



## **NOTICE OF MEETING**

### **The Executive**

**Tuesday 24 January 2017, 5.00 pm**

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

### **To: The Executive**

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

ALISON SANDERS

Director of Corporate Services

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Published: 24 January 2017



**The Executive**  
**Tuesday 24 January 2017, 5.00 pm**  
**Council Chamber, Fourth Floor, Easthampstead House,**  
**Bracknell**

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that any special arrangements can be made.

**AGENDA**

	Page No
<b>1. Apologies</b>	
<b>2. Declarations of Interest</b>	
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.	
<b>3. Minutes</b>	
To consider and approve the minutes of the meeting of the Executive held on 13 December 2016.	5 - 20
<b>4. Urgent Items of Business</b>	
Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	
<b>5. Charging Options for Care and Support at Home</b>	
To seek approval to consult on potential changes to the Charging Policy for Adult Social Care Services (non residential services), aligned to transformation in the provision of the support offer at night.	21 - 28
<b>6. School Capacity Strategy &amp; School Places Plan</b>	
To approve the School Places Plan 2016 – 2021, including the 2016-based pupil forecasts and the School Capacity Strategy 2016 – 2021 that details the construction works anticipated on school sites to deliver school places for Bracknell Forest children.	29 - 86

## **Exclusion of the Press and Public**

Agenda item 8 is supported by an annex containing exempt information as defined in Schedule 12A of the Local Government Act 1972. If the Committee wishes to discuss the content of this annex in detail, it may choose to move the following resolution:

*That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 8 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:*

- (3) *Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

### **7. London Road (Strongs Heath) Landfill Site, Part Disposal**

To consider an offer for part of the Strongs Heath Landfill site, which could support a larger housing scheme when joined with neighbouring land. This offer was unsolicited and would be subject to a successful planning application.

87 - 98

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**EXECUTIVE  
13 DECEMBER 2016  
5.00 - 5.45 PM**

**Present:**

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

**Also Present:**

Councillor Peacey

**Apologies for absence were received from:**

Councillors D Birch

**48. Declarations of Interest**

There were no declarations of interest.

**49. Minutes**

**RESOLVED** that the minutes of the meeting of the Executive on 15 November 2016 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

**50. Response to the Overview and Scrutiny Report on “A Review of whether there is Sufficient General Practitioner Capacity in Bracknell Forest to Meet Future Demands”**

**RESOLVED** that the following recommendations of the Working Group “*A review of whether there is sufficient general practitioner capacity in Bracknell Forest to meet future demands*” be accepted:

- i) The Council should engage – both by Members and Officers – more proactively with the Joint Commissioning Committee (JCC), for example by attending all meetings or arranging a substitute as necessary.
- ii) Both the Comprehensive Local Plan, and the aims of the Health and Wellbeing Board should explicitly recognise the need to ensure that the necessary healthcare facilities will be in place to meet the demands of the expanding population.
- iii) The Health and Wellbeing Board (being the forum where the Council and the Clinical Commissioning Group (CCG) come together) should review what needs to be done to establish and maintain clear communications of health needs. This provision of healthcare facilities should be included in the Comprehensive Local Plan and will be subject to Section 106 agreements, where appropriate.

51. **Capital Programme 2017/18 - 2019/20**

**RESOLVED** that the Executive:

- i) approve, for consultation, an initial Council funded capital programme of £48.531m for 2017/18 as set out in paragraph 5.23 and summarised in Annex A, including the new schemes listed in Annexes B – F.
- ii) recommend to Council the release of £190,000 capital funding in 2016/17 from the 2017/18 Capital Programme to fund the investment required at South Hill Park
- iii) approve, for consultation, the inclusion of an additional budget of £1m for Invest-to-Save schemes.
- iv) approve, for consultation, the inclusion of £0.942m of expenditure to be funded from S106 as outlined in paragraph 5.24.
- v) approve, for consultation, the inclusion of £18.041m of expenditure to be externally funded as outlined in paragraph 5.24.

52. **General Revenue Fund Revenue Budget 2017/18**

**RESOLVED** that the Executive:

- i) agreed the draft budget proposals for 2017/18 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals.
- ii) agreed the Treasury Management Strategy and associated documents at Annexe E and requested that the Governance and Audit Committee review each of the key elements.
- iii) agreed that the 2017/18 Schools Budget be set at the eventual level of grant income plus any accumulated balances, with the Executive Member for Children, Young People and Learning authorised to make amendments and agree budgets for schools and services centrally managed by the Council.
- iv) approved the virements relating to the 2016/17 budget as set out in Annexes F and G and recommend those that are over £0.100m for approval by Council.

53. **Local Council Tax Discount Scheme**

**RESOLVED** that the Local Council Tax Discount Scheme for working age households be introduced subject to an amendment being made to the Scheme on Page 122 6(1b)(ii) & 6(1c)(ii) which incorrectly states 'a member of the applicant's family'. It should read 'applicant's partner':

The Local Council Tax Discount Scheme for working age households be introduced based on the following elements:

1.
  - i) That all working age household income will be calculated on the same basis as the previous Local Council Tax Reduction Scheme for the purposes of establishing the discount except that for self employed

households the national living wage will be used rather than the national minimum wage.

- ii) That Carers Allowance will be disregarded when calculating household income.
- iii) That those working age households where the claimant or partner are receiving a disability benefit are placed into Band 1 and receive an 80% discount unless their household income is greater than £440 a week when they will not receive a discount at all.
- iv) That 8 income bands are established with corresponding discounts as follows:

Band	Discount on Council Tax	Household income band £ per week
1- household in receipt of disability premium, severe disability premium and enhanced disability premium	80%	
2	75	0-80
3	70	80.01-140
4	60	140.01-200
5	50	200.01-260
6	40	260.01-320
7	30	320.01-380
8	20	380.01-440

**That Council be RECOMMENDED:**

- 2.
  - i) To adopt the Local Council Tax Discount Scheme and the Local Council Tax Discount Summary Scheme, Appendix A.
  - ii) To delegate the operation of the Local Council Tax Discount Scheme to the Director of Adult Social Care, Health & Housing.
- 2.1 The detailed scheme operation be delegated to the Director of Adult Social Care, Health and Housing to finalise.
- 2.2 The Local Council Tax Discount Scheme be referred to Council on the 18 January 2017 for adoption.
- 2.3 That the Local Council Tax Discount Scheme will be reviewed on an annual basis.

**54. Council Plan Overview Report**

**RESOLVED** that the performance of the Council over the period from July – September 2016 highlighted in the Overview Report in Annex A be noted.

**55. Exclusion of Public and Press**

**RESOLVED** that pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, members of the public and press be excluded from the meeting for the consideration of item 6 which involves the

likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

- (3) Information relating to the financial or business affairs of any particular person (including the authority).

56. **Transfer of 0.18ha approx of land adjacent to Bull Lane Car Park**

**RESOLVED** that the Chief Officer: Property be authorised to dispose of 0.18ha of land at Wick Hill adjacent to Bull Lane car park, Bracknell on the terms set out in the Director of Corporate Services' report.

**Decision Records**

**CHAIRMAN**



**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I065105</b>
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1. **TITLE:** Overview and Scrutiny Report on “A Review of whether there is Sufficient General Practitioner Capacity in Bracknell Forest to Meet Future Demands”

2. **SERVICE AREA:** Adult Social Care, Health & Housing

3. **PURPOSE OF DECISION**

To agree the recommendations within the report, with the exception of 4.13, bullet point two which should be amended to read “That, although the funding and development of GP surgeries are not the responsibility of the Council, the future development of GP/Health & Social Care Hubs are put forward as part of the Local Development Plan process to explore the possibility of establishing robust local policies to enable land to be allocated and facilities built for that purpose”.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the following recommendations of the Working Group “A review of whether there is sufficient General Practitioner capacity in Bracknell Forest to meet future demands” be accepted:

- i) The Council should engage – both by Members and Officers – more proactively with the Joint Commissioning Committee (JCC), for example by attending all meetings or arranging a substitute as necessary.
- ii) Both the Comprehensive Local Plan, and the aims of the Health and Wellbeing Board should explicitly recognise the need to ensure that the necessary healthcare facilities will be in place to meet the demands of the expanding population.
- iii) That the following recommendation not be accepted:  
*The Health and Wellbeing Board (being the forum where the Council and the Clinical Commissioning Group (CCG) come together) should review what needs to be done to establish and maintain clear communications of health needs. This should include clear commitments in the Comprehensive Local Plan, and reference to healthcare facilities in the Community Infrastructure Levy, Infrastructure Delivery Plan/Regulation 123 List or Section 106 agreements.*

7. **REASON FOR DECISION**

Recommendation 2.1:

Given the considerable pressure on both Members and Officers time, this recommendation may be difficult to guarantee. However, the principle of regular attendance at the appropriate meetings to ensure that the planning of future GP and Primary Care facilities is included within the Council’s strategic planning is good

Recommendation 2.2:

The second part of this recommendation is for the Health and Wellbeing Board to consider. The Comprehensive Local Plan should explicitly recognise the need to ensure that the necessary health care facilities will be in place.

Recommendation 2.3:

It is important that the Council is in a position to support Health partners in ensuring there is sufficient GP and Primary Care capacity to meet the needs of our residents. However, the funding and development of GP surgeries are a Health responsibility (the CCG and NHS England) so it would not be helpful to commit the use of the CIL resources, for which there are many other demands, and which could have significant financial implications for the Council. A very positive way in which the Council could support the future development of GP practices would be to ensure these are included as part of the Local Development Plan process and to explore the possibility of establishing robust local policies to enable land to be allocated and facilities built for that purpose.

**8. ALTERNATIVE OPTIONS CONSIDERED**

Not applicable.

**9. PRINCIPAL GROUPS CONSULTED:** None

**10. DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health & Housing

**11. DECLARED CONFLICTS OF INTEREST:** None.

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 December 2016	20 December 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I060713</b>
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1. **TITLE:** Capital Programme 2017/18 - 2019/20

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To approve the Council's budget proposals for consultation.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive:

- i) approved, for consultation, an initial Council funded capital programme of £48.531m for 2017/18 as set out in paragraph 5.23 and summarised in Annex A, including the new schemes listed in Annexes B – F.
- ii) recommended to Council the release of £190,000 capital funding in 2016/17 from the 2017/18 Capital Programme to fund the investment required at South Hill Park.
- iii) approved, for consultation, the inclusion of an additional budget of £1m for Invest-to-Save schemes.
- iv) approved, for consultation, the inclusion of £0.942m of expenditure to be funded from S106 as outlined in paragraph 5.24.
- v) approved, for consultation, the inclusion of £18.041m of expenditure to be externally funded as outlined in paragraph 5.24.

7. **REASON FOR DECISION**

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

8. **ALTERNATIVE OPTIONS CONSIDERED**

Alternative options are considered in the report.

9. **PRINCIPAL GROUPS CONSULTED:** Not applicable.

10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services

11. **DECLARED CONFLICTS OF INTEREST:** None.

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 December 2016	20 December 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I060098</b>
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1. **TITLE:** Revenue Budget 2017/18
2. **SERVICE AREA:** Corporate Services
3. **PURPOSE OF DECISION**

To approve the Council's budget proposals for consultation.

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

6. **DECISION:**

That the Executive:

- i) Agreed the draft budget proposals for 2017/18 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals.
- ii) Agreed the Treasury Management Strategy and associated documents at Annexe E and request that the Governance and Audit Committee review each of the key elements.
- iii) Agreed that the 2017/18 Schools Budget be set at the eventual level of grant income plus any accumulated balances, with the Executive Member for Children, Young People and Learning authorised to make amendments and agree budgets for schools and services centrally managed by the Council.
- iv) Approved the virements relating to the 2016/17 budget as set out in Annexes F and G and recommend those that are over £0.100m for approval by Council.

7. **REASON FOR DECISION**

The recommendations are designed to allow the Executive to consult on its draft budget proposals for 2017/18 as required by the Local Government Act 2003.

8. **ALTERNATIVE OPTIONS CONSIDERED**

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

9. **PRINCIPAL GROUPS CONSULTED:** Business rate payers, the Schools Forum, Parish Councils and voluntary organisations.
10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services
11. **DECLARED CONFLICTS OF INTEREST:** None.

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 December 2016	20 December 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I064964</b>
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1. **TITLE:** Local Council Tax Discount Scheme
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

Executive are asked to consider the introduction of a Council Tax Discount Scheme for working age households based on household income.

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

That the Local Council Tax Discount Scheme for working age households be introduced based on the following elements:

1.
  - i) That all working age household income will be calculated on the same basis as the previous Local Council Tax Reduction Scheme for the purposes of establishing the discount except that for self employed households the national living wage will be used rather than the national minimum wage.
  - ii) That Carers Allowance will be disregarded when calculating household income.
  - iii) That those working age households where the claimant or partner are receiving a disability benefit are placed into Band 1 and receive an 80% discount unless their household income is greater than £440 a week when they will not receive a discount at all.
  - iv) That 8 income bands are established with corresponding discounts as follows:

Band	Discount on Council Tax	Household income band £ per week
1- household in receipt of disability premium, severe disability premium and enhanced disability premium	80%	
2	75	0-80
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4	60	140.01-200
5	50	200.01-260
6	40	260.01-320

7	30	320.01-380
8	20	380.01-440

That Council be RECOMMENDED:

2.
  - i) To adopt the Local Council Tax Discount Scheme and the Local Council Tax Discount Summary Scheme, Appendix A.
  - ii) To delegate the operation of the Local Council Tax Discount Scheme to the Director of Adult Social Care, Health & Housing.
- 2.1 The detailed scheme operation is to be delegated to the Director of Adult Social Care, Health and Housing to finalise.
- 2.2 The Local Council Tax Discount Scheme is referred to Council on the 18<sup>th</sup> January 2017 for adoption.
- 2.3 That the Local Council Tax Discount Scheme will be reviewed on an annual basis.

## 7. REASON FOR DECISION

The Council established its Local Council Tax Benefit / Reduction Scheme in 2013/14. In 2015/16 the Council introduced a revision of the Council Tax Discount Scheme but the scheme still reflected the previous national Council Tax Benefit Scheme. The Council's Annual Plan 2015-2019 has set the aim, "**In targeting our services, we will prioritise people and areas with the greatest need, early help and prevention so struggling or vulnerable people can maximise their opportunities to become independent**". The proposed new Local Council Tax Discount Scheme targets financial support to those who most need it whilst encouraging and rewarding employment and households increasing their earnings as well as simplifying administration.

## 8. ALTERNATIVE OPTIONS CONSIDERED

It could be decided not to review the Local Council Tax Discount Scheme. However, that would miss the opportunity to support the Council's Annual Plan in targeting the Council's resources to those most in need and encouraging independence and incentivising households seeking better paid employment or income whilst at the same time reducing administration costs of the scheme for the Council. From the consultation responses it was found that 55% of respondent thought it was right to balance the amount spent on the discount scheme with what is spent on other services. Hence the recommendations in this report.

9. **PRINCIPAL GROUPS CONSULTED:** Precepting authorities, wider community, Local Council Tax Reduction Scheme customers, voluntary organisations and registered providers of affordable housing.
10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services
11. **DECLARED CONFLICTS OF INTEREST:** None.



<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 December 2016	20 December 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I060767</b>
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1. **TITLE:** Council Plan Overview Report
2. **SERVICE AREA:** Chief Executive's Office
3. **PURPOSE OF DECISION**

To inform the Executive of the Council's performance over the second quarter of 2016/17.

4. **IS KEY DECISION** No
5. **DECISION MADE BY:** Executive
6. **DECISION:**

The Executive noted the performance of the Council over the period from July - September 2016 highlighted in the Overview Report in Annex A.

7. **REASON FOR DECISION**

To brief the Executive on the Council's performance, highlighting key areas, so that appropriate action can be taken if needed.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not applicable.

9. **PRINCIPAL GROUPS CONSULTED:** None
10. **DOCUMENT CONSIDERED:** Report of the Assistant Chief Executive
11. **DECLARED CONFLICTS OF INTEREST:** None.

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 December 2016	20 December 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I064228</b>
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1. **TITLE:** Transfer of 0.18ha approx of land adjacent to Bull Lane Car Park

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To seek approval for the disposal of an area of open space adjacent to the car park at Bull Lane.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Chief Officer: Property be authorised to dispose of 0.18ha of land at Wick Hill adjacent to Bull Lane Car Park, Bracknell on the terms set out in the Director of Corporate Services' report.

7. **REASON FOR DECISION**

The land to be transferred exceeds the value and area covered by the Chief Officer; Property delegations, accordingly Executive approval is required.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The site has been considered by Asset Management Group. No alternative Council uses have been identified and the site will provide the Council with a capital receipt.

9. **PRINCIPAL GROUPS CONSULTED:** None

10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services

11. **DECLARED CONFLICTS OF INTEREST:** None.

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 December 2016	20 December 2016

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TO: EXECUTIVE  
24 JANUARY 2017

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**CHARGING OPTIONS FOR CARE AND SUPPORT AT HOME**  
**Director of Adult Social Care, Health & Housing**

**1 PURPOSE OF REPORT**

- 1.1 To seek approval to consult on potential changes to the Charging Policy for Adult Social Care Services (non residential services), aligned to transformation in the provision of the support offer at night.

**2 RECOMMENDATIONS**

- 2.1 **That the Executive notes the transformation of the support offer at night.**
- 2.2 **That the Executive agrees to consult on the following option for charging:**

**That the Council when financially assessing someone in receipt of Adult Social Care fully takes account of the income received by people receiving the higher rate of benefit from Attendance Allowance, Disability Living Allowance, and Personal Independence Payments.**

**3 REASONS FOR RECOMMENDATIONS**

**Night time support transformation**

- 3.1 There is limited provision of support at night in someone's home in Bracknell Forest. A number of people do have live-in carers, and a further small cohort have scheduled night time visits from a care home provider. This leaves a gap for people who may need occasional support, but do not need regular support. Most of these individuals will have been assessed by the DWP as being in need of night term support, and therefore eligible for the night time component of one of the benefits listed in paragraph 3.10 below, but have not been assessed by Adult Social Care as being eligible for support, as the thresholds are different.
- 3.2 Forestcare would be able to offer a charged for pop in service, for those occasions when people need attending to. If people utilise this service, the fee they pay would be completely taken into account in the new financial assessment proposed above.
- 3.3 There is a strong preventative element to this set of proposals, which are outlined below. A lack of uptake or provision of night time care services is likely to increase admissions to long term residential care. Research into the determinants of permanent admission to residential care has identified incontinence related issues to be a major predictor. It is night time care services that are the best place to support these issues and hence delay or even to prevent admission from becoming necessary. The twin proposals outlined in this paper encourage people to take responsibility for their own care and support, as their night time benefit income would be taken into account in assessing their affordability to contribute towards the costs of their support, and their contribution will be reduced if they are paying for the

night term support offer, from Forestcare, or any other willing provider that may choose to offer this service.

- 3.4 Following on from CQC Registration, Forestcare are now able to offer emergency personal care to individuals at any time of day or night. Forestcare provides emergency cover 24 hours a day, seven days a week, 365 days a year. Our out of hours service is tailored to the convenience of our customers. For a small weekly fee, they can be re-assured that they/their loved ones needs can be promptly responded to.
- 3.5 Each emergency care situation is different, but some common scenarios we regularly give immediate support to include:
- Rapid response for an unplanned discharge from hospital.
  - Emergency support when another agency has let a family down.
  - Help when unforeseen circumstances occur and a family has other commitments.
  - Assistance with personal care
  - Falls
  - Prescription Collection
- 3.6 Forestcare Responder Service means that there is always a way of dealing with life's uncertainties. As circumstances unfold, customers can be reassured that they will receive the best emergency home care and thorough professionalism from the Forestcare emergency support team who will endeavour to attend within 45 minutes of being contacted.
- 3.7 All of our Emergency Response Officers are First Aid and Moving and Handling trained to assist them to help. Following an initial assessment, if it is safe and the individual is unhurt, we will lift them using the latest lifting technology.
- 3.8 The basic charge for this service is:
- £8.70 per week (plus basic lifeline rental) – 1 call out per month
  - £15 per week (plus basic lifeline rental – 2 call outs per month
  - Additional visits £31.00/£46.50 Bank Holidays including Christmas and New Year.

Where people are paying for this service, and they are separately making a contribution towards the costs of their social care package, it is likely to constitute "Disability Related Expenditure" in their financial assessment. What this means in practice is that their assessed charge for social care support is likely to reduce by the same amount that they are paying for the service outlined above. This is relevant to sections 3.10ff below.

- 3.9 Calls can be accumulated but not used in advance. All customers who sign up to the Responder Service receive a full support plan and risk assessment.

### **Proposed charging amendments**

- 3.10 The Care Act 2014 imposes powers and duties on Local Authorities in relation to these matters from April 2015, with further ongoing changes to some of the detailed requirements.

The Care Act 2014 states that there are a number of benefits that may be **fully** taken into account when considering what a person can afford to pay towards their care from income, which the Council currently does not, where the person is receiving the higher rate:

- Attendance Allowance, including Constant Attendance Allowance and Exceptionally Service Disablement Allowance
- Disability Living Allowance (Care component)
- Personal Independence Payment (Daily Living component)

The Care Act had stipulated that no-one should be made worse off by the reforms, and changing the policy to be in line with the Care Act would have had a negative impact on people's finances. As such, previous policy decisions on charging presented to the Executive have not addressed this aspect of the Care Act, as it was believed that the regulations would be changed. Whilst there have been some minor amendments to the Care Act in this regard, the Council does not fully take into account the benefits listed above. It is proposed that the Council consults on this.

3.11 When there is a decision to charge, the LA must have regard to the **2014 Regulations**.

**Reg 15** states:

*In a case where the adult has needs for care and support other than the provision of accommodation in a care home, or the carer has needs for support, a local authority may in carrying out the calculation of the adult or carer's income for the purposes of the financial assessment, disregard such other sums the adult or carer may receive as the authority considers appropriate.*

## **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 There is no alternative to implementing the requirements of the Care Act however there are decisions to be made regarding the detail of local implementation.

## **5 SUPPORTING INFORMATION**

- 5.1 The Executive received a report in November 2015 recommending a number of changes to the Charging Policy to bring the Council into line with other duties and powers in the Care Act 2014. However, this area was not addressed, as it was anticipated that the legislation would be changed. That is no longer the case.
- 5.2 The current policy fully takes into account income from benefits for the middle or lower rates of Attendance Allowance, Disability Living Allowance and Personal Independence Payments, but does not take the income fully into account if the person is on the higher rates of those benefits. The policy also fully takes into account income from the higher rates of benefit when someone receives night care arranged by the local authority.
- 5.3 A significant number of people in receipt of support do receive these benefits at the higher level, and could be impacted by a simple change of fully taking into account the income from the particular benefit, as follows:

## Unrestricted

	Numbers of People That Are:			Total
	Worse Off	Better Off	No Change	
Attendance Allowance	104	4	36	144
DLA Care - Higher	70	0	99	169
PIP: Daily Living (Enhanced)	14	0	20	34
<b>Total</b>	<b>188</b>	<b>4</b>	<b>155</b>	<b>347</b>

- 5.4 The average potential impact for those that are negatively impacted is £25 per week, with most worse off to the tune of £27.20 per week. A number of people will be impacted by a lower amount because they will be paying the full cost of their care whilst still retaining some of the benefit income.
- 5.5 The potential reduction in the net cost of funding support for people via these changes could be £230,000 in a full year once fully implemented. However, the new night time support offer – or any alternatives that people are able to source from other providers – is one that the Council would encourage people to take up, as it is likely to help them maintain their independence for longer. To the extent that this cohort of people do take up this offer, it will reduce the amount of money that the Council is able to raise in charges. If people take up the service offered by Forestcare, whilst this will increase the amount of income that Forestcare is able to earn, this additional income will only cover the additional costs to Forestcare of expanding the service. Therefore, the change in policy is unlikely to achieve the full potential income figure.
- 5.6 An individual's financial assessment into what they can afford to contribute towards their social care support takes into account additional expenditure they incur directly due to their disability. If an individual arranges their own private night time support, this cost would need to be taken into account if the policy on the extent to which benefits are taken into account is modified.
- 5.7 It is noted that the Council is also consulting on changes to its Housing Allocations Policy and the Local Council Tax discount scheme, and it might be perceived that this will impact on the same people as the proposed changes above. Neither of these two potential changes will impact on the same people as the proposed changes to the adult social care charging policy. All working age people with an adult social care support plan currently eligible for an 80% council tax discount are classified as "Vulnerable People", and will continue to receive the same discount.
- 5.8 As these potential changes:
- Have a potentially significant impact,
  - Are not mandatory,

it is advisable to consult on them.



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

### Borough Solicitor

6.1 The relevant legal provisions are contained within the main body of the report.

### Borough Treasurer

6.2 The costs of consultation are relatively low, and can be met from within existing resources.

### Equalities Impact Assessment

6.3 Equality for all people being supported will be considered at all stages in the process.

## **7 CONSULTATION**

### Principal Groups Consulted

7.1 None at this stage, this paper seeks permission for a Public Consultation on options in respect of charging.

### Method of Consultation

7.2 N/A

### Representations Received

7.3 N/A

### Contact for further information

Neil Haddock, Adult Social Care, Health and Housing - 01344 351385  
[neil.haddock@bracknell-forest.gov.uk](mailto:neil.haddock@bracknell-forest.gov.uk)

## Equalities Screening Record Form

<b>Date of Screening:</b>	<b>Directorate: ASCH&amp;H</b>	<b>Section: Commissioning &amp; Resources</b>
<b>1. Activity to be assessed</b>	To consult on proposals to take into account DWP benefits received for night time care and support in the financial assessment of what people need to contribute towards the cost of their care.	
<b>2. What is the activity?</b>	X Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
<b>4. Officer responsible for the screening</b>	Neil Haddock	
<b>5. Who are the members of the EIA team?</b>		
<b>6. What is the purpose of the activity?</b>	To consult on proposals to take into account DWP benefits received for night time care and support in the financial assessment of what people need to contribute towards the cost of their care	
<b>7. Who is the activity designed to benefit/target?</b>	People who are assessed as needing social care support, who receive benefits to help pay for needs related to their disability at night.	
<b>8. a Racial equality - Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	N	
<b>8. b What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc.	People's eligibility for services is assessed on the basis of need. Equality monitoring suggests there is no bias on the basis of race in the outcome of assessments.	
<b>9. a Gender equality - Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	People's eligibility for services is assessed on the basis of need. Equality monitoring suggests there is no bias on the basis of gender in the outcome of assessments. However, as the majority of people who need support are older people, and women live longer than men, women are more likely to be eligible for the services that the proposed financial assessment policy would apply to.
<b>9. b What evidence do you have to support this?</b>	Statistics on the numbers of people supported by the Council indicate that a majority of people who receive adult social care services are women.	
<b>10. a Disability equality - Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	People's eligibility for services is defined by the impact that that individual's disability or health condition has on them.
<b>10. b What evidence do you have to support this?</b>		
<b>11. a Age equality - Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	People's eligibility for services is assessed on the basis of need. Equality monitoring suggests there is no bias on the basis of age in the outcome of assessments. However, the majority of people who need support are older people.
<b>11. b What evidence do you have to support this?</b>	Statistics on the numbers of people supported by the Council indicate that the majority are defined as older people.	

Unrestricted

27

<p><b>12. a Religion and belief equality - Is there an impact?</b>                  What kind of equality impact may there be?                  Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p>		N	People's eligibility for services is assessed on the basis of need. In Bracknell, numbers of people with different religions or beliefs are too low to test for bias on the outcome of assessment. However, equality monitoring suggests there is no bias on the basis of race, gender, or age in the outcome of assessments, and it is therefore assumed that this is true across all protected characteristics.	
<p><b>12. b What evidence do you have to support this?</b></p>				
<p><b>13. a Sexual orientation equality - Is there an impact?</b>                  What kind of equality impact may there be?                  Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p>		N	People's eligibility for services is assessed on the basis of need. In Bracknell, numbers of people with different sexual orientation are too low to test for bias on the outcome of assessment. However, equality monitoring suggests there is no bias on the basis of race, gender, or age in the outcome of assessments, and it is therefore assumed that this is true across all protected characteristics.	
<p><b>13. b What evidence do you have to support this?</b></p>				
<p><b>14. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.</b></p>	The proposal would negatively impact on the income levels of people who receive DWP disability benefits for night time support needs, and who do not use that money for any form of night time support. Mitigation will take the form of phasing in the changes, as well as in considering what the appropriate minimum income level they should be left with should be. Additionally, additional night time support services will be put in place, which whilst they would be charged for, this charge would reduce their social care assessed contribution.			
<p><b>15. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b></p>	People with the protected characteristics of age or disability are the people who are most likely to need social care support, and therefore to be impacted by any charging regime.			
<p><b>16. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b></p>	People with the protected characteristics of age or disability are the people who are most likely to need social care support, and therefore to be impacted by any charging regime.			
<p><b>17. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b></p>		N	The power to charge people for social care services is enshrined in statute, and can only apply to people who, because of their disability, which will often be caused by conditions associated with ageing, need adult social care support.	
<p><b>18. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b></p>				
<p><b>19. On the basis of sections 7 – 17 above is a full impact assessment required?</b></p>		N	The power to charge people for social care services is enshrined in statute, and can only apply to people who, because of their disability, which will often be caused by conditions associated with ageing, need adult social care support.	
<p><b>20. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data?</b> Please complete the action plan in full, adding more rows as needed.</p>				
	<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
<p><b>Means Assessment – all people who are eligible for services undergo a financial assessment to ensure that they do not pay more than they can reasonably afford.</b></p>	Ongoing		Neil Haddock	

Unrestricted

<b>21. Which service, business or work plan will these actions be included in?</b>	Commissioning & resources team plan.
<b>22. Have any current actions to address issues for any of the groups or examples of good practice been identified as part of the screening?</b>	No
<b>23. Chief Officers signature.</b>	Signature: _____ Date: _____
<b>24. Which PMR will this screening be reported in?</b>	

**TO: EXECUTIVE**  
**DATE: 24 JANUARY 2017**

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**SCHOOL PLACES PLAN AND SCHOOL CAPACITY STRATEGY**  
**Director of Children, Young People and Learning**

**1 PURPOSE OF DECISION**

- 1.1 The purposes of this report are to approve the School Places Plan 2016 – 2021 ('SPP'), including the 2016-based pupil forecasts and the School Capacity Strategy 2016 – 2021 that details the construction works anticipated on school sites to deliver school places for Bracknell Forest children.

**2. EXECUTIVE SUMMARY**

- 2.1 The Council has a statutory duty to provide a school place for every child in the Borough who wants one. In the last ten years the Council has been successful in continuing to provide sufficient places.
- 2.2 Forecasts of pupil numbers are produced annually on a 'realistic case' basis. However to deliver required places schemes are only brought forward for implementation as and when need is demonstrated. Future housing is the greatest factor in the growth in pupil numbers.
- 2.3 Primary numbers are forecast to increase by 20% by 2021, 1,504 additional pupils, and secondary numbers are forecast to rise by 27% in the same period, 1,476 additional students.
- 2.4 A plan to deliver the shortfall in places to September 2018 is in place, subject to Executive approval of the 2017/18 capital programme proposals.

**3. RECOMMENDATIONS**

- 3.1 **That the School Places Plan 2016-21 (Appendix 1) which forecasts a further 2,980 pupils will be seeking a school place by 2020/21, an 18% increase, be approved.**
- 3.2 **That the School Capacity Strategy set out in the report be approved.**
- 3.3 **That refurbishment projects at Easthampstead Park and Sandhurst schools be added to the Education Capital Programme, to be funded from Department for Education (DfE) Basic Need Grant.**

**4. REASONS FOR RECOMMENDATIONS**

- 4.1 The provision of school places remains an essential part of the Council's organisation and planning process and enables the Council to meet its statutory duties in relation to school places. This plan is an essential tool in forecasting demand and has been successful in ensuring a school place continues to be available for every child in the Borough who wants one.

- 4.2 The Executive last approved the School Capacity Strategy in December 2014, and this has been updated to reflect the current revised requirements for new school places and the funding from the Department for Education for basic need.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 It is business critical to undertake pupil forecasting to ensure the Council meets its statutory obligation of sufficiency of school places. The SPP provides a mechanism to communicate these forecasts and the capacity strategy the mechanism to provide places.
- 5.2 Options for delivery of the Capacity Strategy are set out in the body of the report.

## **6. SUPPORTING INFORMATION**

### Background

- 6.1 Bracknell Forest is experiencing a period of sustained growth in pupil numbers across the Borough which began in 2009. Total pupil numbers on roll have risen from 14,061 in September 2009 to 16,168 in September 2016, which is an increase of 2,107 children or 15% in seven years.
- 6.2 The SPP process is managed by the Pupil Place Planning Board, which is chaired by the Chief Officer Strategy, Resources & Early Help and composed of key senior officers, advisers and the Executive Member for Children, Young People & Learning. It meets quarterly to review and monitor issues and to produce the SPP.
- 6.3 The SPP (attached as Appendix 1) is produced as a result of an annual review of future housing plans, numbers on roll and demographic data. It includes forecasts of school intake and total numbers on roll and calculates the impact on places.
- 6.4 The planning and capital programme processes that deliver places constitute both a major challenge and a major achievement for the Council. In excess of 5,000 school places have been created in Bracknell Forest schools over the last 10 years, including expansions and surge classrooms at existing schools in all three organisational areas, construction of a new primary school at Jennett's Park, the re-provided expanded secondary school at Garth Hill College and the expansion of Warfield CE Primary School. The cost of these places has been in the region of £100m. Given the national pressures on school places this is a major success for the Council, with sufficient school places continuing to be available for every child in the Borough who wants one.
- 6.5 The Plan builds on the lessons learnt in the last year, and practice has been further improved this year. Increased scrutiny has been given to input data, the model and the assumptions taken in response to various factors in the model. These improvements can enhance the Council's confidence in the forecasts.
- 6.6 Planning area forecasts in this Plan are produced for medium term planning purposes. Forecasts are based on trends in past numbers on roll, admissions and birth rates, and take into account planned housing and other factors. Pupils are projected in the designated area of schools and forecasts are not constrained by accommodation at the school. The Admissions Authority for each school will determine, based on their admission arrangements, which pupils can be offered places at the school.
- 6.7 A full description of factors impacting the forecasts and changes since the previous plan are contained in this year's Plan. The Register of Factors influencing the forecasts is attached as Appendix 2.

- 6.8 Trends in the figures and the measures being taken to increase the number of places available, are set out in the Borough-wide commentary. Changes in the three planning areas (Bracknell North, Bracknell South, Crowthorne & Sandhurst) are summarised below, with further detail contained in the Planning Area commentaries in the Plan.

Accuracy and joint work

- 6.9 In recent years the forecasts have been robust in forecasting accurate numbers of school places required for, in particular, the following school year and in giving a good guide for the years immediately following this.
- 6.10 The Council works closely with colleagues in neighbouring authorities, in particular those in Wokingham BC and the Royal Borough of Windsor and Maidenhead. Information on housing developments is shared, and implications for school places and designated areas discussed. For example there has been a displacement back to Bracknell Forest of Bracknell Forest children previously attending school in Wokingham, but where places are no longer available due to local housing growth in Wokingham.

Factors affecting the planning and delivery of school places

- 6.11 The proposed schemes for additional places are based on current housing building programmes which have either been supplied by developers, or estimated by CYPL and Planners based on previous BFC developments. Pupil yields have been derived from an assumed mix of dwelling types (e.g. 1 bed, 2 bed, 3 bed etc.) and the estimated construction programmes for each development. The Executive should note however that the individual developers' house building programmes are outside the Council's control and so the above timescales and capacities are subject to change. Past experience suggests that house building programmes are likely to be subject to slippage, especially where S106 Agreements have yet to be concluded. Market forces will also affect developers' ability to sell houses.
- 6.12 The base data on which the Plan is based is subject to quarterly review by CYPL and Planners, and our strategy is then updated to keep pace with the revised pupil forecasts that may result.

BFC pupil forecasts exceed the national average

- 6.13 Nationally the DfE January 2015 School Census Pupil Projection Model suggests that the number of primary-school-age children nationally is projected to continue to rise by 17% by 2024.
- 6.14 Pupil forecasts in the SPP indicate the total number of pupils will increase to 19,595 by 2021. Based on the current number on roll, this represents an additional 2,980 pupils, or a 17.9% increase over the next five years. This is equivalent to the national average increase above, but over a shorter timescale.

Primary pupil numbers

- 6.15 In January 2016 there were 9,891 primary pupils in the Borough. The forecasts indicate primary pupil numbers will rise to 11,395 by 2021 (1,504 additional pupils, representing a 15% increase over 5 years). This will result in a shortfall of 740 (7%) in primary places by 2021, but challenges are presented in individual age groups and areas which means shortages emerge much earlier than when pupil numbers exceed the total number of available places.

- 6.16 The Executive will note that this sustained increase in primary numbers will create a corresponding increase in demand for secondary places which will need to be addressed in later years.

#### Secondary pupil numbers

- 6.17 In January 2016 there were 6,724 secondary pupils in five maintained schools and one academy with a total of 8,225 places. The Brakenhale School became an academy from April 2016.
- 6.18 In January 2016 there were 1,501 (18.2%) surplus secondary places across the Borough, however the planning areas differ greatly in the number of surplus places available, with fewest being available in Bracknell North. This year's forecasts indicate the number of secondary pupils could rise to 8,200 by 2021, an extra 1,476 pupils (21.9%).

#### Summary of forecasts by planning area

- 6.19 The Borough is currently divided into three organisational areas for the planning of school places which are set out in Annex 5 of the SPP, as follows:
- North Bracknell
  - South Bracknell
  - Crowthorne & Sandhurst

The forecast numbers and main issues arising in the three planning areas are:

- 6.20 Bracknell North – at primary phase an increase in pupil numbers of 17.7% resulting in a shortfall of 574 places. At secondary phase an increase in pupil numbers of 18.5% is forecast, resulting in a shortfall of 134 places by 2020/21.
- 6.21 Bracknell South - By 2020/21 an increase in pupil numbers of 14.0% resulting in a shortfall of 200 places. At secondary phase, forecasts indicate an increase in pupil numbers of 38.9% resulting in a falling surplus of places in every year to 2020/21.
- 6.22 Crowthorne and Sandhurst - by 2020/21 an increase in primary pupil numbers of 12.6% is forecast resulting in a falling surplus of places. Secondary forecasts indicate an increase of 13.2% in secondary pupils in this planning area by 2020/21, resulting in a small shortfall of 49 places.

#### Creation of new school places

- 6.23 The forecasts contained in this plan support school estate planning to meet demand for pupil places. The Education Capital Programme has always succeeded in creating sufficient physical capacity in our schools to meet local demand, and the key factors in this have been:
- the ability to plan well in advance.
  - planning for the 'realistic' case pupil numbers but only building what is actually needed.
  - working with schools to minimise the disruption and optimise the enhancement of the physical environment though the construction works.
- 6.24 New school places can be created in a number of ways, as set out in the following paragraphs in ascending order of cost and complexity:
- Surge classrooms can be created by either converting existing space in the school or adding a single new building to accommodate a single additional classroom for 30



places. These are a temporary solution providing places for one year group only as up to 30 pupils progress through the school.

- 1FE (Form of Entry) expansions can be achieved by extending existing buildings or providing new buildings within the school site to create sufficient permanent places to provide an additional class in each year group. Expansion generally starts in the intake year and construction can be delivered in phases over the following 5-7 years as the expansion works its way up through the year groups.
- Schools may also be expanded by building new school buildings on nearby sites creating a single school operating across two sites. For example capacity at Warfield CE Primary School was expanded from September 2016 from 1FE (210) places on their existing All Saints Rise site, to up to 3FE (630) places following new construction on the Woodhurst site.
- New academy/free schools can be constructed if suitable school providers and sites can be found. Over the forecast period to 2021 it is likely that DfE will seek to establish new free schools in Bracknell Forest. Depending where and when this happens this will help address the rising demand for school places across the Borough.

#### Strategy options

- 6.25 There are three strategic options for planning for school places which are set out below:
- 6.26 Strategy Option 1 is planning by school, which means responding to every forecast school deficit by expansion of that school in accordance with the forecast demand. This is not always possible due to site restrictions, and is the most expensive option requiring investment at multiple schools across the Borough. This approach has not been applied.
- 6.27 Strategy Option 2 is planning by organisational area, which involves creating sufficient new places to meet the demand across the organisational area allowing for the fact that some schools will have deficits and some surpluses of places. This is more flexible than Option 1, above and allows the Council to select which schools to expand by applying selection criteria including cost and Ofsted performance (DfE requires that only GOOD or OUTSTANDING schools be expanded). This option generally costs less than Option 1, and is the approach that has been generally applied.
- 6.28 Strategy Option 3 – Planning on a Borough-wide basis, which means pupils travelling across the Borough to wherever places are available. This is the least expensive option for capital investment, however revenue home to school transport costs are incurred where primary pupils have to travel in excess of 2 miles and secondary pupils in excess of 3 miles to school. It can also be unpopular with parents due to travel distances and parental perceptions of the relative performance of different schools.

#### School Capacity Strategy 2016-21

- 6.29 The updated School Capacity Strategy is set out in the following paragraphs by school organisational area and summarised in paragraph 6.43. Investment decisions will be subject to annual approval through the normal budget process and will only be presented when there is a clear and current need, taking into account the lead-in times required to deliver capital construction.
- 6.30 At this stage, sufficient funds are in place to deliver the projected number of school places required to September 2018, with specific schemes set out below.

Primary school places

- 6.31 North Bracknell primary capacity is currently in surplus, but this is forecast to reduce to deficit by September 2017 with the deficit increasing to -3.9FE by September 2021. The strategy to meet this is from delivery of the following projects which are already in progress as part of new housing developments:
- +1FE at Warfield Woodhurst from Sep-19                      Construction completed
  - +1FE at Amen Corner North from Sep-18                      Construction start Jul-17
  - +1FE at Binfield Learning Village from Sep-19                      Construction is underway
  - +1FE at Amen Corner South from Sep-19                      Subject to S106 agreement
  - +1FE at Warfield East from Sep-21                      Subject to S106 agreement
- 6.32 South Bracknell primary capacity is forecast to remain in surplus until September 2019 with the deficit subsequently increasing to -1.2FE by September 2021. The strategy is to complete the future phases of the expansions of The Pines and Great Hollands which have already started, and to implement the Crowthorne CE Primary expansion at TRL, which is already in design. TRL is an expansion of an existing school in the Crowthorne & Sandhurst organisational area by way of new construction on an adjacent site in the South Bracknell organisational area.
- 6.33 Crowthorne & Sandhurst primary capacity is forecast to remain in surplus until September 2020, with a deficit then increasing to -0.5FE by September 2021, largely due to construction of additional housing in Crowthorne. This deficit can be met from the Crowthorne CE Primary expansion at TRL set out in the preceding paragraph. Successive house building on the TRL site will ultimately reduce the surplus TRL places but this will defer the requirement for further future expansion, either at TRL or Wildmoor Heath until later years.

Secondary school places

- 6.34 North Bracknell secondary capacity is currently in surplus, but is forecast to reduce to deficit by September 2018 with the deficit increasing to -2.9FE by September 2021. The strategy to meet this is from delivery of the Binfield Learning Village (BLV) project which is currently under construction to deliver new secondary places from September 2018.
- 6.35 South Bracknell secondary capacity is also currently in surplus of +2.9FE, but is forecast to reduce to deficit by September 2019 with the deficit increasing to -2.0FE by September 2021.
- 6.36 Crowthorne & Sandhurst secondary capacity is currently showing a small surplus, but this is forecast to reduce to a small deficit by September 2018, with the deficit increasing to -2.0FE by September 2021.
- 6.37 Options currently under consideration to deliver the school places required in South Bracknell and Crowthorne & Sandhurst include expanding existing schools, building a new free school, merging all of the secondary Designated Areas into one and transporting pupils to schools which have surplus places.

Surge classrooms

- 6.38 The mainstream strategy also includes a number of individual primary surge classroom options in all three organisational areas across the Borough to infill any small gaps in capacity or to make up for any unforeseen higher forecasts. These can be brought online at relatively short notice for the cost of just furniture and ICT. Potential locations for these include Winkfield St Marys, Meadow Vale and Owlsmoor.

### Special Educational Needs

- 6.39 Department for Education statistics based on School Census data state that 2.9% of Bracknell Forest pupils had statements of SEND, in line with the average for England and the South East region.
- 6.40 The Strategy for provision of SEN school places to meet this demand can be summarised as follows:
- Kennel Lane Special School is largely full to its 188 capacity, and is forecast to continue to be so. There are 169 pupils on roll in 2016.
  - The Rise@Garth Hill College opened in 2015 on a phased basis, and is expected to fill up over the following years to its full capacity of 56 places for secondary ASD.
  - 40 additional SEN places are being created at Binfield Learning Village from September 2018 (15 primary and 25 secondary).
  - Development of additional Resource Units within existing mainstream schools is being explored to meet specific areas of needs such as children with speech, language and communication needs.
  - Out of Borough placements will continue to be used to meet the specific needs of individual children where these cannot be met within the Borough. This has, and will continue to have, financial implications.
  - The possibility of a new SEN free school in Bracknell Forest during the forecast period will be assessed a start of the strategy moving forward.

### Refurbishment at Easthampstead Park and Sandhurst Schools

- 6.41 Sandhurst school was closed/partially open for four days during the 2016 autumn term due to major water leaks and there are significant backlogs of maintenance works at both Easthampstead Park and Sandhurst schools which need to be addressed.
- 6.42 Works include essential services (electrical and mechanical) including works to distribution boards (switchgear and fuse boards), rewiring, lighting, refurbishment of specialist practical spaces (technology and science), heating systems including replacement of pumps, essential ventilation works including to roof-lights and below ground services including both water and drainage.
- 6.43 A proposal to include essential refurbishment projects at both schools onto the Education Capital Programme forms a recommendation of this report, to be funded from DfE Basic Need Grant. Works will be subject to feasibility, studies and design specifications will be drawn up during the 2017 spring term with implementation during the summer of 2017. Completing the refurbishments will strengthen the ability of the schools to accommodate additional pupils to meet the future expansion requirements for a limited period of time to allow more permanent solutions to be developed for the anticipated increase in secondary aged pupils and pressure on places expected in those two planning areas.

School Capacity Strategy: Summary

6.44 The Capacity Strategy 2016 – 2021 is summarised below for the short and medium terms:

**Short Term (To September 2018)**

North Bracknell	Primary	Amen Corner North opens to 1FE from Sep-18
	Secondary	BLV secondary opens to up to 7FE from Sep-18
South Bracknell	Primary	Great Hollands expansion to 3FE Phase 2 for Sep-17 & Phase 3 for Sep-18
		The Pines expansion Phase 2 from Sep-18
		Jennett's Park expansion to 2FE, 1 class from Sep-17 & 1 class from Sep-18
	Secondary	No capacity works required
Crowthorne & Sandhurst	Primary	No capacity works required
	Secondary	No capacity works required

**Medium Term (from September 2019 to September 2021)**

North Bracknell	Primary	BLV primary opens to 1FE from Sep-19
		Amen Corner South opens to 1FE from Sep-19 (for later expansion to 2FE)
		Warfield - Woodhurst expands to 2FE from Sep-19
		Warfield East opens to 1FE from Sep-21 (for later expansion to 2FE)
	Secondary	No capacity works required
South Bracknell	Primary	TRL Opens to 1FE from Sep-19, expanding to 2FE in Sep-21
	Secondary	Potential requirement for +2FE from Sep-21
Crowthorne & Sandhurst	Primary	No works required if Crowthorne area deficit goes to TRL/other schools
	Secondary	Potential requirement for +2FE from Sep-21

Costs and funding

6.45 DfE capital grants have accounted for a significant amount of the funding on the Education Capital Programme for the last five years, with £31.8m of grants allocated to the Council under a number of different funding streams to March 2016. The most significant grant receipt relates to Basic Need Grant (BNG) which is an un-ring fenced grant, intended to fund the provision of new school places.

- 6.46 For the 2 year funding period 2016/18, Bracknell Forest will receive £18.8m of BNG funding; however in March 2016 the Government announced the level of BNG funding for 2018/19 would be zero. Based on previous years allocations it had been assumed that up to £3m of DfE Basic Need funding might be available in 2018/19.
- 6.47 The council has also been successful in concluding agreements with developers to provide the land and construct new primary schools at Jennett's Park, Warfield (Woodhurst), Amen Corner North and Crowthorne TRL in lieu of S106 contributions. This minimises cost and risk to the council compared to a self build approach. Similar agreements will be sought at Amen Corner South and Warfield East.
- 6.48 Taking account of DfE grant, developer contributions and the funding package previously agreed for the BLV, sufficient resources are in place to deliver the school places that are expected to be required by September 2018. This covers the period of DfE grant funding announcements. Schemes required beyond this point will be kept under review through the Education Capital Programme Board, with the delivery of additional secondary places expected to be the key challenge.
- 6.49 The funding strategy to meet the cost of delivering the Strategy includes the following:
- Further Basic Need Funding, although zero in 2018/19, may be forthcoming in later years, and the Council will continue to maximise our potential receipts via the Education Funding Agency's (EFA) annual School Capacity Survey. BFC has received/been allocated £31.1m of Basic Need grant during the five year period 2013/17.
  - Use of S106 contributions which have yet to be negotiated and/or obtained from developers. This approach, utilising the developer construct route has been successful for delivery of all new primary schools delivered to date.
  - Use of Community Infrastructure Levy (CIL) funding, and the Planning department has estimated that subject to proposed developments going ahead, up to £10.2m of CIL receipts could be secured to support the Education Capital Programme during the period 2017/25.
  - Bids will be submitted for any future grant funding opportunity for which eligibility can be demonstrated, for example the Council successfully bid for £7.6m of Targeted Basic Need (TBN) grant in 2013/15 for school capacity projects when EFA announced a bidding opportunity.
  - The EFA provides all funding for free schools including capital funding. EFA will pay for the purchase and lease of the building or land as well as any building work or refurbishment that needs to be done to create the new school. Where the Council requires new schools to be built, this funding route could be pursued if a free school provider was considered to be appropriate.
  - Funding from the Council's own capital resources will be sought as a last resort.

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

### Borough Solicitor

- 7.1 No significant legal implications arise from the matters discussed in this report.

### Borough Treasurer

- 7.2 The Borough Treasurer is satisfied that no significant financial implications arise from agreeing the School Places Plan 2016-2021.
- 7.3 Furthermore, sufficient funds exist to deliver the additional school places anticipated to be required to September 2018, which covers the DfE grant funding period.
- 7.4 Funding for schemes required beyond this point will need to take account of the latest pupil forecasts and be considered as part of the normal capital budget setting process, taking account of any new DfE grants, other external funds and availability of council borrowing.

Equalities Impact Assessment

- 7.5 The Equalities Impact Assessment relating to the provision of additional places is attached as Appendix 3.
- 7.6 Where building work is undertaken it complies with the current Part M of Building Regulations for disabled access.

Strategic Risk Management Issues

- 7.7 Risks in the production and delivery of the forecasts are attached as Appendix 4.
- 7.8 The main factors affecting the planning and delivery of school places are:

ISSUE		RISK	COMMENT
1	Availability of detailed information	MEDIUM	Out of date information prejudices accurate forecasting and planning. The situation is developing continually. Every effort is made to continually monitor changing trends.
2	Knowing: - detailed house build completion intentions of developers - when houses are likely to be occupied and the numbers of children moving in	MEDIUM	Challenge to strategic planning when market forces drive housing completions. Developers will start construction when the market is right. Every effort is made to continually monitor changing trends. Insufficient time to bring forward timeframes for school build and providers. Every effort is made to work with developers to continually monitor changing trends.

Unrestricted

3	Where families occupying houses are moving from, and where they want their children to attend school	LOW	<p>Incomplete knowledge of timing of intake of pupils to schools.</p> <p>Unstable situation in terms of numbers in surrounding schools Implication on school opening, planning and funding. Every effort is made to work with developers to continually monitor changing trends.</p>
4	Insufficient school places	MEDIUM	<p>The Strategy is based on SPP pupil forecasts which are now calculated on realistic rather than worst case (highest) projections. This has increased the risk of actual pupil numbers exceeding forecasts, which in turn creates a heightened risk that suitable construction may not be available in sufficient time to meet the need. The Strategy includes surge classrooms as a safety net.</p>
5	Appointment of academy providers	LOW	<p>New academy providers will have their own view of growth which may be different to the Council's view.</p> <p>Academy providers may change admission arrangements, impacting on places.</p> <p>The Council specifies its requirements and expectations when undertaking the process to source a provider.</p> <p>Maintenance of an open dialogue with sponsors once appointed.</p>
6	Cost Risk	LOW for 2016/18	<p>Strategy is fully funded for 2016/18. VFM is applied to capital projects through the procurement process.</p>
7	Future funding risk	MEDIUM for 2018/19 and beyond	<p>DfE allocations are unknown beyond March 2018. A funding strategy is in place.</p>

8	Programme risk	MEDIUM	All capital projects have significant lead in times and many of the construction projects in the Strategy are already subject of feasibility work with the managing partner Atkins.
9	Abortive Cost Risk	MEDIUM	If projects are deferred and not ultimately funded then the capital costs incurred to date will create a revenue pressure in future years. This is closely monitored with the Borough Treasurer.
10	Reputation Risk	LOW	The Council has always succeeded in ensuring that there are sufficient school places.

## 8. CONSULTATION

### Principal Groups Consulted

- 8.1 The Pupil Place Planning (PPP) Board – the Council decision-making body composed of key senior officers, consultants and the Executive Member for CYPL - have been consulted about the contents of the SPP.
- 8.2 Individual school expansion projects are subject to their own public consultations, and all construction works on school sites including new schools is also subject to public consultation through the statutory planning process.
- 8.3 Where schools are subject of expansion there is extensive consultation with Headteachers and Governing bodies over the details including timescales, designs and implementation of the works.

### Method of Consultation

- 8.4 The PPP Board were consulted regarding the forecasts at their meeting on 17 May 2016.
- 8.5 Public consultations involve posting leaflets to neighbouring properties and to school stakeholders in addition to the standard BFC online consultation. Public meetings are held in the afternoons/evenings to view plans and drawings of proposals at which Council officers and designers are available to answer questions. Planning consultations are in accordance with statutory requirements. Consultations with schools take the form of presentations by and meetings with Council officers and participation in design team meetings.

### Representations Received

- 8.6 The PPP Board understood the issues, the overall trends and the implications for the supply of additional places.



- 8.7 Feedback from pre-planning public consultations does influence the detailed plans and drawings that form the final planning applications. School feedback helps shape the final designs for the new accommodation that is provided.

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# **SCHOOL PLACES PLAN**

**2016 - 2021**

**Including 2016-based forecasts**

## Table of Contents

School Place Planning .....	4
Context /demographic background.....	5
Factors Impacting Numbers and School Places .....	6
Planning Areas and Schools .....	10
Commentary – Borough .....	12
Planning Area Commentaries.....	14
Aided Schools .....	16
Academy Schools .....	16
Special Educational Needs.....	16
Pupil Forecasts (Numbers on Roll).....	17
Pupil Forecasts (Intake year only) .....	19
Annex 1: Pupil forecasting methodology.....	21
Annex 2: Current and Future Housing Development .....	23
Annex 3: Special and Additional Educational Needs .....	23
Annex 4: Provision for Pupils Out of School .....	29
Annex 5: Maps .....	30

Forecasts in this Plan are produced for medium term planning purposes. Forecasts are based on trends in past numbers on roll, admissions and numbers of children by age, and take into account planned housing and other factors. The numbers of pupils are projected in the designated area of schools and forecasts are not constrained by accommodation at the school.

The Admissions Authority for each school will determine, based on their admission arrangements, which pupils can be offered places at the school. The forecasts cannot be used as an indication of admissions in future years.

Further details are included in Annex 1.

## Introduction

The provision of school places remains an essential part of the Council's organisation and planning process and enables the Council to meet its statutory duties in relation to school places. School place planning is an annual process based on a review of future housing plans, numbers on roll and demographic data. The process continues to be adjusted as actual numbers are known and comparisons made with forecasts in previous years. The School Places Plan is produced annually as a result of the review.

'Creating Opportunities' is the joint strategic plan for children and young people in Bracknell Forest for 2014-2017. The plan contains six Outcome Priorities - Outcome Priority 1 is to '*raise levels of attainment and pupil progress across all phases of learning for all pupils*'. To ensure systems are in place for effective pupil and school place planning is a specific activity listed under this Outcome Priority.

This School Places Plan supplements the joint strategic plan by providing:

- pupil data and statistics
- forecasts of pupil numbers for the next five years
- commentary on the need to add or remove school capacity
- estimates of future housing growth.

The planning and capital programme processes that deliver places constitute both a major challenge and a major achievement for the Council. In excess of 5,000 school places have been created in Bracknell Forest schools over the last 10 years, including expansions and surge classrooms at existing schools in all three organisational areas, construction of a new primary school at Jennett's Park, the re-provided and expanded secondary school at Garth Hill College and the expansion to Warfield CE Primary School. The cost of these places has been in the region of £100M. Given the national pressures on school places this is a major success for the Council, with school places continuing to be available for every child in the Borough who wants one.

The forecasts contained in this plan support school estate planning to meet demand for pupil places. The Education Capital Programme has always succeeded in creating sufficient physical capacity in our schools to meet local demand, and the key factors in this have been:

- the ability to plan well in advance
- planning for the worst case (highest) pupil numbers but only building what is actually needed
- working with schools to minimise the disruption and optimise the enhancement of the physical environment through the construction works.

Since 2011 the Council has received through the Department for Education's bidding process £50.7M of grants for basic needs to build additional places in the future based on the Council's past forecasts.

Further information relating to the Council's plans to invest in school buildings can be found in the Asset Management Plan (AMP) 2013-2016 for Children Young People and Learning, which contains more detail on school capacities and construction projects. The AMP can be viewed via the following link:

<http://schools.bracknell-forest.gov.uk/sites/default/files/assets/asset-management-plan-2013-to-2016.pdf>

## School Place Planning

All local authorities (LA) work within the same national policy framework. Three main activities make up the task of matching the supply of school places with the demand for them:

- managing the supply of places;
- managing demand through admissions and appeals procedures; and
- managing outcomes by tackling problems – such as small schools and schools in difficulties – which emerge as a result of attempts to match pupils with places.

There is a statutory requirement on Bracknell Forest Council to provide sufficient school places. Discharging this duty involves opening new schools or adding places to existing schools where extra capacity is required. It also means reducing in size schools with surplus accommodation. The challenge for the Council is to provide the right number of places in the right locations. This means that projections of pupil numbers must be reviewed at least once a year to ensure that additional places are provided in growth areas but, in addition, that substantial surplus places do not exist in an area, which could represent a waste of resources. This analysis is complex and the current economic climate adds further complexity to the process.

The key internal decision-making body is the Pupil Place Planning Board which is composed of the Lead Member, key senior officers and advisers. The board meets quarterly to review and monitor issues relating to school organisation.

Wherever possible the Council will seek to provide places for pupils in their designated area school. This can be achieved in a number of different ways:

- by providing individual 'surge' (or 'bulge') classrooms in primary schools to take an additional form of entry for one year only. The surge class moves up through the school year by year until the pupils leave in seven years time, after which the classroom becomes available again for re-use as a new surge classroom, or for alternative use.
- Expansion by 1 FE (form of entry) in all year groups, involving creation of new classrooms, toilets etc. by refurbishment and/or extensions of existing buildings. Expansion projects are usually implemented in phases to keep pace with pupil numbers as they progress up through the school.
- by building new schools where demand is sufficient, or in response to new housing development. Providers are then sought for these schools.
- by changing designated area boundaries.

There is also a requirement for the Council to review and to remove surplus places which can become costly in terms of building running costs. However, not all surplus places can, or should, be removed; for example:

- it is difficult for parents to have their preference for a particular school place met without the existence of some surplus places;
- some surplus places are needed to cope with future increases in pupil numbers.

Surplus places can be removed in several ways:

- by removing temporary accommodation;
- mothballing part of a school (particularly if demand for places might increase in future years); and/or
- finding alternative compatible users or uses for some of the accommodation.

The Council aims to maintain some overall surplus capacity for planning and managing school places within the Borough. In the past, a surplus of around 5% was regarded as acceptable as this allowed for a degree of parental preference and for future increases in pupil numbers, whilst ensuring value for money and best use of limited resources. The Council still aims to provide spare capacity in each year group, however due to pressure on pupil numbers this can no longer be guaranteed at 5% at each individual school. The Council will however endeavour, wherever possible, to provide sufficient spare capacity in each of the three planning areas to prevent pupils having to travel long distances to school.

Where new housing creates additional demand for places, the Council has a well-organised approach to obtaining funding from housing developers. The Council will always seek to provide school places as near as possible to where they are required. This continues to be a significant issue in Bracknell Forest which is a growing community.

All LAs are required to submit annually a Schools' Capacity and Places return (SCAP) to the Education Funding Agency, part of the Department for Education (DfE). The DfE require LAs to submit pupil forecasts annually and explain the methodology for producing these and also to confirm the capacity of each school.

Achieving the correct balance of places in the correct location requires accurate, sustained forecasting and planning over a long period.

Further details of the methodology and changes since the 2015-based forecasts are shown in Annex 1.

## **Context /demographic background**

Bracknell Forest is located in central Berkshire, 28 miles west of London and between the M3 and M4 motorways. It covers an area of some 109 sq km. The economy of the Borough is of above average size and productivity compared to the county and nationally, and benefits from good access links and a well educated labour force.

The population of Bracknell Forest is estimated to be 118,982 (ONS Mid-2015 Population Estimate). The majority of the population lives in the built-up areas of Bracknell, Sandhurst, Crowthorne, Binfield, Warfield and North Ascot.

The 2015 Population Estimates show that there are 30,720 children and young people aged 0 -19 resident in the Borough, representing 26% of the total population. This proportion has remained fairly constant in recent years.

Of these, around 17,587 are pupils on roll in Bracknell Forest primary and secondary schools<sup>1</sup>. Over the last 3 years there have been on average around 1,500 births per annum in recent years in Bracknell Forest. This is projected to remain at this level throughout the planning period.<sup>2</sup>

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<sup>1</sup> School Census January 2015 – NB all pupils including nursery, 6<sup>th</sup> form and special school

<sup>2</sup> Source: ONS

## Factors Impacting Numbers and School Places

There are a number of factors which will potentially impact the supply and demand for school places over the next five years. The effects of all these factors will continue to be monitored closely at local area level to provide sufficient suitable school places.

- **Demographic trends**

In common with many other local authorities, over the last few years Bracknell Forest has seen a steady increase in pupil numbers and rising rolls in primary schools, resulting in pressure on the intake year and the requirement for additional capacity throughout the Borough.

An additional trend has been the arrival in recent years of an increasing number of families from outside the UK. The proportion of pupils in schools from a minority ethnic background has increased steadily from 6.1% in 2001 to 20.6% in 2016.

- **New Housing**

Bracknell Forest continues to be an area of significant housing growth. Numbers of completions in recent years are shown in the table below. New housing results both from large developments (such as in Warfield, Jennett's Park, The Parks and Wykery Copse) and the cumulative effect of smaller sites.

<b>Net Number of dwellings completed</b>				
<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
264	390	314	376	336

Phasing of future construction changes frequently and is influenced by a number of factors, including market conditions. The pupil forecasts contained in this plan reflect the position at 31<sup>st</sup> December 2015. A detailed summary of current and future housing, including other major sites due for development in the longer term is set out in Annex 2. In summary the number of houses scheduled to be completed are:

<b>Number of dwellings scheduled to be completed As at 1 April 2016</b>				
<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
611	499	622	876	861

- **Pupil Yield from New Housing**

As part of its school place planning, Bracknell Forest regularly monitors pupil yield from new housing developments by carrying out research to establish typical numbers of pupils generated. The information is essential to ensure local authority departments are using robust, evidence-based pupil yields.

The latest study conducted in early 2016 by market research company QA Research, focused specifically on new dwellings completed since 2012 and provided us with the yields shown below. The yields were lower for all ages,



with the overall yield being nearly 17 children per 100 houses less than the last time the survey was undertaken in 2013 (93.9 in 2016 compared with 110.7 in 2013).

Age group	Average pupil yield per dwelling				
	1 bed	2 bed	3 bed	4 bed	5 bed
0-3 year olds	0.05	0.40	0.50	0.38	0.41
4-10 year olds	0.05	0.23	0.42	0.40	0.59
11-15 year olds	0.00	0.05	0.11	0.20	0.38
16-17 year olds	0.00	0.01	0.01	0.04	0.03

- Pupil Mobility**

The extent of within-year mobility decreases with age. Using the recognised formula, expressing mobility as the sum of arrivals plus leavers divided by the number on roll, the averages across all schools in the Borough are generally low in the national context and are typically in the region of:

Primary Schools	13-14%
Secondary Schools	10-11% <sup>3</sup>

However, the averages mask some significant differences between schools. For example, there is significant pupil mobility associated with staffing changes at the Royal Military Academy (RMA) in Sandhurst – this could be individual families or whole units posted into or out of the RMA. Two schools in the Crowthorne and Sandhurst planning area regularly receive new pupils unexpectedly and therefore typically have pupil mobility in excess of 20%, a figure much higher than the national context.

Another aspect of pupil mobility which is difficult to forecast in terms of age and timing is traveller families. The Council has a statutory duty to assess the educational needs of travellers and to provide sufficient school places. There is a permanent designated Traveller Site with 13 pitches in the Crowthorne and Sandhurst planning area.

- Designated area and boundary issues with neighbouring local authorities**

Two Bracknell Forest primary schools (Ascot Heath CE Junior and Cranbourne) are in the designated area for Charters Secondary School, located in the Royal Borough of Windsor & Maidenhead and two primary schools in Wokingham Borough (Hatch Ride and Oaklands) are in the designated area for Edgbarrow Secondary School in Crowthorne.

Parental preference means that some children resident in one local authority choose to attend a school in a neighbouring local authority. The majority of cross-border movement occurs between Bracknell Forest and Wokingham, Windsor & Maidenhead, Hampshire and Surrey boundaries. This makes it more difficult to track pupils between primary and secondary schools, and makes accurate pupil forecasting more difficult.

Housing developments, changes in the popularity of schools or other pressures in Wokingham or Windsor and Maidenhead may create a greater need for places in those authorities, meaning that there is less flexibility for

<sup>3</sup> Based on School Census Data

schools in the neighbouring authority to take Bracknell Forest pupils. This will have a consequence of a greater demand for places in Bracknell Forest schools.

- **Raising of the Participation Age**

As part of the Government's Spending Review and the White Paper, 'The Importance of Teaching', a commitment was made to raise the participation age to 18. Since 2015 young people are expected to participate in education, learning or training until the end of the academic year in which they turn age 18.

However this does not necessarily mean that students have to stay at school – they can still leave school at 16 and access learning through a further education college or a work-based training provider. All sixth form students who wish to stay on in secondary schools can currently be accommodated.

- **Special and Additional Educational Needs**

As many as one in five pupils may have special or additional educational needs at some point in their school life. Most pupils can continue in education in a mainstream school. However the needs of some pupils and students mean that they are educated in a Resource Unit attached to a mainstream school, in the Borough's Special School, Kennel Lane, or in provision outside the Borough. Further details are included in Annex 3.

- **Provision for pupils out of school**

There are a number of pupils for whom a placement in mainstream school is not always sustainable and special school is not appropriate. This group of pupils receive their education through the Pupil Referral Service. Further details are included in Annex 4.

- **New Schools**

New schools may cause some turbulence in demand for school places through parental preference for new facilities. This is difficult to predict or control. The two most recent schools are the new primary school at Jennett's Park which opened in September 2011 and the newly rebuilt Garth Hill College which opened in September 2010 and was extended in 2015. The expansion to Warfield CE Primary School on the Woodhurst Park site opened in September 2016.

- **Denominational education**

There are ten Church of England and Catholic primary schools within Bracknell Forest and one Church of England secondary Academy. There is no Catholic secondary school in the Borough so parents preferring a Catholic education for their children must apply to schools outside the Borough, notably Blessed Hugh Faringdon Catholic School in Reading, St. Joseph's Catholic High School in Slough or All Hallows Catholic School in Farnham.

- **Free Schools and the Academy programme**

Free schools are state-funded schools which are independent of the Local Authority. A free school is responsible for its own admissions and takes on a wide range of other responsibilities. In relation to School Organisation a free school can increase its admission number but must consult if any reduction in the number of pupils is planned. Other significant changes, such as a change in the age range, would require permission of the Secretary of State.

Free schools may be established through the academies programme as either sponsored or converter academies. A free school may also be established by an organisation or group such as a charity, university, business, community or faith groups, teachers or parents. In all cases they must be approved by the Secretary of State as having suitable expertise to provide sustainable, high quality education.

To date local interest in conversion to an Academy school or the establishment of free schools has been relatively low. Current academies in the Borough are:

- Ranelagh Academy (secondary)
- St Margaret Clitherow RC Primary (since 1 September 2015)
- The Brakenhale (secondary, since 1 April 2016)

Two new academies are scheduled to open in 2018 to meet basic needs:

- Binfield Learning Village (secondary, with primary provision due to open in 2019)
- Amen Corner North (primary)

With the Government's expectation that more schools will become academies and with more school places needed in coming years as a result of housing developments, more academies and free schools can be expected. These changes could have an impact on the Authority's capacity to manage the supply of school places.

- **Selective education**

All secondary schools in the Borough are comprehensive. Some parents seek a selective secondary education for their children and a small number of children attend grammar schools in Reading and Slough.

- **Independent schools**

Some parents opt to send their children to independent schools. There are five independent schools for children of primary and secondary ages in Bracknell Forest – LVS Ascot (Licensed Victualler's School), Heathfield, Wellington College, Eagle House and Lambrook-Haileybury.

## Planning Areas and Schools

### Planning areas

For the purposes of school place planning, the Borough is divided into three planning areas reflecting the geography of the Borough and the designated feeder links between primary and secondary schools;

- Bracknell North (N)
- Bracknell South (S)
- Crowthorne & Sandhurst (C&S)

Maps showing these planning areas and schools are contained in Annex 6.

In the following sections letters in brackets after the school name denote their location within the planning areas in the Borough.

Aided schools are treated as a separate group. Aided primary schools which have designated areas have also been included in the three area groupings as they have an impact on maintained secondary school admissions.

### Schools

#### *Primary*

Bracknell Forest has 31 primary phase schools:

- 25 primary (5-11 years)
- 3 infant schools (4-7 years)
- 3 junior schools (7-11 years)

Of these, 21 are community schools, 4 are voluntary controlled, and 6 are voluntary aided.

#### ***Voluntary Controlled Schools***

There are 4 Voluntary Controlled schools:

- Crowthorne CE Primary (C&S)
- Ascot Heath CE Junior (N)
- Warfield CE Primary (N)
- Winkfield St Mary's CE Primary (N)

The admissions arrangements for these Church of England schools are determined by the LA. They are slightly different to the arrangements for community schools in that they take account of preferences for a denominational education. The LA is the Admissions Authority for these schools.

#### ***Voluntary Aided Schools***

There are currently 6 Voluntary Aided (VA) primary schools and their admissions arrangements are determined by their Governing Body. The Governing Body is the Admissions Authority for each of these schools.

*VA schools with a designated area*

- Binfield CE Primary School (N)
- St Michael's CE Primary School, Sandhurst (C&S)
- Jennett's Park CE Primary School (S)

*VA schools with no designated area*

- St Joseph's Catholic Primary School (N)
- St Margaret Clitherow Catholic Primary School (S)(Academy)
- St Michael's Easthampstead CE Primary School (S)

**Secondary**

There are 6 comprehensive secondary schools (11-18 years) in the Borough.

5 schools have designated areas - 4 are community schools and 1, Brakenhale, is an academy.

Ranelagh Academy, a Church of England school, has no designated area.

## Commentary – Borough

### Pupil numbers – current and projected

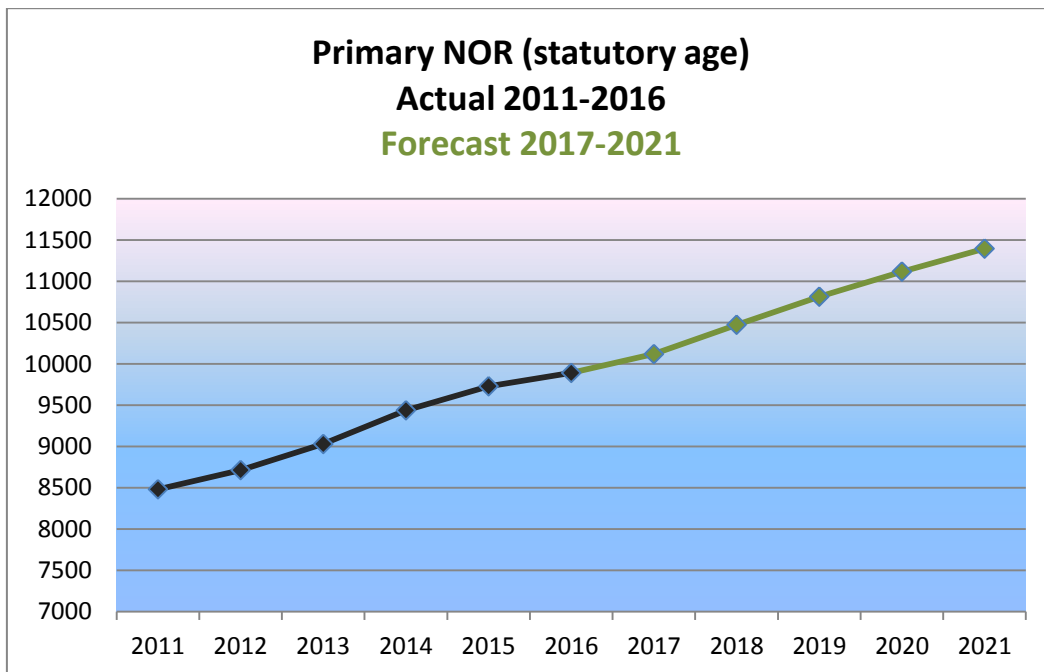
As has been the case for some years now, Bracknell Forest continues to experience increasing pupil numbers and pressure on the intake year in primary schools. This is due to a combination of demographic trends and new housing construction in the Borough.

Total capacity (number of places) in Bracknell Forest was 18,880 in May 2016. There were 16,615 pupils in primary and secondary schools in January 2016 in the Borough therefore there are 2,265 (12.0%) surplus places across all schools. However these places are not spread equally between primary and secondary schools, and between planning areas.

This year's forecasts indicate the total number of pupils will increase to 19,595 by 2021. Based on the current number on roll, this represents an additional 2,980 pupils (a 17.9% increase) over the next five years. The forecasts indicate an overall deficit of 3.8% across the Borough by 2021 if there was no provision of further places, however this figure masks much higher shortfalls in particular areas.

### Primary pupil numbers

The graph below shows the historical trends in primary numbers on roll (NOR)<sup>4</sup> for statutory age pupils (i.e. excluding nursery classes) from 2010 - 2016 and forecasts for 2017 - 2021, illustrating the rising trend in the primary population.



In January 2016 there were 9,891 primary pupils on roll in the Borough and a total of 10,655 primary places, on the face of it, a surplus of 764 places or 7.2%. It is important to note that in several primary schools where the net capacity has been increased, the places will be available in phases over the coming years and are not necessarily available currently. Of the 764 places, most are in the upper year groups

<sup>4</sup> source: May School Census

and will be filled by the larger cohorts coming through the school. Lower year groups are close to capacity.

This year's forecasts indicate primary pupil numbers could rise to 11,395 by 2021 (1504 additional pupils, representing a 15.2% increase over 5 years). This could result in a shortfall of 740 (6.9%) in primary places by 2021. The pressure on places is particularly acute in the North and South planning areas.

### **Primary admissions at the start of the term September 2016**

- Reception – at the start of the term 8 schools had spare reception places in the Borough for the September 2016 intake. Between them these schools had 67 (98 last year) spare reception places, which provides spare capacity of 4% (6% last year) in this year group.
- For Year 1 in September 2016 there were 92 spare places. There were no available places in the north of the Borough, with places available in the other planning areas only. This provides spare capacity of 5.9% (3.25% last year) in this year group across the Borough.
- In Year 2 in September 2016 there were only 54 (50 last year) places available for September. However these places have become available due to the expansion of Warfield School making places available in the north of the Borough as well as the other planning areas. This represents again only 3% (3% last year) spare capacity in this year group across the Borough.
- In Year 3 there were 50 (31 last year) places available. These places were spread across all planning areas. This represents 3% (2% last year) spare capacity in this year group across the Borough.
- In Year 4 there were 38 places available. There are places available in all of the planning areas however the available places in the north of the borough is due to the expansion of Warfield School.
- In Year 5 there are only 40 places across the Borough. There were no available places in the north of the Borough.

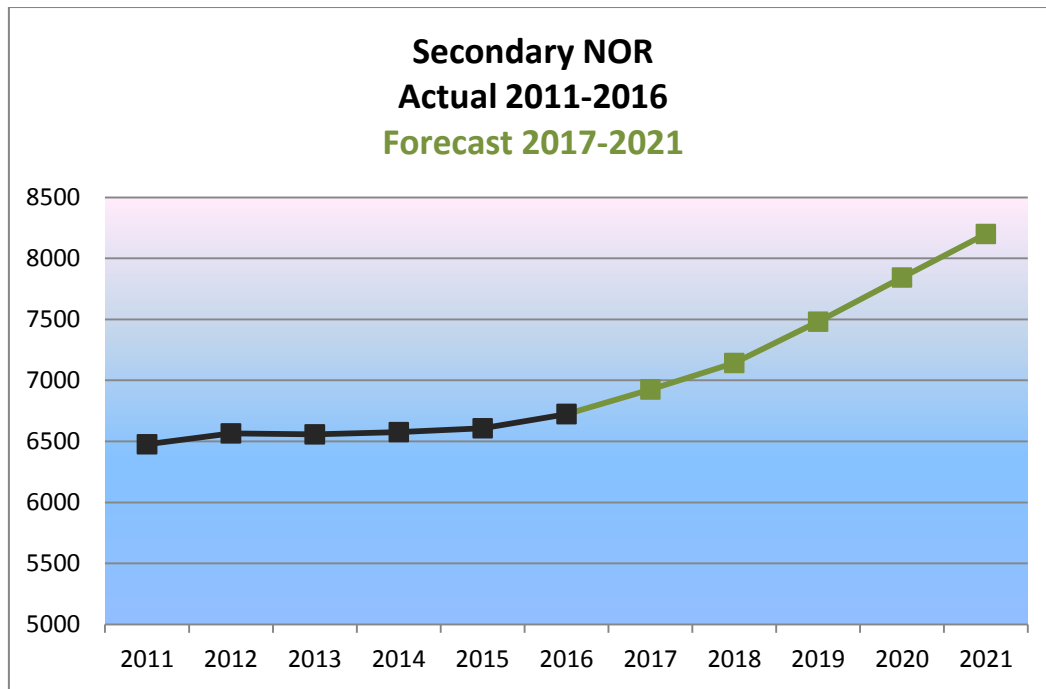
In addition to existing demographic pressure, there were 393 in-year applications for primary education, and 132 applications for secondary education from new families moving into Bracknell Forest. Some children will also have moved away from Bracknell Forest.

### **Secondary pupil numbers**

The graph below shows the historical trends in secondary numbers on roll (NOR)<sup>5</sup> and illustrates a steady increase in recent years. The forecasts from 2017 - 2021 indicate a rising trend throughout the plan period.

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<sup>5</sup> source: January School Census



Secondary pupil numbers in Bracknell Forest are also forecast to rise. In January 2016 there were 6,724 secondary pupils in 5 maintained schools and one academy with a total of 8,225 places. There are currently 1,501 (18.2%) surplus secondary places across the Borough, however the planning areas differ greatly in the number of surplus places available, with fewest being available in Bracknell North.

This year's forecasts indicate the number of secondary pupils could rise to 8,200 by 2021, an extra 1,476 pupils (21.9%). Borough-wide this will represent an overall surplus of 25 places (0.3%).

## Planning Area Commentaries

### *Bracknell North*

#### **Primary**

There are 12 primary/infant/junior schools in this planning area with a total of 4,092 places (excludes places built but still to be opened).

By 2020/21 we anticipate an increase in pupil numbers of 701 (17.7%) to 4,666 in this planning area resulting in a shortfall of 574 places (-14.0%). Pressure from new housing developments is particularly acute in this area. A deficit in the intake year is forecast in every year from September 2017 without further new places.

#### **Secondary**

There are currently 2 secondary schools in this planning area, 1 maintained and 1 academy, with a total of 2,982 places. However the academy operates a faith-based admissions policy and serves a much wider catchment.

There is a pressure on secondary places in North Bracknell from September 2019 relating to total number on roll. Current forecasts indicate an increase of 487 pupils (18.5%) by September 2020 in secondary pupils entitled to attend the single maintained school (Garth Hill College) in this area, in accordance with our Admissions Policy. A deficit is forecast from 2019/20, rising to a shortfall of 134 (-4.5%) places in this planning area by 2020/21. Pressure on the intake year is one year ahead.



Provision of additional secondary capacity for North Bracknell is a key element of our Capacity Strategy. At the Binfield Learning Village, arising from the Blue Mountain development, places will begin to be available from 2018 depending on need (subject to funding and build).

## **Bracknell South**

### **Primary**

There are 11 primary schools in this planning area with a total of 4,255 places (excludes places built but still to be opened).

By 2020/21 we anticipate an increase in pupil numbers of 548 (14.0%) to 4,455 in this planning area resulting in a shortfall of 200 places (-4.7%). A deficit is forecast in September 2018 and in following years.

### **Secondary**

There are 2 secondary schools in this planning area with a total of 2,637 places. Current forecasts indicate an increase of 680 pupils (38.9%) to 2,429 in secondary pupils in this area by 2020/21 resulting in a falling surplus in every year, with a surplus of 208 places (+7.9%) in September 2020. There is a deficit of intake year places every year from 2018/19, rising to an 85 place deficit by September 2020.

One secondary school in the planning area, Brakenhale, became an academy on 1 April 2016 and therefore now manages its own admissions. The Council works with academies when there is a need to plan places and admissions in the light of forecast increases in student numbers.

## **Crowthorne and Sandhurst**

### **Primary**

There are 8 primary/infant/junior schools in this planning area with a total of 2,308 places. By 2020/21 we anticipate an increase in pupil numbers of 255 (12.6%) to 2,274 in this planning area resulting in an apparent 1.5% surplus or 34 places across all 8 schools. However it is not reasonable for a primary aged child to walk between the Crowthorne and Sandhurst communities so spaces have to be available in both separately.

### **Secondary**

There are 2 secondary schools in this planning area with a total of 2606 places. Current forecasts indicate an increase of 309 pupils (13.2%) to 2,655 in secondary pupils in this planning area by 2020/21, resulting in a deficit of 49 places (-1.9%) in September 2020. There is an increasing pressure in the intake year every year from 2016/17. To manage this situation in September 2016 an additional intake class was provided at Edgbarrow.

## **Aided Schools**

Forecasts indicate that Voluntary Aided (VA) schools in the Borough, all primary, will continue to be popular and the schools are projected to be fully subscribed over the forecast period.

Further expansion is limited in most cases by site area restrictions and planning requirements. Binfield CE, Jennett's Park CE and St Michael's Sandhurst CE primary schools have adopted the Council's designated area admissions policy and so are included in the pupil forecast tables for their planning areas.

St Michael's CE Easthampstead, St Joseph's Catholic and St Margaret Clitherow Catholic primary schools do not have designated areas and accept pupils on the basis of denominational criteria. Their pupils are drawn from a wide range of areas.

## **Academy Schools**

St Margaret Clitherow RC Primary School became an academy on 1 September 2015. The school is projected to be fully subscribed over the forecast period.

Ranelagh Academy is projected to be fully subscribed over the forecast period. The school took 10 extra pupils in September 2015 and plans to do the same in September 2016.

Brakenhale School became an Academy on 1 April 2016.

## **Special Educational Needs**

There has been a decrease in recent years in the number of children with statements of special educational needs in Bracknell Forest. The projected increases in overall pupil numbers will have a future bearing on the numbers. For more details see Annex 3.

## Pupil Forecasts (Numbers on Roll)

### BRACKNELL FOREST TOTALS

	Capacity 2015/16	Actual NOR Jan 2016	Projected NOR					Surplus / deficit (no. of places)					Surplus / deficit (%)				
			Jan-17	Jan-18	Jan-19	Jan-20	Jan-21	Jan-17	Jan-18	Jan-19	Jan-20	Jan-21	Jan-17	Jan-18	Jan-19	Jan-20	Jan-21
<b>Primary Totals</b>	10,655	9,891	10,119	10,474	10,814	11,117	11,395	536	181	-159	-462	-740	5%	2%	-1%	-4%	-7%
<b>Secondary Totals</b>	8,225	6,724	6,926	7,143	7,482	7,843	8,200	1,299	1,082	743	382	25	16%	13%	9%	5%	0%

59

#### Important notes

1) Forecasts in this Plan are produced for medium term planning purposes. Forecasts are based on trends in past numbers on roll, admissions and numbers of children by age group, and take into account planned housing and other factors. Numbers of pupils are projected in the designated area of schools and forecasts are not constrained by accommodation at the school. The Admissions Authority for each school will determine, based on their admission arrangements, which pupils can be offered places at the school. The forecasts cannot be used as an indication of admissions in future years.

Further details are included in Annex 1.

2) Surplus/deficit numbers of places and percentages are based on the capacity (for NOR) or PAN (for intake) including surge classes, of schools in 2015/6. Figures do not include any planned increases in capacity or PAN.

## BRACKNELL FOREST – SUMMARY NOR TOTALS BY PLANNING AREA

### PRIMARY including Aided

	Capacity 2015/16	Actual NOR Jan 2016	Projected NOR					Surplus / deficit (no. of places)					Surplus / deficit (%)				
			Jan-17	Jan-18	Jan-19	Jan-20	Jan-21	Jan-17	Jan-18	Jan-19	Jan-20	Jan-21	Jan-17	Jan-18	Jan-19	Jan-20	Jan-21
Bracknell North	4092	3965	4019	4200	4361	4515	4666	73	-108	-269	-423	-574	2%	-3%	-7%	-10%	-14%
Bracknell South	4255	3907	4045	4172	4286	4376	4455	210	83	-31	-121	-200	5%	2%	-1%	-3%	-5%
Crowthorne & Sandhurst	2054	2019	2054	2102	2167	2226	2274	254	206	141	82	34	11%	9%	6%	4%	1%
<b>Total</b>	<b>10,655</b>	<b>9,891</b>	<b>10,119</b>	<b>10,474</b>	<b>10,814</b>	<b>11,117</b>	<b>11,395</b>	<b>536</b>	<b>181</b>	<b>-159</b>	<b>-462</b>	<b>-740</b>	<b>5%</b>	<b>2%</b>	<b>-1%</b>	<b>-4%</b>	<b>-7%</b>

### SECONDARY including 6th form

	Capacity 2015/16	Actual NOR Jan 2016	Projected NOR					Surplus / deficit (no. of places)					Surplus / deficit (%)				
			Jan-17	Jan-18	Jan-19	Jan-20	Jan-21	Jan-17	Jan-18	Jan-19	Jan-20	Jan-21	Jan-17	Jan-18	Jan-19	Jan-20	Jan-21
Bracknell North	1972	1635	1671	1709	1817	1944	2055	291	235	105	-52	-185	15%	12%	5%	-3%	-9%
Bracknell South	2637	1749	1825	1937	2084	2248	2429	812	700	553	389	208	31%	27%	21%	15%	8%
Crowthorne & Sandhurst	2606	2346	2415	2473	2546	2601	2655	191	133	60	5	-49	7%	5%	2%	0%	-2%
Ranelagh	1010	994	1015	1024	1035	1050	1061	5	14	25	40	51	0%	1%	2%	4%	5%
<b>Total</b>	<b>8225</b>	<b>6,724</b>	<b>6,926</b>	<b>7,143</b>	<b>7,482</b>	<b>7,843</b>	<b>8,200</b>	<b>1,299</b>	<b>1,082</b>	<b>743</b>	<b>382</b>	<b>25</b>	<b>16%</b>	<b>13%</b>	<b>9%</b>	<b>5%</b>	<b>0%</b>

## Pupil Forecasts (Intake year only)

### BRACKNELL FOREST TOTALS

	PAN Sept 2015	Actual Intake 2015/16	Projected Intake					Surplus / deficit (no. of places)					Surplus / deficit (%)				
			2016/17	2017/18	2018/19	2019/20	2020/21	2016/17	2017/18	2018/19	2019/20	2020/21	2016/17	2017/18	2018/19	2019/20	2020/21
Primary Totals	1,565	1,453	1,526	1,537	1,571	1,639	1,687	39	28	-6	-74	-122	2%	2%	0%	-5%	-8%
Secondary Totals	1,337	1,248	1,284	1,283	1,367	1,467	1,527	53	54	-30	-130	-190	4%	4%	-2%	-10%	-14%

#### Important note

1) Forecasts in this Plan are produced for medium term planning purposes. Forecasts are based on trends in past numbers on roll, admissions and numbers of children by age group, and take into account planned housing and other factors. Numbers of pupils are projected in the designated area of schools and forecasts are not constrained by accommodation at the school. The Admissions Authority for each school will determine, based on their admission arrangements, which pupils can be offered places at the school. The forecasts cannot be used as an indication of admissions in future years.

2) Surplus/deficit numbers of places and percentages are based on the capacity (for NOR) or PAN (for intake) including surge classes, of schools in 2015/6. Figures do not include any planned increases in capacity or PAN.

## BRACKNELL FOREST – SUMMARY INTAKE TOTALS BY PLANNING AREA

### PRIMARY including Aided

	PAN Sept 2015	Actual Intake 2015/16	Projected Intake					Surplus / deficit (no. of places)					Surplus / deficit (%)				
			2016/17	2017/18	2018/19	2019/20	2020/21	2016/17	2017/18	2018/19	2019/20	2020/21	2016/17	2017/18	2018/19	2019/20	2020/21
Bracknell North	580	574	578	601	634	676	700	2	-21	-54	-96	-120	0%	-4%	-9%	-17%	-21%
Bracknell South	655	604	622	614	616	633	650	33	41	39	22	5	5%	6%	6%	3%	1%
Crowthorne & Sandhurst	330	275	327	322	322	330	337	3	8	8	0	-7	1%	2%	2%	0%	-2%
<b>Total</b>	<b>1,565</b>	<b>1,453</b>	<b>1,526</b>	<b>1,537</b>	<b>1,571</b>	<b>1,639</b>	<b>1,687</b>	<b>39</b>	<b>28</b>	<b>-6</b>	<b>-74</b>	<b>-122</b>	<b>2%</b>	<b>2%</b>	<b>0%</b>	<b>-5%</b>	<b>-8%</b>

### SECONDARY

62

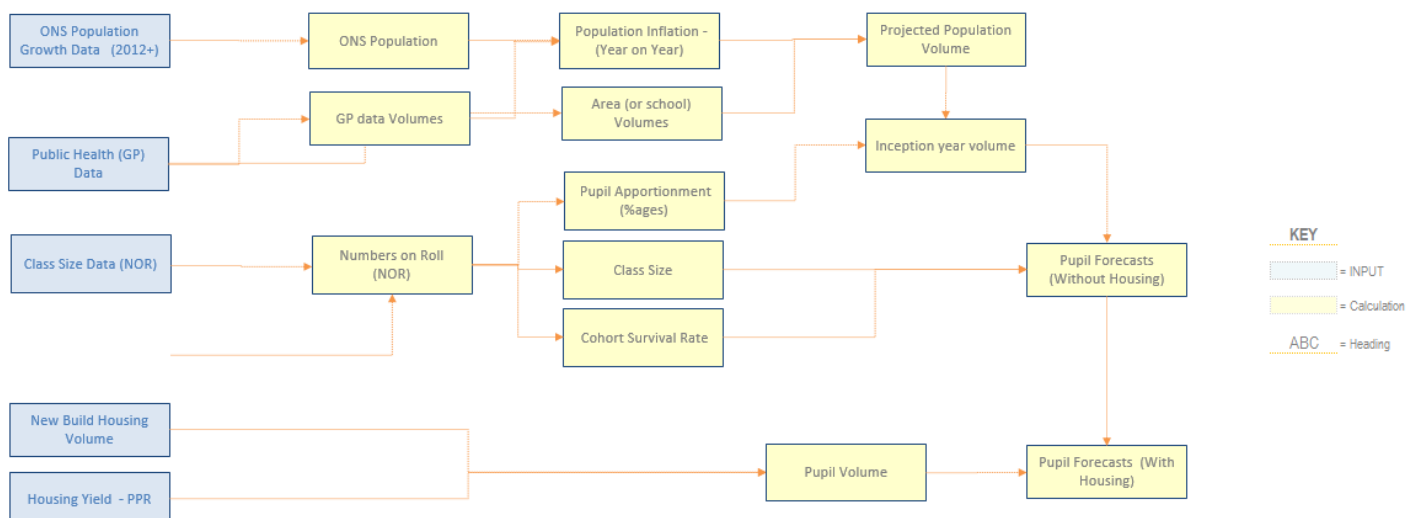
	PAN Sept 2015	Actual Intake 2015/16	Projected Intake					Surplus / deficit (no. of places)					Surplus / deficit (%)				
			2016/17	2017/18	2018/19	2019/20	2020/21	2016/17	2017/18	2018/19	2019/20	2020/21	2016/17	2017/18	2018/19	2019/20	2020/21
Bracknell North	312	316	312	302	349	377	389	0	10	-37	-65	-77	0%	3%	-12%	-21%	-25%
Bracknell South	450	347	359	398	423	480	509	91	52	27	-30	-59	20%	11%	6%	-7%	-13%
Crowthorne & Sandhurst	410	419	446	414	425	439	456	-36	-4	-15	-29	-46	-9%	-1%	-4%	-7%	-11%
Ranelagh	165	166	166	168	169	171	173	-1	-3	-4	-6	-8	-1%	-2%	-2%	-4%	-5%
<b>Total</b>	<b>1337</b>	<b>1248</b>	<b>1284</b>	<b>1283</b>	<b>1367</b>	<b>1467</b>	<b>1527</b>	<b>53</b>	<b>54</b>	<b>-30</b>	<b>-130</b>	<b>-190</b>	<b>4%</b>	<b>4%</b>	<b>-2%</b>	<b>-10%</b>	<b>-14%</b>

## Annex 1: Pupil forecasting methodology

Forecasts of pupil numbers are produced annually for each school and age group to support the Council's planning process. The forecasts this year are based on:

- the number of pupils in schools for the preceding 5 years (from the School Census returns to the DfE). The Council produces forecasts for secondary and primary schools based on January NOR.
- Data on those aged 0-5 for the preceding 7 years, and data on those aged 6 - 18 for the preceding 3 years.
- Detailed data relating to housing completions and growth. This includes the trajectory and phasing of future housing developments and expected house type mix as agreed annually with our Spatial Planners and included in the Council's Site Allocations Development Plan. Our forecasts include development on housing sites of all sizes and assume that all the planned housing growth will be completed. Trajectories are based on the best available information from developers and our Planners, but they may be subject to future slippage.
- Data on pupil yield from new housing from a triennial survey of children in new housing, updated in 2016, which provides yields of pre-school, primary, secondary and post-16 numbers. Children are allocated in equal proportions to year groups.
- base information, including details of school types, school designated areas, entry and leaving ages, building plans, capacities and data on which schools feed other schools.
- local intelligence

Our forecasting model is illustrated below:



Where class size data is available the model adopts a cohort approach. The cohort growth is calculated and applied to the NOR to yield an estimate for classes cascading through the school system.

Intake year volumes are based on an increase in age groups within the base population. The base population is estimated using ONS population data and retrospective class size (NOR) data is then used to estimate the likely proportion of the population in an age group.

New build housing volume is not accounted for in the ONS population data. Therefore, a second dataset from BFC Planning Team is layered on top, which estimates population yield from new build estates. The sum of the 2 datasets is assumed to be the base population and this is reconciled throughout the model.

The model can run a number of scenarios depending how the estimate will be used. For SCAP, we estimate an end of year outcome.

There are a number of logical checks and an envelope (minimum and maximum) of acceptability set around for the growths produced in the model. The model is also audited annually before figures are released.

Local intelligence in 2016 has included:

- increasing numbers in sixth forms based on recent evidence of the implications of raising of the participation age and the likely popularity of two planned sixth form centres;
- expected displacement back to Bracknell Forest of secondary-aged children previously attending school in neighbouring authorities, but where places are no longer available due to local housing growth (Wokingham). This affects North and South Bracknell only.
- An allowance for in-year admissions where there is no surplus capacity likely in the planning area. This is based on the average of the last three years by planning area, using data from Admissions less pupil yield from new housing.

A feature of the forecasts is that they are not constrained by accommodation at the school – the numbers of pupils are projected in the designated area. If all children cannot be admitted then the schools' admission criteria will be applied and children not allocated a place will need to attend a nearby school.



## Annex 2: Current and Future Housing Development

The completion of 336 net dwellings in the Borough over the past year represents a decrease on the previous year (376 net dwellings were completed between April 2014 and March 2015). Between 2006 and March 2016, a total of 3,514 homes have been completed.

However, at the end of the monitoring year (31st March 2016) there were 632 net (hard commitments) dwellings under construction, with 90 net (soft commitments) dwellings under construction. This is an increase on the previous year (240 at 31st March 2015), with a high number of medium sites being developed (379).

The number of newly permitted dwellings (217), has decreased considerably since last year (2,615) (however last years figure included several outline permissions relating to allocated sites, including 1,000 units at TRL, Crowthorne, 750 units at Warfield Area 2, and 380 units at Amen Corner North). A further 4,511 new homes have been accepted in principle (soft commitments).

38% of dwellings (127 units) completed during 2015/16 were on three large sites in Bracknell, two which were allocated in the Bracknell Forest Borough Local Plan: Jennett's Park (formerly known as Peacock Farm), The Parks (formerly known as the Staff College) and one in the Site Allocations Warfield site (SA9).

The Council's Site Allocations Local Plan (SALP) allocates housing sites to accommodate growth in Bracknell Forest to 2026. This includes identifying sites to facilitate the delivery of 11,139 dwellings. These include previously developed and greenfield sites that are outside settlement boundaries. For example, four new urban extensions are allocated:

Land at Broadmoor, Crowthorne – Policy SA4 (270 dwellings)  
Land at Transport Research Laboratory, Crowthorne – Policy SA5 (1,000 dwellings)  
Land at Amen Corner (North), Binfield – Policy SA6 (400 dwellings)  
Land at Blue Mountain, Binfield – Policy SA7 (400 dwellings)

Land is also allocated for the two other urban extensions that were originally agreed in principle through the Core Strategy (Land at Amen Corner South, 725 dwellings, Binfield and Land at Warfield, 2,200 dwellings).

For full details of development please refer to:

<http://www.bracknell-forest.gov.uk/planning-commitments-for-housing.pdf>

In more detail, development in the future is anticipated, as at 1 April 2016, to include 3,469 completions for the period 2016/17-2020/21, and 4,350 completions for the period 2021/22 – 2025/26. Full details are available at:

<http://www.bracknell-forest.gov.uk/housing-trajectory.pdf>

These figures represent a considerable amount of proposed development over the next few years. It is very important to the quality of life in the Borough that necessary services and facilities are provided with the new development. A number of the SALP policies identify the need to provide key items of infrastructure through, for example, the provision of land and/or financial contributions towards primary schools, secondary schools and special educational needs places.

The SALP is also supported by an Infrastructure Delivery Plan (IDP) which identifies, as far as possible, the infrastructure needed in association with the development of the urban extensions to settlements. The IDP has been prepared in partnership with key infrastructure providers and will be updated as more information becomes available. One of the key issues that are being addressed is the timely provision of associated infrastructure. The Council is already holding discussions with potential developers of a number of the new sites.

The Council is therefore investing considerable resources in managing the impact of growth in the Borough, which includes the need to provide school places.

## Annex 3: Special and Additional Educational Needs

Bracknell Forest Council, as the Local Authority, is responsible for ensuring appropriate educational provision for all pupils and students of school age living in Bracknell Forest. The aim of the Council is to establish and maintain special educational needs (SEN) provision that:

- Achieves excellent outcomes for children with special educational needs;
- Supports children and young people in their own communities, or as close to them as possible;
- Matches the number of places to the changing numbers and needs of children and young people who require them; and
- Ensures all education staff have support from other schools and settings, our special school or from specialists.

### SEN Statistics

Summary statistics for special needs and statemented pupils are complex and can be calculated in a number of ways.

According to Department for Education statistics based on School Census data, 2.9% of Bracknell Forest pupils had statements of SEN, in line with the average for England and the South East region<sup>6</sup>. As this percentage is published externally and comparable nationally, regionally and with other local authorities, this figure was previously used for the purpose of seeking Section 106 contributions from developers and more recently in relation to the Community Infrastructure Levy.

The table below shows trends in placements for children with a statement of special educational needs and EHCP in recent years (January figures):

Year	Children from Bracknell Forest attending Bracknell Forest schools and early years settings	Children from elsewhere attending Bracknell Forest schools and early years settings	Totals	Children from Bracknell Forest attending schools elsewhere
2011	453	58	511	166
2012	484	52	536	197
2013	491	54	545	192
2014	474	52	526	199
2015	449	43	492	191
2016	419	37	456	234

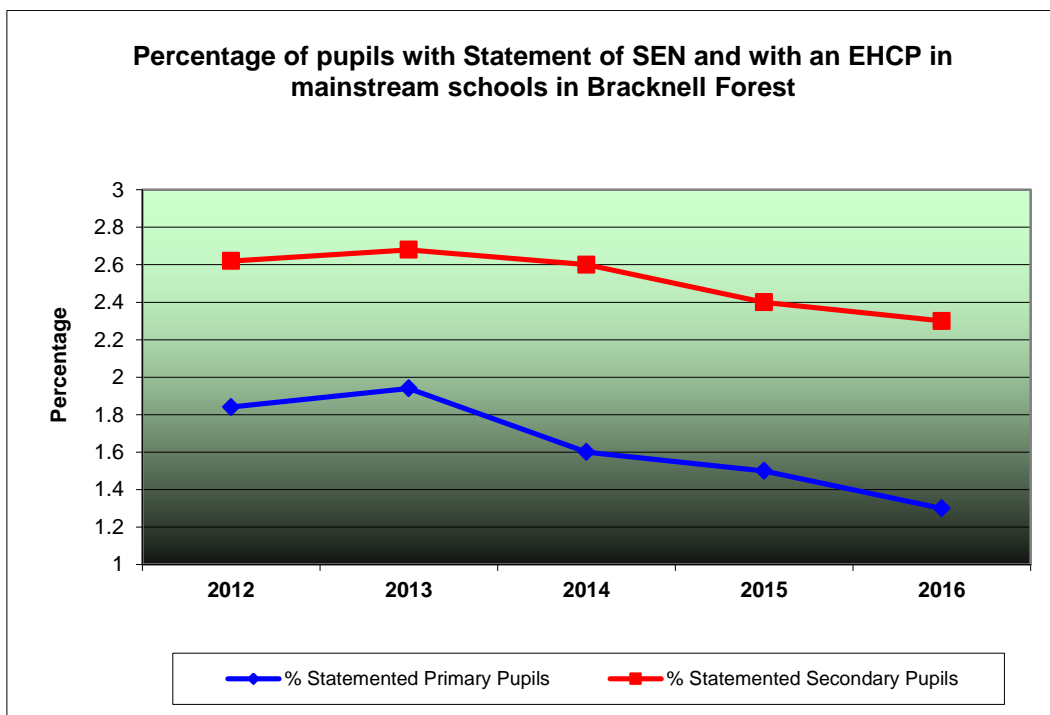
Note that the increase in number of Bracknell Forest children attending 'schools elsewhere' includes from 2016 post-16 pupils attending college because EHCPs continue into further education. (In earlier years statements ceased when the child left school).

<sup>6</sup> source DfE School Census Table 14a 'All schools: pupils with statements of SEN 2009-2013, based on where the pupil attends school' by Local Authority area. NB this figure includes all schools, including independent schools.

**SEN in Mainstream Schools in Bracknell Forest**

The data below are derived from the January 2016 School Census from schools.

	<b>Statemented Pupils and Pupils with an EHCP</b>	<b>%</b>	<b>SEN Without Statement or EHCP (SEN Support / Action / Action plus)</b>	<b>%</b>
Primary	134	1.3%	1220	11.4%
Secondary	152	2.3%	681	10.1%
<b>TOTALS (Including Kennel Lane School and College Hall PRU)</b>	<b>454</b>	<b>2.6%</b>	<b>1917</b>	<b>10.9%</b>



The decreases in the percentages since 2013 are because schools have been managing the needs of the majority of pupils with SEN including those who may otherwise have had a statement or EHCP.

**Resource Units**

The majority of children with statements of special educational needs or Education, Health, Care Plans attend local mainstream schools. There are currently four resource units supporting pupils with specific needs:

- Great Hollands Primary School (Rainbow) provides 6 full time equivalent places for children from nursery to Year One with social and communication difficulties.

- Meadow Vale Primary School provides 20 full time equivalent places for children with speech and language difficulties.
- Ranelagh CE School provides for 12 full time equivalent places for children with specific learning difficulties.
- A secondary-aged 56 place Autistic Spectrum Disorder (ASD) resource unit, Rise@GHC, opened in September 2015, with a phased intake planned at 8 students per year until the unit reaches full capacity. This unit is separate from the Garth Hill College site, but managed by the College.

### ***Kennel Lane School***

There has been decreased demand for Kennel Lane School in the last four years. The school has capacity for 188 FTE pupils.

<b>Numbers on Roll</b>							
(January School Census)							
<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
164	179	181	186	185	180	177	169

### ***Support Services***

The Local Authority provides a variety of support to schools to enable children and young people to be supported within mainstream schools. These include:

**Educational Psychologists** offer practical help, guidance and advice to teachers and parents of children with physical, social, emotional, behavioural or learning difficulties.

**Early Years Foundation Stage Inclusion Service (EYFSIS)** offers support to early years settings, schools and parents through educational assessment, advice and teaching. Specialist Inclusion Officers visit pre-school children in their homes, pre-school settings and Children's Centres.

**Autistic Spectrum and Social Communication (ASSC)** is an outreach service providing support and advice to mainstream schools for children with social and communication difficulties, including those with autistic spectrum difficulties. The ASSC service staff undertake assessments, training, advice and short-term direct work to assist in implementing strategies.

**The Behaviour Support Team** works with school staff and other professionals to provide advice, support and strategies to help address behaviours that are causing concern in the education setting.

Further information about all support services available can be found in the booklet 'Guide to Special Educational Needs Provision within Bracknell Forest'.

### ***Provision for pupils with statements of special educational needs or Education, Health and Care Plans (EHCP)***

The statutory framework allows parents to express a preference for the placement of a child with a statement of special educational needs in a maintained school, including both mainstream and special schools. Some parents, especially those close to the borders with other local authorities, choose mainstream schools or Local Authority maintained schools outside Bracknell Forest. With the increased popularity of our special school and the lack of capacity some pupils have needed to be placed in neighbouring Local Authority maintained special schools.

Occasionally parents request and/or the Local Authority will take the view that, due to a child's needs, their child's education needs cannot be met within a Local Authority maintained school. In this instance the Local Authority will work with the parents to identify the most appropriate and cost effective school to meet the child's needs.

On a few occasions parents and the Local Authority may disagree on the particular school needed to meet a child's needs and in rare instances a Special Educational Needs and Disability Tribunal (SENDIST) may be needed to resolve the matter.

#### ***The Future***

There has been a decrease in the number of children with statements of special educational needs/EHCPs in Bracknell Forest despite better identification, an increase in the child school population and the Children's and Families' Act 2014 legislating that it is the local authority's duty to provide for children with SEN through EHCP's from 0 to 25 (rather than when they left school).

Changes in school funding in April 2013 and proposed legislation in relation to children with special educational needs and disabilities appear to be having an impact of reducing the need for statements of special educational needs/EHCPs.

Bracknell Forest Council is continuing to develop and increase specialist support available to mainstream schools to enable children to attend school locally and achieve their potential. The development of the Early Intervention Hub this year will assist in further co-ordinating this specialist support.

With the rising child school population in Bracknell Forest, additional capacity to meet the particular needs of children requiring special school placements will be required. This has been evident in the last two years with an increase in the number of special school placements outside Bracknell Forest. This has, and will continue to have, financial implications.

To address this need and to reduce the cost and inconvenience to families of placements outside Bracknell Forest, the Council is exploring the development of additional Resource Units within existing mainstream schools to meet specific areas of needs such as children with speech, language and communication needs. There is also a need for additional special school capacity within Bracknell Forest and consideration is being given to the need for additional special school places.

## **Annex 4: Provision for Pupils Out of School**

There are a number of pupils for whom a placement in mainstream school is not always sustainable and special school is not appropriate. This group of pupils receive their education through the Pupil Referral Service and a range of other alternative providers and may include at any time:

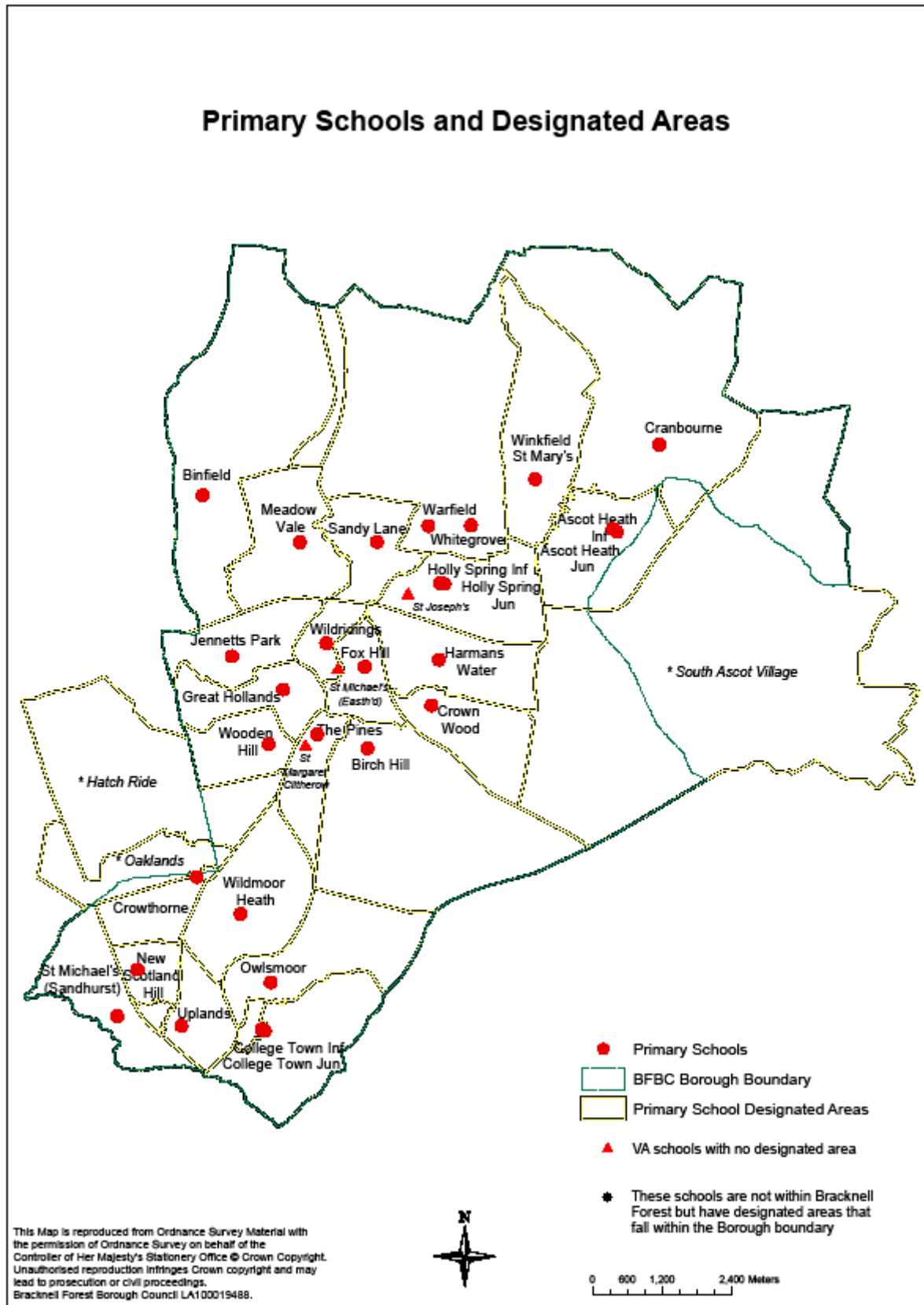
- pupils unlikely to sustain a mainstream placement which might lead as a last resort to permanent exclusion from mainstream school;
- pupils with a pattern of non-attendance, for example because they are school phobic;
- pupils with medical or psychiatric reasons for not being able to attend school;
- pupils identified as being at risk or vulnerable, these may include those at risk of Child Sexual Exploitation.

Primary-age exclusions are very rare and these pupils are supported and re-integrated as quickly as possible into another placement as appropriate.

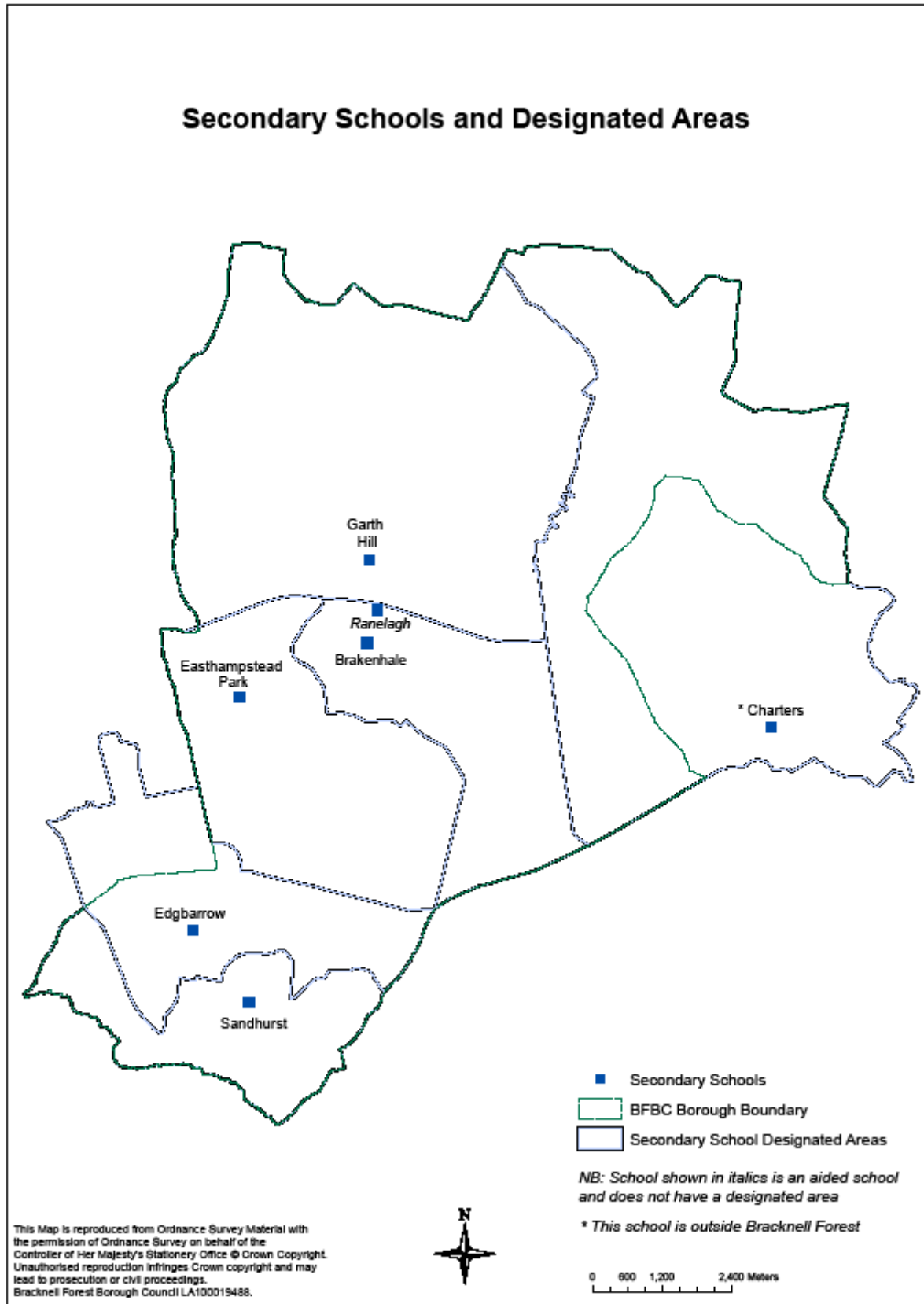
Education for secondary-age pupils is provided by the College Hall Pupil Referral Unit. Provision at College Hall includes tuition, attendance on college courses and extended programmes of supported work experience. The intention for younger secondary-age pupils is always a swift return to mainstream school or, when necessary, special school. In support of this the LA works with local secondary schools to secure reintegration as early as possible. College Hall is able to provide some support for pupils who are at risk of exclusion through the Outreach Service.

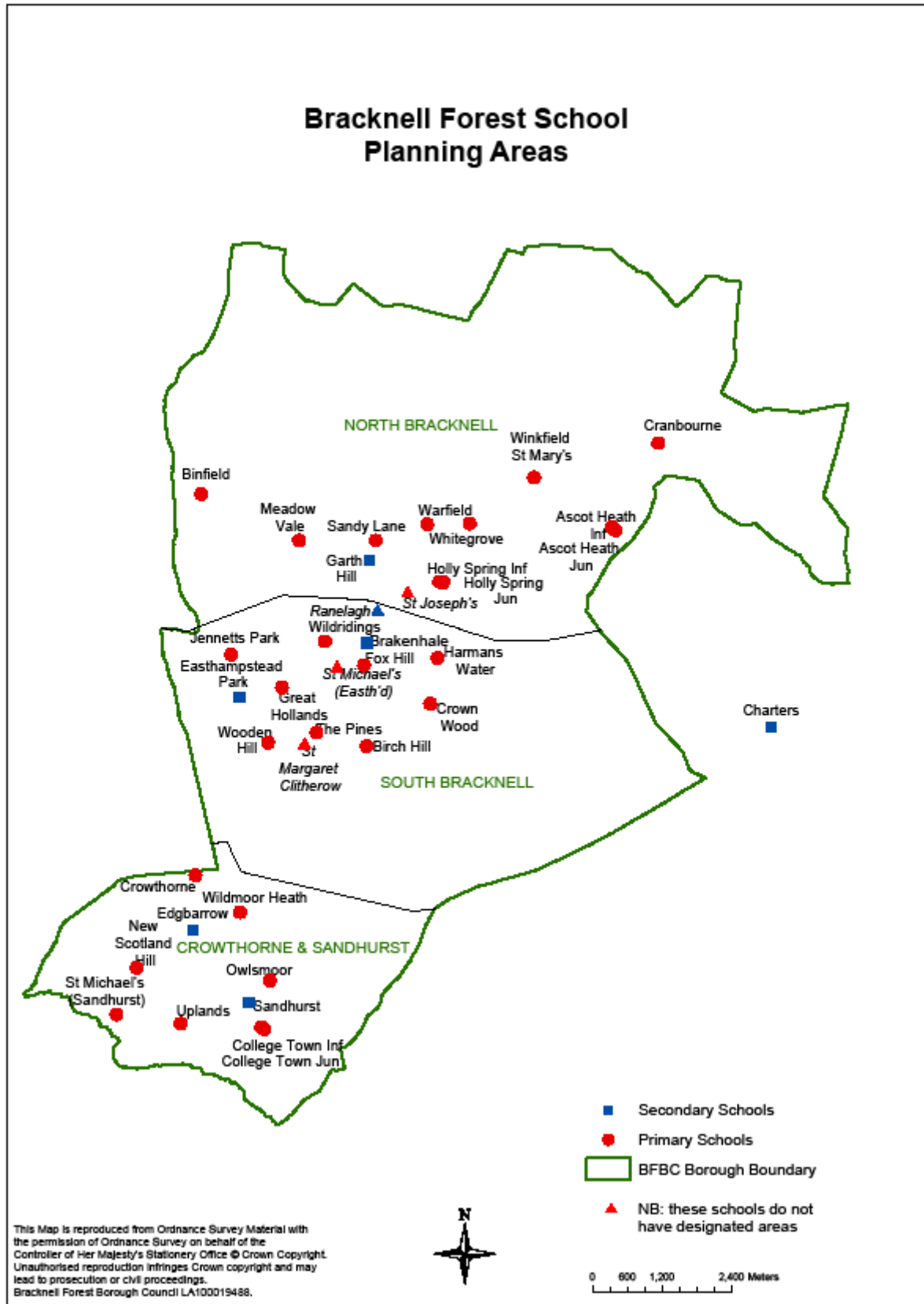
The tuition service includes provision for pupils either in their own home, in school, in a virtual learning environment or where a school phobic is receiving individual tuition outside mainstream classes at other centres as necessary and appropriate.

## Annex 5: Maps









Appendix 2

Pupil Place Planning: Register Of Factors Influencing Forecasts



PUPIL PLACE PLANNING: REGISTER OF FACTORS INFLUENCING FORECASTS

ID No	Raised by	Date Raised	Description	Potential scale of impact	Potential speed of impact	Unadjusted Impact	Confidence in data or assumption	How data is handled	Owned by	COMMENTS
<b>Factors built into projections methodology – ‘above the line’</b>										
1	GS	Jun-11	Increase/decrease in birth rate - impact on admission numbers	Medium	Medium	Medium	High	High confidence in data	GS	
2	GS	Jun-11	Large housing developments: Phasing, demolitions, completions and mix	High	High	High	Medium	Information results from discussions with developers. Good systems in place to track. Strive to improve accuracy by being more detailed.	Planning	
3	GS	Jan-12	Small site housing developments: Phasing, demolitions, completions and mix	Low	High	Medium	High	Information largely results from sites with planning permission. Good systems in place to track. Strive to improve accuracy by being more detailed.	Planning	
4	GS	Jun-11	Pupil yield from housing	High	High	High	Medium	Confidence in data. Refreshed yields in 2013 based local research. Be aware of evidence of changes. Survey to be redone in 2016.	Planning /GS /NG	
5	GS	Jan-12	Housing developments: Schools likely to be attended	Medium	Medium	Medium	Low	Possibility of monitoring recent developments to get up to date trends.	LA	
6	GS	Jan-12	Housing developments: Pupils moving in-Borough or new to Borough	Medium	Medium	Medium	Low	Use planning research and assumptions where possible. Possibility of monitoring recent developments to get up to date trends.	Planning /GS /NG	

75

Unrestricted

7	GS	Jan-12	Primary/secondary transfers	Medium	Medium	Medium	High	High quality data available. Track year groups with high NOR	LA	
11	GS	Jun-11	Changes in cross border movements eg designated area and LA boundary issues	Medium	Medium	Medium	Low	Monitor trends	GS	Notably affects secondary numbers in Bracknell North. In particular RBWM re Charters and Wokingham re St Crispins
<b>Factors built into projections methodology – ‘below the line’</b>										
8	GS	Jun-11	Raising of participation age (RPA)	Low	Medium	Low	Medium	Monitor trends	CS / SL	Closed
9	GS	Jun-11	Parental preferences eg to new schools or impact of OFSTED inspections on secondary schools	Low	Medium	Low	Medium	Monitor individual school inspection outcomes and possible impact on parental choice	ID	
10	GS	Jun-11	Parental preference for denominational or selective <b>secondary</b> education	Low	Low	Low	Low	Monitor trends	LA	
21	GS	Apr-13	Parental preference for denominational or selective <b>primary</b> education	Medium	Low	Low	Low	Monitor individual school changes and possible impact on parental choice	LA	May be significant as new schools are opened. Linked to 13
12	GS	Jun-11	Immigration/emigration e.g. Nepali and Eastern European groups	Medium	Medium	Medium	Low	Monitor NI data, Schools Census, other sources of hard evidence and trends evidenced in local service take up.	GS	
13	GS	Jun-11	Development of Academies/free schools eg Holyport (secondary) - effect on popularity and possible changes in DA and/or admissions numbers	Medium	Medium	Medium	Medium	Monitor individual school changes and possible impact on parental choice	GS / CT	
14	GS	Jun-11	Provision for, and numbers of, pupils with special educational needs	Low	Low	Low	High	High quality data available	FG	
15	GS	Jun-11	Provision for, and numbers of, pupils out of school eg at PRU	Low	Low	Low	High	High quality data available	ID	

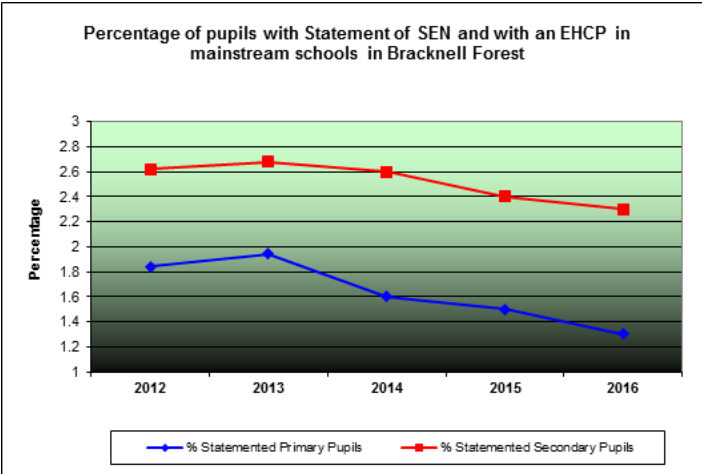
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16	ECH	Jun-11	Movements in or out of other provision – home educated or private schools	Low	Low	Low	Low	Monitor anecdotal and published evidence and trends	ID	Home education numbers stable. If have closure of a private school then implication on local demand for places.
17	GS	Jun-11	Within year mobility eg movements of traveller communities, armed forces mobility, casual admissions	Medium	High	Medium	Medium	Unpick variables and treat as accurately as possible. High quality data available for some factors. Monitor trends	ID	
18	GS	Jul-12	Economic vitality of Bracknell Forest	Low	Low	Low	Low	Local economic assessments (when published). Local indicators on BORIS	GS	
19	SJ	Jul-12	Families with children with SEN tend to live in new houses, with adaptations made, and want to attend school close to new home.	Low	Medium	Low	Low	Anecdotal evidence. Small numbers but significant impact on facilities required in local schools	GS	Need to be aware when planning new schools
20	GS	Jan-13	Early indication of trends in births and numbers 0 to 4 in Early Years settings	Low	Medium	Low	High	Some actuals based on services provided. Some anecdotal	KF	
22	GS	Apr-13	Changes to benefits causing family mobility	Low	Low	Low	Low	Anecdotal evidence.	KF	
23	GS	Apr-14	Uncertainty created by new 'permitted' development generates more children in an unsystematic way (and with no S106/CIL income)	Medium	Medium	Medium	Low	Have data on conversion of offices to flats. Evidence from completions. Anecdotal evidence.	NG	

## Appendix 3

## Equality Impact Assessment

Date of Screening: 3 October 2014	Directorate: CYPL		Section: School Sufficiency and Commissioning
1. Activity to be assessed	To commission new schools to respond to pressure on school places from new house building and demographic change.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Graham Symonds		
5. Who are the members of the screening team?	Chris Taylor, David Watkins, Lesley Adams		
6. What is the purpose of the activity?	To identify sufficient school places to fulfil future demand To consult on and revise designated area boundaries, source providers for the new schools (including consulting on this) and consult on and set admissions arrangements. Providers of the schools are sought from existing schools. For the purposes of this screening the tasks of building new schools and supporting the governing bodies in getting them operational will be the subject of separate screenings.		
7. Who is the activity designed to benefit/target?	Parents and children living in areas of new housing.		
Protected Characteristics	Please tick yes or no	Is there an impact?	What evidence do you have to support this?
8. Disability Equality	<input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N	<b>Consultations</b> Procedures will follow Council best practice and take account of those with visual, hearing or mobility difficulties in appropriate ways.  <b>Providers</b> The principal need is to provide additional	Historically 2.8% of children have special educational needs and need some form of specialist provision in a mainstream or special school.

		<p>mainstream school places. Organisations currently providing special education would be welcome to put their names forward, but on the understanding that the requirement is for mainstream education.</p> <p><b>Types of schools</b></p> <p>The Council's policy is to accommodate disabled children in mainstream schools wherever possible. All schools will be fully accessible for disabled children.</p> <p>Detailed planning is undertaken to accommodate future increased numbers on children with special needs.</p>	<table border="1" data-bbox="1420 201 2112 496"> <thead> <tr> <th>Year</th> <th>Children from Bracknell Forest attending Bracknell Forest schools and early years settings</th> <th>Children from elsewhere attending Bracknell Forest schools and early years settings</th> <th>Totals</th> <th>Children from Bracknell Forest attending schools elsewhere</th> </tr> </thead> <tbody> <tr> <td>2011</td> <td>453</td> <td>58</td> <td>511</td> <td>166</td> </tr> <tr> <td>2012</td> <td>484</td> <td>52</td> <td>536</td> <td>197</td> </tr> <tr> <td>2013</td> <td>491</td> <td>54</td> <td>545</td> <td>192</td> </tr> <tr> <td>2014</td> <td>474</td> <td>52</td> <td>526</td> <td>199</td> </tr> <tr> <td>2015</td> <td>449</td> <td>43</td> <td>492</td> <td>191</td> </tr> <tr> <td>2016</td> <td>419</td> <td>37</td> <td>456</td> <td>234</td> </tr> </tbody> </table> 	Year	Children from Bracknell Forest attending Bracknell Forest schools and early years settings	Children from elsewhere attending Bracknell Forest schools and early years settings	Totals	Children from Bracknell Forest attending schools elsewhere	2011	453	58	511	166	2012	484	52	536	197	2013	491	54	545	192	2014	474	52	526	199	2015	449	43	492	191	2016	419	37	456	234
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2016	419	37	456	234																																		
<p><b>9. Racial equality</b></p>	<p>Y</p>	<p>N</p> <p><b>Consultations</b></p> <p>Procedures will follow Council best practice and take account of those with different language needs through making translation services available.</p> <p><b>Providers</b></p> <p>Not applicable</p> <p><b>Types of schools</b></p> <p>All schools will be open to children of all races. School policies and practice will ensure equality.</p>	<p>The proportion of minority ethnic pupils has risen steadily in the last 10 years, from 9.9% in 2004 to 20.6% in 2016. Full details are available at: <a href="http://boris.bracknell-forest.gov.uk/ethnicity-january-2016.pdf">http://boris.bracknell-forest.gov.uk/ethnicity-january-2016.pdf</a></p>																																			

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<p><b>10. Gender equality</b></p>	<p>Y</p>	<p>N</p>	<p>The need is to construct additional places in mixed schools that cater for boys and girls.</p> <p><b>Consultations</b> Not applicable</p> <p><b>Providers</b> Organisations currently providing single sex education would be welcome to put their names forward, but on the understanding that the requirement is for mixed schools.</p> <p><b>Types of schools</b> All schools will be open to children of both genders, with appropriate facilities where necessary. School policies and practice will ensure equality and respect for example in terms of changing for PE.</p>	<p>School rolls approximately comprise the same proportion of boys and girls (50%)</p>
<p><b>11. Sexual orientation equality</b></p>	<p>Y</p>	<p>N</p>	<p><b>Consultations</b> Not applicable</p> <p><b>Providers</b> Not applicable</p> <p><b>Types of schools</b> Not applicable</p>	
<p><b>12. Gender re-assignment</b></p>	<p>Y</p>	<p>N</p>	<p><b>Consultations</b> Not applicable</p> <p><b>Providers</b> Not applicable</p> <p><b>Types of schools</b> Not applicable</p>	
<p><b>13. Age equality</b></p>	<p>Y</p>	<p>N</p>	<p>Additional places are required for both primary and secondary phases.</p> <p><b>Consultations</b> Consideration will be given to the need to consult children and young people separately to adults.</p> <p><b>Providers</b> Organisations currently providing for a single phase of education would be</p>	



Unrestricted

81

			<p>welcome to put their names forward to provide places for the same or both phases of education.</p> <p>Pre-school places will be provided in appropriate numbers and locations.</p>																																																				
<b>14. Religion and belief equality</b>	Y	N	<p>The need is to provide additional places to serve the needs of communities of all religions, no religion and all faiths.</p> <p><b>Consultations</b></p> <p>Procedures will follow Council best practice and take account of those with religious needs in appropriate ways, for example by holding any consultation meetings on appropriate days.</p> <p><b>Providers</b></p> <p>Organisations currently providing faith-based education would be welcome to put their names forward, but on the understanding that the requirement is for the education of all children.</p> <p><b>Types of schools</b></p> <p>Diocesan schools would be welcome to provide additional places. School policies and practice will ensure equality and respect.</p>	<table border="1"> <thead> <tr> <th colspan="3">Total Pupils in Bracknell Forest Schools By Religion/Belief (as at 28/08/13)</th> </tr> <tr> <th></th> <th>Number</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Baptist</td> <td>2</td> <td>0.0%</td> </tr> <tr> <td>Methodist</td> <td>11</td> <td>0.1%</td> </tr> <tr> <td>Jewish</td> <td>21</td> <td>0.1%</td> </tr> <tr> <td>Jehovah</td> <td>34</td> <td>0.2%</td> </tr> <tr> <td>Sikh</td> <td>74</td> <td>0.5%</td> </tr> <tr> <td>Anglican</td> <td>77</td> <td>0.5%</td> </tr> <tr> <td>Buddhist</td> <td>109</td> <td>0.7%</td> </tr> <tr> <td>Muslim</td> <td>267</td> <td>1.7%</td> </tr> <tr> <td>Refused</td> <td>287</td> <td>1.8%</td> </tr> <tr> <td>Other</td> <td>297</td> <td>1.9%</td> </tr> <tr> <td>Hindu</td> <td>328</td> <td>2.1%</td> </tr> <tr> <td>Roman Catholic</td> <td>676</td> <td>4.3%</td> </tr> <tr> <td>No Religion</td> <td>4,738</td> <td>30.4%</td> </tr> <tr> <td>Christian</td> <td>8,687</td> <td>55.7%</td> </tr> <tr> <td><b>Total Pupils</b></td> <td><b>15608</b></td> <td><b>100.0%</b></td> </tr> </tbody> </table> <p><i>Source: Bracknell Forest schools' ONE system</i></p>	Total Pupils in Bracknell Forest Schools By Religion/Belief (as at 28/08/13)				Number	%	Baptist	2	0.0%	Methodist	11	0.1%	Jewish	21	0.1%	Jehovah	34	0.2%	Sikh	74	0.5%	Anglican	77	0.5%	Buddhist	109	0.7%	Muslim	267	1.7%	Refused	287	1.8%	Other	297	1.9%	Hindu	328	2.1%	Roman Catholic	676	4.3%	No Religion	4,738	30.4%	Christian	8,687	55.7%	<b>Total Pupils</b>	<b>15608</b>	<b>100.0%</b>
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<b>15. Pregnancy and maternity equality</b>	Y	N	<p><b>Consultations</b></p> <p>Procedures will follow Council best practice and take account of pregnancy by, for example, holding any meetings in fully accessible venues.</p> <p><b>Providers</b></p> <p>Not applicable</p> <p><b>Types of schools</b></p> <p>Not applicable</p>																																																				
<b>16. Marriage and civil partnership equality</b>	Y	N	<p><b>Consultations</b></p> <p>Not applicable</p>																																																				

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			<b>Providers</b> Not applicable <b>Types of schools</b> Not applicable	
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.</b>	Consultations will be written in Plain English to ensure greatest accessibility. Schools will be accessible to children from throughout society.			
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>	No negative impacts are identified.			
<b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b>	There are no significant differences.			
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>	✘	<b>N</b>	Please explain for each equality group	
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	No further information is required			
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>	✘	<b>N</b>	Additional places are to be provided for all children from throughout society. School policies will ensure equality and respect.	
<b>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</b>				
<b>Action</b>		<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
Consultation planning to follow Council best practice		To be determined	Graham Symonds	Consultation responses reflect breadth of local community

Unrestricted

The process to seek providers to be open and transparent	To be determined	Graham Symonds	Processes seen to be open.
<b>24. Which service, business or work plan will these actions be included in?</b>	Programme Plans for expansion of primary and secondary education, overseen by the Education Capital Programme Board.		
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>	Please list		
<b>26. Chief Officer's signature.</b>	Signature: <i>David Watkins</i>		Date: 6/10/14 (Data updated October 2016)

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

Appendix 4

Delivery Risk Register



PUPIL PLACE PLANNING - DELIVERY RISK REGISTER

84

ID No	Raised by	Date Raised	Description	RISK PROBABILITY	RISK IMPACT	Unadjusted Risk	Description of Risk Treatment	Owned by	By when	Residual Risk	COMMENTS
1	GS		Key data late	Medium	Medium	Medium	Can maintain awareness. Chase; applying increasing pressure	GS		Low	
2	GS		Key data unavailable	Low	Medium	Low	Decision needed: Use data from a different point in year and document caveat. Use last year's data? Estimate?	GS		Low	
3	GS		Delay in agreeing assumptions	Medium	Medium	Medium	Be aware of issue early on. Monitor situation. Escalate.	GS		Low	
4	GS		New circumstances mean model does not work as expected	Medium	High	Medium	Try to pre-empt knowing changes from previous year. Monitor situation. Apply pressure to get resolved. If not possible, decide how to manage.	GS		Low	
6	GS		Key staff / Required skills unavailable	Medium	Medium	Medium	Ensure documentation complete. Sharing of skills between staff.	GS		Low	
7	GS		Risk of audit / inspection finding processes not to be robust	Low	Medium	Low	Maintain knowledge and documentation of system. Continue to scrutinise model.	GS		Low	
8	GS		Political influence on process	Medium	Medium	Medium	Maintain communication. Briefings at appropriate times.	GS		Low	

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9	GS		Resource taken away in service changes	Low	Medium	Low	Maintain centrality of work to key dept decisions and policies.	GS		Low	
10	GS		Lack of technical support for model and/or different model to be used	Low	Low	Low	Identify support options as early as possible and evaluate alternative systems	GS		Low	
11	GS		Delivery risk: Capability of Planning Dept to deliver planning permissions in appropriate timescales	Medium	Medium	Medium	Monitor priorities and timescales. Chase as appropriate.	GS		Low	
12	GS CT	Jul-15	High forecasts lead to the planning of too much capacity which results in revenue implications when schools open. Concerns of other schools on revenue budget implications.	Medium	High	Medium	Realistic forecasts needed. Maintain scrutiny as capacity opening date nears and build trajectories are known. Be prepared to schedule opening of new school accommodation. Update Pupil yield survey	GS CT		Low	
13	GS CT	Jul-15	High forecasts lead to the planning of too much capacity which results in capital funding implications.	Medium	Medium	Medium	Realistic forecasts needed. Update to Pupil Yield Survey will support this outcome.	GS CT		Low	

88

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**TO: EXECUTIVE  
24 JANUARY 2017**

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**LONDON ROAD (STRONGS HEATH) LANDFILL SITE, PART DISPOSAL  
Director of Corporate Services**

**1 PURPOSE OF REPORT**

- 1.1 To consider an offer for part of the Strongs Heath Landfill site, which could support a larger housing scheme when joined with neighbouring land. This offer was unsolicited and would be subject to a successful planning application.

**2 RECOMMENDATIONS**

- 2.1 **That the Chief Officer: Property is authorised to negotiate and conclude a sale subject to 2.2 that is in accordance with the general terms set out in section 5.**
- 2.2 **That the agreement to the sale of at least 3 of the other Berkshire Authorities is requested, pursuant to the Berkshire Unitary Authorities land agreement following creation of the Unitary Authorities.**

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 Bracknell Forest has received an unsolicited, subject to planning, offer of £400,000 for 0.98 ha of the site. This piece of land is not part of the former landfill area of Strongs Heath site but is adjacent to it. The Council has a duty to consider this offer.
- 3.2 Under the terms of the land transfer from the former Berkshire County Council to the Berkshire Unitary Authorities, Bracknell Forest BC is the freeholder of this land and responsible for the maintenance of the site, at the joint cost of the Unitary Authorities, and is required to obtain the agreement of at least 4 of the 6 Berkshire Unitary Authorities to any sale.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Not to sell and retain this as part of the whole site, but accept the risk of legal action as detailed in the Restricted Annex B.
- 4.2 To consider an open market sale along with the remainder of the site and accept the risk set out in Restricted Annex B.

**5 SUPPORTING INFORMATION**

- 5.1 Bracknell Forest Council owns the freehold of land at London Road which includes the former public waste site. A plan of the land and the area subject to the offer, which may be subject to change and final agreement, is attached. (Annex A).
- 5.2 The inter authority agreement of 31 March 1998, on the cessation of Berkshire County Council, provides that the site is to be disposed of when it is expedient to do so. The responsibility and shared liability for this site continues in perpetuity in the absence of any disposal.

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- 5.3 All authorities must meet the statutory obligations of best consideration for the sale of any asset. However, there are some provisions under a statutory instrument to dispose of land and property for less than best consideration (up to £2m in value) on certain grounds; environmental reasons are one such ground.
- 5.4 The owner of adjoining land to the Strongs Heath landfill site has been working on a planning application for the land they own. The scheme on their land is for up to 60 housing units. They have approached the Council to purchase the land shown on the plan extending to approximately 0.98 ha (to be agreed), to improve the access and flow around their development, and they are working to increase the number of units by 6 by developing the combined sites. The combined site may seek access off Longhill Road and will provide an overall lower density which is likely to increase the overall values per unit. However, this is entirely subject to planning permission.
- 5.5 The proposed purchase of the Council's land is subject to planning permission and no discussions have been made as to the acceptability of any development scheme in the context of the land sale.
- 5.6 The offer from the developer to purchase this area of land is attractive. The Chief Officer: Property with external valuation support, also believes the total offer does represent best consideration, in light of the information set out in Annex B.
- 5.7 The current offer also proposes a bentonite wall (costing around £1.37m) being installed by the developer around the boundary to prevent against contamination. This is in addition to the £400,000 purchase offer. The developer also agrees an indemnity against any compensation claim on their land.
- 5.8 Within the terms of the agreement with the Berkshire authorities, they all share the ongoing responsibility for the monitoring, control and cost of managing the land as well as any risks. The joint authorities also share any capital receipts (and costs).
- 5.9 The value of the indemnity being proposed by the developer, whilst significant, cannot be quantified because there are no current claims and a claim in the future whilst potentially valid cannot be ascertained at the present time.
- 5.10 It is recommended that this offer from the developer is accepted.

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

### Borough Solicitor

- 6.1 Legal advice has been sought and is included in the exempt Annex to this report.

### Borough Treasurer

- 6.2 The financial implications arising from the disposal of the site are summarised in the supporting information. Whilst the capital receipt is not substantial, especially where shared between the six Berkshire authorities, if the sale reduces exposure to future significant, unquantifiable, financial risks the transaction is supported by a sound business case.



Chief Officer Planning and Transportation

- 6.3 The area of land in question falls outside of settlement and is currently identified as land in the countryside. The site is covered by woodland and as such this provides a wooded setting to Longhill Road. The trees are not covered by a Tree Preservation Order but do create a constraint to development of this site. As the Council cannot currently demonstrate a five year supply of housing, an additional six units would need to be considered under the “presumption in favour of sustainable development” which is set out in the National Planning Policy Framework (NPPF).

Chief Officer: Environment and Public Protection

- 6.4 Comments are incorporated in the report and the Restricted Annex B.

Equalities Impact Assessment

- 6.5 N/A

Strategic Risk Management Issues

- 6.6 The Council currently manages the gas migration under licence from the Environment Agency. There is an annual cost of circa £270k of which Bracknell Forest Council’s share is £37k.

**7 CONSULTATION**

Principal Groups Consulted

Berkshire Chief Executives to be consulted.

Method of Consultation

Meeting to be held.

Representations Received

To be reported subsequently.

Background Papers

Annex A – Site Plan

Annex B – Confidential supporting information

Contact for further information

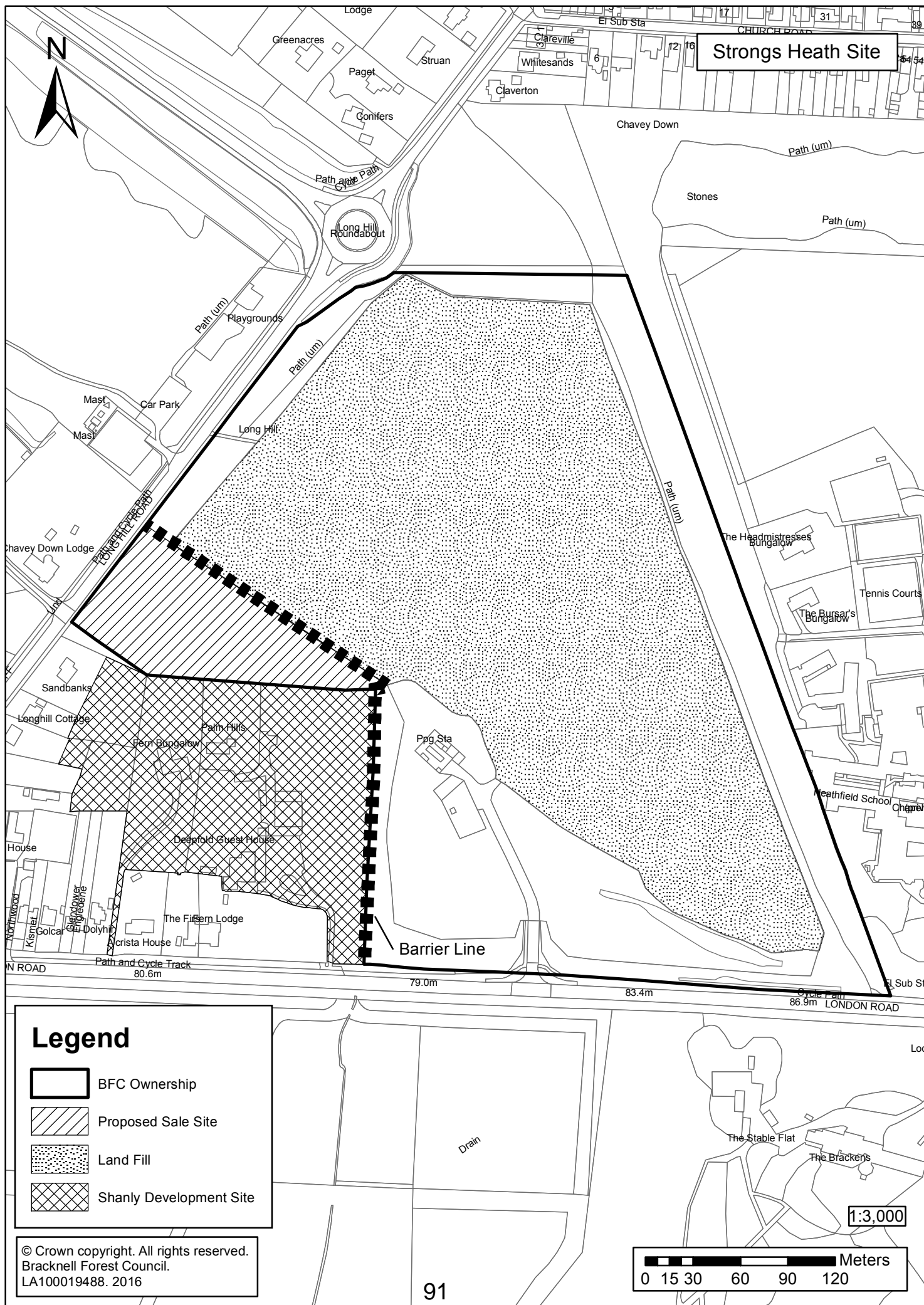
Steve Caplan - Chief Officer; Property - 01344 352474

[Steven.caplan@bracknell-forest.gov.uk](mailto:Steven.caplan@bracknell-forest.gov.uk)

Steve Loudoun - Chief Officer; Environment and Public Protection - 01344 352501





[Steve.loudoun@bracknell-forest.gov.uk](mailto:Steve.loudoun@bracknell-forest.gov.uk)

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Strongs Heath Site

**Legend**

-  BFC Ownership
-  Proposed Sale Site
-  Land Fill
-  Shandy Development Site

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 Bracknell Forest Council.  
 LA100019488. 2016

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