HIGHWAYS IMPROVEMENT GROUP AGENDA

Tuesday 6 October 2026
6.30 pm in Council Chamber Council Offices Market Street Newbury

To: **Highways Improvement Group:** Stuart Gourley (Chairman), Owen Jeffery, Alan Macro, Richard Somner and Clive Taylor

cc: **Officers**: Andrew Alty, Stephen Chard, Gareth Dowding, Emma Jameson, Andrew Reynolds and Jon Winstanley

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Item 1 – Apologies

Verbal Item

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Item 2 – Notes of the Previous Meeting

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Item 4 – Declarations of Interest

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Highways Improvements Group (HIG) – Terms of Reference

1. Purpose

The Highways Improvements Group (HIG) is established to provide member oversight, input, and recommendations on the prioritisation and development of highways improvement activities. The Group strengthens collaboration between elected members and officers, supports transparent and informed decision- making, and enables the Portfolio Holder to receive a balanced, cross- party steer into the decision- making process.

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2. Objectives

2.1 Support the prioritisation of Highways Improvements.
2.2 Strengthen officer–member relationships.
2.3 Increase member involvement in shaping the programme of works.
2.4 Provide the Portfolio Holder with clear, evidence- based member steer.

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3. Membership

3.1 Five elected members, based on basket principal proportionality.
3.2 Supported by Highways officers providing technical, professional, and procedural advice.
3.3 Named substitutes shall be appointed for each elected Member of the Group, with names to be confirmed.

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4. Meetings

4.1 Meetings will be scheduled every two months, with additional ad- hoc meetings convened when required.

4.2 Agendas and supporting reports will be circulated in advance of meetings.

4.3 **Public Attendance and Public Questions**
Meetings of the Highways Improvements Group may be attended by members of the public, subject to the Council's agreed procedures and any requirements to consider confidential or exempt information in private.
Members of the public may submit questions to the Group. Questions must be received no later than 10 days before the date of each HIG meeting. These will be discussed at the meeting, with a written response provided to the questioner within 5 working days of the meeting.

The process for submitting questions and the arrangements for responses will be managed in accordance with the Council's agreed procedures.

5. Inputs to the Group

5.1 Petition responses related to highways.
5.2 Annual Network Management Programme (prior to Individual Decision).
5.3 Annual Highways Improvement Programme (prior to Individual Decision).
5.4 Annual Winter Service Plan (prior to approval).
5.5 Ad-hoc Network Management requests, including medium/high impact and/or cost issues, as determined by the Portfolio Holder, or specific items requested for review by Ward Members.
5.6 Peer Review Action Plan.
5.7 Highways Term Contract Performance.

6. Approach and Activities

6.1 Review initial officer recommendations using a light-touch, evidence-based approach.
6.2 Discuss proposals collectively to inform member recommendations.
6.3 Submit recommendations to the Portfolio Holder for decision.
6.4 Review and comment on the annual Highways Improvement Programme, Network Management Programme and Winter Service Plan prior to formal approval.

7. Decision- Making

7.1 The Highways Improvements Group is advisory and has no formal decision- making powers.
7.2 Final decisions rest with the Portfolio Holder, officers exercising delegated authority, or the Executive, where required.

8. Reporting and Governance

8.1 Outputs from the Group may be referenced in decision papers or annual service plans.
8.2 Follow- up reports may be requested as appropriate.

9. Review of Terms of Reference

9.1 These Terms of Reference will be reviewed annually, or sooner if required.

10. Speed Limit Review Task Group (SLRTG)

10.1 Purpose

The Speed Limit Review Task Group (SLRTG) is convened as an ad- hoc sub- group of the Highways Improvements Group to assess requests for new or amended speed limits. It ensures objective and consistent decision- making, supports local democratic participation, and provides transparency in the assessment of speed limit changes.
The SLRTG will meet prior to the main Highways Improvements Group meeting whenever speed limit matters require consideration.

10.2 Composition

The Task Group will include Highways and Traffic & Road Safety officers, Members of the Highways Improvements Group, and a representative of the Police.
Local Ward Members and Parish or Town Councillors may attend relevant sections of meetings.

10.3 Process for Handling Requests

10.3.1 Initial officer assessment (“sense- check”).
10.3.2 Preparation for Task Group consideration, including site assessments and officer recommendations.
10.3.3 Meetings convened when approximately five to six valid requests are received (typically every nine months).
10.3.4 Participation by Ward Members and Parish or Town Councils as appropriate.

10.3.5 Where a speed limit request relates to a ward represented by a Member of the Speed Limit Review Group, that Member may present the request in their capacity as the Local Ward Member. However, to avoid any conflict of interest, the Member shall not participate in, or vote on, any recommendation or decision relating to that request. In such circumstances, a substitute Member should be appointed to participate in the consideration of the matter.

10.4 Legislative and Governance Framework

10.4.1 Speed limit changes require a Traffic Regulation Order (TRO) under the Road Traffic Regulation Act 1984.
10.4.2 Recommendations from the SLRTG will feed into a wider Integrated Decision (ID).
10.4.3 TROs require statutory consultation, and objections may trigger further Member consideration.

10.5 Relationship to the Highways Improvements Group

10.5.1 The SLRTG is an ad- hoc sub- function of the Highways Improvements Group.
10.5.2 The Task Group will meet prior to relevant HIG meetings.
10.5.3 Outputs from the SLRTG will be reported to the HIG and onward to the Portfolio Holder for decision.

11. Version Control

Version	Date	Summary of Changes
2	**September 2026**	**Updated to include named substitutes, with names to be confirmed; public attendance and public questions, with questions to be received 10 days before each HIG meeting; references to the annual Highways Improvement Programme, Network Management Programme and Winter Service Plan; and Speed Limit Review Group arrangements for ward-related requests and substitute participation where a conflict of interest may arise.**

Highways Improvement Group – 6 October 2026

Item 6 – Public Questions

Verbal Item

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Item 6 – Introduction to Marlborough Highways (New Term Contractor)

Verbal Item

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Summary of Consultation Responses

APPENDIX I

Ref Number	Name / Organisation	Date Received	Comments	Response Issued	Action
1	Cllr Martha Vickers	03/07/2026	Consideration to include roads on the Donnington Heights/ Shaw Valley estates on the Primary Treatment Network.		
2	Cllr Tony Vickers	04/07/2026	Consideration to include roads on the Coley Park estate on the Primary Treatment Network.		
3	West Ilsley PC	14/07/2026	Consideration be given to promoting Bury Lane, West Ilsley to Primary Network.		
4	Hampstead Marshall PC	27/07/2026	Consideration to include the following roads on the Primary Treatment and Snow Clearance Networks, Enborne Road (from Craven Arms PH to Kintbury Boundary including Ash Tree Corner and Chapel Corner. Park Lane (from Ash Tree Corner to the Railway Crossing at Marsh Benham). Intersection of Holtwood Road and Ash Tree Corner.		
5	Pangbourne PC	13/08/2026	Consideration to include the exit of Sheffield Close on the Primary Treatment Network.		
6	Tilehurst PC	13/08/2026	Acknowledge receipt of plan, nothing to add		

Briefing Note – Position Statement regarding Petition to Reinstate the No. 2 Bus Service to Pigeons Farm

Produced for:	Highways Improvement Group
Requested by:	Highways Improvement Group
Portfolio Member:	Councillor Stuart Gourley
Service Director:	Jon Winstanley – Service Director Environment
Date Prepared:	21 September 2026
Briefing Author:	Danielle Amor – Interim Transport & Parking Services Manager

1 Purpose of the Briefing

1.1 The purpose of this report is to provide an overview of the petition requesting that the recent changes to the No. 2 bus service be reversed and that the route be reinstated to its previous terminus at Pigeons Farm.

1.2 The briefing summarises the concerns raised by petitioners, the available patronage and performance data, the operational reasons for the service changes, and the options available to the Council.

2 Background

2.1 A petition containing 254 signatures was received on 20 July 2026 requesting that the No. 2 bus service be reinstated to its former route terminating at Pigeons Farm. Petitioners have expressed concerns that the revised route removes bus access from Monks Lane, reduces accessibility for residents of Wash Common and may adversely affect those who rely on public transport to access employment, education, healthcare, shopping and other essential services.

2.2 The changes to the local bus network were introduced on 2 August 2026 following a review of service reliability and punctuality. Prior to the changes, approximately 20% of journeys were operating late, with around one in five services failing to meet the Department for Transport's punctuality standard of operating within one minute early and five minutes late of the scheduled time. The revised network was designed to improve timetable resilience and operational performance across interconnected services.

2.3 The Department for Transport encourages timetable stability to provide certainty for passengers and recommends that timetable changes are limited to no more than two

planned change dates per year, except where operational circumstances require otherwise. This requirement forms part of the Enhanced Partnership Minimum Standards and must be adopted by March 2027.

2.4 Prior to the implementation of the revised network, ward Members were consulted on the proposed timetable and route changes. Feedback was sought by the Portfolio Holder, and responses were provided to questions raised. Following consideration of the proposals, the necessary approvals were obtained to vary the existing contract arrangements. Information regarding the changes was subsequently published through a range of channels including the Council's website, on-board notices and information displays at Newbury Library.

3 Current Status

3.1 Analysis of available passenger data indicates that Route 2 recorded 11,747 passenger boardings during the review period between May 2026 and mid-July 2026. Monks Lane-related stops accounted for 578 boardings, representing approximately 4.9% of total Route 2 patronage. Excluding Newbury College, the remaining Monks Lane stops accounted for 164 boardings, equivalent to approximately 1.4% of total route patronage.

3.2 The revised network remains in operation and has been formally registered with the Traffic Commissioner. Initial feedback indicates improvements to service reliability and timetable resilience. Further patronage and performance information covering September 2026 is expected in early October 2026 and will provide a more comprehensive assessment of the impact of the changes.

3.3 Officers continue to monitor feedback from residents, Members and stakeholders. Further patronage and performance information covering September 2026 is expected in early October 2026 and will provide a more comprehensive assessment of the impact of the changes. Officers will also continue to consider the availability of alternative transport options, including Community Connect demand responsive transport services, community transport schemes and future opportunities arising from developer-funded public transport improvements associated with planned developments in South Newbury.

3.4 The route changes were developed through partnership working under the Council's Enhanced Partnership arrangements, which require the Council and bus operators to work collaboratively to improve bus service reliability, punctuality and overall network performance. The review concluded that changes to Route 2 were necessary to address reliability concerns that were affecting both Route 2 and other interconnected local bus services.

4 Implications and Impact

4.1 The petition demonstrates local concern regarding the changes to the No. 2 service. Whilst some residents have experienced reduced accessibility and less direct journeys, the available evidence indicates that the revised arrangements support wider network reliability objectives.

4.2 Officers recognise that some residents now need to make alternative travel arrangements for journeys previously undertaken directly on the No. 2 service.

However, a range of public transport options remain available. The introduction of additional evening and Sunday bus services earlier in September 2026 has further increased opportunities for residents of Wash Common to connect with Newbury town centre and the wider bus network. Residents may also access destinations such as Monks Lane, Tesco and the retail park through the Council's on-demand Community Connect service, which operates between the South Newbury zone and locations across Newbury and the Northwest Downlands area. The service enables passengers to book journeys in advance and provides a flexible transport option tailored to passenger demand. For residents with mobility needs, Community Minibus and Community Car Schemes are also available. Officers further note the Department for Transport's decision to extend free concessionary bus travel for eligible disabled pass holders at all times from April 2027, which may improve accessibility for some users of public transport.

4.3 Any decision to reinstate or amend the route would require further registration processes, timetable revisions, publicity updates and potential financial support. Alternative options, including redesigning Routes 2 and 8, introducing additional journeys or exploring Demand Responsive Transport solutions, would have operational and financial implications that require further assessment.

4.4 Historical punctuality data demonstrated that punctuality across the Newbury & District network had been below desired levels for a sustained period. The review identified that delays experienced on Route 2 had the potential to impact the operation of other services within the integrated network. The route amendments were therefore intended to improve reliability not only for Route 2 users but also for passengers travelling across the wider Newbury bus network.

4.5 Future decisions must balance passenger demand, service reliability, financial sustainability and accessibility considerations across the wider network. Officers also recognise that petition signatures may not necessarily represent current or regular users of the service and therefore decisions should continue to be informed by objective evidence and performance data.

5 Next Steps

5.1 Officers will undertake a full review of September 2026 patronage and performance data once received in early October 2026.

5.2 The concerns raised through the petition will be considered alongside passenger usage, reliability, operational performance and stakeholder feedback.

5.3 The feasibility and implications of the following options will be assessed:

- Retain the current Route 2 arrangements.
- Redesign Routes 2 and 8 as a combined clockwise and anticlockwise service.
- Introduce additional Route 2 journeys serving Monks Lane and Tesco.
- Explore Demand Responsive Transport solutions.

5.4 In addition, significant residential developments proposed within the South Newbury area are expected to provide developer-funded public transport contributions. These contributions are intended to support new or enhanced bus services serving the

developments and surrounding areas. As these schemes progress, there may be opportunities to review public transport provision within the wider South Newbury area, including consideration of demand and connectivity requirements along the Monks Lane corridor.

6 Conclusion

6.1 The petition highlights genuine concerns regarding the impact of the Route 2 service changes on residents of Wash Common. However, the route changes were introduced to address longstanding reliability and punctuality issues, and the revised network has only been operational since 2 August 2026. Available evidence suggests that usage of the Monks Lane section is comparatively low relative to overall Route 2 patronage.

6.2 Officers therefore consider that it would be premature to reverse the changes before a full assessment of operational and patronage data can be completed. The forthcoming review of September 2026 performance information will provide a robust evidence base to determine whether further amendments should be considered. Until then, continued monitoring and evaluation of the revised network is recommended.

6.3 The Council remains committed to improving public transport accessibility, reliability and value for money across West Berkshire, whilst continuing to review passenger demand and future opportunities for service enhancements as evidence becomes available.

7 Appendices

7.1 Appendix 1 – Petition Information 2026-06 Reinstate the No. 2 Bus to its Full Route Terminating at Pigeons Farm

info@westberks.gov.uk **(01635) 42400**
Market Street, Newbury, RG14 5LD

Review ePetition

Title: Reinstate the No. 2 bus to its full route terminating at Pigeon's farm

Statement:

We, the undersigned, petition the Council to Reverse the changes to the No. 2 bus route, so that it terminates at Pigeon's farm, as it has done previously.

Justification:

The shortening of the No. 2 bus route will leave residents along Monk's lane without a bus service. It will also impact the mobility of wash common residents. Many residents use the service to access the retail park and Tesco's. Residents that are unable to drive due to age, disability, or income will be isolated from accessing vital services.
This change also stands in contrast to WBC's BSIP and LTP, with commitments to reduce car usage across the district.
There is a large demand for this bus service, with a weekly patronage of 6400. A drop in patronage will put further financial pressure on WBC (Show truncated justification text)

Submitted by: Sam Jones, 22 Bunkers Hill, Newbury, Berkshire, RG14 6tf

Status: Completed

Date submitted: 20/07/2026

Possible actions:

- Edit ePetition
- Update the status of this ePetition
- Reject this ePetition
- Send email to originator
- Add internal note
- Administer ePetition signatures
- Administer paper petition signatures
- Send email to all signatories
- Hide notes

ePetition Admin: Your Online petition Reinstate the No. 2 bus to its full route terminating at Pigeon's farm has now completed posted on Monday 31 August 2026

Your Online petition Reinstate the No. 2 bus to its full route terminating at Pigeon's farm has now completed.

It has received 254 responses.

Click the link below to see your completed Online petition:

Your Online petition

Click the link below to send us a message:

Send a note

Regards

West Berkshire Council

ePetition Admin: The Online petition 'Reinstate the No. 2 bus to its full route terminating at Pigeon's farm' supporting responses threshold now met. posted on Friday 24 July 2026

The Online petition 'Reinstate the No. 2 bus to its full route terminating at Pigeon's farm' has now received 50 supporting responses from a total of 50 as follows:

Agree: 50 responses

Click the link below to send us a message:

http://decisionmaking.westberks.gov.uk/mgEPetitionReview.aspx?id=150

Regards

West Berkshire Council

ePetition Admin: Your Online petition Reinstate the No. 2 bus to its full route terminating at Pigeon's farm is now active posted on Tuesday 21 July 2026

Your Online petition Reinstate the No. 2 bus to its full route terminating at Pigeon's farm is now active and will run from 20 Jul 2026 to 31 Aug 2026

Click the link below to view or sign your Online petition

View your ePetition

Regards
West Berkshire Council

ePetition Admin: Thank you for submitting your Online petition Reinstate the No. 2 bus to its full route terminating at Pigeon's farm posted on Monday 20 July 2026

Thank you for submitting your Online petition Reinstate the No. 2 bus to its full route terminating at Pigeon's farm.

A member of our team will review your request soon and either approve it or contact you to discuss it. You will be kept informed of progress by email.

You can see the current status of your Online petition or send us a message from the link below:

View your Online petition Reinstate the No. 2 bus to its full route terminating at Pigeon's farm

Regards

West Berkshire Council

Exit Submit

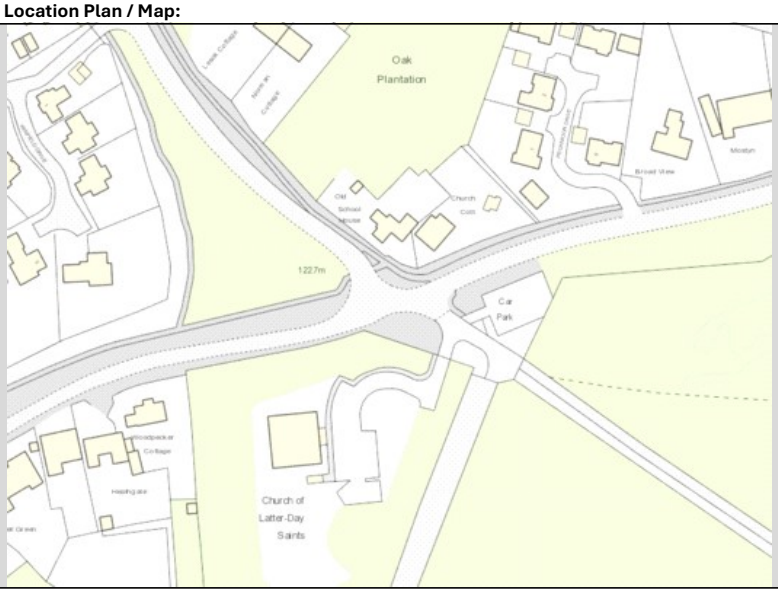
HIGHWAYS IMPROVEMENT GROUP (HIG) Scheme Appraisal Form

REFERENCE TITLE	*Bury's Bank Road Pedestrian Crossing*
Month Raised	*September*
Date of Initial Response	*September*
Officer Responsible	*Gareth Dowding*
Requested By	*ClIR Drummond*
Estimated Cost (Low/Medium/High)	*HIGH*
Officer Time (Low/Medium/High)	*MEDIUM*
Project Duration (Low/Medium /High)	*MEDIUM*

Scheme Request Description including benefits:

Assess the feasibility of installing a pedestrian crossing/cycle crossing at the top of Pyle Hill, where Greenham Road, Pinchington Lane and Pyle Hill meet. This is a busy two-way crossing and is heavily used by local walkers, cyclists, joggers, wheelchair users and parents with pushchairs, all navigating traffic near School Green and the Common. The current crossing arrangements are considered to not adequately support safe passage for these users, particularly during peak times and poor visibility conditions.

Scheme Location Plan / Map:



Officer Comments and Associated Risks

There is an existing uncontrolled pedestrian crossing allowing users to cross Bury's Bank Road and enter Greenham Common. The Speed Limit is 30mph on all roads and the area is illuminated with streetlights. There is an existing ditch on the south side of Bury's Bank Road along with a headwall adjacent to the crossing. The carriageway is formed of standard carriageway widths (typically 3.5m wide lanes). Visibility of the uncontrolled crossing on Bury's Bank Road is acceptable and the crossing is also visible from the Give Way line on Greenham Road. There is limited highway land on the south side of Bury's Bank Road.

Officer Recommendation and Justification

Review accident data and speed compliance data. Undertake user and traffic survey. Develop design to identify what land would be required to provide a controlled crossing or include a pedestrian refuge island to allow users to cross in two stages. This would be added to next financial year works programme.

HIG Recommendation (Support / Defer / Do not support)	**Date of Recommendation**
Click here to enter text	*Click here to enter date*
Portfolio Holder Decision	**Date of Decision**
Click here to enter text	*Click here to enter date*

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Briefing Note – No Named Roads

Produced for:	Highway Improvement Group
Requested by:	Cllr Tony Vickers
Portfolio Member:	Councillor Stuart Gourley
Service Director:	Jon Winstanley
Date Prepared:	21/09/26
Briefing Author:	Jon Winstanley/Paul Goddard

1 Purpose of the Briefing

1.1 The purpose of this report is to invite the Highways Improvement Group to comment on whether, and how, the Council should take forward work to develop a process for considering requests to name existing rural roads that are currently recorded as unnamed in the National Street Gazetteer.

1.2 The report is also intended to help the Group consider the relative priority of this work in light of existing pressures on the Council's Network Management Team, including its core responsibilities for development control, highway works coordination, road adoptions, street naming and numbering, and other statutory highway functions. If this work is considered a priority, the earliest it could commence would be the next financial year and it would require existing programmed projects to be pushed back into future financial years.

2 Background

2.1 Some minor rural roads in West Berkshire are recorded as unnamed in the National Street Gazetteer. In practice, this means that they may appear as "UNNAMED" or equivalent records within addressing and mapping systems. This can cause confusion for residents, visitors, delivery drivers and, in some circumstances, emergency services or other organisations that rely on accurate location data.

2.2 The issue has been raised by members representing rural areas, who have suggested that parish and town councils could have a role in identifying roads where a locally recognised name already exists or where a name would help address practical problems. The suggested approach is not for the Council to undertake a district-wide review, but to consider whether a bottom-up, locally evidenced process could be developed for cases where there is demonstrable local support.

2.3 Street naming and renaming is a statutory function that must be managed by the district council as the street naming and numbering authority. Parish and town councils could

assist with local engagement and evidence gathering, but they do not hold the legal responsibility for formally naming or renaming roads.

2.4 Section 81 of the Levelling-up and Regeneration Act 2023 now governs street renaming in England. The legislation requires sufficient local support before a street name can be altered, but no further national regulations or statutory guidance have been issued setting out how that support should be demonstrated. In the absence of national guidance, each local authority must determine a lawful, fair and proportionate local process.

2.5 Historically, the Council has relied on the street naming and numbering powers in the Towns Improvement Clauses Act 1847 to name and number new streets and properties, and to maintain existing street names and numbering records. Where requests have been made to introduce a name for an existing unnamed road, or to change an existing road name, the Council has previously considered the Public Health Acts Amendment Act 1907 and the Public Health Act 1925. In practice, the 1907 Act has rarely been used successfully because it requires a high level of resident consent and uses outdated terminology relating to ratepayers. The 1925 Act is considered more usable in a modern context, but would still require a clear local process, appropriate notices, the opportunity for objections or appeal, and sufficient officer and legal resource. Historically, only a very small number of such requests have been received each year, and past experience indicates that achieving both agreement on the principle of naming a road and consensus on the proposed name can be difficult. These have now been replaced by the Levelling up and Regeneration Act 2023.

3 Current Status

3.1 Officers are sympathetic to the aim of improving clarity where unnamed rural roads create genuine practical difficulties. A locally led process could allow communities to bring forward proposals in a structured way, supported by evidence of local need and local support.

3.2 However, this is not currently an issue that generates a significant volume of correspondence to the Council. Officer advice is that enquiries about changing or introducing road names are received at a very low level, typically around once or twice a year. This indicates that, while the issue is important in some local circumstances, it is not presently a widespread service pressure.

3.3 The Network Management Team is already managing a broad range of operational and statutory responsibilities. Any work to develop a new policy or guidance note would need to be considered against existing workloads and priorities, including the need to support development control, coordinate highway works, manage road adoption matters and maintain existing street naming and numbering services. Given the current programme of work, officer capacity would not be available to start this work before the next financial year.

4 Implications and Impact

4.1 The main benefit of taking work forward would be to provide clarity for members, parish and town councils, residents and officers on how requests relating to unnamed roads

should be made, assessed and progressed. This could reduce uncertainty and help ensure that any future requests are considered consistently and transparently.

4.2 There are also practical and legal considerations. Naming or renaming a road can affect property addresses and may be opposed by some residents or businesses. Any process would need to define who should be consulted, what evidence of support is required, how objections would be handled, and how the Council would satisfy itself that the statutory requirement for sufficient local support has been met.

4.3 There would be officer time and Legal input required to develop any new process. This would include reviewing the legislative position, preparing criteria, updating internal procedures, agreeing consultation expectations, and ensuring appropriate liaison with Royal Mail, emergency services, statutory undertakers and other organisations that rely on accurate address and street data. If this work is prioritised, it would displace other programmed Network Management activity, with those projects needing to be rescheduled into future financial years.

4.4 The Highways Improvement Group is therefore asked to consider whether this work should be treated as a priority for officer resource, progressed only if a clear and manageable scope can be agreed, or deferred until a later point when wider street naming and numbering arrangements may need to be reviewed as part of local government reorganisation. In making this assessment, the Group should note that prioritising this work would not create additional capacity; it would require the reprioritisation of existing work and the deferral of other programmed projects.

5 Next Steps

5.1 The Group is invited to comment on whether officers should undertake further work to develop a proportionate policy or guidance note for considering requests to name existing unnamed rural roads.

5.2 If members consider that further work should be undertaken, officers could prepare a short options paper setting out possible criteria, consultation requirements, governance arrangements, legal considerations, and indicative resource implications. However, this work could not commence before the next financial year and would need to include an assessment of which existing programmed projects would be delayed to release the necessary officer capacity.

5.3 Possible approaches include: taking no further action at this stage; preparing light-touch guidance for parish and town councils on the information required to support any future request; or developing a more formal policy framework in the next financial year, subject to legal review, available officer capacity and the deferral of lower-priority programmed work.

6 Conclusion

6.1 Unnamed rural roads can create practical difficulties in some areas, and the Council recognises the value of involving parish and town councils where there is local evidence that a name would assist residents, visitors, delivery drivers or emergency services.

6.2 At the same time, current correspondence levels are low and the Network Management Team is managing significant existing pressures. The Group is therefore asked to advise whether this matter should be prioritised for further work from the next financial year, progressed only in a limited and proportionate way, or deferred until there is stronger evidence of demand or a broader review of street naming and numbering processes. Should members deem this work to be a priority, it would require existing programmed projects to be pushed back into future financial years.

7 Appendices

None

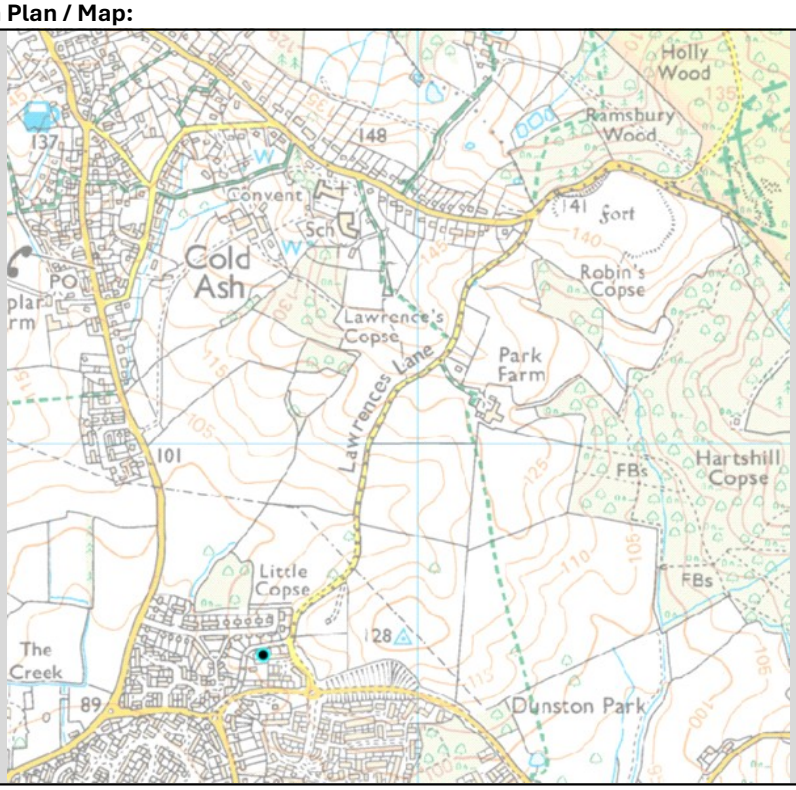
HIGHWAYS IMPROVEMENT GROUP (HIG) Scheme Appraisal Form

REFERENCE TITLE	*Lawrences Lane Access*
Month Raised	*August*
Date of Initial Response	*August*
Officer Responsible	*Gareth Dowding*
Requested By	*Cold Ash Parish Council / Cllr Codling*
Estimated Cost (Low/Medium/High)	*HIGH*
Officer Time (Low/Medium/High)	*MEDIUM*
Project Duration (Low/Medium /High)	*MEDIUM*

Scheme Request Description including benefits:

An Experimental Traffic Regulation Order was made in 2022 and expired in January 2024 for the prohibition of motor vehicles over this road allowing safe walking, cycling, riding along this lane. Request to make a permanent TRO for this lane so that motor vehicles are unable to use the lane making it a safe lane for non-motorised users.

Scheme Location Plan / Map:



Officer Comments and Associated Risks

The bollards that were installed to prevent motorists from using the lane during the trial were frequently removed resulting in additional costs to replace the bollards. At the end of the ETRO, there was no clear and obvious solution to enforce the restriction and maintain a safe vehicle free environment for non-motorised users. Bollards or gates are likely to be removed and may restrict certain bicycles from using the lane. An ANPR enforcement system could be introduced at either end and is likely to be in the order of £80k plus ongoing maintenance/operational costs and will not physically prevent vehicles from using the lane but would offer a system to issue PCN.

Officer Recommendation and Justification

Our recommendation is to not progress with this scheme as there is no physical solution that will prevent vehicular access that won't be vandalised/removed and the cost of an ANPR system is not considered value for money due to the high capital and ongoing revenue costs. In addition, it would not physically prevent motor vehicles using the lane so users may think that they are in a traffic free environment but may actually not be as safe as they thought they would be.

HIG Recommendation (Support / Defer / Do not support)	**Date of Recommendation**
Click here to enter text	*Click here to enter date*
Portfolio Holder Decision	**Date of Decision**
Click here to enter text	*Click here to enter date*

HIGHWAYS IMPROVEMENT GROUP (HIG) Scheme Appraisal Form

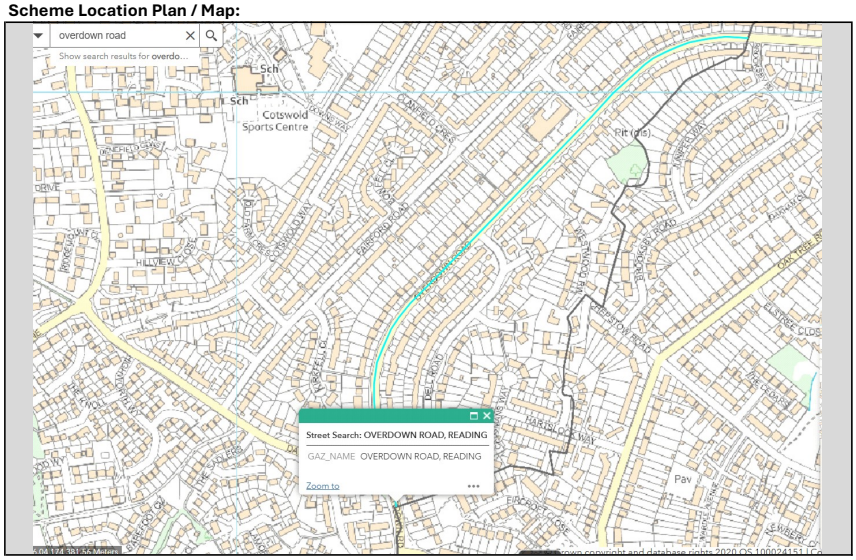
REFERENCE TITLE	*Overdown Road pedestrian crossings*
Month Raised	*August*
Date of Initial Response	*August*
Officer Responsible	*Gareth Dowding*
Requested By	*MP Olivia Bailey*
Estimated Cost (Low/Medium/High)	*HIGH*
Officer Time (Low/Medium/High)	*MEDIUM*
Project Duration (Low/Medium /High)	*HIGH*

Scheme Request Description including benefits:

Overdown Road is split between Reading Borough and West Berkshire, with the section that is most used by people crossing the road – between Brooksby Road and Dark Lane in West Berkshire. Of the people that completed my survey, 90% felt that a pedestrian crossing point would help make crossing the road safer. Older residents have told me about concerns crossing the road to go to and from the shops and families and young people have shared their experiences of difficulties crossing Overdown Road when going to and from school at Denefield, Westwood Farm and Downsway.

I know that councillors for Kentwood Ward on Reading Borough Council have supported calls for a crossing on the section of Overdown Road that is in Reading Borough, but I am not aware of West Berkshire Council having done so. I would therefore ask that WBC look at putting in place a crossing that would allow residents to cross safely to get to and from the shops and local schools.

Scheme Location Plan / Map:



Officer Comments and Associated Risks

The Speed Limit is 30mph and the area is illuminated with streetlights. The carriageway is formed of standard carriageway widths (typically 3.5m wide lanes) with traffic calming features. Residential area with most properties having dropped kerbs for vehicle access to private off-street parking. Carriageway is tree lined (often large mature trees). Large car park and bus layby by the shops. It may be difficult to fit a controlled crossing in around the existing highway constraints.

Officer Recommendation and Justification

Review accident data and speed compliance data. Undertake user and traffic survey. Develop design to identify what could be provided with regard to improved crossing facilities or include a pedestrian refuge island to allow users to cross in two stages. This would be added to next financial year works programme.

HIG Recommendation (Support / Defer / Do not support)	**Date of Recommendation**
Click here to enter text	*Click here to enter date*
Portfolio Holder Decision	**Date of Decision**
Click here to enter text	*Click here to enter date*

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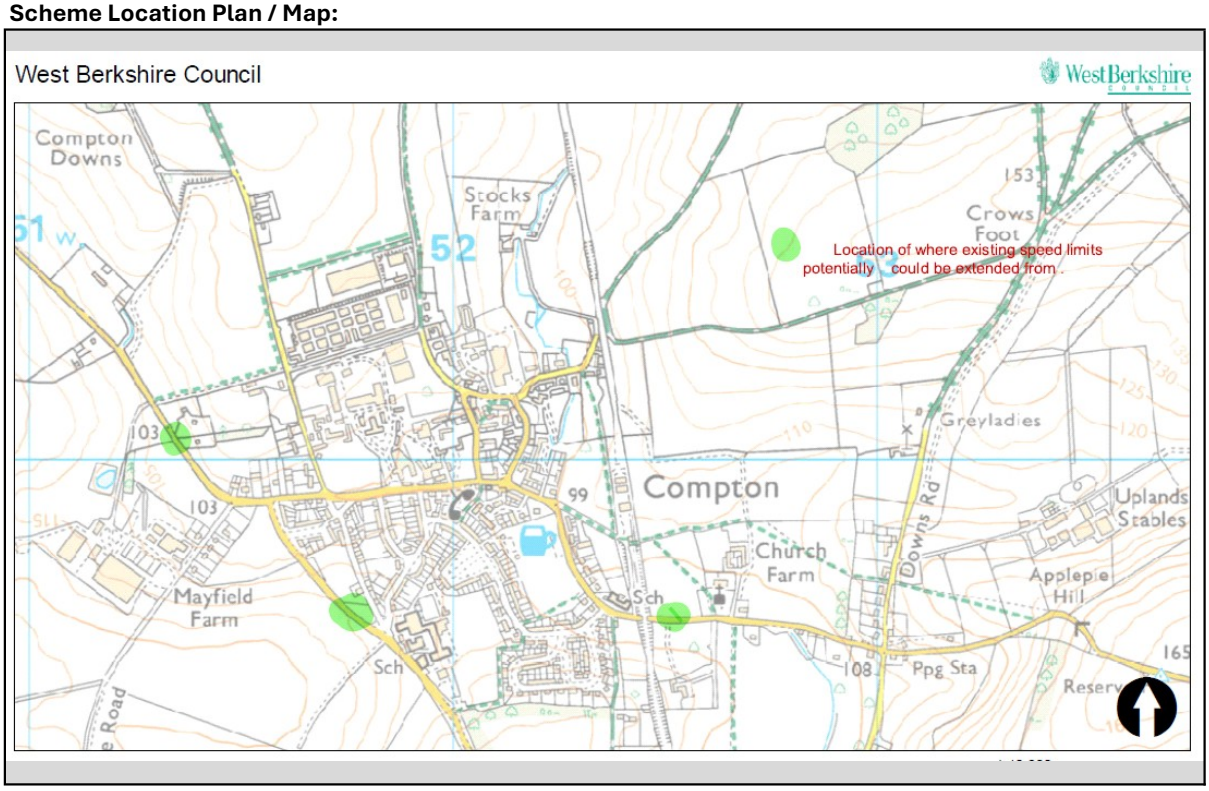
HIGHWAYS IMPROVEMENT GROUP (HIG) Scheme Appraisal Form

REFERENCE TITLE	*Compton Speed limit changes*
Month Raised	*August*
Date of Initial Response	*August*
Officer Responsible	*Gareth Dowding*
Requested By	*Compton Parish Council*
Estimated Cost (Low/Medium/High)	*HIGH*
Officer Time (Low/Medium/High)	*HIGH*
Project Duration (Low/Medium /High)	*HIGH*

Scheme Request Description including benefits:

The Parish Council has asked for the existing 30 mph entry speed limit locations into the village to be extended further out from the village to encourage slower speeds through the village. They are particulary worried about the entry by the Secondary School as that is crrently 40 mph and by the pumping station due to the high volume of lorry/tractor movements from the farm in that area (up to 120/150 a day at peaks)

Scheme Location Plan / Map:



Officer Comments and Associated Risks

As explained to the Parish at the Parish meeting this was presented to officers as just changing a speed limit sign and moving the entry point will not necessarily change driver behaviour and a speed limit change may require additional works as well to support the change. The cost of these additional works can be as much as the speed limit change works so it is advisable to look at non speed limit changes first with works such as VAS, signaging and enhance lining.

Officer Recommendation and Justification

Put these works on the list for 27/28 and assess signing and lining works works in advance of any speed limit changes and to include enhanced gateway features.

HIG Recommendation (Support / Defer / Do not support)	**Date of Recommendation**
Click here to enter text	*Click here to enter date*
Portfolio Holder Decision	**Date of Decision**
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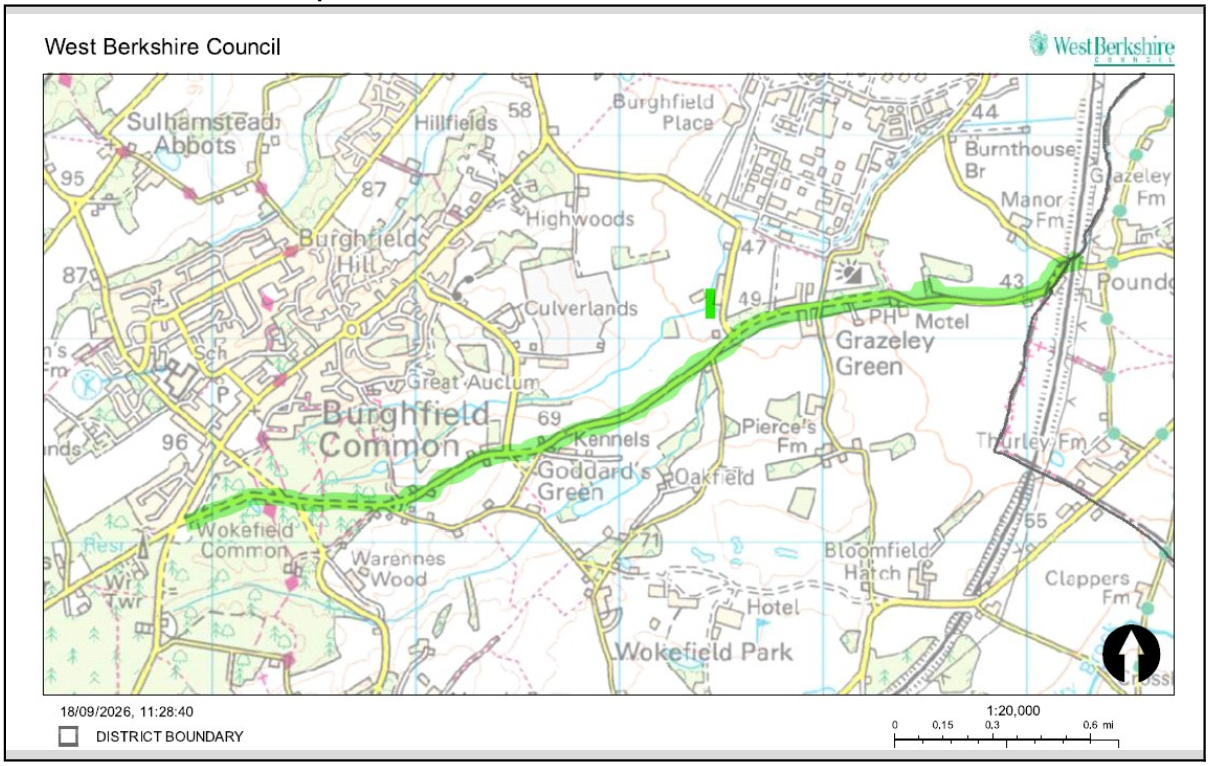
HIGHWAYS IMPROVEMENT GROUP (HIG) Scheme Appraisal Form

REFERENCE TITLE	*Goring Lane Grazeley Speed Limit review request*
Month Raised	*April*
Date of Initial Response	*April*
Officer Responsible	*Gareth Dowding*
Requested By	*Ward Member*
Estimated Cost (Low/Medium/High)	*HIGH*
Officer Time (Low/Medium/High)	*HIGH*
Project Duration (Low/Medium /High)	*HIGH*

Scheme Request Description including benefits:

The Parish Council through the Ward member has asked for Goring Lane to be assessed for a 40 mph speed limit along its entire length.

Scheme Location Plan / Map:



Officer Comments and Associated Risks

Requests such as this one would normally just go to the SLR for assessment however this location has been to review a number of times over the years and the recommendation and outcome recently has been the same in that changing the speed limit would not be of any benefit to users of the Highway and that measures such as continued vegetation cut back , lining and signing refreshes and new signage at hazard sites would be a better option. It was therefore agreed that a review of the existing signage and lining would be carried out along with site visits by WBC/TVP at know incident locations to assess whether individual measures are required at those locations.

Officer Recommendation and Justification

Due to the ongoing service works along Goring Lane it hasn't been possible to undertake the full review yet but isolated assessments of junctions have been undertaken and vegetation/worn out lining/signage has been identified and actions to resolve that taken, however vegetation is an ongoing issue and it is therefore recommended that financial attention is given to increasing budgets for dealing with vegetation and this is treated in a similar manner to budgets for items such as signing and lining and speed limit changes as clear visibilty splays can be more beneficial than just sign and speed limit changes. It is not presently proposed to alter the speed limit as it is deemed unnecessary by us and TVP when there are other things that need to be

HIG Recommendation (Support / Defer / Do not support)	**Date of Recommendation**
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Portfolio Holder Decision	**Date of Decision**
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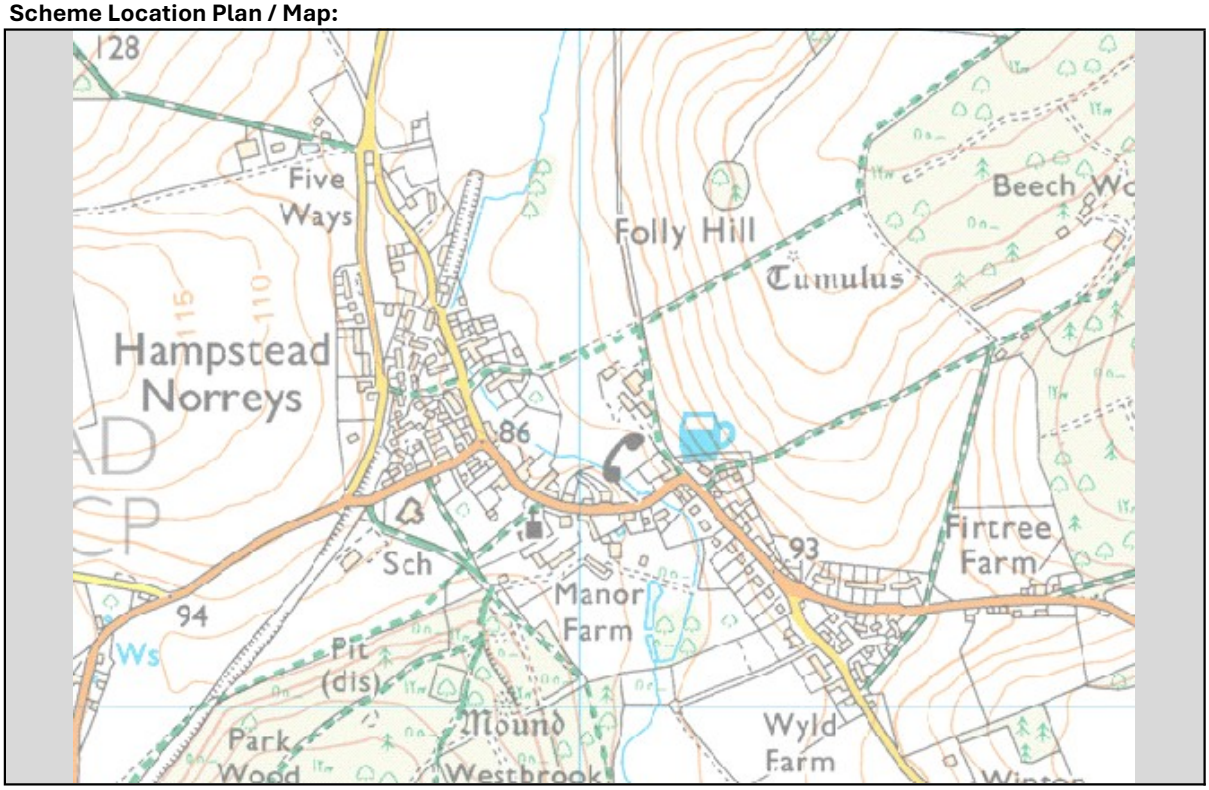
HIGHWAYS IMPROVEMENT GROUP (HIG) Scheme Appraisal Form

REFERENCE TITLE	*Hampstead Norreys Speed limit petition*
Month Raised	*August*
Date of Initial Response	*August*
Officer Responsible	*Gareth Dowding*
Requested By	*Hampstead Norreys Parish Council*
Estimated Cost (Low/Medium/High)	*MEDIUM*
Officer Time (Low/Medium/High)	*HIGH*
Project Duration (Low/Medium /High)	*HIGH*

Scheme Request Description including benefits:

The Parish Council have requested that the existing 30 mph speed limts within the village are assessed for changing to 20 mph speed limits and the existing entry points into the village are reviewed to see if the 30 mph start points can be extended

Scheme Location Plan / Map:



Officer Comments and Associated Risks

This request would have to initially go to the Speed Limit Review Team for approval before this is placed on the works programmme . Prior to that a desk top review of accident and speed data would be carried out and that review would form the basis of the SLR report for consideration. Speed limit changes on their own do not directly result in driver behaviour changes unless the environment around the speed limit supports the change too. It is necessary sometimes to include additional measures to support the speed limit change.

Officer Recommendation and Justification

The next SLR meeting will form part of the Decemember 2026 HIG meeting and the intention is to include this request at that meeting. Due to current work loads and budget restrictions this scheme if approved at HIG to go to public consultation wouldn't be started until the financial year 27/28 and if approved not installed until late 27/28 early 28/29.

HIG Recommendation (Support / Defer / Do not support)	**Date of Recommendation**
Click here to enter text	*Click here to enter date*
Portfolio Holder Decision	**Date of Decision**
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Appendix B - Peer Review Action Plan

No.	Action	Responsible	Timescale	Resource Required	Outcome	Progress
	Stakeholder Management and Customer Satisfaction					
Priority for 2025/26 Financial Year						
1	Develop a bespoke Highways Stakeholder Management and Communications Plan.	Service Director	Mar-26	None	Improved communication and engagement. Better understanding by staff and member of what is comms and engagement can be expected.	Drafted and included within updated Asset management Strategy.
2	Introduce a Charter between elected members and officers to set out the behaviours and communication protocols to be observed by all parties.	Service Lead	Mar-26	In house staff and members	Closer working and collaboration between officers and members, better understanding of each other's roles and improved communication and customer service.	No progress. To be developed through the Highway Improvement Group.
3	Invest in specific, highways focused resource to complement corporate capacity in respect of customer communications. i. A key role for this post holder would be to craft and communicate good news stories through social and other media.	Service Lead	2026/27	HR input	Improved engagement and comms and generally raise the profile and perception of the service.	No progress. Halted due to financial position and reduction in Council funded operations.
For 2026/27						
3	Ensure the website and other relevant systems are maintained fully up to date and allow customers to self-serve wherever possible.	Service Manager	2026/27	Assistance from the newly recruited customer excellence officer and digital colleagues.		Complete. Highway Improvement and Footway Improvement programmes updated monthly.
4	Develop a suite of bite sized (5 minute) videos for each highways related activity, for inclusion in customer and elected member communications, that describe the purpose, specification and processes for the activity as well as successes achieved and future plans.	Service Lead	2026/27	Subject to recruitment of Customer Excellence Officer, Digital & Comms also required.	Ensure elected members have the skills and knowledge to be effective advocates for the service.	Filming for pothole journey complete. Comms working on the video.
5	Further develop a performance dashboard and share monthly with all elected members.	Service Lead	2026/27	Digital, ICT.	Improved reporting on service goals and priorities.	Complete.
6						
7	Develop clear protocols and workflows to be applied in respect of requests that fall outside the annual works programme. Specify explicitly how funding and capacity considerations are to be dealt with.	Network Manager	2026/27	Customer Excellence Officer, Digital.	Transparency for Members and the public on how requests are assessed and prioritised, with a clear indication of demand within the service.	Network Management requests being taken to the Highway Improvement Group which will be dicussed in public.
9	Initiate a Task and Finish group comprising senior officers and leading members to consider how best to develop a sustainable solution to a specific issue, a priority being Traffic Regulation Orders, which currently strains the relationship.	Service Director	2026/27	Potential Policy Development Sub-Group.	Understanding of the process with possible efficiencies with a goal of a more streamlined way of working.	Complete. This has been included within the Highway Improvement Group ToR's.
10	Use the outcomes of this value for money assessment and other intelligence to develop a Service Improvement Plan that can be communicated to all stakeholders, with regular updates on progress.	Service Lead	2026/27	In-house staff.	Service Development Plan produced with clear goals and time targeted objectives.	Service plan for the coming year complete. Service development plan to be updated in 2026/27.
11	Consider with relevant corporate colleagues whether the Council should introduce more formal customer service training for all staff, as well as leadership training for all aspirant and new managers that focuses on softer skills including collaboration and stakeholder management.	Service Director/CMT	2026/27	Potential external trainer.	Improved customer service skills throughout the service.	No progress
12	Periodically survey all stakeholder groups directly, to obtain first hand feedback on their perception of the service and suggestions for improvement. This feedback will help inform both future strategy and identify groups who require better or more comprehensive engagement.	Service Managers	2026/27	Consultation Team	Develop surveys and methods of feedback from the public and stakeholders on service delivery.	Will follow on from the Stakeholder Management and Communication Plan.
	Capacity and Resources					
Priority for 2025/26 Financial Year						
13	Complete the recruitment exercise currently underway to acquire the additional engineering and technical staff required to deliver the core service.	Service Director/Service Leads/ Highways Managers	Dec-25	HR, Digital, Comms.	Successful recruitment to key posts.	Complete.
14	Alongside the introduction of the new term maintenance contract in 2026, ensure productivity indicators are in place for all functions, whether internally or externally provided, and are easily visible to all parties.	Service Director/Service Lead	Nov-25	Specialist consultant.	Targeted KPI's and improved productivity.	Complete. Included within new Term Contract.
For 2026/27						
15	Develop a comprehensive staff resilience plan that reflects the multiple initiatives that will be needed to start to address the capacity and skills challenge. AI solutions must form part of the strategy	Service Director	2026/27	HR	Identification of key posts, succession planning, service resilience and efficiency opportunities.	No progress.
16	Review all systems and processes to ensure they are as lean and digitised as possible and put in place mechanisms to quickly identify, and adopt where appropriate, AI solutions as they emerge across the sector.	Service Leads, Service Managers.	2026/27	Transformation.	Improved processes and systems. Potential efficiencies and building capacity.	To be included in the business support review.
	Performance Management					
Priority for 2025/26 Financial Year						
17	Determine the medium term strategic objectives for WBCHS and assign outcome measures of success, with milestones, for each objective. Reflect these in the highest tier of the performance management framework.	Service Director, Exec Director, Portfolio Holder.	Mar-26	N/A	Top 10% of roads by condition.	Complete. Included in new term contract and HIAMS update.
18	Use the introduction of the new term maintenance contract in 2026 to establish a robust performance management framework, covering all aspects of the service	Service Director	Nov-25	Specialist consultant.	Ensure Council and Service objectives are aligned and that a high performance service and contract is delivered.	Complete.
For 2026/27 Financial Year						

19	Ensure all policies, strategies, operational delivery programmes and contract, function, team, and individual performance activities are demonstrably linked to achieving one or more of the strategic objectives.	Service Director	2026/27	N/A	Targeted objectives	To be included in the Service Improvement Plan.
20	Develop a Service Improvement Plan, as an explicit statement to all stakeholders, that sets out what needs to be improved, how WBCHS intends to address this, how the improvement journey will be funded and the timeframes and metrics that will allow progress and success to be measured.	Service Lead	2026/27	In-house staff.	Service Development Plan produced with clear goals and time targeted objectives.	This action plan will for the basis of the Service Improvement Plan.
	Asset Management					
Priority for 2025/26 Financial Year						
21	Complete the update of the asset management plan. Ensure all key asset groups are covered and that the 'state of the nation' is known for each group including condition, customer demand, service levels and customer satisfaction to make the case for investment or to establish deliverable service levels with the resource available.	Highways Manager	Mar-26	Specialist consultant.	Instil best practice asset management practices and ensure corporate objectives are carried through service delivery.	Complete. ID on 28 Aug.
For 2026/27						
22	Consider the acquisition of modelling software to enable all stakeholders to visualise the longer term impact of different levels of investment on all asset classes.	Highways Manager	2026/27	Procurement	More accurate forecasting of the impact of investment on asset condition.	Could be developed with asset management software provider.
	Income Generation					
23	Construct a business case for additional resource to extend the breadth of income generation activities being undertaken. This should include: i. Developing a design and build offer for developers. Conversations with Staffordshire County Council would help to inform this.	Service Lead/ Network Manager	2026/27	N/A	Potential service improvements funded by third parties.	Complete. Benchmarking peer review undertaken which has confirmed existing income streams are competitive.
24	Through the contractor and relevant regional and national networks, develop a better understanding of the breadth of services for which other authorities charge and determine which of those charges should be introduced in West Berkshire.	Service Director/Service Lead	2026/27	N/A	Potential income streams.	As above.

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Item 12 – For Information – DfT Highways Transparency Report Submission

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Item 13 – Any Other Business

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