development of a Community Coach service to provide more early intervention and prevention services.

Alongside delivery of the action plan, the Council consciously brought together the delivery of the Household Support Fund as part of the tackling poverty response. Officers and members of the Hardship Alliance co-produced the approach to allocation of funding across the borough to ensure as many members of the community as possible accessed the central government scheme.

In addition to delivering the year 1 action plan, due to rising inflation, food and fuel prices the council announced a cost-of-living crisis emergency in September 2022. This

resulted in a refocus of activity and a shared response led in partnership by the council and the Hardship Alliance.

Key deliverables have been:

- Distribution of low-energy household items such as slow cookers, heated blankets, draught excluders and air fryers to local charities and residents, to help to reduce household energy bills.
- Support and guidance to organisations in setting up warm spaces over the winter.
- Targeted support for vulnerable residents such as those with high energy use due to assistive equipment needs, and social care clients who fund their own care.
- Intensive work with council tenants in rent arrears to use Alternative Payment Arrangements
- Launching a crowd funding appeal, with money raised being made available for smaller charitable organisations to apply for projects supporting people in hardship.



## **BACKGROUND**

In June 2022 the Executive approved the Tackling Poverty Strategy and accompanying high-level year 1 action plan.

The strategy recognises that, although Wokingham is seen as an affluent borough overall, this disguises the fact that there are many people in poverty. As a Local Authority, we recognise that only through working with our VCS partners can we ensure a wider reach across our communities. This relationship is managed through the Hardship Alliance and Hardship Alliance Action Group (HAAG) who have been implementing a range of actions to help deliver the strategy and address poverty in the borough.

The aims of the Tackling Poverty Strategy are to:

- Lessen the short-term effects of poverty.
- Prevent further people falling into poverty.
- Better support our residents who are living in poverty.
- Enable residents to better address the barriers to overcoming poverty.

To ensure residents in the most need were identified, supported, and gain the best results possible, three groups of residents were identified as the focus of this strategy:

**Persistent Hardship** – These people are on low incomes claiming universal credit or other benefits and are the focus of most of the existing government support.

**Just About Managing** – These are people who were just getting by on their own means without qualifying for support, although frequently they have little, or no money left at the end of the month; there is no financial resilience.

**Asset Rich, Cash Poor** – These are people who own their own home with limited savings and their financial assets are not easily accessible.

### **Approach**

In March 2022, there was agreement to ensure £500k hardship fund from the Local Council Tax Support Schemes Grant was used to directly fund the Tackling Poverty to deliver the multi-year action plan. For year 1 £236,556 has been allocated based on the agreed actions delivering the interventions outlined in this document.

In addition to this, a further £250k is being made available by the council to expedite the activity in the action plan and ensure the money is being used to directly support people in poverty.

Examples of the Hardship Alliance activity to date are:

#### **One Front Door**

Established during the Covid-19 pandemic, the One Front Door provides a single access point for people in need of support enabling onward referral to other partners across the VCS. The Tackling Poverty Strategy provided funding to enable a smooth transition from the One Front Door to the planned No Wrong Door approach.

The One Front Door has seen increased demand during 2022/23 with some key achievements being:

- A total of 9,799 people in the 10-month period to January have been supported with 20,156 unique issues compared to 7,320 people and 16,316 for the same period last year.
- Income gains for people supported have totalled £661,061 during the 10 months, whilst £322,728 of debt has been written off: helping residents manage their finances and see their way out of poverty.
- Clients have been signposted / referred out to at least 131 local charities services.

Case studies have been developed to promote the support offered and help encourage more people to come forward enabling earlier intervention and support: reducing pressure on other services.

### ***Debt Advisor***

The debt advisor was a new role introduced to provide greater support with a strong focus on debt. Since introduction of the role, they have:

- Helped 86 clients.
- Achieved £156,142 of debts written off.
- Rescheduled £53,298 of payments.
- Provided an inclusive service with 62% of those supported having long-term health conditions and / or disability and 21% ethnically diverse.

This project adds greater value by providing another dedicated debt specialist who can support the wider team.

### ***Community Coach***

Through the Hardship Alliance we funded a Community Coach. The Coach provides intensive support to selected families who face complex challenges including financial instability. The aim of the support is to work with the families to resolve these issues, to help them as appropriate to build relationships with professionals and support services, and to give them the confidence to resolve problems themselves in the future. These interventions are intended to prevent long term and potentially spiralling problems, which would be costly for the families themselves and for the community more widely.

The Community Coach was appointed in July 2022 and by the end of January 2023 had provided support to 23 households, including 49 children. Results are necessarily qualitative. Families have used the coaching to tackle challenging in areas including improving household finances, building positive relationships with children's schools, and tackling mental health issues. Feedback from families involved includes increased confidence, sense of achievement and being able to see a way out of their problems, one saying they were "excited about the future for the first time in a long time".

### ***Tackling Poverty Project Co-ordinator***

The co-ordinator has been in post since October 2022, with the role initially established to help in the action planning, project management and co-ordination of Hardship Alliance activity to support the strategy. This includes action planning and researching projects.

In the short space of time, they have established, grown and coordinated the Hardship Alliance Action Group, a wider circle of VCS organisations with a focus on hardship which now meets monthly to share good practice and challenges, support one another, and help to deliver the action plan. Because this network was already established, the

response to the cost-of-living crisis was quicker and more effective than it might otherwise have been, enabling rapid roll-out of essential items, warm spaces and winter warmer packs.

They have researched opportunities such as Make a House a Home and No Wrong Door: bringing learning from other areas to inform the approach being explored for Wokingham. Current activity is supporting future action planning and building relationships with the fundraising officer at Involve, who will be supporting the Hardship Alliance with identifying and bidding for additional funding to tackle poverty in future years: delivering on the need to attract additional funding to support the strategy.

### ***Period Poverty initiative***

The council has been working in partnership with First Days Children's Charity and Wokingham Foodbank to provide reusable sanitary pads / pants and Mooncups to people struggling financially. This initiative enables people who access these services to be provided with products free of charge, with funding support from the council. This saves people around £5-10 per month and helps meet our climate emergency objectives, being an excellent example of work in aligning two of the council's priorities and their respective emergency responses. Products are also available at a discounted rate to people who can afford to pay and want to make use of this more environmentally sustainable approach whilst saving money.

Following the pilot, this project is now being expanded, working with other charities in the borough to increase reach and availability of products, expanding availability to all libraries and other venues, coupled with improved education.

### ***Supporting Local Tenants***

As part of the year 1 action plan mapping around services provided to those moving into properties within the borough was undertaken. This clarity of provision was key to ensuring those in need were able to access additional support to acquire essential items as they need them.

The next stage of activity will be the launch of the "Make a House a Home" scheme, this project aims to provide individuals and families with items, such as ovens, microwaves and curtains as well as beds and required furniture based on individual need. It will further reduce their reliance on support services by addressing immediate needs and therefore improving people's overall well-being. Added to this, it prevents people from getting into debt to buy the items and therefore helps to keep them out of poverty.

This work is supported by the council changing its policy on blanket removal of flooring from void properties, ensuring carpets are only removed if necessary. This was seen as a major barrier by many tenants.

### ***Improved decision-making***

Through adopting a broader definition of inclusion, low income has now been included in the council's Equality Impact assessments (EqIA) alongside the 9 protected characteristics. This means that major decisions taken by the council will have to consider whether there could be an adverse impact on people with low incomes and identify mitigating actions.

### ***Advice and Guidance***

The Tackling Poverty Strategy has been supported with significant communications activity which is an underpinning aspect of delivery. This is essential with more people

now struggling through the cost-of-living crisis and many of them therefore not knowing what support is available or how to access it.

Examples include:

- The Website hub was rebranded to a dedicated Cost of Living hub, updated, and expanded to be the key signposting point for the borough (plus continued work and adjustments to drive traffic) leading to an increase of 5x the traffic to the pages and 10x the number of successful signposts.
- The cost-of-living pages were discovered 71% of the time by a referral (i.e., due to promotion by social media etc)
- 75,000 Cost of Living crisis booklets were delivered to every property in the borough to provide key information on how to get help.
- A cost-of-living email to all WBC email addresses (80,000 addresses) was sent in January, generating 7,947 signposts for residents, including 6,500 individuals.
- 138 posts were seen 246,938 times – an engagement rate 6.42%
- A signposting programme was run from October to December, where weekly updates on key topics were sent out and amplified via Councillors, Town & Parish Councils, VCS partners, Schools and Information Champions Network.
- Promotion of Household Support Fund grants (2,000+ households supported)
- Promotion of Warm spaces programme (8,000 map views of warm space sites) – recruiting sites and listing them

### **Data and Insight**

The other underpinning aspect of work is improved data and insight: producing a better understanding of the people and needs of the borough at a very local level. This includes:

- Using emerging data from the 2021 Census to develop a Borough Profile that helps to identify where those most in need of support are.
- Using a CACI data set to understand who is more likely to be in the Just About Managing and Asset Rich, Cash Poor cohorts, so advice and guidance on support can be delivered in a more targeted way.
- A fortnightly dashboard bringing together demand data from the council and VCS partners, to track the impact of the cost of living crisis on residents, partners and businesses. This enabled a quick response to issues as they emerged, avoiding a potentially worsening situation.

### **Cost of Living Crisis**

Alongside the delivery of the year 1 action plan, the cost of living crisis resulted in an emergency response being mobilised, with the council working in partnership with the Hardship Alliance and Hardship Alliance Action Group (HAAG). This response included:

- Distribution of low-energy household items such as slow cookers, heated blankets, draught excluders and air fryers to local charities and residents, to help to reduce household energy bills.
- Support and guidance to organisations in setting up warm spaces over the winter.
- Targeted support for vulnerable residents such as those with high energy use due to assistive equipment needs, and social care clients who fund their own care.
- Intensive work with council tenants in rent arrears to use Alternative Payment Arrangements and enable them to stay in their homes.
- Launching a crowd funding appeal to help tackle poverty in the Borough with money raised being made available for smaller charitable organisations to apply for projects supporting people in hardship. The application process is managed

by Berkshire Community Foundation in conjunction with Wokingham United Charity.

### Success measures

Due to the current cost-of-living crisis, any success measures need to be seen in the context of a worsening financial climate for most people.

In the short to medium term, success is measured by the reach within the community in relation to advice, guidance, and signposting. This ensures key messages are getting to those residents most in need.

Some of the measures in the Tackling Poverty Strategy evidence demand, an increase in which gives the council and partners more visibility of the scale of poverty within the borough and identifies the people or families who may require further support.

Accessing this support should help these people in the longer-term to move out of poverty, leading to an improvement in measures in the scorecard that contribution towards the outcome targets forming the Strategy's ultimate ambition. For this reason, the success measures look to establish an understanding of the numbers of people in poverty, the numbers seeking support and the repeatedly asking for support, as shown in the examples below:

- No of children on Free School Meals
- No of repeat debt clients
- No of Foodbank repeat referrals.
- No of people supported by the VCS.
- No of people receiving employment support

### Next Steps

An action plan for year 2 is now being co-produced with the Hardship Alliance and will be presented to Executive in Summer 2023.

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.***

	How much will it Cost	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£177,908	Yes	Revenue
Next Financial Year (Year 2)	£143,900	Yes	Revenue
Following Financial Year (Year 3)	£178,192	Yes	Revenue

### Other Financial Information

The Tackling Poverty Strategy is being delivered through the targeting of resources across the Council and includes £500k specific grant funding agreed in March 2022. An additional £250k was agreed at council in February 2023 from the Council Tax Relief Scheme, to support residents in financial hardship. Members of the Cross Party Working Group for Inclusion along with the lead member for Finance and the Hardship Alliance are considering options for allocating the funding to expedite delivery of the action plan.

Overall resources will be further supplemented by additional external funding attracted and the further utilisation of organisations beyond the Council.

**Stakeholder Considerations and Consultation**

Consultation has taken place with the public, VCS partners, Town and Parish Councils, interested people and various stakeholder groups to develop the strategy. O&S Management Committee have been engaged and a Cross-Party Working Group has provided oversight of delivery of the action plan.

**Public Sector Equality Duty**

Implications for the PSED are at the forefront of the strategy and an EqlA has been completed alongside finalisation of the strategy and covering the Year 1 Action Plan. The EqlA will be reviewed and updated as part of developing the action plan for year 2

**Climate Emergency – *This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

There are no implications for Climate Emergency arising from this report, but continued expansion of the period poverty initiative will have a positive impact.

**Reasons for considering the report in Part 2**

Not applicable.

**List of Background Papers**

None.

<b>Contact</b> Emily Higson	<b>Service</b> Insight, Strategy & Inclusion
<b>Telephone</b>	<b>Email</b> emily.higson@wokingham.gov.uk

## Appendix 1

### Year One Action Plan Progress (Q1 July 2022 – Q4 July 2023)

Objective 1 Support People and Help them Out of Poverty				
Priority	Y1 Action	Status	Expected completion date	Detail
Target communication, advice and guidance to ensure residents are supported and signposted to the right support available to ensure their immediate needs are met	Embed learning across all frontline services on how and where to signpost residents who are experiencing poverty	In progress	Y1 Q4	Key briefing given to front line officers Managers Briefing introduced corporately Training due to be delivered by First Days which has been postponed due to focus on Cost of Living Crisis.
	Develop & promote the offer available to better enable residents to access support and advice they need	Complete		Development of the local support hub Dedicated comms plan Cost of living crisis leaflets to all residents
	Review all debt related communications to ensure the language, tone and content is signposting those that need support to the right place, at the right time in the right way	In progress	Y2 Q1	WBC Debt staff booked on to First Word 3Cs training, with 100+ templates in scope for review.
	Develop a targeted communications campaign to promote take-up of support and advice that is available across the borough	Complete		Comms plan developed and reviewed through Hardship Alliance governance
	Implement text / social media messaging service for key teams across	Complete		Text messaging implemented for Housing Rents

	the council to provide key messages to residents via their mobiles: increasing access and impact.			Social media comms campaign in relation to signposting and advice
Work with the VCS to provide debt advice & support people to tackle their debt and to develop budgeting skills	Invest in a dedicated Debt Advice worker within the VCS to enable people to deal with their debt and claim support they are entitled to.	Complete		Debt advisor recruited
	Improve training and support to help people develop budgeting skills to avoid increasing debt in the future.	In progress	Y1 Q4	<b>Delayed due to Cost of Living Crisis emergency response</b>
	Establish mechanisms for signposting and cross-referral between the VCS, Town / Parish Councils and debt advice to provide the support people require.	Complete		Utilising local support hub for cross-referrals Set up of collaborative working group with Towns & Parish clerks where key topics such as debt/tackling poverty will be discussed
Develop a No Wrong Door initiative that ensures residents can choose how they seek support, through enhanced partnership working with the VCS groups, Town & Parishes & Council services	Continue support for the One Front Door initiative that helps VCS partners support people in poverty with advice and access to services	Complete		Extended funding to March 2024
	Promote Community Navigators self-referral	Complete		Launch of JOY app for social prescribing <a href="https://services.thejoya.pp.com/">https://services.thejoya.pp.com/</a>



opportunities and embed this within working practices.			
Determine how the No Wrong Door will work, as a successor to the ongoing activity driven through the VCS One Front Door, and attract funding to support the continuation of this support.	In progress	Y2 Q1	<b>Agreed to delay due to Cost of Living crisis emergency response.</b> Initial scoping of NWD approaches in other local authorities taken place

<b>Objective 2 Strengthen Community Resilience, Preventing People Falling into Poverty</b>				
Priority	Y1 Action	Status	Expected completion date	Detail
Provide support to people most in need, enabling them to understand and overcome their debt	Develop the Community Support model, working with residents to break down the fear associated with debt and provide coaching to overcome challenges and empower them.	Complete		Launch of community coaching model
	Provide joined-up support or early intervention within the VCS and clear links into the council to reduce evictions and prevent homelessness.	Complete		Extension of rough sleeper support provider Through Cost of Living crisis emergency response, data used to proactive identify and engage those who require early intervention and support
	Explore opportunities with the VCS,	Complete		Explored opportunities with Boom (local credit union) with

	Berkshire Credit Union and debt advisors to promote saving and sustainable borrowing.			opportunities identified for WBC staff and residents, to be adopted as part of Year 2 action plan
Enhance opportunities to work with residents who are digitally excluded to open up new ways of engaging and accessing support	Continue and expand the digital donations project, targeting those most in need and supported by a roll-out of the digital champions scheme.	Complete		Wokingham Lions and First Days launched local project with WBC libraries as local donation points Exploring replication of digital champions network which exists within WBC as part of wider community offer, potentially through libraries as part of Year 2 action plan.
	Work in partnership with schools and VCS groups to improve digital access for people across the borough, including supporting all children to continue to learn from home.	Complete		Wokingham Lions and First Days launched local project with WBC libraries as local donation points Exploring replication of digital champions network which exists within WBC as part of wider community offer, potentially through libraries as part of Year 2 action plan.
	Extend digital skills programmes available (including those offered by adult and community learning team and VCS partners).	Complete		Digital skills offered through learning partner Activate Learning Adult education delivering Microsoft office skills courses
Establish a range of job and training opportunities for those looking to enter employment or improve their earning	Establish an outreach model for additional employment support covering all age-groups and utilising local venues to reach	In progress	Y1 Q4	Support and guidance in local community centres and libraries Career advisor based in local community centre, telephone, in person and online consultations available

potential with the VCS groups, Town & Parishes & Council services	out into communities.			Three month pilot launched with bookable outreach sessions in 3 community venues and dedicated phone-line. Connected with local DWP contact around local employment support
	Provide accessible careers guidance and support for all residents entering or wishing to return to work: linking in with local business to address employment gaps.	In progress	Y1 Q4	Optalis providing dedicated support for NEET Community engagement team provided with local signposting information linked to careers guidance Local skills gap report from LEP used to inform local course offerings and promotion of Berkshire Opportunities website
	Review procurement social value requirements to increase emphasis on provision of paid work / apprenticeship opportunities within the borough, including for people who are disadvantaged or vulnerable.	In progress	Y1 Q4	Working group established, social value policies from across the council being brought together under one overall policy. Implementation to form part of Year 2 action plan

<b>Objective 3 Improve Life Opportunities for Residents who are living in Poverty</b>				
Priority	Y1 Action	Status	Expected completion date	Detail
Make social and temporary housing accessible for those that need	Develop schemes which support residents who move into Local	In progress	Y2 Q2	<b>Delayed due to Cost of Living crisis response.</b> Initial mapping and signposting of local

it and improve affordability of running costs	Authority Housing, Social Housing or temporary accommodation to have their homes equipped to live in.			offer completed to support VCS partners. Next stage is development of a dedicated Make A House A Home project Initial project scoping underway, launching in year 2 of action plan
	Undertake a stock condition survey of the whole council housing stock to develop an energy benchmark	Complete		Stock condition survey completed for all council owned properties through WBC asset team
	Promote installation of and support available for LED lighting, cavity wall, loft insulation, boiler controls and other ways to make the property consume less energy and to reduce energy bills	Complete		Government backed schemes promoted through WBC energy team comms plan. Includes 'Help to Heat' scheme and 'Green Homes Grant'. Local partners and data used to target leafleting of residents who may benefit from the Eco3 scheme
Revise decision making approaches to include poverty, so that decisions consider the issue and real life impacts are understood	Add socio-economic factors as a consideration so that those facing poverty are at the heart of decision making	Complete		Socio-economic disadvantage included as part of the council's Equality Impact Assessment Training on completing Equality Impact Assessments being delivered by Inclusion team to WBC staff
	Develop a programme of lobbying to encourage changes in policy or approaches to help those in, or at risk of, poverty.	In progress	Y1 Q4	Members lobbying priorities collated and stored centrally VCS partners lobbying priorities discussed and reviewed at partnership meetings Lobbying of government taken place on a number of issues,

				including joint letter from the council and Hardship Alliance regarding allocation of Household Support Fund Review of lobbying priorities and programme to be reviewed by CPWG in June 23
	Review decision making approaches to include poverty, so that decisions consider the issue and real life impacts are understood	In progress	Y1 Q4	Changes to fees and charges underwent an Equality Impact screening in advance of the 2023/24 budget proposals. Poverty proofing the school day discussion in progress. Due to be on the agenda at the headteacher association and work on cost of the school day to be a key theme in year 2 action plan.
Recognise the links between poverty and health to improve services that provide support and address the needs of residents in poverty	Increase health promotion of lifestyle choices around nutrition, healthy eating and exercise that support people on low incomes	Complete		Healthy start initiative promoted on social media and at HAF events. Awareness training delivered by public health team Free to access health services promoted via multiple comms channels
	Review opportunities for making the sports, arts and cultural offer more accessible to those on lower incomes within the borough	Complete		Local Cultural Education partnership established Opportunities being explored through Physically Active partnership HAF scheme run during school holidays provides lower income families with activities
	Promote the mental and physical health benefits of	Complete		MyJourney wokingham website promoted "Strategy into Action – Physically Active

walking, cycling, green spaces, Wokingham Bikathon, Cycle Hubs as affordable ways of getting exercise.			Communities" action plan being delivered
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## **Appendix 2 – Household Support Fund**

The Household Support Fund (HSF) is allocated to councils by the DWP to support people in their local area. Two rounds of the Household Support Fund were awarded from April 2022-March 2023.

The approach to distributing the HSF was co-created and co-delivered by the Hardship Alliance. This resulted in a wider support offer to residents such as debt advice, support interventions for older residents, and access to school uniform for families in need.

Commitment to utilising this grant funding to support families in receipt of free school meals has been a key theme throughout 2023-24.

### ***April – September 2022***

£525,574 was awarded and distributed to local residents through the Hardship Alliance.

A total of

- 6,080 households were helped in this period.
  - 4808 of which were households with children.
  - 634 households with pensioners
  - 638 other households.

### ***October 2022- March 2023 (so far)***

£525,574 was awarded and is in the process of being allocated.

A total of

- 2,127 households have been helped in this period.
  - 1,679 were households with children.
  - 110 households with disabled people
  - 119 households with pensioners
  - 219 other households

Impact

For Age UK:

- All clients who applied for HSF:
  - had a dedicated session with an information and advice officer.
  - completed a benefits check.
  - were advised on any other issues in relation to finance, social care, local activities, energy efficiency.
- Only 2% refused further help.

First Days Childrens Charity:

- helped 265 new people to access school uniform as a result of them applying for HSF.

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<b>TITLE</b>	<b>Covid Memorial Woodland</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Tuesday, 21 March 2023
<b>WARD</b>	(All Wards);
<b>LEAD OFFICER</b>	Director, Place and Growth - Simon Dale
<b>LEAD MEMBER</b>	Executive Member for Environment, Sport and Leisure - Ian Shenton

## **PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

A desire to create a Covid Memorial Woodland in remembrance of those lost during the pandemic has been highlighted and officers have considered the suitability of an area of Council owned land recommended for this proposal.

Officers are seeking Executive approval to proceed with the proposed site and concept planting scheme for the Covid Memorial Woodland with commencement of planting recommended to take place during the November 2023 - March 2024 planting season.

This project will make a contribution towards the WBC Climate Emergency Action Plan (through the 250,000 Tree Project) and the Wokingham Biodiversity Action Plan.

## **RECOMMENDATION**

That the Executive:

1. Approve that the Covid Memorial Woodland will be located in the SE corner of Rooks Nest Farm
2. Approve the implementation of a Covid Memorial Woodland, which will generate Biodiversity Net Gain (BNG) units, including the required capital expenditure of £254,000 and the establishment equalisation reserve to manage the ongoing maintenance costs.

## **EXECUTIVE SUMMARY**

The Covid Memorial Woodland will provide an opportunity for the Council to support the community and residents with an area to reflect and remember those who were lost during the pandemic whilst supporting the Council's tree planting target. In addition to contributing to Carbon Sequestration targets of the Climate Emergency Action Plan (CEAP), delivery of the Covid Memorial Woodland will build further on the Council's commitment to reach Tree Cities of the World status.

An area of Council land has been identified for this purpose and officers have considered its suitability to achieve this goal. The area of land proposed is located in the South East corner of Rooks Nest Farm, Barkham; a map identifying the area has been included in Appendix A. The area of land has been identified as surplus to requirement

by Wokingham Borough Council Estates and the site is considered to be suitable for implementation in the 2023/2024 planting season.

The woodland will consist predominantly of UK and Ireland Sourced and Grown British native saplings (60-90cm) and will be designed to maximise the full potential planting area. The design will also include a footpath to facilitate access through the site and benches to provide areas for reflection.

A summary of the benefits to delivering the Covid Memorial Woodland on the proposed site include:

- a. Building on the Councils CEAP tree planting commitment by providing a contribution of 7.7ha of land to be converted into woodland
- b. Building on the commitment to achieve Tree City of the World Status
- c. Contributing to the Wokingham Biodiversity Action Plan
- d. Utilising existing facilities to reduce Capital investment
- e. Utilising existing grant funding already in place
- f. Available for implementation in the 2023/2024 planting season
- g. Improvements to air quality
- h. Reduction in flood risk

**Costs**

The upfront cost for tree supply, planting and early establishment can be funded through the existing Woodland Trust Emergency Tree Fund which is available to utilise until March 2024. Implementation after March 2024 would require funding to be secured through alternative resources.

Capital expenditure being sought is £254,000 with £90,000 covered from Woodland Trust Grant (net borrowing of £165,000 over 5years).

The current high-level programme for the project is as follows:

<b>Activity</b>	<b>Commencement</b>	<b>Completion</b>
Undertake BNG baseline habitat assessment	April 23	June 23
Finalise design proposal	April 23	May 23
Develop and submit planning application (if required)	May 23	Aug 23
Procure contractors to undertake footpath works	Aug 23	Sept 23
Procure contractors to undertake planting	Aug 23	Oct 23
Undertake footpath work	Sept 23	Oct 23
Undertake tree planting works on site	Nov 23	Feb 24
Procure and install additional infrastructure ie. benches and sculpture	Nov 23	Feb 24

**BACKGROUND**

A desire to create a Covid Memorial Woodland within the Borough as a long-lasting memorial to those who lost their lives during the pandemic has been highlighted and

officers have considered the suitability of an area of Council owned land recommended for this proposal.

In March 2021, through a Notice of Motion, the Council committed to achieving Tree Cities of the World Status. The Tree Cities of the World programme developed by Food and Agriculture Organization of United States provides worldwide recognition to towns and cities who have met a set of core standards demonstrating dedication to their urban forest. Implementation of a Covid Memorial Woodland would support the Council in demonstrating their commitment to achieving the status.

As well as supporting residents with an area to reflect and remember those who were lost during the pandemic, the delivery of the Covid Memorial Woodland will provide multifaceted benefits including; contributing to the Council's (CEAP) Tree Planting Project, providing an uplift in Biodiversity Net Gain (BNG) units, building on the commitment to achieve Tree City of the World Status, improvements to air quality and reduction in flood risk.

The site proposed, located in the SE corner of Rooks Nest Farm, has been identified as surplus to requirement by Wokingham Borough Council Estates and a desktop assessment has been carried out by Green and Blue Infrastructure Officers to determine the suitability of the area. It is considered that facilitating the woodland as an extension to an existing country park, would demonstrate a cost-effective scheme that, if approved, could be delivered in the 2023/2024 planting season.

The site measures approximately 7.7ha and is located adjacent to California Country Park. Maximising the tree planting potential on the available planting area would deliver approximately 7000 new trees and would demonstrate a 4.5% contribution towards the CEAP carbon sequestration target to convert 170ha of land. A combination of tree planting and wildflower seeding in this location is also expected to generate an uplift in BNG units.

In November 2021, a presentation was delivered to the Strategic Growth and Asset Board considering the location of the SE corner of Rooks Nest Farm and outlining broad cost estimates. Officers were asked to continue work and provide more detailed cost estimates, establish requirements and consider concept design options. Appendix A, attached, demonstrates the type of informal woodland planting scheme that could be delivered with the estimated costs included in the Business Case further below. It should be noted that the cost estimates are based on the requirements and desires that have been expressed to Officers however, the concept design can be amended or omitted if the decision is made to reduce the Capital cost.

The initial upfront cost for tree supply and planting can be funded through the existing Woodland Trust Emergency Tree Fund that has already been secured as part of the ongoing delivery of the tree planting project. The uplift in BNG would provide the opportunity for the Council to generate an income to cover the capital, monitoring and ongoing maintenance costs. Utilisation of existing facilities such as parking, café and toilets at California Country park would significantly reduce the capital investment required to deliver the project. Public access to the site can be obtained from the existing Bridleway which would further reduce the capital fund requirement.

It is expected that the change of use from agricultural land might require submission of a Change of Use planning application. This has been factored into the project programme

and capital cost requirement however will be confirmed during the design and survey stage of the project.

California Country Park is already managed by the Countryside Service team. With this in mind, the team are well positioned to take on the long-term management and maintenance of the new Covid Memorial Woodland. The ongoing cost of this has been factored into the financial considerations and it is expected that the cost would be covered through the sale of BNG units generated from the woodland planting.

The current high-level programme for the project is as follows:

<b>Activity</b>	<b>Commencement</b>	<b>Completion</b>
Undertake BNG baseline habitat assessment	April 23	June 23
Finalise design proposal	April 23	May 23
Develop and submit planning application	May 23	Aug 23
Procure contractors to undertake footpath works	Aug 23	Sept 23
Procure contractors to undertake planting	Aug 23	Oct 23
Undertake footpath work	Sept 23	Oct 23
Undertake tree planting works on site	Nov 23	Feb 24
Procure additional infrastructure ie. benches	Oct 23	Nov 23

## **BUSINESS CASE**

It is considered that facilitating the woodland as an extension to existing country parks, such as California Country Park would demonstrate a cost-effective scheme that, if approved, could be delivered in the 2023/2024 planting season.

The upfront costs associated directly with the tree planting will be funded through the existing Woodland Trust Emergency Tree Fund that has already been secured through the ongoing Tree Project. The site and scheme proposal have been designed to keep the capital costs for delivering the scheme to a minimum however it is expected that an improvement to habitat will generate an uplift in BNG. The sale of generated units is expected to cover some of the expected capital, monitoring and ongoing maintenance costs (for at least 30yrs) and provide a capital receipt to the Council.

The general principle around BNG is that where a site can demonstrate that habitats for wildlife have been extended or improved, units are generated. This is measured through a site baseline survey and post intervention assessment which will identify the uplift in BNG units. Recently, in the Environment Bill, the Government announced its intention to mandate a 10% net gain for biodiversity and it is expected to become mandatory for all TCPA developments in November 2023. Where a development can not demonstrate the required BNG on-site, off-site units will need to be purchased. Where Wokingham Borough Council has carried out habitat improvement schemes that generate an uplift in BNG there will be opportunity to generate sales to cover capital implementation costs and provide a capital receipt to the Council.

The actual scale of capital receipt will depend on the uplift in BNG generated from the planting scheme and the eventual sale value of the BNG units. It is worth noting that WBC has already sold BNG units for £20k each and are aware of others being traded within the

borough for around £35k/unit. Taking into consideration the expected increase in demand, once the BNG uplift is mandatory, it is expected that the value of units could range from £35k-£50k/unit. It also worth noting that there is no fixed price for a BNG unit and the Government envisages that this will be a commercial market with the price being sent by supply and demand. It is expected that the price of BNG units would cover the following costs:

- a BNG assessment of the site (both as is and proposed),
- the capital investment to deliver proposed habitat enhancements such as wildflower meadow seeding (including a contingency to cover risk of any required remedial works),
- the required ecological monitoring,
- the specialist habitat management required to maintain the new habitats and,
- an element of land value (at least equivalent to a 30yr plus lease on the land).

The current estimated costs for the project are as follows (although this might be adjusted as part of the detailed design process and can be reduced if items are omitted or the quality of materials/finish are adjusted):

Item	Cost	Commentary
Initial BNG Baseline habitat assessment	£1,885	Capital – Invest to Save Payback expected from BNG sales
Design and survey work: <ul style="list-style-type: none"> <li>• Design work</li> <li>• Localised topographical survey</li> <li>• Tree Survey</li> <li>• Arboricultural Impact Assessment</li> <li>• Ecological survey</li> <li>• EIA</li> </ul>	£10,000	Capital – Invest to Save Payback expected from BNG sales Depending on other workloads and assuming a simple woodland design is adopted, it may be possible to undertake the design work in house to reduce this cost.
Breedon gravel path within memorial site	£60,000	Capital – Invest to Save Payback expected from BNG sales Based on an estimate between £52000 - £68000 This cost could be reduced by: opting for a lower quality material such as Type 1 and dusting finish, reducing the length or by having mown paths only inside the memorial site.
Flexipave surface to bridleway	£28,500	Capital – Invest to Save Payback expected from BNG sales This cost could be reduced by: opting for a lower quality material or omitting the bridleway connection entirely.
Wildflower seeding	£10,000	Capital – Invest to Save Payback expected from BNG sales Based on wildflower seeding across 1ha of the site. Estimated at £10,000/ha.

2 wooden benches including installation	£5,000	Capital – Invest to Save Payback expected from BNG sales
Sculpture	£26,000	Capital – Invest to Save Payback expected from BNG sales Based on an estimate between £15000 - £37500 and dependant on the complexity of design.
Delivery of proposed woodland planting and early establishment weed control	£90,000	Existing grant funding– Based upon the creation of 6ha of new woodland planting
Contingency	£23,000	Capital – Invest to Save Payback expected from BNG sales 10% of total costs
<b>Total Implementation cost (excluding ongoing management costs for 30yrs)</b>	<b>£254,385</b>	

### Revenue impact and support

It is unlikely that receipts would be sufficient in the early years to cover the ongoing maintenance costs and hence we will be establishing an equalisation fund to manage the project costs.

Contribution to Earmarked Reserve to cover ongoing BNG monitoring requirements	£25,000	Capital - It is recommended that contribution to a dedicated BNG Monitoring earmarked reserve is made in year 1 as draw down will start in year 2
Contribution to Earmarked Reserve to cover management requirements	£22,000	Capital - It is recommended that contribution to a dedicated BNG Maintenance earmarked reserve is made from the early receipts as draw down will start in year 2.  £349,069 is the estimated cost for ongoing maintenance carried out by Countryside Services for a period of 30 years. It is expected that this cost would be covered through the sale of generated BNG units and the cost is not being sought as part of this report

The cost estimates are based on a draft scheme that may be altered through the detailed design process but it currently forecasting the creation of 19 BNG units that could be sold at a cost of around £35k-£50k each (including ongoing monitoring and maintenance).

## Benefits and risks:

Benefits	Risks
Utilisation of existing surplus WBC owned land which has been agreed by WBC Estates as suitable for use as memorial woodland.	Due to time constraints, delays in moving forward with the site could impact on the use of the Woodland Trust grant funding.
The site will provide a contribution of 7.7ha of land towards the Councils climate emergency tree planting target to plant 170ha of woodland.	The amount of BNG units to be generated is currently unknown and can not be confirmed until a baseline assessment is carried out.
Maximising the planting potential would significantly contribute to the CEAP carbon sequestration target.	Delays to the decision may impact procurement of tree stock if not secured in advance of the planting season.
Utilisation of existing facilities such as car park, toilets and café would reduce the cost of Capital funding required.	Refusal of 'change of use' planning application would mean an alternative site would need to be sought.
Implementation achievable within 2023 – 2024 planting season.	
Grant funding available until March 2024 through the Woodland Trust Emergency Tree Fund already in place through the Tree Project to contribute to the cost of tree stock, tree guards, tree planting and early establishment costs.	
Public access already established via Bridleway adjacent to California Country Park.	
The site is adjacent to Barkham Solar farm which will be benefitting from new woodland planting. Planting in the location identified would demonstrate a continuation to the solar farm woodland planting which would provide further valuable biodiversity benefits.	
Building on the commitment to achieve Tree City of the World Status	
Improvements in biodiversity and amenity	
Reduction in air and water pollution	

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£254,385	£90,000 available through the Woodland Trust Grant funding.  Shortfall of £165,000 required for infrastructure, design and BNG assessment costs.	Grant funding  Capital Invest to Save
Next Financial Year (Year 2)	Nil		
Following Financial Year (Year 3)	Nil		

### Other Financial Information

See attached high level financial implications.

The Woodland Trust Emergency Tree Fund is available to access until March 2024. A delay in the decision could impact implementation in the 2023/2024 planting season. If planting does not take place before March 2024 the Woodland Trust grant funding will not be available to utilise and the cost for tree supply and planting will need to be funded through an alternative funding stream.

### Stakeholder Considerations and Consultation

Stakeholder engagement will be made with Town and Parish Councils and ward Councillors on the proposed woodland planting location and scheme and opportunity for Borough resident involvement in the planting will be made. WBC Communication and Engagement Officers will be engaged to publicise the proposal however it is not expected that a formal public consultation will be required. Given that the site is not currently a public open space and the planting scheme will be contributing directly to the Councils CEAP and BAP commitments, it is not envisaged that this would be particularly contentious.

### Public Sector Equality Duty

EqlA form completed.

### ***Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

This project will result in an additional 7.7ha of woodland planting which will contribute to Key Priority 5 (Increase the Levels of Carbon Sequestration in the Borough Through Greening the Environment) of the Council Climate Emergency Action Plan. Based on a recent Natural England research report, assuming that each hectare would sequester 7.83 tCO<sub>2</sub>e in the first year, which would raise to 13.7 tCO<sub>2</sub>e in subsequent years this project will eventually sequester 105.49 tCO<sub>2</sub>e per year.

A new planting site of 7.7ha would be providing a 4.5% contribution towards the CEAP carbon sequestration target to convert 170ha of land.

### Reasons for considering the report in Part 2



Not applicable.
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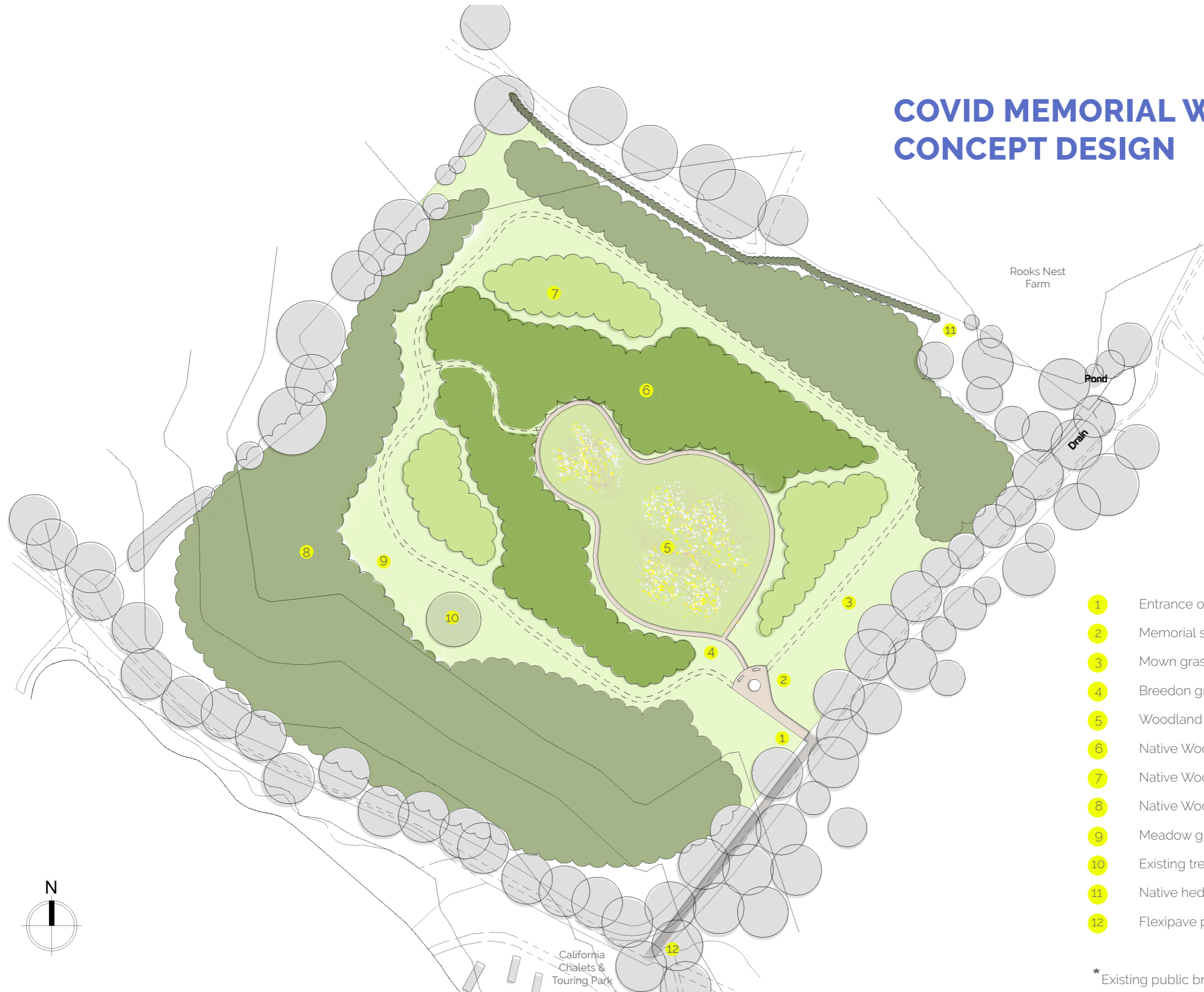
<b>List of Background Papers</b>
Appendix A - Covid Memorial Woodland Concept Design
Appendix B - Covid Memorial Woodland Capital Finance Case

<b>Contact</b> Laura Buck	<b>Service</b> Delivery and Infrastructure
<b>Telephone</b>	<b>Email</b> <a href="mailto:laura.buck@wokingham.gov.uk">laura.buck@wokingham.gov.uk</a>

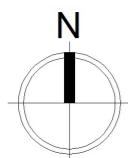
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# COVID MEMORIAL WOODLAND CONCEPT DESIGN

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- 1 Entrance off public bridleway
- 2 Memorial sculpture and seating area
- 3 Mown grass paths
- 4 Breedon gravel path
- 5 Woodland glade with native wildflowers
- 6 Native Woodland planting mix A
- 7 Native Woodland Edge planting mix B
- 8 Native Woodland planting mix C
- 9 Meadow grass
- 10 Existing tree
- 11 Native hedge along site boundary.
- 12 Flexipave path link to CCP\*



\* Existing public bridleway is currently unsurfaced.

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

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<b>TITLE</b>	<b>Officer Response to Recommendations of the Preferred Registered Providers Task and Finish Group</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Tuesday, 21 March 2023
<b>WARD</b>	None Specific;
<b>LEAD OFFICER</b>	Director, Place and Growth - Simon Dale
<b>LEAD MEMBER</b>	Deputy Leader of the Council and Executive Member for Housing - Stephen Conway

**PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

This report sets out the Officer responses to the 12 Recommendations of the Preferred Registered Providers Task and Finish Group. The full report of the Task and Finish Group can be found in Annex A to this report.

**RECOMMENDATION**

That the Executive:

- 1) Approve the Officers' responses to the Recommendations of the Preferred Registered Providers Task and Finish Group, set out in subsection 1.6 of this report;
- 2) Note the report of the Preferred Registered Providers Task and Finish Group, contained as Annex A to this report.

**EXECUTIVE SUMMARY**

The Preferred Registered Providers Task and Finish Group was established by the Community and Corporate Overview and Scrutiny Committee at their meeting on 25 May 2022. The Group has met on 7 occasions and has engaged with a range of stakeholders including the Executive Member for Housing, tenants of social housing, the Association of Retained Council Housing, and the Tenant and Landlord Improvement Panel. The Group surveyed tenants of Preferred Registered Providers (PRPs), and received over 165 responses which helped to provide a snapshot of the concerns and issues of our residents.

The report and Recommendations of the Preferred Registered Providers Task and Finish Group were presented to the Community and Corporate Overview and Scrutiny Committee on 6 March 2023, and the Committee resolved that the Group's 12 Recommendations to the Executive, as amended, be approved.

This report provides the Officer responses to the Recommendations made by the Preferred Registered Providers Task and Finish Group. Overall, the recommendations are supported by Officers subject to commentary on how the Recommendations might be achieved in practice.

## BACKGROUND

1.1 The Preferred Registered Providers Task and Finish Group consisted of Councillors Shirley Boyt (Chair), Chris Johnson (Vice-Chair), Laura Blumenthal, Andy Croy and Rebecca Margetts.

1.2 The Group agreed the following Terms of reference:

- To look at the service provided by each of the Council's preferred registered providers (PRPs) and to compare performance with WBC's housing service, WBC housing companies and industry best practice.
- To recommend minimum service levels which tenants will expect of PRPs and WBC housing.
- To consider the Council's current approach to appointing and monitoring Preferred Registered Providers.
- To consider the legal framework underpinning this process.
- To consider the views of local stakeholders.
- To consider the views of Housing Associations and WBC's own social housing stakeholders.
- To consider examples of best practice.
- To consider how tenant satisfaction, housing provider performance and other KPIs are measured by PRPs, WBC and other social housing providers.
- To consider how appointment of Preferred Registered Providers could be improved to create a single excellent level of service, regardless of whether a resident uses a housing association or WBC provision.
- To produce a final report to the Community and Corporate Overview and Scrutiny Committee and, subsequently, the Executive with recommendations for improvement.

1.3 The Group considered evidence from the following stakeholders:

- Steve Bowers (Chair of the Tenant and Landlord Improvement Panel)
- Councillor Stephen Conway (Executive Member for Housing)
- Jonathan Cox (Director of Data and Business Intelligence at Housemark)
- Paul Price (CEO of the Association of Retained Council Housing)
- Rhian Hayes (WBC - Assistant Director Economic Development and Growth)
- Frances Haywood (WBC - Head of Strategic Housing)
- Zulfiqar Mulak (WBC - Interim Assistant Director Neighbourhoods and Communities)
- Simon Price (WBC - Assistant Director Neighbourhoods and Communities)
- Tenants of PRPs within the Borough via survey
- Snapshot information from WBC Councillors via email.

1.4 The Task and Finish Group report was submitted to the Community and Corporate Overview and Scrutiny Committee on 6 March 2023. The report provides the Group's Recommendations to the Executive, set out in Annex A.

1.5 Many of the Group's recommendations are covered within the new partnership agreement which will be in place from April onwards, whilst others are part of the



work of the Strategic Housing Team. As part of the selection of the Council's new Preferred Partners, which was agreed at the February 2023 Executive meeting, officers have already explored some of the recommendations of the Task & Finish Group with our partners and will continue to do so.

1.6 The Recommendations and Officer responses are set out below.

Recommendations	Officer Response
<p>WBC assist PRPs to facilitate the establishment of a tenant support forum within the Borough, made up of tenants from each registered provider, using TLIP as a model, insofar as the forum will be led by tenants rather than PRPs or WBC. The tenants will draw up the terms of reference for the Panel.</p>	<p>The forum would need to discuss collective issues across all RP residents, rather than discussing issues with specific individual landlords. The emphasis needs to be on the PRPs to drive forward a wider tenants' forum where there is an appetite to do so, with the Council supporting this as an action. Facilitating a tenant support forum will be included as an action to be explored in more detail within the PRP Partnership Agreement. In conjunction with this, the Council will liaise with the PRPs to ensure that tenants have a voice to raise local issues to their housing providers.</p>
<p>Any existing PRP operated tenants' forum should broadly align with the terms of reference as agreed via recommendation 1, and PRPs should be encouraged to ensure that they have a tenant representative on the wider tenants' forum.</p>	<p>PRPs are using different ways to engage with their tenants. Further discussions will take place with the PRPs as to the best way to engage with their residents. An action on facilitating a tenant support form will be included in the PRP Partnership Agreement and will cover the point about the PRP to have a tenant representative on the wider forum if this is deemed appropriate. Where there are existing tenants' forum in place the Council will encourage these to broadly align with recommendation 1.</p>
<p>PRPs support tenants to develop a tenants' charter that builds on the Government's social housing charter recommendations during the first three years of the partnership agreement.</p>	<p>Following the Social Housing White Paper, the Government has introduced a new charter for social housing residents which all RPs will need to adhere to. The charter emphasises the need for more tenant engagement. Tenant Satisfaction Measures (TSMs) are also being introduced which will enable the wider public to see how RPs are performing in the areas of tenant engagement. The Council is asking for a copy of the each of the PRPs TSMs and will review these on an ongoing basis as part of performance managing</p>

	<p>the PRP agreement. PRPs will be encouraged to deliver best practice in terms of tenant engagement, and this will be captured as part of the review process of each PRP.</p>
<p>PRPs maintain up to date named local, community neighbourhood contacts within the Borough, whose details will be provided to tenants.</p>	<p>The Council is aware of the hesitancy of the RPs to give out contact details due to staff changes and information becoming quickly outdated. The Council will include this recommendation within the PRP Partnership Agreement to include contacts for the local neighbourhood officer and where possible a named contact within the repairs team.</p>
<p>PRPs provide and maintain up to date details (email and phone) for a minimum of one named person who will be the point of contact for officers and Ward Councillors in the event of problems arising.</p>	<p>The Council will include this in the PRP Partnership Agreement to include contacts for senior management regarding repairs and neighbourhood issues, where issues need to be escalated by Members on behalf of their residents.</p>
<p>PRPs provide Borough specific performance data to WBC on a regular basis. The specifics of the data required will be determined by WBC.</p>	<p>This is already included within the PRP Partnership Agreement and forms part of the quarterly review process for each PRP. Specific data (including TSMs and CORE data returns covering nominations) will be monitored and reviewed on a regular basis as appropriate. Following the initial 3 year period of the partnership agreement, performance by the PRP partnership will be reviewed by Overview and Scrutiny Committee.</p>
<p>PRPs work constructively with WBC to secure affordable provision from developers, over and above Section 106 provision, to meet the needs of WBC's priority groups.</p>	<p>This is already included as an action within the PRP Partnership Agreement, with an expectation that each PRP will contribute to the provision of additional affordable accommodation, above and beyond that secured via s106 agreements, for use by priority groups, such as temporary accommodation, care leaver accommodation and accommodation for vulnerable adults with additional needs.</p>
<p>PRPs provide details including address, type of property and type of tenure of all the properties they hold in the Borough. These details will be updated annually.</p>	<p>This will be included as an action within the PRP Partnership Agreement. The data will be required annually. The Council will ensure that any information shared from this data is in line with GDPR requirements.</p>

<p>PRPs provide full details to housing officers of their forthcoming development programmes on a quarterly basis.</p>	<p>This information is currently being provided by each PRP. However, further information is being requested from each PRP detailing each property on their development programme in the Borough so that the Council's housing needs team are aware of forthcoming properties they are able to allocate to, which enables better use of the able affordable housing stock in the Borough. This additional data is being requested from April 2023 and quarterly moving forward.</p>
<p>PRPs provide details of the tenants' charter, tenants' forum and contact details of local operational contacts within the welcome packs that they provide to new tenants.</p>	<p>The Council will explore what information is given to new residents. If appropriate, a request will ask for the PRPs to include this recommended information to their tenants.</p>
<p>PRPs resolve complaints and disputes in a timely and satisfactory manner. Where the tenant remains unsatisfied, details of the Ombudsman escalation process should be provided, and tenants should be informed that their local Ward Councillor(s) may be able to support and advocate for them in this process.</p>	<p>The Council will include this in the PRP Partnership Agreement and will request information on complaints and disputes as part of the data collection.</p>
<p>PRPs ensure that service charges are proportionate and transparent; they represent good value for money; the service being charged for is being delivered. Estimated charges should be avoided but where they are unavoidable any over-payments will be refunded promptly.</p>	<p>Service charges are governed by individual tenancy agreements and leases, and the common law and legislation in this area. This includes the definition of 'service charge' in the Landlord and Tenant Act 1985, which links service charges to actual costs. In practice this means that service charges can only cover actual costs and must be accounted for to ensure that they are proportionate and transparent. Rents are governed by the Housing Regulator through a national rent standard formula.</p> <p>The Council will liaise with any PRP to address concerns around service charges where these are not resolved by the PRP and their residents. Specifically, over payments that are not refunded or where they are not refunded promptly and to encourage changes in practice.</p>

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.***

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

### **Other Financial Information**

This would include officer time, where officers were being asked to help facilitate a Tenants' Forum with PRPs. Many of the Group's recommendations were being picked up as part of the ongoing work with the RP partnership, with expectations of the RPs outlined in the new partnership agreement. There is now a dedicated resource within the team being a Housing Partnerships and Projects Officer to manage the PRPs in particular. Officers may look to utilise developer contributions for affordable housing on joint projects with the RP partners where they are contributing to a priority need, such as specialist or care leaver accommodation. Any decisions around the spend of these monies would seek approval through our existing governance processes.

### **Stakeholder Considerations and Consultation**

The Task and Finish Group engaged with a range of stakeholders, and surveyed tenants of our current Preferred Registered Providers within the Borough. Selection of our Preferred Registered Providers went through a thorough interview and selection process.

### **Public Sector Equality Duty**

Due regard has been given to WBC's duties under the Equality Act.

***Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

There will be no negative impacts on WBC's Climate Emergency goals and ambitions as a result of this report.

### **Reasons for considering the report in Part 2**

N/A

### **List of Background Papers**

Preferred Partners Selection Executive Report (February 2023)

<b>Contact</b> Frances Haywood, Callum Wernham	<b>Service</b> Housing, Income and Assessments
<b>Telephone</b> 0118 974 6000	<b>Email</b> frances.haywood@wokingham.gov.uk, callum.wernham@wokingham.gov.uk

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# **WOKINGHAM BOROUGH COUNCIL**

## **COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE**

### **PREFERRED REGISTERED PROVIDERS TASK & FINISH GROUP**

### **REPORT AND RECOMMENDATIONS**

**MARCH 2023**

#### **Task & Finish Group Members:**

Councillor Shirley Boyt (Chair)

Councillors Chris Johnson (Vice Chair), Laura Blumenthal, Andy Croy and Rebecca Margetts

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## **PREFERRED REGISTERED PROVIDERS**

### **Foreword by Councillor Shirley Boyt**

Each resident offered social housing from the WBC social housing register should be treated fairly and equitably, regardless of their housing provider. This is the principle that has driven this Task and Finish Group. There has been a general hypothesis amongst some Members, based on feedback from residents, that tenants of WBC retained social housing were often receiving a better service than those who were housed with Housing Associations. As WBC were about to enter into a new agreement with Preferred Registered Providers (PRPs), a set of Housing Associations who were preferred by WBC to deliver the majority of social housing in the Borough, this appeared the ideal time to examine the relationship with our preferred partners in order to deliver a great service for all residents using social housing.

It is also timely to examine service levels and tenant engagement in the light of the Social Housing (Regulation) Bill, currently progressing through Parliament. The main focus of this Bill is that the voice of the tenant is paramount.

Retained housing tenants in the Borough have access to a tenants' forum and have access to a communication channel to Council Officers which allows for in-depth scrutiny of processes and decisions affecting the tenant. Our evidence gathering showed that there were varying degrees of tenant engagement from the PRP's and the majority of tenants were unaware of the existence of any tenant engagement. Ensuring that tenants have a voice and say in their housing and community is fundamental in improving conditions and service delivery. In addition, many tenants found it difficult to reliably contact local PRP neighbourhood officers to get issues resolved expediently. We hope that our report and recommendations will encourage our partners to make positive changes to improve their communications with tenants.

The primary objective of the Task and Finish Group was to produce recommendations for improvement which should result in improved service levels, but more importantly that tenants could expect the same level of service regardless of their provider. In so doing, Members were impressed by the commitment and drive of our WBC housing officers, their willingness to get involved in this Scrutiny process and provide ideas for improvement. I was particularly pleased to be invited participate in the interview process which was very thorough and gave a real insight into the mindset of the PRPs. During this process it became clear that the past relationship between PRPs and the Council had been driven, first and foremost, by fulfilling the need to deliver new homes in the Borough, rather than tenant involvement or service levels.

The Task and Finish Group received evidence from a wide range of stakeholders including tenants of PRPs, Borough Council Officers and Members, the Tenant and Landlord Improvement Panel (TLIP), the Association of Retained Council Housing (ARCH), and Housemark (a data and analytics company focussing on social housing).

In preparing the report, the Task and Finish Group sought to understand the areas where tenants felt most let down by their provider and to identify how a strengthened partnership agreement could resolve these issues.

Finally, I would like to thank the residents, Officers, Members and outside bodies who gave up their time and contributed to the Task and Finish Group's work in such a positive and constructive manner. Particular thanks are due to Callum Wernham for his enthusiasm for this project and for putting together this report.

Shirley Boyt,  
March 2023

## Section 1 - Executive Summary

- 1.1 When residents reach the top of the WBC social housing register, they are offered accommodation which could be either retained WBC Council social housing or housing operated by a registered provider. WBC maintains a set of preferred registered providers (PRPs), meaning that they deliver the majority of social housing in the Borough. WBC promotes these providers to developers and asks that they be considered to deliver social housing as a priority.
- 1.2 Whilst a tenant might be placed with a PRP, it is important to note that they are still our residents and deserve a proper and fair service. WBC has an agreement in place with our PRPs, which is not intended to be a legally binding document; rather it is a statement of intent by both parties to use all reasonable endeavours to meet the agreement principles through a partnership approach. This agreement will be signed at the end of March by our new set of PRPs to be ready for operation in April 2023.
- 1.3 The recommendations of this Group seek to add to and strengthen the agreement between WBC and our partners, to deliver a service more akin to that received by tenants of our retained housing. Whilst this agreement is not legally binding, it is anticipated that significant improvements for tenants can be realised through a partnership approach.
- 1.4 In order to look at how tenants of PRPs might receive an improved service, the Community and Corporate Overview and Scrutiny Committee established the Task and Finish Group. The primary objective of the Group was to make recommendations for improvement of the service received by tenants, and to increase their overall satisfaction in future.
- 1.5 In order to understand the complexities of the issues, the Task and Finish Group received evidence from tenants of PRPs, Borough Council Officers and Members, TLIP, ARCH, and Housemark. The evidence highlighted a number of themes including:
  - Could PRPs facilitate better, meaningful, tenant engagement where tenants are at the centre of the process?
  - Were there opportunities for tenants to be provided with up-to-date contact information on local neighbourhood housing officers employed by their PRP?
  - Could PRPs provide more local, Borough-based, performance data to officers on a regular basis?
  - Were there opportunities to work with PRPs to achieve additional provision of social housing for priority groups, over and above the level required in legal agreements?

- Was it possible for PRPs to provide more regular details of their forthcoming development schedule to WBC, to allow officers to better ensure that the needs of the Borough were being met?
  - How could tenants be better informed about the complaints process for issues occurring with their homes – how could local Ward Members act as advocates for tenants in particularly complex cases?
  - What could be done to ensure that management fees and charges were fair, proportionate and delivered the promised services, and to ensure that refunds were issued where credit had been built up?
- 1.6 The Task and Finish Group carried out a survey of tenants of current PRPs and a selection of the other largest registered providers in the Borough. This was distributed directly via providers, and shared via WBC and Member social media channels. In total, approximately 165 responses were received, which gave a snapshot of some of the issues faced by tenants of PRPs. This data was used to inform this report and the recommendations therein.
- 1.7 Discussions with the Executive Member for Housing, TLIP, ARCH, and Housemark provided insights into industry best practice, upcoming changes related to the Social Housing White Paper and associated upcoming Social Housing Regulations Bill, and innovative ideas for improved partnership working with PRPs. Discussions highlighted that the requirements of the Social Housing White Paper and associated upcoming Social Housing Regulations Bill would require PRPs to increase their standards in many areas, including standardising how they engaged with tenants to obtain satisfaction feedback. Whilst these changes should lead to improvement for tenants, this will not be in place immediately. As such, the Group hopes that their recommendations will help PRPs prepare for the upcoming requirements and build upon them to deliver better results for tenants in the Borough.
- 1.8 Overall, the Group was impressed by the commitment of Council officers to seek improvements for tenants of PRPs, to deliver a single standard of social housing for tenants. It was recognised that WBC had no direct control over PRPs, other than taking them off the preferred list. However, officers showed commitment to deliver partnership working to encourage PRPs to improve the service offered to tenants over the life of the partnership agreement. Furthermore, officers have shown a willingness to engage more fully with PRPs to encourage and assist them to identify and improve upon shortcomings in both service and tenant engagement for the duration of the agreement.
- 1.9 We hope that the recommendations in the report will help to drive improved partnership working, deliver better outcomes for tenants, and enable the voice of the tenant to be at the front and centre of service delivery. The report will be submitted to the Community and Corporate Overview and Scrutiny Committee for approval and will then be submitted to the Council's Executive for consideration of the recommendations.

## Section 2 - Recommendations

- 2.1 WBC assist PRPs to facilitate the establishment of a tenant support forum within the Borough, made up of tenants from each registered provider, using TLIP as a model, insofar as the forum will be led by tenants rather than PRPs or WBC. The tenants will draw up the terms of reference for the Panel.
- 2.2 Any existing PRP operated tenants' forum should broadly align with the terms of reference as agreed via recommendation 1, and PRPs should be encouraged to ensure that they have a tenant representative on the wider tenants' forum.
- 2.3 PRPs support tenants to develop a tenants' charter that builds on the Government's social housing charter recommendations during the first three years of the partnership agreement.
- 2.4 PRPs maintain up to date named local, community neighbourhood contacts within the Borough, whose details will be provided to tenants.
- 2.5 PRPs provide and maintain up to date details (email and phone) for a minimum of one named person who will be the point of contact for officers and Ward Councillors in the event of problems arising.
- 2.6 PRPs provide Borough specific performance data to WBC on a regular basis. The specifics of the data required will be determined by WBC.
- 2.7 PRPs work constructively with WBC to secure affordable provision from developers, over and above Section 106 provision, to meet the needs of WBC's priority groups.
- 2.8 PRPs provide details including address, type of property and type of tenure of all the properties they hold in the Borough. These details will be updated annually.
- 2.9 PRPs provide full details to housing officers of their forthcoming development programmes on a quarterly basis.
- 2.10 PRPs provide details of the tenants' charter, tenants' forum and contact details of local operational contacts within the welcome packs that they provide to new tenants.
- 2.11 PRPs resolve complaints and disputes in a timely and satisfactory manner. Where the tenant remains unsatisfied, details of the Ombudsman escalation process should be provided, and tenants should be informed that their local Ward Councillor(s) may be able to support and advocate for them in this process.
- 2.12 PRPs ensure that service charges are proportionate and transparent; they represent good value for money; the service being charged for is being delivered. Estimated charges should be avoided but where they are unavoidable any over-payments will be refunded promptly.

### **3. Section 3 – Background to Recommendations**

#### **Recommendation 1**

3.1 Over 88 percent of survey respondents either did not know or commented that their PRP did not have a tenants' forum. Worryingly, of the remainder who stated that they had such a forum, only 16 percent felt satisfied that their views were listened to. The Group felt it crucial that tenants had the opportunity to raise issues and highlight areas where things were going well. The Group considered TLIP, the tenants' forum for our retained council housing, to be a model of best practice. Officers commented that a similar forum for PRPs was in operation at other local authorities, including London Boroughs. Such a forum would allow individual PRPs to learn about and work on common local issues, whilst ensuring that tenants had a voice and could raise local issues to their housing providers, who may operate in a much larger area than just the Wokingham Borough.

#### **Recommendation 2**

3.2 The Task and Finish Group strongly believe that each PRP should encourage their tenants to have a representative on the wider tenants' forum, as set out in recommendation 1. Where a PRP wishes to continue to operate their own forum in addition to the wider tenant's forum, the Group feel that the terms of reference should broadly align with those agreed for the wider forum, to keep discussions consistent. Some PRPs only have one tenant representative on their board, which might only meet on a 6-monthly basis. Such engagement was not deemed by the Group to represent proper tenant engagement.

#### **Recommendation 3**

3.3 A tenants' charter is a document, developed by tenants, which is designed to ensure all residents know what they can expect from their housing association landlord. The Social Housing White Paper and associated upcoming Social Housing Regulations Bill will provide a minimum framework for PRPs to work with. The Group asks that PRPs begin the process of developing their charters for properties within the Borough date when they will be obliged to do so by law. In addition, the Group hopes that PRPs will see the Government requirements as a starting point, and will encourage their tenants to build on and enhance these requirements.

#### **Recommendation 4**

3.4 Many Members had experience of residents contacting them as they were struggling to contact a local employee of their PRP. This was confirmed by the survey, as there were many comments from residents who stated that it could be difficult to contact their PRP about issues including repairs and maintenance, which led to delays and situations worsening. The Group feel that all tenants should have the contact details of a local community neighbourhood officer from their PRP, who could facilitate repairs and other works as they should have good knowledge and understanding of issues in the locality.

### **Recommendation 5**

3.5 Following on from Recommendation 4, Ward Councillors often found it frustrating to make direct contact with PRPs operating within their Ward. This was particularly difficult as residents would usually come to Councillors following a period of issues and difficulty communicating with their PRP, expecting Members to be able to escalate their issue directly. Provision of a central contact for each PRP, for both officers and Members, would ensure that issues were received by PRPs in a timely manner and did not get lost within the wider organisation.

### **Recommendation 6**

3.6 The Task and Finish Group felt that Borough specific performance data should be provided to WBC. As many PRPs were quite large organisations, it is not uncommon for officers to receive data that includes large swathes of a PRP's housing stock, including properties within London and other areas. This approach presents datasets which do not reflect the Borough. The Group therefore find it reasonable to expect PRPs to provide officers with Borough specific data, which can be used to monitor the performance of PRPs in the Borough more effectively in future.

### **Recommendation 7**

3.7 The Group considered a range of evidence regarding the delivery of social housing to meet the needs of the Borough from industry experts, officers and the Executive Member for Housing. Housing developers are required to deliver (or provide a commuted sum in lieu of delivery, where appropriate) forty-percent of housing as affordable provision. Housing officers assess the proposed delivery, and work with developers to ensure that these units meet the needs of priority groups within the borough. The Group request that PRPs work with our housing officers to identify opportunities for over delivery of affordable and social housing provision, over and above the number required by S106 agreements, to meet the needs of priority groups within the Borough. Any over delivery will help ensure that WBC can meet the needs of priority groups within the Borough, enabling residents to live locally to friends and family.

### **Recommendation 8**

3.8 At the onset of this Task and Finish Group, the Group were made aware that there was not an actively maintained list of PRP properties within the Borough. Officers are actively working with housing associations to address this issue. The maintenance of this list is key, as it provides officers and Members with information as to where social housing is located and which PRP is responsible for each property. The Group feels that the onus should be on the PRPs to provide this information on an annual basis, which can then be made available to Ward Members. Ward Members often identify problems when out in their wards, for example fly-tipping, and if these can be directly reported to a PRP it would speed up resolution.

### **Recommendation 9**

3.9 In order to allow housing officers to plan for provision of social housing for priority groups, it is essential that they are provided with forthcoming development programmes by each PRP. The Group feels it appropriate for this to be carried out quarterly, which will allow officers to accurately assess upcoming development to ensure that current housing need in the Borough is being addressed.

### **Recommendation 10**

3.10 PRPs ordinarily provide a 'welcome pack' of information to new tenants of social housing, providing the with key information about their property and local services. The Group feel that this is an excellent opportunity to inform new tenants about how to get involved in the tenants' forum, information about the tenants' charter, and to provide the most up to date local contact information for a neighbourhood officer within the PRP to help resolve any issues. Whilst some PRPs may already provide some of this information to new tenants, the Group hopes that a consistent approach across PRPs will allow residents to be better informed of local support available to them from day one.

### **Recommendation 11**

3.11 Approximately sixty-percent of survey respondents felt either neutral, satisfied, or very satisfied with their housing association overall. Unfortunately, this means that complaints about issues and service failures are very likely. The Group considered a range of cases referred to the Housing Ombudsman involving some of our current PRPs. This highlighted that there were examples of service failures and communication break-downs for PRP operated social housing stock within the Borough. The Group asks that PRPs make every effort to resolve issues and complaints in a timely manner. Where tenants remained unsatisfied, PRPs should provide details of the Ombudsman process, whilst informing tenants that their local Ward Member(s) may be able to help advocate for them in this process. Many tenants may not be used going through such processes, and may find it helpful and reassuring to know that their local Ward Member(s) may be able to assist them.

### **Recommendation 12**

3.12 Members regularly received complaints from residents regarding high levels of service charges, and under delivery of services promised by such charges. Whilst officers had very limited recourse to query these charges, it should be incumbent on each PRP to ensure that any such charges represented value for money, were transparent, and ensured the delivery of said services. The Group were made aware of cases where PRPs had used estimated charges, resulting in a credit surplus for tenants which had not been refunded promptly. Whilst estimated charges should be avoided wherever possible, any credit balances need to be refunded directly to tenants promptly, rather than being put towards future credit.

## **WBC Overview and Scrutiny**

### **Preferred Registered Providers Task and Finish Group**

#### **Terms of Reference**

1. To look at the service provided by each of the Council's preferred registered providers (PRPs) and to compare performance with WBC's housing service, WBC housing companies and industry best practice.
2. To recommend minimum service levels which tenants will expect of PRPs and WBC housing.
3. To consider the Council's current approach to appointing and monitoring Preferred Registered Providers.
4. To consider the legal framework underpinning this process.
5. To consider the views of local stakeholders.
6. To consider the views of Housing Associations and WBC's own social housing stakeholders.
7. To consider examples of best practice.
8. To consider how tenant satisfaction, housing provider performance and other KPIs are measured by PRPs, WBC and other social housing providers.
9. To consider how appointment of Preferred Registered Providers could be improved to create a single excellent level of service, regardless of whether a resident uses a housing association or WBC provision.
10. To produce a final report to the Community and Corporate Overview and Scrutiny Committee and, subsequently, the Executive with recommendations for improvement.

#### **Witnesses**

- WBC Members and Officers;
- Residents, stakeholders and community groups;
- Experts/representatives from other local authorities;
- A variety of Housing Associations and Preferred Registered Providers;
- Any other witnesses approved by the Task and Finish Group.



<b>TITLE</b>	<b>Delivering the Ukrainian/Afghan Refugee Resettlement Government Grant Allocation</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Tuesday, 21 March 2023
<b>WARD</b>	(All Wards);
<b>LEAD OFFICER</b>	Director, Place and Growth - Simon Dale
<b>LEAD MEMBER</b>	Deputy Leader of the Council and Executive Member for Housing - Stephen Conway

**PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

To mitigate against housing pressures on local authorities, the Government has provisionally allocated grant to those most affected by the Ukrainian refugee and Afghan resettlement programmes. This grant allocation has been allocated to Wokingham Borough Council based on part funding of 17 properties to help mitigate against the additional housing pressures. This report seeks approval to ensure that the funding allocation can be delivered effectively in Wokingham Borough within the restricted timescales and ensure that ownership of the properties are retained for housing other priority cohorts in the longer term, as per the Government’s guidance on this funding stream.

**RECOMMENDATION**

That Executive notes the Government grant allocation to Wokingham Borough Council and proposal to deliver 17 homes as part of the Ukrainian and Afghan resettlement scheme and approves:

- (1) The release of up to £2m commuted sums (developer contributions for affordable housing) to be used in conjunction with the £3.1m grant allocation for the purchase of the 17 properties;
- (2) That the properties go into either the Housing Revenue Account (“HRA”) and £3.7m of borrowing is undertaken within the HRA, or into Loddon Homes Limited (“LHL”) with a loan of £3.7m; with authority to be delegated to the Deputy Chief Executive in consultation with the Deputy Leader for the Council to determine and approve the end landlord and the borrowing terms;
- (3) The delegation of authority to the Deputy Chief Executive in consultation with the Deputy Leader for the Council and Executive Member for Housing to approve the transfer of commuted sums up to the value of £2m to support the purchase of each property.

**EXECUTIVE SUMMARY**

The UK has welcomed 150,000 Ukrainians and 23,000 Afghans. To mitigate housing pressures on already stretched local authority stock and homelessness services, the Government has released a £500 million fund designated to the 189 local authorities who have been identified as most affected. The Council has been provisionally allocated £3.1m grant from the Government as part of this funding.

The grant allocation is intended to support the acquisition of 17 properties for the two cohorts of Ukrainian refugees and Afghan resettlement schemes. This grant allocation is expected to pay for up to 40% of the capital costs, with local authorities meeting the remaining costs. With the grant allocation, this leaves the Council with a funding gap of approximately £5.7m, which would be covered by a mix of borrowing (either through the Housing Revenue Account or the Council's Housing Companies) and through the use of s106 commuted sums for affordable housing.

Dependent on where the properties sit (either the Housing Revenue Account or the Council's Housing Companies), the Council would be looking to release up to £2m in developer contributions for affordable housing. The Council currently has in excess of £2.2m of developer contributions available for affordable housing which can be used for this scheme. Executive is asked to approve the delegation of authority to the Deputy Chief Executive in consultation with the Deputy Leader for the Council and Executive Member for Housing to determine and approve the end landlord and the borrowing terms.

Given each property is likely to be purchased individually as open market purchases, the Executive is asked to approve the delegation of authority to the Deputy Chief Executive in consultation with the Deputy Leader for the Council and Executive Member for Housing to approve the transfer of commuted sums to either the Council's HRA or the Council's Housing Company, LHL, to support the purchase of the properties as part of the scheme, subject to the relevant agreement from the Board of the Council's housing companies.

## **BACKGROUND**

The UK has welcomed 150,000 Ukrainian and 23,000 Afghan refugees. To mitigate housing pressures on already stretched local authority stock and homelessness services, the Government has released a £500 million fund designated to 189 local authorities who have been identified as most affected. The Council has been provisionally allocated £3.1m grant from the Government as part of this funding.

Currently within Wokingham Borough, there are 4 Ukrainian households in temporary accommodation and a further 212 households who will require accommodation once their host placements come to an end. Some of these households may move out of Borough or into the private rental sector, however in the future there will be increased pressure on the Council's housing stock and on temporary accommodation. The grant allocation from Government is intended to support the acquisition of 17 properties for the two cohorts of Ukrainian refugees and Afghan resettlement schemes. This grant allocation is expected to pay for up to 40% of the capital costs, with local authorities meeting the remaining costs. The grant allocation includes £20k per property for refurbishment costs. The Government has made it clear that they expect local authorities to utilise their borrowing capacity to pay the remaining purchasing costs. Right to Buy receipts can't be used in conjunction with the grant allocation, nor can Homes England grant, but developer contributions for affordable housing can be used.

There is no requirement for the Council to pay back this grant and the properties can be used for other families in the future once the identified cohort have moved on. The properties would be let on assured shorthold tenancies for a maximum period up to 3 years (which is when the current Ukrainian Visa scheme expires). The Ukraine households will be offered 3 months of support from a Ukraine Case Worker to help transition into living in the UK. If the properties sit within Loddon Homes Limited they would be exempt from Right to Buy. The Council is currently seeking legal advice as to whether the properties could be exempt from Right to Buy if they did go into the HRA. The Government expects property acquisition to be the quickest route and conditions of funding require the properties to have exchanged contracts by November 2023. The Council is looking to acquire the 17 properties on the open market within the required timescales.

## **BUSINESS CASE**

The grant allocation has been calculated based on around 40% of the cost of a property, with the Council being allocated £2,400,000 (£160k per unit) to deliver at least 15 x 2-4-bed family units + £705,774 (£352,887 per unit) to deliver 2 x 4+bed units for Afghan families in bridging accommodation. Delivering the 2 x 4 bed units for the Afghan families is a conditional element of the grant. The total funding allocated equates to £3,105,774 of capital funding.

Payment of the grant will be in two phases in line with the grant conditions. Tranche 1 (30% of the grant) will be paid in March 2023 once a Memorandum of Agreement is signed by the Council's 151 Officer. Tranche 2 will be paid once the Council has spent 60% of the tranche 1 payment. This equates to £931,732 of the grant being received in tranche 1 and then, once the Council has spent £559,039.32 of this payment, the Council will then be paid the remaining 70% in Tranche 2 of £2,174,042.

Profiling the current Ukrainian refugees in the Borough and with the 2 x 4 bed units being a conditional element of the grant allocation, the mix of properties the Council would be looking to purchase would include:

- 6 x 2 beds (up to OMV £310k each)
- 7 x 3 beds (up to OMV £470k each)
- 4 x 4 beds (up to OMV £540k each)

All properties would be let on an affordable rent (equivalent to Local Housing Allowance inclusive of service charges). This is on the basis that most will be working households or claiming local housing allowance which will cover the cost of an affordable rent.

With the grant allocation, this leaves the Council with a funding gap of around £5.7m, which would be covered by a mix of borrowing (either through the Housing Revenue Account or the Council's Housing Companies) and through the use of s106 commuted sums for affordable housing. The business model covers all the costs of purchasing the properties and making them habitable. We have assumed that the properties will pay stamp duty but are taking legal advice as to whether an exemption will apply given the public subsidy going into this scheme.

Financially, having the 17 properties in either LHL or HRA is viable with both options showing a profit from year 1. The business case outlining the comparators between Loddon Homes Limited and HRA are attached in **Part 2**, as the information on Loddon Homes is commercially sensitive, especially around borrowing rates.

Dependent on where the properties sit (either the HRA or LHL), the Council would be looking to release up to £2m in developer contributions for affordable housing. The Council currently has in excess of £2.2m of developer contributions available for affordable housing which can be used for this scheme.

As each property is likely to be purchased individually as open market purchases, the Executive is asked to approve the delegation of authority to the Deputy Chief Executive in consultation with the Deputy Leader for the Council and Executive Member for Housing to approve the transfer of commuted sums to either the Council's HRA or the Council's Housing Company, LHL to support the purchase of the properties as part of the scheme.

Whilst the Government expects the properties to have gone into contract by November 2023, they have indicated that there will be some leeway within this timescale. However, there is a risk that should we not be able to get into contract on all 17 properties a proportion of the grant allocation will need to be repaid.

## **FINANCIAL IMPLICATIONS OF THE RECOMMENDATION**

***The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	N/A	N/A
Next Financial Year (Year 2)	£5.7m	Yes, through borrowing and use of s106 commuted sums for affordable housing	Capital
Following Financial Year (Year 3)	£0	N/A	N/A

### **Other Financial Information**

With the grant allocation from Government, this leaves the Council with a funding gap of around £5.7m, which would be covered by a mix of borrowing (either through the HRA or LHL) and through the use of s106 commuted sums for affordable housing. The Council currently has in excess of £2.2m of developer contributions available for affordable housing which can be used for this scheme.

There is ongoing work with the finance team to look at the full financial impact including revenue/maintenance costs should the properties go into the HRA. This information will be taken into account as part of the delegated decision determining the end landlord.

### **Stakeholder Considerations and Consultation**

No stakeholder consultation is required in this instance.

### **Public Sector Equality Duty**

**Climate Emergency – *This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

Any property purchases will be dependent on the properties being classified at an EPC rating C or above.

### **Reasons for considering the report in Part 2**

Appendix 1 contains exempt information and as a result is not for publication by virtue of paragraph 3 of Schedule 12A (PART 1) to the Local Government Act 1972 (as amended).

### **List of Background Papers**

None

**Contact** Frances Haywood

**Telephone** Tel: 0118 974 6859

**Service** Place Commissioning

**Email**

frances.haywood@wokingham.gov.uk

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

Document is Restricted

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<b>TITLE</b>	<b>Officer Response to Recommendations of the Local Cycling, Walking and Infrastructure Plan Task and Finish Group</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Tuesday, 21 March 2023
<b>WARD</b>	None Specific;
<b>LEAD OFFICER</b>	Director, Place and Growth - Simon Dale
<b>LEAD MEMBER</b>	Executive Member for Active Travel, Transport and Highways - Paul Fishwick

**PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

This report sets out the Officer responses to the 14 Recommendations of the Local Cycling, Walking and Infrastructure Plan Task and Finish Group. The report of the Task and Finish Group can be found in Annex A to this report.

**RECOMMENDATION**

That the Executive:

- 1) Approve the Officers' responses to the Recommendations of the Local Cycling, Walking and Infrastructure Plan Task and Finish Group, set out in subsection 1.6 of this report;
- 2) Note the report of the Local Cycling, Walking and Infrastructure Plan Task and Finish Group, contained as Annex A to this report.

**EXECUTIVE SUMMARY**

The Local Cycling, Walking and Infrastructure Plan (LCWIP) Task and Finish Group was established by the Community and Corporate Overview and Scrutiny Committee at their meeting on 29 November 2022, whilst their Terms of Reference were agreed at the meeting of the Committee held on 23 January 2023. The Group has met on 2 occasions, and has engaged with Executive Member for Active Travel, Transport and Highways, a WSP consultant and the Transport Planning Team Manager. Due to time constraints, the Group were only able to review the main LCWIP report, whilst the related appendices were not considered by the Group, such as early outline maps and designs.

The report and Recommendations of the LCWIP Task and Finish Group were presented to the Community and Corporate Overview and Scrutiny Committee on 6 March 2023, and the Committee resolved that the Group's 14 Recommendations to the Executive, as amended, be approved.

## BACKGROUND

- 1.1 The LCWIP Task and Finish Group consisted of Councillors Al Neal (Chair), Peter Dennis (Vice-Chair), Laura Blumenthal, Chris Johnson and Pauline Jorgensen.
- 1.2 The Group agreed the following Terms of reference:
  - To consider the latest draft and information relating to the LCWIP, and to formulate any recommendations for improvement to the Executive;
  - To consider the summary of results from the latest consultation, to inform any potential recommendations to the Executive;
  - To consider how the plan may be shaped to help encourage more residents to use sustainable transport methods, for example improving and promoting cycleways;
  - To produce a final report to the Community and Corporate Overview and Scrutiny Committee and, subsequently, the Executive with any recommendations for improvement.
- 1.3 Due to time constraints, the Group were unable to review the detailed appendices to the LCWIP report. As such, their Recommendations focus solely on the LCWIP report and not the detailed appendices, which include maps and consultation responses.
- 1.4 The Group considered evidence from the following stakeholders:
  - Robert Curtis (WBC – Transport Planning Team Manager)
  - Councillor Paul Fishwick (Executive Member for Active Travel, Transport and Highways)
  - Andy Winmill (Associate Director, WSP)
- 1.5 The Task and Finish Group report was submitted to the Community and Corporate Overview and Scrutiny Committee on 6 March 2023. The report provides the Groups Recommendations to the Executive, set out in Annex A.

1.6 The Recommendations and Officer responses are set out below.

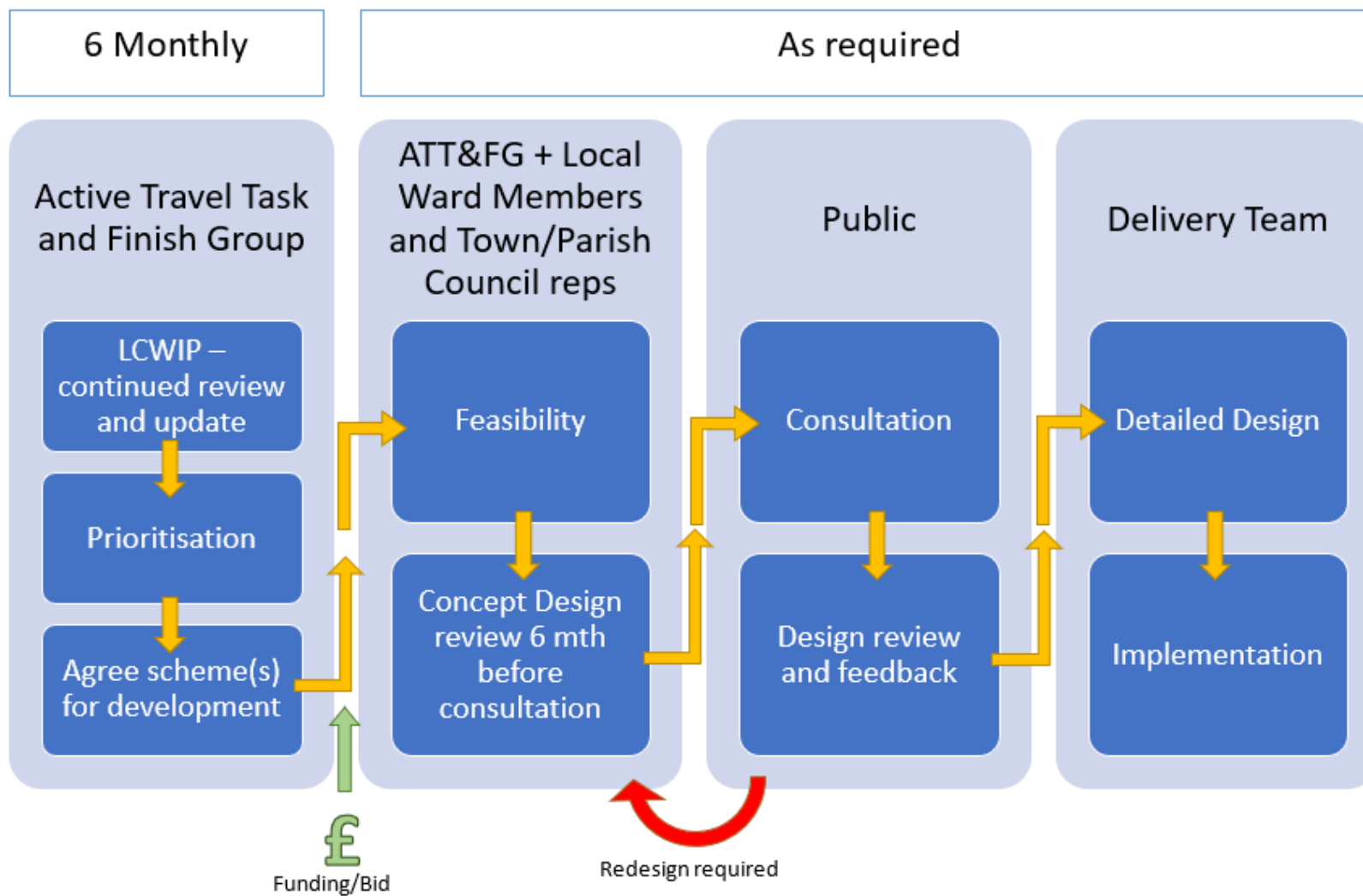
Recommendations	Officer Response
Confirm what data in relation to the 2021 Census was available, and incorporate any updated data. 2011 Census data should only be used where WBC were still awaiting the detailed breakdown of the 2021 Census data.	The 2021 Census data is being released periodically and we are awaiting some more relevant data to be published, however, consideration will need to be given to its relevance based on the timing of the 2021 census. The report remains a live document and so when data is published the LCWIP can be updated. Where figures are currently available, the report will be updated prior to the final version being released for Executive.
Remove reference to data related to trunk roads, for example the M4, which were outside of WBC's control.	This will be removed from the report provided figures without trunk roads are readily available.
Confirm if WBC had access to the data relating to how many households in the Borough had access to a car, and amend the report appropriately if available.	Where figures are currently available, the report will be updated prior to the final version being released for Executive.
In relation to employment centres, make use of datasets used within the Bus Service Improvement Plan, and amend the report appropriately.	The report will be updated prior to the final version being released for Executive. It is likely that this will include an explanation to the reference to employment centres in this context.
To ensure consistency between strategic plans, confirm if cross boundary commuting data was consistent with that being applied to the Local Transport Plan.	This will be discussed further with the team writing the Local Transport Plan, we would expect that the data sources are the same, however, the report will be updated as necessary prior to the final version being released for Executive.
If available, data held by WBC regarding speeding vehicle clusters be added to the report.	There are some data available in this area, though this is not based on all vehicles and all roads across the borough; based on this some further explanation will be given and the locations provided if this deemed appropriate by the relevant teams.
Verify if accident data was up to date and complete, and amend as appropriate.	This data is the up to date published data. Officers will discuss with the police and DfT where Members felt data was omitted to try to establish why there are no records of certain events.
Amend reference from 'Road Transport' to 'Road, Rail and Shipping Transport' within the report.	The report will be updated prior to the final version being released for Executive.

Ensure consistency throughout the report when referencing 'short car journeys', for example to state that 'approximately 30% of car journeys within the Borough were relatively short'.	The report will be updated prior to the final version being released for Executive.
Confirm if schemes relating to Earley could be better defined and detailed, as with other areas.	The report will be updated prior to the final version being released for Executive if there are more definite or detailed areas that can easily be described.
Consider an additional paragraph within the report relating to bicycle parking in convenient areas, including town centres and public transport hubs.	An additional paragraph relating to safe, secure and convenient cycle parking will be added to the report prior to the final version being released for Executive.
A process flow chart be produced to allow greater understanding of how schemes move from concept stage, through to design, engagement, consultation, and delivery.	See below for proposed process flow chart below. This is not currently part of the plan itself as it relates to the subsequent delivery process.
The Active Travel Task and Finish Group, formed of Overview and Scrutiny Members, review the LCWIP on a 6-monthly basis.	Officers will arrange future meetings of the group.
The Active Travel Task and Finish Group, formed of Overview and Scrutiny Members, with relevant Ward Members and relevant Town and Parish Council representatives, review proposed schemes a minimum of 6 months (wherever possible) prior to public consultation.	Officers will arrange such meetings as proposals are developed.

- 1.7 Appendix B of the LCWIP is a comprehensive review of policy and demonstrates the project's alignment with National Policy, regional strategy and Wokingham Borough Council's own Local policy objectives, this includes the LCWIPs contribution to our Active travel strategy and Public Health Objectives,
- 1.8 The Wokingham Active Travel Plan pledges to 'work with partners to promote walking and cycling as a health-enhancing physical activity for all our residents and as a viable alternative to travelling short distances in cars'. To encourage residents to consider using active modes of travel, future infrastructure improvements must consider the needs of pedestrians and cyclists whilst accommodating the movement of motor vehicles. To achieve this, the plan recommends a borough-wide audit of pedestrian and cycle facilities, followed by a route branding and mapping exercise for both cycling and pedestrian routes. This objective can be achieved through the LCWIP process, by developing comprehensive pedestrian and cycling networks linking existing and new development, and key local destinations.
- 1.9 The Wokingham Health and Wellbeing Strategy's key objective is to create a healthy and resilient community, by encouraging people within the Borough to be

more physically active. The borough wide campaign is helping and inspiring residents to consider choosing active travel as a feasible alternative to the private car for their journeys to school or work. The strategy aims to improve physical health for all ages, and lower the percentage of overweight people, thus, by providing a walking and cycling network through the LCWIP process, residents will have access to safe, attractive routes which will contribute to the wider health and wellbeing goals of this strategy. Getting people more active is proven to improve mental and physical health and so provision of infrastructure to enable more people to choose to walk, wheel and cycle will significantly contribute towards the goals of Public Health.

Scheme development and delivery flow chart



## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.***

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

### Other Financial Information

There are no financial implications arising from this report, any changes to the LCWIP are covered within the budget and the financial planning for the LCWIP going forward as described in the Executive Paper.

### Stakeholder Considerations and Consultation

The LCWIP underwent a thorough consultation process. This report is the response to Recommendations put forward by Overview and Scrutiny.

### Public Sector Equality Duty

Due regard has been given to WBC's duties under the Equality Act.

### Climate Emergency – ***This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

The LCWIP seeks to promote and improve active travel throughout the Borough, which facilitate considerable improvements to the Borough's net zero ambitions. The Recommendations of the Task and Finish Group seek to make improvements to the LCWIP report and facilitate ongoing Overview and Scrutiny of the document and schemes as they develop.

### Reasons for considering the report in Part 2

N/A

### List of Background Papers

LCWIP Report and Appendices, 21 March 2023 Executive

<b>Contact</b> Robert Curtis, Callum Wernham	<b>Service</b> Place
<b>Telephone</b> 0119 974 6000	<b>Email</b> robert.curtis@wokingham.gov.uk, callum.wernham@wokingham.gov.uk

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# **WOKINGHAM BOROUGH COUNCIL**

## **COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE**

### **LOCAL CYCLING, WALKING AND INFRASTRUCTURE PLAN TASK & FINISH GROUP**

#### **SUMMARY REPORT AND RECOMMENDATIONS**

**MARCH 2023**

#### **Task & Finish Group Members:**

Councillor Al Neal (Chair)

Councillors Peter Dennis (Vice Chair), Laura Blumenthal, Chris Johnson and Pauline Jorgensen

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## Section 1 – Background and Summary

- 1.1 The Community and Corporate Overview and Scrutiny Committee considered updates on the development of the Local Cycling, Walking and Infrastructure Plan (LCWIP) at their meetings on 4 July 2022 and 29 November 2022. Following the latter meeting, the Committee resolved to establish a Task and Finish Group to consider the final draft of the LCWIP document prior to consideration by the Executive.
- 1.2 The Community and Corporate Overview and Scrutiny Committee agreed the Terms of Reference for the Task and Finish Group at their meeting on 23 January 2023, appended as Annex A to this report.
- 1.3 The Task and Finish Group met on two occasions, 25 January 2023 and 6 February 2023. Due to time constraints, the Group were unable to review the appendices to the main LCWIP report in detail. As such, the Group's Recommendations focus on the main LCWIP report.
- 1.4 The Group considered representations from the Executive Member for Active Travel, Transport and Highways, the Transport Planning Team Manager, and an Associate Director at WSP.
- 1.5 An LCWIP sets out the strategic, high-level approach to identifying long-term cycling and walking improvements, to make the case for future investment through funding bids and by informing discussions with developers.
- 1.6 The Recommendations of the Group seek to ensure that data used within the report is consistent and up to date throughout. Other Recommendations seek the inclusion of an additional paragraph in relation to safe bicycle storage, and the provision of a process chart which outlines how potential schemes would progress from concept stage, through to design, engagement, consultation, and delivery. The final two Recommendations suggest how the live LCWIP document and individual schemes might be scrutinised going forward.
- 1.7 Whilst ongoing review of the live LCWIP document can be successfully executed as a sole Overview and Scrutiny function, the Group sought to ensure that scrutiny of individual schemes included local Ward Members and representatives of the relevant Town and Parish Councils. The Group hopes that this process will lead to robust schemes that will deliver the infrastructure needed by local communities.
- 1.8 The Group wishes to thank officers and the Executive Member for organising the Task and Finish Group and providing the documentation within short timescales.

## **Section 2 - Recommendations to the Executive**

- 2.1 Confirm what data in relation to the 2021 Census was available, and incorporate any updated data. 2011 Census data should only be used where WBC were still awaiting the detailed breakdown of the 2021 Census data.
- 2.2 Remove reference to data related to trunk roads, for example the M4, which were outside of WBC's control.
- 2.3 Confirm if WBC had access to the data relating to how many households in the Borough had access to a car, and amend the report appropriately if available.
- 2.4 In relation to employment centres, make use of datasets used within the Bus Service Improvement Plan, and amend the report appropriately.
- 2.5 To ensure consistency between strategic plans, confirm if cross boundary commuting data was consistent with that being applied to the Local Transport Plan.
- 2.6 If available, data held by WBC regarding speeding vehicle clusters be added to the report.
- 2.7 Verify if accident data was up to date and complete, and amend as appropriate.
- 2.8 Amend reference from 'Road Transport' to 'Road, Rail and Shipping Transport' within the report.
- 2.9 Ensure consistency throughout the report when referencing 'short car journeys', for example to state that 'approximately 30% of car journeys within the Borough were relatively short'.
- 2.10 Confirm if schemes relating to Earley could be better defined and detailed, as with other areas.
- 2.11 Consider an additional paragraph within the report relating to bicycle parking in convenient areas, including town centres and public transport hubs.
- 2.12 A process flow chart be produced to allow greater understanding of how schemes move from concept stage, through to design, engagement, consultation, and delivery.
- 2.13 The Active Travel Task and Finish Group, formed of Overview and Scrutiny Members, review the LCWIP on a 6-monthly basis.
- 2.14 The Active Travel Task and Finish Group, formed of Overview and Scrutiny Members, with relevant Ward Members and relevant Town and Parish Council representatives, review proposed schemes a minimum of 6 months (wherever possible) prior to public consultation.

## **WBC Overview and Scrutiny**

### **Local Cycling, Walking and Infrastructure Plan (LCWIP) Task and Finish Group**

#### **Terms of Reference**

1. To consider the latest draft and information relating to the LCWIP, and to formulate any recommendations for improvement to the Executive;
2. To consider the summary of results from the latest consultation, to inform any potential recommendations to the Executive;
3. To consider how the plan may be shaped to help encourage more residents to use sustainable transport methods, for example improving and promoting cycleways;
4. To produce a final report to the Community and Corporate Overview and Scrutiny Committee and, subsequently, the Executive with any recommendations for improvement.

#### **Witnesses**

- WBC Members and Officers;
- Expert groups – e.g. SusTrans
- Any other witnesses approved by the Task and Finish Group.

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<b>TITLE</b>	<b>Local Cycling and Walking Infrastructure Plan</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Tuesday, 21 March 2023
<b>WARD</b>	(All Wards);
<b>LEAD OFFICER</b>	Director, Place and Growth - Simon Dale
<b>LEAD MEMBER</b>	Executive Member for Active Travel, Transport and Highways - Paul Fishwick

**PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

This report presents the Local Cycling and Walking Infrastructure Plan with a view to the council adopting it as the strategic plan for Active Travel over the next 10-15 years.

The LCWIP enables a long-term approach to developing strategic active travel connections between key origins/destinations and forms a vital part of the Government’s strategy to make walking, wheeling and cycling the natural choices for shorter journeys, or as part of a longer journey.

Getting more people to walk and cycle will help us respond to the [Climate Emergency](#), tackle congestion on our roads and achieve the ambition of our [Corporate Delivery Plan](#) to make Wokingham Borough a great place to live, learn, work and grow and a great place to do business.

**RECOMMENDATION**

That the Executive agrees to adopt the Local Cycling and Walking Infrastructure Plan as the Council’s strategic plan for Active Travel over the next 10-15 years

**EXECUTIVE SUMMARY**

The Local Cycling and Walking Infrastructure Plan (LCWIP) enables a long-term approach to developing strategic active travel connections between key origins/destinations and forms a vital part of the Government’s strategy to make walking, wheeling and cycling the natural choices for shorter journeys, or as part of a longer journey.

Active Travel England (ATE) are the body allocating funding to boroughs for Active Travel Schemes, they require that bids to them must be supported by an LCWIP. The LCWIP is developed using DfT guidance ensuring that evidence and approved auditing methods are used to ensure consistency across the country. This provides assurance that any scheme identified and developed from an LCWIP is likely to prove as effective as possible. ATE also awards revenue funding to each Highway Authority in England; this year Wokingham was awarded £127k revenue whilst its Active Travel Scheme has been awarded £4.4M to date; these were based on the borough having an LCWIP in development at the time. Without an LCWIP it is likely that future funding awards will be much reduced.

This report presents the final LCWIP which has been completed following DfT guidance and has been subject to two separate public engagement exercises. The LCWIP itself is appended to this report and contains details of each stage undertaken throughout the plan's development, including how the walking and cycling networks have been identified, the measures proposed for each of the routes on the networks and how the responses from the public have helped to shape the final plan.

This paper also details future development of the LCWIP and how schemes identified through the process will be taken forward in future.



## **BACKGROUND**

The Local Cycling and Walking Infrastructure Plan (LCWIP) is a strategic document that analyses local travel patterns to help identify where best to invest in cycling and walking infrastructure ideally over a 10–15-year period.

The LCWIP enables a long-term approach to developing strategic active travel connections between key origins/destinations and forms a vital part of the Government's strategy to make walking, wheeling and cycling the natural choices for shorter journeys, or as part of a longer journey.

Getting more people to walk and cycle will help us respond to the [Climate Emergency](#), tackle congestion on our roads and achieve the ambition of our [Corporate Delivery Plan](#) to make Wokingham Borough a great place to live, learn, work and grow and a great place to do business. Increased activity will contribute to numerous National, regional, and local objectives including those of the transport & highways, public health and sports & leisure teams; the Wokingham Active Travel Plan recommended a borough-wide audit of pedestrian and cycle facilities in order to encourage residents to consider using active modes of travel, future infrastructure improvements must consider the needs of pedestrians and cyclists whilst accommodating the movement of motor vehicles. The LCWIP process effectively delivers this by developing comprehensive pedestrian and cycling networks linking existing and new development, and key local destinations. The Wokingham Health and Wellbeing Strategy's key objective is to create a healthy and resilient community, by encouraging people within the Borough to be more physically active. The strategy aims to improve physical health for all ages, and lower the percentage of overweight people, thus, by providing a walking and cycling network through the LCWIP process, residents will have access to safe, attractive routes which will contribute to the wider health and wellbeing goals of this strategy.

Journeys below 5 miles represented 58% of all private car journeys in the UK in 2019 providing the biggest opportunity for switching short car trips to active travel modes. Walking and cycling are ideal modes of transport for local trips, and convenient options for regular exercise. They are low-cost, accessible, healthy, environmentally friendly and efficient.

The LCWIP will form a Daughter document of the borough's Local Transport Plan (LTP). Which is currently in development; emerging guidance from the Department for Transport indicates that active and sustainable travel, as well as provision for electric vehicles, will all be key required elements of the LTP which will have a focus on reducing carbon emissions from transport.

## **BUSINESS CASE**

The DfT has now launched Active Travel England and invested £450m in Cycling and walking over the next two years. Active Travel England (ATE) is responsible for ensuring the delivery of the Government's "Gear Change" cycling strategy is also assessing schemes nationally to ensure that they meet the guidance within the Cycle Design Standards Local Transport Note LTN 1/20. ATE are responsible for allocating funds to Highway Authorities and any scheme funded by Active Travel England is expected to have been identified from an authority's LCWIP. By adopting an LCWIP, the borough is providing assurance that any scheme from the plan has been identified and developed using the established methodology using evidence and stakeholder feedback, and so is likely to prove as effective as possible.

ATE also allocate revenue funding to each Local Highway Authority in England. This is known as the cycling capability fund, this enables the borough to spend revenue on improving design standards, promoting active travel and delivering some initiatives. The funding is awarded based on an assessment of each borough which includes whether it has an adopted LCWIP. Because Wokingham BC had an LCWIP in development in the last assessment it was awarded £127k for 2023.

The borough’s Local Cycling and Walking Infrastructure Plan can be found at:

<https://www.myjourneywokingham.com/cycling/local-cycling-and-walking-infrastructure-plan-lcwip/>

This plan explains the background and supporting documents and methodology employed to determine the primary strategic routes for walking, wheeling and cycling in the borough. It also explains the stakeholder engagement and the potential measures that can be considered along each of the strategic routes to bring each route up to a standard that will encourage new users to walk, wheel and cycle. The LCWIP is structured as follows:

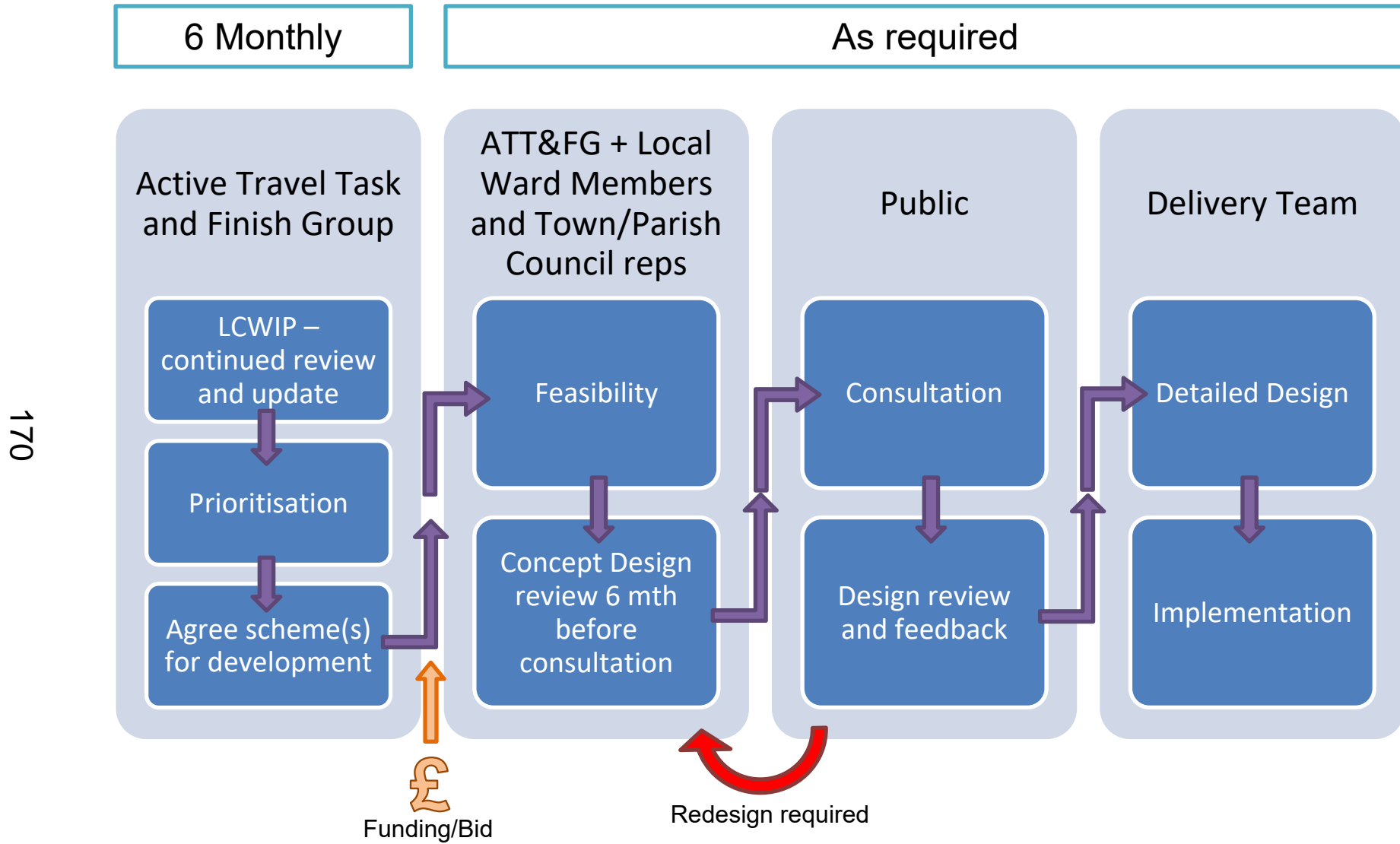
1	Introduction	This explains the LCWIP process.
2	The Active Travel Context	Looks at the case for walking, cycling and wheeling and the national, regional and local policy which supports and promotes the approach.
3	LCWIP Geographical Scope, Vision and Objectives	Describes the extents of the project and the vision for the LCWIP along with the objectives.
4	Gathering Information	Discusses the modelling methodology, evidence and considerations in developing the Plan.
5	Early Stakeholder Engagement	Describes the initial engagement exercise and its outcomes.
6	Network Planning for Walking and Cycling	Introduces the network development and subsequent auditing undertaken to determine the networks for walking, wheeling and cycling.
7	Infrastructure Improvements	These are the initial proposed improvements which could be implemented to bring each route up to suitable standard.
8	Second Public Engagement	Describes the work completed to share the above work with the public to enable them to comment and input into the plan. This also introduces the refined networks and changes/considerations to be made when the proposed improvements move into feasibility.
9	Route Prioritisation	Introduces the prioritisation process that is employed to decide which routes are most important in terms of meeting the objectives of the LCWIP.
10	Integration and Application	Describes how this work will need be integrated into the Local Transport Plan and the activities of the borough to ensure that any opportunities for funding from external grants, developers and internal bids can be effectively utilised to help deliver the network.

The plan, once adopted will help to identify routes and individual schemes for future bids as well as being a tool to use in negotiation with developers to demonstrate the overall

plan for active travel in the borough. As such the Plan will remain a live document and prioritisation is likely to change depending on funding opportunities as well as any changes in local or national policy. These priorities will also change as different elements are delivered.

The early stages of the plan were shared with the Corporate and Community Overview and Scrutiny Committee and subsequently a Task and Finish Group was created to oversee completion of the report (refer to separate paper regarding Task and Finish Group recommendations/comments). The recommendations of the Task and Finish Group have been taken into account in finalising the LCWIP report. In addition to these, it has been suggested that there should be a Walking, Wheeling and Cycling Member Working Group that will continue to oversee the ongoing development of the LCWIP. This group will also help to shape future scheme selection and the feasibility work that goes into producing the early designs for consultation. Once a scheme is at an appropriate stage the working group will discuss the design with Ward Members and Town and Parish Councils to enable local input at an early of development prior to any public consultation. This process for scheme identification and development is explained by the figure below.

Scheme development and delivery flow chart



## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	1,406,000	Yes	Revenue and Capital
Next Financial Year (Year 2)	1,200,000	Yes	Capital
Following Financial Year (Year 3)	805,000	Yes	Capital

### **Other Financial Information**

The LCWIP development has been funded using existing revenue budgets with addition funding from the cycling capability fund grant.

The current Woodley to Reading Active Travel scheme which is in development has been awarded £3.411M capital from Active Travel England; this is currently sufficient though final scheme estimate is not yet available as the scheme is not finalised.

A bid for £600k has recently been submitted to cover development costs for scheme development on the A329, this would need to be spent in 2023/24, if successful the Capital programme will require amendment; year 3 (2024/25 will also need to be added to capital programme once final likely expenditure is known).

There will continue to be a capital requirement over the coming years and this is expected to come from ATE grants and developer contributions as much as possible.

### **Stakeholder Considerations and Consultation**

A comprehensive consultation has been completed on the measures proposed within the LCWIP. This was to gauge opinion and understand initial views on very early potential schemes and the outputs will be used to help develop schemes in future as each is considered further once funding becomes available. When schemes are taken forward there will be a full public consultation on each one to ensure that the local population can have their say on any proposals.

### **Public Sector Equality Duty**

An Initial impact assessment has been completed that identifies no potential issues

### ***Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

Encouraging and enabling active travel is one of the key actions in the Climate Emergency Action plan to help reduce the impact of road transport on Carbon emissions.

### **Reasons for considering the report in Part 2**

Not applicable.

**List of Background Papers**

Appendix 1 – Local Cycling and Walking Infrastructure Plan and Appendices 1A-1G are large files that can be downloaded from:

<https://www.myjourneywokingham.com/cycling/local-cycling-and-walking-infrastructure-plan-lcwip/>

Appendix 2 – LCWIP initial impact assessment

<b>Contact</b> Robert Curtis	<b>Service</b> Delivery and Infrastructure
<b>Telephone</b> Tel: 0118 974 6489	<b>Email</b> robert.curtis@wokingham.gov.uk

## Equality Impact Assessment (EqIA) form: the initial impact assessment

### 1. Process and guidance

The purpose of an EqIA is to make sure that the council is meeting the needs of all our residents by ensuring we consider how different groups of people may be affected by or experience a proposal in different ways. EqIAs help us to meet our [Public Sector Equality Duty](#) and where applicable the [Armed Forces Duty](#)


The council has a two stage EqIA process:

- Stage 1 - the initial impact assessment
- Stage 2 - the full impact assessment.

This form is for use at Stage 1 of the process. This must be completed when undertaking a project, policy change, or service change. It can form part of a business case for change and must be completed and attached to a Project Initiation Document. The findings of the initial impact assessment will determine whether a full impact assessment is needed.

Guidance and tools for council officers can be accessed on the council's Tackling Inequality Together intranet pages.

Date started:	11/02/2023	
Completed by:	Robert Curtis	Transport Planning Team Manager
Service:	Highways and Transport	Transport Planning
Project or policy EqIA relates to:	Local Cycling and Walking Infrastructure Plan	
Date EqIA discussed at service team meeting:	22/2/23	

Conclusion (is a full assessment needed?):	No material impact	
Signed off by (AD):	C.Easton 	
Sign off date:	24 Feb 2023	

## 2. Summary of the policy, project, or service

This section should be used to summarise the project, policy, or service change (the proposal).

### What is the purpose of the proposal, what are the aims and expected outcomes, and how does it relate to service plans and the corporate plan?

The Local Cycling and Walking Infrastructure Plan or 'LCWIP' as commonly referred to, is a strategic document that analyses local travel patterns to help identify where best to invest in cycling and walking infrastructure ideally over a 10–15-year period.

The LCWIP enables a long-term approach to developing strategic active travel connections between key origins/destinations and forms a vital part of the Government's strategy to make walking, wheeling and cycling the natural choices for shorter journeys, or as part of a longer journey.

Getting more people to walk and cycle will help us respond to the [Climate Emergency](#), tackle congestion on our roads and achieve the ambition of our [Corporate Delivery Plan](#) to make Wokingham Borough a great place to live, learn, work and grow and a great place to do business.

Journeys below 5 miles represented 58% of all private car journeys in 2019 providing the biggest opportunity for switching short car trips to active travel modes. Walking and cycling are ideal modes of transport for local trips, and convenient options for regular exercise. They are low-cost, accessible, healthy, environmentally friendly and efficient.

The LCWIP will form a Daughter document of the borough's Local Transport Plan (LTP). Which is currently in development; emerging guidance from the Department for Transport indicates that Active and sustainable travel, as well as provision for electric vehicles, will all be key required elements of the LTP which will have a focus on reducing carbon emission from transport. The DfT has also already set up "Active Travel England" and invested £450m in Cycling and walking over the next two years; any scheme funded by Active Travel England is expected to have been identified from an authority's LCWIP as it provides assurance that the scheme has been identified and developed using the established methodology and so is likely to prove as effective as possible.



The key aims are therefore to increase walking, wheeling and cycling in the borough. This is to be achieved by provision of a long term plan which will enable the borough to bid for funds and negotiate with developers and others when opportunities arise.

**How will the proposal be delivered, what governance arrangements are in place and who are the key internal stakeholders?**

- The LCWIP has been developed in conjunction with a number of stakeholders both internally and externally. The draft network plans and potential measures have been consulted on widely with over 10,000 comments received.
- During the plan’s development, the Community and Corporate Overview and Scrutiny Committee met and subsequently set up a task and finish group to discuss and provide feedback on the draft report

Further to this, there will now be an ongoing Walking and Cycling Member group which will oversee the continued development of the LCWIP and discuss emerging schemes as they come forward, helping to ensure adequate consultation and consideration of Member and public views ahead of any formal decision to go ahead with any scheme.

**Who will be affected by the proposal? Think about who it is aimed at and who will deliver it.**

The main beneficiaries of the project are the residents and visitors of Wokingham Borough. The plan sets out numerous projects which will help people to make the choice of walking, wheeling or cycling in preference to using a private car; this will aid those who choose to change mode in terms of their physical activity, financial savings and local air quality, but it will also free up space on the highway for those travelling distances or who do feel able to walk, wheel or cycle.

**3. Data & Protected Characteristics**

This section should be used to set out what data you have gathered to support the initial impact assessment.

The table below sets out the equality groups that need to be considered in the impact assessment. These comprise the nine protected characteristics set out in the Equality Act 2010 and other priority areas defined by the council.

Age	Disability	Gender reassignment	Marriage and Civil Partnership	Pregnancy/Maternity
Religious belief	Race	Sex	Sexual Orientation	Socio-economic disadvantage

The Armed Forces Act 2021 also requires consideration of the [impact on Armed Forces Communities](#) when exercising certain housing, education or healthcare functions (excluding social care). Further guidance can be found [here](#).

**What data and information will be used to help assess the impact of the proposal on different groups of people? A list of useful resources is available for officers on the Council's Tackling Inequality Together intranet pages.**

As part of the LCWIP process there have been 2 consultations as well as meeting some specific groups to present the plan. There have not been any issues identified which would specifically impact any of the equality groups.

The plan is a high level assessment and plan for future works; as each scheme within the plan is developed for implementation there will be further consultation and at that stage it will be important to reassess the Impacts on the equality groups once further details of the scheme are known.

#### 4. Assessing & Scoring Impact

This section should be used to assess the likely impact on each equality group, consider how significant any impacts could be and explain how the data gathered supports the conclusions made.

Scoring impact for equality groups	
Positive impact	The proposal promotes equality of opportunity by meeting needs or addressing existing barriers to participation and/or promotes good community relations
Neutral or no impact	The proposal has no impact or no disproportionate impact.
Low negative	The proposal is likely to negatively impact a small number of people, be of short duration and can easily be resolved.
High negative	The proposal is likely to have a significant negative impact on many people or a severe impact on a smaller number of people.

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**Referring to the Scoring table above, please give an impact score for each group, explain what the likely impact will be, and briefly set out how the data supports this conclusion.**

Equality group	Impact score	Impact and supporting data
Age	Neutral or no impact	There are no direct impacts on the group.
Disability	Neutral or no impact	There are no direct impacts on the group
Gender reassignment	Neutral or no impact	There are no direct impacts on the group
Marriage and Civil Partnership	Neutral or no impact	There are no direct impacts on the group

Pregnancy/Maternity	Neutral or no impact	There are no direct impacts on the group
Religious belief	Neutral or no impact	There are no direct impacts on the group
Race	Neutral or no impact	There are no direct impacts on the group
Sex	Neutral or no impact	There are no direct impacts on the group
Sexual Orientation	Neutral or no impact	There are no direct impacts on the group
Socio-economic disadvantage	Neutral or no impact	There are no direct impacts on the group
Armed Forces Communities	Neutral or no impact	There are no direct impacts on the group

## 5. Conclusion and next steps.

Based on your findings from your initial impact assessment, you must complete a full impact assessment if you have identified any groups as having a low or high negative impact.

If no impact, or a positive impact has been identified, you do not need to complete a full assessment. However, you must include reference to the initial assessment in any associated reports, and it must receive formal approval from the Assistant Director responsible for the project, policy, or service change.

<b>TITLE</b>	<b>Off Street Car Park Charges</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Tuesday, 21 March 2023
<b>WARD</b>	(All Wards);
<b>LEAD OFFICER</b>	Director, Place and Growth - Simon Dale
<b>LEAD MEMBER</b>	Executive Member for Active Travel, Transport and Highways - Paul Fishwick

## **PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

To recommend to the executive following the end of the objection period that having reviewed all objections there are no material reason to alter the proposals and to approve the increases to the off-street, car parking charges as detailed in the report.

## **RECOMMENDATION**

That the Executive

- 1) Considers the objections received to the proposed Traffic Regulation Order in respect to off-street parking charges;
- 2) Agree to the increases to the parking charges as detailed in Appendix 1;
- 3) Agree to proceed with the making of the Wokingham Borough Council (Various Off-Street Borough Car Parks) (No. 1) Order 2023 TRO in accordance with the Road Traffic Regulation Act 1984 and the Local Authorities Traffic Order Procedures 1996; and
- 4) Instructs the Assistant Director for Highways & Transport to inform those who have responded to the consultation accordingly.

## **EXECUTIVE SUMMARY**

The Council has not increased off street car parking charges since 2018, unlike many other Local Authorities and although this has primarily been welcomed, the current tariffs have not been subject to inflationary increases in line with the councils' other fees and charges.

The income collected for parking is essential for helping to maintain the Councils roads and footways to ensure they are of high quality and safe for all users. If the fees and charges are not increased, then the Councils ability to continue to maintain the highway to the current standards will be significantly compromised.

The Notice of Proposal was advertised on the 15<sup>th</sup> December 2022. The 21 day statutory objection period was extended to the end of January (29<sup>th</sup>) due to the holiday period given a total objection period of 44 days.

Following the advertising of the Notice of Proposal which allowed for objections the council received 156 objections and 122 comments to the proposal's details of these along with officer comments can be found in Appendix 5.

Officers have considered all objections received and report no material changes required to the proposals. It is therefore recommended to proceed with the increases in parking charges as proposed and to advertise the making of the Order.

## **BACKGROUND**

The Council has not increased off street car parking charges since 2018, unlike many other Local Authorities and although this has primarily been welcomed, the current tariffs have not been subject to inflationary increases in line with the councils' other fees and charges.

The income collected for parking is essential for helping to maintain the Councils roads and footways to ensure they are of high quality and safe for all users. If the fees and charges are not increased, then the Councils ability to continue to maintain the highway to the current standards will be significantly compromised.

The Off-Street Parking proposals were considered by the executive on the 29 September 2022 recommending an increase in parking charges proposing different levels of charges in Wokingham Town and outside of Wokingham Town car parks. See Appendix 1.

The Executive approval was subsequently called in to the Extraordinary Overview and Scrutiny Management Committee on the 25 October. See Appendix 2. Officers' responses to the call in can be seen by following the link at Appendix 3 below. The decision to proceed with the proposed advertising of the order was resolved at this meeting see Appendix 4 (hyper link provided below).

### **Proposal**

To increase the charges for off street parking as detailed in Appendix 1 of the report.

### **Responses following the Advertising of the Notice of Proposal**

The Notice of Proposal was advertised on the 15<sup>th</sup> December 2022. The 21 day statutory objection period was extended to the end of January (29<sup>th</sup>) due to the holiday period given a total objection period of 44 days.

Following the advertising of the Notice of Proposal which allowed for objections the council received 156 objections and 122 comments to the proposal's details of these along with officer comments can be found in Appendix 5.

### **Recommendation & Conclusion**

Officers have considered all objections received and report no material changes required to the proposals.

It is therefore recommended to proceed with the increases in parking charges as proposed and to advertise the making of the Order.

## **FINANCIAL IMPLICATIONS OF THE RECOMMENDATION**

***The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Year 1 – 2023/24	£50k  (£320k)	Yes  £180k shortfall (see other financial information section below for details)	Capital  Revenue
Year 2 – 2024/25	(£540k)	£160k shortfall (see other financial information section below for details)	Revenue
Year 3 – 2025/26	(£540k)	£160k shortfall (see other financial information section below for details)	Revenue

### **Other Financial Information**

The £50k of additional costs in year 1 is in relation to updating the signs in all the car parks with the updated pricing. This cost will be covered by the additional income generated.

An additional £500k of income has been included in the budget for 2023/24, which is unlikely to be achieved due to the time frame for implementing the increased charges, which is not due to take place until part way through 2023/24.

Budgeted income increases to £700k for 2024/25 onwards, which based on current forecasts is unlikely to be achieved, although the numbers included in the table above are best estimates based on current parking trends. However, parking behaviour changed as a result of the pandemic causing the level of income generated from car parking tickets to reduced significantly but this is beginning to rise. If demand for car parking increases, then the level of income in future years will also increase.

### **Stakeholder Considerations and Consultation**

Due consideration has been given to the need for those living, working and visiting the borough, those operating businesses and the need to support economic recovery in the borough's commercial centres as well as increased population, resident development and car ownership/use.

### **Public Sector Equality Duty**

Due regard to the Public Sector Equality Duty has been taken and an equalities assessment is not required as no change to existing policy or procedures is involved. The report will assist in providing equality of charges across all car parks and exempt valid blue badge holders as disabled spaces will remain free.

**Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030**

There has been no increase to borough parking charges since 2018. To ensure we meet our Parking Management action plan to discourage inappropriate journeys which would contribute to reduction in air pollution and encourage more use of public transport active travel, walking/cycling and promoting health and wellbeing.

**Reasons for considering the report in Part 2**

N/A

**List of Background Papers**

Appendix 1 - Proposed Parking Charges (attached)

Appendices 2, 3 and 4 can be found at this location or by clicking the links below.

<https://wokingham.moderngov.co.uk/ieListDocuments.aspx?CId=142&MId=4526&Ver=4>

Appendix 2 - [Extraordinary Overview and Scrutiny Management Committee on the 25 October report pack \(LINK\)](#)

Appendix 3 - [Officer Response to Call-In re Off Street Car Park Charges \(LINK\)](#)

Appendix 4 - [Minutes of Extraordinary Overview and Scrutiny Management Committee on the 25 October \(LINK\)](#)

Appendix 5 - Responses received following statutory objection period (please see supplementary paper)

Appendix 6 – EQIA (please see supplementary paper)

<b>Contact</b> Matt Gould	<b>Service</b> Place
<b>Telephone</b> Tel: 0118 974 6460	<b>Email</b> matt.gould@wokingham.gov.uk



## Appendix 1

### Proposals to increase parking charges in Wokingham Town car parks

<b>Proposed Period of operation 24 hours Monday to Sunday (inclusive)</b>	<b>Current charges (8am-6pm Monday to Saturday inclusive)</b>	<b>Proposed Charges 6am to 10pm Monday to Sunday (inclusive) Evening charges 6pm to 10pm 1 hour £1.00 over 1 hour £2.00. Overnight 10pm to 6am Monday to Sunday (inclusive) free vend ticket</b>
Up to 1 hour	80p	£1.30
Up to 2 hours	£1.20	£2.50
Up to 4 hours	£2.00	£4.50
Up to 6 hours	£3.00	£6.50
Over 6hrs (6am to 10pm)	£4.00	£9.00
Extended day Market traders Cockpit Path car park only. Market traders permit also required.	£4.00 £0.00	£6.50 £35.00 Annual permit.
Evening charge 6pm to 10pm	£0.00	Up to 1 hour £1.00 Over 1 hour £2.00
Overnight 10pm-6am	£0.00	Free vend ticket required to register vehicle in car park.
Overnight Residents Permits Carnival Hub New Residential Development only. 6pm to 8am. New zone(s) to be developed within the Town Centre as part of the Traffic Regulation Order.	£0.00	3 months £75.00 6 Months £150.00 12 Months £300.00

## Proposals to increase parking charges in car parks outside Wokingham Town

Proposed Period of operation 24 hours Monday to Sunday (inclusive)	Current charges (8am-6pm Monday to Saturday inclusive)	Proposed Charges 6am to 10pm Monday to Sunday (inclusive) Evening charges 6pm to 10pm 1 hour £1.00 over 1 hour £2.00. Overnight 10pm to 6am Monday to Sunday (inclusive) free vend ticket
Up to 1 hour	50p*/80p	£1.00
Up to 2 hours	60p*/£1.20	£2.00
Up to 4 hours	£1.50**/£2.00	£4.00
Up to 6 hours	£3.00	£6.00
Over 6hrs (6am to 10pm)	£4.00	£8.00
Extended day Market traders Headley Road car park only. Market traders permit also required.	£4.00 £0.00	£6.50 £35.00 Annual permit.
Evening charge 6pm to 10pm	£0.00	Up to 1 hour £1.00 Over 1 hour £2.00
Overnight 10pm-6am	£0.00	Free vend ticket required to register vehicle in car park.
Overnight Residents Permits 6pm to 8am. New zone(s) to be developed within Woodley Town Centre as part of the Off-Street Traffic Regulation Order.	£0.00	3 months £75.00 6 Months £150.00 12 Months £275.00

(\*Polehampton Close Twyford, School Lane Wargrave)

(\*\*Polehampton Close Twyford)

These proposals are estimated to bring in an additional £540K based on post Covid levels of parking usage. Current parking usage levels are still below pre covid levels but expected to recover further in 2023/24.

### Season tickets

Under the proposed charges above, season ticket fees will increase as shown in the below table.

Season ticket charges					
	1 Month	3 Months	6 Months	12 Months	Overnight 12 Months Residential Permits.6pm to 8am
Current	£82.23	£240.35	£450.34	£900.68	£292*
Proposed (Wokingham Town)	£100.00	£300.00	£600.00	£1,200.00	£300
Proposed (Outside Wokingham Town)	£92.00	£275.00	£550.00	£1100.00	£275

(\*Carnival Hub)

Market Traders Permits Annual permits. Whilst these were trialed in Wokingham Town Centre and provided free of charge. With the introduction of additional Market trader permits we can no longer support providing these free of charge. We are required to recover the costs of administering the service of these permits which we have determined a fee of £35.00.

### Time scales for Implementation and costs

A minimum of 12 – 16 weeks to draft and advertise the proposed new parking order.

Design and order new signs for all car parks 12-16 weeks lead time £25- £30,000.

Configure Tariff files 6–8-week lead time £15,500.

Update RingGo configuration 6 weeks lead time Nil costs under new contract.

Advertise new Traffic Order 28 days subject to objections which could lead to IEMD or full council report £6,000 (legal, Traffic Management services and advertising costs).

It is estimated that the earliest implementation date would be Jan 2023

## Benchmarking

The proposed increases and new tariffs have been benchmarked against other local authorities as detailed below. The data demonstrates that even with the increase in charges the Council would still retain some of the lowest charges for parking

Bench Marking					
Location	30 mins	1 hour	2 hours	All day	Overnight
<b>Wokingham (existing charges)</b>	£0.50	£0.80	£1.20	£4.00	Free
Bracknell Forest The Avenue MSCP	£1.60	£1.60	£2.70	£9.00	Open all day
Windsor & Maidenhead Alma Road Windsor	£1.70	£1.70	£3.40	£14.00	
Windsor & Maidenhead. The Broadway Maidenhead	£0.70	£1.40	£2.40	£15.00	
Basingstoke Long Stay car parks	£2.20	£2.20	£2.20	£10.60	£2.20
Surrey Heath Main Square MSCP	£1.80	£1.80	£1.80	£7.00	£2.20
Reading Broad Street	£1.60	£1.60	£4.10	£14.20	£4.10
Waverley BC (Farnham Town)	£1.00	£1.00	£2.10	£14.00	
Andover (Test Valley)	N/A	N/A	£1.00	£5.90	
Reigate (Upper west Street)	N/A	£1.30	£2.20	* £6.20	* Up to 10 hours
Redhill (Gloucester Road)	N/A	£1.30	£2.50	* £5.50	* Up to 10 hours
Egham (Runnymede)	N/A	£1.30	£2.50	*£5.50	* Max stay 6 hours
Newbury (Kennet Centre)	N/A	£1.50	£2.70	£12.00	
Petersfield (East Hants)	N/A	£1.00	£1.40	£7.00	8am - 6pm
Godalming (Waverley)	N/A	£1.10	£2.20	*£20.00	* Up to 10 hours 8am to 6pm
Walton (Elmbridge)	N/A	£1.40	£2.80	*£9.50	*9 + hours 8am to 7pm
Fleet (Hampshire) Church Road	£0.20	N/A	£1.00	£7.00	20p 30 mins or £1.00 overnight
<b>Wokingham (Proposed charges)</b>	N/A	£1.30	£2.50	£9.00	6pm to 10pm (£1/£2) 10pm to 6am Free Vend (with ticket)

Additional benchmarking covering Overnight, Sundays and Bank Holidays is shown below:

<b>Bench Marking Overnight, Sundays and Bank Holidays</b>				
<b>Location</b>	<b>Overnight</b>	<b>Sundays</b>	<b>B/Holidays</b>	<b>Comments</b>
<b>Wokingham</b>	<b>Free</b>	<b>Free</b>	<b>Free</b>	<b>Current</b>
<b>Andover</b>	<b>Free</b>	<b>Free</b>	<b>Free</b>	
<b>Reigate</b>	<b>N/A</b>	<b>£1.00</b>	<b>As Sundays</b>	<b>£1.00 up to 2 hours £2.00 up to 4 hours £4.00 over 4 hours</b>
<b>Redhill</b>	<b>N/A</b>	<b>£1.00</b>	<b>As Sundays</b>	<b>£1.00 up to 2 hours £2.00 up to 4 hours £4.00 over 4 hours</b>
<b>Egham</b>	<b>N/A</b>	<b>As Mon – Sat</b>	<b>As Mon – Sat</b>	
<b>Newbury</b>	<b>£2.00</b>	<b>As Mon – Sat</b>	<b>As Mon – Sat</b>	
<b>Petersfield</b>	<b>Free</b>	<b>As Mon – Sat</b>	<b>As Mon – Sat</b>	<b>10am to 4pm</b>
<b>Godalming</b>	<b>N/A</b>	<b>Free</b>	<b>As Mon – Sat</b>	
<b>Walton</b>	<b>Free</b>	<b>As Mon – Sat</b>	<b>Free</b>	
<b>Fleet</b>	<b>£1.00</b>	<b>£1.00</b>	<b>£1.00</b>	
<b>Wokingham 10pm to 6am</b>	<b>Free vend</b>	<b>As Mon- Sun</b>	<b>As Mon – Sun</b>	<b>Proposed</b>

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<b>TITLE</b>	<b>Moving Traffic Enforcement</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Tuesday, 21 March 2023
<b>WARD</b>	(All Wards);
<b>LEAD OFFICER</b>	Director, Place and Growth - Simon Dale
<b>LEAD MEMBER</b>	Executive Member for Active Travel, Transport and Highways - Paul Fishwick

**PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

To provide the Executive with details of the Moving Traffic contraventions powers that if granted can be used to enforce traffic controls which are enabled through Traffic Regulation Orders (TROs) and the correct signing and lining and included the following, driving through a 'No Entry' sign; turning left or right when instructed not to do so; entering yellow box junctions when your exit was not clear; driving where motor vehicles were prohibited; and driving a private vehicle on a route for buses only and to seek approval to implement these powers.

Implementing these powers will assist with the Councils commitment to improve air quality through reduced traffic congestion and will encourage behavioural shift towards sustainable travel choices by keeping junctions and cycle lanes clear of obstructing vehicles and improve bus reliability.

**RECOMMENDATION**

That the Executive:

- 1) Note that the Local Highway Authority has applied to the Department of Transport for a Designation Order that would enable them to undertake enforcement in respect of Moving Traffic contraventions.
- 2) Agrees to the Civil Enforcement of moving traffic restrictions powers granted by the Department of Transport to be used to enforce contraventions at the sites detailed in Appendix A as well as any additional sites across the borough which are deemed suitable.
- 3) Agrees to setting the fee banding structure for penalty charge notices issues by APNR at level 2 which is the same as set for civil parking enforcement.
- 4) Agrees to the creation of a new post within the Council's Parking Services to support the service in the delivery of its statutory duties under the TMA 2004
- 5) Notes that further public consultation in accordance with the relevant statutory guidance must be carried out before moving traffic enforcement can be implemented in respect of further locations/restrictions which are outside of those detailed in Appendix A.
- 6) Where further sites are proposed for enforcement of moving traffic offences, authorise the Director for Place and Growth to commence consultation on those proposals in accordance with the relevant statutory guidance and, where no objections are received in response, proceed with implementation.
- 7) Approves the procurement approach of these goods/ service/ works via a direct award via CCS Framework RM6099 - Transport Technology & Associated Services to Marson Holdings who NSL are part of to align to the current contract.

## EXECUTIVE SUMMARY

The Traffic Management Act 2004 gives powers to Local Highway Authorities to undertake enforcement in respect of Moving Traffic contraventions in their areas. This means traffic enforcement cameras could be used to enable the Council to enforce a variety of existing traffic restrictions on the borough's roads, to help improve safety and reduce congestion. These restrictions were previously only enforceable by the police and include driving through a 'No Entry' sign, turning left or right when instructed not to do so i.e., banned turns, entering yellow box junctions when the exit is not clear, and driving where and when motor vehicles are prohibited.

The first tranche of local authorities were granted powers in June 2022 and the Department for Transport (DfT) has will accept and grant powers to the second Tranche of authorities in June 2023. Wokingham Borough Council has applied for a designation order which would grant Civil enforcement powers to enforce moving traffic contravention by the Department for Transport (DfT) as part of the second tranche of authorities.

The application process for Local Highway Authorities was published by the DfT and all required steps have been completed and an application was submitted to the Department of Transport to meet their Tranche 2 submission deadline of the 15<sup>th</sup> February 2023.

Wokingham Borough Councils application was based on 11 main sites which were identified and selected via a review of complaints received, officer knowledge and feedback from local police. Traffic studies were completed at all sites within a long list and the 11 sites showing the highest level of driver non-compliance were selected to be included in the application.

Site	Location	Contravention
1	Broad Street, Wokingham	Banned right turn
2	Barkham Road rail crossing	Banned right turn
3	Station Road, Wokingham	Banned right turn
4	Wellington Road, Wokingham	Ahead only
5	Gypsy Lane, Wokingham	Weight restriction
6	Murdoch Road, Wokingham	Keep left
7	Goatley Way, Wokingham	One way street
8	Milton Road, Wokingham	Vehicles prohibited except buses
9	Easthampstead Road, Wokingham	Yellow box junction
10	Hyde End Road, Spencers Wood	Buses only
11	Whitlock Avenue, Wokingham	Banned right turn

Any new sites will also be selected in a similar way with the aim of achieving some of the benefits below;

- Improve road safety,
- Encourage active travel choices,
- Tackle network congestion,
- Increase public transport reliability,
- Improve air quality,
- Increase lifespan of highway assets.



Implementing the moving traffic enforcement powers recognises the dual imperatives to improve air quality through reduced traffic congestion, and to encourage behavioural shift towards sustainable travel choices by keeping junctions and cycle lanes clear of obstructing vehicles to improve bus reliability. These are also in line with the Council's wider objectives set out in the Council's local transport plans 2011 - 2026 and air quality action plan 2018 which aim to;

- Manage the impact of congestion on the highways network,
- Encourage alternative modes of travel,
- Achieve a 20% reduction in CO2 emissions,
- Improve road safety.

All sites will be enforced via the use of Automatic Number Plate Recognition (ANPR) cameras. To ensure fairness and in line with guidance, warning notices will be issued to all drivers committing a first offence within the first six months of the being implemented.

Enforcement of these restrictions will be undertaken by our existing parking service. The additional requirements to issue warning notices and the need to issue the PCN to the registered keeper requires additional resource within the parking service.

It is proposed to use the band level 2 for all penalty notices issued for all moving traffic contraventions in line with current enforcement levels used for Civil Parking Enforcement.

## **BACKGROUND**

The Traffic Management Act 2004 gives powers to Local Highway Authorities to undertake enforcement in respect of Moving Traffic contraventions in their areas. This means traffic enforcement cameras could be used to enable the Council to enforce a variety of existing traffic restrictions on the borough's roads, to help improve safety and reduce congestion. These restrictions were previously only enforceable by the police and include driving through a 'No Entry' sign, turning left or right when instructed not to do so i.e., banned turns, entering yellow box junctions when the exit is not clear, and driving where and when motor vehicles are prohibited.

Wokingham Borough Council, as a Local Highway Authority has statutory network management duties imposed under Parts 2 and 4 of this Act, which require the Council to;

- manage its road network to make sure that traffic can move freely on borough roads and on the roads of other traffic authorities, such as Highways England (Part 2); and
- direct when works are carried out or where new public utility apparatus is placed (Part 4) under which utilities companies and others who want to dig up the road have to apply to the traffic authority for a permit.

The Council already has powers for civil parking enforcement created under Part 6 of the 2004 Act.

Parliament approved the new set of Road traffic Regulations which give effect to the Part 6 powers and allowed authorities outside London to enforce moving traffic restrictions came into force in December 2021. After this date, local authorities outside London have been able to apply to the Secretary of State for a Designation Order to obtain the Part 6 powers. The Department for Transport invited applications for Tranche 2 to be submitted no later than 15<sup>th</sup> February 2023.

The first tranche of local authorities were granted powers in June 2022 and the Department for Transport (DfT) has will accept and grant powers to the second Tranche of authorities in June 2023.

The Council has applied for a designation order which would grant Civil enforcement powers to enforce moving traffic contravention by the Department for Transport (DfT) as part of the second tranche of authorities.

## **Application Process**

The application process for Local Highway Authorities was published by the DfT and requires that applicants should have:

- Consulted the appropriate Chief Officer of Police.
- Carried out a minimum six week public consultation on the detail of planned civil enforcement of moving traffic contraventions (rather than whether people agree with the principle of moving traffic enforcement), including the types of restrictions to be enforced and the location(s) in question.
- Considered all objections raised and has taken such steps the council considers reasonable to resolve any disputes.
- Carried out effective public communication and engagement as the council considers appropriate.

- Ensured all moving traffic restrictions to be enforced will be underpinned by accurate TROs, where applicable, and indicated by lawful traffic signs and road markings.
- Ensured all the relevant equipment has been certified by the Vehicle Certification Agency (VCA) specifically for moving traffic contraventions.
- As part of ensuring that TROs and traffic signs are accurate and lawful, applicant local authorities are encouraged to take the opportunity to identify and remove any signs that are either obsolete or no longer necessary, whether or not relating directly to the restriction being enforced.

All the above has been completed by the Local Highways Authority and an application has been submitted to the Department of Transport to meet their Tranche 2 submission deadline of the 15<sup>th</sup> February 2023.

The application, including details of the consultation and officers' responses is included as Appendix B

### **Selected sites**

The DfT have so far set out guidelines in the form of statutory guidance that local authorities should follow when deciding where to use traffic enforcement cameras. Key requirements include:

- A survey of the existing road layout particularly road signs and markings to determine if they are visible or potentially confusing to motorists. This should also determine whether the restriction can be readily adhered to.
- A determination of compliance levels observed or recorded at the location. This could come from several sources including accident data, police records or surveys. It would not be necessary or cost effective to install a potentially expensive camera in a location if compliance levels were already generally good.
- A minimum six-week public consultation about the placement and use of each proposed enforcement camera will also be required in advance. This could also pick up feedback and observations from the public/highway users about traffic behaviour at the location and might indicate alternative solutions would be preferable.

The public engagement is intended to communicate the rationale for, and benefits of, moving traffic enforcement to residents and businesses to promote understanding, acceptance and compliance.

In addition, the DfT have stipulated that warning notices should be sent for a period of six months from the installation of a camera, when motorists commit an offence for the first time. Subsequent offences by the same vehicle/keeper would receive a Penalty Charge Notice (PCN).

Wokingham Borough Councils application was based on 11 main sites with the process allowing for further suitable sites to be included following the application being approved by the Department for Transport (DfT).

The sites were identified and selected via a review of complaints received, officer knowledge and feedback from local police. These sources were assessed, and a long list of sites created.

Traffic studies were completed at all sites within the long list and the 11 sites showing the highest level of driver non-compliance were selected to be included in the application.

Site	Location	Contravention
1	Broad Street, Wokingham	Banned right turn
2	Barkham Road rail crossing	Banned right turn
3	Station Road, Wokingham	Banned right turn
4	Wellington Road, Wokingham	Ahead only
5	Gypsy Lane, Wokingham	Weight restriction
6	Murdoch Road, Wokingham	Keep left
7	Goatley Way, Wokingham	One way street
8	Milton Road, Wokingham	Vehicles prohibited except buses
9	Easthampstead Road, Wokingham	Yellow box junction
10	Hyde End Road, Spencers Wood	Buses only
11	Whitlock Avenue, Wokingham	Banned right turn

Any new sites will also be selected in a similar way with the aim of achieving some of the benefits below;

- Improve road safety,
- Encourage active travel choices,
- Tackle network congestion,
- Increase public transport reliability,
- Improve air quality,
- Increase lifespan of highway assets.

### Site designs and traffic orders

All sites were assessed to ensure that the restrictions were compliant with regulations as well as clear for drivers to understand in line with guidance. Advance warning signs have also been proposed at all sites to provide drivers with adequate warning before entering the restrictions.

The site review ensures all sites are legally compliant and designed to educate motorists by encouraging behaviour change and not penalising drivers. This approach also protects the reputation of the Council by ensuring that only legally compliant sites are enforced.

### Benefits

Implementing the moving traffic enforcement powers recognises the dual imperatives to improve air quality through reduced traffic congestion, and to encourage behavioural shift towards sustainable travel choices by keeping junctions and cycle lanes clear of obstructing vehicles to improve bus reliability.

These are also in line with the Council's wider objectives set out in the Council's local transport plans 2011 - 2026 and air quality action plan 2018 which aim to;

- Manage the impact of congestion on the highways network,
- Encourage alternative modes of travel,
- Achieve a 20% reduction in CO2 emissions,
- Improve road safety.

## Enforcement

The government have issued guidelines that regulate how local highway authorities must enforce moving traffic offences. [Traffic Management Act 2004: statutory guidance for local authorities outside London on civil enforcement of bus lane and moving traffic contraventions - GOV.UK \(www.gov.uk\)](#)

All sites will be enforced via the use of Automatic Number Plate Recognition (ANPR) cameras. In line with government guidance, all cameras used will be [Vehicle Certification Agency](#) compliant. Any vehicles recorded to be contravening the proposed restrictions will be issued a PCN via post to the 'Registered Keeper' of the vehicle.

To ensure fairness and in line with guidance, warning notices will be issued to all drivers committing a first offence within the first six months of the being implemented.

Enforcement of these restrictions will be undertaken by our existing parking service. The additional requirements to issue warning notices and the need to issue the PCN to the registered keeper requires additional resource within the parking service.

It is proposed to use the band level 2 for all penalty notices issued for all moving traffic contraventions in line with current enforcement levels used for Civil Parking Enforcement.

### PCN Banding structure

Band	Penalty charge	Penalty charge paid early	Penalty charge paid after service of a charge certificate
1.	£60	£30	£90
2.	£70	£35	£105

## Proposal

Based on the above, it is proposed that the Council adopt the powers granted by the DfT which allow the civil enforcement of moving traffic contraventions on its road network to any sites which meet it's criteria as well as create a new support role within its Parking Service to assist with the discharge of its statutory functions under the Traffic Management Act (TMA) 2004.

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Year 1 - 2023/24	£450k	Funded from invest to save	Capital

	(£187k) made up of (£310k) income £123k operational costs	Exceeds budgeted income by £84k	Revenue
Year 2 – 2024/25	(£885k) made up of:  (£1,238k) income £353k operational costs	Exceeds budgeted income by £577k	Revenue
Year 3 – 2025/26	(£778k) made up of:  (£1,114k) income £337k operational costs	Exceeds budgeted income by £265k	Revenue

### Other Financial Information

The initial scheme includes 11 sites with this number increasing year on year. The upfront costs are capital and funded through invest to save. Ongoing costs are revenue and relate to one member of staff, and costs of administration and maintenance of enforcement process and repayment of the initial investment.

The income forecasts make assumptions for significant reductions in the number of offences as people become aware of the cameras and change their behaviour.

- Years 1 & 2 are calculated on the basis of a 50% improvement will be seen verses the survey as a result of the visual enforcement. 75% of all clips (CCTV) will be enforceable. 70% assumed payment rate, which aligns to our other civil enforcement activities.
- A 10% reduction in annual revenue per site has been forecast due to anticipated further improved compliance from year 3 onwards.

The income forecasts exceed budget income figures as a result of the survey information providing data that was not available at the time of setting the budgets and in excess of what had been anticipated.

### Stakeholder Considerations and Consultation

Due consideration has been given to the need for those living, working and visiting the borough. Only restrictions which prohibit unsafe movements on the borough's roads have been identified and selected.

As part of the process and DfT guidance, the public were consulted on the proposals to adopt the powers before submitting the applications to the DfT.

Majority of the feedback received supported the proposals to adopt and use the powers. See appendix C for details of the consultations and feedback received.

The Chief of Police was also consulted on the proposal and provided feedback supporting the adoption and use of the powers.

#### **Public Sector Equality Duty**

Due regard to the Public Sector Equality Duty has been taken and an equalities assessment has been completed to ensure the proposals do not impact protected groups. A copy of the Equality impact assessment has been provided in Appendix D

#### **Climate Emergency – *This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

Using these powers would contribute to the Council's objectives of reducing pollution caused by road traffic by reducing congestion on the busy routes thereby improving travel times, discouraging inappropriate journeys which would contribute to reduction in air pollution and encourage more use of public transport active travel, walking/cycling and promoting health and wellbeing.

#### **Reasons for considering the report in Part 2**

The Procurement Strategy (Appendix F) will be considered in Part 2 as it contains exempt information.

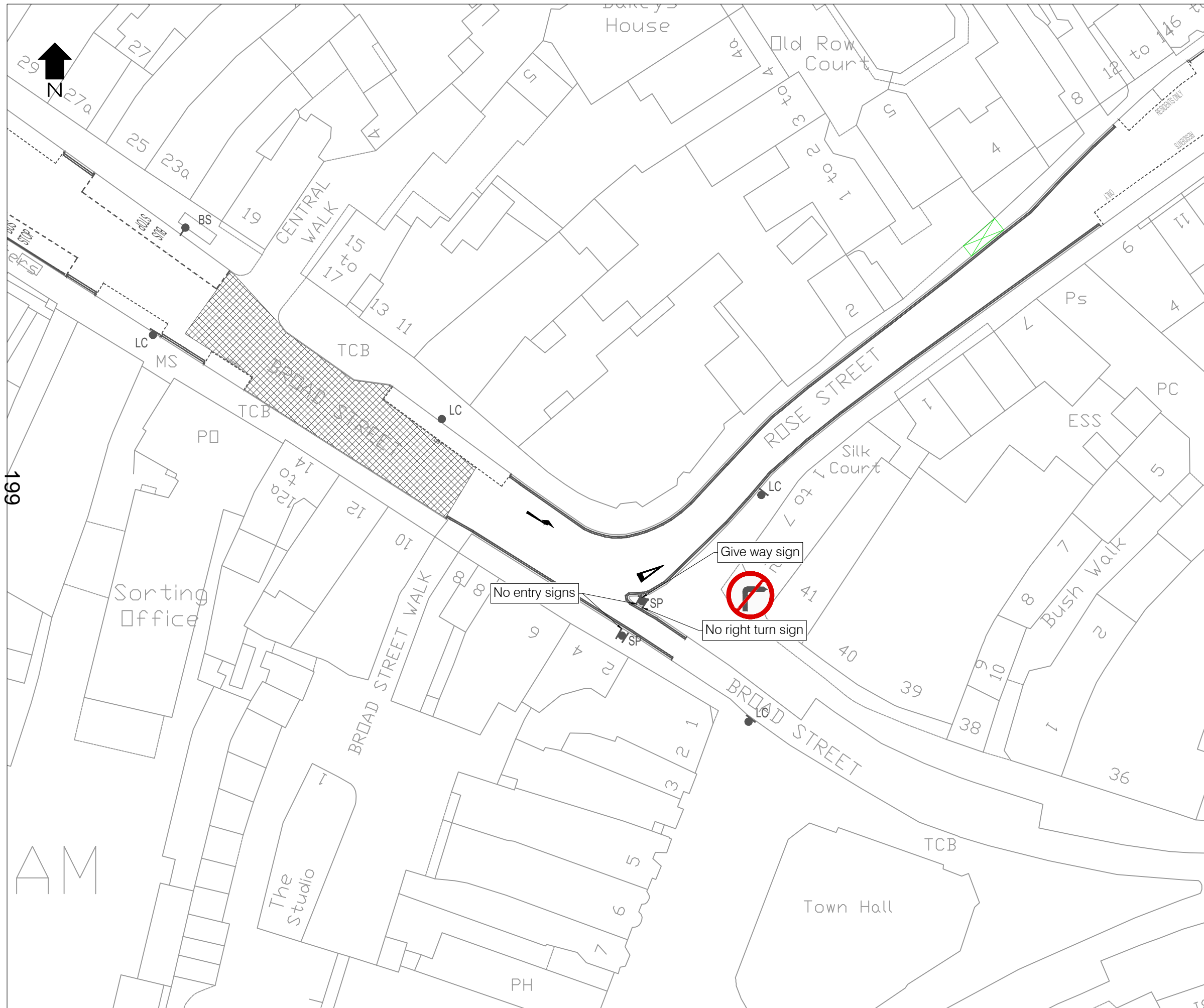
#### **List of Background Papers**

Appendix A – List of sites and site plans  
Appendix B – Copy of DfT application  
Appendix C – Consultation outcome report  
Appendix D – Equality impact assessment  
Appendix E – Consultation letter to Chief of Police and response  
Appendix F – Procurement Strategy















<b>Contact</b> Matt Gould	<b>Service Place</b>
<b>Telephone</b> Tel: 0118 974 6460	<b>Email</b> matt.gould@wokingham.gov.uk

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**LEGEND**


-  Existing double yellow line
-  Existing parking bay
-  Existing bus stop/stand
-  Existing lamp column
-  Existing traffic signal
-  Existing sign on traffic signal
-  Existing sign/post
-  Existing sign on lamp column
-  Existing bus stop sign
-  Existing low level sign
-  Existing sign/double post
-  Existing controlled pedestrian crossing area
-  Proposed advanced warning sign on existing LC
-  Proposed sign post + advanced warning sign

Rev	Date	Description	Drn	Chk	App
0	---	Work in progress	---	---	---

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Client				
 <b>WOKINGHAM BOROUGH COUNCIL</b>				
Project				
WOKINGHAM BOROUGH COUNCIL TRAFFIC RESTRICTIONS REVIEW				
Drawing Title				
1-BROAD STREET & ROSE STREET BANNED RIGHT TURN INVENTORY				
Drawing Status				
<b>FOR INFORMATION</b>				
Drawn	Designed	Date	Scale	Size
MS	---	DEC-2022	1:500	A3
Drawing No.				Rev
1000008728-2-SK01-DD- JG-01				0



**LEGEND**

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- Existing parking bay
- Existing bus stop/stand
- Existing lamp column
- Existing traffic signal
- Existing sign on traffic signal
- Existing sign/post
- Existing sign on lamp column
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- Existing low level sign
- Existing sign/double post
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Rev	Date	Description	Drm	Chk	App
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Client  
**WOKINGHAM BOROUGH COUNCIL**

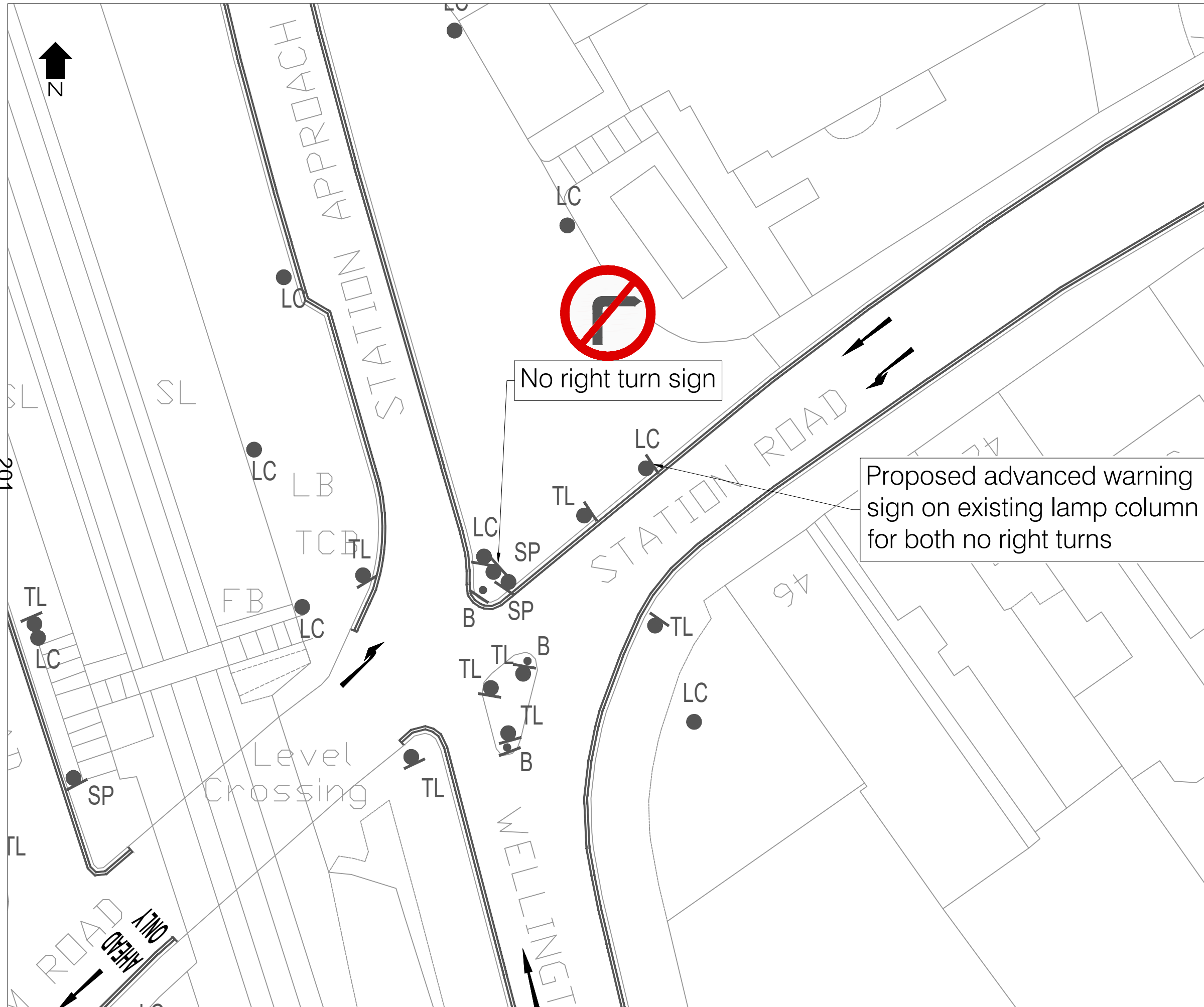
Project  
 WOKINGHAM BOROUGH COUNCIL  
 TRAFFIC RESTRICTIONS REVIEW

Drawing Title  
 2-BARKHAM ROAD & OXFORD ROAD  
 BANNED RIGHT TURN  
 INVENTORY

Drawing Status  
**FOR INFORMATION**

Drawn	Designed	Date	Scale	Size
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Drawing No. 1000008728-2-SK01-DD- JG-02      Rev 0



- LEGEND**
- Existing double yellow line
  - Existing parking bay
  - Existing bus stop/stand
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Rev	Date	Description	Drm	Chk	App
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Client

Project

WOKINGHAM BOROUGH COUNCIL  
TRAFFIC RESTRICTIONS REVIEW

Drawing Title

3-STATION ROAD & STATION APPROACH  
BANNED RIGHT TURN  
INVENTORY

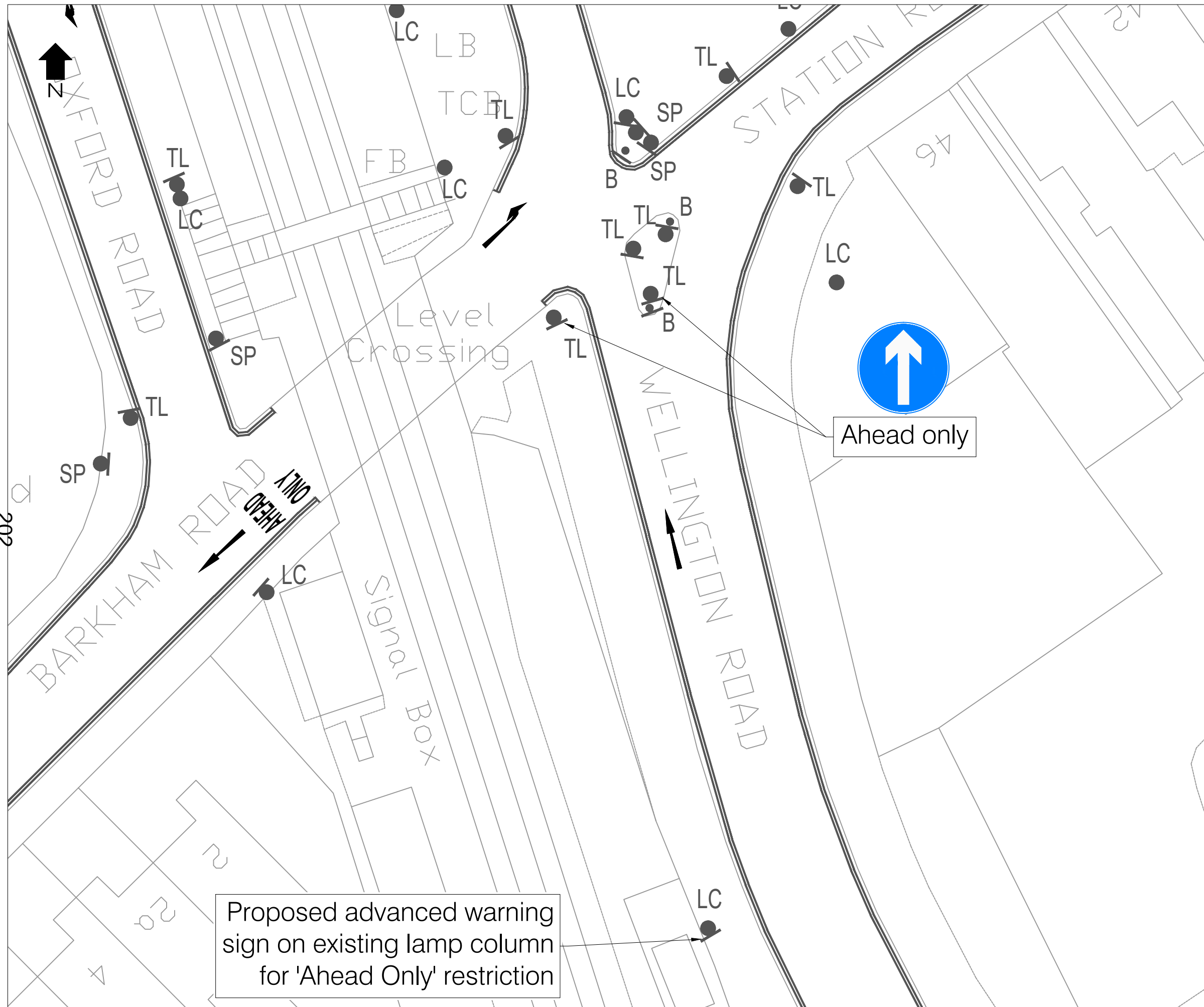
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**FOR INFORMATION**

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Drawing No. 1000008728-2-SK01-DD- JG-03

Rev 0



- LEGEND**
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  - Existing parking bay
  - Existing bus stop/stand
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  - Existing sign on lamp column
  - Existing bus stop sign
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  - Existing sign/double post
  - Existing controlled pedestrian crossing area
  - Proposed advanced warning sign on existing LC
  - Proposed sign post + advanced warning sign

Rev	Date	Description	Drm	Chk	App
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**PROJECT CENTRE**

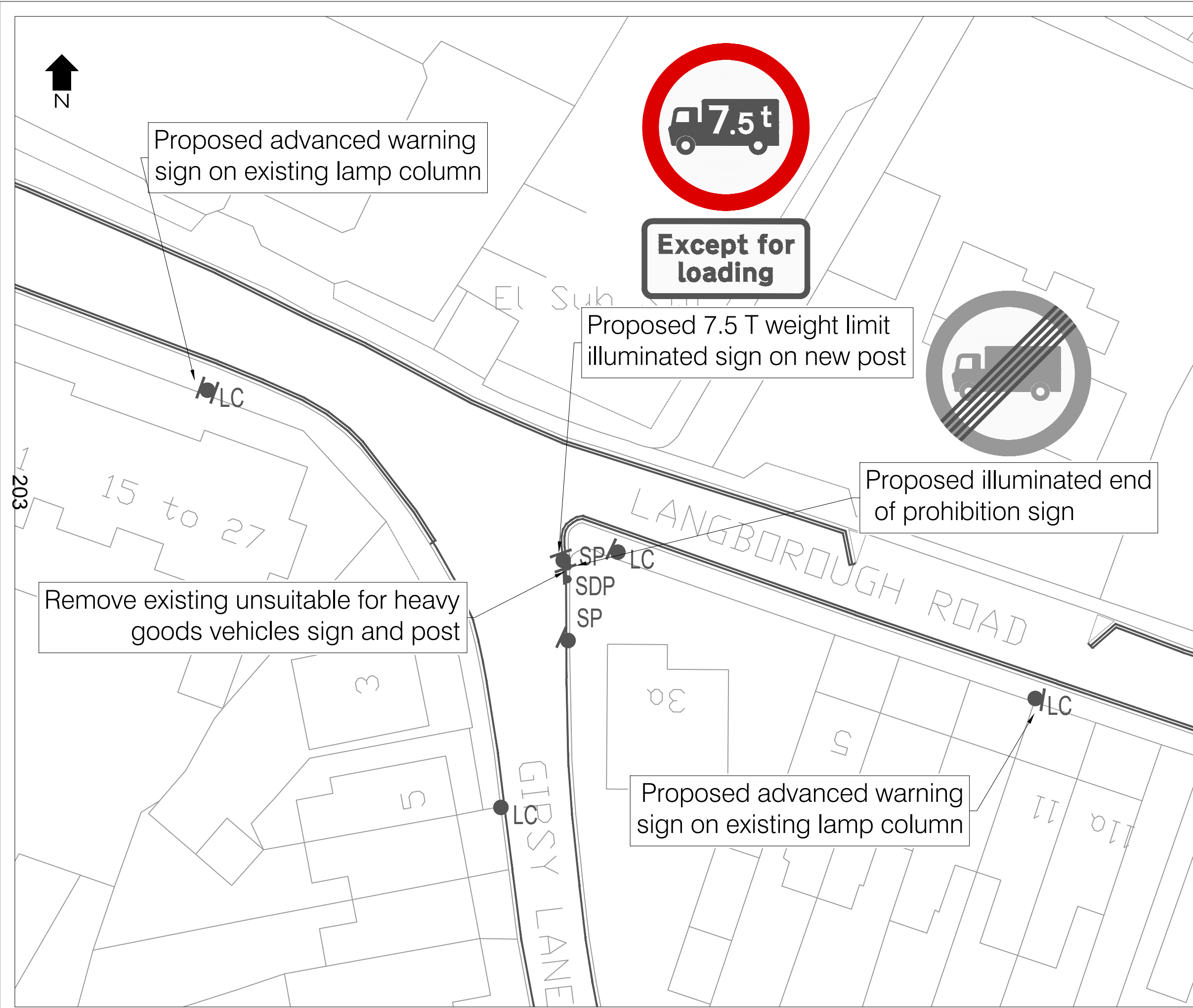
[www.marstonholdings.co.uk/projectcentre](http://www.marstonholdings.co.uk/projectcentre)



Client				
<b>WOKINGHAM BOROUGH COUNCIL</b>				
Project				
WOKINGHAM BOROUGH COUNCIL TRAFFIC RESTRICTIONS REVIEW				
Drawing Title				
4 - WELLINGTON ROAD AHEAD ONLY INVENTORY				
Drawing Status				
<b>FOR INFORMATION</b>				
Drawn	Designed	Date	Scale	Size
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Drawing No.				Rev
1000008728-2-SK01-DD- JG-04				0

Proposed advanced warning sign on existing lamp column for 'Ahead Only' restriction

Ahead only



**LEGEND**

- Existing double yellow line
- Existing parking bay
- Existing bus stop/stand
- Existing lamp column
- Existing traffic signal
- Existing sign on traffic signal
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Rev	Date	Description	Drn	Chk	App
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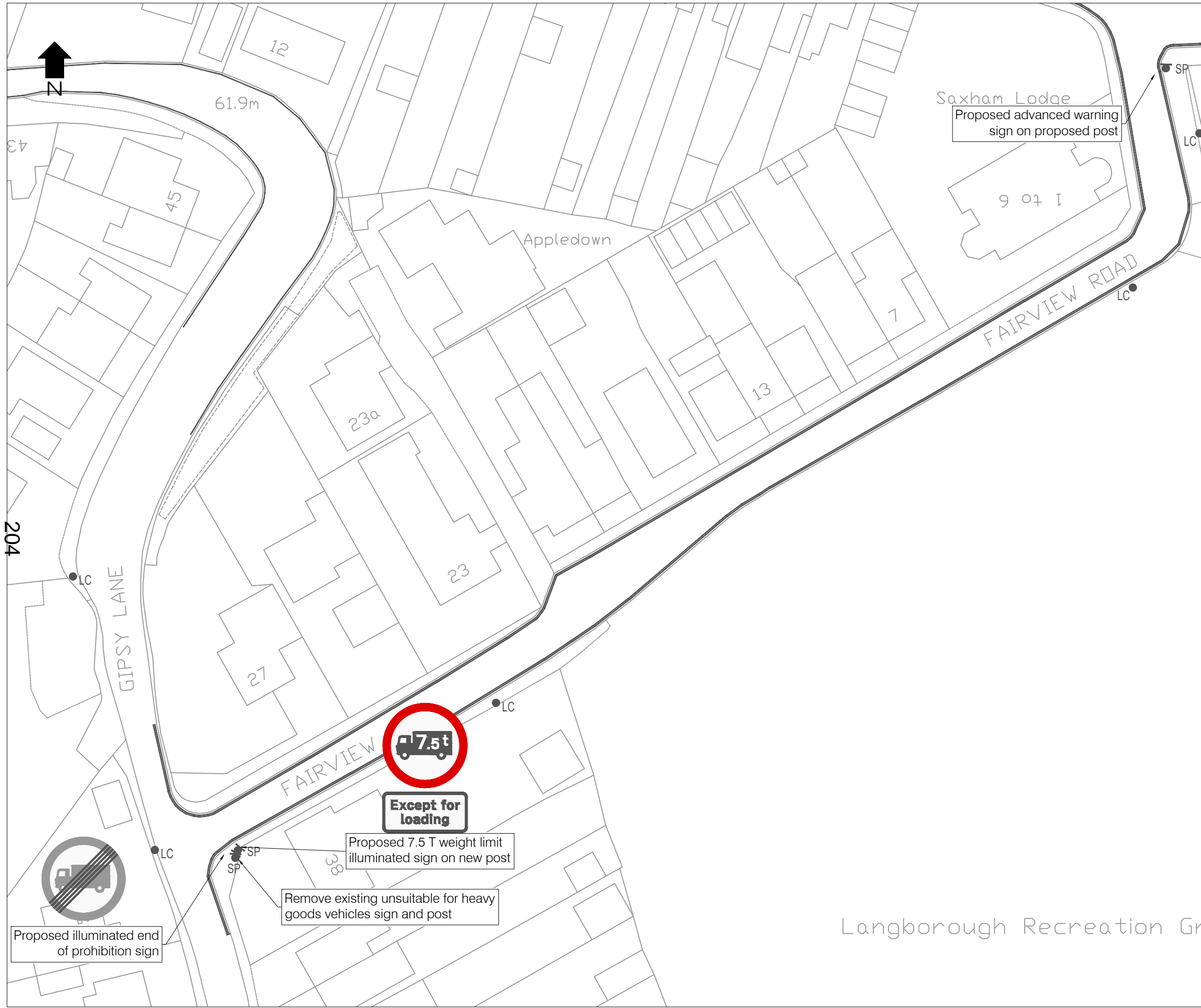
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<b>WOKINGHAM BOROUGH COUNCIL</b>				
Project				
WOKINGHAM BOROUGH COUNCIL TRAFFIC RESTRICTIONS REVIEW				
Drawing Title				
5-GIPSY LANE WEIGHT RESTRICTION over 7.5T PROPOSED				
Drawing Status				
<b>FOR INFORMATION</b>				
Drawn	Designed	Date	Scale	Size
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Drawing No.				Rev
1000008728-2-SK01-DD- JG-05.1				0



**LEGEND**

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- Existing parking bay
- Existing bus stop/stand
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- Existing traffic signal
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- Existing sign/post
- Existing sign on lamp column
- Existing bus stop sign
- Existing low level sign
- Existing sign/double post
- Existing controlled pedestrian crossing area
- Proposed advanced warning sign on existing LC
- Proposed sign post + advanced warning sign

Rev	Date	Description	Drn	Chk	App
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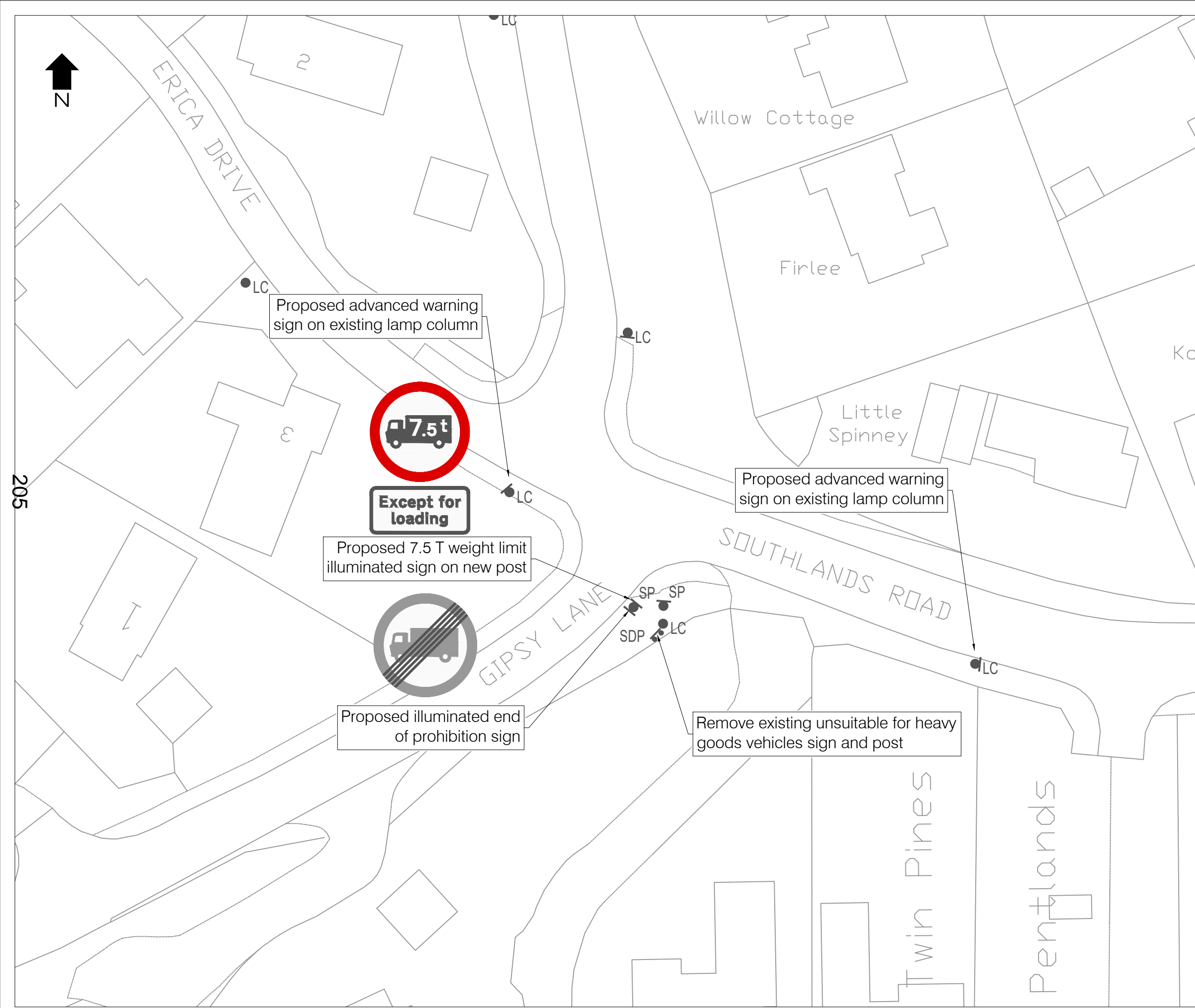
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**PROJECT CENTRE**















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Client				
<b>WOKINGHAM BOROUGH COUNCIL</b>				
Project				
WOKINGHAM BOROUGH COUNCIL TRAFFIC RESTRICTIONS REVIEW				
Drawing Title				
5-GIPSY LANE WEIGHT RESTRICTION over 7.5T PROPOSED				
Drawing Status				
<b>FOR INFORMATION</b>				
Drawn	Designed	Date	Scale	Size
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Drawing No.				Rev
1000008728-2-SK01-DD- JG-05.2				0



**LEGEND**


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-  Existing parking bay
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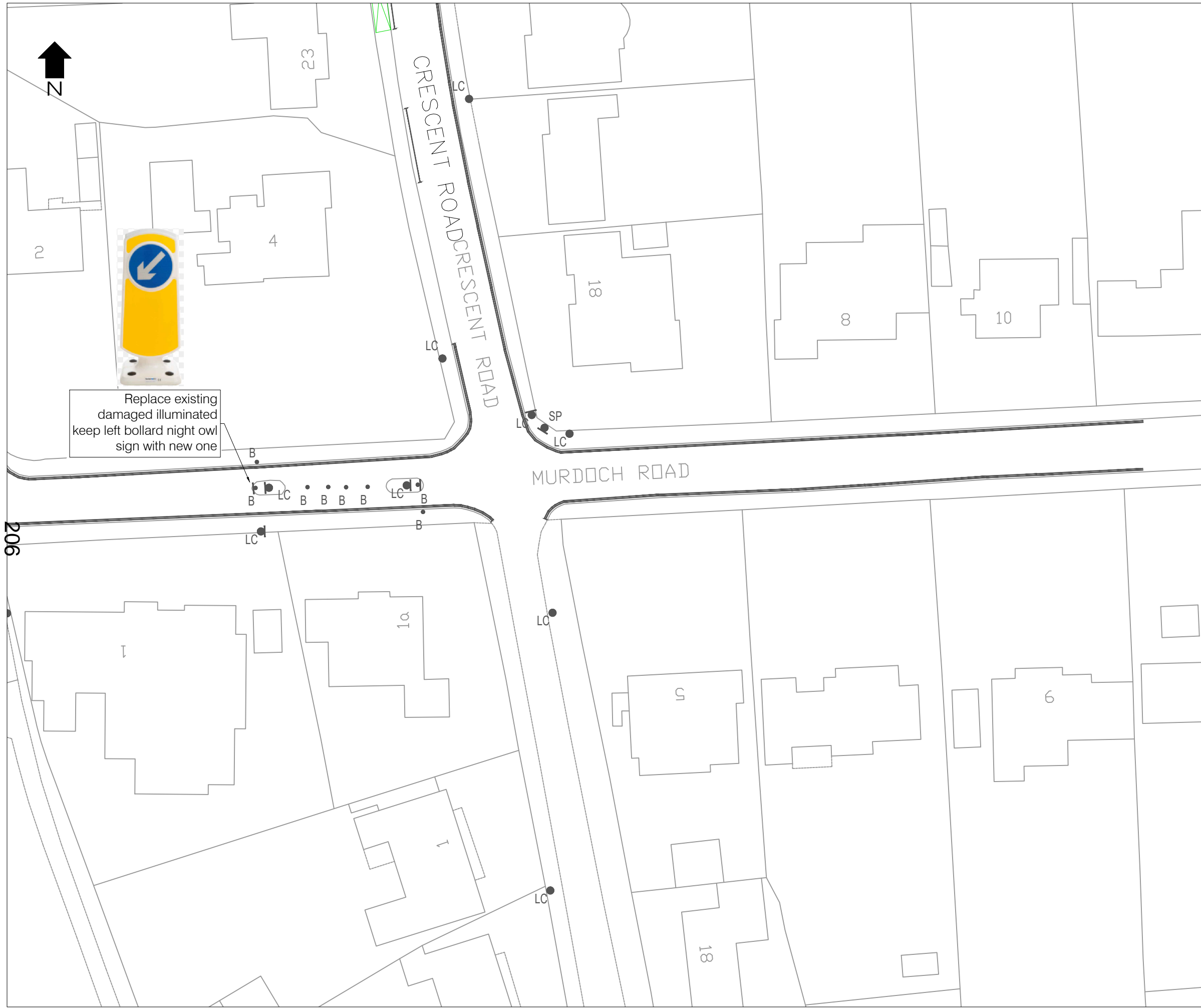
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











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Client		 <b>WOKINGHAM BOROUGH COUNCIL</b>	
Project		WOKINGHAM BOROUGH COUNCIL TRAFFIC RESTRICTIONS REVIEW	
Drawing Title		5-GIPSY LANE WEIGHT RESTRICTION over 7.5T PROPOSED	
Drawing Status		<b>FOR INFORMATION</b>	
Drawn	Designed	Date	Scale
MS	---	DEC-2022	1:250
Size	A3		
Drawing No.	Rev		
1000008728-2-SK01-DD- JG-05.3	0		




**LEGEND**

-  Existing double yellow line
-  Existing parking bay
-  Existing bus stop/stand
-  Existing lamp column
-  Existing traffic signal
-  Existing sign on traffic signal
-  Existing sign/post
-  Existing sign on lamp column
-  Existing bus stop sign
-  Existing low level sign
-  Existing sign/double post
-  Existing controlled pedestrian crossing area
-  Proposed advanced warning sign on existing LC
-  Proposed sign post + advanced warning sign

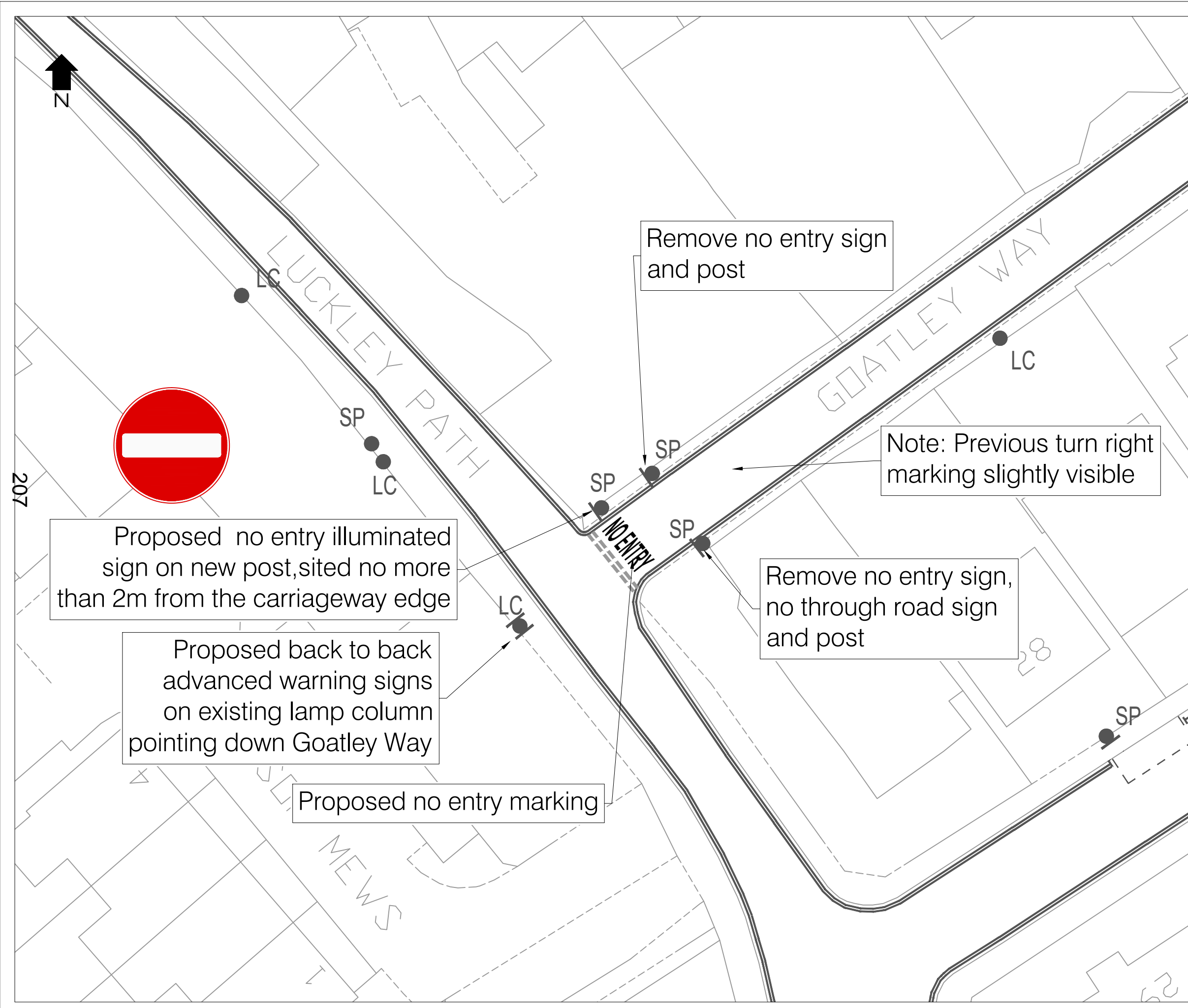
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Rev	Date	Description	Drn	Chk	App
This drawing has been specifically prepared to meet the requirements of the named client and may contain design and innovative features which differ from conventional design standards.					

**PROJECT CENTRE**















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Client		 <b>WOKINGHAM BOROUGH COUNCIL</b>			
Project		WOKINGHAM BOROUGH COUNCIL TRAFFIC RESTRICTIONS REVIEW			
Drawing Title		MURDOCH ROAD KEEP LEFT PROPOSED			
Drawing Status		<b>FOR INFORMATION</b>			
Drawn	Designed	Date	Scale	Size	
MS	---	DEC-2022	1:500	A3	
Drawing No.					Rev
1000008728-2-SK01-DD- JG-06					0






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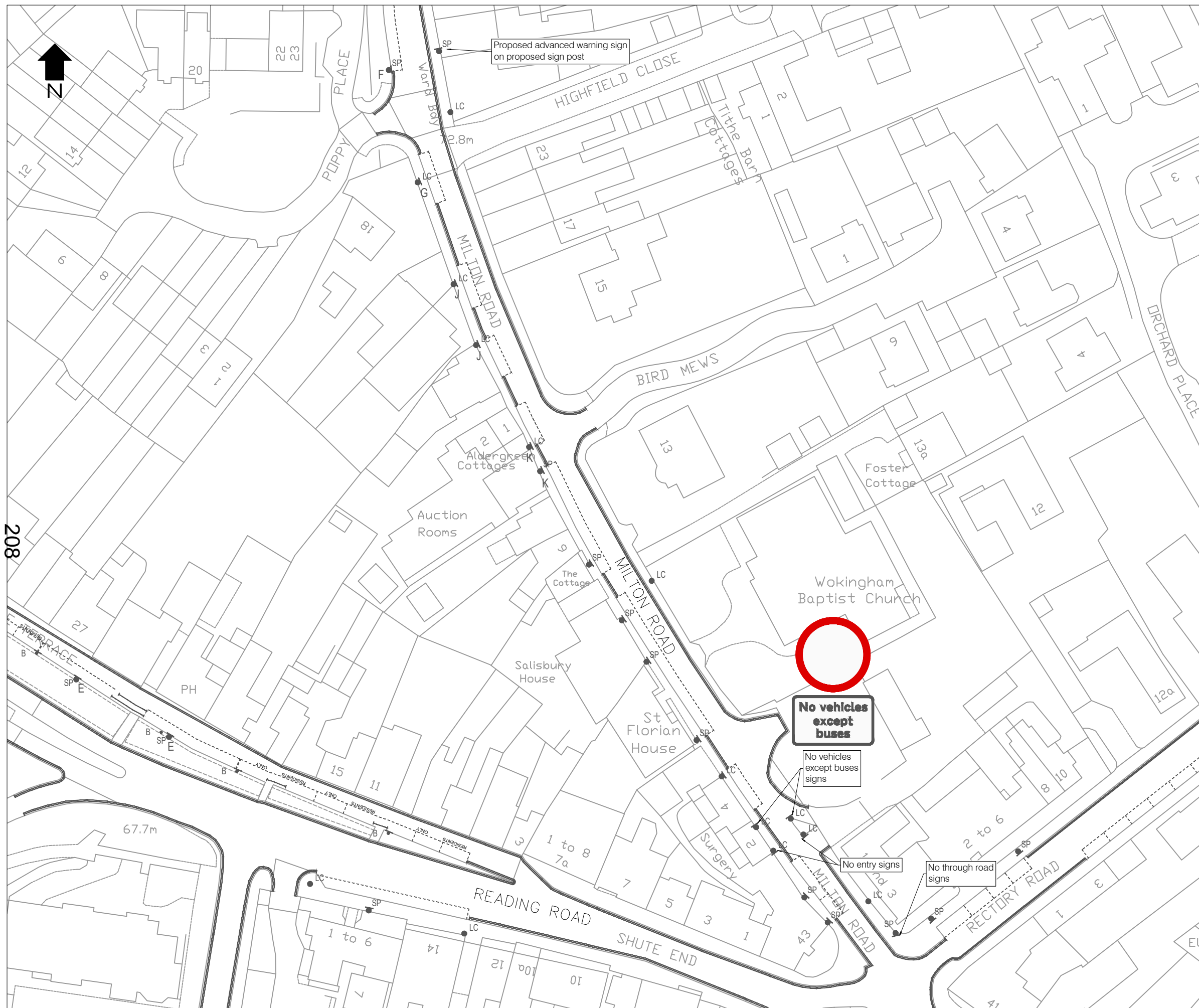
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-  Existing parking bay
-  Existing bus stop/stand
-  Existing lamp column
-  Existing traffic signal
-  Existing sign on traffic signal
-  Existing sign/post
-  Existing sign on lamp column
-  Existing bus stop sign
-  Existing low level sign
-  Existing sign/double post
-  Existing controlled pedestrian crossing area
-  Proposed advanced warning sign on existing LC
-  Proposed sign post + advanced warning sign

0	---	Work in progress	---	---	---
Rev	Date	Description	Drn	Chk	App
This drawing has been specifically prepared to meet the requirements of the named client and may contain design and innovative features which differ from conventional design standards.					

















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Client		 <b>WOKINGHAM BOROUGH COUNCIL</b>	
Project		WOKINGHAM BOROUGH COUNCIL TRAFFIC RESTRICTIONS REVIEW	
Drawing Title		7-GOATLEY WAY ONE WAY STREET PROPOSED	
Drawing Status		<b>FOR INFORMATION</b>	
Drawn	Designed	Date	Scale
MS	---	DEC-2022	1:250
Drawing No.			Rev
1000008728-2-SK01-DD- JG-07			0



**LEGEND**

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-  Existing parking bay
-  Existing bus stop/stand
-  Existing lamp column
-  Existing traffic signal
-  Existing sign on traffic signal
-  Existing sign/post
-  Existing sign on lamp column
-  Existing bus stop sign
-  Existing low level sign
-  Existing sign/double post
-  Existing controlled pedestrian crossing area
-  Proposed advanced warning sign on existing LC
-  Proposed sign post + advanced warning sign

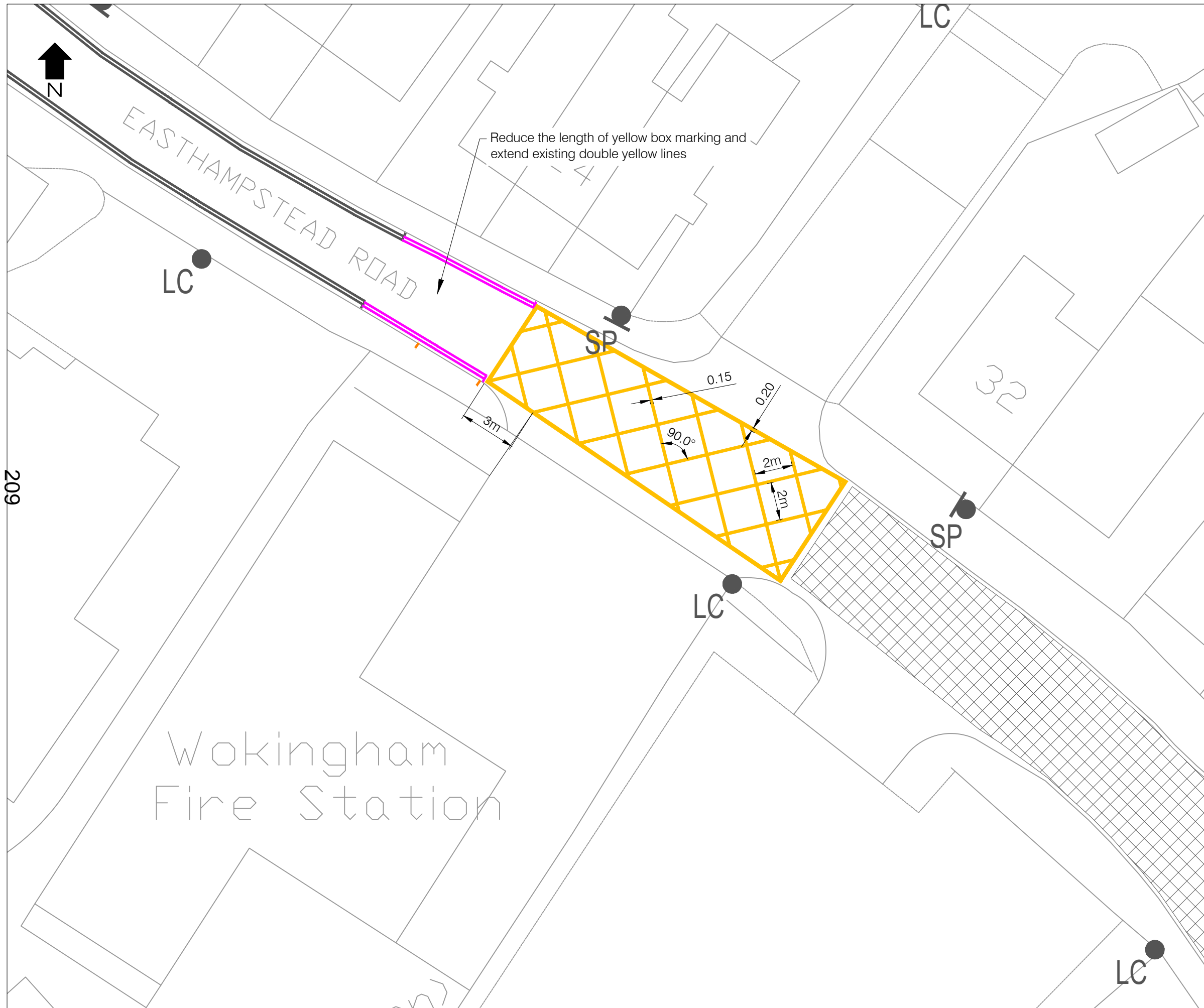
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Rev	Date	Description	Drm	Chk	App
This drawing has been specifically prepared to meet the requirements of the named client and may contain design and innovative features which differ from conventional design standards.					

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Client				
<b>WOKINGHAM BOROUGH COUNCIL</b>				
Project				
WOKINGHAM BOROUGH COUNCIL TRAFFIC RESTRICTIONS REVIEW				
Drawing Title				
8-MILTON ROAD VEHICLE PROHIBITED EXCEPT BUSES INVENTORY - SHEET 2 OF 3				
Drawing Status				
<b>FOR INFORMATION</b>				
Drawn	Designed	Date	Scale	Size
MS	---	DEC-2022	1:500	A3
Drawing No.				Rev
1000008728-2-SK01-DD- JG-08				0



**LEGEND**

- Existing double yellow line
- Existing parking bay
- Existing bus stop/stand
- Existing lamp column
- Existing traffic signal
- Existing sign on traffic signal
- Existing sign/post
- Existing sign on lamp column
- Existing bus stop sign
- Existing low level sign
- Existing sign/double post
- Existing controlled pedestrian crossing area
- Proposed yellow box marking
- Proposed double yellow line
- Proposed no loading Mon - Fri 8.15 - 9.15am & 4.30 - 6.15pm

0	---	Work in progress	---	---	---
Rev	Date	Description	Drm	Chk	App

This drawing has been specifically prepared to meet the requirements of the named client and may contain design and innovative features which differ from conventional design standards.

**PROJECT CENTRE**

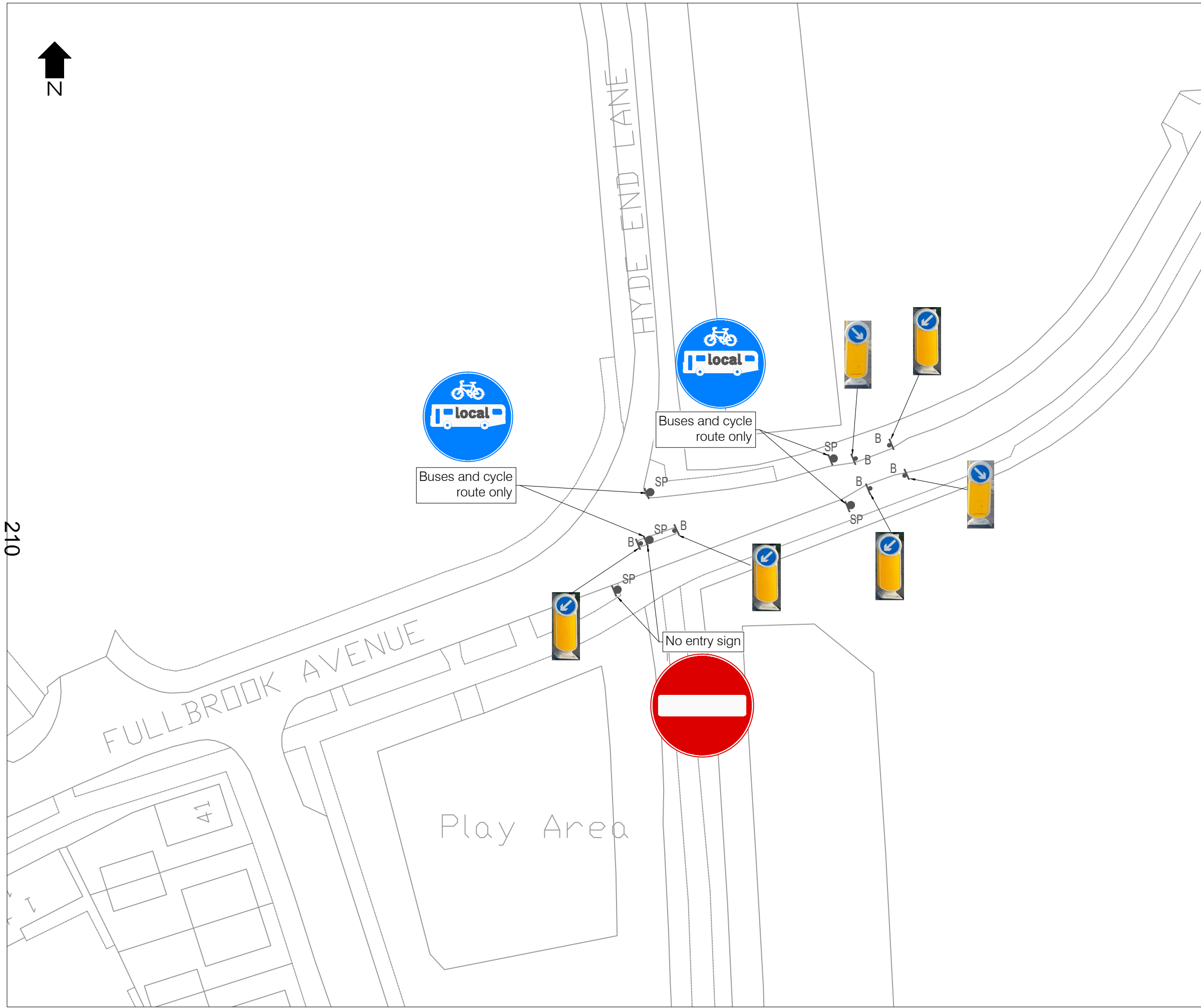
[www.marstonholdings.co.uk/projectcentre](http://www.marstonholdings.co.uk/projectcentre)

















Client				
<b>WOKINGHAM BOROUGH COUNCIL</b>				
Project				
WOKINGHAM BOROUGH COUNCIL TRAFFIC RESTRICTIONS REVIEW				
Drawing Title				
9-EASTHAMPSTEAD ROAD YELLOW BOX JUNCTION PROPOSED				
Drawing Status				
<b>FOR INFORMATION</b>				
Drawn	Designed	Date	Scale	Size
MS	MS	DEC-2022	1:200	A3
Drawing No.				Rev
1000008728-2-SK01-DD- JG-09				0



210



**LEGEND**

-  Existing double yellow line
-  Existing parking bay
-  Existing bus stop/stand
-  Existing lamp column
-  Existing traffic signal
-  Existing sign on traffic signal
-  Existing sign/post
-  Existing sign on lamp column
-  Existing bus stop sign
-  Existing low level sign
-  Existing sign/double post
-  Existing controlled pedestrian crossing area
-  Proposed advanced warning sign on existing LC
-  Proposed sign post + advanced warning sign

0	---	Work in progress	---	---	---
Rev	Date	Description	Drn	Chk	App
This drawing has been specifically prepared to meet the requirements of the named client and may contain design and innovative features which differ from conventional design standards.					

**PROJECT CENTRE**

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Client



**WOKINGHAM BOROUGH COUNCIL**

Project

WOKINGHAM BOROUGH COUNCIL  
TRAFFIC RESTRICTIONS REVIEW

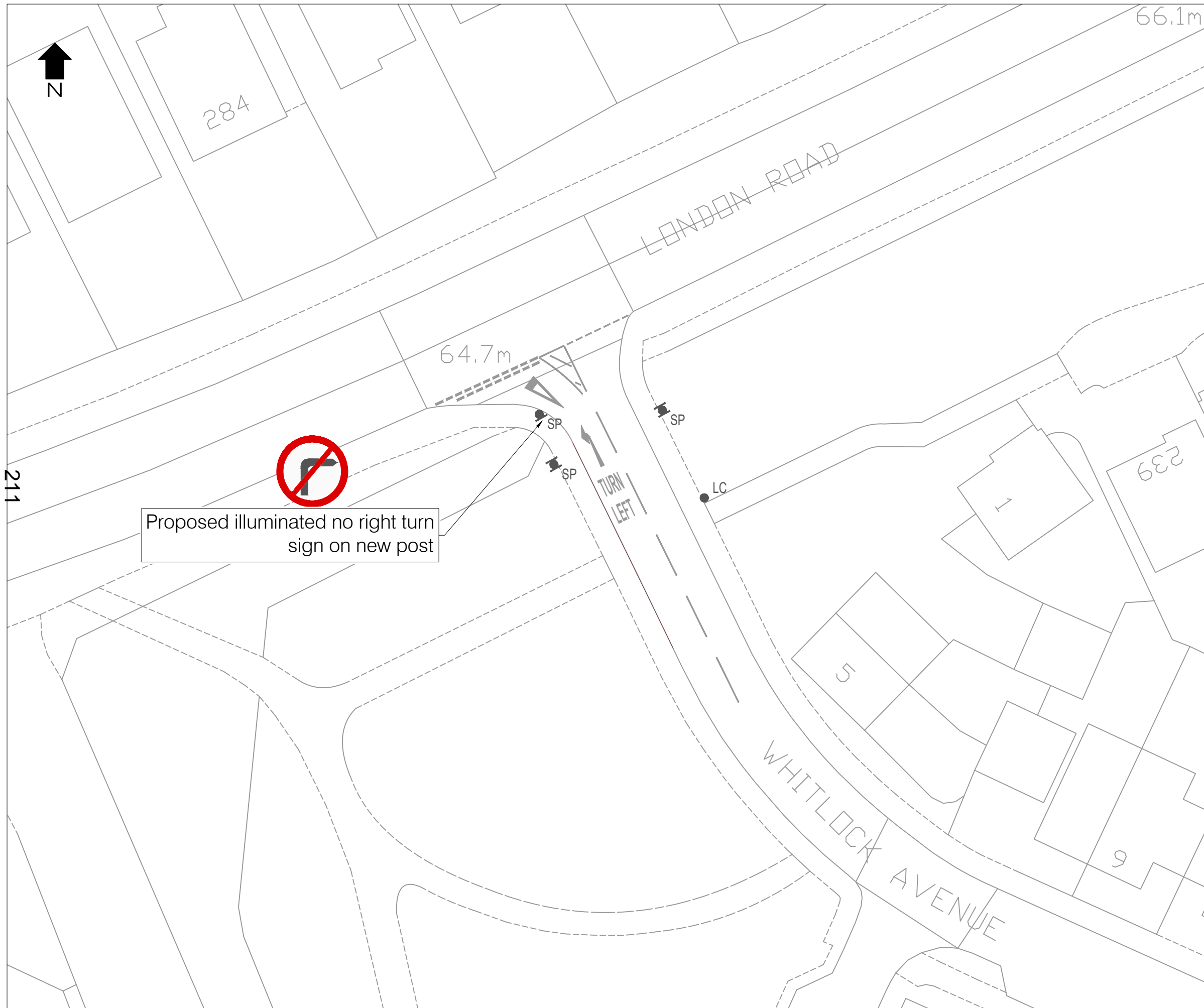
Drawing Title

10-HYDE END LANE & FULLBROOK AVENUE  
BUSES ONLY  
INVENTORY

Drawing Status

**FOR INFORMATION**

Drawn	Designed	Date	Scale	Size
MS	---	DEC-2022	1:500	A3
Drawing No.				Rev
1000008728-2-SK01-DD- JG-10				0



Proposed illuminated no right turn sign on new post


**LEGEND**

- LC ● Existing lamp column
- SP ● Existing sign/post
- SP ● Proposed sign and post

0	---	Work in progress	---	---	---
Rev	Date	Description	Dwn	Chk	App
<small>This drawing has been specifically prepared to meet the requirements of the named client and may contain design and innovative features which differ from conventional design standards.</small>					

**PROJECT CENTRE**

[www.marstonholdings.co.uk/projectcentre](http://www.marstonholdings.co.uk/projectcentre)

Client  <b>WOKINGHAM BOROUGH COUNCIL</b>				
Project WOKINGHAM BOROUGH COUNCIL TRAFFIC RESTRICTIONS REVIEW				
Drawing Title WHITLOCK AVENUE BANNED RIGHT TURN				
Drawing Status <b>FOR INFORMATION</b>				
Drawn	Designed	Date	Scale	Size
MS	---	FEB-2023	NTS	A3
Drawing No. 100008728-2-SK01-DD- JG-11				Rev 0

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Date: 14<sup>th</sup> February 2023

Highways & Transport
P.O. Box 153
Shute End, Wokingham
Berkshire RG40 1WL
Tel: (0118) 974 6000
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

**By Email**

Secretary of State  
Department for Transport

Dear Sir,

**Traffic Management Act 2004, Part 6: Application for Designation of Civil Enforcement Area for Moving Traffic Contraventions**

I have pleasure in enclosing herewith, the Council's application for moving traffic enforcement powers under Part 6 of the Traffic Management Act 2004 ("the Part 6 powers"), following the introduction on 31 May 2022 of regulations giving effect to that part of the Act.

Wokingham Borough Council, being a unitary authority, submits this application for designation as a civil enforcement area for moving traffic contraventions, in accordance with paragraph 10 of Schedule 8 to the Traffic Management Act 2004 and the conditions set out by the Department for Transport, to cover the whole of its civil enforcement area for parking contraventions.

Our submission includes the requisite application details advised by the Government as well as setting out the background and purpose for the Council seeking these powers, in support of its traffic management and road safety objectives. In common with neighbouring highway authorities and others across Britain, with whom we have engaged throughout the preparation of our submission, Wokingham Borough Council seeks to make its roads as safe as they can be, whilst encouraging active and sustainable travel choices.

As part of our congestion management programme, we require these powers to support our current efforts in tackling network congestion and increasing public



transport reliability, both of which aims sit within our Climate Emergency strategy and policies to improve air quality and support carbon reduction.

Our approach to the use of these powers, if granted, will ensure that a consistent and measured approach to site selection is taken based on an informed, robust and democratic decision-making process. This will enable each enforcement site to be systematically and methodically selected, to determine how enforcement of traffic contraventions will improve that location and achieve the above objectives.

The Council has ensured that its enforcement of all moving traffic restrictions will be underpinned by accurate and transparent Traffic Regulation Order making procedures, where applicable and indicated by lawful traffic signs and road markings. We have ensured that all of the relevant enforcement technology equipment has been certified by the Vehicle Certification Agency (VCA), specifically for moving traffic contraventions.

The Council has carried out an extensive public consultation, communication and engagement exercise, using a full range of media for the requisite minimum six-week period, on the location(s) and type(s) of moving traffic restriction selected as appropriate for enforcement action. This consultation has set out the rationale for and benefits of, moving traffic enforcement to local residents and businesses, provided an opportunity for them to raise any concerns and has taken appropriate steps to resolve all objections and concerns.

The Council undertakes to carry out all of the above steps in respect of any future enforcement locations identified and will continue its public communication and engagement activities up to the start of enforcement and for a reasonable period thereafter in every case.

I trust you will find the Council's submission and look forward to receiving your written confirmation of the extension of these powers in due course.

Yours sincerely,

**Susan Parsonage**

**Chief Executive**

**Wokingham Borough Council**

enclosures





- 1) Application for Designation of Civil Enforcement Area for Moving Traffic Contraventions
- 2) Site Plans
- 3) Wokingham Borough Council – MTE Consultation Report
- 4) MTE – Thames Valley Police Consultation letter Dec 2022 and response
- 5) Wokingham Borough Council Draft Traffic Order
- 6) Equalities Impact Assessment



**Report title: Application for Designation of Civil Enforcement Area for Moving Traffic Contraventions under Traffic Management Act 2004.**

**Date: 14 February 2023**

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## **1. EXECUTIVE SUMMARY**

- 1.1. This report is presented as Wokingham Borough Council's (WBC) application for the adoption of powers under the Traffic Management Act 2004 Part 6 for moving traffic enforcement and outlines all steps completed to meet the criteria set out by the Department for Transport (DfT).
- 1.2. The Council is applying for apply for designation as a Civil enforcement area for moving traffic contraventions under Part 6 of the Traffic Management Act 2004 in accordance with its policies and consultation feedback received.
- 1.3. This application report set out the background and rationale on why WBC is applying for the powers as well as the steps WBC have taken to achieve the DfT's requirements set out in its guidance.
- 1.4. The requirements of the DfT application process are detailed to demonstrate WBC's understanding of what is expected for a successful submission.
- 1.5. A summary of initial sites chosen for moving traffic enforcement and the rationale behind the selection is listed and supported by appendices.
- 1.6. The site review and design section outline the steps taken by WBC to assess and create designs for moving traffic enforcement at the sites shortlisted.
- 1.7. An overview of consultation and engagement undertaken by WBC is summarised and supported by the consultation report in appendix C.
- 1.8. The approach and methodology for moving traffic enforcement and how WBC will ensure it is delivered legally and in accordance with DfT guidelines is summarised at the end of this report.
- 1.9. This report is supported by appendices that provide further detail and demonstrate WBC has met the requirements to adopt moving traffic enforcement for authorities outside of London under the Traffic Management Act part 6.



## **2. BACKGROUND**

- 2.1. The Traffic Management Act 2004 gives powers to Local Highway Authorities to undertake enforcement in respect of Moving Traffic contraventions in their areas. This means traffic enforcement cameras could be used to enable the Council to enforce a variety of existing traffic restrictions on the borough's roads, to help improve safety and reduce congestion.
- 2.2. Outside London, these restrictions were only enforceable by the police and include driving through a 'No Entry' sign, turning left or right when instructed not to do so i.e., banned turns, entering yellow box junctions when the exit is not clear, and driving where and when motor vehicles are prohibited.
- 2.3. However, on 31 May 2022, the Government granted powers to make moving traffic enforcement (under Part 6 of the Traffic Management Act 2004) available to local authorities outside London.
- 2.4. The purpose of enabling councils to have enforcement powers is to manage safety and air quality issues at specific locations where there may be issues with persistent moving traffic offences due to stretched resources of the Police.
- 2.5. Wokingham Borough Council, as a Local Highway Authority has statutory network management duties imposed under Parts 2 and 4 of this Act, which require the Council to;
  - manage its road network to make sure that traffic can move freely on borough roads and on the roads of other traffic authorities, such as Highways England (Part 2); and
  - direct when works are carried out or where new public utility apparatus is placed (Part 4) under which utilities companies and others who want to dig up the road have to apply to the traffic authority for a permit.
- 2.6. The Council already has powers for civil parking enforcement created under Part 6 of the 2004 Act which designates majority of the roads managed by Wokingham Borough Council (excluding the slip road sections of the A329M, the A3290 and the A33) as a Civil enforcement area.



### **3. PURPOSE OF APPLICATION (POLICY OBJECTIVES)**

- 3.1. The Traffic Management Act (TMA) 2004, places a network management duty on local authorities. Under Section 16(1) of the TMA, local traffic authorities are required to manage their road network with a view to achieving, so far as may be reasonably practicable and having regards to other obligations, policies and objectives;
- ❖ securing the expeditious movement of traffic on the authority's road network; and,
  - ❖ facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority.
- 3.2. WBC policies and [Local Transport Plans 2011 - 2026](#)<sup>1</sup> also set key targets which the Council aim to achieve by 2026. These include;
- ❖ managing and reducing the congestion on the Council's highway network,
  - ❖ encouraging alternative modes of transport by encouraging more walking and cycling,
  - ❖ improving road safety in the borough's roads,
  - ❖ improving average journey times,
  - ❖ reducing CO2 emissions by 20% in line with the sustainable Environment strategy.
- 3.3. Sections of the borough including parts of Wokingham Town Centre and Twyford were declared Air Quality Management Areas (AQMA) in 2016 as these areas had higher amounts of nitrogen dioxide (No2) in the area. One of the key generators of No2 is road traffic.
- 3.4. As a result, the Council published its [Air Quality Plan 2017 to 2026](#)<sup>2</sup> which set out how it aims to tackle and improve air quality in the areas AQMAs have been declared. These were centred around 3 main priorities including.
- ❖ Priority 1 – reduction in passenger cars,
  - ❖ Priority 2 – reduction in HGVs,
  - ❖ Priority 3 – encourage sustainable travel.
- 3.5. The DfT recognise that the Moving traffic restrictions can play a part in delivering a range of policy objectives. These include measures to reduce congestion, enable more walking and cycling, reduce rat-running, create more pleasant places to live and work in and improve road safety.
- 3.6. Studies also show that larger quantities of nitrogen dioxide are more commonly found in areas where there is traffic congestion. Wokingham Borough's Road network has the unique

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<sup>1</sup> [Microsoft Word - Final Local Transport Plan.doc \(wokingham-futures.com\)](#)

<sup>2</sup> [Air quality - Wokingham Borough Council](#)



problem of serving one of the highest car ownership ratios in the UK as well having major strategic routes – the A329M and M4.

- 3.7. The Moving Traffic Civil enforcement powers would help the WBC achieve a number of the objectives set out in its strategies and key action plans above including improving safety, reducing congestion and improving air quality by enabling improved enforcement of restrictions which aim to deter poor driver habits, encourage travel mode shift and improve public transport accessibility.



#### **4. DFT APPLICATION PROCESS**

- 4.1. The Department for Transport (DfT) as part of the application process set out certain criteria which authorities must adhere to before applying for a designation order. These have been published on the DfT website [Traffic Management Act 2004: statutory guidance for local authorities outside London on civil enforcement of bus lane and moving traffic contraventions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/271242/TMA2004-Statutory-Guidance-for-local-authorities-outside-London-on-civil-enforcement-of-bus-lane-and-moving-traffic-contraventions.pdf) as well as stipulated on the requisite application form which is to be signed by the Council's Chief executive Officer and submitted when a Council completes the application process. These have been set out below.
- 4.2. **Stakeholder consultation** - Authorities are required to consult the Chief Officer of Police on their intention to apply and adopt the Civil enforcement powers for moving traffic contraventions. This would ideally be in the form of a correspondence providing information as when the application will be made and reasons for applying for those powers. A copy of the letter submitted by Wokingham to the Thames Valley Chief Officer of Police and the response received have been enclosed in Appendix D
- 4.3. **Communications and Public Consultation** – As part of the guidance provided, authorities are recommended to carry out a minimum 6-week public consultation on the details of planned civil enforcement of moving traffic contraventions, including the types of restrictions to be enforced and the location(s) in question.
- 4.4. This is intended to communicate the rationale for, and benefits of, moving traffic enforcement to residents and businesses, and allow the public the opportunity to raise any concerns. There is no requirement for newspaper advertising. Local authorities should consider the full range of media available to them when communicating with the public and should consider telling every household in the civil enforcement area (CEA) when they propose change.
- 4.5. In addition, as part of the process, the authority should consider all objections raised and show that they have taken reasonable steps to resolve the objections raised. It is worth noting that only substantive objections which raise actual issues with the sites or enforcement of the sites will need to be accepted.
- 4.6. Effective public communication methods which have a wide reach should be used by Councils to inform the public of the proposals to adopt the powers. These include local press and social media. The communications should commence before the consultation continue to run for a reasonable period after the consultation has closed. Information on the methods used to communicate the Council's proposal have been outlined in the consultation outcome included in Appendix C of this report.
- 4.7. **Review of proposed sites** – As part of the consultation process authorities are required to consult on locations of proposed site(s) where they intend to enforce moving traffic contraventions.



- 4.8. This process should involve a site selection process to ensure that suitable sites which cannot be regulated and improved by existing practices or regular improvements to the highway are selected (see below). Where the sites are established, a review of the proposed sites are also recommended to ensure that regulatory and compliant signs are in place. The review should also ensure that the restrictions are clear and easily understood by drivers.
- 4.9. **Traffic Orders** – All proposed restrictions also need to be underpinned by a valid traffic order (where applicable). The Council as part of the site review process above should review their current traffic orders and ensure that the proposed sites have complaint traffic orders before any enforcement commences. This ensures that valid enforcement is taking place at each site. To ensure accuracy, the Council will be consolidating the traffic orders for all proposed sites into one order. A copy of the draft order has been provided in Appendix E.
- 4.10. **Enforcement** – All equipment used for enforcing the moving traffic restrictions will need to be certified and approved by the Vehicle Certification Agency (VCA). As part of the application process, authorities will need to demonstrate that any ANPR camera suppliers which they intend to use or procure to supply the enforcement kit are VCA approved or provide VCA approved devices.





## **5. SITE SELECTION AND RATIONALE**

### Rationale

- 5.1. To apply for the enforcement of moving traffic offences, we chose sites that meet one or more of the following objectives set by the DfT:
- **Making our roads as safe as they can be.**
- 5.2. It is not always possible to use traffic calming measures such as build outs and speed cushions alone to reduce the risk of casualty at specific locations. The sites we identified as posing a risk have been selected for moving traffic enforcement.
- **Encouraging active and sustainable travel choices.**
- 5.3. We identified active travel schemes as suitable for moving traffic enforcement to protect cycle paths from illegal driving by motorists.
- **Tackling network congestion.**
- 5.4. Traffic management schemes created to facilitate the movement of traffic such as yellow box junctions have been identified as suitable for moving traffic enforcement to keep the road network free from congestion.
- **Increasing public transport reliability.**
- 5.5. Sections of the road network restricted for public transport access only, such as bus lanes have been selected for moving traffic enforcement to ensure they remain clear and uncongested.
- **Improving air quality and supporting carbon reduction.**
- 5.6. Areas showing high levels of pollution through monitoring with restrictions on vehicle access by type, such as HGVs have been prioritised for moving traffic enforcement.
- **Increasing the lifespan of our highway assets.**
- 5.7. Before prioritising a location to enforce we will carry out assessments to make sure that enforcement of offences would improve that location and help towards the above objectives.

### Shortlisted sites

- 5.8. Potential sites were identified via existing knowledge of Council officers, public complaints, and feedback from discussions with police. These sources helped create a long list of potential restrictions with poor / low levels of compliance. An initial high-level review of the sites was completed to remove any confusing restrictions and restrictions not enforceable using the moving traffic contravention powers.



- 5.9. Subsequent traffic monitoring studies were completed at all sites within the long list to help understand the level of noncompliance taking place at the sites. The 11 sites with the highest contraventions were shortlisted and included as part of application. More information regarding the level of non-compliance at each site can be found in table 1 below.
- 5.10. Each site was surveyed 24hrs a day over a 3-week period between September and October 2022. Table 1 below provides a breakdown of the number of vehicles recorded contravening the restrictions. The majority of contraventions were recorded during the am and pm traffic peak times. However, contraventions were also recorded taking place outside of these times.

Site	Restriction	Total number of contraventions
Site 1: Broad Street, Wokingham	Banned right turn	301
Site 2: Barkham Road rail crossing	Banned right turn	415
Site 3: Station Road, Wokingham	Banned right turn	19
Site 4: Wellington Road, Wokingham	Ahead only	8
Site 5: Gypsy Lane, Wokingham	Weight restriction	77
Site 6: Murdoch Road, Wokingham	Keep left	73
Site 7: Goatley Way, Wokingham	One way street	28
Site 8: Milton Road, Wokingham	Vehicles prohibited except buses	1810
Site 9: Easthampstead Road, Wokingham	Yellow box junction	2906
Site 10: Hyde End Road, Spencers Wood	Buses only	291
Site 11: Whitlock Avenue, Wokingham	Banned right turn	115

**Table 1; contraventions recorded at each of the short-listed sites.**



## **6. SITE REVIEW AND DESIGN**

- 6.1. In line with the DfT guidance, Wokingham Borough Council reviewed all 11 shortlisted sites proposed for moving traffic enforcement to ensure that all sites had regulatory signs and lines which complied with existing regulations.
- 6.2. Any amendments which were identified were recorded and proposed to be corrected and updated before any enforcement commences.
- 6.3. As part of the surveys, Council Engineers also assessed each site for ease of understanding by drivers and where required recommended additional carriage works to make the restrictions clearer.
- 6.4. Advanced warning signs have also been proposed at each site to provide drivers with every opportunity to avoid contravening the restrictions.
- 6.5. Site plans for all site designs for moving traffic enforcement in Wokingham are attached as appendix A.



## **7. CONSULTATION AND ENGAGEMENT**

- 7.1. The Council engaged all major stakeholders required by the Department for Transport as stated in the Application for Designation of Civil Enforcement Area for Moving Traffic Contraventions.
- 7.2. This included emergency services, local councillors, and key stakeholders such as community groups, business network organisations and special interest groups such as cycling and accessibility organisations.
- 7.3. The following channels were used to promote the consultation:
- Local press releases.
  - WBC [News Centre](#)<sup>3</sup>.
  - WBC [Consultation page](#)<sup>4</sup>.
  - WBC [Traffic and Travel email bulletin](#)<sup>5</sup>.
  - Social media posts through Facebook and Twitter.
  - WBC website homepage provided background and a link to the survey.
  - Paper consultations including alternative language versions on request.

### **Police consultation**

- 7.4. Jason Hogg – Chief Constable for Thames Valley Police was notified of Wokingham Borough Council's intention to apply for powers under the Traffic Management Act 2004 Part 6 to enforce moving traffic contraventions using VCA approved devices at specific sites and the selection rationale used on 09 December 2022.
- 7.5. Support for the Council's application was received from Mr Tony Griffiths – Roads Policing Operations, Traffic Management Officer on 03 January 2023.
- 7.6. Both letters are attached as appendix D.

### **Online consultation**

- 7.7. The online public consultation was accessible through Wokingham's consultation page on the Council website for 6 weeks from 21 November 2022 to 2 January 2023.
- 7.8. Members of the public without internet access were sent a printed copy by post with a prepaid envelope for an authorised member of staff to submit their feedback on their behalf.

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<sup>3</sup> [Air quality - Wokingham Borough Council](#)

<sup>4</sup> [Project • Moving traffic offences \(wokingham.gov.uk\)](#)

<sup>5</sup> [Project • Moving traffic offences \(wokingham.gov.uk\)](#)



### Consultation outcome

- 7.9. A total of 566 people completed the surveys via the online survey portal which received an overall majority support. Over 50% of respondents supported the Councils proposal to adopt the powers for Civil enforcement of moving traffic contraventions contained in the TMA 2004.
- 7.10. Each individual site also received majority support. Full details of the consultation findings are outlined in appendix C.

Site	Location	Contravention	Support		Against	
			No	%	No	%
1	Site 1: Broad Street, Wokingham	Banned right turn	25	74%	9	26%
2	Site 2: Barkham Road rail crossing	Banned right turn	21	81%	5	19%
3	Site 3: Station Road, Wokingham	Banned right turn	19	73%	7	27%
4	Site 4: Wellington Road, Wokingham	Ahead only	15	75%	5	25%
5	Site 5: Gypsy Lane, Wokingham	Weight restriction	17	77%	5	23%
6	Site 6: Murdoch Road, Wokingham	Keep left	12	67%	6	33%
7	Site 7: Goatley Way, Wokingham	One way street	13	68%	6	32%
8	Site 8: Milton Road, Wokingham	Vehicles prohibited except buses	17	65%	9	35%
9	Site 9: Easthampstead Road, Wokingham	Yellow box junction	13	62%	8	38%
10	Site 10: Hyde End Road, Spencers Wood	Buses only	13	72%	5	28%
11	Site 11: Whitlock Avenue, Wokingham	Banned right turn	10	67%	5	33%

**Table 2;** feedback for each proposed site.



## **8. ENFORCEMENT**

- 8.1. All traffic regulation orders made for moving traffic sites will be legally compliant with the Road Traffic Regulation Act Part 1.
- 8.2. Signage installed will be appropriate for the moving traffic restriction and of the prescribed design as specified in TSRGD 2016 Chapter 3. Sufficient early warning signs will be installed leading up to a restriction without creating unnecessary street clutter.
- 8.3. The appropriate traffic management will be used to ensure the safety of other road users and pedestrians during the installation of cameras and signage at the shortlisted sites, and at any new schemes in future.
- 8.4. Only unattended VCA approved devices will be used for moving traffic camera enforcement and will consist of cameras that provide a contextual view (CV), close up view (CUV) with Automatic Number Plate Recognition (ANPR) that can read over 98% of all British and European number plates in bad weather and low light conditions.
- 8.5. Footage captured will be securely imported to a review client hosted by a CCTV provider for review by a qualified Council enforcement officer before being securely exported to the Council's notice processing system for posting.
- 8.6. The Council will ensure all Penalty Charge Notices issued at new sites for the first 6 months are warning notices only. This will be controlled in the review client by setting the type of notice as a warning before exporting to the notice processing system.
- 8.7. All appeals and representations received will be assessed by qualified appeals officers who do not review any footage captured to ensure impartiality.
- 8.8. A photographic library of installed signs and videos of the approach to a restriction from the driver's perspective will be taken when a new restriction is implemented and revisited on a regular basis to keep the Council's enforcement library up to date.



## **9. APPENDICES**

- ❖ Appendix A – Site Plans
- ❖ Appendix B – Consultation Outcome report
- ❖ Appendix C – Thames Valley Police consultation letter and response
- ❖ Appendix D – Draft traffic order for the 11 proposed Moving traffic contravention sites
- ❖ Appendix E – Equality Impact assessment

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# MOVING TRAFFIC ENFORCEMENT

## Consultation Outcome Report

Client Name: Wokingham Borough Council

Document Reference: 1000008728

Date: February 2023

Created by  
Cassandra Carruthers  
[Cassandra.Carruthers@projectcentre.co.uk](mailto:Cassandra.Carruthers@projectcentre.co.uk)



PROJECT  
CENTRE

## 1. EXECUTIVE SUMMARY

### Background

- 1.1 On 31 May 2022, the Government granted powers to make moving traffic enforcement (under Part 6 of the Traffic Management Act 2004) available to local authorities outside London and Wales.
- 1.2 Before this date, enforcement of moving traffic restrictions outside London and Wales such as banned turns, access restrictions, one-way streets and yellow box junctions were only carried out by the Police.
- 1.3 To be granted the powers, local authorities are required to make an application to the Secretary of State requesting for the borough to be designated as Civil enforcement area for moving traffic enforcement. They will also need to demonstrate that they have completed some of the prerequisite requirements set out by the Department of Transport (DfT) within their [published guidance](#).
- 1.4 These include carrying out a six-week consultation with members of the public and clear communication to all residents in the borough setting out the Council's proposals to adopt the powers.
- 1.5 Wokingham Borough Council (WBC) as part of the Moving Traffic enforcement application process completed a six-week consultation with members of the public to obtain feedback on their proposals to adopt moving traffic enforcement powers under Part 6 of the Traffic Management Act (TMA) 2004.
- 1.6 The consultation covered the proposals to adopt the powers to Civil enforce moving traffic enforcement across the borough as well as proposals to enforce 11 keys sites on the Council's Road network.
- 1.7 These sites were selected due to the high level of poor compliance from drivers failing to adhere to the restrictions.
- 1.8 The site locations and restrictions are detailed below:
  - Site 1: Broad Street, Wokingham – banned right turn.
  - Site 2: Barkham Road rail crossing – banned right turn.
  - Site 3: Station Road, Wokingham – banned right turn.
  - Site 4: Wellington Road, Wokingham – ahead only
  - Site 5: Gypsy Lane, Wokingham – weight restriction
  - Site 6: Murdoch Road, Wokingham – keep left.
  - Site 7: Goatley Way, Wokingham – one way street
  - Site 8: Milton Road, Wokingham – vehicles prohibited except buses.
  - Site 9: Easthampstead Road, Wokingham – yellow box junction
  - Site 10: Hyde End Road, Spencers Wood – buses only

- Site 11: Whitlock Avenue, Wokingham – banned right turn.

### Consultation process

1.9 The consultation took place between 21 November and 30 December 2022.

1.10 The following channels were used for the consultation period:

- Media release
- Website content, providing background and a survey for responses.
- Social media posts
- Paper consultations on request
- Alternative languages as requested.

1.11 Dedicated webpages were also set up on the Council's consultation pages to host information about the plans and people were encouraged to complete an online survey. A copy of the online portal page has been provided in fig 2 below.

### Consultation results

1.12 **566** people completed the surveys. All responses were received via the online survey portal.

1.13 Of those that provided their identity:

- **526** were Wokingham residents,
- **1** was a borough councillor,
- **3** were visitors to the borough and
- **6** were representing groups or individuals.

1.14 Overall, of the **540** responses received, over half (**54%**) supported the Council's proposals. This meant that there was overall support for the proposals for the Council to adopt the powers. Fig.1 below provides a breakdown of the responses received.

1.15 The responses received for each individual site also showed majority support for the Council adopting the powers to carry out civil enforcement at each site. Details of responses received from each site have been provided in the report.



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## 2. BACKGROUND.

- 2.1 On 31 May 2022, the Government granted powers to make moving traffic enforcement (under Part 6 of the Traffic Management Act 2004) available to local authorities outside London.
- 2.2 The purpose of enabling Councils outside London to have enforcement powers is help better manage congestion on their road network and manage specific locations where there may be issues with persistent moving traffic offences.
- 2.3 Wokingham Borough Council (WBC) intends to apply for the powers to enforce certain moving vehicle offences such as vehicle weight limits, no entry and other traffic restrictions. Automatic number plate recognition (ANPR) camera enforcement will be used, and fines issued.
- 2.4 This enforcement would in turn have the consequential benefits of;
  - Improving road safety including for those walking, cycling, and wheeling.
  - Encouraging take up of sustainable travel options,
  - Reducing traffic congestion,
  - Improving journey times for public transport services,
  - Reducing vehicle emissions which in turn improves air quality,
  - Enabling the Police to focus their policing priorities elsewhere and,
  - Making enforcement more consistent, effective and acts as a deterrent to prevent breaches happening in the first place.
- 2.5 Any surplus income, once the operational costs have been met, will be used for highway improvement projects in line with strict government guidelines. This funding will only be used for projects helping to achieve the following objectives:
  - improve road safety,
  - tackle congestion on our roads,
  - increase public transport reliability,
  - improve air quality increase the life span of the highway assets.



### 3. LOCATIONS PROPOSED FOR ENFORCEMENT

- 3.1 Along with the proposal to apply for a designation order which would allow the Civil enforcement of moving traffic contraventions within all roads in the borough, the Council also proposed 11 sites where they intend to initially rollout the use of moving traffic enforcement powers.
- 3.2 Details of the sites and restrictions to be enforced were also provided as part of the consultation (see fig 2 below) and the public were asked for feedback on these proposals. These have also been provided in table 1 below.

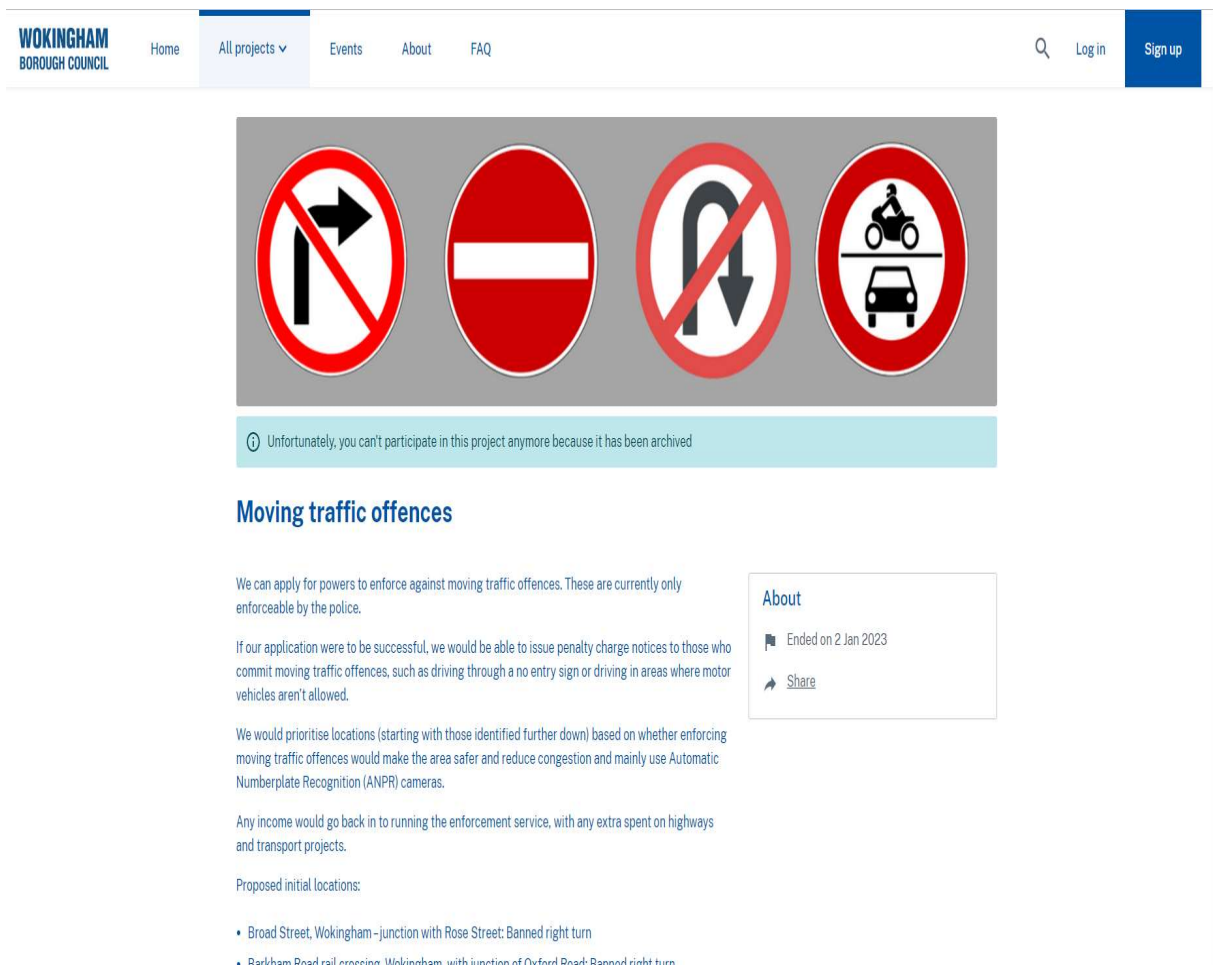
Site	Location	Contravention
1	Site 1: Broad Street, Wokingham	Banned right turn
2	Site 2: Barkham Road rail crossing	Banned right turn
3	Site 3: Station Road, Wokingham	Banned right turn
4	Site 4: Wellington Road, Wokingham	Ahead only
5	Site 5: Gypsy Lane, Wokingham	Weight restriction
6	Site 6: Murdoch Road, Wokingham	Keep left
7	Site 7: Goatley Way, Wokingham	One way street
8	Site 8: Milton Road, Wokingham	Vehicles prohibited except buses
9	Site 9: Easthampstead Road, Wokingham	Yellow box junction
10	Site 10: Hyde End Road, Spencers Wood	Buses only
11	Site 11: Whitlock Avenue, Wokingham	Banned right turn

**Table 1.** list of proposed sites for moving traffic enforcement

- 3.3 Intelligence was gathered from anecdotal information from enforcement officers and on-site surveys conducted over a seven-day period to record the number of illegal vehicle movements at these locations.
- 3.4 This informed the suitability of the proposed pilot sites for ANPR enforcement and was based on the Department for Transport criteria to select the proposed sites.
- 3.5 During the first six months of the Council taking up the enforcement powers at the locations identified, there will be an introductory period and warning notices will be issued to motorists contravening the restrictions. This will only apply to a first offence and a (Penalty Charge Notice) PCN will be issued if a motorist contravenes the restrictions on further occasions.
- 3.6 The Council will be assessing further locations for moving traffic enforcement as part of later stages of the process, particularly locations where there are incidences of poor driver adherence to traffic restrictions.
- 3.7 In line with DfT requirements, the Council will have to consult the public and consider and objections on any additional sites it proposes to commence enforcement on. It however will not need to apply for another designation order.

#### 4. CONSULTATION PROCESS.

- 4.1 In line with the [Department for Transport guidance](#), before applying for these powers, the Council consulted with the public over a six week period from 21 November to 2 January 2023.
- 4.2 A [dedicated consultation page](#) which provided members of the public with information above was set up. An image of the page can be found below.





Proposed initial locations:

- Broad Street, Wokingham – junction with Rose Street: Banned right turn
- Barkham Road rail crossing, Wokingham, with junction of Oxford Road: Banned right turn
- Station Road, Wokingham, junction with Station Approach: Banned right turn
- Wellington Road, Wokingham: Ahead only
- Gipsy Lane, Wokingham: Weight restriction
- Murdoch Road, Wokingham: Keep left
- Goatley Way, Wokingham: One-way street
- Milton Road, Wokingham: Vehicles prohibited except buses
- Easthampstead Road, Wokingham: Yellow box junction
- Hyde End Road, Spencers Wood junction with Fullbrook Road: Buses only
- Whitlock Avenue, Wokingham: Banned right turn

You can see more detailed information below.

<b>Background</b>	>
<b>What will change?</b>	>
<b>How would we prioritise which sites to enforce?</b>	>
<b>How will offences be enforced?</b>	>
<b>Will drivers be able to challenge PCN's?</b>	>
<b>What will happen to any income generated by PCN's?</b>	>
<b>When would the new powers start?</b>	>
<b>Why your views matter</b>	>

**Fig 2.** Copy of online consultation page

- 4.3 The consultation page provided the public with details of the proposals including what the proposal involved, how the powers and any revenue will be used as well as details of the 11 sites which would be initially enforced were the powers to be granted.
- 4.4 This enabled people to provide their views on the details of the proposals moving traffic restrictions and helped the Council to better understand enforcement issues that might be present in the eleven locations that have been selected.
- 4.5 In addition to the above, the Council also provided publicity about the proposals before and during the consultation. Various platforms such as press releases [Residents and businesses asked for feedback on new traffic enforcement powers - Wokingham Borough News Centre](#), social media (Facebook and twitter) and email updates were used to publicise and promote the scheme.
- 4.6 During the consultation period, the Council also engaged with emergency services, local councillors, and other key stakeholders such as community groups, business network organisations and special interest groups such as cycling and accessibility organisations.



## 5. CONSULTATION RESPONSE.

### 5.1 Online engagement

5.1.1 There was a good level of engagement received to the publicity conducted by the Council. The level of engagement of the various platforms have been provided below.

5.1.2 **566 people** took part and responded to the consultation surveys. This response rate compares well with other local authorities which have conducted similar consultations including West Berkshire (70 responses), Hampshire (468 responses) and Kent (682 responses).

#### Email bulletins

5.1.3 Traffic and Travel - [Traffic and Travel \(govdelivery.com\)](https://govdelivery.com) – delivered to 12,500, opened by 7,512 and 330 unique link clicks through to the MTO engagement

5.1.4 Residents Round Up 22/11 – [Residents' Round-up \(govdelivery.com\)](https://govdelivery.com) - delivered to 16,068, opened by **9,756 and 439** unique link clicks through to the MTO engagement

#### Social Media

5.1.5 Facebook 30/12 - [\(13\) Facebook](#) – Post impressions 3,793, post reach 3,793, post engagement 510

5.1.6 Facebook 14/12 - [\(13\) Facebook](#) Post impressions 9,016 , post reach 7,813, post engagement 1,828

5.1.7 Facebook 3/12 - [\(13\) Facebook](#) Post impressions 6,539 , post reach 6,496 , post engagement 1653

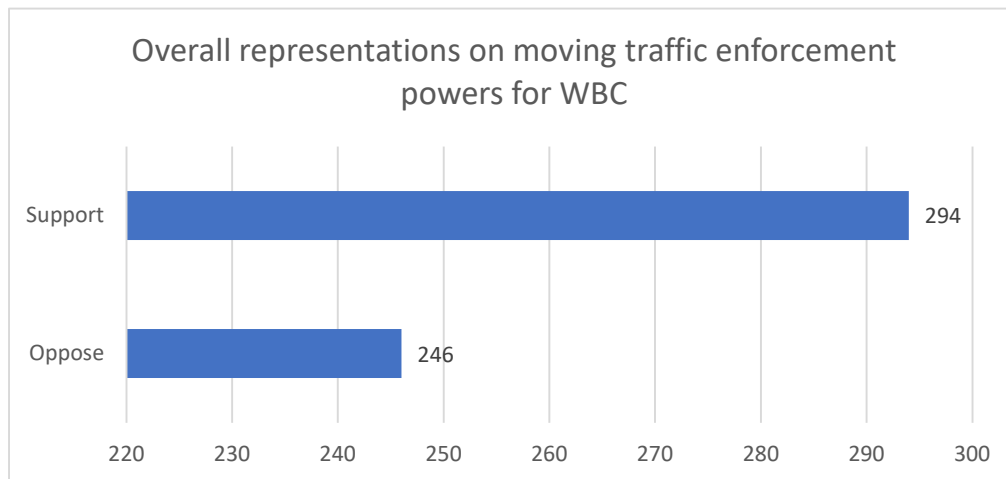
5.1.8 Facebook 21/11 - [\(13\) Facebook](#) Post impressions 2,394 , post reach 2,149 , post engagement 296

### 5.2 Consultation feedback.

5.2.1 In response to the public consultation, **566** respondents completed the online survey. All responses were received via the online platform.

## Support for MTE application across Wokingham

- 5.2.2 Of the 566 respondents, only **540** responded to whether they supported the Council’s proposals to adopt the civil enforcement powers for moving traffic contraventions across the borough.
- 5.2.3 Of the 540 respondents that provided feedback to the Council’s proposals, majority (294) supported the Council adopting the powers. This was around **54%** of responses received.



**Fig.2** support for MTE powers boroughwide

### **Feedback received for each site.**

- 5.2.4 All comments received regarding each site have been considered and the WBC responses have been detailed below.
- 5.2.5 All proposed sites received majority support in favour of the Council adopting Civil enforcement powers to enforce the existing moving traffic restrictions.
- 5.2.6 The proposal to enforce the restriction banned right turn restriction on Broad Street, Wokingham received the highest number of responses. With 34 respondents providing a response either in support or against the Council’s proposals. Majority of the responses however supported the Council’s proposals to enforce the site.
- 5.2.7 The Banned Turn restriction at the Barkham Road rail crossing site received the highest amount of support with 81% of respondents supporting the Council’s proposal to enforce the restriction.
- 5.2.8 This was followed by the proposals to enforce the 7.5tonnes weight limit restrictions on Gypsy Lane and the ahead only restriction on Wellington Road which was supported by 77% and 75% of respondents respectively.
- 5.2.9 The proposal to enforce the yellow box junction on Easthampstead Road received the lowest percentage support when compared to the number of respondents who responded to the proposals. Only 62% of respondents who

reflected a view supported the Council’s proposals to enforce the scheme.  
Table 2 below provides a summary of the support received for each proposal.

Site	Location	Contravention	Support		Against	
			No	%	No	%
1	Site 1: Broad Street, Wokingham	Banned right turn	25	74%	9	26%
2	Site 2: Barkham Road rail crossing	Banned right turn	21	81%	5	19%
3	Site 3: Station Road, Wokingham	Banned right turn	19	73%	7	27%
4	Site 4: Wellington Road, Wokingham	Ahead only	15	75%	5	25%
5	Site 5: Gypsy Lane, Wokingham	Weight restriction	17	77%	5	23%
6	Site 6: Murdoch Road, Wokingham	Keep left	12	67%	6	33%
7	Site 7: Goatley Way, Wokingham	One way street	13	68%	6	32%
8	Site 8: Milton Road, Wokingham	Vehicles prohibited except buses	17	65%	9	35%
9	Site 9: Easthampstead Road, Wokingham	Yellow box junction	13	62%	8	38%
10	Site 10: Hyde End Road, Spencers Wood	Buses only	13	72%	5	28%
11	Site 11: Whitlock Avenue, Wokingham	Banned right turn	10	67%	5	33%

**Table 2.** responses per site.

### 5.3 Additional comments

- 5.3.1 Free text comment boxes were also provided to all respondents which allowed them to provide further details regarding their support or objections to the proposals.
- 5.3.2 Not all respondents who provided comments also provided feedback on whether they supported or objected to the Council’s proposals.
- 5.3.3 The comments were either in relation to the application of powers across the borough or site specific in relation to the proposed sites.
- 5.3.4 The comments have been split into either one of these areas.
- 5.3.5 Several the comments received had similar themes. These have been grouped together to allow the Council to respond to each common theme. The breakdown of the comments received against each site and the Council’s responses against each have been summarised below and detailed in Appendix 1.

### Comments in relation to application of powers boroughwide

#### 5.3.6 Theme: **Money making scheme**

*Officer response:* The enforcement of moving traffic restrictions is intended to improve the safety of the highway, ease congestion and help bus journey reliability.

Income raised through fines will go back into funding the operational costs of running the cameras. Any surplus income generated from fines, must be spent in accordance with Section 55 of the Road Traffic Regulation Act 1984.

Any surplus remaining after deduction of costs may to go towards:

- (i) further enforcement sites,
- (ii) (ii) measures to improve public transport or (iii) other highway associated improvements.

5.3.7 Theme: **Enforcement should remain the responsibility of the police**

*Officer response:* Thames Valley Police will continue to have moving traffic enforcement powers. WBC adopting the same powers will increase the options for ensuring enforcement takes place at the proposed locations.

5.3.8 Theme: **The enforcement of illegal and inconsiderate parking in general**

*Officer response:* WBC currently enforces parking breaches like

- Parking on double yellow lines
- Double parking or parking across dropped kerbs.
- Parking in a residents parking space without a permit
- Overstaying parking in time-limited bays
- Parking next to yellow lines and obstructing verges or pavements - making things safer for pedestrians and other vehicles.

If you wish to report any illegal or inconsiderate parking, please email: [parking.services@wokingham.gov.uk](mailto:parking.services@wokingham.gov.uk).

This means we can manage better parking schemes for residents and businesses.

5.3.9 Theme: **More money should be spent on the existing infrastructure and maintenance of the existing network**

*Officer response:* WBC continually check the condition of the borough's roads, using technical surveys, visual inspections, and technical assessments and analysis. This information is used to develop the WBC annual road maintenance campaign.

For planned maintenance work, WBC focus on getting the best long-term value for money. What this means is that all the roads in the borough are considered over a much longer term in relation to one another when deciding which ones to maintain or repair first, rather than automatically fixing the roads which look worst.

**Comments related to specific sites.**

5.3.10 The proposals on Broad Street received the highest number of comments (89 comments).

5.3.11 The most common comment theme received related to respondents requesting the Council to ensure that there was clear and visible signage for drivers at each site.



- 5.3.12 As part of the process of applying for the powers, the Council have also reviewed each of the proposed sites and taken steps to ensure that the restrictions are visible to drivers.
- 5.3.13 These include a review of all signage at the proposed sites to ensure that there is clear and compliant signage at each site which can be easily seen and understood by drivers. Secondly, where it is also reasonable and compliant to do so, carriageway works will also be completed to help guide drivers away from the restrictions and make the restrictions clearer. Lastly, the Council will also be introducing advance warning signs up until the last exit on approach to any enforced restriction to notify drivers of an enforced restriction ahead.
- 5.3.14 It is hoped the approach above would help educate and deter motorists from contravening the restrictions and the enforcement would act as last resort for drivers who ignored the soft measures introduced.

**6. APPENDIX 1 – SITE DETAILS AND RESPONSES RECEIVED.**

**6.1 Site 1: Broad Street, Wokingham – Banned right. turn.**

**Proposal:** Wokingham Borough Council propose to enforce a no right turn from Broad Street into Rose Street.

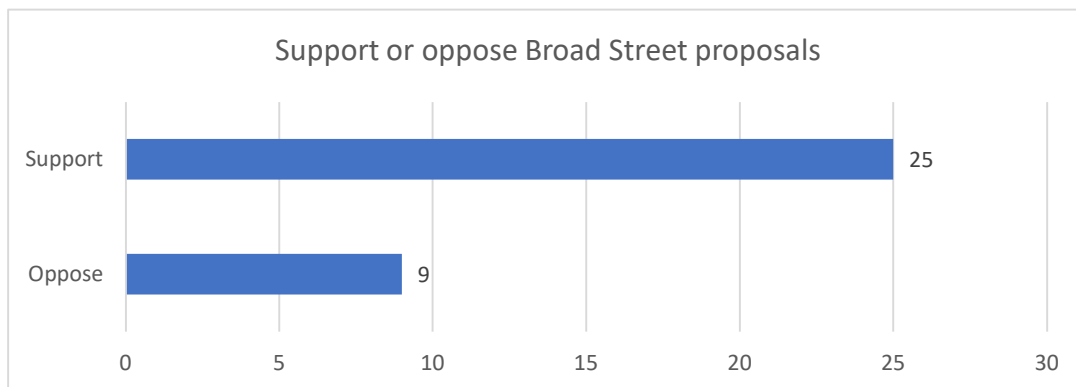


**Feedback Received**

**Support:** 25 representations

**Oppose:** 9 representations

**Total comments on site: 89**





**Objections Received**

<b>SITE 1: OBJECTION REMARKS</b>	<b>WBC RESPONSE</b>
<i>10 respondents said that signage should be clear so motorists can adhere to the enforcement restrictions.</i>	<i>Detailed site surveys have been undertaken at all sites. Any remedial works for lining and signage that has been highlighted will be completed before enforcement commences.  The Council will also introduce advance warning signs at each site to ensure drivers are made aware of each restriction before they reach the location.</i>
<i>1 respondent said the yellow box markings require repainting.</i>	<i>Detailed surveys have been undertaken at all sites and all road markings that require reinstatement will be renewed prior to implementation of the scheme.</i>
<i>2 respondents said that an exception should be made for cyclists.</i>	<i>Surveys undertaken at this site indicated a requirement for enforcement and therefore, it would not be advisable to exempt cyclists as road users. We will monitor this site during enforcement to see whether exemptions can be considered.</i>
<i>5 respondents said that the road layout should be engineered so that infringements are not possible.</i>	<i>Detailed surveys have been undertaken at all sites which includes consideration of the road layout, and any required changes will be made prior to implementation of the scheme.</i>

6.2 **Site 2: Barkham Road rail crossing – banned right turn.**

**Proposal:** Wokingham Borough Council propose to enforce a no right turn from Barkham Road rail crossing into Oxford Road.

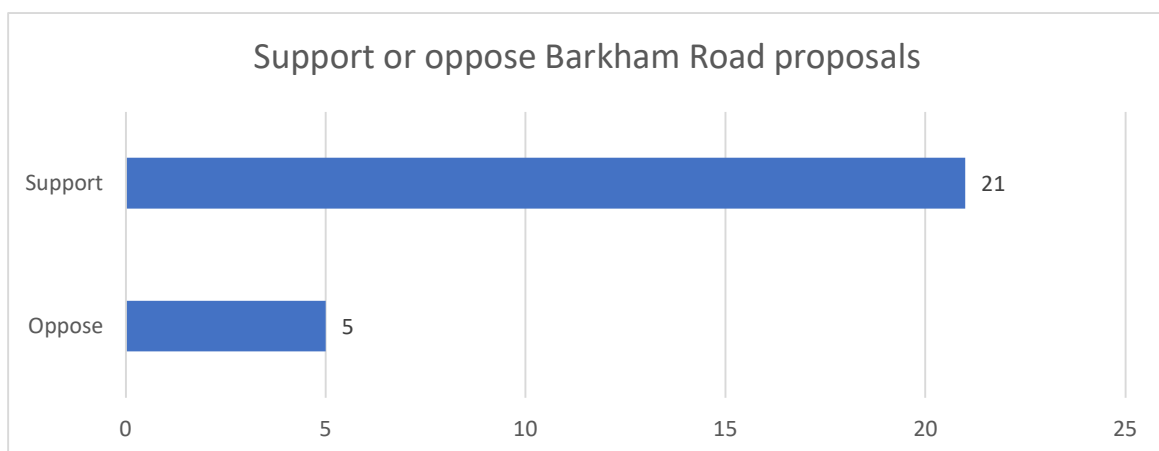


**Feedback Received**

**Support:** 21 representations

**Oppose:** 5 representations

**Total comments on site: 68**



**Objections Received**





<b>SITE 2: OBJECTION REMARKS</b>	<b>WBC RESPONSE</b>
<p><i>7 respondents said that signage should be clear so motorists can adhere to the enforcement restrictions.</i></p>	<p><i>Detailed site surveys have been undertaken at all seven sites. Any remedial works for lining and signage that has been highlighted will be carried out before enforcement commences.</i></p> <p><i>The Council will also introduce advance warning signs at each site to ensure drivers are made aware of each restriction before they reach the location.</i></p>
<p><i>1 respondent said they would like to see an exception for cyclists.</i></p>	<p><i>Surveys undertaken at this site indicated a requirement for enforcement and therefore, it would not be advisable to exempt cyclists as road users. We will monitor this site during enforcement to see whether exemptions can be considered.</i></p>
<p><i>1 respondent said they would like to see the enforcement only operate during peak times.</i></p>	<p><i>Compliance surveys were carried out at each location to determine the level of infringement taking place and during which times. Surveys showed that the infringements took place at all times of the day. The restrictions have been proposed to align with these and ensure that the restrictions are always complied with.</i></p>
<p><i>3 respondents said that the road layout should be engineered so that infringements are not possible.</i></p>	<p><i>Detailed surveys have been undertaken at all sites which includes consideration of the road layout, and any required changes will be made prior to implementation of the scheme.</i></p>

**6.3 Site 3: Station Road, Wokingham – banned right turn.**

**Proposal:** Wokingham Borough Council propose to enforce a no right turn from Station Road into Station Approach

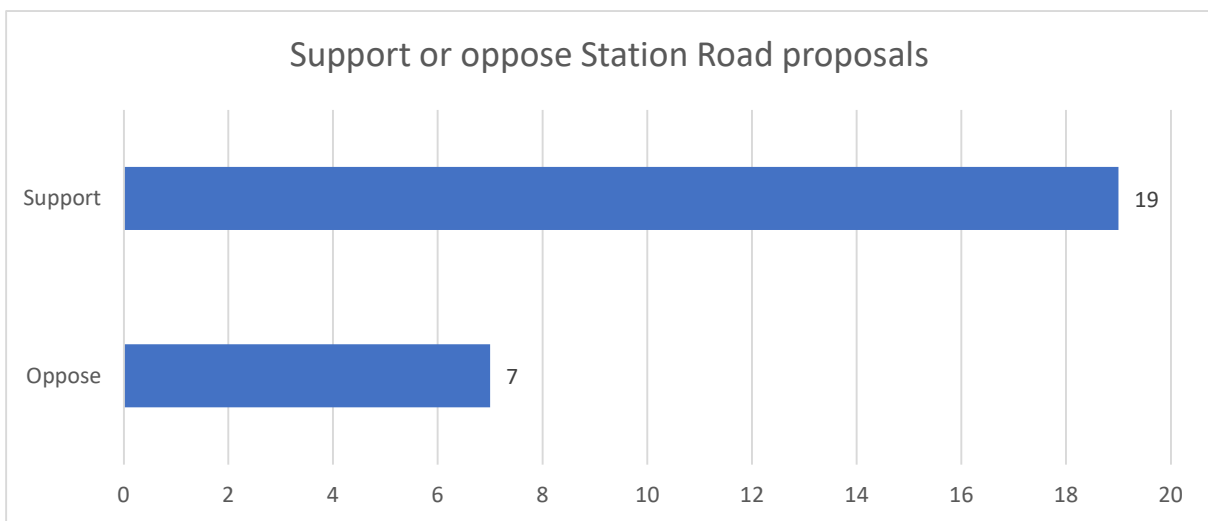


**Feedback Received**

**Support:** 19 representations

**Oppose:** 7 representations

**Total comments on site: 71**





**Objections Received**

<b>SITE 3: OBJECTION REMARKS</b>	<b>WBC RESPONSE</b>
<p><i>6 respondents said that signage should be clear so motorists can adhere to the enforcement restrictions.</i></p>	<p><i>Detailed site surveys have been undertaken at all seven sites. Any remedial works for lining and signage that has been highlighted will be carried out before enforcement commences.</i></p> <p><i>The Council will also introduce advance warning signs at each site to ensure drivers are made aware of each restriction before they reach the location.</i></p>
<p><i>1 respondent said they would like to see an exception for cyclists.</i></p>	<p><i>Surveys undertaken at this site indicated a requirement for enforcement and therefore, it would not be advisable to exempt cyclists as road users. We will monitor this site during enforcement to see whether exemptions can be considered.</i></p>
<p><i>1 respondent said they would like to see the enforcement only operate during peak times.</i></p>	<p><i>Compliance surveys were carried out at each location to determine the level of infringement taking place and during which times. Surveys showed that the infringements took place at all times of the day. The restrictions have been proposed to align with these and ensure that the restrictions are always complied with.</i></p>
<p><i>3 respondents said that the road layout should be engineered so that infringements are not possible.</i></p>	<p><i>Detailed surveys have been undertaken at all sites which includes consideration of the road layout, and any required changes will be made prior to implementation of the scheme.</i></p>
<p><i>2 respondents want to see evidence that there is an issue with non-compliance at this site.</i></p>	<p><i>Surveys and monitoring have been undertaken at this site and these indicate a requirement for enforcement.</i></p>

6.4 **Site 4: Wellington Road, Wokingham – ahead only.**

**Proposal:** Wokingham Borough Council propose to enforce the ahead only restriction on Wellington Road.

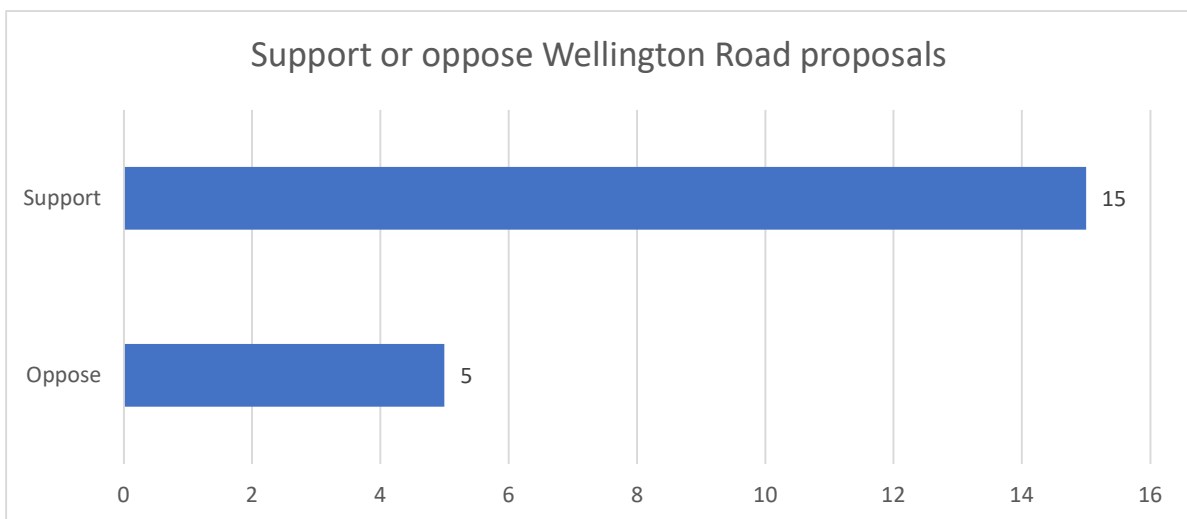


**Feedback Received**

**Support:** 15 representations

**Oppose:** 5 representations

**Total comments on site: 62**





**Objections Received**

<b>SITE 4: OBJECTION REMARKS</b>	<b>WBC RESPONSE</b>
<p><i>6 respondents said that signage should be clear so motorists can adhere to the enforcement restrictions.</i></p>	<p><i>Detailed site surveys have been undertaken at all seven sites. Any remedial works for lining and signage that has been highlighted will be carried out before enforcement commences.</i></p> <p><i>The Council will also introduce advance warning signs at each site to ensure drivers are made aware of each restriction before they reach the location.</i></p>
<p><i>1 respondent said they would like to see an exception for cyclists.</i></p>	<p><i>Surveys undertaken at this site indicated a requirement for enforcement and therefore, it would not be advisable to exempt cyclists as road users. We will monitor this site during enforcement to see whether exemptions can be considered and included at a later time.</i></p>
<p><i>1 respondent said they would like to see the enforcement only operate during peak times.</i></p>	<p><i>Compliance surveys were carried out at each location to determine the level of infringement taking place and during which times. Surveys showed that the infringements took place at all times of the day. The restrictions have been proposed to align with these and ensure that the restrictions are always complied with.</i></p>
<p><i>3 respondents said that the road layout should be engineered so that infringements are not possible.</i></p>	<p><i>Detailed surveys have been undertaken at all sites which includes consideration of the road layout, and any required changes will be made prior to implementation of the scheme.</i></p>
<p><i>2 respondents want to see evidence that there is an issue with non-compliance at this site.</i></p>	<p><i>Surveys and monitoring have been undertaken at this site and these indicate a requirement for enforcement.</i></p>

**6.5 Site 5: Gypsy Lane, Wokingham – weight restriction.**

**Proposal:** Wokingham Borough Council propose to enforce a 7.5T weight restriction on Gypsy Lane.

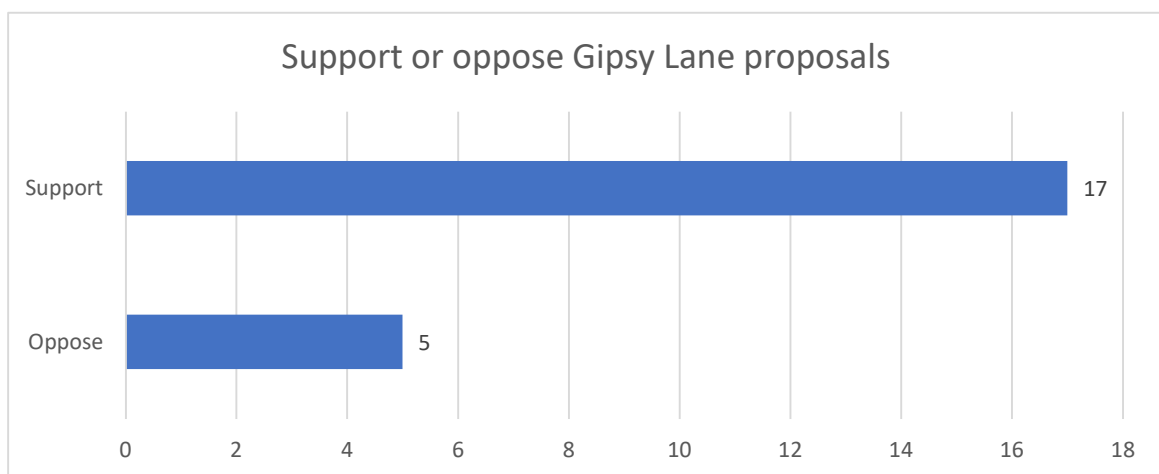


**Feedback Received**

**Support:** 17 representations

**Oppose:** 5 representations

**Total comments on site: 62**



**Objections Received**



<b>SITE 5: OBJECTION REMARKS</b>	<b>WBC RESPONSE</b>
<i>7 respondents said that signage should be clear so motorists can adhere to the enforcement restrictions.</i>	<p><i>Detailed site surveys have been undertaken at all seven sites. Any remedial works for lining and signage that has been highlighted will be carried out before enforcement commences.</i></p> <p><i>The Council will also introduce advance warning signs at each site to ensure drivers are made aware of each restriction before they reach the location.</i></p>
<i>3 respondents said that the road layout should be engineered so that infringements are not possible.</i>	<i>Detailed surveys have been undertaken at all sites which includes consideration of the road layout, and any required changes will be made prior to implementation of the scheme.</i>
<i>2 respondents want to see evidence that there is an issue with non-compliance at this site.</i>	<i>Surveys and monitoring have been undertaken at this site and these indicate a requirement for enforcement.</i>
<i>1 respondent asked how the ANPR cameras will know what the weight of a vehicle is and whether it is permitted on the road.</i>	<i>The 7.5tonne weight limit is mainly restricted to heavy goods vehicles which can be easily identified by the ANPR cameras. In addition, details of the vehicles are checked with the DVLA to confirm this before any Penalty Charge Notices (PCNs) are issued.</i>
<i>1 respondent said that as this site is a country lane, there should be a width restriction also and remove all heavy lorries</i>	<i>A specific weight limit enforcement has been proposed at this site and we will continue to monitor conditions and consider whether any further enforcement is required here.</i>
<i>1 respondent asked about receiving deliveries at their home from large delivery vehicles that may be over the weight restriction.</i>	<i>Only large goods vehicles over 7.5 tonnes will be prohibited from accessing the road. This has been proposed to improved road safety in the road for pedestrians and drivers as the nature of the road is unsuitable for Heavy goods vehicles. The restrictions are currently in place and delivery companies have a duty to ensure they check that the sites</i>



	<p><i>are suitable for large vehicles. In the case the site isn't suitable they have a duty to use smaller more suitable alternatives to make the delivery.</i></p>
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6.6 **Site 6: Murdoch Road, Wokingham – keep left.**

**Proposal:** Wokingham Borough Council propose to enforce a keep left on Murdoch Road.

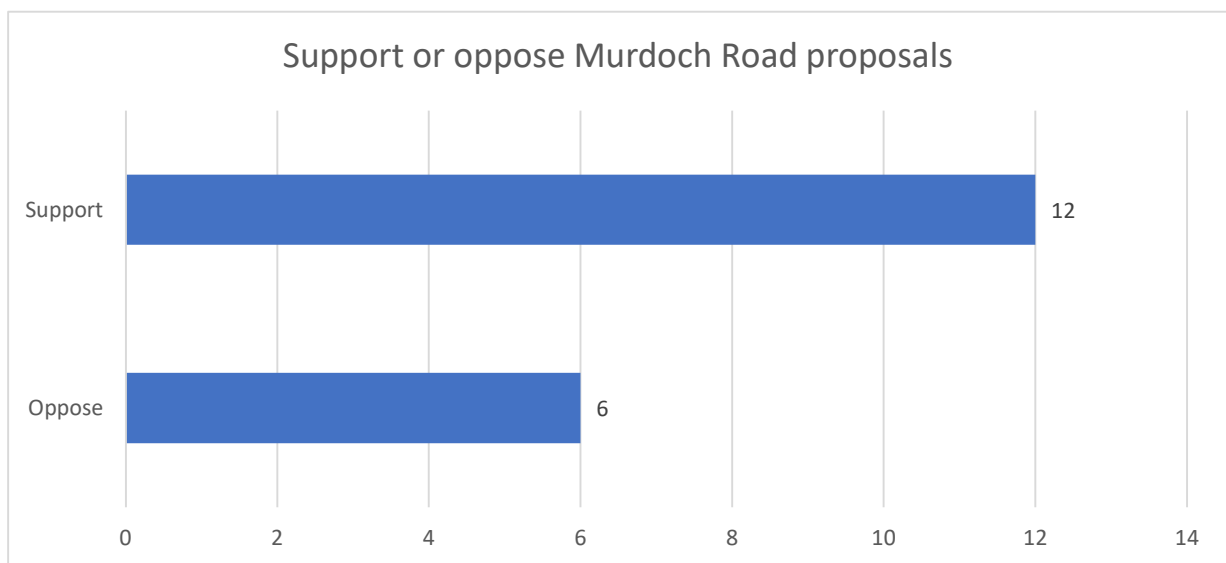


**Feedback Received**

**Support:** 12 representations

**Oppose:** 6 representations

**Total comments on site: 57**





**Objections Received**

<b>SITE 6: OBJECTION REMARKS</b>	<b>WBC RESPONSE</b>
<p><i>6 respondents said that signage should be clear so motorists can adhere to the enforcement restrictions.</i></p>	<p><i>Detailed site surveys have been undertaken at all sites. Any remedial works for lining and signage that has been highlighted will be carried out before enforcement commences.</i></p> <p><i>The Council will also introduce advance warning signs at each site to ensure drivers are made aware of each restriction before they reach the location.</i></p>
<p><i>2 respondents said that the road layout should be engineered so that infringements are not possible.</i></p>	<p><i>Detailed surveys have been undertaken at all sites which includes consideration of the road layout, and any required changes will be made prior to implementation of the scheme.</i></p>
<p><i>1 respondent wants to see evidence that there is an issue with non-compliance at this site.</i></p>	<p><i>Surveys and monitoring have been undertaken at this site and these indicate a requirement for enforcement.</i></p>
<p><i>1 respondent said that the restriction should be the same size on both sides of the road.</i></p>	<p><i>A specific keep left enforcement has been proposed at this site to address the issues identified here. We will continue to monitor conditions and consider whether any further enforcement is required here.</i></p>
<p><i>1 respondent said that the width should be made slightly bigger for larger cars.</i></p>	<p><i>The width restriction has been designed to accommodate majority of cars but deter larger commercial vehicles. From our review of most private passenger vehicles were seen to be able to access and travel through the width restriction.</i></p>

**6.7 Site 7: Goatley Way, Wokingham – one way street**

**Proposal:** Wokingham Borough Council propose to enforce a one-way restriction on Goatley Way.

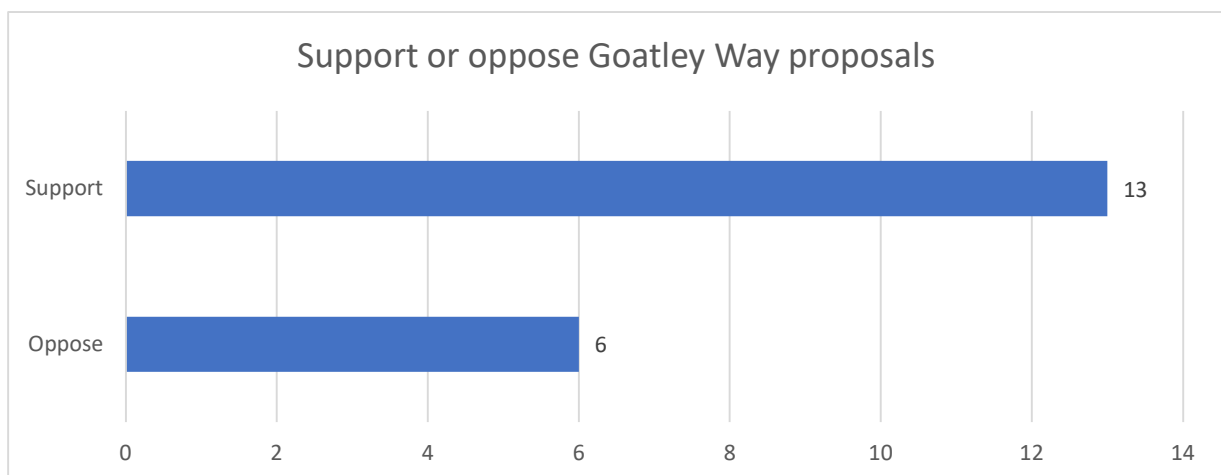


**Feedback Received**

**Support:** 13 representations

**Oppose:** 6 representations

**Total comments on site: 57**



**Objections Received**



<b>SITE 7: OBJECTION REMARKS</b>	<b>WBC RESPONSE</b>
<p><i>6 respondents said that signage should be clear so motorists can adhere to the enforcement restrictions.</i></p>	<p><i>Detailed site surveys have been undertaken at all seven sites. Any remedial works for lining and signage that has been highlighted will be carried out before enforcement commences.</i></p> <p><i>The Council will also introduce advance warning signs at each site to ensure drivers are made aware of each restriction before they reach the location.</i></p>
<p><i>2 respondents said that the road layout should be engineered so that infringements are not possible.</i></p>	<p><i>Detailed surveys have been undertaken at all sites which includes consideration of the road layout, and any required changes will be made prior to implementation of the scheme.</i></p>
<p><i>1 respondent wants to see evidence that there is an issue with non-compliance at this site.</i></p>	<p><i>Surveys and monitoring have been undertaken at this site and these indicate a requirement for enforcement.</i></p>
<p><i>1 respondent asked for allowing a contraflow for cyclists.</i></p>	<p><i>Surveys undertaken at this site indicated a requirement for enforcement and therefore, it would not be advisable to exempt cyclists as road users. We will monitor this site during enforcement to see whether exemptions can be considered.</i></p>

**6.8 Site 8: Milton Road, Wokingham – vehicles prohibited except buses.**

**Proposal:** Wokingham Borough Council propose a prohibition of vehicles except buses on Milton Road.

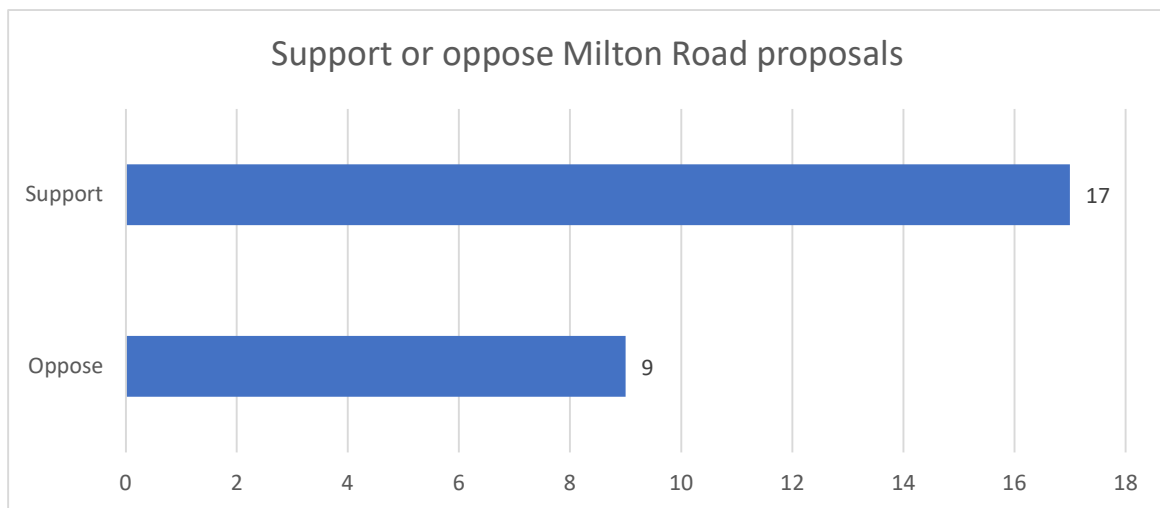


**Feedback Received**

**Support:** 17 representations

**Oppose:** 9 representations

**Total comments on site: 69**





**Objections Received**

<b>SITE 8: OBJECTION REMARKS</b>	<b>WBC RESPONSE</b>
<p><i>6 respondents said that signage should be clear so motorists can adhere to the enforcement restrictions.</i></p>	<p><i>Detailed site surveys have been undertaken at all seven sites. Any remedial works for lining and signage that has been highlighted will be carried out before enforcement commences.</i></p> <p><i>The Council will also introduce advance warning signs at each site to ensure drivers are made aware of each restriction before they reach the location.</i></p>
<p><i>2 respondents said that the road layout should be engineered so that infringements are not possible.</i></p>	<p><i>Detailed surveys have been undertaken at all sites which includes consideration of the road layout, and any required changes will be made prior to implementation of the scheme.</i></p>
<p><i>1 respondent wants to see evidence that there is an issue with non-compliance at this site.</i></p>	<p><i>Surveys and monitoring have been undertaken at this site and these indicate a requirement for enforcement.</i></p>
<p><i>1 respondent said that the restriction should be the same size on both sides of the road.</i></p>	<p><i>A bus only enforcement has been proposed at this site to address the issues identified here. We will continue to monitor conditions and consider whether any further enforcement is required here.</i></p>
<p><i>1 respondent said that the width should be made slightly bigger for larger cars.</i></p>	<p><i>The width restriction has been designed to accommodate majority of cars but deter larger commercial vehicles.</i></p> <p><i>From our review of the sites, the majority of vehicles were seen to be able to access and travel through the width restriction.</i></p>

6.9 **Site 9: Easthampstead Road, Wokingham – yellow box junction.**

**Proposal:** Wokingham Borough Council propose a yellow box junction on Easthampstead Road.

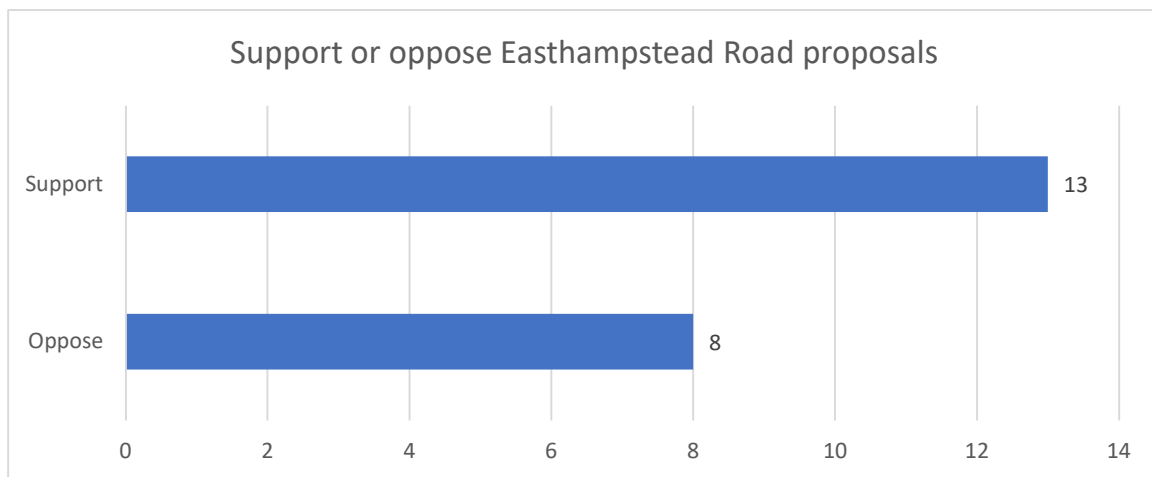


**Feedback Received**

**Support:** 13 representations

**Oppose:** 8 representations

**Total comments on site: 62**





**Objections Received**

<b>SITE 9: OBJECTION REMARKS</b>	<b>WBC RESPONSE</b>
<p><i>8 respondents said that signage should be clear so motorists can adhere to the enforcement restrictions.</i></p>	<p><i>Detailed site surveys have been undertaken at all seven sites. Any remedial works for lining and signage that has been highlighted will be carried out before enforcement commences.</i></p> <p><i>The Council will also introduce advance warning signs at each site to ensure drivers are made aware of each restriction before they reach the location.</i></p>
<p><i>2 respondents said that the road layout should be engineered so that infringements are not possible.</i></p>	<p><i>Detailed surveys have been undertaken at all sites which includes consideration of the road layout, and any required changes will be made prior to implementation of the scheme.</i></p>
<p><i>1 respondent wants to see evidence that there is an issue with non-compliance at this site.</i></p>	<p><i>Surveys and monitoring have been undertaken at this site and these indicate a requirement for enforcement.</i></p>
<p><i>4 respondents said that pedestrians crossing could mean that vehicles get stuck on the yellow box junction.</i></p>	<p><i>The box junction restriction has been introduced at that section to ensure that there is adequate clearance outside the Fire station for emergency vehicles to exit the station during emergencies.</i></p> <p><i>Traffic monitoring completed showed vehicles frequently stopped in the box junction. A review of the site shows that there is adequate space for circa 2 vehicles to stop and wait between the zebra crossing and the box junction restrictions meaning that the risk of vehicles being trapped in the box junction is limited. Any further vehicles following this will need to ensure that their exit is clear before entering the box junction restriction</i></p>
<p><i>2 respondents said the traffic light timings need attention.</i></p>	<p><i>Any required alterations to traffic signal timings will be carried out before enforcement commences.</i></p>





<p><i>4 respondents said that the yellow box junction needs to be clearly marked and maintained.</i></p>	<p><i>Detailed site surveys have been undertaken at all seven sites. Any remedial works for lining and signage that has been highlighted will be carried out before enforcement commences.</i></p>
<p><i>1 respondent said that the enforcement should only apply at peak times</i></p>	<p><i>Compliance surveys were carried out at each location to determine the level of infringement taking place and during which times. Surveys showed that the infringements took place at all times of the day. The restrictions have been proposed to align with these and ensure that the restrictions are complied with at all times.</i></p>

6.10 **Site 10: Hyde End Road, Spencers Wood – buses only.**

**Proposal:** Wokingham Borough Council propose a bus only restriction on Hyde End Road at the junction with Fulbrook Road, Spencers Wood.

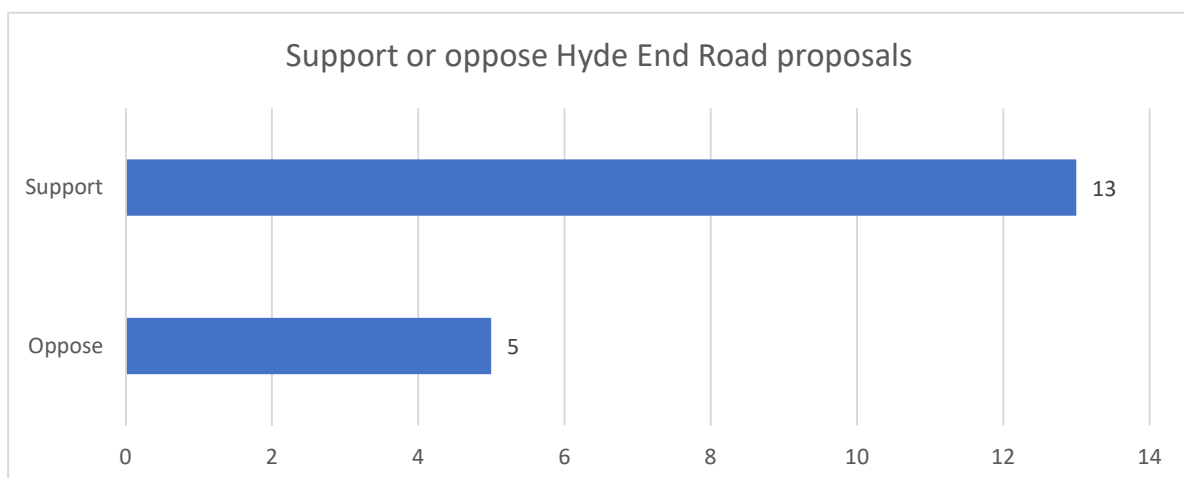


**Feedback Received**

**Support:** 13 representations

**Oppose:** 5 representations

**Total comments on site: 54**



**Objections Received**



<b>SITE 10: OBJECTION REMARKS</b>	<b>WBC RESPONSE</b>
<p><i>7 respondents said that signage should be clear so motorists can adhere to the enforcement restrictions.</i></p>	<p><i>Detailed site surveys have been undertaken at all seven sites. Any remedial works for lining and signage that has been highlighted will be carried out before enforcement commences.</i></p> <p><i>The Council will also introduce advance warning signs at each site to ensure drivers are made aware of each restriction before they reach the location.</i></p>
<p><i>1 respondent said that the road layout should be engineered so that infringements are not possible.</i></p>	<p><i>Detailed surveys have been undertaken at all sites which includes consideration of the road layout, and any required changes will be made prior to implementation of the scheme.</i></p>
<p><i>2 respondents want to see evidence that there is an issue with non-compliance at this site.</i></p>	<p><i>Surveys and monitoring have been undertaken at this site and these indicate a requirement for enforcement.</i></p>
<p><i>1 respondent said that the yellow box junction needs to be clearly marked and maintained.</i></p>	<p><i>Detailed site surveys have been undertaken at all seven sites. Any remedial works for lining and signage that has been highlighted will be carried out before enforcement commences.</i></p>

6.11 **Site 11: Whitlock Avenue, Wokingham – banned right turn.**

**Proposal:** Wokingham Borough Council propose a banned left turn from Whitlock Avenue to A329.

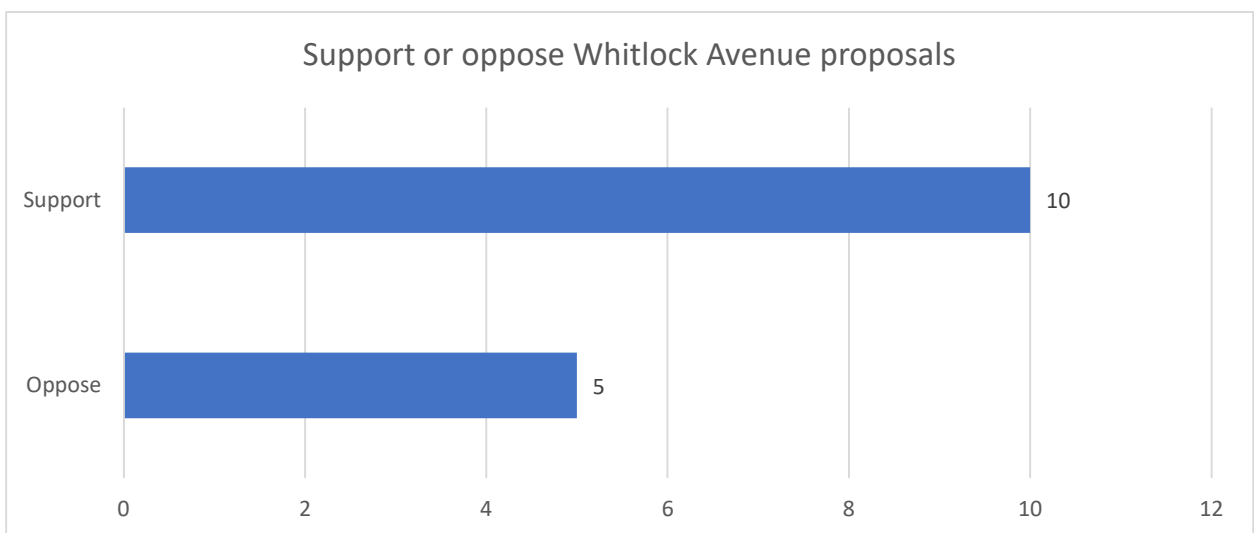


**Feedback Received**

**Support:** 10 representations

**Oppose:** 5 representations

**Total comments on site: 54**





**Objections Received**

<b>SITE 11: OBJECTION REMARKS</b>	<b>WBC RESPONSE</b>
<p><i>5 respondents said that signage should be clear so motorists can adhere to the enforcement restrictions.</i></p>	<p><i>Detailed site surveys have been undertaken at all seven sites. Any remedial works for lining and signage that has been highlighted will be carried out before enforcement commences.</i></p> <p><i>The Council will also introduce advance warning signs at each site to ensure drivers are made aware of each restriction before they reach the location.</i></p>
<p><i>4 respondents said that the road layout should be engineered so that infringements are not possible.</i></p>	<p><i>Detailed surveys have been undertaken at all sites which includes consideration of the road layout, and any required changes will be made prior to implementation of the scheme.</i></p>
<p><i>2 respondents want to see evidence that there is an issue with non-compliance at this site.</i></p>	<p><i>Surveys and monitoring have been undertaken at this site and these indicate a requirement for enforcement.</i></p>
<p><i>1 respondent said that this site should be made an LTN and remove vehicle access.</i></p>	<p><i>A specific banned turn enforcement has been proposed at this site to address the issues identified here. Before the Council can introduce a low traffic neighbourhood in this area, a wider assessment of traffic movement and displacement will need to be completed. We will continue to monitor conditions and consider whether any changes to the restriction is required here</i></p>

## Quality

It is the policy of Project Centre to supply Services that meet or exceed our clients' expectations of Quality and Service. To this end, the Company's Quality Management System (QMS) has been structured to encompass all aspects of the Company's activities including such areas as Sales, Design and Client Service.

By adopting our QMS on all aspects of the Company, Project Centre aims to achieve the following objectives:

- Ensure a clear understanding of customer requirements;
- Ensure projects are completed to programme and within budget;
- Improve productivity by having consistent procedures;
- Increase flexibility of staff and systems through the adoption of a common approach to staff appraisal and training;
- Continually improve the standard of service we provide internally and externally;
- Achieve continuous and appropriate improvement in all aspects of the company;

Our Quality Management Manual is supported by detailed operational documentation. These relate to codes of practice, technical specifications, work instructions, Key Performance Indicators, and other relevant documentation to form a working set of documents governing the required work practices throughout the Company.

All employees are trained to understand and discharge their individual responsibilities to ensure the effective operation of the Quality Management System.



### Certifications



### Accreditations



### Memberships



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## Equality Impact Assessment (EqIA) form: the initial impact assessment

### 1. Process and guidance

The purpose of an EqIA is to make sure that the council is meeting the needs of all our residents by ensuring we consider how different groups of people may be affected by or experience a proposal in different ways. EqIAs help us to meet our [Public Sector Equality Duty](#) and where applicable the [Armed Forces Duty](#)


The council has a two stage EqIA process:

- Stage 1 - the initial impact assessment
- Stage 2 - the full impact assessment.

This form is for use at Stage 1 of the process. This must be completed when undertaking a project, policy change, or service change. It can form part of a business case for change and must be completed and attached to a Project Initiation Document. The findings of the initial impact assessment will determine whether a full impact assessment is needed.

Guidance and tools for council officers can be accessed on the council's Tackling Inequality Together intranet pages.

Date started:	27/01/2023	
Completed by:	Geoff Hislop	Parking manager
Service:	Place and Growth	Traffic Management and Parking Enforcement under TMA Part 6 Moving Traffic Contraventions
Project or policy EqIA relates to:	Moving Traffic Enforcement	
Date EqIA discussed at service team meeting:	01/02/23	

Conclusion (is a full assessment needed?):	Initial assessment stage 1 No material impact	No Impact. Moving traffic enforcement regulations already in place only the powers of enforcement being provided to the Council as well as the police.
Signed off by (AD):		
Sign off date:	02/02/23	

## 2. Summary of the policy, project, or service

This section should be used to summarise the project, policy, or service change (the proposal).

### What is the purpose of the proposal, what are the aims and expected outcomes, and how does it relate to service plans and the corporate plan?

Local Authorities in England can now apply to the Department of Transport (DfT) for powers to enforce moving traffic offences such as banned turns; box junctions; one way street, vehicle prohibition (No entry), offenses currently only enforceable by the Police. Speeding will remain solely the responsibility of the Police. The enforcement of these traffic restrictions is not a core priority for the Police, and the use of these powers within civil enforcement processes by the Council will help us meet our statutory traffic management needs, make our roads safer and reduce congestion at proposed locations which may also help to reduce carbon emissions from transport

### How will the proposal be delivered, what governance arrangements are in place and who are the key internal stakeholders?

This is a new policy as local authorities in England (outside London) have not previously had the powers to enforce moving traffic restrictions. The police will still be able to take enforcement action where they consider it appropriate to do so. The restrictions which are to be included within these powers are set out in Schedule 7 of the Traffic Management Act 2004. Locations where these powers can be applied are at the Council's discretion and the use of camera enforcement is to achieve greater compliance with the restriction and not intended for the purpose of raising revenue. Whilst most restrictions will be in place for safety reasons, it is not expected that all existing or future restrictions will have cameras installed.

### Who will be affected by the proposal? Think about who it is aimed at and who will deliver it.

The service users are all road users and pedestrians that travel into or near to the locations where moving traffic restrictions are proposed to be enforced by the Council and are therefore likely to be representative of the national population. Parking services will process all parking enforcement activity under the Traffic Management Act ensuring compliance to the restrictions in place by penalty Charge Notices. This process is already in place for stationary enforcement within the Borough and the use of camera enforcement ensures safe and effective enforcement to meet the council's climate emergency, parking strategy and transport polices in promoting safer routes in and out of the borough and promoting active travel opportunities.

### 3. Data & Protected Characteristics

This section should be used to set out what data you have gathered to support the initial impact assessment.

The table below sets out the equality groups that need to be considered in the impact assessment. These comprise the nine protected characteristics set out in the Equality Act 2010 and other priority areas defined by the council.

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Age	Disability	Gender reassignment	Marriage and Civil Partnership	Pregnancy/Maternity
Religious belief	Race	Sex	Sexual Orientation	Socio-economic disadvantage

The Armed Forces Act 2021 also requires consideration of the [impact on Armed Forces Communities](#) when exercising certain housing, education or healthcare functions (excluding social care). Further guidance can be found [here](#).

**What data and information will be used to help assess the impact of the proposal on different groups of people? A list of useful resources is available for officers on the Council's Tackling Inequality Together intranet pages.**

A public consultation on the use of moving traffic enforcement powers at the proposed locations was undertaken for a period of six weeks between 21 November and 30 December 22 to seek the views from all stakeholders.

This consultation is available online at [Project • Moving traffic offences \(wokingham.gov.uk\)](http://Project.Moving traffic offences (wokingham.gov.uk))

566 responses were received, with 55% indicating support for the proposals. Of the 45% who objected many were objecting to the broader principle of the Council having MTE powers, rather than their use at the locations proposed.

No specific feedback regarding adverse impacts on individuals or groups of the nine protected characteristics set out in the Equalities Act 2010 were received from those that participated in the consultation.

Consultation for a minimum period of six weeks will be undertaken for all future additional locations where the enforcement of a moving traffic restriction is proposed.

Any feedback received from those with disabilities or where an adverse impact is raised will be assessed as part of the outcomes from the consultation and this impact assessment will be updated accordingly.

It's important to note that this policy relates to the civil enforcement by the Council of traffic restrictions that are already in place on the highway and that all drivers are therefore expected to comply with. Each restriction has been progressed through the statutory consultation process previously for the restriction to be included within a Traffic Regulation Order.

Where a driver fails to comply with a correctly signed traffic restriction on the highway the impact will potentially be felt by all road users, but this impact may be more greatly experienced by more vulnerable road users or those that have a disability.

The adoption of these powers will benefit road users most affected when drivers contravene traffic restrictions that are implemented to improve road safety.

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#### 4. Assessing & Scoring Impact

This section should be used to assess the likely impact on each equality group, consider how significant any impacts could be and explain how the data gathered supports the conclusions made.

Scoring impact for equality groups	
Positive impact	The proposal promotes equality of opportunity by meeting needs or addressing existing barriers to participation and/or promotes good community relations
Neutral or no impact	<b>The proposal has no impact or no disproportionate impact.</b>
Low negative	The proposal is likely to negatively impact a small number of people, be of short duration and can easily be resolved.

High negative	The proposal is likely to have a significant negative impact on many people or a severe impact on a smaller number of people.
---------------	---

**Referring to the Scoring table above, please give an impact score for each group, explain what the likely impact will be, and briefly set out how the data supports this conclusion.**

Equality group	Impact score	Impact and supporting data
Age		No Impact. Moving traffic enforcement regulations already in place only the powers of enforcement being provided to the Council as well as the police.
Disability		No Impact. Moving traffic enforcement regulations already in place only the powers of enforcement being provided to the Council as well as the police.
Gender reassignment		No Impact. Moving traffic enforcement regulations already in place only the powers of enforcement being provided to the Council as well as the police.
Marriage and Civil Partnership		No Impact. Moving traffic enforcement regulations already in place only the powers of enforcement being provided to the Council as well as the police.
Pregnancy/Maternity		No Impact. Moving traffic enforcement regulations already in place only the powers of enforcement being provided to the Council as well as the police.
Religious belief		No Impact. Moving traffic enforcement regulations already in place only the powers of enforcement being provided to the Council as well as the police.
Race		No Impact. Moving traffic enforcement regulations already in place only the powers of enforcement being provided to the Council as well as the police.
Sex		No Impact. Moving traffic enforcement regulations already in place only the powers of enforcement being provided to the Council as well as the police.
Sexual Orientation		No Impact. Moving traffic enforcement regulations already in place only the powers of enforcement being provided to the Council as well as the police.
Socio-economic disadvantage		No Impact. Moving traffic enforcement regulations already in place only the powers of enforcement being provided to the Council as well as the police.
Armed Forces Communities		No Impact. Moving traffic enforcement regulations already in place only the powers of enforcement being provided to the Council as well as the police.

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## **5. Conclusion and next steps.**

Based on your findings from your initial impact assessment, you must complete a full impact assessment if you have identified any groups as having a low or high negative impact.

If no impact, or a positive impact has been identified, you do not need to complete a full assessment. However, you must include reference to the initial assessment in any associated reports, and it must receive formal approval from the Assistant Director responsible for the project, policy, or service change.

# JOU JOINT OPERATIONS UNIT

## Consultation Part 6 Reply Wokingham Borough Council



# Consultation Reply

Traffic Management Act 2004, Part 6: Application for Designation of Civil Enforcement Area for Moving Traffic Contraventions

**Date:** 3<sup>rd</sup> January 2023

**Your Ref:** TMPRS/001222

**Susan Parsonage**  
**Chief Executive**  
**Wokingham Borough Council**

Dear Ms. Parsonage,

Thank you for your letter dated 9<sup>th</sup> December 2023, in which you state Wokingham Borough Council's intention of applying for the above designated powers. I apologise for any delay in our reply but it has now come to my attention. As the Traffic Management Officer responsible for your unitary authority, I am the most appropriate person to deal with the consultation.

Thames Valley Police deal with numerous different unitary authorities, of which several have already applied for the powers under Traffic Management Act 2004, part 6. All the authorities that have already applied for the powers have had our support in their application. Likewise Thames Valley Police will support Wokingham Borough Council's application.

Thames Valley Police are committed to working in partnership to make our road a safer place and as such I ask that I am kept fully aware of the authority's progress with their application. I would also like to offer my experience and assistance wherever I possibly can to assist with the setting up of the schemes. Moving forward this could also be in jointly identifying areas of concern that have come to our attention and may be resolved using the designated powers as the most appropriate response to our communities concerns.

Yours sincerely

*Tony*

Mr Tony GRIFFITHS 1735 (TVP) 18639 (Hants)  
Roads Policing Operations, Traffic Management Officer



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

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<b>TITLE</b>	<b>Climate Emergency - position paper</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Tuesday 21 <sup>st</sup> March 2023
<b>WARD</b>	(All Wards);
<b>LEAD OFFICER</b>	Service Manager, Climate Emergency – Sabrina Chiaretti
<b>LEAD MEMBER</b>	Executive Member for Climate Emergency and Residents Services – Cllr Sarah Kerr

**OUTCOME / BENEFITS TO THE COMMUNITY**

Climate change affects every member of our community, particularly the most vulnerable people. Tackling the climate emergency will have positive impacts on the health and quality of life of our residents. This paper presents an update on our climate work, including two key schemes that will be launched in Spring 2023. Both schemes will enable our residents to decarbonise their homes, reduce their energy bills and address the cost-of-living crisis.

**RECOMMENDATION**

That the Executive notes the status of WBC climate emergency work, in particular the two key schemes that will be launched in Spring 2023.

**SUMMARY OF REPORT**

**Background**

In July 2019, Wokingham Borough Council members unanimously declared a climate emergency. Subsequently, the Council published its first Climate Emergency Action Plan (CEAP), which commits us to play as full a role as possible in achieving carbon neutrality by 2030. The CEAP is a robust plan that sets out the strategic direction of the Council’s climate change programme of work, whilst strategically aligning with the Corporate Plan. The CEAP was commended on multiple occasions:

- In 2021, as part of the UK Climate Emergency Scorecard, for the first time ever, the Climate Action Plans of all UK Local Authorities (325 in total) were scored by an independent organisation. Out of 182 UK Single Tier LAs, Wokingham Borough Council achieved position 25, scoring higher than several authorities that have historically been known for their leadership in tackling the climate crisis such as Bristol City Council (36), and of all the Berkshire Local Authorities apart from Reading (15).
- In June 2022, the CEAP achieved “Highly Commended” at the MJ Awards, for the category “Leadership in Responding to the Climate Emergency”. We were commended for our leadership, innovation and dedication in tackling the climate crisis.

We are often regarded as an expert in various areas of the climate change field, including carbon accounting and climate mitigation. Our advice is sought after by other Local Authorities and business partners alike. Groups that the Climate Emergency Team is a key

member and contributor of include: the Greater South-East Net Zero Hub and the Berkshire Climate Officers' Net Zero Task Force.

Within the CEAP, WBC has committed to several energy-related targets, including:

- "75% of homes within the borough to reach an EPC C rating by 2030"
- "Support the generation of renewable energy in the Borough to generate the equivalent of approx. 1550 kWh per household".
- "Support residents and local businesses to reduce their energy usage and carbon emissions and increase the uptake of green energy".

To address those actions, two projects will be launched in Spring 2023. These are Solar Together and WBC's Home Decarbonisation Advice Service. Both projects will enable our residents to decarbonise their homes, whilst reducing energy bills and helping to address the cost-of-living crisis.

### **Solar Together**

In Spring 2023 the Council plans to start the process of enabling local residents to install solar panels on their homes, at a competitive market price, through the Solar Together scheme. The scheme is delivered by solar PV group-buying experts "ichoosr", that the Council has entered a sole-source agreement with. The way the scheme works in practice is explained below.

- Ichoosr runs an analysis to identify suitable properties in WBC area with the support of WBC.
- The identified properties receive a letter, through which residents are encouraged to sign up to the scheme.
- Ichoosr vets a number of suppliers, and invites them to a reverse auction to deliver installations in the properties that have registered their interest. Once the auction is concluded, residents are presented with the winning offer, and have the option to proceed with the offer and have the solar panels installed on their properties.
- Ichoosr liaises with the suppliers and provide information to the Council at regular stages throughout the scheme delivery, for monitoring and reporting purposes.

The cost of the scheme to WBC is limited to the letters sent to residents, which is estimated to be less than £5k. At the end of the scheme, WBC will receive a commission for each installation delivered in the borough, which will make the scheme at the very least cost-neutral to the Council, with the potential to generate a small amount of income. The Council has the option of renewing the Solar Together scheme if successful, every year for the next 3 years.

The Council is coordinating with the other Berkshire Local Authorities, who have signed their own deals, and will be jointly marketing the scheme across Berkshire, to maximise uptake and involvement opportunities among suppliers in the area.

From liaising with Local Authorities that have run Solar Together schemes in the past, the feedback gathered by the Climate Emergency Team has been positive. The risk of the scheme is related to global supply chain disruptions within the solar industry and suppliers'

responsiveness. We anticipate the risk will be mitigated through a strong and transparent communication activity run by the Council, as well as a robust communication support plan and complaints handling process run by ichoosr.

### **Home Decarbonisation Advice Service**

To meet our CEAP goal of “75% of homes reaching an EPC C by 2030”, we estimate that around 15,000 homes will need to be improved in the next 7 years. At present, the Council supports residents decarbonising their homes by providing advice on home improvement interventions, and options to finance those. However, the support available is limited to fuel-poor homes or vulnerable residents and one of the key barriers for residents is lack of advice and support. If we are to achieve our target, the current advice service needs to be scaled up and enhanced, with residents proactively contacted to encourage them to improve their properties.

In response to this, in late Spring 2023 the Council will launch a Home Decarbonisation Advice Service, with support from software and advisory services providers “Parity Projects”. Residents will have access to an online portal that enables them to identify the improvement options that they can deliver in their property, informed by data from the EPC register captured by Parity Projects. Residents can then liaise with the Council to assess whether they qualify for financial assistance and be advised on solutions to deliver the measures.

Delivery of the scheme will require a Council-wide approach. The scheme will be led by the Energy Team. Climate Emergency will monitor the delivery of the scheme, for reporting purposes and for analysing the success of the scheme. Customer Service will be trained on directing residents to the online portal, and a communication campaign will be set-up to ensure residents are aware of the scheme.

Alongside this, the Council will have access to software “Pathways” provided by Parity Projects. This will provide energy performance data of all domestic properties in Wokingham Borough, helping to identify the most effective retrofit measure for each property, reduce fuel bills, and carbon emissions. The Council will utilise this data to run targeted awareness raising campaigns and inform funding applications.

### **Analysis**

To deliver on our climate commitment and align our work with other Local Authorities that are leaders in the climate emergency response, the Council needs to address a number of areas imminently. These are set out below. This list considers the feedback that WBC received from the Climate Emergency Scorecard initiative mentioned above, and from engaging with our Local Authorities.

- **Emission shortfall:** the latest CEAP, approved at Council in September 2022, is estimated to save 214.72 ktCO<sub>2</sub>e emissions, but in 2030 there will still be a shortfall of 264.27 ktCO<sub>2</sub>e emissions. So, delivering the CEAP will not result in a carbon neutral borough by 2030. There is a need for further ambitious actions to be included in the Plan, and to address all key emitting sectors.
- **Strategic embedding of climate change within the organisation.** The Climate Emergency Team is currently assessing the financial and resource implications of delivering all CEAP projects. Climate change impacts all areas of work of the

Council, and so achieving carbon neutrality and addressing the above shortfall requires a Council-wide effort. Whilst the climate emergency team leads on the delivery of the CEAP, it is key that all departments take ownership of their actions and strive to minimise the carbon emissions from their projects. It is key that the Executives are supportive of the CEAP and contribute to advance our programme of work by championing the climate cause within their work programmes and make tackling the climate emergency business as usual.

- **Community engagement:** the Council is responsible for only 4% of our Borough's carbon emissions. The Council can only influence the reduction of the other 96% of emissions, both through policy and collaborative working. Therefore, it is key that our community, including, but not limited to, residents, businesses, schools, Town and Parish Councils is aware of our climate commitment and empowered with information and support to tackle the climate crisis.
- **Climate adaptation:** Climate change is already affecting the borough's operations and infrastructure. It is key that the Council starts planning for future impacts to minimise the negative consequences on our community, as well as on our operations and finances. Work will begin in 2023 to assess the current and predicted risks that climate change poses to the borough.

### **Next steps**

Both schemes will be launched in Spring 2023. The fourth CEAP progress report will be submitted to Council in July 2023. This will include updates on both schemes.

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

*The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.*

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	Solar Together: £5k max	Yes	Revenue
	Home Decarbonisation advice Service: £3.6k	Yes	
Next Financial Year (Year 2)	Solar Together: £5k max (if another scheme is run)	Yes	Revenue
	Home Decarbonisation advice Service: £4K max	Yes	
Following Financial Year (Year 3)	Solar Together: £5k max (if another scheme is run)	Yes	Revenue
	Home Decarbonisation advice Service: £5K max	Yes	

### Other financial information relevant to the Recommendation/Decision

The Solar Together scheme is forecast to breakeven, with the council receiving any income contribution from the installations which is forecast to cover the upfront cost of £5k pa. The maximum risk to the authority is £5k pa for the duration of the scheme which would occur if there were no installations. In the event that income is not sufficient and there is a cost to the authority this will be covered by utilising existing reserves.

The Home Decarbonisation Advice Service will be funded from existing budgets and utilise existing staffing. Should there be a very high level of demand on the service it may result in the need for additional staff. If that were to happen the funding source of an additional member of staff would be considered at that point.

**Cross-Council Implications** The CEAP, Solar Together and the Home Decarbonisation Advice Service support a range of Council priorities and areas of work. These include: access to clean and green spaces, promotion of sustainable and active travel modes, provision of sustainable and quality homes, improving the health and quality of life of our community. Delivery of these schemes can be managed within existing resource and work patterns.

### Public Sector Equality Duty

Yes, Public Sector Equality Duty has been considered. Climate changes affects every member of our community, particularly the most vulnerable people. Solar Together and the Home Decarbonisation Advice Service will reduce WBC emissions, decarbonising buildings and helping with the cost-of-living crisis. This will have positive impacts on the health and quality of life of our residents.

**Climate Emergency – *This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

Addressing the climate emergency through delivery of the CEAP will ensure the Borough plays as full of a role as possible in achieving carbon neutrality by 2030. Both the Solar Together and the Home Decarbonisation Advice Service schemes will ensure key CEAP targets related to Energy are achieved.

**List of Background Papers**

1. Wokingham Borough Council Climate Emergency Action Plan 2022 (3<sup>rd</sup>) progress report.

<b>Contact:</b> Sabrina Chiaretti	<b>Service:</b> Place and Growth
<b>Telephone No</b> Tel: 0780 8143630	<b>Email</b> sabrina.chiaretti@wokingham.gov.uk





September 2022

# Wokingham Borough Council Climate Emergency Action Plan

## Third Progress Report

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## Foreword

The climate emergency we are currently facing is the effect of all human created emissions throughout history. Today, we are at 1.2 degrees of warming and already witnessing an unprecedented increase in the frequency and magnitude of extreme weather events from droughts, heatwaves, flooding, winter storms, hurricanes, and wildfires<sup>[3]</sup> across the globe. These risks have direct and indirect impacts on everyone, as shown by the recent economic impacts of the pandemic and conflicts, as a result of disruption to the global economy.

Despite these warnings, we continue to head for a dramatic temperature rise of 3-5°C this century<sup>[1]</sup>, threatening humanity and the world's natural ecosystems if nothing is done. The signs of an acceleration in warming are clear, 2020 was the hottest year on record so far, bookending the hottest decade worldwide<sup>[2]</sup>, meaning our horizon for action is shrinking.

Our future response must exceed the totality of our collective emissions. In October 2018, the Intergovernmental Panel on Climate Change (IPCC) report set out the dire consequences if humanity fails to limit warming to 1.5°C – on our health, economy and our lives. In response to this, The UK adopted The Paris Agreement in November 2016, and has committed to reduce greenhouse gas emissions by 100% by 2050.

Over the last year, the UK Government has introduced more ambitious strategies to support the decarbonisation targets. While these strategies are an important step towards reaching net zero, they are aimed at the 2050 goal and considered by many, including the recent Climate Change Committee (CCC) [report](#), to be insufficient to reach these targets. It is therefore recognised that the current government actions are not enough to reach our own ambitious goal, with more support needed in order to expand and implement these actions successfully. However, the scale of the challenge remains colossal, and everyone needs to play a role, so bringing together businesses, organisations and the public is vital.

As such, continually communicating the potential solutions residents and businesses can take continues to be a priority whilst we do what we can to remove any barriers, with future material being clearer, more accessible, and more inspirational, connecting to the deeper more personal issues such as co-benefits and costs, explaining the vital returns on investment from actions taken, while still always listening to feedback.

Indeed, the cost of climate change action is outweighed by the additional significant co-benefits which will result, beyond just reducing emissions. These are outlined against each action in the relevant table but include:

- Significantly improving air quality and the associated public health benefits through reducing the risk of respiratory diseases and irritation, particularly impacting the vulnerable population. This section has its own specific [air quality action plan](#) outside the CEAP.
- Generating direct cost savings from less fuel/electricity use.
- Enhancing biodiversity, green spaces and nature-based adaptation such as increased flood defences from absorption.
- Supporting economic growth by creating jobs and trade in the new green industries.
- Improved public health (physical and mental), less strain on the NHS and reduced crime by people travelling more actively

It is important to note that the (CCC) report does not recommend that local authorities are set binding carbon budgets due to the range of factors affecting local emissions that are beyond their direct control. However, it does recommend that local authorities consider Net Zero action plans for their own emissions and that they work in partnership to reduce area wide emissions. Despite this, the UK government still has not given much needed statutory powers to local government when it comes to tackling climate change.

<sup>[1]</sup> State of the Planet speech, United Nations Secretary General Antonio Guterres. December 2020

<sup>[2]</sup> [World Meteorological Organisation](#)

<sup>[3]</sup> [Facts about the Climate Emergency, UN Environment Programme](#)

## Introduction

In response, in July 2019, Wokingham Borough Council (WBC) members unanimously declared a climate emergency. The declaration set out the commitment to play as full a role as possible, leading by example as well as by exhortation, in achieving a carbon neutral borough by 2030. Subsequently, the council published its first Climate Emergency Action Plan (CEAP), establishing the eight key priority areas to focus on mitigating CO<sub>2</sub> emissions. This plan has since been separated into two slightly different sections, initially focused on the emissions of the borough as a whole, with the council emissions separated out below for clarity.

This progress report is the latest iteration and now details more precisely the real actions and associated savings the council realistically plans to achieve by 2030, based on what is possible in current circumstances. It outlines the current stage of each of the major actions within the plan, alongside the associated carbon savings, where possible. The report summarises the Borough's plans for the years ahead and demonstrates the benefits of becoming net zero.

The biggest gains are expected to come towards the end of the decade after most of the actions have come to fruition. Short term actions can be achieved within a few years (2023-2024), medium term actions are designed to take several years to reach fulfilment (2025 to 2028), and longer-term actions will take many years to come to fruition (2028 to 2030).

In total the actions below will save a total of 214.72 ktCO<sub>2</sub>e, meaning a shortfall of 264.27 ktCO<sub>2</sub>e remains. This demonstrates the scale of the issue and outlines the importance of a whole society approach as well as wider government support, as without the statutory powers and funding required, the major actions required to reach net zero are not currently achievable.

The climate emergency affects us all, but we are acutely aware that not only does climate change impact nations who emit very few emissions

disproportionately with devastating consequences, the impacts of climate change can be more severe for some groups of people. Research shows that those most at risk include people with respiratory health conditions, children, older adults, and people in poverty. WBC is committed to tackling inequality and promoting inclusion.

We will listen to and learn from our residents, ensuring we empower everyone to take action to ensure a just transition to a more sustainable future. To ensure that we are taking every opportunity through this plan to tackle inequality, we conduct Equality Impact Assessments on all significant projects. These enable us to identify and act on impacts on different groups of people at all stages of planning and delivery.

We recognise the need to be agile to a dynamic landscape, meaning actions within this plan will continually be revisited to tweak, adjust or even entirely re-evaluate them in line with actual progress, new policies, and global events that might affect the climate emergency agenda. Indeed, the direct effects climate change is likely to have on the local environment means that adaptation to minimise these risks, such as flooding or biodiversity loss, has been incorporated into actions wherever possible, alongside in individual project assessments, though it is recognised that more significant action is needed here, with a full climate adaptation plan underway.

Furthermore, the council recognises the importance of the United Nations' Sustainable Development Goals (SDGs) and aligned the key areas to the SDG framework. In doing so, the council hopes to ensure that its actions contribute to global level action and lead to a socially just response.

To ensure we are on track to reach these goals, they will each be closely monitored, with a RAG rating system in place to provide clarity. Here each target has been assigned a colour based on the standard RAG system, where green represents being on track to being achieved, orange indicates currently being slightly delayed, red indicates being delayed or cancelled and grey means it has not yet been started.

## The Changing Landscape

WBC has established a strong track record for delivery on actions to address climate change, but the Council's influence is varied and complex across the different activities that occur within their own operations and the Borough.

While WBC has some influence over emissions in the local area, these are often limited. This means partnership and collaboration – and the Council's role as an influencer and convenor – will be vital to achieving success, given that the majority of the emissions cuts needed rely on individual people and businesses taking up low-carbon solutions. With many of these decisions depending on having supporting infrastructure and systems in place, this is another key area the council are aiming to support change. However, the last year has been volatile and the below key factors and government strategies will continue to impact the outcomes of our actions.

**Covid-19** has continued to affect us all, particularly in terms of increased costs, the strain on services and on many of the below actions, both positively and negatively. The council recognises the importance of maximising the benefits from aspects of the pandemic such as home working and better technology, while addressing concerns over public transport, to utilise this as an opportunity for positive changes.

**Inflation** in the past six years has meant the council has worked to reduce costs to be more efficient, but the authority continues to face a number of ongoing challenges and it has to focus on investing in its priorities, which offer value for money and improve services for residents. There has also been a rise in temporary accommodation and as a result, the council chose to prioritise investment in social housing in its 2022-23 budget.

**The COP26** Glasgow Climate Pact set out what needs to be done globally to tackle climate change. However, it doesn't stipulate what each country must do and is not legally binding.

**The IPCC Mitigation Report 2022** again highlights the importance of keeping the global temperature rise to below 1.5°C, outlining the devastating impacts missing this target would have on global ecosystems, markets, and human settlements. It then discusses an updated view on what can be done now, to avoid this disaster, including: slashing coal usage and subsidies, removing CO2 from the atmosphere directly through technology and storage, curbing demand from transport, accommodation and diets.

**The UK Climate Risk Assessment 2022** report assesses the future risks of climate change to the UK and emphasises the importance of incorporating adaptation into existing long-term plans and mitigation efforts. These include impacts on health and productivity, businesses and public services, deterioration in soil health and agricultural productivity, water availability and thereby our alternative energy supply. However, it also demonstrates that there are a range of options for improving resilience which represent good value for money.

**The Environment Bill** defines a number of new measures to protect biodiversity and the environment more widely. This includes centrally prescribed lists of materials that local authorities must collect for recycling, extended producer responsibility for packaging and a deposit return scheme for drinks containers. It also includes key measures on air quality, with local authorities receiving new powers, including the ability to declare an Air Quality Management Area (AQMA) and establish plans to reduce public exposure to air pollution which exceeds air quality targets.

**The Transport Decarbonisation Strategy** targets more sustainable options such as electricity and hydrogen, outlining that the future approach is about doing the same things but in a more efficient way. It prioritises moving away from transport planning based on predicting future demand to provide capacity, towards planning that sets an outcome communities want to achieve and provides the transport solutions to deliver those outcomes.

**The Hydrogen Strategy** examines the potential to provide energy, not just for vehicles, but as a renewable energy source. This will require a drastic change, encouraged by supporting new technology and opportunities in this sector. It also acknowledges the beneficial role hydrogen can play as a storage mechanism for excess renewable energy, helping to cover the traditional shortcomings in reliability from other renewable methods.

**The Net Zero Strategy** encompasses all of the above strategies and carbon budgets, outlining the next steps to cut our emissions, seize green economic opportunities, and leverage further private investment into net zero. It targets doing so in a sustainable way that still supports growth by improving the effectiveness and therefore viability of low carbon options.

**The Heat and Buildings Strategy** sets out the actions the central government will be taking to reduce emissions from buildings in the near term and provides a long-term framework to enable industry to invest and deliver the transition to low-carbon heating, but focuses primarily on hydrogen. Unfortunately, despite the ambition, there remains no statutory powers or funding for local councils as part of this.

**The EV Infrastructure Strategy** outlines the governments approach towards delivering the essential infrastructure to support the EV transition, along with the anticipated barriers and engagement elements, all supported by models for understanding the anticipated demand. The aim is to remove all these perceived and real barriers by developing the supporting network and encouraging chargepoint operators to expand their provision early, in order to deliver ahead of demand and so inspire future confidence in EV adoption.

**The Department for Education's (DfE) Sustainability and Climate Change Strategy** acknowledges the vital role education plays in helping to tackle climate change and creating a better, greener world for future generations. The strategy also sets out how local authorities will need to consider environmental sustainability, carbon reduction and energy efficiency to develop solutions for projects.

## Overview and Scrutiny

### Task & Finish Group for Climate Emergency

In order to scrutinise the Action Plan, the Overview and Scrutiny Management Committee established the Task and Finish Group at its meeting in February 2020. The Group has made 25 recommendations to help making it more robust, transparent and evidence based.

The Council used this input as the basis for further work, focused in particular on our approach to enable the engagement of residents and key stakeholders across the Borough, as well as to clarify the impact of specific schemes and ensure that they were supported by SMART targets. The Council published response to the Scrutiny Review to set out our underlying thinking about our current vision and strategy, outline what we intend to do and explain how the group's recommendations further our vision.

The Overview and Scrutiny Management Committee: Climate Emergency Task and Finish Group Report and Recommendations paper (September 2020) can be found [here](#). The Council Commentary and Response to Recommendations (October 2020) can be found [here](#).

### Auditing and Reporting

The council is constantly seeking to ensure the accuracy and quality of the information in the action plan, and that our response to climate change is as robust as it can be. To this end, an internal audit is currently underway, meanwhile this plan and future actions are externally and independently reviewed by the [council climate scorecards](#).

The council has also recently been highly commended by the MJ awards and are now reporting externally through CDP, an internationally accepted process used by many large cities and companies. The latest report on this can be found (here). This process also links to the UK100 scheme, which the council is in the process of joining in order to further pursue changes on a national not just local level.

## Current Emissions

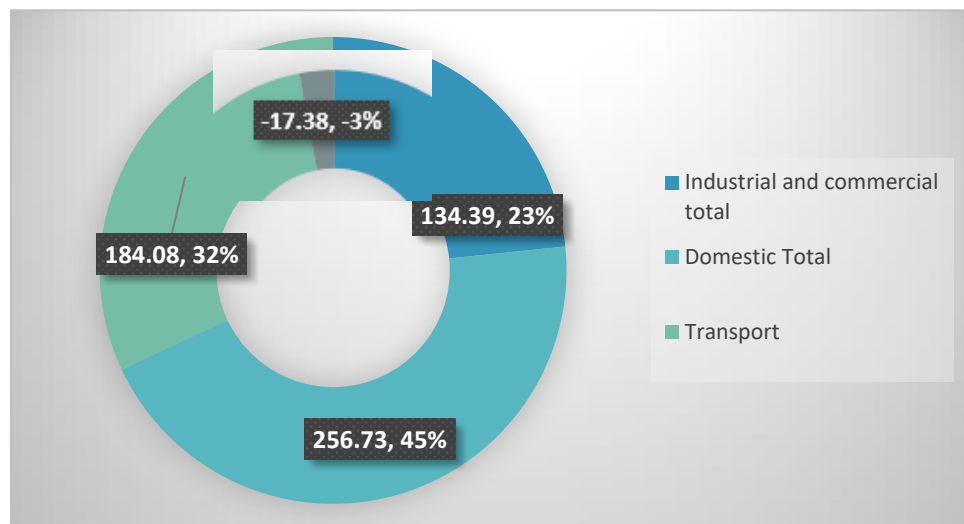


Figure 1. Wokingham Borough Carbon Footprint 2019 (ktCO<sub>2</sub>)

Wokingham Borough's carbon footprint is **557 ktCO<sub>2</sub>**, as seen in Figure 1. This is based on government data and reported two years in arrears (BEIS 2019)<sup>1</sup>. This is comprised of emissions from: transport (32%), the industrial and commercial sector (23%), and the domestic sector (45%).

**Residential Buildings** emissions are the greatest single contributor to Wokingham's carbon footprint accounting for 256.7 ktCO<sub>2</sub> (45%). Of these, 59 ktCO<sub>2</sub> account for domestic electricity, 186.9 ktCO<sub>2</sub> for domestic gas usage and 10.8 ktCO<sub>2</sub> for usage of other fuels.

**Transport** emissions contribute to 184.08 ktCO<sub>2</sub> (32%). A roads account 76.7 ktCO<sub>2</sub>, minor roads 97.7 ktCO<sub>2</sub>, other transport modes 9.7 ktCO<sub>2</sub>. This figure excludes sectors that are completely beyond the council's scope of influence. For example, the emissions from major transport links (M4) (156 ktCO<sub>2</sub>) as well as diesel rail transport (12.4 ktCO<sub>2</sub>), which are managed by Highways England and national rail companies, respectively.

**Industrial and commercial** emissions from energy and fuel use in industrial and commercial buildings contributes to 134.4 ktCO<sub>2</sub> (23%) per year as follows: electricity 74.5 ktCO<sub>2</sub>, gas 39.9 ktCO<sub>2</sub>, large industrial installations 0.01 ktCO<sub>2</sub>, agriculture 4.1 ktCO<sub>2</sub>, and other fuels 15.8 ktCO<sub>2</sub>.

**Carbon sequestration** in the Borough accounts for 17.4 ktCO<sub>2</sub> (-3%) of savings a year through forestry and natural land use (LULUCF).

### How we measure carbon emissions:

The Greenhouse Gas Protocol provides a global standardised framework to measure and manage emissions. To distinguish between emissions occurring inside and outside the borough's boundary resulting from activities within Wokingham, emissions are divided into three categories: scope 1, 2 and 3.

**Scope 1:** Emissions associated with combustion of fuels directly by a consumer. Within Wokingham this mainly refers to gas use for heating, cooking and hot water, and petrol/diesel used by vehicles whilst they are on the Borough's roads.

**Scope 2:** Energy which is purchased from elsewhere but used by a consumer. Within Wokingham this means the electricity used in the borough. The emissions are created at power stations located outside of Wokingham, but the electricity is used within the borough supplied via the electricity grid.

**Scope 3:** Emissions resulting from the behaviour and activity of a consumer but occurring from sources outside of their control. Within Wokingham these are generally consumption-based emissions, which are out of the scope of the Borough's carbon footprint. However, the council will support behavioural change through the actions in this plan.

<sup>1</sup> UK local authority and regional carbon dioxide emissions national statistics: 2005-2017

## Future Emissions

The trajectory of carbon emissions for Wokingham Borough has been steadily decreasing since 2012. This is partly due to Central Government targets to increase the renewable energy infrastructure nationally and technological advances leading to greater energy efficiency. However, further significant direct action is needed in key areas such as transport and retrofitting in order to continue the reduction. This will rely primarily on actions directly from the council, requiring support from central government through policy changes and funding.

Current business as usual (BAU) projections from SCATTER (see appendix 1), follow a methodology based on numerous government strategies and incorporated targets and using 2019 BEIS data, estimate a 14% reduction by 2030. This has changed from previous iterations methods as it is now based on a more bottom-up approach, to focus more on the direct actions and impacts we can have as a council beyond national policy impacts. There are numerous approaches possible for this process as all are based on estimations, with both the current and previous approaches utilised by other councils successfully.

This represents a 78 ktCO<sub>2</sub>e saving, while actions in the plan are estimated to save 214.72 ktCO<sub>2</sub>e, meaning a shortfall of 264.27 ktCO<sub>2</sub>e remains. This demonstrates the scale of the issue and outlines the importance of wider government support, as without the statutory powers and funding required, the major actions required to reach net zero are not currently achievable.

### Consumption Based Emissions:

Those that extend beyond the Borough's boundary, whereby demand (and supply) of goods and services will be driving emissions in supply chains around the world. The CCC is set to broaden its reporting to include all of the UK's emissions from 2033, including those caused internationally by the country in the production and transportation of goods and services.

## Targets and Estimated Carbon Savings Summary

This action plan establishes targets to achieve carbon dioxide reductions in the below nine identified priority areas. Due to emissions coming from all sources, many of these actions will rely on each other and cannot be done in isolation, meaning the majority of projects are running simultaneously.

Targets are best estimates with the information we currently have, though the methodology is subject to ongoing refinement. For simplicity, the savings figures here are rounded down to the nearest whole number, though more precise measurements can be found in the methodology. Where possible, targets are aligned with government ones in terms of measurements, though stretched to be more ambitious than the 2050 goal.

The below table is a summary, with more detail on each specific target in the below full plan. The carbon savings outlined by each target represent the cumulative annual savings, towards net zero, ie they will contribute that amount of savings against the total emissions from the borough in 2030. Some of these targets will not directly represent carbon savings but are essential to the delivery of other targets; these are identified as 'Neutral'. We recognise more is needed and are continually adding new actions to this plan, with a number of emerging target areas outlined in individual sections.

Not all carbon savings for all the projects listed in this plan have been calculated, as some of the information needed for this calculation is not yet available. As projects develop, we will be able to give more information on carbon savings per individual actions. Estimated costs are provided for projects where feasibility studies have been completed and will be updated when possible for remaining work. Importantly, the council will aim to benefit from sustainable and low carbon revenue streams and there will be new opportunities to work with the Government and private sector on pilot projects, crowdfunding, grants and loans or joint projects.



	Section	Savings
	<b>Transport</b>	
1	50% Reduction in ICE private car mileage	
1.1	33% From EVs Registered	<b>44,957</b>
1.2	5% From Reduced travel	<b>6,812</b>
1.3	2% From Public Transport	<b>2,725</b>
1.4	10% From Active Transport	<b>13,623</b>
2	22% Reduction in Road Freight	
2.1	Freight Management Policy	<b>23,241</b>
2.2	Cargo Bikes	<b>Included</b>
	Subtotal	<b>91,358</b>
	<b>Renewable Energy Generation</b>	
3.1	Renewable energy generation via Solar farms	<b>14,058</b>
3.2	Renewable energy generation by households	<b>27,333</b>
	Subtotal	<b>41,391</b>
	<b>Retrofitting</b>	
4.1	PassiveHaus Scheme	<b>935</b>
4.2	Council Housing Retrofitted	<b>9,542</b>
4.3	Schools Retrofitted	<b>5,034</b>
4.4	Housing retrofitted	<b>55,490</b>
	Subtotal	<b>71,001</b>
	<b>Carbon Sequestration</b>	
5.1	Woodlands, Hedgerows and Orchards	<b>2,329</b>
5.2	Improve sequestration in land management	<b>2,031</b>
5.3	Implement carbon sequestration opportunities	<b>Included</b>
	Subtotal	<b>4,360</b>

	Section	Savings
	<b>Schools</b>	
6.1	Promote CE awareness and involvement in schools	<b>Neutral</b>
6.2	Celebrate schools' achievements in climate emergency	<b>Neutral</b>
	<b>Waste &amp; Recycling (Out of Scope)</b>	
7.1	Achieve 70% recycling target	<b>45,271</b>
7.2	3% of total waste going to landfill	<b>8,046</b>
	Subtotal	<b>53,316</b>
	<b>New Development</b>	
8.1	Residential development to achieve carbon neutrality	<b>Neutral</b>
8.2	Non-residential to meet BREEAM excellent standard	<b>Neutral</b>
8.3	Establish a spatial strategy around sustainability	<b>Neutral</b>
8.4	Support low carbon and renewable energy generation	<b>Neutral</b>
8.5	New buildings designed and built to be EV ready	<b>Neutral</b>
8.6	Council new development to carbon neutral standards	<b>Neutral</b>
	Subtotal	<b>Neutral</b>
	<b>Procurement</b>	
9.1	Achieve sustainable procurement practices	<b>Neutral</b>
9.2	Include social value	<b>Neutral</b>
	Subtotal	<b>Neutral</b>
	<b>Engagement</b>	
10	Raise awareness about climate emergency	<b>Neutral</b>
	Subtotal	<b>Neutral</b>
	<b>Council Specific Actions</b>	
11.1	Reduce council travel related emissions by 70%	<b>Included</b>
11.2	Council fleet all EVs	<b>Included</b>
11.3	Council buildings retrofitted	<b>6,612</b>
	Subtotal	<b>6,612</b>

## Transport

### Annual Carbon Savings: 91,358 tCO<sub>2</sub>e

Being one of the key contributors towards our emissions, and with higher-than-average car ownership in the borough, transport savings remains a priority area, as it is where the most quick savings can be achieved. Targets here are based around the vital overall goal of reducing ICE (internal combustion engine) mileage, both for private and commercial purposes. They are therefore split under these 2 primary areas, with the sub targets all contributing towards the main goals by a percentage (eg contributing 10% of the 50% total reduction).

Key areas include encouraging and supporting residents and businesses to transition to sustainable and active methods wherever possible, alongside reducing mileage by car sharing and so eliminating the additional journey. Active transport targets are currently ahead of the target estimation, though public transport and travel reductions are currently behind, meaning more actions or expansion of the current ones in these sections will be required for future iterations of the plan, to meet this overall goal.

Indeed, negative covid influences still remain around public transport, meaning the impact here is very limited. More focus is also recognised to be required around train usage, with work underway to include targets on this area in future iterations, hence are not included in current figures.

Moreover, the scale of these projects require significant external funding to implement, with a number of bids submitted for such this year alone.

However, these targets do not exist in isolation, with many reliant on others to reach their full potential and hence all projects are being progressed simultaneously. For example, active travel increases will require supporting infrastructure. Working with partners will be key to this, such as bus and rail companies or EV infrastructure providers, to maximise the benefits for all parties.

### Key Achievements this year:

- Estimated total savings of at least 41,762.26 tCO<sub>2</sub>e were achieved within the borough this year due to home-working and covid travel restrictions.
- Innovation Valley Rewards app scheme launched.
- £2.95m DfT grant for the Woodley to Reading Active Travel Route.
- 176 active sockets installed, with a further 190 planned.
- Feasibility study for on street and council owned car parks completed.

### Consumption Emissions:

- The only element of consumption within this sector would come from the initial purchase of a vehicle, which does not fall within our scope. Fuel is accounted for directly within scope 1 emissions.

### Action Changes:

- Previous Action 2.9 on low carbon engine buses has been removed as this is the same as action 1.3.3 here.
- Previous Action 1 on greenways has been removed as this is focused primarily around connecting SDLs not CO<sub>2</sub> savings.
- New action 2.2 – New business grant support for cargo bikes.
- Previous Action 6 on congestion has been removed as this will now focus on infrastructure improvements.
- Council specific actions moved to relevant section at the end of the plan.

### SDGS:



TR	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
T1	<b>50% Reduction in ICE private car mileage</b>				<b>68,117 tCO<sub>2</sub>e</b>	<b>TBC</b>	
1.1	<b>33% From EV Registration</b>				<b>44,957 tCO<sub>2</sub>e</b>	<b>TBC</b>	
305 1.1.1	<p><b>To develop an EV strategy for Wokingham Borough.</b></p> <p>Improved air quality, reduce NOx, PM10s, PM25, cheaper to maintain and run, better driving experience. Also supports more constant energy usage for overall lower emissions from production.</p> <p>Despite covid and traditional car sales declining in the pandemic, EV sales have risen across the board.</p>	<p>Borough wide strategy to specify the infrastructure for EV charging point to encourage the uptake of EVs.</p> <p>Map the existing EV chargers across the Borough and on council property.</p> <p>Obtain a baseline on current electric vehicle market, current ownership, forecast growth and charging infrastructure technologically.</p> <p>Develop and agree policy for EV charge point provision, which will maximise uptake of EV.</p> <p>Assess the potential for an integrated network of EV charge points. This would include encouraging the installation of EV charging points at motorway service</p>	<ol style="list-style-type: none"> <li>1. Carry out initial assessment of the EV requirements for the Borough.</li> <li>2. Instruct consultant on requirements baseline and create a brief to commission expert work.</li> <li>3. Create a business case for funding.</li> <li>4. Establish policy, processes and protocol for responding to requests for charge points and how they can be operated and maintained.</li> <li>5. Agreeing partnerships, income streams and service providers to ensure best uptake.</li> <li>6. Produce EV strategy report and present to senior leadership teams for approval.</li> </ol>	EV Strategy formation currently underway. Draft report to be complete August 2022.	Included in total	Short term Costs TBC	

		areas and at large fuel retailers.					
306	1.1.2	<p><b>Provide a uniform method of accessing public and private charge points</b></p> <p>Able to monitor power usage to ensure reliability. Opportunity for communication with users.</p>	<p>Set up the back office so that EV chargers are accessible and easy to use to encourage more people to use them. Provide accurate standardised public information on how to locate, use and pay for chargers in the Borough.</p>	<ol style="list-style-type: none"> <li>1. Investigate the types of back office payment systems used by the industry and assess the best option to be implemented at WBC.</li> <li>2. Harmonised EV related contracts such as electricity, maintenance, service and back office.</li> <li>3. Develop software for council to use when designing new projects and need this information.</li> </ol>	<p>Action completed. Documents available which provide this information (EV Charger selection guide and Highways Annex E). Access requires contacting the EV team for permission and a quick guide. This is needed rather than a public standalone document as it is updated regularly. Being standardised to VENDelectric.</p>	Included in total	<p>Short term</p> <p>Nil</p>
	1.1.3	<p><b>Review the residential charge point infrastructure for those who have communal parking facilities such as flatted developments.</b></p> <p>Opportunity for communication with non-EV users.</p>	<p>Currently, 27% residential buildings (approximately 12,000 households) do not have off-street parking and therefore direct access to safely charging an EV vehicle. This represents a barrier for these occupants to own an EV and so reduces the uptake of EVs in the Borough.</p>	<ol style="list-style-type: none"> <li>1. Implement a pilot of EV charging points in selected location, aim at installing 19 new charging points for residents with communal parking facilities.</li> <li>2. Based on the experience gained during stage 1, the council will seek to extend charging point facilities across the Borough.</li> </ol>	<p>A geospatial analysis was conducted to identify any existing and future demand for on-street charging. The analysis included residents requests, the results of our <a href="#">EV survey</a> that was conducted last year (24/03/2021 - 30/04/2021) and information about the proportion of streets with flats and terraced houses (which therefore lack off-street parking). A funding application is due to be re-submitted to the</p>	72 tCO <sub>2</sub> e	<p>Long term</p> <p>Costs TBC</p>

				<p>On-Street Residential Chargepoint Scheme following a change in the fund criteria.</p> <p>A pilot project has been completed at three council-owned car parks within the Borough. A new technology that combines park and charge payments is currently being tested in Carnival Pool, Dinton and Shute End. If successful, this will be expanded at other potential sites.</p>			
307	<p><b>1.1.4 Ensure that all EV charging points installed in the Borough are 'smart ready' to balance the electricity load demands on the grid.</b></p> <p>Able to monitor power usage to ensure reliability.</p>	<p>Ensure that charge points are smart ready by setting requirements prohibiting installation of charge points unless they meet certain load management specifications. Establish the parameters for the management of available energy in an area through methods like dynamic load balancing or local storage systems.</p> <p>This will ensure reliability of power supply in the system. Maintaining confidence in the network and increasing</p>	<ol style="list-style-type: none"> <li>1. Identification of dynamic load balancing or local storage systems that could be implemented in WBC.</li> <li>2. Engage with service providers about generic support for WBC EV chargers through standards such as OCCP.</li> <li>3. Analysis on current EV provisions and process in place.</li> <li>4. Assessing the potential implementation of fast charging at a premium</li> </ol>	<p>Action completed. Some sites have limited capacity so load balancing for multiple charging sessions are planned to be implemented.</p>	<p>Included in total</p>	<p>Medium term</p> <p>Nil</p>	

		the uptake of EVs. Overall carbon savings cannot be achieved without this.	rate to assist load balancing.				
308	1.1.5	<p><b>Support local businesses, including commercial property owners, to transition their commercial fleets to EV. Also to encourage employees to switch to EV for private use.</b></p> <p>Improved air quality, reduce NOx, PM10s, PM25, cheaper to maintain and run, better driving experience. Also supports more constant energy usage for overall lower emissions from production.</p>	<p>Consult with local businesses to understand needs, including taxi fleets, to develop the required charging infrastructure to support the uptake of EVs. Support the transition of 20% vehicles used for commercial purposes to ultra-low or electric. This includes applying for grants and funding for purchase and installation cost, etc. Guide and advice local businesses about the benefits of transitioning to EVs.</p>	<ol style="list-style-type: none"> <li>1. Engage local business with Workplace Charging Scheme.</li> <li>2. Provide information on salary sacrifice schemes to support employees to transition to EV</li> <li>3. Assess opportunities to support the development of plug-in taxi programs within the Borough, considering the requirements for charge points.</li> <li>4. Promote the benefits of EVs and electric transport overall through the climate conversation series and newsletters.</li> </ol>	<p>Awaiting full confirmation from EV Strategy.</p> <p>Following council adoption of a Liftshare scheme, this commuting assessment process is hoped to be made available to local businesses at a discounted rate, starting with Thames Valley Pilot as above.</p> <p>A few businesses have also been contacted specifically following low carbon workspace grants and the benefits and viability of EVs highlighted.</p>	1,834 tCO <sub>2</sub> e	<p>Medium term</p> <p>Nil</p>
	1.1.6	<p><b>Promote uptake of EVs with our residents through engagement</b></p> <p>Improved air quality, reduce NOx, PM10s, PM25, cheaper to maintain and run,</p>	<p>Support and educate our residents about the benefits of transitioning to EVs. Make available information that will support residents in taking the decision to transition to EVs, including government schemes that will support residents in the</p>	<ol style="list-style-type: none"> <li>1. Deliver a sustained campaign to inspire residents to 'Go Ultra Low' and transition to EVs.</li> </ol>	Not started	Included in total	<p>Medium term</p> <p>Nil</p>

	better driving experience. Also supports more constant energy usage for overall lower emissions from production.	installation of EV charging points.  60% of residential buildings have parking facilities.					
309  1.1.7	<p><b>Coordinate the installation of EV charging points into both council buildings and private or commercially owned land, in line with the EV network plan approved in the strategy.</b></p> <p>Improved air quality, reduce NOx, PM10s, PM25, cheaper to maintain and run, better driving experience. Also supports more constant energy usage for overall lower emissions from production.</p>	<p>EV network plan will have standardised EV charging point requirements to make charging easy to access.</p> <p>To support this ensure all council-owned assets comply with the standard. This includes locations such as libraries, leisure centres, parks, etc.</p> <p>Investigate the requirements to install EV charge points to commercial property such as business parks, shopping centres, etc.</p>	<ol style="list-style-type: none"> <li>1. Explore potential locations for charging points.</li> <li>2. Align the EVs installation requirements to the building retrofitting programs.</li> <li>3. Potential pilot with flow-bird where they can pay for parking and charging at the same time. Requires integration into ticketing machine infrastructure with single operator rather than different back offices.</li> <li>4. Targets for charger installation will be included in the EV Strategy</li> </ol>	<p>EV standards from highways design guide is being used. Feasibility study on additional car parks underway. Ongoing process of exploring new options for charging point. Checklist developed to help project managers identify needs and types of chargers based on needs of users and other restrictions.</p> <p>230 active sockets installed, with a further 190 planned. This means 1,099 tCO<sub>2</sub>e savings have been identified.</p>	Included in total	Medium term  Costs TBC	
1.2	<b>5% From Reduced Travel (Removing Journeys)</b>				6,811 tCO <sub>2</sub> e	TBC	

310	<p><b>1.2.1 Engage businesses to promote home and remote working when possible.</b></p> <p>People are more likely to stay around their home areas in general, shopping locally etc, following Covid.</p> <p>Increased time freedom due to lack of commute also increases adoption of active/sustainable transport methods.</p>	<p>Capitalise on the unintended consequences of the national lockdown by engaging with businesses to understand their working practices and encourage them to consider the new ways of working in their recovery plans to overall reduce the CO2 emissions caused by travel from workers of local businesses by 30% by 2022.</p>	<ol style="list-style-type: none"> <li>1. Engage businesses through a survey to assess their working practices during the national lockdown and encourage new ways of working as part of their recovery plans.</li> <li>2. Deliver a communications campaign to encourage local business to learn from COVID-19 unintended consequences.</li> </ol>	<p>Data collected from homeworking questions in wider COVID survey. To inform later comms encouraging greater home and remote working opportunities.</p>	<p>4,183 tCO<sub>2</sub>e</p>	<p>Short term</p> <p>Nil</p>	
	<p><b>1.2.2 Promote Liftsharing schemes / opportunities through My Journey to help individuals and businesses develop bespoke travel policies.</b></p> <p>Opportunities for cost savings for users compared to personal car usage.</p>	<p>Reduce transport related CO2e emissions, reduce congestion, improved road safety and air quality by promoting Liftsharing, which helps companies assess staff travel patterns to promote car sharing. To achieve a 10% reduction in the number of single occupancy car trips to and from businesses by March 2022.</p>	<ol style="list-style-type: none"> <li>1. Produce and submit proposal Procurement process.</li> <li>2. Launch Liftshare scheme</li> <li>3. Map commuter trips across the Borough and provide access to live data on how many miles/CO2 can be saved by people lift sharing across the Borough and for each individual business.</li> </ol>	<p>Multiple liftshare providers have been consulted and procurement process to begin to deliver this. Following council adoption of a Liftshare scheme, this commuting assessment process is hoped to be made available to local businesses at a discounted rate. - Thames Valley Park 2 years Trial – could be funded by them – to be followed by other business parks (Winnersh)</p>	<p>1,394 tCO<sub>2</sub>e</p>	<p>Short term</p> <p>£30,000</p>	



			<ol style="list-style-type: none"> <li>4. Set up CO2 emissions targets for local businesses.</li> <li>5. Deliver a communications campaign to promote active and sustainable travel modes through competitions.</li> </ol>	<p>This will deliver data on how and where people are travelling, which will support wider sustainable transport actions.</p>			
<b>1.3</b>	<b>2% From Public Transport Increase</b>				<b>2,725 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<b>311</b> <b>1.3.1</b>	<p><b>Produce bus service improvement plan.</b></p> <p>Setting the policy framework for bus services to recover from Covid and for establishing longer-term growth.</p> <p>Allows access to funding - COVID-19 Bus Services Support Grant (CBSSG) or any new sources.</p>	<p>Gap analysis SWOT analysis, produce policies of what will need to be improved. Enhance partnership - vision, plan, setting the policy framework and establishing targets for bus passenger growth within the borough. The plan aims to boost passenger numbers to 3 million following a recent decline from 2.8 million before the covid-19 outbreak to 1.8 million, or roughly 65 per cent of pre-pandemic levels.</p>	<ol style="list-style-type: none"> <li>1. Engagement and consultation local bus operators, internal stakeholders.</li> <li>2. Engagement with consultants to produce reports.</li> <li>3. Converting these reports into combined strategy.</li> <li>4. Setting the policy framework for bus services to recover from Covid and for establishing longer-term growth.</li> <li>5. Publishing the bus service improvement plan.</li> </ol>	<p>Complete – Published 31<sup>st</sup> Oct</p>	Included in total	Short term £27,500	
<b>1.3.2</b>	<p><b>Establish an enhanced partnership with contractors.</b></p>	<p>Make a legally binding document with bus operators - define levels of service and provision of infrastructure in relation to the schemes</p>	<ol style="list-style-type: none"> <li>1. Have an Enhanced Partnership in Place by June 2022</li> </ol>	<p>Draft agreed for this and will begin ASAP following elections. To include variation clauses for: more frequent and more reliable bus services,</p>	Included in total	Short term Costs TBC	

	Allows access to transformational funding.	Identifying key corridors and setting frequency of bus service - set up bus priority and how to improve journey times		better access in rural areas, more attractive fares for young people, better marketing and improving buses themselves.			
312	<b>1.3.3</b> <b>Support electrification of local buses.</b> Improved air quality along key urban routes and inspiration of possibilities.	Zero emission bus regional areas (ZEBRA) Route 21 - Lower Early - Reading University - Reading Town Centre  Depending on Reading buses having the required funding for fleet renewal Gov will fund 75% and LA need to fund the rest	<ol style="list-style-type: none"> <li>1. Identification of the route/buses/ specifications</li> <li>2. Applying and achieve funding for Zero emission bus regional areas (ZEBRA) Trunch 1. 2021 May 2021 Trunch 2. September 2021</li> <li>3. This will be included in the BSIP</li> </ol>	2 <sup>nd</sup> bid submitted as part of BSIP, particularly for urban routes including Lower Early as strong feasibility due to shorter route, but unsuccessful.  This will be revisited if suitable funding opportunity arises.	Included in total	Medium term  Included in £34m bid.	
	<b>1.3.4</b> <b>Improve the bus public transport network for Wokingham Town.</b> This presents the opportunity to synchronise timetables.	Identifying the key transport needs for the public travelling between Wokingham and surrounding areas: Wokingham Town, Finchampstead, Winnersh, Twyford, and Woodley to decrease the number of people arriving in personal vehicles at public transport interchanges (rail stations & P&R sites) by 5% by March 2022.	<ol style="list-style-type: none"> <li>1. Launch public consultation.</li> <li>2. LCTS consultation</li> <li>3. Re-tender the public transport contract to procure an improved contract</li> <li>4. This will be included in the BSIP</li> </ol>	Network review by end of Sept 2022, as requested by DfT, with contracts extended until this point.	Included in total	Short term  Costs TBC	
	<b>1.3.5</b> <b>Bus Stop Infrastructure Works to Support North</b>	Public Transport infrastructure enhancement includes more shelter from	<ol style="list-style-type: none"> <li>1. Create a bus strategy for North Arborfield</li> </ol>	The strategy has been published and an		Medium Term	

	<p><b>Arborfield SDL Bus Strategy.</b></p> <p>This will connect people to jobs, study and local services, allowing people who are old, young, disabled and isolated to commute and helping reduce traffic jams.</p>	<p>poor weather, more seating capacity and real time information displays to encourage more residents to use the bus network.</p>	<ol style="list-style-type: none"> <li>2. Develop and agree an implementation plan</li> <li>3. Start works on site.</li> </ol>	<p>implementation plan agreed.</p> <p>This has been assessed as part of an ongoing Enhanced Partnership agreement process, with new bus stops added and routes amended as part of wider works.</p>	<p>Included in total</p>	<p>£54,000</p>
<p>313</p> <p>1.3.6</p>	<p><b>Increase peak-hour bus transport for Lower Earley.</b></p> <p>This will connect people to jobs, study and local services, allowing people who are old, young, disabled and isolated to commute and helping reduce traffic jams.</p>	<p>Increase the capacity of bus transport between Lower Earley and Reading as surveys suggest morning services are at capacity and leaving passengers at stops. 5% decrease in the number of people arriving in single occupancy vehicles at public transport interchanges (rail stations &amp; P&amp;R sites) by March 2022.</p>	<ol style="list-style-type: none"> <li>1. Review contract with Reading buses</li> <li>2. Identify capacity requirements</li> <li>3. Bid for funding</li> <li>4. Deliver increased capacity in the short term</li> <li>5. Re-assess requirements post covid and home-working</li> </ol>	<p>Additional capacity has been delivered on a short-term basis - Achieved with extra vehicles thanks to DfE funds during covid.</p> <p>Currently the route is still operating with capacity, so there is not a case for increasing the resource, though it is being monitored regularly.</p>	<p>Included in total</p>	<p>Short term</p> <p>Nil</p>
<p>1.3.7</p>	<p><b>Implement the South of M4 bus strategy.</b></p> <p>This will connect people to jobs, study and local services, allowing people who are old, young,</p>	<p>Increasing the frequency of the Leopard Bus services, serving the South of M4 SDL to increase the number of residents using this by 5%.</p>	<ol style="list-style-type: none"> <li>1. Launch public consultation to understand demand for travel</li> <li>2. Deliver increased frequency of services</li> </ol>	<p>Completed. This will be reviewed as part of an ongoing Enhanced Partnership agreement process for new pattern of service, dependent on the joint review with Reading Borough - collaborating on</p>	<p>Included in total</p>	<p>Short term</p> <p>£480,000</p>

	disabled and isolated to commute and helping reduce traffic jams.		<ol style="list-style-type: none"> <li>Review capacity requirements under covid changes.</li> </ol> <p>This will be included in the BSIP</p>	this project towards shared goals.			
1.3.8 314	<p><b>Investigate demand services opportunities and on-demand flexi-routes.</b></p> <p>This will connect people to jobs, study and local services, allowing people who are old, young, disabled and isolated to commute and helping reduce traffic jams.</p>	<p>Improve access to rural areas by implementing an uber style public transport service for people living in remote locations where a full service would be unviable but still help reduce car usage. Leading to a 5% increase in the number of trips from our public transport interchanges by bus and rail by March 2022.</p>	<ol style="list-style-type: none"> <li>Twyford is being considered under the rural mobility fund bid as a pilot area.</li> <li>Investigate ARRIVA Click success.</li> <li>Submit bid for extra funding in this area</li> <li>This will be included in the BSIP as a longer-term aspiration for improvement to rural transport and early morning / late evening transport.</li> </ol>	<p>A bid has been submitted to DfT as part of BSIP but unsuccessful.</p> <p>Under consultation to explore DRT further.</p>	Included in total	Short term	Included in £34m bid.
1.3.9	<p><b>Home to school transport project.</b></p> <p>Potential to deliver costs savings and reduce wait/travel times for users.</p>	<p>Re-optimising the routes and capacity for school buses by re-tendering the contracts.</p> <p>Also re-optimising the wider taxi collection scheme to minibuses and sharing more.</p>	<ol style="list-style-type: none"> <li>Calculate the optimal route plans</li> <li>Calculate the estimated carbon savings</li> <li>Re-tender contracts</li> <li>Collate the details on the current taxi scheme</li> <li>Identify opportunities for sharing or minibus routes</li> <li>Modify plans as needed to ensure 100% coverage</li> </ol>	Completed - The school bus contracts have been re-tendered with the switch happening on the 06/09/21, with ongoing monitoring.	2.55 tCO <sub>2</sub> e	Short term	Nil

			7. Monitor progress to identify savings				
<b>1.4</b>	<b>10% From Active Transport Increase</b>				<b>13,623 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<b>3.14.1</b>	<p><b>To provide more primary school children with the opportunity to develop practical skills and an understanding of how to cycle safely.</b></p> <p>Will be more likely to choose cycling over cars as adults, health benefits from exercise. Increased time freedom due to lack of commute also increases adoption of active transport methods. People have embraced local green spaces.</p>	<p>Offer bikeability training up to level 3 to more primary school children in Wokingham Borough to improve cycling skills amongst children and improve air quality by substituting cycling for car journeys. Achieve a 5% reduction in the number of children being driven to Wokingham Borough schools by March 2023.</p>	<ol style="list-style-type: none"> <li>1. Compile and deliver an annual events programme for Bikeability courses.</li> <li>2. Monitor impact of programme on take up of cycling to school.</li> </ol>	<p>Courses still underway. Project fully funded with a total of 2,373 children trained to date.</p> <p>Larger Bikeability grant obtained for 2022- 2023 to enable us to train up to 1,800 children on Bikeability courses.</p> <p>372 children completing Learn to Ride courses, with 273 successfully riding after 1-2 sessions.</p>	<p>353 tCO<sub>2</sub>e</p> <p>(Included in total)</p>	<p>Short term</p> <p>£122,512 + £83,332 for 2022/23</p>	
	<b>1.4.2</b>	<p><b>Encourage and support local schools to join Modeshift Awards scheme for</b></p>	<p>Create a culture of active travel amongst school children, having a direct impact on air quality, carbon savings and helps improve</p>	<ol style="list-style-type: none"> <li>1. 10 schools targeted within the Wokingham Town, Finchampstead and Twyford areas (AQMA), to achieve</li> </ol>	<p>Ongoing work with schools via certification and competitions.</p>	<p>137 tCO<sub>2</sub>e</p>	<p>Medium Term</p> <p>£190,101</p>

316	<p><b>active and sustainable travel.</b></p> <p>Will be more likely to choose active transport over cars as adults, health benefits from exercise. People have embraced local green spaces. Increased time freedom due to lack of commute also increases adoption of active transport methods.</p>	<p>student health and concentration levels.</p> <p>Leading to a 10% reduction in the number of children being driven to school by March 2026.</p>	<p>Modeshift STARs accreditation at bronze, silver, gold or platinum level, as appropriate for the school, supported by active travel officers.</p> <p>2. Promote the following campaigns in schools in the AQMA area: a car free day, an anti-idling campaign, national clean air day campaign, and Beat the Street.</p>	<p>Two more schools accredited, with another two submissions. 12 schools actively engaged with, and an additional 10 schools with air quality focus and monitoring equipment. Evendons School achieved platinum level, one of only 8 schools in the country and winning regional school travel awards.</p> <p>21 schools signed up to the Big Walk and Wheel, with Wescott and Windmill schools scoring in the top 50 schools nationwide. Upcoming similar Walk to School Week campaign with 32 signed up.</p>	(Included in total)		
1.4.3	<p><b>Roll out the Healthy School Streets programme.</b></p> <p>Will be more likely to choose active transport over cars as adults, health benefits from exercise. People have embraced local green spaces.</p>	<p>Trial programme at school streets to tackle congestion, road safety and air quality by restricting motor traffic at the school gates for a short period of time, generally at drop-off and pick-up times. This will make it more difficult to drive to the school for the school run, resulting in a reduction in students being driven to school.</p>	<ol style="list-style-type: none"> <li>1. Design how the scheme will work.</li> <li>2. Assess potential schools and create tender opportunity.</li> <li>3. Select a school to pilot scheme.</li> <li>4. Review the results of the pilot.</li> <li>5. Role out scheme more widely.</li> </ol>	<p>Process for suitable pilot site under assessment.</p>	Included in total	Long term £10,000	

		Leading to a 10% reduction in the number of children being driven to school by March 2026.					
1.4.4	<p><b>Increase the uptake of cycling from local business by promoting the Love to Ride programme.</b></p> <p>Health benefits from exercise and increased time freedom due to lack of commute also increases adoption of active transport methods. People have embraced local green spaces.</p>	Encourages people to choose cycling as their main mode for essential travel and as a fun, enjoyable form of daily exercise. Aiming to reduce the CO2 emissions from employees of local businesses travelling to work by 10% by 2025.	<ol style="list-style-type: none"> <li>1. Ride anywhere week campaign - 23 - 27 March 2020</li> <li>2. Run 4 campaigns per year to promote cycling to work</li> <li>3. Work in partnership with local businesses to promote active travel breakfast</li> </ol>	<p>Full audit of Love to Ride underway.</p> <p>Aiming for 100 active companies and 2-3000 participants per campaign, including push for WBC employees.</p>	1,240 tCO <sub>2</sub> e  (Included in total)	Medium term  £50,000	
1.4.5	<p><b>Develop the Local Cycling and Walking Infrastructure Plan (LCWIP) to be Borough wide and implement 50% LCWIP by 2030.</b></p> <p>Health benefits from exercise and increased time freedom due to lack</p>	<p>Create a comprehensive network of walking/cycling routes across the Borough which are joined up, based on evidence and data from the LCWIP process.</p> <p>Aiming to increase cycling modal share by 4% and walking modal share by 5%.</p>	<ol style="list-style-type: none"> <li>1. Completion of LCWIP studies across the borough from 2021 to 2025.</li> <li>2. Implementation of measures from the reports ongoing to 2030.</li> </ol>	<p>Borough wide LCWIP Study assessments for primary routes completed with consultant.</p> <p>Public consultation on LCWIP routes and infrastructure ideas is expected in July 2022.</p> <p>Consultation for Woodley / Reading Active Travel Route</p>	12,447 tCO <sub>2</sub> e  (Included in total)	Long term  £38m (£5m for report)	

318	<p>of commute also increases adoption of active transport methods. People have embraced local green spaces.</p>			<p>complete and redesign of some sections underway in response. A 3<sup>rd</sup> public consultation on the revised design proposals will be undertaken in Summer 2022.</p> <p>£2.95m grant received from DfT for the continuation of Woodley / Reading Active Travel Route.</p> <p>Design proposals for the A329 Reading Road cycle scheme between Aspen Place and Winnersh Relief Road Roundabouts are under development.</p>			
1.4.6	<p><b>Deliver engagement and cycle training events across the Borough.</b></p> <p>Health benefits from exercise and increased time freedom due to lack of commute also increases adoption of active transport methods. People have</p>	<p>Deliver cycling training events at bike hubs, Dr Bike checks, puncture repair classes, smoothie bike, cycling skills and bike obstacle course, cycle maintenance courses, Breeze rides for beginner ladies, Bike Bonanza and Bikeability training levels 1-3. This increases confidence, road safety awareness and skill level on bikes to achieve a 2%</p>	<ol style="list-style-type: none"> <li>1. Deliver events for Montague Park and a new one in Shinfield as planned in the Events Programme 2020 – 2021.</li> <li>2. Deliver Wokingham Bikeathon as planned in the Events Programme.</li> <li>3. Deliver Bike Hub community events for Woodley, FBC, Montague Park and Shinfield as</li> </ol>	<p>Events ongoing dependent on covid regulations.</p> <p>Bike Bonanza held in April 2022 with partners and delivering training.</p> <p>Annual Wokingham Bikeathon and E-bike event with WTC June 2022</p> <p>Bike Hub events to go ahead as planned.</p>	<p>212 tCO<sub>2</sub>e (Included in total)</p>	<p>Short term</p> <p>£7,000</p>	



	embraced local green spaces.	increase in residents regularly cycling for leisure and utility by March 2022.  Engage residents with active travel schemes by providing discounts for bikes & accessories.	planned in the Events Programme 2020 – 2021.	Road safety shows run every year in primary schools.			
1.4.7 319	<b>Adult cycle training.</b>  Health benefits from exercise and increased time freedom due to lack of commute also increases adoption of active transport methods. People have embraced local green spaces.	Shine over 60s cycling program, focus on encouraging outdoor cycling for people over 60 for travel, leading to a 3% reduction in car use by residents over 60.	1. Deliver SHINE rides events as planned in the Events Programme 2020 - 2021	Began end of April 2022 and going out to businesses as well as over 60s.	1,633 tCO <sub>2</sub> e  (Included in total)	Short term  £1,500	
1.4.8	<b>Completion of the Cross Berkshire Cycle Route – NCN 422.</b>  Health benefits from exercise and increased time freedom due to lack of commute also increases adoption of active transport methods. People have	Creation of a new national cycle route between Newbury and Windsor (approx. 30 miles), including a section within Reading, Wokingham Borough, West Berkshire, Bracknell Forest and Windsor & Maidenhead, and it is included within the Thames Valley Berkshire Local Growth Deal. This will encourage more residents to	1. Completion of route across Wokingham with a combination of shared use and on-carriageway cycle lanes on the A329.	Completed. Note that this route was constructed to previous design standards and in the longer term will need to be upgraded to align with LTN 1/20.	Included in total	Short term  £1m	

	embraced local green spaces.	cycle by connecting people with key destinations.					
1.4.9	<p><b>South Wokingham Railway Crossings (Foot and cycle).</b></p> <p>Health benefits from exercise and increased time freedom due to lack of commute also increases adoption of active transport methods. People have embraced local green spaces.</p>	Improved walking and cycling infrastructure will encourage residents to mode shift.	1. Feasibility study on Carnival pool crossing with Network Rail.	Feasibility study on Carnival pool crossing with Network Rail – Engaged WSP to design replacement bridges	Included in total	Short term Costs TBC	
320							
1.4.10	<p><b>Promote active and sustainable travel modes amongst new residents in new developments.</b></p> <p>Health benefits from exercise and increased time freedom due to lack of commute also increases adoption of active transport methods. People have</p>	Inform new residents of alternatives to single occupancy car use, promoting the wider benefits of active and sustainable travel, while providing a local context. Welcome packs are provided with offers for sustainable travel, like bus taster tickets and cycle shop discounts, as well as localised cycle, bus maps and SANG walks.	1. Welcome pack for Deer Leap Park and Orchard Rise in the Spencerswood, Arborfield and Wokingham areas.	Dear Leap Park and Orchard rise welcome packs delivered and sites now complete. Packs also delivered to the numerous developers in Shinfield Arborfield and Wokingham areas and ongoing.	Included in total	Medium term £3,000	

	embraced local green spaces.	Aiming to achieve 25% of new residents travelling sustainably on a daily basis across the Strategic Development Locations each year by 2026.					
1.4.11 321	<p><b>Provide personalised travel planning to new residents.</b></p> <p>Health benefits from exercise and increased time freedom due to lack of commute also increases adoption of active transport methods. People have embraced local green spaces.</p>	All residents in new developments are offered transport advice about alternative modes of travel, including free testing ticket and tailored travel packages. Aiming to achieve 25% of new residents travelling sustainably on a daily basis across the Strategic Development Locations each year by 2026.	1. Personalise travel planning to new residents in Shinfield development.	Planning underway for two rounds of PTP in financial year 2022/23.	Included in total	Medium term £50,000	
2	<b>Reduced Road Freight</b>				<b>23,241 tCO<sub>2</sub>e</b>	<b>TBC</b>	
2.1	<p><b>Develop a domestic and industrial freight management policy alongside LTP4.</b></p> <p>Reduces operational costs for firms and storage energy usage</p>	To develop a borough wide traffic distribution hierarchy to understand traffic capacity, and traffic carrying routes. Improving operational logistics could reduce the number of 'empty runs' and consequently the number of trucks on the	<ol style="list-style-type: none"> <li>1. Data gathering and assessment.</li> <li>2. Creating an accurate baseline.</li> <li>3. Develop route hierarchy.</li> <li>4. Incorporate the first draft freight management policy into LTP.</li> </ol>	Not Started		Short term Costs TBC	

	as more efficient supply chain.	road, leading to a 22% decrease in distance travelled by road freight.  The framework will support decision making on the traffic distribution, based on air quality, carbon emissions and energy savings.	5. Carry out a study to assess transport movements in Twyford in particular routes. Specifically for lorries and heavy-duty vehicles. This will be delivered through freight management work.		23,241 tCO <sub>2</sub> e		
2.2 322	<b>Support the transition of business vans to cargo bikes.</b>  Improved air quality, cheaper to maintain. Sets the example by leading the way. Opportunity for communication with non-EV private users.	Establishing a short-term business grant fund for businesses to apply for funds to switch their large vans to smaller petrol or EV cargo bikes.	<ol style="list-style-type: none"> <li>1. Feasibility study to understand viability.</li> <li>2. Secure funding from the capability fund.</li> <li>3. Set up the business grant.</li> <li>4. Monitor applications and results.</li> </ol>	Feasibility study complete and funding secured. Setting up process underway.	Included in total	Short term £20,000	

# Renewable Energy Generation

## Annual Carbon Savings: 41,391 tCO<sub>2</sub>e

Emissions from fossil fuel burning to supply electricity remains a significant contributor to the borough's emissions, as the majority is provided via the national grid and hence emissions are calculated based on the current composition of energy providers which feed in to this. Therefore, by generating our own renewable energy through large schemes such as solar farms, this can be fed back into the grid and reduce the overall requirement and composition of fossil fuel provision.

Hence, this is how the carbon savings are calculated, by identifying how much the MWh the renewable generation in our borough will reduce the need for such alternatives in the national grid system. This is the simplest approach in terms of legislative purposes and provides significant benefits in terms of economic opportunities and more green employment and skills opportunities in the local labour market.

Over the last year, Wokingham Borough Council has established the complex supporting planning and procurement necessary to deliver the significant projects that will increase the generation of renewable energy across the Borough. Currently the timeline of planning indicates approximately 55,000 MWh of capacity from solar farms alone will be installed by 2030 across 2-3 sites, though further such sites are still planned to go ahead post 2030. For the delivery of the first solar farm, the council has worked closely with SSE, DBO, the farmers, specialist consultants and the local community.

Smaller schemes installed directly by households, businesses and in some cases, whole communities, can also contribute to these savings more directly, supplying the power used by the property owners and hence reducing the overall demand on power from the fossil fuel dominated grid. Calculations for savings remain similar though, based on replacing electricity generation from burning fossil fuels with a no carbon alternative.

Renewable energy though relates to all forms not just solar, with this included in existing support schemes and further targets in future iterations to address these sections more directly. This includes the continued installation of renewable energy systems in public buildings.

### Key Achievements this year:

- The generation of 42,572.84 MWh renewable electricity in the last recorded year (2020), saved the borough 10,881.62 tCO<sub>2</sub>e.
- Key milestones in progressing Barkham Solar Farm have been achieved including planning being granted, grid application submitted and public consultation complete.
- Partnered with Reading and Energy4All to assess viability of a number of potential buildings, under the community energy fund.

### Consumption Emissions:

- Total life cycle GHG emissions from solar PV systems are similar to other renewables and nuclear energy, and much lower than coal. Therefore none applying to households.

### Action Changes:

- Council specific actions moved to relevant section at the end of the plan.

### SDGs:



REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
3.1	<b>Increase the generation of renewable energy through investment in solar farms to generate 55,000 MWh</b>				<b>14,058 tCO<sub>2</sub>e</b>	<b>£50M</b>	
3.1	<p><b>Deliver the installation of a solar farm in Barkham with the capacity to generate in excess of 29 MWp of energy.</b></p> <p>Planning status of the land would remain unchanged with it reverting back to farmland after the solar farm reaches the end of its lifespan. Generation of green energy locally. 15,000 new trees on the farmland will be planted. New route for walkers, cyclists and horse-riders are being considered.</p>	<p>Installation of a large-scale solar farm on council owned land will allow the council to offset its carbon emissions from electricity and gas usage and possibly 'retail' any excess.</p> <p>Large scale solar farm installed in Barkham with the potential of generating 29 MWp output achieving 28,563,000 kWh's per annum by 2023.</p> <p>Potential to supply 8,000 homes.</p>	<ol style="list-style-type: none"> <li>1. Asset review board to the potential sites - consultant briefing for review of master planning of specific sites - With WSP for land planning now.</li> <li>2. Options appraisal - commission specifications of the project to procurement team</li> <li>3. Site tenant notice - one year notice</li> <li>4. Initial procurements process - identify the contractor - framework and due diligence process - 6 months</li> <li>5. Planning application - full application submission</li> <li>6. Consultation with local residents.</li> <li>7. Project delivery - Construction of solar farm - Project management</li> <li>8. Start operation.</li> </ol>	<p>Potential sites reviewed. Options appraisal completed. Site tenants provided notice. Procurement process underway and planning application completed. Grid application submitted – expected circa £6m.</p> <p>Consultation processes with local residents is complete. Start operation expected by December 2023.</p>	7,412 tCO <sub>2</sub> e	<p>Short term</p> <p>£25M</p>	

REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
3251.2	<p><b>Deliver the installation of a solar farm in Site 2 with the capacity to generate in excess of 26 MWh of energy. This will be reviewed case by case depending on surveys and other considerations.</b></p> <p>Generation of green energy locally and direct way to reduce carbon emissions. Surplus power is feed to the mains grid thereby distributing clean energy locally. Planning status of the land would remain unchanged with it reverting back to farmland after the solar farm reaches the end of its lifespan.</p>	<p>Installation of a large scale solar farm on council owned land will allow the council to offset its carbon emissions from electricity and gas usage and possibly 'retail' any excess.</p> <p>Installation of solar farm in Site 2 with the potential of generating 20+ MWh generation by 2025. Potential to feed 5,000 homes.</p>	<ol style="list-style-type: none"> <li>1. Asset review board to the potential sites - consultant briefing for review of master planning of specific sites</li> <li>2. Options appraisal - commission specifications of the project to procurement team</li> <li>3. Site tenant notice - one year notice</li> <li>4. Initial procurements process - identify the contractor - framework and due diligence process - 6 months</li> <li>5. Planning application - full application submission</li> <li>6. Consultation processes with local residents</li> <li>7. Project delivery - Construction of solar farm - Project management</li> <li>8. Start operation.</li> </ol>	Consultation process underway following desktop analysis.	6,646 tCO <sub>2</sub> e	Medium term £25M	

REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
3.2	<b>Support the generation of renewable energy in the Borough to generate the equivalent of approx. 1550 kWh per household</b>				<b>27,333 tCO<sub>2</sub>e</b>	<b>TBC</b>	
320.1	<p><b>Set up a Community Energy Fund for Wokingham (WEC)</b></p> <p>Enable residents and the community to become investors in renewable energy installations. Facilitate access to external funding to cover the cost of renewable energy installations across the Borough. Projects can be wholly owned by the community. Support the creation of new green jobs in the area. Help to increase the premium of renewable energy technologies by increasing uptake.</p>	<p>A Community Energy Fund will help accelerate the uptake of renewable energy generation within the Borough. It will allow the council to engage with the community in the journey to net-zero carbon. The WCEF funds renewable energy installations through local shares from the community, enabling individuals and local organisations to support and benefit from the scheme.</p> <p>The scheme aims to generate an average of 27,000 kWh/year of renewable energy from the installation of small-scale PV systems funded through this scheme.</p>	<ol style="list-style-type: none"> <li>1. The scheme was approved by the council in January 2021.</li> <li>2. WBC will partner with Wokingham Energy Community (WEC) and will put forward potential buildings that could be considered for the scheme. These will include schools without solar PV, Young and Community Centres, etc.</li> <li>3. Next steps with key stakeholders to set up the shares value and future delivery of the scheme</li> <li>4. An annual report will be provided by WEC and Energy4all one year after it has been launched</li> </ol>	<p>The scheme was approved by the council in January 2021.</p> <p>Partnered with Reading and Energy4All to assess viability of a number of potential buildings.</p> <p>Community led initiative being loosely supported by council officers.</p> <p>The scheme will be fully launched by summer 2023.</p>	7 tCO <sub>2</sub> e	<p>Short term</p> <p>Nil</p>	



REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
3.2.2 327	<p><b>Support residents and local businesses to reduce their energy usage and carbon emissions and increase the uptake of green energy.</b></p> <p>Wider uptake of green energy will reduce the green premiums and allow more people to access cheaper green energy tariffs</p>	<p>Develop a comprehensive service to residents and local businesses, offering green energy provision, as well as energy efficiency measures, consultancy, and advice</p> <p>Provide a scheme which allows for Public and businesses to 'buy' Green electricity / Gas through WBC (referral).</p>	<ol style="list-style-type: none"> <li>1. Feasibility assessment for the council to commence a 'Green label' energy procurement initiative for council properties.</li> <li>2. Development of the scheme, initial conversations with potential partners.</li> <li>3. Scheme approval by Executive and launched.</li> <li>4. Provide advice to residents on energy efficiency measures.</li> </ol>	<p>2. Development of scheme to make green electricity available for public to directly buy not started.</p> <p>4. Providing advice to residents where possible on switching to green suppliers and improving energy efficiency, connecting them with services such as the Green homes and Sustainable homes grants. Also directly responding to residents enquiries, often raised from discussion with other services.</p>	9,585 tCO <sub>2</sub> e	<p>Long term</p> <p>Costs TBC</p>	
3.2.3	<p><b>Support the delivery of smart grid technologies.</b></p> <p>Digital infrastructure</p>	<p>A modernise energy service through smart grid technologies and digital infrastructure will provide more accurate information about</p>	<ol style="list-style-type: none"> <li>1. Work in collaboration with ADEPT, UoR and the LEP to deliver initial research on test different control strategies / interventions.</li> </ol>	Not Started	Included in total	<p>Medium term</p> <p>Nil</p>	

REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	enable consumers to access innovative solutions such as smart tariffs. These tariffs reward consumers financially for using less electricity at peak times of demand or using more when overall demand is low and there is surplus generation available.	<p>energy consumption and costs, so consumers can easily understand how to save money on their bills.</p> <p>The project aims to monitor the benefits of energy management trials, implemented by Smarter Grid Solutions, and to advise on future upscaling potential.</p>					

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## Retrofitting Domestic and Commercial

**Annual Carbon Savings: 71,001 tCO<sub>2</sub>e**

While energy supply elements are primarily targeted above, reducing the demand for such is also vital in minimising overall emissions. The government also recognise this as a key area to address, so targets are aligned to such where possible, now being measured primarily via the EPC ratings of all properties. This still represents energy reduction as higher scores represents greater energy efficiency, hence are calculated as such.

Key measures include encouraging awareness of the potential energy saving measures available to domestic and commercial property owners, looking to support them throughout the process of identifying opportunities and installing them. By doing so, significant savings can be achieved in both energy bills and carbon emissions, particularly for buildings with currently low energy efficiency ratings.

Indeed, while current targets are primarily focused on domestic aspects, the council are keen to work with local businesses to also improve commercial properties, to deliver similar benefits here. This is again in line with government aspirations directly on this aspect, with new targets to outline such to be in future iterations once clarified by officials. However, this may already be included within target 3.2 above and so new actions will be incorporated the correct section when clear.

This work will involve working with many partners, such as alongside the Energy Company Obligation (ECO) and Green Homes Grant schemes.

Council owned properties are of course included in this aim, with social housing included in this section, though offices and leisure centres etc are in the council section at the end of the plan as this relates directly to council energy use, as defined by the GHG accounting tool.

Alternative fuels and direct emissions from 'industry' are recognised to not be addressed directly through these measurements, hence they will be analysed more over the coming year to identify new targets for these specific sections.

### Key Achievements this year:

- Retrofitting works so far have cumulatively contributed towards savings of 741.89 tCO<sub>2</sub>e.
- Feasibility assessment on Woodley Library pilot completed.
- Street lighting efficiency has contributed savings of 163 tCO<sub>2</sub>e.
- Over 1500 households getting assistance so far from help to heat.
- Pilot Project Completed in Riseley, raising a house from SAP D to B

### Consumption Emissions:

- Total life cycle GHG emissions from solar PV systems are similar to other renewables and nuclear energy, and much lower than coal. Therefore, none applying to households.

### Action Changes:

- Action 4.4.3 Added to incorporate the support of housing associations into the retrofitting process.
- Previous Action 32.2, the Gorse Ride regeneration project, has been separated into its own action 4.1.1
- Council specific actions moved to relevant section at the end of the plan.

### SDGs:



REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
4.1	<b>Implement a Passivhaus housing scheme for 255 council homes</b>				935 tCO <sub>2</sub> e	TBC	
4.1.1	<p><b>Gorse Ride Regeneration Project</b></p> <p>A chance for Wokingham Borough Council to take the lead and set an exemplar approach.</p> <p>Provide residents with more efficient, warmer homes, with cheaper running costs.</p>	<p>New council homes will follow the passivhaus housing scheme as in action To develop a council led pilot Passivhaus housing scheme by 2021.</p> <p>Regeneration of urban improvement schemes. There are around 255 homes in Gorse Ride state regeneration project.</p>	<ol style="list-style-type: none"> <li>1. Assess and identify a suitable site for PassiveHaus scheme to be applied, based on optimal savings.</li> <li>2. Contact developers and discuss requirements/design ideas, along with required consultants.</li> <li>3. Apply measures.</li> <li>4. Monitor performance and feedback from users</li> </ol>	<p>Design options at Gorse ride under assessment. It has houses designed to the first the first stage of PassiveHaus. There will be no gas to the domestic houses on the side.</p>	935 tCO <sub>2</sub> e	<p>Medium term</p> <p>Costs TBC</p>	
330							
4.2	<b>Improve energy performance of council housing stock.</b>				9,542 tCO <sub>2</sub> e	TBC	
4.2.1	<p><b>Improve energy performance of council housing stock.</b></p> <p>Improving the energy efficiency of our homes will mean households can significantly reduce demand and save money on their bills, reducing fuel poverty rates.</p>	<p>There are around 2,600 council owned housing units. We want to improve energy performance of council housing and incrementally reduce the use of domestic gas and replace it with cleaner technologies.</p> <p>This will contribute to a</p>	<ol style="list-style-type: none"> <li>1. Survey the whole stock to develop and energy benchmark.</li> <li>2. Carry out assessment to Public Energy Supplier funding that could be used to improve the energy profile of council housing.</li> <li>3. Carry out an assessment to ECO (Energy Company Obligation) scheme and potential funding.</li> <li>4. Pilot energy improvement work to a property increasing it from SAP D to B.</li> </ol>	<p>Basic condition surveys are underway to assess stock and EPC ratings.</p> <p>ECO scheme assessment completed.</p> <p>Pilot Project Completed in Riseley,</p>	9,542 tCO <sub>2</sub> e	<p>Medium Term</p> <p>Costs TBC</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
33		reduction in energy bills and fuel poverty rates.  Improve energy efficiency of council owned houses to EPC band C.	5. Carry out independent EPC ratings for each property. Establish and deliver a retrofit programme for council housing based on EPC baseline and available budgets.	raising a house from SAP D to B.  Also completed a council owned housing project for Care Leavers that achieved SAP A rating.  Focus Group Council Housing Stock to be established.			
4.3	<b>By 2029 all local schools to be retrofitted</b>				<b>5,034 tCO<sub>2</sub>e</b>	<b>TBC</b>	
4.3.1	<b>Upgrade various energy measures in the schools to improve their energy performance.</b>  Improving the energy efficiency of our schools will significantly reduce demand and save money on their bills. Support more jobs in the green and sustainability industries	Schools retrofitting programme will be based on initial assessment. Works will typically include: LED lighting, Insulation measures, controls upgrades, heating upgrades / replacements and Renewable Energy Generation technologies. Priority given to energy 'payback' calculations of	1. Carry out energy audits to all schools to identify possible energy reduction projects. 2. Establish and deliver the schools retrofitting programme which will be based on carbon 'paybacks'.	Stock Condition survey reports underway, to feed into Energy Management Plan. Collecting EPC certificates and run energy audits to support this.  Projects Ongoing in advance of the above, where realistic ROI can be achieved.	5,034 tCO <sub>2</sub> e	Medium term  TBC	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	Emerging of new supply chains for building efficiency will reduce the cost of the green technologies such as heat pumps, batteries, solar panels, etc.	less than five years against energy spend.		Measures achieving 98.71 tCO <sub>2</sub> e of savings per year already implemented.			
<b>4.4</b>	<b>75% of Homes to be EPC C rating or above</b>				<b>55,490 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<b>332</b> <b>4.4.1</b>	<b>Develop and deliver schemes to support retrofitting of homes - ECO (Energy Company Obligation) offering.</b>  Improving the energy efficiency of our homes will mean households can significantly reduce demand and save money on their bills, reducing fuel poverty rates.	Support residents to reduce their energy usage and carbon emissions and increase the uptake of green energy technologies. This scheme will include energy efficiency measures.  More residents will be able to improve the energy efficiency of their properties and switch from gas to electricity	<ol style="list-style-type: none"> <li>1. Set up the scheme. Identify the type of measures that can be implemented</li> <li>2. Identification of suppliers that will help deliver the scheme</li> <li>3. Scheme approval by Executive</li> <li>4. Launch the scheme – identify and contact the residents that can benefit from the scheme</li> <li>5. Continue advertising and implementation.</li> </ol>	The scheme is now active and will continue to advertise and implement improvements, likely until the end of 2025.  Over 1500 households getting assistance so far from help to heat, the councils locally set ECOFlex scheme.	25,690 tCO <sub>2</sub> e	Medium – long term  £750,000	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
4.4.2	<p><b>Develop and deliver schemes to support retrofitting of homes - Green Homes Grant.</b></p> <p>Improving the energy efficiency of our homes will mean households can significantly reduce demand and save money on their bills, reducing fuel poverty rates.</p>	<p>Support residents to reduce their energy usage and carbon emissions and increase the uptake of green energy technologies. This scheme will include energy efficiency measures. More residents will be able to improve the energy efficiency of their properties and switch from gas to electricity</p>	<ol style="list-style-type: none"> <li>1. Deliver Green Homes Grant LAD 1</li> <li>2. Green Homes Grant LAD 2</li> <li>3. Continue application for upcoming grants</li> </ol>	<p>Completed referral process stage of the scheme, progressing to installation of measures stage.</p>	<p>Included in total</p>	<p>Medium term</p> <p>Nil</p>	
4.4.3	<p><b>Engage with House Associations to support retrofitting of homes.</b></p> <p>More residents will be able to improve the energy efficiency of their properties and switch from gas to electricity. By improving the energy efficiency of our homes will mean households can significantly reduce</p>	<p>Contact social housing associations to demonstrate and discuss the opportunities around retrofitting homes, towards greater energy efficiency.</p> <p>This will enable more residents to reduce their energy usage and associated costs.</p>	<ol style="list-style-type: none"> <li>1. Discuss opportunities for collaboration with housing associations/landlord on social housing improvements.</li> <li>2. Direct towards SHDF scheme.</li> <li>3. Support delivery of measures.</li> <li>4. Monitor and provide advice.</li> </ol>	<p>Initial conversation with RPs delivered in October 2021.</p> <p>Delayed due to insufficient capacity.</p>	<p>Included in total</p>	<p>Long term</p> <p>Costs TBC</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	demand and save money on their bills, reducing fuel poverty						
33 44.4	<p><b>Support residents and local businesses to reduce their energy usage and carbon emissions by retrofitting their properties - Green Bank and home decarbonisation Scheme</b></p> <p>More residents will be able to improve the energy efficiency of their properties and switch from gas to electricity. By improving the energy efficiency of our homes will mean households can significantly reduce demand and save money on their bills, reducing fuel poverty.</p>	<p>The Green Bank Scheme will provide loans to assist householders in their net zero carbon ambitions. This will include energy efficiency measures on the fabric of the building and replacing appliances with low carbon versions. Householders will pay this back against a loan re-payment (plus interest) over a period of time (7, 10 and 15 years).</p> <p>The home decarbonisation service will provide advice to help residents make informed decisions about their home.</p>	<ol style="list-style-type: none"> <li>1. Identify partners and set up the scheme</li> </ol>	<p>Green Bank Focus Group set up and running. Currently assessing different partners and schemes.</p> <p>Home decarbonisation service under development.</p>	Included in total	<p>Medium term</p> <p>Costs TBC</p>	



REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
4.4.5	<p><b>Smart City Cluster pilot project</b></p> <p>May identify wider opportunities for energy savings elsewhere.</p>	<p>The project focus on energy savings from 'small' devices using a 'smart' plug. This project will help to inform on technologies that will help reduce energy consumption.</p>	<ol style="list-style-type: none"> <li>1. Contact Measurable Energy regarding pilot under new funding.</li> <li>2. Trial office locations where the impacts across numerous devices can be tested and monitored. They are looking for a minimum energy saving of 5% along with associated cost savings.</li> </ol>	<p>This project was explored but has been significantly delayed due to covid.</p>	<p>Included in total</p>	<p>Long term</p> <p>Nil</p>	
335 4.4.6	<p><b>Street lighting project</b></p> <p>Benefits wildlife with less light pollution.</p> <p>Reduces running and maintenance issues/costs.</p> <p>Greater monitoring ability to detect and respond to issues.</p>	<p>A major street lighting LED Upgrade Scheme took place over the last few years. This has significantly reduced energy consumption and equipped the streetlights with remote control/monitoring.</p>	<ol style="list-style-type: none"> <li>1. Part-night lighting: Apply "part-night" timing to highway street lights, where they switch off between 0:30 and 5:30.</li> <li>2. The council will explore how this scheme could be extended to other roads</li> <li>3. Dimming: All of the new LED lights are dimmable and in the majority of locations we currently dim them to 80% power at 10pm and 60% power at midnight. The council will explore the possibility to further fine-tune these dimming levels.</li> <li>4. With the DfT reducing requirements for lighting</li> </ol>	<p>Further updates following the LED Upgrade Project are currently being made, with the few remaining sites where the street/sign lighting is to be upgraded (e.g. Market Place) to be complete in the next few years. Approximately 2,000 lights now follow part night timing.</p> <p>Ongoing programme of upgrades of traffic signals to LED and more energy efficient control. Fine tuning</p>	<p>Included in total</p>	<p>Medium – long term</p> <p>Costs TBC</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
			<p>signs and traffic bollards these will be included where possible.</p> <p>5. The expected new infrastructure and housing projects lighting requirements, along with new traffic signals across the borough will be minimised where possible, but some increase is anticipated from such.</p>	<p>lighting would require individual design for each road so will be a gradual process.</p> <p>Compared to 2019/20 figures this represents savings of 163 tCO<sub>2</sub>e.</p>			

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## Carbon Sequestration

### Annual Carbon Savings: 4,360 tCO<sub>2</sub>e

It is acknowledged that some emission sources will be nearly impossible to eliminate, hence some offsetting will be required, though this is done as a final response, with minimisation being prioritised. However, these projects are not only focused on carbon and offer considerable benefits to biodiversity and public health. Indeed, nature-based solutions are an expanding area which will look to be included more in future through the upcoming adaptation plan.

Key measures here revolve around land management, aiming to increase both the area utilised for sequestration and biodiversity through more trees and allotments etc, alongside maintaining or improving the quality of these areas, through better soil/grassland management etc. Hence, through this approach trees are planted towards overall objectives through optimal schemes, be it as part of hedgerows, orchards or full woodlands.

Indeed, the last year has focused on groundwork to ensure the long-term sustainability of this project, considering the essential maintenance and selection of the trees for each location. This will be supported by a Tree Strategy, which will help meet statutory biodiversity obligations, while maximising the wide range of benefits that trees and woods can deliver.

The council plans also include projects to manage grassland, rewild land, protect and enhance wetland habitats, promote native planting and target woodland creation, as well as retention and maintenance of existing trees.

However, agricultural emissions remain a noticeable element of the boroughs overall profile, so alongside these goal, future iterations of the plan will incorporate targets to minimise these where possible by working alongside land owners to improve the efficiency of operations in regard to emissions, with minimal economic impact.

Wokingham Borough Council's partnership with the Woodland Trust will ensure we receive the advice and support needed to ensure that we will be able to maximise the wide range of benefits that trees and woods can deliver.

### Key Achievements this year:

- Alongside hedgerows and management, the 15,400 trees planted since October have contributed towards offsetting an estimated 2,310 tCO<sub>2</sub>e.
- Community orchards planted at Winnersh Meadows, Woosehill Meadows and Dinton Country Park, in collaboration with Freely Fruity.
- 1,800 new trees confirmed for residents under Garden Forest Scheme – available for collection in autumn.
- Engaging with private landowners and town/parish councils who can register interest for scheme.

### Consumption Emissions:

- These emissions are minimal due to planting UK and Ireland sourced and grown native trees.

### Action Changes:

- Previous action 21.2 removed as this was investigated but the benefits to carbon savings and AQ would be minimal at the viable scale.

### SDGS:



REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
5.1	<b>Cover 170 hectares with new trees in the form of woodlands, hedgerows and orchards</b>				<b>2,329 tCO<sub>2</sub>e</b>	<b>£2.215m</b>	
338 5.1.1	<p><b>Create a new forest that will increase the number of trees in the Borough to improve carbon capture and biodiversity net gain.</b></p> <p>New community orchards for local food production.</p> <p>Improve our local air quality.</p> <p>Safeguard local biodiversity.</p> <p>Improve water management.</p> <p>Provide space for leisure, recreation and education.</p>	<p>Large-scale (greater than 5ha) woodland planting on council owned land on high carbon capture potential sites (e.g. arable land, improved grassland).</p> <p>Current woodland cover estimated at 2576 ha of Wokingham Borough (14.3%). Planting 250 ha more woodland (and associated green infrastructure) would get the Borough woodland land cover close to 15%.</p>	<ol style="list-style-type: none"> <li>1. Initial feasibility study, project plan and business case development.</li> <li>2. Identify council owned land that is suitable for a major tree planting scheme.</li> <li>3. Review our estate portfolio for agricultural land / improved grassland, which has the potential to be converted to woodland.</li> <li>4. Engage forestry specialist contractor to advice on feasibility, constraints, and process. Prepare consultant brief.</li> <li>5. Preparing plans and consulting public.</li> <li>6. EIA Screening / Planning.</li> <li>7. Grant and other scheme applications.</li> <li>8. Ordering and planting trees (with protection).</li> <li>9. Installation of other site infrastructure.</li> <li>10. Produce forest management plan.</li> <li>11. Handover to site manager (phased) - Ongoing management</li> </ol>	<p>Green Infrastructure Special Project Manager is now in post.</p> <p>15,400 trees planted since October, following project plan.</p>	Included in total	<p>Medium term</p> <p>£705,500</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
339.1.2	<b>Deliver small-scale woodland planting on council estate in existing parks and opens spaces sites.</b>	Identify potential programme to invest in small-scale woodland planting on council estate in existing parks and opens spaces sites. This small-scale planting can be deployed with shorter time scales than larger afforestation schemes.	<ol style="list-style-type: none"> <li>1. Assessment of council estate portfolio to identify areas in existing public open space that has potential to be converted to woodland.</li> <li>2. Carried out an internal review of constraints, costing, and scheduling. Preferably looking to target small low risk areas.</li> </ol>	Work to assess the council estate portfolio to identify areas in existing public open space that has potential to be converted to woodland is ongoing.	Included in total	Medium term  £618,000	
	New community orchards for local food production.	Estimate 5 to 10 ha of land available (circa 8,000 to 16,000 trees if planted as woodland).	<ol style="list-style-type: none"> <li>3. Preparing plans.</li> <li>4. Implement public consultation on identified sites.</li> <li>5. Grant and other scheme applications.</li> </ol>	Community orchard planted at Woosehill and Winnersh Meadows (182), in collaboration with Freely Fruity, along with 29 fruit trees and thousands planted as hedgerows at Dinton Country Park, alongside various schemes. Breakdown on sites available on Wokingham engage.			
	Improve our local air quality.	Potential for the sites to be planted as Community Orchards for local food production and BAP targets. Converting from improved grassland to traditional orchard with wildflower rich ground flora has the potential to still sequester circa 6 tonnes of CO2e equivalent a year.	<ol style="list-style-type: none"> <li>6. Ordering and planting trees (with protection).</li> <li>7. Ongoing management - Produce/review woodland management plan.</li> <li>8. Promote tree planting campaigns to engage with residents, schools and local businesses (e.g. National Tree Week).</li> </ol>				
	Safeguard local biodiversity.						
	Improve water management.						
	Provide space for leisure, recreation and education.						

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
340 5.1.3	<p><b>Support woodland and hedgerow creation on private sites.</b></p> <p>Improve our local air quality. Safeguard local biodiversity.</p>	Set up a grant scheme for local private landowners to apply for funding to create new woodland and hedge roads on privately owned sites.	<ol style="list-style-type: none"> <li>1. Produce Wokingham Borough Tree strategy to establish guidance for the delivery of the scheme.</li> <li>2. Set up the scheme. Define the thresholds, suitability assessment and grants or plants.</li> <li>3. Call for sites - Scheme promotion and engagement with local landowners Selection for piloting with a beacon site.</li> <li>4. Tranche 1 - Planting plan design and approval, establishing contract negotiation, payment mechanism, compliance checking and other grant and carbon trading scheme support.</li> <li>5. Review of tranche 1 take-up and feasibility assessment for tranches 2 &amp; 3.</li> </ol>	Engaging with private landowners and town/parish councils who can register interest for scheme via Wokingham engage.	Included in total	<p>Medium term</p> <p>£705,500</p>	
5.1.4	<p><b>Make Wokingham a Garden Forest by promoting and encouraging residents to plant new trees.</b></p> <p>Improve our local air quality.</p>	Establish general process and guidance that could allow residents and local businesses who want to plant and maintained their own trees either with our permission on our land, or to help them have a successful tree on their own land.	<ol style="list-style-type: none"> <li>1. Produce Wokingham Borough Tree strategy to establish guidance for the delivery of the scheme.</li> <li>2. Design the scheme; include considerations on types of trees, maturity.</li> <li>3. Provide the mechanism to select the right tree for the right place.</li> </ol>	Working with the T&L team to develop Native Tree Palette which will help provide guidance on which trees are suitable for each landscape character.	Included in total	<p>Medium term</p> <p>£160,000</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
341	Safeguard local biodiversity.  Improve water management.  Supports leisure, recreation and education.	A community of garden tree owners - scheme will be required to engage the community and ensure the legacy of the tree planting, securing that trees will be looked after.  These schemes will seek to deliver 6,000 trees  Estimate that a scheme with approximate 10% of householder take up rate has the potential to deliver 6,000 to 7,000 trees planted. Recommend that that the scheme should be budgeted to have a 10,000 tree ceiling.	<ol style="list-style-type: none"> <li>4. Establish the delivery mechanism.</li> <li>5. Launch the scheme and engage with residents and local businesses. Provide guidelines on the types of trees to be planted, the pathway for application of new trees and the benefits from the tree (carbon savings, biodiversity gain, etc.).</li> <li>6. Implementation of the scheme. System to take and register the orders - place tree orders and delivery. Record keeping.</li> <li>7. Legacy - is there ongoing support offered. Long-term recording of benefits Opt-out (local offsetting)</li> <li>8. Annual review and monitoring of the scheme.</li> </ol>	<p>1800 new trees confirmed for residents under Garden Forest Scheme – available for collection in autumn.</p> <p>This will be re-run following significant interest.</p>			
	5.2	<b>Carbon sequestration by design - improving carbon sequestration rates in future land management decisions.</b>				<b>2,031 tCO<sub>2</sub>e</b>	<b>TBC</b>
5.2.1	<b>Develop the Wokingham Borough Tree Strategy to support long-term creation and retention of woodland and trees.</b> Improve our local air quality.	Developing a tree strategy for the Borough which will help define: <ul style="list-style-type: none"> <li>• Appropriate species (and adaptation to climate change);</li> <li>• Good management practice;</li> </ul>	<ol style="list-style-type: none"> <li>1. Identification of requirements for Tree Strategy.</li> <li>2. Development of Feasibility study brief (including land appropriation and/or acquisition).</li> <li>3. Develop and builds upon existing studies.</li> </ol>	Value Engagement Survey published on Wokingham engage in Nov 2021 – results reviewed into report for O+S in	660 tCO <sub>2</sub> e	Short term  Included within the projected cost for Target 17	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	Safeguard local biodiversity. Improve water management. Supports leisure, recreation and education.	<ul style="list-style-type: none"> <li>Facilitating ongoing recruitment to veteran tree population;</li> <li>Appropriate places for woodland creation; and access.</li> <li>Improving the retention rate of trees - The longer trees are standing the longer carbon is locked up.</li> <li>Encouraging planting of woodland on private land.</li> </ul>	<ol style="list-style-type: none"> <li>Identify land available and type of habitat.</li> <li>Verify likely carbon sequestration.</li> <li>Confirm more detailed cost estimates.</li> <li>Allows milestone point for decision to continue with full funding.</li> </ol>	<p>Jan 2022, leading to below.</p> <p>Draft tree strategy underway with consultant, for public consultation in October 2022.</p>			
342	<p><b>Include in the Local Plan Update policy for carbon sequestration potential. Subject to inspection, the local plan update will include:</b></p> <ul style="list-style-type: none"> <li><b>Green Infrastructure Policy</b></li> <li><b>Tree Policy</b></li> <li><b>Flood Policy</b></li> <li><b>Biodiversity Policy</b></li> <li><b>Design Policy.</b></li> </ul> <p>Avoid / reduce the loss of established habitat.</p>	<p>Policies written to avoid loss of established habitat will help retain carbon stores.</p> <p>Policies written to seek multifunctional design of green and blue infrastructure will build in carbon sinks to new development.</p> <p>Policies written to retain and enhance biodiversity (particularly botanic diversity) will aid carbon sequestration in soils.</p>	<ol style="list-style-type: none"> <li>Require a review of ability to enhance carbon sequestration rates for all new policies and design guides to be published alongside.</li> <li>Independent assessment - design policy approach to maximise carbon sequestration.</li> </ol>	Not Started	42 tCO <sub>2</sub> e	<p>Medium term</p> <p>£10,000</p>	



REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	Retain and enhance biodiversity.	Design guide to green and blue infrastructure will encourage inclusion of low intensity (maintenance) habitat for carbon sequestration.					
343  5.2.3	<p><b>Develop the Local Nature Recovery Strategy to provide complementary funding source to aid land use change (LULUCF being a carbon sink)</b></p> <p>Biodiversity net gain unit capacity raises the value of land.</p> <p>Avoid / reduce the loss of established habitat.</p> <p>Retain and enhance biodiversity.</p>	<p>Developing a Local Nature Recovery Strategy that covers the Borough will provide a 5% uplift on the number of biodiversity net gain units that can be generated in areas identified as part of a local nature recovery network. The ability of soil to sequester carbon correlates positively with biodiversity.</p> <p>Additional biodiversity net gain unit capacity raises the value of land (for making improvements for biodiversity), and will leverage funding for habitat improvement that will lead to soil restoration and carbon sequestration.</p>	<ol style="list-style-type: none"> <li>1. Develop the Local Nature Recovery Strategy through the Berkshire Local Nature Partnership.</li> <li>2. Initial analysis of 30% target area - mapping exercise.</li> <li>3. Develop Berkshire wide habitat inventory to update LULUCF.</li> <li>4. Consultation exercise with stakeholders.</li> <li>5. Revising the Local Nature Cover Strategy and taking it through the local authority adoption process.</li> </ol>	<p>Not Started</p> <p>Awaiting government regulations.</p>	Included in total	<p>Medium term</p> <p>£40,000</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
		On assumption that average of 2.5 units per ha (not including current woodland area) can be generated at £15,000 per unit, the 5% uplift on a LNRS (over and above the national strategy area) would generate value on the biodiversity potential of £5,276,250					
344 5.2.4	<p><b>Develop a Natural Flood Management partnership and scheme.</b></p> <p>Reduce risk of floods and improve water management.</p>	<p>The creation of wetland habitat as part of a programme of restoration of natural flood management processes has potential to sequester carbon and reduce soil degradation.</p> <p>The partnership work and scheme would place through agreements with Environment Agency, water companies, and other Loddon Catchment Partnership partners.</p>	<ol style="list-style-type: none"> <li>1. Initial mapping exercise to identify locations that will provide wetland habitat and could be forward into the scheme.</li> <li>2. Consultation exercise with stakeholders.</li> <li>3. Revising the Strategy and taking it through the local authority adoption process.</li> </ol>	<p>Across the borough there has been a significant reduction in flood risk from surface and groundwater.</p> <p>Working closely with environment agency to reduce fluvial flood risk in the borough.</p> <p>All new developments come with drainage responsibility so measures incorporated.</p>	Included in total	Long term Costs TBC	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
5.2.5 345	<p><b>Work to transition Grassland Management to less frequent cutting scheme allowing wildflowers to bloom and set seed.</b></p> <p>Less maintenance than traditional mowing schedules can save money. Significantly increasing local wildlife density and diversity.</p> <p>Support learning for the wider community and provide opportunities to get involved in environmental projects.</p>	<p>Considerations to the BLUE heart campaign style management of grassland moving away from improved grassland habitat under an intensive cut cycle and allowing rewilding of highway verge and other areas increasing</p> <p>Currently approximately 125ha of Environmental Localities greenspace is improved or semi-improved grassland.</p>	<ol style="list-style-type: none"> <li>1. Pilot the principle of cut and collect to highways verge to improve biodiversity and soil restoration in selected areas. Run a 5% conversation pilot for highways verge and rural highways verge</li> <li>2. Target of 12.5ha of wildflower grassland creation across Environmental Localities sites.</li> <li>3. Working with ecosystem services team to manage land in more sustainable manner.</li> </ol>	<p>PROW first cuts have started across the borough.</p> <p>Nature reserve public access cuts have started on access paths.</p>	642 tCO <sub>2</sub> e	<p>Medium term</p> <p>£130,000</p>	
5.2.6	<p><b>Work to transition Grassland Management to support the Restoring Biological Processes.</b></p> <p>Less maintenance than traditional mowing</p>	<p>Natural greenspace grassland will perform better at carbon sequestration where:</p> <p>a) soil compaction from machinery is kept to a minimum, and</p> <p>b) structural diversity is</p>	<ol style="list-style-type: none"> <li>1. A feasibility study for applying a Legacy Gracing approach will set out the steps towards reducing our reliance on machine cutting and restoring soils.</li> </ol>	<p>Meadow management has started on some of our sites regards to conservation grazing while other will only be grazed</p>	642 tCO <sub>2</sub> e	<p>Medium term</p> <p>Costs TBC</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	schedules can save money. Significantly increasing local wildlife density and diversity.	encouraged by 'conservation' grazing (instead of uniform cutting). With the additional natural greenspaces being taken on alongside development the scale to justify an internally owned and managed conservation-grazing herd may be reached.		after a hay cut in August.			
346	<b>5.2.7 Implement Citizen Science Engagement for Hedgerow Restoration.</b> Improve our local air quality. Safeguard local biodiversity. Improve water management.	There is approximately 1534 km of (mapped) hedgerow in Wokingham Borough. Of this, approximately 963km (63%) is within the countryside (as defined by settlement hierarchy). Of this, approximately 397km (26%) are associated with the adopted highway. Hedgerows are a good target for restoration work to increase the number of standing mature trees storing carbon. At a 50m spacing 400km of hedgerow would be equate to 8,000 open growing trees.	<ol style="list-style-type: none"> <li>1. TVERC product development to take PTES hedgerow survey data and project in an interpreted way to inform hedgerow management for land managers.</li> <li>2. Tool can be used by Trees &amp; Landscape officers for enforcement of the Hedgerow Regulations.</li> <li>3. To inform a planting and restoration plan (as a part of the tree strategy), a citizen science condition assessment programme would greatly enhance the targeted planting of trees in suitable locations.</li> </ol>	Delayed due to staffing issues at TVERC, which the product is reliant on.	45 tCO <sub>2</sub> e	Medium term  £15,000	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
5.3	<b>Implement a programme of carbon sequestration opportunities</b>				<b>Included in total</b>	<b>Nil</b>	
5.3.1 347	<p><b>Engage the community with Community Garden Schemes.</b></p> <p>Promote production of fresh, local, seasonal produce. The social contact offered by gardening in an allotment environment helps to combat the lack of social capital embodied by loneliness. Gardening can prevent and alleviate mental ill-health and offer physical benefits. Improve local air quality.</p>	<p>Allow new allotment site due to be opened in 2020 as part of the South Wokingham Strategic Development Location (SDL)</p> <p>Carbon savings for these schemes are detrimental, however engaging residents with allotments and community garden schemes contributes to behavioural change</p>	<ol style="list-style-type: none"> <li>1. Work with UoR in assessing the 'Life Cycle Sustainability Analysis (LCSA) of Urban Food Production – the Case of Allotment Gardens and identify future opportunities for engagement</li> <li>2. Explore the opportunity to plant hazel trees on sites for future purposes, including the local provision of hazel beanpoles, to reduce consumption emissions.</li> </ol>	Not Started	Included in total	Short term Nil	

## Schools & Young People

### Annual Carbon Savings: Accounted for throughout the plan

WBC recognises the next generation will be a significant factor in ensuring the success and continuity of this plan due to the extended timescales of the associated impacts and solutions. Therefore, schools, teachers and young people themselves will be key partners for delivery of the actions set out below. Moreover, making the voices of young people heard should also encourage intergenerational learning meaning sustainable behaviour change is encouraged in their parents and families.

Key measures focus around engagement, awareness raising and education, passing across the same lessons we are currently trying to convey to wider residents and businesses, but in a more appropriate format. Doing so from an early age will ensure the environment is an automatic consideration throughout their future lives, with behaviours and routines already being entrenched which will support this.

With climate issues being a big focus globally and still growing, it is also vital children learn around it and how it impacts everything, as this will help deliver the skills they require to succeed in the upcoming green economy.

Due to this being future savings and around embedding behaviours beyond the 2030 plan these actions below are listed as neutral. However, carbon saving associated with the tree planting, retrofitting and active travel work with schools is accounted for in the relevant sections.

Due to Covid-19 related restrictions in visiting schools over the last two years there has been less physical engagement with schools than planned. Despite this, the council has continued to build up contacts with schools and gain more experience of delivering these targets virtually which will be implemented in the updated action plan below.

There are various environmentally focused initiatives, award schemes and accreditations which schools can work towards and many schools in the borough have achieved some of these awards. The council's aim is to make it as simple as possible to identify which scheme will work for them and what their pupils want to achieve and support schools in their journey to becoming more sustainable or even net zero carbon and how this can tie in with the curriculum at all levels.

### Key Achievements this year:

- Let's Talk Climate sessions run with primary and secondary school children specifically.
- Second annual Youth Climate Conference delivered in Nov 2021.
- 12 schools actively engaged with ModeShift STARS

### Consumption Emissions:

- The engagement targets below are to reduce overall carbon footprints of our residents which includes all 3 scopes of emissions. Further details of estimations are explained in the methodology.

### Action Changes:

- No direct action changes in this section.

### SDGS:



REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
6.1	<b>Encourage and support school children in the Borough to take an active role in reducing carbon emissions</b>				<b>Neutral</b>	<b>TBC</b>	
6.1.1	<p><b>Deliver annual climate emergency assemblies at local schools.</b></p> <p>Engagement from pupils should also reduce out of scope emissions in their carbon footprints, such as from food choices.</p>	<p>Introduce discussions about Climate Emergency amongst children and young adults via an annual climate emergency assembly for all secondary school students.</p>	<p>1. Plan and deliver climate emergency assemblies with all secondary schools.</p>	<p>This project remains on hold. Climate Emergency Assemblies were delivered to all year groups in 3 Secondary Schools in the borough in the 2019/20 academic year, to a total of approximately 3,357 pupils before lockdown restrictions came into place.</p> <p>Assemblies have been carried out by the MyJourney team about active travel and by the Air Quality Active Travel Officer about air quality over the 2021/22 academic year.</p>	Neutral	<p>Short term and ongoing</p> <p>Nil</p>	
349							
6.1.2	<p><b>Create climate committees in schools.</b></p> <p>Will be able to raise awareness around the connectedness of the climate emergency into all affected topics such as biodiversity.</p> <p>Engagement from pupils should also reduce out of scope emissions in their</p>	<p>Provide an opportunity for students, teachers, parents and the local community to work together to support the delivery of climate related projects.</p> <p>Increase engagement with climate emergency issues and ownership of actions to reduce carbon dioxide emissions.</p> <p>One per school starting</p>	<p>1. Produce information pack for how to set up a school council.</p> <p>2. Provide contacts within Wokingham Borough Council to help/attend when needed.</p>	<p>The Youth Council was set up in the summer of 2021. This is a borough wide initiative and serving a wide range of council areas.</p> <p>The climate emergency is one of the 10 Youth Council priorities. The first session of the council focused on Climate Emergency on 20th September 2021. The Climate Emergency and Waste teams attended and presented at this meeting.</p>	Neutral	<p>Medium term</p> <p>Nil</p>	

REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	carbon footprints, such as from food choices.	with secondary schools initially.	3. Aim to set first committees up with particularly engaged schools in 2021, or 2022 depending on the schools capacity post covid-19.	The Youth Council has also set up its own a Climate Change Sub-Committee which was promoted by the council with a sign-up sheet at the Youth Climate Conference in November. This is open to all students of secondary schools and the group continue to meet.		Short term and ongoing  Nil	
350  6.1.3	<b>Deliver the Youth Climate Conference.</b>  Learning opportunity around how energy use impacts our carbon footprints.	Increased awareness, engagement and understanding of climate emergency issues amongst children and young adults attending. Youth Climate Conference is aimed at sixth form (16+) students from across the Borough.	1. Deliver an annual Youth Climate Conference for secondary school students of the borough's schools to keep the conversation going with young people.  2. Aim to repeat this event virtually one a platform which allows for improved engagement.	A Youth Climate Conference was delivered as a series of videos in October 2020 and received a total of 5,600+ views across all social media platforms.  The second Youth Climate Conference was delivered on 24th November 2021 on Teams. There were 3 external speakers covering water scarcity and biodiversity and conscious consumption and 3 council officers discussing the councils work with schools to help with sustainability. The recording of the event can be found on the councils YouTube channel.	Neutral	Short term and annual  £2,000	



REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
6.1.4 351	<b>Encourage schools to include climate emergency issues in lesson time.</b>	Commitment from schools to include climate change in lesson time, for all children in at least one subject i.e. science, geography, philosophy, PSHE.	<ol style="list-style-type: none"> <li>1. Create a series of climate emergency lesson plans for Key Stages 1-3 initially.</li> <li>2. An initial climate emergency lesson plan has been drafted for testing in secondary schools.</li> <li>3. Create a pledge with criteria for all schools to sign; to be presented at the Secondary Federation.</li> <li>4. Create campaign to engage across schools and the public to lobby for commitment from all schools. Use different communication channels (e.g. local news, social media, etc.)</li> <li>5. Gain commitment from all schools and follow up to see how they are fulfilling the promise, with positive press coverage.</li> </ol>	<p>The council is working with teachers in the borough to investigate how this can be best achieved as in the different levels of education as well as gauging interest from schools and identifying gaps in climate education.</p> <p>Sustainability and climate change topics in lesson time will be a topic of discussion between local educators at the Teacher's Climate Summit which is due to be held in July 2022.</p>	Neutral	Medium term  Nil	
	<b>Encourage schools to adopt sustainable property and operational management practices that reduce carbon</b>	Develop a sustained campaign to encourage schools to focus on environmental issues to promote behavioural change.	<ol style="list-style-type: none"> <li>1. Work with schools to encourage retrofitting and raise awareness about energy ratings, usage and consumption.</li> </ol>	Gas AMR installation has been completed in the majority of schools in the borough. This produces an accurate consumption information. Feedback is then given to	Neutral	See Target 15.1	

REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	<b>emissions and support the environment.</b>  Learning opportunity to tie in the various services the council can provide into the climate emergency.	Better informed children and school staff on sustainability practices.		schools to address unusually energy spikes.			
			2. Work with schools to identify the school's carbon footprint including consumption emissions where possible, such as from food choices.	This service has yet to be promoted formally but will be part of an offer launch via the new climate emergency webpage.	Neutral	Short term Nil	
352	<b>Encourage Wokingham Borough schools to become net zero carbon and embrace sustainability.</b>	Create positive partnerships with schools to make the best use of already existing schemes such as the Eco Schools Scheme, UN Climate Accreditation for school staff, etc.  All schools to achieve Eco Schools programme by December 2025.	1. Get all schools to sign up to bronze level of eco schools by December 2021 2. Set up an incentive for all local schools to become green flag level by December 2025	Eco Schools has been invited to attend the Teacher's Climate Summit being held in July 2022 to encourage schools to take part.	Neutral	Short term Nil	
6.1.6	Comradery amongst a local network of schools, students and teachers to share lessons learned through both failure and success and accelerate the path to carbon neutral.	Support schools to assess their carbon emissions and sustainability status.  Each school to have a sustainability and carbon emissions baseline to help schools to take better informed actions in the	3. Produce an online resource on the Council's offering to schools. 4. Assessment of sustainability initiatives implemented at schools to identify what they already do and how we can support them to become net-zero carbon.	Ongoing and will be launched with the new climate emergency webpage.  The assessment mapping exercise has taken place and is regularly monitored and updated.	Neutral	Short term Nil	

REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
353		journey to become net-zero carbon.	5. Energy performance assessment for each school.	<p>In addition to progress under Target 15.1 The Energy team are developing a rolling programme for Display Energy Certificates in the borough's schools including identifying unusual energy usage and Scheduling retrofit work to address these.</p> <p>There are an additional 13 retrofit projects soon to be carried out at schools including LED lighting, loft/pipe insulation and air source heat pump installations at oil fuelled sites.</p>	Neutral	See Target 15.1	
		Learn from best practices amongst local schools. Create an active network of support within and among schools.	<p>6. Draw up a step-by-step toolkit for schools to exemplify best practice in the borough, including financial cost.</p> <p>7. Create our own federation/platform for sustainability within schools with sustainability leads at schools.</p> <p>8. Look into ways where we can use internal school communications systems to nudge users.</p>	<p>Research is ongoing to bring together a comprehensive toolkit to help schools to decarbonise their operations. When ready, this will be available on the website. This will be a topic of discussion at the Teacher's Climate Summit in July 2022.</p> <p>Looking into setting up teacher forum/network as an outcome of the Teacher's Climate Summit.</p>	Neutral	Short term Nil	

REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
				Internal communication pathways in school are utilised where possible.			
6.1.7 354	<p><b>Support schools to implement carbon sequestration projects.</b></p> <p>Focus on wildlife, biodiversity and connection to where food comes from as co-benefits to absorbing carbon we produce from the atmosphere via planting.</p>	<p>Connect schools to voluntary sector and the community in projects such as planting in care homes, working with local allotments and farms.</p> <p>Increased engagement with carbon sequestration projects among children and young adults.</p>	<ol style="list-style-type: none"> <li>1. Planting trees and plants to create a small-scale young forest in school grounds or council owned land.</li> <li>2. Promote tree planting campaigns in schools grounds as part of education in climate change issues.</li> <li>3. Make more allotment plots available to people on council owned ground to encourage young people to grow their own food.</li> </ol>	<p>17 schools had trees planted within their school grounds last season (Oct 21-Mar 22). These consisted of hedgerows, small woodland and fruit tree planting. Officers are engaging with schools to encourage more to participate in the tree planting project during the next planting season. This scheme will be promoted to schools at the Teacher's Climate Summit.</p> <p>Freely Fruity, a charity helping the local community to plant more fruit trees, will be attending the Teacher's Climate Summit to promote fruit trees on schools' grounds.</p>	Neutral	<p>Medium Term</p> <p>Nil</p>	
6.1.8	<p><b>Waste reduction.</b></p> <p>These suggestions may be passed on to the parents and wider family.</p>	<p>Run competition between schools to promote recycling, reduce waste and increase children's awareness about the impact of waste and reduce recycling contamination.</p>	<ol style="list-style-type: none"> <li>1. Set up the competition guidelines and trial competition in a specific school.</li> </ol>	<p>Research has been carried out into Re3's ability to provide educational content for schools. They can offer lesson plans including activities, site tours for students aged 18+ and can deliver some</p>	<p>51.93 tCO<sub>2</sub>e</p> <p>(Out of scope)</p>	<p>Short term</p> <p>Costs TBC</p>	

REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	<p>It will have a long term benefit by embedding the ideas early.</p> <p>Supports vulnerable groups with food donations.</p>	<p>Schools connected to Food Waste Hero volunteers and local businesses, to share surplus food (and other goods) rather than produce waste to increase children's awareness about the value of food and goods and reduce waste.</p>	<p>2. Investigate Freecycle for food schemes, to reduce food from schools go to waste and gets used, either for food banks or homeless shelters</p>	<p>education for this age group in schools. The next steps will be to draw attention to and offer these activities up to schools.</p>			
6.2	<b>Celebrate schools achievements in climate emergency initiatives and inspire the future generations.</b>				Neutral	TBC	
355 6.2.1	<p><b>Launch sustainability awards for schools.</b></p> <p>Raise awareness of achievements and inspire the wider borough to engage with the climate emergency agenda.</p>	<p>Create an awards scheme to recognise and celebrate the efforts and achievements of local schools and their engagement with the climate emergency agenda.</p> <p>Engage children with climate emergency initiatives.</p>	<p>1. Establish the criteria for all schools to participate.</p> <p>2. Promote the school awards.</p>	<p>This project is on hold, however the achievements of schools around issues of sustainability are celebrated where possible through council communications.</p>	Included in total	<p>Short term</p> <p>Costs TBC</p>	
6.2.2	<p><b>Nurture creativity and resourcefulness amongst children and young adults.</b></p> <p>Raise awareness of achievements and inspire the wider borough to engage</p>	<p>Create a culture of innovation and enterprise thinking on climate emergency solutions</p> <p>Help develop resourcefulness and creativity that is connected to climate change.</p>	<p>1. Roll out the Dragons Den climate competition across all schools.</p>	<p>The pilot was successfully completed at one secondary school in the 2019/20 academic year.</p> <p>This project now on hold due to limited resources.</p>	Neutral	<p>Short term</p> <p>Costs TBC</p>	

REF	Action / Co - Benefits	Description / Outcomes	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	with the climate emergency agenda.						
6.2.3	<b>Implement a behavioural change programme within schools that would support the adoption of new behaviours, particularly within sustainability and climate change.</b>	Initial pilot in three schools will result in engaging 200 children who are encouraged and rewarded for taking daily sustainable actions.	<ol style="list-style-type: none"> <li>1. Identify and propose schools that should be part of the pilot.</li> <li>2. Set up focus groups with children to drive the platform design. Potential to use eco committees within schools.</li> <li>3. Write a Business Case that includes timelines, activities and carbon savings to obtain funding for the scheme implementation.</li> </ol>	The council undertook an internal 'Market Engagement' event in October 2021 where council officers had the opportunity to assess various 'behaviour change' platforms, tools and organisations on the market. Several of these were focused on schools, mostly related to transport. The next step will be to identify a gap which can be addressed through a platform.	Neutral	Short term Costs TBC	
356	Raise awareness of achievements and inspire the wider borough to engage with the climate emergency agenda.						

## Waste and Recycling

### Annual Carbon Savings: 53,316 tCO<sub>2</sub>e (Out of scope)

To reach total net zero, along with minimising wider environmental impacts such as plastic pollution, it is vital to also minimise the amount of waste produced, following the waste hierarchy. This reduction is the primary goal of the waste strategy, alongside ensuring all recyclables are sorted correctly wherever possible. Hence, alongside the upcoming strategy targets around this aspect will also be included in future iterations.

Key measures here include engaging with residents to encourage behaviour changes around this minimisation and increase in recycling rate, along with providing the supporting infrastructure to do so.

367 The majority waste which is not recycled is currently incinerated, to generate energy as this is a marginally more sustainable alternative to landfill. However, it is certainly not the aim and is used as another last resort. It is also recognised that some outlying/unusual materials such as asbestos will never be fully recyclable or used for incineration, so 100% cannot be realistically achieved, however we can get very close and have moved this target forward to reflect our ambition here.

Waste generation & recycling related carbon emissions are not included in the BEIS datasets and are out of scopes 1 and 2. Hence, the savings are not included in the overall totals, but demonstrate the potential savings from such measures and their continued importance overall.

### Key Achievements this year:

- Overall, this year's total waste decreased to 71,624 tonnes, with the recycling rate rising to 54%. This totalled 38,852 tonnes of the overall amount, meaning 15,620.45 tonnes of CO<sub>2</sub> savings and 221.13 kgCO<sub>2</sub>e per household, a huge achievement. This is thanks to the below actions.
- Several successful campaigns and communications have been run.
- 14 champions developed, to identify and respond to issues quickly.
- Low participation food waste areas identified and targeted with straw pool observations and surveys to identify barriers.
- Engagement underway with developers to improve their provision of communal dwellings waste and recycling materials.

### Consumption Emissions:

- Per household an average of 0.55 tonnes of waste is being reused/recycled, against 0.46 tonnes of residual waste, with the majority going towards EfW (only 0.05tonnes to landfill). Within this household figure, it is estimated that for consumption emissions: 194.75 tCO<sub>2</sub>e arises from residual waste and 11.7 tCO<sub>2</sub>e arises from all the recyclables combined.

### Action Changes:

- Action 7.3.2 has been added, aiming to improve the awareness of recycling and its benefits within school children.
- Previous action 26 on contamination has been removed as it was explored and the decision made not to take it forward.
- Previous action 28 on incorporating carbon based savings targets has been removed from the table as it has been incorporated into the carbon savings column and methodology.

### SDGs:



REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
7.1	<b>Achieve 70% recycling target</b>				<b>45,271 tCO<sub>2</sub>e</b>	<b>TBC</b>	
7.1.1	<p><b>Implement a new waste and recycling collection system with improved facilities.</b></p> <p>Improved system in general facilitating this across all materials. Includes permanent solution to keeping paper and cardboard dry.</p>	<p>Following consultation, a full Waste Strategy will be devised and implemented which will focus on waste minimisation, a high recycling rate, improved quality of recycling and reduced collection/disposal costs and reduced carbon emissions. It will deliver an improved system in general, facilitating this across all materials.</p>	<ol style="list-style-type: none"> <li>1. Prepare consultants briefing, Options appraisal in early 2021, Market research and Decision making by end of 2021.</li> <li>2. Devise and adopt the communications plan by 2022</li> <li>3. Development of the Waste Strategy throughout 2022.</li> <li>4. Communication with residents pre-delivery.</li> <li>5. Delivery of new waste collection methods by March 2026 (three month).</li> <li>6. Ongoing communication with residents post delivery.</li> <li>7. Assess impact of the new initiative on the property stock.</li> <li>8. The council operations are included in this target.</li> </ol>	<p>New waste strategy process approved, to be complete by 2023, with a cross-party working group established to deliver this. Options including associated costs to be presented to members at next cross party working group.</p> <p>1<sup>st</sup> stage of consultations complete.</p> <p>Separating food waste and other initiatives at re3 WR Centres, such as rigid plastics.</p> <p>Council wise cardboard and cans are being recycled, along with separate food waste bins provided.</p>	Included in total	<p>Medium term</p> <p>Costs TBC</p>	
7.1.2	<b>Improve residents' engagement with waste</b>	Weekly customer email to	<ol style="list-style-type: none"> <li>1. Weekly email to prompt residents on presenting their waste / recycling.</li> </ol>	A number of successful campaigns and	7,395 tCO <sub>2</sub> e	Short term	



REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
359	<p><b>and recycling initiatives via partner Green Redeem.</b></p> <p>Increased communication with residents. Increase in gardening and allotment interest may lead to greater garden waste recycling, food waste and composting opportunities.</p> <p>Going forward people have started to give more to charity shops and find ways to re-use/sell unwanted items rather than disposing of them, while also being more selective of waste on the whole, so as to not overload general waste when limited disposal is available.</p>	<p>subscribers and monthly targeted campaigns to coincide with council's services and initiatives to increase the level of participation in recycling and improve the accuracy of recycling materials. Alongside greater awareness amongst residents about environmental issues.</p>	<ol style="list-style-type: none"> <li>2. Waste reduction campaign by GreenRedeem.</li> <li>3. Climate Change Emergency campaigns.</li> <li>4. Promote and prompt residents to renew Garden Waste.</li> <li>5. Promote online bulky waste collection service.</li> </ol>	<p>communications have been run in this area and continue to do so.</p> <p>Residents reminded via email and in other communication to renew their service. 11% of annual recycling amount now coming from this service.</p> <p>Planned food waste comms campaign to celebrate what has been done so far, making more of a social norm.</p> <p>Campaigns in May focusing on zero waste, community gardens, littering, repair cafes and soft plastics.</p> <p>Significant increase in users in March</p>		<p>£252,480</p> <p>(£31,560 per annum)</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
7.13 093	<p><b>Target low participation areas to increase food waste tonnage to increase participation above 70%.</b></p> <p>Low participation areas likely low in all aspects so identification can allow for focus and communication on all recycling.</p> <p>Likely will lead to greater food security/reduced inequality due to more donations of excess.</p> <p>Also greater health as residents able to purchase cheaper veg and items in general under shop excess schemes.</p> <p>Opportunity for communication in delivery.</p>	<p>Improve uptake in food waste recycling to increase food waste tonnage, hence reducing loss of recyclable material.</p>	<ol style="list-style-type: none"> <li>1. Veolia to identify areas where FW recycling requires improvement (completed).</li> <li>2. Veolia to give tonnage reports from vehicles rounds to help identify progress and localities requiring improvements. Subject to having the capacity and RBs sign off to this request.</li> <li>3. JA to take straw poll of FW food waste participation to ensure meets 50% figure being used.</li> <li>4. Ticker system use to be investigated to identify in more detail areas requiring support with FW.</li> <li>5. Letters to be sent out to Residents in low participation areas.</li> <li>6. Build up a network of recycling champions made up of residents (10 per quarter). Residents raising concerns or complaints about the service will be targeted as they have demonstrated a concern and care about recycling issues in their area.</li> <li>7. Increase FW &amp; Recycling signage in communal bin stores - Create Signage to promote food waste recycling as well as general recycling. Assess 10/15 sites per quarter through site visits and contact with</li> </ol>	<p>List of 6 target areas and specific roads identified by Veolia as the worst performing on food waste. Also using ACORN map to identify areas of deprivation to ensure this process is representative, while communal areas are included. The same areas will see multiple visits over a month to ensure repeat quality data. Straw polls have been undertaken in key areas, with mixed results in areas varying with income levels.</p> <p>Letters sent out to those with low participation rates.</p> <p>14 champions in total, to identify and respond to issues quickly. Some reports from these already which have</p>	<p>36,805 tCO<sub>2</sub>e</p>	<p>Short term</p> <p>Costs TBC</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
			<p>champions and increase signage accordingly.</p> <p>8. Food waste directed from blue bags to food caddys to save funds against financial plan.</p>	<p>been investigated and addressed.</p> <p>More red bins added to stores for communal areas.</p>			
361 7.1.4	<p><b>Increase &amp; improve facilities for glass recycling.</b></p> <p>Supports wider glass usage in goods, meaning less plastic.</p> <p>Kerbside collections also means less travel for residents.</p>	<p>Increase capture rate of glass from general waste through introduction of 50 new specific recycling sites and kerbside collections at sheltered accommodation, making it more convenient for residents and reducing loss of recyclable material.</p>	<ol style="list-style-type: none"> <li>1. Identify potential new specific and sheltered sites by communicating with parishes &amp; town councils and other private businesses &amp; partners such as FCC.</li> <li>2. Install bottle banks once approved and communicate this with site management and residents.</li> <li>3. Providing kerbside glass collection at sheltered accommodation.</li> </ol>	<p>Glass expected to move to kerbside collection following environment bill.</p>	1,070 tCO <sub>2</sub> e	<p>Medium term</p> <p>Costs TBC</p>	
7.1.5	<p><b>Proactive approach to partner with housing developers to deliver waste management facilities in new developments.</b></p>	<p>Provide good waste and recycling facilities and communicate the system to new residents in new</p>	<ol style="list-style-type: none"> <li>1. Contact Developers to ensure they have access to the guidance document for providing waste &amp; recycling facilities for single and communal dwellings.</li> </ol>	<p>All developers in WBC database have been sent the 'W&amp;R Guidance for Developers' document.</p>	Neutral as applies to future	<p>Long term</p> <p>Costs TBC</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
362	<p>Opportunity to induce better recycling habits amongst new residents. Home working means more domestic waste so this needs to be accounted for in planning.</p> <p>May lead to requests for upgrades for existing homes.</p> <p>Designing this optimally from the start will save time and costs on collections.</p>	<p>developments. Leading to greater recycling rates and quality.</p>	<p>2. Establish relationships with sales offices as well as site managers &amp; directors of communal dwellings to further establish that the proper W&amp;R materials are in place and appropriate for new residents moving in.</p>	<p>Open Dialogue with Bewley Homes sales office for Equestrian Walk, along with First Port and Burford Court to improve their provision of communal dwellings waste and recycling materials for Jasmin Square and regarding resident engagement in FW &amp; Recycling efforts.</p> <p>Contact to improve provision with managing agents and developers continues to take place, Metropolitan Thames Valley Housing, Sage Housing, Trinity Estates and many others.</p>	developments		
7.2	<b>3% of total waste going to landfill</b>				<b>8,046 tCO<sub>2</sub>e</b>	<b>TBC</b>	
7.2.1	<b>Identify, establish &amp; deliver necessary measures to achieve zero waste to landfill from domestic properties.</b>	Reuse, recycle and recover 100% of WBC waste from domestic properties by	<p>1. Comprehensive communications campaign on "Reuse" and "Appropriate Recycling" including website, social media, GreenRedeem and target campaigns to divert as</p>	Ongoing campaigns and actions are significantly contributing towards a reduction in waste to landfill.	8,046 tCO <sub>2</sub> e	<p>Long term</p> <p>Costs TBC</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
363	<p>More land available for other uses such as renewable energy.</p> <p>Going forward people have started to give more to charity shops and find ways to re-use/sell unwanted items rather than disposing of them, while also being more selective of waste on the whole, so as to not overload general waste when limited disposal is available.</p>	<p>moving waste up the waste hierarchy and increasing potential savings from landfill diversion.</p>	<p>much recycles from waste as possible.</p> <ol style="list-style-type: none"> <li>2. Tagging contamination recycling and leave uncollected.</li> <li>3. Identify alternate markets for hard to recycle items.</li> </ol>	<p>Consultation regarding enforcement is ongoing. We receive less contamination through the use of bags, and once more settled after covid disruption will be progressed further via tagging.</p> <p>Combustion has been identified as one potential avenue of energy generation to minimise existing fossil fuel use. 22770 tonnes of borough waste going to EfW (so only 6% to landfill), provided 12.68 gWh this year.</p>			

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
7.2.2 364	<p><b>Engage school children in recycling via Green Team &amp; Youth Council. Improve awareness of recycling and its benefits in school children.</b></p> <p>These suggestions may be passed on to the parents and wider family.</p> <p>It will have a long-term benefit by embedding the ideas early.</p>	<p>Deliver events and material to support schools in increasing awareness and knowledge of waste and recycling, as part of a wider climate emergency programme towards this demographic.</p>	<ol style="list-style-type: none"> <li>1. Speak about the circular economy at the Youth Council climate change themed event &amp; link it to the borough's waste &amp; recycling practices, introducing the circular economy. Include an activity for participants (September).</li> <li>2. Develop activities for primary school aged children. A Wokingham waste &amp; recycling themed board game designed as an activity for teachers to use in-between curriculum topics with the aim activity to gamify waste and recycling (for primary school aged children).</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed – Foundry contacted after this asking for follow up discussion.</li> <li>2. Not Started</li> </ol>	Included in total	<p>Short term</p> <p>Nil</p>	

## New Development

### Annual Carbon Savings: Neutral as applies to future development.

With increasing need for new homes, including from government requirements, it is essential this service is provided, alongside supporting infrastructure, businesses and council requirements. However, it is vital not to repeat past mistakes, in order to minimise the overall long-term cost of reaching net zero (with retrofit much more expensive retroactively).

Therefore, by using this information, combined with industry knowledge, government policy and proper planning, guidelines and requirements are being established within actions in this section, to ensure high standards are met across all aspects of new development construction which minimise the aforementioned demand side from new homes. These are therefore preventative targets, with neutral savings against the 2030 goal.

Key challenges in this area will be convincing developers to be ambitious and push these targets, as much can be achieved in this area with their support, due to the lack of government policy and regulation in this area. Therefore engagement and cooperation with numerous parties is vital here, including Development Management and Delivery, Building Control, Developers, Housing Associations and the highways authority, as well as consulting with the local community and stakeholders.

The majority of these actions are currently included within, or revolve around the local plan update, which has been progressed significantly with consultants. This will provide the framework to support additional actions.

The council responded to a consultation on the Future Home Standards to ensure the ability for Local Plans to set higher energy performance standards for all new homes. The government has set out plans to radically improve the energy performance of new homes, including low carbon heating and being zero carbon ready by 2025. These homes are expected to produce 75-80% lower carbon emissions compared to current levels. Existing homes will also be subject to higher standards, making homes warmer and reducing bills.

### Key Achievements this year:

- Ruscombe draft neighbourhood plan consultation complete and will proceed to next stage of examination.
- £84m in funding collected from developers – see below.
- Local Plan – Revised Growth Strategy Consultation complete and analysis of main issues underway and will inform future stages.
- Carnival Hub measures implemented to improve efficiency.

### Consumption Emissions:

- The construction industry is very material focused and thus, has a high level of consumption emissions associated, though these emissions are out of scope.

### New Actions:

- Previous Action 28.2 has been incorporated into 8.1.2 as both will be covered by the supplementary planning document
- Previous Action 32.2 has been moved to 4.1 for Gorse Ride, with remaining future projects incorporated into 8.6.1

### SDGS:



REF	Action / Co - Benefits	Description / Outcome	Milestone	Current Status	Carbon Savings	Timescale / Total Cost	RAG
8.1	<b>Towards the end of 2023, major residential development to be designed and built to achieve carbon neutrality.</b>				<b>Neutral</b>	<b>TBC</b>	
8.1.1	<p><b>Require major residential development to achieve carbon neutrality.</b></p> <p>A chance for Wokingham Borough Council to take the lead and set an exemplar approach.</p> <p>Cheaper future operational costs for residents.</p>	<p>Policy within the new Local Plan will require residential developments of 10 or more dwellings to provide carbon neutral homes. A definition of what carbon neutral means in this context will be provided.</p> <p>Where there is robust evidence that this cannot be achieved on site, the council proposes to accept appropriate carbon offset financial contributions.</p>	<ol style="list-style-type: none"> <li>1. Prepare climate change evidence base in support of the Local Plan Update (LPU). This will be a key part of evidencing the requirements set out in the draft plan and will contribute towards the goals relating to new development in the CEAP.</li> <li>2. Consult on draft policy as part of the Draft Local Plan.</li> <li>3. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>4. Policy included within adopted Local Plan.</li> </ol>	<p>This is being incorporated into the local plan update.</p> <p>Climate change evidence currently being finalised. Evidence will inform improvements to Draft policy.</p> <p>Draft Local Plan Consultation and analysis of main issues relating to policy wording complete. Representations received will inform future stages.</p>	Neutral	Short term  Nil	
366							
8.1.2	<p><b>Provide guidance to support major residential and non-residential development to achieve carbon neutrality.</b></p> <p>Greater clarity to developers and homeowners.</p>	<p>A Supplementary Planning Document (SPD) will support the new Local Plan by providing additional detail on how development of all types is expected to demonstrate the achievement of the policy requirements, including carbon neutrality. The SPD will itself be subject to consultation and</p>	<ol style="list-style-type: none"> <li>1. Consult on draft Supplementary Planning Document.</li> <li>2. Adopt Supplementary Planning Document.</li> </ol>	<p>This is to follow on from, and provide additional detail to, the Local Plan Update.</p>	Neutral	Medium term  Nil	



REF	Action / Co - Benefits	Description / Outcome	Milestone	Current Status	Carbon Savings	Timescale / Total Cost	RAG
		formally adopted, following the local plan.					
<b>8.2</b>	<b>From 2023, major non-residential development to be designed and built to achieve the BREEAM excellent standard.</b>				<b>Neutral</b>	<b>Nil</b>	
<b>8.2.1</b> 367	<b>Require major non-residential development to achieve BREEAM excellent standard.</b>  Clarity and consistency using internationally recognised standard.	BREEAM is an internationally recognised certification scheme. It provides a holistic set of criteria to support the delivery of energy efficient developments, which are resilient to the impacts, and mitigate the effects, of climate change. Development proposals will be expected to demonstrate how they have met this standard (or future equivalent) as a minimum.	<ol style="list-style-type: none"> <li>1. Prepare climate change evidence base in support of the Local Plan Update (LPU). This will be a key part of evidencing the requirements set out in the draft plan and will contribute towards the goals relating to new development in the CEAP.</li> <li>2. Consult on draft policy as part of the Draft Local Plan (complete).</li> <li>3. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>4. Policy included within adopted Local Plan.</li> </ol>	<p>This is being incorporated into the local plan.</p> <p>Climate change evidence currently being finalised. Evidence will inform improvements to Draft policy.</p> <p>Draft Local Plan Consultation and analysis of main issues relating to policy wording complete. Representations received will inform future stages.</p>	Neutral	Short term  Nil	
<b>8.3</b>	<b>Establish a spatial strategy and design framework which promotes active and sustainable travel, sustainable design and construction and enables biodiversity gain.</b>				<b>Neutral</b>	<b>Nil</b>	
<b>8.3.1</b>	<b>Minimise unnecessary travel from new development, better house design for working from home and better integrated IT capability.</b>	The new Local Plan will establish a spatial strategy which secures a pattern of development which allows for more people to live and work where journeys can be undertaken by walking, cycling and public transport.	<ol style="list-style-type: none"> <li>1. Consult on draft policy as part of the Draft Local Plan.</li> <li>2. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>3. Policy included within adopted Local Plan.</li> </ol>	<p>This is incorporated into the local plan.</p> <p>Local Plan Revised Growth Strategy Consultation complete and analysis</p>	Neutral	Short term  Nil	

REF	Action / Co - Benefits	Description / Outcome	Milestone	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	<p>Residents will be more likely to choose active transport over cars as adults, health benefits from exercise, rather than private car. People have embraced local green spaces.</p> <p>Increased time freedom due to lack of commute also increases adoption of active transport methods.</p>	Buildings, services and infrastructure need to be able to respond to new working patterns and needs.		of main issues currently being undertaken and will inform future stages.			
368 8.3.2	<p><b>Require development, including the public realm, to be accessible to all and prioritise walking, cycling and other sustainable modes of transport.</b></p> <p>Residents will be more likely to choose active transport over cars as adults, health benefits from exercise, rather than private car. People have embraced local green spaces.</p> <p>Increased time freedom due to lack of commute</p>	Development will be expected to include measures to make walking and cycling the mode of choice for shorter journeys, both within and through the site, including links to facilities, services, bus stops and train stations. They will be designed so that they are easily navigable for people of all ages and physical ability.	<ol style="list-style-type: none"> <li>1. Consult on draft policy as part of the Draft Local Plan.</li> <li>2. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>3. Policy included within adopted Local Plan.</li> </ol>	<p>This is incorporated into the local plan.</p> <p>Draft Local Plan Consultation and analysis of main issues relating to policy wording complete. Representations received will inform future stages.</p>	Neutral	<p>Short term</p> <p>Nil</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestone	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	also increases adoption of active transport methods.						
8.3.3	<p><b>Require allocations for major development to secure smart and sustainable approaches that champion climate change resilience and adaptation.</b></p> <p>Potential to provide exemplary new developments at scale which can facilitate wider green and energy infrastructure improvements</p>	<p>Buildings, services and infrastructure need to be able to respond to the impacts of climate change. Part of this ability relates to ensuring that new development is designed to adapt to more intense rainfall, the possibility of flooding, plus heat waves and droughts.</p> <p>The design of developments, including the use of materials, must consider matters such as shading, insulation and ventilation, surface water runoff and storage and the use of appropriate tree and other planting.</p>	<ol style="list-style-type: none"> <li>1. Consult on draft policy as part of the Draft Local Plan.</li> <li>2. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>3. Policy included within adopted Local Plan.</li> </ol>	<p>This is incorporated into the local plan.</p> <p>Draft Local Plan Consultation and analysis of main issues relating to policy wording complete. Representations received will inform future stages.</p>	Neutral	Short term  Nil	
8.3.4	<p><b>Provide positive policy framework for retrofitting existing buildings.</b></p> <p>Limitations in the role of planning policy and decision making to influence existing buildings, but highlighting a permissive approach will</p>	<p>Existing domestic buildings contribute around 34% of carbon dioxide emissions from within Wokingham Borough, whilst existing non-domestic buildings contribute around 20%. A permissive policy approach to retrofitting the existing building stock with measures that enhance sustainability and energy</p>	<ol style="list-style-type: none"> <li>1. Consult on draft policy as part of the Draft Local Plan.</li> <li>2. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>3. Policy included within adopted Local Plan.</li> </ol>	<p>This is incorporated into the local plan.</p> <p>Draft Local Plan Consultation and analysis of main issues relating to policy wording complete. Representations received will inform future stages.</p>	Neutral	Short term  Nil	

REF	Action / Co - Benefits	Description / Outcome	Milestone	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	assist in raising the profile of retrofit.	efficiency will assist in reducing emissions.					
<b>8.4</b>	<b>Support low carbon and renewable energy generation.</b>				<b>Neutral</b>	<b>Nil</b>	
<b>8.4.1</b>	<p><b>Provide positive policy supporting low carbon and renewable energy generation.</b></p> <p>Greater clarity and assurance to local groups and businesses wishing to support renewable energy schemes in their areas.</p>	<p>Due to the benefits which low carbon and renewable energy generation bring to tackling climate change, development proposals for these will be supported unless there are unacceptable impacts that outweigh the benefits.</p> <p>An increase of renewable energy generation projects being developed across the Borough by local businesses and community energy groups.</p>	<ol style="list-style-type: none"> <li>1. Consult on draft policy as part of the Draft Local Plan.</li> <li>2. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>3. Policy included within adopted Local Plan.</li> </ol>	<p>This is incorporated into the local plan.</p> <p>Draft Local Plan Consultation and analysis of main issues relating to policy wording complete. Representations received will inform future stages.</p>	Neutral	Short term Nil	
<b>8.5</b>	<b>From 2023, all new residential and non-residential buildings to be designed and built to be EV ready.</b>				<b>Neutral</b>	<b>Nil</b>	
<b>8.5.1</b>	<p><b>Ensure new developments make adequate provision for EV. Make all new houses electric vehicle ready by establishing requirements for EV charging points in new dwellings as described in the EV strategy.</b></p>	<p>Electric and hybrid vehicle ownership is increasing, and likely to become more prevalent. Lack of charging infrastructure is a principal barrier to increased use of low-emissions vehicles. Therefore, all new developments will be expected to design in electric vehicle charging facilities from the outset.</p>	<ol style="list-style-type: none"> <li>1. Consult on draft policy as part of the Draft Local Plan.</li> <li>2. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>3. Policy included within adopted Local Plan.</li> <li>4. Developers to be informed of policy and requirements shall be listed in planning application</li> </ol>	<p>This is incorporated into the local plan.</p> <p>Draft Local Plan Consultation and analysis of main issues relating to policy wording complete. Representations received will inform future stages.</p>	Neutral	Short term Nil	

REF	Action / Co - Benefits	Description / Outcome	Milestone	Current Status	Carbon Savings	Timescale / Total Cost	RAG
371	<p>Improved air quality, reduce NOx, PM10s, PM25, cheaper to maintain and run, better driving experience. Also supports more constant energy usage for overall lower emissions from production.</p> <p>Despite covid and traditional car sales declining in the pandemic, EV sales have risen across the board.</p>	<p>Establish the requirement for EV charging point infrastructure for new dwellings in the Borough where appropriate. Make sure that new homes planning applications submitted from 2023 and where appropriate, have a charge point available. This will ensure there is no barrier for new homeowners or occupants of new dwellings to own or leased an electric vehicle. Developers will have to ensure there is sufficient power serving their developments.</p>	<p>5. New developers to ensure that there is sufficient power serving new developments.</p> <p>6. 100% new buildings are EV ready from 2022</p>				
8.6	<b>From 2021 100% of council new development is built to carbon neutral standards</b>				<b>Neutral</b>	<b>TBC</b>	
8.6.1	<p><b>All new council properties non-residential will be built to the highest efficiency standards from 2021.</b></p> <p><b>All new council homes will be built to the highest efficiency standards by 2024.</b></p> <p>A chance for Wokingham Borough Council to take the lead and set an exemplar approach.</p>	<p>Consult on all future council builds and engaged with developers to ensure that carbon neutrality is consider from the design stage and associated cost is identified.</p> <p>The new development has been placed with a consultant to look at carbon neutrality and associated build costs.</p> <p>Net zero carbon standards to be considered for all new developments. Move away from</p>	<p>1. Initial assessment to all new council development to assess stage of development and possible interventions to committed buildings</p> <p>2. Assessment of possible interventions to Dinton Activity Centre, Arborfield School, carnival hub leisure centre and apartments, 75 London road, Toutley care home, and Addington Scheme, among others.</p> <p>3. Contact providers.</p>	<p>Dinton Activity Centre construction complete to become boroughs first net zero building.</p> <p>Carnival hub assessment complete and measures implemented to improve efficiency. Carnival apartments reassessed and expected to be net zero, primarily</p>	Neutral	<p>Medium term</p> <p>Nil</p>	

REF	Action / Co - Benefits	Description / Outcome	Milestone	Current Status	Carbon Savings	Timescale / Total Cost	RAG
372	Provide more efficient, warmer buildings, with cheaper running costs.	'gas provision' to cleaner technology for new build properties when possible.	<ol style="list-style-type: none"> <li>4. Agree program of works.</li> <li>5. Implement viable measures.</li> <li>6. Monitor performance to inform future, further and wider work.</li> </ol>	<p>through PV generation.</p> <p>Peach place Three and Old boys school schemes currently on hold – grant received for latter to implement efficiency measures once work resumes.</p> <p>75 London Road housing scheme work completed with carbon saving measures implemented.</p> <p>Initial stages of planning underway for Toutley care home.</p>			

## Procurement

### Annual Carbon Savings: Neutral as applies to future procurement.

Within these external targets, the council recognises its ability to influence certain elements through its own procurement processes, utilising its scale, power and presence to establish requirements for a low-carbon economy.

This will be achieved by encouraging our chosen suppliers to improve their own sustainability measures, prioritising those who have done so where possible, through implementing policies which incorporate this as a requirement/criteria in overall decision making processes. Doing so will also set an example for others, demonstrating the viability of such actions and outlining our commitment to enacting them ourselves, and so also achieving the goals of the wider plan.

For example, with a number of significant contracts and strategies set to expire or be reviewed before the 2030 goal, these opportunities will be utilised to review and improve the sustainability elements of these services, by incorporating such into the official tender processes.

Engaging and negotiating with our large range of suppliers will be key to this goal, with many required due to the scale of our essential operations, whether through contracts to provide external services, supporting operations or supplying goods/services directly to council sites. All of these suppliers must be approved via strict official and documented procurement process, whether through an approved supplier network or tender application system.

It also covers training staff on this topic and other methods through which CE is being embedded into the governance and decision making within the council. This is primarily through an assessment tool which assists staff in identifying the potential impacts of projects and how they can potentially mitigate these.

Therefore, carbon savings here are neutral as they apply to future procurement or are captured in other existing actions. Also, with global aspects increasingly impacting worldwide supply chains, WBC recognises the significance of social value and will be prioritising it within these procurement targets.

### Key Achievements this year:

- Staff CE E-learning module to be uploaded to site.
- Procurement Strategy published, which will inform many other actions.
- CE has been embedded into existing project management tools.
- Temporary CE risk assessment tool applied to Exec Papers

### Consumption Emissions:

- This includes all goods purchased and used by the council which come with their own consumption emissions. These are not currently reported as they are scope 3 emissions, but we are moving towards measuring and reducing our scope 3 emissions as a business going forward.

### New Actions:

- The old actions 34.3 and 33.5 have been removed as identical to new action 9.2.3.

### SDGS:



REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
9.1	<b>By 2022, achieve sustainable procurement practice throughout the council as part of Corporate Procurement Strategy</b>				Neutral	Nil	
9.1.1	<p><b>Include a drafted approach to sustainable procurement within review of Procurement Strategy.</b></p> <p>Opportunity to identify cost savings from greater efficiency and minimal waste.</p>	<p>Goods contracts will consider whole-life costing including disposal.</p> <p>Service and works contracts will include carbon neutrality or reduction measures either directly or indirectly by their design.</p> <p>Procuring in line with business needs and climate emergency targets.</p>	<ol style="list-style-type: none"> <li>1. Draft update to procurement strategy.</li> <li>2. Seek consultation of strategy with SLT.</li> <li>3. Achieve sign off of strategy.</li> <li>4. Implementation and communication of strategy with CEM.</li> </ol>	<p>Strategy approved July 2021.</p> <p>Procurement board to be put in place.</p>	Neutral	Short term  Nil	
374 9.1.2	<p><b>Develop a sustainable procurement culture and associated skills for green procurement.</b></p> <p>Will encourage consideration of wider objectives to be incorporated, such as planting trees or implementing cycle lanes simultaneously in projects.</p>	<p>Design of an e-learning module training people in green procurement techniques.</p>	<ol style="list-style-type: none"> <li>1. Complete E-learning design.</li> <li>2. All staff in council who procure to complete training on CE.</li> </ol>	<p>CE E-learning module to be uploaded to site.</p> <p>Coaching feasibility study underway.</p>	Neutral	Medium Term  Nil	
9.1.3	<p><b>Assess suppliers on sustainable procurement standards.</b></p> <p>Encourages competition between suppliers, which may generate other</p>	<p>Evaluation of all suppliers to promote sustainability proportionate to contract and financial constraints.</p> <p>Use of the Standard SQ / inclusion of a pass/fail phase in all contract evaluations.</p>	<ol style="list-style-type: none"> <li>1. All buyers/ commissioners in the council to impose carbon targets on our suppliers including reporting back of carbon production.</li> <li>2. All buyers/ commissioners taking embedded carbon into account</li> </ol>	Not Started	Neutral	Medium Term  Nil	



REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	benefits in terms of efficiency and cost savings.  Has a knock on effect as this supplier will now be more competitive for wider contracts.		when purchasing goods and services.  3. Performance Team to name the top 20 carbon producers from our suppliers.				
3751.4	<b>Implementation of sustainable procurement KPIs amongst suppliers.</b>  Will incorporate more stakeholders and viewpoints, allowing for wider objectives to be incorporated, such as planting trees or implementing cycle lanes simultaneously in projects.  Supports local residents and businesses, developing skills in these key areas.	Contracts have sustainability KPIs included where suitable to contracts scope and will be performing within the 'green' threshold (or equivalent) for these KPIs.	<ol style="list-style-type: none"> <li>1. Consult with stakeholders, including local and national business during the development of council's sustainable procurement policy through a consultation event.</li> <li>2. All buyers/commissioners embed carbon KPI targets into all suitable council contracts.</li> <li>3. Provide clear and detailed instructions to suppliers on the council's sustainability requirements.</li> <li>4. Investigate opportunities from big businesses to train SME and VCSE in bid writing, social value etc.</li> </ol>	Not Started	Neutral	Medium term  Nil	
9.2	<b>By 2023, the council will consider social value, including carbon neutrality, in all its procurement cycles</b>				Neutral	Nil	
9.2.1	<b>Introducing a culture of carbon neutrality in all council procurement activities.</b>  Will incorporate more stakeholders and	For environmental social value, include carbon impact into the council's principal business activities, relevant to project's scope, risk and value:	<ol style="list-style-type: none"> <li>1. All buyers/commissioners ensure that the corporate strategy themes of carbon neutrality is embedded in each procurement cycle.</li> </ol>	Climate Risk Assessment tool for embedding under assessment. Already in place for project	Neutral	Short term  Nil	

REF	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
	viewpoints, allowing for wider objectives to be incorporated, such as planting trees or implementing cycle lanes simultaneously.  May also identify cost saving opportunities.	Business Needs Analysis and Case Approval. Contract and Specification Design. Bid Submission Evaluations. Contract and Supplier Management.		management sizing tool.  Temporary CE risk assessment tool applied to Exec Papers.			
9.2.2	<b>Adopt a WBC Social Value Policy</b>  Supports people and particularly vulnerable populations around the globe.	Generation of a WBC Social Value policy, linking to corporate procurement strategy.	<ol style="list-style-type: none"> <li>1. Draft social value policy.</li> <li>2. Consult with businesses and SLT</li> <li>3. Implement communication of policy via CEM.</li> </ol>	Not Started	Neutral	Medium term  Nil	
9.2.3	<b>Promote local skills and employment</b>  Supports local residents and businesses, reducing unemployment.  Develops local skills for long term careers.	Where appropriate, locally-based suppliers will be used for all direct award and quotation processes, leading to reduce carbon impact from logistics and travel where compliant.  Improve Skills for low carbon transition, including supporting those in traditional 'high carbon industries to retrain.	<ol style="list-style-type: none"> <li>1. All buyers / commissioners to impose SME/local supply targets on suppliers including reporting back of SME/local supplier subcontracting and carbon reduction.</li> <li>2. Performance Team name the top 20 suppliers supporting scheme.</li> </ol>	Not Started	Neutral	Medium term  Nil	

# Engagement and Behaviour Change

## Annual Carbon Savings: Neutral as per below

WBC recognises it cannot reach the ambitious 2030 goal alone, with many of the above actions throughout the plan requiring support from our residents, businesses, schools and community organisations in shifting to more sustainable behaviours.

This section outlines some of these specific measures which will support this process, focusing on promoting and accelerating the shift by raising awareness of the existing situation and impacts, along with providing examples and opportunities for change.

Doing so will require working in partnership with all stakeholders, including businesses, community and voluntary organisations, schools and young people, Town and Parish councils, council colleagues and residents more generally to encourage the uptake of technologies, initiatives and schemes outlined in previous sections.

Hence, the actions here will feed into the carbon savings achieved elsewhere on this action plan, such as increased use of public transport, as well as reducing out of scope emissions from purchases of goods and services. The majority of the actions are therefore listed as 'Neutral' for their carbon savings against the 2030 target.

The government's Build Back Better strategy will enable more policy and mean more opportunities will become available for businesses at a local level, particularly in promoting the green sector. Both of these opportunities will be thoroughly built into the upcoming Climate Emergency Engagement & Behaviour Change Strategy. The intention is to develop and implement an engagement and behaviour change strategy that is specifically targeted towards tackling the climate emergency and will dictate the actions within this section of the plan going forward, once approved and published.

### Key Achievements this year:

- Lets Talk Climate sessions organised and run, with external facilitator.
- The climate emergency newsletter continues to be successful, with over 3,500 subscribers.
- Market engagement has been undertaken with multiple organisations to identify opportunities for optimal public engagement, with a pilot scheme under development.
- Green Team achieved a monthly internal newsletter article each month in 2021.

### Consumption Emissions:

- The engagement targets below are to reduce overall carbon footprints of our residents which includes all 3 scopes of emissions, including indirect or 'consumption' emissions which includes out of borough travel, goods and services purchased, food choices etc.

### New Actions:

- There are no new actions in this section of the CEAP.

### SDGS:



REF	Action / Co - Benefits	Description /Outcomes	Milestone	Progress	Carbon Savings	Timeline / Total Cost	RAG
10.1	<b>Raise awareness in the community about the climate emergency agenda</b>				<b>Neutral</b>	<b>TBC</b>	
378.1.1	<p><b>Implement a Wokingham Borough Council Climate Emergency Engagement &amp; Behaviour Change Strategy.</b></p> <p>Ensures that all voices are heard and accounted for.</p> <p>Develops relationships with numerous stakeholders.</p>	<p>Ensure there is a long-term plan for the delivery of sustained communication with all stakeholders in the borough needed to tackle the climate emergency, including residents, businesses, young people, council staff and the Town and Parish Councils.</p>	<ol style="list-style-type: none"> <li>Options appraisal to inform on different engagement methods.</li> <li>Complete a visioning project (Let's Talk Climate) to allow for residents, businesses, community organisations and young people to envisage how a net zero carbon borough will look in 2030.</li> <li>Investigate behaviour change barriers.</li> <li>Develop a programme available for residents to shift to more sustainable choices and be rewarded for forming these new habits.</li> <li>Draft the Climate Emergency Engagement &amp; Behaviour Change Strategy for approval at Council. This includes completion of an Equality Impact Assessment to measure the potential impacts on all members of the community.</li> <li>Consult with community-based organisations and town &amp; parish council's on the strategy.</li> <li>Support Town and Parish councils to share best practice and lessons learned to set out a</li> </ol>	<p>The community deliberative process on climate change is a wide community engagement process. The project is currently coming to the end of the first stage where key stakeholders came together in 'deliberative peer groups' to discuss key issues of local climate change impacts and potential solutions and form recommendations for the council to adopt into its CEAP. These groups were:</p> <ul style="list-style-type: none"> <li>Residents x2</li> <li>Businesses</li> <li>Community groups &amp; voluntary sector</li> <li>Teachers</li> <li>Primary School-aged children (plus a parent)</li> <li>Secondary school-aged children</li> <li>Town &amp; Parish council clerks</li> <li>Council Officers</li> </ul> <p>The next stage is an e-panel (similar to an online survey) to allow a wider group of residents</p>	Neutral	<p>Medium Term</p> <p>£46,000</p>	

			path to net zero carbon in their own operations, where possible.	can give feedback on these recommendations. The final report of the outcomes and recommendations from this are to go to council Autumn 2022.		
379 10.1.2	<p><b>Actively communicate the progress of the climate emergency initiatives delivered borough-wide.</b></p> <p><b>Provide and share information with residents on how to reduce their carbon emissions.</b></p> <p>Develops relationships with residents to be a trusted provider.</p>	<p>Develop a sustained campaign to provide information, advice, and signposting to promote behavioural change amongst residents to drive engagement with council initiatives.</p> <p>Encourage residents with opportunities to improve energy performance of homes and buildings, reduce carbon emissions from transport, adopt new behaviours.</p>	<ol style="list-style-type: none"> <li>1. Set up a resident climate emergency newsletter to promote the actions the council are taking and focus on how individual actions can make a big difference.</li> <li>2. Deliver a campaign to businesses on COP26.</li> <li>3. Ensure climate emergency messaging is intertwined with comms plans for projects sat within the climate emergency action plan across the council, such as transport, waste and development projects.</li> </ol>	<p>The climate emergency newsletter is now well underway, with multiple useful iterations produced and delivered, including a monthly spotlight to provide encouragement and demonstrate viability for others. As of April 2022, there are 4,675 subscribers to the newsletter.</p> <p>Articles are published regularly on the council website: <a href="https://news.wokingham.gov.uk/">https://news.wokingham.gov.uk/</a></p> <p>A number of articles on COP26 have been included in the business matters newsletter, with strong feedback, along with a summary update included in the upcoming business directory.</p> <p>This action plan itself is published annually with progress updates.</p>	Neutral	<p>Short term</p> <p>Nil</p>
10.1.3	<p><b>Provide communication support to promote sustainable</b></p>	<p>Develop a sustained communications campaign to provide information, advice, and signposting to</p>	<ol style="list-style-type: none"> <li>1. Align engagement campaigns to the climate emergency programme designed for schools and deliver engagement campaigns to inspire children</li> </ol>	<p>The council promotes it's offering to schools relating to climate emergency through several channels including Education News (weekly newsletter) and the</p>	Neutral	<p>Short term</p> <p>Nil</p>

380	<p><b>action taking place in schools.</b></p> <p>Develops relationships with numerous stakeholders.</p> <p>Long term benefits of children being more active on these issues, along with passing it across to parents.</p>	<p>promote behavioural change amongst schoolchildren and staff and giving more background to link the action to the climate emergency.</p> <p>Residents of the borough will gain a better understanding of why school children and staff are making sustainable changes and will be better informed of how this can be applied to their own lifestyle.</p>	<p>and school staff to adopt new behaviours.</p>	<p>My Journey and Air Quality Active Travel Officer social media pages.</p> <p>We will continue to work to build and strengthen relationships with schools around climate change issues.</p>		
	<p><b>10.1.4 Support changes in work practices and behavioural change amongst council staff.</b></p> <p>Healthier staff living more sustainable lifestyles.</p> <p>Reducing the council's own</p>	<p>Wokingham Borough Council staff to be better informed of their impact as an organisation and how to drive this impact down through projects and communications, providing information, advice &amp; signposting to promote behavioural change amongst council employees (e.g. active and sustainable</p>	<ol style="list-style-type: none"> <li>1. Deliver a sustained communications campaign through the council's Green Team to inspire staff to reduce their personal carbon footprints by making sustainable shifts in their daily routines.</li> <li>2. Investigate and promote the carbon footprint of Wokingham Borough Council as an organisation and workplace and how individual actions of staff contribute towards this.</li> <li>3. Communicate environmental benefits and carbon savings of</li> </ol>	<p>Internal comms articles continue on key issues, including a Together Again staff newsletter to encourage colleagues to maintain 'greener' habits formed during home working.</p> <p>Coaching feasibility study underway.</p>	Neutral	<p>Short term</p> <p>Nil</p>

	carbon footprint as an organisation.	travel, increased plant based food).	the Workplace Reimagined project to ensure staff are fully informed. 4. Investigate a behaviour change platform for business use.				
381 10.1.5	<p><b>Support changes in work practices and behavioural change amongst local businesses.</b></p> <p>Develops relationships with numerous stakeholders and identifies the council to be a trusted provider.</p> <p>Potential for economic benefits from green recovery and build back better schemes.</p>	<p>Provide information, advice, signposting to promote sustainable behaviours amongst local businesses (e.g. remote working, retrofitting buildings, solar PV installation).</p> <p>Promote working from home practices to reduce the proportion of staff at corporate sites for more efficient use of the space.</p> <p>Ensure the climate emergency action plan is fully aligned with the Wokingham Borough Council's Economic Recovery Strategy and the government's plan for a Green Recovery, which focuses on enabling local business to Build Back Better.</p>	<p>1. Host events to stimulate the conversation around sustainability in business between the council and the business community.</p> <p>2. Ensure the conversation is kept going through regular climate emergency articles in the Business Matters newsletter.</p> <p>3. Engage with providers to gather information on what more can be done with businesses.</p> <p>4. Assessment of unintended consequences from the national lockdown (COVID-19) and the effects to energy consumption and site occupancy of corporate sites.</p> <p>5. Incorporate into the Climate Emergency Engagement &amp; Behaviour Change Strategy.</p> <p>6. Provide monthly spotlights for businesses to demonstrate real actions they can take from people in a similar position.</p>	<p>The CE newsletter is now well underway, with multiple useful iterations and delivered, including a monthly spotlight to provide encouragement and demonstrate viability for others.</p> <p>A number of articles on COP26 have been included in the business matters newsletter, with strong feedback, along with a summary update included in the upcoming business directory.</p> <p>Market engagement has been undertaken with multiple organisations to identify opportunities for optimal public engagement, with a pilot scheme under development.</p> <p>The council held its second Climate Conversations event successfully. A virtual webinar-style event with a discussion panel of local experts. The theme was 'Carbon Footprinting. Further conversations are pending once capacity is expanded.</p>	Neutral	Short term  Nil	

## Current Council Emissions 2021/22

Within the wider borough target the council aims to lead the way on helping deliver neutrality, by improving its own operations, to become a net zero carbon organisation by carbon 2030. This currently applies to scope 1+2 emissions where the council has direct accountability and can have the most impact through solutions, though scope 3 elements are also taken into account where it is possible for the council to utilise its influence. Going forward, as a business we will begin measuring and targeting a reduction in scope 3 emissions.

Carbon savings from this section are therefore primarily already accounted for in the above actions and figures. The only exception is action 11.3, which is noted separately in the overall summary on page 9.

To measure progress to become carbon neutral the council calculates its gross emissions through the Local Authority GHG Accounting Tool<sup>2</sup>, which applies standard emissions factors to usage figures and is designed specifically for authorities. Hence, all targets which impact on these figures have been moved to this section, to outline how they are being addressed.

Within this tool the following scopes for emissions are defined for businesses/councils:

### Scope 1 and 2:

Direct emissions produced by sources which are owned or controlled by the council and include electricity use, burning oil or gas for heating, and fuel consumption from business travel or distribution. This therefore includes streetlighting for the council, though this is not a direct result of operations.

### Scope 3:

Indirect emissions produced by external factors but as a result of council operations and consumption. This includes elements such as staff commuting, contractors, waste production and working from home.

### Emissions Summary:

Scope	Emissions Type	Emissions (tCO <sub>2</sub> e)	Percentage of Total Emissions
Scope 1	Heating	5,668.51	50.7%
	Fugitive Emissions	0.00	0.0%
	Authority's Fleet	46.57	0.4%
Scope 2	Electricity	4,688.47	42.0%
Scope 3	Staff Business Travel	271.16	2.4%
	Outsourced Fleet	2.56	0.0%
	Transmission & Distribution Losses	414.75	3.7%
	Water	14.38	0.1%
	Material Use	0.00	0.0%
	Waste generated from own operations	68.25	0.6%
	Outsourced Scope 3	0.00	0.0%
Total Emissions		11,174.65	100%
Green Tariff Electricity		(-)3,516.35	
Final Emissions		7,658.29	

This is the first year (2021/22) which these figures have been fully accounted for. Due to some irregularities in figures available with the time lag in reporting, some of the months have been estimated based on previous years, to find the best annual estimate for this period.

<sup>2</sup> <https://localpartnerships.org.uk/greenhouse-gas-accounting-tool/>



By using this tool, it creates a summary table, shown below, which identifies the totals and percentages. This therefore highlights key areas of major emissions, so these can then be targeted with relevant actions. Currently the council emits approximately 7.6 ktCO<sub>2</sub>e, which represents only 1.36% of the boroughs total. From this summary it is clear that there are 3 main areas of emissions for the council: Energy, Transport and Waste.

A brief explanation on the sources of the emissions contributing to each of these areas is provided in the below analysis, along with the actions which have already been outlined regarding council operations specifically. These actions will help address nearly all of the council's carbon emissions and contribute to reducing emissions district wide by 2030. These actions are currently being run and monitored in the same manner as those in the CEAP.

COVID disruption has had a significant impact on all of these areas, as explained below. Therefore, these figures are not fully representative of the council's usual emissions at this stage and are anticipated to change noticeably in future reports.

## Current Council Actions:

### Transport:

Due to Covid-19 and the resulting lockdowns, the vast majority of council staff have been working from home where possible, and will continue to do so for the foreseeable future, thanks to the continued positive results achieved and the results from the workplace reimaged survey confirming optimal working patterns. This has been an unexpected positive and means this aspect is well ahead of target, leading to a drastic drop in transport emissions for the council.

However, elements remain, primarily from the use of council owned or private vehicles for council work, representing a total of 271.16 tCO<sub>2</sub>e across all scopes. Staff commuting figures fall under outsourced scope 3. In response, as explained fully in the below table, the council is currently working to replace all of its own fleet with ultra-low emission vehicles by 2028, along with a number of actions to encourage staff to reduce their mileage and utilise EVs for business purposes and commuting where possible, to reduce emissions by 70%.

### Waste:

In 2021/22 the council produced approximately 190 tonnes of waste, of which 46 tonnes was recycled, as shown below. This waste is collected separately to domestic waste and includes those from council run public facilities such as libraries, leisure centres and community centres. Therefore, initiatives here not only focus on council staff, but improving responses from the public through making recycling more accessible and clear.

Type	Amount	tCO <sub>2</sub> e
Glass	2	0.04
Commercial Waste	144	67.25
DMR (Dry Recyclables)	44	0.93

Council targets for waste are aligned with the CEAP and therefore aims for a 70% recycling rate by 2030. This includes new practices already in place, such as the implementation of a zero single use plastics policy in staff areas, along with increased separation of food waste and dry recyclables.

### Buildings and Energy:

As the scope in this report now includes all council run sites, not just offices, this now represents by far the largest area of emissions, directly contributing 92.7% and 10,365.99 tCO<sub>2</sub>e across all scopes. By excluding

streetlighting, which the council has lower direct influence over, this figure would fall to 9,640.24 tCO<sub>2</sub>e.

For this calendar year these figures are also above usual levels due to covid disruption, as protocols on leaving windows open for circulation has led to increased heating and energy usage overall, meaning this is anticipated to fall once these procedures are removed. In response, as explained fully in the plan, the council is currently implementing a wide range of energy efficiency improvements at all owned properties, towards carbon neutral standards by 2028, which will also apply to new builds.

Meanwhile, the council is also working towards sourcing as much electricity as possible from green tariffs, with 75% of the current electricity purchased coming from these sources across the period. This means 3,516.35 tCO<sub>2</sub>e of these emissions would be negated in this respect. Therefore, the remaining total council emissions would be 7,658.29 tCO<sub>2</sub>e, as shown above.

This is supported by additional significant investment in renewable energy sources including the solar farm, along with renewable energy installations in council buildings when feasible, to ensure capacity is available.

#### **Engagement and Behavioural Change – Green Team:**

Overall, the council is committed to supporting changes in work practices and behavioural change amongst council staff, which covers not just the above key aspects, but all elements where possible.

To this end, the council also has an internal green team of officers from all across the council, who are interested in driving sustainable shifts in the council as a workplace. This group is in addition to the council's Climate Emergency team, volunteering their time to gather regularly and assess progress in this area, providing new ideas on potential improvements in sustainability for internal practices. These projects and ideas, which often

also help staff minimise their impact at home too, are included in regular internal communications.

Minor actions developed here are not included in the full plan for simplicity, but include clear signage around the offices to remind staff on printing, heating and lighting usage, waste etc, along with the removal of single use cups and improvement of internal procurement processes. Meanwhile, any ideas which are developed into larger ideas are discussed with the relevant teams and included in the full plan where viable. Therefore, new actions may continue to be added to this plan.

#### **Procurement:**

The council is committed to achieving sustainable procurement practice throughout our operations and, as part of Corporate Procurement Strategy, to consider social value in all its procurement cycles, with a number of actions to support this, as shown in the below tables.

#### **Carbon Sequestration:**

While minimising emissions is top priority to the council, following the energy hierarchy, carbon sequestration is an important element in contributing towards net zero, by increasing the amount of carbon absorbed and so effectively, taken away from the total amount emitted. The council has committed to plant 250,000 trees by 2025, which would sequester approximately 3,100 tCO<sub>2</sub>e per year. This accounting tool does not include a section for these figures as this is accounted as a borough wide target.

TR	Action / Co - Benefits	Description / Outcome	Milestones	Current Status	Carbon Savings	Timescale / Total Cost	RAG
11.1	<b>Leading by example - Reduce by 70% CO2e emissions produced by council related travel by 2030</b>				<b>892.21 tCO<sub>2</sub>e</b>	<b>TBC</b>	
11.1.1	<p><b>Deliver a strategy to reduce miles produced by council staff work related travel.</b></p> <p>Sets example so other actions more likely to be followed</p>	<p>To investigate the possibility to introduce EV Car clubs for council staff between Monday to Friday and with the option to open to the public during the weekends. Aiming to reduce grey fleet miles by 30% from transport related trips.</p>	<ol style="list-style-type: none"> <li>1. Carry out assessment for car clubs and produce a strategy</li> <li>2. Analyse saving from Mileage paid to staff vs cost paid to provider</li> </ol>	<p>Feasibility study underway with Energy Savings Trust (EST) to assess council fleet vehicles and grey miles.</p>	<p>78.31 tCO<sub>2</sub>e</p> <p>(Included in total)</p>	<p>Medium term</p> <p>Costs TBC</p> <p>Nil from strategy itself</p>	
385 11.1.2	<p><b>Promote homeworking and remote working practices amongst council staff.</b></p> <p>Lockdown has greatly sped up this process and meant that everyone is doing it so integrates more easily with any partners. Sets example so other actions more likely to be followed.</p>	<p>In addition to home working, expand remote working practices in other locations to reduce unnecessary travel and the need for central office accommodation. Aiming to reduce the CO2 emissions travelled from council staff to work by 40% by 2022.</p>	<ol style="list-style-type: none"> <li>1. Capitalise on the unintended consequences of the national lockdown by reviewing working from home practices in the council and consider new ways of working in the recovery plan for the council.</li> <li>2. Deliver a staff survey to assess working from home preferences amongst council staff.</li> </ol>	<p>Managers have discussed the need for and preferences of home or flexible working patterns with staff, completing the required surveys.</p> <p>Only those staff required will be coming into the office at this stage.</p> <p>The workplace reimagined survey is complete and will likely support this further.</p>	<p>405.42 tCO<sub>2</sub>e</p>	<p>Short term</p> <p>Nil</p>	
11.1.3	<b>Incentivise council staff to mode shift</b>	Investigate incentives that can be given to council staff	<ol style="list-style-type: none"> <li>1. Carry out an assessment of viability of salary</li> </ol>	Assessment of salary sacrifice schemes underway as part of		Medium term	

	<p><b>to active and sustainable transport or EVs.</b></p> <p>Increased time freedom due to lack of commute also increases adoption of active/sustainable transport methods. Sets example so other actions more likely to be followed.</p>	<p>to support their commute to work being more sustainable by implementing schemes that make such methods more accessible. Aiming to reduce the CO2 emissions from staff travelling to work by 10% by 2025.</p>	<p>sacrifice schemes that could be offered to council employees for sustainable transport or EVs.</p> <ol style="list-style-type: none"> <li>2. Assess alternative transport options for council staff.</li> <li>3. Communicate these options and advice to relevant staff on how to reduce their commuting emissions.</li> </ol>	<p>wider council transition to EV plan.</p> <p>Feasibility study underway for a Liftshare scheme to analyse employee commuting patterns and car-share or active/sustainable travel opportunities.</p>	<p>304.06 tCO<sub>2</sub>e</p>	<p>£10,000</p>	
<b>11.2</b>	<b>Council's car fleet becomes entirely ultra-low emission by 2028</b>				<b>TBC</b>	<b>TBC</b>	
386	<p><b>Ensuring 100% of the car fleet operated by the council is ultra-low emission by 2028</b></p> <p>Helps set the example by leading the way. Opportunity for communication with non-EV private users.</p>	<p>Leading the way by transitioning the 16 WBC owned and leased vehicles to EV or low carbon vehicles at the end of their leasing contract/life. Vehicles range from minibuses, cars and a tractor in Dinton Pastures.</p>	<ol style="list-style-type: none"> <li>1. Deliver the programme to transition WBC owned vehicles to be ultra-low vehicles by 2028.</li> <li>2. Review lease contracts and establish a programme for transitioning leased vehicles to EV when engaging in new contracts.</li> <li>3. Embed requirements for EV's or Low Emission vehicles in WBC Fleet Guidelines Policy and WBC Vehicle</li> </ol>	<p>Feasibility study underway with Energy Savings Trust (EST) to assess council fleet vehicles and grey miles.</p>	<p>45.39 tCO<sub>2</sub>e (This is included in target 5 savings total)</p>	<p>Medium term Costs TBC</p>	

			<p>Procurement Guidelines.</p> <p>4. Update the Vehicle Procurement Application form to include the consideration of EV's or Low Emission vehicles as a standard with no sign off from the Board for any vehicle that does not meeting this requirement.</p>			
387	<p><b>All council run operations, including through partners, to utilise EV or ultra-low emissions vehicles.</b></p> <p>Improved air quality, reduce NOx, PM10s, PM25, cheaper to maintain and run, better driving experience. Also supports more constant energy usage for overall lower emissions from production.</p>	<p>Ensuring all our contractors use ultra-low or EV when possible will reduce emissions from contractors and suppliers vehicles working for and in partnership with the council. This includes Education and Social Care transport providers to encourage/specify transition to ultra-low vehicles for use on HTST transport.</p> <p>50% (which exceeds the statutory minimum of 35%) contract transport fleet will be hybrid or fully electric by 2028.</p>	<p>1. Include in procurement policies considerations for EV/ultra-low emission vehicles as a standard.</p> <p>2. All buyers/commissioners to apply contractual policies when subcontracting services</p> <p>3. Review the contracts with our transport providers and establish requirements to transition to ultra-low emissions vehicles</p> <p>4. Optimise HTST routes to reduce mileage</p>	<p>To be incorporated into EV strategy such that consideration must be made for climate issues, including EV, as part of the procurement process for projects.</p>	<p>Included in total</p>	<p>Long term</p> <p>Costs TBC</p>

11.3	By 2030 All council CCS buildings will be retrofitted to carbon neutral standards				6,612 tCO <sub>2</sub> e	TBC	
<p style="text-align: center;">3 103.1 8</p>	<p><b>Improve energy performance of council owned buildings to carbon neutral standards.</b></p> <p>Reduce cost of energy bills. Support more jobs in the green and sustainability industries. Emerging of new supply chains for building efficiency will reduce the cost of the green technologies such as heath pumps, batteries, solar panels, etc.</p>	<p>Implement a wide range of energy efficiency projects at existing properties to improve energy efficiency. These include, installing LED lighting, Cavity Wall, loft insulation etc., all to make the property ‘consume’ less energy.</p> <p>Programme for retrofitting corporate assets based on energy performance baseline and energy improvement requirements.</p>	<ol style="list-style-type: none"> <li>1. Establish baseline energy performance for each council-owned asset.</li> <li>2. Three year assessment, average kilowatt value (FY from 2017-20)</li> <li>3. Develop Energy Management Plan</li> <li>4. Identify energy performance improvement requirements to all corporate sites and recorded in the Corporate Assets Carbon Reduction Database.</li> <li>5. Programme for asset retrofit set up</li> <li>6. Feasibility assessment on Woodley Library as a pilot project.</li> <li>7. Establish guidelines of energy improvements that can be used for all corporate assets.</li> <li>8. Deliver the retrofitting programme.</li> </ol>	<p>Baselines and three year assessment complete.</p> <p>Energy Management Plan in development.</p> <p>Feasibility assessment on Woodley Library as a pilot project completed.</p>	<p>6,612 tCO<sub>2</sub>e</p>	<p>Medium term</p> <p>£13.5M (£4.5M per year)</p>	

## Appendix 1. Data Sources

Table 5: Summary GHG inventory table of building emissions, as split by SCATTER

SUB-SECTOR	DIRECT tCO <sub>2</sub> e	INDIRECT tCO <sub>2</sub> e
Residential buildings	187,968.61	78,875.18
Commercial buildings & facilities	11,254.16	42,841.08
Institutional buildings & facilities	8,831.41	9,301.94
Industrial buildings & facilities	32,229.12	52,294.99
Agriculture	2,804.37	0.52
Fugitive emissions	23,738.05	-
On-road	305,851.95	IE
Rail	11,438.37	IE
Waterborne navigation	NO	IE
Aviation	NO	IE
Off-road	3,058.52	IE
Solid waste disposal	6,664.21	-
Biological treatment	NO	-
Incineration and open burning	NO	-
Wastewater	9,888.15	-
Industrial process	44,871.97	-
Industrial product use	0.00	-
Livestock	9,383.60	-
Land use	-15,861.55	-
Other AFOLU	NE	-
Electricity-only generation	NO	-
CHP generation	132.57	-
Heat/cold generation	NO	-
Local renewable generation	2.01	NO
Notation keys:		
NO - Not Occurring	IE - Integrated Elsewhere	NE - Not Estimated

Table 6: Summary GHG inventory table of building emissions, as split by BEIS

Wokingham Carbon footprint 557 KtCO <sub>2</sub> e	KtCO <sub>2</sub> e
Industry and Commercial Electricity	74.5
Industry and Commercial Gas	39.9
Large Industrial Installations	0.01
Industrial and Commercial Other Fuels	15.8
Agriculture	4.1
Domestic Electricity	59
Domestic Gas	186.9
Domestic 'Other Fuels'	10.8
Road Transport (A roads)	76.7
Road Transport (Minor roads)	97.7
Transport Other	9.7
LULUCF Net Emissions	-17.4

• BEIS data (right-hand table) and SCATTER data are compiled using different methodologies. The SCATTER model (Setting City Area Targets and Trajectories for Emissions Reductions) operates on 2018 data. BEIS data is from 2019. See page 52 for further notes on why the data differs between SCATTER & BEIS.

### Data Sources – Frequently Asked Questions

#### What do the different emissions categories mean within the Scatter inventory?

Direct = GHG emissions from sources located within the Local Authority Boundary (also referred to as Scope 1). For example petrol, diesel or natural gas.

Indirect = GHG emissions occurring as a consequence of the use of grid-supplied electricity, heat, steam and/or cooling within the city boundary (also referred to as Scope 2).

Other = All other GHG emissions that occur outside the city boundary as a result of activities taking place within the city boundary (also referred to as Scope 3). This category is not complete and only shows sub-categories required for CDP / Global Covenant of Mayors reporting. Other Scope 3 emissions are however explored within Sections 2 and 3.

The BEIS Local Emissions Summary does not differentiate between direct/indirect/other (or the various 'scopes')

### **What do the different sectors and subsectors represent within the SCATTER Inventory?**

- The Direct Emissions Summary and Subsector categories are aligned to the World Resource Institute's Global Protocol for Community-Scale Greenhouse Gas Emission Inventories ("GPC"), as accepted by CDP and the Global Covenant of Mayors.
- The BEIS Local Emissions Summary represents Local Authority level data published annually by the Department for Business Energy & Industrial Strategy (BEIS).
- Stationary energy includes emissions associated with industrial buildings and facilities (e.g. gas & electricity).
- IPPU specifically relates to emissions that arise from production of products within the following industries: Iron and steel, Non-ferrous

metals, Mineral products, Chemicals. These are derived from DUKES data (1.1-1.3 & 5.1).

- Waterborne Navigation and Aviation relate to trips that occur within the region. The figures are derived based on national data (Civil Aviation Authority & Department for Transport) and scaled to the City of Oxford region.

### **Why does the BEIS summary differ from the SCATTER summary?**

- The BEIS summary represents CO2 only; SCATTER also includes emissions factors for other greenhouse gases such as Nitrous Oxide (N2O) and Methane (CH4). These are reported as a CO2 'equivalents (e)'.
- The BEIS summary does not provide scope split; SCATTER reports emissions by scope 1, 2, and 3 (i.e. direct, indirect or other categories).
- The BEIS summary categories are not directly consistent or mapped to the BEIS LA fuel data which is available as a separate data set. SCATTER uses published fuel data and applies current-year emissions factors, whereas the BEIS data calculations scale down national emissions in each transport area. Specifically with regard to road transport, BEIS data splits total emissions across road type; SCATTER uses fuel consumption for on-road transport per LA.
- Different treatment of 'rural' emissions i.e. Agriculture, Forestry and Other Land Use (AFOLU) and Land Use, Land Use Change & Forestry (LULUCF) categories are derived from different underlying data sets and have been explored further within section 3 of this report.



## Appendix 2. Glossary

<b>Term</b>	<b>Definition</b>
<b>Carbon Baseline</b>	The year against which target decreases in emissions are measured. <sup>3</sup>
<b>Carbon dioxide (CO<sub>2</sub>)</b>	Carbon dioxide is a gas in the Earth's atmosphere. It occurs naturally and is also a by-product of human activities such as burning fossil fuels. It is the principal greenhouse gas produced by human activity.
<b>Carbon Budget</b>	A tolerable quantity of greenhouse gas emissions that can be emitted in total over a specified time. The budget needs to be in line with what is scientifically required to keep global warming and thus climate change “tolerable.”
<b>Carbon dioxide equivalent (CO<sub>2</sub>e)</b>	Six greenhouse gases are limited by the Kyoto Protocol and each has a different global warming potential. The overall warming effect of this cocktail of gases is often expressed in terms of carbon dioxide equivalent - the amount of CO <sub>2</sub> that would cause the same amount of warming. For consistency in this climate emergency action plan, the figures on carbon dioxide emissions have been presented in tonnes <b>tCO<sub>2</sub>e</b>
<b>Carbon footprint</b>	The amount of carbon emitted by an individual, organisation, geographical area or during the manufacture of a product in a given period of time.
<b>Carbon neutral</b>	A process where there is no net release of CO <sub>2</sub> . For example, growing biomass takes CO <sub>2</sub> out of the atmosphere, while burning it releases the gas again. The process would be carbon neutral if the amount taken out and the amount

	released were identical. A company or country can also achieve carbon neutrality by means of carbon offsetting in limiting quantities not all together.
<b>Carbon offsetting</b>	A way of compensating for emissions of CO <sub>2</sub> by participating in, or funding, efforts to take CO <sub>2</sub> out of the atmosphere. Offsetting often involves paying another party, somewhere else, to save emissions equivalent to those produced by your activity.
<b>Carbon Sequestration</b>	The process of storing carbon dioxide. This can happen naturally, as growing trees and plants turn CO <sub>2</sub> into biomass (wood, leaves, and so on). It can also refer to the capture and storage of CO <sub>2</sub> produced by industry.
<b>Climate Change</b>	A pattern of change affecting global or regional climate, as measured by yardsticks such as average temperature and rainfall, or an alteration in frequency of extreme weather conditions. This variation may be caused by both natural processes and human activity. Global warming is one aspect of climate change.
<b>Climate Change Act (2008)</b>	At the core of the Act is the 2050 target to reduce UK greenhouse gas emissions by at least 80% relative to 1990, and the system of carbon budgets that provide five-year stepping stones to the 2050 target <sup>4</sup> . In 2019 this target was altered to achieve net zero emissions by 2050 <sup>5</sup> .
<b>Climate Emergency</b>	A situation in which urgent action is required to reduce or halt climate change and avoid potentially irreversible environmental damage resulting from it. <sup>6</sup>

<sup>4</sup> <https://www.theccc.org.uk/2014/03/04/the-climate-change-act-a-retrospective/>

<sup>5</sup> <https://commonslibrary.parliament.uk/insights/acting-on-climate-change-the-plan-for-net-zero-emissions-in-the-uk/#:~:text=Net%20zero%20is%20a%20statutory,emissions%20by%2080%25%20by%202050.>

<sup>6</sup> <https://www.oxfordlearnersdictionaries.com/>

<sup>3</sup> <https://www.bbc.co.uk/news/science-environment-11833685>

<b>Climate Emergency Declaration</b>	The recognition of the urgency of the Climate Emergency by organisations, businesses or government at any level, often resulting in setting a target date to become carbon neutral.
<b>The Committee on Climate Change (CCC)</b>	An independent, statutory body established under the Climate Change Act 2008 whose purpose is to advise the UK and devolved governments on emissions targets and to report to Parliament on progress made in reducing greenhouse gas emissions and preparing for and adapting to the impacts of climate change. <sup>7</sup>
<b>Decarbonise</b>	To replace fossil fuels as fuel source with a fuel that is less harmful to the environment such as solar power. See Renewable energy.
<b>Emission Trading Scheme (ETS)</b>	A scheme set up to allow the trading of emissions permits between business and/or countries as part of a cap and trade approach to limiting greenhouse gas emissions by businesses or countries buying or selling allowances to emit greenhouse gases via an exchange. The volume of allowances issued adds up to the limit, or cap, imposed by the authorities. The best-developed example is the EU's trading system, launched in 2005.
<b>Fossil fuels</b>	Natural resources, such as coal, oil and natural gas, containing hydrocarbons. These fuels are formed in the Earth over millions of years and produce carbon dioxide when burnt.
<b>Global warming</b>	The steady rise in global average temperature in recent decades, which experts believe is largely caused by man-made greenhouse gas emissions. The long-term trend continues upwards, even though the warmest year on record, according to the UK's Met Office, is 1998.

<sup>7</sup> <https://www.theccc.org.uk/about/>

<b>Grand-fathering</b>	A form of carbon budgeting which allocates a higher carbon budget to those organisations or regions, which emit at a higher levels. In other words, high emitting areas will be allowed to emit at higher levels than those with lower existing emissions.
<b>Greenhouse gases (GHGs)</b>	Natural and industrial gases that trap heat from the Earth and warm the surface. The Paris Agreement, following The Kyoto Protocol restricts emissions of six greenhouse gases: natural (carbon dioxide, nitrous oxide, and methane) and industrial (perfluorocarbons, hydrofluorocarbons, and sulphur hexafluoride).
<b>The Inter-governmental Panel on Climate Change (IPCC)</b>	A scientific body established by the United Nations Environment Programme and the World Meteorological Organization. It reviews and assesses the most recent scientific, technical, and socio-economic work relevant to climate change, but does not carry out its own research. The IPCC was honoured with the 2007 Nobel Peace Prize.
<b>Kyoto Protocol</b>	A protocol attached to the UN Framework Convention on Climate Change, which sets legally binding commitments on greenhouse gas emissions. Industrialised countries agreed to reduce their combined emissions to 5.2% below 1990 levels during the five-year period 2008-2012. It was agreed by governments at a 1997 UN conference in Kyoto, Japan, but did not legally come into force until 2005. A different set of countries agreed a second commitment period in 2013 that will run until 2020.
<b>Land Use, Land-Use Change, and</b>	Activities in this category provide a method of offsetting emissions, either by increasing the removal of greenhouse gases from the atmosphere (i.e. by planting trees or

<b>Forestry (LULUCF)</b>	managing forests), or by reducing emissions (i.e. by curbing deforestation and the associated burning of wood).
<b>Mitigation</b>	Action that will reduce man-made climate change. This includes action to reduce greenhouse gas emissions or absorb greenhouse gases from the atmosphere.
<b>Net zero carbon</b>	A target to achieving net zero carbon dioxide emissions by balancing carbon emissions with carbon offsets and/or eliminating carbon emissions altogether.
<b>Paris Agreement (2015)</b>	The Agreement's central aim is to strengthen the global response to the threat of climate change by 21 countries agreeing to keep the global temperature rise this century well below 2 degrees Celsius above pre-industrial levels and to pursue efforts to limit the temperature increase even further to 1.5 degrees Celsius <sup>8</sup> .
<b>Per-capita emissions</b>	The total amount of greenhouse gas emitted by a country per unit of population.
<b>Renewable energy</b>	Energy created from sources that can be replenished in a short period of time. The five renewable sources used most often are: biomass (such as wood and biogas), the movement of water, geothermal (heat from within the earth), wind, and solar.
<b>SCATTER</b>	Standing for Setting City Area Targets and Trajectories for Emissions Reductions, SCATTER is a local authority focussed emissions tool, built to help create low-carbon local authorities. SCATTER provides local authorities and city regions with the opportunity to standardise their greenhouse gas reporting and align to international frameworks, including

	the setting of targets in line with the Paris Climate Agreement.
<b>Tyndall Centre</b>	A partnership of universities bringing together researchers from the social and natural sciences and engineering to develop sustainable responses to climate change, working with leaders from the public and private sectors to promote informed decisions on mitigating and adapting to climate change <sup>9</sup> .
<b>The United Nations Framework Convention on Climate Change (UNFCCC)</b>	One of a series of international agreements on global environmental issues adopted at the 1992 Earth Summit in Rio de Janeiro. The UNFCCC aims to prevent "dangerous" human interference with the climate system. It entered into force on 21 March 1994 and has been ratified by 192 countries.

## Appendix 3. Sustainable Development Goals

<sup>8</sup> <https://unfccc.int/process-and-meetings/the-paris-agreement/what-is-the-paris-agreement>

<sup>9</sup> <https://tyndall.ac.uk/about>

The 2030 United Nations Agenda for Sustainable Development<sup>10</sup>, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are 17 Sustainable Development Goals (SDGs), which act as an urgent call for action to all countries - developed and developing – to work as a global partnership. They recognize that ending poverty and deprivation must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – at the same time as tackling climate change and working to preserve our oceans and forests.












### Wokingham Borough Council and the Sustainable Development Goals

The Local Government Association (LGA) passed a motion in July 2019 declaring a climate emergency. At the same time offering a unified voice for local government to assist in delivering the UN's 17 Sustainable Development Goals (SDGs). In the table below each goal has been assigned an SDG number. For example, Good Health and Wellbeing is SDG3 and links back to the appropriate action in the Climate Emergency Action Plan demonstrating how Wokingham Borough are supporting the UN's 17 Sustainable Development Goals.

Wokingham Borough Council recognises that, as a local authority, we are in the best position to raise awareness and to influence in the delivery of the Sustainable Development Goals.

No poverty SDG1	Although Wokingham is an affluent borough, we will work hard to ensure the Climate Emergency action plan creates a sustainable, carbon neutral economy that will achieve economic justice as well as economic growth.	
Zero hunger SDG2	As a rural borough, sustainable agricultural practice is of high importance as well as promoting sustainable eating in the borough through the action plan which focuses on cutting down on meat consumption.	
Good health and wellbeing SDG3	We will be encouraging sustainable transport such as cycling and converting to electric vehicles through our action plan to ensure we maintain our high level of well-being across the borough	
Quality of education SDG4	The youthful population are a large part of our action plan to meet our 2030 net zero carbon target and we aim to promote sustainable lifestyles throughout our schools and ensure we hear the voices of our children.	
Gender equality SDG5	We hope the women and girls in the borough will take part to make the action plan the most effective in everyday situations like reducing waste and single use plastics.	
Clean water and sanitation SDG6	There is a strong focus on reducing water waste in the Borough which will comply with the sustainable management of water targets sat beneath this SDG.	

<sup>10</sup> [Resolution adopted by the UN General Assembly on 25 September 2015.](#)

Affordable and clean energy SDG7	We are determined to roll out sustainable energy generating methods through the implementation of solar panels, particularly in our SDLs, which are both clean and affordable in the long term.		Responsible consumption and production SDG12	The themes of this goal are woven throughout the action plan to promote and encourage a change in lifestyle of the residents in the borough starting with the council staff through the work of the Green Team.	
Decent Work and economy growth SDG8	Wokingham Borough benefits from a below average unemployment rate and bringing more sustainable enterprises to the borough will only enhance our working population further.		Climate action SDG13	By working towards our 2030 net zero carbon borough target we have been able to put in place Officer groups and projects that reflect the targets under our action plan and enforce action to combat climate change.	
Industry, innovation and infrastructure SDG9	A large section of our action plan is dedicated to ensuring our new developments are net zero carbon through sustainable infrastructure and that we promote sustainable living within these new communities.		Life below water SDG14	Protecting bodies of water is essential as they are facilities for residents to enjoy in green space for non-polluting recreational activities	
Reduce inequalities SDG10	The UK suffers from vast disparities in wealth but this can also be seen on a local scale within the Borough. We aim to work the Climate Emergency action plan with economic development in mind to ensure we achieve economic equality throughout the borough.		Life on land SDG15	Protecting our greenspace as a rural borough is of huge significance and is reflected in the action plan, as we aim to preserve the land as a carbon sink or sustainably develop on land in a way that allows the whole borough to reap the sustainable rewards.	
Sustainable cities and communities SDG11	Wokingham Borough is lucky to have an existent community that is resilient, inclusive and safe. We aim to build on this and strengthen this through the action plan to promote the same characteristics for the communities created in the new developments.		Peace, justice and strong institutions SDG16	As an influential institution in the borough, we take our role in combating climate change very seriously and will show our respect of our communities through public consultation and incorporating resident's ideas throughout.	
			Partnerships for the goals SDG17	Creating partnerships are an essential aspect of our action plan, especially one which is tackling such a global problem. Partnerships, especially with the businesses in the borough, will allow us to achieve more.	

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<b>TITLE</b>	<b>Shareholders Report</b>
<b>FOR CONSIDERATION BY</b>	The Executive on 21, March 2023
<b>WARD</b>	None Specific;
<b>LEAD OFFICER</b>	Deputy Chief Executive - Graham Ebers
<b>LEAD MEMBER(S)</b>	Leader of the Council – Clive Jones

**OUTCOME / BENEFITS TO THE COMMUNITY**

To provide transparency in respect of Council Owned Companies

**RECOMMENDATION**

The Executive is asked to note:

- 1) The Housing companies' budget and operational position for December 2022,
- 2) The Optalis budget and operational position update for December 2022

**SUMMARY OF REPORT**

The purpose of this report is to ensure awareness and transparency of the financial performance of the Council Owned Companies.

Housing

The Council recognised that the provision of good quality affordable housing as a priority for Wokingham and established a group of wholly-owned housing subsidiaries to develop and manage this need.

The housing group consists of Wokingham Housing Limited (WHL), Loddon Homes Limited (LHL) and Berry Brook Homes Limited (BBHL). Historically, once developed by WHL homes are sold within the group to Loddon Homes or Berry Brook Homes who act as landlords for the properties.

Loddon Homes provides Wokingham Borough Council with the additional flexibility to meet the housing needs of its residents of while generating a financial benefit for the Council which is available to be reinvested to fund essential Council services including new local housing.

Loddon Homes reported an exceptionally high annual turnover of £4.5million at end of the 2021/22 financial year as a result of shared ownership sales and operates at an ongoing turnover of almost £1.5m p.a.

Including homes of multiply occupancy, Loddon Homes have 170 tenanted spaces across all tenures: shared ownership, social rent, affordable rent, specialist supported housing, young person accommodation and independent living for older people.

The objectives of Berry Brook housing limited are similar, however this company is not set up under Register provider status which enables it greater freedoms and the ability to operate in private rented sector if and where appropriate. Berry Brook has an annual turnover of almost £1m p.a.

**Adult Care Services.**

Optalis was established to be the Council’s provider of choice for Adult Care Services. Its key objectives were to provide safe and good quality Adult Social Care Services commissioned by the Council at a good price providing financial benefits to the Council. To date a considerable reduction of commissioning costs have been achieved and following a merger with RBWM, the business continues to expand. This will enable Optalis to grow and create further financial returns through economies of scale and allow the company to generate additional streams of income.

**Operational Update**

**Housing**

An operational update is provided for each of the companies as at 31st December 2022.

**Wokingham Housing:**

In January 2023 the collective boards made a strategic decision to close Wokingham Housing Ltd by 31<sup>st</sup> March 2023. This followed a period of small operating loss and reduction in expected future opportunities to develop housing through that approach. This work is progressing.

The governance of the two remaining companies has been better aligned to allow a more joined up understanding and consideration of options and future direction.

Financial position;

<b>Wokingham Housing Limited Profit &amp; Loss</b>						
	<b>YTD</b>			<b>Full Year</b>		
	<b>Dec-22</b>	<b>Dec-22</b>	<b>Variance</b>	<b>Budget</b>	<b>Forecast</b>	<b>Var</b>
	<b>Budget</b>	<b>Actual</b>		<b>Budget</b>	<b>Forecast</b>	<b>Var</b>
	<b>£K</b>	<b>£K</b>	<b>£K</b>	<b>£K</b>	<b>£K</b>	<b>£K</b>
Income	0	0	0	0	0	0
Expenditure	100	64	(36)	200	200	0
Operating (Profit)/Loss	100	64	(36)	200	200	0

*Income/Profit/positive variance - shown in brackets*

The Expenditure includes residual costs in relation to; interest, professional support costs and liquidation fees. Once costs are finalised options will be presented to board regarding their treatment.



## Berry Brook Housing Limited

Detailed work is currently underway to review the financial viability of all the current schemes which will inform future focus for cost effectiveness.

Financial Position;

Berry Brook Homes Ltd	YTD			Full Year		
	Dec-22 Budget £k	Dec-22 Actuals £k	Variance £k	Budget £k	Forecast £k	Variance £k
Income	(700)	(699)	1	(934)	(933)	1
Expenditure	724	747	23	1062	1,017	(45)
<b>Operating (Profit)/Loss</b>	<b>24</b>	<b>48</b>	<b>24</b>	<b>128</b>	<b>84</b>	<b>(44)</b>

*Income/Profit/positive variance - shown in brackets*

The latest projection is for a reduced loss against the budgeted position. This slightly improved position is due to the legitimate capitalisation of costs previously budgeted in the revenue account.

## Loddon Homes Limited

As with Berry Brook, a detailed financial viability review is underway across the current schemes.

There are currently a number of future development opportunities at the early stage of consideration, with key sites for affordable homes identified and the potential business case and market analysis in progress.

Financial Position;

Loddon Homes Ltd	YTD			Full Year		
	Dec-22 Budget £k	Dec-22 Actuals £k	Variance £k	Budget £k	Forecast £k	Variance £k
Income	( 922)	( 996)	( 74)	( 1,261)	( 1,335)	( 74)
Expenditure	704	799	95	1,050	1,145	95
<b>Operating (Profit)/Loss</b>	<b>( 218)</b>	<b>( 197)</b>	<b>21</b>	<b>( 211)</b>	<b>( 190)</b>	<b>21</b>

*Income/Profit/positive variance - shown in brackets*

The December figures show a performance close to budget, with the slight underachievement projected at year end due to accrued repairs and management fees. Overall turnover and profit is lower than previous years due to shared ownership sales in the previous year.

### WBC Holdings Ltd

The board with oversight for the companies overall position

Financial position;

<b>WBC Holdings Limited</b>						
	<b>YTD</b>			<b>Full Year</b>		
	<b>Dec-22</b>	<b>Dec-22</b>	<b>Variance</b>	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>
	<b>Budget</b>	<b>Actual</b>				
	<b>£K</b>	<b>£K</b>	<b>£K</b>	<b>£K</b>	<b>£K</b>	<b>£K</b>
Income	(630)	(630)	0	(844)	(844)	0
Expenditure	697	697	0	930	930	0
Operating (Profit)/Loss	67	67	0	86	86	0

*Income/Profit/positive variance - shown in brackets*

Most of the Expenditure and Income is in relation to interest charges from the Council and to the subsidiaries. Expenditure also includes the cost of professional support such as Legal and Finance. Once costs are finalised options regarding the treatment of costs will be proposed to the Board.

## **ADULT CARE SERVICES GROUP**

### Optalis Limited

#### **1. Operational Report**

Optalis continues to perform well in all operational areas. A new Shareholders' Agreement was signed in March 2022 between WBC and the Royal Borough of Windsor and Maidenhead. The five-year term provides a secure platform for the company. This has enabled operations to expand significantly in 2022, with staff numbers growing by one third to 800 by the year end.

The company also initiated a programme of service improvements and transformation affecting many areas of the business. This has meant that most teams have seen some degree of change during the year. Despite the inherent uncertainty that comes with change, the staff survey results at the end of the year showed improved scores in all key areas. This is a tribute to the quality of the management team and the leadership skills of the main service line directors.

### **Growth**

Optalis now operates more than 50 different services, including 23 for Wokingham Borough Council. Growth has come from brand new operations which started in 2022, as well as the transfer of existing services from other providers. All of these services have settled down well and are operating successfully. Feedback from service users and families has been consistently positive.

Change programmes have delivered much-improved central HR and training functions, while detailed plans have been developed for transforming activities in 2023 in many areas. These include the full roll-out between January and May of the Access for Care electronic care management tool across CQC-regulated Provider services, the expansion of the Community Lives service offer to cater specifically for the often-overlooked 18 – 25 age group and an operational restructuring of Wokingham extra care and day services.

The highly successful Supported Employment service has continued to find new ways to enhance employment opportunities for WBC residents with learning disabilities, autism and neuro-diverse conditions. New ventures under the Optalis 'Ability' branding include catering, cleaning and travel training courses, supported by joint arrangements with Reading Buses, South Western Railway, Great Western Railway and Network Rail. The team is also working with WBC to explore options for reducing the council's own travel budget through targeted travel training for users.

### **Service Quality**

All services which are regulated by the Care Quality Commission have maintained their 'Good' ratings. This is against the backdrop of a more stringent CQC inspection regime which has seen a downrating of many other providers' ratings elsewhere in the county.

The Supported Employment service has been confirmed for the third year running as the top performing service in South-East England and number 2 in the country. This is based on the number of eligible residents who have been successfully supported into permanent employment.

### **Staffing**

Staff recruitment and retention is a top priority for the organisation, primarily to reduce excessive expenditure on agency staff and to improve staff continuity for service users. In the context of a very challenging employment market and a rapidly evolving organisation, the 2022 Staff Survey results were remarkably strong. These improved on the excellent performance in 2021, with higher scores in many areas and an increase in the overall engagement score to the highest level yet achieved. This puts Optalis well ahead of comparable averages for local authorities, the NHS and the wider social care sector. Important individual scores include an impressive 13% improvement (to 60%) in the number of people who feel that Optalis does a good job of providing opportunities for advancement, and a 9% uplift (from an admittedly low base) in the number of people who feel that they are paid fairly compared to other people in comparable jobs.

Staff attrition is currently 22%, compared to a sector average of 29%. The improvement in staff sentiment, combined with the subsequent announcement that the hourly pay rate for front line staff has increased to £11.14 from January 2023, should translate into further improvements in recruitment and retention rates in 2023/24, with a matching reduction in agency usage.

## 2. WBC Financial Report

Financial performance has been, and remains challenging,

- The national workforce issues affecting the whole social care sector. Despite considerable efforts to minimise the usage of agency staff, the amount spent in this area to maintain services is nearly three times higher than last year.
- As a result, Optalis has increased the pay of support worker staff to support the containment of cost pressures and to maintain quality. These measures will have a limited impact on the full year performance for 2022/23 for reasons of timing. However, they should materially strengthen the financial position for 2023/24 when the company needs to deliver significant efficiency savings for both councils.

The impact on the projected full year outturn based on performance to 31 December 2022:

Service	Budget (£000)	Outturn (£000)	Variance over / (underspend)
WBC Provider Services*	7,578	8,182	604
Central Management	880	880	0
<b>Total</b>	<b>8,458</b>	<b>9,062</b>	<b>604</b>

*\*As described above part of the WBC Provider cost increase is due to Optalis bringing forwards the 2023/24 pay-uplift for the support worker staff. This is covered by the release of retained WBC earnings from the Optalis P&L which will reduce the overspend to £407k.*

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.***

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

### **Other financial information relevant to the Recommendation/Decision**

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

### **Cross-Council Implications** (how does this decision impact on other Council services, including properties and priorities?)

The provision of these companies supports key service provision in social care and housing and well as supporting the councils overall financial position

### **Public Sector Equality Duty**

An Equality Impact Assessment is not required for this report

### **Climate Emergency – *This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

Companies are working alongside officers to align approach with the councils commitment and strategic direction

### **List of Background Papers**

none

<b>Contact</b> Graham Cadle	<b>Service</b> Finance
<b>Telephone No</b> Tel:	<b>Email</b> graham.cadle@wokingham.gov.uk

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