

## **NOTICE OF MEETING**

**Environment, Culture and Communities Overview & Scrutiny Panel  
Tuesday 10 January 2012, 7.30 pm  
Council Chamber, Fourth Floor, Easthampstead House, Bracknell**

**To: Environment, Culture and Communities Overview & Scrutiny  
Panel**

Councillor Finnie (Chairman), Councillor McLean (Vice-Chairman),

Councillors Mrs Angell, Brossard, Ms Brown, Finch, Gbadebo, Ms Miller and Porter

**cc: Substitute Members of the Panel**

Councillors Angell, Mrs Barnard, Harrison, Mrs McCracken and Mrs Temperton

ALISON SANDERS  
Director of Corporate Services

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Panel  
Tuesday 10 January 2012, 7.30 pm  
Council Chamber, Fourth Floor, Easthampstead House,  
Bracknell**

**AGENDA**

Page No

**1. APOLOGIES FOR ABSENCE/SUBSTITUTE MEMBERS**

To receive apologies for absence and to note the attendance of any substitute members.

**2. MINUTES AND MATTERS ARISING**

To approve as a correct record the minutes of the meeting of the Environment, Culture and Communities Overview and Scrutiny Panel held on 18 October 2011.

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**3. DECLARATIONS OF INTEREST AND PARTY WHIP**

Members are asked to declare any personal or prejudicial interest and the nature of that interest, including the existence and nature of the party whip, in respect of any matter to be considered at this meeting.

**4. URGENT ITEMS OF BUSINESS**

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

**5. PUBLIC PARTICIPATION**

To receive submissions from members of the public which have been submitted in advance in accordance with the Council's Public Participation Scheme for Overview and Scrutiny.

**BUDGET CONSULTATION**

**6. 2012/2013 DRAFT BUDGET PROPOSALS**

To consider key themes and priorities for the Environment, Culture and Communities Department as outlined in the Council's Draft Budget Proposals for 2012/2013.

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To consider forming a Working Group to review the proposed reductions to public transport subsidies and concessionary fare support, as requested by the Executive.

## **PERFORMANCE MONITORING**

### **7. QUARTERLY SERVICE REPORT (QSR) AND SERVICE PLAN 2011/2012**

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the QSR for the second quarter of 2011/2012 (July to September) relating to Environment, Culture and Communities. An overview of the third quarter will be provided. A presentation in respect of the Environment, Culture and Communities Department's Service Plan will also be given.

**Please bring the previously circulated Quarterly Service Report to the meeting. Copies are available on request and attached to this agenda if viewed online.**

## **OVERVIEW AND POLICY DEVELOPMENT**

### **8. PROPOSED HIGHWAY WORKS 2012/2013**

To receive a briefing in respect of the proposed highway works in 2012/2013.

**Report to be circulated with but separate to the agenda document.**

### **9. WINTER PREPARATIONS**

A brief oral update in respect of the preparations for treatment of highways during the winter will be provided.

### **10. LOCAL DEVELOPMENT FRAMEWORK - UPDATE REPORT**

To receive a progress report in respect of the Borough's Local Development Framework.

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### **11. COMMUNITY INFRASTRUCTURE LEVY (CIL)**

To receive a progress update in respect of the implementation of the CIL.

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### **12. LOCALISM ACT 2011**

A report is attached describing how the Localism Act impacts on the work of the Environment, Culture and Communities Department.

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### **13. 2012/2013 OVERVIEW AND SCRUTINY WORK PROGRAMME**

To suggest items to be included in the Panel's Work Programme for 2012/2013. The 2011/2012 Work Programme, some suggested future review topics and a list of completed reviews are attached for reference.

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## **HOLDING THE EXECUTIVE TO ACCOUNT**

### **14. EXECUTIVE RESPONSE TO THE INTERIM HIGHWAY MAINTENANCE REPORT**

To consider the Executive response to the Interim Report of the review of Highway Maintenance being undertaken by a working group of this Panel. An update in respect of the Working Group's subsequent work is included.

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### **15. EXECUTIVE FORWARD PLAN**

To consider forthcoming items on the Executive Forward Plan relating to Environment, Culture and Communities.

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### **16. DATE OF NEXT MEETING**

The next meeting of the Environment, Culture & Communities Overview & Scrutiny Panel has been arranged for Tuesday 24 April 2012.

**ENVIRONMENT, CULTURE AND  
COMMUNITIES OVERVIEW & SCRUTINY  
PANEL  
18 OCTOBER 2011  
7.34 - 9.24 PM**



**Present:**

Councillors Finnie (Chairman), McLean (Vice-Chairman), Brossard, Ms Brown, Gbadebo, Ms Miller, Porter and Mrs Ballin

**Executive Members:**

Councillors Mrs Ballin

**Also Present:**

Andrea Carr, Policy Officer

Mark Devon, Chief Officer: Leisure & Culture

Jane Eaton, Chief Performance & Resources Officer (Environment, Culture & Communities)

Simon Hendey, Chief Officer: Housing

Steve Loudoun, Chief Officer: Environment & Public Protection

Vincent Paliczka, Director of Environment, Culture & Communities

Sue Scott, Development Plan Team Leader

Emma Silverton, Democratic Services Officer

**Apologies for absence were received from:**

Councillor Finch

**13. Minutes and Matters Arising**

**RESOLVED** that the minutes of the Environment, Culture and Communities Overview and Scrutiny Panel held on 21 June 2011 be approved as a correct record, and signed by the Chairman.

There were no matters arising.

**14. Declarations of Interest and Party Whip**

There were no declarations of interest relating to any items on the agenda, nor any indications that members would be participating whilst under the party whip.

**15. Urgent Items of Business**

There were no urgent items of business.

**16. Performance Monitoring Report**

The Director of Environment, Culture and Communities gave a presentation in respect of departmental performance with reference to the Performance Monitoring Report (PMR) for the 1st quarter of 2011/12. The presentation outlined the Department's finances as at August 2011, highlighted major variances on revenue and gave an overview of Capital Finance. Staffing issues, key highlights and a forward look were also included.

The Panel noted that the current Gross Revenue budget was £86,329,000 with a predicted underspend of £68,000. Major variances on Revenue were the result of a reduction in fees for the Coroner's Service and a reduction in cost of the Safer Roads Partnership. It was reported that the same level of service was received from the Safer Roads Partnership and that the reduction in cost was the result of increased income and a more efficient service.

The Capital programme 2011-12 was £17,030 as at August 2011, with a predicted underspend of 0.04%. It was noted that there were no Capital Schemes identified for carry forwards.

The Panel was advised that the Department had an average vacancy factor of 8.22%. Overall, vacancies had decreased by 3 in the quarter. Staff turnover was low at 2.28% at the end of the quarter. The Panel noted that a small staff turnover could be a disadvantage if the level continued to be low as new ideas would not be brought in to the organisation from new members of staff.

Key highlights for the Department included: a new format PMR which would give a tighter focus on local priorities and performance highlights: Forestcare which had celebrated its twentieth birthday and now had almost 10,000 customers: and Lily Hill Park, Shepherds Meadow and Sandhurst Memorial Park had all received Green Flag Awards. Landscape Services had been restructured to provide a more efficient service, gas works on Crowthorne High Street had been completed and winter preparations were underway with a new salt barn at The Depot. The Panel noted that the Department would have a new responsibility in relation to Flood and Water Management from April 2012.

Arising from Members' questions and comments the following points were noted:

- The first phase of the South Hill Park restoration was now complete. Members requested that during an appropriate stage in the works, Members be invited to SHP to view the progress that had been made.
- The procurement process had begun for solar panels which would be installed on the roof of Bracknell Leisure Centre. Electricity generated would be used on site as this provided the best value for money.
- Forestcare had a number of corporate clients including other authorities who were charged for use of the service.

The Panel congratulated Forestcare on the excellent service provided to its customers and the work undertaken to ensure the service now made a profit.

The Panel expressed its thanks to officers for their excellent partnership work with the Gas Board during the work undertaken on Crowthorne High Street.

The Panel thanked the Director for his presentation and officers for their response to questions.

#### **17. Local Development Framework - Update Report**

The Panel received a report from Sue Scott, Team Leader Development Plan which provided the current position on the Local Development Framework (LDF).

The Local LDF set out policies and proposals for the development and use of land. The LDF comprised; Local Development Documents (LDDs), which included Development Plan Documents (DPDs), and Supplementary Planning Documents

(SPDs) which provided further interpretation of the implementation of policies set out in a DPD. The LDF also included the Statement of Community Involvement, the Local Development Scheme and the Annual Monitoring Report.

To date, one DPD had been adopted for Bracknell Forest. This was the Core Strategy, which set out the overarching strategy for the area including the level of housing growth. Documents currently under preparation for Bracknell Forest included: the Site Allocations DPD which would be out for public consultation from 16 January until 27 February, A Core Strategy Review which would begin in March 2012 and a Proposals Map.

Two Supplementary Planning Documents were under preparation. The first was the Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy SPD which would be out for consultation from 24 October 2011 and the second was the Warfield SPD which provided further targeted consultation on a site agreed in principal in the Site Allocations DPD.

The Localism Bill was making a number of changes to the planning system including the abolition of regional strategies and the housing targets they contained, in addition to the introduction of Neighbourhood Development Plans. The Localism Bill proposed to retain LDFs in the form of a local plan however, SPDs would remain only where they were justified in bringing forward sustainable development. A duty to monitor the implementation of planning policies was also included.

It was explained that the additional targeted consultation of the Warfield SPD during November 2011 looked at a revised concept plan and would be focussed specifically on those living in the Warfield area. The Panel expressed concern in relation to the winter consultations, which they felt could discourage people from participating due to bad weather and dark evenings. It was suggested that the progress of the consultation be monitored and reviewed if necessary.

**RESOLVED** that the documents that currently form part of the Bracknell Forest Borough LDF and the stage reached in the preparation of other documents that would eventually form part of the Bracknell Forest Borough LDF on adoption be noted.

#### 18. **Community Infrastructure Levy**

The Panel considered a report presented by Vincent Paliczka, Director of Environment, Culture and Communities, which gave a summary of the Community Infrastructure Levy (CIL) which would replace, in part, the use of s.106 agreements for infrastructure delivery as part of new development proposals. The report also set out how the Council was preparing for its introduction.

It was explained that CIL was a standardised tariff system for collecting contributions towards infrastructure provision from developers of residential and commercial development. It was up to the Council whether or not to introduce a CIL however, if it did not, then by April 2014, the Council would not be able to continue the system of s.106 planning obligations for pooled contributions.

CIL payments would be calculated by applying a tariff rate to the floor area resulting from a development. The rate would be based on a schedule that could set different levels of charge for different land uses and for different geographic areas.

The Panel noted that a Government consultation was currently being undertaken on guidance for local authorities on how to develop CILs. A copy of the consultation had been circulated to the Chairman of the Panel.

A project board had been established to steer the development of the CIL system in Bracknell Forest with the intention to establish a CIL regime by summer of 2013. At present, officers were undertaking technical work relating to the scheme. Once the draft regime had been completed the CIL would be available for consultation. It was agreed that once the draft regime had been to the Executive it would be brought to the Panel for comment.

Arising from Members' questions and comments the following points were noted:

- The CIL tariff was more flexible than the previous s.106 regime. Once the funds had been collected there was no specific plan stating what the funding was to be spent on or where.
- It would not be appropriate to set the CIL tariff based on market forces as a robust local evidence base would be required to justify the tariff.
- As CIL was a new system it would be important to ensure a robust process was in place for the governance of the regime.
- A meaningful proportion of the CIL from a development would be given directly to Parish and Town Councils.
- In relation to the CIL in Bracknell Forest the terms neighbourhood and local communities referred to the Parish and Town Council areas.
- The CIL was in place to mitigate the infrastructure impacts of a new development. Whilst the funding was allocated to projects in the local area where appropriate, for some projects the funding would be spent on improvement works that were not in the immediate area, but that best mitigated the developments impact.

The Panel expressed its wish to be regularly updated of progress made in relation to the development of the CIL and to be involved in consultation when appropriate.

The Panel noted the proposed CIL and how the Council was preparing for its introduction.

#### 19. **A322 Bagshot Road Resurfacing Project**

Steve Loudoun, Chief Officer: Environment and Public Protection, presented an update report with regards to the A322 Bagshot Road Resurfacing Project. The report included details of the cause of the failed resurfacing, work undertaken to resolve the problem and learning points that arose from the failure.

Essential resurfacing works undertaken during June on the A332 Bagshot Road had failed due to significant failure of the primary and secondary aggregates used on the site. The contractor had accepted liability and agreed to rectify the defective road surface.

It was reported that there had been no cost to the Council in repairing the road, with the Contractor replacing the surface with a product which was superior to that which the Council had originally specified for the road. It was expected that the new surface would last several years and considerably longer than the original surface with no problems being reported since completion of the repair.



There was no guarantee on how long the new surface would last as this depended on many factors, including volume of traffic however, it was noted that had the original surface not been replaced it was likely that the entire road surface would have needed replacing within the next couple of years.

It was noted that significant inconvenience had been caused to local residents due to the closure of the road and that warnings in relation to road closures, diversions and speed limits could have been clearer. Officers noted that this was a learning point and would consider this in the future however, the Panel noted that whilst officers worked hard to liaise and share intelligence it was often difficult to take in to account all local circumstances when a road needed to be closed at short notice.

A Member of the Panel expressed concern regarding cracks in the surface of the road along the newly resurfaced stretch of road and further along the A332. No issues had been reported to officers regarding the road and it was agreed that further discussion would be undertaken outside of the meeting.

The Panel expressed concern that the Contractor had not incurred a financial penalty for the significant failure to compensate for consuming officers' time and for the inconvenience to residents. It was explained that there was no provision in the contract for any such penalty. The cost to the Contractor in repairing the road had run to six figure sums. Although it was a significant failure no other problems had been experienced in the Contractors previous work. The Panel suggested that a financial penalty be considered when agreeing future contracts.

## 20. **Schools Energy Management - Briefing Note**

The Director of Environment, Culture and Communities presented the report which gave an update on Schools Energy Management in Bracknell Forest.

It was reported that a board had been established by the Executive Member for Education to take forward projects that would raise awareness of energy consumption in local schools.

Projects undertaken by schools included:

- Automatic Meter Readers which had been fitted to approximately two thirds of all gas and electricity meters in schools to provide more accurate and detailed data on energy consumption for use in energy management.
- Edgbarrow and Sandhurst Schools were to be subject to works which would provide Voltage Optimisation which was intended to reduce overall electricity consumption.
- Easthampstead Park, Wooden Hill and Brakenhale schools would be subject of works to install intelligent lighting controls to reduce consumption.
- Kennel Lane Special School would be provided with a thermal cover for the swimming pool to reduce heat loss.
- Meadow Vale school would be the subject of insulation works to reduce heat loss.
- Holly Spring Infant school had received a new plant room which was built large enough to accommodate a heating plant sufficient to run both the infant and junior schools rather than operating with separate boilers in separate plant rooms.
- A Ground Source Heat Pump was installed at Edgbarrow Secondary School.

- A biomass boiler, as an alternative to the gas fired heating system had been installed at Garth Hill College.

The Panel noted that excellent progress had been made in schools and requested that projects undertaken at each school be listed in a report and circulated to all Members so that Ward Councillors would be able to encourage their local schools to continue undertaking energy management projects.

## 21. **Supporting People Strategy**

Simon Hendey, Chief Officer: Housing presented the draft Supporting People Strategy and eligibility criteria. The Supporting People programme funded the provision of housing related support, to help people keep their homes and prevent them from moving into less independent and more costly housing provision.

Over the next four years the new Strategy needed to be flexible to support residents across tenure and contribute to new initiatives, effectively target support to meet essential needs and create opportunities for joint commissioning with neighbouring authorities. Areas of focus in the new Strategy would be provision for older people and prevention of homelessness.

The draft Strategy moved towards providing support for individuals rather than the previous system of providing support through service provision. Key models to support this would be: two floating support contracts, one for the homeless client groups and one for older people; and hub and spoke services, where existing housing schemes in the borough would be used as accommodation hubs, from which services could be delivered to residents in the wider community.

It was noted that the draft Supporting People Strategy was currently in a 12 week consultation. It was expected that responses would be reported to the Executive in January 2012 with new services in place by August 2012.

The Panel expressed concern in relation to fuel poverty and noted that this issue was seen as important and was addressed within the new Strategy. The Panel noted that many people wished to remain in their own homes and needed support to assist them with matters such as gardening and repairs. It was noted that residents could be signposted to services that would be available to assist them and that if they were tenants the housing association should be able to assist them with maintenance tasks.

**RESOLVED** that the draft Supporting People Strategy and eligibility criteria be noted.

## 22. **Working Group Update Report**

The Panel noted a report providing an update on the Panel's Working Groups. It was reported that the Highways Maintenance Working Group was due to meet soon and that work was ongoing with the Panel's Working Groups on the Site Allocations Development Plan Document and Commercial Sponsorship.

## 23. **Overview and Scrutiny Work Programme 2011/12 and Proposed New Powers**

The Panel received the agreed work programme for O&S in 2011/12 and a report which gave details of a proposed procedural change to reduce pressure on the Overview and Scrutiny Commission by greater empowerment of the Panels.

It was suggested that the Panel form a working group to look at the development of the CIL regime when resources became available.

**RESOLVED** that:

- a) the Environment, Culture and Communities O&S Panel's work programme for O&S in 2011/12 be noted, and
- b) a proposed amendment to the Constitution to extend to the O&S Panels the O&S Commission's power to adopt O&S reports, the making of recommendations to the Executive, full Council and other organisations, and the consideration of responses to O&S reports be noted.

**24. Overview and Scrutiny Progress Report**

The Panel considered a report which outlined the activities of the Council's Overview and Scrutiny Panels and the Overview and Scrutiny Commission during the period March to August 2011 and summarised national developments in overview and scrutiny.

**RESOLVED** that:

- a) Overview and Scrutiny activity over the period March to August 2011, set out in section 5 and Appendices 1 and 2 be noted, and
- b) the developments in Overview and Scrutiny set out in section 6 be noted.

**25. Executive Forward Plan**

The Executive Forward Plan items relating to Environment, Culture and Communities were noted.

**26. Date of Next Meeting**

The next meeting of the Environment, Culture and Communities Overview and Scrutiny Panel would be held on Tuesday 10 January 2012 at 7.30pm in the Council Chamber, Easthampstead House.

**CHAIRMAN**

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**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY  
PANEL  
1 8 January 2012  
ADULT SOCIAL CARE OVERVIEW AND SCRUTINY PANEL  
17 January 2012  
ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW AND SCRUTINY  
PANEL  
10 January 2012**

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## **DRAFT BUDGET PROPOSALS 2012/13 (Borough Treasurer)**

### **1 PURPOSE OF REPORT**

- 1.1 The Executive agreed the Council's draft budget proposals for 2012/13 at its meeting on 13 December 2011 as the basis for consultation with the Overview and Scrutiny Commission, Overview and Scrutiny Panels and other interested parties. The consultation period runs until 24 January 2012, after which the Executive will consider the representations made at its meeting on 21 February 2012, before recommending the budget to Council.

### **2 RECOMMENDATION**

- 2.1 **That the Overview and Scrutiny Panels comment on the Council's draft budget proposals for 2012/13.**
- 2.2 **That the Environment, Culture and Communities Overview and Scrutiny Panel considers forming a working group to review the proposed reductions to public transport subsidies and concessionary fare support, as requested by the Executive.**

### **3 SUPPORTING INFORMATION**

- 3.1 Attached to this report are extracts from the 2012/13 Revenue Budget and Capital Programme reports that are of relevance to each of the Overview and Scrutiny Panels. These extracts are for information and background to assist consideration of the Council's draft budget proposals and comprise:

- Revenue Budget Report
- Commitment Budget
- Draft Revenue Budget Pressures
- Draft Revenue Budget Savings Proposals
- Proposed Fees and Charges
- Equalities Screening Record Form

- Capital Programme Report and Summary
- Proposed Capital Schemes

The full 2012/13 Revenue Budget and Capital Programme reports are available on the Council's public website as part of the wider budget consultation ([www.bracknell-forest.gov.uk/your-council/yc-budget-consultation-2012-to-2013.htm](http://www.bracknell-forest.gov.uk/your-council/yc-budget-consultation-2012-to-2013.htm)).

#### **4 ALTERNATIVE OPTIONS CONSIDERED / ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES / CONSULTATION**

4.1 Not applicable.

#### Background Papers

None

#### Contacts for further information

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**TO: THE EXECUTIVE**  
**DATE: 13 DECEMBER 2011**

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**GENERAL FUND REVENUE BUDGET 2012/13**  
**(Chief Executive/Borough Treasurer)**

**1. PURPOSE OF REPORT**

- 1.1 Under the Council's constitution, the Executive is required to consult on its detailed budget proposals with the Council's Overview & Scrutiny Commission and other interested parties for a period of at least six weeks. This report summarises the current position on the Council's budget preparations for 2012/13.
- 1.2 At the time the Executive agenda was published the Provisional Local Government Financial Settlement had not been announced. Members will be updated orally at the meeting if the settlement is announced prior to the meeting. A Provisional 2012/13 Settlement was announced in January 2011 and the Council has been developing its budget proposals on this basis. It is not expected that the final settlement will differ greatly from the provisional.
- 1.3 All comments received on these budget proposals will be submitted to the Executive on 21 February along with details of the final finance settlement. This will allow the Executive to determine its final budget package and recommend the appropriate Council Tax level to Council, who will formally approve the 2012/13 budget and Council Tax on 29 February 2012.

**2 RECOMMENDATIONS**

**That the Executive:**

- 2.1 **Approve the revised Commitment Budget for 2012/13 to 2014/15 at Annexe A;**
- 2.2 **Agree the draft budget proposals for 2012/13 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties.**
- 2.3 **Agree the Treasury Management Strategy and associated documents at Annexe E and request that the Governance and Audit Committee review each of the key elements.**
- 2.4 **Approve the virements relating to the 2011/12 budget as set out in section 10.**

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 **The recommendations are designed to allow the Executive to consult on its draft budget proposals for 2012/13 as required by the Local Government Act 2003.**

#### **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The range of options being considered is included in the report and its Annexes.

#### **SUPPORTING INFORMATION**

#### **5 COMMITMENT BUDGET 2012/13 – 2014/15**

- 5.1 Initial preparations for the 2012/13 budget have focussed on the Council's Commitment Budget for 2012/13 – 2014/15. This brings together the Council's existing expenditure plans, taking account of approved commitments and the ongoing effects of service developments and efficiencies that were agreed when the 2011/12 budget was set.
- 5.2 A number of changes are proposed to the Commitment Budget since it was last considered by the Executive in July and are reflected in the summary. The most significant are set out below:
- Based on the impact of the additional bank holiday for the royal wedding, significant costs are no longer expected to arise from the diamond jubilee. The additional budget built into 2011/12 can therefore be removed a year earlier (-£0.060m).
  - The impact of the national insurance changes introduced on 1 April 2011 was less than originally forecast. This has enabled £0.129m to be removed from the commitment budget.
  - Allowances to cover the Carbon Reduction Commitment in schools have already been provided for within Schools Budgets and can therefore be removed from the Council Wide budget (-£0.072m).
  - Increases in projected landfill tax and waste disposal costs (£0.247m).
  - The additional resources built into the budget for 2011/12 to cover pay increases for staff paid less than £21,000 were not required. However the amount has been retained in the Commitment Budget to provide some flexibility in dealing with any immediate issues that may arise from implementing changes following the job evaluation review that has been undertaken.
- 5.3 Taking account of these changes, Table 1 summarises the position and shows that base expenditure (excluding schools) is planned to rise by £0.145m to £76.400m next year, before consideration is given to allowances for inflation and the budget proposals identified by individual Departments in 2012/13. The commitment budget is shown in more detail in Annexe A.



Table 1: Summary Commitment Budget 2012/13-2014/15

	Planned Expenditure		
	2012/13 £000	2013/14 £000	2014/15 £000
Base Budget	76,255	76,400	76,735
<i>Movements in Year:</i>			
Chief Executive / Corporate Services	-106	-85	0
Children, Young People and Learning (excluding schools)	4	-110	-160
Adult Social Care and Health	-49	0	0
Environment, Culture & Communities	454	26	23
Non Departmental / Common	-158	504	0
<i>Total Movements</i>	145	335	-137
<b>Adjusted Base</b>	<b>76,400</b>	<b>76,735</b>	<b>76,598</b>

## 6 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2012/13

- 6.1 The 2010 Comprehensive Spending Review announced in October 2010 set out the national medium term funding proposals for public sector expenditure. In line with these control totals the Local Government Financial Settlement, published on 31<sup>st</sup> January 2011, set out detailed funding proposals for local authorities covering the period 2011/12 and 2012/13. As such a Provisional 2012/13 Settlement was announced in January 2011 and the Council has been developing its budget proposals on this basis.
- 6.2 The pre-announced Provisional Settlement reflected a further reduction of £2.97m in Formula Grant for Bracknell Forest (£23.12m in 2012/13m compared to £26.09m in 2011/12) representing a reduction of 10.4% (in line with the maximum reduction possible under the Floor damping mechanism). A number of small increases in Specific Grants for 2012/13 were announced as part of the Settlement including increases in the Early Intervention Grant and the Learning Disability and Health Reform Grant. This additional income is reflected in the summary of proposals in Table 5, below.
- 6.3 In addition to Formula and Specific grants the Government introduced the New Homes Bonus in 2011/12, designed to encourage the development of new homes. The Council received £0.647m in 2011/12 (of which £0.600m is reflected in the commitment budget) and is expected to receive a further £0.787m in 2012/13. As the New Homes Bonus is payable for 6 years, the Council will therefore receive a total of £1.434m in 2012/13. The significant increase reflects the removal from the tax-base of the Enid Wood House properties. Whilst the removal of the approximately 150 properties at Enid Wood House from the Council's Tax Base has reduced potential Council Tax in 2012/13, the calculation of the New Homes Bonus treats their removal as if they were empty properties brought back in to use (as their removal means they are no longer recorded as being empty). As such this represents an anomaly that will

not be repeated in the future. Excluding this exceptional item would have reduced the additional New Homes Bonus to £0.493m in 2012/13.

- 6.4 The Government recently consulted, as part of the Local Government Resource Review, on comprehensive changes to the funding of local government through the localisation of Business Rates. The Government's ambition is to introduce these changes from 1<sup>st</sup> April 2013. As such the level of funding for Bracknell Forest in 2013/14 and 2014/15 is considerably uncertain. The most robust information available to the Council is therefore the change in Departmental Control Totals published as part of the Comprehensive Spending Review, which indicates further reductions of 2% in 2013/14 and 4% in 2014/15. As such these levels of reduction in Formula Grant have been applied to the short-term funding model.

### Council Tax

- 6.5 The collection fund is expected to break even in 2011/12. Following the zero increase in the current year, Council Tax at present levels will generate total income of £48.473m in 2012/13. In addition a further £0.339m will be generated from the increase in tax base arising from the occupation of new properties and other changes in exemptions and discounts during 2012/13.
- 6.6 The Government has prioritised keeping Council Tax increases to the minimum possible next year. To support this aim, the Department for Communities and Local Government has announced that it will give councils who agree to freeze or reduce Council Tax in 2012/13 a one-off grant equivalent to a 2.5% increase in Council Tax.
- 6.7 The Executive intends to accept the Coalition Government's offer to work in partnership with local authorities to protect council tax payers with a Council Tax freeze, thereby passing on the benefit to the council tax payers. The working assumption upon which the proposals in this report are based at this stage, therefore, is that there will be no increase in Council Tax and that the Council will receive additional grant from central Government of £1.220m to offset this.
- 6.8 In contrast with 2011/12's Council Tax Freeze Grant, the grant for 2012/13 is one-off which will lead to an additional pressure in 2013/14 when the grant is withdrawn. In effect this means that, unless the government changes its position and extends the 2012/13 grant, the level of savings required in subsequent years will increase by £1.220m. The alternative would be an increase in Council Tax of 2.5% more than that which is needed to fund any year on year changes between 2012/13 and 2013/14, which is unlikely to be acceptable.

## **7 BUDGET PROPOSALS 2012/13**

### Service Pressures and Developments

- 7.1 In the face of significant reductions in public expenditure in general and in grants to Local Government in particular the scope to invest in new service provision is self evidently severely restricted. Nevertheless, it is important to retain a clear focus to ensure that the Council continues to improve services where possible and to invest in the Borough, focussing on protecting front line services and delivering the Council's new Medium Term Objectives. In preparing the 2012/13 draft budget proposals each department has evaluated the potential pressures on its services and these are set out in Annexe B. The following Table summarises the pressures by department.

Table 2: Service Pressures/Development

	£'000
Chief Executive / Corporate Services	150
Children, Young People and Learning (excluding schools)	1,029
Adult Social Care and Health	405
Environment, Culture & Communities	275
<b>Total Pressures/Developments</b>	<b>1,859</b>

7.2 Many of the pressures are simply unavoidable and respond only to changing demographic trends, particularly as they principally relate to increases in children and young people in care, increases in client numbers within Adult Social Care or the economic climate. They do, however, also support the Council's six overarching priorities and medium term objectives in the following way;

- Promote health & achievement (£1.029m)
- Create a Borough where people are safe and feel safe (£0.405m)

7.3 The Children Young People and Learning pressures include proposals to support and recruit more foster carers and adoptive families with the intention of reducing placement costs for looked after children, thereby generating future savings or, at least, containing the costs of further increases in the number of such children.

7.4 In addition to these revenue proposals the Council continues to invest in its priorities through targeted capital expenditure, details of which are contained in the capital programme report elsewhere in tonight's agenda.

Service Economies /Balancing the Budget

7.5 Since March 2011 the Executive and CMT have held regular meetings to determine options for savings in order to balance the budget and a list of potential draft budget savings has been developed. This list totals £5.123m and is attached at Annexe C and summarised in Table 3. As in previous years, these economies focus as far as possible on central and departmental support rather than on front-line services. However, since it became a Unitary Authority the Council has successfully delivered savings of around £50m in total. Against this background of continually bearing down on costs and driving to improve efficiency it is becoming increasingly difficult to find further savings in these areas, which would not compromise the Council's ability to function effectively.

Table 3: Summary Service Economies

	£'000
Chief Executive / Corporate Services	673
Children, Young People and Learning (excluding schools)	1,607
Adult Social Care and Health	1,149
Environment, Culture and Communities	1,694
<b>Total Savings</b>	<b>5,123</b>

### Key Decisions

7.6 The Council's constitution requires key decisions to be declared on the forward plan. It defines a key decision as being one over £0.400m and/or a major policy decision affecting more than one electoral ward. Consideration and approval of the budget is a major policy decision and is therefore a key decision. However, the budget, by its nature, includes proposals which in themselves fall within the technical definition of a key decision. Examples of these which are included in the overall budget package are the proposals on:

- Dementia Advisory Service
- Life Chances Co-ordinator
- Berkshire Adoption Advisory Service
- Better Commissioning: Older People
- Youth Service
- Early Years
- Connexions
- Targeted Mental Health in schools
- School Improvement Team
- Aiming High for Disabled Children
- Remove support to NAGS
- Public Transport / Concessionary Fares
- Waste Management - Brown Bins
- Smartcard

More details on each of these proposals, each of which will represent a significant change – and in many cases – reduction in the way services are provided, are included in the details shown for all proposals in Annexe C.

7.7 As the budget report is a policy document and is subject to six weeks consultation, the identification of these issues within the budget report fulfils the requirements relating to key decisions under the Council's constitution.

### Council Wide Issues

7.8 Apart from the specific departmental budget proposals contained in Annexes B and C there are some Council wide issues affecting all departments' budgets which need to be considered. The precise impact of these corporate budgets is likely to change before the final budget proposals are recommended. However the current view on these issues is outlined in the following paragraphs:

a) Capital Programme

The scale of the Council's Capital Programme for 2012/13 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts or borrowing from internal resources. The proposed Council Funded Capital Programme of £9.485m for 2012/13 features in a separate report on tonight's agenda. After allowing for projected receipts of £3m in 2012/13, but excluding the self-funding Invest to Save schemes, the additional revenue costs will be £0.032m in 2012/13 and £0.164m in 2013/14.

b) Interest and Investments

Growth in the UK economy is expected to be weak over the next two years and there is a risk of a technical recession. Bank Rate, currently 0.5%, underpins investment returns and is not expected to start increasing until quarter 3 of 2013 despite inflation currently being well above the Monetary Policy Committee inflation target. Hopes for an export led recovery appear likely to be disappointed due to the Eurozone sovereign debt crisis depressing growth in the UK's biggest export market. The comprehensive Spending Review which seeks to reduce the UK's annual fiscal deficit will also depress growth during the next few years.

This challenging and uncertain economic outlook has several key treasury management implications.

- The Eurozone sovereign debt difficulties, most evident in Greece, provide a clear indication of much higher counterparty risk. This continues to suggest the use of higher quality counterparties for shorter time periods
- Investment returns are likely to remain relatively low during 2012/13

The Council continues to regard security of the principal sum it invests as the key objective of its treasury management activities.

The 2012/13 budget is therefore based on an average rate of return of approximately 1% and reflects the lower cash balances as a result of the 2011/12 and 2012/13 Capital Programme. The 2011/12 budget was based on a return of 0.9% and as such expected interest income is projected to increase marginally from the higher interest rate. However additional income will be generated resulting from additional cash flow resulting from the expected repayment of Icelandic deposits and the increase in capital grants from DfE during 2011/12. Given the level of cash balances the Council can once again make maximum use of the arrangement to make a pre-payment on its pension fund contributions and thus earn a higher discount than could be earned through its own investment opportunities. Taken together this should generate additional income of £152,000. However should interest rates fall further, every 0.1% reduction in the average rate of return would add a £0.025m pressure to the General Fund.

The Council reviews the annual Treasury Management Strategy Statement under the requirement of the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Local Government Act 2003 required the Council to "have regard to the Prudential Code and to set Prudential Indicators for the next three years to ensure that the capital investment plans are affordable, prudent and sustainable. Annex E outlines the Council's prudential indicators for 2012/13 – 2014/15 and sets out the expected treasury management activities for this period. It is recommended that the Executive agree the Treasury Management Strategy and associated documents and in line with the Code of Practice request that the Governance and Audit Committee review each of the key elements.

c) Provision for Inflation and Pay Awards

The Commitment Budget excludes the cost of inflation on both expenditure and income. In past years, the Council has restricted the provision for inflation on prices as a general economy measure, to help address the

underlying budget gap, although pay awards have been fully funded. In the context of the Council's overall financial position, it is again prudent to consider where the provision for inflation on prices can be limited as an economy measure, although some exceptions will be necessary to reflect actual increases that will not be containable without real service reductions and to meet contractual commitments. In particular it will be important to have realistic discussions with key providers about what level of inflation is genuinely necessary on some contracts and placements.

At this stage the inflation provision is not finalised, although for planning purposes a sum of £1.500m has been added to the budget. This compares to a provision of £0.545m last year and reflects the higher rates of inflation this year (consumer price inflation at 5.2% and retail price inflation at 5.6% in September). Containing the inflation provision to this level could be achieved by:

- Freezing pay budget lines;
- Having zero inflation for a number of budget lines rather than the Retail Price Index;
- Using 2% inflation for a number of budget lines;
- Negotiating to minimise inflation on contracts;
- Increasing fees and charges by 4.0% unless this is inconsistent with the Council's income policy.

The Council will need to consider where it is appropriate and necessary to provide for inflation over the coming weeks so that the actual inflation provision can be added to the final budget report in February 2012.

d) Fees and Charges

The Council established a policy for the review of fees and charges when setting the 2001/02 budget. This requires each Department to consider the level of charges against the following criteria:

- Fees and Charges should aim, as a minimum, to cover the costs of delivering the service;
- Where a service operates in free market conditions, fees and charges should at least be set at the market rate;
- Fees and charges should not be levied where this is an ineffective use of resources, i.e. the cost of collection exceeds any income generated.

It is estimated that most prices, where the Council charges users a fee for services, will need to increase by around 4.0% to recover the costs of those services. However, where current economic conditions and the market rate indicate a different percentage, for example for leisure income, this has been applied. Certain other fees also attract a different percentage as they are determined by statute. The proposed fees and charges are included in Annexe D.

e) Corporate Contingency

The financial risks facing the Council are at a similar overall level to those experienced last year. The Council manages these uncertainties in the budget through the use of a general contingency added to the Council's budget. A



sum of £1m is currently included for contingency in the budget proposals for 2012/13.

During the next year the Council will continue to face significant risks on its budget particularly in relation to demand led budgets. Therefore the Borough Treasurer recommends that the general contingency should be set at £1m which is equal to the contingency for 2011/12.

The Executive will need to make a judgement on the appropriate level of contingency at its February meeting, taking advice from the Borough Treasurer who will need to certify the robustness of the overall budget proposals in the context of the Council's remaining general and earmarked reserves. All the reserves will be reviewed to ensure that they are sufficient to manage the financial risks facing the Council in the coming years.

### Spending on Schools

- 7.9 The Schools Budget – both delegated school funding and centrally managed items such as Special Educational Needs placements made outside of the Borough - is funded by a specific Dedicated Schools Grant (DSG) with any year end balance, either surplus or deficit, required to be ring-fenced within the Schools Budget. Therefore, use of this funding is outside the control of the Council.
- 7.10 However, Local Authorities have a legal duty to set the overall level of Schools Budget and individual budgets for each of their schools by 31 March. This must be no lower than the level of anticipated DSG, but can be higher, if the Council decides to add a top up.
- 7.11 The level of DSG is calculated by multiplying the per pupil funding rates that the Department for Education (DfE) determines for each local authority by the actual January pupil numbers. At this stage, as both of these key pieces of information have yet to be confirmed, it is difficult to estimate future funding. However, using the 2011/12 per pupil funding rate of £4,861 and the number of pupils on roll at October would generate a total DSG of £75.7m.
- 7.12 To meet the statutory publication deadline, the Schools Budget for 2012/13 will have to be set on the basis of the estimated level of DSG plus any accumulated balance. The draft budget proposals therefore assume the Schools Budget is set at the level of DSG and that any accumulated deficit or surplus is managed to a nil balance by the end of the funding period.
- 7.13 Decisions around the final balance of the budget between spending by schools and that on pupil services managed by the Council is the responsibility of the Executive Member for Education, although the Schools Forum must be consulted, and in certain circumstances, agree to spending increases on the services managed by the Council.

### Summary

- 7.14 Adding the draft proposals to the Commitment Budget and taking account of the corporate issues identified above would result in total expenditure of £73.099m as shown in Table 5.

Table 5: Summary of proposals:

	£'000
Commitment Budget	76,400
2012/13 Budget Pressures	1,859
2012/13 Budget Economies	(5,123)
Capital Programme	32
Changes in Investment Income	(152)
Inflation Provision	1,500
Additional Specific Grants	(583)
Additional New Homes Bonus 2011/12	(47)
New Homes Bonus 2012/13	(787)
<b>Draft Budget Requirement 2012/13</b>	<b>73,099</b>

- 7.15 The Council can anticipate income of up to £73.156m. This arises from Government grants (£23.124m), additional Council Tax Freeze Grant (£1.220m) and Council Tax (£48.812m). While this creates a broadly balanced budget there is still uncertainty surrounding the final Local Government Financial Settlement and inevitably between December and February additional information will become available which could impact on the budget proposals. The results of the consultation exercise will also need to be factored into the Council's final budget proposals.

## 8 BALANCES

- 8.1 The Council has an estimated £8.4m available in General Reserves at 31 March 2012. Details are contained in Table 6.

Table 6: General Reserves as at 31 March 2011

	£m
General Fund	10.0
Planned use in 2011/12	(1.6)
<b>Estimated Balance as at 31 March 2012</b>	<b>8.4</b>

- 8.2 The Council originally deposited £2m with Heritable Bank and £3m with Glitnir Bank which are both Icelandic banks that have been put into administration. The administration of Heritable is being undertaken in the UK and to date the Council has received a total of £1.32m. At this point the final recovery rate is still unknown; however the administrator has indicated that the final recovery should be between 86p to 90p in the pound. With regard to the investments with Glitnir the Icelandic courts have supported the view that the Council be treated as a preferred creditor, thereby indicating that 100% of the deposit will be returned. The actual repayment is currently expected to be partially in foreign currency assets. It is currently too early to provide a definitive policy on how this exchange rate risk will be managed, but the expectation will be that the risk will be managed proactively and assets converted to sterling at the earliest opportunity. An earmarked reserve was created in 2009/10 to meet any potential losses. However, given the decision of the Icelandic Supreme Court it is unlikely that the majority of this reserve will be called upon. The balances position will be updated in February taking into account the latest position on Icelandic banks.



- 8.3 The Council has, in the past, planned on maintaining a minimum prudential balance of £4m. This assessment is based on the financial risks which face the Council and the Borough Treasurer considers these in the February report to the Executive at which a final decision on the use of balances can be taken, taking account of the financial position likely to face the Council over the next three to four years.

## **9 CONCLUSION**

- 9.1 The Council's constitution requires a six week consultation period on the draft budget proposals. This consultation is a genuine one. In this context, it is inevitable that, of the broad range of options proposed for consultation, not all will necessarily be included in the final budget package. It is also likely that some further issues with a financial impact will arise between now and February.
- 9.2 It is suggested, therefore, that the normal process whereby the Overview & Scrutiny Commission reviews the overall budget package and determines whether any specific issues should be considered further by the Overview and Scrutiny Panels at their meetings in January, is followed. The proposals will also be placed on the Council's website for public consultation and Directors will ensure that particular arrangements are made to engage with individuals or groups that may be affected by some of the more direct reductions and/or changes to service provision.
- 9.3 All comments from the Overview & Scrutiny Commission, Overview and Scrutiny Panels and all others will then be submitted to the Executive on 21 February 2012. This will allow the Executive to determine the final budget package and recommend the appropriate Council Tax level to the Council on 29 February 2012.

## **10 BUDGET MONITORING 2011/12- VIREMENT REQUEST**

- 10.1 A virement is the transfer of resources between two budgets but it does not increase the overall budget approved by the Council. Financial Regulations require formal approval by the Executive of any virement between £0.050m and £0.100m and of virements between departments of any amount. Full Council approval is required for virements over £0.100m. During 2011/12 a number of significant virements have been identified which require the approval of the Executive. These have been previously reported to the Corporate Management Team which recommends them to the Executive for approval. They have been included in the quarterly Performance Monitoring Reports. Details of virements between departments are set out in Annexe F and summarised in Table 7. Details of internal departmental virements exceeding £0.050m are set out in Annexe G.

Table 7: 2011/12 Virements

	Reorganisation £'000	Structural Changes Reserve £'000	Other Earmarked Reserve £'000	S106 Bus Contracts £'000	Other S106 items £'000	Council Wide Items £'000
Corporate Services/Chief Executive's	116	17	20	0	0	156
Children, Young People and Learning	252	9	150	0	0	56
Adult Social Care & Health	83	0	0	0	0	19
Environment, Culture & Communities	-451	74	0	298	31	282
Non Departmental/ Council Wide	0	0	0	0	0	-513
Earmarked Reserves	0	-100	-170	-298	-31	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **11 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 11.1 The Local Government Finance Act 1992 requires the Council to set the level of the Council Tax by 11 March each year. It is impossible to achieve this without having agreed an affordable revenue budget for the year in question.

### Borough Treasurer

- 11.2 The financial implications of this report are included in the supporting information.

### Equalities Impact Assessment

- 11.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. A number of the budget proposals require specific equality impact assessments to be carried out and draft versions of these are attached in Annexe H. Consultation with equalities groups that are likely to be affected by the proposal is part of the assessment process.

### Strategic Risk Management Issues

- 11.4 A sum of £1m is currently proposed to meet the costs of unpredictable or unforeseen items that would represent in year budget risks. This is equal to the level of contingency set for 2011/12. The Executive will need to make a judgement on the level of contingency at its meeting in February.

11.5 The Borough Treasurer, as the Council's Chief Finance Officer (section 151 officer), must formally certify that the budget is sound. This will involve identifying and assessing the key risk areas in the budget to ensure the robustness of estimates and ensuring that appropriate arrangements are in place to manage those risks, including maintaining an appropriate level of reserves and contingency. This formalises work that is normally undertaken each year during the budget preparation stages and in monthly monitoring after the budget is agreed. The Borough Treasurer will report his findings in February, when the final budget package is recommended for approval.

## 12 CONSULTATION

### Principal Groups Consulted

12.1 The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. Targeted consultation exercises will be undertaken with business rate payers, the Senior Citizens' Forum, the Schools Forum, Parish Councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it. To facilitate this, the full budget package will be placed on the Council's web site at [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk). There will also be a dedicated mailbox to collect comments.

12.2 The timetable for the approval of the 2012/13 Budget is as follows

Executive agree proposals as basis for consultation	13 December 2011
Consultation period	14 December 2011 - 24 January 2012
Executive considers representations made and recommends budget.	21 February 2012
Council considers Executive budget proposals	29 February 2012

12.3 Due to the nature of some of the budget proposals an extended 12 week consultation process is planned for the proposals relating to:

- Youth Service
- Public Transport / Concessionary Fares
- Community Transport

As this ends on 6 March and after the Council tax has been set the Council will need to make separate decisions on whether these proposals are to be implemented.

12.4 A separate consultation exercise has been underway since October on proposals for the modernisation of elements of adult social care, including the future of Ladybank residential care and support for people with long term conditions. The budget proposals allow for the implementation of these modernisation proposals. However, if the Council does not proceed with these or any other proposals which are subject to detailed consultations, the financial implications will be addressed in the subsequent report to the Executive in February.

Background Papers

None

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## Commitment Budget 2012/13 to 2014/15

	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000
<b>Chief Executive / Corporate Services</b>				
Approved Budget	15,615	15,867	15,761	15,676
WAN Invest to Save Scheme		-4		
IPT Invest to Save Scheme		-17		
Borough Elections		-70		
Unified Training Budget - realignment of training year		10	-10	
Vacating Seymour House		-25	-75	
Net Inter Departmental Virements	252			
<b>Chief Executive / Corporate Services Adjusted Budget</b>	<b>15,867</b>	<b>15,761</b>	<b>15,676</b>	<b>15,676</b>
<b>Children, Young People and Learning</b>				
Approved Budget	13,026	13,326	13,330	13,220
Suitability Surveys		20	-20	
Schools Music Festival		-10	10	-10
WAN Invest to Save Scheme		-6		
Local foster home placements			-100	-150
Net Inter Departmental Virements	300			
<b>Children, Young People and Learning Adjusted Budget</b>	<b>13,326</b>	<b>13,330</b>	<b>13,220</b>	<b>13,060</b>
<b>Adult Social Care and Health</b>				
Approved Budget	21,763	21,873	21,824	21,824
Dementia Advisory Service		-35		
Transfer of Home Improvement Agency Service to Environment, Culture and Communities		-14		
Net Inter Departmental Virements	110			
<b>Adult Social Care and Health Adjusted Budget</b>	<b>21,873</b>	<b>21,824</b>	<b>21,824</b>	<b>21,824</b>
<b>Environment, Culture and Communities</b>				
Approved Budget	27,428	27,168	27,622	27,648
Landfill Tax / Waste Disposal PFI		35	42	51
Landfill Tax Increase		106	104	99
Local Development Framework		97	25	-135
Capital Invest to Save 06/07 - Easthampstead Park		-1	-1	-1
Royal Military Academy Freedom March		5		
Coroners Service - transfer from TVPA		9	9	9
Refuse Collection Contract		-100		
Car Park Season Ticket Income		98		
WAN Invest to Save Scheme		-20		
Transfer of Home Improvement Agency Service from Adult Social Care and Health		14		
Flood and Water Management Responsibilities		153	-153	
Transfer of Local Authority Flood Grant to Non Departmental		12		
Transfer of Preventing Homelessness Grant to Non Departmental		50		
IPT Invest to Save Scheme (BSLC)		-4		
Net Inter Departmental Virements	-260			
<b>Environment, Culture and Communities Adjusted Budget</b>	<b>27,168</b>	<b>27,622</b>	<b>27,648</b>	<b>27,671</b>
<b>Total Service Departments</b>	<b>78,234</b>	<b>78,537</b>	<b>78,368</b>	<b>78,231</b>
<b>Non Departmental / Council Wide</b>				
Approved Budget	-1,577	-1,979	-2,137	-1,633
2011/12 Capital Programme (Full Year Effect) - Interest		41		
Minimum Revenue Provision		262		
2011/12 Use of Balances (Full Year Effect) - Interest		8		
Terms and Conditions		-50		
Additional Bank Holiday		-60		
Changes in Employers NI and Thresholds		-129		
Increase in Employers Pension Fund Contributions		45	151	
Carbon Reduction Commitment		-72		
Ceasing to pay pension fund contributions in advance			200	
Transfer and increase in Local Authority Flood Grant		-153	153	
Transfer of Preventing Homelessness Grant from Environment, Culture and Communities		-50		
Net Inter Departmental Virements	-402			
<b>Non Departmental / Council Wide</b>	<b>-1,979</b>	<b>-2,137</b>	<b>-1,633</b>	<b>-1,633</b>
<b>TOTAL BUDGET</b>	<b>76,255</b>	<b>76,400</b>	<b>76,735</b>	<b>76,598</b>
<b>Change in commitment budget</b>		<b>145</b>	<b>335</b>	<b>-137</b>

For management purposes budgets are controlled on a cash basis. The following figures which are used for public reports represent the cost of services including recharges and capital charges:

	2010/11 £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000
Corporate Services	8,161	8,055	7,970	7,970
Children, Young People and Learning	21,411	21,415	21,305	21,145
Adult Social Care and Health	25,272	25,223	25,223	25,223
Environment, Culture & Communities	37,382	37,836	37,862	37,885
Non Departmental/Council Wide	-15,971	-16,129	-15,625	-15,625
	<b>76,255</b>	<b>76,400</b>	<b>76,735</b>	<b>76,598</b>

### Description of Commitment Budget Items for 2012/13 to 2014/15

Department and Item	Description
<b>Chief Executive / Corporate Services</b>	
Capital Invest to Save 10/11 – Wide Area Network	Wide Area Network circuit replacement based on wireless technologies.
Capital Invest to Save 11/12 – IPT system	Replacement of the existing corporate telephony infrastructure with the newer Internet Protocol Telephony (IPT) technology.
Borough Elections	Removal of the additional budget required for the Borough Elections in 2011/12.
Unified Training Budget - realignment of training year	In order to alleviate the pressure on the Learning and Development Team the training year will in future be in line with the academic year with courses and development activities being scheduled from September to August as opposed to September to March.
Vacating Seymour House	The disposal of Seymour House to Bracknell Regeneration Partnership is included in the Town Centre Development Agreement and will occur when this agreement goes unconditional.
<b>Children, Young People and Learning</b>	
Suitability surveys	Suitability and access surveys are undertaken every three years to update the Asset Management Plan so that up to date information is available to inform investment decisions on the capital programme.
Schools Music Festival	Biennial event which enables pupils from the Council's Primary schools to participate in a large scale production which links music, dance and art.
Capital Invest to Save 10/11 – Wide Area Network	Wide Area Network circuit replacement based on wireless technologies.
Local foster home placements	The investment in staffing proposed in the 2012-13 base budget are expected to result in more children being placed in local foster homes instead of expensive independent foster homes. The savings proposed reflect the current looked after children population which is volatile, and therefore subject to change, often at very short notice.
<b>Adult Social Care and Health</b>	
Dementia Advisory Service	The Dementia Advisory service supports people in the early stages of diagnosis, until they need more intensive support from either a Community Psychiatric Nurse or Social Worker. Funding was initially agreed for a one year period, 2011/12.
Transfer of Home Improvement Agency Service	From October 2011 the Home Improvement Agency service has been bought in house and provided by the Department of Environment, Culture and Communities. The contribution Adult Social Care and Health previously made to the external provider will be used to help fund the in house service.

Department and Item	Description
<b>Environment, Culture and Communities</b>	
Landfill Tax / Waste Disposal PFI	Projection of 25 year contract costs for Recycling and Waste Disposal. The contract is shared with Wokingham and Reading Borough Councils.
Landfill tax increase	Projected costs of increased rates of Landfill Tax over and above those initially announced by the Government which have increased through successive budget announcements.
Local Development Framework	The estimated costs of a continuous rolling programme to deliver Development and Supplementary Planning.
Capital Invest to Save 06/07 - Easthampstead Park	An invest to save scheme to provide en-suite bedrooms. This is the incremental net increase in revenue to be received on top of the original sum declared to repay the original capital investment.
Royal Military Academy Freedom March	Contribution to the freedom march scheduled to take place in 2012.
Coroners Service - transfer from TVPA	The Thames Valley Police Authority (TVPA) is transferring responsibility for the Coroners Service to the local authorities in Berkshire. In 2010/11 the TVPA provided 100% funding. This will be phased out over the next four years 2011/12 to 2014/15.
Refuse Collection Contract	Full year effect of the new contract let 01/08/2011.
Car Park Season Ticket Income	Full year effect of the loss of a major season ticket holder.
Capital Invest to Save 10/11 – Wide Area Network	Wide Area Network circuit replacement based on wireless technologies.
Transfer of Home Improvement Agency Service	From October 2011 the Home Improvement Agency service has been bought in house and provided by the Department of Environment, Culture and Communities.
Flood and Water Management Responsibilities	Reflects additional responsibilities in respect of new flooding and surface drainage duties, funded by a specific grant.
Transfer of Local Flood Authority Grant	Local Flood Authority Grant is a general grant which forms part of Local Services Support Grant. This replaced Area Based Grant and is therefore more appropriately reflected under Non Departmental budgets.
Transfer of Preventing Homelessness Grant	The Preventing Homelessness Grant is a general grant which forms part of Local Services Support Grant. This replaced Area Based Grant and is therefore more appropriately reflected under Non Departmental budgets.
Capital Invest to Save 11/12 – IPT (BSLC)	Moving the current telephone system at the Bracknell Sport and Leisure Centre onto the corporate Internet Protocol Telephony (IPT) platform.
<b>Non Departmental / Council Wide</b>	
2011/12 capital programme ( full year effect) -Interest	The full year effect of the loss of interest based on the 2011/12 capital programme.



Department and Item	Description
Minimum Revenue Provision	The increase in the principal repayment on internal loans used to finance capital expenditure.
2011/12 use of balances (full year effect) -Interest	The full year effect of the interest loss on the use of balances in 2011/12.
Terms and Conditions	Reduction arising from changes to employee terms and conditions
Additional Bank Holiday	Based on the impact of the royal wedding, significant additional costs are no longer expected to arise from the diamond jubilee. The additional budget built into 2011/12 can therefore be removed.
Changes in employers NI and bandings	The budgetary impact of the increase in employers NI rate and changes in thresholds was less than originally forecast.
Increase in Employers Pension Fund Contributions	Following on from the triennial actuarial valuation, the past service deficit is being paid as a lump sum and is phased over 3 years. Although £0.280m was built into the budget for this in 2011/12 the lump sum increases in each subsequent year and this creates a budget pressure in 2012/13 and 2013/14.
Carbon Reduction Commitment	Allowances to cover school CO <sub>2</sub> emissions have already been provided for within Schools Budgets and can therefore be removed from the General Fund budget.
Ceasing to pay pension fund contributions in advance	The Council is unlikely to have the cash resources available to pay employers and employees contributions in advance from 2013/14.
Transfer and increase in Local Flood Authority Grant	Local Flood Authority Grant is a general grant which forms part of Local Services Support Grant. This replaced Area Based Grant and is therefore more appropriately reflected under Non Departmental budgets. No funding is guaranteed beyond 2012/13.
Transfer of Preventing Homelessness Grant	The Preventing Homelessness Grant is a general grant which forms part of Local Services Support Grant. This replaced Area Based Grant and is therefore more appropriately reflected under Non Departmental budgets.

## ENVIRONMENT, CULTURE AND COMMUNITIES

Description	2012/13 £'000	2013/14 £'000	2014/15 £'000
<p><b>Car Park Income</b></p> <p>As offices in the town centre have closed or moved we have lost season ticket income from our town centre car parks. Last year we changed the day rates, which helped reduce our overall loss but with low demand we cannot increase fees any further to recover the gap.</p>	107		
<p><b>Building Control</b></p> <p>The decline in the building industry has led to a decline in income from the chargeable services we sell to businesses.</p>	48		
<p><b>Libraries Income</b></p> <p>Income from library services such as loans of CDs and DVDs, as well as overdue fines, has fallen for several years. We need to reset the budget to reflect this new lower income level.</p>	20		
<p><b>Equalisation of Working Hours in Leisure and Landscape</b></p> <p>Many employees are contracted to work longer hours than those in the rest of the Council. This will enable contracts of employment to be changed so all employees work the same hours.</p>	100		
<b>ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL</b>	<b>275</b>		

## ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2012/13 £'000	2013/14 £'000	2014/15 £'000
<p><b>South Hill Park</b></p> <p>The proposal is to cut £85,000 from the grant to the South Hill Park Arts Trust. (This year's grant is £504,140). The Trust has responded well to all these pressures and has reviewed their operation to drive out efficiencies and improve income. Changes have been made to their back office, some initiatives to create additional income and programming of the theatre to include more popular events. However, a broad programme of arts activity is still evident.</p>	<b>-85</b>		
<p><b>Parks, Open Spaces &amp; Countryside</b></p> <p>Delete the posts of Administrator and Caretaker in the Parks &amp; Countryside Service. Rangers will spend less time out in sites and there will be a reduction in maintenance, survey work and promotions and information.</p>	<b>-58</b>		
<p><b>Sports Development &amp; Community Recreation</b></p> <p>The existing programme of events will continue as planned, but aspects of all events will be of a lower quality e.g. lower quality medals and trophies, no goody bags for participants, no T shirts and reduced standard of printed materials.</p>	<b>-13</b>		
<p><b>The Look Out</b></p> <p>There will be an overall reduction in quality and promotion. To try and minimise the impact this will be achieved by spreading the cuts over as many individual budgets as possible. However, there is a risk that income could be adversely affected.</p>	<b>-26</b>		
<p><b>Charging for the Look Out Car Park</b></p> <p>A project proposal is due to be considered by the Executive in January. This complex project will have a number of likely issues to resolve before it can be implemented on the ground. These issues include planning due to the proximity of the SPA, potential displacement parking and impact on current high income levels. This project should therefore be viewed as trying to increase the overall level of income derived from Coral Reef and The Look Out and not simply as net income derived from charging for car parking at The Look Out.</p>	<b>-50</b>		
<p><b>Edgbarrow / Sandhurst Sports Centres</b></p> <p>This will require cancelling the security patrol contract, reducing payments to cleaning contractor and no longer providing Satellite TV for customers. This reduction in overall quality may reduce</p>	<b>-13</b>		

Description Impact	2012/13 £'000	2013/14 £'000	2014/15 £'000
income and usage.			
<p><b>Bracknell Leisure Centre / Coral Reef</b></p> <p>For Bracknell Leisure Centre this will mean deletion of a vacant apprentice post, closing the pool reception, more maintenance carried out in-house and deleting an evening cleaner's post. Also some reduction in general cleaning, maintenance and equipment budgets.</p> <p>For Coral Reef there is a reduction in hours for the Assistant Manager, more maintenance carried out in-house, and some increases in income by offering new services.</p>	-84		
<p><b>Easthampstead Park Conference Centre</b></p> <p>These cuts to expenditure will reduce the ability of management to update facilities. Some maintenance budgets will also be cut. There is a risk that quality will reduce which in turn may reduce income.</p>	-10		
<p><b>Harmanswater Swimming Pool/Horseshoe Lake</b></p> <p>This cut will reduce the landlord maintenance budgets which will increase the risk that we cannot meet our landlord responsibilities.</p>	-10		
<p><b>Downshire Golf Complex</b></p> <p>These cuts will be spread over various maintenance, equipment and promotion budgets. This will reduce quality and the ability to promote the service which in turn may reduce income.</p>	-15		
<p><b>Libraries</b></p> <p>Deletion of a number of posts held vacant in anticipation of budget pressures. ICT link to management system reviewed and changed. Reduction in music CD service. Start charging for requests from other BFC libraries, and reduced promotions budget. This reduced capacity and quality of service, may lead to a reduction in library use.</p>	-123		
<p><b>Waste Management - Brown Bins</b></p> <p>From April 1 2012, the Council would charge for the collection of garden waste. The charge would be levied for all new customers who have purchased their bin since 1 December 2011. Other existing customers would be required to register before 30 April 2012 to get a one year exemption on the charge. The anticipated charge for 2012 is £26 and from 2013 will be £30 with a £2 discount for early payers.</p>			

<b>Description Impact</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>
<p>The brown bins are owned by residents. To date collection has been free. Some residents may opt out of the service. They can still use Longshot Lane free of charge. There would be an administration cost to be paid and there could be additional fly tipping/landfill costs. The budget estimate allows for this.</p>		-250	
<p><b>Waste Management – Others</b></p> <p>The Waste Promotions budget would be reduced. The Recycling Promotions budget was used in the early days to fund two posts within WRG, our waste disposal contractor, to set up key messages and initiatives. The arrangements are now changing as the posts are vacant and the needs have changed. Work will continue at local level but the support given to and by the waste disposal unit will be greatly reduced. The amount required for promotions will be continually reviewed with our WRG partners.</p>	-40		
<p><b>Environmental Services/Public Amenity</b></p> <p>Following a review of the environmental services team there is the opportunity for rationalisation and one team member will be at risk. There will be loss of overall capacity and the form of monitoring will have to change.</p> <p>The ability to deliver one off projects often funded via the Environmental Enhancements budget will be reduced. This budget will be halved to £25,000. It is currently used to undertake high profile works in public areas where otherwise there is no budget e.g. anti graffiti work, visual enhancements in retail areas, small schemes in residential areas to protect land. Such works will be reduced.</p>	-65		
<p><b>Highway Maintenance(including Street Lighting)</b></p> <p>There will be a reduction in a number of individual budgets. This includes the bridges emergency funding (£5,000) from which the whole budget will be taken; drainage repairs (£10,000) which is a reduction against current budget; signs and sight lines (£10,000) the current budget will be reduced; barrier maintenance (£20,000) a reduction against the current budget. There is also a reduction in recharges by the current contractor (£20,000) following the construction of the new depot.</p> <p>The implications are mixed and there will be a reduced ability to effect repairs or respond to flooding meaning a potentially unsightly streetscene. An engineers post is also at risk.</p>	-84		

<b>Description Impact</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>
<p><b>Environmental Health and Trading Standards</b></p> <p>There are currently two professional heads of service for Environmental Health and Trading Standards. The proposal is that these functions will be combined and this will increase our reliance on the team leaders to lead the service. There would be a minor restructuring of the services and reallocation of some responsibilities with some potential regradings. There will be a reduction in management capacity in what is now a small but mandatory service.</p>	<b>-47</b>		
<p><b>Emergency Planning</b></p> <p>One post holder has reduced her working week as agreed by management. In addition there can be a small reduction in other emergency planning budgets (£4,500). The impact is minimised because of the effective joint working arrangements across Berkshire.</p>	<b>-14</b>		
<p><b>Coroners Service</b></p> <p>This is a contracted demand led service, the costs of which have fallen.</p>	<b>-20</b>		
<p><b>Transport Policy, Planning and Strategy</b></p> <p>Further officer time will be funded from section 278 and street works income.</p> <p>No change in personnel and assumes fines income and licence fees continue.</p>	<b>-61</b>		
<p><b>Traffic Management and Road Safety</b></p> <p>Reductions in budgets for implementing the Local Transport Plan, traffic management, travel choice and town centre street scene. New partnership arrangement for dealing with speed cameras means costs will be shared differently - reduced costs of speed cameras to reflect our current 2011/12 commitment for future years.</p>	<b>-62</b>		
<p><b>Public Transport / Concessionary Fares</b></p> <p>Reductions to public transport subsidies and concessionary fare support. This is subject to a full Equalities Impact Assessment and review by the Executive and Overview &amp; Scrutiny so the saving highlighted is indicative at this stage.</p>	<b>-200</b>		
<p><b>Community Transport</b></p> <p>This proposal for consultation is to reduce the budget for</p>	<b>-50</b>		

<b>Description Impact</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>
community transport with the potential that funding for day trips to e.g. seaside resorts will cease. The remaining service will at the very least focus on maintaining Dial a Ride and shopping services for eligible residents although opportunities for the service to be more flexible will be reviewed in the New Year. A full EIA will be undertaken so the saving highlighted is indicative at this time.			
<p><b>Development Control</b></p> <p>Delete 0.5 posts due to slow activity at present. Joint working arrangements entered into with Royal Borough of Windsor and Maidenhead and Reading, resulting in a shared officer has produced further savings.</p> <p>In respect of planning fees income, new regulations are anticipated by some time in 2012 which will allow local planning authorities to set their own fees for applications which project to increased income for the service. The budget proposal anticipates increased income but the exact timing of the regulations remains uncertain meaning the budget proposal has an element of risk.</p>	<b>-129</b>		
<p><b>Planning Policy (Including Local Transport Plan)</b></p> <p>Charge an existing officer for s.106 matters back against CIL. Dedicated Thames Basin Heaths Special Protection Area officer will now be fully funded from contributions received. Joint Strategic Planning Unit to be closed and service dealt with internally. Deletion of part-time vacant post.</p> <p>Closure of JSPU will put further pressure on Spatial Policy - no work being done to pursue Minerals &amp; Waste LDF. Reduced administration in Spatial Policy - periods of high demand will result in slower response times.</p>	<b>-110</b>		
<p><b>Local Land Charges</b></p> <p>Delete vacant full-time technical administration post out of Land Charges and replace with part-time admin post.</p>	<b>-10</b>		
<p><b>Housing Strategy and Enabling</b></p> <p>Reducing ability to use consultants, removing subscriptions, removing printing and promotions work.</p> <p>This will remove any capacity to develop new initiatives which require external advice. This will reduce market intelligence to support initiatives and partnership working. This will remove all promotion and publicity and marketing of services.</p>	<b>-19</b>		

Description Impact	2012/13 £'000	2013/14 £'000	2014/15 £'000
<p><b>Housing Management</b></p> <p>Deleted Manager's post following restructuring of the Housing options service.</p>	-43		
<p><b>Forest care</b></p> <p>Forest care will continue to seek additional business and has plans in place to attract out of borough work in the current financial year. This will be a mixture of corporate contracts and out of borough lifeline customers.</p>	-15		
<p><b>Housing Benefits</b></p> <p>This is the reduction of administration costs and also reduction of the provision to buy in additional support.</p> <p>Improved performance of the benefit service should mean that there will be less need to buy in additional resource to achieve performance levels. New IT will be implemented to reduce administration costs.</p>	-31		
<p><b>General Grants, Bequest and Donations</b></p> <p>The service provided by the voluntary organisation has not been provided for nearly two years following a review of funding availability. This proposal removes the budget on the basis it is no longer required.</p>	-2		
<p><b>Housing Division Training</b></p> <p>Training needs in Housing will be further prioritised resulting in a reduction in overall staff training.</p>	-6		
<p><b>Departmental Support Services</b></p> <p>This saving cuts our Administration Manager and 2 Administration Assistants. Some work will not be done as quickly, and management and administrative staff across the department will have to do more basic admin tasks themselves and this will affect front line services.</p>	-86		
<p><b>Departmental Personnel Running Expenses</b></p> <p>We will cut our budgets for staff recruitment advertising and relocation expenses. If the recruitment market changes these cuts may not be sustainable.</p>	-40		
<p><b>Departmental Office Services Running Expenses</b></p> <p>We will make cuts across our department's office budgets.</p>	-34		



<b>Description Impact</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>
There will be no scope for changes in spend or extra equipment or items for new projects.			
<p><b>Departmental IT Running Expenses</b></p> <p>We will increase the risk of using out of date equipment and only replace where there is an absolute business need, and we will redistribute existing equipment where possible. We have cancelled IT licenses where we can.</p>	<b>-28</b>		
<p><b>Smartcard</b></p> <p>We will stop printing welcome leaflets with cards &amp; add terms and conditions to welcome letter. We will reduce the number of discount directories printed because we are providing alternative electronic versions of the discount directory on an i-phone app and the web. We will also cut replacement equipment budget.</p> <p>We will introduce a charge of £5 for replacement e+ cards.</p>	<b>-11</b>		
<b>ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL</b>	<b>-1,694</b>	<b>-250</b>	

Service : Building Control

**Purpose of the Charge: To recover the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
<b>Income the proposed fees will generate:</b>	382	334

**Are concessions available?** There are some concessions for the disabled, which are detailed in the tables below.

**Link to the Council's Medium Term Objectives:** Protect communities by strong planning policies.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
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**BUILDING REGULATIONS**

1. Where FULL PLANS are submitted, the charges for Building Regulations are normally submitted in two stages:-

Stage One: (The Plan Charge) - on submission of the application

Stage Two: (The Inspection Charge) - following the first site inspection.

You must pay the first charge when depositing the application; the second charge is payable on demand from the Council after the first relevant site inspection has been carried out. All subsequent inspections are free of any charge.

2. Where a BUILDING NOTICE is submitted instead of full plans, the full charge is payable at the time of submission.

The Regulations provide for the amount of charges to be calculated in different ways, depending on the nature of the work shown on the detailed plans. The following schedule is intended to assist you in determining the amount of charges required for your proposal. It is an attempt to simplify complex Regulations and there may be a few occasions when the charges will vary from those listed. Should you submit an incorrect amount you would be advised.

CHEQUES TO BE MADE PAYABLE TO BRACKNELL FOREST BOROUGH COUNCIL

**PROPOSAL**

**Domestic Plan Charge (Full Plans)**

Domestic extension not exceeding 10 sq m floor area	164.00	136.67	164.00	136.67	0.0
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	164.00	136.67	164.00	136.67	0.0
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	164.00	136.67	164.00	136.67	0.0
Loft conversion Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	164.00	136.67	164.00	136.67	0.0
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	103.00	85.83	103.00	85.83	0.0
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	103.00	85.83	103.00	85.83	0.0
Window replacement (non competent persons scheme)	113.00	94.17	113.00	94.17	0.0
Installation of domestic solar panels/wind turbines	154.00	128.33	154.00	128.33	0.0
Re-wiring or new electrical installation of a dwelling	103.00	85.83	103.00	85.83	0.0
Any electrical work other than re-wiring of a dwelling	103.00	85.83	103.00	85.83	0.0
Renovation of a thermal element	184.00	153.33	184.00	153.33	0.0

Service : Building Control

**Purpose of the Charge: To recover the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>382</b>	<b>334</b>

**Are concessions available?** There are some concessions for the disabled, which are detailed in the tables below.

**Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.**

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Domestic Inspection Charge (Full Plans)</b>					
Domestic extension not exceeding 10 sq m floor area	322.00	268.33	322.00	268.33	0.0
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	410.00	341.67	410.00	341.67	0.0
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	630.00	525.00	630.00	525.00	0.0
Loft conversion Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	454.00	378.33	454.00	378.33	0.0
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	295.00	245.83	295.00	245.83	0.0
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	295.00	245.83	295.00	245.83	0.0
Window replacement (non competent persons scheme)	N/A		N/A		
Installation of domestic solar panels/wind turbines	N/A		N/A		
Re-wiring or new electrical installation of a dwelling	251.00	209.17	251.00	209.17	0.0
Any electrical work other than re-wiring of a dwelling	184.00	153.33	184.00	153.33	0.0
Renovation of a thermal element	N/A		N/A		
<b>Domestic Charge (Building Notice)</b>					
Domestic extension not exceeding 10 sq m floor area	486.00	405.00	486.00	405.00	0.0
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	573.00	477.50	573.00	477.50	0.0
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	793.00	660.83	793.00	660.83	0.0
Loft conversion Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.	617.00	514.17	617.00	514.17	0.0
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	397.00	330.83	397.00	330.83	0.0
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	397.00	330.83	397.00	330.83	0.0
Window replacement (non competent persons scheme)	113.00	94.17	113.00	94.17	0.0
Installation of domestic solar panels/wind turbines	154.00	128.33	154.00	128.33	0.0
Re-wiring or new electrical installation of a dwelling	353.00	294.17	353.00	294.17	0.0
Any electrical work other than re-wiring of a dwelling	287.00	239.17	287.00	239.17	0.0
Renovation of a thermal element	184.00	153.33	184.00	153.33	0.0

2011/12 PROPOSED FEES & CHARGES

Service : Building Control

**Purpose of the Charge: To recover the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	382	334

**Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.**

**Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.**

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
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NB  
 Work for the benefit of disabled persons may be exempt from charges  
 Floor areas are measured internally  
 If there is more than one domestic extension in any application then the floor areas must be added together up to a maximum of 60 sq m  
 Full estimated cost means the full cost of the works shown in the plans, but excludes professional fees and VAT. If an estimate is not submitted the estimate will be based on the RICS Building Cost Information Service  
 Regularisation charges are calculate

**CHARGES FOR OTHER WORK**

**Plan Charge (Full Plans)**

Table A Where the estimated cost is (£)	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase %
0 - 2000	154.00	128.33	154.00	128.33	0.0
2,001 - 5,000	265.00	220.83	265.00	220.83	0.0
5,001 - 10,000	309.00	257.50	309.00	257.50	0.0
10,001 - 20,000	429.00	357.50	429.00	357.50	0.0
20,001 - 30,000	164.00	136.67	164.00	136.67	0.0
30,001 - 40,000	198.00	165.00	198.00	165.00	0.0
40,001 - 50,000	230.00	191.67	230.00	191.67	0.0
50,001 - 60,000	266.00	221.67	266.00	221.67	0.0
60,001 - 70,000	300.00	250.00	300.00	250.00	0.0
70,001 - 80,000	335.00	279.17	335.00	279.17	0.0
80,001 - 90,000	358.00	298.33	358.00	298.33	0.0
90,001 - 100,000	403.00	335.83	403.00	335.83	0.0

**Inspection Charge (Full Plans)**

Table A Where the estimated cost is (£)	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase %
0 - 2000	N/A		N/A		
2,001 - 5,000	N/A		N/A		
5,001 - 10,000	N/A		N/A		
10,001 - 20,000	N/A		N/A		
20,001 - 30,000	377.00	314.17	377.00	314.17	0.0
30,001 - 40,000	459.00	382.50	459.00	382.50	0.0
40,001 - 50,000	540.00	450.00	540.00	450.00	0.0
50,001 - 60,000	618.00	515.00	618.00	515.00	0.0
60,001 - 70,000	699.00	582.50	699.00	582.50	0.0
70,001 - 80,000	779.00	649.17	779.00	649.17	0.0
80,001 - 90,000	833.00	694.17	833.00	694.17	0.0
90,001 - 100,000	938.00	781.67	938.00	781.67	0.0

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	382	334

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Building Notice Charge (Building Notice)</b>					
<b>Table A</b> Where the estimated cost is (£)					
0 - 2000	154.00	128.33	154.00	128.33	0.0
2,001 - 5,000	265.00	220.83	265.00	220.83	0.0
5,001 - 10,000	309.00	257.50	309.00	257.50	0.0
10,001 - 20,000	429.00	357.50	429.00	357.50	0.0
20,001 - 30,000	541.00	450.83	541.00	450.83	0.0
30,001 - 40,000	656.00	546.67	656.00	546.67	0.0
40,001 - 50,000	770.00	641.67	770.00	641.67	0.0
50,001 - 60,000	884.00	736.67	884.00	736.67	0.0
60,001 - 70,000	998.00	831.67	998.00	831.67	0.0
70,001 - 80,000	1,113.00	927.50	1,113.00	927.50	0.0
80,001 - 90,000	1,190.00	991.67	1,190.00	991.67	0.0
90,001 - 100,000	1,340.00	1,116.67	1,340.00	1,116.67	0.0
<b>FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS</b>					
<b>Number of Dwellings (Plan Charge)</b>					
1	205.00	170.83	205.00	170.83	0.0
2	307.00	255.83	307.00	255.83	0.0
3	460.00	383.33	460.00	383.33	0.0
4	511.00	425.83	511.00	425.83	0.0
5	562.00	468.33	562.00	468.33	0.0
<b>Number of Dwellings (Inspection Charge)</b>					
1	589.00	490.83	589.00	490.83	0.0
2	751.00	625.83	751.00	625.83	0.0
3	797.00	664.17	797.00	664.17	0.0
4	945.00	787.50	945.00	787.50	0.0
5	1,090.00	908.33	1,090.00	908.33	0.0

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	382	382

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
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**REGULARISATION CERTIFICATES**

Type of Work	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
Domestic extension not exceeding 10 sq m floor area		486.00		486.00	0.0
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area		573.00		573.00	0.0
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area		793.00		793.00	0.0
Loft conversion		617.00		617.00	0.0
Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.					
Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building		397.00		397.00	0.0
Conversion of garage into habitable use (Cost of the works not exceeding £10,000),		397.00		397.00	0.0
Window Replacement (Non competent persons scheme)		113.00		113.00	0.0
Installation of domestic solar panels/wind turbines		154.00		154.00	0.0
Re-wiring or new electrical installation of a dwelling		353.00		353.00	0.0
Any electrical work other than re-wiring of a dwelling		287.00		287.00	0.0
Renovation of a thermal element		184.00		184.00	0.0
<b>Estimated Cost £</b>					
0 - 2000		154.00		154.00	0.0
2,001 - 5,000		265.00		265.00	0.0
5,001 - 10,000		309.00		309.00	0.0
10,001 - 20,000		429.00		429.00	0.0
20,001 - 30,000		541.00		541.00	0.0
30,001 - 40,000		656.00		656.00	0.0
40,001 - 50,000		770.00		770.00	0.0
50,001 - 60,000		884.00		884.00	0.0
60,001 - 70,000		998.00		998.00	0.0
70,001 - 80,000		1,113.00		1,113.00	0.0
80,001 - 90,000		1,190.00		1,190.00	0.0
90,001 - 100,000		1,340.00		1,340.00	0.0

**FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS**

Number of Dwellings (Plan Charge)	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
1		794.00		794.00	0.0
2		1,058.00		1,058.00	0.0
3		1,257.00		1,257.00	0.0
4		1,456.00		1,456.00	0.0
5		1,652.00		1,652.00	0.0

NOTE: The following minimum charges apply:  
Where an extension to a dwelling, the total floor area of which exceeds 60m2, including means access and work in connection with that extension the sum of the Regularisation charge must not be less than £674.04

Building Regulations Questions for anyone undertaking a Property Search					
Building Regulations (1f)		0.45		0.45	0.0
Building Regulations (1g)		0.85		0.85	0.0
Building Regulations (1h)		0.85		0.85	0.0

**Other Charges**

Hoarding / Scaffold Licences - Per Licence		150.00		150.00	0.0
Dealing with Demolition Notices		150.00		150.00	0.0
Officer Letter - Confirmation to Solicitor	41.00	34.17	41.00	34.17	0.0

Service : Highways

Purpose of the Charge: To contribute to the cost of the services					
	2011/12 Budget £'000	Proposed 2012/13 Budget £'000			
Income the proposed fees will generate:	177	184			
Are concessions available? No					
Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.					
Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>HIGHWAY ENQUIRIES</b>					
Standard rate per hour - minimum charge		75.00		78.00	4.0
<b>RECHARGEABLE WORKS</b>					
All works and staff costs, including accident damage, to be recharged at actual cost plus 15% administration - minimum charge					
<b>HIGHWAY ADOPTIONS</b>					
<b>Road Adoptions</b>					
Deposit/minimum fee		1,500.00		1,500.00	0.0
Surety deposit (cash element of total surety value)		3,000.00		3,000.00	0.0
Formal declarations (outside section 38)		1,000.00		1,000.00	0.0
Re-inspection rate per hour - minimum charge		75.00		78.00	4.0
<b>Section 38/Section 278 fees</b>					
Schemes up to £15,000 - minimum charge		1,500.00		1,500.00	0.0
Schemes over £15,000		10% of value		10% of value	
<b>Commutated sums in respect of additional highway maintenance costs</b>					
The Council will require a payment for the commuted annual maintenance costs of new work carried out under agreements made under S278 and S38 of the 1980 Highways Act where the costs of maintenance are estimated to be higher than those of the Highway Authority's standard requirements for infrastructure and street furniture. Arrangements for such payments are set out in the council's Streetscene Supplementary Planning Document - Commuted Sums					
<b>TRAFFIC SURVEY DATA</b>					
Junction turning counts - Per junction	504.55	420.46	524.75	437.29	4.0
Traffic count information	148.70	123.92	154.65	128.88	4.0
Zonal information, such as population, employment, car availability etc. Per zone, up to a max. of 50 locations, above which an additional daily time charge will be incurred.	531.10	442.58	552.35	460.29	4.0
Select link information to show indicative origin-destination movements of traffic on a specific link - Per request	265.55	221.29	276.15	230.13	4.0
Other data requests will be assessed on their merits and charged at the discretion of the Council					
<b>Developers Charges</b>					
Bracknell Forest Multi-Modal Transport Model (BFMMTM)					
Use of model for first six months	18,000.00	15,000.00	18,720.00	15,600.00	4.0
Use of model for each additional month exceeding six months	3,600.00	3,000.00	3,744.00	3,120.00	4.0
Use of model for twelve months	36,000.00	30,000.00	37,440.00	31,200.00	4.0
<b>CONCESSIONARY FARES</b>					
Replacement Pass		5.00		5.00	0.0
New annual Senior Citizen Railcard (with any increases made by SWT during the year to be passed on)		9.15		9.15	0.0
Renewal of Disabled Person's Railcard		3.80		3.80	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT**  
**2012/13 PROPOSED FEES & CHARGES**

Service : Local Land Charges

**Purpose of the Charge: To recover the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	164	164

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Deliver value for money.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>LOCAL LAND CHARGES</b>					
Fees for official search of Register and Standard Enquiries					
Domestic		104.15		104.15	0.0
Non Domestic		109.15		109.15	0.0
Building Regulations Questions for anyone undertaking a Property Search					
Building Regulations (1f)		0.45		0.45	0.0
Building Regulations (1g)		0.85		0.85	0.0
Building Regulations (1h)		0.85		0.85	0.0
Additional Parcel (eg Garage)					
Garage		13.00		13.00	0.0
Non Garage		25.00		25.00	0.0
Optional Enquiries (each enquiry)		10.50		10.50	0.0
Added Enquiries (each enquiry)		21.00		21.00	0.0
Assisted Search (Including Copies)		22.00		22.00	0.0
Cancellation Administration Fee		36.75		36.75	0.0
Commons Registration Searches		10.50		10.50	0.0



Service : Development Control

Purpose of the Charge: To contribute to the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	571	574

Are concessions available? No

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**PLANNING APPLICATIONS**

**Outline Application**

All types (except B1,B4,B6,D1 and D2)					
Site area is:					
(a) Not more than 2.5 hectares (each 0.1 ha (or part) of site area)	Maximum		125,000.00		Set by regulation
	Charge per Unit (.01ha)		335.00		Set by regulation
(b) More than 2.5 hectares (£8,285+ (each 0.1 ha (or part) of site area)	Maximum		125,000.00		Set by regulation
	Charge per Unit (.01ha)		100.00		Set by regulation

**Full Application**

1. Alteration or extension of, or within the curtilage of an existing dwelling unit including the erection of boundary enclosures and buildings for purposes ancillary to the enjoyment of the dwelling as such					
One dwelling unit			150.00		Set by regulation
Two or more dwelling units			295.00		Set by regulation
2. Erection of new dwelling units					
(a) 50 dwellings or less (each dwelling)	Maximum		250,000.00		Set by regulation
	Charge per Unit		335.00		Set by regulation
(b) More than 50 dwellings (£16,565+ £100 for each dwelling	Maximum		250,000.00		Set by regulation
Per dwelling in excess of 50	Charge per Unit		100.00		Set by regulation

**Approval of Reserved Matters for dwelling units**

All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application		250,000.00		Set by regulation
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3. Development (other than dwelling units, agricultural buildings, or glasshouses, or buildings in the nature of plant or machinery) where the floor space created is:

a) Nil or not more than 40 sq metres (each application)	Charge per Application		170.00		Set by regulation
b) 40 sq metres to 75 sq metres (each application)	Charge per Application		335.00		Set by regulation
c) 75 sq metres to 3,750 sq metres (each 75 sq m or part)	Each 75 sq m or part of		335.00		Set by regulation
d) More than 3750 sq m (£16,565+ £100 each additional 75 sq m or part of	Maximum		250,000.00		Set by regulation
	Each 75 sq m or part of		100.00		Set by regulation

**Approval of Reserved Matters for development other than dwelling units**

All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application		250,000.00		Set by regulation
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4. Erection, alteration or replacement of plant or machinery

(a) Up to 5 hectares; (each 0.1 ha (or part) of site area	Charge per Unit (0.1ha)		335.00		Set by regulation
(b) More than 5 hectares (£16,565+ £100 each additional 0.1 ha	Maximum		250,000.00		Set by regulation
	Each Additional 0.1ha		100.00		Set by regulation

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2011/12 PROPOSED FEES & CHARGES**

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	571	574

Are concessions available? No

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>5. Agricultural buildings (excluding glasshouses)</b>					
a) Up to 465 sq metres (each application)	Each Application		70.00		Set by regulation
b) 465 sq metres to 540 sq metres (first 540 sq m)	Each Application		335.00		Set by regulation
c) 540 sq metres to 4,215 sq m (each 75 sq m of excess (or part))	For the first 540 sq meters		335.00		Set by regulation
	Each additional 75 sq m		335.00		Set by regulation
d) More than 4,215 sq m (£16,565+ £100 for each 75 sq m in excess of 4,215 sq m)	Maximum		250,000.00		Set by regulation
	Each additional 75 sq m		100.00		Set by regulation
<b>6. Glasshouses on land used for the purpose of agriculture (75% external area must be glass or translucent material), full or outline</b>					
a) Up to 465 sq metres (floor area of building proposed)	Each Application		70.00		Set by regulation
a) More than 465 sq metres (floor area of building proposed)	Each Application		1,870.00		Set by regulation
<b>Operations, Etc other than Building Works</b>					
1. Construction of car parks, service roads or other means of access incidental to the existing use of the land in a single undertaking (each application)	Each Application		170.00		Set by regulation
<b>2. Winning or working of minerals</b>					
(a) Up to 15 hectares each 0.1 ha (or part)	Charge per Unit (0.1ha)		170.00		Set by regulation
(b) More than 15 hectares (£25,315+ £100 for each 0.1 ha)	Maximum		65,000.00		Set by regulation
	Charge per Unit (0.1ha)		100.00		Set by regulation
(c) In any other case, for each 0.1 ha	Maximum		250,000.00		Set by regulation
	Each Application		170.00		Set by regulation
<b>3. Operations connected with exploratory</b>					
(a) Up to 7.5 hectares	Each 0.1 hectare		335.00		Set by regulation
(b) More than 7.5 hectares (£25,000 +	Maximum		250,000.00		Set by regulation
	Each 0.1 hectare		100.00		Set by regulation
4. Application to determine whether prior approval required for development under Parts 6,7,24 or 31 of Schedule 2 of	Each Application		70.00		Set by regulation

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	571	574

Are concessions available? No

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Uses of Land</b>					
1. Change of use of a building to use as one or more dwelling units					
(a) Up to 50 dwellings (each additional dwelling unit)	Each additional dwelling unit		335.00		Set by regulation
(b) More than 50 dwellings (£16,565 + £100 each additional dwelling in excess of 50)	Maximum		250,000.00		Set by regulation
	Each additional dwelling unit		100.00		Set by regulation
2. Material change of use of land or buildings (including the siting of a caravan/mobile home for residential purposes)	Each Application		335.00		Set by regulation
3. Continuance of use of a building or land or retention of a building or works or land without compliance with previous condition (section 73 application). This includes renewables of temporary permission where the time limit for beginning the development has not expired and the development has not begun (each application)	Maximum		135.00		Set by regulation
	Charge per Unit		135.00		Set by regulation
4. Extension of time limit on a planning permission	Each Application		170.00		Set by regulation
5. Use of land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from the land or the storage of minerals in the open.					
(a) Up to 15 hectares	Each 0.1 hectare		170.00		Set by regulation
	Maximum		65,000.00		Set by regulation
		Each 0.1 hectare		100.00	
(b) More than 15 hectares (£25,315 + £100 for each 0.1 hectare in excess of 15 hectares)					
6. The making of a material change in the use of the building or land (other than a material change of use in category D1, D4 (a) or D4 (b))	Each Application		335.00		
7. Application for the use of land as playing field or operation ancillary to that use (except erecting buildings) by, or on behalf of, a club, society or other organisation not established for making a profit and whose objectives include the provision of facilities for sport or recreation (each application)	Each Application		335.00		Set by regulation

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2011/12 PROPOSED FEES & CHARGES

Annexe D (iv)

Service : Development Control

**Purpose of the Charge: To contribute to the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	571	574

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.**

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Pre Application Enquiry Fees</b>					
<b>Householder</b>					
Initial fee	40.00	33.33	44.00	36.67	10.0
<b>Residential Development</b>					
Initial fee (per site)					
1 Home	150.00	125.00	170.00	141.67	13.3
2-5 homes	400.00	333.33	410.00	341.67	2.5
6-10 homes	700.00	583.33	740.00	616.67	5.7
11-30 homes	1,000.00	833.33	1,100.00	916.67	10.0
31-50 homes	2,500.00	2,083.33	2,800.00	2,333.33	12.0
51 + homes	5,000.00	4,166.67	5,000.00	4,166.67	0.0
Change of use from a dwelling and change of use of land to garden	75.00	62.50	80.00	66.67	
<b>Commercial Property Development (including change of use)</b>					
Initial fee (per site)					
Floor space less than 40 sq m and miscellaneous matters not involving any floor space eg advertisements, shopfronts and other changes relating to external appearance	60.00	50.00	65.00	54.17	8.3
40-250 sq m	175.00	145.83	180.00	150.00	2.9
250-1,000 sq m	400.00	333.33	400.00	333.33	0.0
1,001-10,000 sq m	650.00	541.67	700.00	583.33	7.7
Over 10,000 sq m (1Ha)	1,800.00	1,500.00	1,800.00	1,500.00	0.0
Non-Residential permitted development enquiry	79.65	66.38	80.00	66.67	0.4
<b>Additional Charges</b>					
Officer recharge rate per officer in attendance at a meeting	85.00	70.83	85.00	70.83	0.0
Non-Material amendments to a planning permission - Householder	25.00	20.83	Set by regulation		
Non-Material amendments to a planning permission - Non-Residential	170.00	141.67	Set by regulation		
<b>Other Charges</b>					
Research Enquiries - Per Hour	79.50	66.25	85.00	70.83	6.9
<b>Mixed Developments</b>					
Where a development comprises a mix of commercial and residential development the fee payable is 75% of the sum of the fees payable in both categories.					

Service : Highways

Purpose of the Charge: To contribute to the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	47	49

Are concessions available? No

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Vehicle Access Crossings</b>					
Construction of crossing - actual		Actual cost		Actual cost	
Access Protection Markings	104.70	87.25	108.90	90.75	4.0

<b>Highway Licences and Consents</b>					
Sample Inspection Fee		50.00		50.00	0.0
Defect Inspection Fee		47.50		47.50	0.0
Skip Operators Licence	annual fee	61.50		63.95	4.0
Skip Licence	application fee including one week occupation of the highway	15.00		15.60	4.0
	per additional week or part there of for those found without a licence	10.00		10.40	
		100.00		104.00	4.0
HIPPO Bags (placed on highway)	application fee including one week occupation of the highway	15.00		15.60	4.0
	per additional week or part there of for those found without a licence	10.00		10.40	4.0
		50.00		50.00	0.0
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order		Advertising Cost + 15% Admin Fee		Advertising Cost + 15% Admin Fee	
Commercial / Statutory Undertaker - Temporary Traffic Regulation Notice		225.00		234.00	4.0
Traffic Management Technical Advice (Officers time per hour - 1 hour minimum		75.00		78.00	4.0
Temporary Deposit of Materials on Public Highway	application fee including one week occupation of the highway	20.00		20.80	4.0
	per additional week or part there of	15.00		15.60	
	per necessary inspection	50.00		50.00	0.0
Domestic Vehicle Access Application Fee (BFC Contractor)		35.00		36.40	4.0
Domestic Vehicle Access Inspection Fee - Per Occasion		50.00		50.00	0.0
Domestic Vehicle Access Application Fee (Private Contractor)		65.00		67.60	4.0
Domestic Vehicle Access Inspection Fee - Per Occasion		50.00		50.00	0.0
Property Developers or Commercial Vehicle Access	Fee plus	125.00		130.00	4.0
	per inspection	50.00		50.00	0.0
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit)		50.00		50.00	0.0
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit) Out of Hours 16.30-08.00 Mon-Fri & All Day Sat, Sun & B/H'S		100.00		100.00	0.0
Bus Stop Suspensions	Per day	N/A		100.00	
	Maximum charge	N/A		200.00	
Provision of temporary bus stops	Per stop for duration of suspension	N/A		50.00	
Application to place 'A' Board on the Public Highway (per board per annum) (including £25.00 non refundable application fee)		60.70		63.15	4.0
Application for Street Café (Commercial)	Fee plus	204.00		106.00	-48.0
	per square metre	60.70		63.15	4.0
Application for Street Café (Registered Charity)	Fee plus	N/A		106.00	
	per square metre	N/A		5.00	
Renewal for Street Café	Fee plus	N/A		65.00	
	per square metre	N/A		63.15	
Crane/Machinery/Structure on Public Highway Licence	Fee plus	121.40		126.25	4.0
	per necessary inspection	50.00		50.00	0.0
Street Works Licence Application Fee	Fee plus	320.00		332.80	4.0
	per inspection	50.00		50.00	0.0

Service : Highways

Purpose of the Charge: To contribute to the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	45	47

Are concessions available? No

Link to the Council's Medium Term Objectives: Protect communities by strong planning policies.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Planting/Cultivation of Public Highway	Fee plus	91.50		95.15	4.0
	per necessary inspection		50.00	50.00	0.0
Temporary Excavations in Public Highway (Road Opening) Licence	Fee plus	320.00		332.80	4.0
	per necessary inspection		50.00	50.00	0.0
Application to place Cables etc. over the Public Highway	Fee plus	121.40		126.25	4.0
	per necessary inspection		50.00	50.00	0.0
Road Occupation with temporary traffic management (no excavation)	Fee plus	121.40		126.25	4.0
	per necessary inspection		50.00	50.00	0.0
Cost per failed core sample (layer thickness test)		110.00		114.40	4.0
Cost per failed core sample (layer thickness test)		180.00		187.20	4.0
Traffic Management Costs				Actual cost + 15% administration	

## ENVIRONMENT, CULTURE &amp; COMMUNITIES DEPARTMENT

## 2012/13 PROPOSED FEES &amp; CHARGES

Service : Other Services

Purpose of the Charge: To recover the costs.

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	1	1

Are concessions available? No

Link to the Council's Medium Term Objectives: Deliver value for money.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**MISCELLANEOUS****A MISCELLANEOUS CHARGES**

<b>Documents</b>					
Sale of local plans/planning briefs		Fixed At Publication		Fixed At Publication	
Sale of minutes		Set corporately		Set corporately	
Tree Preservation Orders - Printed Copy	6.35	5.29	6.60	5.50	3.9
<b>Photocopying</b>					
A4 Black & White	0.25	0.21	0.25	0.21	0.0
A3 Black & White	0.40	0.33	0.40	0.33	0.0
A4 Colour	0.85	0.71	0.90	0.75	5.9
A3 Colour	1.60	1.33	1.65	1.38	3.1
Large Plans Black & White	0.80	0.67	0.85	0.71	6.2
Large Plans Colour	2.70	2.25	2.80	2.33	3.7
Microfiche A4 Black & White	0.30	0.25	0.30	0.25	0.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES

Service : Parks, Open Spaces & Countryside

Purpose of the Charge: To contribute to the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	16	17

Are concessions available? No

Link to the Council's Medium Term Objectives: Keep Bracknell Forest clean and green.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**PARKS & COUNTRYSIDE**

**WESTMORLAND PARK**

<b>Football Pitch (with changing rooms) exc VAT*</b>					
Senior Pitch	80.20	66.83	83.40	69.50	4.0
Senior Pitch for Junior Use	40.20	33.50	41.80	34.83	4.0
Junior Pitch	26.75	22.29	27.80	23.17	3.9

**PRIORY FIELD**

<b>Football Pitch (without changing rooms) exc VAT*</b>					
Senior Pitch	N/A		52.60	43.83	
Senior Pitch for Junior Use	N/A		26.30	21.92	
Junior Pitch	N/A		17.50	14.58	

\*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT

**Tennis Association**

Family Membership	70.55	58.79	73.35	61.13	4.0
Adult Membership	35.30	29.42	36.70	30.58	4.0
Junior Membership	19.30	16.08	20.05	16.71	3.9

**Hall Hire**

Per Hour	10.95	9.13	11.40	9.50	4.1
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**School Visits (by Local Schools)**

On a Countryside Site per Visit	21.60	18.00	22.45	18.71	3.9
At The Look Out per Visit (Summer Term)	34.35	28.63	35.70	29.75	3.9

**Other Organisations eg Brownies**

Talk / Walks etc per Session	14.60	12.17	15.20	12.67	4.1
Other Walks and Talks		as appropriate			



**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT**  
**2012/13 PROPOSED FEES & CHARGES**

Service : Museums & Galleries

**Purpose of the Charge: To contribute to the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	427	444

**Are concessions available? There are concessions for people under 16, students, people over 60 & the disabled which are detailed in the fees & charges below.**

**Link to the Council's Medium Term Objectives: Support opportunities for health and well being.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**THE LOOK OUT**

<b>Admission</b>					
Adult	6.60	5.50	6.85	5.71	3.8
Under 16 / Students / 60+ / Disabled	4.40	3.67	4.60	3.83	4.5
Saver Ticket	17.60	14.67	18.30	15.25	4.0
School Children	4.05	3.38	4.20	3.50	3.7
Under 4s Group Bookings	4.05	3.38	4.20	3.50	3.7
45 minute visit special needs	2.75	2.29	2.85	2.38	3.6
Adult after 4pm	3.35	2.79	3.50	2.92	4.5
Under 16 / Students / 60+ / Disabled, after 4pm	2.25	1.88	2.35	1.96	4.4
Saver Ticket after 4pm	8.80	7.33	9.15	7.63	4.0
Parent & Toddler (Term time only)	5.60	4.67	5.80	4.83	3.6
Carers for disabled	Free		Free		
<b>Birthday Parties</b>					
Hot menu	12.35	10.29	12.85	10.71	4.0
Cold menu	11.70	9.75	12.15	10.13	3.8
Self catering	7.20	6.00	7.50	6.25	4.2
Self catering - no room hire	6.35	5.29	6.60	5.50	3.9
<b>Loyalty Card</b>					
Adult	26.15	21.79	27.20	22.67	4.0
Under 16	17.50	14.58	18.20	15.17	4.0
Family	69.45	57.88	72.25	60.21	4.0
<b>Commercial Hire</b>					
Whole Day	222.00	185.00	230.90	192.42	4.0
Half Day	111.00	92.50	115.45	96.21	4.0
Per Hour	53.50	44.58	55.65	46.38	4.0
Evening hire, per hour	70.30	58.58	73.10	60.92	4.0

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT**  
**2012/13 PROPOSED FEES & CHARGES**

Service : Golf Course

Purpose of the Charge: To recover the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	649	649

Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

Link to the Council's Medium Term Objectives: Support opportunities for health and well being.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**DOWNSHIRE GOLF COMPLEX**

<b>Membership</b>					
Family in Area	57.65	48.04	57.65	48.04	0.0
Adult in Area	33.10	27.58	33.10	27.58	0.0
Under 16 / 60+ in Area	16.20	13.50	16.20	13.50	0.0
Family out Area	76.65	63.88	76.65	63.88	0.0
Adult out Area	51.70	43.08	51.70	43.08	0.0
Under 16 / 60+ in Area	25.20	21.00	25.20	21.00	0.0
Adult Temporary Membership	1.85	1.54	1.90	1.58	2.7
Under 16 / 60+ in Area	1.30	1.08	1.35	1.13	3.8
<b>Main Course</b>					
Adult Summer - Monday - Thursday	18.85	15.71	18.85	15.71	0.0
Adult Summer - Friday	20.95	17.46	20.95	17.46	0.0
Adult Summer - Weekend & BH	25.65	21.38	25.65	21.38	0.0
Adult Winter - Monday - Thursday	15.00	12.50	15.00	12.50	0.0
Adult Winter - Friday	17.50	14.58	17.50	14.58	0.0
Adult Winter - Weekend & BH	23.40	19.50	23.40	19.50	0.0
Under 16 Summer - Monday - Thursday	6.90	5.75	6.90	5.75	0.0
Under 16 Summer - Friday	9.45	7.88	9.45	7.88	0.0
Under 16 Summer - Weekend & BH	11.40	9.50	11.40	9.50	0.0
Under 16 Winter - Monday - Thursday	5.95	4.96	5.95	4.96	0.0
Under 16 Winter - Friday	8.50	7.08	8.50	7.08	0.0
Under 16 Winter - Weekend & BH	10.55	8.79	10.55	8.79	0.0
60+ Summer - Monday - Thursday	11.40	9.50	11.40	9.50	0.0
60+ Summer - Friday	13.75	11.46	13.75	11.46	0.0
60+ Winter - Monday - Thursday	10.55	8.79	10.55	8.79	0.0
60+ Winter - Friday	13.20	11.00	13.20	11.00	0.0
<b>Limited Time</b>					
Summer Rate - Monday - Thursday	12.40	10.33	12.40	10.33	0.0
Summer Rate - Friday	12.90	10.75	12.90	10.75	0.0
Summer Rate - Weekend	13.40	11.17	13.40	11.17	0.0
Winter Rate - Monday - Thursday	10.75	8.96	10.75	8.96	0.0
Winter Rate - Friday	12.25	10.21	12.25	10.21	0.0
Winter Rate - Weekend	13.40	11.17	13.40	11.17	0.0
<b>9 Holes</b>					
Summer Rate - Monday - Thursday	9.85	8.21	9.85	8.21	0.0
Summer Rate - Friday	10.90	9.08	10.90	9.08	0.0
Winter Rate - Monday - Thursday	7.90	6.58	7.90	6.58	0.0
Winter Rate - Friday	9.10	7.58	9.10	7.58	0.0
<b>Season Tickets</b>					
In Area *	615.70	513.08	615.70	513.08	0.0
Out of Area *	641.80	534.83	641.80	534.83	0.0
<b>Pitch &amp; Putt</b>					
Adults	4.30	3.58	4.30	3.58	0.0
Under 16	2.15	1.79	2.15	1.79	0.0
Family ( 2 adults & 2 under 18's)	9.20	7.67	9.20	7.67	0.0
<b>Driving Range</b>					
20 balls	1.55	1.29	1.55	1.29	0.0
50 balls	3.35	2.79	3.35	2.79	0.0

Where applicable customers will pay the annual or temporary membership charge in additional to the activity price shown for main course green fees.

\* Includes leisure membership. If a customer has already purchased a leisure membership elsewhere, this price will be adjusted accordingly.

Disabled people will be charged the lowest junior rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%. If a helper is required this person will be admitted free.

Full time students and those in possession of a Connexions card will pay the Under 16 rate where applicable.

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT**  
**2011/12 PROPOSED FEES & CHARGES**

Service : Golf Course

**Purpose of the Charge:** To recover the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
<b>Income the proposed fees will generate:</b>	649	649

**Are concessions available?** There are concessions for people under 16, people over 60, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

**Link to the Council's Medium Term Objectives:** Support opportunities for health and well being.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Leisure Saver Pass Prices</b>					
Availability, all normal advertised public opening times unless otherwise stated. NB no pre booking is permitted under this scheme.					
<b>Main Course</b>					
Adult Summer - Monday - Thursday	3.60	3.00	3.60	3.00	0.0
Adult Summer - Friday	4.05	3.38	4.05	3.38	0.0
Adult Winter - Monday - Thursday	3.60	3.00	3.60	3.00	0.0
Adult Winter - Friday	4.05	3.38	4.05	3.38	0.0
Under 16 Summer - Monday - Thursday	1.85	1.54	1.85	1.54	0.0
Under 16 Summer - Friday	2.50	2.08	2.50	2.08	0.0
Under 16 Winter - Monday - Thursday	1.85	1.54	1.85	1.54	0.0
Under 16 Winter - Friday	2.50	2.08	2.50	2.08	0.0
<b>Driving Range Exclusions Monday-Friday after 5pm.</b>					
20 balls	0.30	0.25	0.30	0.25	0.0
50 balls	1.05	0.88	1.05	0.88	0.0
<b>Pitch &amp; Putt</b>					
Adults	1.35	1.13	1.35	1.13	0.0
Under 16	0.60	0.50	0.60	0.50	0.0
Family ( 2 adults & 2 under 18's)	2.75	2.29	2.75	2.29	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT**  
**2012/13 PROPOSED FEES & CHARGES**

Service : Joint Use Sports Centres

**Purpose of the Charge: To contribute to the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	394	408

**Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

**Link to the Council's Medium Term Objectives: Support opportunities for health and well being.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**EDGBARROW & SANDHURST SPORTS CENTRES**

<b>Memberships</b>					
Family In Area	57.65	48.04	57.65	48.04	0.0
Adult In Area	33.10	27.58	33.10	27.58	0.0
Under 16 / 60+ In Area	16.20	13.50	16.20	13.50	0.0
Family Out Area	76.65	63.88	76.65	63.88	0.0
Adult Out Area	51.70	43.08	51.70	43.08	0.0
Under 16 / 60+ Out Area	25.20	21.00	25.20	21.00	0.0
Adult Temporary Membership	1.85	1.54	1.90	1.58	2.7
Under 16 / 60+ Temporary Membership	1.30	1.08	1.35	1.13	3.8
<b>Indoor Activity - Adult</b>					
Badminton	9.40	7.83	9.80	8.17	4.3
5-a-side Football	39.00	32.50	40.60	33.83	4.1
Cricket Nets	39.00	32.50	40.60	33.83	4.1
Archery	39.00	32.50	40.60	33.83	4.1
Main Hall	39.00	32.50	40.60	33.83	4.1
Small Hall / Bar	23.75	19.79	24.70	20.58	4.0
Café/Bar Activity Space	18.30	15.25	19.10	15.92	4.4
Squash (ESC)	7.40	6.17	7.70	6.42	4.1
<b>Indoor Activity - Under 16 / 60+</b>					
Badminton	6.10	5.08	6.40	5.33	4.9
5-a-side Football	26.50	22.08	27.60	23.00	4.2
Cricket Nets	26.50	22.08	27.60	23.00	4.2
Archery	26.50	22.08	27.60	23.00	4.2
Main Hall	26.50	22.08	27.60	23.00	4.2
Small Hall / Bar	21.10	17.58	22.00	18.33	4.3
Café/Bar	15.90	13.25	16.60	13.83	4.4
Squash (ESC)	4.75	3.96	4.90	4.08	3.2
<b>Outdoor Activity - Adult</b>					
Small Synthetic Pitch(SSC)	38.10	31.75	39.60	33.00	3.9
Large Tarmac	30.00	25.00	31.20	26.00	4.0
Synthetic Pitch ( 1 Hour )	70.00	58.33	72.80	60.67	4.0
Synthetic Pitch ( 1.5 Hour )	105.00	87.50	109.20	91.00	4.0
1/3 Synthetic Pitch	28.00	23.33	29.10	24.25	3.9
Netball Court	11.50	9.58	11.50	9.58	0.0
Tennis Court	6.00	5.00	6.00	5.00	0.0
<b>Outdoor Activity - Under 16 / 60+</b>					
Small Synthetic Pitch(SSC)	23.00	19.17	23.90	19.92	3.9
Large Tarmac	20.00	16.67	20.80	17.33	4.0
Synthetic Pitch ( 1 Hour )	37.70	31.42	39.20	32.67	4.0
Synthetic Pitch ( 1.5 Hour )	56.50	47.08	58.80	49.00	4.1
1/3 Synthetic Pitch	15.50	12.92	16.10	13.42	3.9
Netball Court	7.70	6.42	7.70	6.42	0.0
Tennis Court	4.40	3.67	4.40	3.67	0.0
<b>Body Logic Fitness Room</b>					
Casual Use	6.00	5.00	6.30	5.25	5.0
Monthly Direct Debit (Individual)	35.00	29.17	35.00	29.17	0.0
Monthly Direct Debit (Couple)	61.60	51.33	61.60	51.33	0.0
Annual	350.00	291.67	350.00	291.67	0.0
Induction (free monthly/annual payees)	23.80	19.83	23.80	19.83	0.0
Health Assessment (free monthly/annual payees)	7.65	6.38	7.65	6.38	0.0
Personal Programme Card (free monthly/annual payees)	7.65	6.38	7.65	6.38	0.0
Personal Training Session	26.00	21.67	27.05	22.54	4.0
Personal Training Session (10 sessions)	232.00	193.33	241.30	201.08	4.0
GP Referral	4.05	3.38	4.20	3.50	3.7

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT**  
**2011/12 PROPOSED FEES & CHARGES**

Service : Joint Use Sports Centres

**Purpose of the Charge: To contribute to the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	394	408

**Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

**Link to the Council's Medium Term Objectives: Support opportunities for health and well being.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**Body Logic Fitness Room - Student / 60+**

Casual Use	4.20	3.50	4.40	3.67	4.8
Monthly Direct Debit (Individual)	24.60	20.50	24.60	20.50	0.0
Monthly Direct Debit (Couple)	42.80	35.67	42.80	35.67	0.0
Annual	246.00	205.00	246.00	205.00	0.0
Induction (free monthly/annual payees)	20.80	17.33	20.80	17.33	0.0
Health Assessment (free monthly/annual payees)	6.75	5.63	6.75	5.63	0.0
Personal Programme Card	6.75	5.63	6.75	5.63	0.0
Personal Training Session	23.80	19.83	24.75	20.63	4.0
Personal Training Session (10 sessions)	214.00	178.33	222.75	185.63	4.1

**Children's Birthday Parties**

				0.00	
Standard	84.50	70.42	87.90	73.25	4.0
Combination	119.00	99.17	123.75	103.13	4.0

Where applicable customers will pay the annual or temporary membership charge in addition to the above activity prices.

Disabled people will be charged the lowest junior/concession rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%. If a helper is required this person will be admitted free.

Full time students and those in possession of a Connexions card will pay the Under 16 rate where applicable.

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

**Leisure Saver Pass Prices**

Availability, all normal advertised public opening times unless otherwise stated. NB no pre booking is permitted under this scheme.

Badminton	Adult	2.90	2.42	3.00	2.50	3.4
	Under 16	1.85	1.54	1.90	1.58	2.7
Fitness Suite	Adult	1.80	1.50	1.85	1.54	2.8
	Student / 60+	1.25	1.04	1.30	1.08	4.0
	Induction - Adult	7.15	5.96	7.45	6.21	4.2
	Induction - Under 16 / 60+	6.25	5.21	6.50	5.42	4.0
	Health Assessment - Adult	2.30	1.92	2.40	2.00	4.3
	Health Assessment - Under 16/60+	2.00	1.67	2.10	1.75	5.0
	Personal Training Card - Adult	2.40	2.00	2.50	2.08	4.2
Squash (ESC)	Adult	2.25	1.88	2.35	1.96	4.4
	Under 16	1.45	1.21	1.50	1.25	3.4

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT**  
**2012/13 PROPOSED FEES & CHARGES**

Service : Indoor Sports and Recreation facilities

**Purpose of the Charge: To contribute to the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	1,580	1,643

**Are concessions available? There are concessions for people under 16, students, people over 60 & the disabled which are detailed in the fees & charges below.**

**Link to the Council's Medium Term Objectives: Support opportunities for health and well being.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**Coral Reef World**

Adult	7.55	6.29	7.80	6.50	3.3
Under 16	5.25	4.38	5.40	4.50	2.9
Family (2 adults and 2 under 16's)	20.45	17.04	21.40	17.83	4.6
Under 4's	free		free		
Sauna World (includes access to Coral Pools)	10.80	9.00	10.80	9.00	0.0
Sunbed (In addition to Entrance Price)	4.95	4.13	5.20	4.33	5.1
Spectator	2.35	1.96	2.50	2.08	6.4
<b>The following Off Peak charges</b>					
Adult	4.50	3.75	4.60	3.83	2.2
Under 16	4.50	3.75	4.60	3.83	2.2
Over 60	4.50	3.75	4.60	3.83	2.2
Parent & Toddler (1 adult and 2 pre-school children)	4.50	3.75	4.60	3.83	2.2
Sauna World	8.10	6.75	8.40	7.00	3.7
Over 60 Sauna	7.55	6.29	7.85	6.54	4.0
Sunbed (In addition to Entrance Price)	4.95	4.13	5.20	4.33	5.1

Disabled people will be charged the lowest junior/concession rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%. If a helper is required this person will be admitted free.

Full time students and those in possession of a Connexions card will pay the Under 16 rate where applicable.

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

Off Peak is defined as: Monday - Friday 10.30 a.m. - 3.30 p.m. ( during school term time )

Service : Indoor Sports and Recreation facilities

Purpose of the Charge: To contribute to the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	1,517	1,551

Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

Link to the Council's Medium Term Objectives: Support opportunities for health and well being.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
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**BRACKNELL LEISURE CENTRE**

<b>Membership</b>						
Family In Area		57.65	48.04	57.65	48.04	0.0
Adult In Area		33.10	27.58	33.10	27.58	0.0
Under 16 / 60+ In Area		16.20	13.50	16.20	13.50	0.0
Family Out Area		76.65	63.88	76.65	63.88	0.0
Adult Out Area		51.70	43.08	51.70	43.08	0.0
Under 16 / 60+ Out Area		25.20	21.00	25.20	21.00	0.0
Temporary Membership						
Adult		1.85	1.54	1.90	1.58	2.7
Under 16 / 60+		1.30	1.08	1.35	1.13	3.8
<b>Facility Hire per hour</b>						
Badminton Court Per Hour	Peak	9.50	7.92	9.80	8.17	3.2
	Peak Junior W/E only	6.10	5.08	6.30	5.25	3.3
	Off Peak Adult	7.50	6.25	7.80	6.50	4.0
	Off Peak Under16 / 60+	6.10	5.08	6.30	5.25	3.3
Badminton Court 30 Minutes	Peak	4.80	4.00	5.00	4.17	4.2
	Peak Junior W/E only	3.75	3.13	3.90	3.25	4.0
	Off Peak	3.75	3.13	3.90	3.25	4.0
Table Tennis Table	Peak	4.45	3.71	4.60	3.83	3.4
	Peak Junior W/E only	3.75	3.13	3.90	3.25	4.0
	Off Peak Adult	4.15	3.46	4.30	3.58	3.6
	Off Peak Under16 / 60+	3.75	3.13	3.90	3.25	4.0
Main Hall	Peak	85.00	70.83	89.00	74.17	4.7
	Off Peak	62.00	51.67	66.00	55.00	6.5
Main Hall (Half)	Peak	48.00	40.00	50.00	41.67	4.2
	Off Peak	33.60	28.00	35.00	29.17	4.2
3M Hall	Peak	52.00	43.33	54.00	45.00	3.8
	Off Peak	39.00	32.50	41.00	34.17	5.1
Squash Court (40 mins)	Peak	7.50	6.25	7.80	6.50	4.0
	Peak Junior	4.80	4.00	5.00	4.17	4.2
	Off Peak Adult	6.20	5.17	6.50	5.42	4.8
	Off Peak Under16 / 60+	4.80	4.00	5.00	4.17	4.2
<b>Pool Complex for Swimming Galas:</b>						
Clubs etc.	Inside Borough	329.80	274.83	345.00	287.50	4.6
	Outside Borough	403.80	336.50	420.00	350.00	4.0
Grass Pitch per game	Adult	61.85	51.54	66.00	55.00	6.7
	Under 16	33.00	27.50	35.00	29.17	6.1
Synthetic Pitch per hour	Whole Pitch	70.00	58.33	72.80	60.67	4.0
	Half Pitch	41.00	34.17	41.00	34.17	0.0
Athletics Training (Use of Track)	Adult	1.60	1.33	1.65	1.38	3.1
	Under 16	0.90	0.75	0.95	0.79	5.6
<b>Athletic Arena per hour</b>						
Clubs etc. Inside Borough	Weekday	37.00	30.83	38.50	32.08	4.1
	Weekend / Bank Holiday	61.30	51.08	63.80	53.17	4.1
Clubs etc. Outside Borough	Weekday	45.50	37.92	47.30	39.42	4.0
	Weekend / Bank Holiday	71.90	59.92	74.80	62.33	4.0

Service : Indoor Sports and Recreation facilities

Purpose of the Charge: To contribute to the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	1,517	1,551

Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on

Link to the Council's Medium Term Objectives: Support opportunities for health and well being.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
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**Activity Charges**

Swimming	Per session	Family (2+2)or (1+3)	9.30	7.75	9.60	8.00	3.2
		Adult	3.10	2.58	3.20	2.67	3.2
		16 and under / 60+ Under 5 (Free)	2.10 free	1.75 free	2.20 free	1.83 free	4.8
6 months	Adult	16 and under / 60+	190.00	158.33	198.00	165.00	4.2
		16 and under / 60+	110.00	91.67	115.00	95.83	4.5
		Adult	4.20	3.50	4.20	3.50	0.0
Early Bird	Per session	Adult	72.00	60.00	75.00	62.50	4.2
		60+	48.00	40.00	50.00	41.67	4.2
		Adult	108.00	90.00	112.50	93.75	4.2
6 months	60+	Adult	72.00	60.00	75.00	62.50	4.2
		Peak	9.90	8.25	10.00	8.33	1.0
		Off Peak	8.90	7.42	9.00	7.50	1.1
Gym, Swim & Spa	Peak	Peak	14.90	12.42	15.00	12.50	0.7
		Off Peak	13.10	10.92	13.50	11.25	3.1
Sauna Suite (Forest Spa Health Suite)	Per session	Peak Adult	8.50	7.08	8.50	7.08	0.0
		Off Peak Adult	7.40	6.17	7.40	6.17	0.0
		Off Peak 60+	6.55	5.46	6.55	5.46	0.0
		Disabled Peak	6.20	5.17	6.20	5.17	0.0
		Disabled Off Peak	5.30	4.42	5.30	4.42	0.0
Sauna & sunbed combo (per session)	Peak	Peak	12.10	10.08	12.40	10.33	2.5
		Off Peak	9.70	8.08	9.90	8.25	2.1
Sunbed (300)	20 min	Peak Adult	9.20	7.67	9.60	8.00	4.3
		Off Peak Adult	6.85	5.71	7.10	5.92	3.6
Fitness Room (Bodyworks) per session	Peak	Peak	6.85	5.71	7.10	5.92	3.6
		Off Peak	5.90	4.92	6.20	5.17	5.1
		TeenWorx	2.15	1.79	2.25	1.88	4.7
		Student peak	4.35	3.63	4.50	3.75	3.4
		Student off peak	2.75	2.29	2.85	2.38	3.6
		60+ ( Restricted Times )	2.75	2.29	2.85	2.38	3.6
		Platinum Card 12 Months (up front payment 12 month for price of 10) No refund	Single Adult Peak	480.00	400.00	480.00	400.00
Single Adult Off Peak	319.00	265.83	319.00	265.83	0.0		
Per Couple Peak	757.00	630.83	757.00	630.83	0.0		
Per Couple Off Peak	506.50	422.08	506.50	422.08	0.0		
Disabled Adult Peak	336.00	280.00	336.00	280.00	0.0		
Disabled Adult Off Peak	222.50	185.42	222.50	185.42	0.0		
Platinum Card Per Month	Single Adult Peak	Single Adult Peak	48.00	40.00	48.00	40.00	0.0
		Single Adult Off Peak	31.90	26.58	31.90	26.58	0.0
		Per Couple Peak	75.70	63.08	75.70	63.08	0.0
		Per Couple Off Peak	50.65	42.21	50.65	42.21	0.0
		Disabled Adult Peak	33.60	28.00	33.60	28.00	0.0
		Disabled Adult Off Peak	22.25	18.54	22.25	18.54	0.0
Platinum Card	Finance Fee		31.50		31.50	0.0	
Fitness Test		19.70	16.42	20.50	17.08	4.1	
Fitness Re-test		13.20	11.00	13.75	11.46	4.2	
Blood pressure check		2.50	2.08	2.60	2.17	4.0	
Programme review		10.45	8.71	10.85	9.04	3.8	
Body Stat		6.35	5.29	6.60	5.50	3.9	
GP Referral		4.05	3.38	4.20	3.50	3.7	
50+ Recreational Sessions	Over 50s	4.05	3.38	4.20	3.50	3.7	
<b>Children's Activities</b>							
Crèche	Per child	1 hour	2.75		2.85		3.6
		1.5 hours	4.10		4.25		3.7
		2 hours (maximum)	5.45		5.70		4.6
Please note the creche is for children aged 6 weeks to 5 years. No children in full time education.							



Service : Indoor Sports and Recreation facilities

**Purpose of the Charge: To contribute to the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	1,517	1,551

**Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.**

**Link to the Council's Medium Term Objectives: Support opportunities for health and well being.**

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
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**Equipment Hire Charges**

Racquet	1.90	1.58	2.00	1.67	5.3
Table Tennis Bat	1.90	1.58	2.00	1.67	5.3

Disabled people will be charged the lowest junior/concession rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%.

If a helper is required this person will be admitted free.

Full time students and those in possession of a Connexions card will pay the Under 16 rate where applicable.

Off Peak is defined as: Monday-Friday 9.00am - 5.00pm

Where applicable customers will pay the applicable annual or temporary membership charge in addition to the above activity prices.

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

**Leisure Saver Scheme**

Availability, all normal advertised public opening times unless otherwise stated. NB no pre booking is permitted under this scheme.

Badminton	Peak	3.20	2.67	3.35	2.79	4.7
	Off Peak Adult	2.35	1.96	2.45	2.04	4.3
	Off Peak Under 16 / 60+	1.95	1.63	2.05	1.71	5.1
Fitness Suite (Exclusions Monday-Friday after 5pm)	Peak	2.15	1.79	2.25	1.88	4.7
	Off Peak	1.95	1.63	2.05	1.71	5.1
	Fitness Test	6.20	5.17	6.45	5.38	4.0
	Fitness Retest	4.15	3.46	4.30	3.58	3.6
	Blood Pressure Check	0.95	0.79	1.00	0.83	5.3
	Programme Review	3.35	2.79	3.50	2.92	4.5
	Body Fat Analysis	2.05	1.71	2.15	1.79	4.9
Squash	Peak Adult	2.35	1.96	2.45	2.04	4.3
	Off Peak Adult	1.90	1.58	2.00	1.67	5.3
	Off Peak - Under 16	1.50	1.25	1.55	1.29	3.3
Swimming	Adult	1.05	0.88	1.10	0.92	4.8
	Under 16	0.70	0.58	0.75	0.63	7.1
Table Tennis	Peak Adult	1.35	1.13	1.40	1.17	3.7
	Off Peak Adult	1.30	1.08	1.35	1.13	3.8
	Off Peak Under 16	1.15	0.96	1.20	1.00	4.3
Track	Adult	0.50	0.42	0.50	0.42	0.0
	Under 16	0.25	0.21	0.25	0.21	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT**  
**2012/13 PROPOSED FEES & CHARGES**

Service : Retail Services, Catering and Licenced Premises

**Purpose of the Charge: To recover the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	1,695	1,695

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Deliver value for money.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**EASTHAMPTAD PARK CONFERENCE CENTRE**

<b>Delegate Rates:</b>					
Day Executive Service	58.38	48.65	58.38	48.65	0.0
Bed & Breakfast Single En-suite	99.12	82.60	99.12	82.60	0.0
Shared En-suite Per Person	67.80	56.50	67.80	56.50	0.0
Standard Single	53.46	44.55	53.46	44.55	0.0
Half Day Executive Service	50.82	42.35	50.82	42.35	0.0
Meals: Dinner	20.58	17.15	20.58	17.15	0.0
Breakfast - Full English	9.84	8.20	9.84	8.20	0.0
Lunch	15.78	13.15	15.78	13.15	0.0
Sandwiches	6.42	5.35	6.42	5.35	0.0
Tea/Coffee	2.34	1.95	2.34	1.95	0.0
<b>Room Hire:</b>					
Downshire (Day or part day)	2,611.92	2,176.60	2,611.92	2,176.60	0.0
Downshire (Evening)	1,069.38	891.15	1,069.38	891.15	0.0
Lecture Room (Day or part day)	534.06	445.05	534.06	445.05	0.0
Lecture Room (Evening)	534.06	445.05	534.06	445.05	0.0
Syndicate room	134.28	111.90	134.28	111.90	0.0
<b>Grounds Hire:</b>					
From	2,608.20	2,173.50	2,608.20	2,173.50	0.0
<b>Special Weekend Rate:</b>					
Standard singles only	178.86	149.05	178.86	149.05	0.0
<b>Education Centre:</b>					
Lunch	16.50	13.75	17.16	14.30	4.0
Buffet	10.20	8.50	10.62	8.85	4.1
Sandwiches	6.24	5.20	6.48	5.40	3.8

The above prices are maximum charges, where applicable and where not specifically identified courses/retail/catering/weddings/bedrooms/birthday parties/commercial bookings are charged at market rates.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES**

**Service : Library Service**

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2011/12 Budget £'000</b>	<b>Proposed 2012/13 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>123</b>	<b>105</b>

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: A town centre fit for the 21st Century.**

<b>Description</b>	<b>Current Fee (Inc VAT)</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Inc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Overdue Charges Per Loan Period**

Adult Books, inc multimedia - Daily	0.20		0.20	0.0
Max Per item	7.25		7.55	4.1
Childrens Books borrowed by adults - Daily	0.10		0.10	0.0
Max Per item	3.60		3.75	4.2
Teenage Books borrowed by young people 13-17	0.10		0.10	0.0
Max Per item	3.60		3.75	4.2

**Fines - Library Books**

Spoken Word Cassettes/ CD's	Daily		0.20		0.20	0.0
Max Per item			7.25		7.55	4.1
Music CD's	Daily		0.20		0.20	0.0
Max Per item			7.25		7.55	4.1
DVD's	Weekly					
	Daily		0.60		0.60	0.0
Max Per item			7.25		7.55	4.1
Computer Games	Daily		0.60		0.60	0.0
Max Per item			7.25		7.55	4.1
CD ROMS	Weekly					
	Daily		0.60		0.60	0.0
Max Per item			7.25		7.55	4.1

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2011/12 PROPOSED FEES & CHARGES**

**Service : Library Service**

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2011/12 Budget £'000</b>	<b>Proposed 2012/13 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>123</b>	<b>105</b>

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: A town centre fit for the 21st Century.**

<b>Description</b>	<b>Current Fee (Inc VAT)</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Inc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Loan Charges**

Childrens Spoken Word Cassettes & CD's - 3 weeks		Free		Free	
Adult Spoken Word 3 weeks		2.05		2.15	4.9
CD ROMS	1 Week	2.05		2.15	4.9
Music CD's		2.05		2.15	4.9
Computer Games	1 Week	2.05		2.15	4.9
DVD's	1 Week	2.05		2.15	4.9

**Requests**

**Books/Periodical Articles - All per item**

All items held in BFC Libraries		Free		Free	
Requests to other Authorities		3.10		n/a	
Requests to other Authorities and British Library (1st 10 items British Libraries)		4.15		4.30	3.6
British Library Requests (Subsequent Books)		13.15		13.55	3.0
British Library Requests (Subsequent Periodicals)		9.35		9.65	3.2
British Library Urgent Service		32.55		33.85	4.0
British Library Urgent Service (Student Concession)		27.95		29.05	3.9

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2011/12 PROPOSED FEES & CHARGES**

**Service : Library Service**

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2011/12 Budget £'000</b>	<b>Proposed 2012/13 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>123</b>	<b>105</b>

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: A town centre fit for the 21st Century.**

<b>Description</b>	<b>Current Fee (Inc VAT)</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Inc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Internet printing fees**

Printing Mono or Colour	A4 Page	0.15	0.13	0.15	0.13	0.0
Guest Internet Use	Half Hour	3.05	2.54	3.15	2.63	3.3
Floppy Disk	Each	0.80	0.67	0.85	0.71	6.2
Head Phones	Each	1.60	1.33	1.65	1.38	3.1
CD Rom	Each	0.95	0.79	1.00	0.83	5.3
Scan and Print by customer	A4 Page	0.15	0.13	0.15	0.13	0.0
Scan and Print by staff	A4 Page	4.35	3.63	4.50	3.75	3.4
Scan and Print on Photo Paper	A4 Page	4.85	4.04	5.05	4.21	4.1

**Fax Charges**

Fax - UK First Page	1st Page	1.50	1.25	1.55	1.29	3.3
Fax - UK additional pages	A4 Page	1.10	0.92	1.15	0.96	4.5
Fax - EU First Page	1st Page	3.40	2.83	3.55	2.96	4.4
Fax - EU additional pages	A4 Page	1.60	1.33	1.65	1.38	3.1
Fax - Rest of World First Page	1st Page	5.05	4.21	5.25	4.38	4.0
Fax - Rest of World Extra Pages	A4 Page	3.20	2.67	3.35	2.79	4.7

**Photocopying Charges**

Black & White	A4 Page	0.15	0.13	0.15	0.13	0.0
Black & White	A3 Page	0.30	0.25	0.30	0.25	0.0
Colour	A4 Page	0.65	0.54	0.70	0.58	7.7
Colour	A3 Page	1.40	1.17	1.45	1.21	3.6

**Other Charges**

Pring from microfilm reader	A4 Page	0.30	0.25	0.30	0.25	0.0
Facilities Hire at Libraries	Half day		26.00		26.00	0.0
Facilities Hire at Libraries	Full day		40.00		40.00	0.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES

Annexe D (iv)

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
<b>Income the proposed fees will generate:</b>	1,134	1,179

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: To be accountable and provide excellent value for money**

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>CEMETERY &amp; CREMATORIUM</b>					
<b>A CEMETERY &amp; CREMATORIUM</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>CEMETERY</b>					
For the interment of the body of: a person aged 16 years or over		725.00		754.00	4.0
a child 3 years to 15 years		110.00		115.00	4.5
a stillborn child, foetus or child under 3 years		65.00		68.00	4.6
a child or person in a grave in respect of which an exclusive right of burial has been granted of a greater depth than 4 feet, the charge for every additional two feet will be		225.00		234.00	4.0
For the interment of a cremation urn or casket a person aged 16 years or over.		290.00		302.00	4.1
a child 3 years to 16 years		110.00		115.00	4.5
Additional charge for graves alongside roads or pathways		155.00		162.00	4.5
Additional charge for casket shaped grave for a person 16 and over		270.00		281.00	4.1
The whole of the foregoing fees and charges will be doubled in the case of any person who, at the time of death, was not a Bracknell Forest Borough Council Tax payer or inhabitant of the area administered by Bracknell Forest Borough Council or in the case of a stillborn child of which, at the time of death neither of the parents was a Bracknell Forest Borough Council Tax payer or inhabitant or who had not resided at any time within the Borough during the 12 months preceding his or her death. In the event of the body of child being buried in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
For the exclusive right of burial for a period of 75 years including the preparation of the deed of grant		800.00		832.00	4.0
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under)		400.00		416.00	4.0
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4'1" to 5'4" max)		502.00		523.00	4.2
To purchase a grave in reserve for a period of 75 years, with the right to renew for a further period		1,250.00		1,300.00	4.0
Right to erect memorial tablet 24" by 12" with one name on inscription		135.00		141.00	4.4
Additional inscription of each name		54.00		57.00	5.6
Plot		32.00		34.00	6.3
Temporary marker on Grave		21.00		22.00	4.8
Transfer of grant of exclusive right of burial		75.00		78.00	4.0
Exhumation of a stillborn child up to 3 years or of a child or person over 3 years or of cremated remains at 4 feet		POA		POA	

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES

Annexe D (iv)

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,134</b>	<b>1,179</b>

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Value for Money**

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>CREMATORIUM</b>					
For the cremation of the body of: a person aged 16 years or under - (9.00 to 10.30)		FOC		FOC	
a person aged 16 years or under - (10.30 to 15.45)		FOC		633.00	NEW
a person aged 16 years or over		609.00		633.00	3.9
Abatement Charge for each cremation		0.00		55.00	NEW
Scattering of Cremated remains - Sat, Sun & Bank Hol		0.00		25.00	NEW
Body parts		147.00		153.00	4.1
Cremation fee includes Medical Referee fee, use of chapel etc., provision of recorded music, use of organ (organist not included), disposal of cremated remains in the Gardens of Remembrance, provision of polytainer for cremated remains and the cost of recovery for the new cremators and mercury abatement.					
In the event of the body of child being cremated in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
Cremation Urns		97.00		101.00	4.1
Package and dispatch to an address in the UK		102.00		107.00	4.9
Use of Chapel only for memorial service includes use of organ (organist not included) and/or recorded music		215.00		224.00	4.2
Service of double or additional length, including use of organ or recorded music, per 45 minutes in addition to usual cremation or interment fee		215.00		224.00	4.2
For disposal of cremated remains when cremation has taken place elsewhere		145.00		151.00	4.1
Retention of cremated remains on temporary deposit per month after first month for a maximum of three months		57.00		60.00	5.3
Certified extract from the Register of Cremation		54.00		57.00	5.6
CD	33.00	27.50	35.00	29.17	6.1
DVD	43.00	35.83	45.00	37.50	4.7
WEBCAST	63.00	52.50	66.00	55.00	4.8
The charges for funerals are increased by 50% on a Saturday and 100% on a Sunday.					
<b>Memorial Fees</b>					
<b>Entries in The Book of Remembrance</b>					
2 line entry	76.00	63.33	80.00	66.67	5.3
5 line entry	112.00	93.33	117.00	97.50	4.5
8 line entry	135.00	112.50	141.00	117.50	4.4
5 line entry with floral emblem	180.00	150.00	188.00	156.67	4.4
8 line entry with floral emblem	190.00	158.33	198.00	165.00	4.2
5 line entry with badge, bird, crest or shield	200.00	166.67	208.00	173.33	4.0
8 line entry with badge, bird, crest or shield	235.00	195.83	245.00	204.17	4.3
8 line entry with coat of arms	244.00	203.33	254.00	211.67	4.1
<b>Copy of an entry from The Book of Remembrance in a folded</b>					
2 line entry	62.00	51.67	65.00	54.17	4.8
5 line entry	76.00	63.33	80.00	66.67	5.3
8 line entry	83.00	69.17	87.00	72.50	4.8
5 line entry with floral emblem	155.00	129.17	162.00	135.00	4.5
8 line entry with floral emblem	160.00	133.33	167.00	139.17	4.4
5 line entry with badge, bird, crest or shield	170.00	141.67	177.00	147.50	4.1
8 line entry with badge, bird, crest or shield	180.00	150.00	188.00	156.67	4.4
8 line entry with coat of arms	200.00	166.67	208.00	173.33	4.0
<b>Memorial Leather Panel</b>					
Prepare and display for a 10 year period	300.00	250.00	312.00	260.00	4.0
Renewal of period of display for a further 10 years	130.00	108.33	136.00	113.33	4.6
Replacement of memorial leather panel	160.00	133.33	167.00	139.17	4.4
Refurbished panel	45.00	37.50	47.00	39.17	4.4
<b>Babies' Garden of remembrance Plaque</b>					
Babies Picture Book Plaque (10 years)	300.00	250.00	312.00	260.00	4.0
Renewal for further 10 years	130.00	108.33	136.00	113.33	4.6
Babies Standard Plaque Prepare and display for a 10 year period	300.00	250.00	312.00	260.00	4.0
Renewal for further 10 years	130.00	108.33	136.00	113.33	4.6

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES

Annexe D (iv)

Service : Cemetery & Crematorium

Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	1,134	1,179

Are concessions available? No

Link to the Council's Medium Term Objectives: Value for Money

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Roses</b>					
Rose standard with plaque for a 7 year period	380.00	316.67	396.00	330.00	4.2
Renewal of standard rose for a further 7 years	195.00	162.50	248.00	206.67	27.2
Renewal of existing rose for 3 years	105.00	87.50	120.00	100.00	14.3
Standard Plaque (additional or replacement)	43.00	35.83	45.00	37.50	4.7
Classic Plaque (additional or replacement)	53.00	44.17	56.00	46.67	5.7
Cast Bronze Plaque	110.00	91.67	115.00	95.83	4.5
<b>Memorial Garden Seats</b>					
A commemorative bench with plaque for a 10 year period	1,060.00	883.33	1,103.00	919.17	4.1
Replacement plaque for memorial garden seat	210.00	175.00	219.00	182.50	4.3
Renewal of commemorative recycled plastic bench with plaque for a further 10 year period	530.00	441.67	650.00	541.67	22.6
Cast bronze plaque	100.00	83.33	104.00	86.67	4.0
<b>Cremated Remains Desk Tablet (with flower holder)</b>					
Additional letter inscription per letter	2.60	2.17	2.70	2.25	3.8
Second and final interment (including 50 letter inscription)	280.00	233.33	292.00	243.33	4.3
<b>Bracken Heal Birdbath</b>					
Plaque Row 1(10 year lease)	420.00	350.00	437.00	364.17	4.0
Plaque Row 2 (10 year lease)	485.00	404.17	505.00	420.83	4.1
Plaque Row 3 (10 year lease)	520.00	433.33	541.00	450.83	4.0
Birdbath Seat Plaque (10 year lease)	315.00	262.50	328.00	273.33	4.1
<b>Personal Plaque designs</b>					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
Large design (unavailable on Birdbath Plaques)	POA	POA	POA	POA	
Birdbath Seat Plaque (designs unavailable)	POA	POA	POA	POA	
Photo Plaque (4x3)with initial order(Planter,Birdbath rows 2&3)	70.00	58.33	73.00	60.83	4.3
Photo Plaque (4x3)added to existing tablet(Planter,Birdbath rows 2&3)	84.00	70.00	88.00	73.33	4.8
Photo Plaque (7x5) with initial order (Sanctum only)	105.00	87.50	110.00	91.67	4.8
Photo Plaque (7x5) added to existing tablet (Sanctum only)	125.00	104.17	130.00	108.33	4.0
<b>AILSA CRAIG</b>					
Memorial Granite Rock	415.00	345.83	432.00	360.00	4.1
renewal 10 year lease	200.00	166.67	208.00	173.33	4.0
Personal Plaque designs	POA	POA	POA	POA	
<b>BLUEBELL WOOD</b>					
<b>MUSHROOM (10 year lease)</b>					
3 DISC	350.00	291.67	364.00	303.33	4.0
4 DISC	350.00	291.67	364.00	303.33	4.0
5 DISC	350.00	291.67	364.00	303.33	4.0
renewal 10 year lease	200.00	166.67	208.00	173.33	4.0
<b>Granite 2000</b>					
Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period	470.00	391.67	489.00	407.50	4.0
Prepare and display a red/black pearl tablet with three lines on inscription for a twenty year period	830.00	691.67	864.00	720.00	4.1
Hand Crafted designs	0.00	POA	0.00	0.00	
Photo on Memorial	0.00	0.00	0.00	0.00	
Additional lines (max three - Black granite only)	25.00	20.83	26.00	21.67	4.0
<b>Memorial Vase</b>					
Prepare and display for 10 year period	470.00	391.67	489.00	407.50	4.0
Prepare and display for 20 year period	830.00	691.67	864.00	720.00	4.1
Replacement plaque (including inscription)	220.00	183.33	229.00	190.83	4.1
Renew for a further 10 years	200.00	166.67	208.00	173.33	4.0
Renew for a further 20 years	360.00	300.00	375.00	312.50	4.2
<b>Sanctum 2000@ Cremated Remains (with flower holder)</b>					
Prepare and display for 10 year period, an inscribed table for two sets of remains including 80 letters of inscription	1,056.00	880.00	1,099.00	915.83	4.1
Prepare and display for 20 year period, an inscribed table for two sets of remains including 80 letters of inscription	1,401.00	1,167.50	1,458.00	1,215.00	4.1



ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES

Annexe D (iv)

Service : Cemetery & Crematorium

Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	1,134	1,179

Are concessions available? No

Link to the Council's Medium Term Objectives: Value for Money

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Renewal for a further ten year period	399.00	332.50	415.00	345.83	4.0
Additional inscription per letter	2.60	2.17	2.70	2.25	3.8
Second & final interment (including 50 letter inscription)	280.00	233.33	292.00	243.33	4.3
Photo Plaque with initial order	100.00	83.33	104.00	86.67	4.0
Photo plaque added to existing tablet	120.00	100.00	125.00	104.17	4.2
<b>Personal Plaque Designs</b>					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
large design	POA	POA	POA	POA	
<b>SANCTUM 2000® FAMILY VAULTS (4 SETS OF C/R)</b>					
10 Years	1,970.00	1,641.67	2,049.00	1,707.50	4.0
20 years	2,620.00	2,183.33	2,725.00	2,270.83	4.0
Renew for a further 10 years	760.00	633.33	791.00	659.17	4.1

Service : On / Off Street Parking

Purpose of the Charge: To maximise income to cover costs and to help fund public transport and road improvement projects.

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	1,191	1,116

Link to the Council's Medium Term Objectives: A town centre fit for the 21st Century. Value for Money. Sustain economic prosperity.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>CAR PARKING</b>					
<b>Multi Storey Car Parks</b> Charging period.....7 Days a week, 24 hours per day.					
<b>SEASON TICKETS</b>					
High Street and Charles Square mscp					
5 day annual *	1,130.00	941.67	1,130.00	941.67	0.0
5 day six monthly	650.00	541.67	N/A		
5 day quarterly	380.00	316.67	N/A		
High Street and Charles Square mscp including Weekends					
7 day annual	1,250.00	1,041.67	N/A		
7 day six monthly	750.00	625.00	N/A		
7 day quarterly	420.00	350.00	N/A		
Monthly 7 day access **	N/A		95.00	79.17	
Replacement season ticket	35.00	29.17	35.00	29.17	0.0
<b>DAILY CHARGES-Multi-Storey</b>					
Charles Square & High St mscps (mon-sat 6am - 8pm)					
0-1hr	1.00	0.83	1.10	0.92	10.0
1-2hrs	1.50	1.25	1.60	1.33	6.7
2-3hrs	2.00	1.67	2.10	1.75	5.0
3-4hrs	2.50	2.08	2.60	2.17	4.0
4-5hrs	3.50	2.92	3.70	3.08	5.7
5-6hrs	4.00	3.33	4.50	3.75	12.5
over 6 hrs			6.00	5.00	NEW
6-7hrs	4.50	3.75	0.00	0.00	
7-8hrs	5.50	4.58	0.00	0.00	
over 8 hrs	7.50	6.25	0.00	0.00	
Lost chip coin	9.50	7.92	10.00	8.33	5.3
Charles Square & High St mscps (Sun & Overnight)					
Nightly charge 8pm to 6am (Monday to Saturday)	1.00	0.83	1.10	0.92	10.0
All day Sunday	1.00	0.83	1.20	1.00	20.0
<b>DAILY CHARGES Pay &amp; Display</b>					
Albert Road car park-mon-sat inclusive(7am - 8pm)					
0-2hrs	1.00	0.83	1.10	0.92	10.0
2-4hrs	1.50	1.25	1.60	1.33	6.7
4-6hrs	2.00	1.67	2.10	1.75	5.0
6-8hrs	5.00	4.17	3.50	2.92	-30.0
over 8 hrs	7.00	5.83	5.00	4.17	-28.6
All day Sunday	1.00	0.83	1.20	1.00	20.0

Service : On / Off Street Parking

Purpose of the Charge: To maximise income to cover costs and to help fund public transport and road improvement projects.

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	1,191	1,116

Link to the Council's Medium Term Objectives: Protecting and enhancing the environment.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Behind the Banks, Top of High Street 0-40 mins (Monday to Saturday 6am until 8pm) Sunday (6am until 8pm) Overnight Monday to 8pm until 6am	0.70 1.00 0.00	0.58 0.83 0.00	0.80 1.20 1.10	0.67 1.00 0.92	14.3 20.0
Easthampstead House (Saturday only 6am until 8pm) 0-2hrs 2-4hrs Maximum Sunday (6am until 8pm) Overnight Monday to Friday (4pm to 6am) Overnight Saturday and Sunday (8pm to 6am)	1.00 1.50 1.00 1.00 1.00	0.83 1.25 0.83 0.83 0.83	1.10 1.60 1.20 1.10 1.10	0.92 1.33 1.00 0.92 0.92	10.0 6.7 20.0 10.0 10.0
<b>Penalty Charge Notices ( Car Parks)</b>					
Charge		70.00		Regulation	
Charge if paid within 14 days		35.00		Regulation	
<b>Penalty Charge Notices ( On-Street)</b>					
Charge		50.00		Regulation	
Charge if paid within 14 days		25.00		Regulation	
<b>Parking place Suspension(On-Street)</b>					
Charge per Suspension		150.00		Regulation	
<b>Parking place Dispensation Permit (On-Street)</b>					
Charge per vehicle		50.00		Regulation	
Visitor Passes(inclusive of Admin Fee) Service Yard 'E' permits	7.50 330.80	6.25 275.67	7.50 344.00	6.25 286.67	0.0 4.0
* Early redemption charge of £95 ** Non Refundable Lost ticket charge multi-storey car parks is the all day charge.					

Service : Environmental Health

Purpose of the Charge: To contribute to the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	81	84

Are concessions available? Yes. (See Pest Control)

Link to the Council's Medium Term Objectives: Protecting and enhancing our environment

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**DOG CONTROL**

PURPOSE OF CHARGE: includes prescribed fee, transportation and officer costs.

<b>Return of Stray Dog</b>					
Prescribed fee		25.00		Set by Regulation	
Daily kennel fees plus any vet fees		At cost		At cost	
Stray dog charges in office hours		53.00		55.00	3.8
Stray dog charges out of office hours		95.00		At Cost	
Dog Fouling fixed penalty charge		50.00		Set by Regulation	

**PEST CONTROL (call out and/or treatment charges)**

PURPOSE OF CHARGE: contribution towards overall costs.

<b>Rats</b>					
Treatment	47.00	39.17	49.00	40.83	4.3
<b>Mice</b>					
Treatment	59.00	49.17	61.00	50.83	3.4
<b>Wasps (first nest)</b>					
Treatment	47.00	39.17	49.00	40.83	4.3
<b>Wasps (subsequent nest treated during same visit)</b>					
Treatment	16.00	13.33	17.00	14.17	6.3
<b>Bed Bugs</b>					
For up to 3 bedroomed dwelling	194.00	161.67	202.00	168.33	4.1
For each additional room	64.00	53.33	67.00	55.83	4.7
<b>Fleas</b>					
For up to 3 habitable rooms	148.00	123.33	154.00	128.33	4.1
For each additional room	49.00	40.83	51.00	42.50	4.1
<b>Squirrels</b>					
Survey and Treatment	134.00	111.67	140.00	116.67	4.5
<b>Call out Charge</b>					
Flat Fee	24.00	20.00	25.00	20.83	4.2
<b>Cancellation (Before 3pm on the day before treatment)</b>					
Flat Fee	24.00	20.00	25.00	20.83	4.2
<b>Pest treatment in commercial premises (Includes Pigeons)</b>					
		At cost		At cost	

The fees for pest control are collected before the officer provides any treatment or precautionary advice. All pest control fees are increased by 50% where a call is outside normal working hours and by 100% where the visit is deemed necessary on weekends or recognised public holidays.

Costs may be waived where pest control is carried out in the interest of public health.

The pest control fees are discounted by 50% and bed bugs fees by 75% where the principal occupant is in receipt of an income related benefit, ie housing benefit or income support, pension creditor similar Government income support.

**ABANDONED VEHICLES**

Removal (prescribed fee)		105.00		Set by regulation	
Daily storage (prescribed fee)		12.00		Set by regulation	
Enforcement disposal costs (prescribed fee)		50.00		Set by regulation	
Enforcement invoice costs		66.00		69.00	4.5

Service : Environmental Health

Purpose of the Charge: To contribute to the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	81	84

Are concessions available? No

Link to the Council's Medium Term Objectives: Protecting and Enhancing our environment

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Miscellaneous</b>					
Individual copy from Food Register		20.05		21.00	4.7
Complete copy of Food Register(reflects commercial value)		334.25		348.00	4.1
Health Certificate		15.60		16.00	2.6
Statement of Facts(replaced by below)		0.00		0.00	
Production of Statement of Facts (Discretionary) - an hourly rate of £120 for up to 2 hours work and thereafter a charge of £60.		118.00		120.00	1.7
Immigration reports for Home Office		200.00		208.00	4.0
Certificate for surrender of unsound food (per hour) plus disposal costs		88.00		60.00	-31.8
Water Sample Fee(per hour)	72.00	60.00	60.00	60.00	0.0
Scores on the doors re-scoring fee(per hour)		57.00		60.00	5.3

**ENVIRONMENTAL PROTECTION ACT, PRESCRIBED FEES**

The following fees and charges in respect of Prescribed Processes became effective from 1 April 2003. Please contact Environment for information in respect of fees and charges where an operator is applying for, or holds multiple authorisations for the carrying on of a crushing and/or screening process by means of mobile plant.

**LAPC Fees and Charges**

<b>Application Fee</b>					
Standard Process		1,440.00		Set by regulation	
Service Stations / Dry Cleaners		134.00		Set by regulation	
Waste oil burning appliances under 0.4MWth		134.00		Set by regulation	
Mobile Screening and Crushing Plant		1,440.00		Set by regulation	
For the third to seventh applications		860.00		Set by regulation	
For the eighth and subsequent applications		436.00		Set by regulation	
<b>Substantial Changes (Sections 10 and 11 of the Act)</b>					
Standard Process		917.00		Set by regulation	
Service Stations		89.00		Set by regulation	
Waste Oil Burners under 0.4MW		89.00		Set by regulation	
Dry Cleaners		89.00		Set by regulation	
Change due to implement an upgrading plan		134.00		Set by regulation	
<b>Annual Subsistence Charge</b>					
Standard Process LOW		671.00		Set by regulation	
Standard Process MEDIUM		1,008.00		Set by regulation	
Standard Process HIGH		1,503.00		Set by regulation	
Service Stations / Dry Cleaners		136.00		Set by regulation	
Waste Oil Burners under 0.4MW		136.00		Set by regulation	
Odouring of natural gas		331.00		Set by regulation	
Mobile Screening and Crushing Plant		897.00		Set by regulation	
For the third to seventh applications		533.00		Set by regulation	
For the eighth and subsequent applications		271.00		Set by regulation	

Subsistence charges can be paid in four equal quarterly instalments, where payment is made quarterly there is an additional annual amount payable of £35 to cover additional administration costs.

Service : Environmental Health

Purpose of the Charge: To contribute to the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	81	84

Are concessions available? No

Link to the Council's Medium Term Objectives: Protecting and Enhancing our environment.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Transfer and Surrender</b>					
Transfer		147.00		Set by regulation	
Partial Transfer		435.00		Set by regulation	
Surrender		0.00		Set by regulation	
Transfer : Service Stations, Waste Oil Burners under 0.4 MW and Dry Cleaners		14.00		Set by regulation	
Partial Transfer : Service Stations, Waste Oil Burners under 0.4 MW and Dry Cleaners		41.00		Set by regulation	
<b>PRIVATE SECTOR HOUSING ENFORCEMENT ACTION</b>					
Housing enforcement charge - where appropriate and upto		350.00		365.00	4.3
New 5 Year HMO licence - upto 5 bedrooms		645.00		670.00	3.9
New Additional fee per extra bedroom		55.00		57.00	3.6
New - A reduction where the landlord is accredited		55.00		57.00	3.6
New - A reduction where the landlord is applying for more than one licence		55.00		57.00	3.6
Renewal of 5 Year HMO licence - upto 5 bedrooms		485.00		505.00	4.1
Renewal of Additional fee per extra bedroom		40.00		42.00	5.0
Renewal - A reduction where the landlord is accredited		40.00		42.00	5.0
Renewal- A reduction where the landlord is applying for more than one licence		40.00		42.00	5.0
Request for additional information by letter		60.00		63.00	5.0
<b>DISABLED FACILITIES SUPPORT SERVICE</b>					
Acting as an agent for a client in receipt of a disabled facilities grant or other building works		Works upto £20K 15 % of the approved amount		Works upto £20K - 10 % of the approved amount	
Acting as an agent for a client in receipt of a disabled facilities grant or other building work		Works over £20K - 12 % of the approved amount		Works over £20K - 7.5 % of the approved amount	
<b>TRAINING</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>Food Hygiene/Health and Safety Courses (per person)</b>					
Basic course	79.80	66.50	83.00	69.17	4.0
Delegates from business outside the Borough	88.00	73.33	92.00	76.67	4.5
Resit fee	36.70	30.58	38.00	31.67	3.5
Replacement certificates	24.45	20.38	25.00	20.83	2.2
One-off specialist courses/seminars	At cost	At cost	At cost	At cost	
<b>HIGH HEDGE ENQUIRIES</b>					
Initial Investigation		175.10		182.00	3.9
Full Investigation (Additional payment to complete investigation)		530.45		552.00	4.1

Service : Environmental Health

Purpose of the Charge: To contribute to the costs of the service

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	81	84

Are concessions available? No

Link to the Council's Medium Term Objectives: Protecting and enhancing our environment.

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT</b>					
Selling Vehicles on Road - Reduced to £60 if paid within 7 working days		100.00		Set by Regulation	
Repairing Vehicles on Road - reduced to £60 if paid within 7 working days		100.00		Set by Regulation	
Graffiti and fly tipping - reduced to £50 if paid within 7 working days		80.00		Set by Regulation	
Street litter notices and litter clearing notices - reduced to 360 if paid within 7 working days		110.00		Set by Regulation	
Unauthorised distribution of literature on designated land - reduced to £50 if paid within 7 working days		80.00		Set by Regulation	
Failure to produce a waste transfer note - reduced to £180 if paid within 7 working days		300.00		Set by Regulation	
Waste receptacles - reduced to £60 if paid within 7 working days		110.00		Set by Regulation	
Failure to produce a waste carrier documentation - reduced to £180 if paid within 7 working days		300.00		Set by Regulation	
Offence of Dropping Litter - reduced to £50 if paid within 7 working days		80.00		Set by Regulation	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES**

Service : Waste Management

**Purpose of the Charge: To contribute to the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	80	83

**Are concessions available? Bulky Household Refuse - There is a 50% discount where the principal occupant is in receipt of an income related benefit.**

**Link to the Council's Medium Term Objectives: Protecting and enhancing our environment**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>A SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
Bulky household refuse (excluding DIY material) Up to 3 items.		35.75		37.20	4.1
Between 4 and 7 items (minimum charge 1 hour)		46.80		48.65	4.0
Garden waste sacks		0.36		0.38	5.6
The waste collection charges for bulky collections are discounted by 50% where the principal occupant is in receipt of an income related benefit, i.e. housing benefit, council tax benefit or income support, pension credit or similar Government income support.					
Replacement of green or blue Wheeled bin - admin charge	22.35	18.63	23.25	19.38	4.0
Residents request to return and empty bin not presented for collection	22.35	18.63	23.25	19.38	4.0
Additional Wheeled Bin, under certain circumstances - Charge per annum	33.45	27.88	34.80	29.00	4.0
Brown for Garden Waste - one off purchase cost		30.75		32.00	4.1



**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT**  
**2012/13 PROPOSED FEES & CHARGES**

Service : Trading Standards

**Purpose of the Charge: To contribute to the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	218	227

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Create a borough where people are safe and feel safe. Sustain economic prosperity.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>WEIGHTS AND MEASURES</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>The charge for examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment (per hour)</b>					
1) Automatic or totalising weighing machines		64.50		Set by LGR	
2) Equipment designed to weigh loads in motion		64.50		Set by LGR	
3) Weighing or measuring equipment tested by means of statistical sampling		64.50		Set by LGR	
4) The establishment of calibration curves for templets		64.50		Set by LGR	
5) Templets graduated in millimetres		64.50		Set by LGR	
6) Testing or other services in pursuance of a Community obligation other than EC initial or partial verification		64.50		Set by LGR	
7) Bulk fuel measuring equipment following a Regulated 65 or 66 occurrence		64.50		Set by LGR	
8) Other tests - miscellaneous Where additional costs are incurred in providing the service because of the need to obtain specialised equipment, extra costs will be levied to meet the individual circumstances of each case on a full cost recovery basis.		64.50		Set by LGR Set by LGR	
<b>Weights</b>					
1) Exceeding 5Kg or not exceeding 500mg or 2CM2		7.15		Set by LGR	
2) Other weights		5.50		Set by LGR	
<b>Measures</b>					
Linear measures not exceeding 3m or for each scale		8.00		Set by LGR	
Capacity measures without divisions not exceeding 1 litre		6.10		Set by LGR	
Cubic ballast measures (other than brim measures)		141.75		Set by LGR	
<b>Liquid Capacity measures for making up and checking average quantity packages.</b>					
Templets		22.40		Set by LGR	
Per scale-first item		39.30		Set by LGR	
Second and subsequent items		15.20		Set by LGR	
<b>Weighing Instruments</b>					
<b>Non - EC</b>					
Not exceeding 1 tonne		50.90		Set by LGR	
Exceeding 1 tonne to 10 tonne		82.25		Set by LGR	
Exceeding 10 tonne		172.10		Set by LGR	
<b>EC (NAWI)</b>					
Not exceeding 1 tonne		84.70		Set by LGR	
Exceeding 1 tonne to 10 tonne		136.90		Set by LGR	
Exceeding 10 tonne		286.85		Set by LGR	
Instruments incorporating remote display and/or remote printing facilities: A fee equal to 150% of the full fee which would otherwise be payable. When supplying specialist equipment an additional fee may be charged hourly, daily or per appointment.					
<b>Measuring Instruments for Intoxicating Liquor</b>					
Not exceeding 150ml		14.00		Set by LGR	
Other		16.15		Set by LGR	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES**

Service : Trading Standards

<b>Purpose of the Charge: To contribute to the costs of the service</b>
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	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	218	227

Are concessions available? No
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Link to the Council's Medium Term Objectives: Create a borough where people are safe and feel safe. Sustain economic prosperity.
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Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Measuring Instruments for Liquid Fuel and Lubricants</b>					
1) Container type (unsubdivided)		58.50			Set by LGR
2) Petrol Pumps - Number of meters tested in one unit	1 meter		95.40		Set by LGR
	2 meters		154.00		Set by LGR
	3 meters		212.60		Set by LGR
	4 meters		271.20		Set by LGR
	5 meters		329.80		Set by LGR
	6 meters		388.40		Set by LGR
	7 meters		447.00		Set by LGR
	8 meters		505.60		Set by LGR
Ancillary equipment	a) Electronic console equipment (when tested alone) per hour		64.40		Set by LGR
	b) Credit Card Acceptors		64.40		Set by LGR
<b>Road Tanker Measuring Equipment (&gt;100 Litres)</b>					
1) Meter measuring system	Wet hose type with two testing liquids		204.80		Set by LGR
	Wet hose type with three testing liquids		238.90		Set by LGR
	Dry hose type with two testing liquids		227.50		Set by LGR
	Dry hose type with three testing liquids		261.80		Set by LGR
	Wet/Dry hose type with two testing liquids		318.55		Set by LGR
	Wet/Dry hose type with three testing liquids		341.30		Set by LGR
<b>MISCELLANEOUS</b>					
<b>Miscellaneous</b>					
Administrative charge for provision of a certificate containing results of errors found on testing			37.20	38.70	4.0
Minimum charge for the attendance of an authorised officer (i.e. excluding verifications carried out at the premises of the manufacturer or the Trading Standards Service). In the specified circumstances this fee overrides any fee listed above which is less than £68			64.40		Set by LACORS
<b>Poisons Act</b>					
Initial registration			31.72		Set by Regulation
Re-registration			17.65		Set by Regulation
Change in details of registration			12.15		Set by Regulation

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES

Service : Trading Standards

Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	218	227

Are concessions available? No

Link to the Council's Medium Term Objectives: Create a borough where people are safe and feel safe. Sustain economic prosperity.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>LICENSING ACT 2003</b>					
The fees for all Licensing Act 2003 permissions are statutory fees set by central government					
Fees for new and variation applications for premises licences and club premises certificates are based on the rateable value of the premises and					
Rateable value band					
A		100.00		Set by Statute	
B		190.00		Set by Statute	
C		315.00		Set by Statute	
D		450.00		Set by Statute	
E		635.00		Set by Statute	
The fees for new or variation applications for premises licences and club premises certificates where (a) the premises are in Band D or Band E;					
Rateable value band					
D		900.00		Set by Statute	
E		1,905.00		Set by Statute	
Also, new or variation applications for premises licences and club premises where capacity will exceed 5000, are subject to an additional fee					
Number of people in attendance at any one time					
5,000 - 9,999		1,000.00		Set by Statute	
10,000 - 14,999		2,000.00		Set by Statute	
15,000 - 19,999		4,000.00		Set by Statute	
20,000 - 29,999		8,000.00		Set by Statute	
30,000 - 39,999		16,000.00		Set by Statute	
40,000 - 49,999		24,000.00		Set by Statute	
50,000 - 59,999		32,000.00		Set by Statute	
60,000 - 69,999		40,000.00		Set by Statute	
70,000 - 79,999		48,000.00		Set by Statute	
80,000 - 89,999		56,000.00		Set by Statute	
90,000 and over		64,000.00		Set by Statute	
Premises licences sought for community centres and some schools that permit regulated entertainment but which do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES

Service : **Trading Standards**

Purpose of the Charge: **To recover the cost of processing applications and monitoring compliance with conditions**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	218	227

Are concessions available? **No**

Link to the Council's Medium Term Objectives: **Create a borough where people are safe and feel safe. Sustain economic prosperity.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>OTHER FEES</b>					
There are other occasions that fees and charges must be paid to the Licensing Authority, as set out below:					
Personal Licence Application		37.00		Set by Statute	
Supply of copies of information contained in register		10.50		Set by Statute	
Application for copy of licence or summary on theft, loss etc. of premises licence or summary		10.50		Set by Statute	
Notification of change of name or address (holder of premises licence)		10.50		Set by Statute	
Application to vary licence to specify an individual as designated premises supervisor		23.00		Set by Statute	
Interim Authority Notice		23.00		Set by Statute	
Application to transfer premises licence		23.00		Set by Statute	
Application for making a provisional statement		315.00		Set by Statute	
Application for copy of certificate or summary on theft, loss etc. of certificate summary		10.50		Set by Statute	
Notification of change of name or alteration of club rules		10.50		Set by Statute	
Change of relevant registered address of club		10.50		Set by Statute	
Temporary Event Notices		21.00		Set by Statute	
Application for copy of notice on theft, loss etc. of temporary event notice		10.50		Set by Statute	
Application for copy of licence on theft, loss etc. of personal licence		10.50		Set by Statute	
Notification of change of name or address (personal licence)		10.50		Set by Statute	
Notice of interest in any premises		21.00		Set by Statute	
(Licensing Act 2003) Minor Variation		89.00		Set by Statute	
(Licensing Act 2003) Removal of DPS Condition		23.00		Set by Statute	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES**

Service : Trading Standards

**Purpose of the Charge:** To recover the cost of processing applications and monitoring compliance with conditions

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	218	227

Are concessions available? No

**Link to the Council's Medium Term Objectives:** Create a borough where people are safe and feel safe. Sustain economic prosperity.

Description	Current Fee £.p	Current Fee £.p	Proposed Fee £.p	Proposed Fee £.p	Increase %
<b>ANNUAL FEES</b>					
Where premises licences and club premises certificates are issued, the holder shall pay an annual fee as set out below:					
Rateable value band					
A			70.00		Set by Statute
B			180.00		Set by Statute
C			295.00		Set by Statute
D			320.00		Set by Statute
E			350.00		Set by Statute
Where (a) the premises are in Band D or in Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on those premises, the holder of the licence/certificate shall pay an annual fee as set out below:					
Rateable value band					
D			640.00		Set by Statute
E			1,050.00		Set by Statute
Also where the capacity of the premises exceeds 5,000, the holder of the licence/certificate shall pay an additional fee as set out below:					
Number of people in attendance at any one time					
5,000 - 9,999			500.00		Set by Statute
10,000 - 14,999			1,000.00		Set by Statute
15,000 - 19,999			2,000.00		Set by Statute
20,000 - 29,999			4,000.00		Set by Statute
30,000 - 39,999			8,000.00		Set by Statute
40,000 - 49,999			12,000.00		Set by Statute
50,000 - 59,999			16,000.00		Set by Statute
60,000 - 69,999			20,000.00		Set by Statute
70,000 - 79,999			24,000.00		Set by Statute
80,000 - 89,999			28,000.00		Set by Statute
90,000 and over			32,000.00		Set by Statute
<b>OTHER PREMISES LICENSING</b>					
<b>Sex Establishment: Annual Licence</b>					
Premises - Initial			2,270.00	2,360.00	4.0
Premises - Renewal			1,205.00	1,253.00	4.0
<b>Dangerous Wild Animal: Annual Licence</b>					
Premises - Initial			404.00	420.00	4.0
Premises - Renewal			234.00	243.00	3.8
<b>Riding Establishment: Annual Licence</b>					
Premises - Initial			437.00	454.00	3.9
Premises - Renewal			228.00	237.00	3.9
Provisional - Initial			255.00	265.00	3.9
Provisional - Renewal			128.00	133.00	3.9
<b>Animal Boarding Establishment: Annual Licence</b>					
1 - 30 animals	Initial		344.00	358.00	4.1
	Renewal		201.00	209.00	4.0
31 - 60 animals	Initial		406.00	422.00	3.9
	Renewal		218.00	227.00	4.1
61 (or more) animals	Initial		494.00	514.00	4.0
	Renewal		267.00	278.00	4.1

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES**

Service : **Trading Standards**

Purpose of the Charge: **To recover the cost of processing applications and monitoring compliance with conditions**

	2011/12 Budget	Proposed 2012/13 Budget
	£'000	£'000
Income the proposed fees will generate:	218	227

Are concessions available? **No**

Link to the Council's Medium Term Objectives: **Create a borough where people are safe and feel safe. Sustain economic prosperity.**

Description	Current Fee	Current Fee	Proposed Fee	Proposed Fee	Increase
	£.p	£.p	£.p	£.p	%
<b>Home Boarding of Dogs: Annual Licence</b>					
Initial		124.00		129.00	4.0
Renewal		104.00		108.00	3.8
<b>Dog Breeders: Annual Licence</b>					
Initial		414.00		430.50	4.0
Renewal		186.00		193.50	4.0
<b>Pet Shops: Annual Licence</b>					
Initial		414.00		430.50	4.0
Renewal		186.00		193.50	4.0
<b>Performing Animals: Single Payment</b>					
Registration		83.00		86.50	4.2
<b>Zoo: Annual Licence</b>					
Initial/Renewal		414.00		430.50	4.0
<b>Special Treatments: Single Payment</b>					
Premises		202.00		210.00	4.0
Person		37.00		38.50	4.1
<b>Hairdresser: Single Payment</b>					
Premises		36.00		37.50	4.2
<b>Street Trading Consents</b>					
Week (minimum charge) (including 1 assistant)		107.00		120.00	12.1
1 month (including 1 assistant)		297.00		320.00	7.7
3 months (including 1 assistant)		679.00		750.00	10.5
6 months (including 1 assistant)		1,115.00		1,230.00	10.3
Additional Trading Assistant		37.00		38.50	4.1
6 months max trading 2 events per week including Fri,Sat,or Sun 40% reduction		668.00		695.00	4.0
6 months max trading 2 events per week Monday to Thursday 60% reduction		445.00		463.00	4.0
Ice Cream vans 1 month		148.50		160.00	7.7
Ice Cream vans 6 months		557.50		615.00	10.3
<b>Buy with ConfidenceTrader Approval Scheme</b>					
Annual Fee	1-5 Employees	100.00	83.33	120.00	20.0
	6-20 Employees	160.00	133.33	180.00	12.5
	21+ Employees	215.00	179.17	200.00	11.6
<b>Motor Salvage Operator and Scrap Metal Dealer: Three-year Licence</b>					
Motor salvage operator and scrap metal dealer licence		114.00		119.00	4.4

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES

Service : Trading Standards

Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions

	2011/12 Budget	Proposed 2012/13 Budget
	£'000	£'000
Income the proposed fees will generate:	218	227

Are concessions available? No

Link to the Council's Medium Term Objectives: Create a borough where people are safe and feel safe. Sustain economic prosperity.

Description	Current Fee	Current Fee	Proposed Fee	Proposed Fee	Increase
	£.p	£.p	£.p	£.p	%
<b>HACKNEY CARRIAGES</b>					
<b>PURPOSE OF CHARGE: Contribution towards costs</b>					
<b>As agreed by Licensing and Safety Committee on 13/1/2011</b>					
<b>Hackney Carriages Vehicle: Annual Fee</b>					
Licensing (annual fee)			270.00	250.00	-7.4
<b>Private Hire Vehicle: Annual Fee</b>					
Licensing (annual fee)			234.00	250.00	6.8
Home to School (annual fee)			117.00	125.00	6.8
<b>Operator Licence: Annual Fee</b>					
1 vehicle			155.00	161.00	3.9
2 - 5 vehicles			270.00	280.00	3.7
6 - 10 vehicles			445.00	470.00	5.6
11 - 15 vehicles			620.00	650.00	4.8
16 - 20 vehicles			840.00	880.00	4.8
more than 20 vehicles			1,015.00	1,060.00	4.4
<b>Operator Licence: 3 year Licences</b>					
1 vehicle			375.00	400.00	6.7
2 - 5 vehicles			650.00	680.00	4.6
6 - 10 vehicles			1,070.00	1,130.00	5.6
11 - 15 vehicles			1,500.00	1,560.00	4.0
16 - 20 vehicles			2,020.00	2,110.00	4.5
more than 20 vehicles			2,440.00	2,540.00	4.1
<b>Driver Licences</b>					
Initial			122.00	130.00	6.6
Renewal			91.00	100.00	9.9
Renewal (3 years)			172.00	200.00	16.3
Home to school			75.00	80.00	6.7
<b>Other Charges</b>					
Transfer of vehicle to new owner			41.00	43.00	4.9
Change of vehicle			62.00	65.00	4.8
Meter Test - Retest after failure			26.00	27.00	3.8
Knowledge Test Retest after failure			26.00	27.00	3.8
First Aid Training for drivers			23.00	24.00	4.3
CRB Check			At cost	At cost	
Administrative charge for CRB Checks			11.00	12.00	9.1
Replacement documents			21.00	22.00	4.8
Advertising on Hackney Carriages (Initial)			32.00	33.00	3.1
Advertising on Hackney Carriages (Renewal)			22.00	23.00	4.5
Replacement Badge			19.00	20.00	5.3
Replacement plate			23.00	24.00	4.3
Replacement backing plate			19.00	20.00	5.3
Medical exemption from carrying assistance dog			18.00	18.50	2.8

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT**  
**2012/13 PROPOSED FEES & CHARGES**

Service : Trading Standards

**Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	218	227

Are concessions available? No

Link to the Council's Medium Term Objectives: **Create a borough where people are safe and feel safe. Sustain economic prosperity.**

Description	Current Fee	Current Fee	Proposed Fee	Proposed Fee	Increase
	£.p	£.p	£.p	£.p	%
<b>GAMBLING ACT 2005</b>					
<b>Bingo Club</b>	New Application		2,625.00		Set by Statute
	Variation		1,312.50		Set by Statute
	Transfer/Reinstatement		900.00		Set by Statute
	Application with Prov Statement		900.00		Set by Statute
	Prov Statement		2,625.00		Set by Statute
	Notification of Change		37.50		Set by Statute
	Annual Fee		750.00		Set by Statute
	Copy Licence		18.75		Set by Statute
<b>Adult Gaming Centre</b>	New Application		1,500.00		Set by Statute
	Variation		750.00		Set by Statute
	Transfer/Reinstatement		900.00		Set by Statute
	Application with Prov Statement		900.00		Set by Statute
	Prov Statement		1,500.00		Set by Statute
	Notification of Change		37.50		Set by Statute
	Annual Fee		750.00		Set by Statute
	Copy Licence		18.75		Set by Statute
<b>Betting (Other)</b>	New Application		2,250.00		Set by Statute
	Variation		1,125.00		Set by Statute
	Transfer/Reinstatement		900.00		Set by Statute
	Application with Prov Statement		900.00		Set by Statute
	Prov Statement		2,250.00		Set by Statute
	Notification of Change		37.50		Set by Statute
	Annual Fee		450.00		Set by Statute
	Copy Licence		18.75		Set by Statute
<b>* Licensed Premises Gaming Machine Permit</b>					
	New		150.00		Set by Statute
	Annual Fee		50.00		Set by Statute
	Variation		100.00		Set by Statute
	Transfer		25.00		Set by Statute
	Copy Permit		15.00		Set by Statute
	Change Name		25.00		Set by Statute
<b>**Club Gaming/Permit/Club Machine Permit</b>					
	New		200.00		Set by Statute
	Annual Fee		50.00		Set by Statute
	Renewal		200.00		Set by Statute
	Variation		100.00		Set by Statute
	Copy Permit		15.00		Set by Statute
<b>Notification of 2 or less gaming machines</b>					
			50.00		Set by Statute
<b>Registration of non-commercial lottery</b>					
	Initial Fee		40.00		Set by Statute
	Annual Fee		20.00		Set by Statute

\* Where the applicant for a LPGMP is the holder of a s.34 permit issued under the Gaming Act 1968, the fee for a new permit shall be £100.

\*\* Where the applicant for a club gaming or club machine permit is the holder of a Club Premises Certificate under s.72 of the Licensing Act 2003, or an existing Part II or Part III registration of the Gaming Act 1968, the fee for new permits and renewals is £100.



**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES**

Annexe D (iv)

Service : Housing

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2011/12 Budget £'000</b>	<b>Proposed 2012/13 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>972</b>	<b>972</b>

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: To create a borough where people are safe and feel safe and to offer value for money.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Forestcare Community Alarms</b>					
Lifeline Rental and Monitoring					
Per week					
- BFBC	4.26	3.55	4.26	3.55	-
- Others	4.76	3.97	4.76	3.97	-
Lifeline Monitoring only					
Per week					
- BFBC	3.37	2.81	3.37	2.81	-
- Others	4.19	3.49	4.19	3.49	-
Extra/Lost Pendants	68.30	56.92	70.80	59.00	3.7
Flat Charge					
Keyholder Service					
Per week					
- BFBC only					
- up to 12 visits	7.35	6.13	7.35	6.13	-
- extra visits	12.00	10.00	12.48	10.40	4.0
Keyholder and mobile response	7.35	6.13	7.35	6.13	-
per week					
per additional visit		67.28		69.95	4.0
Keysafe Supply and fit		77.00		79.00	2.6
installation/moving of keysafes		65.00		67.60	4.0
Monitoring of security diallers	12.00	10.00	12.00	10.00	-
per week					
Lone Workers	42.60	35.50	44.30	36.92	4.0
per year or part person					
Hourly charge for adhoc work		67.28		69.95	4.0
DVU Install		1.04		1.10	5.8
per day					
<b>Homelessness</b>					
Bed and Breakfast / Private Sector Leasing					
- Current Tenancies Per Week		141.70		147.35	4.0
- New Tenancies Per Week		254.65		264.85	4.0
<b>New tenancies will be fixed at the cap for housing benefits as set by the DWP. These are based on a 52 week year</b>					
<b>Small Landsales - Administration Fee</b>					
Flat Charge	193.80	161.50	201.55	167.96	4.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2012/13 PROPOSED FEES & CHARGES**

Annexe D (iv)

**Service : Housing**

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2011/12 Budget £'000</b>	<b>Proposed 2012/13 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>948</b>	<b>972</b>

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: To encourage the provision of a range of appropriate housing**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Rents - Accommodation for Learning Disability Clients</b>					
150/151 Holbeck Per week per bedroom		82.00		**	
9 &10A Portman Close Per week per bedroom		82.00		**	
Note: To reflect indicative rent levels based on					
<b>Electricity/Gas Fuel Charges</b>					
150/151 Holbeck, 9 &10A Portman Per week per bedroom		5.35		5.55	3.7
<b>Rents - Banbury Flats</b> Per week		136.90		**	
<b>Easthampstead Mobile Home Park</b>					
Site Rent		43.90		45.65	4.0
Water Charge		12.75		13.25	3.9


The above rents and utility charges are based on a 52 week year

\*\* The rents will be set to accord the Housing Benefit LHA rates in January 2012.

## Equalities Screening Record Form

<b>Date of Screening:</b> 18.10.11	<b>Directorate:</b> ECC	<b>Section:</b> Leisure and Culture: Library Service
<b>1. Activity to be assessed</b>	General economies in the library service.	
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change	
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
<b>4. Officer responsible for the screening</b>	Ruth Burgess	
<b>5. Who are the members of the EIA team?</b>	Ruth Burgess, Fiona Atkinson, Glynis Norman.	
<b>6. What is the purpose of the activity?</b>	A staffing reduction in Library Service by 2.4 FTE staff and saving of £15,000 on the ICT link to the Library Management System. The reduction in staffing includes a minor re-organisation and reduction to the library management team and a reduction to front line staff. These are reductions in capacity which may affect women, older people and ethnic minority population who use the library more than the general population as a whole. The reduction in the library ICT provision is an efficiency for which there is no evidence of an impact on any protected group.	
<b>7. Who is the activity designed to benefit/target?</b>	The Library Service is available to all who live, work and study in the Borough of Bracknell Forest. In 2010/11 there were 440,116 physical visits to the nine libraries and 85,283 users registered on the library management system as library members.	
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.
		<b>What evidence do you have to support this?</b> E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
<b>8. Disability Equality</b>	<b>N</b> ✓	We do not have any evidence that these reductions will have a differential impact.
<b>9. Racial equality</b>	<b>Y</b> ✓	Experian survey on Library provision split by age, gender, ethnicity, done in January 2008 shows the proportion of library users from all minority ethnic backgrounds is either the same as or more than the minority ethnic profile of the


					population as a whole. The library e+card collects data where given. There are currently 46,990 library card users of which 82% declined to give detail on ethnic origin, of the 18%, 92% were white and 8% were of ethnic origin.
<b>10. Gender equality</b>	Y ✓		There may be a disproportionate impact on women compared to the population as a whole.		The e+ card collects data which shows that more women than men use libraries. Library transactions in 2010 were 121,169 for women and 75,538 for men. However we do not believe that this will affect women more than men within the library user population.
<b>11. Sexual orientation equality</b>		N ✓	No differential impact		We do not have statistics on this group compared to the population as a whole, however monitoring is being introduced in November 2011.
<b>12. Gender re-assignment</b>		N ✓	No differential impact		We do not have statistics on this group compared to the population as a whole.
<b>13. Age equality</b>	Y ✓		There may be a disproportionate impact on older people compared to the population as a whole.		The e+ library card collects data which shows a breakdown of library transactions by age group: 60 -64 (14,594) 65-69 (18,354) 70-79 (25,502) 80 – 90 (10,709) over 90 (1,114).
<b>14. Religion and belief equality</b>		N ✓	No differential impact		We have no statistics on this group compared to the population as a whole.
<b>15. Pregnancy and maternity equality</b>		N ✓	No differential impact		We have no statistics on this group compared to the population as a whole.
<b>16. Marriage and civil partnership equality</b>		N ✓	No differential impact		We have no statistics on this group compared to the population as a whole.
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.</b>		None			
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>					The decision may have a negative impact on three different equalities groups on the grounds that the Council cannot afford to fill vacancies.

<p>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</p>	<p>The library service is a universal service available to all who live, study and work in the Borough. Reductions to front line staffing may have most impact on women, older people and ethnic minority population who make greatest use of the library service. The reduction will result in less capacity to serve customers.</p>		
<p>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</p>	<p>N √</p>		
<p>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</p>	<p>The Council's budget consultation in December 2011 will enable consultation with equality groups on the budget proposals the consultation responses will be added to the impact.</p>		
<p>22. On the basis of sections 7 – 17 above is a full impact assessment required?</p>	<p>N √</p>	<p>On the basis of this screening we do not believe we need to proceed to a full equality impact assessment. The library management minor re-organisation has already taken place and the frontline staffing is a reduction in capacity which may affect three protected groups. The reduction in the ICT budget is an efficiency which affects all users the same and there has been no evidence of any differential impact on users on any protected group.</p>	
<p>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</p>			
<p>Action</p>	<p>Timescale</p>	<p>Person Responsible</p>	<p>Milestone/Success Criteria</p>
<p>Library managers to monitor</p>	<p>31.3.2012</p>	<p>Library managers</p>	<p>Monitorina undertaken</p>
<p>24. Which service, business or work plan will these actions be included in?</p>	<p>Library service plan</p>		
<p>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</p>	<p>N/A</p>		
<p>26. Chief Officers signature.</p>	<p>Signature: </p>		<p>Date: 28<sup>th</sup> November 2011</p>
<p>27. Which PMR will this screening be reported in?</p>	<p>Q4 ECC PMR 2011-12</p>		

## Equalities Screening Record Form

<b>Date of Screening:</b> 29/09/11	<b>Directorate:</b> Environment Culture & Communities	<b>Section:</b> Leisure
<b>1. Activity to be assessed</b>	Please give full details of the activity:  The activity being assessed is the proposed reduction in Leisure Section budgets for the financial year 2012/2013.	
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change	
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
<b>4. Officer responsible for the screening</b>	Chris Vaal, Leisure Development Manager	
<b>5. Who are the members of the EIA team?</b>	Chris Vaal Leisure Development Manager, Peter Wright Head of Leisure Facilities & Nick Smith Head of Recreation	
<b>6. What is the purpose of the activity?</b>	The purpose of the reduction in Leisure Section budgets is to contribute to the overall savings proposed for Bracknell Forest Council for the financial year 2012/2013.	
<b>7. Who is the activity designed to benefit/target?</b>	<p>The specific reductions have been carefully selected to create minimum impact on Leisure Section Services and therefore our customers. This will have an overall impact on the quality of service and may also have an impact on income. However it is anticipated that any impact in terms of quality will affect all users of facilities and services to the same extent.</p> <p>The list of proposed budget reductions is extensive and wide ranging, affecting all Leisure facilities and services. The full list is available from the Leisure Development Manager</p>	
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.
		<b>What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
<b>8. Disability Equality</b>	Y	It is anticipated that any reduction in budgets will have a negative impact. However the proposed reductions have been carefully thought out to avoid any full scale impact on front line services. The vast majority of the reductions are around the
		We have no evidence of a differential impact on this Group at this time.

			peripheries and may therefore have a detrimental effect on the quality of service, the core services should not be affected.		
<b>9. Racial equality</b>	Y		As above	We have no evidence of a differential impact on this Group at this time.	
<b>10. Gender equality</b>	Y		As above	We have no evidence of a differential impact on this Group at this time.	
<b>11. Sexual orientation equality</b>	Y		As above	We have no evidence of a differential impact on this Group at this time.	
<b>12. Gender re-assignment</b>	Y		As above	We have no evidence of a differential impact on this Group at this time.	
<b>13. Age equality</b>	Y		As above	We have no evidence of a differential impact on this Group at this time.	
<b>14. Religion and belief equality</b>	Y		As above	We have no evidence of a differential impact on this Group at this time.	
<b>15. Pregnancy and maternity equality</b>	Y		As above	We have no evidence of a differential impact on this Group at this time.	
<b>16. Marriage and civil partnership equality</b>	Y		As above	We have no evidence of a differential impact on this Group at this time.	
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.</b>					Please explain: The proposed budget reductions are not expected to have an impact on any one group of users above any other
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>					Please explain: The proposed budget reductions are not expected to have an impact on any one group of users above any other
<b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b>					Please explain : The proposed budget reductions are not expected to have an impact on any one group of users above any other

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	It will not be possible to assess the impact of the reduction in Leisure Section budgets until the facility and service managers have been operating under the proposals in the next financial year		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged. The reduction in budgets is not targeted at any one specific user group. Indeed any impact the reductions may have will affect all user groups
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Monitor the impact of the reduction in Leisure section budgets	Quarterly	Facility and Service Managers	Minimum impact on Services
24. Which service, business or work plan will these actions be included in?	ECC Service Plan/PMR		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	N/A		
26. Chief Officers signature.	Signature:		Date: 28 <sup>th</sup> November 2011
27. Which PMR will this screening be reported in?	ECC PMR 4 <sup>th</sup> Quarter		

When complete please send to [abby.thomas@bracknell-forest.gov.uk](mailto:abby.thomas@bracknell-forest.gov.uk) for publication on the Council's website.



## Equalities Screening Record Form

<b>Date of Screening:</b> 21 October 2011	<b>Directorate:</b> Environment Culture and Communities	<b>Section:</b> Leisure and Culture (Parks & Countryside)	
<b>1. Activity to be assessed</b>	<p>The activity being assessed is the proposed reduction in revenue budget allocated to the Parks &amp; Countryside service for the financial year 2012/2013.</p> <p>The proposed reduction totals £58,400 and relates to 8 budget lines. This encompasses:</p> <ul style="list-style-type: none"> <li>• Design, printing and publicity (e.g. interpretative information such as leaflets and notice boards)</li> <li>• Surveys (e.g. visitor use, habitats/species, trees)</li> <li>• Materials (e.g. gates, stiles, fencing, seating, hand tools)</li> <li>• Facility Maintenance (e.g. staff houses, public paths)</li> <li>• Facility Management (e.g. administration and caretaker functions within the ranger service)</li> </ul> <p>Full details are available from the Head of Parks &amp; Countryside.</p> <p>This assessment focuses most closely on reductions relating to ranger service staffing and maintenance of Public Rights of Way as it is this activity that will have the most notable impact.</p>		
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change		
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
<b>4. Officer responsible for the screening</b>	Richard Walton (Head of Parks & Countryside)		
<b>5. Who are the members of the EIA team?</b>	Richard Walton, Carl Bustin (Senior Ranger), Graham Pockett (Parks & Countryside Development Officer)		
<b>6. What is the purpose of the activity?</b>	The purpose of the reduction in Parks & Countryside service budget is to contribute to the overall savings proposed for Bracknell Forest Council for the financial year 2012/2013		
<b>7. Who is the activity designed to benefit/target?</b>	<p>An Equality Impact Assessment was undertaken for the Parks &amp; Countryside service in March 2009. This summarises the facilities managed by the service (providing for recreation, landscape and nature conservation). The available evidence at the time of the assessment indicated that the service is well used by residents; satisfaction levels are high; and the type of user closely correlates to the local demographic.</p> <p>With regards to the proposed budget reductions, the items identified have been selected through careful prioritisation of work carried out by the service in relation to strategic priorities / public benefit. Whilst there is likely to be some negative impact across all groups / users, this is considered to be kept to minimal levels (especially when compared to alternative budgetary requirements the service would need to meet).</p>		


		<p>The main service impacts from the proposed budget reductions can be summarised as:</p> <ol style="list-style-type: none"> <li>1. decreasing the extent and / or quality of maintenance for Public Rights of Way</li> <li>2. lower levels of site presence within recreational open spaces</li> <li>3. less promotion, publicity and interpretation of recreation, landscape and biodiversity</li> </ol> <p>Added to this is</p> <ol style="list-style-type: none"> <li>4. reduced capacity for monitoring and evidence gathering in relation to visitor use, species, habitats and trees</li> </ol> <p>In applying the proposed budget reductions, this will be carried out in such a way so as to mitigate negative impacts.</p>	
<p><b>Protected Characteristics</b></p>	<p><b>Please tick yes or no</b></p>	<p><b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p>	<p><b>What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data</p>
<p><b>8. Disability Equality</b></p>	<p>Y √</p>	<p>Points 1., 2., 3. and 4. summarised above</p> <p>Reduced path maintenance standards may impact negatively on accessibility due to deterioration of surfaces and scrub encroachment. This will have greatest effect on people with the lowest levels of mobility. Impacts will be mitigated in part by prioritising available budgets towards the most used and more readily accessible paths. The principle of Least Restrictive Access is considered significant in determining maintenance standards and priorities.</p> <p>Lower levels of site presence may reduce visitor confidence which will have a higher impact on disabled visitors. This will be mitigated in part by focusing available staff resource on the most significant sites.</p> <p>Less promotion, publicity and interpretation may lead to a reduction in awareness and subsequent drop in use. Mitigation will include targeting of</p>	<p>The Rights of Way Improvement Plan (2006) was published following public consultation. The strategy identifies the importance of providing a path network that is physically accessible for all where practicable. High quality maintenance standards are recognised as being of importance.</p> <p>There is a good range of best practice guidance available – including ‘By all reasonable means’ (Countryside Agency 2005). This includes information on maintenance standards and barriers to access. Issues such as path erosion and scrub encroachment are identified as physical barriers to access. Lack of accessible information and lack of confidence are also recognised barriers.</p> <p>The principle of Least Restrictive Access (LRA) identifies ...”that all work, whether planned improvement or ad hoc maintenance, must meet the highest possible access standards for that piece of work. Where the highest access standards cannot be achieved – for example, because of insufficient</p>

			information to minimise impact on people with disabilities.	<i>funds, lack of consent by a landowner or practical difficulties – there should always be a clearly reasoned and documented justification for the decision to use a lower standard.”</i>  At a national level, The Urban Green Spaces Taskforce observed that some sectors of society use green space less than others, particularly older people (aged over 65), people with disabilities, women, black and minority ethnic people and children and young people aged 12-19 (Urban Green Nation: Building the evidence base, 2010).  This is also reflected within 'Monitor of Engagement with the Natural Environment: The national survey on people and the natural environment Annual Report' from the 2010-11 survey
<b>9. Racial equality</b>	Y ✓		Points 1., 2., 3. and 4. summarised above  Increases in scrub encroachment and lower levels of site presence may impact more significantly on people from an ethnic minority group due to worries about personal safety. This will be mitigated in part by focusing available staff resource on the most significant sites.	In addition to relevant national research summarised in 8. above;  The article Culture, Heritage and Access to Open Space as published in Open Space People Space (2007) identifies that satisfaction levels for ethnic minority children for leisure activity is lower, often related to fears over personal; safety and racial abuse
<b>10. Gender equality</b>	Y ✓		Points 1., 2., 3. and 4. summarised above  Increases in scrub encroachment and lower levels of site presence may impact more significantly on woman due to worries about personal safety. This will be mitigated in part by focusing available staff resource on the most significant sites.	As per 8. above (re. lack of confidence associated with safety concerns)
<b>11. Sexual orientation equality</b>		N ✓	Points 1., 2., 3. and 4. summarised above  It is possible that there may be a higher impact on this group due to increasing concerns about personal safety resulting from reduced site presence and additional scrub encroachment. However, appropriate research has not been	At this stage, no evidence has been identified of a differential impact on this protected characteristic

			identified indicating that this protected characteristic will be effected more significantly than any other group		
<b>12. Gender re-assignment</b>		N ✓	<p>Points 1., 2., 3. and 4. summarised above</p> <p>It is possible that there may be a higher impact on this group due to increasing concerns about personal safety resulting from reduced site presence and additional scrub encroachment. However, appropriate research has not been identified indicating that this protected characteristic will be effected more significantly than any other group</p>		At this stage, no evidence has been identified of a differential impact on this protected characteristic
<b>13. Age equality</b>	Y ✓		<p>Points 1., 2., 3. and 4. summarised above</p> <p>Impacts are similar to those described above re. Disability Equality.</p> <p>The most significant negative impacts are likely to be experienced by older people (65 plus), children and young people.</p>		As per 8. above
<b>14. Religion and belief equality</b>		N ✓	<p>Points 1., 2., 3. and 4. summarised above</p> <p>Although these cuts will impact on everyone's enjoyment of our parks and countryside this protected group should not be effected more significantly than any other group</p>		At this stage, no evidence has been identified of a differential impact on this protected characteristic
<b>15. Pregnancy and maternity equality</b>		N ✓	<p>Points 1., 2., 3. and 4. summarised above</p> <p>Although these cuts will impact on everyone's enjoyment of our parks and countryside this protected group should not be effected more significantly than any other group</p>		At this stage, no evidence has been identified of a differential impact on this protected characteristic
<b>16. Marriage and civil partnership equality</b>		N ✓	<p>Points 1., 2., 3. and 4. summarised above</p> <p>Although these cuts will impact on everyone's enjoyment of our parks and countryside this protected group should not be effected more significantly than any other group</p>		At this stage, no evidence has been identified of a differential impact on this protected characteristic

<p><b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.</b></p>	<p>People on lower incomes will be more dependent on recreation opportunities closest to home. Limited choice (when compared with more affluent groups) means that greater negative impact may be experienced (if they live closest to sites / paths where maintenance standards are reduced).</p> <p>Reductions in promotional work will mean less freely available hard copy literature and greater reliance on web based media. This will impact on people without access to computers or printers</p>		
<p><b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b></p>	<p>In identifying the proposed budget reductions, this has involved assessing the full range of work carried out by the service and targeting activities which will have the least impact.</p> <p>Alternative budget reductions are likely to have more significant impacts on all service users, including the protected characteristics identified above.</p> <p>For each reduction identified, the related service activity will continue to operate and impacts will be minimised through use of mitigation measures.</p>		
<p><b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b></p>	<p>As summarised above, greatest impact is likely to be experienced by older people, children and young people, the disabled (particularly mobility and sensory), ethnic minorities and women. This will be at a general level across the borough (reflecting the population profile).</p> <p>The impact will be gradual, over time and not instant</p>		
<p><b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b></p>	<table border="1"> <tr> <td data-bbox="786 1238 882 1317">N</td> <td data-bbox="786 190 882 1238">The impact will be indirect as a consequence of the reduction in capacity to implement work known to address barriers to participation by particular protected characteristics.</td> </tr> </table>	N	The impact will be indirect as a consequence of the reduction in capacity to implement work known to address barriers to participation by particular protected characteristics.
N	The impact will be indirect as a consequence of the reduction in capacity to implement work known to address barriers to participation by particular protected characteristics.		
<p><b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b></p>	<p>Use of public open space is monitored through GreenSTAT. This is a web based questionnaire format that assesses factors such as reason for visit, satisfaction and visitor profile. As summarised on the website "<i>GreenSTAT is a system that gives local residents the opportunity to comment on the quality of their open spaces and how well they feel they are being managed and maintained. It allows site managers to compare the results with others up and down the country to give a truly national voice of what we think about our open spaces.</i>"</p> <p>Data collation is either via individual questionnaires submitted on-line by service users, or through targeted on site interviews.</p> <p>In addition to visitor surveys, site and path audits will be carried out to assess quality standards. This will follow the methodology used as part of the Study of open space, sports, recreational and leisure facilities (PPG17) as published by Bracknell Forest Council in 2006.</p> <p>Whilst considered as being of importance, data collection and assessment will be limited as this work is subject to a proposed budget reduction.</p>		

22. On the basis of sections 7 – 17 above is a full impact assessment required?		N √	The proposed budget reduction is not targeted at any of the protected characteristics. The likely impact is an indirect consequence of the proposed budget reductions and will be gradual over time. Mitigation measures will be put in place to minimise subsequent affects.
<b>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</b>			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Least Restrictive Access applied when implementing maintenance work	Continuous	Senior Rangers	User satisfaction and path audit results
Prioritisation of maintenance work to focus on locations of most importance (when assessed re. visitor use and strategic priorities)	Continuous	Senior Rangers	User satisfaction and path audit results
Potential transfer of lower priority assets to Parish and Town Councils	April 2012	Head of Parks & Countryside / Director of Environment Culture and Communities / Executive Member for Culture, Corporate Services & Public Protection	Sustaining or improving quality standards User satisfaction
Targeting of promotion, marketing and interpretation to people most likely to be negatively impacted	Continuous	Parks & Countryside Development Officer	Participation and satisfaction levels sustained
Reviewing methodology for survey and monitoring work to unify and simplify (allowing for implementation using volunteers)	August 2012	Parks & Countryside Development Officer	Data collated and assessed
<b>24. Which service, business or work plan will these actions be included in?</b>			
Parks and Open Spaces Strategy			
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>			
<ul style="list-style-type: none"> <li>• Local Countryside Access Forum utilised to advise on all aspects of outdoor recreation</li> <li>• Site / path audits carried out to assess quality standards (including liaison with representative groups re. visitors with disabilities)</li> <li>• External assessment of key sites through participation in the Green Flag award scheme</li> <li>• Visitor surveys to monitor use and identify areas for improvement</li> <li>• Audience Development Plans in place for South Hill Park and Lily Hill Park identifying key actions to increase participation</li> </ul>			

	<ul style="list-style-type: none"> <li>Capital projects implemented to raise quality standards</li> </ul>
<b>26. Chief Officers signature.</b>	<p>Signature:  Date: 28<sup>th</sup> November 2011</p>
<b>27. Which PMR will this screening be reported in?</b>	ECC PMR 4 <sup>th</sup> Quarter

When complete please send to [abby.thomas@bracknell-forest.gov.uk](mailto:abby.thomas@bracknell-forest.gov.uk) for publication on the Council's website.




## Equalities Screening Record Form

<b>Date of Screening:</b> 13 October 2011	<b>Directorate:</b> ECC	<b>Section:</b> Leisure and Culture: Library Service
<b>1. Activity to be assessed</b> Introducing a charge for requesting items from Bracknell Forest Libraries.	The activity is to introduce a charge to request items from other public libraries within Bracknell Forest Borough.	
<b>2. What is the activity?</b>	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change	
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
<b>4. Officer responsible for the screening</b>	Ruth Burgess	
<b>5. Who are the members of the EIA team?</b>	Ruth Burgess, Fiona Atkinson, Glynis Norman	
<b>6. What is the purpose of the activity?</b>	The purpose of the activity is to introduce a small charge for requesting items from other public libraries in the Borough. Currently there is no charge to customers of the library service if an item is not in stock in their library but is in stock in another public library within the Borough.	
<b>7. Who is the activity designed to benefit/target?</b>	The Library Service is available to all who live, work and study in the Borough of Bracknell Forest. In 2010/11 there were 440,116 physical visits to the nine libraries and 346,270 items issued. Library members may borrow items from any library in the Borough. In 2010/11 there were 44,000 internal requests (requests made for items which we do not currently charge for) of which we estimate about 3,000 are not collected by customers and which are in stock in any other of the nine libraries within the Borough.	
<b>Protected Characteristics</b>	<b>Please tick</b> <b>yes or</b> <b>no</b>	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.
<b>8. Disability Equality</b>	<b>Y</b> <input checked="" type="checkbox"/>	<b>What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data The library management system collects data. There are 215 visually impaired members registered on the library system and of these, 57 were active borrowers (borrowed an item in the last year) and 27 children registered with special needs, of which 7 were active borrowers. However, the system does not tell us if they place requests or



			travel to the library in which they have located a book/ audio item that is available for them to borrow.	not.
<b>9. Racial equality</b>	Y ✓		There may be a disproportionate impact on ethnic minority population compared to the population as whole.	The books in other languages are based at Bracknell Library. We have approximately 2,400 foreign language books which represents 1.7% of our total lending stock. These books do not have a unique indicator so we are not able to work out issues for this stock. Experian survey on Library provision split by age, gender, ethnicity, done in January 2008 shows the proportion of library users from all minority ethnic backgrounds is either the same as or more than the minority ethnic profile of the population as a whole. The library e+card collects data where given. There are currently 46,990 library card users of which 82% declined to give detail on ethnic origin, of the 18%, 92% were white and 8% were of ethnic origin.
<b>10. Gender equality</b>	Y ✓		More women than men use libraries.	The e+ library card collects data which shows that more women than men use libraries. Library transactions in 2010 were 121,169 for women and 75,538 for men. However we do not believe that this will affect women more than men within the library user population.
<b>11. Sexual orientation equality</b>		N ✓	Books are available throughout the service.	We do not have statistics on this group compared to the population as a whole, however monitoring is being introduced in November 2011.
<b>12. Gender re-assignment</b>		N ✓	Books are available throughout the service	We do not have statistics on this group compared to the population as a whole.
<b>13. Age equality</b>	Y ✓		Children may be relying on their parents to pay the charge for them or to take them direct to the library in which the item they want is located.	The library management system collects data. There are currently 46,990 library card users of which 10,197 are aged 0 -12 and 6,175 are aged 13-17. The figures for active borrowers 0-12 years is 5,295 and 13-17 years is 798.

<b>14. Religion and belief equality</b>		<b>N</b> ✓	Books are available throughout the service.	We have no statistics on this group compared to the population as a whole.
<b>15. Pregnancy and maternity equality</b>		<b>N</b> ✓	Books are available throughout the service.	We have no evidence of a differential impact on this group at this time.
<b>16. Marriage and civil partnership equality</b>		<b>N</b> ✓	Books are available throughout the service	We have no statistics on this group compared to the population as a whole, however monitoring is being introduced in November 2011. Not on this though?
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.</b>	Library members on a limited income may have to limit the number of requests for items they can make or may not be able to afford to travel to another library to pick up the item that they have located on the catalogue as being in that particular library.			
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>	The decision may have a negative impact on four different equalities groups on the grounds that the Council cannot afford to run a free request service for internal requests anymore.			
<b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b>	The service benefits all members of the library service and the activity will have most potential impact on children, women, the blind and partially sighted, those who want to read books in their own language and those on a limited income. The impact may be mitigated by concessions for foreign language books, visually impaired users, children and those on low incomes. Also, by reviewing circulation procedures for foreign language material.			
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>		<b>N</b> ✓		
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	The Council's budget consultation in December 2011 will enable consultation with equality groups on the budget proposals the consultation responses and results will be added to the impact assessment.			
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>		<b>N</b> ✓		Based on the information we have at present we do not believe we need to complete a full assessment. This activity does impact on many people's lives but introducing a small fee for requests, similar to many other local authorities, will not have a large detrimental impact on any disadvantaged group, taking into account the mitigations envisaged.
<b>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</b>				
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>	


Books in other languages deposited in all libraries	April 2013	Glvnis Norman	Materials deposited in libraries on request
Review income raised	April 2013	Glvnis Norman	Income monitored
24. Which service, business or work plan will these actions be included in?	Library Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	<p>We respond to customer comments, which is why we started taking Dutch books.</p> <p>We hire foreign language books on a six month loan basis to supplement our lending stock. This includes stock in Chinese, Dutch, French, German, Guajarati, Hindi, Italian, Polish, Punjabi, Russian, Spanish, Urdu.</p> <p>We have looked at what other local authorities charge for and the level of charge.</p>		
26. Chief Officers signature.	Signature:		Date: 28 <sup>th</sup> November 2011
27. Which PMR will this screening be reported in?	Q4 ECC PMR 2011-12		

## Equalities Screening Record Form

Date of Screening: 2 <sup>nd</sup> December 2011	Directorate: ECC	Section: Leisure and Culture
<p><b>1. Activity to be assessed</b></p>	<p>Potential reduction in the Council revenue grant of £85,000 to South Hill Park Arts Trust Ltd. In 2011/12 the annual revenue grant to South Hill Park Arts Centre is £504,140. In 2011/12 other funding granted to South Hill Park is: Bracknell Town Council ( £135,000) Arts Council England £216,745). As a national portfolio organisation, South Hill Park Arts Centre has been offered £100,000 in 2012/13, £0 in 2013/2014 and £0 in 2014/2015. This is subject to a funding agreement being made. <a href="http://www.artscouncil.org.uk/funding/national-portfolio-funding/how-we-made-our-decision/">http://www.artscouncil.org.uk/funding/national-portfolio-funding/how-we-made-our-decision/</a></p> <p>In 2010/11 South Hill Park Arts Centre recorded 152,683 admissions and 276,733 participations (this doesn't include the many thousands who visit the parklands or use the catering facilities). The objectives of the charity are:</p> <ul style="list-style-type: none"> <li>• to advance the education of the public in all aspects of the arts including the arts of drama, opera, ballet, music, dance, visual arts and digital media</li> <li>• the development of public appreciation of such art by the provision of a theatre, galleries, cinema, workshop studios and the presentation of public performances; and</li> <li>• to further the social and cultural welfare of the community of Bracknell Forest Borough and its neighbourhood and visitors to the Borough.</li> </ul> <p>The strategies employed to achieve the charity's objectives are:</p> <ul style="list-style-type: none"> <li>• offer opportunities for a broad range of people to get involved in art activity exploring their own creative powers;</li> <li>• provide facilities for amateur and professional artists to develop;</li> <li>• concentrate on involving young people in the arts to help encourage a culture in which different age ranges play a complimentary part;</li> <li>• celebrate the diversity of cultures in our society by programming presentations by, and with, artists of different cultural backgrounds; and</li> <li>• present a broad range of arts work.</li> </ul>	
<p><b>2. What is the activity?</b></p>	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input checked="" type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change	
<p><b>3. Is it a new or existing activity?</b></p>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
<p><b>4. Officer responsible for the screening</b></p>	Ruth Burgess	
<p><b>5. Who are the members of the EIA team?</b></p>	Ruth Burgess and Chief Executive of South Hill Park Arts Centre.	

<p><b>6. What is the purpose of the activity?</b></p>	<p>South Hill Park Arts Centre is the Council's main partner in providing a quality arts venue and is the main provider of arts in the Borough. Life is for Living Cultural Strategy 2008-2012 sets out a number of ambitions for Bracknell Forest which are met by a range of key stakeholders and partners. The Strategy highlights the importance of partnership working alongside the Council's commitment to supporting cultural provision. South Hill Park Arts Centre's provisions makes a contribution to the following cultural themes and ambitions:</p> <ul style="list-style-type: none"> <li>• <b>Theme One: Enhance town centres, villages and neighbourhoods</b></li> <li>• Increase participation in and enjoyment of art, sport and recreation</li> <li>• Provide appropriate facilities and activities for young people</li> <li>• Ensure neighbourhoods have appropriate cultural provision</li> <li>• <b>Theme Two: Improve the sense of belonging and community spirit for all</b></li> <li>• Undertake more outreach and community development work</li> <li>• <b>Theme Three: Continue to support and improve the range of high quality facilities and services</b></li> <li>• Maintain investment in cultural infrastructure to meet aspirations of the community</li> <li>• Improve energy efficiency of buildings used for cultural activity</li> <li>• Progress plans to restore the historic landscape at South Hill Park</li> <li>• Promote learning through cultural activity</li> <li>• Improve access for disabled people to all buildings and to green spaces.</li> </ul>		
<p><b>7. Who is the activity designed to benefit/target?</b></p>	<p>South Hill Park Arts Centre benefits all borough residents.</p>		
<p><b>Protected Characteristics</b></p>	<p><b>Please tick yes or no</b></p>	<p><b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p>	<p><b>What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data</p>
<p><b>8. Disability Equality</b></p>	<p><b>N</b> ✓</p>	<p>There are no activities targeted at disabled groups</p>	<p>The revenue grant does not include specific funding of activities or events for disabled groups.</p>
<p><b>9. Racial equality</b></p>	<p><b>N</b> ✓</p>	<p>There are no activities targeted at ethnic minority groups.</p>	<p>The revenue grant does not include specific funding of activities or events for ethnic minority groups.</p>
<p><b>10. Gender equality</b></p>	<p><b>N</b> ✓</p>	<p>There are no activities specifically for men or women.</p>	<p>The revenue grant does not include specific activities for either men or women.</p>

11. Sexual orientation equality		N ✓		No activities have been targeted at people of one sexual orientation or another	We have no data which monitors the sexual orientation of people attending activities.
12. Gender re-assignment		N ✓		No activities have been targeted at anyone undergoing gender reassignment.	We have no data which monitors the use of the arts centre by anyone undergoing gender reassignment.
13. Age equality	Y ✓			Young people for whom activities were arranged by 2 FTE staff in Education and Outreach who have left and the posts have been subject to an organisational review. The Arts Centre's ability to respond to schools and young people will be cut back. There have been no activities or events arranged specifically for older people directly related to our grant.	In 2008/9 the data collected for education work was: No. of admissions 4,755; no. of participations 12,036; no. of events 1,200; in 2009/2010 no. of admissions 9,035; no. of participations 23,344; no. of events 510.
14. Religion and belief equality		N ✓		There are no activities targeted at religious faith of belief.	The revenue grant does not include specific funding for religious or belief activities or events.
15. Pregnancy and maternity equality		N ✓		Mothers and toddlers who attend film screenings. Activity will be maintained at the current level.	Data is collected on attendance at mother and toddler screenings. Between Nov 2010 and Nov 2011 there were 258 attendances.
16. Marriage and civil partnership equality		N ✓		We have no evidence that this will impact on issues of marriage and civil partnership.	We have no data which monitors the marital status of individuals who use South Hill Park Arts Centre.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.				Prices will increase making it more difficult for those on a limited income to attend activities and events. The Education and Outreach team worked with local communities which also included developing relationships with BME community and much of their work was related to community cohesion.	
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?				The decision will have a negative impact on one of the equalities groups on the grounds that the Council cannot afford to maintain or increase the level of revenue grant support anymore.	
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?				All evidence from South Hill Park Arts Centre suggests events and activities are beneficial to a diverse range of people, including the disabled and ethnic minority groups with funding from income streams other than Bracknell Forest's revenue grant.  In Bracknell Forest, the area's overall shared vision and priorities are set out in the Sustainable Community Strategy 'Living Together, Working Together 2008-2014'. Priority 3b is 'Enjoying Life' and includes two objectives specific to	

	arts and culture: 'Cultural activities will be valued and will encourage people to celebrate all aspects of achievement, diversity and civic pride' and 'There will continue to be a wide range of arts and sports facilities that are accessible to everyone'.		
	Our analysis suggests a greater impact on, younger people and local communities.		
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>			
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	From the Chief Executive of South Hill Park Arts Centre. The Council's budget consultation in December 2011 will enable consultation with equality groups on the budget proposals, the consultation responses and results will be added to the impact assessment.		
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>	<b>N</b> √ Based on the information we have at present supplied by the Trust we do not believe we need to complete a full assessment. The potential reduction of £85,000 in the revenue grant to South Hill Park Arts Centre will limit activities for one of the protected groups. It will require the Arts Centre to undertake organisational change as well as review and consider other income streams. An example of organisational change is the establishment of a post which incorporates aspects of visual art, dance and the running of courses at the Centre.		
<b>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</b>			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
Review the impact on objectives in the partnership agreement.	31/3/2012	Ruth Burgess	Review completed.
Help identify other sources of funding.	31/3/2012	Ruth Burgess	Sources of funding identified.
<b>24. Which service, business or work plan will these actions be included in?</b>	As above: partnership agreement		
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>	Ongoing consultation with the Chief Executive, Staff and Board of Trustees which started in June 2011 regarding the scoping exercise relating to a potential budget reduction in the revenue grant.		
<b>26. Chief Officers signature.</b>	Signature:  Date: 2 <sup>nd</sup> December 2011		
<b>27. Which PMR will this screening be reported in?</b>	Q4 ECC PMR 2011-12		



## Equalities Screening Record Form

<b>Date of Screening:</b> 28 October 2011	<b>Directorate:</b> ECC	<b>Section: Planning &amp; Transport:</b> Development Management	
<b>1. Activity to be assessed</b>	2012/13 Budget Proposals – Reduction in Budget for Public Transport (Buses), including Concessionary fares £200,000		
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
<b>4. Officer responsible for the screening</b>	Bev Hindle		
<b>5. Who are the members of the EIA team?</b>	Bev Hindle, Roger Cook, Sue Cuthbert, Jane Eaton		
<b>6. What is the purpose of the activity?</b>	<p>To meet corporate savings targets, the proposal is to reduce our overall budget commitment for public transport (including concessionary fares) by £200,000.</p> <p>Residents over the statutory age of retirement or with certain disabilities can qualify for a concessionary fares pass. Bracknell Council has 15,605 bus passes in circulation, of which 15,030 are on age grounds.</p> <p>It is estimated that in 2011/12 810,000 concessionary Journeys will be made, over 300,000 of these on Contracted services. Total concessions cost for 2011/12 is estimated between £830,000-£850,000.</p> <p>Bracknell manage 14 local bus contracts (covering 11 services), and contribute to 2 other services at a net cost to the council of over £366,000.</p> <p>Roughly 490,000 passengers travel on supported services a year, 300,000 are concessionary journeys that begin within Bracknell (63%).</p>		
<b>7. Who is the activity designed to benefit/target?</b>	The objective is to realise financial savings to meet our projected shortfall. In this case, the intent is to minimise the impact such a cut would have on the public.		
<b>Protected Characteristics</b>	<b>Please tick</b> <b>yes or</b> <b>no</b>	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	<b>What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making. include



				consultation results/satisfaction information/equality monitoring data
<b>8. Disability Equality</b>	Y		There may be an impact on those with disabilities being able to access the level or frequency of bus services as currently available.	Of the 15,605 bus passes in circulation, 575 qualify on disability grounds (4%).
<b>9. Racial equality</b>		N		No specific service or concession is available based on the race of the individual – the criteria are age or disability for concessions, the bus services are open to any member of the public
<b>10. Gender equality</b>		N	In general, there is no great difference between the amount of trips that men make compared to female, especially when considering those over the age of 60.	At a national level, in 2010, females made 5% more trips than males.
<b>11. Sexual orientation equality</b>		N		No specific service or concession is available based on the sexual orientation of the individual – the criteria are age or disability for concessions, the bus services are open to any member of the public
<b>12. Gender re-assignment</b>		N		No specific service or concession is available based on gender of the individual – the criteria are age or disability for concessions, the bus services are open to any member of the public
<b>13. Age equality</b>	Y		There may be an impact on older persons and younger persons who tend as groups, to use public transport more than other age cohorts.	Nationally the proportion of trips made by bus was highest among those aged 17-20, Bus use was higher for those aged 60+ than in middle age groups, Nationally the proportion of people aged 60+ who use a local bus at least once a week increased from 28% in 2005 to 40% in 2010. Over the same period the proportion of people in this age group who said they use a bus less than once a year or never fell from 46% to 32%. <sup>1</sup>
<b>14. Religion and belief equality</b>	Y		Reduction in frequency and/or routes/times of service could impact the ability for some to access their centres of faith.	No specific service or concession is available based on grounds of religion or belief of the individual – the criteria are age or disability for concessions; there

<sup>1</sup> <http://assets.dft.gov.uk/statistics/releases/national-travel-survey-2010/nts2010-06.pdf>

				are no specific services that serve only centres of faith and all bus services are open to any member of the public
<b>15. Pregnancy and maternity equality</b>	N			No specific service or concession is available based on grounds of pregnancy and maternity status of the individual – the criteria are age or disability for concessions; there are no specific services that serve only pregnant users and all bus services are open to any member of the public
<b>16. Marriage and civil partnership equality</b>	N			No specific service or concession is available based on grounds of marital status of the individual – the criteria are age or disability for concessions; there are no specific services that serve only married or not-married individuals and all bus services are open to any member of the public
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer s/ex-offenders) and on promoting good community relations.</b>				The changes to service or frequency levels could impact on those with lower incomes who have less ability to travel by the car or other means. The reductions could also affect workers who are rely on services to get to work if, for example, they do not have access to a car or are close enough to walk or cycle.
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>				No.
<b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b>				It will depend on what level of reduction in service results which is not fully understood at this time and is subject to more review and to a certain extent, on future contract tendering not yet started. Alternatives will be looked at which try to minimise the impact of such changes, particularly to the identified groups above.
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>			N	
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>				Officers are working on the analysis of data on bus users and trips, and will augment that with additional surveys so as to better understand the potential impact on service when developing the options for consideration
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>	Y			Because there is likely to be impact which cannot be avoided or mitigated through these proposals, it is recommended a full assessment is carried out with further consultation to help us to minimise the impact of such proposals should they be implemented.

23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Consultation on Budget reduction Proopsals	Dec 2011 - Jan 2012	<b>Roger Cook, Sue Cuthbert</b>	<b>Consultation Complete by 01/02/2012</b>
24. Which service, business or work plan will these actions be included in?	Transport Development		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Chief Officers signature.	Signature: Bev Hindle		Date: 23 November 2011
27. Which PMR will this screening be reported in?	<b>Q4 ECC PMR 2011/12</b>		

When complete please send to [abby.thomas@bracknell-forest.gov.uk](mailto:abby.thomas@bracknell-forest.gov.uk) for publication on the Council's website.

## Equalities Screening Record Form

Date of Screening: 21 October 2011	Directorate: Environment, Culture & Communities	Section: Performance & Resources																																																		
<p><b>1. Activity to be assessed</b></p>	<p><b>To make savings by enforcing a charge for replacing all lost and damaged e+ cards</b></p> <p>There is a current charging policy in place but it has not been rigorously implemented. The current charge for a replacement card is £5. The current policy for charging for a replacement card is customers get their first e+ card and their first replacement free of charge and but the Council charges for any further replacements. Other cards we replace free include:</p> <ul style="list-style-type: none"> <li>• Old <b>edge</b> cards- we have a legal duty to remove them from circulation</li> <li>• Cards which develop a fault, are misprinted or stolen</li> <li>• Service changes requiring a different type of card to be issued( e.g. adding or removing bus concessions)</li> <li>• Changes in printed matter, e.g. name or updated image required.</li> </ul> <p>Employees have discretion to waive the charge. Below is a table showing replaced card numbers by reason selected in the last 3 years</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Reason for replacement</th> <th style="width: 10%;">2010-11</th> <th style="width: 10%;">2009-10</th> <th style="width: 10%;">2008-9</th> <th style="width: 10%;">total</th> </tr> </thead> <tbody> <tr> <td>Edge card</td> <td style="text-align: center;">1228</td> <td style="text-align: center;">2223</td> <td style="text-align: center;">1563</td> <td style="text-align: center;">5014</td> </tr> <tr> <td>Lost</td> <td style="text-align: center;">1369</td> <td style="text-align: center;">1825</td> <td style="text-align: center;">1436</td> <td style="text-align: center;">4630</td> </tr> <tr> <td>Optional service change</td> <td style="text-align: center;">533</td> <td style="text-align: center;">796</td> <td style="text-align: center;">1437</td> <td style="text-align: center;">2766</td> </tr> <tr> <td>Broken or Faulty</td> <td style="text-align: center;">179</td> <td style="text-align: center;">200</td> <td style="text-align: center;">187</td> <td style="text-align: center;">566</td> </tr> <tr> <td>Bad photo</td> <td style="text-align: center;">179</td> <td style="text-align: center;">202</td> <td style="text-align: center;">237</td> <td style="text-align: center;">618</td> </tr> <tr> <td>Stolen</td> <td style="text-align: center;">101</td> <td style="text-align: center;">114</td> <td style="text-align: center;">118</td> <td style="text-align: center;">333</td> </tr> <tr> <td>Data change</td> <td style="text-align: center;">171</td> <td style="text-align: center;">80</td> <td style="text-align: center;">0</td> <td style="text-align: center;">251</td> </tr> <tr> <td>Destroyed</td> <td style="text-align: center;">47</td> <td style="text-align: center;">64</td> <td style="text-align: center;">134</td> <td style="text-align: center;">245</td> </tr> <tr> <td>Data entry error</td> <td style="text-align: center;">110</td> <td style="text-align: center;">236</td> <td style="text-align: center;">249</td> <td style="text-align: center;">595</td> </tr> </tbody> </table> <p>The proposed policy is to charge for each replacement card and to charge for all replacements for lost, un-evidenced stolen or faulty cards. Waivers of charges will need management approval. Under the proposed policy this would have been approximately a third of last year's replaced cards.</p> <p>Access to bus concessions, local discounts and PASS proof of age is not possible without an e+ card and anyone unwilling or unable to pay the replacement charge will lose access to those services.</p>		Reason for replacement	2010-11	2009-10	2008-9	total	Edge card	1228	2223	1563	5014	Lost	1369	1825	1436	4630	Optional service change	533	796	1437	2766	Broken or Faulty	179	200	187	566	Bad photo	179	202	237	618	Stolen	101	114	118	333	Data change	171	80	0	251	Destroyed	47	64	134	245	Data entry error	110	236	249	595
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<b>2. What is the activity?</b>	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
<b>4. Officer responsible for the screening</b>	Jayne Ward e+ Development Manager	
<b>5. Who are the members of the EIA team?</b>	Smartcard Development Manager, Smartcard Support Officer, Head of Libraries, Head of Leisure Facilities, Chief Officer: Performance & Resources,	
<b>6. What is the purpose of the activity?</b>	The purpose of the change is to contribute to the Council's savings targets for 2012/13.	
<b>7. Who is the activity designed to benefit/target?</b>	The saving is to benefit the people of Bracknell Forest by the Council delivering a balanced budget.	
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.
<b>8. Disability Equality</b>	Y ✓	There would be an adverse impact on those who have a learning disability and many who use a disabled bus pass. These people often have a low or limited income.
<b>9. Racial equality</b>	Y ✓	Our data suggests there are more enrolments and users in leisure from racial groups other than white British than in the population as a whole. Therefore this cut will have a disproportionate impact on people from these groups.
<b>10. Gender equality</b>	Y ✓	54.6% of card holders are women compared to 50.4% of the population so there is a slightly higher impact of this cut on women than men. More women than men use the library and have bus passes.
<b>11. Sexual orientation equality</b>	Y ✓	We have no evidence to suggest a disproportionate affect on people with any particular sexual orientation.
		<b>What evidence do you have to support this?</b> E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data  Of 85,000 card holders, 565 hold disabled bus passes of whom 212 have a learning disability.  Our data on racial groups is weak due to self-selection and this makes it difficult to draw conclusions about impact.  Card transaction figures for 2010 in libraries are: 112,169 transactions by females against 75,538 by males.  We do not have any historical data on the sexual orientation of our E+ users.

<b>12. Gender re-assignment</b>	Y	N ✓	We have no evidence to suggest a disproportionate affect on people who have had, are planning or are undergoing gender reassignment.	We do not have any historical data on the gender reassignment of our E+ users.
<b>13. Age equality</b>	Y ✓	N	There are higher proportions of people under 19 and aged 60-69 enrolling for the card than exist in the population as a whole. Figures show under 19's make 25% of all library transactions; over 60's make 37%. This suggests the impact of this cut on these age groups is higher than for the population as a whole. Because our data also suggests a higher impact on women it is possible this cut could have a disproportionate impact on older women or women with young children, two groups that often have lower incomes than others.	We have the data from the enrolments and leisure usage of the cards. Our records show 15,000 people have age related bus passes and women make 60% of library transactions. Library membership has a higher proportion of older people.
<b>14. Religion and belief equality</b>	Y	N ✓	We have no evidence to suggest a disproportionate affect on people with any particular religious beliefs.	We do not have any historical data on the religious beliefs of our E+ users.
<b>15. Pregnancy and maternity equality</b>	Y	N ✓	We have no evidence to suggest a disproportionate affect on this group of women.	We do not have any data on these groups.
<b>16. Marriage and civil partnership equality</b>	Y	N ✓	We have no evidence to suggest a disproportionate affect on people who are married or in a civil partnership.	We do not have any historical data on the marital status of our E+ users.
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.</b>	People on lower incomes and benefits find it may find it more difficult to pay the charge than others. This could lead to social exclusion.			

18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The justification for this is the Council has to meet its financial targets and cuts must be made.		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Because of the profile of card users a greater proportion of women, older women, people with a disability and children will be affected than a general cut that affected the Bracknell Forest population as a whole. This could be amplified because people with these characteristics often have low incomes. Because we have limited records of E+ card holders we cannot tell exactly the significance of this difference however in women it appears to be 4.2 percentage points. The differential impact on women is higher among library users and holders of concessionary fare bus passes.		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	✓
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Although from November 2011 the information available from the e+ database will include wider equalities information this information will not be available for this EIA.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	✓
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
Set criteria for and introduce a waiver scheme in cases of hardship or evidenced theft.	By 1 April 2012	Smartcard Development Manager	Policy issued to sites and implemented on 3 April 2012.
24. Which service, business or work plan will these actions be included in?	Performance & Resources annual work plan.		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	The Council has rewritten the E+ database to include collecting data on all groups. This goes live in early November 2011 and will mean we have better data in future years.		
26. Chief Officers signature.	Signature:	Jane Eaton	Date: 28/10/11
27. Which PMR will this screening be reported in?			



TO: THE EXECUTIVE  
13 DECEMBER 2011

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**CAPITAL PROGRAMME 2012/2013 - 2014/2015  
(Borough Treasurer/Chief Executive)**

**1 PURPOSE OF DECISION**

- 1.1 Under the Council's Constitution, the Executive are required to issue their budget proposals for consultation for a minimum period of six weeks prior to making their recommendations to full Council in February 2012. The capital programme forms an important part of the overall budget proposals and is a key means by which the Council can deliver many of its medium term objectives.
- 1.2 This report draws together each service's proposals so that the Executive can agree a draft capital programme for 2012/13-2014/15 as the basis for consultation. In compiling the draft programme the main focus is inevitably on determining the requirements for 2012/13, although future year's schemes do also form an important part of the programme.
- 1.3 The financial implications of the recommendations in this report are reflected in the subsequent reports on the Council's draft revenue budget. Any revisions to the proposals put forward by each service would also need to be reflected in that report which will also be published as the basis for consultation following the Executive's meeting.

**2 RECOMMENDATIONS**

**That the Executive:**

- 2.1 **Approves, for consultation, an initial Council funded capital programme of £9.485m for 2012/13 summarised in Annex A, including the schemes listed in Annexes B – F.**
- 2.2 **Approves, for consultation, the inclusion of an additional budget of £1m for Invest to Save schemes.**
- 2.3 **Approves, for consultation, the inclusion of £1.547m of expenditure to be funded from S106 as outlined in para 5.20**
- 2.4 **Approves, for consultation, the inclusion of £12.945m of expenditure to be externally funded as outlined in para 5.20**

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 The reasons for the recommendations are set out in the report.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The alternative options are considered in the report.



## 5 SUPPORTING INFORMATION

### Capital Resources

- 5.1 Each year the Council agrees a programme of capital schemes. In the past these schemes have been funded from three main sources:
- the Council's accumulated capital receipts
  - Government Grants
  - other external contributions
- 5.2 The Local Government Act 2003 brought in radical changes to the financing of capital expenditure and from that date, the Government no longer issued borrowing approvals. Instead, under a new "prudential framework", Councils can set their own borrowing limits based on the affordability of the debt.
- 5.3 The Council's estimated total usable capital receipts at 31st March 2012 are zero. As a debt free authority the Council is heavily reliant on capital receipts to fund its capital programme, although interest generated from capital receipts can also help support the revenue budget in the short term. In the past the Council has been heavily reliant on housing sales to generate new receipts. Following the transfer of the housing stock to Bracknell Forest Homes (BFH) in 2008 the Council still receives a share of any Right-To-Buy proceeds from BFH in addition to a share of capital receipts from the VAT Shelter scheme. However the disposal of other assets is increasingly seen with greater importance if the Council's spending plans are to continue to be realised. However current market conditions may mean that the immediate disposal of an asset is not necessarily in the Council's best interests. To support this there is a programme of disposals and all surplus, or potentially surplus, property is reported to every meeting of the Asset Management Group who co-ordinate and manage the Council's disposal programme.
- 5.4 At the time of the housing stock transfer it was estimated that the RTB Sharing and VAT Shelter schemes would deliver annual receipts of approximately £3m over the proceeding 10 years. This is now expected to be lower in the short-term as a result of the recession and the on-going uncertainty in the capital markets. However, added to the miscellaneous sales of surplus land and property planned for next year it is now assumed that receipts in 2012/13 will amount to £3m.
- 5.5 As the Council's accumulated capital receipts have been fully utilised the Council returned to a position of internal borrowing in 2010 and as such a revenue contribution is required each year. Once the Council's current level of investments is exhausted, which is expected to be within the next 2 years, the Council will need to borrow externally.
- 5.6 The proposed capital programme for 2012/13 has been developed, therefore, on the assumption that it will be funded by a combination of Government grants, other external contributions and some internal borrowing in addition to the £3m of capital receipts. The financing costs associated with the General Fund Capital Programme have been provided for in the Council's revenue budget plans which also appear on tonight's agenda.

### New Schemes

- 5.7 Within the general financial framework outlined above, Service Departments have considered new schemes for inclusion within the Council's Capital Programme for 2012/13 - 2014/15. Given that both capital and revenue resources are under

pressure, each Department has evaluated and prioritised proposed schemes into the broad categories, set out in the Council's Corporate Capital Strategy and in line with the Council's Asset Management Plan. Having done this, only the very highest priority schemes and programmes are being recommended for inclusion in the Capital Programme.

**Unavoidable (Including committed schemes)**

5.8 This category covers schemes which must proceed to ensure that the Council is not left open to legal sanction and includes items relating to health and safety issues, new statutory legislation etc. Committed schemes also include those that have been started as part of the 2011/12 Capital Programme. Also included within this category are those schemes that were previously funded from the General Fund Revenue Account, but which by their nature could be legitimately capitalised, thereby reducing pressure on the revenue budget. Schemes in this category form the first call on the available capital resources.

5.9 Within these categories provision has been made to address the disabled access requirements to Council buildings (£0.1m). The works have been identified through independent access audits and have been prioritised to meet the needs of users of these buildings. Significant progress has been made in past years and a programme of works has been planned across a range of service areas.

**Maintenance (Improvements and capitalised repairs)**

5.10 An assessment has been made of the condition of the Council's property assets to arrive at an estimate of the outstanding maintenance works required. These are based on surveys carried out in 2011.

5.11 An assessment is made of the state of each building element and its repair priority with a condition rating and repair urgency as follows.

<b>Definition of Condition Categories:</b>	
<p>A: Good – Performing as intended and operating efficiently.          B: Satisfactory – Performing as intended but showing minor deterioration.          C: Poor – Showing major defects and/or not operating as intended.          D: Bad – Life expired and/or serious risk of imminent failure.</p>	
<b>Priority:</b>	
1	Urgent works that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of the occupants and/or remedy a serious breach of legislation.
2	Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health & safety of the occupants and/or a minor breach of the legislation.
3	Desirable work required within 3 to 5 years that will prevent deterioration of the fabric or services and/or address a low risk to the health & safety of the occupants and/or a minor breach of the legislation.
4	Long-term work required beyond a period of 5 years that will prevent deterioration of the fabric or services.

5.12 In line with the policy adopted in previous years the AMG has considered only those works that fall within categories 1C and 1D. Examples of key areas to be undertaken

- Boiler & heating system replacement
- Roof works
- Electrical work - replace switchgear
- Swimming pool filters - replace
- Ventilation & Air Handling Units – Replace
- Fire Alarm & Security systems
- Insulation & fire protection - replace

5.13 Following the review by the AMG, the Chief Officer: Property is proposing a Maintenance Programme of £2.34m to meet the most urgent maintenance requirements of the Council's non-school property portfolio.

5.14 The figures below are based on the information held in the Building Group's property system as of the 30 November 2011. The system has been continually updated to take into account work that was carried out in 2009/2010 and 2010/2011. The priorities can be broken down as follows:

**Maintenance Backlog**

		£ (000)	£ (000)
Corporate Properties	Priority 1D	3,296	
	Priority 1C	392	3,688
2011/12 Maintenance Budget	-		<u>1,345</u>
<b>Estimated Backlog 2012/13</b>			<b>2,343</b>

5.15 The implications of failing to maintain Council buildings and to address the backlog will be a significant issue for the Council over the coming years and efforts will be focussed on ensuring that the highest priority items are tackled first, that efficiencies are maximised in the procurement of works and that maintenance which will result in energy efficiencies are undertaken through the invest-to-save programme, as set out in the Council's Asset Management Plan 2010

**Rolling programmes**

5.16 These programmes cover more than one year and give a degree of certainty for forward planning schemes to improve service delivery. They make an important contribution towards the Council's Medium Term Objectives and established Asset Management Plans.

**Other Desirable Schemes**

5.17 In addition to the schemes identified in the above categories, each service has requested funding for other high priority schemes that meet the needs and objectives of their service and the Council's Medium Term Objectives. The net cost of schemes which attract partial external funding are included in the schemes put forward.

### **Invest To Save Schemes**

- 5.18 These are schemes where the additional revenue income or savings arising from their implementation exceeds the internal borrowing costs. The Council's approach to Invest to Save schemes is included in its Capital Strategy and in accordance with the Capital Strategy it is proposed that a further £1m be included in the 2012/13 capital programme for potential Invest to Save schemes.

### **Capital Programme 2012/13 – 2014/15**

- 5.19 A detailed list of suggested schemes within the draft capital programme, together with a brief description of each project, for each service is included in Annexes B – F. A summary of the cost of schemes proposed by Departments is set out in the table below and in Annex A. This shows that the total net funding requested is £9.485m in 2012/13.

<b>Capital Programme 2012/13-2014/15</b>				
<b>Annex</b>	<b>Service Area</b>	<b>2012/13 £000</b>	<b>2013/14 £000</b>	<b>2014/15 £000</b>
B	Corporate Services	178	0	0
C	Council Wide	7,795	2,795	2,725
D	Children, Young People & Learning	5,953	2,695	4,465
E	Adult Social Care & Health	417	0	0
F	Environment Culture & Communities	8,087	6,138	6,603
	<b>Total Capital Programme</b>	<b>22,430</b>	<b>11,168</b>	<b>13,793</b>
	<b>Externally Funded</b>	<b>12,945</b>	<b>3,045</b>	<b>3,815</b>
	<b>Total request for Council funding</b>	<b>9,485</b>	<b>8,583</b>	<b>9,978</b>

### **Externally Funded Schemes**

- 5.20 A number of external funding sources are also available to fund schemes within the capital programme, amounting to £12.945m of investment in 2012/13. External support has been identified from two main sources:

#### **Government Grants**

A number of capital schemes attract specific grants. It is proposed that all such schemes should be included in the capital programme at the level of external funding that is available. However the capital programme includes more detail on these programmes in that every project costing more than £50k is included or will be included in the February 2012 report as a "named" scheme.

The majority of the grant-funded capital programme relates to the planned investment in Schools. In 2011/12 the Department for Education (DfE) changed the way in which it delivered funding to local authorities, moving from supported borrowing approvals to capital grant. This simple change had a significant impact on

the authority, as the supported borrowing approvals represented little or no cash increase to the Council's resources, whereas the move to cash grants means the Council can effectively invest every £ of allocation from DfE.

The schools investment programme included in this report (and outlined in Annex D) is based on the latest available information on requirements, both maintenance and basic need, whilst at the same time reflecting the estimated level of funding that could be received in 2012/13 through the grant allocation process, based on the 2011/12 allocation. The actual level of grant received by the authority will not be known until the publication of the Local Government Finance Settlement which is due in December 2011. As such there is a presumption that the final agreed programme will be re-prioritised based on the level of funding actually received.

**Section 106**

Each year the Council enters into a number of agreements under Section 106 of the Town & Country Planning Act 1990 by which developers make a contribution towards the cost of providing facilities and infrastructure that may be required as a result of their development. Usually the monies are given for work in a particular area and/or for specific projects. The total money available at present, which is not financially committed to specific projects, is £4.15m, although conditions restricting its use will apply to almost all of this.

Officers have identified a number of schemes that could be funded from Section 106 funds in 2012/13, where funding becomes available. These are summarised below

<b>Department</b>	<b>Schemes</b>	<b>Budget</b>
		<i>£000</i>
CYPL	Schools	£697
ECC	Local Transport Plan	£750
ECC	Leisure, Culture & Visual Environment	£100
	<b>Total</b>	<b>£1,547</b>

As with grant funded schemes, in order to increase transparency, all capital schemes to be funded from S106 money costing more than £50k are included in the draft programme as specific named schemes or will be when it is finally agreed in February 2012.

**Funding Options**

- 5.21 There are a number of important issues concerning the long term funding of capital expenditure. Following the transfer of the housing stock in 2008, the Council's capital receipts are limited to miscellaneous asset sales and the contribution from the VAT Shelter Scheme and Right-to-Buy claw back agreed as part of the transfer. As noted earlier in this report, these receipts are likely to be depressed by the general economic conditions and as such receipts in 2012/13 are estimated to be in the region of £3m.
- 5.22 The proposed capital programme for 2012/13 has been developed, therefore, on the assumption that it will be funded by a combination of £3m of capital receipts, Government grants, other external contributions and some internal borrowing. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.
- 5.23 Should any additional capital receipts be generated in 2012/13 the interest earned on these will be used to mitigate the revenue cost of the capital programme.

- 5.24 For 2012/13 it is unlikely that the Council will need to resort to external borrowing as it will be able to utilise revenue resources held internally. However the Capital Finance Regulations, require the General Fund to set aside an amount which would be broadly equivalent to the amount the Council would need to pay if it borrowed externally. If any amendments are made to the capital programme the revenue consequences will need to be adjusted accordingly. Executive Members will therefore need to consider the impact of the capital programme as part of the final revenue budget decisions.
- 5.25 The reduction in available capital receipts has placed greater emphasis on the capital programme and its impact on the revenue budget. Following the introduction of the Prudential Borrowing regime local authorities are able to determine the level of their own capital expenditure with regard only to affordability on the revenue account. In practice this represents the amount of borrowing they can afford to finance, and will necessitate taking a medium-term view of revenue income streams and capital investment needs.
- 5.26 To achieve its aim of ensuring that capital investment plans are affordable, prudent and sustainable, the Local Government Act requires all local authorities to set and keep under review a series of prudential indicators included in the CIPFA Prudential Code for Capital Finance in Local Authorities. The Capital Programme recommended in this report can be sustained and is within the prudential guidelines. Full Council will need to agree the prudential indicators for 2012/13 to 2014/15 in March 2012, alongside its consideration of the specific budget proposals for 2012/13 and the Council's medium-term financial prospects.
- 5.27 Members will need to carefully balance the level of the Capital Programme in future years against other revenue budget pressures and a thorough review, including the prioritisation of those schemes planned for 2013/14 onwards, will need to be undertaken during next summer.

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 6.1 The authorisation for incurring capital expenditure by local authorities is contained in the legislation covering the service areas. Controls on capital expenditure are contained in the Local Government Act 2003 and regulations made thereunder.

### Borough Treasurer

- 6.2 The financial implications are contained within the report.

### Equalities Impact Assessment

- 6.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. Where necessary, impact assessments on specific schemes within the capital programme will be undertaken before work commences.

### Strategic Risk Management Issues

- 6.4 The most significant risk facing the Council is the impact of the capital programme on the revenue budget. The scale of the Council's Capital Programme for 2012/13 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new



capital receipts or borrowing from internal resources. This effect is compounded by future year's capital programmes. As revenue resources are limited it is clear that a capital programme of this magnitude is not sustainable in the medium term without significant revenue economies. The generation of capital receipts in future years may mitigate the impact on the revenue budget, but as the timing and scale of these receipts is uncertain their impact is unlikely to be significant.

- 6.5 There are also a range of risks that are common to all capital projects which include:
- Tender prices exceeding the budget
  - Planning issues and potential delays
  - Uncertainty of external funding
  - Building delays due to unavailability of materials or inclement weather
  - Availability of staff with appropriate skills to implement schemes
- 6.6 These can be managed through the use of appropriate professional officers and following best practice in project management techniques. The report also identifies the risk associated with the shortfall in maintenance expenditure compared to that identified by the latest condition surveys. With only those highest priorities receiving funding in 2012/13, there will be a further build up in the maintenance backlog and a risk that the deterioration in Council assets will hamper the ability to deliver good services.

## 7 CONSULTATION

### Principal Groups Consulted

- 7.1 The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. Targeted consultation exercises will be undertaken with business rate payers, the Senior Citizens' Forum, the Schools Forum, Parish Councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it. To facilitate this, the full budget package will be placed on the Council's web site at [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk). There will also be a dedicated mailbox to collect comments.
- 7.2 The timetable for the approval of the 2012/13 Budget is as follows

Executive agree proposals as basis for consultation	13 December 2011
Consultation period	14 December 2011 - 24 January 2012
Executive considers representations made and recommends budget.	21 February 2012
Council considers Executive budget proposals	29 February 2012

### Background Papers

None

### Contact for further information

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### CAPITAL PROGRAMME - 2012/13

	Corporate £000	Council Wide £000	CYPL £000	ASCH £000	ECC £000	TOTAL £000
Committed	0	800	0	0	3,585	4,385
Unavoidable	63	552	5	227	350	1,197
Maintenance	0	2,583	5	0	310	2,898
Rolling Programme / Other Desirable	115	510	30	0	350	1,005
<b>Total Request for Council Funding</b>	<b>178</b>	<b>4,445</b>	<b>40</b>	<b>227</b>	<b>4,595</b>	<b>9,485</b>
Total External Funding	0	3,350	5,913	190	3,492	12,945
<b>Total Capital Funding</b>	<b>178</b>	<b>7,795</b>	<b>5,953</b>	<b>417</b>	<b>8,087</b>	<b>22,430</b>



## CAPITAL PROGRAMME - ENVIRONMENT CULTURE AND COMMUNITIES

	2012/13 £000	2013/14 £000	2014/15 £000
<b>Committed</b>			
New Affordable Housing	2,830	3,600	4,440
Roads & Footway Resurfacing ##	200	200	200
Improvements & Capitalised Repairs Street Lighting ##	28	28	28
Equipment Replacement Downshire Golf Complex ##	50	35	35
Waste Collection Contract - Vehicles	157	0	0
Maintenance Car Parks ##	320	190	190
	<b>3,585</b>	<b>4,053</b>	<b>4,893</b>
<b>Unavoidable</b>			
Disabled Facility Grants - Mandatory	350	350	350
Cemetery & Crematorium burial area	0	15	0
	<b>350</b>	<b>365</b>	<b>350</b>
<b>Maintenance</b>			
Refurbishment / Replacement in Leisure Sites	150	150	150
Land Drainage	60	60	60
Maintenance of Play Areas	50	50	50
Improvements to Library buildings	50	50	50
Worlds End Footbridge Repainting Programme	0	360	0
	<b>310</b>	<b>670</b>	<b>310</b>
<b>Rolling Programme / Other Desirable</b>			
Bracknell Library	135	0	0
Car Park Controls - Look Out/Coral Reef	200	0	0
Uniform System Upgrade	15	0	0
	<b>350</b>	<b>0</b>	<b>0</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>4,595</b>	<b>5,088</b>	<b>5,553</b>
<b>External Funding</b>			
Highways Maintenance & Integrated Transport Measures	1,781	tbc	tbc
Integrated Transport & Maintenance	561	tbc	tbc
Section 106 Schemes (LTP)	750	750	750
Section 106 Schemes - Westmorland Park	100	0	0
Disabled Facilities Grants (to be confirmed)	300	300	300
	<b>3,492</b>	<b>1,050</b>	<b>1,050</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>3,492</b>	<b>1,050</b>	<b>1,050</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>8,087</b>	<b>6,138</b>	<b>6,603</b>

## Part Capitalisation of Revenue

## Capital Programme 2012/13 – Environment, Culture and Communities

<b>Committed</b>	<b>£'000</b>
<b>New Affordable Housing</b>	<b>2,830</b>
Delivery of the Council's commitment to provide up to 250 new affordable units from the LSVT receipt.	
<b>Roads &amp; Footway Resurfacing</b>	<b>200</b>
Roads and Footways Resurfacing Programme	
Detailed programme will be considered following Winter	
<b>Improvements &amp; Capitalised Repairs Street Lighting</b>	<b>28</b>
Improvements and planned maintenance of Street Lighting	
<b>Equipment Replacement Downshire Golf Complex</b>	<b>50</b>
Downshire Golf Complex generates an income of circa £1.6 million per year (excluding VAT) returning a net operating surplus of around £75k. In order to maintain this income stream it is necessary to maintain the course to a standard commensurate with the fees charged. In order to do this specialist plant/equipment/machinery is required. A new fairway mower will be purchased.	
<b>Waste Collection Contract – Vehicles</b>	<b>157</b>
Phase 2 of the waste collection contract – vehicles.	
<b>Maintenance Car Parks</b>	<b>320</b>
Structural and Planned maintenance of multi storey car parks (Charles Square and High Street .	
Following several years of inadequate maintenance, a specialist survey relating to the structural integrity of the two multi-storey car parks was undertaken in 2009. That survey identified the pressing need to protect the structural integrity of the car parks with an estimated overall investment of £1m required, which has previously been agreed to be funded over 3 years.	
This has been part funded through the use of the annual maintenance funding of £190,000 which was previously held by the car park account but then held centrally upon changes to capital funding rules. The balance has been funded from capital and to complete the current programme further works to a value of approximately £320,000 are required for 2012/13. This will enable the concrete repairs to be completed and a deck coating to be applied to Charles Square and subject to the funding being agreed orders need to be placed as soon as possible to enable the work to be undertaken during the periods of better weather next year. In the following year (13/14), the final structural repairs to the High Street Car Parks will be complete.	
Overall and subject to confirmation, it is currently felt that the total sum required will be approximately £155,000 less than originally estimated, and the works will be completed sooner than planned.	
In summary, The works intended to be carried out in 2012/13 will complete	

the repairs in Charles Square and to protect all areas. A failure to complete the works would result in a substantially earlier degradation of repaired or exposed areas of concrete with an increasing year on year for general maintenance costs. It is anticipated that the completion of these works in 13/14 should protect the structural integrity of both car parks for approximately 15 years.	
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<b>Unavoidable</b>	<b>£'000</b>
<b>Disabled Facility Grants – Mandatory</b>	<b>350</b>
<p>There is a mandatory requirement to provide disabled facilities grant to persons who are deemed to be disabled. The Council also has a policy to offer discretionary assistance where the circumstances warrant it.</p> <p>Demand for disabled facilities grants has increased over the last three years. Match funding no longer applies but last year it was proposed that from 2010-11 the contribution to local authorities will not be ring fenced and could be pooled with resources from other programmes. To date a decision on the precise means of funding has not yet been determined.</p> <p>The “Bracknell Forest Disabled Facility Grant Policy” was adopted by the Executive in March 2010 which sets out conditions under which the Council may offer discretionary grants above the £30,000 statutory limit.</p>	

<b>Maintenance</b>	<b>£'000</b>
<b>Refurbishment / Replacement in Leisure Sites</b>	<b>150</b>
<p>This £150k fund provides for a minimal rolling programme of facility/site refurbishment and replacement of plant/equipment/machinery across 7 Leisure sites. These sites include complex facilities containing sophisticated plant and equipment and represent a significant investment for the authority. Current levels of customer visits to these sites is around 2.3 million/year. This level of reinvestment is unlikely to be sufficient to maintain current income levels in real terms over the medium to long term.</p> <p><b>Proposed schemes are:</b>          Easthampstead Park Conference Centre– Refurbish bedrooms (Est £45k)          The Look Out – replacement exhibition (Est £35k)          Bracknell Leisure Centre – replacement gym equipment (est £20k)          Bracknell Leisure Centre – repairs to ATP and athletic stadium (£20k)          Downshire Golf – refurbish tees/replace golf tuition equipment (Est £15k)          Coral Reef – install under 8’s slide on pirate ship (Est £10k)          Edg/SSC – Basketball boards (both sites) (Est £5k)</p>	
<b>Land Drainage</b>	<b>60</b>
<p>There is a continuing need to address local flooding issues by improving land drainage and watercourses throughout the Borough in so far as they impact upon the highway. As of 2012 the Council will assume new duties in respect of flood management that go beyond highways.</p> <p>Operational experience over the last few years confirms that the risk of</p>	

<p>flooding in both rural and urban areas has increased. In the past we have had a small capital works budget that enabled us to effect relatively small improvement schemes to the land and highway drainage networks to help reduce the frequency and severity of flooding incidents. As the new legislation takes effect we may have to invest larger sums of money in capital improvements. This will enable the implementation of larger and more complex schemes which will deal with some of the significant problem areas.</p> <p>The four Land drainage sites that have the highest priority are;</p> <p>1, Swancote Green, Bracknell, Part of the drainage system is not working, Investigation into the outlet and repair/replacement required.</p> <p>2, Mill Lane/Lower Church Road, Sandhurst, Design and construct new headwall with trash screen and undertake an assessment of the surrounding drainage system.</p> <p>3, A321 Yorktown Road (near St Johns Road), Sandhurst, Culvert crossing has been surveyed and is in poor structural condition. Solution is to replace or line the culvert.</p> <p>4, Buckle Lane, Warfield, Survey the drainage system and carry out replacement of the defective carrier pipe work. Road closure will be required to undertake this work.</p>	
<b>Refurbishment of Play Areas</b>	<b>50</b>
<p>There are currently 25 equipped play areas that are owned and managed by BFC. Many of the sites are now old and in poor condition. Although ongoing maintenance work is carried out via the Parks and Countryside revenue budget capital monies are needed to refurbish sites as part of a rolling programme. The highest priority site is the current play area aimed at younger children at Farley Wood (Binfield) which is estimated to be 15/20 years old.</p>	
<b>Refurbishment of Library buildings</b>	<b>50</b>
<p>The Council operates nine libraries. In a customer facing service it is necessary to provide facilities that are attractive to customers, thus it is necessary to carry out refurbishment of individual libraries on a periodic basis. The intention would be to enhance and improve Binfield library (re-decoration, new carpet, new shelving, new counter and furniture). The library opened in 1998 and is now due for an enhancement project.</p>	

<b>Rolling programme and Other Desirable</b>	<b>£'000</b>
<b>Bracknell Library</b>	<b>135</b>
<p>This capital bid is made to provide an option to 'top up' a potential enhancement project funded from S106, the corporate access budget and through reallocating some planned preventative maintenance budget (potential total budget £323k). This top up funding, if agreed, would allow additional enhancement of the main library over and above what is</p>	

possible with the existing potential funding. An enhanced main library would be consistent with the Council's key strategic aim of improving Bracknell Town Centre.	
<b>Car Park Controls - Look Out/Coral Reef</b>	<b>200</b>
'Provision for capital expenditure of up to £200k to facilitate the introduction of parking controls at The Look Out	
<b>Uniform System Upgrade</b>	<b>15</b>
Uniform is a key IT system used by development management, building control, land charges and property services. To upgrade the Uniform database software from Oracle 10 to 11 requires the database server to move to Windows 2008 and 64 bit architecture. To ensure as little disruption as possible to the business and the public this work needs to be done when the underlying hardware is replaced. The Uniform servers are due to be refreshed in 12/13. If the move to Oracle 11 does not happen when the hardware is replaced we will be running on unsupported software when the next hardware refresh is due in 5 years' time. The work to upgrade both test and live has to be completed by the supplier to ensure continued support of the software.	

<b>Externally funded</b>	
<b>Highway Maintenance</b>	<b>£1,781k</b>
A more detailed proposal will be available in February following assessment after the worse of Winter is over. Current split of expenditure is as follows:  Bridge repairs and maintenance £300k Replacement street lighting £200k Footpath and road surface maintenance £1,281k	
<b>Integrated Transport</b>	<b>£580k</b>
A more detailed proposal will be available in February	
<b>Section 106</b>	<b>£750k</b>
Schemes less than £50,000 – estimated value £400,000  <b>Schemes anticipated as being in excess of £50,000:</b> Expanding urban control capability at key junctions Junction improvement at Stag and Hounds Link route from Easthampstead Park School to Peacock Farm Junction improvement between Stoney Road / Wokingham Road Improvements at Skimped Hill Roundabout Phase 2 of Sports Centre Roundabout Improvements Improvements to Beehive Road North of Berkshire Way Junction signalisation at Crowthorne High Street	

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## ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW AND SCRUTINY PANEL 10 JANUARY 2012

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### **BRACKNELL FOREST BOROUGH LOCAL DEVELOPMENT FRAMEWORK Director of Environment, Culture & Communities**

#### **1. PURPOSE OF REPORT**

- 1.1 The Local Development Framework (LDF) sets out policies and proposals for the development and use of land in an area taking account of social and environmental factors. It comprises Local Development Documents (LDDs), which include Development Plan Documents (DPDs), that are part of the statutory development plan and Supplementary Planning Documents (SPDs) which provide further interpretation of the implementation of policies set out in a DPD. These documents form the primary basis for the Council's decisions on applications for planning permission. The LDF also includes the Statement of Community Involvement, the Local Development Scheme (LDS) and the Annual Monitoring Report (AMR).
- 1.2 Since the system was introduced through the Planning and Compulsory Purchase Act in 2004, significant progress has been made on producing a Bracknell Forest Borough LDF. This report summarises the position, and provides an update following an earlier report (18<sup>th</sup> October 2011), including an update on the Localism Act, and progress on the Site Allocations Development Plan Document (SADPD).

#### **2. RECOMMENDATION**

- 2.1 **That the Panel notes the documents that currently form part of the Bracknell Forest Borough LDF and the stage reached in the preparation of other documents that will eventually form part of the Bracknell Forest Borough LDF on adoption.**

#### **3. REASONS FOR RECOMMENDATION(S)**

- 3.1 To invite the Panel to note the documents that currently form part of the Bracknell Forest Borough LDF and the stage reached in the preparation of other documents that will eventually form part of the Bracknell Forest Borough LDF on adoption.

#### **4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

#### **5. SUPPORTING INFORMATION**

##### Documents that have been finalised

- 5.1 The Bracknell Forest LDF is a portfolio of documents. There is one main adopted document with development plan status; the Core Strategy. This sets out the overarching strategy for the area, including the level of housing growth.

- 5.2 Apart from the Core Strategy, a number of other LDDs have been produced for Bracknell Forest, including SPDs, the Annual Monitoring Report which reviews progress in implementing policies each year and the Statement of Community Involvement which specifies how stakeholders and communities can be involved in the process of producing planning documents. A list of the Council's adopted documents is at Appendix 1.

Documents that are under preparation or planned

- 5.3 The Local Development Scheme is a three-year project plan, which sets out time scales for the preparation of planning documents. The current Scheme for Bracknell Forest came into effect on 8 August 2011 and therefore covers the period to 7<sup>th</sup> August 2014. A review of progress on the work programme and any issues arising is set out in the Annual Monitoring Report.
- 5.4 The two key development plan documents proposed for preparation within the three year period are the Site Allocations DPD and commencement of the Core Strategy Review. As Members will be aware, the Site Allocations DPD Draft Submission was approved for submission to the Secretary of State by Council on 30th November. This now means that a consultation on the Draft Submission will take place during January-February 2012, with submission in the summer leading to Public Examination in the latter part of 2012.
- 5.5 As set out in the October 2011 report, it is also proposed to commence a review of the Core Strategy in March 2012. This will require a full assessment of the Borough's development needs for a period to at least 2031 and to allocate sites to meet those needs. This will need to be carried out within the context of the National Planning Policy Framework which is currently being produced by the Government.
- 5.6 The Local Development Scheme has information on a number of Supplementary Planning Documents that are currently under preparation. These include a guidance document for the major development at Warfield. Details of these documents, including estimated dates for adoption are included in Appendix 1.

The Localism Act

- 5.7 The Localism Bill received Royal Assent on 15 November 2011, and is now an Act. As referred to in the October LDF report, a number of changes are being made to the planning system which could have an impact on the current work programme. At this stage, it is not clear when all the provisions within the Act will come into effect, although many are proposed to be effective from April 2012. The changes include:
- Abolishing regional policy (the South East Plan).
  - A new duty to co-operate. Neighbouring local authorities, or groups of authorities, must work together on planning issues in the interests of all their residents. This might include working together on strategic infrastructure or environmental issues such as flooding and public transport networks.
  - Neighbourhood Planning. This allows local communities to shape and influence where they live, work or run a business, by having a say about where new development should go. Neighbourhood Plans need to conform with strategic national and local planning policies, and should reflect and support these policies. They cannot be used to block the building of new homes and



businesses, particularly if a Local Authority has identified that there is a need for growth. However, the plans can help to influence the type, design, location and mix of new development.

5.8 However, many requirements will remain although in a slightly amended form. These include:

- Retention of Local Development Frameworks although the Development Plan Documents are likely to be in the form of a Local Plan.
- The draft National Planning Policy Framework suggests that Supplementary Planning Documents will only be justified where they help bring forward sustainable development at an accelerated rate and do not add financial burdens to development.
- The duty to monitor the implementation of planning policies remains (particularly the delivery of new homes), but the monitoring report is to be prepared for local people in the interests of local transparency and accountability. It is intended to remove the need to submit it to the Secretary of State.

## **6. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES / CONSULTATION**

6.1 Not applicable.

### Background Papers

Bracknell Forest Borough Local Development Scheme: August 2011

### Contact for Further Information

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## APPENDIX 1

### Local Development Framework Update

#### ADOPTED DOCUMENTS

##### Development Plan Documents

###### **Core Strategy DPD**

- A high level document containing the Council's long-term aspirations for the Borough, and policies to guide and manage development in Bracknell Forest until 2026.
- Adopted - February 2008.
- [www.bracknell-forest.gov.uk/corestrategy](http://www.bracknell-forest.gov.uk/corestrategy)

###### **Bracknell Forest Borough Proposals Map**

- Shows Core Strategy designations and Saved Policies from the Bracknell Forest Borough Local Plan. It will be updated to show the areas of policies and proposed development sites in the Site Allocations Development Plan Document (see below) following its adoption.
- Adopted April 2010
- [www.bracknell-forest.gov.uk/proposalsmap](http://www.bracknell-forest.gov.uk/proposalsmap)

##### Supplementary Planning Documents

###### **Designing for Accessibility SPD**

- Provides guidance on making development accessible, including for disabled and other less mobile people.
- Adopted at the 20 June 2006 Executive meeting.
- [www.bracknell-forest.gov.uk/designaccess](http://www.bracknell-forest.gov.uk/designaccess)

###### **Parking Standards SPD**

- Contains guidance on parking requirements for residential and other forms of development.
- Adopted at the 24 July 2007 Executive meeting.
- [www.bracknell-forest.gov.uk/parking](http://www.bracknell-forest.gov.uk/parking)

###### **Limiting the Impact of Development SPD**

- Explains how the Council will secure funding for measures (including infrastructure like roads, schools and open space) needed to mitigate the impact of new development.
- Adopted at the 24 July 2007 Executive meeting.
- [www.bracknell-forest.gov.uk/lid](http://www.bracknell-forest.gov.uk/lid)

###### **Sustainable Resource Management SPD**

- Provides guidance on renewable energy, climate change, efficiency and sustainable construction in relation to Core Strategy policies.
- Adopted at the 21 October 2008 Executive meeting.
- [www.bracknell-forest.gov.uk/srm](http://www.bracknell-forest.gov.uk/srm)

###### **Amen Corner SPD**

- Provides guidance for applications for a comprehensive mixed use development of the Amen Corner South Core Strategy site.
- Adopted at the 16 March 2010 Executive meeting.
- [www.bracknell-forest.gov.uk/amencorner](http://www.bracknell-forest.gov.uk/amencorner)

###### **Character Area Assessments SPD**

- Defines the character of specific areas in the Borough and interprets Core Strategy policy.
- Adopted at the 16 March 2010 Executive meeting.
- [www.bracknell-forest.gov.uk/characterareas](http://www.bracknell-forest.gov.uk/characterareas)

#### **Streetscene SPD**

- Contains design guidance for streets and other public spaces in residential developments
- Consultation of the Draft SPD undertaken in May 2010
- Adoption at the 29 March 2011 Executive meeting.
- [www.bracknell-forest.gov.uk/streetscene](http://www.bracknell-forest.gov.uk/streetscene)

### **DOCUMENTS UNDER PRODUCTION**

#### **Development Plan Documents**

##### **Site Allocations DPD**

- Will implement the adopted Core Strategy. It will identify sites for future housing development, ensure that appropriate infrastructure is identified and delivered alongside new development and will also revise some designations shown on the Proposals Map.
- Options consultation took place in February-April 2010
- Preferred Options consultation took place November 2010-January 2011
- Council resolution for publication: 30 November 2011
- Consultation period on Draft Submission Document – Jan/Feb 2012
- Submission – Summer 2012
- Examination – Autumn 2012
- Adoption – Feb/March 2013
- [www.bracknell-forest.gov.uk/sadpd](http://www.bracknell-forest.gov.uk/sadpd)

##### **Core Strategy Review**

- To provide the opportunity to review the long term vision and strategy for the Borough and produce a comprehensive set of policies in respect of, not only, the delivery of housing, employment, retail and Bracknell town centre, but also, the environment, recreation and transport
- Commencement March 2012
- Publication May/June 2013
- Submission March 2014
- Adoption January/February 2015

##### **Proposals Map**

- The adopted Proposals Map is based on saved policies in the Bracknell Forest Borough Local Plan and will be updated to incorporate changes resulting from the adoption of any subsequent Development Plan Documents.

#### **Supplementary Planning Documents**

##### **Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy SPD**

- Explains how negative impacts of residential development on a special protection area for rare birds will be avoided and mitigated.
- Consultation on Draft SPD underway until 24 October 2011
- Adoption due February 2012
- [www.bracknell-forest.gov.uk/SPA](http://www.bracknell-forest.gov.uk/SPA)

**Warfield SPD**

- It will provide guidance for planning applications for a comprehensive mixed use development of the Warfield site (formerly known as land North of Whitegrove and Quelm Park). The site is identified for development in the adopted Core Strategy.
- Consultation on the Draft SPD December 2010
- Further targeted consultation on a detailed concept plan during November 2011
- Adoption due early 2012
- [www.bracknell-forest.gov.uk/warfield](http://www.bracknell-forest.gov.uk/warfield)

**ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL  
10 JANUARY 2012**

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**COMMUNITY INFRASTRUCTURE LEVY  
Director of Environment, Culture and Communities**

**1 PURPOSE OF REPORT**

- 1.1 To update the Panel on member involvement in creating the Community Infrastructure Levy (CIL).

**2 RECOMMENDATION(S)**

- 2.1 **That the Overview and Scrutiny Panel note the report being considered by the Executive, attached as an Annexe.**

**3 REASONS FOR RECOMMENDATION(S)**

- 3.1 The recommendation informs the Panel of how the Executive expect to secure broad member support for the creation of the CIL.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None

**5 SUPPORTING INFORMATION**

- 5.1 Following a briefing given to the Environment, Culture and Communities Overview and Scrutiny Panel in October 2011, Members expressed an interest in being involved in the development of the CIL.
- 5.2 At a meeting immediately prior to this one, the Executive will consider a report which, if agreed, will seek support from the membership of the Overview and Scrutiny Commission to help establish the CIL.
- 5.3 The Executive report is attached as an Annexe. The Director will brief the Panel on the Executive's decision.

**6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Borough Solicitor

- 6.1 Nothing to add to the report

Borough Treasurer

- 6.2 Nothing to add to the report

Equalities Impact Assessment

6.3 Not applicable for this report.

Strategic Risk Management Issues

6.4 None as a consequence of this report.

**7 CONSULTATION**

Principal Groups Consulted

7.1 None

Method of Consultation

7.2 Not applicable

Representations Received

7.3 Not applicable

Background Papers

CIL Briefing note – ECC O/S Panel, October 2011

Contact for further information

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**ANNEXE 1**

**TO: EXECUTIVE  
10 JANUARY 2012**

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**COMMUNITY INFRASTRUCTURE LEVY  
Director of Environment, Culture and Communities**

**1 PURPOSE OF REPORT**

- 1.1 To establish a Member working group to support the development of the Council's first Community Infrastructure Levy.

**2 RECOMMENDATION(S)**

- 2.1 **That the Overview and Scrutiny Commission be invited to establish a working group to support the development of the Council's first Community Infrastructure Levy;**
- 2.2 **That the Commission considers inviting a representative of the Town and Parish Councils onto the working group.**

**3 REASONS FOR RECOMMENDATION(S)**

- 3.1 The Community Infrastructure Levy (CIL) will become the key mechanism by which the Council will secure money to create and modify infrastructure to ensure the impact of development is mitigated. The levy is important for the entire Council and all its services and therefore it would be beneficial if a representative group of Members were to support the creation of it.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The Executive could rely on Officers to generate the proposed levy structure without seeking support from the Overview and Scrutiny Commission.

**5 SUPPORTING INFORMATION**

- 5.1 CIL is a standardised tariff system for collecting contributions towards infrastructure provision from developers of residential and commercial development. It is up to Councils whether or not to introduce a CIL, but if they do not, then by April 2014, they will not be able to continue with their own system via s106 planning obligations for pooled contributions as the Council presently does through the 'Limiting the Impact of Development' Supplementary Planning Document. CIL is very important for Bracknell Forest where planned development will result in the need for significant highway improvement works and a new secondary school, among other infrastructure requirements.
- 5.2 CIL payments will be calculated by applying a tariff rate to the net increase in floor area resulting from a development. The rate to be set will be based on a schedule that can set different levels of charge for different land uses (residential, business,

retail etc.) and for different geographic areas. The rates, and any variations within them must be set at a level that will ensure that most development is viable. Any variations between uses and geographic areas must be based on there being quantifiable differences in their viability.

- 5.3 It is important that a CIL charging regime is established to ensure that the Council is in a position to secure funding for necessary infrastructure to support growth and mitigate the impacts of planned development in the Borough. From 6 April 2014 the Council will not be able to pool contributions for a piece of infrastructure from more than 5 developments.
- 5.4 In order to achieve this, CMT asked the Director of Environment, Culture and Communities to initiate an Officer project group from across the Council to ensure that all relevant service area needs are identified and that the financial, constitutional and legal matters are effectively addressed.
- 5.5 Although developing the CIL is an Executive function, following a briefing given to the Environment, Culture and Communities Overview and Scrutiny Panel in October 2011, Members expressed an interest in being involved in the development of the CIL. This support is welcomed but given the Council wide impact that the CIL would have, Officers believe Member input would be even more effective if there was representation from all the Overview and Scrutiny Panels. Consequently, the Executive is asked to invite the Overview and Scrutiny Commission to establish a representative working group to support both the Executive Member for Planning and Economic Development and the Director of Environment, Culture and Communities in preparing the CIL prior to subsequent Executive approval and public examination. While clearly the Commission can determine who will form part of the support group, given where the bulk of any money received from CIL would be spent, it is considered essential that there should be representatives from the Environment, Culture and Communities and Children, Young People and Learning Overview and Scrutiny Panels.
- 5.6 The working group would be expected to contribute to the steps that would need to be followed to introduce a CIL:
  - Collecting evidence of infrastructure needs and shortfalls (a lot of this work has already been done in preparing the Infrastructure Delivery Plan to support the Site Allocations DPD);
  - Commissioning of specialist work to establish the viability of different forms of development in different parts of the Borough and confirm the cost of meeting the identified shortfall in infrastructure;
  - Drawing up a charging schedule proposing rates in £/sq.m;
    - Rate to be set at a level that will not make development unviable in most cases within the area as a whole;
    - Can vary the rate in different parts of the Borough;
    - Can apply different rates to different types of land use;
  - Consultation on the preliminary draft charging schedule;



- Reviewing the draft charging schedule and consultation responses prior to them being considered by an Independent Examiner;
- Publishing and adopting the charging schedule following report of the examiner,
- Shaping a mechanism for the governance of CIL and the allocation of funds; and
- Engaging with the Town and Parish Councils – under the new legislation, a proportion of CIL will be allocated to them to spend on very local infrastructure projects.

5.7 With regards to the latter point above, the Commission could also be asked to consider inviting a representative from the Town and Parish Councils onto the working group.

5.8 The intention is to have a CIL regime in place before Autumn 2013. While this timescale may seem quite distant, the complexity of the process is such that this is an achievable but challenging timescale and, if agreed, Member input would be sought as soon as practically possible in 2012.

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

6.1 The Borough Solicitor is a part of the Officer group established to support the development of the CIL.

### Borough Treasurer

6.2 The Borough Treasurer is a part of the Officer group established to support the development of the CIL.

### Equalities Impact Assessment

6.3 An EIA would be undertaken prior to the CIL being published.

### Strategic Risk Management Issues

6.4 None as a consequence of this report.

## **7 CONSULTATION**

### Principal Groups Consulted

7.1 None

### Method of Consultation

7.2 Not applicable

### Representations Received

7.3 Not applicable

Background Papers

CIL Briefing note – ECC O/S Panel, October 2011

Contact for further information

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**TO: THE ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND  
SCRUTINY PANEL  
10 JANUARY 2012**

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**THE LOCALISM ACT 2011  
Director of Corporate Services – Legal**

**1 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to apprise Members of the Panel of those parts of the Localism Act 2011 (“the Act”) which will most directly affect the Environment, Culture and Communities Department.

**2 RECOMMENDATION(S)**

- 2.1 **That the Panel note the contents of the briefing note attached as Annexe A to this report.**

**3 REASONS FOR RECOMMENDATION**

- 3.1 Not applicable.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

**5 SUPPORTING INFORMATION**

- 5.1 The Localism Bill received Royal Assent in November 2011. The Act spans a large range of topics and runs to 483 pages; it is a major piece of legislation which is likely to have a significant impact upon local government.
- 5.2 Although a few of the provisions of the Act have already come into force the large majority of it will be brought into force by regulations.
- 5.3 In terms of the workings of the Environment, Culture and Communities Department the three most relevant areas covered by the Act are:-

**Planning**

Of particular note are:-

- abolition of Regional Strategies
- amendments to the Community Infrastructure Regime to allow CIL to be used for future maintenance of infrastructure and to provide for a portion of CIL receipts to be allocated to Parish Councils
- proposals to promote Neighbourhood (i.e. Parish) Planning
- various amendments to Development Control legislation
- further powers to tackle unauthorised advertisements and graffiti

### **Housing**

Of particular note are:-

- more flexibility is afforded in the allocation of housing
- a requirement to publish a Tenancy Strategy
- the introduction of “Flexible Tenancies” (i.e. tenancies of a fixed term of two years or more)

### **Assets of Community Value**

The aim of this part of the Act is to afford local communities the opportunity to express an interest in purchasing land or buildings considered to be of community value. This part of the Act in particular will be “fleshed out” in regulations to be issued by the Secretary of State. Given that the ACV provisions do not (notwithstanding some press reports to the contrary) confer a “right to buy” but merely a right to express an interest in buying it is uncertain to what extent the right to nominate will be used. However, if a significant number of nominations for land/buildings to be registered as ACV’s are made that will entail a significant workload for EC&C (and even more so if nominated land/buildings are registered).

### **Predetermination**

The common law which has evolved in respect of a local authority decisions being rendered unlawful by virtue of the decision maker (normally a Member) having predetermined the issue in advance of the decision being taken has been problematic for many years. In particular many Members have felt strongly that they should not be barred from participating in the deliberations of the Planning Committee when it is considering an application which they have campaigned for or against. The Act does not seek to entirely abolish the rule against pre-determination but it does contain provisions which are aimed at allowing Members to express a view in advance of a meeting.

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### **Borough Solicitor**

6.1 The Borough Solicitor is the author of this report.

### **Borough Treasurer**

6.2 Not consulted.

### **Equalities Impact Assessment**

6.3 Not required.

### **Strategic Risk Management Issues**

6.4 Not applicable.

## **7 CONSULTATION**

### **Principal Groups Consulted**

7.1 None.

Background Papers

None.

Contact for further information

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**THE LOCALISM ACT 2011**

**1. PLANNING**

**Strategic Planning**

1.1 The legislation relating to Regional Strategies is repealed. The Secretary of State is empowered to revoke the existing Regional Strategies.

1.2 There is a duty to co-operate placed upon local planning authorities, County Councils and bodies to be prescribed by regulation. So far as they relate to a "Strategic Matter" those bodies must co-operate to maximise the effectiveness with which the following are undertaken:-

- the preparation of Local Development Framework documents
- activities that prepare the way for the preparation of Local Development Framework documents
- activities that support the above

"Strategic Matters" are defined as:-

- (i) sustainable development or the use of land that have or would have a significant impact on at least two planning areas, in particular sustainable development of the use of land for or in connection with infrastructure that is strategic and has/would have a significant impact on at least two planning areas.
- (ii) sustainable development or use of land in a two-tier area if the development/use is a County matter or has or would have a significant impact on a County matter. "County matter" means, essentially minerals or waste development.

The duty to co-operate involves in particular an obligation to consider whether Local Development Framework documents should be jointly prepared. In carrying out the duty the bodies must have regard to guidance issued by the Secretary of State. The independent examination into development plan documents will consider whether the local planning authority has complied with the duties.

1.3 Under the legislation relating to Local Development Frameworks each local planning authority is required to produce a Local Development Scheme which sets out the development plan documents and Supplementary Planning Documents it intends to produce and the timetable for their preparation. The legislative requirements relating to Local Development Schemes are relaxed so that requirements to produce such a scheme in accordance with prescribed requirements and to submit to the Secretary of State are repealed. To bring a Local Development Scheme into effect the local planning authority must resolve that the scheme is to have effect and specify the date from which it is to take effect. The scheme and up-to-date information showing compliance or non-compliance must be made available to the public.

- 1.4 The Act amends the process for adoption of a Development Plan Document (i.e. a document prepared by the Local Planning Authority which is to become part of the statutory Development Plan). If the person conducting the examination in public into the DPD concludes that the draft document complies with the statutory requirements, that it is sound and that the LPA has complied with the duty to co-operate then he/she **must** recommend that the DPD be adopted. If he/she cannot recommend adoption then he/she must recommend non-adoption. If the person conducting the examination in public concludes that the LPA has complied with the duty to co-operate but is unable to recommend adoption then if asked by the Local Planning Authority the Inspector must recommend modifications to the DPD such that it would comply with the statutory requirements and would be sound. The LPA may then adopt “with the main modifications” or with the main modifications and additional modifications if the additional modifications do not materially alter the draft with the main modifications. If the Inspector recommends adoption the LPA may adopt the DPD as it is or “with modifications that (taken together) do not materially affect the policies set out in it”. After a DPD has been submitted to the Secretary of State for independent examination it can be withdrawn by the LPA without the consent of the examiner.

### **Community Infrastructure Levy (“CIL”)**

- 1.5 CIL is effectively a tax on new development (excluding changes of use) the amount of which will be calculated according to the floor space. The Council intends to implement CIL in the Borough in 2013/14. The amount of CIL payable is to be set out in a “Charging Schedule”. The Act requires the LPA to use “appropriate available evidence” to inform the preparation of the charging schedule. The Secretary of State is empowered to make regulations regarding such evidence. Before CIL can be implemented an Inspector has to conduct an examination in public into the Charging Schedule. The Act amends what recommendations the Inspector may make consequent upon the examination in public. There are three possible scenarios:-
- (i) if the Inspector finds that there is any respect in which the legislative provisions regarding the drafting of Charging Schedules has not been complied with **and** the failure to comply cannot be remedied by modifications then the Inspector must recommend that the draft be rejected. In that event the LPA will not be able to adopt.
  - (ii) if there is a respect in which the drafting requirements have not been complied with but could be remedied by modifications to the draft Charging Schedule the examiner must specify in what respect the requirements have not been met, recommend modifications sufficient and necessary to remedy the non-compliance and recommend that the draft be approved with those modifications or other modifications sufficient and necessary to remedy the non-compliance. In that event the LPA can adopt in accordance with the Inspector’s recommendation or with modifications sufficient and necessary to remedy the non-compliance.
  - (iii) that the draft Charging Schedule be approved
- 1.6 As originally enacted the LPA could only use CIL funds for “Funding Infrastructure”. That has now broadened to “supporting development by



funding the provision, improvement, operation or maintenance of Infrastructure”.

- 1.7 CIL regulations may require that a proportion of CIL be passed on to someone else. The money must be used by that person for:-
- the provision, improvement, replacement, operation or maintenance of infrastructure, or
  - anything else that is concerned with addressing demands that development places on an area.

It is widely anticipated that the power will be used to require local planning authorities to pass on a proportion of CIL to Parish Councils.

### **Neighbourhood Planning**

- 1.8 The Act introduces Neighbourhood Development Orders (“NDOs”). An NDO is an Order which grants planning permission in a neighbourhood area for development or a class of development specified in the Order. In Parished areas the process must be initiated by the Parish Council. The NDO will apply to a “Neighbourhood Area” which is an area designated by the LPA on application by the Parish Council. The LPA must have regard to (inter alia) the desirability of designating the whole of the Parish as a neighbourhood area. Whenever an LPA designates a neighbourhood area they must consider whether they should also designate the area as a “Business Area”. An area can only be designated as a Business Area if, having regard to matters prescribed by the Secretary of State, the LPA consider that the area is wholly or predominantly business in nature. There is a complex process leading to the adoption of an NDO which involves an examination in public and at least one referendum (if the neighbourhood area is also designated as a Business Area then there must be two referendums). The purpose of the examination in public is to consider whether the NDO is appropriate having regard to national policies, the making of the Order would contribute to the achievement of sustainable development and the Order is in conformity with the strategic policies contained in the development plan. An NDO cannot grant planning permission for minerals development, waste development, various major types of development for which an Environmental Impact Assessment is required and nationally significant infrastructure.
- 1.9 The Act also introduces “Community Right to Build Orders” (“CRTBO”). These are a particular type of Neighbourhood Development Order but they are made pursuant to a proposal made by a “Community Organisation” and grant planning permission for specified development on a specific site. A “Community Organisation” is a body corporate established for the express purpose of furthering the social, economic and environmental well being of individuals living or wanting to live in a particular area, meet the prescribed conditions (i.e. prescribed by the Secretary of State) in relation to their establishment or constitution and more than half of whose members live in the neighbourhood area. The process for a CRTBO is similar to that for an NDO but the LPA has less discretion in deciding whether or not to proceed with the CRTBO.
- 1.10 The final part of the neighbourhood planning jigsaw is “Neighbourhood Development Plans”. A Neighbourhood Development Plan is a plan which sets out policies in relation to the development and use of land in the whole or

part of a neighbourhood area. The process for putting in place an NDP is essentially the same as for an NDO (i.e. the Parish Council prepares the proposals which are then subject to an examination in public and a referendum. Once adopted an NDP becomes part of the statutory development plan.

- 1.11 The Secretary of State may make regulations providing for the expenses incurred by the LPA in connection with neighbourhood planning to be recouped in whole or in part by charges payable on the commencement of development authorised by an NDO.

### **Development Control and Enforcement**

- 1.12 The Act introduces requirements for an applicant for planning permission for certain types of development (to be specified in regulations but anticipated to be development of significant scale) to carry out pre-application consultations. An application for development to which the requirements apply must be preceded by publicising of the proposed application. The applicant must have regard to consultation responses in deciding whether the application made should be the same as that proposed.

- 1.13 The Act permits LPA's to take a tougher line in response to "retrospective" applications for Planning Permission. An LPA may decline to determine an application for planning permission which seeks planning permission for something which is already the subject of an Enforcement Notice.

- 1.14 In general, under existing legislation a local planning authority cannot take enforcement action against operational development more than 4 years after substantial completion of the development and neither can it take enforcement action against a change of use after ten years has expired from the change of use. In recent years there have been a couple of high profile cases where individuals have concealed the construction of dwellings (by constructing the exterior as an agricultural building or hiding them behind bales of hay!). The Courts have actually taken a surprisingly hard line against such activities and have declined to follow the literal wording of the legislation in cases where there has been outrageous deception. Nevertheless, the government has felt it appropriate to legislate for such cases and the Act therefore introduces "Planning Enforcement Orders". Such an Order effectively extends the period during which the LPA can take enforcement action. An application may be made to the Magistrates Court for a Planning Enforcement Order and the Court will make the Order if:-

- the breach of the planning control has been (to any extent) deliberately concealed, and
- the Court considers it just to make the Order having regard to all the circumstances

The application has to be made by the LPA within 6 months beginning with the date on which the LPA had knowledge of evidence of the breach of planning control. If an Order is made then the LPA has a further year (starting with 22 days from the date of the Order) in which to take enforcement action. The Act also contains provisions to extend the time limits within which a prosecution for a breach of a TPO or a breach of an advertisement control may be commenced.

- 1.15 The Act confers additional powers for LPA's to take action in respect of and to remove:-
- “display structures” (i.e. structures used for the display of advertisements in breach of advertisement control)
  - the unauthorised display of advertisements on a surface of any building, wall, fence, structure, erection, apparatus or plant
  - signs on surfaces (normally graffiti) which the LPA consider to be detrimental to the amenity of the area or offensive
- 1.16 Importantly, the Act allows the LPA to take into account “local finance considerations” in determining planning applications. “Local Finance Considerations” are defined as:-
- a grant or other financial assistance that has been/will be (could be) provided by a Minister (e.g. the New Homes Bonus), or
  - sums that the Council has received/will receive/could receive in payment of CIL.
- 1.17 There has long been concern about the time which it takes to secure planning and other consents required to progress nationally significant infrastructure projects. In order to address that problem the Planning Act 2008 introduced a new regime for such projects. The regime created the Infrastructure Planning Commission which granted consent for most large scale significant infrastructure projects. The Act abolishes the Infrastructure Planning Commission. Instead the Secretary of State will approve such projects.
- 1.18 The duty to co-operate came into force on 15<sup>th</sup> November 2011. The amendments of existing legislation relating to Local Development Schemes, the adoption of Development Plan Documents and taking into account local finance considerations came into force on 15<sup>th</sup> January 2012. The remaining provisions will be brought into force by regulations.

## **2. HOUSING**

- 2.1 The Housing Act 1996 introduced requirements relating to the “Allocation” of housing accommodation. In particular, the 1996 Act requires Local Housing Authorities to allocate in accordance with an Allocation Scheme. For these purposes “Allocation” includes nomination for a person to be a tenant of a Registered Provider. The Act provides that those requirements will only apply to an existing social housing tenant in respect of the allocation of housing accommodation if the person concerned is to be given reasonable preference (i.e. persons who are homeless, living in unsatisfactory housing conditions, who need to move on medical or welfare grounds or would suffer hardship if they did not move to a particular locality).
- 2.2 The Local Housing Authority is given a greater discretion as to whom they may allocate housing to (“Qualifying Persons”). Subject to regulations which may be made by the Secretary of State the LHA may decide what classes of persons are, or are not, Qualifying Persons. In preparing or modifying their allocation scheme the LHA must have regard to their current homelessness strategy and the current tenancy strategy (as to which see below).

- 2.3 The Act enables a Local Housing Authority to fully discharge their main homelessness duty to secure accommodation with an offer of suitable accommodation from a private landlord without requiring the applicant's agreement. Tenancies must be for a minimum fixed term of 12 months. The main homeless duty will recur, regardless whether the applicant has a priority need for accommodation, if the applicant becomes unintentionally homeless again within 2 years of accepting a private sector offer and re-applies for accommodation.
- 2.4 Each local housing authority is required to prepare and publish a Tenancy Strategy setting out the matters to which Registered Providers of social housing in the district are to have regard to in formulating policies relating to:-
- the kinds of tenancies they grant
  - the circumstances in which they will grant a tenancy of a particular kind
  - where they grant tenancies for set lengths, the length of tenancies
  - the circumstances in which they will grant a further tenancy on the coming to an end of an existing tenancy
- The first Tenancy Strategy is to be published within 12 months of the date on which the section comes into force (not yet specified). The LHA must have regard to the Tenancy Strategy in exercising its housing management functions. The Tenancy Strategy may be replaced or modified and must be kept available for public inspection.
- 2.5 Before adopting a Tenancy Strategy the Council must send a copy to every Registered Provider who provides housing in the district and give them a reasonable opportunity to comment. The LHA must also consult other persons prescribed by the Secretary of State and have regard to the current allocation scheme and homelessness strategy when preparing the Tenancy Strategy.
- 2.6 The Act introduces "Flexible Tenancies". A Flexible Tenancy will be for a specified length of time of not less than 2 years. When the Flexible Tenancy comes to an end the Court must order possession to be granted if no other tenancy has been granted, the Landlord has given the tenant not less than six months notice in writing that another tenancy will not be granted and the Landlord has given not less than two months notice that possession will be required. The tenant may ask the Landlord to review a decision to seek an order for possession and if that request is made then there must be a review. There is provision for Introductory and Demoted Tenancies to become Flexible Tenancies if the Landlord so provides by notice.
- 2.7 The Act reduces the category of persons who may qualify to succeed to a secure tenancy on the death of the existing tenant. In the absence of any express term in tenancy to the contrary the person will only be entitled to succeed to the tenancy if they occupy the dwellinghouse as their only or principal home at the time of the tenant's death and they are the tenant's spouse or civil partner. However, the provisions are not retrospective i.e. they do not apply to tenancies granted before the date on which the relevant provisions of the Act come into force.
- 2.8 The Act abolishes the previous system of Council housing finance. The Housing Revenue account subsidy system will end and Councils that operate

a Housing Revenue account will keep all of their rental income and use it to support their own housing stock.

- 2.9 The Act contains provisions designed to promote housing mobility i.e. mutual exchanges of tenancies.
- 2.10 The Tenant's Services Authority is abolished and its functions transferred to the Homes and Community Agency.
- 2.11 The Act provides for the creation of a single service for investigating complaints about the provision of social housing. Under existing legislation tenants of a Local Housing Authority have to make their complaints to the Local Government Ombudsman whereas tenants of Registered Providers make their complaints to the independent Housing Ombudsman. The Act extends the Housing Ombudsman's remit to cover local authorities in their capacity as providers or managers of housing services. The Act also changes the way in which a tenant may make a complaint about their Landlord to the Housing Ombudsman. The complaint must be referred to the Ombudsman by way of a referral from a Member of the House of Commons, a Councillor or a designated Tenant Panel. In addition the Act allows the Secretary of State to provide that Housing Ombudsman's decisions may be treated as Orders of the Court or a Tribunal (i.e. they will be legally binding).
- 2.12 The Act abolishes Home Information Packs.
- 2.13 The Act exempts buildings run by co-operatives from the requirements relating to licensing for houses in multiple occupation.
- 2.14 The abolition of the previous Housing Finance system (and its replacement) took effect on enactment. The abolition of HIP's will take effect on 15<sup>th</sup> January 2012. The remainder of the Act relating to housing will come into force on dates to be specified in regulations.

### **3. ASSETS OF COMMUNITY VALUE**

- 3.1 The Council is required to maintain a list of land which is of community value. Land may only be included on the list in response to a "community nomination" or if permitted by regulations made by the Secretary of State. A "community nomination" is a nomination made by a Parish Council or by a voluntary or community body with a local connection.
- 3.2 A building or other land is only land of community value if in the opinion of the Council:-
  - (a) an actual current use of the building/land furthers the social well being or social interest of the local community, and
  - (b) it is realistic to think that there can continue to be use of a building/land which will further (whether or not in the same way) the social well being or social interest of the local community.

**OR**

## Unrestricted

- (a) there is a time in the recent past when an actual use of a building/land furthered the social well being or interest of the local community, and
- (b) it is realistic to think that there is a time in the next five years when there could be use of a building/land that would further (whether or not in the same way as before) the social well being or social interest of the local community

The Secretary of State is empowered to make regulations excluding types of land from being land of community land.

- 3.3 If a community nomination is made the Council is required to consider the nomination and must accept it if the land is land of community value. If unsuccessful, reasons must be given to the nominating body. If the land is included on the list notice must be given to the owner, the occupier, the nominator and persons specified in regulations. The owner may ask the Council to review the decision to include the land in the list. If such a request is made then there has to be a review. Regulations will make provision as to the reviews.
- 3.4 A list of unsuccessful community nominations must be maintained by the Council. The list must be published and a copy provided free of charge if requested. If a nomination is successful then (subject to any review) the land stays in the list of land of community value for five years.
- 3.5 The consequence of land being included in the list of land of community value is, essentially, that before the landowner can dispose of the land they have to fulfil certain conditions i.e a moratorium is imposed on the disposal until the conditions are fulfilled. The conditions are:-
- A - the Council has been notified in writing of the owner's wish to enter into a "relevant disposal" (i.e a disposal of a freehold or a leasehold interest of 25 years or more).
  - B - the "interim moratorium period" (six weeks from the date on which notification was given to the Council) has ended without the Council having received a written request from any community interest group for it to be treated as a postential bidder OR the "full moratorium period" (three months from the date on which initial notice of wishing to dispose was given to the Council) has ended, and
  - C the "protected period" (i.e. the period of 18 months from the date on which notice was given by the owner to the Council) has not ended. (The purpose of this "protected period" is to allow the owner to complete a disposal of the land within 15 months of the full moratorium period expiring without his/her having to give a further notice to the Council triggering the whole re-run of the procedure).
- 3.6 If the Council does receive a notice of wish to dispose from the owner the Council must enter that notice on the register, give notice to the person who made the nomination and publicise the notice. If during the interim moratorium period (i.e. six weeks) the Council receives a written request from a community interest group that it wishes to bid the Council must pass on the request to the owner as soon as it is practicable.

3.7 Certain disposals are exempt from the requirement to give notice (i.e. the land may be disposed of without following the procedure alluded to above), namely:-

- gifts
- disposals under a Will or intestacy or by Trustees
- disposal between family members
- certain disposals where part of the land is within the list and part is not
- a business is carried on upon the land and the business is to be disposed of to the same person
- if the disposal is occasioned by a person ceasing to be a business partner
- as prescribed in regulations made by the Secretary of State

3.8 The provisions of the Act relating to Assets of Community Value will come into force on a date to be specified in regulations.

#### **4. PRE-DETERMINATION**

4.1 The concept of a decision being rendered unlawful as a consequence of the decision makers pre-determination does not arise from statute or from the Code of Conduct for Members but from case law. There have been a not insignificant number of occasions when Monitoring Officers have had to advise Members that although they do not have a Prejudicial Interest in the matter they nevertheless should not participate because of the case law around pre-determination. This has had the effect of precluding Members from participating in decision making when they have campaigned for or against a particular outcome in relation to the matter. Many Members have expressed the view that such advice effectively disenfranchises their constituents in relation to issues of significant concern for their ward. Ironically, in recent years the previous severe and perhaps unworldly stance of the Courts in relation to pre-determination in respect of local authority decision making has been significantly relaxed in case law. For the last two to three years at least the Courts have taken a more pragmatic approach and it is only in the most blatant of cases that a Member will be found to have pre-determined a decision in such a fashion as to render his or her participation in the decision unlawful. However, the government has responded to the pressure to ameliorate the law on pre-determination. Unfortunately, the wording of the section in relation to pre-determination is somewhat enigmatic. It does not abolish the rule of law that decisions are likely to be quashed if the person involved in the decision making process has pre-determined the matter. The Act stipulates that a Member is not to be taken to have had, or to have appeared to have had, a closed mind when making the decision just because:-

- (a) he/she had previously done anything that directly or indirectly indicated what view he/she took or would or might take in relation to the matter, and
- (b) the matter was relevant to the decision.

The meaning and scope of the Act's wording has been the subject of some debate in legal circles. It is likely that in the fullness of time there will be litigation on the subject.

- 4.2 The provisions of the Act relating to pre-determination come into effect on 15<sup>th</sup> January 2012.



**ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL  
10 JANUARY 2012**

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**2012/13 OVERVIEW AND SCRUTINY WORK PROGRAMME  
Assistant Chief Executive**

**1 PURPOSE OF REPORT**

- 1.1 This report invites the Environment, Culture and Communities Overview and Scrutiny Panel to suggest items to be included in the Panel's Work Programme for 2012/13.

**2 RECOMMENDATION**

- 2.1 **That the Environment, Culture and Communities Overview and Scrutiny Panel suggests items to be included in the Panel's Work Programme for 2012/13.**

**3 REASONS FOR RECOMMENDATION(S)**

- 3.1 To invite the Panel to suggest items to be included in the Panel's Work Programme for 2012/13.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

**5 SUPPORTING INFORMATION**

- 5.1 The Constitution requires that the Overview and Scrutiny (O&S) Commission shall develop a work programme of O&S reviews and policy development projects, in consultation with the Executive and the Corporate Management Team. The Commission will be invited to agree a proposed work programme as part of the Annual Report of O&S for 2011/12, and will wish to know Panels' views on what should be included in the programme.

- 5.2 To assist the Panel's deliberations, attached to this report are:

Appendix 1 - The 2011/12 O&S work programme.

Appendix 2 - Previously identified O&S reviews for the future.

Appendix 3 - A list of completed O&S reviews.

**6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES  
IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES /  
CONSULTATION**

- 6.1 Not applicable.

Background Papers

None.

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**Revised Work Programme for Overview and Scrutiny in 2011/12**

The work programme will necessarily be subject to continual refinement and updating.

<b>ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL</b>	
1.	<p><b>Monitoring the performance of the Environment, Culture and Communities Department</b></p> <p>To include on-going review of the Performance Monitoring Reports; review of any inspection reports or self-evaluations; and monitoring the action taken by the Executive to earlier reports by the Panel.</p>
2.	<b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b>
3.	<p><b>2012/13 Budget Scrutiny</b></p> <p>To review the Council's Environment, Culture and Communities budget proposals for 2012/13, and plans for future years.</p>
4.	<p><b>Monitoring significant departmental issues:</b></p> <ul style="list-style-type: none"> <li>• The implementation of the Local Development Framework</li> <li>• The implementation of the Supporting People Programme Action Plan on an annual basis.</li> <li>• Implementation of the new national structure for Housing and Council Tax benefits.</li> </ul> <p>Note – the monitoring will be conducted at Panel meetings</p>
5.	<p><b>Highway Maintenance</b></p> <p>To complete the review of the Council's plans and performance for highway maintenance (Working Group).</p>
6.	<p><b>Commercial Sponsorship</b></p> <p>To complete the Member Reference Group exploring the possible procurement of a commercial sponsorship scheme.</p>
7.	<p><b>Site Allocations Development Plan Document</b></p> <p>To consider and comment on the next stages of the document prior to its approval by the Executive and Council in autumn 2011 (Working Group).</p>
8.	<p><b>Policy Development</b> (the O&amp;S input will be conducted at Panel meetings)</p> <p>a) <u>Local Transport Plan</u> – To review the outcome of public consultation, and to contribute to the development of the Implementation Plan for LTP 3 involving the development of a bus strategy.</p>

	b) <u>The Environmental Management of Schools</u> – To receive progress updates.
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Note - This programme may need to be amended to meet new requirements arising during the year.

**FUTURE PROPOSED REVIEWS**

To assist future planning, the proposed reviews below have previously been identified.

<b>Environment Culture And Communities Overview And Scrutiny Panel</b>	
1.	<p><b>Policy Development</b></p> <p><u>Pay-as-you-go Car Club Schemes</u> – To consider promoting such a scheme locally.</p>
2.	<p><b>Libraries</b></p> <p>To review the options for future provision of the Library Service, to include possible use of volunteers.</p>
3.	<p><b>Public Health</b></p> <p>To carry out a joint review with other Scrutiny Panels on the Council's response to the transfer-in from the Primary Care Trust of public health responsibilities. To include measures to prevent ill-health and to promote good health.</p>
4. ★	<p><b>Re-tendering of the Highway Maintenance Contract</b></p> <p>To be involved in the highway maintenance contract re-tendering process, particularly concerning the possible addition of further contracted services in the interests of economies.</p>

★ This review has been suggested by the Highway Maintenance Working Group.

**Completed Reviews (as at July 2011)**Appendix 3

<b>Publication Date</b>	<b>Title</b>
December 2003	South Bracknell Schools Review
January 2004	Review of Adult Day Care Services in Bracknell Forest (Johnstone Court Day Centre & Downside Resource Centre)
May 2004	Review of Community & Voluntary Sector Grants
July 2004	Review of Community Transport Provision
April 2005	Review of Members' Information Needs
November 2005	The Management of Coronary Heart Disease
February 2006	Review of School Transfers and Performance
March 2006	Review of School Exclusions and Pupil Behaviour Policy
August 2006	Report of Tree Policy Review Group
November 2006	Anti-Social Behaviour (ASB) – Review of the ASB Strategy Implementation
January 2007	Review of Youth Provision
February 2007	Overview and Scrutiny Annual Report 2006
February 2007	Review of Library Provision
July 2007	Review of Healthcare Funding
November 2007	Review of the Council's Health and Wellbeing Strategy
December 2007	Review of the Council's Medium Term Objectives
March 2008	2007 Annual Health Check Response to the Healthcare Commission
April 2008	Overview and Scrutiny Annual Report 2007/08
May 2008	Road Traffic Casualties
August 2008	Caring for Carers
September 2008	Scrutiny of Local Area Agreement
October 2008	Street Cleaning
October 2008	English as an Additional Language in Bracknell Forest Schools
April 2009	Overview and Scrutiny Annual Report 2008/09

Unrestricted

<b>Publication Date</b>	<b>Title</b>
April 2009	Healthcare Commission's Annual Health Check 2008/09 (letters submitted)
April 2009	Children's Centres and Extended Services in and Around Schools in Bracknell Forest
April 2009	Older People's Strategy
April 2009	Services for People with Learning Disabilities
May 2009	Housing Strategy
July 2009	Review of Waste and Recycling
July 2009	Review of Housing and Council Tax Benefits Improvement Plan
December 2009	NHS Core Standards
January 2010	Medium Term Objectives 2010/11
January 2010	Review of the Bracknell Healthspace (publication withheld to 2011)
January 2010	14-19 Years Education Provision
April 2010	Overview and Scrutiny Annual Report 2009/10
July 2010	Review of Housing and Council Tax Benefits Improvement Plan (Update)
July 2010	The Council's Response to the Severe Winter Weather
July 2010	Preparedness for Public Health Emergencies
October 2010	Safeguarding Adults in the context of Personalisation
October 2010	Review of Partnership Scrutiny
December 2010	Hospital Car Parking Charges
January 2011	Safeguarding Children and Young People
March 2011	Review of the Bracknell Healthspace (Addendum)
April 2011	Overview and Scrutiny Annual Report 2010/11
July 2011	Review of Highway Maintenance (Interim report)

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**ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL  
10 JANUARY 2012**

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**HIGHWAY MAINTENANCE INTERIM OVERVIEW AND SCRUTINY REPORT –  
EXECUTIVE RESPONSE  
Assistant Chief Executive**

**1 PURPOSE OF REPORT**

- 1.1 This report introduces the Executive's response to the interim report of the review of highway maintenance undertaken by a working group of the Environment, Culture and Communities Overview and Scrutiny Panel.

**2 RECOMMENDATION**

- 2.1 **That the Environment, Culture and Communities Overview and Scrutiny Panel considers the response of the Executive to the interim report of the review of highway maintenance undertaken by a working group of the Panel.**

**3 REASONS FOR RECOMMENDATION(S)**

- 3.1 To enable the Panel to consider the Executive's response to the interim report of highway maintenance undertaken by one of its working groups.

**4 SUPPORTING INFORMATION**

- 4.1 The Executive Member for Planning, Transport and Economic Development agreed the attached initial responses to the interim report of the review of highway maintenance and thanked the Panel's Working Group for preparing the report.
- 4.2 The Overview and Scrutiny Commission considered the Executive Member's response to the interim report at its meeting on 24 November 2011. The Commission considered that the response to the proposals that greater contractual use be made of Ringway's services was vague and agreed that clarification would be sought from the Executive Member. The Commission noted that this Panel would be considering the Executive Member's response to the report, and examining the split in the highways engineering function.
- 4.3 Since preparing its interim report, the Working Group has re-formed to complete its review of highway maintenance. The Working Group met on 29 November to consider the Executive response to the interim report and to map the completion of the review. At that meeting the Working Group was advised that the contract re-tendering process would provide the opportunity to better reflect on the split in the highways engineering function and the management approach. Once drafted, the Highway Asset Management Plan will be considered by the Working Group at its next meeting.

**5 ALTERNATIVE OPTIONS CONSIDERED / ADVICE RECEIVED FROM  
STATUTORY AND OTHER OFFICERS / EQUALITIES IMPACT ASSESSMENT /  
STRATEGIC RISK MANAGEMENT ISSUES / CONSULTATION**

5.1 Not applicable.

Background Papers

Highway Maintenance Interim Report, July 2011.

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28 October 2011

Dear Cllr McLean

**Interim Highway Maintenance Report**

Cllr Mrs Mary Ballin has asked me to pass on her thanks to the Overview and Scrutiny Working Group in preparing an interim report on highway maintenance.

Please find attached her initial response to the recommendations. Hopefully they will be of use to you in preparing your final report.

Clearly, once you have completed the review, the matter will be considered by the Executive as protocol dictates.

Yours sincerely

Vincent Paliczka  
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Director of Environment, Culture and Communities  
Direct Dial: 01344 351750

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In response to the interim recommendations from the working group my initial response, to inform the final Highway Maintenance report, is as follows:-

## Interim Recommendations

- 5.1 As part of the Highway Maintenance and Management Plan, options be explored as to the potential to include percentage targets for the condition to be achieved for each type of highway in the Borough, utilising the SCANNER green/amber/red ratings as the principle driver for determining the resources required for highway maintenance each year, in recognition of the need for a structured, comprehensive and adequately resourced maintenance programme for a highly important and necessary community asset;

### Response

**This suggestion will be considered as part of the current development and production of an Asset Management Plan. By presenting the data in a clear and easy to understand way such as this it is hoped that the future planning and budget planning needs will be more transparent to the public. In so doing it is hoped that all will better be able to understand how, where and why the money has been targeted. The Asset Management Plan will include a long-term (20 -25 years) maintenance strategy, based on whole-life costing and levels of service.**

- 5.2 In the event that the Council's available resources do not permit full funding of the highway maintenance programme requirement each year:
- the costs and benefits of alternative funding opportunities, such as borrowing external funds, be explored in recognition of the current low interest rates, the average annual increase of 7% in highway construction costs and the adage 'a stitch in time saves nine';
  - budget consultation papers provide a clear exposition of the impact of under-funding the highway maintenance programme;

### Response

**Whilst the current rate of interest is low this might not always be the case. The Council receives funding from Government and in addition to its own funds is investing a substantial sum of money in the network each year. Future funding needs and options such as this may well have to be a consideration in the future but in doing so we will always be mindful of our ability to repay any loans. Once we have better detail as to the condition of the highway network we will be better able to make strategic funding decisions.**

- 5.3 The tackling of the restraints on borrowing and capital expenditure in the current accounting rules and other barriers be explored and include asking the Government to reconsider the current accounting regime referred to in paragraph 4.4 e.g. with a view to allowing borrowing to finance revenue expenditure and spending capital for highway maintenance purposes;

**Response**

**As comment above. We need to understand fully the cost and needs before we can make informed decisions as to how best to seek to meet the need.**

- 5.4 Full use be made of the 2011/12 highway maintenance allocation of £1.867m together with any other Government monies provided for maintenance purposes to sustain investment in maintenance to avoid deterioration leading to escalation of future maintenance costs and the risk of increased public liability exposure and associated higher insurance premiums;

**Response**

**The Council has made full use of the highway maintenance allocation of £1.867 in the current year. No money has been diverted for other purposes.**

- 5.5 The Council's new administration review its allocation priorities as part of the LTP process to ensure that such funding is allocated according to greatest need;

**Response**

**The opportunity for such a review will arise with the review of the LTP**

- 5.6 The process by which the spending of Section 106 monies is formulated be amended to allow for the early involvement of Ward Members and Town and Parish Councillors. This would enable greater transparency in the process of the formulation and prioritisation of local highway schemes prior to the agreement of the LTP by the Executive;

**Response**

**How the Council consults on S106 schemes or the LTP schemes was discussed at the Environment, Culture and Communities Overview and Scrutiny Panel on 23<sup>rd</sup> June 2009 and subsequently agreed by myself and Cllr McCracken. That clearly defines a role for Ward Members and if they choose, an opportunity to consult with Town and Parish Councils but this is not a requirement of the scheme.**

- 5.7 Priority be given to reinstating the surface dressing programme as it represents a relatively inexpensive way of prolonging the life of a deteriorating asset;

**Response**

**Whilst the budget has not been reinstated the additional funding in the LTP over and above that which we had expected has enabled the use of money for techniques such as this. The officers will continue to have discretion to use their professional judgement as to which type of treatment is best used in any given situation**

- 5.8 Current practices are reviewed as part of the ongoing budget review process to test the merits of contracting additional highway maintenance services, for example design and build, through the current contract with Ringway. Related contractual changes be made should the review establish that such measures will achieve economies without giving rise to unacceptable levels of risk;

**Response**

**The contract with Ringway is due for renewal in 2014. The options available for the delivery of services will be considered as part of that process prior to tendering.**

- 5.9 The practice of securing early contractor involvement to identify cost saving technical solutions and to mitigate any potential problems be continued and developed wherever possible;

**Response**

**Agreed**

- 5.10 The benefits of making greater contractual use of Ringway to provide additional services which complement highway maintenance, such as provision and maintenance of street lighting and traffic signals, be reviewed with a view to identifying economies and to ensuring that the contract provides for the best overall fiscal advantage to the Council and includes sufficient flexibility to allow for the continually changing financial environment;

**Response**

**In the last 12 months or so it has been necessary to extend the use of Ringway not yet as illustrated above but to bring in additional capacity and expertise in a number of areas where it has been prudent to do so. They have also been used to create the new depot in the lorry park.**

- 5.11 All existing and potential opportunities for achieving savings in both client and service costs be explored as part of the contract renewal process. The potential scope, length and method of delivery should be examined through the scrutiny process with a view to helping ensure that the contract as tendered best fits the needs of the community;

**Response**

**Agreed**

- 5.12 Officers should review the current arrangements with Ringway upon completion of the depot and salt barn works and the transfer of the contractor's offices to ensure that the Council maximises the opportunities that arise both in the context of fiscal and value added service delivery; and

**Response**

**Agreed. The changes have already given rise to direct savings by way of reductions in Ringways overheads that are recharged to the Council. They have also given rise to further savings direct and indirect as they have undertaken the works to the depot and the lorry park without recharging their overheads. Opportunities such as this will continue to be explored and developed where possible/appropriate.**

- 5.13 The existing management arrangements in relation to the split of the highway engineering functions are reviewed in the interests of cost effectiveness and collaboration between the two services to avoid conflicting objectives and to ensure that improvements are designed to take account of future maintenance requirements.

**Response**

**Every effort is already made to ensure good collaboration and the avoidance of conflicting objectives whether now or in the future. There is a similar need in relation to the potential impact upon other service areas both in the context of what and how work is done but also how it's designed. This 'need' extends to the suitability to adopt land and taking it into maintenance. The Council has recently adopted a new Design Guide with this need very much in mind. As the future of the Council continues to develop all options will need to be kept under review to ensure the most effect methods are used to deliver services within tight budgets and high levels of public expectation. The retendering of the Ringway contract will provide the opportunity to look at issues such as this to ensure that the 'client' function is as efficient and effective as it needs to be.**



## ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 10 JANUARY 2012

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### EXECUTIVE FORWARD PLAN ITEMS RELATING TO ENVIRONMENT, CULTURE AND COMMUNITIES Assistant Chief Executive

#### **1 PURPOSE OF REPORT**

- 1.1 This report presents current Executive Forward Plan items relating to Environment, Culture and Communities for the Panel's consideration.

#### **2 RECOMMENDATION(S)**

- 2.1 **That the Environment, Culture and Communities Overview and Scrutiny Panel considers the current Executive Forward Plan items relating to Environment, Culture and Communities appended to this report.**

#### **3 REASONS FOR RECOMMENDATION(S)**

- 3.1 To invite the Panel to consider current Executive Forward Items.

#### **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

#### **5 SUPPORTING INFORMATION**

- 5.1 Consideration of items on the Executive Forward Plan alerts the Panel to forthcoming Executive decisions and facilitates pre-decision scrutiny.
- 5.2 To achieve accountability and transparency of the decision making process, effective Overview and Scrutiny is essential. Overview and Scrutiny bodies are a key element of Executive arrangements and their roles include both developing and reviewing policy; and holding the Executive to account.
- 5.3 The power to hold the Executive to account is granted under Section 21 of the Local Government Act 2000 which states that Executive arrangements of a local authority must ensure that its Overview and Scrutiny bodies have power to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive. This includes the 'call in' power to review or scrutinise a decision made but not implemented and to recommend that the decision be reconsidered by the body / person that made it. This power does not relate solely to scrutiny of decisions and should therefore also be utilised to undertake pre-decision scrutiny.

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

No advice was sought from the Borough Solicitor, the Borough Treasurer or Other Officers or sought in terms of Equalities Impact Assessment or Strategic Risk Management Issues. Such advice will be sought in respect of each Executive Forward Plan item prior to its consideration by the Executive.

## **7 CONSULTATION**

None.

### Background Papers

Local Government Act 2000

### Contact for further information

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**ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL**

**EXECUTIVE WORK PROGRAMME**

<b>REFERENCE</b>	1031788
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**TITLE:** Birch Hill Road, Hanworth - Introduction of Traffic Calming

**PURPOSE OF DECISION:** To seek approval to commence the statutory consultation process associated with the installation of traffic calming features (speed cushions) on Birch Hill Road, Hanworth.

**FINANCIAL IMPACT:** Within existing budget.

**WHO WILL TAKE DECISION:** Executive Member for Planning, Transport & Economic Development

**PRINCIPAL GROUPS TO BE CONSULTED:** Local Members, Bracknell Town Council, Emergency Services, Local Bus Operators, Freight Transport Association and Road Haulage Association.

**METHOD OF CONSULTATION:** Letter, Public Notice (on-street & local newspaper)

**DATE OF DECISION:** 19 Dec 2011

<b>REFERENCE</b>	1031790
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**TITLE:** Local Sustainable Transport Fund

**PURPOSE OF DECISION:** To endorse the proposed bid from the Local Sustainable Transport Fund.

**FINANCIAL IMPACT:** Bid to Department of Transport.

**WHO WILL TAKE DECISION:** Executive Member for Planning, Transport & Economic Development

**PRINCIPAL GROUPS TO BE CONSULTED:** Not applicable.

**METHOD OF CONSULTATION:** Not applicable.

**DATE OF DECISION:** 20 Dec 2011

<b>REFERENCE</b>	I030745
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**TITLE:** Annual Monitoring Report 2010-11

**PURPOSE OF DECISION:** To agree submission of Annual Monitoring Report 2010-2011 to the Secretary of State.

**FINANCIAL IMPACT:** None at this time.

**WHO WILL TAKE DECISION:** Executive Member for Planning, Transport & Economic Development

**PRINCIPAL GROUPS TO BE CONSULTED:** None

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** 21 Dec 2011

<b>REFERENCE</b>	I032296
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**TITLE:** B3017 Winkfield Row/Chavey Down Road, Winkfield - Introduction of Traffic Calming

**PURPOSE OF DECISION:** To approve the installation of traffic calming features (speed cushions/humps) on B3017 Winkfield Row/Chavey Down Road.

**FINANCIAL IMPACT:** Within existing budget.

**WHO WILL TAKE DECISION:** Executive Member for Planning, Transport & Economic Development

**PRINCIPAL GROUPS TO BE CONSULTED:** Local Members, Winkfield Parish Council, Bracknell Town Council, Emergency Services, Local Bus Operators, Freight Transport Association and Road Haulage Association.

**METHOD OF CONSULTATION:** Letter  
Public notice (on-street and local newspaper)

**DATE OF DECISION:** 22 Dec 2011

<b>REFERENCE</b>	I031929
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**TITLE:** Binfield Nursery Future Needs

**PURPOSE OF DECISION:** Subject to Council agreeing financial support, to declare Binfield Nursery surplus to requirements for landscape services and to agree a relocation to the Council's depot.

**FINANCIAL IMPACT:** Estimated requirement for £95,000 for relocation costs. Anticipated revenue savings to be determined.

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Ward members

**METHOD OF CONSULTATION:** Standard consultation through executive decision making process. Ward members to be consulted.

**DATE OF DECISION:** 10 Jan 2012

<b>REFERENCE</b>	I031711
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**TITLE:** Carbon Management Plan Annual Update

**PURPOSE OF DECISION:** To update the Executive on progress made towards implementing the Council's Carbon Management Plan.

**FINANCIAL IMPACT:** None arising from this report although previous financial impact will be described.

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Carbon Management Programme Project Board - 20th October 2011

**METHOD OF CONSULTATION:** Carbon Management Programme Project Board - 20th October 2011

**DATE OF DECISION:** 10 Jan 2012

<b>REFERENCE</b>	I032819
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**TITLE:** Community Infrastructure Levy

**PURPOSE OF DECISION:** The Council has a need to establish a Community Infrastructure Levy prior to 2014. This report seeks support from members of the Overview and Scrutiny Commission to shape the structure of that levy.

**FINANCIAL IMPACT:** No financial impact as a consequence of this report.

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** N/A

**METHOD OF CONSULTATION:** None for this report.

**DATE OF DECISION:** 10 Jan 2012

<b>REFERENCE</b>	I031355
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**TITLE:** Community Transport Services for 2012/13

**PURPOSE OF DECISION:** To identify the way forward for Community Transport Services.

**FINANCIAL IMPACT:** Within proposed budget.

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Internal

**METHOD OF CONSULTATION:** Internal consultation

**DATE OF DECISION:** TBC

<b>REFERENCE</b>	I023585
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**TITLE:** Thames Basin Heaths Special Protection Area Avoidance and Mitigation Supplementary Planning Document Adoption

**PURPOSE OF DECISION:** To adopt the Thames Basin Heaths Special Protection Area Avoidance and Mitigation Supplementary Planning Document.

**FINANCIAL IMPACT:** Within existing budget.

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** None.

**METHOD OF CONSULTATION:** Public Notices

**DATE OF DECISION:** 21 Feb 2012

<b>REFERENCE</b>	I030520
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**TITLE:** Warfield Supplementary Planning Document

**PURPOSE OF DECISION:** The Warfield SPD provides a planning guidance framework for planning applications to deliver a comprehensive development of a site in Warfield. The document sets out in detail a set of Development Principles and a Concept Plan with regards to housing, employment, leisure, environmental, infrastructure and transport issues.

**FINANCIAL IMPACT:** To be advised

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Members of the Public  
Local Councillors

**METHOD OF CONSULTATION:** Meetings.  
Local Events.  
Notice in a Parish Council newsletter.  
Public notices in local areas.  
Direct letters to previous consultation respondents.  
Direct emails to previous consultation respondents.

**DATE OF DECISION:** 21 Feb 2012

<b>REFERENCE</b>	I032840
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**TITLE:** Street Trading: Designated Consent Streets

**PURPOSE OF DECISION:** To consider an amendment to the list of designated consent streets for the purposes of street trading. This would also be recommended to Council for approval.

**FINANCIAL IMPACT:** There are no significant financial implications.

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Chief Officer of Police and the Highway Authority

**METHOD OF CONSULTATION:** Done, by Public Notice

**DATE OF DECISION:** 20 Mar 2012

<b>REFERENCE</b>	I031295
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**TITLE:** Recycling and Waste Minimisation

**PURPOSE OF DECISION:** To agree a new recycling and waste minimisation strategy.

**FINANCIAL IMPACT:** Contained within the report

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** None

**METHOD OF CONSULTATION:** None

**DATE OF DECISION:** 12 Jun 2012



<b>REFERENCE</b>	I032842
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**TITLE:** Review of Statement of Gambling Principles

**PURPOSE OF DECISION:** To review the Statement of Gambling Principles and to recommend these to Council.

**FINANCIAL IMPACT:** No financial implications

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Trade Representatives and the Police

**METHOD OF CONSULTATION:** Via email

**DATE OF DECISION:** 10 Jul 2012

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