

## Individual Decision

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The attached reports will be taken as  
Individual Portfolio Member Decisions on:

**Thursday, 27th March, 2014**

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<b>Ref:</b>	<b>Title</b>	<b>Portfolio Members</b>	<b>Page No.</b>
ID2627	<b>West Berkshire Forward Plan - May 2014 to August 2014</b>	Councillor Gordon Lundie	1 - 16
ID2808	<b>Access to Information Policy Revision</b>	Councillor Roger Croft	17 - 32
ID2817	<b>Determination of Admissions Arrangements 2015 - 16</b>	Councillor Irene Neill	33 - 40
ID2787	<b>Public Rights of Way Case Programmes</b>	Councillor Hilary Cole	41 - 74
ID2788	<b>Policy for the repair and maintenance of public rights of way which are used for access to land or property</b>	Councillor Hilary Cole	75 - 86
ID2789	<b>Vehicle Management Policy for Public Rights of Way</b>	Councillor Hilary Cole	87 - 104
ID2809	<b>Local Transport Plan Supporting Strategies (Active Travel, Smarter Choices, Road Safety)</b>	Councillor Hilary Cole and Councillor Pamela Bale	105 - 200



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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>West Berkshire Council Forward Plan - 07 May 2014 to 31 August 2014</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	27 March 2014
<b>Forward Plan Ref:</b>	ID2627

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**Purpose of Report:** To advise Members and residents of items to be considered by West Berkshire Council over the next 4 months.

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**Recommended Action:** That the Leader of the Council agrees and where appropriate amends the West Berkshire Council Forward Plan.

**Reason for decision to be taken:** It is a statutory requirement that a Forward Plan be produced.

**Other options considered:** Not applicable.

**Key background documentation:** Forward Plan.

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Gordon Lundie
<b>E-mail Address:</b>	<a href="mailto:glundie@westberks.gov.uk">glundie@westberks.gov.uk</a>

Contact Officer Details	
<b>Name:</b>	Moira Fraser
<b>Job Title:</b>	Democratic Services Manager
<b>Tel. No.:</b>	01635 519045
<b>E-mail Address:</b>	<a href="mailto:mfraser@westberks.gov.uk">mfraser@westberks.gov.uk</a>

## Implications

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<b>Policy:</b>	The Forward Plan details the Policies to be adopted by West Berkshire Council.
<b>Financial:</b>	The Forward Plan has no financial implications.
<b>Personnel:</b>	The Forward Plan has no personnel implications.
<b>Legal/Procurement:</b>	The Forward Plan has no legal or procurement implications.
<b>Environmental:</b>	The Forward Plan has no environmental implications.
<b>Property:</b>	The Forward Plan has no property implications.
<b>Risk Management:</b>	The Forward Plan has no risk management implications.

Is this item relevant to equality?	Please tick relevant boxes		Yes	No
Does the policy affect service users, employees or the wider community and:				
• Is it likely to affect people with particular protected characteristics differently?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Outcome</b> (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)				
Relevant to equality - Complete an EIA available at <a href="http://www.westberks.gov.uk/eia">www.westberks.gov.uk/eia</a>			<input type="checkbox"/>	<input type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Consultation Responses

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### Members:

<b>Leader of Council:</b>	Councillor Gordon Lundie
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	Councillor Brian Bedwell at OSMC meetings
<b>Ward Members:</b>	All Members
<b>Opposition Spokesperson:</b>	Councillor Jeff Brooks at OSMC meetings
<b>Local Stakeholders:</b>	The West Berkshire Forward Plan will be published the first working day after the Individual Decision is signed.
<b>Officers Consulted:</b>	Nick Carter, John Ashworth, Rachael Wardell, Heads of Service, Group Executives
<b>Trade Union:</b>	Not sought

<b>Is this item subject to call-in?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	
Delays in implementation could compromise the Council's position	<input checked="" type="checkbox"/>	
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input checked="" type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	
Report is to note only	<input type="checkbox"/>	

## Supporting Information

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### 1. Background

- 1.1 West Berkshire Council's Forward Plan, which is published monthly, sets out the key decisions that the Executive (either collectively or by Individual Executive Members) is expected to take over the next four months.
- 1.2 Key decisions are defined by the Government (Regulation 8 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2001) as:
- (1) Those which result in the Local Authority incurring expenditure which is, or the making of savings which are, significant having regard to the Local Authority's budget for the service or function to which the decision is related.
  - (2) Those which are significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Local Authority.
- 1.3 The introduction of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in September 2012 included a requirement to publish 28 clear days' notice of any intended key decision. It should be noted that "clear days" means working days, from midnight to midnight, and excludes weekends and public holidays, so 28 clear days equates to around 5½ normal weeks.
- 1.4 On occasions, however, situations may arise where an urgent decision needs to be made in respect of an item that does not appear on the Forward Plan. There are two different ways in which this can be done:
- (i) the authority can take an urgent key decision without giving 28 days' notice where it is impracticable to give the full notice, provided that the authority gives at least five days' clear notice to all Members of the Overview and Scrutiny Management Commission, which can then call in the decision to check that it was genuinely urgent; or
  - (ii) where a key decision is so urgent there is not even time to give five clear days' notice, the authority can take the decision if the Chairman of the Overview and Scrutiny Management Commission has agreed that the key decision is urgent and cannot reasonably be deferred.
- 1.5 In addition The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 introduced an entirely new requirement for the Council to publish 28 clear days' notice of the intention to hold a private meeting (or part of a meeting) of the Executive. This 28 day notice must be reinforced by a five day notice which sets out the reasons for the meeting to be held in private, details of any propositions received as to why the meeting should be open, and the Council's response. The response will be provided by the Monitoring Officer. The regulations again provide for an urgency procedure, under which the Council can decide the matter with shorter than 28 or five days' notice, provided that it has first obtained the consent of the Chairman of the Overview and Scrutiny Management Commission.

- 1.6 There is currently one confidential item scheduled for the 08 May 2014 Executive meeting and the required notice is attached as an appendix and will be displayed at the Council. If any representations are received the five day notice will be issued on the 30<sup>th</sup> May 2014.
- 1.7 The following items have been added to/deleted from the Forward Plan for May 2014, since it was last published:
- EX2827 - Looked After Children - External Placements (new item)
  - EX2828 - West Berkshire Permit Scheme (new item)
- 1.8 Details of decisions that Full Council, the Governance and Audit Committee and the Personnel Committee are going to take are also included for ease of reference. It should, however, be noted that the new requirements only apply to Executive meetings.
- 1.9 Publication of the Forward Plan remains a statutory requirement of the Local Authority. The Forward Plan, any General Exception Decisions Notices and Notices of Private Decisions have to be available for inspection and also have to be published on the Council's website.

## **Appendices**

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Appendix A – West Berkshire Council Forward Plan –08 May 2014 to 31 August 2014  
Appendix B – Notice of Private Decisions

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# West Berkshire Council Forward Plan

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# West Berkshire Council Forward Plan – 01 May 2014 to 31 August 2014

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
<b>MAY 2014</b>											
ID2640	<b>Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements</b> <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/05/14	Resources/ Environment	Jo Naylor/ Bryan Lyttle/ Paula Amorelli	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions/Plannin g, Transport (Policy), Culture, Customer Services, Countryside		TBC	Local Members and Stakeholders		01 May 2014
ID2791	<b>Response to a Petition - Road Safety Improvements for People Crossing the A4 Road at Wigmore Lane</b> <i>To respond to a petition containing 40 signatures handed in at the Council meeting on the 12 December 2013.</i>	ID	01/05/14	Environment	Mark Cole	Highways, Transport (Operations), Emergency Planning, Newbury Vision					01 May 2014
ID2807	<b>Elective Home Education Policy</b> <i>To seek approval for updated policy on Elective Home Education.</i>	ID	01/05/14	Communities	Rhian Ireland	Children and Young People, Youth Service, Education		30/04/14			01 May 2014
ID2796	<b>West Berkshire Forward Plan – 18 June 2014 -30 September 2014</b> <i>To agree the Forward Plan for the next four months.</i>	ID	15/05/14	Resources	Moria Fraser	Leader of Council		07/05/14			01 May 2014
EX2764	<b>West Berkshire Local Flood Risk Management Strategy</b> <i>To approve the Local Flood Risk Management Strategy for West Berkshire.</i>	EX	08/05/14 EX	Environment	Jon Winstanley	Highways, Transport (Operations), Emergency Planning, Newbury Vision		30/04/14			01 May 2014

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk) to confirm the contents of any agenda before attending a meeting. **Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.**

<b>KEY:</b>
ID = Individual Executive Member Decision
EX = Executive
C = Council
GA = Governance & Audit Committee
S = Standards Committee
PC = Personnel Committee

# West Berkshire Council Forward Plan – 01 May 2014 to 31 August 2014

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
EX2818	<b>Efficiency saving re resource allocation</b> (Paragraph 1 - information relating to an individual Paragraph 2 - information identifying an individual) <i>To reduce posts to match revised business needs</i>	EX	08/05/14 EX	Communities	Caroline Corcoran	Children and Young People, Youth Service, Education	Yes	30/04/14			01 May 2014
EX2827	Looked After Children - External Placements <i>To identify alternatives to the current external placement arrangements.</i>	EX	08/05/14 EX	Communities	Steve Duffin	Children and Young People, Youth Service, Education		30/04/14			01 May 2014
C2657	<b>Health and Wellbeing Strategy</b>	C	15/05/14 C	Resources	Lesley Wyman	Health and Wellbeing		07/05/14			01 May 2014
C2690	<b>Standards Committee Annual Report 2013/11</b> <i>To present the Annual Standards Committee report to the Council.</i>	C	15/05/14 C 14/04/14 SC	Resources	David Holling	Leader of Council		07/05/14 07/04/14			01 May 2014
C2689	<b>Appointment and Allocation of Seats on Committees for the 2014/15 Municipal Year</b> <i>To consider the appointment of and allocation of seats on Committees and associated bodies for the 2014/15 Municipal Year and to agree the Council's Policy Framework for 2014/15.</i>	C	15/05/14 C	Resources	Moira Fraser	Leader of Council		07/05/14			01 May 2014

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# West Berkshire Council Forward Plan – 01 May 2014 to 31 August 2014

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C2758	<b>Threshold for Triggering a Debate at Full Council</b> <i>To review the petition threshold for triggering a debate at Full Council.</i>	C	15/05/14 C 28/04/14 SC	Resources	Gillian Durrant	Chairman of Governance and Audit		07/05/14 21/04/14			01 May 2014
C2776	<b>Changes to the Constitution - Part 13 Codes and Protocols and Part 10 Finance Rules of Procedure</b> <i>To amend Appendix F, I and J to Part 13 (Codes and Protocols) of the Constitution.</i>	C	15/05/14 C 28/04/14 GA	Resources	David Holling	Chairman of the Governance and Audit Committee		07/05/14 21/04/14			01 May 2014
C2726	<b>Statement of Community Involvement</b> <i>Development of the required documents which form part of the development plan for the West Berkshire Minerals and Waste Local Plan</i>	C	15/05/14 C	Environment	Bryan Lyttle	Planning, Transport (Policy), Culture, Customer Services, Countryside		07/05/15	delayed at request of author		01 May 2014
C2686	<b>Election of Chairman for the Municipal Year 2014/15</b> <i>To elect a Chairman of the Council for the 2014/15 Municipal Year.</i>	C	15/05/14 C	Resources	Moira Fraser	Leader of Council		07/05/15			01 May 2014
C2687	<b>Appointment of Vice Chairman for the 2014/15 Municipal Year</b> <i>To appoint a Vice Chairman for the 2014/15 Municipal Year.</i>	C	15/05/14 C	Resources	Moira Fraser	Leader of Council		07/05/15			01 May 2014
C2688	<b>Appointment of the Executive by the Leader of the Council for the 2014/15 Municipal Year</b> <i>To receive notification from the Executive Leader on the Members appointed to the Executive.</i>	C	15/05/14 C	Resources		Leader of Council		07/05/15			01 May 2014

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# West Berkshire Council Forward Plan – 01 May 2014 to 31 August 2014

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
<b>JUNE 2014</b>											
ID2797	<b>West Berkshire Forward Plan – 23 July 2014 – 31 October 2014</b> <i>To agree the Forward Plan for the next four months.</i>	ID	19/06/14	Resources	Moria Fraser	Leader of Council		11/06/14			01 June 2014
ID2810	<b>Approval of Local Transport Plan supporting strategies</b> <i>To gain formal approval of the Passenger Transport and Freight Strategies which support the delivery of the West Berkshire Local Transport Plan 2011-2026</i>	ID	20/06/14	Environment	Jenny Graham	Planning, Transport (Policy), Culture, Customer Services, Countryside/Highways, Transport (Operations), Emergency Planning, Newbury Vision		13/06/14			01 June 2014
EX2671	<b>Financial Performance Report - Year End 2013/14</b> <i>To inform Members of the latest financial performance of the Council.</i>	EX	19/06/14 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		11/06/14			01 June 2014
EX2821	<b>Delivering Investment from Sustainable Development SPD - Update</b> <i>To consider updates to the SPD for developer contributions prior to a 6 week public consultation (scheduled to take place prior to school summer holidays)</i>	EX	19/06/14 EX	Environment	Caroline Walsh	Planning, Transport (Policy), Culture, Customer Services, Countryside		11/06/14			01 June 2014

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk) to confirm the contents of any agenda before attending a meeting. **Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.**

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# West Berkshire Council Forward Plan – 01 May 2014 to 31 August 2014

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
EX2814	<b>The Future Development of All2gether</b> <i>To inform Members of the future aspirations of All2gether and the additional assistance they have requested from the Council to enable them to be met..</i>	EX	19/06/14 EX	Resources	Elaine Walker	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions, Community Safety		11/06/14			01 June 2014
EX2828	West Berkshire Permit Scheme To agree a permit scheme for West Berkshire	EX	19/06/14 EX	Environment	Melvyn May	Highways, Transport (Operations), Emergency Planning, Newbury Vision		11/06/14			01 June 2014
<b>JULY 2014</b>											
C2820	<b>Response to S106 and CIL Motion</b> <i>To provide the response to the Motion submitted at Full Council on 12 December 2013</i>	C	22/07/14	Environment	Caroline Walsh	Planning, Transport (Policy), Culture, Customer Services, Countryside		14/07/14			01 July 2014
C2674	<b>Polling Places and Polling District Review</b> <i>To review Polling places and Polling Districts in accordance with the provisions of the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006</i>	C	22/07/14	Resources	Phil Runacres	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support		14/07/14			01 July 2014

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk) to confirm the contents of any agenda before attending a meeting. **Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.**

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# West Berkshire Council Forward Plan – 01 May 2014 to 31 August 2014

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
EX2819	<b>Initial proposals for the governance of the Community Infrastructure Levy</b> <i>To consider the governance of the Community Infrastructure Levy</i>	EX	24/07/14 EX	Environment	Caroline Walsh	Planning, Transport (Policy), Culture, Customer Services, Countryside		16/07/14			01 July 2014
EX2649	<b>Key Accountable Measures and Activities 2013/14. Update on progress: Q4 outturns</b> <i>To report Quarter 4 progress against the key accountable measures and activities for West Berkshire Council for 2013/14 and to report by exception those measures/activities not achieved/expected to be achieved and cite remedial action that is being taken.</i>	EX	24/07/14 EX	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support		16/07/14			01 July 2014
ID2798	<b>West Berkshire Forward Plan – 3 September 2014 – 31 December 2014</b> <i>To agree the Forward Plan for the next four months.</i>	ID	31/07/14	Resources	Moria Fraser	Leader of Council		23/07/14			01 July 2014
<b>AUGUST 2014</b>											
ID2799	West Berkshire Forward Plan – 8 October 2014 – 31 January 2015 <i>To agree the Forward Plan for the next four months.</i>	ID	04/09/14	Resources	Moria Fraser	Leader of Council		27/08/14			01 August 2014
ID2800	West Berkshire Forward Plan – 1 Nov 2014 – 28 Feb 2015 <i>To agree the Forward Plan for the next four months.</i>	ID	25/09/14	Resources	Moria Fraser	Leader of Council		17/09/14			01 August 2014

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk) to confirm the contents of any agenda before attending a meeting. **Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.**

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## **NOTICE OF A PRIVATE MEETING OF A DECISION-MAKING BODY TO WHICH THE CHAIR OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION HAS AGREED<sup>1</sup>**

*Notice of an imminent occasion when the public may be excluded from a meeting due to the likelihood that if members of the public were present during an item of business confidential or exempt information would be disclosed to them and which the Chair of the Overview and Scrutiny Management Commission has agreed is urgent and cannot reasonably be deferred.*

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<sup>1</sup> In accordance with Regulation 5(7) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

1. At least 28 clear days before a private meeting<sup>2</sup> of a decision-making body, public notice<sup>3</sup> must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice<sup>4</sup> must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.
3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chair of the Overview and Scrutiny Management Commission.
4. Compliance with the requirements for the giving of public notice has been impracticable in relation to the business detailed below.

Page 14

Date of Decision or period within which the decision is to be made	Ref No:	Matter in respect of which the decision is to be made	Short Description	Decision maker	Executive Member & Lead Officer	List of documents to be submitted to decision maker	Public or Private meeting. Statement of reasons if private.
08 May 2014	EX2818	Efficiency saving re resource allocation	To reduce posts to match revised business needs	Executive	Irene Neill - Portfolio Holder for Children and Young People, Youth Service, Education  Caroline Corcoran – Service Manager (Education)	Report	(Paragraph 1 - information relating to an individual)  (Paragraph 2 - information identifying an individual)

Andy Day  
Head of Strategic Support  
West Berkshire Council

Date: 18 March 2014

<sup>2</sup> A 'private meeting' means a meeting or part of a meeting of a decision making body which is open to the public except to the extent that the public are excluded due to the confidential or exempt business to be transacted.

<sup>3</sup> In accordance with Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

<sup>4</sup> In accordance with Regulation 5(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.



Document is Restricted

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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>Access to Information Policy Revision</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	27 <sup>th</sup> March 2014
<b>Forward Plan Ref:</b>	ID2808

**Purpose of Report:** To present the revised Access to Information Policy for consideration by the Executive Member for Council Strategy & Performance, Housing, ICT, Corporate Support, Legal

**Recommended Action:** That the Executive Member for Council Strategy & Performance, Housing, ICT, Corporate Support, Legal approves the revised Access to Information Policy

**Reason for decision to be taken:** The Policy is subject to regular review, and has been revised to take account of advice and guidance from the Information Commissioner

**Other options considered:** N/A

**Key background documentation:** Freedom of Information Procedure; Data Protection Requests Procedure; Security Policy

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Roger Croft - Tel (01635) 868638
<b>E-mail Address:</b>	rcroft@westberks.gov.uk

Contact Officer Details	
<b>Name:</b>	Sue Broughton
<b>Job Title:</b>	Information Management Officer
<b>Tel. No.:</b>	01635 519747
<b>E-mail Address:</b>	scbroughton@westberks.gov.uk

## Implications

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<b>Policy:</b>	This is a review and revision of an existing Policy
<b>Financial:</b>	None.
<b>Personnel:</b>	None
<b>Legal/Procurement:</b>	None
<b>Environmental:</b>	None
<b>Property:</b>	None
<b>Risk Management:</b>	Access to Information falls within statutory legislation. There is a risk to the Council of enforcement by the Regulator (The Information Commissioner) if requests are not answered in a consistent and timely manner.
<b>Equalities Impact Assessment:</b>	As at Appendix A - no requirement to go to Stage 2

## Consultation Responses

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### Members:

<b>Leader of Council:</b>	Councillor Gordon Lundie
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	Councillor Brian Bedwell
<b>Ward Members:</b>	N/a
<b>Opposition Spokesperson:</b>	Councillor Tony Vickers
<b>Local Stakeholders:</b>	Consultation with Local Stakeholders is not required for this item
<b>Officers Consulted:</b>	David Lowe, Directors & Heads of Service
<b>Trade Union:</b>	Rosemary Culmer

<b>Is this item subject to call-in?</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

## Supporting Information

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### 1. Introduction

- 1.1 This Report seeks to provide the background to the revision of the Council's 2013 Access to Information Policy. The Report is intended to inform Council Members, the public and other stakeholders why the Authority has an Access to Information Policy, its purpose and the reason why it is being revised prior to the timescale set for revision.

### 2. Background

- 2.1 The Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection Act 1998 are the three statutory provisions which between them encompass public or individual access to information held by the authority.
- 2.2 The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 make provision for an individual or organisation to request general information from the authority. The information must be released unless a relevant exemption applies.
- 2.3 The Data Protection Act 1998 makes provision for an individual to request their own personal data from the authority. Again, the information must be released unless a relevant exemption applies. In addition the Data Protection Act 1998 sets out Principles for the appropriate and lawful processing of personal data, and sets out the statutory requirements for data security.
- 2.4 Failure to provide requested information in a consistent and timely fashion, or to protect personal data from misuse, is subject to investigation and enforcement action by the Regulator for these statutory regimes (The Information Commissioner). Consequently, the authority provides training and guidance to inform all staff of their statutory responsibilities.
- 2.5 Whilst none of these statutes contains a mandatory requirement for a Policy statement, a Policy statement is necessary to state the authority's intentions in respect of the legislation, and to outline to the residents and other stakeholders the Council's commitment to abide by the legislation. The previous Policy requires review and revision following recommendations made by the Information Commissioner, the Regulator for Data Protection and Freedom of Information as part of an external Audit of the Council's practice.

### 3. The ICO Audit

- 3.1 In July 2013 the Information Commissioner invited the Authority to take part in a voluntary audit of its Data Protection handling processes. Such audits are offered to enable the Authority to review its operational practice in consultation with the Regulator, and to benefit from the professional advice and assistance the Regulator can offer.
- 3.2 The audit considered a number of aspects of the Authority's data handling including the handling of requests for information, information security, and records management. In addition it also looked at the documentation provided to guide and

assist officers in handling requests for information and managing the security of personal data.

- 3.3 One of the documents reviewed was the Policy statement on Access to Information which had been republished in a revised format in May 2013. The Recommendations in respect of the Policy included:

*Ensure that the eight Principles of the Data Protection Act are communicated to staff in policies and guidance.* This has been achieved by including the Principles as an Annex to the Policy and referencing them in Section 5.9.

*Amend the Access to Information Policy to accurately reflect key roles, committees and their current responsibilities and reporting lines. If these are included in formal process then ensure these are referenced in the Policy.* This has been achieved by adding Sections 5.5 and 5.6 which specifically state the line of responsibility in respect of answering requests for information and Section 5.7 which cross references the procedural guidance.

*Ensure the Access to Information Policy outlines the individual responsibilities for ensuring the provision and completion of data protection related training in line with current requirements.* This has been achieved by adding section 5.8 which specifically references the officer and Services with training responsibilities.

*Create an 'Access to Records Group' chaired by a suitably senior member of staff, to oversee process improvements and ensure effective oversight of SAR processing.* This has been achieved by the convening of a Data Protection Subject Access Group, referenced in Section 5.10.

#### **4. Equalities Impact Assessment Outcomes**

- 4.1 The Policy makes specific provision for advice and assistance to be provided to those identified as vulnerable groups who may experience difficulties in making a request or understanding the information provided.

#### **5. Conclusion**

- 5.1 The Access to Information Policy has been revised in line with best practice and the recommendations of The Information Commissioner.

#### **6. Recommendation**

- 6.1 That the Executive Member for Council Strategy & Performance, Housing, ICT, Corporate Support, and Legal approves the revised Access to Information Policy.

#### **Appendices**

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Appendix A – Equality Impact Assessment – Stage 1

Appendix B – Access to Information Policy

## Equality Impact Assessment – Stage One

<b>Name of item being assessed:</b>	Access to Information Policy
<b>Version and release date of item (if applicable):</b>	Version 3 January 2014
<b>Owner of item being assessed:</b>	Sue Broughton
<b>Name of assessor:</b>	Sue Broughton
<b>Date of assessment:</b>	29 <sup>th</sup> January 2014

<b>1. What are the main aims of the item?</b>
To ensure the fair, consistent and equitable handling of requests for information and personal data

<b>2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this.</b> (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)
---

<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this.</b>
Age	The Policy makes provision for those with vulnerabilities to access the Access to Information process	S 3.1.2 Advice and assistance shall be offered to help any enquirer frame their request.  S3.1.6 Assistance shall be offered to any enquirer to help them understand the information they receive.
Disability	The Policy makes provision for those with vulnerabilities to access the Access to Information process	S 3.1.2 Advice and assistance shall be offered to help any enquirer frame their request.  S3.1.6 Assistance shall be offered to any enquirer to help them understand the information they receive.
Race	The Policy makes provision for those with language barriers to access the Access to Information process	S 3.1.2 Advice and assistance shall be offered to help any enquirer frame their request.  S3.1.6 Assistance shall be offered to any enquirer to help them understand the information they receive.

Other aspects	N/A	
<b>Further comments relating to the item:</b>		

<b>3. Result</b> (please tick by double-clicking on relevant box and click on 'checked')	
<input type="checkbox"/>	<b>High Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	<b>Medium Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	<b>Low Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/>	<b>No Relevance</b> - This <b>does not</b> need to undergo a Stage 2 Equality Impact Assessment

**For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.**

<b>4. Identify next steps as appropriate:</b>	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

**Name:** Sue Broughton

**Date:** 29<sup>th</sup> January 2014



# Access to Information Policy

## Document Control

<b>Document Ref:</b>	WBC:SS:SCB:0812AtI	<b>Date Created:</b>	January 2014
<b>Version:</b>	V3, Replaces Access to Information Policy V2 approved May 2013	<b>Date Modified:</b>	
<b>Revision due</b>	January 2016		
<b>Author:</b>	Sue Broughton	<b>Sign &amp; Date:</b>	
<b>Owning Service</b>	Strategic Support		
<b>Equality Impact Assessment: (EIA)</b>	Date undertaken:		
	Issues (if any):		

<b>Corporate Director (Resources Directorate)</b>	Sign & Date:	
<b>Corporate Director (Communities Directorate)</b>	Sign & Date:	
<b>Corporate Director (Environment Directorate)</b>	Sign & Date:	

## Change History

Version	Date	Description	Change ID
1	2007	Access to Information Policy	
2	2013	Access to Information Policy	
3			



# Contents

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1. Purpose .....	3
2. Applicability .....	3
3. Policy .....	3
4. Implementation .....	4
5. Roles and Responsibilities .....	5
6. Failure to comply with the Access to Information Policy .....	6
7. Review .....	6
Glossary .....	6
Other Relevant Documentation .....	6
Annex 1: The Data Protection Principles .....	7

## 1. Purpose

- 1.1 The purpose of this policy is to ensure that West Berkshire Council complies with the requirements of the existing access to information legislation, including the Data Protection Act 1998, the Freedom of Information Act 2000, the Environmental Information Regulations 2004, and the Local Government Act 1972 Schedule 12A, and with any subsequent legislation.
- 1.2 The Access to Information Policy has been approved by Individual Executive Member Decision on [date].
- 1.3 This Policy applies to all requests for information made to West Berkshire Council, whether written or verbal, and to the security, confidentiality and administration of all personal information.

## 2. Applicability

- 2.1 This Policy applies to:
  - 2.1.1 All non-school based employees working for the Council, including those working from home or at non-Council locations.
  - 2.1.2 Other persons including Elected Members, Consultants, Agency staff and Contractors working for the Council, external organisations working with the Council, whilst engaged on Council business .
- 2.2 It is the responsibility of each employee and other person mentioned in Section 2.1.2 to familiarise themselves with and adhere to this Policy.
- 2.3 Adherence to this Policy is a condition of working for the council or using its assets.
- 2.4 This document is published separately as well as being incorporated into the the Council's Employee handbooks.
- 2.5 This Policy has had consultation with Heads of Service and Trade Unions and has been ratified by Individual Executive Member Decision.

## 3. Policy

- 3.1 It is the Policy of the Council to ensure that:
  - 3.1.1 All requests for information are acknowledged and dealt with promptly, and within the statutory timescales.
  - 3.1.2 Advice and assistance shall be offered to help any enquirer frame their request.
  - 3.1.3 Requests will be assessed to ensure that where applicable; the confidentiality of personal or commercially sensitive information is not breached; disclosure is in the public interest; and provision of the information would not be prejudicial to the provision of essential Council services.

- 3.1.4 Information shall only be withheld where a legitimate exemption applies, and in such a case, (where appropriate) the application of the exemption will be explained to the enquirer.
  - 3.1.5 Any enquirer shall be kept informed of the progress of their request, and of any delays to which it may be subject.
  - 3.1.6 Assistance shall be offered to any enquirer to help them understand the information they receive.
  - 3.1.7 All enquirers shall be advised of their rights to question the information received and request a review (where appropriate) of what has not been provided.
  - 3.1.8 All enquirers shall be advised of their right to take any complaint to an internal review process (where appropriate) or to the Information Commissioner, if they are dissatisfied with the service received or the information provided.
  - 3.1.9 Information which can be made publicly available shall be published under the provisions of the Publication Scheme to the West Berkshire Council website, or, where provided in response to a request, shall be published to the Council's Disclosure Log.
  - 3.1.10 All requests shall be monitored and performance indicators made available to demonstrate compliance with the legislation.
  - 3.1.11 All staff shall be provided with training, guidance and procedures to enable them to manage requests for information.
  - 3.1.12 Guidance will be provided for Members to enable them to identify, and respond to, or pass on to the public authority, requests made by their constituents.
- 3.2 Personal information, sensitive personal information and confidential information shall be stored, updated, transferred and protected as required by law, and as required for personal privacy, commercial sensitivity, and corporate security.
- 3.3 An officer or officers shall be appointed with specific responsibility for the administration of all requests for information made under the legislation cited in 1.1 (above).
- 3.4 The management of the access to information and Data Protection regimes shall be regularly audited to ensure compliance with statutory requirements and that relevant national codes of practice are followed.
4. **Implementation**
- 4.1 This Policy will be supported and implemented by the development and publication of Standards (requirements), Procedures (how to) and Guidance (advice) where required.

## 5. Roles and Responsibilities

- 5.1 The overall responsibility for access to information and Data Protection within the Council rests with the Chief Executive.
- 5.2 The responsibility for day-to-day management of access to information throughout West Berkshire Council rests with the Head of Strategic Support, who is also responsible for maintaining this Policy, for reviewing related procedures and for providing advice and guidance on their implementation.
- 5.3 All managers are directly responsible for implementing this Policy and any sub policies and procedures within their service areas, and for the adherence of their staff and others (2.1.2).
- 5.4 All personnel detailed at 2.1.1 and 2.1.2 have an individual responsibility to adhere to this Policy and any relevant Standards and/or Procedures.
- 5.5 All requests for personal data and Freedom of Information/Environmental Information requests will be logged and acknowledged centrally by the Information Management Officer or the Information Support Officer in Strategic Support.
- 5.6 All requests will be processed by a senior officer or officers in the relevant service, with advice and assistance from the Scrutiny & Partnerships Manager or the Information Management Officer in Strategic Support.
- 5.7 The requests procedure will be set out in the Data Protection procedure and the Freedom of Information procedure documents.
- 5.8 Training in the access to information legislation shall be provided for all officers, and regularly updated, with at least annual refreshers for Data Protection training. Responsibility for arranging and providing training rests with the Information Management Officer or the Information Support Officer in Strategic Support, in conjunction with the Training Team in Human Resources. Line managers are responsible for ensuring new starters undertake mandatory Data Protection training (induction and e-learning). Training will also be provided regularly by Strategic Support for Members
- 5.9 All officers processing personal data are required to comply with the Data Protection Principles (eight enforceable principles of good practice), as set out in the Act (relevant extract is in Annex 1 of this Policy). These provide that personal data must be:
- (a) Processed fairly and lawfully
  - (b) Processed for limited purposes and in an appropriate way
  - (c) Adequate, relevant and not excessive for the purpose
  - (d) Accurate
  - (e) Not kept for longer than necessary for the purpose
  - (f) Processed in line with data subjects' rights
  - (g) Secure
  - (h) Not transferred to people of organisations situated in countries without adequate protection

5.10 A Data Protection Subject Access Group will be convened to meet on a regular basis and consider performance monitoring, processes for handling requests, complaints about Data Protection issues, and training needs and competency issues. It will report to Corporate Board via the Strategic Support Senior Management Team.

## 6. **Failure to comply with the Access to Information Policy**

6.1 This document provides staff and others with essential information regarding access to information and sets out conditions to be followed. It is the responsibility of all to whom this Policy document applies to adhere to these conditions. Failure to do so may result in:

- withdrawal of access to relevant services
- informal disciplinary processes
- formal disciplinary action (in accordance with the Disciplinary Procedure)

6.2 Additionally if, after internal investigation, a criminal offence is suspected (for example under the Data Protection Act 1998), the Council may contact the police or other appropriate enforcement authority to investigate whether a criminal offence has been committed.

## 7. **Review**

7.1 This policy will be reviewed to respond to any changes and at least every 2 years.

7.2 The Service responsible for reviewing and maintaining this Policy is Strategic Support.

## **Glossary**

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Data Protection Act 1998 – An Act to make new provision for the regulation of the processing of information relating to individuals, including the obtaining, holding use or disclosure of such information.

Freedom of Information Act 2000 – An Act to make provision for the disclosure of information held by public authorities or by persons providing services for them and to amend the Data Protection Act 1998 and the Public Records act 1958; and for connected purposes.

## **Other Relevant Documentation**

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Freedom of Information Act and Environmental Information Regulations Requests Procedures (in revision)

Data Protection Act Requests Procedures (in revision)

Security Policy

Standard - Protective Marking

Secure (Encrypted) Email Guidance

## **Annex 1: The Data Protection Principles**

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**1** Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless—

(a) at least one of the conditions in Schedule 2 is met, and

(b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.

**2** Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.

**3** Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

**4** Personal data shall be accurate and, where necessary, kept up to date.

**5** Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

**6** Personal data shall be processed in accordance with the rights of data subjects under this Act.

**7** Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

**8** Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>Determination of Admission Arrangements for Community and Voluntary Controlled Schools for 2015-16</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	27 March 2014
<b>Forward Plan Ref:</b>	ID2817

**Purpose of Report:** To review and approve the Council's admission Arrangements & Co-ordinated Admissions Scheme for 2015-16.

**Recommended Action:** To determine the West Berkshire Council Admission Arrangements & Co-ordinated Admissions Scheme for 2015-16.

**Reason for decision to be taken:** Statutory requirement

**Other options considered:** None

**Key background documentation:** West Berkshire Admission Arrangements 2014-15  
School Admissions Code

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Irene Neill - Tel (0118) 971 2671
<b>E-mail Address:</b>	ineill@westberks.gov.uk

Contact Officer Details	
<b>Name:</b>	Vicky Pearce
<b>Job Title:</b>	Trading, Finance and Planning Officer
<b>Tel. No.:</b>	01635 503135
<b>E-mail Address:</b>	vpearce@westberks.gov.uk

## Implications

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<b>Policy:</b>	It is a legal requirement to determine admission arrangements by 15 April each year.
<b>Financial:</b>	None
<b>Personnel:</b>	None
<b>Legal/Procurement:</b>	None
<b>Environmental:</b>	None
<b>Property:</b>	None
<b>Risk Management:</b>	None
<b>Equalities Impact Assessment:</b>	Yes

## Consultation Responses

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### Members:

<b>Leader of Council:</b>	Councillor Gordon Lundie
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	Councillor Brian Bedwell
<b>Ward Members:</b>	All Members
<b>Opposition Spokesperson:</b>	Councillor David Allen
<b>Local Stakeholders:</b>	All community and voluntary controlled schools, voluntary aided schools, academies, neighbouring Local Authorities, public consultation.
<b>Officers Consulted:</b>	Caroline Corcoran, CDLT
<b>Trade Union:</b>	N/A

<b>Is this item subject to call-in?</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

## Supporting Information

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### 1. Background

- 1.1 Local Authorities have a statutory responsibility to determine Admission Arrangements for Community and Voluntary Controlled schools in their area by 15 April each year. In doing this, Local Authorities must comply with the requirements of the School Admissions Code and all relevant legislation.

### 2. Admission Arrangements

- 2.1 The proposed admission arrangements for 2015-16 are the same as those determined for 2014 – 15 with the exception of substituting the appropriate dates for 2015-16 and changes to the Published Admission Numbers (PAN) for a few specific schools.
- 2.2 The consultation on the proposed admission arrangements was open from 3 January – 28 February 2014. There were two responses received. Of the responses received, one was in agreement and the second response (from the Headteacher of Brimpton Primary School) disagreed with the proposed change to the border of the Woolhampton and Brimpton catchment areas.
- 2.3 During the consultation period, it was highlighted that there was an omission in the text of the oversubscription criteria under criteria B, Catchment Area Pupils, regarding giving priority to siblings in catchment. On investigation, this was due to a typing error in the 2014-15 policy document which was used as a basis for the 2015-16 policy.

### 3. Equalities Impact Assessment Outcomes

- 3.1 There is no decision to be made and therefore no Equality Impact Assessment has been undertaken (EIA stage 1 completed below).

### 4. Conclusion

- 4.1 It is recommended that the proposed admission arrangements are determined in line with the statutory deadline of 15 April. The typing error in the text will be corrected.
- 4.2 The change of catchment area will not take place and will be subject to further review with both of the schools concerned.

# APPENDIX A

## Equality Impact Assessment – Stage One

<b>Name of item being assessed:</b>	<b>Determination of Admissions Arrangements 2015- 16</b>
<b>Version and release date of item (if applicable):</b>	
<b>Owner of item being assessed:</b>	Vicky Pearce
<b>Name of assessor:</b>	Vicky Pearce
<b>Date of assessment:</b>	03/03/2014

<b>1. What are the main aims of the item?</b>
To determine the admissions arrangements 2015-16.

<b>2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this.</b> (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this.</b>
Age	Positive impact	Legislation determines the process to be followed and the consulted on and agreed admission arrangements determine how places will be allocated if there are more applicants than places. This applies to all children who have reached their 4 <sup>th</sup> birthday before the application date for primary school and those who are 11-16 for secondary schools.
Disability	Positive impact	All pupils must be given a school place irrespective of any disability.
Gender	Positive impact	Gender is not a distinguishing factor. All are treated equally in both legislation and determined arrangements and all applications assessed in the same way.

Race	Positive impact	School places are provided for all pupils of primary school age and secondary school age irrespective of race.
Belief	Positive impact	Parents may choose any school they like when applying and may choose on the basis of belief or not.
<b>Further comments relating to the item:</b>		
Assessments, processes and policies are based on statutory requirements set out in School Admissions code and School Admissions regulations.		

<b>3. Result</b> (please tick by double-clicking on relevant box and click on 'checked')	
<input type="checkbox"/>	<b>High Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	<b>Medium Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	<b>Low Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/>	<b>No Relevance</b> - This <b>does not</b> need to undergo a Stage 2 Equality Impact Assessment

**For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.**

<b>4. Identify next steps as appropriate:</b>	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

**Name:** Vicky Pearce

**Date:** 3 March 2014

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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>Public Rights of Way Case Programmes</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	27 March 2014
<b>Forward Plan Ref:</b>	ID2787

**Purpose of Report:** To report progress on the Case Programmes for 2013/14 and to recommend Case Programmes for 2014/15.

**Recommended Action:** To note progress in dealing with the cases assigned for 2013/14. To agree recommended cases for 2014/15.

**Reason for decision to be taken:** To monitor progress on the Case Programmes

**Other options considered:** N/A

**Key background documentation:** Public Rights of Way Case Programmes  
Report to Management Board - 11th September 2008  
Statement of Prioritisation for Claims and Path Orders  
Rights of Way improvement Plan 2010 - 2020

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Hilary Cole - Tel (01635) 248542
<b>E-mail Address:</b>	hcole@westberks.gov.uk

Contact Officer Details	
<b>Name:</b>	Elaine Cox
<b>Job Title:</b>	Senior Rights of Way Officer
<b>Tel. No.:</b>	01635 519069
<b>E-mail Address:</b>	elcox@westberks.gov.uk

## Implications

<b>Policy:</b>	The PROW Case Programmes contribute to the following corporate objectives: Promoting and acting in the interests of the communities, people and businesses of the district. Promoting a vibrant district. Protecting the environment. Putting people first.
<b>Financial:</b>	None
<b>Personnel:</b>	None
<b>Legal/Procurement:</b>	None
<b>Property:</b>	None
<b>Risk Management:</b>	None

Is this item relevant to equality?	Please tick relevant boxes	
	Yes	No
Does the policy affect service users, employees or the wider community and:		
• Is it likely to affect people with particular protected characteristics differently?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Does the policy relate to an area with known inequalities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Outcome</b> (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)		
Relevant to equality - Complete an EIA available at <a href="http://www.westberks.gov.uk/eia">www.westberks.gov.uk/eia</a>		<input checked="" type="checkbox"/>
Not relevant to equality		<input type="checkbox"/>

## Consultation Responses

### Members:

**Leader of Council:** Gordon Lundie

### Overview & Scrutiny Management

**Commission Chairman:** Brian Bedwell

**Ward Members:** N/A

**Opposition Spokesperson:** Jeff Brooks

**Local Stakeholders:** Tony Vickers

**Officers Consulted:** Paul Hendry, Jon Thomas, Sallie Jennings, Stuart Higgins

**Trade Union:**

Rosemary Culmer

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	
Delays in implementation could compromise the Council's position	<input type="checkbox"/>	
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	
Report is to note only	<input type="checkbox"/>	

## Supporting Information

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### 1. Background

- 1.1 The Council possesses statutory duties to maintain the public rights of way network; keep it open for public use; and to record it and then to keep the records under continuous review (the 'Definitive Map' process). These duties have been translated into three public rights of way Case Programmes, concerned with 'Maintenance and Improvement', 'Enforcement', and 'Path Orders'.
- 1.2 The Council also has a statutory duty to prepare a Rights of Way Improvement Plan ROWIP, which is the means by which the council identifies the changes to be made to its rights of way networks, in respect of management and improvement, in order to improve provision for walkers, cyclists, equestrians and people with restricted mobility. Implementation of the ROWIP is not a duty, and it is therefore good practice to formulate an appropriate Case Programme so that progress can be made within available resources.
- 1.3 The Maintenance and Improvement Case Programme is concerned with ensuring that the standard of public rights of way is suitable for their public use. It is drawn up each year from requests and complaints from the public and from surveys, and incorporates strategic improvements which enhance the network in accordance with the objectives of the Rights of Way Improvement Plan.
- 1.4 The Enforcement Case Programme is concerned with ensuring that the network remains free from obstruction and interference. The Council possesses extensive legal powers to assist it to carry out enforcement work if necessary. The Enforcement Case Programme is compiled from complaints from the public, surveys, and problems noted by officers. Some categories of enforcement work can be grouped together so as to utilise economies of scale, and these are termed 'projects'. An example of an annually active project is ploughing and cropping.
- 1.5 The Path Order Case Programme comprises two processes: 1. the investigation of evidence to support the existence of a public right of way which has not yet been recorded on the Definitive Map (a 'claim'); 2. the legal diversion, extinguishment or creation of a right of way. Both processes are usually carried out on receipt of an application from the public. The Council is under a statutory duty to investigate claims, but only a discretionary power to divert, extinguish or create rights of way.

### 2. Details of the three existing Case Programmes

#### 2.1 Maintenance Case Programme

There are many outstanding requests and needs for maintenance and improvements on the network, but limited resources require a method of prioritisation. As a general approach, relative priorities for attention are determined through a matrix, attached as Appendix A, through which benefits to the public and value for money are assessed. The priorities, general work programme and works completed are listed in the Case Programme attached at Appendix B. This Case Programme is updated continually as new requests and needs come to light. Funding comes via the annual revenue rights of way works budget, and the capital programme (including S.106). There are plans to seek increased external funds where appropriate. Most surface works projects are carried out by contractors and a

large amount of maintenance work carried out by the team of rights of way Rangers, e.g. vegetation clearances and winter signposting. Volunteers also carry out simple tasks to keep the network open and easily useable.

## **2.2 Enforcement Case Programme**

There are many outstanding enforcement matters recorded on the rights of way network, and present resources do not allow the Council to resolve them all. A monthly prioritisation process takes place, from which the highest priorities are selected for attention. The prioritisation matrix used is attached at Appendix A. The resulting Case Programme for 2013/14 is represented at Appendix C, showing progress and work yet to be done. The proposed Case Programme for 2014/15 is at Appendix D.

## **2.3 Path Order Case Programme**

The Path Order Case Programme is determined each year with close reference to the prioritisation procedure which was agreed between Countryside and Environment and Legal Services in 2008/09 (see background papers). 'Claims' are generally dealt with in chronological order of receipt. For the diversion, extinguishment or creation of public rights of way, the application will only be accepted if the relevant legal criteria are met, and will generally need to demonstrate public benefit, or benefit to the overall management of PROW.

2.4 Appendix E lists all path order cases which have been being dealt with in 2013/14, and all have been completed up to the formal WBC decision stage. Appendix F lists the path order cases proposed for 2014/15 and Appendix G lists the remaining path order cases yet to be dealt with. If a new case is presented in a current year which meets the Statement of Prioritisation for Claims and Path Orders, then officers have agreed to make a request to the portfolio and relevant ward members, for permission for it to replace an agreed lower-priority case in the current Case Programme.

2.5 For claims, the Council has 12 months, from the date that the landowner was notified of the possibility that a right of way exists, to decide whether the evidence is sufficient for a Definitive Map Modification Order to be made. This timescale allows for the due legal processes to be followed. There is a right of appeal to the Planning Inspectorate if the Council either declines to make an Order or if there is a delay of more than one year in reaching a decision. A public inquiry procedure will be required if an Order is made and objections received.

2.6 For diversions, extinguishments and creations, there is no right of appeal to the Planning Inspectorate, but a public inquiry procedure will be required if an Order is made and objections received.

2.7 In addition to the cases, there is a project to re-digitise the Definitive Map of Public Rights of Way. The present Definitive Map is accurate to a scale of 1:10,000 only, and this restricts the scale at which it can be viewed accurately, therefore limiting its use for both the public and council staff. Re-digitisation at 1:1250 also is consistent with British Standard 7666 Pt. 4 and will be needed prior to the statutory re-publication of the Definitive Map so that legal changes can be incorporated at the correct scale. Re-digitisation will also enable the rights of way to be shown on the National Street Gazetteer, which is used by utility companies to identify and protect

highways planned for excavation. This project was left for several years whilst the rights of way Case Programme backlog was reduced.

- 2.8 In 2026, any right of way or highway which was in existence in 1949 and which has never been formally recognised will be automatically extinguished. Parish councils and interested groups are being contacted to explain this legislation and being asked to make known to us any suspected public rights of way which are useful to the public but under threat of extinguishment under this legislation. WBC will then have a duty to examine the evidence for any such suspected routes and to make or reject an Order.

### **3. Rights of Way Improvement Plan Case Programme**

- 3.1 The ROWIP contains 63 strategic objectives, concerned with improving access provision for users and also improving the efficiency of service delivery. Many of these objectives are ongoing, and are incorporated into the normal day-to-day work of the team. Some require special effort in order to progress, and a manageable number were recommended for additional effort in 2013/14. These are attached as Appendix H, with an update on progress.
- 3.2 Note that the objectives in Appendix H are divided into two relative priorities. Many of the ROWIP objectives are ongoing in nature, and it is recommended that effort continues to be made on the top priorities, with the addition of further progress which is being made on the second priorities.

### **4. Equalities Impact Assessment Outcomes**

- 4.1 An Equalities Impact Assessment has been undertaken and is attached.

### **5. Conclusion**

- 5.1 Progress on the four Rights of Way Case Programmes has been set out in this report together with the recommended Case Programmes for 2014/15.

## **Appendices**

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Appendix A – Prioritisation matrix for maintenance and enforcement  
Appendix B – Maintenance and Improvement Case Programme  
Appendix C - Enforcement Case Programme 2013/14  
Appendix D – Enforcement Case Programme proposed 2014/15  
Appendix E – Path Order Case Programme - path order cases completed 2013/14  
Appendix F - Path Order Case Programme – proposed cases for 2014/15  
Appendix G – Proposed Path Order Case Programme - remaining cases  
Appendix H – Rights of Way Improvement Plan Case Programme



## PUBLIC RIGHTS OF WAY MAINTENANCE AND ENFORCEMENT

Add your ratings for each parameter in this column

### *APPENDIX A: PROW Priority Matrix Calculator Spreadsheets*

	Factor	Circumstances which would produce a score of 0	Circumstances which would produce a score of 5	Score for your path	With Multiplier
1	Danger level along used route	No danger	Severe danger on a well-used path		0
2	Usage level	Not used	Very well used		0
3	Degree of obstruction of Definitive line	No obstruction	Completely obstructed		0
4	Benefit to general public once resolved	No benefit	Great benefit		0
5	Cost/time effectiveness in resolving	Major works on little-used path / poor evidence for enforcement action	Minor works on little-used path/ good evidence for enforcement action		0
6	Level of complaint	Minor problem noted by staff member / very low number of complaints	Many complaints received and/or representation from Parish Council		0
7	Potential for deterioration	Unlikely to deteriorate	Rapid deterioration could be stopped by prompt action		0
<b>Score of 45 or over: high priority / 44 or less: low priority</b>				<b>Total with Multiplier</b>	<b>0</b>

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# APPENDIX B

## MAINTENANCE AND IMPROVEMENT CASE PROGRAMME

(Note - to be cross-referenced with S.106 PROW contributions list)

For papers see 13/24 file 'Pending and current maintenance contract cases'

### Priorities 2014/15

**Basildon Footpath 5** – siding out and possible resurfacing, route to school. Parish Plan money offered by parish council c £2. Request contribution from school.

**Basildon Footpath 16** – top end where flat – route to school.

**Basildon Restricted Byway 13A** – muddy – need to assess for horse use, alleged 'slippery' at western end

**Basildon Byway 13A** – very muddy

**Beedon Byway 2** – rutted surface - surface discing for cyclists. Harrow needs to be sourced

**Beenham Bridleway 17** – north from A4 – signs required as part of Grundon planning agreement in 2000– need to be checked and reinstated if needed

**Boxford Footpath 15** – boardwalk requested by parish council – need EA and possibly SSSI permissions – seek quotation

**Boxford Footpath 23** – waterlogged popular parish circular walk – cost needed for boardwalk the discussion with parish about funding and priority

**Boxford Byway 2/3** – harrow and roll

**Boxford Byway 11/1** (and clear culvert on Speen Byway 18/1) – surface silts need clearing and some surface to shed water in flat area

**Bucklebury Byway 66** – vehicle ruts, needs basic maintenance. Promised 2013, local riders cannot use it and a useful link away from road. On hold now pending more work to regulate vehicular use on the common May 2013.

**Burghfield Bridleway 16** – route to Garlands school – surfacing, tidy up vegetation, mowings dump. Do as soon after April 2013 as possible to remove mud from running into new drainage system at S end.

**Chieveley Byway 7** (Green Lane) – poor surface for residents. Not considered poor enough for works yet.

**Chieveley Byway 30** – Chapel Lane – potholes, use new levelling machine ?

**Chieveley Byway 32** – surface potholes – investigate machinery to re-level the surface with minimum effort

**Chieveley Bridleways 20 and 48** - Copyhold Farm Quarry – surface works still needed by operator on some new path sections

**Chieveley** – new link through woodland adjacent to Ardington Lane. Need funding.

**Compton Byway 2** – Churn Road – potholes – deliver material fro IAH and Cundell to lay

**East Ilsley Footpath 29** – steps onto Abingdon Road need making safer

**Englefield Footpath 11** – raised path needs constructing 2014, possibly expensive

#### ***Flood damage from early 2014 –***

**Burghfield Footpath 24/6** eastern half –Paul Hendry speaking to CRT

**Sulhampstead Bridleway 4** - subsidence near Benhams Farm along vehicle tracks (WBC laid the surface so has a responsibility to vehicles)

**Greenham Footpath 6** – Volkins to resurface W end. Consider also how to solve flooding beneath the railway bridge.

**Harrowing and rolling summary: Byways 2 Beedon, 2 Boxford and 20 Winterbourne** – do again May 2014 then TRO to follow is essential. Rangers may purchase a grader box and be able to do this themselves

**Inkpen Byway 11** (Wayfarers Way) – bad condition from road, past Gibbett to Wiltshire border – very expensive. Inform Stuart Tagg (Greenham Trust) of plans and progress.

**Kintbury Footpath 14** – churchyard – add rail in-keeping with historic site. Planning permission required.

**Kintbury Byway 34** (Lip Lane) – sunken path, ruts. Work promised for 2014/15.

**Lambourn Byway 63** – ruts and waterlogging at junction with Severn Barrows Road

**Newbury Footpath 19** – waterlogging, ditch work needed, landowner needs identifying

**Newbury Footpath 21** (Manor Lane) – make sure Volker arranges for tarmac to be taken up

**Newbury Footpath 22** – Riverside Drive residential access and continuation along river bank – flood damage and Jeff Beck member bid.

**Newbury Footpath 28** – towpath – section just W of Northbrook Street – reported too muddy for its heavy use in winter

**Newbury Footpath 28 and Thatcham Footpath 28** – if towpath east of Hambridge Lane bridge is improved, will increase the chances of a crossing being installed. S.106 coming from Travis Perkins development, details to come from Planning

**Padworth Footpath 1** - surface potholes – investigate machinery to re-level the surface with minimum effort

**Padworth Restricted Byway 19** – protruding tree roots require smoothing over

**Pangbourne Byway 15** Ferry Lane – puddle where boat car wheels spin

**Purley Access Project works**

**Purley Thames Path creation** – complete works within 6 months of agreement and wall work with in 3 months

**The Ridgeway** – annual maintenance to comply with Natural England 10 year commitment. Note in 2014/15 check for damage by landowner A34 east to gallops.

**Shaw Bridleway 3** – re[ported excessively muddy due to private intervention

**Shaw Footpaths 13 / 16** (Honeybottom) – steps needed along woodland slope.

**Signs needed - 'uneven surface' for residential accesses** – see quote information 14/1/14

**Speen Footpath 23/2** – tree roots and bank collapsing. To be added to 2014 list for works.

**Stanford Dingley Footpath 11** – cross-fall on recreational route

**Streatley Footpath 25** – south of Cleeve Court – banks and surface works with possible NTO contribution. Postponed to 2014/15 due to flooding.

**Tilehurst Footpaths 3 and 19** – resurfacing, preferably tarmac, as routes to school. Seek S.106 funds

**Winterbourne Footpath 11A** – steep slippery slope next to Ducksbridge Cottage

**Winterbourne Byway 20** – North Heath - harrow and roll, with a temporary TRO and larger advisory signs. Harrow needs to be sourced.

**Wokefield Byway 13** – vehicle ruts

**Sustainable practices** - find out about appropriate materials to use in woodland environments, use appropriate materials for all environments. Consider ecological surveys where appropriate

## **TO PRIORITISE FOR FUTURE WORK**

**Aldworth Byway 9** – complaint again 2014 of uneven surface for car access to Warren Farm

**Basildon Bridleway 12** – muddy through horse use

**Bucklebury Byway 11/2** – drainage work possibly needed. With JT

**Bucklebury Byway 23** – 4WD 'playground area', surface problems

**Bucklebury BW 57** – see John Walmsley's report 2010 – vehicle damage (LTP target for 2012/13). JT dealing.

**Bucklebury Byway 67** – either side of driveway to ‘Marywell’ – await landowner views  
**Bucklebury Byway 67** – interference with route, poor drainage  
**Bucklebury BR 73** – bog by gate  
**Burghfield Bridleway 9** – muddy. Recent request for S.106 funds  
**Burghfield FP 23** - hazardous bridge. Sallie investigating Definitive line  
**Cold Ash FP 11** – tractor damage headland path  
**Compton Footpath 23** – surface silts, “damage by school runs” – question over whether action needed  
**East Ilsley Byway 2** – some ruts – harrow and roll ?  
**East Ilsley Byway 12** – request March 2013 to continue repairs of BW 1 to Byway 12  
**East Ilsley Byway 7** – reported deep ruts, quite close to the village  
**Enborne Byway 12A** – bad drainage and surface ruts problems  
**Lambourn Byway 47/3** – wheel ruts  
**Speen Byways 22/1 and 22/2** – very muddy and flooded, low lying area  
**Theale Footpath 4** - S of Calcot Mill S of bridge – riverside section very muddy

### **REQUESTS ARISING OUT OF RIGHTS OF WAY IMPROVEMENT PLAN – NEED TO INCORPORATE INTO CASE PROGRAMME**

#### **Surface improvements:**

**Aldermaston Footpath 8**  
**Ashampstead Restricted Byways 25 and 30** (damage by shooting traffic)  
**Ashampstead Restricted Byway 1** – eastern two-thirds  
**Ashampstead Footpath 4** – southern end  
**Ashampstead Bridleway 10** – clearance / better drainage  
**Ashampstead Footpath 13** – clearance / better drainage  
**Ashampstead Footpath 45** – western end – clearance / better drainage  
**Frilsham Bridleway 17** – improve surface  
**Hermitage Footpath 16** – improve surface and vegetation clearance  
**Inkpen Byway 11** – whole length, Wayfarers Way  
**Inkpen Footpath 14** – boardwalk needed between western end of Manor Farm land and the brook

### **MONITOR / PENDING**

**Basildon Bridleway 10** – surface damage by stables ? JT monitoring.  
**Basildon Restricted Byway 13A** – does the surface improve after installation of Kent Carriage Gap 2011 ?  
**Beedon Byway 22** - south of Hailey Lane – requires surface discing ? TRO bans four wheeled vehicles but not motorcycles – is it working ? Motorcycles causing narrow deep ruts ? Remember management options agreed (Option 2) (I//PROW/Maintenance / Management Plans / Beedon BW 22).  
**Beedon Byway 22** - north of Hailey Lane – needs patching of soft spots ?  
**Beedon Byways 22/1, 22/3 and 23/2** - north of Hailey Lane – following works 2011 and single seasonal closure to vehicles winter 2011/12.  
**Beenham Byway 1** – Clay Lane – south from Beenham village. Regular monitoring needed due to heavy use. Try to do frequent work so condition does not become very bad. May have to cut out potholes so don't upset grading of remaining surface. Also monitor parking in byway, letter sent to occupiers Jan 2014 to ask them not to park there.  
**Beenham Bridleway 10** – flat muddy field-edge. Ploughed field has removed water, the field size has been increased and the path moved back to its official line along hedgerow. Monitor to see if problem now solved.  
**Beenham Bridleway 17** - north from the A4, potholes in concrete and tarmac roadway to industrial estate

**Bucklebury Restricted Byway 20** – big hole – maintain plastic guarding.  
**Bucklebury Byway 67** on drive to Marywell – temporary advisory signage installed April 2013, monitor and replace if needed. Also monitor condition of drive for potholes – agreed with Chief Executive May 2013.  
**Hungerford Footpath 2** – renovation as a link to town - S.106 developer contributions coming?  
**Newbury Flood Alleviation Scheme 2009** – associated works affecting FP 28 (towpath).  
**Shaw Footpath 13/16 (Honeybottom)** – agreed with parish council 2011 to monitor the section subject to the maintenance agreement with the landowner through winter 2011/12.  
**Speen Footpath 2** – flooding as a result of A34 construction - bridge too high and path too low? – Highways Agency responsibility, level of path needs raising (no vehicles require access).  
**Speen Footpath 30** under A34 – still flooding ? If so, bank work and path raising needed, and also EA approval.

### **LOW PRIORITY / ON HOLD / LITTLE PRESSURE TO DEAL WITH**

**Boxford Footpath 6/1** – parish council asking to remedy mud. Little mud observed Jan 2012  
**Lambourn Byway 63** – ROW Rangers reported ruts and water 2011 – surface is safe but rutted Jan 2012  
**Shaw Restricted Byway 14/1** – vegetation clearance for carriages done but may be too narrow for carriages.  
**Stratfield Mortimer Footpath 30** – ditch to get across at road end – is OK for able-bodied people  
**Stratfield Mortimer Footpath 9/4** – waterlogging, chase up landowner (letter of 3/2/11)  
**Theale Footpath 4** – south end near bridge – muddy in winter ? If so, assess and arrange works  
**Tilehurst Footpath 7** – muddy, needs ditch and surfacing (recreational route)

**\*\*Many other cases** - see papers in 13/24/002-109 (A) Pending Maintenance Contract Cases.  
Review priorities each year when compiling new high-priority list.

### **IN THE HANDS OF OTHERS**

**Bucklebury Byway 56** – renovation for cyclists – local funding bid being made. Highways and Transport policy also involved. LTP target.  
**Newbury Footpath 28** – Lock Island towpath (disability action plan target) -responsibility of Canal and Rivers Trust (owner).

### **ROW RANGERS - ONGOING ANNUAL WORKS**

Winter signposting project  
Summer vegetation clearances and routine clearance schedule  
Winter clearances  
Volunteer group site preparations  
Step construction and maintenance and annual survey  
Tree clearances  
Gate deliveries  
Stile and gate maintenance

### **ROW RANGERS - ROUTINE GRIP / DRAINAGE MAINTENANCE**

List in preparation – a new team initiative.  
**Welford Footpath 17/1** – grips

Lambourn Byway 48/2 – grips  
Lambourn Byway 47/3 – grips

### ROW RANGERS – ROUTINE SURFACE GRADING AND ROLLING

Possible list to be compiled following possible purchase of grader box

### ROW RANGERS - ROUTINE CARRIAGE GAP MAINTENANCE

(Note: RB denotes 'Restricted Byway')

Vegetation clearance around bollards following installation of anti-vehicle Carriage Gaps on various Restricted Byways and other paths: Also inspections to check condition of structures and warnings.

<b>Aldermaston</b>	<b>Bridleway 4/1</b>	west end near <b>Raghill</b> road
<b>Beedon</b>	<b>Byway 22</b>	south of Hailey Lane – north and south ends
<b>Chaddleworth</b>	<b>Restricted Byway 7/2</b>	at Parish Boundary
<b>Chieveley</b>	<b>Restricted Byway 13/1</b>	just west of junction with <b>Footpath 40/1</b>
<b>Chieveley</b>	<b>Restricted Byway 18/1</b>	at <b>Oxford Rd</b> and
	<b>Restricted Byway 18/3</b>	at arable <b>field entrances</b> 448585 175850 and
	<b>Restricted Byway 18/6</b>	at <b>Bradley Court Cottages</b>
<b>East Ilsley</b>	<b>Restricted Byway 34/1</b>	just east of junction with <b>Ashridge Fm</b> track
<b>Farnborough</b>	<b>Restricted Byway 15/2</b>	west end near junction with <b>Footpath 2/1</b>
<b>Farnborough</b>	<b>Byway 10/1</b>	north end where <b>Byway 10/1</b> finishes at a dead end with
	<b>Restricted Byway 15</b>	
<b>Hampstead Norreys</b>	<b>Restricted Byway 29/1</b>	at south end junction with <b>C road</b> from Four Elms to Worlds End
<b>Hermitage</b>	<b>Footpath 16/1</b>	south end with <b>Marlston Rd</b>
<b>Winterbourne</b>	<b>Bridleway 14/4</b>	one south of junction with <b>Footpath 13/3</b> and
	<b>Bridleway 14/4</b>	one north of junction with <b>Footpath 16/2</b>

### ROW RANGERS – BOLLARD REMOVAL FOR TRO

**Beedon Byway 22** – south of Hailey Lane – seasonal TRO required central post to be removed end May and replaced end September.

**Hermitage Restricted Byway 1** - Fence Lane – lock and unlock gate for seasonal TRO

### LIGHTING COLUMNS ON PROW – MAINTENANCE REQUIRED

Bridleway 11 Tilehurst – Spring Lane

### WORKS COMPLETED 2012/13

**Basildon Footpath 3** – route to school - surface aggregate needed

**Basildon Footpath 5** – near school – resurfacing as route to school

**Beenham Byway 1** (Clay Lane) – drainage works needed to protect 2011 surface works

**Bucklebury Byway 50** – rutted surface and surface water

**Burghfield Footpath 23** – no bridge on Definitive line (may need diversion of path)

**Chieveley Byway 7** (Green Lane) – poor surface for residents

**Chieveley Bridleway 28** – waterlogging - surface aggregate possibly needed to raise surface

**Cold Ash Byway 5** (Drove Lane) – pothole repairs eastern end

**East Ilsley Byway 1** – rutted surface - finish 2011 works in area by extending to this section  
**Farnborough Byway 12** – rutted surface  
**Inkpen Byway 11** – near Coombe Gibbet – byway repairs  
**Lambourn Byway 38** (Long Hedge) - very poor surface due to excessive horse and vehicle use  
**Leckhampstead Byway 16** – rutted surface  
**Purley Access Project works** – gates and surfacing at sites B, G and H  
**Stratfield Mortimer Footpath 10** - badly falling away path on promoted route  
**The Ridgeway** – annual maintenance to comply with Natural England 10 year commitment  
**The Ridgeway** – Bury Down Car Park - surface in poor condition at entrances  
**Sustainable practices** - find out about appropriate materials to use in woodland environments, use appropriate materials for all environments. Consider ecological surveys where appropriate

#### **WORKS COMPLETED 2013/14**

**Aldworth Byway 9** – residential access potholes – urgent work needed. Sort out better surface drainage this time.  
**Beedon Byway 22** – south of Hailey Lane – install further bollard to create summer 6'6" gap and reinstate the width TRO and signs.  
**Bucklebury Byway 32** – access to Zin Zan etc – break up tarmac and re-lay surface – residential access.  
**Chieveley Footpath 1** – ponding on route to school, also surface patches through churchyard.  
**Chieveley BW 29** – Curridge Green – promised assessment of potholes April 2013 and levelling probably needed April. Weight restriction applied on A34 bridge April 2013 so traffic reduced. Work completed by Rookery Farm.  
**Inkpen** - Walbury Hill car park – completed improvements by Natural England under Stewardship scheme.  
**Inkpen Restricted Byway 49/4** – S end of Bitham lane – very muddy, allegedly difficult for elderly.  
**Lambourn Byway 57** – deliver 120 tonnes road planings to Roughdown Farm when available summer 2013.  
**Newbury Footpath 28** – towpath west out of town to Monkey Bridge and Dysons Close. Surface work done as part of EA flood relief scheme.  
**Stratfield Mortimer Byway 7** – near road – 'turning circle' repair – tarmac ?  
**Thatcham FP 9** – eastern end – regrade surface to shed water / install soakaway  
**West Ilsley Byway Byway 10** – Church Way – potholes to repair, promised early 2013/14 – residents carried out work instead.  
**Winterbourne Byway 1A** – almost impassable - previous work was only to level surface material. Additional aggregate needed to strengthen surface and remove ruts.



## APPENDIX C: PROW Enforcement Case Programme 2013/14

**Green** – on course to be completed 2012/13

**Amber** – aim to complete 2012/13 if possible

**Red** – will not be completed 2012/13

No	Case	Overriding Issue	Priority	Action @ end 2012	Consequences	Outcome
1	<b>Lambourn/ East Garston</b> DWF Tulloch land, three unauthorised gates recently erected	User complaints	Medium	Part resolved – JT dealing with agent	Increased complaints, precedent.	<b>One gate remains unresolved end 2013</b>
2	<b>Stanford Dingley BR17</b> line of dead oaks adjacent to promoted route.	Hazard over promoted route  User complaint and Officer inspections	Medium	Contractor quote passed to farmer recently, no response	Possible injury to path user	<b>Completed June 2013</b>
3	<b>Tilehurst BR11</b> visual tree inspection needed	Hazard - high target path	High	Survey carried out and enforcement begun, works scheduled	Possible injury to path user.  WBC liability.	<b>Surveyed Feb 2013. Main hazards removed Aug 2013.</b> Dead-wooding etc planned end 2013/14
4	<b>Newbury FP22</b> Locked gate obstruction	User complaint	Medium	<b>Direct action by Rangers</b>	Increased complaints, precedent.	<b>Completed April 2013</b>
5	<b>Ploughing</b>	Network problem	High	<b>Autumn Round Robin done</b>	Increased complaints	<b>Completed Winter 2012/13</b> 97 reminders sent 19 ploughing complaints resolved by <b>April 2013</b>

## APPENDIX C: PROW Enforcement Case Programme 2013/14

No	Case	Overriding Issue	Priority	Action @ end 2012	Consequences	Outcome
5 Cont'd	<b>Cropping</b>			<b>Spring</b> Round Robin done		<b>Completed Summer 2013</b> 97 reminders sent 8 crop complaints resolved by <b>Aug 2013</b>
6	<b>Hampstead Norreys BR3</b> <i>Rising bollard</i>	Insurers Legal and Highways very concerned	High	S143 HA80 Notice issued and JR received	Injury to road user/ path user. WBC liability. Precedent.	<b>Ongoing legal action @ end 2013/14</b>
7	<b>Beenham BR15</b> Obstructions incl. locked gates	Further user complaints on popular route	Low	To <b>write</b> to landowner suggesting diversion or creation order	Increased complaints	<b>Completed May 2013</b> Diversion application received
8	<b>Visual tree inspection project</b>	Safety of users, particularly on popular routes and routes to school	High	Inspection <b>programme</b> has started	Safety implication	<b>Ongoing work prioritising high target paths.</b> Professional surveys of 2 urban paths by <b>April 2013</b> .
9	<b>Stiles and gates project</b>	Need to increase accessibility of the network	Medium to high / ongoing	<b>Ongoing</b> work with landowners and volunteers to replace stiles and inaccessible structures with more accessible replacements	Equalities implications, continued requests from the public	<b>Ongoing area of work. 200<sup>th</sup> volunteer installed gate</b> due to go in end <b>2013/14</b> .
10	<b>Tree / General Obstructions</b> Various locations throughout District	Laid down by farmers/ landowners to prevent illegal	Medium	Enforcement begun, but steer needed on Yattendon	Possible WBC liability if member of public injured. Paths obstructed.	<b>Ongoing area of work. 34 cases 2012-13 with 10 resolved over 2013.</b> Police involvement in certain

## APPENDIX C: PROW Enforcement Case Programme 2013/14

No	Case	Overriding Issue	Priority	Action @ end 2012	Consequences	Outcome
		vehicle access – paths may be obstructed however.		Estates		routes. Practical anti-vehicle structures set up at four sites by Rangers & Officer and at two sites by landowners through 2013.
11	<b>Electric fences</b>	Safety of public	High	Inspected on receipt of complaint and dealt with according to priority	Potential safety hazards	<b>Ongoing area of work</b> 2 cases reported & actioned by <b>April 2013</b> .
12	<b>Chaddleworth RB7</b>	Gallops owner excavated ditch in unmade carriageway	Medium	Gallops owner warned faces Notice requiring reinstatement.	Safety hazard	<b>Completed Sept 2013</b>
13	<b>Electric structures on PROW</b>	Liability on WBC / public accessibility	High	Owners first to be informed that electric structures are not acceptable	Liability on WBC / public accessibility/ safety	<b>New problems identified at end of 2012/13</b>

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## Appendix D - PROW Enforcement Case Programme proposed – 2014/15

**Green** – on course to be completed 2013/14

**Amber** – aim to complete 2013/14 if possible

**Red** – will not be completed 2013/14

No	Case	Overriding Issue	Priority	Action	Consequences if not dealt with	Traffic Lights
1	<b>Lambourn/ East Garston</b> DWF Tulloch land, unauthorised gates recently erected	User complaints	Medium	Part resolved – JT dealing with agent, one gate to resolve	Increased complaints, precedent	Carried over from 2012/13
2	<b>Tilehurst BR11</b> Trees – route to school	Hazard - high target path	High	Surveyed urgent works completed; non urgent works planned	Possible injury to path user  WBC liability	High target. Dead-wooding etc planned end 2013/14
3	<b>Ploughing</b>	Network problem	High	<b>Autumn Round Robin</b> done - complaints being followed up	Increased complaints	18 complaints received 7 actioned by <b>Feb 2014</b>
4	<b>Hampstead Norreys BR3</b> <i>Rising bollard</i>	Insurers Legal and Highways very concerned	High	S143 HA80 Notice issued and JR received. <b>Road Safety Audit by WBC sent to owner</b>	Injury to road user/ path user. WBC liability. Precedent	Ongoing legal action @ end 2013/14

## Appendix D - PROW Enforcement Case Programme proposed – 2014/15

No	Case	Overriding Issue	Priority	Action	Consequences if not dealt with	Traffic Lights
6	<b>Visual tree inspection project</b>	Safety of users, particularly on popular routes and routes to school	High	Inspection programme has started	Safety implication	<b>Ongoing work prioritising high target paths.</b> Routes to School surveys beginning Feb 2014
7	<b>Stiles and gates project</b>	Need to increase accessibility of the network	Medium to high / ongoing	<b>Ongoing</b> work with landowners and volunteers to replace stiles and inaccessible structures with more accessible replacements	Equalities implications, continued requests from the public	<b>Ongoing area of work. 200<sup>th</sup> volunteer installed gate</b> due to go in end 2013/14
8	<b>General Obstructions</b> Various locations throughout District	Erected by farmers/ landowners to prevent illegal vehicle access.	Medium	Enforcement	Possible WBC liability if member of public injured. Paths obstructed	<b>Ongoing area of work.</b> 27 reports 2013/14 with 16 actioned by <b>Feb 2014</b>
9	<b>Electric fences</b>	Safety of public	High	Inspected on receipt of complaint and dealt with according to priority	Potential safety hazards	<b>Ongoing area of work.</b> 9 reports 2013/14 with 3 actioned by <b>Feb 2013</b>
11	<b>Electric gates on PROW</b>	Liability on WBC / public accessibility	High	Owners first to be informed that electric structures are not acceptable	Liability on WBC / public accessibility/ safety	<b>New area of work.</b> 10 motorised gates identified on network

## Appendix D - PROW Enforcement Case Programme proposed – 2014/15

No	Case	Overriding Issue	Priority	Action	Consequences if not dealt with	Traffic Lights
12	<b>Sulham BR6</b> 2 new electric rising bollards	Insurers & Legal very concerned	High	Legal advise enforcement as normal	Injury to path user. WBC liability	Recent case
13	<b>Beenham BR18</b> A4 Metals site traffic impact	Safety of users – now little used BR due to traffic & noise levels	High	Planning Inspector rejected intensification of site – applicant appealed this decision	Safety hazard, dissuading users	Appeal against Planning Inspector will delay outcome for use of BR.
14	<b>Chaddleworth FP9</b> Historically unavailable	Path unavailable for 20 yrs	Low	Enforcement + owner to offer permissive path and seek diversion	Precedent	Completed Mar 2014
15	<b>East Ilsley RB34</b> Illegal vehicles and rural crime on path	Safety of users – Police requested help	High	PROW Team erected carriage gap	Safety hazard	Completed Feb 2014
16	<b>Various BRs &amp; RBs Downlands</b> Illegal vehicles	Safety hazard, surface damage. Police involvement	Medium	Carriage gaps, signage, camera trap	Injury to path user, ongoing maintenance cost	Ongoing area of work with recent Police involvement
17	<b>Stanford Dingley FP6/ RB1</b>	Fence obstructions and unauthorised gates	Medium	Site meeting with landowner	Increased complaint. Precedent	

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## Appendix E - path order cases completed 2013/14

These are the cases that West Berkshire Council have prioritized for attention for April 2013-2014. Each case is to be investigated, and a formal decision made on how to proceed. Wherever necessary Orders will be made, advertised and confirmed the same financial year.

DMMO* or PPO*	Ward	Parish/Case	Progress Status	Path/location
DMMO	Kintbury	Kintbury 43	claimed public bridleway - decision made NOT to make Order 11th April 2013. No appeal was made.	Wallingtons Road (St Cassians)
DMMO	Bucklebury	Bradfield 26 (ford)	Decision made 3rd Sept. to make diversion Order and dedication agreement to resolve issues in area. Waiting signatures from landowners. Decision made 5th November that the claimed Public Right of Way case should be deferred until after the diversion/dedication agreement to save costs.	Frogmore Farm
DMMO	Bucklebury	Bradfield 26 (beach)	claimed public bridleway description alteration - Decision NOT to make Order made by WBC 28th June 2013	Frogmore Farm
DMMO	Downlands	East Ilsley, Stanmore Road	Order made, confirmed and advertised. In effect.	west of A34
DMMO	Mortimer	Stratfield Mortimer, Leighfield	claimed public footpath - Decision made NOT to make Order WBC 25th February 2014	Leighfield/Victoria Road
DMMO	Mortimer	Padworth (Aldermaston village)	claimed public footpath - Decision made NOT to make Order WBC 6th February 2014	Mill Lane to recreation field
DMMO	Mortimer	Padworth Gully	claimed public footpath - Decision made NOT to make Order WBC 4th February 2014	Padworth Common to Raghill/Church Lane along Padworth Gully

Green	Decision made
Amber	Decision expected by April

## Appendix E - path order cases completed 2013/14

Red	Decision will not be made by April
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\*DMMO=Definitive Map Modification Order

\*PPO = Public Path Order

**APPENDIX F - West Berkshire Council Proposed Public Rights of Way Case programme April 2014-April 2015**

These are the cases that West Berkshire Council have prioritized for attention for April 2014-2015. Each case is to be investigated, and a formal decision made on how to proceed. Wherever necessary Orders will be made, advertised and confirmed the same financial year.

<b>DMMO or PPO*</b>	<b>Ward</b>	<b>Parish/Case</b>	<b>Path/location</b>	<b>Details</b>
<b>PPO</b>	Speen	Boxford 12	Lambourn Valley Way	Landowner wants to divert footpath to enable stock. Will resolve a slight anomaly but only if a suitable new path surface can be provided to withstand wet conditions. ROWIP upgrade?
<b>PPO</b>	Bucklebury & Cold Ash	Bucklebury & Cold Ash	land around Westrop Farm, Cold Ash	Seeking formal dedication of public bridleway parallel/on Public Footpaths Bucklebury 90 and Cold Ash 6
<b>PPO</b>	Bucklebury	Bradfield 26 -Public Bridleway ford & diversion	south of Frogmore Farm, Bradfield	Seeking formal dedication of Public Bridleway across ford, and diversion of the 'kink' in the existing Public Bridleway
<b>DMMO</b>	Chieveley	Chieveley, Crabtree Lane	Heatherpine Cattery, Curridge	claimed public footpath - case to be investigate and decision recommendation report drafted
<b>DMMO</b>	Lambourn Valley	Lambourn, Lynch Lane	west of Lambourn village	claimed public footpath - case to be investigated and decision recommendation report drafted
<b>DMMO</b>	Birch Copse	Tilehurst, Farm Drive	former golf course behind Sava Centre	claimed public footpath - case to be investigated and decision recommendation report drafted
<b>DMMO</b>	Northcroft	Newbury, Craven Road to St David's Road	access over 'private' access area	claimed public footpath - case to be investigated and decision recommendation report drafted
<b>Ongoing Case</b>				
<b>Redigitization of the Definitive Map</b>	Whole district	Whole district	Whole district	Whole district
<b>PPO</b>	Purley-on-Thames	Purley-on-Thames - Thames Path	Thames Path	ongoing case to create Thames Path National Trail public footpath through housing estate

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**Appendix G - future Public Rights of Way cases remaining after 2014-2015 - case list West Berkshire**

1	Aldermaston	DMMO	Brimpton, Little Park Orchard	Claimed Public Footpath	ex local resident	01/02/06	applicant no longer interested and wishes to withdraw application - on indefinite hold - may require formal refusal
2	Aldermaston	PPO	Public Footpath Brimpton 4	Temporary Diversion	Mineral Extraction Company	01/012006	Mineral Extraction diversion request
3	Aldermaston	PPO	Public Footpath Brimpton 21	Diversion	Mr C Hayes	09/01/06	This diversion should be deferred as there is a formal claim that the proposed new route is already a public footpath - Council determination of the claim is required first.
4	Birch Copse	DMMO	Tilehurst, 'Pincents Manor'	Investigate whether to make Order to modify Def. Map	local path user	01/07/12	Claimed public footpath across open land behind Sainsburys, Calcot
5	Bucklebury	PPO	Public Bridleway Bucklebury 54a	Diversion	<b>WBC</b>	n.a.	Possible diversion to resolve farm buildings on path, but possible development may resolve this so matter on hold
6	Burghfield	PPO	Public Footpaths Burghfield 15 & 24	Diversion	<b>WBC</b>	n.a.	Bridge over Kennet&Avon canal was replaced on new alignment several years ago. Diversion required to re-route legal line onto walkable alignment.
7	Burghfield	PPO	Public Footpath Burghfield 22	Extinguishment	<b>WBC</b>	n.a.	Path runs through man-made lake and would link to nowhere if walkable - extinguish.
8	Burghfield	PPO	Public Footpath Burghfield 5	Temporary Diversion	Mineral Extraction Company		Mineral Extraction diversion request
9	Burghfield	PPO	Burghfield 22	Extinguishment	<b>PROW team</b>	n.a.	This public footpath had a Lake created over it several decades ago
10	Chieveley	PPO	Byway Open to All Traffic Chieveley 49	Diversion	Mineral Extraction Company	n.a.	Path was temporarily diverted (12 years) for mineral extraction - this has expired - the landowners have inquired about a diversion through the Magistrate's Court (WBC has no direct powers for Orders or Byways Open to All Traffic)
11	Chieveley	PPO	The Green to Chie/10b	Creation	<b>Portfolio Holder (Hilary Cole)</b>	2013	Hilary asked for Public Footpath from The Green west onto Public Footpath Chieveley 10b
12	Downlands	DMMO	Beedon Manor Farm	Investigate whether to make Order to modify Def. Map	Mr V Pocock	01/10/04	path not deemed necessary by applicant since nearby link path has been improved by Council.
13	Downlands	PPO	Catmore 1 BOAT ???	Magistrate's Court diversion?	<b>PROW team</b>	2014	PROW team interested in a diversion to avoid enforcement action
14	Kintbury	PPO	Public Footpath Inkpen 22	Concurrent Creation-Extinguishment	<b>WBC oversight to be resolved by WBC?</b>	01/06/05	A cul-de-sac has been created on the network following diversion of a road that needs to be resolved by means of a creation-extinguishment. Will not change the situation on the ground.
15	Kintbury	PPO	Public Footpath Welford 15	Divert public footpath for benefit of landowner	Mr Charles Puxley	17/08/12	proposal to divert path from a garden by a house onto a private access road for the benefit of the house, which has had its garden extended over the public footpath.
16	Kintbury	PPO	Inkpen 14a	Proposed public footpath creation	<b>WBC - due to WBC oversight</b>	n.a.	there is a gap in the PROW network due a badly thought out WBC highway diversion Order.
17	Kintbury	PPO	Kintbury 39	Diversion		17/07/13	Proposed diversion a few metres to the east by The Barn Farm, Templeton Road, Kintbury
18	Lambourn Valley	PPO	Blind Lane, Lambourn	Regularize PROWs by diversion/creations	<b>WBC</b>	01/11/13	Lambourn 36/2 is a fenced off drainage ditch. Walkers in the area use a well trodden route with no formal status between Bockhampton Road and Newbury Road, NW of Beales Farm Road.
19	Speen	PPO	Public Footpath Shaw-cum-Donnington 20	Diversion	Charles Oliver-Bellasis for Mr & Mrs Newman, Honeybottom House RG20 8AL	03/02/08	Small diversion to benefit owner of adjacent house. No real benefit to walkers.
20	Sulhamstead	PPO	Public Bridleway Sulhamstead 16	Extinguishment	<b>WBC</b>	n.a.	Path not needed for public use (covered by housing estate)
21	Sulhamstead	PPO	Beenham 15	Diversion		01/05/13	Divert onto an existing permitted bridleway away from farms and paddocks
22	Thatcham Central	PPO	Public Footpath Thatcham 20	Diversion	<b>WBC</b>	n.a.	Private housing built on public footpath - simple alternative route adjacent. Path to be diverted or extinguished.
23	Thatcham Central	PPO	Thatcham 18	Diversion	<b>PROW team</b>	n.a.	Housing estate built over path - residents inadvertently causing illegal obstructions
24	Thatcham Central	PPO	Thatcham 20	Diversion/extinguishment	<b>PROW team</b>	n.a.	Housing estate built over path - residents inadvertently causing illegal obstructions
25	Thatcham South and Crookham	PPO	Public Footpath Thatcham 16	Diversion	landowner	26/09/11	request to divert path from field onto riverbank as landowner keeps cropping the path and walkers use the riverbank alternative - JT prefers Perm path here please

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**APPENDIX H - Rights of Way Improvement Plan Case Programme and 2013/14 progress**

<b><u>ROWIP Objective</u></b>	<b><u>ROWIP Objective Number</u></b>	<b><u>Progress to March 2014</u></b>	<b><u>Priority 1 (top) or 2 (secondary)</u></b>
<b>Formally adopt the draft policy governing the maintenance of PROW used for access to residential properties, farms and other private land or establishments.</b>	ROWIP 5	A procedure is in place which has been approved by the Local Access Forum. ID presented March 2014	1
<b>Produce a published prioritization scheme for dealing with applications for modification orders and applications for path orders.</b>	ROWIP 12	A procedure is in place but adoption by ID is required. Adoption by ID has been delayed whilst new relevant legislation is awaited	1
<b>Carry out risk assessments for trees within PROW and formulate a prioritized plan of action to ensure the safety of PROW users.</b>	ROWIP 13	A number of high priority routes have been identified and work is taking place to investigate the feasibility of using a contractor to carry out risk surveys.	1
<b>Investigate methods to prevent fly-tipping and littering of PROW and also improved methods for clearance of litter and fly-tipping when instances occur.</b>	ROWIP 15	Some signage and CCTV was installed in 2012/13 in conjunction with the waste team. Further CCTV is planned at problem areas.	2
<b>Investigate improved sustainable procurement practices.</b>	ROWIP 16	Sustainably-sourced wood is stipulated and recycled surfacing material used where possible. More investigation is taking place as to true provenance of the wood from one of our suppliers. Pressure is being placed on another supplier to source suitable wood .Recycled aggregate is increasingly being used for path surfacing. Vigilance will continue in the field of procurement.	1
<b>Introduce improved environmentally-sustainable working practices, which also protect and enhance biodiversity and historic landscape and features.</b>	ROWIP 17	A checklist has been compiled of environmental aspects to consider when carrying out practical works. Volunteers carry out ecological surveys prior to some maintenance projects. PROW staff and volunteers have been trained in basic habitat identification. There is a need to work in the context of the Biodiversity Action Plan and the Local Nature Partnership may be able to assist.	1
<b>Increase the availability of PROW / access information and promotional material and explore greater use of a wider range of formats, to compliment relevant work carried out by others.</b>	ROWIP 18	A useful report has been produced by a rights of way volunteer as part of his work towards an MSc. Work on improved use of electronic media is a particular priority for the future.	2

<u>ROWIP Objective</u>	<u>ROWIP Objective Number</u>	<u>Progress to March 2014</u>	<u>Priority 1 (top) or 2 (secondary)</u>
		The Bradfield recreational route is being reprinted and will use QR codes. Work is taking place to introduce an interactive element to the PROW promotional web page.	
<b>Produce a formal policy for the management of vehicular use and vehicular surfaces, with the aim of improving the condition of PROW used by recreational vehicles.</b>	ROWIP 21	A procedure is in place which has been approved by the Local Access Forum. ID report presented March 2014.	1
<b>Seek to promote, improve and create (where necessary) safe and commodious links between, within and around population centres, rural and urban facilities, attractions and transport interchanges.</b>	ROWIP 25	A report is being prepared for BBOWT on the proposed Snelsmore to Chieveley bridleway link.	1
<b>Implement measures to ensure that all gates on equestrian routes are easily-openable from horseback, using best practice gate and latch designs and gate configurations. Consider the installation of mounting blocks where dismounting cannot be avoided.</b>	ROWIP 33	Concerted work to start in 2014/15 with a target of 20 gate improvements per year. The British Horse Society has been consulted.	1
<b>Increase the numbers of PROW signposts indicating destinations, distances and local attractions.</b>	ROWIP 34	Some signposts already show these from an old project with parish councils. There may be scope to produce such signs where replacement is needed and the information would be useful. Some authorities, e.g. Herts, have much information on every signpost (e.g. path number, destination and mileage). An investigation revealed that the signs cost about twice as much to produce as those with basic status information.	2
<b>Improve the signage of PROW in and around West Berkshire's countryside sites.</b>	ROWIP 35	A simple audit is first needed of if and where any improvements are required. Requires co-ordination with others, i.e. Discovery Centre and BBOWT, to ensure actioned, e.g. when they are producing new literature.	2
<b>Identify routes and circuits which are suitable for promotion for use by those with restricted mobility, including within countryside sites. Promote and</b>	ROWIP 38	A scheme has already nearly been completed in Purley. Another priority location needs to be identified, preferable in an urban fringe location so as to provide maximum benefit.. Need to enlist	1



<u>ROWIP Objective</u>	<u>ROWIP Objective Number</u>	<u>Progress to March 2014</u>	<u>Priority 1 (top) or 2 (secondary)</u>
<b>sign the routes in terms of grading and carry out works, where needed.</b>		landowners to assist with this and build on what already exists to make circuits. Snelsmore & Greenham & Crookham commons already have some firm paths which could be utilized.	
<b>Arrange formal rights of way training for parish public rights of way officers, parish plan teams and voluntary groups.</b>	ROWIP 48	Advice sheets have been sent to parish councils on several occasions, but more formal training might be beneficial where a council has its own rights of way officer. Advice will also be added to the WBC PROW web site. There are few requests for training from parishes but the PROW team would be willing to meet any such requests.	2
<b>Investigate the feasibility of a grant scheme for access work by parish councils, parish plan groups and others, taking into account funding already available.</b>	ROWIP 56	Successful schemes already run in Hampshire and Wiltshire. Cost/benefit analysis required.	2
<b>Investigate opportunities for external and grant funding for PROW/ access projects.</b>	ROWIP 58	Some AONB funding has been acquired in the past but effort needs to be made to source more. Possible promising sources might be the Greenham Common Trust, Landfill etc.	1
<b>Complete and formally adopt an enforcement protocol.</b>	Additional priority	A need has arisen for such a protocol, to help defend legal challenges. Work is almost finished and will also incorporate a protocol for dealing with electric structures on PROW.	2
<b>Make further progress on the Snelsmore to Chieveley new bridleway links</b>	Specific project	Landowners and stakeholders have been consulted and routes identified. A report is being prepared for BBOWT on the proposed Snelsmore to Chieveley bridleway link.	2

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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>Policy for the repair and maintenance of public rights of way which are used for access to land or property</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	27 March 2014
<b>Forward Plan Ref:</b>	ID2788

**Purpose of Report:** To seek approval for the draft policy

**Recommended Action:** Approval of the draft policy

**Reason for decision to be taken:** To enable the policy to be adopted and officially implemented

**Other options considered:** N/A

**Key background documentation:**

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Hilary Cole - Tel (01635) 248542
<b>E-mail Address:</b>	hcole@westberks.gov.uk

Contact Officer Details	
<b>Name:</b>	Elaine Cox
<b>Job Title:</b>	Senior Rights of Way Officer
<b>Tel. No.:</b>	01635 519069
<b>E-mail Address:</b>	elcox@westberks.gov.uk

## Implications

- Policy:** The proposed policy contributes to the following corporate objectives, by stating WBC's approach clearly to residents, and providing an appropriate service within WBC's duties:
- Promoting and acting in the interests of the communities, people and businesses of the district.
  - Promoting a vibrant district.
  - Protecting the environment.
  - Putting people first.
- Financial:** This proposed policy is formalizing practices which have been in place for some time, so there would be no significant impact following its adoption. The maintenance work required to upkeep the accesses in question does however have a financial impact and this has to be managed within the available overall budget for PROW maintenance.
- Personnel:** None
- Legal/Procurement:** As outlined in the report.
- The approach will assist in reducing the number of damages claims as a result of use of the accesses to land or property.
- Property:** None
- Risk Management:** The policy would assist in stating in which circumstances maintenance works will take place

Is this item relevant to equality?	Please tick relevant boxes	Yes	No
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Does the policy relate to an area with known inequalities?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Outcome</b> (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at <a href="http://www.westberks.gov.uk/eia">www.westberks.gov.uk/eia</a>			<input checked="" type="checkbox"/>
Not relevant to equality			<input type="checkbox"/>

## Consultation Responses

### Members:

**Leader of Council:** Gordon Lundie

**Overview & Scrutiny**

**Management**

**Commission Chairman:** Brian Bedwell

**Ward Members:** N/A

**Opposition**

**Spokesperson:** Jeff Brooks

**Local Stakeholders:** Tony Vickers; Local Access Forum (already approved following consultation)

**Officers Consulted:** Paul Hendry, Jon Thomas, Sallie Jennings, Stuart Higgins

**Trade Union:** Rosemary Culmer

<b>Is this item subject to call-in?</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

## Supporting Information

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### 1. Background

- 1.1 A number of public rights of way (PROW) in West Berkshire provide access to residential dwellings, usually at one end only and for a relatively short distance. These routes continually become potholed, mainly as a result of vehicular access to land or property, and requests for repairs are constantly coming in to the rights of way team.
- 1.2 This proposed policy is an attempt to find a compromise between the best use of taxpayers' money and the Council's statutory duty to maintain public rights of way.

### 2. History of repair solutions

- 2.1 During the financial year 2002 –3, residents from 20 of these PROW complained about the surface of the tracks accessing their properties, and repairs were carried out to render the surfaces fit for private vehicles. The total cost of these repairs was £33,636, which represented 38% of the total rights of way works budget that year. This level of expenditure was unsustainable, and internal legal advice was sought, which proved very helpful. It said that a distinction may be made between 'private use' of a PROW (i.e. to adjacent property) and 'public' use (i.e. use of the PROW as a highway, to pass and re-pass). The advice said that WBC could require 'private' users to pay for the repairs needed as a result of their own private access, but that the Council would have to fund any repairs to wear and tear caused by public use.
- 2.2 Between 2003 and 2011, this principle was applied and has met with some success. The number of requests for Council expenditure gradually reduced resulting in a reduction from £11,808 in 2010/11 to £7267 in 2011/12. In the last year, 2013, we have received two substantial contributions towards the upkeep and improvement of accesses. In previous years we have been able to set up some arrangements whereby the residents arrange and pay for the work and WBC contributes just an agreed basic portion.
- 2.3 Following objections to the approach from residents of Clay Lane, Beenham (Byway 1), in 2011, and further internal legal advice was sought and the current opinion is that WBC has a duty to maintain the right of way so that it is fit for the public use which is made of it. This means that if potholes and damage caused by access to properties renders the surface inconvenient for any public users of the PROW, the Council has a responsibility to remedy the problem at its own expense.

### 3. Present Situation

- 3.1 There are significant cost implications of the new advice. For instance for a public footpath, the Council has a duty to maintain the lane for pedestrians only, but the damage caused by the vehicular use causes constant deterioration so that the surface becomes unsuitable for pedestrians. The Council is now required to find the funds to maintain the surface.

### 4. Legal redress / other options

#### 4.1 Extraordinary Use

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There may be some redress if the traffic using the access is extraordinarily heavy or damaging. 'Extraordinary use' is defined as being "the damage caused by excessive weight passing along the highway, or other extraordinary traffic thereon" for which the highway authority may recover "the excess expenses" over and above the normal maintenance costs (these are defined as being the "average expense of maintaining the highway or other similar highways in the neighbourhood", Highways Act 1980 s.59.1). If we can prove that the residents' use is extraordinary then we may be able to claim against damage caused. We are prepared to pursue this action if the evidence is present, but the process of proving the case can be difficult where several parties (possibly also including the public) are involved.

#### **4.2 Adoption as roads**

The main use of these PROW is by vehicles so there might be an argument that they have in fact legally become roads. The WBC internal legal view is however that they would not become roads unless they were improved to a fully adoptable standard at the expense of the residents. Experience to date suggests that residents are generally unwilling to expend the funds needed for full road adoption.

#### **4.3 Associations**

If residents /landowners are able to set up an association, it is possible to enter into a legal agreement with the District Council under Section 278 of the Highways Act 1980, whereby the Council carries out agreed works and the association reimburses an agreed sum to the Council. This may be useful where there is sufficient community spirit present, but often this is not the case.

### **5. Policy for consideration**

- 5.1 The suggested policy is considered a measured and balanced approach to this difficult matter, and also the most cost-effective procedure given legal constraints. It is attached at Appendix 1. The main elements are:
- Residents or landowners possessing private rights of vehicular access are entitled to make this access useable for their purposes, but all works must be approved in advance by WBC, and only suitable contractors may be used because the right of way is a highway.
  - Should a complaint be received about the condition of the surface of a right of way used as access to land or property, WBC will inspect the right of way and assess its safety and suitability for the public users. Should the assessment deem that work is required, then basic repairs will take place – for instance, basic re-grading of the surface or filling of potholes. Where wear and tear is clearly primarily as a result of vehicular access to property or land, the residents will be asked for a contribution (but note there is no legal obligation to pay).
  - Should residents / landowners request a higher standard of maintenance, then this will have to be provided at their own cost. The District Council may have to stipulate certain details of specification which are suitable for public highways.

- WBC will contribute to work only where it would have been obliged to carry out basic repairs itself, and the amount of this contribution will equate to the cost of such basic repairs.
- Residents / landowners may be asked to source a quotation themselves from suitable contractors, but WBC must approve the quotation and proposed specification prior to work taking place. If approved, WBC then authorises the repair and requests that residents/ landowners obtain from the contractor an invoice to WBC for WBC's proportion of the contribution. Alternatively, WBC may order the works and invoice a representative of the residents/ landowners, who may then in turn recoup the other contributions.
- Another method of dealing with repairs is for WBC to order materials and arrange for the aggregate company to deposit them on site, at a location to suit the residents/ landowners, and WBC's financial outlay is restricted to the purchase and delivery of the material. The residents /landowners then arrange to lay the material, but such an arrangement should be restricted to a temporary filling of potholes, because residents /landowners would rarely possess the machinery required to incorporate and compact the material across the whole surface.
- WBC must inspect and certify all work on completion, in order to avoid any future liabilities resting on residents/ landowners.
- WBC will only authorise a surface which is consistent with its duty under Section 130 of the Highways Act 1980: "it is the duty of the highway authority to assert and protect the rights of the public to the use and enjoyment of any highway for which it is highway authority".

## **6. Equalities Impact Assessment Outcomes**

- 6.1 An Equalities Impact Assessment has been undertaken and is attached.

## **7. Conclusion**

- 7.1 The proposed policy has been in use for some time and to good effect. Its adoption as a formal policy would assist the Council to state more clearly how it intends to use its resources in this area of work.

## **Appendices**

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Appendix A - Residential / land access along public rights of way. West Berkshire District Council's policy for dealing with repairs

# Equality Impact Assessment

<b>Name of item being assessed:</b>	Policy for the repair and maintenance of public rights of way (PROW) which are used for access to land or property
<b>Version and release date of item (if applicable):</b>	March 2014
<b>Owner of item being assessed:</b>	Elaine Cox
<b>Name of assessor:</b>	Elaine Cox
<b>Date of assessment:</b>	10 March 2014

**1. What are the main aims of the item?** (What does the item try to achieve?)

Improvement of the public rights of way network and ensuring ease of use.

**2. What are the results of your research?**

Note which groups may be affected by the item. Consider how they may be affected and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Older people	Uneven PROW surfaces exist on the PROW network. Some PROW may therefore be difficult to negotiate.	Work planning involves EIA and often consultation with local people, parish councils and the Local Access Forum
Physically disabled/ pregnancy and maternity	Uneven PROW surfaces exist on the PROW network. Some PROW may therefore be difficult to negotiate.	Work planning involves EIA and often consultation with local people, parish councils and the Local Access Forum
Race	For those who are unable to read English, some PROW signs and literature may be unclear.	Work planning involves EIA and often consultation with local people, parish councils and the Local Access Forum

**Further comments relating to the item:** Those managing the public rights of way (PROW) network are legally obliged to ensure that all PROW are maintained in a

suitable condition for those who wish to use them. There is a network of 700 miles of rural, urban and suburban PROW. When managing and maintaining this network, each PROW is considered on a case-by-case basis and reasonable adjustments are made to for access for the disabled.

<b>3. What actions will be taken to address any negative effects?</b>			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Outcome</b>
Uneven PROW surfaces, are to be removed/improved.	PROW team	Ongoing	A gradual improvement in accessibility across the network, with priorities for maintenance and improvement, and to keep up the high percentage of 'easy-to-use, PROW.

**4. What was the final outcome and why was this agreed?**  
 (Was the item adjusted, rewritten or unchanged? Refer to page 15 of *Meeting the Equality Duty in Policy and Decision Making* for more information.)  
 N/A

**5. What arrangements have you put in place to monitor the impact of this decision?**  
 N/A

**6. What date is the Equality Impact Assessment due for Review?**  
 March 2015

**Name:** Elaine Cox

**Date:** 10/3/14

**APPENDIX A**  
**Residential / land access along public rights of way**  
**West Berkshire District Council's policy for dealing with repairs**

**Background**

Public rights of way are all highways, and West Berkshire District Council (WBC) has a duty to maintain them in a suitable condition for their public use whilst also protecting the rights of the public to their use and enjoyment. Below is a list of types of public right of way and their legal uses. Although these are the legal users, the location of a right of way means that the level and purpose of use will vary.

Public footpaths – used by pedestrians.

Public bridleways – used by pedestrians, horse riders and cyclists.

Restricted byways – used by pedestrians, horse riders, cyclists and carriage-drivers.

Byways open to all traffic – used by pedestrians, horse riders, cyclists, carriage-drivers and motorised vehicles.

There are over 700 miles of public rights of way in West Berkshire, the vast majority being pathways in rural locations. WBC's maintenance budget must be spread across this large network.

**Public rights of way serving as access to private property or land**

Where a public right of way forms the access to properties or adjacent land, there may be a relatively large amount of wear and tear on the surface as a result of these additional uses. WBC's responsibility remains the same, however, and it will be obliged to ensure that the surface of the right of way is safe and suitable for the public users. Most of these rights of way are rural tracks (or form easy access to rural areas), and so the standard of maintenance would be very basic:- ensuring they are safe whilst at the same time protecting the rights of the public enjoy a rural environment.

It is important to note that WBC has a responsibility towards public users only. It therefore has no duty to provide suitable access for any users of a right of way which are not listed above. For instance, if a public or footpath or bridleway forms vehicular access to land or property, WBC has no duty to ensure it is suitable for vehicles, because a public footpath or bridleway carries no public vehicular rights.

In such instances, residents or landowners possessing private rights of vehicular access are entitled to make this access useable for their purposes, but all works must be approved in advance by WBC, and only suitable contractors may be used, because the right of way is a highway. Many residents / landowners accept they have a responsibility towards upkeep and may actually prefer the access to remain fairly rough, as this reduces speeding and is rural in character.

Some public rights of way are also 'private streets', which are public highways which must be maintained privately, i.e. by the residents.

**Procedure for repair and maintenance**

Should a complaint be received about the condition of the surface of a right of way used as access to land or property, WBC will inspect the right of way and assess its safety and suitability for the public users. Should the assessment deem that work is required, then basic repairs will take place – for instance, basic regrading of the surface or filling of potholes.

Should residents / landowners requests a higher standard of maintenance, then this will have to be provided at their own cost. Because rights of way are highways, the District Council may have to stipulate certain specification

details which are suitable for public highways, and for this reason the District Council will usually offer to contribute a small amount to the work.

Residents / landowners may be asked to source a quotation themselves from suitable contractors, but WBC must approve the quotation and proposed specification prior to work taking place (this also has the added benefit that WBC can check that the quoted rates are reasonable). If approved, WBC then authorises the repair and requests that residents/ landowners obtain from the contractor an invoice to WBC for WBC's proportion of the contribution. Alternatively, WBC may order the works and invoice a representative of the residents/ landowners, who may then in turn recoup the other contributions.

WBC must inspect and certify the work on completion, in order to avoid any future liabilities resting on residents/ landowners. Note that a contractor must have £5m public liability insurance and be registered on the Streetworks Qualifications Register, if he is to work on a public highway. A method statement and traffic management proposals must also be submitted and approved by WBC in advance of the works being carried out. Quotations are required from three different contractors if the value of the work is over £5k.

Sometimes, residents / landowners wish to repair the surface physically themselves. They will not be liable whilst work is taking place, but WBC must inspect and certify the work on completion, in order to avoid any future liabilities resting on residents / landowners. Another method of dealing with repairs is for WBC to order materials and arrange for the aggregate company to deposit them on site, at a location to suit the residents/ landowners, and WBC's financial outlay is restricted to the purchase and delivery of the material. The residents /landowners then arrange to lay the material, but such an arrangement should be restricted to a temporary filling of potholes, because residents /landowners would rarely possess the machinery required to incorporate and compact the material across the whole surface. In both cases, the proposed work must be approved in advance by WBC.

If residents /landowners are able to set up an association, it is possible to enter into a legal agreement with the District Council under Section 278 of the Highways Act 1980, whereby the Council carries out agreed works and the association reimburses an agreed sum to the Council.

### **Notes on suitable materials and specifications**

When ordering the materials, it is necessary to be sensitive to the local conditions e.g. sandy aggregate is more appropriate than limestone for acid areas such as commons. Limestone is suitable for chalk areas.

WBC will only authorise a surface which is consistent with its duty under Section 130 of the Highways Act 1980: "it is the duty of the highway authority to assert and protect the rights of the public to the use and enjoyment of any highway for which it is highway authority". In practice, this means that the District Council will need to consider both the amenity value and the ease of use the public right of way. A hard sealed surface such a tarmac is usually considered inappropriate in all circumstances, especially where there are public equestrian rights of way. Such sealed surfaces are also very costly to maintain once they begin to break up, and may produce hazardous hard edges when deteriorating; this is another reason why sealed surfaces are to be avoided. The best alternative would be a graded aggregate, suitably shaped to shed water, and compacted, because this is much more easily re-worked to restore a suitable surface. Sometimes, all that is needed to restore an old potholed aggregate surface is a redistribution of the surface material.

Note: there may be special cases for rights of way which cross West Berkshire Council-owned common land. The rights of way team will be able to provide details.

**West Berkshire Council, Public Rights of Way Team, Planning and Countryside Service**

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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>Vehicle management policy for public rights of way</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	27 March 2014
<b>Forward Plan Ref:</b>	ID2789

**Purpose of Report:** To seek approval for the draft policy

**Recommended Action:** Approval of the draft policy

**Reason for decision to be taken:** To enable the policy to be adopted and officially implemented

**Other options considered:** N/A

**Key background documentation:** 'Making the Best of Byways' – a practical guide for local authorities managing and maintaining byways which carry motor vehicles'. DEFRA 2005

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Hilary Cole - Tel (01635) 248542
<b>E-mail Address:</b>	hcole@westberks.gov.uk
Contact Officer Details	
<b>Name:</b>	Elaine Cox
<b>Job Title:</b>	Senior Rights of Way Officer
<b>Tel. No.:</b>	01635 519069
<b>E-mail Address:</b>	elcox@westberks.gov.uk

## Implications

<b>Policy:</b>	The proposed policy contributes to the following corporate objectives, through stating WBC's approach clearly and attempting to act in the best interests of the community which values these PROW for recreation and enjoyment:  Promoting and acting in the interests of the communities, people and businesses of the district. Promoting a vibrant district. Protecting the environment. Putting people first.
<b>Financial:</b>	Where maintenance or improvement work is required as part of this policy, it will be managed within overall budgets according to relative priorities. A minimum amount of funds are required however to keep the PROW network of 700 miles safe for the public, and the PROW capital programme is a key part of meeting this basic core duty.
<b>Personnel:</b>	None
<b>Legal/Procurement:</b>	None
<b>Property:</b>	None
<b>Risk Management:</b>	Policy is intended to reduce damage to public rights of way
<b>Corporate Board's Recommendation:</b>	N/A

Is this item relevant to equality?	Please tick relevant boxes	Yes	No
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Does the policy relate to an area with known inequalities?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Outcome</b> (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at <a href="http://www.westberks.gov.uk/eia">www.westberks.gov.uk/eia</a>			<input checked="" type="checkbox"/>
Not relevant to equality			<input type="checkbox"/>

## Consultation Responses

### Members:

**Leader of Council:** Gordon Lundie

**Overview & Scrutiny**

**Management**

**Commission Chairman:** Brian Bedwell

**Ward Members:** N/A

**Opposition**

**Spokesperson:** Jeff Brooks

**Local Stakeholders:** Tony Vickers; Local Access Forum (already approved following consultation)

**Officers Consulted:** Paul Hendry, Jon Thomas, Sallie Jennings, Stuart Higgins

**Trade Union:** Rosemary Culmer

<b>Is this item subject to call-in?</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

## Supporting Information

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### 1. Background

- 1.1 Vehicles on public rights of way, most notably four wheel drive vehicles, have caused damage to many byways and restricted byways in West Berkshire. The effect ranges from parallel ruts, which make use difficult for cyclists, equestrians and carriage drivers in particular, to major or deliberate damage, rendering use by any other types of user difficult or impossible. Such surface defects may deter increased participation by other users of rights of way, and there may be other detrimental effects, such as deviation of users onto adjacent private land.
- 1.2 In 2008/09, West Berkshire spent approximately 50% of its works budget repairing damage caused by four wheel drive vehicles. It was clear that steps had to be taken to reduce the amount spent on repair through better management, and this draft policy has gradually been formulated for that purpose. In 2013/14 the approximate spend on repairing damage caused by off-road vehicles was £19,400 (including on The Ridgeway National Trail).

### 2. Legal background

- 2.1 West Berkshire Council has a duty to 'assert and protect the rights of the public to the use and enjoyment of any highway for which it is the highway authority, including any roadside waste which forms part of it' (Section 130 Highways Act 1980). This duty extends to all legitimate public users of public rights of way, including vehicular users of byways
- 2.2 At the same time there are offences which can be committed by those who use vehicles on public rights of way. These are related to driving without lawful authority; careless and inconsiderate driving; driving away from highways, and damaging highways.

### 3. Proposed policy

- 3.1 Following Government guidance and in recognition of the council's duties to protect the rights of vehicular users, the proposed policy recommends a staged process to tackle a problem of illegal vehicular activity. The first stages are signage, identification, policing, use of local wardens, CCTV, installation of barriers where legal and surface repairs where the Council accepts that lack of drainage and surfacing might be a contributory factor. There is also the option of applying peer pressure through responsible vehicle clubs and societies.
- 3.2 If these measures are not effective, then there is the option of seasonal or permanent traffic regulation orders (TROs) on byways if vehicular use is damaging the environment. The guiding principle should be, however, that the least restrictive option should be tried first. For instance, first of all, any restriction would be for as short a period as is necessary and should only apply to the most damaging types of users and at the most vulnerable times of year. An experimental TRO could also be used, but this would only be for a maximum of 18 months. A TRO would normally be accompanied by physical barriers.

3.3 There are longer-term / ongoing high priorities in the policy, chiefly concerned with monitoring the effectiveness of the approaches taken, reviewing them and making continued efforts to implement the most effective measures. There is also a place for general education of vehicular users through the web site and leaflet. It is also suggested that some effort might be made to find an alternative site for off-road use in the District.

3.4 The proposed policy is attached at Appendix A and some case studies where similar approaches have been tried is at Appendix B.

**4. Equalities Impact Assessment Outcomes**

4.1 An Equalities Impact Assessment has been carried out and is attached.

**5. Conclusion**

5.1 The proposed policy has been in use for some time but only where staff resources have permitted. It is considered therefore that there is scope to implement the measures more widely and a formal policy would assist with this progress.

**Appendices**

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Appendix A - Policy for the management of damage of West Berkshire's public rights of way by vehicular use.

Appendix B – selected case studies.

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**APPENDIX A**  
**POLICY FOR THE MANAGEMENT OF DAMAGE OF WEST BERKSHIRE'S PUBLIC**  
**RIGHTS OF WAY BY VEHICULAR USE**

**CONTEXT**

Vehicles on public rights of way, most notably four wheel drive vehicles, have caused damage to many byways and former roads used as public paths (now Restricted Byways) in West Berkshire. The effect ranges from parallel ruts, which make use difficult for cyclists, equestrians and carriage drivers in particular, to major or deliberate damage, rendering use by any other types of user difficult or impossible. Such surface defects may deter increased participation by other users of rights of way, and there may be other detrimental effects, such as deviation of users onto adjacent private land.

Mechanically-propelled vehicles may use Byways Open to all Traffic, and prior to May 2006 were also permitted to use the then 'Roads Used as Public Paths' (RUPPs, now 'Restricted Byways'). There is some damage present on Restricted Byways as a legacy of their use by vehicles, and there may in places be continued illegal use of these routes by vehicles.

In 2008/09, West Berkshire spent approximately 50% of its works budget repairing damage caused by four wheel drive vehicles.

**LEGAL BACKGROUND**

West Berkshire Council has a duty to 'assert and protect the rights of the public to the use and enjoyment of any highway for which it is the highway authority, including any roadside waste which forms part of it' (Section 130 Highways Act 1980).

This duty extends to all legitimate public users of public rights of way, including vehicular users of byways.

Although the District Council has the responsibility to protect the rights of users, the following are offences:

**Offences**

***Driving without lawful authority***

Under S34(1) of the Road Traffic Act 1988, any one who, without lawful authority, drives a motor vehicle on any footpath, bridleway or restricted byway commits an offence.

***Careless and inconsiderate driving / driving without license, tax and insurance***

Under S3 Road Traffic Act 1988, if a person drives a mechanically propelled vehicle on a road or other public place without due care and attention, or without reasonable consideration for other persons using the road or place, he is guilty of an offence. 'Road' is defined as meaning 'any highway and any other road to which the public has access' and therefore includes public rights of way. It is therefore also an offence to drive without tax, license and insurance on any public right of way.

***Driving mechanically propelled vehicles elsewhere than on roads***

Subject to the provisions of S34(1) Road Traffic Act 1988, if without lawful authority a person drives a mechanically propelled vehicle—

- (a) on to or upon any common land, moorland or land of any other description, not being land forming part of a road, or
- he is guilty of an offence.

*Note that action on road traffic offences can only be taken by the police.*

***Damaging the surface of the highway***

**S1(1) Criminal Damage Act 1971**

A person who without lawful excuse destroys or damages any property belonging to another intending to destroy or damage any such property or being reckless as to whether any such property would be destroyed or damaged shall be guilty of an offence.

*[The property being damaged in this case is the surface of the highway belonging to the highway authority.]*

**S131A Highways Act 1980**

- (1) A person who without lawful authority or excuse, so disturbs the surface of—
  - (a) a footpath,
  - (b) a bridleway, or
  - (c) any other highway which consists of or comprises a carriageway other than a made-up carriageway,as to render it inconvenient for the exercise of the public right of way is guilty of an offence and liable to a fine not exceeding level 3 on the standard scale.  
*[Level 3 is currently a fine not exceeding £1,000.]*
- (2) Proceedings under this section shall be brought only by the highway authority or the council of the non-metropolitan district, parish or community in which the offence is committed; and, without prejudice to section 130 (protection of public rights), it is the duty of the highway authority to ensure that, where desirable in the public interest, such proceedings are brought.

**POLICY BACKGROUND**

'Making the Best of Byways' (December 2005) is the government's practical guide for local authorities with the responsibility for managing and maintaining byways. It is an account of all legal and practical measures which might be taken to manage byways of the benefit of all users. The measures in this WBC policy broadly follow this government guidance.

**REMEDIES**

The District Council has powers to restrict the use of any public right of way, via 'traffic regulation orders' (TROs). In view of the duty of the District Council to protect the rights of all users of rights of way, is not appropriate from the outset to impose blanket restrictions, and other measures should in general be tried first.

**Exceptions to the principle would be that a traffic regulation order to restrict the use of vehicles should be used from the outset where there is evidence of either a serious**



**threat of dangerous deterioration in the surface of the right of way, or a serious threat to the local biodiversity.**

The District Council has the power to repair the damage, but care has to be taken that acting in such a reactive way does not simply move the problem in to other areas. There are measures which are in the power of the District Council to take, many of which try to prevent problems occurring in the first place, and these are suggested below.

***First priority measures:***

- Maintain the existing information boards on all restricted byways and also the cul-de-sac byway signs. This also serves to assist the police in understanding when action can be taken on site.
- Erect a 'Land Access and Recreation Association' (LARA) code of conduct board, or similar, on each byway. A more informative board may be a good idea, explaining the situation, e.g. 'if you damage this byway, this is an offence under (named legislation) and it may result in closure of the byway in the future'. Northamptonshire County Council has a policy in this respect.
- Erect signs requesting that particular classes of traffic refrain from use at times when the surface is sensitive to such use, e.g. after rain or over winter. Publicize the request amongst local user groups and the Land Access and Recreation Association (LARA). This could be extended to the system of 'Voluntary Restraint', whereby LARA will publicize the request amongst motoring groups. LARA is likely to require a commitment to future repairs from the Council, as a condition of Voluntary Restraint.
- Take steps to identify illegal users, via local knowledge, police data already in existence (e.g. from the Ridgeway policing), path wardens, liaison with responsible user groups and stakeholders, and research on web sites, e.g. vehicle club sites, where some companies organize off-roading holidays for vehicles. For example, four wheel drive groups from Germany and Holland have been seen on West Berkshire's byways.
- Consider the feasibility of employing wardens to observe use at known 'hot spots' on peak days, often Sundays.
- Consider the selective use of CCTV, e.g. to monitor use by a suspected particular offender.
- Liaise directly with motor clubs, to explain the problems and encourage supportive behaviour.
- Assess the extent of damage caused by private landowner access. Encourage landowners to use alternative non-rights of way accesses if possible, and to repair damage caused and maintain the surface. Consider any incentives which could be offered under agri-environment schemes in this respect.
- Make maximum use of neighbourhood policing, and formally approach the police with a request for increased support. Create partnerships with the police and provide help and information to assist them, as they cannot allocate resources to a 'nebulous' problem. Encourage the police to compile a specific database, so that repeat offenders can be identified. Note that a Neighbourhood Action Group is unlikely to consider a problem on a remote byway to be a priority.
- Repair and maintain byways which constitute priorities in the Rights of Way Improvement Plan. Follow repairs with temporary traffic regulation orders, if these are

needed to protect new works. Accompany each TRO with a press release and signs on site, to explaining why it has been necessary.

- In the case of all restricted byways, renovate the surfaces following a survey of works required, and immediately follow this work by the installation of 'Kent Carriage Gaps', which allow access for all users, except cars and larger, and allow private access by landowners.
- Erect accessible barriers to prevent vehicular use of non-vehicular rights of way where there is a reported problem.

***Second priority measures if the first priorities do not meet with any success:***

Seasonal or permanent traffic regulation orders (TROs) on byways may be imposed if vehicular use is damaging the environment, destroying local character or conflicting with non-vehicular users. Each TRO ought to be accompanied with signs on site, to explain why it has been necessary.

The guiding principle should be that the least restrictive option should be tried first. For instance, first of all, any restriction would be for as short a period as is necessary and should only apply to the most damaging types of users and at the most vulnerable times of year. An experimental TRO could also be used, but this would only be for a maximum of 18 months. A TRO would normally be accompanied by physical barriers.

**Note:** consideration would always be given to whether motorcycles are required to be a part of any traffic regulation order, as the damage caused by motorcycles is arguably less than that caused by four wheeled vehicles. Motorcycles tend to use the 'middle lane' between the tracks of four wheeled vehicles, and it takes many traverses to produce the same depth of rut as that produced by the four wheeled vehicles. Motorcycles often cannot use the outer ruts, as the depth interferes with the peddles. They also cannot use tracks which have been badly damaged by vehicles. Kent has used a system of 'gated access' which allows motorcycles but not four wheeled vehicles.

***Longer-term or ongoing high priorities:***

- Constantly review the approach once the efficacy of the measures, plus any policing operations, have been assessed.
- Continue to encourage people to report number plates, times and locations of vehicles causing damage.
- Produce a widely-distributed information leaflet on rights and responsibilities of vehicle users. Distribute to garages, off-roading magazines, off-roading web sites, etc.
- Continue to seek alternative sites for off-road vehicular use, which do not involve the use of public rights of way.
- Formally adopt the existing draft policy for the maintenance of rights of way used as private access to properties or land.

**Note:** There are case studies, summarized at Appendix B, showing how policing has helped to combat illegal vehicular use.

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## **APPENDIX B** **SELECTED CASE STUDIES**

### **Case studies showing how policing has helped to combat illegal vehicular use**

#### **'Operation Freedown' – Kent Police**

Operation Freedown began when, in 2002, the police responded to many complaints about off-road motorcycling. There had been no co-ordinated approach and the police called a meeting of all stakeholders. There were finite resources and it was decided to concentrate on 'hotspots' of known activity. The operation started at Freedown, and neighbourhood watch schemes, stakeholders etc. were used to identify popular times of the week. Officers with video cameras were waiting and there were prosecutions. Stakeholders were used to build up intelligence of patterns of use. There were also volunteers on the ground who reported number plates, and the police sent written notices to the owners. It transpired that many were company vehicles.

The police introduced a new code of 'nuisance motor vehicles' on the database and this also allowed for searches of patterns of use to be made.

Partnerships were also built up with local shops and newspapers. Information was given to buyers of certain types of vehicles, to inform them of responsible behaviour.

The problem, when tackled at Freedown, moved to other areas, and it became clear that more education was needed. Many vehicles came from social housing areas and clauses were inserted into tenancy agreements to prevent antisocial behaviour.

Trail riders were found, on the whole, to be responsible users: it was 'boy racers' who caused the problems.

Kent has 100 rural wardens (Kent County Council staff) – and will soon have police community wardens. Rights of way, environmental health and planning officers are also used.

#### **Bucklebury Common, West Berkshire**

Newbury police have served notices and confiscated vehicles, after observing problems with vehicular abuse of the common, first-hand. The police allocated resources to the problems following a high level of complaint from the public. Many motorbikes came from the local estates. 4 Wheel drive vehicles came from much further afield.

#### **Sussex Pathwatch (taken from a report by West Sussex County Council to the County Surveyors' Society, July 2008)**

'Sussex Pathwatch' was formed to combat motorized vehicles using public rights of way illegally in the Sussex countryside. A discussion group has been formed which comprises Sussex Police, South Downs Joint Committee, West Sussex County Council, Parish Councils, Landowners, recreation user groups and countryside organizations.

The initiative is essentially a scheme to encourage reporting of incidents, via a website or a police telephone number. Credit-card sized cards were distributed via libraries, TICs, parish councils and other local outlets.

Once incidents are reported a serial number is generated and allocated to a police officer. The officer then verifies the recorded information with the informant wherever possible. If the

registration number is recorded this will be checked on the Police National Computer (PNC). The registered owner is sent a letter informing them of the complaint, along with a T51/1 form requesting the vehicle's owner to identify the driver at the time of the incident.

The identified driver is subject to either a verbal or written warning, or a Section 59 warning (anti-social behaviour with a motor vehicle, under the Police Reform Act 2002). Notification of any action is then placed on the PNC, which alerts other officers to it. The S.59 warning lasts for 12 months and if further incidents of anti-social behaviour with a motor vehicle involving the driver occur, the vehicle will be seized. If this happens, the owner has to pay to recover the vehicle (currently £105, plus £12 for every day the vehicle remains seized). If the owner has not recovered the vehicle after 28 days, it may be crushed. The vehicle can be seized each time anti-social behaviour is reported and a new 12-month period will extend from that subsequent date.

Where there are a series of reports being generated from an area, wherever possible, Special Police Officers visit the area in an attempt to catch drivers committing a crime.

Some farmers and land managers (including Estates such as Goodwood, West Dean) have subscribed to Countrywatch, where they purchase a radio (around £200) enabling them to communicate directly with the Police and each other. These are particularly useful for warning neighbours that vehicles are travelling in their direction and to notify the Police when a crime is being committed.

The TRF has reservations about the scheme, as the public does not often understand what constitute an offence, and will report merely the presence of a vehicle. There is a value in reporting schemes, however, to help better understand patterns of use.

### ***Meetings***

Sussex Pathwatch meetings are held every four months and are open to anyone who wishes to attend. Currently they are attended by SDJC (Chair and secretariat), WSCC, Sussex Police, representatives from local parish councils, user groups (e.g. British Driving Society, British Horse Society) and other land managers (e.g. National Trust, Estates, farmers). Motoried user groups, including the TRF, the Land Access and Recreation Association (LARA) and the Green Lane Association (GLASS), initially attended meetings, but withdrew their interest. They are all still invited and sent notes of the meetings, as it is considered that they would be a valuable asset to the group.

A different venue is chosen for each meeting, hosted by a different parish council or organisation, due to the large geographical area of Chichester District. The meetings give feedback on reported incidents (which is important to make people feel that their reporting is worthwhile) and provides everyone with an opportunity to discuss problems in their areas, with the relevant organisations present to address them. The importance of continued reporting to ensure the future success of the project is also emphasised and additional publicity carried out at appropriate times.

Now the reporting system is in place the group feels that signage needs to be improved to make people aware that motor vehicles are not allowed on Restricted Byways, as all too frequently when a vehicle is approached by a member of the public or land owner the driver claims not to know he is not allowed to ride/drive there. Wooden 'no motor vehicles allowed' signs, similar in size to residential road signs, are being considered in about 10 of the worst locations. Smaller signs are being considered for wider signage, bearing in mind many of the Restricted Byways are within an Area of Outstanding Natural Beauty where signage 'clutter' needs to be kept to a minimum. Funding is currently being sought for the signs.

### **Successes/problems**

The scheme is already recording successes. Illegal motorised activity is estimated to have reduced by between 50% and 75% in Graffham Parish, one of the worst affected areas since the launch of Sussex Pathwatch. Over 150 warning letters have been sent to offenders, 30 Section 59 warnings have been issued and two prosecutions are pending. In addition to this, through the reports received, hot spots have been identified and Police Community Support Officers have subsequently been patrolling these areas, leading to a reduction in activity.

### **Examples of alternative off-road sites not involving the use or PROW**

Attention is initially drawn to the Auto Cycle Union's initiatives, see [www.acu.org.uk](http://www.acu.org.uk) / local authority support). Seek such a site via the draft Local Development Framework, planning applications, Stewardship, LEADER etc. Consider a pilot scheme in an area where the parish council is supportive. See the initiative by Berkhamstead Motor Club, which has negotiated the use of a Council 'land bank' for use as a motorcycle scrambling area, combined with other leisure use. An organization called 'Enduroland' also operates sites, at £30 per day, which can attract 100+ motorcyclists on a Sunday. Provision of such sites definitely results in a decrease of 'fun riding' on public rights of way.

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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>Local Transport Plan Supporting Strategies (Active Travel, Smarter Choices, Road Safety)</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	27 March 2014
<b>Forward Plan Ref:</b>	ID2809

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**Purpose of Report:** To gain formal approval of the Active Travel, Smarter Choices and Road Safety Strategies which support the delivery of the West Berkshire Local Transport Plan 2011-2026

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**Recommended Action:** The Executive Member for Transport (Policy) and the Executive Member for Transport (Operations) approve the LTP supporting strategies.

**Reason for decision to be taken:** The three strategies which support the delivery of the Local Transport Plan 2011-2026 have been developed through the Transport Policy Task Group and undergone a period of public consultation. The Executive Members for Transport (Policy) and Transport (Operations) have the authority to formally approve these strategies which is what is now being sought.

**Other options considered:** The different approaches to the strategies were considered at the time of their development through the Transport Policy Task Group.

**Key background documentation:** Transport Policy Task Group Papers from the following meetings:  
27<sup>th</sup> May 2011 - Draft Active Travel and Smarter Choices Strategies for consultation  
28<sup>th</sup> October 2011 - Active Travel and Smarter Choices Consultation reports and final proposed strategies  
26<sup>th</sup> July 2013 - Draft Road Safety Strategy for consultation  
22<sup>nd</sup> November 2013 - Road Safety consultation report and final proposed strategy

Portfolio Member Details	
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## Implications

- Policy:** The Active Travel, Smarter Choices and Road Safety Strategies demonstrate in more detail how the policies of the Local Transport Plan 2011-2026 will be delivered. The LTP and its policies were adopted by Full Council on 3<sup>rd</sup> March 2011.
- Financial:** The strategies will be delivered within agreed budgets each year and have been written in such a way to acknowledge the current challenging financial environment.
- Personnel:** n/a
- Legal/Procurement:** n/a
- Property:** n/a
- Risk Management:** The Council's risk management methodology is applied to major projects delivered through the strategies.

<b>Is this item relevant to equality?</b>	Please tick relevant boxes	<b>Yes</b>	<b>No</b>
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Does the policy relate to an area with known inequalities?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Outcome</b> (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at <a href="http://www.westberks.gov.uk/eia">www.westberks.gov.uk/eia</a>			<input checked="" type="checkbox"/>
Not relevant to equality			<input type="checkbox"/>

## Consultation Responses

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### Members:

**Leader of Council:** Councillor Gordon Lundie

**Overview & Scrutiny Management Commission Chairman:** Councillor Brian Bedwell - the report is noted.

**Ward Members:** All Members have been included in the consultation for each of the three supporting strategies.

**Opposition Spokesperson:** Councillor Keith Woodhams - the ID report is noted.

**Local Stakeholders:** Stakeholders for each strategy have been included in a formal consultation period and comments made have been taken on board and influenced the production of the final proposed strategies.

**Officers Consulted:** Gary Lugg, Mark Edwards, Bryan Lyttle, Chris Sperring, Mark Cole, Andrew Garratt

**Trade Union:** n/a

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	
Delays in implementation could compromise the Council's position	<input type="checkbox"/>	
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	
Report is to note only	<input type="checkbox"/>	

## Supporting Information

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### 1. Background

- 1.1 The Active Travel, Smarter Choices and Road Safety Strategies form part of the delivery of the Local Transport Plan 2011-2026. They provide information to support the delivery of the relevant key policies in the Local Transport Plan (LTP).
- 1.2 They have been developed over the first few years of the LTP delivery and have built on previous relevant strategies from the LTP covering the period 2006-2011.
- 1.3 They have been developed under the governance of the Transport Policy Task Group and are recommended for approval by the Portfolio Holders for Transport Policy and Transport Operations through this Individual Decision.
- 1.4 The rest of this report provides a brief summary of the three strategies. The full strategies can be found in the appendices.

### 2. Active Travel Strategy

- 2.1 The Active Travel Strategy (Appendix A) forms part of the delivery of the LTP Key Policy K1 on Travel Choice. It also expands on the supporting policies covering Walking (AT1), Cycling (AT2) and has a section on Equestrian activities.
- 2.2 The strategy fits closely with the Rights of Way Improvement Plan (ROWIP), taking many of the potential improvements and delivery mechanisms from the ROWIP.
- 2.3 The strategy acknowledges that walking and cycling are not always appropriate modes of travel, but for short and local journeys they can be the easiest and quickest way to travel.
- 2.4 The Active Travel Strategy aims to improve facilities and provide incentives and encouragements to make walking and cycling as easy as possible.
- 2.5 Walking - The Rights of Way Improvement Plan forms part of the delivery mechanism for this section, looking specifically at the rights of way network. Encouragement of the use of more urban walking routes is included to help promote walking for short journeys. New and improved walking routes associated with new developments are also important for encouraging active travel.
- 2.6 Cycling - This section has been developed with help from members of the West Berkshire Cycle Forum. It looks at the current situation for cycling and how this can be improved through improvements in infrastructure and promotion and marketing.
- 2.7 Equestrians - This section focuses on the leisure aspects of horse riding, rather than as a specific mode of travel, and has been developed in consultation with local representatives of the British Horse Society. Equestrians have often been overlooked as a mode of transport, even for leisure purposes and this chapter aims to look at existing facilities and how these could be improved.
- 2.8 Although there is no specific equestrian policy within the LTP, it is included in the LDF core strategy (Policy CS13). Within the LTP there is specific reference to equestrian activities under the Health and Leisure policy (LTP K14) and the Road Safety Policy (LTP K8).

### 3. Smarter Choices Strategy

- 3.1 The Smarter Choices Strategy can be found at Appendix B. The term 'Smarter Choices' covers a wide range of topics, which in this case are being taken to mean measures which reduce the reliance on single occupancy vehicle use, or reduce the impact of travel on the environment.
- 3.2 There are strong links between the Smarter Choices and Active Travel Strategies, as many of the measures required through travel planning do also encourage walking and cycling, especially for local journeys.
- 3.3 As well as the Smarter Choices Strategy forming part of the delivery of the LTP Key Policy K1 on Travel Choice, it also covers the details relating to the following supporting policies from the Local Transport Plan: Travel Planning (SC1), Car Sharing and Car Clubs (SC2), New Technology (SC3) and Branding, Marketing and Promotion (SC4).
- 3.4 **Travel Planning** - There are a number of different types of travel planning, Workplaces, Residential, Schools and Personal, all of which look at ways to encourage and incentivise the use of walking, cycling and public transport for local and regular journeys. Travel Planning aims to work with those who could change their habits to more sustainable modes of travel, therefore reducing congestion and making journeys easier for those who do need to use a car for their journey.
- (1) **Workplace travel plans** work with businesses to provide encouragement to staff to reduce their reliance on single occupancy car use. Incentives include dedicated car share spaces, cycle parking, discounted public transport tickets. There are financial benefits to both the individual and business in reducing the reliance on individual car travel to work.
  - (2) **Residential travel plans** work with residents of new developments (usually large scale developments), to encourage them to consider alternatives to the car for local and everyday journeys. Incentives can include cycle training and discounted public transport tickets for a given period of time. A big life event such as moving house is a good time for people to think about how they travel around and try something alternative to the car for appropriate journeys.
  - (3) **School Travel Plans** work with pupils and staff in educational establishments to encourage walking and cycling to school, and reduce car use to reduce traffic outside schools and make the area outside school safer for those walking or cycling. Incentives can include reward schemes and new good quality cycle parking. All schools in West Berkshire have a school travel plan, but work on implementing and updating these to reflect the current situation is important to continue to see the benefits seen since School Travel Plans were introduced in 2004.
  - (4) **Personalised Travel Planning** is a relatively new development in travel planning, and has been shown to be very successful at changing individual travel habits. Personalised travel planning involves discussions with individuals about their current travel habits, how they

would like to travel and what the barriers are to using these modes. Individuals taking part are then provided with information and incentives to help and encourage them to, where appropriate, change their travel habits for more active / sustainable modes of travel.

3.5 **Car Sharing and Car Clubs** - Car sharing and Car Clubs offer alternative ways of using a car which reduce reliance on car use, but still enable people to have use of a car.

- (1) **Car Sharing** is a principle where 2 or more people from different households share a car for a common journey. The benefits of Car sharing include reduced fuel and car running costs due to sharing the driving. This is particularly relevant for the journey to work or school. Area-wide or district-wide car sharing schemes run in a number of local authorities and businesses helping to match people willing to car share. A key measure for this will be to investigate the feasibility of a district wide car sharing scheme, potentially working with local businesses to get the best benefit of matching potential car sharers for the journey to work, therefore reducing congestion.
- (2) **Car clubs** reduce the need for people to own a car themselves by providing a book-able car which can be used whenever a car is needed. Bookings can be made in advance or at just a few minutes' notice. The benefits of a car club are the reduced costs associated with running and owning a car. Car Clubs are becoming more common particularly with new large scale residential developments. The Newbury Racecourse development have a car club included in their S106 agreement, and the Council is working with the developer to set up a car club system which will have a wider impact across central Newbury and possibly wider in the future.

3.6 **New and Alternative Technology** - The LTP identifies that the Council are keen to explore new and alternative technologies that will reduce the impact of the car, and to help reduce the need to travel.

3.7 This section of the strategy outlines how the Council will be open to new ideas as they are developed. Areas of particular interest are highlighted as:

- Alternative fuel technology (Electric, Hybrid and Hydrogen vehicles)
- Development and wider availability of high speed broadband to facilitate working from home and online shopping
- Development of smart ticketing (eg. Oyster cards)

The policy and chapter leave opportunities for future developments in technology to be investigated for use in West Berkshire.

3.8 **Branding, Marketing and Promotion** - To make the most of the alternative modes of travel available to people they need to be made aware of how they can access them. West Berkshire Council currently has a number of outlets for advertising what it does in relation to transport and travel options. The branding and marketing policy, and therefore, this section of the strategy looks at how a district wide



approach to branding, marketing and promotion could be developed. This would be developed within the Council's corporate standards for branding.

- 3.9 Included in this is the investigation into the feasibility of focus years, such as the year of cycling delivered in 2012. These year long events aim to encourage people to try out and investigate alternative modes of travel, particularly for short and local journeys.

#### **4. Road Safety Strategy**

- 4.1 The focus of the Road Safety Strategy (Appendix C) is very much on seeking continued improvements to Road Safety and in keeping casualty numbers low. The strategy recognises the challenges of sustaining the Council's road safety successes whilst at the same time being mindful of its current financial pressures.
- 4.2 The Strategy covers one key policy from the Local Transport Plan which is LTP K8 on Road Safety.
- 4.3 The first two chapters of the Strategy set the scene for the document in terms of outlining the Council's role in promoting road safety, including its statutory responsibilities as the local highway authority. This also includes looking at the national and local policy context for the strategy, including how it relates to the DfT's Strategic Framework for Road Safety published in 2011.
- 4.4 The document then outlines the Council's past performance compared to the former national 2010 casualty reduction targets. This is followed by a review of current performance in relation to collision and casualty data, which outlines the latest available figures (generally for 2012) and looks at trends over the course of the last ten years. Where applicable, performance is benchmarked against Berkshire as a whole and other neighbouring local authorities.
- 4.5 Chapter 5 then looks at how road safety in West Berkshire will be improved during the lifetime of the strategy, and outlines the various measures and initiatives that will be undertaken in order to achieve this.
- 4.6 This follows the traditional 4E's approach to tackling road safety, which, considering the Council's past performance, is proven to successfully reduce the number of collisions and casualties.
- 4.7 The 4E's approach involves
- (1) Engineering - physical measures to improve safety (e.g. Traffic calming, Vehicle Activated Signs, pedestrian crossings etc.)
  - (2) Education - education, training, and publicity programme co-ordinated by the Road Safety Team (e.g. Bikeability cycle training, young rider and older driver refresher courses)
  - (3) Enforcement - Police enforcement of road traffic violations and Speed Management Strategy (e.g. addressing community concerns through the Speed Intervention Programme)
  - (4) Evaluation - including annual review of casualty data to determine continued downward trend in accident statistics

## **5. Resources**

- 5.1 The projects and schemes that are required to deliver the three supporting strategies are all linked in with the development of the Council's Capital Programme and LTP Implementation Plan which is aligned to individual team budgets.

## **6. Equalities Impact Assessment Outcomes**

- 6.1 The Local Transport Plan (2011-2026) was subject to an Equalities Impact Assessment. It showed that its policies should only have positive effects on equality.
- 6.2 In order that these positive elements within the overall framework are translated to the detailed level of the strategies each of the three supporting strategies has also had a stage one assessment carried out. These assessments are included in Appendix D.

## **7. Conclusion**

- 7.1 The three strategies which support the delivery of the Local Transport Plan 2011-2026 have been developed through the Transport Policy Task Group and each undergone a period of public consultation. Comments made as part of these consultations have been addressed and changes made to the strategies, where appropriate, under the guidance of the Transport Policy Task Group.
- 7.2 The Executive Members for Transport (Policy) and Transport (Operations) have the authority to formally approve these strategies which is what is now being sought.
- 7.3 The Transport Policy Task Group has agreed that each of the strategies should be refreshed every 6 years or when there is a significant change (nationally or locally) that affects them. The overall Local Transport Plan will also be refreshed every 6 years. The first updates are therefore due in 2017 and these will include the LTP, the Active Travel and the Smarter Choices Strategies.
- 7.4 It is recommended that the Executive Member for Transport (Policy) and the Executive Member for Transport (Operations) approve the three supporting strategies (Active Travel, Smarter Choices and Road Safety) found in the appendices of this report.

## **Appendices**

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- Appendix A – Active Travel Strategy  
Appendix B – Smarter Choices Strategy  
Appendix C – Road Safety Strategy  
Appendix D – Equalities Impact Assessments

# Local Transport Plan 2011-2026

## Active Travel Strategy



## Contents Page

1	What is Active Travel	2
1.1	Active Travel and links to the Local Transport Plan	2
1.2	The potential for Active Travel	3
1.3	Barriers to Active Travel	3
1.4	Links to other documents	4
1.5	Strategy Outline	4
2	Walking	5
2.1	Benefits of walking	5
2.2	Current condition of walking in West Berkshire	5
2.3	Improving walking opportunities across the District	8
2.4	Targets and Monitoring	10
3	Cycling	11
3.1	Benefits of cycling	11
3.2	Current condition of Cycling in West Berkshire	11
3.3	Improving Cycling opportunities across the District	15
3.4	Targets and Monitoring	18
4	Equestrian Activities	20
4.1	Benefits of equestrian activities	20
4.2	Current condition of equestrian activities in West Berkshire	21
4.3	Improving equestrian activities across the district	22
4.4	Targets and Monitoring	23
5	Monitoring of the Active Travel Strategy	25
5.1	Summary of Targets	25
5.2	Monitoring and Indicators	25
	Appendix 1 – Strategic cycle routes	26
	Appendix 2 – Cycle monitoring locations	29

# 1 What is Active Travel

Active Travel is the term given to any mode of travel which involves a degree of physical activity. This includes Walking and Cycling, and in West Berkshire Equestrian activities.

The national Active Travel Strategy published in February 2010 has three main aims to:

- Promote better public health and well-being by increasing levels of physical activity, particularly among the most inactive people in our society
- Increase accessibility and reduce congestion
- Improve air quality and reduce carbon emissions

The UK has one of the lowest levels of walking and cycling in Europe, although there is huge potential to increase the levels, as shown by the Cycling demonstration towns<sup>1</sup>.

## 1.1 Active Travel and links to the Local Transport Plan

The Local Transport Plan has a vision to “Deliver effective transport solutions for all by increasing choice and minimising congestion.” Within this vision is there is the desire to improve facilities and opportunities for Active Travel and well as increase the number of people undertaking active travel as part of their everyday routine.

As part of increasing Travel Choice the LTP has a walking (AT1) and a cycling (AT2) policy. It also highlights horse riding which, in many parts of the District, is a significant leisure activity. The Health and Leisure policy (LTP K14) discusses the need for the maintenance, promotion and improvement of the Rights of Way Network and other routes for horse riding, walking and cycling and also links to promoting the health benefits of active travel. This Active Travel strategy outlines what West Berkshire Council will do to deliver these policies and promote travel choice. Active travel also has a positive knock-on effect on many of the other policies included within the LTP such as Minimising congestion (LTP K2), Accessibility (LTP K2/3), Carbon Reduction (LTP K5), Air Quality (LTP K6), Road Safety (LTP K8) and School Travel (LTP K10).

Delivery of the Active Travel Strategy will be through a number of mechanisms. The Implementation Plan for the LTP brings together the key elements of delivery within its Active Travel table. Delivery is also supported through the Rights of Way Improvement Plan, travel plans for schools and workplaces, the work of the West Berkshire Cycle Forum and that of other partners working in the District such as the NHS (Berkshire West).

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<sup>1</sup> DfT, 2010, ‘Making a Cycling Town: a compilation of practitioners’ experience from the Cycling Demonstration Towns Programme 2005-2009’

## **1.2 The potential for Active Travel**

Walking and cycling, and to a certain extent horse riding, have a number of benefits. These include:

- Improving health and well-being, by encouraging people to include physical activity as part of their everyday routine
- Improving access to jobs and services
- Reducing emissions and supporting climate change targets
- Improving local air quality
- Reducing congestion and improving road safety for pedestrians, cyclists and horse riders.
- Promoting enhanced mobility and independence for vulnerable groups

Walking and cycling are not suitable for all journeys, but are very effective modes of travel for local journeys and those journeys under 5 miles.

Whilst Horse riding is currently infrequently used for utility travel, horse riding and equestrian activities make a significant contribution to the national and local economy. Horse riding provides access to the countryside, both for riders and the horses themselves who need to be ridden out (known as Hacking) as part of their training and fitness programmes.

## **1.3 Barriers to Active Travel**

There are a number of barriers to people walking, cycling and hacking more. There can be physical barriers as well as personal ones.

Physical barriers include factors such as location, topography and design. For example, a workplace destination might be located on an edge of town site and be considered too far to walk or cycle to from main residential areas or transport hubs. Or another destination may be located on a busy main road where crossing facilities are scarce. Often destinations have ample car parking, but a lack of facilities for securely parking a bike or enabling people to take a shower after their journey. Poorly maintained, incomplete or narrow pavements or cycle lanes can also be a barrier to people walking or cycling. With small levels of investment it is possible to improve the physical environment to facilitate increases in walking and cycling, by removing or overcoming these barriers.

Personal barriers can be more difficult to reduce as they are often due to habit and personal perception. Over estimating the distance, difficulty or time involved can prevent people from walking or cycling. For cycling, confidence can be a big factor preventing adults, and some children, from cycling. Personal security concerns can also be an issue, especially when being out in the dark is necessary.

In order to improve levels of walking and cycling these barriers need to be overcome either through physical engineering works, or through education and encouragement.

Barriers associated with horse riding in the countryside (hacking out) are mainly suitability and linking of routes and safety while using the road network. The confidence to ride out is mainly affected by the concerns around safety. Overcoming these barriers will need a site-specific approach to be taken with the equestrian community to address physical improvements on routes and connectivity of routes to improve safety. Campaigns to raise awareness and educate drivers in areas where there are safety concerns will also assist in building confidence.

## **1.4 Links to other documents**

### **1.4.1 Rights Of Way Improvement Plan (ROWIP)**

The Rights of Way Improvement Plan has a vision to “enhance the opportunities for society, and its environment, to benefit at all levels from the public access network in West Berkshire”.

Public rights of way include public footpaths, bridleways, restricted byways and byways. Although cycle tracks can form part of the public access network they are considered part of the road network rather than the public access network.

### **1.4.2 Local Development Framework (LDF) (Core Strategy) – Transport Policy (CS 13)**

Improving travel choice is key when working towards modal shift away from single occupancy car use in favour of more sustainable travel (walking, cycling, bus, rail, car sharing). There is a focus on sustainable travel within and between main urban areas and rural service centres of West Berkshire to help facilitate regular journeys to work or education.

Reducing the need to travel reflects a desire for people to be able to live in places where there are local facilities and services, but also reflects the changing nature of technology and how this can facilitate working from home and access to services through the internet.

### **1.4.3 Strategic Environmental Assessment (SEA)**

A Strategic Environmental Assessment is required to be undertaken for key plans and strategies. The Local Transport Plan (which this Active Travel Strategy supports) has undergone a detailed SEA. Active Travel promotes sustainable modes of travel and aims to work with the environment, therefore the policies relating to Active Travel come out strongly within the SEA.

## **1.5 Strategy Outline**

Walking and Cycling are the main modes of travel which make up Active Travel, and, along with equestrian activities, they form an important leisure and business activity in West Berkshire. These topics will be dealt with in individual chapters. Each chapter will outline the importance of the mode of travel, outline the current position of that mode within West Berkshire and finally outline the approach to be taken to achieve delivery of the relevant LTP policy, along with the monitoring required to measure progress.

## 2 Walking

Walking is a key mode of transport within West Berkshire. It is the most sustainable form of transport making a major contribution to improving accessibility, air quality and reducing congestion when it is used as an alternative to the car as well as being free and requiring no specialist equipment. Walking is also an important mode of travel for certain demographic groups, such as the young or older people.

Walking also has a positive effect on personal health and well being, especially when people take part in this physical activity as part of their everyday routine.

As walking requires no specialised equipment almost the entire population could use this mode of travel for accessing key services and facilities such as work, school and leisure (given suitable locations and travel distances).

Acceptable walking distances have been devised by CIHT<sup>2</sup>. The distance a person can walk obviously varies depending on a number of factors including physical fitness and ability, availability of alternatives and carrying requirements. Table 2-1 sets out acceptable walking distances for pedestrians, without a disability that affects their ability to walk.

	Town Centres	Commuting / School	Elsewhere
Desired	200m	500m	400m
Preferred	400m	1000m	800m
Preferred maximum	800m	2000m	1200m

### 2.1 Benefits of walking

There are many benefits of walking. It is completely free and requires no specialist equipment, meaning that the majority of people can participate. Other benefits include economic impacts through contributing to addressing congestion and reducing personal fuel or transport costs, improving accessibility and improving health and well being through increased physical activity.

### 2.2 Current condition of walking in West Berkshire

In West Berkshire there are a number of initiatives already in place to promote and encourage walking.

#### 2.2.1 Walking to School

The proportion of pupils walking to school has been increasing each year from 2004 to 2010 and has remained at over 47% or over since 2009 (figure 2-1). In 2006 walking overtook car use as the primary mode of travel to school.

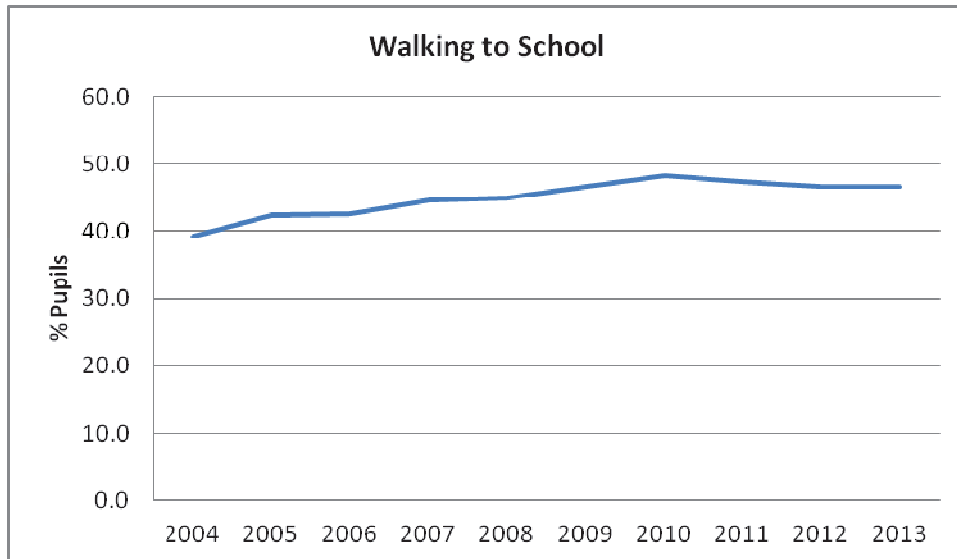
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<sup>2</sup> Chartered Institute of Highways and Transportation



Scotting has become an increasingly popular mode of travel to school, with many infant aged pupils (aged 4-7) choosing to scoot rather than walk. For the purposes of collecting information scotting is included with walking.

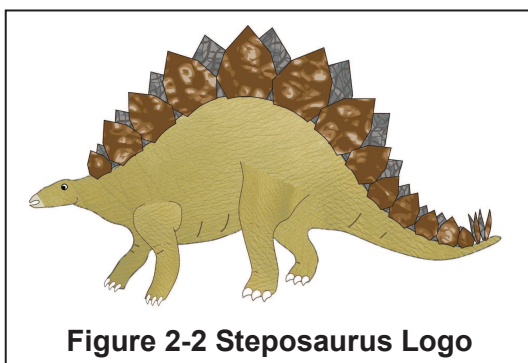
**Figure 2-1 - Percentage pupils walking to school**



### Walk to School Reward Schemes

As part of School Travel Plans, and to promote walking to school, schools can offer reward schemes to encourage walking to school.

The reward schemes developed in West Berkshire are 'Steposaurus' aimed at the under 5s, and 'Go Kinetic' aimed at Primary Schools. Both schemes provide pupils with a passport on which their walking journeys are recorded with a sticker or a stamp. At set numbers of walks to school (e.g. achieving 15, 25, 35 and 50 sustainable journeys) pupils are rewarded with hi-vis zip tags, pencils and free activity sessions from a local leisure centre.



Approximately 30 schools are participating in Go Kinetic at any one time, and both WBC Nursery schools are running Steposaurus with other nurseries and children's centres interested in running the scheme. Currently WBC do not have a secondary school specific walking reward scheme although a scheme has been piloted in one school and another school is running the national

WOW (Walk once a Week) scheme developed by the charity Living Streets with their year 7s.

Research into the impact of Go Kinetic shows that walking reward schemes are very successful at encouraging walking to school, with 18% of children walking to school doing so because of the scheme. The reasons for walking to school vary, with pupils wanting to collect the rewards and parents enjoying the health benefits walking to school gives them and their children. Schools see the benefits of reduced congestion outside the school gates and pupils being more alert when they arrive at school.

### Walking Buses

Several schools in West Berkshire run walking buses. Children are dropped off by parents at a designated location and then they are walked to school by volunteer parents.

**Figure 2-4 Walking Bus**



### Park and Stride

Park and stride is an initiative used by many schools to reduce congestion outside school and encourage pupils and parents who live too far away from school to walk the whole way to school to walk some of the way. A site is set for parents to park, usually a village hall or pub car park, and then walk their children to school.

## 2.2.2 Public Rights of Way

The Rights of Way Improvement Plan was adopted in May 2010 and sets out how the rights of way network will be maintained to meet the present and future needs of the public both for accessing services and facilities and for leisure and recreation purposes. The ROWIP also assesses the accessibility of the ROW network to blind or partially-sighted people and others with mobility problems. The ROWIP vision is 'To enhance the opportunities for society, and its environment, to benefit at all levels from the public access network in West Berkshire.'

Currently there are 1178 km (732 miles) of public rights of way in West Berkshire, forming both rural and urban networks.

**Table 2-2 Make up of Rights of Way Network in West Berkshire**

61% public footpaths
17% public bridleways
8% restricted byways
14% byways open to all traffic

## 2.2.3 Health walks (Public Health led)

The 'Walking the Way to Health Initiative' enables people to explore the countryside while benefiting their health and making new friends. All walks are led and levels range from a general stroll to longer walks ensuring there is a walk to suit everyone. People are encouraged to participate to help improve

their health but also as a stepping stone to changing travel habits to incorporate walking for short every day journeys rather than using the car.

#### **2.2.4 Pedestrianisation**

Newbury Town Centre's pedestrianised zone (Northbrook Street) currently operates between 10am and 5pm. Between these times Northbrook Street is only open to pedestrians and cyclists, with buses using Parkway.

#### **2.2.5 Travel Planning**

In addition to school travel plans West Berkshire Council requires businesses and large residential developments to submit a travel plan as part of their application for planning permission. These travel plans include measures to promote walking to work, or for short local journeys. Travel Plans have other benefits for both the businesses community and for individuals.

**Figure 2-5 Newbury Town Centre pedestrianization zone**



The opportunities for walking vary depending on the area within the District. The two urban areas (Newbury and Thatcham and The Eastern Area) have great opportunities which are not at present in the AONB and the East Kennet Valley due to the more rural nature of these areas. This does not mean that walking is not possible; there are just different focuses that can and should be taken. In the rural areas walking for leisure purposes is more likely than walking as part of the daily commute. Despite these differences promoting and encouraging walking is still important in all areas of the District.

### **2.3 Improving walking opportunities across the District**

The walking policy set out in the LTP is given below. This aims to encourage walking as a mode of travel particularly for local journeys.

**Figure 2-6 LTP Walking Policy**

**Policy LTP SC1**

**WALKING**

**The Council will work towards increasing the use of walking as a mode of travel for local journeys and as a means of accessing other sustainable travel modes for longer journeys. To achieve this, the Council will focus on the following:**

- i. Maintaining and, where possible, improving the condition of footways and pedestrian crossings.**
- ii. Facilitating safe and prioritised pedestrian access to key destinations**
- iii. Delivering the Rights of Way Improvement Plan and improving the links between public rights of way and local networks of footways**
- iv. Promoting the benefits of walking for health and well being.**

To encourage more people to walk, a number of footway and rights of way schemes (improvement and maintenance) are included in the LTP implementation plan and within the Council's capital programme. There will also be other projects and initiatives that will be aimed at increasing walking levels and improving health in West Berkshire. These are also detailed in the Active Travel section of the LTP Implementation Plan (appendix 1 shows the first three years of the Active Travel section from the LTP IP).

New development can play a part in influencing how people travel. If housing (and other development) is located within easy walking distances of key facilities people will be more likely to walk to those facilities. The Local Development Framework Core Strategy and associated Development Plan Documents (DPDs) will help to ensure that walking distances are considered as part of accessibility and sustainability considerations when planning permission is granted.

The Smarter Choices Strategy will help to support the promotion of walking by setting out how Travel Planning will be delivered in West Berkshire. Travel Planning forms an important part of promoting and encouraging walking, by providing sticks and carrots to business, schools and individuals.

When accessibility is being considered preferred walking distances should be rather than maximum walking distances. Maximum walking distances are only likely to be walked by those who already walk regularly; where as preferred walking distances are likely to be acceptable distances to most people even if they do not usually walk. This needs to be considered when new development is planned, both residential and business/retail development.

## 2.4 Targets and Monitoring

### 2.4.1 Targets

Targets have been set to help monitor the progress of the Active Travel Strategy. They will take into account levels of resources and funding available for delivery and will be reviewed on a regular basis to ensure they are still appropriate.

AT1.1	To increase walking to school from 48% (2010) to 55% by 2016.
AT1.2	Complete 5 projects per year that increase the length and / or quality of the ROW network / footways

### 2.4.2 Monitoring

#### Walking to School

Walking to school is monitored by the Annual School Travel Survey.<sup>3</sup> This provides an annual figure of how many pupils are walking to school, as well as how many pupils would like to be walking to school.

#### Rights of Way Network

As part of the Rights of Way Improvement Plan the length and quality of the rights of way network is monitored.

#### Travel Plans

Businesses report on general levels of walking through their travel plan monitoring and reviews.

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<sup>3</sup> Carried out during the first week of the summer term. All schools participate by carrying out a 'Hands Up' survey during registration and returning it to the Council.

### 3 Cycling

Cycling has positive economic and social impacts, as well as improving accessibility, by providing a choice of mode of travel, improving road safety, air quality and congestion by reducing the number of cars on the road. Cycling can also benefit personal health and well being through increasing levels of physical activity.

West Berkshire Council aims to provide improved cycle links between where people live, work, socialise and receive education to make cycling a realistic option for people.

The West Berkshire Cycle Forum, made up of members of local cycling campaign/interest groups, has played an important part in the development of this strategy and the cycling policy.

#### 3.1 Benefits of cycling

Cycling has many benefits. It is free and, although some specialist equipment is needed, this can be a much lower cost measure than other modes of transport, and requires minimal ongoing costs. Cycling can cover distances much quicker than walking and the majority of people can participate, especially with cycle training. Other benefits include economic impacts through contributing to addressing congestion and reducing personal fuel or transport costs, improving accessibility and improving health and well being through increased physical activity.

For children, learning to ride a bike can help to increase independence and reduce reliance on parents for lifts everywhere. In turn this can help to promote social inclusion and reduce child poverty.

#### 3.2 Current condition of Cycling in West Berkshire

##### 3.2.1 West Berkshire Cycle Forum

The West Berkshire cycle forum meets four times a year to discuss cycling issues across the District. The forum is made up of council officers, WBC cycling champion and members of local cycle campaign groups and businesses with an interest in promoting cycling.

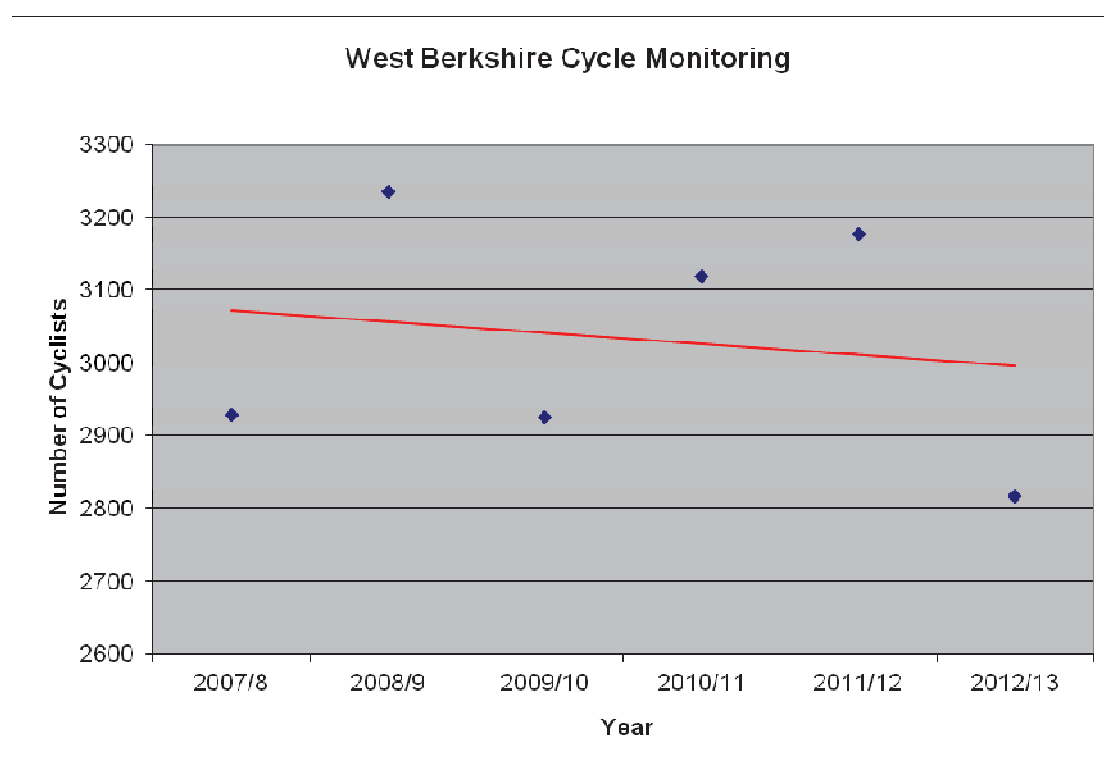
Figure 3-1 Cycle Forum logo



### 3.2.2 Cycle monitoring

Cycle monitoring is carried out in West Berkshire on an annual basis taking a snap-shot three times a year (June, October, and February). The results shown in figure 3-2 demonstrate that the figures have varied between approximately 2800 and 3200 over the 6 year period. This can often be due to weather conditions and better ways of monitoring trends are being considered by the Cycle Forum. The impact of the weather highlights the need to facilitate cycling in all weather by encouraging businesses and workplaces to provide covered cycle parking, lockers and changing facilities, including showers for staff.

Figure 3-2 West Berkshire Cycle Monitoring Results

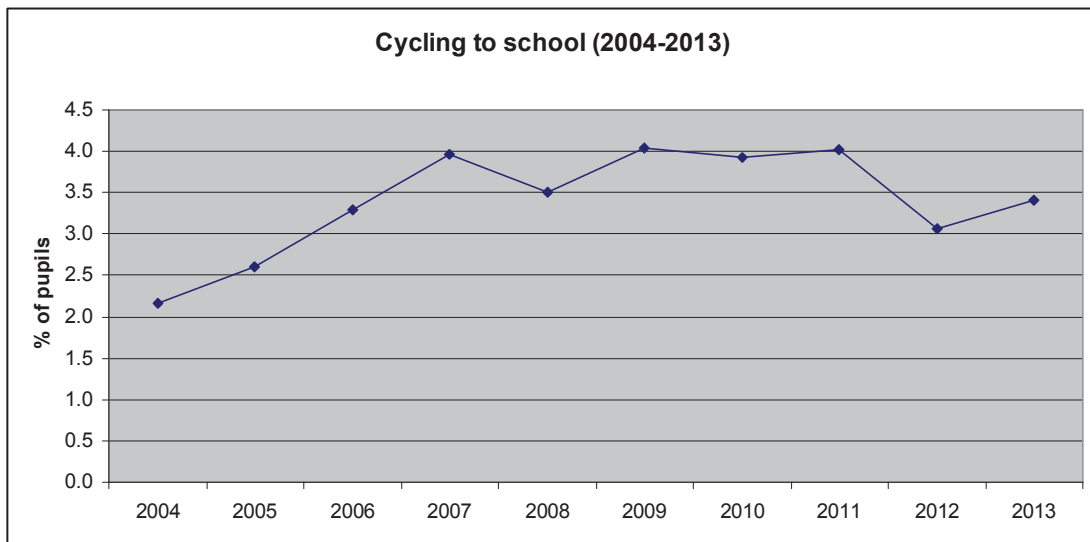


### 3.2.3 Cycling to school

The proportion of pupils cycling to school (see figure 3-3) increased from 2004 through to 2007 and then remained at about 4% through to 2011. After 2011 the cycling figures have dropped despite cycle training continuing. Projects are underway to try and encourage the pupils to put their cycle training into practice immediately after their courses and also to try and address the parental fear around allowing pupils to cycle to school. These projects (Bikeability Challenge and Adult Cycle Training) along with promoting the reward schemes such as Go Kinetic and Steposaurus (mentioned in section 2.2.1) aim to increase cycling levels for the school journey.

Schools that completed their School Travel Plans prior to April 2009 received a grant from the government to help with the purchase of equipment or facilities to help implement their STP. Many Schools used this money to purchase new cycle storage, which also helps to facilitate a greater number of children cycling to school.

**Figure 3-3 Percentage of pupils cycling to school**



**Figure 3-4 Young people completing cycle training courses**





## Cycle training

Cycle training is available to pupils once they are 10 years old. Until 2007 West Berkshire ran its own cycling proficiency scheme. In 2007 the Council successfully applied for a grant to pilot 'Bikeability', the new national standard cycle training scheme. Numbers for completing cycle training courses increased through to 2010 but have dipped since then and levelled off (see Figure 3-4). The challenge is to get into the schools and fit within their busy timetable.

### WBC Training Scheme

This is delivered to pupils who are 10 and older (or will be 10 during the academic year) with most schools opting to offer the training to their year 6 pupils. Trained volunteers work with individual schools, usually a school where they have a connection, such as having a pupil in the school. Training begins in the school playground to build confidence before progressing on to a quiet junction to practice the skills needed to ride on the road. Pupils take a short written as well as practical test at the end of the training and receive a WBC cycle training scheme badge if they pass.

### Go Ride

In 2010 'Go Ride' was launched as an off-road fun cycle training scheme developed by British Cycling. The scheme is aimed at year 3 and 4 pupils. The aim of it is to develop cycling skills in a fun and exciting way. It promotes cycling as a sport, but also develops skills key for progressing on to on-road cycling. Some schools are interested in using the Go Ride scheme in their physical education lessons and are seeking to train staff accordingly. Teachers are currently being trained ready to deliver Go Ride, although the uptake from schools has been slow.

### Bikeability

Bikeability was developed by Cycling England to replace the cycling proficiency test. The scheme is designed to provide pupils with government approved, national standard cycle training. There are 3 different levels of Bikeability. Level 1 covers off-road confidence building and bike handling skills. Level 2 covers the essential skills needed for making cycling trips in today's road conditions which is the level aimed at year 5 and 6 pupils. Level 3 is aimed at those pupils who have achieved level 2 and would like to continue developing their skills. This is an area which West Berkshire Council would like to develop further. Bikeability is also used to deliver the cycle training on school holiday courses. These courses

Figure 3-5 Bikeability Cycle Training



are run for children and young people who may have missed out on the course run by their school. As the training is national standard those offering the training are national standard trained instructors, who then register as Bikeability instructors. Since the first successful grant bid in 2007 West Berkshire Council has continued to be successful in bidding for funding to continue running Bikeability.

### **3.2.4 Cycle routes/cycle parking**

Infrastructure improvements have mainly focused on improving links within the urban areas of the District. The A4 route has received particular investment especially linking Newbury and Thatcham. Another important infrastructure improvement is the provision of cycle parking in key locations.

An important development in 2008 was the publication of cycle parking guidance for West Berkshire. This was developed to provide guidance for developers and businesses on providing cycle parking facilities for staff, visitors and residents. As part of the development of the LTP for 2011-2026 and this Active Travel Strategy, this guidance has been updated to include motorcycles as well as bicycles.

### **3.3 Improving Cycling opportunities across the District**

The cycling policy set out in the LTP is given below. This aims to encourage cycling as a mode of travel particularly for local journeys.

#### **Policy LTP SC2**

##### **CYCLING**

**The Council, in partnership with West Berkshire Cycle Forum, will work towards increasing cycling in West Berkshire. To achieve this, the Council will focus on the following:**

- i. Establishing, improving and promoting a network of routes (strategic, local and recreational) for cycling.**
- ii. Ensuring that all new developments make cycling at least as desirable as any other transport mode choice by connecting with the local network where possible and following the West Berkshire Council Cycling Guidance.**
- iii. Ensuring that Children, Young People and Adults are equipped with the knowledge, skills and training to cycle more often.**
- iv. Promoting the benefits of cycling for health and well being.**

Given the unique mix of areas that exist in West Berkshire, a 'one size fits all' approach for improving cycling is not appropriate. Priorities for each area need to be and are different. Improvements can be in the form of cycle specific infrastructure, or through provision of information or signage.

In urban areas improvements will be to provide links to work, education and retail, where as in rural areas links will be mainly for leisure purposes, with some localised routes and improvements within villages to facilitate access to local services.

The Cycle Forum was asked to prioritise areas of cycling improvements/work for the first phase of implementation for this strategy. These areas in the order of priority are shown below in Table 3-2.

1	Cycle Training
2	Cycle Parking (particularly at Railway Stations and Local Centres)
3	Route extension and Improvement
4	Travel Plans
5	Publicity and Marketing
6	Other... (WBC Cycling officer, Reduced speed limits, provision of off-road cycle corridors)

### **3.3.1 Cycle Training**

Cycle training is seen as a vital way of increasing levels of cycling across the District. West Berkshire Council offer a range of different training courses for children and young people to improve confidence and skills while riding a bike. These are described in section 3.2.4.

An area of cycle training West Berkshire Council would like to develop is that of Adult cycle training. For many adults they rode a bike as a child but have not been on one since. Training aimed specifically at adults would work with those who want to get back to riding a bike to build confidence and remember the skills they once knew. Training would also be available to adults who have never learnt to ride a bike but would like to start riding.

West Berkshire Council have been awarded a Bikeability grant since 2007 enabling pupils to be trained. Indications are that this funding will continue but without this grant West Berkshire Council would be unable to offer National Standard Bikeability training.

There is potential to develop cycle training for adults. National Standard cycle training (Bikeability) is suitable for both children and adults, although usually adult training is delivered on a 1-2-1 basis.

Cycle training will be further considered in the Road Safety Strategy.

### **3.3.2 Cycle Parking**

The provision of cycle parking can be an important factor which encourages people to cycle. Particular key locations were identified by the Cycle Forum as Rail Stations and Local Centres. West Berkshire Council have published guidance on providing cycle parking for new development. This guidance requires that Sheffield stands are used; stands are covered and, for long term parking, are secure.

**Figure 3-4 Cycle Parking in Newbury Town Centre**



### **3.3.3 Cycle Routes**

A combination of Strategic, Local and Recreational routes will continue to be developed. This could include signage or infrastructure provision.

- Strategic routes - linking employment sites, schools and key local facilities, where cycling is a realistic option for the journey. These could be off or on road, and could use the PROW network where appropriate.
- Local routes – within urban areas and villages, providing links between where people live to local facilities. These could be off or on road and could use the PROW network where appropriate.
- Recreational routes – mixture of rural roads and PROW for recreational cycling.

A map (in appendix 1) shows the desired cycle links prioritised into short (priority 1), medium (priority 2) and long term (priority 3) for delivery. The map shows the desire to provide links between locations rather than showing specific routes. The deliverability of the desired routes has not been considered in all cases at this stage; therefore, some routes may not be deliverable in part. This will be considered through and planned through the LTP Implementation Plan. Where the PROW network is used, routes may need to be upgraded to facilitate cycling.

Although many of the routes provide links into and between the main urban areas in the District, it is important that rural cycle links are also improved as this can help to improve accessibility to the services that may be offered within the villages. It can also provide children and young people with independence and freedom that they may otherwise not have.

### 3.3.4 Year of Cycling

2012 was a year of cycling run and organised by the West Berkshire Cycle Forum, to tie in with the Olympics. During this year events and promotions were organised to encourage people to start cycling more, and to get more physically active.

One promotional event was held each month. Events included family bike rides, cycle maintenance courses, adult cycle training, advice days and inter school competitions (through the Go Ride cycle training programme).

Each event provided those attending with skills, advice and confidence to get on their bike and cycle more often for whatever purpose was most relevant to them – commuting, leisure or to improve their health.

## 3.4 Targets and Monitoring

### 3.4.1 Targets

Targets have been set to help monitor the progress of the Active Travel Strategy. They will take into account levels of resources and funding available for delivery and will be reviewed on a regular basis to ensure they are still appropriate.

AT2.1	To increase 2010 levels of cycling by 10% by 2016
AT2.2	To increase cycling to primary school from 4% (2010) to 6% by 2016
AT2.3	To increase cycling to secondary school from 4% (2010) to 7% by 2016.
AT2.4	To increase the number of pupils receiving cycle training each year to reach 2000 pupils trained to level 2 in 2014/15

### **3.4.2 Monitoring**

#### **Annual Monitoring**

Cycle monitoring is carried out in a number of ways. As described in 3.2.2, the West Berkshire cycle count takes place three times a year (June, October and February) with the results averaged to give an annual figure for cycling. The sites where the monitoring takes place are shown in appendix 2.

As well as the number of cyclists the survey collects data on Gender (male/female), Age (school age (under 18), young adult (18-30), middle adult (30-60), older adult (60+)), what they are travelling on (Pavement/Road), what they are wearing (sporty or normal clothes) and whether they are wearing a helmet.

#### **Cycling to school**

Cycling to school is monitored through the annual school travel survey. This has been carried out since 2001 during the first full week of the summer term. All schools are asked to carry out a short 'hands up' survey during registration and return it to the Council. Since 2006 the council has had a 100% return from all West Berkshire schools.

## 4 Equestrian Activities

Equestrian activities, including racehorse breeding and training, sport/competition riding, leisure riding and carriage driving are common in West Berkshire. They make a significant contribution to the national and local economy.

There are between 1 and 1.3m horses in Britain, with the national horse industry being worth £7b<sup>4</sup>. In addition, the horse industry supports a range of ancillary businesses including vets, farriers, feed merchants, tack and riding clothes shops, many of which are located in West Berkshire. The LDF Core Strategy (Policy CS13) recognises the importance of the horse industry, stating that opportunities to enjoy the countryside will be supported.

West Berkshire is serviced by at least four British Horse Society (BHS) affiliated riding clubs, branches of the Pony Club and branches of Riding for the Disabled Associate (RDA). There are also several riding schools / hacking centres and numerous livery yards. Horses are also kept at private premises.

Equestrian activities usually take place in the rural areas but equestrian establishments on the urban fringe are popular as many horse riders live in urban areas. Equestrians prefer to travel using the Rights of Way Network (bridleways and byways), rather than the road network. However, in many areas the ROW network is fragmented meaning equestrians are required to use the road network as a link between bridleways and byways.

**Figure 4-1 Horse Riders in Lambourn**



### 4.1 Benefits of equestrian activities

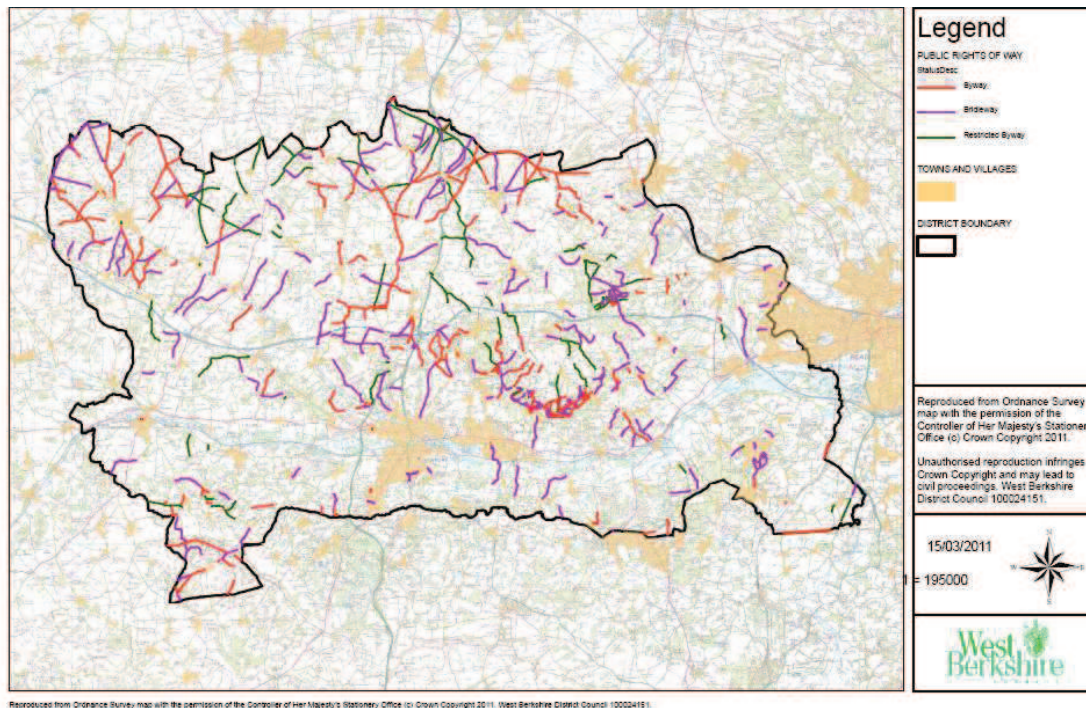
Horse riding has been shown to help people meet the public health guidelines for moderate intensity activity to benefit health<sup>5</sup>. Riding has been identified as a good way of encouraging physical activity generally with owning, or being responsible for a horse cited as a strong motivating factor for participating in physical activity, as well as having a positive impact on mental health and general well-being.

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<sup>4</sup> [www.bhic.co.uk](http://www.bhic.co.uk)

<sup>5</sup> Plumpton College and University of Brighton research to be published April 2011

**Figure 4-2 Equestrian Rights of Way Network**



## **4.2 Current condition of equestrian activities in West Berkshire**

As with pedestrians and cyclists, equestrians have statutory access to use all roads except motorways, and are able to use bridleways, restricted byways and byways (part of the ROW network). The amount of the ROW network available to equestrians in West Berkshire is greater than the national average (39% compared to the national average of 22%). However; the off-road riding network is fragmented in most parishes (see figure 4.1). The quality of some of the ROW network available to be used by equestrians has been highlighted as a problem by users. Natural and man-made barriers (such as the Kennet and Avon Canal, and the railway line) can also be a potential issue for riders.

Given the choice equestrians would rather use minor roads to complete routes than 'A' or 'B' class roads. However even minor roads can cause problems for riders and their horses, common problems experienced by horse riders are:

- Levels of traffic
- Traffic Speed
- Visibility in narrow rural lanes

Given this there have been a number of campaigns by equestrians to try to raise awareness of the potential for horse riders to be using local rural roads.

The off-road riding network varies greatly depending on the parish in which the rider wishes to ride. The graph below (Figure 4.2) shows the parishes with the greatest length of bridleways, restricted byways and byways. This does not however necessarily mean that all these routes are suitable for equestrian uses.



**Figure 4-3 - Km of Bridleways, Restricted Byways and Byways per parish (top 6)**

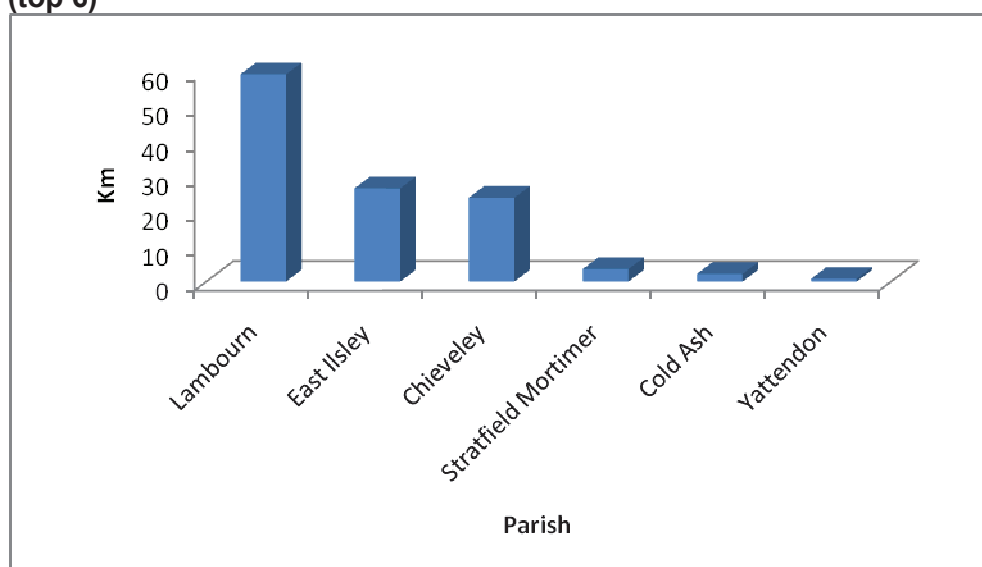


Figure 4.2 shows that the provision of off road routes for equestrians is focused in the rural parishes, mainly linked with the horse racing industry. Other areas of West Berkshire have less provision.

### **4.3 Improving equestrian activities across the district**

The LDF Core Strategy and the LTP (2011-2026) both recognise the importance of these activities for West Berkshire. As well as Policy CS13 in the LDF Core Strategy, the LTP, through Policies LTP K14 – Health and Leisure and K8 – Road Safety include horse riding as set out below.

**Figure 4-4 LTP Policies relating to Equestrian Activities**

#### **Policy LTP K14 Health and Leisure**

The Council will work towards the promotion of transport as a means of improving health and access to leisure for all. To achieve this, the Council will focus on the following:

- i. Maintenance, promotion and improvement of the rights of way network and other routes for walking, cycling and horse riding

#### **Policy LTP K8 Road Safety**

The Council, as the responsible local Highway Authority, work towards creating a safer road environment for all. To achieve this, the Council will work in partnership where appropriate and focus on the following:

- ii. Improving safety for vulnerable road users of all ages, such as pedestrians, cyclists, motorcyclists, and equestrian users.

Many of the improvements that would benefit equestrians would also benefit walkers and cyclists.

#### **4.3.1 Route Improvements**

Improvements to the public rights of way network will enable equestrian users to access a more comprehensive network of routes, but will also benefit walkers and cyclists. Where route improvements to by-ways and bridleways have been carried out consideration should be given to the availability of parking for horse boxes to allow riders travelling to use the facility the chance to park.

Where improvements are made to a route they need to take into consideration all potential users and provide the best improvement for all users to maintain using the route as they wish.

Where cycle tracks are provided, these should be made available to equestrian users as well.

Where new routes are developed specifically with equestrian users in mind, maps and promotional material should be provided to help make equestrian users aware of the new facility.

#### **4.3.2 Equestrian Safety**

Safety is an important issue for horse riders. In areas where there are equestrian establishments or a high proportion of horse riders warning signs should be erected to warn other road users of the potential of horses and riders also using the road.

The Quiet Lanes scheme, implemented successfully in Bucklebury, could be used in other rural villages to help all Active Travel modes in their use of the countryside. The Quiet Lanes scheme tries to give equal rights to all potential users of the road. They are used in areas where rights of way cross country roads to help show drivers that there are likely to be walkers, equestrians and cyclists using the road.

**Figure 4-5 Bucklebury Quiet Lanes**



Other elements of equestrian safety, as vulnerable users, will be considered further under the Road Safety Strategy.

#### **4.4 Targets and Monitoring**

Targets have been set to help monitor the progress of the Active Travel Strategy. They will take into account levels of resources and funding available for delivery and will be reviewed on a regular basis to ensure they are still appropriate.

**Figure 4-6 Equestrian Targets**

- AT3.1 Complete 2-3 projects per year that increase the length and / or quality of the ROW network available for horse riding
- AT3.2 Investigate further Quiet Lanes projects to support active travel by 2016

Monitoring of equestrian activities will be done through the Rights of Way Improvement Plan.

## 5 Monitoring of the Active Travel Strategy

The Active Travel Strategy is one of a number of strategies that supports the delivery of the LTP. The Active Travel Strategy will be monitored annually through the rolling Implementation Plan and will be reviewed after 5 years to ensure that it is still relevant and working towards delivering the LTP policies.

Promotion and Marketing aspects of Active Travel are covered in the Smarter Choices Strategy (Chapter 5). It is key that good marketing and promotion accompany any physical works to raise awareness of Active Travel.

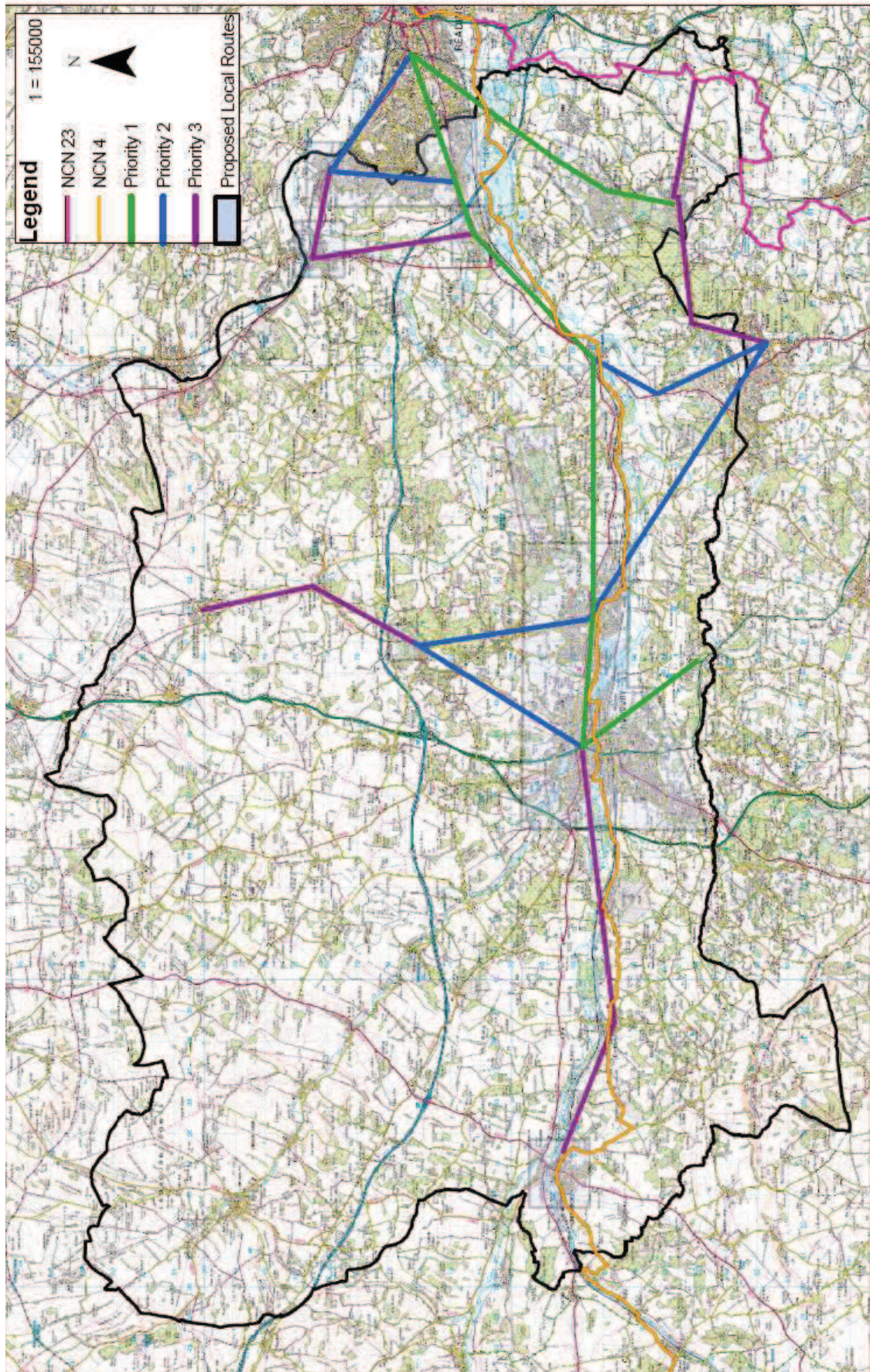
### 5.1 Summary of Targets

<b>Figure 5-1 - Targets</b>	
AT1.1	To increase walking to school from 48% (2010) to 55% by 2016
AT1.2	Complete 5 projects per year that increase the length and / quality of the ROW network / footways
AT2.1	To increase levels of cycling by 10% from 2010 to 2016
AT2.2	To increase cycling to primary school from 4% (2010) to 6% by 2016
AT2.3	To increase cycling to secondary school from 4% (2010) to 7% by 2016
AT2.4	To increase the number of pupils receiving cycle training each year to reach 2000 pupils trained to level 2 in 2014/15
AT3.1	Complete 2 – 3 projects per year that increase the length and / or quality of the ROW network available for horse riding
AT3.2	Investigate further Quiet Lanes projects to support active travel by 2016

### 5.2 Monitoring and Indicators

<b>Figure 5-2 Indicators and Data collection</b>	
<b>Indicator</b>	<b>Data collected</b>
Mode of Travel to School	Hands Up survey of usual mode of travel to school
Length and Quality of the ROW network	Distance of new ROW and
Active Travel infrastructure delivered	Projects delivered (footpath/cycle path/rights of way improvements)
Workplace Travel Plans	Workplace travel plan monitoring reports
Cycle Training numbers	Number of children trained to Bikeability Level 2
Cycle Monitoring	Number of cyclists in am peak
Cycle Parking provision	Number of cycle stands used

# Appendix 1 – Strategic cycle routes



Reproduced from Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office (c) Crown Copyright 2011, West Berkshire District Council. 10024151

### Route Prioritisation

Strategic routes have been proposed (shown on map x). Feasibility studies and delivery of these routes has been prioritised into three categories (priority 1 – short term, priority 2 – Medium term, priority 3 – long term). Feasibility studies (practically or financially) of each route have not been considered in this prioritisation exercise. Routes will need to be shown to be feasible before they are taken forward into the delivery stages.

Where PROW network may be used this could involve upgrading the PROW to be suitable for cyclists.

#### Newbury and Thatcham

Route	Timescale			Notes
	Short	Medium	Long	
A4 (Newbury – Thatcham – Theale - Reading)	/			Newbury-Thatcham section largely complete
Newbury – New Greenham Park	/			
Signage in Newbury and Thatcham	/			Complete the signed route
Newbury and Thatcham (Local Routes)		/		
Cycle parking	/	/	/	Waitrose Thatcham, Wash Common Shops, Newbury Library As required

#### Eastern Area

Route	Timescale			
	Short	Medium	Long	
Purley-on-Thames to Calcot		/		Use of Pincents Lane
Purley-on-Thames to Reading		/		
Pangbourne to Theale			/	Leisure route using Nunhide lane
Theale to Calcot (over M4)	/	/		Relies on HA
Purley-on-Thames (Local Route)			/	
Tilehurst (Local route)		/		
Calcot (Local Route)			/	
Theale (Local Route)		/		

## AONB

Route	Timescale			
	Short	Medium	Long	
Thatcham to Aldermaston		/		Raising awareness of cyclists through campaigns may be more appropriate than infrastructure.
Aldermaston to Tadley		/		
Hermitage to Newbury		/		
Pangbourne to Purley			/	
Hungerford – Kintbury – Newbury			/	Upgrading the towpath
Compton to Hermitage			/	
Hungerford (Local Route)		/		
Hermitage (Local Route)			/	
Pangbourne (Local Routes)	/			Route maps and some infrastructure improvements
Bucklebury (Local Route)	/			Infrastructure improvements to bridleways
Cycle Parking	/			Hungerford

## East Kennet Valley

Route	Timescale			
	Short	Medium	Long	
Burghfield - Reading	/			May need to use PROW network (links to major employment site)
Mortimer to Reading links with NCN23			/	
Mortimer to Tadley			/	
Burghfield (local route)		/		
Burghfield Common (Local Route)		/		
Mortimer (Local Route)		/		

## Appendix 2 – Cycle monitoring locations

Site	Location	Detail
1	Newbury	Kennet and Avon Tow Path (Beneath A339)
2	Newbury	A339 (on railway bridge)
3	Newbury	Robin hood West Arm (London Road)
4	Newbury	Kiln Road / Walton Way
5	Newbury	Junction of Northcroft Lane & path to Monkey Bridge
6	Newbury	Love Lane
7	Newbury	Andover Road (North of St Bartholomew's School)
8	Newbury	Junction of Valley Road and Fifth Road
9	Newbury	Junction of Battery end with Wash Common Recreation ground
10	Thatcham	A4 West of Lower Way
11	Thatcham	Thatcham Station
12	Thatcham	Corner of Bath Road Green Lane
13	Theale	Junction of High Street / Waterside Drive
14	Hungerford	High Street
15	Calcot	Junction of Langley Hill / Bath Road
16	Tilehurst	Junction of Dark Lane / Overdown Road
17	Purley	Junction of Knowsley Road / Oxford Road



# Local Transport Plan 2011-2026

## Smarter Choices Strategy



## Contents Page

1	What are Smarter Choices?	2
1.1	Smarter Choices and Links to the LTP	2
1.2	Potential for Smarter Choices	3
1.3	Barriers to smarter choices	3
1.4	Links to other documents	3
1.5	Strategy Outline	4
2	Travel Planning	6
2.1	Why Travel Plan?	6
2.2	Current condition of Travel Planning in West Berkshire	6
2.3	Improving Travel planning opportunities across the District	9
2.4	Targets and Monitoring	12
3	Car Sharing and Car Clubs	13
3.1	Car Sharing	13
3.2	Car Clubs	13
3.3	Developing Car Sharing and Car clubs in West Berkshire	15
3.4	Targets and Monitoring	16
4	Alternative and New Technology	18
4.1	Alternative Technologies	18
4.2	New Technologies	19
4.3	Targets and Monitoring	19
5	Branding, Marketing and Promotion	20
5.1	Current branding, marketing and promotional activities in West Berkshire	20
5.2	Developing branding, marketing and promotion in West Berkshire	21
5.3	Targets and Monitoring	22
6	Monitoring of the Smarter Choices Strategy	23
6.1	Summary of Targets	23
6.2	Monitoring and Indicators	23

# 1 What are Smarter Choices?

The term 'Smarter Choices' covers a range of initiatives which can be described as 'soft' transport measures that reduce the impacts of travel on congestion, carbon emissions, the environment and health.

These often include:

- Workplace, Residential and School Travel Planning
- Personalised Travel Planning
- Travel awareness campaigns, Public Transport information and marketing
- Car Clubs and Car sharing
- Alternatives and New Technologies (including alternative fuels, working and shopping from home and smart technology and ticketing)

Within a number of the above examples there will be elements that relate to walking and cycling as well as investigating and supporting the development of new technologies to support 'smarter' ways to travel, such as electric charging points, and facilitating working at home. Walking and cycling are, however, covered in more detail in the Active Travel Strategy.

It is hoped that by increasing smarter choices measures transport can become more sustainable, lead to greater accessibility and reduce social exclusion as well as improving the transport system for those who continue to use it.

Each 'smarter choice' area has its own chapter within the strategy with a policy and action plan.

1. Travel Planning (Workplace, Residential, Schools and Personalised)
2. Car Clubs and Car Sharing
3. New and Alternative Technology
4. Branding, Marketing and Promotion

## 1.1 Smarter Choices and Links to the LTP

The Local Transport Plan has a vision to "Deliver effective transport solutions for all by increasing choice and minimising congestion." Smarter Choices helps with both increasing choice and minimising congestion by encouraging people to consider alternatives to single occupancy car use, including the use of new technologies and the benefits that this provides in reducing the need to travel.

Smarter Choices comes under the 'Travel Choice' key policy within the LTP (K1), although many of the LTP policies will benefit from this strategy. These other policies include mainly Minimising Congestion (K2) and Carbon Reduction (K5) with Accessibility (K3/4), School Travel (K10) and Cross-boundary and partnership working (K15) also having links.<sup>1</sup>

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<sup>1</sup> More details on the key policies within the LTP can be found at [www.westberks.gov.uk/ltp](http://www.westberks.gov.uk/ltp) by referring to pages 44 and 45 (figure 7.1) of the LTP 2011-2026.

Delivery of the Smarter Choices Strategy will be through a number of mechanisms. The Implementation Plan for the LTP brings together the key elements of delivery within its Smarter Choices table. Delivery is also supported through the Rights of Way Improvement Plan, travel plans for schools, residential areas and workplaces, and the activities of other partners working in the District and joint work with neighbouring authorities.

## **1.2 Potential for Smarter Choices**

Smarter Choices offer good potential for reducing the need to travel and encouraging people to think about how they do travel. Smarter Choices are usually considered ‘soft’ measures which act to nudge people to change how they travel or to re-evaluate some aspect of their travel habits. They are often low cost or result in saving money. Many of the measures which fit under the heading of Smarter Choices can offer additional indirect benefits, such as improved health and fitness and a reduction in the number of parking spaces a business needs to provide or maintain.

## **1.3 Barriers to smarter choices**

Many smarter choices measures rely on technology to enable them to work successfully, but can also exclude some people from accessing certain measures.

For many people working from home can reduce the need to travel significant distances. This normally requires a certain level of technology which can mean that some are excluded due to a lack of facilities, or equipment to work from home.

For some people, due to their location, or type of employment, there is not the option of changing how they travel, which can act as a barrier to the promotion of Smarter Choices. Smarter Choices work best by firstly working with people who are willing to change their habits and have the opportunities to do so.

## **1.4 Links to other documents**

### **1.4.1 Rights Of Way Improvement Plan (links to walking/cycling)**

The Rights of Way Improvement Plan has a vision to “enhance the opportunities for society, and its environment, to benefit at all levels from the public access network in West Berkshire”.

The public access network (usually referred to as public rights of way) includes public footpaths, bridleways, and byways. Cycle routes can form part of the public access network, but they are generally considered to be part of the highway network.

### **1.4.2 Local Development Framework (Core Strategy) – Transport Policy (CS 13)**

Improving travel choice as a key way of working towards modal shift away from single occupancy car use in favour of more sustainable travel (walking,

cycling, bus, rail, car sharing, etc.). Policy CS14 of the Core Strategy looks to encourage this and also focuses on sustainable travel within and between main urban areas and rural service centres of West Berkshire to help facilitate regular journeys to work or education.

Another theme in the policy is reducing the need to travel. This reflects a desire for people to be able to live in places where there are local facilities and services, but also reflects the changing nature of technology and how this can facilitate working from home and access to services through the internet.

### **1.4.3 Strategic Environmental Assessment (SEA)**

Smarter choices reduce the need to travel and promote sustainable modes of travel where travelling is required therefore they come out strongly within the SEA and have a positive impact on the environment.

## **1.5 Strategy Outline**

### **1.5.1 Travel Planning**

Travel Planning is used to promote a reduction in single occupancy car use by promoting and incentivising the use of sustainable modes of travel. There are a number of areas that can be covered by travel plans: Workplaces, Schools, Residential developments and individual travel patterns through personalised travel planning (PTP).

### **1.5.2 Car Sharing and Car Clubs**

Car sharing and Car Clubs are often promoted through travel plans as ways to reduce additional car ownership as well as more sustainable modes of travel. Car Sharing involves two or more people travelling from a similar origin to the same destination; this could be from home to work, school or the shops. Car Sharing is often done as an unofficial arrangement between friends and colleagues. Sharing the driving can help to reduce personal fuel costs and reduce the number of cars on the road.

Car Clubs allow people without a car (or who need occasional access to a second car) to book a car for a set period of time, this could be as little as half an hour up to a few days. Cars are located in central, convenient locations and are booked through an online booking system. This can mean that the need for a second car within a household is reduced, bringing down costs significantly.

### **1.5.3 New and Alternative Technology**

New Technology is emerging to make travel greener and smarter. Electric and dual fuel cars reduce the emissions and make travelling greener. Working from home (supported by technology) has become much more common practice reducing the need for people to travel as far or as often into the work place.

#### **1.5.4 Branding, Marketing and Promotion**

For all these Smarter Choices measures to have an impact they need to be branded, marketed and promoted to the general public so that they are aware of what services and facilities are available to help them reduce their carbon footprint and travel more sustainably.

## 2 Travel Planning

### 2.1 Why Travel Plan?

Travel Plans are a package of measures aimed at promoting sustainable travel, with the aim of reducing reliance on single occupancy car travel. There are many benefits of Travel Plans, both to organisations that may introduce travel plans and the people working, visiting or studying there. For workplaces, the organisation can benefit from increased productivity through a healthier, more motivated workforce, potential cost savings and reduced demand for car parking spaces. Staff will also see benefits, through improved health and fitness and cost and time savings. A knock-on effect of a travel plan is a reduction in local congestion, improving journey times, and reducing over spill car parking on local roads. There are also environmental benefits; reducing single occupancy vehicles can lead to improvements in air quality, noise and reduce CO<sub>2</sub> emissions.

### 2.2 Current condition of Travel Planning in West Berkshire

#### 2.2.1 Workplace Travel Plans

60% of the workforce employed by organisations of 200+ employees are covered by a travel plan (2011). The majority of these travel plans have been secured through the planning process either as a condition of planning permission or through a Section 106 legal agreement.

Incentives offered by businesses include:

- Priority car share spaces
- Car share database
- Cycle to work schemes
- Free/discounted public transport tickets
- Guaranteed rides home for those using sustainable modes and needing to get home in an emergency.
- Secure covered cycle storage
- Shower and locker facilities
- Bicycle user groups (BUGs)
- Walking/cycling buddy schemes
- Promotion days/events e.g. bikers' breakfasts

Figure 2-1 Biker's Breakfast

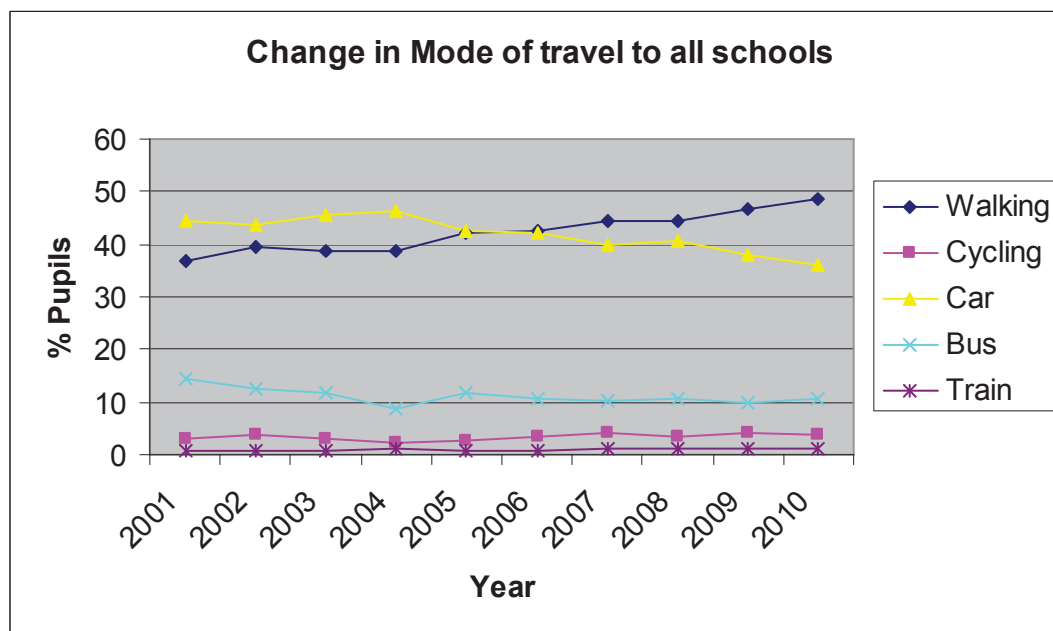


#### 2.2.2 School Travel Plans

School Travel Plans were introduced through the national Travelling to School Initiative in 2004. The aim was that all schools would have a travel plan by March 2010, a target met that has been met in West Berkshire. In addition to this all Local Authorities have a duty under the Education and Inspections Act 2006 to promote sustainable travel to school. Locally this duty is achieved through the Sustainable Modes of Travel Strategy (for Schools) (SMoTS).

Through the combination of SMoTS and School Travel Planning, West Berkshire has seen a fall in car use from 45% in 2001 to 36% in 2010, accompanied by an increase in walking and cycling from 40% in 2001 to 52% in 2010.

**Figure 2-2 Change in mode of travel to school 2001 - 2010**



During the LTP2 period 2004/5-2010/11, targets were set for modal shift to school (based on HUS<sup>2</sup>). These were met in 2009/10, although work needs to continue to maintain this level.

School year	2004/05 baseline	2010/11 target	2009/10 Actual	Target met
<b>Primary School</b>				
Walking	44%	50%	50%	Yes
Car	51%	45%	43%	Yes
<b>Secondary School</b>				
Walking	40%	43%	45%	Yes
Car	28%	25%	25%	Yes

Through School Travel Planning and SMoTS several encouragement / promotion schemes have been developed to help achieve this modal shift away from the car. Promotions include:

- Walk to School reward schemes (Go Kinetic, Steposaurus)
- School Travel Plan newsletters
- Bikers' Breakfasts

<sup>2</sup> HUS = Hands Up Survey. An annual school travel survey capturing the mode of travel to school through each school undertaking a hands up survey with their pupils.



- School Banners
- Walking Maps
- Secondary school projects
- Walking Buses
- Berkshire STEP Awards (School Travel Excellence Programme)

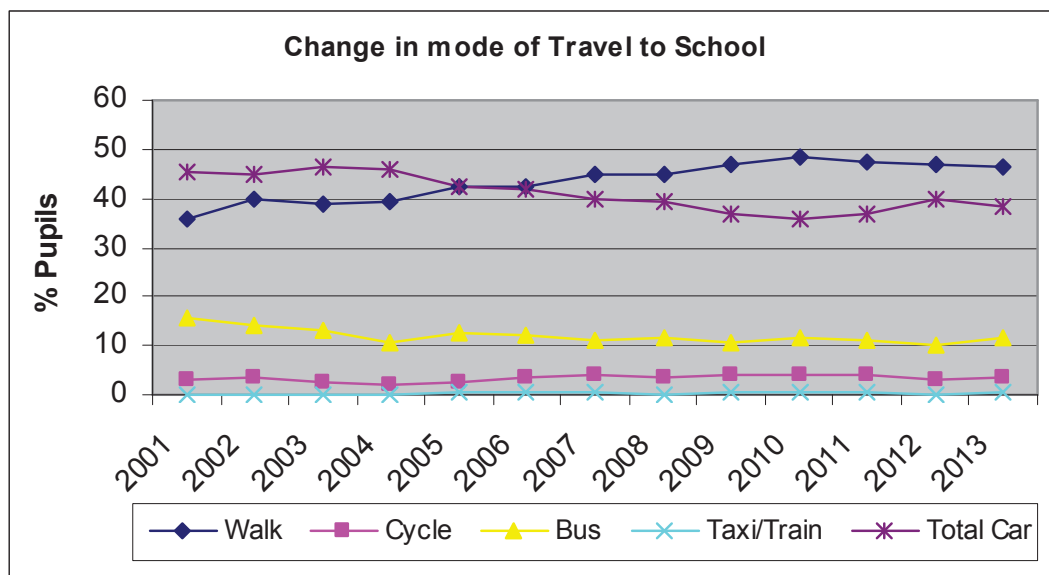
West Berkshire's SMoTS is reviewed on an annual basis with an update published in August each year.

**Figure 2-3 Garland Junior School's Walk to School Banner**



Figure 2-4 below shows the continuation of the trends since 2010 up to 2013 for the journey to school. There has been a slight decline in progress but walking still remains the main mode of travel to school above car use.

**Figure 2-4 Change in mode of travel to school 2001 - 2013**



### 2.2.3 Residential Travel Plans

Changes, such as moving house, provide an ideal opportunity to encourage people to consider changing how they travel and establish new habits based with more of an emphasis on sustainable modes of travel than might have been considered before. Travel plans are required for a certain size of residential development in order to encourage habits of travelling by sustainable modes.

## **2.3 Improving Travel planning opportunities across the District**

There are many opportunities to promote travel planning across the District. Where those developing and implementing the plans can see a benefit to them, in terms of cost savings, or reduced need for parking they can be very successfully implemented.

The policy covering travel planning in West Berkshire's Local Transport Plan is below. It is followed by additional information relating to the opportunities for travel planning in West Berkshire in the future.

**Figure 2-4 LTP Travel Planning Policy**

### **Policy LTP SC3**

#### **TRAVEL PLANNING**

**The Council will work with developers, employers, schools and other organisations in West Berkshire to develop Travel Plans to promote and encourage the use of sustainable modes of travel for residents, staff and pupils. To achieve this, the Council will focus on the following:**

- i. Require developers to submit travel plans with all major planning applications, or where it is considered a development will have a major impact on the transport network.**
- ii. Support schools, workplaces and other organisations in the review and updating of existing travel plans**
- iii. Investigate the feasibility of and pilot a Personalised Travel Planning programme in urban areas**
- iv. Work with existing business parks and industrial areas to facilitate area wide travel plans.**

### **2.3.1 Workplace Travel Plans**

The Council will continue to ask for travel plans through the planning process, using the national thresholds<sup>3</sup> to determine where travel plans are needed. There may be specific locations or developments which are required to submit travel plans despite not meeting the thresholds. Where a development is considered to generate significant traffic impacts or to be in an area where vehicle access is limited or difficult, a travel plan can help to reduce the impact of the development on the transport network.

Where businesses already have a travel plan these will be followed up and businesses will be encouraged to keep the Council regularly updated on their progress.

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<sup>3</sup> Guidance on Transport Assessments, Appendix B – Indicative thresholds for transport assessments, DfT, 2007  
<http://webarchive.nationalarchives.gov.uk/+/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontapdf>

The Council will look to work with businesses on business parks and industrial estates to deliver area wide travel plans. Potential sites could include Newbury Business Park, Arlington Business Park and Hambridge Road industrial estate.

### 2.3.2 School Travel Plans

Although all West Berkshire Council schools have school travel plans, these need to be regularly updated and continual promotion is required to maintain the level of impact seen between 2004 and 2010.

There is potential to work with independent schools, but this is usually most successful when opportunities arise through the planning process. Many independent schools are already implementing measures to reduce travel to / from the site, but without any formal documentation.

Schemes such as 'Go Kinetic' and 'Steposaurus'<sup>4</sup> will continue to run as a way of the schools promoting walking and cycling to school. Where appropriate, work will be done with the Secondary schools to develop, or participate in a similar type of scheme, such as Free your Feet (a reward scheme developed by the organisation 'Living Streets').

**Figure 2-5 Go Kinetic at Falkland Primary School**



The emphasis is on the schools to continue their good work in this area. They will be supported by information and resources supplied via websites and any other resources that the Council has the opportunity to access in the future.

Schools need to maintain and update their STPs on a regular basis, particularly as an updated or recently reviewed STP will be required to accompany any planning permission sought.

The Modeshift STARS system is an online tool which allows schools to easily keep their STPs up to date. It also enables schools to work towards national Bronze, Silver or Gold awards for their travel planning activities.

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<sup>4</sup> Go Kinetic and Steposaurus are reward schemes for walking and cycling to school.

### **2.3.3 Residential Travel Plans**

Residential travel plans are sought through the planning process. Where a large number of houses are being built there is the potential for a significant impact on the road network. Travel Planning within residential developments can provide residents with the ideas, information, infrastructure and incentives they need to change their travel habits.

Working with people at stages of change in their lives can have a significant impact on the decisions they make.

Residential Travel Plans can provide residents with the following measures to encourage sustainable travel:

- Covered and secure cycle parking
- Cycle training
- Welcome packs with local travel information (e.g. bus time tables/routes)
- Discounted public transport tickets for a limited period of time (3-6 months)
- Car sharing database
- Car Club membership

Residential Travel Plans will be required to be submitted for strategic housing sites outlined in the LDF core Strategy and for other residential developments which meet the threshold set in national guidance.

### **2.3.4 Personalised Travel Planning**

Personalised Travel Planning is a relatively new idea which has had significant results in changing people's travel habits. It focuses on what an individual can gain through changing how they travel, by promoting the health/financial benefits.

Personalised travel planning involves 1-2-1 meetings with an individual and a trained travel advisor to discuss their current travel habits and explain their options in a non pressurised way.

These 1-2-1 meetings typically happen in the workplace and through door to door household visits. A workplace focused pilot project will be delivered in the East of the District and a household pilot project will be delivered in the Newbury area. These projects are largely funded by grants from the Department for Transport and DEFRA.

## **2.4 Targets and Monitoring**

### **2.4.1 Targets**

Targets have been set to help monitor the progress of the Smarter Choices Strategy. They will take into account levels of resources and funding available for delivery and will be reviewed on a regular basis to ensure they are still appropriate.

#### **School travel plans**

SC1.1	To decrease single car use to primary school from 35% (2010) to 30% by 2016 and to maintain car sharing at 10% or more
SC1.2	To decrease single car use to secondary school from 16% (2010) to 13% by 2016 and to maintain car sharing at 10% or more

Targets for Walking and Cycling to school are included within the Active Travel Strategy.

#### **Residential travel plans**

A target for the delivery of residential travel plans will not be set. However, the Council will work with developers who are required to produce and deliver residential travel plans to ensure that their own specific indicators are monitored and progress is being made towards meeting agreed targets.

### **2.4.2 Monitoring**

Monitoring the impact of workplace travel plans is carried out by the businesses themselves as part of their travel plan. Annual or bi-annual reviews should then be submitted to the Council so that progress can be monitored. Through the Development Control process the Council keeps records of the number of business and workplaces covered by a travel plan.

Monitoring of the school travel plan progress is through the annual school travel survey, carried out in April/May each year.

Residential travel plans are again monitored by the developer/travel plan coordinator responsible for their delivery. Progress reports are submitted to the Council as part of the Travel Plan commitment.

## 3 Car Sharing and Car Clubs

Car Sharing and Car Clubs are key initiatives under smarter choices and can form an important part of travel plans, by providing people with alternatives to travelling on their own in a car.

### 3.1 Car Sharing

#### 3.1.1 What is car sharing?

Car Sharing is when two or more people travel together in a car. People can benefit from shared fuel costs, greater chance of getting a parking space as well as the convenience of the car and knowing that they are helping to reduce congestion and pollution. Car sharing is often promoted as part of business travel plans as a way of reducing peak time traffic and pressure of car parking. But car sharing can also be used for leisure trips, the school run and for all kinds of other journeys.

Figure 3-1 Car Sharing



While many people find car share partners through local knowledge of someone who travels a similar journey to them, the use of a car share database can help people to find sharers. People can offer lifts if they have spare seats in the car, and those without a car can look for lifts.

Car sharers can save themselves approximately £1000 and 1 tonne of CO<sub>2</sub> per year by sharing a daily journey rather than driving alone<sup>5</sup>.

### 3.2 Car Clubs

#### 3.2.1 What is a car club?

Car Clubs allow people to book a time slot to use a car, anything from 30 minutes to a whole weekend. Bookings can be made in advance or with a few minutes' notice. Car Clubs mean that people do not need their own car, yet for journeys where the car is the only option, a car can be available.

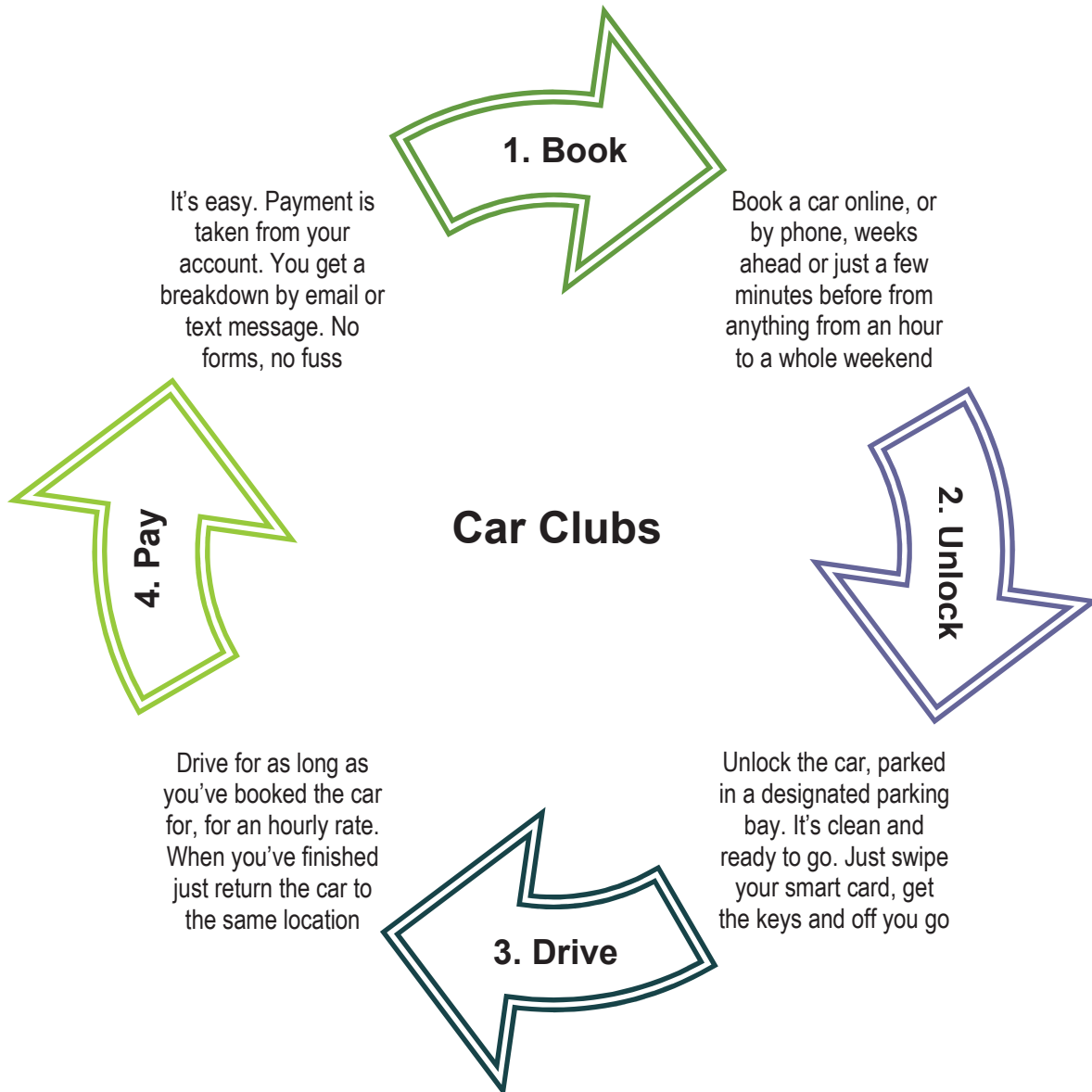
The majority of car clubs work on the 'book – unlock – drive – pay' system (see figure 3.1). Car clubs are designed to be simple to use and hassle free. Cars can be booked online or by phone and using the online system allows you to see when the car is free and plan your journey accordingly. Each car club member is given a smart card, which they swipe when they reach the car to get the keys. Once out in the car if it is found that you need to extend your

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<sup>5</sup> Research by Liftshare.com

journey if you contact the car club provider they will try to extend the booking unless someone else has booked the car. Finally you are charged for what you have used. The fee paid includes: fuel, insurance, MOT, tax and insurance meaning you never need to worry about these extra costs for your own personal car.

**Figure 3-2 The way a typical car club operates**



### 3.2.2 Benefits

There are many benefits of car clubs both for individuals and businesses. There is even the option for individuals to make their little used car available to others through the car club.

Signing up to a car club means that you do not need worry about paying for MOTs, repair bills, car tax or insurance. Even the fuel you use is included in the hourly fee you pay. The car is fully maintained and cleaned by the car club

provider and has a designated parking space, so there is no need to worry about finding or paying for a parking space.

For businesses operating a car club reduces the need for staff to drive to work because they will need a car once at work, as there will be a car available for their use. In return this also reduces the costs for mileage and essential car user allowances as staff do not need to use their own cars. Using a car club car also means that emissions are reduced as car clubs use efficient low emissions vehicles for work related journeys. Cars can also be returned to community use outside work hours, meaning that there is a community benefit from a business car club.

### Figure 3-3 LTP Car Sharing and Car Club Policy

#### Policy LTP SC4

##### **CAR SHARING & CAR CLUBS**

**The Council will work with partners to facilitate car sharing and car clubs across the district. To achieve this, the Council will focus on:**

- i. Investigating the feasibility of a car club for the Newbury and Thatcham area.**
- ii. Investigating the feasibility of a district wide car sharing scheme.**

### 3.3 Developing Car Sharing and Car clubs in West Berkshire

Reference to Car Sharing and Car Clubs are also made within the Parking Policies included within the LTP. Specifically LTP P1(iv) and LTP P3(iv). These policies refer to having car sharing and car club spaces included within town centre car parks and in new developments.

#### 3.3.1 Developing Car Sharing

Car Sharing does happen on an informal level across West Berkshire. Many people share the school run or the journey to work if and when this suits their needs.

Many businesses already promote car sharing and have systems in place to find people car share partners. Encouraging car sharing through a District wide car share scheme would enable people to find new car sharing partners for regular journeys as well as for one-off journeys. There are a number of potential providers for car share databases, and there is potential to work with local businesses, through their travel plans, to develop a system which works for them, as well as for West Berkshire as a whole.

Figure 3-4 Dedicated Car Sharing Spaces





There are new ideas and systems being developed all the time in relation to car sharing. One of these relates to sharing cars specifically in rural areas and could be referred to as a type of car club as well. The idea is that personal cars are used for hire. Members of the public can sign up and offer their car for hire, other people can hire their car for a chosen period of time. The keys are collected from a pre-arranged point. Insurance is covered by a central organisation that runs the scheme. This type of idea could be useful for some communities in West Berkshire where people are isolated due to lack of access to a car and lack of public transport.

### **3.3.2 Developing a Car Club**

Initially the development of car clubs will be supported through the planning process. Large residential developments provide a platform for introducing a car club. When people move house they are often prepared to change their habits to fit in with their new surroundings. By providing the opportunities of a car club, new residents can be given the opportunity to join rather than needing to keep a second (or additional) car for occasional use.

Initially car clubs need to be located in urban areas to build up enough members to keep them running, but it is possible that service villages and other more rural villages would be able to benefit from a car club. This could be done through businesses signing up to the car club to provide pool cars. The cars are used by the business during the day, and employees take them home to be used by their local community during the evening and at weekends. (See also possible rural example above.)

The Newbury Racecourse strategic housing development includes the requirement to deliver a Car Club. West Berkshire Council will work with the Racecourse and other developers to expand the car club and investigate the feasibility of it covering the wider Newbury and Thatcham areas.

## **3.4 Targets and Monitoring**

Monitoring of any car sharing scheme or car club will be important to record progress and success. However to get to this stage some targets for establishing these initiatives will be set initially.

### **3.4.1 Targets**

Targets have been set to help monitor the progress of the Smarter Choices Strategy. They will take into account levels of resources and funding available for delivery and will be reviewed on a regular basis to ensure they are still appropriate.

<b>Table 3-1 Initial car sharing and car club targets</b>	
SC2.1	To develop a plan for implementation of a car club (in association with local developers) by 2016.
SC2.2	To investigate the feasibility of a district wide car sharing scheme and develop a plan for implementation if appropriate by 2016.

### **3.4.2 Monitoring**

Once a car club and car share system are in place monitoring will be based on membership levels and usage.

## 4 Alternative and New Technology

New and alternative technology covers a range of measures to reduce carbon emissions and make travel smarter and easier. While some measures are known and being developed there is also the likelihood of new technology being developed over the period of the LTP which is as yet unknown.

**Figure 4-1 LTP New Technology Policy**

### Policy LTP SC5

#### **NEW TECHNOLOGY**

**The Council will work with partners to embrace and facilitate the use of new technologies in transport to reduce carbon emissions, reduce congestion and make travel smarter.**

This policy emphasises that the Council aims to be forward thinking about new and alternative technologies that will be developed throughout the course of the LTP period.

### **4.1 Alternative Technologies**

#### **4.1.1 Alternative fuels (Hydrogen/Electric Cars)**

Alternative fuels most commonly include Electric and Hydrogen vehicles. There are two forms of electric vehicles being developed, the all-electric vehicle and the plug-in hybrid.

The all-electric vehicle has an electric motor and is powered from a rechargeable battery. While the plug-in Hybrid is powered by mains charged batteries but also has a normal internal combustion engine. The electric mode is used for short journeys with the petrol engine being used for longer journeys. Electric vehicles also include bikes and scooters. These can be charged using a regular three pin plug and can currently travel for approximately 40miles per charge.

**Figure 4-2 Electric vehicle charging point and parking space**



There are a number of charging points in the UK, both on-street and in public car parks. Charging could also potentially take place at home, at work, or using a public charging point.

The first electric charging points will be installed in West Berkshire in 2014. The network will be increased gradually to provide a good coverage through

using public car parks, rail station car parks and requiring charging points in new developments where appropriate.

Within the LTP's Parking policies (specifically LTP P1 (iv) and LTP P3 (iv)) there is provision for the promotion of parking for electric vehicles.

#### **4.1.2 Working / Shopping from home (broadband access etc.)**

The development and widespread availability of broadband means that people have greater potential to work and shop from home. This can help to reduce the need to travel, or in the case of shopping provide incentives for alternative means of travel to the shop knowing that the items purchased will be delivered later.

West Berkshire Council is the lead authority for the Berkshire Broadband government initiative, with funding coming from the Local Enterprise Partnership (LEP).

#### **4.1.3 Smart Technology**

Smart Technology is mainly concerned with the use of smart ticketing for public transport. Covered in more detail in the Passenger Transport Strategy, 'smart ticketing' allows people to pay for bus journeys without needing to hand over cash, using a pre-paid card similar to the Oyster system in London.

There is the potential to combine Smart Ticketing with other initiatives, such as the West Berkshire Card, which acts as a library card, as well as a discount card for West Berkshire residents to the local leisure centres. The smart cards could also be used to include agreed discounts with public transport providers and businesses for their staff to use public transport.

### **4.2 New Technologies**

It is likely that significant changes will happen in terms of reducing the impact and or reliance on car use during the LTP. As the policy identifies the Council will work with partners and providers to embrace these new technologies which reduce carbon emissions, reduce congestion and make travel smarter.

### **4.3 Targets and Monitoring**

Targets and monitoring for new and alternative technologies will be developed as these technologies are established and introduced to West Berkshire.

## 5 Branding, Marketing and Promotion

Without adequate marketing people are not aware of the travel options available to them. By branding travel choices in West Berkshire the Council will help to raise awareness of the options available to people. Promotion and marketing will help to encourage people to use sustainable travel options where this is appropriate, and particularly for local journeys and those journeys they make regularly.

### 5.1 Current branding, marketing and promotional activities in West Berkshire



Feel Good Fortnight cycle treasure hunt (April 2011)



A selection of West Berkshire Council's walking and cycling maps

### Advertising included in a local publication (June 2011)

**Cycle Training in West Berkshire**

National Standard Bikeability cycle training courses are running during the summer holidays. The courses are over 2 days and are based at local leisure centres. The cost for the 2 day course is £40 per child and is available for children aged 10 upwards.

For more information and dates please visit [www.westberks.gov.uk/roadsafety](http://www.westberks.gov.uk/roadsafety) and click on Child Cyclists.

**Adult Cycle Training**  
Evening and Weekend adult cycle training courses will be starting from the 20th June in Thatcham and Tilehurst. Please contact Caroline Lane on [clane@westberks.gov.uk](mailto:clane@westberks.gov.uk) or 01635 503263 for more information or to book a place.

**Dates to Remember:**

**12th June** – The Wiggle Magnificat at Newbury Racecourse for a fun family day out. Family events start at 10am. Bring your bikes.

**9th August** – Cycle Treasure Hunt starting at Thatcham Discovery Centre. Turn up anytime between 10am – 2pm to collect a map and the clues. For more information or to register your interest please contact Caroline Lane at [clane@westberks.gov.uk](mailto:clane@westberks.gov.uk)

West Berkshire COUNCIL

Marketing material	Advertising	Period
Maps	Walking / Cycling	Continually available
Bus Timetables	Buses	Continually available (updated annually in April)
Out and About Publication	Cycling (Bike Week)	Annually (May/June)
PreVue (local cinema publication)	Sustainable Travel (especially Cycling)	Annually (April – June)
Feel Good Fortnight	Walking / Cycling	Annually (April)

## 5.2 Developing branding, marketing and promotion in West Berkshire

Figure 5-1 LTP Branding, Marketing and Promotion Policy

**Policy LTP SC6**

**BRANDING, MARKETING & PROMOTION**  
The Council will take opportunities to brand, market and promote the travel options available throughout the District. To do this the Council will focus on the following:

- i. Investigate the feasibility of a district wide branding and marketing campaign for smarter choices (bus, train, walking, cycling, car sharing and car clubs)
- ii. Promote the use of alternatives to the car for local and regular journeys where appropriate.

### 5.2.1 District wide marketing campaign for Smarter Choices and Active Travel

The Council aims to develop a District wide campaign for advertising and marketing its services in relation to transport and the promotion of smarter choices and active travel. This would mean that any information sent out in relation to transport would have the same branding so that people become aware of the services offered and promoted by the Council in terms of improving transport and travel choices.

This will involve working with departments across the Council to come up with a coordinated approach which also conforms to the strong corporate image.

### 5.2.2 The Year of Cycling - 2012

The Council held a year of cycling in 2012. Throughout the year there was at least one event per month promoting cycling. These events ranged from distance rides, to family treasure hunts to 'lights on bikes' campaigns. The West Berkshire Cycle Forum were involved in coordinating the events, with the various groups represented on the forum running special events or opening up their existing events to new people. The aim of the year was to raise awareness of the ease of cycling and to encourage more people to consider cycling for short journeys.



Figure 5-2 Year of Cycling 2012 Logo

Local cycle shops got involved with events to help raise awareness of cycling and the benefits for individuals and businesses and the community.

The Council will investigate the feasibility of holding other 'Focus Year' events. This could include focusing on Walking, Active Travel and 'Swap a journey.' The 'Swap a Journey' focus would work to encourage people to swap one or two journeys a week from the car to an alternative mode of travel. Events would be held throughout the year which provided the opportunity to try out different ways of travelling.

### **5.2.3 National Campaigns**

There are a number of national campaigns promoting active, smarter or safer travel, such as Bike Week in June, or Road Safety Week in November. Where possible the Council will look to link their own campaigns and marketing to these national campaigns.

## **5.3 Targets and Monitoring**

### **5.3.1 Targets**

Targets have been set to help monitor the progress of the Smarter Choices Strategy. They will take into account levels of resources and funding available for delivery and will be reviewed on a regular basis to ensure they are still appropriate.

<b>Table 5-2 Marketing and Promotion targets</b>	
SC3.1	To run at least 5 projects to promote Smarter Choices (including walking and cycling) per year
SC3.2	To deliver the Year of Cycling in 2012, and investigate the feasibility of running future 'focus year' events.

### **5.3.2 Monitoring**

The success of the Branding, Marketing and Promotion used will largely be monitored through the number of people turning up to advertised events.

Monitoring also takes place through the continued requests for more / additional walking / cycling maps and other promotional and information material.

Monitoring of the number of cyclists (through the cycle count) and public transport patronage will also help to measure whether the branding, marketing and promotion of smarter choices is helping to change how people travel. The monitoring of mode of travel through various travel plans will also be an indication of the success of promotional activities.

## 6 Monitoring of the Smarter Choices Strategy

The Smarter Choices Strategy is one of a number of strategies which support the delivery of the LTP. The Smarter Choices Strategy will be monitored annually through the rolling Implementation Plan and will be reviewed after 5 years to ensure that it is still relevant and working towards delivering the LTP policies.

### 6.1 Summary of Targets

SC1.1	To decrease single car use to primary school from 35% (2010) to 30% by 2016 and to maintain car sharing at 10% or more.
SC1.2	To decrease single car use to secondary school from 16% (2010) to 13% by 2016 and to maintain car sharing at 10% or more
SC2.1	To develop a plan for implementation of a car club (in association with local developers) by 2016.
SC2.2	To investigate the feasibility of a district wide car sharing scheme and develop a plan for implementation if appropriate by 2016
SC3.1	To run at least 5 projects to promote Smarter Choices (including walking and cycling) per year
SC3.2	To deliver the Year of Cycling in 2012, and investigate the feasibility of running future 'focus year' events.

### 6.2 Monitoring and Indicators

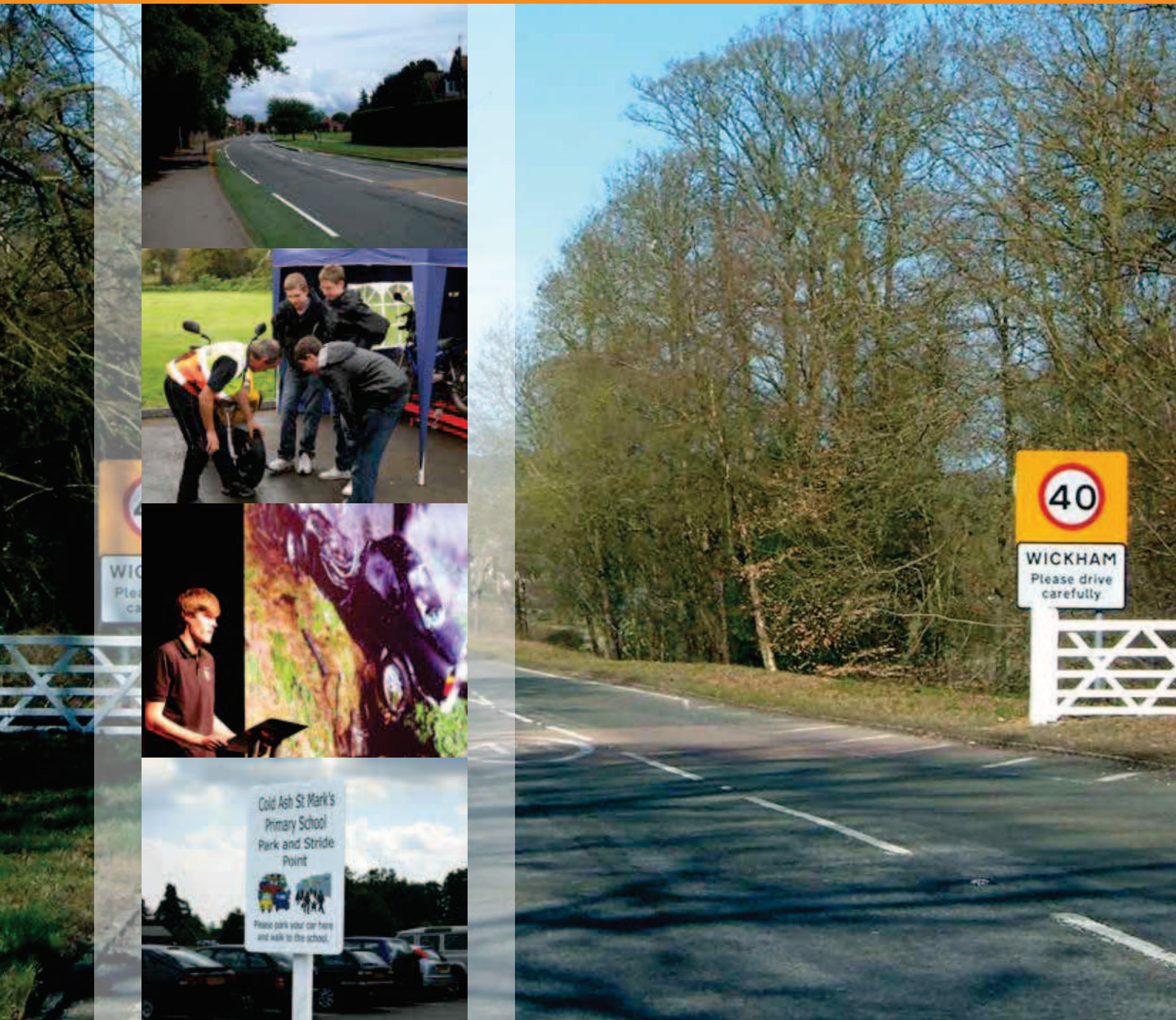
The mechanisms used to monitor indicators relating to this strategy are summarised in Table 6.2 below. The progress against each area will be reported through the Implementation Plan annual updates.

<b>Outcome</b>	<b>Monitoring mechanism</b>
Travel to School	Annual School Travel Survey
Car club usage	Membership and trips booked/taken
Projects	Keep a record of projects delivered and levels of success
The year of cycling	Feedback from events run as part of the year of cycling



# West Berkshire Local Transport Plan 2011 - 2026

## Road Safety Strategy





# Contents

<b>1</b>	<b>Introduction and Overview</b>	<b>5</b>
1.1	The Council's Role in Road Safety	5
1.2	Structure of the Document	6
<b>2</b>	<b>National and Local Policy Context</b>	<b>7</b>
2.1	Strategic Framework for Road Safety; DfT, May 2011	7
2.2	Local Transport Plan, 2011 - 2026	7
2.3	Sustainable Community Strategy	9
<b>3</b>	<b>2010 Targets</b>	<b>10</b>
3.1	Past Performance	10
<b>4</b>	<b>Current Situation</b>	<b>11</b>
4.1	National Indicators	11
4.2	Injury Collisions	11
4.3	Young Drivers and Riders	13
4.4	Child Casualties	15
4.5	Pedestrian and Cycle Casualties	15
4.6	Current Performance Monitoring	16
<b>5</b>	<b>Improving Road Safety</b>	<b>17</b>
5.1	Engineering	17
5.2	Education	19
5.3	Enforcement	23
5.4	Monitoring and Evaluation	23



# 1 Introduction and Overview

Making West Berkshire's roads safer for all users is an important part of the Council's role as local Highway Authority. Great Britain has one of the leading road safety records in the world, and the Council wishes to continue to play its part by maintaining its record as one of the best performing local authorities in delivering a safer road network and reducing the number of casualties.

Road traffic collisions can result in significant pain, grief, and trauma to all those involved. They can also bear a large economic cost to the public purse, and can result in severe congestion on the surrounding road network. Therefore, striving for the delivery of a safer road network is essential to providing the District's residents and visitors with the opportunities to access the services and facilities they need to enjoy a good quality of life.

This strategy forms a central part of the Council's third Local Transport Plan (LTP) to 2026. It builds upon and updates previous strategies developed alongside preceding LTP's, by seeking continued improvements to road safety in the District and in keeping casualty numbers low. This will be by no means easy given the present financial pressures and its resultant impact in having to make difficult decisions regarding future work programmes; however the Council cannot afford to be complacent and it is imperative that its road safety successes of the past are sustained over forthcoming years.

The strategy will be a key document in guiding the delivery of the road safety aspects of the Council's LTP transport vision statement, local transport goals, and key transport policies. It will help to support the delivery of an effective and safer local transport network that provides people with increased travel choices.

## 1.1 The Council's Role in Road Safety

Management of the roads within the District is shared between the Highways Agency (HA) and the Council. The HA has responsibility for the M4 and A34, with the Council being responsible for all other roads. These range from dual carriageway A-roads through to single track country lanes (over half of the Council's road length is C-class or unclassified). Whilst of lower status, these minor routes are vital to the rural economy and provide for social as well as economic needs.

West Berkshire Council, as the local highway authority, has a statutory duty under section 39 of the 1988 Road Traffic Act to take steps both to reduce and prevent accidents, which is as follows;

- 39 (2) Each local authority must prepare and carry out a programme of measures designed to promote road safety and may make contributions towards the cost of measures for promoting road safety taken by other authorities or bodies.
- 39 (3) Each local authority;
- (a) must carry out studies arising out of the use of vehicles on roads or part of roads, other than trunk roads, in their area,
  - (b) must, in the light of those studies, take such measures as appear to the authority to be appropriate to prevent such accidents, including the dissemination of information and advice relating to the use of roads, the giving of practical training to road users or any class or description of road users, the construction, improvement, maintenance, or repair of roads for which they are the highway authority and other measures taken in the exercise of their powers for controlling, protecting or assisting the movement of traffic on roads, and

- (c) in constructing new roads, must take such measures as appear to the authority to be appropriate to reduce the possibilities of such accidents \when the roads come into use.

The Council also works in partnership with a number of bodies in helping to improve road safety in the District through the delivery of the range of Road Safety measures and initiatives that are outlined in Chapter 5. These bodies include Thames Valley Police, Town and Parish Councils, local schools, and the Health sector. In addition, the Council also works with Highways Agency regarding safety issues concerning the Strategic Road Network in the District.

## 1.2 Structure of the Document

The following chapter considers the national and local policy context relating to road safety. The document then covers the main road safety issues in West Berkshire and how the Council will seek to improve road safety, which includes an outline of the intelligence processes that the Council uses to inform where measures need to be targeted. This is followed by a description of the measures and initiatives that the Council, or its partners, will seek to employ to improve road safety over the lifetime of the LTP. Finally, the mechanism for delivering the strategy is outlined along with how project delivery and future years casualty trends will be monitored and reported.

The main LTP document contains a proposal for review after the first six years delivery (March 2017). It is therefore intended that this strategy will be similarly reviewed after six years (2019), unless any amendments are required as a result of significant changes to policy or processes in advance of this date.

## 2. National and Local Policy Context

The development of this Road Safety Strategy has been largely guided by national road safety policy and the Council's own Local Transport Plan. This chapter sets out the national and local policy context in relation to road safety in West Berkshire, and how these have shaped the contents of this strategy, which, in turn, supports the delivery of wider corporate and national policies.

### 2.1 Strategic Framework for Road Safety, DfT May 2011

The Strategic Framework for Road Safety is the Department for Transport's policy document which sets out its approach in continuing to reduce road deaths and injuries on the nation's roads. It also outlines the measures which the DfT, local highway authorities and other local partners will undertake in order to achieve this.

The national strategy has also been developed to take into account the Government's overall "Localism" policy approach, which in this instance, aims to allow local authorities and communities to determine their own priorities for road safety in their area.

Unlike the previous national strategy for road safety that covered the period between 2000 and 2010, the current national road safety strategy does not contain national casualty targets for local authorities to follow. Instead, the expectation is for central and local government to continue to prioritise road safety and to continue to seek improvements. The framework considers that this should enable road deaths to fall nationally by around 37% to 1,770 by 2020, and by 57% to around 1,200 by 2030. Since there are no longer any overarching national road safety targets, the Council will mirror the national framework position of seeking a continued improvement to maintain the downward trend experience over recent years.

Furthermore, as part of moves to improve transparency and local accountability, the Government launched a national road safety comparison website in March 2013 to enable people to compare local road safety performance<sup>1</sup>. This includes data on local collision and casualty figures against population, traffic levels, road length and local spending to provide an overview of local road safety performance over the last 7 years.

### 2.2 Local Transport Plan 2011-2026

The Council's third LTP contains a series of policies that have been developed to help deliver the plan's overall vision for transport in West Berkshire, its local transport goals, and transport visions for each of the four areas of the District. In total, the LTP contains 15 key policies that cover the main elements of transport, with a number of supporting policies that pick up on more detailed topics.

Road safety is covered by its own key policy (as outlined below) in the LTP. In addition, the delivery of road safety measures and initiatives will contribute to other LTP key policies and strategies (most notably the Smarter Choices, Active Travel, and Sustainable Modes of Travel strategies).

<sup>1</sup> Department for Transport, English Road Safety Comparison: <http://road-collisions.dft.gov.uk/>

## Policy LTP K8 – Road Safety

The key LTP policy for Road Safety is as follows:

### Policy LTP K8

#### ROAD SAFETY

The Council will, as the responsible local Highway Authority, work towards creating a safer road environment for all. To achieve this, the Council will work in partnership where appropriate and focus on the following:

- I. Improving safety on the road network through monitoring road traffic collisions and addressing high risk routes and sites with appropriate schemes
- II. Improving safety for vulnerable road users of all ages, such as pedestrians, cyclists, motorcyclists, and equestrian users
- III. Providing education, information, and training for pedestrians, cyclists, and higher risk drivers, including professional drivers, younger drivers, and motorbike riders
- IV. Maintaining and enhancing road safety education for all
- V. Running campaigns to raise awareness of specific local road safety issues and to support national and international campaigns
- VI. Reducing illegal and inappropriate speeds either in response to community concerns or evidence from recorded data

Policy LTP K8 covers the package of approaches and activities that the Council, as the local highway authority, is able to employ (including in partnership with other agencies) to help deliver road safety in West Berkshire. Furthermore, the development of safer transport networks will have a contributory role in the delivery of other LTP key policies as outlined in the table below.

### The Role of Road Safety in other LTP Key Policies

LTP Key Policy	Role of Road Safety
LTP K1 – Increasing travel choice	By providing safer transport networks that help encourage people to consider sustainable travel options.
LTP K2 – Minimising congestion	By reducing the number of collisions, which can result in major congestion, particularly on main routes during peak periods.
LTP K4 – Accessibility (equality, diversity, and inclusion)	By providing safer transport networks that allow people to more confidently access local services and facilities
LTP K9 – Passenger Transport	To allow safety auditing of facilities such as bus stops and interchanges.
LTP K10 – School travel	By developing measures to improve road safety outside and on routes to schools and in providing education and training to increase pupil's awareness.
LTP K12 – Freight	Advising on the development of the Freight Route Network.



The LTP has a timeframe that is consistent with the Council's Local Development Framework (LDF), which outlines a series of policies to influence development in the District. In terms of road safety, the LDF seeks for new development to be designed in a manner that creates safe environments and encourages healthy and safe travel.

## LTP Implementation Plan

The Council is required to produce an Implementation Plan (IP) to support the delivery of the LTP. This covers shorter term timeframes than the long-term LTP strategy document and is updated on an annual basis. The main focus of the IP is to outline the transport-related schemes and projects that the Council intends to deliver to support the LTP. It looks at all capital and revenue funding available to the Council, from a variety of funding sources.

A major component of the IP is a set of tables which aim to bring together schemes and projects from the Council's Capital Programme, Service Plans, and team work programmes. This includes the measures and initiatives undertaken by the Council's Traffic Management and Road Safety Team to improve road safety and to reduce road casualties. Further road safety related measures will be fed into future versions of the IP as and when they are developed and funding sources have been identified.



## 2.3 Sustainable Community Strategy

The Sustainable Community Strategy ("A Breath of Fresh Air") has been prepared by the West Berkshire Partnership (The Local Strategic Partnership). It illustrates the joint priorities of the partner organisations working to improve local quality of life. Safer Communities is one of the five key themes, which is led by Safer Communities Partnership, comprising the Council, Police, and other partner agencies working together to make West Berkshire a safer place to live. Improving road safety is deemed to be a priority area in order to reduce the number of people killed or injured on West Berkshire roads.

# 3. 2010 Targets

## 3.1 Past performance

In 2000, the Government published three national targets for reducing road casualties by the year 2010 based on the 1994–1998 average. These were a:

- 40% reduction in the number of people killed or seriously injured.
- 50% reduction in the number of children killed or seriously injured.
- 10% reduction in the number of people slightly injured.

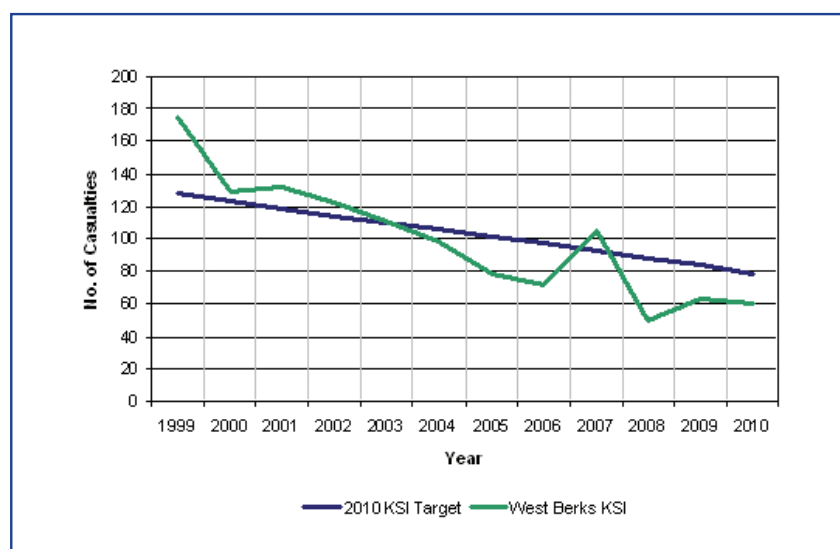
Table 3.1 below shows how West Berkshire compared against the three national 2010 casualty reduction targets. This clearly demonstrates the Council's good performance through meeting and exceeding all three of the national casualty reduction targets.

*Table 3.1 – West Berkshire Council progress compared to national 2010 Road Casualty Reduction Targets*

*Figure 3.1 below shows the KSI reduction compared to the 2010 KSI target,*

	Killed or Seriously Injured	Children killed or seriously injured	Slight injuries
West Berkshire 1994 – 1998 average	130	12	764
West Berkshire 2010 Road Casualty Reduction Targets	78	7	688
Actual recorded accidents in West Berkshire 2010	60 (-69%)	4 (-71%)	366 (-52%)

*Figure 3.1 – West Berkshire KSI's compared to 2010 KSI Target*



## 4. Current Situation

The Council receives data from the Police on all injury collisions that required Police attendance for both the local and Strategic road networks. Typically for reporting purposes, road casualties are categorised by severity as either being “Killed or Seriously Injured” (KSI), or are “Slight”. This data is used to help determine which user classes, age groups, locations and routes represent the greatest risk and to help inform the allocation of traffic management and road safety resources.

### 4.1 National Indicators

Following the end of the 2010 national targets, the Council adopted the National Indicators for Local Authorities which were:

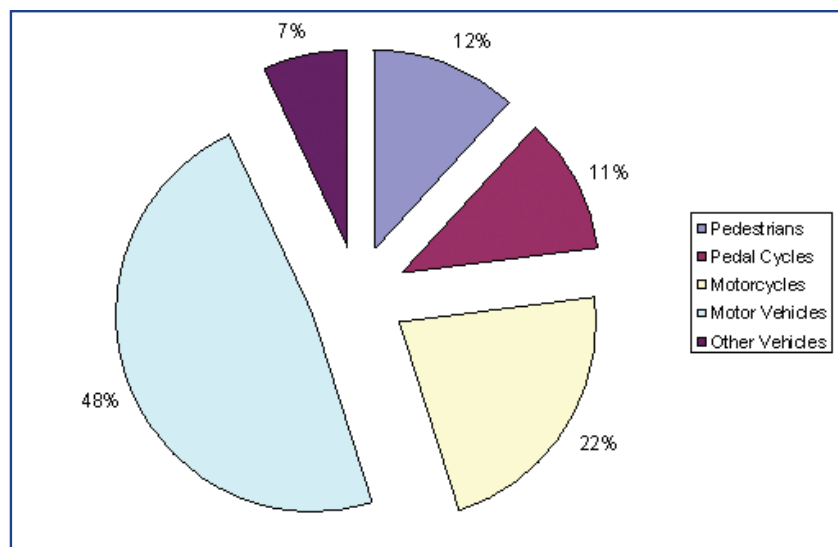
- National Indicator (NI) 47 – People killed or seriously injured in road traffic accidents
- National Indicator (NI) 48 – Children killed or seriously injured in road traffic collisions

NI 47 and NI 48 aimed to show the percentage change during the calendar year compared to the previous year. The figures are based on a three year rolling average, up to the current year.

The three year rolling average for 2009-2011 was 67 for NI 47 and 5 for NI 48. For 2010-2012 NI 47 was 72 and for NI 48 was 5.

Between 2009 and 2012 21% of KSI’s occurred on the Highways Agency road network, with 79% having occurred on West Berkshire’s road network. Figure 4.1 below outlines that the 79% which occurred on West Berkshire’s road network consisted of the following;

*Figure 4.1 – Casualty Type for 2010-2012 average*



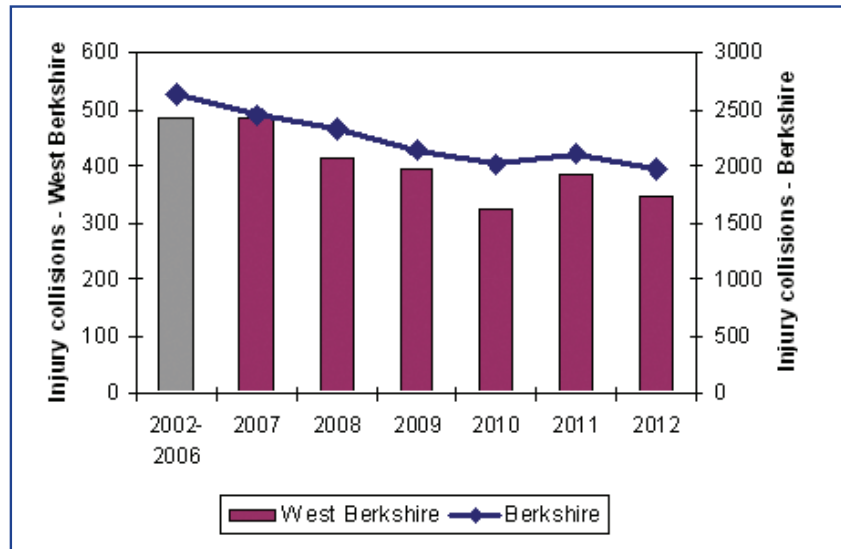
### 4.2 Injury Collisions

Annual injury collisions in West Berkshire over the course of the last ten years compared to Berkshire as a whole are outlined in Figure 4.2 below. The grey bar represents the average number of collisions over the five year period from 2002 to 2006.

Figure 4.2 indicates an overall downward trend in the number of injury collisions across Berkshire over the past decade, although there was a small increase in 2011. However, 2012 has since

shown a reduction back in line with the overall trend. Figure 4.2 also shows that collisions in West Berkshire have followed a similar trend with a decrease from 358 to 346 in 2012.

Figure 4.2 – All Injury Collisions (2002 - 2012)



### All Casualty Figures

Figure 4.3 below outlines the figures for all recorded casualties over the last ten years, which shows a similar general downward trend. An increase in 2011 has also been followed by a decrease in 2012 back in line with the general trend. Casualty levels on West Berkshire’s roads each year (including the Strategic Road Network) follow a similar trend with a decrease from 557 to 484 in 2012.

Figure 4.3 – All Casualties (2002 - 2012)

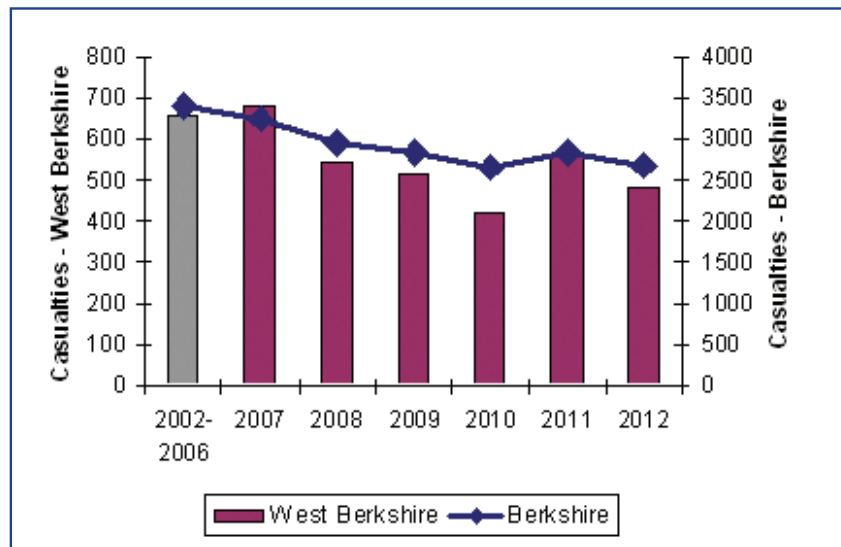
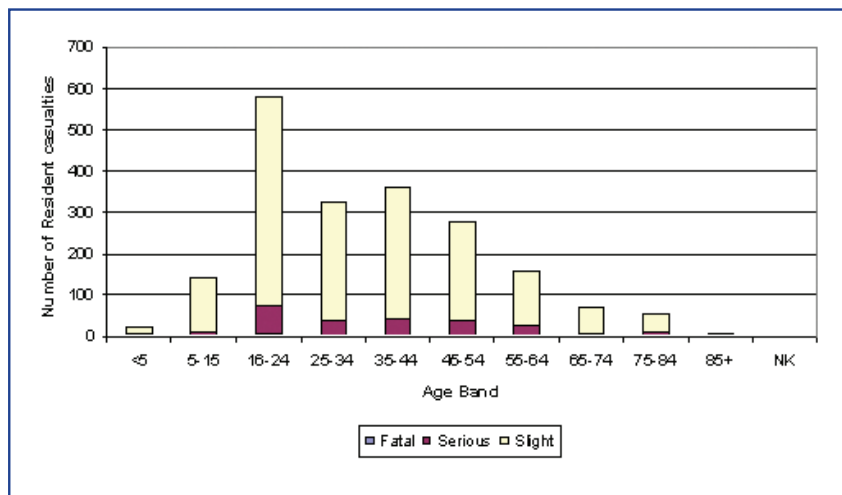


Figure 4.4 below outlines the ages of casualties of West Berkshire residents who were injured anywhere in the country between 2006 and 2010. This clearly shows the 16 to 24 age group as having the highest incidence of casualties (of all severities). West Berkshire residents are least likely to be injured in a collision when they are aged less than 15 years or older than 65 years old.

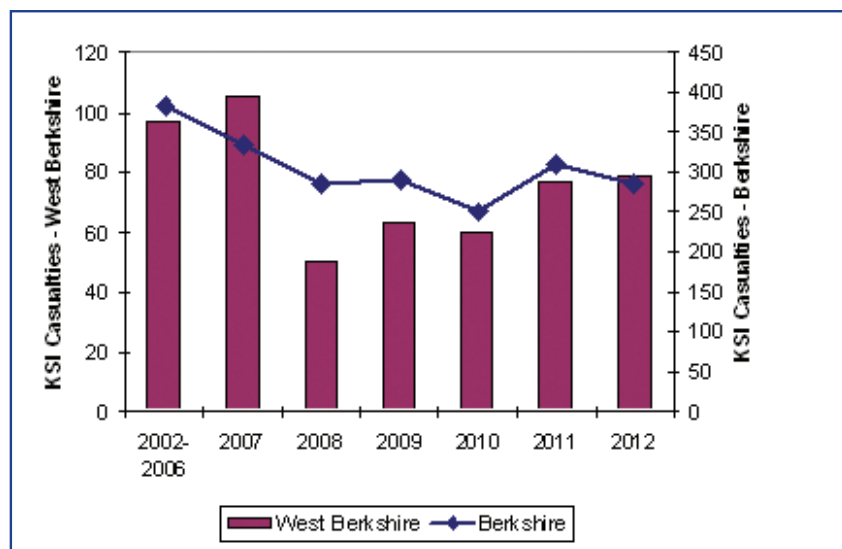
Figure 4.4 – West Berkshire resident casualties by Age (2007-2011)



### Killed or Seriously Injured Casualties

Numbers of recorded Killed or Seriously Injured (KSI) casualties are shown in Figure 4.5 below. This again indicates an overall downward trend across Berkshire over the past decade. Although there was an increase in 2011, this has been followed by a decrease in 2012. In West Berkshire, there has been a general increase in KSI casualty levels since 2008, although levels are significantly lower than they were before 2008. KSI casualties have remained similar in 2012, with a slight increase from 77 to 79 from 2011.

Figure 4.5 – KSI Casualties (2002 – 2012)



### 4.3 Young Drivers and Riders

Figure 4.6 below compares numbers of young drivers involved in collisions in West Berkshire with levels across the whole of Berkshire. Young riders of pedal cycles and motorcycles are not included in order to avoid double counting. It can be seen that the numbers of young drivers involved in collisions has decreased across Berkshire over the past decade and has remained at a similar level since 2009, with the number of West Berkshire’s young drivers involved in collisions following this trend.

Figure 4.6 – Young Drivers in injury collisions (2002-2012) – excluding motorcycle and pedal cycle riders

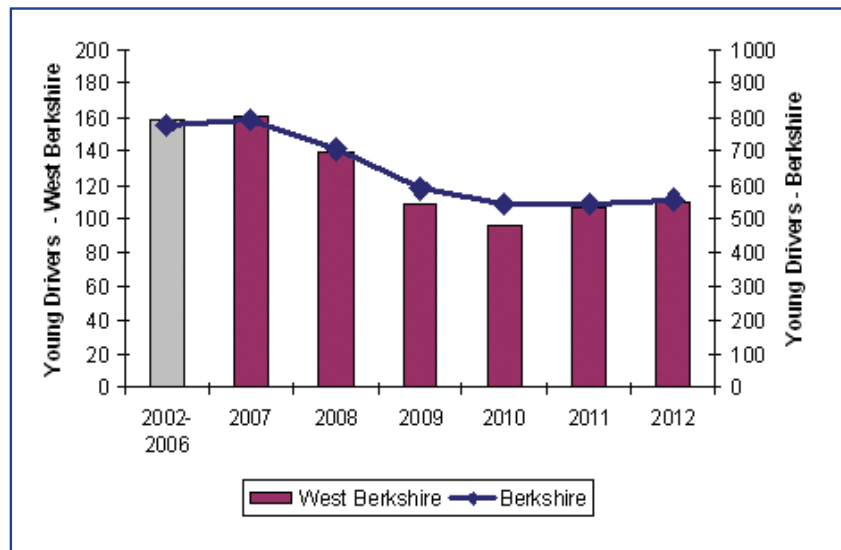


Figure 4.7 below compares young riders of motorcycles and pedal cycles involved in injury collisions in West Berkshire with levels across Berkshire. Young rider collision involvement has remained at a similar level in Berkshire over the past decade with a slight increase in 2012, West Berkshire’s young rider collision involvement levels have fluctuated over the past decade with a slight downward trend. An increase from 22 to 27 was recorded in 2012,

Figure 4.7 – Young Riders in injury collisions (2002-2012)

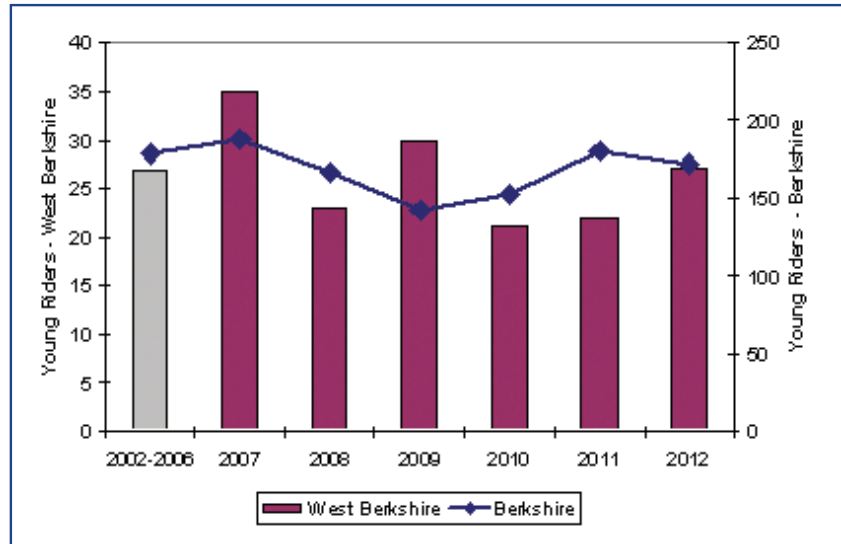
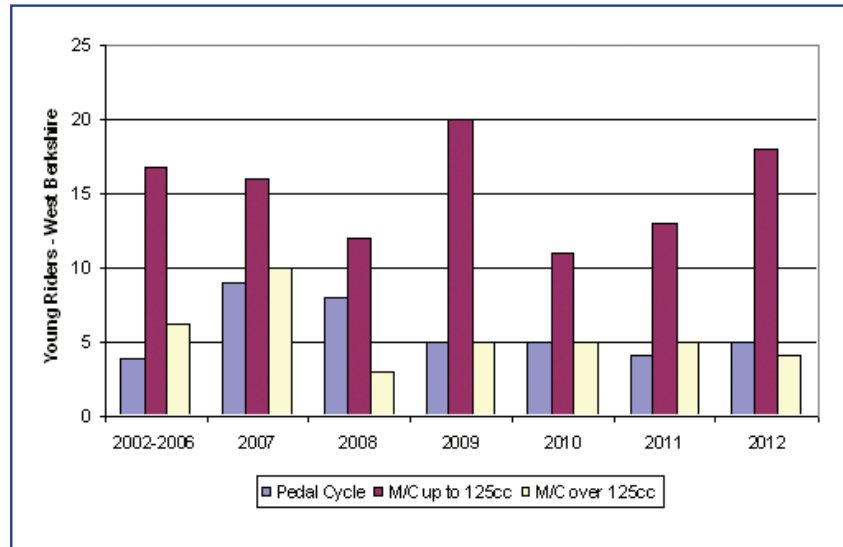


Figure 4.8 below shows the breakdown of young pedal cycle and motorcycle riders involved in injury collisions in West Berkshire, by vehicle type. Riders are broken down into pedal cyclists, riders of up to 125cc motorcycles and riders of over 125cc motorcycles. There is a fluctuation for each vehicle type due to the relatively low numbers involved. Young pedal cyclist collision involvement has remained at a similar level since 2009 and has increased from 4 to 5 in 2012. Motorcycles over 125cc have also remained similar with a slight decrease in 2012. Young riders of motorcycles up to 125cc in West Berkshire have been involved in more collisions in 2012 with an increase from 13 to 18.

Figure 4.8 – Young Riders involved in injury collisions by vehicle type (2002-2012)

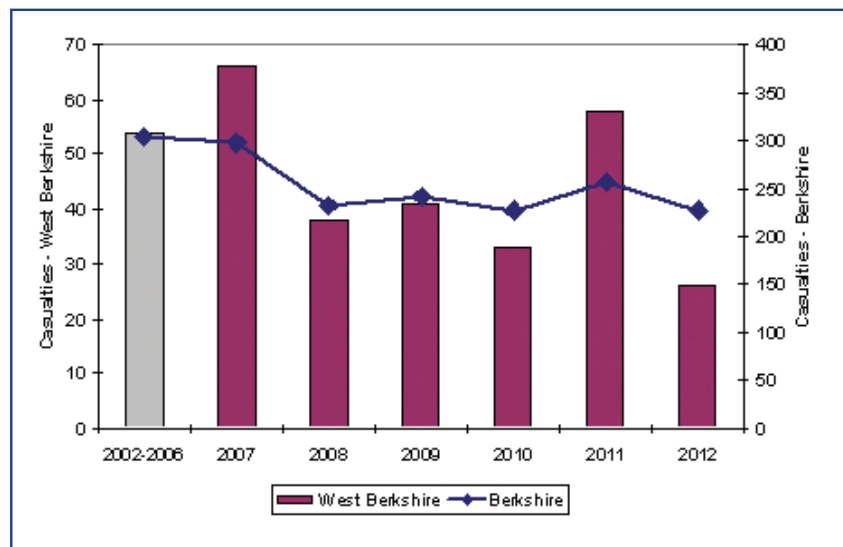


## 4.4 Child Casualties

Child casualties amongst West Berkshire residents are lower than the Berkshire average, and are significantly below the national rate.

Figure 4.9 below shows that there has been general downward trend in child casualty levels across Berkshire during the past 10 years, although there has been very little change since 2008. In West Berkshire, child casualty levels have fluctuated, but following a general downward trend. However, there was a large increase in 2011, although this was followed by large decrease in 2012 from 58 to 26.

Figure 4.9 – Child Casualties (2002-2012)

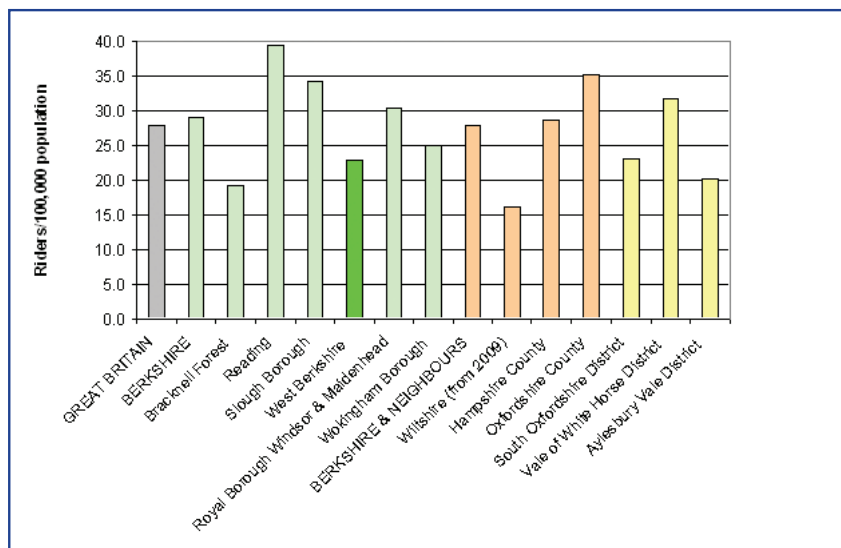


## 4.5 Pedestrian and Cycle Casualties

West Berkshire's pedestrian casualty rate is considered to be very good, being well below the national and Berkshire-wide average. The number of pedestrians killed or seriously injured in West Berkshire has halved since 2003 and the number of casualties continues to remain low.

In terms of cycle casualties in West Berkshire, Figure 4.10 below suggests that over the last 5 years, these have been at a lower level than the both the Great Britain average and that for Berkshire as a whole. The Council also compares favourably to other neighbouring authorities, except for Wiltshire where the rate is lower.

Figure 4.10 – Annual average pedal cycle user casualties per head of population (2006-2010)



## 4.6 Current Performance Monitoring

It should be noted that the National Indicators described in section 4.1 no longer exist, and that no national overarching road safety targets are contained in the DfT's 2011 National Strategic Framework for Road Safety. Instead there is an expectation for local authorities to continue to address road safety and continue to seek improvements. This strategy has been prepared to mirror the national approach.

However, there remains an emphasis on progress performance monitoring to enable local authorities to assess road safety in their area and to prioritise future resources. Therefore the Council will continue to receive collision data from the Police to help inform and prioritise future road safety programmes. This will be supplemented by the monitoring and evaluation processes undertaken as part of road safety engineering and education projects.

The National Strategic Framework for Road Safety also places an emphasis on transparency through local service providers providing information on their performance. To reflect this approach, the Council will look at providing information on its road safety performance on the Council's website. This would also include a link to the DfT's English Road Safety Comparison website, which enables local authority road safety performance to be compared against that of other local authorities (see page 3).



## 5. Improving Road Safety in West Berkshire

Since the causes of road traffic accidents are complex and varied, an effective road safety service will encompass a co-ordinated range of counter-measures. These are often known as the “4 E’s” covering the areas of:

- Engineering
- Education
- Enforcement
- Monitoring and Evaluation

### 5.1 Engineering

Road safety engineering is considered to be the physical construction or alteration of the carriageway and street furniture to reduce the likelihood of people’s mistakes resulting in collisions and to reduce the severity of those injured as a result of a collision by endeavouring to create a road environment that is safer for all road users.



Junction improvements - Before



Junction improvements - After

The types of physical measures used to improve road safety can include:

- Vertical deflections (speed cushions, raised tables, and junctions).
- Horizontal deflections (chicanes, kerb build outs, and narrowings)
- Roundabouts / Mini roundabouts
- Realignment of Junctions
- Pedestrian refuges / traffic islands
- Improved signing and road markings
- Width restrictions
- Pedestrian and cycle crossing facilities

West Berkshire Council has a number of projects where the main aim is to reduce casualties and improve road safety through engineering measures. Some of these projects are listed in Table 5.1 overleaf, together with a brief description.

Table 5.1 – Examples of Road Safety Engineering Measures used by West Berkshire Council

Project	Description
Local Safety Scheme	<p>To continue with the good casualty record for West Berkshire, the injury accident record for the previous three year period is reviewed annually. Sites are identified and listed in a priority order with those having the highest number of accidents being analysed to identify which sites should have a detailed investigation undertaken and those where the location may be monitored as a scheme may have been recently introduced. Sites identified for investigation are included in the following years Local Safety Scheme programme, funding permitting.</p> <p>When a new month's accident data is received the accident record is checked to identify if any locations have an increasing trend. If any sites are identified then these are included in the current years Local Safety Scheme programme for investigation.</p> <p>Local safety schemes can comprise a number of different solutions and great emphasis is placed on ensuring schemes are developed to meet a wider need. Opportunities and risks are considered for all engineering schemes and local safety schemes are designed not only to improve safety and reduce collisions, but where possible, provide enhanced opportunities for sustainable travel, greater connectivity and improve accessibility including enhancing facilities for the disabled.</p>
School Safety Project	<p>The School Safety Project consists of improvements on routes to and from a school and directly outside the school.</p> <p>Due to the number of schools in West Berkshire the School Safety Project Programme has prioritised schools so that those with the highest road safety risks are treated first. The programme considers personal injury accidents that have occurred up to 100 metres from the school. A technique using 'weighting' factors has been included depending on the severity of the accident and whether the accident involved a child. Further considerations include the speed limit outside a school and the speed of traffic using that road, the number of pupils at a school (to ensure that the maximum number of pupils could benefit from a scheme), whether the school has a 'walking bus' or other walking initiatives in operation and whether the school has implemented a School Travel Plan.</p> <p>The type of engineering measures can depend on a number of factors and the aims of the particular school. In recent years schools have been encouraged to develop a School Travel Plan to promote the use of sustainable modes of travel to school and the School Safety Project also aims to tackle the problems that have been highlighted.</p>
Speed Limits	<p>In West Berkshire requests for new or amendments to existing speed limits are considered twice yearly. The consideration of speed limits involves a Task Group, consisting of West Berkshire officers, the Police and elected Members. The task group carefully considers each request of the speed limit review to ensure that the speed limits within West Berkshire are both consistent and appropriate for the length of road.</p> <p>A number of factors are taken into consideration when reviewing a length of speed limit. These include the surrounding environment, the recorded injury accident record and any available traffic survey data. The task group undertakes this review using current government criteria and best practice.</p>

<p>Signs and Road Marking Improvements</p>	<p>Sometimes the simplest way to improve road safety, especially when highlighting a particular hazard, is improvements to road signs or road markings. These can also include warning signs to alert drivers of vulnerable users (pedestrians, older people, cyclists, horse riders).</p> <p>Signs and road markings, on the roads for which the Council are responsible, are regularly checked to ensure that they are adequate and if worn then they are replaced and prioritised for refurbishment.</p> <p>The opportunity is also taken to determine if road markings can be improved after a length of road has been resurfaced.</p>
<p>Parking Schemes</p>	<p>Parking schemes are designed to allow parking on certain lengths of roads for specified periods. They also improve road safety by preventing parking at inappropriate locations such as junctions. Schemes are also designed so that they have a traffic calming effect on traffic.</p>

## 5.2 Education

This includes the education, training, and publicity (ETP) programmes coordinated by the Council's Road Safety Team. The programmes are designed to improve people's awareness, knowledge, skills, and behaviour and develop safer attitudes towards using the highway.

Table 5.2 below outlines some of the ETP programmes together with a brief description. ; It should be noted that these measures and initiatives will be used/developed according to the levels of funding available during the lifetime of the plan.



*Table 5.2 – Examples of Initiatives used in the Road Safety Team's Education, Training, and Publicity Programmes*

Project	Description
<p>Cycle Training – Bikeability (Levels 1 to 3)</p>	<p>Cycle training to the national standard, which is delivered by a team of nationally qualified instructors. Levels 1&amp;2 are combined into one course to maximise training.</p> <p><b>Level 1</b> is aimed at Key Stage 2 (years 5&amp;6). The course is held in a controlled area off the public highway and consists of bicycle and personal safety check, starting, and stopping, looking all around and balance and control.</p> <p><b>Level 2</b> is aimed at Key Stage 2 and 3 (years 5-8) to prepare them for the 'transition' to secondary school. The course is held on the public highways with varying traffic conditions. All trainees have a roadworthy bicycle and cycle helmet.</p>

<p>Cycle Training – Bikeability (Levels 1 to 3) (continued)</p>	<p>The course consists of starting and stopping with correct road positioning, turning manoeuvres, passing minor roads, and overtaking parked vehicles.</p> <p><b>Level 3</b> is aimed at Key Stage 3 (years 7&amp;8) and includes route planning, negotiating roundabouts and multi-lane junctions, and dealing with heavier traffic.</p>
<p>Adult Cycle Training</p>	<p>Cycle course designed for absolute beginners and as a refresher to encourage parents to cycle with their children as it would help maintain the child’s skills, which they have obtained from doing Bikeability cycle training. It would also encourage adults to choose pedal cycles as a mode of travel.</p>
<p>Cycle Mechanics Training</p>	<p>Basic cycle maintenance aimed at Key Stage 3 (years 7&amp;8) to ensure that bicycles are maintained to a safe and road worthy standard.</p>
<p>Ride Start</p>	<p>Ride Start is a course about Powered Two Wheelers (mopeds, scooters, and motorcycles 50cc) aimed at 15 to 19 year olds.</p> <p><b>The course consists of four workshops:</b></p> <ul style="list-style-type: none"> <li>• Practical Ride – motorcycle training ‘off road’ incorporating all basic riding skills.</li> <li>• Road Safety and the Law – understanding attitudes and behaviour to reduce road risk. Also tests theory knowledge and understanding of the law.</li> <li>• Protecting Gear and First Aid – guidance on safety clothing and equipment, also covered basic first aid knowledge and skills.</li> <li>• Basic Mechanics – learn simple maintenance to reduce bike running costs and to keep it road worthy.</li> </ul>
<p>Advance P2W – Better Biking</p>	<p>Two part workshop for rider with motorcycles of 125cc and over. Part 1 is theory of riding to deal with hazards and bends and all areas of concern that most riders experience from time to time. Part 2 is an on road practical session.</p>
<p>Drive Start</p>	<p>The aim of Drive Start events is to educate on road safety issues to young drivers on areas such as drink and drug driving, speed, and peer pressure. Advice is also given on vehicle purchasing and finance including maintenance tips to keep them safe out on the road. The main draw of the events is that the participants will be able to have a go at driving with a fully qualified instructor.</p>

<p>Safe Drive Stay Alive</p>	<p>This is a 'LIVE' production stage show aimed at raising the risks and dangers associated with young drivers. The show is based around a video reconstruction of a road traffic collision including the events leading up to the collision and then the actions of all the emergency services dealing with the incident.</p> <p>Representatives from the Police, Ambulance, and Fire services as well as A&amp;E consultants speak of their own experiences. There are also parents who have lost a teenager or from a person that has been disabled by the actions of a young driver.</p> 
<p>Footsteps</p>	<p>This is a practical pedestrian training scheme for parents with young children. The session uses the footways and roads around the school or pre-school and encourages plenty of questions, to find out what each child understands.</p>
<p>Safer Steps</p>	<p>Safer steps is an activity book with a supporting DVD designed for Key Stage 2 (years 3 and their parents) to help build a child's road safety skills using a parent's knowledge and example as a foundation. Parents are encouraged to work with their child through the activity booklet and watch the DVD together and they can both put what they have learnt into practice.</p>
<p>Educational Events</p>	<p>The events are to engage with the general public and are based on supporting national and local campaigns such as child seat checks, tyre safety checks, drink and drug driving.</p>
<p>Roadside Education</p>	<p>Road Safety Officers attend roadside checks with Thames Valley Police where vehicles are stopped due to committing a moving vehicle traffic offence such as Speeding, Non use of a seatbelt, Using mobile technology, and Careless/inconsiderate driving.</p> <p>The Road Safety Officers where appropriate provide education talks based on local crash data and community concerns to raise the driver's awareness.</p>
<p>Work Related Road Safety – Driving Down Risk</p>	<p>Driving Down Risk is a half day workshop aimed at businesses where driving for the company is part of the staff's role. The workshop reflects on motoring skills in general and in particular how they drive for work.</p>
<p>Walking Bus</p>	<p>Road Safety Officers work with parents and primary schools to introduce a 'walking bus', which consists of a minimum of 2 parent volunteers (a 'driver' at the front and a 'conductor' at the back) and up to 16 children (or passengers).</p> <p>Walking buses reduces traffic in the vicinity of the school, improves the health and fitness of the children, enables them to practice their road safety skills, and enhance road awareness and encourages independent travel, which is an important transition to secondary school.</p>

<p>Speed Intervention Programme</p>	<p>The Speed Intervention Programme (SIP) is aimed at tackling speeding at identified locations.</p> <p>Sites where speeding has been identified as a concern are surveyed to determine if there is a speeding issue. If speeding is an issue, the Speed Indication Device (SID) is used to remind drivers of their speed. Further surveys are carried out to determine if speeds have reduced.</p> <p>If they have, further SID checks are programmed for approximately six months later. If speeds have remained unchanged, then a poster campaign or mobile Vehicle Activated Signs (VAS) is used for up to two weeks. Further surveys are carried out to determine if speeds have reduced.</p> <p>If they have, further SID checks are programmed for approximately six months time. If speeds have remained unchanged then Community Speedwatch (CSW) is used. In West Berkshire CSW is operated by the Road Safety Team when a video of a speeding vehicle is recorded. The registered owner of the vehicle is then sent a letter informing them that the vehicle was observed exceeding the speed limit on a certain date at a certain location. If the vehicle is observed three times then it is passed to the Police for further action, which often involves the registered owner receiving a visit from a Police officer.</p> <p>After CSW further surveys are then carried out to determine if speeds have reduced. If they have, further SID checks are programmed for approximately six months time. If speeds have remained unchanged then speed enforcement is undertaken by the Police.</p> <p>Further surveys are carried out to determine if speeds have reduced. If they have, further SID checks are programmed for approximately 6 months time. If speeds have remained unchanged then engineering measures are investigated and the whole SIP process starts again.</p>
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As well as the measures and initiatives co-ordinated by the Road Safety team outline above, the Council remains supportive of the Government's "Think!" national road safety campaign that aims to provide road safety information for road users. The various campaigns under the Think! umbrella seek to make road users more aware of road safety issues, such as drink and drug driving, urban and rural speeds, using mobile devices whilst driving, and increasing driver awareness of other vulnerable road user (such as pedal cyclists and motorcyclists).

## 5.3 Enforcement

The Police are the only agency able to carry out enforcement of driving offences such as speeding, non-use of a seatbelt, drink/drug driving, driving whilst unlicensed/uninsured, using mobile technology, and careless/ inconsiderate driving. However, where resources permit, the Road Safety team work in partnership with the Police at roadside checks to provide education based on local crash data and community concerns to raise the driver's awareness of the safety implications of their offence.

The Police are also responsible for the enforcement of using fixed and mobile speed cameras. The Road Safety team manage speeding concerns at identified locations through the Speed Intervention Programme, which is detailed on page 20 above.

Since the decriminalisation of on-street parking restrictions in 2009, the Council have been able to take enforcement action against most parking offences including parking on yellow lines and stopping on "sSchool kKeep cClear" markings. The Council also uses other powers which impact on road safety such as those to cut back overhanging trees and bushes, removal of illegal signs and abandoned vehicles.

## 5.4 Monitoring and Evaluation

Monitoring and evaluating is an important part of any scheme or project as it indicates its effectiveness and identifies if any improvements are required. The information gained from this enable more effective programmes to be created in the future and to make best use of available budgets.

Education, training and publicity (ETP) activities can often prove difficult to evaluate. However the road safety team use the Department for Transport Guidelines for ETP Road Safety Evaluation and the E-valu-it interactive website as part of their evaluation process. Also, those attending training courses are requested to complete a feedback form as this allows the road safety team to identify if the training being delivered is understood or whether it needs to be changed in order to get the road safety message across.

As part of the Speed Intervention Programme traffic speeds are monitored to determine if there has been any reduction following one of the activities described above.

The monitoring of recorded injury accidents enable sites to be identified that require remedial measures and the type of road users that need to be the focus of an educational campaign.

The evaluation and monitoring of road safety engineering is a well established discipline. Following a schemes implementation the accident data, traffic speeds and volumes and any feedback from the general public or local stakeholders are evaluated to determine the effectiveness of the scheme.

If you require this information in an alternative format or translation,  
please call 01635 42400 and ask for the Transport Policy Team.

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WBC/P&C/JG/0414



**Active Travel Strategy Equality Impact Assessment Template  
– Stage One**

<b>Name of item being assessed:</b>	West Berkshire Local Transport Plan 2011/2026 Active Travel Strategy
<b>Version and release date of item (if applicable):</b>	July 2011
<b>Owner of item being assessed:</b>	Jenny Graham
<b>Name of assessor:</b>	Rachael Obin
<b>Date of assessment:</b>	May 2011

<p><b>1 What are the main aims of the item?</b></p> <p>The Active Travel Strategy forms part of the delivery mechanism for the Local Transport Plan (LTP). It looks specifically at delivering LTP Policy K1: Travel Choice The strategy focuses on encouraging walking and cycling for local everyday journeys, and as a way to increase levels of physical activity, making these modes of travel easy and the mode of choice for many people. Horse riding is also covered in the strategy, but as more of a leisure pursuit.</p> <p>The strategy looks to make access to walking / cycling facilities and routes as easy as possible to encourage people to use them more often. Either for commuting purposes or for leisure activities.</p> <p>The strategy also helps to deliver the Rights of Way Improvement Plan.</p>
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<p><b>2 Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this.</b></p> <p><b>(Please demonstrate consideration of all strands – Age, Disability, Gender, Race, Religion or Belief and Sexual Orientation.)</b></p>		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this.</b>
Age	The Strategy looks to improve walking and cycling facilities for all those potential users, making it easier and safer to get around. Walking and cycling need no or very little specialist equipment and so can easily be accessed by the majority of the population. Much of the promotion of walking / cycling is done with School.	

## APPENDIX D

Disability	As part of the strategy and working with the rights of way improvement plan the strategy looks to improve access for those with disability to facilities and services by making routes safer and easier to use.	
Race/Ethnicity	The strategy is not expected to impact on Race or Ethnicity	
Gender	Women are notoriously less likely to cycle. The strategy will look at the barriers women face to cycle, and though not at the expense of promoting cycling to men. Other improvements to facilities will continue to encourage people of both genders to cycle	WBC annual cycle count.
Sexual Orientation	There is no evidence available to suggest that there are specific transport access needs with regards to sexual orientation.	
<b>Further Comments relating to the item:</b>		
<p>The Active Straggly Strategy looks to improve access to facilities by improving walking / cycling facilities and links and by providing training and promotion where appropriate. This will lead to improvements that whole of the community will benefit from.</p> <p>The LTP has undergone a Stage 2 EqIA. As this strategy forms part of the LTP it is not considered that a stage 2 EqIA is needed for the strategy.</p>		

<b>3 Result (please tick)</b>	
	<b>High Relevance</b> This needs to undergo a Stage 2 Equality Impact Assessment.
	<b>Medium Relevance</b> This needs to undergo a Stage 2 Equality Impact Assessment
	<b>Low Relevance</b> This needs to undergo a Stage 2 Equality Impact Assessment
√	<b>No Relevance</b> This does not need to undergo a Stage 2 Equality Impact Assessment

For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.

<b>4 Identify next steps as appropriate:</b>
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## APPENDIX D

<b>Stage Two required</b>	
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	
<b>Stage Two not required:</b>	√

**Signed:** *Rachael Obin*

**Date:** May 2010

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**Smarter Choices Strategy Equality Impact Assessment  
Template – Stage One**

<b>Name of item being assessed:</b>	West Berkshire Local Transport Plan 2011/2026 Smarter Choices Strategy
<b>Version and release date of item (if applicable):</b>	August 2011
<b>Owner of item being assessed:</b>	Jenny Graham
<b>Name of assessor:</b>	Rachael Lancaster
<b>Date of assessment:</b>	July 2011

**5 What are the main aims of the item?**

The Smarter Choices Strategy forms part of the delivery mechanism for the Local Transport Plan (LTP). It looks specifically at delivering LTP Policy K1: Travel Choice. The strategy focuses on encouraging people to consider alternatives to the car through travel planning, car sharing and car clubs, alternative and new technologies (inc. access to broadband) and branding and marketing. The strategy aims to reduce the need to travel by providing suitable and realistic alternatives for people.

**6 Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this.**

**(Please demonstrate consideration of all strands – Age, Disability, Gender, Race, Religion or Belief and Sexual Orientation.)**

<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this.</b>
<i>Age, disability, gender, race, religion/beliefs, , sexual orientation</i>	The strategy will not have a negative impact on any of the protected characteristics. If anything the strategy is likely to improve things, as it is aiming to provide better and easier access to services. Part of the strategy aims to reduce reliance on the private car, which will mean that alternatives are more accessible, either directly or remotely.	

**Further Comments relating to the item:**

## APPENDIX D

The Smarter Choices Strategy looks to improve access to facilities and reduce reliance on private vehicles. There are a number of ways it is proposed to do this: by improving walking / cycling facilities and links and by providing training and promotion where appropriate, as well as investigating and promoting alternative and new technologies that make services more easily accessible. This will lead to improvements that whole of the community will benefit from.

The LTP has undergone a Stage 2 EqIA. As this strategy forms part of the LTP it is not considered that a stage 2 EqIA is needed for the strategy.

<b>7 Result (please tick)</b>	
	<b>High Relevance</b> This needs to undergo a Stage 2 Equality Impact Assessment.
	<b>Medium Relevance</b> This needs to undergo a Stage 2 Equality Impact Assessment
	<b>Low Relevance</b> This needs to undergo a Stage 2 Equality Impact Assessment
√	<b>No Relevance</b> This does not need to undergo a Stage 2 Equality Impact Assessment

For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.

<b>8 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	
<b>Stage Two not required:</b>	√

**Signed:** *Rachael Lancaster*

**Date:** July 2011

## Road Safety Strategy Equality Impact Assessment

<b>Name of item being assessed:</b>	West Berkshire Local Transport Plan 2011/2026 Road Safety Strategy
<b>Version and release date of item (if applicable):</b>	November 2013
<b>Owner of item being assessed:</b>	Jenny Graham
<b>Name of assessor:</b>	Chris Sperring
<b>Date of assessment:</b>	14 <sup>th</sup> November 2013

### 1. What are the main aims of the item? (What does the item try to achieve?)

Making West Berkshire's roads safer is an important part of the Council's role as the Local Highway Authority. The Road Safety Strategy forms part of the delivery mechanism for the Local Transport Plan (LTP). It looks at specifically delivering LTP Policy K8: Road Safety. The strategy focuses upon building and updating previous strategies developed alongside preceding LTP's, by seeking continued improvements in road safety in the District and in keeping casualty numbers low.

### 2. What are the results of your research?

Note which groups may be affected by the item. Consider how they may be affected and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	The analysis of Police accident data highlights particular groups where road safety measures and initiatives need to be prioritised. These can include groups relating to age, including older people and young people.	Road safety education initiatives aimed at young people from early in school through to young drivers, plus engineering measures outside schools. Older people can benefit from driver refresher courses and traffic safety schemes to enable them to cross roads more safely.

## APPENDIX D

<p>Disability, Gender Reassignment, Marriage &amp; Civil Partnership, Pregnancy &amp; Maternity, Race, Religion or Belief, Sex and Sexual Orientation</p>	<p>The strategy will not have a negative impact on any of the protected characteristics. If anything the strategy is likely to improve things, as it is aiming to continue to improve road safety in the District, following on from what has been achieved in previous strategies. Improved safety on the highway network will provide people with greater confidence to enable them to access the services and facilities they need to enjoy a good quality of life.</p>	
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**Further comments relating to the item:**

The Road Safety Strategy aims to deliver a safer road network for the District, which will help provide its residents and visitors with the opportunities to access the services and facilities that they need. The strategy aims to build upon the improvements in road safety over recent years by seeking continued improvements and in keeping casualty numbers low. It is imperative that the successes of the past are sustained over forthcoming years.

The strategy, through the assessment of Police road accident data, identifies the priority groups and locations to inform where measures and resources need to be targeted. The strategy then outlines the various road safety measures and initiatives that the Council, or its partners, will seek to employ over the lifetime of the LTP. These measures are combination of engineering, education, and enforcement, which form the basis of the Road Safety work programme outlined in the LTP Implementation Plan. Finally, there is a monitoring and evaluation element that seeks to determine the effectiveness of schemes, as well as, continuing to monitor road accident figures to determine the Council's road safety performance.

The LTP has undergone a Stage 2 EqlA. As this strategy forms part of the LTP it is not considered that a stage 2 EqlA is needed for the strategy.

<b>3. What actions will be taken to address any negative effects?</b>			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Outcome</b>

<p><b>4. What was the final outcome and why was this agreed?</b> (Was the item adjusted, rewritten or unchanged? Refer to page 15 of <i>Meeting the Equality Duty in Policy and Decision Making</i> for more information.)</p>
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## APPENDIX D

**5. What arrangements have you put in place to monitor the impact of this decision?**

The strategy contains a monitoring and evaluation element that enables the impact and effectiveness of schemes and measures to be measured and identify any further improvements if required. In addition, continued monitoring of Police accident data will continue in order to monitor the effectiveness of the strategy and to identify further trends for future priorities.

**6. What date is the Equality Impact Assessment due for Review?**

2019

**Name:** Chris Sperring

**Date:** 14<sup>th</sup> November 2013



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