

# Individual Decision

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

**Monday, 4th March, 2019**

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<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member(s)</b>	<b>Page No.</b>
ID3680	<b>Traffic Management &amp; Road Safety 2019/20 Works Programme</b>	Councillor Jeanette Clifford	3 - 14



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## Individual Executive Member Decision

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### Traffic Management & Road Safety 2019/20 Works Programme

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<b>Committee considering report:</b>	Individual Executive Member Decision
<b>Date ID to be signed:</b>	04/03/2019
<b>Portfolio Member:</b>	Cllr Jeanette Clifford
<b>Date Portfolio Member agreed report:</b>	18 February 2019
<b>Forward Plan Ref:</b>	ID3680

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#### 1. Purpose of the Report

- 1.1 To present the Traffic Management and Road Safety works programme 2019/20 for consideration by the Executive Member for Transport & Countryside.

#### 2. Recommendation(s)

- 2.1 That the Executive Member for Transport & Countryside approves the Traffic Management & Road Safety works programme 2019/20.

#### 3. Implications

- 3.1 **Financial:** None arising from this report because the Traffic Management & Road Safety programme is funded from the Councils Revenue budget and Capital Programme.
- 3.2 **Policy:** The recommendations within this report accord with the existing Council policy.
- 3.3 **Personnel:** None arising from this report.
- 3.4 **Legal:** None arising from this report.
- 3.5 **Risk Management:** None arising from this report.
- 3.6 **Property:** The public highway is an important and valuable asset. Failure to maintain it and the associated equipment will devalue the asset and conflict with the government's aim to implement Highway Asset Management and Whole Life Accounting.
- 3.7 **Other:** N/A

## 4. Consultation Responses

### Members:

- Leader of Council:** Cllr Graham Jones - Any comments received will be verbally reported at the Individual Decision meeting.
- Overview & Scrutiny Management Commission Chairman:** Cllr Emma Webster - Any comments received will be verbally reported at the Individual Decision meeting.
- Ward Members:** Cllr Jeff Beck – Will you kindly provide me with brief details relating to; Local Safety Schemes – Benham Hill install Pedestrian Refuge to resolve petition.

Cllr Jeff Beck - Thank you for sending through the information which I requested. This Scheme has my support and I agree with you that the Speed Review should not take place until after a “Settling In Period of Time”, following completion of the Works.

Cllr Keith Chopping - May I suggest a note to the Beenham Parish Council to seek their input on the proposed refuge on Beenham Hill. I would have thought that just one would not be enough – possibly two or three are needed. Their next PC meeting is next Monday, the 4<sup>th</sup>. I am copying this to the PC Chairman.

*Should have been Benham Hill Cllr Chopping informed and Appendix C amended and circulated.*

All Other Ward Members – to date no response has been received, however any comments will be verbally reported at the Individual Decision meeting.

### Opposition Spokesperson:

Cllr Alan Macro - I am the opposition spokesman on Highways and Transport (the ID document says Lee Dillon). The accident investigation in Appendix C is for “A4/Spring Road”. I don’t think that there is a “Spring Road” in West Berkshire. Should the site be the junction at the Spring Inn on the A4 – i.e. with Sulhamstead Hill? There have been several accidents (one involving me) at the A340/Common Hill junction. I think that junction needs looking at again. A decision on the new Theale Primary School should be made next week, If it gets the go ahead then work should start on site in February. Its planning permission requires traffic calming and other road safety work.  
*Responded confirming Spring Inn and would consider A340/Common Hill for investigation next year. Opposition Spokesperson amended on the ID report.*

**Local Stakeholders:** N/A

**Officers Consulted:** Jon Winstanley and Mark Cole

**Trade Union:** N/A

## **5. Other options considered**

5.1 None

## **6. Introduction/Background**

6.1 The purpose of this report is to seek approval of the Traffic Management & Road Safety Programme 2019/20. The programme needs to be approved at this time so that it runs alongside the Councils Capital Programme and is in place for the new financial year 2019/20.

## **7. Supporting Information**

7.1 Approximately 60% of the work undertaken by the Traffic Management and Road Safety team is planned. These schemes are identified under a number of work areas including signing and marking maintenance (programmed), network and tourism, local and school safety schemes, parking review, speed limit review and road safety.

7.2 Due to the nature of the work undertaken by the Traffic Management and Road Safety Team, many schemes cannot be identified in advance as they are requested throughout the year by Members, in correspondence with stakeholders, at Neighbourhood Action Groups or from maintenance inspections. These activities may include assessments, signing and marking maintenance (reactive), reviewing planning applications, road closures, petition reports, recharge schemes and telephone calls.

## **8. Options for Consideration**

8.1 Please refer to Appendix C – Traffic Management & Road Safety Programme for 2019/20.

## **9. Proposals**

9.1 To seek approval for the proposed Traffic Management and Road Safety programme for 2019/20.

## **10. Conclusion**

10.1 Given the high volume of work and the available resources to deliver it the prioritisation of work is important. The Traffic Management and Road Safety programme for 2019/20, which includes an estimated number of schemes for unplanned work in response to the various stakeholders' requests, is shown in Appendix C. This is based on the level of work completed in previous years.

If the programme is approved it will commit a fully resourced Traffic Management and Road Safety team for the year. Any variations to the programme resulting from changed priorities will require the approval of the Executive Member for Transport & Countryside.

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**Background Papers:**

Appendix C – Traffic Management & Road Safety Programme for 2019/20

**Subject to Call-In:**

Yes:  No:

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**Wards affected:**

All

**Strategic Aims and Priorities Supported:**

The proposals will help achieve the following Council Strategy aim(s):

- BEC – Better educated communities**
- SLE – A stronger local economy**
- P&S – Protect and support those who need it**
- HQL – Maintain a high quality of life within our communities**
- MEC – Become an even more effective Council**

The proposals contained in this report will help to achieve the following Council Strategy priority(ies):

- BEC1 – Improve educational attainment**
- BEC2 – Close the educational attainment gap**
- SLE1 – Enable the completion of more affordable housing**
- SLE2 – Deliver or enable key infrastructure improvements in relation to roads, rail, flood prevention, regeneration and the digital economy**
- P&S1 – Good at safeguarding children and vulnerable adults**
- HQL1 – Support communities to do more to help themselves**
- MEC1 – Become an even more effective Council**

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**Officer details:**

Name: Glyn Davis  
Job Title: Principal Engineer  
Tel No: 01635 519501  
E-mail Address: glyn.davis@westberks.gov.uk

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**Appendices**

10.2 Appendix A – Data Protection Impact Assessment

10.3 Appendix B – Equalities Impact Assessment

10.4 Appendix C – Traffic Management & Road Safety Programme 2019/20

## Appendix A

### Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via [dp@westberks.gov.uk](mailto:dp@westberks.gov.uk)

Directorate:	Economy & Environment
Service:	Transport & Countryside
Team:	Traffic Services
Lead Officer:	Glyn Davis
Title of Project/System:	Traffic Management & Road Safety Programme 2019/20
Date of Assessment:	15/01/2019

**Do you need to do a Data Protection Impact Assessment (DPIA)?**

	Yes	No
<p><b>Will you be processing SENSITIVE or “special category” personal data?</b></p> <p>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be processing data on a large scale?</b></p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will your project or system have a “social media” dimension?</b></p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will any decisions be automated?</b></p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will your project/system involve CCTV or monitoring of an area accessible to the public?</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be using the data you collect to match or cross-reference against another existing set of data?</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be using any novel, or technologically advanced systems or processes?</b></p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.**



## Appendix B

### Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
    - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
    - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

<b>What is the proposed decision that you are asking the Executive to make:</b>	To approve the Traffic Management & Road Safety works programme 2019/20.
<b>Summary of relevant legislation:</b>	N/A
<b>Does the proposed decision conflict with any of the Council's key strategy priorities?</b>	No
<b>Name of assessor:</b>	Glyn Davis
<b>Date of assessment:</b>	02/01/2019

Is this a:		Is this:	
<b>Policy</b>	<b>No</b>	<b>New or proposed</b>	<b>Yes</b>
<b>Strategy</b>	<b>No</b>	<b>Already exists and is being reviewed</b>	<b>Yes</b>
<b>Function</b>	<b>Yes</b>	<b>Is changing</b>	<b>Yes</b>
<b>Service</b>	<b>Yes</b>		

<b>1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	To maintain traffic management assets on the highway and improve safety for those using the highway.
<b>Objectives:</b>	To achieve our aims by means of maintenance, good design and education.
<b>Outcomes:</b>	The proposed works programme will guide the team in meeting its duty to maintain and improve traffic management highway assets and deliver road safety education to the residents of West Berkshire.
<b>Benefits:</b>	A safer improved highway network.

<b>2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</b>		
(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	Where possible traffic management & road safety	H & S legislation

	schemes will continue to identify and help vulnerable road users through better design and education.	The Traffic Signs Manual The Traffic Signs Regulations and General Directions Manual
Disability	Where possible traffic management & road safety schemes will improve facilities to cater for the needs of those with disabilities.	As above and facilities will where possible be constructed to comply with the 'Streets for Living' guidelines for disabled access.
Gender Reassignment	There is no evidence to indicate that there will be a greater impact on this group than on any other.	H & S legislation The Traffic Signs Manual The Traffic Signs Regulations and General Directions Manual This applies to all groups affected.
Marriage and Civil Partnership	As above.	As above.
Pregnancy and Maternity	As above.	As above.
Race	As above.	As above.
Religion or Belief	As above.	As above.
Sex	As above.	As above.
Sexual Orientation	As above.	As above.
<b>Further Comments relating to the item:</b>		
No further comments.		

<b>3 Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	<b>No</b>
<b>Please provide an explanation for your answer: All highway users needs have been considered in undertaking this review.</b>	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	<b>No</b>
<b>Please provide an explanation for your answer: We strive to make the highways easier and safer to use for all. All needs are considered when designing schemes and some schemes may be specifically designed to improve the life of our disadvantaged users.</b>	

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If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

<b>4 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	No
<b>Owner of Stage Two assessment:</b>	N/A
<b>Timescale for Stage Two assessment:</b>	N/A

**Name: Glyn Davis**

**Date:03/01/2019**

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Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) ([rachel.craggs@westberks.gov.uk](mailto:rachel.craggs@westberks.gov.uk)), for publication on the WBC website.

## Appendix C

### Traffic Management & Road Safety Proposed Programme for 2019/20

Project Name	Scheme	Comments
<b>School Safety</b>		
	Pangbourne Primary Crossing	Mitigate loss of SCP
	School Flashing Signs Update Programme (Phase 1)	Refurbish & Reprogramme SFS
	Review of Traffic Calming & Parking Chieveley School Road	c/f from 2019/20 programme Cllr Cole request
<b>Local Safety Schemes</b>		
	Strongrove Hill A4 junc improvements	Customer complaint - Reprofile kerbing
	Premier Inn taxi Drop Off (ELM 166370)	Drop kerb & Layout changes
	B4000 Lambourn Woodlands	Possible works from Community Action Group Liason
	B4000 Wickham Crossing Point	Identified at the speed limit review
	Upgrade VAS B4494	maintenance liability
	Eastbury Village Calming (fm SLR)	Identified at the speed limit review
	Basildon Gateways Signs	
	Benham Hill Install Pedestrian Refuge	Resolve Petition
<b>Speed Limit Review</b>		
	Speed Limit Review process	1 meeting per year
	Implementation of approved Speed Limits	Average 4 per review
	Welford Village	Introduce 30 mph speed limit
	Oxford Road Chieveley	Reduce speed limit to 50mph
<b>Parking Schemes</b>		
	Parking amendment 30	Locations to be identified
	Parking amendment 31	Locations to be identified
	Disabled Parking Bays (approx 10 per year)	Location to be identified
<b>Signing Schemes</b> (average 8 per year )		
	30mph Sign Improvements Northbound A343 Andover Road	Identified at SLR
	Signing associated with Bear Lane/A339 works	As Identified
	A338 - J14 Improvements	Remedy RTA issue at this junction
	M4 Diversion Signs	Review & Amend as required
	Schemes identified throughout the year.	4 to be identified
<b>Traffic Signals</b> (average 2 schemes per year )		
	Bear Lane/A339 Signal Upgrade	
	Schemes identified throughout the year.	1 to be identified
<b>Traffic Signal Contract</b>		
	Maintenance of signals and equipment	Various sites identified throughout the year.
<b>Signing &amp; Lining Maintenance</b>		
	Average 80 road sign maintenance schemes per year	This is a reactive programme as schemes are identified throughout the year following inspections or RTA's.
	Average 50 road marking maintenance schemes per year	
<b>Rechargeable Work</b>		
	Access Protection Road Markings - average 18 schemes per year	18 to be identified
	Tourist / Direction Signs - (4) schemes per year)	4 to be identified
	Damaged Signs / rechargeable work - average 10 per year	10 to be identified
<b>Section 106 funded schemes</b>		
	Wickham VAS (SE Bound)	Members bid plus S106
	B4009 Priors Court Road, Mini Roundabout Improvements	Topographical survey.
<b>Other Schemes</b> (maximum 3 per year)		
	Slippery Road Signs	Installation or removal of warning signs at identified sites.
	John Rankin School Area, Newbury	No Loading restrictions on critical grassed areas
	Schemes identified throughout the year.	1 to be identified
<b>Permanent / Temporary Traffic Regulation Orders</b>		
	Section 14(2) & Section 21 - Emergency orders	Average 100 per year.
	Section 14 (1) Programmed Temporary Orders (i.e. road closures)	Average 100 per year.
	Section 16A Programmed Temporary Orders (i.e. Special events)	2 Orders covering approx 40 regular Charitable events and Remembrance Day Parades
	Section 21 of the Town Police Clauses Act 1847	Mainly required for Street Parties

<b>Road Safety Events and Campaigns</b>	Supporting National Road Safety campaigns	GYC / drink & Drug drive
	Safe Drive Stay Alive	Three day event to be held during November 2019.
	Driver campaigns	Drive Start: 4 to be held throughout year. (Feb / Jun / Jul / Oct)
	School & Community Engagement	5 To be identified.
	Road Safety Theatre Productions (Subject to H&W funding)	Road Rangers - new intake project 1-10 schools to be identified
	Work Related Road Risk	Meetings as identified
	Walk to school - safety project	Route Guard
<b>Cycle training:-</b>	Bikes, Big Trucks & You with Royal Mail	1 - 5 Events be identified
	New instructor training sessions, risk assessment of sites and cycle training admin.	as identified throughout year
	Cycle Training (Subject to government funding)	Bikeability training and monitoring
	Cycle Training	Holiday Courses during school summer holidays
	Cycle Training (Subject to H&W funding)	Adult cycle training
<b>Road Safety Education</b>	SID	Support current Parish Council with SID loans & risk assessments
	Speed Intervention Programme	Community Speed Watch as identified max 1 per week if data analysis supports SID & Black Cat activity and criteria met
	Speed Intervention Programme	Mobile VAS sites to be identified
	Speed Intervention Programme	Poster Campaign to support Speedwatch.
	Wheelie Bin sticker pilot	4 sites identified - Bucklebury/ Cold Ash / Stockcross / Bradfield
<b>Speed Management</b>	Speed Data Recorder (SDR)	To be identified
	Speed Limit Review	1 per year
<b>Reports / Assessments</b>	<b>Petitions</b> (approx 2 Petitions per year)	
	Beenham Hill	To be resolved
	Eastbury	To be resolved
	<b>Home to School Transport Assessments / School Travel Plans</b> (approx 5 assessments per year)	
		1 to 5 to be identified
	<b>School Crossing Patrol - Risk Assessments of existing Sites</b> (approx 6 assessments per year)	
		1-6 to be identified
	<b>Traffic Management Assessments</b> (approx 3 per year)	
Accident Investigation	A4/Spring Road	
<b>Vehicle Operators Licence</b>	Checking applications	Average 26 per year
	Preparing and attending inquiries	If required
	<b>Planning Applications</b>	
	Checking and commenting on planning applications and developers drawings	Average 20 per year
	<b>Accident Investigation and monitoring</b>	Monthly updates and post fatal accident meetings
	<b>Letters &amp; Emails</b>	Average 135 responses / month - Including letters, e-mails & Streetcare enquiries.
	<b>Telephone enquiries</b>	Approximately 1,000 calls per month