

Individual Decisions

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

15th June 2006

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Individual Decision

Title of Report:	Lambourn – Proposed Waiting Restrictions		
Report to be considered by:	Cllr. Keith Chopping	on:	15th June 2006
Forward Plan Ref:	ID1206		

Purpose of Report:

To report the results of a public consultation on the provision of waiting restrictions at the junction of Edwards Hill, High Street, Hungerford Hill and Crowle Road, Lambourn.

Recommended Action:

That the 'No waiting at any time' restrictions as illustrated on drawing no. LJT/81280/TRO be implemented.

Reason for decision to be taken:

To progress the scheme as detailed in the body of the report.

List of other options considered:

Not applicable

Key background documentation:

None

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Supporting Information

1. Background

- 1.1 The Edwards Hill / High Street / Hungerford Hill / Crowle Road junction is a staggered crossroads in Lambourn which is encountered shortly after entering the village from the south west on the B4000.
- 1.2 Visibility is constrained by the close proximity of houses to the junction which is exacerbated by parked vehicles. This situation has resulted in a number of safety concerns and the lack of visibility at the junction was a contributory factor in a recent fatal road traffic accident.
- 1.3 Road safety measures were undertaken earlier this year to improve visibility, however cars continue to park adjacent to the junction. Currently there are no parking restrictions in the vicinity of this junction.
- 1.4 The 'no waiting at any time' restrictions detailed on drawing no. LJT/81280/TRO will compliment the road safety measures and improve visibility for vehicles waiting at the 'Give Way' lines on Edwards Hill and Crowle Road. The Highway Code states that there should be no parking within 10m of a junction (ref: point 217) and, as such, the proposed restrictions are the minimum that could be used in this location. It is estimated that approximately two vehicles will be displaced as a result of the restrictions.
- 1.5 Formal consultation was undertaken in April 2006 and consisted of advertisements in the local press and erecting several notices on site. As a result of the consultation, three objections were received and are detailed in appendix 1. In general, the objections relate to the loss of parking for residents, however it is considered that the need for residents to park adjacent to this junction does not justify compromising road safety standards.

2. Recommendations

- 2.1 Therefore, it is recommended that the 'No waiting at any time' restrictions be implemented as per drawing no. LJT/81280/TRO in appendix 2.

Appendices

Appendix 1 – Objections and officer responses

Appendix 2 – Drawing No. LJT/81280/TRO

Implications

Policy:	These proposals will contribute to the corporate priorities of: (i) SP5 - Ensuring the street environment is clean, well maintained and safe (ii) SP8 - Improving transportation
Financial:	The proposed restrictions are estimated at £1200 and will be funded as part of the recent road safety improvements scheme.
Personnel:	None arising from this report.
Legal:	None arising from this report

Environmental:	These proposals will improve road safety.
Equalities:	None arising from this report.
Partnering:	None arising from this report.
Property:	None arising from this report.
Risk Management:	The scheme will be managed in accordance with the West Berkshire Council's Project Management methodology, and a full risk register will be maintained throughout the project.
Community Safety:	None arising from this report.

Consultation Responses

Members:

Leader of Council:	Councillor Graham Jones is supportive of the proposed scheme.
PDC Chairman:	Councillor Quentin Webb has expressed his support for the proposals.
Ward Members:	Councillor Graham Jones and Councillor Gordon Lundie support the proposed scheme.
Opposition Spokesperson:	Councillor Keith Woodhams has no objection to the proposal.
Local Stakeholders:	Lambourn Parish Council, Local Residents/Businesses, Emergency Services.
Officers Consulted:	Jon Winstanley, Derek Crouch, Andy Garratt, Phil Frost, Jenny Noble, Mark Edwards.
Trade Union:	Not applicable

Appendix 1

Resident A

Objection No 1 – The restrictions will prevent the resident parking his vehicle outside the gates to his house.

Response – The house has private off-street parking. Access to the gates will be maintained by protecting the entrance with the waiting restrictions.

Removing the vehicle from outside No 36 will also improve visibility to the recently installed buildout for traffic driving south west along the High Street.

The resident was fully consulted with throughout the scheme. A letter was sent on 28th October which outlined the proposals and stated "Short sections of double yellow lines ('No waiting at any time' restrictions) will reduce parking throughout the junction and again improve visibility". No objection was received at that time.

Objection No 2 – The lines on Edwards Hill are a waste of Council resources as nobody parks there anyway.

Response – It costs very little to lay 10 metres of double yellow lines (approximately £20) compared with the Traffic Regulation Order process which must be done for the whole junction. Protecting the junction on all approaches provides consistency and ensures that no parking will occur in these locations in the future.

Resident B

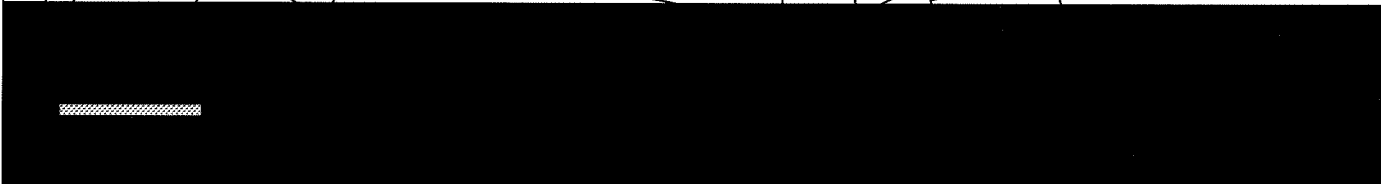
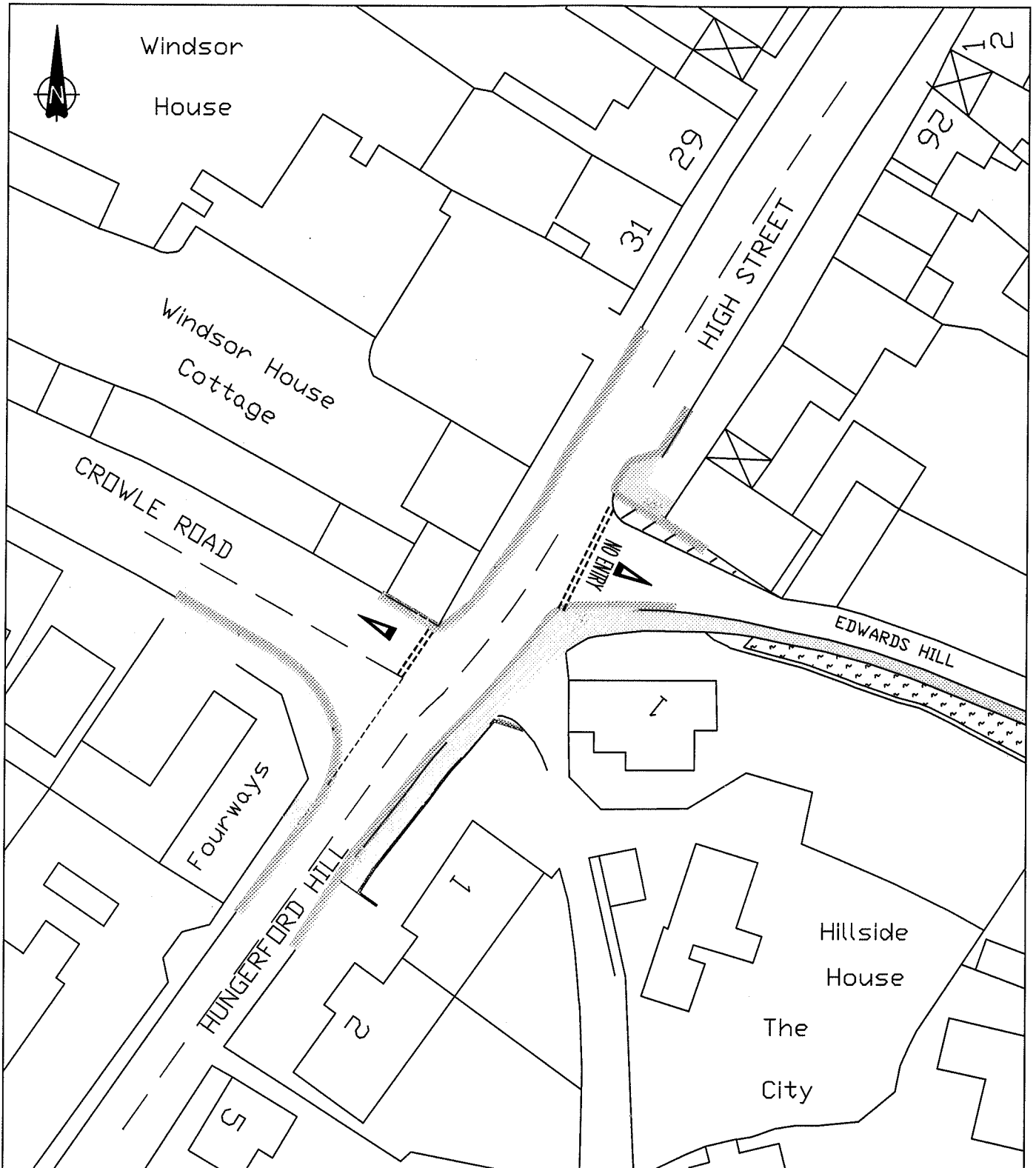
Objection – The restrictions would affect the value of her property and put off prospective buyers. It would be inconvenient for residents having to find alternative parking.


Response – The resident's property is approximately 30 metres away from the restrictions and therefore should not be directly affected. Only 2 vehicles, belonging to residents who live on the junction, will be displaced as a result of the restrictions. There is also a large free car park opposite the resident's house which provides adequate off street parking for both residents and local businesses.

Resident C

Objection – Relies on roadside parking and occasionally has to use the free car park. Does not want any more restrictions.

Response - The resident's property is approximately 30 metres away from the restrictions and therefore should not be directly affected. Only 2 vehicles, belonging to residents who live on the junction, will be displaced as a result of the restrictions. There is also a large free car park opposite the resident's house which provides adequate off street parking for both residents and local businesses.



Reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office. ©Crown Copyright 2001 Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. West Berkshire Council LA09072L	 Highways and Engineering Council Offices, Faraday Road Newbury RG14 2AF	Project LAMBOURN ROAD SAFETY IMPROVEMENTS	Drawn LJT	Scale 1:500
		Drawing title EDWARDS HILL JUNCTION PROPOSED 'NO WAITING AT ANY TIME' RESTRICTIONS	Checked JW	Date MARCH 2006

Individual Decision

Title of Report:	Green Lane/Church Gate Traffic Management, Thatcham.		
Report to be considered by:	Cllr. Keith Chopping	on:	15th June 2006
Forward Plan Ref:	ID1193		

Purpose of Report:

To report the results of a public consultation on Traffic Management improvements at the above location.

Recommended Action:

That the proposed improvements detailed on drawing no. 10511300/GEN/2 (Appendix 3) and described in paragraph 5.1 of this report be implemented subject to formal advertisement of traffic orders including any amendments to the design resulting from safety audits and detailed design.

Reason for decision to be taken:

To progress the scheme as detailed in the body of the report.

List of other options considered:

Not applicable

Key background documentation:

Consultation responses

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Supporting Information

1. Background

Green Lane

- 1.1 Green Lane is a residential road in Thatcham linking the A4 to Church Gate. The road is subject to a 30mph limit, and adjacent development is mainly residential. A small industrial estate exists at the northern end of Green Lane, along with the Crown Mead row of shops.
- 1.2 Many of the Green Lane occupants are elderly residents of the Crown Court residential care home, which has properties on both sides of Green Lane.
- 1.3 Green Lane is approximately 400m in length and has a relatively narrow 5m carriageway. A footway exists on the eastern side of the carriageway for its entire length. On the western side a footway extends from Church Gate northwards for approximately 100m, with no footway along the remainder of its length.
- 1.4 General observations on site indicate that the general condition of the existing footways is poor, with excessive cross-fall and a lack of dropped crossings making walking conditions uncomfortable, particularly for disabled and elderly residents.

Church Gate

- 1.5 Church Gate is a 6m wide residential road in Thatcham linking the Town Centre (Broadway) to the residential distributor roads Lower Way and The Moors. The road is subject to a 20mph speed limit and is traffic calmed with a system of road humps.
- 1.6 Adjacent development is mainly residential with a Church at the eastern end. Church Gate forms part of Sustrans national cycle network route 4.
- 1.7 Parking restrictions on Church Gate are mainly no waiting at any time. However approximately 200m of limited waiting exists on the northern side extending from the Church west-wards. This free parking is heavily used by residents, Church goers, scout/playgroup and people accessing the Town Centre. This creates a continuous line of parking over an extended section where two vehicles cannot pass, forcing westbound vehicles to mount and drive along the footway, resulting in a significant safety concern.

2. Petition

- 2.1 A 29 signature petition was handed to the Thatcham Area forum on 26 June 2005 concerning the volume and speed of vehicles in Green Lane. A particular concern raised in the petition was the amount of vehicles considered to be rat-running along Green Lane, and that these vehicles travel at excessive speeds. It was therefore agreed that a study be undertaken to consider possible traffic management improvements for Green Lane.
- 2.2 In addition to the above the opportunity was taken to consider options to address road safety concerns in Church Gate.

3. Traffic Study

- 3.1 A traffic study was undertaken by transport consultants WSP Group during October 2005 to assess the speed/volume of traffic, and the number of vehicles using Green Lane as a cut-through. The traffic survey gave the following results:

Table 1

Total Green Lane Traffic	
AM Peak	249 (5HGV's)
PM Peak	341 (3 HGV's)
Southbound Through Traffic	
AM Peak	60 (45%)
PM Peak	135 (60%)
Northbound Through Traffic	
AM Peak	53 (47%)
PM Peak	60 (55%)

- 3.2 Average vehicle speeds (85th percentile – this being the maximum recorded speed discounting the top 15%) have been recorded as approximately 28mph, which is not in excess of the speed limit, however may be perceived to be high given the nature of the road.
- 3.3 From *Table 1* it can be seen that approximately 50% of traffic using Green Lane is through traffic, and that the majority of rat-running occurs southbound and in the evening peak.
- 3.4 The WSP report proposed the following proposals:

Green Lane:

- Introduce traffic calming in the form of Chicanes which can also be used as convenient crossing points for pedestrians.
- Improve the condition of the footways by re-profiling, resurfacing and providing appropriate dropped crossings.
- Extend the existing 20mph zone from Church Gate to the northern end of Green Lane.
- Restrict all vehicles (except cyclists) from turning into Green Lane from the A4. This would effectively remove any southbound rat-running from Green Lane, and by narrowing the entrance to Green Lane from the A4, pedestrian access improvements to the Crown Mead shops could be introduced. This would also provide the opportunity to extend the right turn lane from the A4 into Brownfields Road opposite Green Lane.

Church Gate

- Provide a 15 car lay-by on the northern side of Church Gate.
 - Remove the existing on-street parking to provide unimpeded two-way flow.
 - Replace the existing road humps with speed cushions which are preferred by public transport operators, emergency services and cyclists.
- 3.5 Local Ward Members were initially approached to gain their views on the above proposals and agreed in principal with the aims of the scheme. They however felt that restricting access to Green Lane from

the A4 may reduce the convenience of the Crown Mead shops particularly for south Thatcham residents, which could cause an unacceptable reduction in trade.

- 3.6 The scheme was therefore amended to allow continued access to Green Lane from the A4. The proposals detailed on drawing no. 10511300/GEN/1 in appendix 1 were subsequently issued for consultation.

4. Consultation

- 4.1 A consultation exercise was undertaken during March 2006. This involved distribution of a letter and plan to approximately 250 residential properties and businesses in the vicinity of Green Lane and Church Gate. Consultees were asked to fill in a questionnaire concerning the proposals and return this in a prepaid envelope. Residents were also invited to the Thatcham Area Forum for a presentation by a West Berkshire Officer on the proposals, and given the opportunity to ask questions.

- 4.2 In total 76 responses (30% of those consulted) were received, which is considered an exceptional return rate for this type of consultation. A summary of the consultation responses along with officer's comments can be seen in Appendix 2.

- 4.3 In general residents are in agreement with the proposed scheme; however there are some areas of concern particularly the northern chicane on Green Lane restricting access to driveways, and reduction in the number of parking spaces on Church Gate leading to nuisance parking in adjacent streets (such as Meadow Close). It is considered that the retention of a smaller length of on-street parking on Church Gate would act as additional traffic calming and would create a priority system without leading to vehicles mounting the footway.

5. Recommendations

- 5.1 In order to address these concerns it is recommended that the scheme detailed on drawing no. 10511300/GEN/2 in Appendix 3 comprising of the following elements is taken forward to detail design and implementation:

Green Lane

- Introduction of traffic calming in the form of a chicane outside Crown Court to help pedestrians cross, and speed cushions at the northern end of Green Lane to reduce vehicle speeds without impeding access to driveways.
- Extension of the 20mph zone along the length of Green Lane.
- Installation of a traffic island at the entrance to Green Lane from the A4 to reduce entry speeds and improve pedestrian access to Crown Mead shops.
- General footway improvements (re-profiling/resurfacing and provision of dropped crossings) along the length of Green Lane.

Church Gate

- Provision of a 15 bay parking lay-by on the existing verge on the northern side of Church Gate. (parking to be limited waiting for 1 hour Monday to Friday, no return within 1 hour).
- Removal of the existing road humps and replacement with speed cushions.

- Retention of 5 on street parking spaces adjacent to the Church (parking to be limited waiting for 1 hour Monday to Friday, no return within 1 hour).

6. Programme

- 6.1 Thames Water is proposing to lay a main sewer in Lower Way commencing in August 2006 which will result in the closure of part of Lower Way for approximately 12 weeks. As Green Lane could form part of the diversion route for this closure it is recommended that the provision of the chicane is postponed until after the sewer works have been undertaken. All other works (excluding those requiring traffic regulation orders) could be undertaken prior to the Lower Way sewer works in August.

Appendices

Appendix 1 – Consultation Drawing.

Appendix 2 – Consultation Responses.

Appendix 3 – Proposed scheme drawing.

Implications

Policy:	These proposals will contribute to the corporate priorities of: (i) SP5 - Ensuring the street environment is clean, well maintained and safe (ii) SP8 - Improving transportation
Financial:	The proposed scheme estimated at £87,000 can be funded from the Council's approved 2006/07 Transport Capital Programme, as detailed in the Capital Strategy and Programme 2006/07 – 20010/11.
Personnel:	None arising from this report.
Legal:	None arising from this report.
Environmental:	These proposals will improve road safety in the area.
Equalities:	None arising from this report.
Partnering:	None arising from this report.
Property:	None arising from this report.
Risk Management:	The scheme will be managed in accordance with the West Berkshire Council's Project Management methodology, and a full risk register will be maintained throughout the project.
Community Safety:	None arising from this report.

Consultation Responses

Members:

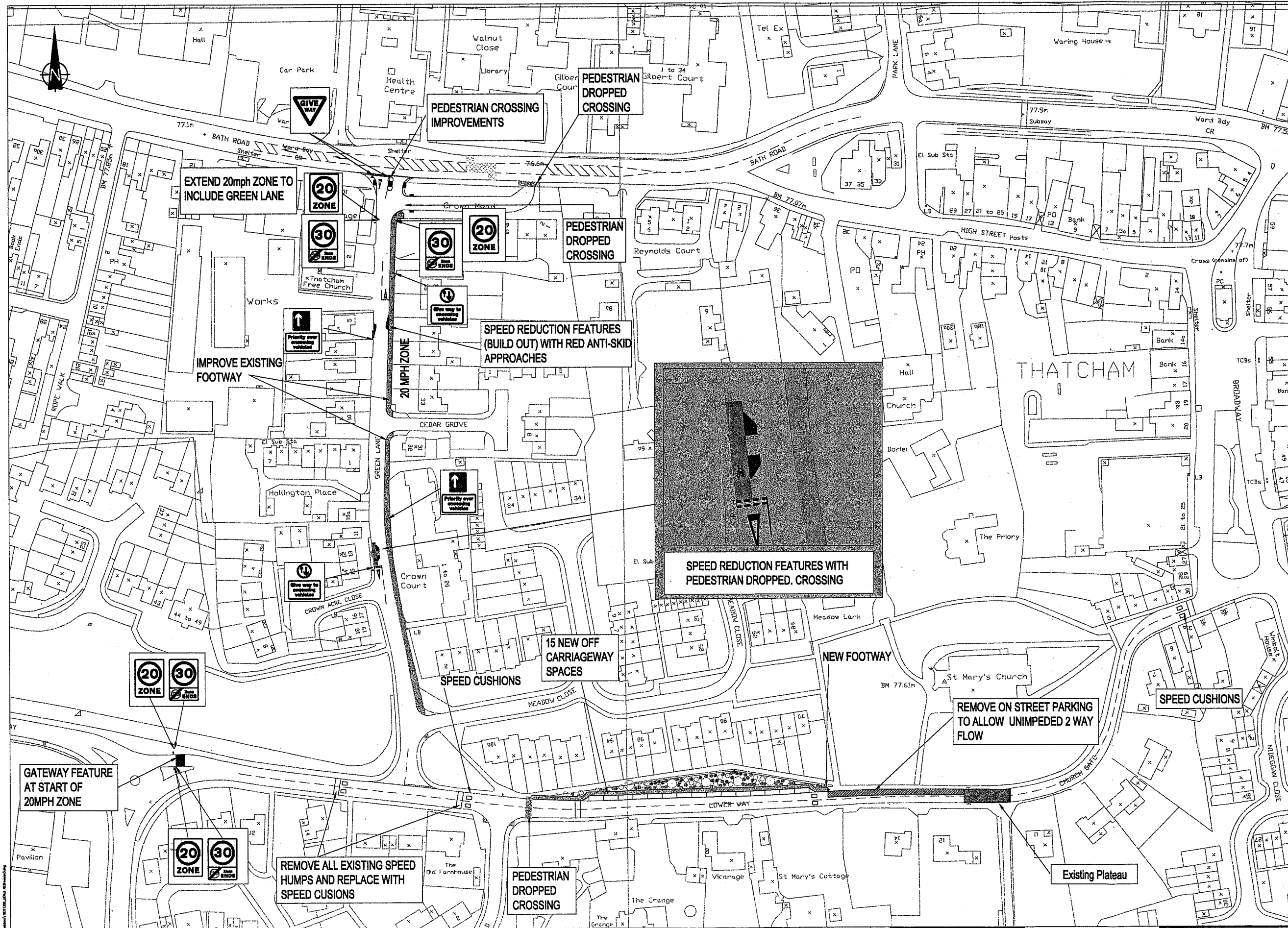
Leader of Council:	Councillor Graham Jones has no objection to the proposal.
Select Committee Chairman:	Councillor Quentin Webb has offered his support for the scheme.
Ward Members:	Both Local Ward Members (Paul Prichard and Alex Payton) are in support of the proposed scheme.

Opposition Spokesperson: Councillor Keith Woodhams has no objection to the proposal.

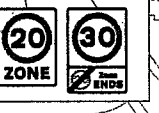
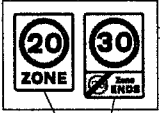
Local Stakeholders: Thatcham Town Council, Local Residents and businesses, West Berks Disability Alliance, Emergency Services, Sustrans, Spokes.

Officers Consulted: Derek Crouch, Andy Garratt, Phil Frost, Jenny Noble, Mark Edwards.

Trade Union: Not applicable



GATEWAY FEATURE AT START OF 20MPH ZONE



REMOVE ALL EXISTING SPEED HUMPS AND REPLACE WITH SPEED CUSHIONS

PEDESTRIAN DROPPED CROSSING

15 NEW OFF CARRIAGEWAY SPACES

SPEED CUSHIONS

NEW FOOTWAY

REMOVE ON STREET PARKING TO ALLOW UNIMPEDED 2 WAY FLOW

SPEED CUSHIONS

SPEED REDUCTION FEATURES WITH PEDESTRIAN DROPPED CROSSING

SPEED REDUCTION FEATURES (BUILD OUT) WITH RED ANTI-SKID APPROACHES

PEDESTRIAN DROPPED CROSSING

PEDESTRIAN CROSSING IMPROVEMENTS

EXTEND 20mph ZONE TO INCLUDE GREEN LANE

IMPROVE EXISTING FOOTWAY

Existing Plateau

NO	DATE	BY	DESCRIPTION	CHK	APP
1	11.10.08	WSP	PRELIMINARY		

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PROJECT	THATCHAM TRAFFIC STUDY
APPENDIX 1	CONSULTATION PLAN

PROJECT	10511300/100	10511300/GEN/1	REV	A
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Appendix 2

Consultation Summary

Green Lane/Church Gate Consultation Responses

No. of Properties consulted	250
Total no. of responses	71 (+ 5 letters)

Green Lane/Meadow Close etc. Residents

	Agree	Disagree	Neither
Provision of Chicanes, Green Lane.	45	9	1
Removal of on street parking & provision of lay-by Church Gate	50	4	1
Replacement of existing speed humps with speed cushions	52	2	1

Church Gate/Lower Way Residents

	Agree	Disagree	Neither
Provision of Chicanes, Green Lane.	9	6	1
Removal of on street parking & provision of lay-by Church Gate	12	2	2
Replacement of existing speed humps with speed cushions	15	0	1

Total

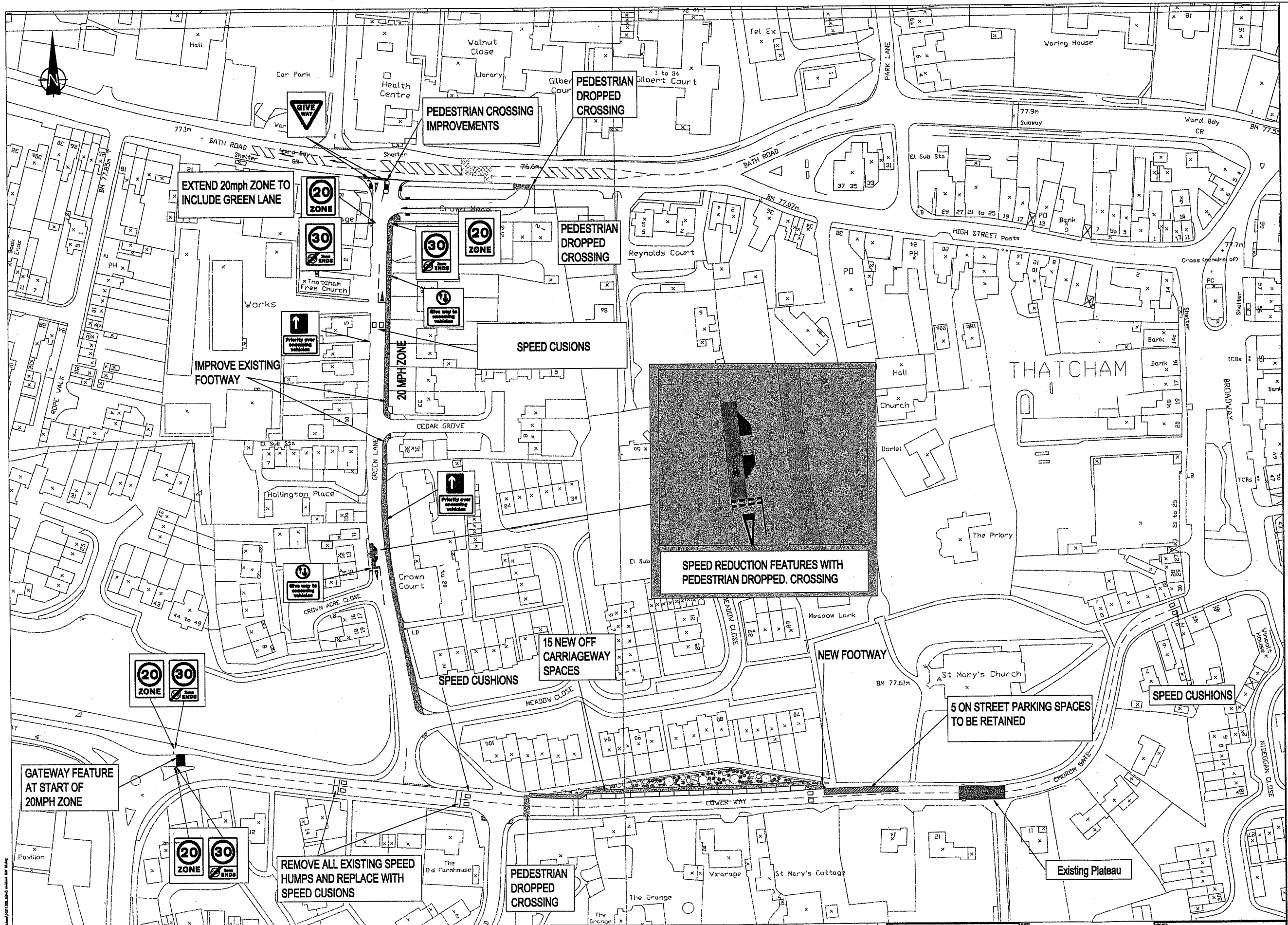
	Agree	Disagree	Neither
Provision of Chicanes, Green Lane.	54	15	2
Removal of on street parking & provision of lay-by Church Gate	62	6	3
Replacement of existing speed humps with speed cushions	67	2	2

General Comments received from residents:

Comment	Officer's Response
Delighted that these measures are being proposed.	Noted.
Agrees totally that something has to be done about speeding in Green Lane, and considers the existing situation with the lack of crossing points to be very hazardous.	The proposed scheme will help resolve this situation.
Thinks the scheme is long overdue.	Noted
Feels the 20mph is a more appropriate speed limit for Green Lane.	Noted
Would like to see more cycle friendly cushions. Some cushions are totally unsuitable for cycling.	The speed cushions will be designed to be cycle friendly.
Considers the provision of a traffic island at the entrance to Green Lane to be a particularly good idea.	Noted.
Agrees with the provision of a traffic island at the entrance to Green Lane and the extension of 20mph speed limit, however does not consider Green Lane to be a rat-run, and does not agree with the provision of Chicanes.	One of the Chicanes has been removed from the scheme and has been replaced with speed cushions. The remaining chicane will act as a crossing point for residents in the area. Both these traffic calming features will help enforce the 20mph speed limit that this resident favours.
Concern about the provision of a lay-by on Church Gate and the noise/nuisance parking vehicles may generate for adjacent residents.	Parking takes place at this location at present without any complaints from residents.
Considers the extension of the 20mph and traffic calming on Green Lane to be a costly over-reaction. Does not consider that it will reduce the volume of rush-hour traffic, and a better option would be to install a speed camera.	Green Lane does not meet the accident criteria for the provision of a speed camera. The majority of local residents are in agreement that traffic calming is required along Green Lane.
Would like to see a mini-roundabout at the Green Lane junction with the A4 rather than a traffic island.	The provision of a mini-roundabout at this location would cause a significant road safety hazard at this particular junction and is not considered appropriate.
Concerned that the chicane at the northern end of Green Lane will impede access to driveways.	This chicane has been removed from the scheme and has been replaced with speed cushions. Any measures will be discussed directly with frontagers prior to implementation.
Would like to see some on street parking remain in Church Gate as this acts as a form of traffic calming.	The scheme has been revised to reflect this resident's views.
Concerned that if all on street parking in Church Gate is removed that cars will migrate to meadow close.	The scheme has been revised to retain some of the parking adjacent to the Church.
Make Green Lane no-entry from the A4.	This was considered as an initial design, however discounted by local ward members.

Other Stakeholder Comments

Stakeholder	Comment	Officer's Response
St Mary's and Dunston Park Churches	The Church is concerned about the removal of parking on Church Gate, and the pressure this will place on adjacent roads.	The parking provision has been revised from the original consultation proposal.
SUSTRANS	Sustrans are in favour of the proposals.	Noted
West Berkshire Disability Association	Would prefer to see plateaus used instead of cushions.	Plateaus are not as popular with cyclists and emergency services. It is considered that the proposed scheme provides a suitable compromise.
Royal Berkshire Fire and Rescue	Agree with the proposals.	Noted
Thatcham Town Council	The proposals were considered by Thatcham Town Council's Planning Committee on 13 th April 2006. The Committee resolved : "that the proposals of traffic management/road safety measures in Green Lane and Church Gate be supported subject to regular monitoring and review of their effectiveness and further consideration of measures to prevent HGV and lorry parking obstructing the footways in Green Lane."	The scheme will be subject to monitoring and review of its effectiveness.



<p>WSP Moorfield House, South View, Basingstoke, Hampshire, RG21 4JH Tel: +44 (0)1256 310000 Fax: +44 (0)1256 310700 http://www.wspgroup.com</p>		<p>PROJECT: THATCHAM TRAFFIC STUDY</p> <p>APPENDIX 3 RECOMMENDED PROPOSALS</p>	<table border="1"> <tr> <td>DATE:</td> <td>12.10.09</td> <td>DESIGNER:</td> <td>DF</td> <td>APPROVED:</td> <td></td> </tr> <tr> <td>DATE:</td> <td></td> <td>CHECKED:</td> <td>FB</td> <td>DATE:</td> <td>12.10.09</td> </tr> <tr> <td>PROJECT NO:</td> <td>10511300/100</td> <td>DRAWING NO:</td> <td>10511300/GEN/2</td> <td>SCALE:</td> <td>A</td> </tr> </table> <p>© WSP Group plc</p>	DATE:	12.10.09	DESIGNER:	DF	APPROVED:		DATE:		CHECKED:	FB	DATE:	12.10.09	PROJECT NO:	10511300/100	DRAWING NO:	10511300/GEN/2	SCALE:	A
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Individual Decision

Title of Report:	CIVIL CONTINGENCIES SERVICE PLAN 2006 - 2007		
Report to be considered by:	GEOFF FINDLAY & EMMA WEBSTER	on:	15 JUNE 2006
Forward Plan Ref:	ID1207		

Purpose of Report:

TO GIVE AN OVERVIEW OF THE SERVICE PLAN AND ACTIONS TO BE TAKEN BY THE CIVIL CONTINGENCIES TEAM 2006 - 2007.

Recommended Action:

APPROVE THE PLAN

Reason for decision to be taken:

To provide a basis for service delivery over 2006-07.

List of other options considered:

None

Key background documentation:

None

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Supporting Information

1. Background

- 1.1 In 2005 – 06 the Civil Contingencies Team service plan was incorporated into the Trading Standards Service Plan. As a result of team changes and new roles incorporated into the team it was decided to develop a separate Service Plan which is now attached.

Appendices

Appendix 1- Civil Contingencies Service Plan 2006 - 2007

Implications

Policy:	The Plan contributes to the Councils policies and priorities as detailed below and in the plan including :Reducing social exclusion in rural areas by providing equal access to services and facilities; Tackling all forms of social exclusion across the district, Developing learning opportunities for people of all ages to support social and economic well being, Providing stronger community leadership, Promoting safer communities, Creating attractive and vibrant town centres
Financial:	As per the report
Personnel:	As per the report
Environmental:	The plan contributes to the policy relating to Creating attractive and vibrant town centres particularly through the Dog Warden Service.
Property:	As per the report
Community Safety:	The Plan contributes to the priorities relating to promoting safer communities with respect to CCTV and Emergency Planning.

Consultation Responses

Members:	
Leader of Council:	Graham Jones – no comments
Overview and Scrutiny Commission Chairman:	Jeff Brooks – no comments
Ward Members:	N/A
Opposition Spokesperson:	Royce Longton - no comments
Advisory Members:	N/A
Local Stakeholders:	Insp Derek Lake, TVP – no comments
Officers Consulted:	Rachel Craggs, Community Safety Manager – no comments
Trade Union:	N/A



Public Protection Services

Civil Contingency & Services Team

Civil Contingency & Services Team Plan

2006/07

Foreword

I have great pleasure in presenting the Civil Contingency Team Plan for 2006 – 2007.

The Civil Contingency Team plays an essential and critical role in delivering West Berkshire Council's vision to ***'Facilitate a thriving local community and good quality of life in West Berkshire, now and for the future'***.

Emergency Planning is not a new subject and most of us can cite incidents locally, nationally and internationally that have affected us all. Locally these have included the Hungerford shootings, the flooding in Purley-on-Thames and more recently the Ufton Nervet train crash. However incidents outside West Berkshire can also impact on the local community given today's relatively easy global travel and the instantaneous reporting of news. Whilst many people live and work in the District, some of whom commute daily to other areas, there are others who live outside West Berkshire but commute in on a daily basis. Local, National and International incidents such as 9/11, the Tsunami, the London bombings, the earthquakes in the Middle East and the hurricanes hitting the Americas all can affect this community, directly or indirectly. This Plan covers a wide range of scenarios and makes provision for the Council to act as and when required.

The Civil Contingencies Act 2004, which was enacted in 2005, requires the Council as a Category One Responder to undertake contingency planning to assess the risk of a wide range of incidents taking place, and then to maintain plans for preventing, reducing, mitigating and controlling such incidents. In particular, the Council will be the lead agency in the 'recovery' phase of any incident, an area where the Council gained valuable insight and experience following the immediate aftermath of the Ufton Nervet train crash. The Act further requires the Council to publish such plans in so far as this is necessary or desirable. In preparing this Plan, the Council has embraced the requirements of the Act and has built on the lessons learnt from recent emergencies at home and abroad. A good deal of work has been done in the past 18 months to raise the profile of the Service internally in the Council, externally in the local community, and within the Thames Valley in cooperation with adjoining Local Authorities as part of the wider UK Resilience Community. Internally, we have focussed on training West Berkshire staff so that the Council can respond to any incident, both large and small, local or national. More recently, as part of the wider contingencies role, the Team has engaged across the Council, with local businesses and other Public Sector bodies in developing working plans for emerging issues such as Avian Influenza and Pandemic Influenza.

During the year, the Team's personnel have changed. Furthermore, as part of the wider Public Protection role for civil contingencies, additional responsibilities for the Dog Warden Scheme and CCTV have been absorbed into the daily workload. The need to modernise and relocate the CCTV service over the next 2 years will present a real challenge. Work on this task, the need to ensure that business continuity planning is completed and that all staff are fully trained in roles which they might have to perform in the event of an emergency will be a heavy workload. Furthermore, we need to raise the profile of the Service, and ensure that plans are exercised and refined so that the Council is fully prepared to meet any responsibilities which might arise to counter and mitigate – in the words of the new Act – any serious threat to human welfare, the environment, administrative or economic stability and security.

Councillor Geoff Findlay
Executive Portfolio Member for Public Protection

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CIVIL CONTINGENCY IN THE COMMUNITY

1.0 Core Responsibilities of the Civil Contingency Team

The Civil Contingency Team incorporates a number of functions including the core Emergency Planning Service. However it also includes the CCTV contract monitoring and development service, the Public Convenience service and the Dog Warden service. The table below provides a more detailed breakdown of the functions of the Service in West Berkshire:

FUNCTION	2. SUB-FUNCTION
3. Civil Contingency Service	<ul style="list-style-type: none"> • Ensuring the Council is as prepared as possible in its capacity to be a community leader in times of a disaster whether of natural or manmade nature and whether local, national or international in the impact it has on the local community. • Ensuring all relevant plans are up to date and exercised. • Informing the local community as to what they can do in the event of an emergency in order to help themselves. • Prepare the Business Community via Business Continuity Planning with the local business and therefore support local economic development • Training is a key element of Civil Contingency and this includes training of all key Council Staff in matters relating to Civil Contingency, training of partner agencies, training of members of the public and training of local businesses. (Training)
4. CCTV	<ul style="list-style-type: none"> • Ensuring the provision of a safety community by the successful and lawful use of the CCTV service by monitoring all relevant contracts. (Community Safety) • Ensuring the on-going development of the CCTV system by engaging with all partner agencies and establishing good funding streams through planning gain, government contributions etc. • Working with all partners in order to ensure the best use of the CCTV system and its facilities for the good of the community in West Berkshire.
5. Dog Warden Service	<ul style="list-style-type: none"> • Enforcing bye-laws with respect to the disposal of dog faeces. (Health) • Enforcing legislation with respect to Stray Dogs – including collection of stray dogs and their kennelling • Education of the community in health and legislative matters relating to dogs. • Collection of 'dumped' hypodermic needles.
6. Public Conveniences	<ul style="list-style-type: none"> • Provision of clean, safe and well maintained Public Conveniences where they exist within the LA area. (Health)
7. Advice & Complaints	<ul style="list-style-type: none"> • Provision to the public of advice on all of the above functions • Provision of a complaints system regarding any of the above services

2.0 West Berkshire Council's Community & Comparative Factors

The first West Berkshire Partnership Community Plan published in 2003 was followed by the Council's Corporate Plan which set out a 5 year direction of travel for the Authority, taking into account the needs and aspirations of the community as expressed in the Community Plan. The Civil Contingency Team at West Berkshire supports the aims and objectives of these plans as set out below.

2.1 Community Objectives

The West Berkshire Community Plan identified 13 priority areas. From this list the West Berkshire Partnership has chosen to focus on the following four leading priorities:

- Ensuring everyone has access to adequate affordable housing whether owned or rented;
- Developing transport solutions matched to people's needs across the district;
- Reducing social exclusion in rural areas by providing equal access to services and facilities;
- Developing learning opportunities for people of all ages to support social and economic well being.

2.2 Corporate Objectives – Strategic Priorities

The West Berkshire Council Corporate Plan contributes to these community objectives and develops a number of themes that are specific to the work of the Council. The vision for West Berkshire Council, as set out in the Corporate Plan, is **'To facilitate a thriving local community and good quality of life in West Berkshire, now and for the future'**. The Plan then identifies the 'top ten' strategic priorities and 4 development themes that are necessary to realise this vision. These are:

8. Priority
1. Providing stronger community leadership
2. Tackling all forms of social exclusion across the District
3. Promoting independence for older people and people with disabilities
4. Achieving better and fairer outcomes for children and young people by delivering high quality integrated services through partnership.
5. Ensuring that the street environment is clean, well maintained and safe
6. Increasing the provision of homes that are affordable to those on low incomes
7. Promoting safer communities
8. Improving transportation
9. Enhancing the sustainability of the West Berkshire community and preserving the local environment through improving environmental resource management.
10. Creating attractive and vibrant town centres
Development Theme
1 Performance Improvement
2 Building Capacity through partnership and innovation
3 Customer Focus
4 Stronger Governance

2.3 Local Priorities

The primary aim of the Civil Contingency Team is to provide to provide a high level of service to the residents, businesses and other West Berkshire Services within West Berkshire.

At a local level our approach relates directly back to the following strategic priorities:

Corporate Objective / Strategic Priority	Area of Civil Contingency Team work supportive and/or developed from this objective
<p>Reducing social exclusion in rural areas by providing equal access to services and facilities; Tackling all forms of social exclusion across the district</p>	<ul style="list-style-type: none"> • By providing equitable and accessible advice to all. • Ensuring all advice and information regarding emergencies is inclusive of all. • Ensuring the public conveniences are accessible to all. • Ensuring the rights of individuals are protected in the use of the CCTV system. • Ensuring all enforcement actions taken are fair, equitable and having regard to the agreed enforcement policy of the Public Protection Service.
<p>Developing learning opportunities for people of all ages to support social and economic well being.</p>	<ul style="list-style-type: none"> • Providing training and working groups for LA Staff, partner agencies and local businesses to support the local community.
<p>Providing stronger community leadership</p>	<ul style="list-style-type: none"> • By providing good leadership in times of emergencies and major incidents with in the district, nationally or even internationally.
<p>Ensuring that the street environment is clean, well maintained and safe</p>	<ul style="list-style-type: none"> • By providing an effective Dog Warden service using advice and enforcement to ensure the area is not blighted by faeces. • By using the static and mobile CCTV systems to detect and deter destruction of the street environment and ensuring as far as possible a safe environment for all to live and work in. • By providing clean, safe and well maintained public conveniences.
<p>Promoting safer communities</p>	<ul style="list-style-type: none"> • By using the static and mobile CCTV systems to detect and deter crime and help reduce the fear of crime by working with out partners
<p>Creating attractive and vibrant town centres</p>	<ul style="list-style-type: none"> • By providing and effective Dog Warden service using advice and enforcement to ensure the area is not blighted by faeces. • By using the static and mobile CCTV systems to detect and deter crime and ensuring as far as possible a safe environment..

3.0 Aims, Objectives and Strategic Thinking

3.1 Key Aims and Objectives

The key aims and objectives of the Civil Contingency Team are as follows:

- Ensuring the Council is prepared to respond to any major incident
- Informing and advising the local community as to what they can do in a major incident
- Working with local businesses in order to ensure they prepare themselves to survive a major incident affecting their business.
- Tackling crime
- Commitment to improving health and community safety and reducing social exclusion
- Protection of the environment
- Improvement in service delivery
- Provision of appropriate training & development opportunities for all staff

3.2 Links to Community and Corporate Objectives

Corporate Objective	Areas of Civil Contingency Work developed from this objective
Attractive and vibrant town centres Clean, well maintained and safe streets	<ul style="list-style-type: none">▪ Improving safety in community▪ Informing and advising the local community as to what they can do in a major incident▪ Working with local businesses in order to ensure they prepare themselves to survive a major incident affecting their business.▪ Tackling crime
Tackling social exclusion	<ul style="list-style-type: none">▪ Commitment to improving health and community safety and reducing social exclusion
Improving Environmental Resource Management	<ul style="list-style-type: none">▪ Protection of the Environment
Stronger community leadership	<ul style="list-style-type: none">▪ Ensuring the Council is prepared to respond to any major incident▪ Commitment to improving health and community safety and reducing social exclusion

3.3 Member Approval

The Civil Contingency Performance Plan is submitted for Member approval annually.

The Best Value Performance Plan (BVPP) and the Environment and Public Protection Service Plan also receive annual Member approval. Progress against the service plan is reported quarterly. The BVPP is reviewed annually by District Audit.

3.4 The Best Value Agenda

In accordance with the national Best Value Agenda, West Berkshire's Civil Contingency Team seeks to provide a high quality service at an affordable cost.

In assessing whether best value aspirations are being met the civil contingency team considers a number of service delivery methods. This includes partnership with other Berkshire Unitary LA's, Thames Valley LA's, SE Unitary LA's, SE Authorities (County, District and Unitary) and other Cat 1 responders and providers of the services covered by this team.

3.5 National Performance Indicator.

Civil Contingency is a service measured against Key Lines of Enquiry (KLOE) as part of the Comprehensive Performance Assessment of the Council.

3.6 Action Plan Development

In order to deliver and improve the service an Action Plan for the year has been developed. This is based on lessons learnt from exercises and incidents, new legislative requirements information and guidance, and corrective action where potential gaps in the service are identified as part of completion of the national capability survey. The Plan is a 'living' document and will be updated on a regular basis.

LOCAL STRUCTURE AND RESOURCES

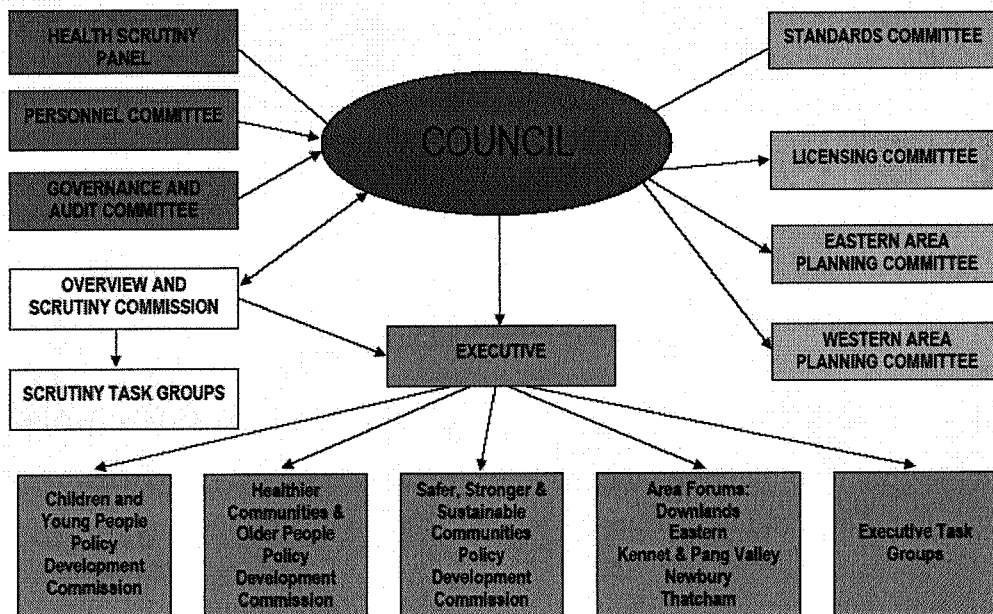
4.0 Local Authority Organisation, Accountability and Wider Links

4.1 Council Services and Structure

4.1.1 Council Structure

West Berkshire Council's decision-making is based on the separation of the Council's Executive and scrutiny functions. The principal decision making body is now the Executive, which consists of the Council Leader and seven 'Portfolio Members'. Individual Portfolio Members have the authority to take key decisions that fall within their remit. There is a Portfolio Member for Public Protection.

West Berkshire Council Committee Structure - 2006 / 2007



4.1.2 Management Structure

As a unitary authority, West Berkshire Council is responsible for the provision of all local government services in the West Berkshire Area. Responsibility for Civil Contingency is undertaken by a dedicated team within the Public Protection Service (which also incorporates Environmental Health, Licensing and trading Standards Services.)

4.2 Partnerships

The table below gives details of some of the partnership arrangements that the Civil Contingency Team has entered into in order to further common aims and objectives:

Activity	Aim of Partnership	Partners
(i).1 Developing Emergency Plans	<ul style="list-style-type: none"> • Share workload • Develop plans that area consistent across Berkshire and beyond 	<ul style="list-style-type: none"> • Other 5 Emergency Planning Services within Berkshire LA's • Thames Valley Local Resilience Forum • GOSE
Community Safety	<ul style="list-style-type: none"> • Deterring and detection of Crime • Reduction of Anti-Social Behaviour 	<ul style="list-style-type: none"> • Police • Community Safety Officer • Housing Associations • Other services with LA • Other CCTV Services across the Thames Valley • Users of CCTV within West Berkshire
(i).2 Business Support	<ul style="list-style-type: none"> • Inform businesses (especially new businesses) on Business Continuity work • Internal partnership of other services in supporting BCP work 	<ul style="list-style-type: none"> • Chamber of Commerce • Business Link etc
(i).3 Out of Hours Service	<ul style="list-style-type: none"> • Provision of an Out of Hours Emergency Service for the Council 	<ul style="list-style-type: none"> • Forestcare – Bracknell Forest Borough Council • Services within LA.

4.3 Civil Contingency Working Fora

The Civil Contingency Team participates in the following working forums:

Organisation	Purpose	Members
Thames Valley Local Resilience Forum	Forum to discuss EP issues across the TV region	All Thames Valley (TV) Emergency Planning Officers (EPOs)
SE Region Resilience Forum	Forum to discuss EP issues across the SE region	All South East (SE) EPOs
Berkshire Local Resilience Forum	Forum to discuss EP issues across the Berkshire region	All Berkshire EPOs and other Cat 1 Responders
Berkshire Local Authority Emergency Planning Group	Forum to discuss EP issues across the Berkshire region	All Berkshire EPOs
SE Unitary LA Emergency Planning Group	Forum to discuss EP issues across the SE region affecting UA's	All UA EPOs in SE area
Thames Valley CCTV user Group	Forum to discuss CCTV issues across the TV Region	All TV CCTV managers
West Berkshire CCTV development Group	Forum to discuss development of the CCTV system in West Berkshire area	CCTV Manager, Community Safety Manager, TVP and key partners
West Berkshire CCTV user Group	Forum to discuss CCTV issues across the West Berkshire	All CCTV users in West Berkshire Area
SE region, TV, Berkshire and West Berkshire Emergency planning groups including: <ul style="list-style-type: none"> • Communications group (SE) • Recovery working group (TV) • Liaison groups with neighbouring LA's (B) • Health group (B) • Berkshire West PCT Emergency Planning Group (West of Berkshire LA's) • Pandemic Flu Group (B) • Mass fatalities group (B) • Media (B) • Warning & Informing Group(B) • Transport group (B) • Utilities group (B) • Voluntary sector group (B) • AWE group (WB) • PSD group (WB) • Emergency planning Liaison Officer group (WB) 	<p>A number of groups set up to progress specifically to discuss the subjects.</p> <p>Representatives nominated from each Berkshire LA to attend in order to share work load.</p>	Varies depending on the group - multi agency to specific members with specialisms.

4.3 Civil Contingency Working Fora cont

Organisation	Purpose	Members
<p>West Berkshire Council For a including:</p> <ul style="list-style-type: none"> • Emergency Planning Liaison Officers (EPLOs) from each service • JCC • Internal BCP working group • CC & H EP Group • Internal Communications Group • Specific Planning Groups relevant to current risks – eg avian and pandemic flu planning • Members 	<p>To ensure political 'buy-in' and support</p>	

4.4 Business Support Forums

It is the intention of the service to review and develop a more links with business with respect to Business Continuity Planning

5.0 Civil Contingency Expenditure

See Appendix A

6.0 Staffing Allocation

See Appendix B

7.0 Accessibility

As part of the West Berkshire Equalities Strategy, the Council is committed to providing appropriate support to all service users in order to have full access to all services, including:

- making arrangements for translation and interpretation
- home visits
- text phone use
- Braille or tape transcription

The following summarises the main routes to accessing the service:

Type of Access	Description
Personal Callers	8.30am – 5pm Mon –Thursday. 8.30am – 4.30pm Friday Other times by appointment or through 24 hour emergency service
Telephone	Through the Contact Centre - Newbury 42400. Times as above.
Answerphone	Available outside normal office hours or if all lines are in use
By post	West Berkshire Council Offices, Faraday Road, Newbury RG14 2AF.
By e-mail	Emergencyplanning@westberks.gov.uk & eco@westberks.gov.uk
Emergencies	The Council has a 24 hour emergency service number and the Public Protection Service is staffed 24 hours per day
Disabled Access	Building designed for wheelchair users & disabled parking spaces available.
Hearing Impaired	Minicom available
Community Languages	The Council subscribes to language line.
Website	The council's new website has a Civil Contingency Section and sections relating to the other services provided are being developed.

EFFICIENT, EFFECTIVE AND IMPROVING SERVICES

8.0 THE MODERNISATION AGENDA

8.1 Efficient, Effective and Improving Service Provision

In the interest of residents, local businesses and visitors the Council is committed to securing an efficient, effective and improving Civil Contingency Service in West Berkshire. In Appendix C the Action Plan for the Civil Contingency team incorporates details relating to improving the service.

QUALITY ASSESSMENT AND REVIEW

9.0 PROVISIONS FOR REVIEW

9.1 Monitoring Performance against the Plan

Service plan activities are monitored regularly to ensure that targets laid down in the Service Plan are met as follows:

Area to be Monitored	Frequency	Method
Complaints and Enquiries (response targets reproduced below)	Monthly	FLARE
Assessment of Quality – Enquiries	Monthly	FLARE
Report to Berkshire LA EPO group	Monthly	Written report
Report to Berkshire Resilience Group	Quarterly	Written report
Monthly reports to Executive Member	Monthly	Written report
Quarterly reports to Executive Group	Quarterly	Written report
Annual report to Gov't	Annual	Survey Form to GOSE
Progress with Action Plan	Monthly	1:1, appraisal and report to board and executive
Report to management board on key and emerging matters	As necessary – run on fortnightly basis	Written report and representation for questions.

9.2 Complaints and Enquiries

The service standards for complaints and enquiries are as follows:

Type of Enquiry	1 st Initial Response	Considered Response	Closure
Civil Contingency Complaints/Requests	2 days	10 day	95% in 2 months
Enquiries	2 day	10 day	N/A

9.3 Learning From Others

We are very keen to learn from best practice developed in other authorities. We intend to work with colleagues from across the SE and beyond in order to improve and enhance service delivery.

9.4 Benchmarking

Plans to incorporate regular benchmarking activities are being developed.

9.5 Consultation

Plans for consultation (and publication of results of consultation) are highlighted elsewhere in this plan.

9.6 Meeting the Challenges of New Agendas and Future Planning

Changes to legislation and best practice are regularly reviewed by the Principal CCO who has a responsibility to make recommendations & implement changes to service plans where appropriate.

9.7 Identification of any variation from plan

Remaining vacant posts within the service will now be filled as soon as possible.

APPENDIX A- LOCAL AUTHORITY ORGANISATION – BUDGETS

DESCRIPTION	£ 2005/6 Spend	£ 2006/7 Budget
Emergency Planning		
Employee Costs	£109,450.00	£92,910.00
Supplies & Services, & Premises	£19,830.00	£16,110
	£117,280.00	£109,020.00
CCTV		
Employee Costs	£22,280.00	£24,230.00
Supplies & Services & Premises	£291,340.00	£401,220.00
	£313,620.00	£425,450.00
Public Conveniences		
Employee Costs	£27,390.00	£32,950.00
Supplies & Services & Premises	£158,480.00	£160,030.00
	£185,870.00	£192,980.00
Dog Warden Service		
Employee Costs	£5,760.00	£6,020.00
Supplies & Services & Premises	£31,460.00	£32,010.00
	£37,220.00	£38,030.00
Gross Costs		
	£653,990.00	£765,020.00

CAPITAL DESCRIPTION	£ 2005/6 Spend	£ 2006/7 Budget	£ 2007/8 Budget
CCTV			
Feasibility Study	0	£20,000.00	
New Control Room	0	0	£250,000.00
New Cameras Arcade		£15,000.00	
Planning 106 Monies as at 14 April 2006		£32,788.45	
Public Conveniences			
Building Works	£10,000.00	£10,000.00	£10,000.00

APPENDIX B – STAFFING ALLOCATION

Role	Description	Number of Staff
Managerial	Staff primarily concerned with the management of staff within CC Team. Include only the proportion of time spent on such duties	0.2
Administration	Staff that support the service within the office	0.2
Principal CCO	Staff Primarily responsible for the whole Civil Contingency Team remit and management	1.0
CCO	Staff primarily responsible for Emergency Planning remit of team	1.0
CCTV and Services Officer	Staff primarily responsible for CCTV and Services with in the remit of team	1.0
Total No. of Staff	Exclude vacant posts	3.4
Current Vacancies	CCO & CCTV and Services Officers	2.0
Long term Vacancies	More than 4 months duration	1.0

**APPENDIX C CIVIL CONTINGENCY TEAM ACTION PLAN (Updated April 2006)
EMERGENCY PLANNING**

Action	By whom	By when	Status/Notes
Emergency Planning – GENERAL			
Consider Beacon Council Application and enter if appropriate	PCCO	Mid May 06	
Review and Implement the Quarterly indicator reports	PCCO	May 06	
Review all plans available – measure against plan initial date, review date, owner of plan and exercise planning – including call out cascade	PCCO	Aug 06	CPA self assessment form 3.33a & 3.33b
Recruit to a full team	PCCO	Aug 06	
Review all required exercises and develop a programme for all parts of MIP and other plans to be exercised	PCCO/CCO	Aug 06	
Meet with all Directors/HoS re EP in their service	PCCO	Aug 06	
Review all procedures relating to equipment, IT etc	PCCO	Sept 06	
Consider a customer satisfaction survey	PCCO	Mar 07	
Implement a customer satisfaction survey	PCCO	Aug 07	
Quarterly reports to Corporate Board, Management board. Service area self assessment.	PCCO	Ongoing	
Review West Berks Assessment working with local partners	PCCO	Mar 07	CPA self Assessment form section 2
Review issues relating to mutual aid and availability of voluntary agencies in a multiple incident situation	PCCO	Mar 07	CPA self Assessment form section 3.22d
Review financial resources system in case of emergency and who has authority.	PCCO	Mar 07	CPA self Assessment form section 3.23b
Review warning & informing section of CPA assessment form – link with W&I group	PCCO	Mar 07	CPA self Assessment form section 4
Review information sharing section of CPA assessment form	PCCO	Mar 07	CPA self Assessment form section 5
Review Co-operation & Joint working section of CPA assessment form	PCCO	Mar 07	CPA self Assessment form section 6

EP Review	By whom	By when	Status/Notes
Review actions from Member Task Group	PCCO	June 06	
Member Task group – final meeting and report to Executive	PCCO	July 06	
Review & Introduce EP into all EPLO's job descriptions & managers	PCCO	Mar 07	PCCO to chase with HR
8.2 IT & Communications	By whom	By when	Status/Notes
Review and complete the framework for CC web page.	PCCO	May 06	To arrange access and training. To include CCTV, PC's and Dog Warden services.
Review Webpages quarterly and update with key info as necessary	PCCO/CCO/CCT V & SO	On-going	
Undertake full review of IT resilience within LA	PCCO	May 06	
Introduce an intranet Emergency planning page for staff	PCCO & I&C	June 06	
Introduce a global emergency Planning Section in IT folders	PCCO & ICT	June 06	
Evaluate Airwave for use within WBC	PCCO	Jul 06	Awaiting management decision
Review ACCOLC numbers registered	PCCO	July 06	
GIS – update and review contents of CD	CCO	Oct 06	CCO to review data and provide info to IT
Review Radio system- get new system up and running, apply for a licence, training for personnel	CCO	Oct 06	Procedures for use need to be developed and training completed.
Review ID card printer – produce templates for RC and TS, manual for use	CCO	Oct 06	
Review Communications resilience of WBC, determine means by which weaknesses may be resolved and implement as necessary.	PCCO & CCO	May 06 – review Jul 06 – report and actions to be taken	

Out of Hours Emergency Service	By whom	By when	Status/Notes
Review management Back-up system – explore new options and implement.	PCCO	Aug 06	
Review ECO system – explore other options in other areas– what will give the customer the best level of service most efficiently?	PCCO	July 06	
Update ECO manual	PCCO	Sept 06	
Work with any new contractor to develop manual and procedures and provide training to staff before switch over	PCCO	Sept 06	
Quarterly meeting with contractor.	PCCO/CCO	On-going	
Admin	By whom	By when	Status/Notes
Review documents held	AO/PCCO/CCO	July 06	
Review computer filing system	AO/PCCO/CCO	July 06	
Review manual filing system	AO/PCCO/CCO	July 06	
Compile ECO statistics	AO/CCO	Ongoing	
Regular filing – to be up to date at end of each month	AO	Ongoing	
Secretary for meetings – , booking rooms, produce agenda and minutes	AO	Ongoing	
Document compiling and distribution	AO	Ongoing	
Maintaining the library system	AO	Ongoing	
Purchasing equipment	AO	Ongoing	
Admin support for training days	AO	Ongoing	
3 monthly updates of MIP contact lists	AO	Ongoing	
Equipment	By whom	By when	Status/Notes
Review all equipment – identify requirements	AO/PCCO	July 06	
Test Equipment in stores	AO/PCCO	July 06	
Review all COSHH assessments	AO/PCCO	July 06	
Maintain equipment store and inventory	AO	ongoing	
Maintain wish list of equipment needed	All	ongoing	

Plans	By whom	By when	Status/Notes
Avian Flu Plan - review	PCCO	April 06	Completed
Avian Flu Plan training & Exercise	PCCO/TS	July/Aug 06	
Downstream Oil Plan – develop with partners	PCCO	Draft Plan May 06	
Pandemic influenza plan – develop with partners	PCCO	Berkshire Plan – Jun 06 WBC Plan Aug 06	
Review NHS hot weather plan – assess our responsibilities	PCCO/CCO	June 06	
COMAH plan – review current plans and ensure all upper tier sites are covered	PCCO/CCO	June 06	– complete by Mar 07 including initial exercise
Review all other potential COMAH lower tier sites	PCCO/CCO	Aug 06	
Review all Service Emergency Plans – plus all specialist plans held by services	PCCO	Aug 06	
Review Plans in line with community risk register.	PCCO	Nov 06	
Develop a plan create timetable of plan development to cover risks not already covered by plans.	PCCO/CCO	Dec 06	Consider need to include liaison with Thames Valley Police on disruption/closure of M4/trunk routes in adverse conditions
Flood plan review	PCCO/CCO	Nov 06	
Continue all off site COMAH plans review and meetings – see liaison	PCCO/CCO	On-going	
MIP – review	PCCO	Feb 07 & on-going	
Training	By whom	By when	Status/Notes
New training programme for 2006/7	PCCO	April 06	Member training at Easingwold?
Review & develop training packages for courses included in above programme	PCCO/CCO	Aug 06	
Promote and book external trg courses for staff	CCO/IAO	ongoing	Berks and EPC courses promoted and booked for staff
Provide service specific training when requested	PCCO/CCO	Ongoing	Consider briefing/training for Parish Councils
Assist with Berkshire training days as required	PCCO/CCO	Ongoing	
Strategic training with Corporate Board – recovery phase training	PCCO/CCO	Sept 06	Set date for training. Invite external agencies.

Liaison	By whom	By when	Status/Notes
Continuing liaison with AWE – review off site plan, through planning group meetings, conduct joint exercises, attend LLC meetings	PCCO/CCO	Ongoing	
Complete all off site plans for COMAH site and continue working group of interested parties	PCCO/CCO	Ongoing	Plan complete and sent out. Regular meetings still required for amendments to plan and to plan an exercise.
Continue and develop more relations with all MoD sites	PCCO/CCO	Jun 06	
Harwell – continuing liaison	PCCO/CCO	Ongoing	
Emergency Services – develop local relationships – attend joint meetings and training events	PCCO/CCO	Ongoing	
BLAEPG – attend all relevant meetings and support relevant Berkshire wide EP issues which will benefit West Berkshire	PCCO/CCO	Ongoing	
Attend Regional EPO meetings - quarterly	PCCO/CCO	Ongoing	
Safety Advisory Group	PCCO/CCO	Ongoing	
Attend the business continuity forum for Berkshire – invite local businesses	PCCO/CCO	Ongoing	
Berkshire Issues	By whom	By when	Status/Notes
IT & Communications – develop Berkshire wide GIS and lead on comms issues. Communications group to be set up.	PCCO/CCO	Mar 07	
Attend Berkshire wide meetings and training events on behalf of BLAEPG			
CBRN – attend Berkshire wide meetings and training events on behalf of BLAEPG		Ongoing	
Review Large scale evacuation plans for Berkshire		Ongoing	
Military liaison - attend Berkshire wide meetings and training events on behalf of BLAEPG		Ongoing	
Health - attend Berkshire wide meetings and training events on behalf of BLAEPG		On-going	
Nuclear -- - attend Berkshire wide meetings and training events on behalf of BLAEPG		Ongoing	

Recovery	By whom	By when	Status/Notes
Review Recovery Working Group - TOR and initial Plan	PCCO	May 06	
Annual RWG exercise – bring together members of the group	PCCO/CCO	Mar 07	
Review all plans for implications for Recovery Actions	PCCO/CCO	Mar 07	
Review Database of volunteers to help with helpline, counselling, general duties	PCCO/CCO	Mar 07	
Training for helpline volunteers – work with those who experienced Ufton Nerve	PCCO & Janet Raymond Mary Page	Jan 07	Include vol agencies
Leaflet template – use UV leaflet and generalise it. Print 100 copies.	PCCO	Jan 07	
Lead the RWG for TV LRF	PCCO	On-going	
Business Continuity	By whom	By when	Status/Notes
Support Strategy and Commissioning in the development of a council business continuity plan, attend JCC risk management meetings	PCCO	ongoing	
Develop a Strategy in order to progress External business continuity	PCCO/CCO	Nov 06	CPA self Assessment form section 8
Promotion of business continuity – press release re the leaflet	PCCO/CCO	Nov 06	
Self Assessment Actions	By whom	By when	Status/Notes
Review EPLO Self assessment targets for 06/07	PCCO	Apl 06	
Generic community risk register – develop with local multi agency group	RB	July 05	Est gp with local responders if required

GENERAL CONTRACT ACTIONS

General	Action	By whom	By when	Status
	Review all contracts regarding commencement, extensions and current compliance.	PCCO	May 06	
	Provide report for HoS and Procurement with respect to issues relating to contracts and proposals to resolve	PCCO	May 06	
	Consider all financial implications with respect to contracts and liaise with finance officer, FTSM and HoS for 06/07 and 07/08 for forward planning	PCCO	Jun 06	

CCTV

Action	By whom	By when	Status
CCTV - General			
Appoint CCTV & Services Officer	PCCO	Jul 06	
Ensure all financial contributions are requested on time	PCCO	Jul 06	
CCTV - Contracts			
Ensure contract is performing as per specification and review the contract situation.	PCCO	1 Sept 06 and on-going	
Review maintenance Contract	PCCO	Aug 06	
Ensure all staff are SIA badged and continue to be badged	PCCO	On-going	
Capital Projects			
Camera Installations			
Initiate St Johns round about camera installation	PCCO	May 06	
Initiate Arcade camera	PCCO	May 06	
New Control Room			
Award Contract for feasibility Study for control room	PCCO	June 06	
Prepare Contract for new control room	PCCO/CCTV & SO	Nov 06	Work with feasibility consultants
Award Contractors for new CCTV Control Room	PCCO/CCTV & SO	Feb 07	"
Misc			
Link with Highways re Market place camera	PCCO/CCTV & SO	Ongoing	
Link with Highways re Northbrook street cameras	PCCO/CCTV & SO	Ongoing	
Review 106 finances on quarterly basis with a view to initiating new projects	PCCO/CCTV & SO	Ongoing	

CCTV – Admin projects	By whom	By when	Status/Notes
Award consultant to review Planning Topic 12 and amend as necessary	PCCO	Jun 06	Dependant of planning funds
Review and amend as necessary the planning strategy	PCCO	June 06	With consultant and planners
Award consultant to review the Code of Practice	PCCO	Jun 06	
Complete Code of practice review and produce new one as necessary	PCCO	July 06	With consultant
Award consultant to review the Procedural manual	PCCO	Jun 06	
Complete procedural manual review and produce new one as necessary	PCCO	July 06	With consultant and planners
Undertake Statistic review of all cameras – Quarterly and shared with all relevant partners.	AO/PCCO/CCTV & SO	Jun 06 and on-going	
Mobile Cameras			
Review location of mobile cameras on monthly basis with TVP & Community Safety Manager	PCCO/CCTV & SO	Monthly & on-going	
Review CCTV Mobile Policy	PCCO/CCTV & SO	Oct 06	
Review CCTV Installation of mobile cameras	PCCO/CCTV & SO	Oct 06	
Liaison			
Attend Thames valley CCTV User Group Meetings	PCCO/CCTV & SO	Bi-monthly	
Host quarterly CCTV Development Group	PCCO/CCTV & SO	Quarterly	
Host quarterly West Berkshire CCTV User Group Meetings	PCCO/CCTV & SO	Quarterly	

PUBLIC CONVENIENCES

Action	By whom	By when	Status/Comment
Public Conveniences			
Appoint CCTV & Services Officer	PCCO	Jul 06	
Review long-term position with public conveniences across the LA. Reports to Executive for decision making process with full costs and options and responses from Town and Parish Councils following consultation.	PCCO/CCTV & SO	Start Jan 07	Aim is for any handover to take effect with effect from 1 April 2008.
Resolve the Aldermaston PC issues with the 3 PC's funding and cleaning the facility.	PCCO/CCTV & SO	Jun 06	Discussions on-going
Contract Matters			
Review contract position and consider an annual extension	PCCO	June 06	
Capital Spend			
Complete capital spend of 05 – 07 finances by June 06	PCCO	June 06	Works progressing - Monthly review
Review and approve works to be undertaken in 07 – 08 from capital budgets	PCCO/CCTV & SO	Nov 06	
Work with Libraries re the redevelopment of Hungerford Library and PC's	PCCO/CCTV & SO	Ongoing	Plans in place. Consultation ongoing.

DOG WARDEN SERVICES

Action	By whom	By when	Status/Comment
Dog Warden	PCCO	Jul 06	
Appoint CCTV & Services Officer	PCCO	Jul 06	
Contract Matters	PCCO	By when	Status/Comment
Review contract position	PCCO	July 06	
Consider review of relevant legislation with respect to this service	PCCO/CCTV & SO	Mar 07	
Consider options for provision of Service	PCCO/CCTV & SO	Ongoing	
Ensure provision of the service as per contract	PCCO/CCTV & SO	Ongoing	

Individual Decision

Title of Report:	West Berkshire Forward Plan – July 2006 to October 2006		
Report to be considered by:	Leader of Council	on:	15th June 2006
Forward Plan Ref:	ID1038		

Purpose of Report:

To advise Members of items to be considered by West Berkshire Council over the next 4 months.

Recommended Action:

That the Leader of the Council agrees and where appropriate amends the West Berkshire Council Forward.

Reason for decision to be taken:

It is a statutory requirement that a Forward Plan is produced.

List of other options considered:

N/A

Key background documentation:

None

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Supporting Information

1. Background

- 1.1 The Forward Plan attempts to cover all decisions, not just those made by the Executive, which the Authority intends to make over the next 4 months. The Forward Plan, attached as Appendix A, also shows the decision path of each item so far including Council, Executive and Overview and Scrutiny Committee.
- 1.2 As part of the continuing development of the Forward Plan we have now incorporated all Plans and Policies which are required to be approved by the Council under the Constitution. These items have been linked to the appropriate meetings of the Executive and Overview and Scrutiny Committee.

Appendices

Appendix A – Executive Forward Plan – July 2006 to October 2006

Implications

Policy:	As set out in the report
Financial:	There are no financial implications for the Council

Consultation Responses

Members:	
Leader of Council:	Leader of the Council was consulted by letter on the 31 st May 2006
Overview & Scrutiny Commission Chairman:	OSC Chairman consulted by letter on the 31 st May 2006, no response received to date
Ward Members:	N/a
Opposition Spokesperson:	N/a
Policy Development Commission Chairman:	N/a
Local Stakeholders:	The West Berkshire Council Forward Plan will be published the first working day after the Individual Decision is signed.
Officers Consulted:	Nick Carter, John Ashworth, Margaret Goldie, Teresa Bell, Steve Clark, Vicky Wheatley and there has been widespread consultation with senior managers across the Authority on the content of the Forward Plan. Given its rolling nature this consultation will be ongoing.
Trade Union:	Not sought

West Berkshire Council

Forward Plan



West Berkshire Council Forward Plan July 2006-October 2006

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
JULY 2006 (Individual Decision(s))									
ID1227	Reconfiguration of the Youth Service <i>Purpose: To reconfigure the Youth Service from four Area Teams and two Activity Teams into six Area Teams.</i>	ID	ID - 13/07/06	Children and Young People	Mark Vernon (2552)	Marcus Franks		06/07/06	
ID1042	Chief Executive's Directorate Plan <i>Purpose: To note and make comments on the Chief Executive's Directorate Plan.</i>	ID	ID - 15/06/06	Chief Executive	Nick Carter (2103)	Anthony Starsfeld		08/06/06	Moved from March 2006
ID1039	West Berkshire Forward Plan - August 2006 - November 2006 <i>Purpose: To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	ID - 13/07/06	Chief Executive	Moira Fraser (2045)	Graham Jones		06/07/06	
ID1145	Environment and Public Protection Directorate Service Plan <i>Purpose: To approve the Environment and Public Protection Directorate Service Plan.</i>	ID	ID - 13/07/06	Environment	Carole Ruse (2972)	Keith Chopping and Geoff Findlay		06/07/06	Moved from March 2006
ID1240	Newbury Retail Park, Pinchington Lane - Access Improvements <i>Purpose: To consider the use of Section 106 funding to improve access to the Newbury Retail Park and reduce congestion on Pinchington Lane.</i>	ID	ID - 13/07/06	Environment	Jon Winstanley (2087)	Keith Chopping		06/07/06	
ID1104	Nominations for Appointments to Local School Bodies <i>Purpose: To appoint school governors to governing bodies.</i>	ID	ID - 13/07/06	Children and Young People	Rosie Bass	Graham Pask		06/07/06	
ID1146	Children and Young People Directorate Service Plan <i>Purpose: To approve the Children and Young People Directorate Service Plan.</i>	ID	ID - 27/07/06	Children and Young People	Margaret Goldie (2722)	Graham Pask and Marcus Franks		20/07/06	Moved from March 2006

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West Berkshire Council Forward Plan July 2006-October 2006

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
27 JULY 2006									
EX1158	Library Service New System Selection <i>Purpose: To request approval for the choice of supplier selected to provide a new library management system.</i>	EX	Exec - 27/07/06	Chief Executive	Christine Owen (2904)	Marcus Franks		20/07/06	
EX1174	ICT Strategy <i>Purpose: To agree the Council's ICT Strategy.</i>	EX	Exec - 27/07/06 OSC - 08/08/06	Chief Executive	Kevin Griffin (2292)	Emma Webster		Exec - 20/07/06 OSC - 31/07/06	
EX1203	Annual Report of the Fostering Panel <i>Purpose: To consider the report in compliance with Fostering Regulations</i>	EX	Exec - 27/07/06	Children and Young People	Maggie Short (3101)	Graham Pask		20/07/06	
EX1046	Communications Strategy <i>Purpose: To agree the Council's Communications Strategy.</i>	EX	Exec - 27/07/06	Chief Executive	Sue Curtis Davison (2974)	Anthony Stansfeld		20/07/06	
EX1204	Annual Report of the Adoption Service <i>Purpose: To consider the report in compliance with the Adoption Regulations</i>	EX	Exec - 27/07/06	Children and Young People	Maggie Short (3101)	Graham Pask		20/07/06	
EX1185	Local Strategic Partnership Governance <i>Purpose: To approve the new protocol/constitutional arrangements for the LSP.</i>	EX	Exec - 27/07/06	Chief Executive	Emma Lamb (3041)	Graham Jones		20/07/06	Moved from June
EX1182	Review of Staff Car Leasing and Allowance Schemes <i>Purpose: To approve changes to the staff car leasing and car allowance schemes.</i>	EX	Exec - 27/07/06 OSC - 08/08/06	Chief Executive	Steve Duffin (2594)	Anthony Stansfeld		20/07/06	Moved from May 2006 to allow for further consultation
EX1051	Annual Employment Report incl. Quarterly Establishment Report - Quarter 4 <i>Purpose: To agree the annual employment report.</i>	EX OSC	Exec - 27/07/06 OSC - 08/08/06	Chief Executive	Rob O Reilly (2358)	Anthony Stansfeld		20/07/06	Delayed until the new Head of HR in post

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West Berkshire Council Forward Plan July 2006-October 2006

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EX1214	Equality Progress Report <i>Purpose: To highlight achievements since 2003 and approve audit and plan for next 12 months</i>	EX	Exec - 27/07/06	Chief Executive	Joanna Richardson (2441)	Emma Webster		20/07/06	
EX1216	Leisure Procurement Strategy <i>Purpose: (1) To consider the consultation responses from stakeholder organisations to the Options Paper considered by the Executive on 10th November 2005 (2) To agree which facilities are to be included in the contract package (3) To consider the priorities required as an outcome from the procurement process</i>	EX	Exec - 27/07/06	Children and Young People	David Appleton (2578)	Marcus Franks		20/07/06	
EX1233	Transitional Car Parking Arrangements in Newbury Town Centre <i>Purpose: To seek agreement for transitional car parking arrangements in Newbury between 2007-2009.</i>	EX	Exec - 27/07/06	Chief Executive	Nick Carter (2101)	Emma Webster		20/07/06	
EX1234	Market Street Redevelopment (Paragraph 3 - information relating to financial/ business affairs of a particular person) <i>Purpose: Members to consider the recommendations of the Newbury Town Centre Task Group in respect of taking Market Street Redevelopment Forward</i>	EX	Exec - 27/07/06	Chief Executive	Nick Carter (2101)	Emma Webster	yes	20/07/06	
EX1228	Expansion of the Neighbourhood Warden Scheme <i>Purpose: To seek agreement to the recommendation that the Warden Scheme is expanded.</i>	EX	Exec - 27/07/06	Chief Executive	Rachel Craggs (2235)	Emma Webster		20/07/06	

West Berkshire Council Forward Plan July 2006-October 2006

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
EX1236	Review of Action to Address Underperformance in Primary Schools (paragraph 1, paragraph 4, paragraph 6) <i>Purpose: To review practical actions.</i>	EX	Exec - 27/07/06	Children and Young People	Ian Pearson (2729)	Graham Pask	Yes	20/07/06	
EX1237	Approval to spend S106 Affordable Housing contributions <i>Purpose: Seeking approval to spend S106 affordable housing contributions on a scheme to be developed by a Housing Association.</i>	EX	Exec - 27/07/06	Community Services	Mel Brain (2403)	Marcus Franks		20/07/06	
EX1238	Preferred Development Partners for Affordable Housing <i>Purpose: To agree the new preferred development partners for affordable housing.</i>	EX	Exec - 27/07/06	Community Services	Mel Brain (2403)	Marcus Franks		20/07/06	
EX1239	Procedure for S106 Affordable Housing Monies <i>Purpose: To agree a procedure for spending of affordable housing S106 monies on specific affordable housing schemes.</i>	EX	Exec - 27/07/06	Community Services	Mel Brain (2403)	Laszlo Zverko		20/07/06	
C1205	West Berkshire Planning Strategy Submission Version <i>Purpose: To recommend to Council the West Berkshire Planning Strategy for submission to the Secretary of State.</i>	C	Special Council - 27 July 2006	Environment	Colin Chapman (2512)	Keith Chopping		20/07/05	
AUGUST 2006 (Individual Decision(s))									
ID1235	Traffic Management Policies <i>Purpose: To seek approval for policies for dealing with traffic management issues.</i>	ID	ID - 01/08/06	Environment	Andrew Garratt (2491)	Keith Chopping		21/07/06	

West Berkshire Council Forward Plan July 2006-October 2006

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
ID1040	West Berkshire Forward Plan - September 2006 - December 2006 <i>Purpose: To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	ID - 17/08/06	Chief Executive	Moira Fraser (2045)	Graham Jones		02/08/06	
SEPTEMBER 2006 (Individual Decision(s))									
ID1063	West Berkshire Forward Plan - October 2006 - January 2007 <i>Purpose: To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	ID - 14/09/06	Chief Executive	Moira Fraser (2045)	Graham Jones			
7 SEPTEMBER 2006									
EX1066	Level One Performance Monitoring - Quarter 1 <i>Purpose: To outline performance levels across the Council and to consider, where appropriate, the remedial action that is required.</i>	EX OSC	Exec - 07/09/06 OSC - 19/09/06	Chief Executive	David Baker (2083)	Graham Jones		31/08/06	
EX1051	Private Sector Renewal Strategy <i>Purpose: To set out the Government's reforms to private sector housing renewal legislation and to approve a revised Private Sector Strategy for the provision of grants for adaptation and repair.</i>	EX	Exec - 07/09/06	Community Services	Mel Brain (2403)	Marcus Franks		31/08/06	Moved from March 2006 Executive as further consultation required.
EX1064	Budget Monitoring - Quarter 1 <i>Purpose: To update Members on the budget monitoring position.</i>	EX OSC	Exec - 07/09/06 OSC - 19/09/06	Chief Executive	Simon Freeman (2249)	Laszlo Zverko		Exec - 31/08/06 OSC - TBA	

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West Berkshire Council Forward Plan July 2006-October 2006

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
EX1065	Quarterly Establishment Report - Quarter 1 <i>Purpose: To update Members on staffing levels across the Council</i>	EX OSC	Exec - 07/09/06 OSC - 19/09/06	Chief Executive	Rob O' Reilly (2358)	Anthony Stansfeld		Exec - 31/08/06 OSC - TBA	
EX1068	Treasury Management Annual Report <i>Purpose: To consider an Annual Report on the Treasury Management Function, reviewing the previous year's activities and performance fund for the year.</i>	EX	Exec - 07/09/06	Chief Executive	Andy Walker (2433)	Laszlo Zverko		31/08/06	
EX1069	Anti-Fraud Strategy <i>Purpose: To present the Council's Anti-Fraud Strategy.</i>	EX	Exec - 07/09/06	Chief Executive	Sean Anderson (2149)	Laszlo Zverko		31/08/06	
EX1070	Employment Strategy, including Learning and Development Strategy and Training Plan <i>Purpose: To agree the annual Employment Strategy for 2006/07.</i>	EX	Exec - 07/09/06	Chief Executive	Rob O' Reilly (2358)	Anthony Stansfeld		31/08/06	
EX1186	Engagement Strategy <i>Purpose: To approve the Council's Strategy for involving local people in decision making.</i>	EX	Exec - 07/09/06	Chief Executive	Jason Teal (2102)	Anthony Stansfeld		31/08/06	
EX1208	Funding our Priorities with Key Voluntary Sector Partners <i>Purpose: Renewing corporate service level agreements for 2007-2010.</i>	EX	Exec - 07/09/06	Chief Executive	Amanda Baggaley (2688)	Graham Jones		31/08/06	
EX1223	Review of Number of Parish Councillors <i>Purpose: To review the number of Councillors on Parish/Town Councils.</i>	EX	Exec - 07/09/06	Chief Executive	Phil Runacres (2463)	Graham Jones		31/08/06	
EX1224	Review of Election Fees <i>Purpose: To review the scale of fees for District/Parish Council Elections.</i>	EX	Exec - 07/09/06	Chief Executive	Phil Runacres (2463)	Graham Jones		31/08/06	

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West Berkshire Council Forward Plan July 2006-October 2006

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
EX1225	Electoral Administration Bill <i>Purpose: To consider the implications on the provisions contained in the Electoral Administration Bill.</i>	EX	Exec - 07/09/06	Chief Executive	Phil Runacres (2463)	Graham Jones		31/08/06	
EX1226	Health & Well-being Strategy <i>Purpose: To agree the Health & Well-being Strategy. (The Health & Well-being Strategy sets out the aims and objectives of the Health & Well-being Partnership.)</i>	EX	Exec - 07/09/06	Community Services	Teresa Bell (2730)	Joe Mooney		31/08/06	
OSC1067	Capital Programme Monitoring - Quarter 1 <i>Purpose: To inform Members of the current budget position of the Capital Programme.</i>	OSC	OSC - 19/09/06	Chief Executive	Andy Walker (2433)	Laszlo Zverko		11/09/06	
OCTOBER 2006 (Individual Decision(s))									
ID1088	West Berkshire Forward Plan - November 2006 - February 2007 <i>Purpose: To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	ID - 19/10/06	Chief Executive	Moira Fraser (2045)	Graham Jones		12/10/06	
19 OCTOBER 2006									
EX1212	Disability Equality Scheme <i>Purpose: Legally required to publish a DES by 4th December, which will set out what actions the Council intends to take over the next three years to meet the new Disability Equality Duty, including how people with disabilities have been involved in developing the scheme and how they will continue to be involved in its implementation.</i>	EX	Exec - 19/10/06	Chief Executive	Joanna Richardson (2441)	Emma Webster		10/10/06	

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