



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
Berkshire RG5 4JZ
Tel: 0118 969 0356

To: **Members of the Community Services Committee**

Councillors L. Hayward (Chairman); L. Higgs; M. Holmes; C. Lawley; D. Mills;
R. Neall; D. Smith; W. Soane; M. Walker

NOTICE IS HEREBY GIVEN that a meeting of the Community Services Committee will be held at The Oakwood Centre at 8.00 pm on Tuesday 4 June 2013, at which your attendance is requested.

Deborah Mander

Deborah Mander
Town Clerk

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
3. **MINUTES OF THE COMMUNITY SERVICES MEETING – 23 April 2013**
To approve the minutes of the meeting of the Community Services Committee meeting held on 23 April 2013 and that the Chairman to sign them as a true record. *(These minutes were provided in the Full Council agenda of 14 May 2013)*
4. **JUST AROUND THE CORNER**
To receive a verbal report from Sam Milligan, JAC.
5. **BUDGETARY CONTROL**
To note **Report No. CS 9/13.**
6. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
To receive the report of the Woodley Town Centre Management Initiative meeting held on 17 April 2013. *(Appendix 6)*
7. **YOUTH WORKING PARTY**
To receive the reports of the Youth Working Party meetings held on 1 May and 22 May 2013. **Report No. CS 10/13 and CS 11/13.**

8. **HIGHWAYS**

- a) **Road Works/Street Works Major Project Co-ordination meeting**
To note the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meeting held on 7 May 2013. **(Appendix 8a)**
- b) **Highway Maintenance Management Plan**
To consider the Wokingham Borough Council Highway Maintenance Management Plan. **(Appendix 8b)**
- c) **Highways requests**
At the last meeting it was agreed to investigate whether emergency road repairs could be added to the Highways Capital programme before a decision was made on the third highways project. The Town Council has investigated and road repairs are separate to highways requests. Members are asked to consider a third item to be added to the 2013/14 Highways Capital programme.

9. **STREET LIGHTING AT SOUTH LAKE**

One footpath light located at the edge of South Lake has been out for some months. Southern Electric Contracting has been unable to repair the light due to access issues. Safety regulations are such that the column cannot be accessed using a ladder. Historically the contractor has accessed the column using a small vehicle with high lift access, however, they no longer own this vehicle and they are unable to attend to the column. The contractor has suggested replacement of the column with a modern mid-hinged unit to enable lamp changes to be carried out by engineers on foot. Officers are investigating the available options.

10. **BUS SHELTERS**

Two bus shelters have sustained damage through contact with a vehicle and have been deemed beyond economical repair by the manufacturer. These shelters are located at Fairwater Drive and Reading Road (by Howth Drive).

The shelter in Fairwater Drive was hit by a bus and the issue has been passed to Reading Buses insurers. The shelter on Reading Road will be replaced by Wokingham Borough Council at no cost to the Town Council.

11. **MINUTES OF THE ALLOTMENTS WORKING PARTY**

To note the minutes of the Allotments Working Party meeting held on 20 May 2013. **Report No. CS 12/13.**

12. **MINUTES OF THE re3 STAKEHOLDER MEETING**

To note the minutes of the re3 Stakeholder meeting held on 26 March 2013. **(Appendix 12)**

13. **CAMPAIGN AGAINST WASTE MEETING**

To note the minutes of the Campaign Against Waste meeting held on 15 April 2013. **(Appendix 13)**

14. **COMMUNITY REFUSE VEHICLE**

This item was deferred at the last meeting but the committee was asked to consider a request for the addition of a third site in another area of the town that the community refuse vehicle could be sited. Following discussion with Waste Management, Wokingham Borough Council, it has been suggested for the community refuse vehicle to be sited at Drovers Way and South Lake Crescent on even months and on odd months at the Airfield Centre and Viscount Way. Members are asked to consider this proposal.

15. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- *Wokingham CAB statistics report – April 2012 – March 2013*
- *ME2 Newsletter – April 2013*
(available at the meeting)

16. **PUBLICITY/WEBSITE**

To consider items to be publicised.

COMMUNITY SERVICES COMMITTEE BUDGETARY CONTROL 2013/14

EXPENDITURE	Budget	Budget as at	Actual Exp	Actual Exp	Information
	2013/14	30/4/13	as at 30/4/13	as % of Budget	
ALLOTMENTS	16455	1371	826	5.0	Lease costs not spent.
PARTNERSHIP PROJECTS	34927	2911	6779	19.4	Service Level Agreement quarterly payment to JAC in advance.
GRANTS	28014	2335	0	0.0	50% of most grants paid in May.
AMENITIES	9248	771	241	2.6	No charges yet for street lighting repairs or fuel.
EVENTS	6931	578	180	2.6	No expenditure on Carnival or promotions at this point
CAPITAL AND PROJECTS	8476	706	0	0.0	Loan paid in March and September
TOTAL	104051	8671	723	0.7	

Figures in this column are budgets at month 1

INCOME	Budget	Budget as at	Actual Inc	Actual Inc	Information
	2013/14	30/4/13	as at 30/4/13	as % of Budget	
ALLOTMENTS	7018	585	48	0.7	Income from new tenants - invoices sent out in December.
PARTNERSHIP PROJECTS	0	0	0	0	
GRANTS	0	0	0	0	
AMENITIES	0	0	0	0	
EVENTS	0	0	0	0	
CAPITAL AND PROJECTS	0	0	0	0	
TOTAL	7018	585	48	0.7	

Figures in this column are budgets at month 1

NET
NB. Target 8.3%

Minutes of the meeting of the Woodley Town Centre Management Initiative Management Committee held at 6pm on Wednesday 17 April 2013 at the Oakwood Centre

Present:

M. Holmes – Chairman
 M. Norris – Vice Chairman
 B. Rowland - WTC Cllr
 K. Baker – WBC Cllr
 V. Glandfield – Hospice Care
 R. Wingrove - Market trader
 D. Mander - Town Clerk WTC
 K. Haines – WBC Cllr
 J. Wright – Woodley resident
 C. Towse – TVP
 N. Shepherd – TVP
 and J. Nurse Wokingham Times

J. Whittaker - TVP
 M. Rasool - Parkers
 C. Lawley – Cllr WTC
 M. Perry – Woodley Women's Club
 S. Smith - Woodley Women's Club
 I. Hills - resident
 G. Davies – Beechwood School
 J. Yule – Boots and resident
 N. Evans – Bosco Lounge
 MC Peterson – Bosco Lounge

Apologies:

J. Lherbier -Town Centre Manager- TCM, L. Callinan – Lidl District Manager, L. Grebol – Market Manager, M. Smith – TVP, V. McNicholas – TVP, J. Swain - TVP. A. Nicholls – WBC, N. Evans - Waitrose

The Chairman explained that a bereavement in his family meant that Town Centre Manager would not be attending the meeting. All passed on their best wishes to Jacques Lherbier.

Minutes of the Management Committee meeting held on 30 January 2013

It was agreed that the minutes of the meeting on 30 January 2013 be approved.

Security in the town centre

PCSOs Clare Towse, Jo Whittaker and Nicola Shepherd attended the meeting and reported on the following:

- Waitrose had made a room available for training on Shopwatch to be provided by the PCSOs – a couple of dates for this would be arranged by the PCSOs.
- Shoplifting was an ongoing issue – staff vigilance had recently identified potential shoplifters which the PCSOs commended them for.
- Since the last meeting there had been 4 calls reporting anti social behaviour in the centre - 2 of them at Lidl. There had been 2 thefts of disabled badges in the disabled parking in the central disabled car parking area and one attempted distraction theft.

There was a discussion about the reduction in anti social behaviour reports and the reasons for this. The PCSOs thought this was the result of a combined effort from those working with young people and the police team. In response to a question PCSO Towse said the team in Woodley was up to full strength and the town centre would be covered during shifts, including the evening ones.

Financial Report

The 2012/13 year end financial report was noted, as was the receipt by the TCMI of the £10,000 Town Team funding and the disappointing contribution from traders. A question was asked about the non contribution of the banks to the TOMI. Mark Norris said this could be a similar situation to his where the landlord's service charge included a contribution to the TCMI. Under this item it was also noted that the Executive Sub Committee had discussed depositing some funds in Berkshire Community Savings and Loans to achieve some interest income. This had yet to be followed up. Cllr B. Rowland declared an interest in this item, as a director of the CSL.

The proposed budget for 2013/14 as presented was approved.

Town Centre Manager's Report

Items noted were:

- Bosco Loungers was due to open at the beginning of May.
- Take Two Pizza – a restaurant/takeaway had applied for a licence in the former sports shop on Crockhamwell Road.
- Chapter One bookshop was the regional winner of the Independent Bookseller of the Year in the Bookseller Industry Awards.
- The Town Centre manager has written to the Saturday traders to see if there was interest in attending the monthly Farmers Market where footfall needed building up.
- Easter Chick Hunt forms – suggested that this be larger to be able to be filled in more easily.

Car Parking figures

In response to a question Cllr Baker said there had been no progress to his knowledge regarding Lidl customers' parking arrangements and that he would follow this up.

On the matter of the car park usage figures and how these were produced Cllr Baker explained that he received the figures from officers at Wokingham BC and which he then entered into the spreadsheet he had set up to give cumulative and comparative figures. He was happy to continue to do this and provide these figures to the TCMI. It was agreed that these figures were useful to the TCMI and that the arrangement with Cllr Baker continue.

Under this item Cllr Baker also informed the meeting of the refusal of the planning application from Lidl to seek permission to advertise around the perimeter of the Headley Road car park, which is owned by Wokingham BC. The decision was being appealed but Cllr Baker informed the meeting that if the appeal were allowed permission would not be granted for WBC property to be used for advertising in this area.

North End Town Centre Improvements

It was reported that at the most recent Executive Sub Committee meeting possible plans to improve the north end of the town centre had been discussed as part of the plan for the use of the £10K Town Team funding.

Cllr Rowland said she was working with someone on a plan for this area and reported that the Town Council had applied to Wokingham BC for developer contribution funding to provide public toilets in the town centre. Some initial work had identified that the likely area for the toilets would be by the Chequers car park. At the Executive Sub Committee it had been agreed that some plans for a more modern 'pagoda' structure be sought. Concern was expressed that a different design might mean the present use of the pagoda being lost. It was confirmed that all designs would come to the management Committee and that the intention was to provide a more up to date structure under which activities like the ones presently undertaken would be able to take place.

The Chairman asked that if anyone had any ideas to improve this end of the town centre to let the Town Centre Manager or Mark Norris know.

Questions

Cllr Baker agreed to enquire on the ownership of the paved area outside the Chequers.

In response to a question about the availability of parking permits for people who work in Woodley it was noted the council would be unlikely to give free parking and that these places would take up shoppers car parking spaces.

In response to a question regarding the garage area at the back of Nat West it was agreed that the Town Centre Manager investigate if anything can be done to improve this area.

The meeting closed at 7.30pm

Next meeting dates – 2013 (at 6pm): 3 July, 9 October

Woodley Town Council

**Report of a Meeting of the Youth Working Party held at The Oakwood Centre on
Wednesday 1 May 2013 at 4pm**

Present: Councillors K. Gilder (Chairman), E. Rowland

Also present: D. Mander, Town Clerk, Woodley TC
P. Blount, Area Youth Work Manager, Wokingham BC
C. Lawley, Chairman, Community Services Cttee - WTC
K. Nicker, Youth and Community Worker, Wokingham BC
L. Eke, Schools Liaison Officer, Thames Valley Police
T. Eisner, JAC
L. Duff, Ambleside Neighbourhood Partnership Manager, Wokingham BC
S. Pickles, The Venue, Woodley Baptist Church
I. Mullens, The Loft, Emmanuel Church
S. Alexander, Waingels College
C. Emerson, Bulmerhse School
S. Griffiths, Wokingham BC
C. O'Leary, Wokingham BC

Apologies: S. Flower, resident
A. Bunn, Leisure Services Manager, Woodley TC
Rev. M. Neads, Chair – Churches Together in Woodley

1. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

2. **MINUTES OF THE LAST MEETING**

The minutes of the meeting of 17 March 2013 were agreed as a correct record.

3. **YOUTH SERVICE REVIEW**

It was agreed that the meeting would review the typed up notes from the last meeting held on 17 April and check for understanding and accuracy. Sara Griffiths agreed to amend the notes as discussed.

The matter of the ending of the lease between the Town Council and Wokingham Borough Council in 2015 was raised as an issue that was preventing effective planning for the period up to the end of the lease and Sara Griffiths agreed to seek a statement from WBC about this. Cllr Rowland said that there were no current plans for the Town Council to hand the building back before the end of the lease.

There was discussion about universal and targeted youth work and whether the expectations were that the voluntary sector would take up what the youth service may stop providing and how the opinions of young people could be sought in order to inform the decisions going forward. Sara Griffiths agreed that she would provide the questionnaire that was being used in the youth service for voluntary sector youth workers and others to use to obtain feedback from young people in more informal settings, who may not be reached through school and youth service contacts. Sara Griffiths also agreed to find someone to speak to the group to explain what they had done in similar circumstances in terms of accessing grants and preparing their organisations to meet future challenges/opportunities. Relevant data for the area would be shared with the working party and provided by Sara Griffiths/Claire O'Leary.

In order to plan to the time scale required it was agreed that a small group from the working party – Stuart Alexander, Chris Emerson, a representative from JAC and Cllr Gilder would meet to prepare an action plan for the working party and present this at the next meeting which it was agreed would be held on 22 May at 4pm at the Oakwood Centre. It was agreed that the meeting would like Sara Griffiths and/or Claire O'Leary to come to future meetings.

Actions agreed:

- Bulmershe lease – timing re 2015
- Questionnaires for young people to be circulated with the reviewed notes from the group work at the previous meeting
- Data for area to be shared
- Identify someone to help re accessing grants and different ways of working.

4. **DATE AND TIME OF NEXT MEETING**

The date of the next meeting is

Wednesday 22 May 2013 at 4pm

Wednesday 26 June 2013 5pm

Wednesday 30 October 2013 5pm

Wednesday 15 January 2014 5pm

Wednesday 2 April 2014 5pm

Meeting closed at 5.05pm

Woodley Town Council

**Report of a Meeting of the Youth Working Party held at The Oakwood Centre on
Wednesday 22 May 2013 at 4pm**

- Present:** Councillors K. Gilder (Chairman), J. Cheng, K. Haines, M. Walker
- Also present:** D. Mander, Town Clerk, Woodley TC
P. Blount, Area Youth Work Manager, Wokingham BC
K. Nicker, Youth and Community Worker, Wokingham BC
L. Eke, Schools Liaison Officer, Thames Valley Police
T. Eisner, JAC
S. Pickles, The Venue, Woodley Baptist Church
I. Mullens, The Loft, Emmanuel Church
S. Alexander, Waingels College
C. Emerson, Bulmerhse School
S. Griffiths, Wokingham BC
P. Cassells, Thames Valley Police
D. Bradbrook, Thames Valley Police
- Apologies:** E. Rowland, Woodley Town Council
S. Flower, resident
B. Grady, Wokingham BC
C. Lawley,
A. Bunn, Leisure Services Manager, Woodley TC
L. Duff, Ambleside Neighbourhood Partnership Manager, Wokingham BC
M. Smith, Thames Valley Police

1. **ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

After having been duly nominated it was

RESOLVED:

- ◆ That Councillor K. Gilder be elected Chairman for the municipal year.
- ◆ That Councillor M. Walker be elected Vice Chairman for the municipal year.

2. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

2. **MINUTES OF THE LAST MEETING**

Sara Griffiths reported that on the matter of Bulmershe Leisure Centre she had not received anything in writing from Asset Management and that the existing lease expired in 2015.

The minutes of the meeting of 1 May 2013 were agreed as a correct record.

3. **YOUTH SERVICE REVIEW**

The Chairman reported on the action planning meeting that had taken place on 15 May, the notes of which had been provided. It was noted that the questionnaire for young people had now been provided to the voluntary sector organisations in Woodley. Sara Griffiths reported that the questionnaire for students would be ready to go to the schools in the following week and had been included in the schools briefing earlier that month. Feedback would need to be returned by the end of June. The school representatives had not been made aware of this and Sara Griffiths would follow this up and send the briefing to Waingels and Bulmershe and confirm the date the briefing had been sent out. Cllr Kate Haines agreed to seek an

extension to the deadline for responses from school students. Sara Griffiths would also check that the questionnaire was also going to school councils.

Questionnaires would also be going out to parents and users of space in the youth centres and Children Centres.

It was agreed that the Youth Member of Parliament be made aware of the situation facing the Youth Service.

The Members of the working party considered the recommendation from the action planning meeting and

RESOLVED:

To write to Wokingham Borough Council expressing concerns at the reduction in Youth Service funding.

(1 abstention)

It was also agreed later in the meeting that a letter be sent to each of the local MPs.

In response to questions about the level of savings to be made and the process of the review Sara Griffiths confirmed that savings of £680K needed to be made, previously the budget for the Children's Centres and the Youth Service had been £2M. A report was scheduled to be considered by Wokingham BC Executive in the third week of July, after which there would be a formal consultation, which would be an HR consultation foremost, with changes implemented between this September and March 2014.

With regard to the request for information about the existing budgets and service provision Sara Griffiths provided some information about activities at the centres in Woodley and explained that budgets were complicated because of shared costs and any income raised at the centres. She agreed to provide feedback obtained from 2 clubs at Bulmershe Youth Centre.

One item raised at the action planning meeting had been training being provided only to statutory youth workers and not those in the voluntary sector. It was confirmed that the only sessions run for the Youth Service employees had been on matters specific to the systems and procedures of Wokingham BC and that other training had been open and offered to the voluntary sector, these may have required a contribution.

Concern was raised about monitoring young people who won't receive a targeted service and the benefits of universal provision in the form of youth clubs and out reach work where much preventative work is be done and support given to young people, as well as informal contacts between young people and other agencies, eg police. The situation in Woodley was very positive as a result of effective joint working to provide activities in place for young people throughout the town. This was in danger of dismantling with resulting problems for the community and young people. It was suggested that there was an opportunity to maintain the activities that were valued by looking in a different way at how they could be provided in future.

At the end of the meeting it was agreed that there would be more work to be done once the Executive at Wokingham Borough Council had made its decision. The working party would be able to have a more constructive view of the way forward.

4. **REPORTS**

Woodley Town Council – Deborah Mander reported that free swimming would be available at Bulmershe Leisure Centre during the summer holidays for all under 18s resident in the borough. This had been funded by Public Health and evidence of residency would proven by a library card. The outdoor table tennis table had been installed near the skate/wheeled sports spot.

Bulmershe Leisure Centre – Kay Nicker reported that the skate/wheeled sports competition would again take place this year on Carnival Day. The Town Council would be providing the funds for the medals and cups.

The Venue – Steph Pickles reported that she and group of 5 young people would be going to South Africa to build homes on 12 July. The group had raised £2500 to be able to go.

Airfield Centre – Paul Blount reported on the 4 week summer scheme project that would be taking place.

Waingels College – Stuart Alexander reported that the after schools club for primary schools was going well and would be running during the holidays.

4. **DATE AND TIME OF NEXT MEETING**

The date of the next meeting is

Wednesday 26 June 2013 4pm

Wednesday 30 October 2013 4pm

Wednesday 15 January 2014 4pm

Wednesday 2 April 2014 4pm

Meeting closed at 5.25pm

WOKINGHAM BOROUGH COUNCIL
Road Works / Street Works Major Project Co-ordination Meeting
Held on the 7th May 2013 in the Council Chamber

Attendees:

Bill Sheldon	Balfour Beatty Living Places	Amelia Martin	Wokingham BC
Chris Glennie	Balfour Beatty Living Places	Graham Barnwell (Chair)	Wokingham BC
Richard Brown	Balfour Beatty Living Places	Clr David Chopping	Wokingham BC
Martin Neller	Clancy Docwra	Clr Keith Baker	Wokingham BC
Nigel Johnson	Optimise	Clr Malcolm Richards	Wokingham BC
Douglas Walker	Optimise	Clr Rachelle Shepherd-DuBey	Wokingham BC
Neil Scott	Reading Buses	Im Kiat Hong	Wokingham BC
Steve Murphy	Scottish & Southern Energy	Jason Archer	Wokingham BC
Dave Royan	South East Water	Joyce Stoner	Wokingham BC
Andy Burnett	Southern Gas Networks	Julia Tredwell	Wokingham BC
Dave Smith	Southern Gas Networks	Rebecca Brooks	Wokingham BC
Andrew Luck	Thames Valley Police	Theresa Couchman	Wokingham BC
Andy Pryor	Virgin Media	Mike Dunstan	Wokingham TC
Mohammed Amin	Virgin Media	Clr Mary Holmes	Woodley TC

1. Apologies:

Maddy Bristow	Earley Town Council
Essel Hagan	Network Rail
Paul Humphrey	Network Rail
Robert Hudlestone	Network Rail
Mairi Campbell	Scottish & Southern Energy
Sam Martell	Scottish & Southern Energy
Steve Benton	South East Water
Carol Hamilton-King	Thames Water
Mark Wheatley	Thames Water
Anthony Humphreys	Thames Valley Police
John Halsall	Wargrave Parish Council
Neil Ainsworth	West Berkshire Council
Clr Lindsay Ferris	Wokingham Borough Council
Raihan Ahmed	Wokingham Borough Council
Tony Jackman	Wokingham Borough Council
Edward Day	Wokingham Borough Council
Phil Milburn	Wokingham Borough Council
Clr Jenny Cheng	Woodley Town Council

Graham Barnwell (GB) covered house keeping, welcomed all and opened the meeting.

2. Minutes from the last meeting held on the 16th April 2013 were agreed

GB asked for any corrections or amendments of the minutes from the previous meeting:- Neil Scott (NS) informed everyone that the Woodley Carnival is taking place on June 8th 2013 and not in August.

3. Southern Gas Networks renewal of Gas Mains and Services

Dave Smith (DS) gave updates regarding current and future SGN schemes.

Earley

- Highfields TBA

Remenham

- Wargrave Road 21.06.2013 - 08.11.2013

Shinfield

- Beech Hill Road 21.03.2013 - 13.06.2013

Wokingham

- Warrenhouse Road 13.06.2013 - 07.08.2013

DS said that this scheme has been descoped and will not be going ahead.

- Keepatch Road 23.07.2013 - 20.08.2013

DS said that there only connections to be done in this road.

- South Close TBA
- Twyford Road From Bell Foundary Lane to A329M TBA

DS said that he would provide updates regarding these schemes at the next meeting.

- Finchampstead Road TBA
Luckley Road to Hart Dyke Close
- Eastheath Gardens TBA

DS said that SGN are looking to undertake these works during the summer holidays using two-way traffic signals. DS will liaise with GB regarding these works. Communications and PR will need to be arranged.

Woodley

• Clivedale Rd, Munro Ave, Coppice Rd, Lismore Close, Tennyson Rd, Loddon Bridge Rd - Cancelled
Cllr Mary Holmes asked for an update regarding these schemes in Woodley. DS said that these schemes have been cancelled.

4. Scottish & Southern Energy Renewal of Mains & Services

Steve Murphy (SM) provided updates regarding Scottish and Southern Energy (SSE) works.

Charvil

- Park Lane On Site until 04.06.2013
- Foxes Walk On Site until 04.06.2013

Woodley / Earley

Installation of 33kv Cables in ducting

- Nightingale Road TBA
Directional drill A3290 & Railway Line
- Pond Head Lane TBA

Finchampstead

Installation of 2.5km of HV Cable

- Lower Wokingham Road On Site until 14.06.2013
- Nine Mile Ride (Part) On site until 14.06.2013
- Sandhurst Road (*Connection to Sub Stations*)

SM said that this scheme is going to plan and should be completed on time.

Woodley

- Mitchell Way 18.06.2013 – 12.08.2013
- Miles Way 18.06.2013 – 12.08.2013
- Colemansmoor Road 18.06.2013 – 12.08.2013
- Mohawk Way 20.05.2013 – 04.09.2013

SM said that two-way temporary traffic signals will be required in this road.

- Blanchard Close 22.07.2013 – 04.11.2013
- Buccaneer Close 22.07.2013 – 04.11.2013
- Farman Close 22.07.2013 – 04.11.2013
- Harris Close 22.07.2013 – 04.11.2013
- Hurricane Way 22.07.2013 – 04.11.2013

SM said that he is hoping to use give and take traffic management in this road.

5. Network Rail

Jason Archer gave an update on behalf of Network Rail.

Earley

- London Road 01.07.2013 – 03.07.2013
*Installation of Bridge Strike Monitoring System.
Between 21:00 hours - 0600 hours daily*

Charvil

- Park Lane 28.08.2013 – 04.09.2013
Masonry Repairs to Rail Bridge – Road Closure

Wokingham

- Easthampstead Road 07.10.2013 -09.10.2013
Rail Inspection at Level Crossing
- Finchampstead Road 01.07.2013 – 02.07.2013
*Detailed examination of rail over road bridge.
Between the hours 22.00 - 06.00hrs*
- Waterloo Road 09.10.2013 – 11.10.2013
Maintenance works at level crossing working from 23.00-06.00 daily
- Ludgrove 24.06.2013 – 25.06.2013
*Detailed examination of rail over road bridge.
Between the hours 22.00 - 06.00hrs*

6. South East Water

Dave Royan (DR) gave an update of the current SEW major works in Wokingham.

Wokingham

- Plough Lane *Road Closure* On Site until 20.05.2013
- Matthewsgreen Road On Site until 14.05.2013

Finchampstead

- Sandhurst Road *Road Closure* 20.05.2013 - 06.08.2013

DR said that most of the work will be undertaken during the summer holiday

7. Thames Water Renewal of Main & Services

Douglas Walker (DW) gave an update on planned and current Thames Water schemes.

Earley

Installation of new water mains to be carried out using the open cut technique by Optimise on behalf of Thames Water.

- Wilderness Road On Site until 13.05.2013
- Elm Road On Site until 13.05.2013
- Wychwood Crescent On Site until 22.05.2013

Hurst / Winnersh

- Davis Way 24.06.2013 - 24.09.2013

GB said that this scheme needs to be done before WBC undertake resurfacing works in this road.

- Robin Hood Way 24.06.2013 - 24.09.2013

Nigel Johnson said that Thames Water are still trying to determine the best way to go under the A329M.

8. Wokingham Highways Alliance Major Highway Works

Chris Glennie (CG) gave an update regarding major highways works.

Arborfield

- Mole Road 17.02.2014 - 14.03.2014

Earley

- Wokingham Road 22.07.2013 - 09.08.2013
- *Three Tuns to Mays Lane*

CG said that the dates for this scheme could change due to the major Thames Water works.

- Kilnsea Drive 23.07.2013 - 06.08.2013
- *from Park to Rushey Way*
- Elm Lane 23.09.2013 - 18.10.2013
- Elm Road 02.09.2013 - 26.09.2013
- Wilderness Road 05.08.2013 - 30.08.2013
- A4 Suttons Roundabout 16.10.2013 - 30.10.2013
- Whiteknights Road 07.08.2013 - 21.08.2013

Finchampstead

- New Mill Road 07.03.2014 - 11.03.2014

Hurst

- Davis Way 20.05.2013 - 23.05.2013

CG said that he will liaise with Thames water regarding their scheme.

- Little Hill Road 25.05.2013 - 07.06.2013
- Church Hill 15.05.2013 - 17.05.2013
- Lodge Road (B3030) 10.06.2013 - 20.06.2013
- Dunt Lane 22.07.2013 - 30.07.2013
- Forest Road 25.11.2013 - 20.12.2013
- *From Foxley Lane to Green Lane*

Remenham

- Aston Lane TBA
- Remenham Church Lane 22.05.2013 - 25.05.2013
- Remenham Lane 27.05.2013 - 01.06.2013
- Aston Ferry Lane 26.08.2013 - 28.08.2013

Shinfield

- Meroak Lane 10.06.2013 - 14.06.2013
- Mortimer Road 25.05.2013 - 13.06.2013

Swallowfield

- Barge Lane 01.07.2013 - 03.07.2013

Twyford	
• Arnside Close	11.12.2013 – 31.12.2013
• Carlile Gardens	11.11.2013 – 29.11.2013
• Chaside Avenue	27.11.2013 -11.12.2013
Wargrave	
• East View Road	01.07.2013 – 16.07.2013
• East View Close	12.07.2013 – 16.07.2013
• Blakes Road	08.07.2013 – 19.07.2013
• Blakes Lane	15.07.2013 – 26.07.2013
• Kentons Lane	04.07.2013 – 09.07.2013
Woodley	
• Reading Road	11.11.2013 – 25.11.2013
CG said that these works should be taking place during the night.	
• Loddon Bridge Road	28.10.2013 – 11.11.2013
<i>Colemansmoor to Coniston Close</i>	
CG said that these works should be taking place during the night.	
• Glendevon Road (Ph1 & Ph2)	17.06.2013 – 28.06.2013
Wokingham	
• Russley Green	06.01.2014 – 24.01.2014
• Whalley Road	01.05.2013 - 15.05.2013
• Piggott Road	03.05.2013 – 15.05.2013
• Blakes Close	01.05.2013 – 15.05.2013
• Eastheath Avenue	On Site until 15.05.2013
• Keephatch Road	On Site until 10.05.2013
• Oxford Road	22.07.2013 - 30.08.2013
• Twyford Road	20.01.2014 – 13.02.2014
• Woosehill	05.02.2014 – 11.02.2014
• A329M Bravo	07.10.2013 – 16.10.2013
<i>(Coppid Roundabout to M4 Junc 10)</i>	

Cllr David Chopping asked for a copy of the dates to be sent to him relating to schemes taking place in Earley.

9. Structures

Im Kiat Hong gave an update on structure works.

Earley

- Culver Lane Bridge A3290 TBA

Im Kiat Hong said that more works might be done a the Suttons Fly Over

- A3290 Removal of Suttons Gantry 27.05.2013 – 30.05.2013
Four night time closures
- A3290 Loddon Viaduct Installation of Concrete Safety Barriers TBA

Shinfield

- Whitley Wood Lane
sound barrier installation 07.05.2013 – 17.05.2013

Hurst

- Whistley Mill Lane
Road Closure Overnight 10.07.2013 – 12.07.2013

Winnersh

- Mill Lane
Annual Bridge Deck Inspection 26.08.2013 – 30.08.2013

10. Traffic Management

Earley

- Whitley Wood Lane j/w B3270
Installation of Traffic Island/Antiskid TBA
- Rushey Way near Chatton Close
Traffic Signals Upgrade 21.10.2013 – 08.11.2013
- Thames Valley Park Drive
2 Traffic Signal Upgrades 30.09.2013 – 18.10.2013

Finchampstead

- Finchampstead Road j/w Pine Drive
Cycleway Improvements 10.03.2014 – 14.03.2014

Sonning

- Sonning Bridge
Traffic Signals Upgrade March 2014

Swallowfield

- Swallowfield Road 02.09.2013 – 27.09.2013
Installation of Footway
From Arborfield Cross to Henry Street Garden Centre

Twyford

- Wargrave Road 29.07.2013 – 23.08.2013
Footway Improvements Amberley Drive to Dewhurst Close

Wargrave

- Recreation Road TBA
Installation of Footway
- Wargrave Road j/w Braybrooke Road 29.07.2013 – 16.08.2013
Traffic Signal Upgrade

Winnersh

- Robin Hood Lane 27.05.2013 – 04.06.2013
Installation of Traffic Islands
From Arbor Lane to Bluebell Meadow

Wokingham

- Wellington Road, Wokingham j/w Elms Road TBA
Junction improvements
- Evendons Lane j/w Finchampstead Road March 2014
Footway improvements
- Keephatch Road 08.04.2013 – 26.05.2013
Construction of improved pedestrian facilities
- A329 London Road junction with Rances Lane 29.04.2013 – 03.05.2013
Installation of Traffic Island
- London Road j/w Plough Lane 06.05.2013 - 10.05.2013
Bus Stop Works

Woodley

- Headley Road (east) 17.02.2014 – 28.03.2014
Pedestrian facility improvements and Bus Stop works

11. Public Events

- Woodley Scouts 5k and 10k Runs 12.05.2013
- Wargrave 5k Road Race 14.05.2013
- Woodley Carnival 08.06.2013
- Wokingham Civic Sunday Parade 09.06.2013
- Henley Regatta 03.07.2013 – 07.07.2013
- Henley Music Festival 10.07.2013 – 14.07.2013
- Henley Rewind Festival 16.08.2013 – 18.08.2013
- Swallowfield 10k 22.09.2013

12. A.O.B

Cllr Keith Baker asked everyone to be mindful with regards to the use of acronyms during these meetings as they may not always be understood by all attendees.

Cllr David Chopping informed everyone that the Earley Fun Run will be taking place on 15th September 2013.

Amelia Martin to email everyone the co-ordination meeting dates for the rest of this year.

Date of next meeting Tuesday 18th June 2013 in the Council Chamber at 10.00hrs.

HIGHWAY MAINTENANCE MANAGEMENT PLAN

VOLUME 8 STREET LIGHTING

**Neighbourhood Services,
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May 2013

HIGHWAY MAINTENANCE MANAGEMENT PLAN

Volume 1: Introduction & Overview

Volume 2: Highway Network Maintenance

Volume 3: Highway Drainage

Volume 4: Winter Service

Volume 5: Severe Weather and other Emergencies

Volume 6: Highway Structures

Volume 7: Traffic & Transport (incl Traffic Management & Road Safety)

Volume 8: Street Lighting and Illuminated Signs

Volume 9: Other Miscellaneous Functions

Including:

Sweeping and Street Cleansing

Weed Control

Verges and Open Spaces

Trees

Grass Cutting

Public Rights of Way

Volume 10: Highway Development Control

HIGHWAY MAINTENANCE MANAGEMENT PLAN

VOLUME 8 - STREET LIGHTING

CONTENTS

SECTION	PAGE
1. Service Planning	1
1.1 Service Objectives	1
1.2 Light Pollution.....	1
1.3 High Quality of Light.....	1
1.4 Part Night Lighting.....	2
1.5 Remote Monitoring.....	3
1.6 Deillumination.....	3
1.7 Risk Management	4
2. Equipment Maintenance	4
2.1 Inspections.....	4
2.2 Traffic Signs and Bollards	Error! Bookmark not defined.
2.3 Routine Maintenance	4
3. Inventory Maintenance	5
4. Energy Management	5

VOLUME 8 - STREET LIGHTING

1. Service Planning

1.1 Service Objectives

The street lighting service seeks to support the council's priorities of ensuring strong, sustainable communities and tackling traffic congestion through the following objectives:

- i. Manage the council's street lighting asset
- ii. Minimise the council's street lighting asset's impact on the environment

The council has the following Duty of Care responsibility as the local Highway Authority:

- i. The Highways Act 1980 Section 97 empowers a Highway Authority to provide lighting for a highway under its jurisdiction but does not place a statutory duty to provide lighting.
- ii. Under the Highways Act 1980 Section 129 Part V the Highways Authority (or Street Lighting Authority) is not liable for accidents arising from a failure to light unless they have done something to actually make the street dangerous.
- iii. There is however a clear duty to warn by means of lighting or otherwise of any obstructions or dangers that have been created.

1.2 Light Pollution

In order to minimise the visual impact of the street lighting on the natural environment, the council will utilise the Environmental Zones, as defined by the Institution of Lighting Professionals (ILP) Guidance Notes for the Reduction of Obtrusive Light, when evaluating lighting schemes and complaints over light levels. These are:

- i. Roads in Countryside Areas (E1) – National parks, areas of outstanding natural beauty, generally considered to be intrinsically dark areas and not lit.
- ii. Roads in Countryside Areas (E2) – Rural or small village locations, generally not lit, except where road safety problems can be demonstrated
- iii. Roads in Suburban Areas (E3) – Small town centre or suburban locations (residential and commercial), generally lit to British and European (BS EN) code standards relevant at the time; at the council's discretion site specific assessment may also apply.
- iv. Roads in Urban Areas (E4) – Town or city centres with high levels of night-time activity generally lit to British and European (BS EN) code standards relevant at the time; at the council's discretion site specific assessment may also apply, esp. with regard to historic areas.
- v. Motorway and trunk roads are maintained by the Highways Agency. The agency's policy with regard to the lighting of these roads is separate from that of the council.

To further ensure minimum environmental pollution to the night sky, the amount of upward light from the lantern should be kept to a minimum. Refer to the Highway Design Guide Street Lighting Specification for details of street lighting equipment.

1.3 Quality of Light

To improve the quality of the street lighting in the borough, upgraded and new street lighting schemes will seek to minimise the amount of street light needed whilst providing a better light appearance through the use of white light. White light is defined by the ILP as having a colour rendering index (Ra) greater than 60. White light sources include discharge lamp type, i.e. ceramic discharge metal halide (CDM), compact fluorescent

(PLT), and some high pressure sodium (SON), light emitting diodes (LED) etc. White light offers the following advantages:

- i. Humans see better under white light, as it renders colours more accurately
- ii. Lower light levels can be used to achieve the same lighting standards within the BS EN 13201:2003 as colours/objects are rendered more accurately

When the council chooses to exercise its power to light a highway, BS EN is generally used as guidance, but not as a legal requirement. All new street lighting provided on the highway should be designed and installed to the current British Standard and/or European Norm (BS EN) appropriate for the road in question, with consideration given to existing column spacing in the area of the new lighting. Where existing street lighting is upgraded to meet the aims of the service, use of the existing column spacing is preferred to changing the arrangements to meet the relevant BS EN standard. Consideration in determining spacing should also be given to the Highways Act. Signage layouts in areas with restricted speed limits need a maximum street lighting column spacing of 60 m. Refer to the Highway Design Guide Street Lighting Specification for details of street lighting equipment.

1.4 Part Night Lighting and Dimming

Part night lighting is a principle adopted by the council in order to use night time lighting only where needed. Any light can be considered for part night operation, i.e. be switched off from 12:00am to 5:30am. In new developments and as the existing street lighting asset is replaced, the methodology below will be followed:

- i. Generate list of street lights that can be converted
- ii. Conduct safety audits for all street lights based on exemption criteria
- iii. Prepare communications to the public
- iv. Convert street lights
- v. Monitor crime and safety levels on part night streets
- vi. Reinvest energy and carbon savings into street lighting asset

The exemption criteria include:

- i. Lights at major junctions/ roundabouts
- ii. In town centres where there is CCTV, high security businesses like banks, and/or lots of people at night, for example near nightclubs and train stations, outside community facilities like the British Legion or leisure centres
- iii. Areas where street lights are needed to reduce road accidents
- iv. Areas where there could be an increase in crime through reduced lighting, like pubs and specific residential areas
- v. Remote alleys linking residential streets
- vi. Near traffic islands, pedestrian crossings, footbridges, subways or where the council has a specific duty of care
- vii. In public car parks
- viii. At bus stops
- ix. At level crossings, speed humps, traffic light
- x. Where there is sheltered housing for the elderly

Street lights eligible for part night lighting will be converted to this operation via remote monitoring equipment, budget allowing. The equipment upgrade should include dimmable ballast, where available, such that the street lights can be dimmed in addition to or if part night lighting is not possible due to the audit. Remote monitoring is covered in the next section. The council's current dimming regime is summarised below.

- i. Street lights operate at 80% of full power between 22:00-24:00
- ii. Street lights operate at 60% of full power between 24:00-6:00, where part night lighting is not appropriate

1.5 Remote Monitoring

The street lighting service aims to upgrade its asset with remote monitoring equipment. Remote monitoring equipment controls the operation of the street lights via radio signals, which offers the following advantages in terms of energy savings and service delivery:

- i. Improved health and safety through quick changes in light output (i.e. part night light brought up to full output during an emergency)
- ii. More efficient repairs and customer service through remote fault reporting
- iii. Further reduction in energy bill from dimming street lights that fail the part night lighting safety audit
- iv. Further reduction in energy bill due to more accurate metering

Refer to the Highway Design Guide Street Lighting Specification for details of this equipment.

1.6 Deillumination

Street lighting can be considered by the council as unnecessary on new developments or able to be removed in existing settings. The following criteria form part of this decision.

- i. Roads where it can be demonstrated that the lighting no longer serves a purpose, i.e. a road to a public facility that is closed
- ii. Roads with little or no adjacent properties
- iii. Roads without public footway amenity and public transport
- iv. Roads where levels of traffic have substantially reduced, i.e. by the installation of a by-pass route
- v. Single lighting point installed for a social need, i.e. telephone box, that is no longer required
- vi. Private lighting installed on a private property which the council maintains by default or for historic reasons

Consultation with local residents and adjacent property owners should be undertaken, if deemed appropriate. Where consultation is not appropriate, demonstration by comparison with other similar unlit roads that there are no major reasons for retaining the street lighting system shall be considered. Full road safety audits must also be completed as well as consultation with the local police with regard to crime.

Traffic signs and illuminated bollards which the Department for Transport (DfT) allows to be de-illuminated will be completed when budgets are available. With new schemes, the use of Intelligent Road Studs (IRS) and upgrading of the white lines and signing may be considered as an alternative to road lighting on traffic routes, esp. in rural locations where there is little or no pedestrian or cyclist use.

1.7 Risk Management

To identify the health and safety risks associated with the collapse of street lighting columns, the service uses the following assessment criteria, based on The Institute of Lighting Engineers (ILE) recommendations.

Table X – Street Lighting Column Risk Assessment

COLUMN CONDITION		> 40 Years	25-40 Years	< 25 Years
INJURY IMPACT	7-10	Risk of Column Collapse		
		High - ILE recommendation Replace Columns	Medium - ILE recommendation Visual Inspections + Sample Column testing and replace columns that fail	Low – ILE recommendation Visual Inspections

The council annually tests a sample of the columns in the 25-40 year bracket and uses this information to mitigate against the risk of column collapse, plan column replacements and further column testing. The DFT recommend the use of passive safety street lighting columns in areas with speed limits of greater than 50mph. If budget restrictions can not accommodate this recommendation, a risk assessment will be carried out to determine a suitable alternative.

2. Equipment Maintenance

2.1 Inspections

All streetlights, illuminated traffic signs and bollards will be inspected on a regular basis during the hours of darkness. Investigation of outages will be carried out the next day and repairs prioritised with regard to risk.

The street lighting team will communicate reports from the public of street lighting equipment outages to the contractor as above for investigation and repair.

The street lighting team will also monitor street lights which are controlled via remote monitoring. When faults are shown via the remote monitoring software, investigation of the failure will be arranged accordingly.

2.2 Routine Maintenance

Routine maintenance of the street lighting asset includes the following works:

- i. All lamps to be bulk changed every four years, budget permitting. Where manufacturer guarantees exceed this period or with new technologies, such as LED lamps or lamps which are controlled by remote monitoring, these will be changed as required.
- ii. All street lighting columns, illuminated signs, and illuminated and non-illuminated bollards will be cleaned every year, budget permitting. Where manufacturer guarantees exceed this period or with new technologies, such as LED lamps or lamps which are controlled by remote monitoring, these will be changed as required.
- iii. Full electrical insulation and earth impedance tests to be undertaken every six years.
- iv. A visual examination of all street light columns and illuminated signposts will be made at each lamp change or clean.
- v. Every year a sample of steel lighting columns will be surveyed according to priority for structural condition by ultra-sound or other similar non-destructive test. If any columns are found to be showing signs of corrosion further tests of neighbouring columns may be made, based on risk and budget factors.

3. Inventory Maintenance

All street lighting and aids to movement equipment will be recorded in a computer-based inventory of all units. This system will include:

- i. Mapping facilities for location of equipment
- ii. Enable the annual assessment of the energy charge
- iii. Repair history
- iv. Asset details, i.e. equipment type, ownership, etc.
- v. Asset history, i.e. installation dates, testing dates
- vi. Local situation, i.e. road type, storage type
- vii. Contract schedule of rates
- viii. Budget cost centres
- ix. Customer contact information and history of reports
- x. NRSWA noticing

4. Electrical Network and Energy Management

Street lighting outages where the fault is from the electrical cable are the responsibility of the local Distribution Network Operator (DNO) to repair. As set by OFGEM, their performance targets are:

- i. Emergency fault response - 2 hours
- ii. High priority fault repair (traffic light controlled) - 2 calendar days
- iii. High priority fault repair (non-traffic light controlled) - 10 working days
- iv. Multiple unit fault repair - 20 working days
- v. Single unit fault repair - 25 working days

The street lighting service will record details of all electrical equipment, including electrical test certificates, the connected load, and associated power consumption codes. Inventory details will be submitted to the electricity supplier on an annual basis.

HIGHWAY MAINTENANCE MANAGEMENT PLAN

VOLUME 9

MISCELLANEOUS HIGHWAY FUNCTIONS

Including:
Sweeping and Street Cleansing
Weed Control
Verges and Open Spaces
Trees
Grass Cutting
Public Rights of Way

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May 2013

HIGHWAY MAINTENANCE MANAGEMENT PLAN

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HIGHWAY MAINTENANCE MANAGEMENT PLAN

VOLUME 9 - MISCELLANEOUS HIGHWAY FUNCTIONS

CONTENTS

SECTION	PAGE
1. SWEEPING AND STREET CLEANSING.....	1
1.1 Objective	1
1.2 Policy.....	1
1.3 Standards.....	1
2. WEED CONTROL	1
2.1 Object.....	1
2.2 Policy.....	1
2.3 Standards.....	2
3. VERGES AND OPEN SPACES	2
3.1 Trees.....	2
3.2 Grass Cutting	2
4. PUBLIC RIGHTS OF WAY.....	3
4.1 Object.....	3
4.2 Policy.....	3
4.3 Standards.....	3

1. SWEEPING AND STREET CLEANSING

1.1 Objective

Sweeping and street cleansing service two main purposes:

- (a) To remove litter & detritus from the channels (edge of the carriageway) in order to prevent surface water ponding and an excess of litter & detritus being washed into gullies.
- (b) To remove litter & detritus or other deposits which could present a hazard to highway users.

1.2 Policy

To meet the Council's obligations as the Highway & Waste Collection/Disposal Authority within the "Key Principals" & "Specification" of the Street Cleansing Contract.

1.3 Standards

Cleanse & monitor all channels and footways in line with the schedules laid down in the Street Cleansing Contract to deliver clean & safe environment.

Emergency sweeping and cleansing to be undertaken only when immediate action is required to remove deposits or spillages which are the responsibility of the Highway Authority.

The Council will carry out its duties to clear litter on the roads as imposed by the Environmental Protection Act 1990 and as laid out in the Code of Practice on Litter and Refuse, published in 1999 by the then Department of the Environment, Transport and the Regions.

A list of frequencies for each road is held and maintained by Waste Services.

2. WEED CONTROL

2.1 Object

To inhibit the growth or remove various plants (as listed in the Injurious Weeds Act 1959) on the highway and to eradicate significant plant growth on paved areas to prevent structural damage to the fabric of the highway.

2.2 Policy

Materials to be used for weed spraying can adversely affect the environment. All weed spraying will be carried out in accordance with the Control of Pesticides Regulations 1986. Only approved pesticides will be used, these are chemicals listed in the "Blue Book", entitled "Pesticides Approved Under the Control of Pesticides Regulation 1986".

2.3 Standards

- (i) Weed growth in adopted areas will be treated 3 times a year between April and October.
- (ii) Noxious weeds to be dealt with as necessary on an ad-hoc basis.

3. VERGES AND OPEN SPACES

3.1 Trees

All trees within and adjoining the highway will be examined as set out in Volume 2 of the HMMP (Highway Network Maintenance).

Additionally, regular proactive inspections of highway trees will be carried out by an arboricultural officer based on risk assessment.

Provision for inspection of high risk highway trees following an extreme weather event will be set out in HMMP Vol. 5 (Severe Weather Plan).

3.2 Grass Cutting

Object

The object is to ensure that the length of the grass on areas of highway does not become such that it obstructs sight lines. In urban areas grass will need to be cut more frequently so that it does not conceal potentially dangerous debris and so that the cuttings do not block gullies. Where possible verges will be managed to encourage the growth of wild flowers and provide wildlife habitat.

Policy

To undertake the minimum number of cuts commensurate with achieving the objective.

Standards

- (i) In urban areas the whole width of all adopted highway verges to be cut a minimum of eight times per year.
- (ii) In rural areas a single swathe width to be cut a minimum of twice per year on all rural verges except at sites designated as having wild flower or wildlife value. An additional cut to be undertaken at visibility splays and lines of sight.
- (iii) A register of sites designated as having wild flower and wildlife value will be maintained and an appropriate management regime adopted for each site.
- (iv) Visibility splays and lines of sight to be cut a minimum once per year.
- (v) An additional cut of visibility splays and lines of sight will be undertaken if a safety hazard is identified.

4. PUBLIC RIGHTS OF WAY

4.1 Object

To maintain the surface of the right of way to enable the reasonable passage of users at all times of the year, to assert and protect the rights of the public to use the highway (s.130 Highways Act 1980). To encourage greater use by non users and those with disabilities as set out in the Rights of Way Improvement Plan (ROWIP 2009)

4.2 Policy

To ensure that all defects of a safety or hazardous nature are repaired, made safe or otherwise resolved as soon as is reasonably practicable according to the Authority's Statement of Priorities for the maintenance of public rights of way.

4.3 Standards

- (i) All rights of way will be kept in such a state as to be safe and fit to cater for the level of public use being made of them
- (ii) The 143 mile rights of way network will be inspected every two years using the criteria set out in the ROWIP.
- (iii) Bridges crossed by rights of way are inspected as part of the Highway Structures Standards
- (iv) A programme of works is set out as a result of inspections and complaints according to the Statement of Priorities which takes into account: level of use, level of danger to the public, benefit to the public once resolved, cost effectiveness of resolution and potential for deterioration.
- (v) Vegetation cutting takes place between April and September, whereby two cuts are made to all relevant paths throughout the Borough. Priority is given to prows which are routes to schools, including safer routes to schools, amenities and transport links, as set out in ROWIP.
- (vi) Hedgerow cutting takes place between August and February annually in accordance with bird nesting season (s.1 Wildlife and Countryside Act 1981.
- (vii) Enforcement action of non- compliance with the Rights of Way Act 1990 with respect to ploughing of the surface of rights of way will be taken in accordance with the Statement of Priorities ie level of complaint and cost effectiveness of resolution. Letters will be sent to relevant land owners prior to action taken against persistent offenders.
- (viii) Prosecution under Section 137 of the Highways Act 1980 will also be taken with reference to our Statement of Priorities.
- (ix) The Council will oversee the maintenance of and requests for new gates and stiles on public paths under Section 146 and 147 of the Highways Act 1980. Gates on bridleways should be capable of being opened from a mounted horse. New stiles or gates can be authorised where the land is to be used for agriculture or forestry and to prevent the ingress or egress of animals on both footpaths and bridleways but to ensure that stiles where applicable are replaced preferably by gaps and if not, gates to encourage

access for all in accordance with SOA4 of the Statement of Action (ROWIP).

- (x) Barriers, rails and fences may also be provided to safeguard people using footpaths, Highways Act 1980 Section 66(3).
- (xi) The standard of maintenance may be variable for the rights of way network. There are no national standards for the maintenance of rights of way. Priority is given to ensure safe condition and accessibility for users.
- (xii) Seek where possible for the upgrade to a higher specification of paths which link to schools, amenities or public transport from S.106 contributions from the planning process.
- (xiii) The design of signs and way marks must be approved by the Council.
- (xiv) In general, signs will be provided at appropriate roadside locations whereas way marks will be more suitable along the routes. An exception could be at the junction of several routes where signs would be provided on one pole so that a large number of way marks could be avoided.

HIGHWAY MAINTENANCE MANAGEMENT PLAN

VOLUME 10

HIGHWAY DEVELOPMENT CONTROL

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May 2013

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HIGHWAY MAINTENANCE MANAGEMENT PLAN

VOLUME 10 – HIGHWAY DEVELOPMENT CONTROL

CONTENTS

SECTION	PAGE
1. HIGHWAY DEVELOPMENT CONTROL.....	1

1. HIGHWAY DEVELOPMENT CONTROL

- 1.1 Issues involving new highways for adoption or work on existing highways associated with new developments are outside the scope of this document. Detailed requirements are contained in the Council's "Highway Design Guide".
- 1.2 Works to create new highway or amend the existing highway by any body, organisation or person other than the Highway Authority will be covered by a legal agreement. This will set out the agreed works, specifications and terms under which the works are carried out. On completion of the works, the agreement will require the submission of "as built" drawings and any such other data as is required to update the Highway Asset Management Plan.

- 1.3 The principal forms of agreement are as follows:-

Highways Act 1980 - Section 38 for creation of new highway
Highways Act 1980 - Section 278 alteration of existing highway

It is common for works to include elements under both of these.

- 1.4 Works by the Local Authority other than by the Highway Alliance will be subject to similar controls but without the need for a formal legal agreement.
- 1.5 No works can be carried out on the highway without the contractor first having booked and secured road space by means of a Section 50 licence, even if a S278 agreement has been signed.

Woodley Town Council

**Report of a Meeting of the Allotments Working Party held at the Reading Road
Allotment Site on Monday 20 May 2013 at 11.00 am**

- Present:** *Councillors A. Downes, K. Haines, D. Mills
Scott Golding, Chris King, Chris Lynam (Allotment Tenants Committee)*
- Apologies:** *Councillor M. Storry
Peter Finch (Allotment Tenants Committee)*
- Officer present:** *K. Murray, Service Support Manager; J. Smith, Senior Committee Officer*

The meeting started with a tour of the site.

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

- ◆ that Councillor Amanda Downes be appointed chairman of the working party for this meeting.

2. **DECLARATIONS OF INTEREST**

Councillor D. Mills	Allotment Holder	Personal Interest
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3. **INFORMATION UPDATE AND DISCUSSION OF MATTERS ARISING FROM TOUR**

Members were particularly pleased to see that the shrubs that had been planted around the perimeter fence were doing well.

Members noticed that the grass in particular areas of the allotment site was very long. Kevin Murray said that he would agree with the Grounds Maintenance Team areas that they would be responsible for cutting.

It was also noticed that a section of fence was damaged. Kevin Murray said that he would ask the Maintenance Team to replace this section of fence.

The Allotment Tenants Committee said that they would like the toilet to be connected up so that it can be used all year round. Kevin Murray confirmed that the toilet was currently connected and the new pipe work would be completed by September to allow the toilet to be used through the winter.

Members commented that there was no site plan for the allotment site and said it would be useful to have a plan showing the plots. Kevin Murray said that he would speak to the Maintenance Manager to look at producing a plan for the site that would help Row Reps, staff and the committee.

It was noticed that some water tanks were not working – Kevin Murray said that he would ask the Maintenance Team to check the water tanks and repair any that are damaged.