



NOTICE OF MEETING

**Environment, Culture and Communities Overview & Scrutiny Panel
Tuesday 5 July 2016, 7.30 pm
Council Chamber, Fourth Floor, Easthampstead House, Bracknell**

To: Environment, Culture and Communities Overview & Scrutiny Panel

Councillor Angell (Chairman-elect), Councillor Porter (Vice-Chairman-elect), Councillors Mrs Angell, Brossard, Finnie, Mrs Ingham, Mrs McKenzie, Mrs McKenzie-Boyle and Mrs Mattick

cc: Substitute Members of the Panel

Councillors Dudley, King OBE, Leake, Ms Miller and Virgo

ALISON SANDERS
Director of Corporate Services

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**Environment, Culture and Communities Overview & Scrutiny
Panel
Tuesday 5 July 2016, 7.30 pm
Council Chamber, Fourth Floor, Easthampstead House,
Bracknell**

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AGENDA

Page No

1. **ELECTION OF CHAIRMAN**

2. **APPOINTMENT OF VICE-CHAIRMAN**

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

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

4. **MINUTES AND MATTERS ARISING**

To approve as a correct record the minutes of the meeting of the Environment, Culture and Communities Overview and Scrutiny Panel held on 23 March 2016.

5 - 8

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

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

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

6. **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.

7. **PUBLIC PARTICIPATION**

To receive submissions from members of the public which have been submitted in advance in accordance with the Council's Public

Participation Scheme for Overview and Scrutiny.

OVERVIEW AND POLICY DEVELOPMENT

8. **PRELIMINARY OUTCOMES OF THE RESIDENTS' PARKING SCHEME**

To consider progress of the two year trial completing in October 2016 and further steps. 9 - 26

9. **DESIGN SUPPLEMENTARY PLANNING DOCUMENT (SPD)**

To consider the Design SPD which provides guidance on designing new housing schemes, extensions and alterations to existing properties. 27 - 72

10. **BRACKNELL FOREST LOCAL PLAN UPDATE**

A progress update report in respect of the Bracknell Forest Borough Local Plan will be provided. 73 - 88

11. **EXECUTIVE RESPONSE TO THE REPORT OF THE OVERVIEW & SCRUTINY REVIEW OF PROCEDURES FOR PLANNING APPLICATIONS AND ENFORCEMENT**

To consider the Executive response to the report of the Overview & Scrutiny Review of Procedures for Planning Applications and Enforcement 89 - 96

12. **NEXT REVIEW TOPIC/WORKING GROUP**

To select the next review topic and establish a working group to undertake the review with reference to the attached 2016/17 work programme. 97 - 100

13. **OVERVIEW AND SCRUTINY PROGRESS REPORT**

To note the Bi-Annual Progress Report of the Assistant Chief Executive. 101 - 114

PERFORMANCE MONITORING

14. **QUARTERLY SERVICE REPORT (QSR) - INFORMATION ITEM**

To update the Panel in respect of the latest available departmental performance as reported in the QSR for the fourth quarter of 2015/16 (January to March 2016) relating to Environment, Culture and Communities. An overview of the first quarter of 2016/17 will also be provided. 115 - 160

The Chairman has asked that any detailed or procedural questions arising from the QSR should be referred to the Director of Environment, Culture and Communities in advance. Only issues of strategic importance or of wider implications need then be raised at the meeting.

HOLDING THE EXECUTIVE TO ACCOUNT

15. EXECUTIVE KEY AND NON-KEY DECISIONS

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

161 - 166

DATE OF NEXT MEETING

The next meeting of the Environment, Culture and Communities Overview and Scrutiny Panel has been arranged for Tuesday 20 September 2016.

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW & SCRUTINY PANEL

23 MARCH 2016

7.30 - 9.05 PM



Present:

Councillors Angell (Chairman), Porter (Vice-Chairman), Mrs Angell, Brossard, Finnie, King OBE, Mrs McKenzie, Mrs McKenzie-Boyle and Mrs Mattick

Executive Members:

Councillors Mrs Hayes MBE and Turrell

Also Present:

Richard Beaumont, Head of Overview & Scrutiny
Andrea Carr, Policy Officer (Overview and Scrutiny)
Mark Devon, Chief Officer: Leisure & Culture
Andrew Hunter, Chief Officer: Planning & Transport
Damian James, Head of Performance and Resources
Steve Loudoun, Chief Officer: Environment & Public Protection
Vincent Paliczka, Director of Environment, Culture & Communities
Abby Thomas, Head of Community Engagement and Equalities
Councillor Ian Leake, Chairman of the Overview and Scrutiny Commission

Apologies for absence were received from:

Councillors Mrs Ingham and McCracken

93. Apologies for Absence/Substitute Members

Councillor King OBE substituted for Councillor Mrs Ingham.

94. Minutes and Matters Arising

RESOLVED that the minutes of the meeting of the Panel held on 12 January 2016 be approved as a correct record, and signed by the Chairman.

95. Declarations of Interest and Party Whip

The Chairman declared a non-pecuniary interest in the Arts Review referred to in the report on the Transformation Programme (Agenda item no. 6).

96. Urgent Items of Business

There were no items of urgent business.

97. Public Participation

No submissions had been made by members of the public under the Council's Public Participation Scheme for Overview and Scrutiny.

98. Transformation Programme

The Panel considered a report providing an update on the Council's Transformation Programme and the ways in which the Commission, Scrutiny Panels and back bench members could provide input into the programme's strategic reviews.

The Panel was reminded that the Transformation Programme was a financially driven programme of work set up to look at Council services and spending in a measured way, and aimed at identifying significant savings that could be incorporated into the 2016/17 budget and beyond in the context of a need to find £24m of savings over the next four years. The current work programme of strategic reviews and other projects included reviews (in the remit of the Panel) for the Arts, Leisure and Libraries. Scoping documents for each review had been drafted (attached to the report as Appendices). Each review would feature a 'Gateway' review process at key decision points, with the initial 'Gateway' reviews starting in April at the end of the 'analyse' phase, with the reviews due to be finalised by the end of April (for the Arts), end of May (Leisure) and end of July (Libraries).

It was proposed that full and early Member Engagement in the process would be exercised through 'Gateway' reviews, by an examination of the findings of the 'analyse' phase, questioning the research and evidence identified, and whether the outline options represented a sensible and realistic ambition for the future. The Panel was assured that the risks associated with the reviews and the possible changes that could occur would be closely monitored and a 'dependency map' would be produced to show the links and dependencies across the various reviews. Also, the Council's valued links with the voluntary sector would be respected through the inclusion of its partners in consultations carried out as part of the review.

In answer to a question, the Chairman of the Overview and Scrutiny Commission indicated that the member workshop on the 31 March 2016 had been arranged for Commission Members, for briefing on the scope and methodology of the service reviews, and outlining the process for the Gateway review meetings to be held. The question of whether these could be opened more widely to members would be raised in further discussions to be held with the Chief Executive.

99. Schools Annual Environmental Management Report 2014/15

The Panel received a report presenting a copy of the Schools Annual Environmental Management Report 2014/15, as considered by the Executive Member for Children, Young People and Learning.

The report took the form of a position statement on the standing of schools in relation to the Eco-Schools Accredited Environmental Management Scheme and contained information, including some benchmarking data about the energy use, water consumption, waste and recycling and transport across schools in Bracknell Forest. The Panel was of the view that it was difficult to assess what progress schools were making, although it was recognised that a lot of good work was going on in schools, initiated and encouraged by the Council, which was not necessarily reflected in the report. It was considered there was room for improvement in terms of recycling and particularly in reducing the amount waste sent to landfill from schools. The Panel was of the view that the Council should continue to guide and influence schools to improve, particularly in those areas where Council performance was affected.

100. **Bracknell Forest Borough Local Plan Update**

The Panel considered a report summarising the up to date position on the various documents comprising the Bracknell Forest Borough Local Plan (BFBLP).

There was currently a focus on finalising documents for the Issues and Options public consultation for the Comprehensive Local Plan (CLP) which would take place in June/July 2016. Further progress had been made on the evidence based studies which would support the formulation of policies within the CLP. The Strategic Housing Market Assessment (SHMA) had now been finalised, following work with the other Berkshire Authorities and Consultants, and had suggested two 'housing market areas' within the Berkshire study area. The Landscape Character Study had also been completed and was now being used by officers in determining planning applications.

It was planned to produce a Joint Minerals and Waste Local Plan with other Berkshire Authorities and it was likely that Hampshire County Council would assist in carrying out the work. Subject to the approval of the Executive, the Binfield Neighbourhood Development Plan would shortly be brought into force and would form part of the Bracknell Forest Development Plan.

101. **Draft Overview and Scrutiny Report of the Review of Procedures for Planning Applications and Enforcement**

Consideration was given to a report introducing a review of procedures for planning applications and enforcement undertaken by a working group of the Panel.

The review report was submitted in draft for the approval of the Panel, and contained a number of conclusions and recommendations for the consideration of the Executive. The Chairman commended the report to all members since it provided a valuable point of reference about the planning process. The Panel fully endorsed the report for consideration by the Executive, subject to one addition. The scheme of delegation already provided that planning applications from members of staff in the Planning and Transport Division, or any other officer involved in the decision-making process to be reported to the Planning Committee for determination. The report recommended this should be extended to cover applications by any Council employee and the Panel suggested, in addition, that this should also apply explicitly to any application from a Councillor.

RESOLVED that:

- 1) Subject to the procedural revision in relation to planning applications from Councillors referred to above, the report of the review of procedures for planning applications and enforcement undertaken by the working group of the Panel be endorsed for sending formally to the relevant Executive Member for a response.
- 2) Members serving on the working group be thanked for their efforts in conducting the review.
- 3) The Overview and Scrutiny officer team be thanked for their work throughout the review and for production of the final report.

102. **Quarterly Service Report (QSR) - Information Item**

The Panel considered the latest trends, priorities and pressures in terms of departmental performance as reported in the QSR for the third quarter of 2015/16

(October to December 2015) relating to Environment, Culture and Communities. The report highlighted exceptional performance, remedial action being taken against under performance, significant changes in risk, significant customer feedback and inspections and significant changes in service use and the associated financial impact.

The Director of Environment, Culture and Communities presented to the Panel a number of highlights from the report, including an update on those areas where the position had moved on since the end of the last quarter. The current expected outturn for the net revenue budget was £24,228,000, an underspend of £330,000 although this was expected to increase in the coming months. The major variances were detailed, the most pleasing of which was a saving of £183,000 in waste disposal costs due to lower tonnages and additional waste income of £58,000 from brown bins and garden sacks. On capital expenditure, there would be an estimated carry forward of £5.63m, of which the most significant sums related to the Town Centre highway works and the Coral Reef refurbishment works, each having been delayed. Additional attention to the planning and programming of capital expenditure was proposed for future years.

The Panel noted the information relating to staffing and recognised that the budget relied on the Department carrying a certain level of vacancies generated by normal turnover. Staff sickness levels were at a low level, a further improvement on last year's good result. The closing date for receipt of tenders for the Coral Reef refurbishment works had been delayed until 11 April 2016. The works would result in temporary closure of the facility for at least a year and good progress had been made on redeployment or secondment of a number of staff to minimise redundancies that would otherwise have been necessary. The decision by Edgbarrow School to end community use of the sports centre during the school day had created some difficulties but further discussions on alternatives were ongoing, in consultation with user groups.

103. **Executive Key and Non-Key Decisions**

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

The Chairman of the Overview and Scrutiny Commission drew the attention of the Panel to the decision on the award of the main and aquatic contract for the Coral Reef refurbishment, due to be taken by the Executive on 10 May 2016. He believed that the substantial capital expenditure required for the project would have revenue implications for all other Council services and budgets.

RESOLVED that the concern of the Panel be expressed to the relevant people about the programming of this decision, which should not be taken in advance of the conclusion of the strategic Leisure Service transformation review being carried out during April/May.

104. **Mark Devon**

The Panel noted that this was the last meeting to be attended by Mark Devon, after 29 years service with the Council. The Panel thanked Mark for his hard work and loyal service and wished him well for the future.

CHAIRMAN

**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL
5 JULY 2016**

**RESIDENTS PARKING SCHEME – TWO YEAR TRIAL CONSULTATION RESPONSE
Director of Environment, Culture & Communities**

1 PURPOSE OF REPORT

- 1.1 The Executive at its meeting on the 12 April agreed to consult the existing householders living in the relevant areas regarding the future of the residents parking trial based on a recharge scheme as set out in Annex A. This paper sets out the outcome of that consultation exercise.

2 RECOMMENDATIONS

- 2.1 **That the Overview and Scrutiny Panel considers the detail as set out in the report.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 In order to inform the future of the scheme, a consultation has been carried out and all residents living within the Resident Parking Scheme were invited to give their views on the key elements of the scheme. The feedback is detailed in this report for consideration by the Panel.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable. The views of the Overview and Scrutiny Panel are being sought so as to inform the decision making process.

5 SUPPORTING INFORMATION

- 5.1 The trial scheme was designed to be as simple and economical as possible. The purpose of the scheme is to try to protect vulnerable areas of the Borough from parking by non residents, e.g. commuters, town centre shoppers, etc.
- 5.2 The scheme avoids the need for official marked parking bays, instead only requiring that vehicles display a permit in the streets affected as signed. Vehicles parking in a road where the scheme operates are required to display a permit in their windscreen during the hours of operation. Failure to comply risks a Penalty Charge Notice. A number of exemptions were included to apply to postal deliveries, public services and for general loading/unloading of goods or passengers etc.
- 5.3 To make the scheme self funding based on the experience of the trial it is necessary to change the charging regime. The Executive were advised of the income and expenditure relating to the current trial, together with various assumptions on the likely take up of permits to establish a fee structure for the purposes of consultation. Those assumptions were based on there being one scheme covering all areas in the trial. The cost of the scheme is estimated to be £104,000 per year.
- 5.4 The overall response rate was 30% of the total number of households. The consultation was not limited to 1 per household, therefore the depth of analysis that can be undertaken is limited. The results help give a general overview of the feeling of those residents who responded.

Resident Consultation Summary

5.5 Annex B shows the results of the consultation. Papers were delivered to all properties within the current resident parking zones (Annex C). All householders were also able to respond on line using the Council's web page. We received 436 eligible responses to the consultation.

5.6 The initial questions in the consultation dealt with the location, number of cars and garages for each respondent; specifically, questions 5 and 6 identified which road and street respondents were in. The other details are summarised as follows:

Question 8: focussed on the use of visitor permits. The responses revealed that the majority of people used their four hour reusable permit once a week (32%) with the scratch cards being used most frequently on a monthly basis (4 hour scratch cards 32%, 24 hour scratch cards 38%).

Question 9: asked if the residents believed that a continued resident parking scheme would be beneficial to their road when considering the regenerated town centre and the increased shopping and working opportunities. 52% of the respondents said yes and 31% said no. (17% did not answer)

Question 10: asked if the residents believed that the scheme had provided a benefit to date. There was an equal split of 45% for both yes and no. (10% did not answer)

Question 11: asked about residents' views on the application process. It was clear from the responses that the process was considered to be user friendly with 77% saying it was simple and easy to follow.

Question 12: sought views on the level of enforcement. 47% felt there was not enough enforcement, 38% thought the enforcement level was about right and 9% thought there was too much enforcement. (6% did not answer).

Question 13: sought views with regard to the future of the scheme. This question asked if the resident would be in support of continuing the scheme if the proposed charges were to be introduced. Of the 419 responses to this question 186 (44%) were in favour of the scheme continuing with charges, but only 124 made a qualified statement of support. A further 233 (56%) were against, of which 125 also made a qualified statement. The respondents to this question were asked to tick a box to show they were in support of continuation of the scheme with charging or a box to say they prefer the removal of the scheme. Many of the respondents, in addition to ticking one of the two boxes, added additional comments to qualify their response, making analysis challenging. Therefore for the purposes of analysis any respondents saying they would like the scheme to continue have been classed as a 'continue with the scheme' response, whether or not they added comments to say without paying. In a similar vein a number said no, but they would support the scheme if free. These were counted as a "no". It is therefore recognised that by doing this we are potentially distorting the results. The analysis does however give what might be reasonably considered to be the best case when it comes to the level of overall support. Even so as can be seen the majority view is against.

5.7 The responses to question 13 have been broken down into separate roads and zones so that patterns can be identified and the perceived relative merits of the scheme can be better understood.

Zone A - Priestwood & Garth West

Road Name	No. of properties	For	Against	Total responses received	% of properties who responded	% of responses against continuing with charges	% of responses In support of continuing with charges
		No. who support continuing with charges	No. who are against continuing with charges				
Appletree Place	6	1	4	5	83.3	80.0	20.0
Arlington Close	13	2	7	9	69.2	77.8	22.2
Clintons Green	16	1	2	3	18.8	66.7	33.3
Downshire Way (part)	11	3	4	7	63.6	57.1	42.9
Fairfax	23	5	6	11	47.8	54.5	45.5
Hawthorn Close	32	0	4	4	12.5	100.0	0.0
Honeyhill Road	57	8	12	20	35.1	60.0	40.0
Limerick Close	24	0	7	7	29.2	100.0	0.0
Portman Close	11	1	2	3	27.3	66.7	33.3
Windlebrook Green	8	1	4	5	62.5	80.0	20.0
TOTALS	201	22	52	74	36.8	70.3	29.7

COMMENT: The results for Zone A show that residents were not in favour of continuing the scheme with charges. Each individual road shows a % of respondents over 50% against continuing. This is likely because Zone A is the furthest from the Town Centre and so will have experienced less parking issues associated with the old town centre and expect less or little change with the new town centre.

Zone B - Priestwood & Garth East

Road Name	No. of properties	For	Against	Total responses received	% of properties who responded	% of properties against continuing with charges	% of properties In support of continuing with charges
		No. who support continuing with charges	No. who are against continuing with charges				
Albert Road	18	3	2	5	27.8	40.0	60.0
Ashridge Green	16	4	0	4	25.0	0.0	100.0
Binfield Road (part)	86	0	8	8	9.3	100.0	0.0

Unrestricted

Birchetts Close	26	8	14	22	84.6	63.6	36.4
Bull Lane	13	1	1	2	15.4	50.0	50.0
Braybrooke Road (part)	6	3	2	5	83.3	40.0	60.0
Daventry Court	32	4	1	5	15.6	20.0	80.0
Dukeshill Road	37	2	10	12	32.4	83.3	16.7
Fowlers Lane	5	3	3	6	120.0	50.0	50.0
Folders Lane (part)	17	1	0	1	5.9	0.0	100.0
Fraser Road	31	5	7	12	38.7	58.3	41.7
Hart Close	29	3	8	11	37.9	72.7	27.3
Horsneille Lane	105	22	21	43	41.0	48.8	51.2
Keates Green	29	6	4	10	34.5	40.0	60.0
Merryhill Road	84	4	19	23	27.4	82.6	17.4
Shepherds Lane	47	8	16	24	51.1	66.7	33.3
St. Anthony's Close	37	0	5	5	13.5	100.0	0.0
TOTALS	618	77	121	198	32.0	61.1	38.9

COMMENT: The results for Zone B show that residents had a mixed opinion, for example, roads such as Albert Road, Daventry Court and Keates Green show 60%+ of respondents in favour of continuing with the charges, whilst roads such as Shepherds Lane and St Anthony's Close are against continuing. These results do support the idea that the further from the town centre you live, the less support for the scheme there is likely to be.

Zone C - Grange Road Area

Road Name	No. of properties	For	Against	Total responses received	% of properties who responded	% of properties against continuing with charges	% of properties In support of continuing with charges
		No. who support continuing with charges	No. who are against continuing with charges				
Grange Road	24	14	1	15	62.5	6.7	93.3
Willow Drive	17	3	1	4	23.5	25.0	75.0
TOTALS	41	17	2	19	46.3	10.5	89.5

COMMENT: The results for Zone C show that residents are strongly in favour of continuing the scheme with charges. Both roads shows have a majority of respondents in favour.

Zone D - Deepfield Road Area

Road Name	No. of properties	For	Against	Total responses received	% of properties who responded	% of properties against continuing with charges	% of properties In support of continuing with charges
		No. who support continuing with charges	No. who are against continuing with charges				
Deepfield Road	106	18	1	19	17.9	5.3	94.7
Fielden Place	39	2	13	15	38.5	86.7	13.3
Forest Green	18	1	12	13	72.2	92.3	7.7
North Green	33	3	4	7	21.2	57.1	42.9
Smith Square	19	2	7	9	47.4	77.8	22.2
TOTALS	215	26	37	63	29.3	58.7	41.3

COMMENT: The results for Zone D show that residents had a mixed opinion, for example, the main through road for the Zone, Deepfield Road had a 95% response rate in favour of continuing with charges. However, the side roads, accessed off Deepfield Road had a different opinion, with 92% of respondents in Forest Green being against continuing. Many of the respondents from the side roads explained in their response that they believe, since the residents parking scheme was introduced, that parking from within Deepfield Road has been displaced into these side roads. This was not expected as the side roads are also within the Zone and so any vehicle parked on street in the side roads would be subject to the exact same restrictions as on Deepfield Road. If these displaced vehicles are parking illegally within the Zone then this could be an enforcement issue

Zone E - Goodways Drive Area

Road Name	No. of properties	For	Against	Total responses received	% of properties who responded	% of properties against continuing with charges	% of properties In support of continuing with charges
		No. who support continuing with charges	No. who are against continuing with charges				
Drayton Close	19	2	2	4	21.1	50.0	50.0
Farnham Close	30	2	0	2	6.7	0.0	100.0
Goodways Drive	37	11	2	13	35.1	15.4	84.6
Kenton Close	13	0	1	1	7.7	100.0	0.0

Unrestricted

Tebbit Close	18	4	2	6	33.3	33.3	66.7
The Oaks	41	9	2	11	26.8	18.2	81.8
TOTALS	158	28	9	37	23.4	24.3	75.7

COMMENT: The results for Zone E show that residents are strongly in favour of continuing the scheme with charges. All roads show a majority of respondents in favour with the exception of Kenton Road, which only had a single respondent, against continuing.

Zone F - Old Bracknell Lane Area

Road Name	No. of properties	For	Against	Total responses received	% of properties who responded	% of properties against continuing with charges	% of properties in support of continuing with charges
		No. who support continuing with charges	No. who are against continuing with charges				
Broome Court	20	0	2	2	10.0	100.0	0.0
Crowthorne Road North (part)	8	0	0	0	0.0	no response	no response
Faircross	29	7	5	12	41.4	41.7	58.3
Friendship Way	21	2	1	3	14.3	33.3	66.7
Leverkusen Road	11	1	3	4	36.4	75.0	25.0
Old Bracknell Lane East (part)	22	6	1	7	31.8	14.3	85.7
TOTALS	111	16	12	28	25.2	42.9	57.1

COMMENT: The results for Zone F show that residents are in favour of continuing the scheme with charges. Whilst the response rate was low, the main through route, Old Bracknell Lane East showed a 6 to 1 majority in favour 86%. Leverkusen Road showed a small majority against and Broome Court was also against, although again, a very small response rate.

Conclusion

- 5.8 The basis of the consultation was on the merits or otherwise of having one self funded scheme. The feedback indicates that from the views expressed through the consultation there is not support over all of the Zones for the self funding scheme as proposed.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 Nothing to add to the report.

Borough Treasurer

6.2 Nothing to add to the report.

Equalities Impact Assessment

6.3 Undertaken as part of the trial.

Strategic Risk Management Issues

6.4 Projecting income for a scheme like this relative to costs is difficult and the charges that have been consulted on could significantly under recover the predicted revised net costs.

7 CONSULTATION

Principal Groups Consulted

7.1 The report has been produced taking account of the public consultation involving all residents living in the residents parking trial area.

Method of Consultation

7.2 Direct mail shots and on line.

Representations Received

7.3 Included in the report.

Background Papers

- Residents' Parking Scheme - Bracknell Forest Borough Council (Waiting Restriction and Permit Parking) Order 2014
- Executive report 12 April 2016
- Survey results

Contacts for further information

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Proposed Pricing Structure for Resident Parking Permits

Permit type	Current charges	Proposed charges
Resident and business - 1st permit	Free	£25
Resident and business - 2nd permit	Free	£40
Resident and business - 3rd permit	£20	£60
Resident and business - 4th permit	£40	£80
Resident and business - 5th permit	£70	£100
Resident and business - 4 hour reusable visitor permit (1 per household)	Free	£25
Resident and business - Blue Badge holders (1 permit per badge holder - to be included in the maximum allocation)	Free	Free
Resident and business - Motorcycles	Free	Free
Visitor scratch cards - 50 x 4-hour single use	Free	£15
Visitor scratch cards - 50 x 24-hour single use	Free	£40
Visitor scratch cards - additional 50 x 4-hour single use (only available after 6 months)	Free	£15
Visitor scratch cards - additional 50 x 24-hour single use (only available after 6 months)	Free	£40
Tradesperson/service provider - single 4-hour reusable permit for all zones	£20	£60
Landlord - 4-hour permit (scratch card)	£5 per book of 10	£10 per book of 10
Landlord - 24-hour permit (scratch card)	£10 per book of 10	£20 per book of 10
Replacement permit - where original permit surrendered (if surrendered to the parking office)	£5 (per permit)	£5 (per permit)
Replacement permit - where original permit not surrendered	£20 (per permit)	£25 (per permit)

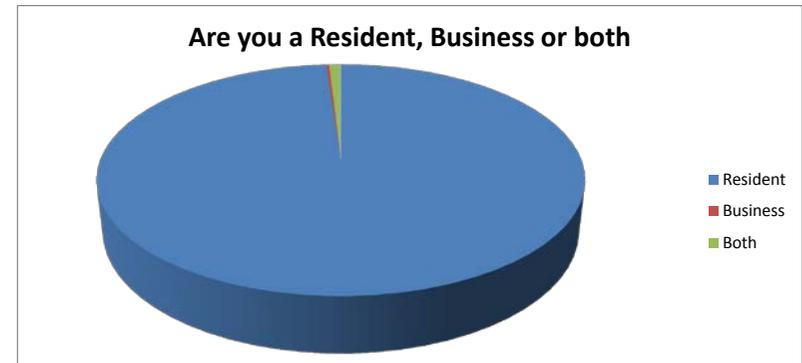
All permit allocations will be in line with the existing rules of the scheme.

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Annex B

Qu 1 - Are you a Resident, Business or both?

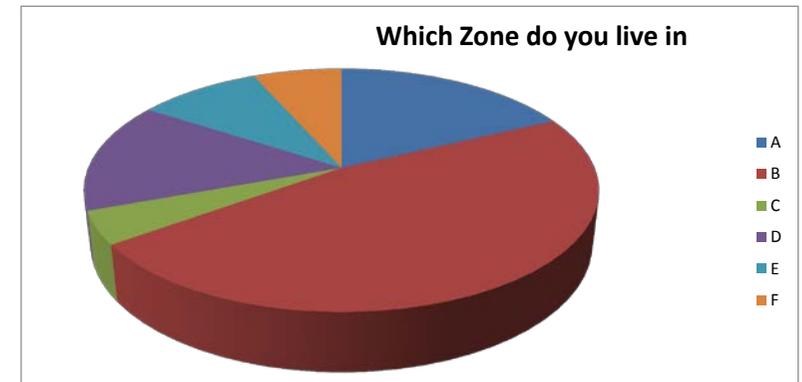
	% Total	% Answer	Count
Number of Responses	99.54%	-	434
Resident	98.39%	98.85%	429
Business	0.23%	0.23%	1
Both	0.92%	0.92%	4
[No Response]	0.46%	-	2
Total	100.00%	100.00%	436



Qu 5 - Which zone do you live in?

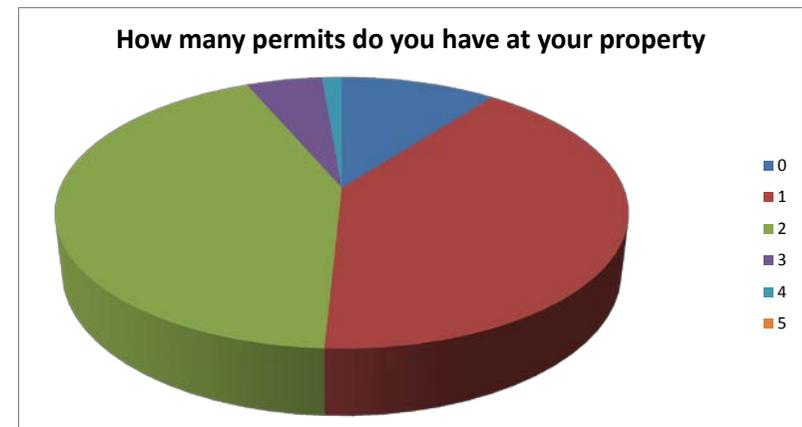
19

	% Total	% Answer	Count
Number of Responses	99.77%	-	435
A	17.89%	17.93%	78
B	47.02%	47.13%	205
C	4.36%	4.37%	19
D	14.68%	14.71%	64
E	9.17%	9.20%	40
F	6.65%	6.67%	29
[No Response]	0.23%	-	1
Total	100.00%	100.00%	436



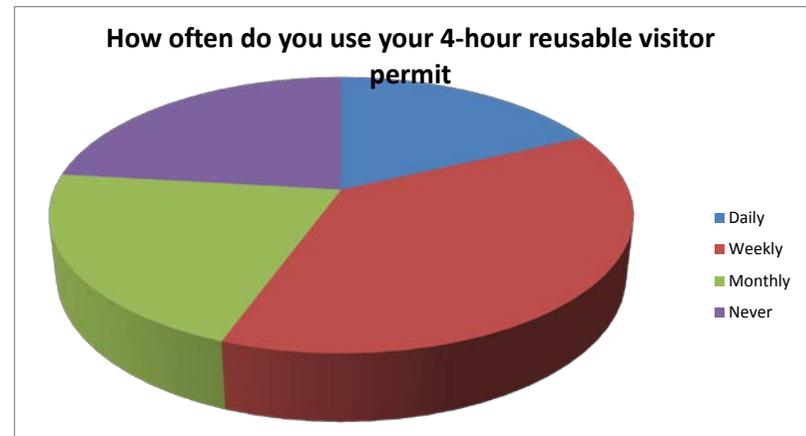
Qu 7 - How many permits do you have at your property?

	% Total	% Answer	Count
Number of Responses	85.32%	-	372
0	8.94%	10.48%	39
1	34.40%	40.32%	150
2	36.47%	42.74%	159
3	4.36%	5.11%	19
4	1.15%	1.34%	5
5	0.00%	0.00%	0
[No Response]	14.68%	-	64
Total	100.00%	100.00%	436



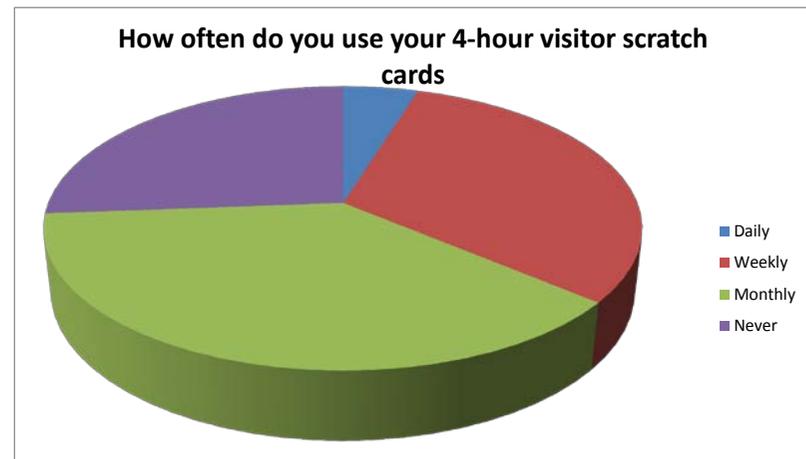
Qu 8 - How often do you use your 4-hour reusable visitor permit?

	% Total	% Answer	Count
Number of Responses	86.24%	-	376
Daily	15.60%	18.09%	68
Weekly	32.34%	37.50%	141
Monthly	18.35%	21.28%	80
Never	19.95%	23.14%	87
[No Response]	13.76%	-	60
Total	100.00%	100.00%	436



Qu 8 - How often do you use your 4-hour visitor scratch cards?

	% Total	% Answer	Count
Number of Responses	85.78%	-	374
Daily	4.13%	4.81%	18
Weekly	26.83%	31.28%	117
Monthly	32.34%	37.70%	141
Never	22.48%	26.20%	98
[No Response]	14.22%	-	62
Total	100.00%	100.00%	436



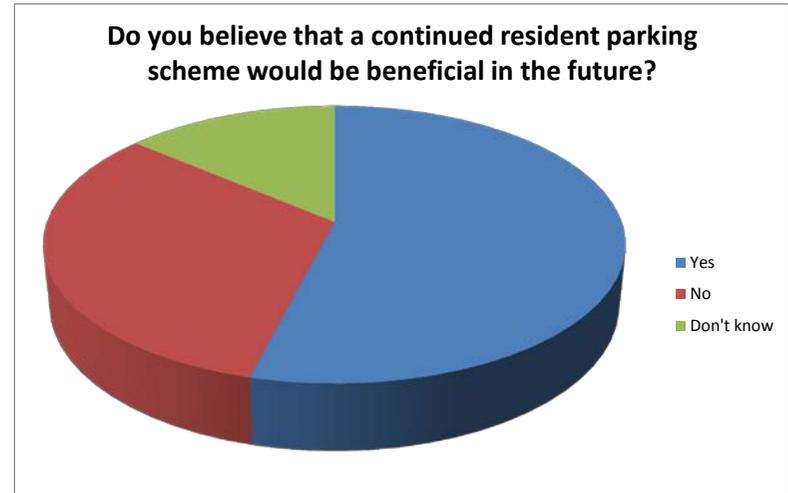
Qu 8 - How often do you use your 24-hour visitor scratch cards?

	% Total	% Answer	Count
Number of Responses	87.84%	-	383
Daily	2.98%	3.39%	13
Weekly	18.58%	21.15%	81
Monthly	37.61%	42.82%	164
Never	28.67%	32.64%	125
[No Response]	12.16%	-	53
Total	100.00%	100.00%	436



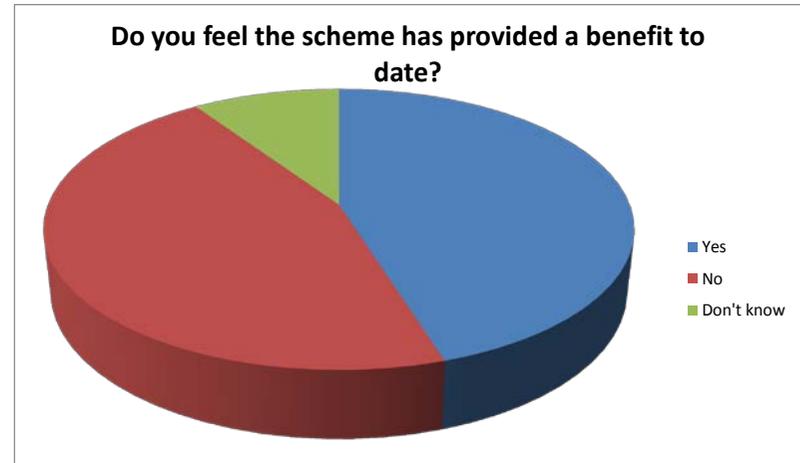
Qu 9 - Do you believe that a continued resident parking scheme would be beneficial in the future?

	% Total	% Answer	Count
Number of Responses	97.71%	-	426
Yes	52.75%	53.99%	230
No	31.42%	32.16%	137
Don't know	13.53%	13.85%	59
[No Response]	2.29%	-	10
Total	100.00%	100.00%	436



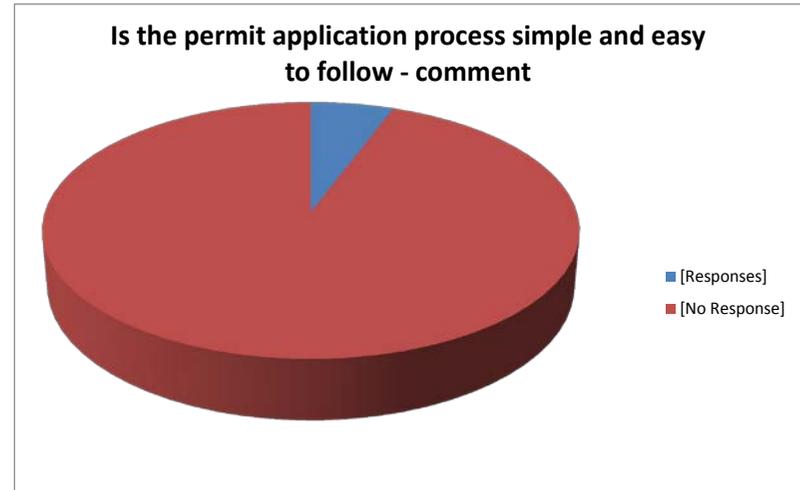
Qu 10 - Do you feel the scheme has provided a benefit to date?

	% Total	% Answer	Count
Number of Responses	98.62%	-	430
Yes	44.50%	45.12%	194
No	44.72%	45.35%	195
Don't know	9.40%	9.53%	41
[No Response]	1.38%	-	6
Total	100.00%	100.00%	436



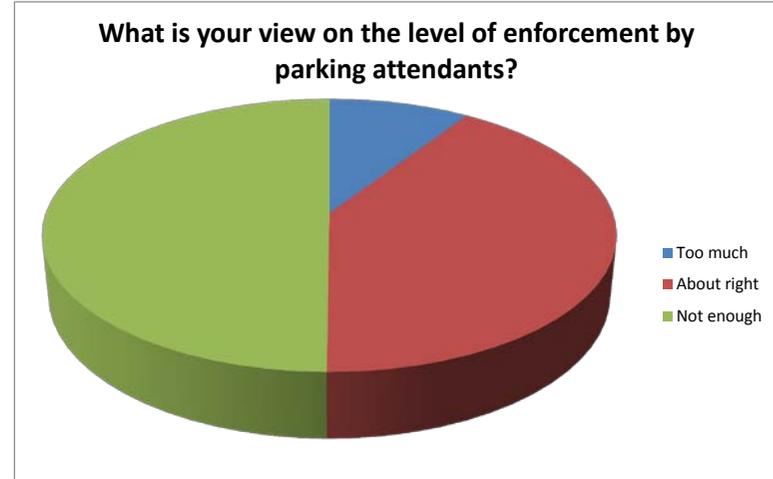
Qu 11 - Is the permit application process simple and easy to follow?

	% Total	% Answer	Count
Number of Responses	97.02%	-	423
Yes	77.52%	79.91%	338
No	13.99%	14.42%	61
Don't know	5.50%	5.67%	24
[No Response]	2.98%	-	13
Total	100.00%	100.00%	436



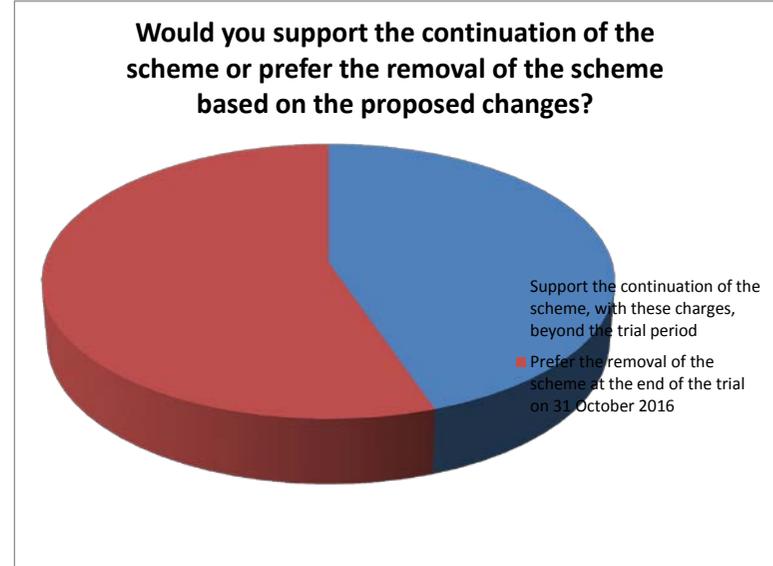
Qu 12 - What is your view on the level of enforcement by parking attendants?

	% Total	% Answer	Count
Number of Responses	93.81%	-	409
Too much	8.72%	9.29%	38
About right	38.30%	40.83%	167
Not enough	46.79%	49.88%	204
[No Response]	6.19%	-	27
Total	100.00%	100.00%	436



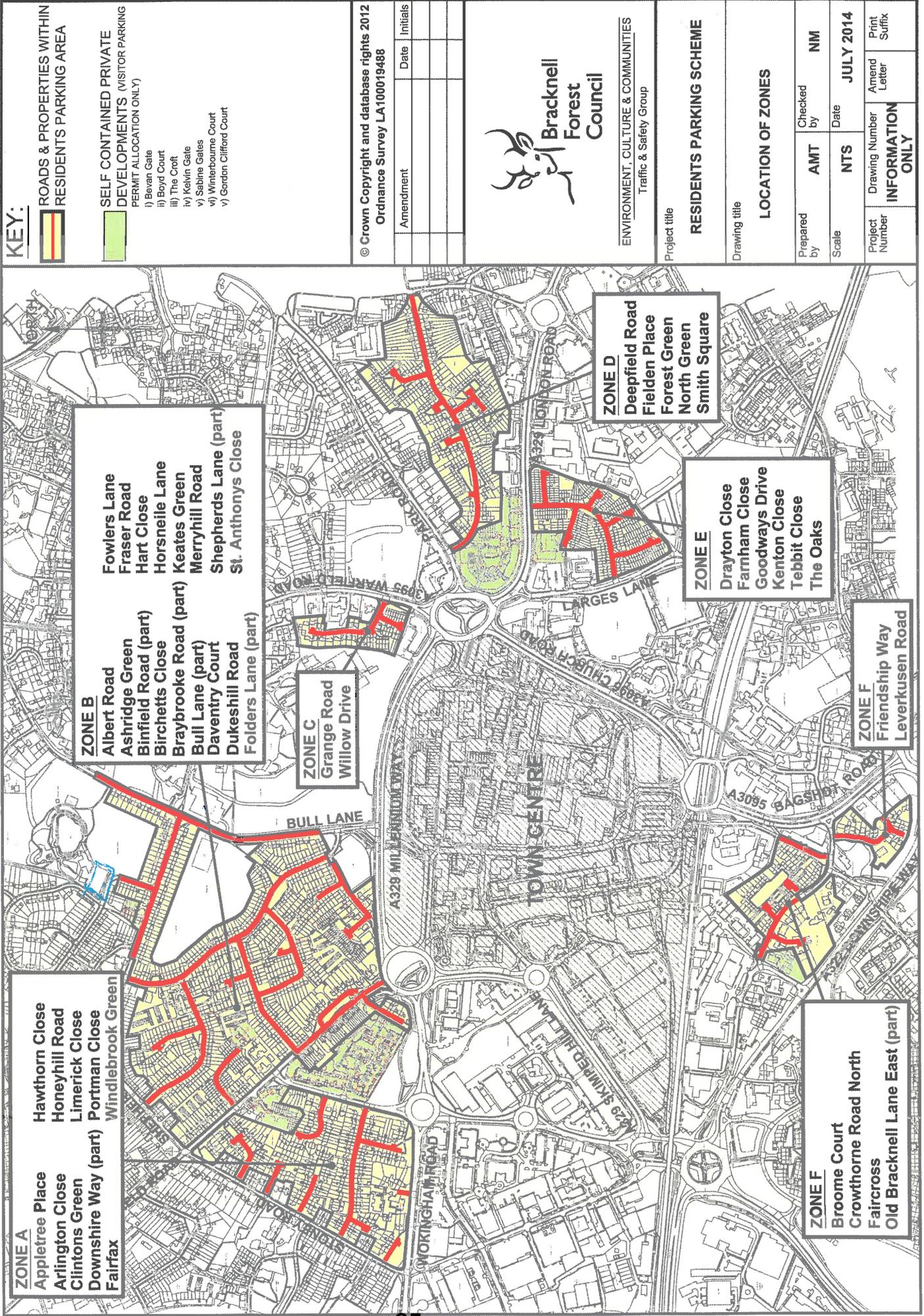
Qu 13 - Would you support the continuation of the scheme or prefer the removal of the scheme based on the proposed changes?

	% Total	% Answer	Count
Number of Responses	97.94%	-	427
Support the continuation of the scheme, with these charges,	43.81%	44.73%	191
Prefer the removal of the scheme at the end of the trial on 31	54.13%	55.27%	236
[No Response]	2.06%	-	9
Total	100.00%	100.00%	436



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RESIDENT PARKING ZONES



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**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL
5 JULY 2016**

**DESIGN SUPPLEMENTARY PLANNING DOCUMENT (SPD)
DRAFT FOR PUBLIC CONSULTATION
Director of Environment, Culture & Communities**

1 PURPOSE OF REPORT

1.1 To inform the Panel of:

- progress on the Design Supplementary Planning Document (SPD);
- the content of the proposed document; and
- the public consultation process to be undertaken in the autumn.

2 RECOMMENDATION(S)

2.1 That the Panel notes progress on the Draft Design SPD at Appendix 1 to this report and provides views on the proposed content.

3 REASONS FOR RECOMMENDATION(S)

3.1 The Council has reviewed its current design guidance and considers that a Design SPD would assist with the implementation of current planning policies and provide prospective applicants with a clearer idea of the Council's expectations for design. A public consultation in line with the Council's Statement of Community Involvement (SCI) will be required as part of this process.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 Not producing the SPD could result in more time being taken to ensure that planning applications achieve an acceptable standard of design and would not provide guidance with the status afforded to an SPD as a material planning consideration.

5 BACKGROUND

5.1 The National Planning Policy Framework (NPPF) states at paragraph 153 that SPDs should be used to assist applicants to make successful applications. This new SPD is seen as assisting and clarifying policy implementation and details the Council's desire to achieve high quality development across the Borough. The key policies relevant to this new Design SPD will be policy "CS 7 Design", in the Core Strategy Development Plan Document 2007 and Bracknell Forest Borough Local Plan 2002 saved policy "EN20 – Design considerations in new development". The document will also complement and cross reference to the Streetscene SPD and the Character Area Assessments SPD.

5.2 The Council currently has a design leaflet titled "Extending Your Home: A Householders Guide". This is available to download on the Council's website and provides, as the title suggests, guidance for residents on issues relating to extending their homes. This leaflet has proved to be well liked and very useful for both members of the public and technical consultants, agents and officers. However, this document has never been through a public consultation process or adopted as an SPD and is therefore limited in terms of the weight that can be attributed to it. The scope of the design advice within it is also very limited.

- 5.3 On reviewing the design leaflet, it was felt there was an opportunity to produce a document that is similarly simple and easy to use, but with a wider scope to provide more general advice on design principles, including information that could be used on new developments at both small and large scales. This would be a Design SPD. However, it is important to note that the information for householders on extending their homes would also be included as one of the chapters of the document.
- 5.4 Tibbalds Planning and Urban Design consultancy were appointed to produce the document, according to the planning department's brief which set out the scope of the Design SPD. The timing of the document production means that the content of the draft SPD is still subject to review. A copy of the draft is attached and Members will be apprised of any suggested changes at the LPWG meeting. The document seeks to achieve the difficult objective of getting the content and tone of the document correct for such a wide audience. The aim is to keep the document focussed and easy to use and not to reproduce design advice found elsewhere within the Council's portfolio of documents.
- 5.5 Currently, the draft document (at Appendix 1 to this report) is set out as follows:

- Chapter One - Introduction

This sets out the scope of the document, who it is aimed at, and the weight to be given to the information within it.

- Chapter Two - Design and Context

This chapter details some of the more high level principles relating to understanding the site and context of the area, responding to existing character and, where needed, creating "places" with their own identity and the standards of quality expected in new development in the Borough.

- Chapter Three - Built Form and Spaces

Detailed guidance is provided on the basic principles of design to create places that will provide good communities and pleasant homes for our residents in the future.

- Chapter Four – Extending Your Home

This will include much of the information already set out in the Householder's Leaflet: A Guide to Extending Your Home, with additional information and up to date references and sources.

Appendices will also be included in the document detailing information on the content required within Design and Access Statements, checklists and where to go for additional information.

6 NEXT STEPS

- 6.1 Following further internal consultation it is proposed that the Design will go before the Executive in September 2016 to agree the draft version of the document and details of the required public consultation later in the autumn. This public consultation will ensure that the document can be reviewed by all interested parties, which will include:
- householders/residents,
 - Town and Parish Councils,
 - neighbouring authorities and other statutory consultees,
 - planning agents,
 - architects and designers,

- house builders; and
- any other interested parties or technical professions considered appropriate to the nature of the document.

Once all the comments and observations on the document have been collated and assessed, a revised version will come before LPWG and the Executive for formal adoption. All of this will be completed in accordance the SCI, SA and SEA Scoping requirements and Paragraphs 11 – 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012 which sets out procedural issues for the adoption of a SPD.

Background Documents

Appendix 1 – Draft Design SPD

Contact for further information

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Design Supplementary Planning Document

For Bracknell Forest Council



June 2016

Environment, Culture and Communities
Bracknell Forest Council
Time Square
Market Street
Bracknell
RG12 1JD

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1 Introduction

1.1 Achieving good design through the planning system

1.1.1 Bracknell Forest Council is committed to securing high quality new development. The requirement for good design is at the heart of this commitment and is central to the assessment of all development proposals within the Borough.

1.1.2 Government Policy, as set out in the National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG), emphasises the importance of good design. The NPPF defines places that achieve good design as being those that:

- *“Function well ... over the lifetime of the development”*
- *“Establish a strong sense of place”*
- *“Sustain an appropriate mix of uses ... support local facilities and transport networks”*
- *“Respond to local character ... surroundings and materials, while not preventing innovation”*
- *“Create safe and accessible environments”*
- *Are “visually attractive ... [with] good architecture and appropriate landscaping”.*

1.1.3 The Council’s Core Strategy Development Plan Document (2008) sets spatial objectives for the development of the Borough. Policy CS7 Design requires good design for all development, together with a series of series of criteria as follows:

- *“i. build on the urban, suburban and rural local character, respecting local patterns of development and the historic environment;*
- *ii. provide safe communities;*
- *iii. enhance the landscape and promote biodiversity;*
- *iv. aid movement through accessibility, connectivity, permeability and legibility;*
- *v. enable a mix of uses;*
- *vi. provide high quality usable open spaces and public realm;*
- *vii. provide innovative architecture; and*
- *viii. provide well designed and integrated public art.”*

1.1.4 The Council has also adopted Supplementary Planning Documents (SPDs) to provide guidance on aspects of design. These include: the Bracknell Forest Character Area Assessments SPD which assesses local character in key parts of the area and provides guidance on how it can be retained and enhanced; the Street-scene SPD, which sets out how to create positive street-scenes; the Sustainable Resource Management SPD, which provides guidance on how to make buildings more environmentally friendly; and the Parking Standards SPD.

1.1.5 Core Strategy policy CS7 Design also requires proposals to demonstrate how they will achieve good design, through Design & Access Statements, clear and informative drawings, including street-scenes, and other material that may define the future quality of development proposals, including concept statements, development briefs, masterplans or design codes.

1.2 Design SPD

1.2.1 This Design Guide document provides design principles and best practice to guide the design quality of development proposals. It elaborates on the design principles set out in both the NPPF and Core Strategy Policy CS7 Design and sets out how development proposals can achieve them.

1.2.2 In particular it focuses on design principles for built development in order to complement the other SPD documents that the Council has already adopted (identified above). In particular, the Street-scene SPD focuses on developments where new streets are to be created so this guide makes reference to it where relevant.

1.2.3 The Council intends to adopt this document as a SPD following a thorough public consultation process. Once adopted, it will form part of the Council's policy context and will be a material consideration when applications are being considered. It is also intended to be of help to householders who may wish to make changes to their properties under their Permitted Development rights.

1.2.4 The content is split into five sections:

- **Section 1:** Introduction (this section);
- **Section 2:** Design and Context;
- **Section 3:** Built Form and Spaces;
- **Section 4:** Extensions and Alterations; and
- **Section 5:** Design and Access Statements.

1.2.5 **Section 2:** Design and Context, focuses on how development proposals should respond to their surroundings. This is relevant to all development proposals, for residential and commercial developments as well as for householder extensions and alterations.

1.2.6 **Section 3:** Built Form and Spaces, provides general design principles for buildings and spaces, and how to relate them together to create positive places. It also provides principles for the design of buildings, and for the associated requirements that need to be accommodated on plot, such as parking, servicing and amenity space. It also provides guidance on the relationships with neighbouring properties. These design principles apply to all forms of development, although the examples focus on residential development, the most common form of development in the Borough.

1.2.7 **Section 4:** Extensions and Alterations, provides design principles for the design of residential extensions and alterations to existing properties.

1.2.8 **Section 5:** Design and Access Statements, sets out the Council's expectations for Design and Access Statements where they are required to accompany a planning application.

1.3 How to use this document

1.3.1 This document is relevant to different types of development although not all sections are relevant to all proposals.

1.3.2 This document refers to 'designers' in a number of places. The design role is vital to securing good design and high quality development. In most cases, it should be carried out by the architect for a project, or another suitably experienced professional (for instance a masterplanner, on a large scale development). However, it should also help and guide local residents wishing to improve their home.

2 Responding to the Context

2.1 Key principle

2.1.1 A well designed development relates well to its surroundings. It should be integrated into its context and should respond positively to local character. Where appropriate, new development should also create new places with a positive character. It should also make a contribution towards environmental sustainability.

2.1.2 To achieve this, designers need to understand the site and its context.

2.2 Understanding the site and its context

2.2.1 **Principle: Good design starts from an understanding of the place, the local context and the site. Development proposals should be informed by a thorough analysis of the physical and policy context and character of the area as well as the specific conditions of the site. This should be summarised and the opportunities and constraints identified for pre-application discussion and to support application material. The steps include:**

- a site visit;
- site and context analysis;
- character appraisal; and
- identifying opportunities and constraints.

Site visit

2.2.2 Before starting to design, a visit to the site and its surroundings is absolutely essential. On the site visit, designers should identify local features and characteristics that may influence the design or technical approach, including site features (for instance trees), key views in and out of the site and technical issues (for instance drainage). In some cases a site visit will provide enough information. In others, technical surveys will be needed to feed into the design process.

Site and context analysis

2.2.3 As a minimum, designers should consider the issues set out below and, where relevant, include them in their site and context analysis. The table shown on the following page provides guidance on which issues are likely to be relevant to different scales of development proposal.

2.2.4 Designers will be expected to identify and analyse the range of issues relevant to their particular site and development proposal. The amount of detail required for each development proposal will depend on its size, the type of development and the complexity of the project.

Issues relevant to different scales of development

Design influences		Development scale
Scale	Relevant issues	Likely to be relevant to
Wider context	<ul style="list-style-type: none"> Strategic role and function of the site Settlement pattern Accessibility to facilities, services and public transport by all modes of transport Housing need and/ or market assessment 	<ul style="list-style-type: none"> Major development
Local context	<ul style="list-style-type: none"> Pattern of blocks, plot sizes and buildings Townscape character (see 2.1.5 below) Landscape character including open spaces, wildlife corridors and designations (SSSI, SPA etc) (see 2.1.5 below) Local mix of uses including community facilities Topography Views into the site Movement pattern including all modes of transport Drainage Site allocations 	<ul style="list-style-type: none"> Major development Infill development
Local context for householders	<ul style="list-style-type: none"> Built heritage including conservation areas, listed buildings, registered parks and gardens, locally listed buildings Planning policy designations 	<ul style="list-style-type: none"> Major development Infill development Householder development

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Design influences		Development scale
Scale	Relevant issues	Likely to be relevant to
Site features, characteristics and conditions	<ul style="list-style-type: none"> Site levels Buildings and structures Landscape including trees, hedgerows, ponds, etc Ecology Views within/ out of the site Heritage, including archaeology Flood risk and drainage Pollution including contamination Ground conditions Access for all modes of transport Utilities Microclimate Daylight/ sunlight Boundary conditions 	<ul style="list-style-type: none"> Major development Infill development Householder development

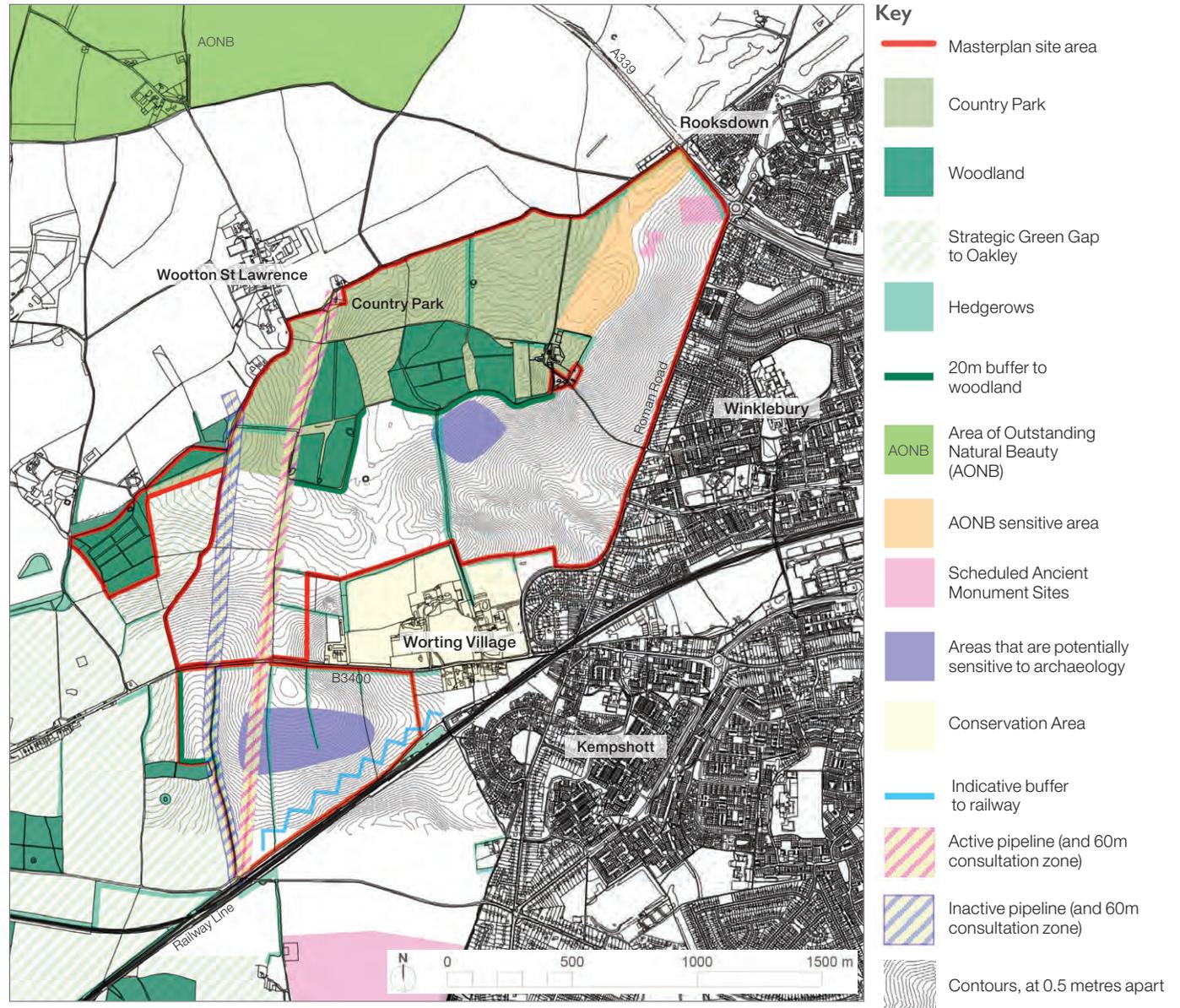
Character appraisal

2.2.5 To demonstrate an understanding of the existing character, designers should carry out an appraisal of the townscape and landscape character of the site and its local context.

2.2.6 First check whether the site is within a Conservation Area or forms one of the Bracknell Forest Character Areas, as identified in the Bracknell Forest Character Area Assessments SPD. The Council has carried out an appraisal for each of these areas and this should be the starting point. However, it is likely that designers will need to carry out a detailed appraisal of the site in its surroundings to supplement the information that is already available.

- Conservation Areas are statutory designations for areas of “special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. Bracknell Forest’s Conservation Areas can be found at: <http://www.bracknell-forest.gov.uk/bfconservationareas>.
- The Bracknell Forest Character Area Assessments SPD identifies and assesses areas with distinctive and positive character in the Borough. It makes recommendations for maintaining and enhancing the character of specific areas, including recommendations for future development proposals. It can be found at: <http://www.bracknell-forest.gov.uk/spds>

Example of a site constraints plan



2.2.7 The area to be assessed will depend upon the nature and scale of the development proposal. It may be at the level of the neighbourhood, the street, or the site together with neighbouring plots.

2.2.8 The character appraisal should identify and assess the positive and negative characteristics of the site and its immediate context.

2.2.9 The Bracknell Forest Character Area Assessments SPD and the Street-scene SPD together identify a number of elements to be assessed:

- landscape setting;
- townscape and built form;
- street-scene;
- width of street;
- boundary treatments;
- building line;
- plot sizes;
- building heights and sense of enclosure;
- landscaping – soft and hard; and
- parking solutions.

Identifying opportunities and constraints

2.2.10 Designers should identify the opportunities and constraints that affect the design approach to their site and should explain how these have influenced their development proposals. Positive opportunities for placemaking should be identified as well as constraints to development. There should be a clear link between the opportunities and constraints plan and the development proposals.

Understanding the site and context – critical review	
Is there evidence of a visit to the site and context?	
Is there a site and context analysis that covers the appropriate issues?	
Is there a townscape and landscape character appraisal that identifies both positive and negative characteristics of the area?	
Is there a clear link between opportunities and constraints that have been identified and the development proposals?	

2.3 Integrating the site into its surroundings

2.3.1 **Principle:** It is important that proposals for new development, whatever their size, are well integrated into the existing context. This can be achieved in a number of ways, including:

- linking new routes and access points into the existing movement network;
- respecting existing desire lines and making connections to local destinations, such as schools, shopping and employment areas;
- relating well to the existing hierarchy of routes, in terms both of function and character, so the relative importance of routes is clear, to help people find their way around;
- using development blocks and/or plots that relate to the existing grain of development (i.e. the pattern or arrangement of built development and spaces) in terms of size and configuration; and
- responding to prevailing building heights, plot sizes, densities and degrees of variation in the local context.

2.3.2 The Street-scene SPD addresses these issues in more detail.

Integrating into the context – critical review	
Do the proposals create connections to existing streets, pedestrian and cycle paths and public transport stops?	
Have new connections been made, reflecting existing desire lines and creating routes to local destinations?	
Has a clear street hierarchy been established and do proposals support the existing street hierarchy?	
Do the development blocks and plots relate to the existing grain of development ?	
Do building heights and densities respond to the prevailing pattern in the context?	

2.4 Placemaking

2.4.1 **Principle:** New development should exploit opportunities to create a positive sense of place that enhances the existing character of the site and also of the local area. This may include:

- incorporating existing positive site features into new development to provide continuity and create an instant sense of maturity;
- creating a sense of place that responds positively to the character of the local area in terms of urban design, architecture, landscape and public realm; and
- creating new places with a positive character appropriate to their role and function within the wider area, eg a new neighbourhood centre or open space/ local park.

2.4.2 For many aspects of design, the ‘right’ approach will depend on the site, the nature of the proposed development and the context. The sense of place and character of a development will depend upon a number of choices that a designer makes in relation to the elements included in section 3 of this guide. Where a choice may have a particular influence on the character of a development, this is highlighted in the relevant section.

Placemaking – critical review	
Do the proposals incorporate existing positive site features into the new development?	
Have local characteristics influenced the design	
Do the proposals create new places with a positive character that is appropriate to their role and function?	



Positive integration of existing mature trees in The Parks, Bracknell

2.5 Sustainability

2.5.1 The NPPF has a presumption in favour of sustainable development, i.e. development that balances economic, social and environmental sustainability.

2.5.2 The Council has adopted a Sustainable Resource Management SPD, which sets targets and provides guidance on how to make development more environmentally friendly, based on the Code for Sustainable homes and BREEAM standards.

2.5.3 However, the government has now withdrawn the Code for Sustainable Homes. For the time being the Sustainable Resource Management SPD is still in place with some limitations on its application. Please contact the Planning section of the Environment, Culture and Communities department for more details. The Council is carrying out a review as part of the Local Plan preparation process.

2.5.4 The BREEAM standard for non-residential development still applies for commercial development.

2.5.5 Principle: Proposals should contribute to the environmental sustainability of the development itself and of the local area where possible, including consideration of:

- climate change mitigation and adaptation;
- sustainable construction;
- water efficiency; and
- the long term robustness of the development proposal, ie how it will perform as lifestyles and technologies change, for instance in terms of its flexibility and adaptability.

Sustainability– critical review	
Do the proposals address climate change mitigation and adaptation?	
Do they incorporate a sustainable approach to construction?	
Do they include proposals for water efficiency?	
Will the development provide flexible and adaptable accommodation?	

3 Built Form and Spaces

3.1 Key principles

3.1.1 Well-designed developments compose buildings and spaces into a successful whole. This applies to a range of scales and includes the following elements:

- streets, blocks, open spaces and landscape;
- plots;
- frontages; and
- built form.

3.2 Streets, blocks, open spaces and landscape

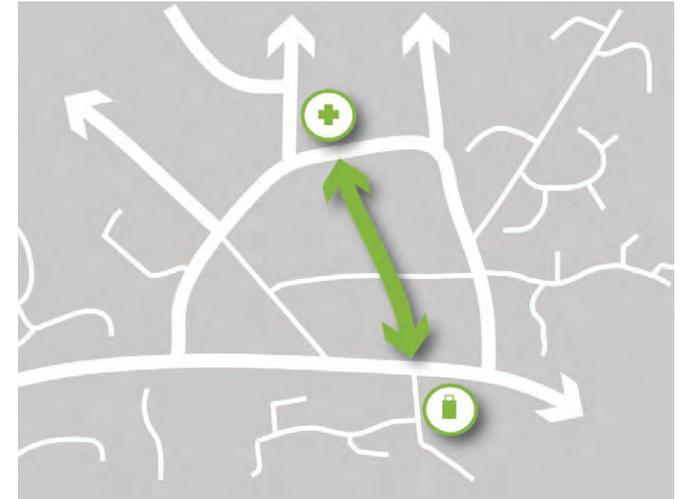
3.2.1 **Principle:** For large sites, the street network should define:

- a connected network of routes for all modes of transport;
- a clear hierarchy of routes, so people can find their way around; and
- a pattern of development blocks and open spaces that provides a basis for creating character and a distinctive identity for the development.

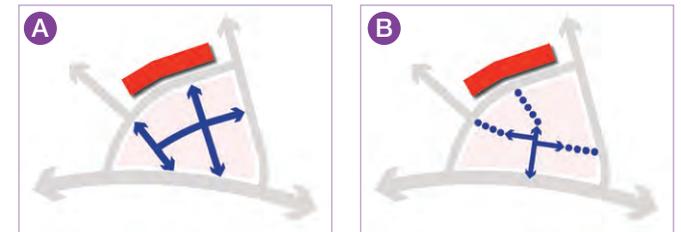
3.2.2 The Street-scene SPD provides further guidance for new developments and housing layouts.

Connectivity

3.2.3 Developments should create a connected network of routes through the site, preferably in the form of streets. These routes should be direct, convenient and attractive for people on foot and cyclists, as well as suitable for vehicles.



New development should connect destinations and help people get to where they want to go



- A** Make connections to local facilities and create an extension to the existing road network.
- B** Where vehicular links are not possible we should provide pedestrian / cycle links.

Street hierarchy

3.2.4 A clear hierarchy of routes should be defined, based on consideration of how each street should be used, including: the relative amounts of pedestrian and vehicular traffic, parking, speed of vehicles, width of carriageway, and the use of the buildings adjoining the street.

3.2.5 The design of the movement network, the streets and open spaces, and the built form adjoining them should reinforce one another so that people can find their way around and understand the development.

3.2.6 A variety of street types helps to create variations in character in large scale developments.



Existing layout: The street hierarchy is incoherent, unsupported by street design, buildings or land uses.



Revised layout: The street hierarchy is improved by realigning the main route and improving junction arrangements, street treatments and the location of community uses.

Development blocks and open spaces

3.2.7 Principle: The pattern of blocks for built development and/ or open spaces should be based on a perimeter block structure that creates well-defined streets and open spaces. This form of development enables a clear distinction between the fronts and backs of buildings, a good sense of enclosure and active edges.

3.2.8 Each development block will be defined by street frontages and/ or open spaces and will be sub-divided into a plot pattern. The block and/ or street space will need to accommodate parking and the appropriate private amenity space for residents.

3.2.9 How a street is designed, and the parking strategy for how parking is accommodated within a block or the street-scene, will significantly affect its character and so will need careful consideration.

3.2.10 The size, shape and configuration of the development blocks, the spaces between the buildings, and open spaces all influence the form of development and its character, so need to be considered together with the mix of uses, the type of units and other matters such as parking.

3.2.11 All open spaces should have a clear function and should be located in a suitable position for that function. They should also be sited and designed to play a positive role as focal points in the development, whether to help create a sense of identity, or to bring existing and new communities together.

3.2.12 The pattern of streets, development blocks and open spaces will influence how people find their way around. Designers should consider potential views, both into and out of the development. Potential views within a new development are also important and the creation of focal points or local landmarks should be considered. Views within street-scenes should also be concluded (or terminated) positively. (see section 3.7.3 below).

3.2.13 Active edges are created by buildings with entrances off the street and windows overlooking it. Entrances bring activity and animate the street. Windows create a sense of supervision. Both contribute to making the street feel safe and secure to use.



New development area has a well connected street network that links into existing local streets and surrounding destinations. It is based upon the historic street pattern but has transformed parts of it into pedestrian and cycle routes through small open spaces.

Landscape

3.2.14 Landscape plays an important role in much of the Borough, creating a strong context and character for built development, with significant parts of the area formerly being forested. Different parts of the Borough have a different landscape character, based on their soils and underlying geology.

3.2.15 The strategic approach to landscape should be integrated into the form of development from the earliest stage and not simply added in to a scheme that has already been designed.

3.2.16 The Street-scene SPD provides guidance on incorporating landscape and landscape character into new developments. The Character Area Assessments SPD identifies landscape characteristics within the defined character areas. The Council has also carried out Landscape Character Assessments which provide evidence for the emerging Local Plan. Please contact the Planning section of the Environment, Culture and Communities department for more details.

Streets, blocks and open spaces– critical review	
Do the proposals create a connected network of routes for all users?	
Do they define a clear hierarchy, based on both function and character, and with variation in large developments, so that people can find their way around?	
Is there a clear pattern of perimeter blocks with open spaces suitably positioned to perform the function and role identified for them?	
Is the pattern of streets, blocks and open spaces appropriate to the type of development being proposed, with a clear distinction between fronts and backs?	
Is the approach to landscape an integral part of the development proposal?	

3.3 Plots

3.3.1 Development blocks should be sub-divided into a series of plots for different buildings to be developed, or to break down the scale and impact of a large-scale development.

3.3.2 The pattern of plots and how they are developed affects how a development functions, its character and its success, and also the character of the wider area. For instance wide fronted plots allow room for parking to be on-plot next to a house, whereas narrow fronted plots would need a different parking solution.

3.3.3 **Principle: Development plots should be large enough to accommodate the proposed built development and the requirements associated with it (such as amenity space, parking, servicing, refuse collection) in an arrangement that is practical and attractive. They should be configured to make sure that new development relates well to its neighbours.**

3.3.4 Where a development is proposed on an existing plot, it should be of a form that responds positively to the existing character of the area. For instance, where there are existing large houses set in large plots, new large houses or a block of apartments are more likely to be able to respond to the existing character than a terrace of smaller houses.

3.3.5 See section 3.9 below for more detail on these issues.

Plots– critical review	
Are plots of a size and configuration to be able accommodate the requirements of the development?	
Do they relate to the pattern of plots in the surroundings?	

3.4 Frontages

3.4.1 Principle: The buildings that are set alongside a street should be considered and designed together as a group. Development should face onto the street to create a frontage. The two frontages together define and enclose the street-scene and establish an appropriate character for that particular street.

3.4.2 Successful frontages have many different elements that come together to create a pleasant whole. These are:

- building lines and set backs;
- continuity of built development;
- boundary treatments; and
- size of front gardens.

The Street-scene SPD provides detailed guidance for the design of streets.

3.4.3 Principle: Frontages should be designed to create a street-scene with a distinctive character that relates to the context of the area. In particular the relationships between existing building lines, set backs, landscaping and the continuity of the frontage should be considered carefully.

3.4.4 The Street-scene SPD sets out how the different elements can be combined to create a range of different characters that may be appropriate in different parts of the Borough.

3.4.5 In general, frontages with a positive character have some elements that are consistent or repeated. These create a framework for other elements to vary. So, for instance, where there is a strong landscape structure in front gardens and on boundaries, the building lines and the buildings themselves may vary without threatening the positive character. Or where there is a regular pattern of semi-detached houses with consistent set backs and spaces between them, the treatment of boundaries may vary.

3.4.6 Together the two frontages to a street will set the character for the street, so they should generally have common features to establish a degree of consistency between them.

3.4.7 Well designed frontages have:

- the fronts of buildings addressing them along their length;
- window openings that overlook the street;
- entrances activating the street;
- no rear elevations or flank walls onto them; and
- any garages being less prominent elements on the frontage than the associated housing.

Building lines and set backs

3.4.8 Principle: The building line is the line created by the main facade of buildings in relation to a street. The design approach to building lines should be justified and should relate to the existing building lines in the area. In particular, the building line for infill developments should follow the existing building line.

3.4.9 Streets with a positive character tend to have a distinctive building line. In most cases, this will be a consistent distance between the front of buildings and the street. However, in some cases, every building is set back a different distance from the street, in which case the variation is characteristic.

3.4.10 The set back of a building line from the street creates space for front gardens. See section 3.4.10 below for more detail.

Continuity of frontages

3.4.11 **Principle:** The continuity of built form is a measure of how built up it is. Designers should make sure that the continuity of the frontage is appropriate to the context and local character and the nature of the development proposal.

3.4.12 A continuous frontage makes a street space feel more enclosed, which is likely to be appropriate to the character of an urban form of development, or a centre. Frontages with gaps between buildings are more appropriate to suburban or rural forms of development.

3.4.13 It is important that the degree of continuity suits both the type of development and the character that is proposed. For instance, large detached houses placed very close together are unlikely to create a successful character – the result will be neither urban nor suburban in character. In general, units with larger footprints need space around them, whereas those with smaller footprints are more appropriate to sit on smaller plots.

3.4.14 In some rural and existing suburban areas buildings are spaced far apart and there is no continuity of built frontage. In these cases, continuity is provided by the landscape and boundary treatments, which become the defining characteristic. Strong hedgerows and planting can tie an otherwise discontinuous built form together to create a well defined street-scene.

3.4.15 Topography influences the continuity of frontages. On a sloping site, designers should preferably create more continuous frontages parallel to the contours and use a more broken frontage perpendicular to the slope. Detached houses or short groups of houses can be designed to step up slopes more simply than longer terraces, in terms both of entry levels and roof forms.

Front gardens

3.4.16 **Principle:** The set back of buildings from the street should be designed positively to accommodate various requirements that may be associated with the development, as well as to contribute to the character of the development. For a residential development the set back should generally take the form of a front garden.

3.4.17 The depth of front gardens has an impact on the feeling of enclosure of the street and reinforces the street hierarchy and character. In a large scale development front gardens should vary in depth across the development, contributing to areas of different character, but they should be consistent in depth along any given street.

3.4.18 Front gardens should:

- be clearly defined as private space belonging to a particular dwelling;
- be rational in size and shape, avoiding awkward fence and boundary lines; and
- relate to the street hierarchy and volume of traffic in terms of treatment and depth, for instance houses set close to a shared surface street with narrow privacy strips are appropriate to a courtyard or mews street with no through movement.

3.4.19 Front gardens should generally include some elements of soft landscape as well as hard landscape, although in some locations hard surfaced privacy strips may be appropriate. They may also need to accommodate parking spaces, refuse storage, utilities boxes, and projecting building elements, such as bays or porches. These elements all need to be designed into the space with some care, so they do not undermine the quality of the frontage.



Continuous frontage: Urban character associated with central urban or village locations - these help to create a high degree of enclosure.



Non-continuous frontage: Formal and regular building line with rhythm. Strong design feature associated with a suburban location.



Non-continuous informal frontage: Informal and irregular building line with building set in large plots. Associated with edge of settlement locations.



Local examples of varying frontages.

Boundary treatments

3.4.20 **Principle: Boundary treatments such as hedgerows, walls or railings should enclose private spaces in front of buildings.**

3.4.21 Generally boundary treatments to front gardens should allow some views between street and dwelling, so that the development overlooks the street-scene.

3.4.22 Private gardens should back onto public spaces such as streets, footpaths or open spaces. Where the boundary of a property is clearly visible within the street-scene, a certain quality of boundary treatment will be expected - close boarded fences will not normally be suitable in such situations.

3.4.23 Boundary treatments should:

- 48 be consistent within each street and with the local character; and
- where possible and appropriate, use natural screens and hedges complementing the landscape design and enhance biodiversity, or brick walls to provide solid boundaries with a natural appearance and longevity, especially when the material is characteristic of the local area.

3.4.24 Where there is a conscious design decision to have no boundary treatment, then open plan privacy strips or front gardens should be consistently designed so that they contribute to the character of the street and a planting scheme should be provided for these private spaces.

Frontages – critical review	
Do buildings overlook the street with main entrances creating activity and movement within the street-scene?	
Is there a clear approach to the building line and is it justified in relation to the existing or new character of the street?	
Is the degree of continuity of the frontage appropriate for the development proposal and the context? Do the proposals handle any slopes well?	
Does the development create front gardens of an appropriate depth, enclosed with suitable boundary treatments?	
Does the design approach to these elements create a consistent character for the frontage and for the street as a whole, one that is appropriate to the development and its context?	



Front gardens without boundaries can appear windswept. Unless they are carefully planted and well maintained they can have a negative impact upon the whole development.



An example of consistent and high quality boundary treatment.



An example of a typical garden depth with railings that clearly define private space from public space.

3.5 Addressing edges

3.5.1 In certain locations, frontages should respond to their specific location and site conditions, as well as to the general principles outlined above. These include:

- settlement edges; and
- edges to open space.

3.5.2 **Principle:** Development should generally be designed to face outward when it overlooks a route or open space, or there are existing houses facing towards the site boundary.



In this example, dwellings front onto an open space, which provides a focal point in the layout.

Settlement edges

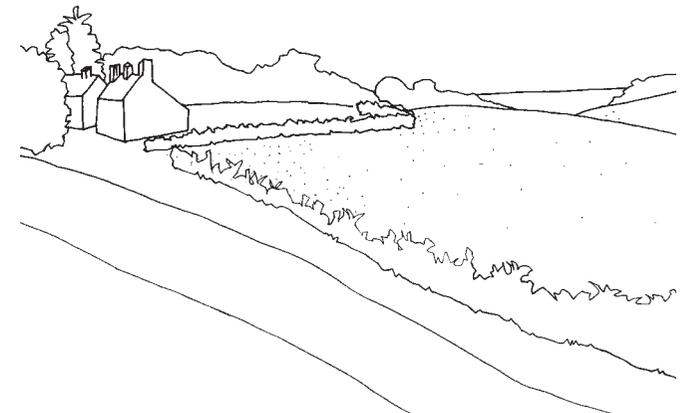
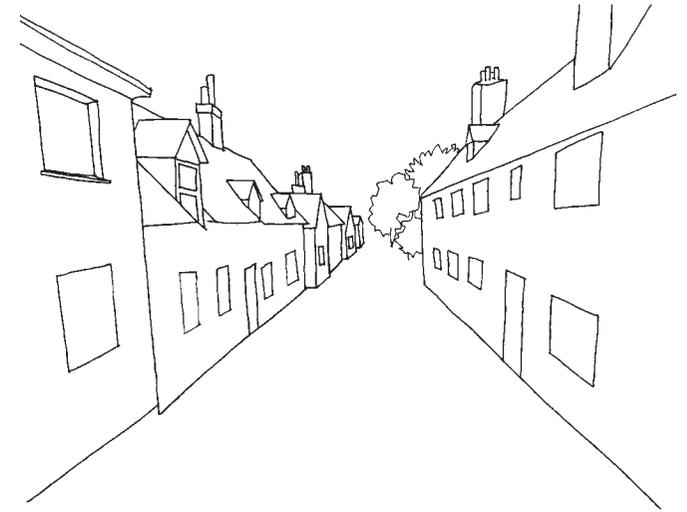
3.5.3 **Principle:** Development on the edge of a settlement or in the countryside should respond to the unique character and setting of each site, taking into consideration a thorough understanding of the local pattern of settlement and its setting in the wider landscape.

3.5.4 The location, siting and design of new development on the edge of settlements should be carefully designed to:

- create an edge to the built up area that relates to the local pattern; and
- incorporate soft landscape to soften the edge of settlements and to help integrate new housing into its rural setting.

3.5.5 New development and associated landscape should retain, incorporate and enhance features that contribute towards the landscape character and biodiversity of the area. This includes elements such as:

- field patterns and lanes;
- landscape features, such as trees and hedgerows;
- wetlands and watercourses;
- typical species of vegetation; and
- characteristic local habitats.



Settlement edges, views towards them as well as from them should be carefully considered and respond to local characteristics.

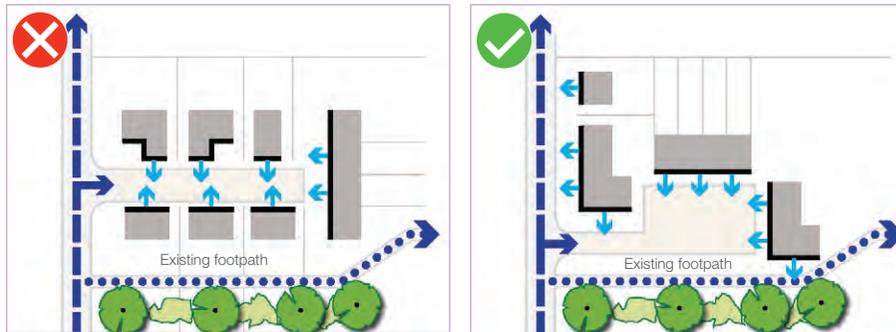
Edges to existing open spaces and routes

3.5.6 **Principle:** Development should face outwards onto all existing and proposed open spaces and routes, and provide active frontages to animate and overlook them, particularly where there are existing houses facing towards the site boundary.

Addressing edges – critical review

Does the development create a settlement edge that responds to the character of other edges, and it is softened by landscape?

Does it face outwards to animate and overlook open spaces and routes?



Where development lies adjacent to existing pedestrian routes, it must help to improve their quality and pedestrian safety.



The sketch illustrates the idea for an informal character that relates well to the homes on the other side of the road.

3.6 Backland development

3.6.1 Some applications for development relate to sites that are located behind street frontage properties and so only partially visible from the street. These sites are known as backland sites.

3.6.2 **Principle:** All backland development should be subordinate, ie it should occupy a minor proportion of the block in which it is sited, and should be designed to the highest standards.

3.6.3 Backland development should:

- not harm the existing character of the local area;
- relate positively to the existing layout and existing urban form;
- maintain the quality of environment for existing residents;
- create a satisfactory living environment for the new home owners and existing surrounding properties;
- relate to a site of sufficient size and suitable shape to accommodate the number of dwellings proposed when compared to the existing grain of development in the area, together with their external space, access and parking requirements;
- not be taller than the existing buildings nor be highly visible from the main street frontage;
- be accessible without harming the character of the existing street frontage, and with no loss of important features, whether these are existing buildings, or trees and planting between existing buildings; and
- contribute to the public realm, where there is more than one dwelling proposed, by creating public streets and/or courtyard spaces that are not designed solely around technical highways requirements.

Backland development – critical review

Is backland development subservient to the block that contains it and is it designed to the highest standards?



Houses should be arranged to face each other across a road or space.

3.7 Built form

3.7.1 **Principle:** The design of the built form should be specific to its location and role within the proposed development and the context. The height, shape and form of buildings should be considered at the scale of the street frontage and the street as a whole, in terms of how they contribute to the street-scene and create character.

Building heights

3.7.2 **Principle:** The height of buildings should respond to a number of factors:

- the existing heights and degree of variation in height in the local context;
- the scale and importance of the space that the building will define or enclose;
- its position in the street hierarchy;
- the position of the building line in relation to the street;
- whether it is a focal point or landmark location in the development; and
- the density of the development.

3.7.3 Within large developments taller buildings should be positioned in strategic locations to help people find their way around the development. These may include centres, focal points, landmark locations, the gateways or entrances to the development, and along main streets.

Key buildings – corners, landmarks and focal points

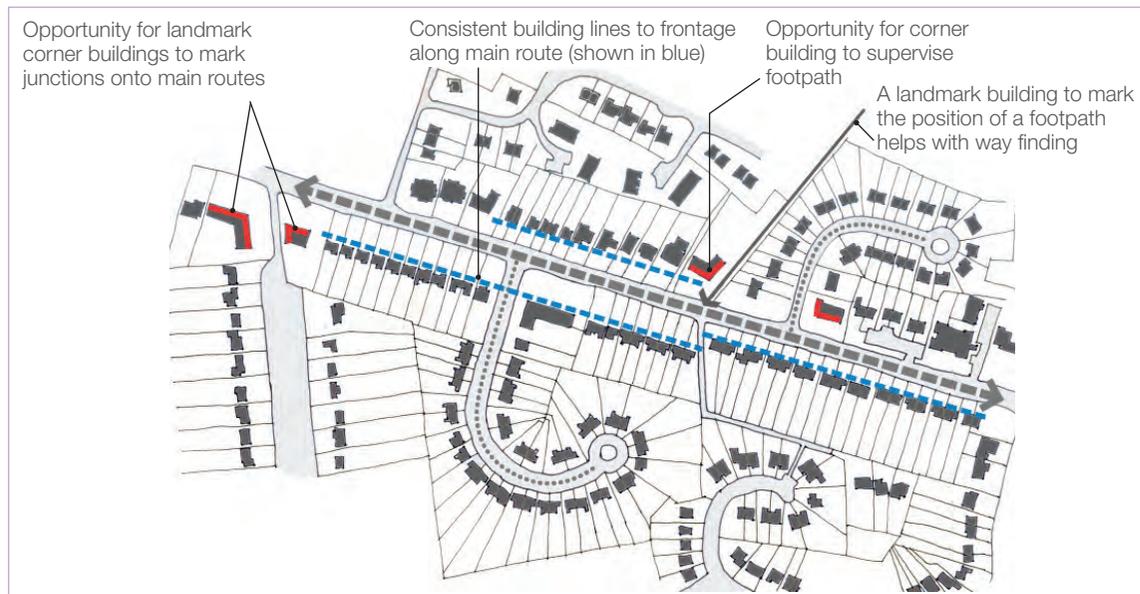
3.7.4 **Principle:** Key buildings are prominent because of their siting – they may terminate views along key streets, or define and enclose focal points or open spaces, or they may mark key decision points for navigating around a development. These buildings should be designed to reflect the importance of their role in the development.

3.7.5 In some (but not all) cases, key buildings should be taller than the buildings around them. Key buildings may also stand out because of their form (including at roof level), the design of their elevations, or a degree of contrast between them and adjoining buildings, for instance in terms of materials. The extent to which they should be distinguished from their surroundings will vary from situation to situation.

3.7.6 All key buildings should be designed and built to the highest quality, as they are the most prominent elements of the development and so must be special.

3.7.7 The Street-scene SPD identifies that buildings on corners should be designed to respond to their position in the layout. Generally they should have two front elevations with windows to habitable rooms on each. In prominent locations, it will also be appropriate to design them as high quality landmark buildings that fit within the character of the area.

3.7.8 Where a new building is proposed in an established context, then do not let it block, compete or distract from an important view towards an existing landmark building.



A variety of opportunities exist in this street to reinforce the frontage, distinguish this route from its more minor tributaries and raise overall density.

3.7.9 Terminate important vistas with buildings of an appropriate scale, massing and quality of design. Buildings that are visible at the end of a street/road have the function of ‘concluding’ or ‘terminating’ the view. In residential developments, a single house or pair of houses will rarely have the scale and presence to terminate a vista and it is preferable for a group or terrace to perform this role. The form of the building or group (including its roof) should be coherent at a distance, and its elevations (including the pattern of openings and the combination of materials) should be designed to have a scale and formality that is appropriate to the vista. A symmetrical composition is one way to create a suitable scale and formality.

3.7.10 Groups of more than one building may also be used to enclose and define focal points within a development—for example buildings around a public square, or an open space.

3.7.11 When designing groups of buildings in key locations, designers should:

- meet the expectations of their location and visual prominence;
- follow an overall design concept for the group, including details, features and materials;
- consider the composition as a whole in terms of harmony, balance, symmetry and rhythm – elevations and 3d drawings of key building groups should be provided to test these compositions; and
- use high quality materials effectively, and detail to create impact.

Composition of buildings

3.7.12 Principle: Compose buildings as three dimensional forms in groups, so that the relationships between them (the roof forms in particular) are specifically designed to create an attractive frontage when viewed from all directions.

3.7.13 This is particularly important for residential developments, where different house types may be grouped and arranged in different ways to suit the street network in different parts of the site. Small changes to the position of dwellings in plan form of units can have a bigger impact upon the resulting form of the development.

3.7.14 Apartment blocks may take different forms depending upon the location, context, and local character. Their layout and plan form should be designed to respond to these factors as well as to provide high quality homes. For instance, a deep plan apartment building may introduce a bulky built form that does not relate well to an established context, whereas a shallower plan may relate more positively to its surroundings. Height is also an important consideration and should relate to the character of the area and the development surrounding the block. Apartments should also be placed on plots where a good balance between the built form, parking and usable amenity space can be achieved. (See section 3.9 below).

Built form – critical review	
Do building heights relate to their position in the development and the context?	
Are key buildings appropriate to their siting and designed to the highest quality?	
Have buildings been designed successfully as groups and is this demonstrated in three dimensional drawings?	
Is the form of any apartment blocks appropriate for the context and local character of the area?	

3.8 Building design

3.8.1 **Principle: Design new buildings with a coherent design approach that influences the whole building or development, from its form to the elevations, including the use of materials and detailing, whatever the architectural style may be.**

3.8.2 The Council's Core Strategy policy CS7 Design specifically encourages innovative architecture. Where a contemporary approach is adopted then the proportions of the form and elevations and the quality of materials and detailing will be of particular importance. Designers will need to be able to explain how their design approach is appropriate to the context and local character as well as to the client's brief for the site.

3.8.3 Generally, design buildings to reflect some of the attractive qualities of the local form of housing, for example in terms of scale and proportion of elevations.

3.8.4 If a traditional approach is to be followed then the design of a building should correctly use traditional proportions and details and a similar quality of materials to the source for its inspiration.

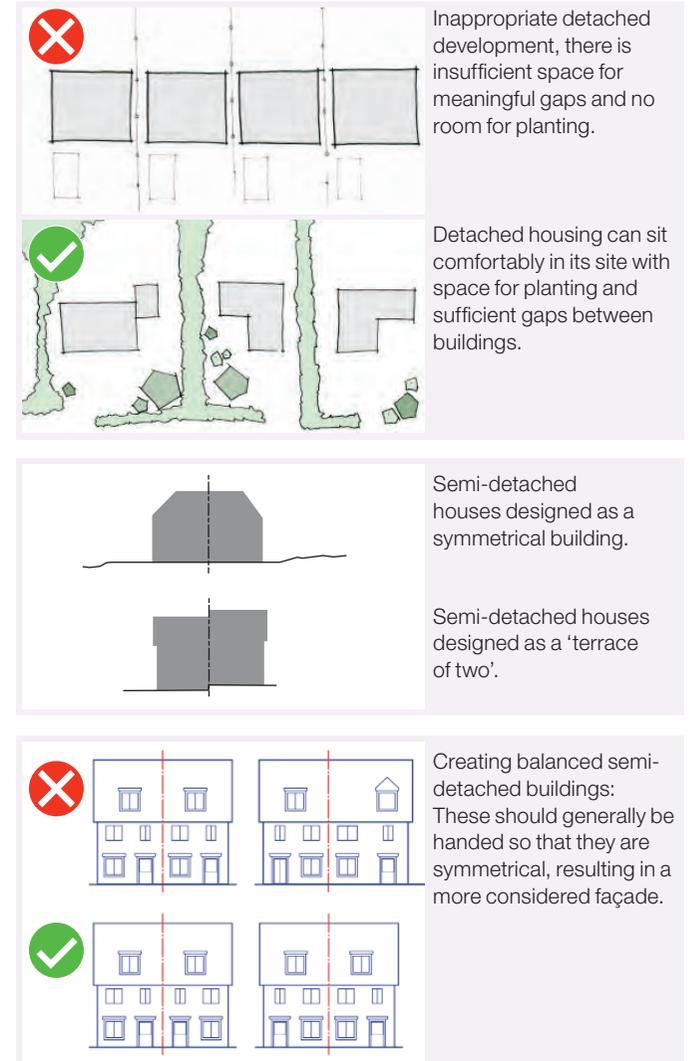
Roofs

3.8.5 The form of new buildings, including roofs, should relate well to those found in the local context. This may include:

- how forms are orientated, with ridges parallel or perpendicular to the street with either eaves or gables on the building frontage;
- the roof type and pitch, for instance whether it is a hipped roof or has gables;
- the scale and position on the roof of gables, dormers or mansard roofs;
- projecting elements, such as bays or porches; and
- consider how the roofscape will be viewed from higher levels or longer distances.

3.8.6 Generally, in new development, design buildings so that their roofs:

- have ridge lines parallel to the longer side of the building or building block, creating buildings that are better proportioned and with a less dominating roof
- are simple and uncomplicated, avoiding difficult and unnecessary detailing
- can be continuous, avoiding unnecessary stepping and staggering of the building line, as this looks unattractive along the street and makes the verge details very prominent

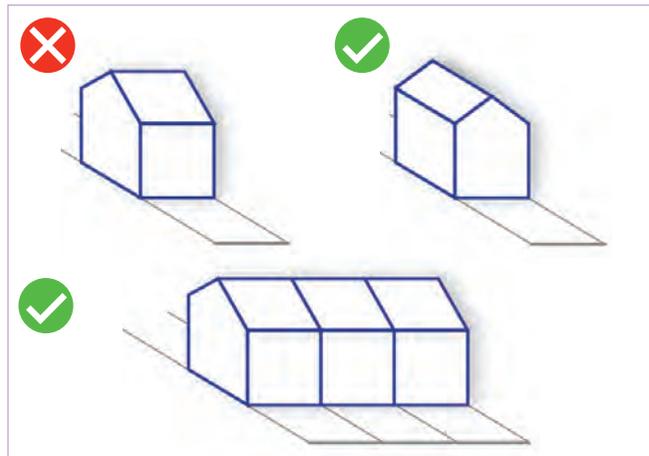


3.8.7 Gables have a stronger presence in the street-scene than roofs with eaves, even when the buildings are the same height. Gables can be used where a key building is required, for instance on corners to mark the presence of a junction. However, where they are sited on the street frontage it is important that they are designed with care, to be well proportioned, and with openings at ground floor level to create an active frontage in the street-scene.

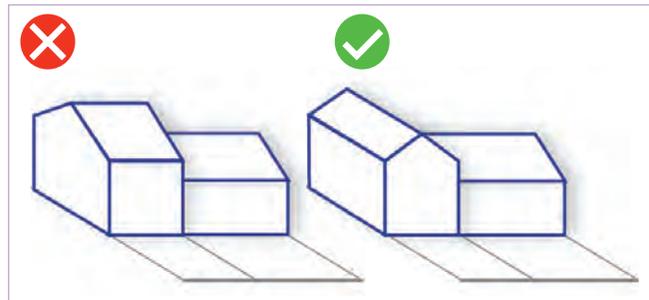
3.8.8 Roof pitches affect the character of a development. Traditional buildings generally have steeply pitched roofs with a narrow span, also with chimneys. New development is often deeper in plan than existing buildings. In an existing context, roof forms will need to be designed with care so that the result is not much taller or more bulky than the surrounding buildings.

3.8.9 Mansard roofs should be smaller than the building they span, so that they are set behind a parapet, and do not overhang the walls of the building at any point.

3.8.10 Dormer windows may either take the form of small gables on the line of the façade or should be be inset from the eaves line. They should be designed in three dimensions to make sure their position and proportions relate well to the roof and the building as a whole.



Ridge lines parallel to the longer side of the building are better proportioned.



Where house types of different depth are combined with each other we have to take particular care of the roof forms. Ridge lines that are parallel but not of similar height or in a continuous line create awkwardly shaped roofs and details. It can help to change the orientation of the roof to create a better design.

Elevations

3.8.11 Design elevations to:

- respond to the local context;
- be well balanced;
- follow a consistent design approach/ architectural style;
- reflect their position, i.e. elevations fronting the street must be designed as a welcoming frontage; and
- respond to their aspect, for instance with larger openings on the south side of the building.

3.8.12 The proportions of the windows and their positioning within the overall elevation are important to the quality of the design.

3.8.13 The style of window should relate well to the proportions of the opening.

3.8.14 All entrances should be from the street frontage. Apartment blocks may also have a secondary entrance from parking areas. It is important to provide independent access to all ground floor flats facing onto streets to create activity and movement within street-scenes.

Windows and doors



These houses front onto the car park and present their side elevation onto the street. Random sizing and placement of windows attempts to create a frontage, but lacks any sense of proportion and composition.



The front of the building is clearly oriented towards the street with a few windows facing onto the car park.



Clear and consistent placement of windows and doorways creates a positive street scene.

Elevation



Building of three townhouses sets out to create symmetry without following through in the design of the facade.



Well proportioned building with formal symmetry.

Materials



In these two examples the change in material appears random and adds unnecessary complications.

An elevation should contribute towards creating a positive street environment. The elevations of groups of houses should be considered as a whole in order to create a positive street-scale, in terms of proportion, materiality, roofing and the placement of windows.

Materials and details

3.8.15 Generally, changes in material should relate to the form of the building and should have a clearly identifiable role in its design.

3.8.16 In traditional buildings, generally a change of material is associated with a set back or projection rather than being on a flush façade. Where designers are adopting a traditional approach, it is important to make sure that the design includes the modelling that is associated with traditional buildings.

3.8.17 A change in materials, if well designed, can help to articulate a building form and elevation and relate it to the scale of its context. However, it cannot successfully overcome the problems of a form that is too bulky for its context, or an elevation that is not well proportioned.

3.8.18 Design quality can be achieved through simple, well proportioned forms and elevations with limited decoration, using high quality materials and detailing.

3.8.19 Where materials are used to reflect traditional building forms and vernacular architecture, they should be real, rather than 'stick-on' features. For instance, chimneys should be genuine and relate to fireplaces.

3.8.20 Plant, for instance air conditioning units, or lift overruns, should be enclosed within designed structures and not be visible from the street-scene.

Building design – critical review	
Is there a coherent design approach to the building or buildings?	
Are key buildings designed to be appropriate to their siting and of the highest quality?	
Are the roof forms well designed and appropriate to their location and role in the development? How will they be viewed from the immediate street-scenes and in more distant views?	
Are elevations well proportioned, appropriate to their siting, and coherent in their architectural style?	
Are high quality materials proposed and do they have a clear role in the design?	

3.9 Other residential requirements

3.9.1 **Principle:** Site dwellings so that all of their associated requirements, including outdoor space, parking and refuse storage/ collection, can also be arranged appropriately within a plot, and function well for the end user. The development, as a whole, should also relate well to neighbouring properties and its surroundings.

Outdoor space

3.9.2 **Principle:** All new dwellings should have easy access to usable outdoor space (private or communal).

3.9.3 All gardens should be able to accommodate activities such as playing, drying clothes, cycle and refuse storage.

3.9.4 The sizes of private gardens should be proportionate to the size of the dwelling, the potential number of occupants and the location of the development. Generally in town centres or urban areas, people have a lower expectation for garden size, compared with suburban or rural areas. Therefore garden sizes should vary according to the context.

3.9.5 Generally, unless it is not compatible with local character, an external access to private gardens, at least 1m wide, should be provided for each unit.

3.9.6 All gardens, terraces and balconies should receive direct sunlight for at least part of the day at all times of the year. For this reason, areas that are fully shaded by tree canopies are not suitable for private or communal outdoor space. This applies to private or communal gardens for apartment blocks as well as to houses.

3.9.7 Cycle and refuse storage in gardens should be accessible through the garden and the levels fully considered. Steps leading to refuse collection areas are not acceptable.

3.9.8 Where a block of apartments is proposed, a careful balance is needed between the building footprint, its position on the plot in response to local character, parking provision and usable open space for residents.

3.9.9 Wherever possible, upper floor inhabitants of apartments should have access to a communal garden area, a communal or private roof terrace, or a private balcony.

3.9.10 Careful consideration will be given to issues of overlooking and privacy where balconies are proposed. The design of balustrades should balance the benefits of allowing light into the space against those of providing a visual screen. North facing balconies are unlikely to receive adequate sunlight and should be avoided.



Balconies and roof terraces can provide amenity space for people living in urban areas or in flats

Privacy

3.9.11 Principle: All development should be arranged on plots to achieve reasonable levels of privacy for the inhabitants and for residents of neighbouring buildings.

3.9.12 Reasonable levels of privacy can be achieved by considering the distance between windows on different plots.

3.9.13 Generally a distance of 22m between windows at the rear of dwellings is accepted as providing a reasonable degree of privacy to the occupants of both buildings.

3.9.14 However, in some cases, these distances will not be appropriate to local character. In these situations, privacy may be achieved through design, for instance orientating buildings so they each have a different aspect, or planning internal accommodation so that windows to habitable rooms do not directly face one another. This approach may be particularly suitable for infill developments in urban areas with an established character.

3.9.15 Privacy is also important for garden spaces. New development should have boundary treatments of a material and height to maintain privacy between dwellings and gardens.

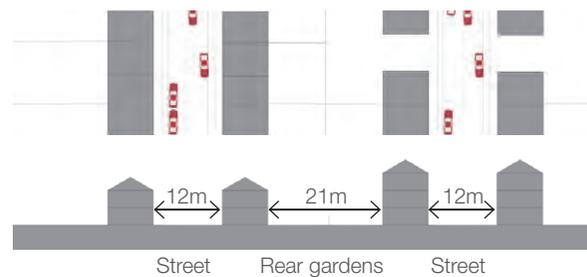
3.9.16 Generally a distance of 12m between windows on the street side of dwellings is accepted as providing a reasonable degree of privacy to the occupants of both buildings. This distance is likely to be the minimum required to accommodate the carriageway, footway(s), services, and privacy strips or front gardens.

3.9.17 Where the building line is close to the street, a reasonable degree of privacy can be achieved through one or more of:

- a small planted privacy strip;
- the internal planning of accommodation, such as kitchen facing the street and bedrooms at the rear;
- a boundary treatment that creates some degree of screening, for instance a hedgerow; and
- vertically proportioned windows that are not too large in size.

3.9.18 Ground floor residential accommodation will feel more overlooked in mixed use areas than in a residential area, so may require all of the above measures to create a reasonable level of privacy.

3.9.19 On a sloping site, accommodation that is raised above the level of pedestrians will feel private, whereas accommodation below the level of pedestrians will feel overlooked. Designers should consider carefully the relationship of routes to dwellings to achieve a reasonable level of privacy for all residents whilst maintaining accessibility for all.



21 metres is a generally accepted rule of thumb distance for there to be no overlooking between buildings at the rear where people expect more privacy. 12m is a generally accepted rule of thumb distance for there to be sufficient privacy across streets.



Examples of how an alternative, design led approach can prevent overlooking. Angled windows direct views.

Relationship to neighbouring properties/ surroundings

3.9.20 **Principle:** New development should be sited and designed to minimise any potential impacts on neighbouring properties or its surroundings.

3.9.21 New development should make sure that neighbouring properties continue to receive adequate levels of sunlight and daylight.

3.9.22 The appropriate distance from an apartment block to on-site assets such as trees, or to neighbouring properties, and between different buildings that form part of the development, should be governed by:

- sunlight and daylight considerations, so that each dwelling has some sunshine in its living spaces for part of the day; and

9 how the blocks enclose the space to create attractive places that are comfortable to use, whether these are communal outdoor spaces or parking areas.

3.9.23 The Street-scene SPD provides guidance on enclosing street and other spaces.

3.9.24 New development of more than two storeys will generally need an degree of separation from a boundary with the garden of an existing property.

This is particularly important for new apartment blocks, where planting may also be required to soften any impact.

Parking

3.9.25 **Principle:** Parking should be accommodated within the development in convenient positions, to encourage people to use the designated locations.

3.9.26 The Parking Standards SPD sets out the required levels of car parking for new development. The Street-scene SPD provides detailed guidance on how parking within the street-scene can affect character.

3.9.27 Parking for houses should be:

- sited so that it does not dominate the street-scene or development;
- designed as positive and attractive spaces and incorporate planting where appropriate to soften parking areas;
- garages should generally be set behind the building line or positioned so as not to be visually dominant within street-scenes; and
- designed to contribute to a sustainable drainage system.

3.9.28 Where a block of apartments is proposed, parking provision should be integrated into the landscape around the building. Planting should be used to soften the visual impact of the cars and high quality surfacing used for the parking bays.

3.9.29 The Street-scene SPD and Parking Standards SPD provide detailed guidance on parking layouts, design and the level of provision required.



Example of well integrated car parking fronting onto a public space, including an example of a flat over garage (top).

Refuse and recycling storage/collection

3.9.30 **Principle:** Refuse storage should be designed into the development in convenient positions both for collection and to encourage people to use them.

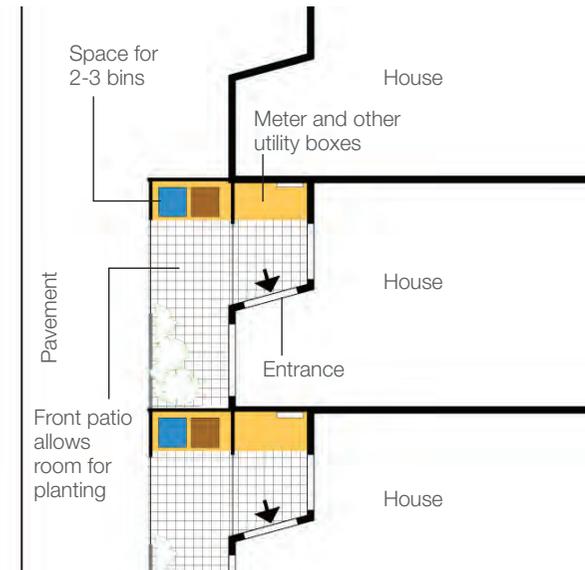
3.9.31 Generally for houses, refuse storage should be provided in private gardens, accessed externally.

3.9.32 For apartment blocks, refuse storage areas should ideally be incorporated into the ground floor layouts, integral to the building. However, where an external store is necessary, this should be sensitively designed and located where it is not be highly visible within the street-scene, but still within the required carry distances for both residents and refuse collectors.

3.9.33 The Street-scene SPD provides detailed guidance on refuse stores and collection, including for blocks of apartments.

Other residential requirements – critical review

Does the development provide usable outdoor space for all dwellings with sunlight for part of the day?	
Is there a reasonable level of privacy between the new development and existing properties and for the inhabitants of the new development?	
Is parking well designed and convenient?	
Is refuse storage well designed and convenient?	



Early consideration of detailed elements such as bin stores and meter boxes influences the quality of the development. Example of well integrated bin store and storage space in an urban development where it relates well to the character of the local area.

4 Extensions and Alterations

4.1 Introduction

4.1.1 Extensions and alterations to houses do not always need planning permission. Some extensions and alterations will be 'permitted development', or may be subject to the Neighbor Consultation Scheme. Please contact the Planning section of the Environment, Culture and Communities department for more information or refer to the Planning Portal at:

https://www.planningportal.co.uk/info/200125/do_you_need_permission

4.1.2 Extensions or external alterations to apartments generally do not have 'permitted development' rights so will need planning permission.

4.1.3 Proposals for extensions and alterations in Conservation Areas or on Listed Buildings should be discussed with the Planning section at an early stage to identify whether or not permission will be required.

4.1.4 This section of the Design SPD provides guidance for designing extensions and alterations to houses that are not Listed Buildings or within Conservation Areas.

4.1.5 Many residential areas in the Borough have a distinctive and attractive character, which is created by the combination of buildings and landscape. This helps to make each place a unique and attractive place to live, somewhere that people feel they belong. In most cases, this character is not something that will result in a formal designation such as a Conservation Area but, nevertheless, it is important locally.

4.1.6 Over time, lifestyles change and people use their homes differently. Alterations or extensions allow homes to be adapted so that people can continue to live in their local area.

4.1.7 Each alteration or extension, in itself, makes a small change to an area and to its character. However, many such alterations and extensions can erode the attractive qualities of a house, the residential environment for inhabitants and neighbours, and can undermine the character of the area.

4.1.8 However, if well designed, extensions and alterations can relate well to the home, the neighbouring properties and the character of the area.

4.2 General guidance

4.2.1 The design of an extension or alterations to a property should start from:

- the original design of the building in its plot; and
- the character of the street or area.

4.2.2 Extensions or alterations should respond to the scale, proportions and design of the original building. This may include:

- the shape of the building, in particular its roof, and original features such as bay windows, porches, dormers or chimney; and
- the relationship with neighbouring properties, including the building line, the roof pitch and slope, the topography and the aspect of each house.

4.2.3 Extensions or alterations may adopt a design approach that integrates the proposal into the design of the original building, or they may adopt a contemporary design approach that complements its design. In both cases, the proposal must be considered together with the original building, so that it creates a coherent and well-designed whole.

4.2.4 The Council's Core Strategy policy CS7 specifically encourages innovative architecture. The Council will therefore welcome modern design using contemporary materials provided it is high quality and appropriate to its context. A high quality, contemporary design can help to improve the environmental sustainability of a property and, at the same time, enhance the appearance of a building.

4.2.5 Where an innovative architectural approach is proposed, then designers should provide a rationale for their design approach, including where departing from any of the detailed design guidance below.

4.3 Rear extensions

4.3.1 Rear extensions should maintain the quality of residential environment, should relate well to neighbouring buildings and should generally not be visible from the street.

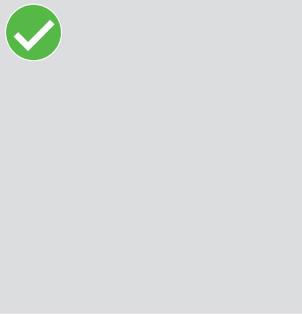
4.3.2 Rear extensions should retain a reasonable living environment for the property being extended, by:

- preserving a back garden of a reasonable size, appropriate for the potential number of occupants of the house, and able to accommodate activities such as playing, drying clothes, cycle and refuse storage;
- being set behind the original building, and not projecting beyond it at the sides;
- maintaining an external access to the garden;
- being subordinate to the original building in height, with eaves height no taller than the original eaves height;
- following the style of the original building, or complementing it with a high quality modern addition;
- ensuring that the roof form is well proportioned and does not alter or interfere with the main roof form; and
- being appropriate in size to the buildings, gardens and plots of both the original and neighbouring properties.

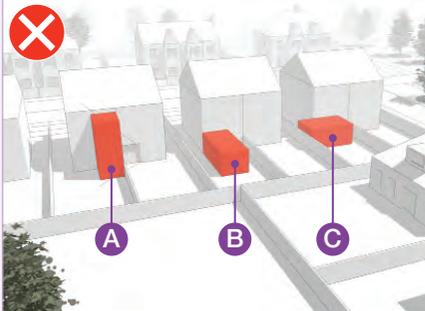
Rear extensions



Rear extension visible from the street.



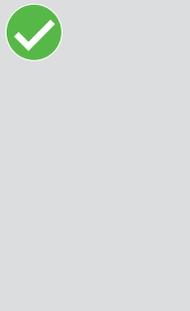
Example of an acceptable rear extension.



A Rear extension has a negative impact upon the neighbouring property in terms of daylight and sunlight levels.

B Rear extension does not preserve a reasonable and usable garden.

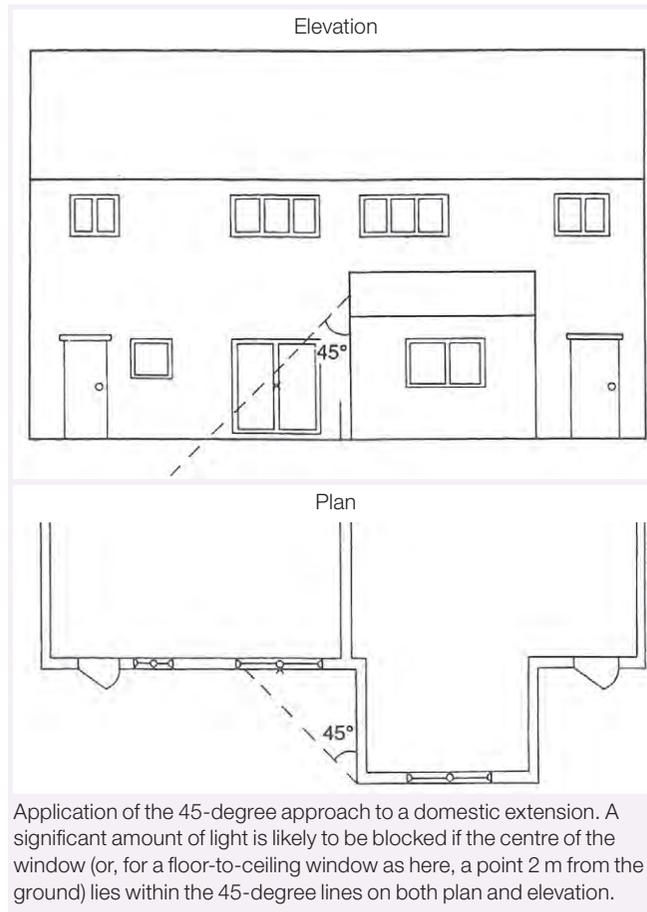
C Rear extension blocks existing access from the street to the garden.



Example of an acceptable rear extension.

4.3.3 Rear extensions should maintain the quality of environment for neighbours, by:

- ensuring reasonable levels of daylight and sunlight to the habitable rooms in adjoining properties – use the 45-degree rule to check this (see diagram opposite);
- positioning windows to minimize any potential overlook the neighbouring property or its garden;
- where windows are required in side elevations, ensuring that any at first floor level are obscure glazed with opening fanlights only; and
- setting the extension away from the property boundary so as to avoid any dramatic change in scale in relation to the neighbouring garden.



4.4 Infill extensions

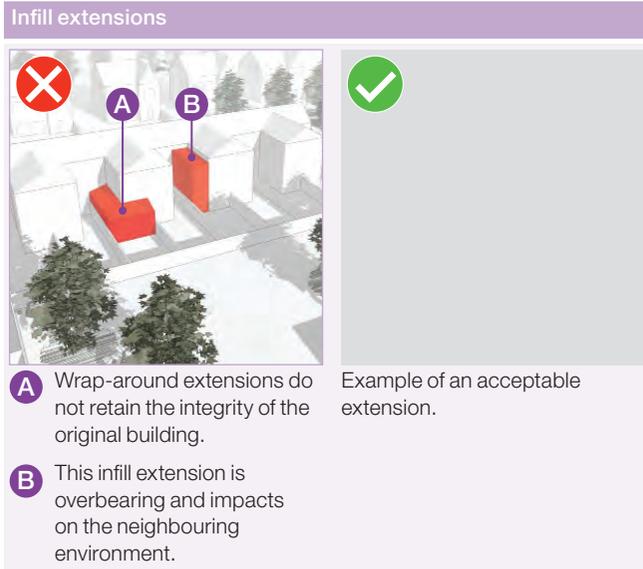
4.4.1 Infill extensions are popular in traditional terraces of houses, where there is an L-shaped building with a side return. The side return is generally a narrow and relatively dark alley to the garden. Filling in the side return offers owners the opportunity to create open plan kitchen and living areas at the rear of their properties.

4.4.2 Infill extensions should generally retain the form of the original building and should be carefully designed to make sure they maintain the quality of living environment for neighbouring properties.

4.4.3 Infill extensions should:

- be subordinate to the original building and limited to a single storey in height;
- minimise the height on the party wall line;
- maintain the integrity of the original building, for instance by retaining a column at its rear corner, and avoiding a wrap around extension; and
- follow the style of the original building, or complement it with a high quality modern addition.

4.4.4 They should maintain the quality of environment for neighbours by ensuring reasonable levels of daylight and sunlight to the habitable rooms in adjoining properties, preferably with a sloping roof and keeping the height on (or adjoining) the party wall as low as possible.



4.5 Side extensions

4.5.1 In some residential areas, there is a regular pattern of buildings and spaces, for instance in 1930s semi-detached suburban housing. In these locations, where the rhythm of the street frontage contributes to local character, side extensions should not interfere with it.

4.5.2 Side extensions should be sited and designed so as to minimise any impact on local character, by:

- being well back from the original building line, and preferably not seen in views along the street;
- being subordinate to the original building, in particular so that extensions of 2 storeys are noticeably smaller in footprint than the original building;
- having a carefully designed roof form that is in scale with the original roof; and
- following the style of the original building, or complementing it with a high quality modern addition.

4.5.3 They should retain a reasonable living environment for the property being extended, by:

- maintaining a gap between the dwelling and the site boundary of at least 1m to allow external access to the garden; and
- retaining off-street parking provision behind the building line where it exists at present.

4.5.4 They should maintain the quality of environment for neighbours, by:

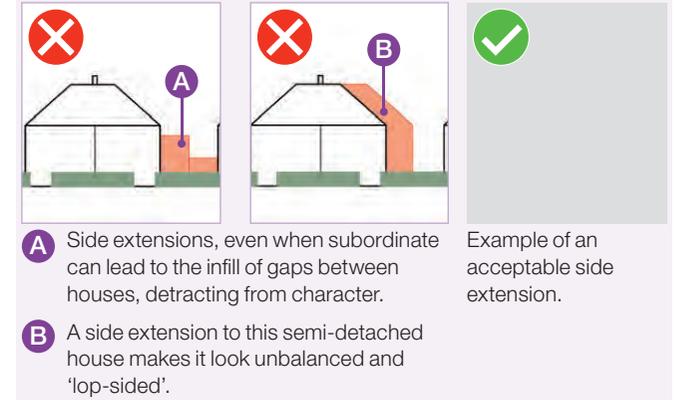
- ensuring reasonable levels of daylight and sunlight to the habitable rooms in adjoining properties – use the 45-degree rule to check this (See figure 3.1);
- positioning windows to minimise any potential to overlook the neighbouring property or its garden;
- where windows are required in side elevations, ensuring that any at first floor level are obscure glazed with opening fanlights only; and
- setting the extension away from the property boundary so as to avoid any dramatic change in scale in relation to the neighbouring garden.

4.5.5 On corner plots, side extensions may be considered as being both side extensions and front extensions, as they will potentially relate to both streets. Both elevations should be designed as street frontages.

4.5.6 On corner plots, side extensions should contribute to local character by:

- turning the corner, i.e. facing in both directions to create two frontages, each with windows at ground floor and upper levels overlooking the street;
- being set back from the existing building line on both streets; and
- following the boundary treatments along both streets, in terms of its position, height and materials.

Side extensions



4.6 Front extensions and porches

4.6.1 Front extensions are highly visible in the street-scene and should be carefully designed to make sure they do not erode local character.

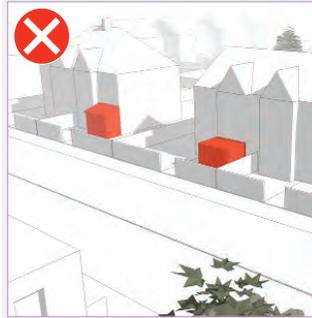
4.6.2 Generally, small porches are an acceptable form of front extension. Because of their prominence in the street-scene, the design, materials and details of any other front extension will need to be high quality.

4.6.3 Front extensions should maintain local character by:

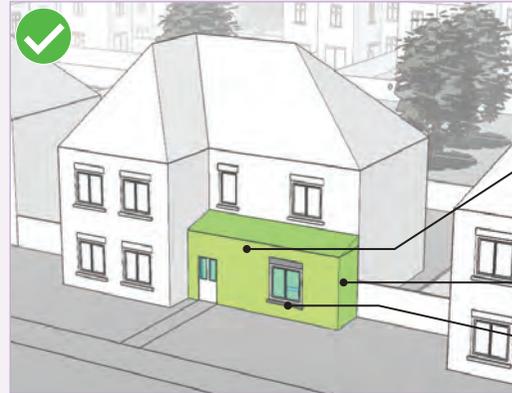
- being small in footprint relative to the original building;
- being set behind the existing building line so that they are not dominant elements in the street-scene;
- 67 ■ being subordinate in scale so that they do not dominate the original building;
- generally following the style of the original building in terms of design, materials and detailing, including roof materials and pitch; and
- being consistent with others on a terrace or other group of buildings, and not having an unbalancing effect on the group as a whole.

4.6.4 They should maintain the quality of environment for neighbours, by ensuring reasonable levels of daylight and sunlight to the habitable rooms in adjoining properties – use the 45-degree rule to check this (See figure 3.1)

Front extensions and porches



Front elevations that sit in front of the existing building line negatively impact upon the street-scene.



Example of an acceptable extension.

Sits behind predominant building line

Does not block line

Subservient to original building and doesn't block out light

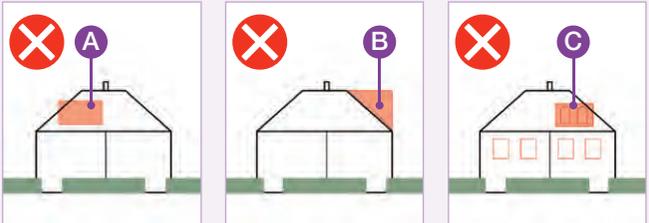
4.7 Roof extensions

4.7.1 Roof extensions should not affect the local character or the environment of neighbouring properties.

4.7.2 Roof extensions should:

- not unbalance the symmetry of a terrace or semi-detached dwellings;
- be clad in appropriate materials;
- ensure that the roof material and the shape of new windows relate well to the original building;
- position dormer windows with care, avoiding front or side slopes where they may unbalance the building or disrupt the consistency of a group or terrace;
- size dormers so they are subordinate elements at roof level, and do not extend across the full width of the roof;
- ensure that dormers do not rise above the ridge or hip of a roof;
- preferably align new openings with those on lower levels; and
- preferably locate skylights on side or rear roof slopes.

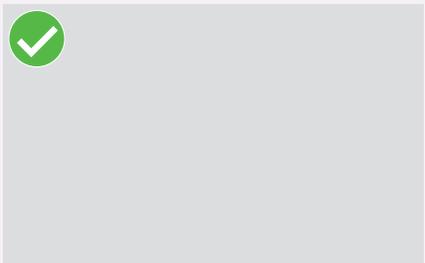
Roof extensions



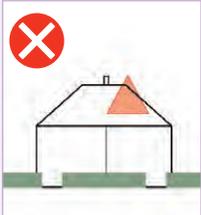
A Dormer is out of proportion with the remainder of the house.

B Impacts on the symmetry and integrity of the semi-detached houses.

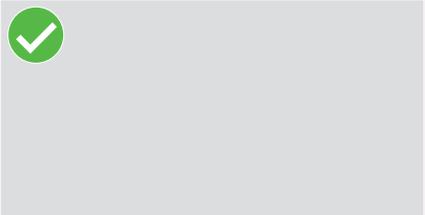
C The dormer and its windows have a poor relationship with the rest of the house



Example of an acceptable roof extension.



The dormer extends above the roof-line.



Example of an acceptable dormer window.

4.8 Windows and doors

4.8.1 The design and detailing of windows/doors on the street frontage is of particular importance as it contributes to local character.

4.8.2 The design of new windows and doors should relate well to those originally used in the building.

4.8.3 Replacement windows and doors on street frontages should:

- complement the existing by matching the opening arrangement, material and details to the originals;
- maintain the original glazing pattern which is generally an integral part of the appearance and quality of the building; and
- where the building is part of a group or terrace, they should maintain its consistency of appearance.

4.9 Solar panels, satellite dishes and air source heat pumps

4.9.1 These additions generally do not require planning permission. However, it is important to consider their impact on the attractiveness of individual dwellings and the street.

Solar panels

4.9.2 Where possible solar panels should not be placed on the front elevation of buildings or in a position that is visible from the street frontage. They should preferably be mounted in a regular pattern with equal set backs from the eaves and ridgelines.

Satellite dishes

4.9.3 Satellite dishes should be placed in the least prominent position, avoiding the front elevation wherever possible.

Air source heat pumps

4.9.4 Generally these should not be placed on front elevations or in a position that is visible from the street. If this cannot be avoided then they should be sensitively screened.

4.10 Balconies and roof terraces

4.10.1 New balconies and roof terraces on existing buildings should not affect neighbouring properties, or alter local character, either of a group of buildings or of the streetscape.

4.10.2 Balconies, including Juliet balconies, and roof terraces should be:

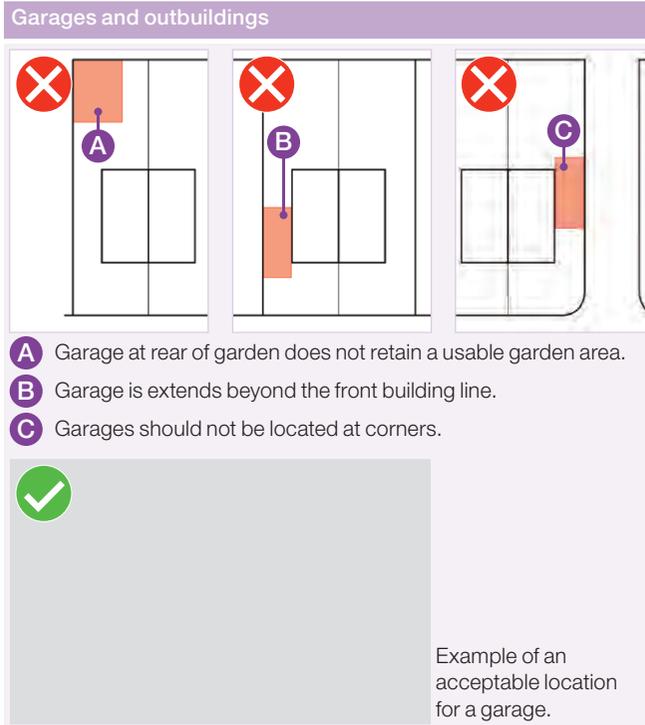
- positioned, and screened if necessary, so that they do not overlook neighbouring homes or gardens; and
- sited away from locations that are sensitive to additional levels of noise or disruption.

4.11 Garages and outbuildings

4.11.1 New garages and outbuildings should not affect the quality of the living environment or the character of the street-scene or the area.

4.11.2 Garages and outbuildings should:

- preserve a back garden of a reasonable size, appropriate for the potential number of occupants of the house, and able to accommodate activities such as playing, drying clothes, cycle and refuse storage;
- be set back behind the building line of the original house so they do not intrude in the street-scene;
- be subordinate in footprint and scale to the original house;
- follow the style of the original building, or complement it with a high quality modern addition; and
- ensure that the roof form is well proportioned and in scale with the original house and its roof.



5 Design and Access Statements

5.1 Introduction

5.1.1 A Design and Access Statement is a short report that needs to be submitted with certain applications for planning permission and listed building consent. These include:

- all major development proposals;
- development in conservation areas for one or more dwellings;
- development in conservation areas for more than 100 sqm of floorspace; and
- listed building consent.

5.1.2 A Design and Access Statement is used by the local planning authority and others to help understand the development proposal, why it is as it is, and how it has evolved.

5.1.3 The level of detail should be proportionate to the complexity of the application but it should not be a long document.

5.1.4 This section refers to applications for detailed planning permission. For information on listed building consent applications, please contact the Planning section of the Environment, Culture and Communities department.

5.2 Content of a Design and Access Statement

5.2.1 The Design and Access Statement should explain how the development proposal is a suitable response to the site and its setting and it should demonstrate that it can be accessed by all.

5.2.2 It should:

- explain the relevant design principles and concepts;
- outline the steps taken to appraise the context of the proposed development;
- demonstrate how the design approach takes that context into account;
- explain the approach to access;
- explain how relevant Local Plan policies have been taken into account;
- detail any consultation in relation to access issues and how it has informed the proposals; and
- explain how any specific issues that might affect access have been addressed.

5.2.3 Outline planning applications must provide information about the proposed uses and amount of development proposed for each use. They must also indicate the area or areas where access is proposed to the development. Applicants may also provide additional information as part of the application to help the Council assess it against planning policies. The Design and Access Statement may explain how the application will achieve high quality design and so comply with Core Strategy policy CS7.

5.2.4 A Design and Access Statement is an opportunity for an applicant to showcase the development proposals. It should be easy to understand, engaging to read, and should realistically communicate what the proposals will look like, how they will function and the impact they will have on the surrounding area.

5.2.5 For more information on Design and Access statements, please see:

<http://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-to-write-read-and-use-them>

**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL
5 JULY 2016**

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

1. PURPOSE OF REPORT

- 1.1 The Local Plan sets out policies and proposals for the development and use of land in an area taking account of social and environmental factors. It comprises Development Plan Documents (DPDs) that form part of the statutory development plan. Supplementary Planning Documents (SPDs) can also be produced which provide further interpretation of the implementation of policies set out in a DPD. The policies in these documents are used in the assessment of planning applications.
- 1.2 This report summarises the position on the Local Plan, and provides an update following the previous report in March 2016.

2. RECOMMENDATION(S)

That the Panel notes the documents that currently form part of the Bracknell Forest Local Plan, and documents that are under preparation.

3. REASONS FOR RECOMMENDATION(S)

- 3.1 To advise the Panel of adopted documents and progress being made on those that it is hoped will eventually form part of the Bracknell Forest Local Plan.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5. SUPPORTING INFORMATION

Documents that have been finalised

- 5.1 The Bracknell Forest Local Plan comprises a number of documents. The Core Strategy (February 2008), the Site Allocations Local Plan (SALP) (July 2013) and the Bracknell Forest Borough Local Plan (BFBLP) (January 2002) are the main adopted documents that help form the development plan for the area. The Core Strategy sets out the overarching strategy for the area, including a figure for housing growth (although this is not based on an objective assessment of housing need). The SALP allocates sites to meet the Borough's development requirements, particularly for housing. The BFBLP contains a number of 'saved' policies that remain in effect for the purposes of managing development in the Borough.

- 5.2 In addition to the documents referred to above, there are Minerals and Waste DPDs and a number of SPDs. A list of the Council's adopted documents is set out in Appendix 1.

Documents that are under preparation or planned

- 5.3 The Local Development Scheme (LDS) is a three-year project plan (2015 – 2018), which sets out time scales for the preparation of planning documents. The most recent version was approved by Executive on 23 June 2015.

Comprehensive Local Plan

- 5.4 The LDS states that the Council is intending to produce a Comprehensive Local Plan (CLP). The CLP will take the form of a single document, comprising three parts. The first part will relate to background and context, the second part to strategic matters (for example overall requirements on housing, employment etc, and any associated allocations), and the third part will relate to Development Management (DM) policies.
- 5.5 The scope of the CLP was described in the previous update report. The early stage Issues and Options consultation is under way and runs to the 25th July. The summary consultation leaflet is attached at Appendix 2 to this report.
- 5.6 Table 1 below sets out the intended programme for the preparation of the CLP.

Table 1 – Timetable for the Comprehensive Local Plan

Stage	Date	Status
Notification of bodies/persons of intention to prepare a plan, Sustainability Appraisal scoping, evidence gathering and preparation of consultation documents	June 2015 - June 2016	Completed
Issues and Options consultation	June/July 2016	Pending
Further evidence and analysis / produce draft document	July 16 - June 2017	Programmed
Draft Plan consultation	June/July 2017	Programmed
Publication (6 weeks)	February/March 2018	Programmed
Consideration of representations	April - June 2018	Programmed
Submission	July 2018	Programmed
Pre-Examination Meeting/Examination/Hearing/ Inspectors Report	August - December 2018	Programmed
Report to Council/Adoption	February 2019	Programmed

Progress on the Evidence Base

- 5.6 The Council is currently preparing a wide range of evidence studies which will support the formulation of policies within the CLP and decision making on planning applications. It is important that the evidence base is prepared in accordance with the National Planning Policy Framework and National Planning Practice Guidance. A summary of the strategic evidence studies which are being undertaken is set out below:
- Strategic Housing Market Assessment (SHMA) – this sets out the relevant 'housing market areas' (HMAs) within the study area and the objective

assessment of housing needs (OANs). It considers the need for all types of housing (including affordable) and for different groups (older people, students etc). It also identifies an appropriate mix and tenure for the plan period. The Council has worked with the other Berkshire Authorities and the consultant (GL Hearn) on the SHMA which has now been finalised.

The report suggests two HMAs within Berkshire:

- Western HMA: comprising West Berkshire, Reading Borough, Wokingham Borough and Bracknell Forest, and
- Eastern HMA: comprising Slough Borough, Royal Borough of Windsor and Maidenhead, plus South Bucks.

Following completion of the work, the Council now needs to undertake further work on constraints, spatial distribution and the allocation of sites to meet the needs of the Borough to 2036. This will be informed by 'land availability' work.

Gypsy and Traveller Accommodation Assessment (GTAA) - this study looks at the level of need for pitches/plots within the Borough. ORS (the appointed consultancy) is currently in the process of reviewing comments made by officers on the draft report with a view to the completion of this stage of the work. The scope and cost of a further piece of work that takes account of changes in national policy documented in 'Planning Policy for Traveller Sites' (August 2015) is currently being considered.

- *Functional Economic Market Area (FEMA)* - the FEMA looks at the geographical extent of the local economy and its key markets. In summary, it suggests that Bracknell Forest falls within a FEMA which includes Wokingham Borough, Reading Borough, Royal Borough of Windsor and Maidenhead and Surrey Heath. It is available to view on the Council's web site¹. The Berkshire FEMA report has been finalised, and has been published alongside the SHMA. Bracknell Forest is in a Central Berkshire FEMA with Wokingham Borough, Reading Borough and the Royal Borough of Windsor and Maidenhead.
- Economic Development Needs Assessment (EDNA)

Work is now underway on the Central Berkshire EDNA. This work is being led by the Thames Valley Berkshire Local Economic Partnership and is jointly commissioned by them and the six Berkshire unitary authorities. The final report is expected in summer 2016.

- *Landscape Character Study* - LUC were appointed in December 2014 to undertake a number of pieces of landscape related work. The work has been carried out in two parts:
 - Stage one: Landscape Character Assessment (LCA) of the Borough (excluding land within settlements).
 - Stage two: a 'recommendations report', which sets out LUC's recommendations on the approach to be taken on landscape designation policies, 'gaps', and Green Belt village boundaries (from a landscape character perspective).

¹ Comprehensive Local Plan evidence base:
<http://www.bracknell-forest.gov.uk/evidencebaseforcomprehensivelocalplan>

The Landscape Character Assessment has now been completed and is being used by Officers in determining planning applications.

- *Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA)* – this process runs alongside the preparation of a Local Plan, and is an on-going iterative process, it considers environmental, economic and social matters, A focused consultation has taken place on the SA/SEA scoping and ended on 31 July 2015. Regulations require that the Council consults certain bodies (these are Historic England, Natural England and Environment Agency). The purpose of this is to agree the methodology and collate the information needed to carry out the appraisal/assessment. Comments were received from all three statutory consultees. The draft Scoping Report has now been finalised taking into account the comments received.
- *Green Belt Review* – Consultants Amec have been appointed jointly with Wokingham BC to carry out this work across both Boroughs which will involve an assessment of the Green Belt against the five purposes set out in the NPPF:
 - To check the unrestricted sprawl of large built-up areas
 - To prevent neighbouring towns from merging into one another
 - To assist in safeguarding the countryside from encroachment
 - To preserve the setting and special character of historic towns
 - To assist in urban regeneration, by encouraging the recycling of derelict and other urban land

The study will not allocate sites. The outcome of the study may not necessarily result in any significant changes to the Green Belt boundary.

Focused consultation (on the methodology for assessing land parcels, and land parcel definition) with Parish/Town Councils within the two authorities and adjoining District/Borough/County Councils took place between 1 February and 15 February 2016 (Members were notified of the consultation by email on 29 January). The final report will be published this summer.

Joint Minerals and Waste Local Plan

- 5.8 It is planned to produce a joint Minerals and Waste Local Plan with Reading Borough Council, Wokingham Borough Council, and the Royal Borough of Windsor and Maidenhead. Options are being further explored for who will carry out the work and options include West Berkshire Council and Hampshire County Council. A detailed timetable will be drawn up once costs and working arrangements have been sorted out (possible timetable is outlined in the LDS – see Appendix 1). Work is also being undertaken to establish an effective system of joint governance of the Plan. Since the previous update further information has been provided by Hampshire County Council on their proposed programme for the work, though a final decision is yet to be made.

Parking Standards SPD

- 5.9 The Parking Standards SPD was adopted in March 2016 Spring 2016.

Design SPD

- 5.10 Consultants Tibbalds have been selected through a competitive process to produce a Supplementary Planning Document on Design, including general principles and some

clear guidance on the design of extensions. It is intended to consult on a draft version of the SPD in the summer of 2016.

Background Papers

Bracknell Forest Borough Local Development Scheme: June 2015

Contact for Further Information

Max Baker – 01344 351902

Email: max.baker@bracknell-forest.gov.uk

APPENDIX 1

Local Planning Documents Update

ADOPTED DOCUMENTS

Development Plan Documents

Available to view: <http://www.bracknell-forest.gov.uk/developmentplan>

Core Strategy DPD

- A high level document containing the Council's long-term aspirations for the Borough, and policies to guide and manage development in Bracknell Forest until 2026.
- Adopted February 2008

Site Allocations Local Plan

- Implements the adopted Core Strategy. Identifies sites for future housing development, ensures that appropriate infrastructure is identified and delivered alongside new development and revises certain designations on the Policies Map.
- Adopted July 2013

Bracknell Forest Borough Local Plan

- Some of the policies have been replaced by the adopted Core Strategy and adopted Site Allocations Local Plan. However, many were 'saved' by the Secretary of State beyond 27 September 2007 and remain in effect.
- Adopted 2002

Bracknell Forest Borough Policies Map

- Shows Core Strategy, Site Allocation Local Plan designations and Saved Policies from the Bracknell Forest Borough Local Plan.
- Adopted July 2013

Binfield Neighbourhood Development Plan

- The Binfield Neighbourhood Plan was prepared and written by Binfield Parish Council.
- Following a successful independent examination and a majority voting in favour of making the Plan at a local referendum on 3 March 2016, the Neighbourhood Plan was brought into legal force by the council on 20 April 2016.

Replacement Minerals Local Plan

- The plan intends to ensure that minerals were extracted in the right place to 2006 and that there are enough planning permissions for a further seven years. The plan also contains a number of Development Management Policies.
- Adopted May 2001

Waste Local Plan for Berkshire

- The plan has policies for waste management development and ensures that waste development is in the least environmentally sensitive locations.
- Adopted December 1998

Supplementary Planning Documents

Available to view: <http://www.bracknell-forest.gov.uk/spds>

Designing for Accessibility SPD

- Provides guidance on making development accessible, including for disabled and other less mobile people.

- Adopted at the 20 June 2006 Executive meeting.

Parking Standards SPD

- Contains guidance on parking requirements for residential and other forms of development.
- Adopted at the 16 March 2016 Executive meeting.

Sustainable Resource Management SPD

- Provides guidance on renewable energy, climate change, efficiency and sustainable construction in relation to Core Strategy policies.
- Adopted at the 21 October 2008 Executive meeting.

Amen Corner SPD

- Provides guidance for planning applications in respect of a comprehensive mixed use development on land at Amen Corner South which was agreed through the Core Strategy and allocated through the Site Allocations Local Plan.
- Adopted at the 16 March 2010 Executive meeting.

Character Area Assessments SPD

- Defines the character of specific areas in the Borough and interprets Core Strategy policy.
- Adopted at the 16 March 2010 Executive meeting.

Streetscene SPD (and Annex relating to Highway Guide for Development)

- Contains design guidance for streets and other public spaces in residential developments.
- Adopted at the 29 March 2011 Executive meeting.

Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy SPD

- Explains how negative impacts of residential development on a special protection area for rare birds will be avoided and mitigated.
- Adopted March 2012.

Warfield SPD

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

Planning Obligations SPD

- Replaced the Limiting the Impact of Development SPD which has now been withdrawn.
- Takes account of the changes to developer contributions arising from the introduction of CIL.
- Adopted April 2015.

Community Infrastructure Levy (CIL)

- The CIL is a charge on new development payable to Bracknell Forest Council to deliver infrastructure needed to support new development.
- Commenced charging CIL 6 April 2015.
- <http://www.bracknell-forest.gov.uk/cil>

DOCUMENTS UNDER PREPARATION

Development Plan Documents

Comprehensive Local Plan

- To include a vision, objectives, and strategy for the level and distribution of development in the Borough up to 2036, including housing, economic and retail development and new infrastructure;

Policies will relate to:
 - development within the Green Belt;
 - development within the Countryside;
 - design, including residential extensions and shop fronts;
 - environmental issues such as flood risk and water quality;
 - heritage assets;
 - the natural environment and biodiversity including landscape, green infrastructure and the Thames Basin Heaths Special Protection Area;
 - infrastructure needs including open space, sport and recreation and community facilities;
 - town, district and local centres;
 - development affecting employment sites;
 - housing needs including those for:
 - Gypsies, Travellers and Travelling Showpeople
 - affordable housing;
 - healthy and inclusive communities, and,
 - climate change including the delivery of renewable energy and sustainable construction.

- Timetable, as set out in Table 1 in covering report. Key dates are Issues and Options consultation in June/July 2016, Draft Plan consultation June/July 2017, Submission July 2018, Adoption February 2019.

Joint Minerals and Waste Local Plan

- To set out the policies on minerals and waste across 4 authorities: Bracknell Forest, Wokingham Borough, Royal Borough of Windsor and Maidenhead and Reading Borough. It will be informed by a robust evidence base.

- Timetable, as set out in the LDS:
 - Commencement of Review (notification of bodies/persons of intention to prepare a Plan, Sustainability Appraisal scoping, evidence gathering and preparation of consultation documents): June 2015 - June 2016
 - Issues and Options consultation: June/July 2016
 - Further evidence and analysis: June 2016 - July 2017
 - Draft Plan consultation: June/July 2017
 - Publication (6 weeks): February/March 2018
 - Consideration of representations: April - June 2018
 - Submission: July 2018
 - Pre-Examination Meeting/Examination/Hearing/Inspectors Report: August – December 2018
 - Report to Council/Adoption: February 2019 (provisional)

Policies Map

- The adopted Policies Map spatially illustrates the policies in the Local Plan on an Ordnance Survey base. It will be updated to incorporate any changes in area specific policies resulting from the adoption of the Comprehensive Local Plan and Minerals and Waste Local Plan.
- To be progressed alongside the timetable for the Comprehensive Local Plan and Minerals and Waste Local Plan.

Supplementary Planning Documents

Design SPD

- To provide guidance on the design of development at a range of scales, including updated guidance on the design of household extensions.
- It is intended to seek approval for a consultation draft of the SPD at the September Executive.
- Target date for adoption is Early 2017.

Neighbourhood Planning

- All six Parish areas have now been designated in Bracknell Forest covering:
- The Binfield Neighbourhood Plan has been through examination and referendum and has now been made and forms part of the development plan (see previous section). . .
- Further details of progress on neighbourhood plans is available at <http://bracknell-forest.gov.uk/neighbourhoodplanning>

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A New Local Plan for Bracknell Forest



Our prosperous economy, choice of housing, good range of leisure facilities and attractive environment with lots of green space makes Bracknell Forest a great place to live and work. The Council wants to build on this success in planning for new development in the Borough up to 2036.

The new Local Plan will:

- be based on a shared vision with objectives to help achieve this vision;
- give details of how much land and floorspace we need for housing, offices, shops, schools, community centres and other uses;
- include sites for new development; and,
- have up-to-date policies for assessing planning applications, including those on design, heritage, special types of housing, and the Green Belt.

Why do we need a new Local Plan?

Our planning policies must be reviewed so that they reflect the latest government policy and guidance.

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This includes how the amount of new housing we need should be calculated. Having up-to-date policies is important so that development doesn't happen in a piecemeal way without proper planning.

We want your views

We have identified issues and options. At this stage, we want your views on the:

- 'Vision';
- objectives;
- range of issues to be covered; and,
- suggested approach.

Your comments will help us develop the Local Plan further. Short and extended questionnaires are available.

Consultation runs from **Monday 13 June to Monday 25 July 2016**.

How to find out more

The Issues and Options document and supporting technical studies can be found at

www.bracknell-forest.gov.uk/comprehensivelocalplan

How many new homes are needed?

Our existing target is to build 557 new homes each year between 2006 and 2026 (11,139 homes in total). Some of the sites identified to meet this target figure are being built and others have yet to start.

The Government has said that we need to work out our housing figures in a different way - by doing an objective assessment of need. This calculation (which analyses a range of data, including population forecasts) has been done in a technical study called a Strategic Housing Market Assessment. The results show that we need to build 635 new homes each year between 2013 and 2036, a total of 14,605.

How many homes do we still need to find sites for?

Number of new homes	Explanation
14,605	This is the total requirement over the period 2013 to 2036
Minus 690	This is the number of homes already built between 2013/14 and 2014/15
Minus 7,887	This is the number of homes which already have planning permission (3,397) and which have already been allocated to sites (4,490)
= 6,028	This is the number of homes which we need to find sites for by 2036

6,028 represents the housing need and may not be the final housing target. This is because:

- there are constraints on much of the land within the Borough which reduces its capacity for development (see map); and,
- other Councils in the area might ask Bracknell Forest Borough Council for help, if they don't think they have enough sites to meet their future needs.

We are also doing further work on potential sites that landowners and developers are still submitting to us, for consideration for future development.

Where should new development go?

We don't know yet how much land and floorspace we will need for new buildings but we are keen to gather your ideas about our general approach to where new development might be built. In drawing our final conclusions, we will also need to take into account national policy, technical evidence, sustainability and site availability.

Based on current information we have identified the following options for the location of new development, especially housing:

Option 1 On many small sites on the edge of settlements with some more building in existing settlements	
Advantages <ul style="list-style-type: none"> • spreads impacts across a larger number of areas • might sustain some local services • faster delivery of housing 	Disadvantages <ul style="list-style-type: none"> • some development may be directed towards smaller settlements with limited services • harder to secure infrastructure • might not meet the level of need

Option 2 On fewer, larger sites on the edge of the bigger more sustainable settlements with more building in existing settlements	
Advantages <ul style="list-style-type: none"> • reduces pressure on the smaller settlements • provides an opportunity to use / connect to existing infrastructure 	Disadvantages <ul style="list-style-type: none"> • greater impacts in affected areas

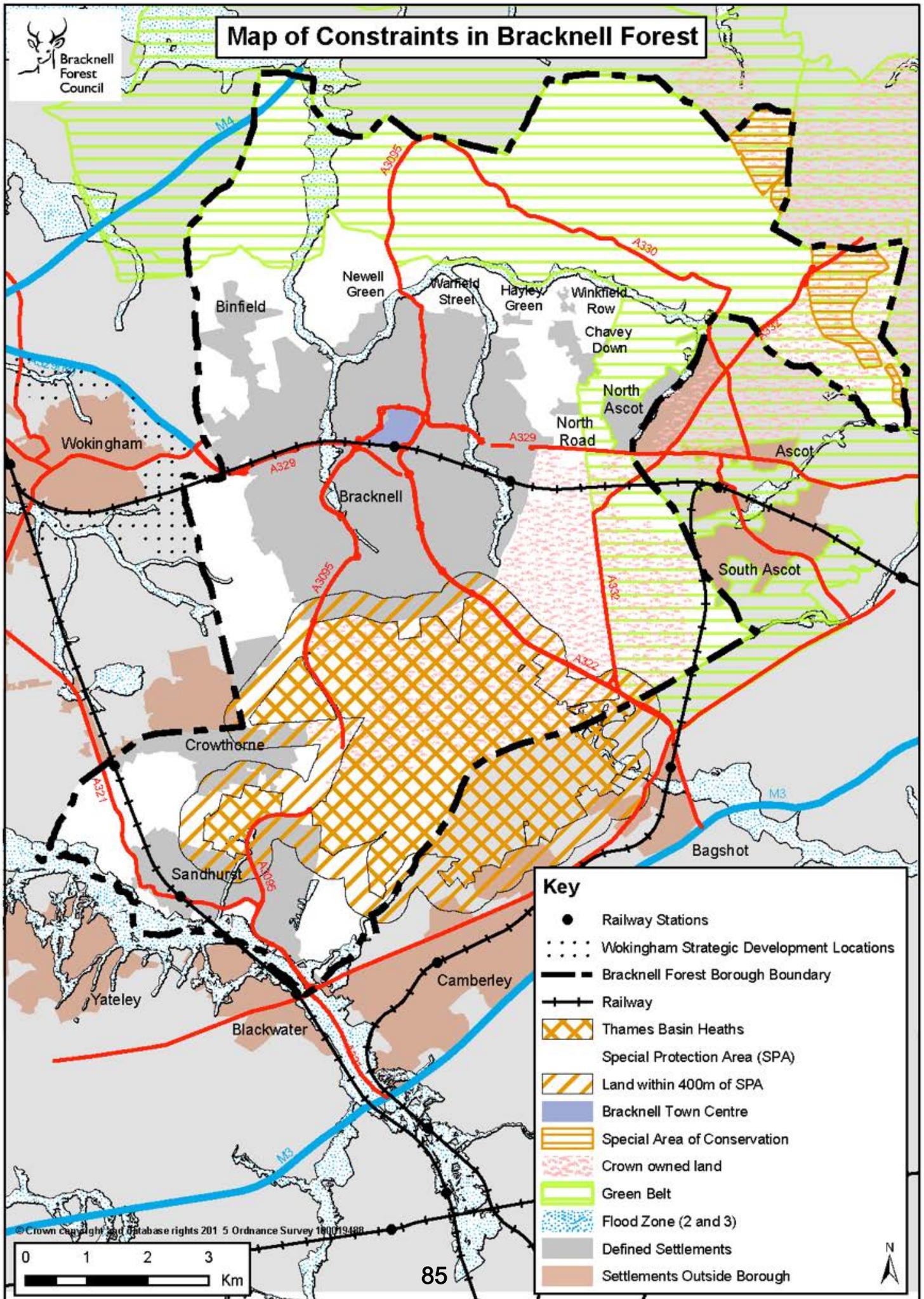
Option 3 On a few very large sites on the edge of the bigger more sustainable settlements	
Advantages <ul style="list-style-type: none"> • less intensification of development in existing settlements • more opportunities to provide new services / infrastructure 	Disadvantages <ul style="list-style-type: none"> • likely to involve the development of large areas of greenfield land with impacts on biodiversity, landscape • risk of joining up settlements • the need to provide infrastructure may result in short term delivery issues

Option 4 A mix of Options 1, 2 and 3

Question 2 on the questionnaires is about these options.

What are the main constraints to development?

A lot of the undeveloped land in the Borough is affected by constraints that limit where building can take place. The main constraints are shown on the





Policies for assessing planning applications

The Local Plan will include policies for assessing planning applications. At this stage we want your views on whether the list below covers the right things:

Development in the Green Belt or Countryside

- Green Belt, countryside, landscape, gaps, rural workers' dwellings and equestrian uses.

Character and Design - design and floorspace standards for new housing.

Housing - protection of existing housing, affordable homes, size and type of new homes, starter homes, self-build, housing for older people and traveller sites.

Local Economy and Retail - changes of use in retail areas and protection of community facilities.

Heritage and Conservation - Conservation Areas and Listed Buildings.

Natural Environment - nature conservation and the Thames Basin Heaths Special Protection Area.

Climate Change and Environmental Sustainability - pollution and contaminated land, flooding, drainage and renewable energy.

Transport - street design, road safety, parking, lighting, and street furniture.

Infrastructure and Facilities - ways of trying to make sure that new infrastructure gets built, protecting against the loss of existing infrastructure (shops, pubs, community centres, youth centres, built sports facilities etc) and open space.

If you think there are any other planning topics and issues that should be included in this list, please let us know.



How to get involved

The Issues and Options document and extended questionnaire can be viewed at:
www.bracknell-forest.gov.uk/comprehensivelocalplan

Paper copies are also available at the Council Offices at Time Square, as well as at local libraries and Town/Parish Council Offices.

You can make comments in a number of ways:

-  online at:
<http://consult.bracknell-forest.gov.uk/portal/planning/>
-  by email to: development.plan@bracknell-forest.gov.uk
-  by post to: Development Plan Team, Bracknell Forest Council, Time Square, Market Street, Bracknell, RG12 1JD

For further information, and to register for updates on the Local Plan, please contact the Council's Development Plan Team using the email address above or phone 01344 352000.



What happens next?

Your comments and further technical studies will help us move to the next stage. This will be the publication of a draft Local Plan for consultation in Summer 2017. Following consultation, a further draft Local Plan will be submitted to the Government for examination by an independent Inspector. If the Local Plan passes the examination, it will be adopted in 2019, and used thereafter.

In the Autumn of 2016, the Council will publish a list of potential development sites put forward. These will be set out in a document that we have to produce called a Strategic Housing and Economic Land Availability Assessment (SHELAA). This will include a high level assessment of the development potential of sites for housing and other uses.

Copies of this document may be obtained in large print, Braille, audio or in other languages. To obtain a copy in an alternative format, please telephone 01344 352000.

A New Local Plan for Bracknell Forest Short questionnaire



The leaflet explains why we need a new Local Plan and why your views are important. This short questionnaire asks about some of the key issues for the future. It can be completed electronically or in paper form and returned to us – see details below. If you are interested in finding out more, registering for updates or, responding in greater depth, there are more detailed documents and an extended questionnaire online. Many of the documents are also available at the Council Office at Time Square, at public libraries and at Parish/Town Council offices.

 online at: <http://consult.bracknell-forest.gov.uk/portal/planning/>

 by email to: development.plan@bracknell-forest.gov.uk

 by post to: Development Plan Team, Bracknell Forest Council, Time Square, Market Street, Bracknell, RG12 1JD

Do you (i) Live in Bracknell Forest? YES NO
(ii) Work in Bracknell Forest? YES NO

Vision

The 'Vision' is that by 2036 we will have:

- Delivered the housing needed to support a growing population and the economy.
- Provided a range of housing on a mix of site sizes and types.
- Met the needs of businesses and protected key employment areas.
- Taken the regenerated Bracknell town centre a step further.
- Maintained distinct and diverse neighbourhoods.
- Neighbourhood Plans in place.
- Made sure that new development respects and protects the landscape and countryside.

1) Do you agree with these points? YES NO

If 'no' what amendments or additions do you suggest?

Location for new development

2) Where do you think new development should be focused?

Option 1 - On many small sites on the edge of settlements with some more building in existing settlements

Option 2 - On fewer, larger sites on the edge of the bigger more sustainable settlements with more building in existing settlements

Option 3 - On a few very large sites on the edge of the bigger more sustainable settlements

Option 4 - A mix of Options 1, 2 and 3

Please rank the options in order of preference (1 being the most preferred and 4 being the least)

Option 1 **Option 2** **Option 3** **Option 4**

Economic development

3) Currently, more people who live in the Borough work outside it than within it. Do you think we should try to provide more job opportunities in Bracknell Forest so that people can live and work here?

YES NO

Housing

4) Do you think we need to provide more of the following types of housing:

Private rented	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Social rented (supplied by registered providers)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Starter homes	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Specialist housing for older people	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Self build plots	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Homes to buy	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Shopping and entertainment

5) Changes in shopping and leisure habits (including use of the internet) are creating challenges for town centres and local shopping centres. Should we try and maintain all our:

Town centres (Bracknell, Crowthorne and Sandhurst)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Village and neighbourhood centres e.g. Binfield, Great Hollands	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Local parades e.g. Fernbank Road, Ascot	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Transport

6) What do you think are the main transport issues for the Borough and how should they be addressed?

Local facilities and services

7) What facilities and services do you think we should try to provide in new developments?

Recreation

8) Do you think there is enough open space (parks, recreation grounds, sports pitches, allotments) in your area? YES NO

If not, what type of open space is needed?

Quality of life

9) What aspects of your local area are important to your quality of life, and how do you think we should maintain and improve them for current and future generations?

**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL
5 JULY 2016**

EXECUTIVE RESPONSE TO THE REPORT OF THE OVERVIEW AND SCRUTINY REVIEW OF PROCEDURES FOR PLANNING APPLICATIONS AND ENFORCEMENT

1 PURPOSE OF REPORT

- 1.1 This report introduces the attached Executive response to the report of the Overview and Scrutiny review of Procedures for Planning Applications and Enforcement.

2 RECOMMENDATION(S)

- 2.1 **That the Panel considers the response of the Executive to the review of Procedures for Planning Applications and Enforcement undertaken by one of its working groups.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To enable the Panel to consider the attached Executive response to the report of the review of Procedures for Planning Applications and Enforcement undertaken by one of its working groups.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 When considering the report of the review of Procedures for Planning Applications and Enforcement, the Executive commended the Working Group for the review it conducted and the report it produced, and endorsed the proposed response to the Working Group's report as set out in section 5 of the Executive report.

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

- 6.1 Not applicable.

Background Papers

Report of the Overview and Scrutiny Review of Procedures for Planning Applications and Enforcement, 24 March 2016.

Contact for further information

Andrew Hunter, Chief Officer: Planning, Transport & Countryside – 01344 351907
e-mail: andrew.hunter@bracknell-forest.gov.uk

Andrea Carr, Policy Officer (Overview and Scrutiny) – 01344 352122
e-mail: andrea.carr@bracknell-forest.gov.uk

TO: Executive
14 JUNE 2016

OVERVIEW AND SCRUTINY A REVIEW OF PROCEDURES FOR PLANNING APPLICATIONS AND ENFORCEMENT

Director of Environment Culture and Communities

1 PURPOSE OF REPORT

- 1.1 To determine the Executive's response to the recommendations in the report by a working group of the Environment, Culture and Communities Overview and Scrutiny into the review of procedures for planning applications and enforcement

2 RECOMMENDATION(S)

- 2.1 That the Executive commend the working group for the review it conducted and the helpful report it produced: and,
- 2.2 The Executive endorse the proposed response to the working group report as set out in section 5 of this report.

3 REASONS FOR RECOMMENDATION(S)

- 3.1 As set out in section 5 of this report

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The Executive may wish to consider an alternative response to that outlined in section 5.

5 SUPPORTING INFORMATION

- 5.1 The Overview and Scrutiny Working Group undertook a review of the planning application process and of enforcement. The working group was encouraged to undertake a thorough and in depth review, exploring the anecdotal problems and issues which have been raised by members about the service. It undertook a number of exploratory meetings with officers and also undertook a visit to Elmbridge Council which had been a runner up in a recent national planning award
- 5.2 It is positive that the review did not find any fundamental issues with the current service. The findings of the report are welcomed and identify a number of suggested changes in process and procedure. The working group has made a range of recommendations to the Executive, of the 17 recommendations, it is suggested that the Executive;
- Agree with 13;
 - Partially agree with 3; and

- Disagree with 1.

The 17 recommendations are replicated below with the Director's suggested response to each shown in italics.

Planning applications involving Councillors and Planning Officers

- 5.3 By custom and practice, any planning applications from Bracknell Forest Councillors, are put forward by officers for determination by the Planning Committee (PC). In the interests of high standards of governance, we recommend that the Council should explicitly require Committee approval for planning applications by any Borough Councillor, perhaps by amending the Planning Protocol.
- 5.4 **Agree-** *this change will be made to the Planning Protocol the next time the constitution is reviewed.*
- 5.5 The Chief Officer: Planning and Transport's delegated authority requires that any planning applications from members of staff in that division, also any staff involved in the decision making process, shall be determined by the Planning Committee (PC). To achieve and maintain high standards of governance, the Panel recommends that the Council should require Committee approval for planning applications by any Council employee.
- 5.6 **Disagree-** *while the desire to extend the transparency of the planning process to include all members of staff is laudable, this is felt to be a disproportionate step in trying to achieve that objective. The current requirement applies to Councillors and groups of staff where it might be expected the public may assume a degree of influence on a planning decision which in reality doesn't exist. However, it is not believed that this sphere of influence could reasonably be applied to any other member of staff from any of the council's numerous operations, and presumably this requirement would extend to spouses and other relations making a planning application. As well as being disproportionate, the requirement to refer all such applications to Committee would be very onerous on a Committee which already undertakes a high workload.*
- 5.7 *It is suggested that the Executive consider extending the current delegations to include all Chief Officers, Directors and the Chief Executive, and that the Chief Officer : Planning Transport and Countryside uses his discretion to bring forward applications to the planning committee where the applicant is a member of staff whose role involves working directly with the planning division.*

Recognition of the different roles that officers and members have in the planning process

- 5.8 The Panel recommends that induction training for PC Members and Planning Officers should openly recognise the separate roles of Members and officers, and encourage mutual understanding and respect between the two groups.
- 5.9 **Agree-** *this will build on the current training already provided at induction stage for new councillors*

The split of responsibilities between the Planning Committee and planning officers

- 5.10 The Panel recommends that to minimise the number of minor and non-controversial Planning Applications referred to the Planning Committee, there should be an increase in the threshold for the numbers of objections resulting in referral to the Planning Committee, from 'more than 3' to 'more than 5', and the criteria for referral could usefully distinguish between major and minor developments. The current trigger point of three can be met very easily, and setting the bar higher should result in only those applications attracting substantial opposition (i.e. beyond the immediate neighbours of the applicant) being put before the PC.
- 5.11 **Agree**- *distinguishing between Major and Minor applications would suggest a higher threshold for major applications than has been suggested and the Executive could consider more than 10 objections for major Applications and 5 or more for minor applications*
- 5.12 The Panel also recommends that the increase to 'more than 5' objections should be accompanied by a change to the 1-3 objections procedure and move to a 3-5 objections procedure, by which the ward councillors and the Chair of the Planning Committee are provided with details of a scheme and the objections to see if they wish to bring the scheme to the PC for determination.
- 5.13 The Panel also recommends that any objections that do not refer to any Planning issues should be excluded from the calculation of the number of objections (though the existence of all objections should be recognised in the Case officer's report).
- 5.14 **Agree** – *recommendations set out in 5.9, 5.11 and 5.12 are all supported and changes to the constitution on these points should be made at the next time it is reviewed.*

Operation of the Planning Committee

- 5.15 From the Panel's observations and participation, it was felt that the Planning Committee works well. Nevertheless, the Executive and the Planning Committee should consider making possible improvements to its proceedings, these are as follows:
- in order to make the best use of the Committee's time, presentations by officers should be shorter, focussing on the key issues, plans and photographs.
 - the Chairman of the Committee should have an agenda-setting meeting with a senior planning officer to determine the order of the agenda.
 - In order for Planning Committee to finish at a reasonable time it is recommended that there are more precise time allocations to agenda items by the Chairman and a warning point at 10.30pm, with a cut-off point at 10.45pm. However, this should not mean that decisions are deferred as the national standard deadlines for determining applications need to be adhered to. These new arrangements should be reviewed after six months in the light of practical experience.
- 5.16 **Partially Agree**– *the above points can be easily implemented subject to agreement of the Chair of Planning Committee. However the cut off time (at 10:45pm) could only be used as a reminder to the committee as the business of the committee would need to be concluded on the night. It was suggested throughout the review that an earlier start time would be beneficial and could help to end committee at a reasonable hour.*

- 5.17 In order that the PC should not be over-burdened with minor matters, the Panel recommends that Members should be reminded that their right to request that an Application should go before the Committee should be exercised judiciously, and their request should only be accommodated if they provide good cause and valid planning reasons for doing so. The Chairman of the PC should be informed by officers of these requests and – in consultation with the Vice Chairman – they should have the right to decline Members’ requests if they believe it would not be a good use of the Planning Committee’s time.
- 5.18 **Agree**– *this change could be easily implemented subject to the agreement of the Chairman of the Planning Committee.*
- 5.19 The Panel does not believe it is appropriate that officers are allowed to decide not to enforce planning conditions previously set by members of the Planning Committee, and other significant issues. It recommends that the scheme of delegation is amended to require that, for applications previously approved by the PC, any subsequent non-material amendments or significant changes to planning conditions should be notified to the Chairman and one Planning Committee member from the affected ward to decide whether the change should be considered by the Planning Committee.
- 5.20 **Agree**- *amend delegations to reflect the above point*

Planning Enforcement – Performance

- 5.21 There are relatively few anonymous reports of breaches in planning, and the Panel recommends that the Enforcement Team should follow them up as far as they are able to.
- 5.22 **Agree** – *The recently agreed Local Enforcement Plan (Planning) introduces standards of response to alleged breaches of planning but with no-one to feed back to, and depending on the issue raised, this means these type of reports are likely to be of a lower priority and the Panel’s caveat of “as far as they are able” is welcomed since this recognises a finite resource. However, the actual enforcement response will be linked to the seriousness and urgency of the alleged breach not the source of information. Unless there is spare capacity, which experience suggests is unlikely, alleged minor breaches of enforcement from anonymous sources are unlikely to be investigated.*
- 5.23 The Panel recommends that the Planning Committee’s role should not be confined to determining individual planning applications; there should be an open, quarterly report to the Planning Committee on the performance on enforcement, as well as other key performance information, such as the numbers of planning applications and appeals.
- 5.24 **Agree**- *The ECC Quarterly Service report contains all of this information and this could be extracted and placed in a report for the committee if the Executive felt this would be useful. The committee would then be able to review progress and if required suggest courses of action which may need to be considered to improve performance.*
- 5.25 The Panel recommends that if in future there are insufficient staff resources to progress enforcement cases, then a request should be made for temporary additional staff.

- 5.26 **Agree-** *this opportunity is already in place but within the current financial environment, authority to expend additional resources on staff would depend on the harm that would be caused by the lack of enforcement and the initial response to workload pressures would be to prioritise high profile enforcement cases, with those having lesser impact being deferred (additional resources would be considered in this context). Another dimension to be considered at a time when the Council is scrutinising all its budgets is that planning enforcement is a non- mandatory function which the council performs.*
- 5.27 The Panel recommends that guidance to planning applicants, also formal notices giving planning permission, should clearly state that any failure to comply with planning conditions will be viewed seriously. The Council should also explore the possibility of recovering enforcement costs in such cases, and the feasibility of imposing an automatic fine, similar to that recently introduced by the Council for failures to notify change in circumstance affecting Council Tax.
- 5.28 **Partially agree** – *all planning permissions are issued with a standard condition that requires the scheme to be built in accordance with the approved plans, which covers the first point. With regard to fines to recover enforcement costs, there is no legal mechanism to do this. The only option to recover any costs would be through Proceeds of Crime Act (POCA) which is only an option at the final stages of the enforcement process (where a successful prosecution has taken place).*

Affordable Housing

- 5.29 *The Panel accepts that requiring affordable housing provision must not be allowed to undermine the commercial viability of the development, but it was not convinced that the maximum level of suitable affordable housing is being achieved. The Panel recommends that this is further reviewed by the Executive, particularly the robustness of the Council's challenge to developers' representations about commercial viability.*
- 5.30 **Partially agree-** *The Council undertakes viability assessments using the valuation office to consider cases presented by developers. This is to ensure that the highest level of affordable housing which is viable is achieved. It is considered this external scrutiny follows good practice and ensures that viability assessments are reviewed by competent valuers and as such it is not considered necessary for the Executive to explore this recommendation further at this time.*
- 5.31 The Panel felt that the type and location of the affordable housing dwellings is important, and this is unlikely to be best served by this being determined solely by the commercial developer. It recommends that in the event that the offered affordable housing units are unsuitable, the Council should make more frequent and innovative use of requiring an alternative financial contribution, for use perhaps in grant-aiding the provision of suitable affordable housing units by a Housing Association.
- 5.32 **Agree-** *this approach has already been adopted on a couple of occasions, but needs to be formulated in to a policy to be set out in the Comprehensive Local Plan.*
- 5.33 The cost of defending appeals against the Council's Planning decisions can be substantial. We were told that it was possible for the Council to apply for costs when defending an appeal, but this would only be justified rarely. We do not consider this to be a fair burden on Council Tax payers, and we recommend that wherever an applicant has acted unreasonably, the Council routinely seeks recovery of costs of defending appeals.

- 5.34 **Agree** - where an applicant has acted unreasonably a costs application will be made alongside the appeal. This is already an established approach.
- 5.35 The Local Government Association has recently urged the Government to allow councils to set their own planning fees, as they often do not cover the cost of processing applications. We recommend that the Executive supports the LGA initiative and makes representations to the Government to allow the Council to set fees to recover more of its planning-related costs than is currently allowed.
- 5.36 **Agree** – responses to a current government consultation on changes in the planning system have already made this point, and where opportunities arise officers will continue to make this point.
- 5.37 The Panel felt there was an opportunity to increase charges for the legal costs of producing S106 agreements. The Council's charge of £160 per hour is well below some other council's. Given the pressure on the Council's finances, this should be pursued quickly, and the panel recommend that the Executive should increase the S106 legal fees charge and review all Legal's other fees and charges to determine whether income is being maximised.
- 5.38 **Agree** – a review of legal fees should be undertaken benchmarking against other local authorities.

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

Borough Solicitor

- 6.1 Legal issues are incorporated within the body of this report

Borough Treasurer

- 6.2 None arising from this report

7 **CONSULTATION**

Principal Groups Consulted

- 7.1 Environment Culture and Communities Overview and Scrutiny Panel.

Method of Consultation

- 7.2 The Panel Report was presented by the Lead Councillor to the Environment Culture and Communities Overview and Scrutiny Panel on the 23 March 2016.

Background Papers

Overview and Scrutiny review of procedures for planning applications and enforcement report 24 March 2016

Contact for further information

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**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL
5 JULY 2016**

NEXT REVIEW TOPIC / WORKING GROUP

1 PURPOSE OF REPORT

- 1.1 This report invites the Panel to select the topic for its next review and to establish a working group to undertake that review with reference to its attached Work Programme for 2016/17.

2 RECOMMENDATION(S)

- 2.1 **That the Panel selects the topic for its next review and establishes a working group to undertake that review.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To enable the Panel to select the topic for its next review and establish a working group to undertake that review.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 The Panel is invited to select the topic for its next review, with reference to its 2016/17 Work Programme which is attached at Appendix 1, and to establish a working group to undertake that review. Interest has previously been expressed in next reviewing houses in multiple occupation. A list of topics previously reviewed by working groups of the Panel is also attached for reference. The review will be commenced when resources become available.

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

- 6.1 Not applicable.

Background Papers

None.

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OVERVIEW & SCRUTINY WORK PROGRAMME 2016/17

The proposed work programme for O&S in 2016/17 is shown on the following pages. The programme is aimed at maintaining a strategic and co-ordinated work programme based on major areas of Council and partner organisations' activity. The review topics take account of what is likely to be timely, relevant, and to add value. The programme incorporates the routine, on-going work of O&S and the completion of reviews currently underway.

The O&S Commission has consulted the O&S Panels, the Council's Corporate Management Team and the Executive on the work programme, as required by the Council's Constitution.

The work programme will necessarily be subject to continual refinement and updating. The 'future possible reviews' are those which are unlikely to be resourced until 2017/18 or later.

ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL	
1.	<p>Monitoring the performance of the Environment, Culture and Communities Department</p> <p>To include on-going review of the Quarterly Service Reports; the performance of the Department, review of any inspection reports or self-evaluations, and monitoring significant departmental developments, particularly:</p> <ul style="list-style-type: none"> • The works at Coral Reef • The Local Development Framework • The potential extended uses of the Council's E+ Smartcard.
2.	<p>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>
3.	<p>2017/18 Budget Scrutiny</p> <p>To review the Council's Environment, Culture and Communities budget proposals for 2017/18, and plans for future years.</p>

2016/17 WORKING GROUPS	
<p>Environment, Culture and Communities O&S Panel</p>	<p>Transformation Programme</p> <p>To provide an input at key stages of the Transformation project on the Leisure Review.</p>
	<p>To provide an input at key stages of the Transformation project on the Libraries Review.</p>
	<p>To provide an input at key stages of the Transformation project on the Arts Review.</p>

	<p>Houses in Multiple Occupation</p> <p>A review of the Council's involvement with Houses in Multiple Occupation (HMO).</p>
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FUTURE POSSIBLE REVIEWS (Unlikely to be resourced until 2017/18 or later)	
<u>Environment, Culture and Communities</u>	
1.	<p>Parks and Open Spaces</p> <p>To review the Council's operations in relation to Parks and Open Spaces, with particular reference to the Ranger Service.</p>
2.	<p>Integrated Transport</p> <p>To review the work of the Transport Development section, with particular reference to integrated transport.</p>
3.	<p>Regulatory Services</p> <p>To review the work of the department's Trading Standards and other regulatory services.</p>

Completed Reviews (Since 2010)

Date Completed	Title
July 2010	The Council's Response to the Severe Winter Weather
July 2011	Review of Highway Maintenance (Interim Report)
October 2011	Regulation of Investigatory Powers
October 2011	Site Allocations Development Plan Document
June 2012 and March 2015	Commercial Sponsorship
November 2012 October 2013	Proposed Reductions to Public Transport Subsidies & Concessionary Fare Support, leading to review of the Bus Strategy
January 2013	Preparations for the Community Infrastructure Levy
September 2014	Review of Cultural Services
March 2016	Review of procedures for Planning Applications and Enforcement

**TO: ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL
5 JULY 2016**

OVERVIEW AND SCRUTINY PROGRESS REPORT Assistant Chief Executive

1 PURPOSE OF REPORT

- 1.1 This report highlights Overview and Scrutiny (O&S) activity during the period December 2015 to May 2016.

2 RECOMMENDATION

- 2.1 **To note Overview and Scrutiny activity and developments over the period December 2015 to May 2016, set out in section 5 to 6, and Appendices 1 and 2.**

3 REASONS FOR RECOMMENDATION

- 3.1 The Chief Executive has asked for a six monthly report on O&S activity to be submitted to the Corporate Management Team, before it is considered by O&S Members.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

Overview and Scrutiny Structure and Membership

- 5.1 There were no changes to the structure of the O&S Commission or Panels, and there was one change to the membership of the Health O&S Panel. Action continues to be taken periodically on the long-running vacancies for representatives of the Catholic Diocese and the Church of England on the O&S Commission and the Children, Young People and Learning O&S Panel.

Overview and Scrutiny Work Programme and Working Groups

- 5.2 The O&S work programme for 2015/16 was delivered largely as planned, with two reviews running into 2016/17. A routine report has been submitted to each O&S Commission meeting, monitoring progress against the O&S Work Programme, using traffic light indicators, and with particular reference to the Commission's own Working Groups. The O&S work programme for 2016/17 has been approved by the O&S Commission, following consultation with the Corporate Management Team and the Executive.
- 5.3 The tables at Appendix 1 sets out the status of the O&S Working Groups currently underway, along with the list of completed reviews since 2010.

Overview and Scrutiny Commission

- 5.4 The O&S Commission met on 28 January, 10 March, and 18 May (Annual meeting). Its meeting scheduled for 12 May was cancelled owing to lack of business. The main items included:
- Discussions with the Executive Member for Transformation & Finance on the Transformation Programme.
 - Reviewing the quarterly performance reports for the Corporate Services Department, the Chief Executive's Office, and the Council as a whole.
 - Reviewing corporate decision items on the Executive Forward Plan.
 - Receiving the Bi-Annual O&S Progress Report, and progress reports from Panel Chairmen.
 - Scrutiny of the Executive's draft budget proposals for 2016/17, and subsequently the additional budget proposals.
 - Receiving an update on the work of the ICT Services function, its current priorities and future plans.
 - Agreeing the O&S Annual Report for 2015/16 and considering items for inclusion in the O&S work programme for 2016/17.
- 5.5 The O&S Commission's next planned meeting is on 7 July 2016 when the main item is anticipated to be the customary annual meeting with representatives of the Community Safety Partnership and Thames Valley Police, with a focus on the 2015/16 annual crime figures and the priorities in the Community Safety Plan.
- 5.6 Towards the end of the six months' period, the work of the O&S function outside the programme of formal meetings became dominated by making an input to the Council's Transformation Programme. The Commission set up six Core Groups to make an input to major Transformation projects running in 2016 (see Appendix 1), and Members participated in a Gateway Review meeting on the Arts review.

Environment, Culture and Communities O&S Panel

- 5.7 Meetings of the Panel were held on 12 January and 23 March, 2016. During the meetings the Panel considered and commented on:
- 2016/17 Draft Budget Proposals.
 - Future challenges associated with the Waste Collection and Disposal Service.
 - Bracknell Forest Borough Local Plan Updates.
 - The Council's Transformation Programme.
 - Schools Annual Environmental Management Report 2014/15.
 - 2016/17 Work Programme Review Topics.
 - Working Group Update Reports
 - Review of Procedures for Planning Applications and Enforcement O&S Report.
 - O&S Progress Report.
 - Scheduled Executive key and non-key decisions.
 - Quarterly Service Reports (QSRs) for the relevant quarters.
- 5.8 Further to issues raised and actions requested at Panel meetings, Members were advised between meetings of the sites of the road junctions earmarked for traffic signal preventative maintenance and the location of the amenity land adjacent to Crowthorne Road identified for the felling of ageing pines and replanting with native deciduous trees. Members also requested that officers promote and publicise the new package at Bracknell Leisure Centre as widely as possible and continue to guide and influence schools to improve their environmental management, particularly in those areas where Council performance is affected such as recycling and waste sent to landfill from schools. The Panel adopted the

report of the review of the Council's Procedures for Planning Applications and Enforcement (see below).

- 5.9 The Working Group established by the Panel to review the Council's Procedures for Planning Applications and Enforcement continued and completed its work which consisted of Members receiving a comprehensive briefing from senior officers regarding the functions and structure of the planning function and advice on the legal input to the planning function, reviewing information requested from officers, research findings and the draft Local Enforcement Plan, and considering views on the planning function and the issue of Member and officer roles. The Working Group visited another local authority with a highly performing planning function to learn about best practice and met the Executive Member, Chairman of the Planning Committee and Director to discuss the main findings. Having completed its work, the Working Group produced a resulting report with recommendations which was sent formally to the Executive for its response (see Appendix 1).
- 5.10 Members of the Panel have joined core review groups relating to the arts, libraries and leisure services as part of the Council's Transformation Programme and will continue taking part in these and the associated Gateway Reviews.
- 5.11 The Panel's next meeting will take place on 5 July 2016 and items under consideration will include a Bracknell Forest Local Plan Update and the Quarter 4 QSR.

Health O&S Panel

- 5.12 The Panel met on 14 January and 14 April 2016. The main items considered at those meetings included:
- Meeting the Consultant in Public Health on the work of the Public Health function, its current priorities, challenges and plans.
 - Reviewing the Council's budget proposals for health in 2016/17.
 - Receiving the results of patient surveys and other independent information on the performance of NHS Trusts providing services to Bracknell Forest residents.
 - Receiving the bi-annual progress report of O&S.
 - Noting the outcome of the investigation of media allegations concerning the 111 service operated by South Central Ambulance Service.
 - Meeting the Chief Executive and senior staff of OneMedical, also the Clinical Commissioning Group, to review the action being taken to address the criticisms of the Care Quality Commission, arising from their inspection of the Bracknell Urgent Care Centre.
 - Reviewing the quarterly service reports of the Adult Social Care, Health and Housing department, relating to health.
 - Considering scheduled Executive Key and Non-Key Decisions relating to Health.
- 5.13 Between formal Panel meetings, much of Panel Members' time was spent on the Working Group reviewing whether there is sufficient GP capacity to meet the Borough's future needs. Other issues included:
- Attending a Centre For Public Scrutiny regional conference on Health O&S at Wokingham BC in December 2015
 - Correspondence with a local GP surgery, following up a CQC 'Inadequate' rating and the Practice being put into special measures. We received constructive responses to all the Panel's concerns
 - Providing comments on four NHS Trusts' annual Quality Accounts

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- Keeping abreast of significant events, including the proposed re-development of Heatherwood Hospital, inspection reports issued by the Care Quality Commission, and a proposal to move the GP Out of Hours service for Sandhurst residents.
- Attending two Care Quality Commission 'Quality Summits' following their inspection of Wexham Park Hospital, also of the Berkshire Healthcare Trust
- Providing comments on the draft Health and Wellbeing Strategy in advance of its consideration by the Health and Wellbeing Board.

The Panel's next meeting is on 30 June 2016.

Joint East Berkshire with Buckinghamshire Health O&S Committee

- 5.14 This Committee, formed jointly with Slough Borough Council, the Royal Borough of Windsor & Maidenhead, and Buckinghamshire County Council has remained suspended, the last meeting having been held in March 2013. The O&S Commission had previously decided to end the Council's involvement in the Joint Committee, unless there is a need to respond to a statutory consultation affecting health services in East Berkshire.

Children, Young People and Learning O&S Panel

- 5.15 Meetings of the Panel took place on 11 January and 13 April, 2016. During the meetings the Panel considered and commented on:
- The minutes of meetings of the Corporate Parenting Advisory Panel.
 - QSRs for the relevant quarters, giving particular attention to matters including outcomes of Ofsted school inspections, achievement of progress through the Key Stages with reference to the related Strategy, headteacher recruitment, safeguarding, social worker staffing and Looked After Children in terms of permanency of placements and signs of safety.
 - Annual Report of the Local Safeguarding Children Board.
 - 2016/17 Draft Budget Proposals
 - School Places Plan 2015-2020 and 2015-based pupil forecasts.
 - Update in respect of the transformation of Youth Services.
 - Bracknell Forest Children and Young People's Mental and Emotional Wellbeing Strategy 2015-2018.
 - Accessibility Strategy: Education, Schools and Early Years Settings 2016-2019
 - Next review topic / working group.
 - Work Programme 2016/17
 - Working Group Update Reports.
 - O&S Progress Report.
 - Scheduled Executive key and non-key decisions.
- 5.16 In response to actions arising at Panel meetings, Members received information concerning the review of Safeguarding Incidents and Case Reviews, the outcomes of the Child Sexual Exploitation (CSE) consultation undertaken in schools and the totals for children looked after in family placement or adoption, and SEN statements issued within 26 weeks. The Panel also requested that the Independent Chair of the LSCB be advised of the Panel's concerns regarding safeguarding of home educated children and that related information be included in future annual LSCB reports.
- 5.17 The Working Group established by the Panel to review CSE in the Borough, owing to concerns associated with the increasing level of awareness of it following recent high profile cases in areas such as Rotherham, Rochdale and Oxford, continued and completed its work. The review featured an introductory briefing in respect of CSE and numerous

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meetings with Council officers involved in all aspects of Children's Social Care, Youth Services and Community Safety and with representatives of multi-agency groups working to prevent and tackle CSE, the Police, a local charity, the NHS, GPs and local schools. Relevant information and data was also gathered. (See Appendix 1).

- 5.18 As part of the Council's Transformation Programme, Members of the Panel have joined a core review group relating to early intervention and prevention and will attend meetings of the Group and the associated Gateway Reviews.
- 5.19 The Panel next meets on 8 June 2016 when it will consider agenda items including the Quarter 4 QSR, report of the review of CSE, early interventions for Looked After Children, particularly care leavers, and updates on the provision for young people Not in Education Employment or Training (NEET) and the Family Focus Programme.

Adult Social Care and Housing O&S Panel

- 5.20 The Panel met on 19 January 2016. Its meeting scheduled for 15 March 2016 was cancelled owing to lack of business. On 19 January the Panel considered and commented on:
- 2016/17 Draft Budget Proposals
 - QSR for the relevant quarter.
 - National Living Wage – Potential Impact on the Social Care Sector.
 - Bracknell Forest Sensory Needs Strategy 2015-2020.
 - Advocacy Joint Commissioning Strategy.
 - Heathlands Residential Home – Consultation Update.
 - Working Group Update Report and Next Review Topic / Working Group.
 - Work Programme 2016/17
 - O&S Progress Report
 - Scheduled Executive key and non-key decisions.
- 5.21 As an action arising from the Panel meeting, Members were provided with the launch date and details of the second 'Choose Well' self-care campaign.
- 5.22 Having received an update regarding the work of its Working Group which contributed to the Council's Homelessness Strategy, the Panel indicated that housing supply would be its next review topic to be commenced when resources became available.
- 5.23 Although there are no Transformation Programme review topics relating to Adult Social Care, Health and Housing, Panel Members have been invited to join core review groups and attend Gateway Reviews relating to topics in other areas.
- 5.24 The next meeting of the Panel will be held on 25 May 2016 and items under consideration will include the Quarter 4 QSR, the Annual Complaints Reports 2015/16 for Adult Social Care and for Housing, the Housing Allocation Policy and an update in respect of the future of Heathlands Residential Home.

Other Overview and Scrutiny Issues

- 5.25 The Annual Report of O&S for 2015/16, incorporating the 2016/17 O&S Work Programme, was adopted by Council at its meeting on 27 April.
- 5.26 The Health O&S Panel Chairman attended a Warwick University Training event on Chairing O&S in February 2016.

- 5.27 Responses to the feedback questionnaires on the quality of O&S reviews are summarised in Appendix 2, showing a high average score of 2.7 (90%).
- 5.28 Quarterly review and agenda setting meetings between O&S Chairmen, Vice-Chairmen, Executive Members and Directors are taking place regularly for the Panels (every two months for the O&S Commission).

6 DEVELOPMENTS IN OVERVIEW AND SCRUTINY

- 6.1 There were no notable developments in O&S nationally or locally in the period covered by this report.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Statutory Scrutiny Officer

- 7.1 The monitoring of this function is carried out by the Statutory Scrutiny Officer on a quarterly basis. The induction and training for the new members of the Commission and its Panels has gone well. Good progress is being made on the agreed programme of work by Overview and Scrutiny for 2015/16. Scrutiny Panels' planned reviews will focus on areas of importance to local residents. Scrutiny members have begun the process of contributing to the Transformation Programme reviews.

Borough Solicitor

- 7.2 There are no legal implications arising from the recommendations in this report.

Borough Treasurer

- 7.3 There are no additional financial implications arising from the recommendations in this report.

Equalities Impact Assessment

- 7.4 Not applicable. The report does not contain any recommendations impacting on equalities issues.

Strategic Risk Management Issues

- 7.5 Not applicable. The report does not contain any recommendations impacting on strategic risk management issues.

Workforce Implications

- 7.6 Not applicable. The report does not contain any new recommendations impacting on workforce implications.

Other Officers

- 7.7 Directors and lead officers are consulted on the scope of each O&S review before its commencement, and on draft O&S reports before publication.

8 CONSULTATION

Principal Groups Consulted

8.1 None.

Method of Consultation

8.2 Not applicable.

Representations Received

8.3 None.

Background Papers

Minutes and papers of meetings of the Overview and Scrutiny Commission and Panels.

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Doc. Ref

CXO\Overview and Scrutiny\2016-17\progress reports

OVERVIEW AND SCRUTINY CURRENT WORKING GROUPS – 2016/17

Position at 17 May 2016

Environment, Culture and Communities Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
The Planning Function	Angell (Lead), Mrs Angell, Brossard, Finnie, Leake and Porter	Max Baker	Richard Beaumont	√	Completed and awaiting Executive response	√		A further meeting is being held to discuss the Executive response.

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Children, Young People and Learning Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Child Sexual Exploitation	Mrs McCracken (Lead), Mrs Birch, Ms Gaw, Peacey and Mrs Temperton	Karen Roberts / Sonia Johnson	Andrea Carr	√	Completing the information gathering stage.			The review is nearing completion and a draft report is being prepared.

Health Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
GP Capacity	Peacey (Lead), Phillips, Mrs Mattick, Mrs Temperton, Tullett and Virgo. Dr Norman	N/A	Richard Beaumont	√	Information gathering stage around 75% complete			

Transformation Programme - Overview and Scrutiny Core Groups Providing an input to Transformation Projects				
CORE GROUP	MEMBERS	O&S LEAD OFFICER	SCOPING	CURRENT STATUS
Arts Review	Cllrs Leake (Chairman), Mrs Birch, King, Peacey, Mrs Temperton, Thompson and Tullett	Richard Beaumont	√	Meetings held on 26 April and 9 May. Input made to first Gateway Review meeting. Next meeting provisionally arranged for 5 July
Leisure services Review	Cllrs Angell (Chairman), Mrs Angell, Mrs Birch, Mrs Ingham, King, Mrs Mattick, Peacey, Mrs Temperton and Tullett,	Andrea Carr	√	First meeting held on 9 May
Income Generation	Cllrs Angell (Chairman), Mrs Birch, King, Leake, Peacey, Porter and Mrs Temperton	Richard Beaumont	√	First meeting held on 9 May

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Citizen and Customer Contact	Cllrs Leake (Chairman), Mrs Birch, D Birch, Finnie, Mrs Mattick and Thompson,	Richard Beaumont		First meeting arranged for 23 May
Early Intervention /Prevention	Cllrs Leake (Chairman), Mrs Birch, Mrs Ingham, Mrs Mattick, Peacey and Mrs Temperton	Andrea Carr		First meeting being arranged
Library Review	Cllrs Angell (Chairman), Mrs Birch, Mrs Ingham, King, Mrs Mattick, Peacey, Mrs Temperton and Tullett	Andrea Carr		First meeting arranged for 6 June

Completed Reviews (Since 2011)

Date Completed	Title
January 2011	Safeguarding Children and Young People
March 2011	Review of the Bracknell Healthspace (Addendum)
April 2011	Overview and Scrutiny Annual Report 2010/11
June 2011	Office Accommodation Strategy
June 2011	Plans for Sustaining Economic Prosperity
July 2011	Review of Highway Maintenance (Interim report)
September 2011	Performance Management Framework
September 2011	Review of the Council's Medium Term Objectives
October 2011	Plans for Neighbourhood Engagement
October 2011	Regulation of Investigatory Powers
October 2011	Site Allocations Development Plan Document
January 2012	Common Assessment Framework
February 2012	Information and Communications Technology Strategy
April 2012	NHS Trusts Quality Accounts 2011/12 (letters submitted to five Trusts)
April 2012	Overview and Scrutiny Annual Report 2011/12
June 2012 & April 2015	Commercial Sponsorship
July 2012	Communications Strategy
November 2012	Proposed Reductions to Concessionary Fares Support and Public Transport Subsidies
November 2012	Modernisation of Older People's Services
January 2013	Preparations for the Community Infrastructure Levy
February 2013	Substance Misuse
February 2013	'Shaping the Future' of Health Services in East Berkshire
April 2013	Overview and Scrutiny Annual Report 2012/13
April 2013	NHS Trusts Quality Accounts 2011/12 (letters submitted to three Trusts)

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Date Completed	Title
July 2013	School Governance
September 2013	Delegated Authorities
October 2013	Bracknell Forest Bus Strategy
January 2014	Applying the Lessons of the Francis Report to Health Overview and Scrutiny
April 2014	Overview and Scrutiny Annual Report 2013/14
June 2014	Review of School Places
September 2014	Review of Cultural Services
October 2014	The Council's Role in Regulated Adult Social Care Services
February 2015	Business Rates and Discretionary Relief
April 2015	Substance Misuse Involving Children and Young People
April 2015	Overview and Scrutiny Annual Report 2014/15
August 2015	Draft Economic Strategy
September 2015	Draft Council Plan
November 2015	Draft Homelessness Strategy
April 2016	Review of Planning Procedures
April 2016	Overview and Scrutiny Annual Report 2015/16
May 2016	NHS Trusts Quality Accounts 2015/16 (letters submitted to four Trusts)

Results of Feedback Questionnaires on Overview and Scrutiny Reports

Note – Departmental Link officers on each major Overview and Scrutiny review are asked to score the key aspects of each substantive review on a scale of 0 (Unsatisfactory) to 3 (Excellent).

	Average score for previous 25 Reviews ¹
PLANNING Were you given sufficient notice of the review?	2.9
Were your comments invited on the scope of the review, and was the purpose of the review explained to you?	2.9
CONDUCT OF REVIEW Was the review carried out in a professional and objective manner with minimum disruption?	2.8
Was there adequate communication between O&S and the department throughout?	2.8
Did the review get to the heart of the issue?	2.6
REPORTING Did you have an opportunity to comment on the draft report?	2.8
Did the report give a clear and fair presentation of the facts?	2.6
Were the recommendations relevant and practical?	2.5
How useful was this review in terms of improving the Council's performance?	2.5
Overall average score	2.7 (90%)

¹ Road Traffic Casualties, Review of the Local Area Agreement, Support for Carers, Street Cleaning, Services for Adults with Learning Disabilities, English as an Additional Language in Schools, Children's Centres and Extended Services, Waste and Recycling, Older People's Strategy, Review of Housing and Council Tax Benefits Improvement Plan, 14-19 Education, Preparedness for Public Health Emergencies, Safeguarding Children, Safeguarding Adults, the Common Assessment Framework, Substance Misuse (Adults), Modernisation of Older People's Services, Community Infrastructure Levy, School Governance, Delegated Authorities, Applying the Lessons of the Francis Report, School Places, Cultural Services, Business Rates, and Substance Misuse (Children and Young People).

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Quarterly Service Reports - Environment, Culture & Communities

Quarter Ending: Thursday 31 March 2016

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| 1. | Quarterly Service Report - Environment, Culture & Communities:
Quarter 4, 2016 | 3 - 46 |
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QUARTERLY SERVICE REPORT

ENVIRONMENT, CULTURE & COMMUNITIES

Q4 2015 - 16
January – March 2016

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

Director:
Vincent Paliczka

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Section 1: Director's Commentary

This quarter has seen several significant staff changes within the department. Mark Devon, Chief Officer: Leisure and Culture left the organisation on 31st March after almost 29 years of sterling service to the Council. Also, Ruth Burgess, Head of Libraries, Arts and Heritage following a long career with Berkshire County Council and then Bracknell Forest Council from 1998 onwards. Both will be sorely missed in the department and a lot of expertise and experience will be lost.

To account for these changes, Leisure Services and Recreation Services will report directly to the Director, Vincent Paliczka. Libraries will report to the Head of Recreation, Gareth Jones and Parks and Countryside will report to Chief Officer: Planning and Transport, Andrew Hunter.

There are also some alterations to the planning team with changes in responsibility for work areas in the Planning policy team and changes in line management responsibilities in all of the planning teams. Nigel Moore and Colin Griffin have left the Planning and Transport function.

Coral Reef closed on 24th January in preparation for the major refurbishment project. Thanks were expressed to all Coral Reef staff for their patience, understanding and dedication during the last twelve months in what has been a very difficult time. All staff that were retained have now been seconded to other teams within the Council and to external leisure locations. The work undertaken by HR has been very positive and this will continue with support to all staff.

During the quarter works on Bracknell Bus Station were successfully completed with the bus station now fully operational. Works at Coral Reef junction continued with anticipated commissioning of the junction in April, works on this element of the scheme were completed ahead of schedule. Highway improvements in and around the town centre are now underway at Millennium Way and Weather Way, to date this has caused minimal disruption and has been running to programme. The first element of the Warfield Link Road has now been constructed with the remaining elements to be completed in 2016/17.

Building Control has continued to maintain a good level of service, even though there have been a number of recruitment issues and staff absences. Large projects such as the town centre and Broadmoor Hospital continue to be monitored by the team. The Local Land Charges team has won a national award "the Most Improved National Land Information Service" from Land Data and attended an award ceremony in February, this is great recognition of a well performing team.

Performance in the Development Management team remains high with over 90% of all applications being determined within prescribed periods. During this quarter the Executive adopted a new set of Parking Standards and the policy team have also published a number of evidence based documents prepared to support the preparation of the Comprehensive Local Plan. A referendum on the Binfield Neighbourhood Plan was undertaken in March and 82% of those responding supported bringing the plan into force.

The Green Deal Communities project ended at the end of this quarter with over 270 homes within the borough being provided with 480 additional energy efficiency measures.

To include:

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

Environment and Public Protection

- The Contract with Ringway Infrastructure Services (RIS) commenced in October 2014. That Contract allows for extensions according to performance as measured against Strategic Key Performance Indicators (SKPI's). The Director has therefore exercised his delegated authority and granted the first of potentially seven one year extensions. The term of Contract now runs until 30 September 2022.

Planning and Transport

- Over 276 homes have taken advantage of the Green Deal Communities funding to help improve energy efficiency in their homes.
- Performance figures in all categories of planning applications have improved with determination in prescribed timescales all above target.
- Work continues on 2 major junction improvements at, Coral Reef and Millennium Way, all are progressing well and causing minimal disruption.
- The Local Land Charges Team won a national award for the Most Improved National Land Information Service (NLIS) at the national Local Land Charges Awards 2016, beating all other local authority services to scoop first place.
- A Planning Performance Agreement on a second phase of development at the Warfield allocation has been signed with the prospect of a future series of applications for 300 units at Newall Green.

Remedial action against under performance

Environment and Public Protection

- Two temporary Recycling Promotions Assistants who have been engaging face to face with local residents to improve kerbside recycling performance of kerbside recycling have been appointed as permanent posts following a waste team restructure. This will put the emphasis on improving recycling rather than contract management and they will also work in close partnership with both the disposal and collection contractors to increase recycling from 39% to the 50%, the statutory target the Council has to achieve by 2020.
- Inspections of new flats converted from previous office buildings as permitted developments mainly in the Town Centre have found that there continue to be significant issues relating to waste provision. The waste management team and contractor SUEZ are refusing to collect household waste currently from two developments, Gowring House and Ringside. The latter has a steep ramp with a maximum weight bearing of 7 tonnes. Council waste collection vehicles weigh 26 tonnes. Managing agents are being advised to make their own arrangements until they have rectified the situation to the Council's satisfaction.

Planning and Transport

- While application numbers remain high, improved sickness and staffing levels have been maintained which has helped to keep performance levels for applications at a high level.

Significant changes in risk from departmental risk register

Environment and Public Protection

- The completion of a suite of Berkshire Public Health emergency response plans helps reduce risk in the event of any emergency.
- Availability of spare parts for repairs to Birch Hill and Napier Road toilets now at risk following liquidation of manufacturer. Cost of toilet maintenance passed on Town and Parish Council.

Planning and Transport

- Planning: change to reflect risks associated with securing infrastructure funding through CIL.
- Land Charges reports that Land Registry intends to release a consultation on its take over of the Local Land Charges Register some time in 2016. This is with a view for the migration of the LLCR to commence at the end of 2017 with all local authority registers having been transferred by sometime in 2023. Until the regulations have been consulted on, Land Registry is undecided as to the order in which transfers will take place. There is also to be a consultation on potential cost burdens associated with this transfer.
- Due to difficulties recruiting to replace a retirement and a current maternity leave, there are now only 2 members of staff to cover the 24/7/365 dangerous structure call-out rota, in Building Control.

Highlight of significant customer feedback and inspections

Environment and Public Protection

- Clinical waste collections were delayed because the driver had a fall and injured himself when collecting in the Borough. The contractor contacted all residents affected and utilised a clinical waste vehicle and driver from another contract to complete the work that week. They have been notifying all residents who use the service of any other changes in collection times while usual driver is off.

Planning and Transport

- The Overview and Scrutiny working group on planning has produced its draft report and recommendations. Officers have provided initial feedback on these prior to their presentation to the Director and Executive member.

Significant changes in service use and associated financial impact

Environment and Public Protection

- Clinical Waste collections of sharps continue to increase as Doctor's surgeries are advised by the CQC that they should not be offering take-back schemes without a special waste transfer licence. There are now 376 residents registered for ad hoc Sharps collections. In March 2015 the figure was 146 and at during tendering in 2010/11 the

contractor was advised there was only 1 sharps collection the previous year which was a typical amount. The contractor SUEZ is currently undertaking a full review of all aspects of clinical waste collections which could result in a contract variation and budget pressure but the amount is currently unknown.

- Brooke House public conveniences closed on 31 March and the facility was handed back to BRP (who own the building) as part of the Town Centre redevelopment. These facilities were fully funded by Bracknell Town Council therefore there will be no savings.
- The Berkshire Emergency Planning Shared Service review could not reach consensus of agreement. The existing Memorandum of Understanding will unless otherwise agreed remain in place to help ensure a coordinated response should it be needed.

Planning and Transport

- See comment from Land Charges to risk register above.

Section 2: Department Indicator Performance

Note: Key indicators are identified by shading

Ref	Short Description	Previous Figure Q3 2015/16	Current figure Q4 2015/16	Current Target	Current Status	Comparison with same period in previous year
Environment & Public Protection - Quarterly						
NI191	Residual household waste in kgs per household (Cumulative figure for 15/16 reported quarterly in arrears)	344 (Q2)	498 (Q1-3)	484		
NI192	Percentage of household waste sent for reuse, recycling and composting (Cumulative figure for 15/16 reported quarterly in arrears)	38.6% (Q2)	39.3% (Q3)	42.0%		
NI193	Percentage of municipal waste land filled (Cumulative figure for 15/16 reported quarterly in arrears)	23.5% (Q2)	22.7% (Q3)	25.0%		
L128	Number of reported missed collections of waste (Quarterly)	253	195	180		
L146.1	Percentage of borough where environmental cleanliness is above EPA standard - Litter (Quarterly)	100.0%	100.0%	99.0%		
L146.2	Percentage of borough where environmental cleanliness is above EPA standard - Detritus (Quarterly)	98.72%	100.0%	97.0%		
L146.3	Percentage of borough where environmental cleanliness is above EPA standard - Graffiti and Fly posting (Quarterly)	100.0%	100.0%	99.0%		
L147	Percentage of environmental services contract inspections where quality meets the standard (Quarterly)	100.0%	98.6%	98.5%		
L183	Percentage of food establishments in Bracknell Forest rated 4 or above on the food hygiene rating scheme at the end of the quarter (Quarterly)	82.7%	83.8%	80.0%		
L201	Percentage of the Borough's households participating in recycling reward scheme (Quarterly)	26.1%	26.2%	25.0%		
L212	Number of highway defects reported (Quarterly)	601	621	No target set	N/A	
L224	Number of highways service requests (Quarterly)	19	38	No target set	N/A	
L225	Number of highways service requests closed (Quarterly)	6	6	No target set	N/A	
Leisure and Culture - Quarterly						
L002	Number of sessions by customers on computers in libraries (Quarterly)	29,838	39,060	45,000		
L003	Number of visits to leisure facilities (Quarterly)	1,648,251	2,108,031	2,000,000		

UNRESTRICTED

Ref	Short Description	Previous Figure Q3 2015/16	Current figure Q4 2015/16	Current Target	Current Status	Comparison with same period in previous year
L015	Number of attendances for junior courses in leisure (Quarterly)	97,581	130,183	130,000		
L016	Number of contacts through the Young People in Sport scheme (Quarterly)	38,800	52,950	55,000		
L017	Number of web enabled transactions in libraries (Quarterly)	132,893	179,220	168,690		
L018	Number of web enabled transactions in leisure (Quarterly)	20,904	30,690	27,000		
L019	Number of items borrowed from library service (Quarterly)	377,736	496,212	509,000		
L020	Number of people enrolled in the Leisure Saver Scheme (Quarterly)	577	517	520		
L035	Income from Leisure Facilities (Quarterly)	7,369,000	9,980,000	10,036,000		
L151	Number of visits to libraries (Quarterly)	251,261	328,237	383,000		
Performance and Resources - Quarterly						
L187	Percentage of the daily planning, building control and enforcement applications scanned and indexed by the end of the next working day (Quarterly)	99.9%	100.0%	97.0%		
L223	Number of e+ smart cards issued or reissued (Quarterly)	1,621	1,968	No target set	N/A	
Planning, Transport & Countryside - Quarterly						
NI154	Net additional homes provided (Quarterly)	161	336	522		
NI157a	Percentage of major applications determined in 13 weeks (Quarterly)	93%	85%	80%		
NI157b	Percentage of minor applications determined in 8 weeks (Quarterly)	92%	78%	80%		
NI157c	Percentage of other applications determined in 8 weeks or within an agreed extension of time period (Quarterly)	96%	95%	80%		
L008	Number of planning applications received to date (Quarterly)	241	222	No target set	N/A	
L009	Number of full search requests received (Quarterly)	322	464	No target set	N/A	
L014	Number of people slightly injured in road traffic accidents in the preceding 12 months (percentage change) (Quarterly)	-23.1%	-3.3%	No target set	N/A	
L046	Percentage of full searches answered in 10 working days (Quarterly)	100%	100%	90%		
L175 q	People killed or seriously injured in road traffic accidents in the preceding 12 months (percentage	0.0%	-2.8%	No target set	N/A	

UNRESTRICTED

Ref	Short Description	Previous Figure Q3 2015/16	Current figure Q4 2015/16	Current Target	Current Status	Comparison with same period in previous year
	change) (Quarterly)					
L196	Number of planning enforcement cases opened (quarterly)	65	63	No target set	N/A	
L197	Number of planning enforcement cases closed (quarterly)	34	45	No target set	N/A	
L241	Income from CIL (Quarterly)	16,405	290,548	No target set	N/A	

Annual indicators

Ind Ref	Short Description	Previous figure 2014/15	Current figure 2015/16	Current target	Current status	Comparison with same period in previous year
Environment & Public Protection - Annual						
NI168	Principal roads where maintenance should be considered (Annually)	9%	3%	7%		
NI169	Non-principal classified roads where maintenance should be considered (Annually)	7%	4%	6%		
NI196	Improved street and environmental cleanliness -- fly tipping (Annually)	2	2	2		
L200	Percentage of the Borough's households participating in recycling (Annual)	82%	88%	80%		
Leisure and Culture - Annual						
L227	Annual volunteer hours contributed to parks and open spaces (Annually)	5,580	5,317	5,000		
L228	Annual volunteer hours for the library service (Annually)	4,527	5,490	2,800		
L230	Number of occasions when users access WiFi in libraries (Annually)	23,761	18,974	10,000		
Planning, Transport & Countryside - Annual						
NI154	Net additional homes provided (Annually)	375	336	495		
NI167	Congestion - average journey time per mile during the morning peak (Annually)	N/A	Data due May 2016	No target set	N/A	
L160	Supply of ready to develop housing sites (Annually)	4.8	< 5 years	5.0		
L175 a	People killed or seriously injured in road traffic accidents in the preceding 12 months (percentage change) (Annually)	5.0%	0.0%	No target set	N/A	
L181	Percentage of appeals dismissed (Annually)	N/A	16%	66%		

Traffic Lights		Comparison with same period in previous year	
Compares current performance to target		Identifies direction of travel compared to same point in previous quarter	
	Achieved target or within 5% of target		Performance has improved
	Between 5% and 10% away from target		Performance sustained
	More than 10% away from target		Performance has declined

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

Ind Ref	Short Description	Quarter due
NI197	Improved local biodiversity -- proportion of local sites where positive conservation management has been or is being implemented	Q2

Section 3: Complaints and compliments

Corporate Complaints received

The following table excludes Stage 1 complaints and those complaints which are dealt with through separate appeals processes. It should also be noted that complaints which move through the different stages are recorded separately at each stage.

Stage	New complaints activity in quarter 4	Complaints activity year to date	Outcome of total complaints activity year to date
Stage 2	4	8	Q1 3 - not upheld
			Q2 None
			Q3 1 – not upheld
			Q4 4 – not upheld
Stage 3	None	4	Q1 1 - not upheld
			Q2 1 - partially upheld
			Q3 1 - not upheld; 1 - ongoing
			Q4 1 - ongoing
Local Government Ombudsman	None	8	Q1 2 - not upheld
			Q2 3 - not upheld
			Q3 3 - ongoing
			Q4 1 - upheld, maladministration, no injustice; 1 – not upheld; 1 - ongoing
TOTAL	4	20	

Nature of complaints/ Actions taken/ Lessons learnt:

- Planning applications
- Parking issues
- Refuse collection
- Coral Reef junction works

Compliments received

In the quarter, the Department received 40 (58 last quarter) compliments as follows:

- Environment and Public Protection = 21
- Leisure and Culture = 18
- Performance and Resources = 0
- Planning and Transport = 1

The nature of the compliments received in the quarter related to:

UNRESTRICTED

- Quality of swimming pool
- Fitness session at Bracknell Leisure Centre
- Trading Standards advice and support
- Recycling collected efficiently
- Disabled Facilities Grant
- Quality of events at Easthampstead Park Conference Centre
- Quality of works and grounds at Cemetery and Crematorium
- Installation of traffic lights on roundabout

Section 4: People

Staffing Levels

	Establishment Posts	Staffing Full Time	Staffing Part Time	Total Posts FTE	Vacant Posts	Vacancy Rate
Directorate (DMT plus PA's)	8	8	0	8.00	0	0.00%
Environment & Public Protection	73	60	10	66.23	3	4.11%
Leisure & Culture	368	140	188	221.88	40	10.87%
Performance & Resources	32	26	3	28.20	3	9.38%
Planning & Transport	99	73	17	84.45	9	9.09%
Department Totals	580	307	218	408.76	55	9.48%

Staff Turnover

For the quarter ending	31 March 2016	3.89%
For the last four quarters	1 April 2015 – 31 March 2016	10.78%

Turnover – comparator data	
Total voluntary turnover for BFC, 2014/15:	13.4%
Average UK voluntary turnover 2014:	12.8%
Average Local Government England voluntary turnover 2014:	12.7%

(Source: XPerHR Staff Turnover Rates and Cost Survey 2014 and LGA Workforce Survey 2013/14)

Comments:

The vacancy rate has increased from 7.34% last quarter to 9.48% this quarter. This is due to there being 10 more vacancies compared to last quarter (45).

Quarterly staff turnover has increased this quarter as there are 16 more leavers this quarter compared to last quarter.

Annual staff turnover has increased this quarter as there were more leavers in the last four quarters (61) compared to the four quarters ending 31 December 2015 (50).

Staff Sickness

Section	Total staff	Number of days sickness	Quarter 4 average per employee	2015/16 annual average per employee
Directorate	8	1.5	0.19	0.19
Environment & Public Protection	70	159.5	2.28	6.33
Leisure & Culture	328	560	1.71	5.88
Performance & Resources	29	14	0.48	2.10
Planning & Transportation	90	157	1.74	5.29
Department Totals (Q4)	525	892	1.70	
Totals (15/16)		2910		5.54

Sickness – comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council 14/15	5.2 days
All local government employers 2014	7.9 days
All South East Employers 2014	N/A

(Source: Chartered Institute of Personnel and Development Absence Management survey 2014)

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

Comments:

Sickness this quarter has increased compared to last quarter (819 days), which is mainly due to an increase in short-term sick (593 days this quarter) compared to last quarter (496 days). Long-term sick decreased slightly (299 days this quarter) compared to last quarter (323 days). This quarter's split between short term and long term (66.48%: 33.52%) does not conform with normal sickness levels (around 50:50 split). The annual average per employee is slightly higher than the projected figure last quarter (4.47 days). It should be noted that 9 employees who were on long-term sick this quarter returned to work before the end of this quarter.

Section 5: Progress against Medium Term Objectives and Key Actions

Progress has been monitored against the sub-actions, supporting the Key Actions contained in the Environment, Culture & Communities Service Plan for 2015 - 16. This contains 62 actions to be completed in support of 9 Medium Term Objectives. Annex A provides detailed information on progress against each of these actions.

Overall 8 actions were completed at the end of the quarter () , while 41 actions are on schedule () and 11 were causing concern ( and ). 2 actions were .

The 11 actions that are causing concern are:

Ref	Action		Progress
1.3.2	Work with BRP and other proponents to secure the necessary regulatory approvals to deliver town centre regeneration.		Work continues on discharging conditions and S106 requirements, and considering smaller detailed applications
1.5.3	Design and implement further town centre related junction improvements.		Work underway on Millennium Way and Weather Way. Programming of future schemes agreed some delays to Millennium Way works due to unforeseen circumstances.
1.8.4	Design and implement further town centre public realm improvements.		Work continues on the approval of the Public Realm Design Strategy and the 278 works which cover the design of the key town centre spaces. The spaces will be implemented as the development of the scheme progresses.
2.1.7	Agree an approach to minerals and waste planning with partner Councils through the production of a new strategy		Cross boundary approach is being discussed with external providers.
2.3.4	Produce guidance in line with the introduction of the 5 year land supply		Latest version of five year supply is published on the Council website. Final Berkshire-wide SHMA has been published and figures used to produce revised 5 year supply.
3.4.1	Work with partner agencies to improve energy efficiency in existing homes		Working with Green Deal Assessors/Installers/Providers to implement Green Deal Communities project (see sub-action 3.6.1) Working with Environmental Health to offer Flexible Home Improvement Loans to qualifying residents. Monitoring new funding opportunities.
3.9.2	Increase the local recycling rate and reduce landfill		Full year results not due until end of June 2016. Indications are that

Ref	Action		Progress
			recycling will be down on 2014/15 but higher than 2013/14 and a similar pattern for landfill which is likely to be up on last year. This is a trend for all re3 councils and nationally.
6.6.1	Complete the designs and award contract for the transformation of Coral Reef		Shortlisted contractors have requested two extensions of time in order to fully respond to this complex tender. The tender return date is now the 11th April.
9.2.7	Deliver the Highways Capital Maintenance Programme to support the local economy		Major works completed on time. Minor works programme started on site 21st March with a view to completion by 22nd April 2016 - weather permitting.
10.1.4	Undertake housing needs survey to ensure provision of a range of appropriate housing (including gypsy sites)		Gypsy & Traveller assessment is being revised in line with change in government definition. Final SHMA has been published for Berkshire.
11.1.14	Procure new Leisure Management System		Preferred supplier redeveloping online module for June 2016 before main implementation begins.

Section 6: Money

Revenue Budget

The original cash budget for the department was £33.947. Net transfers of £0.473m have been made bringing the current approved cash budget to £34.420m. A detailed analysis of the budget changes this quarter is available in Annex B Table 1.

The forecast outturn for the department is £33.463m (£0.957m below the current approved cash budget). A detailed analysis of this variance for the quarter is available in Annex B Table 2.

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

Capital Budget

The Committee's capital budget for the year was set at £13,978,000. This included £9,181,000 of externally funded schemes. A sum of £100,000 Section 106 monies for Highway Maintenance works was not required and the budget was adjusted accordingly.

A carry forward of £7,814,800 from 2014/15 was approved, an in year virement of £53,600 from revenue for the purchase of blue & green bins, approved invest to save schemes of £58,000 for the migration of software to a new supplier, £45,000 for an outdoor wedding venue at Easthampstead Park, and £30,000 for a golf simulator, £120,000 from Bracknell Forest Homes for resident street parking schemes and Section 106 monies of £95,000 for SPA mitigation making an available spend of £22,094,400.

The department currently anticipates around 77.4% of the total approved budget to be spent by the end of the financial year, since there are a number of budgets, including the Town Centre highway works, Coral Reef roof replacement and Warfield Link Road which are not planned to be spent in this financial year. A detailed list of schemes together with their approved budget and forecast spend is available in Annex B Table 3.

Section 7: Forward Look

ENVIRONMENT AND PUBLIC PROTECTION

Emergency Planning & Business Continuity

- The town centre incident management/emergency procedures plans are to be reviewed to reflect the needs of the new town centre.

Environmental Services (Inc Waste, Street Cleansing and Landscape)

- The waste team will be fully back to strength when the Waste & Recycling Manager returns from maternity leave in mid-May. The focus will be on further engagement with residents through summer roadshows, schools visits, community talks working with housing associations and door knocking. re3 is also backing this up with information via posters, social media and online to encourage residents to recycle more and waste less.
- The Continental Landscapes community initiative this year will be to spruce up the public realm elements supporting the Great Hollands shops which will start by June.
- Improvements to the Corporate CRM system are due to go live. These have all been made following learning from Street Cleaning and Grounds Maintenance as the first part of the contract to use the new CRM.

Highways Asset Management

- Preparatory works for re-surfacing the A322 Bagshot Road between the Hilton and Coral Reef junctions are already complete. Works are programmed to begin (at night) on the 18th April 2016 and are expected to take four weeks to complete. This will complete the programme of work for this junction.
- The Council has been awarded £101,000 by DfT from this years Pothole Action Fund and a further £95,000 from the Efficiency Funding. Both grants will help support the re-surfacing programmes that will commence during the quarter.
- Works installing LED lanterns to the street lights are expected to begin on site in the summer following technical approval of the proposals submitted by lantern and central management system suppliers.

Regulatory Services (Trading Standards, Licensing, Environmental Health)

- During the next quarter work will be completed on statutory plans for health and safety and food safety work to be undertaken by the Council in 2016-17. Where CCTV is used within a Taxi or Private Hire Vehicle, there is a need to ensure that the data collected is stored and used in a manner which is compatible with the Human Rights Legislation.
- A public consultation on whether such data should be protected by the use of conditions attached to the grant of a Taxi licence closes on 17 April 2016. The results of this consultation will be reported to the Licensing and Safety Committee in June. They will consider if it is appropriate to restrict the use of CCTV within Taxis to those that comply with licence conditions.
- National reports into events of Child Sexual Exploitation (CSE) have identified that Taxis have commonly been used for the transportation of sexually exploited children. It has been agreed that the training of taxi drivers and operators to identify the signs of CSE and report these to the relevant agencies would assist in the detection and removal of predatory individuals or groups. Officers have approached other Berkshire authorities with a view to agree and set up a common training provision for the taxi trade which would benefit from economies of scale and consistency of knowledge and understanding. The results of these discussions will be reported back to the Licensing and Safety Committee and other interested groups.
- The Annual Air Quality Monitoring Report will be compiled during the next quarter and sent to DEFRA for comment.

Cemetery & Crematorium

- The men's toilets have now been refurbished and the feedback has been very supportive.
- The Chapel entrance doors are due to be replaced.

Re3

- The focus will be on the need to introduce new policies and practices with a view to reducing landfill costs and increasing recycling.

LEISURE AND CULTURE

Libraries

- The promotion of the Summer Reading Challenge will begin.
- Introduction of new ebook supplier.
- New coding club beginning at Bracknell Library.
- Activities supporting the community - CV writing, mindfulness, computer surgery, stop smoking clinic.

Leisure

- The Business Development team at Bracknell Leisure Centre is busy promoting the Platinum Membership scheme
- Preparations for the 32nd Bracknell Half Marathon will be completed ready for the event on May 8th.

Parks and Countryside

Community involvement

Examples of volunteering and public events in the next quarter include:

- Inspection of Public Rights of Way by Volunteer Path Wardens.
- Regular task days with Bracknell Conservation Volunteers (BCVs).
- Volunteer gardening groups; at Lily Hill Park every Thursday morning and at South Hill Park every Wednesday morning (both 10am – 12 noon). These provide opportunities for the community to learn new skills, meet new people and contribute to the garden maintenance of the park.
- Involvement of individual volunteers from local schools and colleges to assist with site conservation work.
- Events including a Take Pride litter pick at South Hill Park, traditional farm management at Larks Hill, newt surveys at The Newt Reserve and a Wildfire Awareness 'partnership' event (on the 1st June) at The Look Out Discovery Centre.

South Hill Park

- The new fixed orienteering course, which was installed with the help of the Berkshire Orienteers, will enter full use after a successful public launch. The public and various local groups have expressed an interest in getting more involved and a Discover Orienteering event is scheduled for 31 May, which will encourage people to try out the new course.
- Weekly sessions with the volunteer Gardening Group will continue to take place, along with separate work sessions held in conjunction with probation service for those undertaking Community Payback hours.
- The popular 'Walk with a Ranger' programme comes to South Hill Park grounds in June making a guided tour available to the public.

- Support to Bracknell Town Council is provided for community litter picks, linked to 'Clean for the Queen' which will culminate at the park.

Biodiversity

- The newly appointed Biodiversity Officer will commence in post in late April, where they will enter into a period of induction and being introduced to the various council departments and ongoing projects that the role will liaise with and be responsible for delivering.

Suitable Alternative Natural Green Spaces (SANGs)

These are open spaces that are being enhanced to attract more visitors by providing an enjoyable natural environment for recreation as an alternative to the Thames Basin Heaths Special Protection Area (SPA). Accessibility improvement works planned include:

- Finalising the design of a proposed surfaced path at Shepherd Meadows, using information provided from the path survey work carried out and submitting a flood risk assessment to the Environment Agency.
- Progressing with the project to carry out access improvements at Ambarrow Court and Hill in partnership with The National Trust.

Local Plan Review and Quality Audits

- Working in liaison with Spatial Policy, quantity and quality audits of parks and open spaces are being carried out across the borough. These audits are being used to inform the Local Plan Review and to help prioritise site improvement works. Sites managed by P&C are being audited in-house. Data will be analysed from the consultant who has now completed audits on parish and town council managed open spaces and play areas, those managed by Bracknell Forest Homes, Berks, Bucks and Oxon Wildlife Trust, Forestry Commission, The Crown Estate and a proportion of other Borough Council sites.
- Specialist consultants have separately been commissioned to undertake sports quantity and quality audits and to prepare staged work on a Playing Pitch Strategy for the Borough. The initial work has been finalised with sporting governing bodies and a wider consultation with the local sporting groups and community providers will continue to be completed in the period.

Quality Awards

- Green Flag Award judges are due to visit Pope's Meadow, Shepherd Meadows/Sandhurst Memorial Park and Westmorland Park in May/June when they will be carrying out judging of these sites. The other 3 sites (Lily Hill Park, South Hill Park and Snaprails Park) will be subject to a mystery shop having achieved a high enough score in last year's application. All five sites currently hold Green Flag Awards, which means they are rated as some of the very best in the country.

Raising Quality Standards

A key priority of the Parks and Open Spaces Strategy is to sustain and raise quality standards of the borough's parks and open spaces. Quality improvements to open spaces and recreation are being funded using S106 developer contributions. Examples of work this quarter include:

- Decision pending for approval to allocate s106 money for quality improvements at World's End.
- Executive Work Plan reports are to be submitted for Beedon Drive (Great Hollands South), South Hill Park Education Trail (Old Bracknell) Sandhurst Memorial Park & Shepherd Meadows (Central Sandhurst/College Town) and Bill Hill (Wildridings and Central).

- Progression of Binfield Football Club application for a contribution of just over £42,000, potentially using open spaces and recreation contributions and one built sport contribution.
- A new boardwalk and path at the Newt Reserve will make the beginnings of a link between the residential estate near Goddard Way and Gough's Lane. This will improve access links across a number of green spaces in the north of the borough.

Public Rights of Way (ProW)

- Work continues with the Ramblers Association and the South East Berkshire Ramblers to improve accessibility of Public Footpaths, which meets targets set out in the Bracknell Forest Rights of Way Improvement Plan (ROWIP). This involves replacing the older “step over” or “squeeze” stiles with new metal or wooden kissing gates.
- A cross-boundary bridleway proposal (from Sandhurst FP12 to Finchampstead FP20) is to be assessed in conjunction with Wokingham Borough Council.

Trees

- The survey of trees alongside highway priority routes has been completed as part of the driven inspection protocol. The process of notifying private tree owners of any significant defects on their trees and completing the required works to council owned trees will follow on this quarter.

The year three components of the five year cycle of walked inspections are almost complete, with quotes for the required works being received and collated this period.

New Sites:

- **Jennett's Park** - Instructions have been issued to proceed with the transfer of Jennett's Hill open space, Tarman's Copse, and the green corridors. Lease boundaries have been agreed for two smaller open spaces with underground retention tanks beneath, which the developers will transfer to Thames Water, and the Council will then lease from Thames Water. The first of these leases is due to be completed this quarter.
- **The Parks** - Instructions have been issued to proceed with the land transfer of the tennis courts and multi-use games area. Work will continue to improve the condition of the new grass pitches and the artificial cricket wicket is to be re-laid. Transfer of the large public open space to the council will proceed when the sports pitches are in a useable condition, and footpath connections have been completed by Taylor Wimpey.

PLANNING AND TRANSPORT

Building Control

- The current recruitment process to cover a retirement in the team has been unsuccessful and is placing additional strain on the remaining team. This is a reflection of the issue of recruiting in Building Control nationally. Solutions such as advertising nationally are being explored.
- Work continues to develop the mobile working solution.

Land Charges

- The Land Registry intends to release a consultation on its takeover of the Local Land Charges Register some time in 2016. This is with a view for the migration of the LLCR to

commence at the end of 2017 with all local authority registers having been transferred by sometime in 2023. Until the regulations have been consulted on, Land Registry is undecided as to the order in which transfers will take place. There is also to be a consultation on potential cost burdens associated with this transfer.

Planning

- CIL charging commenced on 6 April 2015 and Liability Notices have been issued totalling more than £4 million. The Council has also issued its first demand notices and received its first CIL payments. While little income is expected this year CIL will become a significant new source of funding for infrastructure to support growth in the Borough. Officers have also continued to liaise with Town and Parish Council on the alignment of spending of CIL receipts.
- Work is continuing on evidence gathering for the 'Comprehensive Local Plan' as specified in the Local Development Scheme. The strategic landscape study has been completed as has the draft SHMA. Further work is being commissioned on retail, a Green Belt review and the Functional Economic Market Area.
- Work from the Topic Papers presented to the Local Plan Working Group has been incorporated into a draft Issues and Options Consultation Document that is due to be considered at the May Executive meeting before public consultation in June and July.
- The Council has adopted the new Parking Standards SPD.
- 93% of all major applications, 92% of all minor application and 96% of other applications with an extension of time were determined within agreed timescales an increase on the last quarter. This is the second quarter in a row to have shown high levels (90 %+) of performance for all three of these indicators.
- Following the Council no longer being able to demonstrate a five year supply of housing land. Defending appeals will continue to place pressure on the resources of the planning service. Because of this there are some significant appeals including Locks Ride for which the hearing has been deferred and a second appeal at Tilehurst Lane for which the hearing has been held and the decision is awaited.
- The referendum has been held on the Binfield Neighbourhood Development Plan (NDP) following its examination. Following 82% of the those who voted being in favour of making the Plan it is due to be 'made' (brought into effect) at the April meeting of the Executive. It is the first NDP in the Borough to have progressed to this stage.
- Town Centre regeneration is moving forward with continued support from the planning and transport team dealing with applications, conditions, S278 agreements and S106 monitoring.

Transport Development Section

Work will continue on the design and implementation of the Integrated Transport schemes contained in the 2015/16 Capital Programme:

- The Speed Management Schemes in Old Wokingham Road is nearing completion and will continue into mid April
- Construction work will be completed on the Coral Reef Junction improvement scheme in Mid April which will be followed by 1 month of resurfacing works overnight.
- Work is now complete on the Bus Station refurbishment. Station Green works have started and will continue into May.
- The Ringmead footway/cycleway scheme is nearing completion but will continue throughout April
- The first phase of new LED school flashing lights and warning signs has been completed and phase 2 will continue this year

- Off-site highway works associated with the Town Centre Regeneration will continue on Millennium Way following delays due to statutory undertaker's equipment to provide a new junction to serve the new multi-storey car park. Work will also continue on Weather Way to provide access to the service yard for the new Fenwick's store. The greening works on The Ring at the entrance to Charles Square car park has commenced.
- Work will continue on the development of a package of highway improvements along the A3095 to submit to the LEP for possible Growth Deal 3 funding. Designs will be finalised for the A329 business plan to be submitted to the LEP for financial approval.
- The new 2036 forecast model will be complete and work can begin on assessing the level accessibility of potential new sites beyond 2026
- Road Safety Education Training and Publicity work continues, including a programme of delivery to schools, colleges, businesses and the general public.
- Significant Utility, Highway Authority and Developer major projects are being planned which will involve detailed planning and co-ordination in order to minimise road congestion and resident disruption. These include;
 - Opladen Way new large diameter water main – South East Water (SEW) programmed for Summer 2016 – Spring 2017;
 - Upper Broadmoor Rd, Crowthorne replacement of gas mains – SGN;
 - A322 Bagshot Rd, Hilton Roundabout to Coral Reef April 2016 significant resurfacing;
 - High Street, Crowthorne remedial works to SGN gas main reinstatement (currently being scoped).
 - Replacement of aged Traffic Signal infrastructure at Downshire Way (Bus Crossing) and Crowthorne Road junction with Longhill Road.
 - North Ascot – Affinity Water mains replacement works April to August.
 - Warfield – SEW meter installation scheme.
 - London Rd, Binfield – Access works for Bellway Homes development including off peak lane closures.
 - Forest Rd, Warfield – Road realignment for Bewley Homes development including Road Closure.

Divisional Changes

From April 2016 Parks and Countryside will become part of the division which is to be known as Planning Transport and Countryside.

PERFORMANCE & RESOURCES

E+ Team

- A Prize Draw will be running on the Rewards Portal from April to June to promote recycling and the incentive scheme.
- The new online e+ Discount Directory will allow local traders to register themselves online, set up and manage multiple offers and set their own offer expiry dates.
- The e+ Prepaid debit card banking system for Direct Payments will continue being rolled out.
- The e+ Prepaid debit card banking system will be extended to manage funds under the Deputyship & Appointeeship service.
- RBus journey payments and recording will be managed online through Smart Connect
- CTPLD will use e+ cards on tablets to manage payments and transaction recording for off-site managed leisure activities

Finance

- In addition to the core functions of accounting, budget monitoring, financial advice and debt control the main tasks in the quarter are to build the budgets ready for updating the general ledger with the 2016/17 capital and revenue budgets and to start preparing for closure of the 2015/16 accounts.

Human Resources

- Training for Implementation of ITrent Recruitment Module
- Support on various restructures across department
- Mentoring – supporting the second cross department mentoring scheme (CS and ECC)
- Support for Corporate vacancy management
- Support for appraisals within department

Business Systems

- EDRMS modules for Highways Adoptions and Street Naming and Numbering have been implemented. The central scanning team are working closely with the business areas to implement processes and service standards.
- A project to move M3 systems and data over to Uniform is well underway and configuration is nearing completion. EDRMS modules for all of these new service areas have been installed into test to be reviewed and configured for the live system.
- The web team will maintain the department's public website content, its online forms and processes. It will also contribute to the corporate CRM project by creating new online processes, work with the Digital Services Team in the redevelopment of the public website, improve the accessibility and usability of the current website and work with others to create online consultations.
- The GIS & Gazetteer team will be completing the procurement process to acquire a new Corporate GIS system and starting implementation during Spring/Summer 2016. New server and desktop GIS software will be installed and configured and a new range of intranet based GIS services for staff will be created and launched along with a replacement GIS viewer for the public website. Regular map and data requests to support the work of the department will also be completed.
- Work continues on the document management solution for Transport Development with a test system currently being configured. The preferred supplier the new leisure booking system is redeveloping the online module of their software, due to be delivered in June 2016, before implementation of the new system begins.
- Work has started on procuring self-issue kiosks for Bracknell library and a new leisure catering system to replace the one that will no longer be supported in March 2017.
- Work continues on the project to migrate regulatory service from their current IT system M3 to Uniform. Configuration of test system, mapping of existing data for migration and creation of document templates are the priority this quarter.
- The business support team will be upgrading the land charges system, TLC, to handle the new CON29 form going live nationally on 4th July 2016 and upgrading the online library catalogue, Prism Pro, to provide an online facility for the public to make stock suggestions and improved book jacket information.

Annex A: Progress on Key Actions

Sub-Action	Due Date	Owner	Status	Comments
MTO 1: Re-generate Bracknell Town Centre				
1.3 Deliver the framework which enables regeneration of Bracknell Town Centre				
1.3.2 Work with BRP and other proponents to secure the necessary regulatory approvals to deliver town centre regeneration	31/03/2016	ECC		Work continues on discharging conditions and S106 requirements, and considering smaller detailed applications
1.5 Undertake highway improvement works to enhance accessibility to the town centre				
1.5.1 Implement modelling work to support the development of a transport network to accommodate planned growth	31/03/2016	ECC		Multi-modal model now validated with new base year. Modelling work continues to inform future transport requirements.
1.5.2 Complete construction of improvements to Bracknell Bus Station	31/03/2016	ECC		The scheme is now complete
1.5.3 Design and implement further town centre related junction improvements	31/03/2016	ECC		Work underway on Millennium Way and Weather Way. Programming of future schemes agreed some delays to Millennium Way works due to unforeseen circumstances
1.5.4 Design and implement highway works off site to facilitate regeneration	31/03/2016	ECC		Highway works associated with town centre regeneration continue. Further schemes are programmed and subject to detailed design and implementation.
1.8 Deliver high quality public realm and public spaces				
1.8.1 Implement improvements to Town Centre car parks as part of an on-going programme	31/03/2016	ECC		Doors to car park complete, rewiring ahead of schedule. Quotes being sought for new toilets and painting. External works commenced
1.8.3 Work with BRP to deliver enhanced environmental improvements to the town centre	31/03/2016	ECC		Works underway and on schedule in both the canyon and Charles Square entrance.
1.8.4 Design and implement further town centre public realm improvements	31/03/2016	ECC		Work continues on the approval of the Public Realm Design Strategy and the 278 works which cover the design of the key town centre spaces. The spaces will be implemented as the development of the scheme progresses
MTO 2: Protect communities by strong planning policies				
Sub-Action	Due Date	Owner	Status	Comments
2.1 Deliver the Local Development Scheme, including agreeing the Site				

Sub-Action	Due Date	Owner	Status	Comments
Allocations Local Plan (SALP) as soon as possible and completing a review of the Core Strategy (expected to run from 2016-2031)				
2.1.1 Develop proposals to review the Core Strategy/Local Plan Review as part of a revised Local Development Scheme in line with National Planning Policy Framework (NPPF)	31/03/2016	ECC		Draft Issues & Options consultation document produced. Draft green belt study produced.
2.1.2 Secure the production of Master plans for the five major sites identified in the Site Allocations Local Plan (SALP) - South Warfield, Amen Corner North and South, TRL and Blue Mountain	31/03/2016	ECC		Blue Mountain master plan forms part of current application. Warfield area 1 progressing in part with consortium of developers and support from ATLAS. Limited progress on Warfield Area 3.
2.1.3 Develop a Gypsy and Traveller Local Plan	31/03/2016	ECC		Work on this plan has ceased and work will now be undertaken on this topic as part of the development of a Comprehensive Local Plan.
2.1.4 Develop a Development Management Local Plan	31/03/2016	ECC		Work on this plan has ceased and work will now be undertaken on this topic as part of the development of a Comprehensive Local Plan.
2.1.5 Support neighbourhood planning to enable grant funding to be secured	31/03/2016	ECC		Binfield NDP referendum completed and being report prepared for Making the Plan. Winkfield and Sandhurst being designated. Designation application received for Crowthorne.
2.1.6 Complete parking standards survey and implement parking strategy	31/03/2016	ECC		Parking Standards SPD adopted in March
2.1.7 Agree an approach to minerals and waste planning with partner Councils through the production of a new strategy	31/03/2016	ECC		Cross boundary approach is being discussed with external providers.
2.1.8 Work with land owners and developers to bring forward the delivery of strategic housing sites across the borough	31/03/2016	ECC		Further work towards submission of linked applications at Warfield, application submitted for Blue Mountain. Primary school nearing completion at Warfield.
2.3 Ensure infrastructure is delivered alongside new development to the benefit of the whole community, by introducing Infrastructure Delivery Plans, which residents contribute to, in support of any approved planning policy document				
2.3.1 Review and implement the	31/03/2016	ECC		Application submitted for Blue Mountain. New primary school nearing completion at Warfield.

Sub-Action	Due Date	Owner	Status	Comments
Infrastructure Delivery Plan developed as part of SALP				Coral Reef junction completed ahead of schedule.
2.3.2 Negotiate s106 agreements on appropriate sites	31/03/2016	ECC		S106 continuing to be secured. Since introduction of CIL S106 is focused mainly on SANG and affordable housing.
2.3.3 Produce guidance in line with the introduction of Community Infrastructure Levy (CIL) and new S106 agreements	31/03/2016	ECC		guidance produced in the form of revised & new information on the Council's Planning Policy public web site with advice on CIL charging across the Borough & changes to S106 requirements on CIL coming into effect from 6th April 2015. Action completed
2.3.4 Produce guidance in line with the introduction of the 5 year land supply	31/03/2016	ECC		Latest version of five year supply is published on the Council website. Final Berkshire-wide SHMA has been published and figures used to produce revised 5 year supply.
2.3.5 Implement the Borough wide CIL (subject to approval)	31/03/2016	ECC		Resolved by Council on 25 February 2015. Borough-wide CIL charging has been implemented & on came into effect on 6th April 2015. Action completed.
2.4 Continue to protect our green belt and avoid coalescence of existing communities consistent with the NPPF				
2.4.1 Implement policies to protect the green belt and monitor their effectiveness	31/03/2016	ECC		Council continues to apply policies in the Development Plan and NPPF. Green belt review study commissioned from AMEC. Draft review has been received.
2.5 Take strong enforcement action against those that do not comply with planning law				
2.5.1 Prepare and adopt a Local Enforcement Plan which continues to prioritise enforcement action applying available resources to 'most serious' cases	31/08/2015	ECC		Local Enforcement Plan adopted by Executive and now being implemented.
MTO 3: Keep Bracknell Forest clean and green				
Sub-Action	Due Date	Owner	Status	Comments
3.1 Maintain our open spaces to a high standard				
3.1.1 Maintain our green flag status on the four existing sites	31/03/2016	ECC		Green Flag Awards have been retained by South Hill Park, Lily Hill Park, Popes Meadow and Shepherd Meadows/Sandhurst Memorial Park, and a new Green Flag Award has been secured by Snaprails Park.
3.1.2 Take action against those that do not	31/03/2016	ECC		55 complaints were received relating to the dumping of rubbish and 11 notices were

Sub-Action	Due Date	Owner	Status	Comments
comply with environmental legislation, e.g. fly tipping, scrap metal dealers				served requiring its removal
3.1.3 Maintain environmental amenity land across the whole of the borough according to contract specification	31/03/2016	ECC		High standard of quality of work found during weekly inspections of Street Cleansing contract throughout the year - 100% met standard. Only 2 below standard in Grounds maintenance works inspected - rectified immediately.
3.2 Implement Parks Quality Improvement Programme				
3.2.1 Raise quality standards at five sites (Westmorland Park, Snaprails Park, Bracknell Footpath 5, Blackmoor Pond, Edmonds Green and Lane)	31/03/2016	ECC		Works on the above referenced sites have been completed. Quality improvements completed in 2015/16 include Farley Wood, Longhill Park and Wick Hill. •Work completed at Wick Hill Woodland includes new pathways/ bird and bat boxes/ scrub (rhododendron and laurel) clearance and pond •An Executive Work Plan report (EWP) ongoing for a project at World's End, which will see tree safety work, new planting, provision of new seating and meadow establishment. •EWP reports have been prepared for Beedon Drive, South Hill Park (Access and Education Trail), Sandhurst Memorial Park & Shepherd Meadows (Interpretation provision). •EWP in progress for Binfield Football Club application for a contribution of just over £42,000, potentially using open spaces and recreation contributions and one built sport contribution.
3.2.2 Deliver the Parks and Open Spaces Strategy	31/03/2016	ECC		The Action Plan within Parks and Open Spaces Strategy is being used to support management and development of recreational green space. Key priorities are being successfully implemented.
3.2.3 Implement improvement works to Suitable Alternative Natural Greenspaces (SANGS) in accordance with the agreed work programme	31/03/2016	ECC		Site works are being delivered in accordance with the approved SANG enhancement plans. Various works completed with the approved additional spend to deliver: Horseshoe Lake •New path installed to link up existing surfaced paths •Extension and improvement to car park, creating more room. Shepherd Meadows •Bank repair works along the River Blackwater Garth Meadow/Anneforde Place •Bridge re-surfaced. •Decorative panels installed Englemere Pond •Heather scraping and new pond •Scrub clearance from the reedbed •Timline green entrance surface improvements
3.3 Increase the amount of green space that is accessible to residents				
3.3.1 Transfer land into public ownership including Jennetts Hill and The Parks	31/03/2016	ECC		A transfer plan for Jennett's Hill open space has been agreed and instructions issued to Legal Services to proceed with the transfer. Instructions to complete the transfer of Tarman's Copse and its buffer are also in

Sub-Action	Due Date	Owner	Status	Comments
				place. Legal work is also underway to complete leases with Thames Water for two areas of open space located over underground surface water retention tanks. At The Parks, the Tennis courts and multi-use games court have been completed by Taylor Wimpey and a pre-transfer inspection completed. Instructions have been issued to proceed with the transfer of these facilities, which adjoin the community centre, pavilion and car park previously transferred to the Council. The transfer of the large open space should be completed in 2016/17, subject to the pre-condition that the sports pitches are in a satisfactory (playable) condition.
3.4 Reduce energy consumption in the Borough				
3.4.1 Work with partner agencies to improve energy efficiency in existing homes	31/03/2016	ECC		Working with Green Deal Assessors/Installers/Providers to implement Green Deal Communities project (see sub-action 3.6.1) Working with Environmental Health to offer Flexible Home Improvement Loans to qualifying residents. Monitoring new funding opportunities.
3.4.2 Implement a programme to install LED street lighting	31/03/2016	ECC		LED invests to save bid approved by Council. Installation programmes continue on site
3.6 Help people improve the energy efficiency of their homes				
3.6.1 Support the Green Deal and Energy Company Obligation through marketing and communication with local residents	31/03/2016	ECC		The figures are 276 installations completed (with 480 measures installed) total value £1,766,888. All works now completed.
3.7 Help people to get their energy from sustainable sources				
3.7.1 Promote renewable and low carbon energy systems to local residents through marketing and communication	31/03/2016	ECC		We now have 806 installed domestic installed pv systems and 7 commercial. 32 installed in the last quarter.
3.8 Monitor and respond to the impact of severe weather conditions				
3.8.1 Implement agreed plans to respond to severe weather conditions	31/03/2016	ECC		Plans in place. Highways Winter Service plan operational as required. No significant weather events to cause impact in Q4.
3.9 Reduce waste to landfill				
3.9.1 Expand and develop the recycling reward scheme	31/03/2016	ECC		Participation in scheme continues to steadily increase and over full year over 1300 new members joined the scheme giving a total of 12892 participants.
3.9.2 Increase the local recycling rate and reduce landfill	31/03/2016	ECC		Full year results not due until end of June 2016. Indications are that recycling will be down on 2014/15 but higher than 2013/14 and

Sub-Action	Due Date	Owner	Status	Comments
				a similar pattern for landfill which is likely to be up on last year. This is a trend for all re3 councils and nationally.
MTO 5: Work with schools and partners to educate and develop our children, young people and adults as lifelong learners				
Sub-Action	Due Date	Owner	Status	Comments
5.11 Ensure systems in place for effective pupil and school place planning				
5.11.5 Provide planning and transport advice & support towards new and improved educational facilities across the Borough	31/03/2016	ECC		Work continues with education to support the delivery of new and expanded schools. In particular a great deal of support is being provided on an ongoing basis to the Binfield Learning Village Project.
MTO 6: Support Opportunities for Health and Wellbeing				
Sub-Action	Due Date	Owner	Status	Comments
6.6 Support sports activities and facilities within the borough				
6.6.1 Complete the designs and award contract for the transformation of Coral Reef	31/03/2016	ECC		Shortlisted contractors have requested two extensions of time in order to fully respond to this complex tender. The tender return date is now the 11th April.
6.7 Recognise the value libraries play in our communities				
6.7.4 Facilitate the development and opening of a new Community Centre and Library at Harmans Water	31/03/2016	ECC		This is a corporate services led project which is at a very early inception phase.
6.7.5 Complete the volunteering pilot project at Great Hollands Library	31/03/2016	ECC		This was a pilot to test the feasibility of the use of volunteers to provide longer opening hours. The project has now come to an end. We will look to utilise the experience gained in other libraries
6.8 Support health and wellbeing through Public Health				
6.8.5 Monitor and report air quality in the borough with particular reference to the implementation of the two current Air Quality Management Area action plans	31/03/2016	ECC		Monitoring has continued throughout Q4 – the next report to DEFRA is due to be submitted at the end of the next Quarter
6.8.6 Reduce the opportunity for the purchase of age restricted products by undertaking a programme of test purchasing and educational visits	31/03/2016	ECC		15 businesses were tested with no sales

Sub-Action	Due Date	Owner	Status	Comments
6.8.8 Pilot a public health check scheme at Bracknell Leisure Centre	31/03/2016	ECC		NHS Health Check sessions commenced 16th September 2015. 25x3 hour sessions (13 before Christmas, 12 in the New Year) have been delivered on a Wednesday at BLC (alternating weekly between am & pm time slots). Sessions delivered by Solutions4Health, who also administer the bookings. Appointments are free and last 20 minutes. To be eligible participants must be resident in BF, aged 40 to 74 and not previously diagnosed with certain conditions. Success of pilot will be reviewed with Health Team to determine need for any continuation.
6.8.9 Continue to assist the Council in maintaining a reducing casualty record by delivering road safety education into local communities through innovative education initiatives	31/03/2016	ECC		The data available for this quarter is currently limited to January 2016. However the rolling 12 months data does now confirm that the increase experienced in quarter 2 was an anomaly.
MTO 8: Work with the police and other partners to ensure Bracknell Forest remains a safe place				
Sub-Action	Due Date	Owner	Status	Comments
8.5 Improve the safety of our roads by improvements to the infrastructure and, where appropriate, by thorough speed enforcement				
8.5.1 Work in partnership with neighbouring authorities through groups like Safer Roads Berkshire to maximise the impact of road safety programmes and initiatives	31/03/2016	ECC		Partnership working continues.
8.5.2 Work with Thames Valley Police to manage effective speed enforcement	31/03/2016	ECC		Work continues on the identification of sites requiring police speed enforcement, alongside the introduction of targeted engineering schemes to manage speed.
MTO 9: Sustain the economic prosperity of the Borough				
Sub-Action	Due Date	Owner	Status	Comments
9.1 Contribute to the work of the Thames Valley Berkshire Local Enterprise Partnership, including the promotion of inward investment and support for existing firms				
9.1.2 Monitor the performance and effectiveness of street works permits	31/03/2016	ECC		In the fourth qtr. 2015/16 there were 1920 permit applications and 1470 permits were granted. In administering these permit applications 341 permit modification requests were issued requiring the applicant to

Sub-Action	Due Date	Owner	Status	Comments
				reconsider its working methods, timings or adding conditions to the permit. There were 450 refused permits predominantly due to clashes with other works and there were 229 permit variations granted. All permits were successfully processed within the statutory timeframes. Permit fee income for quarter 4 = £48,516. There were a total of 25 offences committed during the quarter which were dealt with by Fixed Penalty Notice incurring revenue between £2000 & £3000 depending on speed of payment.
9.1.3 Implement the funded transport schemes as set out in the LEP programme	31/03/2016	ECC		Construction work continues on the Coral Reef junction is nearing completion, and Warfield link road and Bracknell Town Centre accessibility improvements are well advanced. All projects on programme.
9.2 Support the work of the Economic and Skills Partnership to sustain the local economy, in particular by co-ordinating the implementation of the Bracknell Forest Local Economic Development Strategy				
9.2.6 Continue to promote and support the Primary Authority Partnership and, by working with local businesses enable their compliance with legislative requirements	31/03/2016	ECC		No new partnerships this quarter. We presently have 9 Primary Authority companies
9.2.7 Deliver the Highways Capital Maintenance Programme to support the local economy	31/03/2016	ECC		Major works completed on time. Minor works programme started on site 21st March with a view to completion by 22nd April 2016 - weather permitting
9.2.8 Identify external funding opportunities to deliver major transport infrastructure	31/03/2016	ECC		The Division remains alert to bid opportunities through the DfT and LEP. Currently awaiting outcome of LEP scheme selection for bid submission to Government for Growth Deal 3 funding.
9.2.9 Develop and implement strategies that identify schemes which significantly contribute to the transport system, e.g. A329/A322 initiative	31/03/2016	ECC		The A322 corridor proposals continue to be implemented. The A329 Jennetts Park Roundabout traffic signal scheme was commissioned in November 2015 and the Coral Reef junction improvement is due to be completed in early April 2016. Further proposals for the A329 and A3095 are developing.
MTO 10: Encourage the provision of a range of appropriate housing				
Sub-Action	Due Date	Owner	Status	Comments
10.1 Ensure a supply of affordable homes				
10.1.1 Review the provision of the Disabled Facilities Grants (DFG)	31/03/2016	ECC		25 home adaptations were completed and a further 25 applications had grants approved

Sub-Action	Due Date	Owner	Status	Comments
10.1.2 Promote and develop flexible Home Improvement Loan Schemes	31/03/2016	ECC		There was one loan enquiry and two loans have been repaid this quarter
10.1.3 Ensure appropriate standards of accommodation in the private rented sector through appropriate enforcement and support to landlords.	31/03/2016	ECC		39 complaints have been received of which 9 are still under investigation. No formal notices have been served this quarter
10.1.4 Undertake housing needs survey to ensure provision of a range of appropriate housing (including gypsy sites)	31/03/2016	ECC		Gypsy & Traveller assessment is being revised in line with change in government definition. Final SHMA has been published for Berkshire.
10.1.5 Prepare a Strategic Housing Market Assessment in liaison with other Berkshire authorities	31/03/2016	ECC		Action complete.
MTO 11: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money				
Sub-Action	Due Date	Owner	Status	Comments
11.1 Ensure services use resources efficiently and ICT and other technologies to drive down costs				
11.1.13 Assess feasibility of self-service kiosks at Bracknell Leisure Centre	31/03/2016	ECC		Replacement of the Leisure Management System is continuing. Detailed discussions now ongoing with preferred supplier. The self-service functionality is included within the specification, and will be progressed as appropriate when new LMS is in place, hence this action status is shown as Green as it is tracking overall LMS progress. Aim is for new LMS system to go live during 2016 pending outcome of detailed discussions with supplier.
11.1.14 Procure new Leisure Management System	31/03/2016	ECC		Preferred supplier redeveloping online module for June 2016 before main implementation begins
11.8 Implement a programme of economies to reduce expenditure				
11.8.3 Expand the use of incentives for residents using the e+ scheme	31/03/2016	ECC		Prize Draw function going live 1st April
11.8.4 Implement the Electronic Document Management Strategy to enhance and extend document scanning	31/03/2016	ECC		EDRMS modules for Highways Adoptions and Street Naming and Numbering have been implemented. The central scanning team are working closely with the business areas to implement processes and service standards. Street Naming and Numbering now have a fully electronic process. Back scanning requirements are now being assessed. Work continues on defining an electronic document

Sub-Action	Due Date	Owner	Status	Comments
				management solution for the Transport Development team. A project to move M3 systems and data over to Uniform is well underway and configuration is nearing completion. EDRMS modules for all of these new service areas have been installed into test to be reviewed and configured for the live system.

Annex B: Financial Information

Budget Monitoring 2015-16

ENVIRONMENT, CULTURE & COMMUNITIES BUDGET MONITORING 2015/16						
	Net Original Budget	Virements & Budget C/fwds	Current Approved Budget	Departments Projected Outturn	Variance Over/(Under) Spend	Variance This Period
	2015/16					
	£000	£000	£000	£000	£000	£000
Director of Environment, Culture & Communities						
Director and Support	224	1	225	225	0	
Training, Marketing, Research & Development	19	0	19	19	0	
	243	1	244	244	0	0
Chief Officer Leisure & Culture						
Archives	112	0	112	92	-20	-20 8
South Hill Park	457	0	457	457	0	
Community Arts & Cultural Services	2	15	17	17	0	
Parks, Open Spaces & Countryside	1,239	45	1,284	1,319	35	
Sports Development & Community Recreation	80	0	80	80	0	
The Lock Out	-46	36	-10	-95	-85	-10 9
Edgbarrow / Sandhurst Sports Centres	164	0	164	164	0	
Bracknell Leisure Centre / Coral Reef	614	-54 a & b	560	633	73	
Hamanswater Swimming Pool	7	-1	6	6	0	
Easthampstead Park Conference Centre	223	-36	187	187	0	
Horseshoelake Water Sports	25	0	25	25	0	
Downshire Golf Complex	8	2	10	10	0	
Libraries	1,675	1	1,676	1,696	20	
	4,560	8	4,568	4,591	23	-30
Chief Officer Environment & Public Protection						
Waste Management	7,270	-51	7,219	6,734	-485	-417 1,4,8
Street Cleaning	793	-23	770	735	-35	
Highway Maintenance (Including Street Lighting)	4,482	87	4,569	4,609	40	
On/Off Street Parking	-1	0	-1	21	22	76 6
Easthampstead Park Cemetery and Crematorium	-977	1	-976	-1,090	-114	-39 2
Regulatory Services (Including Licensing)	1,051	28	1,079	1,079	0	
Emergency Planning	80	-13	67	67	0	
Parks, Open Spaces & Countryside	645	-11	634	591	-43	-13 10
Other	177	0	177	196	19	19 8
	13,520	18	13,538	12,942	-596	-374
Chief Officer Planning & Transport						
Transport Policy, Planning and Strategy	395	76	471	471	0	
Traffic Management and Road Safety	756	-69	687	686	-1	-1 8
Public Transport Subsidy including Concessionary Fares	1,646	112	1,758	1,668	-90	-36 3
Building Control	14	22	36	-51	-87	-35 5
Development Control	75	23	98	98	0	
Planning Policy (Including Local Transport Plan)	641	125 d	766	691	-75	-75 11, 14,15
Local Land Charges	-83	8	-75	-147	-72	-72 7
Environmental Initiatives	145	18 d	163	163	0	
Other	260	-16	244	244	0	
	3,849	299	4,148	3,823	-325	-219
Chief Officer Performance & Resources						
Departmental Management	490	112 d	602	602	0	
Departmental Support Services	1,036	8	1,044	1,028	-16	-16 12
Departmental Personnel Running Expenses	53	0	53	53	0	
Departmental Office Services Running Expenses	132	-15 c	117	89	-28	
Departmental IT Running Expenses	227	0	227	212	-15	-15 13
Smartcard	195	-1	194	194	0	
	2,133	104	2,237	2,178	-59	-31
Total Cash Budgets	24,305	430	24,735	23,778	-957	-654
Non Cash Budgets						
IAS19	773	0	773	773		
Corporate / Departmental Recharges	3,335	0	3,335	3,335	0	
Capital Charges	5,534	43 e	5,577	5,577		
	9,642	43	9,685	9,685	0	0
TOTAL ENVIRONMENT & LEISURE SERVICES	33,947	473	34,420	33,463	-957	-654
Memorandum item :-						
Devolved Staffing Budget			16,269	16,269	-16	-16 12

Annex B: Financial Information – Table 2

Virements

Note	Total	Explanation
	£'000	
	226	Virements Previously Reported
a	-13	Bracknell Leisure Centre - The cost of running the GP Referral scheme at the centre is to be transferred to Adult Social Care, Health & Housing.
b	56	Coral Reef - As a result of the closure of Coral Reef for the roof replacement and refurbishment works severance payments totalling £56,370 have been made, a virement for this sum is therefore requested from the Structural Changes Fund.
c	-1	Secure Waste - A corporate contract has now been let to cover secure waste from all Council buildings, the total cost of which will be paid corporately. Therefore a virement of the current budget within ECC of £660 is to be transferred to Corporate Services.
d	162	Staffing Budgets - As a result of restructuring in the department severance payments totalling £90,559 have been made, there is also payments in respect of pension capitalisation in the sum of £71,761, a virement in the sum of £162,320 is therefore requested from the Structural Changes Fund.
e	43	Capital Charges - Capital charges are notional charges to service accounts to reflect the cost of fixed assets used in providing services comprising of a charge for depreciation £5,576,720. This is an increase of £42,440 from that originally estimated.
	473	

Variances

Note	Reported variance	Explanation
	£'000	
	-303	Variances Previously Reported
1	-289	Waste Disposal - The dispute with the contractor over recycle income, as has been reported through emerging issues, has now been settled and the income due has now been received. The monies due to Bracknell was £581,000 of which £258,000 had already been accrued for, there were also further legal costs to be paid, the net additional income is £289,000.
2	-39	Cemetery & Crematorium - Income in the last 9 months has been greater than anticipated, and therefore it is estimated that the income target for the year will be exceeded by £100,000. In addition to this a national scheme set up to ensure that the abatement target set for the whole country is achieved, included a charge to be levied to Crematoria which had not yet abated, this was then to be paid to those Crematoria that had, Bracknell has now received a sum of £14,090, which had not been budgeted for. The total estimated additional income for the year is therefore £114,000, compared to the £75,000 previously reported.

3	-36	Concessionary Fares - The passenger numbers for the third quarter have now been received from the bus companies, which show a reduction in passenger numbers of 17.2% compared to the same period last year, this makes an overall reduction for the three quarters of 10.6%. It is therefore estimated that the annual saving will be £90,000 compared to the £54,000 previously reported.
4	-127	Waste Disposal - The actual costs for the third quarter of the waste PFI contract have now been received, which shows a saving for Bracknell of £127,000 compared to the estimated sums for this period. The main reason for this is a reduction in the tonnages of waste collected in the period October to December compared to that originally estimated.
5	-35	Building Control - Income has continued to be above that estimated and there have been savings in staffing costs due to a retirement and a reduction in hours within the section. The estimated net saving within this Chargeable Service Account is now £87,000, which is £35,000 greater than previously reported.
6	76	Residents Street Parking - This scheme was approved for a two year trial period for which a reserve was set up to fund the costs of this trial. However, the estimated costs have now increased above the level of the reserve and therefore the costs incurred in 2015/16 are to be treated as a pressure.
7	-72	Local Land Charges - The legal costs involved in the joint claim by local authorities in respect of Personal Search companies has still not been settled, since their claim for £16 million plus interest is still in dispute. This will not now be settled in 2015/16 and therefore an estimate, based on the worst case scenario has been made, which indicates that Bracknell's share will be £49,000. There is currently £14,000 remaining in a provision set up the fund the costs associated with this claim, a further £35,000 is therefore required to fund the estimated legal costs. This provision was set up since it was not known that we would receive any monies from the government in respect of this claim. However, a grant in the sum of £107,311 was received this year from the Government, which is £72,000 more than is required in the provision.
8	-3	Joint Arrangements - The final costs for 2014/15 have now been received which has resulted in a net saving of £2,630 for ECC.
9	-10	The Look Out - Car parking income in the last quarter has been greater than that anticipated, the estimated additional income is £10,000.
10	-13	Amenity Maintenance - Income from the sponsorship of roundabouts in the Borough has been greater than estimated in the year, there has also been a refund recently received in the sum £2,860 in respect of a mileage credit on the leasing charge on a landscape vehicle.
11	90	Community Infrastructure Levy (CIL) - As previously reported through emerging issues a sum equivalent to 5% of CIL monies received can be used to cover administrative costs in relation to this scheme, an income budget of £105,000 was included in 2015/16 in respect of these anticipated receipts. However, the sums received have been less than estimated; the shortfall for the year is £90,000.
12	-16	Staffing Budget - There has been a number of posts which remained vacant for longer than anticipated, which has resulted in a saving on the DSB for the year of £16,000.
13	-15	Departmental ICT Suppliers were engaged to deliver document management, Prism (online library solution) and leisure management reporting software, including a trial environment and data load. However, due to renegotiations around the prices, works were delayed and have been only partially delivered with completion now expected in April 2016. A carry forward will be requested.

14	-100	<p>Local Development Framework (LDF)</p> <ul style="list-style-type: none"> • The cost of the open space and recreation study work has been reduced by carrying out part of the work in-house. Some of the work will now take place in 2015/16 as well as in 2016/17 • There have been quality issues with the consultants appointed to prepare a methodology for the Gypsy and Traveller Accommodation Assessment which has caused delays in commissioning and paying for the actual assessment work. • The retail study has been commissioned jointly with three other Berkshire planning authorities which will result in a saving over the projected sum for 2015/16 but with some of the work being carried over to 2016/17 with an increased overall cost due to the survey work required. A carry forward will be requested.
15	-65	<p>Local Development Framework (LDF) - Minerals & Waste</p> <p>There has been continued discussion between the commissioning authorities and West Berkshire on the timescale and cost for the project. Initial discussions have also been held with an alternative provider (Hampshire County Council) who may offer better value and a faster process. The production of a Minerals and Waste Plan remains a statutory duty and it needs to be addressed within a reasonable time period as the existing minerals and waste policies are out of date. A carry forward will be requested</p>
	-957	Total

Annex B: Financial Information Table 3

CAPITAL MONITORING 2015/16

Cost Centre	Cost Centre Description	2014/15 Brought Forward	2015/16 Budget	Total Virements	Approved Budget	Cash Budget 2015/16	Expenditure to Date	Current Comm'nts	Estimated Outturn 2015/16	Carry Forward 2016/17	(Under) / Over Spend	Target for Completion	Current Status of Project / Notes
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
YH016	Disabled Facilities Grant	218.0	450.0	0.0	668.0	568.0	390.7	148.0	568.0	100.0	0.0	Jun-16	The spend to date is £390,636 with £147,000 approved but not spent.
YL009	Minor Works Programme	16.4	78.0	0.0	94.4	94.4	69.9	5.0	94.4	0.0	0.0	Mar-16	BLC already spent approx. £10k remainder to be spent by year end.
YL011	Parks & Open Spaces S106 Budget Only	0.0	106.9	-53.5	53.4	53.4	0.0	0.0	53.4	0.0	0.0	Mar-16	Projects totalling £53,484 have been approved (£1,984 for Libraries at Ascot Heath and Great Hollands and £51,500 for open spaces at Bill Hill and Farley Wood). Other schemes are currently being drawn up for Worlds End, and Beedon Drive
YL152	Grass Cutting Equipment	0.0	35.0	0.0	35.0	35.0	31.1	13.6	35.0	0.0	0.0	Mar-16	New Rough Cutter delivered awaiting final invoice.
YL255	Minor Works/Improvements	27.4	72.0	0.0	99.4	99.4	52.9	27.0	99.4	0.0	0.0	Mar-16	EPCC has spent £44k. TLO £27k spent/ordered. Options for a further £20k at TLO forthcoming. Remaining ESSC options still on hold (approx £7.5k).
YL265	SPA Mitigation Strategy (S106)	0.0	150.0	95.0	245.0	195.0	179.3	0.0	195.0	50.0	0.0	May-16	Implementation of project works is subject to planning approvals for new housing and associated s106 agreements (re. The Thames Basin Heaths SPA). Progress and priorities are reviewed monthly in liaison with Spatial Policy and Finance.
YM007	Capitalisation of Revenue (Highways)	139.6	200.0	0.0	339.6	333.1	217.4	0.0	333.1	6.5	0.0	Jun-16	Programme to start on site in March
YP001	Sustainable Modes of Travel to School (SMOTTS)	36.6	150.0	0.0	186.6	186.6	157.4	0.4	186.6	0.0	0.0	Mar-16	Works complete
YP003	Mobility/Access Improvement Schemes	35.0	60.0	0.0	95.0	95.0	95.0	0.0	96.3	0.0	1.3	Mar-16	Works complete

Cost Centre	Cost Centre Description	2014/15 Brought Forward	2015/16 Budget	Total Virements	Approved Budget	Cash Budget 2015/16	Expenditure to Date	Current Comm'nts	Estimated Outturn 2015/16	Carry Forward 2016/17	(Under) / Over Spend	Target for Completion	Current Status of Project / Notes
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
YP013	Land Drainage	98.5	300.0	0.0	398.5	398.5	276.8	121.7	398.5	0.0	0.0	Mar-16	Designs complete works in progress on site. Further projects will follow.
YP113	Road Surface Treatments	144.9	709.0	0.0	853.9	853.9	852.8	0.0	852.9	0.0	-1.0	Mar-16	Projects complete.
YP162	Traffic Management Schemes	3.8	135.0	0.0	138.8	97.4	48.2	0.0	97.4	41.4	0.0	May-16	Work in progress on park Rd SMS. C/F required to complete Parl Road and Old Wokingham Road Speed Management Schemes which have been put back to assist Ringways in resourcing town centre works. Park Road expected to be complete by end of year.
YP225	Traffic Modelling	17.9	0.0	0.0	17.9	0.0	0.0	0.0	0.0	17.9	0.0	Mar-16	Model refresh due by year end
YP247	Bracknell Railway Station Enhancements	44.8	0.0	0.0	44.8	5.0	5.0	0.0	5.0	39.8	0.0	Dec-16	Contribution to network rail works
YP258	SANGS - Enhancement Works	161.4	0.0	0.0	161.4	-6.5	-6.5	0.0	-6.5	167.9	0.0	Dec-16	Budget required for pump priming work for SANGS, potential works arising from Regulation 63 of Habitat Regulations.
YP269	Residential Street Parking	26.2	220.0	0.0	246.2	246.2	241.6	0.0	246.2	0.0	0.0	Apr-16	Works complete
YP306	Maintenance of Car Parks	473.8	190.0	0.0	663.8	193.8	193.0	34.4	193.8	470.0	0.0	Oct-16	High Street Protective Coating works are still to be tendered; this work can not be completed until after the lighting works are completed which are due to start March 2016 and therefore £470k will be c/fwd.
YP349	Green & Blue Waste Bins	0.0	0.0	53.6	53.6	53.6	51.7	36.8	53.6	0.0	0.0	Mar-16	Transfer from Revenue for the purchase of blue & green bins.
YP350	Skimped Hill/Market Street Accessibility Improvements Town Centre to Peel Centre	28.2	0.0	0.0	28.2	28.2	0.7	0.0	30.0	0.0	1.8	Mar-16	Works complete
YP353	Cycle Parking	46.0	0.0	0.0	46.0	46.0	46.0	0.0	46.0	0.0	0.0	Mar-16	Works complete

Cost Centre	Cost Centre Description	2014/15 Brought Forward	2015/16 Budget	Total Virements	Approved Budget	Cash Budget 2015/16	Expenditure to Date	Current Comm'nts	Estimated Outturn 2015/16	Carry Forward 2016/17	(Under) / Over Spend	Target for Completion	Current Status of Project / Notes
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
YP355	Town Centre Highway Works	2,050.6	2,000.0	0.0	4,050.6	2,800.6	1,026.0	55.0	2,800.6	1,250.0	0.0	Mar-17	Detailed design stage on a number of Town Centre Regeneration highway improvement schemes. Millennium Way and Met Office schemes on site
YP359	Play Area Rolling Programme	0.0	70.0	0.0	70.0	70.0	70.8	0.0	70.8	0.0	0.8	Mar-16	Works complete, site officially opened and scheme was front page news this week!
YP367	EDRMS	6.7	0.0	0.0	6.7	6.7	-0.6	0.0	-0.6	0.0	-7.3	Mar-16	Final invoices paid. Project complete
YP418	Cemetery & Crematorium Improvements	0.0	75.0	0.0	75.0	75.0	43.4	33.4	75.0	0.0	0.0	Mar-16	Completed by 31-3-16.
YP422	Upgrade Leisure Management System	103.4	0.0	0.0	103.4	0.0	0.0	0.0	0.0	103.4	0.0	Sep-16	Online redevelopment underway.
YP423	Linking Confirm to Corporate ERDMS - Smart Office	110.1	0.0	0.0	110.1	10.1	13.0	0.0	10.1	100.0	0.0	Sep-16	Work underway on pilot project for Transport Development correspondence.
YP425	Shoulder of Mutton	68.9	0.0	0.0	68.9	68.9	-13.3	0.0	-13.3	0.0	-82.2	Mar-16	Scheme postponed and funding to be returned to S106 pot for possible future scheme.
YP428	S106 Parks & Open Spaces Improvements Programme	67.7	0.0	0.0	67.7	67.7	33.0	10.1	67.7	0.0	0.0	Mar-16	All works on target for completion.
YP439	Urban Traffic Management Control	0.0	100.0	0.0	100.0	100.0	15.8	3.8	100.0	0.0	0.0	Mar-16	Schemes have been programmed for completion throughout the year.
YP442	Coral Reef Roof Replacement	454.2	1,557.0	0.0	2,011.2	911.2	865.0	334.7	911.2	1,100.0	0.0	Sep-17	The tender period for the procurement of the main contractor has been extended; therefore the revised closing date is the 11 April @ 12 noon. The selection of the preferred rider vendor (new flumes) contractor is complete.
YP443	Bus Station Improvements	681.2	0.0	0.0	681.2	681.2	663.5	1.3	683.0	0.0	1.8	Nov-15	Works complete

Cost Centre	Cost Centre Description	2014/15 Brought Forward	2015/16 Budget	Total Virements	Approved Budget	Cash Budget 2015/16	Expenditure to Date	Current Comm'ts	Estimated Outturn 2015/16	Carry Forward 2016/17	(Under) / Over Spend	Target for Completion	Current Status of Project / Notes
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
YP446	Access to Employment Areas	50.0	50.0	0.0	100.0	58.0	43.0	0.0	58.0	42.0	0.0	Jun-16	Improved pedestrian and cycling signage between the Bus and Rail Stations and Southern Business Area complete. Design work in progress to improve signage to the other business areas such as Western. C/F reqd to complete signing and lighting improvements on other business areas.
YP449	Sports Centre Phase 3	2.4	0.0	0.0	2.4	2.4	3.6	0.0	3.6	0.0	1.2	Sep-15	Works complete.
YP450	Downshire Way Widening	5.2	0.0	0.0	5.2	5.2	-0.7	0.0	-0.7	0.0	-5.9	Sep-15	Works complete.
YP451	Car Park Improvement / Refurbishment	198.7	0.0	0.0	198.7	103.7	55.6	9.8	103.7	95.0	0.0	Sep-16	Replacement Door works completed January 2016. Outstanding surface and relining works are still to be programmed after completion of electrical works
YP452	Car Park Lighting High Street	200.0	0.0	0.0	200.0	200.0	0.0	391.5	200.0	0.0	0.0	Mar-16	This forms part of a £600k electrical upgrade which is being tendered by Property Group.
YP453	Coral Reef Roundabout Signalisation	0.0	2,100.0	0.0	2,100.0	2,100.0	1,996.9	13.2	2,100.0	0.0	0.0	Apr-16	Works in progress on site to convert the existing roundabout into a signalised junction. Due to complete in April 2016 with additional funding.
YP454	A329 Jennetts Park Roundabout	57.5	250.0	0.0	307.5	307.5	313.3	1.7	313.3	0.0	7.5	Nov-15	Works complete.
YP456	Update Traffic Signal Infrastructure	1.4	210.0	0.0	211.4	211.4	206.5	0.5	211.4	0.0	0.0	Mar-16	Rackstraws signal replacement in progress on site. Remaining works will be completed during the year.
YP457	Green Deals Community Fund - Home Insulation	1,696.2	0.0	0.0	1,696.2	1,696.2	576.9	0.0	1,696.2	0.0	0.0	Mar-16	Project in progress. Final commitments by end of September 2015 for project closeout by March 2016. Total spend for the project is estimated to be £1,036,000.

Cost Centre	Cost Centre Description	2014/15 Brought Forward	2015/16 Budget	Total Virements	Approved Budget	Cash Budget 2015/16	Expenditure to Date	Current Comm'nts	Estimated Outturn 2015/16	Carry Forward 2016/17	(Under) / Over Spend	Target for Completion	Current Status of Project / Notes
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
YP458	Road Surfacing - Pot Hole Fund	26.4	0.0	0.0	26.4	25.9	25.9	0.0	25.9	0.5	0.0	Mar-16	Works complete
YP459	Improvements Lily Hill Park - Bracknell Rugby Club	15.9	0.0	0.0	15.9	0.0	-1.8	0.0	0.0	15.9	0.0	Mar-16	No communication received from Rugby Club
YP462	Replacement Leisure Management Card Payment Devices	0.0	22.0	0.0	22.0	0.0	0.0	0.0	0.0	22.0	0.0	Sep-16	This project is linked to the leisure management system procurement.
YP463	Upgrade CONFIRM Mobile Software	0.0	30.0	0.0	30.0	30.0	18.4	0.0	18.4	0.0	-11.6	Mar-16	Highways inspectors went live. Final invoices to be paid.
YP465	Warfield Link Road - Local Growth Fund	0.0	3,500.0	0.0	3,500.0	2,500.0	0.0	0.0	2,500.0	1,000.0	0.0	May-16	Work on the road by Berkley Homes has commenced, payments are to be made on a quarterly basis. The overall scheme will take two years to complete; this first element will now not be spent by March 2016, since Berkley Homes are behind schedule.
YP468	Easthampstead Park Outdoor Wedding Venue - Invest to Save	0.0	0.0	45.0	45.0	45.0	42.2	0.0	45.0	0.0	0.0	Mar-16	£42.2k spent. Orders for remaining £2.8k to follow shortly.
YP469	Great Hollands Rec. - Grant	0.0	3.1	0.0	3.1	3.1	3.1	0.0	3.1	0.0	0.0	Mar-16	Paid to Bracknell Town Council as a grant towards on-site outdoor gym equipment.
YP470	Footway / Cycle track along Ringmead	0.0	200.0	0.0	200.0	200.0	46.0	9.0	180.0	20.0	0.0	Apr-16	Works nearing completion
YP473	Bill Hill Improvement Works	0.0	0.0	35.0	35.0	5.0	3.9	27.4	5.0	30.0	0.0	May-16	Interpretation board and monoliths ordered, vegetation clearance started. Project delayed due to contractor issues.
YP474	Farley Wood Improvement Works	0.0	0.0	16.5	16.5	16.5	12.6	12.5	16.5	0.0	0.0	Mar-16	Work complete
YP475	Ascot Heath/Great Hollands Library Improvement Works	0.0	0.0	2.0	2.0	2.0	1.8	0.2	2.0	0.0	0.0	Mar-16	Both improvement works completed.
YP476	Replacement of M3 Software (Invest to Save)	0.0	0.0	58.0	58.0	13.3	13.3	37.5	13.3	44.7	0.0	Sep-16	Core team training and consultancy complete. System configuration underway.

UNRESTRICTED

YP477	Downshire Golf Complex - Golf Simulator (Invest to Save)	0.0	0.0	30.0	30.0	30.0	30.0	0.0	30.0	0.0	0.0	Mar-16	Scheme complete.
Cost Centre	Cost Centre Description	2014/15 Brought Forward	2015/16 Budget	Total Virements	Approved Budget	Cash Budget 2015/16	Expenditure to Date	Current Comm'nts	Estimated Outturn 2015/16	Carry Forward 2016/17	(Under) / Over Spend	Target for Completion	Current Status of Project / Notes
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
YP478	Bracknell Railway Station Improved Passenger Facilities	0.0	55.0	0.0	55.0	0.0	0.0	205.0	0.0	55.0	0.0	May-16	Order placed, work to be carried out next year when further budget is available.
		7,814.8	13,998.0	281.6	22,094.4	17,209.7	10,089.6	1,682.0	17,094.4	4,904.7	-93.5		

**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL
5 JULY 2016**

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

1 PURPOSE OF REPORT

- 1.1 This report presents scheduled Executive Key and Non-Key Decisions relating to Environment, Culture and Communities for the Panel's consideration.

2 RECOMMENDATION(S)

- 2.1 **That the Environment, Culture and Communities Overview and Scrutiny Panel considers the scheduled Executive Key and Non-Key Decisions relating to Environment, Culture and Communities appended to this report.**

3 REASONS FOR RECOMMENDATION(S)

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

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

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

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

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

7 CONSULTATION

- 7.1 None.

Background Papers

Local Government Act 2000

Contact for further information

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ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL**EXECUTIVE WORK PROGRAMME**

REFERENCE:	I058846
TITLE:	Review of the Council's Pre application planning advice service
PURPOSE OF REPORT:	To approve an updated and improved pre application planning advice service better suited to its users needs.
DECISION MAKER:	Executive Member for Planning & Transport
DECISION DATE:	30 Jun 2016
FINANCIAL IMPACT:	No financial implications at this time.
CONSULTEES:	Users of the Pre application planning advice service
CONSULTATION METHOD:	Questionnaire

REFERENCE:	I061977
TITLE:	Highway Maintenance and Management Plan 2016
PURPOSE OF REPORT:	The first edition of the Highway Maintenance & Management Plan (HMMP) was approved on 16 June 2009. This report seeks the approval of an updated Highway Maintenance and Management Plan which reflects the need to make minor changes to operational policies and practices to reflect recent budget decisions and the move towards the introduction of LED lighting.
DECISION MAKER:	Executive Member for Planning & Transport
DECISION DATE:	7 Jul 2016
FINANCIAL IMPACT:	There are no significant financial implications arising from the recommendations in this report. Highways maintenance works are carried out within the approved budgets.
CONSULTEES:	Not applicable.
CONSULTATION METHOD:	None. The refreshed HMMP updates existing custom and practice reflecting sound professional advice

Unrestricted

REFERENCE:	I061274
TITLE:	Bus Passenger Transport Framework Award
PURPOSE OF REPORT:	To approve the award of the Bus Passenger Transport Framework to the qualifying operators, following the evaluation of submitted tender applications.
DECISION MAKER:	Executive
DECISION DATE:	19 Jul 2016
FINANCIAL IMPACT:	Within existing budget
CONSULTEES:	Not applicable.
CONSULTATION METHOD:	Not applicable.

REFERENCE:	I061946
TITLE:	Community Access at Edgbarrow & Sandhurst Sports Centres
PURPOSE OF REPORT:	To seek approval from the Executive to undertake a public consultation in order to provide information to help determine how community access to the leisure facilities at Edgbarrow and Sandhurst sports centres may be managed in the future.
DECISION MAKER:	Executive
DECISION DATE:	19 Jul 2016
FINANCIAL IMPACT:	None
CONSULTEES:	Public Edgbarrow and Sandhurst Joint Management Committee Crowthorne Parish Council Sandhurst Town Council
CONSULTATION METHOD:	Public questionnaire

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REFERENCE:	I060004
TITLE:	Design Supplementary Planning Document
PURPOSE OF REPORT:	To approve a Design Supplementary Planning Document to provide guidance on designing new housing schemes, extensions and alterations to existing properties.
DECISION MAKER:	Executive
DECISION DATE:	19 Jul 2016
FINANCIAL IMPACT:	Within existing budget
CONSULTEES:	Planning database: Developers Architects Housebuilders etc. Parish and Town Councils Neighbouring Authorities
CONSULTATION METHOD:	Letter Public Notice BFC Website

REFERENCE:	I061425
TITLE:	re3 Waste Strategy
PURPOSE OF REPORT:	Bracknell Forest, Wokingham and Reading Councils have joined together to form re3 for the purposes of our waste disposal needs. The Partnership has through the Joint Waste Disposal Board (JWDB) agreed the draft Strategy. All three Councils are being asked to endorse the Strategy so as to maximise the potential of the Partnership to reach its own targets and help the Councils achieve theirs.
DECISION MAKER:	Executive
DECISION DATE:	19 Jul 2016
FINANCIAL IMPACT:	There are no direct financial implications arising from this report which is for information and discussion.
CONSULTEES:	Not applicable at this stage.
CONSULTATION METHOD:	Not applicable at this stage.

Unrestricted

REFERENCE:	I061976
TITLE:	Charles Square & High Street Multi-storey Car Parks Redecorations
PURPOSE OF REPORT:	To award the works contract for the Charles Square & High Street Multi-storey Car Parks Redecorations.
DECISION MAKER:	Director of Environment, Culture & Communities, Executive Member for Planning & Transport
DECISION DATE:	25 Jul 2016
FINANCIAL IMPACT:	The capital expenditure has been approved.
CONSULTEES:	Borough Solicitor Borough Treasurer Head of Procurement Service Efficiency Group
CONSULTATION METHOD:	By report.

REFERENCE:	I060853
TITLE:	Shared Services
PURPOSE OF REPORT:	The report will examine the Business Case and make recommendations upon a proposal to create a joint Regulatory Service for Bracknell Forest, West Berkshire and Wokingham.
DECISION MAKER:	Executive
DECISION DATE:	27 Sep 2016
FINANCIAL IMPACT:	Savings are expected to be made with the exact details contained with the report.
CONSULTEES:	Staff, Service Managers and Members
CONSULTATION METHOD:	Staff, Service Managers and Members are being regularly updated on progress.