



NOTICE OF MEETING

The Executive

Tuesday 8 March 2016, 5.00 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: The Executive

Councillor Bettison (Chairman), Councillor Dr Barnard (Vice-Chairman), Councillors D Birch, Brunel-Walker, Mrs Hayes MBE, Heydon, McCracken and Turrell

ALISON SANDERS

Director of Corporate Services

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- 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: Priya Patel

Telephone: 01344 352233

Email: priya.patel@bracknell-forest.gov.uk

Published: 8 March 2016



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Tuesday 8 March 2016, 5.00 pm
Council Chamber, Fourth Floor, Easthampstead House,
Bracknell

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AGENDA

	Page No
1. Apologies	
2. Declarations of Interest	
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.	
3. Minutes	
To consider and approve the minutes of the meeting of the Executive held on 23 February 2016.	5 - 16
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. Adoption of Parking Standards Supplementary Planning Document	
To adopt the Parking Standards Supplementary Planning Document (SPD) as planning guidance which replaces the Parking Standards SPD 2007 and to agree the Consultation Statement for publication.	17 - 120
6. Advocacy Strategy	
To approve the proposed Advocacy Joint Commissioning Strategy for 2016-2021.	121 - 160
7. Council Tax Penalties	
To approve the Council Tax Penalties Policy for implementation.	161 - 186

8. **Highway Maintenance Works Programme 2016-17**

To approve the proposed allocation of the Highways Maintenance budget for 2016/17.

187 - 206

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EXECUTIVE
23 FEBRUARY 2016
5.00 - 5.40 PM



Present:

Councillors Bettison (Chairman), Dr Barnard (Vice-Chairman), D Birch, Brunel-Walker, Mrs Hayes MBE, Heydon, McCracken and Turrell

30. Declarations of Interest

The following declarations of disclosable and pecuniary interests were made in respect of all items on the agenda

Councillor Dr Barnard was a Trustee of Involve, the Berkshire Maestros and Keep Mobile and was a member of Bracknell Town and Warfield Parish Councils.

Councillor Bettison was a member of Sandhurst Town Council, a member of Localis and the Chairman of the IESE Board.

Councillor Birch was the Council representative for Involve, a Director of Bracknell Forest Homes, a member of Sandhurst Town Council and his wife was a member of the South Hill Park Joint Management Committee.

Councillor Brunel-Walker was a member of Bracknell Town Council

Councillor Mrs Hayes was a member of Winkfield Parish Council.

Councillor Heydon was on the Board of Downshire Homes, a member of IESE and a member of Bracknell Town Council.

Councillor McCracken was a member of the South Hill Park Joint Management Board, a member of Bracknell Town Council and his wife was a member of South Hill Park

Councillor Turrell was a member of the South Hill Park Joint management Board and was a member of Bracknell Town Council.

The Chief Executive declared an interest as he was the Chief Executive of Downshire Homes.

The Borough Treasurer declared an interest as he was a Director of Downshire Homes.

31. Minutes

RESOLVED that the minutes of the meeting of the Executive on 9 February 2016 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

32. Executive Decisions

The Executive considered the reports submitted on the items listed below and the decisions taken are recorded in the decision sheets attached to these minutes and summarised below:

Item 5. Capital Budget 2016/17

RESOLVED that the Executive:

- i. Recommends to the Council
 - a. General Fund capital funding of £59.983m for 2016/17 in respect of those schemes listed in Annexes A – E of the Borough Treasurer and Chief Executive's report.
 - b. The inclusion of an additional budget of £1m for Invest to Save schemes.
 - c. The inclusion of £2.440m of expenditure to be funded from S106 as outlined in paragraph 5.33. of the Borough Treasurer and Chief Executive's report.
 - d. That those schemes that attract external grant funding are included within the Capital Programme at the level of funding received.
- ii. Agrees that capital schemes that require external funding can only proceed once the Council is certain of receiving the grant.
- iii. Reviews the indicative programme for 2017/18 and 2018/19 in the light of resources available and spending priorities in December 2016.

Item 6. Revenue Budget 2016/17

RESOLVED that the Executive, in recommending to Council a budget and Council Tax level for 2016/17:

- i. Confirms the original budget proposals, subject to the revisions in section 8.3 of the Borough Treasurer and Chief Executive's report and those decisions to be taken elsewhere on this agenda on the capital programme;
- ii. Agrees the provision for inflation of £0.765m (section 8.2 of the Borough Treasurer and Chief Executive's report);
- iii. Agrees the additional budget proposals as set out in Annexe A and Annexe D and in sections 6.2, 6.3, 7.3 and 7.4 of the Borough Treasurer and Chief Executive's report ;
- iv. Agrees that the Council should fund the Schools budgets at the level set out in section 9.1 of the Borough Treasurer and Chief Executive's report subject to any amendments made by the Executive Member for Children, Young People and Learning following the receipt of definitive funding allocations for Early Years and High Needs pupils;
- v. Includes a general contingency of £1.000m, use of which is to be authorised by the Chief Executive in consultation with the Borough Treasurer in accordance with the delegations included in the Council's constitution (section 10.6 of the Borough Treasurer and Chief Executive's report);
- vi. Subject to the above recommendations, confirms the draft budget proposals;
- vii. Approves the Net Revenue Budget before allowance for loss of interest from any use of balances as set out in Annexe G of the Borough Treasurer and Chief Executive's report;
- viii. Agrees a £5.161m contribution from revenue balances (before loss of interest on use of balances) to support revenue expenditure;

- ix. Recommends that the Council Tax requirement, excluding Parish and Town Council precepts, be set as £49.795m;
- x. Recommends a 3.99% increase in the Council Tax for the Council's services and that each Valuation Band is set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	758.40
B	7/9	884.80
C	8/9	1011.20
D	9/9	1137.60
E	11/9	1390.40
F	13/9	1643.20
G	15/9	1896.00
H	18/9	2275.20

- xi. Recommends that the Council approves the following indicators, limits, strategies and policies included in Annexe E of the Borough Treasurer and Chief Executive's report:
- The Prudential Indicators and Limits for 2016/17 to 2018/19 contained within Annexe E(i) of the Borough Treasurer and Chief Executive's report;
 - The Minimum Revenue Provision (MRP) Policy contained within Annexe E(ii) of the Borough Treasurer and Chief Executive's report;
 - The Treasury Management Strategy Statement, and the Treasury Prudential Indicators contained in Annexe E(iii) of the Borough Treasurer and Chief Executive's report;
 - The Authorised Limit Prudential Indicator in Annexe E(iii) of the Borough Treasurer and Chief Executive's report;
 - The Investment Strategy 2016/17 to 2018/19 and Treasury Management Limits on Activity contained in Annexe E(iv) of the Borough Treasurer and Chief Executive's report;
- xii. Approves the virements relating to the 2015/16 budget as set out in Annexe H of the Borough Treasurer and Chief Executive's report and recommends those that are over £0.100m for approval by Council.

Item 7. General Fund Revenue Budget 2016/17 - Further Savings Proposals

RESOLVED that the Executive agree:

- i. the further savings proposals set out in the Chief Executive and Borough Treasurer's report as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals.
That authority be delegated to the Director of Environment, Culture and Communities and the Executive Member for Culture, Corporate Services and Public Protection to agree the annual grant to South Hill Park within the financial limits specified in the Chief Executive and Borough Treasurer's report.

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I052738
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1. **TITLE:** Capital Budget 2016/17
2. **SERVICE AREA:** Corporate Services
3. **PURPOSE OF DECISION**

To recommend to Council the annual budget.

4. **IS KEY DECISION** Yes
5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive:

- i. Recommends to the Council
 - a. General Fund capital funding of £59.983m for 2016/17 in respect of those schemes listed in Annexes A – E of the Borough Treasurer and Chief Executive's report.
 - b. The inclusion of an additional budget of £1m for Invest to Save schemes.
 - c. The inclusion of £2.440m of expenditure to be funded from S106 as outlined in paragraph 5.33. of the Borough Treasurer and Chief Executive's report.
 - d. That those schemes that attract external grant funding are included within the Capital Programme at the level of funding received.
- ii. Agrees that capital schemes that require external funding can only proceed once the Council is certain of receiving the grant.
- iii. Reviews the indicative programme for 2017/18 and 2018/19 in the light of resources available and spending priorities in December 2016.

7. **REASON FOR DECISION**

The reasons for the recommendations are set out in the Borough Treasurer and the Chief Executive's report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The alternative options are considered in the Borough Treasurer and Chief Executive's report

9. **PRINCIPAL GROUPS CONSULTED:** Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, Parish Councils and voluntary organisations. In addition, this

report and all the supporting information will be publicly available to any individual or group who wish to comment on any proposal included within it. Internal consultation is via officers, members and more specifically the Overview & Scrutiny Commission and its panels.

10. **DOCUMENT CONSIDERED:** Report of the Assistant Chief Executive

11. **DECLARED CONFLICTS OF INTEREST:**

Councillor Dr Barnard was a Trustee of Involve, the Berkshire Maestros and Keep Mobile and was a member of Bracknell Town and Warfield Parish Councils.

Councillor Bettison was a member of Sandhurst Town Council, a member of Localis and the Chairman of the IESE Board.

Councillor Birch was the Council representative for Involve, a Director of Bracknell Forest Homes, a member of Sandhurst Town Council and his wife was a member of the South Hill Park Joint Management Committee.

Councillor Brunel-Walker was a member of Bracknell Town Council

Councillor Mrs Hayes was a member of Winkfield Parish Council.

Councillor Heydon was on the Board of Downshire Homes, a member of IESE and a member of Bracknell Town Council.

Councillor McCracken was a member of the South Hill Park Joint Management Board, a member of Bracknell Town Council and his wife was a member of South Hill Park

Councillor Turrell was a member of the South Hill Park Joint management Board and was a member of Bracknell Tow

Date Decision Made	Final Day of Call-in Period
23 February 2016	8 March 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I052628
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1. **TITLE:** Revenue Budget 2016/17
2. **SERVICE AREA:** Corporate Services
3. **PURPOSE OF DECISION**

To recommend to Council the annual budget.

- 4 **IS KEY DECISION** Yes
5. **DECISION MADE BY:** Executive
6. **DECISION:**

That the Executive, in recommending to Council a budget and Council Tax level for 2016/17:

- i. Confirms the original budget proposals, subject to the revisions in section 8.3 of the Borough Treasurer and Chief Executive's report and those decisions to be taken elsewhere on this agenda on the capital programme;
- ii. Agrees the provision for inflation of £0.765m (section 8.2 of the Borough Treasurer and Chief Executive's report);
- iii. Agrees the additional budget proposals as set out in Annexe A and Annexe D and in sections 6.2, 6.3, 7.3 and 7.4 of the Borough Treasurer and Chief Executive's report ;
- iv. Agrees that the Council should fund the Schools budgets at the level set out in section 9.1 of the Borough Treasurer and Chief Executive's report subject to any amendments made by the Executive Member for Children, Young People and Learning following the receipt of definitive funding allocations for Early Years and High Needs pupils;
- v. Includes a general contingency of £1.000m, use of which is to be authorised by the Chief Executive in consultation with the Borough Treasurer in accordance with the delegations included in the Council's constitution (section 10.6 of the Borough Treasurer and Chief Executive's report);
- vi. Subject to the above recommendations, confirms the draft budget proposals;
- vii. Approves the Net Revenue Budget before allowance for loss of interest from any use of balances as set out in Annexe G of the Borough Treasurer and Chief Executive's report;
- viii. Agrees a £5.161m contribution from revenue balances (before loss of interest on use of balances) to support revenue expenditure;
- ix. Recommends that the Council Tax requirement, excluding Parish and Town Council precepts, be set as £49.795m;

- x. Recommends a 3.99% increase in the Council Tax for the Council's services and that each Valuation Band is set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	758.40
B	7/9	884.80
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F	13/9	1643.20
G	15/9	1896.00
H	18/9	2275.20

- xi. Recommends that the Council approves the following indicators, limits, strategies and policies included in Annexe E of the Borough Treasurer and Chief Executive's report:
- The Prudential Indicators and Limits for 2016/17 to 2018/19 contained within Annexe E(i) of the Borough Treasurer and Chief Executive's report;
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 - The Investment Strategy 2016/17 to 2018/19 and Treasury Management Limits on Activity contained in Annexe E(iv) of the Borough Treasurer and Chief Executive's report;
- xii. Approves the virements relating to the 2015/16 budget as set out in Annexe H of the Borough Treasurer and Chief Executive's report and recommends those that are over £0.100m for approval by Council.

7. REASON FOR DECISION

The recommendations are designed to enable the Executive to propose a revenue budget and Council Tax level for approval by Council on 24 February.

8. ALTERNATIVE OPTIONS CONSIDERED

Background information relating to the options considered is included in the Borough Treasurer and Chief Executive's report.

9. **PRINCIPAL GROUPS CONSULTED:** Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, Parish Councils and voluntary organisations. In addition, this report and all the supporting information will be publicly available to any individual or

group who wish to comment on any proposal included within it. Internal consultation is via officers, members and more specifically the Overview & Scrutiny Commission and its panels.

10. **DOCUMENT CONSIDERED:** Report of the Assistant Chief Executive
11. **DECLARED CONFLICTS OF INTEREST:** Councillor Dr Barnard was a Trustee of Involve, the Berkshire Maestros and Keep Mobile and was a member of Bracknell Town and Warfield Parish Councils.
- Councillor Bettison was a member of Sandhurst Town Council, a member of Localis and the Chairman of the IESE Board.
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- Councillor Brunel-Walker was a member of Bracknell Town Council
- Councillor Mrs Hayes was a member of Winkfield Parish Council.
- Councillor Heydon was on the Board of Downshire Homes, a member of IESE and a member of Bracknell Town Council.
- Councillor McCracken was a member of the South Hill Park Joint Management Board, a member of Bracknell Town Council and his wife was a member of South Hill Park
- Councillor Turrell was a member of the South Hill Park Joint management Board and was a member of B

Date Decision Made	Final Day of Call-in Period
23 February 2016	1 February 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I059292
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1. **TITLE:** General Fund Revenue Budget 2016/17 - Further Savings Proposals

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To approve for consultation a range of further savings proposals.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive agree:

- i. the further savings proposals set out in the Chief Executive and Borough Treasurer's report as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals.
- ii. That authority be delegated to the Director of Environment, Culture and Communities and the Executive Member for Culture, Corporate Services and Public Protection to agree the annual grant to South Hill Park within the financial limits specified in the Chief Executive and Borough Treasurer's report.

7. **REASON FOR DECISION**

The recommendation allows the Executive to consult on a range of further savings proposals that will contribute towards the delivery of a sustainable revenue budget for 2016/17 and beyond, as required by the Council's Constitution and the Local Government Act 2003.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The range of options being considered is included in the Borough Treasurer and Chief Executive's report and its annexes.

9. **PRINCIPAL GROUPS CONSULTED:** N/A

10. **DOCUMENT CONSIDERED:** Report of the Assistant Chief Executive

11. **DECLARED CONFLICTS OF INTEREST:** Councillor Dr Barnard was a Trustee of Involve, the Berkshire Maestros and Keep Mobile and was a member of Bracknell Town and Warfield Parish Councils.

Councillor Bettison was a member of Sandhurst Town Council, a member of

Localis and the Chairman of the IESE Board.

Councillor Birch was the Council representative for Involve, a Director of Bracknell Forest Homes, a member of Sandhurst Town Council and his wife was a member of the South Hill Park Joint Management Committee.

Councillor Brunel-Walker was a member of Bracknell Town Council

Councillor Mrs Hayes was a member of Winkfield Parish Council.

Councillor Heydon was on the Board of Downshire Homes, a member of IESE and a member of Bracknell Town Council.

Councillor McCracken was a member of the South Hill Park Joint Management Board, a member of Bracknell Town Council and his wife was a member of South Hill Park

Councillor Turrell was a member of the South Hill Park Joint management Board and was a member of B

Date Decision Made	Final Day of Call-in Period
23 February 2016	1 March 2016

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**TO: EXECUTIVE
08 MARCH 2016**

ADOPTION OF THE PARKING STANDARDS SUPPLEMENTARY PLANNING DOCUMENT.

Director of Environment, Culture and Communities

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek approval of the Executive to adopt the Parking Standards Supplementary Planning Document (SPD) at Appendix A as planning guidance which replaces the Parking Standards SPD 2007 and to agree the Consultation Statement for publication at Appendix B.

2 EXECUTIVE SUMMARY

- 2.1 The existing Parking Standards Supplementary Parking Document (SPD), 2007 is out-of-date and in need of a review. The Council has reviewed the standards consulting on a Draft SPD which was produced using evidence and local experience, knowledge and expertise.
- 2.2 A Draft SPD was approved by the Executive in September 2015 for public consultation between Monday 19th October and Monday 30th November 2015. The consultation comprised an advert in the local paper, placing the documents in local public buildings and consulting directly with the database for public and professionals including the Council's directory of local businesses. A total of 30 responses from the public and professionals were received to the consultation. All responses have been considered in producing the final version of the SPD (Appendix A). A summary of the consultation process, the responses received and how they have been considered is provided in the Consultation Statement (Appendix B). The adopted Parking Standards SPD will replace the existing document and will be a material consideration in the determination of planning applications.

3. RECOMMENDATION(S)

3.1 That the Executive:

- (i) Adopts the Parking Standards SPD at Appendix A as a material consideration in the determination of all planning applications validated from the date of its adoption;**
- (ii) Approves the revocation of the Bracknell Forest Parking Standards SPD 2007 in accordance with Town and Country Planning (Local Planning) (England) Regulations 2012, pertaining to the Planning and Compulsory Planning Act 2004 above for all planning applications validated from the date of the adoption of the Parking Standards SPD at Appendix A;**
- (iii) Approves the use of the Bracknell Forest Parking Standards SPD 2007 as a material consideration in the determination of all planning applications validated prior to the Adoption of the Parking Standards SPD at Appendix A until 01 July 2016;**
- (iv) Agrees the publication of the Consultation Statement at Appendix B;**

- (v) **Authorises the Executive Member for Planning and Transport to agree any minor changes to Appendix A and Appendix B prior to adoption in (i) above.**

4 REASONS FOR RECOMMENDATION(S)

- 4.1 Evidence shows that the existing Parking Standards SPD (2007) is becoming increasingly out-of-date and does not cover certain current issues such as school drop-off and pick-up. The proposed new SPD updates the existing version which was adopted more than 8 years ago to better reflect the current parking needs of the Borough. The Parking Standards SPD at Appendix A is consistent with national policy, local evidence and has been subject of public consultation. Adopting the new SPD at Appendix A to supersede the existing 2007 SPD will ensure that it becomes a material consideration in the determination of planning applications. However it is necessary that existing planning applications validated prior to the new SPD which have been negotiated using the existing 2007 SPD are still determined on this basis.

5 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Not adopting the Parking Standards SPD would mean the Council continuing to implement its existing Parking Standards SPD (2007). This is increasingly out-of-date and does not address parking problems associated with new development such as the low level of use of domestic garages for parking.

6 SUPPORTING INFORMATION

Background to the Parking Standards SPD

- 6.1 The Council has been applying its adopted Parking Standards SPD since 2007. However, as time has passed the need has arisen to review parking requirements to include consideration of guidance on where it may be appropriate to apply standards more flexibly as well as consideration of whether the standards themselves should be amended.

The Parking Standards SPD

- 6.2 The proposed SPD is at Appendix A to this report and is structured as follows:

Chapter/Title	Content
Chapter 1 – Introduction and context	Context to the SPD including its process of review.
Chapter 2 - Strategy for Existing Parking Issues	A parking strategy based on measures the Local Highway Authority can take to resolve existing parking issues in the Borough. Some measures will need planning applications to implement but most are normal statutory functions of the Local Highways Authority. It explains the powers and tools available to the Council for dealing with existing parking issues.
Chapter 3 - Preferred Options for New Parking Standards.	Sets out: <ul style="list-style-type: none"> I. A requirement for larger garages and storage and that garages built to current sizes will only count as one fifth of a parking space. II. Flexibility to apply lower standards for affordable

	<p>housing. This reflects the evidence of generally lower levels of car ownership in these forms of development. Lower standards may be applied where robust evidence which takes account of issues such as location, accessibility, local circumstances, shared ownership, starter homes initiatives and right to buy.</p> <p>III. School drop-off and pick-up standards. Each school is different and therefore standards should be applied flexibly on a case by case basis based on evidence.</p> <p>IV. Adapting parking provision for future technology and climate change. This introduces a requirement for a proportion of new parking spaces to be capable of easy conversion to electric point charging should the anticipated demand come forward.</p> <p>V. Other revisions to the existing parking standards to reflect the most up to date evidence. This included a change to more generous business and other non-residential parking provision than in the existing Parking Standards SPD.</p>
Chapter 4 - Parking Standards Tables.	This sets out the consolidated parking standards tables which include changes in Chapter 3.
Annex A - Design requirements for residential and non-residential parking provision.	These annexes are updated versions of those in the 2007 Parking Standards SPD with new photographs and updated accompanying text.
Annex B - Technical design requirements for disabled parking.	
Annex C - Technical design requirements for cycle parking.	
Annex D - Technical design requirements for motorcycle parking.	
Annex E - Provision for Electric Vehicle Charging	

Evidence

6.3 A supporting background document sets out the evidence used to produce the Consultation Draft SPD. Much of its content is therefore relevant evidence in supporting the final SPD at Appendix A. This evidence is summarised in the following paragraphs.

6.4 *A. Policy and Guidance Requirements.*
 National planning policy in the NPPF states that parking standards should take account of local accessibility, public transport and levels of car ownership. Existing planning policies ensure that development provides adequate levels of parking and promotes sustainable development in accessible locations. The Local Transport Plan Policy TP16 Parking sets the Local Highway Authority priorities for parking which

include promoting all forms of parking for development including for cycles and electric vehicles. It also promotes improving the quality of existing car parks.

B. Census 2011 Data

6.5 The findings from analysis of local Census 2011 data include:

- Car ownership has increased slightly from 2001 to 2011.
- The average number of cars per household by ward in 2011 can be compared to the equivalent figures from the residents' survey. This shows that most new developments are consistent with the census findings. However, Wykery Copse has a relatively high level of average ownership (1.92 cars/vans per household).
- In 2011, 75.1% of all households had either one or two cars/vans (compared to 76.1% in 2001). The current parking standards are consistent with this level of demand which indicates that only minor changes are required.

C. Residents Survey of New Developments.

6.6 The New Developments Residents' Survey (Sept 2014) was carried out by consultants 'Qa Research'. The research was conducted during July 2014 and focused on fifteen housing developments built in the last few years. Residents were asked what they liked and disliked about their properties, the developments and the Borough. The responses to questions on parking and other amenities on the developments were used to prepare the Draft SPD and ultimately the final SPD.

6.7 The findings of the survey can be summarised as follows:

- Generally, for market housing, the existing residential parking standards meet the recorded levels of car/van ownership - but parking was still seen as a problem for many.
- Garages are under-used for parking cars which can lead to on-street parking problems.
- Garages were cited as being too small for car parking and often used for storage instead.
- Affordable housing development has generally lower car/van ownership levels than market housing which implies that there is a scope for more flexibility in parking provision.

D. Past experience.

6.8 Officers from various departments have had input to the Draft SPD. The views reflected in the SPD include the need for larger garages, adapting parking for electric vehicle charging and ensuring that applications for school accommodation are accompanied by robust evidence to justify how many drop-off and pick-up spaces are provided.

E. Other Local Authorities.

6.9 Other Local Authority standards have been reviewed to inform the standards presented. This has helped in formulating views on issues such as providing larger garages, limiting their use as part of the standards and future proofing of new parking spaces for electric vehicle charging.

F. Employment Survey and Employment Density Review.

6.10 Qa Research has also undertaken a survey for the Council with local businesses seeking their views on a number of infrastructure issues including parking. One clear view was the need for adequate parking to allow businesses to grow and thrive.

- 6.11 The employment densities used in the 2007 Parking Standards are out of date (source: Berkshire Employment Density Study (1998)) and need to be revised. Officers consider that many of the densities proposed in the Homes and Communities Agency Employment Densities Guide 2010 (2nd edition) are relevant and have informed the final SPD. Some are not considered locally relevant here because they relate to employees rather than customers such as A3 - A5 land uses (Restaurants/Cafes, Drinking Establishments and Hot Food Takeaways). In these circumstances the requirements are adjusted in line with local experience.

G. Places of Worship

- 6.12 Consultation was undertaken with local places of worship on their parking provision and needs. However the responses provided were inconclusive and therefore the amount of parking provision will be determined on a case-by-case basis subject to evidence.

7 Consultation

- 7.1 The Consultation Draft SPD was subject to full public consultation for a statutory 6 week period between Monday 19th October and Monday, 30th November 2015. The consultation sought views from the public, town and parish councils, developers, agents, businesses and other interested parties. Copies of the Draft SPD and its supporting information were placed in libraries and town/parish offices for inspection. All documentation was also made available on-line using the Council's consultation portal which included all the contacts in the Council's business directory. The Draft SPD was also an item discussed at the Economic and Skills Development Partnership Infrastructure Sub-Group meeting in October 2015.

- 7.2 In total there were 30 responses from members of the public, Parish Councils and professionals. The Consultation Statement at Appendix B sets out the detail of the consultation including:

- A summary of each response made on each Chapter.
- Officer response to each comment made.
- Recommendations for any appropriate changes to the SPD.

- 7.3 The issues raised in the consultation and how they have been addressed, can be summarised as follows:

- Concerns raised on existing localised parking problems - These concerns relate to the implementation of the measures set out in Chapter 2 of the SPD rather than the content of the SPD, however, all such matters have been passed to the Transport Engineering Team for investigation.
- General support for the SPD for its intention to provide sufficient parking, resolve existing parking problems.
- Concerns over pavement parking in the Borough – a response has been provided in the Consultation Statement but no changes were required to the SPD as a result.
- That parking on grass verges should not be allowed – text has been added to paragraph 2.10 of the SPD to make it clear that proper bays should be provided which may include hard surfaces which can take the weight of a car but allow grass to grow also.
- The majority of respondents agreed with the preferred option for larger garages with separate storage – the larger garages and storage now form the Council's standards for provision.

- That existing garage sizes should count towards part of the overall parking provision – the standards incorporate a provision that if the larger garage cannot be provided then existing garage sizes will count as one fifth of a parking space (i.e. on a larger site 5 such garages would count only as one space) in paragraph 3.2 (4).
- The majority of respondents agreed that there could be more flexibility if justified to allow lower parking provision for affordable housing – but with an extra caveat which includes consideration of the forthcoming starter homes initiative as required evidence as amended in paragraph 3.5.
- The majority of respondents agreed that the preferred option to consider school drop-off and pick-up provision on a case by case basis should be taken forward but with some suggested text improvements which have been made.
- The majority of respondents agreed that the preferred option to including passive provision for electric vehicle charging should be taken forward. However there were concerns over implementation and that London has now adopted a lower standard – the Council has taken forward the preferred option to include a proportion of spaces to be adaptable to future electric charging use but in line with the latest London Plan requirement of 20%. Further text has also been added to clarify implementation in paragraphs 3.10 to 3.15.
- Concern that the thrust of the SPD is more flexible in its parking approach in line with the Government’s intentions.

8 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

8.1 Nothing to add to the report.

Borough Treasurer

8.2 The costs associated with the public consultation can be met from within the existing Local Development Framework revenue budget.

Equalities Impact Assessment

8.3 An Equalities Screening Record has been undertaken for the Parking Standards SPD and included as Appendix C.

Strategic Risk Management Issues

8.4 None as a consequence of this report.

Consultation

8.5 The preparation of the SPD has been informed by technical evidence and consultation with officers across the Council including the Local Highways Authority.

8.6 The public consultation is detailed in paragraph 7.1 above.

Background Papers

APPENDIX A	Parking Standards Supplementary Planning Document
APPENDIX B	Consultation Statement
APPENDIX C	Equalities Impact Assessment screening
Not appended	Consultation Draft Parking Standards Supplementary Planning Document (SPD)
Not appended	Evidence Review Background Paper
Not appended	The New Developments Residents’ Survey (Sept 2014) Qa Research http://www.bracknell-forest.gov.uk/new-developments-residents-report.pdf

Unrestricted

- Not appended Business Survey 214 (Infrastructure) April 2015 Qa Research. (Available on request)
- Not appended Parking Standards Supplementary Planning Document (2007)
<http://www.bracknell-forest.gov.uk/parking-standards-supplementary-planning-document.pdf>

Contact for further information

Andrew Hunter, Chief Officer: Planning and Transportation – 01344 351907

andrew.hunter@bracknell-forest.gov.uk

Max Baker, Head of Planning - 01344 351902

max.baker@bracknell-forest.gov.uk

Simon Cridland, Team Manager – Design, Environment and Transport - 01344 351186

Simon.Cridland@bracknell-forest.gov.uk

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APPENDIX A

Parking Standards Supplementary Planning Document March 2016

Contents

Section	Title	Page Number
Chapter 1	Introduction and Context.	To be added
Chapter 2	Strategy for Existing Parking Issues	
Chapter 3	New Parking Standards.	
Chapter 4	Parking Standards Tables.	
Annex A	Technical design requirements for residential and non-residential parking provision.	
Annex B	Technical design requirements for disabled parking.	
Annex C	Technical design requirements for cycle parking.	
Annex D	Technical design requirements for motorcycle parking.	
Annex E	Provision for Electric Vehicle Charging	

1 Introduction and Context.

1.1 This Parking Standards Supplementary Planning Document (SPD) provides guidance on parking issues relating to new development and existing development. It replaces the Parking Standards SPD (2007). It forms part of the Council's planning framework and is a material consideration in the determination of planning applications.

1.2 The SPD:

- provides a parking strategy for dealing with existing parking problems for residential and business areas in the borough;
- updates existing parking standards for new residential, business and other development types;
- makes changes to the standards and how they are applied;
- links the new standards to surface water drainage requirements; and,
- updates the detailed guidance in the technical Annexes on residential and non-residential, disabled, cycle and motorcycle parking.

1.3 The SPD has been produced using:

- the borough's spatial vision, policy and guidance;
- technical and factual updates;
- survey work and consultation; and,
- Local knowledge, expertise and experience.

Status of the Parking Standards SPD

- 1.4** The Parking Standards SPD provides guidance to support the Development Plan policies and the Council's Local Transport Plan (LTP3). This SPD is a material consideration in the determination of planning applications. It supports the Council's planning and transport framework which includes:
- The Core Strategy Development Plan Document (2008);
 - The Bracknell Forest Borough Local Plan (2002) and
 - The Site Allocations Local Plan (2013);
 - A number of guidance documents (SPDs); and,
 - The Local Transport Plan (LTP3) which sets out the Council's strategic transport policies and schemes.
- 1.5** An effective strategy for dealing with parking issues is vital to deliver sustainable growth in the borough. A balanced approach to delivering parking standards can help stimulate growth and meet the needs of our residents. The Draft SPD therefore aims to deliver effective parking solutions while taking account of other planning considerations. It is not intended to suppress the use of the car, or to promote the car over other forms of transport such as walking, cycling or public transport.
- 1.6** This document updates the Council's existing parking standards to better reflect changing local circumstances. It includes a parking strategy for tackling existing parking problems within the borough. Many of our existing neighbourhoods were built when car ownership levels were much lower than they are today. This results in localised parking hotspots which cause problems for residents. Chapter 2 identifies a set of measures to tackle these issues.
- 1.7** The SPD allows some flexibility in the application of parking requirements where robust evidence demonstrates that this is appropriate. This does not mean that standards will be relaxed in every case nor will any case set a precedent for lower parking provision.

Problems with the existing parking standards for new development

- 1.8** The Council's 2007 Parking Standards SPD increased requirements from the previous average of 1.5 spaces per new dwelling to reflect the relatively high car ownership levels in the borough. Experience since 2007 has identified that the use of these standards can still result in parking issues on some new developments. One issue is that garages are often used for storage rather than parking. Another issue is parking which is located too far from the properties it serves. Both can result in cars being parked on streets rather than on plots or in designated areas.
- 1.9** Another issue is the impact of the morning and afternoon school runs. The Council is embarking on a programme to provide several new schools and expand some existing ones. It needs to ensure that effective parking solutions are delivered at the design stage, rather than the Council later having to implement costly parking solutions for problems which could have been avoided.

Balancing parking solutions with other considerations

- 1.10** The new parking standards and solutions seek to balance a number of issues. These include:
- Higher parking standards require more land thus lowering densities of development which in turn will result in more land being required for development
 - Increased standards tend to result in the over-dominance of car parking to the detriment of the street scene including the ability to include meaningful landscaping;

- The need for effective storage solutions within new properties and a design led approach to achieve effective parking solutions for end-users; and,
- The need for guidance on where there may be flexibility in the application of standards.

Evidence Review

1.11 This SPD is supported by evidence/information in seven key topic areas:

- A. Policy and guidance requirements.
- B. Census 2011 data.
- C. Residents Survey of new developments.
- D. Local knowledge.
- E. Other Local Authorities.
- F. Employment Survey and Employment Density Review.
- G. Places of Worship.

A summary of the evidence base can be viewed in the Consultation Draft Parking Standards SPD Evidence Background Paper which accompanies this document.

Consultation Details

1.12 The Draft SPD and its evidence were available for consultation for 6 weeks between the 19th October 2015 and the 30th November 2015. A number of responses were received and these have been considered in producing this final version of the SPD. The Consultation Statement gives full details of how the consultation was carried out and provides a summary of all response received and how they have been taken into account in producing the SPD.

2 Strategy for Existing Parking Issues

2.1 This section describes the Council's strategy for dealing with existing local parking problems. It provides information on all the measures currently undertaken to address existing parking problems and the preferred future strategy.

Context and evidence

2.2 Since many of the neighbourhoods and estates in the Borough have been built there has been a significant increase in car ownership. This has resulted in many streets not having sufficient parking for current needs. A lack of adequate parking has resulted in local tensions, neighbour disputes and unsatisfactory parking on verges and open spaces. This can erode the quality of life and cause inconvenience for residents. In some neighbourhoods the problems are exacerbated where the original parking solutions such as garage blocks are no longer used for parking and garage owners park elsewhere, including on streets which cannot always cope with the parking demands. The original parking is therefore not used and is no longer fit for purpose.

2.3 Certain local businesses have raised concerns over the need for additional parking to support their operations. In determining an appropriate way forward there is a need to provide flexibility for businesses to allow growth but without compromising relevant transport and planning policies. A balanced approach, providing access by all modes, should be achieved while recognising the aims of other policies. For example, providing business parking capacity and ignoring other measures such as public transport, cycling, etc. will simply encourage car use and increase congestion which in turn is detrimental to business growth and other environmental concerns. A balanced solution which includes parking provision, public transport, footways / cycleways and travel planning is necessary to provide an attractive and flexible environment for business to thrive.

Available Measures

- 2.4** The Council already undertakes a programme of local measures to help resolve existing parking problems. These are listed below and explained further in the following paragraphs:
- Residential Off-Street Parking Provision;
 - The Residents Parking Scheme;
 - Residential Disabled Persons Parking Bays;
 - On-street Waiting Restrictions;
 - Dropped Kerbs to Off-Street Parking; and,
 - Parking Enforcement.
- 2.5** The Council also works closely with Bracknell Forest Homes (BFH) to create additional parking on land within their control. This approach will continue and, in combination with Council schemes, will help mitigate the impacts of on-street parking.
- Residential Off-Street Parking Provision***
- 2.6** The Council receives many requests each year to create more parking spaces in residential areas to relieve local pressures. While the Council does not have a duty to provide extra parking, it helps where it can within available resources.
- 2.7** In 2008, a priority list of roads within all wards requiring additional parking was prepared. From these ward lists, a borough-wide priority list was established having first categorised roads across the borough into:
- Category 1 - providing the most extra capacity and reducing obstruction;
 - Category 2 - providing extra capacity only; and,
 - Category 3 - providing parking spaces on damaged grass verges already being parked on (i.e. no additional capacity, but tidying up the grass).
- 2.8** In 2014/15, the Council's Integrated Transport Capital Programme financed the design and implementation of schemes to tackle local parking issues. A budget of £100,000 was approved to match-fund the contribution from BFH and a priority list of schemes was drawn up with the help of local members and BFH.
- 2.9** In total, 14 schemes were completed in 2014/15 creating 64 additional off-street parking bays built at the minimum standard of 4.8 metres long x 2.4 metres wide. More schemes are under investigation in 2015/16 for which a combined Council/BFH budget of £220,000 was approved with schemes continuing to be implemented. The Council will consider further funding for future years through its normal budget setting process.
- 2.10** The provision of new parking spaces should take account of any impacts on the wider environment such as highway safety or local character. New parking bays should be suitably surfaced. In certain cases it may be appropriate to surface new parking areas with a modular concrete system that can take the weight of domestic vehicles while allowing grass to grow through. It may in some cases be appropriate to provide new shrub or tree planting to soften the impact of new parking. The off-street parking strategy is:

Subject to available funding, the Council will continue to support residential off-street parking schemes on a priority basis provided they do not have unacceptable

adverse impacts upon character, amenity, sustainable drainage, trees, open space or highways safety including access to and from properties.

Residents Parking Scheme

2.11 The Council is currently undertaking a two year trial of Residents' Parking Permit schemes in six areas near Bracknell Town Centre (see www.bracknell-forest.gov.uk/parkingpermits). All vehicles parked in the defined zones (apart from delivery vehicles or street works contractors) need to display a permit during the scheme's hours of operation. The key aims of the trial are a simple project to protect residents from increased parking pressures arising from the town centre regeneration. The scheme is enforced by the Council's parking attendants. In considering any possible expansion of the current scheme, due consideration will need to be given to benefits, or otherwise, that it could bring to other locations. Such schemes are not always appropriate in tackling parking pressures and their overall impacts must be considered, including how to address the long-term financial burden that they can bring.

2.12 Permits are issued for use by residents, their visitors and other essential users of the streets. Vehicles not displaying a valid permit during the hours of operation are not legally allowed to park. This aims to ensure that additional parking demand does not prevent local residents from parking on-street where they have little other choice.

2.13 The strategy is:

Depending on the results of the trial, to consider future funding of the Residents Parking Scheme and consideration of its extension to other areas of the Borough where there is an evidenced need for protection from increased parking pressures.

Residential Parking Bays for Disabled People

2.14 Residents who hold blue disabled badges, and meet certain other criteria, can apply to the Council for a disabled bay near their home (see www.bracknell-forest.gov.uk/disabledpeopleparkingbays). Applications are reviewed on a six monthly basis with the approved spaces being formalised via a Traffic Regulation Order. The making of an Order allows the Council to enforce the restrictions via its Civil Enforcement Officers. These disabled persons' bays can be used by any valid blue badge holder and assist those in need to park close to their home. The Council installs approximately thirty such spaces each year. Periodically the council also removes disabled parking spaces when it has been made aware that there is no further need with in the community they serve.

2.15 The strategy is:

The Council will continue to provide new disabled parking bays under the current application procedure, and to remove redundant bays as appropriate.

On-street waiting restrictions

2.16 The introduction of waiting restrictions can have positive benefits for residents, retailers and businesses. The Council introduces waiting restrictions in response to obstruction or safety issues that have been brought to its attention by residents or others. Following notification of a concern, Council Officers will normally visit the area in question several times to establish the nature of the issue. In appropriate cases a waiting restriction scheme will be drawn up to alleviate the issues. This will take account of parking needs in the area. The Traffic Regulation Orders for waiting restrictions are usually processed in groups every six months. They can vary from simple double yellow lines at junctions to

more significant schemes for entire estates. The Council installs an average of ten new waiting restriction schemes each year.

2.17 The strategy is:

The Council will continue to implement new on-street waiting restriction schemes on a priority basis for local residents and businesses where there is a proven need to do so.

Dropped kerbs to off-street parking

2.18 The Council helps provide dropped kerbs for residents who have sufficient frontage to have a driveway installed and where highway safety will not be adversely affected. There may be circumstances where it will not be acceptable to agree a dropped kerb, for example, within a conservation area, where on-plot parking may be harmful to the character of the area, or where the frontage available does not comply with the Council's parking space dimensions. The Council helps by inspecting the property, providing a quotation, and installing the works at the resident's cost if they wish to proceed. Further information and advice on how to apply for a dropped kerb on an unclassified road can be found at: www.bracknell-forest.gov.uk/vehicleaccesskerbs.

2.19 Dropped kerbs can improve parking congestion and highway safety in estate roads by removing vehicles parked on streets. They can also help by increasing overall parking capacity where the road alongside the dropped kerb can be parked on by the occupiers of the dwelling or their visitors.

2.20 The strategy is:

Subject to highways safety, meeting standard dimensions for a parking space and other planning considerations, the Council will support the installation of new dropped kerbs to enable off-street parking.

Commercial vehicle parking

2.21 There are regulations covering the parking of commercial vehicles on the public highway. Certain commercial vehicles require a Goods Vehicle Operators Licence. Any vehicle meeting the criteria for such a licence is required to be stored in an 'operating centre' (depot / storage yard) and therefore should not be parked on the public highway (residential or otherwise) when not in use, as this would breach the conditions of an operator's licence. If the vehicle meets any of the following criteria then it requires an operator's licence:

- A gross plated weight of more than 3.5 tonnes; or,
- If it has no gross plated weight, an unladen (empty vehicle) weight of more than 1525kg; and,
- Recovery vehicles are exempt from these rules.

2.22 The Traffic Commissioner for the area, who is responsible for granting operator licences, has the power to remove the operating licence which is the ultimate sanction to control the use of such vehicles in residential areas.

2.23 The goods vehicle operators licencing rules do not generally apply to 'Transit' or 'Luton' (box van) sized vehicles as the majority of these, either standard or longer (long wheel base versions) vehicles, have a 'gross vehicle weight' that is 3.5 tonnes or less and therefore do not meet the criteria for requiring a licence.

Parking Enforcement

2.24 The Road Traffic Act 1991 permits local authorities to apply to take over the enforcement of both on and off street car parking restrictions from the Police. Bracknell Forest applied for, and received, these powers in 2006. These powers enable the council to enforce parking on the highway (or in a Council car park) where in contravention of a parking restriction included within a Traffic Regulation Order (TRO). In simple terms, the Council can enforce if a vehicle is parked on a yellow line or in a controlled parking bay where parking is in contravention. The Council do not, however, have powers to enforce against dangerous or obstructive parking. In these circumstances Thames Valley Police remain the enforcement authority and can take appropriate action. Parking disputes on private land are not a matter for the Council or the Police.

3 New Parking Standards

- 3.1** This section highlights the main changes from the previous Parking Standards. It sets out the revised standards for:
- i. Domestic Garages.
 - ii. Revised parking standards for affordable housing.
 - iii. School drop-off and pick-up standards.
 - iv. Adapting parking provision for future technology and climate change.
 - v. Revisions to the existing parking standard tables.

i. Domestic Garages

- 3.2** Garages will continue to be included in the standards provided that they meet minimum size requirements. A garage will only count as a full parking space if it is larger than previously prescribed. A garage built below the new standard but to at least the previous standard will count as 0.2 of parking space. Therefore the requirements for garages are as follows:

- 1. Garages will be included as part of the parking provision if they are large enough to incorporate a separately accessed storage room. To meet this requirement the minimum dimensions required are 7.5m (length) by 3.5m (width) by 2.4m (height), with separate access for the storage area wherever possible. The garage dimensions should not be obstructed by structural pillars.**
- 2. The garage element should be a minimum of 6m (length) by 3.5m (width) by 2.4m (height) and the storage element should be a minimum of 1.5m (length) by 3.5m (width) by 2.4m (height). It should be clearly defined in the proposed development to ensure that it is constructed and cannot easily be removed by occupiers. The garage door should be at least 2.4m wide excluding the frame.**
- 3. A planning condition will be imposed restricting the use of the garage element to the parking of motor vehicles.**
- 4. In instances where garages are provided that do not meet the 7.5m x 3.5m x 2.4m dimensions, but are at least 6m x 3m x 2m in size, these should count as 0.2 (one fifth) of a parking space, rounded down to the nearest whole space across a development.**

- 3.3** This approach will reduce parking problems by providing garages that are large enough to park an average sized car and provide additional internal storage space which could be used for general storage and cycles. The garage, where appropriate in design terms, could also have a pitched roof in which contains additional storage. The new garage dimensions will comfortably fit most cars in and allow car doors to be opened. In context a Land Rover Discovery is 4.8m long, 2.2m wide and 1.9m high and a Ford Focus is around 4.3m long, 2m wide and 1.5m in height.
- 3.4** Where double garages are constructed to the relevant dimensions and incorporate the specified additional storage they will count as two parking spaces. However, if a double garage is constructed to current dimensions (6 metre length by 6 metres width internal dimensions) then it will count as one space only.

ii. Revised parking standards for affordable housing

3.5 Evidence over recent years indicates that affordable housing schemes require lower levels of parking than market housing. This is a general trend rather than necessarily being the case on every site and indicates that it would be appropriate to take a flexible approach in applying the parking standards for such developments. Flexibility which is fully justified by a Transport Assessment or Transport Statement could help to deliver sustainable development. The types of acceptable evidence will include surveys of comparable sites and the location of the site in relation to public transport and local facilities and the consideration of issues such as shared ownership, forthcoming starter homes initiatives and right to buy. The requirements are:

- 1. The starting point for applications for affordable housing is that they should meet the prescribed parking standards in Table 6; and,**
- 2. The Council may consider lower parking standards for affordable housing schemes on the basis of robust site-specific evidence which demonstrates that the development will generate less demand than is prescribed and which considers future issues such as right to buy.**

iii. School drop-off and pick-up standards

3.6 Inappropriate parking during school pick up and drop off periods can cause friction with affected residents. Different circumstances will apply to each school in the Borough which makes a specific standard difficult to establish. However it would be useful to set out general standards for schools including visitor provision which is set out in Table 8, Section 8. Adequate provision for drop-off and pick-up will be required for new school developments. The requirement for new school or extensions to existing schools therefore is as follows:

The parking requirements for new or expanded schools regarding drop-off and pick up in addition to the standards for teachers, visitors and other users is set out in Table 8, Section 8. They will be applied on a case by case basis and informed by robust evidence including the capacity of the school, its operational needs and impact on local residents. The evidence required will form part of a Transport Assessment or Transport Statement including information on the existing parking situation, car ownership levels and other relevant information relating to the impact of the proposal and need.

3.7 This will allow up-to-date traffic data and local circumstances to be taken into account and require proposals to be accompanied by robust evidence.

iv. Adapting parking provision for future technology and climate change

3.8 The future will bring advances in technology and it is likely that the potential for electrically powered cars will grow significantly. It is difficult to accurately estimate the extent or pace of this growth and the likely need for parking spaces with charging points. The Council will take a proactive position to encourage and support the uptake of electric vehicles. The standards are:

1. For residential schemes: on sites larger than 10 dwellings, require 20% (1 in 5) of all spaces to be designed and constructed to be readily adaptable to provide charging points.

2. For employment schemes: on sites with over 500 sq. m net internal area, require 20% (1 in 5) of new spaces to be designed and constructed to be readily adaptable to provide charging points.

3. For retail schemes: on sites over 1000 sq. m net internal area, require 20% (1 in 5) of new spaces to be designed and constructed to be readily adaptable to provide charging points.

3.9 The standards above are similar to proposals in the London Plan and will help respond to any future demand for charging points in housing, commercial and retail developments. As demand is unpredictable, this avoids a situation where charging points are required but there is a lack of demand. One issue is that without a mechanism to implement the charging points there may be a risk that the potential of these 'passive' spaces is forgotten and remains untapped, especially if they are on land not owned or adopted by the Council. Consideration of demand and provision in nearby boroughs will also be taken into account when bringing the electric parking infrastructure into use. The passive provision should include accessible ducting and sufficient space to incorporate charging infrastructure and allow the convenient establishment of an electricity supply

Requirements for your planning application

3.10 Electric vehicle charging infrastructure should be provided in accordance with the standards in paragraph 3.9 above. The standards for relevant developments require passive provision only. Passive provision requires the necessary underlying infrastructure (e.g. capacity in the connection to the local electricity distribution network and electricity distribution board, as well as cabling to parking spaces) to enable simple installation and activation of a charge point at a future date.

3.11 These standards apply to all spaces within a relevant development and should not exclude parking spaces for Blue Badge holders. Monitoring of the uptake of electric vehicle charging points should take place through the travel plan or car parking management plan.

Delivering and managing charging points

3.12 Guidance is available at Annex E on the provision of charging points and connection types that are available. Developers should follow this guidance when developing their systems.

Activation of passive spaces

3.13 For private developments the onus for the activation of passive charging points rests on the individual or company who manages or operates the car park.

3.14 The level of demand for active charging points should form part of the monitoring of developments with a travel plan. Passive charge points should be activated once there is sufficient demand to be determined by targets set in the Travel Plan. Where the development does not have a travel plan, this should form part of a separate site management strategy.

3.15 For residential schemes with garages the passive provision is simpler. The garages can include a simple 240V power supply which can be adapted to the relevant charger by the home owner as required. Parking spaces will require ducting and cables, the details and

locations of which must be shown on a clear plan to facilitate their future connection to a charging unit.

v. The parking standard tables

3.16 Changes made to the 2007 standards are as follows:

- Garage and storage sizes are changed in line with paragraph 3.2 above and parking for schools will be considered on a case by case basis as set out at paragraph 3.7 above.
- Certain standards have been updated in line with the HCA Employment Densities Guide (see section F in the Evidence Review Background Paper). However, for large non-food development (over 2000m²) local experience points to keeping the existing standard of 1:20m² rather than the HCA standard (1:90m²).
- Table 8, Section 2 – includes an additional provision for Drive-Through-Restaurants – to provide parking on a case-by-case basis subject to evidence provided in support of a planning application.
- Table 8, Section 7 for C2 (Residential Institutions) – includes an additional provision for Dementia Care Homes – to provide parking on a case-by-case basis subject to evidence provided in support of a planning application
- Nursing Homes/Dementia Care Homes greater than 50 beds in line with the Planning Obligations SPD (Feb 2015) - an additional requirement for Dementia Care Homes to provide a Travel Plan for staff and visitors.

4 Parking Standard Tables

4.1 This chapter sets out the parking standards to be applied to new development in the Borough. The Parking Standard Tables are listed as follows:

- Table 5 – Bracknell Town Centre Standards.
- Table 6 – Residential Parking Standards.
- Table 8 – Non – Residential Parking Standards.

Bracknell Town Centre Standards

4.2 The tables below set out the parking standards for all vehicle and planning use types including car, cycle, motorcycle, servicing and disabled parking. Parking requirements for town centre uses are in Table 5 below. The parking provision for uses in Table 5, including disabled car spaces and cycle provision, should be convenient and easily accessible to the uses they serve.

4.3 Bracknell Town Centre will be significantly redeveloped over the coming years. While there will be additional car parking in the new scheme, one of the key ambitions of the Council is to ensure that we have a town centre fit for the 21st century. To reflect that the Town Centre is the most sustainable location in the Borough, the Council adopted more rigorous standards for this part of the Borough in the 2007 Parking Standards SPD. These standards now require more flexibility to reflect changes in the role of town centres and the nature of shopping since the previous standards were adopted. The Town Centre parking standards as set out in Table 5 will be applied as a starting point for consideration rather than as minimum standards. The application of these standards should be on the basis that they may be subject to more evidence-based flexibility including for affordable housing or local parking conditions (see paragraph 3.5 - Revised parking standards for affordable housing). Disabled parking provision is still applied as a minimum standard.

Table 5 Use	Parking Type	Threshold	Standard
Non Food Retail (A1)	Standard car parking spaces	Development Under 2000 m2	1 space per 30 m2
		Development over 2000 m2:	1 space per 25m2
	Cycle Parking	All development	1 space per 200 m2 (at least 2) whichever greater
	Motorcycle	See standards set out in Table 8 (Non-Residential Standards)	
	Disabled Parking		
	Lorry Parking		
Travel Plan	Development over 1000 m2		
Additional Information	<ul style="list-style-type: none"> • Transport Statement – 800 m2 – 1500 m2 • Transport Assessment– greater than 1500 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD) 		
Food Retail (A1)	Standard car	Development Under	1 space per 30 m2

Table 5 Use	Parking Type	Threshold	Standard
	parking spaces	2000m2	
		Development over 2000m2:	1 space per 14m2
	Cycle Parking	All development	1 space per 150 m2 (at least 2) whichever greater
	Motorcycle Disabled Parking	See standards set out in Table 8 (Non-Residential Standards)	
	Lorry Parking		
	Travel Plan	See Planning Obligations SPD, Appendix 1, paragraph 1.1	
	Additional Information	<ul style="list-style-type: none"> • Transport Statement – 250 m2 – 800 m2 • Transport Assessment– greater than 800 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD) 	
Financial/Professional Services (A2)	Standard car parking spaces	All development	1 space per 30 m2
	Cycle Parking	All development	1 space per 150 m2 (at least 2) whichever greater.
	Motorcycle Disabled Parking	See standards set out in Table 8 (Non-Residential Standards)	
	Lorry Parking		
	Travel Plan	Not required	
	Additional Information	<ul style="list-style-type: none"> • Transport Statement – 1000 m2 – 2500 m2 • Transport Assessment– greater than 2500 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD) 	
Restaurants, Drinking establishments, Hot Food takeaway (A3-A5)	Standard car parking spaces	All development	1 space per 10 m2
	Cycle Parking	All development	1 space per 75 m2 (at least 2 whichever greater)
	Motorcycle Disabled Parking	See standards set out in Table 8 (Non-Residential Standards)	
	Lorry Parking		
	Travel Plan	Not required	
	Additional Information	<p>A3</p> <ul style="list-style-type: none"> • Transport Statement – 300 m2 – 2500 m2 • Transport Assessment– greater than 2500 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD) <p>A4</p>	

Table 5 Use	Parking Type	Threshold	Standard
		<ul style="list-style-type: none"> • Transport Statement – 300 m2 – 600 m2 • Transport Assessment– greater than 600 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD) 	
		A5	<ul style="list-style-type: none"> • Transport Statement – 250 m2 – 500 m2 • Transport Assessment– greater than 500 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD)
Office/Business (B1)	Standard car parking spaces	All development	1 space per 40 m2
	Cycle Parking	All development	1 space per 150 m2 (at least 2 whichever greater)
	Motorcycle	See standards set out in Table 8 (Non-Residential Standards)	
	Disabled Parking		
	Lorry Parking		
	Travel Plan	Travel Plan Required over 1500 m2	
Additional Information	<ul style="list-style-type: none"> • Transport Statement – 1500 m2 – 2500 m2 • Transport Assessment– greater than 2500 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD) 		
Leisure (D2)	Standard car parking spaces	All development	1 space per 40 m2
	Cycle Parking	All development	1 space per 50 m2
	Motorcycle	See standards set out in Table 8 (Non-Residential Standards)	
	Disabled Parking		
	Lorry Parking		
	Travel Plan	Leisure (General) Greater than 1000 m2	
Additional Information	<ul style="list-style-type: none"> • Transport Statement – 500 m2 – 1500 m2 • Transport Assessment– greater than 1500 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD) 		
Cinema (D2)	Standard car parking spaces	All development	1 space per 40 m2
	Cycle Parking		1 space per 50 seats
	Motorcycle	See standards set out in Table 8 (Non-Residential Standards)	
	Disabled Parking		
	Lorry Parking		

Table 5 Use	Parking Type	Threshold	Standard
	Travel Plan	Leisure (General) Greater than 1000 m2	
	Additional Information	<ul style="list-style-type: none"> • Transport Statement – 500 m2 – 1500 m2 • Transport Assessment– greater than 1500 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD) 	
Higher and Further Education (D1)	Standard car parking spaces	All development	1 space per 2 staff and 1 space per 15 students
	Cycle Parking	All development	1 space per 3 students (for staff/students/visitors)
	Motorcycle	See standards set out in Table 8 (Non-Residential Standards)	
	Disabled Parking		
	Lorry Parking		
	Travel Plan	All additional space	
Additional Information	<ul style="list-style-type: none"> • Transport Statement – 500 m2 – 1000 m2 • Transport Assessment– greater than 1000 m2 • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD) 		
Residential (C3)	Standard car parking spaces	All development	0.9 spaces per dwelling as an average
	Cycle Parking	All development	Secure storage at 1 space per bedroom
	Motorcycle	See standards set out in Figure 4.3 (Non-Residential Standards)	
	Disabled Parking		
	Lorry Parking		
	Travel Plan	100 dwellings or all zero car schemes	
Additional Information	<ul style="list-style-type: none"> • Transport Statement – 25 – 50 units • Transport Assessment– greater than 50 units • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD) 		
All other uses	Standard car parking spaces	See standards set out in Table 8 (Non-Residential Standards)	
	Cycle Parking		
	Motorcycle		
	Disabled Parking		
	Lorry Parking		
	Travel Plan		
	Additional Information		

Note: the Disabled parking space standards for the Town centre are the same as for Non-residential parking standards as in Table 3 below.

Residential Parking Standards

4.4 Table 6 below shows the parking standards for residential development. Please note it should be read in conjunction with parking design guidance for cars and other vehicles, disabled spaces, bicycles, motorcycles and electric vehicle charging found in Annexes A, B, C, D and E.

Table 6 Uses	Dwelling Houses	Flats	Retirement Housing*
1 bed or studio Standard car parking spaces	1 space per unit	1 space per unit	1 space per unit
2 and 3 beds Standard car parking spaces	2 spaces per unit	2 spaces per unit including communal	1 space per unit
4+ beds Standard car parking spaces	3 spaces per unit	3 spaces per unit	1 space per unit
Visitor Car Parking Spaces	1 space per 5 units (over 5 units)	1 space per 5 units (over 5 units)	1 space per 5 units (over 5 units)
Cycle	Secure storage at 1 space per bedroom (to be accommodated within secure storage if no garage is provided) Visitors at 1 space per 5 units if no garage provided	Secure storage at 1 space per bedroom (to be accommodated within secure storage if no garage is provided) Visitors at 1 space per 5 units if no garage provided	Secure storage at 1 space per 4 units (to be accommodated within secure storage if no garage is provided) inclusive of visitors
Motorcycle	Secure storage facilities should be provided (Considered on Need)		
Disabled Parking	Where communal parking is provided, 10% should have the capability of being made into a disabled parking space for any future residents with a defined need		At least 10% and should flexibly be able to accommodate more if necessary
Travel Plan	100 dwellings or all zero car development		Not required
Additional Information	<ul style="list-style-type: none"> • Transport Statement - 25 to 50 units • Transport Assessment - greater than 50 units • In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment • Transport Contributions – CIL or S106 (see Planning Obligations SPD) 		

*Independent living without a warden or support staff

Design of standard parking spaces

4.5 Table 7 shows the design standards for parking spaces.

Table 7 Category	Specification
Standard Parking Space	Minimum 4.8m long x 2.4m wide
Disabled Parking Space	<ul style="list-style-type: none"> • Standard Parking Space – Minimum 4.8m long x 2.4m wide; and, • 1.2m wide safety zone for boot access and cars with rear hoists; and, • 1.2m wide marked access zone between designated parking spaces
Car ports and enclosed parking spaces (see below)	5.5m long x 3.0m wide
Garage (internal dimensions)	<ol style="list-style-type: none"> 1. Combined garage/storage - 7.5m (L) X 3.5m (W) X 2.4m (H) comprising: <ul style="list-style-type: none"> • garage 6.0m (L) X 3.5m (W) X 2.4m (H) and, • storage 1.5m (L) X 3.5m (W) X 2.4m (H) 2. Garage door minimum of 2.4m width for single garage (excluding frame) and minimum 4.8 m width for a double garage (excluding frame) 3. Garages that do not meet the dimensions in 1 above, but are at least 6m x 3m x 2m in size, will count as 0.2 (one fifth) of a parking space, rounded down to the nearest whole space across a development. (See paragraph 3.2 in the SPD)
Depth from dwelling frontage to highway boundary to cater for parking space (associated with dropped kerb application)	5.5 metres
Distance to highway boundary from the face of the garage	6 metres
Distance to the carriageway edge on access ways from the face of the garage	7 metres
Cycle storage	2.0m long x 0.5m wide
Motorbike storage	2.8m long x 1.5m wide

(Please see Annexes A – D for more information)

Non-Residential Parking Standards

4.6 The parking standards for non-residential uses are in Table 8 below.

Table 8 Non-Residential Use	Standards
Section 1	
A1 (Shops), (food retail and non-food retail)	
Less than 1000m²	
Standard car parking spaces	1:19 m ² NIA or 1 space (whichever is greater)
Cycle Parking	1:200 m ² or 2 spaces (whichever is greater)
Motorcycle	Considered on need
Lorry Parking	Not required if adequate street servicing is available otherwise a designated space should be available for a small-medium sized delivery vehicle
Disabled Parking	1 space or 6% of the total capacity of spaces for customers (whichever greater)

Table 8 Non-Residential Use	Standards
Travel Plan	No travel plan required
Additional Information	<p>Food retail Transport Statement 250 m2 – 800 m2 Transport Assessment – >800 m2</p> <p>Non-food retail Transport Statement 800 m2 – 1500 m2 Transport Assessment – >1500 m2</p> <p>In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</p> <p>All Transport Contributions (see Limiting Impact of Development SPD)</p>
Between 1000-2000m2	
Standard car parking spaces	1:17 m2 NIA
Cycle Parking	1: 200 m2
Motorcycle	Government guidance suggests that the ratio of cars to motorcycles is 1:35. In addition to this the Council recognises the positive contribution of motorcycles in terms of reducing congestion and pollution and would like to see additional space beyond 1:35. If it can be demonstrated in green travel plans that car parking spaces will be set aside for extra motorcycling should the need arise then the standard will be 1:500 m2. If this cannot be demonstrated then the Council may seek higher standards although this will be on a case by case basis.
Lorry Parking	<p>Food Retail: A bay capable of holding a lorry plus one additional space per 500 m2 (Lorry space 3m x 16m)</p> <p>Non food retail: A bay capable of holding a lorry per 500 m2 (Lorry space 3m x16m)</p>
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	Travel Plan Required
Additional Information	<p>Transport Statement – As stated on page 18 Transport Assessment – As stated on page 18</p> <p>All Transport Contributions (see Limiting Impact of Development SPD)</p>
More than 2000m2	
Standard car parking spaces	<p>Food Retail 1:17m2 NIA</p> <p>Non–food retail 1:20 m2</p>
Cycle Parking	<p>Food Retail 1: 200 m2</p> <p>Non–food retail 1:300 m2</p>
Motorcycle	Government guidance suggests that the ratio of cars to motorcycles is 1:35. In addition to this the Council recognises the positive contribution of motorcycles in terms of reducing congestion and pollution and would like to see additional spaces beyond 1:35. If it can be demonstrated in green travel plans that car parking spaces will be set aside for extra motorcycling should the need arise then the standard will be 1:500 m2 for Food Retail and 1:750 m2 for Non-Food Retail. If

Table 8 Non-Residential Use	Standards
	this cannot be demonstrated then the Council may seek higher parking standards although this will be on a case by case basis.
Lorry Parking	Food Retail: A bay capable of holding a lorry vehicle per 1000 m2 (3m x16m) Non-food retail warehouses: A bay capable of holding an articulated vehicle per 500 m2 (3m x 16m)
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	Travel Plan Required
Additional Information	Transport Statement – As stated on page 18 Transport Assessment – As stated on page 18 All Transport Contributions (see Limiting Impact of Development SPD)
Section 2 A2 (Financial/Professional Services) A3 (Restaurants/Cafes) A4 (Drinking Establishments) A5 (Hot Food Takeaway)	
Standard car parking spaces	A2 Existing Requirement: 1:30 m2 1:16 m2 NIA A3-A4 1:5 m2 GFA A5 1:10m2 GFA Drive Through Restaurants On a case by case basis subject to evidence submitted with a planning application
Cycle Parking	A2 1:200 m2 (At least 2 spaces) A3-A5 1:100 m2 (At least 2 spaces)
Motorcycle	At least 1 space above that considered on need
Lorry Parking	Considered on need
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	No travel plan required
Additional Information	A2 Transport Statement - 1000 m2 - 2500 m2 Transport Assessment > 2500 m2 A3 Transport Statement - 300 m2 - 2500 m2 Transport Assessment >2500 m2 A4 Transport Statement - 300 m2 - 600 m2 Transport Assessment >600 m2 A5 Transport Statement - 250 m2 - 500 m2 Transport Assessment >500 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment All Transport Contributions (see Limiting Impact of Development SPD)
Section 3	

Table 8 Non-Residential Use	Standards
B1 (Offices, Light Industrial)	
Standard car parking spaces	B1(a) General Office – 1:25 m2 NIA B1(a) Call centres – 1:20 m2 NIA B1(a) IT/Data Centres – 1:47m2 NIA B1(a) Business Park – 1:25 m2 NIA B1(a) Serviced Office – 1:25 m2 NIA B1(c) Light Industry (business park) – 1:25 m2 NIA
Cycle Parking	1:200 m2 or 2 spaces (whichever greater)
Motorcycle	Government guidance suggests that the ratio of cars to motorcycles is 1:35. In addition to this the Council recognises the positive contribution of motorcycles in terms of reducing congestion and pollution and would like to see additional space beyond 1:35. If it can be demonstrated in green travel plans that car parking spaces will be set aside for extra motorcycling should the need arise then the standard will be 1:1000 m2. If this cannot be demonstrated then the Council will seek higher standards although this will be on a case by case basis.
Lorry Parking	Considered on need
Disabled Parking	Existing Development 1 space or 2% of total capacity of new spaces (whichever greater) New Development 1 space or 5% of total capacity (whichever is greater). This threshold includes both employees and visitor spaces
Travel Plan	Travel Plan Required over 1500 m2
Additional Information	Transport Statement – 1500 m2 -2500 m2 Transport Assessment - >2500 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment Transport Contributions (see Limiting Impact of Development SPD)
Section 4 B2 (Industrial)	
Standard car parking spaces	1:36m2 GIA
Cycle Parking	2 spaces for first 235 m2 then 1:350 m2 additional floorspace
Motorcycle	Government guidance suggests that the ratio of cars to motorcycles is 1:35. In addition to this the Council recognises the positive contribution of motorcycles in terms of reducing congestion and pollution and would like to see additional space beyond 1:35. If it can be demonstrated in green travel plans that car parking spaces will be set aside for extra motorcycling should the need arise then the standard will be 2 for the first 235 m2 then 1:1500 m2 for additional floorspace. If this cannot be demonstrated then the Council may seek higher standards although this will be on a case by case basis.
Lorry Parking	Minimum of 1 lorry space + 1 per 500 m2
Disabled Parking	Existing Development 1 space or 2% of total capacity of new spaces (whichever greater) New Development 1 space or 5% of total capacity (whichever is greater) This threshold includes both employees and visitor spaces
Travel Plan	Travel Plan Required over 1500 m2

Table 8 Non-Residential Use		Standards
Additional Information	Transport Statement – 2500 m2 -4000 m2 Transport Assessment - 4000 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment Transport Contributions (see Limiting Impact of Development SPD)	
Section 5 B8 (Storage and Warehousing)		
Standard car parking spaces	1:70 GEA	
Cycle Parking	2 spaces for first 235 m2 then 1:500 m2 additional floorspace	
Motorcycle	Government guidance suggests that the ratio of cars to motorcycles is 1:35. In addition to this the Council recognises the positive contribution of motorcycles in terms of reducing congestion and pollution and would like to see additional space beyond 1:35. If it can be demonstrated in green travel plans that car parking spaces will be set aside for extra motorcycling should the need arise then the standard will be 2 for the first 235 m2 then 1:3000 m2 for additional floorspace. If this cannot be demonstrated then the Council may seek higher standards although this will be on a case by case basis.	
Lorry Parking	Minimum of 1 lorry space + Up to 2000 m2 – 1 per 500 m2 + Over 2000 m2 – 1 per 1000 m2	
Disabled Parking	Existing Development 1 space or 2% of total capacity of new spaces (whichever is greater) New Development 1 space or 5% of total capacity (whichever is greater). This threshold includes both employees and visitor spaces	
Travel Plan	Travel Plan Required over 3000 m2	
Additional Information	Transport Statement – 3000 m2 -5000 m2 Transport Assessment - 5000 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment Transport Contributions (see Limiting Impact of Development SPD)	
Section 6 C1 (Hotels, Guesthouses)		
Standard car parking spaces	Hotels/Motels: 1 space per bedroom (guests) 1 space per 3 bedroom (staff) 1:5 m2 bar/restaurant GFA within hotel Guest Houses/Hostels: 1 space per bedroom (guests) 1 space per 3 bedrooms (staff)	
Cycle Parking	1 per 5 bedrooms or 1 space (whichever greater)	
Motorcycle	1 per 15 bedrooms or 1 space (whichever greater)	
Lorry Parking	Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles	
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)	
Travel Plan	100+ bedroom hotels	
Additional Information	C1 Hotels Transport Statement – 75–100 bedrooms	

Table 8 Non-Residential Use	Standards
	<p>Transport Assessment - >100 bedrooms In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</p> <p>Transport Contributions (see Limiting Impact of Development SPD)</p>
<p>Section 7 C2 (Residential Institutions)</p>	
Standard car parking spaces	<p>Hospitals Staff: 1 space per emergency staff at busiest time 1 space per 3 employees (all others) at busiest time Visitors: 1 space per 3 beds Outpatients: 1 space per 2 consulting rooms</p> <p>Nursing Homes Staff: 1 space per nursing staff (at busiest time) 1 space per 3 associated staff Visitors: 1 space per 4 beds</p> <p>Sheltered accommodation Residents: 1 space per 1.5 units (flexibly applied dependent on mobility requirements of residents) Visitors: 1 space per 4 units If warden controlled then space should be provided for each warden present at busiest time Nursing Home/Dementia Care Homes: Travel Plan required for staff and visitors</p>
Cycle Parking	<p>Hospitals Staff: 1 space per 8 staff or 1 space (whichever greater) Visitors/Patients: 1 space per 12 beds or 2 spaces (whichever greater) Outpatients: 1 space per 3 consulting rooms</p> <p>Nursing Homes Staff: 1 space per 8 staff or 1 space (whichever greater) Visitors: 1 space per 12 beds or 2 spaces (whichever greater)</p> <p>Sheltered accommodation Residents and Visitors: 1 space per 3 units (at least one space) Dementia Care Homes: on a case by case basis subject to evidence</p>
Motorcycle	<p>Hospitals 1 space per 30 beds or 1 space (whichever greater)</p> <p>Nursing Homes Considered on need</p> <p>Sheltered accommodation Considered on need</p> <p>Dementia Care Homes: on a case by case basis subject to evidence</p>
Lorry Parking	<p>Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles</p> <p>Hospitals and Nursing Homes Only Suitable ambulance (patient transport) bays must be provided</p>
Disabled Parking	<p>1 space or 6% of total capacity of spaces for customers (whichever greater)</p> <p>Sheltered housing should have a minimum 10% of total space required to be to the same specifications as disabled parking</p> <p>Dementia Care Homes: on a case by case basis subject to evidence</p>
Travel Plan	<p>Hospitals 2500 m2</p>

Table 8 Non-Residential Use	Standards
	<p>Nursing Homes 500 m2 or 15 bedrooms</p> <p>Sheltered accommodation Not Needed</p> <p>Dementia Care Homes: on a case by case basis subject to evidence</p>
Additional Information	<p>C2 (Hospitals, Nursing Homes) Transport Statement – 30–50 beds Transport Assessment >50 beds In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</p> <p>Transport Contributions (see Limiting Impact of Development SPD)</p>
<p>Section 8 D1 (Non – residential institutions)</p>	
Standard car parking spaces	<p>Place of Worship On a case by case basis subject to evidence submitted with a planning application</p> <p>Libraries 1 space per 30 m2</p> <p>Consulting Surgeries (including clinics) 3 spaces per consulting room (including nurses treatment rooms) for patients and visitors and 1 space per consulting staff (at busiest time). 1 space per 3 other staff</p> <p>Nursery/Playgroup/Creche Staff: 1 space per staff member Parents/Visitors: 1 space per 4 children.</p> <p>Primary Schools Staff: 1 space per teaching staff member 1 space per 3 non-teaching staff members Visitors: 1 space per 30 pupils School drop-off and pick up on a case by case basis subject to evidence submitted with a planning application</p> <p>Secondary Schools Staff: 1 space per teaching staff member 1 space per 3 non-teaching staff members Visitors and sixth form students: 1 space per 15 pupils (1 space per 30 pupils if no sixth form) School drop-off and pick up on a case by case basis subject to evidence submitted with a planning application</p> <p>Further Education (sixth form college, higher education facility) Staff: 1 space per teaching staff member 1 space per 3 non-teaching staff members Visitors and Students: 1 space per 15 students (peak daily attendance)</p> <p>Halls of Residence Students and visitors: 1 space per 6 students If warden controlled then space should be provided for each warden present at busiest time</p> <p>Community Centres Consider on a case by case basis</p>
Cycle Parking	<p>Place of Worship 1 per 30 seats (at least 2 – whichever the greater)</p> <p>Nursery/Playgroup/Creche</p>

Table 8 Non-Residential Use	Standards
	<p>Staff/Visitors: 1 per 10 children (at least 2 – whichever the greater)</p> <p>Libraries Staff/Visitors: 1 per 90 m2. (at least 2 – whichever the greater)</p> <p>Consulting Surgeries (including clinics) Staff/Visitors: 2 per consulting room. (at least 2 – whichever the greater)</p> <p>Schools: Staff/Pupils/Visitors: 1 space per 10 pupils</p> <p>Further Education Staff/Students/Visitors: 1 space per 5 students (peak daily attendance)</p> <p>Halls of Residence Students/staff/visitors: 1 space per 3 students</p> <p>Schools: Staff/Visitors: 1 per 250 pupils (at least 1 –whichever the greater)</p> <p>Further Education Staff/Students/Visitors: 1 per 150 students (at least 1 – whichever the greater)</p> <p>Community Centres Consider on a case by case basis</p>
Motorcycle	<p>Schools: Staff/Visitors: 1 per 250 pupils (at least 1 –whichever the greater)</p> <p>Further Education Staff/Students/Visitors: 1 per 150 students (at least 1 – whichever the greater)</p> <p>Halls of Residence Staff/Students/Visitors: 1 per 50 students (at least 1 – whichever the greater)</p> <p>All Others Consider on need</p>
Lorry Parking	Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles for all facilities within this use class
Disabled Parking	1 space or 6% of total capacity of spaces for all facilities in this use class
Travel Plan	All educational development
Additional Information	<p>Transport Statement – 500 m2 – 1000 m2 Transport Assessment – 1000 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment</p> <p>Transport Contributions (see Limiting Impact of Development SPD)</p>
<p>Section 9 D2 (Assembly and Leisure). (For Theatres, Casinos and Nightclubs see Sui Generis)</p>	
Standard car parking spaces	<p>Dance and Concert Halls, Cinemas, Bingo Halls and Conference Facilities Customers and Staff – 1 space per 5 seats</p> <p>Sports facilities (excluding stadia) Customers and Staff – 1 space per 22 m2</p> <p>Stadia Customers and Staff – 1 space per 15 seats</p>
Cycle Parking	Sports Facilities (excluding stadia)

Table 8 Non-Residential Use	Standards
	1: 50 m2 or 2 spaces (whichever greater) All Others 1 space per 50 seats or 2 spaces (whichever greater)
Motorcycle	Sports Facilities (excluding stadia) 1: 250 m2 or 2 spaces (whichever greater) All Others 1 space per 250 seats or 2 spaces (whichever greater)
Lorry Parking	Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles for all uses within this class
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	Leisure (General) 1000 m2+ Leisure (Stadia) 1500 seats
Additional Information	Transport Statement – 500 m2 – 1500 m2 Transport Assessment – 1500 m2 In addition certain developments that are in sensitive locations may require a Transport Statement/Transport Assessment Transport Contributions (see Limiting Impact of Development SPD)
Section 10 Transport Interchanges	
Standard car parking spaces	Bus Stations/Park and Ride – Considered on need Rail Stations – Considered on need Proposals to increase parking at existing transport hubs should be backed up by a sound evidence base
Cycle Parking	Bus Station/Park and Ride 2 spaces per bus stand or 2 spaces per 100 peak passengers (whichever greater) Rail Station 5 spaces per peak period train or 2 spaces per 100 peak passenger (whichever greater)
Motorcycle	Bus Station/Park and Ride 2 spaces per 5 bus stands or 2 spaces per 500 peak passengers (whichever greater) Rail Station 1 space per peak period train or 2 spaces per 500 peak passengers (whichever greater)
Lorry Parking	Considered on need
Disabled Parking	Fewer than 20 spaces – minimum of 1 reserved space 20-60 spaces – minimum of 2 reserved spaces 61-200 - 6% of total capacity, with a minimum of 3 reserved spaces Over 200 Spaces – 4% of capacity plus 4 reserved spaces
Travel Plan	Use is generator of sustainable trips therefore does not require a travel plan
Section 11 Sui Generis	
Standard car parking spaces	Vehicle Sales – Staff: 1 space per 2 Staff Customers: 1 space per 35 m2 display area Vehicle Workshops – Staff: 1 space per 2 Staff Customers: 3 spaces per service bay

Table 8 Non-Residential Use	Standards
	<p>Petrol Filling Stations – Staff: 1 Space per 2 Staff Customers: 1 Space per 20 m2 of shop</p> <p>Nightclubs and Casinos Staff: 1 Space per 2 Staff Customers: Considered on need</p> <p>Theatres 1 space per 5 seats (staff and visitors)</p> <p>All Other uses – Considered on need</p>
Cycle Parking	<p>Nightclubs and Casinos: Staff: 1 space per 6 Staff Customers: Considered on need</p> <p>Theatres 1 space per 25 seats</p> <p>All Other uses: At least 2 spaces (above that considered on need)</p>
Motorcycle	<p>Nightclubs and Casinos: Staff: 1 space per 40 staff (at least 2 – whichever greater) Customers: Considered on need</p> <p>Theatres 1 per 100 seats (at least 2 – whichever greater)</p> <p>All Other uses: Considered on need</p>
Lorry Parking	Facilities should be provided within the site for the loading, unloading and manoeuvring of delivery vehicles for all facilities where there is a demonstrable need
Disabled Parking	1 space or 6% of total capacity of spaces for customers (whichever greater)
Travel Plan	Travel plan will be required for nightclubs and casinos over 1000 m2

Annex A – Design Approach for Parking

A.1 This guidance sets out the preferred design approach for providing car parking in the borough. It takes account of good design principles, highways safety and the need to create a function but well designed street scene. Developers and planning agents should take account of this annex in preparing pre-application and detailed application schemes.

(a) RESIDENTIAL PARKING

1) General Guidance

A.1.1 Residential parking, although much smaller in scale to large communal parking often associated with commercial premises, should also adhere to Government guidelines on creating safer places. One of the most secure places to park a car is in a garage or parking court which is overlooked by properties, however some communal parking areas are perceived as unsafe due to their distance from homes.

A.1.2 A private garage can be a secure place to park a car and often will be attached to the property traditionally making it the preferred choice for parking. However garage use has declined, due to both increased demands from larger car sizes and the spilling over of storage from the house to the garage. Parking therefore takes place more often on driveways, in carports within the curtilage of the house and on street. This can be less secure and can cause congestion on certain estate roads.

A.1.3 Manual for Streets, published in March 2007 recommended that: in determining what counts as parking and what does not, the following should be taken into account:

- carports are unlikely to be used for storage and should therefore count towards parking provision; and
- whether garages count fully will need to be decided on a scheme-by-scheme basis. This will depend on factors such as:
 - the availability of other spaces, including on-street parking - where this is limited, residents are more likely to park in their garages;
 - the availability of separate cycle parking and general storage capacity – garages are often used for storing bicycles and other household items; and
 - the size of the garage - larger garages can be used for both storage and car parking, and many authorities now recommend a minimum size of 6m by 3m.

A.1.4 Bracknell Forest Council would like to see garages, where provided, count towards the parking standards by being large enough to contain both modern family cars and bicycles and an element of additional storage. For this reason we are adopting the standards for garage dimensions set out in the tables above. Automatic garage doors will also be encouraged by the Highway Authority to help facilitate garage use.




A.1.5 It is however recognised that garages may not always be the best option and may not even be included in the development. As such the Borough Council welcomes other secure off-street solutions such as single or double carports and parking barns for multiple vehicles if designed sensitively within the streetscene. As with garages, larger widths will be required for spaces to include secure bicycle storage and modern family cars. Alternative secure covered cycling should be provided if parking barns or garages are not present.



A.1.6 As an overarching approach, the Borough Council welcomes good design that can add flexibility to the application of these parking standards. Imaginative solutions and flair can be used to overcome strict adherence to standards in appropriate circumstances.

The following guidance is not intended to be exhaustive, but rather sets a general design approach.

2) Off-Street Parking

A.1.7 Traditional off-street parking:

Issue – Poorly designed on-plot parking	
The road is uncluttered although cars dominate the frontage of the houses giving a poor streetscene due to a lack of planted landscaping.	
Figure A1 Example of poor on plot parking	
Solution – Parking in courtyards or well designed streetscene	
Parking does not have to be located to the front of properties. This can create a streetscene that is dominated by parked vehicles. Parking It can be hidden from view to the rear of properties or provided by way of carports, garages or communal parking areas. This approach can help to achieve well designed residential environments which focus on public spaces rather than parked cars.	
Figure A2 Good example of Courtyard parking to the rear of properties.	
Proper landscaping can help soften a potentially hard landscape due to on-plot parking.	
Figure A3 – well designed on-plot parking.	
Solution – Parking in barns or carports	
Carefully design car ports or parking barns are effective in providing a parking solution which is actually used. They should be well designed and relate well to the homes they serve either on housing plots or in a communal parking court.	
Figure A4 – An example of a parking barn in a	Figure A5 – An example of a well-designed and

communal parking courtyard.	well-used carport in a new development
	

A.1.8 Garage Blocks and Parking Courts

Issue – Traditional garage blocks	
<p>Despite garages being a secure place to park a car many existing garage blocks are unused for parking and in poor condition. They are poorly surveyed, dark at night and increase the fear of crime. This garage block (below) looks uncared for and has become a target for crime and vandalism. Placing parking away from houses can reduce natural surveillance.</p>	
<p>Figure A6 Example of Poor garage block parking.</p>	
Solution – Parking in courtyards or well designed streetscene	
<p>Create secure and well overlooked parking areas, associated with those houses the parking is serving. Do not locate cars in open ground floor structures where residents are unable to overlook their cars. Blank ground floors without surveillance from either pedestrians or ground floor units encourage car and street crime. Residents will feel vulnerable accessing their cars if there is unlikely to be anyone else around. Parking also does not have to be located to the front of all properties. This can create a streetscene that is dominated by parked vehicles. Parking It can be hidden from view to the rear of properties or provided by way of carports, garages or communal courtyard parking areas. This approach can help to achieve well designed residential environments which focus on public spaces rather than parked cars. The parking court option (Figure A5) shows a safe and secure place to park, however it is not appropriate in all circumstances as it is sometimes difficult to integrate into development.</p>	
<p>Figure A7 Example of a well overlooked parking court.</p>	
<p>Where integral garages are provided, ensure that the houses they serve are wide enough to accommodate at least a front door and a habitable room with window on to the street.</p>	
<p>Ensure good access routes from the parking to front or rear doors to encourage ease of use.</p>	

Figure A8 shows courtyard parking with a car port, surveillance and ease of access to property.



Put visitor parking to the front of properties to encourage active streets

A.1.9 Best Practice:

- Off street, within-curtilage parking should not detract from the overall street scene. Ideally parking provision should be set alongside a development rather than overwhelming it. As a minimum, landscaping should be used to soften the effects of this. In more dense developments, other solutions will be welcomed as long as they provide natural surveillance.
- Parking should be close to dwellings and overlooked.
- Rear parking areas should be naturally overlooked, have good pedestrian access for the residents to encourage ease of use and are integrated with the wider environment.
- Parking courts should not be overly large. The important thing is to create a sense of place.
- Good quality lighting and disabled access must be incorporated in all parking areas.
- If CCTV is used, it should be optimally placed to cover the whole of the parking environment.
- Parking facilities for cycling and motorcycles should be available where practical. These facilities should include anchor points or hitching rails.
- Where parking spaces are provided between dwellings, overlooking from habitable rooms (via a window in the gable end wall) should be provided and for the safety of occupants during access and security of vehicles when unattended, the recess should be provided with a Passive Infra-Red (PIR) operated light fitting.

Figure A9: Examples of Passive Infra-Red (PIR) lights.



3) On-Street Parking

A.1.10 The following show some ways in which parking can be accommodated into the urban area using the space between buildings.

Traditional on-street parking

Issue – Poorly designed streets leading to anti-social parking problems

Limited parking to the front of the houses in a street with a narrow road may encourage residents to park two wheels on the pavement, rather than take vehicles round the back of properties to parking courts.

Figure A10 Example of a street where cars park partly on the pavement and the street is too narrow to include landscaping and trees.



Solution – create well designed streets that are wide enough to accommodate on-street parking safely.

Plan for some parking areas to the front of properties in wide enough streets with spaces.

Figure A11 showing parking within the street for new development in a mature landscaped setting.



Ensure streets are wide enough to accommodate on-street parking and that planting is added to soften the impact of cars and to discourage on-street parking in inappropriate locations.

Figure A12 showing on-street parking on a wider street with mature planting. This parking provision shows safe parking whilst allowing sufficient width to allow vehicles including buses to pass through safely.



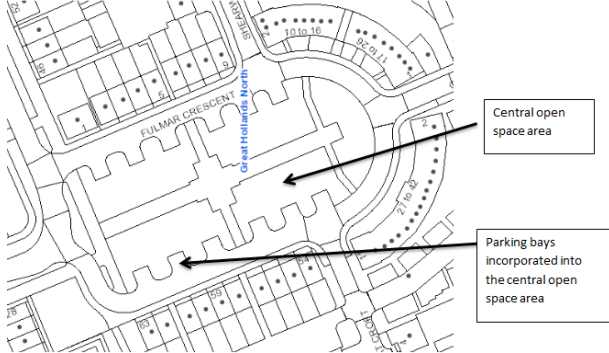





When constructing footways, use materials to distinguish between footway and carriageway and use appropriate kerb heights

Figure A13 – showing a standard kerb.



Parking Bays

<p>Issue – Poorly designed streets leading to anti-social parking problems</p> <p>Parking bays which are not close enough to the front door will not be used by residents in favour of the space by the front door. In some cases the Local Highways Authority may have to control the expensively detailed streetscape with double yellow lines. Parking bays that obscure visibility for users will not be accepted.</p>		
<p>Figure A14 showing parking bays which are located away from housing which limits there use.</p>		
<p>Solution – Parking in courtyards or well designed streetscene</p> <p>Where appropriate create some parking bays within the carriageway and in view of homes with planting and street trees.</p>		
<p>Figure A15 showing integrated parking bays in The Parks development showing newly planted street trees</p>	<p>Figure A16 showing the plan view of a scheme in Jennet's Park showing parking bays which are incorporated into the perimeter of a central open space area in the clear view of the facing properties.</p>	
		
<p>The design and layout should clearly and obviously inform use and use appropriate materials which sustainable drain surface water and minimise flood risk</p>		
<p>Figure A17 showing clearly marked out parking bays</p>	<p>Figure A18 showing permeable block paving</p>	<p>Figure A19 showing different block material which clearly define the road and parking</p>
		

Drainage of Parking Areas and Bays

A.1.11 Parking areas and bays should be drained using sustainable drainage components, which may form part of an overall sustainable surface water drainage scheme.

A.1.12 The most practicable sustainable drainage element for parking areas and bays is permeable paving. This usually takes the form of permeable concrete block paving, although in some circumstances alternative permeable paving materials may be acceptable.

A.1.13 The use of loose gravel or shingle for parking areas and bays is not recommended adjacent to the public highway. This is due to material being transferred onto the public highway, causing damage and hazards for users of the highway.

A.1.14 A summary of best practice is:

- The Borough Council recognises that the approach used depends on the constraints of the development site. Garages may not always provide the most efficient form of parking provision and the Borough Council will therefore encourage other secure means of car parking where possible.
- New development should provide a number of alternative means of parking, using solutions which best suit the site and its constraints. The opportunity to create shared and unallocated parking can be one way in which flexible parking solutions can be achieved whilst achieving higher density urban settlements.
- With new development in existing terraced or densely built-up areas, on-street parking may be the most appropriate or even the only option available. Parking bays set alongside the road should respect the width of the street and include good quality landscaping. Landscaping should not however obscure public surveillance.

(b) NON-RESIDENTIAL PARKING

1) Safer Parking Scheme

A.1.15 Central government policy now suggests that all communal parking administered by local authorities should meet the 'Safer Parking' Standards. Those that do are awarded a kite mark or 'Park Mark – Safer Parking' label as shown below.



Figure A19: Park Mark

A.1.16 The scheme is open to both private operators and local authorities and as far as possible, the local authority will work with these operators to ensure that any new car parks are designed to the highest possible standards. For more information on this, developers should seek advice from the Thames Valley Police Crime Prevention Design Adviser.






A.1.17 Aspects of this award include:

- access and movement;
- structure;
- surveillance;
- ownership;
- physical protection;
- activity; and,
- management and maintenance.

A.1.18 All communal car parks should therefore carry out their function with these issues in mind. This will also include:

- Taking into account the needs of all of the community.
- Ensuring that facilities are convenient, user-friendly and well lit.
- Appropriate designs that limit the opportunity for crime and promote natural surveillance.
- Clear entrance and exit markings.
- Physical security measures such as CCTV.

2) Multi-Storey Parking


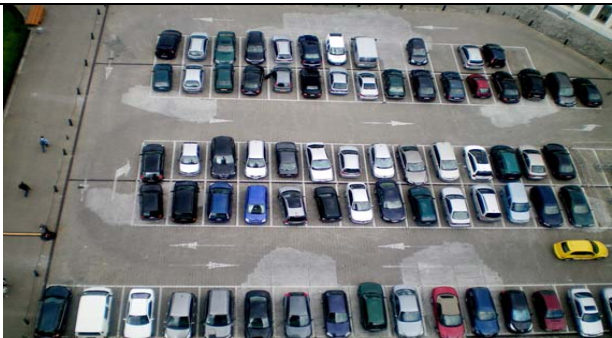


Examples of poor design		
<p>Figure A20 An example of poor car park which is dark and uninviting</p>	<p>Figure A21 A multi-storey car park stairwell which is narrow, poorly ventilated without any windows.</p>	
		
Examples of good design		
<p>Figure A22 A good example of a bright, well signed and open interior</p>	<p>Figure A23 A multi-storey car park with landscaping and a green roof</p>	<p>Figure A24 Using simple design in creating an effectively designed car park</p>
		

A.1.19 Best practice, multi-storey car parks should:

- Be well integrated with their surroundings.
- Be well signed and well lit.
- Provide clearly defined disabled bays close to accessible entrance and exit points.
- Enable good views within and out from stairwells.
- Be in good working order.
- Utilise CCTV (such as 'dome' cameras).
- Design out hiding places and alcoves.
- Provide good visibility and public surveillance.
- Provide well lit level and direct footways to and from the car park.

3) Surface Parking

A.1.20 With regard to surface car parking it is important to follow these simple design concepts.

Examples of poor design	
<p>Figure A24 Too much landscaping can obscure views, which limits surveillance over the parked cars leading to issues of personal safety and vehicle security.</p> 	<p>Figure A25 On the other hand no landscaping and tarmac surfacing for large areas creates sterile and poor visual environments.</p> 
Examples of good design	
<p>Figure A26 A good example of a surface car park which strikes a balance between landscaping and security.</p> 	<p>Figure A27 A surface car park with mature trees providing a soft edge.</p> 

A.1.21 In summary the best practice points are:

- Larger car parks should have identifiable sub-areas.
- Parking bays and footways should be well lit and signed.
- Landscaping should be sensitively integrated to reduce the environmental impact of the car park but not at the expense of security.
- A long-term management plan should be in place to maintain the surface, markings and landscaping.
- Use permeable materials or include other sustainable drainage methods to drain the car park.
- All users should be taken into account in the design with level access, pavement markers and clearly defined pedestrian routes.
- Utilise CCTV (such as 'dome' cameras)
- Facilities such as hotels, hospitals, pubs, colleges, transport nodes such as railway stations and long stay parking such as park and ride facilities should have particular regard to safer parking standards as these are considered to be vehicle crime hot spots.

Annex B Disabled Parking

B.1 The key points when designing a disabled parking bay are:

B.1.1 Blue Badge car parking bays should be provided as near to principal entrances as possible. The installation of parent with pushchair parking facilities is welcomed and encouraged although not at the expense of disabled parking in the most accessible locations.

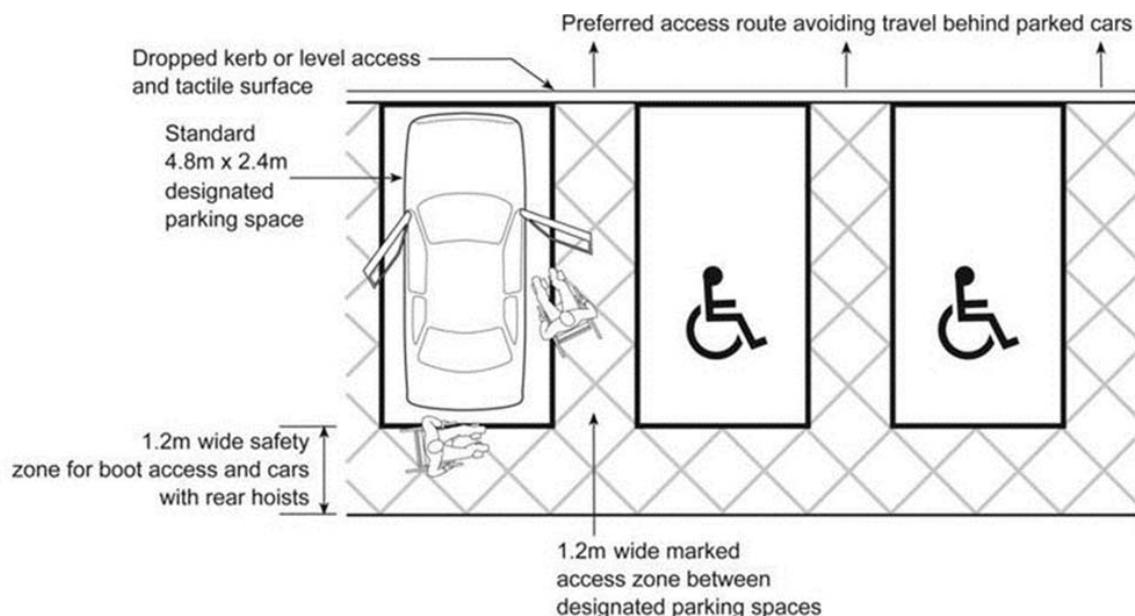
B.1.2 Parking bays in local authority ownership and privately owned for public use should include Blue Badge parking spaces. Access should be level from the designated space to the principal entrance.

B.1.3 The bays should be designed as detailed in the diagram below. Wider and longer bays will allow for car doors to be opened fully, providing people with more manoeuvring space in-between and to the rear of cars, particularly important when trying to transfer into or out of a wheelchair or exiting from the rear of a vehicle.

B.1.4 The number of disabled persons' parking bays that should be provided will depend on the land use, potential need and the ability to accommodate space on the site.

B.1.5 Disabled persons' parking bays must also be provided for staff and be located as close as possible to the staff entrance (if different from the main entrance). If you have an employee with a disability who uses a car, discuss where the most appropriate location of a bay would be for them.

Figure B1: Current Standards and the preferred layout for disabled parking



Annex C: Cycle Parking

C.1 An increasing requirement of new development is to provide suitable amounts of secure bicycle and motorcycle storage. Developments are encouraged to be particularly sensitive to users' needs.

Residential

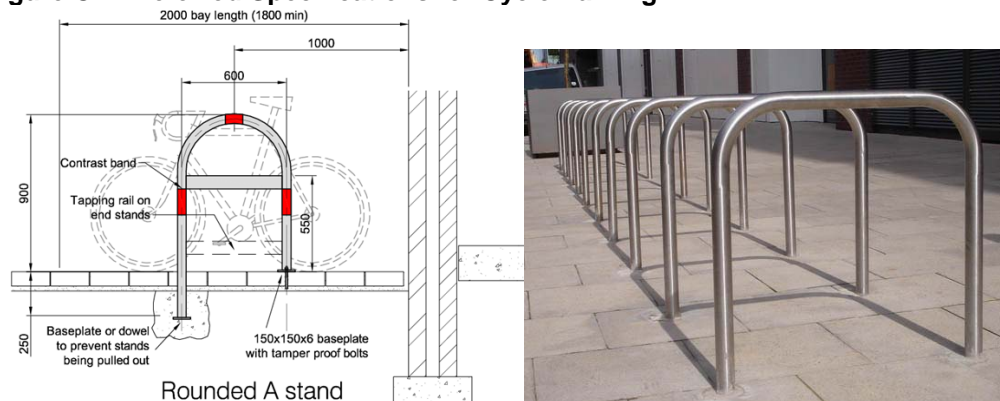
C.2 Space for the storage of bicycles should be provided for each dwelling. This should usually be in a larger garage (wider than 3m and longer than 6m internal dimensions) but where a garage is not present, secure storage should be provided to enable the storage of bicycles in line with the standards set out in this guidance. Storage facilities should be at least 2m in length by 0.9m wide to accommodate one bicycle. External access to a rear garden with a cycle store or shed will be included as provision.

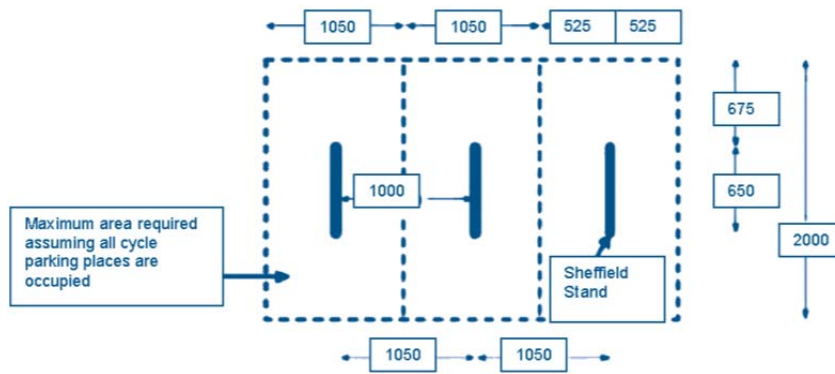
Non-Residential

C.3 In general the following guidelines should be adhered to:

- Bicycle space should be approximately 2.0 m long x 0.5 m wide.
- Short-term cycle parking shall be of a type which provides for the cycle frame to be leant against a stand such as a hoop stand (ideally 'Sheffield Stand' or a Rounded A stand).
- Sheffield Stand should be 850 mm high, 650 mm long with a minimum distance of 1000mm between stands to accommodate two bicycles.
- Provision of a lower rail closer to the ground can prevent a wheel turning and allow children's bicycles to be secured.
- Wall loops are appropriate where there is a limited amount of space to fit a Rounded A or Sheffield Stand. The loops should be between 750 mm and 900 mm from the ground, no more than 50 mm from the wall and be a minimum of 1800 mm apart.
- The use of butterfly or single wheel holders is not advised nor is the provision of concrete slots as these only hold the wheel, providing little security.

Figure C1: Preferred Specifications for Cycle Parking.





- Stands should not be positioned so that they impede pedestrian movement and the location of stands should be clearly signposted. They should be protected from the weather, particularly where bicycles are likely to be parked for long periods (for instance at train stations) and should be located in a well overlooked position.
- Stands for adult bicycles should not too low or small so that the wheels of the bicycle can be damaged or buckled.
- Cycle lockers for secure storage may be required in some circumstances for visitors/customers (check the standards set out earlier).
- Visitor/customer cycle parking should be secure and in convenient locations as close to the entrance or pedestrian access points of a building as possible.
- Employee cycle parking may be located towards the side or rear of a building and associated with the staff entrance to the building.
- At workplaces, or locations where bicycles are likely to be left for more than a couple of hours, secure and covered compounds are expected.
- Secure lockers and showering and changing facilities will be expected for employees in new development where cycle parking is required, to encourage increased levels of people cycling to work.

Figure C2: Good examples of cycle lockers



Figure C3: Good examples of cycle stands



Annex D: Motorcycle Parking

Technical Specifications

D.1 Each motorcycling parking bay should be roughly 1.5 m wide x 2.8 m deep although it is not necessary to mark individual bays.



Figure D1: Examples of Motorcycle Parking Bays

D.2 The anchor point should remain below the surface, often concealed by a hinged steel plate set flush with the road surface. The plate is raised by the user, allowing a loop to be lifted up and the user's own lock passed through. In selecting a design of ground level anchor, consideration should be given as to whether they are able to be left upstanding by users, or could jam in the raised position, thus constituting a danger and possibly an illegal obstruction of the highway. Anchor points require regular maintenance and can be dirty to use.

Figure D2: Ground Level Loop



Horizontal Bar

D.3 Parking can also be achieved using a bar. It is often not possible to pass a lock through a motorcycle frame hence any anchor point provided needs to be at a suitable height for locking the wheel. The top rail should therefore be about 40-60 cm from the ground. This style is generally provided at the edge of the carriageway and again requires the rider to use his/her own lock. This type can represent a trip hazard or impediment if installed along the edge of footways. Preferably, they should be integral with pedestrian railings or protected by other means to safeguard pedestrians, particularly people with impaired vision. Where high density parking is closely associated with pedestrian guard railings, users may need to put their hands through the vertical railings in order to reach the horizontal bar to use their locking cables. In such situations the width between the vertical bars of the railings should be approximately 160 mm.

Figure D3: Examples of Bar Motorcycle Parking Stands



Placement

D.4

- Motorcycle parking should be encouraged, because motorcycles use less land than car spaces, are cheaper to provide for and release fewer emissions than cars.
- Motorcycle parking should be located in areas of good visibility, lit, well-marked, away from trees and reasonably close to main entrances.

Visitors and Employees

D.5

- For larger developments, secure storage for helmets and other equipment should be provided. This can be combined with lockers for cycling facilities.

Annex E: Provision for Electric Vehicle Charging

Introduction

E.1 Electric vehicles and associated charging infrastructure is an area where technology, standards and best practice are rapidly evolving. The purpose of this guidance document is to provide detail on expectations in terms of the provision of electric vehicle charging infrastructure in new developments.

E.2 For the purposes of this document, an Electric Vehicle (EV) is considered as any road vehicle with a battery that is intended to be charged from mains electricity. Therefore, plug-in hybrid, extended range EVs and pure electric EVs are all included under the definition of EV used in this document.

E.3 Almost all major vehicle manufacturers are bringing EVs to market and the Committee on Climate Change in their Fourth Carbon Budget report predict that by 2020 sixteen per cent of new car and van sales will be EVs, rising to sixty per cent by 2030. In order to future proof developments, we are seeking EV charging infrastructure in new developments that will reflect and exceed this predicted demand.

Active and Passive provision

E.4 Active provision requires fully wired and connected 'ready to use' charge points at parking spaces. Passive provision requires the necessary underlying infrastructure (e.g. capacity in the connection to the local electricity distribution network and electricity distribution board, as well as cabling to parking spaces) to enable simple installation and activation of a charge point at a future date.

E.5 Passive charging infrastructure provides a future-proof of new developments for the projected increase in take-up of EVs over the longer term. It is significantly cheaper and less disruptive to install the underlying infrastructure for EV charge points during construction than to retrofit later. Passive charging infrastructure enables future users of that development to not only choose whether or not to own an EV, but also provides future choice as to which charging point best suits the requirements.

Standard / Fast / Rapid charge infrastructure definitions and applications

E.6 Three levels of capability are identified: standard, fast, and rapid. Standard charge points can provide a typical full charge in approximately 5-7 hours, fast in approximately 2-3 hours and rapid in around 30 minutes. Table 2 lists some typical technical standards for the different charge capability.

Table – Typical charge points technical standards.

Voltage (V)	Current (Amps)		Nominal charge power (kW)	Typical application
Standard	230 AC	13-16, single phase	3	Residents' parking Employees' parking
Fast	230AC	32, single phase	7	Retail / leisure parking Residential & employment visitor parking
Rapid	400 AC and 500-600 DC	32-63A three phase and up to 125 DC	20-50	Specialist applications

E.7 The minimum current rating recommended for 'standard' EV charging infrastructure is 16 Amps. Three-pin 13 Amp domestic sockets are not endorsed for EV charging because they are

not designed for continuous full power operation. Indeed, EV manufacturers generally limit charging from a 13 Amp supply to 10-11 Amps in order to protect standard circuits. The additional power capability of a 16 Amp supply will ensure a full charge can be delivered in the approximate 6-hour overnight period of low background electricity demand.

E.8 In determining the appropriate power capability to install at a given parking space the main consideration is how long cars would typically be expected to park at that location. For example, parking spaces at residential developments that are intended for use by residents could reasonably be fitted with 'standard' charge points as it is expected that vehicles would be parked overnight. In a similar manner, 'standard' charging infrastructure would generally suffice at employee parking spaces where cars would typically be parked for a number of hours. However, charging infrastructure at visitor parking at residential and employment developments, as well as retail parking would generally be expected to provide an element of 'fast' charge capability due to the shorter amount of time a vehicle would typically be parked for.

E.9 The connection to the local electricity distribution network, the electricity distribution board within the development and any other necessary electricity supply infrastructure should have sufficient capacity to enable all active and passive EV charging points to operate simultaneously at the full power they are designed for.

E.10 In line with guidance from the Office for Low Emissions Vehicles and the European Automobile Manufacturers' Association, the default socket type to install at 'active' charge points should be the Type 2 IEC62196-2 connector.

E.11 In order to reduce clutter in parking areas the installation of charge points with two outputs should be considered, i.e. one charge post with an outlet on either side to serve two active parking spaces.

Accessibility of charge points

E.12 Charge points at public parking spaces, for example at retail car parks or visitor parking at residential locations, must be accessible to the general public. Management and maintenance arrangements for charge points in private car parks should be determined on a site by site basis to meet the needs of the users in question.

E.13 It is expected that 'active' EV parking spaces will be located in prominent positions in car parks in order to contribute to raising the profile of EVs. In public parking areas it would generally be expected that parking spaces with 'active' charging provision are dedicated to EVs, with appropriate penalties in place to deter the space being taken by other vehicles. However, in a large car park with multiple charge points it could be reasonable that only a proportion of 'active' parking spaces are dedicated to EVs at the outset and that this is reviewed regularly through a travel plan or equivalent process

E.14 At private car parking spaces, for example resident's parking and employee parking, the onus of responsibility to activate the passive EV charging infrastructure is expected to sit with those private individuals who own and use the car park.

E.15 At public parking spaces, such as at retail developments and visitor parking at residential developments, it is recommended that regular review procedures are put in place to trigger conversion of passive capability. For example, a travel plan document could include a review procedure to trigger conversion of passive to active charging provision in advance of capacity being exhausted at existing parking spaces. For private parking spaces it is the responsibility of the freeholder or Management Company to install and operate appropriate charging mechanisms.

Glossary

Use Class	Definition
Shops (A1)	Shops, retail warehouses, hairdressers, undertakers, travel and ticket agencies, post offices, pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners, funeral directors and internet cafes
Financial/Professional Services (A2)	Financial services such as banks and building societies, professional services (other than health and medical services) and including estate and employment agencies. It does not include betting offices or pay day loan shops (See 'Sui Generis')
Restaurants & cafes (A3)	For the sale of food and drink for consumption on the premises - restaurants, snack bars and cafes.
Drinking establishments (A4),	Public houses, wine bars or other drinking establishments (but not night clubs).
Hot Food takeaway (A5)	For the sale of hot food for consumption off the premises.
Office/Business (B1)	Offices (other than those that fall within A2), research and development of products and processes, light industry appropriate in a residential area.
General industrial (B2)	Use for industrial process other than one falling within class B1 (excluding incineration purposes, chemical treatment or landfill or hazardous waste).
Storage and Warehousing (B8)	This class includes open air storage.
Hotels, Guesthouses (C1)	Hotels, boarding and guest houses where no significant element of care is provided (excludes hostels).
Residential institutions (C2)	Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.
Secure Residential Institution (C2A)	Use for a provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, secure training centre, custody centre, short term holding centre, secure hospital, secure local authority accommodation or use as a military barracks.
Dwelling houses (C3)	covers use by a single person or a family, up to six people living together as a single household and receiving care or allows for groups of people (up to 6) living together as a single household.
Houses in multiple occupation (C4)	small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom
Non – residential Institutions (D1)	Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries (other than for sale or hire), museums, libraries, halls, places of worship, church halls, law court. Non residential education and training centres.
Assembly and Leisure (D2).	Cinemas, music and concert halls, bingo and dance halls (but not night clubs), swimming baths, skating rinks, gymnasiums or area for indoor or outdoor sports and recreations (except for motor sports, or where firearms are used).
Sui Generis	Betting offices/shops, pay day loan shops, theatres, houses in multiple occupation, hostels providing no significant element of care, scrap yards. Petrol filling stations and shops selling and/or displaying motor vehicles. Retail warehouse clubs, nightclubs, laundrettes, taxi businesses, amusement centres and casinos.
Transport Interchanges	Bus Stations, Park and Ride and Rail Stations
Term	Definition
Gross Plated Weight	This is the maximum weight of the vehicle including a full load and is specified by a metal plate attached to the vehicle. For example, a vehicle with a gross plated weight of 7.5 tonnes may weigh (when empty) 4.5 tonnes, this means it can carry a maximum payload of 3 tonnes.
Gross Vehicle Weight	Also known as Maximum Authorised Mass (MAM) or permissible maximum weight. It means the weight of a vehicle or trailer including the maximum load that can be carried safely when it's being used on the road.

Term	Definition								
Traffic Commissioner	<p>Traffic Commissioners (TC) are appointed by the Secretary of State for Transport and are responsible for the licensing and regulation of those who operate heavy goods vehicles, buses and coaches, and the registration of local bus services. They are assisted in this work by deputy Traffic Commissioners, who preside over a number of public inquiries.</p> <table border="1"> <thead> <tr> <th>Area</th> <th>TC</th> <th>Deputy TC</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>South Eastern and Metropolitan Traffic Area</td> <td>Nick Denton</td> <td>John Baker Mary Kane</td> <td>Office of the Traffic Commissioner Ivy House 3 Ivy Terrace Eastbourne East Sussex BN21 4QT</td> </tr> </tbody> </table>	Area	TC	Deputy TC	Address	South Eastern and Metropolitan Traffic Area	Nick Denton	John Baker Mary Kane	Office of the Traffic Commissioner Ivy House 3 Ivy Terrace Eastbourne East Sussex BN21 4QT
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South Eastern and Metropolitan Traffic Area	Nick Denton	John Baker Mary Kane	Office of the Traffic Commissioner Ivy House 3 Ivy Terrace Eastbourne East Sussex BN21 4QT						
Gross External Area (GEA)	Gross External Area (GEA) is the whole area of a building taking each floor into account, including perimeter walls. This includes: Perimeter wall thickness and external projections.								
Gross Internal Area (GIA)	Gross Internal Area (GIA) is the area of a building measured to the internal face of the perimeter walls at each floor level. Including: Areas occupied by internal walls and partitions. Columns, piers, chimney breasts, stairwells, lift-wells, other internal projections, vertical ducts, and the like.								
Net Internal Area (NIA)	The NIA is the GIA less the floor areas taken up by lobbies, enclosed machinery rooms on the roof, stairs and escalators, mechanical and electrical services, lifts, columns, toilet areas (other than in domestic property), ducts, and risers.								

Appendix B

Parking Standards Supplementary Planning Document: Regulation 12 (a) Statement of Consultation

This statement has been prepared in accordance with Regulation 12(a) of The Town and Country Planning (Local Planning) (England) Regulations 2012 for the adoption of Bracknell Forest Council's Parking Standards Supplementary Planning Document (SPD). This statement is required to set out:

1. Who was consulted in the preparation of the SPD;
2. A summary of the main issues raised during the consultation; and
3. How the issues raised have been addressed in the SPD.

1. Purpose of the Parking Standards SPD

The Parking Standards Supplementary Planning Document (SPD) sets out a strategy for dealing with existing parking issues and sets parking standards for new development. The SPD provides guidance as a material consideration to planning applications in the Borough. The Parking Standards SPD sets out:

- A strategy for dealing with existing parking issues;
- Parking standards tables for new development;
- Technical design annexes for parking spaces, disabled parking, motorcycle and cycle parking and electric vehicle charging.

2. Consultation

In the preparation of the Parking Standards SPD, officers throughout the Council, including those with a responsibility for planning, transport and business development, were consulted in the preparation of the Draft and final SPD.

Following this, the draft Parking Standards SPD and its evidence was published for consultation for a 6 week period from Monday 19th October at 9 am until 5pm on Monday 30th November 2015.

Bracknell Forest Council has comprehensively consulted with a range of key and statutory organisations to help assess the scope of the Parking Standards SPD. The consultation included:

- Planning and highway consultants.
- Developers.
- Statutory bodies and organisations.
- Local interested groups and members of the general public.

Details of who has been consulted on the SPD and how they were consulted can be viewed in the Consultation Pro-forma at Appendix 2.

Details of the responses made to the consultation and how they have been taken account of in the adopted SPD are detailed in Appendix 1 of this statement.

3. Consultation Responses

A total of 30 representations on the draft SPD were made. The 30 representations comprised 19 from local residents, 4 from town and parish councils, 2 from national governing bodies, 2 from local resident groups, 1 from a developer, 1 from a Housing association and 1 from another professional organisation. The main issues raised were:

- Concerns raised on existing localised parking problems.
- General support for the SPD for its intention to provide sufficient parking, resolve existing parking problems.
- Concerns over pavement parking in the Borough.
- That parking on grass verges should not be allowed.
- The majority of respondents agreed with the preferred option for larger garages with separate storage.
- That existing garage sizes should count towards part of the overall parking provision.
- The majority of respondents agreed that there could be more flexibility if justified to allow lower parking provision for affordable housing.
- The majority of respondents agreed that the preferred option to consider school drop-off and pick-up provision on a case by case basis should be taken forward but with some suggested text improvements.
- The majority of respondents agreed that the preferred option to including passive provision for electric vehicle charging should be taken forward. However there were concerns over implementation and that London has now adopted a lower
- Concern that the thrust of the SPD is more flexible in its parking approach in line with the Government's intentions.

In terms of the responses to Chapter 3 the statistics are as follows:

Chapter 3 - Domestic Garage - Do you agree with the preferred option for the domestic garage?

	Number	Percentage	Officer comment
Yes	11	68.75%	This indicates that just over two thirds of those that responded to this question agreed with the Council's proposed approach to standards for domestic garages.
No	5	31.25%	

Chapter 3 - Affordable Housing - Do you agree with the preferred option for the revised parking standards for affordable housing?

	Number	Percentage	Officer comment
Yes	12	85.7%	This indicates support for more flexibility in consider standards but subject to evidence.
No	2	14.3%	

Chapter 3 - School drop-off/pick-up - Do you agree with the preferred option for school drop-off and pick-up standards?

	Number	Percentage	Officer comment
Yes	10	71.4%	This indicates support for considering school drop-off and pick-up parking provision on a case by case basis subject to evidence.
No	4	28.6%	

Chapter 3 - Future Technology & Climate Change - Do you agree with the preferred option for adapting the parking provision for future technology and climate change?

	Number	Percentage	Officer comment
Yes	11	78.6%	This indicates support for the provision of an element of parking to provide passive electric vehicle charging.
No	3	21.4%	

The following table provides a detailed summary of responses and officer recommendations which explain how the issues raised have been addressed in the final SPD.

Appendix 1 Consultation responses

Ref	Response/Summary	Officer response	Recommendation
Chapter 1 Introduction; Context - Do you have any comments or proposed changes to make to Chapter 1?			
07	Local Resident, Binfield with Warfield, Wiggett Grove Summary: Encourage alternative modes and make routes safer	Noted with thanks – Not directly related to parking.	No changes required to the SPD
09	Local Resident, Wildridings and Central, The Ridgeway Summary: In broad agreement with Chapter 1	Noted with thanks	No changes required to the SPD
10	Local Resident, Wildridings and Central, The Ridgeway (Dr John Ward Smith (Chairman) on behalf of The Ridgeway and Woodridge Close Residents' Association (TRAWCRA)) Summary: In broad agreement with Chapter 1	Noted with thanks	No changes required to the SPD
20	Bracknell Town Council Summary: Welcome consideration of existing parking problems and new development	Noted with thanks	No changes required to the SPD
28	Local Resident, No location given Summary: There are parking problems in central Bracknell where: 1. Garages are not used for cars but for storage, renting out or spare rooms. 2. Private car spaces are used by the owners rather than tenants. 3. There is little kerb-side parking space for residents in areas such as cul-de-sacs. 4. Residents are using garage blocks to park cars blocking garage doors. 5. Parents from schools park in private residential areas. 6. There is no indication that all parking in residential areas is private for residents and visitors only. 7. Children play in garage blocks areas which is a disaster waiting to	1. Noted with thanks. It is acknowledged that there are parking issues in some parts of the Borough and the Council has operated and will continue to run a variety of schemes which provide more parking or resolve local parking issues as set out in Chapter 2 of the SPD. However, it is recognised that more is required to be done which the implementation of the Parking Standards SPD will strive to achieve. 2. Planning and the Police cannot get involved in legal issues of ownership and related parking disputes. These are normally civil matters over which we have no jurisdiction over. 3. Noted with thanks, as stated in 1. Above the Council strives to identify and prioritise local schemes to help resolve local parking issues. 4. Planning and the Police cannot get involved in legal issues of ownership and related parking disputes. These are normally civil matters over which we have no jurisdiction over. However, many garage blocks are owned by Bracknell Forest Homes who may be able to help. 5. There are incidents where school drop off and pick up are causing	No changes required to the SPD.

Ref	Response/Summary	Officer response	Recommendation
	<p>happen.</p> <p>8. Driver park on blind corners on both sides of road entrances.</p> <p>9. Garages are too short and narrow.</p>	<p>inconvenience to local residents. The Council via this SPD is seeking for new school development to provide sufficient drop off and pick provision and where there are existing parking issues, the Council works with the schools in an attempt to resolve them.</p> <p>6. If the parking is provided within the public highway without imposed restrictions anyone is free to park there for example in park bays or on the street. The Council is piloting a scheme for residential parking permits and if successful it can be rolled out to other areas where appropriate.</p> <p>7. Noted with thanks. As stated in 4. Above the garage blocks are generally out of the Council's ownership. Furthermore the comment does not focus on the location of the garage block and therefore it is difficult to provide a fuller response and deal with the matter if at all possible.</p> <p>8. This should not occur and it may obstruct the public highway. Please provide further details of where this is occurring so the Council can consider appropriate action to deal with the issue.</p> <p>9. This is agreed and the Council is seeking bigger, useable garages from new residential development as part of the SPD.</p>	
29	Warfield Parish Council		
	Summary: Adequate parking is preferred even if more land is required.	The policy approach is to ensure that adequate parking is provided while balancing this with the need to make efficient use of available land and encourage travel by non-car modes.	No changes required to the SPD.

Ref	Response/Summary	Officer response	Recommendation
Chapter 2 Strategy for Existing Parking Issues - Do you have any comments or proposed changes to make to Chapter 2?			
01	Local Resident, Wildridings and Central, The Ridgeway		
	Summary: Request for The Ridgeway to be included in the Residents Parking Scheme.	<p>In summary, this is a matter relates to the implementation of the Council's parking Strategy rather than its development in the Parking Standards SPD. Therefore the Local Highways Authority (LHA) Transport Engineering Team will consider the matter and contact the residents in The Ridgeway separately over this matter.</p> <p>In more detail, the Council is currently trialling the first Residents Parking Scheme. This trial is due to end in November 2016. The Council are not considering making any alterations, including the</p>	No changes required to the SPD.

Ref	Response/Summary	Officer response	Recommendation
		<p>addition of any additional areas to the scheme until the trial has been completed, and the lessons learnt. Assuming the trial concludes that the residents parking scheme has been successful, the rolling out of the residents parking scheme into further areas under pressure from increased parking relating to the town centre can be considered.</p> <p>In 2014 the council implemented additional waiting restrictions in the Hazel Hill area in consultation with the local residents association. Indeed, the residents association believed at this time that the exiting restriction were sufficient to deter any town centre related long term parking.</p> <p>However, the issue of parking in and around the Hazel Hill and The Ridgeway area has been brought to our attention many times throughout this consultation. As this is a specific parking issue that falls outside the remit of the wider consultation, the specific issue of parking in this area has been passed to the Transport Engineering team who will investigate and comment independently of this consultation.</p>	
02	Local Resident, Binfield with Warfield Ward, Crockford Place	Support is noted with thanks.	No changes required to the SPD.
	Summary: Paragraph 2.13 - Support for the strategy. There is a need to define what qualifies for the Residents Parking Scheme.	<p>The residents parking trial is not yet complete and so the Council cannot comment on the final scheme that could be considered for rolling out. However, the residents parking scheme as being trialled, is aimed to protect local communities from parking pressures relating to the Bracknell town centre redevelopment. Any future resident parking areas would be expected to be experiencing parking pressures relating to external facilities causing competition for kerb side road space, such as commercial premises that are preventing the residents from being able to realistically park within their own community where they need to do so. However, if the community in question has its own off street parking, and there is no competition for road side parking, residents parking would not be considered a suitable solution to prevent on street parking by others that is considered safe.</p>	

Ref	Response/Summary	Officer response	Recommendation
03	<p>Local Resident, Priestwood and Garth, Ashridge Green</p> <p>Summary: 1. Prevent use of outbuildings as living/sleeping accommodation creating an additional household. 2. Renting parking spaces is a problem which may mean little can be done with private residents but Bracknell Forest Homes could do something about it in their properties. 3. Parking on pavements should be banned. 4. Existing garage blocks in Bracknell Forest Homes ownership would be replaced with open parking areas. They should not be redeveloped for residential purposes.</p>	<p>1. Planning policy for homes in multiple occupancy and use of outbuildings for residential purposes etc is outside the scope of the Parking Standards SPD. In some situations the development is permitted development or is approved under a certificate of lawfulness. In both situations, the Council has no control over where it happens. In a situation that the building needs planning permission to use as accommodation, then the Parking Standards SPD will apply. In this circumstance, aside from other planning considerations, the application would need to demonstrate it meets the parking provision required to be acceptable.</p> <p>2. The Council cannot use its planning powers to enforce a ban on existing situations where parking spaces are rented out. In situations with development seeking planning permission, to seek to enforce any planning conditions to restrict this practice would far outweigh any harm caused. In some respects the hiring of available parking spaces in this manner may help make the most efficient use of available off-street parking spaces, for example, during working hours when the owner is away and the space is free.</p> <p>3. In London there is effectively a blanket ban on pavement parking. Pavement parking is not permitted unless there are signs specifically making it legal. Outside of London it is the opposite situation. English Local Authorities outside of London are able to introduce local pavement / verge parking bans through a Traffic Regulation Order (TRO) on a particular length of road or over a wider area. However, to date Bracknell has not introduced any pavement parking restrictions</p> <p>The Council recognise that pavement parking can cause serious problems for pedestrians, especially for vulnerable road users such as the visually impaired or those with mobility scooters, wheelchairs or push chairs. Indiscriminate pavement parking may also damage the footway, with the burden of repair costs normally falling on local authority budgets. However there needs to be a balance between preventing pavement parking where it causes an obstruction and maintaining residential parking in areas where this is at a premium. Whilst pavement parking can be a widespread problem, in some streets pavement parking may in practice be inevitable to maintain free passage of traffic whilst meeting the needs of local residents</p>	<p>No changes required to the SPD</p>

Ref	Response/Summary	Officer response	Recommendation
		<p>and businesses, due to widths of roads. It is for this reason that when the Department for Transport in 2014 introduced new powers for Local Authorities to tackle pavement parking issues, they intentionally fell short of proposing a blanket ban on pavement parking such as in London.</p> <p>The police have powers to enforce obstructive parking if they witness the offence. Therefore residents can report instances of pavement parking to the police who can, should they believe it required, either ticket the vehicle or in extreme circumstances remove the vehicle.</p> <p>BFC is active in providing additional off-street parking in residential estates, often working with Bracknell Forest Homes. The Council will respond pro-actively on any proposals to reconfigure or redevelop garage courts taking account of parking requirements in the area. However, the garages and associated forecourts are generally not council owned and so any proposals or ideas relating to them must be agreed with by the owner. This will inevitably make any potential scheme difficult as many of the garages have been sold to private individuals.</p> <p>4. BFC is active in providing additional off-street parking in residential estates, often working with Bracknell Forest Homes. The Council will respond pro-actively on any proposals to reconfigure or redevelop garage courts taking account of parking requirements in the area. Each application would be considered on its own merits taking into account to local parking situation which may not be a problem. In this circumstance new residential development may be acceptable provided existing parking problems are not exacerbated or new problems result.</p>	
04	Local Resident, Wildridings and Central , Swaledale		
	<p>Summary:</p> <p>1. The strategy does not take into consideration Houses of Multiple Occupation which needs to be a consideration.</p> <p>2. Garages are not always let with rental properties but used as storage.</p>	<p>1. Planning policy for homes in multiple occupancy (HMO's) is normally outside the scope of the Parking Standards SPD. For information, conversion of dwellings to HMO's of up to 6 bedrooms are permitted development and not subject of planning permission. Above this number, planning permission is required and the Parking Standards will be a consideration in determining the application. Otherwise, should an area be dominated by HMO's and cause parking issues then the measures in Chapter 2 are available to help resolve the situation. However, it should be noted that many of the</p>	No changes required to the SPD

Ref	Response/Summary	Officer response	Recommendation
		<p>main source of the problem with HMO's is outside of the Council's control.</p> <p>2. Noted with thanks.</p>	
07	<p>Local Resident, Binfield with Warfield, Wiggett Grove</p> <p>Summary: 1. Paragraphs 2.6 and 2.9, residential parking scheme should be funded by residents and enforced by lockable bollards. 2. Paragraph 2.10, parking on grass verges should not be allowed. 3. Paragraph 2.16, on- street parking restriction around schools should be enforced including the area around Benetfield Road has got worse since Council Officers visited the area. 4. Dropped kerbs can add to parking but should not encroach on service strips.</p>	<p>1. The Council is not in a position to construct parking spaces on the highway and allocate them individual properties. The public highway is for use by all vehicles. 2. Parking on grass verges is not permitted where there are parking restrictions on the carriageway that restrict parking, such as single or yellow double lines. The difficulty is that for this is only true for highway verges. Furthermore, kerb side parking, adjacent to the verge may not be unsafe and so introducing restrictions to prevent verge parking will have the unwanted effect of also preventing the required on street parking. Where verge parking is an issue it is fair to assume parking pressures are at a premium and the removal of both verge and on street parking would be unrealistic. Therefore preventing verge parking by the use of waiting restrictions is not a real option.</p> <p>Therefore, the Council has a programme of introducing additional residential parking spaces into verges to remove the issue of damaging verges whilst improving parking provision. Obviously this is not possible in every location and in these cases where the verges are being damaged, the Council do maintain these verges.</p> <p>Text should be added to the SPD to clarify the Council's position.</p> <p>3. The matter has been passed to the Environment Operational Support Team for consideration outside o Parking Standards SPD process.</p> <p>4. Agreed, the Council, where appropriate will allow dropped kerbs to allow a car to traverse a service strip (i.e. land in the public highway) to facilitate parking in the private property boundary. However we will not allow for parking on the service strip are which impedes the public highways (e.g. footpath).</p>	<p>Amend paragraph 2.10 to read as: <u>The provision of new parking spaces should take account of any impacts on the wider environment such as highways safety or local character. New parking bays should be suitably surfaced. In certain cases it may be appropriate to surface new parking areas with a modular concrete system that can take the weight of domestic vehicles while allowing grass to grow through. It may in some cases be appropriate to provide new shrub or tree planting to soften the impact of new parking. The off-street parking strategy is:</u> <i>The views of local residents are invited on existing problems associated with parking on grass verges and the creation of off-street parking, with a view to relaxing the rules preventing the creation of car parking spaces instead? Subject to the response on this issue, the preferred strategy is to continue with how it currently manages the situation which is:</i></p>

Ref	Response/Summary	Officer response	Recommendation
09	<p>Local Resident, Wildridings and Central, The Ridgeway</p> <p>Summary:</p> <ol style="list-style-type: none"> 1. on-street parking is not a major problem for most residents in this area. 2. The waiting restriction on The Ridgeway, Woodridge Close and Hazel Hill has worked well. 3. The restriction on Woodridge Close has been extended which has solved the problem. 4. During term time at Ranelagh School, parents dropping off children sometimes cause minor inconvenience to some residents. 5. There is a far greater problem for 45 minutes at school pick up time where residents can get past but larger vehicles find it more difficult to get through. The problem could get worse in the area through daytime shoppers, evening social activities and new flats built in the area. <p>Therefore the restriction should be extended to 7 days per week and include an overnight ban on parking or introduce a new parking permit regime but there are concerns over costs.</p>	<ol style="list-style-type: none"> 1. There are many areas that have no parking issues. However, there are also many areas with acute parking problems which the council works to resolve through measures such as imposing restrictions and creating new parking spaces. 2. Noted with thanks. 3. Noted with thanks, text relating to commercial vehicle parking is provided in paragraphs 2.21-2.23 of the SPD. 4. Noted with thanks. 5. In 2014 the Council implemented additional waiting restrictions in the Hazel Hill area in consultation with the local residents association. Indeed, the residents association believed at this time that the exiting restriction were sufficient to deter any town centre related long term parking. <p>However, the issue of parking in and around the Hazel Hill and The Ridgeway area has been brought to our attention many times throughout this consultation. As this is a specific parking issue that falls outside the remit of the Parkin Standards SPD, the specific issue of parking in this issue has been passed to the Transport Engineering Team who will investigate and comment independently of this consultation.</p> <p>The flats above the station have parking within the multi-storey car park next to the railway for residents and visitors and other schemes which require planning permission will be required to meet the Parking Standards SPD provisions.</p> <p>The Council is currently trialling its first Residents Parking Scheme. This trial is due to end in November 2016. The Council are not considering making any alterations, including the addition of any additional areas to the scheme until the trial has been completed, and the lessons learnt. Assuming the trial concludes that the residents parking scheme has been successful, the rolling out of the residents parking scheme into further areas under pressure from increased parking relating Standards SPD provisions.</p>	<p>No changes required to the SPD.</p>

Ref	Response/Summary	Officer response	Recommendation
		<p>The Council are currently trialling its first Residents Parking Scheme. This trial is due to end in November 2016. The Council are not considering making any alterations, including the addition of any additional areas to the scheme until the trial has been completed, and the lessons learnt. Assuming the trial concludes that the residents parking scheme has been successful, the rolling out of the residents parking scheme into further areas under pressure from increased parking relating to the town centre can be considered.</p> <p>Noted with thanks, text relating to commercial vehicle parking is provided in paragraphs 2.21-2.23 of the SPD.</p>	
10	Local Resident, Wildridings and Central, The Ridgeway (The Ridgeway and Woodridge Close Residents' Association (TRAWCRA))		
	Summary: Parking is currently not a problem for the TRAWCRA area as waiting restrictions on The Ridgeway and Hazell Hill prevent commuters from parking there. However this restriction is poorly enforced by parking attendants.	The issue of parking in and around the Hazel Hill and The Ridgeway area has been brought to our attention many times throughout this consultation. As this is a specific parking issue that falls outside the remit of the wider consultation, the specific issue of parking in this area has been passed to the LHA Transport Engineering team who will investigate and comment independently of this consultation.	No changes required to the SPD
20	Bracknell Town Council		
	Summary – Agree with Chapter 2.	Support noted with thanks	No changes required to the SPD
22	Crowthorne Parish Council (
	Summary – Agree with strategy to protect existing residents from increased parking pressures.	Support noted with thanks	No changes required to the SPD
21	Crowthorne Village Action Group (CVAG)		
	Summary – Agree with preferred options stated.	Support noted with thanks	No changes required to the SPD
28	Local Resident, No location given (Ms Patricia Holland)		
	<p>Summary:</p> <p>1. The affordable housing provision does not take account of change in tenants status.</p> <p>2. Some private residents have 3 vehicles showing growth in car ownership which measures such as</p>	<p>1. Evidence from the recent survey of residents of newly completed housing developments indicates that occupants of affordable housing have generally lower levels of vehicle ownership than those in market housing. Planning can only seek from developers sufficient parking and other infrastructure to meet the needs, and mitigate the impact of, the proposed development.</p>	No changes required to the SPD.

Ref	Response/Summary	Officer response	Recommendation
	<p>disabled provision and on-street parking restrictions.</p> <p>3. There should be more CCTV cameras as cars are being damaged by short stay drivers in narrow streets</p>	<p>2. The Council is currently trialling its first Residents Parking Scheme. This trial is due to end in November 2016. The Council are not considering making any alterations, including the addition of any additional areas to the scheme until the trial has been completed, and the lessons learnt. Assuming the trial concludes that the residents parking scheme has been successful, the rolling out of the residents parking scheme into further areas under pressure from increased parking relating to the town centre can be considered.</p> <p>The Council provide disabled parking on a need by need basis within residential areas based on application criteria; however, as parking is always at a premium we do not provide it as a matter of course.</p> <p>The Council has a responsibility to identify areas where parking is causing a safety issue. Where such areas are identified the council will consider using waiting restrictions, such as single yellow lines to prevent long term on mass parking obstructing through traffic.</p> <p>3. The question of cctv cameras and speed reducing traffic calming features in estate roads falls outside the remit of the wider consultation therefore they will be passed to the Transport Engineering team who will investigate and comment independently of this consultation.</p>	
29	Warfield Parish Council		
	<p>Summary: Amend paragraph 2.10 to include 'access to and exit from properties'.</p>	<p>This proposed change is agreed for clarification.</p>	<p>Amend the text in paragraph 2.10 to read as: <i>“The Council will continue to support residential off-street parking schemes on a priority basis provided they do not have unacceptable adverse impacts upon character, amenity, sustainable drainage, trees, open space or highways safety including access to and from properties.”</i></p>

Ref	Response/Summary	Officer response	Recommendation
Chapter 3 Domestic Garages - If No - please give reasons plus any supporting evidence below including what changes you would like to see?			
02	Local Resident, Binfield with Warfield Ward, Crockford Place		
	Summary: Paragraph 3.2 (3) what provision is there to ensure current unusable small garages into living areas	This response is not related to the new used garage standards in paragraph 3.2. However to answer comments made, applications for such proposals, as with all planning applications, will be considered on their merits and in accordance with relevant planning policies. There are many examples where applications to convert garages to habitable rooms have been successful. Others have not for sound planning reasons.	No changes required to the SPD.
07	Local Resident, Binfield with Warfield, Wiggett Grove		
	Summary: 1. Paragraph 3.2 (3) – An inspector agreed a condition to restrict a garage to parking a car only in an appeal decision which should be a consideration in all planning applications. 2. Parking at schools should be discouraged in favour of walking/cycling. As stated the situation at Benetfield Road is an accident waiting to happen and it is hoped that the Blue Mountain application will state the safety proposals.	1. Support noted with thanks. Parking requirements are considered with extensions and existing garages are considered as long as they have restrictive conditions on the original consent. 2. The Council continues to work with schools to encourage more walking/cycling. New school developments are required to implement a School Travel Plan and so these measures can be enforced, for other schools there is no mechanism to enforce such measures.	No changes required to the SPD.
18	Local Resident, Crowthorne, Church Road East		
	Summary: Bigger garages are the best option but only with a condition restricting the use for parking. In Canada the situation has been resolved through under-dwelling or underground parking spaces. The extra costs would be acceptable compared to on-street parking problems otherwise.	Support for the preferred option is noted with thanks. It should be noted that underground parking in most situations is very expensive to provide and that there is no evidence that developers could absorb such costs. Therefore, it would not be reasonable to impose this as a requirement on development. However, if a proposal comes forward with such a parking solution the Council, with other considerations, could favour such an approach.	Confirm that the preferred option for garages is to become the guidance relating to garages.
27	Boyer Planning Ltd (on behalf of Luff Developments Ltd)		
	Summary:	1. Noted with thanks.	No changes required to the SPD.

Ref	Response/Summary	Officer response	Recommendation
	<p>1. Cars have increased in size over the years.</p> <p>2. The current minimum size of garage is due to be increased in height and width.</p> <p>3. The amendments are generally welcomed by volume housebuilders.</p> <p>4. Garages will only be counted as parking if the additional storage is also provided.</p> <p>5. There is no evidence that more storage will lead to people using the garage for parking.</p> <p>6. Support for the principle of the preferred option but it is not clear how it would be effective and does not reflect circumstances elsewhere in the country where this has worked. The Council should take a more flexible approach than minimum size standards and monitor the effect of extra internal storage on garage use and on-street parking.</p> <p>7. Paragraph 3.2 – restrictive conditions are unlikely to be unenforceable.</p>	<p>2. Noted with thanks.</p> <p>3. Noted with thanks.</p> <p>4. Noted with thanks.</p> <p>5. This option was selected as a pragmatic response to the evidence of the low level of garages being used to store vehicles. It would also address another concern highlighted by the evidence from the survey of residents of new developments concerning the lack of storage space. It is not a perfect solution but it is considered to be much better than the existing situation where garages are clearly underused for parking provision.</p> <p>6. There will still be flexibility for developers to provide open off-street parking spaces or car-ports. The Council could have a hybrid approach whereby smaller garages are permitted but in accordance with the evidence on usage they would only count as 0.2 of a parking space which would be unlikely to be attractive to developers seeking to meet the required standards. Allowing sub standard garages to be counted as a fraction of a space is not practical. When considered across a development it may give a whole number but individually is worthless. Car ports or open parking spaces instead is a more practical and effective option. The Council will monitor the impact of the changes over time.</p> <p>7. It is acknowledged that restrictive conditions will not be easy to enforce on a comprehensive basis, however they are part of a suite of measures to encourage parking in the garage. They also could be used to tackle any specific problem areas in the future and also provide a planning reason to resist potential applications to convert garages to habitable rooms.</p>	
20	Bracknell Town Council		
	<p>Summary: Paragraph 3.2, it needs to be clear how the storage area will be determined.</p>	<p>Support is noted with thanks. The draft dimensions for the proposed storage areas are set out in 3.2 (3) of the draft SPD. This needs to be emphasised in the final SPD. Clarification on how the storage area will be acceptable is also necessary.</p>	<p>The dimensions of the proposed storage area will be set out in the Final SPD. Additional text to Paragraph 3.2 (2) is also required which states: <i>The garage element should be a minimum of 6m (length) by 3.5m (width) by 2.4m (height) and the storage element should be a minimum of 1.5m width(length) by</i></p>

Ref	Response/Summary	Officer response	Recommendation
			<u>3.5m (width) by 2.4m (height). It should be clearly defined in the proposed development to ensure that it is constructed and cannot easily be removed by occupiers. The garage door should be at least 2.4m high by 2.4m wide excluding the frame</u>
22	Crowthorne Parish Council (Mrs Adele Swadling)		
	Summary: Support for the preferred option. Evidence in recent years shows that garage sizes are inadequate. The provision of extra storage should be included in the standard.	Support noted with thanks.	No changes required to the SPD.
21	Crowthorne Village Action Group (CVAG) (Mrs Carole Doran)		
	Summary: 1. A planning condition is likely to be unenforceable because the police are likely to be uninterested and the planning department is unlikely to have resources to inspect garages and it is difficult to enforce a change. 2. Counting garages as 0.2 of a parking space is reasonable. 3. Counting a double width garage as a single space may be acceptable. 4. It is risky to base official parking standards on the assumption that attitudes can change.	1. If the requirement is part of a planning condition this would be enforceable. Enforcement would be undertaken by the Planning Authority rather than the police. However it is agreed that each and every case will unlikely be inspected. The provision would be more akin to speed limits where it relies on the majority to respect the provision although difficult for full respect of the condition. 2. While counting each garage space as 0.2 of a parking space would fit with the available evidence it could add significant cost to development where garages are included and would not provide additional storage which was another issue identified in the survey work. 3. The Council agrees with this comment as a good idea and text should be added to the SPD to reflect double garages counting as 1 space or even two if the extra storage space is provided commensurate with the garage. 4. The current position regarding garages sizes and use is not effective and providing larger garages will provide the opportunity to improve the garage use statistic to a more acceptable level.	Add a new paragraph 3.4 which reads as: <u>Where double garages are constructed to the relevant dimensions and incorporate the specified additional storage they will count as two parking spaces. However, if a double garage is constructed to current dimensions (6 metre length by 6 metres width internal dimensions) then it will count as one space only.</u>
28	Local Resident, No location given		
	Summary: 1. Paragraph 3.2.1 and 3.2.2 – Do the measurements take account of a	1. The dimensions would allow for the parking of most 4x4 vehicles as stated in paragraph 3.3 of the Draft SPD. 2. Support is noted with thanks. The idea of a pitched roof for	Amend paragraph 3.3 to contain an additional sentence which reads as: <u>The garage, where appropriate in</u>

Ref	Response/Summary	Officer response	Recommendation
	4X4 vehicle? 2. Paragraph 3.2.2 – Support for planning condition restriction on using the garage for parking. Pitched roofs might also help with storage.	additional storage is a good idea which should be reflected in the final version of the SPD.	<u>design terms, could also have a pitched roof in which contains additional storage.</u>
25	Abley Letchford Partnership Ltd		
	<p>Summary:</p> <p>1. Preferred option is generally supported.</p> <p>2. Amend the first bullet point to read as <i>Garages will be included as part of the parking standards if they are large enough to incorporate a separately accessed storage room. To meet this requirement the minimum dimensions required are 7.5m (length) by 3.5m (width) by 2.4m (height) with separate access provided for the storage area wherever possible. The garage dimensions should not be obstructed by structural pillars.</i></p> <p>3. The 1st and 3rd bullet points both refer to restrictive planning condition therefore delete the 3rd bullet point.</p> <p>4. Smaller garages make an important contribution to parking so they should count towards 0.25 (one quarter) of a parking space, rounded to the nearest whole space across a development.</p>	<p>1. Noted with thanks.</p> <p>2. The proposed wording would give greater flexibility in circumstances where it is not practicable to provide a separate access to the storage area and the SPD should be amended accordingly.</p> <p>3. This is agreed but the text in the 1st bullet point should be deleted rather than the 3rd bullet point.</p> <p>4. This point is generally agreed. The proposed change would provide greater flexibility and could be provided as an option along with the provision of storage space. However the proposed 0.25 space per garage does not comply with the Council's up to date evidence that only 20% of garages are used for parking. This indicates that each such garage should only count as 0.2 of a parking space. Text should be added to the SPD to clarify this.</p>	<p>Amend the second sentence of paragraph 3.2 (1) to read as: <u>Garages will be included as part of the parking standards if they are large enough to incorporate a separately accessed storage room. To meet this requirement the minimum dimensions required are 7.5m (length) by 3.5m (width) by 2.4m (height) with separate access for the storage area wherever possible.</u></p> <p>Delete the last sentence in paragraph 3.2 (1) which reads as: <u>The use of Planning Conditions will be considered to ensure that the garage use is restricted for parking purposes.</u></p> <p>Add a bullet point 4 to paragraph 3.2 which read as: <u>4. In instances where garages are provided that do not meet the 7.5m x 3.5m x 2.4m dimensions, but are at least 6m x 3m x 2m in size, these should count as 0.2 (one fifth) of a parking space, rounded down to the nearest whole space across a development</u></p>

Ref	Response/Summary	Officer Response	Recommendation
Chapter 3 – Affordable Housing - If you answered No, please give reasons plus any supporting evidence below including what changes you would			

Ref	Response/Summary	Officer Response	Recommendation
like to see?			
07	Local Resident, Binfield with Warfield, Wiggett Grove Summary: 1. Paragraph 4.3 it is essential that adequate parking is available to shops including disabled spaces. 2. Paragraph 4.4 - Table 6 –cycles – if the garage cannot accommodate cycles then a separate storage facility should be provided.	This does not appear to relate to affordable housing. However in response to the points made: 1. It is agreed that town centre shops should have sufficient parking including disabled parking nearby and additional text to paragraph 4.3 should clarify this. 2. The preferred option in paragraph 3.3 includes separate storage provision. However, additional text should be used to clarify this.	1. Amend paragraph 4.2 to read as: <u>The tables below set out the</u> This document details proposed parking standards for all vehicle and planning use types. Integrated tables showing all standards including car, cycle, motorcycle, servicing and disabled parking. <u>Parking requirements arrangements for town centre uses are presented in Table 5 below. The parking provision for uses in Table 5, including disabled car spaces and cycle provision, should be convenient and easily accessible to the uses they serve</u> 2. Add an additional sentence within paragraph 3.3 which reads as:This approach would help reduce parking problems by parking garages that are large enough to park an average sized car and provide usable additional internal storage space <u>which could be used for general storage and cycles.....</u>
10	Local Resident, Wildridings and Central, The Ridgeway (The Ridgeway and Woodridge Close Residents' Association (TRAWCRA)) Summary: The strategy does not take account of bed-sits where properties are converted which results in 4 or 5 adults and they all have cars causing parking issues.	Such properties would not necessarily fall within the planning definition of affordable housing and are privately rented properties in many cases. The parking standard tables (chapter 4 of the draft SPD) can only be applied to new development where a planning application is made. It should also be noted that bed-sits are known in planning terms as homes in multiple occupancy (HMO's). HMO's are normally outside the scope of the Parking Standards SPD. For information, conversion of dwellings to HMO's of up to 6 bedrooms are	No changes required to the SPD.

Ref	Response/Summary	Officer Response	Recommendation
		permitted development and not subject of planning permission. Above this number, planning permission is required and the Parking Standards will be a consideration in determining the application. Otherwise, should an area be dominated by HMO's and cause parking issues then the measures in Chapter 2 are available to help resolve the situation. However, it should be noted that many of the main source of the problem with HMO's is outside of the Council's control.	
18	Local Resident, Crowthorne, Church Road East		
	Summary: Question how a car can be afforded if a need for social support.	The policy proposal reflects recent evidence of car ownership levels of occupants of affordable housing in the Borough.	No changes required to the SPD.
20	Bracknell Town Council		
	Summary: The reduction in affordable housing parking would need to take account of the forthcoming starter home initiative, right to buy and the need for shift workers to own cars.	This is agreed and additional text should be added to the SPD to clarify that the impact of starter homes should be considered.	Amend the last two sentences of paragraph 3.5 to read as: <i>..... The types of acceptable evidence could be surveys of comparable sites and the location of the site in relation to public transport and local facilities and the consideration of issues such as shared ownership, forthcoming starter homes initiatives and right to buy. The preferred option requirements are is:....</i>
22	Crowthorne Parish Council		
	Summary: the provision for affordable housing should be the same as for other dwellings but also allows for more flexibility to reduce this.	This is disagreed as there is clear evidence that the recently built affordable housing schemes have lower car provision than the parking supplied. Flexibility subject to robust evidence could support lower parking provision.	No changes required to the SPD
26	Iceni Projects Limited (on behalf of Thames Valley Housing Association)		
	Summary: 1. Support for the preferred option. 2. It is unclear whether BFC are also seeking to apply the standards as a minimum and further clarification is sought.	1. Support is noted with thanks. 2. Support is noted and it is agreed that clarity is required on whether standards are applied as maxima or minima or a guideline to be applied flexibly, particularly in relation to town centre parking. The standards set out clearly that town centre requirements are lower than other areas of the borough and the new standards	Amend paragraph 4.3 to read as: <i>Bracknell Town Centre will be significantly redeveloped over the coming years. While there will be additional car parking in the new scheme, one of the key ambitions of the</i>

Ref	Response/Summary	Officer Response	Recommendation
		<p>provide more flexibility for such housing schemes outside of the town centre should appropriate evidence be provided to support a reduction in parking. This provides sufficient flexibility in my view to the needs for such developments.</p> <p>However the approach should make it clear that the Parking Standards are a starting point rather than a minimum and should there be evidence otherwise then different provision can be agreed.</p>	<p><i>Council is to ensure that we have a town centre fit for the 21st century. To reflect that the Town Centre is the most sustainable location in the Borough, the Council adopted more rigorous standards for this part of the Borough in the 2007 Parking Standards SPD. These may standards now require more flexibility review to reflect changes in the role of town centres and the nature of shopping since the previous standards were adopted. The Council is consulting on the existing standards and will seek evidence during the consultation period as to whether changes are required. With future Town Centre sites such as the Southern Gateway and The Point potentially coming forward in due course it is necessary to get the views on whether the Town Centre parking standards need changing. The Town Centre parking standards as set out in Table 5 will be applied current proposal is to apply them as a starting point for consideration rather than as minimum standards. The application consideration of these standards should be on the basis that they are proposed to be minimum not maximum standards and that they may be subject to more evidence-based flexibility including for to affordable housing or local parking conditions (see paragraph 3.5 - Revised parking standards for affordable housing). Disabled parking provision is still applied as a minimum standard.</i></p>

Ref	Response/Summary	Officer Response	Recommendation
21	Crowthorne Village Action Group (CVAG)		
	<p>Summary:</p> <p>1. Agree the starting point for affordable housing should be that they meet the prescribed parking standards.</p> <p>2. The caveat for flexibility is too vague because developers always provide evidence but its robustness is often suspect. Even less well off families own car frequently on a one per adult basis</p>	<p>1. Noted with thanks.</p> <p>2. The approach should be accompanied by clear guidance on the nature and quality of the evidence required to justify a departure from normal standards. Evidence to support a lower level of parking will need to be relevant to the site proposed and will also need to reflect the issues raised. In that regard evidence of similar sites with a mixture of tenure would provide a robust basis for parking requirements. Text in paragraph 3.5 makes this clear.</p>	No changes required to the SPD.
28	Local Resident, No location given		
	<p>Summary: Affordable housing should be the same as private housing.</p>	<p>This is disagreed because there is clear evidence is provided to support flexibility in lowering standards for affordable housing where appropriate and provided there is clear evidence to support the lower provision.</p>	No changes required to the SPD.

Ref	Response/Summary	Officer Response	Recommendation
Chapter 3 - School drop-off/pick-up - If No, - please give reasons plus any supporting evidence below including what changes you would like to see?			
01	Local Resident, Wildridings and Central, The Ridgeway		
	<p>Summary: During school times drivers ignore restrictions and execute dangerous turning manoeuvres. The Ridgeway needs to be included in the Resident's Parking Scheme.</p>	<p>The Council are currently trialling its first Residents Parking Scheme. This trial is due to end in November 2016. The Council are not considering making any alterations, including the addition of any additional areas to the scheme until the trial has been completed, and the lessons learnt. Assuming the trial concludes that the residents parking scheme has been successful, the rolling out of the residents parking scheme into further areas under pressure from increased parking relating to the town centre can be considered.</p> <p>In 2014 the council implemented additional waiting restrictions in the Hazel Hill area in consultation with the local residents association. Indeed, the residents association believed at this time that the existing restriction were sufficient to deter any town centre related long term parking.</p>	No changes required to the SPD.

Ref	Response/Summary	Officer Response	Recommendation
		<p>The current waiting restrictions prohibit parking for a single hour to prevent all day parking from town centre visitors. If the single hour were to be increased to 9:00 to 16:00 it is likely that residents would find this too restrictive as it would also prevent them and their visitors from legally parking in the estate throughout this time. The restrictions are not intended to remove all non-residential parking from the estate, but to minimise the effect of long term parking.</p> <p>However, the issue of parking in and around the Hazel Hill and The Ridgeway area has been brought to our attention many times throughout this consultation. As this is a specific parking issue that falls outside the remit of the wider consultation, the specific issue of parking in this area has been passed to the Transport Engineering team who will investigate and comment independently of this consultation.</p>	
07	Local Resident, Binfield with Warfield, Wiggett Grove	Support is noted with thanks. The Parking Standards is one strand of the Council's transport strategy. The Council also promotes walking and cycling in its Local transport Plan policies and other measures such as a school travel plan.	No changes required to the SPD.
10	Local Resident, Wildridings and Central, The Ridgeway (The Ridgeway and Woodridge Close Residents' Association (TRAWCRA))	<p>The Council are currently trialling its first Residents Parking Scheme. This trial is due to end in November 2016. The Council are not considering making any alterations, including the addition of any additional areas to the scheme until the trial has been completed, and the lessons learnt. Assuming the trial concludes that the residents parking scheme has been successful, the rolling out of the residents parking scheme into further areas under pressure from increased parking relating to the town centre can be considered.</p> <p>In 2014 the council implemented additional waiting restrictions in the Hazel Hill area in consultation with the local residents association. Indeed, the residents association believed at this time that the existing restriction were sufficient to deter any town centre related long term parking.</p>	No changes required to the SPD

Ref	Response/Summary	Officer Response	Recommendation
		<p>The current waiting restrictions prohibit parking for a single hour to prevent all day parking from town centre visitors. If the single hour were to be increased to 9:00 to 16:00 it is likely that residents would find this too restrictive as it would also prevent them and their visitors from legally parking in the estate throughout this time. The restrictions are not intended to remove all non-residential parking from the estate, but to minimise the effect of long term parking.</p> <p>However, the issue of parking in and around the Hazel Hill and The Ridgeway area has been brought to our attention many times throughout this consultation. As this is a specific parking issue that falls outside the remit of the wider consultation, the specific issue of parking in this area has been passed to the Transport Engineering team who will investigate and comment independently of this consultation.</p>	
18	Local Resident, Crowthorne, Church Road East		
	<p>Summary: Every method to get parents to walk/cycle children to school because catchments are not too distant and inconsiderate drop-off should be heavily penalised.</p>	<p>This comment is not directly related to the Parking Standards SPD.</p> <p>However, to answer the comments, the Council continues to work with schools to encourage more walking/cycling. New school developments are required to implement a School Travel Plan and so these measures can be enforced, for other schools there is no mechanism to enforce such measures.</p> <p>Inconsiderate parking is not subject to penalty from the council, obstructive parking is a police matter. Illegal parking is enforced by the council but the spend of proceeds from penalties is defined by law and cannot be given to individual schools.</p> <p>However, the council do use various methods to encourage, incentivise and reward children to choose a more sustainable method of travel. However, it is not a legal possibility to force parents or their children to find a sustainable method of travel.</p>	No change required to the SPD.
23	Winkfield Parish Council		
	<p>Summary: 1. Drop-off/pick-up points should be integrated /essential to any design.</p>	<p>1. Drop off and pick up arrangements are fully considered when determining planning applications for new school development. However, it is agreed that provision should be integral to the design</p>	<p>Add a new sentence to paragraph 3.7 to read as: Adequate provision for drop-off and</p>

Ref	Response/Summary	Officer Response	Recommendation
	2. Staggered start and finish times should be considered by all schools to help relive congestion.	of schools. Text should be included in the final SPD to make this clearer. 2. The question of staggered times will be passed to the Local Education Authority for consideration.	<u>pick-up will be required to be fully designed and provided for new school developments.</u>
27	Boyer Planning Ltd (on behalf of Luff Developments Ltd)		
	Summary: Parking requirements are proposed to be within Transport Assessments. The flexible approach is supported and this needs to be taken into account in the assessment of such Transport Assessments	Support is noted with thanks. The Council will take into account information in TA's when considering parking requirements for schools.	No changes required to the SPD.
20	Bracknell Town Council		
	Summary: Robust guidance is required if a case-by-case basis is followed.	This comment is agreed with. In developing the Draft SPD it became apparent that each school has differing levels of drop-off and pick up due to varying reasons such as exiting infrastructure and location. This meant it was not possible to set a level of parking provision which could be applied top all schools, hence the need for a case-by case basis supported by robust evidence.	No changes required to the SPD.
22	Crowthorne Parish Council		
	Summary: Evidence must take account of the impact pf local residents. Parking permits or restrictions must stop 6 th form students from parking in residential areas too.	<p>The Council always consider the local community, including residents, when considering implementing parking measures near schools, as it is accepted that for the majority of the week, the parking demands are significantly different to those at the start and end of the school day. For this reason site specific solutions are sort.</p> <p>The Council is currently trialling its first Residents Parking Scheme. This trial is due to end in November 2016. The Council are not considering making any alterations, including the addition of any additional areas to the scheme until the trail has been completed, and the lessons learnt. Assuming the trial concludes that the residents parking scheme has been successful, the rolling out of the residents parking scheme into further areas under pressure from increased parking relating to the town centre can be considered.</p> <p>The revisions are aimed at the drop off/pick up implications for schools. Parking standards for staff and sixth form are already set</p>	<p>Amend the preferred option (now the confirmed parking requirement) in paragraph 3.7 to read as:</p> <p><i>The parking requirements for new or expanded schools regarding drop-off and pick up in addition to the standards for teachers, visitors and other users is set out in Table 8, Section 8. They will be applied will be considered on a case by case basis and informed by robust evidence including the capacity of the school, its operational needs and impact on local residents. The evidence required will form part of a Transport Assessment or Transport Statement including information on the existing parking</i></p>

Ref	Response/Summary	Officer Response	Recommendation
		out in current standard and should be followed. Observations made for new schools have shown that parking for staff under current standards are sufficient.	<i>situation, car ownership levels and other relevant information relating to the impact of the proposal and need.</i>
21	Crowthorne Village Action Group (CVAG)		
	<p>Summary: The wording needs changing to reflect drop-off and pick-up and post 17 students where applicable should be considered too. Recommend the following text:</p> <p>The parking requirements for new or expanded schools will be considered on a case by case basis and informed by robust evidence including the capacity of the school. These requirements apply for staff, visitors and post 17 students (where applicable) as well as for school drop-off and pick-up. The evidence required will form part of a Transport Assessment or Transport Statement including information on the existing parking situation, car ownership levels and other relevant information relating to the impact of the proposal and need.</p>	<p>The revisions are aimed at the drop off/pick up implications for schools. Parking standards for staff and sixth form are already set out in current standard and should be followed. Observations made for new schools have shown that parking for staff under current standards are sufficient.</p> <p>However, text should be amended to reflect drop-off and pick-up.</p>	<p>Amend the preferred option (now the confirmed parking requirement) in paragraph 3.7 to read as:</p> <p><i>The parking requirements for new or expanded schools regarding drop-off and pick up in addition to the standards for teachers, visitors and other users is set out in Table 8, Section 8. They will be applied will be considered on a case by case basis and informed by robust evidence including the capacity of the school, its operational needs and impact on local residents. The evidence required will form part of a Transport Assessment or Transport Statement including information on the existing parking situation, car ownership levels and other relevant information relating to the impact of the proposal and need.</i></p>
28	Local Resident, No location given		
	<p>Summary: It appears that drop off areas at school have never been considered. The proposals in the Bellway site (Amen Corner north) are totally inadequate.</p>	<p>Drop off and pick up arrangements are fully considered when determining planning applications for new school development. However, it is acknowledged that there was no guidance to help enable this which the new SPD seeks to address.</p> <p>Standards for drop off/pick up now being considered as past problems are recognised. Such issues however vary from school to school and thus one solution or a specific standard would not be appropriate. In relation to new development, provision for drop off/pick up is being made in relation to that expected. The majority of school places are for those who live on site, well within walking</p>	<p>Add a new sentence to paragraph 3.7 to read as:</p> <p><u>Adequate provision for drop-off and pick-up will be required to be fully designed and provided for new school developments.</u></p>

Ref	Response/Summary	Officer Response	Recommendation
		<p>distance which will have be a consideration when trying to balance travel choice.</p> <p>Text to clarify that drop-off-/pick-up provision must be provided in new applications should be added to the SPD to make it clearer.</p>	
29	Warfield Parish Council	<p>Unfortunately, there is not the evidence base to be more specific in what pick up/drop off provision there should be for all schools, hence the need for a case-by-case basis. However what is clear is that there will be the need for provision at all schools, the question is how much? Additional text should be included to clarify this. Visitor parking is considered when determining planning applications for new school development and is included in the proposed standard.</p> <p>Parking is now being sought, such parking will be designed on a case by case basis. Parking on street outside school is open to abuse and could lead to lack of capacity when needed.</p>	<p>Add two sentences to paragraph 3.7 which reads as:</p> <p><i>..... Different circumstances will apply to each school in the Borough which makes a specific standard difficult to establish.</i></p> <p><u>However it would be useful to set out general standards for schools including visitor provision which is in Table 8, Section 8. Adequate provision for drop-off and pick-up will be required for new school developments. The preferred option requirement for new school or extensions to existing schools therefore is as follows:.....</u></p>
32	Local resident , Beaumont Gardens, Harmanswater	<p>1. and 2. Both main concerns are no matters for the parking standards SPD consultation, However the localised parking issues in Beaumont Gardens relating to school drop off and use by nearby residents needs to be looked at in more detail. The matter has been passed to the the Transport Engineering team who will contact you directly regarding the situation and new parking bays.</p>	No changes required to the SPD

Ref	Response/Summary	Officer Response	Recommendation
	Beaumont gardens to help resolve the situation.		

Ref	Response/Summary	Officer Response	Recommendation
Chapter 3 - Future Technology & Climate Change - If No, - please give reasons plus any supporting evidence below including what changes you would like to see?			
07	Local Resident, Binfield with Warfield, Wiggett Grove		
	Summary: This is not suitable for smaller towns than London.	Noted with thanks – but no evidence provided to support this view. This is an attempt to future proof parking spaces should demand for electric vehicle charging take off.	No changes required to the SPD.
18	Local Resident		
	Summary: Even if electric vehicles take-up does materialise, they are still cars. The drive should be to ensure other modes of transport than the car are used.	It is agreed that other modes of transport should be encouraged. The Council's transport policies in its Local Transport Plan encourage the provision of facilities for non-car modes of transport including pedestrian and cycle routes and public transport. The parking standards are only one strand of the Council's overall policy approach on transport. There are clear environmental benefits to the increased use of electric vehicles and the provision of suitable charging facilities is a way of encouraging and supporting their take up.	No changes required to the SPD.
23	Winkfield Parish Council		
	Summary: support in principle.	Support noted with thanks.	No changes required to the SPD.
27	Boyer Planning Ltd (on behalf of Luff Developments Ltd)		
	Summary: The London Plan paragraph 6.13 requires 1 in 5 spaces (both active and passive) to provide charging points. There is no justification for higher amount.	The evidence base for 40% was provision is that 40% of spaces The Land for Industry and Transport Supplementary Planning Guidance (2012). However, London Plan Policy as amended in 2015 is for 20% of spaces to be active or passive for ELVC. Therefore, to encourage up-take the Council agrees for it to align with London but should be designed to be able to be adapted to charging points (passive) installed rather than a requirement for charging points to be provides immediately (active). In this respect it is a lower-cost future-proofing measure rather than a higher requirement than that applied in London.	Amend text in paragraph 3.9 to read as: The preferred option is standards are: 1. For residential schemes: on sites larger than 10 dwellings, require 40% 20% (1 in 5) of all spaces to be designed and constructed to be readily adaptable to provide charging points.

Ref	Response/Summary	Officer Response	Recommendation
			<p>2. For employment schemes: on sites with over 500 sq. m net internal area, require 30% 20% (1 in 5) of new spaces to be designed and constructed to be readily adaptable to provide charging points.</p> <p>3. For retail schemes: on sites over 1000 sq. m net internal area, require 20% (1 in 5) of new spaces to be designed and constructed to be readily adaptable to provide charging points.</p>
26	Iceni Projects Limited (on behalf of Thames Valley Housing Association)		
	<p>Summary:</p> <p>1. The preferred option for 40% parking spaces are adaptable for electric vehicle charging points should be revised to reflect a more realistic standard.</p> <p>2. Clarification is sought on the practicalities of providing ECVP's where no communal parking is provided as the current evidence provides no sound justification.</p>	<p>1. The evidence base for 40% was provision is that 40% of spaces The Land for Industry and Transport Supplementary Planning Guidance (2012). However, London Plan Policy as amended in 2015 is for 20% of spaces to be active or passive for ELVC. Therefore, to encourage up-take the Council agrees for it to align with London but should be designed to be able to be adapted to charging points (passive) installed rather than a requirement for charging points to be provides immediately (active). In this respect it is a lower-cost future-proofing measure rather than a higher requirement than that applied in London.</p> <p>It is not clear how useful evidence of current levels of electric car ownership would be as this is likely to increase over coming decades.</p> <p>However it is agreed that the target should be amended to align with London Plan 2015 policy.</p> <p>2. It is agreed that clarification should be provided on implementation and text should be included in the SPD to make it clear.</p>	<p>Amend text in paragraph 3.9 to read as:</p> <p>.....The preferred option is <u>standards are:</u></p> <p>1. For residential schemes: on sites larger than 10 dwellings, require 40% 20% (1 in 5) of all spaces to be designed and constructed to be readily adaptable to provide charging points.</p> <p>2. For employment schemes: on sites with over 500 sq. m net internal area, require 30% 20% (1 in 5) of new spaces to be designed and constructed to be readily adaptable to provide charging points.</p> <p>3. For retail schemes: on sites over 1000 sq. m net internal area, require 20% (1 in 5) of new spaces to be designed and constructed to be readily adaptable to provide</p>

Ref	Response/Summary	Officer Response	Recommendation
			<i>charging points.</i> Additional paragraphs numbers 3.11 – 3.16 have also been added to clarify implementation
20	Bracknell Town Council		
	Summary: support for the preferred option but future proofing might be an issue.	Support noted with thanks. It is recognised that it is not an easy solution to implement. However it is an attempt to future proof parking provision and market demand would enable the electric charging to be provided at these spaces. Clarification text should be added to paragraph 3.10.	Add a new sentence to paragraph 3.10 which reads as: <u>The passive provision should include accessible ducting and sufficient space to incorporate charging infrastructure and allow the convenient establishment of an electricity supply.</u>
22	Crowthorne Parish Council		
	Summary: support for the preferred option.	Support noted with thanks.	No changes required to the SPD.
28	Local Resident, No location given		
	Summary: Quoting the preferred option standards	Noted with thanks.	No changes required to the SPD.

Ref	Response/Summary	Officer Response	Recommendation
Chapter 4 - Parking Standards Tables - Do you have any further comments to make on the Draft Parking Standards Tables?			
06	Highways England		
	Summary: No comments.	Noted with thanks.	No changes required to the SPD
13	Local Resident, College Town, Burghead Close		
	Summary: No comments other than grammatical corrections required.	Noted with thanks. Further checking of tables should be carried out before publication.	No technical changes required to the SPD. The Draft SPD has been reviewed and to ensure it is grammatically correct.
07	Local Resident, Binfield with Warfield, Wiggett Grove		
	Summary: 1. Paragraph 4.3 – Town centre parking should be generally available if shoppers want to visit more than one shop. 2. Paragraph 4.4 – Table 6 uses –	1. This is agreed as new parking provision associated with the new development will allow people to visit more than one shop. The existing parking provision (3 multi-storey car parks already operate on this basis and will continue to do so. 2. This is agreed in that parking provision should be available, convenient and easy to use. The production of larger garages will	Add to Annexe C – Paragraph C3 an additional point which reads as: - <u>Stands for adult bicycles should not too low or small so that the wheels of the bicycle can be damaged or buckled.</u>

Ref	Response/Summary	Officer Response	Recommendation
	the spaces should be for all types of houses should mean usable spaces. 3. Paragraph 4.6 – Cycle parking should be available for non-residential cases and ‘Sheffield’ type hoops should be used.	make them more likely to be used for parking. 3. The Council disagrees that cycle parking should be required for all non-residential uses because of factors the physical ability to achieve this. The current thresholds in Table 4.6 are considered appropriate and a recommended to be continued with. However the comment about smaller stands which buckle wheels is considered appropriate and clarification on this is recommended to be added in Annexe C	
12	Local Resident, Binfield with Warfield, Fletcher Gardens		
	Summary: 1. Need to address parking problems for people who are disabled but who cannot get a Blue Badge. 2. The volume of cars is a problem and therefore alternatives to the car are needed. 3. Are the new developments going to include more parking spaces with sufficient contingency?	1. The Council have disabled parking spaces throughout the town centre areas, within their off street car parks and also provide them within residential areas where residents meet specific criteria. These bays are reserved for road users with a valid blue badge. Of course the Council also provide parking for all other road users within the town centre. In residential areas, non blue badge holders all have the same duty to find a safe, non obstructive road side space to park if they have not got an available off road facility, This document does not set the criteria for assessing need for Blue Badges. However the Council has been running a programme for identifying parking need within the Borough over the past years and has, and will continue to, provide more parking solution where appropriate. Please contact the Transport Engineering Team to discuss the issues in your particular area? 2. The Parking Standards SPD is one strand to the Council policy and strategy for transport. The Council agrees with the well-informed comment that alternatives to the car are needed and follows this through in its planning policies and the Local Transport Plan, which include specific Council policies to promote choice in mode of transport, public transport and pedestrian and cycleways. 3. The new developments will provide sufficient parking for residents and visitors. This new Parking Standards SPD will be important to ensure the right type of usable provision is provided.	No changes required to the SPD.
17	Local Resident, Priestwood and Garth, Grange Road		
	Summary: No comments.	Noted with thanks.	No changes required to the SPD.
14	Local Resident, Crowthorne, Larkswood Drive		

Ref	Response/Summary	Officer Response	Recommendation
	Summary: No comments.	Noted with thanks.	No changes required to the SPD.
15	Local Resident, Winkfield and Cranbourne, Grove Lane		
	Summary: Please explain without having to download anything what is wanted.	Noted with thanks. Unfortunately the document is technical in nature and will be mostly used in a technical context by planning and transport professionals. However, the Council strives to make documents as accessible to the general public as possible including the technical language used in them. We will contribute to do so in preparing the final version of the document.	No technical changes required to the SPD. The Draft SPD will be reviewed in producing the final version to ensure it, in terms of its text, is understandable by the general public and professionals.
16	Local Resident, Warfield Harvest Ride, Derbyshire Green		
	Summary: There is a parking issue and Derbyshire Green which needs to be considered.	The specific issues of parking in and around Derbyshire Green fall outside the remit of the production of the Parking Standards SPD. However, these issues have been passed to the LHA Transport Engineering Team who will investigate and comment independently of this consultation.	No changes required to the SPD.
11	Local Resident, Crowthorne, Pinewood Avenue		
	Summary: No comments.	Noted with thanks. The consultation provides an opportunity to comment but there is no requirement to do so.	No changes required to the SPD.
09	Local Resident, Wildridings and Central, The Ridgeway		
	Summary: 1. Cars are here to stay and parking provision for them is required along with motorbikes and cycles. 2. Cars are much bigger on average than in the past. 3. There is concern over future problems in The Ridgeway, Woodridge Close and Hazel Hill areas due to shoppers, overnight parking and nearby newly constructed flats.	1. Noted with thanks. 2. Noted with thanks. 3. The current waiting restrictions prohibit parking for a single hour to prevent all day parking from town centre visitors. If the single hour were to be increased to 9:00 to 16:00 it is likely that residents would find this too restrictive as it would also prevent them and their visitors from legally parking in the estate throughout this time. The restrictions are not intended to remove all non-residential parking from the estate, but to minimise the effect of long term parking. Since the amendments to the waiting restrictions in Hazel Hill there have been very few representations by residents regarding parking in this area. However, the issue of parking in and around the Hazel Hill and The Ridgeway area has been brought to our attention many times throughout this consultation. As this is a specific parking issue that falls outside the remit of the wider consultation, the specific issue of parking in this area has been passed to the Transport Engineering	No changes required to the SPD.

Ref	Response/Summary	Officer Response	Recommendation
		team who will investigate and comment independently of this consultation.	
10	Local Resident, Wildridings and Central, The Ridgeway (The Ridgeway and Woodridge Close Residents' Association (TRAWCRA))		
	<p>Summary:</p> <p>1. There is concern over future problems in The Ridgeway, Woodridge Close and Hazel Hill areas due to shoppers, overnight parking and nearby newly constructed flats.</p> <p>2. Free parking in town centre car parks may help the problem.</p>	<p>1. The current waiting restrictions prohibit parking for a single hour to prevent all day parking from town centre visitors. If the single hour were to be increased to 9:00 to 16:00 it is likely that residents would find this too restrictive as it would also prevent them and their visitors from legally parking in the estate throughout this time. The restrictions are not intended to remove all non-residential parking from the estate, but to minimise the effect of long term parking.</p> <p>Since the amendments to the waiting restrictions in Hazel Hill there have been very few representations by residents regarding parking in this area.</p> <p>However, the issue of parking in and around the Hazel Hill and The Ridgeway area has been brought to our attention many times throughout this consultation. As this is a specific parking issue that falls outside the remit of the wider consultation, the specific issue of parking in this area has been passed to the Transport Engineering team who will investigate and comment independently of this consultation.</p> <p>2. The Council relies on the income from town centre car parking and is not, in the current financial climate able to consider making parking for the town centre free.</p>	No changes required to the SPD.
18	Local Resident, Crowthorne, Church Road East		
	<p>Summary: Much more effort is required to encourage less intrusive methods of transport.</p>	<p>It is agreed that other modes of transport should be encouraged. The Council's transport policies in its Local Transport Plan encourage the provision of facilities for non-car modes of transport including pedestrian and cycle routes and public transport. The parking standards are only one strand of the Council's overall policy approach on transport.</p>	No changes required to the SPD.
26	Iceni Projects Limited (on behalf of Thames Valley Housing Association)		
	<p>Summary: The Town Centre standards should not be a minimum in line with the NPPF and to ensure the key objective of 1000 new homes</p>	<p>Support is noted</p> <p>It is agreed that the imposition of a minimum standard in the town centre area should be reviewed as it could have adverse</p>	<p>Amend paragraph 4.3 to read as:</p> <p><i>Bracknell Town Centre will be significantly redeveloped over the</i></p>

Ref	Response/Summary	Officer Response	Recommendation
	is deliverable.	consequences on the delivery of homes within the most sustainable location in the Borough, run counter to policies to promote the use of non-car modes of transport and encourage more vehicles into this area. The text should therefore be revised.	<p><i>coming years. While there will be additional car parking in the new scheme, one of the key ambitions of the Council is to ensure that we have a town centre fit for the 21st century. To reflect that the Town Centre is the most sustainable location in the Borough, the Council adopted more rigorous standards for this part of the Borough in the 2007 Parking Standards SPD. These may standards now require more flexibility review to reflect changes in the role of town centres and the nature of shopping since the previous standards were adopted. The Council is consulting on the existing standards and will seek evidence during the consultation period as to whether changes are required. With future Town Centre sites such as the Southern Gateway and The Point potentially coming forward in due course it is necessary to get the views on whether the Town Centre parking standards need changing. The Town Centre parking standards as set out in Table 5 will be applied current proposal is to apply them as a starting point for consideration rather than as minimum standards. The application consideration of these standards should be on the basis that they are proposed to be minimum not maximum standards and that they may be subject to more evidence-based flexibility including for to affordable housing or local parking conditions (see paragraph 3.5 - Revised parking standards for affordable</i></p>

Ref	Response/Summary	Officer Response	Recommendation
			<i>housing</i>). <u>Disabled parking provision is still applied as a minimum standard.</u>
32	Local Resident, Ascot, Ranelagh Crescent		
	Summary: Grass verges should never be used for parking. If no other option is available then verges should be replaced with permanent surfaces ideally mini laybys.	<p>Parking on grass verges is not permitted where there are parking restrictions on the carriageway that restrict parking, such as single or yellow double lines. The difficulty is that for this is only true for highway verges. Furthermore, kerb side parking, adjacent to the verge may not be unsafe and so introducing restrictions to prevent verge parking will have the unwanted effect of also preventing the required on street parking. Where verge parking is an issue it is fair to assume parking pressures are at a premium and the removal of both verge and on street parking would be unrealistic. Therefore preventing verge parking by the use of waiting restrictions is not a real option</p> <p>Therefore, the council have a programme of introducing additional residential parking spaces into verges to remove the issue of damaging verges whilst improving parking provision. Obviously this is not possible in every location and in these cases where the verges are being damaged, the Council do maintain these verges.</p>	No changes required to the SPD
20	Bracknell Town Council (
	Summary: Support for tables 3.14, 3.15,4.3, 4.4 and paragraph 3.16	Support noted with thanks.	No changes required to the SPD.
31	Local Resident, Central Sandhurst, Robin Lane		

Ref	Response/Summary	Officer Response	Recommendation
	<p>Summary:</p> <p>1. There is difficulty in accessing documentation.</p> <p>2. What is the basis for the minimum parking space dimensions?</p>	<p>1. Many apologies for the difficulty in accessing the documentation. The Council will take on-board these comments and will strive to improve in future consultations.</p> <p>2. The dimensions are as existing and the Council would need an evidence base to suggest a change. It is recognised that the dimensions of many cars has increased in recent years but industry guidance parking space sizes have not. In reality a 2.4m x 4.8m standard parking bay is satisfactory for most vehicles. Commercial vehicles are different. I would say that more commentary on the spaces around parking bays is one way of allow more flexibility. For example circulation space in front of the parking space especially if parked in front of a building. Previous design guidance indicated that some separation should be provided and this could be reinforced in further guidance proposed by the Council.</p>	No changes required to the SPD.
24	Local Resident, Great Hollands South, Sarum		
	<p>Summary: general support for the strategy. There is a lack of consideration by many car drivers when parking their cars (cluttering streets, on verges, on pavements) which spoils the outlook and area. There needs to be an effective strategy for all of Bracknell.</p>	<p>Support is noted with thanks. Further, the strategy is intended to be borough-wide and hopefully will help to improve existing parking problems as well as dealing with new development. Many residents share the frustrations with inconsiderate parking and whilst it is no immediate consolation, measures to improve the problem areas are being considered and provided in many areas of the borough already.</p>	No changes required to the SPD.
22	Crowthorne Parish Council		
	<p>Summary: The increased pressure for retirement / care / nursing homes need to have provision for the intended type of resident (fully mobile, part mobile or non mobile), the tenure and location.</p>	<p>The standards do reflect the proposed type of users. Should the type of occupant be such then a consideration of the use class is required and this could impact on the parking requirement (C3 vs C2).</p>	No changes required to the SPD.
21	Crowthorne Village Action Group (CVAG)		
	<p>Summary: Has Table 8, section 8 been tested with secondary heads and governors? Please consult with them also?</p>	<p>The provisions in Table 8, section 8 along with the rest of the SPD have been considered by the Local Education Authority. In practice these standards have worked in the past when implemented and with travel planning and the provision in Chapter 3 to ensure that drop-off and pick-up is provided on a case-by-case basis, the Council is confident the measures will be effective in planning</p>	No changes required to the SPD.

Ref	Response/Summary	Officer Response	Recommendation
		additional school capacity.	
28	Local Resident, No location given		
	Summary: Bracknell rail station parking is totally unsuitable and insufficient.	Unfortunately, the Council has little control over the level of parking associated with the railway station, however it is noted that there are alternatives to the main station car park within a short walking distance of the Station such as High Street car park which with new pedestrian improvements being put in gives a quick and direct route to the station. The Council however could in principle support extra provision at the station should it come forward.	No changes required to the SPD.
30	The Royal Borough of Windsor and Maidenhead		
	Summary: support for document.	Support is noted with thanks.	No changes required to the SPD.
19	Historic England		
	Summary: No comments.	Noted with thanks.	No changes required to the SPD.
25	Abley Letchford Partnership Ltd		
	Summary: 1. Paragraph 4.5, Table 7 states parking dimensions which are considered to be unnecessarily prescriptive. 2. The prescriptive dimensions do not facilitate situations with on-plot tandem parking spaces. Therefore that the offset dimensions referred to above should be presented in Table 7 as minimum requirements and also caveated appropriately to allow flexibility.	1. Comment disagreed with. The dimensions need to be specified to provide adequate space for parked vehicles and circulation/access to protect other road users from parked vehicles blocking footways etc. It is not accepted that there is no specific information on tandem parking spaces. Whilst it is not ideal, garages and parking spaces in front are allowed and do give some indication of what would be required. 2. The standards are a starting point for consideration and if there is any evidence otherwise the Council will take it into account in determining such detail.	No change required to the SPD.
23	Winkfield Parish Council		
	Summary: 1. Tandem parking is not practical and should not be used. 2. The presumption should be against converting garages into accommodation. 3. Parking standards should be <ul style="list-style-type: none"> • 1 bedroom – 1 space • 2 bedrooms – 2 spaces 	1. Tandem parking spaces are not ideal but can be the only practical option on certain sites Government policy is that there should be a presumption in favour of sustainable development. Where there remains adequate parking on a site then such conversions may be acceptable. 2. Comment is supported with thanks. The thrust of the parking standards is to ensure adequate parking is provided and maintained at an appropriate level. In circumstances where it is clear that the loss of a garage will impact on the parking provision for that	Amend paragraph 2.10 to read as: <u>The provision of new parking spaces should take account of any impacts on the wider environment such as highways safety or local character. New parking bays should be suitably surfaced. In certain cases it may be appropriate to surface new parking areas with a modular concrete system</u>

Ref	Response/Summary	Officer Response	Recommendation
	<ul style="list-style-type: none"> • 3 and 4 bedrooms – 3 spaces • 5 bedrooms – 4 spaces • Visitor Parking – at least 3:5 <p>4. New parking bays on former grass verges should be hard surfaces.</p> <p>5. Large retail developments should provide separately marked spaces for large and small cars.</p> <p>6. Plentiful parking should be provided for new small retail development for local footfall and future use.</p> <p>7. Applications to changes parking arrangements resulting in a lower number of spaces should be refused.</p> <p>8. Parking standards should be realistic for office staff and visitors.</p> <p>9. Residential parking schemes are supported in appropriate areas.</p> <p>10. Transport hubs should be introduced wherever possible on existing sites including bus, cycle and drop off provision.</p> <p>11. A robust management system should be put in place to review up-to-date data and adjust forward planning as appropriate.</p>	<p>property, the Council will resist its approval.</p> <p>3. Comments on standards are noted but no evidence is provided to support these views. Excessive parking requirements will result in inefficient use of land/lower densities of development meaning more land will be required to provide for housing needs. The proposed standards are based on BFC evidence including Census data and are therefore considered to reflect reasonable requirements and it is proposed to apply some flexibility for individual circumstances.</p> <p>4. Support is noted with thanks. Amend the SPD to clarify this</p> <p>5. In relation to parking space sizes there is no evidence to provide varying sizes for normal domestic add in text on vehicles and it is considered to be too difficult to enforce if at all.</p> <p>6. Noted with thanks. Parking should be in accordance with standards unless other evidence recommendations otherwise.</p> <p>7. Where parking provision is reduced but would still meet the relevant standard it would not be reasonable to refuse permission on this basis. Each application should be considered on its own merits and in some circumstances a loss in spaces might be unacceptable but otherwise for some other cases.</p> <p>8. Parking for B1 development is proposed to increase from current standards reflecting industry need.</p> <p>9. Support is noted with thanks.</p> <p>10. Noted although the authorities main hubs are served well by Bus which all travel too and from the town Centre Bus Station. This is located next to the Bracknell Train station and can be easily accessed following the recent improvements. Cycle parking is also provided at our main central hub and well as those community hubs throughout the borough. These can all be accessed by Bracknell's extensive Footway/Cycleway network and provides residents the choice and ability to travel by sustainable modes. The recent improvements made at both the Bus and Trains stations also provide an area for dropping off and picking up.</p> <p>11. Parking standards need to be reviewed over a reasonable time frame. It will not be possible to have very fluid standards that need to change in each circumstance. The standards need flexibility but they do need an evidence base to rest on.</p>	<p><u>that can take the weight of domestic vehicles while allowing grass to grow through. It may in some cases be appropriate to provide new shrub or tree planting to soften the impact of new parking. The off-street parking strategy is:</u> <i>The views of local residents are invited on existing problems associated with parking on grass verges and the creation of off-street parking, with a view to relaxing the rules preventing the creation of car parking spaces instead? Subject to the response on this issue, the preferred strategy is to continue with how it currently manages the situation which is:</i></p>

	Annexes - Do you have any further comments to make on the Annexes? Please include the Annexe and relevant paragraph numbers you are commenting on.	Officer Response	Recommendation
02	Local Resident, Binfield with Warfield Ward, Crockford Place		
	Summary: How will it affect developments under construction and the fear is that there will be little development left in the future that will fall under the SPD.	<p>The new standards, once adopted, can only be applied to subsequent planning applications. There is no provision in law for their retrospective application to developments that already have planning consent.</p> <p>There will however, be many developments, both large and small, that the new Parking Standards will apply to</p>	No changes required to the SPD.
07	Local Resident, Binfield with Warfield, Wiggett Grove		
	<p>Summary:</p> <p>1. A1.1 and A1.2 – residential parking should be off road in a safe place to avoid congestion and danger.</p> <p>2. A.1.3 on street parking impedes public transport and safety.</p> <p>3. A1.10 – Figure A10 shows parking on a pavement which is unacceptable.</p> <p>4. Figure A12 – shows what Benetfield Road looks like at school times where its winding curves and no passing places cause much concern.</p>	<p>1. Off-street parking will often be the first choice, but may not always be achievable. Subject to road widths and other highways safety considerations, on street parking can usefully supplement off-street parking, particularly for visitors.</p> <p>2. If designed properly on-street parking is safe and allows vehicles to progress unimpeded.</p> <p>3. It is agreed that parking on pavements is unacceptable in safety terms and that it also negatively contributes to the appearance of a street.</p> <p>4. Noted but the photo shows a street where it is wide enough to safely park cars and to allow them to pass. Text should be added to emphasise this. The Transport Engineering team will contact you directly regarding the Benetfield Road situation.</p>	Add text to Figure A12 which reads as: <u>This parking provision shows safe parking whilst allowing sufficient width to allow vehicles including buses to pass through safely.</u>
09	Local Resident, Wildridings and Central, The Ridgeway		
	<p>Summary:</p> <p>1. The document is very comprehensive.</p> <p>2. The strategy does not take account of bed-sits where properties are converted which results in 4 or 5 adults and they all have cars causing parking issues.</p> <p>3. Free parking in Bracknell town centre would be a way to encourage shoppers and compete with other centres.</p>	<p>1. Noted with thanks.</p> <p>2. Planning policy for bed-sits known as homes in multiple occupancy (HMO's) is normally outside the scope of the Parking Standards SPD. For information, conversion of dwellings to HMO's of up to 6 bedrooms are permitted development and not subject of planning permission. Above this number, planning permission is required and the Parking Standards will be a consideration in determining the application. Otherwise, should an area be dominated by</p>	No changes required to the SPD.

		<p>HMO's and cause parking issues then the measures in Chapter 2 are available to help resolve the situation. However, it should be noted that many of the main source of the problem with HMO's is outside of the Council's control.</p> <p>Where planning permission is required for the sub-division of a residential property parking will normally be sought on the basis of the approved standards for the sizes of the resulting units. In this respect the residential parking standards set out in the document would apply in the same way as they do to other forms of residential development.</p> <p>3. The Council relies on the income from town centre car parking and is not, in the current financial climate able to consider making parking for the town centre free.</p>	
20	Bracknell Town Council	<p>Support is noted with thanks.</p> <p>It is agreed that the SPD could clarify the role of parking enforcement. Therefore a new paragraph in Chapter 2 should be added.</p>	<p>Add a new paragraph 2.24 in chapter 2 which reads as:</p> <p><u>Parking Enforcement</u> <u>The Road Traffic Act 1991 permits local authorities to apply to take over the enforcement of both on and off street car parking restrictions from the Police. Bracknell Forest applied for, and received, these powers in 2006. These powers enable the council to enforce parking on the highway (or in a Council car park) where in contravention of a parking restriction included within a Traffic Regulation Order (TRO). In simple terms, the Council can enforce if a vehicle is parked on a yellow line or in a controlled parking bay where the parking is in contravention. The Council do not, however, have powers to enforce against dangerous</u></p>

			<u>or obstructive parking. In these circumstances Thames Valley Police remain the enforcement authority and can take appropriate action. Parking disputes on private land are not a matter for the Council or the Police.</u>
22	Crowthorne Parish Council		
	Summary: No comments.	Noted with thanks.	No changes required to the SPD.
28	Local Resident, No location given		
	Summary: 1. Support for the Annexes. 2. Lorries and large vans should not park in small areas suitable for family sized vehicles.	1. Support noted with thanks. 2. Noted with thanks, text relating to commercial vehicle parking is provided in paragraphs 2.21-2.23 of the SPD.	No changes required to the SPD.
29	Warfield Parish Council (Mrs Sheila Collings on behalf of Warfield Parish Council)		
	Summary: 1. Annex A A1.5, more parking barns should be provided. 2. There are no guidelines for community halls as they have more impact than churches.	1. This is agreed and it is considered that the increased size requirement for garages could result in increased use of car barns and car ports. 2. This is agreed and new text should be added to clarify matters.	Add in the following text to Table 8 Section 8 for cars and cycle: <u>Community Centres</u> <u>Consider on a case by case basis</u>

Appendix 2 Consultation Pro-forma

Document:	Parking Standards SPD Consultation Draft	
Stage	Consultation Draft	
Date of Consultation	Monday 19 October – Monday 30 November 2015.	
Lead Officer	Simon Cridland ext. 1186	
Democratic Authorisation	Executive agenda Item 10b - 22 September 2015 http://democratic.bracknell-forest.gov.uk/documents/s88341/Parking%20Report%20Exec%20Sep%202015.pdf	
Publication Documentation		
Documentation Titles	Ref	Doc.
	PS2	Evidence Review Background Paper
	PS1	Draft Parking Standards SPD (Oct 15)
	PS3	Statement of Consultation
	PS4	SPD matters
	PS5	Document Availability Statement
	PS6	Responses form
	PS7	Advert
Method of Consultation		
Topic	What the Council did	
Venues the documents have been made available	Easthampstead House Time Square Each venue received: <ul style="list-style-type: none"> • 1 copy of PS2 • 1 copy of PS1 • 5 copies of PS6 	
	All nine libraries All 6 Town and Parish Council Offices Each venue received: <ul style="list-style-type: none"> • 1 copy of PS2 • 1 copy of PS1 • 5 copies of PS6 	
Publish online	<u>Objective:</u> http://consult.bracknell-forest.gov.uk/portal/planning/parking_standards_draft_spd/draft_parking_standards_spd <u>BFC web</u> http://www.bracknell-forest.gov.uk/parkingstandardsspd	
Send to specific consultees	Main Consultation Letter (Appendix 1) was sent to all persons and groups represented on the list in Appendix 2. This letter sign-posted where on the website all the following can be found	
Send to general consultees	Main Consultation Letter (Appendix 1) was sent to all persons and groups represented on the list in Appendix 2	
Local advertisement notice	Appendix 3 provide evidence that the advert was published on 21 October 2015 in the Bracknell News paper which is available to all households in the Borough.	

Sub Appendix 1 –Main Consultation Letter

19 October 2015

Dear Sir or Madam

Parking Standards Supplementary Plan Document **Consultation on DRAFT Parking Standards SPD**

The Council has published a **DRAFT Parking Standards Supplementary Plan Document**. The consultation runs from Monday 19 October until 5pm Monday 30 November 2015

Bracknell Forest's Consultation DRAFT Parking Standards SPD focuses on four main areas:

1. Chapter 2 which sets out the preferred strategy for dealing with existing parking issues in the Borough;
2. Chapter 3 which sets out preferred options for dealing with key parking issues relating to new development namely, garages, school drop off and pick up, affordable housing and electric vehicle charging;
3. Chapter 4 which provides full parking standard tables for Bracknell Town centre, residential development and all other development uses;
4. Annexes which provides design guidelines for vehicle parking, disabled, bicycle and motorcycle parking and electric vehicle parking.

Comments on the DRAFT Parking Standards SPD can be made:

- on-line using our planning consultation portal page: <http://www.bracknell-forest.gov.uk/parkingstandardsspd>
- by completing the response form
- or via e-mail or writing to the Council

Copies of the document are also available at Libraries and Parish Councils across the Borough.

Subject to the responses on the public consultation, a final version of the SPD is anticipated to be adopted as planning guidance in early 2016. The adopted version will replace the existing Parking standards SPD (2007) and will be a material consideration in the determination of planning applications.

If you have any queries please get in touch with a member of the Development Plan Team, call 01344 352000 or email development.plan@bracknell-forest.gov.uk

Yours sincerely



Max Baker (Head of Planning)

Sub Appendix 2 Organisations consulted by letter

Chief Planner/Principal Manager The Coal Authority	Winkfield Parish Council
Hurst Parish Council	HIGHWAYS ENGLAND
Bray Parish Council	Regional Planner English Heritage
Shottesbrooke Parish Council	British Gas
Sunningdale Parish Council	Thames Water Property Services
Sunninghill and Ascot Parish Council	Affinity Water
White Waltham Parish Council	Planning Coordinator Veolia Water Three Valleys
Spatial Planning Team Manager Surrey County Council	Thames Valley Berkshire Local Enterprise Partnership
Thames Valley Police	Blackwater and Hawley Town Council
Berkshire East Primary Care Trust	Yateley Town Council
Senior Planning Officer Wokingham Borough Council	Surrey Heath Borough Council
Finchampstead Parish Council	Windlesham Parish Council
Planning & Transportation Officer Wokingham Town Council	Chobham Parish Council
Waltham St Lawrence Parish Council	Binfield Parish Council
Strategic Planning Manager Hampshire County Council	Town clerk Bracknell Town Council
Hart District Council	Crowthorne Parish Council
Sandhurst Town Council	Wokingham Without PC
Warfield Parish Council	Government Team Natural England
Planning Liaison Officer Environment Agency	Old Windsor Parish Council
Scottish and Southern Energy	Head Office T Mobile (UK) Ltd
South East Water Engineering	Hutchison 3G UK Limited
Thames Valley Police	Planning & Development Telefónica O2 UK Limited
Crime Prevention Design Adviser Thames Valley Police	Council and Community Liaison Officer Orange
Fire and Rescue HQ	Vodafone Ltd
Department of Transport	National Grid Gas
Clerk to the Council Crowthorne Parish Council	London Network, Street Works Admin Team National Grid Gas
Town Planning Network Rail	Virgin Media
Senior Planning Officer Royal Borough of Windsor and Maidenhead	Vtesse Networks Limited
BT Openreach	Cable and Wireless
SGN	South Central Ambulance Service NHS Trust
Marine Management Organisation	

**BRACKNELL FOREST BOROUGH PLANNING GUIDANCE
PARKING STANDARDS SUPPLEMENTARY PLANNING DOCUMENT
– CONSULTATION DRAFT**

The Council is preparing a new planning guidance document to guide future development in the Borough called the Parking Standards Supplementary Planning Document (SPD) Consultation Draft.

The Consultation Draft Parking Standards SPD focuses on the following main areas:

- Chapter 1 which provides an introduction and context to the document;
- Chapter 2 which sets out the preferred strategy for dealing with existing parking issues in the Borough;
- Chapter 3 which details the preferred options for dealing with key parking issues relating to new development namely, garages, school drop-off and pick-up, affordable housing and electric vehicle charging;
- Chapter 4 - which provides full parking standard tables for Bracknell Town centre, residential development and all other development uses; and
- Annexes which provides design guidelines for vehicle parking, disabled, bicycle and motorcycle parking and electric vehicle parking.

The Council has also published a supporting evidence background paper for consultation alongside the SPD Consultation Draft.

Subject to the responses on the public consultation, a final version of the SPD is anticipated to be adopted as planning guidance in early 2016. The adopted version will replace the existing Parking Standards SPD (2007) and will be a material consideration in the determination of planning applications.

Period within which responses may be made

The public consultation runs from Monday 19 October until 5pm Monday 30 November 2015

How you should respond?

The Council has prepared a response form in which response should be made.

1. You can respond on-line using our planning consultation portal page: <http://www.bracknell-forest.gov.uk/parkingstandardsspd>
2. Or you can send your representations in writing to:

Spatial Policy
Environment, Culture & Communities
Bracknell Forest Council
Time Square
Market Street,

Bracknell
Berkshire, RG12 1JD

3. Or you can e-mail them to: development.plan@bracknell-forest.gov.uk

Your representations must reach us by 5pm Monday 30 November 2015.

Please note that any representations may be accompanied by a request to be notified at a specified address of the adoption of the SPD.

What will happen to your comments?

All representations will be used to finalise the SPD. It is envisaged that the Council will adopt the SPD in early 2016.

Further information

To further discuss any elements of the Parking Standards (SPD) Consultation Draft, please contact Spatial Policy on 01344 352000 or via email at: development.plan@bracknell-forest.gov.uk.

Alternative Formats

A summary of the Parking Standards Supplementary Planning Document (SPD) Consultation Draft can be made available in large print, in Braille or on audio cassette. Copies in other languages may also be obtained.

Please contact:

Spatial Policy
Bracknell Forest Council
Time Square
Market Street, Bracknell
Berkshire RG12 1JD
Email: development.plan@bracknell-forest.gov.uk

All the documentation is also available for inspection at the following places and times:

Bracknell Forest Council	
Time Square, Market Street, Bracknell, RG12 1JD. Monday to Friday 8:30 to 17:00	Easthampstead House Town Square, Bracknell, RG12 1AQ Monday to Friday - 8:30 to 17:00

Parish/Town Councils	
Binfield Parish Council, Parish Office, Benetfeld Road, Binfield, RG42 4EW Monday – Friday – 9.00-12.00.	Bracknell Town Council, Brooke House, High Street, Bracknell, RG12 1LL Monday to Thursday – 9:00 to 17:00 Friday – 9:00-16:00
Crowthorne Parish Council Parish Office Morgan Centre	Sandhurst Town Council Council Offices Sandhurst Memorial Park

Wellington Road Crowthorne RG45 7LD	Yorktown Road Sandhurst GU47 9BJ
Monday to Friday – 9am – 1pm	Monday to Friday – 9am – 5pm
Warfield Parish Council, 17 County Lane, Warfield, RG42 3JP	Winkfield Parish Council Council Offices Fernbank Road Ascot SL5 8JW
Monday to Friday – 9:30 to 12:30pm	Monday to Friday – 9am – 1pm

Libraries	
<p>Bracknell (Central) Library Town Square, Bracknell, RG12 1BH</p> <p>Monday 9:30 to 17:00 Tuesday 9:30 to 19:00 Wednesday Closed Thursday 9:30 to 19:00 Friday 9:30 to 19:00 Saturday 9:30 to 16:00 Sunday Closed</p>	<p>Ascot Heath Library Fernbank Road Ascot Berkshire SL5 8LA</p> <p>Monday 9:30 - 13:00 and 14:00 - 19:00 Tuesday 14:00 - 17:00 Wednesday Closed Thursday 9:30 - 13:00 and 14:00 - 19:00 Friday 14:00 - 17:00 Saturday 9:30 - 12:30 Sunday Closed</p>
<p>Binfield Library, Benetfeld Road, Binfield, RG42 4JZ</p> <p>Monday 14:00 to 19:00 Tuesday 14:00 to 17:00 Wednesday Closed Thursday 9:30 to 17:00 Friday 14:00 to 17:00 Saturday 9:30 to 16:00 Sunday Closed</p>	<p>Birch Hill Library Leppington Birch Hill Bracknell Berkshire RG12 7WW</p> <p>Monday 14:00 - 17:00 Tuesday 10:00 - 12:30 and 14:00 - 17:00 Wednesday Closed Thursday 10:00 - 12:30 and 14:00 - 17:00 Friday 14:00 - 19:00 Saturday 9:30 - 12:30 Sunday Close</p>
<p>Crowthorne Library 162 High Street Crowthorne Berkshire RG45 7AT</p> <p>Monday 9:30 - 17:00 Tuesday 9:30 - 17:00 Wednesday 9:30 - 17:00 Thursday 9:30 - 19:00 Friday 9:30 - 17:00 Saturday 9:30 - 16:00 Sunday Closed</p>	<p>Great Hollands Library Neighbourhood Centre The Square Great Hollands Bracknell Berkshire RG12 8UX</p> <p>Monday Closed Tuesday Closed Wednesday 09:30 - 12:30 and 14:00 - 19:00 Thursday Closed Friday 9:30 - 12:30 and 14:00 - 17:00 Saturday 9:30 - 12:30 Sunday Closed</p>

Libraries	
<p>Harmans Water Library Neighbourhood Centre The Square Harmans Water Bracknell Berkshire RG12 9LP</p> <p>Monday 9:30 - 12:30 and 14:00 - 19:00 Tuesday 10:00 - 12:30 Wednesday Closed Thursday 14:00 - 17:00 Friday Closed Saturday 9:30 - 12:30 Sunday Closed</p>	<p>Sandhurst Library The Broadway Sandhurst Berkshire GU47 9BL</p> <p>Monday 9:30 - 13:00 and 14:00 - 17:00 Tuesday 9:30 - 13:00 and 14:00 - 19:00 Wednesday Closed Thursday 9:30 - 13:00 and 14:00 - 17:00 Friday 9:30 - 13:00 and 14:00 - 17:00 Saturday 9:30 - 16:00 Sunday Closed</p>
<p>Whitegrove Library, 5 County Lane, Warfield, RG42 3JP</p> <p>Monday 9:30 to 17:00 Tuesday 9:30 to 17:00 Wednesday 9:30 to 18:00 Thursday 9:30 to 17:00 Friday 9:30 to 17:00 Saturday 9:30 to 16:00 Sunday Closed</p>	

Sub Appendix 4 Email to all contacts on the Council's consultation portal

This email was sent to the Council's database of local residents, formal bodies and planning and transport professionals (numbering 2,388 email contacts). This included all contacts in the Council's business directory.

-----Original Message-----

From: consult@objective.co.uk [mailto:consult@objective.co.uk]

Sent: 19 October 2015 09:01

To:

Subject: Bracknell Forest Council: New event available

Dear Sir/Madam

Draft Consultation Parking Standards SPD will be available for you to view and comment between the following dates:

Start date: 19/10/15 09:00

End date: 30/11/15 17:00

Please select the following link to view this event:

http://consult.bracknell-forest.gov.uk/portal/planning/parking_standards_draft_spd/draft_parking_standards_spd

If the link appears to be broken, please try copying the entire link into the address bar on your web browser.

This e-mail has been automatically generated by the Consultation software.

The information contained in this e-mail or in any attachments is confidential and is intended solely for the named addressee only. Access to this e-mail by anyone else is unauthorized. If you are not the intended recipient, please notify the administrator and do not read, use or disseminate the information. Opinions expressed in this e-mail are those of the sender and not necessarily the company. Although an active anti-virus policy is operated, the company accepts no liability for any damage caused by any virus transmitted by this e-mail, including any attachments.

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Sub Appendix 5 - Email to Libraries and Parish

-----Original Message-----

From: Development Plan

Sent: 12 October 2015 10:10

To: Development Plan

Subject: Consultation - Draft Parking Standards SPD

*** This message has been classified as UNRESTRICTED ***

Dear Libraries

This email is to inform you that we will be starting a consultation on Monday 19th October at 9am until 5pm on Monday 30th November 2015 on the Consultation Draft Parking Standards Supplementary Parking Document.

The Consultation Draft Parking Standards SPD focuses on the following main areas:

- Chapter 1 which provides an introduction and context to the document;
- Chapter 2 which sets out the preferred strategy for dealing with existing parking issues in the Borough;
- Chapter 3 which details the preferred options for dealing with key parking issues relating to new development namely, garages, school drop-off and pick-up, affordable housing and electric vehicle charging;
- Chapter 4 - which provides full parking standard tables for Bracknell Town centre, residential development and all other development uses; and
- Annexes which provides design guidelines for vehicle parking, disabled, bicycle and motorcycle parking and electric vehicle parking.

Comments on the Consultation Draft Parking Standards SPD can be made:

- on-line using our planning consultation portal page: <http://www.bracknell-forest.gov.uk/parkingstandardsspd> or,
- via the response form, e-mail or writing to the Council.

Copies of the document will be available at Libraries and Parish Councils across the Borough

Subject to the responses on the public consultation, a final version of the SPD is anticipated to be adopted as planning guidance in early 2016. The adopted version will replace the existing Parking standards SPD (2007) and will be a material consideration in the determination of planning applications.

A copy of the document will be dropped off to you shortly, and will need to be made available to the public.

Further information will follow, however should you have any queries, please contact me.

Many thanks. Kind regards,

Simon Cridland

Team Manager for Design, Transport and Environment


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Initial Equalities Screening Record Form

Date of Screening: 14 May 2014	Directorate: Environment Culture & Communities	Section: Spatial Policy	
1. Activity to be assessed	The Parking Standards Supplementary Planning Document		
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Max Baker		
5. Who are the members of the screening team?	Max Baker / Simon Cridland		
6. What is the purpose of the activity?	The purpose is to update the existing Parking Standards Supplementary Planning Document by including a strategy for dealing with existing parking issues and providing parking standards for new development. Once adopted by the Council it will replace the existing SPD dated 2007.		
7. Who is the activity designed to benefit/target?	All residents irrespective of their background, ethnicity gender or physical needs. It will also be relevant to developers and landowners by providing guidance on the Council's requirements for parking from new development.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this?
8. Disability Equality	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/> Positive	There will be positive impacts where the SPD sets standards for disabled parking provision which otherwise would not be provided with new development.
9. Racial equality	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
10. Gender equality	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
11. Sexual orientation equality	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
12. Gender re-assignment	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	

13. Age equality	Y <input checked="" type="checkbox"/>	N	Positive	A new provision to ensure school drop off and pick up provision will enable parents and children to access their schools without causing local parking issues. It will also allow new or extended schools to be permitted and built to the benefit of younger people.
14. Religion and belief equality	Y <input checked="" type="checkbox"/>	N	Positive	The Parking Standards SPD provides for parking in places of worship which will be assessed on a case by case basis which will ensure that parking issues do not frustrate the construction of new facilities.
15. Pregnancy and maternity equality	Y	N <input checked="" type="checkbox"/>		
16. Marriage and civil partnership equality	Y	N <input checked="" type="checkbox"/>		
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Positive impact on those with lower incomes through requirements for the provision of affordable housing in that the SPD will be more flexible in securing parking provision than with other developments should evidence support lower parking provision. This makes affordable housing provision more viable.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N <input checked="" type="checkbox"/>	N/A	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	N/A			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N <input checked="" type="checkbox"/>	Full assessment not required as no potentially negative impacts identified.	

23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.

Action	Timescale	Person Responsible	Milestone/Success Criteria
<p>24. Which service, business or work plan will these actions be included in?</p>	<p>Planning & Transport</p>		
<p>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</p>	<p>1. The SPD requires disabled parking provision. 2. The SPD provides a flexible approach to parking requirements for affordable housing.</p>		
<p>26. Chief Officers signature.</p> <p>Andrew Hunter</p>	<p>Signature:  Date: 5 January 2016</p>		

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When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

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TO: EXECUTIVE
8th March 2016

ADVOCACY JOINT COMMISSIONING STRATEGY 2016-2021
DIRECTOR OF ADULT SOCIAL CARE, HEALTH AND HOUSING

1 PURPOSE OF REPORT

- 1.1 To seek the Executive's approval of the proposed Advocacy Joint Commissioning Strategy for 2016-2021.

2 RECOMMENDATION(S)

- 2.1 That the Executive consider the Advocacy Joint Commissioning Strategy for 2016-2021.
- 2.2 That the Executive approve the strategy, subject to any comments and amendments.

3 REASONS FOR RECOMMENDATION(S)

- 3.1 The previous strategy for advocacy in Bracknell Forest covered the years 2012-2015 and therefore the strategic approach to commissioning advocacy services in Bracknell Forest is due for review and refresh. There have been significant legislative changes since the last strategy was developed that directly impact the commissioning and provision of advocacy services and the strategic approach needs to be updated to reflect this.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 Advocacy services help people to speak up and be involved in decisions that affect their lives, or do these things for someone if they are unable to do it themselves. Advocacy can involve:
- helping someone to understand information
 - someone speaking up for, or acting on behalf of, themselves or another person
 - taking action to help people say what they want, secure their rights, represent their interests and help them get the support they need
 - making sure people feel part of the community and can contribute to it
- 5.2 During the lifetime of the last strategy, various legislative changes have taken place that affect the commissioning and provision of advocacy services. The Care Act 2014 introduced a broader advocacy duty, under which councils must provide access to

independent advocacy for people with care and support needs, and unpaid carers with support needs, who have substantial difficulty engaging with care and support processes. Additionally, the Health and Social Care Act 2012 transferred commissioning responsibility for Independent Mental Health Advocacy (IMHA) and NHS Complaints Advocacy from the NHS to local councils with social services responsibilities (CASSRs). As a result, the council is now responsible for commissioning four types of statutory advocacy:

- Independent Advocacy under the Care Act
- Independent Mental Capacity Advocacy (IMCA)
- NHS Complaints Advocacy
- Independent Mental Health Advocacy (IMHA)

5.3 In order to understand how advocacy services can best be provided locally, the following has been taken into account when developing this strategy and defining the priorities within it:

- relevant legislation, national guidance and research
- an analysis of the needs of the local population and how these may change in future
- the views and experiences of local people
- the current provision of advocacy services

5.4 People in Bracknell Forest were consulted between December 2015 and January 2016, and views were sought particularly from people who had used advocacy services in the past, people who could have used these services but did not, and people who may now be eligible for services due to changes in legislation or in their needs and circumstances. The results of this consultation, together with the other information identified in 5.2, informed the development of this strategy.

5.5 As well as drawing on the consultation results, the needs analysis in the strategy also uses data from the Office for National Statistics, the Health and Social Care Information Centre (HSCIC), the 2011 census, Department of Health reports, and two major national databases from the Institute of Public Care. Estimating the level of need for advocacy is inherently difficult, partly due to the fact that most advocacy is issue-based, people may choose not to have advocacy even if they are eligible for it, and statutory advocacy is provided only in specific situations or only when someone has difficulty understanding or being involved in decisions. These things are difficult to predict. Therefore, estimates have been produced by extrapolating from reliable national data sources and applying these to Bracknell Forest, as well as using population projections for the groups most likely to need advocacy.

5.6 Improvements are planned to the quality of advocacy services' performance monitoring data, and the consistency of this across different services, so that comparisons can be made, trends can be analysed over time, and use of resources can be more accurately demonstrated.

5.7 The priorities identified from the research and analysis in the strategy are based around the four domains of the 2015-16 Adult Social Care Outcomes Framework (ASCOF). These priorities are that:

People have as much choice and control as they want over their support

- People are supported to self-advocate
- Advocacy helps people to understand their rights

- Services cooperate and coordinate to ensure seamless support

People understand what advocacy is and how it can help

- Information about advocacy is improved
- People are helped to understand advocacy

People can access the most appropriate type of advocacy when they need it

- Awareness is raised about different advocacy services
- Access to support is prompt
- Staff understand the value of advocacy and the types available

People are supported by high quality services

- Advocacy services meet recognised standards
- Advocates are supported to develop skills and expertise
- Impact and efficiency of services is effectively monitored and evaluated

Advocacy contributes to keeping people safe from harm

- Advocates will be non-judgemental, respectful, independent and impartial
- It is available in environments that help people feel safe and secure
- Advocacy will help people speak up and be involved in safeguarding enquiries and reviews

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The relevant legal framework and key issues associated with the commissioning of advocacy services are addressed within the main body of the report.

Borough Treasurer

- 6.2 The Council allocates its financial resources through the budget process in the context of its medium term financial plan. Currently the medium term financial plan forecasts that the Council will need to make significant savings over the next few years. Over this period the Council will have to develop increased efficiency in service delivery whilst still responding to demographic changes, new legislation and the need to modernise services. This will require the reallocation of some of the Council's limited resources to key priorities.

In order to deliver these service changes the Council publishes a range of strategies and policies relating to many of its key services. A strategy or policy does not represent a financial commitment but, rather, sets the strategic direction of travel, subject to the level of resources that become available. These strategies also form the basis of the annual service plan which ensures that the development of the Council's services is consistent with its medium term objectives within the resource envelope that is agreed. The development of these strategies is, therefore, an important part of the Council's arrangements for helping it allocate its limited resources to maximum effect.

Equalities Impact Assessment

- 6.3 Equalities screening was completed as attached at Appendix Two. No groups with protected characteristics were found to be adversely affected.

Strategic Risk Management Issues

- 6.4 An action plan will be developed for the delivery of commissioning intentions for advocacy services. Delivery of this plan is considered as a risk which can be mitigated by robust performance monitoring.

CONSULTATION

Principal Groups Consulted

- 7.1 A consultation was carried out between December 2015 and January 2016. Views were sought particularly from people who had used advocacy previously, people who could have used these services but did not, and people who might now be eligible for services due to changes in legislation or in their needs and circumstances.

The Adult Social Care Overview and Scrutiny Panel were invited to comment on the approach to the strategy and on the approach to commissioning advocacy services.

Method of Consultation

- 7.2 A consultation questionnaire was used and was available to be completed in various ways, including:
- Online, via the council's consultation portal
 - On paper, in standard print
 - In a large print format
 - In an easy-read format
 - With the support of staff from local services, such as advocacy and learning disability services

Representations Received

- 7.3 Approximately 90 comments were received from the 34 people who took part, along with quantitative data, and the results informed the priorities identified in the strategy. A summary of the consultation results is included in the strategy.

Background Papers

Appendix 1: Advocacy Joint Commissioning Strategy for 2016-2021
Appendix 2: Equalities Screening Record

Contact for further information

Hannah Doherty

Unrestricted

Head of Learning Disabilities
01344 354467

Reuben Colton
Joint Commissioning Officer
01344 351690

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Bracknell Forest Advocacy Joint Commissioning Strategy

2016-2021

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National and local context	3
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Current services funded by Bracknell Forest Council	17
Priorities for advocacy commissioning	19
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Introduction

Many people sometimes need support to speak up about the choices they need to make and be involved in decisions about their lives. It is important that people understand their rights and options and can express their views and wishes, to help them achieve the outcomes they want, and not necessarily the choices that others feel are best for them. This is where advocacy can help.

What is advocacy?

Advocacy can involve:

- helping someone to understand information
- someone speaking up for, or acting on behalf of, themselves or another person
- taking action to help people say what they want, secure their rights, represent their interests and help them get the support they need
- making sure people feel part of the community and can contribute to it^{1, 2}

An advocate is the person who provides advocacy to help someone speak up and take action, or does these things for them. Advocates work in partnership with the people they support and take their side. Advocates can be:

- The person themselves
- A friend, family member or carer
- A community volunteer
- An organisation or group
- A paid professional

There are different types of advocacy, including:

“Self-advocacy”	When someone speaks up or takes action by themselves or are helped to do this.
“Informal advocacy”	When someone else such as a family member, friend or carer is a person’s advocate.
Peer advocacy	When someone who has a similar disability, illness or experience is the person’s advocate.
Professional advocacy	When someone’s advocate is a paid, independent person. This is often when an important change is happening, a decision is needed, or to help with a specific issue.
“Independent advocacy”	When someone's advocate is a person who is not connected with the organisations providing their care, support or treatment. This will

¹ Action for Advocacy, *A Code of Practice for Advocates*

² Care Act 2014: Care and Support Statutory Guidance 2014

³ Social Care Institute for Excellence: *Care Act 2014 – Commissioning independent advocacy*

usually be a professional advocate, but sometimes the person could be a family member, friend or carer.

“Group advocacy”

When someone asks a group of people or an organisation to speak up or take action for them.³

The law says that advocacy must be provided in certain situations to people who need it. This is called statutory advocacy, and there are different types for different situations. These advocates work with people one-to-one and are independent of other organisations, such as the NHS or social services. This helps make sure they work to represent the person’s interests only. Statutory advocacy is usually provided by a professional advocate (a person who is paid to do this). But in some situations it can be provided by someone the person already knows, such as a family member, friend or carer.

Advocacy is **not**:

Information This is a collection of facts which helps someone understand a subject or problem.

Advice This is when someone gives their views or opinions about what could be done about a situation or problem.

Mediation This is when someone sorts out a problem between two or more people. A mediator is a person who gives their own views or opinions to help everyone involved to agree.

Information, advice and advocacy are all linked together. Information helps people understand their choices. Advocacy helps people to understand what that information, and any advice, means for them and speak up about the choices they wish to make.

About this strategy

A commissioning strategy is a plan that sets out how support and services will be developed for people in the local area. To decide on the priorities in this advocacy commissioning strategy, and to understand how advocacy services can best be provided locally, the Council has taken into account:

- the views of local people
- current legislation (laws)
- national guidance from government and other organisations
- the needs of local people and how they may change in future
- how well current advocacy services work and whether they could work better in future

This strategy will also be useful for people who are eligible for social care support as well as staff and organisations that currently provide, or are considering commissioning, advocacy services.

National and local context

National context

In recent years there have been several changes in the law that make it a priority for health and social care services to involve people, including by providing advocacy to help people be involved in making decisions. This part of the strategy looks at some of these laws.

Care Act 2014

The Care Act was the biggest change to social care for over 60 years. It puts people and their carers at the heart of their care and support. The new law says that councils must involve people fully and provide independent advocacy to people who have substantial difficulty being involved in and voicing their views about their care and support. For example, this could be when someone is:

- having an assessment of their care and support needs
- having a carers assessment
- planning their care and support
- having a review of their care and support plan
- supported at the time of a safeguarding enquiry or review²

Mental Capacity Act 2005

The Mental Capacity Act provides protection to people who don't have the mental capacity to make some or all decisions. The law covers how people can plan ahead in case they don't have mental capacity in future, how people can ask someone else to make decisions for them, and who can make decisions if someone hasn't planned ahead. Independent Mental Capacity Advocacy (IMCA) must be provided in certain situations to people who lack capacity.³

There are similarities between IMCA and independent advocacy provided under the Care Act. Government guidance to councils about the Care Act says that the rules have been designed so that an independent advocate can carry out both roles. It also says that in nearly all situations someone who qualifies for IMCA will also qualify for independent advocacy under the Care Act.⁴ But not everyone who is eligible for advocacy under the Care Act will be eligible for an IMCA.

Mental Health Act 1983

This law says when Independent Mental Health Advocacy (IMHA) must be provided to people with mental health needs to help them be involved in decisions about their care and treatment. It is available to people who are detained under most sections of the Mental

² The Care Act 2014 (c.23) and Care and Support Statutory Guidance 2014

³ Office of the Public Guardian (2007), *Making Decisions: the IMCA service*

⁴ Care and Support Statutory Guidance 2014

Health Act, as well as in some other situations⁵. Councils are now responsible for commissioning these services since the Health and Social Care Act 2012 was introduced.

Local Government and Public Involvement in Health Act 2007

This law was amended by the Health and Social Care Act 2012 to include a duty for local councils to make independent advocacy available to support people who want to make a complaint about an NHS service⁶. This service is for anyone who needs support at any point during the NHS complaints process. Before these changes, the Department of Health centrally commissioned an independent advocacy service for people making complaints about health services.

Health and Social Care Act 2012

The Health and Social Care Act 2012 was the biggest change to health and care law since the creation of the NHS. One of the many changes in this law was to give responsibility for commissioning two existing types of advocacy to local councils from April 2013⁷:

- Independent Mental Health Advocacy (under the Mental Health Act 1983)
- NHS complaints advocacy (under the Local Government and Public Involvement in Health Act 2007)

⁵ Social Care Institute for Excellence, *Understanding IMHA*

⁶ Local Government and Public Involvement in Health Act 2007 (c. 28) (as amended)

⁷ Local Government Association (2012), *Get in on the Act: Health and Social Care Act 2012*

Local context

Bracknell Forest Health and Wellbeing Board

The Health and Wellbeing Board is a partnership of commissioning leaders from the health and care system, and related areas such as housing and education, that must work together to improve the health and wellbeing of their local population and reduce health inequalities. The Board is accountable to local people.

The Board provides a forum for challenge, discussion and the involvement of local people and brings together the Bracknell & Ascot Clinical Commissioning Group, NHS England, Healthwatch and the Council. They have a legal responsibility for developing a shared understanding of the health and wellbeing of the community through a wide ranging assessment of health and wellbeing needs by:

- producing a Joint Strategic Needs Assessment (JSNA)
- setting priorities for improving the health and wellbeing in a Joint Health and Wellbeing Strategy (JHWS) which takes into account information from the JSNA and other commissioning strategies.
- assessing other plans and strategies to make sure they align with the JHWS
- encouraging organisations to work together and share resources

As a result, patients and the public should benefit from more joined-up services from the NHS, Bracknell Forest Council and other partners.

Joint Health and Wellbeing Strategy

The local Health and Wellbeing Strategy was refreshed in December 2015.

The objective of the strategy is to make sure that every resident of Bracknell Forest lives in a healthy, safe and caring place where people:

- understand and take responsibility for their own health and wellbeing
- can access services and support to achieve this
- have a smooth, stress free and seamless journey through the health and care system should they become ill or need support

There are key underpinning principles in the strategy which should be considered when planning advocacy services:

1. People should be supported to take responsibility for their own health and wellbeing as much as possible
2. Everybody should have equal access to treatment or services
3. Organisations should work together to make the best use of all the resources they have to prevent and treat ill-health
4. The support and services that people get should be of the best possible quality

Other related strategies

This plan supports other council plans which are already helping people to speak up about their needs and speak out about their choices, including:

- “Healthy Minds” Commissioning Strategy for Adults with Mental Health Needs 2013-2018
- Joint Commissioning Strategy for People with Learning Disabilities 2014-2019
- Joint Commissioning Strategy for Intermediate Care 2015-2018
- “Living with Positive Choices” Commissioning Strategy for People with Long Term Conditions aged between 18 to 64 2013-2018
- Sensory Needs Strategy 2016-2021
- Joint Commissioning Strategy for Dementia 2014-2019
- Joint Commissioning Strategy for Adults with Autism 2015-2020
- Looked After Children Commissioning Strategy
- “Creating Opportunities - Positive Futures” Early Help Strategy for Children, Young People and Families in Bracknell Forest 2015-2017
- Joint Commissioning Strategy for Supporting People in an Unpaid Caring Role 2015-2020
- Safeguarding Adults Annual Report
- Older People’s Partnership Board Commissioning Strategy for Older People 2013-2016
- Joint Commissioning Strategy for Assistive Technology 2012-2017

Research and practice

What makes a good advocacy service?

The principles and features of good quality advocacy have been known for some time⁸. These are brought together in various quality marks and advocacy qualifications.⁹

The advocacy Quality Performance Mark (QPM) is a nationally-recognised set of standards that aim to increase the quality and consistency of advocacy. It was developed from the advocacy charter and code of practice by Action for Advocacy, which was a national advocacy organisation, and it builds on these other documents¹⁰. An updated version of the QPM was released in 2013 and it is now overseen by the National Development Team for Inclusion (NDTi), a not-for-profit organisation that promotes inclusion and equality.¹¹

The QPM says there are eight important areas of quality for advocacy services:

- 1. Independence** Services should be provided by independent organisations, such as a charity, that are not part of any statutory organisation, such as a council, or service provider agencies
- 2. Clarity of purpose** It is essential that people know what they can expect from the service. It needs to be clear about its aims, its role and how it makes decisions.
- 3. Confidentiality** Services should have clear policies on confidentiality and be clear about how information might be shared
- 4. Safeguarding** Services need to have safeguarding policies in place and their staff need to be trained and experienced in identifying safeguarding issues.
- 5. Empowerment and Putting People First** Services need to focus on the person they are working with and their views, needs and strengths. They should support self-advocacy and empower people to speak up.
- 6. Equality, Accessibility and Diversity** Services should have an equal opportunities policy and be proactive in removing barriers and making their services easy to access for everyone
- 7. Accountability and complaints** Services should be accountable for the work they do and how they use the money they receive. Services should make it clear how people can complain or give feedback, and provide support to people to make complaints.
- 8. Supporting advocates** Advocates should be trained and supported in their role and helped to develop skills and experience

⁸ I&DeA, *Transforming adult social care: access to information advice and advocacy*

⁹ School for Social Care Research (2013), *The Impact of Advocacy for People who use Social Care Services*

¹⁰ Ibid.

¹¹ NDTi, *Advocacy QPM*: www.ndti.org.uk/major-projects/current/advocacy-quality-performance-mark/

The National Development Team for Inclusion describes the Quality Performance Mark as a recognised national benchmark, which advocacy providers should use to demonstrate the quality of their service.¹² Additionally, it is increasingly being used by commissioners to define the quality requirements in contracts for advocacy services.¹³

As well as the advocacy charter, code of practice and quality performance mark, there are other standards and good practice guidance for some types of advocacy. These help providers to deliver high quality services and help commissioners monitor how well services are performing. For example:

- IMHA resources from the Social Care Institute of Excellence and the University of Central Lancashire¹⁴
- IMCA resources from the Social Care Institute of Excellence¹⁵
- Care Act resources from the Social Care Institute of Excellence¹⁶
- NHS Complaints Advocacy guidance from the Local Government Association¹⁷ and complaints advocacy standards from Healthwatch England¹⁸

Who uses advocacy services?

Some types of advocacy are available to anyone who needs it. For example, NHS complaints advocacy can be used by anyone who wants to complain about an NHS service, and independent social care advocacy is for anyone who needs it to help them be involved in decisions about their care and support. Other types of advocacy are just for people in a particular situation, or with a particular health condition or disability. For example, IMCA services are for people who don't have the mental capacity to make specific decisions.

Before the introduction of the Care Act, two major national surveys of advocacy services both estimated that 25% of services were available to anyone rather than only people with specific health conditions or disabilities^{19, 20}. However, the Care Act aims to ensure that advocacy is more widely available to people with care and support needs, and their carers, whether or not they have any particular health condition or disability. So these figures will likely change over time as more services offer support to anyone who needs it.

¹² NDTi, *Insights 19*:

www.ndti.org.uk/uploads/files/Insights_19_Impact_of_Advocacy_FINAL_v2_Feb_2014.pdf

¹³ NDTi, *Advocacy QPM*: www.ndti.org.uk/major-projects/current/advocacy-quality-performance-mark

¹⁴ Social Care Institute for Excellence, *IMHA*: www.scie.org.uk/independent-mental-health-advocacy/

¹⁵ Social Care Institute for Excellence, *IMCA* resources: www.scie.org.uk/publications/imca/

¹⁶ Social Care Institute for Excellence, *Care Act 2014: Commissioning independent advocacy*

¹⁷ Local Government Association (2012), *Commissioning Independent NHS Complaints Advocacy*

¹⁸ Healthwatch England (2015), *Independent Complaints Advocacy*

¹⁹ Equality & Human Rights Commission (2010), *Advocacy in Social Care Groups Protected Under Equality Legislation*

²⁰ Action for Advocacy (2011), *Advocacy in a Cold Climate*

The other 75% of services said they provide support to one or more groups of people. Based on these surveys, an estimate of how many advocacy providers support different groups of people showed that²¹:

- 55% provided advocacy for people with mental health conditions
- 55% provided advocacy for people with learning disabilities
- 47% provided advocacy for older people
- 43% provided advocacy for people with dementia
- 39% provided advocacy for people with physical or sensory impairments
- 30% provided advocacy for people from a Black or Minority Ethnic (BME) background
- 27% provided advocacy for carers
- 22% provided advocacy for Lesbian, Gay or Bisexual people (advocacy for transgender people was considered separately)
- 17% provided advocacy for children and young people

The impact of advocacy

Over the past two decades, there has been an increasing focus in UK Government policy on the importance of advocacy. Although some research into advocacy has been carried out in the UK, there is limited robust evidence about how effective different approaches are and the difference advocacy makes to people's lives.²²

However, there is some evidence about the benefits people think advocacy has, and how it plays an essential role in helping people, to be aware of their rights, assess options available to them, and make and communicate their decisions.²³²⁴²⁵

It is important to note that:

- the lack of robust evidence *should not be* taken as meaning there is evidence that advocacy *doesn't* work.¹²
- there is a clear commitment, nationally, to providing advocacy to support equality of access and help people be fully involved in their care and support.²⁶

A report by the School for Social Care Research about the impact of advocacy recommends that commissioners should improve how they evaluate advocacy services by using new approaches and making use of recognised, but under-used, ways of measuring impact. It also suggests that commissioners should monitor outcomes better at both an individual and

²¹ School for Social Care Research (2013), *The Impact of Advocacy for People who use Social Care Services*

²² Ibid.

²³ The Law Commission (2011), *Adult Social Care (Law Com No. 326)*

²⁴ Equality and Human Rights Commission (2009), *From Safety Net to Spring Board*

²⁵ Social Care Institute for Excellence (2011), *Prevention in Adult Safeguarding: Adults' services report 41*

²⁶ Department of Health (2014): *The Care Act 2014 impact assessment (No. 6107)*

population level²⁷ and it identifies several connected challenges that need addressing to improve the evidence around advocacy outcomes:

- Definitions of advocacy and its boundaries
 - There is lack of agreement about definitions of advocacy and understanding of the role.
 - It can be difficult to separate advocacy from other areas such as information and advice.
 - Advocacy is very diverse. There are many services, supporting a range of people in different situations with different issues.

- Defining outcomes
 - The variety of advocacy services means that they have different aims and objectives, with shifting or unclear outcomes as a result.
 - It is difficult to define outcomes that can be measured quantitatively. This makes gathering evidence difficult.
 - Advocacy is often about moving towards a goal and helping people to develop, rather than achieving a change or definite result.

- Measuring outcomes
 - Working out whether advocacy directly results in particular outcomes is difficult without having other groups to compare with.
 - Outcomes cannot always be quantified.
 - Monitoring and evaluation of outcomes by advocacy services needs to improve.
 - Information is sometimes based on a small number of case studies.
 - There is often a reliance on data and outcomes reported by advocacy organisations themselves.

Further to this, other reports suggest that commissioners and providers should work together in future to collect evidence of the impact of advocacy services, including how cost-effective they are.²⁸

²⁷ School for Social Care Research (2013), *The Impact of Advocacy for People who use Social Care Services*

²⁸ NDTi, *Insights 19*:

www.ndti.org.uk/uploads/files/Insights_19_Impact_of_Advocacy_FINAL_v2_Feb_2014.pdf

Needs analysis

A needs analysis is a way of estimating what the needs of a population are so that appropriate support can be planned. This section brings together a range of information, including population estimates, national and local data, and results from a local consultation to help estimate the local need for advocacy services now and in the future.

Who might need advocacy?

As some types of advocacy are only available for people in specific situations or with particular needs, these people are more likely to use advocacy services. For example, only people with mental health needs can access Independent Mental Health Advocacy (IMHA), and people with dementia or a learning disability are most likely to need Independent Mental Capacity Advocacy (IMCA). As independent advocacy under the Care Act is closely linked with IMCA and the qualifying criteria are related, the people who need this service are most likely to be people with similar needs and in similar situations to those who access IMCA services.

Some people are also more likely to need advocacy than others in general, including people with a learning disability, older people, and people with mental health needs or dementia²⁹. *Figure 1* shows the number of people supported by Adult Social Care from Bracknell Forest Council.

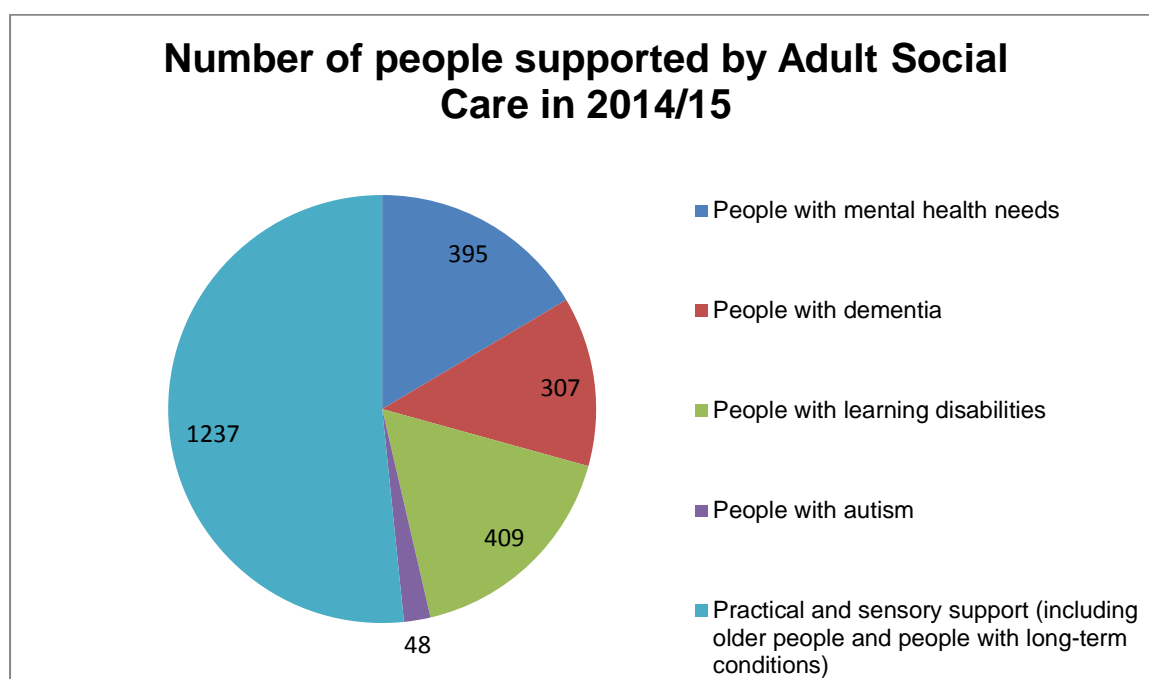


Figure 1 - source: local data.

²⁹ IMCA national report – The Seventh Year of the Independent Mental Capacity Advocacy (IMCA) Service: 2013/14

The total number of people who had an assessment or review of their care and support needs, or received support, in this year was 2396. At the time of the 2011 census, the number of unpaid carers in Bracknell Forest was estimated to be about 9600³⁰.

How many people might need advocacy?

A government Care Act impact assessment estimated the proportion of people who are in contact with councils about their care and support that might qualify for independent advocacy under the Care Act. Based on the figures from this analysis and local data, approximately 130 people might take up this type of advocacy in Bracknell Forest in a year. However, the impact assessment is clear that these are simply estimates and some people may choose not to have advocacy support, and it is too soon to tell from local data how many people are actually using this type of advocacy³¹.

Estimates suggest that 2 million people in England lacked the mental capacity to make some decisions for themselves³². If Bracknell Forest has a proportionate share of residents who may lack mental capacity, based on the latest mid-year population estimate in 2014, there will be around 4300 people in the local area who may lack capacity at times. Of course, not all of these people will need support from an advocacy service and not all will qualify for specialist services such as IMCA.

Based on the number of people detained under the Mental Health Act in England in 2014-15, it is estimated that around 130 Bracknell Forest residents may be detained under the Act in a year and could therefore qualify for IMHA³³.

NHS complaints advocacy can be used by anyone who needs support to make a complaint about health services and could, therefore, be used by any resident of Bracknell Forest.

How many people might need advocacy in future?

At the time of the last census, in 2011, the estimated population of Bracknell was 115,000³⁴. The Office for National Statistics predicts that the general population in the local area will increase by around 5% between 2015 and 2020 to reach around 124,300³⁵. However, some sections of the population are predicted to grow at different rates from this average, including the numbers of people who may be more likely to need advocacy. For example, this includes people with a range of different disabilities and circumstances, such as people with dementia, learning disabilities or mental health needs.

To help estimate the future level of need, *Figure 2* shows estimated increases in the numbers of people in Bracknell Forest that have particular health conditions, disabilities, or life circumstances that may make them more likely to need advocacy.

³⁰ Office for National Statistics: *2011 Census*.

³¹ Department of Health (2014): *The Care Act 2014 impact assessment (No. 6107)*

³² GOV.UK news release (2015): www.gov.uk/government/news/appointment-of-the-chair-of-the-national-mental-capacity-forum

³³ Health and Social Care Information Centre (2015), *Uses of the Mental Health Act: Annual Statistics, 2014/15*

³⁴ Office for National Statistics: *2011 Census*.

³⁵ Office for National Statistics (2014): *2012-based Subnational Population Projections*.

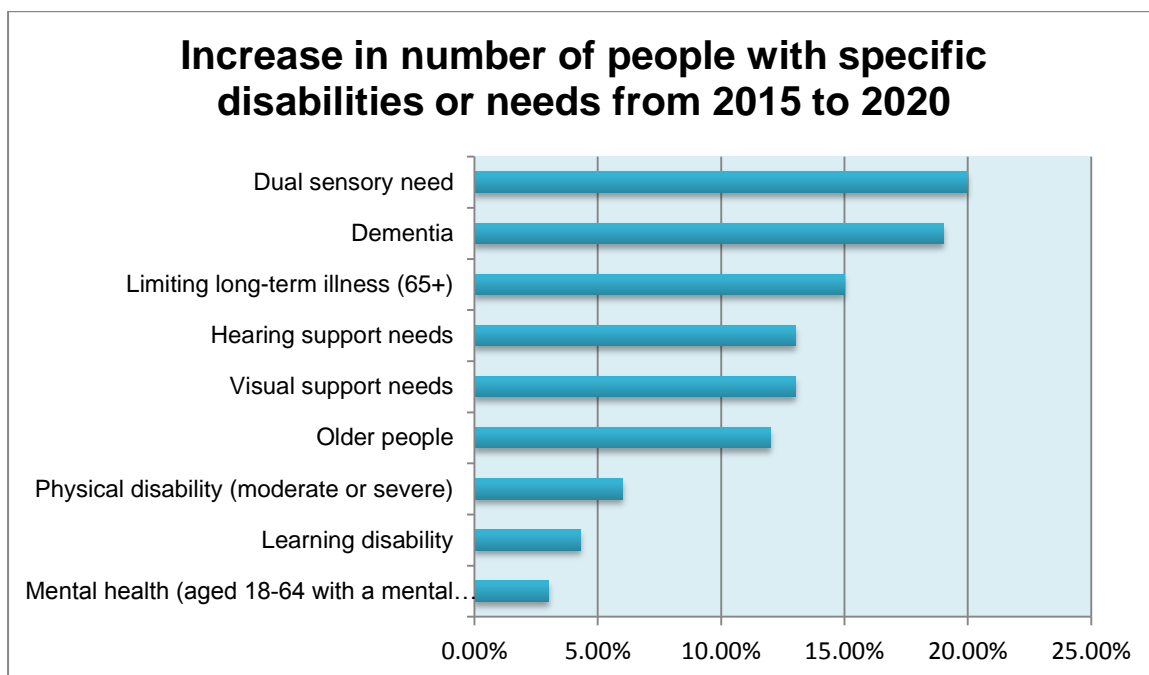


Figure 2 - Sources: collated ONS, POPPI, and PANSI data.

It has not been possible to give a prediction of the number of unpaid carers in Bracknell Forest in future, but as the number of people from the groups in *Figure 2* increase the number of carers is expected to increase in a similar way. Although the increases in the learning disabled and people with mental ill health groups may seem small compared with the other groups in *Figure 2*, these local increases are noticeably above the predicted national increases. Over the next five years the number of people with a learning disability is predicted to increase nationally by only 1.5%, compared with 4.3% in Bracknell Forest. The number of people with mental ill health is predicted to increase nationally by 1.4% over the next five years, compared with a 3% increase in Bracknell Forest.³⁶

If the proportion of people from each of these groups who need advocacy in the future is about the same as the proportion who need it now, these estimates of how the population will change gives a strong indication of the likely increased demand for advocacy in future. Over the lifetime of this strategy there is expected to be, on average, an increase of 10% in the number of people in Bracknell Forest who are most likely to need advocacy support and therefore over 5 years there may be a 10% increase in demand for advocacy.

Despite this, it should be noted that national trends suggest there could be greater increases than this in the use of some advocacy services. For example, the number of people in the population with mental ill health is projected to increase by less 0.5% per year nationally³⁶. Yet, the number of people detained under the Mental Health Act, and who may need IMHA advocacy as a result, increased nationally by 9.8% in 2014/15 alone³⁷. Also, referrals to IMCA services increased by an average of almost 18% per year over the five years from 2008/09 to 2013/14, with a 10% increase recorded in the most recent data from 2013/14³⁸.

³⁶ Institute of Public Care: *Projecting Adult Needs and Service Information (PANSI) database*

³⁷ Health and Social Care Information Centre (2015), *Uses of the Mental Health Act: Annual Statistics, 2014/15*

³⁸ IMCA national report – The Seventh Year of the Independent Mental Capacity Advocacy (IMCA) Service: 2013/14

There have been consistent increases in most types of IMCA referral, but the increases are also partly due to the introduction of the Deprivation of Liberty Safeguards (DoLS) in April 2009. Further significant increases may happen because of the increased number of DoLS applications as a result of the Supreme Court's clarification in March 2014 of the test to decide what counts as a Deprivation of Liberty.

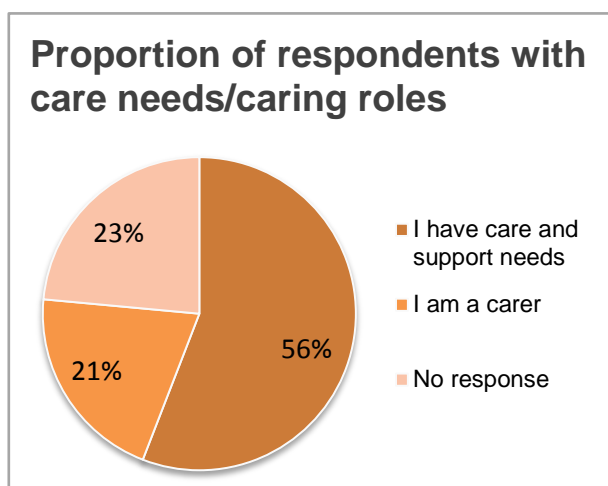
Consultation

The development of this strategy was informed by a consultation through December 2015 and January 2016. The consultation was open to anybody wishing to contribute, but aimed to particularly seek views from:

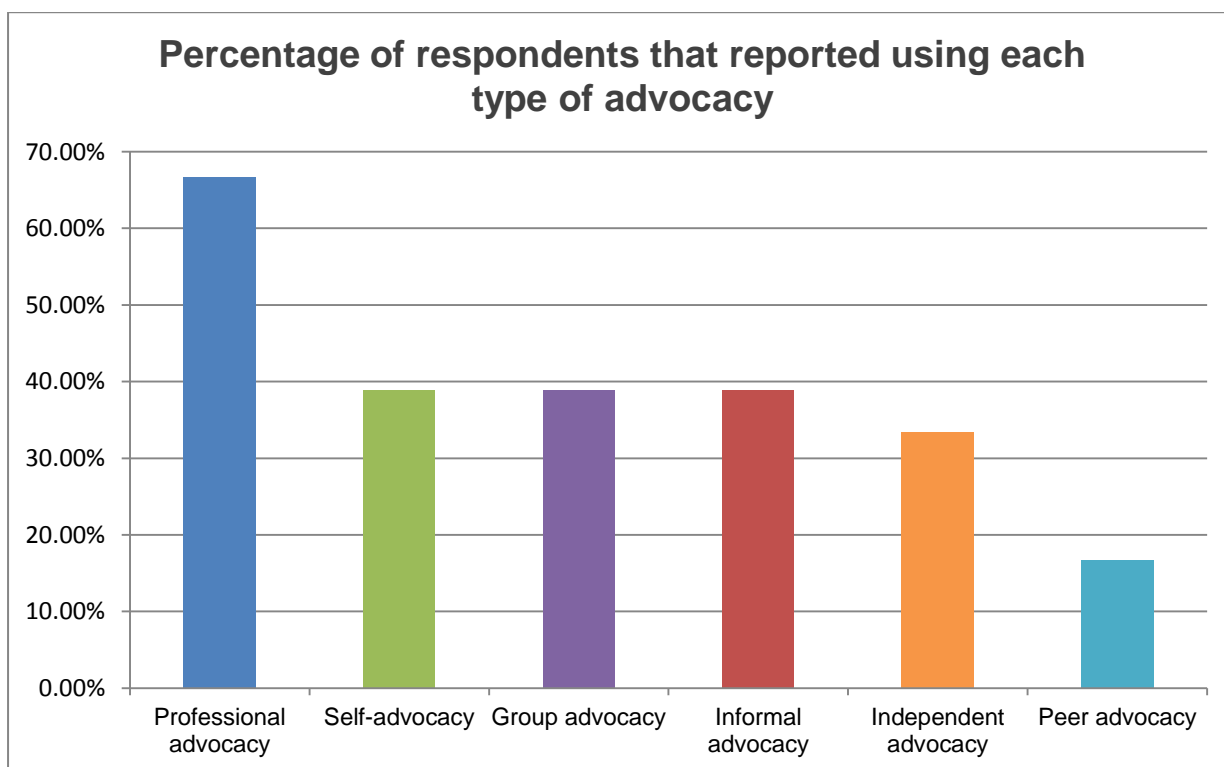
- People who have used advocacy services.
- People who could have used these services but did not.
- People who may now qualify for these services because of changes in the law or in their needs and circumstances.

Use of advocacy

A total of 34 people responded to the consultation and 90 comments were received. Most respondents to the survey had care and support needs (56%), 21% were unpaid carers and the remaining 23% were neither or did not answer this question. Those who answered were from a broad range of age groups. Half (50%) were male, with 35% female and the remainder choosing not to answer.



Of the 34 people who responded, 25 people had used advocacy in the past. This is roughly 14% of the total number of people who are referred to an advocacy service in a year. Amongst those who had used advocacy, the most commonly used types were:

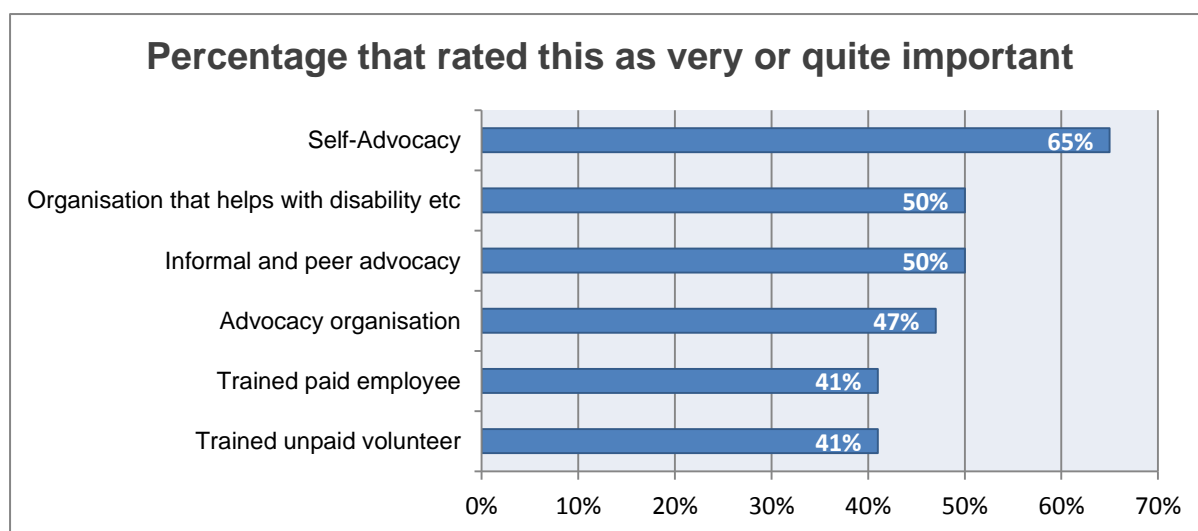


Access to advocacy

Over a third (35%) of those who responded said there was a time when advocacy could have helped them but they didn't have advocacy. The most common reasons given were that they:

- didn't know what advocacy was (36%)
- didn't understand how it could help (18%)
- were not confident or were overwhelmed (both 18%)

This suggests further work may be needed to make sure people who may benefit from advocacy know what it is, understand how it can help and are appropriately supported to access it. The following types of advocacy were rated as very important or quite important by the most respondents.



It is notable that 65% of people rated self-advocacy as very or quite important, particularly in the context of almost 40% of people who have used advocacy reporting they had self-advocated in the past. This supports the view that advocacy services should help people develop the skills and confidence to self-advocate, and underlines the importance of well-established and successful initiatives in Bracknell Forest, such as the self-advocacy group Be Heard.

What do people want from an advocacy service?

Over 70% of respondents rated the following features as very important or quite important.

<p>An advocacy service should:</p> <ul style="list-style-type: none"> • Be confidential • Explain how advocacy can help • Tell people about advocacy so people know it's there if they need it • Meet a recognised standard, such as the advocacy quality performance mark • Provide training and support to help people speak up for themselves 	<p>An advocate should:</p> <ul style="list-style-type: none"> • "Listen to me and be understanding" • "Give me information and explain things in ways I understand" • "Be well-trained" • "Have appropriate skills and knowledge so they can support me" • "Understand how health and social care services work"
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Current services funded by Bracknell Forest Council

Bracknell Forest Council provides funding to a range of statutory and non-statutory advocacy services. These statutory services are funded by the Council:

Independent Mental Capacity Advocacy

This service is for people aged 16 or over who don't have the mental capacity to make important decisions about where they live or about serious medical treatment. Usually it is for people who don't have someone appropriate to speak up for them, such as a family member or friend. In Bracknell Forest in 2013/14 there were 25 referrals to this service. Data was not available for 2014/15.

Independent Mental Health Advocacy

This service is provided to help people with mental health be involved in decisions about their care and treatment. It is available to people who are detained under most sections of the Mental Health Act, as well as in some other situations. Between April 2013 and August 2015, the average number of new referrals to this service was 16 per year.

Independent Advocacy

This is an independent advocacy service for people who have substantial difficulty being involved in the council's care and support processes, such as when having an assessment of their needs or when planning their care and support. There are predicted to be about 112 referrals to this service each year, based on 6 months of data from April 2015. As this estimate is based on only 6 months of data since this service changed with the introduction of the Care Act, it may not reflect the level of usage of this service in the future.

NHS Complaints Advocacy

This is an independent service that helps people who want to make a complaint about a National Health Service (NHS). It helps people to understand their options, make a complaint and supports them through the process. There were an estimated 28 new referrals to this service on average each year based on data from 2013/14 and 2014/15.

The Council also provides funding to these related services:

Be Heard

Be Heard is a self-advocacy group for adults with learning disabilities. It is based in Bracknell Forest and is supported by paid advocates commissioned by the council. The group is member-led and promotes self-advocacy and informal/peer advocacy. Be Heard helps members to achieve confidence and gives them the skills to speak up. They also raise awareness about learning disabilities so that people with learning disabilities can feel and be included in the local community.

Citizens' Advice Bureau (CAB)

The CAB offers advice and information on a wide range of employment, welfare, finance, tax, legal, education, housing, health, immigration and personal issues by telephone, person and letter. They work with other local organisations in the health and social care sectors to support vulnerable individuals and groups, accepting and making referrals from and to various agencies, organisations and services. They also provide representation to individuals seeking to secure financial support and assistance, appealing decisions and working with creditors.

Healthwatch Bracknell Forest

Healthwatch Bracknell Forest is the independent consumer champion for people who use health and social care services. It gathers and represents the views of the public and people who use these services, as well as providing information, advice and guidance.

Mencap

Wokingham, Bracknell & Districts Mencap provides support to families and carers of adults and young people (aged 16 and over) with a learning disability or autistic spectrum disorder. The family liaison team can also provide informal advocacy as well as other support.

Priorities for advocacy commissioning

Bracknell Forest Council's vision is that advocacy services will:

- Be free, independent and available to the people who qualify for them
- Be high quality
- Provide value for money
- Help people to be involved in their care, support and treatment so that they can be as independent as possible
- Help people to speak up and make choices and therefore keep safe from harm

The priorities for the next five years, based on this vision, are grouped under the four areas of the Adult Social Care Outcomes Framework. The council has defined local outcomes for advocacy, which broadly fit within these four areas, along with the individual priorities that contribute towards each outcome.

These priorities will lead to the development of a detailed action plan, which will be monitored in a variety of ways, for example by using:

- Local data, for example from the department's IT systems
- Monitoring reports from advocacy providers
- Bracknell Forest's versions of the national personal social services surveys
- Feedback surveys after people have received advocacy

Enhancing quality of life

People should be able to live independently, balance different life commitments, manage their own support and contribute to community life.

Advocacy-related outcome	Priorities that contribute towards this outcome	How we will know these have been achieved
People will have as much choice and control as they want over their support	1.1 People will be supported to self-advocate or have support from an advocate who can speak or take action on their behalf	Monitoring data will show people have self-advocated or received support to speak up
	1.2 Advocacy will help people, including carers, to understand their rights	People will report they were helped to understand their rights after having advocacy
	1.3 Services will cooperate and be coordinated to make support as seamless as possible	People will say they were satisfied with their advocacy service and how joined up the support was, after receiving it

Delaying and reducing the need for care and support

People should be able to proactively manage their health and care needs with support and information, secure early interventions to reduce dependency on intensive services and can regain their health, wellbeing and independence.

Advocacy-related outcomes	Priorities that contribute towards this outcome	How we will know these have been achieved
People will understand what advocacy is and how it can help	2.1 Information about advocacy will be universal, readily available, in ways and formats appropriate to people's needs and at times suitable to their circumstances	Individuals will report satisfaction with all aspects of information provision about advocacy
	2.2 Help people understand what advocacy is, the types of advocacy available and how it helps people achieve their personal outcomes	Monitoring and feedback will show improved understanding of advocacy
People can access the most appropriate type of advocacy when they need it.	2.3 Raise awareness of the different advocacy services amongst the people who need them	A map of advocacy supply in the community will have been completed Advocacy schemes will report increased usage
	2.4 People can access advocacy promptly when they need it	People will say that they had advocacy when they needed it and felt listened to
	2.5 Staff will understand the value of advocacy and the different types available	Advocacy will be an integral topic in relevant training and other learning activities

Positive experience of care and support

People are satisfied with their experience of support, feel respected as equal partners, are aware of the choices available to them and where to get support from.

Advocacy-related outcome	Priorities that contribute towards this outcome	How we will know these have been achieved
People will be supported by high quality advocacy services that help them be involved in their care and support, and respected as equal partners	3.1 Advocacy services will meet recognised standards, such as the Quality Performance Mark, and adhere to the advocacy code of practice and charter	Providers will produce evidence of meeting the standards and having compliant policies
	3.2 Advocates will be supported to develop appropriate skills and expertise	Advocacy schemes will be able to demonstrate workforce development Individuals will report positive experience of advocacy
	3.3 The impact and efficiency of advocacy will be effectively monitored and evaluated	Monitoring arrangements will be clearly and consistently defined and followed

Protection from avoidable harm

People enjoy physical safety and feel secure, are free from abuse, intimidation, harassment and neglect, are supported to plan ahead and manage risks in the way they want.

Advocacy related outcome	Priorities that contribute towards this outcome	How we will know these have been achieved
Advocacy will contribute to keeping people safe from harm by helping them to speak up and make the choices they want	4.1 Advocates will be non-judgemental, respectful, act independently, impartially and protect confidentiality	Feedback from individuals, advocates and care professionals reporting high levels of satisfaction against these key criteria
	4.3 People will be able to access advocacy in environments that make them feel safe and secure	People will report satisfaction with advocacy delivery that is delivered in varied and flexible ways
	4.4. People will have access to advocacy to help them speak up and be involved during safeguarding enquiries and reviews	Monitoring data will show people have been offered advocacy in these situations

Conclusions and next steps

Providing independent advocacy remains a priority for Bracknell Forest Council. In recent years, changes in the law have recognised the value of advocacy in helping people to speak up and be involved in decisions about their lives and their care and support.

The introduction of a new type of independent advocacy under the Care Act 2014 means that more people will have the support of an advocate. Changes in the law around how advocacy services are commissioned, such as within the Health and Social Care Act 2012, provide new opportunities to make sure that services are joined-up, high quality and cost-effective.

Based on current estimates, there are likely to be increases in the number of people who need advocacy over the next five years. This strategy outlines how there are also opportunities to improve the understanding of how effective advocacy is locally by, for example, improving how service providers and commissioners monitor the impact of services. This will be essential in making sure services are planned and commissioned effectively to meet increased demand in future.

Additionally, there are opportunities to improve awareness of what advocacy is and help people develop the skills to self-advocate. This will mean that residents of Bracknell Forest are better able to speak up for themselves and better informed about how advocacy can help, if they need it, and how they can be supported to access it.

The council will work to take advantage of these opportunities to improve local services and will continue to prioritise advocacy to help those most in need to achieve the outcomes they want and have the quality of life they expect.

Equalities Screening Record Form

Date of Screening: January 2016	Directorate: ADULT SOCIAL CARE, HEALTH & HOUSING	Section: Adults and Joint Commissioning
1. Activity to be assessed	Updating the Advocacy Joint Commissioning Strategy for Bracknell Forest	
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	TBC	
5. Who are the members of the EIA team?	Hannah Doherty, Head of Learning Disabilities Lynne Lidster, Head of Joint Commissioning Reuben Colton, Joint Commissioning Officer	
6. What is the purpose of the activity?	The Advocacy Joint Commissioning Strategy is being updated to reflect recent legislative changes that affect the commissioning and provision of statutory advocacy, as well as taking into account changes in policy, practice and the needs of local residents. It will cover the strategic direction and local priorities for commissioning advocacy services in Bracknell Forest from 2016-2021.	
7. Who is the activity designed to benefit/target?	People who are eligible for advocacy services, including statutory advocacy defined in legislation such as: <ul style="list-style-type: none"> • Local Government and Public Involvement in Health Act 2007 as amended by section 185 of the Health and Social Care Act 2012 • Part 10 of the Mental Health Act 1983 as amended by section 30 of the Mental Health Act 2007 and section 43 of the Health and Social Care Act 2012 • Sections 35 and 36 of The Mental Capacity Act 2005 • Sections 67 and 68 of the Care Act 2014 This will include, for example: <ul style="list-style-type: none"> • People who access local health services 	

	<ul style="list-style-type: none"> • People with care and support needs, which includes people with a range of disabilities and health conditions • People with mental health needs • People who don't have the mental capacity to make some decisions
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Protected Characteristics	Please tick yes or no		Is there an impact?	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc. Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members' decision making, include consultation results/satisfaction information/equality monitoring data.																								
8. Disability Equality	Y <input checked="" type="checkbox"/>	N	Yes. The impact is expected to be positive.	<p>The estimated number of people with particular health conditions and disabilities in the local area is:</p> <table border="1" data-bbox="795 651 1624 1407"> <thead> <tr> <th data-bbox="795 651 1438 737">Disability or health condition</th> <th data-bbox="1438 651 1624 737">Number of people</th> </tr> </thead> <tbody> <tr> <td data-bbox="795 737 1438 794">Learning disability</td> <td data-bbox="1438 737 1624 794">2176</td> </tr> <tr> <td data-bbox="795 794 1438 852">Autism</td> <td data-bbox="1438 794 1624 852">911</td> </tr> <tr> <td data-bbox="795 852 1438 909">Common mental disorder (18-64)</td> <td data-bbox="1438 852 1624 909">12088</td> </tr> <tr> <td data-bbox="795 909 1438 967">Psychotic disorder (18-64)</td> <td data-bbox="1438 909 1624 967">300</td> </tr> <tr> <td data-bbox="795 967 1438 1024">Dual sensory need</td> <td data-bbox="1438 967 1624 1024">596</td> </tr> <tr> <td data-bbox="795 1024 1438 1082">Hearing support needs (moderate or severe)</td> <td data-bbox="1438 1024 1624 1082">9922</td> </tr> <tr> <td data-bbox="795 1082 1438 1139">Visual support needs (some level of sight loss/VI)</td> <td data-bbox="1438 1082 1624 1139">1950</td> </tr> <tr> <td data-bbox="795 1139 1438 1197">Limiting long-term illness (65+)</td> <td data-bbox="1438 1139 1624 1197">7369</td> </tr> <tr> <td data-bbox="795 1197 1438 1254">Dementia</td> <td data-bbox="1438 1197 1624 1254">1188</td> </tr> <tr> <td data-bbox="795 1254 1438 1350">Physical disability (moderate or severe, aged 18-64)</td> <td data-bbox="1438 1254 1624 1350">7574</td> </tr> <tr> <td data-bbox="795 1350 1438 1407">Older people (65+)</td> <td data-bbox="1438 1350 1624 1407">17000</td> </tr> </tbody> </table>	Disability or health condition	Number of people	Learning disability	2176	Autism	911	Common mental disorder (18-64)	12088	Psychotic disorder (18-64)	300	Dual sensory need	596	Hearing support needs (moderate or severe)	9922	Visual support needs (some level of sight loss/VI)	1950	Limiting long-term illness (65+)	7369	Dementia	1188	Physical disability (moderate or severe, aged 18-64)	7574	Older people (65+)	17000
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				<p>As some types of advocacy are only available for people in specific situations or with particular needs, these people are more likely to use and benefit from advocacy services. This includes people with mental ill health, learning disabilities, dementia, care and support needs, and a range of other disabilities or health conditions. For example, Independent Mental Health Advocacy (IMHA) is for people with mental health needs detained under the Mental Health Act and in select other situations. Similarly, Independent Mental Capacity Advocacy (IMCA) is for people who don't have the mental capacity to make specific decisions. People with learning disabilities, dementia and mental ill health are most likely to use IMCA services</p> <p>Additionally, combined data from two separate surveys estimated how many advocacy providers supported particular groups as:</p> <ul style="list-style-type: none"> • 55% provided advocacy for people with mental health conditions • 55% provided advocacy for people with learning disabilities • 47% provided advocacy for older people • 43% provided advocacy for people with dementia <p>The other most commonly supported groups included people with physical or sensory impairments, people from a Black or Minority Ethnic (BME) background, carers and young people.</p> <p>The strategy has been developed in response to national and local policy as well as feedback from people who have used advocacy services, or may need to use them in the future. The primary aims of advocacy include helping people to understand and secure their rights, representing their interests and helping them access the support they need. For some time, advocacy has been recognised as promoting equality, social inclusion and social justice. Consequently, the development of the advocacy joint commissioning strategy will have a positive equality impact on people who are most likely to access advocacy, including people with a range of disabilities.</p>
9. Racial equality	Y <input checked="" type="checkbox"/>	N	Yes. The impact is	The 2011 Census shows that the majority of the population in Bracknell Forest describes themselves as White British/English/Welsh/Scottish/ Northern Irish (84.9%) followed by Asian/Asian British (5%), then other white

Protected Characteristics	Please tick yes or no	Is there an impact?	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc. Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members' decision making, include consultation results/satisfaction information/equality monitoring data.
		expected to be positive.	<p>(4.8%), mixed (2%), Black African/Caribbean/Black British (1.9%), white Irish (0.9%) and finally other ethnic group (0.4%).</p> <p>Equalities monitoring data from the local independent advocacy service for the first 9 months of 2015 showed that the demographic profile of referrals broadly matches the profile of Bracknell Forest. Although, there are slightly lower referral levels for the Asian British/Indian/Bangladeshi and the Black British or Black Caribbean/African populations that would be expected, and slightly higher levels of some other groups, such as White British. It should be noted that this is a single 9 month sample, and there is not sufficient data from other services to draw conclusions. National data also shows lower than expected referrals from the Asian/Asian British population to another type of advocacy, Independent Mental Capacity Advocacy. It has been suggested that there may be cultural reasons for this. Some evidence also suggests that the prevalence of learning disabilities among people of South Asian background is up to three times higher than in majority communities in the UK, indicating that they may benefit from advocacy.</p> <p>Local research highlighted communication as one of three priorities to be addressed to improve access to all services for the local Nepalese community and advocacy could enable the overcoming of cultural barriers and bring about earlier intervention and prevention by involving these people in the determination of their support needs. There is also some emerging data from NHS Complaints advocacy services to suggest that people in travelling communities benefit from advocacy support and there are no reasons to suggest that this would not be applicable to all areas of advocacy provision.</p> <p>CQC's annual report into use of the Mental Health Act in 2014-15 notes that it has been widely known for many years that people from certain backgrounds are more likely to be detained under the Mental Health Act, and therefore also need IMHA. Nationally, compulsory admission rates for black people are almost three times greater than those for white patients. The MHA annual report explains that the reasons for this are still unknown.</p> <p>All local advocacy services are available to anyone who is eligible, regardless of race, ethnicity or background. The development of the advocacy joint commissioning strategy aims to ensure high quality advocacy is available to people based on need and eligibility. This will help people from the groups above to speak up about their views, needs and choices and thus help eliminate discrimination and promote equality of opportunity for people with this</p>

Protected Characteristics	Please tick yes or no		Is there an impact?	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc. Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members' decision making, include consultation results/satisfaction information/equality monitoring data.
				protected characteristic.
10. Gender equality	Y <input checked="" type="checkbox"/>	N	Yes. The impact is expected to be positive.	<p>The prevalence of different disabilities, illnesses or circumstances that might make someone more likely to need advocacy varies by gender. For example, men are more likely to have a learning disability or autism than women. In contrast, women are more likely to have dementia. Research published in the journal <i>Psychological Medicine</i> in 2014 found that being female was one of the factors that made it more likely for someone to be detained under the Mental Health Act, meaning females are more likely to need IMHA. This gender balance is mirrored in equalities monitoring data for the local IMHA service. However, the gender balance is roughly equal when the different types of advocacy are considered together. The 2013/14 national report on IMCA noted equal numbers of males and females accessing this type of advocacy.</p> <p>Results from the consultation around the development of the strategy showed that both genders have similar views, with few exceptions, about the importance of different types of advocacy, where advocacy should be available, and what makes a good service.</p> <p>All local advocacy services are available to anyone who is eligible, regardless of gender. The development of the advocacy joint commissioning strategy aims to ensure high quality advocacy is available to people based on need and eligibility. This will help both genders to speak up about their views, needs and choices and thus help eliminate discrimination and promote equality of opportunity for people with this protected characteristic.</p>
11. Sexual orientation equality	Y <input checked="" type="checkbox"/>	N	Yes. The impact is expected to be positive.	<p>No evidence could be found that people are more or less likely to need advocacy based on sexual orientation alone. However, nationally it is recognised that LGB&T people sometimes face discrimination and poor service, and may therefore benefit particularly from access to advocacy if they are eligible.</p> <p>Local monitoring data shows there is hesitancy and difficulty in recording data on sexual orientation. A report from the Equality and Human Rights Commission noted that low proportions of advocacy services record sexual orientation. Priorities in the strategy will include improved monitoring by service providers. Providers are expected to monitor demographic information for everyone who uses their service, including sexual orientation in line with recommendations in the LGB&T Partnership ASCOF companion.</p>

Protected Characteristics	Please tick yes or no		Is there an impact?	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc. Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members' decision making, include consultation results/satisfaction information/equality monitoring data.
				All local advocacy services are available to anyone who is eligible, regardless of sexual orientation. The development of the advocacy joint commissioning strategy aims to ensure high quality advocacy is available to people based on need and eligibility. This will help people of all sexual orientations to speak up about their views, needs and choices and thus help eliminate discrimination and promote equality of opportunity for people with this protected characteristic.
12. Gender re-assignment	Y <input checked="" type="checkbox"/>	N	Yes. The impact is expected to be positive.	<p>No evidence could be found that people are more or less likely to need advocacy based on gender re-assignment alone. However, nationally it is recognised that people undertaking, or who have been through, gender reassignment sometimes face discrimination and poor service. They may therefore benefit particularly from access to advocacy if they are eligible. Attitudes are changing, however, and recent (2015) research by the Tavistock and Portman Clinic in London says that NHS referrals of support for transgendered people has increased four fold to nearly 450 people in 2013/14 from 2009/2010. This is a complex clinical and psychological area and an increase in numbers requiring advocacy should be expected over time.</p> <p>There are no local equalities monitoring data from advocacy services about gender re-assignment. The Equality and Human Rights Commission noted that low proportions of advocacy services record whether people accessing their services are transgender. Priorities in the strategy will include improved monitoring by service providers. Providers are expected to monitor demographic information for everyone who uses their service, taking into account the recommendations in the LGB&T Partnership ASCOF companion.</p> <p>All local advocacy services are available to anyone who is eligible, regardless of gender re-assignment. The development of the advocacy joint commissioning strategy aims to ensure high quality advocacy is available to people based on need and eligibility. This will help transgender people to speak up about their views, needs and choices and thus help eliminate discrimination and promote equality of opportunity for people with this protected characteristic.</p>
13. Age equality	Y <input checked="" type="checkbox"/>	N	Yes. The impact is expected to	Age is the most significant risk factor for dementia, and dementia is one of the main reasons people need IMCA. It is also a common reason why people may need most other types of advocacy except for IMHA. Eligibility for some types of advocacy is also restrictive based on age. For example, Independent Mental Capacity Advocacy (IMCA) is only available to people aged 16 and over who lack mental capacity. The most recent IMCA national

Protected Characteristics	Please tick yes or no		Is there an impact?	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc. Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members' decision making, include consultation results/satisfaction information/equality monitoring data.
			be positive.	report in 2013/14 People from a wide range of ages responded to the advocacy strategy consultation, from 18-34 up to age 80+. Notably, the 80+ age group had the lowest number of people who said they had used advocacy in the past. It was also the only group in which more people reported not having used advocacy than had used it. However, monitoring data indicates that older people are accessing some local advocacy services, so improved monitoring is required. For example, data from NHS complaints advocacy showed that 43% of people accessing the service were aged 65 or over. IMHA was not considered as age is not a determining factor in Mental Health Act detentions, and data was not available for the other two types of statutory advocacy. Other than specific eligibility requirements that are defined in legislation or national guidance, all local advocacy services are available to anyone, regardless of age. The development of the advocacy joint commissioning strategy aims to ensure high quality advocacy is available to people based on need and eligibility. This will help people of all ages to speak up about their views, needs and choices and thus help eliminate discrimination and promote equality of opportunity for people with this protected characteristic.
14. Religion and belief equality	Y	N	Neutral impact is expected.	No evidence could be found to suggest an adverse or positive impact based on religion or belief alone.
15. Pregnancy and maternity equality	Y	N	Neutral impact is expected.	No evidence could be found to suggest an adverse or positive impact based on pregnancy or maternity alone.
16. Marriage and civil partnership equality	Y	N	Neutral impacted is expected.	No evidence could be found to suggest an adverse or positive impact based on marriage or civil partnership alone.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on				Drug and alcohol mis-users Yes. The impact is expected to be positive. There is a close link between drug or alcohol mis-use and mental

Protected Characteristics	Please tick yes or no	Is there an impact?	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc. Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members' decision making, include consultation results/satisfaction information/equality monitoring data.	
promoting good community relations.			<p>illness, and these people are therefore more likely to benefit from advocacy.</p> <p>Carers Yes, the impact is expected to be positive because carers now have a statutory right to advocacy under the Care Act. The strategy has been updated to reflect this change in legislative context, and services will be commissioned in line with this. The 2011 census showed that there were approximately 9600 carers in the local area.</p> <p>People on lower incomes Neutral impact is expected. No evidence could be found to suggest an adverse or positive impact based on low income alone.</p>	
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?			No adverse impacts have been identified.	
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?			<p>Some types of advocacy are available to anyone, such as NHS complaints advocacy. Anyone who is eligible for the other types of advocacy can benefit from it, irrespective of any protected characteristics.</p> <p>People with a range of different disabilities, health conditions and specific circumstances will be positively affected. Please see above for the numbers of people potentially positively affected.</p>	
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?			No.	No adverse impacts have been identified.

Protected Characteristics	Please tick yes or no	Is there an impact?	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc. Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members' decision making, include consultation results/satisfaction information/equality monitoring data.		
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?			The strategy defines several priorities and a detailed action plan will be drawn up from these priorities. Actions will include developments around the measurement, monitoring, and analysis of service performance, to help improve understanding of the need for and impact of advocacy and any potential inequities. Improvements to the recording of equalities monitoring information will be an integral part of this.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?			Y	N X	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.					
Action		Timescale	Person Responsible		Milestone/Success Criteria
Key Performance Indicators (KPIs) will include equalities monitoring information to help measure and monitor for any potential inequalities across groups with protected characteristics.		Quarterly	JCOs/Contracts Team		Comprehensive equalities monitoring information will be included in regular monitoring reports for all advocacy services.
Services will follow recognised standards, such as the advocacy Quality Performance Mark (QPM), to ensure they are accessible and tailored to the needs of disabled and older people, and other groups with protected characteristics.		2016	JCOs/Contracts Team		The requirement will have been included in service specifications and/or service providers will provide evidence to commissioning organisations that they meet the agreed standard(s).
24. Which service, business or work plan will these actions be included in?			<ul style="list-style-type: none"> • The action plan that will be developed based on the strategy • Service specifications 		
25. Please list the current actions undertaken to advance			Redefining service specifications		

Protected Characteristics	Please tick yes or no	Is there an impact?	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc. Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members' decision making, include consultation results/satisfaction information/equality monitoring data.
equality or examples of good practice identified as part of the screening?			Improvements to monitoring information about protected characteristics from advocacy providers. Consultation included a range of ways to give feedback including a questionnaire online, on paper, in large print, in easy-read, and with the support of staff from local services such as advocacy and learning disability services.
26. Chief Officer's signature			Signature: Zoe to complete Date:
27. Which PMR will this screening be reported in?			Zoe to complete?

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

**TO: EXECUTIVE
8 MARCH 2016**

**COUNCIL TAX PENALTIES
Director of Adult Social Care, Health and Housing
Director of Corporate Services**

1 PURPOSE OF REPORT

- 1.1 To seek approval from the Executive to implement the Council Tax Penalties policy as set out in Appendix A.

2 RECOMMENDATION

- 2.1 **That the Executive agree to implement the Council Tax Penalties Policy with effect from 1 April 2016.**

3 REASONS FOR RECOMMENDATION

- 3.1 The Council has powers under the Local Government Finance Act 1992 (Schedule 3) to impose civil penalties to those charge payers who wilfully neglect to inform the Council of changes to their circumstances that affect their Council Tax liability.
- 3.2 The Council has a duty to ensure that the correct Council Tax charge is being applied to all of its domestic properties and introduction of a penalty policy will help to educate customers on the importance of advising of relevant changes and also encourage them to do this in a timely manner.
- 3.3 The penalties will be applied using a consistent, joined-up approach and are intended to be imposed where a reasonable excuse has not been provided to the Council.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The first alternative option would be to continue operating without a penalties policy and have no possibility of penalising taxpayers without undertaking a labour-intensive fraud investigation or court prosecution.
- 4.2 Where fraud is suspected and believed to warrant a criminal investigation, a local authority could undertake a fraud investigation under the Detection of Fraud and Enforcement Regulations. In order for such investigations to take place the Council would need to employ an authorised officer or buy in the services of a professional fraud investigation body. Where evidence is strong enough for a prosecution the Council could impose a penalty of 50% of the excess Council Tax discount, up to a value of £1000. However, the cost of taking this approach is likely to amount to more than the amount of discount that has been falsely claimed.
- 4.3 In respect of Council Tax liability, in the most serious cases only, where a person presents information that they know to be false with a view to obtaining a financial benefit to which they are not entitled, the person may be subject to prosecution under

The Theft Act 1968 for obtaining a pecuniary advantage by deception. This approach would also be resource intensive and costly to the authority to carry out.

5 SUPPORTING INFORMATION

- 5.1 On 22 September 2015 the Executive agreed to carry out a 12 week consultation on the imposition of Council Tax penalties; the consultation ended on 28 December 2015 and the responses are detailed in section 7. The policy attached as Appendix A to this report is the same policy that was originally considered by the Executive and the public was consulted on.
- 5.2 The full detail of the circumstances for which it is proposed a penalty will be applied is detailed in the attached policy. Broadly, the most common occurrences where penalties are expected to be applied are as follows:
- Failure to notify the council that any discount (e.g. Single Person Discount) should no longer apply.
 - Failure to notify that a property exemption should no longer apply
 - Failure to notify of a change to the liable party
 - A false application for Local Council Tax Reduction Scheme(LCTRS)
 - Failure to notify of a change to the household or any other changes that affect their LCTRS entitlement.
- 5.3 In the above circumstances the Council will look to apply a penalty where the taxpayer is unable to provide a reasonable explanation for the delay in providing or complete failure to provide the relevant information. Full details, again, are provided in the attached policy.
- 5.4 The type of penalty that can be applied is a fixed level, with the amount currently fixed at £70. The penalty will be added directly to the taxpayers' Council Tax account and will be recovered alongside their usual Council Tax charge.
- 5.5 Where a penalty has already been applied and further requests for the same information are made, additional penalties of up to £280 may be imposed.
- 5.6 Taxpayers may appeal to the Valuation Tribunal for England within 2 months if they are aggrieved by the imposition of a penalty and are unsatisfied with the Council's internal review that will take place should a taxpayer disagree with the decision.
- 5.7 Should the policy be agreed for implementation it will be detailed on the Council Tax bills, Council website and any other relevant channels to raise awareness as much as possible. Consultation was undertaken with major stakeholders such as the CAB in order to raise awareness of the Council's position and intentions.
- 5.8 With the publicity and the consultation detailed above it is anticipated that the implementation of this policy will help to educate taxpayers as to the importance of prompt notification of any changes and for those who do incur a penalty it is hoped that they will be deterred from delaying or withholding information in future.
- 5.9 Prompt notification of changes to circumstances allows for the Council Tax and/or LCTBS records to be updated and for revised notices to be issued to taxpayers. Timely issue of revised Council tax bills help to spread any increased payments over a longer period which in turn can assist with Council Tax collection.

- 5.10 The fine applicable for the non disclosure or disclosure of false information currently stands at £50; therefore those claimants who are in receipt of Housing Benefit as well as Council Tax support could incur a total of £120 in penalties.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The Local Authority has the legal powers to introduce a discretionary scheme to impose penalties for failure to notify a change of circumstances as an alternative to a prosecution.

Borough Treasurer

- 6.2 The purpose behind introducing council tax penalties is to encourage council tax payers to notify the Council of changes to their circumstances promptly. This will ensure their liability to council tax is correct. The Council does not expect to use this sanction frequently and it is not considered to be an income generating policy. No additional income should, therefore, be built into the Council's budget at this stage. The amount of income actually generated through penalties, together with changes to council tax income will continue to be monitored on a monthly basis and should sustainable changes to income levels be identified these will be brought forward as future budget proposals.

Equalities Impact Assessment

- 6.3 An Equality Impact Assessment screening is attached to this report as Appendix B.

Strategic Risk Management Issues

- 6.4 There is a potential risk to the Council's reputation should any penalties be applied inconsistently or unfairly, however this risk will be managed by the implementation of a robust policy that will provide clear guidelines to staff making such decisions and allow an element of discretion in exceptional circumstances.

Chief Officer: Customer Services

- 6.5 It is important that any penalty scheme introduced is implemented fairly and consistently, and that information provided to residents on when penalties will be applied is very clear. Digital access channels need to be developed so that residents can notify the Council of changes using their preferred channel, and at a time that is convenient for them.

Chief Officer: Housing

- 6.6 It is logical that the design of a penalty scheme where customers fail to inform the Council in a change of circumstances that affects their Council tax liability is consistent with the existing scheme for civil penalties for housing benefit. Customers face the prospect of being faced with a total of £120 of penalties across both schemes. This is likely to be a significant incentive to ensure customers inform the Council of changes in a timely way.

7 CONSULTATION

Principal Groups Consulted

- 7.1 All stakeholders, residents and the wider community were consulted on the proposals. Bracknell Forest Homes and Citizens Advice Bureau were written to seeking their views.

Method of Consultation

- 7.2 The proposals were available on the Council's consultation portal for twelve weeks. Social media was used to encourage the wider community as well as existing Council Tax Reduction scheme customers to respond to the consultation.

Representations Received

- 7.3 There were 45 responses to the consultation (0.1% of the current number of taxpayers); of which 1 was from an organisation rather than individuals. Just over 95.56% of the responses were from customers who pay Council Tax and 20% who received a discount through the Local Council Tax Reduction Scheme. A full copy of all the responses to the consultation has been lodged in the group rooms and is not provided as part of this report due to the size of the documents. Full copies can be provided upon request
- 7.4 Unfortunately the response to the consultation was poor and as such limited conclusions can be drawn from the consultation. This was despite promotion of the consultation at the Council's offices and via social media.
- 7.5 In summary, the majority of responses to the consultation were generally in favour of the imposition of penalties where there is no reasonable excuse provided by the taxpayer for non-disclosure.

Full Response to Consultation

Question 1 - The Council should impose a penalty of £70 where a person fails to notify the Council without reasonable excuse on any matter which affects entitlement to discount, exemption or Council Tax Liability.

Response	% Total	Count
Strongly Agree	42.22	19
Agree	28.89	13
Neither agree or disagree	8.89	4
Disagree	11.11	5
Strongly disagree	8.89	4
Total	100	45

Question 2 - A penalty of £70 may be imposed if a person does not tell the Council about changes in their circumstances which affect how much council tax they need to pay.

For example:

- Mrs M has been claiming Single Person Discount because she previously lived alone

Unrestricted

- She decides to take in a lodger but fails to notify the Council within 21 days that her Single Person Discount should no longer apply;
- She continues to pay a reduced rate of Council Tax;
- This results in Mrs M receiving £350 worth of discount that she was not entitled to.

Response	% Total	Count
Thought it fair	66.66	30
Thought it neither fair nor unfair	17.78	8
Thought it unfair	8.89	4
Don't know	6.67	3
Total	100	45

Question 3 – The Council should apply the same policy to the "Council Tax Reduction Scheme"

Response	% Total	Count
Strongly Agree	42.22	19
Agree	28.89	13
Neither agree or disagree	8.89	4
Disagree	11.11	5
Strongly disagree	8.89	4
Total	100	45

Question 4 – A penalty of £70 may be imposed if a person does not tell the Council about changes in circumstances which affect how much Council Tax Reduction they might be entitled to.

For example:

- Mr A claimed Council Tax Reduction as he was on a low income;
- His income increased and he failed to tell the Council that he had additional income;
- This results in Mr A receiving £500 worth of Council Tax Reduction he was not entitled to.

Response	% Total	Count
Thought it fair	66.66	30
Thought it neither fair nor unfair	17.78	8
Thought it unfair	8.89	4
Don't know	6.67	3
Total	100	45

Consultation response broken down by Protected Characteristics**Age**

Question 1 - The Council should impose a penalty of £70 where a person fails to notify the Council without reasonable excuse on any matter which affects entitlement to discount, exemption or Council Tax Liability.

Agreed	Disagree	Neither agree or disagree
Under 18	Under 18	Under 18
18-34	18-34	18-34
69%	25%	6%
35-49	35-49	35-49
56%	31%	13%
50-64	50-64	50-64
100%		
65-79	65-79	65-79
50%		50%
80+	80+	80+
100%		

Question 2 - A penalty of £70 may be imposed if a person does not tell the Council about changes in their circumstances which affect how much council tax they need to pay.

For example:

- Mrs M has been claiming Single Person Discount because she previously lived alone
- She decides to take in a lodger but fails to notify the Council within 21 days that her Single Person Discount should no longer apply;
- She continues to pay a reduced rate of Council Tax;
- This results in Mrs M receiving £350 worth of discount that she was not entitled to.

Thought it fair	Thought it unfair	Thought it neither fair or unfair
Under 18	Under 18	Under 18
18-34	18-34	18-34
75%	19%	
35-49	35-49	35-49
69%	19%	12%
50-64	50-64	50-64
88%		
65-79	65-79	65-79
50%		
80+	80+	80+
100%		

Unrestricted

Question 3 – The Council should apply the same policy to the "Council Tax Reduction Scheme"

Agreed	Disagree	Neither agree or disagree
Under 18	Under 18	Under 18
18-34	18-34	18-34
81%	19%	
35-49	35-49	35-49
56%	19%	25%
50-64	50-64	50-64
100%		
65-79	65-79	65-79
50%		50%
80+	80+	80+
100%		

Question 4 – A penalty of £70 may be imposed if a person does not tell the Council about changes in circumstances which affect how much Council Tax Reduction they might be entitled to.

For example:

- Mr A claimed Council Tax Reduction as he was on a low income;
- His income increased and he failed to tell the Council that he had additional income;
- This results in Mr A receiving £500 worth of Council Tax Reduction he was not entitled to.

Thought it fair	Thought it unfair	Thought it neither fair or unfair
Under 18	Under 18	Under 18
18-34	18-34	18-34
75%	25%	
35-49	35-49	35-49
56%	19%	25%
50-64	50-64	50-64
100%		
65-79	65-79	65-79
100%		
80+	80+	80+
100%		

1. Ethnicity

Question 1 - The Council should impose a penalty of £70 where a person fails to notify the Council without reasonable excuse on any matter which affects entitlement to discount, exemption or Council Tax liability.

	Agreed	Disagree	Neither agree or disagree
English/Welsh/Scottish/Northern Irish/British	68%	21%	11%
Gypsy/Irish Traveller		100%	
Show people/Circus			
Any other white background			
White & Black Caribbean			
White & Black African			
White & Asian			
Any other mixed background			
Indian			
Pakistani			
Nepali			
Bangladeshi			
Chinese			
Filipino			
African			
Caribbean			
Any other black background			
Arab			
Other ethnic group	100%		

Question 2 – A penalty of £70 may be imposed if a person does not tell the Council about changes in their circumstances which affect how much council tax they need to pay.

For example:

- Mrs M has been claiming Single Person Discount because she previously lived alone
- She decides to take in a lodger but fails to notify the Council within 21 days that her Single Person Discount should no longer apply;
- She continues to pay a reduced rate of Council Tax;
- This results in Mrs M receiving £350 worth of discount that she was not entitled to.

	Thought it fair	Thought it unfair	Thought it neither fair or unfair
English/Welsh/Scottish/Northern Irish/British	74%	16%	5%
Gypsy/Irish Traveller			
Show people/Circus			
Any other white background	100%		
White & Black Caribbean			
White & Black African			
White & Asian			
Any other mixed background			
Indian			
Pakistani	100%		

Unrestricted

Nepali			
Bangladeshi			
Chinese			
Filipino			
African			
Caribbean			
Any other black background			
Arab			
Other ethnic group	100%		

Question 3 – The Council should apply the same policy to the "Council Tax Reduction Scheme"

	Agreed	Disagree	Neither agree or disagree
English/Welsh/Scottish/Northern Irish/British	71%	16%	13%
Gypsy/Irish Traveller	100%		
Show people/Circus			
Any other white background	100%		
White & Black Caribbean			
White & Black African			
White & Asian			
Any other mixed background			
Indian			
Pakistani	100%		
Nepali			
Bangladeshi			
Chinese			
Filipino			
African			
Caribbean			
Any other black background			
Arab			
Other ethnic group	100%		

Question 4 – A penalty of £70 may be imposed if a person does not tell the Council about changes in circumstances which affect how much Council Tax Reduction they might be entitled to.

For example:

- Mr A claimed Council Tax Reduction as he was on a low income;
- His income increased and he failed to tell the Council that he had additional income;
- This results in Mr A receiving £500 worth of Council Tax Reduction he was not entitled to.

	Thought it fair	Thought it unfair	Thought it neither fair or unfair
English/Welsh/Scottish/Northern Irish/British	18%	11%	71%
Gypsy/Irish Traveller	100%		
Show people/Circus			
Any other white background	100%		
White & Black Caribbean			

Unrestricted

White & Black African			
White & Asian			
Any other mixed background			
Indian			
Pakistani	100%		
Nepali			
Bangladeshi			
Chinese			
Filipino			
African			
Caribbean			
Any other black background			
Arab			
Other ethnic group	100%		

2. Religion / belief

Question 1 - The Council should impose a penalty of £70 where a person fails to notify the Council without reasonable excuse on any matter which affects entitlement to discount, exemption or Council Tax liability

	Agree	Thought it unfair Disagree	Thought it neither fair or unfair Neither agree or disagree
None	65%	30%	5%
Christian	78%	5%	17%
Buddhist		100%	
Jewish			
Hindu			
Muslim	50%	50%	
Sikh			
Other	100%		

Question 2 – A penalty of £70 may be imposed if a person does not tell the Council about changes in their circumstances which affect how much council tax they need to pay.

For example:

- Mrs M has been claiming Single Person Discount because she previously lived alone
- She decides to take in a lodger but fails to notify the Council within 21 days that her Single Person Discount should no longer apply;
- She continues to pay a reduced rate of Council Tax;
- This results in Mrs M receiving £350 worth of discount that she was not entitled to.

	Thought it fair	Thought it unfair	Thought it neither fair or unfair
None	70%	25%	5%
Christian	5%	79%	5%
Buddhist			
Jewish			
Hindu			
Muslim			100%
Sikh			
Other	100%		

Unrestricted

Question 3 – The Council should apply the same policy to the "Council Tax Reduction Scheme"

	Agree	Disagree	Thought it neither fair or unfair Neither agree or disagree
None	65%	25%	10%
Christian	83%	16%	
Buddhist	100%		
Jewish			
Hindu			
Muslim	50%	50%	
Sikh			
Other	100%		

Question 4 – A penalty of £70 may be imposed if a person does not tell the Council about changes in circumstances which affect how much Council Tax Reduction they might be entitled to.

For example:

- Mr A claimed Council Tax Reduction as he was on a low income;
- His income increased and he failed to tell the Council that he had additional income;
- This results in Mr A receiving £500 worth of Council Tax Reduction he was not entitled to.

	Thought it fair	Thought it unfair	Thought it neither fair or unfair
None	65%	25%	10%
Christian	83%	11%	6%
Buddhist	100%		
Jewish			
Hindu			
Muslim			
Sikh			
Other			

3. Sexual orientation

Question 1 - The Council should impose a penalty of £70 where a person fails to notify the Council without reasonable excuse on any matter which affects entitlement to discount, exemption or Council Tax liability

	Agree	Disagree	Neither agree or disagree
Heterosexual / straight	74%	19%	7%
Gay man	100%		
Lesbian / gay woman	100%		
Bisexual			
Prefer not to say	42%	29%	29%
No answer	75%	25%	

Question 2 – A penalty of £70 may be imposed if a person does not tell the Council about changes in their circumstances which affect how much council tax they need to pay.

For example:

Unrestricted

- Mrs M has been claiming Single Person Discount because she previously lived alone
- She decides to take in a lodger but fails to notify the Council within 21 days that her Single Person Discount should no longer apply;
- She continues to pay a reduced rate of Council Tax;
- This results in Mrs M receiving £350 worth of discount that she was not entitled to.

	Thought it fair	Thought it unfair	Thought it neither fair or unfair
Heterosexual / straight	77%	13%	6%
Gay man	100%		
Lesbian / gay woman	100%		
Bisexual			
Prefer not to say	57%	29%	
No answer	75%		

Question 3 – The Council should apply the same policy to the "Council Tax Reduction Scheme"

	Agree	Disagree	Neither agree or disagree
Heterosexual / straight	74%	12%	13%
Gay man	100%		
Lesbian / gay woman	100%		
Bisexual			
Prefer not to say	57%	29%	14%
No answer			

Question 4 – A penalty of £70 may be imposed if a person does not tell the Council about changes in circumstances which affect how much Council Tax Reduction they might be entitled to.

For example:

- Mr A claimed Council Tax Reduction as he was on a low income;
- His income increased and he failed to tell the Council that he had additional income;
- This results in Mr A receiving £500 worth of Council Tax Reduction he was not entitled to.

	Thought it fair	Thought it unfair	Thought it neither fair or unfair
Heterosexual / straight	74%	16%	10%
Gay man			
Lesbian / gay woman			
Bisexual			
Prefer not to say			
No answer			

4. Health Problem or disability

Question 1 - The Council should impose a penalty of £70 where a person fails to notify the Council without reasonable excuse on any matter which affects entitlement to discount, exemption or Council Tax liability

Unrestricted

Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months?					
Yes			No		
Agree	Disagree	Neither agree or disagree	Agree	Disagree	Neither agree or disagree
64%	27%	9%	72%	18%	10%

Are your day-to day activities limited because of your health problem or disability?					
Yes			No		
Agree	Disagree	Neither agree or disagree	Agree	Disagree	Neither agree or disagree
67%	11%	22%	50%		50%

Question 2 – A penalty of £70 may be imposed if a person does not tell the Council about changes in their circumstances which affect how much council tax they need to pay.

For example:

- Mrs M has been claiming Single Person Discount because she previously lived alone
- She decides to take in a lodger but fails to notify the Council within 21 days that her Single Person Discount should no longer apply;
- She continues to pay a reduced rate of Council Tax;
- This results in Mrs M receiving £350 worth of discount that she was not entitled to.

Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months?					
Yes			No		
Thought it fair	Thought it unfair	Thought it neither fair or unfair	Thought it fair	Thought it unfair	Thought it neither fair or unfair
55%	9%	9%	17%	79%	3%

Are your day-to day activities limited because of your health problem or disability?					
Yes			No		
Thought it fair	Thought it unfair	Thought it neither fair or unfair	Thought it fair	Thought it unfair	Thought it neither fair or unfair
56%		11%	50%	50%	

Question 3 – The Council should apply the same policy to the "Council Tax Reduction Scheme"

Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months?					
Yes			No		
Agree	Disagree	Neither agree or disagree	Agree	Disagree	Neither agree or disagree
73%	9%	18%	76%	14%	10%

Are your day-to day activities limited because of your health problem or disability?					
Yes			No		
Agree	Disagree	Neither agree	Agree	Disagree	Neither agree

Unrestricted

		or disagree			or disagree
78%		22%		50%	50%

Question 4 – A penalty of £70 may be imposed if a person does not tell the Council about changes in circumstances which affect how much Council Tax Reduction they might be entitled to.

For example:

- Mr A claimed Council Tax Reduction as he was on a low income;
- His income increased and he failed to tell the Council that he had additional income;
- This results in Mr A receiving £500 worth of Council Tax Reduction he was not entitled to.

Do you consider yourself to have a health problem or disability which has lasted, or is expected to last, at least 12 months?					
Yes			No		
Thought it fair	Thought it unfair	Thought it neither fair or unfair	Thought it fair	Thought it unfair	Thought it neither fair or unfair
82%	9%	9%	73%	17%	10%

Are your day-to day activities limited because of your health problem or disability?					
Yes			No		
Thought it fair	Thought it unfair	Thought it neither fair or unfair	Thought it fair	Thought it unfair	Thought it neither fair or unfair
89%		11%	50%	50%	

Respondents were given the opportunity in the survey to add comments relevant to the survey.

The consultation seek that the Council believes you shouldn't have to pay a penalty if you have a reasonable excuse for not telling the Council about any changes. To make sure any future policy is applied as fairly as possible, the Council would like to hear about different circumstances that might be considered a "reasonable excuse". For example: a period of extended ill-health, a stay in hospital, a close family bereavement, difficulties understanding English, etc.

29 comments received to this question

Agreed, as above	Illness, hospital, each claim should be looked at individually
Ill Health, Bereavement,	The list mentioned above and maybe if someone has a work change of circumstance or works away for long periods or people in the armed forces
Someone dies	Being in hospital
as above	Any incidence where an individual may be incapacitated through illness or mental health whereby they are deemed unable to deal with their financial affairs
They was not aware of criteria or recently had a child and hasn't had time	If someone was unwell or had a bereavement recently
If you've told anyone else within the council;	There is no excuse however life is busy and

Unrestricted

information should be shared and one shouldn't have to tell every single department - goodness knows it is already difficult enough to notify tax credits, child benefit, utilities etc. etc. etc. of changes - please don't add every council department	seem time when you change jobs or money changes it can take a few months to adapt and grace should be there so long as the overpayments paid back. Don't fine people who are already on the edge of a financial sword. And don't turn us in to cash cows. Yes the government is cutting your budgets, stop wringing every last penny out of people.
Bereavement, new baby, a stay in hospital, ill-health	None
Mental health and learning difficulties should be taken into consideration along with changes in health affecting ability to understand council tax.	Would be difficult deciding what would be a reasonable excuse. Not speaking or reading English would be a poor excuse I. My opinion as if they managed to claim a discount with no problem then they should be able to inform the council of any changes.
Ill health. A teenager leaving education to start working & a single parent not realising in time the discount needs removing. Bereavement	All the above Extended stay overseas out of their control
All the above Extended stay overseas out of their control	All the above Extended stay overseas out of their control
As above	All of the above but making sure Ill Health includes mental health
Bereavement Illness	
I know of a dyslexic person who cannot read, write or spell very well. He has been subjected to terrible treatment by BFBC & the DWP for having difficulty with the inevitable stack of forms from both agencies. I think this would be an acceptable reason, (not excuse), but what the general public think & what the council think are 2 very different things! Also, let's not forget the number of times information posted to the council goes missing! I think the penalty is 100% unfair & unnecessary, it's simply another money-making scheme for the council, as is charging people to park outside their own address! The penalty would go up & up, more people would suffer financial hardship as a result...Repayment is all that is necessary in such circumstances	There is no excuse so many people are claiming while the rest of us work 40 plus hours a week and still struggle. Maybe you should look into the magic letting your boyfriend/girlfriend only stay for 3 nights as it may affect your benefits meanwhile being able to afford holiday's abroad nights out etc.
If the council have messed up and lost returned paperwork or put obstacles in the way of being informed correctly.	Examples given are fine.
Illness. Hospital stay. Mental health issues	Sudden illness or hospitalisation. Needing a carer to manage your finances and the carer fails to do this for you.

Further comments on the proposal to implement Council Tax Penalties

15 comments received to this question

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<p>Council Tax Penalty • Agree that there should be a penalty for tenants who do not notify the Council regarding a change in circumstances. • However the penalty is high, purposed at £70. Current housing benefit penalty is £50 we feel it would be more affordable at this amount instead. It may cause tenants further financial hardship which could result in rent payments being missed or less due to having to pay this extra penalty. Tenants would have to pay both the penalty charges</p>	<p>People struggling to make ends meet are not the obvious target for penalties that they will not be able to pay and elderly people who don't mention a new live-in friend will no doubt be let off the hook, for being muddled, as will people who say it is because English is not their first language....so the people who can afford to pay the fines, won't!</p>
<p>If they did get introduced let's hope they are actually enforced!</p>	<p>This is a very good idea</p>
<p>This should be implemented.</p>	<p>Not understanding English is not an excuse.</p>
<p>Maybe 28 days and not 21 days in change of circumstances</p>	<p>Giving 30 days rather than 21 seems fairer</p>
<p>It is hard to be fair on every individual as there would always be someone with a problem with any decision the council makes so I want to say each situation should be assessed individually but it would be difficult to be fair which is why rules are needed. I think if a genuine mistake has been made then can people back pay everything rather then get fined for it? As long as the total sum of what it should have been gets paid back then I think that is fair</p>	<p>It is only worth doing if the penalty is going to actually be enforced. Maybe fail ctax payments should also be recovered It should be battled to make it easier to recover missing payments. As a person who has always paid full ctax it annoys me when you hear of people who don't pay and get away with it as it costs more to recover than they would have had to pay in the first place.</p>
<p>I personally think it is enough just to make the resident pay back the benefit he received</p>	<p>These penalties should be applied with circumstances of the recipient. Good sense should be applied at all times, not just a blanket decision putting people under undue stress and hardship.</p>
<p>I think that this is a terrible idea. Hitting families where it hurts, when people are struggling as it is. More people pushed into poverty</p>	

Contact for further information

Sarah Kingston, Corporate Services - 01344 352097
Sarah.kingston@bracknell-forest.gov.uk

Shanaz Alam, Adult Social Care, Health and Housing – 01344 351344
Shanaz.alam@bracknell-forest.gov.uk

Benefits & Revenues Service
Council Tax Penalties
(Failure to Notify or Supply Information)

CONTENTS

Part 1	Introduction
Part 2	Council Tax Penalties
Part 3	Appeals
Part 4	Exceptions
Part 5	Application of the Penalty

Part 1 - Introduction

- 1.1 Failure to notify a change of circumstances or provide information for Council Tax billing is an offence. The offence is committed if the customer fails to notify us of a change affecting their liability to pay Council Tax within 21 days of the change occurring or if they fail to notify us of a change affecting their entitlement to Council Tax Reduction Scheme within one calendar month.
- 1.2 For practical purposes the Council will not impose a penalty if the customer notifies us, or provides the requested information, within one calendar month for both Housing Benefit and Council Tax.
- 1.3 During the first year of operation there should be an internal request from the officer dealing with the case to impose a penalty should they feel it is warranted, and the penalty will only be imposed after discussion and approval from either a Team leader or above.

Part 2 - Council Tax Penalties

- 2.1 The law allows Councils to impose a £70 penalty to any person who:
 - a) fails to notify the council that an exemption on a dwelling should have ended
 - b) fails to notify the council that a discount should have ended
 - c) fails to notify the council of a change of address or fails to notify the Council of a change in the liable party
 - d) fails to provide information requested to identify liability
 - e) fails to provide information requested after a liability order has been obtained
 - f) fails to notify the Council that Council Tax Reduction should have ended,
 - g) fails to notify the Council that there has been a change in their circumstances which would affect Council Tax Reduction
- 2.2 Where a penalty has already been imposed on their Council Tax account and a further request to supply the same information is made, a further penalty of £280 may be imposed for each subsequent failure, provided:
 - the information is in the debtor's possession.
 - the authority requests him to supply it.
 - it falls within a prescribed description of information.

An example of when a further penalty may apply would be a large landlord or Estate Agent who continually fails to notify of a new tenant moving in to their property.
- 2.3 Once a decision has been made to impose a penalty, customers will be issued with a written decision notice citing the reasons why the penalty has been imposed and also information on how to appeal should they feel aggrieved and the date they must appeal by.

Part 3 - Appeals

- 3.1 If a customer disagrees with the imposition of a Council Tax penalty they may ask the Council to review the decision.
- 3.2 The request must be delivered in writing to the Council within one calendar month of the written decision regarding the imposition of the penalty and must include a copy of the decision notice. If the taxpayer appeals, recovery of the penalty should be suspended until the appeal is decided.
- 3.3 Once an appeal is received the case will be reviewed and where appropriate, officers will explain the penalty decision to the applicant by telephone, at interview or in writing and will seek to resolve the matter.
- 3.4 Customers have the right to appeal directly to the Valuation Tribunal if they remain unsatisfied with the outcome of the Council's internal review process. They have two months in which to appeal after a penalty is imposed.
- 3.6 There is no right of appeal to a higher court if the customer disagrees with the Valuation Tribunal's decision.

Part 4 - Exceptions

- 4.1 It is the Council's policy to exclude taxpayers with relevant mitigating family/personal circumstances, e.g. death or illness, or other reasonable excuse from the imposition of penalties.
- 4.2 Council Tax payers or benefit recipients who are severely mentally impaired are also excluded from the penalty scheme.
- 4.3 Exclusion from a penalty will also be considered in cases where the customer or their partner has a significant degree of physical or mental infirmity, such as a terminal illness, severe clinical depression, hearing/sight/speech problems, learning difficulties or frailty due to old age.
- 4.4 All identified exceptional cases should be passed to the Team Leaders or above for a decision to be made.

Part 5 - Application of the Penalty

- 5.1 The Council Tax bill clearly shows that we have awarded discounts, exemptions and or Local Council Tax Reduction Scheme. It makes clear that the taxpayer

must tell us straight away about any change in their circumstances that could affect their bill or a penalty could be imposed.

- 6.2 A Council Tax penalty will be collected by applying the penalty to the Council Tax account for collection via the normal billing process.
- 6.3 A Council Tax Penalty will be applied to the council tax by the Benefits and Revenue Services Team in order for the penalty to be shown as a separate line on the bill.
- 6.4 A penalty request sheet will be completed and approved by Team Leaders or above and issued to Benefits and Revenue Services. Once the penalty has been applied to the account a letter will be sent in all cases advising of the application of the penalty and the reason.
- 6.5 Relevant Legislation:
 - Schedule 3 of the Local Government Finance Act 1992
 - Regulation 12 & 13 of the Council Tax reduction schemes (Detection of Fraud and Enforcement)(England) 2013

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Initial Equalities Screening Record Form

Date of Screening: 21/01/2016	Directorate: Corporate Services		Section: Revenue Services
1. Activity to be assessed	Imposition of £70 penalties in respect of Council Tax and Local Council Tax Support Scheme where a taxpayer knowingly fails to provide information relating to their liability without reasonable excuse.		
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Sarah Kingston, Shanaz Alam		
5. Who are the members of the screening team?	Sarah Kingston, Shanaz Alam		
6. What is the purpose of the activity?	To ensure that taxpayers are aware of the requirement to report changes in their circumstances that affect their Council Tax liability in a timely manner, to deter repeat offences of failure to report changes which will help ensure a value for money service for all residents.		
7. Who is the activity designed to benefit/target?	Any taxpayer who knowingly fails to report a change in their circumstances that affects their Council Tax liability.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia.	Y	There could be some difficulty in understanding the policy and its potential impacts if a person has learning difficulties, inability to read/write and/or reduced mental capacity.	The main way in which the council interacts with its residents is in writing – whether that be by post or digitally – it is likely to involve reading and digesting information which people with disabilities may find difficult. In order to mitigate these factors we would look to engage with adult social care/social workers who may be supporting these individuals. We would also look to ensure that the information is as well publicised as possible to both residents and staff using methods such as posters, leaflets in libraries, surgeries and leisure centres, publication in Town and Country and making direct contact with stakeholders. A sentence will also be

Appendix B

			included on the Council Tax bill to advise of the policy. There is also an element of discretion within the policy to take exceptional circumstances into account when deciding whether a penalty should be imposed.
9. Racial equality	Y		There could be a potential impact for any residents where English is not their first language. There could be a language barrier which could mean that the recipient may not understand the communications and the need to report changes. In order to mitigate this we would look to include a statement on each communication stating that the information can be provided in a different language or format on request. Also by making contact with community groups, via Involve, who may represent these groups. There is also an element of discretion within the policy to take exceptional circumstances into account when deciding whether a penalty should be imposed.
10. Gender equality		N	Neutral No impact identified at this time
11. Sexual orientation equality		N	Neutral No impact identified at this time
12. Gender re-assignment		N	Neutral No impact identified at this time
13. Age equality		N	Neutral No impact identified at this time
14. Religion and belief equality		N	Neutral No impact identified at this time
15. Pregnancy and maternity equality		N	Neutral No impact identified at this time
16. Marriage and civil partnership equality		N	Neutral

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			No impact identified at this time	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	<p>There could be an adverse impact on those with low incomes as the addition of a penalty would increase their bill.</p> <p>There could be a minimal impact on the armed forces community who may be paying Council Tax for the first time and have little understanding of the process and the necessity to report changes. The Council can raise awareness of this change working with the Royal Military Academy Sandhurst.</p> <p>Some of the households who would be affected by the proposed implementation of civil penalties will be on low incomes. The housing and benefit service has been redesigned to ensure that households receive advice on benefit/discount entitlement and also on how and why changes in circumstances should be informed to a case worker. This should mitigate the impact of the penalties.</p> <p>Again, there is the element of discretion within the policy to take exceptional circumstances into account when deciding whether a penalty should be imposed.</p>			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	<p>The introduction of this policy will demonstrate that the council is aiming to provide a value for money service to its residents by endeavouring to reduce the administration and financial implications associated with late notification of changes.</p>			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	<p>The impact on the two groups identified is of a similar nature. It is not possible to give an estimation of the number of residents within those groups will be directly affected as we do not hold this information on the Revenues or Benefits systems and it would not be possible to estimate the number that may forget or choose not to advise of any changes. There is, however, an element of discretion written in to the policy to ensure that those with genuine difficulties or reasons for not notifying of changes are not penalised.</p>			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	There are mitigating factors, as explained above, to help to minimise the impact on those adversely affected.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Not applicable.			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	There are mitigating factors, as explained above, to help to minimise the impact on those adversely affected and it is not expected that the use of penalties will be a regular occurrence. The element of discretion will also help to minimise any adverse impacts where it is deemed necessary.	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
Action		Timescale	Person Responsible	Milestone/Success Criteria

Appendix B

Develop a consultation communications plan to incorporate the actions noted above to ensure that impacts are mitigated,	31/03/2016	Sarah Kingston/ Shanaz Alam	Ensuring that the implications of the policy are as widely acknowledged and understood as possible.
Monitoring the imposition of penalties in line with the policy and ensuring that the element of discretion is being used correctly.	Ongoing	Sarah Kingston/ Shanaz Alam	Reassurance the policy is being implemented correctly and achieving its aim to deliver value for money and awareness from taxpayers.
24. Which service, business or work plan will these actions be included in?	Revenue Services and Benefits Service Business Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list: Wide publication of the scheme, ability to offer documentation in alternative languages, engagement with stakeholders such as CAB and Bracknell Forest Homes.		
26. Chief Officers signature.	Signature:		Date:

**TO: EXECUTIVE
8 MARCH 2016**

**HIGHWAY MAINTENANCE WORKS PROGRAMME 2016-17
Director of Environment, Culture & Communities**

1 PURPOSE OF DECISION

- 1.1 The Council as part of its overall budget allocation makes provision for highway maintenance schemes. The funding is then targeted according to highway condition. In order to ensure most effective use of resource and the early booking of the plant and equipment, approval is sought annually to approve the targeting of funding to a those roads identified on a rolling list as being in greatest need. The most recent assessment prioritises the works as per Annex 1.
- 1.2 Approval is sought to target the budget against schemes in this list as the priority for spending for 2016/17 so far as the total budget allows.

2 RECOMMENDATION

- 2.1 That the budget for 2016-17 be targeted at the indicative Highway Maintenance Works Programme as set out in Annex 1.**

3 REASONS FOR RECOMMENDATION

- 3.1 As part of the revenue budget proposals the Council has consulted on a reduction in the revenue spend for highway maintenance and is currently consulting in further economies to the highway maintenance budget. The allocation of the Council's capital programme must also be considered in this context too. The proposals in this report therefore identify the priority work across the network to maintain the highway in as good a condition as resources allow.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The proposals seek to effect works according to priority needs based on an assessment of condition that also reflects general safety. The need to have a large range of schemes is essential in order to minimise delay and maximise operational efficiencies. The Annex is updated annually. Given the current financial position the Council faces and the reducing spend on highway maintenance, it would not be appropriate to allocate resources to anything other than that identified through a methodical and objective needs assessment.

5 SUPPORTING INFORMATION

- 5.1 The 2016/17 budget includes £1.560m for the non-routine highway maintenance schemes. This is the level of funding provided via the Department for Transport's (DfT) Highway Maintenance Capital Funding which is a reduction on last year.
- 5.2 From 2017/17 onwards the DfT will award Council's further funding based on their 'efficiency' assessments. Councils will be graded in three bands following completion of a self-assessment questionnaire and those in the higher bands will receive, on a sliding scale, up to 100% of the available additional funding based on the assessment of our bid. In Bracknell's case the maximum we can expect under this process is £94,000 in the financial year 2016/17.

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- 5.3 There is an additional £228,000 from the Council's own capital programme by way of capitalised revenue for road maintenance and street lighting. This is the funding we use for the schemes as indicated in Annex 1.
- 5.4 The DfT Highway Maintenance Funding allocation is not ring fenced and could in theory be spent according to local needs. However, the clear expectation is that it is used for the purpose intended. The revenue budget is used for basic maintenance purposes mainly related to ensuring safety to the users.
- 5.5 The level of maintenance demand far exceeds available budgets. Accordingly funding has to be targeted and, as per the Local Transport Plan, we prioritise spend according to an assessment of need having regard to the condition of the asset. To help in the understanding this year we have changed the form of Annex 1 so as to try to help make it more transparent as to where monies are being prioritised.
- 5.6 The nature of the actual work in any given street will vary and will only be fully defined once a more detailed survey has been undertaken. The form of treatment for each road will be the most appropriate for the nature and category of the individual road to ensure the most cost effective use of available budgets and preserve the useful life of the structure. On the A, B and C roads we generally use what are known as heavy duty inlays. These include the hot laid materials such as Hot Rolled Asphalts and Stone Mastic Asphalts. These are more expensive than the materials that we can use on the unclassified roads where we tend to use cold laid micro asphalt overlay treatments. At this stage in the process the costings have to be considered 'indicative'. The list is therefore no more than a statement of intention subject to the funds. In addition whilst the need to do the works may be noted at times the ability to do the work is restricted because of other plans for the network. Where possible we try to co-ordinate activity in order to minimise local disruption but also to try to avoid new surfacing being dug up shortly after it has been laid. Such streets remain on the programme and are carried forward into next year's plan.
- 5.7 Within the overall budget we plan to continue with our programme to maintain our bridge assets and protect sites where vehicle excursions could potentially occur via the DfT Highway Maintenance Allocation, capital and revenue budgets.
- 5.8 This report focuses mainly on the road surface within the total spend. Members will be aware that we plan to replace all the existing street lighting lanterns with LED lanterns connected to a central management system. This project is funded through an 'invest to save' bid approved by Council. In parallel with the lantern replacement programme we will continue to replace life-expired concrete street lighting columns at sites throughout the Borough.
- 5.9 All works are procured through our contracts which have been secured through competitive tendering. The Bagshot Road between Coral Reef and the Opladen Way/Ringmead junction is a priority project; the nature of the work here is extensive and will require a considerable amount of work to deal with the ongoing damage being caused to the road foundation due to the high water table. The cost of this work is not yet fully established as discussions continue with our contractors over the extent and technical detail of the road structure and timing of the site works.
- 5.10 The recommendation seeks approval to commit the budget as a whole. If approved the practice has not been to seek further approval. Ward Members are advised of the planned works in their Ward and the overall progress against budget is reported via the QSR. We need to take this approach and confirm the overall plan and level of

spend now in order to book the necessary plant and other necessary resources. The window of opportunity is tight.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 The Borough Solicitor has no further comments to add to this report.

Borough Treasurer

6.2 The approved 2016/17 capital programme includes budgets for Highway Maintenance works as stated in paragraph 5.1. Spend against these budgets will be monitored on a monthly basis and reported on in line with the 2016/17 capital budget monitoring timetable

Equalities Impact Assessment

6.3 There are no Equality Impact Issues.

Strategic Risk Management Issues

6.4 Should the Council fail to maintain the highway network to minimum standards, then the risk of litigation increases.

7 CONSULTATION

Principal Groups Consulted

7.1 Not applicable. The works proposed reflect actual conditions.

Method of Consultation

7.2 Not applicable.

Representations Received

7.3 Not applicable.

Contacts for further information

Steve Loudoun
Chief Officer: Environment & Public protection
01344 352501
steve.loudoun@bracknell-forest.gov.uk

Anthony Radford-Foley
Head of Highways Asset Management
01344 351904
anthony.radford-foley@bracknell-forest.gov.uk

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Highway Maintenance Forward Programme								
A Roads	Road		Road Name	Road Description		Ward/Parish	Priority	Estimated Cost
	Number	Section (if known)	Name	From	To			(£)
	A322	27	Bagshot Road	SB DUAL CWAY THROUGH RINGMEAD/OPLADEN WAY R/A		Bracknell	1	£22,069
	A322	24	Bagshot Road	NB DUAL CWAY THROUGH RINGMEAD/OPLADEN WAY R/A		Bracknell	1	£21,767
	A322	020	Bagshot Road	FROM CORAL REEF R/A	TO HILTON R/A	Bracknell	1	£106,013
	A322	021	Bagshot Road	FROM HILTON R/A	TO CORAL REEF R/A	Bracknell	1	£111,818
	A322	040	Bagshot Road	FROM SPORTS CENTRE RAB	TO GLEBEWOOD	Bracknell	2	£21,350
191	A3095	270	Warfield Road	Met Off RAB	Grange Road	Bracknell	1	£25,850
	A3095	120/130	Rackstraw Road	Acacia Rd RAB	Magdelene Rd RAB	Sandhurst	1	£301,296
	A321	195	Yorktown Road	FROM YORKTOWN ROAD R/A	TO WELLINGTON ROAD	Sandhurst	2	£65,348
	A321	205	Yorktown Road	FROM WELLINGTON ROAD	TO PARK ROAD	Sandhurst	2	£76,080
	A321	210	Yorktown Road	FROM PARK ROAD	TO SWAN LANE	Sandhurst	2	£83,498
	A321	215	Yorktown Road	FROM SWAN LANE	TO NEWTOWN ROAD	Sandhurst	2	£32,558
	A321	225	Yorktown Road	FROM CROWTHORNE ROAD	TO HIGH STREET	Sandhurst	2	£23,828
	A332	210	Sheet Street Road	FROM WINDSOR ROAD	TO COUNTY BOUNDARY	Winkfield	2	£123,684
	A3095	298 / 296	Newell Green	FROM WARFIELD ROAD	TO FOREST ROAD	Warfield	1	£76,000
	A329	741	Skimped Hill Lane	FROM MILLENNIUM WAY R/A	TO SKIMPED HILL LANE R/A	Bracknell	1	£47,448
	A332	105	Swinley Road	FROM BAGSHOT ROAD/SWINLEY ROAD R/A	TO SWINLEY ROAD 2WAY	Winkfield	3	£18,989
	A332	107	Swinley Road	FROM SWINLEY ROAD 2WAY	TO BAGSHOT ROAD/SWINLEY ROAD R/A	Winkfield	3	£19,925
	A332	120	Kings Ride	FROM PRINCE CONSORT DRIVE	TO COUNTY BOUNDARY	Winkfield	3	£127,538
	A330	310	Pigeonhouse Lane	North Street	Braziers Lane	Warfield	2	£172,970
	A330	330	Kingscroft Lane	FROM COCKS LANE	TO MALT HILL	Warfield	2	£69,075
	A330	340	Ascot Road	FROM MALT HILL	TO WELLERS LANE	Warfield	2	£168,800
	A329	720	Berkshire Way	FROM BERKSHIRE WAY R/A	TO BERKSHIRE WAY MILL LA R/A	Bracknell	2	£198,228
	A329	660	Berkshire Way	BERKSHIRE WAY R/A	TO VIGAR WAY R/A	Binfield	3	£165,427
	A3095	165	Foresters Way	FROM FORESTERS WAY R/A	TO NINE MILE RIDE R/A	Crowthorne	3	£112,904
	A330	320	Maidens Green	FROM WINKFIELD STREET	TO BRACKNELL ROAD	Winkfield	2	£37,715
	A330	325	Cocks Lane	FROM BRACKNELL ROAD	TO GARSONS LANE	Warfield	2	£70,084
Roundabouts								
	A329	746	3m RAB	Whole site		Bracknell	1	£82,500
								£2,382,758

Highway Maintenance Forward Programme								
B Roads	Road		Road Name	Road Description		Ward/Parish	Priority	Estimated Cost
	Number	Section (if known)	Name	From	To			(£)
	B3034	066	Warfield Street	FROM WARFIELD STREET JUNCTION	TO BRACKNELL ROAD	Warfield	3	£7,362
	B3034	025	Forest Road	FROM WICKS GREEN R/A	TO TERRACE ROAD R/A	Binfield	1	£16,268
	B3034	075	Forest Road	FROM CHAVEY DOWN ROAD	TO BRAZIERS LANE	Winkfield, Ascot.	1	£110,978
	B3034	080	Forest Road	FROM BRAZIERS LANE	TO RHODODENDRON WALK	Winkfield, Ascot.	1	£97,068
	B3034	084	Forest Road	FROM RHODODENDRON WALK	TO NEW ROAD	Winkfield, Ascot.	1	£131,894
	B3034	085	Forest Road	NEW ROAD	TO COUNTY BOUNDARY	Winkfield, Ascot.	1	£2,247
	B3408	035	Wokingham Road	FROM LONDON ROAD R/A	TO JOCKS LANE	Binfield	3	£22,869
	B3408	040	Wokingham Road	FROM JOCKS LANE	TO WOKINGHAM ROAD R/A	Binfield	3	£70,877
	B3408	090	Wokingham Road	FROM WOKINGHAM ROAD R/A	TO MILLENNIUM WAY	Priestwood	3	£50,438
	B3018	060	Church Hill	FROM CARTERS HILL	TO TERRACE ROAD NORTH	Binfield	1	£64,050
	B3022	156	Bracknell Road	FROM PARKERS LANE	TO WINKFIELD LANE	Warfield	2	£22,191
	B3022	140/145/150/ 154	Bracknell Road	FROM FOREST ROAD	TO PARKERS LANE	Warfield	3	£327,438
	B3018	097	Binfield Road	FROM MILLENNIUM WAY	TO FOWLERS LANE	Priestwood	2	£22,575
	B3430	060	Nine Mile Ride	FROM GOLDEN RETRIEVER	TO CROWTHORNE ROAD R/A	Bracknell	1	£14,752
	B3430	171	Nine Mile Ride	FROM START/END OF DUAL (ped. crossing o/s The Look Out)	TO START/END OF DUAL (ped. crossing o/s The Look Out)	Bracknell	2	£13,129
	B3017	025	Locks Ride	FROM PRIORY ROAD	TO CHAVEY DOWN ROAD	Winkfield, Ascot.	3	£42,236
	B383	030	Sunninghill Road	FROM COUNTY BOUNDARY	TO WATERSPLASH LANE	Winkfield, Ascot.	3	£42,382
	B383	035	Sunninghill Road	FROM WATERSPLASH LANE	TO LOVEL LANE	Winkfield, Ascot.	3	£278,390
192	B3017	020	Priory Road	FROM CHURCH ROAD	TO LOCKS RIDE	Winkfield	3	£57,888
	B3034	090	Lovel Lane	FROM HATCHET LANE	TO WINDSOR ROAD	Winkfield	3	£122,288
								£1,517,315

Highway Maintenance Forward Programme								
C Roads	Road		Road Name	Road Description		Ward/Parish	Priority	Estimated Cost
	Number	Section (if known)	Name	From	To			(£)
	C8662	050	Laundry Lane	FROM YORKTOWN ROAD R/A	TO TANK ROAD R/A	Sandhurst	1	£85,360
	C8662	080	Laundry Lane	FROM LAUNDRY LANE/TANK ROAD R/A	TO COUNTY BOUNDARY	Sandhurst	1	£20,494
	C8662	90	Tank Road	FROM LAUNDRY LANE/TANK ROAD R/A	TO LONDON ROAD R/A	Sandhurst	1	£47,108
	C8731	010	Foxley Lane	FROM TERRACE ROAD SOUTH	TO MURREL HILL LANE	Binfield	1	£31,766
	C8731	090	Foxley Lane	FROM MURRELL HILL LANE	TO FOREST ROAD	Binfield	1	£97,651
	C8630	040	Yorktown Road	FROM BERRYBANK	TO COLLEGE ROAD	Sandhurst	1	£10,082
193	C8641	20/30/40	Ringmead	Hanworth Road	Birch hill Road	Birch Hill	2	£141,367
	C8642	010	Ringmead	FROM HANWORTH ROAD	TO BIRCH HILL ROAD	Hanworth (North)	2	£38,512
	C8632	030	High Street	Mountbatten Rise	Church Road	Little Sandhurst	3	£25,564
	C8632	020	Church Road	Ambarrow Crescent	High Street	Sandhurst	1	£16,369
	C8646	10/20/30	South Hill Road	FROM MILL LANE	TO SOUTH HILL ROAD R/A	Bracknell	1	£22,026
	C8646	050	South Hill Road	FROM SOUTH HILL ROAD R/A	TO MANSTON DRIVE	Bracknell	1	
	C9613	090	Watersplash Lane	FROM BOROUGH BOUNDARY	TO SUNNINGHILL ROAD	Winkfield	3	£44,870
	C8657	050	Weather Way	FROM LONDON ROAD	TO THE RING	Bracknell	3	£18,840
	C8635	010	Mill Lane	FROM LOWER CHURCH ROAD	TO COUNTY BOUNDARY	Sandhurst	3	£35,108
	C8605	090	Lower Church Road	FROM MILL LANE	TO HIGH STREET	Sandhurst	3	£88,099
	C8605	025	Lower Sandhurst Road	FROM COUNTY BOUNDARY	TO AMBARROW LANE	Sandhurst	3	£81,957
	C8605	050	Lower Sandhurst Road	FROM AMBARROW LANE	TO LOWER CHURCH ROAD	Sandhurst	3	£119,005
	C8634	090	Wellington Road	FROM WELLINGTON CLOSE	TO YORKTOWN ROAD	Sandhurst	3	£21,525
	C8636	050	Waterloo Road	FROM ALCOT CLOSE	TO CHURCH STREET	Crowthorne	2	£31,110
	C8636	090	Church Street	FROM WATERLOO ROAD	TO HIGH STREET	Crowthorne	2	£26,011
	C8660	030/040	Downshire Way	FROM DOWNSHIRE Way R/A	TO WOKINGHAM ROAD	Bracknell	3	£66,953
	C8649	074	Crowthorne Road	FROM ROSEDALE GARDENS	TO SPINNER GREEN	Bracknell	3	£5,335
	C8649	078	Crowthorne Road	FROM SPINNER GREEN	TO RECTORY LANE	Bracknell	2	£19,976
	C8649	081	Crowthorne Road	FROM RECTORY LANE	TO REEDS HILL R/A	Bracknell	2	£40,528
	C8649	010	Wildridings Road	FROM WILDRIDINGS ROAD JUNCTION	TO BISHOPDALE	Bracknell	1	£50,636
	C8649	015	Wildridings Road	FROM BISHOPDALE	TO DEEPPDALE	Bracknell	1	£49,243
	C8649	020	Wildridings Road	FROM DEEPPDALE	TO FOUNTAINS GARTH	Bracknell	1	£43,797
	C8649	025	Wildridings Road	FROM FOUNTAINS GARTH	TO WILDRIDINGS ROAD	Bracknell	2	£29,379
	C8649	026	Wildridings Road	FROM WILDRIDINGS ROAD JUNCTION	TO MILL LANE	Bracknell	2	£14,618

	C8649	027	Wildridings Road	FROM MILL LANE	TO WILDRIDINGS ROAD JUNCTION	Bracknell	2	£13,430
	C8649	030	Wildridings Road	FROM WILDRIDINGS ROAD JUNCTION	TO INGLETON	Bracknell	2	£55,893
	C8649	040	Wildridings Road	FROM INGLETON	TO KYLE CLOSE	Bracknell	1	£50,918
	C8649	050	Wildridings Road	FROM KYLE CLOSE	TO CROWTHORNE ROAD	Bracknell	2	£15,951
	C8659	040	Western Road	FROM WESTERN ROAD JUNCTION	TO DOWNMILL ROAD	Bracknell	1	£58,698
	C8659	050	Western Road	FROM DOWNMILL ROAD	TO EASTHAMPSTEAD ROAD	Bracknell	1	£70,986
	C8659	060	Western Road	FROM EASTHAMPSTEAD ROAD	TO DOWNSHIRE WAY	Bracknell	1	£71,290
	C3022	110	Park Road	FROM LONDON ROAD	TO DEEPFIELD ROAD	Bracknell	1	£15,778
	C8647	005	Doncastle road	FROM BERKSHIRE WAT	TO DONCASTLE ROAD R/A	Bracknell	1	£97,214
	C8647	090	Doncastle Road	FROM ELLESFIELD AVENUE	TO DONCASTLE ROAD R/A		1	£0
	C8670	060	Sandhurst Road	FROM CROWTHORNE ROAD	High Street	Crowthorne	1	£104,282
	C9601	060 / 065	Fernbank Road	From Junction with New Road	Mill Ride	Nort Ascot .	1	£103,025
	C8640	010	Popeswood Road	From London Road	St Marks Road	Binfield	1	£87,855
	C8653	010/020	Broad Lane	FROM BAGSHOT ROAD	Bardeen Place	Bracknell	2	£63,000
	C8639	020	Terrace Road South	FROM ROEBUCK ESTATE	TO CRESSEX CLOSE	Binfield	3	£38,700
								£2,170,307

Highway Maintenance Forward Programme								
Unclassified	Road		Road Name	Road Description		Ward/Parish	Priority	Estimated Cost
	Number	Section (if known)	Name	From	To			(£)
	U0770	20	Lovelace Road	FROM LOVELACE ROAD R/A	TO ELLESFIELD AVENUE	Bracknell	1	£7,362
	U1020		Qualitas	Whole carriageway		Bracknell	1	£37,507
	U1142	010- 130	South Meadow	FROM SOUTH ROAD	TO SOUTH MEADOW JUNCTION	Crowthorne	3	£43,898
	U0285	/010	College Crescent	FROM COLLEGE ROAD	TO COLLEGE ROAD	Sandhurst	1	£10,250
	U0228	10	Cedars Close	Whole road		Sandhurst	1	£5,684
	U0401	/030	Earlswood	FROM RINGMEAD	TO END OF EARLSWOOD CULDESAC	Birch Hill	1	£2,466
195	U0835	10/20	Mickle Hill	Whole road		Sandhurst	1	£46,157
	U0863	/010	Mulberry Close	FROM FURZEHILL CRESCENT	TO END OF MULBERRY CLOSE CULDESAC	Priestwood	1	£6,281
	U0771		Lowbury	Whole road		Bracknell	1	£11,734
	U0303		Coppice Gardens	Whole Road		Crowthorne	1	£8,090
	U0740	/010	Linkway	FROM EDGCUMBE PARK DRIVE	TO BOROUGH BOUNDARY	Crowthorne	1	£16,025
	U0034		Apple tree way	Whole Road		Owlsmoor	1	£22,909
	U1169	/010	St Michaels Road	FROM HIGH STREET	TO MASON PLACE	Little Sandhurst	1	£16,026
	U0001	/010	Abbey Close	FROM FARINGDON DRIVE	TO END OF ABBEY CLOSE CULDESAC	Harmans Water	1	£3,665
	U0029	/020	Angel Place	FROM ANGEL PLACE JUNCTION	TO END OF ANGEL PLACE CULDESAC	Binfield	2	£1,537
	U0200	10/20	Burlsdon Way	Whole road		Bullbrook	1	£13,625
	U0225	/010	Caswall Close	FROM BENETFELD ROAD	TO END OF CASWALL CLOSE CULDESAC	Binfield	2	£2,688
	U0246	/010	Cheam Close	FROM FARINGDON DRIVE	TO END OF CHEAM CLOSE CULDESAC	Harmans Water	2	£3,594
	U1373	/010	Wilmot Close	FROM BENETFELD ROAD	TO END OF WILMOT CLOSE CULDESAC	Binfield	2	£2,538
	U1277		Uffington Drive	Whole road		Bracknell	1	£50,165
	U0374	20/30	Doncastle Road	Ellesfield Ave	Oldbury	Bracknell	2	£30,948
	U0515	10	Girton Close	Whole road		Sandhurst	2	£2,769
	U0620		Holbeck	Whole Road		Great Hollands	1	£35,121
	U1021	10	Queens Close	Whole road		Ascot	2	£3,073
	U0375	/010	Donnybrook	FROM BIRCH HILL ROAD	TO END OF DONNYBROOK CULDESAC	Birch Hill	1	£10,151
	U0781		Lyndhurst Close	Near no 26		Forest Park	2	£15,318
	U0615	10	Hillside Drive	Whole road		Binfield	1	£3,473
	U0360	/010	Deansgate	FROM BIRCH HILL ROAD	TO END OF DEANSGATE CULDESAC	Birch Hill	1	£7,364
	U0807	10/20/30	Mansfield Place	Whole road		Ascot	1	£14,220
	U0949	10	Owlsmoor Road	Yeovil Road	A3095	Sandhurst	2	£73,182

	U0667	10	Jubilee Close	Whole road		Ascot	2	£2,855
	U1294	10	Wadham	Whole road		Sandhurst	2	£3,867
	U0345	10	Cumnor Way	Whole road		Harmans Water	1	£4,310
	U0420	10	Emmets Nest	Whole road		Binfield	1	£7,361
	U0833	10	Merton Close	Whole road		Sandhurst	2	£7,082
	U0844	010	Milman Close	Whole carriageway (No through Road	From junction Lily Hill Road to end of cul de sac	Bullbrook	1	£4,157
	U0128	010	Blackcap Place	whole Carriageway	Off Avocet Crecent	Sandhurst	3	£3,683
	U0188	20/30/40/50	Brunswsick	Whole road		Bracknell	3	£14,366
	U0269		Church Road	Whole road		Owlsmoor	1	£27,800
	U0378		Dovedale Close	whole road		Owlsmoor	3	£13,661
	U0427	/020	Evedon	FROM EVEDON JUNCTION	TO END OF EVEDON CULDESAC	Birch Hill	3	£2,494
	U0636	10/20/30	Horsham Road	Whole road		Sandhurst	3	£26,123
	U0672	10	Keates Green	Whole Road			1	£3,159
	U0690	10	King Edwards Close	Whole road		Ascot	3	£2,045
	U0722	10/20/30/40	Leaves Green	Whole road		Bracknell	3	£31,657
	U0741		Liscombe	Whole Road		Birch Hill	1	£33,795
	U0761		Long Mickle	Whole Road		Little Sandhurst	3	£24,626
	U0805		Mansfield Close	Whole Road		Ascot	1	£2,919
	U0861	10/20	Mountbatten Rise	Whole road		Sandhurst	3	£13,931
	U0961		Parkway	Whole road		Crowthorne	1	£14,882
	U0977	10	Peter House Close	Whole road		Sandhurst	3	£6,396
	U1034	10	Randall Mead	Whole road		Binfield	3	£2,589
	U1047	10/20/30	Redditch	Whole Road		Bracknell	3	£18,284
196	U1267	10	Trinity	Whole road		Sandhurst	3	£5,756
	U1287	/090	Vandyke	FROM START OF VANDYKE CULDESAC	TO VANDYKE JUNCTION AFTER 26.67 METRES	Great Hollands	1	£1,601
	U0884	010	New Road	FROM BAY DRIVE	TO END OF NEW ROAD CULDESAC	Bullbrook	1	£8,285
	U0950	030	Oxenhope	Whole road		Wildridings	3	£2,978
	U1435	10	York Way	Whole Estate		Sandhurst	1	£23,518
	U0379	30	Downmill Road	FROM WESTERN ROAD	TO LONGSHOT LANE	Bracknell	3	£31,640
	U0800	10/20/30	Malham Fell	Whole road		Wildridings	3	£9,479
	U1339		West End Lane	Whole Road		Warfield	3	£40,822
	U0446	10	Fernbank Place	Outside 61 - 67		Ascot	3	£24,984
	U1180		Stoney Road	Whole road		Priestwood	1	£28,280

	U0344	10	Cumberland Drive	Whole road		Bullbrook	1	£4,815
	U1238		The Ridgeway	whole road		Bracknell	3	£15,751
	U1347	/020	Westley Mill	FROM PENDRYS LANE	TO BOTTLE LANE	Binfield	3	£40,147
	U1382		Windmill Road	Whole Road		Priestwood	3	£12,794
	U0147	10	Bottle Lane	Junction with Howe Lane		Binfield	3	£132,406
	U0718		Lauradale	Whole road		Wildridings	3	£22,312
	U0980		Pickering	Whole road		Wildridings	3	£17,996
	U1434		York Road	Forest Road	Tilehurst Lane	Binfield	1	£14,352
	U0209	/010	Cabbage Hill Lane	FROM HAZELWOOD LANE	TO RYEHURST LANE	Warfield	3	£37,055
	U0362	10	Deepfield Road	Park Road	Bay Road	Bracknell	1	£34,996
197	U1323	/010	Watersplash Lane	FROM THE SPLASH	TO NEWELL GREEN	Warfield	3	£19,350
	U0626	/010	Hone Hill	FROM YORK WAY	TO END OF HONE HILL CULDESAC TO END OF LUTTERWORTH CLOSE CULDESAC	Sandhurst	1	£8,071
	U0777	010	Lutterworth Close	FROM FOLDERS LANE		Bracknell	3	£8,256
	U1289	070	Viking	Whole Road		Great Hollands	3	£1,248
	U0750	10	London Road (service road)	o/s John Nike Hotel		Binfield	3	£5,500
	U0003	/010	Abingdon Close	FROM WELLINGTON DRIVE	TO END OF ABINGDON CLOSE CULDESAC	Harmans Water	3	£5,645
	U0088	/010	Beaumont Gardens	FROM WELLINGTON DRIVE	TO END OF BEAUMONT GARDENS CULDESAC	Harmans Water	3	£6,149
	U0139	/010	Blue Coat Walk	FROM WELLINGTON DRIVE	TO END OF BLUE COAT WALK CULDESAC	Harmans Water	3	£3,682
	U0514	/010	Gipsy Lane	FROM LARGES LANE	TO END OF GIPSY LANE CUL DE SAC	Bullbrook	3	£6,778
	U0562	010	Hardwell Way	Whole Carriageway		Harmans Water	1	£2,572
	U0726		Letcombe Square	Whole Road		Bracknell	3	£3,654
	U0743	/010	Little Ringdale	FROM UFFINGTON DRIVE	TO END OF LITTLE RINGDALE CULDESAC	Harmans Water	1	£3,332
	U1163	10/20	St Helens Close	Whole road		Sandhurst	3	£11,323
	U1198	010	Sycamore Close	Whole road		Sandhurst	1	£3,418
	U1351	/010	Whatley Green	FROM WATERHAM ROAD	TO END OF WHATLEY GREEN CULDESAC	Easthampstead	3	£2,381
	U0945	10	Osborne Lane	Whole Road		Warfield	1	£42,039
	U0772	10	Lower Broadmoor Road	100m and including j/w High St		Crowthorne	1	£35,035
	U0600	10	Heron close	Whole road		Ascot	1	£16,833
	U0986	10/20	Pinehill Road	Sandhurst Road	Jerome Corner	Crowthorne	1	
	U1395	/010	Wokingham Road	ROUNDS HILL FROM WOKINGHAM ROAD JUNCTION	TO WOKINGHAM ROAD JUNCTION AFTER 102.20 METRES	Priestwood	3	£4,599
	U1282	/010	Uplands Close	Whole Road		Sandhurst	1	£2,700
	U1157	10/20	Squirrel Close	Whole Road		Sandhurst	1	£9,120

	U1372	010	Willows End	Whole Road		Sandhurst	1	£2,900
	U0893	010	Nightingale Gardens	Whole Road		Sandhurst	1	£5,500
	U0881	010	New Meadow	Whole Road		Ascot	1	£5,500
	U0976	10/20/30	Perryhill Drive	Whole Road		Sandhurst	2	£12,100
	U0248	010	Chelwood Drive	Whole Road		Sandhurst	2	£3,360
	U0809	010	Maple Close	Whole Road		Sandhurst	2	£6,050
	U0460	010	Firtree Close	Whole Road		Sandhurst	2	£8,250
	U0250	010	Cherbury Close	Whole Road		Harmans Water	1	£4,300
	U0134	010	Blewburton Walk	Whole Road		Harmans Water	1	£4,565
	U1015	010	Priory Walk	Whole Road		Harmans Water	1	£2,915
	U0828	010	Membury Walk	Whole Road		Harmans Water	1	£1,980
	U1325	010/020	Wayland Close	Whole Road		Harmans Water	1	£22,400
	U1299	010	Wallingford Close	Whole Road		Harmans Water	1	£3,600
	U1296	010	Walbury	Whole Road		Harmans Water	1	£4,500
	U1113	010	Segsbury Grove	Whole road		Harmans Water	1	£20,350
	U0855		Moray Avenue	from owlsmoor road to inverness way		Sandhurst	2	£16,770
	U0005	020	Acacia avenue	Red Bitmac Area		Sandhurst	2	£6,050
	U1098	010	Sandy Lane	Whole Road		Sandhurst	2	£6,300
	U05281	010	Goughs Barn Lane	whole adopted bit		Warfield	2	£6,345
	U0010	10/20	Agar Crescent	Whole Road		Bracknell	1	£14,352
	U1176	10	Staverton Close	Whole Road		Bracknell	1	£7,400
	U0312	10	Cotterell Close	Whole Road		Bracknell	2	£3,285
	U0510	010/020	Garth Square	whole Road		Bracknell	2	£8,100
198	U0395	010	Dundas Close	Whole road		Easthampstead	2	£12,000
	U0485	010/020	Fortrose Close	Whole Rod		College Town	2	£3,200
	U0701	10/20/30	Knightswood	Whole Road		Hanworth	2	£18,300
	U0788	10/20/30	Madingley	Whole Road		Hanworth	3	£14,850
	U0584	10/20	Haywood	Whole Road		Hanworth	3	£13,750
	U0154	10/20	Bracken Bank	Whole Road		Ascot	3	£21,915
	U0776	10/20/30/40	Ludlow	Whole Road		BirchHill	3	£19,500
	U0827	10/20/30	Melrose	Whole Road		Hanworth	3	£25,380
	U0725	010	Leppington	Whole Road		Birch Hill	2	£7,308
	U0873	10/20/30	Naseby	Whole Road		Hanworth	3	£19,800
	U1201	10/20/30/40	Sylvanus	Whole Road		Great Hillands	1	£23,600

	U1149	10/20/30/40/ 50/60/70	Spinis	Whole Road		Great Hollands	3	£31,900
	U1099	10/20/30/40	Sarum	Whole Road		Great Hollands	3	£19,020
	U1181	10/20	Stratfield	Whole Road		Great Hollands	3	£15,510
	U0444	10/20	Fencote	Whole Road		Crown Wood	3	£5,280
	U1010	10/20	Prince Consort Drive	Whole Road	From junction with Kings Ride till the end	Ascot.	3	£36,750
	U1393	10/20/30/40/ 50	Winscombe	Whole road	From junction with Ringmead to no.26	Great Holland North	3	£25,980
	U1352	10/20/30/40/ 50/60	Wheatley	Whole Road	From junction with Ringmead to no.40	Great Holland North	3	£25,800
	U1327	10/20/30/40/ 50/60	Welbeck	Whole Road	From Junction With Ringmead to no.42	Great Holland North	3	£25,980
199	U1324	10/20	Waverley	Whole Road	From Junction with Ringmead to no.	Great Holland North	3	£5,160
	U0207	10	Byron Drive	Whole Road		Crowthorne	3	£9,918
	U0706	10	Lake End Way	Whole Road		Crowthorne	3	£10,980
	U0887	010	New Wokingham Road	FROM WATERLOO ROAD	TO DUKES RIDE	Crowthorne	2	£25,480
	U0984	10	Pinefields Close	From No. 5	To No. 12	Crowthorne	3	£2,350
	U1009	10/20/30	Prince Andrew Way	Whole road		Ascot	2	£22,935
	U1022	10/20	Queens Pine	Whole road		Crown Wood	3	£10,971
	U0354	10	Darwall Drive	Whole road		Ascot	2	£15,183
	U0445	10	Fernbank Crescent	Whole road		Ascot	3	£7,100
	U1412	10/20	Woodridge Close	Whole road		Bracknell	2	£9,360
	U1826	10	Jones Corner	Whole road		Ascot	2	£3,200
	U0361	10	Deepdale	Whole road		Wildridings	2	£10,500
	U0101	10	Bennings Close	Whole road		Priestwood	2	£3,850
	U1407	10	Woodies Close	Whole road		Binfield	2	£3,150
	U0166	10	Braybrooke Road	Whole road		Priestwood	2	£27,440
	U0331	10/20/30/40	Crossfell	Whole road		Wildridings	2	£15,120
	U1315	10	Warren Row	Whole road		Ascot	3	£3,300
								£2,220,201

Highway Maintenance Forward Programme							
Footways	Road Name	Road Description		Ward	Parish	Priority	Estimated Cost
	Name	From	To				£
	Fernbank Road	Whole footway on both sides.	Mill Ride to New Road	Ascot	Ascot	2	£ 13,608.00
	New Meadow	Whole footway		Ascot	Ascot	2	£ 2,214.00
	Priory Road	Whole footway		Ascot	Winkfield	2	£ 24,000.00
	Swinley Road	London Road	Kings Ride	Ascot	Ascot	3	£ 8,400.00
	The Close	Whole footway		Ascot	Ascot	1	£ 1,620.00
	Chase Gardens	Whole footway		Binfield with Warfield	Binfield	2	£ 2,484.00
	Emmets Park	Whole footway		Binfield with Warfield	Binfield	2	£ 7,020.00
	Harvest Ride	Binfield Road	Totale Rise	Binfield with Warfield	Binfield	3	£ 10,500.00
	Minchin Green	Whole footway		Binfield with Warfield	Binfield	2	£ 1,231.20
	Rose Hill	Whole footway		Binfield with Warfield	Binfield	1	£ 3,780.00
	A329 London road	From Running Horse to Met	On the Travel Lodge side of road	Bullbrook	Bracknell	2	£ 7,320.00
	Burldon Way	Whole footway		Bullbrook	Bracknell	2	£ 3,564.00
	Flint Grove	Whole footway		Bullbrook	Bracknell	2	£ 2,970.00
	Lily Hill Road	Waldron Hill	Bullbrook Drive	Bullbrook	Bullbrook	2	£ 2,160.00
	Warfield Road	Footway from Hollyspring lane		Bullbrook	Bracknell	2	£ -
	Hone Hill	Whole footway		Central Sandhurst	Bracknell	2	£ 3,240.00
	Isis way	Whole footway		Central Sandhurst	Sandhurst	2	£ 8,832.00
	Park Road	Whole footway on bothsides.		Central Sandhurst	Sandhurst.	1	£ 3,996.00
200	Parsons Field	Whole footway		Central Sandhurst	Sandhurst	2	£ 2,256.00
	Berrybank	Whole footway		College Town	Sandhurst	2	£ 4,800.00
	Florence Road	Whole footway		College Town	Sandhurst	1	£ 8,532.00
	Laundry Lane	Whole footway		College Town	Sandhurst	2	£ 1,872.00
	Bagshot Road FP01	Opladen Way	New Forest Ride	Crown Wood	Bracknell	2	£ 11,136.00
	Bowland Drive	Whole footway		Crown Wood	Bracknell	1	£ 4,320.00
	Leicester	Whole footway		Crown Wood	Bracknell	2	£ 3,240.00
	Nuneaton	Whole footway		Crown Wood	Winkfield	1	£ 7,560.00
	Queens Pine	Whole footway		Crown Wood	Bracknell	2	£ 2,786.40
	Barwell Close	Whole footway		Crowthorne	Crowthorne	2	£ 1,944.00
	Brookers Row	Whole footway		Crowthorne	Crowthorne	2	£ 5,175.00

	Coppice Gardens	Whole footway		Crowthorne	Crowthorne	1	£	2,856.00
	Dormer Close	Whole footway		Crowthorne	Crowthorne	1	£	1,252.80
	Frodsham Way	Whole footway		Crowthorne	Crowthorne	2	£	2,400.00
	Knowles Avenue	Whole footway		Crowthorne	Crowthorne	2	£	7,464.00
	Old Wokingham Road	Whole footway		Crowthorne	Crowthorne	2	£	10,080.00
	South Road	From Deighton Park to past		Crowthorne	Crowthorne	2	£	1,188.00
	Abbotsbury	Whole footway		Great Hollands North	Bracknell	2	£	17,280.00
	Ashbourne	Whole footway		Great Hollands North	Bracknell	2	£	14,580.00
	Ellesfield Avenue	Whole footway		Great Hollands North	Bracknell	1	£	7,830.00
201	FP 47 Mill Lane to Twin Bridges Roundabout	Whole footway		Great Hollands North	Bracknell	2	£	12,000.00
	Great Hollands Road	from subay 69 towards Mill		Great Hollands North	Great Hollands	2	£	3,888.00
	Welbeck	Side 50/51		Great Hollands North	Great Hollands	2	£	525.00
	Wylam	Whole footway		Great Hollands North	Great Hollands	1	£	10,800.00
	Yardley	Side 43		Great Hollands North	Great Hollands	2	£	3,000.00
	Halewood	Whole fooway		Great Hollands South	Great Hollands	2	£	4,320.00
	Highfield	Whole fooway		Great Hollands South	Great Hollands	2	£	4,320.00
	St Andrews	Whole footway		Great Hollands South	Bracknell	2	£	4,752.00
	Staplehurst	Whole footway		Great Hollands South	Great Hollands	1	£	17,280.00
	Tawfield	Whole footway		Great Hollands South	Great Hollands	3	£	15,120.00
	Turnberry	Whole footway		Great Hollands South	Great Hollands	3	£	14,400.00
	Bucklebury	Whole footway		Hanworth	Hanworth	2	£	14,040.00
	Claverdon	Whole footway		Hanworth	Hanworth	2	£	12,960.00
	Cottesmore	Whole footway		Hanworth	Bracknell	2	£	7,560.00
	Ditchling	Whole footway		Hanworth	Bracknell	2	£	6,000.00
	Dryden	Whole footway		Hanworth	Bracknell	2	£	5,040.00
	Kimberley	Whole footway		Hanworth	Hanworth	1	£	11,520.00
	Naseby	Whole footway		Hanworth	Hanworth	1	£	9,600.00
	Ollerton	Whole footway		Hanworth	Hanworth	2	£	10,800.00
	Prescott	Whole footway		Hanworth	Bracknell	2	£	5,940.00
	Harmans Water Square	Harmans Water Square	Cumnor Way	Harmans Water	Bracknell	2		
	Mickle Hill	Whole footway		Wellington	Little Sandhurst	1	£	16,200.00
	Wokingham Road	Ambarrow Lane	Dukes Ride	Wellington	Little Sandhurst	2	£	8,424.00

	Coningsby	Whole footway		Old Bracknell	Bracknell	3	£ 7,344.00
	Reeds Hill	Whole footway		Old Bracknell	Bracknell	3	£ 19,200.00
	Rickman Close	Whole footway		Old Bracknell	Bracknell	3	£ 2,550.00
	Hexham Close	Whole footway		Owlsmoor	Owlsmoor	2	£ 1,944.00
	Magdalene Road	Whole footway		Owlsmoor	Owlsmoor	1	£ 14,040.00
	Agar Crescent	Whole footway		Priestwood & Garth	Bracknell	1	£ 8,208.00
	Broadlands Court	Whole footway		Priestwood & Garth	Binfield	2	£ 1,836.00
	Daventry Court	Whole footway		Priestwood & Garth	Priestwood	1	£ 3,900.00
	Dukeshill Road	Whole footway		Priestwood & Garth	Priestwood	1	£ 5,616.00
	Fairfax	Whole footway		Priestwood & Garth	Priestwood	2	£ 2,268.00
	Keates Green	Whole footway		Priestwood & Garth	Preistwood	1	£ 1,296.00
	Stoney Road	Whole footway		Priestwood & Garth	Bracknell	2	£ 10,800.00
	FP 34 Jigs Lane South to Goughs Lane	Whole footway		Warfield harvest Ride	Warfield	2	£ 9,000.00
	Faircross	Whole footway		Wildridings & Central	Bracknell	2	£ 5,940.00
	Kyle Close	Whole footway		Wildridings & Central	Bracknell	2	£ 2,700.00
	Rosedale Gardens	Whole footway		Wildridings & Central	Bracknell	2	£ 12,000.00
	Rosset close	Whole footway		Wildridings & Central	Bracknell	2	£ 2,040.00
	Spinner Green	Whole footway		Wildridings & Central	Bracknell	2	£ 3,450.00
	Swaledale	Whole footway		Wildridings & Central	Bracknell	2	£ 25,500.00
	Threshfield	Whole footway		Wildridings & Central	Bracknell	2	£ 8,640.00
	Locks Ride	Whole footway		Winkfield & Cranbourne	Winkfield	3	£ 10,920.00
202	Lovel Road	Whole footway		Winkfield & Cranbourne	Winkfield	3	£ 14,400.00
	Woolford Close	Whole footway		Winkfield & Cranbourne	Winkfield	3	£ 3,672.00
	Ardingly	Whole footway		Great Hollands North	Winkfield	2	£ 3,672.00
	Kennel Lane	Whole Footway		Priestwood & Garth	Bracknell	3	£ 7,560.00
	Dundas Close	Whole footway		Wildridings & Central	Bracknell	2	£ 3,780.00
	Saffron Road	Whole footway		Wildridings & Central	Bracknell	2	£ 8,812.80
	London Road	Way to Old		Binfield	Binfield	3	£ 1,998.00
	Swan Lane	Whole footway		Sandhurst	Sandhurst	2	£ 7,560.00
	Thornhill	Hurley Court		Harmans Water	Bracknell	2	£ 6,480.00
	Jevington	Whole footway		Hanworth	Bracknell	3	£ 4,320.00
	Juniper	Whole footway		Hanworth	Bracknell	3	£ 16,200.00

	Footpath No54	Ringmead	Ringmead	Hanworth	Bracknell	3	£	12,825.00
	Footway No32	Leaves Green	Opladen Way	Crown Wood	Bracknell	2	£	9,187.50
	Lydney	whole footway		Hanworth	Bracknell	2	£	5,400.00
	Ludlow	Whole footway		Hanworth	Bracknell	2	£	3,240.00
	Liscombe	whole footway		Hanworth	Bracknell	2	£	5,400.00
	Sylvanus	Whole footway		Great Hollands	Bracknell	3	£	3,780.00
	Sarum	Whole footway		Great Hollands	Bracknell	3	£	3,150.00
	Hubberholme	Whole Footway		Wildridings and central.	Bracknell	2	£	2,160.00
	Keldholme	whole footway		Wildridings & Central	Bracknell	2	£	12,960.00
	Ingleton	whole footway		Wildridings & Central	Bracknell	2	£	7,560.00
203	Footpath leading to Subway 66	Large areas need reconstruction/pat	Back of Ringwood and Holland Pines	Great Hollands	Bracknell	1	£	4,687.50
	Wood End	Whole footway		Crowthorne	Crowthorne	2	£	1,938.00
	Church Road	Whole footway		North Ascot	Ascot	3	£	7,560.00
	Forest Road	Chavey Down Road	Hayley Green	Winkfield & Cranbourne	Winkfield	3	£	8,910.00
	Goaters Road	Whole Road		Ascot	Ascot	3	£	4,212.00
	Fernbank Place	Whole Road		North Ascot	Ascot	3	£	9,828.00
	Bracken Bank	Whole road		North Ascot	Ascot	3	£	7,992.00
	Fernbank Crescent	Whole road		North Ascot	Ascot	3	£	1,533.60
	Heron Close	Whole road		North Ascot	Ascot	3	£	997.50
							£	774,948.30

Highway Maintenance Forward Programme									
High Friction Sites									
Road		Road Name	Road Description		Ward/Parish	Priority	Total estimated Cost	Additional notes	
Number	Section	Name	From	To					
A321		Yorktown Road	Near York Way o/s the shops		Sandhurst	1	£25,725	Large surfacing scheme/project required	
A321		Yorktown Road	Crowthorne Road	Scotland Hill	Sandhurst	2	£28,665		
C8630		Yorktown Road	A3095	Laundry lane	Sandhurst	1	£30,625	All high friction sites worn	
U0887	020	New Wokingham Road	Waterloo Road	Borough Boundary	Crowthorne	2	£22,750	Approach to traffic signals	
							£107,765		

Highway Maintenance Forward Programme								
Description of works	Road		Road Name	Road Description		Ward/Parish	Reason for treatment	Priority
	Number	Section (if known)	Name	From	To			
Road Markings								
	U0733	10	Lilly Hill Road	Whole Road		Bullbrook	Refurbish central hatching	1
	C8539	80/90	Terrace Road North	Terrace Road North RAB	Church Hill	Binfield	Refurbish all marking	1
	B3408	90	B3408 Wokingham Road	Binfield Road	Downshire Way	Priestwood	Refurbish all marking	1
205	A329	746	3M RAB	Whole RAB		Priestwood	Refurbish all marking	1
	U1192	10/20/30	Swan Lane	Whole Road		sandhurst	Refurbish all marking	1
	B3018	0/85/90/95/9	Binfield Road	Wokingham Road	Harvest Ride	Binfield	Refurbish all marking	1
	A321	5/210/215/2	Yorktown Road	High Street	Rackstraw Road	Sandhurst	Refurbish all marking	1
	U0583	10	Hayley Green	School Keep Clear markings		Warfield	Refurbish all marking	1

Highway Maintenance Forward Programme										
Job No	Order No	Description of works	Road		Road Name	Road Description		Parish	Reason for treatment	Priority
			Number	Section (if known)	Name	From	To			
Miscellaneous Projects										
		Footways								
					Larges Bridge Lane	Larges Bridge Drive	Larges Lane		Footway overlay/reconstruction on the railway bridge	1
					Wood Lane	Wood Lane	Forest Road		Construct new path	1
					Church Road	Heath Hill Rd S	Church Road		Construct new path	1
		Verge repairs								
		Service Yard								
					Warren Row	Garage forecourts and service road to rear of shops			Surface failure - Not highway but inspected for BFC	1
		Signs								
			A329		Berkshire Way	Berkshire Way	Doncastle Road		Replace Chevro Flex	1
			A322		Bagshot Road	H& G Roundabout			Replace Chevro Flex	2
		Ped Barriers								
					The Ring	FP 121			showing signs of corrosion)	2
		Vehicle Re	A3095		Foresters Way	Snap rails sub-way			Upgrade barrier (see Atkins report)	1
			A329		3m RAB				remove wooden posts	1
			A329		Twin Bridges				remove wooden posts	1
206										