



## **NOTICE OF MEETING**

**Environment, Culture and Communities Overview & Scrutiny Panel  
Tuesday 18 March 2014, 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 Barnard, Brossard, Ms Brown, Gbadebo, Harrison, Ms Miller and Porter

**cc: Substitute Members of the Panel**

Councillors Allen, Angell, Finch, Mrs McCracken and Mrs Temperton

ALISON SANDERS  
Director of Corporate Services

### **EMERGENCY EVACUATION INSTRUCTIONS**

- 1 If you hear the alarm, leave the building immediately.
- 2 Follow the green signs.
- 3 Use the stairs not the lifts.
- 4 Do not re-enter the building until told to do so.

If you require further information, please contact: Amanda Roden  
Telephone: 01344 352253  
Email: [amanda.rodan@bracknell-forest.gov.uk](mailto:amanda.rodan@bracknell-forest.gov.uk)  
Published: 7 March 2014



## **Environment, Culture and Communities Overview & Scrutiny Panel**

**Tuesday 18 March 2014, 7.30 pm**

**Council Chamber, Fourth Floor, Easthampstead House,  
Bracknell**

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted subject to the provisions of the Council's protocol for recording. Those wishing to record proceedings at a meeting are advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that arrangements can be discussed and the agreement of the Chairman can be sought.

### **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 21 January 2014.

1 - 8

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

Members are requested to declare any disclosable pecuniary or affected interest, including the existence and nature of the Party Whip, in respect of any matter to be considered at this meeting.

*Any Member with a Disclosable Pecuniary Interest or an Affected Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.*

**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.

## **PERFORMANCE MONITORING**

### **6. QUARTERLY SERVICE REPORT (QSR)**

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the QSR for the third quarter of 2013/14 (October to December 2013) relating to Environment, Culture and Communities. An overview of the fourth quarter of 2013/14 will also be provided.

9 - 50

**Please bring the previously circulated Quarterly Service Report to the meeting. The QSR is attached to this agenda if viewed online.**

## **OVERVIEW AND POLICY DEVELOPMENT**

### **7. RECYCLING REWARD SCHEME UPDATE**

To receive an update in respect of the Council's Recycling Reward Scheme.

51 - 58

### **8. SCHOOLS ANNUAL ENVIRONMENTAL MANAGEMENT REPORT 2012/13**

The Schools Annual Environmental Management Report 2012/13 is attached for consideration.

59 - 108

### **9. INTEGRATED TRANSPORT CAPITAL PROGRAMME 2013/14**

To consider the above Integrated Transport Capital Programme.

109 - 114

### **10. 2013/14 HIGHWAY MAINTENANCE PROGRAMME**

The Highway Maintenance Programme is attached for consideration.

To Follow

### **11. BRACKNELL FOREST BOROUGH LOCAL PLAN UPDATE**

To receive a progress update report in respect of the Bracknell Forest Borough Local Plan.

115 - 120

### **12. WORKING GROUP UPDATE REPORT**

To receive an update in respect of the Panel's Working Group reviewing the Council's cultural services offering.

121 - 122

## **HOLDING THE EXECUTIVE TO ACCOUNT**

### **13. EXECUTIVE KEY AND NON-KEY DECISIONS**

To consider scheduled Executive Key and Non-Key Decisions relating to Environment, Culture and Communities.

123 - 126

## **DATE OF NEXT MEETING**

The next meeting of the Environment, Culture and Communities Overview and Scrutiny Panel has been arranged for Tuesday 24 June 2014.

This page is intentionally left blank

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

**21 JANUARY 2014**

**7.30 - 9.20 PM**



### **Present:**

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

### **Executive Members:**

Councillors Mrs Hayes, McCracken and Turrell

### **Also Present:**

Phil Burke, Travel Plan Co-ordinator  
Andrea Carr, Policy Officer (Overview and Scrutiny)  
Mark Devon, Chief Officer: Leisure & Culture  
Bev Hindle, Chief Officer: Planning & Transport  
Steve Loudoun, Chief Officer: Environment & Public Protection  
Vincent Paliczka, Director of Environment, Culture & Communities  
Amanda Roden, Democratic Services Officer

## **27. Minutes and Matters Arising**

**RESOLVED** that the minutes of the meeting of the Environment, Culture and Communities Overview and Scrutiny Panel held on 24 September 2013 be approved as a correct record, and signed by the Chairman.

In response to a question arising from the minutes, the Panel was advised that the officers had found it useful to discuss flood risk management with representatives of Thames Water and the Environment Agency at the last meeting.

## **28. 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.

## **29. Public Participation**

There were no submissions from members of the public in accordance with the Council's Public Participation Scheme for Overview and Scrutiny.

## **30. 2014/15 Draft Budget Proposals**

The Panel considered key themes and priorities for Environment, Culture and Communities as outlined in the Council's Draft Budget Proposals for 2014/15.

Draft Revenue Budget Pressures for Environment, Culture and Communities totalled £276,000 in relation to the Development Management Section, Town Centre Regeneration and Traffic Management, and Car Parking Income.

Draft Revenue Budget Savings Proposals for Environment, Culture and Communities included Glide Path Savings in relation to Waste Management, Concessionary Fares, Community Infrastructure Levy (CIL) Administration Charge, Pre-application Planning Charges, Local Transport Plan, Development Management Section, Bracknell Leisure Centre Gym, Bracknell Leisure/Edgbarrow Sports Centre Artificial Turf Pitches, The Look Out Car Park, Coral Reef Car Park, Performance and Resources Finance, Performance and Resources Administration, E+ Smartcard, Emergency Planning, Cemetery and Crematorium, Public Realm Contracts, and Environment and Public Protection Budgets.

Revenue budget savings proposals totalled £1,066,000.

In response to Members' questions, the following points were made:

- It was suggested that low car park use was a result of a lack of retail offering in the town centre, rather than car park charges being too high. Major companies had taken their business elsewhere which had impacted on season ticket sales.
- It was felt that the 'Glide Path' savings suggested in the budget proposals would not have a major impact on services or increase the impact of ongoing pressures on services.
- A higher amount would be clawed back from future revenues in relation to the CIL.
- There were a variety of vacant posts throughout the libraries service leading to potential savings but there would be no noticeable service changes for the public.
- Posts with a back office function had become vacant at Bracknell Leisure Centre providing potential savings.
- A breakdown of the spending and costs in relation to the E+ Smartcard would be provided in reference to the £38,000 proposed budget savings proposals regarding this.
- The proposed reduction of £5,000 was not expected to have a significant impact on the waste and recycling budget.
- A senior road safety adviser would be in post and there would still be campaigns and a good service despite the loss of an assistant road safety officer post.
- All deletions of posts had been considered very carefully. The aim was to balance reductions so that a good service was still offered. There was no plan to replace deleted posts in the future; the aim was to maintain the current level of service with no obvious changes.
- There was a plan to increase the age for concession rates for over 60's in line with minimum state pension age to 62 years.
- No one had been denied access to a Disabled Facilities Grant; there had been less demand for this grant recently.
- Town centre highway works were due to continue next year.
- The suggestion of evening cremations had been made to undertakers but there was no interest in taking this forward at present.
- Building regulations was a separate issue to planning permission. It was the responsibility of the applicant or the building contractor to ensure that building works, including the installation of sewage pipes, were undertaken properly. Inspections could be undertaken by private inspectors and the Council was not involved with all extensions to properties, either private or commercial, being rarely called out or asked to inspect a property. If a planning application had been controversial this could be pursued with local Councillors and

enforcement officers. There was self enforcement through complaint or a resident finding a problem.

- Further maintenance at Coral Reef may be required during the 2014/15 financial year.
- There was a quality improvement programme for parks and open spaces in the borough which would be delivered in two phases and consisted of specific identified sites. The programme would be externally funded from Section 106 contributions tied in with the planning process. It was a legal requirement for open spaces associated with developments to be provided before houses were occupied.
- Highway maintenance or car park maintenance may not always be noticeable to the public if it involved, for example, the replacement of lights. There were some improvements which were specifically designed to improve leisure schemes.
- Although the £80,000 in the capital programme allocated for flood defences and land drainage was unlikely to be sufficient to deal with adverse weather such as that currently being experienced, it was part of a staged approach that would lead to improvements in future years.
- The flood risk planning process had been started with the aim of creating a five year plan.
- A Member commented that the Council's efforts to maintain and improve its assets at a time of financial pressure were worthy of note.

### **31. Quarterly Service Report (QSR)**

The Panel considered the latest trends, priorities and pressures in terms of departmental performance as reported in the Quarterly Service Report (QSR) for the second quarter of 2013/14 (July to September) relating to Environment, Culture and Communities (ECC).

Major variances in revenue had occurred in areas including The Look Out/Coral Reef Car Parking Income, Cemetery and Crematorium Income, Concessionary Fares, Planning Policy CIL, Landscape Services, Development Control Income, Planning Policy Strategic Planning, Departmental Running Expenses, Human Resources, and Waste Management.

Key highlights included:

- Restoration of the War Memorial;
- Site Allocation Local Plan (SALP);
- Twin Bridges;
- Residents Parking;
- Public Realm;
- Bracknell Town had won a gold award for the regional Royal Horticultural Society Britain in Bloom awards for the best small City. The Landscape and Street Cleansing teams played a very significant role in this achievement;
- South Hill Park had been recognised as the best local authority park in the Regional Britain in Bloom competition;
- The main contractor for the South Hill Park restoration project had been recognised by the Association of Landscape Industries (BALI) in the category of restoration and regeneration;
- Green Flag Awards had again been received for Lily Hill Park, Popes Meadow and jointly with Sandhurst Town Council for Shepherds Meadow/Sandhurst Memorial Park, and for the first time South Hill Park;
- Recycling incentive scheme;
- Library Management System.

Forward look included:

- Progress on the town centre redevelopment;
- All SALP sites were at planning application or pre-application stage representing over 3,000 houses in the pipeline to be approved early this year;
- Work of the department to seek implementation of the Blue Mountain site for a new secondary school;
- Twin Bridges junction improvement: the next phase was underway and the department had been successful in receiving £1m for the next phase of works from the Department for Transport from the Local Pinch Point Programme;
- Sandhurst Library refurbishment;
- Coral Reef Roof;
- Public Realm;
- New ATP at Bracknell Leisure Centre;
- World War I Commemorations.

A significant underspend was anticipated from January and the department was aiming to spend approximately 80% of its capital budget allocation. There would be high electricity bills at Coral Reef until the combined heating and power units were replaced. Two war memorials had been restored. Work at the Twin Bridges junction had stopped over the Christmas period and then restarted. Bids had been received in relation to the Public Realm contracts; assessment of these was being undertaken and a meeting would be held with contractors. A decision would be made on this at the Executive in February.

There were long lead in times in relation to the design of the Coral Reef roof and closure was planned for October 2015 for possibly four months or longer. There would be a new roof with added features designed. South Hill Park had held a performance in relation to World War I commemorations, and poppies were being planted at various sites around the borough.

In response to Members' questions, the following points were made:

- The Public Realm Strategy with Bracknell Regeneration Partnership was approximately 95% complete; the last 5% was in relation to the lighting strategy. This was not preventing the Council from moving forward though and the document which had been agreed so far had been used for the past 18 months. Advice was being sought in relation to the lighting strategy and the target for completion was the end of February. Work had been undertaken with the Town Centre Manager regarding the durability of the materials to be used in the regeneration.
- There would be a co-ordinated management strategy regarding private and public space in the town centre.
- Multiple complaints were sometimes about the same complaint or issue.
- There was a ten minute grace period once a car was parked in a car park before a ticket had been bought, and it was felt that there should be a ten minute grace period after a car park ticket had expired before issuing a penalty.
- There had been a shortage of planning enforcement staff but now more staff had been employed in this area.
- If a meaningful response to a complex planning pre-application enquiry could not be given within the six week deadline for responding to queries, then more time may be requested to give a more comprehensive response.
- Corridors and roads in and out of the town centre were being improved in line with the regeneration.



- It was suggested that compliments received by the Council be recorded. It would be investigated as to whether a system could be set up for this purpose.

### 32. **Sustainable Modes of Transport**

The Panel received a presentation on Sustainable Transport Initiatives funded by the Local Sustainable Transport Fund (LSTF), by Phil Burke, Travel Plan Co-ordinator.

Transport policy for the Borough was set out in the Local Transport Plan, which included the outcomes of encouraging and providing for healthier modes of transport, such as cycling and walking, and improving the experience of moving around the Borough, particularly using more environmentally-friendly modes of transport.

The LSTF was funded by central government with £580 million. There was a competitive bid format, and the twin criteria of encouraging economic growth and reducing carbon emissions. Bracknell Forest had been successful in securing a bid for £1.64 million over a period of three years.

LSTF projects were split between revenue and capital projects. Revenue projects (promotional work) included schools, businesses, and residents. Capital projects (infrastructure) included Urban Traffic Management Control systems, a Real Time Information system for bus users, and the renovation of the bus station.

The Council was funding Sustrans to deliver the Bike It programme to schools in the Borough which aimed to increase the number of children cycling to school. The officer supporting the programme had been working with 24 schools over three years. Activities included Biker's breakfasts, Dr Bike, skills sessions, and Bike Polo. Funding would run until 2015 and one member of staff at each school would be trained to continue the work if funding was not continued after this time.

Two area-wide Travel Plan Networks had been established with the aim of helping businesses address the transport issues they faced. In the Southern Business Area there was Waitrose, Fujitsu, BMW, Panasonic, IHT, and Boeringer Ingelheim. In the Western Business Area there was Dell, Vodaphone and Hewlett Packard. Work undertaken had included staff surveys, roadshows, a lift share scheme, and negotiations for shared shuttle bus services.

The aim was to work with residents and deliver personal travel planning to 3,000 households over the next two years. Travel information and advice would be offered, with incentives such as free bus taster tickets and encouraging residents to take part in a challenge with rewards for completion. Working with British Cycling and Sky, twenty led cycle rides had been delivered in 2013 and another twenty were planned for 2014, primarily aimed at families and encouraging cyclists back into the saddle.

In response to Members' questions, the following points were made:

- The aim was for urban traffic management to be extended to car parks to show drivers the number of spaces available at each car park.
- Five years worth of licences and management agreements would be purchased whilst funding was in place and the aim was to offset costs with Section 106 funding once LSTF funding ran out.
- Some local bus operators had been approached; outcomes were likely to be dependent upon costs and who was prepared to fund changes.

- Work would be undertaken to improve all of the bus station facilities including the public toilets. Funding was being sought for this and work was due to start this year.
- A database had been available since 2007 open to public and private lift sharers. There was a group specifically for Bracknell Forest Council employees. There was a cost attached to a private lift share database but a closed one was being developed for the Southern and Northern industrial estates.
- The development of a control room function in relation to a traffic management system for Bracknell Forest was required and there would be a three to five year transition from using Reading Borough Council for this function.

### **33. Neighbourhood Planning - Update Briefing**

The Panel received a progress briefing in respect of neighbourhood planning in the Borough. Plans were underway regarding the designation of neighbourhood areas and there had been some consultation. Letters had been received from parishes and towns in the Borough but no specific requests to designate a particular area had been made.

### **34. Working Group Update and 2014/15 Work Programme**

The Panel noted a report on the progress achieved to date by the Working Groups of the Panel reviewing the Borough's Bus Strategy and the Council's cultural services offering and considered its Work Programme for 2014/15.

The Bus Strategy report was being considered by the Executive, and the Cultural Services Working Group had held an initial meeting. It had been suggested that groups in the Borough in relation to culture be publicised, for example, in the Town and Country local paper.

Suggestions for future working groups included the E+ Smartcard and the possibility of linking this with a prepaid Visa card; a review of Community Transport Provision; and a Public Realm review.

Panel Members were requested to forward suggestions for next year's Work Programme to the Chairman or officers concerned.

### **35. Overview and Scrutiny Progress Report**

The Panel noted the bi-annual Progress Report of the Assistant Chief Executive on Overview and Scrutiny activity over the period May 2013 to November 2013 and local and national developments in Overview and Scrutiny.

The Panel would be advised of the amount of income generated to date from the commercial sponsorship scheme.

### **36. Executive Key and Non-Key Decisions**

The Panel noted the forthcoming Executive Key and Non-Key Decisions relating to Environment, Culture and Communities.

I044001: Disabled Parking Bays were introduced at request after eligibility had been determined. Disabled Parking Bays were not assigned to a specific person but could be used by Disabled Badge Holders.

**CHAIRMAN**

This page is intentionally left blank



## **Quarterly Service Reports - Environment, Culture & Communities**

**Quarter Ending: Tuesday 31 December 2013**

- |    |  |        |
|----|--|--------|
| 1. | <b>Quarterly Service Report - Environment, Culture &amp; Communities:<br/>Quarter 3, 2013-14</b> | 1 - 40 |
|----|--|--------|

This page is intentionally left blank

# QUARTERLY SERVICE REPORT

## ENVIRONMENT, CULTURE AND COMMUNITIES

Q3 2013-14  
October - December 2013

Portfolio holders:  
Councillor Mrs Dorothy Hayes  
Councillor Iain McCracken  
Councillor Chris Turrell

Director:  
Vincent Paliczka

## **Contents**

<b>Section 1: Director's Commentary</b>	<b>3</b>
<b>Section 2: Department Indicator Performance</b>	<b>7</b>
<b>Section 3: Complaints</b>	<b>10</b>
<b>Section 4: People</b>	<b>11</b>
<b>Section 5: Progress Against Medium Term Objectives and Key Actions</b>	<b>13</b>
<b>Section 6: Money</b>	<b>14</b>
<b>Section 7: Forward Look</b>	<b>15</b>
<b>Annex A: Progress against Service Plan actions</b>	<b>21</b>
<b>Annex B: Financial Information</b>	<b>29</b>



## Section 1: Director's Commentary

Members will be aware that the Council is increasing its focus on economic development and will be applying new resources to this which is welcome. In this regard, Members should note the work currently being undertaken within the department to bring forward the Town Centre and sustainable development in general. In this particular QSR the report of the Integrated Transport Section happens to be at the end, but contained within that information are key project streams at the heart of economic development. Twin Bridges work continues in order to ensure this major junction can both ensure people can access the new Town Centre as well as minimising delays for motorists travelling through the borough. Other improvements to this strategic road are also in plan. The rather technical 'S278 Highway Work' phrase masks an enormous amount of work to ensure our transport network is fit for the demands that will be placed upon it. Elsewhere, Development Management have welcomed significant planning applications and other pre-application enquiries which bode well for the future prosperity of the borough. There are also large income streams attached to these what bode well for our finances but also bring with them a demand for appropriate staffing which we are managing.

'Quality' is also something which Members expect a focus on and there are significant examples being reported. Highway maintenance, car parks, animal welfare, leisure facilities, parks and countryside and trading standard (£100,000 returned to residents) all offer examples of quality services being provided for residents.

A significant amount of very senior staff time is being spent on the procurement of public realm services but this reflects that as much as £126m could be spent on highways, street cleansing and landscaping over the next 14 years if contractors perform well. Decisions are anticipated towards the end of February. We received a good market response for all our contract requirement.

Members will also have noted that the e+ Smartcard is being upgraded to ensure it runs on a modern IT platform and that its use is expanding through the recycling rewards scheme and SHP is now a part of that. Just as significantly, work with our Social Services colleagues is helping develop the card as a pre-paid debit card allowing service users with personal budgets the opportunity to more securely spend the money assigned to them and improving the efficiency of back office functions within Adult Social Care. This is an excellent initiative which the Council has aspired to for some time.

If Members want any more detail on any of the elements highlighted in this report please do not hesitate to contact me or any of the Chief Officers.

## **Highlights of exceptional performance e.g. national awards, top quartile services**

### Environment & Public Protection

- Highway Maintenance scored highly in the annual Highways and Transportation customer opinion survey conducted by Ipsos Mori. In many categories Bracknell's performance achieved the highest score amongst the participating Unitary Authorities
- Fortunately, the impact of recent severe weather has not stretched beyond the capability of services. We have been lucky in comparison to our neighbouring authorities. Any unbudgeted costs will be identified and put forward as a pressure if necessary.
- For the fourth consecutive year Bracknell multi storey car parks had been awarded the Park Mark.
- Bracknell Forest Council has been presented with its second Gold Community animal Welfare Footprint Award (CAWFA) which recognises good animal welfare practice among public sector organisations.

### Leisure and Culture

- Bracknell Leisure Centre and Coral Reef awarded Customer Service Excellence.

## **Remedial action against under performance**

### Environment & Public Protection

- In Regulatory Services, a contractor has been appointed to help cover vacancies and maintain performance with targeted inspections. It is anticipated that all relevant high and medium risk inspections will be undertaken by the end of March 2014.
- The Highways section continues to carry a number of key post vacancies that are due to be advertised next quarter.

### Leisure and Culture

- L002 – number of sessions on computers by customers in libraries – Bracknell library was closed on Tuesdays in September and October for maintenance. Sandhurst library was closed 11th – 26th November for refurbishment. On 23rd November the system was down which meant no PC use and the issues were not recorded. The recent completion of a project to install wi-fi across all libraries may adversely affect this indicator as customers utilise their own devices to link to the internet as opposed to utilising the hardware supplied in the library. We are in the process of trying to capture the wi-fi use and will in future look to report this as part of this indicator.
- L019 – number of items borrowed from library service – as above. It is pleasing to note that issues are actually up on the same period last year.
- L151 – number of visits to libraries – as above. It should be noted that visits are roughly stable compared to the same period last year.

### Planning and Transport

- If the number of enforcement related enquiries continues at current level through the next quarter then we will have seen the highest annual number since 2000 (when the current records started). Whilst a back log in dealing with these complaints has been reported for the preceding quarter, inroads are now being made following the filling of a vacant Enforcement Officer position and recruitment of an additional officer on a fixed term contract. .

## **Significant changes in risk from departmental risk register**

### Planning and transport

- Spatial Policy: change to reflect risks associated with securing infrastructure funding through CIL.
- Building Control reports that the upcoming Sustainable Urban Drainage Systems (SuDS) service is still being developed and will impact on Building Control.

## **Highlight of significant customer feedback and inspections**

### Environment & Public Protection

#### Regulatory Services

- Cooling towers and evaporative condensers tend to be the main focus for attention relating to outbreaks of Legionnaire's Disease and sometimes there is little attention given to other systems that pose a potential risk and have in the past also been associated with outbreaks. A project involving 10 such premises in the Borough has now been completed and 7 revealed a potential risk for Legionella exposure. Advice and information was given at all sites with 2 premises needing more detailed visits in order to reduce the exposure risks identified to both employees and others visiting the sites. The project revealed that there were risks that had not been adequately controlled to minimise risk and the majority of business were willing to act proactively upon the advice given. No formal action was required to secure cooperation
- A local resident was convicted of offences under the Trade Marks legislation relating to counterfeit clothing distributed through eBay. He was fined £1,120 and 111 items were forfeited.
- Officers have intervened in a limited number of justifiable complaints received by residents around questionable trading practices employed by businesses. The officers' actions have resulted in refunds or replacement goods to a value of over £100,000 being returned to residents within the last 12 months. This has been a doubling of the target set.
- Test purchases were made at six premises licensed for gambling. This resulted in 4 occasions when a person under 18 was allowed to gamble upon machines. The matters are still being investigated and action will be taken having due regard to our Enforcement Policy. On the positive side all attempted purchases of alcohol by our volunteers were refused.
- A prosecution relating to a lorry carrying scaffolding and found to be overloaded by 73% was heard by Magistrates at Slough who fined the owner and driver of the vehicle £700 with £385 in costs.
- 4 Summonses were issued which relate to alleged offences of fly tipping within the Borough.

### Planning and transport

- The Section 52 variation of the agreement on Blue Mountain has prompted a huge number of responses.

## **Significant changes in service use and associated financial impact**

































### Environment & Public Protection































#### Cemetery and Crematorium:

- Several small flat roofs need to be renewed and a number of other matters need

- urgent attention due to storm damage
- Improvements to Sands Babies Cremated remains area
- Landscape Services:
- The polytunnel at the depot was lost during the recent storm. Its need is being reviewed before any decision is made on its replacement.

## Section 2: Department Indicator Performance

Ind. Ref	Short Description	Previous Figure Q2 2013/14	Current Figure Q3 2013/14	Current Target	Current Status	Comparison with same period in previous year
<b>Environment &amp; Public Protection</b>						
NI191	Residual household waste per household (Cumulative figure for 13/14 reported quarterly in arrears)	170 (Q1)	334 (Q2)	355		
NI192	Percentage of household waste sent for reuse, recycling and composting (Cumulative figure for 13/14 reported quarterly in arrears)	38.1% (Q1)	38.3% (Q2)	42.0%		
NI193	Percentage of municipal waste land filled (Cumulative figure for 13/14 reported quarterly in arrears)	21.7% (Q1)	23.75% (Q2)	25.00%		
L006.2	Number of highways service requests outstanding at quarter end (Quarterly)	198	155	250		
L021.2	Percentage of regulatory services requests received which are outstanding (Quarterly)	21.0%	23.1%	20.0%		New indicator
L128	Number of reported missed collections of waste (Quarterly)	116	136	180		
L146.1	Percentage of borough where environmental cleanliness is above EPA standard - Litter (Quarterly)	100%	100%	99.00%		
L146.2	Percentage of borough where environmental cleanliness is above EPA standard - Detritus (Quarterly)	97.31%	99.93%	97.00%		
L146.3	Percentage of borough where environmental cleanliness is above EPA standard - Graffiti and Fly posting (Quarterly)	100.00%	100.00%	99.00%		
L147	Percentage of environmental services contract inspections where quality meets the standard (Quarterly)	100.00%	99.83%	98.40%		
L183	Percentage of food establishments in Bracknell Forest rated 4 or above on the food hygiene rating scheme at the end of the quarter (Quarterly)	81.8%	79.2%	85.0%		New indicator
<b>Leisure &amp; Culture</b>						
L002	Number of sessions by customers on computers in libraries (Quarterly)	25,634	36,921	53,924		
L003	Number of visits to leisure facilities (Quarterly)	1,224,086	1,715,205	1,500,000		
L015	Number of attendances for junior courses in leisure (Quarterly)	58,422	92,921	98,000		
L016	Number of contacts through the Young People in Sport scheme (Quarterly)	24,500	39,000	41,000		
L017	Number of web enabled transactions in libraries (Quarterly)	78,237	125,519	43,950		
L018	Number of web enabled transactions in leisure (Quarterly)	18,934	25,815	15,000		

L019	Number of items borrowed from library service (Quarterly)	270,745	387,060	437,475		
L020	Number of people enrolled in the Leisure Saver Scheme (Quarterly)	551	548	520		
L035	Income from Leisure Facilities (Quarterly)	5,033,000	6,875,000	7,200,000		
L151	Number of visits to libraries (Quarterly)	203,240	289,944	330,000		
<b>Performance &amp; Resources</b>						
L036	Percentage of e+cards issued within 5 working days of application (Quarterly)	99.9%	100.0%	100.0%		
L187	Percentage of the daily planning, building control and enforcement applications scanned and indexed by the end of the next working day (Quarterly)	96.1%	98.4%	97.0%		New indicator
<b>Planning and Transport</b>						
NI154	Net additional homes provided (Quarterly)	160	256	No target	-	
NI157 a	Percentage of major applications determined in 13 weeks (Quarterly)	90%	67%	50%		New indicator
NI157 b	Percentage of minor applications determined in 8 weeks (Quarterly)	84%	81%	80%		New indicator
NI157c	Percentage of other applications determined in 8 weeks or within an agreed extension of time period (Quarterly)	93%	92%	70%		New indicator
L008	Number of planning applications received to date (Quarterly)	280	228	No target	-	
L009	Number of full search requests received (Quarterly)	421	388	No target	-	
L014	Number of people slightly injured in road traffic accidents in the preceding 12 months (percentage change)(Quarterly)	-21.8%	-23.8%	No target	-	
L046	Percentage of full searches answered in 10 working days (Quarterly)	100%	100%	90%		
L048.1	Number of days overrun on streetworks projects - statutory undertakers (Quarterly)	5	5	0		
L048.2	Number of days overrun on street works projects - BFC Contractors (Quarterly)	11	24	0		
L175	People killed or seriously injured in road traffic accidents in the preceding 12 months (percentage change) (Quarterly)	-41.7%	-33.3%	No target	-	
NI 167	Congestion – average journey time per mile during the morning peak (Annually)	2.15	2.17	No target	-	
NI 168	Principal roads where maintenance should be considered (Annually)	8%	8%	7%		
NI 169	Non-principal classified roads where maintenance should be considered (Annually)	8%	8%	6%		

Note: Key indicators are identified by shading

**Traffic Lights**

Compares current performance to target



On, above or within 5% of target

Between 5% and 10% of target

More than 10% from target

**Comparison with same period in previous year**

Identifies direction of travel compared to same point in previous year



Performance has improved



Performance sustained



Performance has declined

The following are annual indicators that are not being reported this quarter:

Ind Ref	Short Description
NI192	Percentage of household waste sent for reuse, recycling and composting (Annually)
NI193	Percentage of municipal waste land filled (Annually)
NI191	Residual household waste per household (Annually)
NI196	Improved street and environmental cleanliness -- fly tipping (Annually)
NI197	Improved local biodiversity -- proportion of local sites where positive conservation management has been or is being implemented (Annually)
NI154	Net additional homes provided (Annually)
L160	Supply of ready to develop housing sites (Annually)
L175	People killed or seriously injured in road traffic accidents in the preceding 12 months (percentage change) (Annually)
L181	Percentage of appeals allowed (Annually)

## Section 3: Complaints

### Corporate Complaints received

The number of complaints received in this quarter – 4

The number of complaints received from quarter 1 to quarter 3 (*year to date*) - 13

Stage	New complaints activity in quarter 2	Complaints activity year to date	Outcome of total complaints activity year to date
New Stage 2	4	9	3 upheld; 5 not upheld; 1 ongoing
New Stage 3	0	2	2 upheld
New Stage 4	0	1	1 not upheld
Local	0	1	1 not upheld
Government Ombudsman			

### Nature of complaints/ Actions taken/ Lessons learnt:

The nature of complaints received in the quarter related to:

- Lorries parking in residential streets
- Damage to car and parking on highway verges
- Work contrary to planning conditions

Lessons learnt from complaints in the quarter include:

- The need for ongoing and clear communication with residents is important to ensure that expectations are managed and that issues do not drag on unnecessarily
- Holding face to face meetings in order to resolve complex issues will avoid lengthy and resource intensive correspondence



## Section 4: People

### Staffing Levels

	Staff in Post	Staffing Full Time	Staffing Part Time	Total Posts FTE	Vacant Posts	Vacancy Rate
Directorate (DMT plus PA's)	8	8	0	8	0	0.00%
Environment & Public Protection	93	80	13	88.41	5	5.10%
Leisure & Culture	363	156	207	247.69	40	9.93%
Performance & Resources	32	28	4	30.46	1	3.03%
Planning & Transport	86	63	23	78.72	11	11.34%
<b>Department Totals</b>	<b>582</b>	<b>335</b>	<b>247</b>	<b>453.28</b>	<b>57</b>	<b>8.92%</b>

### Staff Turnover

For the quarter ending	31 December 2013	3.03%
For the last four quarters	1 Jan 2013 – 31 Dec 2013	12.75%

Total voluntary turnover for BFC, 2012/13: 12.48%  
Average UK voluntary turnover 2012: 10.6%  
Average Public Sector voluntary turnover 2012: 8.1%  
(Source: XPerHR Staff Turnover Rates and Cost Survey 2013)

### Comments:

The vacancy rate has decreased from 9.52% last quarter to 8.92% this quarter. This is due to there being four less vacancies and two less people in post (582), compared to last quarter (580).

Quarterly staff turnover has increased this quarter as there are two more leavers compared to last quarter.

Annual staff turnover has increased this quarter as there were more leavers in the last four quarters (76) compared to the four quarters ending 30 September 2013 (67).

## Staff Sickness

Section	Total staff	Number of days sickness	Quarter 3 average per employee	2013/14 Projected annual average per employee
Directorate	8	6.5	0.81	2.08
Environment & Public Protection	93	197.5	2.12	9.79
Leisure & Culture	363	386.5	1.06	4.73
Performance & Resources	32	40.5	1.27	4.69
Planning & Transportation	86	79.5	0.92	3.54
<b>Department Totals (Q2)</b>	<b>582</b>	<b>710.5</b>	<b>1.22</b>	
<b>Totals (13/14)</b>		<b>2325.5</b>		<b>5.33</b>

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council 12/13	5.56 days
All local government employers 2012	9.0 days
All South East Employers 2012	8.7 days

(Source: Chartered Institute of Personnel and Development Absence Management survey 2013)





## Comments:

Sickness this quarter has decreased compared to last quarter (915.5 days), which is mainly due to a decrease in long-term sick, with 11 employees being off this quarter, compared to 17 last quarter. Of those on long-term sick this quarter, nine had returned by the end of December and one is due to return in January.






*N.B. 20 working days or more is classed as Long Term Sick.*






## Section 5: Progress against Medium Term Objectives and Key Actions

Progress has been monitored against the sub-actions, supporting the Key Actions contained in the Environment, Culture & Communities Service Plan for 2013 – 2014. This contains 54 actions to be completed in support of 8 Medium Term Objectives. Annex A provides detailed information on progress against each of these actions:

Overall 6 actions were completed at the end of Quarter 4 () , while 43 actions are on schedule () and 5 are causing concern ( and ).

The actions that are causing concern are:

Ref	Action		Progress
1.8.2	Work with BRP to complete a Public Realm Strategy.		Whilst negotiations between the Council and BRP continue, an acceptable strategy has yet to be submitted.
1.8.6	Develop a new masterplan for Bracknell Town Centre Southern Gateway.		No progress has been made on this task as we await commitment from BRP to confirm bus station works will focus on retention of existing bus station.
2.5.1	Continue to prioritise enforcement action applying resources available to most serious cases.		With the recruitment of temporary and permanent Enforcement Officers in the quarter, in-roads into the backlog of cases are being made.
6.8.4	Reduce the opportunity for the purchase of age restricted products by undertaking a programme of test purchasing and educational visits.		8 test purchases of alcohol were attempted and refused which is a significant improvement upon previous quarters. Attempts were also made by underage volunteers to place bets and play high stake machines within licensed betting shops and the result of 4 successes out of 6 attempts was disappointing. The work was carried out in partnership with the Gambling Commission.
9.2.4	Deliver the Highways Capital and Maintenance Programme.		Autumn programmes curtailed owing to contractor resources and weather conditions. Programmes will be re-started in March 2014 with a view to completion by the year end - weather permitting.

Status Legend	
Where the action has not yet started but should have been, or where the action has started but is behind schedule	
Where the action has not yet started or where the action has been started but there is a possibility that it may fall behind schedule	
Where the action has started, is not yet completed, but is on schedule	
Where the action has been completed (regardless of whether this was on time or not)	
Where the action is no longer applicable for whatever reason	

## Section 6: Money

### Revenue Budget

The original cash budget for the department was £32.972m. Net transfers of £0.930m have been made bringing the current approved cash budget to £33.902m. A detailed analysis of these budget changes this quarter is available in Annex B Table 1.

The forecast outturn for the department is £33.195m (£0.707m less than the current approved cash budget). A detailed analysis of this variance for the quarter is available in Annex B Table 2.

The department has not identified any budgets that can pose a risk to the Council's overall financial position in this quarter.

### Capital Budget

The Committee's capital budget for the year was set at £8,034,000. This included £3,697,000 of externally funded schemes. A carry forward from 2012/2013 of £2,006,200, an additional grant of £79,200 for Real Time Passenger Information, £147,000 for Local Sustainable Transport, and virements of £79,900 from revenue for the purchase of re-cycling bins, to carry out works at London Road Landfill site and towards the recreation area at The Parks gives an available spend of £10,346,300.

The department currently anticipates 77.4% of the total approved budget to be spent by the end of the financial year. A detailed list of schemes together with their approved budget and forecast spend is available in Annex B Table 3.

The following scheme is forecast to under spend:

Scheme	Over/Under Spend £000	Comments
Disabled Facilities Grant	(12.2)	The number of applications for these grants has reduced so it is unlikely that the total budget will be spent this financial.
There are 4 schemes that will be slightly overspent	11.7	

## Section 7: Forward Look

### ENVIRONMENT & PUBLIC PROTECTION

#### Emergency Planning & Business Continuity

- Some senior officers are being supported by additional emergency management training organised by Reading BC. This will take place in early March. Similarly staff involved in supporting a Temporary Mortuary are completing refresher training during February.
- A 'Supporting People' conference is scheduled for April 2014. This will be used as training to explain the processes we have in place but will also be used as an opportunity to hear from survivors who have their own story to tell.
- Berkshire Search & Rescue (SEBEV) is to get training in rest centre management. As our own pool of staff volunteers reduces there is a need to consider how we could operate in the event of need. SEBEV could assist. Similarly following some Berkshire wide duty officer training during March we will be looking again at our own resources and capacity across the organisation.
- The wildfire threat analysis project begins in February with a workshop for partners to scope detail.

#### Environmental Services (Inc Waste, Street Cleansing and Landscape)

- The promotion of the recycling reward scheme will have been completed by the end of March by a specialist waste company. This is being undertaken to encourage residents to sign up to the blue bin scheme and ensure they recycle correctly.
- South Hill Park has agreed to become a partner in the blue bin rewards scheme due to commence in Q4 and the part of the scheme that facilitates donations to the community will also be set up by then.
- There will be a Borough wide community voluntary Spring Clean during March for the Take Pride initiative.
- The Grounds Maintenance and Street Cleansing contract evaluations will be finalised.

#### Highway Asset Management

- The Winter Service Plan has been published and sufficient salt stock secured to ensure adequate resilience throughout the winter season. Additional salt is on order to maintain stock levels.
- Highway condition surveys are complete and the data collected is being analysed to inform future capital works programmes.
- A number of roads will need attention due to the recent adverse weather.
- The local flooding issues will be investigated.
- Hopefully the recruitment process to replace four key staff will be nearing completion.

#### Regulatory Services (Trading Standards, Licensing, Environmental Health)

- Officers will be following up on the Nutritional Meals in Care Homes project to see how the information and advice has been used to deliver improved meals for residents.
- The Air Quality Action Plan will be released for public consultation.

#### Cemetery & Crematorium

- New lighting is to be installed to chapel entrance as part of the ongoing improvement programme and the storm damage will be rectified.

### **Car Parks**

- Structural works are due to start in both multi storey car parks.
- The rear staircase to High Street car park is to be closed for refurbishment works.

## **LEISURE AND CULTURE**

### **Libraries**

- Implementation of the new Library Management System across all libraries.

### **Leisure**

- Facilities will re-open after winter maintenance closures.
- The spring term courses programme will be in full swing and specialist facilities such as gyms will be promoted strongly.
- Outdoor facilities will be hoping the weather does not have too much impact on their usage.
- Preparations for the 30th Anniversary Bracknell half marathon will gather pace.

### **Parks and Countryside**

- South Hill Park - a Project Completion Report was submitted to the Heritage Lottery Fund in December. This includes the 10 year Management and Maintenance Plan for which the Heritage Lottery Fund and Big Lottery Fund will be providing investment of approximately £470,000 (as part of the overall grant award of £2.3 million).
- Community involvement - volunteering continues to be of great importance alongside raising awareness of recreational opportunities and environmental quality across the borough. Events scheduled over the winter/spring include an orchard wassail, outdoor photography course, Easter treasure hunt and practical conservation work at Lily Hill Park, South Hill Park and All Saint's Rise (as part of the Take Pride initiative).
- Biodiversity - Suitable Alternative Natural Green Spaces (SANGS) are open spaces that are being enhanced to attract more visitors by providing an enjoyable natural environment for recreation as an alternative to the Thames Basin Heaths Special Protection Area.
- The following SANGS enhancements are planned for quarter 4:
  - Ditch clearance at Cut Countryside Corridor to improve drainage and provide marginal wetland habitat.
  - Improving access by installing new ditch bridges and providing new benches and picnic tables at Englemere Pond.
  - Scrub clearance and height barrier works at Horseshoe Lake.
  - Fencing, hedge planting, new signage and height barrier works at Longhill Park.
- A site visit is planned with Natural England to assess the SANGS potential for Edmunds Green, Harvest Hill and Bluebell Hill.
- The current Countryside Stewardship agreement for Caesar's Camp expires in April 2014. A new management plan is being written and will form part of an application to Natural England for Higher Level Stewardship funding to support conservation works on site.
- Quality Improvements Programme - a key priority of the Parks and Open Spaces Strategy is to sustain and raise quality standards of the borough's parks and open spaces. This is being funded using Section 106 developer contributions.
- Implementation of Phase 1 site quality improvements continues at Westmorland Park and Snaprails Park. The path upgrades at Westmorland are near completion; work will soon begin with the establishment of new wildflower

meadows, ornamental planting and design/production of new interpretation and site signs. Wooden footbridges have been installed at Snaprails Park; work is to begin on creation of new path links, restoration of the leat/stream embankments and new seating.

- Future projects for Phase II are being considered, with schemes already approved by the Executive, at Binfield Cricket Club (Binfield Parish Council) and Calfridus Way and Mill Park (Bracknell Town Council).
- Contractors will be on site in early January to carry out play area improvements at Goddard Way, as funded through the capital programme.
- Quality Awards - Green Flag Award applications will be made for Pope's Meadow, Lily Hill Park, Shepherd Meadows (jointly with Sandhurst Memorial Park) and South Hill Park at the end of January.
- Parks Photo Competition - an exhibition of the best entries from last year's 'water' themed competition will take place at South Hill Park's Community Gallery between 8 February and 6 April 2014.
- Public Rights of Way – a Traffic Regulation Order (TRO) for the temporary closure of the Devil's Highway (Crowthorne Restricted Byway 12) will be in place for a period of 21 days (starting on 6 January) to ensure public safety whilst the land manager (Broadmoor Hospital) conducts emergency tree works. Whilst the RB is closed there will be a diversion route available.
- The TRO for the temporary closure of Brookside (Sandhurst Byway 16) remains in force for a period of up to 3 months (starting on 16th December 2013) to ensure public safety whilst a statutory undertaker conducts a water mains replacement along this private road, where a public right of way is situated. A temporary diversion is available via Park Road and Yorktown Road.
- In response to residents' concerns regarding damage to the surface of Sandhurst Bridleway 7 (resulting from essential woodland management), officers will be liaising with the landowner (Wellington College) regarding remedial work to restore the surface of the Bridleway.
- Planning/transport strategic site allocations - specialist advice is being provided to the planning authority regarding essential green infrastructure required to facilitate sustainable development of strategic housing land. This focuses on biodiversity, landscape design, protecting rights of way, trees and outdoor recreation. Of key importance is the provision and future management and maintenance of Open Space of Public Value and Suitable Alternative Natural Greenspaces. Sites currently being considered include Amen Corner North and South, Transport Research Laboratory (Crowthorne) and South Warfield.
- Jennett's Park - the lease agreement is due to be signed for the 34 hectare public open space of Peacock Meadows. 3 play areas (Pigeon Grove, Osprey Park and Woodpecker Park) have been completed and transferred, and work will continue with Legal Services and Corporate Property to complete land transfers of Tarman's Copse, green corridors and further play areas. On handover to the Council, a countryside ranger will be responsible for the site and Landscape Services will carry out routine maintenance tasks. New interpretation boards will be installed with site maps and information about wildlife and management.
- The Parks - the construction of the new community centre and sports pavilion is underway and due to be completed this summer. The works also include a new car park, recycling facility and a multi-use games area. The provision of active recreation facilities by the developer is being monitored, including a cricket pitch.
- Wykery Copse - this Site of Special Scientific Interest Copse and its buffer zones, together with open space between the housing and the A329 will be transferred to the Council in the near future. Negotiations to agree appropriate commuted sums have been completed and the land transfer boundaries agreed.



- Inclement weather - recent high wind and heavy rainfall is resulting in path surface flooding and damage to trees and boundary fences. Safety works are being addressed as a high priority.

## **PERFORMANCE & RESOURCES**

### **Contracts**

- Public Realm 2014 contracts will be awarded by the end of March.
- The first individual call-off contracts will be awarded in February under the framework agreement for road based passenger transport (buses).

### **e+ Smartcard**

- The combined e+ Visa card for ASCH&H clients will be User Acceptance Tested in the live environment .
- The combined e+ Visa card ordering process will be User Acceptance tested.
- SmartConnect integration with the new library management system will be finalised and User Acceptance Tested with the test system before Go Live
- An external rewards provider ( South Hill Park) will be added to the SmartConnect Rewards scheme
- The Reward Portal will be enhanced to allow incentive points to be donated to a nominated good cause

### **Finance**

- In addition to the core functions of accounting, budget monitoring, financial advice and debt control the main tasks in the quarter are to build the budgets ready for updating the general ledger with the 2014/15 capital and revenue budgets and to start preparing for closure of the 2013/14 accounts.

### **Human Resources**

- Management Development training will be delivered at The Look Out
- A network event for managers in ECC will take place in March 2014.
- The HR team will start planning the next mentoring scheme for managers
- The team will be working with Corporate HR on the new HR/Payroll system and the Releasing Talent group as part of the Good to Great initiative.

### **Business systems**

- In addition to daily work requests and improving the content of the department's 400+ web pages, the web team will be creating several online forms for the Network Management Team. They will also complete a review of the department's web content.
- The GIS & Gazetteer team will be working to develop, test and sign off new online map services for the public prior to upgrading the live GIS software infrastructure at the end of March 2014. Following successful provision (in Test) of alternative mapping data for IDOX Uniform, TLC and Public Access the team will be working to re-point the Live systems. The team are starting a project to automatically extract tree data from the Confirm system for inclusion in the GIS database and subsequent display via online GIS map services.
- The information support services team now have the staff and equipment in place to begin scanning documents for Regulatory Services into SmartOffice. They will be working closely with Regulatory Services to agree and implement processes and service standards before the business go live with SmartOffice but also throughout the early stages of the process. Although SmartOffice has yet to be



finalised, the team will begin scanning for the teams to ensure large back logs are avoided.

- Storage and secure destruction is a key focus following completion of the interim office moves by all divisions in Time Square. Existing storage will be reorganised and items destroyed that have reached their destruction dates to make space available for the final moves in May 2014.
- The upgrade of the leisure management system will continue but at a slow pace during the quarter as the project is dependent on delivery of new servers and the roll out of Windows 7/MS Office 2010 by Corporate IT. This latter project is not due to start until February 14.
- The IT project manager has initiated the project to link Confirm to SmartOffice. Work on project scope and the proposed fileplan will be completed this quarter.
- As part of the Council's migration to Microsoft active directory, the department's remaining key IT system, M3, will be moving to a new server with an upgraded Oracle database. The business support team will be working closely with the business, Corporate IT and the system suppliers to complete this migration in January 2014.
- Issues with data extraction and format have delayed the implementation of the Mayrise system. Business support will be working with the Network Management team and software suppliers to ensure implementation is completed this quarter.
- Business support will be leading on a number of IT system upgrades this quarter including Uniform and IDOX ERDMS , used by development management, building control; Confirm, highway asset management, trees service and environmental services and TLC used by land charges.

## **PLANNING AND TRANSPORT**

### **Building Control**

- The attempt to recruit a temporary member of staff continues. It is hoped to get a suitable surveyor in to cover current workload until the Town Centre work gets completely underway at which point a permanent recruitment will be made.
- An advertisement will be made shortly for a Trainee Building Control Surveyor to assist with workload and also the anticipated work surrounding the upcoming SuDS function.
- Communication is underway with the team responsible for the redevelopment of Broadmoor in an attempt to secure that project shortly.

### **Development Management**

- The quarter saw applications for several major developments being received, including further applications for parts of Bracknell Town Centre (including redevelopment of Winchester House) and a number of housing sites both sites allocated through the Sites Allocation Plan and unallocated sites, most notably Tilehurst Lane, Binfield. This is reflected in the high level of fee income received for the period.
- Further significant applications are anticipated in the coming quarter and in order to deal with this increased level of activity current staffing resources will be reviewed during the quarter to ensure the service remains responsive to the current upturn in the local economy.
- The benchmarking activities of the service with other Councils and supported by the Planning Advisory Service are continuing.
- Despite Ministerial pronouncements earlier in the year that there would not be further changes to the planning system the onslaught of changes continues, with further relaxations relating to the regulations governing the change of use of

building anticipated and a fundamental review of the permitted development regulations underway.

### **Highway Network Management**

- Work continues on the development of a permit scheme under the Traffic Management Act 2004. The consultation on joining the South East Permit Scheme commenced on 26<sup>th</sup> November 2014 until 4<sup>th</sup> February 2014.
- Work is ongoing to improve public communications related to planned and reactive road works the ability to publish road closures through the roadworks.org website has been secured.










### **Spatial Policy**

- Adoption of CIL
- Work on replacement LID SPD
- Work being started on a new local plan in line with Council's Local Development Scheme.
- Commencement of energy demand management strategy
- Design advice will be provided for a draft Public Art Strategy, town centre reserved matters applications and for South Warfield Master plan work.









### **Transport Development Section**

- Work will be continuing on the implementation of various Integrated Transport schemes contained in this years capital programme including and delivery of the projects within the Local Sustainable Transport Fund grant will continue.
- Twin Bridges Roundabout Improvements – work will progress to the northern side of the junction, involving off –peak lane closures.
- Town Centre Regeneration – S278 Highway schemes will progress as below:
- Works to improve High Street (West).
- Continued repaving works outside Princess Sq entrance.
- Works to progress changes to the section of The Ring between Weather Way and Easthampstead House entrance.
- Processing of relevant TRO's associated with changes of the town centre highway network.
- Work will continue with developers of Warfield, TRL and Amen Corner sites to identify their transport requirements.
- Results from the public consultation on the introduction of a Resident's Parking Scheme in areas around Bracknell Town Centre will have been formally considered and the next step agreed.
- The Integrated Transport Capital Programme for 2014/15 will be put forward for approval
- The Road Safety Education Training and Publicity Team will continue with their programme of delivery to schools, colleges, businesses and the general public, through Road Safety Education days and town centre events.
- New bus operators will be providing the existing supported bus contracts across the Borough (changeover date 13th January)








## Annex A: Progress on Service Plan Actions








MTO 1: Re-generate Bracknell Town Centre				
Sub-Action	Due Date	Owner	Status	Comments
<b>1.3 Deliver the framework which enables regeneration of Bracknell Town Centre.</b>				
1.3.1 Work with BRP and other proponents to gain planning permissions to deliver town centre regeneration	31/05/2013	ECC		During the quarter, reserved matters approvals were given for the Northern Retail Quarter, Charles Square and Stanley Walk.
1.3.2 Work with BRP to agree demolition and construction programme for town centre regeneration.	31/08/2013	ECC		Demolition of northern area is now complete. Further demolition as part of wider highway enabling works anticipated by summer 2014.
1.3.3 Work with BRP to facilitate the relocation of major utilities and services as part of the town centre regeneration.	31/05/2013	ECC		Still awaiting applications from BRP for street works licences and details of utility diversionary works.
1.3.4 Work with BRP to achieve necessary phased changes to the extent of public highway to facilitate town centre regeneration.	31/03/2014	ECC		Road Closure Order made and judicial review period has lapsed.
1.3.5 Work with BRP on getting approved designs for the highway changes to facilitate town centre regeneration.	31/03/2014	ECC		While there has been some delay from BRP, we anticipate highway enabling works to High Street West and Weather Way to commence Feb 2014.
<b>1.5 undertake highway improvement works including work at Twin Bridges to enhance accessibility to the town centre.</b>				
1.5.1 Implement modelling work to support the development of a transport network to accommodate planned growth.	31/03/2014	ECC		Modelling refresh is almost completed.
1.5.2 Design improvements to Bracknell Bus Station and commence construction.	31/03/2014	ECC		Subject to BRP confirming no plans to build new bus station (which is our expectation), on schedule to commence work on new bus station by Spring 2014.
1.5.3 Design and implement Improvement works at Twin Bridges.	31/03/2014	ECC		Improvement works on-schedule. Works to northern side of junction commence January 2014.
1.5.4 Design and implement further town centre related junction improvements.	31/03/2014	ECC		Design work is being progressed for junction work (e.g. Coral Reef roundabout) for future capital programme implementation.
<b>1.8 Deliver high quality public realm and public spaces.</b>				






1.8.1 Implement second phase of improvements to Town Centre car parks.	31/03/2014	ECC		High Street carpark adjustments have been made to accommodate Shopmobility access.
1.8.2 Work with BRP to complete a Public Realm Strategy.	31/03/2014	ECC		Whilst negotiations between the Council and BRP continue, an acceptable strategy has yet to be submitted.
1.8.3 Complete Town Centre Public Art Strategy.	31/03/2014	ECC		Completed in April and approved by Regeneration Committee in May.
1.8.6 Develop a new masterplan for Bracknell Town Centre Southern Gateway.	31/03/2014	ECC		No progress has been made on this task as we await commitment from BRP to confirm bus station works will focus on retention of existing bus station.
1.8.7 In association with the bus station improvement works, design and seek approval for the new Jubilee Park on land to the north of the Goose Pub.	31/03/2014	ECC		Scheme considered by Regeneration Committee; reserved matters application not yet submitted.
<b>1.9 Implement an Accommodation Strategy to rationalise the number of buildings used by the Council.</b>				
1.9.8- Move ECC to final locations in Time Square.	31/03/2014	ECC		Accommodation moves in Time Square involving the department have taken place over the autumn with no problems encountered. Plans are on schedule to roll out the subsequent moves for the department.
1.9.13 Implement flexible and mobile working across all town centre offices.	31/03/2014	ECC		All officers designated homeflex or free, in the department have been issued with appropriate ICT equipment and a mobile phone to enable them to work flexibly. Teams have started to operate mobile and flexible working as a result of the accommodation moves over the summer/autumn.
<b>MTO 2: Protect communities by strong planning policies</b>				
Sub-Action	Due Date	Owner	Status	Comments
<b>2.1 Deliver the Local Development Scheme, including agreeing the Site Allocations Development Plan Document (SADPD) as soon as possible and completing a review of the Core Strategy (expected to run from 2016-2031).</b>				
2.1.1 Successfully defend the Site Allocations Development Plan Document (SADPD) at examination and adopt	31/10/2013	ECC		Adopted on 17 July 2013.
2.1.2 Develop proposals to review the core Strategy/Local Plan Review – for the period after 2016 in line with	31/03/2014	ECC		Updated local development scheme prepared for January Executive includes programme for comprehensive Local Plan.

NPPF.				
2.1.3 Publish Masterplan for South Warfield.	31/05/2013	ECC		Master plan for western part submitted as part of application by Berkeleys. Further iteration of central area master plan being prepared, still limited developer progress on eastern area.
<b>2.2 Develop robust evidence to ensure new development delivers the infrastructure priorities for the Borough.</b>				
2.2.1 Complete and adopt a Borough wide community infrastructure levy.	31/12/2013	ECC		Further viability work received, charging schedule subject to review following legal opinion before further consultation.
2.2.2 Determine planning applications within Government set timelines.	31/03/2014	ECC		Application determined with either 8 or 13 weeks or such other period as agreed by the applicant exceeded target during the quarter.
<b>2.3 Ensure infrastructure is delivered alongside new development to the benefit of the whole community, by introducing Infrastructure Delivery Plans, which residents contribute to, in support of any approved planning policy document.</b>				
2.3.1 Implement the Infrastructure Delivery Plan developed as part of SADPD – agreed at adoption.	31/10/2013	ECC		Implementation through negotiation with developers on S106 and introduction of CIL. Also pursuing other infrastructure funding streams through HCA and LEP.
2.3.2 Negotiate s106 agreements on appropriate sites.	31/03/2014	ECC		Negotiations ongoing on relevant sites including TRL, Warfield (Berkeleys) and Amen Corner South strategic sites.
<b>2.4 Continue to protect our green belt and avoid coalescence of existing communities consistent with the NPPF.</b>				
2.4.1 Continue to protect our green belt and avoid coalescence of existing communities in line with BFC and national policy when determining planning applications.	30/06/2014	ECC		No change to green belt boundaries and gaps between settlements preserved in Site Allocation Local Plan. Updated LDS will include review of saved local plan green belt policies as part of new Development Management Local Plan.
<b>2.5 Take appropriate enforcement action against those that do not comply with planning law.</b>				
2.5.1 Continue to prioritise enforcement action applying resources available to most serious cases.	31/03/2014	ECC		With the recruitment of temporary and permanent Enforcement Officers in the quarter, in-roads into the backlog of cases are being made.
<b>MTO 3: Keep Bracknell Forest clean and green</b>				
Sub-Action	Due Date	Owner	Status	Comments
<b>3.1 Maintain our open spaces to a high standard.</b>				
3.1.1 Maintain our green flag status on the 3 existing sites.	31/03/2014	ECC		Green Flag Awards achieved for Lily Hill Park, Popes Meadow and Shepherd Meadows. South Hill Park has also received a Green Flag





				Award.
3.1.2 Secure green flag status at South Hill Park.	31/08/2013	ECC		South Hill Park has successfully achieved a Green Flag Award.
3.1.3 Maintain litter levels across the whole Borough to the appropriate EPA standard.	31/03/2014	ECC		All litter levels maintained within target.
3.1.4 Take appropriate enforcement action against those that do not comply with environmental legislation eg flytipping.	31/03/2014	ECC		69 service requests were investigated regarding dumped rubbish/ flytipping within the quarter, a case covering 4 flytipping incidents has been referred to legal services for prosecution. One notice has been served on a land owner to clear flytipped material.
3.1.5 Maintain environmental amenity land across the whole of the borough.	31/03/2014	ECC		Continued good performance.
<b>3.2 Implement Parks Quality Improvement Programme.</b>				
3.2.1 Raise quality standards at 5 sites (Westmorland Park, Snaprails Park, Bracknell Footpath 5, Blackmoor Pond, Edmonds Green and Lane).	31/03/2014	ECC		Specifications are being finalised and quotations obtained to complete these projects this financial year. Hard landscaping at Westmorland Park was completed in the last quarter.
<b>3.3 Increase the amount of green space that is accessible to residents.</b>				
3.3.1 Transfer land into public ownership including Jennet's Park, Wykery Copse and The Parks.	31/03/2014	ECC		Although not yet complete, the indication is that Peacock Meadows (at Jennett's Park) will be transferred to BFC in the next 2 months (and so before the end of March 2014). Jennett's Hill active open space is in construction with works close to completion. Commuted sum negotiations for public open space at Wykery Copse have been successfully completed and transfer is now being finalised by Legal services. As previously reported, construction of a new pavilion is underway at The Parks, with transfer of open space due to be completed in Summer 2014.
<b>3.4 Reduce energy consumption in the Borough.</b>				
3.4.1 Replace CHP units at Bracknell Leisure Centre and/or Coral Reef.	31/03/2014	ECC		Tender evaluation completed and successful tender selected. Contract award approved by Executive Member. OJEU notices to unsuccessful tenderers issued prior to contract award.
3.4.2 Improve energy efficiency in existing homes.	31/03/2014	ECC		Home energy efficiency measures being implemented through BFC Warm & Well scheme & Flexible Home Improvement Loans. NHS Warm Homes Healthy People funds

				to support vulnerable residents now exhausted. Further home energy efficiency measures promoted through the Green Deal & Energy Company Obligation per sub-action 3.6.1
<b>3.5 Increase the use of energy from sustainable sources.</b>				
3.5.1 Undertake feasibility study to incorporate biomass at Coral Reef and/or Bracknell Leisure Centre.	31/05/2013	ECC		The feasibility study took place and a decision has been made not to incorporate biomass at Coral Reef and Bracknell Leisure Centre.
<b>3.6 Help people improve the energy efficiency of their homes.</b>				
3.6.1 Support the Green Deal and Energy Company obligation.	31/03/2014	ECC		Installation of external solid wall insulation with ECO subsidy underway in privately owned Wimpey no-fines households in Wildridings and Great Hollands. Contract awarded to Anglian Building Products by Bracknell Forest Homes to install ECO subsidised EWI on 248 BFH owned Wimpey no-fines homes. Awaiting outcome of Green Deal Communities funding bid.
<b>3.7 Help people to get their energy from sustainable sources.</b>				
3.7.1 Promote renewable energy systems to local residents.	31/03/2014	ECC		Renewable energy technologies are being promoted through Your Energy Matters low carbon advisory centre. 21 solar PV installations registered by OFGEM in Q3.
<b>3.8 Monitor and respond to the impact of severe weather conditions.</b>				
3.8.1 Implement Winter Response Plan if required.	28/02/2014	ECC		Normal winter arrangements applied so far during this period. Highways winter maintenance plan implemented accordingly and appropriate to conditions. Winter weather as of end of Dec 13 has meant no need to implement a corporate response as in previous years.
<b>3.9 Reduce waste to landfill.</b>				
3.9.1 Introduce recycling incentive scheme and monitor its effectiveness.	31/03/2014	ECC		The Recycling Incentive Scheme continues to expand steadily and door knocking has been implemented to encourage residents to participate.
3.9.2 Implement the Brown Bin scheme.	31/03/2014	ECC		Management and administration of brown bins has been successfully passed to the waste collection contractor and payments are already being received for 2014/15.
<b>MTO 6: Support Opportunities for Health and Wellbeing</b>				
<b>Sub-Action</b>	<b>Due Date</b>	<b>Owner</b>	<b>Status</b>	<b>Comments</b>
<b>6.6 Support sports activities and facilities within the borough.</b>				
6.6.1 Improve Bracknell Leisure Centre by building a new	30/11/2013	ECC		scheme completed

multipurpose hall and extending the existing gym.				
<b>6.7 Recognise the value libraries play in our communities.</b>				
6.7.1 Enhance Sandhurst Library.	31/03/2014	ECC		Enhancement completed by 28 November 2013.
<b>6.8 Preserve and promote Public Health.</b>				
6.8.1 Monitor and report on air quality in the borough with particular reference to the implementation of the 2 current Air Quality Management Area (AQMA) action plan.	31/03/2014	ECC		DEFRA have accepted the 2013 Progress report – the AQ Action Plan has been produced, and will be going out to public consultation in Q4
6.8.2 Promote healthy eating and reduce incidents of food and water related disease.	31/03/2014	ECC		All Hygiene Ratings continue to be published and made accessible to customers. All routine food hygiene visits include guidance to business operators on how they can improve their rating and a project dedicated to providing more focussed advice and training to the lower scoring local businesses from a purely educational perspective is nearing completion. Support continues to be provided to encouraging the adoption of the Catering for Health scheme with local businesses.
6.8.3 Implement the Health and Safety Law Enforcement Plan.	31/03/2014	ECC		Progress against the Health and Safety Law Enforcement Plan for 2013/14 continues, with all relevant cooling tower and other high risk legionella sites visited. Focus will continue on responding to relevant notifications and complaints, and progressing with high risk premises that are due a routine intervention.
6.8.4 Reduce the opportunity for the purchase of age restricted products by undertaking a programme of test purchasing and educational visits.	31/03/2014	ECC		8 test purchases of alcohol were attempted and refused which is a significant improvement upon previous quarters. Attempts were also made by underage volunteers to place bets and play high stake machines within licensed betting shops and the result of 4 successes out of 6 attempts was disappointing. The work was carried out in partnership with the Gambling Commission.
<b>MTO 8: Work with the police and other partners to ensure Bracknell Forest remains a safe place</b>				
<b>Sub-Action</b>	<b>Due Date</b>	<b>Owner</b>	<b>Status</b>	<b>Comments</b>
<b>8.5 Improve the safety of our roads by improvements to the infrastructure and, where appropriate, by thorough speed enforcement.</b>				





8.5.1 Continue to work in partnership with Neighbouring authorities through groups like Safer Roads Berkshire to maximise the impact of road safety programmes and initiatives.	31/03/2014	ECC		Partnership work continues. Programmes of activity for 2014/15 now being prepared.
8.5.2 Work with Thames Valley Police to manage effective speed enforcement.	31/03/2014	ECC		Detailed liaison has commenced regarding future fixed speed enforcement sites, given the imminent start of the TVP digital unit replacement programme.

### **MTO 9: Sustain the economic prosperity of the Borough**

<b>Sub-Action</b>	<b>Due Date</b>	<b>Owner</b>	<b>Status</b>	<b>Comments</b>
-------------------	-----------------	--------------	---------------	-----------------



#### **9.2 support the work of the Economic and Skills Partnership to sustain the local economy, in particular by co-ordinating the implementation of the Bracknell Forest Local Economic Development Strategy.**

9.2.3 Through the Primary Authority Partnership and by working with local businesses enable their compliance with legislative requirements.	31/03/2014	ECC		Agreements have been reached with two national companies comprising of multiple outlets, one running golf courses and another supplying and fitting tyres. The agreements are presently with Better Regulation Delivery Office for final ratification.
9.2.4 Deliver the Highways Capital and Maintenance Programme.	31/03/2014	ECC		Autumn programmes curtailed owing to contractor resources and weather conditions. Programmes will be re-started in March 2014 with a view to completion by the year end – weather permitting.



### **MTO 10: Encourage the provision of a range of appropriate housing**






<b>Sub-Action</b>	<b>Due Date</b>	<b>Owner</b>	<b>Status</b>	<b>Comments</b>
-------------------	-----------------	--------------	---------------	-----------------

#### **10.1 Ensure a supply of affordable homes.**

10.1.4 Promote the Disabled Facilities Grants and flexible Home Improvement Loan Schemes.	31/03/2014	ECC		In Quarter 3 24 DFSGs were approved and 23 homes were adapted to enable disabled occupiers to remain within their own home. 1 flexible home loan was awarded to assist an occupier with the replacement of a boiler.
10.1.5 Ensure appropriate standards of accommodation in the private rented sector through appropriate enforcement and support to landlords.	31/03/2014	ECC		73 Service requests were received concerning poor conditions within the private rented sector, this resulted in 7 improvement notices being served to require landlords to carry out works to their properties and 3 notices of entry were required.

### **MTO 11: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money**

Sub-Action	Due Date	Owner	Status	Comments
<b>11.8 implement a programme of economies to reduce expenditure</b>				
11.8.8 Develop proposals to help the Council produce a balanced budget in 2014/15.	31/03/2014	ECC		The department's budget proposals which will enable the Council to produce a balanced budget were considered and agreed by Members in the autumn and will form part of the formal budget consultation in the New Year.
11.8.9 Procure Public Realm contracts.	30/09/2014	ECC		Tender documents were issued in October. Tenders were returned before Christmas, and evaluation has started.

<b>Status Legend</b>	
Where the action has not yet started but should have been, or where the action has started but is behind schedule	
Where the action has not yet started or where the action has been started but there is a possibility that it may fall behind schedule	
Where the action has started, is not yet completed, but is on schedule	
Where the action has been completed (regardless of whether this was on time or not)	
Where the action is no longer applicable for whatever reason	

## Annex B: Financial Information

Table 1 – Budget

	Net Original Budget 2013/14	Virements & Budget C/fwds	Current Approved Budget	Departments Projected Outturn	Variance Over/(Under) Spend	Variance This Period
	£000	£000	£000	£000	£000	£000
<b>Director of Environment, Culture &amp; Communities</b>						
Director and Support	231	10	241	241	0	
Training, Marketing, Research & Development	16	0	16	16	0	
	247	10	257	257	0	0
<b>Chief Officer Leisure &amp; Culture</b>						
Archives	110	0	110	110	0	
South Hill Park	453	37	490	490	0	
Community Arts & Cultural Services	2	30	32	32	0	
Parks, Open Spaces & Countryside	1,207	57	1,264	1,264	0	
Sports Development & Community Recreation	78	-1	77	77	0	
The Look Out	85	-7	78	-37	-115	-31
Edgbarrow / Sandhurst Sports Centres	152	-9	143	157	14	
Bracknell Leisure Centre / Coral Reef	648	122	770	730	-40	-40
Harmanswater Swimming Pool	6	0	6	6	0	
Easthampstead Park Conference Centre	159	78	237	237	0	
Horseshoelake Water Sports	24	0	24	24	0	
Downshire Golf Complex	-8	2	-6	-6	0	
Libraries	1,665	5	1,670	1,670	0	
	4,581	314	4,895	4,754	-141	-71
<b>Chief Officer Environment &amp; Public Protection</b>						
Waste Management	6,487	-84	6,403	6,334	-69	-69
Street Cleaning	1,247	30	1,277	1,277	0	
Highway Maintenance (Including Street Lighting)	4,504	60	4,564	4,564	0	
On/Off Street Parking	-103	6	-97	-68	29	16
Easthampstead Park Cemetery and Crematorium	-770	1	-769	-928	-159	-72
Regulatory Services (Including Licensing)	1,046	-14	1,032	1,048	16	16
Emergency Planning	81	3	84	84	0	
Landscape Holding Account	-285	0	-285	-332	-47	-47
Parks, Open Spaces & Countryside	994	-110	884	884	0	
Other	160	-1	159	159	0	
	13,361	-109	13,252	13,022	-230	-156
<b>Chief Officer Planning &amp; Transport</b>						
Transport Policy, Planning and Strategy	491	-22	469	469	0	
Traffic Management and Road Safety	608	163	771	771	0	-72
Public Transport Subsidy including Concessionary Fares	1,520	220	1,740	1,645	-95	-70
Building Control	8	-4	4	4	0	
Development Control	179	55	234	15	-219	-219
Planning Policy (Including Local Transport Plan)	686	252	938	941	3	-52
Local Land Charges	-87	-1	-88	-88	0	
Environmental Initiatives	158	0	158	158	0	
Other	252	36	288	288	0	
	3,815	699	4,514	4,203	-311	-413
<b>Chief Officer Performance &amp; Resources</b>						
Departmental Management	499	-16	483	483	0	
Departmental Support Services	1,064	23	1,087	1,087	0	
Departmental Personnel Running Expenses	51	0	51	51	0	
Departmental Office Services Running Expenses	146	3	149	149	0	
Departmental IT Running Expenses	266	8	274	249	-25	-25
Smartcard	235	-2	233	233	0	
	2,261	16	2,277	2,252	-25	-25
In Year Savings		0	0	0	0	
<b>Total Cash Budgets</b>	<b>24,265</b>	<b>930</b>	<b>25,195</b>	<b>24,488</b>	<b>-707</b>	<b>-665</b>
<b>Non Cash Budgets</b>						
IAS19	565	0	565	565		
Corporate / Departmental Recharges	3,129	0	3,129	3,129	0	
Capital Charges	5,013	0	5,013	5,013		
	8,707	0	8,707	8,707	0	0
<b>TOTAL ENVIRONMENT &amp; LEISURE SERVICES</b>	<b>32,972</b>	<b>930</b>	<b>33,902</b>	<b>33,195</b>	<b>-707</b>	<b>-665</b>

**Table 2 – Virements**

Reported variance £'000	Explanation
<b>-42</b>	<b>Variances Previously Reported</b>
<b>-71</b>	<b>The Look Out Car Park</b> - The Crown Estate introduced three cycling routes through the forest in March this year, which has resulted in a significant increase in the numbers of people using the site and therefore the car park. Since the number of cars paying for parking has reached the number required to trigger payments to The Crown Estate, they now receive 50% of the income taken at The Look Out car park. The net additional income for the year is estimated to be £155,000, an additional £84,000 was reported in July therefore a further £71,000 is now being reported.
<b>4</b>	<b>London Road Landfill</b> - There is a requirement for £30200 of unexpected revenue works to be completed at the London Road Landfill site by the 31st March 2013. As this is a joint arrangement between 6 local authorities Bracknell Forests share of this is £4155 and the other authorities are aware of these works and there value.
<b>-58</b>	<b>Waste Management</b> - The latest budget projection from re3 reported to the Joint Waste Disposal Board on 12 December 2013 would give Bracknell an economy of approximately £172,000 on the waste disposal budget in 2013/14. This projection includes actual tonnages for July, August and September. The Council, along with its re3 partners, is involved in a contractual dispute. After many months of discussion and one successful adjudication hearing whilst there is still hope of a negotiated settlement it would appear that the dispute will not be settled without further adjudication hearings. Accordingly, it's been agreed that the partnership need to make preparations for taking the disagreements to adjudication. The Joint Waste Disposal Board have asked each council to make a further provision of £100,000 in addition to the £14,000 already requested.
<b>-15</b>	<b>Brown Bin Collection Service</b> - Income for brown bins has exceeded the budget need. Invoices are now being sent out for 2014/15 and the income will be credited accordingly. From 2014/15 the same technology being used for the brown bins will be brought into use. Once bedded in this will make the management of the scheme more efficient and the level of saving should be as proposed in the budget as a result.
<b>16</b>	<b>Car Parking Income</b> - The first 6 months of cash income for the car parks is £46,000 down on the same period last financial year. £30,000 can be covered from extra income on Season Tickets as a result of the season ticket sales at Ocean House, therefore a shortfall of £16,000 is being declared. This is expected to continue to decline and will be monitored and reported on future budget monitoring statements.
<b>-72</b>	<b>Cemetery and Crematorium</b> - Based on the income received at the Cemetery and Crematorium in the period April - December a further economy of £72,000 can now be reported on top of the £78,000 previously reported making a total economy of £150,000.
<b>16</b>	<b>Licensing and Hackney Carriage</b> - There is a projected shortfall of income of approximately £11,000 on licensing and another £5k against the Hackney Carriage income targets. This is due to a reduction in demand which is almost certainly associated with the down-turn in the economy. This is most unlikely to change in 2014/15 indeed it could decline further as the government are changing some of the laws to reduce the licensing demands in order to 'ease the burden' to business. The inflation targets for next year will need to reflect this downturn.
<b>-47</b>	<b>Landscape Services</b> - The savings arise from the identification of additional budget over costs following various structural, operational and efficiency changes effected over the last 12 months to reflect in particular the loss of income from 3 schools from January 2014 and in preparation for market testing and income from additional works not budgeted for.
<b>-72</b>	<b>Traffic Management - Urban Traffic Management &amp; Control (UTMC)</b> - A pressure was included on the July budget monitoring statement for additional staffing resources required to carry out a critical work stream in the short, medium and long-term, associated with delivery of key aspects of the Town Centre transport package and the subsequent management and operational requirements it would bring. The department's DSB as a whole is projecting an underspend which can cover this pressure and therefore it is possible to reverse that previously reported £71,850.
<b>-70</b>	<b>Concessionary Fares</b> - Information on passenger numbers using the scheme for the second quarter have now been received from the bus companies. This shows that the numbers have marginally decreased compared to the same quarter last year and although the average fare has increased it is less than the inflation rate allowed in the budget for 2013/14. Indications are that the third quarter numbers will be in line with the first two quarters. The estimated saving for the year is now £95,000, £25,000 has already been reported therefore a further £70,000 is being reported.
<b>-170</b>	<b>Development Control</b> - A large application has recently been received for a development in the Warfield area which together with the higher volume of applications being received this year means the estimated income will exceed the budget by £170,000.
<b>-49</b>	<b>Development Control</b> - A planning application has now been received for Winchester House which was not anticipated.
<b>-52</b>	<b>Planning Policy</b> - There has been no formal arrangement set up for joint working on strategic planning across Berkshire. It is anticipated any such arrangements will come from the LEP in the near future but in the meantime, strategic planning matters as they stand now can be dealt with under existing staff resources, therefore there is a saving in costs of £40,000 this year. The budget for developing the local Transport Policy strategy document will not be required in this financial year, saving a further £12,000.
<b>-25</b>	<b>Departmental Personnel Running Expenses</b> - It is anticipated that the budgets for staff advertising, interview expenses and recruitment expenses will not be fully spent in this financial year and therefore an economy of £25,000 can be declared.
<b>-707</b>	



**Table 3 – Budget Variances**

Cost Centre Description	2012/13 Brought Forward	2013/14 Budget	Total Virements	Approved Budget	Cash Budget 2013/14	Expen'ture to Date	Current Comm'ts	Estimated Outturn 2013/14	Carry Forward 2014/15	(Under) / Over Spend	Target date	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Disabled Facilities Grant	205.4	650.0	-13.0	842.4	612.0	362.7		600.0	230.4	-12.0	Mar-14	To date (6th Dec) £347,597 has been spent and there is £84,048 approved but not paid, possible jobs amount to £168k. It is unlikely that the full budget will be spent, the final amount is likely to be in the order of £600k
Minor Works Programme	8.5	75.0	0.0	83.5	83.5	47.6	28.0	83.5			Mar-14	Various projects being worked up. All will be purchased by the end March 2014
Grass Cutting Equipment	0.0	35.0	0.0	35.0	35.0	35.0		35.0			Mar-14	Complete
South Hill Park Ground Improvements	176.5	0.0	-14.0	162.5	162.5	102.5	8.4	162.5			Mar-14	Works completed on site and final grant draw down request submitted to HLF
Minor Works/Improvements	0.0	25.0	0.0	25.0	25.0	25.0		25.0			Mar-14	EPCC improvements to accommodation bathrooms. Work complete
SPA Mitigation Strategy (S106)	74.2	0.0	0.0	74.2	74.2	43.9		74.2			Mar-14	Improvements implemented in accordance with approved mini-plans as and when contributions are received
Capitalisation of Revenue (Highways)	47.3	150.0	0.0	197.3	197.3	153.5		197.3			Mar-14	Works programme on site. Project delivery back on track with external assistance
Safe Routes to School	19.9	225.0	0.0	244.9	244.9	82.1		244.9			Mar-14	Programme of works in progress
Bus Stop Improvements - Northern Parishes	8.7	0.0	0.0	8.7	8.7			8.7			Mar-14	Works complete

Cost Centre Description	2012/13 Brought Forward	2013/14 Budget	Total Virements	Approved Budget	Cash Budget 2013/14	Expen'ture to Date	Current Comm'nts	Estimated Outturn 2013/14	Carry Forward 2014/15	(Under) / Over Spend	Target date	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Mobility Schemes	0.0	55.0	0.0	55.0	55.0	9.3		55.0			Mar-14	Works in progress
Local Safety Schemes	103.4	76.0	0.0	179.4	179.4	36.9	11.9	179.4			Mar-14	Works in progress
Maintenance (Street Lighting)	0.0	278.0	0.0	278.0	278.0	36.9		278.0			Mar-14	Design work in progress. Orders placed, on-site works imminent
Structural Maintenance of Bridges	241.3	0.0	0.0	241.3	241.3	57.6	3.0	241.3			Mar-14	Design work in progress
Land Drainage	2.3	80.0	0.0	82.3	82.3	48.3		82.3			Mar-14	Works in progress on site/design work in progress
IT Applications - Replacement Programme	10.1	0.0	0.0	10.1	10.1	10.0	0.1	10.1			Mar-14	M3 Microsoft migration has been delayed until January as resources were not available in Corporate IT to roll out new test client in December. IDOX ERDMS upgrade due Q4 when resources available in Corporate IT
Road Surface Treatments	7.8	1,446.0	0.0	1,453.8	1,453.8	1,181.8		1,453.8			Mar-14	Works in progress on site. Further programmes imminent. Project delivery back on track with external assistance
GIS Upgrade	5.4	0.0	0.0	5.4	5.4	-3.5	9.0	5.4			Mar-14	Testing underway. Live upgrade has been planned with supplier for end of March 14
Traffic Management Schemes	0.0	100.0	0.0	100.0	100.0	3.8	28.3	100.0			Mar-14	Design work in progress
Urban Traffic Management & Control		110.0	0.0	110.0	110.0			110.0			Mar-14	Work in progress
Traffic Modelling	17.9	0.0	0.0	17.9	17.9			17.9			Mar-14	Upgrade ongoing

Cost Centre Description	2012/13 Brought Forward	2013/14 Budget	Total Virements	Approved Budget	Cash Budget 2013/14	Expenditure to Date	Current Comm'n's	Estimated Outturn 2013/14	Carry Forward 2014/15	(Under) / Over Spend	Target date	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Asset Management Plan	10.0	0.0	0.0	10.0	10.0			10.0			Mar-14	Project on hold whilst 2014 tender documents drafted/works to be commissioned following meetings in October
Bracknell Railway Station Enhancements (Public Art)	50.0	0.0	0.0	50.0	50.0	0.2		50.0			Mar-14	Awaiting instruction to proceed with design
SANGS - Enhancement Works	167.9	0.0	0.0	167.9	167.9			167.9			Mar-14	
Easthampstead Crematoria - Safety of Memorials	3.0	0.0	0.0	3.0	3.0	5.0		5.1		2.1	Mar-14	Works completed
Horse and Groom Roundabout Improvement Scheme	5.6	0.0	0.0	5.6	5.6			5.6			Mar-14	Complete
Maintenance of Car Parks	320.0	345.0	0.0	665.0	665.0	1.7		665.0			Mar-14	Although a contractor has now been appointed no start date has yet been agreed as this work is weather dependent
Laptops for Working from Home	5.8	0.0	0.0	5.8	5.8	4.8		5.8			Mar-14	Laptops being purchased for new starters
Cemetery & Crematorium Burial Area	0.0	15.0	0.0	15.0	15.0		9.5	15.0			Mar-14	Works commenced - completion February-March 2014 weather permitting
Crowthorne High Street/Dukes Ride/Bracknell Road Air	0.0	20.0	0.0	20.0	20.0			20.0			Mar-14	Investigation ongoing



Cost Centre Description	2012/13 Brought Forward	2013/14 Budget	Total Virements	Approved Budget	Cash Budget 2013/14	Expen'ture to Date	Current Comm'nts	Estimated Outturn 2013/14	Carry Forward 2014/15	(Under) / Over Spend	Target date	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Quality Investigation												
Forest Road Footway (Stag and Hounds PH to Garden Centre)	60.0	0.0	0.0	60.0	60.0	2.0		60.0			Mar-14	Works in progress on site
IPT Migration Project (Invest to Save)	10.0	0.0	0.0	10.0	10.0	0.6		10.0			Mar-14	Porting of existing BT lines taken place. Issue with Sauna World phone
Nursery Relocation	3.8	0.0	0.0	3.8	3.8	8.0	0.3	8.3		4.5	Mar-14	Completed and paid July 2013
Skipped High Street Accessibility Improvements Town Centre to Peel Centre	47.5	100.0	0.0	147.5	0.0	-2.0	0.4	0.0	147.5		Mar-14	Design work in progress on Market Street Puffin crossing. Works to be done in conjunction with S278 improvements in High Street West next financial year
Cycle Parking	0.0	30.0	0.0	30.0	30.0	1.0		30.0			Mar-14	Sites being investigated
Town Centre Highway Works (including Twin Bridges)	0.0	1,340.0	0.0	1,340.0	1,340.0	1,184.8	24.2	1,340.0			Mar-14	Works in progress
Town Centre Highway Works (including Twin Bridges, Martin's Heron Roundabout and London	0.0	1,660.0	0.0	1,660.0	0.0			0.0	1,660.0		Mar-14	

Cost Centre Description	2012/13 Brought Forward	2013/14 Budget	Total Virements	Approved Budget	Cash Budget 2013/14	Expenditure to Date	Current Comm'ts	Estimated Outturn 2013/14	Carry Forward 2014/15	(Under) / Over Spend	Target date	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Road & Binfield Road - Town Centre Access Improvements)												
Stoney Road/Wokingham Road	38.2	0.0	0.0	38.2	38.2	42.0		42.0		3.8	Mar-14	Complete
Play Area Rolling Programme	0.0	30.0	14.0	44.0	44.0		38.2	44.0			Mar-14	Contractors now on site. Initial estimate is for 3 weeks but this time on site may need to be extended due to surface water (although work should still be completed before the end of March 2014)
Minor Works - Libraries	14.0	30.0	0.0	44.0	44.0	32.8	1.9	44.0			Mar-14	Sandhurst Library work completed 28/11/13
Look Out/Coral Reef - Car Park Controls	4.0	0.0	0.0	4.0	4.0			4.0			Mar-14	£4k carried forward for delivery of interpretation boards by Parks and Countryside. Still at design stage.
Uniform System Upgrade	10.0	0.0	0.0	10.0	8.5	1.5	6.5	8.5	1.5		Mar-14	Uniform upgrade has been completed. TLC to be done. Invoices outstanding
Westmoreland Park Quality Improvements	97.3	0.0	0.0	97.3	97.3	40.0	31.1	97.3			Mar-14	Hard landscaping works almost complete. Specification being finalised for soft landscaping and signage with work due to be complete by the end of March 2014
BSLC New Hall - Build	7.8	0.0	0.0	7.8	7.8	4.3		7.8			Mar-14	

Cost Centre Description	2012/13 Brought Forward	2013/14 Budget	Total Virements	Approved Budget	Cash Budget 2013/14	Expen'ture to Date	Current Comm'nts	Estimated Outturn 2013/14	Carry Forward 2014/15	(Under) / Over Spend	Target date	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
BSLC New Hall - Equipment	5.7	0.0	0.0	5.7	5.7	6.6	0.2	6.8		1.1	Mar-14	Complete
EDRMS	89.5	0.0	0.0	89.5	89.5	34.3	40.5	89.5			Mar-14	Testing delayed by failure of the test system during training. Further training and testing to be organised
Real Time Passenger Information	42.0	0.0	79.2	121.2	121.2			121.2			Mar-14	Preliminary investigation stage
Local Sustainable Transport Fund	0.0	0.0	147.0	147.0	147.0	18.7	44.3	147.0			Mar-14	Work in progress
Recycling Incentive Scheme	26.9	0.0	0.0	26.9	26.9	18.0	3.7	26.9			Mar-14	Orders all up to date, scheme on target
Crowthorne Library - Improvements	0.2	0.0	0.0	0.2	0.2	0.2		0.2			Mar-14	Project complete
Snaprails Improvements	38.9	0.0	0.0	38.9	38.9	27.0	0.8	38.9			Mar-14	New paths and bridges officially opened by the Mayor on 10 October. Completion due this winter with final works to include new planting, furniture provision and restoration of the cascade/leat
Fuel Poverty	19.4	0.0	0.0	19.4	19.4	19.4		19.4			Mar-14	Project complete
Cemetery & Crematorium Improvements	0.0	75.0	0.0	75.0	75.0	74.6		75.0			Mar-14	Works complete October 2013
Restoration of WW1 Memorial	0.0	25.0	-12.0	13.0	13.0	15.1	2.6	13.0			Mar-14	Majority of work complete, wall repairs outstanding

Cost Centre Description	2012/13 Brought Forward	2013/14 Budget	Total Virements	Approved Budget	Cash Budget 2013/14	Expenditure to Date	Current Comm'ts	Estimated Outturn 2013/14	Carry Forward 2014/15	(Under) / Over Spend	Target date	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
Replacement Library Management System	0.0	103.0	0.0	103.0	73.0	34.3	4.5	73.0	30.0		Mar-14	Implementation underway. Project timescales being agreed. Likely go live date in May 2014 as procurement took longer than expected
Replace Existing Combined Heat & Power Units	0.0	348.0	0.0	348.0	186.0			186.0	162.0		Mar-14	Tenders submitted and under evaluation. Installation at the Leisure Centre can not proceed until termination of the current contract on 22 April 2014
Upgrade Leisure Management System	0.0	73.0	0.0	73.0	28.0			28.0	45.0		Mar-14	Data line upgraded. Due to PSN work new servers will not be available until January 2014. Also desktop PCs require windows 7. Waiting for Corporate IT to start this project Q4
Linking up to confirm to Corporate ERDMS - Smart Office	0.0	90.0	0.0	90.0	30.0			30.0	60.0		Mar-14	Order can't be placed with Opentext until Q4 as requires contract waiver to remove Mouchel's from the process. Project team assessing extent and scope of project
Binfield Road - Town Centre Access Improvements	0.0	30.0	0.0	30.0	30.0			30.0			Mar-14	Feasibility work in progress
Shoulder of Mutton	0.0	215.0	0.0	215.0	215.0	1.5	25.9	215.0			Mar-14	Scheme on hold whilst further options considered
Crossing Facilities - Peacock Lane	0.0	30.0	0.0	30.0	30.0			30.0			Mar-14	Scheme postponed until Wykery Copse roads adopted
Wokingham Road Puffin Crossing	0.0	70.0	0.0	70.0	70.0			70.0			Mar-14	Detailed design stage

Cost Centre Description	2012/13 Brought Forward	2013/14 Budget	Total Virements	Approved Budget	Cash Budget 2013/14	Expen'ture to Date	Current Comm'nts	Estimated Outturn 2013/14	Carry Forward 2014/15	(Under) / Over Spend	Target date	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
S106 Parks & Open Spaces Improvements Programme	0.0	100.0	0.0	100.0	100.0	1.8		100.0			Mar-14	Work specifications being drafted for implementation on site this winter at Edmunds Green/Lane, Blackmoor Pond, Bracknell Footpath 5 (being co-ordinated by new (temp) project officer/ranger. £14,000 allocated towards works at Goddard Way and £14,500 allocated for works at Turnberry
Coral Reef Roof Replacement	0.0	0.0	0.0	0.0	0.0		36.9	0.0			Apr-14	
Coral Reef & Downshire GC - Phone Systems	0.0	0.0	0.0	0.0	0.0	-4.1	0.5	0.0			Mar-14	Project completed by Corporate Services
Residential Street Parking	0.0	0.0	0.0	0.0	0.0	71.7	-71.7	0.0			Mar-14	Works complete on Bracknell Forest Homes schemes
Savernake Park Improvements	0.0	0.0	0.0	0.0	0.0	-1.2		0.0			Mar-14	Project Complete
Green & Blue Waste Bins	0.0	0.0	53.9	53.9	53.9	53.9		53.9			Mar-14	Revenue costs for bins transferred to capital
Drovers Way - Desire Line Footway Extension	0.0	0.0	0.0	0.0	0.0	-0.8	0.8	0.0			Mar-14	Complete
Sports Centre Roundabout Phase 2	0.0	0.0	0.0	0.0	0.0	-2.7		0.0			Mar-14	Complete
Bracknell Library Refurbishment	0.0	0.0	0.0	0.0	0.0	-9.9		0.0			Mar-14	Complete

Cost Centre Description	2012/13 Brought Forward	2013/14 Budget	Total Virements	Approved Budget	Cash Budget 2013/14	Expen'ture to Date	Current Comm'nts	Estimated Outturn 2013/14	Carry Forward 2014/15	(Under) / Over Spend	Target date	Current Status of Project / Notes
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
London Road Landfill Capital Works	0.0	0.0	51.0	51.0	51.0	81.6	-30.6	51.0			Mar-14	Complete
	2,006.2	8,034.0	306.1	10,346.3	8,009.9	4,000.1	259.2	8,009.4	2,336.4	-0.5		

**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL  
18 MARCH 2014**

---

**RECYCLING REWARD SCHEME  
Chief Officer: Environment and Public Protection**

**1 INTRODUCTION**

- 1.1 The aim of this scheme is as part of a two year sponsored trial to try to improve the quality and the quantity of the recycling collected in the blue bins. The two main objectives to achieve this were to increase the participation in the kerbside recycling scheme and to reduce the contamination levels in the blue bins. The scheme is being monitored and supported by DEFRA.

**2 RECOMMENDATIONS**

- 2.1 That Overview and Scrutiny note the progress to date.

**3 REASONS FOR RECOMMENDATION**

- 3.1 This is an interim report against progress.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Not applicable.

**5 SUPPORTING INFORMATION**

- 5.1 The scheme went live on 1 April 2013 with just over 2,700 members signed up. The first six months were very much a settling in period. We had some issues with the technology early on but all the issues are now resolved. By the end of September 2013 the total number of scheme members was 4,469.
- 5.2 In order to try to boost numbers more quickly, since October 2013 we have door knocked two thirds of the Borough. The aim is to promote the scheme and to re-inform residents on what they can recycle in the blue bins and how they do more to recycle generally. The door knocking team were receiving a positive response; however common feedback was that having to have an e+ card to join the reward scheme was a barrier. So a way of signing people up without them completing a full card application was devised. From February 2014 we began signing up residents on the doorstep. This means they are able to start collecting points before having an e+ card. In order to redeem the points they will still need to get an e+ card but they can do this at their leisure.
- 5.3 The number of people in the scheme as of 28 February was 6,009. There have been rewards redeemed at all our reward sites. The Questions and Answers for the scheme as published on our website are attached as Annex 1.

### **Progress against objectives**

- 5.4 Before the scheme began baseline monitoring was done so we had a starting point to work from. In October and November 2013 participation monitoring was carried out. This showed the participation rate in the kerbside recycling scheme was 79% which is a 4% increase compared to the same period in 2012. Contamination was also assessed in October 2013 which showed contamination to have decreased from 16% to 8% over the past year.
- 5.5 The overall recycling rate is continuing to be around 38% which is slightly lower than last year, however this trend is common nationally. The percentage relates to the overall recycling and composting rate, including the garden waste and the waste taken to the Household Waste Recycling Centre, relative to the total tonnage.

### **Coming soon**

- 5.6 South Hill Park is our new Reward Partner. They have committed to providing four rewards that include a membership purchased with reward points. They also offer a 'buy one get one free' deal on theatre tickets where scheme members can pay for one ticket and get a second using reward points.
- 5.7 The introduction of a donation scheme is planned for April 2014. Scheme members will have an option to donate points to a good cause rather than using them for a personal reward. The details have yet to be confirmed but the thinking is to invite residents to nominate good causes and then three will be picked at random to appear on the Reward Portal to have points donated to them. £1,000 will be shared between the three good causes based on the proportion of points donated to each cause – the points have no financial value so the pot of money will always be £1,000. As the Recycling Reward Scheme is a two year trial ending on 31 March 2015 the donation to good causes will run for four rounds, each 3 months in length. The £4,000 needed to fund this is going to come from the Council's recycling promotion budget and by the waste collection contractor SITA, contributing £2,000 each.

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

### Borough Solicitor

- 6.1 Not sought for this report.

### Borough Treasurer

- 6.2 Not sought for this report.

### Equalities Impact Assessment

- 6.3 Not applicable

### Strategic Risk Management Issues

- 6.4 Not applicable.



## **7 CONSULTATION**

### Principal Groups Consulted

7.1 Not applicable

### Method of Consultation

7.2 Not applicable

### Representations Received

7.3 Not applicable

### Background Papers

None

### Contacts for further information

Steve Loudoun  
Chief Officer: Environment & Public Protection  
01344 352501  
[steve.loudoun@bracknell-forest.gov.uk](mailto:steve.loudoun@bracknell-forest.gov.uk)

Claire Pike  
Waste Disposal and Recycling Manager  
Tel: 01344 352520  
[claire.pike@bracknell-forest.gov.uk](mailto:claire.pike@bracknell-forest.gov.uk)

This page is intentionally left blank

## **Blue bins recycling incentive – frequently asked questions**

### **1. Why have you introduced an incentive scheme for recycling?**

Currently, three quarters of the residents in Bracknell Forest are recycling. However, we would like to increase this, and hope that the incentive scheme might encourage more residents to recycle, which will help to reduce the amount of waste sent to landfill. We also hope the scheme will help improve the quality of recycling collected and encourage all of our residents to recycle the right materials.

### **2. What can I recycle?**

You can recycle the following in your blue bin: plastic drink, detergent and shampoo bottles; food and drink cans; pet food cans; empty aerosol canisters; all paper and card (including newspapers, telephone directories, and Yellow pages, toilet and kitchen roll tubes, cereal, soap powder and flattened cardboard boxes). Further information can be found at:

<http://www.bracknell-forest.gov.uk/householdwastedomesticbins>

### **3. How do I join the incentive scheme?**

Joining the scheme couldn't be easier. Firstly you need an e+ card, if you don't have one then see next question for details on how to apply. You can join online, in person at your local library, leisure centre or council office, or by phone on 01344 352000. Once you have registered you will be sent an activation pack, this will include an electronic tag to put on the back of your blue bin. The scheme will start from April 2013.

### **4. How do I get an e+ card?**

If you haven't already registered with the e+ scheme, you can order one for free online, or you can visit the council offices at Easthampstead House and Time Square. They can also be ordered from libraries and council-run leisure facilities. Alternatively you can call 01344 352000 or join online at <http://www.bracknell-forest.gov.uk/applyforanepluscard>. If you need to replace a lost e+ card there will be a £5 charge.

### **5. There are three people in our house with an e+ card; can we all register for the scheme?**

No, only one e+ card holder per household can receive the points on the incentive scheme.

### **6. I don't recycle, how do I get a blue bin?**

Visit <http://www.bracknell-forest.gov.uk/request-to-upgrade-to-a-240l-bin.pdf> or call customer services on 01344 352000 to request a blue bin.

**7. I have a recycling box, not a blue bin. Can I join the scheme?**

No, the scheme is only available to residents with a blue bin. If you would like to join the scheme please call customer services on 01344 352000 to request a blue bin or visit <http://www.bracknell-forest.gov.uk/request-to-upgrade-to-a-240l-bin.pdf>

The standard bin size is 240 litre (height 107cm x width 58cm x depth 71cm) and there is a smaller 140 litre bin (107cm x 50cm x 54cm) for those who have a problem with space. If necessary we can arrange a home visit to determine the best size bin for your household.

**8. I live in a property that has remained on a sack collection, can I join the scheme?**

Yes you can, please call 01344 352000 to register and we will arrange for you to join the scheme using sacks.

**9. I live in a block of flats with a shared bin. Can I join the scheme?**

Yes, properties with communal bins can join the scheme. You will not receive an electronic tag in the post to place on your bin as our contractor, SITA UK, will be putting electronic tags on all communal bins. You will receive points when your bin is collected. If your bin is contaminated – in other words, the wrong material is put into the bin – nobody in the block will receive any points. A sticker will be placed on the bin to notify that the bin contained the wrong materials.

**10. I live on my own and don't generate much waste or recycling. Is it still worth me joining the scheme?**

Yes. Bracknell Forest's recycling incentive scheme is rewarding residents for recycling. We give points based on your participation in the recycling scheme. Points are not awarded based on the amount that you recycle.

**11. How many points will I get?**

From April 2013 each time your blue bin is collected, regardless of the amount recycled, you will receive 200 points. As your blue bin is collected fortnightly you can receive a maximum of 5,200 points per year.

**12. How do I keep track of the points I'm getting?**

You will be allocated points from April. Once you've joined the scheme you can log on to your account at any time to see how many points you've received and what rewards are available. Your points balance can be checked online, follow steps from [www.bracknell-forest.gov.uk/recyclingincentivescheme](http://www.bracknell-forest.gov.uk/recyclingincentivescheme). You can also find out how many points you have by contacting customer services on 01344 352000 or visiting one of the Council run library or leisure sites.

**13. I don't have a computer at home, so how can I manage my account?**

All Bracknell Forest libraries have computers that can be used free of charge by library members. Alternatively you can ask the library staff to check your account for you, or call customer services on 01344 352000.

**14. What can I use my points for?**

From April 2013 the range of rewards will be limited mainly to leisure rewards such as tickets to Coral Reef and The Look Out Discovery Centre, membership at Bracknell Leisure Centre or a pitch and putt session at Downshire Golf Complex. We are also looking at ways the points can be saved towards discounts on items such as garden composters and water butts. Each time you log on to your account you will be able to see the rewards available and the total points you have to use. Any new rewards schemes and special offers available will be promoted through the council website and in council publications.

**15. How long will my points last?**

This new scheme is a trial for two years and therefore points will last for the duration of the trial and be reconsidered if the scheme is successful and continues.

**16. How long will it take for my points to be added to my e+ card?**

Please allow up to two weeks after collection for the points to be added to your e+card. Your points balance can be checked online, follow steps from [www.bracknell-forest.gov.uk/recyclingincentivescheme](http://www.bracknell-forest.gov.uk/recyclingincentivescheme). You can also find out how many points you have by contacting customer services on 01344 352000 or visiting one of the Council run library or leisure sites.

**17. Can I transfer my points to someone else's account?**

Not at the moment. Once the scheme is up and running we will look in to ways that points can be transferred from one person to another.

**18. What happens if I move?**

If you are moving house (within the borough) please call customer services on 01344 352000. They will make the necessary arrangements to ensure that you still receive your points at your new home provided you continue to recycle.

**19. I need a new bin because mine is damaged. Will getting a new bin affect my scheme membership?**

Not at all, when SITA UK delivers your new bin it will already be stickered to ensure that you continue to receive your points.



**20. The electronic tag on the back of my bin has come off/is damaged, what shall I do?**

Please telephone customer services on 01344 352000 to arrange for a new electronic tag to be sent out for your bin. We will make sure it is replaced in time for your next collection.

**21. What happens once I've registered for the incentive scheme?**

If you live in a household with a dedicated blue bin you will be sent an activation pack in the post. The pack will contain further details about the scheme and an electronic tag to stick to the back of your bin. It is important you follow the instructions as we use the tag to tell if you have recycled at each collection. If you live in a block of flats and share a communal bin, our contractor SITA UK will have placed an electronic tag on your bin(s). You will still receive a letter in the post giving you further details about the scheme and what you can and can't recycle if you register.

**22. How long will it take for my activation pack to arrive?**

You will receive your activation pack no later than four weeks from the date of your registration.

**23. What if my bin gets mixed up with my neighbours, when the scheme starts how will I get my points?**

All households with a single blue recycling bin will receive a tag to place on the back of the bin. The sticker will be sent to you in the post after you have signed up to join the scheme. The sticker will have the first line of your address printed on so you can check it is your bin when you put it away following collection.

**24. Are there any reasons why I may not receive my points once the scheme starts?**

Yes. If your bin was not presented for collection, or your bin was contaminated – in other words, the wrong material was put into the bin you won't receive any points. If your bin was found to be contaminated when emptying you will receive a contamination sticker. If the contamination is obvious your bin won't be emptied and you will have received a contamination sticker, a clear bag and a letter explaining what to do.

**25. What if I don't want to sign up to the scheme?**

That's fine. You don't need to take any action and your recycling will continue to be collected. We will only be logging details of those people who are registered in the scheme as they participate

**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL  
18 MARCH 2014**

---

**SCHOOLS ANNUAL ENVIRONMENTAL MANAGEMENT REPORT 2012/2013  
Director of Environment, Culture and Communities**

**1 PURPOSE OF REPORT**

- 1.1 This Overview and Scrutiny Panel takes an overview of the Council's environmental management although some of the services do not fall under its remit. It has received the Schools Annual Environmental Management Report for several years and it is presented again.

**2 RECOMMENDATION(S)**

- 2.1 **That the Panel considers the Schools Annual Environmental Management Report 2012/2013.**

**3 REASONS FOR RECOMMENDATION(S)**

- 3.1 To enable the Panel to consider the environmental management of the Borough's schools.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

**5 SUPPORTING INFORMATION**

- 5.1 The required information is contained within the attached report from the Director of Children, Young People and Learning.

**6 EQUALITIES IMPACT ASSESSMENT**

- 6.1 Not applicable as part of this report.

**7 STRATEGIC RISK MANAGEMENT ISSUES**

- 7.1 Managing the impact of schools activities on the environment and the financial consequence of poor environmental management can have significant impact on the climate and finance.

**Background Papers**

None related to this report.

Contact for further information

David Watkins: 01344 354061  
[david.watkins@bracknell-forest.gov.uk](mailto:david.watkins@bracknell-forest.gov.uk)

Chris Taylor: 01344 354062  
[Chris.taylor@bracknell-forest.gov.uk](mailto:Chris.taylor@bracknell-forest.gov.uk)



**To: EXECUTIVE MEMBER FOR CHILDREN YOUNG PEOPLE AND LEARNING**  
**DATE: 11 February 2014**

---

**SCHOOLS ANNUAL ENVIRONMENTAL MANAGEMENT REPORT 2012/13**  
**(Director, Children Young People & Learning)**

**1 PURPOSE OF DECISION**

- 1.1 To approve the Schools Annual Environmental Management Report 2012/13.

**2 RECOMMENDATIONS**

- 2.1 That the Executive Member approve the Schools Annual Environmental Management Report 2012/13.

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 The environmental performance of schools is a high profile issue, and one in which many schools are seeking to become accredited under the Eco-Schools programme.
- 3.2 Schools performance also forms part of the Council's overall performance which is managed under the terms of Climate Local, and for which the Council and schools are liable to purchase allowances under the Government's Carbon Reduction Commitment (CRC) Energy Efficiency Scheme.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

**5 SUPPORTING INFORMATION**

Background

- 5.1 This is the tenth Annual Environmental Management Report for schools, which began as a CYPL initiative in 2003/04.
- 5.2 The Report is based on consumption/cost data for the previous financial year, and is produced with input from different parts of the Environment Culture & Communities department.

Report Summary

- 5.3 The energy performance of Bracknell Forest Schools compare well against national performance indicators with the majority of schools showing improvement in energy performance.
- 5.4 A more detailed Executive Summary appears on Page 3 of the Report.

### Responsibility for Environmental Management

- 5.5 The Executive Member will be aware that while the Council can report on, and provide training and advice on Environmental Management, we cannot control performance. It is schools themselves that ultimately control and manage their resources under local management. An Environmental Management Workshop was held for schools in July 2013.
- 5.6 There continues to be an encouraging take-up by schools participating in the ECO Schools programme, which is set out on page 7 of the Report and Table 1.

## **6. CONSULTATION**

- 6.1 This report has been drawn up in consultation with officers in ECC:
- Colin Griffin, Team Leader, Climate Change
  - Steven Milne, Energy Manager
  - Eric Redford, Refuse Contract Management Officer
  - Phillip Burke, Travel Plan Co-ordinator
- 6.2 This Report will also be reported to:
- Children, Young People & Learning Planned Works Programme Board
  - ECC Energy Demand Side Management Project Team
  - ECC Climate Change Working Group
  - Copies will be circulated to Headteachers and Chairs of Governors.
- 6.3 The report will also be posted on the Council's website

## **7. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Treasurer

- 7.1 The cost to schools of environmental management is fully funded by government grant and therefore has no direct impact on the Council's financial responsibilities. However, governors have a duty to "seek to achieve efficiencies and value for money" and this report provides advice to help meet that duty.

### Borough Solicitor

- 7.2 The contents of this report are noted.

### Strategic Risk Management Issues

- 7.3 The Report highlights the need to address Climate Change by reducing carbon emissions, and the Council's need to respond to national and local performance targets. The trend for greater regulation, compliance measures and increased costs associated with Environmental Management issues is likely to be sustained over the foreseeable future.

### Equalities Impact Assessment

- 7.4 Not applicable, as this is not a Policy or a Project.

Background Papers

Schools Annual Environmental Management Report 2011/12

Contacts for further information

David Watkins  
01344 354061

Chief Officer Performance & Resources  
[david.watkins@bracknell-forest.gov.uk](mailto:david.watkins@bracknell-forest.gov.uk)

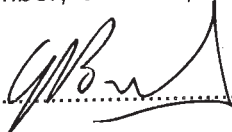
Chris Taylor  
01344 354062

Head of Property & Admissions  
[chris.taylor@bracknell-forest.gov.uk](mailto:chris.taylor@bracknell-forest.gov.uk)

Approved by Cllr Dr Gareth Barnard  
Executive Member, Children, Young People &  
Learning

Signature .....

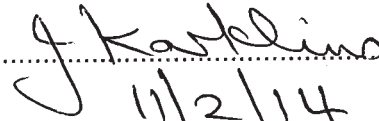
Date .....

  
11/2/14

Approved by Dr Janette Karklins  
Director, Children, Young People & Learning

Signature .....

Date .....

  
11/2/14

This page is intentionally left blank



**Bracknell Forest Council**

**Schools Annual Environmental  
Management Report**

**2012/13**

## CONTENTS

	Page
<b>PART ONE - INTRODUCTION</b>	
1.1 Introduction	3
1.2 Executive Summary	3
1.3 Recommendations	4
1.4 Scope	5
1.5 Purpose	5
1.6 Objectives	6
1.7 Contacts	6
1.8 Distribution	6
<b>PART TWO - ECO SCHOOLS</b>	
2.1 Accredited Environmental Management Scheme	7
2.2 Registration and Recognition	7
2.3 Three Levels of Award	7
2.4 Participation and Progress	7
2.5 Support from Bracknell Forest Council	7
2.6 Contacts	8
<b>PART THREE - ENERGY</b>	
3.1 Scope	10
3.2 Data	10
3.3 Benchmarking	10
3.4 Summary of Energy Cost, Consumption and Environmental Impact	11
3.5 Contact	13
3.6 Energy Cost	14
3.7 How can I minimise energy cost in my school?	14
3.8 Energy Consumption	16
3.9 How can I reduce energy consumption in my school?	16
3.10 Energy Environmental Impact	19
3.11 How can I minimise energy environmental impact in my school?	19
<b>PART FOUR - WATER</b>	
4.1 Scope	21
4.2 Data	21
4.3 Benchmarking	21
4.4 Summary of water cost and consumption	22
4.5 Contacts	22
4.6 Water cost	23
4.7 How can I minimise water cost in my school?	23
4.8 Water consumption	25
4.9 How can I reduce water consumption in my school?	27

## **PART FIVE - WASTE**

5.1	Scope	28
5.2	Waste Analysis	28
5.3	Reducing Waste sent to landfill	29
5.4	How to minimise the amount of waste generated by schools	29
5.5	Contacts	30

## **PART SIX- TRANSPORT**

6.1	Scope	33
6.2	Data	33
6.3	How can you reduce the impact of car based travel at your School	33
6.4	Contacts	33

## **PART SEVEN - APPENDICES**

APPENDIX A: Energy Data Formulae	35
APPENDIX B Whole School Approach	37
APPENDIX C: Sample School Energy Policy	38
APPENDIX D: Unit Rates and Standing Charges for Water and Sewerage	40
APPENDIX E: Use of Systems-link Energy and Water Monitoring	43

## **PART ONE - INTRODUCTION**

### **1.1 Introduction**

This is the tenth annual report on energy management in Bracknell Forest Council (BFC) schools. The report was expanded in 2005/06 and 2006/07 to include a section on water and transport respectively under the broader heading of environmental management.

The report on water is limited to those schools which monitor water consumption via the Council's Systems-link software.

Following new Defra and Carbon Trust guidelines in 2008, the purchase of 'green' electricity is no longer recognised as a means of reducing Carbon Dioxide (CO<sub>2</sub>) emissions and this is reflected in the reports with historical figures adjusted accordingly

### **1.2 Executive Summary**

- a. At end of March 2013 28 schools in Bracknell Forest (78%) are registered with the Eco-Schools programme. Twenty three of these achieved a bronze award, eleven achieved a silver award and one achieved a green flag award.
- b. Overall energy costs have increased due to increased electricity, gas and oil consumption.
- c. Energy consumption has increased significantly compared to last year due to colder weather but is comparable with 2010/11 when weather was similar. In fact the overall school weather corrected energy performance has reduced from 132 to 130 kWh/m<sup>2</sup>. It should also be noted that over the last year the size of some of the schools has increased in size e.g. Sandy Lane and Holly Spring, therefore we are improving in our use of energy.
- d. The environmental impact of energy use, measured by the production of carbon dioxide emissions from burning fossil fuels has increased by 13% since the previous year due to increased gas/oil and electricity consumption.
- e. There is scope for improved energy performance in schools, and most schools could make savings through no/low cost housekeeping measures.
- f. The use of electricity continues to rise each year mainly due to increasing IT requirements in schools and use of air conditioning.
- g. Although water consumption in schools has reduced compared to previous years, water performance in BFC schools in 2012/13 continues to compare poorly against Environment Agency Benchmarks for schools, with 14 out of the 21 schools monitored showing lower than typical performance. There is scope for reducing water consumption in these schools.



### 1.3 Recommendations

- a) Schools should register and improve their accreditations under for the Eco-Schools program to provide a management framework and accreditation scheme for environmental management.
- b) Schools should adopt a 'Whole School approach' as recommended by the Carbon Trust that includes pupils, staff, and governors and commit to an Energy Policy Statement. See Appendix B for details of the "Whole School Approach".
- c) Schools should monitor/target their own energy and water use via the web based BF Council supported Systems-Link database as part of their own Energy/Environmental Policy. This allows schools to recognise at an early stage their energy or water consumption is increasing and to take remedial action accordingly.
- d) Where schools cannot monitor their water consumption due to location/access of meter, it is recommended that consultation with appropriate water board is required in terms of either relocating the meter or providing an easy accessible sub-meter within the premises or fitting an automatic meter reading device.
- e) Schools should obtain energy or water audits where their energy or water consumption is high compared to other similar schools, or where their energy consumption has increased significantly, to identify energy/water saving measures (see Part 2 on Energy and Part 3 on Water).
- f) Schools should implement energy/water saving measures through a combination of management and physical works to their buildings. Where funds for works are not available schools should consider bidding to the Council for capital funding for energy conservation works under the Council Invest-to-Save scheme or the Carbon Trust Salix Interest Free Loan Scheme (via the Council). Those schools willing to participate in either will receive help in the financial appraisal of energy/water saving measures by the Energy Manager.
- g) Schools should consider participating in the BFC maintenance contract for flush controls.
- h) Schools should audit the waste they produce on site, and implement measures to reduce it.
- i) Schools should increase the scope and scale of recycling on their sites, including taking advantage of the waste recycling service offered under Council's waste contract.
- j) Schools should continue to develop their School Travel Plans to review the transport choices made by the school and the pupils, and introduce measures that promote and encourage more sustainable travel modes.
- k) The Council should give early consideration to the energy performance of plant, buildings and lighting when drawing up the annual planned maintenance program and new works.



- I) The Council should continue to provide training/workshops for schools with respect to good housekeeping and energy awareness, with particular emphasis on saving electricity.

## 1.4 Scope

The report considers schools performance in the management of energy, water and waste in the 2012/13 financial year.

## 1.5 Purpose

This report has been created in response to strategic policy initiatives at national and local level, including:

- a) EU Directive 2002/91/EC Energy Efficiency: Energy Performance and Buildings, requires energy performance certificates for individual buildings above 1000m<sup>2</sup>, including schools, to be provided on an annual basis. In addition from January 2013 public buildings over 500m<sup>2</sup> will require a Display Energy Certificate (DEC). This will be applicable to the 2 schools which currently do not have DEC's.
- b) The Climate Change Act (2008) puts into statute the UK's target to reduce carbon dioxide emissions (CO<sub>2</sub>) by 80% by 2050, and 26% by 2020 against a 1990 baseline.
- c) The Bracknell Forest Partnership Sustainable Community Plan 2005 "Living Together Working Together", which includes the priority to protect and enhance the environment by increasing energy efficiency and the use of renewable energy while reducing waste and pollution.
- d) Bracknell Forest Council's Medium Term Objective, "To keep Bracknell Forest clean and green".
- e) The Nottingham Declaration on Climate Change was signed by the Council on 27<sup>th</sup> February 2007. This commits the Council to developing and implementing a local climate change action plan in two years. The Climate Change Action Plan was published by the Council in October 2008 and updated in July 2010.
- f) The Bracknell Forest Council Carbon Management Plan published in June 2009 of which schools are a major part.
- g) The Carbon Reduction Commitment Energy Efficiency Scheme (CRC) requires Bracknell Forest Council to report carbon dioxide (CO<sub>2</sub>) emissions from its corporate buildings and schools on an annual basis from 2011/12 to 2013/14 and purchase allowances at £12t/CO<sub>2</sub> emitted. School CRC allowances for 2012/13 will be deducted from the general school fund
- h) In 2011 the Department for Energy and Climate Change asked all local authorities to publish their own greenhouse gas emissions in accordance with Defra guidelines, based on the international Greenhouse Gas Protocol. This includes schools and replaces national performance indicator NI185: CO<sub>2</sub> reductions from local authority operations.



- i) Energy Performance of Buildings Directive: Air conditioning inspection of buildings. All buildings including schools with an air conditioning load of greater than 12Kw will require an air conditioning energy performance certificate by January 2011.
- j) In April 2010, the Government introduced a system of Feed-in-Tariffs to provide financial incentives for the installation of renewable electricity technologies including solar photovoltaic (PV) systems. FITs are index linked; guaranteed for 25 years for solar PV; and provide an attractive rate of return. St Joseph's RC Primary was the first school in Bracknell Forest to install solar PV during 2011.

## **1.6 Objectives**

The objectives of the report are to:

- a) Record and benchmark schools annual performance under environmental management.
- b) Identify priority schools so they can take follow up action.
- c) Identify and analyse trends in environmental management performance by year on year comparison.
- d) To make general recommendations about environmental management in schools.

## **1.7 Contacts**

For further information or if there are any queries relating to the contents of this Report please contact:

**Chris Taylor**  
Head of Property & Admissions  
Tel: 01344 354062  
[chris.taylor@bracknell-forest.gov.uk](mailto:chris.taylor@bracknell-forest.gov.uk)

## **1.8 Distribution**

- a) This Report will be reported to:
  - Executive Member for Children, Young People & Learning
  - Children, Young People & Learning Departmental Management Team
  - Children, Young People & Learning Planned Works Programme Board
  - ECC Carbon Management Programme Project Team Meeting
- b) Copies will be circulated to Head Teachers, Bursars and Chairmen of School Governors.
- c) The report will also be posted on the Council's website.

## **PART TWO - ECO SCHOOLS**

### **2.1 Accredited Environmental Management Scheme**

- a) Bracknell Forest Council has adopted the Eco-Schools programme as the overall measure of schools' performance under environmental management.
- b) The Eco-Schools programme provides a simple accredited management framework to enable your school to analyse its operations and become more sustainable. It guides schools through examination of their environmental impact across a wide range of issues including energy, waste, transport etc. The scheme is rooted in a genuine desire to help children become more effective citizens by encouraging them to take responsibility for the future of their own environment. At the same time the school can make financial savings through reducing resource consumption and therefore its utility bills.

### **2.2 Registration and Recognition**

- a) Eco-Schools is run internationally by the Foundation for Environmental Education (FEE). In England it is managed by Keep Britain Tidy.
- b) Eco-Schools begin with registration. Once registered your school will be part of an international group of schools working towards education for sustainable development (ESD) and a better quality of life for local and (through joint action) global communities.
- c) It is also an award scheme that will celebrate your achievements as a school and raise the profile of your school in the wider community.

### **2.3 Three Levels of Award:**

- a) Bronze award - self-assessed via website leading to a certificate
- b) Silver award - self-assessed via website leading to a certificate.
- c) Green Flag - the highest level, externally assessed leading to a certificate and Flag.



### **2.4 Participation and progress**

- a) By the end of March 2013, 28 state schools and six independent schools were registered with the Eco-Schools programme in Bracknell Forest. Awards received to date include 23 Bronze, 11 Silver and one Green Flag. The borough's first Green Flag award was achieved by Sandy Lane Primary School in September 2009.
- b) Please refer to Table 1.

## **2.5 Support from Bracknell Forest Council**

- a) The Council is keen to support local schools on the Eco-Schools programme as we believe it is an effective way of combining good utility management with environmental education. Officers from across the Council are available to offer support to schools on the Eco-Schools programme on the 9 topics within the programme; these include energy, biodiversity, healthy living, litter, school grounds etc.

## **2.6 Contacts**

For further information please contact:

Hazel Hill  
Sustainable Energy Officer  
Tel: 01344 352536  
[Hazel.hill@bracknell-forest.gov.uk](mailto:Hazel.hill@bracknell-forest.gov.uk)

**Table 1: Bracknell Eco-Schools - March 2013**

<b>No.</b>	<b>School</b>	<b>Registered</b>	<b>Award</b>	<b>Date</b>
1	Birch Hill Primary	30 Sep 05	Bronze	Sep-07
2	Harmans Water Primary	01 Oct 05	Bronze Silver	Jun-08 Jun-08
3	Uplands Primary	11 Nov 05	Bronze Silver	Apr-09 Apr-09
4	Great Hollands Primary	18 Nov 05	Bronze Silver	Feb-07 Mar-08
5	Warfield CE Primary	23 Nov 05	Bronze	Oct-06
6	Meadow Vale Primary	02 Jan 06	Bronze Silver	Oct-06 May-10
7	Sandy Lane Primary	27 Jan 06	Bronze Silver Green Flag	Mar-06 Jan-07 Sep-09 & Mar-12
8	College Town Infant & Nursery	22 Jun 06	Bronze Silver	Nov-07 Feb-13
9	Holly Spring Junior	04 Oct 06	Bronze	Jun-09
10	Wooden Hill Primary & Nursery	23 Oct 06	Bronze	Nov-07
11	College Town Junior	07 Nov 06	Bronze Silver	Jul-08 Jul-08
12	Ranelagh School	10 Jan 07	Bronze Silver	May-07 Jul-10
13	Ascot Heath Junior	31 Jan 07	Bronze Silver	Feb-07 May-08
14	New Scotland Hill Primary	30 Jan 07	Bronze Silver	Nov-08 Mar-11
15	Wildmoor Heath	24 Mar 07	Bronze	Dec-08
16	Crown Wood Primary	21 May 07	Bronze	Dec-12
17	Edgbarrow Secondary School	12 Sep 07	Bronze	Jun-09
18	St Michael's CE Primary Easthampstead	08 Nov 07	Bronze	Apr-08
19	Sandhurst Secondary School	02 Jun 08		
20	Ascot Heath Infant	23 Jan 08	Bronze Silver	Jul-09 Oct-10
21	St. Josephs Primary	09 Jun 08		
22	Crowthorne Primary	13 Jun 08	Bronze	Jul-10
23	Whitegrove Primary	05 Dec 08		
24	The Pines	26 Apr 09	Bronze	Jun-09
25	Wildridings Primary	18 May 09	Bronze	Jul-09
26	Binfield CE Primary	13 Jan 10		
27	Brakenhale School	26 Apr 11	Bronze	Apr-11

## PART THREE - ENERGY

### 3.1 Scope

Energy in this case includes gas, oil, biomass and electricity used to provide heating, domestic hot water, lighting and general power within BFC schools in the 2012/13 financial year. The report considers energy under three main headings:

1. **Energy Cost:** The cost of energy at each school, which fluctuates in the marketplace.
2. **Energy Consumption:** The use of energy by schools as a single annual figure in kilowatt-hours (kWh).
3. **Energy Environmental Impact:** the impact on the environment, measured as the amount of Carbon Dioxide (Kg CO<sub>2</sub>) released into the atmosphere through burning fossil fuels.

### 3.2 Data

- a) The energy data used within the report is based on actual meter readings taken by schools in the financial year 2012/13, except where a school shares a common boiler house which is not sub-metered. In this case the gas/oil is apportioned according to the schools own financial calculations.



Note: For Display Energy Certificates (DEC's) oil tank readings must be taken at beginning and end of each assessment period. If readings are not taken, then it is assumed the tank is empty at the beginning or end of the assessment period resulting in higher oil consumption than expected. As such gauge readings must be taken on a monthly basis.

- b) The report relies heavily on the accuracy of the data that has been used, and schools are requested to check the data carefully for their site to identify any anomalies in terms of the cost consumption of energy or floor area. Schools can view this data via the Systems-link website login [www.systems-link.co.uk/webreports/](http://www.systems-link.co.uk/webreports/) Please report any data anomalies or queries to Steven Milne, Council Energy Manager, Tel: 01344 351518 or e-mail: [steven.milne@bracknell-forest.gov.uk](mailto:steven.milne@bracknell-forest.gov.uk).
- c) By March 2011 automatic meter readers (AMRs) were installed on all major gas and electricity meters in addition to the statutory half-hourly meters already installed. This eliminates the need for manual meter reading at these sites, reducing potential billing errors.

### 3.3 Benchmarking

Schools performance in the management of energy is benchmarked in the report:

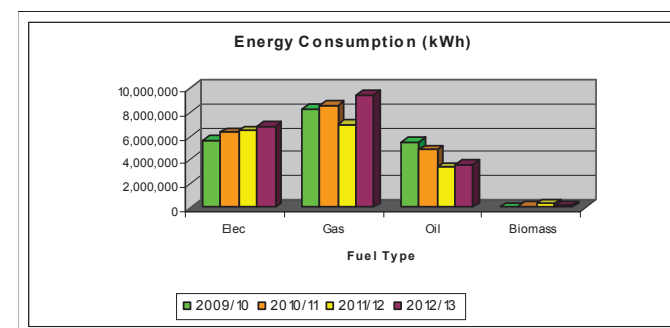
- a) Against other schools, within the primary and secondary sectors.
- b) Against the previous year to indicate trends in performance since 2004/05.
- c) Schools are benchmarked via Display Energy Certificates (DEC's) in a later report which take into account of occupancy and actual useable floor area.

### 3.4 Summary of Energy Cost, Consumption and Environmental Impact

The following data has been derived from invoices and meter readings.

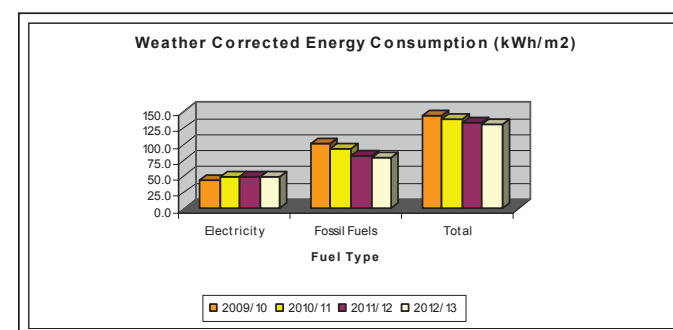
**Table 2-Energy Consumption (kWh)**

FUEL TYPE	ENERGY CONSUMPTION (kWh)				% Increase / Decrease		
	2009/10	2010/11	2011/12	2012/13	On 2009/10	On 2010/11	On 2011/12
Elec	5,672,593	6,335,646	6,452,750	6,842,822	20.63%	8.01%	6.05%
Gas	8,295,051	8,623,042	7,006,381	9,485,277	14.35%	10.00%	35.38%
Oil	5,528,615	4,852,739	3,404,768	3,572,370	-35.38%	-26.38%	4.92%
Biomass	0	96,000	316,320	158,300	na	64.90%	-49.96%
<b>Totals</b>	<b>19,496,259</b>	<b>19,907,427</b>	<b>17,180,219</b>	<b>20,058,769</b>	<b>2.89%</b>	<b>0.76%</b>	<b>16.76%</b>



**Table 3-Weather Corrected Consumption(kWh/m2)**

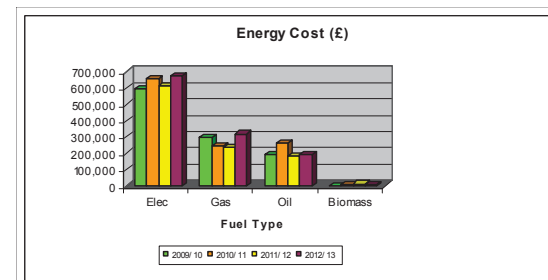
Item		WEATHER CORRECTED ENERGY CONSUMPTION (kWh/m2)				% Increase / Decrease		
		2009/10	2010/11	2011/12	2012/13	On 2009/10	On 2010/11	On 2011/12
Consumption (kWh)	Electricity	5,672,593	6,335,646	6,452,750	6,842,822	20.63%	8.01%	6.05%
	Fossil Fuels	13,022,569	12,000,083	10,869,008	10,648,678	-18.23%	-11.26%	-2.03%
	<b>Total</b>	<b>18,695,162</b>	<b>18,335,729</b>	<b>17,321,758</b>	<b>17,491,500</b>	<b>-6.44%</b>	<b>-4.60%</b>	<b>0.98%</b>
Floor Area (m <sup>2</sup> )		126,096	129,263	131,376	134,909	4.86%	2.84%	2.84%
Consumption (kWh/m <sup>2</sup> )	Electricity	45.0	49.0	49.1	50.7	15.04%	5.02%	3.11%
	Fossil Fuels	103.3	92.8	82.7	78.9	-22.02%	-13.71%	-4.73%
	<b>Total</b>	<b>148</b>	<b>140</b>	<b>132</b>	<b>130</b>	<b>-10.77%</b>	<b>-7.24%</b>	<b>-1.81%</b>





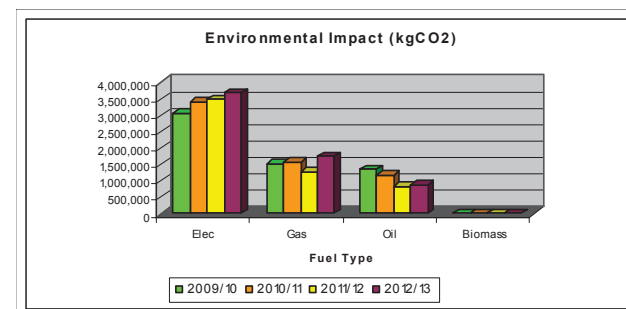
**Table 4-Energy Cost (£)**

FUEL TYPE	COST (£)					% Increase / Decrease	
	2009/10	2010/11	2011/12	2012/13	On 2009/10	On 2010/11	On 2011/12
Elec	596,676	659,607	613,838	675,760	13.25%	2.45%	10.09%
Gas	294,762	243,636	232,074	318,962	8.21%	30.92%	37.44%
Oil	192,699	262,517	181,909	192,026	-0.35%	-26.85%	5.56%
Biomass	0	3,831	12,143	6,266	n/a	63.56%	-48.40%
<b>Totals</b>	<b>1,084,137</b>	<b>1,169,590</b>	<b>1,039,964</b>	<b>1,193,013</b>	<b>10.04%</b>	<b>2.00%</b>	<b>14.72%</b>



**Table 5 - Environmental Impact (kgCO<sub>2</sub>)**

FUEL TYPE	ENVIRONMENTAL IMPACT (kgCO <sub>2</sub> )					% Increase / Decrease	
	2009/10	2010/11	2011/12	2012/13	On 2009/10	On 2010/11	On 2011/12
Elec	3,068,873	3,427,584	3,490,938	3,701,967	20.63%	8.01%	6.05%
Gas	1,522,971	1,583,191	1,286,372	1,743,416	14.47%	10.12%	35.53%
Oil	1,357,755	1,191,769	836,166	877,327	-35.38%	-26.38%	4.92%
Biomass	0	2,496	8,224	4,116	n/a	64.90%	-49.96%
<b>Totals</b>	<b>5,949,599</b>	<b>6,205,040</b>	<b>5,621,700</b>	<b>6,326,825</b>	<b>6.34%</b>	<b>1.96%</b>	<b>12.54%</b>



### 3.5 Contacts

For further information or if there are any queries relating to the energy contents of this report please contact:

**Steven Milne**

Borough Energy Manager

Tel: 01344 351518

[steven.milne@bracknell-forest.gov.uk](mailto:steven.milne@bracknell-forest.gov.uk)

### 3.6 Energy Cost

- a) To compare energy costs within BFC schools, each school type i.e. Primary, Secondary, and Special schools are separated into groups and ranked in terms of their 'Total energy cost per floor area' (£/m<sup>2</sup>) as shown in Table 6. The lowest energy cost per floor area is ranked one whereas the highest energy cost per floor area is ranked thirty for Primary schools, and six for Secondary Schools.
- b) Despite increased gas and electricity unit costs, energy costs have reduced due to reduced energy consumption and the use of expensive fuel oil.
- c) It is therefore important for Head Teachers and Bursars to adopt energy efficiency practices and measures within their school. Effective energy management can reduce energy consumption without any loss of service, provide usable cost savings and is of benefit to environment.
- d) Electricity remains the greatest fuel cost affecting schools budgets due to its high unit price.

### 3.7 How Can I Minimise Energy Cost in my School?

- a) The recommended mechanism for reducing costs is to join the BFC fuel purchasing contracts. All schools are currently included.
- b) Check invoices - tariff rates, readings and VAT via the Systemlink web site.
- c) Order oil when demand is low and not affected by weather conditions.
- d) Reduce energy consumption (see below).



**Table 6-Energy Cost 2012/13(£/m²)**

Site	Rank	Floor Area (m²) 12/13	Electricity Cost	Gas Cost	Oil Cost	Biomass Cost	Total Cost	% of Expenditure	12/13 £/m²	Prev Yr 10/11 £/m²	Trend
<b>Primary Schools</b>											
The Pines(Excludes Behaviour Support)	1	2,128	7,779	5,057	0	0	12,836	2.5%	6.03	5.17	17%
College Town Infants & Nursery	2	1,682	6,930	4,216	0	0	11,146	2.2%	6.63	7.15	-7%
Crown Wood Primary	3	2,403	8,238	8,915	0	0	17,153	3.3%	7.14	6.49	10%
St Michaels CE Primary, E'hamp (VA)	4	1,386	5,823	4,079	0	0	9,901	1.9%	7.14	7.18	-1%
St Margaret Clitherow Catholic Primary (VA)	5	1,144	5,551	2,893	0	0	8,444	1.6%	7.38	6.68	10%
Ascot Heath Infant	6	925	3,913	3,029	0	0	6,942	1.3%	7.50	6.62	13%
Sandy Lane Primary	7	3,598	13,276	10,946	2,992	0	27,215	5.3%	7.56	8.18	-8%
Owlsmoor Primary	8	2,318	8,784	8,942	0	0	17,726	3.4%	7.65	5.24	46%
Holly Spring Schools Combined	9	4,127	19,891	11,146	788	0	31,825	6.2%	7.71	7.69	0%
Whitegrove Primary	10	2,298	8,818	8,982	0	0	17,800	3.5%	7.75	6.99	11%
Wildmoor Heath Primary	11	1,094	4,797	4,177	0	0	8,974	1.7%	8.20	6.45	27%
St Michaels CE Primary, S'hurst (VA)	12	1,323	4,812	1,350	4,734	0	10,895	2.1%	8.24	6.99	18%
Great Hollands Primary	13	3,295	12,609	14,646	0	0	27,255	5.3%	8.27	9.08	-9%
Wooden Hill Primary & Nursery	14	1,878	9,761	5,816	0	0	15,577	3.0%	8.29	7.27	14%
Jennett's Park CE Primary (VA)	15	2,444	7,392	12,998	0	0	20,390	4.0%	8.34	5.16	62%
New Scotland Hill Primary	16	1,405	7,119	1,300	3,336	0	11,755	2.3%	8.37	7.54	11%
Birch Hill Primary	17	2,416	11,169	9,049	0	0	20,218	3.9%	8.37	6.66	26%
Meadow Vale Primary	18	3,554	12,958	4,030	13,019	0	30,007	5.8%	8.44	8.69	-3%
College Town Junior	19	1,819	8,794	716	5,849	0	15,360	3.0%	8.44	6.96	21%
Uplands Primary	20	1,432	7,542	1,634	3,358	0	12,535	2.4%	8.75	7.36	19%
St Josephs Catholic Primary (VA)	21	1,430	5,798	532	6,199	0	12,529	2.4%	8.76	8.28	6%
Winkfield St Marys CE Primary	22	1,036	4,970	4,262	0	0	9,232	1.8%	8.91	8.27	8%
Fox Hill Primary (incl. Rowans Childs Centre)	23	2,047	9,736	1,444	7,402	0	18,583	3.6%	9.08	7.67	18%
Binfield CE Primary (VA)	24	2,152	13,419	6,608	0	0	20,028	3.9%	9.31	8.64	8%
Warfield CE Primary	25	1,413	9,105	4,113	0	0	13,218	2.6%	9.35	9.05	3%
Wildridings Primary	26	2,739	11,986	2,745	11,082	0	25,813	5.0%	9.42	7.55	25%
Harmans Water Primary	27	3,512	14,784	2,204	16,750	0	33,738	6.6%	9.61	7.24	33%
Crowthorne CE Primary	28	1,182	5,814	6,100	0	0	11,914	2.3%	10.08	7.89	28%
Ascot Heath CE Junior	29	1,416	6,914	903	8,102	0	15,919	3.1%	11.24	8.79	28%
Cranbourne Primary	30	1,522	6,981	6,100	6,815	0	19,896	3.9%	13.07	9.36	40%
Sub Totals		<b>61,118</b>	<b>265,462</b>	<b>158,933</b>	<b>90,426</b>	<b>0</b>	<b>514,821</b>	<b>100.0%</b>	<b>8.42</b>	<b>7.42</b>	<b>14%</b>
<b>Special Schools</b>											
Kennel Lane (Special School)		4,674	24,787	21,581	0	0	46,367	100.0%	9.92	11.32	-12%
<b>Secondary Schools</b>											
Brakenhale Comp (excl. OLC)	1	12,045	58,216	4,216	33,098	0	95,530	15.1%	7.93	7.89	1%
Easthampstead Park Community Comp	2	12,952	60,303	44,547	0	0	104,850	16.6%	8.10	6.55	24%
Edgbarrow Comp (Excludes Sp Cen)	3	10,535	56,755	29,092	0	0	85,847	13.6%	8.15	7.24	13%
Sandhurst Comp (incl. Sp Cen)	4	9,825	51,471	13,209	26,332	0	91,011	14.4%	9.26	8.29	12%
Ranelagh (Academy)	5	10,343	42,475	24,366	42,170	0	109,011	17.3%	10.54	8.29	27%
Garth Hill	6	13,417	116,291	23,019	0	6,266	145,576	23.0%	10.85	10.51	3%
Sub Totals		<b>69,117</b>	<b>385,511</b>	<b>138,448</b>	<b>101,600</b>	<b>6,266</b>	<b>631,825</b>	<b>100.0%</b>	<b>9.14</b>	<b>8.17</b>	<b>12%</b>
Totals		<b>134,909</b>	<b>675,760</b>	<b>318,962</b>	<b>192,026</b>	<b>6,266</b>	<b>1,193,013</b>	<b>100.0%</b>	<b>8.84</b>	<b>7.92</b>	<b>12%</b>

### 3.8 Energy Consumption

- a) Energy consumption in kWh/m<sup>2</sup> is set out on Table 7 below. This has been taken directly from meter readings.
- b) As shown in Table 8, energy consumption data for gas and oil has then been adjusted for ambient temperature using the formulae described in Appendix A. Primary, Secondary and Special Schools are shown as separate groups, but ranked in terms of their 'Total Weather Corrected energy consumption per floor area (including electricity)'. As with cost/m<sup>2</sup> the lowest is ranked as one whereas the highest is ranked thirty for a Primary school and six for a Secondary school.
- c) The majority of schools show an improvement in their energy performance in 2012/13 compared to 2011/12 with exception of Jennett's Park (A year's data was not available in 2011/12)
- d) As per Table 8, over the last four years Bracknell Forest schools total weather corrected energy consumption has reduced each year:

### 3.9 How Can I Reduce Energy Consumption in my School?

- a) Form a working group to review energy use in your school.
- b) Adopt a whole school approach that involves pupils, staff and governors. (See Appendix B).
- c) Undertake an energy awareness campaign. Contact **Hazel Hill**, Sustainable Energy Officer on 01344 352536 or [hazel.hill@bracknell-forest.gov.uk](mailto:hazel.hill@bracknell-forest.gov.uk)
- d) Undertake recommendations as given in 2009/10 Display Energy Certificate Advisory Reports.
- e) Ensure all major energy using plant and air conditioning has a maintenance contract associated with it.
- f) Ensure all IT equipment is switched off or has automatic shut down facilities for out of school hours.



**Table 7 - Energy Consumption 2012/13 (kWh/m<sup>2</sup>)**

Site	Rank	Floor Area 12/13 (m2)	Elec kWh	Gas kWh	Oil kWh	Biomass kWh	Total Consum- ption kWh	12/13 Weather Corrected kWh	12/13 Weather Corrected kWh/m2	11/12 Weather Corrected kWh/m2	Trend
<b>Primary Schools</b>											
The Pines(Excludes Behaviour Support)	1	2,128	79,059	147,010	0	0	226,068	197,511	92.82	91.43	2%
College Town Junior	2	1,819	92,500	20,125	90,470	0	203,095	181,611	99.84	96.22	4%
New Scotland Hill Primary	3	1,405	71,067	34,389	60,314	0	165,770	147,373	104.89	108.91	-4%
St Josephs Catholic Primary (VA)	4	1,430	58,660	14,047	107,773	0	180,480	156,815	109.66	119.79	-8%
St Margaret Clitherow Catholic Primary (VA)	5	1,144	57,854	88,292	0	0	146,147	128,995	112.76	103.96	8%
Holly Spring Schools Combined	6	4,127	201,196	318,479	14,950	0	534,624	469,854	113.85	129.92	-12%
Fox Hill Primary (incl. Rowans Childs Centre)	7	2,047	98,038	40,020	129,754	0	267,812	234,833	114.72	111.28	3%
Jennett's Park CE Primary (VA)	8	2,444	76,591	255,800	0	0	332,391	282,700	115.67	85.11	36%
Uplands Primary	9	1,432	65,680	44,531	80,418	0	190,629	166,357	116.17	110.83	5%
St Michaels CE Primary, E'hamp (VA)	10	1,386	59,163	126,756	0	0	185,919	161,296	116.38	137.57	-15%
Ascot Heath Infant	11	925	40,375	83,548	0	0	123,922	107,693	116.42	117.07	-1%
Meadow Vale Primary	12	3,554	132,841	115,268	240,759	0	488,868	419,708	118.09	147.44	-20%
St Michaels CE Primary, S'hurst (VA)	13	1,323	52,414	36,812	95,192	0	184,418	158,776	120.01	116.01	3%
Wooden Hill Primary & Nursery	14	1,878	89,306	172,674	0	0	261,979	228,437	121.64	135.22	-10%
Crown Wood Primary	15	2,403	83,944	266,030	0	0	349,975	298,297	124.14	149.27	-17%
Wildmoor Heath Primary	16	1,094	48,228	111,056	0	0	159,284	137,710	125.88	109.49	15%
Harmans Water Primary	17	3,512	150,283	55,135	318,276	0	523,694	451,157	128.46	111.69	15%
Wildridings Primary	18	2,739	127,666	78,232	205,092	0	410,989	355,952	129.96	121.26	7%
Owlsmoor Primary	19	2,318	89,588	269,483	0	0	359,071	306,723	132.32	100.30	32%
Whitegrove Primary	20	2,298	92,757	273,269	0	0	366,026	312,942	136.18	131.65	3%
Sandy Lane Primary	21	3,598	136,131	386,089	58,272	0	580,493	494,173	137.35	133.30	3%
Warfield CE Primary	22	1,413	96,103	122,856	0	0	218,958	195,093	138.07	142.15	-3%
Birch Hill Primary	23	2,416	118,387	275,137	0	0	393,524	340,077	140.76	131.65	7%
Ascot Heath CE Junior	24	1,416	71,333	22,266	149,165	0	242,764	209,463	147.93	135.76	9%
Winkfield St Marys CE Primary	25	1,036	50,078	130,045	0	0	180,123	154,861	149.48	148.18	1%
Binfield CE Primary (VA)	26	2,152	150,479	214,596	0	0	365,075	323,389	150.27	138.46	9%
College Town Infants & Nursery	27	1,682	68,905	237,607	0	0	306,512	260,355	154.79	148.57	4%
Crowthorne CE Primary	28	1,182	57,542	165,567	0	0	223,109	190,947	161.55	152.95	6%
Great Hollands Primary	29	3,295	126,313	506,300	0	0	632,613	534,261	162.14	210.30	-23%
Cranbourne Primary	30	1,522	69,771	186,294	127,339	0	383,404	322,479	211.88	177.56	19%
<b>Sub Totals</b>		<b>61,118</b>	<b>2,712,249</b>	<b>4,797,714</b>	<b>1,677,773</b>	<b>0</b>	<b>9,187,736</b>	<b>7,929,837</b>	<b>129.75</b>	<b>129.89</b>	<b>0%</b>
<b>Special Schools</b>											
Kennel Lane (Special School)		4,674	249,262	651,011	0	0	900,273	773,811	165.56	212.72	-22%
<b>Secondary Schools</b>											
Brakenhale Comp (excl. OLC)	1	12,045	584,418	114,173	612,755	0	1,311,346	1,170,136	97.15	115.73	-16%
Edgbarrow Comp (Excludes Sp Cen)	2	10,535	551,884	869,956	0	0	1,421,840	1,252,847	118.92	124.64	-5%
Sandhurst Comp (incl. Sp Cen)	3	9,825	524,004	375,125	496,488	0	1,395,617	1,226,301	124.81	131.44	-5%
Easthampstead Park Community Comp	4	12,952	592,844	1,275,097	0	0	1,867,941	1,620,246	125.10	116.70	7%
Garth Hill	5	13,417	1,194,172	611,638	0	158,300	1,964,110	1,814,546	135.24	139.92	-3%
Ranelagh (Academy)	6	10,343	433,989	790,563	785,354	0	2,009,906	1,703,776	164.73	149.84	10%
<b>Sub Totals</b>		<b>69,117</b>	<b>3,881,311</b>	<b>4,036,552</b>	<b>1,894,597</b>	<b>158,300</b>	<b>9,970,760</b>	<b>8,787,851</b>	<b>127.14</b>	<b>129.38</b>	<b>-2%</b>
<b>TOTALS</b>		<b>134,909</b>	<b>6,842,822</b>	<b>9,485,277</b>	<b>3,572,370</b>	<b>158,300</b>	<b>20,058,769</b>	<b>17,491,500</b>	<b>129.65</b>	<b>131.85</b>	<b>-2%</b>

**Table 8 - Weather Corrected consumption kWh/m<sup>2</sup>**

School	Rank	Floor Area m2						Weather Corrected Consumption kWh/m2					
Primary Schools		2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
The Pines(Excludes Behaviour Support)	1	2903.00	2128.00	2128.00	2128.00	2128.00	2128.00	125.05	105.52	101.36	104.10	91.43	92.82
College Town Junior	2	1782.00	1782.00	1782.00	1782.00	1819.00	1819.00	108.08	103.86	114.34	108.33	96.22	99.84
New Scotland Hill Primary	3	1362.00	1362.30	1362.30	1362.30	1405.00	1405.00	131.90	129.05	127.62	120.41	108.91	104.89
St Josephs Catholic Primary (VA)	4	1374.00	1373.80	1373.80	1373.80	1374.00	1430.00	147.57	131.92	128.57	132.35	119.79	109.66
St Margaret Clitherow Catholic Primary (VA)	5	1144.00	1144.00	1144.00	1144.00	1144.00	1144.00	129.27	125.35	115.24	109.88	103.96	112.76
Holly Spring Schools Combined	6	2982.00	2982.00	2982.00	2982.00	2982.00	4127.00	141.63	137.51	141.31	128.92	129.92	113.85
Fox Hill Primary (incl. Rowans Childs Centre)	7	2047.00	2047.00	2047.00	2047.00	2047.00	2047.00	135.02	134.88	124.49	116.89	111.28	114.72
Jennett's Park CE Primary (VA)	8	0.00	0.00	0.00	n/a	2444.00	2444.00	n/a	n/a	n/a	n/a	85.11	115.67
Uplands Primary	9	1432.00	1432.00	1432.00	1432.00	1432.00	1432.00	146.32	137.70	126.97	124.51	110.83	116.17
St Michaels CE Primary, E'hamp (VA)	10	1386.00	1386.00	1386.00	1386.00	1386.00	1386.00	205.86	185.10	126.52	132.98	137.57	116.38
Ascot Heath Infant	11	913.00	925.00	925.00	925.00	925.00	925.00	105.41	105.55	113.41	126.24	117.07	116.42
Meadow Vale Primary	12	3098.80	3098.80	3098.80	3098.80	2980.00	3554.00	150.40	151.89	152.49	149.83	147.44	118.09
St Michaels CE Primary, S'hurst (VA)	13	1322.00	1321.90	1321.90	1321.90	1323.00	1323.00	149.58	135.54	142.30	126.52	116.01	120.01
Wooden Hill Primary & Nursery	14	1896.00	1896.00	1896.00	1896.00	1878.00	1878.00	152.60	159.01	139.50	138.00	135.22	121.64
Crown Wood Primary	15	2297.70	2297.70	2297.70	2297.70	2403.00	2403.00	159.04	158.63	159.55	152.02	149.27	124.14
Wildmoor Heath Primary	16	1093.60	1093.60	1093.60	1093.60	1094.00	1094.00	120.52	158.43	125.62	137.30	109.49	125.88
Harmans Water Primary	17	3512.00	3512.00	3512.00	3512.00	3512.00	3512.00	114.68	136.33	112.32	105.16	111.69	128.46
Wildridings Primary	18	2739.00	2739.00	2739.00	2739.00	2739.00	2739.00	157.50	133.31	150.99	127.03	121.26	129.96
Owlsmoor Primary	19	2314.80	2314.80	2314.80	2314.80	2318.00	2318.00	119.65	120.56	132.28	116.03	100.30	132.32
Whitegrove Primary	20	2292.30	2292.30	2292.30	2292.30	2298.00	2298.00	167.86	159.74	175.45	148.41	131.65	136.18
Sandy Lane Primary	21	3258.00	3258.00	3258.00	3379.00	3598.00	3598.00	130.56	125.32	130.41	150.68	133.30	137.35
Warfield CE Primary	22	1413.00	1413.20	1413.20	1413.20	1413.00	1413.00	184.72	193.24	174.37	146.21	142.15	138.07
Birch Hill Primary	23	2416.10	2416.10	2416.10	2416.10	2416.00	2416.00	151.25	143.01	140.38	136.81	131.65	140.76
Ascot Heath CE Junior	24	1415.50	1415.50	1415.50	1415.50	1416.00	1416.00	161.51	166.98	151.81	147.05	135.76	147.93
Winkfield St Marys CE Primary	25	1036.00	1036.00	1036.00	1036.00	1036.00	1036.00	157.73	190.99	160.62	140.19	148.18	149.48
Binfield CE Primary (VA)	26	2138.00	2138.00	2138.00	2138.00	2152.00	2152.00	137.01	155.59	137.46	137.80	138.46	150.27
College Town Infants & Nursery	27	1540.00	1515.00	1682.00	1682.00	1682.00	1682.00	171.77	160.55	168.31	150.61	148.57	154.79
Crowthorne CE Primary	28	1181.50	1181.50	1181.50	1181.50	1182.00	1182.00	139.87	169.05	160.55	162.98	152.95	161.55
Great Hollands Primary	29	3295.00	3295.00	3295.00	3295.00	3295.00	3295.00	174.44	189.32	178.38	161.02	210.30	162.14
Cranbourne Primary	30	1421.00	1421.00	1421.00	1421.00	1522.00	1522.00	208.18	177.29	189.01	174.04	177.56	211.88
Sub Totals		57,005	56,218	56,385	56,506	59,343	61,118	146.64	146.54	141.89	134.96	129.89	129.75
Special Schools	Rank	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Kennel Lane (Special School)		3,530	3,530	3,530	3,530	3,530	4674.00	298.07	278.61	270.61	259.93	212.72	165.56
Secondary Schools	Rank	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Brakenhale Comp (excl. OLC)	1	13,135	11,075	11,075	11,764	11,764	12045.00	1,653	149.81	151.78	148.09	115.73	97.15
Edgbarrow Comp (Excludes Sp Cen)	2	8,247	8,247	8,247	10,202	10,202	10535.00	1,653	158.96	147.61	122.94	124.64	118.92
Sandhurst Comp (incl. Sp Cen)	3	9,825	9,825	9,825	9,825	9,825	9825.00	1,653	149.13	149.71	112.72	131.44	124.81
Easthampstead Park Community Comp	4	12,952	12,952	12,952	12,952	12,952	12952.00	1,653	144.46	137.72	150.50	116.70	125.10
Garth Hill	5	12,615	12,615	12,615	13,016	13,417	13417.00	1,653	130.71	125.20	160.59	139.92	135.24
Ranelagh (Academy)	6	11,469	11,469	11,469	11,469	10,343	10343.00	1,653	165.19	175.02	163.24	149.84	164.73
Sub Totals		68,243	66,183	66,182	69,228	68,503	69,117	154.50	148.83	147.16	142.95	129.38	127.14
Totals		128,778	125,930	126,096	129,263	131,376	134,909	154.95	151.45	148.26	142.00	131.85	129.65

### 3.10 Energy Environmental Impact

- a. The burning of fossil fuels releases greenhouse gasses into the atmosphere, principally Carbon Dioxide (CO<sub>2</sub>), which is considered to be responsible for Climate Change through global warming.
- b. Each fuel type has a different intensity of Carbon Dioxide emitted per kilowatt-hour of energy used as shown in Appendix A. Consequently fuel type and quantity has a varying impact on the environment in term of Carbon Dioxide emissions. Carbon Dioxide emissions are also subject to correction for ambient temperature. In Table 9, the total figure for weather-corrected Carbon Dioxide emissions has then been ranked by floor area (kgCO<sub>2</sub>/m<sup>2</sup>)
- c. The historical increase in CO<sub>2</sub> emissions is mainly attributable to the rise in electricity consumption in schools.

### 3.11 How Can I Minimise Energy Environmental Impact in my School?

- a) Replace existing 15 year old plus oil /gas fired boiler plant by modern high efficiency gas fired boiler plant or biomass boiler plant (requires a technical assessment).
- b) Consider implementing a renewable energy scheme for your school.
- c) Reduce consumption (see above)





**Table 9 - Energy Environmental Impact 2012/13 (CO<sub>2</sub>/m<sup>2</sup>)**

Site	Rank	Dec-13	Elect kgCO <sub>2</sub>	Gas kgCO <sub>2</sub>	Oil kgCO <sub>2</sub>	Biomass kgCO <sub>2</sub>	Total Fuel kgCO <sub>2</sub>	12/13 Weather Corrected Fuel CO <sub>2</sub>	12/13 Weather Corrected Fuel CO <sub>2</sub> /m <sup>2</sup>	11/12 Weather Corrected Fuel CO <sub>2</sub> /m <sup>2</sup>	Trend
<b>Primary Schools</b>											
The Pines(Excludes Behaviour Support)	1	2,128	42,771	27,050	0		69,821	64,566	30.34	29.12	4%
Jennett's Park CE Primary (VA)	2	2,444	41,436	47,067	0		88,503	79,360	32.47	22.25	46%
Crown Wood Primary	3	2,403	45,414	48,950	0		94,363	84,855	35.31	39.98	-12%
St Michaels CE Primary, E'hamp (VA)	4	1,386	32,007	23,323	0		55,330	50,800	36.65	41.67	-12%
Ascot Heath Infant	5	925	21,843	15,373	0		37,215	34,229	37.00	34.99	6%
Owlsmoor Primary	6	2,318	48,467	49,585	0		98,052	88,420	38.14	30.76	24%
Meadow Vale Primary	7	3,554	71,867	21,209	59,127		152,203	136,598	38.43	45.59	-16%
Holly Spring Schools Combined	8	4,127	108,847	58,600	3,671		171,118	159,022	38.53	43.72	-12%
St Josephs Catholic Primary (VA)	9	1,430	31,735	2,585	26,468		60,787	55,144	38.56	41.86	-8%
St Margaret Clitherow Catholic Primary (VA)	10	1,144	31,299	16,246	0		47,545	44,389	38.80	35.88	8%
Wildmoor Heath Primary	11	1,094	26,091	20,434	0		46,525	42,556	38.90	33.92	15%
College Town Junior	12	1,819	50,043	3,703	22,218		75,964	70,928	38.99	36.64	6%
Wooden Hill Primary & Nursery	13	1,878	48,314	31,772	0		80,086	73,914	39.36	41.99	-6%
Whitegrove Primary	14	2,298	50,182	50,281	0		100,463	90,696	39.47	38.55	2%
New Scotland Hill Primary	15	1,405	38,447	6,328	14,812		59,587	55,481	39.49	39.37	0%
Sandy Lane Primary	16	3,598	73,647	71,040	14,311		158,998	142,418	39.58	42.33	-6%
St Michaels CE Primary, S'hurst (VA)	17	1,323	28,356	6,773	23,378		58,507	52,650	39.80	37.03	7%
Uplands Primary	18	1,432	35,533	8,194	19,750		63,476	58,048	40.54	38.63	5%
Fox Hill Primary (incl. Rowans Childs Centre)	19	2,047	53,039	7,364	31,866		92,268	84,648	41.35	40.52	2%
College Town Infants & Nursery	20	1,682	37,277	43,720	0		80,997	72,504	43.11	41.01	5%
Birch Hill Primary	21	2,416	64,047	50,625	0		114,672	104,838	43.39	39.63	9%
Harmans Water Primary	22	3,512	81,303	10,145	78,164		169,612	152,458	43.41	38.09	14%
Great Hollands Primary	23	3,295	68,335	93,159	0		161,494	143,398	43.52	55.37	-21%
Wildridings Primary	24	2,739	69,067	14,395	50,368		133,830	121,249	44.27	40.92	8%
Winkfield St Marys CE Primary	25	1,036	27,092	23,928	0		51,021	46,372	44.76	45.28	-1%
Crowthorne CE Primary	26	1,182	31,130	30,464	0		61,595	55,677	47.10	44.54	6%
Warfield CE Primary	27	1,413	51,992	22,605	0		74,597	70,206	49.69	50.29	-1%
Ascot Heath CE Junior	28	1,416	38,591	4,097	36,633		79,321	71,409	50.43	45.44	11%
Binfield CE Primary (VA)	29	2,152	81,409	39,486	0		120,895	113,224	52.61	50.11	5%
Cranbourne Primary	30	1,522	37,746	34,278	31,273		103,297	90,563	59.50	51.76	15%
<b>Sub Totals</b>		<b>61,118</b>	<b>1,467,327</b>	<b>882,779</b>	<b>412,039</b>	<b>0</b>	<b>2,762,145</b>	<b>2,510,619</b>	<b>41.08</b>	<b>40.77</b>	<b>1%</b>
<b>Special Schools</b>											
Kennel Lane (Special School)		4,674	134,851	119,526	0	0	254,377	231,158	49.46	59.72	-17%
<b>Secondary Schools</b>											
Brakenhale Comp (excl. OLC)	1	12,045	316,170	20,962	150,484		487,617	454,312	37.72	40.91	-8%
Easthampstead Park Community Comp	2	12,952	320,729	234,108	0		554,836	509,360	39.33	37.61	5%
Edgbarrow Comp (Excludes Sp Cen)	3	10,535	298,569	159,724	0		458,293	427,266	40.56	40.35	1%
Sandhurst Comp (incl. Sp Cen)	4	9,825	283,486	68,873	121,931	0	474,290	437,225	44.50	45.90	-3%
Ranelagh (Academy)	5	10,343	234,788	145,147	192,873	0	572,808	507,146	49.03	45.21	8%
Garth Hill	6	<b>13,417</b>	<b>646,047</b>	<b>112,297</b>	<b>0</b>	<b>4,116</b>	<b>762,460</b>	<b>736,530</b>	<b>54.90</b>	<b>53.70</b>	<b>2%</b>
<b>Sub Totals</b>		<b>69,117</b>	<b>2,099,789</b>	<b>741,111</b>	<b>465,288</b>	<b>4,116</b>	<b>3,310,304</b>	<b>3,071,839</b>	<b>44.44</b>	<b>44.07</b>	<b>1%</b>
<b>TOTALS</b>		<b>134,909</b>	<b>3,701,967</b>	<b>1,743,416</b>	<b>877,327</b>	<b>4,116</b>	<b>6,326,825</b>	<b>5,813,616</b>	<b>43.09</b>	<b>43.00</b>	<b>0%</b>

## PART FOUR - WATER

### 4.1 Scope

The report is limited to schools which monitor their water consumption via the Systems-link website.

The report includes water under two main headings:

**Water Cost:** The cost of water use in terms of supply and sewage which fluctuates occurring to supplier price as governed by Ofwat. There are two water suppliers for BFC schools:

- South East Water
- Affinity Water Ltd

Both companies use Thames Valley Water for sewerage, price of which is incorporated in the suppliers invoice.

**Water consumption:** The use of water in schools as a single annual figure in cubic meters (m<sup>3</sup>).

### 4.2 Data

- The water data used within the report is based on water meter readings entered into Systems-link.
- The report relies heavily on the accuracy of the data that has been used, and schools are requested to check the data carefully for their site to identify any anomalies in terms of the cost, consumption of water or pupil numbers. Schools can view this data via the Systems-link website login [www.systems-link.co.uk/webreports/](http://www.systems-link.co.uk/webreports/). Where schools cannot monitor their water consumption due to location/access of meter, it is recommended that consultation with the appropriate Water Board is required in terms of either relocating meter or providing an easy accessible sub-meter within the premises or investigate the possibility of an automatic meter. Please report any data anomalies or queries regards to Steven Milne, Borough Energy Manager, Tel: 01344 351518 or e-mail: [steven.milne@bracknell-forest.gov.uk](mailto:steven.milne@bracknell-forest.gov.uk).
- As of end of March 2013, 21 schools (58%) were using Systems-link for monitoring water (See Appendix E). The main reason for schools not taking water readings was the meter being inaccessibility.
- Following guidance from the DfE, pupil numbers are based on the NOR in January that particular year. Thus January 2013 NOR is used for financial period 2012/13



### 4.3 Benchmarking

Schools performance in the management of water is benchmarked in the report:

- Against other schools, within the primary and secondary sectors

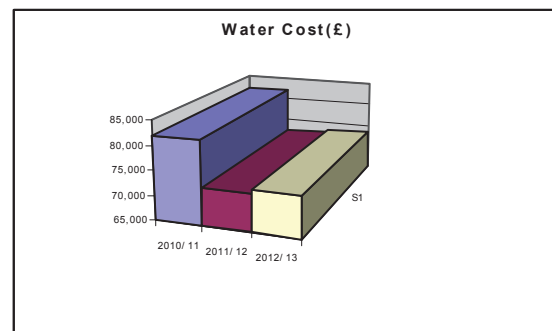
- b) Against Environment Agency water benchmarks for schools. Note: there are different indices for primary schools with or without swimming pool to reflect to the expected higher use of water in schools with pools.
- c) Against previous year to indicate trends in performance since 2009/10.

#### 4.4 BFC Summary of Water Cost and Consumption 2010/11 to 2012/13

The following data has been derived from meter reading data.

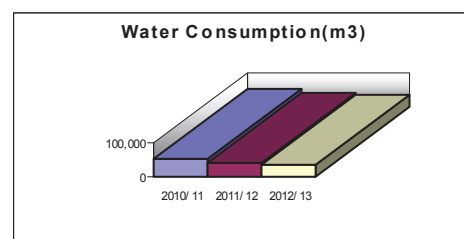
**Table 10 – Water Cost (£)**

Water Cost (m3)			% Increase/Decrease	
2010/11	2011/12	2012/13	On 2010/11	On 2011/12
81,948	72,498	73,308	-10.54%	1.12%



**Table 11 – Water Consumption (m<sup>3</sup>)**

Water Consumption(m3)			% Increase/Decrease	
2010/11	2011/12	2012/13	On 2010/11	On 2011/12
50,339	39,532	38,033	-24.45%	-3.79%



#### 4.5 Contacts

For further information or if there are any queries relating to the water contents of this report please contact:

**Steven Milne**  
 Borough Energy Manager  
 Tel: 01344 351518  
[steven.milne@bracknell-forest.gov.uk](mailto:steven.milne@bracknell-forest.gov.uk)

#### 4.6 Water Cost

To compare water costs within BFC schools, each school type i.e. Primary, Secondary, and Special schools are separated into groups and ranked in terms of their 'Total water cost per pupil number' (£/pupil no.) as shown in Table 10. The lowest water cost per pupil number is ranked one whereas the highest water cost per pupil number is ranked twelve for primary schools, and five for secondary schools.

#### 4.7 How can I Minimise Water Cost in my School

- a) Review the size of the water meter serving your school. The size of the meter effects the standing water and sewerage charges applied on the invoice.
- b) Check the water company tariff rates are correct for your property.
- c) Check if your school is entitled to a surface water drainage rebate - If your surface water drains to a soak-away or a river or canal you may be entitled to a rebate.
- d) Reduce water consumption (see below).



**Table 12 - Water Cost 2009/10 to 2012/13 (£/pupil)**

Site	Rank	2012/13 Pupil N0s.	Meter Size (mm)	£ Cost 2009/10	£ Cost 2010/11	£ Cost 2011/12	£ Cost 2012/13	12/13 £/pupil	11/12 £/pupil	Trend	Pool Y/N
<b>Primary Schools</b>											
Ascot Heath Infant	1	206	50mm	1,337	1,716	1,854	1,708	8.29	7.76	7%	N
St Margaret Clitherow Catholic Primary (VA)	2	202	24mm	849	1,113	1,071	1,041	5.15	5.20	-1%	N
Sandy Lane Primary	3	647	50mm	2,960	2,955	3,526	3,931	6.08	5.73	6%	N
Meadow Vale Primary	4	540	50mm	2,838	3,650	2,970	3,572	6.61	5.78	14%	N
Uplands Primary	5	209	25mm	963	1,473	2,175	1,834	8.78	10.36	-15%	N
Wooden Hill Primary & Nursery	6	366	40mm	2,486	2,517	3,137	3,296	9.01	8.64	4%	N
College Town Infants & Nursery	7	243	15mm	2,220	2,595	3,029	2,329	9.59	12.73	-25%	N
Fox Hill Primary	8	210	40mm	2,279	2,192	2,373	2,688	12.80	11.58	11%	N
Birch Hill Primary	9	422	40mm	3,866	2,894	4,620	5,091	12.06	10.74	12%	N
Cranbourne Primary	10	198	20mm		2,061	2,988	2,284	11.53	15.32	-25%	Y
The Pines	11	199	40mm	2,936	2,841	2,888	2,855	14.35	15.09	-5%	N
Ascot Heath CE Junior	12	238	50mm	3,617	4,639	2,565	4,011	16.85	12.45	35%	Y
<b>Sub Totals</b>		<b>3,680</b>		<b>26,351</b>	<b>30,646</b>	<b>33,196</b>	<b>34,639</b>	<b>10.09</b>	<b>10.12</b>	<b>0%</b>	
<b>Secondary Schools</b>											
Garth Hill College	1	1,439	50mm	5,257	7,405	3,808	4,356	3.03	2.71	12%	N
Edgbarrow Comp (excl. Sp Cen)	2	1,310	50mm	11,387	7,606	6,924	6,785	5.18	5.51	-6%	N
Sandhurst Comp (incl. Sp Cen)	3	996	50mm	6,591	10,535	6,389	7,382	7.41	6.07	22%	N
Easthampstead Park Community Comp	4	834	40mm	5,655	10,252	7,452	6,821	8.18	8.58	-5%	N
Brakenhale Comp	5	1,004	50mm	14,515	15,504	14,729	13,325	13.27	14.43	-8%	N
<b>Sub Totals</b>		<b>5,583</b>		<b>43,405</b>	<b>51,302</b>	<b>39,302</b>	<b>38,669</b>	<b>7.41</b>	<b>7.46</b>	<b>-1%</b>	
<b>TOTALS</b>		<b>9,263</b>		<b>69,756</b>	<b>81,948</b>	<b>72,498</b>	<b>73,308</b>	<b>8.75</b>	<b>8.79</b>	<b>0%</b>	

**Notes:**

Ascot Heath Infant and Junior schools are based on sub-meter readings.

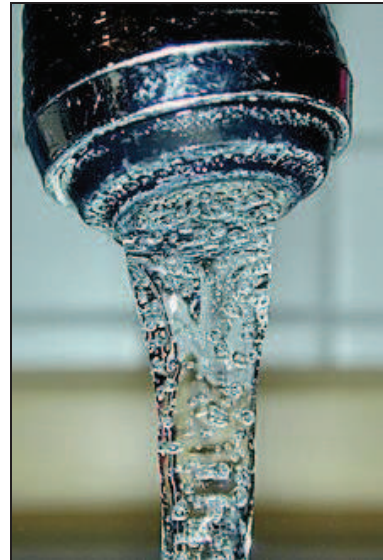
The following schools are supplied by Affinity Water Ltd:

- Cranbourne Primary
- Ascot Heath Infant and Junior
- Winkfield St Mary's Primary

All other schools are supplied by South East Water

#### 4.8 Water Consumption

- a) Water consumption in cubic meters ( $\text{m}^3$ ) has been ranked by pupil numbers ( $\text{m}^3/\text{pupil}$ ), and benchmarked against the Environment Agency water benchmarks. This publication is the most recent for national comparisons.
- b) Primary, Secondary and Special Schools are shown as separate groups, but ranked in terms of their water consumption per pupil. As with cost/pupil, the lowest is ranked as one whereas the highest is ranked twelve for a primary school and five for a secondary school.
- e) As expected the highest water users are those schools with swimming pools, namely Ascot Heath Junior and Cranbourne Primary School.
- f) In terms of national comparisons with reference to Environment Agency benchmarks only seven schools in 2012/13 have a benchmark that falls within the Best Practice criteria. Furthermore 14 schools show a worse than typical performance against benchmark. This implies there is considerable work required to improve water consumption in BFC schools.
- g) Overall water usage has reduced from  $5.78\text{m}^3/\text{pupil}$  in 2011/12 to  $4.52\text{ m}^3/\text{pupil}$  in 2012/13, an overall decrease of 22%.
- h) Compliance with Water Bye Laws



As noted in the previous annual report it is known that at least one school in 2006/07 has had a warning from South East Water with regard to compliance with current water bye laws: None of the cisternmisers were operational allowing urinal cisterns to continually flush 24 hours/per day.

**Table 13 - Water Consumption 2009/10 to 2012/13 (m<sup>3</sup>/pupil)**

	Rank	2012/13 Pupil Nos.					12/13 m³ / pupil	Environ	Prv	Trend m³/pupil	Pool Y or N
			m3	(m³)	(m³)	(m³)		Agency	year11/12		
			2009/10	2010/11	2011/12	2012/13		Perform	m³/Pupil		
Primary Schools											
Ascot Heath Infant	1	206	748	1010	916	466	2.26	Best Practice	3.83	-41%	N
St Margaret Clitherow Catholic Primary (VA)	2	202	458	617	525	536	2.65	Best Practice	2.55	4%	N
Sandy Lane Primary	3	647	1,359	1444	1678	1,825	2.82	Best Practice	2.73	3%	N
Meadow Vale Primary	4	540	1,272	1899	1330	1,609	2.98	Best Practice	2.59	15%	N
Uplands Primary	5	209	539	867	1217	957	4.58	>Typical	5.80	-21%	N
Wooden Hill Primary & Nursery	6	366	1,349	1419	1676	1,690	4.62	>Typical	4.62	0%	N
College Town Infants & Nursery	7	243	1,535	1755	1856	1,363	5.61	>Typical	7.80	-28%	N
Fox Hill Primary	8	210	1,202	1194	1197	1,323	6.30	>Typical	5.84	8%	N
Birch Hill Primary	9	422	2,332	1681	2606	2,775	6.58	>Typical	6.06	9%	N
Cranbourne Primary	10	198	1,129	1336	1364	1,316	6.65	>Typical	6.99	-5%	Y
The Pines	11	199	1,670	1644	1563	1,424	7.15	>Typical	7.62	-6%	N
Ascot Heath CE Junior	12	238	2,022	2730	1378	1,884	7.92	>Typical	6.69	18%	Y
Sub Totals		3,680	15,615	17596	17306	17168	5.01		5.26	-5%	
Secondary Schools											
Garth Hill College	1	1,439	2,994	4505	1855	2,082	1.45	Best practice	3.26	-56%	N
Edgbarrow Comp (excl. Sp Cen)	2	1,310	7,359	4645	3810	3,550	2.71	Best Practice	3.83	-29%	N
Sandhurst Comp (incl. Sp Cen)	3	996	3,944	6678	3474	3,911	3.93	Best Practice	6.17	-36%	N
Easthampstead Park Community Comp	4	834	3,606	6788	4382	3,820	4.58	>Typical	7.6	-40%	N
Brakenhale Comp	5	1,004	9,586	10127	8705	7,502	7.47	>Typical	10.6	-30%	N
Sub Totals		5,583	27,489	32743	22226	20865.15	4.03		6.292	-36%	
TOTALS		9,263	43,104	50,339	39,532	38,033	4.52		5.78	-22%	
Schools without historical water information											
Ranelagh Church of England School		975				6,196	6.35	>Typical			N
Great Hollands Primary School		359				2,715	7.56	>Typical			N
Winkfield St Marys		207				1,690	8.16	>Typical			Y
Kennel Lane		185				1,609	8.69	>Typical			Y

Notes:

Ascot Heath Infant and Junior schools are based on sub-meter reads.

**Table 14 - Environment Agency Benchmarks based on 14,330 schools.**

School	Typical (m <sup>3</sup> /pupil/year)	Best practice(m <sup>3</sup> /pupil/year)
Primary school with pool	4.3	3.1
Primary school without pool	3.8	2.7
Secondary with pool	5.1	3.6
Secondary without pool	3.9	2.7

#### 4.9 How can I Reduce Water Consumption in my School

- a) Identify the location of water meter and record readings on a regular basis via the Systems-link Web site to identify adverse high usage. Review consumption during weekends and holiday periods to identify unnecessary waste and leaks.
- b) Carry out daily walk round checks at end of day to check all wash hand basin taps are closed and no water leaks are visible in service areas. Ensure a reporting mechanism exists for reporting leaks i.e. via Energy Working Group.
- c) Check all urinal tanks have flush controls fitted. Those without would benefit considerably by installing flush controls.
- d) Check existing urinal flush controllers are operating correctly and associated batteries have been replaced within the last year.
- e) Consider replacing existing conventional taps with self closing or percussion type.
- f) Consider participating in the Council established maintenance contract for flush controls.
- g) Ensure push buttons on/off controls are fitted for showers.
- h) Ensure swimming pools are covered when not in use. A pool cover not only reduces water consumption (lost via evaporation from pool) but also heat losses.
- i) Obtain a free water efficiency audit from your water supplier:
  - For South East Water users Contact: Mike Cook, Tel: 01444 448201 or [mcook@southeastwater.co.uk](mailto:mcook@southeastwater.co.uk)
  -
- j) Raise awareness of water usage in your school
  - For Junior Schools only: Free seminar for pupils on 'The Wonderful World of Water'
  - For South East Water users Contact: Karen Neal Tel: 0144 448258 or [kneal@southeastwater.co.uk](mailto:kneal@southeastwater.co.uk)
- k) Consider fitting an automatic meter reader to the water meter. This would enable water consumption to be monitored on a daily basis and assist early detection of leaks.
- l) Consider installing a water sub-meter if your school shares the water supply with another Council building to ensure your school only pays for what it uses.



## **PART FIVE – WASTE.**

### **5.1 Scope**

The report considers waste under two headings:

#### **Residual Waste:**

The household-type non recyclable waste that schools generate which is collected through the Bracknell Forest Borough Council and sent to either landfill or an energy from waste site.

#### **Recycling:**



The schools continue to engage in recycling of paper, plastic, tins, glass, toner, clothes or green waste ensuring that their waste is recycled or re-used.

It should be noted that 30 primary schools' continue to use Woodside Recycling for their paper collection as a separate recycling collection service from that provided by the Council. The Council continues to provide both refuse and recycling containers.

### **5.2 Waste Analysis**

The next planned waste analysis will be held in January 2014.

The total amount of waste generated by each school has been estimated following this waste analysis which comprised of waste from three schools in January 2013 comprising one secondary and two primary schools' bulk bins which were separately weighed to establish the average weight per bin.

Please note if a school has a large number of bins which are not always full each week they should request removal of some bins to ensure that their average weight calculated is based on full bins on the weight chart tables 15 and 16 are fairly measured. This will also save collection cost.

We are aware that some schools are considering the usage of compactors in order to reduce the amount of void space in their sacks. Any school seriously considering this option needs to be aware that there is a maximum payload on a standard 1,100 litre plastic green bins of 150kgs. Refuse vehicles are fitted with a failsafe which does not allow the bin lift to actually lift/empty overweight bins. Schools wishing to use compactors should consider seeking to replace their current green plastic waste bins for metal FEL's (Front End Loaders).

The average weight per landfill (green) wheeled bins are:

- Primary Schools 95 kg
- Secondary Schools 111 kg

Total amount of residual waste generated has been estimated by multiplying the average weight per bin audited by the number of bins at each school.

The estimated total amount of waste generated was:

- Primary Schools 463 tonnes of landfill waste\*
- Secondary Schools 311 tonnes of landfill waste\*

\*Additional tonnage data is provided by Woodside who collect paper from the schools and is based on their calculation of 15 kgs per sack of paper collected.

For 2012 they reported that Primary Schools collectively recycled 256 tonnes of paper, and Secondary Schools 38 tonnes of paper.

Currently all 30 primary schools within the Borough utilise 104 - 1,100 litre residual waste bins and 53-240 litre recycling bins and 1-660 litre recycling bins.

Currently the 7 secondary schools within the Borough utilise 40 - 1,100 litre and 4 FEL skip and 8 – 240 litre wheeled residual waste bins and 13 – 240 litre recycling bins.

With the current collections contract being two years old all the schools continue with existing arranging as their preferred method for their waste collections.

### **5.3 Reducing Waste Sent to landfill.**

The waste from Bracknell Forest schools forms part of the Council's landfill allowance. It is therefore very important that schools, as well as householders, recycle and divert from landfill as much of that waste as possible. Currently landfill tax for 2013/14 is £72 per tonne and will increase by £8 per tonne per annum until at least 2014/15.

### **5.4 How to minimise the Amount of Waste Generated by Schools.**

- Promote environmental awareness in all school activities to encourage waste minimisation, re-use and recycling.
- Encourage pupils to participate in recycling and re-use initiatives e.g. composting, keeping a wormery, re-using various materials for such things as arts/ and crafts etc.
- Audit the supply chain to identify those suppliers whose products come with significant amounts of un-necessary packaging that is simply thrown away. Include minimum packaging in the specifications for new supply contracts.
- Increase the amount of recycling and seek to reduce the amount of landfill waste being generated and with it the number of residual waste bins used. Reducing bins should not be confused with compacting waste. Bins are designed with a maximum load threshold based on the amount of loose materials it holds until the bin become full.
- The Council is able to offer special additional events for clothing and textiles to raise money for the school.
- The Council can arrange amnesty days for the collection of small household electrical items.



- As a waste minimisation exercise Bracknell Forest will be looking at those schools that appear to generate the largest volumes of residual waste against those who generate the least with a view to adopting best practice in waste minimisation across all schools.
- Both Bracknell Forest and its contractors SITAsuez are happy to arrange to come along to schools to give presentations to pupils on waste and waste minimisation/recycling on a first come basis.
- Bracknell Forest Council is in a long term joint waste disposal partnership (known as Re3) with Reading and Wokingham Borough council and contractors FCC Environment (previously known as WRG). Schools will be able to obtain educational information about waste and recycling by logging online [www.re3schools.org.uk](http://www.re3schools.org.uk).
- The partnership also provides a visitors centre at each of its waste sites in Reading and Bracknell Forest, and schools have been able to visit these centres and see some of the waste sorting activities and learn about other recycling, and composting processes.

## 5.5 Contact

For further information or if there are any queries relating to the waste and recycling parts of this report please contact:

**Eric Redford**

Refuse Collections Contract Manager

Tel: 01344 352516

[Eric.Redford@bracknell-forest.gov.uk](mailto:Eric.Redford@bracknell-forest.gov.uk)

**Website:**

<http://www.bracknellforest.gov.uk/environment/env-waste-and-recycling.htm>

**Table 15 - Estimated Waste Production 2012/13 (Kg/pupil) (Landfill Only).**

<b>Primary Schools</b>	<b>Number of Pupils</b>	<b>How Many Bins</b>	<b>Estimated Total Kg</b>	<b>Estimated Kg Per Pupil</b>	<b>Ranking</b>
Sandy Lane Primary	647	4	17,480	27.02	1
Holly Spring Junior	227	2	8,740	28.90	2
Holly Spring Infant	303	2	8,740	28.84	3
Whitegrove Primary	442	3	13,110	29.66	4
Jennett's Park CE Primary	<b>255</b>	<b>2</b>	8,740	<b>34.27</b>	<b>5</b>
Wooden Hill Primary	366	3	13,110	35.82	6
Ascot Heath Infant & Junior	444	4	17,480	39.37	7
Owlsmoor Primary	542	5	21,850	40.31	8
Crown Wood Primary	433	4	17,480	40.37	9
Meadow Vale Primary	540	5	21,850	40.46	10
St Michael's Primary, Sandhurst	211	2	8,740	41.42	11
Binfield CE Primary	420	4	17,480	41.62	12
St Joseph's RC Primary	210	2	8,740	41.62	12
Harmans Water Primary	711	7	30,590	43.02	14
St Margaret Clitherow Primary	202	2	8,740	43.27	14
Cranbourne Primary	186	2	8,740	46.24	16
Wildmoor Heath Primary	180	2	8,740	48.55	17
Birch Hill Primary	422	5	21,850	51.77	18
College Town Infant	243	3	13,110	53.95	19
New Scotland Hill Primary	226	3	13,110	58.01	20
Wildridings Primary	387	5	21,850	59.45	21
St Michael's Primary, Easthampstead	211	3	13,110	62.13	22
Uplands Primary	209	3	13,110	62.72	23
Crowthorne CE Primary	208	3	13,110	63.02	24
Warfield CE Primary	208	3	13,110	63.02	24
College Town Junior	274	4	17,480	63.79	26
St Mary's Primary, Winkfield	207	3	13,110	63.33	27
The Pines Primary	199	3	13,110	65.88	28
Fox Hill Primary	210	4	17,480	83.24	29
Great Hollands Primary	359	9	39,330	109.55	30
<b>Sub Totals</b>	<b>9,551</b>	<b>106</b>	<b>463,220</b>	<b>n/a</b>	<b>n/a</b>
<b>Special Schools</b>					
Kennel Lane	185	5	21,850	118.11	n/a
<b>Sub Totals</b>	<b>185</b>	<b>5</b>	<b>21,850</b>	<b>n/a</b>	<b>n/a</b>
<b>Secondary Schools</b>					
Edgbarrow	1,310	10	51,060	38.98	1
Ranelagh (compacted waste)	975	4 + 8	45,954	47.13	2
Brakenhale	1,004	10	51,060	50.85	3
Sandhurst	996	11	5,616	56.30	4
Garth Hill	1,439	2 FEL	86,402	60.04	5
Easthampstead	834	2 FEL	70,973	85.10	6
<b>Sub Totals</b>	<b>6,558</b>	<b>43</b>	<b>311,065</b>	<b>n/a</b>	<b>n/a</b>
<b>Totals</b>	<b>16,294</b>	<b>154</b>	<b>827,097</b>	<b>n/a</b>	<b>n/a</b>

**Table 16 - Estimated Waste Production 2012/13 (Kg/pupil) (Recycling only-Woodside paper tonnages used).**

Primary Schools	Number of Pupils	How Many Bins	Estimated Total (Kg)	Estimated Recycled (Kg)	Ranking
College Infant School	243	2	26,775	110.18	1
College Junior School	274	2	26,775	97.72	2
St Joseph's RC Primary	210	2	11,385	54.21	3
Warfield CE Primary	208	2	10,500	50.48	4
Winkfield St Mary's Primary	207	2	9,825	47.46	5
Fox Hill Primary	210	2	8,100	43.33	6
St Margaret Clitherow Primary	202	2	8,670	42.92	7
Great Hollands Primary	359	2	14,385	40.07	8
Ascot Heath Infant & Junior	444	2	17,790	40.06	9
The Pines Primary	199	1	6,840	34.54	10
Birch Hill Primary	422	2	12,990	30.78	11
Cranbourne Primary	198	4	5,955	30.07	12
Holly Spring Junior	227	1	5,670	24.97	13
Crown Wood Primary	433	2	9,645	22.27	14
Sandy Lane Primary	647	2	14,055	21.72	15
Holly Spring Infant	303	1	6,465	21.66	16
Wooden Hill Primary	366	2	7,845	21.43	17
Owlsmoor Primary	542	2	11,115	20.51	18
Uplands Primary	209	2	3,945	18.87	19
Whitegrove Primary	442	2	8,775	19.85	20
New Scotland Hill Primary	226	2	3,990	17.65	21
St Michael's Primary, Easthampstead	211	2	3,765	17.48	22
Crowthorne C of E	208	2	3,555	17.09	23
St Michael's Primary, Sandhurst	242	2	3,705	15.30	24
Meadow Vale Primary	540	2	8,235	15.25	25
Wildmoor Heath School	180	4	1,932	10.73	26
Harmanswater Primary School	711	2	4,370	6.15	27
Wildridings Primary	387	2	2,265	5.85	28
Binfield Primary	419	Woodside	1,185	2.85	29
Jennett's Park CE Primary	255	0	0	0.00	30
<b>Sub Totals</b>	<b>9,551</b>	<b>57</b>	<b>256,137</b>	<b>n/a</b>	<b>n/a</b>
<b>Special Schools</b>					
Kennel Lane	185	0	0	0	0
<b>Sub Totals</b>	<b>185</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>n/a</b>
<b>Secondary Schools</b>					
Edgbarrow	1,310	Woodside	23,025	17.57	1
Sandhurst	996	Recycling	15,105	15.16	2
Brakenhale	1,004	provide	8,290	8.25	3
Ranelagh	975	sacks	1,935	0.96	4
Easthampstead Park	834	For	0	0	5
Garth Hill	1,439	all	0	0	5
<b>Sub Totals</b>	<b>6,558</b>	<b>0</b>	<b>38,130</b>	<b>n/a</b>	<b>n/a</b>
<b>Totals</b>	<b>16,294</b>	<b>58</b>	<b>294,267</b>	<b>n/a</b>	<b>n/a</b>

## **PART SIX - TRANSPORT**

### **6.1 Scope**

- a) The report focuses on the mode of transport by which children travel to school.
- b) Travel by pupils to and from school, during the school day for curriculum activities, after school for attending extra curricular activities, and staff travel, are all transport issues that a School Travel Plan can address.

### **6.2 Data**

- a) The data set out in Table 17 shows how children usually travel to school. The data was collected from returns of the school census in January 2013.
- b) The mode of transport by which children attend school can be influenced by a wide range of factors including location, catchment, and public transport alternatives.

### **6.3 How you can reduce the impact of car based travel at your school**

- a) Use the School Travel Plan process to review the transport choices made by the school and the pupils and introduce measures that promote and encourage more sustainable travel modes.
- b) Monitor and review the targets and actions in your School Travel Plan on an annual basis.
- c) Engage with incentive schemes and promotional activities organised by the Council.
- d) Use transport and the impact of transport as a topic for curriculum work.

### **6.4 Contacts**

For further information contact:

**Phillip Burke**  
Travel Plan Co-ordinator  
Tel: 01344 351266  
Email: [phillip.burke@bracknell-forest.gov.uk](mailto:phillip.burke@bracknell-forest.gov.uk)

**Table 17 - The percentage of children travelling to school by modes other than the car  
(data collected as part of the Annual School Census)**

School	Percentage of pupils travelling to school by means other than singly occupied car at January 2013
<b>Secondary Schools (national average is 74%)</b>	
Edgbarrow	79%
Easthampstead Park	78%
Sandhurst	76%
Brakenhale	76%
Garth Hill	70%
Ranelagh CE	66%
<b>Primary Schools (national average is 56%)</b>	
Great Hollands Primary	92%
College Town Junior	87%
College Town Infant & Nursery	85%
Whitegrove Primary	82%
Crown Wood Primary	82%
Fox Hill Primary	81%
Jennett's Park	80%
Birch Hill Primary	80%
Meadow Vale Primary	79%
Warfield CE Primary	78%
Ascot Heath CE Junior	77%
Sandy Lane Primary	74%
Harmans Water Primary	72%
Wooden Hill Primary & Nursery	71%
Owlsmoor Primary	71%
Holly Spring Junior	71%
Crowthorne CE Primary	69%
Ascot Heath Infant	68%
St. Michael's Easthampstead CE Aided Primary	64%
Pines (The)	63%
Wildmoor Heath	61%
Wildridings Primary School	60%
Winkfield St. Mary's CE Primary	58%
New Scotland Hill Primary	58%
Holly Spring Infant & Nursery	54%
Uplands Primary	53%
Binfield CE Primary	52%
Cranbourne Primary	44%
St. Michael's CE Primary, Sandhurst	41%
St. Margaret Clitherow Catholic Primary	41%
St. Joseph's Catholic Primary	25%

## FORMULAE FOR ADJUSTING ENERGY CONSUMPTION DATA FOR AMBIENT TEMPERATURE

### 1. Conversion Factors as supplied by Defra

#### a) Fuel Oil

Kerosene -10.28 kWh/litre

Gas Oil -10.80 kWh/litre

#### b) Carbon Dioxide Emission Factors

Fuel Type	CO <sub>2</sub> Emission Factor (kgCO <sub>2e</sub> /kWh)
Grid Electricity	0.5246
Natural Gas	0.1836
Fuel oil	0.2674
Wood pellets	0.03895

### 2. Corrections for ambient temperature (Ref: DfES Energy and Water Benchmarks for Maintained Schools in England 2002-03.)

Differences in temperature across the country can affect the amount of fuel required for heating. The United Kingdom is divided into Degree Day (DD) Regions. In each region, for every day the temperature falls below 15.5 degrees Celsius the magnitude of the difference was recorded. These deviations are aggregated over the year. The current 20 year national average using this method is 1851.

The following calculation was carried out on each school;

$(\text{Fossil fuel consumption} \times 0.75 \times (1851/\text{DD})) + (\text{Fossil fuel consumption} \times 0.25),$

Where DD is the sum of the deviations below 15.5 degrees over a year and Fossil fuels are oil and gas consumption.

Degree Days for the Thames Valley Area.

Year	Degree Days
2012/13	2,498
2011/12	1,819
2010/11	2,189
2009/10	2,006
2008/09	1,921
2007/08	1,653
2006/07	1,463
2005/06	1,869
2004/05	1,703
2003/04	1,740

Effectively, 2012/13 was the coldest year over the last ten years.



**THE WHOLE SCHOOL APPROACH**  
**PROVIDED BY THE CARBON TRUST**

The [Whole School Approach](#) produced by the Carbon Trust is a guide which outlines an approach to energy management involving pupils, teachers and other staff. By motivating staff and pupils through lessons, as well as providing practical advice on how to go about saving energy, a whole school approach to energy management can reduce the school's carbon footprint and provide long-term benefits for the school, its people and the environment.

The [School Sector Overview](#) (CTV019) introduces schools to the main energy saving opportunities that can be found in the majority of schools and demonstrates how simple actions save energy, cut costs and enhance the learning environment.

A sample energy policy for schools is shown in Appendix C



## Sample Energy Management Policy Statement

.....School is committed to the responsible management of energy and water.

By efficient management of these resources the school aims to minimise expenditure and environmental impact while maintaining health and safety standards and an acceptable comfort level for staff, pupils and other building users.

### Targets

Target energy/water performance is as follows:

	<b>Current Performance (last school year)</b>	<b>Target Performance (current school year)</b>	<b>Target % Reduction</b>
<b>Electricity</b> kWh/m <sup>2</sup> /annum			
<b>Gas</b> kWh/m <sup>2</sup> /annum			
<b>Oil</b> kWh/m <sup>2</sup> /annum			
<b>Water</b> m <sup>3</sup> /pupil/annum			

### Strategy

This policy statement will be implemented through a ten point plan:

#### 1. Responsibility

The overall responsibility lies with the Headteacher, ..... Day-to-day energy management responsibilities lie with .....working in conjunction with the policy and direction set by the School Energy Team.

Policy, strategy and targets for energy management will be the responsibility of the School Energy Team which currently consists of:

.....	-	Head/Deputy
.....	-	Caretaker/Site Manager
.....	-	Bursar/Administrator
.....	-	Teacher
.....	-	Governor
.....	-	Pupil

The School Energy Team will meet quarterly to review progress, plan initiatives and prepare an annual energy report for submission to the Board of Governors. This will supplement the Schools Annual Environmental Management Report sent to all schools by Admissions and Property.

Teachers will have a responsibility to set a good example to pupils who can also make a significant contribution to end-use energy efficiency.

Energy efficiency advice for schools is available from the Council's Energy Manager, Steven Milne, on 01344 351518, e-mail [steven.milne@bracknell-forest.gov.uk](mailto:steven.milne@bracknell-forest.gov.uk)

#### 2. Energy Selection and Purchase

Energy purchase is currently undertaken by Bracknell Forest Council through a framework contract administered by Buying Solutions (formerly the Office of Government Commerce). The Council's Energy Management Team will check invoices monthly against meter readings for gas, electricity and water.

**3. Investment in Energy Efficiency**

The school aims to invest in energy saving schemes of less than £1,000 with paybacks of less than three years. Savings achieved by good housekeeping measures will be reinvested in energy efficiency projects.

Where available, grants will be sought to improve energy efficiency, including the Council's invest-to-save scheme for projects meeting the qualifying criteria.

**4. Design**

Energy efficiency will be taken into account at the design of new building projects and any refurbishment in accordance with the Local Development Framework and current building standards.

Energy efficiency will be considered in the purchase of all new equipment, e.g. computers, catering equipment, in accordance with Government Buying Standards per Council Procurement Policy.

**5. Energy Information**

Electricity, gas and water consumption will be monitored monthly using Systems Link energy management software. Abnormal consumption will be investigated and corrective action taken. Each year realistic energy reduction targets will be set and monitored regularly. Targets will be set relative to past performance and DCSF quartile performance benchmarks shown in the Bracknell Forest Schools Annual Environmental Management Report.

Larger schools will also be able to use their Display Energy Certificate to compare their energy use to national averages and to see how energy use has changed from the previous year. Consideration should be given to the energy saving measures recommended in the associated Advisory Report.

**6. Maintenance**

Energy conversion plant, distribution systems and energy using equipment will be correctly maintained to avoid energy and water wastage.

**7. Awareness**

The school will adopt a Whole School Approach involving everyone associated with the school.

Regular awareness initiatives for staff and pupils will emphasise the cost and environmental benefits of saving energy and water and how to avoid waste. Energy saving information will be provided to catering and cleaning staff. Staff and pupils will also be provided with information on how to save energy at home.

Energy Co-ordinators will be appointed with checklists for good housekeeping initiatives.

**8. Curriculum**

The National Curriculum will be reviewed annually, using literature from Teachernet to ensure that the energy element is built into syllabi at appropriate levels.

**9. Reporting**

An annual energy performance report will be prepared by the School Energy Team. This will be submitted to the Board of Governors and a summary will be incorporated into the school annual report and school development plan.

**10. Policy Review Mechanism**

This policy will be reviewed and updated annually by the School Energy Team and included in the annual report.

## UNIT RATES AND STANDING CHARGES FOR WATER AND SEWERAGE

**SOUTH EAST WATER****UNIT RATES**

Pence/cubic metre		
Year	Water	Sewage
2003-04	56.73	43.69
2004-05	58.01	43.85
2005-06	69.46	46.30
2006-07	74.41	47.49
2007-08	79.96	48.57
2008-09	82.37	51.93
2009-10	84.68	55.76
2010-11	90.72	53.35
2011-12	100.44	59.00
2012-13	100.76	64.73
2013-14	115.00	70.41

**STANDING CHARGES (for 12 months)**

Pipe Size	2007/08		2008/09		2009/10		2010/11		2011/12		2012/13		2013/14	
(mm)	Water	Sewage	Water	Sewage	Water	Sewage	Water	Sewage	Water	Sewage	Water	Sewage	Water	Sewage
15	£15.00	£42.00	£17.03	£45.00	£18.00	£47.00	£21.00	£46.00	£21.00	£48.00	£21.00	£52.00	£21.60	£56.00
20	£15.00	£95.00	£17.03	£101.00	£18.00	£106.00	£33.60	£104.00	£36.00	£108.00	£36.00	£117.00	£36.00	£126.00
25	£15.00	£168.00	£17.03	£180.00	£18.00	£188.00	£40.20	£184.00	£42.00	£192.00	£42.00	£208.00	£42.00	£224.00
30	£120.00	£263.00	£120.00	£281.00	£120.00	£294.00	£48.00	£288.00	£51.00	£299.00	£51.00	£326.00	£51.00	£347.00
40	£170.00	£378.00	£170.00	£405.00	£170.00	£423.00	£58.20	£414.00	£63.00	£402.00	£63.00	£436.00	£63.00	£466.00
50	£300.00	£672.00	£300.00	£726.00	£300.00	£752.00	£178.20	£736.00	£192.00	£658.00	£192.00	£718.00	£192.00	£771.00

## **VEOLIA WATER**

### **UNIT RATES**

Pence/cubic metre		
Year	Water	Sewage
2003-04	60.04	43.69
2004-05	61.56	43.85
2005-06	75.33	46.30
2006-07	80.60	47.49
2007-08	84.10	48.57
2008-09	87.52	51.93
2009-10	91.22	55.76
2010-11	901.01	53.35
2011-12	94.97	59.00

106

### **STANDING CHARGES (for 12 months)**

Pipe Size	2007/08		2008/09		2009/10		2010/11		2011/12	
(mm)	Water	Sewage	Water	Sewage	Water	Sewage	Water	Sewage	Water	Sewage
15	£26.00	£43.00	£27.00	£45.00	£28.20	£47.00	£28.08	£46.00	£29.28	£48.00
20	£26.00	£97.00	£27.00	£101.00	£28.20	£106.00	£28.08	£104.00	£29.28	£108.00
25	£26.00	£172.00	£27.00	£180.00	£28.20	£188.00	£28.08	£184.00	£29.28	£192.00
30	£105.00	£269.00	£109.00	£281.00	£114.00	£294.00	£114.00	£288.00	£119.00	£299.00
40	£176.00	£387.00	£182.00	£405.00	£189.00	£423.00	£189.00	£414.00	£197.00	£402.00
50	£204.00	£688.00	£212.00	£726.00	£221.00	£752.00	£220.00	£736.00	£229.00	£658.00

## AFFINITY WATER LIMITED

(Replaced Veolia as water supplier for Ascot/ Cranbourne/ Winkfield area)

### UNIT RATES

Pence/cubic metre		
Year	Water	Sewage
2012-13	97.63	64.73
2013-14	99.48	70.41

### STANDING CHARGES (for 12 months)

Pipe Size	2012/13		2013/14	
(mm)	Water	Sewage	Water	Sewage
15	£30.00	£52.00	£30.15	£56.00
20	£30.00	£117.00	£30.15	£126.00
25	£30.00	£208.00	£30.15	£224.00
30	£122.00	£326.00	£122.28	£347.00
40	£203.00	£436.00	£203.40	£466.00
50	£234.00	£718.00	£234.60	£771.00

All companies are using Thames Water for Sewerage

**APPENDIX E**

**USE OF SYSTEMS-LINK ENERGY & WATER MONITORING**

Site	Using Systems-Link		Reason for Not submitting Water Readings
	Energy 12/13	Water 12/13	
Ascot Heath Infant school	Y	Y	.
Ascot Heath Junior school	Y	Y	
Binfield CE Primary (VA)	Y	N	No reads taken by school
Birch Hill Primary school	Y	Y	
College Town Infant school	Y	Y	
College Town Junior school	Y	N	No reads taken by school
Cranbourne Primary school	Y	Y	
Crown Wood Primary school	Y	N	No reads taken by school
Crowthorne CE Primary school	Y	N	No reads taken by school
Fox Hill Primary school	Y	Y	.
Great Hollands School	Y	Y	
Harmans Water Primary school	Y	N	No reads taken by school
Holly Spring Infant school	Y	N	No reads taken by school
Holly Spring Junior school	Y	N	No reads taken by school
Jennett's Park CE Primary (VA)	Y	N	
Meadow Vale school	Y	Y	
New Scotland Hill Primary school	Y	N	No reads taken by school
Owlsmoor Primary school	Y	N	No reads taken by school
Pines School (The)	Y	Y	
Sandy Lane Primary	Y	Y	
St Josephs RC Primary (VA)	Y	N	No reads taken by school
St Margaret Clitherow RC Primary (VA)	Y	Y	
St Michaels CE Primary, E'hamp (VA)	Y	Y	
St Michaels CE Primary, S'hurst (VA)	Y	N	No reads taken by school
Uplands Primary school	Y	Y	
Warfield CE Primary school	Y	N	No reads taken by school
Whitegrove Primary school	Y	N	No reads taken by school
Wildmoor Heath School	Y	N	Location of meter to be established
Wildridings Primary school	Y	N	No reads taken by school
Winkfield St Marys CE Primary school	Y	Y	
Wooden Hill Primary school	Y	Y	
<b>Special Schools</b>			
Kennel Lane school (Special School)	Y	Y	
<b>Secondary Schools</b>			
Brakenhale	Y	Y	
Easthampstead Park	Y	Y	
Edgbarrow school	Y	Y	
Garth Hill College	Y	Y	
Ranelagh CE School (VA)	Y	Y	
Sandhurst (Includes Sp Cen)	Y	Y	



**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL  
18 MARCH 2014**

---

**INTEGRATED TRANSPORT CAPITAL PROGRAMME 2013/14  
Director of Environment, Culture and Communities**

**1 PURPOSE OF REPORT**

- 1.1 To provide an overview of the work being undertaken within the 2013/14 Integrated Transport Capital Programme.

**2 RECOMMENDATION**

- 2.1 **That the Environment, Culture and Communities Overview and Scrutiny Panel notes the report.**

**3 REASONS FOR RECOMMENDATION**

- 3.1 To inform the Panel of Integrated Transport work being undertaken.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Not applicable.

**5 SUPPORTING INFORMATION**

**Background**

- 5.1 In March 2011 the Council adopted a new long term transport strategy, the Local Transport Plan 3 (LTP3), which sets out the key challenges facing Bracknell Forest through the period 2011-2026. The plan outlines the Council's transport objectives and how these will be delivered. To support delivery, an associated Implementation Plan sets out priorities and plans over a rolling three year period which is updated annually and addresses developing needs.
- 5.2 Schemes, plans or combinations of both are assessed against the objectives of:
- National Transport Goals;
  - Local Transport Plan Objectives;
  - Sustainable Community Strategy.
- 5.3 Historically, funding for the programme has been made up of an Integrated Transport Grant from Central Government, alongside developer contributions (S106) for transport mitigation measures. However, in 2013, additional Borough capital funding of £6.5m was allocated to the 3 year period 2013-16 for various town centre highway works, including capacity improvements such as the Twin Bridges roundabout and the A329 London Road-Martins Heron junction. In addition to grant and S106 funds, in 2013/14 the Council was successful in securing contributions from Central Government through the Local Pinch Point Programme and Local Sustainable

Transport Fund. These latter funding elements are aimed at implementing transport measures linked to economic growth and carbon reduction with a focus on the regenerating town centre.

- 5.4 **Annex A** shows the Integrated Transport Capital Programme for 2013/14 which includes schemes aimed at unlocking town centre regeneration and supporting further economic growth. These schemes align with the broader transport policies and objectives within the LTP3.

#### **Progress to Date**

- 5.5 Approval of the 2013/14 programme has allowed the Council to continue to implement Highway Capacity Improvements along its strategic road corridors. Following on from the improvements at the Sports Centre and the Horse and Groom roundabouts, work has started on the Twin Bridges junction. This is the Borough's busiest junction and intersects the A329, A322 and A3095 corridors with high levels of traffic merging upon the area throughout the day.
- 5.6 Various layouts have been examined previously, including an extensive "fly through" option, but whilst all delivered some improvement the cost/benefit ratio varied considerably. A proportionate, but effective, approach has now been adopted which combines improvements to the management of the corridor through greater use of Urban Traffic Management & Control (UTMC) technology alongside more localised improvements to increase the physical scale of the junction. Once complete (Summer 2014), the junction will be fully signalised and the benefits of such control, alongside the increased capacity, will assist across the local region. It is this overall approach that will provide more reliable journey times along the corridor whilst demonstrating greater value for money (i.e. less physical change and more efficient use of the existing infrastructure).
- 5.7 In recognition of the importance and benefits that the improvements would bring, the Department for Transport awarded Bracknell Forest a grant of £1m towards the cost of these works through its Local Pinch Point Fund initiative. This follows other successful bids by the Highways Agency for National Pinch Point Funding for Junction 10 of the M4 and the successful Local Pinch Point bid by Wokingham Borough Council for the Coppid Beech junction improvements. Both these schemes form part of the A322/A329 corridor between M3 and M4.
- 5.8 In 2013/14 the Council has also continued to push forward and expand its broader UTMC capabilities that will allow the monitoring and management of key junctions along the Borough's key strategic corridors. This work is vital to maximise the effectiveness of current and future improvements. The associated control systems will be used to maximise the performance of the strategic road network as a whole, including its response to fluctuating demands. Such control will be crucial in the context of a regenerated town centre.
- 5.9 The combined approach of physical change and the application of technology are also planned for the B3408 and proposals for the Shoulder of Mutton junction (yet to be implemented) also feature within the current programme. By improving capacity at this junction, and linking its operation to the traffic signals at John Nike Way and subsequently an improved Coppid Beech roundabout, a co-ordinated network can be achieved. This will result in reduced traffic stop-time and more progression through this section of the London Road. Such a co-ordinated approach is important in helping develop a robust transport system that not only supports local needs and the local economy but also provides wider benefit to the region.

- 5.10 In addition to implementing these strategic transport projects the Transport Development Section have been busy investigating and developing further schemes that will be required to accommodate growth predicted for the Borough in the coming years. This important work will enable the Council to acquire additional funds, not only from developers but also from Central Government funding streams that are managed by the Local Enterprise Partnerships (LEP). Work so far has put forward schemes to the LEP including further improvements to the A322 and A329 corridors that could give the Authority additional funding from 2015 onwards.
- 5.11 As well as highway capacity schemes aimed at unlocking economic growth and town centre regeneration, in 2013/14 the Council have continued to implement local improvements that support the Local Transport Plan and Community Strategy. These focus on improving the travel choice and improving the quality of life for residents through a safer and healthier environment.
- 5.12 Accessibility has been improved across the Borough providing residents with better and safer access to a range of services. For example, the provision of a new footpath adjacent to the Stag & Hounds PH forming an important link from Binfield village centre to both the PH and Wyevale Garden Centre (as requested by Binfield Parish Council and local residents). In addition, the scheme provides improvements to the junction of Forest Road and Tilehurst Lane which have aided vehicle turning movements and improved safety.
- 5.13 Safer crossing facilities are also being installed in locations such as the B3408 Wokingham Road and Wildridings Road providing residents with safer access to local facilities including fresh food and healthcare and which also improve access to public transport.
- 5.14 The 2013/14 Safer Modes of Travel to School programme has continued to provide access improvements for Ascot Heath, Binfield, Brakenhale, Easthampstead Park and St Margaret Clitherow schools, with all benefiting from measures. These include new footways, street lighting, improved crossing facilities, 'park and stride' and drop-off facilities alongside targeted parking restrictions to improve safety in the immediate vicinity of the schools and reduce possible conflict with motor vehicles.
- 5.15 The Traffic Management programme has included Speed Management Schemes on Waterloo Road (Crowthorne) and the B3034 Warfield Road resulting from the Council's recent 'locally important road' speed assessment exercise. In addition, there have been Local Safety Schemes programmed for the A332 Windsor Road and Crowthorne Road to address patterns of accidents that have been identified through analysis. Works include measures to reinforce the speed limit, new traffic islands to encourage reduced vehicle speeds, and enhanced road markings to ensure the correct approach into oncoming junctions.
- 5.16 Work has continued on implementing measures included with the Local Sustainable Transport Fund which is Department for Transport initiative that has provided the Authority with an additional £1.6m over three years to promote sustainable modes of travel alongside initiatives aimed at reducing traffic congestion and improving journey times. Work so far has included a dedicated 'Bike It' officer (seconded from the transport charity 'Sustrans') who has been working with 16 schools, so far, to encourage more cycling to school. Business engagement teams have been delivering sustainable transport roadshows and eco-driving training to key local businesses, as well as setting up a car share schemes and co-ordinating negotiations for a shared shuttle buses. Personal travel planning teams have delivered travel

information and advice to 1300 residents which has resulted in a significant increase in journeys to work on foot and by cycle, and the Council's partnership with British Cycling and Sky has so far resulted in 20 led promotional cycle rides around the Borough.

- 5.17 All of these measures go some way to help the Council achieve its Local Transport Plan vision to develop a sustainable transport system that supports local economy, provides choice and improves quality of life within a safer and healthier environment. Progress is monitored through the annual Travel in Bracknell report which shows there has been an increase in use of rail services and greater number of pedestrians and cyclists against the back-drop of a slight reduction in traffic over the last 10 years. However, with planned housing and economic growth current traffic levels are set to rise significantly over the coming years.

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

- 6.1 Not applicable.

Background Papers

None

Contact for further information

Neil Mathews – Transport Development Manager  
[neil.mathews@bracknell-forest.gov.uk](mailto:neil.mathews@bracknell-forest.gov.uk)

Bev Hindle – Chief Officer, Planning & Transport  
[bev.hindle@bracknell-forest.gov.uk](mailto:bev.hindle@bracknell-forest.gov.uk)

Vincent Paliczka – Director of Environment, Culture and Communities  
[Vincent.paliczka@bracknell-forest.gov.uk](mailto:Vincent.paliczka@bracknell-forest.gov.uk)

Scheme		Budget £'000
1.0	<b>Access, Mobility &amp; Travel Choice</b> - This strategy covers many of the policies included within LTP3 including Accessibility, Buses and Real Time Information, Smarter Choice, Walking / Cycling, Smarter Vehicle Use and Air Quality Management and is made up of a number of local schemes aimed at improving movement and choice within communities.	
1.1	<b>Binfield Rd - Town Centre Access Improvements</b> - Investigation and development of accessibility improvements and traffic management improvements to Binfield Rd improving access to Town Centre and creating a clear route for local residents and linking to planned development sites in Warfield and Binfield.	30
1.2	<b>Cycle Parking - Key Popular Destinations</b> - Providing cycle parking at key destinations including services such as healthcare, fresh food, employment, education and leisure.	30
1.3	<b>Accessibility Improvements</b> - Access improvements for all including disabled, mobility impaired and the elderly as well improvements to pedestrian/cycleway and public transport infrastructure. Schemes include pedestrian refuge island to assist those crossing Wildridings Road to the bus stop opposite Threshfield, implementation of the next phase of recently approved cycle network signing and a new bus stop on Peacock Lane to serve residents on Harrier Way, Jennett's Park.	50
1.4	<b>Peacock Lane - Crossing Facilities</b> - Pedestrian refuge island to assist those crossing between the Wykery Copse development and Jennetts Park providing better accessibility to residents accessing the Sothern Business Area and onwards to the Town Centre.	30
1.5	<b>Wokingham Road - Puffin Crossing</b> - Signalised crossing of Wokingham Rd at Rounds Hill to provide safe access to local facilities.	70
1.6	<b>Market Street Improvements (Year 1 of 2)</b> - Footway and pedestrian improvements (including a controlled crossing) to complement works undertaken by private development (BRP).	100
2	<b>Highway Capacity and Roadspace Allocation</b> - Highway Capacity and Roadspace Allocation - Schemes to reduce delays at congestion hotspots and provide an appropriate allocation of highway capacity (roads or junctions) to different classes of vehicles - as part of an integrated approach to transport which balances the needs of accessibility, safety, the economy and the environment.	
2.1	<b>Capacity improvements at key junctions linked to regeneration of the Town Centre (Year 1 of 3)</b> - Works to include 1) <b>Twin Bridges Roundabout</b> - Detailed design, statutory undertaker diversions and construction work on the Twin Bridges roundabout improvement. Proposals include capacity improvements to the junction and the extension of the widening of Downshire Way from Horse and Groom roundabout. 2) <b>Martins Heron Roundabout</b> signalised crossroad is proposed as an improvement scheme. The proposed layout includes 3 entry lanes on each arm. Pedestrian facilities have been upgraded to signalised, demand responsive crossings on A329 London Road (west) and Long Hill Road. Remaining arms have informal pedestrian crossings with dropped kerbs and tactile paving 3) <b>Station Roundabout</b> - Spiral marking and minor kerb realignment to improve capacity, safety and movement around main southern junction leading to and from Town Centre and train station.	3035
2.2	<b>Shoulder of Mutton junction</b> - Capacity improvements to the junction to simplify movements and remove peak time congestion on the B3408 corridor from the A329 leading to the Town Centre and proposed development areas in Binfield and Warfield.	200
2.3	<b>Crowthorne High Street</b> - Investigation and development of scheme looking at reducing the peak hour congestion whilst also improving the air quality in the area which has an AQMA action plan. Work in 2013/14 to include topographical survey and modelling/design work.	2
3	<b>Traffic Management</b> - The growth in traffic volumes and the increase in traffic speeds have brought about demands for better management of vehicle flow. The Traffic Management strategy aims to provide a safe, free flowing, managed road network and to deliver improvements that are clear, consistent and understandable to all road users.	
3.1	<b>Urban Traffic Management Control (UTMC) - On-going expansion of control capability at key traffic signal junctions - enabling greater co-ordination of flow management.</b> The application of information and communications technology to transport infrastructure. As travel patterns increase, it will not meet the demand, especially in a congested areas, and ITS offers opportunities to manage and smooth traffic flow and facilitate the delivery of a wide range of transport policy objectives. This has particular relevance to the future development within Bracknell which will demand a reassessment of current arrangements for management of the road network	110
3.2	<b>Parking Review</b> - Preparation work for the necessary changes to address the impacts of the regenerated Town Centre.	20
3.3	<b>Speed Management Scheme - Waterloo Road (Crowthorne)</b> - On-going work to address excessive speed on locally important roads - identified through consultation and investigation.	30

3.4	<b>Speed Management Scheme - Warfield Road</b> - On-going work to address excessive speed on locally important roads - identified through consultation and investigation.	25
3.5	<b>Development of future Traffic Management Schemes</b> - Investigation work on future schemes.	10
4	<b>Sustainable Modes of Travel to School (SMOTTS)</b> - The SMOTTS Strategy (statutory requirement). This proposed budget will enable implementation of schemes to facilitate sustainable and safe travel to school. Schools are prioritised using set criteria at the start of each financial year following receipt of the results of the school annual travel survey. The highest ranked schools are then consulted on the scheme proposals, and there are continuing links to Road Safety Education and Travel Planning work streams. In addition, a programme of school gate assessments identifies any minor works to address any immediate safety issues.	
4.1	<b>Winkfield St Marys School - Locks Ride Play Area</b> - Footway/cycleway improvements linking to existing cycle path through the recreation ground to the school gate. Potential also exists to provide a pedestrian facility in the vicinity of the Locks Ride play area to link with the footway on the north side of Forest Road - subject to negotiation with Winkfield Parish Council regarding land ownership	60
4.2	<b>Binfield Primary School</b> - Footway widening, pedestrian island widening and zebra crossing improvements and new cycle/scooter shelter	45
4.3	<b>Easthampstead Park Secondary School</b> - Improved Ringmead crossing facility, linking footway/cycletrack from Gt Hollands shops to school entrance and linking footway from rear of school to Woodenhill.	50
4.4	<b>Brakenhale School</b> - Improved footway/cycletrack links and new cycle shelters.	40
4.5	<b>School Gate Assessments and Future SMOTTS Development Work.</b> - Development of the future programme of SMOTTS improvements for 2014/15 from the list of high ranking schools and school gate assessments	30
5	<b>Local Safety Schemes(LSS)</b> - Improving road safety, by reducing the number of people killed and injured on Bracknell's roads, is a key element in meeting national targets and corporate and local objectives to protect the community and make Bracknell a safer place to live.	
5.1	<b>A332 Windsor Road (north) - Local Safety / Speed Management Scheme</b> - Measures to address a history of injury accidents on the northern section.	30
5.2	<b>Crowthorne Road, Sandhurst - Urban Safety Management Scheme</b> - Measures to address a history of injury accidents involving various road users between Longdown Road and Yorktown Road	36
5.3	<b>Development of future Local Safety Schemes</b> - Investigation work and development of future schemes.	10
6	<b>Local Sustainable Transport Fund</b>	
6.1	<b>Urban Traffic Management Control (Year 2 of 3)</b> - Expanding Urban Traffic Control capability at key traffic signal junctions - enabling greater co-ordination, control and congestion management.	110
6.2	<b>Bus Real Time Information (Year 1 of 2)</b> - To provide RTI displays at key stops in local community hubs, and large displays at the bus station, rail station and in the town centre shopping area. Crucially, it will also allow us to link bus RTI with other real time transport information at a single web location, which is in development.	79
6.3	<b>Bus station (Year 1 of 2)</b> - New bus station that will improve accessibility for all and link to the recently refurbished train station forecourt providing a better bus/rail interchange. The proposals would simplify the current layout and upgrade waiting facilities providing real passenger information and a greater sense of arrival to the gateway of Bracknell and the regenerated Town Centre.	30

**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL  
18 MARCH 2014**

---

**BRACKNELL FOREST BOROUGH LOCAL PLAN UPDATE  
Director of Environment, Culture & Communities**

**1. PURPOSE OF REPORT**

- 1.1 The Local Plan sets out policies and proposals for the development and use of land in an area taking account of social and environmental factors. It comprises Development Plan Documents (DPDs) that form part of the statutory development plan. Supplementary Planning Documents (SPDs) can also be produced 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 planning applications.
- 1.2 This report summarises the position on the Local Plan, and provides an update following the previous report in September 2013.

**2. RECOMMENDATION(S)**

- 2.1 **That the Panel notes the documents that currently form part of the Bracknell Forest Borough Local Plan.**

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

- 3.1 To advise the Panel of the progress of documents forming part of the Bracknell Forest Borough Local Plan.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

**5. SUPPORTING INFORMATION**

Documents that have been finalised

- 5.1 The Bracknell Forest Local Plan comprises a number of documents. The Core Strategy (Feb 2008), the Site Allocations Local Plan (SALP) (Jul 2013) and the Bracknell Forest Local Plan (Jan 2002) are the main adopted documents with development plan status. The Core Strategy sets out the overarching strategy for the area, including the level of housing growth. The SALP allocates the sites to meet the Borough's development requirements, particularly for housing. The 2002 Local Plan contains a number of 'saved' policies that remain in effect for the purposes of managing development in the Borough.

- 5.2 Apart from the documents referred to above, a number of other documents have been produced for Bracknell Forest, including SPDs. 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 (LDS) is a three-year project plan, which sets out time scales for the preparation of planning documents. The most recent version was approved by the Executive on 7 January 2014.
- 5.4 The three key development plan documents proposed within the three year period are the Development Management Local Plan, a Gypsy and Traveller Local Plan and commencement of a new comprehensive Local Plan.
- 5.5 Table 1 below sets out the purpose and intended programmes for the preparation of these documents:

**Table 1 - Timetable for different Local Plan Documents.**

<b>Document →</b>		<b>Development Management Local Plan</b>	<b>Gypsy &amp; Traveller Local Plan</b>	<b>Comprehensive Local Plan</b>
<b>Stage</b> ↓	<b>Purpose →</b>	<p>To establish a framework of policies to help deliver the existing Core Strategy vision and Site Allocations Local Plans.</p> <p>To meet requirements in the NPPF and emerging guidance and to fill policy gaps following revocation of the SEP</p> <p>To update policies following legislative changes.</p>	To meet the requirements of the PPTS and the NPPF including allocating any additional sites needed to meet identified need (and any associated changes to the Policies Map).	<p>To provide an updated vision and strategy for development in the Borough beyond the current plan period.</p> <p>To support to the Council and LEP Economic Strategies.</p> <p>To establish the role of Bracknell Forest following the partial revocation of the SEP.</p>
Collate & produce evidence base / consultation document		Jan-Dec 2014	Jan-Sep 2014	Jun 2015 – Aug 2016
Public Participation		Jan-Feb 2015	Oct-Nov 2014	Sep-Oct 2016
Further evidence and analysis / produce consultation document		Mar-Oct 2015	Dec 2014-Oct 2015	Nov 2016-Jul 2017
Possible further consultation			Nov-Dec 2015	Sep-Oct 2017
Publication		Nov-Dec 2015	May-Jun 2016	Mar-Apr 2018
Consideration of representations		Jan-Feb 2016	Jul-Aug 2016	May-Jun 2018
Submission		Apr 2016	Nov 2016	Oct 2018
Examination/Hearing/Inspectors Report		May-Sep 2016	Dec 2016-Mar 2017	Nov 2018-Apr 2019
Adoption		Nov 2016	June 2017	Jul 2019



### Revised Statement of Community Involvement

- 5.6 An updated Statement of Community Involvement (SCI) was approved by the Executive on 11 February 2014. The latest version of the SCI takes account of updated guidance and regulations which have introduced a number of new requirements including:
- changes in terminology;
  - changes in procedures in relation to the determination of planning applications and preparation of policy documents;
  - changes in which statutory bodies need to be consulted;
  - the introduction of the 'duty to co-operate' in relation to the planning of sustainable development, which requires Local Planning Authorities to engage constructively, actively and on an on-going basis on the preparation of planning policy documents, in particular where there are strategic cross boundary issues; and
  - Neighbourhood Planning which introduces new planning tools which can be instigated by a Town/Parish Council for all or part of their area.
- 5.7 The new SCI also encompasses changes at a local level, including where information on planning applications and policy documents are available, such as 'Public Access' for planning applications and the online 'Objective' consultation portal for policy documents.

### Background Papers

Bracknell Forest Borough Local Development Scheme: January 2014  
Bracknell Forest Statement of Community Involvement; February 2014

### Contact for Further Information

Max Baker – 01344 351902  
e-mail: [max.baker@bracknell-forest.gov.uk](mailto:max.baker@bracknell-forest.gov.uk)

## **Local Planning Documents 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)

##### **Site Allocations Local Plan**

- Implements the adopted Core Strategy. Identifies sites for future housing development, ensures that appropriate infrastructure is identified and delivered alongside new development and revises certain designations on the Policies Map.
- Adopted – July 2013
- [www.bracknell-forest.gov.uk/sadpd](http://www.bracknell-forest.gov.uk/sadpd)

##### **Bracknell Forest Borough Policies Map**

- Shows Core Strategy, Site Allocation Local Plan designations and Saved Policies from the Bracknell Forest Borough Local Plan.
- Adopted July 2013
- [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 planning applications in respect of a comprehensive mixed use development on land at Amen Corner South which was agreed through the Core Strategy and allocated through the Site Allocations Local Plan.
- 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 (and Annex relating to Highway Guide for Development)**

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

### **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.
- Adopted March 2012
- [www.bracknell-forest.gov.uk/SPA](http://www.bracknell-forest.gov.uk/SPA)

### **Warfield SPD**

- Provides guidance for planning applications in respect of a comprehensive mixed use development on land at Warfield (formerly known as land North of Whitegrove and Quelm Park). The area was agreed for development through the Core Strategy and the land was allocated through the Site Allocations Local Plan.
- Adopted February 2012
- [www.bracknell-forest.gov.uk/warfield](http://www.bracknell-forest.gov.uk/warfield)

## **DOCUMENTS UNDER PRODUCTION**

### **Development Plan Documents**

- Refer to Table 1 in the main report

### **Limiting the Impact of Development (LID) SPD**

- This SPD is being reviewed to take account of the changes to developer contributions arising from the introduction of CIL and updated information on infrastructure requirements and costs.

### **Policies Map**

The adopted Policies Map is updated whenever there are changes resulting from the adoption of a Development Plan Document

### **Statement of Community Involvement**

- This has been updated to reflect recent changes in legislation and guidance – refer to paragraphs 5.6 – 5.7 in the main report for further information.

This page is intentionally left blank

**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL  
18 MARCH 2014**

---

**WORKING GROUP UPDATE REPORT  
Working Group Lead Member**

**1 PURPOSE OF REPORT**

- 1.1 This report sets out the progress achieved to date by the Working Group of the Panel reviewing the Council's cultural services offering.

**2 RECOMMENDATION(S)**

- 2.1 **That the Panel notes the progress achieved to date by its Working Group reviewing the Council's cultural services offering.**

**3 REASONS FOR RECOMMENDATION(S)**

- 3.1 To keep the Panel up to date regarding the activities of its Working Groups reviewing the Council's cultural services offering.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

**5 SUPPORTING INFORMATION**

Cultural Services Offering

- 5.1 The first meeting of the Working Group, comprising Councillors Brossard, Ms Brown, Gbadebo, Finnie (Lead Member) and Thompson, took place on 8 January 2014. This concentrated on receiving a briefing from officers in respect of the Council's cultural services and considering the scope of the review. At its second meeting in February the Working Group finalised the scope of the review, considered the Draft Cultural Statement 2013-2018, and reviewed the terms of the South Hill Park Grant and monitored the cultural services offered as a result of the grant.
- 5.2 Future review work will consist of: a detailed review of the South Hill Park Grant; exploring future developments for libraries; and identifying and promoting cultural activities throughout the Borough.

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

- 6.1 Not applicable.

Background Papers

None.

Contact for further information

Richard Beaumont – 01344 352283  
e-mail: [richard.beaumont@bracknell-forest.gov.uk](mailto:richard.beaumont@bracknell-forest.gov.uk)

Andrea Carr – 01344 352122  
e-mail: [andrea.carr@bracknell-forest.gov.uk](mailto:andrea.carr@bracknell-forest.gov.uk)

**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL  
18 MARCH 2014**

---

**EXECUTIVE KEY AND NON-KEY DECISIONS RELATING TO  
ENVIRONMENT, CULTURE AND COMMUNITIES  
Assistant Chief Executive**

**1 PURPOSE OF REPORT**

- 1.1 This report presents scheduled Executive Key and Non-Key Decisions 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 scheduled Executive Key and Non-Key Decisions relating to Environment, Culture and Communities appended to this report.**

**3 REASONS FOR RECOMMENDATION(S)**

- 3.1 To invite the Panel to consider scheduled Executive Key and Non-Key Decisions.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

**5 SUPPORTING INFORMATION**

- 5.1 Consideration of scheduled Executive Key and Non-Key Decisions 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**

- 6.1      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 decision item prior to its consideration by the Executive.

## **7      CONSULTATION**

- 7.1      None.

### Background Papers

Local Government Act 2000

### Contact for further information

Richard Beaumont – 01344 352283  
e-mail: [richard.beaumont@bracknell-forest.gov.uk](mailto:richard.beaumont@bracknell-forest.gov.uk)

Andrea Carr – 01344 352122  
e-mail: [andrea.carr@bracknell-forest.gov.uk](mailto:andrea.carr@bracknell-forest.gov.uk)



## ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL

### EXECUTIVE WORK PROGRAMME

REFERENCE	I045439
-----------	---------

**TITLE:** Application to Operate a Street Work Permit Scheme

**PURPOSE OF DECISION:** To approve the application to the Department for Transport for the adoption of Street Works Permit Scheme under the Traffic Management Act 2004.

**FINANCIAL IMPACT:** Cost Neutral

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

**PRINCIPAL GROUPS TO BE CONSULTED:** All Statutory undertakers, NJUG, Emergency Services, Public

**METHOD OF CONSULTATION:** Letter  
BFC consultation

**DATE OF DECISION:** Friday, 28 Mar 2014

REFERENCE	I043795
-----------	---------

**TITLE:** Draft Obligation Supplementary Planning Document for Public Consultation

**PURPOSE OF DECISION:** To consult on the revised draft document which will detail the Council's requirements for Section 106 planning obligations from new developments.

**FINANCIAL IMPACT:** Within existing budget

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Public, developers, agents, landowners, public service providers and other key interested parties

**METHOD OF CONSULTATION:** To be determined

**DATE OF DECISION:** Tuesday, 20 May 2014

<b>REFERENCE</b>	I044531
------------------	---------

**TITLE:** Community Infrastructure Levy Revised Charging Schedule

**PURPOSE OF DECISION:** To approve the revised draft charging schedule and associated documents for consultation and submission to the Secretary of State.

**FINANCIAL IMPACT:** Community Infrastructure Levy will be an important means of funding infrastructure to mitigate the impacts of new development.

**WHO WILL TAKE DECISION:** Executive

**PRINCIPAL GROUPS TO BE CONSULTED:** Public / Developers / Landowners / Town and Parish Councils and Statutory Bodies

**METHOD OF CONSULTATION:** Draft schedule will be subject to formal public consultation in accordance with the relevant regulations.

**DATE OF DECISION:** Tuesday, 20 May 2014