

SIGNIFICANT OFFICER DECISIONS

16 JUNE 2019 TO 15 JULY 2019

DECISIONS

 $\overline{09/19 - 12/1}9$

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DEADLINE FOR MEMBER CALL-IN: 5.00pm on 31st July 2019

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SIGNIFICANT OFFICER DECISIONS

BACKGROUND

About this document

Slough Borough Council has a decision making process involving an Executive (Cabinet) and a Scrutiny Function. Part 3 of the Council's Constitution sets out the Responsibility for Functions and Scheme of Officer Delegation. This document lists the decisions taken by officers under this scheme during the period stated.

Distribution

The schedule is circulated monthly to all Members and published on the website. This document, and any reports relating to individual decisions, are published on the Council's website in accordance The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Decisions included in the Schedule

The definition of the categories for 'Significant' Officer Decisions to be included in the Schedule are set out below:

- 1. Tenders/Contracts over £50,000 or 'sensitive' excluding individual social services care packages and school placements.
- 2. Exemptions to Competitive Tendering.
- 3. Redundancies/Early Retirements above 5 in Service area*
- 4. Decision to commence formal organisational restructuring/consultation.
- 5. Consultation responses other than technical responses where officers asked for Member views.
- 6. Write-off of individual debts between £5,000 and £15,000.
- 7. Decisions arising from external report on significant Health and Safety at Work Act risk.
- 8. Compulsory Purchase Orders.
- 9. Action with regard to Petitions in accordance with the Council's Petition Scheme
- 10. Any exceptions made to the Council's agreed tender procedure as set out in Financial Procedure Rules
- 11. Consultancies over £5,000 (excluding cover for established posts) or any consultancy/employment offered to former Senior Officers of the Council of 3rd tier and above.
- 12. Other decisions such as those with political, media or industrial relations implications that Directors consider Members should be aware of.
- 13. Appointments to casual vacancies on committees, sub committees, Panels, Working Parties and outside bodies
- 14. Specific decisions that have been delegated to a particular officer by resolution at a Cabinet meeting to be taken following consultation with the relevant Commissioner

^{*}Decisions taken on the Redundancy/Early Retirement of a senior level officer to be reported to Group Leaders, Cabinet and Employment and Appeals Committee.

Call-in

Any Member of the Council may call-in an officer decision specified in this Schedule by following the procedure set out in paragraph 21 of Part 4.5 of the Council's Constitution. Member call-ins must be submitting in writing to the Head of Democratic Services and state the reasons why the request to have the matter considered by Scrutiny has been made. The call-in must be received within five working days of delivery of the publication of the decision (by 5.00pm). Members call-ins of officer decisions will be submitted to the next Overview & Scrutiny Committee for consideration and dealt with in the same way as other post decision call-ins.

Exempt information

Any supporting reports considered by the decision-maker will be published on the website in a separate appendix, unless they contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

Further information

The schedule will be published monthly. A copy can be obtained from Democratic Services at St Martin's Place, 51 Bath Road on weekdays between 9.00 a.m. and 4.45 p.m. or Tel: (01753) 875120, email: nicholas.pontone@slough.gov.uk.

A copy will be published on Slough Borough Council's Website: www.slough.gov.uk

Ref	09/19
Title of decision	Appointments to Committees and Panels
Date decision taken	21 st June 2019
Decision maker	Service Lead Governance
Portfolio	Governance & Community Services
Details of decision taken	That in accordance with Council Procedure Rules, Part 4.1, Paragraph 1.2 (vi), the following Committee/Panel appointments be made:
	Neighbourhoods & Community Services Scrutiny Panel – Councillor Matloob
	Berkshire Local Transport Body – Councillor Swindlehurst (deputy)
Reasons for taking decision	To fill casual vacancies to Committees/Panels.
Options considered	The above appointments have been made following receipt of nominations from the political group.
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None
Reports considered	None

Ref	10/19
Title of decision	Changes to Senior Management Structure
Date decision taken	10 th June 2019
Decision maker	Chief Executive
Portfolio	The decision relates to senior staffing matters, which are reserved to Council. The Deputy Leader is the Lead Member responsible for the Transformation Programme.
Details of decision taken	Changed the senior management structure to include a new chief officer post of Director of Transformation and approved the salary for that post of £114,637 - £133,708 (SML16).
Reasons for taking decision	At its meeting on 15th April 2019 Slough's Cabinet approved a Transformation Programme, and delegated to the Chief Executive, following consultation with the Leader of the Council and the relevant Lead Member, authority for its delivery and implementation.
	The business case attached to the Cabinet report envisaged the creation of an implementation team. This team is to be led by a new Director of Transformation that should be in place by the end of July. It also identified both the cost and the budget for the team.
Options considered	Decisions about the senior management structure and salary packages over £100, 000 would normally be made by full Council, the next meeting of which is on 23rd July. Following this route would put at risk recruiting to the post of Director of Transformation by the end of July as envisaged by the Cabinet report. The Chief Executive has powers under Part 3.6 para 1.4 of
	the Constitution to exercise council functions where the matter is urgent.
	Putting in place the leadership of the Programme and adhering to its agreed timetable is considered urgent. Awaiting determination of these matters by full council at the end of July, and the consequent delay to the recruitment to the post (in all likelihood until September) would not be in the Council's interests and may delay delivery of the savings promised by the transformation programme.
Details of any conflict of interest,	None disclosed.

disclosable pecuniary interest or non-statutory disclosable interest declared	
Reports considered	The Cabinet report of 15th April 2019 and attachments were considered, and the Leader, Lead Member for Transformation and the Leader of the Opposition were consulted prior to this decision being made. This decision will be reported to Council on 23rd July 2019

Ref	11/19	
Title of decision	Poyle Road Experimental Bus Gate and width restriction	
Date decision taken	23 rd March 2019	
Decision maker	Service Lead, Major Infrastructure Projects	
Portfolio	Transport and Environmental Services	
Details of decision taken	Following completion of the S278 works, the Experimental Traffic Regulation order for the bus gate and width restriction is advertised and applied in order to introduce the bus gate and width restriction	
	To ensure compliance of the bus gate, an enforcement camera is introduced and that the enforcement is undertaken by the Parking team	
	Monitor and evaluate the effect of the experimental bus gate	
	Inform the stakeholders and assess the impact of the bus gate on the road network for an period of not more than 18 months	
Reasons for taking decision	To seek permission to introduce Poyle Road Experimental Bus Gate and width restriction	
Options considered	In Autumn 2016, an initial proposal for a bus gate and width restriction at the northern end of Poyle Road, near the Punch Bowl public house was consulted upon. The proposal was as follows:	
	 Introduction of a bus gate in the middle of the carriageway, with traffic islands to denote the bus route and assist pedestrians crossing the road. Buses would be able to use this lane in one direction at a time (with only two buses per hour passing through this area, conflict between buses in different directions was not deemed to be an issue); 	
	Normal carriageway lanes in place either side of the	
	 bus lane, allowing regular traffic to use this route but not HGVs; Introduction of signage and road markings to alert drivers t the new restrictions; and 	
	Introduction of CCTV in order to enforce the new restriction	

Following the first consultation and the responses received during this, it was decided that a second consultation would be undertaken with an extra two options, including an option of a southbound restriction and an option for a northbound restriction

The three options consulted were as follows:

- Option 1: Width restriction on the corner of Bath Road / Po Road (original option)
- Option 2: Southbound width restriction on Poyle Road (sou of Mathisen Way)
- Option 3: Northbound width restriction on Poyle Road (sou of Mathisen Way)

The second consultation feedback suggests that despite the scheme's second consultation having two additional scheme options for consideration, there remain multiple objectors local predominantly from local businesses.

Having reviewed previous stakeholder feedback the scheme has been revisited. The scheme in its current iteration is attached to a planning application (P/10012/008) for use of former Poyle quarry plant site.

As part of the S106 works for this Planning application the developer is dedicating dedication of land to the Council to accommodate footway/cycleway and experimental bus gate which will enable Council to gauge the impact on residents and businesses of the bus gate/ width restriction

"Do nothing is not an option"

Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared

None.

Reports considered

Significant Decision report -Poyle Road bus gate and width restriction

Significant Decision report –Poyle Road width restriction. Ref 9/17

Temporary planning permission for a period of 8 years for the retention of existing plant to be used for the processing of sand and gravel extraction. Formation of new vehicular access split junction on the Poyle Road. New footpath/cycleway parallel to the Poyle Road. Landscaping and restoration of site and associated works. (P/10012/008)



Regeneration

Significant Decision

Poyle Road Experimental Bus Gate and width restriction- Scheme Consultation

Prepared by: Mala Bhardwa - Senior Transport Planner and Rudo Beremauro, Engineer – Integrated Transport, Transport Planning

Purpose of Significant Decision: To seek permission to introduce the Poyle Road Experimental Bus gate and width restriction scheme.

Background

For a number of years Colnbrook with Poyle Parish Council have raised with Slough Borough Council (SBC) issues associated with Heavy Goods Vehicle (HGV) movements on Poyle Road and Bath Road, Colnbrook. The main traffic-related issues are the perceived speed and volume of HGVs passing through the residential area along Bath Road (approximately between Poyle Road and Bath Road (Elbow Meadow) to the east).

In terms of the wider context, there has been increased vehicle movement and volume in the area in recent years due to a shift in the type of businesses located in the area, from predominantly office-based to largely warehousing / freight-based businesses. The area's proximity to Heathrow Airport has made the area attractive to these sectors of the economy. Furthermore, with Terminal 5 being only a mile away from the Poyle Industrial Estate, it is an attractive area for businesses. The adopted Local Development Framework (LDF) for Slough (2006 - 2026) identified that despite congestion and pollution, it provides vital services for Heathrow Terminal 5. With continued investment in Heathrow including potential for a third runway, Poyle is likely to experience greater links with Heathrow which will likely result in increased vehicle movements between the Industrial Estate and Heathrow.

As part of continued growth as well as change of uses associated with the Industrial Estate, in May 2015 the DHL site on Horton Road received planning permission. A planning obligation for this site was for HGVs associated with the site to be subject to a routing plan (meaning they can only turn left out of the site towards M25 Junction 14 and cannot use Poyle Road / Bath Road as a route), and a £75,000 contribution towards the narrowing of Poyle Road. The contribution for the Poyle Road narrowing was to ensure that the issues associated with HGVs on the Poyle Road / Bath Road route (due to the intensification of the industrial estates in the area) were not exacerbated further following the DHL site completion.

Supporting local policies

The scheme will contribute to the delivery of the following outcomes as set out in the Council's Five-Year Plan and reflected in the Planning and Transport Service Plan 2018/19:

- Outcome 1 "Ensuring they are supported to be safe, secure and successful"- by reducing the number of children Killed or Seriously Injured statistics (KSI's) in neighbourhoods and around schools;
- Outcome 3. "Slough will be an attractive place where people choose to live, work and stay." - The scheme aims to improve road safety and improve access to the Trading Estate:
- Outcome 3 "Actively manage the impact of new developments and infrastructure" by continuing to improve our road network; and
- Outcome 5 "Slough will attract, retain and grow businesses and investment to provide opportunities for our residents" - by improving access to the Trading Estate to major transport hubs such as Heathrow, the scheme will help retain and grow businesses in Slough.

Previous Consultations

In Autumn 2016, an initial proposal for a bus gate and width restriction at the northern end of Poyle Road, near the Punch Bowl public house was consulted upon. The proposal was as follows:

- Introduction of a bus gate in the middle of the carriageway, with traffic islands to denote
 the bus route and assist pedestrians crossing the road. Buses would be able to use this
 lane in one direction at a time (with only two buses per hour passing through this area,
 conflict between buses in different directions was not deemed to be an issue);
- Normal carriageway lanes in place either side of the bus lane, allowing regular traffic to use this route but not HGVs;
- Introduction of signage and road markings to alert drivers to the new restrictions; and
- Introduction of CCTV in order to enforce the new restrictions.

The public consultation took place from Wednesday 21 September 2016 to Wednesday 12 October 2016 and was then extended until Friday 18 November 2016 due to some respondents noting that they did not receive the initial letter drop (the letter drop was repeated for the extended consultation period). A total of 1,200 business and residential properties were consulted during this exercise, and a total of 199 responses were received during the consultation (150 via email and 49 via post).

Following the first consultation and the responses received during this, it was decided that a second consultation would be undertaken in **Summer 2017** with an extra two options, including an option of a southbound restriction and an option for a northbound restriction. The second consultation was held from Monday 12 June 2017 to Friday 7 July 2017. A letter drop took place in the same geographical area as the previous consultation. Additionally, previous consultation respondents were emailed notifying them of the consultation. A press release and social media updates were also disseminated. The SBC webpage was updated with details of the new consultation options. A total of 1,200 business and residential properties were consulted during this exercise, in the same geographical area as the previous consultation exercise. A total of 391 responses were received during the second consultation (83 online survey, 220 emails and 88 letters). This represents an approximate response rate of 33% which is deemed very good and representative.

The three options consulted on in Summer 2017 were as follows:

- Option 1: Width restriction on the corner of Bath Road / Poyle Road (original option);
- . Option 2: Southbound width restriction on Poyle Road (south of Mathisen Way); and
- Option 3: Northbound width restriction on Poyle Road (south of Mathisen Way).

Previous Consultation Feedback

The first consultation feedback (Autumn 2016) showed that overall, the scheme was not wellreceived by the majority of respondents, (mainly businesses but also some residents) due to a
number of issues including the view that the scheme would result in increased traffic in the area
(in particular at M25 Junction 14), and longer journeys for key business freight routes to
Heathrow Airport.

Those who did favour the scheme were largely residents (84% of residents were in favour of the scheme), as well as Colnbrook with Poyle Parish Council & Heathrow Airport Limited. Consultees who were opposed to the scheme were local businesses (100% of businesses that responded were opposed to the scheme) or landowners and a few residents. Several neighbouring councils were also against the scheme, as well as other statutory stakeholders e.g. the Freight Transport Association.

The second consultation (Summer 2017) feedback showed that despite there being two additional scheme options for consideration, there were multiple local objectors, predominantly from local businesses.

Figure 1 shows the support for each of the three options from the online consultation survey, which had 83 responses.

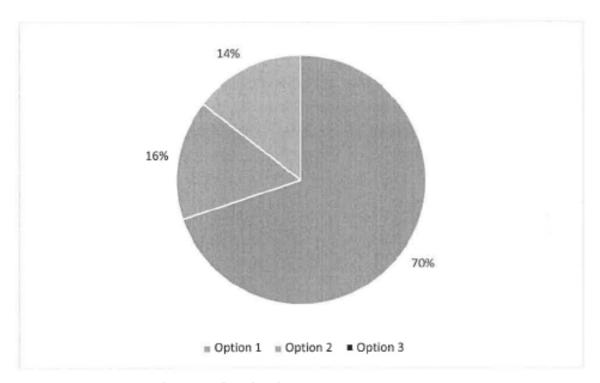


Figure 1: Survey respondents - preferred option

Figure 1 indicates Option 1, the 'bus gate' as the most preferred option with 70% (58) of respondents choosing this option. Option 2 and Option 3 have support with 16% (13) and 14% (12) respectively.

Although an online consultation survey was produced, many respondents contacted the council to note that they could not answer the survey due to a 'do nothing' or a fourth alternative not being an option, therefore, numerous emails and letters were received. 220 emails were received, predominantly from businesses / employees (95%) and the majority of these were against the scheme in any form (96%). In terms of feedback via written letter, 88 letters were received and 100% of these were against the scheme in any form.

Next Steps

Having reviewed previous stakeholder feedback, the scheme has been revisited. The scheme in its current reiteration is attached to a planning application (P/10012/008) for the use of the former Poyle Quarry plant site for a temporary period of eight years for the transport and processing of mineral extracted from part of Preferred Area 12 (which is identified as North of Horton Part-Poyle Quarry of the Saved policies in the Replacement Berkshire Minerals Plan, 2001).

The application site is situated close to the settlement of Poyle, between Junction 5 of the M4 motorway and Junction 14 of the M25 motorway. It is located approximately two kilometres (km) to the west of Heathrow Airport's Terminal 5 buildings. The site is shown in Figure 2.



Figure 2 - Preferred Area 12: North of Horton Part- Poyle Quarry

The development proposals also include the development of an alternative access road from Poyle Road to serve the site. The new access is in a similar location to the previously approved access (under permission P/10012/004). However, the junction with Poyle Road would include a split left in/right out priority junction rather than a roundabout as previously proposed. The new access road would be 7.3 metres in width, fully surfaced with asphalt and includes surface water drainage. Furthermore, as part of this scheme, a new access road proposals and surfaced footpath/cycleway will be provided parallel with Poyle Road for a distance of approximately 200 metres between the junction of Bath Road/Poyle Road to the north of the new access and the adjacent Hilton London Hotel to the south. The details of the new footpath/cycleway are shown on the Landscape Proposals Plan, as included in Appendix B.

The design for the junction is shown in Appendix A. As part of the S106, the developer is dedicating land to the Council to accommodate a footway/ cycle way and an experimental bus gate. This scheme will also compliment the planning conditions of the quarry site that restricts vehicles from travelling north towards Bath Road.

In order to gauge the impact /success of the scheme to the residents and businesses, the bus gate and width restriction scheme will be introduced as an experimental scheme for a period for not more than 18 months.

The proposed site for the experimental bus gate and width restriction will provide safer turning areas for HGV's that would have missed the bus gate signage, and thus reduce HGV traffic travelling north from the Industrial Estate. The proposed experimental scheme will be introduced following completion of the Section 278 works by the developer.

The potential pros and cons for Option 1 are detailed in Table 1.

Pros		Cons
·	Buses can pass safely through the 'bus gate' on the northbound side of the highway Northbound bus stop/bus gate is in the layby area, therefore ensuring general traffic flow is not impeded	Limited areas for turning around if HGVs miss the signs on the left turn restriction Only restricts northbound HGV traffic
•	Restricts HGV movement north of Poyle Road and along Bath Road,	

therefore reducing HGV movements on the Bath Road

- Allows businesses access out of the industrial area to the north
- New Footway/cycleway incorporated into the scheme

Table 1: Pros and Cons of Option 1

Summary

For a number of years, Colnbrook with Poyle Parish Council have raised with SBC issues associated with HGV movements on Poyle Road and Bath Road, Colnbrook. Schemes (bus gate and width restrictions) have been put forward to address this issue and views of local residents/businesses have been sought to shape scheme proposals. Both public consultations in 2016 and 2017 showed that the majority of businesses around this area who responded to the consultations, were against the scheme, or expressed concerns regarding the impact of the scheme to their businesses. In order to address the issues as well as identify the impact the bus gate may have on the businesses, the Council is proposing to introduce the bus gate under the experimental traffic regulation order.

Recommended Decisions

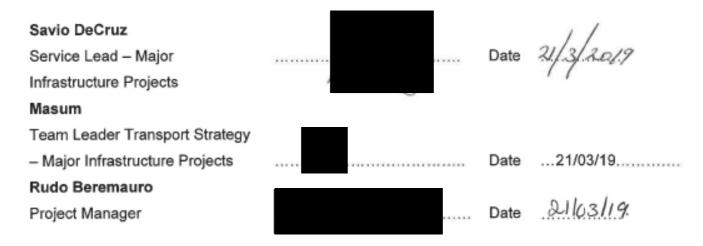
- Following completion of the S278 works, the Experimental Traffic Regulation order for the bus gate and width restriction is advertised and applied in order to introduce the bus gate and width restriction.
- To ensure compliance of the bus gate, an enforcement camera is introduced and that the enforcement is undertaken by the Parking Team.
- Monitor and evaluate the effect of the experimental bus gate.
- Inform the stakeholders and assess the impact of the bus gate on the road network for a period of not more than 18 months.

Supporting Documents:

Appendix A – Drawing showing proposed bus gate and width restriction location.

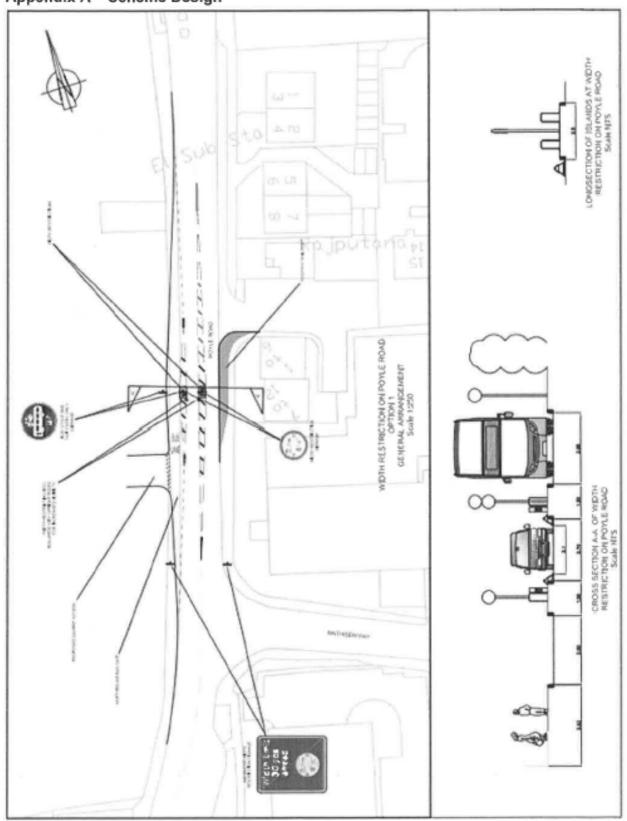
 (ii) Appendix B - Landscape Proposals Plan showing footway, land to be dedicated to Slough and access and egress

Approved



CC: Martin Carter, Commissioner for Planning and Transport

Appendix A - Scheme Design





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Growing a place of opportunity and ambition

Date XXXX

Department:

Major Infrastructure Projects

Contact Name:

Rudo Beremauro

Contact No:

01753 475111

Email:

tfs@slough.gov.uk

Dear Stakeholder.

Experimental Bus Gate, Poyle Road, Slough

Slough Borough Council is writing to inform stakeholders that from XXXX 2019, the Council will be introducing an experimental bus gate and width restriction (northbound) on Poyle Road.

What

The experimental bus gate and width restriction will restrict Heavy Goods Vehicles from travelling north on Poyle Road from a point 40 metres north of Mathisen Way. The scheme will include:

- Traffic islands to denote the bus route and assist pedestrians crossing the road on Poyle Road. Buses would be able to use this lane in one direction at a time.
- Provision of width restrictions to allow vehicles except HGV's to travel north from the bus gate. There are no restrictions for all vehicles travelling south of Poyle Road.
- New signage and road markings to alert HGV drivers about the restrictions
- Enforcement camera to enforce the bus gate restrictions.

Why

Following complaints from Colnbrook residents about road safety issues and congestion caused by HGV's, the Council is introducing an experimental scheme to gauge the impact of the bus gate and width restriction on residents and business. The measures are being introduced under an experimental order and this will allow the residents and businesses for the first six months to make comments on the measures. The order will be in place for a maximum period of 18 months, after which time the Council must have introduced a permanent order, or remove the provisions. However, if the measures are well received we will be able to make the order permanent before the end of the 18 month period.

To assist you in understanding the scheme there are plans on the back of this letter showing the proposals.

If you have any comments or questions about the scheme, please contact the Major Infrastructure Project team either by:

email: tfs@slough.gov.uk

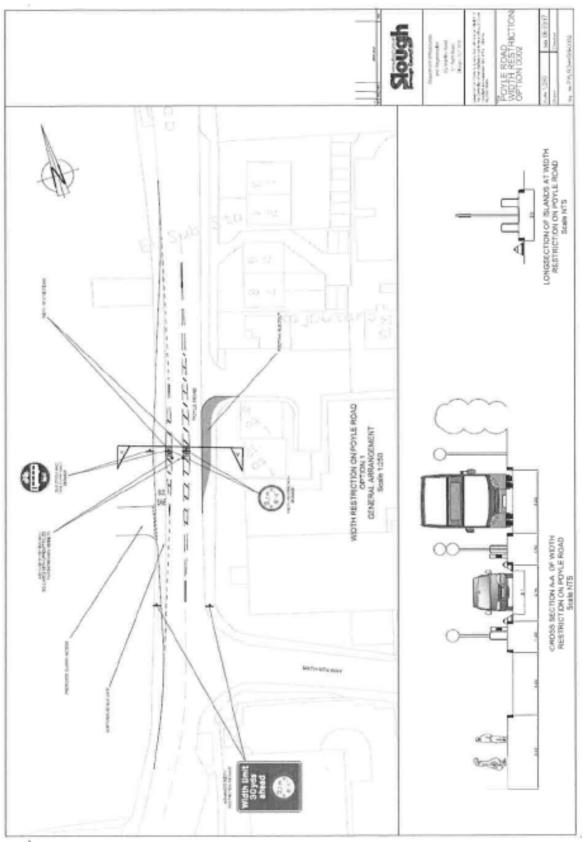
write to: Major Infrastructure Projects, Transport, Second Floor West, St Martins Place, 51 Bath Road, Slough, SL1 3UF

Yours sincerely,

Rudo Beremauro

Engineer - Integrated Transport





Ref	12/19
Title of decision	Changes to 25 Windsor Road Fit-Out
Date decision taken	Director of Finance & Resources
Decision maker	8 th May 2019
Portfolio	Leader of the Council
Details of decision taken	To utilise the 4 th Floor, and part of the Ground Floor, of 25 Windsor Road to accommodate returning staff to SBC once its contract with Arvato ends on 1 November 2019– thereby reducing the anticipated commercial rent income for the Council; and also instructing Arvato to commence fitting-out the 4 th floor in order that it will be suitable for occupation from 1 November 2019.
Reasons for taking decision	Subsequent to the initial decision to purchase 25WR, Cabinet agreed to end SBC's contract with Arvato and insource the transactional services they currently provide with effect from 1 November 2019. As a result of this decision the Council needs to incorporate the accommodation of approximately 180 'new' officers as well as a Post Room and IT Workshop. The only available and suitable council asset to accommodate these staff is at 25WR. Utilising the remainder of the ground floor and all the 4th floor is the most practical and financially viable solution. This would enable
	the returning services to transition back in-house more smoothly, as they can easily be accommodated with the existing SBC teams they are expected to merge back into.
Options considered	To accommodate ex-arvato staff in other Council accommodation or leave them in –situ. These options were rejected as the Council has no other assets capable of accommodating approximately 180 'new' staff; and leaving them in-situ would present significant challenges towards integrating the new staff into the Council as well as significant rental costs.
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None
Reports considered	25WR Report – Cabinet May 2018

Petitions

In accordance with the Council's Petition Scheme and the schedule of Significant Officer Decisions please find below a list of petitions submitted to the Council and a summary the response provided. Further details of the petitions can be found on Slough's website: http://www.slough.gov.uk/moderngov/mgePetitionListDisplay.aspx?bcr=1

None.