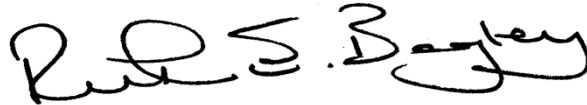


Date of issue: Wednesday, 2 September 2015

MEETING	OVERVIEW & SCRUTINY COMMITTEE (Councillors Nazir (Chair), Strutton, Ajaib, Bains, Bal, N Holledge, Malik, Rana and Usmani)
DATE AND TIME:	THURSDAY, 10TH SEPTEMBER, 2015 AT 6.30 PM
VENUE:	MEETING ROOM 3, CHALVEY COMMUNITY CENTRE, THE GREEN, CHALVEY, SLOUGH, SL1 2SP
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	SHABANA KAUSER 01753 787503

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



RUTH BAGLEY
Chief Executive

AGENDA

PART 1

AGENDA
ITEM

REPORT TITLE

PAGE

WARD

Apologies for absence.

AGENDA
ITEM

REPORT TITLE

PAGE

WARD

CONSTITUTIONAL MATTERS

1. Declarations of Interest

All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.

The Chair will ask Members to confirm that they do not have a declarable interest.

All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.

2. Minutes of the Last Meeting held on 9th July 2015 1 - 6

SCRUTINY ISSUES

3. Member Questions

(An opportunity for Committee Members to ask questions of the relevant Director/ Assistant Director, relating to pertinent, topical issues affecting their Directorate – maximum of 10 minutes allocated).

4. Significant Officer Decision Call In - Burnham Train Station and Road Network Improvements 7 - 28

5. Financial and Performance Report Quarter 1 (TO FOLLOW) All

6. Local Authority Partnership Purchase (TO FOLLOW) All

7. Casework Task and Finish Group - Terms of Reference 29 - 34 All

Consideration of reports marked to be noted/for information

(The Committee will consider any reports marked to be noted/for information and determine whether future scrutiny is considered necessary: maximum of 5 minutes allocated).

8. Abandoned Vehicles Procedure 35 - 38 All



<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
9.	Forward Work Programme	39 - 42	
10.	Attendance Record	43 - 44	
11.	Date of Next Meeting - 12 November 2015		

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Please contact the Democratic Services Officer shown above for further details.

The Council allows the filming, recording and photographing at its meetings that are open to the public. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

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Overview & Scrutiny Committee – Meeting held on Thursday, 9th July, 2015.

Present:- Councillors Nazir (Chair), Strutton (from 7.22pm,Vice-Chair), Ajaib, Bains, Bal, N Holledge, Rana and Usmani

Apologies for Absence:- Councillor Malik

PART I

7. Declaration of Interest

Councillor Bal declared that a family member worked at Slough Borough Council and arvato.

8. Minutes of the Last Meeting held on 17th June 2015

Resolved – That the minutes of the last meeting held on 17th June 2015 be approved as a correct record.

9. Member Questions

None received.

10. Thames Valley Transactional Services - April 2014 to March 2015

Details of Year 3 Performance for Transactional Services for the period April 2014 to March 2015 were outlined. Kevin Hales, Site Director, highlighted the Key Performance Indicators (KPI) for the following areas:

Revenues and Benefits

- Target of 96% Council Tax collection rate achieved which had resulted in £1.8 million in additional revenue for the Council.
- Business Rates had exceeded the annual collection rate targets with an extra £400,000 collected.
- Introduction of two Welfare Officers - over £700,000 additional benefit awards to local residents as a direct result of their work.
- Issued 2015/16 Council Tax Bills and Benefits letters in the same envelope reducing customer bureaucracy and improving ease of use.
- The Self Serve System had gone live, enabling customers to undertake a number of transactions on the Council's website – including Council Tax Details, Direct Debit and E-Billing Sign Up and correspondence review.

Transactional HR and Payroll

- 100% of KPIs achieved
- Successful implementation of new standards required by the 2014 Pension Scheme.

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- Health and Safety incident report project for Professional HR complete.

Finance

- Consistent high performance on AR debt collections allowed new increased KPI targets to be agreed from July 2014.
- Implementation of 'No P.O. No Pay' policy and roll out of e-learning module for client managers.
- Removal of payments by cheque to all commercial suppliers to the Council.
- Successful completion of annual rent increase letter and quarterly statements for tenants.
- Implementation of Automated Payment Machines at Landmark Place (LMP) and other local access points across the Borough. The self service kiosks at LMP contributed to the collection of £120,000 during the first six weeks.

Customer Services

- Increase in the number of telephone calls answered within 30 seconds from 38.5% to 52.8%.
- Number of customers served within 30 minutes increased from 53.4% to 70.6%
- Successful restructure of the Customer Service Centre to support the relocation of the Contact Centre.
- Improved response times to emails and e-forms through the enquiries@slough.gov.uk

In the ensuing discussion a number of questions were raised, including:

- *What measures were put in place to mitigate peaks in service?* It was explained that peaks and troughs in demand for services were inevitable but a number of measures had been implemented to mitigate the impact on service delivery, including increasing the number of self service kiosks and receiving prior warning from SBC of letters being sent out on a specific issue eg council tax bills; in order to allow the teams to make the necessary adjustments.
- *Details regarding Monitoring Customer Feedback.* It was confirmed that customer feedback, including complaint forms, was regularly monitored and although the details were not included within the annual report they would be circulated to Committee Members.
- *Challenges facing arvato.* It was noted that IT provision remained the greatest challenge for arvato as some of the infrastructure required for SBC was not fit for purpose and required further development.
- *How to improve Direct Debit Take up.* A variety of communication methods had been implemented to increase the number of households

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paying council tax by Direct Debit, including press releases, correspondence sent with council tax bills and a Direct Debit Take Up campaign. It was noted that following a six week campaign, an additional 1300 individuals had signed up to pay their council tax via direct debit and that approximately 60% of residents now paid via this method.

- *Clarification was sought regarding KPI L11, Council Tax arrears collection as the target KPI rate was noted as 'to be confirmed'.* Members were informed that figures regarding this KPI were not included within the annual report as performance monitoring in relation to this was not required until the next couple of years. It was noted however that the KPI target was 98.5% over the duration of the contract.
- *What strategies were being employed to reduce the current waiting time of thirty minutes for customers to be seen?* A number of service improvements had been implemented to streamline processes and secure a step change in performance. These included the new online self service which would allow residents a broad range of facilities including ability to make payments, updates to personal details and sign up for direct debit.
- *Concerns highlighted by Internal Auditors regarding Phase 2 KPI's and achieving Value For Money.* The Strategic Director of Customer and Community Services explained that the audit had been carried out prior to the KPIs having been agreed and monitored. It was anticipated that in the next three to six months the KPIs would be assessed as green.
- *Civic Responsibility/ Involvement with the Community.* The Committee were informed that arvato remained committed to its civic responsibilities and regularly participated in local initiatives to help support the Borough. Key activities included raising funds for local a local charity and investing resources in facilitating workshops in schools relating to poverty awareness. arvato continued to be engaged with Slough Aspire and more recently sponsored the Slough Business Awards 2015. It was agreed that a report detailing arvato's work and projects within the community would be submitted to the January committee meeting.
- *The current position regarding write off's.* It was explained that arvato made recommendations regarding write offs to the Assistant Director, Finance and Audit, who as the Section 151 Officer made decisions regarding write offs.
- *arvato's role in supporting apprentices.* It was brought to Members attention that arvato remained committed to supporting young people through the apprenticeships and NVQ scheme. In 2014, arvato retained 50% of the apprentice cohort in full time roles with others finding employment or full time education elsewhere. Over the lifetime

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of the contract arvato would employ and train a total of 117 apprentices.

Resolved – That details of the Thames Valley Transactional Services Report for the period April 2014 to March 2015 be noted.

11. Update on Externalisation of Children's Services

The Strategic Director of Customer and Community Services provided an update on the externalisation of Children's Services. Following the appointment of the Department of Education's (DfE) support services team in January 2015, a governance structure was set up to manage the transition of services.

Members were informed that the model of the organisation was a private company, limited by guarantee with no share capital. However, the long term aspiration was for the company to convert to a Community Interest Company (CIC) but this would be a matter for the Children Services organisation (CSO). Details of the Fit for Purpose Schedule were outlined which highlighted the matters that were outstanding and needed to be met prior to the provisional go live date of September 2015.

Clarification was sought regarding the Council's responsibilities following the transfer of services to the CSO and how long the organisation would be set up for. It was explained that by contracting with the CSO the Council would retain all its legal obligations for the statutory duties. However, the Secretary of State had stated that the services would be 'out of Council control' and therefore the Council may have limited control over how the children's social care functions that were delivered or in being able to hold to account the CSO for any failings. It was noted that the CSO had initially been established for a period of six years and there was no definitive end date.

Concern was expressed as to how the Council could hold the CSO accountable. Committee Members were informed that performance would be monitored against Key Performance Indicators (KPIs) and ultimately referral could be made to the Minister if targets were not being achieved.

Members queried the financial costs associated with the transfer of services. The Strategic Director informed the Committee that the Memorandum of Understanding confirmed that the Council would be reimbursed for all costs. The Council had been advised of a cap on costs of £615,000 which was expected to cover more than the Council's project and professional services costs. Although Council officers recorded time currently had a value of approximately £200,000 areas of concern remained including accommodation fit out, ICT set up costs and client management costs. It was noted that the CSO would be based at Ground Floor West at St Martins Place.

A Member asked for information relating to the recruitment and retention of staff under the CSO. It was explained that staff numbers outlined within the report were likely to remain unchanged, with permanent members of staff

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being TUPE'd across to the CSO. The Council had agreed to an Open pension Scheme to enable existing public sector employees to move across to the CSO without jeopardising their current Local Government Pension Scheme pensions. Members were informed that it would be for the CSO to decide whether to continue to use agency staff and or consultants.

The Committee agreed that the necessary arrangements be made for the CSO to replicate the governance reporting structure adopted by arvato, with monitoring reports being submitted to the Committee on a bi-annual basis.

Resolved – That the update on Externalisation of Children's Services be noted.

12. Five Year Plan - Future Approach of Scrutiny

The Scrutiny Officer outlined details relating to the proposed scrutiny approach to be adopted regarding monitoring of the outcomes contained within the Council's Five Year Plan. To ensure that the workload was spread in as relevant and efficient manner as possible, the outcomes contained within the 'Enabling and Preventing' theme would be divided between the three Scrutiny Panels.

Resolved –

- a) That the Overview and Scrutiny Committee retains the responsibility for scrutinising the themes 'Changing, Retaining and Growing' and 'Using Resources Wisely'.
- b) That the theme 'Enabling and Preventing' is sub-divided and delegated as follows:
 - Slough will be one of the safest places to live in the Thames Valley – Neighbourhoods and Community Services Scrutiny Panel.
 - Children and young people in Slough will be healthy, resilient and have positive life choices – Education and Children's Services Scrutiny Panel.
 - More people will take responsibility and manage their own health, care and support needs – Health Scrutiny Panel.
- c) That the schedule for scrutinising these themes discussed in section 5.8 (namely, Overview and Scrutiny Committee to look at each of its two themes once every six months, the Panels to do likewise for their outcomes) be adopted.

13. Town Centre Car Park Task and Finish Group - Decisions by Cabinet

Members were informed that the Town Centre Car Parking Task and Finish Group's recommendations were considered at the Cabinet meeting in June 2015. The decisions taken by Cabinet were noted and it was agreed that an

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update on the implementation of the recommendations would be reported to the Committee in six months time.

Resolved – That the Cabinet decisions taken on 22 June 2015 with regard to the Town Centre Car Park Task and Finish Group be noted and an update provided to the Overview and Scrutiny Committee meeting January 2016.

14. Forward Work Programme

Details of the Work Programme for the municipal year were outlined.

Resolved - That details of the Forward Work programme be noted subject to the following additions:

- November 2015: Scrutiny of 'Changing, Retaining and Growing' theme.
- November 2015: Invite Representative of the Children's Trust to the meeting.
- January 2016: Town Centre Car Park task and Finish Group - Update on recommendations agreed by Cabinet
- February 2016: Scrutiny of 'Using resources Wisely' theme

15. Attendance Record

Resolved – That details of the Members Attendance Record be noted.

16. Date of Next Meeting - 10th September 2015

The date of the next meeting was confirmed as 10th September 2015.

Chair

(Note: The Meeting opened at 6.30 pm and closed at 8.36 pm)

SLOUGH BOROUGH COUNCIL

REPORT TO: Overview and Scrutiny **DATE:** 10th September 2015

CONTACT OFFICER: Savio DeCruz Acting Head of Transport
(For all Enquiries) (01753) 875640

WARD(S): Haymill and Lynch Hill, Farnham and Cippenham Green

PART I
FOR COMMENT & CONSIDERATION

SIGNIFICANT OFFICER DECISION CALL IN - BURNHAM TRAIN STATION AND ROAD NETWORK IMPROVEMENTS

1. **Purpose of Report**

To advise the Committee of the receipt of a Member call-in and to seek the Committee's views and instructions on how it wishes to deal with it.

2. **Recommendation(s)/Proposed Action**

The Committee is requested to consider the call-in from and to decide what action it wishes to take in response to it.

3. **The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

3a. **Slough Joint Wellbeing Strategy Priorities**

Priorities:

- Health: Providing transport facilities that ensure residents can access the health services they need.
- Economy and Skills – Continue to provide residents with access to essential services by improving connections and journey times between work, home, leisure, school and making alternatives to the car more attractive.
- Regeneration and Environment; Improving facilities and access to bus services to increase the use of sustainable form of transport.
- Housing: Improved public transport links to the area, with quicker journey times for the bus routes serving the area and giving greater choices for residents as to where they can live and access work and facilities.
- Safer Communities: Reduced traffic congestion at the location to improve the environment for residents at the location. This should make a place where people feel safe to live and visit.

Cross-Cutting themes:

Improving the image of the town: By enhancing the sustainable transport links to Heathrow Airport, London and beyond, improving access and reducing journey times of local bus services and general commuter traffic.

3b. **Five Year Plan Outcomes**

- Slough will be the premier location in the south east for businesses of all sizes to locate, start, grow, and stay. By improving access to Heathrow Airport from

Slough Trading Estate through alternative forms of sustainable transport in this instance buses, with the journey times reduced to appeal to more commuters.

4. **Other Implications**

(a) Financial

The scheme will be funded through the Local Enterprise Partnership (LEP) approximately £2m has been set aside to deliver the improvements in and around Burnham Station.

There are no further financial implications.

(b) Risk Management

There are no reported risks associated with the recommendations stipulated in section 2.

(c) Human Rights Act and Other Legal Implications

There are no Human Rights Act Implications associated with the recommendations of this report.

(d) Equalities Impact Assessment

There is no requirement for an EIA as this report is to provide members with the process the council has followed to facilitate a closure on Station Road in the Haymill and Lynch Hill ward.

5. **Supporting Information**

Call-In Process

- 5.1 A Member Call-In has been received from Councillors Strutton, Chahal, Morris and Smith, as attached at Appendix B to this report.
- 5.2 A schedule of significant decisions taken by officers is circulated to Members on a monthly basis, and Member call-ins of significant decisions taken by officers, post decision, are dealt with in the same way as other post decision call-ins. Implementation of a significant decision by an officer is not be halted by a call-in and the decision is subject to post-decision scrutiny.
- 5.3 The Committee may take the following action on the call-in:
- Agree to take no further action on the request (the reason for that decision to be recorded in the minutes and Members are advised).
 - Make alternative recommendations to the Cabinet or Council (if applicable).
 - Make representations/views known to the Cabinet or Council (if applicable) in respect of decision taken and implemented within Cabinet or Officer delegated powers.

Significant Officer Decision – Burnham Train Station Public Realm and Road Network Improvements

- 5.4 Burnham station is located between Burnham Lane and Station Road. The area is subject to considerable congestion in the morning and afternoon peaks due to not only the number of schools in the area, but also the commuter traffic from South Bucks heading for the station, trading estate and M4. Traffic has steadily increased over the past decade and as a consequence has resulted in the peak time delays starting sooner and ending later leading, now, to congestion being present for large parts of the day.
- 5.5 The council has been approached in the past by residents and local community groups to improve traffic flow and address commuter parking issues in the area. However due to the severity of the congestion and the restricted space available for improvements it has not been possible to approach these issues with conventional solutions such as widening the road, installing traffic lights or encouraging modal shift. A more radical solution was required if we are to properly and fully address the severe congestion and parking issues around Burnham Station.
- 5.6 The Council submitted in November 2014, two bids as part of the Local Growth Fund 2 (LGF2) to the LEP for improvements to Burnham Station and Langley Station. These bids focussed on improving accessibility to the stations (including the road layout) and constructing new buildings on the station forecourt. The bids were given programme entry subject to the Local Transport Body (LTB) financial approval process, however in order to receive full approval, a business case compliant with the Department for Transport (DfT) criteria needs to be met.
- 5.7 Transport modelling was commissioned by officers in 2014 to assess 12 different scenarios. The scenarios included reversing the one way on Burnham Lane, making Station Road one way northbound and then southbound and closure of Station Road. The report found that all options would result in an improvement around the station but would also have some impact on other local roads. This report formed part of the Significant Decision (appendix A).
- 5.8 The modelling report indicates that traffic will move to various surrounding roads therefore officers have widened the scope of the works to cover the predicted impact. Huntercombe Lane North, Burnham Lane, Dover Road and the Five points junction will be affected therefore traffic signal changes will be made to accommodate the additional traffic.
- Additional time on Burnham Lane/A4
 - Additional time allocated to Dover Road
 - Changes to Huntercombe Lane north/A4 for left and right turning vehicles
 - Potential suspension of the signals at the Huntercombe bridge if queues are excessive
- In addition all junctions along the A4 and the Five points will be upgraded to have smarter signal software (MOVA), this will enable the junctions to respond more rapidly and efficiently to the greater traffic demands expected during peak times.
- 5.9 Officers set up a working group consisting of Network Rail, Crossrail, Rail for London, First Great Western and Segro to discuss the options and the outputs from the assessment and to also understand how the area including the station could be improved. The working group collectively agreed that if Station Road

could be closed, then this would help realise wider benefits including regeneration of the sites surrounding the station.

- 5.10 It is clear that the assessment indicates that a closure on Station Road will have an impact on the surrounding roads but it is also important to note that this is a software modelling report and as a result may differ from what is actually going to take place on the road network. To meet the DfT requirements, officers have recommended that an experimental order be trialled to determine the actual affect before deciding on the preferred scheme. Once agreed, the design will then be subject to the LEP approval process including submission of a formal business case. Tenders will be produced early next year with work due to start in 2016/17 financial year.
- 5.11 In response to the “Call In” (appendix B) a claim is made that “due diligence” has not taken place. Officers can state that the following work was undertaken before the recommendation was signed off:
- Modelling assessment on 12 different scenarios;
 - Widening the scheme limits as a result of the assessment to capture Huntercombe Lane North, Burnham Lane, and Dover Road;
 - Consultation with the statutory stakeholders i.e. emergency services and bus operators;
 - Alterations to the traffic signals to mitigate against congestion;
 - Air Quality impact reviewed;
 - Briefing ward and lead members
- 5.12 There will be an impact on local residents. We expect an improvement through reduced congestion along Burnham Lane and Station Road. However, it is recognised that local residents will also need to alter their journey patterns to accommodate the new road network and that the effects of this can only really be determined once the closure is in place. It is also expected that air quality will improve as a result of fewer cars in the immediate area, but that there will be displacement on to other local roads. The exact impact on those roads will be monitored during the experimental period. It is not anticipated that there will be any effect on local schools or education centres in the locality as traffic congestion will have reduced. However, there is recognition that journey times, patterns and choices will be affected particularly for those who continue to choose to drive to and from the schools.
- 5.13 With respect to social care provision, officers are liaising with the social care teams and will assist where necessary in minimising the impact on those who are affected. It is anticipated that some re-routing will be needed as part of a closure or a northbound option therefore dialogue will continue throughout the experimental period.
- 5.14 The proposal by officers is to trial the closure through an experimental order, giving officers the flexibility to monitor and amend the scheme where necessary. The council has used this process many times before to understand the real issues on the network, whereby the first six months is used as the consultation period. However, due to the scale of proposal the council has released information about the closure in advance to help its residents and the businesses prepare for the change.

5.15 Consultation leaflets and information on the council webpage will be made available to those who wish to comment on the scheme. The communication strategy for this scheme will also include advance warning signs on site, diversions routes and use of the variable message signs around the borough.

6. **Comments of Other Committees**

None

7. **Conclusion**

Members are requested to consider what action to take on the call in, noting that officers have followed a thorough process to ensure that the scheme has been rigorously tested and will continue to be scrutinised during the experimental period.

8. **Appendices Attached**

'A' - Significant Decision

'B' - Call in request

9. **Background Papers**

None

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COPY OF SIGNIFICANT DECISION

Ref	12/15
Title of decision	Burnham Train Station Public Realm and Road Network Improvements
Date decision taken	11.08.15
Decision maker	Joe Carter, Assistant Director – Assets, Infrastructure and Regeneration
Portfolio	Social and Economic Inclusion
Details of decision taken	<ol style="list-style-type: none"> 1. That the scheme is implemented under the experimental traffic regulation order process. Representations will be accepted within the first 6 months of implementation, and be in place for no longer than 18 months before a decision is made on the permanent scheme. The effect of the experimental traffic regulation orders will be that; 2. Station Road Bridge is closed to vehicular traffic in both directions; 3. The slip road connecting Burnham Lane and Station Road is made one way south bound ; 4. Station road is made one way from Station Road Bridge to its northern most junction with Burnham Lane 5. The direction of Traffic Flow is reversed under Burnham Lane Bridge so that it flows south bound from Burnham Lane to Bath Road A4; 6. A mini roundabout is constructed at the junction of Burnham Lane and Buckingham Avenue; 7. A residents permit scheme is implemented on Littlebrook Avenue; and 8. Additional No Waiting At Any Time restrictions are implemented on Burnham Lane.
Reasons for taking decision	Rail for London have developed proposals for Burnham Station that will be delivered as part of the developments linked with the arrival of Crossrail. These proposals include a new station building with gate lines, a new ticket hall, an access for all lift enhanced travel information, CCTV and security. Slough Borough Council is working with Cross Rail, Network Rail and First Great Western to develop proposals

	to compliment these works by delivering improvements to the station forecourt and the road network. This is to ensure the wider station environment is ready for the increased number of pedestrian, cycle and vehicle trips that is expected when Crossrail is launched, and also to address a number of existing problems on the road network.
Options considered	12 options were put forward to change the road layout around Burnham station. 4 of these options were tested using the Slough Borough Council SATURN model, along with a do minimum option. The 4 options are set out in the report included below.
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None.
Reports considered	Significant decision report included below.

Resources, Housing and Regeneration - Significant Decision

Burnham Train Station Public Realm and Road Network Improvements

Prepared by: Martin Mallia, Engineer (Parking Development), ext 87 5229

Purpose of Significant Decision

To gain permission to seal a combination of Traffic Regulation Orders to change the network layout on Burnham Lane and Station Road, Burnham.

Background:

This scheme focuses on Burnham Station and the area surrounding it, mainly Burnham Lane and Station Road. There are two elements: firstly to improve station facilities; and second to enhance access to the station from the western part of the Borough, including Slough Trading Estate, and neighbouring areas of South Buckinghamshire.

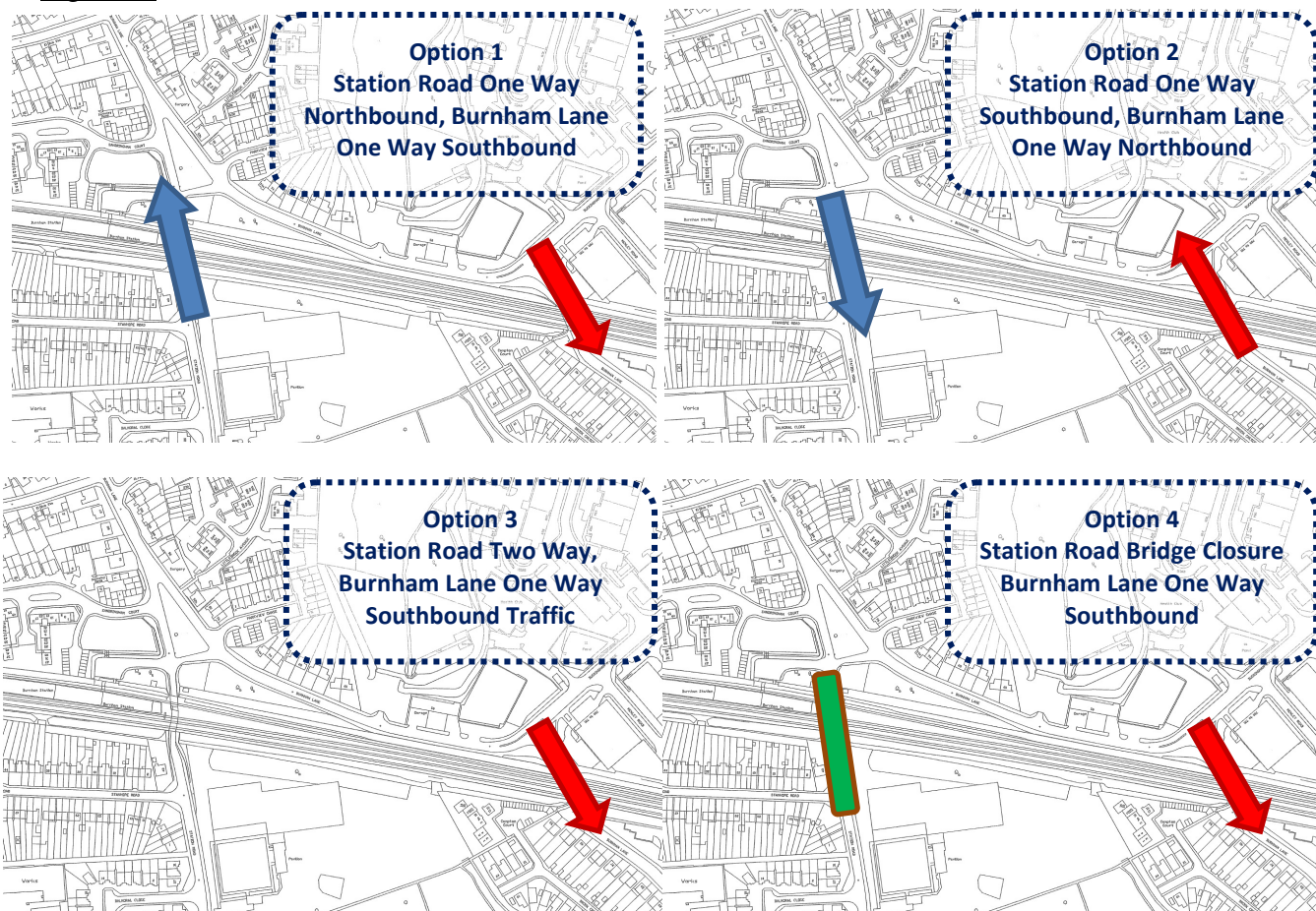
Slough Borough Council have secured funding from the Local Enterprise Partnership in the region of £1.5 - £2m to undertake these improvements, and running in parallel to this Rail for London have developed proposals for Burnham Station that will be delivered as part of the developments linked with the arrival of Crossrail. These proposals include a new station building with gate lines, a new ticket hall, an access for all lift enhanced travel information, CCTV and security. Slough Borough Council is working with Cross Rail, Network Rail and First Great Western to develop proposals to compliment these works by delivering improvements to the station forecourt and the road network. This is to ensure the wider station environment is ready for the increased number of pedestrian, cycle and vehicle trips that is expected when Crossrail is launched, and also to address a number of existing problems on the road network.

Access to the station will be improved by reconfiguring the local highway network to reduce conflicts between pedestrians, cyclists and vehicles, and to make bus services more accessible. These highway works will complement junction improvements planned further north along Burnham Lane at the Five Points junction, along with improvements at the Burnham Lane/A4 and Station Road A/4 junctions to reduce congestion in the peak hours around the vicinity of Burnham Station. Additional car and cycle parking will be proposed within the locality of the station, including a number of PRM (passengers with reduced mobility) car parking spaces, as well as the introduction of waiting restrictions in the local area to alleviate some existing problems with obstructive commuter parking.

Options Appraisal

12 options were put forward to change the road layout around the station. 4 of them were tested using the Slough Borough Council SATURN model, along with a do minimum option. The 4 options can be seen in figure 1 below:

Figure 1



Do minimum

It was observed that temporary queuing occurs southbound along Burnham Lane from Station Road during both peak hours. The queue was often observed to be rolling, and it was notable that the queue was not constant for the full peak hour. In terms of the queuing traffic along Burnham Lane, it appeared that the queues were a result of both vehicles blocking back from the signal arrangement on Station Road, and also the right-turn onto Station Road from Burnham Lane being blocked due to opposing traffic flow.

The AM peak indicates that there is existing congestions at the following locations:

- Burnham Lane, at the right turn into Station Road;
- The Station Road/Elmshott Lane junction, on the A4 Bath Rd eastbound and westbound approaches;
- Southbound approach to the Dover Road/Bath Road junction on Dover Road;
- Northbound approach to the Dover Road/Ipswich Road junction on Dover Road;
- The westbound and southbound approaches to the Buckingham Avenue/ Fairlie Road junction;
- Priory Road at Five Points junction
- Eastbound on Pevensey Road; and
- Along the A4 Bath Rd eastbound approaching Huntercombe Lane and Lent Rise Road.

In the PM peak, the model notably shows congestion at:

- Station Road, north and south of Burnham Bridge;
- Northbound approach to the St. Andrews Way/Bath Road junction;
- Westbound approach to the Dover Road/Buckingham Avenue junction;
- Northbound approach to the Dover Road/Ipswich Road junction on Dover Road; and
- Along the A4 Bath Road eastbound approaching Huntercombe Lane and Lent Rise Road

Option 1

The SATURN outputs indicate that the implementation of the one way system results in changes in junction usage, resulting in some shifting of congestion within the network. On the wider network option 1 appears to reroute an element of traffic at the M4 motorway junctions in the AM and PM peaks; M4 westbound traffic reroutes from junction 7 to junction 8. This is due to the one-way network increasing the journey time for traffic using Station Road to access the motorway from areas north-west of Burnham.

In the AM peak the model suggests the following changes in the local area:

- The right turn congestion onto Station Road from Burnham Lane is reduced, however congestion is observed in the northbound approach to the junction from Station Road and on the southbound approach to the roundabout on Burnham Lane increases;
- The Burnham Lane approach to the Burnham Road/A4 Bath Road junction is congested;
- Marginal increase in congestion on the westbound approach to the A4 Bath Road/Station Road junction; and
- The eastbound approach to the A4 Bath Road/Dover Road junction is also showing an increase in congestion as a result of the scheme.

In the PM peak there are the following changes:

- The congestion on Station Road through the Burnham Bridge is reduced, however congestion is observed in the northbound approach to the junction from Station Road increases, as well as on the westbound approach along Burnham lane;
- There is congestion on the westbound approach to the Burnham Lane/Station Road junction, south of the Burnham triangle;
- Congestion is observed on the westbound approach to the Station Road/Elmshott Lane junction; and
- The Burnham Lane approach to the Burnham Lane/A4 Bath Road junction is congested.

Option 2

The implementation of the one way system in SATURN causes changes in junction usage resulting in some shifting of congestion within the network. On the wider network there appears to be less rerouting between motorway junctions than in option 1, however there is local rerouting observed around the study area.

In the AM peak the following changes are observed:

- Congestion on the eastbound approach to the Buckingham Avenue/Fairlee Road is reduced;
- The southbound congestion on Station Road is reduced, however the congestion at the right turn from Burnham Lane onto Station road remains; and
- The Station Road/A4 Bath Road junction congestion increases on the southbound approach from Station road causing the junction to become congested.

In the PM peak the changes in congestion observed in the forecast are:

- The congestion on Station Road through the Burnham Bridge is reduced;
- The Burnham Lane/Buckingham Avenue roundabout is shown to be congested on both the Buckingham Avenue arm and the Burnham Lane arm;
- Congestion is observed eastbound on Bower Way;
- Congestion is observed on the eastbound approach to A4 Bath Road/Dover Road junction; and
- Congestion is observed on the southbound approach to the Station Road/Elmshott Lane junction.

Option 3

The implementation of the change in one way direction in SATURN causes changes in junction usage resulting in some shifting of congestion within the network. There are no impacts perceived on the wider network.

In the AM peak the following changes are observed

- There is an increase in congestion on the Burnham Lane/Station Road junction;

- Congestion the Station Road/A4 Bath Road junction increases on the southbound approach from Station Road, and the junction as a whole becomes congested; and
- Congestion on the eastbound approach to the A4 Bath Road/ Dover Road junction increases.

In the PM peak the changes in congestion observed in the forecast are:

- There is congestion on the southbound approach to the Burnham Lane / A4 Bath Road junction;
- There is congestion on the eastbound approach to the A4 Bath Road / Dover Road junction; and
- Congestion increases westbound on Bath Road towards the junction with St Andrews Way.

Option 4

The new road layout has been tested using the existing Slough Borough Council SATURN model. The changes that were tested were the closure of Station Road railway bridge along with reversing the direction of traffic flow under Burnham Lane bridge. The results are explained below:

This change has a slightly negative impact on the network due to a capacity reduction. The Station Road closure has caused a decrease in traffic flow on Burnham Lane north of the Station Road junction in both directions in the AM and PM peaks. The southbound traffic on station road has redistributed onto Burnham Lane SB link and continues on A4 west bound on to Dover Road junction. With Burnham Lane NB closed the north bound traffic (and a proportion of that from Station Rd) is redistributed with a significant increase on Dover Road NB.

The impact of the Station Road closure has resulted in increases in traffic along A4 Bath Road, on the bridged section of Burnham Lane between Buckingham Avenue and A4 Bath Road. During the PM peak traffic has increased on Dover Road NB and Leigh Road SB as these are parallel routes to Station Road. Westbound traffic on Priory Road and Eastbound Bower Way also see increases in traffic to reroute around the loss of road capacity.

The changes to the network result in a worsened performance at the Buckingham Avenue junction with Burnham Lane in the AM peak. During the PM peak the largest reduction in junction capacity appears at the junction of Dover Road and the A4 junction, but also at the junctions of Burnham Lane / A4; Dover Road / Buckingham Avenue.

Conclusion

After reviewing the results of the modelling, it is clear that the do minimum and do something options each have impacts on local congestion, and the traffic distribution differs across each option causing congestion hot spots across different parts of the network.

Council officers originally recommended that option 1 be taken forward to detailed design stage. Making traffic flow one way northbound on Station Road under the bridge reduces congestion

caused by the right turners from Burnham Lane onto Station Road by reducing the demand for these turning movements, achieving improved traffic flow on Burnham Lane at the peak hours, and creating a less congested environment surrounding Burnham Station.

After meeting with meeting with Councillors James Swindlehurst, Sohail Munawar, Rob Anderson and Martin Carter, members requested that we take option 4 forward to detailed design stage and close Station Road bridge to vehicular traffic. The reasoning behind this decision is because this option potentially provides the best opportunity to develop the area outside of Burnham Station. There have been preliminary discussions with SEGRO and Network Rail about the potential this location has for development, including a number of residential and retail units, increased car parking and a bigger station environment at Burnham Station. This would be achieved by building outwards onto Station Road and the green triangle. If the closure of Station Road bridge works, it opens up a large potential development site, further improving the prosperity of the area.

Furthermore, it was also discussed at this meeting that implementing the most radical of the options gives the council a contingency option if it doesn't work. Being able to fall back on option 1 allows the Council to test a number of options if the preferred scheme doesn't work. It would be more difficult to justify making Station Road one way in the first instance, and if it didn't work then closing the bridge all together.

For the reasons stated above, the recommended decision as agreed by Council members is to implement option 4, with option 1 being the contingency proposal if option 4 does not work.

Proposals

In order to deliver the scheme, it will be split into 2 phases. Phase 1 will introduce a number of experimental Traffic Regulation Orders to trial the proposed changes to the network, and phase 2 will make these changes permanent, along with introducing all of the physical changes on site and also the changes on the station forecourt.

Phase 1

Station Road Bridge Closure – *Drg No. SBC/T/P/00275(5)*

It is proposed to close the railway bridge on Station Road, Burnham to vehicular traffic in both directions. Along with this, the right turn will be banned from Burnham Lane onto Station Road, and traffic flow will be made one way in the southerly direction on the slip road linking Burnham Lane and Station Road, and a north bound direction on Station Road. This creates a small gyratory around the green area separating the 2 roads.

By prohibiting traffic travelling under the bridge, it will reduce the amount of traffic that is present in the direct vicinity of Burnham Train Station. By doing so, it will create a safer environment for pedestrians and cyclists by reducing the risk of collision with vehicles travelling under the rail bridge where visibility is poor. Furthermore, closing the bridge will hopefully stop the collisions that larger vehicles are experiencing with the height barrier on the bridge.

Banning the right turn from Burnham Lane onto Station Road will help alleviate the queues that build up behind vehicles that struggle to make this turn due to the high volume of traffic travelling north bound on Burnham Lane. This change will allow 2 lanes for vehicles to turn onto Burnham Lane from Station Road, creating a right turn lane, and a straight ahead lane. Similarly, by making the slip road between Burnham Lane and Station Road one way south bound and along with the bridge closure, this should alleviate the queues that build up behind vehicles turning left due to the red phase of the traffic signals. The demand to use this route will significantly reduce to vehicles accessing the train station and Sandringham Court, so queues are not expected to be significant.

Additionally, the 2 bus stops currently located on Burnham Lane will be removed and replaced by a single bus stop on Station Road between the junctions with Sandringham Court and the entrance to Burnham Station. By removing these bus stops, queues behind the stationary buses on Burnham Lane will be removed to help further improve traffic flow on Burnham Lane in both directions. The buses will now turn left from Burnham Lane onto the one way slip road, right onto Station Road to board and alight passengers in the new bus stop, and then either turn right from Station Road onto Burnham Lane to complete the loop, or continue straight ahead. By moving the bus stop closer to the station, it improves connectivity between the bus and rail interchange, and will board and alight passengers in a location where there are fewer vehicles.

A number of waiting restrictions are being implemented in conjunction with this scheme. It is proposed to implement double yellow lines on both sides of the carriageway on Burnham Lane from the Shell Petrol Station to its junctions with Royston Way and Altwood Close, and also for the entirety of Station Road from the railway bridge to its junctions with Burnham Lane (including the slip road). The reason for these restrictions is to ensure vehicles are not parked obstructively at this location, which may have a detrimental impact on traffic flow, or cause obstructions to pedestrians and cyclists.

Burnham Lane Bridge One Way – Drg No. SBC/T/P/00275(4)

It is proposed to reverse the direction of traffic flow under the Burnham Lane railway bridge. Currently, vehicles from the A4 turn right onto Burnham Lane to travel in a north westerly direction to travel under the bridge and turn right onto Burnham Lane, or left onto Buckingham Avenue. The proposal will reverse this, and vehicles will now travel in south easterly direction under the bridge to travel from Burnham Lane or Buckingham Avenue onto the A4. Burnham Lane will still operate 2 way traffic flow to the south of bridge to ensure access is maintained for the residents here. To facilitate the right turning movement from Burnham Lane to pass underneath the bridge, a mini roundabout will be introduced.

Littlebrook Avenue – Drg No. SBC/T/P/00275(2)

It is proposed to implement a combination of double yellow lines and residents permit holders only parking bays on Littlebrook Avenue. Slough Borough Council were approached by a residents group from the area, supported by local ward members requesting something to be done about the large number of commuter vehicles being parked on Littlebrook Avenue, often in an obstructive manor causing road safety concerns, as well reducing the available space for residents and their visitors to park. A variety of options were offered to the residents group, and

a residents permit scheme enforceable between the hours of 10am – 11am from Monday to Friday was voted for, along with additional double yellow lines at critical junctions and bends in the road where parking causes visibility and accessibility problems.

Phase 2

Burnham Train Station Environment – Drg No. SBC/T/P/00275(5)

It is proposed to develop the approach road leading to the Burnham Train Station entrance to compliment the works being undertaken by Rail for London. Rail for London are proposing to build a new station building with gate lines, a new ticket hall, an access for all lift enhanced travel information, CCTV and security. A mock-up of the new station building can be seen in appendix A, which also includes a second new structure which has yet to be confirmed. This second structure could potentially incorporate a lift linking the upper level car park and the new ticket hall which will improve accessibility for disabled drivers and vulnerable road users. If this is not approved, accessibility can still be improved by providing PRM parking on the approach road, which will bring vulnerable and disabled drivers closer to the station entrance.

In order to maximise the space available, the Council have inquired into who has ownership of the 'wooded' area on the southern side of the approach road. This land is owned by a private individual as Network Rail sold it a number of years ago. The Council are working on contacting the individual to request permission to develop the land, however to date all approaches have been unsuccessful. There is however the opportunity to develop the shrubbery on the northern side of the approach road, which is under the ownership of Network Rail. This will enable the road to be widened to accommodate a number of new facilities such as PRM parking, cycle parking and the relocation of the cycle hire from Burnham Lane.

Additionally, it is proposed to convert a section of green land to the east of Station Road bridge to a car park. With the additional restrictions being placed on Littlebrook Avenue and the anticipated increase in demand for rail services at Burnham Station, an additional car park will increase parking capacity and help facilitate these additional rail journeys. This will be a Council run pay and display car park, operating a tariff similar to that at Burnham Station. The initial designs show that parking capacity can be increased by 30-40 spaces.

Phase 2 will also make permanent the changes made to the road layout following the experimental phase 1 scheme. Physical measures will be put into place to finalise the new road layout (including road widening, kerb and earth works etc) to ensure vehicles, especially large buses, refuse and emergency services can comfortably complete the turning movements. Furthermore, 2 new zebra crossing will be installed on Burnham Lane to help facilitate the increase in pedestrian movements to and from the station as a result of Burnham becoming a Crossrail station.

Five Points Junction – Drg No. SBC/T/P/00275(3)

It is proposed to upgrade the traffic signals at the five points junctions (Burnham Lane, Priory Road, Hogfair Lane and Lower Britwell Road) to MOVA, and to also amend the lane

configuration to improve traffic flow. It is anticipated that demand at this junction will increase due to the changes to the road layout at the Burnham Lane and Station Road bridges, so this junction upgrade will help the junction to be reactive to live changes in traffic flow and keep traffic moving.

Consultees

As part of the statutory process, Slough Borough Council will be consulting with all statutory consultees outlined in appendix B.

Legal Implications

The amendments will be made under Section 9 of the Road Traffic Regulation Act 1984 and regulation

7 of the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996. This will require the Council to undertake consultation with statutory consultees before sealing the amendments to the Traffic Regulation Orders.

Financial Implications

A budget of £1.5 - £2m has been allocated to complete Phase 1 and 2 of this scheme. This funding has been allocated to Slough Borough Council by the Local Enterprise Partnership in the 2015/16 financial year. It is estimated that the experimental phase 1 of the scheme will cost in the region of £5,000 to implement, and be funded from s106 contributions from SEGRO and Priory School.

Recommended Decision

It is recommended:

1. That the scheme is implemented under the experimental traffic regulation order process. Representations will be accepted within the first 6 months of implementation, and be in place for no longer than 18 months before a decision is made on the permanent scheme. The effect of the experimental traffic regulation orders will be that;
2. Station Road Bridge is closed to vehicular traffic in both directions;
3. The slip road connecting Burnham Lane and Station Road is made one way south bound;
4. Station road is made one way from Station Road Bridge to its northern most junction with Burnham Lane
5. The direction of Traffic Flow is reversed under Burnham Lane Bridge so that it flows south bound from Burnham Lane to Bath Road A4;

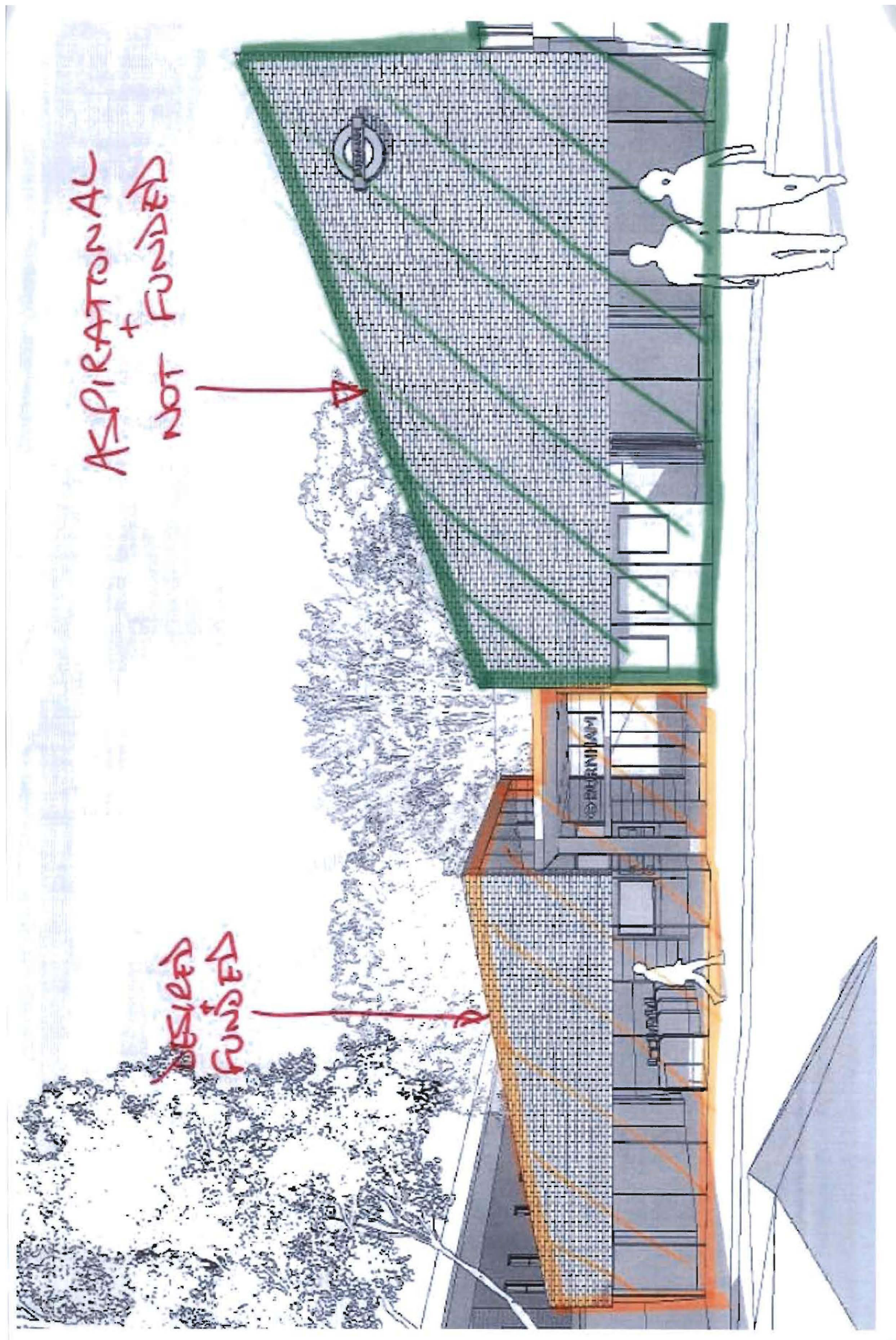
6. A mini roundabout is constructed at the junction of Burnham Lane and Buckingham Avenue;
7. A residents permit scheme is implemented on Littlebrook Avenue; and
8. Additional No Waiting At Any Time restrictions are implemented on Burnham Lane.

Appendices

Appendix A – Rough sketch of new structures at Burnham Train Station

Appendix B – List of Statutory Consultees (contact details redacted)

Appendix A – Rough sketch of new structures at Burnham Train Station



Appendix B – List of Statutory Consultees (contact details redacted)

Arriva The Shires

Bear Buses

Carousel Buses

First Beeline Buses Ltd

Freight Transport Association

London United Busways

Reading Transport Limited

Red Line Buses

Road Haulage Association

Royal Berkshire Fire & Rescue Service

Royal Mail

SEGRO

Slough Chamber of Commerce

South Central Ambulance Service NHS Trust (Berkshire Division)

Thames Travel

Thames Valley Police

Transport For London (Bus Property Team NW)

Transport For London (London Buses)

UK Datapoint Limited

Thomas McGrory

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Call-in Request

APPENDIX B

Name: CLR STROTTON WAYNE .

Date: 26/08/15 .

Decision taken by ~~Cabinet~~ SIGNIFICANT OFFICER DECISIONS .

Delegated decision by - JOE CARTER AD ASSETS & INFRASTRUCTURE

Date of decision: 11-08-15

Title of agenda item/report: BURNHAM TRAIN STATION PUBLIC REALM AND ROAD NETWORK IMPROVEMENT

Reasons for Call-in:

FAILURE IN TAKING DUE DILIGENCE, IMPACT STUDIES ON AFFECTS TO LOCAL HEALTH & WELLBEING OF LOCAL RESIDENTS AND LOCAL EDUCATIONAL PROVIDERS AND REASONABLE CONSULTATION REGARDING ABOVE .

Proposed alternative course of action (optional):

Proposed documentation and/or witnesses for the call-in (optional)

SIGNIFICANT OFFICER DECISIONS 16 JULY TO 15 AUGUST 2015

Signed: Councillor

WAL CHAITAR
DARREN A. MORRIS

Signed: Councillor

Signed: Councillor

DEXTER SMITH

Submit

Please submit your request to the Statutory Scrutiny Officer, Tracy Luck Head of Strategic Policy and Communications (Tracy.Luck@slough.gov.uk).

Any queries should be directed to the Scrutiny Officer, (David.Gordon@slough.gov.uk; tel: 01753 875 657).

Policy and Communications



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SLOUGH BOROUGH COUNCIL

REPORT TO: Overview and Scrutiny Committee

DATE: 10th September 2015

CONTACT OFFICER: Dave Gordon – Scrutiny Officer
(For all Enquiries) (01753) 875411

WARDS: All

PART I
FOR COMMENT & DECISION

CASEWORK TASK AND FINISH GROUP – TERMS OF REFERENCE1. **Purpose of Report**

For the Overview and Scrutiny Committee to review and approve the final version of the terms of reference for the Casework Task and Finish Group.

2. **Recommendations/Proposed Action**

That the Committee:

- 1) Review the proposed terms of reference for the Task and Finish Group; and
- 2) Agree the final version of the terms of reference under which the Task and Finish Group will operate.

3. **The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**3.1 **Slough Joint Wellbeing Strategy priorities**

Casework can relate to any of the Slough Joint Wellbeing Strategy priorities set out below. It is important to ensure that there is an efficient system for progressing and monitoring casework within the resources available to Slough Borough Council.

The Slough Joint Wellbeing Strategy priorities and cross-cutting themes are as follows:

Priorities:

- Health
- Economy and Skills
- Regeneration and Environment
- Housing
- Safer Communities

Cross-Cutting themes:

- Civic responsibility
- Improving the image of the town

3.2 **Five Year Plan Outcomes**

Casework may also relate to these outcomes, depending on the case involved. The outcomes are:

- Slough will be the premier location in the south east for businesses of all sizes to locate, start, grow, and stay
- There will more homes in the borough, with quality improving across all tenures to support our ambition for Slough
- The centre of Slough will be vibrant, providing business, living, and cultural opportunities
- Slough will be one of the safest places in the Thames Valley
- More people will take responsibility and manage their own health, care and support needs
- Children and young people in Slough will be healthy, resilient and have positive life chances
- The Council's income and the value of its assets will be maximised
- The Council will be a leading digital transformation organisation

4. **Supporting Information**

- 4.1 The Task and Finish Group was first raised as a possibility by members at the meeting of the Overview and Scrutiny Committee on 17th June 2015. At this meeting, it was decided that the most appropriate solution would be the establishment of a Task and Finish Group.
- 4.2 The Task and Finish Group met on 7th July 2015 to formulate its draft terms of reference. This meeting examined the areas which would be of interest to the Group and the issues that members had encountered with existing procedures and processes. On the basis of these discussions, the proposed terms of reference were formulated.
- 4.3 The Task & Finish Group were particularly interested in ensuring that the progress of casework can be clearly logged and tracked for all stages from initial receipt to completion. One major area of research they will be looking to take on, should these terms of reference be approved, is that of the existing system's functionality and the potential to use this to its full capability. For this, the Group have held an initial meeting with SBC officers to be given a demonstration of the casework system and will use these findings in their deliberations to ensure that the final recommendations are as closely based on realistic outcomes as possible.
- 4.4 Once the terms of reference have been approved by the Overview and Scrutiny Committee, the Task and Finish Group will initiate its review. A series of meetings will be held, with the first to be with Slough Borough Council officers in September 2015. Once the review has completed its work, it will complete a report with a series of recommendations arising from its findings. This final report will be presented to the Overview and Scrutiny Committee for review and comment; the date of this will be determined as the review progresses.

5. **Resource Implications**

- 5.1 The Task and Finish Group will be supported by 1 FTE member of staff. This officer is also responsible for supporting the Overview and Scrutiny Committee and three Scrutiny Panels. Therefore, this is a finite resource and consideration must be given, in conjunction with the work programmes for the three Scrutiny Panels, as to how the resource is used during the year.

6. **Conclusion**

- 6.1 This report is intended to provide the Committee with information and guidance on the work to be undertaken by the Task and Finish Group. There will be flexibility for the Task and Finish Group to arrange meetings to suit its work; however, its focus on the work it has been commissioned to complete will remain resolute.

7. **Appendices Attached**

- A - Draft terms of reference for the Casework Task & Finish Group

8. **Background Papers**

- 1 - Minutes of the Overview and Scrutiny Committee, 17th June 2015.

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Terms of Reference

The following terms of reference were proposed by the Task & Finish Group following a meeting on 7th July 2015.

1. To establish the potential for a more transparent and comprehensive system of tracking casework from initial receipt to completion, with specific reference to the following:
 - 1.1 The capability of the present casework logging system.
 - 1.2 The feasibility of creating a clear log of the progress of cases registered with Slough Borough Council (SBC) for each Councillor.
 - 1.3 Increasing the effectiveness and impact of SBC responses to casework.
 - 1.4 Ensuring that response deadlines (and subsequent undertakings) are adhered to.
 - 1.5 Creating a series of different categorisations to clarify the precise status of individual cases
 - 1.6 Monitoring the performance of different Departments in meeting key performance indicators for casework.
 - 1.7 Clarifying procedures for progressing casework with outsourced service providers.
 - 1.8 The process for escalating cases where the final response has not been to the satisfaction of Councillors.
 - 1.9 Standardised communications for the outcomes of casework to local residents.
2. To make recommendations on the above matters.

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SLOUGH BOROUGH COUNCIL

REPORT TO: Overview and Scrutiny Committee **DATE:** 2 September 2015

CONTACT OFFICER: Diane Viechweg, Enforcement Team Leader
(For all enquiries) (01753) 474032

WARD(S): All

PART I
FOR INFORMATION**ABANDONED VEHICLES PROCEDURE****1 Purpose of Report**

To outline the procedures to deal with abandoned and untaxed vehicles and identify the agencies responsible.

2 Recommendation(s)/Proposed Action

That the Abandoned Vehicles Procedure be noted.

3.1 Slough Joint Wellbeing Strategy Priorities

Priorities:

- *Economy and Skills*
- *Health and Wellbeing*
- *Regeneration and Environment*
- *Housing*
- *Safer Communities*

Slough Borough Council considers it to be a priority to remove vehicles which are abandoned and their appearance works against the creation of a safe, environmentally friendly and sustainable neighbourhood.

4 Other Implications

There are no financial implications of proposed action.

(a) Risk Management

Risk	Mitigating action	Opportunities
Legal	Ensuring that vehicles are removed lawfully	
Property	None	
Human Rights	None	
Health and Safety	None	
Employment Issues	None	
Equalities Issues	None	
Community Support	None	
Communications	None	

Community Safety	None	
Financial	None	
Timetable for delivery	None	
Project Capacity	None	
Other	None	

There has been no need identified for the completion of an EIA.

5 **Supporting Information**

- 5.1 The number of vehicles being abandoned in Slough has fluctuated over recent years but generally declined over the last decade. This is mainly due to the price of scrap metal being sufficiently high enough so that vehicles are more likely to be scrapped by owners as they will receive cash for scrapping their vehicle whereas previously, they may have been charged to have a vehicle removed. Local firms advertising for scrap cars has encouraged owners to scrap their vehicles rather than abandoning them on the scale that was seen approximately 11 years ago.
- 5.2 Many vehicles that are reported to the council are not actually abandoned and the officer must run through a checklist to ensure that the vehicle has indeed been abandoned before removal. The Council does not have the authority to remove vehicles that are not abandoned or that are untaxed rather than abandoned. Some of the vehicles that are reported to us are untaxed rather than abandoned. Officers will report any untaxed vehicles to the DVLA for their own action. Some are declared SORN and others will have a local registered keeper who has an active interest in the vehicle.
- 5.3 Unused vehicles that are on private driveways/ front gardens are not classed as abandoned unless the property is vacant. However, where the vehicle is in a condition that may be providing an attraction for vermin, for example if it was filled with waste, clothing, cardboard, etc, the council may take action for the waste to be cleared from the vehicle. If the vehicle itself is an eyesore, e.g. severe damage, missing parts, rusty condition, the Council may be able to take action using Planning legislation under S.215 of the Town & Country Planning Act once it has been assessed.
- 5.4 The procedure to deal with abandoned and untaxed vehicles is outlined in the attached Appendix A.

6 **Conclusion**

This report is intended to provide the panel with an overview of SBC's procedure to deal with abandoned and untaxed vehicles. It is also to clarify how the Council may deal with vehicles on front driveways/ gardens that are not mobile.

7 **Appendices**

'A' - Abandoned Vehicle Procedure

8 **Background Papers**

None.

ABANDONED VEHICLE PROCEDURE

Abandoned & Untaxed Vehicle Overview

Abandoned vehicles can be a blight on the neighbourhood as they can look unsightly, lead to crime, become vandalised and dangerous. Slough Borough Council has a duty to deal with such vehicles where the officer is satisfied they are abandoned.

Legislation

The Refuse Disposal (Amenity) Act 1978 (as amended), imposes a statutory duty on the local authority to remove abandoned vehicles where that vehicle has been abandoned, without lawful authority, on any land in the open air or on any other land forming part of the highway.

Determining whether a Vehicle is abandoned

Many vehicles that are reported to the council are not actually abandoned and the officer must run through a checklist to ensure that the vehicle has indeed been abandoned before removal. The Council does not have the authority to remove vehicles that are not abandoned.

Checklist:

- Check with the police to determine whether the registered keeper is local or if it has been reported stolen
- The length of time the vehicle has been in situ
- Signs that the vehicle has been in situ for length of time, e.g. build up of dirt, debris around the tyres, mould growth
- Whether the vehicle is taxed (check done via the Gov.uk website)
- Whether the vehicle has any damage

If the officer is of the opinion that the vehicle is abandoned, arrangements will be made with a private contractor to remove the vehicle. Where the vehicle has been abandoned on private land, a 15 day notice must be served on the landowner before the vehicle can be removed. The vehicle can only then be removed once the notice has expired and if there have been no objections by the landowner

Untaxed Vehicles

If a vehicle is parked on the public highway with and has no current tax then the matter will be referred to the Driver and Vehicle Licensing Agency (DVLA) through their web access page. The Council can take no further action

If the untaxed vehicle is damaged and dangerous, the officer will make a decision as to whether to arrange removal to prevent the vehicle posing a risk to members of the public. When assessing whether the vehicle is dangerous, the officer will consider whether it has been fire damaged, has broken windows, has significant accidental damage, a missing petrol cap, whether

the vehicle is propped up or any other significant factor causing it to be dangerous.

SORN Vehicles

For vehicles that have been declared to the DVLA as off-road but are held on public roads, these are reported to the DVLA and the council can take no further action. For such vehicles on private land such as housing association car parks, the issue should be taken up with the landowner. The council are unable to deal with SORN vehicles. In summary, the council may only deal with vehicles that are clearly abandoned or are dangerous.

SLOUGH BOROUGH COUNCIL

REPORT TO: Overview and Scrutiny Committee

DATE: 10th September 2015

CONTACT OFFICER: Dave Gordon – Scrutiny Officer
(For all Enquiries) (01753) 875411

WARDS: All

PART I
FOR INFORMATION**OVERVIEW AND SCRUTINY COMMITTEE 2015/16 WORK PROGRAMME****1. Purpose of Report**

For the Overview and Services Committee (OSC) to discuss its current work programme.

2. Recommendations/Proposed Action

That the OSC note the current work programme for the 2015/16 municipal year.

3. The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan

3.1 The Council's decision-making and the effective scrutiny of it underpins the delivery of all the Joint Slough Wellbeing Strategy priorities. The OSC, along with the four Scrutiny Panels combine to meet the local authority's statutory requirement to provide public transparency and accountability, ensuring the best outcomes for the residents of Slough.

3.2 The work of the OSC also reflects the priorities of the Five Year Plan, as follows:

- Slough will be the premier location in the south east for businesses of all sizes to locate, start, grow, and stay
- There will more homes in the borough, with quality improving across all tenures to support our ambition for Slough
- The centre of Slough will be vibrant, providing business, living, and cultural opportunities
- Slough will be one of the safest places in the Thames Valley
- More people will take responsibility and manage their own health, care and support needs
- Children and young people in Slough will be healthy, resilient and have positive life chances
- The Council's income and the value of its assets will be maximised
- The Council will be a leading digital transformation organisation

4. **Supporting Information**

- 4.1 The current work programme is based on the discussions of the OSC at previous meetings, looking at requests for consideration of issues from officers and issues that have been brought to the attention of Members outside of the OSC's meetings.
- 4.2 The work programme is a flexible document which will be continually open to review throughout the municipal year.

5. **Conclusion**

- 5.1 This report is intended to provide the OSC with the opportunity to review its upcoming work programme and make any amendments it feels are required.

6. **Appendices Attached**

A - Work Programme for 2015/16 Municipal Year

7. **Background Papers**

None.

OVERVIEW AND SCRUTINY COMMITTEE
WORK PROGRAMME 2015/2016

Meeting Date
Thursday 12 November 2015
<ul style="list-style-type: none">• Financial and performance report – quarter 2• Presentation from representative of the Children's Services Organisation• Five Year Plan – theme 1 (Changing, Retaining and Growing)• Leisure strategy
Tuesday 12 January 2016
<ul style="list-style-type: none">• arvato – 6 month update• Town Centre Car Parking – update on Task & Finish Group recommendations
Thursday 4 February 2016
<ul style="list-style-type: none">• Financial and performance report – quarter 3• Budget• Five Year Plan – theme 3 (Using Resources Wisely)
Thursday 3 March 2016
Thursday 7 April 2016
<ul style="list-style-type: none">• Thames Valley Police – Chief Constable• For approval – Scrutiny Annual Report

PROPOSED ITEM:

Council houses – rents and service charges, 12th January 2016

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MEMBERS' ATTENDANCE RECORD 2015/16
OVERVIEW AND SCRUTINY COMMITTEE

COUNCILLOR	17/06/15	09/07/15	10/09/15	12/11/15	12/01/16	04/02/16	03/03/16	07/04/16
Ajaib	P	P						
Bains	P	P						
Bal	P	P						
N Holledge	Ap	P						
Malik	P	Ap						
Nazir	P	P						
Rana	P	P						
Strutton	P	P* (from 7.22pm)						
Usmani	P	P						

P = Present for whole meeting
 Ap = Apologies given

P* = Present for part of meeting
 Ab = Absent, no apologies given

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