

**EXECUTIVE
19 DECEMBER 2017
5.02 - 5.46 PM**



Present:

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

Apologies for absence were received from:

Councillors D Birch, Brunel-Walker and McCracken

43. Declarations of Interest

There were no declarations of interest.

44. Minutes

RESOLVED that the minutes of the meeting of the Executive on 21 November 2017 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

Executive Decisions and Decision Records:

The Executive considered the following items. The decisions are recorded in the decision sheets attached to these minutes and summarised below.

45. Capital Programme 2018/19 - 2020/21

RESOLVED that:

1. the initial Council funded capital programme (excluding the Commercial Property Investment Strategy budget) of £10.546m for 2018/19 as set out in paragraph 5.16 and summarised in Annex A of the Borough Treasurer/Chief Executive's report, including the new schemes listed in Annexes B – F of the Borough Treasurer/Chief Executive's report is approved for consultation.
2. the inclusion of an additional budget of £1m for Invest-to-Save schemes is approved for consultation.
3. the inclusion of £3.48m of expenditure to be funded from S106 as outlined in paragraph 5.19 of the Borough Treasurer/Chief Executive's report is approved for consultation.
4. the inclusion of £13.850m of expenditure to be externally or self funded as outlined in paragraph 5.19 of the Borough Treasurer/Chief Executive's report is approved for consultation.
5. the Contract Standing Order (CSO) requirements relating to the Procurement Plan, Competition and Advertising elements for the procurement of offsite

road works at the Blue Mountain development, the details of which are set out below (paragraph 5.26 of the Borough Treasurer/Chief Executive's report) is waived and the appointment of Ringway (an existing BFC Term contractor) for the delivery of these works is agreed.

46. Revenue Budget 2018/19

RESOLVED that:

1. the draft budget proposals for 2018/19 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals is agreed.
2. the Treasury Management Strategy and associated documents at Annexe E, of the Chief Executive/Borough Treasurer's report, is agreed and request that the Governance and Audit Committee review each of the key elements.
3. the 2018/19 Schools Budget be set at the eventual level of grant income plus any accumulated balances is agreed, 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.
4. the authority to set town centre car park charges is delegated to the Regeneration Committee is agreed.
5. the bid submitted by Bracknell Forest Council on behalf of the Berkshire Unitaries to DCLG to form a pilot business rates pool across the County is supported, that would see a greater proportion of business rates collected being retained locally to support priority infrastructure projects.
6. the virements relating to the 2017/18 budget as set out in Annexes F and G, of the Chief Executive/Borough Treasurer's report, are approved and recommended that those over £0.100m to be approved by Council.

47. Council Plan Overview Report

RESOLVED that:

1. the performance of the Council over the period from July - September 2017 highlighted in the Overview Report in Annex A of the Chief Executive's report is noted.
2. the performance of the Council from the LG Inform benchmarking report in Annex B of the Chief Executive's report is noted.

48. Rights of Way Improvement Plan

RESOLVED that the new Rights of Way Improvement Plan 2017 / 2026 (RoWIP2) be approved.

49. Thames Basin Heaths Special Protection Area Supplementary Planning Document Consultation

RESOLVED that the draft Thames Basin Heaths Special Protection Area Supplementary Planning Document (draft SPASPD) at Appendix A, of the

Director of Environment, Culture & Communities report, be approved for public consultation for the six week period from the 8th January to the 19th February 2018.

50. **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 11 in the agenda (item 51 in the minutes) 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).

51. **Contract Award for Cleaning Contract**

RESOLVED that the Corporate Cleaning Framework Agreement due to commence on 1 April 2018 be awarded to Tenderer A.

CHAIRMAN

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Bracknell Forest Council Record of Decision

Work Programme Reference	I073218
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1. **TITLE:** Capital Programme 2018/19 - 2020/21

2. **SERVICE AREA:** Chief Executive

3. **PURPOSE OF DECISION**

Under the Council's constitution, the Executive is required to consult on its detailed budget proposals with the Council's Overview & Scrutiny Commission and any other interested parties or individuals for a period of at least six weeks. The Borough Treasurer/Chief Executive's report summarises the current position on the Council's Capital Programme budget preparations for 2018/19.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that:

1. the initial Council funded capital programme (excluding the Commercial Property Investment Strategy budget) of £10.546m for 2018/19 as set out in paragraph 5.16 and summarised in Annex A of the Borough Treasurer/Chief Executive's report, including the new schemes listed in Annexes B – F of the Borough Treasurer/Chief Executive's report is approved for consultation.
2. the inclusion of an additional budget of £1m for Invest-to-Save schemes is approved for consultation.
3. the inclusion of £3.48m of expenditure to be funded from S106 as outlined in paragraph 5.19 of the Borough Treasurer/Chief Executive's report is approved for consultation.
4. the inclusion of £13.850m of expenditure to be externally or self funded as outlined in paragraph 5.19 of the Borough Treasurer/Chief Executive's report is approved for consultation.
5. the Contract Standing Order (CSO) requirements relating to the Procurement Plan, Competition and Advertising elements for the procurement of offsite road works at the Blue Mountain development, the details of which are set out below (paragraph 5.26 of the Borough Treasurer/Chief Executive's report) is waived and the appointment of Ringway (an existing BFC Term contractor) for the delivery of these works is agreed.

7. **REASON FOR DECISION**

The reasons for the recommendations are set out in the Borough Treasurer/Chief

Executive's Report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

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

9. **PRINCIPAL GROUPS CONSULTED:**

The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, town and parish councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it.

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

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

Date Decision Made	Final Day of Call-in Period
19 December 2017	27 December 2017

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I073219
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1. **TITLE:** Revenue Budget 2018/19

2. **SERVICE AREA:** Chief Executive

3. **PURPOSE OF DECISION**

Under the Council's constitution, the Executive is required to consult on its detailed budget proposals with the Council's Overview & Scrutiny Commission and any other interested parties or individuals for a period of at least six weeks. The Borough Treasurer/Chief Executive's report summarises the current position on the Council's budget preparations for 2018/19 as a basis for that consultation.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that:

1. the draft budget proposals for 2018/19 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals is agreed.
2. the Treasury Management Strategy and associated documents at Annexe E, of the Chief Executive/Borough Treasurer's report, is agreed and request that the Governance and Audit Committee review each of the key elements.
3. the 2018/19 Schools Budget be set at the eventual level of grant income plus any accumulated balances is agreed, 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.
4. the authority to set town centre car park charges is delegated to the Regeneration Committee is agreed.
5. the bid submitted by Bracknell Forest Council on behalf of the Berkshire Unitaries to DCLG to form a pilot business rates pool across the County is supported, that would see a greater proportion of business rates collected being retained locally to support priority infrastructure projects.
6. the virements relating to the 2017/18 budget as set out in Annexes F and G, of the Chief Executive/Borough Treasurer's report, are approved and recommended that those over £0.100m to be approved by Council.

7. **REASON FOR DECISION**

The recommendations are designed to allow the Executive to consult on its draft budget proposals for 2018/19 as required by the Local Government Act 2003.

8. **ALTERNATIVE OPTIONS CONSIDERED**

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

9. **PRINCIPAL GROUPS CONSULTED:** The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, town and parish councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it.

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

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

Date Decision Made	Final Day of Call-in Period
19 December 2017	27 December 2017

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I073220
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1. **TITLE:** Council Plan Overview Report

2. **SERVICE AREA:** Chief Executive

3. **PURPOSE OF DECISION**

To inform the Executive of the performance of the Council over the second quarter of the 2017/18 financial year (July - September 2017).

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that:

1. the performance of the Council over the period from July - September 2017 highlighted in the Overview Report in Annex A of the Chief Executive's report is noted.

2. the performance of the Council from the LG Inform benchmarking report in Annex B of the Chief Executive's report is noted.

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**

None applicable.

9. **PRINCIPAL GROUPS CONSULTED:** None applicable

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

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

Date Decision Made	Final Day of Call-in Period
19 December 2017	27 December 2017

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	1073221
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1. **TITLE:** Rights of Way Improvement Plan

2. **SERVICE AREA:** Environment, Culture and Communities

3. **PURPOSE OF DECISION**

To seek approval for the new Rights of Way Improvement Plan 2017-2026 (RoWIP2), which is the second version of the plan prepared for Bracknell Forest Borough. The requirement to produce this statutory plan arose from the Countryside and Rights of Way (CROW) Act 2000 and with it there is a duty to review the plan every 10 years. RoWIPs are intended to be a mechanism for improving the local network of public rights of way for all users – walkers, cyclists, horse-riders, horse and carriage drivers, vehicular users and those with mobility problems.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that the new Rights of Way Improvement Plan 2017 / 2026 (RoWIP2) be approved.

7. **REASON FOR DECISION**

1. As a unitary authority, Bracknell Forest is responsible for public rights of way in the Borough, and has a duty to produce, review and re-publish a RoWIP.
2. Approval and publication of RoWIP2 will support Council Strategic themes:-
'A clean, green, growing and sustainable place' and 'People live active and healthy lifestyles'
3. There are direct links with the current Local Transport Plan (LTP3) and the RoWIP needs to be kept up to date with current legislation and policies in order for this link to be effective

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** Bracknell Forest Local Countryside Access Forum

Rights of way users survey.

Public consultation advertised in local paper, on council website and social media.

Town and Parish Councils.
Section 94(4) bodies, residents, visitors,
local/national user groups, landowners, land
managers, conservation organisations,
LCAF and neighbouring LAFs / highway
authorities.
Natural England.
Other Departments / service areas in
Bracknell Forest Council

10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities

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

Date Decision Made	Final Day of Call-in Period
19 December 2017	27 December 2017

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I073222
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1. **TITLE:** Thames Basin Heaths Special Protection Area Supplementary Planning Document Consultation

2. **SERVICE AREA:** Environment, Culture & Communities

3. **PURPOSE OF DECISION**

The purpose is to inform the Executive of the development of a new draft Supplementary Planning Document (draft SPASPD) setting out avoidance and mitigation measures required to mitigate the impacts of development on the Thames Basin Heaths Special Protection Area, as attached at Appendix A of the Director of Environment, Culture & Communities report and to seek approval for the proposed period of public consultation set out at section 8 of the report to commence in early 2018.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that the draft Thames Basin Heaths Special Protection Area Supplementary Planning Document (draft SPASPD) at Appendix A, of the Director of Environment, Culture & Communities report, be approved for public consultation for the six week period from the 8th January to the 19th February 2018.

7. **REASON FOR DECISION**

The Council has reviewed its current SPA guidance and considers that a revised SPASPD would assist with the implementation of current planning policies and provide prospective applicants with a clearer idea of the Council's requirements for mitigating the impact of development on the SPA. A public consultation that accords with the Council's Statement of Community Involvement (SCI) will be required as part of this process.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not producing the draft SPASPD will result in the loss of the required contributions to support alternative open space (SANG) provision in Council management which will risk their effectiveness over the long term.

9. **PRINCIPAL GROUPS CONSULTED:** The draft SPASPD has been produced in consultation with Planning, Parks and Countryside, Finance and Legal Services.

10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities

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

Date Decision Made	Final Day of Call-in Period
19 December 2017	27 December 2017

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I071506
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1. **TITLE:** Contract Award for Cleaning Contract

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

To approve the contract award for the Corporate Cleaning Contract (which includes a mixture of school sites and civic buildings).

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that the Corporate Cleaning Framework Agreement due to commence on 1 April 2018 be awarded to Tenderer A.

7. **REASON FOR DECISION**

1. To ensure, that the Council has an effective and reliable contractor offering effective contract management and supervision minimising the need for intervention by Council officers, and which delivers best value for money. The service deals with all cleaning related tasks, including the provision of office cleaning, the supply of cleaning and janitorial consumables to Civic Buildings and to those schools wishing to use this aspect of the service (around 6 during the current contract). Periodic cleaning, such as carpet cleaning, window cleaning and cleaning of ICT equipment are now only provided if requested by individual sites, rather than at pre-defined intervals. This provision was introduced during the current contract as a cost-saving measure.
2. Failure to award this framework agreement could result in implications for the Council's reputation in public facing buildings, and could also impact on the productivity of employees. A considerable number of school sites have also bought into the contract and will therefore continue to benefit from the cleaning service arising from this award.
3. This links to Council Objectives which include ensuring that all sites remain clean, accessible and attractive.

8. **ALTERNATIVE OPTIONS CONSIDERED**

1. There is plenty of interest in the market for a contract of this size and scope and the team considered that competitive tendering following a Selection Questionnaire process was the most sensible option.
2. Another alternative might have been the use of an existing OJEU compliant framework agreement; however no suitable framework agreements were identified.

9. **PRINCIPAL GROUPS CONSULTED:** As above
10. **DOCUMENT CONSIDERED:** Report of the Director of Resources
11. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
19 December 2017	27 December 2017

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