

Individual Decisions

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

Thursday, 31 July, 2014

Ref:	Title	Portfolio Members	Page No.
ID2798	West Berkshire Council Forward Plan - 3 September 2014 to 31 December 2014	Councillor Gordon Lundie	1 - 20
ID2866	Representation on Outside Bodies	Councillor Gordon Lundie	21 - 26
ID2795	Proposed pedestrian crossing on Reading Road, Burghfield	Councillor Pamela Bale	27 - 38



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - 3 September 2014 to 31 December 2014
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	31 July 2014
Forward Plan Ref:	ID2798

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

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	
Name & Telephone No.:	Councillor Gordon Lundie
E-mail Address:	glundie@westberks.gov.uk

Contact Officer Details	
Name:	Moira Fraser
Job Title:	Democratic Services Manager
Tel. No.:	01635 519045
E-mail Address:	mfraser@westberks.gov.uk

Implications

Policy:	The Forward Plan details the Policies to be adopted by West Berkshire Council.
Financial:	The Forward Plan has no financial implications.
Personnel:	The Forward Plan has no personnel implications.
Legal/Procurement:	The Forward Plan has no legal or procurement implications.
Environmental:	The Forward Plan has no environmental implications.
Property:	The Forward Plan has no property implications.
Risk Management:	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"/>		
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)				
Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Consultation Responses

Members:

Leader of Council:	Councillor Gordon Lundie
Overview & Scrutiny Management Commission Chairman:	Councillor Brian Bedwell at OSMC meetings
Ward Members:	All Members.
Opposition Spokesperson:	Councillor Jeff Brooks at OSMC meetings

Local Stakeholders: The West Berkshire Forward Plan will be published the first working day after the Individual Decision is signed.

Officers Consulted: Nick Carter, John Ashworth, Rachael Wardell, Heads of Service, Group Executives.

Trade Union: Not sought.

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

Supporting Information

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) are 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 are currently two confidential items scheduled for the 04 September 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 27 August 2014.
- 1.7 The following items have been added to/deleted from the Forward Plan for the September 2014 Executive meeting, since it was last published:
- EX2875 Treasury Management Annual Report 2013/14 added to the 04 September Executive meeting
 - EX2882 London Road Industrial Estate Development Agreement added to the 04 September Executive meeting
 - ID2877 Fostering Statement 2014/15 of Purpose added as an Individual Decision to be signed on the 04 September 2014
 - ID2878 Adoption Statement 2014/15 of Purpose added as an Individual Decision to be signed on the 04 September 2014
 - ID2879 Adoption Annual Report added as an Individual Decision to be signed on the 04 September 2014
 - ID2880 Fostering Annual Report added as an Individual Decision to be signed on the 04 September 2014
 - ID2860 Royal Avenue and Charrington Road, Calcot - Traffic Management Proposals delayed until the 10 September 2014 (previously stated that it would be signed in August)
- 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

Appendix A – West Berkshire Council Forward Plan –03 September 2014 to 31 December 2014

Appendix B – Notice of confidential items for 04 September 2014 Executive meeting

West Berkshire Council Forward Plan



West Berkshire Council Forward Plan - 03 September 2014 to 31 December 2014

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
03 SEPTEMBER TO 30 SEPTEMBER 2014											
C2867	Proposed Member Induction Programme - May 2015 <i>To seek Corporate Board's view on the proposed Member Induction programme for May 2015.</i>	C	18/09/14 C	Resources	Jo Watt			10/09/15			September 2014
C2881	Preferred Option Housing Site Allocations Development Plan Document - Policies to guide development in the countryside <i>To recommend the Preferred Option Housing Site Allocations Development Plan Document - Policies to guide development in the countryside - for public consultation</i>	C	18/09/14 C	Environment	Liz Alexander	Planning, Transport (Policy), Culture, Customer Services, Countryside		10/09/15			September 2014
C2846	Revised Statement of Community Involvement <i>To consider the adoption of the revised Statement of Community Involvement (SCI)</i>	C	18/09/14 C	Environment	Paula Amorelli	Planning, Transport (Policy), Culture, Customer Services, Countryside		10/09/15	Statutory bodies, community and other stakeholders		September 2014
C2886	Constitutional change to the Scheme of Delegation in relation to the Anti Social Behaviour, Crime and Policing Act 2014 <i>Ensuring Scheme of Delegation takes on board the amendments required from the Anti Social Behaviour, Crime and Policing Act 2014</i>	C	18/09/14 C 01/09/14 GA	Resources	Alex O'Connor			10/09/15C 21/08/14			September 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 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.**

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

West Berkshire Council Forward Plan - 03 September 2014 to 31 December 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
C2859	Changes to the Constitution - Part 10 Finance Rules of Procedure and Part 7 Regulatory and Other Committees Rules of Procedure <i>To amend the Constitution in light of legislative changes.</i>	C	18/09/14 C 01/09/14 GA	Resources	Andy Walker/ David Holling	Chairman of Governance and Audit		10/09/15C 21/08/14			September 2014
C2793	Response to Motion on Protected Employment Land <i>To respond to the motion brought to Council on the 12 December 2013.</i>	C	18/09/14 C	Environment	Liz Alexander	Planning, Transport (Policy), Culture, Customer Services, Countryside		10/09/15C			September 2014
C2657	Health and Wellbeing Strategy	C	18/09/14 C	Resources	Lesley Wyman	Health and Wellbeing		10/09/15			September 2014
EX2874	Response to the Overview and Scrutiny Management Commission's Review into the Utilisation of Shaw House <i>To provide a response to the recommendations made by the Scrutiny Task Group in respect of the utilisation of the Shaw House</i>	EX	04/09/14 EX	Environment	Amanda Loaring	Planning, Transport (Policy), Culture, Customer Services, Countryside		27/08/14			September 2014
EX2829	Financial Performance Report - Quarter One 2014/15 <i>To inform Members of the latest financial performance of the Council in respect of Revenue, Capital and Asset manement including progress with the review programme.</i>	EX	04/09/14 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		27/08/14			September 2014

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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
EX2882	London Road Industrial Estate Development Agreement (Paragraph 3 - information relating to the business affairs of particular person) (Paragraph 5 - Information relating to legal privilege) <i>To approve the Development Agreement prior to signing</i>	EX	04/09/14 EX	Communities	Bill Bagnell	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property	Yes	27/08/14			September 2014
EX2777	Key Accountable Measures and Activities 2014/15. Update on progress: Q1 outturns <i>To report Quarter 1 progress against the key accountable measures and activities for West Berkshire Council for 2014/15 and to report by exception those measures/activities not achieved/expected to be achieved and cite remedial action that is being taken.</i>	EX	04/09/14 EX	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support		27/08/14			September 2014
ID2772	Environmental Crime Enforcement Strategy 2014-16 <i>To set out the Council's approach to enforcement of those measures aimed at reducing harm to the environment at local level. To seek approval for the Strategy.</i>	ID	03/09/14	Environment	Sean Murphy	Cleaner & Greener, Waste, Environmental Health, Trading Standards, Thatcham Vision, Licensing		27/08/14			September 2014
ID2877	Fostering Statement of Purpose 2014/15	ID	04/09/14	Communities	Sandra Dopson	Children and Young People, Youth Service, Education, Safeguarding		27/08/14			September 2014

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West Berkshire Council Forward Plan - 03 September 2014 to 31 December 2014

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ID2878	Adoption Statement of Purpose 2014/15	ID	04/09/14	Communities	Sandra Dopson	Children and Young People, Youth Service, Education, Safeguarding		27/08/14			September 2014
ID2879	Adoption Annual Report 2013/14	ID	04/09/14	Communities	Sandra Dopson	Children and Young People, Youth Service, Education, Safeguarding		27/08/14			September 2014
ID2880	Fostering Annual Report 2013/14	ID	04/09/14	Communities	Sandra Dopson	Children and Young People, Youth Service, Education, Safeguarding		27/08/14			September 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	Moira Fraser	Leader of Council		17/09/14			September 2014
ID2860	Royal Avenue and Charrington Road, Calcot - Traffic Management Proposals <i>To report on the results of a consultation to seek residents and stakeholders views on possible Traffic Management options in Charrington Road and Royal Avenue. To consider the consultation responses and agree a options to take forward to design and construction.</i>	ID	10/09/14	Environment	Jon Winstanley	Highways, Transport (Operations), Emergency Planning, Newbury Vision		02/09/14			September 2014

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West Berkshire Council Forward Plan - 03 September 2014 to 31 December 2014

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OCTOBER 2014											
ID2807	Elective Home Education Policy <i>To seek approval for updated policy on Elective Home Education.</i>	ID	01/10/14	Communities	Rhian Ireland	Children and Young People, Youth Service, Education, Safeguarding					October 2014
EX2848	Corporate Fraud Prevention <i>Arising out of the consequences of DWP Single Fraud Intergration Service this report makes a case for the establishment of a Corporate Fraud Prevention Team.</i>	EX	09/10/14 EX	Resources	Sean Anderson	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		01/10/14			October 2014
EX2875	Treasury Management Annual Report 2013/14 <i>To inform Members of the treasury management activity and performance of the Council's investments for the financial year 2013/14</i>	EX	09/10/14 EX	Resources	Gabrielle Esplin			01/10/14			October 2014
EX2738	Shared Adoption Service (Paragraph 1 - information pertaining to an individual, Paragraph 2 - information identifying an individual) <i>To explore the possible development of a Shared Adoption Service across the 6 Berkshire Local Authorities</i>	EX	09/10/14 EX	Communities	Sandra Dopson	Children and Young People, Youth Service, Education, Safeguarding	Yes	01/10/14	Five other Berkshire Unitaries		October 2014

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West Berkshire Council Forward Plan - 03 September 2014 to 31 December 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
NOVEMBER 2014											
ID2885	Admissions Arrangements 2016/17 Consultation <i>To seek approval to consult on admission arrangements for 2016/17 (statutory requirement)</i>	ID	06/11/14	Communities	Vicky Pearce	Children and Young People, Youth Service, Education, Safeguarding		29/10/14			November 2014
ID2801	West Berkshire Forward Plan – 17 Dec 2014 – 31 March 2015 <i>To agree the Forward Plan for the next four months.</i>	ID	13/11/14	Resources	Moira Fraser	Leader of Council		05/11/14			November 2014
ID2810	Approval of Local Transport Plan supporting strategy - Freight Strategy <i>To gain formal approval of the Freight Strategy which supports the delivery of the West Berkshire Local Transport Plan 2011-2026</i>	ID	21/11/14	Environment	Jenny Graham	Planning, Transport (Policy), Culture, Customer Services, Countryside/Highways, Transport (Operations), Emergency Planning, Newbury Vision		13/11/14			November 2014
DECEMBER 2014											
C2674	Polling Places and Polling District Review <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	11/12/14 C	Resources	Phil Runacres	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support		03/12/14			December 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 to confirm the contents of any agenda before attending a meeting.
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West Berkshire Council Forward Plan - 03 September 2014 to 31 December 2014

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C2884	Council Tax Reduction Scheme <i>To determine the Council's scheme for 2014/15.</i>	C	11/12/14 C	Resources	Bill Blackett	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		03/12/14			December 2014
C2822	Delivering Investment from Sustainable Development SPD - Adoption <i>To adopt the updated SPD for developer contributions</i>	C	11/12/14 C	Environment	Caroline Walsh	Planning, Transport (Policy), Culture, Customer Services, Countryside		03/12/14			December 2014
EX2883	Staffing implications associated with savings put forward to deliver the 2015/16 revenue budget: approval to pay redundancy payments <i>To set out the staffing implications which are likely to result from the setting of the Council's 2015/16 revenue budget. To seek approval to make the redundancy payments associated with the required staffing implications</i>	EX	18/12/14 EX	Resources	Robert O'Reilly	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		10/12/14			December 2014
EX2830	Financial Performance Report - Quarter Two 2014/15 <i>To inform Members of the latest financial performance of the Council.</i>	EX	18/12/14 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		10/12/14			December 2014
ID2802	West Berkshire Forward Plan – 14 Jan 2015 – 30 April 2015 <i>To agree the Forward Plan for the next four months.</i>	ID	04/12/14	Resources	Moira Fraser	Leader of Council		26/11/14			December 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 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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Individual Executive Member Decision

Title of Report:	Representation on Outside Bodies
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	31 July 2014
Forward Plan Ref:	ID2866

Purpose of Report: To consider West Berkshire Council nominations to the following outside bodies:

- Foster Carers Panel;
- 14-21
- Berkshire Historical Environment Forum.

Recommended Action: To agree the Council's representatives on the following outside bodies:

- Foster Carers Panel;
- 14-21;
- Berkshire Historical Environment Forum.

Reason for decision to be taken: To ensure that the Council is represented on the outside organisations.

Other options considered: None

Key background documentation: None

Portfolio Member Details	
Name & Telephone No.:	Councillor Gordon Lundie
E-mail Address:	glundie@westberks.gov.uk

Contact Officer Details	
Name:	Moira Fraser
Job Title:	Democratic and Electoral Services Manager
Tel. No.:	01635 519045
E-mail Address:	mfraser@westberks.gov.uk

Implications

Policy: Appointments will be made in accordance with Part 13 Appendix J (Protocol for Council Representation on Outside Bodies) of the Council's Constitution

Financial: Members are not paid to attend Outside Body meetings however any costs associated with meeting attendance will be met from

within existing Members Allowances budget.

Personnel: None.

Legal/Procurement: None

Property: None

Risk Management: The Council indemnifies Members in certain circumstances – details are set out in Appendix J to Part 13 of the Constitution (Protocol for Council representatives on Outside Bodies).

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"/>
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia			<input type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>

Consultation Responses

Members:

Leader of Council: Gordon Lundie – emailed on the 07 July 2014

Overview & Scrutiny Management Commission Chairman: Brian Bedwell - supports the report

Ward Members: N/a

Opposition Spokesperson: Jeff Brooks - emailed on the 07 July 2014

Local Stakeholders: None

Officers Consulted: Andy Day, Gillian Durrant, Robin Steel

Trade Union: Not consulted

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
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Supporting Information

1. Background

- 1.1 The Council is required to appoint representatives to a range of Outside Bodies. The bulk of these appointments were made on the 02 June 2011 following the local elections. A number of changes to the appointments were made in May 2014. In reviewing those appointments Members became aware of three additional changes that they wished to make:
- Officers were notified that Bob Morgan had resigned as the Council's representative on 14 – 21 and needed to be replaced;
 - Councillor Gwen Mason wanted to step down from the Foster Carers Panel due to work commitments and it was proposed that Councillor David Allen replace her;
 - It was proposed that Councillor Adrian Edwards replace Councillor Hilary Cole on the Berkshire Historic Environment Forum as he was the Council's Heritage Champion.
- 1.2 Appointments will be made in accordance with Appendix J to part 13 of The Constitution (Protocol for Council representatives on Outside Bodies).

2. 14-21

- 2.1 The organisation provides support to young people in the 14-21 age group in addressing and counselling them in relation to issues and concerns creating difficulties in their lives. The Council is required to appoint two trustees with no voting rights or legal responsibilities. One of the Council's representatives, Bob Morgan, had resigned and needed to be replaced.
- 2.2 To date no Councillors have expressed an interest in replacing Bob Morgan.

3. Foster Carers Panel

- 3.1 The organisation is a Statutory Panel responsible for scrutinising and approving the assessments, reviews and placements of looked after children.
- 3.2 Councillor David Allen has expressed an interest in replacing Councillor Mason.

4. Berkshire Historic Environment Forum

- 4.1 The organisation shares knowledge and concerns about Berkshire's Historic environment by encouraging co-operation between individuals, organisations and promoting the environment to the public.
- 4.2 Councillor Hilary Cole, the Council's current representative on the forum has suggested that it might be more appropriate for the Council's Heritage Champion (Councillor Adrian Edwards) to replace her on this organisation. Councillor Edwards has agreed to take up the appointment if the Leader was minded to agree it.

5. Equalities Impact Assessment Outcomes

5.1 There are no equalities issues associated with this report.

6. Conclusion

6.1 That the Council appoints representatives to the organisations as set out in the paragraphs above.

Appendices

There are no appendices to this report.

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Individual Executive Member Decision

Title of Report:	Proposed Pedestrian crossing on Reading Road, Burghfield
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	31 July 2014
Forward Plan Ref:	ID2795

Purpose of Report: To respond to a petition that has been submitted to the Council opposing the introduction of a pedestrian crossing on Reading Road, Burghfield and consider the responses received during a public consultation and to seek approval of officer recommendations.

Recommended Action: That the Executive Member for Highways, Transport (Operations), Emergency Planning, Newbury Vision resolves to approve the recommendations as set out in Section 6 of this report.

Reason for decision to be taken: To provide a response to the petitioners.

Other options considered: N/A

Key background documentation:

- Report to the Kennet and Pang Valley Area Forum on 23rd April 2008,
- The petition,
- The public consultation letters, plans and questionnaires,
- Responses to the public consultation,
- Results of pedestrian and vehicle surveys.

Portfolio Member Details	
Name & Telephone No.:	Councillor Pamela Bale - Tel (0118) 9842980
E-mail Address:	pbale@westberks.gov.uk

Contact Officer Details	
Name:	Andrew Garratt
Job Title:	Principal Traffic & Road Safety Engineer
Tel. No.:	01635 519491
E-mail Address:	agarratt@westberks.gov.uk

Implications

Policy:	None arising from this report.
Financial:	None arising from this report as introduction of a pedestrian crossing is not recommended.
Personnel:	None arising from this report.
Legal/Procurement:	None arising from this report.
Property:	None arising from this report.
Risk Management:	None arising from this report.

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"/>
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia			<input type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>

Consultation Responses

Members:

Leader of Council:	Councillor Gordon Lundie - To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.
Overview & Scrutiny Management Commission Chairman:	Councillor Brian Bedwell agrees with the recommendations.
Ward Members:	Councillor Royce Longton - The original petition calling for a pedestrian crossing on Reading Road was initiated by elderly residents of Highfield Court who were anxious to be able to reach the shops by the Forge Garage in safety. I recently spoke to most of the Highfield Court residents. About half of them said they were too old to go out much on their own but the other half repeated their wish for a pedestrian crossing, all except one of them saying they would use a crossing as far away as Holmdene if provided. The results of your more widespread consultation indicated a strong majority view in favour of a crossing, but not directly

by the shops. Another factor has now emerged in that Burghfield Parish Council is having a young children's (under 5) play area constructed on Auclum Green, close to the Pharmacy. This will create more pedestrian traffic, including toddlers, and they too would be assisted by a pedestrian crossing located close to Holmdene. I appreciate that the Hawksworth Road roundabout is not far from the play area site, but I do not consider that to constitute a safe crossing point, particularly for young children. I therefore believe that a pedestrian crossing should be provided in this general area, possibly close to Holmdene. This view was endorsed unanimously at last night's meeting of Burghfield Parish Council.

Councillor Carol Jackson-Doerge - To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Opposition Spokesperson:

Councillor Keith Woodhams - To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

Local Stakeholders: N/A

Officers Consulted: Mark Edwards, Mark Cole

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

1. Background

- 1.1 An initial request for a Pedestrian Crossing on the Reading Road, Burghfield came via a 238 signature petition presented to full Council by Councillor Royce Longton on 11th December 2007.
- 1.2 A report was presented to the Kennet and Pang Valley Area Forum on 23rd April 2008, with the recommendation that *“given the constraints of the location and that the criteria for a formal crossing is unlikely to be met, it is recommended that a crossing facility is not introduced at this time”*
- 1.3 Subsequent availability of S106 funding for the Burghfield area prompted an enquiry to Burghfield Parish Council for input on what highways improvement measures they would like to see investigated. During correspondence the issue of the introduction of a formal crossing on the Reading Road was raised.

2. Crossing on Reading Road in vicinity of The Forge Garage

- 2.1 A crossing location was identified in the vicinity of The Forge Garage and surveys were undertaken into pedestrian movements and traffic volumes (PV²) on 22nd June 2011, which established that the criteria for a formal crossing was not met. However when the criteria is not met special factors are considered which include the need for a crossing, are there any specific destinations which could be accessed via the crossing and is the traffic creating a barrier which discourages pedestrians from crossing the road.
- 2.2 After careful consideration of the special factors and the Parish Councils wish for a crossing to be introduced on the Reading Road, a crossing facility was designed for consultation with the adjacent properties. On 28th November 2013 an 869 signature petition against the proposed crossing was received from Mr M.H.Marshall, the landlord of the three shops in close proximity to the proposed crossing location. The petition made reference to the following issues:
 - Vehicles delivering to the shops will be restricted by the proposed crossing,
 - Trade will be seriously affected due to the zig zag lines prohibiting any vehicles parking or unloading on the roadside as they have for many years,
 - Trade will be seriously affected as customers will not wish to queue to access a more restricted site. This would lead to the viability of individual shops being brought into question especially the Bakery outlet which also provides every day needs of hot and cold foods,
 - That the crossing, which will be little used, will not have any effect on traffic speeds,
 - To enforce the 30mph speed limit by speed camera which would have the desired effect of reducing vehicle speeds of through traffic 24/7. The cost of which would be approx 30% of that of a Puffin crossing and associated works.

2.3 A public consultation exercise was undertaken to fully assess the residents need for a crossing facility, where approximately 640 letters, plans and questionnaires were circulated to properties within a catchment area to the north and south of Reading Road.

3. Response to public consultation

3.1 At the close of the public consultation period on 24th January 2014, a total of 329 responses were received. The responses to the questionnaire are detailed below.

1. Do you think a pedestrian crossing facility should be introduced on the Reading Road?
Yes= 256 (77.8%), No= 67 (20.4%), No indication=6 (1.8%)
2. Do you think a crossing facility should be introduced at the location shown on the enclosed plan?
Yes= 87 (26.4%), No= 235 (71.4%), No indication=7 (2.1%)
3. If a crossing facility was installed at the proposed location, would you be likely to use it?
Yes= 131 (39.8%), No= 181 (55%), No indication=17 (5.2%)
4. Do you think a crossing facility should be introduced on the Reading Road at a different location to that shown on the plan?
Yes= 180 (54.7%), No= 129 (39.2%), No indication=20 (6.1%)

3.2 Many of the respondents made additional comments and the main responses include:

- 40% felt that proposed location was busy and unsafe,
- 14% felt that the proposed crossing was bad for the local business,
- 13% felt that the proposed crossing should align with the footpaths,
- 10% felt that the crossing will slow traffic down,
- 7% felt that there was no need for a crossing as people need to take care when crossing the road.

3.3 During consultation of the Individual Decision report on a crossing by The Forge Garage Councillor Royce Longton requested that a crossing should be provided close to the Holmdene junction. Councillor Pamela Bale decided to defer the Individual Decision so that Councillor Longtons request could be fully investigated.

4. Crossing on Reading Road in vicinity of Holmdene

4.1 Surveys were undertaken in June 2014 to determine if the criteria for a crossing would be met. During the hours of the survey, 7am to 7pm, there were a total of 36 pedestrian movements of which 6 were elderly pedestrians and were 3 child pedestrians (under the age of 16). The results showed that the PV² value was well below the threshold for when the introduction of a formal crossing is considered.

4.2 During the hours of the survey a total of 121 pedestrian movements were recorded using the pedestrian crossing point at the splitter island on the roundabout. The movements included 8 elderly pedestrians and 53 child pedestrians.

5. Conclusion

- 5.1 Of the responses received to the consultation of a crossing facility by The Forge Garage 78% considered that a facility should be introduced on the Reading Road, but only 26% supported the proposed location. 55% indicated that they are unlikely to use a crossing facility at the proposed location and 55% considered a crossing facility should be introduced at a different location.
- 5.2 Whilst 40% of respondents considered the location to be busy and unsafe, there has only been one slight recorded injury accident in the vicinity of the shops on Reading Road within the latest three year period to the end of April 2014. This occurred in February 2012 and did not involve a pedestrian as a vehicle turned into The Forge Garage across the path of a motorcycle. It is appreciated that there are times when the car park to the shops can be busy with vehicle movements.
- 5.3 When a proposed crossing facility is not recommended other measures are often investigated to aid pedestrian movements across the road. Due to the constraints of the public highway and location of private access the introduction of measures such as pedestrian refuges and build outs are not feasible.
- 5.4 An alternative crossing location to The Forge Garage was investigated to the north-east and due to the width of the existing footway and location of private driveways, the closest location which could accommodate a crossing facility would be to the east of the Mans Hill junction. This would not be on the pedestrian desire line and therefore unlikely to be used. Therefore this location is not recommended for a formal crossing facility.
- 5.5 The results of the recent survey show that the crossing location to the west of its junction with Holmdene is not on the pedestrian desire line and is used very little by the residents of Highfield Court. There is a pedestrian refuge at the roundabout, approximately 100 metres to the south west, which is used by pedestrians to safely cross Reading Road.
- 5.6 However during member consultation of the draft report Councillor Longton referred to a future change in circumstances, which may result in more pedestrian movements across Reading Road. It is uncertain if this possible increase in pedestrian movements will be sufficient to meet the crossing criteria.
- 5.7 Given the consensus of the residents and the results of the recent survey it is recommended that a crossing facility is not introduced on the Reading Road at The Forge Garage.
- 5.8 A crossing facility is not recommended at present to the south west of its junction with Holmdene. However once the young children's play area has been introduced on Auclum Green then a further survey could be carried out to determine if the change in circumstances justify a formal crossing facility.

6. Recommendation

- 6.1 Given the responses to the public consultation and the number of signatures on the petition it is recommended that a formal crossing facility is not introduced on the Reading Road at The Forge Garage.

- 6.2 Given the results of the pedestrian survey and that there is a safe crossing point approximately 100 metres away, it is recommended that a formal crossing facility is not introduced at present on Reading Road south west of its junction with Holmdene.
- 6.3 That a further pedestrian and vehicle survey be undertaken between Holmdene and the roundabout a few months after the completion of the young children's play area on Auclum Green
- 6.4 That the petition organiser be informed of the decision.

Appendices

None

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Document is Restricted

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