

# Individual Decision

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The attached report will be taken as an Individual Portfolio Member Decision on:

**Friday, 21 November, 2014**

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| <b>Ref:</b> | <b>Title</b>  | <b>Portfolio Members</b>                          | <b>Page No.</b> |
|-------------|---|---|-----------------|
| ID2810      | <b>Local Transport Plan Supporting Strategies (Passenger Transport and Freight) and Cycle and Motorcycle Advice and Standards for New Development</b> | Councillor Pamela Bale and Councillor Hilary Cole | 1 - 110         |



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## Individual Executive Member Decision

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| <b>Title of Report:</b>                       | <b>Local Transport Plan Supporting Strategies (Passenger Transport and Freight) and Cycle and Motorcycle Advice and Standards for New Development</b> |
| <b>Report to be considered by:</b>            | Individual Executive Member Decision  |
| <b>Date on which Decision is to be taken:</b> | 21 November 2014  |
| <b>Forward Plan Ref:</b>                      | ID2810  |

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**Purpose of Report:**

To gain formal approval of the Passenger Transport and Freight Strategies and the Cycle and Motorcycle Advice and Standards for New Development, all of which support delivery of the Local Transport Plan 2011-2026.

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**Recommended Action:**

That the Executive Member for Transport (Policy) and the Executive Member for Transport (Operations) approve the LTP supporting strategies and the Cycle and Motorcycle Advice and Standards.

**Reason for decision to be taken:**

The two strategies which support the delivery of the Local Transport Plan 2011-2026 and the Cycle and Motorcycle Advice and Standards have all 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 documents which is what is now being sought.

**Other options considered:**

The different approaches to the strategies and the cycle and motorcycle advice note were considered at the time of development through the Transport Policy Task Group.

**Key background documentation:**

Transport Policy Task Group Papers from the following meetings:  
6th July 2012 - Draft Passenger Transport Strategy for consultation  
7th December 2012 - Passenger Transport Strategy consultation report and final proposed strategy  
21st March 2014 & 23rd May 2014 - Draft Freight Strategy for consultation  
18th July 2014 - Draft Cycle and Motorcycle Advice and

Standards for New Developments for consultation  
19th September 2014 - Freight Strategy consultation  
report and final proposed strategy  
24th October 2014 - Passenger Transport Strategy  
refreshed post-consultation final version  
24th October 2014 - Cycle and Motorcycle Advice and  
Standards for New Developments consultation report and  
final proposed document

| <b>Portfolio Member Details</b>  |   |
|----------------------------------|---|
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## Implications

- Policy:** The Passenger Transport and Freight 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.
- The Cycle and Motorcycle Advice and Standards guidance provides assistance to developers when designing developments and, through linkages with a proposed new policy on residential parking, will be used in determining planning applications once the new policy is in place.
- 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.
- There are no financial implications with regard to the Cycle and Motorcycle Advice and Standards guidance note.
- Personnel:** n/a
- Legal/Procurement:** None
- Property:** n/a
- Risk Management:** The Council's risk management methodology is applied to major projects delivered through the strategies.

| 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 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://intranet/EqIA">http://intranet/EqIA</a>                                  |                            |                                     | <input checked="" type="checkbox"/> |
| Not relevant to equality   |                            |                                     | <input type="checkbox"/>            |

## Consultation Responses

### Members:

- Leader of Council:** Councillor Gordon Lundie
- Overview & Scrutiny Management Commission Chairman:** Councillor Brian Bedwell – no comment (07.11.2014)

**Ward Members:** All Members have been included in the consultation for both supporting strategies and the Cycle and Motorcycle guidance note.

**Opposition Spokesperson:** Councillor Keith Woodhams – Supports the strategies and advice note (12.11.2014).

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

**Officers Consulted:** Gary Lugg, Mark Edwards, Bryan Lyttle, Jenny Graham, Andrew Garratt, Matthew Metcalfe, Clive Tombs, Emma Thorne

**Trade Union:** 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 The Passenger Transport and Freight 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 The strategies have been developed over the first few years of the LTP delivery and have built on previous strategies from the LTP covering the period 2006-2011.
- 1.3 The Cycle and Motorcycle Advice and Standards for New Development guidance note updates guidance that has been used since 2008. This updated set of advice and standards will continue to help deliver aspects of the LTP relating to new development and supporting cycling and will also support good outcomes to negotiations on planning applications.
- 1.4 Both the strategies and the guidance note have been developed under the guidance 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.
- 1.5 The remainder of this report provides a brief summary of the two strategies and the guidance note. The full strategies and guidance note can be found in the appendices.

### 2. Passenger Transport Strategy

- 2.1 The Passenger Transport Strategy (Appendix A) forms part of the delivery of the LTP Key Policy K9 on Passenger Transport. It also expands on the supporting policies covering Bus Strategies (PT1), Community and Voluntary Transport (PT2), Rail Travel (PT3), Taxis and Private Hire Cars (PT4), Passenger Transport Information, Promotion and Ticketing (PT5), Infrastructure and Interchange (PT6), Park and Ride (PT7).
- 2.2 The strategy also considers issues that influence the provision and development of transport services in the District, including recognising the serious financial challenges facing the authority in the light of reduced funding, increased demand for services, plus rising operator's costs and tender prices. There is an onus on the strategy to deliver value for money and financially sustainable transport services.
- 2.3 The strategy takes forward the wider view of passenger transport provision outlined in the previous LTP strategy rather than focussing on just bus and rail modes. Therefore separate strategies for each of the various passenger transport services have been developed, namely; bus and coach, community transport, taxis and private hire vehicles, and passenger rail.
- 2.4 Bus and Coach Strategy – This looks at how bus and coach services in the District can be maintained and where possible enhanced in the context of challenges faced in providing these services. It outlines the commercial and contract bus services operating in the District and identifies a hierarchy of bus services to help categorise services to reflect the strategic or local connectivity that they provide. For commercially operated services, the primary objective is to encourage and

enable retention of commercial operations. However, the majority of bus services are supported services and given budgetary pressures there is a need to ensure that available funding is used wisely. Therefore the strategy contains an approach to funding supported services outlining priorities taking into account level of demand for travel, value for money, and availability of funding.

- 2.5 Community Transport Strategy – This covers services that tend to operate on a not for profit basis by local community groups using either paid or voluntary drivers, and have a role of enabling people without or unable to use a public transport service opportunities to access essential services. Such services are likely to become increasingly important in future years as a result of increased numbers of older people and financial pressures of supporting conventional bus services. The strategy recognises the importance of effective partnership working between the Council and transport providers to successfully deliver these services.
- 2.6 Taxis and Private Hire Vehicles – These provide services in situations where other transport services are unavailable and are also used to meet some home-to-school journeys and social care provision. There may also be opportunities to work with operators to investigate and develop taxibus/taxishare schemes to deliver local transport solutions that are unable to be met by conventional bus services.
- 2.7 Passenger rail strategy – This recognises that the Council has no powers or responsibilities relating to rail services, but outlines the Council’s aspirations for rail services in the District as part of rail services continuing to be an effective transport choice. This includes actively responding to government or rail industry consultations that affect rail services in West Berkshire highlighting concerns and aspirations, and seeking good working relationships with the rail industry to help deliver improvements to passenger facilities at stations in the District.
- 2.8 Information, Promotion, and Ticketing - The strategy considers the need to provide effective marketing and information on passenger transport services in order to increase public awareness of services, and ultimately increase usage. There is also recognition of the importance of developing new technology for providing information and for integrated and smart ticketing.
- 2.9 It is intended that the Passenger Transport Strategy will next be reviewed in 2019.

### **3. Freight Strategy**

- 3.1 The Freight Strategy (Appendix B) is an important component of the LTP, outlining how the Council intends to manage and influence freight movements in the District. It has been produced as an overarching strategy document and does not consider individual local freight issues, which are dealt with via the normal operational processes. It forms part of the delivery of the LTP Key Policy K12 on freight.
- 3.2 The strategy contains a review of current freight issues in the District, including the variety of freight movements that take place either through or within the District, and by all modes (road, rail, or inland waterway). This also provides a link to the West Berkshire Freight Route Network (FRN), which was developed as part of the previous Freight Strategy and formally adopted in February 2009. This is currently being refreshed and a new version produced in early 2015, which will be subject to a consultation with relevant stakeholders including town/parish councils, local businesses, and representatives from the road haulage industry.



- 3.3 There is a section looking at sustainable means of freight distribution (i.e. rail and water) and considers the future potential for this as an alternative to road based freight, as well as considering initiatives to better manage urban deliveries.
- 3.4 There is a specific section focusing on road freight, recognising that road haulage will continue to be by far the dominant means of freight transport and the importance it has in sustaining local economies and modern lifestyles. However, there is recognition of the impact that road freight, and heavy goods vehicles in particular, can have on local communities including air and noise pollution. In particular, the strategy identifies the linkages with the Air Quality Management Area around the Burger King roundabout in Newbury and the need to look at workable solutions for reducing the proportion of HGVs passing through the junction.
- 3.5 The Road Freight section also considers the various measures and initiatives that the Council will seek to use to manage road freight movements (such as voluntary routing agreements with the road haulage industry, direction signing, weight restrictions, and enforcement).
- 3.6 The Road Freight section also considers lorry parking, taking forward a study of overnight lorry parking in the District undertaken in 2011/12, which highlighted that overnight lorry parking regularly occurs on both the strategic (in A34 lay-bys and motorway service stations) and local (e.g. on A4 and Faraday Road) road networks. The outputs from this study included to consider an overnight lorry parking area in the Newbury area to cater for demand on the local road network.
- 3.7 The strategy also looks at national road freight issues, such as the inappropriate use of satellite navigation systems by hauliers and any proposed alterations to permitted vehicle weights or dimensions.
- 3.8 At the request of Transport Policy Task Group Members, the new Freight Strategy now includes a detailed Action Plan with timescales which encapsulates the main freight issues identified within the strategy and provides a focus for delivery during the plan period.
- 3.9 It is intended that the Freight Strategy will next be reviewed in 2020.

#### **4. Cycle and Motorcycle Advice and Standards for New Developments**

- 4.1 The Cycling and Motorcycle Advice and Standards for New Development (Appendix C) provides guidance for the level of provision of cycle and motorcycle parking for short and long stay visitors across a wide variety of development types. The note is referred to within the proposed Residential Parking Policy, which was consulted upon as part of the Housing Site Allocations DPD consultation.
- 4.2 The Council has had in place a guidance document relating to cycle parking since June 2008. This was developed through the Cycle Forum and the Transport Policy Task Group. The guidance was updated in 2011.
- 4.3 Further small updates were added in August 2014, and consultation on this draft took place between 1st August and 19th September 2014. Prior to the consultation, the draft guidance was presented to the Transport Policy Task Group on 18th July 2014, where the draft copy note was approved for publication on the consultation page of the website.

- 4.4 The consultation was announced through the Cycling Newsletter which was publicised through the same channel as the LTP newsletter, and via the Consultation Portal on the Council's website. The guidance was also publicised to the Cycle Forum, whose membership is made up of representatives of West Berkshire Spokes, CTC, cycle retailers, Sustrans and sport cycling groups. Each of the town and parish Councils were also informed of the consultation via email.
- 4.5 There was a limited response to the consultation but the responses were reported to the TPTG and the note amended accordingly.
- 4.6 The TPTG were happy to recommend the note attached at Appendix C to Cllr Bale and Cllr Cole for a joint ID for approval.

## **Appendices**

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Appendix A – Passenger Transport Strategy

Appendix B – Freight Strategy

Appendix C – Cycle and Motorcycle Advice and Standards for New Developments

Appendix D – Equalities Impact Assessments for LTP strategies

# West Berkshire Local Transport Plan Passenger Transport Strategy

November 2014



West Berkshire  
COUNCIL



**West Berkshire  
Local Transport Plan 2011-2026**

**Passenger Transport  
Strategy**

November 2014



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# 1 Introduction and Overview

1.0.1 - Provision of good quality passenger transport services, customer information and supporting infrastructure is an important part of West Berkshire Council's vision for transport in the District. Rail, bus, coach, community transport and demand responsive services, together with taxis and private hire vehicles, already play a significant role in enabling access to facilities and services across the District and to destinations in other authority areas. They also provide people with travel choices and can contribute to addressing congestion and offsetting the environmental impacts of travel.

1.0.2 - This strategy forms a central part of the Council's third Local Transport Plan (LTP), which covers the period 2011 to 2026. It builds upon and updates the strategy that was developed alongside the preceding LTP2, and continues the approach of taking a wider view of passenger transport provision across the District rather than focussing exclusively upon the bus or rail modes.

1.0.3 - The principle underpinning this strategy is to provide services and develop infrastructure that meets the needs of customers; the residents of, employees based within, and visitors to West Berkshire, whilst at the same time having regard to economy, efficiency, and effectiveness. An effective passenger transport network is essential in order to give people, in both the urban and rural areas of West Berkshire, access to the opportunities and benefits that contribute to the enjoyment of a better quality of life.

## 1.1 Aims & Objectives of the Strategy

1.1.1 - The aims of this strategy are:

- To increase the market share for public transport services by making those services a more attractive choice for existing and potential customers;
- To build upon prior initiatives and tally with future development proposals, so as to better integrate the provision of passenger transport services, and;
- To help achieve an accessible and safe public transport network.

1.1.2 - Passenger transport needs will continue to be met by bus, passenger rail, community transport services, taxis and private hire vehicles, or by any appropriate combination of these modes. These activities and modes have subsidiary strategies and common aims; their provision will be integrated to provide effective transport services.

1.1.3 - The strategy seeks to reflect the differing characteristics associated with the four main geographical areas in the District identified in the Local Development Framework Core Strategy and the LTP, namely;

- Newbury and Thatcham
- The Eastern Area (Purley on Thames, Tilehurst, Calcot, and Theale)
- The North Wessex Downs Area of Outstanding Natural Beauty
- The East Kennet Valley

1.1.4 - The strategy also takes account of the close inter-relationship with, and the high demand of movement between the District and its neighbouring local authority areas,

including Reading Borough, and via the strategic coach and rail networks, to and from more distant destinations, such as London and Heathrow Airport.

1.1.5 - The target audience for this strategy includes a wide range of stakeholders, including;

- Existing or potential customers of publicly-available passenger transport services
- Businesses
- Community organisations and voluntary groups
- Town and parish councils
- Local transport operators and Network Rail
- Healthcare service providers
- Other service areas provided by West Berkshire Council
- Schools

1.1.6 - Some passenger services are commercially viable, and the Council would expect these to continue to be funded by passenger transport operators, through revenue earned from those services. However, there are a range of other factors that need to be taken into consideration in relation to provision of other services, including social and wider economic benefits. In order to implement and help sustain such operations, the Council will work with its partners to identify contributions, for example from developers or from DfT grant funding, to augment monies from transport providers.

1.1.7 - Good partnership working and effective management during the previous LTP period have been key factors in enabling the provision and retention of transport services across the District. However, the Council is now facing serious challenges in the light of reduced funding, set against an increased demand for services and coupled with the rising costs of fuel and of tenders from operators to run those services. This places an increased emphasis on ensuring that transport services supported and provided by the Council are financially sustainable, as well as spurring consideration of whether there are other innovative means of providing services efficiently and effectively.

1.1.8 - The Council will seek to ensure value for money in the delivery of public transport services and schemes by:

- Promoting integrated solutions to transport issues and challenges which consider all modes of travel and other wider national and local policy objectives;
- Maximising opportunities for funding from third parties wherever possible, including from the private sector;
- Identifying, whenever feasible depending on the nature and extent of the service or scheme, a Business Case that clarifies the costs of implementing that measure relative to the benefits accruing;
- Making provision for appropriate recompense or cessation of contracts, in the event of a contractor defaulting on their obligations, and;
- Taking account of 'good practice' in delivering similar services and schemes in other local authority areas.

## **1.2 Passenger Transport in West Berkshire**

1.2.1 - West Berkshire has a complex local character (as demonstrated by the four identified geographical areas described above). The issues identified below set the context for which passenger transport services are delivered in the District, and how this strategy will need to develop future passenger transport services;

- A significant proportion of the District is rural, with 74% of the District falling within the North Wessex Downs Area of Outstanding Natural Beauty. This is reflected in the dispersed and low-density population pattern in West Berkshire;
- The population density is in the region of two people per hectare, meaning that the scope for operators to evolve and maintain commercially-viable public transport services is largely restricted to the urban centres of Newbury, Thatcham, Theale, Tilehurst and Calcot;
- High levels of personal wealth, coupled with high levels of car ownership and car use overall exacerbate the difficulties in sustaining public transport services, particularly in rural areas;
- Notwithstanding the District's general prosperity, there are a number of small pockets of deprivation;
- The District has an ageing population and the number of older people is expected to rise significantly, increasing by some two thirds over the next 20 years. This will further increase demand for local transport services as most people will reach a point where, if they own a car, they are no longer able to drive safely and therefore need access to a publicly-available passenger transport service if they are to maintain their independence. This ever-growing group can receive free bus transport through the national concessionary fares scheme.

## **1.3 SWOT Analysis**

1.3.1 - A broad analysis of strengths, weaknesses, opportunities and threats has been carried out to help summarise the current position of passenger transport in the district and highlight possible developments for future improvements (see below). Whilst it is recognised that elements will change over time, it provides a useful snap-shot and a focus for considering a range of issues.

1.3.2 - Where the items in Table 1.3 below relate to specific areas this has been indicated as follows:

**[NT]:** Urban Area of Newbury and Thatcham,

**[E]:** Eastern Urban Area

**[A/K]:** North Wessex Downs AONB and East Kennet Valley areas

Otherwise the statements relate to the whole District.

## **1.4 Structure of this document**

1.4.1 - Following this introduction, Chapter 2 outlines the policy context in the Council's LTP and other corporate documents relating to passenger transport. The document then outlines a strategy for various types of passenger transport services operating in the

District, including taking into account the associated infrastructure. The document will also briefly outline the delivery mechanisms and how the overall strategy will be monitored and reported.

1.4.2 - 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 in 2019, unless any amendments are required as a result of significant changes to policy or processes in advance of this date.

| <b>Table 1.3 – SWOT Analysis for Passenger Transport in West Berkshire</b>  |
|---|
| <b>STRENGTHS</b>  |
| <ul style="list-style-type: none"> <li>➤ Dedicated Transport Policy and Transport Services Teams</li> <li>➤ Close liaison with Development Control and Planning Teams</li> <li>➤ Close liaison with Street Works, Highways Maintenance and Traffic Services Teams</li> <li>➤ Public Transport Infrastructure Strategy</li> <li>➤ Public Transport Information Strategy</li> <li>➤ Well-received customer information – District-wide Travel Guide - available in hard copy and online</li> <li>➤ Reliable operators and services</li> <li>➤ Active Community Transport sector</li> <li>➤ Good rail links along east-west corridor through the District and into Reading Borough</li> <li>➤ Company travel schemes e.g. Vodafone, AWE, Greenham Business Park <b>[NT]</b></li> </ul> |
| <b>WEAKNESSES</b>   |
| <ul style="list-style-type: none"> <li>➤ Rising costs associated with services and broader financial situation</li> <li>➤ Revenue funding streams not linked to actual contract cost increases</li> <li>➤ Limited rural infrastructure and services <b>[A/K]</b></li> <li>➤ Limited facilities at interchange locations</li> <li>➤ Limited disabled access to trains and some buses, due to vehicles and/or infrastructure</li> <li>➤ Bus travel time delays in congestion hot spots at key times of day <b>[NT] [E]</b></li> </ul>   |
| <b>OPPORTUNITIES</b>  |
| <ul style="list-style-type: none"> <li>➤ Section 106 funding for bus services and supporting infrastructure</li> <li>➤ Community Infrastructure Levy (CIL)</li> <li>➤ DfT Access for All funding for rail station improvements</li> <li>➤ DfT funding initiatives and challenge bids</li> <li>➤ Further development of quality bus corridors, complemented by connecting services to outlying settlements</li> <li>➤ Public transport opportunities linked with further developments in Newbury town centre <b>[NT]</b></li> <li>➤ Development of Real Time Passenger Information system in line with established RTPI Strategy</li> </ul>  |

- Evolution of Punctuality Improvement Partnership, in line with Traffic Management Act 2004
- Localism Act: scope to use CIL funding for provision, improvement, operation, and maintenance of services and infrastructure
- Advent of not-for-profit transport operators
- Evolution of Community Transport
- Scope to link initiatives to School and Business Travel Plans **[NT] [E]**
- Development of 'Connect'/integrated ticketing, plus evolution of smart card technology
- Further development of 'Connect' network branding
- Electrification on local rail routes

### **THREATS**

- Contract cost of services rising by upwards of 15% upon re-tender
- High incomes and resultant high car ownership and usage
- Complex and changing work patterns
- De-registration of existing commercial services or sectors of commercial routes
- Perceived low cost of car parking in town centres **[NT]**
- Potential loss of off-street public transport interchange in central Newbury **[NT]**
- Potential reduction of direct trains to London from Hungerford and Kintbury stations following electrification of the Berks & Hants railway line as far as Newbury **[A]**

## 2. Local Policy Context

2.0.1 - The development of this Passenger Transport Strategy has been primarily guided by the current Local Transport Plan for West Berkshire 2011-2026, published in April 2011, which has been prepared to take into account national transport policy and guidance, and to support the delivery of a number of West Berkshire's strategies and plans. This chapter sets out the local policy context in relation to passenger transport services and infrastructure in the District, and how these shape the contents of this strategy.

### 2.1 Local Transport Plan 2011-2026

2.1.1 - The 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 the 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.

2.1.2 - In terms of passenger transport, this is covered by its own key policy (as outlined below), which is in turn accompanied by seven supporting policies that consider specific issues in more detail. In addition, the delivery and improvement of passenger transport services and infrastructure will also contribute to other LTP key policies and strategies. For ease of reference, the relevant LTP policies are listed in the text (e.g. LTP K1).

#### Policy LTP K9 – Passenger Transport

2.1.3 - The key LTP policy for Passenger Transport is as follows:

#### Policy LTP K9

##### PASSENGER TRANSPORT

**In partnership with local transport operators, the Council will facilitate and support passenger transport services operating in West Berkshire to help deliver the transport vision for the District.**

2.1.4 - This policy covers the range of passenger transport services available in West Berkshire that will form a variety of sustainable travel options that provide people with choice and help them to access the services and facilities they need. For these passenger transport services to be effective in attracting passengers and playing their part in minimising congestion, they need to be affordable and accessible, as well as being simple to use with clear ticketing and information. In addition, passenger transport services will have a contributory role in the delivery of other LTP key policies as outlined in the table below.

## Passenger Transport in other LTP Key Policies

| LTP Key Policy  | Role of Passenger Transport  |
|---|--|
| LTP K1 – Increasing travel choice                           | By providing people with realistic sustainable travel options, and promoting use through travel plans and information. |
| LTP K2 – Minimising congestion                              | As an effective alternative to the private car; thereby reducing car dependency and usage.                             |
| LTP K3 – Accessibility (access to services and facilities)  | By enabling people to access services and facilities, including employment opportunities.                              |
| LTP K4 – Accessibility (equality, diversity, and inclusion) | By improving vehicles and infrastructure to enable better access for all.  |
| LTP K5 – Climate change                                     | By providing realistic sustainable travel options that reduce car journeys, and using cleaner vehicles.                |
| LTP K10 – School travel                                     | As a mode of travel for journeys to school.  |
| LTP K13 – New development                                   | As an effective measure to mitigate travel impacts of development.   |

2.1.5 - LTP Policy K9 has seven supporting policies that cover the different types of passenger transport services operating in the District and associated infrastructure, plus other measures that help to encourage use and improve accessibility.

### LTP Implementation Plan

2.1.6 - 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 will be updated on an annual basis. The main focus of the IP will be 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.

2.1.7 - The main 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 Transport Services Team's Bus Infrastructure Strategy and RTP1 Strategy, plus linkages to the Local Plan Core Strategy Infrastructure Delivery Plan. Measures within these strategies will ultimately feed into future versions of the IP as they are developed and when funding sources have been identified.

## **2.2 Links to West Berkshire Local Plan Core Strategy**

2.2.1 - The Local Plan Core Strategy contains a series of strategic objectives, including one relating to transport, which is as follows:

- *To put in place a sustainable transport network which supports economic growth in West Berkshire, links existing and new development, prioritises walking, cycling and public transport and provides a genuine choice of modes. Traffic management measures will minimise the impact of new development on the existing network.*

2.2.2 - Local Plan Policy CS14 (Transport) states that 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, and 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.

2.2.3 - Passenger transport services are recognised as a key consideration for new development as a means of providing opportunities to access employment, education, and other essential services and facilities. The Local Plan looks for more sustainable patterns of development that encourage trips to be made by bus or rail modes. This will be achieved through ensuring that development is provided in proximity of existing passenger transport services, or in terms of more strategic sites, by providing the necessary infrastructure and services that will enable journeys to be made by passenger transport.



## **3. Local Bus and Coach Strategy**

### **3.1 Introduction**

3.1.1 - This chapter describes the Council's Strategy for maintaining and developing bus and coach services across the District. It discusses the challenges faced in providing bus services in West Berkshire, identifies a Hierarchy of Bus Services and how each level within this Hierarchy is intended to be maintained and potentially enhanced.

3.1.2 - The Hierarchy reflects the Council's identification of scope for certain connections to be provided by smaller accessible vehicles such as minibuses, which may be operated under a Community Bus Permit or similar special licence, taking account of the overall level of demand for travel. Therefore there are synergies between this component Strategy and the Strategy for Community Transport that is set out in Chapter 4.

3.1.3 - Although the geography of West Berkshire is predominantly rural, it incorporates the urban areas of Newbury and Thatcham and the Eastern Urban Area that borders Reading Borough Council. When coupled with journeys between rural communities and the urban areas, this land use pattern does generate demand for a viable network of local bus services, augmented by demand responsive and community transport services to connect the smaller communities and mobility-impaired with essential facilities and with inter-regional networks.

3.1.4 - There are a number of issues and challenges relating to local bus operation that can affect the perception of existing and would-be bus customers in the District, some of which include:

- A lower level of fare paying customers (as distinct from concessionary bus pass users) using local bus services in the Newbury and Thatcham urban areas when compared with neighbouring towns e.g. Reading, Basingstoke;
- High levels of out-commuting, car ownership, usage, and dependency, which often translates into congestion around key junctions in urban areas at peak travel times, which in turn can have an impact on journey time reliability and punctuality of local bus services;
- Difficulties in providing and sustaining commercially-viable conventional bus services in rural areas;
- Limited availability of early morning and late evening services;
- Increasing costs involved in providing transport services e.g. fuel, vehicle purchase or leasing charges;
- Network instability – whilst the need for small-scale revisions at set times, to react to changes in demand is appreciated, at a strategic level the bus network particularly through rural areas has historically not been sufficiently stable for

people to have confidence in relying on bus and community transport services when making longer-term 'lifestyle' decisions, such as where to live within the District and how to get to work, shopping and leisure opportunities;

- Insufficient provision of through ticketing, in particular for customers wishing to transfer between bus and rail (and vice versa); and
- The potential for further development of the evolving "Connect" branding for local, contracted West Berkshire bus services.

3.1.5 - Table 3.1 below lists the commercial and contract bus services currently operating in the District. The Council will continue to promote both the commercially-operated and financially-supported, subsidised services that form the District-wide network, under the established 'Connect' network branding. Funding support will be carefully targeted where the need exists, but where commercial operation is unlikely to be viable.



**Table 3.1 – Commercial and Subsidised Bus Services in West Berkshire (Oct 2014)**

| Commercial or Subsidised  | Service         | Route  | Route   |
|---|-----------------|--|---|
| <b>Commercial</b>   | <b>The Link</b> | <b>Stagecoach</b>  | <b>Basingstoke - Newbury</b>  |
|   | Jet Black 1     | Reading Transport  | Reading – Newbury (Mondays to Sundays)  |
|   | Lime 2          | Reading Transport  | Reading – Burghfield/Mortimer (Mondays to Saturdays)  |
|   | 26 /N26         | Reading Transport  | Reading – Ford's Farm - Calcot  |
|   | 16              | Reading Transport  | Reading – Oxford Road – Purley-on-Thames  |
| Subsidised by neighbouring authority or organisation, with no funding from WBC. | 33              | Reading Transport  | Reading – Tilehurst – Turnham's Farm  |
|   | 7               | Stagecoach   | Andover - Newbury   |
|   | 18              | Reading Transport  | Reading – Tilehurst – Calcot (Saturdays only)   |
|   | 21/22/23/24     | Stagecoach   | Burghclere / Kingsclere / Woolton Hill - Newbury  |
|   | 103             | Newbury & District   | Bishop's Green – Greenham Park - Newbury  |
| Subsidised by West Berkshire Council  | 222             | Barnes Coaches   | E Grafton – Hungerford – Newbury (Thursdays only)   |
|   | 2               | Newbury & District   | Newbury – Wash Common   |
|   | 3               | Newbury & District   | Newbury – Kintbury – Inkpen – Hungerford  |
|   | 4               | Newbury & District   | Newbury – Speen – Stockcross – Boxford – Great Shefford – East Garston – Eastbury- Lambourn   |
|   | 5               | West Berkshire Council Transport Services; in house                                      | Newbury – Walton Way – Love Lane – Donnington – Speen – Almond Avenue – Newbury. Circular services.   |
|   | 6 & 6a          | Newbury & District   | Newbury – Donnington – Chieveley – Beedon – The Ilsleys – Compton – Hampstead Norreys – Hermitage (service 6 clockwise, 6a anti-clockwise)  |
|   | 8               | Newbury & District   | Newbury – Greenham – Pigeons Farm - Greenham  |
|   | 20, X20, 46     | Wiltshire Bus & Thamesdown Transport   | Marlborough / Swindon – Hungerford (contracts managed by Wiltshire Council with contribution from WBC).   |
|   | 28              | Reading Transport  | Purley – Tilehurst – Reading (contract managed by Reading Borough Council, with contribution from WBC)  |
|   | 75              | Newbury & District   | Beech Hill – Mortimer – Burghfield Common – Newbury (Tuesdays and Thursdays)  |
|   | 82              | Barnes   | Great Shefford – Wantage (Wednesdays)   |
|   | 90 & 95         | Go Ride  | Lambourn – Hungerford (service 90 – Mondays – Saturdays) and Lambourn – Wickham – Winterbourne – Newbury (service 95, Saturdays only). Demand responsive – customers are encouraged to pre-book these services. |
|   | 101             | Newbury & District   | Newbury – Cold Ash – Bradfield – Theale – Calcot – Tilehurst  |
|   | 102             | Newbury & District   | Newbury – West Berkshire Community Hospital – Kennet Heath – Theale   |
|   | 104 & 105       | Newbury & District   | Newbury – Brimpton – Aldermaston – Theale – Calcot – Tilehurst  |
| Subsidised by West Berkshire Council  | 107             | Newbury & District (for schooltime journeys & Saturday service) & WBC Transport Services | Newbury – Leckhampstead – Chaddleworth – Brightwalton - Peasemore   |
|   | 143             | Thames Travel  | Upper Basildon – Pangbourne – Whitchurch-on-Thames – Purley-on-Thames – Reading (with contribution from Oxfordshire County Council)   |
|   | 154             | Horseman   | Beech Hill – Grazeley – Reading (Thurs & Sats, with Basingstoke and Wokingham Boroughs)   |
|   | H1              | West Berkshire Council Transport Services – in house                                     | Hungerford Town Service (Wednesdays and Fridays). (Jointly funded with Hungerford Town Council).  |
|   | N1, N2, N4      | Newbury & District   | Late evening journeys linking Newbury with Thatcham, Wash Common, Greenham, and Speen.  |

3.1.6 - In terms of the commercially viable services, although patronage on the Jet Black service 1 (Newbury-Thatcham-Reading) and lime 2 (Mortimer-Burghfield Common-Burghfield-Reading) routes has grown significantly following the introduction of new vehicles, application of distinctive branding and investment by the Council in upgraded infrastructure and Real Time Passenger Information (Jet Black 1 witnessing a 25% overall increase in patronage between April 2011 and April 2014 according to Reading Buses, with their 'lime' routes witnessing growth of 2% after relaunch in April 2014), the lime 2 route in particular remains tentative. Similarly, in the Eastern Urban Area, patronage on Reading Buses' commercial Premier Routes grew by over 4% following the introduction of a package of quality measures, delivered through partnership working between West Berkshire Council, Reading Borough Council, and Reading Transport Limited.

3.1.7 - Conversely, Table 3.1 shows that the majority of bus services in West Berkshire are operated under contract to, or with a financial contribution from, the Council (under the umbrella 'Connect' branding).

3.1.8 - The Council's Approach to prioritising the funding for financially-supported services is detailed in Section 3.6.

## **3.2 LTP Policy PT1 – Bus Services**

3.2.1 - The Local Transport Plan policy for bus services is as follows:

### **Policy LTP PT1 Bus Services**

The Council, in partnership with local bus operators, will seek to:

- i. Provide safe, integrated, and efficient bus services that permit easy interchange with other modes of transport and that meet the travel needs of customers who choose not to use, or are unable to use, a private car.
- ii. Where possible improve the quality of local bus services through initiatives such as introduction of new vehicles and customer service training.
- iii. Promote the availability of bus services through appropriate marketing, in conjunction with other initiatives such as ticketing and customer information improvements.
- iv. Improve access to bus services and promote the use of vehicles that are accessible to all customers including those with a disability (as defined in the DDA).
- v. Progressively introduce lower-emission vehicles and consider options for using alternative fuels.

3.2.2 - The Local Transport Plan recognises the role of the local bus and coach network in providing people with credible and sustainable travel choices. These services also play a vital role in enabling people to access essential services and facilities, particularly for those without access to a car.

### **3.3 Bus and Coach Strategy – Objectives**

3.3.1 - The objectives for the Bus and Coach Strategy are as follows;

1. West Berkshire Council will seek to evolve and wherever possible enable enhancement of, the bus and coach network within the District. This network evolution shall take account of demand for travel and, in seeking to achieve the best match for service provision relative to the resources available, reflect the Hierarchy of Bus Services presented in this Strategy;
2. The Council will liaise with operators of scheduled national coach services to retain and where possible develop the long-distance, inter-urban coach network serving designated interchange points and other key, on-street stops, within and in the vicinity of, the District;
3. The Council will continue to work closely with bus operators to maintain the viability of and - through the application of any available development-related and other capital monies that are identified for bus infrastructure and related works - encourage the development of commercial bus operations, focussing on the main inter-urban corridors and the urban areas within the District, so that revenue support funding can be targeted at other areas where commercial operation is not feasible;
4. In line with the Government's Bus Punctuality Partnerships initiative, the Council will continue to work with operators to improve the punctuality and reliability of bus services, including identifying actions that the Council and/or operators could take to help reduce delays;
5. The Council will continue to work with bus operators to explore opportunities for increasing the availability and validity of the 'Connect'-branded Day, 7-day and 30-day tickets and the 'FlexiConnect' 10-trip ticket, already used on WBC-supported routes;
6. In parallel with the new Greater Western rail franchise from September 2015, the Council will work with bus and rail operators to pursue better integration of and access to services, and to examine the scope for development of bus-rail interchange facilities (see section 6.6 for further details on LTP Policy 6.6 – Infrastructure and interchange) ;
7. Subject to the availability of developer contributions, the Council will continue to implement bus infrastructure and accessibility improvements, focussing on the Primary and Secondary Network, in accordance with the Bus Infrastructure Strategy;
8. In conjunction with operators and depending on the availability of developer contributions or third-party funding, the Council will continue to enhance the

availability of Real Time Passenger Information (RTPI) and will enable and encourage other initiatives – such as further deployment of smart ticketing - to make public transport a more viable alternative; and

9. The Council shall require promoters of new developments to proactively consider and propose how access to public transport services, enabling an appropriate level of access between those developments and the nearest service centre providing amenities including grocery shops, healthcare, leisure facilities and schools is to be provided and sustained. Encouragement will be given by the Council to locate developments, wherever possible, where they will contribute towards improving the viability of existing public transport services rather than requiring new services to be provided.

### **3.4 Hierarchy of Bus Services**

3.4.1 - The purpose of identifying a Hierarchy of Bus Services is:

- to categorise services in a way that reflects the strategic or local connectivity that they provide;
- to help to ensure cost-effective investment where required, of public money; and
- to highlight the mode or modes available to provide each category of service, relative to demand, local circumstances, logistics and available resources (e.g. conventional bus accessible minibus and potentially vehicles appropriate for taxibus operation)

3.4.2 - The Hierarchy of Bus Services in the District is set out in Table 3.2.

**Table 3.2 Hierarchy of Bus Services in West Berkshire**

| Hierarchy level | Hierarchy descriptor | Minimum Monday-Saturday daytime service frequency (07.00-19.00) | Primary Mode or Modes | Notes   |
|-----------------|----------------------|---|-----------------------|---|
| 1               | Primary Network      | Hourly  | Conventional bus      | <p>The Primary Network comprises services operating over routes predominantly within urban areas that connect multiple urban centres together, or connect suburban areas to one or more urban centres.</p> <p>The objective is to maintain, achieve or foster commercial operation of Primary Network services.</p> <p>Service frequency is subject to commercial viability, level of travel demand and availability of revenue support funding. In accordance with the Approach to funding Supported Services, an enhanced level of service may be provided.</p> <p>Conventional bus means a high-quality vehicle that complies with the PSV Accessibility Regulations, incorporating features such as only one step from outside into the flat-floor area of the passenger cabin, an extendable boarding ramp, contrast-colour handrails, at least one space for carriage of pushchairs or shopping</p> |

|          |                          |            |  |   |
|----------|--------------------------|------------|--|---|
|          |                          |            |  | <p>bags and at least one space that may be safely occupied by a customer travelling in a manual wheelchair, either independently or accompanied.</p> <p>The Council shall seek to sustain the quality of the Primary Network through:</p> <ul style="list-style-type: none"> <li>• Encouraging commercial operators to use appropriate, reliable vehicles operated by uniformed, trained staff;</li> <li>• Capital investment in appropriate infrastructure;</li> <li>• Promotion of these services as an integral part of the overall 'Connect' public transport network; and</li> <li>• Encouraging and enabling operators to actively participate in the provision of Real Time Passenger Information, smart-based ticketing and branding and marketing of individual services.</li> </ul> |
| <b>2</b> | <b>Secondary Network</b> | Two-hourly | Conventional bus or accessible minibus | The Secondary Network comprises services connecting rural settlements along an established and logical line of route to an urban centre and/or a rural Service Centre and affording access to the rail and/or long distance coach network.  |



|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | <p>Depending on levels of travel demand throughout the operating day, coupled with logistics considerations and costs, consideration may be given to operation of smaller accessible vehicles such as accessible minibuses (which may be operated under a Community Bus Permit or similar licensing regime) to complement or in lieu of, conventional buses on certain routes.</p> <p>Service frequency is subject to the level of travel demand (determined through surveys and ticket machine data) and availability of revenue support funding. In accordance with the Approach to funding of Supported Services, an enhanced level of service may be provided.</p> <p>Conventional bus means a high-quality vehicle that complies with the PSV Accessibility Regulations, incorporating features such as only one step from outside into the flat-floor area of the passenger cabin, an extendable boarding ramp, contrast-colour handrails, at least one space for carriage of pushchairs or shopping bags and at least one space that may be safely occupied by a customer travelling in a manual wheelchair,</p> |
|--|--|--|--|---|

|          |                                     |   |  |  |
|----------|-------------------------------------|---|--|--|
|          |                                     |   |  | <p>either independently or accompanied.</p> <p>An accessible minibus means a quality, well-maintained, accessible vehicle with sufficient passenger carrying capacity to cater for existing demand and predicted growth, which may be operated under a Community Bus Permit or similar licensing regime.</p> <p>The Council shall seek to sustain the quality of the financially-supported services on routes that comprise the Secondary Network through:</p> <ul style="list-style-type: none"> <li>• Specifying operation of appropriate, reliable vehicles operated by uniformed, trained staff;</li> <li>• Provision, in conjunction with the service operator or operators, of Real Time Passenger Information and smart-based ticketing;</li> <li>• Provision of appropriate infrastructure; and</li> <li>• Application of the 'Connect' branding.</li> </ul> |
| <b>3</b> | <b>"Community Connect" services</b> | Frequency and nature of operation dependent on level of identified travel | Conventional bus, accessible minibus, or taxibus | The nature of these "Community Connect" services shall depend on the level of identified travel demand (determined through Council surveys   |

|  |  |  |   |
|--|--|--|---|
|  |  | <p>demand, logistical considerations and resource availability</p> | <p>and cross-reference to ticketing data), logistical considerations including the nature of the operating area and availability of resources. It is envisaged that community transport operators will be involved in delivering some of these services.</p> <p>The principal focus for “Community Connect” services shall be on providing a reliable connection at least once a week during the daytime for outlying rural communities on the public transport network to a specific destination or destinations. The connection shall be to an urban centre, normally within the District, to which those communities look and with direct links or onward connection to healthcare facilities and to rail or national coach networks.</p> <p>The precise nature of the operation shall depend on the factors identified above, although it is envisaged that the majority of the “Community Connect” network should be provided using accessible minibuses, or similar vehicles appropriate for taxibus- or taxishare operation, operating under a Community Bus Permit or under a similar special licence. It is acknowledged that any proposal for the operation of taxibuses or</p> |
|--|--|--|---|

taxishares has implications for policy in relation to concessionary fares.

According to the nature of the operating area, logistics and costs, "Community Connect" routes may be configured to operate on a Demand Responsive basis, supported by a system that enables that vehicle to be pre-booked and to divert within a defined area to pick-up and set-down customers who have pre-booked at safe locations.

The Council shall seek to sustain the quality of "Community Connect" services through:

- Specifying operation of appropriate, reliable vehicles operated by trained staff;
- Encouraging and enabling the service operators to implement appropriate ticketing and customer information systems; and
- Application of the 'Connect' branding.

### **3.5 Commercial operation of Bus Services**

3.5.1 - A primary objective of this Strategy is to encourage development and enable retention of commercial bus operations, especially on corridors served by the Primary Network. The Council is keen to foster continued dialogue and partnership working to provide and maintain services that meet the needs of West Berkshire's residents. The Council will seek to assist commercial operation of bus services by:

- Continued use of public bus, as well as rail, services to carry pupils who are entitled to free or assisted school and college transport (this includes the Independent Travel Training initiative managed by National STAR College for WBC);
- Creating the conditions for punctual and reliable operation, including effective Network Management and co-ordination of Street Works as part of the Punctuality Improvement Partnership that the Council is evolving, in line with its obligations under the Traffic Management Act 2004;
- Provision – subject to the availability of capital or developer funding – of improvements, where warranted, to passenger facilities at bus stops and interchanges;
- Provision – subject to the availability of capital or developer funding (including from third parties) for on-going maintenance – of improvements, where warranted, to passenger facilities at bus stops and interchanges.
- Working with bus operators to facilitate the provision of customer information, in line with the Council's Bus Information Strategy;
- Working with operators, planners and developers to secure appropriate public transport provision for new developments and to actively promote the services within those developments (including as part of residential Travel Plans) with the objective of sustaining the service; and
- Linked to the above, seeking funding via the Community Infrastructure Levy or other developer funding route, to enable provision of appropriate infrastructure, customer information and delivery of the actual bus service at least for a specified period identified within an agreement with the developer.

### **3.6 Approach to funding of Supported Services**

3.6.1 - The Council will seek to identify and sustain funding to deliver and maintain bus services in the following circumstances, taking into account relative priority of the route or routes (as outlined in the Hierarchy of Bus Services), level of demand for travel as determined through Council surveys and ticketing system data, value for money and availability of funding. Rating 'A' denotes highest priority. Individual sections of the route served may be determined through assessment to be within separate categories. Services that are wholly-commercial are not considered here:

| Funding Priority rating | Description   |
|-------------------------|---|
| <b>A</b>                | <ul style="list-style-type: none"> <li>Maintaining at least a two-hourly frequency daytime service on Mondays through Saturdays, 07.00-19.00, on routes that comprise the Secondary.</li> </ul>   |
| <b>B</b>                | <ul style="list-style-type: none"> <li>Maintaining at least an hourly frequency daytime service on Mondays through Saturdays, 07.00-19.00, on the Primary Network where these services are not presently in a position to be operated on a fully commercial basis;</li> <li>Providing support to enable the operation of specific “Community Connect” services that serve outlying communities on only one day a week or where there is no viable alternative public transport option to enable access to a local service centre, as identified in the Hierarchy of Bus Services;</li> <li>Maintaining urban and inter-urban services in the evening (after 19.00) to link Thatcham, Newbury, West Berkshire Community Hospital and Newbury College.</li> </ul> |
| <b>C</b>                | <ul style="list-style-type: none"> <li>Provide support to enable the operation of specific “Community Connect” services more frequently than one day a week, or on a one-day-a-week basis where there is another alternative public transport option allowing access to a local service centre, taking account of travel demand as revealed by Council surveys and patronage data and encompassing feeder journeys linking in to the Primary and Secondary Network.</li> </ul>  |
| <b>LOW</b>              | <ul style="list-style-type: none"> <li>Providing Sunday and Bank Holiday daytime services on a wholly-supported basis. Providing additional new bus services within the District, where initial ‘kickstart’ from developers or other source is unavailable and such a service is unlikely to be sustainable through fares and concessionary travel income.</li> </ul>   |

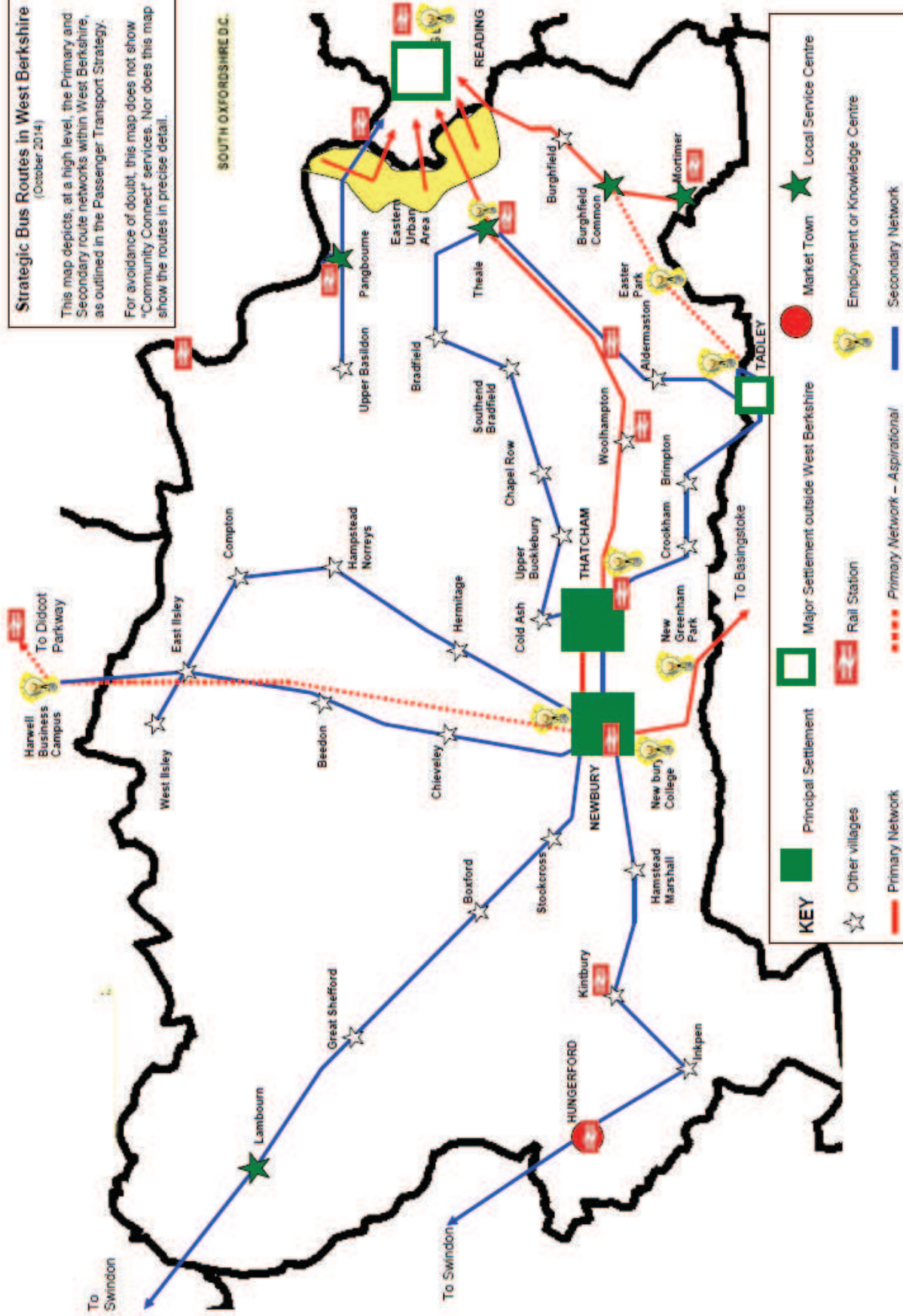
3.6.2 - The Hierarchy of Bus Services identifies that some third level “Community Connect” services may have the potential to be provided by a taxibus/taxishare operation (on the proviso that suitable accessible vehicles are to be used). Such a scheme is likely to have implications regarding to policy on concessionary fares in terms of reimbursement to taxi / private hire operators. Therefore, the Council will investigate the feasibility of taxibus/taxishare schemes in 2015. It is anticipated that this will involve liaison with neighbouring authorities where such schemes are already in operation and a review to determine which routes/communities could potentially be served by an

'accessible' taxibus/taxishare scheme and whether there would be any suitable operators with the appropriate vehicles willing to run these services.

**Strategic Bus Routes in West Berkshire**  
(October 2014)

This map depicts, at a high level, the Primary and Secondary route networks within West Berkshire, as outlined in the Passenger Transport Strategy.

For avoidance of doubt, this map does not show "Community Connect" services. Nor does this map show the routes in precise detail.





## **4. Community Transport Strategy**

### **4.1 Introduction**

4.1.1 - Community Transport is a term conventionally used to describe passenger transport services that have been developed and are operated on a not-for-profit basis by local community groups, and which are delivered through the use of either paid or volunteer drivers. These services broadly fall into two categories: community transport minibus schemes and community car schemes, whereby volunteers, using their own cars, provide lifts for people who are in need.

4.1.2 - The concept of Community Transport is however evolving, with the founding of Community Interest Companies and granting of Community Bus Permits by the Traffic Commissioner contributing to diversification in the sector and enabling community organisations to take on the provision of, or supplement, conventional bus services. This chapter describes the Council's Strategy going forwards for working with local organisations to evolve the smaller-scale, accessible transport services in the District.

4.1.3 - Community Transport will continue to have a key role. The principal function of these organisations will be to enable people who do not have access to, or who are unable to use, mainstream public transport services the opportunity to access essential physical services and facilities. This in turn can reduce social exclusion and improve the quality of life for vulnerable and isolated individuals. In addition, vehicles operated by organisations under Section 19, Section 22 and similar special licensing arrangements are likely to have more of a role to play in delivering the "Community Connect" services detailed in the Hierarchy in Chapter 3. It is intended that the development and management of these transport schemes shall help contribute towards developing a sense of community in the areas where they operate.

### **4.2 Community Transport in West Berkshire**

4.2.1 - At present, there are 8 Community Transport schemes provided by organisations that operate minibuses or Handybuses to provide transport for West Berkshire residents. Although eligibility criteria vary across the different organisations, services traditionally tend to be focussed towards older and disabled people, who cannot, or find it difficult, to access other passenger transport services. In addition, there are also 12 voluntary car schemes operating in the District that also provide transport services. In 2012/13, the total known number of journeys made using Community sector services was 70,492.

4.2.2 - The Council provides support for these transport services in the form of financial contributions (historically including the provision of vehicles for certain voluntary organisations), advice and expertise in relation to running transport services, publicity through various means and training for drivers, especially relating to helping clients with a range of disabilities.

### **4.3 LTP Policy PT2 - Community and Voluntary Transport**

4.3.1 - The LTP policy relating to Community and Voluntary Transport is as follows:

#### **Policy LTP PT2**

#### **Community and Voluntary Transport**

The Council will continue to:

- i. Support community and voluntary transport services to help meet access needs of residents, particularly where these are unable to be met by conventional bus services.
- ii. Promote the services provided by community and voluntary transport through comprehensive transport information guides.

### **4.4 The Future for Community Transport in West Berkshire**

4.4.1 - Community-focussed and voluntary transport services will continue to have an increasingly important role as a means of providing people with opportunities to access essential services and facilities. The main issues that will affect the provision of Community and Voluntary Transport in the District are as follows:

- Forecast demographic changes indicating a marked increase in the number of older people living in the District, including a sharp rise in the over-85 age group. This will undoubtedly increase demand for access to health care and other essential services, thus increasing demand for transport overall including accessible door-to-door services;
- Pressures on the Council's budgets for supporting conventional bus services are likely to lead the Council to explore alternative options for the provision of "Community Connect" services, such as accessible minibuses operated under special licensing regimes;
- However, increased demands for community transport services will place additional responsibility on scheme providers, increasing the risk that some schemes could fail through experiencing difficulties in coping with administrative issues e.g. recruitment of paid staff and volunteers;
- The "Localism" agenda seeks to enable local communities to have a greater involvement in influencing how services are provided in their area. This may present opportunities for local communities to develop and manage transport schemes, in particular voluntary car schemes which the Council is keen to foster;
- The Council will look to the voluntary Handybus operator to deliver replacement transport solutions to those villages/settlements where the "Community Connect" network bus service has proved to be expensive, offering poor value per customer journey and has had to be withdrawn. (Handybus schemes are already serving Aldworth, Ashampstead, Frilsham, Hampstead Norreys, Lower Basildon, Padworth Common, Stanford Dingley, Streatley, Sulhamstead, Tidmarsh, Ufton Nervet, and Yattendon).

- The Local Transport Act 2008 provides Community Transport operators with more opportunities to deliver transport services, such as amending permit regulations to allow for the use of paid drivers for publicly available community transport services;
- To achieve more efficient use of vehicle assets, especially accessible minibuses, through their use for multiple purposes (e.g. access to Adult Social Care facilities, school transport and “Community Connect” public transport services).
- The effective utilisation of any future central government grants or funding for community transport services. Such funding has already been beneficial in supporting transport services in the District.

## **4.5 Partnership Working**

4.5.1 - Effective liaison and partnership working between the Council and transport providers is crucial to the success Community Transport services, and is likely to become increasingly important in the context of co-ordinated operation of accessible minibuses and evolution of voluntary car schemes. The Council, for its part will look to continue to support community and voluntary transport schemes in the District through defining and making available appropriate contributions, publicity and offering advice and information to communities on developing and operating schemes, in particular voluntary car schemes.

4.5.2 - The successful provision of voluntary car and volunteer-operated accessible minibus services such as those provided using HandyBuses is reliant on individual volunteers and community groups to operate and deliver these services. However, such schemes can experience problems in recruiting and retaining sufficient numbers of volunteer drivers to provide an effective level of service. This is compounded by the rising operating costs for volunteer drivers and increased regulatory requirements, such as Disclosure and Barring Service (DBS) checks.

4.5.3 - The Council’s Transport Services Team is open to the concept of delivering transport for and in conjunction with health care providers and has had exploratory meetings with the Public Health Team and with NHS bodies.

## **4.6 Publicity**

4.6.1 - The promotion of Community Transport schemes is largely based around raising awareness of the existence of schemes and transport options to potential passengers, many of whom are in ‘hard to reach’ groups. Information on accessible minibus and voluntary car schemes should be in a format that is readily available, easy to understand, and simple to use. The Council promotes these services within its District-wide Travel Guide, which is produced in hard copy format once a year and is also available to download from the Council’s website. This Guide aims to provide people with information on all the transport options available.

4.6.2 - The Council will continue to help promote Community Transport schemes operating in the District. This will include working with providers and local parishes to

increase awareness of transport options at the local level. In addition, the Council will look to work with service providers, such as local hospitals and GP surgeries, to market the available transport services to people who require them.

## 5. Taxis & Private Hire Vehicles

### 5.1 Introduction

5.1.1 - Taxis and Private Hire Vehicles (PHVs) fulfil an important role as part of an integrated passenger transport network, since they are able to provide services in situations where other transport services are either not available (e.g. isolated communities or at hours outside of service operation). They offer a 24-hour door-to-door service that can particularly benefit people with mobility impairments or can help reduce private car dependency by providing links to rail stations or bus stops.

5.1.2 - The Council is responsible for licensing taxis and PHVs, and at present, there are 192 licensed taxi and 130 PHV's in West Berkshire. The Council also makes use of taxis and PHVs to meet home-to-school transport requirements where appropriate and for journeys associated with social care provision. We continue to investigate the scope to encourage and enable students to travel independently.



### 5.2 LTP Policy for Taxi and Private Hire Vehicles

5.2.1 - The LTP policy relating to taxi and private hire vehicles is as follows;

#### **Policy LTP PT4**

#### **Taxi and Private Hire Cars**

The Council will work with partners to:

- i. Deliver appropriate infrastructure to support the activities and operations of taxi and private hire services in West Berkshire.
- ii. Provide information through adequate signing of taxi ranks and to continue to provide information for residents, particularly requiring specialised vehicles, through comprehensive transport guides
- iii. Facilitate training for call operators and drivers to improve services particularly for customers with a disability (DDA).
- iv. Encourage the provision of a range of vehicles to deliver services suitable to cater for all groups

### **5.3 Future role of taxis and private hire vehicles**

5.3.1 - The partners that are involved in the delivery of LTP PT4 include the drivers of taxis and PHVs, and the groups and associations they form to coordinate and develop their work.

5.3.2 - Such partnership working may extend to the investigation and development of taxibus/taxishare services, where taxi and PHV operators could potentially have a greater role in providing local transport needs using appropriate vehicles where these are unable to be met by conventional bus services. Paragraph 3.6.2 outlines that the Council will further explore whether such schemes would be operationally or commercially viable in West Berkshire.

5.3.3 - In terms of fleet composition, the Council policy since 2005 has been that all new taxis must be wheelchair accessible (although there is no such requirement for PHVs). Operators are also encouraged to enable their drivers and call centre operators to attend disability awareness training, which is currently provided by the Council.

## 6. Passenger Rail Strategy

### 6.1 Introduction

6.1.1 - This chapter looks at the strategy relating to the Council's aspirations to maintain and develop rail passenger services and to improve passenger facilities at rail stations in the District. At present, the Council has no statutory powers or responsibilities in relation to rail services and infrastructure. Instead, these lie with the Train Operating Companies (TOCs) who provide the train services, and Network Rail who own and operate most of the rail infrastructure in Great Britain.

6.1.2 - However, the Council is keen to see that rail services will continue to have a major role in catering for the transport needs of the District, and will seek to be involved wherever the opportunity arises in liaising with the rail industry. This will include looking to strengthen partnership working with Network Rail, the TOC, and interested community groups. The Council will also respond to all DfT, Network Rail, and train operating company consultations that have potential impact on rail services in West Berkshire.

### 6.2 Current rail services in West Berkshire

6.2.1 - Rail services in the District have become increasingly important over recent years, and provide effective links for regular commuting and leisure journeys to Reading and London, as well as local trips to Newbury. There are three rail lines that run through West Berkshire with ten stations, plus a further two stations that lie just outside the authority area but can be easily accessed by West Berkshire residents (see Figure 6.1 below).

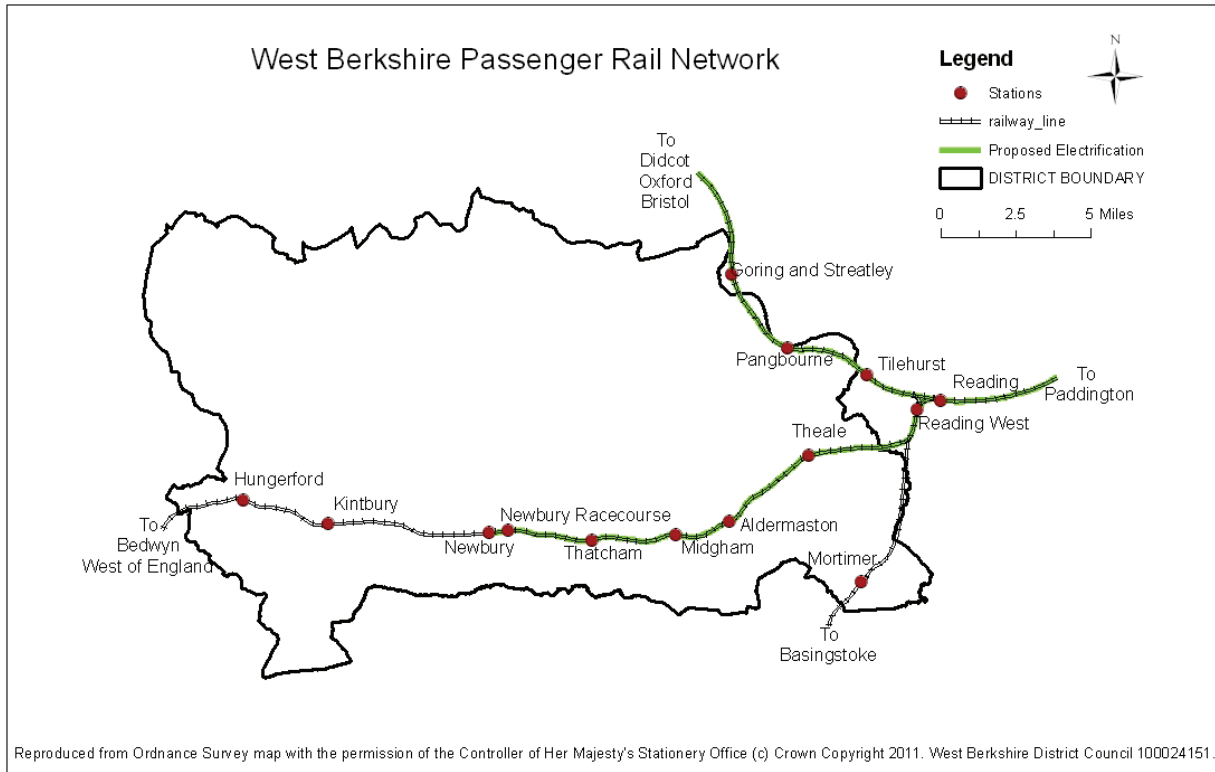


6.2.2 - Each of the three rail lines in the District provide local Thames Valley rail services, which have a mainly eastwards focus towards Reading and London Paddington. These being;

- Kennet Valley line services between London & Reading to Newbury and Bedwyn (Wiltshire), serving Theale, Aldermaston, Midgham, Thatcham, Newbury Racecourse, Newbury, Kintbury, and Hungerford Stations.
- Oxford local services between London & Reading to Didcot and Oxford serving Pangbourne station, plus nearby stations used by West Berkshire residents at Tilehurst (Reading BC) and Goring & Streatley (Oxfordshire).
- Reading to Basingstoke line services, serving Mortimer station.

6.3.3 - In addition, some West of England inter-city services call at Newbury, along with some semi-fast services that call at Theale, Thatcham, and Hungerford. These provide faster services to Reading and London, and connections westwards to Westbury, Taunton, and Exeter. Further onward connections to the South Coast, the Midlands,

Bristol, and South Wales can be made by changing trains at Reading. In total, approximately 3.81 million rail journeys start or finish at West Berkshire stations on an annual basis<sup>1</sup>.



**Figure 6.1: Passenger rail network and stations within and bordering West Berkshire**

6.3.4 - At present, all rail passenger services in the District are provided by the same TOC (currently First Great Western - FGW), operating under the Great Western franchise from DfT until September 2015. The DfT now intends to award a further new 3½ year direct award franchise with FGW (subject to negotiation) to follow-on from the expiration of the current franchise to March 2019. The new direct award franchise is intended to cover a period of upheaval on the Great Western network as a result of forthcoming substantial infrastructure upgrades such as electrification and the introduction of new and cascade of existing rolling stock. It is intended that a new competitively tendered franchise will commence from March 2019.

6.3.5 - The TOC and Network Rail are also responsible for the rail infrastructure and station facilities. The Council currently holds regular meetings with the TOC and Network Rail with a view to improving passenger facilities at stations (such as security, information systems, cycle and car parking), and to improve accessibility for all rail

<sup>1</sup> 2012/13 Station Usage Data, Office of Rail Regulation



passengers. The Council will seek to continue partnership working with the rail industry during the course of the replacement franchise.

6.3.6 - Rail services in West Berkshire have a strong emphasis on commuting trips to Reading and London, with considerable numbers of West Berkshire residents making these journeys on a daily basis. This has contributed to capacity issues on morning peak hour rail services to Reading and London, which is set to worsen according to rail industry passenger forecasts. In order for rail to remain an attractive choice of travel and to cope with predicted increases in travel, it is important that additional capacity is provided to accommodate this demand. Proposals to electrify the lines to Newbury and Oxford will provide opportunities to run longer trains on these services. The Council would also be supportive of proposals from Train Operating Companies to replace the obsolescent, cascaded rolling stock that is presently used for services between Reading and Basingstoke (serving Mortimer), a route that currently experiences overcrowding on peak hour services.

### **6.3 LTP Policy PT3 - Rail Travel**

6.3.1 - The Local Transport Plan for West Berkshire contains a specific policy relating to rail passenger services in the District, which is as follows;

#### **Policy LTP PT3 Rail Travel**

To continue to encourage the use of rail as an attractive and viable travel choice, the Council, in partnership with Network Rail and the train operating company, will seek:

- i. The provision of safe, integrated, affordable and efficient rail services that facilitate easy interchange with bus services and other modes of transport and that meet the travel needs of rail customers.
- ii. The improvement of local and inter-city trains and of rail stations in West Berkshire to make these accessible for all customers.
- iii. Appropriate marketing of rail services in conjunction with other initiatives such as ticketing and customer information improvements.

The Council will also:

- iv. Support the development of the regional rail hub at Reading Station in order to address capacity issues that affect Kennet Valley Line services.
- v. Support proposals for future electrification of the Great Western Main Line from Reading to Newbury, and to lobby for this to be extended westwards to cover services between Newbury and Bedwyn.

### **6.4 Maintaining and Developing Local & Inter-urban Rail Services**

6.4.1 - Rail services will contribute towards the LTP's overarching vision by providing an effective travel choice, with the delivery of this being supported by Policy LTP PT3 outlined above. Therefore, the Council would like to see the following for local and inter-urban passenger rail services in the District:

- At minimum, maintain existing passenger rail service levels and frequencies at all West Berkshire rail stations as specified in the Service Level Commitment for the current Great Western franchise, and to seek improvements as part of any changes to the Service Level Commitment, particularly in relation to the service specification and pattern following completion of electrification due in December 2016.
- Increased capacity on peak hour rail services from West Berkshire stations to Reading and London Paddington, particularly on services where overcrowding currently occurs.
- Improvements to strategic rail infrastructure, including Great Western mainline electrification, Reading Station upgrade, and Inter-city Express Programme.
- Maintain current levels of direct trains to Reading and London Paddington from stations on the Kennet Valley line, in particular from stations west of Newbury at Kintbury and Hungerford, following the proposed electrification of the Great Western Mainline to Newbury.
- Development of long-term proposals for western rail access to Heathrow airport.
- Maintain and enhance rail links to the west of the District on West of England services.

6.4.2 - The Council is supportive of national strategic rail infrastructure projects, such as Great Western mainline electrification, Reading Station upgrade, and the Inter-city Express Programme, that will deliver improvements in rail travel for West Berkshire residents. Furthermore, the Council, through the Berkshire Strategic Transport Forum and the Thames Valley Berkshire Local Enterprise Partnership, is supportive of achieving western rail access to Heathrow airport.

6.4.3 - Rail services in West Berkshire provide a viable travel choice for local communities by providing opportunities to access employment, other essential services, and leisure opportunities in nearby urban areas. The Council will therefore seek to work with local community groups and other neighbouring authorities to maintain and where possible enhance local rail services and to support longer-term strategic improvements to the rail network.

## **6.5 Access to Rail Stations, Facilities, and Trains**

6.5.1 - The provision of good facilities at stations can significantly improve the overall passenger experience and make rail a more attractive travel choice. Successful partnership working with the current TOC has led to delivery of improvements to facilities at Aldermaston, Midgham, Theale, and Thatcham stations under the DfT's "Access for All" station improvements scheme. The Council will continue to work with the rail industry to assist and encourage future improvements at stations.

6.5.2 - The Council has an aspiration for all rail stations in the District to be fully accessible for all rail passengers regardless of disability. At present, several stations are not or are only partially accessible to rail passengers with disabilities. In response, the Council has completed an access audit of all rail stations, which includes an action plan of the improvements required for each station. The Council will look to work in

partnership with the rail industry (which has its own legal requirements to deliver accessibility improvements on all passenger trains by 1<sup>st</sup> January 2020) and interested community groups to help prioritise, identify funding, and deliver these improvements. This may include preparing bids for any future DfT funding initiatives (such as “Access for All”), and seeking contributions from developers through the development process.



**Figure 6.2: Enhanced customer facilities at Aldermaston Station**

6.5.3 - The Council has identified a particular priority for improvements to passenger facilities at Newbury station. This includes the provision of lifts within the station itself to enable step free transfer between the two main platforms (thus negating the need for a tiring and lengthy diversionary route outside of the station), improvements to cycle parking, and better pedestrian connectivity with the town. In addition, proposals to redevelop land close to the north (Station Approach) entrance to the station represents an opportunity to provide a clearer, more direct route to Newbury town centre and to improve the image of the station as a major gateway to the town. The Council will seek to work with all interested parties in delivering the necessary improvements to the station.

6.5.4 - The Council recognises the value of local community involvement in promoting and lobbying for improvements at local rail stations. The localism agenda may provide opportunities for communities to work in partnership with the Council and the rail industry in having greater involvement in the management of their local stations. This might include small-scale maintenance and improvement projects such as painting and planting schemes to help make stations an attractive community asset.

6.5.5 - Personal safety of rail passengers is an important consideration, and adequate security is essential at and around stations as well as on trains, particularly for late evening services. This also relates to car and cycle parking security since theft and vandalism can act as a deterrent to rail travel. Therefore the Council will continue to work with the TOC, Network Rail, and the British Transport Police to improve security. This may include the provision of help points at unmanned stations, CCTV on stations and in car parks, and adequate lighting and visibility.

## 6.6 Interchange with other modes

6.6.1 - Interchange is an important part of passengers' overall journeys as changes are invariably required to/from other transport modes at or close by to the station. The LTP contains a policy relating to infrastructure and interchange, which is as follows:

### **Policy LTP PT6**

#### **Infrastructure and Interchange**

The Council, in partnership with local transport operators will seek to:

- i. Facilitate provision of appropriate facilities at transport interchange locations including rail stations and coachways, at individual bus stops and at other nodes on the public transport network in accordance with a prioritised programme.
- ii. Enable development of pedestrian, cycle and bus routes to deliver good interchange opportunities for travel within and between urban areas including linking to rail stations.
- iii. Deliver adequate, easily-understood signage to assist customers when using interchanges.

6.6.2 - The Council will look to work with its partners to improve interchange facilities at rail stations for the better safety and convenience of rail passengers. This includes clear pedestrian and cycle routes, secure cycle parking, improved connectivity with bus services, bus stops and waiting areas, taxi ranks, and car drop-off points.

6.6.3 - In addition, the LTP and its Transport Visions emphasise developing travel choices and using sustainable transport modes, and therefore sustainable access to stations (i.e. walking, cycling, bus, taxi) will be encouraged. The Council will seek to work with the rail industry, other transport operators, and local groups to develop Station Travel Plans to bring a coordinated approach to identifying and delivering key interchange improvements. Such plans could help reduce congestion, improve safety, and alleviate parking constraints at and around rail stations, and may include:

- Provision of safe, direct, well signed and lit walking routes to stations, including reducing conflict with road vehicles on station forecourts.
- Safe cycle access to stations and provision of adequate, covered, and secure cycle parking facilities.
- CCTV on station platforms and outside stations
- Improved bus/rail integration (e.g. bus access/turning points at station forecourts, availability of integrated ticketing)
- Provision of conveniently located taxi ranks
- Convenient car parking arrangements at stations
- Provision of information and help points at unmanned stations

6.6.4 - Provision of sufficient car parking at stations is frequently considered an essential component in making rail an attractive travel choice, particularly from remote communities. Rail station car parks are usually provided and managed by the TOC who

are able to charge for parking. The Council does however have concerns regarding the impact of station parking, particularly where this can have an adverse effect on traffic and parking in neighbouring residential areas or in private car parks. Proposals for extending car parks at stations are considered as part of the development control process.

## **6.7 Park and Rail at Theale Station**

6.7.1 - The LTP also contains a policy (PT7) that seeks to explore the opportunities and benefits that park and ride may bring to the West Berkshire community. This contains a specific reference for the Council to explore opportunities with Reading Borough Council and the rail industry for a transport hub focussed around Theale rail station to provide a good quality transport interchange and serve as a park and rail facility for access east and west along the Kennet Valley line.

6.7.2 - The Council, in partnership with Reading and Wokingham Borough Councils, submitted a joint large project bid for the DfT's Local Sustainable Transport Fund in December 2011. The development of a park and rail facility at Theale station was included as part of this bid. Such a facility would bring benefits to the wider Reading area by providing a fast, convenient passenger transport link to Reading town centre from areas to the west of Reading, and would help to alleviate congestion on the A4 Bath Road to the east of M4 J12.

## **6.8 Customer Information, Fares, and Ticketing**

6.8.1 - Readily available and easy to understand information on timetables, ticketing options, and travel information is an important element in encouraging and sustaining passenger rail travel. Successful partnership working with the current TOC has already led to the delivery of customer information points at unmanned stations in the District, and the Council will look to continue this partnership working with the new franchisee.

6.8.2 - The Council recognises the value to rail passengers of manned stations in providing information on tickets, fares, and travel advice, and would not be supportive of blanket measures to close ticket offices; and would encourage the rail industry to consider any such review on a station by station basis and to consult widely prior to making any decision. In particular, the Council does not wish to see Theale and Thatcham stations revert to being unmanned.

6.8.3 - The affordability of rail travel is a national concern with rail fares experiencing above inflation rises in recent years, which for lower income groups can act as a barrier to travel. Therefore, the Council will look to work with the new franchisee to ensure that passengers have greater awareness of the ticketing options and fare structures available to them (e.g. promoting off-peak travel, advanced purchase, and group-save tickets), including the retention of scholars/discounted season tickets for under19's travelling to school/college.

6.8.4 - It is expected that the new franchisee will develop more flexible approaches to ticketing over the course of the new franchise. This could include a wider availability of ticket sales from local outlets (e.g. shops) and development of smartcard ticketing schemes. There is also a need for greater working between rail and bus operators to develop more flexible and integrated ticketing arrangements to provide more seamless travel between bus and rail.

## 7. Information, Promotion, and Ticketing

### 7.1 Introduction

7.1.1 - Effective promotion and provision of information are vital elements in increasing the use and promoting the awareness and viability of passenger transport services. They can help to preserve transport services in local communities, maintain the viability of transport services, and maximise the Council's investment in transport services. The development of more integrated and smart ticketing initiatives also offer passengers greater purchasing options and the ability for more seamless and convenient travel.

### 7.2 LTP Policy PT5 - Passenger Transport Information, Promotion, and Ticketing

7.2.1 - The LTP policy relating to passenger transport information, promotion, and ticketing is as follows;

#### **Policy LTP PT5**

#### **Passenger Transport Information, Promotion, and Ticketing**

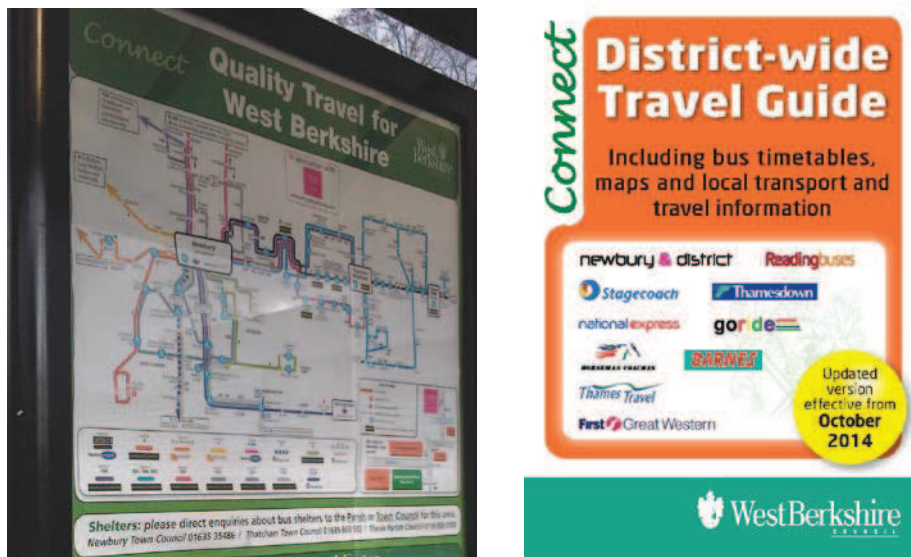
The Council in partnership with local transport operators and user groups, will look to provide and improve transport information, promotion, and ticketing through:

- i. Continuing to produce comprehensive, easily-understood printed information on passenger transport services in the District.
- ii. Continuing the delivery and improvement of Real Time Information on the District's bus and rail networks (including audible announcements) to support and enhance other forms of customer information.
- iii. Continuing to actively support and promote 'Traveline' – the national public transport information service.
- iv. Extending ways in which information can be made available, such as text and mobile internet.
- v. Working with organisations delivering Travel Plans to develop promotions and ticketing options to support their goals of increasing sustainable travel.
- vi. Continuing to promote and support concessionary travel on passenger transport services in the District.
- vii. Continuing to actively promote and develop integrated ticketing initiatives and smartcard products.

### 7.3 Transport Information and Promotion

7.3.1 - The Council has an important role in ensuring that accurate and easily-understood information is available to existing and potential customers, and produces a series of transport guides and a public transport map that can be downloaded on line or available in printed format. The Council's Public Transport webpage [www.westberks.gov.uk/publictransport](http://www.westberks.gov.uk/publictransport) also has links to the national Traveline journey planner. Further details on the Council's approach to providing transport information can be found in the Council's Bus Information Strategy.

7.3.2 - The Council has developed the "Connect – Quality Travel for West Berkshire" umbrella brand for the local bus network. This branding is being introduced on tickets (e.g. Connect Day and FlexiConnect 10-trip tickets), vehicles and on publicity material (e.g. Connect Transport Guides, bus network posters). Further development of the "Connect" branding may include its application to smartcards or smart travel products.



**Figure 7.1: Connect logo on bus network poster (left) and Travel Guide (above)**

7.3.3 - Some local operators already offer customers up-to-date online travel information. For instance, Reading Buses and Thames Travel already encourage customers to use applications such as 'Twitter' and 'Facebook', as well as their own respective websites, to receive up-to-date travel information. In addition, further ways of providing online and live information will be explored, such as promoting the mobile phone 'apps' developed by Traveline South East for journey planning and live arrival information.

7.3.4 - Transport operators have also introduced distinctively-branded vehicles for particular services. The Newbury-Reading bus service has been rebranded as Jet Black 1 and uses distinctively branded vehicles; this branding won a national industry award for bus livery of the year 2011. Other branded routes include the lime 2 / 2a route



(Mortimer-Burghfield Common-Burghfield-Reading), the yellow 26 route (Calcot-Reading) and Stagecoach's The Link route (Newbury-Kingsclere-Basingstoke).

7.3.5 - Information on passenger transport services/timetables, including the Council's Travel Guide, will also be made available as part of wider travel awareness campaigns, (such as Personal Travel Planning projects) undertaken by the Council under its "Change the Way You Move" sustainable travel branding. In addition, information on passenger transport services will also be used as part of Travel Information packs supplied as part of residential Travel Plans for new housing developments and workplace travel plans.



## **7.4 Integrated and Smart Ticketing**

7.4.1 - The Council welcomes and will be responsive to, the further evolution of integrated ticketing initiatives and smart ticketing technology, as these will benefit customers through opportunities for combined travel between bus and rail, easier and more efficient ticket purchasing, and cashless transactions. We will look to work in partnership with neighbouring authorities and transport operators to develop integrated ticketing and extend smart ticketing technology across transport networks as and when funding and opportunities become available. In order to facilitate the advancement of such systems, a detailed Smart Ticketing strategy will be developed.

## 8. Delivery

8.0.1 - Successful delivery of the Passenger Transport Strategy in most cases will be dependent on continued partnership working with the various transport operators in the District (bus, rail, community transport, and taxi and PHVs).

8.0.2 - The Council has produced a Bus Infrastructure Strategy, a technical document that supports the Passenger Transport Strategy and which sets out standards and outlines how bus infrastructure (e.g. bus stop flags, shelters, and information cases) will be installed, maintained, and updated for both commercially operated and supported bus services. In addition, a Strategy for Real Time Passenger Information has been developed to guide future development and delivery of this system



**Figure 8.1: An example of an improved bus stop in Kintbury featuring new shelter, Kassel kerbing, pole and clearway.**

8.0.3 - In addition to a Bus Information Strategy a Smart Ticketing Strategy has been produced to guide the further deployment of this technology within the District.

8.0.4 - Improvements to facilities at rail stations will be sought and delivered through partnership working with the rail industry, which may be through DfT funding programmes or developer contributions. The Council's accessibility audit of rail stations, has identified a schedule of possible improvements which will be used to inform where improvements need to be delivered.

8.0.5 - These delivery programmes will feed into the Council's annually updated LTP Implementation Plan, which outlines a detailed three-year capital works programme that the Council proposes to deliver.

8.0.6 - The “Connect” branding concept for bus services in West Berkshire will continue to evolve. This will include the further branding of tickets, vehicles and information items.

## **9. Monitoring**

9.0.1 There is a need to monitor the delivery of improvements to passenger transport infrastructure and services to ensure that these occur in a timely manner; and to measure outcomes in terms of increased usage and passenger satisfaction. The annually updated LTP Implementation Plan will provide the mechanism for reporting on progress towards delivery of improvements to infrastructure and services associated with this strategy.

9.0.2 The Passenger Transport Strategy will be monitored using the following;

- Former National Indicator 178 – Bus services running on time
- Development of infrastructure and services – As outlined in the Bus Infrastructure Strategy and delivery tables in the LTP Implementation Plan
- Bus passenger numbers – usage data from bus operators
- Customer satisfaction surveys – undertaken at a sample of bus stops
- Rail passenger numbers – Station usage data from the Office of Rail Regulation consisting of estimates of total numbers of people entering and exiting at stations

If you require this information in an alternative format or translation, please call 01635 42400 and ask for Planning and Countryside.

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# West Berkshire Local Transport Plan Freight Strategy

November 2014



West Berkshire  
COUNCIL





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# 1 Introduction and Overview

1.0.1 - Freight is an important issue in West Berkshire. The Freight Strategy is West Berkshire's vision for balancing the requirement for efficient distribution of goods around the District with the social and environmental effects of freight movement over the period of the Council's Local Transport Plan (LTP) to 2026. It builds upon the Freight Strategy developed for the previous Local Transport Plan 2006/7-2010/11.

## 1.1 Introduction

1.1.1 - As the nation's economy and population will continue to grow over future years, so too is it likely that the UK's demand for goods and its transport will increase. The movement of freight critically enables people to access the goods and services they need and helps support local businesses. Therefore, freight can be seen to have an important role in helping to maintain the economic vitality of the local economy of West Berkshire.

1.1.2 - National Travel Statistics indicate that the movement of goods has increased notably in the last 30 years and that a large proportion of this increase is attributable to the movements of goods by road. It can be considered therefore, that in most cases, road transport currently appears to be the most efficient and effective means of transporting goods. Transportation by more sustainable modes, such as water and rail, will in all likelihood, still require further onward transport by road to reach the final destination (e.g. to supermarkets in towns, to farms, to local businesses, from local minerals extraction sites).

1.1.3 - Movement by road however, particularly where the existing road networks are already well used and trafficked, can create and add to problems like congestion, have road safety implications, and harm the environment and quality of life of an area. Complaints made by local communities regarding vibration, intrusion, noise and air pollution are commonplace across many areas of the UK as well as the perceived and actual damage by Heavy Goods Vehicles (HGVs) to certain roads and the volume and size of such vehicles on many rural roads. Within West Berkshire these concerns are replicated across many parts of the District but with a particular emphasis on rural communities.

1.1.4 - Freight movement and how it is routed therefore has implications for not just the national and strategic road networks but the communities and areas that the networks pass through or use. West Berkshire has an extensive network of secondary and tertiary roads which generally act as distributor roads from the main highways to locations within the District. On occasions these roads are used by through HGV traffic and are a source of negative impacts and concerns on communities and the environment, and potentially a source of danger where roads are unsuitable.

1.1.5 - In this context, balancing the needs of businesses and consumers alongside our aims to protect the environment in which we live clearly presents a number of challenges. Freight policies and strategic plans together with their implementation and delivery are needed to help protect our environment and communities whilst ensuring freight can move efficiently with limited adverse effect and disruption to all users.

1.1.6 - This Freight Strategy has been produced to reflect the severe financial situation facing the Council and other public bodies at the time of writing. It is considered extremely unlikely, especially in the shorter term, that there will be considerable investment in freight-related infrastructure and measures given the need for the Council to make difficult decisions regarding its future work programmes and investment priorities.

## 1.2 Structure of the Document

1.2.1 - The following chapter considers the national and local policy context surrounding freight issues, including how the Council works with neighbouring authorities and other partners. The document then looks at the freight movements and networks in West Berkshire and the constraints that exist in managing these. This is followed by a consideration of sustainable freight movement in the District and a look at the various issues relating to road freight and how this will be managed. Lastly an action plan with key timescales has been included to help guide implementation of the strategy.

1.2.2 - The main LTP document contains a proposal for review after the first six years of delivery (March 2017). It is therefore intended that this strategy will be similarly reviewed after six years (2020) 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

2.0.1 - The development of this Freight Strategy has been largely guided by national policy and the Council's own Local Transport Plan. This chapter sets out the national and local policy context in relation to freight issues 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 National Policy

2.1.1 - The Government's current approach to transport is outlined in its White Paper "Creating Growth, Cutting Carbon – Making Sustainable Local Transport Happen" (2011). This sets out the Government's vision for a sustainable local transport system that supports its joint priorities of supporting the economy and reducing carbon emissions. However, whilst both of these priorities have linkages to freight, there are very few specific references relating to freight made in the document. There is some recognition of the importance of providing strategic infrastructure for long distance freight movements and reducing carbon emissions through encouraging modal transfer to rail or water modes and eco-driving training for HGV drivers.

2.1.2 - However, the Department for Transport (DfT) has also introduced other freight-related initiatives. These include the provision of freight grants for businesses to encourage them to transport freight by rail or water, the introduction of a HGV road user levy that seeks to ensure that both foreign and UK registered hauliers make a financial contribution to the public purse when using the UK's roads, and trialling the use of longer HGV semi-trailers. In addition the Office for Electric Vehicles provides grants to encourage the purchase of electric-powered light goods vehicles.

2.1.3 – The National Planning Policy Framework (NPPF) recognises the role that transport policies can have in terms of promoting sustainable transport. In particular, NPPF paragraph 30 considers that "encouragement should be given to solutions which support reductions in greenhouse gas emissions and reduce congestion. In preparing Local Plans, local planning authorities should therefore support a pattern of development which, were reasonable to do so, facilitates the use of sustainable modes of transport." In terms of freight, this could include seeking to locate development close to rail and inland waterways and applying safeguarding policies to protect existing or potential rail freight sites from other forms of development.

### 2.2 Local Transport Plan 2011-2026

2.2.1 - 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.

2.2.2 - In terms of freight this is covered by its own key policy (*as outlined below*):

## Policy LTP K12

### Freight

The Council will work with its partners, businesses, and hauliers to develop more sustainable distribution practices that support the needs of the District's economy and minimise the impact on local communities and the environment. To achieve this, the Council will seek to manage freight movements within, to/from, and through the District by:

- I. Developing and promoting the West Berkshire Freight Route Network (which defines approach routes for HGV use) and working with partners to reduce HGV movements on inappropriate routes including in the vicinity of Air Quality Management Areas.
- II. Enforcing weight, width, and height restrictions on the local highway network.
- III. Opposing any proposals for increases in permitted sizes and weights of HGVs.
- IV. Encouraging sustainable freight transportation by rail or water.

2.2.3 - Policy LTP K12 covers the main freight issues that affect the local highway network and which are of greatest concern to local communities in West Berkshire. It also outlines the means by which the Council will seek to manage freight movements that have business in or pass through the District. In addition to the freight-specific policy, the effective management of freight will have a contributory role in the delivery of other LTP key policies as outlined in the table below;

### The Role of Freight in other LTP Key Policies

| LTP Key Policy                                 | Role of Freight  |
|--|--|
| LTP K2 – Minimising Congestion                 | Route management through the Freight Route Network and use of Traffic Management measures such as direction signing and traffic regulation orders. |
| LTP K6 – Air Quality                           | Appropriate routeing of freight can help to mitigate air pollution in Air Quality Management Areas (AQMAs).  |
| LTP K8 – Road Safety                           | Improved driver awareness of vulnerable users. Appropriate routeing of HGVs.   |
| LTP K11 – Parking                              | Town centre loading restrictions. Overnight lorry parking facilities.  |
| LTP K15 – Cross Boundary & Partnership Working | Effective communication of the Freight Route Network with the freight industry. Linking to freight networks of neighbouring highway authorities    |

## LTP Implementation Plan

2.2.4 - 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.

2.2.5 - 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. It includes details of measures and initiatives undertaken by the Council to help improve freight access or to restrict freight movements. Further freight related measures will be fed into future versions of the IP as and when they are developed and providing funding sources have been identified.

## 2.3 Other Local Policy Documents

2.3.1 - The LTP's timeframe is consistent with that of the Council's Local Plan Core Strategy, which outlines a series of policies to influence development in the District. In terms of freight the Core Strategy seeks that the location of new B2 and B8 employment uses should be in areas with good access to major road and freight route networks. In addition, Policy CS13 (Transport) recognises the Council's adopted Freight Route Network (FRN), specifying that development which results in freight movements, including construction traffic, should take the FRN into consideration.

2.3.2 - The transport of minerals and waste associated with sites located in the District also has clear linkages with this Freight Strategy. The Council is currently in the process of developing its own Minerals and Waste Local Plan (MWLP) document. The Council's FRN and the proximity of potential sites to appropriate freight routes will be an important consideration in determining potential new minerals and waste sites in the new MWLP.

## 2.4 Cross-boundary and Partnership Working

2.4.1 - There are of course many influences outside the administrative boundary of West Berkshire that affect freight movements. Joint working with neighbouring local authorities will therefore be crucial in terms of the successful delivery of this strategy. To this end West Berkshire will continue to work collaboratively with adjoining local authorities on cross-border freight matters and with the other Berkshire Unitaries through the Berkshire Strategic Transport Forum. Cross boundary working includes for instance, making representations where appropriate on planning applications outside of the District's boundary where predicted freight movements are likely to have an undue impact on West Berkshire, or ensuring that the advisory freight route network is complementary with similar networks promoted by neighbouring local authorities.

2.4.2 - Further partnership working with freight operators and their national associations, the Highways Agency (HA), motorway service station operators, Thames Valley Police, and local town and parish councils will also be essential to assisting in the successful delivery of this strategy.

# 3. Current Freight Issues in West Berkshire

## 3.1 What are the freight movements in West Berkshire?

3.1.1 - Freight movements are defined as being strategic through traffic or local freight. Predominantly for West Berkshire these movements are road based and little currently is transported within the District by other modes such as by rail and waterways. There are however opportunities for the use of alternative means which this strategy aims to encourage.

3.1.2 – In terms of road freight, strategic through traffic refers to HGV movements which pass through the District, whereas local freight refers to HGV or light goods vehicle trips with an origin or destination within the District’s boundary. Most of the local freight movements are made by road which includes vehicles serving shops, local businesses, and agricultural industries, as well as smaller goods vehicles making multi-drop deliveries. These also include many movements made by light vehicles, which has grown significantly in recent times following the increasing trend towards internet shopping and home deliveries.

3.1.3 - Large volumes of strategic freight, mainly bulk aggregates and deep sea containers, are moved by rail through the District. In addition, there are aggregates and petroleum distribution terminals located off the Berks and Hants line at Wigmore Lane, Theale. This railhead handles significant tonnages and volumes and is considered to be of strategic importance to mineral provision and to the supply of petroleum in West Berkshire and surrounding areas. Aside from the rail network, little if any commercial freight is currently moved via the waterways.

3.1.4 - Although West Berkshire is predominantly rural in character, there are concentrations of businesses and freight generators located in and around the urban areas of Newbury, Thatcham, and Theale, as well as along the A4 corridor between Thatcham and Theale. There are also areas of retail activity, more notably in and around Newbury and at Calcot, and in the other town centres, which all require regular servicing and deliveries. In general the commercial facilities are small and industrial although there are several warehousing and distribution businesses located at Colthrop in Thatcham and at New Greenham Park south of Newbury, plus AWE Aldermaston. These are located where there is good access to major roads and freight routes outlined in the Council’s Freight Route Network.

3.1.5 - West Berkshire itself is therefore not a huge generator of freight traffic. However the District is strategically located at a major crossroads between national East-West and North-South freight movements with the result that high volumes of freight pass through West Berkshire on the M4, A34, and Great Western Mainlines dominating local traffic in volume terms.



3.1.6 - In terms of the District itself, being predominantly rural, there are a number of smaller industrial and distribution businesses located in former farm units or airfields which have grown to generate notable volumes of freight. Membury Industrial Estate is one such example. Additionally West Berkshire’s racehorse and agricultural associated industries located mainly in the rural areas also generate significant volumes of freight movements. Most of these movements are likely to be associated with delivery and maintenance of farms and stock such as animal feed, horse boxes and movements of agricultural machinery and livestock; all of which are essential for the day to day running of West Berkshire’s farming and equine industries.



3.1.7 - Due to the rural location of many of these businesses, freight movements to and from these areas is perceived by local residents as having a noticeable impact, since in general most of the roads used to access these places are neither designed nor suitable for freight movements, and pass through many rural communities and villages. These freight movements comprise a large majority of the local freight movements in West Berkshire.

3.1.8 - In addition to small business, farms and agricultural industries, there are a number of gravel extraction industries and mineral workings within the rural area of the District. These mineral deposits and workings are generally located along the

Kennet Valley. In 2012, 234,000t of primary mineral was extracted from within West Berkshire with a further 289,000t of secondary and recycled aggregate being generated in the District. This may result in a higher number of HGVs using the highway network in the vicinity of active minerals and waste sites.

## 3.2 What is the current Freight Network?

3.2.1 - West Berkshire is bisected by the north/south A34 trunk road and east/west by the M4. These two highways form part of the national Strategic Road Network managed and maintained by the Highways Agency and carry the vast majority of freight traffic passing through the District.

3.2.2 - Access to West Berkshire is also provided by the A4 from Reading and Hungerford, the A339 from Basingstoke, the A338 Wantage to Salisbury Road, and the A340 from Basingstoke to Aldermaston and on to Pangbourne and from the M4. These roads also play a small role in carrying through traffic not catered for by the Strategic Road Network.

3.2.3 - West Berkshire has an extensive network of secondary and tertiary roads which act as distributors from the main highways to locations within the District. On occasions these roads may be used by through traffic. This can result in having negative impacts on communities and the environment as well as being a source of danger where roads are unsuitable.

3.2.4 - To help better manage road freight movements in the District and to minimise the numbers of through freight movements on the local road network the Council adopted its Freight Route Network in 2009. Further details on the Freight Route Network are outlined in section 5.1.

3.2.5 - Analysis of Highways Agency traffic data for 2013 indicates that the Strategic Road Network carries the majority of HGV traffic in West Berkshire with HGVs accounting for an average of 14.9% of total traffic flows on the M4 and 16.7% of total traffic flows on the A34. This equates to approximately 13,000 and 9,000 HGVs respectively using the M4 and A34 in West Berkshire every day.

3.2.6 - Due to the District's location on the SRN, its local industries, and regulations restricting lorry drivers' hours, there is a high demand for overnight lorry parking within the District. This has led to vehicles parking in laybys and on roads in industrial estates, as well as at parking facilities at the motorway service stations. The Council has undertaken a review of overnight lorry parking, which is discussed further in section 5.3.

3.2.7 - West Berkshire has three railway lines running through the District. The major route through the District is the Berks and Hants line running between Reading and Taunton. This route is heavily used by aggregate trains moving between the Mendip quarries and London and the South East, sharing the line with long distance and regional passenger trains. The petroleum and aggregates railhead at Theale is also located on this line.



3.2.8 - The Reading to Basingstoke line cuts through the eastern edge of the District, along with the Reading to Didcot mainline cutting through the northern part. Both railway lines are also heavily used for freight movements in addition to their passenger services, most notably in terms of the large volumes of container traffic passing through Reading and Basingstoke en route to or from the Port of Southampton. Further details on this route can be found in Section 4.1.

3.2.9 - West Berkshire has two key waterways within its borders - the Kennet and Avon Canal, which links Bristol with Reading and the River Thames, which also provides navigable links to other canals such as the Grand Union to the east and the Oxford Canal to the north.

### 3.3 What are the constraints to managing the volume of road freight?

3.3.1 - The majority of constraints to managing the levels of road freight arise from West Berkshire's strategic location on a major crossroads between east/west and north/south freight movements. As a consequence many freight movements neither have an origin or destination in the District itself. This reduces the influence that the authority can place on partnership working with freight users in order to encourage more responsible freight routeing or to promote alternative means of moving freight by road.

3.3.2 - Utilisation of inland waterways may be suitable where low time sensitive freight to be moved is located adjacent to the canal, such as gravel beds and where destination is also very near to the canal or River Thames. Some opportunities may exist to utilise the Kennet & Avon Canal for transporting gravel from adjacent gravel pits or for waste transfer, but these would appear to be limited at the present time.

3.3.3 – The location of three motorway service stations in the District means that there is a good supply of formal lorry parking spaces on the SRN in West Berkshire, However lorry parking surveys undertaken by the DfT in 2011 and by the Council in 2012 both show that despite this provision, plenty of informal overnight lorry parking regularly occurs in lay-bys on both the Strategic and local road networks and on roads within industrial estates.

3.3.4 - Overnight lorry parking away from formal lorry parking areas is however viewed as a key issue by many parish councils because parking on street or in lay-bys is often regarded as being undesirable, especially when this occurs close to or within residential areas. It can also lead to increased levels of crime and environmental problems such as litter and public health concerns. Further details on lorry parking in the District can be found in section 5.3.

## 4. Sustainable Distribution

4.0.1 - The encouragement of freight by sustainable means (i.e. by rail and water) as an alternative to road would be environmentally less damaging in terms of reducing the length of road-based freight journeys on the District's road network, particularly through local communities. However it should be noted that the most rail or water based freight movements would need to start or end with a road based movement.

4.0.2 - LTP Policy K12 (Freight) seeks to encourage more sustainable distribution practices including the encouragement of freight transportation by rail and water. Although road freight is by the far the most dominant means of freight transport both nationally and locally there are several commodities, such as aggregates, deep-sea containers, petro-chemicals, metals, waste, coal, and bio-mass fuels that owing to their bulk can be effectively transported by rail (and due to the lack of wharf infrastructure within West Berkshire, water movements are currently more limited). However the development of such infrastructure would be generally supported to enhance the choice of sustainable transportation infrastructure in the District.

### 4.1 Rail Freight

4.1.1 - The location of West Berkshire in the national rail network highlights the potential for a large amount of rail based freight movements. At present, large volumes of aggregates originating from quarries in the Mendips are moved via the Berks and Hants line through the District to markets in London and the South East.

4.1.2 - Deep sea container trains also travel north/south between Southampton and the Midlands using the rail network in the east of the District on a daily basis. The number of these trains has increased over recent years owing to expansion in operations at the Port of Southampton plus a Network Rail scheme to increase gauge clearances along the route to allow larger containers to be hauled by rail. This market has the potential for further growth, although this may be constrained due to capacity constraints on the rail network, including where there is a competing demand on train paths between Oxford Road and Southcote junctions in the Reading area. The development of this strategic rail freight corridor is supported since it provides an alternative means of freight haulage to the large numbers of road-based container traffic that currently passes through the District on the A34 corridor.

4.1.3 – There are also rail freight aggregates and petroleum distribution terminals located at Wigmore Lane, Theale. The Council recognises the important economic value of this strategic rail freight site and will seek through planning policies as part of the development plan process to ensure that it is protected against unsuitable development.



4.1.4 - The industrial estates in the Colthrop and Thatcham areas and the municipal waste facility at Padworth all lie adjacent to the main Reading to Newbury railway line and were in the past connected to the rail network. In some instances remnants of former railway infrastructure remain in place which may in theory allow a new rail connection to be provided (although the engineering

works required to achieve this are likely to be at a substantial cost). West Berkshire will work with Network Rail to ensure that any further changes to rail infrastructure take into account any potential rail freight use and work with rail operators and local businesses to monitor and support proposals for reinstating freight access should opportunities arise.

4.1.5 Details on how the Council will seek to protect existing rail freight sites and seek to further encourage sustainable distribution are included in the Action Plan (ref FAP2).

## 4.2 Waterborne Freight

4.2.1 - There are two sections of navigable waterways in West Berkshire. The first, the Kennet and Avon canal crosses east/west through the District from Reading through Newbury and Hungerford and continues through Wiltshire and onwards towards Bristol. The second is the River Thames around Purley, Pangbourne, and Streatley.

4.2.2 – Today these waterways are used almost exclusively by leisure and tourism activities with little if any commercial waterborne freight, although they could theoretically provide opportunities for the transfer of low time sensitive goods such as minerals and waste. However, any potential increase in movements on the inland waterways, particularly from larger craft, may result in disturbance to wildlife sites and cause operational and safety issues with the large numbers of leisure users, which will need to be taken into account when assessing any future proposals.

## 4.3 Freight Consolidation

4.3.1 – Sustainable distribution can also include freight consolidation measures as a means of influencing freight movements in urban areas to help manage the impacts arising from servicing town centres, such as increased air pollution, noise, and congestion. Freight consolidation involves large volumes of goods being transported to a warehousing facility on the edge of large settlements, where part loads are then consolidated and distributed by smaller vehicles to premises in urban centres thereby resulting in fewer larger vehicles requiring access. Retailers can also potentially benefit through maximising retail floor space as result of being able to store goods off site.

4.3.2 – The Council will investigate the feasibility of developing a freight consolidation centre to serve Newbury town centre (see Action Plan ref FAP4) as a means of contributing towards improving town centre congestion and air quality. This will include the development of a robust business case to determine the viability for such a facility as well as a demonstrable commitment from town centre businesses to use it.

4.3.3 – In addition to Freight Consolidation, there are other potential options for improving urban deliveries that can help reduce larger vehicles entering urban areas, particularly during times when congestion regularly occurs. This could include investigating the suitability of developing Delivery and Servicing Plans to help customers plan their delivery and servicing activity. These plans could include retiming deliveries so that they are able to take place at a less congested times out of hours. However, such measures will need to take into account any potential impact or disturbance on local residents. Therefore the Council will look at how quiet out-of-hours deliveries could be achieved.

## 5. Road Freight

5.0.1 - The overwhelming majority of freight movements in the District are made by road. Although it is right for this strategy to maintain aspirations to further develop sustainable distribution, it is important to recognise that road freight will continue over future years to have the greatest role in terms of freight transport and distribution. Therefore the Council's freight policies and strategy will need to take into account the various issues and impacts relating to road freight and how these will be managed.



5.0.2 - Road freight plays an important part in both the national and local economy by providing the goods and services that underpin modern lifestyles. Businesses depend on the efficient distribution of goods and services to help maintain their economic competitiveness and to help the local economy. The growth in popularity in home-based shopping has also led to an increased demand for home deliveries, which require more access to residential streets.

5.0.3 - A description of the various freight networks within the District and the freight movements that take place on them are outlined in Chapter 3. This recognises that the road freight network is a mixture of the Strategic Road Network (for longer distance movements) and the local road network for movements to and from the main urban areas, as well as more local routes that provide a means of access to communities, farms, and businesses across the District. The use of the latter can often present problems of larger vehicles requiring legitimate access to places and using routes that are unsuitable for freight movements thus resulting in negative impacts on the environment, local communities and road safety.

5.0.4 - This then represents the challenge for the Freight Strategy to satisfy the requirements of businesses and the consumer whilst at the same time being mindful of the impact that road freight can have on local communities and the environment. The issues and measures outlined in this section represent how the Council considers it can best manage road freight movements in the District to maintain economic vitality but without undue negative impacts.

### 5.1 West Berkshire Freight Route Network

5.1.1 - The identification and implementation of a freight routing network was identified as a high priority delivery element in the previous LTP Freight Strategy. As a result the Council undertook a review of freight movements in the District and from this developed a draft freight route network which was sent out for public consultation in 2007. Revisions were made following the consultation and the network and its associated maps were formally adopted by the Council in February 2009.

5.1.2 - The 2009 West Berkshire Freight Route Network (FRN) as shown in Appendix A consists of a series of preferred freight routes that aim to show HGV drivers and businesses the most appropriate routes to use in the District. In addition there are two further detailed maps covering the Newbury/ Thatcham and the Calcot/Tilehurst areas. It should be noted that the routes in the FRN are advisory in nature and have been produced to help freight operators and drivers to plan their routes and deliveries in the District. The FRN maps also highlight the main locations for

overnight lorry parking in the District such as the Motorway service areas and larger lay-bys where there are no restrictions on overnight parking.

5.1.3 - The hierarchy of the freight routes shown on the FRN maps is as follows;

**Strategic Lorry Routes:** For through HGV movements based on the M4 and A34 passing through the District.

**District Access Routes:** The main access routes from the SRN to key freight destinations - largely based on the 'A' roads that provide access to the main areas of industrial and commercial activity.

**Local Access Routes:** Accesses to local sites only and are not intended for through HGV movements. Some of these routes may contain restrictions that further limit HGV movement. These comprise 'A' roads not on routes linking main industrial areas, 'B' roads, and some minor routes.

5.1.4 - The FRN maps also show those routes and local communities that are unsuitable for HGV traffic. These include the locations of signed width, height, and weight restrictions that prevent the use of HGVs, and those routes which are signed "Unsuitable for HGVs" (typically rural single track routes).

5.1.5 - At the time of writing, the FRN and maps are currently being refreshed. Feedback from the freight industry has indicated that the FRN maps are better-suited to being viewed on a map-based background that clearly indicates to lorry drivers which are the preferred routes, and what routes and locations are to be avoided.

5.1.6 - The review will include changes to the highway network that have occurred since the previous update to the FRN. This will include the advisory routing for HGVs to/from Newbury town centre following the opening of the Parkway development. There will also be an opportunity to look at providing more detail as part of the local routes to provide recommended means of access to more remote sites as well as information on loading areas in urban centres. As is the case with the current FRN the update will seek to ensure that where possible, there is consistency with similar freight route networks promoted by neighbouring local highway authorities.

5.1.7 - Once the update has been completed and approved, the revised FRN maps will be communicated to local operators and businesses and the wider road freight industry, as well as being freely available to download from the Council's website (see Section 5.2 below). The refresh of the FRN is included in the Action Plan (ref FAP5).

## 5.2 Managing Road Freight Movements

5.2.1 - The efficient distribution of freight by road and the impacts arising from such activities is determined in part by the suitability of the road network available for HGVs to use. The placement of too many restrictions on routes can result in drivers having to make long diversions in order to undertake deliveries thus resulting in higher fuel usage and costs, and increase carbon emissions. However there may be



instances where it would be desirable to better manage or restrict HGV movements and in this respect there are a number of ways that the Council is able to influence this.

Freight management issues are prioritised against other capital schemes and the solutions may include the following;

- Working with the road freight industry by agreeing voluntary routing arrangements and publicity of the Freight Route Network.
- Formalising agreed routes with companies as part of planning consents (including for construction traffic) and through Vehicle Operators Licences.
- Signing – Direction signs to industrial estates and for deliveries to town/village centres using the most appropriate route. “Unsuitable for HGVs” signs at identified locations where HGVs are using an inappropriate route due to the nature of the road. However the signing needs to be considered with regard to other direction signs and the need to reduce sign clutter.
- Publicly available dataset of all HGV related restrictions within West Berkshire.
- Structural weight restrictions - where a bridge or section of road has been assessed as being unable to safely carry vehicles exceeding a certain weight and must be protected by an appropriate weight limit.
- Environmental weight restrictions - where the effect of HGV’s using a length of road is having a negative effect on the community. The effects can include noise, vibration, safety, and pollution. Each route would need to be carefully assessed as there would be legitimate HGV use and consideration would need to be given to the alternative route.
- Enforcement of weight restrictions by the Council’s Trading Standards service.

5.2.2 – The Council does from time to time receive complaints from local communities regarding HGVs using unsuitable routes with the request that measures be put in place to restrict HGV movements. Following investigations and where appropriate (subject to available resources) potential solutions for these issues will be developed as outlined above. Future revisions to the Council’s Traffic Management policies in the Network Management Plan will set out the process that the Council will look to use to deal with local freight issues (see Action Plan ref FAP7).

## Enforcement

5.2.3 – Traffic restrictions (such as weight restrictions) need to be enforced to ensure that they are adhered to. In West Berkshire the responsibility for this lies with Thames Valley Police, along with the Council through its Trading Standards service which is able to enforce weight restrictions. However enforcement of restrictions is often labour intensive. Therefore the Council will explore options for increasing weight restriction enforcement (see Action Plan ref FAP10).

## Development Control Process

5.2.4 – Larger development proposals, including those for minerals and waste sites, that are likely to generate significant HGV movements (including during the construction stage) will be expected to include a Transport Assessment. This will need to outline the volumes and distribution of HGV trips generated by the proposed development and to demonstrate how the impact arising from these movements can be mitigated.



5.2.5 - The Council through its role as the local planning authority is able to use the planning and development control processes to manage the impact of HGV traffic arising from new development on the local highway network, communities, and the environment (see Action Plan ref FAP3). This can include ensuring that sites are located within good proximity of the SRN and the FRN and seeking that planning conditions and obligations are put in place to control lorry movements (e.g. specifying customised freight routing strategies for development and construction traffic and restricting hours of operation).

## Air Quality

5.2.6 – Poor air quality as a result of pollutants such as nitrogen oxides (NOX) and particulates matter can have a detrimental effect on people's health. The Council has a duty to monitor and review air quality throughout the District and to react accordingly to safeguard communities should pollutant levels exceed prescribed European Union and Government objectives. This monitoring has led to the declaration of an Air Quality Management Area (AQMA) around the A339/A343/ Greenham Road junction in Newbury and subsequent development of an Air Quality Action Plan (AQAP) to direct how the Council intends that air quality at this location is to be improved.

5.2.7 - The AQAP identifies that road traffic is the source of the poor air quality, particularly as a result of queuing traffic and the percentage of heavy vehicles passing through the junction. Further detailed assessments undertaken by the Council indicates that of the exceedances in the concentrations of NOX, 44% is attributed to heavy vehicles, and that a 9.8% reduction in NOX will be required in order to meet the prescribed air quality standards. The removal of a proportion of heavy vehicles would have the capability of delivering air quality improvements that would significantly contribute towards meeting the NOX annual mean objective.

5.2.8 - Therefore the Council will need to consider the routing of freight along the A339 through Newbury and in the wider area to look at ways in which the air quality problems in the AQMA can be mitigated. This will need to take into account a number of issues including the role of the A339 as a designated primary route between Newbury and Basingstoke, the access requirements of south Newbury and New Greenham Park, the suitability of any alternative routes, and cross border movements into Hampshire (see Action Plan ref FAP7).

## Noise

5.2.9 – Freight movements can create noise disturbance to people living in close proximity to main freight routes or freight generating facilities and impact on the tranquillity of rural areas. Although it is difficult to eradicate noise problems associated with freight movements, the Council can where circumstances permit seek to influence or restrict delivery timings and freight movements in noise sensitive locations. Where noise problems occur, the Council can seek to improve to mitigate the impact through Noise Action Plans.

## Provision of Information

5.2.10 - Although the Council can only produce advisory freight routes (other than were there is a defined restriction on the network) it is able to engage with the freight industry and provide information to operators and drivers to help enable them to plan their deliveries and to encourage the use of appropriate routes and overnight parking areas. As part of this approach the Council will look to develop the Freight Page on the Council's website to include freely available downloadable versions of the revised West Berkshire FRN maps and information on lorry parking areas. The revised FRN maps will also be forwarded to major businesses and freight operators who have interests in West Berkshire and to national road freight organisations for distribution to their members.

5.2.11 – In addition the Council will also look at exploring opportunities to provide information via other forms of information technology. This may include advisory information displayed on variable message signs and developing mobile phone applications that provides information on routing, parking areas and restrictions.

5.2.12 – Details regarding how the Council will seek to communicate the FRN and other freight information is contained in the Action Plan (ref FAP11).

## 5.3 Lorry Parking

5.3.1 - Lorry drivers are restricted under EU legislation to the amount of hours they can drive; all drivers must take a 45 minute break after a driving period not exceeding 4.5 hours and must take a rest break following a full driving day (e.g. overnight). Therefore, given the distances HGV drivers are required to travel and the governed speed of HGVs, drivers are often required to take mandatory breaks around origins, destinations, and at intermediate points on their route. Additionally drivers may also run out of hours owing to delays due to congestion, roadworks, or road traffic collisions and will therefore need to park up and take a statutory break.

5.3.2 - The District's position at the crossroads of the M4 and A34 strategic routes results in high volumes of road freight traffic passing through the area on a daily basis. In addition, the local economy of West Berkshire and the surrounding areas also generates large numbers of HGV movements. For example, this includes a number of supply chain and warehousing businesses located at Colthrop in Thatcham, New Greenham Park south of Newbury, and around Theale, plus construction materials processing and production sites along the A4 corridor in the Beenham area.

5.3.3 - The combination of these issues frequently results in high levels of overnight lorry parking on both the Strategic and local highway networks. Away from the Motorway service stations overnight lorry parking is an almost nightly occurrence in laybys and on roads in industrial estates. This in turn can contribute to other undesirable impacts such as increases in lorry-associated crime, litter, public health concerns, reduced road safety, and damage to highway infrastructure and verges. The Council has undertaken an assessment of the extent of lorry parking in the District both on the SRN and the local highway network, which has shown a need for the Freight Strategy to give greater consideration to lorry parking issues. Therefore to support this, a reference to the Council's position on lorry parking will be included as part of LTP Policy K12 when the LTP is refreshed in 2017 (see Action Plan ref FAP1).

5.3.4 - In terms of parking on the SRN, the three motorway service areas in the District provide around 294 lorry parking spaces with further spaces available at Tothill services on the A34 just south of the authority's boundary. In addition many lorries regularly park up overnight in the laybys on the A34. Both the DfT and Council parking surveys indicate whilst many drivers do use the designated lorry parking facilities at the motorway service stations, there is often spare capacity at each of the service areas.





5.3.5 - The lorry parking study also identified lorries parking at a number of locations on the local highway network although there is no formal lorry parking facility available away from the SRN. These locations include the Faraday Road Industrial Estate in Newbury, Colthrop Industrial Estate in Thatcham and at various laybys on the A4 between Colthrop and Theale, and on the A4 west of Newbury at Halfway. In particular, the Faraday Industrial Estate in Newbury is extremely popular with up to 30 lorries regularly parking overnight, and is within reasonable walking distance to facilities in the town centre. This overnight parking has been supported in the past by businesses in the Faraday Road area.

5.3.6 - The numbers of lorries parking overnight in the Newbury area suggests that consideration should be given to providing a facility in the local area that will allow overnight lorry parking. This issue may become more pertinent should proposals for the redevelopment of the Faraday Road area come to fruition as this is likely to result in lorries being unable to continue park overnight in this location. However, national evidence suggests that lorry parking is not an attractive commercial proposition owing to the size of the site required and that the development and running costs will far outweigh any financial return with other urban land uses offering far greater profitability. Furthermore, planning policies would prevent such development taking place on greenfield sites. Despite this opportunities will be sought through the Local Plan Site Allocations Development Plan Document to identify any suitable sites for lorry parking in the Newbury and Thatcham area (see Action Plan ref FAP9).

5.3.7 - The prevalence of overnight lorry parking away from the service areas, in lay-bys and on roads within industrial estates can also result in other impacts including reported incidences of lorry-associated crime relating to load or fuel theft. The Council, through the Safer Communities Partnership, will continue to work with Thames Valley Police to increase lorry drivers' awareness of the risks of HGV-related crime and to encourage greater use of the formal lorry parking facilities available at the motorway service stations (see Action Plan ref FAP8).

## 5.4 Satellite Navigation Systems

5.4.1 - Over recent years lorry drivers and hauliers have been making increasing use of satellite navigation systems to help their operations in making deliveries etc. These systems have the benefit of voice instructions, which can be easier to follow than paper-based maps or directions. However, the over reliance on these devices has led to problems in the past with lorry drivers following systems designed for car users and finding themselves routing onto unsuitable local routes. This can result in damage to properties and roadside verges and hedges, bridge strikes, and the use of routes subject to restrictions. In extreme cases this can result in vehicles becoming physically stuck on narrow roads.

5.4.2 - The road freight industry is acutely aware of these problems and has been working with satellite navigation system providers to develop freight-specific systems that can advise drivers of the most appropriate routes to use and importantly the locations of restrictions (such as height, weight, and width restrictions) which prevent HGV use. Furthermore there has been cross-sector working between national and local government, sat nav mapping providers, and the road freight industry to improve the take-up of freight-specific systems and to ensure that changes to road networks are updated on systems in a timely manner.

5.4.3 - The Council does not have much influence in encouraging operators and drivers to adopt and keep updated freight-specific systems. However there may be opportunities for the Council to work with satellite navigation system providers to ensure that their systems are readily updated when changes are made to the local road network. In addition the Council will also seek to work with the providers to promote the preferred freight routes identified in the West Berkshire FRN so that this is included in their products.

## 5.5 National Road Freight Transport Issues

5.5.1 - Previous government studies have looked into the possibility of allowing longer and heavier goods vehicles to be permitted to use the UK road network. In particular a study undertaken in 2008 underlined the Government's scepticism regarding the suitability of trialling 60 tonne 'superlorries' on the UK's roads. The Council was deeply concerned regarding the potential impact on highway safety of these vehicles, and at the time expressed its objection to Government to trials of these vehicles.

5.5.2 - However although the study did not allow the 'superlorries' trial to go ahead, there was also an indication that there could be worthwhile benefits from permitting a modest increase in length of current articulated trailers.

5.5.3 - West Berkshire's stance on increasing the permitted weight/length of HGVs is outlined in LTP Policy K12 (Freight), which states that the Council will oppose any proposed increases in permitted size or weight of HGVs. Therefore the Council will seek to make representation to oppose any future proposals for increasing permitted size or weight of HGVs should these be put forward (see Action Plan ref FAP12).

## 6. Action Plan

6.0.1 – The following Action Plan in Table 6.0 below has been developed to help focus delivery of the Freight Strategy and to take into account the limited funding that is likely to be available for freight measures during the course of the plan period.

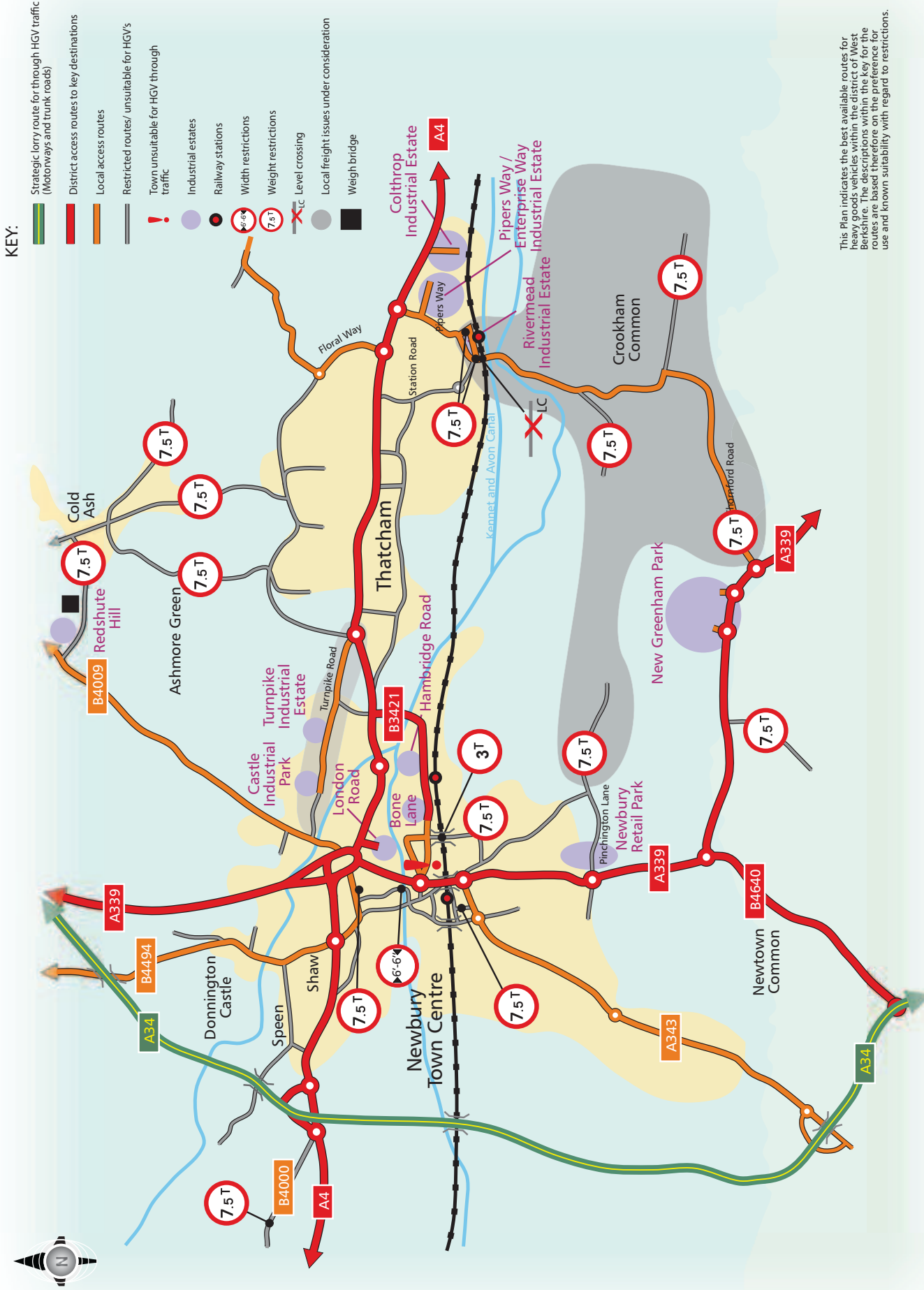
| Table 6.0<br>Local Transport Plan Freight Strategy Action Plan |   |                                    |
|--|---|------------------------------------|
| Ref  | Description   | Timescale                          |
| FAP1   | Amend LTP Policy K12 (Freight) at next review of the main LTP strategy to take into account the Council's position regarding lorry parking.   | 2017/18                            |
| FAP2   | To use the development plan process to protect the strategic rail freight site at Theale and to encourage development at other locations which may offer opportunities for sustainable distribution.  | On-going                           |
| FAP3   | Ensure that issues relating to freight routing agreements and controls (for both construction and delivery movements) are fully considered as part of the planning application process.   | On-going                           |
| FAP4   | To investigate the feasibility of a freight consolidation centre to serve Newbury town centre.  | 2016/17                            |
| FAP5   | Refresh the Freight Route Network and associated maps to reflect changes on the local highway network and so that they are better suited to the needs of the freight industry whilst maintaining the need to protect local communities.   | 2014/15                            |
| FAP6   | To develop a clear framework for the Council's Network Management Plan to outline the approach to be used for dealing with local freight issues.  | 2015/16                            |
| FAP7   | Freight movements on the A339 through Newbury;<br>i) Quantify the volume, type and origins & destinations of freight movements using the A339 through Newbury.<br>ii) Investigate options for routing freight traffic away from the A339 through Newbury and the wider role of the A339 as a nationally designated Primary Route with Hampshire CC and Basingstoke & Deane BC.<br>iii) Implement scheme for managing freight movements on the A339. | Summer 2014<br><br>2015<br><br>TBC |
| FAP8   | Encourage greater use of motorway service areas for overnight lorry parking (through FRN maps, advisory signing and information).   | On-going                           |
| FAP9   | Explore options for suitable overnight lorry parking locations in the Newbury & Thatcham area.  | 2015/16                            |
| FAP10  | Seek opportunities for increasing enforcement of weight restrictions.   | On-going                           |

|       |   |   |
|-------|---|---|
| FAP11 | <p>To communicate the Freight Route Network and other freight-related information by:</p> <ul style="list-style-type: none"> <li>i) Effectively promoting the refreshed Freight Route Network and maps with the road haulage industry and local businesses.</li> <li>ii) Establishing a bespoke Freight web page on the West Berkshire Council website with downloadable information such as FRN maps, lorry parking areas and details of weight, height and width restrictions.</li> <li>iii) Look at ways to develop electronic applications to assist with freight-related information provision.</li> </ul> | <p>2015</p> <p>2015/16</p> <p>Long term</p> |
| FAP12 | <p>To continue to lobby DfT where appropriate on wider freight issues such as consistency in approaches to freight routing, satellite navigation systems, and changes to permitted sizes and weight of heavy goods vehicles.</p>  | <p>On-going</p>                             |

# Appendix A

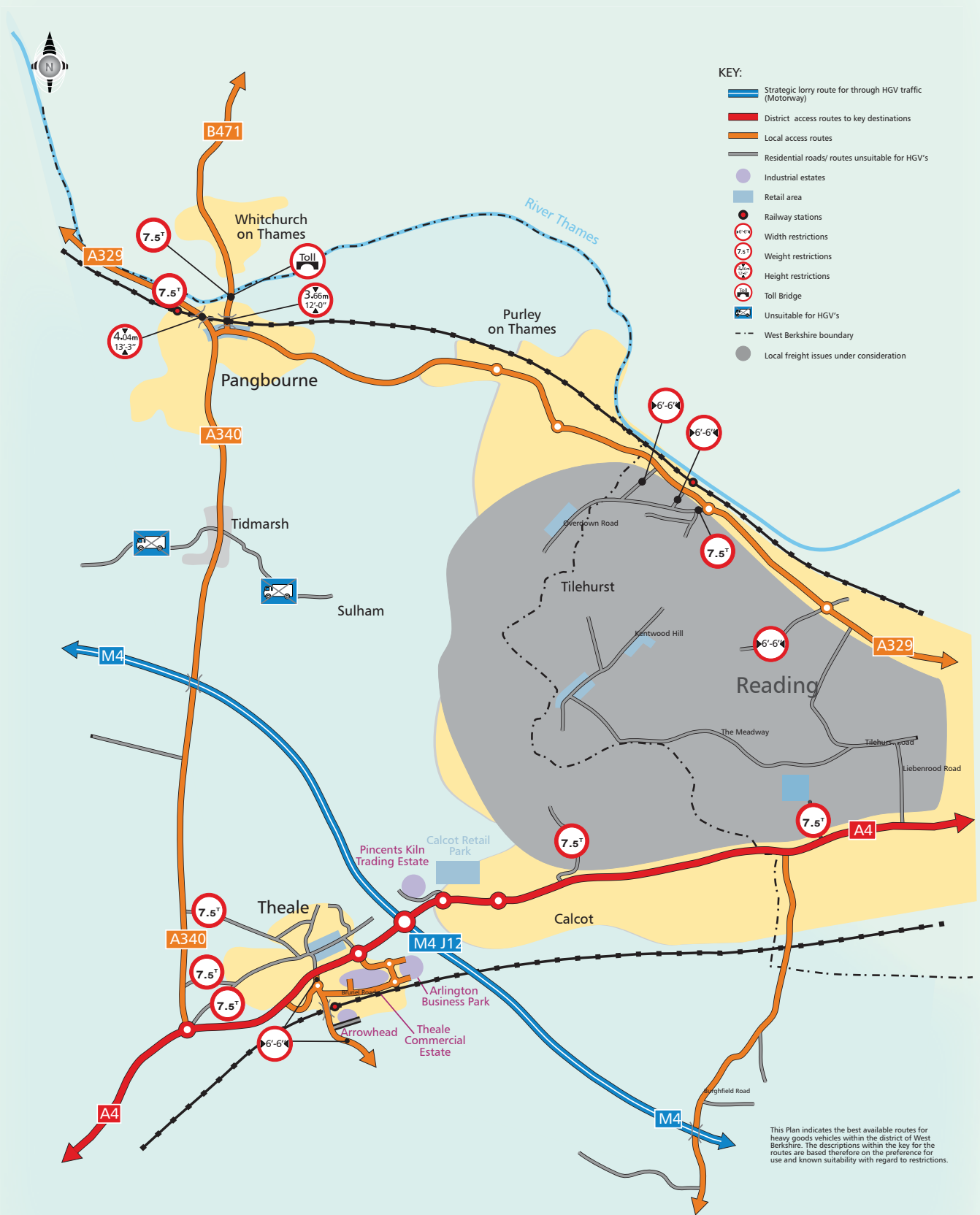
## West Berkshire Freight Route Network Maps (Feb 2009)





This Plan indicates the best available routes for heavy goods vehicles within the district of West Berkshire. The descriptions within the key for the routes are based here on the preference for use and known suitability with regard to restrictions.





This Plan indicates the best available routes for heavy goods vehicles within the district of West Berkshire. The descriptions within the key for the routes are based therefore on the preference for use and known suitability with regard to restrictions.





If you require this information in an alternative format or translation, please call 01635 42400 and ask for Planning and Countryside.

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WBC/H&T/CS/1114

# Cycle and Motorcycle Advice and Standards for New Development

November 2014





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- 7. Other initiatives and measures to support cycling**
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- 9. References and further reading**

## **1. Introduction**

West Berkshire Council expects developers to provide development of a high quality with good access. This guidance looks at how good access by bicycle and motorcycle can be integrated into site design.

The following information aims to help you, as an applicant, to understand what the Council expects to see as part of your planning application. It also serves as a useful guide for anyone wanting to improve cycling or motorcycling facilities for an existing site or encourage cycling through the development of a Travel Plan.

The cycling policy within the Local Transport Plan (Policy LTP SC2) and supported by the Active Travel Strategy, sets out to 'make cycling at least as desirable as any other transport mode choice' for journeys of 5km or less. This is equally important for motorcycles as greater distances are involved.

The main areas for consideration are parking, routes, shower and changing facilities and, where applicable, contributions to other infrastructure and engagement projects.

The requirements vary according to the type of development. It is hoped that by addressing these issues at the start of your project we will have all the information to enable us to process your application more quickly.

Much of this guidance is taken from 'Manual for Streets' and other national guidance such as 'Cycling Infrastructure Design', DfT. References to all documents are listed in section 9.

## **2. Residential development**

When planning for residential development it is important to consider how residents will travel providing them with as many travel options as possible.

Providing enough convenient and secure parking for residents and visitors is critical for increasing cycling. In residential developments, designers should aim to make access to cycle or motorcycle parking at least as convenient as access to car parking.

The provision of cycle storage or motorcycle parking will vary depending on the type of development. For example, it can be expected to be relatively high for flats in central urban locations but lower provision is likely to be more appropriate for sheltered housing.

### **2.1 Provision of bicycle / motorcycle parking for houses**

Cycle parking is often likely to be within, or allocated to, individual dwellings, particularly for houses, with cycles often kept in garages. This can be convenient and secure, if located near the front of the property. However, garages are not normally designed with cycle storage in mind and the proportion of housing schemes with individual garages is declining. Where

garages are to be used for cycle storage the internal dimensions should be at least 3000mm x 6000mm.

Greater consideration therefore, needs to be given to the provision of bespoke cycle and motorcycle storage. Cycles are not suited to overnight storage outdoors as they are vulnerable to theft and adverse weather. The provision of cycle storage for each dwelling whether that is within the building, or in an outbuilding (such as a shed), needs to be conveniently located, secure and designed for easy access (e.g. opening to outbuilding to be wide enough to easily wheel cycles in and out). Motorcycles can also be vulnerable and should have the facility to be parked securely, although covered storage is less important than for bicycles.

## **2.2 Provision of bicycle / motorcycle parking for flats**

For new flat developments, the storage of cycles and motorcycles is an important consideration. In the past it has often been inadequate, leading to bicycles being stored in hallways or on balconies and motorcycle parking conflicting with other parking arrangements on site.

Storage within the accommodation may be an option for bicycles, but it will need to be expressly considered in the design and it will be important to ensure that bicycles can be brought into the building easily and quickly.

Another popular option is to provide communal bicycle-parking in secure facilities, such as in purpose-designed buildings or in extensions to buildings. It is important for these bicycle parking facilities to be well lit, easy to access and in an appropriate, convenient location within the development. Any bicycle storage located within the main building in communal areas or under stairways for example, needs to ensure that parked bicycles do not become a nuisance for residents and comply with health and safety regulations.

Motorcycles can use regular car parking spaces, but this does not allow them to be parked completely securely. Provision, if possible, should be made for specific motorcycle parking spaces, which allow the motorcycle to be secured to a post or bar.

## **2.3 Provision of cycle parking for visitors to residential developments**

Providing bicycle parking for visitors is important when planning new developments. In some cases, visitors may be able to use spare space within residential bicycle parking facilities, whether shared or individual. However, some provision in public areas is normally appropriate, particularly where residents' provision is not easily accessed by visitors.

Secure motorcycle parking is not necessarily required for visitors.

## **3. Non-residential development**

Bicycle and motorcycle parking should be provided at destinations such as those for work, education, healthcare, leisure, entertainment, community facilities and shops. This will help to encourage cycling for those who work there (and therefore make regular journeys) and for those who are more

infrequent visitors or customers. The lack of parking provision at these destinations can be a barrier to people choosing to cycle for these journeys.

The details of the provision required may differ according to whether it is for long stay (often employees) or short stay visits (customers and visitors). See section 4 for more details. It may be appropriate to provide separate storage for staff and customers/visitors.

In mixed-use areas and where there are commercial or communal facilities in a residential neighbourhood, well located and convenient public cycle parking will normally be necessary. This is in addition to any specific provision for the residential element of the development.

### **3.1 Showers, changing facilities and lockers**

All new developments in the non-residential categories should provide shower, changing and locker facilities for members of staff. Businesses are encouraged to provide at least one staff shower per 100 employees, with a minimum of one shower per premises. These facilities are known to be important in encouraging people to cycle to work.

## **4. Location and design of parking facilities**

Bicycle parking needs to be located in such a way that makes it easy and safe for people to use. Table 1 summarises the various aspects that should be considered when planning cycle parking facilities (taken and adapted from Cycling Infrastructure Design Guide, DfT, see section 9 for information).

Sheffield Stands are referred to in the rest of this document as the cycle parking solution that should be provided. Whilst in many cases these are appropriate and the most suitable style of cycle parking, it is recognised that for some developments an alternative solution may be acceptable. In these instances alternative cycle parking proposals will be considered on their own merits but should always try to show how they meet the areas of good practice outlined in Table 1.

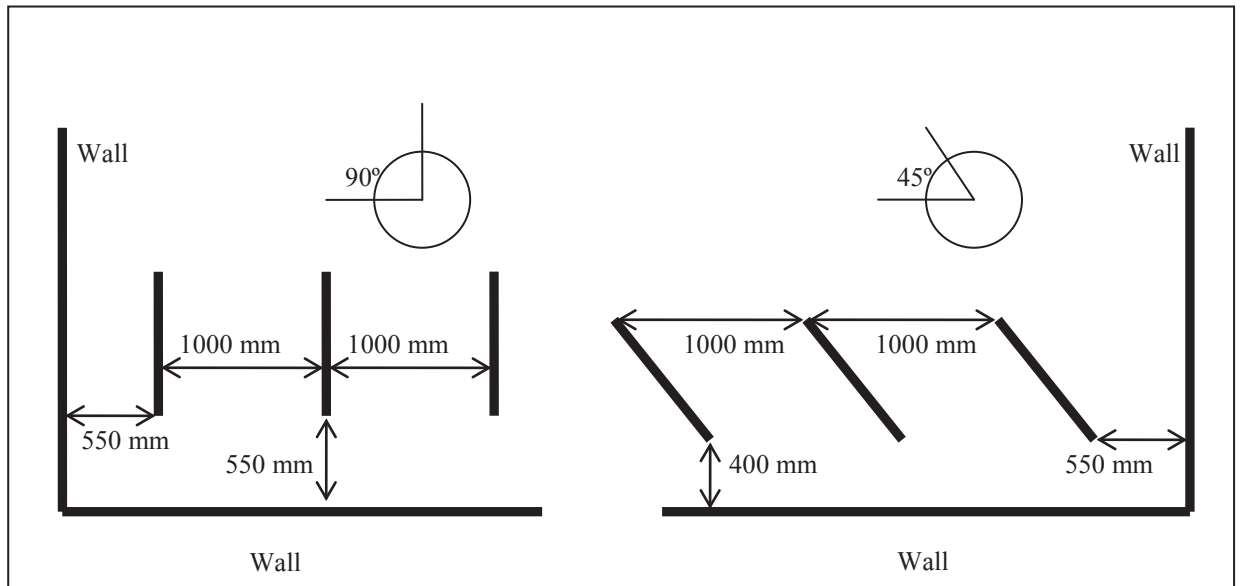


| <b>Table 1 – Cycle Parking – a good practice summary</b> |  |
|--|--|
| Visible  | Facilities should be easy to find, well signed, overlooked and well lit.   |
| Accessible   | Parking should be as close as possible to the destination and its entrances.   |
| Safe and Secure  | Bicycles/Motorcycles are usually secured with owner's lock unless other security arrangements make this unnecessary. Parking should be located where it does not cause personal safety concerns (overlooked and well lit). Long term parking should ideally be placed within a secure access area.   |
| Covered  | The level of protection from the weather should be appropriate for the length of stay. Long stay parking should be covered. Cycle lockers or compounds may be appropriate for long stay cycle parking. It is not always appropriate to provide covered motorcycle parking.   |
| Easy to Use  | Facilities should be easy to use and accept all types (and sizes) of bicycle, enabling the frame to be secured. Bikes should not have to be lifted into parking stands.  |
| Fit for Purpose  | Parallel stands (such as a simple hoop stand design - sometimes known as Sheffield stands) should be used. These should be 1000mm apart with adequate space front and back to allow bikes to be manoeuvred into place.<br>Motorcycle parking should consist of a horizontal bar between 400 – 600mm above the ground, which allows the front wheel to be secured to. |
| Well Managed and Well Maintained                         | There should be a system in place for managing (if needed) and maintaining the cycle parking facilities. This includes planning for additional provision if all spaces are regularly full.   |
| Attractive   | Facilities should be appropriate to the surrounding area, and match other street furniture, if appropriate.  |
| Coherent   | Parking should sit within the context of a cycle route network connecting the main origins and destinations.   |
| Linked to other needs of cyclists                        | At public transport interchanges and cycle centres, there is an opportunity to combine cycle parking, hire, repair and tourism.  |
| Not hinder other users                                   | Stands need to be located clear of pedestrian desire lines, and should be detectable by blind or partially sighted people. A ground level tapping rail at either end of a run of stands should be provided.  |

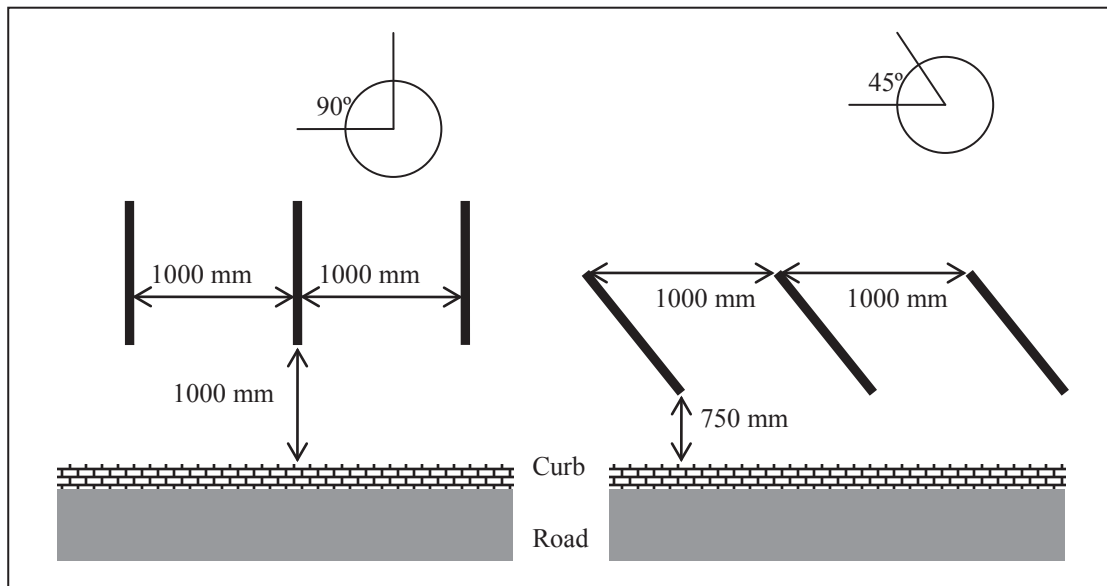
#### 4.1 Sheffield Stand dimensions

Figures 1, 2 and 3 show the recommended layout and dimensions for Sheffield stands. They should be spaced 1000mm apart so that two cycles can be stored per metre run. The outermost stands should be no closer than 550mm to a parallel wall. In addition, there should be at least 550mm clear space between the ends of individual stands and any wall.

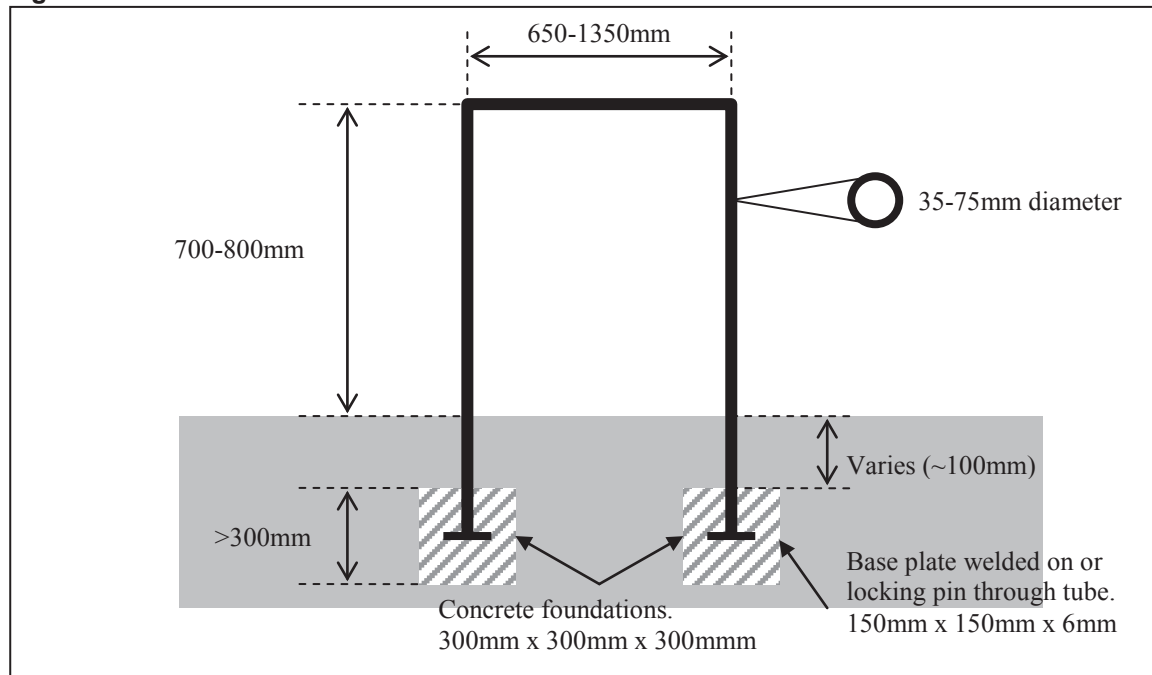
**Figure 1 - Minimum distance between Sheffield Stands in relation to walls and each other.**



**Figure 2 - Minimum distance between Sheffield Stands in relation to kerbs and each other.**



**Figure 3 - Dimensions of Sheffield Stands**

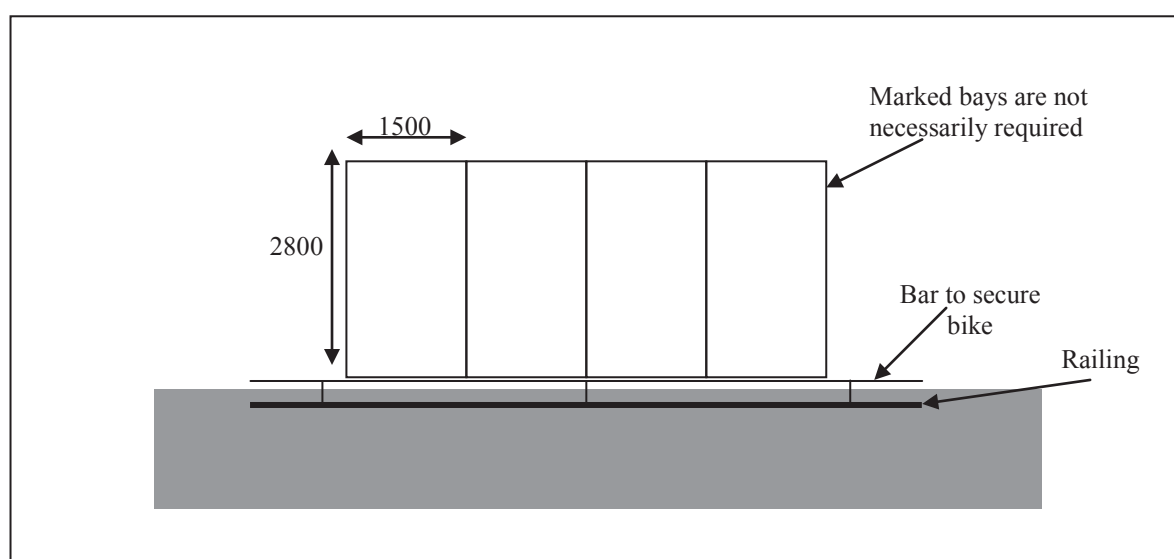


## 4.2 Motorcycle parking

Motorcycle parking can be provided simply and easily. Figure 4 shows the recommended layout and dimensions for motorcycle parking.

The horizontal bar provided should provide a minimum length of 1500mm per motorcycle proposed to use it. If parking is being provided in a public place the bar can be attached to railings or other barriers to separate the parking from pedestrian areas.

**Figure 4 - Plan of recommended motorcycle parking**



Ground level securing (using rings or something similar) is also possible, although these methods require more maintenance as they can get stuck up

or down and cause a hazard to other road users, or be unusable by the motorcyclist.

## 5. Cycle and motorcycle parking standards

Table 2 outlines the level of cycle and motorcycle parking that is expected for each type of development. Both Visitor (short stay) parking and Staff (long stay) parking are considered. There may be some developments where more or less cycle parking is justified.

Where a travel plan is required, or asked for, the provision of cycle and motorcycle parking should be determined through the travel plan alongside other measures to promote sustainable travel. The use of the storage/parking facilities should be monitored and facilities increased if there is sufficient demand.

**Cycle Parking** – 1 Sheffield stand provides 2 spaces. Cycle parking should be covered (long stay/staff parking must be) and long stay/staff parking should be secure.

**Motorcycle Parking** – 1 bar should be provided as a minimum, allowing space for the given number of motorcycles. Spaces do not need to be specifically marked out.

| <b>Table 2 – Parking Standards</b>  |          |   |                                   |   |   |
|---|----------|---|-----------------------------------|---|---|
| <b>Development Type</b>   |          | <b>Recommended standards (no. spaces)</b> |                                   |   |   |
|   |          | <b>Bicycle Parking</b>                    |                                   | <b>Motorcycle Parking</b>                         |   |
|   |          | <b>Staff/Long Stay</b>                    | <b>Visitor/Short Stay</b>         | <b>Staff/Long Stay</b>                            | <b>Visitor/Short Stay</b>                                 |
| <b>A1 developments require a Travel Plan if floor area &gt; 800m<sup>2</sup> (food) or 1500m<sup>2</sup> (non-food)</b>               |          |   |                                   |   |   |
| <b>A1 Retail</b>  | Non-food | 1/200m <sup>2</sup><br>(min of 2)         | 1/750m <sup>2</sup><br>(min of 2) | <900m <sup>2</sup><br>individual<br>consideration | >900m <sup>2</sup><br>1 / 600m <sup>2</sup><br>(min of 2) |
|   | Food     | 1/500m <sup>2</sup><br>(min of 2)         | 1/500m <sup>2</sup><br>(min of 2) | <900m <sup>2</sup><br>individual<br>consideration | >900m <sup>2</sup><br>1 / 900m <sup>2</sup><br>(min of 2) |
| <b>A2/A3 developments require a Travel Plan if floor area &gt; 2500m<sup>2</sup></b>  |          |   |                                   |   |   |
| <b>A2 Financial and Professional services</b>   |          | 1/200m <sup>2</sup>                       | Min of 2                          | 1 / 1400m <sup>2</sup>                            |   |
| <b>A3 Restaurants and Cafes</b>   |          | Spaces for<br>10%-25%<br>staff            | Min of 2                          |   |   |
| <b>A4 developments require a Travel Plan if floor area &gt; 600m<sup>2</sup></b>  |          |   |                                   |   |   |
| <b>A4 Drinking establishments</b>   |          | Spaces for<br>10%-25%<br>staff            | Min of 2                          |   |   |
| <b>A5 developments require a Travel Plan if floor area &gt; 500m<sup>2</sup></b>  |          |   |                                   |   |   |
| <b>A5 Hot food takeaway</b>   |          | Spaces for<br>10%-25%<br>staff            | Min of 2                          |   |   |
| <b>B1 developments require a Travel Plan if floor area &gt; 2500m<sup>2</sup> or significant traffic movements will be generated.</b> |          |   |                                   |   |   |
| <b>B1 Business (Office)</b>   |          | The greater<br>of; spaces for             | 1/500m <sup>2</sup><br>(min of 2) | 1 / 1400m <sup>2</sup> (min of 2)                 |   |

|  |                             |   |  |   |
|--|-----------------------------|---|--|---|
|  |                             | 10%-25% staff or 1/250m <sup>2</sup>  |  |   |
| <b>B2 developments require a Travel Plan if floor area &gt; 4000m<sup>2</sup> or significant traffic movements will be generated</b>                             |                             |   |  |   |
| <b>B2</b> General Industrial   |                             | 1 per 500m <sup>2</sup>   | Min 2                                    | 1 / 2800m <sup>2</sup> (min of 2)                           |
| <b>C1 developments require a Travel Plan if there are more than 100 bedrooms or limited parking provided or significant traffic movements will be generated.</b> |                             |   |  |   |
| <b>C1</b> Hotels   |                             | Spaces for 10%-25% staff  | 1/20 rooms                               | 1 / 40 bedrooms (min of 2)                                  |
| <b>All C2 developments require a Travel Plan</b>   |                             |   |  |   |
| <b>C2</b> Residential Institutions   | Hospitals                   | Spaces for 10%-25% staff  | Min 10 spaces                            | 1 / 50 staff + some visitor parking                         |
|  | Care Homes                  | Spaces for 10%-25% staff  | 1/4 consulting rooms                     | Min 1   |
| <b>C3 developments require a Travel Plan if &gt;80 units or significant traffic movements will be generated</b>  |                             |   |  |   |
| <b>C3</b> Dwellings  | 1 bed                       | 1 per Unit  | Some visitor parking should be available | Individual consideration (some parking should be available) |
|  | 2+ bed                      | 2 per Unit  |  |   |
|  | Sheltered housing           | The greater of 50% rooms or 1 per dwelling (plus 1 space for house manager) |  |   |
| <b>All D1 developments require a Travel Plan</b>   |                             |   |  |   |
| <b>D1</b> Non-residential institutions   | Education                   | Spaces for 10%-25% pupils/staff   | Some visitor parking should be available | 1 / 40 FTE staff (min of 2) + 1 / 200 FE/HE students        |
|  | Libraries                   | Spaces for 10%-25% staff  | 2-10 depending on size and catchment     | 1 / 1250m <sup>2</sup> (min of 2)                           |
|  | Health Care                 | Spaces for 10%-25% staff  | 1/4 consulting rooms or min of 10 spaces | 1 / 40 FTE staff (min of 2)                                 |
|  | Day Nurseries               | Spaces for 10%-25% staff  | Some visitor parking should be available |   |
|  | Halls and Places of Worship |   | 2-10 depending on size                   | 1 / 250m <sup>2</sup> (min of 2)                            |
| <b>D2 developments require a Travel Plan if floor area &gt;1500m<sup>2</sup></b>   |                             |   |  |   |
| <b>D2</b> Places of entertainment / recreation / sport   |                             | Spaces for 10%-25% staff  | 1/20 visitors at capacity                | 1 / 300 visitors at capacity (min of 2)                     |

Developments in urban areas, or where there are/will be good cycle links will be expected to provide more cycle storage than developments in rural areas where cycling is less of an option for people. Where a travel plan is required

the amount and style of parking should be determined through the travel plan, kept under review and provision increased if required.

## **6. Accessibility and Permeability**

Ease of access to the development is as important as provision for parking once at the development. Whilst it is best to design the street scene so that different modes are sharing the greater highway area (including any specific provision of paths and cycle lanes), there will be situations where it is appropriate to include routes for pedestrians and cyclists segregated from motor traffic. These should be well overlooked and relatively wide to avoid any sense of confinement.

For large residential developments incorporating significant highway infrastructure (eg. housing estates) the Council will expect the highway infrastructure to be designed to encourage the integration of cyclists within the carriageway, as is advised in national guidance (see references to guidance in section 9).

'Manual for Streets' (see section 9) sets out best practice on designing accessible streets for all users. Where road networks try to guard against motorists "rat-running", by making the streets impermeable for motor vehicles, links for cyclists and pedestrians should be planned. This will ensure that accessibility is maintained. Whilst cul-de-sacs are not the ideal layout in many cases, they can be useful in keeping motor traffic levels low in a particular area or making good use of the land on a site. In these cases, connections for pedestrians and cyclists should be well planned, overlooked and have active frontages.

In addition to providing cycling facilities on site and catering for cyclists within site road layouts, financial contributions may be sought where appropriate in the context of the Council's Supplementary Planning Guidance on 'Delivering Investment from Sustainable Development' and policy TRANS.1 of the West Berkshire District Local Plan Saved Policies 2007.

## **7. Other initiatives and measures to support cycling**

### **7.1 Travel Plans**

Travel Plans for school and work places are sought where applicable (in accordance with national guidance on Transport Assessment – see section 9). Cycling is a key element for Travel Plans and any provision for encouraging cycling (whether infrastructure or incentives) should be integrated into the overall travel plan and its objectives, targets and monitoring.

### **7.2 West Berkshire cycle route maps**

West Berkshire's Cycle Forum and local cycling interest groups have produced a series of maps which highlight various types of cycling routes within West Berkshire. National cycle routes; off-carriageway cycle routes; on-road cycle routes and quiet routes are all represented in a series of maps which cover different parts of the district. These can be useful in planning links to existing cycle lanes and are available from West Berkshire libraries,

Visitor Information Centre, Council Offices or direct from the Transport Policy Team (01635 519505).

## 8. Conclusion

Through providing this advice note the Council is aiming to provide applicants and developers with the information necessary to fully consider cycling and motorcycling in their proposals. By catering for cycling within developments greater numbers of journeys will be enabled to be undertaken by bike. This has benefits for improving health and fitness, tackling congestion (where cycle journeys replace car use), reducing air and noise pollution, improving accessibility and generally contributing positively to the quality of life for those who live, visit and work in West Berkshire.

Please use the simple check list below in Table 3 to ensure you have thought about the relevant areas for your application.

| <b>Table 3 - Check list for applicants and developers</b>   |                  |
|---|------------------|
| <b>Check List</b>   | <b>Included?</b> |
| Have you included Cycle / Motorcycle Storage?   |                  |
| Is it easily accessible?  |                  |
| Is it close to the entrance?  |                  |
| Is it covered?  |                  |
| Is it secure?   |                  |
| If secure, is it easy to use/access?  |                  |
| Is it lit?  |                  |
| Are showers, lockers and changing facilities provided?  |                  |
| Are there plans for the parking facilities to be maintained?  |                  |
| Does the development have a Travel Plan which incorporates cycle / motorcycle parking and regular monitoring of facilities? |                  |
| <b>Bicycles only</b>  |                  |
| Are Sheffield stands (or similar) used  |                  |
| Are the stands adequately spaced (min 1.0m between Sheffield stands)?   |                  |
| Are there links to the local cycle route network?   |                  |

## 9. References and further reading

The following documents and publications are relevant to the formation of this guidance and / or may be useful for further information and guidance.

- **The West Berkshire Local Transport Plan (2011-2026) and associated Active Travel Strategy** <http://www.westberks.gov.uk/LTP>

Transport Policy Team  
West Berkshire Council  
Council Offices  
Market Street  
Newbury  
RG14 5LD

Tel – 01635 519505  
[ltl@westberks.gov.uk](mailto:ltl@westberks.gov.uk)

- **West Berkshire district Local Plan (Saved Policies) – September 2007**  
<http://info.westberks.gov.uk/index.aspx?articleid=28783>

Planning Policy Team  
West Berkshire Council  
Council Offices  
Market Street  
Newbury  
RG14 5LD

Tel – 01635 519505  
[planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)

- **Quality Design – West Berkshire – Supplementary Planning Documents Series**  
<http://info.westberks.gov.uk/index.aspx?articleid=28786>

Planning Policy Team  
West Berkshire Council  
Council Offices  
Market Street  
Newbury  
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Tel – 01635 519505  
[planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)



- **Delivering Investment from Sustainable Development (Developer Contributions) – Supplementary Planning Guidance**

<http://info.westberks.gov.uk/index.aspx?articleid=29368>

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[planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)

- **National Guidance on Transport Assessment**

<https://www.gov.uk/government/publications/guidance-on-transport-assessment>

- **Cycle Friendly Infrastructure: Guidelines for Planning and Design**

<http://www.ciht.org.uk/en/publications/technical-guidelines.cfm/cycle-friendly-infrastructure-1996>

IHT Office Manager  
6 Endsleigh Street  
London  
WC1H 0DZ

Tel – 020 7391 9970

Fax – 020 7387 2808

- **Manual for Streets**

<http://www.communities.gov.uk/publications/planningandbuilding/manualforstreets>

Thomson Telford Ltd  
Units I/K  
Paddock Wood  
Tonbridge  
Kent  
TN12 6UU

Tel – 01892 832 299

Fax – 01892 837 272

Email – [orders@thomastelford.com](mailto:orders@thomastelford.com)

- **Design Manual for Roads and Bridges**

<http://www.standardsforhighways.co.uk/dmrb/index.htm>

TSO (The Stationary Office)  
PO Box 29  
Norwich  
NR3 1GN

Tel – 08457 023 474

Fax – 0870 600 5533

Email – [orders@tso.co.uk](mailto:orders@tso.co.uk)

- **Cycling England Design Checklist**

<http://webarchive.nationalarchives.gov.uk/20110407094607/http://www.dft.gov.uk/cyclingengland/engineering-planning/design-checklist/>

Cycling England  
PO Box 54810  
London  
SW1P 4XX

Email – [info@cyclengland.co.uk](mailto:info@cyclengland.co.uk)

- **Department for Transport Cycling Infrastructure Design (October 2008)**

<https://www.gov.uk/government/publications/cycle-infrastructure-design-ltn-208>

Department for Transport  
Great Minster House  
76 Marsham Street  
London  
SW1P 4DR

Tel – 020 7944 83000

Fax – 020 7904 9643

Email – [cycle.walk@dft.gsi.gov.uk](mailto:cycle.walk@dft.gsi.gov.uk) or [lt.plans@dft.gov.uk](mailto:lt.plans@dft.gov.uk)



If you require this information in an alternative format or translation, please call 01635 42400 and ask for the Transport Policy Team.

**West Berkshire Council**  
**Planning and Countryside,**  
Market Street  
Newbury  
Berkshire  
RG14 5LD

T: 01635 42400  
[www.westberks.gov.uk/consultations](http://www.westberks.gov.uk/consultations)

WBC/H&T/JG/1014

## Equality Impact Assessment – Stage One

|  |   |
|--|---|
| <b>Name of item being assessed:</b>                      | West Berkshire Local Transport Plan 2011/2026<br>Passenger Transport Strategy |
| <b>Version and release date of item (if applicable):</b> | July 2012   |
| <b>Owner of item being assessed:</b>                     | Jenny Graham  |
| <b>Name of assessor:</b>                                 | Chris Sperring  |
| <b>Date of assessment:</b>                               | June 2012   |

|   |
|---|
| <b>1. What are the main aims of the item?</b>   |
| The Passenger Transport Strategy forms part of the delivery mechanism for the Local Transport Plan (LTP). It looks specifically at delivering LTP Policy K9: Passenger Transport. The strategy focuses on the development and delivery of passenger transport services and associated infrastructure in the District, along with the provision of effective information on transport services and the development of integrated and smart ticketing. The strategy takes a wider view of passenger transport provision, containing separate strategies for bus and coach, community transport, taxi and private hire vehicles, and passenger rail. |

|   |
|---|
| <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. (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> |
|---|

| <b>Group Affected</b>  | <b>What might be the effect?</b>   | <b>Information to support this.</b> |
|--|--|-------------------------------------|
| Age, disability, gender, race, religion/ beliefs, sexual orientation | 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 improved public transport services and better access to transport information and ticketing. Public transport services aim to provide people with greater transport choices to access essential services and facilities, and to reduce reliance on the private car. |                                     |

|   |
|---|
| <b>Further comments relating to the item:</b>   |
| The Passenger Transport Strategy looks to provide good quality public transport services and associated infrastructure, along with the provision of customer information and ticketing. The strategy has been developed to take a wider view of passenger transport provision across the District, containing separate strategies for bus and |

coach, community transport, taxi and private hire vehicles, and passenger rail modes. This considers wider aspects of public transport services provision, such as interchanges, personal safety and security, accessible services for all who wish to travel, and the provision of readily available and easily-understood information on services, timetables, and ticketing. This aims to enable people in both the urban and rural areas of West Berkshire, with access to opportunities and benefits that contribute to the enjoyment of a better quality of life.

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. Result</b> (please tick by clicking on relevant box) |   |
| <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 checked="" type="checkbox"/>                        | <b>Low Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment               |
| <input 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:                       | X |

**Name:**

**Date:**

## Equality Impact Assessment – Stage One

|  |   |
|--|---|
| <b>Name of item being assessed:</b>                      | West Berkshire Local Transport Plan 2011/2026<br>Freight Strategy |
| <b>Version and release date of item (if applicable):</b> | October 2014  |
| <b>Owner of item being assessed:</b>                     | Jenny Graham  |
| <b>Name of assessor:</b>                                 | Chris Sperring  |
| <b>Date of assessment:</b>                               | 12th October 2014   |

|   |
|---|
| <b>1. What are the main aims of the item?</b>   |
| Freight is an important issue in West Berkshire. The Freight Strategy forms part of the delivery mechanism for the Local Transport Plan (LTP), specifically looking at delivering LTP Key Policy K12: Freight. The strategy is the Council's vision for balancing the requirement for efficient distribution of goods around the District with the social and environmental effects of freight movement. It includes seeking to promote sustainable distribution, but whilst at the same time acknowledging that road freight will continue to be the dominant means of freight distribution, and therefore seeks ways how this can be managed to minimise the impact on local communities. |

|   |
|---|
| <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. (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> |
|---|

| <b>Group Affected</b>   | <b>What might be the effect?</b>   | <b>Information to support this.</b> |
|---|--|-------------------------------------|
| Age, Disability, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation | 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 manage the movement of freight in the District so that it minimises the impact on local communities. |                                     |

|  |
|--|
| <b>Further comments relating to the item:</b>  |
| The Freight Strategy is the Council's vision for balancing the requirement for the efficient distribution of goods around West Berkshire with the social and environmental effects of freight movement. The strategy builds upon the Freight Strategy developed as part of the previous Local Transport Plan, which has seen the development of the West Berkshire Freight Route Network; an series of advisory routes that the Council would wish freight operators to use in order to minimise the impact of freight on local communities and the environment. |

The strategy also seeks to encourage more sustainable distribution practices (i.e. by rail and inland waterway) as alternatives to road freight as these can help to reduce the number of heavy goods vehicles on the road network. Similarly, the strategy looks at alternative means of road deliveries to help reduce the number of lorries in urban areas and their impacts on communities, such as in terms of noise and air quality.

The main element of the strategy is how the Council will seek to manage the impacts of road freight traffic since this is and will be continue to be by far the most dominant means of freight distribution. This includes outlining the various measures and initiatives that the Council will seek to use to manage heavy goods vehicles to protect local communities and improve road safety, whilst at the same time enabling essential access to local businesses and communities.

|  |   |
|--|---|
| <b>3. Result</b> (please tick by clicking on relevant box) |   |
| <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:                       | X |

**Name:** Chris Sperring

**Date:** 12th October 2014