



## **NOTICE OF MEETING**

### **The Executive**

**Tuesday 19 December 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 Resources

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Published: 11 December 2017



**The Executive**  
**Tuesday 19 December 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

1. **Apologies**

2. **Declarations of Interest**

Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary 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 Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

Any Member with an affected Interest in a matter must disclose the interest to the meeting and must not participate in discussion of the matter or vote on the matter unless granted a dispensation by the Monitoring officer or by the Governance and Audit Committee. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

3. **Minutes**

To consider and approve the minutes of the meeting of the Executive held on 21 November 2017.

5 - 14

4. **Urgent Items of Business**

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

**Executive Key Decisions**

The items listed below all relate to Key Executive decisions, unless stated otherwise below.

5. **Capital Programme 2018/19 - 2020/21**

- |            |  |           |
|------------|--|-----------|
|            | To approve the draft Capital Programme 2018/19 for consultation.   | 15 - 40   |
| <b>6.</b>  | <b>Revenue Budget 2018/19</b>  |           |
|            | To approve the draft General fund Revenue Budget 2018/19 for consultation.   | 41 - 196  |
| <b>7.</b>  | <b>Council Plan Overview Report</b>  |           |
|            | To inform the Executive of the performance of the Council over the second quarter of the 2017/18 financial year (July - September 2017).   | 197 - 226 |
| <b>8.</b>  | <b>Rights of Way Improvement Plan</b>  |           |
|            | To seek approval of the new Rights of Way Improvement Plan 2017/2026 (RoWIP2).   | 227 - 344 |
| <b>9.</b>  | <b>Thames Basin Heaths Special Protection Area Supplementary Planning Document Consultation</b>  |           |
|            | To inform the Executive of the development of a new draft Supplementary Planning Document and to seek approval for the proposed period of public consultation to commence in early 2018.   | 345 - 442 |
| <b>10.</b> | <b>Exclusion of Public and Press</b>   |           |
|            | To consider the following motion:  |           |
|            | 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 11 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).   |           |
|            | <i>NB: No representations were received in response to the 28 day notice of a private meeting.</i>   |           |
| <b>11.</b> | <b>Contract Award for Cleaning Contract</b>  |           |
|            | To approve the contract award for the Corporate Cleaning Contract (which includes a mixture of school sites and civic buildings).  | 443 - 456 |

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**EXECUTIVE  
21 NOVEMBER 2017  
5.00 PM – 5.36 PM**

**Present:**

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

**34. Declarations of Interest**

There were no declarations of interest.

**35. Minutes**

**RESOLVED** that the minutes of the meeting of the Executive on the 17 October 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.

**36. Urgent Items of Business**

There were no urgent items of Business.

**37. "Unlocking Opportunities for all Children" Special Educational Needs and Disability Improvement Strategy (2017-2020)**

**RESOLVED** that the Special Educational Needs and Improvement Strategy be approved.

**38. Local Government and Social Care Ombudsman Annual Review Letter 2017**

**RESOLVED** that the Local Government and Social Care Ombudsman Annual Review letter 2017 is noted.

**39. Establishment of a People Directorate**

**RESOLVED** that the proposals for creating an integrated "People Directorate" are endorsed and noted.

**40. 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 9 & 10 in the agenda (items 41 & 42 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).

41. **Award of the Contract for the Management of Leisure Services**

**RESOLVED** that:

1. the contract for the management of Bracknell Leisure Centre, Coral Reef and Downshire Golf Complex be awarded to supplier C.
2. the contract with supplier C will begin on the 1<sup>st</sup> March 2018.

42. **Commercial Property Investment Strategy Update**

**RECOMMENDED:** that further capital sums of up to £30m are made available to support the Commercial Property Investment Strategy achieving its target level of £3m on-going additional revenue income.

**CHAIRMAN**

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>1072584</b>
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1. **TITLE:** "Unlocking Opportunities for all Children" Special Educational Needs and Disability Improvement Strategy (2017-2020)
2. **SERVICE AREA:** Children, Young People and Learning
3. **PURPOSE OF DECISION**

The Executive is requested to approve the draft strategy which has been written in partnership with schools, colleges, early years settings, parents/carers, young people and other stakeholders (attached as Appendix 1) to raise the achievement of children and young people with Special Education Needs (SEN) and Disabilities.

The Council has a number of statutory duties in relation to Special Education Needs and Disabilities and works to statutory guidance in a detailed Code of Practice, published following the Children and Families Act 2014. "Thrive in Learning" sets out the three year strategic direction and priorities for Special Educational Needs and Disability (SEND) for children and young people aged 0-25 years. It sits as a section of the Learning Improvement Strategy.

The LA has the lead for the partnership in Bracknell Forest (BF) that coproduced the plan, but recognises that its success will lie in the effectiveness of the partnership between all stakeholders

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

**RESOLVED** that the Special Educational Needs and Improvement Strategy be approved.

7. **REASON FOR DECISION**

1. There is a statutory requirement for all Local Authorities to have a Special Educational Needs and Disabilities (SEND) Strategy.
2. There is a necessity for the Local Authority to lead the partnership in developing services and provision for Children and Young People with Special Educational Needs.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None. This is a statutory requirement.

9. **PRINCIPAL GROUPS CONSULTED:** A full list of those who help coproduce the strategy is included in acknowledgements section of the strategy

10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
21 November 2017	28 November 2017



**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I072586</b>
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1. **TITLE:** Local Government and Social Care Ombudsman Annual Review Letter 2017

2. **SERVICE AREA:** Chief Executive

3. **PURPOSE OF DECISION**

To receive the Local Government and Social Care Ombudsman Annual Review letter 2017.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

**RESOLVED** that the Local Government and Social Care Ombudsman Annual Review letter 2017 is noted.

7. **REASON FOR DECISION**

The Annual review letter provides the Executive with information to help assess the Council's performance in handling complaints.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** Corporate Management Team

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

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
21 November 2017	28 November 2017

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I072585</b>
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1. **TITLE:** Establishment of a People Directorate

2. **SERVICE AREA:** Chief Executive

3. **PURPOSE OF DECISION**

To inform Members of initial steps being taken towards the long term streamlining of the Council's senior leadership team.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

**RESOLVED** that the proposals for creating an integrated "People Directorate" are endorsed and noted.

7. **REASON FOR DECISION**

The recommendation aims to increase the linkages between services whilst reducing costs in line with the informal targets in the Council's Efficiency Plan that was agreed in October 2016.

8. **ALTERNATIVE OPTIONS CONSIDERED**

There are any number of ways to organise service delivery in a multi-faceted organisation such as the Council.

9. **PRINCIPAL GROUPS CONSULTED:** Corporate Management Team

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

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
21 November 2017	28 November 2017

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I071275</b>
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1. **TITLE:** Award of the Contract for the Management of Leisure Services

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

3. **PURPOSE OF DECISION**

To award the contract for the management of Leisure Services - Bracknell Leisure Centre, Coral Reef and Downshire Golf Complex.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

**RESOLVED** that:

1. the contract for the management of Bracknell Leisure Centre, Coral Reef and Downshire Golf Complex be awarded to supplier C.
2. the contract with supplier C will begin on the 1<sup>st</sup> March 2018.

7. **REASON FOR DECISION**

The recommendations are based on a detailed evaluation of all tender bids by an experienced senior management team from Environment, Culture and Communities Department, alongside colleagues from the Procurement and Transformation teams.

The assessment process followed the structure identified within the procurement plan which was previously agreed by the Executive. As such there was a 60% weighting towards cost and 40% towards quality for both Lots 1 and 2. Tenderers had to detail how they would provide elements of the service matched with relevant evidence and also provided detailed method statements. Consequently, the recommendations provide the best combination of quality and cost from all tenders submitted.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The alternative option to outsource the management of the three Leisure sites is to retain them in house. Whilst the sites have been successfully managed in house the financial pressures the Authority is currently under would mean that significant cuts would have to be made to service provision and staff. This option was not acceptable to the Council.

9. **PRINCIPAL GROUPS CONSULTED:** Public  
Staff  
Members

10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities
11. **DECLARED CONFLICTS OF INTEREST:** None

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
21 November 2017	28 November 2017

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>1072157</b>
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1. **TITLE:** Commercial Property Investment Strategy Update

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

To review progress to date in implementing the Commercial Property Investment Strategy (CPIS) and proposes that additional capital resources of up to £30m are made available for further acquisitions, in order to secure this level of additional income.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

**RECOMMENDED:** that further capital sums of up to £30m are made available to support the Commercial Property Investment Strategy achieving its target level of £3m on-going additional revenue income.

7. **REASON FOR DECISION**

A Council-wide Transformation Programme has been established to review all services over time and secure savings that will play a large part in enabling the Council to set a balanced budget for the coming years. Commercial property acquisitions have been targeted to deliver on-going additional income of £1m per year, rising to £3m by 2019/20.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Executive could decide that the level of investment already approved, at £60m, should represent the ceiling for commercial property acquisitions. The consequence of this would be the need for alternative savings to be identified in order to achieve a balanced medium-term financial position.

9. **PRINCIPAL GROUPS CONSULTED:** Councillors and Corporate Management Team

10. **DOCUMENT CONSIDERED:** Report of the Director of Resources

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
21 November 2017	28 November 2017



**TO: THE EXECUTIVE  
19 DECEMBER 2017**

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## **CAPITAL PROGRAMME 2018/2019 - 2020/2021 (Borough Treasurer/Chief Executive)**

### **1 PURPOSE OF DECISION**

- 1.1 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. This report summarises the current position on the Council's Capital Programme budget preparations for 2018/19.
- 1.2 This report draws together each department's proposals so that the Executive can agree a draft capital programme for 2018/19-2020/21 as the basis for consultation. In compiling the draft programme the main focus is inevitably on determining the requirements for 2018/19, although future year's schemes do also form an important part of the programme.
- 1.3 The financial implications of the recommendations in this report are reflected in the subsequent report on the Council's draft revenue budget. Any revisions to the proposals put forward by each service would also need to be reflected in that report which will also be published as the basis for consultation following the Executive's meeting.

### **2 RECOMMENDATIONS**

**That the Executive:**

- 2.1 **Approves, for consultation, an 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, including the new schemes listed in Annexes B – F.**
- 2.2 **Approves, for consultation, the inclusion of an additional budget of £1m for Invest-to-Save schemes.**
- 2.3 **Approves, for consultation, the inclusion of £3.48m of expenditure to be funded from S106 as outlined in paragraph 5.19.**
- 2.4 **Approves, for consultation, the inclusion of £13.850m of expenditure to be externally or self funded as outlined in paragraph 5.19.**
- 2.5 **Waive 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) and agree the appointment of Ringway (an existing BFC Term contractor) for the delivery of these works**

### **3 REASONS FOR RECOMMENDATIONS**

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

## 4 ALTERNATIVE OPTIONS CONSIDERED

4.1 The alternative options are considered in the report.

## 5 SUPPORTING INFORMATION

### Capital Resources

5.1 Each year the Council agrees a programme of capital schemes. In the past these schemes have been funded from three main sources:

- the Council's accumulated capital receipts
- Government Grants
- other external contributions

5.2 The Council's total usable capital receipts at 31<sup>st</sup> March 2017 are zero. The Council is partly reliant on capital receipts and other contributions to fund its capital programme, although interest generated from capital receipts can also help support the revenue budget in the short term – however with investment rates at historic lows it makes more economic sense to offset borrowing.

5.3 The proposed capital programme for 2018/19 has been developed, therefore, on the assumption that it will be funded by a combination of Government grants, other external contributions and borrowing in addition to capital receipts. Historically capital receipts have averaged around £5m per annum – however this has largely been made up of the VAT and Right-to-Buy sharing agreement contributions from Bracknell Forest Homes – these schemes have now ended. However receipts from two large sites and CIL contributions should enable £8m of the capital programme to be funded from receipts. Internal resources will be used in the first instance and borrowing from external sources (e.g. the PWLB) will be used when necessary. The financing costs associated with the General Fund Capital Programme have been provided for in the Council's revenue budget plans which also appear on tonight's agenda.

### **New Schemes**

5.4 Within the general financial framework outlined above, Service Departments have considered new schemes for inclusion within the Council's Capital Programme for 2018/19 – 2020/21. Given that both capital and revenue resources are under pressure, each Department has evaluated and prioritised proposed schemes into broad categories in line with the Council's Asset Management Plan. Having done this, only the very highest priority schemes and programmes are being recommended for inclusion in the Capital Programme.

### **Other Unavoidable & Committed schemes**

5.5 This category covers schemes which must proceed to ensure that the Council is not left open to legal sanction and includes items relating to health and safety issues, new legislation etc. Committed schemes also include those that have been started as part of the 2017/18 Capital Programme. Also included within this category are those schemes that were previously funded from the General Fund Revenue Account, but which by their nature could be legitimately capitalised, thereby reducing pressure on the revenue budget. Schemes in this category form the first call on the available capital resources.



### **Maintenance (Improvements and capitalised repairs)**

- 5.6 An assessment has been made of the condition of the Council's property assets to arrive at an estimate of the outstanding maintenance works required. An assessment is made of the state of each building element and its repair priority with a condition rating and repair urgency.
- 5.7 The figures below are based on the information held in the Construction and Maintenance Groups' property management system. They have been adjusted to exclude those works that are already budgeted for within existing 2018/19 schools and corporate planned maintenance programmes.

The priorities can be broken down as follows:

#### **Maintenance Backlog**

		£ (000)	£ (000)
Schools	Priority 1C & 1D	2,245	
	Priority 2C & 2D	8,028	
	Lower Priorities	24,478	34,751
Corporate Properties	Priority 1C & 1D	1,640	
	Priority 2C & 2D	2,107	
	Lower Priorities	11,894	15,641
Total		<u>11,894</u>	<u>50,392</u>

- 5.8 The overall maintenance liability has reduced from £54.6m in 2017/18 to £50.4m. The last couple of years have seen large increases in building costs however this has been offset by previous maintenance programmes and the rationalisation of council properties.

#### **Schools**

- 5.9 Historically the Schools Maintenance Programme has been funded from the Capital Maintenance grant allocation from the Department for Education (DfE). The indicative allocation from the DfE for 2018/19 of £1.912m will be used to tackle the highest priority items identified in the condition surveys indicated above.

#### **Non-schools**

- 5.10 From an initial analysis of the work required it is clear that some works, whilst urgent, cannot be legitimately capitalised and must be met from a revenue budget. An allowance of £200,000 is available in the 2018/19 Revenue Budget proposals to meet these liabilities.
- 5.11 In line with the policy adopted last year the Asset Management Group has considered only those works that fall within categories 1C and 1D. Given the financial constraints on both the revenue and capital budgets an allocation of £1.125m is recommended to address the most pressing 1C & 1D priorities.
- 5.12 The implications of failing to maintain Council buildings and to address the backlog will be a significant issue for the Council over the coming years and efforts will be focussed on ensuring that the highest priority items are tackled first, that efficiencies are maximised in the procurement of works and that maintenance which will result in energy efficiencies are undertaken through the invest-to-save programme.

### **Rolling programmes**

- 5.13 These programmes cover more than one year and give a degree of certainty for forward planning schemes to improve service delivery. They make an important contribution towards the Council's established Asset Management Plans.

### **Other Desirable Schemes**

- 5.14 In addition to the schemes identified in the above categories, each service has requested funding for other high priority schemes that meet the needs and objectives of their service. The net cost of schemes which attract partial external funding are included in the schemes put forward.

### **Invest-To-Save Schemes**

- 5.15 These are schemes where the additional revenue income or savings arising from their implementation exceeds the Council's borrowing costs. In the past the Council has allocated £1m per annum to fund potential Invest-to-Save (ITS) schemes that may present themselves during the year

### **Capital Programme 2018/19 – 2020/21**

- 5.16 A summary of the cost of new schemes proposed by Departments is set out in the table below and in Annex A. A detailed list of suggested schemes within the draft capital programme, together with a brief description of each project, for each service is included in Annexes B – F.
- 5.17 The Executive on 21<sup>st</sup> November 2017 recommended that Council agree a further £30m be approved for investment in commercial property in line with the accepted Commercial Property Investment Strategy. This is included within the overall spending plans below.
- 5.18 Total Council funding for schemes amounts to £10.546m. However excluding the funding for the new Kings Academy School and the Civic Centre Accommodation the total Council funding requested is £5.411m in 2018/19 and this is reflected in the Revenue Budget proposals.

<b>Capital Programme 2018/19-2020/21</b>				
<b>Annex</b>	<b>Service Area</b>	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>2020/21 £000</b>
B	Adult Social Care, Health & Housing	8,473	0	0
C	Children, Young People & Learning	8,289	850	250
D	Resources	2,135	70	0
E	Council Wide	32,313	363	388
F	Environment Culture & Communities	6,666	6,465	1,960
	<b>Total Capital Programme</b>	<b>57,876</b>	<b>7,748</b>	<b>2,598</b>
	<b>Less Externally and Self Funded</b>	<b>17,330</b>	<b>5,685</b>	<b>1,475</b>
	<b>Less Commercial Property Investment</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
	<b>Total request for Council funding</b>	<b>10,546</b>	<b>2,063</b>	<b>1,123</b>

## **Externally Funded Schemes**

- 5.19 A number of external funding sources are also available to fund schemes within the capital programme. External support has been identified from two main sources:

### **Government Grants**

A number of capital schemes attract specific grants. It is proposed that all such schemes should be included in the capital programme at the level of external funding that is available.

A significant element of the grant-funded capital programme relates to the planned investment in Schools. The schools investment programme included in this report reflects the highest priority schemes identified by the Department and the Education Capital Programme Board. However as a result in a change to the capital funding formula and the perceived relative need for school places in Bracknell compared to other areas of the country, the Council will receive no Basic Needs Grant in 2018/19. This is the first year this has happened.

However the Council has clear need for investment in school places in the Borough and have identified two schemes that require funding in the coming years and are set out in Annex B. In addition to this Council funding a total of £2.178m will be invested in schools from specific capital grants

A second key constituent of capital grant funding relates to the Highway Maintenance and the Integrated Transport Block totalling £2.089m for 2018/19. A matched funding bid has also been accepted for the work on Downshire Way – this will attract grant of £3.29m to be matched with £1.4m of Council funding and developer contributions.

### **Section 106 (£3.480m)**

Each year the Council enters into a number of agreements under Section 106 of the Town & Country Planning Act 1990 by which developers make a contribution towards the cost of providing facilities and infrastructure that may be required as a result of their development. Usually the monies are given for work in a particular area and/or for specific projects

Officers have identified a number of schemes that could be funded from Section 106 funds in 2018/19, where funding becomes available. These are summarised below

<b>Department</b>	<b>Schemes</b>	<b>Budget</b>
		<i>£000</i>
ASCHH	Edenfield-Stonewater	233
CYPL	Various School Schemes	2,236
ECC	Leisure & Culture	511
ECC	Local Transport Plan	350
ECC	SANGS	150
	<b>Total</b>	<b>3,480</b>

The level of new funding available through Section 106 is expected to reduce in the future following the introduction of the Community Infrastructure Levy (CIL). However the more flexible CIL funding should offset this reduction.

### **On-going Revenue Costs**

- 5.20 Schemes may have associated on-going revenue costs and tend to become payable in the year after implementation. As such will be included within the

Council's Commitment Budget for 2018/19. These total £39,000 and relate to the licence and maintenance contracts associated with the new IT hardware investment.

### **Funding Options**

- 5.21 The Council introduced CIL in April 2015. It is difficult to estimate the potential amount of CIL that will be generated as this will depend on the delivery of additional housing development in the Borough, which is to a large extent outside of the control of the authority. However based on the most recent housing trajectory estimates and knowledge of development schemes that will come forward in the next 18 months, it is estimated that £3m is an appropriate assumption for 2018/19.
- 5.22 The proposed capital programme for 2018/19 has been developed, therefore, on the assumption that it will be funded by a combination of approximately £8m of capital receipts, Government grants, other external contributions and borrowing. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.
- 5.23 Given the level of investment agreed in 2017/18 and proposed in 2018/19, in particular Binfield Learning Village, the Council is now required to borrow externally. The timing of this will depend on the level of surplus cash held by the Council which will be used in the first instance to fund the Capital Programme commitments. Any external borrowing will require a sum to be set aside Minimum Revenue Position in addition to an interest charge depending on the maturity of the loan.
- 5.24 If any amendments are made to the capital programme, the revenue consequences will need to be adjusted accordingly. Executive Members will therefore need to consider the impact of the capital programme as part of the final revenue budget decisions.
- 5.25 Following the introduction of the Prudential Borrowing regime local authorities are able to determine the level of their own capital expenditure with regard only to affordability on the revenue account. In practice this represents the amount of borrowing they can afford to finance, and will necessitate taking a medium-term view of revenue income streams and capital investment needs.
- 5.26 To achieve its aim of ensuring that capital investment plans are affordable, prudent and sustainable, the Local Government Act requires all local authorities to set and keep under review a series of prudential indicators included in the CIPFA Prudential Code for Capital Finance in Local Authorities. The Capital Programme recommended in this report can be sustained and is within the prudential guidelines. Full Council will need to agree the prudential indicators for 2018/19 to 2020/21 in March 2018, alongside its consideration of the specific budget proposals for 2018/19 and the Council's medium-term financial prospects.
- 5.27 Members will need to carefully balance the level of the Capital Programme in future years against other revenue budget pressures and a thorough review, including the prioritisation of those schemes planned for 2019/20 onwards, will need to be undertaken during next summer.

### **Other Issues**

- 5.28 The Executive on 19 July 2016 approved the award of the Main Works contract to Mace Limited for the construction of the Binfield Learning Village (the new Kings Academy School) and the supporting upgrade works to roads and utilities along with the updated procurement plan.

- 5.29 The construction of the new school is well underway and remains on time and within the allocated budget. The school is due to open in September 2018. The contract administration by the Council requires continual monitoring of the contractor's performance, programme of works, cost analysis and risk management.
- 5.30 Offsite road works (consisting of Wood Lane improvements, new toucan crossing on Temple Way, Popeswood Roundabout improvements, new northern car park and associated junction works) are an important element of the project deliverables. In accordance with the planning permission for the project and the associated conditions, the off-site road works need to be completed by the Council prior to occupation of the school buildings and dwellings.
- 5.31 On analysis of Mace's updated cost submission for the scope of works for Wood Lane improvements and the risk of delay to the completion (which would trigger extension of time claims by the contractor), it is prudent to omit the offsite road works from Mace's works contract and in its place appoint Ringway (Bracknell Forest Council's term contractor for highways works) to undertake the design and construction works. The estimated value of the works for Ringway to deliver the road improvements is c. £956k including design fee but excluding S278 fee and overhead and loss for Mace.
- 5.32 Works over £400k require Executive approval under the Contracting Standing Order (CSO). Hence, a waiver to the CSO is requested from the Executive for changing contractors from Mace (school works contractor) to Ringway (BFC term contractor) for delivering the offsite road works.

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

### Borough Solicitor

- 6.1 The authorisation for incurring capital expenditure by local authorities is contained in the legislation covering the service areas. Controls on capital expenditure are contained in the Local Government Act 2003 and regulations made thereunder.

### Borough Treasurer

- 6.2 The financial implications are contained within the report.

### Equalities Impact Assessment

- 6.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. Where necessary, impact assessments on specific schemes within the capital programme will be undertaken before work commences.

### Strategic Risk Management Issues

- 6.4 The most significant risk facing the Council is the impact of the capital programme on the revenue budget. The scale of the Council's Capital Programme for 2018/19 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts or borrowing from internal resources. This effect is compounded by future year's capital programmes. As revenue resources are limited it is clear that a capital programme of this magnitude is not sustainable in the medium term without significant revenue economies. The generation of capital receipts in future years

may mitigate the impact on the revenue budget, but as the timing and scale of these receipts is uncertain their impact is unlikely to be significant.

- 6.5 There are also a range of risks that are common to all capital projects which include:
- Tender prices exceeding the budget
  - Planning issues and potential delays
  - Uncertainty of external funding
  - Building delays due to unavailability of materials or inclement weather
  - Availability of staff with appropriate skills to implement schemes
- 6.6 These can be managed through the use of appropriate professional officers and following best practice in project management techniques. The report also identifies the risk associated with the shortfall in maintenance expenditure compared to that identified by the latest condition surveys. With only those highest priorities receiving funding in 2018/19, there will be a further build up in the maintenance backlog and a risk that the deterioration in Council assets will hamper the ability to deliver good services.

## 7 CONSULTATION

- 7.1 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. To facilitate this, the full budget package will be placed on the Council's web site at <http://consult.bracknell-forest.gov.uk/portal>. There will also be a dedicated mailbox to collect comments.
- 7.2 The timetable for the approval of the 2018/19 Budget is as follows.

Executive agree proposals as basis for consultation	19 December 2017
Consultation period	20 December 2017 - 30 January 2018
Executive considers representations made and recommends budget.	13 February 2018
Council considers Executive budget proposals	28 February 2018

### Background Papers

None

### Contact for further information

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**CAPITAL PROGRAMME - BY CATEGORY**

	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>2020/21 £000</b>	<b>TOTAL £000</b>
<b>Committed</b>	1,540	735	735	3,010
<b>Unavoidable</b>	0	0	0	0
<b>Maintenance</b>	1,125	0	0	1,125
<b>Rolling Programme / Other Desirable</b>	2,746	1,258	388	4,392
<b>Town Centre Highway Works</b>	0	0	0	0
<b>Council Funding</b>	<b>5,411</b>	<b>1,993</b>	<b>1,123</b>	<b>8,527</b>
<b>Commerical Property Investment Strategy</b>	30,000	0	0	30,000
<b>Civic Centre Accomodation</b>	2,135	70	0	2,205
<b>Binfield Learning Village</b>	3,000	0	0	3,000
<b>Total Council Funding</b>	<b>40,546</b>	<b>2,063</b>	<b>1,123</b>	<b>43,732</b>
<b>Total External Funding</b>	<b>17,330</b>	<b>5,685</b>	<b>1,475</b>	<b>24,490</b>
<b>Total Capital Programme</b>	<b>57,876</b>	<b>7,748</b>	<b>2,598</b>	<b>68,222</b>

**CAPITAL PROGRAMME - ALL DEPARTMENTS**

	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>2020/21 £000</b>	<b>TOTAL £000</b>
<b>ASCH</b>	8,473	0	0	8,473
<b>CYPL</b>	8,289	850	250	9,389
<b>Resources</b>	2,135	70	0	2,205
<b>Council Wide</b>	32,313	363	388	33,064
<b>ECC</b>	6,666	6,465	1,960	15,091
<b>Total Capital Programme</b>	<b>57,876</b>	<b>7,748</b>	<b>2,598</b>	<b>68,222</b>
<b>External Funding</b>	<b>17,330</b>	<b>5,685</b>	<b>1,475</b>	<b>24,490</b>
<b>Council Funding</b>	<b>40,546</b>	<b>2,063</b>	<b>1,123</b>	<b>43,732</b>

## CAPITAL PROGRAMME - ADULT SOCIAL CARE, HEALTH & HOUSING

	2018/19 £000	2019/20 £000	2020/21 £000	TOTAL £000
<b>Committed</b>				
No Schemes	-	-	-	-
<b>Unavoidable</b>				
No Schemes	-	-	-	-
<b>Maintenance</b>				
See Council Wide	-	-	-	-
<b>Rolling Programme / Other Desirable</b>				
Cash Incentive Scheme	240	-	-	240
	<b>240</b>	<b>-</b>	<b>-</b>	<b>240</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>240</b>	<b>-</b>	<b>-</b>	<b>240</b>
<b>External Funding</b>				
Downshire Homes (Self Funding)	8,000	-	-	-
Edenfield-Stonewater Housing Development (S106)	233	-	-	-
<b>TOTAL EXTERNAL FUNDING</b>	<b>8,233</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>8,473</b>	<b>-</b>	<b>-</b>	<b>240</b>



## **Adult Social Care, Health and Housing**

### **2018/19 Capital Programme Bids**

**1. Cash Incentive Scheme - £240,000**

The cash incentive scheme provide a means tested cash grant of up to £60,000 to a household living in a registered provider property to help them purchase a home in the private sector. The agreement with the registered provider is that they will provide the Council with nomination to two properties (the property void from the move and one other that the Council would not normally be able to access) and as such the cash incentive grant provides housing for three households.

The cash incentive grant is a cost effective way of securing affordable housing in a timely way .If the two properties that are secured for nomination by the Council are reflected in the net cost to the Council of bed and breakfast accommodation on an annual basis it would equate to £28,080 against the £60,000 grant. However, access to the units will remain in perpetuity rather than for one year. Moreover, there are no cash benefits of households being able to live in more appropriate housing more quickly. There are three households who have already made applications.

**2. Downshire Homes Ltd (DHL) – Local Housing Company Loan £8m**

To increase the loan by £8,000,000 to Downshire Homes so that it can purchase 25 properties for homeless households and 5 properties for households with learning disabilities. The DHL business plan for the next 10 years is based on assumptions of predicting a trading surplus from year 2 onwards. The company is wholly owned by the Council. The company can decide to pay a dividend to its shareholder from its post tax surplus in future years.

**3. Edenfield-Stonewater Housing Development - £233,000 (S106)**

Stonewater registered provider are developing the Edenfield site to provide 48 units of affordable housing. The cost of development suffered considerable increases towards the end of 2016/17 such that the scheme showed a deficit of £446,000. The Homes and Communities Agency agreed to find half of the deficit on the basis that the Council funded the other half.

The business case for the Council is that if Stonewater did not develop the site it would be placed back on the market and as a qualifying site would deliver 25% affordable housing, which would be 12 units. Thus the Council providing local authority social housing grant of £223,000 provides additional 36 units of affordable housing at an average cost of £6,194 per unit representing very good value for money. Moreover this will be funded from S106 receipts earmarked to provide affordable housing.

## CAPITAL PROGRAMME - CHILDREN YOUNG PEOPLE & LEARNING

	2018/19	2019/20	2020/21	TOTAL
	£000	£000	£000	£000
<b>Committed</b>				
Binfield Learning Village	3,000	-	-	3,000
	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>3,000</b>
<b>Unavoidable</b>	-	-	-	-
<b>Maintenance</b>				
Schools Maintenance externally funded	-	-	-	-
<b>Rolling Programme / Other Desirable</b>				
College Town Amalgamation	300	-	-	300
Sandhurst School Nursery Relocation	250	50	-	300
Wooden Hill Classrooms (School Bid)	325	550	-	875
<b>Total</b>	<b>875</b>	<b>600</b>	<b>-</b>	<b>1,475</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>3,875</b>	<b>600</b>	<b>-</b>	<b>4,475</b>
<b>External Funding - DfE Basic Need Grant</b>				
No Grant in 2018/19	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>External Funding - Other</b>				
Schools Capital Maintenance Grant	1,912	-	-	1,912
Section 106 - Small Schemes	250	250	250	750
Section 106 - Binfield Learning Village	1,986	-	-	1,986
Devolved Formula Capital (estimate)	266	-	-	266
	<b>4,414</b>	<b>250</b>	<b>250</b>	<b>4,914</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>4,414</b>	<b>250</b>	<b>250</b>	<b>4,914</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>8,289</b>	<b>850</b>	<b>250</b>	<b>9,389</b>

# **Children, Young People and Learning**

## **2018/19 Capital Programme Bids**

### **1. College Town Amalgamation - £300,000**

A budget is required for capital works associated with the possible amalgamation of the College Town Infant & Nursery and Junior Schools which share the same site.

The headteacher at College Town Junior School is retiring with effect from the end of December 2017, which has presented the opportunity to amalgamate the schools. If the two schools amalgamate into a primary school there are opportunities for better educational outcomes for children through a consistent approach.

A statutory consultation is underway, and subject to the outcome of this, the amalgamation process via the DfE can proceed. Should amalgamation be finally agreed in February 2017, it is expected that the new amalgamated school would open in September 2018.

Assuming an amalgamated maintained school is the preferred outcome, then there will also be options about the scope and scale of any capital expenditure by BFC, ranging from leaving buildings as they are and just improving signage, to internal refurbishment. Refurbishment would create the single shared staff room and admin offices required by an amalgamated school, as well as a single formal entrance and public reception area.

Another significant area for investment would be the rationalisation of plant, equipment and particularly ICT across the amalgamated school site which is currently separate in each school. This would provide common standards of provision and realise value for money on running costs going forwards. A feasibility study will be undertaken to determine the precise scope and of the options for capital works and as such an indicative budget request is included at this stage.

### **Sandhurst School Nursery Relocation - £250,000**

This will relocate the private nursery from The Spot building to the currently vacant caretaker's house at Sandhurst School. Benefits to the Council include:

This project will free up space in The Spot building for school use. Having taken over responsibility for the Sports Centre building (which is conjoined with The Spot building) from ECC from April 2017, the school are working on options for school use of these areas and The Spot accommodation, including use by Post 16 and SEN. This in turn will free up other areas in the existing school buildings for teaching and learning and through re-allocation and re-ordering of room use will help the school to address areas of unsuitable accommodation.

The nursery provider will have the accommodation they need to deliver the statutory 30 hours of free education and childcare for working parents from September 2017.

The provider is already working up this offer and parents are already signing up for this, and places have been allocated, however the Spot accommodation does not have suitable outdoor soft play space which this project would provide. The nursery also supports the Local Authority duty for free childcare places for eligible, vulnerable two year olds.

Relocating the nursery into the former caretaker's house will bring this currently vacant and wasting asset into productive use, creating rent income for the school which is currently £13,930 p.a. The caretaker's house is not required by the school as they have a second caretaker's house on site which is occupied. The vacant house cannot realistically be sold because it is located in the centre of the school site and this would mean members of the public living in the midst of a working school site which would be undesirable for safeguarding reasons.

The school are keen to take over The Spot Youth and Community Centre facility as part of a desire to expansion the school. The school are supportive of the nursery expansion and has recognised the valuable synergies' and benefits to its business, in light of this the nursery has been offered the caretakers bungalow as an alternative bespoke provision. The bungalow will require considerable adaptations to meet requirements. Moving the nursery to the caretaker's bungalow will reduce the cost of refurbishment of The Spot and enable the school to have complete access. There are no available premises for the nursery to relocate within the local area, all avenues have been fully explored. This PAD is primarily in respect of funding required to address priorities in the masterplan and to meet the Local Authority duty for sufficient childcare provision. This proposal involves provision of a modular building on the rear of the caretaker's house to provide a compliant nursery space. This will transfer the use of and running costs of The Spot building from CYPL to the school.

### **3. Wooden Hill Classrooms (School Bid) - £325,000**

This project is to address the layout of the accommodation in the main school building which is restricting and impeding the delivery of outstanding education due to poorly shaped and undersized classrooms. Access/circulation between rooms is also an issue for the school and the open plan layout does not fit with modern teaching methods, as it has circulation through teaching spaces. With up to 100 children in one space the noise pollution from other classes sharing the space significantly impacts on the outcomes for pupils and hinders the range and type of activities teachers do in order to maximise all pupils' potential.

A programme of works has been drawn up to revamp the accommodation through a combination of new build extension and by moving internal partitions to create proper sized classrooms and teaching spaces with an improved access, separate circulation and an improved general layout. This will improve service delivery and outcomes for this school.

Phase 1 of this project was completed for September 2014 and the Key Stage 2 pupils accommodated in the new classrooms in 2015 achieved the best results in the history of the school. This summer for the end of Key Stage 2 results, 84% of children achieved the national benchmark of L4+ in reading, writing and maths, which is 4% above the national average.

Removing the remaining impediments to teaching and learning from the physical environment can be expected to result in a similar positive impact on performance across the rest of the school which has the capacity to have outstanding outcomes for pupils.

## CAPITAL PROGRAMME - COUNCIL WIDE

	2018/19 £000	2019/20 £000	2020/21 £000	TOTAL £000
<b>Committed</b>				
Commerical Property Investment Strategy	30,000	0	0	30000
Capitalisation of Project Management costs	300	300	300	900
	<b>30,300</b>	<b>300</b>	<b>300</b>	<b>30,900</b>
<b>Unavoidable</b>	-	-	-	-
<b>Maintenance</b>				
Buildings Planned Maintenance	1,125	n/a	n/a	1,125
	<b>1,125</b>	<b>-</b>	<b>-</b>	<b>1,125</b>
<b>Rolling Programme / Other Desirable</b>				
Property Review Feasibility	100	-	-	100
IT Schemes (made up of)	788	63	88	939
-----IT Infrastructure	175	15	40	230
-----Members IT Refresh	36	-	-	36
-----Time2Change	-	-	-	-
-----ICT Digital Strategy	537	48	48	633
-----CWSS / Self Service	40	-	-	40
	<b>888</b>	<b>63</b>	<b>88</b>	<b>1,039</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>32,313</b>	<b>363</b>	<b>388</b>	<b>33,064</b>
<b>External Funding</b>				
<b>TOTAL EXTERNAL FUNDING</b>	-	-	-	-
<b>TOTAL CAPITAL PROGRAMME</b>	<b>32,313</b>	<b>363</b>	<b>388</b>	<b>33,064</b>

## Council Wide

### 2018/19 Capital Programme Bids

#### 1. Planned Building Maintenance - £1,125,000

Buildings planned maintenance is an annual programme of repairs and maintenance to the Councils' building stock and associated assets. It encompasses a wide range of activities but typically includes the repair or replacement of elements of building fabric, fixtures or fittings that are worn, obsolete or otherwise damaged. The purpose of the work is to maintain the Councils' buildings to a sufficient standard to provide a safe and appropriate environment from which its' various services can operate.

The works included in the programme are identified through a series of condition surveys, which are undertaken on our behalf by external engineers and surveyors. The present arrangement generally allows for each property to be surveyed every five years and we are currently in the final year of our first five year programme. The backlog figures shown in the supporting data have been arrived at following detailed analysis of all of our condition survey records as well as consideration of wider property issues and intentions. As such, based on previous instructions or knowledge of impending project works or disposals, the values of maintenance works to the following properties are not included:

- Bracknell Library
- Bridgewell Centre (Ladybank)
- Commercial Centre
- Coopers Hill
- Easthampstead Park Conference Centre
- Easthampstead House
- Harmans Water Community Centre
- Heathlands Residential and Day Centres
- Time Square\*
- Commercial properties let on full repairing leases

With the above properties excluded, the estimated value of the remaining high priority works currently stands at £1.6m.

\* Because of the significant works that have been undertaken at Time Square over the last few years, we do not have meaningful condition survey data. The most pressing issue is the condition of the atrium but addressing this is the subject of a separate ongoing project.

The works that are currently of the highest priorities are wide ranging and comprise numerous smaller individual items than in previous years. Whilst development of a detailed programme will be subject to the level of funding approved, the following properties have been identified with high priority works of significant value:

<b>Property</b>	<b>Work Required</b>	<b>Estimated Cost</b>
7 Portman Close	Various works	100,000
Community Centres	Various works	180,000
Shops	Various works	350,000
South Hill Park	Window replacement	35,000
Waterside Park Building C	Flat roof replacement	175,000*
Wick Hill Cottage	Heating system replacement	40,000

\* There is the possibility that some of the cost of these works may be recoverable from the buildings' tenants, but see 'Risks' for further details.

## **2. ICT Schemes - (£788,000)**

### **IT Infrastructure (£175,000)**

Proposal to cover a number of ICT Network and Server infrastructure replacements to ensure equipment is both current and supportable. The budget is also to maintain the network and ensure that it has the capacity to serve the business in the forthcoming budget year. The programme will also remove the last remaining Ricoh printers (MFDs) from Time Square and Easthampstead House

When the above devices go end of life, they will no longer receive any software updates including security vulnerability patches, bug fixes, and no faults will be investigated by the manufacturer or their agents. The PSN code of connection forbids the use of unsupported software or hardware on our network and therefore the Council would be at risk of losing its connected status, causing loss of access to key if these devices are not replaced.

### **Members IT Refresh (£36,000)**

Currently BFC Members have mainly two IT solutions: an iPad that provides access to email, calendar, DocsToGo and Modern.gov for committee papers; or a standard laptop with access to the corporate IT network for network drives and files stores. Approximately half of BFC Members do not have an IT device that allows them to access the Modern.Gov application easily. The current Windows 7 devices are not easy to use with Modern.Gov and accessing committee papers is complex.

To enable the members to go paperless at all democratic meetings they will need a new Windows 10 detachable or convertible device. This device has a touch screen which also allows hand written annotations via the stylus pen, allowing members to



easily annotate documents during meetings. In addition the device has camera that could be used for video conferencing.

The iPads have been difficult to support as they do not offer the option of remote control which would enable the help desk to provide support without bringing the device into the office. There is also no control over patches to the operating system by Apple which can impact on the applications on the device meaning they are required to be brought into the office to be fixed or rebuilt. It would also be beneficial and more cohesive if members and staff were using the same operating system.

Upgrading to Windows 10 laptops also means that we can move away from support tools required for Windows 7 devices. Samsung's smartphones can be provided to enable tethering to allow access in the field removing the need for 3G data SIMs. The telephony policy states which members are entitled to this connectivity paid for by the Council.

### **ICT and Digital Strategy (£537,000)**

The enterprise agreement enables BFC to use software but will require additional infrastructure to be supplied and installed, and expertise from consultant partners to support the planning, design and delivery of the elements of the Enterprise Agreement.

A key objective is to replace mobile desktop to support agile and flexible working across the Council. Those staff who did not have mobile kit prior to the consolidation of EH and TS will be provided will mobile desktop equipment.

As at August 2017 there are 4 types of mobile device being provided: Large laptops, Small laptops, Convertible laptop/tablets and Detachable laptop/tablets. All devices have a camera for video conferencing and have a touch screen. Stylus's can be used on the convertible and detachable device.

All flexible users are provided with a softphone solution apart from remote sites which will not have the softphone solution until it is reviewed once Skype replaces Jabber – earliest late 2018. Flexible desks are kitted out with a 29" wide screen, which can be split and display up to 3 pages at once, and universal docking station. Finally, equipment that breaks or is faulty will be replaced.

### **CWSS / Self Service (£40,000)**

Two key areas to be reviewed

- Enhancements to the HR & Payroll system to investigate and implement scope for further integration to continue to work undertaken to date.
- The Service Desk software has been live since 2000 and is showing significant signs of limitations. The ICT Service desk team requires a flexible, future proof software solution which will allow ICT service to progress towards its strategic goals of a self-service solution

**CAPITAL PROGRAMME - RESOURCES**

	2018/19 £000	2019/20 £000	2020/21 £000	TOTAL £000
<b>Committed</b>				
Civic Accommodation	2,135	70	0	2,205
	<u>2,135</u>	<u>70</u>	<u>0</u>	<u>2,205</u>
<b>Unavoidable</b>				0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Maintenance</b>				
See Council Wide	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Rolling Programme / Other Desirable</b>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<u>2,135</u>	<u>70</u>	<u>0</u>	<u>2,205</u>
<b>External Funding</b>				
<b>TOTAL EXTERNAL FUNDING</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL CAPITAL PROGRAMME</b>	<u>2,135</u>	<u>70</u>	<u>0</u>	<u>2,205</u>

## **Resources**

### **2018/19 Capital Programme Bids**

**No new schemes in 2018/19**

## CAPITAL PROGRAMME - ENVIRONMENT CULTURE AND COMMUNITIES

	2018/19 £000	2019/20 £000	2020/21 £000	TOTAL £000
<b>Committed</b>				
Self Service Technology Assisted Opening In Libraries	355	0	0	355
Roads & Footway Resurfacing #	200	200	200	600
Equipment Replacement Downshire Golf Complex #	35	35	35	105
Matched Funding for LEP Funding (A329)	450	0	0	450
A322 Downshire Way (Matched Funding DfT Grant)	200	200	200	600
	<b>1,240</b>	<b>435</b>	<b>435</b>	<b>2,110</b>
<b>Unavoidable</b>				
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Maintenance</b>				
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rolling Programme / Other Desirable</b>				
Off-Street Car Parking	100	100	0	200
Land Drainage Schemes	80	100	100	280
Improvement and Maintenance of Play Areas	70	70	0	140
Traffic Modelling	125	125	0	250
Update Traffic Signal Infrastructure	0	200	200	400
The Look Out Play Area/Exhibits Upgrade	30	0	0	30
The Look Out Parking Bay Programme (self-funding)	40	0	0	40
Harmanswater Library	298	0	0	298
	<b>743</b>	<b>595</b>	<b>300</b>	<b>1,638</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>1,983</b>	<b>1,030</b>	<b>735</b>	<b>3,748</b>
<b>External Funding</b>				
Highways Maintenance	1,369	1,200	0	2,569
Integrated Transport & Maintenance	720	720	0	1,440
A322 Downshire Way (Matched Funding DfT Grant)	1,000	2,290	0	3,290
Section 106 Schemes (LTP)	350	500	500	1,350
Disabled Facilities Grants	450	450	450	1,350
Self Service Technology Assisted Opening In Libraries (S106)	22	0	0	22
Harmanswater Library (Invest-to-Save)	133	0	0	133
Harmanswater Library (S106)	364	0	0	364
Sustainable Alternative Natural Green Space	150	150	150	450
Section 106 Leisure & Culture (small schemes)	125	125	125	375
	<b>4,683</b>	<b>5,435</b>	<b>1,225</b>	<b>11,343</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>4,683</b>	<b>5,435</b>	<b>1,225</b>	<b>11,343</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>6,666</b>	<b>6,465</b>	<b>1,960</b>	<b>15,091</b>

# Part Capitalisation of Revenue

## Environment, Culture & Communities

### 2018/19 Capital Programme Bids

- 1. Off Street Car Parking £100,00**  
Parking is a real and growing problem throughout the borough as car ownership increases. The Council receives many letters each year from residents and Members requesting that additional parking spaces be provided. This funding would support Members and residents in finding local solutions to residential street parking problems in partnership with Bracknell Forest Homes. An arrangement has been set up with Bracknell Forest Homes (who own most of the land on which these additional spaces are being provided) who will also contribute £100,000 in 2018/19 and 2019/20.
- 2. Land Drainage £80,000**  
Under the Floods and Water Management Act 2010 the council has a responsibility to take the lead role in managing (and reducing) the risk of surface water flooding throughout the Borough. There is a continuing need to improve land drainage and watercourses throughout the Borough to reduce the risk of flooding to properties and roads. Operational experience and past seasons rainfall volumes indicate that the risk of flooding in both rural and urban areas has increased. Preliminary investigations indicate that a number of sites would benefit from local (often modest) improvements reducing the risk or frequency and severity of flooding incidents.
- 3. Improvement and Maintenance of Play Areas - £70,000**  
There are currently 25 equipped play areas managed by Bracknell Forest Council. These have predominantly been provided through the planning process; either through funding contributions and/or as part of land transfers secured through Section 106 Agreements. Annual management and maintenance is co-ordinated by the Parks & Countryside service. This includes carrying out weekly inspections, routine maintenance, and repairs. Capital monies are needed to refurbish sites as part of a rolling programme, with some of the play areas old and in poor condition.
- 4. Traffic Modelling - £125,000**  
Government guidance strongly recommends the use of strategic modelling to assess the impacts of growth on the transport network. To date the Borough's multi-modal transport model has been instrumental in securing the adoption of the Site Allocations Local Plan and over £20m of additional government funding in the last 5 years towards infrastructure aimed at unlocking growth. The travel information underpinning the original model is now ten years old, and the count and journey time data used in the last interim update will be five years old in 2018. The recent opening of the Lexicon will generate additional and new patterns of travel demand that will need to be captured in a new validated base model. The entire model is therefore in need of a full refresh as required by the Department for Transport's guidance, as this will allow us to continue developing bids to government as well as securing the new 2036 Local Plan.

**5. The Look Out Outdoor Play Area / Exhibits Upgrade - £30,000**

The proposal is a further upgrade and enhancement to The Look Out outdoor play area following the addition of new features in 2017. Some of the current equipment that is in place is potentially reaching the end of its lifespan and needs replacing/upgrading with newer facilities. There are two structures in the play area that are reaching the end of their lifespans. The proposal is to replace the equipment with at least one new feature that is in keeping with the natural theme of the current play area. The structure will be a themed piece, which sparks the imagination of younger children to engage them with role play.

The second proposal is a further upgrade and enhancement to The Look Out Hands-on Science centre following the addition of new features in 2017. Some of the current equipment that is in place is potentially reaching the end of its lifespan and needs replacing/upgrading with newer facilities.

The centre intends to purchase two to three new pieces of equipment dependant on individual costs and perceived benefits which would add educational learning value to the existing facilities, and, in addition, would add to the excitement and enjoyment that children and families experience. By providing new features within the hands-on science area we help to increase the overall impression of The Look Out and also support sales in the Gift Shop.

**6. The Look Out Parking Bay Programme - £40,000**

The entire site has a nominal 360 car parking spaces available, but parking is not managed / controlled and visitors choose where to park and how much space to leave between adjacent cars. As a consequence the nominal capacity is not utilised and a capacity of just over 300 cars is often the limit. During peak hours visitors who are frustrated at the difficulties in finding parking bays tend to park in areas not designated for vehicles potentially creating hazards for other drivers, pedestrians and cyclists. These unofficial parking bays are also damaging to the natural environment as the erosion caused exposes the tree roots and leads to the trees dying off or having to be felled. In addition traffic queues can form which sometimes trail back out on to Nine Mile Ride.

This scheme proposes the encouragement of more formalised parking whilst also maintaining the natural environment. The proposal would involve laying low lying machine-cut wooden logs at standard car width intervals in a pre-planned arrangement. The logs would be secured to the ground with industrial strength bolts. The benefit would be that the site can more clearly dictate where cars should be parking and can manage the gaps left between adjacent cars too. In addition, greater protection could be offered to reduce the levels of erosion currently produced by ad hoc parking and the overall capacity of the entire parking area may be increased to around 400 spaces. There is the potential for this scheme to contribute to the cost of the works and as such additional income will be expected once works have been completed

**7. Harmans Water Library - £298,000**

Harmans Water Neighbourhood Centre was purpose built in the 1970's and comprises of 13 retail shop units situated below 18 flats along with a community centre and a library. The library at Harmans Water is situated adjacent to St Pauls Church at the end of the parade and whilst in a generally good location is not particularly visible and it has significant accessibility issues due to levels. This library will not be able to welcome disabled visitors via Technology Assisted Opening because the risks on relying on pneumatic lifts with no staff present is too high. The purpose of this bid is to create a new library (102m<sup>2</sup>) on the ground floor space under the refurbished community centre which will fully be DDA accessible and include an accessible WC and refurbish the existing toilets in the basement area.

S106 funding is available to improve the Library (£364k) and an Invest to Save project could generate a further £133k leaving £298k to fund the balance of the investment required from Council funds. The relocation of the library will leave a vacant unit suitable for letting as a shop. A rental for the unit of £8,800pa may be achieved, in line with other passing rents on the parade and over a 25 year period will support a capital value of £133,000.

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**TO: THE EXECUTIVE**  
**DATE: 18 DECEMBER 2017**

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## **GENERAL FUND REVENUE BUDGET 2018/19 (Chief Executive/Borough Treasurer)**

### **1. PURPOSE OF REPORT**

- 1.1 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. This report summarises the current position on the Council's budget preparations for 2018/19 as a basis for that consultation.
- 1.2 At the time the agenda was published the Provisional Local Government Financial Settlement had not been announced and is not expected until late December 2017. It is possible that this could change some of the assumptions in the report, however, as the Council accepted in Autumn 2016 the offer of a four year financial settlement, it is anticipated that funding will be in line with the indicative figures received on 20 February 2017 (as part of the Final Local Government Finance Settlement 2017/18).
- 1.3 All comments received on these budget proposals will be submitted to the Executive on 13 February 2018. This will allow the Executive to determine its final budget package and recommend the appropriate Council Tax level to Council, which will formally approve the 2018/19 budget and Council Tax on 28 February 2018.

### **2 RECOMMENDATIONS**

**That the Executive:**

- 2.1 **Agree the draft budget proposals for 2018/19 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals.**
- 2.2 **Agree the Treasury Management Strategy and associated documents at Annex E and request that the Governance and Audit Committee review each of the key elements.**
- 2.3 **Agree that the 2018/19 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.**
- 2.4 **Agree that the authority to set town centre car park charges is delegated to the Regeneration Committee.**
- 2.5 **Support 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, that would see a greater proportion of business rates collected being retained locally to support priority infrastructure projects.**

- 2.6 **Approve the virements relating to the 2017/18 budget as set out in Annexes F and G and recommend those that are over £0.100m for approval by Council.**

### **3 REASONS FOR RECOMMENDATIONS**

- 3.1 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.

### **4 ALTERNATIVE OPTIONS CONSIDERED**

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

### **SUPPORTING INFORMATION**

### **5 COMMITMENT BUDGET 2018/19 – 2020/21**

- 5.1 Initial preparations for the 2018/19 budget have focussed on the Council's Commitment Budget for 2018/19 – 2020/21. This brings together the Council's existing expenditure plans, taking account of approved commitments and the ongoing effects of service developments and efficiencies that were agreed when the 2017/18 budget was set.

- 5.2 A number of changes are proposed to the Commitment Budget since it was last considered by the Executive in February and are reflected in the summary in Table 1. The most significant changes in 2018/19 are set out below:

- The impact of the transformation programme is now reflected (-£6.417m) including forecast savings from Adults (-£1.800m) and Children's Services (-£1.165m), the Commercial Property Investment Strategy (-£1.000m) and the Leisure Services Review (-£0.600m), which are at different stages of delivery.
- The one-off additional Adult Social Care grant received in 2017/18 has been removed (£0.363m).
- Additional funding for Adult Social Care, announced as part of the Government's March 2017 Budget, has now been incorporated (-£1.016m). This is supplementary funding to the improved Better Care Fund payable between 2017/18 and 2019/20.

The overall impact of these changes is to decrease the Council's Commitment Budget by £7.230m compared to the position reported in February.

- 5.3 Taking account of these changes, Table 1 summarises the position and shows that base expenditure (excluding schools) is planned to decrease by £5.188m to £83.153m next year, before consideration is given to allowances for inflation and the budget proposals identified by individual Departments in 2018/19. The commitment budget is shown in more detail in Annexe A.

Table 1: Summary Commitment Budget 2018/19-2020/21

	Planned Expenditure		
	2018/19 £000	2019/20 £000	2020/21 £000
Base Budget	88,341	83,153	80,305
<i>Movements in Year:</i>			
Adult Social Care, Health and Housing	-2,483	-1,185	509
Children, Young People and Learning (excluding schools)	-827	-580	10
Environment, Culture & Communities Resources	-2,471	-622	-401
Non Departmental / Council Wide	-591	-6	0
	1,184	-455	417
<i>Total Movements</i>	-5,188	-2,848	535
<b>Adjusted Base</b>	<b>83,153</b>	<b>80,305</b>	<b>80,840</b>

## 6 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2018/19

- 6.1 The Council's budget is set within the context of a 4-year Local Government Funding Settlement (LGFS) published following the General Election in May 2015. As such, 2018/19 will be the third year of this agreement, and whilst the Council has relied on the published indicative figures there remains a risk that other funding streams provided by Central Government are potentially liable to change. These are noted below.
- 6.2 Alongside this 4-year settlement the Government announced plans to reform other key features of the local government finance system, including the move to 100% retention of Business Rates by 2020 (although this is now likely to be delayed), a major reduction in the funding available through the New Homes Bonus and the introduction of the Social Care Precept.
- 6.3 The estimates included in these budget projections assume that the indicative amounts published by the Department for Communities and Local Government (DCLG) will be adhered to. The Government will publish the first Autumn Budget on 22 November 2017, setting out the government's plans for the economy based on the latest forecasts from the Office for Budget Responsibility. Whilst this is unlikely to provide any further clarity at an individual council level it may update progress on reforms and a general direction for future public spending limits.
- 6.4 Funding from central government is currently received through Revenue Support Grant (RSG) and Specific Grants. For planning purposes an estimate of the reduction in central government support has been incorporated within these Budget Projections reflecting a further cut of £2.6m in RSG for 2018/19. These figures will be refined when the provisional LGFS is received, which as usual is expected to be published in December.

6.5 The Council also receives substantial external funding through a number of specific grants for which the following assumptions have been included within the latest budget projections.

a) New Homes Bonus

In 2015/16 the Government consulted on a number of possible reforms to the New Homes Bonus to sharpen the incentive for housebuilding and provide £800m for Adult Social Care. The outcome of the consultation was announced alongside the Provisional LGFS for 2017/18. The Government decided to:

- reduce the number of years for which legacy payments are made from 6 years to 5 years in 2017/18 and then to 4 years from 2018/19 and
- set a national baseline for housing growth to sharpen the incentive for councils to deliver more new homes. The Government chose to set the initial baseline in 2017/18 at 0.4% below which the Bonus will not be paid. The Government also retained the option of making adjustments to the baseline in 2018/19 and future years in the event of significant and unexpected housing growth.

This has resulted in a significant net reduction in the funding received by Bracknell Forest from 2017/18 – approximately £3.9m was received in 2016/17 with an expected £1.9m in 2018/19. However the Government intend to further reform the incentive and have consulted on linking a reduction in the Bonus to the quality of decision making by planning authorities, as measured by the number of homes granted planning permission only on appeal. This approach would link Bonus allocations to the ratio of successful appeals to residential planning decisions over an annual period.

The reforms have yet to be exemplified so it is difficult to ascertain how the Council will be impacted until the provisional allocations and new regime is published alongside the Provisional Settlement in December. However, based on the information available it is not expected that these latest reforms will have a material impact on our already reduced allocation.

b) Education Services Grant

Education Services Grant, used to fund education support services which local authorities provide centrally to maintained schools but for the most part academies secured independently, has now been completely withdrawn. The £0.401m one-off grant received in 2016/17 to ease the transition has been removed in the Commitment Budget. However, the Council will be able to retain some of the schools block funding to cover the statutory duties carried out for maintained schools which were previously funded through ESG (approximately-£0.2m). In addition “retained” duties, which local authorities must deliver for both maintained and academy schools, will also be funded via the Schools Block element of the DSG (-£0.26m).

c) Other Specific Grants

Some of the largest specific grants received by the Council are the ring-fenced Public Health, NHS funding streams and Better Care Fund. Estimated improved better care funding included in the Final Settlement last year has been included in the budget proposals; - £0.062m is reflected in Table 5 with the additional funding for Adult Social Care announced as part of the national Spring 2017 Budget (-£1.016m) included in the Commitment Budget. The Government has confirmed that the ring-

fence on Public Health will be retained until 2019. It is likely that any further changes to the methodology and allocations to these specific grants will be implemented as part of the changes to the overall Local Government Funding System and the introduction of 100% Business Rates retention whenever this is announced.

- 6.6 A third important stream of income for the Council is Business Rates, a proportion of which is retained locally following the introduction of the Business Rates Retention reforms in April 2013. The level of Business Rates changes each year due to inflationary increases (set by central government), the impact of appeals and local growth or decline as local businesses and economic conditions expand or contract. The Government sets a baseline level of funding against which any growth or reduction is shared between local and central government.
- 6.7 The Government has announced that by 2020 (a date likely to slip), local government will be able to retain 100% of Business Rates, RSG will be phased out and local government will be expected to take on new responsibilities. The government has indicated a plan to abolish the Uniform Business Rate and give councils the power to cut Business Rates to boost economic activity in their areas, although the draft Local Government Finance Bill that contained those proposals is not currently part of legislative plans. Prior to this year's general election, the DCLG embarked on consultation regarding changes to the local government finance system to pave the way for the implementation of the 100% Business Rates retention. A number of groups were also set up to examine various aspects of the new scheme. Following the election, these discussions groups were put on hold. Although some meetings have now recommenced, this delay is expected to have an impact on the 2020 implementation date.
- 6.8 Currently the Council collects significantly more Business Rates than it is allowed to keep and only receives approximately a quarter of any Business Rates growth. It is known that any new system will include an assessment of need and that there will be a re-distribution of resources between authorities to reflect this. The Government has also stated that it will transfer more responsibilities to local authorities, to ensure that the new system is fiscally neutral across the public sector. All of these issues suggest that, until the finer details of the scheme are announced, any potential longer-term benefits of a new finance system need to be viewed with caution.
- 6.9 DCLG has published an invitation to local authorities to pilot 100% business rates retention in 2018/19. Leaders of all the Berkshire Unitary Authorities have supported a bid to establish a pilot business rates pool across the County, with Bracknell Forest Council designated as the lead authority. It is estimated that this could enable around £35m of additional funding to be secured for the area. The proposal is that around 70% of this would be provided to the LEP to undertake improvements in transport infrastructure that would help secure further economic and housing growth to benefit the County. The remainder would be allocated across the individual authorities in proportion to their actual growth in business rates income. No authority will be worse off financially than they would have been under the current funding arrangements. The Government timetable meant that authorities were unable to secure formal support prior to the bid being submitted and therefore the Executive is now requested to endorse it. It is expected that the announcement regarding the successful bids will be made alongside the Local Government Finance Settlement.
- 6.10 As well as the uncertainty surrounding the introduction of the 100% rates retention there has been considerable Business Rates volatility following the transfer of a large multi-national company on to the Council's valuation list in 2013/14. Initially this significantly increased the level of Business Rates collected locally but following a successful appeal the rateable value was reduced by 28% in 2016/17. A further

appeal was lodged following the 2017 valuation which is still outstanding and the company has also applied to re-join the Central Rating List. As the timing and outcome of these events are uncertain, assumptions have had to be made in calculating future income levels. An unavoidable consequence of this has been significant volatility in the Collection Fund balance each year. A small surplus is currently forecast on the Business Rates element of the Collection Fund for 2017/18; however this is subject to change depending on the final impact of the town centre regeneration. This is in contrast to the significant one-off surplus for 2016/17 which was transferred into the Business Rates Equalisation Reserve in 2017/18 and has been reversed out of the budget proposals in Table 5 (£9.113m). A final projection will need to be made by the 31 January which will be incorporated into the February budget report.

- 6.11 At this stage, Business Rates income is forecast to grow in line with the Government's baseline assumptions plus additional growth resulting from the opening of the regenerated Town Centre. The 2017/18 budget assumed an additional -£0.750m of Business Rates from the Town Centre and the Commitment Budget currently assumes a further -£0.750m of income in 2018/19. Actual income will depend on the rateable values agreed for the let units, which have yet to be received from the Valuation Office, and how quickly the remaining units are let. It is hoped that this information will be available for the February report.
- 6.12 There is a risk that the Council could lose a significant proportion of the additional Business Rates income it receives over and above baseline funding when resources are redistributed under the 100% retention scheme. This is a consequence of Bracknell Forest having for many years been assessed as having significantly lower funding needs than most local authorities and there being no reason to believe this will change under a new funding system. Therefore, to reduce reliance on this additional income to balance the budget, a reduced sum will be taken to support the base budget and £0.250m will be transferred into the Business Rates Equalisation Reserve as part of the budget proposals.

## **7 COUNCIL TAX**

- 7.1 Council Tax at present levels will generate total income of -£53.247m in 2018/19. An increase in the Council Tax Base arising from the occupation of new properties during 2018/19, is expected to contribute an additional -£0.871m. The Local Council Tax Benefit Support Scheme is treated as a discount i.e. a reduction in the calculation of the Council Tax Base. The latest information on the take-up of Council Tax support in the current year indicates that it will be less than that budgeted for in 2017/18; however the impact on Council Tax income in 2018/19 has still to be assessed. All these figures will be updated when the Council Tax Base is finalised during December.
- 7.2 The surplus/deficit on the Council Tax element of the Collection Fund in 2017/18 will need to be assessed by the 15 January 2018. This figure will impact on the 2018/19 budget and will be incorporated into the February budget report.
- 7.3 The Government limits Council Tax increases by requiring councils to hold a local referendum for any increases in excess of a threshold percentage which is normally included in the Local Government Financial Settlement. In 2017/18 a referendum was required for Council Tax increases of 2% or more. Early indications are that the same level will be set in 2018/19 but this will not be confirmed until the Provisional LGFS is received. As a council with Social Care responsibilities, it should also be possible for Council Tax to be raised by a further 3% in 2018/19 to support Social Care pressures

and the Council's Medium Term Financial Strategy. Each 1% increase in Council Tax would generate approximately -£0.54m of additional income.

- 7.3 The Executive at its meeting in February will recommend to Council the level of Council Tax in light of the Final Settlement, the results of the consultation and the final budget proposals.

## 8 BUDGET PROPOSALS 2018/19

### Service Pressures and Developments

- 8.1 In the face of significant reductions in public expenditure in general and in grants to Local Government in particular the scope to invest in new service provision is severely restricted. Nevertheless, it is important to retain a clear focus to ensure that the Council continues to deliver its six strategic themes. In preparing the 2018/19 draft budget proposals each department has evaluated the potential pressures on its services and these are set out in Annex B. Table 2 summarises the pressures by department.

Table 2: Service Pressures/Development

<b>Department</b>	<b>£'000</b>
Adult Social Care, Health and Housing	2,633
Children, Young People and Learning (excluding schools)	1,357
Environment, Culture & Communities	521
Resources	602
Non Departmental / Council Wide	220
<b>Total Pressures/Developments</b>	<b>5,333</b>

- 8.2 Many of the pressures are simply unavoidable as they relate to current levels of demand or legislation changes. They do, however, also support the six strategic themes included in the new Council Plan in the following way:
- people have the life skills and education opportunities they need to thrive (£0.065m);
  - people live active and healthy lifestyles (£2.633m);
  - a clean, green, growing and sustainable place (0.221m);
  - strong, safe, supportive and self-reliant communities (£1.302m)
  - provide value for money (£0.577m).
- 8.3 Service pressures will be kept under review throughout the budget consultation period. There is always the risk in Social Care services in particular that the numbers of people requiring care packages, the content of existing care packages and contract inflation will vary considerably from the assumptions included in these draft budget proposals. Any revisions to service pressures will be reported to the Executive in February.
- 8.4 In addition to these revenue proposals the Council continues to invest in its priorities through targeted capital expenditure. Details are contained in the capital programme report, but the cost of funding all potential commitments arising from these various proposals is included in these draft budget proposals.

### Service Economies

- 8.5 Members and officers have held regular meetings to determine options for savings and a list of potential draft budget savings has been developed, to supplement the Transformation savings included in the Commitment Budget. This list totals £2.956m and is attached at Annexe C and summarised in Table 3. As in previous years, economies have focused as far as possible on increasing efficiency, income generation and reducing central and departmental support rather than on front line services. However, since it became a Unitary Authority the Council has successfully delivered savings of around £80m in total. As a result it is inevitable that there will be some impact on services, although this has been minimised.

Table 3: Summary Service Economies

<b>Department</b>	<b>£'000</b>
Adult Social Care, Health and Housing	-760
Children, Young People and Learning (excluding schools)	-421
Environment, Culture & Communities	-1,075
Resources	-477
Non Departmental / Council Wide	-202
<b>Total Savings</b>	<b>-2,935</b>

### Significant Budget Decisions

- 8.6 Consideration and approval of the budget is a major policy decision. However, the budget, by its nature, includes a range of proposals, some of which in themselves represent important policy decisions. More details on each of the proposals are included in Annexe C.
- 8.7 As the budget report is a policy document and is subject to at least six weeks consultation, the identification of these issues within the budget report facilitates detailed consultation on a range of significant policy decisions.

### Council Wide Issues

- 8.8 Apart from the specific budget proposals contained in Annexes B and C there are some Council wide issues affecting all departments' budgets which need to be considered. The precise impact of these corporate budgets is likely to change before the final budget proposals are recommended, however the current view on these issues is outlined in the following paragraphs.

a) **Capital Programme**

As outlined above, the scale of the Council's Capital Programme for 2018/19 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts, government grants, developer contributions or borrowing. The proposed Council Funded Capital Programme of £10.976m and externally funded (including self-funding schemes) programme of £19.780m for 2018/19 features in a separate report on tonight's agenda. After allowing for projected receipts of approximately £8m in 2018/19 and carry forwards, the additional revenue costs will be £0.040m in 2018/19 and £0.340m in 2019/20. These figures include on-going costs associated with the



maintenance and support of IT capital purchases, which will help enable the Council's transformational change.

b) Interest and Investments

Now that the Council is no longer debt-free and is reliant on external borrowing to fund its capital investments, returns on surplus cash are likely to remain relatively low during 2018/19 and beyond.

As such the impact of interest rates on borrowing rates are of greater significance to the Council. The overall longer run trend is for gilt yields and PWLB rates to rise, albeit gently. In its November 2017 meeting, the Monetary Policy Committee (MPC) raised rates for the first time in 10-years – by 0.25%, in effect reversing the stimulus rate-cut introduced following the Brexit vote.

The MPC in its latest Inflation Report made some obvious comments around the fact that the UK is going through a period of heightened uncertainty due, particularly, to the unknowns around how the Brexit negotiations will proceed and the likely effect on households and companies. As such there is a wide spread of potential outcomes during the next 18-24 months. There is, therefore, a likelihood of heightened volatility as events actually unfold.

The Council's own forecasts are cautious and in line with a subdued path for increases in Bank Rate; we do not currently see inflation posing a significant threat over the next three years. Our assumptions are based on a 0.25% increase in November 2018 to 0.75%, 1.0% in November 2019 and 1.25% in August 2020. This is much in line with market expectations. Long-term interest rates are at historical lows with 10-year and 25-year Public Works Loan Board rates in the region of 2.2% to 2.7%. Short-term maturities are in the region of 1.5% offering a much smaller cost of carry (this being the difference between the cost of borrowing and the potential re-investment rates). Given a mix of borrowing maturities, the average interest rate on borrowing assumed in the Council's 2018/19 revenue budget is 2.5%

With borrowing rates at historical lows, the borrowing strategy of the Council will be to minimise the impact on the revenue account but recognising that better value is in the 40yr to 50yr range. The Council will therefore take a mix of borrowing maturities over the years reflecting the need for day-to-day cash flow and its longer-term capital investment strategy. The Council, in close co-ordination with its Treasury Management advisers, will monitor medium and long-term interest rates and take any necessary decisions based on the information available to effectively and efficiently fund the capital programme committed to by the Council.

The Council reviews the annual Treasury Management Strategy Statement under the requirement of the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Local Government Act 2003 required the Council to "have regard to the Prudential Code and to set Prudential Indicators for the next three years to ensure that the capital investment plans are affordable, prudent and sustainable". Annex E outlines the Council's prudential indicators for 2018/19 – 2020/21 and sets out the expected treasury management activities for this period. These take account of the Commercial Property Investment Strategy agreed by the Executive on 15 November 2016. It is recommended that the Executive agree the Treasury Management Strategy

and associated documents and in line with the Code of Practice request that the Governance and Audit Committee review each of the key elements.

c) Provision for Inflation and Pay Awards

The Commitment Budget excludes the cost of inflation on both expenditure and income. In past years, the Council has restricted the provision for inflation on prices as a general economy measure, to help address the underlying budget gap, although pay awards have been fully funded. In the context of the Council's overall financial position, it is again prudent to consider where the provision for inflation on prices can be limited as an economy measure, although some exceptions will be necessary to reflect actual increases that will not be containable without real service reductions or to meet contractual commitments. In particular it will be important to have realistic discussions with key providers about what level of inflation is genuinely necessary on some contracts and placements.

At this stage the inflation provision is not finalised, although for planning purposes a sum of £1.500m (£1.200m 2017/18) has been added to the budget. This will be achieved by:

- Assuming pay awards of no more than 1%;
- Negotiating to minimise inflation on contracts;
- Increasing fees and charges in line with the Council's income policy.

The National Employers made an offer to the unions on pay on 5 December. The proposal is for the majority of staff to receive a 2% pay rise from April 2018 and a further 2% rise in April 2019. To accommodate the introduction of the National Living Wage, the proposal also includes higher increases for staff on scale point 19 or below. Should the pay award be accepted, there would be an additional cost of approximately £0.5m compared to the £1.5m above.

The Council will need to consider where it is appropriate and necessary to provide for inflation over the coming weeks so that the actual inflation provision can be added to the final budget report in February 2018.

d) Fees and Charges

Increases in fees and charges are determined by the overall economic conditions, the willingness of customers to pay the higher charges and continued demand for Council services. The Council policy for fees and charges requires each Department to consider the level of charges against the following criteria:

- fees and charges should aim, as a minimum, to cover the costs of delivering the service;
- where a service operates in free market conditions, fees and charges should at least be set at the market rate;
- fees and charges should not be levied where this is an ineffective use of resources, i.e. the cost of collection exceeds any income generated.

Certain other fees will attract the percentage determined by statute. The proposed fees and charges are included in Annexe D, with the exception of those relating to town centre car parking. The level of increase in some car parks is limited by the agreement for lease on The Avenue car park and no

increase is likely before the Autumn. As such, it is suggested that authority to set town centre car park charges is delegated to the Regeneration Committee.

e) Corporate Contingency

The Council manages risks and uncertainties in the budget through the use of a general contingency added to the Council's budget. Every year the Council faces risks on its budget in relation to demand led services, Business Rates and the general economic climate. The Contingency has been increased by £0.5m to £2.5m as part of the draft budget proposals. This reflects the need to deliver significant savings in-year through the Transformation programmes, some of which are at early stages of implementation, whilst responding to rising service demands.

The Executive will need to make a judgement on the appropriate level of contingency at its February meeting, taking advice from the Borough Treasurer who will need to certify the robustness of the overall budget proposals in the context of the continuing progress on the Transformation Programme and the Council's remaining general and earmarked reserves. All the reserves will be reviewed to ensure that they are sufficient to manage the financial risks facing the Council in the coming years.

Spending on Schools

- 8.9 Changes by the Department for Education (DfE) to the way schools and education in general are funded are now reaching a conclusion and are intended to result in an efficient, simple and predictable funding system that is fair and supports pupils to achieve their potential. As the Council is the 6<sup>th</sup> lowest funded education authority, the expectation has always been that the most likely outcome for Bracknell Forest schools would be a funding gain.
- 8.10 As part of the process, the Education and Skills Funding Agency (ESFA), the executive agency of the DfE, intends to put in place a Schools National Funding Formula (SNFF) to directly fund all schools thereby reducing the role of councils. The main financial responsibilities remaining with councils would relate to ensuring the needs of vulnerable pupils are met, sufficient school places are available, working with schools to ensure they understand and discharge their safeguarding duties, ensuring fair access through admissions and promoting attendance.
- 8.11 To support the funding reforms, the ringfenced Dedicated Schools Grant (DSG) has been re-structured into 4 different elements; a Schools Block, an Early Years Block; a High Needs Block and a Central Schools Services Block. Each of these blocks has a new formula for allocating funds together with transitional funding protections to enable a measured move to the new arrangements.
- 8.12 In respect of the Schools Block, in December 2016, the DfE published illustrative financial information of the impact on individual schools from the proposed SNFF. For Bracknell Forest schools this showed that over the next 2 years, there would be an increase in overall funding of £3.24m (+5.1%). However in 2018/19, 4 of the smallest schools would receive reductions in funding ranging from 0.2% to 1.3% with 33 experiencing a gain of between 0.2% and 2.9%.
- 8.13 The publication of this data with the potential for reductions in some school budgets, coupled with the outcome from the general election where the government recognised that the electorate were concerned about the overall level of funding for schools as

well as its distribution, resulted in further changes to school funding from the previous announcements. There would now be an extra £1.3bn funding nationally for schools (£416m in 2018/19 and another £884m in 2019/20) with a guarantee that every school would receive a funding increase. The key elements of the new funding arrangements would be:

- in each of the next 2 years, every schools would receive a minimum per pupil increase of 0.5% and a maximum increase of 3%; and
- a minimum per pupil funding rate in 2018/19 of £3,300 for primary aged pupils and £4,600 for secondary aged pupils, rising to £3,600 and £4,800 in 2019/20

- 8.14 Despite there being an additional £1.3bn of investment in core school budgets, there is no noticeable overall increase in funding allocated to Bracknell Forest schools compared to the December 2016 amount. Whilst there is an increase of £0.263m of funding in 2018/19, this is offset by a similar amount of reduction in 2019/20.
- 8.15 This unwelcome outcome arises because the latest changes guarantee a funding increase to all schools (a minimum of 0.5%) rather than the previous maximum reduction of 1.5%. Thus the additional funding is in general being used to increase funding to the schools that were previously facing a funding cut or relatively low increase.
- 8.16 To assist a smooth transition to the SNFF, councils will continue to use their local funding formula for the next 2 years. Additionally, DfE Regulations do not allow councils to replicate the SNFF and therefore school budgets will always be different to the SNFF. This is likely to be a cause of confusion for schools that will need to be managed.
- 8.17 The Schools Block will also include funding at council level for premises, mobility and centrally managed growth (which includes new school funding for start-up and diseconomy funding), based on historic spend. With Binfield Learning Village (BLV) scheduled to open to secondary aged pupils in September 2018, the cost of supporting new schools will increase from the amount set aside in the 2017/18 budget. A provisional estimate of the likely cost increase next year is £0.555m. This cost needs to be met as a first charge from the total increase in funding, reducing the amount available for existing schools from £1.696m to £1.141m.
- 8.18 The DfE recognise that funding councils based on historic spend for growth will not necessarily predict accurately the amount of funding that will be needed for growth in future. However, it is considered appropriate for 2018/19; with alternative options being considered for the longer term, with a formulaic approach the favoured solution at this stage. There is no timescale for when this will be resolved, or what the new formula may look like, but changes are expected for 2019/20 when there is estimated to be a further cost pressure of £0.479m arising from the effect of BLV being open for a full year.
- 8.19 In terms of funding provided for education related services, from 2017/18, the DfE withdrew the £600m funding source – the Education Services Grant (ESG) - at a cost to the Council of £1.5m. The Council's Transformation Programme is examining a range of additional income opportunities and reduction of costs to ensure relevant services move to an affordable level. Maintained schools agreed to contribute £20 per pupil in 2017/18 and if the same agreement is reached for 2018/19 this will contribute £0.239m to council costs.

- 8.20 For Early Years funding for 0-4 year olds, 2018/19 is the second year of a new funding framework intended to support the policy objective of enabling more families to work when they want to, by extending the free entitlement to childcare for 3 and 4 year olds from 15 to 30 hours per week. The DfE will provide £1 billion additional funding by 2019/20 to increase provider funding rates to encourage the development of the additional places that will be required from increased take-up. The DfE has yet to confirm final allocations for 2018/19, but based on the original proposals, the expectation is that there will be an increase in per child funding for the Council of 5.8% in 2018/19, which represents an estimated 20.1% increase in the funding rate over 2 years.
- 8.21 Funding for councils to support pupils with special educational needs and disabilities (SEND) from age 0-24 is provided through the High Needs Block. With 50% of the new formula being based on historic spending patterns and with funding protection in place to ensure all councils receive at least a 0.5% increase from their 2017/18 allocations, many councils are experiencing similar funding allocations to last year, and this is the case for Bracknell Forest.
- 8.22 Councils will continue to receive funding for a small number of services that support schools and pupils which fall into the Central Schools Services Block. The distribution will be based on cash protecting a range of defined services that support vulnerable pupils and providing a per pupil amount for the more general services. Bracknell Forest will receive a 1.5% reduction in funding for these services (circa £0.015m), which is the maximum funding can be reduced by.
- 8.23 Taking account of this information, £90.29m of grant income is estimated to be available to the Council for 2018/19 through the specific ring-fenced Dedicated Schools Grant (DSG). This comprises £67.50m for the Schools Block, £7.05m for the Early Years Block, £14.70m for the High Needs Block and £1.04m for the Central Schools Services Block.
- 8.24 The DfE requires councils to confirm the basis on which actual school budgets will be allocated, including per pupil and all other funding rates, by 19 January 2018. To meet this requirement, 2018/19 school budgets will have to be set on the basis of the estimated level of DSG plus any other grants and accumulated balances. The draft budget proposals are prepared on this basis.
- 8.25 In addition to the DSG, schools also receive revenue funding from other specific grants including School Sixth Forms (currently -£4.643m), the Pupil Premium (-£3.345m), Primary PE and Sports Premium (-0.292m) and the Universal Infant Free School Meals Grant (-£1.487m). All of these amounts are subject to change in 2018/19.
- 8.26 There is a tight timescale to agree the Schools Budget, with the DfE expected to release the data that councils must use to set school budgets on the 16 December 2017 and requiring individual 2018/19 school budgets to then be confirmed by 19 January 2018. Setting the overall level of the Schools Budget and the operation of the funding formula that distributes the money to schools is a statutory council function. Agreeing how much is centrally managed is a decision for the Schools Forum. To meet these deadlines, council statutory decisions around the Schools Budget are delegated by the Full Executive to the Executive Member for Children, Young People and Learning. Recommendation 2.3 sets the parameters for the formal decision to be made that the Schools Budget is set at the level of grant received plus any accumulated balances, which ensures that there can be no impact on Council

Taxpayers. The Executive Member also endorses the decisions of the Schools Forum when these are undertaken in its statutory decision making role.

## Summary

- 8.27 Adding the draft proposals to the Commitment Budget and taking account of the corporate issues identified above would result in total expenditure of £79.588m as shown in Table 5.

Table 5: Summary of proposals:

	£'000
Commitment Budget	83,153
Budget Pressures	5,333
Budget Economies	-2,935
Capital Programme	40
Inflation Provision	1,500
Change in Contingency	500
Reversal of the one-off transfer into the Business Rates Equalisation Reserve (BRER) for the Collection Fund - Business Rates surplus in 2016/17	-9,113
Recurring transfer of Business Rates income into the BRER	250
Reduction in New Homes Bonus 2018/19	932
Additional Improved Better Care funding	-62
<b>Draft Budget Requirement 2018/19</b>	<b>79,598</b>

- 8.28 Without the Provisional Finance Settlement, assumptions have had to be made on the level of grant income. It has been assumed that the Council can anticipate income of up to -£74.787m. This arises from Revenue Support Grant and Business Rates baseline funding (-£20.669m) and Council Tax at the 2017/18 level (-£54.118m).
- 8.29 With the potential overall cost of the budget package being consulted on in the region of £79.598m, this leaves a potential gap of around £4.811m. Members can choose to adopt any or all of the following approaches in order to bridge the remaining gap:
- an increase in Council Tax;
  - an appropriate contribution from the Council's revenue reserves, bearing in mind the Medium Term Financial Strategy;
  - identifying further expenditure reductions.

## **9 RESERVES**

- 9.1 The Council has an estimated £8.5m available in General Reserves at 31 March 2018. Details are contained in Table 6.

Table 6: General Reserves as at 31 March 2018

	£m
General Fund	11.1
Planned use in 2017/18	(2.6)
<b>Estimated Balance as at 31 March 2018</b>	<b>8.5</b>

- 9.2 The Council has, in the past, planned on maintaining a minimum prudential balance of £4m. This assessment is based on the financial risks which face the Council and the Borough Treasurer considers these in the February report to the Executive at which a final decision on the use of balances can be taken, taking account of the financial position likely to face the Council over the next five years.

## **10 CONCLUSION**

- 10.1 The Council's constitution requires a consultation period of at least six week on the draft budget proposals. In this context, it is inevitable that, of the broad range of options proposed for consultation, not all will necessarily be included in the final budget package. It is also likely that some further issues with a financial impact will arise between now and February. When the Final Settlement is known, the Executive can consider the prudent use of revenue balances to support expenditure in line with the overall medium term financial strategy, along with any further expenditure reductions.
- 10.2 It is suggested, therefore, that the normal process whereby the Overview & Scrutiny Commission reviews the overall budget package and determines whether any specific issues should be considered further by the Overview and Scrutiny Panels at their meetings in January, is followed. The proposals will also be placed on the Council's website for public consultation.
- 10.3 All comments from the Overview & Scrutiny Commission, Overview and Scrutiny Panels and all others will then be submitted to the Executive on 13 February 2018. This will allow the Executive to determine the final budget package and recommend the appropriate Council Tax level to the Council on 28 February 2018.

## **11 BUDGET MONITORING 2017/18- VIREMENT REQUEST**

- 11.1 A virement is the transfer of resources between two budgets but it does not increase the overall budget approved by the Council. Financial Regulations require formal approval by the Executive of any virement between £0.050m and £0.100m and of virements between departments of any amount. Full Council approval is required for virements over £0.100m. During 2017/18 a number of virements have been identified which require the approval of the Executive. These have been previously reported to the Corporate Management Team which recommends them to the Executive for approval. They have been included in the Quarterly Service Reports. Details of virements between departments are set out in Annexe F. Details of internal departmental virements exceeding £0.050m are set out in Annexe G.

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

### Borough Solicitor

- 12.1 Nothing to add to the report.

### Borough Treasurer

- 12.2 The financial implications of this report are included in the supporting information.

### Equalities Impact Assessment

- 12.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. A number of the budget proposals require specific equality impact assessments to be carried out and draft versions of these are attached in Annexe H. Consultation with equalities groups that are likely to be affected by the proposal is part of the assessment process.

### Strategic Risk Management Issues

- 12.4 A sum of £2.5m is currently included in the draft proposals to meet the costs of unpredictable or unforeseen items that would represent in year budget risks. The Executive will need to make a judgement on the level of Contingency at its meeting in February.
- 12.5 The Borough Treasurer, as the Council's Chief Finance Officer (Section 151 Officer), must formally certify that the budget is sound. This will involve identifying and assessing the key risk areas in the budget to ensure the robustness of estimates and ensuring that appropriate arrangements are in place to manage those risks, including maintaining an appropriate level of reserves and Contingency. This formalises work that is normally undertaken each year during the budget preparation stages and in monthly monitoring after the budget is agreed. The Borough Treasurer will report his findings in February, when the final budget package is recommended for approval.

## **13 CONSULTATION**

### Principal Groups Consulted

- 13.1 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. To facilitate this, the full budget package will be placed on the Council's web site at <http://consult.bracknell-forest.gov.uk/portal>. There will also be a dedicated mailbox to collect comments.
- 13.2 The timetable for the approval of the 2018/19 Budget is as follows.

Executive agree proposals as basis for consultation	19 December 2018
Consultation period	20 December 2017 - 30 January 2018
Executive considers representations made and recommends budget.	13 February 2018
Council considers Executive budget proposals	28 February 2018



Background Papers

None

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## Commitment Budget excluding Transformation Savings 2018/19 to 2020/21

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
<b>Adult Social Care, Health and Housing</b>				
Approved Budget	31,673	32,028	31,345	31,860
Support to former Independent Living Fund recipients			8	
Review of Personal Assistants		-30		
Adult Social Care Support Grant		363		
Additional funding for Adult Social Care		-1,016	507	509
Net Inter Departmental Virements	355			
<b>Adult Social Care and Health Adjusted Budget</b>	<b>32,028</b>	<b>31,345</b>	<b>31,860</b>	<b>32,369</b>
<b>Children, Young People and Learning</b>				
Approved Budget	17,723	17,294	17,632	17,692
Suitability surveys		20	-20	20
Schools Music Festival		-10	10	-10
Education Services Grant (ESG)		401		
Capital Invest to Save 2017/18 - Supported Housing (Holly House)		-43		
School Improvement Service			70	
Review of Personal Assistants		-30		
Net Inter Departmental Virements	-429			
<b>Children, Young People and Learning Adjusted Budget</b>	<b>17,294</b>	<b>17,632</b>	<b>17,692</b>	<b>17,702</b>
<b>Environment, Culture and Communities</b>				
Approved Budget	21,032	21,050	20,391	20,331
Waste Disposal PFI		45	31	
Capital Invest to Save 2006/07 - Easthampstead Park		-1	-1	-1
Car Parking income		-35		
Capital Invest to Save 2015/16 - Street Lighting LED		-41	-25	
Capital Invest to Save 2016/17 - Additional Chapel at Easthampstead Cemetery and Crematorium		-17	-65	
Town Centre infrastructure maintenance		27		
Savings approved by Council on 13 July 2016		90		
Coral Reef - additional income		-600		
Street Cleansing		20		
Review of Personal Assistants		-30		
Waste Recycling		-117		
Net Inter Departmental Virements	18			
<b>Environment, Culture and Communities Adjusted Budget</b>	<b>21,050</b>	<b>20,391</b>	<b>20,331</b>	<b>20,330</b>
<b>Resources</b>				
Approved Budget	13,554	11,370	11,390	11,484
Borough Elections			123	
Residents Survey		29	-29	
Revenue impact of 2017/18 Capital Programme - ICT costs		69		
Review of Personal Assistants		-78		
Net Inter Departmental Virements	-2,184			
<b>Resources Adjusted Budget</b>	<b>11,370</b>	<b>11,390</b>	<b>11,484</b>	<b>11,484</b>
<b>Total Service Departments</b>	<b>81,742</b>	<b>80,758</b>	<b>81,367</b>	<b>81,885</b>
<b>Non Departmental / Council Wide</b>				
Approved Budget	4,359	6,599	8,812	9,375
Minimum Revenue Provision		509	221	87
Increase in employers Pension Fund contributions		330	330	330
Interest on External Borrowing		779	12	
Transition Grant		914		
Town Centre Business Rates Growth		-750		
2017/18 Capital Programme (Full Year Effect) - Interest		405		
2017/18 Use of Balances (Full Year Effect) - Interest		26		
Net Inter Departmental Virements	2,240			
<b>Non Departmental / Council Wide Adjusted Budget</b>	<b>6,599</b>	<b>8,812</b>	<b>9,375</b>	<b>9,792</b>
<b>TOTAL BUDGET</b>	<b>88,341</b>	<b>89,570</b>	<b>90,742</b>	<b>91,677</b>
<b>Change in commitment budget</b>		<b>1,229</b>	<b>1,172</b>	<b>935</b>

## Commitment Budget - Transformation Savings 2018/19 to 2020/21

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
<b>Adult Social Care, Health and Housing*</b>				
Transformation		-1,800	-1,700	TBA
<b>Adult Social Care and Health Total</b>	<b>0</b>	<b>-1,800</b>	<b>-1,700</b>	<b>0</b>
<b>Children, Young People and Learning</b>				
Transformation		-1,165	-640	TBA
<b>Children, Young People and Learning Total</b>	<b>0</b>	<b>-1,165</b>	<b>-640</b>	<b>0</b>
<b>Environment, Culture and Communities</b>				
South Hill Park	-100	-100		
Library review	-250	-150		
Leisure Services Review	-300	-600		
Car Parking income**	-225	-312	-162	
Easthampstead Park Conference Centre		-250		
Public Transport Subsidy			-200	-400
Planning and Development Control		-200		
Parks and Open Spaces		-200	-200	
<b>Environment, Culture and Communities Total</b>	<b>-875</b>	<b>-1,812</b>	<b>-562</b>	<b>-400</b>
<b>Resources</b>				
Council Wide Support Services	-500	-311		
Easthampstead House		-300	-100	
<b>Resources Total</b>	<b>-500</b>	<b>-611</b>	<b>-100</b>	<b>0</b>
<b>Non Departmental / Council Wide</b>				
Commercial Property Investment Strategy	-1,000	-1,000	-1,000	
Council Wide Support Services - Business Intelligence		-29	-18	
<b>Non Departmental / Council Wide Total</b>	<b>-1,000</b>	<b>-1,029</b>	<b>-1,018</b>	<b>0</b>
<b>TOTAL TRANSFORMATION PROGRAMME SAVINGS</b>	<b>-2,375</b>	<b>-6,417</b>	<b>-4,020</b>	<b>-400</b>
<b>Overall Change in Commitment Budget</b>		<b>-5,188</b>	<b>-2,848</b>	<b>535</b>
<b>Total Budget including Transformation Savings</b>		<b>83,153</b>	<b>80,305</b>	<b>80,840</b>

\* previous savings have been negated by the significant pressure built into 2018/19

\*\* Currently assumes that the Lexicon car park is cost neutral (income = running costs)

**Movements**

Adult Social Care, Health and Housing  
Children, Young People and Learning  
Environment, Culture & Communities  
Resources  
Non Departmental/Council Wide

- Inter committee

-2,483	-1,185	509
-827	-580	10
-2,471	-622	-401
-591	-6	0
1,184	-455	417
<b>-5,188</b>	<b>-2,848</b>	<b>535</b>

### Description of Commitment Budget Items for 2018/19 to 2020/21

Department and Item	Description
<b>Adult Social Care, Health and Housing</b>	
Support to former Independent Living Fund recipients	The Independent Living Fund closed in 2015 resulting in additional costs for local authorities. A pressure was built into the 2016/17 budget to cover the costs but grant funding was subsequently received. Indicative grant figures have also been received for the next three financial years.
Review of Personal Assistants	A reduction in the number of posts across the Council following a review of PA support.
Adult Social Care Support Grant	A one-off grant to support 2017/18 only.
Additional funding for Adult Social Care	Additional money to support Adult Social Care needs, reducing pressures on the NHS and stabilising the social care provider market. Announced as part of the 2017/18 Budget.
<b>Children, Young People and Learning</b>	
Suitability surveys	Suitability and access surveys are undertaken every three years to update the Asset Management Plan so that up to date information is available to inform investment decisions on the capital programme.
Schools Music Festival	Biennial event which enables pupils from the Council's Primary schools to participate in a large scale production which links music, dance and art.
Education Services Grant	As part of government reforms of education, general grant funding, notionally allocated for related council statutory and regulatory duties is being withdrawn. Transitional grant was received in 2017/18 to ease the transition but has now been completely removed.
Capital Invest to Save 2017/18 - Supported Housing (Holly House)	Investment in Holly House to provide improved and additional accommodation places for care leavers at reduced costs.
School Improvement Service	A number of income streams will be lost in 2019/20 which will reduce the previously declared saving.
Review of Personal Assistants	A reduction in the number of posts across the Council following a review of PA support.
<b>Environment, Culture and Communities</b>	
Waste Disposal PFI	Projection of 25 year contract costs for Recycling and Waste Disposal. The contract is shared with Wokingham and Reading Borough Councils.
Capital Invest to Save 2006/07 - Easthampstead Park	An Invest to Save scheme to provide en-suite bedrooms. This is the incremental net increase in revenue after repayment of the capital investment.

Department and Item	Description
Car Parking income	The loss of income in the Town Centre during its regeneration can be reversed in 2017/18 and 2018/19 (FYE).
Capital Invest to Save 2015/16 - Street Lighting LED	An Invest to Save scheme to change street lights to LED resulting in a saving in energy and maintenance costs.
Capital Invest to Save 2016/17 - Additional Chapel at Easthampstead Cemetery and Crematorium	An Invest to Save scheme to build an additional chapel to enable more cremations to take place, this is the estimated net additional income.
Town Centre infrastructure maintenance	Maintenance of new infrastructure emerging from the town centre regeneration, including real time passenger information, car park variable message signs, urban traffic control and the Bus Station.
Savings approved by Council on 13 July 2016	The capitalisation of salaries on the LED lighting scheme was for 2 years only.
Coral Reef - additional income	Fees have been reviewed to reflect the unique nature of Coral Reef.
Street Cleansing	The full year effect arising from the cleansing of the new town centre public realm to a higher standard than has previously been the case.
Review of Personal Assistants	A reduction in the number of posts across the Council following a review of PA support.
Waste Recycling (Brown Bins)	An increase in brown bin charges agreed last year from £40 to £50 per annum.
<b>Resources</b>	
Borough Elections	Borough Elections were held in May 2015 and the budget will therefore not be required again until May 2019.
Residents Survey	The Council commission Qa Research to carry out a biennial survey of residents in the Borough in order to help guide future policies. Undertaken in 2016/17, it is next due in 2018/19.
Revenue impact of 2017/18 Capital Programme – ICT costs	Additional annual support and maintenance costs for maintaining the network following a refresh of ICT infrastructure to ensure equipment is both current and supportable.
Review of Personal Assistants	A reduction in the number of posts across the Council following a review of PA support.
<b>Non Departmental / Council Wide</b>	
Minimum Revenue Provision	The change in the principal repayment on loans used to finance capital expenditure.
Increase in employers Pension Fund contributions	Increase in payments required to meet prior year deficits.
Interest on External Borrowing	Interest on borrowing required to finance the Council's Capital Programme.

Department and Item	Description
Transition Grant	Transition Grant ceases to be payable in 2018/19.
Town Centre Business Rates Growth	Additional Business Rates income arising from the regeneration of the Town Centre.
Savings approved by Council on 13 July 2016	Further savings approved after the 2016/17 budget was set to reduce the use of balances in 2016/17 and to contribute to the budget gap in future years.
2017/18 capital programme (full year effect) -Interest	The full year effect of the additional interest arising from the funding of the 2017/18 capital programme.
2017/18 use of balances (full year effect) -Interest	The full year effect of the additional interest arising from the use of balances in 2017/18.
<b>TRANSFORMATION RELATED</b>	
<b>Adult Social Care, Health and Housing</b>	
Transformation	Savings from the Adult Social Care transformation are expected to materialise this financial year. In particular the new conversations model for care assessors, creation of a connections hub, the launch of the digital marketplace and negotiation of block contracts for residential care places should help manage and reduce care costs.
<b>Children, Young People and Learning</b>	
Transformation	CYPL Transformation has identified 7 work streams that will contribute to savings from next year. The key areas where work has commenced on introducing change relate to; the introduction of a whole council Early Help service; reducing unit costs of care, in particular through the development of innovative foster care arrangements; reducing the number of children in care through the work of the Family Safeguarding Model together with a greater focus on supporting young people and their families who are at the edge of care; and a restructure of Senior Leadership.
<b>Environment, Culture and Communities</b>	
South Hill Park	Further reduction in annual grant made to South Hill Park (SHP). The Council is investing £190,000 in SHP to allow them to implement an agreed business plan which is expected generate income to offset the Council's reduction in grant. This will enable SHP to continue to operate and provide a comprehensive programme of events for the community.
Library Review	The second year of a two year programme of savings deriving efficiencies from technology and volunteering.
Leisure Services Review	Savings arising from the outsourcing of three major leisure sites.
Car Parking income	Assumed increase in the turnover of spaces in the town centre car parks, following the opening of the Lexicon shopping centre, as well

Department and Item	Description
	as increases to car parking charges. The figures assume that the impact of the Lexicon car park is cost neutral (income = running costs).
Easthampstead Park Conference Centre	Savings generated from the review of the management of Easthampstead Park Conference Centre.
Public Transport Subsidy	Savings arising from the review of how the Council delivers subsidised transport to the community.
Planning and Development Control	Savings, primarily from income generation, resulting from the transformation project reviewing Planning and Development Control Services.
Parks and Open Spaces	Savings, primarily from income generation, resulting from transformation project reviewing Parks and Open Spaces Services.
<b>Resources</b>	
Council Wide Support Services	Full year effect of savings resulting from the transformation project reviewing support services.
Easthampstead House	Savings generated from vacating Easthampstead House.
<b>Non Departmental / Council Wide</b>	
Commercial Property Investment Strategy	Additional income from the investment in Commercial Property.
Council Wide Support Services - Business Intelligence	Savings arising from the review of the Business Intelligence function across the Council.



## ADULT SOCIAL CARE, HEALTH AND HOUSING

Description	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p><b>Adult Social Care residential pressures</b></p> <p>Costs of care packages have continued to increase, in particularly due to the increasing cost of nursing care for older people and clients with dementia. Providers have increased their prices, driven by higher inflation and demand (the latter being exacerbated by the closure of care homes in recent months).</p> <p>The solution to this problem is long term, and includes the redevelopment of the Heathlands site. Block contracts have been established with some care home providers as a short term measure to mitigate the pressure.</p> <p>These factors have combined to result in a cost base for residential Adult Social Care that is significantly in excess of the base budget.</p>	<b>2,209</b>		
<p><b>High cost care package transfers</b></p> <p>Transfers of care packages from Children's are often at high cost and difficult to reduce due to client and family expectations. Actions have been taken to mitigate the pressure, including the development of an integrated Children's / Adults team with dedicated transition workers.</p> <p>Longer term, the transformation programme is looking at development at local education programmes with colleges that will enable the cost of such packages to be managed more effectively.</p>	<b>174</b>		
<p><b>National minimum wage and carers providing a sleep-in</b></p> <p>A court ruling has indicated that carers providing sleep-in cover should be paid the national minimum wage for the period of that cover. This is significantly different to current practice whereby a flat rate is paid which often equates to less than minimum wage. It is likely that care providers will pass costs onto the Council.</p>	<b>250</b>		
<b>ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL</b>	<b>2,633</b>	<b>0</b>	<b>0</b>

## CHILDREN, YOUNG PEOPLE AND LEARNING

Description	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p><b>Special Educational Needs</b></p> <p>The SEN team are responsible for the statutory assessment and review of children and young people aged between 0 and 25 years who have severe, complex and long term special educational needs. The new requirement to deliver Education Health Care Plans has been process driven to meet timescale deadlines and the focus now needs to be on the correct outcomes for children and securing value for money through strategic planning. A new post of SEN Manager would deliver the improvements being sought.</p>	65		
<p><b>Performance Management and Governance</b></p> <p>The Team holds responsibility for the statutory duties relating to the Local Authority Designated Officer (LADO) role for managing allegations against people who work with children who are paid, unpaid, volunteers, casual, agency or anyone self employed and managing children's services complaints. There has been a significant increase in volume of work in these areas and there is no longer sufficient capacity to deliver the LADO and complaints roles and additional 0.5 Full Time equivalent (FTE) and 0.6 FTE posts are proposed.</p>	54		
<p><b>Looked After Children</b></p> <p>Based on the current schedule of known placements, a pressure has been identified to ensure the fulfilment of statutory duties for children and young people in care. This reflects the known number of children being looked after next year. There is significant turnover in the looked after population with varying placements costs depending on the age of child and type of placement needed. A small number of placements are at a very high cost. The pressure also includes an increase in the number of care leavers being supported and a new member of staff for the Family Placement Team to help manage a significant increase in the number of Special Guardianship assessments required by the courts that would otherwise need to be undertaken by more expensive independent social workers. There is also pressure arising from an increase in the number of cases coming to court which reflects the national trend.</p>	1,238		
<b>CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL</b>	<b>1,357</b>	<b>0</b>	<b>0</b>

## ENVIRONMENT, CULTURE AND COMMUNITIES

Description	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p><b>Town Centre Maintenance</b></p> <p>The new town centre necessitates higher additional cleansing and landscaping maintenance. The majority of the additional costs relate to street cleansing needs.</p>	69		
<p><b>Environmental Services</b></p> <p>Whilst the surface area of the grass in the central reservation in Millenium Way has been reduced as part of the scheme there are additional contract costs for grass cutting here and on station roundabout.</p> <p>In order to reduce road closure costs and disruption to traffic, this work will be done out of hours, but the costs are £13,500 and therefore a pressure on the budget.</p>	14		
<p><b>Parks Open Space &amp; Countryside</b></p> <p>Based on a projection of house building within the borough of Surrey Heath, particularly Camberley, it is unlikely that the income received from Surrey Heath for SANGS capacity at Shepherds Meadow will achieve the current income target of £0.213m.</p> <p>The council is working with Surrey Heath to review the profile of house building and therefore future receipts for the coming year.</p>	200		
<p><b>Local Development Framework</b></p> <p>The Framework comprises a set of Local Plans containing policies to guide the future development of the Borough including where new development should go and policies to protect valuable and sensitive areas.</p> <p>In prior years the budget has been consistently reduced and the programme has continued to be delivered by the carry forward of prior years budgets. However from 2018/19 this will no longer be possible and a base budget must be established.</p>	68		
<p><b>Transport Policy, Planning &amp; Strategy</b></p> <p>Bracknell Forest forms part of the Berkshire Local Transport Board which is now a member of the Transport for the South East (TfSE)</p>	10		

A budget is required to support operational costs, including staff, strategy development and communications activity. This cost is split between the six Berkshire authorities.			
<b>Off Street Parking</b>  The removal of salary sacrifice arrangements for staff parking will mean that these charges will be subject to Income Tax and NI. Income will reduce as charges are adjusted to ensure that staff do not pay more for car parking.	<b>20</b>		
<b>Highway Maintenance</b>  Weed killing re-introduced for some highways and footpaths. It's necessary to maintain some highways and footpaths to limit the future year costs of dealing with issues created by weeds.	<b>40</b>		
<b>Non Cash Budgets</b>  A reduced capital programme has resulted in less Engineering Fees being charged to capital schemes; in order to reflect this, the non cash budget which transfers costs between revenue and capital must be reduced.	<b>100</b>		
<b>ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL</b>	<b>521</b>	<b>0</b>	<b>0</b>

## RESOURCES

Description	2018/19 £'000	2019/20 £'000	2020/21 £'000
<b>Member Services</b>			
The Information Commissioner's Office requires all members to be registered as a data controller.	1		
<b>ICT</b>			
Annual subscription for Microsoft software licencing's set out in the 3-year Microsoft Enterprise Agreement (£365,000).			
The Council's internet capacity needs expanding to allow for the use of cloud products (£15,000).			
The ICT Help Desk system is being replaced to allow for more flexibility and self-service. The new system will be purchased as Software as a Service (SaaS) on a subscription basis (£25,000).	419		
Increased cost of support contracts to cover maintenance of network equipment (£6,000).			
Additional licences need to be bought for load balancers for moving AD/Exchange into the cloud (£8,000).			
<b>HR</b>			
There has been an increase in the cost of the new Occupational Health contract which came into effect in July 2017 (£15,000).			
Due to increased staff turnover across the Council, but particularly in Children's and Adult's Social Care there is a pressure on the budget for DBS checks. Whilst we will be reviewing the requirement of which posts are to be checked, there is no expectation that turnover levels will reduce in the short term (£10,000).	27		
We have a number of posts that are hard to recruit to. Advertising on LinkedIn is a cheaper alternative to agency and head-hunters. This cost covers 3 licences for a year (£2,000).			
<b>HR &amp; Payroll</b>			
The cost of the different licences for iTrent (£51,000) is split evenly between HR and Payroll. This pressure is in addition to the current licence costs (£13,000).	21		

The cost of the Northgate licence is required to cover a read only version of the previous payroll system to look up information on previous posts and staff. The total cost is split equally between the HR and Payroll teams (£8,000).			
<b>Digital Services</b> Annual licensing costs for Invotra, a Cloud hosted managed intranet replacement.	<b>8</b>		
<b>Customer Services (Facilities Management)</b> The Secure Waste contract budget was not increased when it was centralised, and has overspent by £10,000 each year. Similar volumes are anticipated in the future.	<b>10</b>		
<b>Customer Services</b> Council Wide license allowing roll out of Booking Bug to unlimited services across the Council (£18,000). Annual licensing costs for MusterPoint the social media management platform (£9,000). Annual licence for Lean Process Modeller Software (£9,000). Council Wide annual licensing costs for the GovDelivery digital communications platform and for the GovDelivery/Firmstep integration (£20,000).	<b>56</b>		
<b>Revenue Services</b> Estimated cost of surcharging on credit card payments which will have to be met by the Council from 1 January 2018.	<b>60</b>		
<b>RESOURCES TOTAL</b>	<b>602</b>	<b>0</b>	<b>0</b>

## COUNCIL WIDE

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p><b>Capitalisation of Expenditure</b></p> <p>With the reduction in expenditure in a number of areas, in particular Highways Maintenance and the outsourcing of a number of leisure sites, identification of expenditure coded to revenue that can legitimately be capitalised is becoming increasingly difficult. The budget target has therefore been reduced.</p>	<b>100</b>		
<p><b>Apprenticeships and Graduate Trainees</b></p> <p>The Council is able to access training credits of almost £0.5m each year through the Apprenticeship Levy but needs to fund the salary costs of the individuals being trained. Using some of these training credits to replace 25% of the Council's existing training budgets would free up sufficient funding to employ two trainees under the National Graduate Development Programme, to be based in the Transformation Team, and a further eight Apprentices across the Council (see corresponding saving).</p>	<b>120</b>		
<b>COUNCIL WIDE TOTAL</b>	<b>220</b>	<b>0</b>	<b>0</b>

## ADULT SOCIAL CARE, HEALTH AND HOUSING

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<b>Assistive equipment and technology</b> Additional funding identified from the Better Care Fund.	-250		
<b>Out of hours restructure</b> Restructure of the out of hours service to a Multi-Agency Safeguarding Hub (MASH) is expected to yield savings through less use of agency and relief staff. The out of hours service is pan-Berkshire and the saving reflects the Bracknell element.	-18		
<b>Waymead respite care</b> Budget for rent of premises that is no longer required.	-27		
<b>Local Healthwatch and Carers contract</b> The Local Healthwatch and Carers services, which were previously provided separately, have been re-tendered. This has resulted in a reduction in costs for the Healthwatch element of the contract.	-45		
<b>Grants</b> As the Council seeks to transform the way in which social care is provided, grants to the voluntary sector are expected to reduce.	-75		
<b>Property</b> With the closure of Bridgewell intermediate care facility in the Winter 2017, it is anticipated that property repairs and maintenance costs will reduce.	-20		
<b>Appointeeship income</b> Additional income is being generated from an increase in clients for whom the Council manages their financial affairs.	-20		
<b>Homelessness</b> The creation of the Council-owned housing company, Downshire Homes, is helping to manage Bed and Breakfast costs, though they do still remain volatile. There are also two homeless properties which generate rental income for the Council for which an income budget needs to be created (Tenterden and York Town Road).	-45		



<b>Description Impact</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>
<p><b>Housing Benefit overpayments</b></p> <p>Saving based on the forecast identification of Housing Benefit overpayments, for which the Council receives £0.40 subsidy for each £1 identified. Overpayments are variable and so some caution needs to be exercised, particularly with the move to universal credit, but there is scope to reduce the budget on the assumption that overpayments will continue to be identified.</p>	-50		
<p><b>Housing Benefits processing</b></p> <p>Due to electronic processing of housing benefits claims there will be reductions in processing, printing and postage costs. Two posts that are currently vacant will not be recruited to.</p>	-40		
<p><b>Forestcare income</b></p> <p>Additional income is being generated by Forestcare. This in part relates to the provision of care cover at Clement House, a Council-owned supported accommodation facility for older people.</p>	-60		
<p><b>Supporting people contract</b></p> <p>Full year-effect of saving on the supporting people contract re-tendered in the previous year.</p>	-30		
<p><b>My Homebuy</b></p> <p>Income in excess of budget in respect of tenants renting a proportion of their property from the Council under the My Homebuy scheme. Income is likely to reduce slightly over coming years as tenants' buy-out the remaining Council-owned portion of their property. It is difficult to forecast at what rate this will happen but the saving offered is considered a prudent estimate.</p>	-20		
<p><b>Public Health</b></p> <p>Public Health, which is funded by government grant, will be recharged for the cost of Council support services, including finance, HR and property. This is allowable under the conditions of the grant and ensures the full cost of the service is funded from grant.</p>	-60		
<b>ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL</b>	<b>-760</b>	<b>0</b>	<b>0</b>

## CHILDREN, YOUNG PEOPLE AND LEARNING

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p><b>Reductions on discretionary services</b></p> <p>A number of services have been reviewed to identify areas of discretionary elements that can be reduced or over time removed.</p> <ul style="list-style-type: none"> <li>• By combining with the Elevate regional consortium, there can be a reduction in the funding provided to 16-18 year olds who are not in education, employment or training without affecting service delivery (£49,000);</li> <li>• Removing non-statutory functions in the Capital and Property Team (£31,000);</li> <li>• Removing non-statutory aspects of the advocacy and independent representation of children and young people involved in social care services (£19,000);</li> <li>• A planned reduction in the development of one-off strategic initiatives (£13,000).</li> </ul>	<b>-112</b>		
<p><b>Revised delivery of services and support arrangements</b></p> <p>As part of the on-going process to improve efficiency, the Department continues to review services to consider alternative ways for their delivery or opportunities for cost reductions through reduced take up or general efficiencies.</p> <p>The main changes proposed this year relating to lower demand are:</p> <ul style="list-style-type: none"> <li>• Reflecting current demand from looked after children for financial support from the Council to support their on-going education once they reach 18 years of age (£11,000);</li> <li>• Reduced use of general office resources and specialist advice services (£32,000).</li> </ul> <p>Other changes in response to service review, new ways of working and general efficiencies are:</p> <ul style="list-style-type: none"> <li>• Over 2 years, transferring the delivery of the Duke of Edinburgh Awards Scheme to the national body that already provides the service in most other areas (£14,000 in 2018/19 and the remaining £12,000 in 2019/20);</li> <li>• Making greater use of the Berkshire Information Advice Service that supports parents with special educational needs children (£19,000);</li> <li>• Use of new technologies to allow managers to better deliver their work reducing the need for administrative support staff (£31,000) as well as directly producing policy developments rather than using a dedicated staffing</li> </ul>	<b>-43</b>		
	<b>-266</b>	<b>-12</b>	

<b>Description Impact</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>
<p>resource (£28,000);</p> <ul style="list-style-type: none"> <li>• Incorporating the key aspects of the After School Development Worker into other posts (£33,000);</li> <li>• Transferring aspects of the Education Psychology Service that helps children experiencing problems that hinder their successful learning (£33,000) and aspects of the Early Years support service that relate to supporting providers, in particular Development Workers (£68,000), to the Schools Budget;</li> <li>• Savings are also continuing to be achieved through commissioning where a rigorous and challenging approach continues to result in savings against original quotes (£40,000).</li> </ul>			
<b>CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL</b>	<b>-421</b>	<b>-12</b>	<b>0</b>

## ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p><b>Waste Management</b></p> <p>Savings arising from re3 local initiatives at recycling centres. Increased levels of recycling result in more tonnage being diverted from landfill. Prices of materials can fluctuate and a small change could result in savings not being achieved.</p>	-700		
<p><b>E+ Card</b></p> <p>Deletion of the part time post of Smartcard Development Manager.</p> <p>The deletion of this post leaves only 1 FTE in the e+ team. This could have an impact on the future delivery of projects outside of the BFC scheme.</p>	-33		
<p><b>E+ Card</b></p> <p>Reduction in the Smartcard supplies and services budgets</p>	-10		
<p><b>Transport Policy, Planning &amp; Strategy</b></p> <p>Reduction in usage of consultants.</p>	-35		
<p><b>Road Safety</b></p> <p>Following the removal of the Road Safety Officer post, publicity for the service has reduced.</p>	-10		
<p><b>Transport Policy, Planning &amp; Strategy</b></p> <p>A proportion of associated staff costs are off-set by highway adoption fee income and the town centre S278 fee has generated a one-off surplus. This surplus should be sufficient to support 4 posts for 3 years.</p>	-157		
<p><b>Transport Policy, Planning &amp; Strategy</b></p> <p>The annual report for the Transport Development – Street Works Permit Scheme shows under-recovery of the full operational overheads compared to the original financial model. Whilst basic staff costs have been met, the annual deficit in broader operational costs could be recovered through a revised scheme where permit charges are applied to all categories of street, not just categories 1 and 2. Charges will therefore be increased accordingly.</p>	-55		
<p><b>Transport Policy, Planning &amp; Strategy</b></p> <p>As a result of additional monitoring it has been possible to</p>	-20		

<b>Description Impact</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>
identify more infringements, which has led to an increase in New Roads and Street Works Act (NRSWA) penalties.			
<b>Transport Policy, Planning &amp; Strategy</b>  As a result of additional monitoring it has been possible to identify more infringements, which has led to an increase in street works monitoring fines.	<b>-25</b>		
<b>Sports Development</b>  Removal of Leisure Development Manager post with effect from the 1st August 2018. Young People in Sport and Half Marathon to be delivered by different mechanisms than currently.	<b>-30</b>	<b>-14</b>	
<b>ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL</b>	<b>-1,075</b>	<b>-14</b>	<b>0</b>

## RESOURCES

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p><b>Members Services &amp; Mayoral Services</b></p> <p>Providing all agenda papers electronically.</p> <p>The Member Allowances budget as been previously underspent.</p> <p>Pattern for use of the Mayoral car has been consistent for the last two years with two busy Mayors, resulting in an under spend against the budget.</p>	-50		
<p><b>HR</b></p> <p>Removal of Sports Centre membership for staff.</p>	-7		
<p><b>Committee Services &amp; School Appeals</b></p> <p>A reduction in supplies and services areas where there have been previous underspends. (Print Room Reprographics and Photocopying within Committee Services and Mileage and Refreshments within School Appeals).</p>	-8		
<p><b>Records and Storage</b></p> <p>A credit has been received for each of the last two years in relation to the previous year for the Archives Joint Arrangement.</p>	-5		
<p><b>Electoral Services</b></p> <p>Reduced requirement for canvassers</p>	-1		
<p><b>Legal</b></p> <p>A reduction in Reference Books and Publications budget to reflect previous underspends.</p>	-5		
<p><b>Finance – Audit</b></p> <p>A reduction in the number of internal audit days delivered by the Council's external providers (-£10,000).</p> <p>External audit fees continue to reduce in line with the tendering process undertaken previously (-£10,000).</p>	-20		
<p><b>Operations Unit</b></p> <p>Due to the re-tender of the Home to School Transport contracts, which came into effect last financial year, a reduction in costs</p>	-185		

<b>Description Impact</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>
<p>have been achieved. Alongside this, parents are now asked to contribute towards their child's Post 16 transport. There have also been savings identified with regard to some more expensive routes out of the Borough no longer being required due to pupils moving schools.</p> <p>In addition, income from the hire of vehicles has increased.</p>			
<p><b>ICT</b></p> <p>The Cisco Jabber softphone solution will be replaced by Skype for business as part of the Enterprise Agreement (-£20,000).</p> <p>Vasco tokens will now only be required for suppliers as staff are provided with a different solution or 2-factor authentication (-£6,000).</p> <p>Core Client Access Licenses have been terminated as these are no longer required under the Enterprise Agreement (-£40,000).</p> <p>ENGL toolkit replaced by System Centre Configuration Manager, Bcrypt to be replaced by Bitlocker for encryption and Webex no longer required for video conferencing. These are replaced by products under the Enterprise Agreement (-£13,000).</p> <p>McAfee Antivirus replaced by Microsoft Endpoint protection as part of the Enterprise Agreement (-£11,000).</p>	<b>-90</b>		
<p><b>Assistant Chief Executive</b></p> <p>A savings following the departure of the Assistant Chief Executive.</p>	<b>-30</b>		
<p><b>CCC Review – Digital Post Room</b></p> <p>This saving will be realised by staffing reductions in the post team, and a reduction in the volume of outgoing post as a result of the move to email mailings, using GovDelivery and Gov.UK Notify.</p>	<b>-76</b>		
<b>RESOURCES TOTAL</b>	<b>-477</b>	<b>0</b>	<b>0</b>

## COUNCIL WIDE

Description Impact	2018/19 £'000	2019/20 £'000	2020/21 £'000
<p><b>Citizen &amp; Customer Contact (CCC) Review – Face to Face</b></p> <p>Changing the way we deal with residents face to face would generate a saving of 1 Full Time Equivalent from Welfare and Housing and Customer Services. However any decision on whether cost saving can be realised could be impacted upon by workload increases due to the implementation of the telephony strategy and service redesign.</p>	-29		
<p><b>CCC Review – Income Collection</b></p> <p>New approach to income collection - removal of cash and cheques, and move to automatic set-up of direct debits.</p>	-20		
<p><b>CCC Review – GovDelivery</b></p> <p>GovDelivery will replace current posted bulk mailings, brochures and flyers. Examples include:</p> <ul style="list-style-type: none"> <li>• Waste &amp; Recycling annual renewal notices</li> <li>• Libraries "What's On</li> <li>• Community Learning course brochure and newsletters</li> <li>• Fostering and adoption leaflets</li> <li>• Children's Centres communications</li> </ul>	-18		
<p><b>ICT</b></p> <p>Replacement of Huddle with Microsoft Share Point which is part of the Enterprise Agreement. Significant configuration is required and work is dependant on progress of other Microsoft products as part of the role out of the Enterprise Agreement.</p>	-15		
<p><b>Training Budgets</b></p> <p>Reducing existing training budgets by 25% and replacing with training credits through the Apprenticeship Levy. This will help ensure the Council makes best use of the training credits available and frees up funding to recruit apprentices and trainee posts (see corresponding pressure).</p>	-120		
<p><b>COUNCIL WIDE TOTAL</b></p>	-202		



**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

**Service : Adult Residential and Nursing Care - Contributions from people supported**

**Purpose of the Charge:** To contribute to the costs of accommodation

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>2,421</b>	<b>2,469</b>

**Are concessions available?** Yes - The actual contribution will be assessed in accordance with the Care Act Guidance issued by the Department of Health (DoH).

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>
<b>Residential and Nursing Care</b> This includes permanent, respite and short term care. Where people are in accommodation funded by the Council, the maximum contribution they will be asked to make is the cost of the accommodation, but this will be subject to a financial assessment under DH charging guidance and so the actual contribution may be lower. Fee increases in 2018/19 will depend on each person's financial circumstances but for most people will be linked to the increase in pensions and benefits they receive.	Various	Various	2% (Estimate)
<b>Deferred Payments</b> Interest payable The Council will adhere to the maximum interest rate which is set twice-yearly (1 Jan - 30 Jun, 1 Jul - 31 Dec) by the Department of Health.	1.85%		
Deferred Payment Arrangement Fee	900.00	925.00	2.8%
Deferred Payment Annual administration fee	300.00	310.00	3.3%
<b>Arrangement of self funder social care</b> Arrangement Fee * Annual Administration Fee *	300.00 200.00	310.00 205.00	3.3% 2.5%
<b>Provider Failure</b> Making arrangements for people who fund their own care, or people funded by Other Local Authorities, in the event of their current provider going out of business.	265.00	270.00	1.9%

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

**Service : Adult non residential services - Contributions from people supported**

**Purpose of the Charge:** To contribute to the costs of support

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
<b>Income the proposed fees will generate:</b>	1,646	1,679

**Are concessions available?** Yes - The actual contribution will be assessed in accordance with the Council's Charging Policy issued which complies with national guidance issued by the DoH under the Care Act.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Non Residential Support</b> This includes direct payments, homecare, day care and other support in the community. Where people are supported by the Council, the maximum contribution they will be asked to make is the cost of the support, but this will be subject to a financial assessment under the Council's Charging Policy and so the actual contribution may be lower. Fee increases in 2017/18 will depend on each person's financial circumstances but for most people will be linked to the increase in pensions and benefits they receive.	Various	Various	2% (Estimate)

**Service : Adult Residential Care - Charges when the council is not responsible for funding**

**Purpose of the Charge:** To recover the full cost of the service used

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
<b>Income the proposed fees will generate:*</b>	3	3

**Are concessions available?** No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Waymead</b> Respite Charge per night	189.60	194.72	2.7%

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

**Service : Adult Day Care**

**Purpose of the Charge:** To recover the costs of the service

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
<b>Income the proposed fees will generate:</b>	12	12

**Are concessions available?** No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Day Care</b>			
<b>Waymead Day Services</b>			
Per hour	15.75	16.18	2.7%
<b>Bracknell Day Centre</b>			
Per day (CCG only, 2:1 high need support)*	124.36	127.72	2.7%
Per hour	15.75	16.18	2.7%
<b>Glenfield</b>			
Hourly rate	15.99	16.42	2.7%

\* A separate rate is charged in respect of one individual who is CHC funded and who received a higher level of support.

**Service : Blue Badge Scheme**

**Purpose of the Charge:** To contribute to the cost of the service

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
<b>Income the proposed fees will generate:</b>	1	1

**Are concessions available?** No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>Blue Badge - Issues and Duplicate Badges</b>	10.00	10.00	0.0%

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

Service: Forestcare						
Purpose of the Charge: To recover the costs of the service						
	2017/18 Budget	Proposed 2018/19 Budget				
	£'000	£'000				
Income the proposed fees will generate:			1,072	1,072		
Are concessions available? No						
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	
	£.p	£.p	£.p	£.p	%	
<b>Lifeline Rental and Monitoring</b>						
- BFBC	Per week 4.45	3.71	4.50	3.75	1.1%	
	Per month 19.30	16.08	19.30	16.08	0.0%	
- Others	Per week 4.76	3.97	4.80	4.00	0.8%	
	Per month 20.64	17.20	20.64	17.20	0.0%	
	Per quarter 61.93	51.61	61.93	51.61	0.0%	
<b>Lifeline Monitoring only</b>						
- BFBC	Per week 3.53	2.94	3.57	2.97	1.1%	
	Per month 15.29	12.74	15.29	12.74	0.0%	
	Per quarter 44.93	37.44	44.93	37.44	0.0%	
- Others	Per week 4.19	3.49	4.22	3.52	0.8%	
	Per month 18.14	15.12	18.14	15.12	0.0%	
	Per quarter 54.44	45.37	54.44	45.37	0.0%	
<b>GSM Lifeline</b>	Per week 7.80	6.50	7.80	6.50	0.0%	
<b>Extra/Lost Pendants</b>						
- Flat Charge	68.76	57.30	68.76	57.30	0.0%	
- Lost ivi Pendants	96.00	80.00	96.00	80.00	0.0%	
- Rental of additional pendant	Per week 1.20	1.00	1.20	1.00	0.0%	
<b>Sensors</b>						
Smoke	Per week 2.16	1.80	2.16	1.80	0.0%	
Carbon Monoxide	Per week 3.24	2.70	3.24	2.70	0.0%	
Flood	Per week 2.76	2.30	2.76	2.30	0.0%	
Temperature Extreme / Heat	Per week 2.16	1.80	2.16	1.80	0.0%	
Universal	Per week 1.20	1.00	1.20	1.00	0.0%	
PIR / Fast PIR	Per week 1.20	1.00	1.20	1.00	0.0%	
Medication Dispenser	Per week 4.80	4.00	4.80	4.00	0.0%	
Epilepsy sensor kit	Per week 12.00	10.00	12.00	10.00	0.0%	
Chair & bed sensor kit	Per week 6.00	5.00	6.00	5.00	0.0%	
Falls pendant	Per week 2.40	2.00	2.40	2.00	0.0%	
Bogus Caller	Per week 1.20	1.00	1.20	1.00	0.0%	
Minuet watch	Per week 2.40	2.00	2.40	2.00	0.0%	
Arm/ Disarm Zoning Trigger	Per week 1.20	1.00	1.20	1.00	0.0%	
Jellybean Switch	Per week 2.40	2.00	2.40	2.00	0.0%	
Natural Gas Detector	Per week 4.20	3.50	4.20	3.50	0.0%	
Wrist Worn Epilepsy Pendant	Per week 51.60	43.00	51.60	43.00	0.0%	
<b>Responder service for lifeline customers</b>						
- up to 12 visits per year	Per week 10.44	8.70	10.44	8.70	0.0%	
- up to 24 visits per year	18.00	15.00	18.00	15.00	0.0%	
- extra visits (excluding bank holidays)	37.20	31.00	37.20	31.00	0.0%	
- extra visits (including bank holidays)	55.80	46.50	55.80	46.50	0.0%	
<b>Responder service for commercial customers</b>						
- up to 6 visits per year	Per week 7.56	6.30	7.56	6.30	0.0%	
- per additional visit	54.00	45.00	54.00	45.00	0.0%	
<b>Key Safes</b>						
Keysafe Supply and Fit	Supply only 66.00	55.00	66.00	55.00	0.0%	
	Supply + fit 72.00	60.00	72.00	60.00	0.0%	
	Moving keysafe 54.00	45.00	54.00	45.00	0.0%	
	Supply+fit subsequent visit 90.00	75.00	90.00	75.00	0.0%	
Monitoring of security diallers	Per week 12.54	10.45	12.54	10.45	0.0%	
Monitoring of two security diallers	Per week 18.36	15.30	18.36	15.30	0.0%	
<b>Lone Workers</b>						
Lone Workers	Per person per year 47.48	39.57	47.48	39.57	0.0%	
Lone Workers - with reports	Per person per year 49.50	41.25	49.50	41.25	0.0%	
GPS Lone Worker - BFC	Per person per year 238.80	199.00	238.80	199.00	0.0%	
GPS Lone Worker - External	Per person per year 330.00	275.00	330.00	275.00	0.0%	
Hourly charge for adhoc work	54.00	45.00	54.00	45.00	0.0%	
Extension lead	7.20	6.00	7.20	6.00	0.0%	
One telecare service / ivi falls pendant	Per week 0.98	0.82	0.98	0.82	0.0%	
Two telecare sensors	1.86	1.55	1.86	1.55	0.0%	
Three telecare sensors	2.74	2.28	2.74	2.28	0.0%	
Epilepsy bed sensor	Per week 3.00	2.50	3.00	2.50	0.0%	

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

Service: Forestcare continued						
<b>Care calls</b>						
- 1 care call per day	Per week	9.60	8.00	9.60	8.00	0.0%
- 2 care calls per day	Per week	18.00	15.00	18.00	15.00	0.0%
- 3 care calls per day	Per week	24.00	20.00	24.00	20.00	0.0%
- 3 care calls per day + 1 customer	Per week	36.00	30.00	36.00	30.00	0.0%
<b>Pocket Pal</b>						
GPS Device - customer buying device	Per device	114.00	95.00	114.00	95.00	0.0%
GPS Device - customer buying device (sim rental)	Monthly	15.00	12.50	15.00	12.50	0.0%
GPS Device - customer renting device (includes SIM and monitoring)	Weekly	7.80	6.50	7.80	6.50	0.0%

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

**Annexe D**

Service: Homelessness					
<b>Purpose of the Charge:</b> To contribute to the costs of the service					
	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>			
<b>Income the proposed fees will generate:</b>	955	955			
<b>Are concessions available?</b> No					
Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Homelessness</b>					
Bed and Breakfast					
- Current Tenancies	Per week	150.00		150.00	0.0%
10a Portman					
- Rent	Per week	150.00		150.00	0.0%
- Service Charge	Per week	18.42		18.42	0.0%
- Household	Per week	9.32		9.32	0.0%
- Fuel*	Per week	5.80		5.96	2.7%
- Water*	Per week	2.78		2.86	2.7%
Tenterden Lodge					
- Rent	Per week	160.00		160.00	0.0%
- Service Charge	Per week	12.47		12.47	0.0%
- Fuel*	Per week	3.18		3.27	2.7%
-Water*	Per week	2.78		2.86	2.7%
York Town Road					
- Rent	Per week	126.06		126.06	0.0%
- Service Charge	Per week	12.47		12.47	0.0%
- Fuel*	Per week	3.18		3.27	2.7%
-Water*	Per week	2.78		2.86	2.7%
Council owned properties: Reading					
- 1 bed	Per week	195.00		195.00	0.0%
- 2 bed	Per week	225.11		225.11	0.0%
- 3 bed	Per week	246.92		246.92	0.0%
- 4 bed	Per week	330.00		330.00	0.0%
Council owned properties: Blackwater Valley					
- 1 bed	Per week	184.63		184.63	0.0%
- 2 bed	Per week	215.77		215.77	0.0%
- 3 bed	Per week	208.11		208.11	0.0%
- 4 bed	Per week	330.00		330.00	0.0%
Council owned properties: East Thames Valley					
- 1 bed	Per week	195.00		195.00	0.0%
- 2 bed	Per week	236.53		236.53	0.0%
- 3 bed	Per week	267.69		267.69	0.0%
- 4 bed	Per week	371.53		371.53	0.0%
* These charges will be uplifted in line with fee increases from utility companies, 2.7% is assumed					
<b>Small Landsales - Administration Fee</b>					
Flat Charge	210.31	175.26	210.31	175.26	0.0%
<b>Passport and Driving Licence Checking Service</b>					
For landlords	24.00	20.00	24.00	20.00	0.0%
For employers	24.00	20.00	24.00	20.00	0.0%

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

Service : Housing

**Purpose of the Charge:** To contribute to the costs of the service

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	75	76

**Are concessions available?** No

Description		Current Fee (Exc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
<b>Rents - Learning Disability Accommodation</b>				
151 Holbeck	Per week per bedroom	96.47	98.40	2.0%
9 Portman Close	Per week per bedroom	96.47	98.40	2.0%
<b>Service Charges</b>				
151 Holbeck, 9 Portman	Per week per bedroom	13.59	13.59	0.0%
<b>Waymead</b>				
Rent	Per week per bedroom	156.06	156.06	0.0%
Service Charge	Per week per bedroom	27.76	27.76	0.0%
Fuel*	Per week per bedroom	5.80	5.80	0.0%
Water*	Per week per bedroom	6.80	6.80	0.0%
<b>Easthampstead Mobile Home Park</b>				
Water Charge*		23.52	24.15	2.7%
Site Rent	Per week	46.81	48.07	2.7%

\* These charges will be uplifted in line with fee increases from utility companies, 2.7% is assumed

**ADULT SOCIAL CARE, HEALTH & HOUSING DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

<b>Service : Housing Benefit Service</b>
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**Purpose of the Charge:** To set Council Tax Benefit (reduction scheme) annual uprating for working age people (people who have not reached the qualifying age for State Pension Credit).

	<b>2016/17 Budget</b>	<b>Proposed 2017/18 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:*</b>	<b>0</b>	<b>0</b>

\* The budget is held corporately

**Are concessions available?** No

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>		<b>%</b>
<b>Applicable amounts</b> Disregards*  <i>*War Widows pensions and War disablement pensions are fully disregarded as income.</i>	Housing Benefit Circular: 2017-18 Uprating.	Housing Benefit Circular: 2018-19 Uprating.	
<b>Income-related social security benefits</b>	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
<b>Non income-related social security benefits</b>	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
<b>War pensions scheme benefits</b>	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
<b>Contributory and non-contributory social security rates</b>	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
<b>Non dependent deductions and bands</b>	National prescribed regulations as set for the pensioner scheme, including whom should make housing cost contribution.	National prescribed regulations as set for the pensioner scheme, including whom should make housing cost contribution.	
<b>Universal Credit Rates</b>	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	
<b>Non-social security payments and rates</b>	Housing Benefit Circular: 2017-18 Uprating	Housing Benefit Circular: 2018-19 Uprating.	



**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

**Service : Adult and Community Learning**

**Purpose of the Charge: To fully fund the costs of the service not financed by external grant**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>10</b>	<b>10</b>

**Are concessions available? Yes. 100% reduction for job seekers on Job Seekers Allowance benefits for work and skills courses. 50% reduction for all on means tested benefits on all courses over 5 hours.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT) Minimum	Increase
	£.p	£p	%

**Adult and Community Learning Plan**

Course Fees			
Community Learning	3.00 - 6.00	5.00 - 10.00	66.67
Other Courses are fully funded from external grant			

Course fees are agreed on an academic year basis once external funding is confirmed and approved by the Executive Member as part of the Adult Learning Plan.

Flexibility is required in order for charges to be made dependant on the programme, qualification and costs charged by external providers for specialist provision. Concessions are available to those learners meeting set criteria such as the unemployed.

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

**Service : Adult and Community Learning**

**Purpose of the Charge: To fully fund the costs of the service not financed by external grant**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>262</b>	<b>269</b>

**Are concessions available? Yes to the voluntary sector, charities and associated learning agenda organisations as well as internal BFC usage**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Brakenhale Open Learning Centre Room Hire and Refreshments**

<b>Room Hire per Hour</b>				
Grant funded courses		11.70	12.00	2.60
Bracknell Forest Council		14.65	15.00	2.40
External users - Voluntary Sector, Charities & Associated Learning Agenda Organisations		14.50	15.00	3.40
Other external users		18.00	18.60	3.30
IT Suite (specific requirement to use IT)		22.00	22.70	3.20
IT Suite (specific request for large hall)		22.00	22.70	3.20
Insurance		7% room hire	7% room hire	
<b>Refreshments</b>				
Tea & Coffee	Per person per Mug	1.00	1.05	5.00
Lunches		Cost + 10%	Cost + 10%	
Photocopying per copy	Black and White A4	0.10	0.10	0.00
Photocopying per copy	Colour A4	0.50	0.50	0.00
Photocopying per copy	Black and White A3	0.20	0.20	0.00
Photocopying per copy	Colour A3	1.00	1.00	0.00

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>83</b>	<b>85</b>

**Are concessions available? Yes, internal fees are lower than those charged to external customers**

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Education Centre Room Hire Non Bracknell Forest Council**

<b>Whole Day</b>			
Newbury	319.00	328.00	2.80
Bedford	201.00	207.00	3.00
Donnington	201.00	207.00	3.00
Sandys	201.00	207.00	3.00
Wimpole	201.00	207.00	3.00
Other	201.00	207.00	3.00
Cromwell Computer Room	293.00	301.00	2.70
<b>Half Day</b>			
Newbury	162.00	167.00	3.10
Bedford	104.00	107.00	2.90
Donnington	104.00	107.00	2.90
Sandys	104.00	107.00	2.90
Wimpole	104.00	107.00	2.90
Other	104.00	107.00	2.90
Cromwell Computer Room	177.00	182.00	2.80
<b>Hourly rate</b>			
All rooms	47.00	48.00	2.10

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

**Purpose of the Charge: To Contribute to the costs of the service**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>		

**Are concessions available? Yes, internal fees are lower than those charged to external customers**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Education Centre Room Hire Non Bracknell Forest Council (cont)**

<b>Twilight</b>			
Newbury	120.00	123.00	2.50
Bedford	78.00	80.00	2.60
Donnington	78.00	80.00	2.60
Sandys	78.00	80.00	2.60
Wimpole	78.00	80.00	2.60
Other	78.00	80.00	2.60
Cromwell Computer Room	140.00	144.00	2.90
<b>Evening</b>			
Newbury	135.00	139.00	3.00
Bedford	104.00	107.00	2.90
Donnington	104.00	107.00	2.90
Sandys	104.00	107.00	2.90
Wimpole	104.00	107.00	2.90
Other	104.00	107.00	2.90
Cromwell Computer Room	171.00	176.00	2.90

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>		

**Are concessions available? Yes, internal fees are lower than those charged to external customers. Discounts are available for multiple bookings.**

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Education Centre Room Hire Bracknell Forest Council**

<b>Whole Day</b>			
Newbury	268.00	276.00	3.00
Bedford	166.00	171.00	3.00
Donnington	166.00	171.00	3.00
Sandys	166.00	171.00	3.00
Wimpole	166.00	171.00	3.00
Other	166.00	171.00	3.00
Cromwell Computer Room	248.00	255.00	2.80
<b>Half Day</b>			
Newbury	135.00	139.00	3.00
Bedford	84.00	86.00	2.40
Donnington	84.00	86.00	2.40
Sandys	84.00	86.00	2.40
Wimpole	84.00	86.00	2.40
Other	84.00	86.00	2.40
Cromwell Computer Room	145.00	149.00	2.80
<b>Hourly rate</b>			
All rooms	35.00	36.00	2.90

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

**Purpose of the Charge: To Contribute to the costs of the service**

	<b>2017/18 Budget  £'000</b>	<b>Proposed 2018/19 Budget  £'000</b>
<b>Income the proposed fees will generate:</b>		

**Are concessions available? Yes, internal fees are lower than those charged to external customers. Discounts are available for multiple bookings.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Education Centre Room Hire Bracknell Forest Council (cont)**

<b>Twilight</b>			
Newbury	101.00	104.00	3.00
Bedford	73.00	75.00	2.70
Donnington	73.00	75.00	2.70
Sandys	73.00	75.00	2.70
Wimpole	73.00	75.00	2.70
Other	73.00	75.00	2.70
Cromwell Computer Room	130.00	134.00	3.10
<b>Evening</b>			
Newbury	114.00	117.00	2.60
Bedford	84.00	86.00	2.40
Donnington	84.00	86.00	2.40
Sandys	84.00	86.00	2.40
Wimpole	84.00	86.00	2.40
Other	84.00	86.00	2.40
Cromwell Computer Room	145.00	149.00	2.80

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	75	77

**Are concessions available? Yes, internal fees are lower than those charged to external customers.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Education Centre Delegate and Refreshment Charges Non Bracknell Forest Council**

<b>Delegate Charge</b>			
Per Day	7.05	7.30	3.50
Per Half day	3.55	3.70	4.20
Twilight or Evening	1.80	1.90	5.60
<b>Sandwiches</b>			
With cakes, crisps, fruit and OJ	6.55	6.75	3.10
<b>Lunch in Main Restaurant</b>			
Per Person	15.40	15.85	2.90
<b>Finger Buffet</b>			
By arrangement	prices dependent on requirements		

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

**Purpose of the Charge: To Contribute to the costs of the service**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>		

**Are concessions available? Yes, internal fees are lower than those charged to external customers.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Education Centre Delegate and Refreshment Charges Bracknell Forest Council**

<b>Delegaegate Charge</b>			
Per Day	4.45	4.60	3.40
Per Half Day	3.35	3.45	3.00
Twilight or Evening	1.70	1.75	2.90
<b>Sandwiches</b>			
With cakes, crisps, fruit and OJ	6.40	6.60	3.10
<b>Lunch in Main Restaurant</b>			
Per Person	15.20	15.65	3.00
<b>Finger Buffet</b>			
By arrangement	prices dependent on requirements		



**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Education Centre

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>7</b>	<b>7</b>

**Are concessions available? Yes, internal fees are lower than those charged to external customers.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Education Centre Charges for printing**

<b>Photocopying</b>				
Per Copy - Black & White	A3 Single Sided	0.20	0.25	25.00
	A4 Single Sided	0.10	0.15	50.00
	A3 Double Sided	0.25	0.30	20.00
	A4 Double Sided	0.20	0.25	25.00
Per Copy - Colour	A3 Single side	1.10	1.15	4.50
	A4 Single sided	0.80	0.85	6.30
<b>Laminating</b>	per metre 25" wide	2.55	2.65	3.90
	Pockets A3	1.00	1.05	5.00
	Pockets A4	0.70	0.75	7.10

To maximise income earned at the Education Centre, charges may need to be adjusted for multiple bookings or special events. Additionally, charges for goods and services need to reflect prices charged by suppliers which may require in-year revisions. New stock items will be purchased if demand justifies with prices to be agreed at the time. Various courses are provided, with charges set at the level required to cover direct costs and contribute to overall running costs.

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

**Service : Learning and Achievement**

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>58</b>	<b>60</b>

**Are concessions available? Yes, fees to Local Authority schools are lower than those charged to external customers**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Professional Development Courses**

Course Fees and Timings			
<b>Internal and Other LA Schools and Academies</b>			
Full Day (09.15 - 15.45)	137.00	141.00	2.90
Half Day (09.15 - 12.15) or (13.00 - 16.00)	74.00	77.00	4.10
Twilight (16.15 - 17.30)	34.00	35.00	2.90
<b>Independent Schools</b>			
Full Day (09.15 - 15.45)	271.00	279.00	3.00
Half Day (09.15 - 12.15) or (13.00 - 16.00)	147.00	152.00	3.40
Twilight (16.15 - 17.30)	66.00	68.00	3.00
* Course fees will be increased to take account of any specific additional costs incurred			

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

**Service : Learning and Achievement**

**Purpose of the Charge: To Contribute to the costs of the service**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>58</b>	<b>60</b>

**Are concessions available? Yes, internal fees are lower than those charged to external customers see below**

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Consultancy Rates**

<b>Chargeable Activities</b>			
Services offered include Curriculum Reviews, Data Analysis, Training, Specialist Advice and Performance Management			
All fees include normal preparation time but exclude travel and materials and must be agreed with line manager and Chief Officer			
<b>BFC Schools and Academies</b>			
Daily rate	505.00	520.00	3.00
Half Day	292.00	301.00	3.10
Hourly rate	94.00	97.00	3.20
Twilight session (new for 2014-15)	183.00	189.00	3.30
Evening Session (new for 2014-15)	183.00	189.00	3.30
<b>Non BFC Schools, Independent Schools and Academies</b>			
Daily rate	570.00	587.00	3.00
Half Day	314.00	324.00	3.20
Hourly rate	122.00	126.00	3.30
Twilight session (new for 2014-15)	204.00	210.00	2.90
Evening Session (new for 2014-15)	204.00	210.00	2.90

Fees for extended work with schools and other agencies will be negotiated and agreed in advance with the Chief Officer. Charges are set at the level required to cover direct costs and contribute to overall running costs.

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Larchwood

**Purpose of the Charge: To cover the costs of the service when used by other Local Authorities**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>104</b>	<b>107</b>

**Are concessions available? Yes, free service for Bracknell children**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Residential short break care**

<b>Overnight</b>			
Per Night	436.30	449.00	2.90
<b>Daycare</b>			
Standard	per hour 17.75	18.30	3.10
Additional 1:1 staffing	per hour 14.75	15.20	3.10
Additional 2:1 staffing	per hour 29.45	30.35	3.10
<b>Daycare - New Clients</b>			
Standard	per hour 22.70	23.40	3.10
Additional 1:1 staffing	per hour 18.30	18.85	3.00
Additional 2:1 staffing	per hour 36.50	37.60	3.00

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Children Looked After

**Purpose of the Charge: To cover the costs of fostercare charges when BFC fostercarers are used by other Local Authorities**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>25</b>	<b>26</b>

**Are concessions available? No**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Fostercare charges**

Charge per week	Minimum	248.50	253.50	2.00
	Maximum	594.90	606.80	2.00
Fees are increased in line with allowance inflation figure				
Additional amount: Emergency placement		50.00	50.00	0.00
Additional amount: Long term placement		100.00	100.00	0.00
Additional amounts agreed through negotiation with Berkshire Local Authorities.				

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

**Service : Youth Offending Service**

**Purpose of the Charge: To charge for Training provided by Bracknell Youth Offending Service**

<b>Income the proposed fees will generate:</b>	<b>0.00</b> <b>£'000</b> <b>2</b>	<b>0.00</b> <b>£'000</b> <b>2</b>
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**Are concessions available? No**

**Purpose of the Charge: To contribute to the costs of the service**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Training Fees**

Supply training to external organisations	per day	303.00	303.00	0.00
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**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Youth Service

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	12	12

**Are concessions available? Yes, for young people from low income families.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Young Peoples Attendance Fee**

Description		Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
		£.p	£.p	%
<b>Attendance Fee</b>	per session	0.00 to 1.00	0.00 to 1.00	0.00
<b>Membership Fee</b>	per annum	0.00 to 2.20	0.00 to 2.30	4.50
<b>Activities Fee</b>	per session	0.00 to 2.85	0.00 to 2.95	3.50

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Youth Service

**Purpose of the Charge: To Contribute to the costs of the service**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>103</b>	<b>106</b>

**Are concessions available? Internal fees are lower than those charged to external customers see below**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Hire Fees**

<b>Youth &amp; Community Groups - not for profit basis</b>			
Hall	per hour	7.70 to 13.70	7.70 to 14.10  2.90
Meeting Room	per hour	7.70 to 12.70	7.70 to 13.10  3.10
<b>Private &amp; Commercial</b>			
Hall	per hour	11.30 to 30.30	11.30 to 31.20  3.00
Meeting room	per hour	11.30 to 25.35	11.30 to 26.10  3.00
Other income is generated by long term leases			



**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Youth Service

**Purpose of the Charge: To Contribute to the costs of the service**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>4</b>	<b>4</b>

**Are concessions available? No**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Sale of Goods**

<b>Tuck Shops</b> Various refreshments	0.01 to 1.95	0.01 to 2.05	5.10
Price changes are determined by rates set by suppliers			
<b>Duke of Edinburgh Awards</b> Cost per place	17.60 to 27.35	17.60 to 28.15	2.90
Duke of Edinburgh Awards reflect National Awards fee structure.			

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Children's Centres

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>19</b>	<b>20</b>

**All concessions are included in the fee structure detailed below**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Sessional Fees**

<b>Sessional Fees</b>			
BFC families	2.65	2.75	3.8
Families from outside BFC	5.30	5.50	3.8

These charges would only apply to those sessions where additional costs are incurred e.g. baby massage, first aid, football and rugby etc. Any other sessions would either be completely free or donations sought to cover refreshment costs

Children's Centres are able to incentivise registration and engagement of families with the use of promotional offers which may be less than the fees detailed above. This is subject to budget limitations and management approval.

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Children's Centres

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>7</b>	<b>7</b>

**All concessions are included in the fee structure detailed below**

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Room Hire Fees**

<b>Rowans Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Hall	13.70	14.10	2.9
Squirrel Room	11.45	11.80	3.1
Owl Room	9.20	9.50	3.3
Badger Room	6.95	7.20	3.6
Kitchen (if used for cooking)	11.45	11.80	3.1
Modular Building	13.70	14.10	2.9
<b>Voluntary/non profit making Group</b>			
Hall	10.40	10.75	3.4
Squirrel Room	8.05	8.30	3.1
Owl Room	5.80	6.00	3.4
Badger Room	3.55	3.70	4.2
Kitchen (if used for cooking)	8.05	8.30	3.1
Modular Building	10.40	10.75	3.4
<b>Willows Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Hall & kitchen	13.70	14.10	2.9
<b>Voluntary/non profit making Group</b>			
Hall & kitchen	10.40	10.75	3.4

**CHILDREN, YOUNG PEOPLE AND LEARNING  
2018/19 PROPOSED FEES & CHARGES**

Service : Children's Centres

**Purpose of the Charge: To Contribute to the costs of the service.**

	<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>0</b>	<b>0</b>

**All concessions are included in the fee structure detailed below**

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Room Hire Fees**

<b>Oaks Children's Centre:</b>			
<b>Private group/ Statutory Agencies</b>			
Green Room	10.40	10.75	3.4
Blue Room	9.20	9.50	3.3
Family Room and Kitchen	13.70	14.10	2.9
Pre-school room	16.05	16.55	3.1
<b>Voluntary/non profit making Group</b>			
Green Room	6.95	7.20	3.6
Blue Room	5.80	6.00	3.4
Family Room and Kitchen	10.40	10.75	3.4
Pre-school room	12.60	13.00	3.2
<b>Alders Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Family Room	11.45	11.80	3.1
Meeting Room 1	8.05	8.30	3.1
Meeting Room 2	6.95	7.20	3.6
<b>Voluntary/non profit making Group</b>			
Family Room	8.05	8.30	3.1
Meeting Room 1	5.80	6.00	3.4
Meeting Room 2	3.55	3.70	4.2

**Groups who are directly supporting the delivery of CC services may not be charged.**

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

Service : **Building Control**

**Purpose of the Charge: To recover the costs of the service**

	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>351</b>	<b>358</b>

**Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%

**BUILDING REGULATIONS**

1. Where FULL PLANS are submitted, the charges for Building Regulations are normally submitted in two stages:-

Stage One: (The Plan Charge) - on submission of the application

Stage Two: (The Inspection Charge) - following the first site inspection.

You must pay the first charge when depositing the application; the second charge is payable on demand from the Council after the first relevant site inspection has been carried out. All subsequent inspections are free of any charge.

2. Where a BUILDING NOTICE is submitted instead of full plans, the full charge is payable at the time of submission.

The Regulations provide for the amount of charges to be calculated in different ways, depending on the nature of the work shown on the detailed plans. The following schedule is intended to assist you in determining the amount of charges required for your proposal. It is an attempt to simplify complex Regulations and there may be a few occasions when the charges will vary from those listed. Should you submit an incorrect amount you would be advised.

CHEQUES TO BE MADE PAYABLE TO BRACKNELL FOREST BOROUGH COUNCIL

**PROPOSAL**

**Domestic Plan Charge (Full Plans)**

Domestic extension not exceeding 10 sq m floor area	190.00	158.33	194.00	161.67	2.1
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	237.00	197.50	242.00	201.67	2.1
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	426.00	355.00	435.00	362.50	2.1
Loft conversion	331.00	275.83	338.00	281.67	2.1
Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.					
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	111.00	92.50	114.00	95.00	2.7
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	190.00	158.33	194.00	161.67	2.1
Window replacement (non competent persons scheme)	123.00	102.50	126.00	105.00	2.4
Installation of domestic solar panels/wind turbines	166.00	138.33	170.00	141.67	2.4
Re-wiring or new electrical installation of a dwelling	111.00	92.50	114.00	95.00	2.7
Any electrical work other than re-wiring of a dwelling	111.00	92.50	114.00	95.00	2.7
Renovation of a thermal element	198.00	165.00	202.00	168.33	2.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT**  
**2018/19 PROPOSED FEES & CHARGES**

Service : **Building Control**

**Purpose of the Charge: To recover the costs of the service**

	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>351</b>	<b>358</b>

**Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Domestic Inspection Charge (Full Plans)</b>					
Domestic extension not exceeding 10 sq m floor area	330.00	275.00	337.00	280.83	2.1
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	376.00	313.33	384.00	320.00	2.1
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	418.00	348.33	427.00	355.83	2.2
Loft conversion	327.00	272.50	334.00	278.33	2.1
Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.					
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	315.00	262.50	322.00	268.33	2.2
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	235.00	195.83	240.00	200.00	2.1
Window replacement (non competent persons scheme)	N/A		N/A		
Installation of domestic solar panels/wind turbines	N/A		N/A		
Re-wiring or new electrical installation of a dwelling	271.00	225.83	277.00	230.83	2.2
Any electrical work other than re-wiring of a dwelling	198.00	165.00	202.00	168.33	2.0
Renovation of a thermal element	N/A		N/A		
<b>Domestic Charge (Building Notice)</b>					
Domestic extension not exceeding 10 sq m floor area	523.00	435.83	534.00	445.00	2.1
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	616.00	513.33	629.00	524.17	2.1
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	850.00	708.33	867.00	722.50	2.0
Loft conversion	662.00	551.67	676.00	563.33	2.1
Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.					
Attached/Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	427.00	355.83	436.00	363.33	2.1
Conversion of garage into habitable use (Cost of works not exceeding £10,000).	427.00	355.83	436.00	363.33	2.1
Window replacement (non competent persons scheme)	123.00	102.50	126.00	105.00	2.4
Installation of domestic solar panels/wind turbines	166.00	138.33	170.00	141.67	2.4
Re-wiring or new electrical installation of a dwelling	381.00	317.50	389.00	324.17	2.1
Any electrical work other than re-wiring of a dwelling	309.00	257.50	316.00	263.33	2.3
Renovation of a thermal element	198.00	165.00	202.00	168.33	2.0

## ENVIRONMENT, CULTURE &amp; COMMUNITIES DEPARTMENT

## 2018/19 PROPOSED FEES &amp; CHARGES

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	351	358

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%

NB

Work for the benefit of disabled persons may be exempt from charges

Floor areas are measured internally

If there is more than one domestic extension in any application then the floor areas must be added together up to a maximum of 60 sq m

Full estimated cost means the full cost of the works shown in the plans, but excludes professional fees and VAT. If an estimate is not submitted the estimate will be based on the RICS Building Cost Information Service

Regularisation charges are calculate

**CHARGES FOR OTHER WORK****Plan Charge (Full Plans)**

Table A Where the estimated cost is (£)					
0 - 2000	166.00	138.33	170.00	141.67	2.4
2,001 - 5,000	285.00	237.50	291.00	242.50	2.1
5,001 - 10,000	332.00	276.67	339.00	282.50	2.1
10,001 - 20,000	461.00	384.17	471.00	392.50	2.2
20,001 - 30,000	177.00	147.50	181.00	150.83	2.3
30,001 - 40,000	213.00	177.50	218.00	181.67	2.3
40,001 - 50,000	247.00	205.83	252.00	210.00	2.0
50,001 - 60,000	286.00	238.33	292.00	243.33	2.1
60,001 - 70,000	323.00	269.17	330.00	275.00	2.2
70,001 - 80,000	360.00	300.00	368.00	306.67	2.2
80,001 - 90,000	385.00	320.83	393.00	327.50	2.1
90,001 - 100,000	433.00	360.83	442.00	368.33	2.1

**Inspection Charge (Full Plans)**

Table A Where the estimated cost is (£)					
0 - 2000	N/A		N/A		
2,001 - 5,000	N/A		N/A		
5,001 - 10,000	N/A		N/A		
10,001 - 20,000	N/A		N/A		
20,001 - 30,000	404.00	336.67	413.00	344.17	2.2
30,001 - 40,000	493.00	410.83	503.00	419.17	2.0
40,001 - 50,000	580.00	483.33	592.00	493.33	2.1
50,001 - 60,000	663.00	552.50	677.00	564.17	2.1
60,001 - 70,000	750.00	625.00	765.00	637.50	2.0
70,001 - 80,000	836.00	696.67	853.00	710.83	2.0
80,001 - 90,000	893.00	744.17	911.00	759.17	2.0
90,001 - 100,000	1,007.00	839.17	1,028.00	856.67	2.1

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	351	358

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Building Notice Charge (Building Notice)</b>					
<b>Table A</b> Where the estimated cost is (£)					
0 - 2000	166.00	138.33	170.00	141.67	2.4
2,001 - 5,000	285.00	237.50	291.00	242.50	2.1
5,001 - 10,000	332.00	276.67	339.00	282.50	2.1
10,001 - 20,000	461.00	384.17	471.00	392.50	2.2
20,001 - 30,000	581.00	484.17	593.00	494.17	2.1
30,001 - 40,000	704.00	586.67	719.00	599.17	2.1
40,001 - 50,000	827.00	689.17	844.00	703.33	2.1
50,001 - 60,000	949.00	790.83	968.00	806.67	2.0
60,001 - 70,000	1,071.00	892.50	1,093.00	910.83	2.1
70,001 - 80,000	1,195.00	995.83	1,219.00	1,015.83	2.0
80,001 - 90,000	1,278.00	1,065.00	1,304.00	1,086.67	2.0
90,001 - 100,000	1,439.00	1,199.17	1,468.00	1,223.33	2.0
<b>FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS</b>					
<b>Number of Dwellings (Plan Charge)</b>					
1	426.00	355.00	435.00	362.50	2.1
2	473.00	394.17	483.00	402.50	2.1
3	520.00	433.33	531.00	442.50	2.1
4	568.00	473.33	580.00	483.33	2.1
5	616.00	513.33	629.00	524.17	2.1
<b>Number of Dwellings (Inspection Charge)</b>					
1	428.00	356.67	437.00	364.17	2.1
2	663.00	552.50	677.00	564.17	2.1
3	830.00	691.67	847.00	705.83	2.0
4	995.00	829.17	1,015.00	845.83	2.0
5	1,158.00	965.00	1,182.00	985.00	2.1



**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

**Service : Building Control**

**Purpose of the Charge: To recover the costs of the service**

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
<b>Income the proposed fees will generate:</b>	351	358

**Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase

**REGULARISATION CERTIFICATES**

<b>Type of Work</b>					
Domestic extension not exceeding 10 sq m floor area		535.00		546.00	2.1
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area		631.00		644.00	2.1
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area		873.00		891.00	2.1
Loft conversion		679.00		693.00	2.1
Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £38,000.					
Detached garage or car port (or both) not exceeding 60 sq m in floor area and to be used in common with an existing building and which is not an exempt building		437.00		446.00	2.1
Conversion of garage into habitable use (Cost of the works not exceeding £10,000),		437.00		446.00	2.1
Window Replacement (Non competent persons scheme)		125.00		128.00	2.4
Installation of domestic solar panels/wind turbines		170.00		174.00	2.4
Re-wiring or new electrical installation of a dwelling		389.00		397.00	2.1
Any electrical work other than re-wiring of a dwelling		317.00		324.00	2.2
Renovation of a thermal element		203.00		208.00	2.5
<b>Estimated Cost £</b>					
0 - 2000		170.00		174.00	2.4
2,001 - 5,000		292.00		298.00	2.1
5,001 - 10,000		340.00		347.00	2.1
10,001 - 20,000		473.00		483.00	2.1
20,001 - 30,000		595.00		607.00	2.0
30,001 - 40,000		722.00		737.00	2.1
40,001 - 50,000		847.00		864.00	2.0
50,001 - 60,000		973.00		993.00	2.1
60,001 - 70,000		1,097.00		1,119.00	2.0
70,001 - 80,000		1,223.00		1,248.00	2.0
80,001 - 90,000		1,308.00		1,335.00	2.1
90,001 - 100,000		1,473.00		1,503.00	2.0
<b>FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS</b>					
<b>Number of Dwellings (Plan Charge)</b>					
1		874.00		892.00	2.1
2		1,163.00		1,187.00	2.1
3		1,382.00		1,410.00	2.0
4		1,601.00		1,634.00	2.1
5		1,816.00		1,853.00	2.0
NOTE: The following minimum charges apply: Where an extension to a dwelling, the total floor area of which exceeds 60m2, including means access and work in connection with that extension the sum of the Regularisation charge must not be less than £674.04					
<b>Building Regulations Questions for anyone undertaking a Property Search</b>					
Building Regulations (1f)		1.00		1.00	0.0
Building Regulations (1g)		1.00		1.00	0.0
Building Regulations (1h)		1.00		1.00	0.0
<b>Other Charges</b>					
Hoarding / Scaffold Licences - Per Licence		162.00		166.00	2.5
Dealing with Demolition Notices		162.00		166.00	2.5
Officer Letter - Confirmation to Solicitor	46.00	38.33	47.00	39.17	2.2

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Local Land Charges

Purpose of the Charge: To recover the costs of the service

	2017/8 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	164	164

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>LOCAL LAND CHARGES</b>					
Fees for official search of Register and Standard Enquiries					
Personal search		Free		Free	0.0
Assisted search (incl photocopies)		22.00		22.00	0.0
Copy search		25.00		25.00	0.0
Requisition (LLC1)		25.00		25.00	0.0
Extra Parcel Fee on (LLC1)		5.00		5.00	0.0
Standard Enquiries CON2a	99.60	83.00	99.60	83.00	0.0
Search carried out by Authority - Domestic (CON29R)*		80.00		n/a	n/a
Search carried out by Authority - Non Domestic (CON29R)*		85.00		n/a	n/a
Additional Parcel (eg Garage)					
Additional Parcels and Garages	22.80	19.00	22.80	19.00	0.0
Garage*		13.00		n/a	n/a
Non Garage*		25.00		n/a	n/a
Optional Enquiries (each enquiry)*	12.60	10.50	12.60	10.50	0.0
Added Enquiries (each enquiry)*	25.20	21.00	25.20	21.00	0.0
Assisted Search (Including Copies)		22.00		22.00	0.0
Cancellation Administration Fee		36.75		36.75	0.0
Commons Registration Searches	12.60	10.50	12.60	10.50	0.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Annexe D

Service : Highways

**Purpose of the Charge: To contribute to the cost of the services**

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
<b>Income the proposed fees will generate:</b>	311	317

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b><u>HIGHWAY ENQUIRIES</u></b>					
Standard rate per hour - minimum charge		61.00		62.00	1.6
<b><u>RECHARGEABLE WORKS</u></b>					
All works and staff costs, including accident damage, to be recharged at actual cost plus 15% administration - minimum charge					
<b><u>HIGHWAY ADOPTIONS</u></b>					
<b>Road Adoptions</b>					
Deposit/minimum fee		2,500.00		2,550.00	2.0
Surety deposit (cash element of total surety value)		3,000.00		3,060.00	2.0
Formal declarations (outside section 38)		1,000.00		1,020.00	2.0
Re-inspection rate per hour - minimum charge		86.00		88.00	2.3
<b>Section 38/Section 278 fees</b>					
Schemes up to £25,000 - minimum charge		2,500.00		2,550.00	
Schemes over £25,000		10% of value		10% of value	
<b>Commutated sums in respect of additional highway maintenance costs</b>					
The Council will require a payment for the commuted annual maintenance costs of new work carried out under agreements made under S278 and S38 of the 1980 Highways Act where the costs of maintenance are estimated to be higher than those of the Highway Authority's standard requirements for infrastructure and street furniture. Arrangements for such payments are set out in the council's Streetscene Supplementary Planning Document - Commuted Sums					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Annexe D

Service : Highways

Purpose of the Charge: To contribute to the cost of the services

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	311	317

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b><u>STREET NAMING &amp; NUMBERING</u></b>					
Property Name Change (Sole identity)		86.00		88.00	2.3
Addition of Property name (To numbered property)		27.00		28.00	3.7
Amendment to Postal Address		86.00		88.00	2.3
New Build - Individual Property		86.00		88.00	2.3
New Development - Fixed Fee		161.00		164.00	1.9
- Plus fee per Unit		22.00		23.00	4.5
Conversion of Property into Flats - Fee per Flat		43.00		44.00	2.3
Renumbering of a Development or Block of Flats - Fee per Unit/Flat		22.00		23.00	4.5
<b><u>TRAFFIC SURVEY DATA</u></b>					
Observed or modelled junction turning counts - per junction	564.00	470.00	575.00	479.17	2.0
Traffic count information from automatic counters	166.00	138.33	169.00	140.83	1.8
Zonal information, such as population, employment, car availability etc. Per zone, up to a max. of 50 locations, above which an additional daily time charge will be incurred.	594.00	495.00	606.00	505.00	2.0
Select link information to show indicative origin-destination movements of traffic on a specific link - Per request Other data requests will be assessed on their merits and charged at the discretion of the Council	297.00	247.50	303.00	252.50	2.0
<b>Developers Charges</b>					
Bracknell Forest Multi-Modal Transport Model (BFMMTM)					
Use of model for one month or each additional month exceeding six months	4,039.00	3,365.83	4,120.00	3,433.33	2.0
Use of model for first six months	19,926.00	16,605.00	20,325.00	16,937.50	2.0
<b><u>CONCESSIONARY FARES</u></b>					
Replacement Pass		6.00		7.00	16.7
New annual Senior Citizen Railcard (with any increases made by by SWT during the year to be passed on)		12.00		13.00	8.3
Renewal of Disabled Person's Railcard		5.00		6.00	20.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Development Control

<b>Purpose of the Charge: To contribute to the costs of the service</b>		
	<b>2017/18 Budget</b> £'000 958	<b>Proposed 2018/19 Budget</b> £'000 977
<b>Income the proposed fees will generate:</b>		
<b>Are concessions available? No</b>		

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%

**PLANNING APPLICATIONS**

<b>Outline Application</b>					
All types (except B1, B4, B6, D1 and D2)					
Site area is:					
(a) Not more than 2.5 hectares (each 0.1 ha (or part) of site area)	Charge per 0.1 hectares		385.00		Set by regulation
(b) More than 2.5 hectares (£9,527+) (each 0.1 ha (or part) of site area)	Maximum		125,000.00		Set by regulation
	Standard charge		9,527.00		Set by regulation
	PLUS Charge per 0.1 hectares in excess of 2.5 hectares		115.00		Set by regulation
<b>Full Application</b>					
1. Alteration or extension of, or within the curtilage of an existing dwelling unit including the erection of boundary enclosures and buildings for purposes ancillary to the enjoyment of the dwelling as such					
One dwelling unit			172.00		Set by regulation
Two or more dwelling units			339.00		Set by regulation
2. Erection of new dwelling units					
(a) 50 dwellings or less (each dwelling)	Maximum		19,250.00		Set by regulation
	Charge per Unit		385.00		Set by regulation
(b) More than 50 dwellings (£19,049+ £115 for each dwelling)	Maximum		250,000.00		Set by regulation
	Standard charge		19,049.00		Set by regulation
	Charge per Unit above 50		115.00		Set by regulation
<b>Approval of Reserved Matters for dwelling units</b>					
All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application				
3. Development (other than dwelling units, agricultural buildings, or glasshouses, plant or machinery) where the floor space created is:					
(a) Nil or not more than 40 sq metres (each application)	Charge per Application		195.00		Set by regulation
(b) 40 sq metres to 75 sq metres (each application)	Charge per Application		385.00		Set by regulation
(c) 75 sq metres to 3,750 sq metres (each 75 sq m or part)	Each 75 sq m or part of		385.00		Set by regulation
(d) More than 3750 sq m (£19,049+ £115 each additional 75 sq m or part of)	Maximum		250,000.00		Set by regulation
	Standard charge		19,049.00		Set by regulation
	Each additional 75 sq m or part of		115.00		Set by regulation
<b>Approval of Reserved Matters for development other than dwelling units</b>					
All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application				
4. Erection, alteration or replacement of plant or machinery					
(a) Up to 5 hectares; (each 0.1 ha (or part) of site area)	Charge per Unit (0.1ha)		385.00		Set by regulation
(b) More than 5 hectares (£19,409+ £115 each additional 0.1 ha )	Maximum		250,000.00		Set by regulation
	Standard charge		19,049.00		Set by regulation
	Each Additional 0.1ha		115.00		Set by regulation

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service						
		2017/18 Budget £'000	Proposed 2018/19 Budget £'000			
Income the proposed fees will generate:		958	977			
Are concessions available? No						
Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£	£	£	£	%
5. Agricultural buildings (excluding glasshouses)						
a) Up to 465 sq metres (each application)	Each Application		80.00		Set by regulation	
b) 465 sq metres to 540 sq metres (first 540 sq m)	Each Application		385.00		Set by regulation	
c) 540 sq metres to 4,215 sq m (each 75 sq m of excess (or part))	For the first 540 sq meters		385.00		Set by regulation	
	Each additional 75 sq m		385.00		Set by regulation	
d) More than 4,215 sq m (£19,049+ £115 for each 75 sq m in excess of 4,215 sq m)	Maximum		250,000.00		Set by regulation	
	Each additional 75 sq m		115.00		Set by regulation	
6. Glasshouses on land used for the purpose of agriculture (75% external area must be glass or translucent material), full or outline						
a) Up to 465 sq metres (floor area of building proposed)	Each Application		80.00		Set by regulation	
b) More than 465 sq metres (floor area of building proposed)	Each Application		2,150.00		Set by regulation	
<b>Operations, Etc other than Building Works</b>						
1. Construction of car parks, service roads or other means of access incidental to the existing use of the land in a single undertaking (each application)	Each Application		195.00		Set by regulation	
2. Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)						
(a) Up to 15 hectares each 0.1 ha (or part)	Charge per Unit (0.1ha)		195.00		Set by regulation	
(b) More than 15 hectares (£29,112+ £115 for each 0.1 ha)	Maximum		65,000.00		Set by regulation	
	Charge per Unit (0.1ha)		115.00		Set by regulation	
3. Operations connected with exploratory drilling for oil or natural gas						
(a) Up to 7.5 hectares	Each 0.1 hectare or part of		423.00		Set by regulation	
(b) More than 7.5 hectares (£31,725 + £126 for each 0.1 of a hectare in excess of 7.5 hectares)	Each 0.1 hectares above 7.5 hectares		126.00		Set by regulation	
	Maximum		250,000.00		Set by regulation	

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Development Control

<b>Purpose of the Charge: To contribute to the costs of the service</b>						
		<b>2017/18 Budget</b>	<b>Proposed 2018/19 Budget</b>			
		<b>£'000</b>	<b>£'000</b>			
<b>Income the proposed fees will generate:</b>		<b>958</b>	<b>977</b>			
<b>Are concessions available? No</b>						
<b>Description</b>						
		<b>Current Fee (Inc VAT)</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Inc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
			£	£	£	%
4. Operations (other than exploratory drilling) for the winning and working of oil or natural gas						
a) Site area not more than 15 hectares	Per 0.1 hectares (or part of)		214.00		Set by regulation	
b) Site area more than 15 hectares			£32,100 + additional £126 for each 0.1 hectares in excess of 15 hectares up to a maximum of £65,000		Set by regulation	
5. Other operations for the winning and working of minerals excluding oil and natural gas						
a) Site area not more than 15 hectares	Per 0.1 hectares (or part of)		195.00		Set by regulation	
b) Site area more than 15 hectares			£29,112 + additional £115 for each 0.1 hectares in excess of 15 hectares up to a maximum of £65,000		Set by regulation	
6. Other operations not coming into any of the above categories						
			£195 for each 0.1 hectare (or part thereof) up to a maximum of £1,690		Set by regulation	
<b>Lawful Development Certificate</b>						
Existing use - in breach of a planning condition			Same as full		Set by regulation	
Existing use - lawful not to comply with a particular condition			195.00		Set by regulation	
Proposed use			Half the normal planning fee		Set by regulation	

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Development Control

<b>Purpose of the Charge: To contribute to the costs of the service</b>		
	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>958</b>	<b>977</b>

**Are concessions available? No**

Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£	£	£	£	%
Application to determine whether prior approval required for development under Parts 6,7,24 or 31 of Schedule 2 of General Permitted Development Order (each application)	Each Application		80.00		Set by regulation	
Agricultural and forestry buildings and operations or demolition of buildings	Each Application		80.00		Set by regulation	
Telecommunications code systems operators	Each Application		385.00		Set by regulation	
Proposed Change of Use to State Funded school or Registered Nursery	Each Application		80.00		Set by regulation	
Proposed Change of Use of Agricultural Building to a State-Funded School or registered Nursery	Each Application		80.00		Set by regulation	
Proposed Change of Use of Agricultural building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	Each Application		80.00		Set by regulation	
Proposed Change of Use of a building from Office (Use class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	Each Application		80.00		Set by regulation	
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	Each Application		80.00		Set by regulation	
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	Each Application		172.00		Set by regulation	
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are no Associated Building Operations	Each Application		80.00		Set by regulation	
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	Each Application		172.00		Set by regulation	



ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	958	977

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Residential - all rates based on gross new units</b>					
<b>Stage 1 In-Principle advice for Permitted Development Enquiries</b>					
Householder	50.00	41.67	51.00	42.50	2.0
<b>Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only</b>					
Householder	80.00	66.67	82.00	68.33	2.5
1 unit	150.00	125.00	153.00	127.50	2.0
2-5 units	300.00	250.00	306.00	255.00	2.0
6-10 units	400.00	333.33	408.00	340.00	2.0
11-25 units	600.00	500.00	612.00	510.00	2.0
26-50 units	1,000.00	833.33	1,020.00	850.00	2.0
51+ units	1,500.00	1,250.00	1,530.00	1,275.00	2.0
<b>Stage 2 Full Standard Pre-App following Stage 1 in-principle advice</b>					
Householder	80.00	66.67	82.00	68.33	2.5
1 unit	160.00	133.33	163.00	135.83	1.9
2-5 units	320.00	266.67	326.00	271.67	1.9
6-10 units	780.00	650.00	796.00	663.33	2.1
11-25 units	1,140.00	950.00	1,163.00	969.17	2.0
26-50 units	2,100.00	1,750.00	2,142.00	1,785.00	2.0
51+ units	5,100.00	4,250.00	5,202.00	4,335.00	2.0
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
Householder	130.00	108.33	133.00	110.83	2.3
1 unit	250.00	208.33	255.00	212.50	2.0
2-5 units	500.00	416.67	510.00	425.00	2.0
6-10 units	950.00	791.67	969.00	807.50	2.0
11-25 units	1,400.00	1,166.67	1,428.00	1,190.00	2.0
26-50 units	2,500.00	2,083.33	2,550.00	2,125.00	2.0
51+ units	5,600.00	4,666.67	5,712.00	4,760.00	2.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Development Control

**Purpose of the Charge: To contribute to the costs of the service**

	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
<b>Income the proposed fees will generate:</b>	<b>958</b>	<b>977</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Commercial/Non-Residential</b>					
Based on floorspace including change of use					
<b>Stage 1 In-Principle Pre-App without site visit - Planning officer and policy advice only</b>					
0-200 sq metres	120.00	100.00	122.00	101.67	1.7
201-1000 sq metres	250.00	208.33	255.00	212.50	2.0
1001-2000 sq metres	340.00	283.33	347.00	289.17	2.1
2001-3000 sq metres	400.00	333.33	408.00	340.00	2.0
3001-5000 sq metres	600.00	500.00	612.00	510.00	2.0
5001-10000 sq metres	1,000.00	833.33	1,020.00	850.00	2.0
10001+ sq metres	1,500.00	1,250.00	1,530.00	1,275.00	2.0
<b>Stage 2 Full Standard Pre-App following Stage 1 in-principle advice</b>					
0-200 sq metres	130.00	108.33	133.00	110.83	2.3
201-1000 sq metres	300.00	250.00	306.00	255.00	2.0
1001-2000 sq metres	460.00	383.33	469.00	390.83	2.0
2001-3000 sq metres	780.00	650.00	796.00	663.33	2.1
3001-5000 sq metres	1,140.00	950.00	1,163.00	969.17	2.0
5001-10000 sq metres	2,100.00	1,750.00	2,142.00	1,785.00	2.0
10001+ sq metres	5,100.00	4,250.00	5,202.00	4,335.00	2.0
<b>Full Standard Pre-App with site visit and all relevant consultees</b>					
0-200 sq metres	200.00	166.67	204.00	170.00	2.0
201-1000 sq metres	450.00	375.00	459.00	382.50	2.0
1001-2000 sq metres	650.00	541.67	663.00	552.50	2.0
2001-3000 sq metres	950.00	791.67	969.00	807.50	2.0
3001-5000 sq metres	1,400.00	1,166.67	1,428.00	1,190.00	2.0
5001-10000 sq metres	2,500.00	2,083.33	2,550.00	2,125.00	2.0
10001+ sq metres	5,600.00	4,666.67	5,712.00	4,760.00	2.0
<b>Bespoke Service</b>					
Please contact the planning service to discuss requirements and charges					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service					
		2017/18 Budget	Proposed 2018/19 Budget		
		£'000	£'000		
Income the proposed fees will generate:		958	977		
Are concessions available? No					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase %
	£	£	£	£	
<b>Extras</b>					
<b>Consideration of additional plans (within 12 weeks of original application)</b>					
<b>Residential</b>					
Householder	40.00	33.33	41.00	34.17	2.5
1 unit	80.00	66.67	82.00	68.33	2.5
2-5 units	160.00	133.33	163.00	135.83	1.9
6-10 units	300.00	250.00	306.00	255.00	2.0
11-25 units	450.00	375.00	459.00	382.50	2.0
26-50 units	600.00	500.00	612.00	510.00	2.0
51+ units	750.00	625.00	765.00	637.50	2.0
<b>Commercial/Non-Residential</b>					
0-200 sq metres	40.00	33.33	41.00	34.17	2.5
201-1000 sq metres	80.00	66.67	82.00	68.33	2.5
1001-2000 sq metres	160.00	133.33	163.00	135.83	1.9
2001-3000 sq metres	300.00	250.00	306.00	255.00	2.0
3001-5000 sq metres	450.00	375.00	459.00	382.50	2.0
5001-10000 sq metres	600.00	500.00	612.00	510.00	2.0
10001+ sq metres	750.00	625.00	765.00	637.50	2.0
<b>Additional charges</b>					
Officer recharge rate per officer in attendance at a meeting					
Meetings (per officer for 1.5 hours)	95.00	79.17	97.00	80.83	2.1
Non-Material amendments to a planning permission - Householder	28.00	23.33	Set by regulation		
Non-Material amendments to a planning permission - Non-Residential	195.00	162.50	Set by regulation		
<b>Miscellaneous</b>					
Change of use from a dwelling and change of use of land to garden	86.15	71.79	88.00	73.33	2.1
Non householder finding out use class, what type of amendment is required on an application eg non-material or material amendment	70.05	58.38	71.00	59.17	1.4
Letter of confirmation of compliance with enforcement notice	160.00	133.33	163.00	135.83	1.9
<b>Other</b>					
Research Enquiries - Per Hour	91.55	76.29	93.00	77.50	1.6
<b>Mixed</b>					
Where a development comprises a mix of commercial and residential development the fee payable is 75% of the sum of the fees payable in both categories.					
<b>Advertising</b>					
Relating to the business on the premises		110.00		Set by regulation	
Advance signs which are not situated on or visible from the site, directing the public to a business		110.00		Set by regulation	
Other advertisements		385.00		Set by regulation	

Service : Highways

Purpose of the Charge: To contribute to the costs of the service					
		2017/ 18 Budget £'000 178	Proposed 2018/19 Budget £'000 182		
Income the proposed fees will generate:					
Are concessions available? No					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Vehicle Access Crossings</b>					
Construction of crossing - actual			Actual cost	Actual cost	
Admin fee			15%	15%	0.0
Access Protection Markings	103.85	86.54	106.00	88.33	2.1
<b>Highway Licences and Consents</b>					
Sample Inspection Fee		50.00		50.00	0.0
Defect Inspection Fee		47.50		47.50	0.0
Third Party Report Inspection Fee		68.00		68.00	0.0
Skip Operators Licence annual fee		80.40		82.00	2.0
Skip Licence application fee including one week occupation of the highway		19.60		20.00	2.0
	per additional week or part there of for those found without a licence	12.90		13.00	0.8
		139.10		142.00	2.1
HIPPO Bags (placed on highway) application fee including one week occupation of the highway		19.60		20.00	2.0
	per additional week or part there of for those found without a licence	12.90		13.00	0.8
		53.45		55.00	2.9
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Non refundable application fee)		727.25		742.00	2.0
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order (Advertising costs)		Rechargeable Advertising Cost		Rechargeable Advertising Cost	
Registered Charity - Temporary Traffic Regulation Order (Non refundable application fee)		5.00		5.00	0.0
Registered Charity - Temporary Traffic Regulation Order (Advertising costs)		Advertising Cost		Advertising Cost	Admin fee removed
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order. (Non refundable application fee)		5.00		5.00	0.0
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Order.		Advertising Cost		Advertising Cost	
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Notice. (Non refundable application fee)		5.00		5.00	0.0
Community street event closure celebrating nationally important events (e.g. Royal Weddings, Births etc.) on minor non through roads. Traffic Regulation Notice.		171.40		175.00	2.1
Commercial / Statutory Undertaker - Temporary Traffic Regulation Notice		727.25		742.00	2.0
Traffic Management Technical Advice (Officers time per hour - 1 hour minimum)		85.70		87.00	1.5
Temporary Deposit of Materials on Public Highway application fee including one week occupation of the highway		22.80		23.00	0.9
	per additional week or part there of	17.15		17.15	0.0
	per necessary inspection	53.45		55.00	2.9
Domestic Vehicle Access Application Fee (BFC Contractor)		40.00		41.00	2.5
Domestic Vehicle Access Inspection Fee - Per Occasion		53.45		55.00	2.9
Domestic Vehicle Access Application Fee (Private Contractor)		74.20		76.00	2.4
Domestic Vehicle Access Inspection Fee - Per Occasion		53.45		55.00	2.9
Inspection of Illegally Constructed Dropped Kerb / Retrospective Approval inspection and admin cost		405.95		414.00	2.0
Property Developers or Commercial Vehicle Access Fee plus		350.00		435.00	24.3
	1 Property	257.55		263.00	2.1
	2-5 Properties	463.60		473.00	2.0
	6 + Properties	721.15		736.00	2.1
	per inspection	53.45		55.00	2.9
Street Works / Permit Team project fees for s38 and s278 or in lieu of. Fee for schemes up to £25k value. Fee for schemes over £25k value.		514.20		524.00	1.9
		1,028.40		1,049.00	2.0
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit up to 1hr)		400.00		408.00	2.0
Per additional hour or part thereof		50.00		51.00	2.0
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit) Out of Hours 16.30-08.00 Mon-Fri & All Day Sat, Sun & B/H'S		600.00		612.00	2.0
Per additional hour or part thereof		100.00		102.00	2.0
Bus Stop Suspensions Application fee (minimum 7 days notice)				247.00	
	Application fee (minimum 3 days notice)			347.00	
	Application fee (≤ 2 days notice)			447.00	
Provision of temporary bus stops Per stop for duration of suspension		Now included above		Now included above	
Application to place 'A' Board on the Public Highway (per board per annum) (including £25.00 non refundable application fee)		69.20		71.00	2.6

Service : Highways

Purpose of the Charge: To contribute to the costs of the service						
		2017/ 18 Budget £'000	Proposed 2018/19 Budget £'000			
Income the proposed fees will generate:		178	182			
Are concessions available? No						
Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£	£	£	£	%
Application for Street Café (Registered charity)	Fee (Based on number of chairs)		£116 plus number of chairs fee		£118 plus number of chairs fee	1.7
	01-10 Chairs		77.25		79.00	2.3
	11-20 Chairs		103.00		105.00	1.9
	21 +		128.80		131.00	1.7
Application for Street Café (Commercial)	Fee (Based on number of chairs)		£116 plus number of chairs fee		£261 plus number of chairs fee	1.7
	01-10 Chairs		154.55		200.00	29.4
	11-20 Chairs		257.55		500.00	94.1
	21 +		360.55		900.00	149.6
Renewal for Street Café	Fee (Based on number of chairs)		£171.40 plus number of chairs fee		£175 plus number of chairs fee	2.2
	01-10 Chairs		103.00		130.00	26.2
	11-20 Chairs		154.55		340.00	120.0
	21 +		257.55		600.00	133.0
Application to place Automatic Traffic Counters (ATC's) on the highway.	Application Fee (Non-refundable) plus per site (as appropriate)		138.45		141.00	1.8
	Fees for administering unlicensed ATC's.		53.45		55.00	2.9
			471.35		481.00	2.0
Crane/Machinery/Structure on Public Highway Licence	Fee plus per necessary inspection		138.45		141.00	1.8
			53.45		55.00	2.9
Street Works Licence Application Fee (Initial 200m)	Fee plus per additional 200metres or part thereof per inspection		600.00		612.00	2.0
			137.35		140.00	1.9
			52.45		53.00	1.0
Planting/Cultivation of Public Highway	Fee plus per necessary inspection		104.85		107.00	2.1
			53.45		55.00	2.9
Temporary Excavations in Public Highway (Road Opening) Licence	Fee plus per necessary inspection		600.00		612.00	2.0
			53.45		55.00	2.9
Application to place Cables etc. over the Public Highway	Fee plus per necessary inspection		138.45		141.00	1.8
			53.45		55.00	2.9
Road Occupation with temporary traffic management (no excavation)	Fee plus per necessary inspection		154.55		158.00	2.2
			53.45		55.00	2.9
Cost per failed core sample (layer thickness test)			Actual cost + 15% administration		Actual cost + 15% administration	
Cost per failed core sample (Air Voids test)			Actual cost + 15% administration		Actual cost + 15% administration	
Traffic Management Costs			Actual cost + 15% administration		Actual cost + 15% administration	
Licence to place Temporary signs on the Highway (Per 6 months or part thereof)	Fee plus Per site		342.80		350.00	2.1
			53.45		55.00	2.9
Retrospective Licence and penalty for Temporary signs on the Highway without authorisation or Licence	Fee		600.00		612.00	2.0
Authorisation for the installation of temporary Traffic Signals. Does not apply to Statutory undertakers as per HAUC advice note No. 2009/09 by virtue of section 65 NRSWA.	Fee		214.25		219.00	2.2

Service : Highways

Purpose of the Charge: To contribute to the costs of the service

	2017/ 18 Budget £'000 178	Proposed 2018/19 Budget £'000 182
Income the proposed fees will generate:		

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
Street Works Permit Scheme	<b>Main Roads</b>				
		91.00		105.00	15.4
		224.00		240.00	7.1
		128.00		130.00	1.6
		63.00		65.00	3.2
		128.00		130.00	1.6
		63.00		65.00	3.2
		57.00		60.00	5.3
		45.00		45.00	0.0
	<b>Minor Roads</b>				
		74.00		75.00	1.4
		143.00		150.00	4.9
		0.00		75.00	
		0.00		45.00	
		0.00		75.00	
		0.00		45.00	
		0.00		40.00	
		35.00		35.00	0.0
Rechargeable Street Works	Repair/Replacement	Actual cost + 15% administration		Actual cost + 15% administration	
	Specialist Contracted Services	Actual cost + 15% administration		Actual cost + 15% administration	
Vetting of Traffic Signals designs linked to s278 & s38 schemes	Fee (Up to £25k Signals, Controller & Installation Costs)		1,500.00	1,530.00	2.0
	Fee (Over £25k Signals, Controller & Installation Costs)		2,500.00	2,550.00	2.0
Traffic Signal Factory Acceptance Test (FAT), Site Acceptance Test (SAT) and joint post commissioning monitoring linked to s278 & s38 schemes	Fee (Up to £25k Signals, Controller & Installation Costs)		600.00	612.00	2.0
	Fee (Over £25k Signals, Controller & Installation Costs)		1,200.00	1,224.00	2.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

Service : Other Services

**Purpose of the Charge: To recover the costs.**

	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	1	1

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>MISCELLANEOUS</b>					
<b>Documents</b>					
Sale of local plans/planning briefs		Fixed At Publication		Fixed At Publication	
Sale of minutes		Set corporately		Set corporately	
<b>Photocopying</b>					
A4 Black & White	0.30	0.25	0.30	0.25	0.0
A3 Black & White	0.40	0.33	0.40	0.33	0.0
A4 Colour	0.90	0.75	0.90	0.75	0.0
A3 Colour	1.80	1.50	1.80	1.50	0.0
Large Plans Black & White	0.90	0.75	0.90	0.75	0.0
Large Plans Colour	3.00	2.50	3.10	2.58	3.3
Microfiche A4 Black & White	0.30	0.25	0.30	0.25	0.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Parks, Open Spaces &amp; Countryside

Purpose of the Charge: To contribute to the costs of the service					
	2017/18 Budget £'000	Proposed 2018/19 Budget £'000			
Income the proposed fees will generate:	39	43			
Are concessions available? There are concessions for people under 16, students, people over 64 & the disabled which are detailed in the fees & charges below.					
Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>PARKS &amp; COUNTRYSIDE</b>					
<b>WESTMORLAND PARK</b>					
<b>Football Pitch (with changing rooms) exc VAT*</b>					
Senior Pitch	91.70	76.42	100.90	84.08	10.0
Senior Pitch for Junior Use	46.10	38.42	50.70	42.25	10.0
Junior Pitch	30.60	25.50	33.70	28.08	10.1
Annual Charge	5,224.80	4,354.00	5,747.30	4,789.42	10.0
<b>Baseball Diamond with Changing Rooms exc VAT*</b>					
Adult	91.70	76.42	100.90	84.08	10.0
Junior Hire	46.10	38.42	50.70	42.25	10.0
Annual Charge	3,672.50	3,060.42	3,709.00	3,090.83	1.0
<b>Baseball Diamond without Changing Rooms exc VAT*</b>					
Adult	57.90	48.25	63.70	53.08	10.0
Junior Hire	29.00	24.17	31.90	26.58	10.0
Annual Charge	2,824.80	2,354.00	3,107.30	2,589.42	10.0
<b>PRIORY FIELD</b>					
<b>Football Pitch (without changing rooms) exc VAT*</b>					
Senior Pitch	57.90	48.25	63.70	53.08	10.0
Senior Pitch for Junior Use	29.00	24.17	31.90	26.58	10.0
Junior Pitch	19.30	16.08	21.20	17.67	9.9
Annual Charge	3,483.53	2,902.94	3,831.90	3,193.25	10.0
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
<b>FARLEY WOOD</b>					
<b>Football Pitch (without changing rooms) exc VAT*</b>					
Senior Pitch	57.90	48.25	63.70	53.08	10.0
Senior Pitch for Junior Use	29.00	24.17	31.90	26.58	10.0
Junior Pitch	19.30	16.08	21.20	17.67	9.9
Annual Charge	3,006.89	2,505.74	3,307.60	2,756.33	10.0
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
<b>Tennis Association</b>					
Family Membership	80.70	67.25	88.70	73.92	9.9
Adult Membership	40.40	33.67	44.40	37.00	9.9
Junior Membership	22.20	18.50	24.40	20.33	9.9
<b>Tennis - Pay and Play</b>					
Adult	6.40	5.33	7.00	5.83	9.4
Under 16/64+	4.70	3.92	5.20	4.33	10.6
<b>Tennis Latika Farleywood</b>					
Annual charge additional court booking	2,549.57	2,124.64	2,804.50	2,337.08	10.0
Cabin Hire	996.82	830.68	1,096.50	913.75	10.0
Additional hourly rate	0.84	0.70	0.90	0.75	7.1
* A further £1,250 is invoiced for annual court bookings which is then forwarded to Farley Wood Community Association as a contribution towards the use of floodlights					
<b>Hall Hire</b>					
Per Hour	12.60	10.50	13.90	11.58	10.3
<b>Cricket Pitch with Changing room</b>					
Adult	91.70	76.42	93.60	78.00	2.1
Junior	46.10	38.42	47.10	39.25	2.2
<b>Cricket Pitch without Changing room</b>					
Adult	57.90	48.25	59.10	49.25	2.1
Junior	29.00	24.17	29.60	24.67	2.1
<b>Adhoc field Hire/flyball per hour</b>					
Muga Per Hour	n/a	n/a	24.00	20.00	n/a
<b>Ranger / Officer led activity (Walks &amp; Talks)</b>					
Per Visit hourly rate (N.B.no charge applicable for audience development and community engagement activities which support site management)	24.70	20.58	27.20	22.67	10.1
Local Businesses / Commercial Groups	As appropriate	As appropriate	As appropriate	As appropriate	As appropriate



ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Parks, Open Spaces & Countryside

<b>Purpose of the Charge: To contribute to the costs of the service</b>		
	<b>2017/18 Budget</b> £'000 39	<b>Proposed</b> <b>2018/19 Budget</b> £'000 43
<b>Income the proposed fees will generate:</b>		

**Are concessions available? There are concessions for people under 16, students, people over 64 & the disabled which are detailed in the fees & charges below.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Rights of Way</b>					
Basic charge to process an application, add to register of deposits and posting notices on site		255.00		280.50	10.0
Additional parcel (eg land divided by public highway or multiple separate parcels) requiring further site notices		51.00		56.10	10.0
Subsequent declaration to renew Deposit (at up to 20 years intervals)		51.00		56.10	10.0
With regard to the above charges for pitch and hall hire: discounting may be applied where considered necessary to support establishment and viability of local clubs and groups. This will only be applied for block bookings e.g. per season or per academic year use.					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Museums & Galleries

Purpose of the Charge: To contribute to the costs of the service

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	591	603

Are concessions available? There are concessions for people under 16, students, people over 64 & the disabled which are detailed in the fees & charges below.

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%

**THE LOOK OUT**

**Admission**

Adult	7.45	6.21	7.60	6.33	2.0
Under 16 / Students / 64+ / Disabled	5.10	4.25	5.20	4.33	2.0
Saver Ticket	20.00	16.67	20.40	17.00	2.0
School Children	4.65	3.88	4.75	3.96	2.2
Under 4s Group Bookings	4.65	3.88	4.75	3.96	2.2
45 minute visit special needs	3.10	2.58	3.15	2.63	1.6
Adult after 4pm	3.90	3.25	4.00	3.33	2.6
Under 16 / Students / 64+ / Disabled, after 4pm	2.60	2.17	2.65	2.21	1.9
Saver Ticket after 4pm	10.00	8.33	10.20	8.50	2.0
Parent & Toddler (Term time only)	6.40	5.33	6.55	5.46	2.3
Carers for disabled	Free		Free		

**Birthday Parties\***

**Loyalty Card**

Adult	29.80	24.83	30.40	25.33	2.0
Under 16	20.40	17.00	20.80	17.33	2.0
Family	80.00	66.67	81.60	68.00	2.0

**Commercial Hire**

Whole Day	250.00	208.33	255.00	212.50	2.0
Half Day	126.00	105.00	129.00	107.50	2.4
Per Hour	60.00	50.00	61.00	50.83	1.7
Evening hire, per hour	80.00	66.67	82.00	68.33	2.5

\* Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

**Bracknell Leisure Centre, Coral Reef, Downshire Golf Complex**

In the contract there are four pricing elements which are described as –

- Protected Prices
  - Red Diamond Sports Club, Activate GP Referral, Wellbeing & Leisure Team, Fit for Life, Foster Carers
- Club Prices
  - Bracknell & Wokingham Swimming Club, Bracknell Gymnastics Club, Bracknell Lifesaving Club, Bracknell Sub Aqua Club; Bracknell Athletics Club, Downshire Golf Club, Easthampstead Golf Club, Easthampstead Ladies Golf Club
- Core Prices
  - Predominately made up from the charges agreed by Council
- Non Core Prices
  - Everything else

**Protected Prices**

The Protected Prices can only vary if BFC agrees at its absolute discretion.

**Club Prices**

Subject to an annual increase in line with inflation the supplier shall maintain the current Club Prices until 31 March 2019.

In subsequent years the supplier can submit proposals together with supporting documentation and rationale to the Authority to change the Club Prices at the Facilities in excess of inflation but the Council is under no obligation to accept such proposals. The Council will consider the proposed changes to the Club Prices and shall either agree or reject the proposals. The Council's decision will be final.

**Core Prices**

Subject to an annual increase in line with inflation the supplier will maintain the Core Prices until 31 March 2019.

In subsequent years the supplier can submit proposals together with supporting documentation and rationale to the Authority to change the Core Prices at the Facilities in excess of inflation based on their assessment of market pricing (N.B The Council's current charging policy is market pricing). The Council will consider the proposed changes to the core prices and shall either agree or reject the proposals although changes to prices cannot unreasonably be withheld. The Council's decision will be final.

**Non-Core Prices**

The supplier can charge customers for activities not covered by the Protected Prices, the Club Prices and the Core Prices. These prices are not authorised by the Council but will be charged at market rates. Typically, these would include classes, new innovations and the like.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

Service : Retail Services, Catering and Licenced Premises

**Purpose of the Charge: To recover the costs of the service**

	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,718</b>	<b>1,752</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

**EASTHAMPTAD PARK CONFERENCE CENTRE**

**Delegate Rates:**

Day Executive Service	60.15	50.13	61.35	51.13	2.0
Bed & Breakfast Single En-suite	102.10	85.08	104.15	86.79	2.0
Shared En-suite Per Person	69.85	58.21	71.25	59.38	2.0
Standard Single	55.10	45.92	56.20	46.83	2.0
Half Day Executive Service	52.40	43.67	53.45	44.54	2.0
Meals: Dinner	21.20	17.67	21.60	18.00	1.9
Breakfast - Full English	10.15	8.46	10.35	8.63	2.0
Lunch	16.25	13.54	16.60	13.83	2.2
Sandwiches	6.65	5.54	6.80	5.67	2.3
Tea/Coffee	2.40	2.00	2.45	2.04	2.1

**Room Hire:**

Downshire (Day or part day)	2,690.80	2,242.33	2,744.60	2,287.17	2.0
Downshire (Evening)	1,101.65	918.04	1,123.70	936.42	2.0
Lecture Room (Day or part day)	550.20	458.50	561.20	467.67	2.0
Lecture Room (Evening)	550.20	458.50	561.20	467.67	2.0
Syndicate room	138.30	115.25	141.05	117.54	2.0

**Grounds Hire:**

From	2,687.00	2,239.17	2,740.75	2,283.96	2.0
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**Special Weekend Rate:**

Standard singles only	184.25	153.54	187.95	156.63	2.0
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**Education Centre:**

Lunch	18.05	15.04	18.40	15.33	1.9
Buffet	11.15	9.29	11.35	9.46	1.8
Sandwiches	6.80	5.67	6.95	5.79	2.2

The above prices are maximum charges, where applicable and where not specifically identified courses/retail/catering/weddings/bedrooms/birthday parties/commercial bookings are charged at market rates.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

Service : Library Service

<b>Purpose of the Charge: To contribute to the costs of the service</b>
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	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>98</b>	<b>98</b>

<b>Are concessions available? No</b>
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Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
It should be noted that customers are receiving email notification prior to items being overdue which will affect income accrued					
<b>Overdue Charges Per Loan Period</b>					
Adult Books, inc multimedia - Daily Max Per item		0.20 8.40		0.20 8.60	2.00 2.40
Childrens Books borrowed by adults - Daily Max Per item		0.10 4.20		0.10 4.30	2.00 2.40
Childrens Books borrowed by children - Daily Max Per item		0.05 2.10		0.05 2.15	2.00 2.40
Teenage Books borrowed by young people 13-17 Max Per item		0.10 4.20		0.10 4.30	2.00 2.40
Spoken Word Cassettes/ CD's      Daily Max Per item		0.20 8.40		0.20 8.60	2.00 2.40
Music CD's                                  Daily Max Per item		0.20 8.40		0.20 8.60	2.00 2.40
DVD's    Daily Max Per item		0.60 8.40		0.65 9.00	8.30 7.10
Computer Games                          Daily Max Per item		0.60 8.40		0.65 9.00	8.30 7.10

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

Service : Library Service

<b>Purpose of the Charge: To contribute to the costs of the service</b>
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	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>98</b>	<b>98</b>

<b>Are concessions available? No</b>
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<b>Link to the Council's Medium Term Objectives: A town centre fit for the 21st Century.</b>
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Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£	£	£	£	%
<b>Loan Charges</b>					
Childrens Spoken Word Cassettes & CD's - 3 weeks		Free		Free	
Adult Spoken Word 3 weeks		2.20		2.30	4.50
Music CD's, Computer Games, DVD's - New i.e. first 3 months		2.20		2.30	4.50
Music CD's, Computer Games, DVD's - Over 3 months to 2 years old		1.50		1.50	0.00
Music CD's, Computer Games, DVD's - Over 2 years old		0.50		0.50	0.00
<b>Requests</b>					
<b>Books/Periodical Articles - All per item</b>					
All items held in BFC Libraries					
Requests for children's books		Free		Free	
Requests for all other books		0.50		0.5	0.00
Requests for all other books if a registered disabled person or those with a leisure saver scheme		0.20		0.2	0.00
Annual subscription - Unlimited Requests		0.00		0	
- April -March (12 Months)		17.00		18	5.90
- October -March (6 Months)		12.00		12.5	4.20
Requests to other Authorities and British Library (1st 10 items British Libraries)		4.80		4.90	2.00
British Library Requests (Subsequent Books)		15.65		16.00	2.20
British Library Requests (Subsequent Periodicals)		10.70		11.00	2.80
British Library Urgent Service		Price on Application		Price on Application	
British Library Urgent Service (Student Concession)		21.00		21.50	2.40

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

Service : Library Service

Purpose of the Charge: To contribute to the costs of the service						
		<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>			
<b>Income the proposed fees will generate:</b>		<b>98</b>	<b>98</b>			
<b>Are concessions available? No</b>						
Description		Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
		£	£	£	£	%
<b>Internet printing fees</b>						
Printing Mono	A4 Page	0.20	0.17	0.20	0.17	0.00
Printing Colour	A4 Page	0.50	0.42	0.50	0.42	0.00
Guest Internet Use	Half Hour	3.60	3.00	3.80	3.17	5.70
Head Phones Hire	Each					
Head Phones Purchase	Each	2.00	1.67	2.00	1.67	
USB SticksCD Rom	Each	5.00	4.17	5.00	4.17	0.00
Scan and Print by customer	A4 Page	0.20	0.17	0.20	0.17	0.00
Scan and Print by staff	A4 Page	5.00	4.17	5.20	4.33	3.80
Scan and Print on Photo Paper	A4 Page	5.60	4.67	5.80	4.83	3.40
NEW - Print on Photo Paper	A4 Page	0.60	0.50	0.60	0.50	0.00
<b>Fax Charges</b>						
Fax - UK First Page	1st Page	1.20	1.00	1.20	1.00	0.00
Fax - UK additional pages	A4 Page	0.80	0.67	0.80	0.67	0.00
Fax - EU First Page	1st Page	2.80	2.33	2.80	2.33	0.00
Fax - EU additional pages	A4 Page	1.40	1.17	1.40	1.17	0.00
Fax - Rest of World First Page	1st Page	4.20	3.50	4.30	3.58	2.30
Fax - Rest of World Extra Pages	A4 Page	2.10	1.75	2.20	1.83	4.60
<b>Photocopying Charges</b>						
Black & White	A4 Page	0.20	0.17	0.20	0.17	0.00
Black & White	A3 Page	0.40	0.33	0.40	0.33	0.00
Colour	A4 Page	0.80	0.67	0.80	0.67	0.00
Colour	A3 Page	1.80	1.50	1.80	1.50	0.00
<b>Other Charges</b>						
Printing from microfilm reader	A4 Page	0.30	0.25	0.30	0.25	0.00
Facilities Hire at Libraries	Half day		31.00		35.00	12.90
Facilities Hire at Libraries	Full day		46.00		50.00	8.70
Loan of vocal scores	Multiples of 10 per week		2.00		p.o.a.	
<b>Facilities Hire at Libraries</b>						
Hourly rate for block bookings			11.00		12.00	9.1

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,744</b>	<b>1,779</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CEMETERY &amp; CREMATORIUM</b>					
<b>A CEMETERY &amp; CREMATORIUM</b>					
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>CEMETERY</b>					
For the interment (single depth) of the body of: a person aged 16 years or over		N/A		N/A	
re-open Grave aged 16 years or over		N/A		N/A	
For the interment (double depth) of the body of: a person aged 16 years or over		1,125.00		1,148.00	2.0
re-open Grave aged 16 years or over		860.00		878.00	2.1
a child 3 years to 15 years		132.00		135.00	2.3
a stillborn child, foetus or child under 3 years		79.00		81.00	2.5
For the interment of a cremation urn or casket: a person aged 16 years or over		343.00		350.00	2.0
a child 3 years to 16 years		132.00		135.00	2.3
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4' long or under)		480.00		490.00	2.1
For the exclusive right of burial for a period of 75 years for child's grave (coffins 4'1" to 5'4" max)		600.00		612.00	2.0
The whole of the foregoing fees and charges will trebled in the case of any person who, at the time of death, was not or no longer (after 12 months) a Bracknell Forest Borough Council Tax payer or inhabitant of the area administered by Bracknell Forest Borough Council. Elderly persons who have been moved into a care facility are subject to the same regulations with the exception of those in the care of Bracknell Forest Council and who have been moved into a care facility chosen by Bracknell Forest Council which is not within the Borough.					
Additional charge for graves alongside roads or pathways		190.00		194.00	2.1
Additional charge for casket shaped grave for a person 16 and over		324.00		331.00	2.2
For the exclusive right of burial of 75 years including the preparation of the Deed of Grant		951.00		971.00	2.1
Right to erect memorial		164.00		168.00	2.4
Additional inscription of each name		68.00		70.00	2.9
Plot Selection Fee		39.00		40.00	2.6
Temporary marker on Grave		27.00		28.00	3.7
Transfer of grant of exclusive right of burial		88.00		90.00	2.3
Exhumation of a stillborn child up to 3 years or of a child or person over 3 years or of cremated remains at 4 feet		POA		POA	
The charges for a funeral on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					



ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,744</b>	<b>1,779</b>

**Are concessions available? Yes on some services**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>CREMATORIUM</b>					
For the cremation of the body of:		FOC		FOC	
a person aged 16 years or under		745.00		785.00	5.4
a person aged 16 years or over		55.00		60.00	9.1
Abatement Charge for each chargeable cremation		30.00		31.00	3.3
Scattering of Cremated remains - Sat, Sun & Bank Hol		180.00		184.00	2.2
Body parts					
Cremation fee includes Medical Referee fee, use of chapel etc., provision of recorded music, use of organ (organist not included), disposal of cremated remains in the Gardens of Remembrance excluding weekends and Bank Holidays, provision of polytainer for cremated remains and the cost of recovery for the new cremators and mercury abatement.					
In the event of the body of child being cremated in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
Package and dispatch to an address in the UK		125.00		128.00	2.4
Cremation only(No Service) Early Am/Late PM drop off only - cremated remains available for collection within 48 hours.		539.00		579.00	7.4
Use of Chapel only for memorial service includes use of organ (organist not included) and/or recorded music		265.00		435.00	64.2
Service of double or additional length, including use of organ or recorded music, per 30 minutes in addition to usual cremation or interment fee		286.00		290.00	1.4
45 minute service in 2nd chapel (new chapel) including cremation				990.00	
For disposal of cremated remains when cremation has taken place elsewhere		177.00		181.00	2.3
Retention of cremated remains on temporary deposit per month after first month for a maximum of three months		70.00		72.00	2.9
Coffin to Catafalque(24hrs max)		57.00		59.00	3.5
Refrigeration Storage per coffin (per 24hr period)		19.00		20.00	5.3
Certified extract from the Register of Cremation		65.00		67.00	3.1
CD or USB - Audio Recording	40.00	33.33	41.00	34.17	2.5
Each additional copy	35.00	29.17	35.00	29.17	
USB, DVD, Blu-ray audio visual recording	54.00	45.00	56.00	46.67	3.7
Each additional copy			35.00	29.17	
WEBCAST	77.00	64.17	79.00	65.83	2.6
Visual Tribute (with/without music) 1-5 photos	28.00	23.33	29.00	24.17	3.6
Visual Tribute (with/without music) 6-10 photos	38.00	31.67	39.00	32.50	2.6
Visual Tribute (with/without music) for each additional photo	2.50	2.08	2.55	2.13	2.0
Single Image	12.00	10.00	12.00	10.00	
Simple Slideshow (up to 25 photos)	38.00	31.67	38.00	31.67	
Professional Slideshow (up to 25 photos)	77.00	64.17	77.00	64.17	
Additional photos for tributes - up to 25	20.00	16.67	20.00	16.67	
Family supplied video checking & loading to Obitus	20.00	16.67	20.00	16.67	
USB, DVD, Blu-ray of Tribute only	29.00	24.17	30.00	25.00	3.4
Each additional copy	20.00	16.67	20.00	16.67	
USB, DVD, Blu-ray of Service incl Tribute	68.00	56.67	70.00	58.33	2.9
Each additional copy	35.00	29.17	35.00	29.17	
The charges for a funeral on a weekend is based on the standard charge for an adult and increased by 50% for a Saturday and 100% on a Sunday.					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,744</b>	<b>1,779</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>Memorial Fees</b>					
<b>Entries in The Book of Remembrance</b>					
2 line entry	91.00	75.83	93.00	77.50	2.2
5 line entry	134.00	111.67	137.00	114.17	2.2
8 line entry	161.00	134.17	164.00	136.67	1.9
5 line entry with floral emblem	214.00	178.33	218.00	181.67	1.9
8 line entry with floral emblem	224.00	186.67	228.00	190.00	1.8
5 line entry with badge, bird, crest or shield	237.00	197.50	242.00	201.67	2.1
8 line entry with badge, bird, crest or shield	281.00	234.17	287.00	239.17	2.1
8 line entry with coat of arms	289.00	240.83	295.00	245.83	2.1
<b>Copy of an entry from The Book of Remembrance in a folded remembrance card</b>					
2 line entry	75.00	62.50	77.00	64.17	2.7
5 line entry	91.00	75.83	93.00	77.50	2.2
8 line entry	100.00	83.33	102.00	85.00	2.0
5 line entry with floral emblem	186.00	155.00	190.00	158.33	2.2
8 line entry with floral emblem	191.00	159.17	195.00	162.50	2.1
5 line entry with badge, bird, crest or shield	202.00	168.33	206.00	171.67	2.0
8 line entry with badge, bird, crest or shield	214.00	178.33	218.00	181.67	1.9
8 line entry with coat of arms	237.00	197.50	242.00	201.67	2.1
<b>Memorial Leather Panel</b>					
Prepare and display for a 10 year period	359.00	299.17	366.00	305.00	1.9
Prepare and display for a 1 year period	211.00	175.83	215.00	179.17	1.9
Annual Renewal	19.00	15.83	20.00	16.67	5.3
Replacement of memorial leather panel	194.00	161.67	198.00	165.00	2.1
<b>Babies' Garden of remembrance Plaque</b>					
Babies Picture Book Plaque (10 years)	359.00	299.17	366.00	305.00	1.9
Babies Picture Book Plaque set up and Year 1 Lease	211.00	175.83	215.00	179.17	1.9
Annual Renewal	19.00	15.83	20.00	16.67	5.3
Babies Standard Plaque Prepare and display for a 10 year period	359.00	299.17	366.00	305.00	1.9
Babies Standard Plaque set up and year 1 Lease	211.00	175.83	215.00	179.17	1.9
Annual Renewal	18.00	15.00	20.00	16.67	11.1
<b>Roses</b>					
Rose standard with plaque for a 7 year period	454.00	378.33	463.00	385.83	2.0
Rose standard with plaque set up and 1st year lease	228.00	190.00	233.00	194.17	2.2
Renewal of standard rose annual lease	38.00	31.67	39.00	32.50	2.6
Standard Plaque (additional or replacement)	53.00	44.17	54.00	45.00	1.9
Classic Plaque (additional or replacement)	65.00	54.17	66.00	55.00	1.5
Cast Bronze Plaque	132.00	110.00	134.00	111.67	1.5
<b>Memorial Garden Seats</b>					
A commemorative bench with plaque for a 10 year period	1,373.00	1,144.17	1,400.00	1,166.67	2.0
A commemorative bench, plaque, set up and 1st year lease.	717.00	597.50	731.00	609.17	2.0
Annual renewal of commemorative bench	74.00	61.67	75.00	62.50	1.4
Cast bronze plaque	118.00	98.33	120.00	100.00	1.7
<b>Cremated Remains Desk Tablet (with flower holder)</b>					
Annual renewal of lease	65.00	54.17	66.00	55.00	1.5
Additional letter inscription per letter	3.00	2.50	3.00	2.50	0.0
Second and final interment (including 50 letter inscription)	333.00	277.50	340.00	283.33	2.1

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Annexe D

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	<b>1,744</b>	<b>1,779</b>

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	3 £.p	%
<b>Bracken Heal Birdbath</b>					
Plaque Row 1(10 year lease)	536.00	446.67	547.00	455.83	2.1
Plaque Row 1 set up and year 1 lease	275.00	229.17	281.00	234.17	2.2
Plaque Row 2 (10 year lease)	612.00	510.00	624.00	520.00	2.0
Plaque Row 2 set up and year 1 lease	351.00	292.50	358.00	298.33	2.0
Plaque Row 3 (10 year lease)	656.00	546.67	669.00	557.50	2.0
Plaque Row 3 set up and year 1 lease	395.00	329.17	403.00	335.83	2.0
Birdbath Seat Plaque (10 year lease)	413.00	344.17	421.00	350.83	1.9
Birdbath Seat Plaque set up and 1 year lease	152.00	126.67	155.00	129.17	2.0
Annual lease on all Bracken Heal Plaques	29.00	24.17	30.00	25.00	3.4
<b>Personal Plaque designs</b>					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
Large design (unavailable on Birdbath Plaques)	POA	POA	POA	POA	
Birdbath Seat Plaque (designs unavailable)	POA	POA	POA	POA	
Photo Plaque (4x3)with initial order(Planter,Birdbath rows 2&3)	84.00	70.00	86.00	71.67	2.4
Photo Plaque (4x3)added to existing tablet(Planter,Birdbath rows 2&3)	101.00	84.17	103.00	85.83	2.0
Photo Plaque (7x5) with initial order (Sanctum only)	126.00	105.00	129.00	107.50	2.4
Photo Plaque (7x5) added to existing tablet (Sanctum only)	152.00	126.67	155.00	129.17	2.0
<b>AILS CRAIG</b>					
Memorial Granite Rock 10 year lease	519.00	432.50	529.00	440.83	1.9
Memorial Granite Rock set up and year 1 lease	270.00	225.00	275.00	229.17	1.9
Annual renewal of lease	29.00	24.17	30.00	25.00	3.4
Personal Plaque designs	POA	POA	POA	POA	
<b>COPSE STONE</b>					
Memorial Granite Rock 10 year lease	486.00		496.00		
Memorial Granite Rock set up and year 1 lease	230.00		235.00		
Annual renewal of lease	29.00		30.00		
Personal Plaque designs	POA	POA	POA	POA	
<b>BLUEBELL WOOD - MUSHROOM</b>					
3 DISC(10 year lease)	437.00	POA	446.00	371.67	2.1
3 DISC(set up and year 1 lease)	221.00	184.17	225.00	187.50	1.8
4 DISC(10 year lease)	437.00	364.17	446.00	371.67	2.1
4 DISC(set up and year 1 lease)	221.00	184.17	225.00	187.50	1.8
5 DISC(10 year lease)	437.00	364.17	446.00	371.67	2.1
5 DISC(set up and year 1 lease)	221.00	184.17	225.00	187.50	1.8
Annual renewal of lease	24.00	20.00	25.00	20.83	4.2
<b>Granite 2000</b>					
Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period	597.00	497.50	609.00	507.50	2.0
Prepare and display a red/black pearl tablet with three lines on inscription set up and year 1 lease	336.00	280.00	343.00	285.83	2.1
Annual renewal of lease	29.00	24.17	30.00	25.00	3.4
Hand Crafted designs	POA	POA	POA	POA	
Photo on Memorial	POA	POA	POA	POA	
Additional lines (max three - Black granite only)	31.00	25.83	32.00	26.67	3.2
<b>Memorial Vase</b>					
Prepare and display for 10 year period	597.00	497.50	609.00	507.50	2.0
Prepare and display for 1 year	336.00	280.00	343.00	285.83	2.1
Replacement plaque (including inscription)	260.00	216.67	265.00	220.83	1.9
Annual renewal of lease	29.00	24.17	30.00	25.00	3.4

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES

Annexe D

Service : Cemetery & Crematorium

**Purpose of the Charge: To operate in a commercial market and to recover the costs of maintaining high quality facilities**

	<b>2017/18 Budget</b> £'000	<b>Proposed</b> <b>2018/19 Budget</b> £'000
<b>Income the proposed fees will generate:</b>	1,744	1,779

**Are concessions available? No**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	3 £.p	%
<b>Sanctum 2000® Cremated Remains (with flower holder)</b>					
Prepare and display for 10 year period, an inscribed table for two sets of remains including 80 letters of inscription	1,266.00	1,055.00	1,291.00	1,075.83	2.0
Prepare and display for 1 year period, an inscribed table for two sets of remains including 80 letters of inscription	681.00	567.50	695.00	579.17	2.1
Annual renewal of lease	65.00	54.17	66.00	55.00	1.5
Additional inscription per letter	3.00	2.50	3.00	2.50	0.0
Second & final interment (including 50 letter inscription)	333.00	277.50	340.00	283.33	2.1
Photo Plaque with initial order	118.00	98.33	120.00	100.00	1.7
Photo plaque added to existing tablet	143.00	119.17	146.00	121.67	2.1
<b>Personal Plaque Designs</b>					
small design	POA	POA	POA	POA	
medium design	POA	POA	POA	POA	
large design	POA	POA	POA	POA	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

Service : Waste Management

**Purpose of the Charge: To contribute to the costs of the service**

	<b>2017/18 Budget £'000</b>	<b>Proposed 2018/19 Budget £'000</b>
Income the proposed fees will generate:	594	711

**Are concessions available? Bulky Household and garden waste brown bin collection service - There is a 50% discount where the principal occupant is in receipt of an income related benefit.**

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
<b>PURPOSE OF CHARGE: to recover costs.</b>					
<b>A - SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS AND GARDEN WASTE</b>					
Bulky household refuse (excluding DIY material) Up to 3 items.		42.00		43.00	2.4
Between 4 and 7 items (minimum charge 1 hour)		53.00		54.00	1.9
<b>B - GARDEN WASTE</b>					
Annual Collection for Garden Waste Service (April- June) - 240L Brown Bin		40.00		50.00	25.0
Pro Rata charges for new customers joining the collection of Garden Waste Service (July to Sept) - 240L Brown Bin		30.00		37.50	25.0
Pro Rata charges for new customers joining the collection of Garden Waste Service (Oct to Dec) - 240L Brown Bin		20.00		25.00	25.0
Pro Rata charges for new customers joining the collection of Garden Waste Service (Jan to March) - 240L Brown Bin		10.00		12.50	25.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2018/19 PROPOSED FEES & CHARGES**

Service : On / Off Street Parking

**Purpose of the Charge: To maximise income to cover costs and to help fund public transport and road improvement**

	2017/18 Budget £'000	2018/19 Budget £'000
<b>Income the proposed fees will generate:</b>	<b>1,171</b>	<b>1,518</b>

<b>LEISURE PREMISES</b>					
Description	Current Fee £.p	Current Fee £.p	Proposed Fee £.p	Proposed Fee £.p	Increase %
<b>Coral Reef Car Park (Monday to Friday 7am to 10.30pm, Saturday and Sunday 8am to 9pm)</b>					
No charge for first 10 minutes					
0-5 hrs	3.00	2.50	3.10	2.58	3.3
All day charge	5.00	4.17	5.10	4.25	2.0
<b>The Look Out Discovery Centre Car Park (April to September 7am to 8.30pm, October to March 7am to 6pm)</b>					
No charge for first 10 minutes					
0-4 hrs	2.00	1.67	2.00	1.67	0.0
All day charge	4.00	3.33	4.10	3.42	2.5
<b>Season Tickets:</b>					
Annual for Residents of Bracknell Forest	60.00	50.00	61.00	50.83	1.7
Annual for all others	100.00	83.33	102.00	85.00	2.0
Replacement season ticket	35.00	29.17	36.00	30.00	2.9

<b>RESIDENTS PARKING</b>					
Description	Current Fee £.p	Current Fee £.p	Proposed Fee £.p	Proposed Fee £.p	Increase %
1st Permit		25.00		27.00	8.0
2nd Permit		40.00		42.00	5.0
3rd Permit		60.00		60.00	0.0
4th Permit		80.00		80.00	0.0
5th Permit		100.00		100.00	0.0
4 hour reusable permit		25.00		27.00	8.0
Scratch cards - 50 x 4 hour		15.00		16.00	6.7
Scratch cards - 50 x 24 hour		40.00		42.00	5.0
Service Provider		60.00		60.00	0.0
Landlord - 10 x 4 hour scratch card		10.00		10.50	5.0
Landlord - 10 x 24 hour scratch card		20.00		21.00	5.0
Replacement Permit - where original is surrendered	5.00	4.17	6.00	5.00	19.9
Replacement Permit - where original is not surrendered	25.00	20.83	26.00	21.67	4.0

<b>OTHER PARKING CHARGES</b>					
<b>Parking place Suspension(On-Street)</b>					
For paid or restricted bays, charge per vehicle per day	£150 for up to 5 days			Set by Regulation	
<b>Parking place Dispensation Permit (On-Street)</b>					
Charge per vehicle for up to 5 days	£50 for up to 5 days			Set by Regulation	

**RESOURCES**  
**2018/19 PROPOSED FEES & CHARGES**

Service: Legal & Surveyors' Fees

**Purpose of the Charge: To contribute to the costs of the service**

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	149	154

**Are concessions available? No**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Legal & Surveyors' Fees for Property Transactions**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
New Lease	495*	515	4.0%
Licence to Assign	370	385	4.1%
Contracted Out Lease - fee is dependant on complexity	215/360	225/375	4.3%
License to Alter - fee is dependant upon complexity	215/360	225/375	4.3%
Deed of Variation - fee is dependant on complexity	215/360	225/375	4.3%
Sale of Garages & Freehold Reversions	300	310	3.3%
Letter/Deed of Postponement	135	140	3.7%
Transfer (or hourly rate as appropriate)	350	365	4.3%
Section 106 Agreements	1070**	1,115	4.2%
Processing of subject access requests	11	11***	0.0%

\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £515, at a rate of £176 per hour.

\*\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £1,115, at a rate of £176 per hour.

\*\*\* Processing of subject access requests is only chargeable until May 2018.

**RESOURCES**  
**2018/19 PROPOSED FEES & CHARGES**

**Service: Electoral Registration**

**Purpose of the Charge: To Contribute to the costs of the service**

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
<b>Income the proposed fees will generate:</b>	5	2

**Are concessions available? No**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (incl VAT)
	£.p	£.p	%	

<b>Electoral Registration</b>				
Certificate of current register	22.00	23.00	4.3	N/A
Certificate of historical registration	44.00	45.00	2.2	N/A
Street Index	23.00	24.00	4.2	N/A
Proof of life/pension certification	10.00	10.42	4.0	12.50

<b>Register of Electors:</b>				
- in data format £1.50 for every 1,000 entries of part thereof plus the current fee#	20.00	20.00	0.0	
- in paper format £5 for each 1000 entries or part thereof plus the current fee#	10.00	10.00	0.0	
<b>Register of Overseas Electors:</b>				
- in data format £1.50 for every 1000 entries or part thereof plus the current fee#	20.00	20.00	0.0	
- in paper format £5 for each 1000 entries or part thereof plus the current fee#	10.00	10.00	0.0	
<b>Marked copy of the Register of Electors:</b>				
- in data format £1 for every 1000 entries or part thereof plus the current fee#	10.00	10.00	0.0	
- in paper format £2 for each 1000 entries or part thereof plus the current fee#	10.00	10.00	0.0	
# These are statutory charges that are determined nationally through legislation.				

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
	£.p	£.p	%	£.p

<b>Household Delivery</b>				
Delivery Administration fee:				
- across more than half of the Borough	195.00	200.00	2.6	240.00
- across less than half of the Borough	145.00	150.00	3.4	180.00
Plus charges per leaflet/property				
-rural properties per leaflet/property	0.22	0.23	4.5	0.28
-urban properties per leaflet/property	0.17	0.18	5.9	0.22
-each additional leaflet (both urban and rural)	0.04	0.04	0.0	0.05
<i>Charges may increase depending on the size and weight of the documents</i>				

*The Household Delivery Service has been reviewed to ensure that the fees and charges cover the cost of providing the service.*



**RESOURCES**  
**2018/19 PROPOSED FEES & CHARGES**

Service: Registration of Births, Deaths and Marriages Services

**Purpose of the Charge: To Contribute to the costs of the service**

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	190	190

**Are concessions available? No, but a variety of services provided at differing prices.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2019/20 Proposed Fee (Inc VAT)	Increase
	£.p	£.p	%	£.p	£.p	%

**Change of Name Service**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2019/20 Proposed Fee (Inc VAT)	Increase
	£.p	£.p	%	£.p	£.p	%
Adult	41.67	45.83	10.0	55.00	56.00	1.8
- Additional deed purchased at time of appointment	8.33	10.42	25.0	12.50	13.00	4.0
- Copy of archived deed	14.58	16.67	14.3	20.00	21.00	5.0
Child	45.83	50.00	9.1	60.00	62.00	3.3
- Additional deed purchased at time of appointment	8.33	10.42	25.0	12.50	13.00	4.0
- Copy of archived deed	14.58	16.67	14.3	20.00	21.00	5.0

**Marriage and Civil Partnership Ceremonies**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2019/20 proposed Fee (Exc. VAT)	Increase
	£.p	£.p	%	£.p	£.p	%
New Licence	1,950.00	2,100.00	7.7	n/a	2,200.00	4.8
Licence Renewal	1,650.00	1,800.00	9.1	n/a	1,900.00	5.6
Notice of Intent fee for marriage and civil partnership ceremonies at the Register Office#	35.00					
Notice of Intent fee for marriage and civil partnership away from the Register Office ( <i>includes fee for entry in marriage notice book</i> ):						
- for a housebound person#	82.00					
- for a detained person#	103.00					
Attendance of Registrar for a marriage or civil partnership:						
- at a registered building#	86.00					
- of a housebound person#	81.00					
- of a detained person#	88.00					
Attendance of Superintendent Registrar for a marriage or civil partnership:						
- of a housebound person#	84.00					
- of a detained person#	94.00					
Attendance of Superintendent Registrar for a ceremony at approved premises						
- Monday - Thursday	400.00	450.00	12.5	N/A	475.00	5.6
- Friday - Saturday	450.00	550.00	22.2	N/A	575.00	4.5
- Sunday/Bank Holiday	550.00	600.00	9.1	N/A	625.00	4.2
<b>NEW</b> - Attendance of celebrant for a venue other than the Haversham Room						
Monday - Thursday	N/A	375.00	-	450.00	475.00	26.7
Friday - Saturday	N/A	458.33	-	550.00	575.00	25.5
Sunday/Bank Holiday	N/A	500.00	-	600.00	625.00	25.0

Note - Appointment fees will be taken at the time of booking

**RESOURCES**  
**2018/19 PROPOSED FEES & CHARGES**

**Marriage and Civil Partnership Ceremonies (Cont)**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2019/20 proposed Fee (incl VAT where applicable)	Increase
	£.p	£.p	%	£.p	£.p	%
<b>NEW</b> - Marriage or Civil Partnership in the Haversham Room (includes Superintendent Registrar's and Registrar's attendance)						
Monday - Thursday	N/A	300.00	N/A	N/A	350.00	16.7
Friday - Saturday	N/A	400.00	N/A	N/A	450.00	12.5
Sunday/Bank Holiday	N/A	500.00	N/A	N/A	550.00	10.0
<b>NEW</b> - Other ceremonies in the Haversham Room (includes celebrant's attendance)						
Monday - Thursday	N/A	250.00	N/A	300.00	350.00	40.0
Friday - Saturday	N/A	333.33	N/A	400.00	450.00	35.0
Sunday/Bank Holiday	N/A	416.67	N/A	500.00	550.00	32.0
Pre-ceremony chat appointments						
Daytime Monday - Friday	17.50	20.00	14.3	N/A	21.00	5.0
Evening Monday - Friday	N/A	30.00	-	N/A	31.00	3.3
Marriage or Civil Partnership Ceremony in the Register Office	46.00					
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at the Register office#	45.00					
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage at a registered building#	46.00					
Application to convert a Civil Partnership to a marriage#	27.00					
Attendance of Superintendent Registrar for a civil partnership conversion to a marriage:						
- of a housebound person #	99.00					
- of a detained person#	117.00					
- of a seriously ill person not expected to recover#	15.00					
Note - Appointment fees will be taken at the time of booking						

**RESOURCES**  
**2018/19 PROPOSED FEES & CHARGES**

**Certificates and Nationality Checking Service**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)	2019/20 proposed Fee (incl VAT where applicable)	Increase
	£.p	£.p	%	£.p	£.p	%
<b>Certificates</b>						
Birth (short and long), death and marriages certificates(extracts or full):						
- at time of registration#	4.00					
- after registration but in current register#	7.00					
- after registration and after register closed#	10.00					
Civil Partnership certificates (extract or full):						
- at time of registration#	4.00					
- at any other time#	10.00					
Additional fee						
Personal search (up to 6 hours)	18.00					
Additional fee - certificates						
Premium Service	22.00	23.00	4.5	N/A	24.00	4.3
(in addition to statutory fee)						
Postage admin per certificate	2.80	3.00	7.1	N/A	3.25	8.3
<b>Nationality Checking Service</b>						
Single adult application - Monday - Friday	66.67	79.17	18.8	95.00	110.00	15.8
Single child application - Monday-Friday	41.67	58.33	40.0	70.00	90.00	28.6
<b>Joint Citizenship &amp; Passport Service additional fee</b>						
Single Application Monday - Friday	20.00	22.50	-	27.00	29.00	7.4
<b>European Passport Return Services</b>						
Single Application Monday - Friday	20.00	22.50	-	27.00	29.00	7.4
<b>Settlement Checking Service</b>						
Single adult application - Monday-Friday	100.00	110.00	10.0	132.00	150.00	13.6
<b>Individual Citizenship Ceremonies at Register Office</b>						
- Monday - Friday	112.50	125.00	11.1	150.00	175.00	16.7
Additional fee for cancellation/amendment/follow-up appointment	27.50	30.00	9.1	N/A	32.50	8.3
Note - Appointment fees will be taken at the time of booking						

**RESOURCES**  
**2018/19 PROPOSED FEES & CHARGES**

**Service: Democratic Services**

**Purpose of the Charge: To Contribute to the costs of the service**

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
<b>Income the proposed fees will generate:</b>	0	0
Very few requests are made for agendas and the income budgets are below £1,000		

**Are concessions available? Agendas are available online at no charge.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Council Publications**

<b>Agendas/Minutes, etc</b>			
Council agenda – Charge per Annum (Based on 8 per Annum)	170.00	175.00	2.9
Executive Agenda – Charge per Annum (based on 11 per Annum)	255.00	260.00	2.0
Planning Committee (based on 12 per Annum)	255.00	260.00	2.0
Any other Committee or Sub Committee Agendas			
Charge per Annum (Based on 4 per annum)	122.00	125.00	2.5
Charge per single copy	32.00	33.00	3.1
Part extract (any Committee) including background papers - administration fee	12.00	12.50	4.2

**Service: Democratic Services**

**Purpose of the Charge: To Contribute to the costs of the service**

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
<b>Income the proposed fees will generate:</b>	3.2	2

**Are concessions available? No**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
	£.p	£.p	%	

**Appeals Service**

Charges to Schools for administration and clerking of appeals				
Up to 5 appeals and 2 ombudsman cases a year for three years	N/A	600.00		720.00
Up to 10 appeals and 2 ombudsmen cases a year for three years	N/A	900.00	-	1080.00
Additional appeal once the maximum has been reached	N/A	1,680.00	-	2016.00
Charge for unscheduled occasional appeals	260.00	270.00	2.0	324.00
	260.00	270.00	2.0	324.00

RESOURCES  
2018/19 PROPOSED FEES & CHARGES

## Service: Democratic Services

**Purpose of the Charge: To Contribute to the costs of the service**

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	0.0	0.0

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
	£.p	£.p	%	£.p

**STANDARD OTHER CHARGES FOR DEMOCRATIC & REGISTRATION**

These are chargeable in addition or as default to recover actual costs for				
Invoice Charge	25.00	25.00	0.0	30.00
Hourly Rate	57.00	57.00	0.0	68.40
Minimum Charge	31.00	31.00	0.0	37.20
Photocopying Charges				
A4 B&W	0.27	0.27	0.0	0.32
A3 B&W	0.43	0.43	0.0	0.52
A4 Colour	0.83	0.83	0.0	1.00
A3 Colour	1.55	1.55	0.0	1.86

## Service: Education Transport

**Purpose of the Charge: To contribute to the costs of the service where there is spare capacity on an existing route.**

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	0.1	0.1

Are concessions available? No

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

<b>Home to School Travel</b>			
<i>Farepayer fees per term on existing routes</i>			
Lost Passes	20.00	20.00	0.0

RESOURCES  
2018/19 PROPOSED FEES & CHARGES

Service: Town Centre Management

Purpose of the Charge: To contribute to the costs of the service

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	44	44

Are concessions available? Yes, Community groups and local charities pay a reduced cost - non refundable admin fee only (£50)

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
All commercial activity in the town centre is going to be booked via our commercialisation contractor. There are no set fees as each proposal is considered on a case by case basis				

**TREASURY MANAGEMENT REPORT**

- 1.1 The Local Government Act 2003 requires the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council’s capital investment plans are affordable, prudent and sustainable.
- 1.2 This report outlines the Council’s prudential indicators for 2018/19 – 2020/21 and sets out the expected treasury operations for this period. It fulfils four key legislative requirements:
- The reporting of the prudential indicators setting out the expected capital activities at Annex E(i) (as required by the CIPFA Prudential Code for Capital Finance in Local Authorities).
  - The Council’s Minimum Revenue Provision (MRP) Policy at Annex E(ii), which sets out how the Council will pay for capital assets through revenue each year (as required by Regulation under the Local Government and Public Involvement in Health Act 2007);
  - The Treasury Management Strategy Statement which sets out how the Council’s treasury service will support the capital decisions taken above, the day to day treasury management and the limitations on activity through treasury prudential indicators. The key indicator is the Authorised Limit, set out in Annex E(iii), the maximum amount of debt the Council could afford in the short term, but which would not be sustainable in the longer term.
  - The Annual Investment Strategy which sets out the Council’s criteria for choosing investment counterparties and limiting exposure to the risk of loss. This strategy is in accordance with the DCLG Investment Guidance and is shown in Annex E(iv).

## **The Capital Prudential Indicators 2018/19 – 2020/21**

The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code and produce prudential indicators. Each indicator either summarises the expected capital activity or introduces limits upon that activity, and reflects the outcome of the Council's underlying capital appraisal systems. Within this overall prudential framework there is an impact on the Council's treasury management activity – as it will directly impact on borrowing or investment activity and as such the Treasury Management Strategy for 2018/19 to 2020/21 complements these indicators. Some of the prudential indicators are shown in the Treasury Management Strategy to aid understanding.

### **The Capital Expenditure Plans**

The Council's capital expenditure plans are summarised below and this forms the first of the prudential indicators. A certain level of capital expenditure is grant supported by the Government; any decisions by the Council to spend above this level will be considered unsupported capital expenditure. This capital expenditure needs to have regard to:

- Service objectives (e.g. strategic planning);
- Stewardship of assets (e.g. asset management planning);
- Value for money (e.g. option appraisal);
- Prudence and sustainability (e.g. implications for external borrowing and whole life costing);
- Affordability (e.g. implications for the council tax);
- Practicality (e.g. the achievability of the forward plan).

The revenue consequences of capital expenditure, particularly the unsupported capital expenditure, will need to be paid for from the Council's own resources. This capital expenditure can be paid for immediately (by applying capital resources such as capital receipts, capital grants, or revenue resources), but if these resources are insufficient any residual capital expenditure will add to the Council's borrowing need.

The key risks to the plans are that the level of Government support has been estimated and is therefore maybe subject to change. Similarly some estimates for other sources of funding, such as capital receipts, may also be subject to change over this timescale. For instance anticipated asset sales may be postponed due to external factors, similarly the proceeds from the Right-to-Buy sharing agreement with Bracknell Forest Homes will also be impacted on by the wider economy.

The Council is asked to approve the summary capital expenditure projections below.



<b>Capital Expenditure</b>	<b>2018/19 Estimate £000</b>	<b>2019/20 Estimate £000</b>	<b>2020/21 Estimate £000</b>
Capital Expenditure	57,876	7,748	2,598
<b>Financed by:</b>			
Capital receipts	8,000	3,000	3,000
Capital grants & Contributions	17,330	5,685	1,475
<b>Net financing need for the year</b>	<b>32,546</b>	<b>-937</b>	<b>-1,877</b>

### **The Council's Borrowing Need (the Capital Financing Requirement)**

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. The capital expenditure above which has not immediately been paid for will increase the CFR. Due to the nature of some of the capital expenditure identified above (ie grant), an element will be immediately impaired or will not qualify as capital expenditure for CFR purposes. As such the net financing figure above may differ from that used in the CFR calculation.

The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision - MRP), although it is also allowed to undertake additional voluntary payments (VRP). No additional voluntary payments are planned.

The Council is asked to approve the CFR projections below:

	<b>2018/19 Estimate £000</b>	<b>2019/20 Estimate £000</b>	<b>2020/21 Estimate £000</b>
<b>Capital Financing Requirement</b>			
<b>Opening CFR</b>	204,295	247,166	245,131
<b>Movement in CFR</b>	42,871	-2,035	-2,379

<b>Movement in CFR represented by</b>			
Net financing need for CFR purposes #	45,043	463	223
Less MRP/VRP and other financing movements	-2,172	-2,498	-2,602
<b>Movement in CFR</b>	<b>42,871</b>	<b>-2,035</b>	<b>-2,379</b>

*# 2018/19 includes impact of carry-forward from 2017/18 in addition to 2018/19 Capital Programme*

CLG Regulations have been issued which require full Council to approve an MRP Statement in advance of each year. The Council is recommended to approve the MRP Statement attached in Annex E(ii)

### **Minimum Revenue Provision (MRP) Policy Statement**

The concept of the Minimum Revenue Provision (MRP) was introduced when the Local Government Capital Finance System was changed on 1 April 1990. This required local authorities to assess their outstanding debt and to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (MRP)

Department for Local Government & Communities (DCLG) issued regulations in 2008 which require a local authority to calculate for the current financial year an amount of MRP which it considers “prudent”. The broad aim of a prudent provision is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits or in the case of borrowing supported by government, reasonably commensurate with the period implicit in the determination of the grant. The Council can choose to charge more than the minimum.

In order to minimise the impact on the revenue budget whilst ensuring that prudent provision is made for repayment of borrowing, the Council moved from the equal instalments method to the annuity method in calculating the annual charge over the estimated life of the asset from 1st April 2017. A variety of options are provided to councils, so long as there is a prudent provision. The Council is recommended to approve the following MRP Statement

A variety of options are provided to councils, so long as there is a prudent provision. The Council is recommended to approve the following MRP Statement

- For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

**Based on CFR** – MRP will be based on the CFR

This option provides for an approximate 4% reduction in the borrowing need (CFR) each year.

- From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will be:

**Asset life method** - MRP will be based on the annuity basis, in accordance with the regulations. Repayments included in annual PFI or finance leases are applied as MRP.

- For other capital expenditure funded from borrowing where there is an intention to repay the borrowing from future related receipts and there is a strong likelihood that this will happen, the MRP policy will be:

**Deferral method** - MRP will be deferred and the liability repaid through future capital receipts from disposing of the asset

There will be a presumption that capital receipts will be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy.

The actual charge made in the year will be based on applying the above policy to the previous year's actual capital expenditure and funding decisions. Therefore the 2018/19 charge will be based on 2017/18 capital out-turn.

## TREASURY MANAGEMENT STRATEGY STATEMENT

The Treasury Management service is an important part of the overall financial management of the Council's affairs. The prudential indicators in Annex E(i) consider the affordability and impact of capital expenditure decisions, and set out the Council's overall capital framework. The Treasury Management service considers the effective funding of these decisions. Together they form part of the process which ensures the Council meets its balanced budget requirement under the Local Government Finance Act 1992.

The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice - 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). This Council has adopted the revised Code.

As a result of adopting the Code the Council also adopted a Treasury Policy Statement. This adoption is the requirement of one of the prudential indicators.

The Code of Practice requires an annual strategy to be reported to Council outlining the expected treasury activity for the forthcoming 3 years. A key requirement of this report is to explain both the risks, and the management of the risks, associated with the treasury service. A further treasury report is produced after the year-end to report on actual activity for the year, and a new requirement of the revision of the Code of Practice is that there is a mid-year monitoring report.

This strategy covers:

- The Council's debt and investment projections;
- The Council's estimates and limits on future debt levels;
- The expected movement in interest rates;
- The Council's borrowing and investment strategies;
- Treasury performance indicators;
- Specific limits on treasury activities;

### Debt and Investment Projections 2018/19 – 2020/21

The borrowing requirement comprises the expected movement in the CFR and any maturing debt which will need to be re-financed. As a result of the significant investment planned by the Authority over the next three years the Council will be borrow externally on an ongoing basis.

	2017/18 Estimated	2018/19 Estimated	2019/20 Estimated	2020/21 Estimated
<b>External Debt</b>				
Debt at 31 March	£90m	£130m	£130m	£130m
<b>Investments</b>				
Investments at 31 March	£10m	£10m	£10m	£10m

### Limits to Borrowing Activity

Within the prudential indicators there are a number of key indicators to ensure the Council operates its activities within well defined limits. For the first of these the Council needs to ensure that its total borrowing net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2018/19 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The Borough Treasurer reports that the Council has complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### The Authorised Limit for External Debt

A further key prudential indicator represents a control on the overall level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although no control has yet been exercised.

The Council is asked to approve the following Authorised Limit:

Authorised limit	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Borrowing	£250m	£248m	£246m
Other long term liabilities	£16m	£16m	£15m
Total	£266m	£263m	£261m

### Operational Boundary for External Debt

The Authority is also recommended to approve the Operational Boundary for external debt for the same period. The proposed Operational Boundary is based on the same estimates as the Authorised Limit but reflects directly the estimate of the most likely but not worst case scenario, without the additional headroom included within the Authorised Limit to allow for unusual cash movements.

Operational Boundary	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Borrowing	£235m	£233m	£231m
Other long term liabilities	£15m	£15m	£15m
Total	£250m	£248m	£246m

### Borrowing in advance of need.

The Borough Treasurer may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or meet budgetary constraints. Whilst the Borough

Treasurer will adopt a cautious approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund future debt maturities. Risks associated with any advance borrowing activity will be subject to appraisal in advance and subsequent reporting through the mid-year or annual reporting mechanism.

### Expected Movement in Interest Rates

The Council's treasury advisor, Link Asset Services (formerly known as Capita Asset Services), has provided the following forecast:

	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Bank Rate	0.50%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.25%
5yr PWLB Rate	1.50%	1.60%	1.60%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.10%	2.10%	2.20%	2.30%	2.30%
10yr PWLB View	2.10%	2.20%	2.30%	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%
25yr PWLB View	2.80%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%
50yr PWLB Rate	2.50%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%

As expected, the Monetary Policy Committee (MPC) delivered a 0.25% increase in Bank Rate at its meeting on 2 November 2017. This removed the emergency cut in August 2016 after the EU referendum. The MPC also gave forward guidance that they expected to increase Bank rate only twice more by 0.25% by 2020 to end at 1.00%. The Link Asset Services forecast as above includes increases in Bank Rate of 0.25% in November 2018, November 2019 and August 2020.

The overall longer run trend is for gilt yields and PWLB rates to rise, albeit gently. It has long been expected, that at some point, there would be a more protracted move from bonds to equities after a historic long-term trend, over about the last 25 years, of falling bond yields. The action of central banks since the financial crash of 2008, in implementing substantial Quantitative Easing, added further impetus to this downward trend in bond yields and rising bond prices. Quantitative Easing has also directly led to a rise in equity values as investors searched for higher returns and took on riskier assets. The sharp rise in bond yields since the US Presidential election in November 2016 has called into question whether the previous trend may go into reverse, especially now the Fed. has taken the lead in reversing monetary policy by starting, in October 2017, a policy of not fully reinvesting proceeds from bonds that it holds when they mature.

Until 2015, monetary policy was focused on providing stimulus to economic growth but has since started to refocus on countering the threat of rising inflationary pressures as stronger economic growth becomes more firmly established. The Fed. has started raising interest rates and this trend is expected to continue during 2018 and 2019. These increases will make holding US bonds much less attractive and cause their prices to fall, and therefore bond yields to rise. Rising bond yields in the US are likely to exert some upward pressure on bond yields in the UK and other developed economies. However, the degree of that upward pressure is likely to be dampened by how strong or weak the prospects for economic growth and rising inflation are in each country, and on the degree of progress towards the reversal of monetary policy away from quantitative easing and other credit stimulus measures.

From time to time, gilt yields – and therefore PWLB rates - can be subject to exceptional levels of volatility due to geo-political, sovereign debt crisis and emerging market developments. Such volatility could occur at any time during the forecast period.

Economic and interest rate forecasting remains difficult with so many external influences weighing on the UK. The above forecasts (and MPC decisions) will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Geopolitical developments, especially in the EU, could also have a major impact. Forecasts for average investment earnings beyond the three-year time horizon will be heavily dependent on economic and political developments.

The overall balance of risks to economic recovery in the UK is probably to the downside, particularly with the current level of uncertainty over the final terms of Brexit.

Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- Bank of England monetary policy takes action too quickly over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- Geopolitical risks, especially North Korea, but also in Europe and the Middle East, which could lead to increasing safe haven flows.
- A resurgence of the Eurozone sovereign debt crisis, possibly Italy, due to its high level of government debt, low rate of economic growth and vulnerable banking system.
- Weak capitalisation of some European banks.
- Rising protectionism under President Trump
- A sharp Chinese downturn and its impact on emerging market countries

The potential for upside risks to current forecasts for UK gilt yields and PWLB rates, especially for longer term PWLB rates include: -

- The Bank of England is too slow in its pace and strength of increases in Bank Rate and, therefore, allows inflation pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than we currently expect.
- UK inflation returning to sustained significantly higher levels causing an increase in the inflation premium inherent to gilt yields.
- The Fed causing a sudden shock in financial markets through misjudging the pace and strength of increases in its Fed. Funds Rate and in the pace and strength of reversal of Quantitative Easing, which then leads to a fundamental reassessment by investors of the relative risks of holding bonds, as opposed to equities. This could lead to a major flight from bonds to equities and a sharp increase in bond yields in the US, which could then spill over into impacting bond yields around the world.

### **Investment and borrowing rates**

Investment returns are likely to remain low during 2018/19 but to be on a gently rising trend over the next few years.

Borrowing interest rates increased sharply after the result of the general election in June and then also after the September MPC meeting when financial markets reacted by accelerating their expectations for the timing of Bank Rate increases. Apart from that, there has been little general trend in rates during the current financial year. The policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in the future when authorities may

not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt;

There will remain a cost of carry to any new long-term borrowing that causes a temporary increase in cash balances as this position will, most likely, incur a revenue cost – the difference between borrowing costs and investment returns.

### **Borrowing Strategy 2018/19**

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is still an issue that needs to be considered.

Against this background and the risks within the economic forecast, caution will be adopted with the 2018/19 treasury operations. The Borough Treasurer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it was felt that there was a significant risk of a sharp FALL in long and short term rates (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
- if it was felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast, perhaps arising from an acceleration in the start date and in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

Any decisions will be reported to the Executive at the next available opportunity.

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

## Investment Strategy 2018/19 – 2020/21

### Investment Policy

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code").

### Key Objectives

The Council's investment strategy primary objectives are safeguarding the repayment of the principal and interest of its investments on time first and ensuring adequate liquidity second – the investment return being a third objective. Following the economic background outlined in the Treasury Management Strategy, the current investment climate has one over-riding risk consideration that of counterparty security risk. As a result of these underlying concerns officers are implementing an operational investment strategy which maintains the tightened controls already in place in the approved investment strategy.

### Investment Counterparty Selection Criteria

The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration.

After this main principle the Council will ensure:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the Specified and Non-Specified investment sections below.
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

In accordance with the Investment Guidance, the Council will, in considering the security of proposed investments, follow different procedures according to which of two categories, Specified or Unspecified, the proposed investment falls into.

Specified Investments offer high security and high liquidity and are:

- ◆ Denominated, paid and repaid in sterling;
- ◆ Not long term investments, i.e. they are due to be repaid within 12 months of the date on which the investment was made;
- ◆ Not defined as capital expenditure; and
- ◆ Are made with a body or in an investment scheme which has been awarded a high credit rating by a credit rating agency or are made with the UK Government or a Local Authority in England, Wales, Scotland or Northern Ireland.

Non-Specified Investments are those which do not meet the definition of Specified Investments.

In accordance with guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings,



watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using Capita's ratings service, potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

Furthermore, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings. This is fully integrated into the credit methodology provided by the advisors, Capita Asset Services in producing its colour codings which show the varying degrees of suggested creditworthiness.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk. The intention of the strategy is to provide security of investment and minimisation of risk.

Investment instruments identified for use in the financial year are listed in appendix under the 'specified' and 'non-specified' investments categories.

### **Creditworthiness policy**

This Council applies the creditworthiness service provided by Capita Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following maturities .

Dark pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
Light pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
Blue	1 year (only applies to nationalised or semi nationalised UK Banks)
Orange	1 year
Red	6 months
Green	100 days
No colour	not to be used

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

	Colour (and long term rating where applicable)	Money and/or % Limit	Time Limit
Banks	orange	£7m	1 yr
Banks – part nationalised	blue	£7m	1 yr
Banks	red	£7m	6 months
Banks	green	£7m	100 days
Banks	No colour	£0m	0 days
Debt Management Account Deposit Facility	AAA	£7m	6 months
Local authorities	n/a	£7m	1 yr
Money market funds	AAA	£7m	liquid
Enhanced money market funds with a credit score of 1.25	Dark pink / AAA	£7m	liquid
Enhanced money market funds with a credit score of 1.5	Light pink / AAA	£7m	liquid

Our creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue influence to just one agency's ratings.

Typically the minimum credit ratings criteria the Council use will be a short term rating (Fitch or equivalents) of short term rating F1, long term rating A-, viability rating of A-, and a support rating of 1 There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored in real time. The Council is alerted to changes to ratings of all three agencies through its use of our creditworthiness service.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that supporting government

In the normal course of the council's cash flow operations it is expected that both Specified and Non-specified investments will be utilised for the control of liquidity as both categories allow for short term investments.

The use of longer term instruments (greater than one year from inception to repayment) will fall in the Non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded however the current investment limits for 2018/19 restrain all investments to less than 1 year. Any amendment to this strategy will require the credit-criteria to be amended to include a long-term rating. This will be addressed through the formal approval by Council of a revised Treasury Management Strategy and Annual Investment Strategy.

### **Country and Sector Considerations**

Due care will be taken to consider the country, group and sector exposure of the Council's investments. The current investment strategy limits all investments to UK Banks, Building Societies and Local Authorities, in addition to Sterling denominated AAA Money Market Funds.

### **Economic Investment Considerations**

Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates. The criteria for choosing counterparties set out above provides a sound approach to investment in "normal" market circumstances. Whilst Members are asked to approve this base criteria above, under the exceptional current market conditions the Borough Treasurer may temporarily restrict further investment activity to those counterparties considered of higher credit quality than the minimum criteria set out for approval. These restrictions will remain in place until the banking system returns to "normal" conditions. Similarly the time periods for investments will be restricted.

Examples of these restrictions would be the greater use of the Debt Management Deposit Account Facility (a Government body which accepts local authority deposits), Money Market Funds, and strongly rated institutions. The credit criteria have been amended to reflect these facilities.

### Sensitivity to Interest Rate Movements

Future Council accounts will be required to disclose the impact of risks on the Council's treasury management activity. Whilst most of the risks facing the treasury management service are addressed elsewhere in this report (credit risk, liquidity risk, market risk, maturity profile risk), the impact of interest rate risk is discussed but not quantified. The table below highlights the estimated impact of a 1% change in interest rates to the estimated treasury management costs for next year. However as all borrowing is fixed any increase in rates will only impact on new borrowing

	2018/19 Estimated + 1%	2018/19 Estimated - 1%
<b>Revenue Budgets</b>	<b>£'000</b>	<b>£'000</b>
Borrowing costs	400	400

### Treasury Management Limits on Activity

There are four further treasury activity limits, which were previously prudential indicators. The purpose of these are to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However if these are set to be too restrictive they will impair the opportunities to reduce costs/improve performance. The indicators are:

Upper limits on variable interest rate exposure – This identifies a maximum limit for variable interest rates based upon the debt position net of investments

Upper limits on fixed interest rate exposure – Similar to the previous indicator this covers a maximum limit on fixed interest rates.

Maturity structures of borrowing – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

Total principal funds invested for greater than 364 days – These limits are set with regard to the Council's liquidity requirements and are based on the availability of funds after each year-end.

The Council is asked to approve the limits:

	2018/19	2019/20	2020/21
<b>Interest rate Exposures</b>			
	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
<b>Limits on fixed interest rates based on net debt</b>	£266m	£263m	£261m
<b>Limits on variable interest rates based on net debt</b>	£266m	£263m	£261m
<b>Maturity Structure of fixed interest rate borrowing 2017/18</b>			
	<b>Lower</b>	<b>Upper</b>	
Under 12 months	0%	100%	
12 months to 2 years	0%	100%	
2 years to 5 years	0%	100%	
5 years to 10 years	0%	100%	
10 years and above	0%	100%	
<b>Maximum principal sums invested &gt; 364 days</b>			
Principal sums invested >	£m	£m	£m

364 days	0	0	0
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### **Performance Indicators**

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. For 2018/19 the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate". The results of these indicators will be reported in the Treasury Annual Report.

### **Treasury Management Advisers**

The Council uses Link Asset Services as its treasury management consultants. The Council recognises that responsibility for treasury management decision remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subject to regular review.

### **Member and Officer Training**

The increased Member consideration of treasury management matters and the need to ensure officers dealing with treasury management are trained and kept up to date requires a suitable training process for Members and officers. Following the nomination of the Governance and Audit Committee to examine and assess the effectiveness of the Treasury Management Strategy and Policies, initial training was provided and additional training has been undertaken as necessary. Officer training is carried out in accordance with best practice and outlined in TMP 10 Training and Qualifications to ensure that all staff involved in the Treasury Management function are fully equipped to undertake the duties and responsibilities allocated to them

**SPECIFIED INVESTMENTS**

*All investments listed below must be sterling-denominated.*

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
<b>Debt Management Agency Deposit Facility*</b> (DMADF) * this facility is at present available for investments up to 6 months	No	Yes	Govt-backed	In-house	364 Days
<b>Term deposits</b> with the UK government or with Local Authority in England, Wales, Scotland or Northern Ireland with maturities up to 364 Days	No	Yes	High security although LAs not credit rated.	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
<b>Term deposits</b> with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 364 Days	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
<b>Certificates of Deposit</b> issued by credit-rated deposit takers (banks and building societies) : up to 364 Days.  <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days
<b>Gilts</b> : up to 364 Days	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
<b>Money Market Funds</b> CNAV, LVNAV, and VNAV <i>These funds do not have any maturity date</i>	No	Yes	<i>AAA Rating by Fitch, Moodys or S&amp;P</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	The period of investment may not be determined at the outset but would be subject to cash flow and liquidity requirements
<b>Forward deals</b> with credit rated banks and building societies < 1 year (i.e. negotiated deal period plus period of deposit)	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	1 year in aggregate
<b>Commercial paper</b> <i>[short-term obligations (generally with a maximum life of 9 months) which are issued by banks, corporations and other issuers]</i>  <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	9 months
<b>Treasury bills</b> <i>[Government debt security with a maturity less than one year and issued through a competitive bidding process at a discount to par value] Custodial arrangement required prior to purchase</i>	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	1 year

## NON-SPECIFIED INVESTMENTS

*All investments listed below must be sterling-denominated.*

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/ Loan Capital?</u>	<u>Repayable/ Redeemable within 12 months?</u>	<u>Security / Minimum credit rating **</u>	<u>Circumstance of use</u>	<u>Maximum maturity of investment</u>
Deposits with Authority's Banker where credit rating has dropped below minimum criteria	Where the Council's bank no longer meets the high credit rating criteria set out in the Investment Strategy the Council has little alternative but to continue using them, and in some instances it may be necessary to place deposits with them, these deposits should be of a very short duration thus limiting the Council to daylight exposure only (i.e. flow of funds in and out during the day, or overnight exposure).	No	Yes	n/a	In-House	364 Days
<b>Term deposits</b> with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Certainty of rate of return over period invested. (ii) No movement in capital value of deposit despite changes in interest rate environment. (B) (i) Illiquid : as a general rule, cannot be traded or repaid prior to maturity. (ii) Return will be lower if interest rates rise after making the investment. (iii) Credit risk : potential for greater deterioration in credit quality over longer period	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	5 Years
<b>Certificates of Deposit</b> with credit rated deposit takers (banks and building societies) with maturities greater than 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Although in theory tradable, are relatively illiquid. (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of CD which could negatively impact on price of the CD.	No	Yes	<i>As per list of approved Counterparties</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	5 years



<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum Credit</u> <u>Rating?</u>	<u>Circumstance of</u> <u>use</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
<b>Callable deposits</b> with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Enhanced income ~ Potentially higher return than using a term deposit with similar maturity.  (B) (i) Illiquid – only borrower has the right to pay back deposit; the lender does not have a similar call. (ii) period over which investment will actually be held is not known at the outset. (iii) Interest rate risk : borrower will not pay back deposit if interest rates rise after deposit is made.	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>5 years</i>
<b>UK government gilts</b> with maturities in excess of 1 year  <i>Custodial arrangement required prior to purchase</i>	(A) (i) Excellent credit quality. (ii) Very Liquid. (iii) If held to maturity, known yield (rate of return) per annum ~ aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk  (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e. potential for capital loss.	No	Yes	Govt backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	<i>10 years including but also including the 10 year benchmark gilt</i>

<b>Investment</b>	<b>(A) Why use it? (B) Associated risks?</b>	<b>Share/ Loan Capital?</b>	<b>Repayable/ Redeemable within 12 months?</b>	<b>Security / Minimum credit rating **</b>	<b>Circumstance of use</b>	<b>Maximum maturity of investment</b>
<b>Forward deposits</b> with credit rated banks and building societies for periods > 1 year (i.e. negotiated deal period plus period of deposit)	(A) (i) Known rate of return over period the monies are invested ~ aids forward planning.  (B) (i) Credit risk is over the whole period, not just when monies are actually invested. (ii) Cannot renege on making the investment if credit rating falls or interest rates rise in the interim period.	No	No	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	<i>5 years</i>
<b>Deposits with unrated deposit takers (banks and building societies) but with unconditional financial guarantee from HMG or credit-rated parent institution</b> : any maturity	(A) Credit standing of parent will determine ultimate extent of credit risk	No	Yes	<i>As per list of approved Counterparties</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>1 year</i>

## Summary Virements between Departments

	Reorganisation £'000	Structural Changes Reserve £'000	Other Earmarked Reserves £'000	S106 Bus Contracts £'000	Other S106 £'000	Council Wide £'000	Total £'000
Adult Social Care, Health and Housing	248	38	0	0	0	-297	-11
Children, Young People and Learning	17	224	273	0	0	-834	-320
Environment, Culture & Communities	11	18	88	82	101	-436	-136
Resources / Chief Executive's	-276	71	0	0	0	-673	-878
Non Departmental / Council Wide	0	0	0	0	0	2,240	2,240
Earmarked Reserves	0	-351	-361	-82	-101	0	-895
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## ADULT SOCIAL CARE, HEALTH AND HOUSING

### Virements between Departments

Total	Explanation
<b>£'000</b>	
	<b><u>Reorganisation</u></b>
143	Transfer of Community Safety to Adult Social Care, Health and Housing. and Regeneration/Economy to Environment, Culture and Communities, following the reorganisation of the Chief Executive's Department.
-15	A vacant Web Officer position has been transferred to Resources as part of a wider project. A part year effect budget virement has therefore been made.
-11	A virement to Children, Young People and Learning to support the purchase of specialist equipment.
131	The responsibility for the Disabled Facilities Support Service and Energy Management functions have been transferred to Adult Social Care, Health and Housing.
	<b><u>Structural Changes</u></b>
38	An allocation from the Structural Changes Reserve to finance redundancy costs
	<b><u>Council Wide items</u></b>
161	Adjustment to pension deficit contribution budgets following on from the triennial review.
-2	Savings identified on the Fire Alarm contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-3	Savings identified on the Stationery contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-453	Following completion of Phase I of the Council Wide Support Services transformation project, budgets have been transferred to Resources to reflect the centralisation of functions.
<b>-11</b>	<b>Total Virements</b>

## CHILDREN, YOUNG PEOPLE AND LEARNING

### Virements between Departments

Total	Explanation
<b>£'000</b>	
	<b><u>Reorganisation</u></b>
17	Virements to Children, Young People and Learning to support the purchase of mobile devices and specialist equipment.
	<b><u>Structural Changes</u></b>
224	An allocation from the Structural Changes Reserve to finance redundancy costs and salary protection payments
	<b><u>Other Earmarked Reserves</u></b>
273	The Schools Forum agreed that £0.180m should be drawn down from the Schools Budget General Balance and £0.093m from the SEN Resource Unit Reserve to support planned expenditure.
	<b><u>Council Wide items</u></b>
89	Adjustment to pension deficit contribution budgets following on from the triennial review.
-3	Savings identified on the Fire Alarm contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-3	Savings identified on the Stationery contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-405	Following completion of Phase I of the Council Wide Support Services transformation project, budgets have been transferred to Resources to reflect the centralisation of functions.
-512	Allocation of income budgets to Children, Young People and Learning from Council Wide Items. These cover income receipts from the DSG funded Schools Budget in respect of the £0.260m contribution to LA "retained" education statutory and regulatory duties already agreed by the Schools Forum and income of £0.252m to LA "general" statutory and regulatory duties paid by individual maintained schools at £20 per pupil.
<b>-320</b>	<b>Total Virements</b>

## ENVIRONMENT, CULTURE & COMMUNITIES

### Virements between Departments

Total	Explanation
£'000	
	<b><u>Reorganisation</u></b>
177	Transfer of Community Safety to Adult Social Care, Health and Housing. and Regeneration/Economy to Environment, Culture and Communities, following the reorganisation of the Chief Executive's Department.
-35	The management of the bus station has been transferred to Property Services in Resources
-131	The responsibility for the Disabled Facilities Support Service and Energy Management functions have been transferred to Adult Social Care, Health and Housing.
	<b><u>Structural Changes</u></b>
18	An allocation from the Structural Changes Reserve to finance redundancy costs
	<b><u>Other Earmarked Reserves</u></b>
88	Allocations from the Town Centre Regeneration Reserve to support additional cleansing (£0.075m) and grass cutting (£0.013m) within Bracknell Town Centre.
	<b><u>S106 Bus Contracts</u></b>
82	The Section 106 Agreement for Wykery Copse, agreement number YN364, allows for bus services to be provided between Jennetts Park and the Bracknell bus and rail stations. The contract was re-let for this service with effect from April this year resulting in an annual cost of £81,650. A virement is therefore requested for this sum.
	<b><u>Other S106</u></b>
101	A number of posts (3 FTE) are to be met from Section 106 SPA Mitigation monies at a cost of £0.086m. A 0.5 FTE post in Parks and a full time post in Planning Policy to enable the production of, co-ordination and monitoring of the Suitable Alternative Non Green Spaces (SANGS) plans together with the co-ordination of access management measures. Plus 1.5 Ranger posts to maintain and manage the areas that have been designated SANGS, which are required to be maintained at a higher standard than general open areas. An additional virement of £0.004m is also required to fund the annual running costs of a vehicle required for the maintenance of the enhanced SANG's.
	<b><u>Council Wide items</u></b>
95	Adjustment to pension deficit contribution budgets following on from the triennial review.
-3	Savings identified on the Fire Alarm contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-4	Savings identified on the Stationery contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-524	Following completion of Phase I of the Council Wide Support Services transformation project, budgets have been transferred to Resources to reflect the centralisation of functions.
-136	<b>Total Virements</b>

## RESOURCES / CX OFFICE

### Virements between Departments

Total	Explanation
<b>£'000</b>	
	<b><u>Reorganisation</u></b>
-6	A virement to Children, Young People and Learning to support the costs of the mobile devices project.
-320	Transfer of Community Safety to Adult Social Care, Health and Housing. and Regeneration/Economy to Environment, Culture and Communities, following the reorganisation of the Chief Executive's Department.
35	The management of the bus station has been transferred to Property Services in Resources
15	A vacant Web Officer position has been transferred to Resources as part of a wider project. A part year effect budget virement has therefore been made.
	<b><u>Structural Changes</u></b>
71	An allocation from the Structural Changes Reserve to finance redundancy costs
	<b><u>Council Wide items</u></b>
22	Adjustment to pension deficit contribution budgets following on from the triennial review.
8	Savings identified on the Fire Alarm contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
10	Savings identified on the Stationery contract. This is a saving that is to be attributed to the Facilities Management Category Strategy savings target.
-1,595	Following purchases of commercial properties in Stowmarket and Sheffield, a budget for associated rental income has been transferred into Resources from Corporate Wide Items.
1,382	Following completion of Phase I of the Council Wide Support Services transformation project, budgets have been transferred to Resources to reflect the centralisation of functions.
-500	The budgetary savings resulting from the Council Wide Support Services transformation programme in 2017/18 have now been transferred to the Resources Department.
<b>-878</b>	<b>Total Virements</b>

## Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<b><u>Adult Social Care, Health and Housing</u></b>
		Adult Social Care Support Grant received in 2017/18.
	-363	Government Grants
109		Community Mental Health Team (including Older Adults) - care package costs
153		Learning Disabilities - care package costs
101		Miscellaneous Public Health supplies & services - care package costs
		Government grant for discretionary housing benefit awards, which was confirmed after the 2017/18 budget had been agreed.
	-70	Government Grants
70		Housing Benefit discretionary payments
		The drug and alcohol recovery contract was ended and services re-provided in house. This included staff transferring to the Council under TUPE.
	-161	Substance misuse - non-employee expenditure
161		Substance misuse - employees
		Following the rule changes surrounding IR35 a long term consultant in Housing has elected to take permanent employment. A member of staff previously employed by the NHS and recharged to the Council has also now moved onto the Council payroll.
	-80	Housing Benefits Administration - supplies & services
80		Housing Benefits Administration - employees
	-56	Adult Community Team - third party payments
56		Adult Community Team - employees
		Prevention services, which are funded from the Better Care Fund (BCF), have been moved from the Commissioning team to Public Health.
	-100	Public Health - other grants
50		Public Health - employees
50		Public Health - contracted services
		The 2017/18 BCF plan was formally approved by central government in October 2017. This virement reflects the various projects funded from the BCF that had not been assumed in the original budget build.
	-1,247	NHS funding
430		Assistive equipment and technology
378		Adult Community Team
100		Commissioning & Resources
100		Intermediate care
89		Community Team Mental Health (including Older Adults)
80		Director
70		Learning Disabilities
		Mental Health services previously provided through the Rethink contract are now being provided in-house.
	-130	Community Team Mental Health - third party payments
	-29	Community Team Mental Health - other grants
108		Community Team Mental Health - employees
51		Community Team Mental Health - non-employee expenditure
<b>2,236</b>	<b>-2,236</b>	<b>Total</b>



## Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<b><u>Children, Young People and Learning - Departmental Cash Budget</u></b>
		The devolved staffing budgets have been reviewed and reset to reflect requirements for the year. A number of virements are required that balance to a net nil effect.
30		Children's Services & Commissioning
	-95	Early Years, Childcare and Play
29		Performance and Governance
36		Extended services and support to families
<b>95</b>	<b>-95</b>	<b>Total</b>
		<b><u>Children, Young People and Learning - Schools Budget</u></b>
		The Council Budget setting process agreed that the allocation of budgets to individual lines of the Schools Budget could be agreed by the Executive Member, up to the level of anticipated grant income. The original budget approved by the Council was on a provisional basis and adjustments are now reported to reflect the changes agreed by the Executive Member, all of which were supported by the Schools Forum.
	-494	Funds Delegated to Schools
494		School Grant Income
483		Maintained Schools & Academies
	-277	Non Maintained Special Schools & Colleges
114		Education out of School
82		Other SEN Services
1,558		Early Years Free Entitlement
4		Other Early Years Services
	-1,964	DSG
		The Education and Skills Funding Agency (EFSA) has confirmed changes to Dedicated School Grant funding in respect of deducting grant to be paid direct to academy schools of £12.617m. Relevant budgets have been adjusted accordingly to reflect the reduced income and ensure a net nil impact in the accounts. Furthermore, funding for school secondary sixth forms has increased by £0.135m and reflects additional student intake in the 2016/17 academic year.
	-12,617	Funds Delegated to Schools
12,617		DSG
135		Funds Delegated to Schools
	-135	School Grant Income
<b>15,487</b>	<b>-15,487</b>	<b>Total</b>

## Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<b><u>Environment, Culture and Communities</u></b>
		The Devolved Staffing Budgets (DSB) have then been realigned to reflect in year staff turnover and amendments to staffing structures
59		Leisure & Culture
	-130	Planning Transport & Countryside
53		Environment & Public Protection
18		Performance & Resources
<b>130</b>	<b>-130</b>	<b>Total</b>

## Departmental Virements over £50,000


Debit	Credit	Explanation
£'000	£'000	
		<b><u>Resources</u></b>
		The Devolved Staffing Budgets (DSB) have then been realigned to reflect in year staff turnover and amendments to staffing structures. In order to balance the DSB it has been necessary to identify underspends within non-DSB budgets to vire to the DSB budgets.
100	-100	Office Accommodation DSB Home-to-School transport (Non DSB)
<b>100</b>	<b>-100</b>	<b>Total</b>

## Initial Equalities Screening Record Form

<b>Date of Screening:</b> 29/11/2017	<b>Directorate: Adult Social Care, Health &amp; Housing</b>		<b>Section: Commissioning and Resources</b>
<b>1. Activity to be assessed</b>	Transformation of the relationship with the Voluntary Sector		
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input checked="" type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
<b>3. Is it a new or existing activity?</b>	X New <input type="checkbox"/> Existing		
<b>4. Officer responsible for the screening</b>	Neil Haddock, Chief Officer Commissioning & Resources		
<b>5. Who are the members of the screening team?</b>	Commissioning Team		
<b>6. What is the purpose of the activity?</b>	To move from a block grant / contract regime with the Voluntary Sector, to one where individuals purchase the services they want from voluntary sector organisations using their Personal Budgets . This will be on a phased basis, with full implementation from 1 <sup>st</sup> April 2019.		
<b>7. Who is the activity designed to benefit/target?</b>	People in receipt of Personal Budgets		
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>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.	<b>What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
<b>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.</b>	Y	N	People in receipt of personal budgets will have some form of disability, so will be impacted by these proposals. The impact is considered to be positive.  By definition, people with a personal budget have some form of disability. The impact is considered positive, as people will still be able to purchase the services that are available from the voluntary sector with their personal budget if they choose, but will also have the choice to purchase different services to support their needs. This greater choice is positive. This approach gives people direct power to positively influence the market and voluntary sector to provide services that will meet their needs. This power is positive.
<b>9. Racial equality</b>	Y	N	No impact  Personal budgets are awarded on the basis of need, with the assessment done using a nationally

				recognised model. There is no evidence in Bracknell to suggest that racial background impacts on the likelihood of someone receiving a Personal Budget, or the value of that Personal Budget.
<b>10. Gender equality</b>	Y	N	People in receipt of personal budgets are statistically more likely to be women. Therefore gender is an indirect factor in these proposals. The impact is considered to be positive.	Gender is an indirect factor in these proposals. People in receipt of personal budgets are statistically more likely to be women. This is due to the fact that amongst the older population in receipt of personal budgets, women outnumber men by a factor of nearly 2:1, both in Bracknell and nationally, and, in turn, it is the older population who are more likely to be in receipt of a personal budget. Therefore gender is an indirect factor in these proposals. The impact is considered to be positive as people will still be able to purchase the services that are available from the voluntary sector with their personal budget if they choose, but will also have the choice to purchase different services to support their needs. This greater choice is positive. This approach gives people direct power to positively influence the market and voluntary sector to provide services that will meet their needs. This power is positive.
<b>11. Sexual orientation equality</b>	Y	N	No impact	Personal budgets are awarded on the basis of need, with the assessment done using a nationally recognised model. There is no evidence in Bracknell to suggest that sexual orientation impacts on the likelihood of someone receiving a Personal Budget, or the value of that Personal Budget.
<b>12. Gender re-assignment</b>	Y	N	No impact	Personal budgets are awarded on the basis of need, with the assessment done using a nationally recognised model. There is no evidence in Bracknell to suggest that sexual orientation impacts on the likelihood of someone receiving a Personal Budget, or the value of that Personal Budget.
<b>13. Age equality</b>	Y	N	People in receipt of personal budgets are statistically more likely to be older people, so age is an indirect factor in these proposals. The impact is considered to be positive.	Age is an indirect factor, as statistically people in receipt of a personal budget are more likely to be older, aged 65+. The impact is considered positive, as people will still be able to purchase the services that are available from the voluntary sector with their personal budget if they choose, but will also have the choice to purchase different services to support their needs. This greater choice is positive. This approach gives people direct power to positively influence the market and voluntary sector to provide

				services that will meet their needs. This power is positive.
<b>14. Religion and belief equality</b>	Y	N	No impact	Personal budgets are awarded on the basis of need, with the assessment done using a nationally recognised model. There is no evidence in Bracknell to suggest that religion or belief impacts on the likelihood of someone receiving a Personal Budget, or the value of that Personal Budget.
<b>15. Pregnancy and maternity equality</b>	Y	N	No impact	Personal budgets are awarded on the basis of need, with the assessment done using a nationally recognised model. There is no evidence in Bracknell to suggest that pregnancy on the likelihood of someone receiving a Personal Budget, or the value of that Personal Budget.
<b>16. Marriage and civil partnership equality</b>	Y	N	No impact	Personal budgets are awarded on the basis of need, with the assessment done using a nationally recognised model. There is no evidence in Bracknell to suggest that marriage or civil partnership status impacts on the likelihood of someone receiving a Personal Budget, or the value of that Personal Budget.
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.</b>	Not applicable.			
<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>	Not applicable			
<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>	Potentially, approximately 1000 people per year could be affected, all of whom will have some form of disability, and approximately 600 would be older people (aged 65+). The split between men and women is likely to be 40:60. The significance cannot be quantified numerically, however the impact is that people have greater choice in how to spend their Personal Budget.			
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>		N	For each equality group where there is an impact, the impact is that they have greater choice in how to use their Personal Budget to meet their needs. This approach gives people direct power to positively influence the market and voluntary sector to provide services that will meet their needs. This power is positive.	

<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	Information on how people use their Personal Budgets will help identify the positive impact of these proposals. This information will be built up from individual support plans for each person with a Personal Budget.		
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>		N	There are no negative equality impacts of this proposal, as explained above.
<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?</b> The impact of this is on the voluntary sector, who will no longer receive money from the Council to provide services that people could purchase with their Personal Budgets. In order to avoid destabilising the Voluntary Sector, this is being phased in over 2 years. In addition, the Department, as part of its Transformation Program, has launched a Digital Marketplace, and created new roles of Community Connectors, to help people identify which services they wish to purchase from different providers, including the voluntary sector. Individual organisations who provide services that people want will flourish. These actions have already been done.			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
<b>24. Which service, business or work plan will these actions be included in?</b>	Adult Social Care Transformation Program		
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>			
<b>26. Chief Officers signature.</b>	<div style="text-align: center;">             Signature:            Date:29/11/2017         </div>		

## Initial Equalities Screening Record Form

Date of Screening: 25/11/2017	Directorate: CYPL	Section: L & A
1. Activity to be assessed	Reduction in spend on commissioned services for young people who are NEET	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input 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 type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Virtual School Head – Kashif Nawaz	
5. Who are the members of the screening team?	Virtual School Head – Kashif Nawaz	
6. What is the purpose of the activity?	The aim of the service is to support those young people of school age and are at risk of becoming NEET as well as supporting those who are 16 – 18 years old and are NEET. The service was previously contracted to Adviza and bought in-house in March 2017. With the presence of Elevate, opportunities have been identified to deliver the service with a lower cost which meant that a saving of £49k can be made for the 2018/19 financial year. Actual services to young people however, will not be reduced and this will continue to be delivered.	
7. Who is the activity designed to benefit/target?	Young people across the ages of 14 – 18 years old.	
Protected Characteristics	<b>Please tick yes or no</b>	<b>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.
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	N	No
9. Racial equality	N	No
		<b>What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
		All young people are provided with the same service and there is no evidence of any differential due to disability?
		No young person will feel an impact from a racial equality perspective. All those involved come from a diverse number of backgrounds. Everyone will continue to be treated sensitively in regards to their needs.



10. Gender equality		N	No	All young people are provided with the same service and there is no evidence of any differential due to gender
11. Sexual orientation equality		N	No	Based on information relating to gender, staff are aware of individual needs and can adapt their service to meet this.
12. Gender re-assignment		N	No	All young people are provided with the same service and there is no evidence of any differential due to gender
13. Age equality		N	No	The service set up to support young people of school age through to 18 year olds. This will continue to be the case
14. Religion and belief equality		N	No	Individual support plans reflect the religious and cultural beliefs of individuals using this service. Staff are therefore aware of how these needs can be followed through.
15. Pregnancy and maternity equality		N	No	The service currently supports expectant mothers and families and will continue to do so. There will be no change in the current level of support available to them.
16. Marriage and civil partnership equality		N	No	The service does not differentiate between those who are either single, married or in a civil partnership – this will continue to remain the case as staff are fully trained to meet individual needs.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	No further information available at this time			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No impact identified			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	N/A
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Monitor trends over time through monthly information reports. This is reported through the Performance management board in CYPL at DMT.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	There are no areas of impact recorded hence a full impact assessment is not required.
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>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature:		Date:

## Initial Equalities Screening Record Form

Date of Screening: 28/11/17	Directorate: Resources	Section: Customer Services	
1. Activity to be assessed	We are planning to change the way the face to face service is offered at Time Square. Customers will be able to see a specialist officer by appointment only, and any 'drop-in' customers will be directed to self-service. Support will be provided for any customers who are unable to use self-service facilities on their own		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input 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 type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Bobby Mulheir		
5. Who are the members of the screening team?	Toni Ball		
6. What is the purpose of the activity?	The aim is to support customers in becoming more self-reliant and learning how to access our online services. by moving to appointments to enable customers to access specialist officers, we can better manage the use of resources, and help to reduce demand. Customers may initially find it more difficult to access council officers as they will need to make an appointment. They will be supported to access online services, and this will help them to develop digital skills needed for accessing information and services in other areas of their lives.		
7. Who is the activity designed to benefit/target?			
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.
9. Racial equality	Y	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.

10. Gender equality	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
11. Sexual orientation equality	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
12. Gender re-assignment	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
13. Age equality	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
14. Religion and belief equality	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
15. Pregnancy and maternity equality	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
16. Marriage and civil partnership equality	¥	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Most people will benefit from being supported to develop digital skills and learn how to access online services.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the	No difference			

number of people likely to be affected?			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Customer satisfaction will be recorded as we trial different ways of working.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	There are no negative equality impacts of this proposal, as explained above.
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? At Time Square 'North' reception more self service facilities will be provided and staff will be in the area to support customers as required; this will help them to develop digital skills needed for accessing information and services in other areas of their lives. Opportunities to take this forward will be trialled over the next few months with the main developments taking place during the next financial year.			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature: <i>Bobby Mulheir</i>		Date: 28/11/17

## Initial Equalities Screening Record Form

Date of Screening: 28/11/17	Directorate: Resources		Section: Customer Services
1. Activity to be assessed	We are introducing GovDelivery and Gov.UK Notify to enable the council to send bulk emails to residents. Residents can subscribe for emails through GovDelivery, and receive newsletters, bulletins, briefings, service disruption information, etc. Gov.UK Notify will enable us to send emails or text messages to customers to remind them to do things, or to prompt them to take action. These contacts can also be managed in bulk, but can be personalised to the recipients. Initial trials will be run with the Revenues Service, sending reminders for overdue payments.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input 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	Bobby Mulheir		
5. Who are the members of the screening team?	Toni Ball, Dave Evans		
6. What is the purpose of the activity?	We want to move most of the council's communication with residents to digital channels, to reduce costs.		
7. Who is the activity designed to benefit/target?	This activity is designed to reduce costs, and to benefit all residents.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.
9. Racial equality	Y	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not

			online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
<b>10. Gender equality</b>	∕	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
<b>11. Sexual orientation equality</b>	∕	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
<b>12. Gender re-assignment</b>	∕	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
<b>13. Age equality</b>	∕	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	

14. Religion and belief equality	☒	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
15. Pregnancy and maternity equality	☒	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
16. Marriage and civil partnership equality	☒	N	There should be a benefit to customers, and no particular group or characteristic will be impacted more than any other. Customers who are not online will not be able to make use of GovDelivery, although if they have a mobile phone, will be able to benefit from Gov.UK Notify. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	N/A.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No difference			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality	☒	N		



Duties?			
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Customer feedback will be gathered as we introduce new ways of working.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	There are no negative impacts of this proposal, as explained above
<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</b> This presents additional channels for communication for customers and as such as seen to be a benefit. It is not proposed, at this time, to totally replace other channels of communication, so those who are not online will still receive information.			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature: <i>Bobby Mulheir</i>		Date: 28/11/17

## Initial Equalities Screening Record Form

Date of Screening: 28/11/17	Directorate: Resources		Section: Customer Services
1. Activity to be assessed	We are planning to change our approach to income collection, and will no longer advertise the acceptance of cash and cheques. In the future we will work towards refusing to accept cash and cheque payments completely.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input 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 type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Bobby Mulheir		
5. Who are the members of the screening team?	Toni Ball, Dave Evans		
6. What is the purpose of the activity?	The aim is to reduce the costs associated with income collection. Customers may initially find it more difficult to make payments, although we will accept online, telephone and over the counter card payments. We will encourage people to set up direct debits where this is appropriate. People will still be able to pay by cash and cheque at the post office, and we will accept these payments, if customers genuinely have no other means of paying us.		
7. Who is the activity designed to benefit/target?	This activity is designed to reduce costs.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.
9. Racial equality	Y	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.
10. Gender equality	Y	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any

			other.	
<b>11. Sexual orientation equality</b>	∕	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
<b>12. Gender re-assignment</b>	∕	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
<b>13. Age equality</b>	∕	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
<b>14. Religion and belief equality</b>	∕	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
<b>15. Pregnancy and maternity equality</b>	∕	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
<b>16. Marriage and civil partnership equality</b>	∕	N	There may be some inconvenience to customers in the short term, but no particular group or characteristic will be impacted more than any other.	
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.</b>	N/A.			
<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>	N/A			
<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>	No difference			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N		
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Customer feedback will be gathered as we introduce new ways of working.			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	There are no negative equality impacts of this proposal, as explained above.	
<p><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?</b></p> <p>Customers who still wish to pay by Cheque or Cash will stay be able to pay by this method at their own bank or building society. It is only at the civic offices that cheques and cash will not be accepted. Customers who have a cheque book will have a bank account, so everyone will be able to continue to pay by this method if they wish</p>				
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>	
24. Which service, business or work plan will these actions be included in?				
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list			
26. Chief Officers signature.	Signature: <i>Bobby Mulheir</i>		Date: 28/11/17	

**TO: THE EXECUTIVE**  
**19 December 2017**

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## **COUNCIL PLAN OVERVIEW REPORT** **Chief Executive**

### **1 PURPOSE OF REPORT**

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

### **2 RECOMMENDATION**

- 2.1 **To note the performance of the Council over the period from July - September 2017 highlighted in the Overview Report in Annex A.**
- 2.2 **To note the performance of the Council from the LG Inform benchmarking report in Annex B.**

### **3 REASONS FOR RECOMMENDATION**

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

### **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None applicable.

### **5 SUPPORTING INFORMATION**

#### Performance Management

- 5.1 The Council's performance management framework provides for the preparation of Quarterly Service Reports (QSRs) by each department. These QSRs provide an update of progress and performance against departmental Service Plans.

#### Quarterly Service Reports

- 5.2 Executive Portfolio Holders will have received the first quarter QSRs for their areas of responsibility. QSRs are also distributed electronically to all Members, and will be considered by the Overview & Scrutiny Commission and Scrutiny Panels. This process enables all Members to be involved in performance management.

#### Council Plan Overview Report

- 5.3 The QSRs have been combined into the Council Plan Overview Report (CPOR), which brings together the progress and performance of the Council as a whole. The CPOR enables the Corporate Management Team and the Executive to review performance, highlight any exceptions and note any remedial actions that may be necessary, either from under-performing or over-performing services, across the range of Council activities.

- 5.4 The CPOR for the second quarter (July - September 2017) is shown at Annex A.

#### LG Inform Benchmarking report

- 5.5 There are 106 performance indicators reported in total across the organisation to monitor progress against the Council Plan. 45 of these are available to benchmark against other local authorities using a tool developed by the Local Government Association (LGA) called LG Inform. An annual benchmarking report is produced from

LG Inform each October to enable the Executive to review performance in comparison to other English unitary authorities.

5.6 The benchmarking report produced in October 2017 is shown at Annex B.

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

### Borough Solicitor

6.1 There are no specific legal issues arising from this report.

### Borough Treasurer

6.2 There are no direct financial implications arising from this report.

### Equalities Impact Assessment

6.3 Not applicable.

### Strategic Risk Management Issues

6.4 Any specific issues are included in the QSRs and in the CPOR in Annex A.

### Other Officers

6.5 Not applicable.

## **7 CONSULTATION**

### Principal Groups Consulted

7.1 Not applicable

### Method of Consultation

7.2 Not applicable.

### Representations Received

7.3 None.

### Background Papers

QSR – Resources – Quarter 2 2017/18

QSR – Environment, Culture and Communities – Quarter 2 2017/18

QSR – Adult Social Care, Health and Housing – Quarter 2 2017/18

QSR – Children, Young People and Learning – Quarter 2 2017/18

### Contact for further information

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### Document Ref

G:\CXO\Performance and Partnerships\Performance Management\2017-18\1 - Quarter 2\6 - CPOR



# COUNCIL PLAN OVERVIEW REPORT

Q2 2017 - 18  
July - September 2017

Chief Executive:  
Timothy Wheadon

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# Section 1: Chief Executive's Commentary

## 1 Introduction

1.1 This report sets out an overview of the Council's performance for the second quarter of 2017/18 (July - September 2017). The purpose is to provide the Executive with a high-level summary of key achievements, and to highlight areas where performance is not matching targets or expectations, along with any remedial action that is being taken. It complements the detailed Quarterly Service Reports (QSRs) produced by each Director that have been available for many weeks.

1.2 Overall, good progress was made against the actions in the departmental service plans. At the end of the second quarter progress showed:

- 90 actions (69%) are on target to be completed within the timescales set
- 13 actions (10%) are at risk of falling behind schedule
- 2 actions (2%) have fallen behind schedule
- 25 actions (19%) have been completed.

1.3 Section 3 of this report contains information on the performance indicators across the Council for each of the strategic themes. Again the picture was positive, showing that the status for the key indicators in the Council Plan in the second quarter is:

- 32 (76%) green – i.e. on, above or within 5% of target
- 2 (5%) amber – i.e. between 5% and 10% of target
- 8 (19%) red – i.e. more than 10% from target.

20 further indicators have no set target.

## 2 Overview of Q2 and what went especially well

2.1 Quarter 2 saw some major milestones achieved for the borough. The opening of The Lexicon on 7 September was a landmark day, and has been a huge success. The opening of the town centre was the outcome of many years of work by teams across the council and I would like to take this opportunity to acknowledge the size and scale of that achievement. The opening of The Lexicon was shortly followed by the opening of Coral Reef on 29 September. This was a very challenging and technical construction on a building over 30 years old that came to a successful conclusion by a huge amount of team work and partnership working by all involved.

2.2 Transformation across the organisation continues at pace. The new Resources directorate was launched on 1 September 2017 to reflect the consolidation of the teams covered by the Council Wide Support Services Review (CWSS) – Finance, ICT and HR. To reflect a sharper focus on the outcomes of the Citizen and Customer Contact Review, Bobby Mulheir is now Chief Officer: Customer Experience. Whilst the transformation of services through the Citizen and Customer Contact Review and CWSS continues, a sharp focus is now on our Adult Social Care and Children's Social Care Transformation Programmes in order to progress those.

2.3 Having had an Ofsted inspection in quarter one, it was the turn of adult social care in this quarter with a 'Local Area Review' being carried out by the Care Quality Commission (CQC). This took the form of seven intensive days of visits by eight inspectors over two separate periods and a great deal of work inbetween. CQC looked at how well Care and Health organisations, including the private and voluntary

sector, work together to deliver person centred and effective care to older people on their journey into and out of hospital. The CQC report found that we serve the people of Bracknell Forest well with positive findings against all of the five key lines of enquiry.

- 2.4 Alongside this, Adult Social Care has been through the most intensive part of the Transformation Programme and has delivered all of our key priorities including the new online marketplace "Help Yourself". The next challenge is to use the new ways of working, systems and tools to embed the changes in culture we are all hoping for. This will lead to much more autonomy for individual clients and far less bureaucracy.

### **3 What we are doing about things going not quite so well?**

- 3.1 One interesting consequence of a successful Ofsted inspection is that a number of our staff have very marketable and transferable sets of skills. Therefore we are seeing a higher than normal rate of vacancy within a number of key service areas in children's services. Further analysis is taking place around detailed exit interviews to understand the motivation for leaving. This level of vacancies places increased pressure on social worker caseloads and we are closely monitoring these. As well as social workers, a number of other key roles within the organisation have been difficult to recruit to including a Chief Officer and Business Partner in ICT, a permanent Organisation Development Manager and Payroll Manager. Further work is being done to identify what the barriers to a successful recruitment have been and how we can overcome them.
- 3.2 During a time of such extensive organisational change we are paying particular attention to the corporate health of the organisation. Recent benchmarking data confirms that our staff sickness level remains better than the national average, with 6.0 days per employee compared to 10.1 nationally (2016/17). However, we continue to monitor this closely and work hard to make sure all staff are supported during the ongoing changes.
- 3.3 Of the indicators that are red, the declining number of transactions being carried out online (L256) is a concern, as self-service and customers using digital channels to contact the council is an important part of the transformation programme.

However, it is important to understand that this indicator currently only measures online transactions on our website within the context of face to face and telephone contact in the Customer Services team. It does not capture all the online interactions that residents are having across the council using some of the other online facilities, such as the BFC My benefits system or the Adult Social Care Self Care portal, or indeed the majority of our website traffic, which is seeking information.

Analysis of Customer Services data also shows that there are other factors affecting this indicator;

- We are moving the on line forms to a new version of the software and taking the opportunity to improve the customer journey at the same time. This has affected some other reports being produced and also the numbers of on line forms used.
- Residents are using the council website more now to find out information without needing to request this or complete an online form. This again has led to a reduction in the number of on line forms being used.
- There is a general reduction in contact with the council

It is clear that representing how we interact digitally with our residents as a simple key indicator is going to be challenging as the online world becomes more complex so through the Citizen and customer contact programme we are designing a

dashboard that will better represent how our residents interact with us and show how this is changing over time. This will need to be part of our performance monitoring from April 2018 onwards.

#### **4 Benchmarking against all English Unitary authorities**

- 4.1 The Corporate Management Team have recently reviewed the benchmarking report (attached at Annex B). This report is produced from LG Inform and benchmarks those Council Plan indicators where comparative data is available. The picture is largely positive with only 2 (4%) metrics appearing in the bottom quartile. Looking at this data presents an opportunity to reflect on our performance and how it compares to other areas.
- 4.2 The report shows that the percentage of primary schools inspected and rated good or outstanding by Ofsted is in the lowest performing quartile, 79% or 25 out of 32 primary schools in the borough. Many local authorities are now separating their school performance data into maintained schools and academies and we will be doing this in Bracknell from quarter 3 2017/18 and reporting both figures to more accurately reflect the performance of the local authority.
- 4.3 The benchmarking report shows old education measures that were reported for the final time for academic year 2014/15. These measures will be updated in future benchmarking reports. Looking at our most recent data, a number of provisional educational results were released in the quarter and indicate some good news to celebrate. They must be treated as provisional as they are currently unvalidated and could change up or down depending on the national profile. However, our provisional results see some significant improvements for our disadvantaged children at Key Stage 2. Our children in Year 1 who are assessed for phonics have continued since 2014, to improve their performance year on year for both non disadvantaged and disadvantaged pupils, with the difference also diminishing. We will continue to look closely at these results as they are validated and finalised.

*Timothy Wheadon*  
*Chief Executive*

## Section 2: Budget Position

### REVENUE BUDGET MONITORING

The monthly monitoring returns are set out in detail in each department's Quarterly Service Report (QSR).

Across the Council, variances have been identified that indicate a net over spend of £3.2m, with £1.8m remaining unallocated in the Corporate Contingency. These figures do not take into account grant funding for Social Care announced in the Chancellor's Budget in March as part of the Improved Better Care Fund, pending confirmation of how the allocation of £0.9m for Bracknell Forest can be set against the additional costs being incurred by the service.

The major variances being reported are as follows:

#### Children, Young People and Learning

- Within Children's Social Care, placement costs are forecast to over spend by £2.1m. There has been an increase in the number of high cost placements from the 89 full time equivalents assumed in the budget to 122. Plans are in place to make future changes that could save on current costs. In addition, the Transformation Programme requires significant savings in this area and a number of work streams have been developed that identify potential actions to effect significant cost reductions although there remains the prospect of further placements needing to be made in the short term.
- Significant cost increases have arisen through greater use of the Childcare Solicitor service (operated by Reading Borough Council as a Berkshire Joint Arrangement (£0.44m)). The main reason for the rise relates to a significant increase in the number of care proceedings which have increased by 88% in the last year from 25 to 47. The current numbers are expected to reduce moving forward through the work of the Family Safeguarding Model and once the current peak of cases completes a more settled number of 25 cases is expected to remain.

#### Adult Social Care, Health and Housing

- Older People and Long Term Conditions is forecast to overspend by £1.2m. This primarily relates to care packages (£1.1m), where the level of demand is continuing to increase and expected savings have not yet materialised, and the use of agency staff (£0.1m).
- The over spend on the Community Team for People with Learning Disabilities (£0.8m) primarily relates to higher care package costs.
- The Community Mental Health Teams are forecast to over spend by £0.9m, with the most significant pressures being additional care package costs for Older Adults (£0.75m) and higher staff costs resulting from the use of agency staff to cover vacant posts (£0.15m). Against these, a refund of £0.2m has been received related to a care package funded by the CCG.
- The use of the Better Care Fund (BCF) to purchase Assistive Equipment has now been approved and reflected in the forecast outturn (-£0.3m). An under spend has also developed on Joint Commissioning relating to BCF funding of carers costs, a

reduction in grant payments and savings from the new Healthwatch contract (-£0.25m).

- Underspends against Housing services totalling £0.4m, primarily relating to the recovery of housing benefits overpayments where the Council receives £0.40 of subsidy for each £1 recovered.
- The introduction of the new Resource Allocation System (RAS) called FACE is felt to be key to achieving savings on care packages. Data to the end of September indicates it has not yet resulted in significantly lower cost care packages, however further work is needed to verify the accuracy of figures held in the social care system. Pending this, parameters have now been updated and savings are expected to be achieved during the rest of 2017/18.

#### Environment, Culture & Communities

- The latest projected outturn for the waste PFI is an under spend of -£0.3m; this is based on actual tonnages for April to June, provisional tonnages for July to September and forecasts from October. The shutdown of Lakeside is reflected in the forecast and is now planned for March 2018.
- Based on a projection of house building within the borough of Surrey Heath, particularly Camberley, it is unlikely that the income received from Surrey Heath for Suitable Alternative Natural Greenspaces (SANGS) capacity at Shepherds Meadow will meet the budget target (£0.2m)
- The catering function at The Look Out has started the year strongly and based on projections the income for the year should exceed budget by -£0.09m. However, at Easthampstead Park Conference Centre income from both weddings and bereavements is down, resulting in an estimated shortfall of £0.06m once reductions in expenditure are taken into account.

#### Non Departmental Budgets

- Higher than forecast capital receipts in 2016/17 and significant capital carry forwards into 2017/18 have created an under spend against the Minimum Revenue Provision (-£0.7m).
- The 2017/18 Interest Budget assumed no pre-payment of pension contributions. With interest rates staying low and short term rates remaining below 0.5%, it was beneficial to maximise use of cash-flow in the early part of the year to pre-pay the maximum amount of the Council's pensions' liability (-£0.30m). Secondly, there has been a lag in major capital projects over the last 2 years, specifically Binfield Learning Village and Coral Reef, resulting in significantly less borrowing and as such interest payments (-£0.65m). The Council expects to borrow at least a further £30m over the coming months, and therefore the interest costs included within the budget will be required in 2018/19.

In addition to the headline variances being reported, a range of Emerging Issues have been highlighted that could result in additional or reduced costs when they are confirmed. Overall, those identified to date could potentially increase the predicted overspend by a further £0.6m. The most significant items are as follows;

	£000
Coral Reef – no income is being generated while the facility is closed. Based on historic usage patterns the impact will be a shortfall against the underlying budget of up to £0.45m, although it is expected that the new facility will attract more users and the normal closure over the Christmas period for annual maintenance will not need to happen.	450
Waterside Park – a shortfall in rental income is expected for this property, which was purchased prior to the robust Commercial Property Investment Strategy being adopted.	150
Bracknell Leisure Centre - Due in the main to changes in the marketing and sales functions, implementing initiatives which have seen an increase in memberships, early profiled projections are an under spend of -£0.100m.	-100

The scale of the potential overspend continues to be a concern and Directors are ensuring that their Transformation Programme activities are prioritising the delivery of short-term savings as well as delivering the expected wider benefits.

The in-year financial position will continue to be monitored closely, in particular the impact of demand pressures in Children’s and Adult Services, which are the most volatile areas. CMT is considering how the remaining over spend can be addressed over the coming months to ensure that expenditure is contained within the approved budget by the year end.

## Section 3: Strategic Themes


### Value for money



1. Value for money					
Ind Ref	Short Description	Previous Figure Q1 2017/18	Current Figure Q2 2017/18	Current Target	Current Status
L051	Percentage of current year's Council tax collected in year (Quarterly)	29.43%	57.02%	57.10%	
L053	Percentage of current year's Business Rates collected in year (Quarterly)	35.07%	60.93%	58.50%	
L221	Satisfaction level expressed in survey of contact with Customer Services, across all channels (Quarterly)	90.50%	92.10%	85.00%	
L255	Subsidy on leisure services (Quarterly)	112,723	83,627	-294,905	
L256	Percentage of transactions carried out online and the use of the customer portal (Quarterly)	39.9%	33.0%	53.9%	
L257	Cumulative number of complaints received at stages 2 and 3, statutory social services complaints, and complaints referred by the Local Government Ombudsman (Quarterly)	34	Missing		
L261	Level of staff sickness absence (Quarterly)	1.57	1.21	N/A	N/A
L262	Level of voluntary staff turnover (Quarterly)	2.7%	7.0%	N/A	N/A

## A strong and resilient economy



<b>2. A strong and resilient economy</b>					
<b>Ind Ref</b>	<b>Short Description</b>	<b>Previous Figure Q1 2017/18</b>	<b>Current Figure Q2 2017/18</b>	<b>Current Target</b>	<b>Current Status</b>
L265	Number of newly incorporated businesses (Quarterly)	190	190	N/A	N/A
L268	Percentage of working age people who are unemployed (Quarterly)	2.2%	2.3%	N/A	N/A
L269	Percentage of working age population in employment (Quarterly)	83.5%	82.0%	N/A	N/A
L271	Percentage of the borough covered by Superfast broadband (Quarterly)	96.2%	96.2%	96.2%	



## People have the life skills and education opportunities they need to thrive



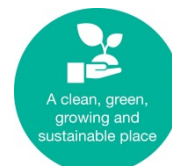
3. People have the life skills and education opportunities they need to thrive					
Ind Ref	Short Description	Previous Figure Q1 2017/18	Current Figure Q2 2017/18	Current Target	Current Status
NI114	Number of permanent exclusions from secondary schools (Quarterly)	4	3	N/A	N/A
NI117	Number of 16 - 18 year olds who are not in education, employment or training (NEET) (Quarterly)	4.1%	4.8%	7.5%	
L139p	Percentage of Primary schools rated good or better (Quarterly)	74.2%	71.0%	83.3%	
L139s	Percentage of Secondary schools rated good or better (Quarterly)	83.0%	80.0%	75.0%	
L237	Number of apprenticeships starts for 16-24 year olds through City Deal interventions (Quarterly)	8	2	5	
L325	Number of permanent exclusions from primary schools (Quarterly)	0	0	N/A	
L326	Number of fixed period exclusions from secondary schools (Quarterly)	141	104	N/A	N/A
L327	Number of fixed period exclusions from primary schools (Quarterly)	47	23	N/A	N/A

## People will live active and healthy lifestyles



4. People live active and healthy lifestyles					
Ind Ref	Short Description	Previous Figure Q1 2017/18	Current Figure Q2 2017/18	Current Target	Current Status
OF1c.2a	Percentage of people using social care who receive direct payments (Quarterly)	27.3%	43.1%	28.2%	
L003	Number of visits to leisure facilities (Quarterly)	430,473	832,858	700,000	
L015	Number of attendances for junior courses in leisure (Quarterly)	27,942	54,525	49,400	
L030	Number of lifelines installed in the quarter (Quarterly)	231	340	200	
L031	Percentage of lifeline calls handled in 60 seconds in the quarter (Quarterly)	96.70%	97.70%	97.50%	
L278	Percentage of adult social care records in the Adult Social Care IT System that contain the person's NHS number (Quarterly)	98.6%	98.2%	98.0%	
L279	The number of young people who are newly engaging with KOOTH (the online counselling service for young people) (cumulative - new plus existing registrations by end of year) (Quarterly)	1,755	1,910	1,700	
L280	The % of young people who receive a response from KOOTH (the online counselling service for young people) within 2 hours (Quarterly)	100.0%	100.0%	95.0%	
L281	Number of individual clients attending Youthline sessions (Quarterly)	254	331	250	
L309	Number of community groups worked with by Public Health to develop their support to local residents (Quarterly)	59	65	64	
L310	Number of people accessing online Public Health services via the Public Health portal (Quarterly)	1,251	1,621	1,600	
L311	Number of people actively engaged with Public Health social media channels (Quarterly)	1,870	2,032	1,860	

## A clean, green, growing and sustainable place



5. A clean, green, growing and sustainable place					
Ind Ref	Short Description	Previous Figure Q1 2017/18	Current Figure Q2 2017/18	Current Target	Current Status
NI155	Number of affordable homes delivered (gross) (Quarterly)	5	8	0	
NI157a	Percentage of major applications determined in 13 weeks (Quarterly)	92%	88%	85%	
NI157b	Percentage of minor applications determined in 8 weeks (Quarterly)	96%	95%	85%	
NI157c	Percentage of other applications determined in 8 weeks or within an agreed extension of time period (Quarterly)	99%	99%	85%	
NI181	Time taken in number of days to process Housing Benefit or Council Tax Benefit new claims and change events (Quarterly)	5.4	6.7	8.0	
NI192	Percentage of household waste sent for reuse, recycling and composting (Annually)	41.2%	Missing	45.0%	
NI193	Percentage of municipal waste land filled (Cumulative figure reported quarterly in arrears)	11.90%	Missing	18.00%	
L178	Number of household nights in non self contained accommodation (Quarterly)	303	687	274	
L179	The percentage of homeless or potentially homeless customers who the council helped to keep their home or find another one (Quarterly)	84.00%	82.00%	80.00%	
L241	Income from CIL (Quarterly)	1,002,000	211,676	1,237,500	
L284	Number of homes given planning permission (Quarterly)	33	306	324	
L286	Percentage of successful planning appeals (Quarterly)	67.0%	43.0%	68.0%	
L312	Number of families that have been in non self contained accommodation for over 6 weeks at quarter end (Bed & Breakfast) (Quarterly)	0	0	0	
L313	Number of families that have been in non self contained accommodation for over 6 weeks at quarter end (Non Bed & Breakfast) (Quarterly)	12	13	15	

## Strong, safe, supportive and self-reliant communities



6. Strong, safe, supportive and self-reliant communities					
Ind Ref	Short Description	Previous Figure Q1 2017/18	Current Figure Q2 2017/18	Current Target	Current Status
NI062	Stability of placements of looked after children in terms of the number of placements (Quarterly)	3.7%	9.2%	11.0%	
NI063	Stability of placements of looked after children - length of placement (Quarterly)	51.7%	55.6%	60.0%	
L092	Number of children on protection plans (Quarterly)	166	143	N/A	N/A
L161	Number of looked after children (Quarterly)	136	142	N/A	N/A
L185	Overall crime (Quarterly)	1,271	2,495	N/A	N/A
L202	Number of families turned around through Family Focus Project (Quarterly)	0	72	N/A	N/A
L203	Number of Referrals to Early Intervention Hub (Quarterly)	83	125	N/A	N/A
L204	Total number of CAFs and Family CAFs undertaken (Quarterly)	29	54	N/A	N/A
L242	Number of cases that step up to Children's Social Care (Quarterly)	7	3	N/A	N/A
L243	Number of cases that step down from Children's Social to Early Intervention Hub (Quarterly)	42	88	N/A	N/A
L287	Number of children in need supported under Section 17 of the Children Act (Quarterly)	790	639	N/A	N/A
L288	Number of foster carers recruited to meet need (Quarterly)	3	5	5	
L289	Average caseload per children's social worker (Quarterly)	19.2	18.5	16.0	
L290	Rate of referral to children's social care (Quarterly)	199.6	127.3	295.0	
L316	Forestcare - % of Lifeline demos within 7 days of customer request (Quarterly)	96%	97%	90%	

**Note:** Details of the annual indicators not being reported on this quarter are contained within the departmental quarterly service reports (QSRs).

## Section 4: Corporate Health

### a) Summary of People

#### Staff Turnover

Department	Previous Figure*	For the last 4 quarters	Notes
Adult Social Care, Health & Housing	9.9%	9.8%	
Children, Young People & Learning	11.0%	14.3%	
Environment, Culture & Communities	9.4%	11.1%	
Resources	9.6%	11.4%	
Chief Executive's Office	14.3%	14.7%	
Total Voluntary Staff Turnover including maintained schools (L262)	13.8%	11.7%	

\* This figure relates to the previous 4 quarters and is taken from the preceding CPOR.

Comparator data	%
Total voluntary turnover for BFC, 2016/17:	13.8%
Average voluntary turnover rate UK public sector 2015:	15.4%
Average Local Government England voluntary turnover 2015:	13.5%

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

#### Staff Sickness

Department	Quarter 2 2017/18 (days per employee)	Previous Financial Year (Actual Average days per employee)	2017/18 Projected Annual Average (days per employee)	Notes
Adult Social Care, Health & Housing	3.59	9.47	13.19	
Children, Young People & Learning	1.2	7.16	4.76	

Department	Quarter 2 2017/18 (days per employee)	Previous Financial Year (Actual Average days per employee)	2017/18 Projected Annual Average (days per employee)	Notes
Environment, Culture & Communities	1.17	6.33	5.4	
Resources	1.16	6.44	5.63	Staff numbers have fluctuated over the last quarter due to re-organisations but figures should smooth out over the whole financial year
Chief Executive's Office	3.0	6.55	14.09	Staff numbers have fluctuated over the last quarter due to re-organisations but figures should smooth out over the whole financial year
Total staff sickness excluding maintained schools	1.83	6.0	7.43	

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council 16/17	6.0 days
All local government employers 2015	10.5 days

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

## b) Summary of Complaints

Department	Type of complaint	New	Total cumulative complaints	Outcome of all complaints received year to date
Adult Social Care, Health & Housing	Statutory	11	15	5 – ongoing 1 – partially upheld/partially substantiated 9 – not upheld/not substantiated/no finding made
	Housing stage 2	3	5	5 – not upheld/not substantiated/no finding made
	Housing stage 3	0	1	1 - not upheld/not substantiated/no finding made
	Local Government Ombudsman	1	2	1 – premature application to LGO 1 - not upheld/not substantiated/no finding made
Children, Young	Statutory stage 1	17	33	5 - ongoing 3 – upheld/fully substantiated

People & Learning				7 – partially upheld/partially substantiated 3 – proceeded to next stage 15 – not upheld/not substantiated/no finding made
	Statutory stage 2	0	4	2 - ongoing 2 - partially upheld/partially substantiated
	Statutory stage 3	0	0	
	Stage 2	0	0	
	Stage 3	0	0	
	Local Government Ombudsman	1	2	2 – Premature application to LGO
Environment, Culture & Communities	Stage 2	5	7	1 - upheld 1 – partially upheld/partially substantiated 1 – proceeded to next stage 4 - not upheld/not substantiated/no finding made
	Stage 3	1	2	2 - not upheld/not substantiated/no finding made
	Local Government Ombudsman	0	1	1 - not upheld/not substantiated/no finding made
Resources and Chief Executive's Office	Stage 2	0	1	The single complaint is a joint ECC complaint and relates to a rental building and issues with associated car parking spaces which are being misused
	Stage 3	0	0	
	Local Government Ombudsman	0	0	

### c) Strategic Risks and Audits

Two limited assurance reports have been issued in quarter two relating to Personal Education Plans and SEN. In addition, a further priority one finding has been raised in the follow up reviews undertaken for Home to School Transport and Disaster Recovery.

The risks in the Register were reviewed by the Strategic Risk Management Group on 14 August and by CMT on 13 September 2017. The key changes agreed were

- to increase the financial risk
- to add a supply chain risk for adult social care
- to remove risks for the Town Centre, Schools' Backlog Maintenance, Buildings and Infrastructure, and Working with Partners and Legislative Changes as these had been consistently low risks for some considerable time
- to amend the staffing risk to focus on difficulties in recruiting to specialisms in Adult Social Care and to the loss of children's social workers due to offers from other authorities following the recent OFSTED inspection, which had highlighted the quality of this Council's services
- to re-focus the IT infrastructure risk and incorporate the separate cyber risk within this
- to amend the school places risk to focus on policy

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## Bracknell Forest Council Plan 2015 – 2019

To meet the challenges ahead the council needed a clear and focused approach that would address the financial challenge and deliver the commitments made in the 2015 election manifesto. We have articulated our approach in a new narrative for the organisation that we believe is right for the challenges we face:

Bracknell Forest is a good place to live with a mainly affluent, well educated and independent population.

The council will provide leadership and work with others to keep the borough a place where all residents can thrive and benefit from core services.

What we do ourselves we aim to do well, but we must prioritise to live within our means.

We will provide an essential safety net and target this to people and areas with greatest need.

In targeting our services, we will continue to prioritise early help and prevention so struggling or vulnerable people can maximise their opportunities to become independent.

Our Council Plan sets out six strategic themes. Collectively, these themes are our vision of what we want the borough to be. Each theme is linked to key measures of success and performance indicators. The vision, themes and key measures provide the framework for us to deliver our new approach and be a council that can adapt and innovate to keep Bracknell Forest a good place to live.



## Performance measures

There are 76 performance measures in the Council Plan which provide an overview of performance across the organisation. These measures provide 106 performance indicators of which 45 are available to benchmark using LG Inform. This benchmarking report produced annually each October, supports our internal performance framework and creates an opportunity to place our performance in a wider context allowing us to question how we do things and where we can improve.

Reporting on the Council Plan began in quarter 1 of 2016/17 i.e. April to June 2016. This report looks at the benchmarking data for those metrics in the Council Plan which are also within LG Inform. It compares the data to that which was included in the baseline report done in October 2016 and comments on the change in performance since then. The report is current as of October 2017.

There is no ideal time to produce the report as some data will always be out of date but mid-point in the financial year has been agreed as the most appropriate. This will miss the latest schools and adult social care data which tend to be published each year in October/ November. Data on LG Inform is however continually being updated as new figures become available and the graphs on the website report will automatically update throughout the year. The comments in the website report will not update but these will be reviewed every six months. The comments in this report are correct as of October 2017.

In the report the figures for Bracknell Forest have been compared with those of all English Unitary authorities. An analysis of the statistics comparing Bracknell Forest with its 'CIPFA nearest neighbours' does not show any significant differences from the comparison with all English unitary authorities.

### Summary:

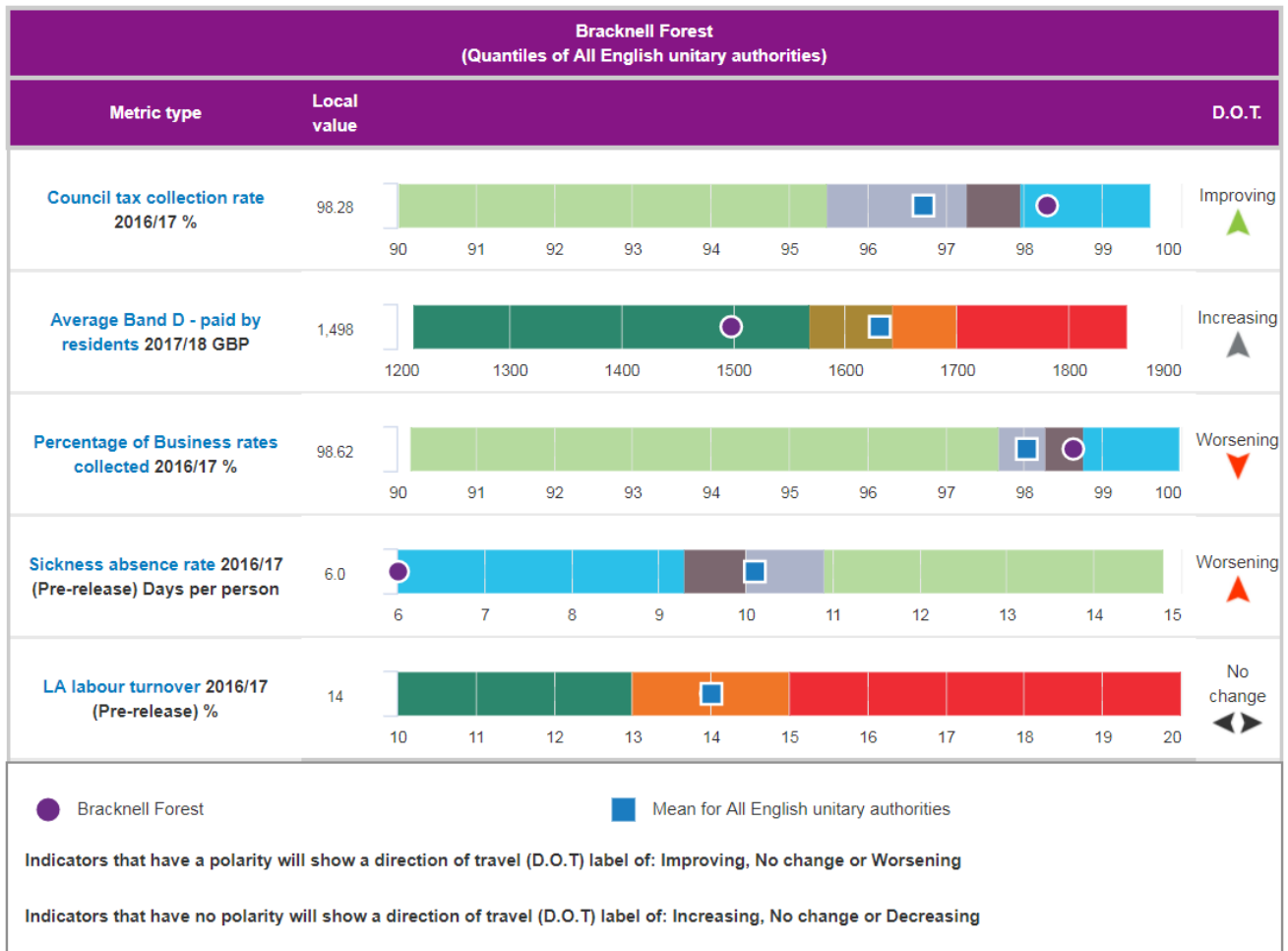
Of the 45 metrics benchmarked for which there was data available, Bracknell Forest is currently in the top quartile for 22 metrics, 49% of the metrics as compared to all other English Unitary Authorities; and in the bottom quartile for 2 metrics, which is 4%.

For those indicators where there is a polarity i.e. an assessment can be made as to whether the situation is improving or worsening, 22 indicators improved from the previous reporting period and 11 had worsened.

Note: The direction of travel arrows (D.O.T.) in the graphs below indicate the change in performance from the previous reporting period. This will be either the previous quarter or the previous year depending upon the individual metric.

- For indicators where there is a polarity (i.e. a higher or a lower figure is better) a green direction of travel arrows indicates that performance has improved since the previous reporting period a red arrow indicates that performance has got worse and two horizontal arrows indicate that performance has not changed .
- For indicators for which there is no polarity all arrows are grey and are labelled to indicate whether the figure has increased or decreased since the last reporting period or whether there has been no change.
- On all graphs the purple circle shows the figures for Bracknell Forest and the average for all English unitary authorities is represented by a blue square.

Comments last updated October 2017.



**Notes:**

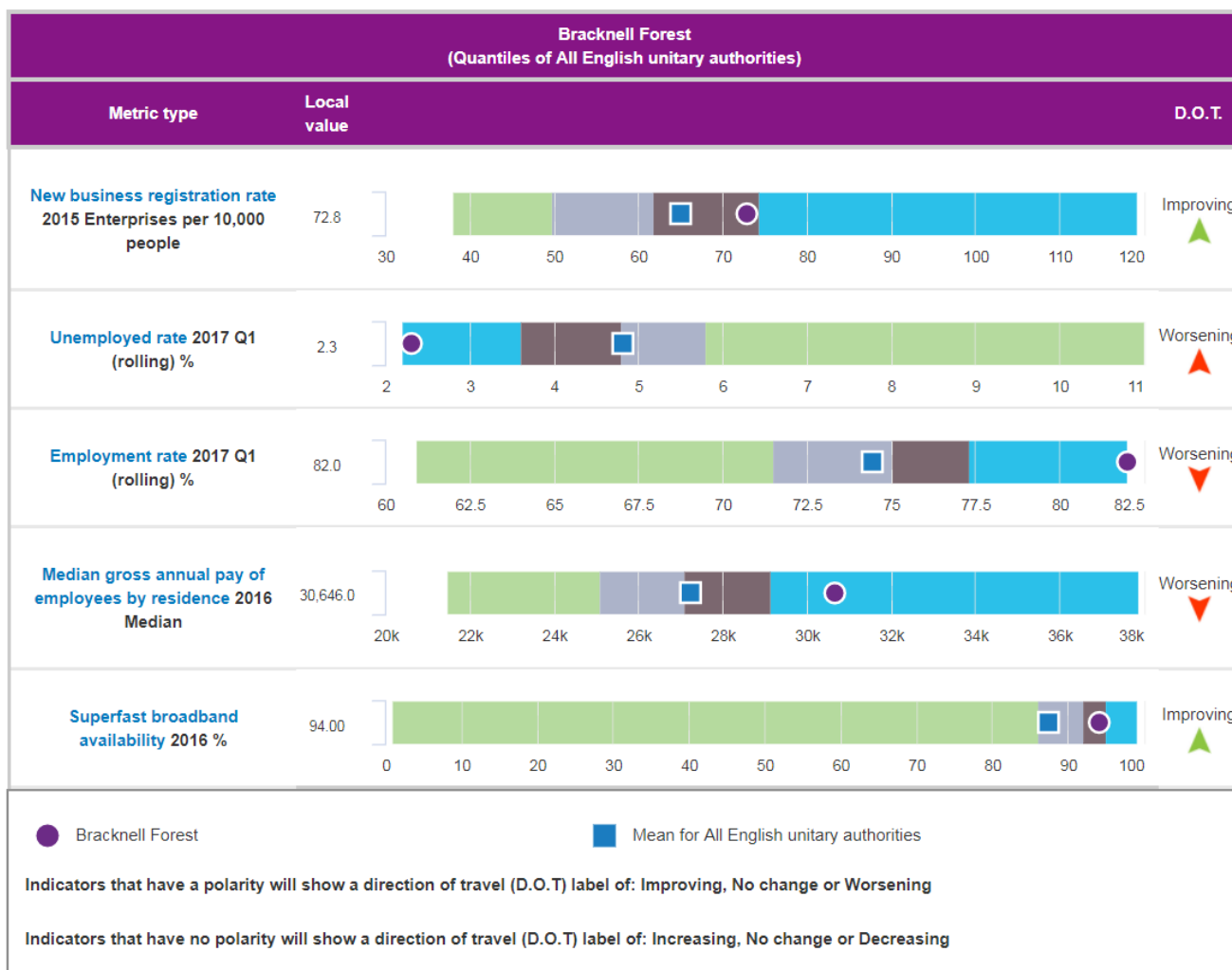
The collection of Council Tax and Business Rates is extremely high. Council Tax collection is stable at 98.28% in 2016/17 in comparison to 98.26% in 2015/16. Business Rates collection is also stable going from 98.90% in 2015/16 to 98.62% in 2016/17.

The lower than average Band D tax bill is reflective of the Council's aim of keeping Council Tax in the lowest 10% nationally amongst similar authorities. Whilst the amount has increased from £1,433 in 2016/17 to £1,496 in 2017/18, it remains well below the average of £1,630.

The sickness absence rate for Bracknell Forest is up from 5.2 days per employee in 2014/15 to 6.0 in 2016/17. However, this is well below the average of 10.1.

The staff turnover figure for Bracknell Forest is up from 13% in 2014/15 to 14% in 2016/17 which is the same as the average.

## A strong and resilient economy



### Notes:

The metrics for a strong and resilient economy show that Bracknell Forest is currently out-performing the other unitaries. New business registrations are at 72.8 registrations per 10,000 people compared to 64.9 registrations per 10,000 people for all English unitaries.

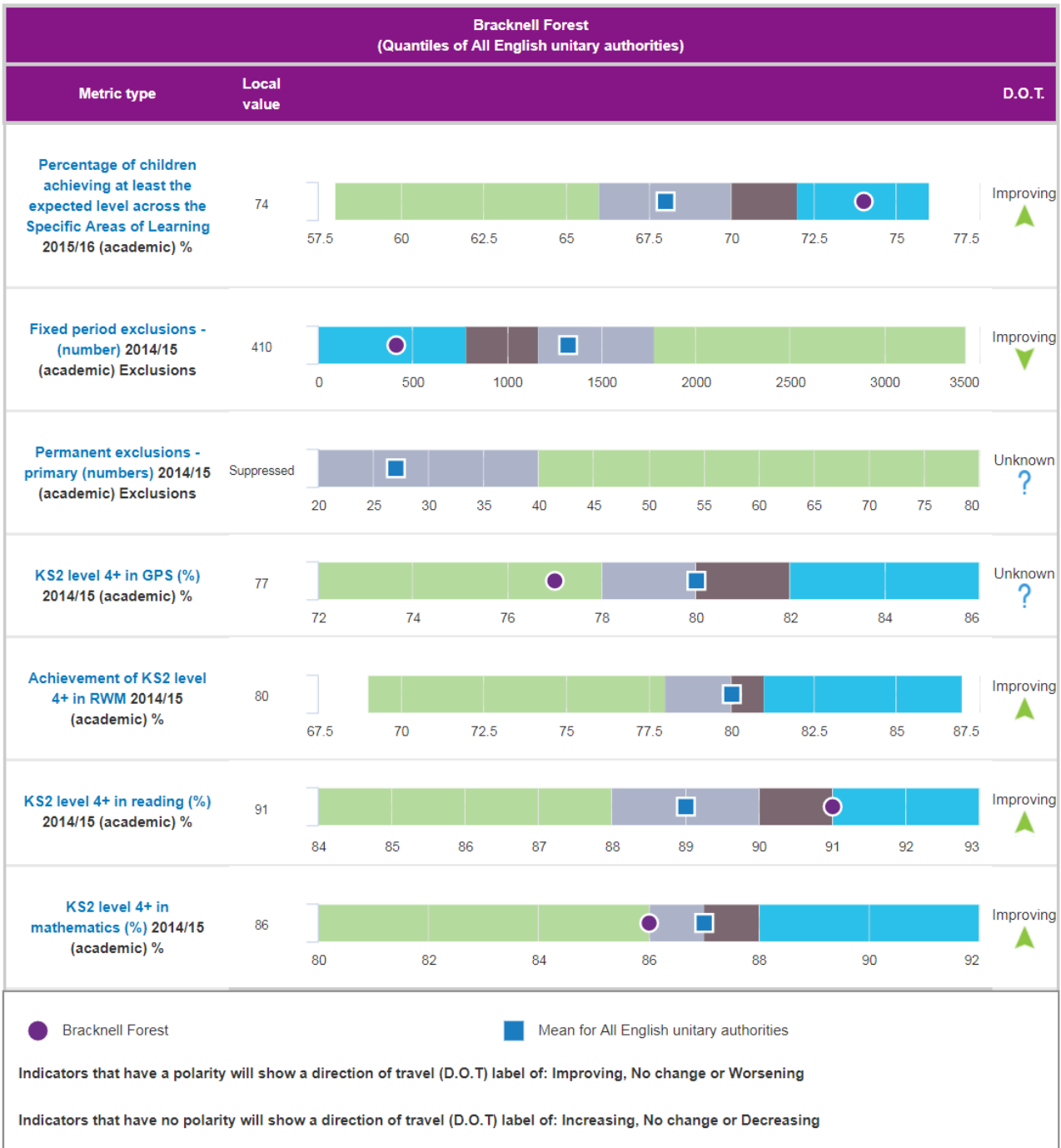
There are high levels of employment, 82.0% in 2017 Q1, and low levels of unemployment, 2.3% in 2017 Q1, in the borough. These figures have worsened slightly since the previous quarter, however these figures are very stable and consistently the first or second of all English unitaries. Last year's benchmarking reported the unemployment figure for 2015 Q4 as 2.3% and an employment figure for 2015 Q4 of 83.4%.

It is anticipated that the figures will improve further with the new jobs created due to the regenerated town centre.

Median gross annual pay has decreased from £31,213 in 2015 to £30,645 in 2016. This is well above the average of £27,232.

The coverage of Superfast broadband across the borough in 2016 was very high at 94%. This is up from 92% in 2015.

People have the life skills and education opportunities they need to thrive



**Notes:**

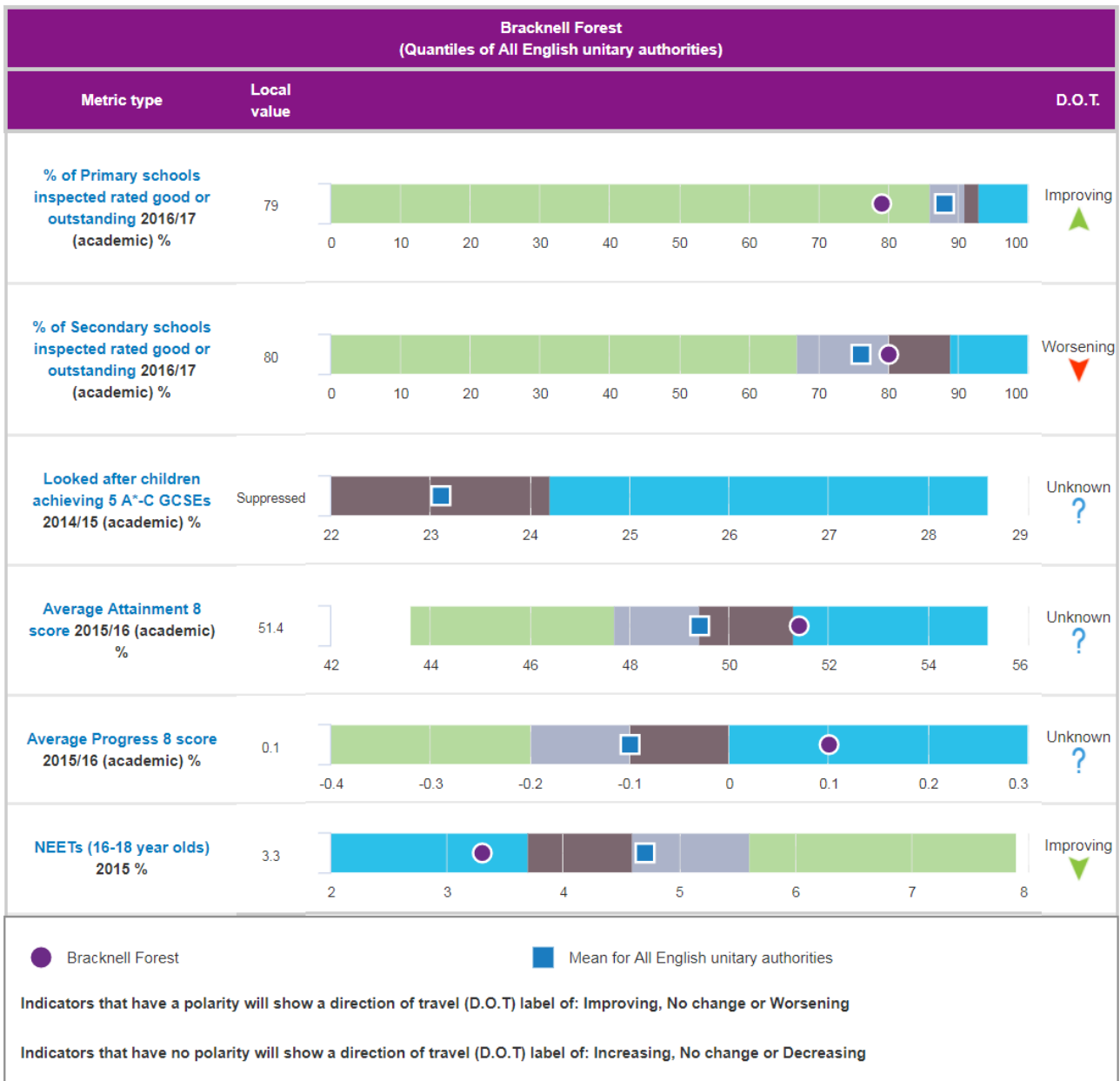
From 2015/16 the KS2 assessments was changed significantly. The next benchmarking report in 2018 will include the new data.

Percentage of children achieving at least the expected level across specific areas of learning has increased from 72% in 2014/15 to 74% in 2015/16 and is in the top quartile.

In KS2 the percentage of pupils achieving level 4+ in maths was 86% in 2014/15 (up from 85% in 2013/14) and in reading was 91% in 2014/15 (up from 89% in 2013/14). Overall achievement at KS2 for reading, writing and maths was 80% in 2014/15 - up from 79% in 2013/14 and in line with the average.

Please note: Where data has been suppressed it is because numbers are so low that they could potentially lead to the identification of individuals. In the case of exclusions all results below 5 have been suppressed.

People have the life skills and education opportunities they need to thrive



**Notes:**

The percentage of Primary schools rated as good or outstanding increased from 71% in 2015/16 to 79% in 2016/17. Although performance is increasing the figure is still in the lowest performing quartile. For context, 79% is equivalent to 25 out of 32 primary schools in the borough.

For secondary schools the result in 2016/17 was 80%, a decrease from 100% in 2015/16. For context, 80%, is equivalent to 4 out of 5 secondary schools. From 2018/19 this indicator will be separated to distinguish between academies and maintained schools.

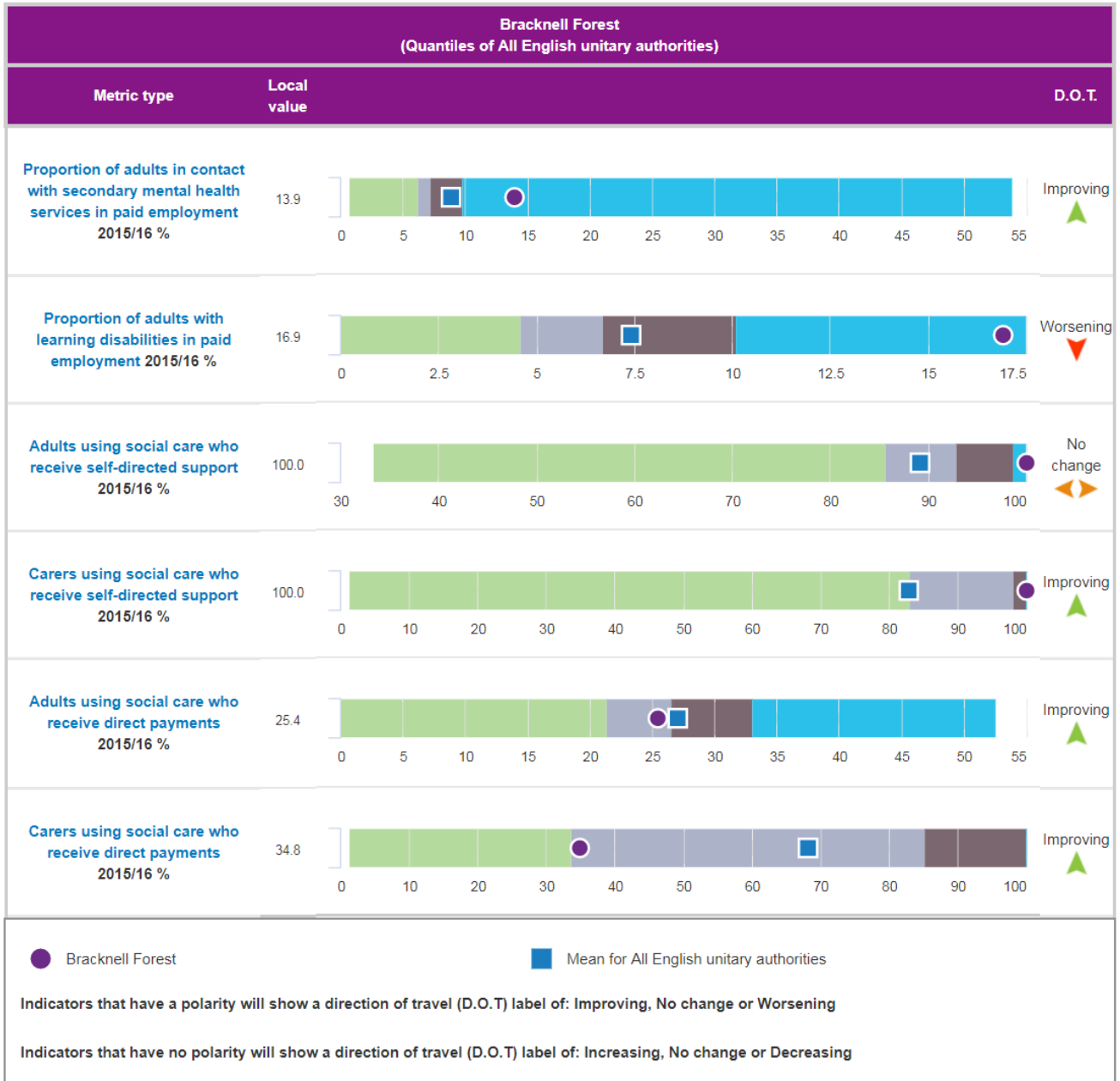
The latest data for looked after children achieving 5 A\*-C GCSE's is from 2014/15 and is also suppressed because the numbers are very low. In 2016/17 the figure was 33.3% of a cohort of 6.

The average attainment 8 and progress 8 scores for 2015/16 are very high and both in the top quartile.

The latest data available on LG Inform on NEETs is from 2015, when the figure was 3.3% in Bracknell Forest compared to an average of 4.7%. The latest available data from Q2 2017/18 is 4.8%. This is 1.1% lower than the same period last year. The figure for Q2 each year is generally high due to the number of year 11's who are NEET as a result of having completed their summer exams and not being in a form of education, employment or training.

Please note: Where data has been suppressed it is because numbers are so low that they could potentially lead to the identification of individuals. For GCSE results of looked after children, all results below 15 have been suppressed (2014/15).

## People live active and healthy lifestyles



### Notes:

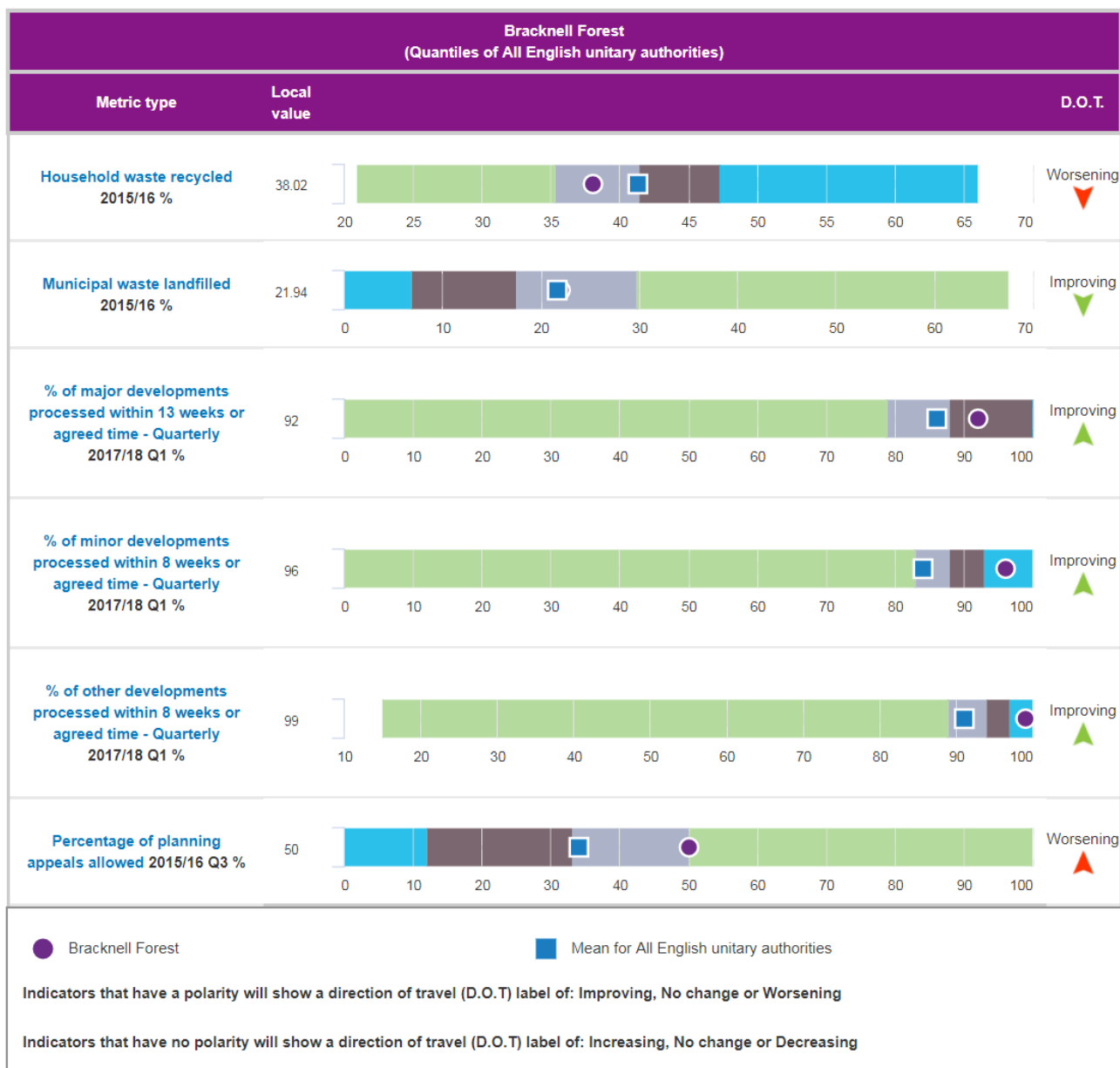
In Bracknell Forest the proportion of adults in contact with mental health services in paid employment was 13.9% in 2015/16 - an improvement from 13.3% since 2014/15. This indicator is no longer reported locally and more recent data is not yet available.

Those with learning difficulties in paid employment have decreased from 19.5% 2014/15 to 16.9% in 2015/16. However, this is higher than the average of 7.4% and is in the top quartile. The latest available data shows the proportion of adults with learning disabilities in paid employment has decreased further in 2016/17 to 15.3%

Bracknell Forest Council is performing above average for people using social care who receive self-directed support and carers who receive self-directed support. Both metrics were at 100% from 2015/16 going forward.

Bracknell Forest Council is performing above average for people using social care who receive direct payments and carers who receive direct payments. In 2015/16, both figures were in the 3<sup>rd</sup> quartile at 25.4% and 34.8% respectively compared to averages of 27.0% and 68.1% respectively. However, as of 2016/17 both figures were at 100%.

## A clean, green, growing and sustainable place



### Notes:

The proportion of household waste recycled in 2016/17 was 40.10%. (This data has not been updated on LG Inform.) This is the first time in five years the rate has been over 40% and is above our local target of 37.00%. It is also up from 38.00% in 2015/16. The all English Unitary Authorities average was 41.28% in 2015/16.

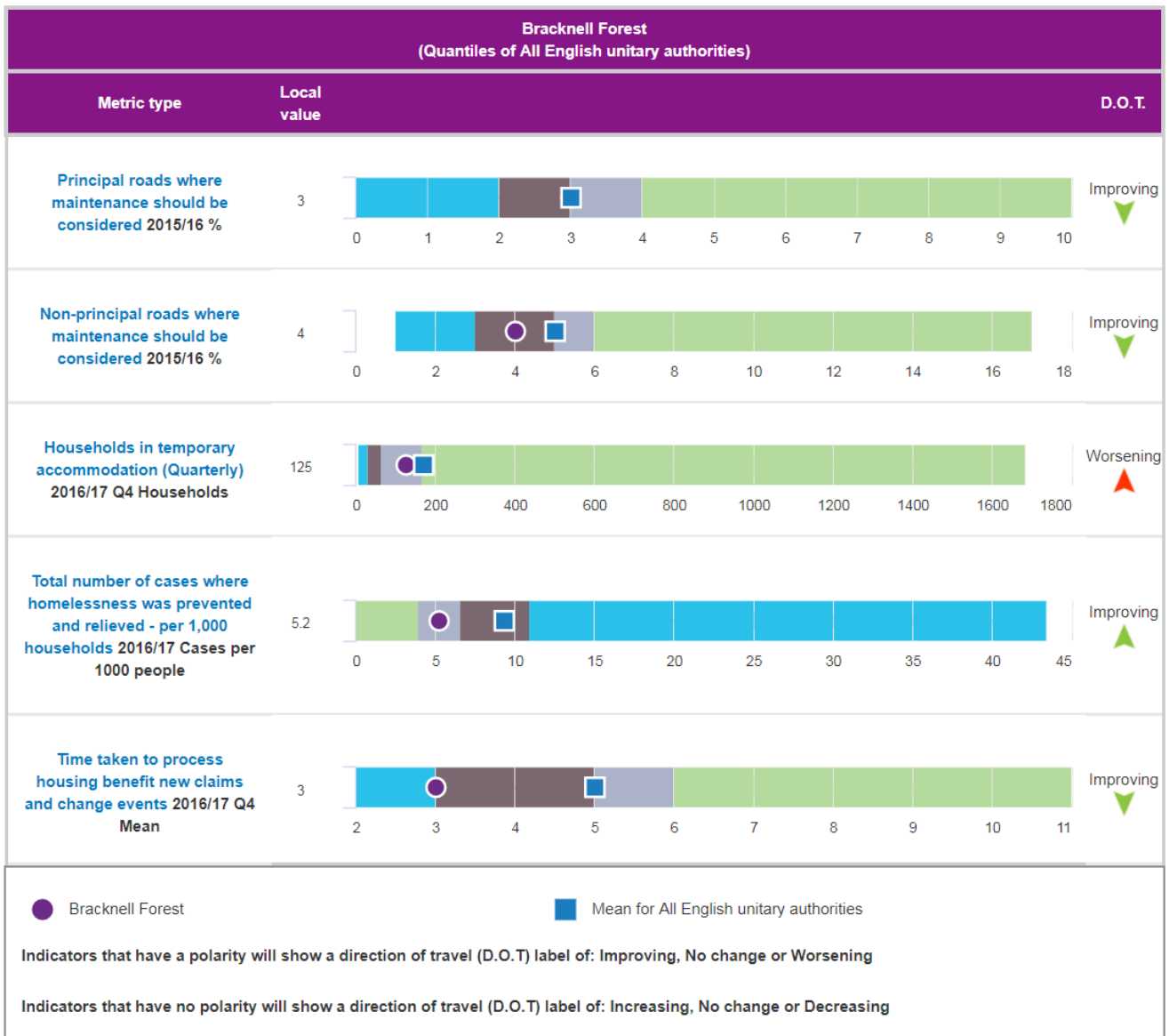
For municipal waste landfilled, the figure for 2016/17 was 19.78%. (This data has not been updated on LG Inform.) This was the lowest figure ever and a decrease from 21.94% in 2015/16. The all English Unitary Authority Average was 21.59% in 2015/16.

Bracknell Forest is a relatively high performing authority in terms of the processing of all types of planning applications - in Q1 2017/18 this was 92 major, 96 minor, 99 other. This is an increase on the Q4 2016/17 figures of 75 major, 92 minor, 97 other. Figures however do fluctuate from quarter to quarter.

The percentage of appeals allowed was 50% in Q3 2015/16. This was a change from 29% in Q2. The figure is however a snapshot in time. Analysis of the most recent data confirms this is not an area of concern.



## A clean, green, growing and sustainable place



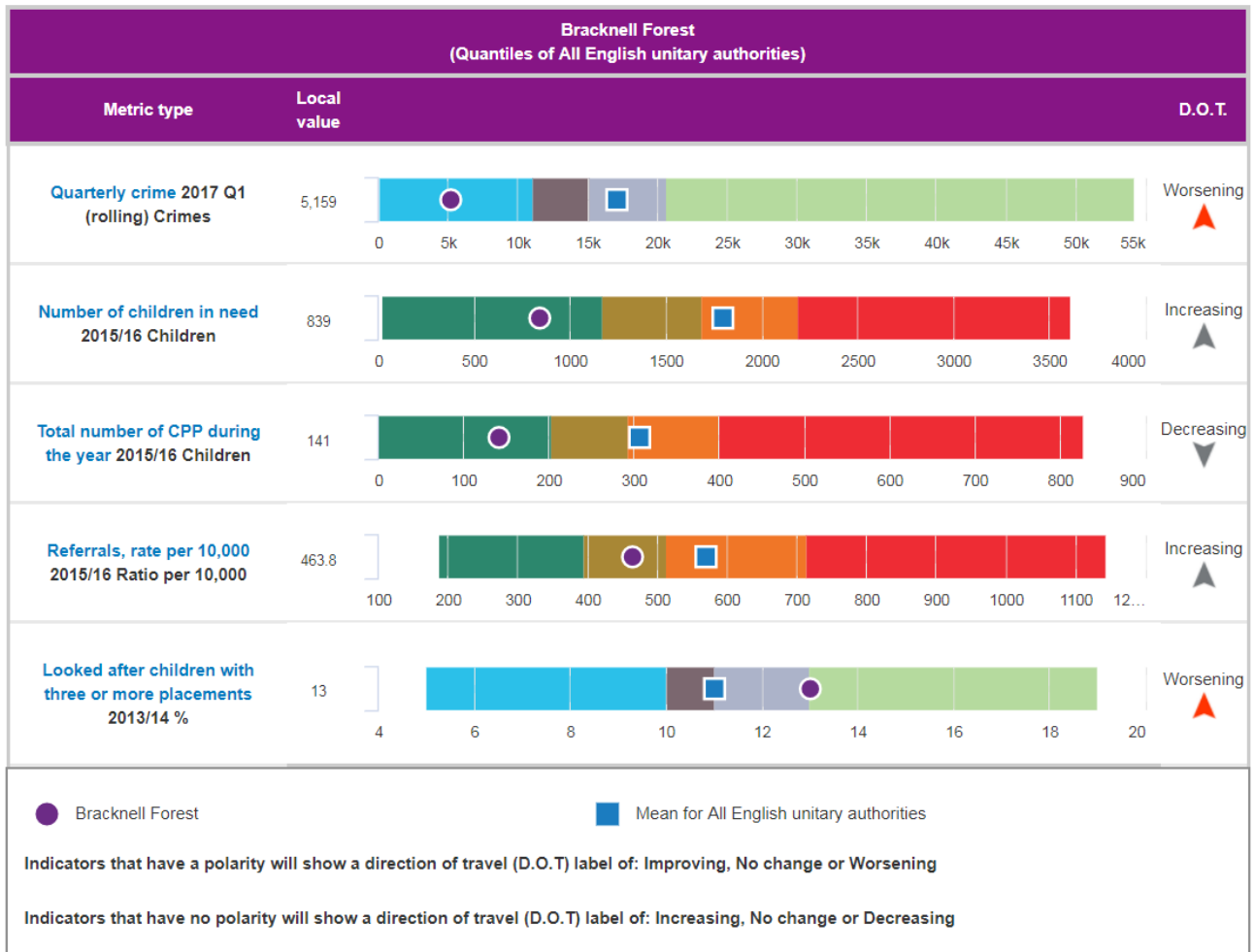
### Notes:

Principal roads needing maintenance is average and has decreased from 9 in 2014/15 to 3 in 2015/16 which is an improvement. For non-principal roads the number has decreased from 7 in 2014/15 to 4 in 2015/16.

In Q4 2016/17 there were 125 households in temporary accommodation; down from 123 in Q3. The total number of cases where homelessness was prevented and relieved increased from 4.1 per 10,000 in 2015/16 to 5.2 in 2016/17 and remains below the average of 9.3 and in the 3<sup>rd</sup> quartile.

The time taken to process benefit claims is lower than that of the comparator authorities and has been improving at 3 days in Q4 2016/17 against an average of 5. This is down from 11 days in Q3.

## Strong, safe, supportive and self-reliant communities



### Notes

Crime rates in Bracknell Forest remain very low with 5,159 recorded in 2017 Q1 (rolling). This is down from 5,075 the previous quarter. The all English unitary average is 17,066.

The children in need figures on the LG Inform website are out of date. In Q2 2017/18, the number of children in need in Bracknell Forest was 924 (including looked after children and children with Child Protection Plans). This is down from 1092 in Q1 2017/18. However, the long term trend in the past year has been an increasing figure, up from 838 in Q2 2016/17.

The number of children becoming the subject of Child Protection Plans has decreased slightly from 144 in 2014/15 to 141 in 2015/16. The average for all English unitaries is 306. More recent data is not available on the LG Inform website however; the number of children on a child protection plans increased from 142 in Q2 2016/17 to a peak of 171 in Q3 and Q4 of 2016/17 but has dropped to 143 in Q2 2017/18.

The rate of referrals to children's social care has increased from 381.0 in 2014/15 to 463.8 per 10,000 population in 2015/16. However, this has decreased more recently, and for Q2 2017/18 is 127.3 per 10,000 population.

The latest data in LG Inform on stability of placements is from 2013/14 when 13 children had 3 or more placements during the course of the year. The figure was the same for Quarter 2, 2017/18, when 13 children had 3 or more placements during the course of the year.

TO: EXECUTIVE  
19<sup>TH</sup> DECEMBER 2017

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## **RIGHTS OF WAY IMPROVEMENT PLAN** **Director of Environment, Culture and Communities**

### **1 PURPOSE OF REPORT**

- 1.1 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.

### **2 EXECUTIVE SUMMARY**

- 2.1 The Council has a requirement to prepare a RoWIP. A review of the existing plan and consultation on the draft plan has taken place to prepare a plan which reflects current requirements and guidance and updates the plan in the light of changes over the past ten years. Consultation has taken place with key user groups, statutory agencies and other public bodies such as Parish Councils. Where appropriate the document has been updated to reflect the comments made by these bodies.

### **3 RECOMMENDATION(S)**

- 3.1 **To approve the new Rights of Way Improvement Plan 2017 / 2026 (RoWIP2).**

### **4 REASONS FOR RECOMMENDATION(S)**

- 4.1 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.
- 4.2 Approval and publication of RoWIP2 will support Council Strategic themes:-  
'A clean, green, growing and sustainable place' and 'People live active and healthy lifestyles'
- 4.3 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

### **5 ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 None.
- 5.2 Production of a RoWIP is a legal duty for Local Authorities under the Countryside and Rights of Way (CROW) Act 2000. This has to be reviewed on a 10 yearly basis. Government guidance states: "After making a new assessment you must review your existing plan and decide whether to amend it." It goes on to state "If you decide to amend the plan you must publish the new version. If you decide not to amend it you must re-publish the existing plan and a report explaining the reasons that it hasn't changed."
- 5.3 Accordingly the option was considered whether to re-publish the existing RoWIP for a further ten year period, without making significant alteration to the content. This was not considered viable when considering the level of local, regional, national policy and legislative changes that had occurred over the last 10 years.

## 6 SUPPORTING INFORMATION

- 6.1 There is a duty on every local highway authority to produce a Rights of Way Improvement Plan (RoWIP) and to review and republish the RoWIP every ten years. The first RoWIP for Bracknell Forest was published in 2006 and is due for replacement this year. Parks & Countryside service has reviewed the first RoWIP and evaluated progress towards achieving actions and targets in the plan. There have also been significant changes in policy in the intervening years, at a national, regional and local level, as well as changes in rights of way legislation which have been incorporated.
- 6.2 A survey of rights of way users has been carried out to gather up to date information about current use, needs and demands. The draft RoWIP was then updated with statistical data gathered and then sent out to public consultation, as well as to all prescribed bodies and organisations, stakeholders, parish councils and major landowners.
- 6.3 Feedback from this consultation has been incorporated where appropriate, and reasons provided if suggestions could not be included in the final draft. From a range of feedback, there were particularly significant contributions from Binfield Parish Council, the Hampshire Countryside Access Forum, and the Blackwater Valley Countryside Partnership. The Bracknell Forest Local Countryside Access Forum (LCAF) was consulted from the very earliest stages in the process in 2016 starting with the structure, vision and policies.
- 6.4 RoWIP2 initially introduces improvement plans and explains why we need them. Chapter 2 looks at the process of producing and consulting on the RoWIP. The policy context in chapter 3 has been completely re-written compared with the first RoWIP. Chapter 4 provides a description and assessment of the existing network, condition, land ownership, cross-boundary opportunities, designated and promoted routes, information and marketing.
- 6.5 Chapter 5 focuses on the results of the user survey, providing up to date information on how rights of way are used, why people use them, where they use them and if not, why they are not using them. National and local survey results are referenced. Chapter 6 is an evaluation and assessment of the network, looking at distribution across the borough, how to further improve access for disabled users, the need to improve linkages, and summarises inconsistencies in rights of way that need to be dealt with, for example rights of way leading to a dead-end.
- 6.6 Chapter 7 lists the RoWIP policies numbered 1 to 10, with sub-sections providing more details. These are cross-referenced in the action plan table in chapter 8. The Action Plan lists proposed actions, relates these to policy numbers, shows a simple key for level of resource requirement, shows the key organisation/lead partners, and lists performance measures and timescales. There are 51 actions listed.
- 6.7 The plan is followed by appendices, references and a glossary, providing supporting information; a consultee list; a copy of the user-survey form and analysis of results; a table of feedback from the public consultation stage, listing how this has been incorporated - or giving reasons if it has not been included; rights of way maps on a parish basis, a copy of the Best Value Performance Indicator 178 (BVPI) form; the Countryside Code; a copy of the LCAF recruitment leaflet; followed by links to useful references and a glossary of abbreviations used.
- 6.8 There is online guidance on the Gov.uk website and the Natural England website:  
<https://www.gov.uk/guidance/local-authority-rights-of-way-improvement-plans#contents>
- 6.9 Legislation: The Countryside and Rights of Way Act 2000, sections 60, 61 & 62  
<https://www.legislation.gov.uk/ukpga/2000/37/part/II/crossheading/rights-of-way-improvement-plans>

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

### Borough Solicitor

- 7.1 The statutory requirements are contained within the body of the report.

### Borough Treasurer

- 7.2 The Council has a formal inspection programme which ensures that any defects identified are dealt with appropriately. The current revenue budget should be sufficient to deal with low cost improvements. Where any proposed improvements have a significant cost implication alternative funding sources such as developer contributions will be explored.

### Equalities Impact Assessment

- 7.3 The RoWIP will positively impact on equality. There is an emphasis in the RoWIP on increasing access to Rights of Way for all users, including mobility and sensory disabled users. Much practical work has been carried out to remove climb-over stiles, squeeze stiles poor surface condition and steps that can reduce accessibility, and the Action Plan proposes continuing this process over the next ten years.
- 7.4 Section 5.1.6 of the document looks at requirements of the CROW Act 2000 and the Equality Act 2010. As well as physical improvements, this section also considers accessibility of information about rights of way, including signage, leaflets, and web pages. Section 6.6 deals with inclusive access and design. The plan also considers why various non-users are less likely to use rights of way in section 6.7, and how the situation could be improved. An example is perceived personal safety, which can be influenced by factors such as overhanging vegetation. These themes are carried forward into the Action Plan specifically in sections 2, 25, 27, 33 & 36.

### Strategic Risk Management Issues

- 7.5 Public Rights of Way, their management and maintenance, are a statutory duty for County and Unitary Authorities. The Highway Act 1980 and other more recent legislation define legal requirements, regulations and minimum standards that have to be achieved. There is therefore a level of service provision that has to be achieved, and this applies both to the physical network and to the legal / regulatory functions.
- 7.6 RoWIP2 builds on the provisions of the first RoWIP 2006, and does not create any strategic risks. It incorporates more up to date and reliable data about current use, as well as results of a wide consultation process. There is a greater strategic risk in not having an up to date RoWIP.

### Chief Officer Planning Transport and Countryside

- 7.7 The Comments of the Chief Officer Planning Transport and Countryside have been built into the body of the report.

## **8 CONSULTATION**

### Principal Groups Consulted

- 8.1 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

#### Method of Consultation

- 8.2 Consultation took place with rights of way users between 5<sup>th</sup> May-25<sup>th</sup> June 2017 using both a paper and online survey form. 328 completed survey forms were received.

A publicly advertised consultation for the public / stakeholders on the draft plan was held between 9<sup>th</sup> August - 4<sup>th</sup> October 2017. Specific user groups, landowners, neighbouring highway authorities, conservation organisations, town and parish councils and Natural England were sent individual emails about the consultation and reminders two weeks before the deadline date.

#### Representations Received

- 8.3 Responses to the public / stakeholder consultation are listed fully in **Appendix C** of the plan. There were 43 comments received. Key representations were from the Local Countryside Access forum and also the Hampshire Countryside Access Forum, the Blackwater Valley Countryside Partnership and Binfield Parish Council.
- 8.4 These have all resulted in amendments and/or additions to the plan text and the action plan table. Some individual comments from members of the public were not appropriate for inclusion, but specific comments were forwarded on to Transport Development Team to consider.

### **9.0 Background Papers**

- 9.1 Bracknell Forest Parks & Open Spaces Strategy, Action A10. "Implement priority actions as set out within the Rights of Way Improvement Plan (co-ordinated through the Local Countryside Access Forum)"
- 9.2 Bracknell Forest LTP3 (Local Transport Plan 3 2011-2026) particularly sections 17 and 18:

*18.5 The Council's approach to Public Right of Way will be implemented through the Rights of Way Improvement Plan: LTP Objectives Supported:*

- 1. Reduce delays associated with traffic congestion and improve reliability of journey times.*
- 2. Maintain and improve, where feasible, the local transport network.*
- 3. Secure necessary transport infrastructure and services to support sustainable development.*
- 4. Encourage and promote accessibility by sustainable modes of transport.*

- 9.3 Bracknell Forest Rights of Way Improvement Plan 2006-2016
- 9.4 Natural England: LTP and RoWIP Integration. Good Practice Note. Published 2000  
<http://publications.naturalengland.org.uk/publication/660067>

#### Contact for further information:

Stephen Chown, Head of Parks & Countryside - 01344 351226

[stephen.chown@bracknell-forest.gov.uk](mailto:stephen.chown@bracknell-forest.gov.uk)

Annexe - Equality Impact Assessment Scoping

## Initial Equalities Screening Record Form

<b>Date of Screening:</b> 2/11/2017	<b>Directorate:</b> Environment, Culture and Communities	<b>Section:</b> Parks and Countryside	
<b>1. Activity to be assessed</b>	Please give full details of the activity Production of Rights of Way Improvement Plan (RoWIP2) to be approved and made publicly available in print and online.		
<b>2. What is the activity?</b>	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" 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>	Graham Pockett		
<b>5. Who are the members of the screening team?</b>	Graham Pockett and Rose Wicks		
<b>6. What is the purpose of the activity?</b>	<b>Please describe briefly its aims, objectives and main activities as relevant.</b> Through the Countryside and Rights of Way Act (2000) the Government recognises the value of Public Rights of Way (PRoW) and requires that each highway authority produces a Rights of Way Improvement Plan (RoWIP). These plans, which have a 10-year life span, are intended to be a mechanism for improving the local PRoW network for all users i.e. walkers, cyclists, horse-riders, horse and carriage drivers, vehicular users and those with mobility problems.		
<b>7. Who is the activity designed to benefit/target?</b>	Users of rights of way on foot, bicycle, horse riders, carriage drivers, wheelchair users and those in motorised vehicles.		
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>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.	<b>What evidence do you have to support this?</b> E.g. equality monitoring data, consultation results, customer satisfaction information etc.  Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
<b>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia.</b>	Y ✓	N  Positive: Increasing the proportion of rights of way that are accessible to all users. Actions to remove obstacles such as stiles, steps, narrow gaps and uneven surfaces.  Action Plan specifically in sections 2, 25, 27, 33 & 36.	<ul style="list-style-type: none"> <li>- BS5709:2006 Gates, Gaps &amp; Stiles.</li> <li>- Sensory Trust guidance for improving Access.</li> <li>- Natural England guidance for highway authorities on applying Equality Act 2010 requirements to public rights of way.</li> <li>- The CROW Act 2000 requires local highway authorities to assess the accessibility of local Rights of Way to blind or partially sighted persons and others with mobility problems.</li> </ul>

9. Racial equality	Y	N		
		✓		
10. Gender equality	Y	N		
		✓		
11. Sexual orientation equality	Y	N		
		✓		
12. Gender re-assignment	Y	N		
		✓		
13. Age equality	Y	N	Positive: Same reasons given as per no. 8. Removing obstacles to PRow should increase accessibility for all users, but particularly to those less mobile e.g. the elderly.	See evidence base listed above.
	✓			
14. Religion and belief equality	Y	N		
		✓		
15. Pregnancy and maternity equality	Y	N		
		✓		
16. Marriage and civil partnership equality	Y	N		
		✓		
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Please explain The results of some actions in the plan could have positive impacts for those on lower incomes, particularly non car owners, by providing improved and more joined-up walking and cycling routes away from trafficked roads, making travelling safer and more pleasant.			
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?	Please explain			
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?	Please explain The greatest positive impact resulting from implementation of actions in the plan will be for those with impaired mobility. This is due to the way Rights of Way have developed over time, often incorporating features that make access difficult or impossible for disabled users. Examples of obstacles on PRow includes climb-over stiles, narrow plank bridges with steps, squeeze stiles, small kissing-gates and uneven surfaces. By rectifying these features; such as replacing stiles with accessible gates or gaps, or providing wider bridges with ramps and handrails, access to the countryside for disabled users will be greatly improved.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Please explain for each equality group	
		✓		
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	N/A			



<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>	Y	N ✓	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged.  If you are proceeding to a full equality impact assessment please contact Abby Thomas.
<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?</b> Please complete the action plan in full, adding more rows as needed.			
<b>Action</b>	<b>Timescale</b>	<b>Persons Responsible</b>	<b>Milestone/Success Criteria</b>
Ensure that the actions in the plan are implemented in accordance with requirements in the CROW Act 2000 and Equalities Act 2010 in accordance with Natural England Guidance on how these are applied to Public Rights of Way	By 2026 (life of plan)	BFC Parks and Countryside  Landowners  Other PRoW stakeholders such as user	Increased proportion of total network more accessible to all users. Signage and information more accessible to sensory impaired disabled users.
Carry out work in accordance with BS5709:2006 Gates, Gaps and Stiles	By 2026	BFC Parks & Countryside  Landowners	Work completed to British Standard requirements.
<b>24. Which service, business or work plan will these actions be included in?</b>	Parks & Countryside service. Public rights of way responsibility delegated from the Highway Authority. Links to Transport Development and Planning.		
<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  1. Adhere to BFC Corporate Identity Standards and accessibility guidelines when designing new on-site interpretation. 2. Provide appropriate specifications to contractors, which include the need to adhere to equalities best practice guidelines. 3. Follow Natural England guidance re. signage and also 'Public Rights of Way: Local Highway Authority Responsibilities. 4. Follow Government guidance on implementation of RoWIPs. 5. Work already undertaken to remove obstacles by BFC, and also working in partnership with East Berkshire Ramblers.		
<b>26. Chief Officers signature.</b>	Signature: Date:		

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.

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# The Second Bracknell Forest Rights Of Way Improvement Plan (RoWIP2)



Placeholder for the front cover



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## FOREWORD AND VISION

### Foreword

"Thank you for taking an interest in our 2nd Rights Of Way Improvement Plan, which sets out our shared vision for the protection, improvement and promotion of our rights of way network over the next 10 years.

We are fortunate in Bracknell Forest to have an extensive network of rights of way, which has wider links to cycleways, permissive routes and open spaces. It is this green infrastructure network which means that people of all ages and abilities are able to explore the borough by foot, bicycle, horse, scooter and wheelchair.

Getting close to nature and engaging in physical activity are factors that are proven to boost health and well being. In addition to social benefits, Rights of Way are an important part of our heritage; they provide opportunities for sustainable travel and help to boost tourism, thus contributing towards the local economy.

Ensuring that the network is fit and available to use, and that it meets the modern demands for recreation is a challenge, especially as much of the network evolved to serve the purposes of local people who lived and worked in the countryside. The pressure placed on rural Rights of Way from large residential developments is addressed in this plan and we examine how this can be turned into an opportunity by using developer contributions to improve access and links, provide areas of public open space with path networks, and cycle routes within a short walk of new homes.

Working closely with these Rights of Way stakeholders will be important in delivering the vision of a thriving and accessible Public Rights of Way and greenspaces network and this Plan is the result of extensive consultation with users, land managers, access providers, the Local Countryside Access Forum and residents and visitors. From the large response we had to our survey, it is clear that people value the recreational opportunities afforded by the Rights of Way network and we have tried to incorporate their concerns, aspirations and ideas into this document."

Place holder for photos and signatures for:

Councillor Iain McCracken, Executive Member for Culture, Corporate Services & Public Protection

Vincent Paliczka, Director of Environment, Culture and Communities

**Vision:**

“A thriving and accessible Public Rights of Way and greenspaces network in Bracknell Forest; that provides opportunities for open-air recreation and enjoyment of the area and which supports wider interests including sustainable transport, the local economy, tourism, and health and wellbeing benefits.”

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Placeholder for picture to indicate section 1 of the plan

## 1. INTRODUCTION

### 1.1 What are Rights of Way Improvement Plans and why do we need them?

To understand what a RoWIP is, it is necessary to know what Rights of Way are. Simply put, Rights of Way are routes that the public have a legal right to use. They can be broken down into 4 categories; Footpaths, Bridleways, Byways Open to all Traffic and Restricted Byways. Each have different levels of use (see Chapter 4) and often run over private land and can be found in towns or in remote countryside. They can be narrow paths or wide tracks, and in many areas they are the main, if not only, method by which the public can access the countryside.

Through the Countryside and Rights of Way Act (2000) the Government recognises this value of public Rights of Way and requires that each highway authority produces a Rights of Way Improvement Plan (RoWIP). These plans, which have a 10-year life span, 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.

RoWIPs are required to assess:

- The extent to which local Rights of Way meet the present and likely future needs of the public;
- The opportunities provided by local Rights of Way for exercise and other forms of outdoor recreation and the enjoyment of the area;
- The accessibility of local Rights of Way to the blind or partially-sighted people and people with mobility problems.

They are also required to contain a statement of the action the Authority proposes to take:

- for the management of local Rights of Way
- for securing an improved network of local Rights of Way.

### 1.2 Bracknell Forest Borough

Bracknell Forest Borough covers an area of 10,937 hectares and is located in central Berkshire, approximately 30 miles from central London and between the M3 and M4 motorways. The river Blackwater forms the south-western boundary of the borough, which contains six parishes: Bracknell, Sandhurst, Binfield, Warfield, Crowthorne and Winkfield.

For its size, the borough has a very diverse character. This is due to the change in geology between the north and the south. The northern parishes of Binfield, Warfield and the northern part of Winkfield are located over London clays; this area is characterised by small fields used for pasture and paddocks with hedgerows and small copses. The southern part of the borough's geology is over the sand and gravel Bagshot beds; this acidic geology supports heathland and conifer plantations.

The history of the area has also had an impact on the landscape character. The area once formed part of a vast Royal Hunting Forest associated with royalty from Saxon times, but

particularly associated with the Norman Kings after 1066 and the development of Windsor Castle and estate. This legal status maintained and restricted the use of the land for many hundreds of years. It wasn't until the 18th century that land was granted out for the establishment of estates such as Easthampstead and South Hill. The arrival of the railway in the 1880s saw the first expansion of the area, but the major change did not occur until the development of Bracknell New Town in the second half of the 20th century.

Today, the borough enjoys permissive public access to over 1580 hectares (3904 acres) of Crown Estate land and just under half that again for sites in various ownerships (e.g. Borough and town and parish councils). Of this access, 217.2 hectares (536 acres) is accessible under the Countryside and Rights of Way Act 2000 as Access Land. This equates to just under 2% of the borough's total area. Information about the extent of the Rights of Way network can be found in Chapter 4.

### **1.3 Bracknell Forest RoWIP2**

RoWIP2 is the prime means by which Bracknell Forest Council will manage, provide and promote Rights of Way for the benefit of walkers, equestrians, cyclists, and those with visual or mobility difficulties over the next 10 years.

The Plan details our vision for the future of access to Rights of Way and green space network in Bracknell Forest and is designed to be an informative document setting the full context of the provision of Rights of Way and other forms of countryside access in the borough.

Our policies, which are fully listed in Chapter 7, comprise:

**Policy RoWIP 1 Rights of Way for All**

**Policy RoWIP 2 Fulfil Legal Duties**

**Policy RoWIP 3 Routes and Links**

**Policy RoWIP 4 Information and Marketing**

**Policy RoWIP 5 Responsible Use**

**Policy RoWIP 6 Preserve Rural Character**

**Policy RoWIP 7 Sustainable Benefits**

**Policy RoWIP 8 Working in Partnership**

**Policy RoWIP 9 Raise Strategic Profile**

**Policy RoWIP 10 Monitor and Review**

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## 2. ROWIP PROCESS AND CONSULTATIONS

### 2.1 Preparation

Following examination of the RoWIP Guidance, a review of the Bracknell Forest RoWIP 2006-2016, and looking at a selection of other authorities' RoWIPs, a project programme was drawn up.

The Bracknell Forest Local Countryside Access Forum (LCAF) was notified of plans to produce a new RoWIP and consulted from the earliest stages. Workshops on specific topic areas were held during regular LCAF meetings, and feedback received was incorporated as the structure and content of the plan was developed.

### 2.2 Information gathering

Existing policies and research relating to public Rights of Way were examined, including the local context for Bracknell Forest Council.

Public consultation then determined:

- Local use and demand
- Needs of the existing users
- The perceived quality of the network; its condition and ease of use
- Needs of potential new users
- Wider interests and knowledge of PRow and access to the countryside

Consultation was carried out in 2 phases; the first consisted of a questionnaire (See Appendix A), which was distributed on public on Rights of Way by BFC officers / rangers, LCAF members, volunteer path wardens and local groups such as Ramblers and mountain bikers. Copies were provided at libraries, parish and town council offices, Borough Council offices, The Look Out Discovery Centre and tack shops. An electronic copy was available on the council's website via their consultation portal and promoted through social media and was made available to employees via their intranet. The second phase of the consultation is detailed under 2.5.

### 2.3 Evaluation

The evaluation stage of the RoWIP consisted of three main parts and brought together all the views on the network in terms of maintenance and condition, accessibility of information, disability issues (mobility and sensory), ease of use and gaps in provision:

- Consideration of the adequacy of the existing network;
- Consideration of suggestions & ideas for new provision;
- Consultation on results of evaluation

### 2.4 Plan for action

- From the evaluation of each user type, the following elements were established:
- Proposed actions where appropriate;
- The key organisations / stakeholders to be involved;
- The resources needed to complete proposed actions.

## **2.5 Second stage consultation and publication**

In early August 2017 the draft RoWIP was made available to the public on Bracknell Forest Council's website. The consultation was publicised through local newspaper notices, such as Bracknell News and Town & Country, the council's newsletter for residents) and via social media. An email was also sent to notify stakeholders, including LCAF, user groups, landowners and stakeholders, Natural England, other interested parties, BFC councillors and town and parish councils. See full list of those consulted in [Appendix B](#).

Feedback received was assessed and either incorporated into the final RoWIP, or if not, the reasoning for non-inclusion given. The feedback received is summarised in [Appendix A](#).

The final RoWIP was then approved by the Council's Executive Committee and formally adopted and published in [\(date to be confirmed in final version\)](#).

## **2.6 Implementation, monitoring and review**

Progress made with actions will be monitored via the quarterly LCAF meetings and through an annual review carried out by BFCs Rights of Way team, in consultation with the forum and key stakeholders.

Annually, monitoring against targets set for actions will be reported to Departmental Management Team (DMT) for Environment, Culture & Communities in Bracknell Forest Council.

Five yearly reviews of the current RoWIP will take place, also involving key stakeholders including LCAF, and the resulting review will be published on BFCs website

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### 3. POLICY CONTEXT

It is important to consider the Bracknell Forest RoWIP in the context of other Bracknell Forest, Berkshire and Regional plans and strategies. The most significant of these are considered below.

#### 3.1 The South East Plan

The South East Plan was partially revoked on 25 March 2013. Policy NRM6 that deals with the Thames Basin Heaths Special Protection Area remains in place.

#### 3.2 National Planning Policy Framework (NPPF)

75. Planning policies should protect and enhance public Rights of Way and access. Local authorities should seek opportunities to provide better facilities for users, for example by adding links to existing Rights of Way networks including National Trails.

#### 3.3 The Council Plan

The Council Plan sets out the approach we are taking to address the financial challenges ahead and deliver the commitments made in the 2015 election manifesto.

This approach is expressed in a new narrative for the organisation that we believe is right for the challenges we face:

- Bracknell Forest is a good place to live with a mainly affluent, well educated and independent population
- the council will provide leadership and work with others to keep the borough a place where all residents can thrive and benefit from core services - what we do ourselves we aim to do well, but we must prioritise to live within our means
- we will provide an essential safety net, and target this to people and areas with greatest need - in targeting our services, we will continue to prioritise early help and prevention so struggling or vulnerable people can maximise their opportunities to become independent

The plan sets out 6 strategic themes:

- value for money
- a strong and resilient economy
- people have the life skills and education opportunities they need to thrive
- people live active and healthy lives
- a clean, green, growing and sustainable place
- strong, safe, supportive and self-reliant communities

Each strategic theme is linked to key measures of success and performance indicators. The narrative, strategic themes and key measures provide the framework for us to deliver our new approach and be a council that can adapt and innovate to keep Bracknell Forest a good place to live.

### 3.4 Bracknell Forest –Comprehensive Local Plan

The Comprehensive Local Plan will set the long term spatial vision and development strategy for the borough up to 2036.

Once adopted, it will replace many of the saved policies in the Bracknell Forest Borough Local Plan (2002) and the Core Strategy (2008). It will therefore be wide ranging in terms of the issues that it will cover.

Across a wide range of policy areas, the following will be of particular relevance to Rights of Way and access to the countryside:

- development within the countryside
- environmental issues such as flood risk and water quality
- the natural environment and biodiversity including landscape, green infrastructure and the Thames Basin Heaths Special Protection Area
- infrastructure needs including open space, sport and recreation and community facilities

### 3.5 Local Transport Plan 3 2011-2026 (LTP3)

LTP3 provides the framework by which the borough's transport system can be secured through investment, managed, maintained and monitored so that the council can keep pace of, and respond to, changing circumstance in the borough.

It covers all modes of transport including walking, cycling, public transport, car-based travel and freight. It contains policies that meet the borough's social, economic and environmental objectives. It also includes an implementation plan that outlines how these strategies will be delivered.

The plan broadly seeks to:

- promote healthier forms of transport
- support robust economic growth
- reduce road congestion
- make public transport a more attractive option
- protect the natural environment
- improve air quality
- reduce greenhouse gas emissions

A range of key aims, objectives and policies in the plan can be identified that relate primarily to walking, cycling and horse riding.

#### 17.0 WALKING AND CYCLING

17.1 Walking and Cycling play a significant role in reducing congestion and improving the health of the community in Bracknell Forest. The Borough has seen an increase in the number of those walking and cycling over the period of LTP2. Increasing walking and cycling in the Borough is key to delivering the national goals for transport and the walking and cycling strategies will set out the focus for delivering the aims of the Council.

17.2 The focus for delivering Policy TP8 will be for the Borough to continue to increase walking and cycling levels through a combination of infrastructure improvements and promotional activities.

Policy TP8 – Walking and Cycling The Council will promote walking and cycling in the Borough through:

- Marketing cycling and walking as a healthy, sustainable and attractive travel choice.

- Improving, where feasible, walking and cycling infrastructure.
- Ensuring the needs of pedestrians and cyclists are fully considered within new developments.
- Improving green infrastructure to make walking and cycling more attractive.
- Improving safety for pedestrians and cyclists.

17.3 The Council's approach to walking and cycling will be implemented through the Walking and Cycling Strategy, the Public Rights of Way Improvement Plan, the Sustainable Modes of Travel to School strategy and the production of Travel Plans.

## 18.0 PUBLIC RIGHTS OF WAY

18.1 Public Rights of Way (PRoW) are important to our heritage and a major recreational and transport resource. Bracknell Forest's 77km of PRoW are an integral part of the sustainable transport network, by encouraging alternative modes of transport for short journeys and offering a safer, often more convenient alternative to main roads away from traffic congestion and harmful emissions.

18.2 For many people they are an important element in their daily lives, providing connections between rural communities to access facilities and by offering links from urban areas to gain access to the countryside, and 244 hectares of the Borough's Open Access Land, for the purpose of tranquillity or exercise, by bicycle, on foot or on horseback.

18.3 As set out within Rights of Way Circular 1/09 Version 2 Guidance for Local Authorities (Defra, October 2009) and Planning Policy Guidance (PPG) 17, local authorities should protect and enhance the existing path network and identify opportunities to create new strategic links.

18.4 PRoW should be duly considered in the site layout of new development for interlinking services and settlements to mitigate its impact on the highway network. This includes protecting the character of the path network and avoiding paths being absorbed within estate roads. This is particularly important in light of increased traffic volume and speed and the need to provide more attractive alternatives to the private motor vehicle for short journeys.

Policy TP9 – Public Rights of Way The Council will endeavour to manage the Public Rights of Way network as key infrastructure in support of recreation, travel, health and biodiversity. Alongside the policies set out within the Rights of Way Improvement Plan, this will be achieved through:

- Protecting and maintaining the Public Rights of Way network in accordance with legislative duties and powers.
- Promoting use of the public Rights of Way network to encourage walking, cycling and horse riding for enjoyment, health benefits and as alternative modes of travel to the car.
- Seeking opportunities to benefit biodiversity, e.g. through the creation of green corridors.
- Seeking opportunities to enhance the network by creating, reclassifying and / or improving paths to provide new linkages and circular routes and to increase accessibility for disadvantaged users.
- Encouraging joint working with landowners, user groups, volunteers, neighbouring Highway and Access Authorities, the Police and other agencies to improve accessibility and use.
- Supporting the work of the Local Access Forum with regards to the improvement of public access to land for the purposes of open-air recreation and enjoyment. • Supporting the Strategic Access Management and Monitoring (SAMM) Project with regards to public access on the Thames Basin Heaths Special Protection Area (SPA).

18.5 The Council's approach to Public Right of Way will be implemented through the Rights of Way Improvement Plan: LTP Objectives Supported:

1. Reduce delays associated with traffic congestion and improve reliability of journey times.

2. Maintain and improve, where feasible, the local transport network.
3. Secure necessary transport infrastructure and services to support sustainable development.
4. Encourage and promote accessibility by sustainable modes of transport.

### **3.6 Parks and Open Spaces Strategy 2012**

This strategy is concerned with the management and development of recreational green space, particularly in the context of contributing to quality of life.

A key theme set out in the Strategy includes:

A10. Implement priority actions as set out within the Rights of Way Improvement Plan (co-ordinated through the Local Countryside Access Forum).

### **3.7 Play, Open Spaces and Sports Study 2016-2036 (POSS Study)**

Bracknell Forest Council has undertaken a study of green infrastructure, play provision, open space and indoor and outdoor sport and recreational facilities. This study is designed to provide an up to date evidence base for both planning policy and prioritisation of enhancement projects, funded through S106 Agreements and Community Infrastructure Levy (CIL). This supersedes the BFC PPG17 Study (2006).

### **3.8 Biodiversity Action Plan 2012-17 (BAP)**

This plan aims to conserve and enhance biodiversity within Bracknell Forest Borough.

Many areas of biodiversity importance need to be accessible for the public to enjoy and appreciate access to nature. However they must also be carefully managed to avoid negative impacts on wildlife habitats and species.

A new BAP is currently being written covering the next six year period.

### **3.9 Blackwater Valley Strategy 2011-2016**

This is a co-ordinated strategy for the valley of all the local authorities with an interest in the area, including Bracknell Forest. A new strategy for 2017 – 2022 is currently being written and there will be a consultation before final publication.

Many actions are aimed at access related projects, including completing a key section of riverside path between Swan Lane and Mill Lane in Sandhurst. Currently the Blackwater Valley Path has to leave the vicinity of river and follow roads through Sandhurst town.

### **3.10 Neighbourhood Plans**

Neighbourhood planning was introduced by the Localism Act 2011 and came into effect in April 2012. It is a government initiative aimed at trying to empower local communities to help make and take forward planning proposals at a local level.

On 20 April 2016 Bracknell Forest Council brought the Binfield Neighbourhood Plan into legal force. It now forms part of the Development Plan for Bracknell Forest and is used in determining planning applications in Binfield Parish.



During consultation on the plan, many in the community stated as part of the Neighbourhood Plan engagement process that this increase in car movements has made them less likely to make journeys by bicycle and on foot because they feel less safe. The plan includes policies to help reverse this trend by making it easier and safer for short journeys to be completed by walking or cycling instead of by car.

#### POLICY TC1: PROVISION FOR CYCLING AND WALKING

Strategic developments in Binfield parish shall where practical be designed to provide dedicated footways and cycleways which will provide access for pedestrians and cyclists towards the existing built-up areas of Binfield, including Binfield village. In particular proposals for the Blue Mountain strategic development should be formulated alongside school travel plans and provide for safe access for pedestrians and cyclists to new schools including access points from any wider school designated area beyond the strategic development. Non-strategic developments sites<sup>3</sup> that make direct improvements to cycling and walking will be strongly supported, subject to other material considerations and compliance with the Community Infrastructure Levy Regulations. Where possible, developments should include segregated footways and cycleways. Proposals to improve dedicated cycle access towards Bracknell Town Centre and Bracknell Railway Station will be strongly supported.

#### POLICY TC1.1: ENHANCING HISTORIC PROVISION FOR CYCLING AND WALKING

Proposals that protect and enhance historic footpaths and bridlepaths as part of a network of routes for cycling and walking, will be supported.

Neighbourhood plans for other designated areas are at various stages of production and consultation, and some or all of these are likely to come into force at some stage during the life of RoWIP<sup>2</sup>. The other neighbourhood plans cover all of the Bracknell Forest area between them and are based on the town and parish boundaries.

### **3.11 “Seamless Health” Bracknell Forest Joint Health and Wellbeing Strategy 2016-2020**

The objective of this strategy is ‘To make sure that every resident of Bracknell Forest lives in a healthy, safe and caring place, and gets good services and support when they need them.’ There are 4 priorities listed in the strategy, which are based on what is known about the health of people in Bracknell Forest, and what they have said is important to them. The priority that most relates to RoWIP is set out below.

#### ‘Promoting active and healthy lifestyles

A physically active and healthy lifestyle enhances wellbeing at all stages of life, as well as preventing or delaying people becoming ill or less independent. People need the opportunity to understand:

- what opportunities there are for becoming more active and healthy
- how they can make use of them

Therefore organisations need to make sure that they take whatever actions they can to address the factors that promote active and healthy lifestyles, cause ill health, or that prevent people staying independent for as long as possible. This involves many things such as:

- participation in sport or physical activity – making more opportunities accessible to more people via community wide collaboration and promoting volunteering
- transport – to access community opportunities which may include exercise, social opportunities, etc. as well as promoting active travel through walking, cycling, etc.’

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## 4. THE BRACKNELL FOREST RIGHTS OF WAY NETWORK

### 4.1 Current network statistics

The public Rights of Way network is made up of the following four categories:

- |   |  |  |
|---|--|--|
| 1 | Footpaths (FP)                         | Open to walkers  |
| 2 | Bridleways (BR)                        | Open to walkers, horse-riders and cyclists                         |
| 3 | Restricted Byway (RB)                  | Open to walkers, horse-riders, cyclists and non-motorised vehicles |
| 4 | Byway open to all traffic (BOAT or BW) | Open to all users including motorised vehicles                     |

1, 2 & 4 were originally defined in the National Parks and Access to the Countryside Act 1949.

3 – restricted byway – was defined in the Countryside and Rights of Way Act 2000.

Public Rights of Way are definitive if shown on the Definitive Map and Statement. Other rights may exist but not be recorded. The Definitive Map is conclusive evidence of the existence of rights shown on the map, but it does not prove other rights do not exist if not recorded.

The network within Bracknell Forest borough consists of approximately 78km of public Rights of Way (PRoW), distributed across the parishes as shown in the Rights of Way maps in Appendix D. The table below (Figure 1) shows the lengths of each type of Right of Way and the percentage each represents of the total network by length.

(NB these figures will be different to the Definitive Statement because of double counting of some PRoW which are located on parish boundaries and thus listed twice in the statement)

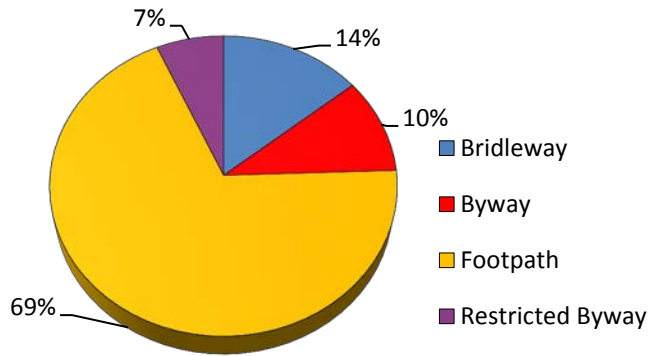
**Figure 1**

Classification	Total length (kms)	No. of paths	% Network by length
Footpath	53.40	115	68.82
Bridleway	10.98	15	14.16
Byway	8.00	20	10.31
Restricted Byway	5.21	6	6.71
<b>Total</b>	<b>77.60</b>	<b>156</b>	<b>100.00</b>

The network, in terms of km length of PRoW, is fairly evenly distributed across the six parish areas that make up the borough and footpaths are the predominant type of Right of Way (69%). When analysed by density according to the land area of each parish, Binfield and Warfield are shown to have the highest density of PRoW, whilst Winkfield falls significantly below the average.

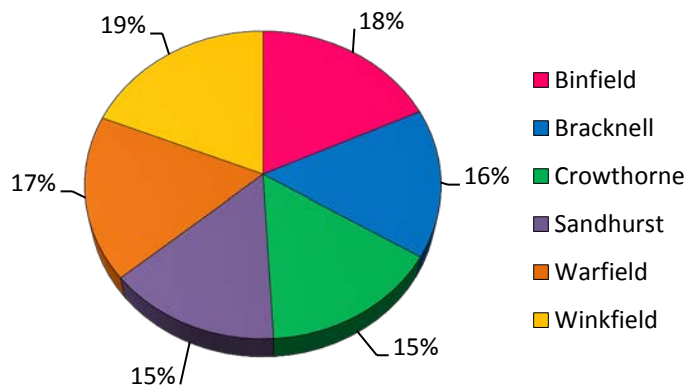
**Figure 2**

**Bracknell Forest Public Rights of Way by Type  
(by length in kms of path)**

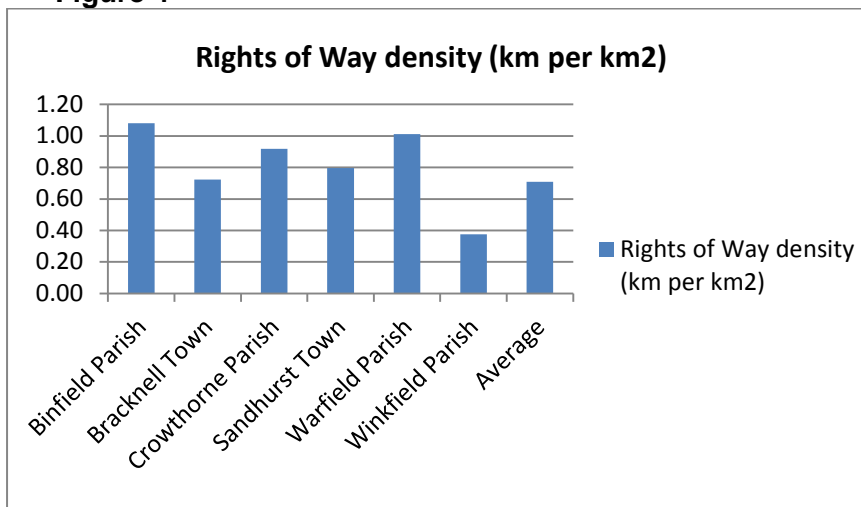


**Figure 3**

**Bracknell Forest Public Rights of Way by Parish  
(by length in kms of path)**



**Figure 4**



Further assessment of the distribution of PRoW across the borough illustrates the following:

- The dominance of footpaths over all other type of PRoW in all the parishes
- The low number of any Rights of Way other than footpaths in Bracknell, Sandhurst and Winkfield
- The small number of BOATs and RBs in all parishes except Warfield and Binfield.

This distribution is a result of the historical development of Bracknell as a new town, the geology and resulting land uses in the northern and southern parts of the borough, and the large area of land within the Crown Estate in the south of the borough. The traditional agricultural land uses in Warfield and Binfield have resulted in more paths and old lanes that have become incorporated in the current network. Some are ancient highways that have never been surfaced with tarmac. The development of the Royal hunting forests extending from Windsor into the south of the borough has resulted in an absence of public Rights of Way over large of land that are nevertheless accessible to the public through permissive path networks, off-road cycle tracks, and areas of Open Access land. (refer to 4.4 below for more detail)

## **4.2 Permissive paths & other paths**

In addition to the 78km of PRoW across the borough, there are also numerous permissive paths in use. These ways are not definitive Rights of Way, but are paths in regular use, usually through consent of the landowner. Permissive routes provide the majority of paths available through Crown Estate owned land.

A permissive footpath on council owned land near a landfill site has recently been dedicated as a public footpath, Winkfield Footpath 21.

There are a variety of other paths around the borough that enhance access to the countryside, offer traffic free walking and cycling routes, and provide links to and between parts of the PRoW network. In particular, the development of connected open spaces called SANGs (Suitable Alternative Natural Greenspaces) has led to a significant increase in walking routes available. These provide a variety of linear and circular walking routes, through and between areas of natural or semi-natural landscape.

Urban footpaths in residential areas are often not designated as Rights of Way, but many are Highway Authority adopted paths, footways and cyclepaths, and therefore as public highways carry public rights. Bracknell benefits from a comprehensive dedicated cyclist route network away from trafficked roads, which is a product of the new town development corporation's planning.

Conversely the new town development also resulted in sections of path and ways that have become embedded in tarmac roads, and/or crossed by new roads and divided into shorter sections. Some of these old paths and lanes have become 'fossilised' under surfaced highways, or isolated within residential or commercial areas.

## **4.3 Accessible land**

There are approximately 217.2 hectares of land designated as Open Access Land under the Countryside and Rights of Way Act 2000 in Bracknell Forest.

Wildmoor Heath in Crowthorne and Sandhurst accounts for approximately 37 hectares of Open Access Land. This site is owned and managed by Bracknell Forest Council and the Berks, Bucks and Oxon Wildlife Trust (BBOWT);

Crowthorne Woods and Brookers Row accounts for approximately 165.3 hectares of Open Access Land. These sites were formerly managed by the Forestry Commission, but are now under the responsibility of The Crown Estate.

Other accessible land throughout the borough, which also provides a valuable resource, includes:

- Swinley Forest 955 hectares and Swinley Park, owned and managed by The Crown Estate
- As of September 2017, SANGs sites that are accessible by the public cover an area of 121 hectares.
- Bracknell Forest Council owned land, forming accessible natural and semi-natural greenspace (320 ha) plus all open spaces managed by Town and Parish Councils (116.71 ha).
- Public open space in private management, for example open spaces laid out by housing developers, and in the process of being transferred to Bracknell Forest Council or to other long term management arrangements.

These areas therefore add to the overall areas of land that can be freely accessed by the public, which are linked by and also supplement public Rights of Way.

#### **4.4 Definitive Map and Statement**

The Bracknell Forest Definitive Map and Statement of public Rights of Way has a relevant date of 1st January 2013. This is the second consolidated map for Bracknell Forest and required a thorough review of the previous map and statement dated 1<sup>st</sup> January 2000. During the review, several modification orders were made deal to with inconsistencies discovered, and to up date descriptions in the Definitive Statement.

#### **4.5 Network maintenance and enhancements**

Scheduled maintenance works programme

The scheduled work programme has been devised and over many years and has proven to be cost efficient and effective.

Mechanical flailing of verges and overhanging hedges and scrub is undertaken along 15 km of PRow, twice a year in late May and August;

Strimming is undertaken along approximately 15 km of PRow, twice a year in June and September.

Hand hedge trimming occurs along approximately 2 km of hedge, twice a year in June and September.

The Highway Authority has a duty to maintain the surface of Rights of Way, with vegetation being the responsibility of the landowner. There are Rights of Way that are on land owned by Bracknell Forest Council, and also Rights of Way on ancient highway, for which there is generally no registered landowner. In some areas where vegetation is overhanging from privately owned land, the council will attempt to follow up with the landowner to maintain that vegetation in order to facilitate use of the Right of Way. In some cases however it is more pragmatic for the council to carry out maintenance itself and then – depending on circumstances - recharge the cost of work to the landowner.

## Prioritised maintenance works

Additional strimming or flailing is undertaken as and when needed, for example when footpath inspections reveal overgrown vegetation, or 'fault' reports are submitted by the public. Surface maintenance is mainly carried out in the summer months when supplies of road planings were traditionally available as a free resource from the highways maintenance department. In recent years, alternative materials tend to be sourced, as planings have become a form of recycled aggregate with a financial value. Weather and ground conditions are more significant factors determining when work is programmed, as sites will need to be reached by machinery.

## Gates, stiles, fences, barriers and signs

A programme of works takes place to repair furniture on Rights of Way. To conform with the Equality Act 2010, and the principles BS5709:2006 Gates, Gaps and Stiles, new bridle gates and mobility kissing-gates are being installed along Rights of Way. Climb over stiles and squeeze stiles are considered to limit accessibility to those with mobility impairments and so are gradually being replaced with gates with level thresholds where practicable. The Council is grateful for the valuable work carried out by South East Berkshire Ramblers in assisting with costs and volunteer labour involved in the installation of a significant number of stile/gate conversions.

## Waymarking public Rights of Way

Carrying out waymarking is a simple and very practical way in which the council helps to look after Rights of Way.

The term waymarking means marking objects along a route.. On Public Rights of Way it complements signposting, which shows where a path leaves the metalled road and indicates its initial direction.

Waymarking enables users to follow a path accurately and confidently at points where they might otherwise have difficulty. This helps to increase users' enjoyment of the countryside. Waymarking not only benefits users of Rights of Way but also farmers and landowners as it prevents unintentional trespass.

The recommended system in England (and Wales) uses small coloured arrows to show the direction of the path and also to act as a target when viewed from a distance.

### Figure 5 Appropriate colours and styles for PRow waymarkers



See References for a weblink to the full guidance from Natural England

## Funding

The maintenance and improvements to Public Rights of Way are funded by a combination of means including revenue budgets, parish/town council contributions, funding and in-kind

work by organisations such as The Ramblers Association and via money secured from development in the area, such as s106 funding.

Current financial constraints mean that funding improvements to PRow is more constrained and schemes will need to demonstrate that they provide clear value for money and contribute directly to the policies set out in this Plan.

It is also important to ensure that appropriate policies to protect and enhance the PRow network are included in planning frameworks in order to provide for PRow improvement and protection through the development control process. This includes the creation of s106 legal agreements.

By investing in the PRow and greenspaces network, and ensuring that it 'provides opportunities for open-air recreation and enjoyment of the area' as set out in the vision, this will in turn have financial savings or generate income, e.g.

- Reduced car use reduces the costs associated with congestion, pollution and climate change
- Local people and visitors able to walk/ride in more pleasant environments are more likely to use and sustain local services – shops, pubs and restaurants, public transport etc.
- Health care savings associated with increased outdoor activity – physical and mental wellbeing.
- Improved PRow and greenspaces network boosts the local economy through Tourism.

#### Inspections

Volunteer Path Wardens (currently stands at 22 in number) are allocated specific Rights of Way, with a watching brief to feed back information about vandalism and graffiti, fly-tipping, flooding, fallen trees/branches and other issues. In addition they undertake biannual formal inspections of their allocated Rights of Way.

In Sandhurst, councillors are allocated specific paths and ways to keep an eye on and the Town Council organise regular litter picks, including some on Rights of Way. This provides another level of feedback to the Borough Council, as well as helping to deal with some issues at a local level.

#### **4.6 Network condition surveys and audits**

The Best Value Performance Indicator 178 (BVPI) was a mandatory indicator used to provide statistical data on the condition of PRow network, and enabled benchmarking comparisons with other local authorities. In 2008 it ceased to be compulsory, but a number of authorities including Bracknell Forest have continued to collect and share this data, allowing for benchmarking across the local region.

Over the past 6 BVPI surveys, 135 PRow's were surveyed with a 97.3% pass rate. There were only 2 fails:

Binfield BR23a (north of the motorway on Mare Lane). Consideration is being given to the most appropriate course of action for the future status and maintenance of this bridleway. See section 6.9 for further detail.

Winkfield FP6. This issue of reduced accessibility of this FP caused by seasonal waterlogging has now been addressed via a S106 funded project to improve the path's surface condition.

See BVPI audit form in [Appendix E](#).

## 4.8 Land ownership

All land is owned by someone, whether an individual, organisation, trust, local authority, the state or the Crown. As a result responsible use of the countryside is essential for maintaining appropriate and beneficial public access.

Maintenance

Public Rights of Way are maintained by both the borough council and landowners whose land they cross; responsibility for the surface of the path lies with the council as the local highway authority and responsibility for gates, stiles and vegetation clearance lies with landowners. In many cases Bracknell Forest Council works with landowners and land managers to manage items of path furniture on their land, such as stiles and gates. It is important that the council continues to maintain this relationship; helping to raise awareness of the landowner's duties and providing help where appropriate

## 4.9 Responsible use of the countryside

The general public should be aware of their rights and responsibilities, as set out in the Countryside Code:

Respect other people:

- consider the local community and other people enjoying the outdoors
- leave gates and property as you find them and follow paths unless wider access is available

Protect the natural environment:

- leave no trace of your visit and take your litter home
- keep dogs under effective control

Enjoy the outdoors:

- plan ahead and be prepared
- follow advice and local signs

Refer to [Appendix F](#) for the full wording. Information for landowners and land managers is also provided in the code under the following headings:

- Know your rights, responsibilities and liabilities
- Make it easy for visitors to act responsibly
- Identify possible threats to visitors' safety

Trespass

The law allows the public to 'pass and repass' along public Rights of Way, in accordance with the classification of the right, for example walking on a footpath or riding a horse or cycling on a bridleway. In addition, other acts that are considered reasonably incidental while using a Right of Way are permitted, such as stopping for a rest or to admire a view.

Users may not stray from the Right of Way, and if this happens, trespass is committed against the landowner. Similarly if the Right of Way is used for purposes other than those for which rights exist – for example riding a bicycle on a footpath or driving a motorised vehicle on a bridleway or restricted byway – then trespass is committed (unless it's with the express permission of the landowner or other private rights of access).

If trespass occurs, this is a civil wrong, not a crime. The landowner can apply to the courts for an injunction prohibiting future trespass, and/or apply for damages. If a person commits trespass and refuses to comply with a request by the landowner or his/her agent to leave the



land, reasonable force may be used to compel the trespasser to leave. However if more force than is reasonably necessary is used, a civil wrong is committed against the trespasser.

### Liability

If injury occurs to a user of a Right of Way as a result of failure to maintain the surface of the way in a proper state of repair, then the highway authority could be held responsible. Manhole access covers are the responsibility of the statutory undertakers that the underground services belong to. A proper state of repair has to be reasonable in relation to the surroundings, the topography and prevailing ground conditions. For example a raised tree root in an unsurfaced path through woodland would not be unreasonable and shouldn't be unexpected, whereas a sudden change of level of a similar height on a tarmac surfaced urban path might be considered an unexpected hazard.

If injury occurs to a user due to the condition of a stile, gate or fence, then the landowner is likely to be liable. The Highways Act 1980 section 146 imposes a statutory duty on the landowner to maintain any 'stile, gate or similar structure' across a Right of Way in a safe condition.

The Occupier's Liability Act 1957 states that a stile or gate on a highway is not part of the highway, and so liability rests with the landowner.

Statute 1 of the Occupiers' Liability Act 1984 deals with the occupier's responsibilities for taking such care as is reasonable in all the circumstance of the case to see that the person does not suffer injury on the premises. The duty owed may be discharged by giving appropriate warning of the danger, that no duty is owned in respect of risks willingly accepted, and no duty is owned by virtue of the Act to persons using the highway. The duties and application of the Acts to individual cases; the distinction between visitors invited onto land and those using public Rights of Way; the effect of the age of persons; and other factors are too extensive to detail within a RoWIP and other reference sources should be investigated.

### Dogs

Dogs are permitted on public Rights of Way when accompanied by an owner. This entitlement only applies on the line of the Right of Way, and only while the dog is accompanying its owner or keeper. Dogs can pose a danger to livestock and other users if not kept under proper control.

### Six steps from the Countryside Code

1. By law, you must control your dog so that it does not disturb or scare farm animals or wildlife. On most areas of open country and common land, known as 'access land,' you must keep your dog on a short lead between 1 March and 31 July and all year round near farm animals.
2. You do not have to put your dog on a lead on public paths as long as it is under close control. But as a general rule, keep your dog on a lead if you cannot rely on its obedience. By law, farmers are entitled to destroy a dog that injures or worries their animals.
3. If a farm animal chases you and your dog, it is safer to let your dog off the lead – don't risk getting hurt by trying to protect it.

4. Take particular care that your dog doesn't scare sheep and lambs or wander where it might disturb birds that nest on the ground and other wildlife – eggs and young will soon die without protection from their parents.
5. Everyone knows how unpleasant dog mess is and it can cause infections – so always clean up after your dog and get rid of the mess responsibly. Also make sure your dog is wormed regularly to protect it, other animals and people.
6. At certain times dogs may not be allowed on some areas of open land or may need to be kept on a lead. Please follow any signs.

Within Bracknell Forest, particular attention should be drawn to the control of dogs on Rights of Way and access land in and around the Thames Basin Heaths Special Protection Area (TBH SPA). This area was designated under EC Birds Directive in 2005 for its internationally important ground nesting birds, specifically Woodlark, Nightjar and Dartford Warbler. These ground nesting birds are particularly susceptible to disturbance from dogs, with adults prevented from settling, or scared from their nests and neglecting their chicks.

All birds, their nests and eggs are protected by law and it is thus an offence, with certain exceptions, to intentionally or recklessly disturb any wild bird listed on Schedule 1 while it is nest building, or at a nest containing eggs or young, or disturb the dependent young of such a bird.

See [References](#) for a weblink to the Thames Basin Heaths Partnership, where further information can be found about the TBH SPA.

#### **4.10 Cross-border opportunities**

Bracknell Forest borough is one of six unitary authorities which make up the area of the County of Berkshire. The borough has shared boundaries with two of these unitary authorities and also with two county councils:

Wokingham Borough Council manages a network of Rights of Way totalling 230km in length. The borough borders the majority of the western edge of Bracknell Forest and there are a number of Rights of Way that cross the border.

The Royal Borough of Windsor and Maidenhead has a network of Rights of Way covering 290km. The borough borders most of the north and eastern edges of Bracknell Forest. Some Rights of Way in the north of Bracknell Forest are jointly managed between BFC and RBWM, who work in cooperation to carry out, surface repairs and Traffic Regulation Orders.

Surrey County Council manages a network of over 3200km of public Rights of Way. The shared boundary with Bracknell Forest extends for 10km in the south of the borough, predominantly within Crown Estate owned land, and some Ministry of Defence land. Four Rights of Way in Surrey stop at the county boundary where they continue as permissive paths in Crown Estate land.

Hampshire County Council has the largest neighbouring network at over 4800km in length. There is a 5km long shared border formed by the River Blackwater in the south west of the borough. Two public footpaths in Hampshire are within public open space owned by Bracknell Forest at Shepherd Meadows in Sandhurst.

Local Access Forum liaison takes place on a sub-regional basis, since Natural England withdrew funding for a South East Regional Co-ordinator. The chairs and/or officers from

LAFs within old Berkshire county area, plus Surrey and Buckinghamshire county councils regularly attend meetings.

The longer distance designated routes (see 4.11 below) cross borough and county boundaries. Some of these have waymarkers that are used throughout the route, providing consistency irrespective of which local authority area is being walked. This consistency could be applied to other cross-boundary Rights of Way, and also connected path networks in open spaces that cross boundaries. Local authorities and landowners need to be aware of the need maintain signage and waymarking when making changes, for example replacing gates, stiles or posts with waymark discs attached.

#### **4.11 Designated and promoted routes**

Several designated and signed routes exist across the borough and provide important short, medium and long distance routes for walkers, cyclists and horse riders.

The Three Castles Path is a 96.5 km long route inspired by the 13<sup>th</sup> century journeys of King John between Windsor and Winchester via the castle he built at Odiham. The route follows Rights of Way and permissive paths through Crown Estate land, and in total uses less than 8 kms of trafficked roads. Within Bracknell Forest there is section of the route from Englemere Pond in the north east to Horseshoe Lake in the south west.

Blackwater Valley Path is a 37km long path running from near Aldershot in the south to near Swallowfield in the north. The path follows the River Blackwater for the majority of its length, linking nature reserves, country parks, water sports centres, woodland and species rich meadows. Parts of the path pass through Bracknell Forest. In Sandhurst the path currently has to follow road based links away from the river valley, and there is a long standing ambition to remedy this in the future through land agreements and through opportunities arising as a result of planning applications.

The Bracknell Forest Ramblers Route is a 42km long walking route that circles the borough and follows footpaths, bridleways, woodland tracks and stretches of road. A leaflet is published to promote this popular route, which can be walked in stages, using the four sections described in the leaflet. The shortest of these is 4.5 miles (7.2 km) and the longest is 8 miles (12.9 km). To help people find their way, distinctive waymarkers (a black arrow on a white background) signpost the route in a clockwise and anti-clockwise direction.

Wokingham Way, promoted by Loddon Valley Ramblers, is a circular route that weaves across the Wokingham/Bracknell boundary taking in Caesar's Camp, land near Broadmoor Hospital, skirts Wellington College and passes through Ambarrow Court.

Binfield Bridle Circuit is a 16km long signposted horse riding route in the parish of Binfield. The circuit is made up of green lanes, bridleways and country roads, and has two loops. A map of the route is provided as a leaflet which is available on the council's website.

There are 3 Accessible Rural Routes which are free of stiles and other obstacles that might make rural paths difficult for the less mobile. The routes, which are listed below, are not specifically adapted for wheelchairs or scooters, but for the most part they do have adequate surface conditions. The guides have up until recently been available on the council's website, but have been removed as the information contained in them needs to be reviewed and updated.

- Jock's Lane and The Cut
- Frost's Folly and Warfield Church
- Larks Hill, West End and Woodhurst Greenway

## 4.12 Information and marketing

Public Rights of Way information is provided and routes are marketed in a number of ways:

### Council website

The borough council website has information on public Rights of Way including

- Interactive PRow map
- Pages from the Definitive Map and Statement
- Printable leaflets
- Information on rights and responsibilities
- Registers of Modification Orders and Deposits of Statement
- Local Countryside Access Forum
- An online PRow fault reporting form
- Information on how to apply for diversions and alterations
- Information on open access land.

The Rights of Way pages are managed by the Parks & Countryside service, who also provide information on outdoor events and recreational activities such as walking, cycling for leisure (including BMX) and horse riding in the borough.

### Leaflets

A range of leaflets are available online or as hard copies, that contain information about promoted routes, public Rights of Way, responsible dog ownership, parks & countryside events and guided walks. A leaflet is also available that details the work of the Local Countryside Access Forum and gives people the opportunity to submit expressions of interest about coming a member.

### Social media

The What's On in Bracknell Forest Facebook page is used to market the Borough as a major recreational resource and tourist destination. 'Posts' by the Parks & Countryside Service focus on advertising outdoor events and activities, promoting membership to LCAF and consulting residents and visitors about management of public Rights of Way and greenspaces. BFC also use an Instagram and Twitter account as means of communication with residents and visitors.

### Events

The Bracknell Forest Rangers lead a number of walks in the borough's parks and countryside each month, which are open to the public and are promoted via the means described above. There are walks with 3 levels of difficulty including 'Leisurely' – up to 2 miles (1 hour); 'Moderate' – up to 4 miles (up to 2 hours) and 'Rambler' – up to 7 miles (up to 3 hours). These walks are free to attend and help to promote key strategic themes in the Council's Plan including 'people live active and healthy lifestyles'.

## 4.13 Conclusions

- The following conclusions can be drawn from consideration of the current Bracknell Forest public Rights of Way network:
- Walkers have the greatest access to public Rights of Way and are able to access 100% of the network;
- Cyclists and horse riders have access to 31% of the network;

- Carriage-drivers have access to 17% of the network. This includes some bridleways that previously had RUPP status, where carriage driving takes place via agreements with landowners;
- Motorised vehicles have access to just over 10% of the network, although in practice some of these are restricted by Traffic Regulation Orders, including 1.6m width restrictions on three byways which effectively precludes cars, vans and lorries from using them.
- Winkfield has a lower density of public Rights of Way, partly due to the large size of the parish and the area of Crown Estate lacking PRow;
- The majority of byways and restricted byways are found in the north of the borough in Binfield and Warfield;
- Results from BVPI 178 and volunteer surveyor reports indicate that the network is in good physical condition;
- Opportunities exist for closer working with neighbouring authorities, particularly Wokingham Borough and Surrey County Council. There is a good working relationship with The Royal Borough of Windsor and Maidenhead and Hampshire County Council.

Placeholder for picture to indicate section 5 of the plan

## 5. USE AND DEMAND

### 5.1 Rights of Way users and their needs

Each type of user of the Rights of Way network is considered below, and this is key to understanding how the network can be improved, as described in chapter 6, Evaluation and Assessment.

#### 5.1.1 Walking

The most popular form of countryside access, walking is important for exercise and recreation. In Department for Transport surveys, walking is divided into walking for recreation and walking for utility purposes. The latter includes walking to work, to shops, to visit friends, etc. and is more prevalent in urban than rural areas.

Latest walking and cycling statistics from the Department for Transport

The latest figures for the year ending mid-October 2015 show:

- the proportion of people walking frequently increased for the second consecutive year with a 6.9 percentage point increase in people walking 5 times a week
- growth in frequent walking occurred mainly due to an increase in walking for utility purposes
- about 15% of adults in England cycled at least once a month remaining at a similar level to previous years

The department's local-level walking and cycling statistics are derived from the Active People Survey, an annual household survey which is administered by Sport England.

86% of adults in England walk at least once per month for any purpose, which is unchanged from 2013/14 and equivalent to 38.3 million adults.

The proportion who walk for recreation (54%) is slightly lower than the proportion who walk for utility purposes (60%). 17% of adults reported having a disability which limits their ability to walk or cycle.

Local levels of walking by local authority areas show Bracknell Forest as being fairly typical for the south east region.

In terms of walking with and without a dog, the Natural England 'Monitor of Engagement with the Natural Environment' national survey for 2015/16 provides the following statistics:

1.51 billion visits      Walking with a dog (48%)\*

869 million visits      Walking, no dog (28%)\*

\* as a % of 3.1 billion estimated visits Mar '15 to Feb '16

The survey relates to engagement with the natural environment. By natural environment the survey means all green open spaces in and around towns and cities as well as the wider countryside and coastline.

#### 5.1.2 Cycling

As well as being a popular form of local transport, cycling has increased in recent years with the growth of recreational mountain biking and greater countryside access for cyclists.

Nationally, cycling on roads has increased recently:

'Traffic counts suggest that the number of miles cycled in 2016 - 3.5 billion - is around 23% above the figure ten years before, and 6.3% more than the miles cycled in 2015. The figure for 2016 is about the same as in 2014, which was the highest since 1987.'

(Source: Cycling UK's Cycling Statistics, Cycling UK website)

These figures do not unfortunately include off-road riding and riding on bridleways and byways.

Cycling on roads is perceived as too dangerous by 64% of those surveyed for the Department for Transport British Social Attitudes Survey 2015: Public attitudes towards transport.

It is not surprising that cyclists seek out safe, attractive and varied routes of sufficient length for recreational cycling. In Bracknell Forest, slightly less than one third of public Rights of Way are available for cyclists to use. It is important that the needs of cyclists are considered both for commuting (utility) cycling and recreational bike riding.

As a new town, Bracknell town incorporates a network of purpose built cyclepaths which are away from trafficked roads, provide convenient routes between key locations, with underpasses to minimise road crossings. These are maintained as public highways, and complement the recreational routes that are available on bridleways, restricted byways and byways open to all traffic. Some cyclepaths pass through public open spaces, adding to the attraction of travelling on these routes. The borough promotes its urban cycle routes through a series of leaflets, and by identifying routes with clear signage, such as the red, blue and yellow routes.

Since the 2006 RoWIP was published, there has been a significant development of off-road mountain biking provision in Swinley Forest, which attracts riders from a wide area.

### 5.1.3 Horse-riding

Horse riding is a popular form of recreation nationally. The most recent British Equestrian Trade Association (BETA) National Equestrian Survey (2015) indicated that nationally:

- There has been a decline in regular riders, from 1.6 million in 2011 to 1.3 million in 2015
- There remains a strong gender bias, with females representing 74% of the riding population
- In 2015, there are an estimated 962,000 female regular riders compared with 348,000 males.

Sources (correct as of February 2015)

In the local Bracknell Forest context, there are significant numbers of stables, particularly in the north of the borough within the traditional agricultural landscapes of Binfield, Warfield and Winkfield. There are private stables, commercially run riding stables, livery stables, studs and many active polo establishments in addition to a premier polo club. The eastern boundary of the borough is close to Ascot racecourse.

A permit is required to ride at Swinley Forest, which is home to 2,500 acres of landscaped Scots Pine woodland and which is owned by The Crown Estate.

The network of bridleways, restricted byways and byways open to all traffic mainly within Binfield and Warfield parishes provide routes away from trafficked roads (although motorised vehicles may be encountered on BOATS). Horse riders are vulnerable road users, and as a

result they seek routes that are largely free of traffic, circular, four to five miles in length and easily accessible. Access depends on where horses are stabled in relation to the safer routes, but if horses need to be transported to the start of a route, parking of horse boxes can become a problem. More and more car parks provided to serve public open spaces are being equipped with height barriers to combat fly-tipping, but this has the unfortunate side effect of preventing horse boxes parking safely off the highway.

Highway 'improvements' can also disadvantage horse riders, for example where traffic lights are added to an existing road junction. Horses may not be sensed by the traffic loops, and waiting a long time at a junction can lead to horses becoming restless and increasing danger to the rider and other road users.

In relation to the population, horse riding may be a relatively low percentage, but horses require regular exercise, which means users are often much more active on a daily basis.

#### 5.1.4 Carriage drivers

Carriage driving does take place within the Bracknell Forest area. As non-motorised vehicles, carriage drivers can use restricted byways and byways open to all traffic. They are not allowed on bridleways as of right, but there are instances where carriage driving is permitted on bridleways by agreement with the landowner, particularly on RUPPs that were reclassified as bridleways. Restricted byways often have gates or other barriers in order to prevent illegal use by motorised vehicles, and there can limit access for carriage drivers. Local arrangements can sometimes be made to issue keys for gates or retractable bollards to allow carriage drivers access to these routes.

#### 5.1.5 Motorised vehicle users

Motorised vehicle use on public Rights of Way in Bracknell Forest made up 2.7% of the consultation responses. They will consist of a mixture of recreational users and those who have to use byways (or have private rights over other types of PRoW) to access their homes or businesses, e.g. farmland, farm shop, paddocks or stables.

In the borough a total of 4.02 km of byways open to all traffic (BOATs) are accessible to motorised vehicles. The remaining 3.98 km are subject to Traffic Regulation Orders, either restricting motorised vehicle use or imposed width restrictions.

**Figure 6** PRoW with TROs

PARISH	TYPE	NAME	LIMITATIONS AND CONDITIONS
<b>Binfield</b>	<b>RB</b>	Part of Pendry's Lane	TRO
<b>Bracknell</b>	<b>BOAT</b>	Quelm lane	TRO no vehicles or horses
<b>Crowthorne</b>	<b>BOAT</b>	(blank)	TRO
	<b>RB</b>	Devil's Highway	TRO
<b>Sandhurst</b>	<b>BOAT</b>	Part of Scotland Hill	TRO
<b>Warfield</b>	<b>BOAT</b>	Hawthorn Lane & Berry Lane	TRO 1.6m width restriction
		Hogoak lane	TRO 1.6m width restriction
		Pendry's Lane	TRO
		Quelm lane	TRO
		Snipes Lane	TRO
<b>Winkfield</b>	<b>BOAT</b>	Part of Hogoak Lane	TRO 1.6m width restriction
	<b>RB</b>	Sandy Lane	TRO



### 5.1.6 People with reduced mobility, sensory disability and additional needs and vulnerable children and adults

The CROW Act 2000 requires local highway authorities to assess the accessibility of local Rights of Way to blind or partially sighted persons and others with mobility problems. This can include disabled users, the visually impaired, elderly, or even those with children or pushchairs.

The Equality Act 2010 replaced the Disability Discrimination Act 1995 (DDA) that was referred to in the 2006 RoWIP, and the abbreviation DDA is still in common usage to refer to responsibilities to comply with the Act.

The Government publishes guidance from Natural England 'Public Rights of Way: local highway authority responsibilities'.

#### 'Improvements:

You should make improvements to public rights of way so they are accessible to all users, e.g. stiles should be replaced with gaps or gates, wherever possible.

Before making improvements you should consider the:

- historical character of existing structures and the landscape
- needs of other users, e.g. parents with children in pushchairs
- accessibility of the route as a whole
- needs of the landowner - you should negotiate with the landowner to make improvements to existing structures

#### New structures

When creating a new public right of way or diverting an existing one you should:

- keep the number of structures to a minimum - there must be a reason for each one
- use the most accessible type of structure available, eg a gap or gate rather than a stile
- detail each type (standard and design) of structure clearly in the legal documentation - you might need to refer to this in future if the use of the land changes or if you need to prove why certain structures were used

You must record any new structures on the definitive map and statement.

#### Policies

You should develop a policy about structures on public rights of way either as part of your Rights of Way Improvement Plan or as part of a wider policy on the Equality Act. Make sure that the policy states that structures on public rights of way must be built to the most accessible standard possible.'

Various other organisations such as the Sensory Trust and provide helpful information for improving access, and BS5709:2006 Gates, Gaps and Stiles provides details of gaps gates and stiles that are considered compliant with acceptable standards, and emphasises the sequential preference for removing unnecessary structures to create gaps, then gates, then kissing gates, and finally stiles if unavoidable.

Even kissing gates designated as 'medium mobility', which describes a certain set of dimensions, can be very difficult or impossible for large mobility scooters to negotiate, and may prevent disabled users accessing paths or even entire public open spaces without a long and inconvenient detour.

Apart from the physical factors affecting paths – including stiles and gates, steep slopes, steps, narrow paths, bridges and other barriers – information about the Rights of Way

network needs to be accessible for all. This includes signage on the network, leaflets, website information, maps and walk guides.

There is increasing availability of technology that enables recorded messages to be played as part of site interpretation, which can be powered by solar panels or even by winding a handle. Information could be provided for blind and partially sighted users in this way, as well as being entertaining for children and other users.

## 5.2 Bracknell Forest public consultation and feedback

A description of the consultation process can be found in section 2. A copy of the results from the RoWIP survey can be found in Appendix A and the feedback from the public consultation on the draft plan can be found in Appendix C.

### 5.2.1 General findings to Survey

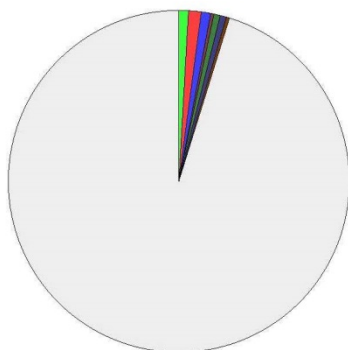
A total of 328 responses were received to the questionnaire carried out between May and June 2017. From these responses, 317 were existing Rights of Way users and 11 were non-users. The non-user respondents were given a number of different options about why they didn't use Rights of Way and were asked to select those that were appropriate to them. Not knowing where to find them was given as the top reason, closely followed by 'I don't know what they are' and 'I don't need to' given as other reasons why people didn't use PRoW. In some of the questionnaire feedback received it became apparent that there might have been some confusion about what constituted a public Right of Way and it was likely that the respondents were referring to a permissive SANG route or adopted footpaths / cycletracks.

Figure 7

## 12. If you don't use public rights of way, then why not?

Question responses: 11 (3.35%)

12. If you don't use public rights of way, then why not?



	% Total	% Answer	Frequency	Count
I don't know what they are	0.90%	18.75%	0.91%	3
I don't know where to find them	1.20%	25.00%	1.22%	4
I don't want to	0.00%	0.00%	0.00%	0
I don't need to	0.90%	18.75%	0.91%	3
Lack of time	0.00%	0.00%	0.00%	0
Poor condition of paths	0.30%	6.25%	0.30%	1
Accessibility of paths	0.60%	12.50%	0.61%	2
Disability limits my use	0.60%	12.50%	0.61%	2
Other	0.30%	6.25%	0.30%	1
[No Response]	95.20%	--	96.65%	317
<hr/>				
	% Total	% Answer	Frequency	Count
Total	100.00%	100.00%	0%	315

18.29% of respondents were from outside Bracknell Forest borough. Most of the respondents lived in Bracknell (42.38%) with Crowthorne and Winkfield being the least lived in with 3.66% and 4.88% respectively.

## 5.2.2 PRow use and demand

### When?

The majority of respondents use public Rights of Way in Bracknell Forest once per week (just under 40%), with just under 29% using them once per day. This is similar to the findings from the survey carried out in 2006.

Most respondents use PRow for 1-2 hours (49.09%), with an even split between those who use PRow for less than an hour (21.65%) and 2-3 hours (21.34%). Only a small percentage of respondents use Rights of Way for more than 3 hours (4.57%).

### How?

The main way people use Rights of Way is by foot (just under 59.48%), followed by bicycle (22.01%) and horseback (10.54%). It should be noted that these are the user groups that were targeted as part of the Facebook publicity of the questionnaire. There were only 2 responses for wheelchair and horse/pony drawn carriage. The only other forms identified were use of a motorised scooter and 'kick' scooter.

Compared to the 2006 survey, there were just over 10% less people who used the Right of Way by foot and approximately 2% more who used PRow by motor vehicles. Just less than 1% of people used wheelchairs on PRow, which was a new category.

### Why?

Leisure and recreation (30.32%) is given as the main reason for using Rights of Way, closely followed by exercise / health and wellbeing (23.87%). 'Dog walking', 'Getting around' and 'Access to nature' all had similar response rates at 10-15%. Examples of some of the other reasons given include horse riding / hacking, Duke of Edinburgh Awards and as shortcuts / alternative routes.

There were more categories for this survey compared to the one carried out in 2006, which makes it difficult to compare feedback between the 2, however it is clear that PRow continue to be considered as an important leisure/recreation resource.

People choose to use Rights of Way for a number of reasons. The biggest 2 are that they are near to home and it's their favourite area/route (both 28.28%). Being easy to get to closely follows (21.14%), with the quality of paths following (14.14%). The most popular other reasons given mostly relate to the safety of using routes away from roads / traffic and the fact that the PRow are near to work / stables.

The 2006 survey also had the same top 2 reasons for choosing to visit PRow, but with slightly reduced percentages for each. There's a 3% increase in the number of people who choose PRow as they're easy to get to and a 7% increase for the quality of the paths.

### Where?

Bracknell was the most popular area for public Rights of Way use (27.77%). There was fairly even coverage between the remaining parishes, with Sandhurst having the lowest (11.08%) and Warfield having the second highest (18.27%). There was less use in Crowthorne and Sandhurst, but more in Winkfield compared to the findings in the 2006 survey.

## 5.2.3 Network condition

Respondents were also asked their opinions of the condition of the public Rights of Way network. The questions were broken down into the following 4 categories; Furniture, Vegetation, Surface and Signs.

**Figure 8** Perceived overall condition of PRow, 2006 and 2017

Rating	Perceived % score of features				% average score in 2017	% score in 2006
	Furniture	Vegetation	Surface	Signs		
Very good*	7.32	12.08	7.62	8.54	<b>8.89</b>	<b>10</b>
Good	42.38	42.99	36.59	35.67	<b>39.40</b>	<b>49</b>
Fair*	32.01	27.44	41.16	35.06	<b>33.91</b>	<b>31</b>
Poor	4.57	6.01	4.57	10.37	<b>6.38</b>	<b>9</b>
Very poor	0.61	3.35	4.88	2.44	<b>2.82</b>	<b>1</b>
Don't know	8.84	3.05	1.52	3.66	<b>4.26</b>	<b>N/A</b>
No response	4.27	4.27	3.66	4.27	<b>4.11</b>	<b>N/A</b>

\* For the purpose of comparing the results between both surveys, 'excellent' is being classed as 'very good' and 'average' is being classed as 'fair'.

Just under half (49.7%) considered the furniture to be good or very good. Only 5.18% considered the furniture poor or very poor.

There was a similar picture with the rating of the vegetation on PRow, with good and very good accounting for over half the respondents (55.07%), but with a slightly higher poor and very poor rating (9.36%) than for furniture.

Surface condition was mostly rated as good / very good (44.19%) and fair (41.16%), with poor and very poor (9.45%) similar to the response received for vegetation.

PRow signs had a good / very good rating (44.21%) which was similar to the score received for surface condition, but the poor / very poor condition was slightly higher (12.81%) than that received for surface condition.

Compared to the last survey in 2006, there has been a perceived reduction to the overall condition of PRow (Good and Very good has gone from 59% to just under 49%. Having more categories in this survey may have led to a slight skewing of the scores,

#### 5.2.4 Ease of use

The majority of respondents (80.49%) said that they usually found it easy to use Rights of Way. Of those who found it difficult (11.28%) some of the responses given as to why included:

- Lack of routes, connections and links
- Surface condition that's not conducive to easy use
- Overgrown vegetation in places impedes access
- Lack of clear and consistent information and signage
- User conflicts

#### 5.2.5 Suggestions for improvements

'New routes and links' came out on top (31.75%) of suggestions to improve Rights of Way, followed by 'Better information and marketing' (27.78%) and condition of paths (23.61%).

These were the set categories that people could select. The most popular suggestions for other improvements to Rights of Way included:

- Clearer / more signage on PRoW and cycleways
- Address overgrowing vegetation, particularly that which is overhanging
- Improved surface condition of PRoW
- More shared footpaths / cycleways
- More furniture including benches and dog poo/litter bins
- Better information online and in leaflets which will allow people to make more informed choices about the suitability of the paths for their needs.
- Better promotion of responsible dog walking on PRoW and in parks and open spaces
- More linked routes, which allow for better movement between Rights of Way, open spaces and residential areas
- Better access for wheelchairs to more remote sites
- Greater availability of attractive countryside routes for users, particularly horse riders

### 5.2.6 Other forms of recreation

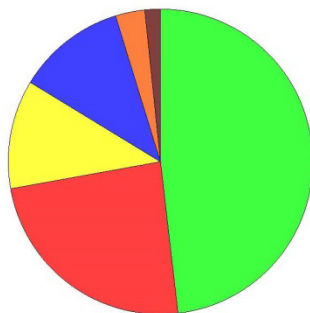
In order to develop a wider picture than just Rights of Way use, the questionnaire asked people to confirm what other forms of recreation they participated in.

**Figure 9**

**14. Do you use any of the following? Please tick all that apply.**

Question responses: 328 (100.00%)

14. Do you use any of the following?



	% Total	% Answer	Frequency	Count
Parks/open spaces	48.17%	48.17%	80.18%	263
Cycle paths	23.99%	23.99%	39.94%	131
Horse riding tracks	11.54%	11.54%	19.21%	63
Mountain bike trails	11.54%	11.54%	19.21%	63
None of these	3.11%	3.11%	5.18%	17
Other	1.65%	1.65%	2.74%	9
Total	100.00%	100.00%	0%	546

Parks and open spaces came out on top (48.17%), followed by cyclepaths (23.99%). Horse riding tracks and Mountain bike trails had the same response rate (11.54%). Other forms of recreation that doesn't include Rights of Way, included using forest tracks, tennis courts, wild trails and walks along local riverside / lakes.

### 5.2.7 Wider interests and knowledge

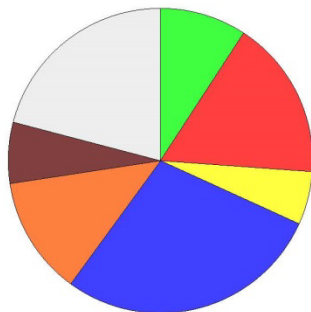
In order to be able to effectively publicise and market public Rights of Way and the wider green infrastructure network, we first need to know where there are gaps in knowledge that need to be 'plugged'. Questions 2 and 12 looked at Rights of Way and people's awareness of them. Question 15 expanded on this by asking people if they'd heard of other key PRoW / recreation related information.

**Figure 10**

## 15. Have you heard anything about the following?

Question responses: **228 (69.51%)**

15. Have you heard anything about the following?



	% Total	% Answer	Frequency	Count
Local Countryside Access Forum (LCAF)	9.21%	11.64%	13.41%	44
Binfield Bridle Circuit	16.95%	21.43%	24.70%	81
Definitive Map and Statement	5.65%	7.14%	8.23%	27
Bracknell Forest Ramblers Route	28.24%	35.71%	41.16%	135
Suitable Alternative Natural Greenspaces (SANGs)	12.55%	15.87%	18.29%	60
Bracknell Forest Park User Survey	6.49%	8.20%	9.45%	31
[No Response]	20.92%	--	30.49%	100
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>0%</b>	<b>478</b>

Bracknell Forest Ramblers Route was the most 'heard about' item in the categories listed (28.24%), with the Definitive Map and Statement (5.65%) being the least heard about.

### 5.3 The Local Countryside Access Forum

The Bracknell Forest LCAF was formed in March 2003 as a Statutory Requirement under the Countryside and Rights of Way Act 2000. The forum consists of members each with an interest in access issues either as a user, landowner or other interest.

The Forum advises the council on securing more and better access to the countryside for open-air recreation within the borough. It is governed by the Local Access Forums (England) Regulations 2002.

The LCAF and ROWIP are intrinsically linked, with forum members providing advice on individual matters and projects, and being consulted at all stages of the ROWIP production. See [Appendix G](#) for a leaflet detailing the work of the Forum and [Appendix C](#) for feedback received from members as part of the consultation on the draft plan.

### 5.4 Conclusions

The following conclusions can be drawn from the use and demand of the current Bracknell Forest public Rights of Way network:

- Just under one fifth of users were from outside the borough.
- The majority of respondents use public Rights of Way in Bracknell Forest once per week.
- Walking continues to be the most popular form of countryside access.
- Motorised vehicle use made up 2.7% of the consultation responses.
- As well as being a popular form of local transport, cycling has increased in recent years with the growth of recreational mountain biking and greater countryside access for cyclists e.g. Swinley Forest Mountain Bike Trails.

- Horse riding may have received a smaller response to the way people use PRoW than walking and cycling, but users are often much more active on a daily basis as horses require regular exercise.
- Feedback received highlights the value that people place on the Rights of Way and greenspaces network for access, recreation and health and wellbeing benefits
- Having easy to get to, good quality paths continues to be of high importance to Rights of Way users.
- There were more people completing the survey who used motorised vehicles on PROW since the last survey.
- The perceived quality of the overall condition of public Rights of Way has slightly declined since 2006.
- There is a demand for greater availability of attractive, well connected countryside routes; this applies to all users, but horse riders proved to be the strongest voice in the survey feedback.
- Only a small percentage of those surveyed had heard about the Definitive Map and Statement, the Park User Survey and LCAF.

Placeholder for picture to indicate section 6 of the plan

## 6. EVALUATION & ASSESSMENT

Although the Rights of Way network in Bracknell Forest has been shown to be popular and in good condition, possible improvements and some deficiencies have also been identified.

### 6.1 Walkers

While there is a good level of satisfaction with the condition of Rights of Way in general, there does seem to be a need for improved information about the network. In some cases walking on Rights of Way is limited not so much by lack of provision as by lack of knowledge.

Improvements can be made through completion of circular routes, reducing the need to use road based sections. In some areas, permissive paths may be an option to fill in 'missing links', or for example, to provide alternatives to public footpaths across polo pitches when these are in use, or areas regularly susceptible to winter flooding. Improved signage will help promote the proper use of footpaths and address where there is perceived conflict between certain users.

More Suitable Alternative Natural Greenspaces (SANGs) are being provided in Bracknell Forest to protect the Thames Basin Heaths Special Protection Area (SPA) from the effects of increasing residential development. A new network of public open spaces, and links between these spaces, are being opened up. Some of these SANGs are on land that wasn't previously accessible to the public, and most incorporate circular walking routes of 2.3km in length or more. These new paths are not generally dedicated public Rights of Way, but they are available for all to use, and are in public greenspaces protected in perpetuity (at least 125 years). These are significantly adding to the options for walkers and help to provide longer walks with little or no need to use or even cross roads.

### 6.2 Cyclists

Cyclists use public Rights of Way for many different reasons; from recreational use and commuting to and from work or school, to off-road mountain biking. Cyclists have access to just under one third of the Bracknell Forest PRoW network. As Bracknell developed as a new town, it has a purpose built network of Highway Authority managed cyclepaths linking key locations around Bracknell town, enabling cyclists to avoid trafficked roads. Underpasses under major roads and through roundabouts minimise the need to cross roads. The cyclepath network compliments the PRoW network, providing the urban equivalent of the network of byways and bridleways in more rural areas.

Large new residential developments in Bracknell Forest incorporate strategic and recreational cycle routes as a planning requirement. Strategic cycle routes are tarmac surfaced with concrete edges and lighting, and include a combination of cyclepaths away from roads and cyclepaths next to highways. Recreational routes are generally surfaced with unbound materials (self-binding gravel/hoggin), with timber edges and are unlit. These



developments help to extend dedicated cycle routes beyond the new town area, for example into Crowthorne and Warfield.

Some key sections of the cycle network benefit from colour coded signage to make them easy to follow. The red, blue, green and yellow cycle routes are all classed as 'traffic free' and are designed to cover different areas of the cycle network. Bracknell Forest Council advertises these routes with signage, leaflets, and information on the council website. See references section.

It is a fact that cyclists also use public footpaths, although technically this is trespass against the landowner, unless the landowner specifically allows permissive access. It is very difficult to enforce no cycling rules on footpaths, though signage should be used to combat incorrect assumptions about where cycling is allowed. In some locations it may be appropriate to investigate the possibility of permitting cycling on footpaths. Paths would require improvements such as widening or providing passing-places, and the landowner would need to give permission. Paths that would provide a safer alternative to riding on busy roads should be prioritised. There would need to be certain conditions in place to protect the right of pedestrians if permissive access was allowed to continue. For example, cyclists would have to give way to pedestrians and users would need to demonstrate courteous behaviour.

However this approach would not be appropriate in all locations, and in many places walkers want to use footpaths without worrying about meeting faster moving bikes around blind bends or being surprised by bikes silently appearing right behind them. Equally cyclists would like to be able to use cyclepaths without encountering pedestrians, and it has been suggested in consultation feedback that there should be signs telling pedestrians not to walk on segregated cyclepaths. Segregated facilities are generally used where there is expected to be a high demand by either pedestrians or cyclists that may obstruct the other user. The segregation gives the pedestrians and cyclist a better opportunity to avoid conflict, but it is not expected to prevent them from having to look out for each other and take appropriate actions when they do meet.

Mountain biking is well catered for in Swinley Forest, with off-road routes provided with different levels of difficulty and challenge. This area owned by The Crown Estate attracts mountain bikers from a wide area, well beyond the boundaries of Bracknell Forest.

The public Rights of Way network available to cyclists would benefit from extensions and additional links to create circular routes. In addition, marketing of routes and surfacing improvements would help to increase usage and attract new users.

### **6.3 Horse riders**

As with cyclists, horse riders have access to just under one third of the PRoW network, and also large areas of Swinley Forest and Swinley Park by permit. Byways and bridleways are concentrated in the north of the borough in Binfield and Warfield, and further links to create circular routes away from trafficked roads would improve safety and increase usage.

Unlike provision for cyclists in new developments, horse riders do not always benefit, and in some cases the construction of new roads and junctions, and building on green field sites can result in more undesirable conditions for horse riders. For example, if traffic light controls are added to an existing junction, the sensors don't recognise horses, leading to longer waits to exit junctions.

Where new development takes place in areas already frequented by riders using quiet lanes and perhaps with informal arrangements with landowners, the needs of horse riders, particularly in regard to road safety, should be taken into account in the planning process.

Horse margins alongside roads should also be considered as a way of providing further linkages between ways and improving route networks.

#### **6.4 Carriage drivers**

Principle improvements can be made by extending the percentage of PRow currently available to carriage drivers which currently only extends to approximately 17% of the network. Some of this additional provision could be achieved by further permissive agreements with landowners, enabling carriage-driving to take place on bridleways, particularly those that were previously RUPPs.

Carriage drivers can have trouble accessing Restricted Byways and Byways Open to All Traffic (RBs and BOATs) controlled by Traffic Regulation Orders to restrict motorised vehicle use. Local arrangements can be made to allow carriage drivers to have keys to gates / retractable bollards, giving them access to longer traffic free routes.

#### **6.5 Motorised vehicles**

Minority users of the PRow network, motorised vehicle users have access to the smallest proportion of the network, at just over 5%.

Access by motorised vehicles falls into two main types, 1) recreational use where driving off-road is an end in itself, and 2) using Rights of Way to access a residential property or business, such as farms, farm shop, stables, etc.

Responsible use of motorised vehicles on byways should not cause conflict with other users, should not cause damage to surfaces of ways, and should not be used to illegally access private land. Unfortunately when vehicles are used irresponsibly on BOATS and RBs then seasonal damage to the surface can be significant and extensive.

Setting aside access to property, which is a necessary function, there is undoubtedly a demand for recreational opportunities to drive off-road, generally in 4x4 vehicles and also trail bikes. This type of use can lead to surface damage, although farm machinery can also be responsible for causing deep rutting and churning up muddy areas.

There needs to be a balance between maintaining the legitimate vehicular access and enjoyment of the countryside against the damage caused to surfaces, the cost of repair, and inconvenience caused to other users. In line with the definition of a byway, or a restricted byway that's used as an access route to private land, Bracknell Forest Council will prioritise maintenance to benefit non-motorised users. Any proposed maintenance or improvements will also be balanced on a case-by-case basis with other local considerations that may exist – e.g. maintaining the natural character of a route.

Vehicle access in more remote areas can also lead to illegal activities such as fly-tipping, which proves costly and difficult to address.

## **6.6 Inclusive access and design**

The PRoW network must be improved to enable use by the mobility impaired and sensory disabled users as far as practicable. It has to be accepted that this will not be possible for the entire network, due to a range of factors such as the existing landform, narrow ways that can't be widened, agricultural requirements, steps where there is no space for a ramp, and so on.

Improvements to gaps, gates and stiles are being made progressively, and in places old bridges with awkward steps have been replaced with wider bridges with ramps and handrails. Surfacing also has a big influence on accessibility, and this is most significant in periods of wet weather. Kissing gates can be fitted with RADAR key locks that enable the gate to open fully, providing a straight line path through the gateway, which helps wheelchair and mobility scooter users.

For all PRoWs and other paths, information and marketed routes will seek to be as clearly described as possible, so as to allow users to decide for themselves which routes are most suitable for their own needs and abilities.

There can be a tendency to concentrate on impaired mobility, and perhaps to take less account of other limitations, for example visual impairment. Strong tonal and colour contrasts are important to mark changes of level and other hazards, and for route location, but can be difficult to incorporate in natural areas.

Bracknell Forest Council should undertake access audits with disabled user groups to assess the effectiveness of access improvement projects, and use feedback to make further improvements where practicable.

Provide events similar to 'Woods on Wheels'. This was held at Lily Hill Park a few years ago and attracted over 20 wheelchair users and push chairs; the idea could be adapted for suitable Rights of Way.

Opportunities should be provided for voluntary conservation work with a range of groups of differing abilities.

## **6.7 Non-users**

In order to consider the future needs the network has to meet, it is important to consider why those who do not use PROW don't and what can be done to encourage greater use. Non-users of Public Rights of Way are perhaps the most difficult group to target, as there could be a multitude of reasons why people aren't using PROW.

Some cultural groups are less likely than others to go walking for recreation in the countryside. Some non-users will be put off using Rights of Way by perceived risk to safety and perceived social exclusion. Something as simple as removing overgrown vegetation is considered important to reduce the fear of crime and make the natural environment less intimidating.

Whilst it can be assumed that many non-users choose to be so, there will be other reasons why people aren't using Rights of Way, such as not knowing what they are or what's available to them, some of which could be addressed through a range of actions.

## 6.8 Landowners and land managers

Landowners and land managers are a vital component in the management of the PRoW network and access to the countryside, particularly in the maintenance of vegetation, fences and furniture on and alongside Rights of Way.

Landowners with Rights of Way or areas of Open Access Land – designated under the CROW Act 2000 – therefore require support in how best to manage public use of their land. This support may come in the form of providing information to increase public awareness of rights and responsibilities.

Promotion of responsible use of this access would include correcting common misconceptions, or guiding people away from activities that are not within the public rights conferred by the relevant acts and regulations.

Promotion of responsible use of this access could include for example: There is a common misunderstanding that Open Access implies a general right to roam across the countryside, whereas the CROW ACT 2000 introduced specific and limited public access to defined areas identified on maps originally published by the Countryside Agency, and now by Natural England. These areas are now depicted on Ordnance Survey Explorer Maps. Landowners could be supported with the provision of notices and signs providing information and interpretation to the public. Another example is control of dogs in relation to livestock on farms, and to the bird nesting season in Open Access Land.

## 6.9 Inconsistencies in Rights of Way

Dead ends, mapping errors, inappropriate use

Binfield Bridleway 23a is a short length (170m) of previous RUPP (Mare Lane) that was isolated from the rest of the lane by the construction of the M4 motorway. There is little or no use of the Right of Way, which has nowhere to go. The land is unregistered and as assumed ancient highway, the local authority is responsible for the surface and the overgrown vegetation.

This bridleway cannot be connected to any other Rights of Way, and a consultation should be held about extinguishing the Right of Way.

There are other dead ends that are the result of changes to classification along a route rather than a physical barrier like a motorway, for example where a restricted byway leads to a footpath, making it a dead end for cyclists, horse riders and carriage-drivers. An example of this is Binfield Restricted Byway 23 (Mare Lane) leading to Binfield Footpath 1, again next to the M4 motorway.

Pendry's Lane (Warfield BW17 – a Byway which ends at its western end in a Restricted Byway (Binfield RB17) with a ford across The Cut, and also joins a bridleway (Binfield BR19), making it a dead-end for motorised vehicles.

Crowthorne Byway 13 only leads to Crowthorne Footpath 17 at Caesar's Camp.

Sandhurst Byway 16 is a private residential road (Brookside) that is blocked to through traffic in the middle.

Winkfield Byway 14 has been subsumed in development, leaving sections under highway roads and junctions (Heathway/Druce Wood), crossing a large tarmac car park, and a

portion as a tarmacked urban path with barriers preventing vehicle access. Once an old lane leading to Ascot Heath, it no longer resembles a byway and its classification has become inconsistent with its function and appearance.

The western end of Crowthorne Restricted Byway 12 (The Devil's Highway) continues to be a problem due to the amount of motorised traffic using it to reach a car park providing access to Crowthorne Woods (Open Access Land), and due to parking of cars on the surfaced section of the RB which is a private road. In this case, the duty to maintain the surface to the standard required for an RB is insufficient to deal with the amount of wear and tear caused by the large number of vehicles using it on a daily basis.

In some places, footpaths have been physically converted in to cyclepaths, but with no record of cycle track orders. Where there is a cycle track order, the path ceases to be a recognised classification of public Right of Way and has to be removed from the Definitive Map. This is inconsistent with protecting and enhancing the network, as paths disappear from other maps derived from the Definitive Map. Where there is no order, the footpath remains, but is used by cyclists as well as pedestrians, and yet does not accommodate horses as a bridleway would.

Housing development in Warfield will make Warfield Byway 8 (Avery Lane) inappropriate for continued vehicle access due to a new link road parallel to it, a new road crossing the line of the byway and a traffic light controlled junction where it meets the classified road at the Three Legged Cross junction.

## **6.10 A more joined up network**

A more joined up network, with better linkage between routes will allow for better movement between Rights of Way, open spaces and residential areas.

Local knowledge of public Rights of Way, examination of the Definitive Map and Statement and specific suggestions from the RoWIP2 public consultations may help to highlight where connectivity can be improved in the Rights of Way network for users. These could include improvements to the condition of existing paths, status upgrades to Rights of Way, new linkages via the existing road network and finally, the creation of new paths in some cases.

There are several actions in RoWIP2 that are concerned with improving linkages in the PRow network (ref no's. 10, 22, 38, 49, 50 and 51).

## **6.11 Key issues from previous RoWIP mid-term review**

There have been significant changes to the policy context since the previous 2006 RoWIP was published.

There have been significant improvements to the network to make PRow more accessible by removing barriers such as stiles, steps and unsuitable bridges.

See [Appendix H](#) for the list of improvement recommended in the RoWIP Mid Term review.

## 6.12 Conclusions

The following conclusions can be drawn from the evaluation and assessment of the current Bracknell Forest public Rights of Way network:

- Walkers have the greatest access to public Rights of Way and are able to access 100% of the network;
- Cyclists and horse riders have access to 31% of the network;
- Carriage-drivers have access to 17% of the network. This includes some bridleways that previously had RUPP status, where carriage driving takes place via agreements with landowners;
- Motorised vehicles have access to just over 10% of the network, although in practice some of these are restricted by Traffic Regulation Orders, including 1.6m width restrictions on three byways which effectively precludes cars, vans and lorries from using them.
- Winkfield has a lower density of public Rights of Way, partly due to the large size of the parish and the area of Crown Estate lacking PRow;
- The majority of byways and restricted byways are found in the north of the borough in Binfield and Warfield;
- Results from BVPI 178 and volunteer surveyor reports indicate that the network is in good physical condition;
- Opportunities exist for closer working with neighbouring authorities, particularly Wokingham Borough and Surrey County Council. There is a good working relationship with The Royal Borough of Windsor and Maidenhead and Hampshire County Council.
- There's a need to raise awareness about Rights of Way in order to encourage responsible use and avoid confusion with other forms of access provision.
- There is also a need to raise awareness of the total path and open space network within the borough and not make too strong a distinction between PRow and other access.

Placeholder for picture to indicate section 7 of the plan

## 7. ROWIP POLICIES

These policies have been drawn up in consideration of the Vision for RoWIP2 and so they meet strategic themes in Bracknell Forest's Council Plan, policies in the Comprehensive Local Plan and LTP3, key themes in the Parks and Open Spaces Strategy, projects identified in the POSS Study and Actions in the new BAP.

### Policy RoWIP 1 Rights of Way for All

Increase accessibility of the Rights of Way network.

- 1.1 Identify and remove hindrances to using Rights of Way, such as stiles, unclear signage, poor surface condition, overgrown vegetation, etc.
- 1.2 Increase the availability of Rights of Way to all users.
- 1.3 Increase accessibility of online information about the PRow network.
- 1.4 Increase the number and promotion of easy access routes, including access for wheelchair users.
- 1.5 Seek to provide accurate information on the characteristics of routes to enable people to decide if a route is suitable for their personal circumstances.

### Policy RoWIP 2 Fulfil Legal Duties

Deliver statutory functions of Rights of Way.

- 2.1 Maintain the Definitive Map and Statement of PRow in Bracknell Forest Borough and keep copies available for public inspection.
- 2.2 Maintain the surface condition of Rights of Way to a level that's appropriate for its type of use.
- 2.3 Ensure footbridges and culverts on Rights of Way are maintained.
- 2.4 Ensure that paths are free from obstructions and misleading signs or notices.
- 2.5 To signpost and waymark Rights of Way where they leave metalled roads.
- 2.6 Ensure that all Rights of Way affected by ploughing or disturbance are reinstated within the legal timeframe.
- 2.7 To assert and protect the rights of the public to use and enjoy Rights of Way.
- 2.8 Maintain byways to a standard suitable for the 'ordinary traffic of the neighbourhood'.
- 2.9 Respond to reports of faults with Rights of Way in a time appropriate fashion.
- 2.10 To prepare a Rights of Way Improvement Plan and review this after 10 years.

### Policy RoWIP 3 Routes and Links

Provide additional PRow network linkages and safe circular routes, expanding this to a wider Green Infrastructure network.

- 3.1 Provide safe links between Rights of Way along roads and improvements in standards of safety where paths cross the road and rail network.
- 3.2 Improve the promotion of permissive access where it enhances existing Rights of Way provision and additional use can be sustained.
- 3.3 Provide a more joined up and useable network by identifying and addressing missing links and gaps in the network which will enhance existing access provision.

- 3.4 Improve access to and from Open Access land, recreation sites, SANGs and other public open spaces.
- 3.5 Improve routes between urban areas and the countryside.
- 3.6 Develop off-road bridle and cycle routes with suitable surfacing to link to existing network.

### **Policy RoWIP 4 Information and Marketing**

Provide access information on Rights of Way and promote the network to encourage use.

- 4.1 Encourage use of Rights of Way via events, publicity and marketing.
- 4.2 Promote Bracknell Forest as a prime destination for walking, cycling and horse riding.
- 4.3 Current online BFC route guides / maps to be reviewed and updated where appropriate.
- 4.4 Provide adequate waymarking on Rights of Way
- 4.5 Explore using mobile phone technology to promote the use and enjoyment of outdoor recreation and Rights of Way.
- 4.6 Promote long distance routes such as the Bracknell Forest Ramblers Route, the Blackwater Valley Path and The Three Castles Path.

### **Policy RoWIP 5 Responsible Use**

Promote and publicise legal and responsible use of Rights of Way and access to the countryside, supporting landowners and land managers regarding public use of their land.

- 5.1 Work with landowners to secure improvements to Rights of Way and ensure their legal obligations are being maintained.
- 5.2 Reduce conflict between cyclists, walkers and horse riders on multi-use routes.
- 5.3 Reduce the vulnerability of the PRow network to fly-tipping.
- 5.4 Encourage better understanding of users' responsibilities regarding Rights of Way and Access Land.
- 5.5 Facilitate legitimate use of byways by recreational motor vehicles where this does not cause unacceptable surface or environmental damage and is unlikely to conflict with the enjoyment of other users.

### **Policy RoWIP 6 Preserve Rural Character**

Protect the rural character of Rights of Way in the countryside.

- 6.1 Where a path is presently earth or grassed it shall not be surfaced with tarmac or aggregate unless there is a demonstrable strategic need, or to address issues such as erosion or flooding.
- 6.2 Protect hedgerows that are on or next to Rights of Way.
- 6.3 To use the full extent of the planning process to maintain the rural character of Rights of Way, where appropriate / applicable.

### **Policy RoWIP 7 Sustainable Benefits**

Manage a countryside and access network that delivers benefits to health and well-being, economy and biodiversity.

- 7.1 Identify and promote the potential of the network to promote health and well-being.
- 7.2 Protect and enhance environment and biodiversity on PRow network.
- 7.3 Improve and enhance the traffic free Rights of Way network around urban areas to increase the use of sustainable transport for accessing work, schools and services.
- 7.4 Promote a more joined up approach to managing cycle routes and Rights of Way, including linking these routes with the public transport network.



- 7.5 Manage and promote a Rights of Way network that benefits the local economy.

### **Policy RoWIP 8 Working in Partnership**

Develop volunteer initiatives and partnerships with other organisations to help make resources go further; collaborate with neighbouring authorities to deliver solutions to cross-border maintenance, legal and improvement issues.

- 8.1 LCAF to offer advice to the borough council and to help deliver actions in the RoWIP.
- 8.2 Provide an integrated approach to highways, housing development and Rights of Way management.
- 8.3 Recognise existing support and encourage increased future parish /town council involvement in the management of public access.
- 8.4 Make greater use of volunteers/ user groups' involvement in management of public access.
- 8.5 Work with neighbouring authorities to tackle issues and take advantage of cross boundary opportunities.
- 8.6 Work in partnership with landowners and the local Police to address issues such as fly-tipping on PRow and the illegal use of footpaths and bridleways

### **Policy RoWIP 9 Raise Strategic Profile**

Increased awareness of organisations and policy and decision-makers about the importance of Rights of Way and the wider green infrastructure network will enable better planning and development of neighbourhoods.

- 9.1 Promote the key role that Rights of Way play in maintaining Bracknell Forest's high quality of life within other strategies e.g. health and well-being benefits.
- 9.2 Raise profile of LCAF and the important role it performs.
- 9.3 Improve the enhancement and protection of the PRow network through the planning process. Ensure RoWIP2 is quoted as a reference during planning applications affecting public Rights of Way.

### **Policy RoWIP 10 Monitor and Review**

Monitoring the condition of the PRow network and assessing progress made with RoWIP actions

- 10.1 Monitoring the condition of Rights of Way and benchmark this data against that obtained from other neighbouring Local Authorities.
- 10.2 Review progress made with completing actions in the RoWIP.
- 10.3 Work with LCAF to carry out annual reviews of the Forum's work.
- 10.4 Monitor and respond to faults reported with Rights of Way and other paths within the total path network

Placeholder for picture to indicate section 8 of the plan

## 8. ACTION PLAN

Prioritisation of RoWIP actions will be made against the extent to which they fulfil RoWIP2 priorities.

Where BFC are identified as the lead partner:

- ✓ actions that can be carried out within current staffing and budget resource (base 2017 – 2018)
- ✓✓ actions which require Bracknell Forest Council resources to be reprioritised and/or involve external funding or in-kind contributions.
- ✓✓✓ actions requiring planned investment. This funding may be wholly through external sources or require support from identified partners.

Potential sources of funding include, Local Transport Plan 3, Local Authorities, East of England Development Agency, Local Strategic Partnerships, Development Agency, Central Government, Sustrans, Lottery, Sport England, s106 planning gain.

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Encourage use of PRow via events, publicity and marketing					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
1.	Review and update the circular countryside walking routes available on the council's website. Also review circular cycling routes on Rights of Way and with links to adopted highway cyclepaths and permissive route in public open spaces.	4.3	✓	<b>BFC</b> LCAF Highway Authority	Number of PDF routes / maps updated and available on BFCs website by 2021

Encourage use of PRow via events, publicity and marketing					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
2.	Review and update the 3 Accessible Rural Route guides	4.3	✓	<b>BFC</b> LCAF Disability Groups	Number of leaflets updated and available on BFCs website by 2021, with hard copies available upon request
3.	Use social media and press releases to advertise PRow, events and other outdoor recreation opportunities e.g. the annual WOW Week of Walks led by the Bracknell Forest Society	4.1, 4.2	✓	<b>BFC</b> Bracknell Forest Society Bracknell Forest Natural History Society Thames Basin Heaths Partnership The Crown Estate Town / Parish Councils NHS	A minimum of 4 articles / events publicised each month
4.	Organise guided countryside/park walks for the public each year	4.1	✓✓	<b>BFC</b> SE Berks Ramblers Bracknell Forest Society	A minimum of 10 walks held each year
5.	Support existing healthy walking and green exercise schemes and back the development of new initiatives	4.1, 7.1	✓	<b>BFC – Parks &amp; Countryside Service and Public</b>	Publicise initiatives and schemes including 'Sandhurst Health Walks'

Encourage use of PRow via events, publicity and marketing					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
				Health NHS Jealott's Hill Community Landshare	and 'Short, Easy Taster Walk' from South Hill Park via the Community Map on Public Health Portal
6.	Explore using mobile phone apps to promote the use and enjoyment of outdoor recreation and Rights of Way. Make GPX routes available on council website available to download.	4.5	✓	<b>BFC</b>	GPX routes available on BFCs website by 2021

Mapping and cataloguing the network					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
7.	Keep the Definitive Map and Statement (DMS) up to date by processing Modification Order applications	2.1	✓✓	<b>BFC</b>	Up-to-date copy kept of the Definitive Map and Statement (DMS)
8.	Ensure a hard copy of the last consolidated DMS is available to view by the public	2.1	✓	<b>BFC</b>	Copy available at Time Square office

Mapping and cataloguing the network					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
9.	Produce a third consolidated DMS of PRow in Bracknell Forest, which identifies and addresses anomalies in the current DMS	2.1	✓✓✓	<b>BFC</b> LCAF Natural England Town/Parish Councils Neighbouring LAFs and LAs	Completed by January 2023
10.	Provide and maintain an up-to-date online web-based map service showing PRow, open access land, cycleways, 24 hour accessible defibrillators and public transport hubs.  Include detail of potential impediments to access such as gates and stiles.  Give consideration to mapping quality of the network examining factors such as fragmentation.	1.3, 1.5, 8,2	✓✓	<b>BFC</b>	PRow map available to the public on BFCs website by 2018  Expand on this map to include impediments to access and other key information to promote a safe and accessible wider green infrastructure network by 2021.
11.	Carry out an audit of PRow signs, from metalled roads	1.1, 2.5, 5.2, 10.1	✓✓	<b>BFC</b> Volunteer path wardens	By January 2021, to have a GIS dataset / map of PRow signs, which details location, type and condition.
12.	Catalogue all stiles and gates on PRow	1.1, 1.2, 10.1	✓✓	<b>BFC</b> Volunteer path	By January 2021, to have a GIS map of

Mapping and cataloguing the network					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
				wardens	PRoW stiles and gates, identifying the location, type, condition and those that need removing/replacing

Maintaining the network, its legal status and condition					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
13.	Inspect the condition of path network annually, using the 'ease of use' criteria (formerly Best Value Performance Indicator (BVPI) 178).	10.1	✓✓	<b>BFC</b> <b>Volunteer Path Wardens</b>	% of the path network audited each year
14.	Ensure that footbridges and culverts on PRoW, that cross natural obstacles, are safe.	2,3, 10.1	✓✓	<b>BFC</b> Volunteer path wardens Bracknell Conservation Volunteers	Footbridges pass inspection as part of the monitoring using BVPI 178.
15.	Replace PRoW signs that are identified as falling below the standard set out in NE guidance	2.5, 5.2	✓✓	<b>BFC</b> Volunteer path	New signage provided when required

Maintaining the network, its legal status and condition					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
	and provide new signs where there are gaps			wardens Bracknell Conservation Volunteers	
16.	Case Officers consult P&C Rights of Way team on planning applications where the proposed development is likely to directly impact on a PRoW e.g. requires diversion, closure. RoWIP2 should be quoted in planning responses to add weight to comments.  A new process linked to planning needs to be explored whereby LCAF are kept informed and are consulted on these types of applications	6.3, 9.3	✓✓	<b>BFC</b> Parks and Countryside and Planning Authority LCAF	A more robust process whereby LCAF can easily comment on planning applications with a direct impact on PRoW
17.	Respond to reported faults and issues with PRoW; including enforcing removal of illegal obstructions and re-instatement after ploughing or secure removal of crops	2.4, 2.6, 2.9	✓✓✓	<b>BFC</b>	Percentage of PRoW network that is considered 'easy to use' according to the former BVPI 178.
18.	To process notices for removing hedgerows and enforce instances where they have been removed illegally	6.2, 7.2	✓	<b>BFC - The Local Planning Authority</b>	Response provided within 42 days of receipt of written notice.  Enforcement carried out where an offence is

Maintaining the network, its legal status and condition					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
					committed under The Hedgerows Regulations 1997
19.	Process temporary closures of PRow where required	2.1	✓✓	<b>BFC</b> Applicant for TTRO	PRow legally closed for a temporary period of up to 6 months and appropriate diversion route and signs provided

Creating new routes and links					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
20.	Encourage and investigate suggestions for routes to be added to the DMS or through permissive agreement	1.2, 3.2, 3.3, 3.5	✓	<b>BFC</b> Landowners LCAF	Reports to LCAF on findings or progress of the investigations
21.	Identify possible shared cycling routes and continue association with partners to develop possible routes in the borough.	3.3, 3.6, 7.3, 7.4, 8.2	✓✓	<b>BFC</b> – Parks & Countryside Service and Transport Development LCAF	To feed suggestions into the BFC Infrastructure Delivery Plan



Creating new routes and links					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
22.	Provide links to circular / multi use routes in existing and future Suitable Alternative Natural Greenspaces (SANGs) with the public Rights of Way network	3.4	✓✓	<b>BFC</b>	To feed suggestions into the BFC Infrastructure Delivery Plan and feed into site specific planning applications
23.	Undertake an audit of missing links and develop proposals for the creation of new PRow in priority locations	1.2, 3.3	✓✓✓	<b>BFC</b> LCAF Blackwater Valley Countryside Partnership	Annual review of missing links to update BFC Infrastructure Delivery Plan
24.	New routes or improvements to existing routes should be designed to minimise conflict, for example, by ensuring widths, surfaces, furniture (including way marking) and sight lines enable permitted users to use the path in harmony and with confidence	1.2, 2.7, 5.2	✓✓	<b>BFC</b> LCAF	New routes or improvements to routes are of an accessible design to the intended users

Improving access to PRow					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
25.	Replace stiles with gaps, staggered barriers, bridle gates or kissing gates and carry out surface improvements to PRow where accessibility is impeded by seasonal waterlogging	1.1, 1.2, 2.2, 2.7	✓✓	<b>BFC</b> LCAF SE Berks Ramblers Ramblers Bracknell Conservation Volunteers	To report to LCAF on an annual basis the percentage of PRow where access has been improved by removing stiles and improving surface conditions. Cross reference with BS5709:2006
26.	Explore with landowners and PRow users opportunities for the diversion of PRow to remove the need for the public to use busy stretches of highway to reach a connecting path	3.1	✓✓	<b>BFC</b> Landowners LCAF Ramblers British Horse Society Cycling UK	To feed suggestions into the BFC Infrastructure Delivery Plan
27.	Identify and promote existing PRow that are suitable for users with reduced mobility	1.2, 1.4, 1.5	✓	<b>BFC</b> Local Disability Groups	See action no. 2 and 10.

<b>Working in partnership and cooperation</b>					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
28.	Work with neighbouring LAFs and highway authorities to identify and address cross boundary Rights of Way anomalies and explore opportunities for promoting PRoW and circular routes. Explore ways of improving consistency in signage and waymarking on cross-boundary routes.	8.5	✓	<b>BFC</b> <b>LCAF</b> LAFs – RBWM, Slough, Mid and West Berks, Hampshire, Surrey  LAs - RBWM, Slough, Wokingham BC, Hampshire CC, Surrey CC	LCAF member attendance at neighbouring LAFs / local Chairs meetings – at least one per year
29.	Maintain a good working relationship between BFC and LCAF, with the Forum providing advice to promote PRoW and outdoor recreation	8.1	✓	<b>BFC</b> <b>LCAF</b>	At least one BFC officer from Parks & Countryside to attend the x3 LCAF meetings each year
30.	Recognise and encourage increased participation of each Town/Parish Council through regular communication and reporting.	8.3	✓	<b>BFC / LCAF</b> Towns / Parishes	Invitations sent to Towns / Parishes to appoint a path champion as the key contact with LCAF and the Highway Authority, by 2018  (NB Sandhurst Town Council and Warfield Parish Council already do this)

<b>Working in partnership and cooperation</b>					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
31.	Share information about the work of the BFC PRow Ranger to promote continuing financial support for the post	8.3	✓	<b>BFC</b> Towns / Parishes	Information provided to Towns / Parishes each year
32.	Ensure appropriate policies to protect and enhance PRow network are included in planning frameworks	6.3, 9.3	✓	<b>BFC</b>	Policies included in the POSS Study by end of 2017, the Comprehensive Local Plan when finalised, and Neighbourhood Plans as these are developed.  Money secured for PRow improvement and protection through the development control process e.g. s106 legal agreements.
33.	Work with disability groups to identify routes linked to settlements or popular countryside destinations in Bracknell Forest which can be improved to facilitate access for all	1.2, 1.4, 3.3, 3.5	✓	<b>LCAF</b> <b>Bracknell Forest Access Group</b> Disability Groups to be identified	Identify and contact local disability groups and update Infrastructure Delivery plan
34.	Develop and reinvigorate the network of volunteers working on PRow, providing them with the training and tools to better maintain local paths	8.4	✓✓	<b>BFC</b> Volunteer path wardens LCAF	Percentage of maintenance carried out by volunteers on PRow reviewed annually at LCAF meetings.

Working in partnership and cooperation					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
				Bracknell Conservation Volunteers	
35.	Monitor illegal use of footpaths and bridleways by other PRow users and take action to address this	5.3, 8.6	✓✓	<b>BFC</b> Landowners Local Police Community Safety Team	Reduction in illegal use of PRow
36.	Work with road safety organisations, the Community Safety Partnership and user groups to raise awareness of the need to protect PRow users, particularly those more vulnerable	8.2	✓	<b>LCAF</b> Safer Roads Partnership BFC British Horse Society Ramblers Cycling UK	A campaign developed that ties in with actions 3 and 27
37.	Work with the Thames Basin Heaths Partnership to encourage responsible use of PRow in the SPA e.g. adhering to paths and keeping dogs on lead during ground bird nesting season	5.4, 7.2	✓	<b>Thames Basin Heaths Partnership</b> <b>BFC</b> Natural England SPA Wardens	Publicity issued between March-July, 2018-2027. Linked with actions 3 and 46
38.	Work with Blackwater Valley Partnership on links to sections of	3.3, 3.4, 4.6, 8.5	✓✓	<b>Blackwater Valley Countryside</b>	Representative of Blackwater Valley

<b>Working in partnership and cooperation</b>					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
	the Blackwater Valley Path in Bracknell Forest, and to assist in the target of filling-in the 'missing links' in the riverside path through Sandhurst			<b>Partnership</b>	Partnership invited to LCAF meetings periodically to discuss and review actions relating to missing links in BFC

<b>Raising awareness of PRow and profile of LCAF</b>					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner in Bold	Performance Measures / Timescales
39.	Integrate RoWIP with other policies and strategies e.g. BAP, Parks and Open Spaces Strategy, POSS Study, LTP3. See Chapter 3.	8.2, 9.1, 9.3	✓	<b>BFC</b>	POSS - 2017 BAP and Tree Strategy – 2018 New Parks and Open Spaces Strategy - 2019
40.	Develop landowners / managers awareness of their responsibilities for maintenance and the importance of public Rights of Way and public access to land	2.4, 5.1, 7.1,	✓	<b>BFC</b>	A new page added to BFCs website by 2018 detailing landowners responsibility relating to PRow on their land
41.	Promote membership to LCAF	8.1	✓	<b>BFC</b> <b>LCAF</b>	Standing LCAF agenda item of 'New members' to maintain a minimum of

<b>Raising awareness of PRow and profile of LCAF</b>					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner in Bold	Performance Measures / Timescales
					10 Forum members
42.	Review List of Streets and DMS to assess whether paths need to be added or removed	8.2	✓✓	<b>BFC</b> <b>LCAF</b>	To report progress at LCAF meetings
43.	Identify key tourism hubs in the Borough where enhancements to PRow would deliver benefits to the local economy	4.1, 4.2, 7.5	✓✓	<b>BFC</b>	By 2021
44.	Extend links between LCAF and Town /Parish Councils	8.3	✓	<b>BFC</b> <b>LCAF</b> Town/parish councils	LCAF Chair to contact T/P Clerks to request an invite to a Parish, Parks and Public Realm Forum meeting

<b>Encourage responsible use of PRow</b>					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
45.	Give consideration to including 'No Cycling' signs on footpaths where there's a perceived conflict between users	5.2,	✓	<b>BFC</b>	Reduction of reports of cycling on footpaths

<b>Encourage responsible use of PRow</b>					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
46.	Promote the Dog Walking Code of Conduct and consider including anti dog fouling signs on PRow	5.4	✓	<b>BFC</b> Thames Basin Heaths Partnership	Leaflet available on BFCs walking / PRow web pages and promoted via social media  Signs are made available on PRow where there's an issue with dog fouling

<b>Monitoring and review</b>					
Action ref.	Proposed Actions	RoWIP Policies	Resource Requirements	Key Organisation Lead Partner(s) in Bold	Performance Measures / Timescales
47.	Review progress with actions carried out in RoWIP.  Report monitoring outcomes to Departmental Management Team	10.2	✓✓	<b>BFC</b> LCAF	A traffic light system used to assess progress with actions each year. First review to be carried out in 2018 with a mid-term review in Jan 2021



<b>Additional action plan items expected following public consultation.</b>					
48.	Applicable actions will be added prior to publication of the final plan				25 <sup>th</sup> October 2017
<b>New Paths and Linkages</b>					
49.	Seek to complete the 'missing' sections of the Blackwater Valley Path in Sandhurst Town	1.2, 3.3, 4.6,	✓✓✓	<b>BFC</b> Blackwater Valley Partnership	
50.	Seek to provide a safer cycling route parallel to Nine Mile Ride by enabling a permissive cycle route on Bracknell Footpath 22	1.2, 8.2	✓✓	<b>BFC</b>	
51.	Seek to create a bridleway link from Warfield development area north and west to Hazelwood Lane, and east to Warfield Bridleway 26	1.2, 3.3	✓✓✓	<b>BFC</b> Developer contributions	

**See separate document for Appendices, References and Glossary.**

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# The Second Bracknell Forest Rights of Way Improvement Plan (RoWIP2)

## Appendices, References and Glossary

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# APPENDICES

## Appendix A      RoWIP Survey and Results

### Rights of Way Improvement Plan survey

#### Rights of Way Improvement Plan survey

We need to understand your views about the borough's public rights of way to help us assess how the network is presently meeting needs and how we might improve it over the next 10 years to make it accessible for all.

This questionnaire can also be completed online at <http://consult.bracknell-forest.gov.uk/portal/leisure/rowip> where the results will also be published after the survey closes on 25 June.

**1. Do you live inside or outside of Bracknell Forest Borough?**  
*(please select one answer)*

In .....       Out .....

**If you've selected that you live in the borough, please specify which area you live in?**  
*(please select one answer)*

- Binfield .....
- Bracknell .....
- Crowthorne .....
- Sandhurst .....
- Warfield .....
- Winkfield .....

**2. Do you use public rights of way\* in Bracknell Forest Borough?**

*If you have answered 'No/don't know', please go directly to Q12*

*(please select one answer)*

Yes .....       No/don't know .....

\*A public right of way is a route which the public has a legal right to use. They can be broken down into 4 categories – Footpaths (can be used by foot), Bridleways (can be used by foot, horse, pedal cycle), Byways (can be used by all, including motorised vehicles) and Restricted Byways (can be used by all, except motorised vehicles).

**3. Where in the borough do you mainly use public rights of way?**

*(please select all that apply)*

- Binfield* .....
- Bracknell* .....
- Crowthorne* .....
- Sandhurst* .....
- Warfield* .....
- Winkfield* .....

**4. Approximately how often do you use public rights of way in the borough?**

*(please select one answer)*

- More than once a day* .....
- Once a day* .....
- Once a week* .....
- Once a month* .....
- Less than once a month* .....

**5. On average, how long do you tend to use public rights of way for?**

*(please select one answer)*

- Less than 1 hour* .....
- 1 to 2 hours* .....
- 2 to 3 hours* .....
- More than 3 hours* .....

**6. What is the main way you use public rights of way? Please select no more than 2.**

- On foot* .....
- By bicycle* .....
- On horseback* .....
- By motorcycle* .....
- In a wheelchair* .....
- By horse/pony-drawn carriage* .....
- By motorised vehicle* .....
- Other* .....

Please specify other

7. On average how many people do you use the path with?

8. What are your main reasons for using public rights of way?  
(please select all that apply)

- Leisure/recreation .....
- Dog walking .....
- Getting around .....
- Access to home/house .....
- Exercise/health/wellbeing .....
- Access to nature .....
- Other .....

Please specify other

9. Why do you choose to use public rights of way?  
(please select all that apply)

- Near to home .....
- Favourite area/route .....
- Easy to get to .....
- Quality of paths .....
- Other .....

Please specify other

**10. Please rate the overall condition of the following public right of way features.**

*(please select one answer for each question)*

	Very good	Good	Fair	Poor	Very poor	Don't know
Furniture (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vegetation (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Surface	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(1) For example, stiles, gates, footbridges

(2) For example, grass trees, hedges

**11. How easy do you find it to use local public rights of way?**

*(please select one answer)*

Usually easy ..... Difficult ..... No opinion/don't know .....

If you have answered 'Difficult' please explain why.

**12. If you don't use public rights of way, then why not?**

*(please select all that apply)*

- I don't know what they are* .....
- I don't know where to find them* .....
- I don't want to* .....
- I don't need to* .....
- Lack of time* .....
- Poor condition of paths* .....
- Accessibility of paths* .....
- Disability limits my use* .....
- Other* .....

Please specify other

**13. What do you think could be improved about public rights of way in the borough?**  
*(please select all that apply)*

- Condition of paths* .....
- New routes or links needed* .....
- Better information and marketing* .....
- Don't know* .....
- Nothing* .....
- Other* .....

Please specify other

We're also interested in learning about other forms of outdoor recreational pursuits.

**14. Do you use any of the following?**  
*(please select all that apply)*

- Parks/open spaces* .....
- Cycle paths* .....
- Horse riding tracks* .....
- Mountain bike trails* .....
- None of these* .....
- Other* .....



Please specify other

**15. Have you heard anything about the following?**  
*(please select all that apply)*

- Local Countryside Access Forum (LCAF) .....*
- Binfield Bridle Circuit .....*
- Definitive Map and Statement .....*
- Bracknell Forest Ramblers Route .....*
- Suitable Alternative Natural Greenspaces (SANGs) .....*
- Bracknell Forest Park User Survey .....*

**16. Further comments**

Thank you for taking the time to complete this questionnaire.

Please send this form to us by email [RightsOfWay@Bracknell-Forest.gov.uk](mailto:RightsOfWay@Bracknell-Forest.gov.uk) or by post to: Rights Of Way, Bracknell Forest Borough Council, Environment, Culture and Communities, Time Square, Market Street, Bracknell, RG12 1JD.

The closing date is 25 June, 2017.

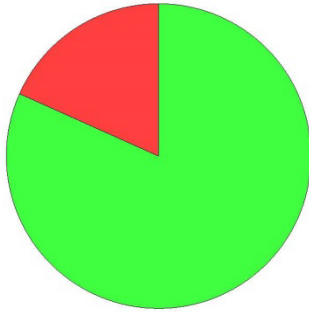
Information about rights of way and recreational opportunities in the borough can be found on our website <http://www.bracknell-forest.gov.uk/parksandcountryside>

# Results

## 1. InOutBorough

Question responses: 328 (100.00%)

1. Do you live inside or outside of Bracknell Forest Borough?



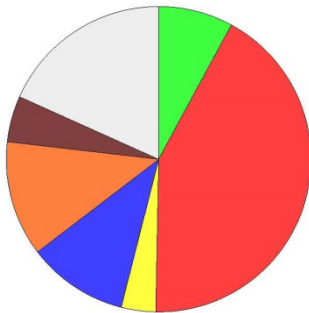
	% Total	% Answer	Count
In	81.71%	81.71%	268
Out	18.29%	18.29%	60
Total	100.00%	100.00%	328

Table .2

## Inborough

Question responses: 268 (81.71%)

Which area of the borough do you live in?

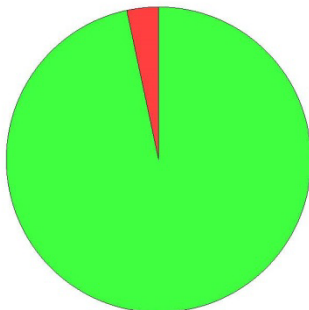


	% Total	% Answer	Count
Binfield	7.93%	9.70%	26
Bracknell	42.38%	51.87%	139
Crowthorne	3.66%	4.48%	12
Sandhurst	10.67%	13.06%	35
Warfield	12.20%	14.93%	40
Winkfield	4.88%	5.97%	16
[No Response]	18.29%	--	60
Total	100.00%	100.00%	328

## 2. Do you use public rights of way in Bracknell Forest Borough?

Question responses: 328 (100.00%)

2. Do you use public rights of way in Bracknell Forest Borough?



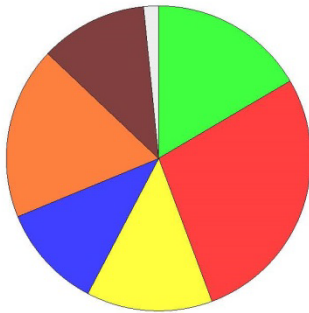
	% Total	% Answer	Count
Yes	96.65%	96.65%	317
No/don't know	3.35%	3.35%	11
Total	100.00%	100.00%	328

Table .2

### 3. Where in the borough do you mainly use public rights of way?

Question responses: 317 (96.65%)

3. Where in the borough do you mainly use public rights of way?

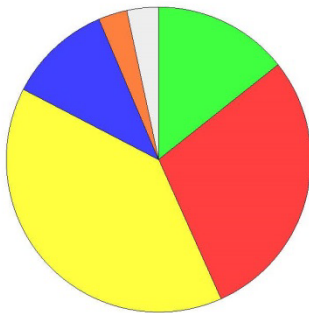


	% Total	% Answer	Frequency	Count
Binfield	16.55%	16.81%	35.06%	115
Bracknell	27.77%	28.22%	58.84%	193
Crowthorne	13.38%	13.60%	28.35%	93
Sandhurst	11.08%	11.26%	23.48%	77
Warfield	18.27%	18.57%	38.72%	127
Winkfield	11.37%	11.55%	24.09%	79
[No Response]	1.58%	--	3.35%	11
Total	100.00%	100.00%	0%	695

### 4. Approximately how often do you use public rights of way in the borough?

Question responses: 317 (96.65%)

4. Approximately how often do you use public rights of way in the borough?



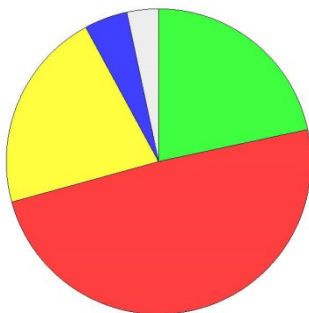
	% Total	% Answer	Count
More than once a day	14.33%	14.83%	47
Once a day	28.96%	29.97%	95
Once a week	39.33%	40.69%	129
Once a month	10.98%	11.36%	36
Less than once a month	3.05%	3.15%	10
[No Response]	3.35%	--	11
Total	100.00%	100.00%	328

Table .2

### 5. On average how long do you tend to use public rights of way for?

Question responses: 317 (96.65%)

5. On average, how long do you tend to use public rights of way for?



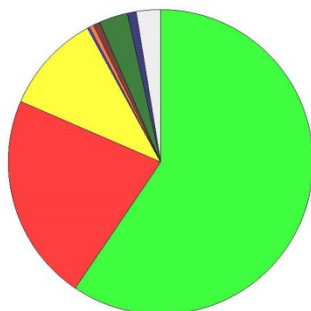
	% Total	% Answer	Count
Less than 1 hour	21.65%	22.40%	71
1 to 2 hours	49.09%	50.79%	161
2 to 3 hours	21.34%	22.08%	70
More than 3 hours	4.57%	4.73%	15
[No Response]	3.35%	--	11
Total	100.00%	100.00%	328

Table .2

## 6. What is the main way you use public rights of way?

Question responses: 317 (96.65%)

6. What is the main way you use public rights of way? Please select no more than 2.

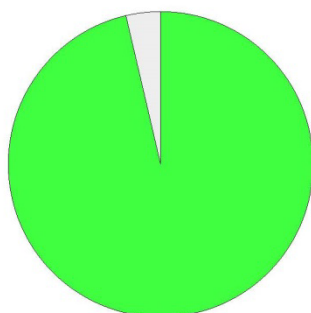


	% Total	% Answer	Frequency	Count
On foot	59.48%	61.06%	77.44%	254
By bicycle	22.01%	22.60%	28.66%	94
On horseback	10.54%	10.82%	13.72%	45
By motorcycle	0.23%	0.24%	0.30%	1
In a wheelchair	0.47%	0.48%	0.61%	2
By horse/pony-drawn carriage	0.70%	0.72%	0.91%	3
By motorised vehicle	3.04%	3.13%	3.96%	13
Other	0.94%	0.96%	1.22%	4
[No Response]	2.58%	--	3.35%	11
Total	100.00%	100.00%	0%	427

## 7. On average how many people do you use the path with?

Question responses: 316 (96.34%)

7. On average how many people do you use the path with?



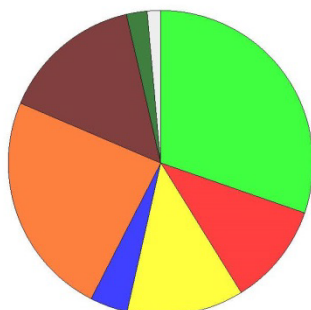
	% Total	% Answer	Count
[Responses]	96.34%	100.00%	316
[No Response]	3.66%	--	12
Total	100.00%	100.00%	328

Table .2

## 8. What are your main reasons for using public rights of way?

Question responses: 317 (96.65%)

8. What are your main reasons for using public rights of way?

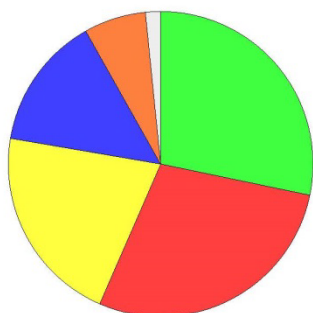


	% Total	% Answer	Frequency	Count
Leisure/recreation	30.32%	30.76%	71.65%	235
Dog walking	10.84%	10.99%	25.61%	84
Getting around	12.39%	12.57%	29.27%	96
Access to home/house	4.00%	4.06%	9.45%	31
Exercise/health/wellbeing	23.87%	24.21%	56.40%	185
Access to nature	14.97%	15.18%	35.37%	116
Other	2.19%	2.23%	5.18%	17
[No Response]	1.42%	--	3.35%	11
Total	100.00%	100.00%	0%	775

## 9. Why do you choose to use public rights of way the most?

Question responses: 317 (96.65%)

9. Why do you choose to use public rights of way?



	% Total	% Answer	Frequency	Count
Near to home	28.28%	28.74%	59.15%	194
Favourite area/route	28.28%	28.74%	59.15%	194
Easy to get to	21.14%	21.48%	44.21%	145
Quality of paths	14.14%	14.37%	29.57%	97
Other	6.56%	6.67%	13.72%	45
[No Response]	1.60%	--	3.35%	11
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>0%</b>	<b>686</b>

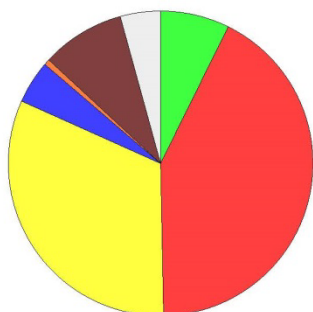
Table .2

## 10. Overall condition rating

Question responses: 317 (96.65%)

Furniture (1)

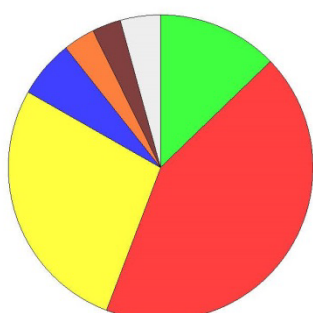
Question responses: 314 (95.73%)



	% Total	% Answer	Count
Very good	7.32%	7.64%	24
Good	42.38%	44.27%	139
Fair	32.01%	33.44%	105
Poor	4.57%	4.78%	15
Very poor	0.61%	0.64%	2
Don't know	8.84%	9.24%	29
[No Response]	4.27%	--	14
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>328</b>

Vegetation (2)

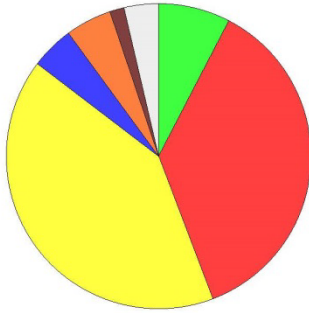
Question responses: 314 (95.73%)



	% Total	% Answer	Count
Very good	12.80%	13.38%	42
Good	42.99%	44.90%	141
Fair	27.44%	28.66%	90
Poor	6.10%	6.37%	20
Very poor	3.35%	3.50%	11
Don't know	3.05%	3.18%	10
[No Response]	4.27%	--	14
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>328</b>

Surface

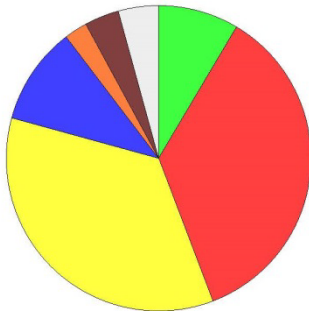
Question responses: **316 (96.34%)**



	% Total	% Answer	Count
Very good	7.62%	7.91%	25
Good	36.59%	37.97%	120
Fair	41.16%	42.72%	135
Poor	4.57%	4.75%	15
Very poor	4.88%	5.06%	16
Don't know	1.52%	1.58%	5
[No Response]	3.66%	--	12
Total	100.00%	100.00%	328

Signs

Question responses: **314 (95.73%)**

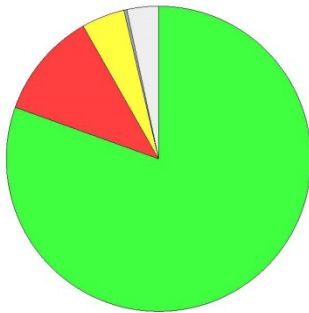


	% Total	% Answer	Count
Very good	8.54%	8.92%	28
Good	35.67%	37.26%	117
Fair	35.06%	36.62%	115
Poor	10.37%	10.83%	34
Very poor	2.44%	2.55%	8
Don't know	3.66%	3.82%	12
[No Response]	4.27%	--	14
Total	100.00%	100.00%	328

## 11. How easy do you find it to use local public rights of way?

Question responses: **317 (96.65%)**

11. How easy do you find it to use local public rights of way?



	% Total	% Answer	Count
Usually easy	80.49%	83.28%	264
Difficult	11.28%	11.67%	37
No opinion/don't know	4.57%	4.73%	15
[Unknown Value]	0.30%	0.32%	1
[No Response]	3.35%	--	11
Total	100.00%	100.00%	328

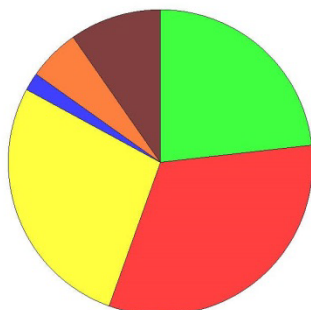
Table .2

See figure 5. in main document for pie chart 12.

## 13. What do you think could be improved about public rights of way in the borough?

Question responses: 312 (100.00%)

13. What do you think could be improved about public rights of way in the borough?



	% Total	% Answer	Frequency	Count
Condition of paths	23.21%	23.21%	35.26%	110
New routes or links needed	32.28%	32.28%	49.04%	153
Better information and marketing	27.43%	27.43%	41.67%	130
Don't know	1.90%	1.90%	2.88%	9
Nothing	5.49%	5.49%	8.33%	26
Other	9.70%	9.70%	14.74%	46
Total	100.00%	100.00%	0%	474

See figures 7 and 8 in main document for pie charts 14 and 15.

## 16. Further comments

10. Vegetation rated as Very good, when not scattered with litter or too clipped and mown. 13. New routes and links needed especially on new, stark housing estates. We really appreciate and use any off-road routes (pavements are increasingly polluted). Peace, greenery, bird song, a good walk, fresh air, freedom, etc. hooray! Thanks for protecting our local rights of way, which are much loved, used and appreciated.
- A marketing campaign on routes / walking paths in the borough would be great.
- Access is becoming the biggest problem for horse riders, having to use main roads to get to bridleways. As housing increases in the area, so does the traffic with road layouts being altered and traffic lights being added (which often are not triggered by a horse), It is becoming more and more dangerous to ride on our roads. Not only this but horse riders are often made to feel that they shouldn't be riding in these areas by others, such as dog walkers and pedestrians.
- All our fields were taken away on.... We were promised use of the new fields but once again, they have been closed off to horses. With that many fields, why can we not have 2 we are allowed to use to enable us to exercise our horses and stay off the roads.
- Any further riding tracks would be hugely appreciated, especially now with the amount of new houses being built in the area the country lanes that have always been reasonably quiet are getting ever busier with increasingly more people failing to slow down for horses and a rise in road rage incidents directed at riders just for being on the road (country roads not main roads) Bottle Lane is especially bad now.
- As a rambler I like to walk a route so any area of open space should have an entry and exit point - not just one entrance, to make a circuit of a 'park' the only option. Snaprails is ideal. Responses reflect my views as an individual, but also as a walk leader for Sandhurst Walking for Health scheme.
- As part of a large community of local runners I'd like to see running routes with mile/km markers/posts such as have been seen in other areas. Also more dog waste bins to keep the rights of way clean, especially around Peacock Meadows in Jennetts Park.

8. Bracknell Forest is a very liveable area. Swinley Forest & South Hill Park are the big attractions of course but the ease of getting around on foot & by bicycle - & by car when necessary - makes ordinary day-to-day activities, shopping or just going for a walk, easy & pleasant.
9. Compared to some rural areas of UK, BFC paths are very easy to follow. There are almost too many waymarkers / signs, etc!
10. Consideration needs to be given regarding the extreme risks facing horse riders in the area given all the new hazards that have been introduced as a result of the new building development as the access to safe areas has now diminished
11. Country corridor is excellent route to connecting all small parks. Congratulations on all improvements to footpaths and parks.
12. Cycle path facilities are very good within the town centre and the central estates. Beyond that it gets difficult to use safe, traffic free routes. I'd like to see routes extending to out lying areas, ie. Ascot, Windsor, Reading etc to be able to extend my range without danger of death.
13. Don't stray from the path
14. Essential in way more built up area.
15. Few paths for horses and fast roads in between
16. Footpaths are frequently spoiled by inconsiderate dog owners leaving mess on paths and allowing unruly animals to barge into people. It would help if there was a limit to the number of unrestrained dogs that could be exercised together.
17. For horses, the ground shouldn't be covered with stones surfaces as it is not good for their feet and therefore doesn't make the path very nice to use.
18. Have not used route maps, have found paths from maps. Looking forward to using paths on Larks Hill.
19. Heavy rain causes many paths to get muddy especially at either end of boardwalk's.
20. Horses use footpath - No Horse signs could be erected.
21. I feel lucky to live in such a wonderful area. It is a hobby of mine to seek out public footpaths I've never explored before and see where they lead. I also love using my OS map to devise new routes!
22. I feel the bridal ways are very poor - the surface on the binfield bridal way is more so you can only walk or get a trot it's not a surface for a nice canter!!! It needs to be a nice soft surface & I understand over time with the weather it changes but it could be better looked after especially as more and more green space & bridal paths are being taken away from us. And we are having to ride on the roads more which can be dangerous with how impatient drivers are these days!! It's such a shame you couldn't have put a bridal path in the new woodhurst development shame it's all for dog walkers who leave their dog poo everywhere!!!
23. I'd like to know more. If we could access more local pathways/cycle paths, we would definitely use them
24. I'm grateful that Bracknell has retained a considerable amount of green space in its early development but disappointed in the increasingly high density of new housing areas with the consequent loss of gardens and public open spaces.
25. In general I am very happy with the number and state of the footpaths and cycle paths in Bracknell. However I have the following comments. 1. Cycle routes e.g. Red and Yellow routes, would benefit from better signage. I often reach a T junction with no sign. 2. I believe that it would be beneficial to educate pedestrians and cyclists about the sharing of paths. 3. I lead a 3 mile health walk from South Hill Park every Saturday and nearly all participants are impressed with the footpaths that we use. 4. Keep up the good work!
26. Car park near Muzzy's is too small.
27. More seating needed, but 'natural' seating e.g. when trees are felled / fall down in storm, use them.
28. Section of Devil's Highway is small and boggy (near upper star)
29. Stop cutting down trees in the forest.
30. Pendry's Lane water issue (Thames Water).



31. The Definitive Map and Statement is not obvious or easy to find.
32. Its a shame that Berkeley Homes have prevented horse riders from using the Open Space at Cabbage Hill. A meeting with..... is scheduled for Monday 5th June at 2pm to discuss issues.
33. It's a shame the signs on the old round Berkshire cycle route are falling into disrepair. The cycle paths, bridleways and other shared use paths are really good around Bracknell Forest in general though.
34. Like I said previously would be nice and a lot safer if more bridle tracks were placed around bracknell with decent surfaces
35. Lots of houses going up so more green spaces and quite walk ways needed. I like to walk my dogs and ride my horses safely away from busy roads.
36. Love the amount of woodland, parks and walks around Bracknell and crowthorne. We use these a lot with our three children
37. Many public rights of way don't show on a map. I can understand from a security point of view why this could be necessary, but it does mean you can't plan a walk very well.
38. More good quality cycle paths are needed to link local areas especially Owlsmoor to Bracknell in a more direct route.
39. More pedestrian crossings are urgently needed especially near schools
40. More routes for horses needed. All our green space is being built on and the roads are dangerous
41. Most of the coloured cycle routes need better signage a few places where you come to a junction and no indication as to direction to go.
42. Need better links to Maidenhead as the roads are so dangerous
43. Need more access to Barossa and stop building houses without building roads!
44. New developments in the Bracknell forest area have caused over population of roads which has made them become fast and dangerous. Very little in the way of speed measurements (e.g. Cameras, speed bumps) have been put into place to make it safe for horses, cyclists or walkers. There is a serious need to consider developing off road tracks that can be used by horses especially.
45. Not enough bridleways this side of binfield it's too far to hack to for us to use them
46. Not enough safe bridle access in the Warfield area, signs up on the new build at cabbage hill saying no horse riding why is this? Please
47. Not strictly relevant, but children's play areas in Bracknell are excellent, both quality and quantity.
48. On the whole Bracknell Forest footpaths, bridleways, etc are well maintained but surfaces could be improved especially where bridleways are churned into mud baths by horses in wet weather. Binfield green lanes are most in need of surface dressing because of horse damage. The rights of way are a valuable amenity and bring great pleasure to many walkers and walking groups in the Borough. Please keep up the high standard set by previous administrations.
49. Please can we have more bridle ways that link together rather than risking my life and my horses life dodging fast cars and frustrating vehicle users on the road
50. Please could there be some changes made to allow horse riders to ride safely around the West End area of Warfield? Not being able to ride around Woodhurst Park and the traffic lights outside the estate not able to sense horses is making it difficult to enjoy our sport.
51. Refer to question 13. i.e. better information and marketing. Additional comment under question 11. I have a navigation package on my phone with all footpaths.
52. Right of way between Stevenson Drive and Terrace Road North needs to be made safe and the damaged street lights repaired before Autumn
53. Roads are horrendous too with surfaces
54. Stop putting loose chippings on newly surfaced roads as these increase the risk of punctures for cyclists, increase the severity of injury if one falls off and damage the paintwork of cycles.
55. The access to paths and greenspaces is the best thing about bracknell

56. The path from Sandhurst Council to Blackwater needs building up particularly from river to trees in middle of field as in winter walkers have to turn around half way along from Raeburn Way roundabout and bridge near lake.
57. The paths used and most of the routes are good, except Hog Oak which is already noted. Would like to see more off road riding access available and more linked up routes as roads are very busy around Bracknell
58. The Public Footpaths in Bracknell are in excellent condition, well maintained, and well used. I hope that the Council will be able to continue to maintain the path network to this high standard.  
A BIG THANKYOU
59. The quality of bridle/footpaths varies hugely. I'd like to see a more holistic strategy applied to ensure these paths join up. Why does the path at Warfield Chase suddenly stop at the entrance to Hayley Green wood? Once in the wood that part of the path becomes almost impassable for 5 months of the year with the thickness of mud and poor drainage. What about the bridle ways that should provide a scenic route from Fernygrove Farm to Drift Road? Again impassable for most of the year due to the terrible condition of the path. What about Frost Folley? Full of dog mess, an overgrown path to Warfield church and too few dog waste and litter bins. Just a bit more thought and investment could make a massive difference to the quality of our walking routes.
60. The unsurfaced bridleways are an important access network that should be retained and protected. I would welcome more routes being introduced
61. There are very few areas for horse riders, the roads are dangerous and drivers ignorant and ill educated. More open spaces need to be provided for safe access for horse riders, horse riders should have access to SANGs
62. Under question 12. a note is made that poor condition of paths limits their use of PROW.
63. Vegetation very overgrown where I walk, in places the paths are becoming obscured
64. We have a town with a golden opportunity to replicate the ease of use of Danish and Dutch towns for pedestrians and cyclists. Invest in it.
65. We have so many new developments in these areas we need the bridleways maintained a little better..and kept open..even increase safer bridleways for us....the developments are huge around binfield and Warfield and there are a lot of horse riders here.....and a lot of impatient drivers...we don't particularly enjoy riding on busy roads...give us some more bridleways links please...
66. We need more horse friendly tracks to help keep us off the roads, where possible.
67. We need places to ride our horses due to the building of new houses. We are forced onto main roads which is unsafe for us, our horses and drivers that simply do not care for us at all.
68. we need to stop 4x4 car owners using some of the paths e.g Hogoak lane and damage to surrounding vegetation!
69. We walk in Wildmoor Heath and more board-walks are needed in some places. Also, I think it is a shame that this area is not really accessible to wheelchair users.
70. Whilst Bracknell is probably better than some local councils , we still have to brave some busy roads . Whilst most driver are considerate there is a substantial minority who are dangerous. (on and off road).
71. Would like it be easier to find the paths and know who to contact when they are in a poor condition and can not be easily walked
72. You have taken away all the land for housing, but haven't thought about the horse riders, i find this very upsetting.
73. You keep taking away or making access to bridle paths difficult. As a horse rider I don't want to be on the road all the time. However thrisnis becoming more frequent as the countryside gets less and less with all the developments. It's only a matter of time before serious accidents happen because of more horses on the road. Horses are animals and they need to be exercised everyday. Please give us access to areas to ride in that keep us safe as well as motorists.

## **Appendix B      Consultee List**

### Bracknell Forest LCAF

#### Landowners / land managers

- Wellington College
- BBOWT
- The Crown Estate
- The National Trust
- Farmers
- Equine businesses – studs, polo clubs, etc.
- Royal Military Academy
- The Royal Farms

#### Conservation organisations

- Blackwater Valley Countryside Partnership
- Bracknell Forest Nature Partnership
- Bracknell Forest Natural History Society
- Natural England

#### Bracknell Forest Council

- Planning
- Transport Development
- Parks and Countryside
- Environment and Public Protection
- Leisure
- Public Health

#### Neighbouring local highway authorities

- The Royal Borough of Windsor and Maidenhead
- Hampshire County Council
- Wokingham Borough Council
- Surrey County Council

All 6 Town and Parish Councils – Binfield, Bracknell, Crowthorne, Sandhurst, Warfield and Winkfield

#### User groups

- Ramblers Association - SEBR
- British Horse Society (local)
- Bracknell Forest Society
- Bracknell Conservation Volunteers
- TRF - Trail Riders Fellowship
- Cycling UK
- British Driving Society – carriage driving

#### Residents / visitors

## Appendix C Feedback from second public consultation

Date received	Consultee	Comment No.	Feedback	Response to feedback	Action taken
04.08.2017-27.09.2017	LCAF Member 1	1	<b>Action no. 10.</b> Would like to see the location of 24 hour accessible defibrillators added to the map.	Agree with the suggestion. This is a topic that has been discussed at previous LCAF meetings.	The need to map 24 hour accessible defibrillators, along with PRow, open access land, cycleways and public transport hubs has been added to the action plan table.
		2	<b>Action no. 21.</b> about 'identifying possible shared cycling routes and continuing association with partners to develop possible routes in the borough'  Would like to be rather more ambitious than just 2 more in 10 years.	Initially agreed to suggest that 5 routes might be more appropriate, but then reconsidered, as we don't have the power to deliver a certain number of routes, if we are working with partners.	Performance measure / timescale of action amended to read: To feed suggestions into the BFC Infrastructure Delivery Plan.
		3	<b>Action no. 26.</b> As we are including other national bodies we should add "Cycling UK" in col, 3.	Agreed.	Cycling UK added to the list of key organisations.
		4	<b>Action no. 30.</b> Change the wording in col, 4 to either put "invitations" or drop "sent to".	Agreed.	Text amended to read 'Invitations'.
		5	<b>Action no. 34.</b> Request to include LCAF in col 3, as members should be informed and become more involved in the work.	Agreed.	LCAF added to list of key organisations.
		6	<b>Action no. 36.</b> Same point as No 26.	Agreed.	Cycling UK added to the list of key organisations.
		7	<b>Action no. 45.</b> In addition to providing clearer signage for cyclists on footpaths where there's a perceived conflict between users, we should consider	Agreed in principle. We don't want cyclists to feel targeted and there has been other consultation feedback received which relates to	Action no. 46 amended to include also considering including anti dog fouling signs on PRow where there's a

Date received	Consultee	Comment No.	Feedback	Response to feedback	Action taken
			providing other signage too. For example, signs geared for dog walkers to remind them of their responsibilities.	pedestrians inappropriately using cyclepaths and dog fouling on footpaths. This is something that we've addressed in the plan.	reported issue. See feedback no. 32 and 33 for further feedback received about cycling on footpaths. Section 6.2 updated to take comments on board
	LCAF member 2	8	<b>Action no. 5.</b> Change reference to 'South Hill Health walks' to 'Short, Easy Taster Walks from South Hill Park'.	Agreed.	Wording updated.
		9	Query regarding reference to DMS in the Action Plan table.	Agreed, that an explanation is needed about what this acronym stands for.	Acronym and its meaning added to the Glossary and description provided in the Action Plan table.
		10	Suggested asking volunteer path wardens to report what is needed for Action no. 13, or signage could be included in 23.	Agreed about adding volunteer path wardens to list of key organisations under action no. 13, which concerns cataloguing all stiles and gates on PRow.  Some shuffling around of the action points required to address these points. Auditing signage to be kept separate as it will be easier to report against.	Volunteer path wardens added.  Actions relating to auditing PRow signage and cataloguing stiles, gates moved to sit under the section about Mapping and cataloguing the network.
		11	<b>Action no. 44.</b> Query if LCAF should approach the Parish, Parks and Public Realm Forum (PP&PRF) to attend one of their meetings, or if we invite T/P Councils as observers to a future LCAF meeting?	Both could be achieved provided that PP&PRF and LCAF are amenable to the idea. The first approach would need to be from LCAF.	Action point changed to show that LCAF would approach the PP&PRF to see if they'd be happy for the Chairman to attend one of their meetings.
	LCAF member 3	12	<b>Action no. 5.</b> Include Jealott's Hill Community Landshare, as they are already doing walks for Dementia	Agreed.	Jealott's Hill Community Landshare added to the list of key organisations.

Date received	Consultee	Comment No.	Feedback	Response to feedback	Action taken
			patients and are running a variant of the Green Gym.		
		13	<b>Action no. 14.</b> Recommended caution about the wording used in this action point about making Footbridges 'accessible'. There are very many 'plank bridges' that are fine for walkers but would be very expensive to upgrade for wheelchairs, buggies etc.	Agreed.	Text changed to say, 'Ensure that footbridges and culverts on PRow, that cross natural obstacles, are safe.'
		14	<b>Action no. 11.</b> Wanted clarification about the type of signs to be audited i.e. those from metalled roads or waymarkers.	Agreed that better distinction is needed between signs from metalled roads and waymarkers.	Text now focuses on auditing PRow signs from metalled roads. Providing these signs is listed as a policy in RoWIP (2.5).
		15	<b>Action no. 17.</b> Suggest that Fly tip issues are kept separate from 'maintenance'. One rogue Fly tip can use up the total budget & is outside the control of Parks & Countryside.	Agreed.	Ref. to fly-tipped rubbish removed from the description.
		16	<b>Action no. 21.</b> Fully agreed with this action point. Identifying possible shared cycling routes and continuing association with partners to develop possible routes in the borough can triple usage - Walkers, Cyclists & Horse Riders be considered.	N/A.	N/A.
		17	Recommended altering the wording used in <b>action no. 26.</b> relating to carrying out an audit of crossing points or sections of the road network used by walkers, horse riders and cyclists to reach connecting paths.	Concerns about who would fund and audit this work. Focus instead should be to identify potential enhancements if required, which is covered under Action. No. 26.	Action point removed.
		18	<b>Action no. 30.</b> The suggestion was	Agreed.	Text updated to reflect this.

Date received	Consultee	Comment No.	Feedback	Response to feedback	Action taken
27.09.17			made that Warfield Parish also has a 'PRoW Champion' by one of the members who sits on the forum.		
		19	<b>Action no. 35.</b> Point was raised that we shouldn't limit this action point to reviewing the illegal use of FPs by motor vehicles?	Agreed. All users of PRoW need to be treated fairly. There are other instances of illegally using FPs and BRs that need to be taken into account.	Reworded to be more general and not single out any particular user i.e. 'Monitor illegal use of footpaths and bridleways by other PRoW users and take action to address this'.
		20	Comments on some repeats of actions.	Agreed.	Actions refined to take this into account.
		21	More general feedback also provided on the rest of the draft plan.	Most points taken on board. Text edits not carried out where they were quotes / extracts from other plans/ strategies.	Feedback and comments incorporated into the plan. Text being quoted from other strategies / plans was made more obvious.
	LCAF member 4	22	<b>Action no. 1.</b> Do we want to limit this to walking or develop family cycle routes in conjunction with The Crown Estate or other partners?	This is an action that was specific to the 4 walking routes our website, but it could be expanded to include ref. to cycle routes that are already publicised on our website.	Action updated to include ref. to cycle routes i.e. 'Also review circular cycling routes on rights of way and with links to adopted highway cyclepaths and permissive route in public open spaces.'
	23	<b>Action no. 6.</b> Add date to timescale and potentially remove Strava Metro, having done some research there are a number of apps that could be used to fulfil this function.  Make GPX routes available on council website available to download.	Agreed.	Timescale provided and ref to Strava Metro updated to encompass all relevant mobile phone apps.  Action added about making GPX routes available to download from BFC website.	
	24	<b>Action no. 26.</b> Is it definitely Sustrans that conduct this or is it Cycling UK?	Agreed.	Replaced Sustrans with Cycling UK.	

Date received	Consultee	Comment No.	Feedback	Response to feedback	Action taken
		25	<b>Action no. 28.</b> Perhaps could be expanded to include identifying opportunities for PRow or Circular Routes?	Agreed, we should focus on opportunities as well as addressing issues.	Action point amended to: 'Work with neighbouring LAFs and highway authorities to identify and address cross boundary rights of way anomalies and explore opportunities for promoting PRow and circular routes.'
10.08.17	Member of public	26	Request to put a cycle path parallel to Old Wokingham Road and Peacock Lane as this road as it is heavily used by cyclists commuting to Bracknell from Crowthorne. Concerns expressed over safety of cyclists on this bendy road.	<p>The comments expressed by the respondent will be taken on board. However, cycle paths are not a type of public right of way, and creation would be a matter for the council's Transport Development section.</p> <p>As with all aspects of transport related improvement works, the council needs to prioritise its limited funds into areas of most need across all modes of transport. Alternative traffic-free cycle routes connecting Crowthorne with Bracknell do exist, but we will ensure your comments are considered by officers when considering improvements to the borough's cycle route network.</p>	<p>Consulted LCAF</p> <p>Referred onto Transport Development Team, as doesn't relate to PRow or routes through open spaces – highway matter.</p>
11.08.17	Member of public	27	The respondent would like to see Murrellhill Lane recognised as a right of way, as they observe that 'the main traffic on this road are pedestrians and cyclists' and it is well used by people (including children travelling to Binfield	<p>This is an existing ancient highway and as such can't be dedicated as a public right of way.</p> <p>Matter to be raised with BFCs Transport Development Team</p>	Consulted LCAF



Date received	Consultee	Comment No.	Feedback	Response to feedback	Action taken
			School) as a safe route to walk, cycle, jog, dog-walk.' They anticipate that the numbers using this lane will increase once the learning village is operational and express concern over the lack of a footpath for walkers and cyclists to use.		
16.08.17	BVCP	28	They welcome the mention of the Blackwater Valley Footpath and the support to secure a better route in the Bracknell DC area. It is one of their aims to get the Blackwater Valley Path dedicated as a PROW, in particular stretches not protected by other mean such as SANG. They would support a statement to that effect in the plan.	If sections of riverside path are achieved in the Sandhurst area then we should consider getting them designated as PROW.  Most riverside path sections in Bracknell Forest are public footpaths (PROW) e.g. Sandhurst FP22, and Yateley 503 and 505; the latter 2 are Hampshire PROW where short sections fall on Bracknell Forest Council owned land.	Consulted LCAF  The view is that there is little that can be done within the borough at the moment with the existing route of the path, but as opportunities to complete missing-links arise in the future, dedication as public rights of way should be pursued with landowners.
		29	Overall the plan would better serve the public if it took a wider approach to analysing the access network. Although access on non public rights of way is mentioned it is not mapped. By mapping SANG, open access areas and cycleways the gaps in the usable network would become apparent, an essential first step in an improvement plan.	Agreed.	Consulted LCAF and a map produced and included in the RoWIP appendices which shows rights of way, green spaces, Open Access Land and SANGs.
		30	It would also be useful to map the priority projects you have identified.	It is hoped that the project descriptions provided in the plan and the 7 maps already provided in the appendices can be used to determine the location of the few projects where there's a physical	Consulted LCAF. Work started to catalogue gates and stiles on PROW.

Date received	Consultee	Comment No.	Feedback	Response to feedback	Action taken
				location. A more detailed project map will be provided as part of the work to catalogue all stiles and gates on PRow (see action no. 12).	
		31	The plan could be more specific as to how will interact and be implemented through the planning process, to avoid missing opportunities or having weak conditions applied to planning permissions that do not achieve the desired outcome.	This is a good point, and RoWIP2 should be used as an authoritative plan in planning application consultations.	Consulted LCAF and BFC Planning. Action ref 16 expanded. Policy RoWIP 9.3 expanded.
16.09.17	Member of public	32	The commentary on cyclists on p.31 addresses the use of pavements by cyclists but could equally apply to pedestrians on cycle lanes. A statement on the use of cycle lanes (as opposed to cycle paths) also needs to be included.  Raises the point that very few people understand that lanes are essentially the same as roads and you would not walk / push a pram / use a mobility scooter on a road (unless obstructed).	Agee regarding the point about needing to also address the misuse of cycle lanes.	Consulted LCAF Text updated to also include a statement on the use of cycle lanes (as opposed to cycle paths) in section 6.2
		33	An action would be to promote the distinction between cycle paths and cycle lanes and to ensure that road / on road signage is put in place not just at the start or end of cycleways, but also at points where pedestrians are most likely to enter onto cycle lanes.  A new action 45 b might also read: Give consideration to including 'No Pedestrians' signage on cycle lanes	At the conference there was little perceived conflict between user groups.  Need to review if the signage is clear enough?  Segregating a footpath might actually give rise to greater conflict, as it increased the perceived division between the 2.	Consulted LCAF Text updated in section 6.2.

Date received	Consultee	Comment No.	Feedback	Response to feedback	Action taken
			where there's a conflict between perceived usage.  "In many places CYCLISTS want to CYLE without worrying about meeting SLOWER moving PEDESTRIANS around blind bends or being surprised by PEDESTRIANS STEPPING right INFRONT OF them."		
		34	Suggestion to add the Statutory health and wellbeing plan in the list of strategies where there is a shared commitment to healthy living between the council and health services.	Agreed	Strategy added to section 3 i.e. "Seamless Health" Bracknell Forest Joint Health and Wellbeing Strategy 2016-2020
		35	The Sustainable Community Strategy is no longer a statutory document and the Bracknell Forest Partnership does not exist in its original capacity.	The strategy runs until 2018 and is still available on BFCs website, but it's worth checking with BCFs Performance and Partnerships team to confirm the point raised in the feedback.	Email sent to BFC to confirm this point. Removed reference to the strategy from section 3.
		36	Missing Key to explain the tick system in resource requirements in the action plan.	Agreed	Key to tick system included at the start of the Action Plan
		37	Action 4 - partners - there are a lot more groups that would be keen to be involved in promoting walking in their local communities - speak to the Bracknell Forest Public Health team on this.  Suggestion to mention the "WOW Week of Walks" and perhaps a commitment to make this an annual promotional event.	Agreed	Consulted LCAF  WOW Week of walks added as an example in the Action Plan
21.09.17	Member of public	38	Positive feedback about it being a 'sound and well laid out plan. Please keep up the good work in maintaining	Grateful for the positive feedback	Feedback passed to our rights of way team

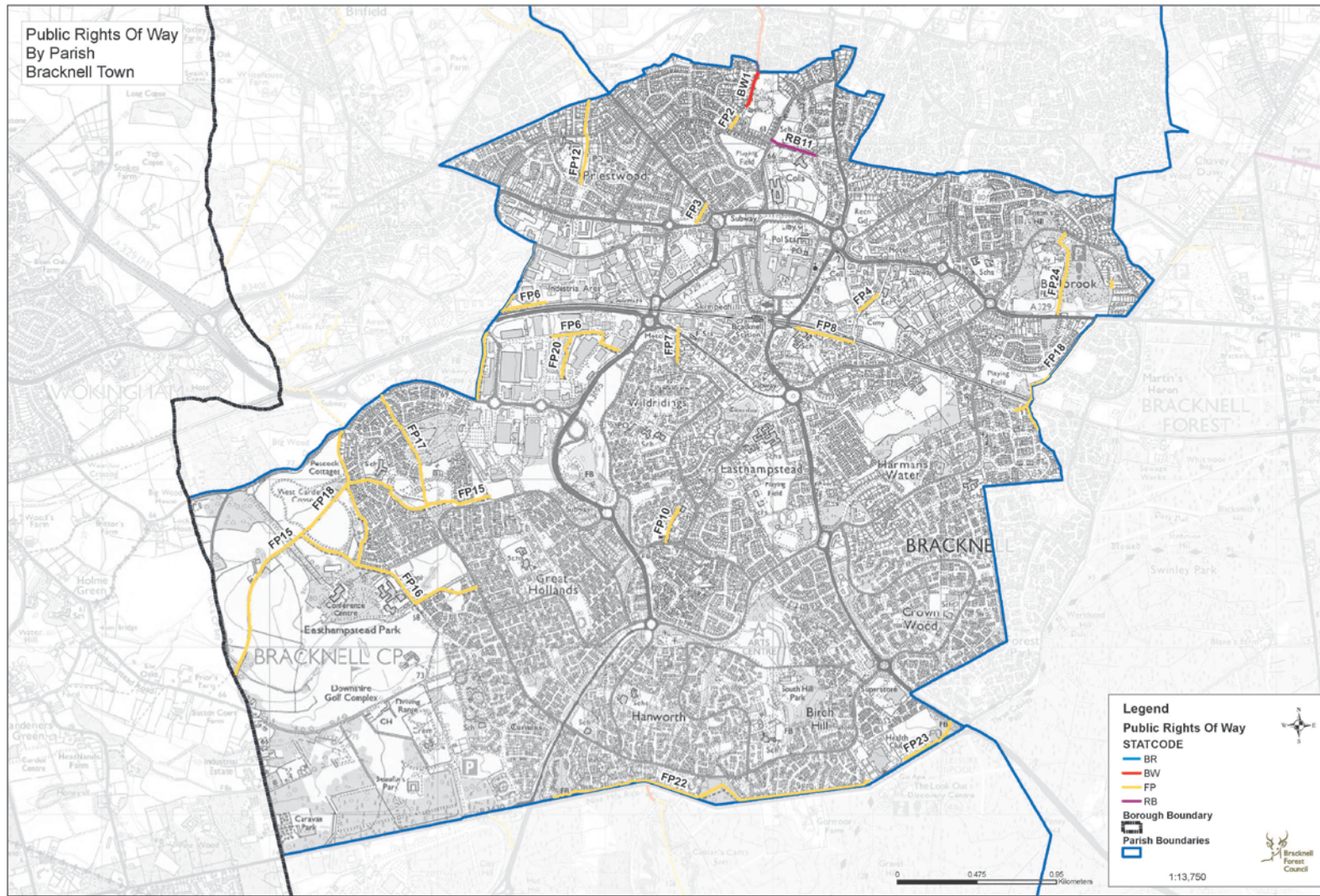
Date received	Consultee	Comment No.	Feedback	Response to feedback	Action taken
			the many rights of way. (Main use personally is running/walking).'		
02.10.17	Hampshire Local Countryside Access Forum	39	<p>Response as being from HCAF as the statutory Local Access Forum for Hampshire (excluding the South Downs and New Forest National Parks), as defined under the Countryside and Rights of Way Act 2000.</p> <p>The HCAF discussed the draft at its recent quarterly meeting on 12 September, and would like to commend Bracknell Forest on the positive approach set out in this second RoWIP, particularly in regard to the maintenance and upgrading of existing routes, installation of gates in place of stiles and engagement with the Bracknell Forest Local Access Forum and other volunteers.</p> <p>This Forum is pleased that the plan recognises cross-border linkages and especially (from the point of view of the Hampshire interest) the Blackwater Valley Path which provides a 23-mile route passing through Bracknell Forest and forms a direct link into other areas. It is important to acknowledge, however, that many people do not undertake linear journeys of this magnitude on foot, nor where it is possibly by bicycle or horse. There are many good shorter circular routes in and through Bracknell Forest which combine use of part of the Blackwater Valley Path with other rights of way. The report</p>	<p>HCAF comments welcomed.</p> <p>It is difficult to make specific references to routes that people are devising for themselves. This was discussed at BFC LCAF.</p> <p>An appropriate revision to section</p>	<p>Consulted LCAF</p> <p>Email thanking the Chair sent.</p>

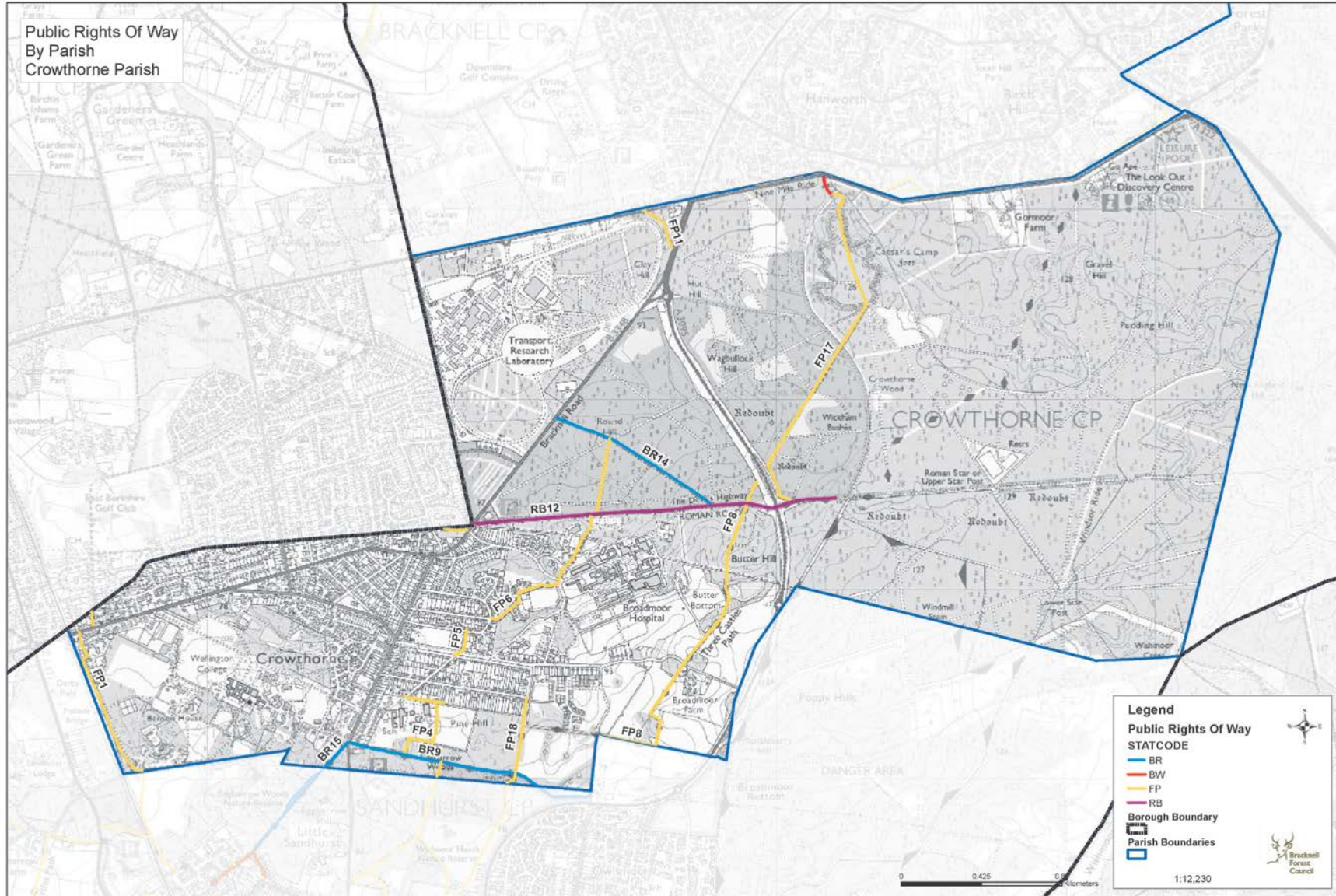
Date received	Consultee	Comment No.	Feedback	Response to feedback	Action taken
			<p>recognises the promoted circular routes, but many people choose to make their own routes and rely on a rich network of inter-connecting rights of way both within and across the boundaries of any one local authority area. It would be useful to see this idea given greater emphasis, e.g. at section 5.3.</p> <p>This Forum would also wish to see mechanisms in place for cross-boundary communication between authorities to ensure consistent standards of maintenance, with the user ideally having no perception of where the boundary may lie.</p>	<p>5.3 is difficult to compose.</p> <p>Agreed. Initial ideas for increased liaison at officer level have been discussed.</p>	<p>Intend to invite Hampshire County Council officer(s) and HCAF Chair to join sub-regional LAF Chair meetings with Berkshire, Surrey and Buckinghamshire based LAFs.</p>
04.10.17	Binfield Parish Council	40	<p>Section 3.4 – no mention of Neighbourhood Plans as an area of policy. The Binfield NP includes policies (TC1 and TC1.1) which concern provision for cycling and walking – both providing new and protecting/enhancing historic provision. As more areas add Neighbourhood plans it would be good to see these recognised as an important area of policy.</p>	<p>Agreed that the town and parish neighbourhood plans should be referenced</p>	<p>Reference included under 3.11 Policy Context to Binfield Neighbourhood Plan which forms part of the development Plan for Bracknell Forest, and relevant policies quoted. Reference to other Neighbourhood Plans that are being produced and are at various stages.</p>
		41	<p>Section 4 talks to the volume of rights of way by classification and then by area. Binfield has high density (km of ROW by km<sup>2</sup> of parish) but this section doesn't identify the quality of the volume – including the element of pathways which are fragmented. Certainly, in Binfield there are sections of pathway which are rights of way but are not connected to any other pathway and will therefore</p>	<p>The quality of the volume of PRoW, particularly in parishes like Binfield is worth examination. This is in part picked up on in section 6.9 where we examine inconsistencies in Rights of Way, with one example being in Binfield (i.e. Mare Lane).</p> <p>Quality of PRoW is also flagged up via the BVPI inspections (action no.</p>	<p>Action point 10. Give consideration to mapping quality of the network including factors such as fragmentation.</p>

Date received	Consultee	Comment No.	Feedback	Response to feedback	Action taken
			continue to drop in usage because they are not circular or accessible walks. (this is referenced in section 6.9)	13) and as part of the work to catalogue all gates and stiles on PRoW (action no. 12).	
		42	BPC in a joint activity with their local (and newly formed) Binfield Environment Group want to restart annual inspections as local activities so that there is input from local people into the quality and usage of rights of way. They'd look to work with the rangers team on the best way to implement this activity	This is encouraging news and the rangers team would be keen to work with Binfield Environment Group to restart annual inspections of PRoW as local activities	Flagged this up with the rights of way ranger and LCAF
		43	Signage - BPC would wish to improve the signage its RoWs/Footpaths showing old names as noted in Robin Mosses booklet of 1976 updated in 1986, liaising with BFC department where found to be relevant.	Rights of Way can be named if they are not formal streets with residential, business or other property addresses.  Parish Councils can be involved in the process of naming paths.	Consulted LCAF. Members supported the idea, and recent successful examples in Sandhurst and Binfield were referred to.

## Appendix D Rights of Way Maps

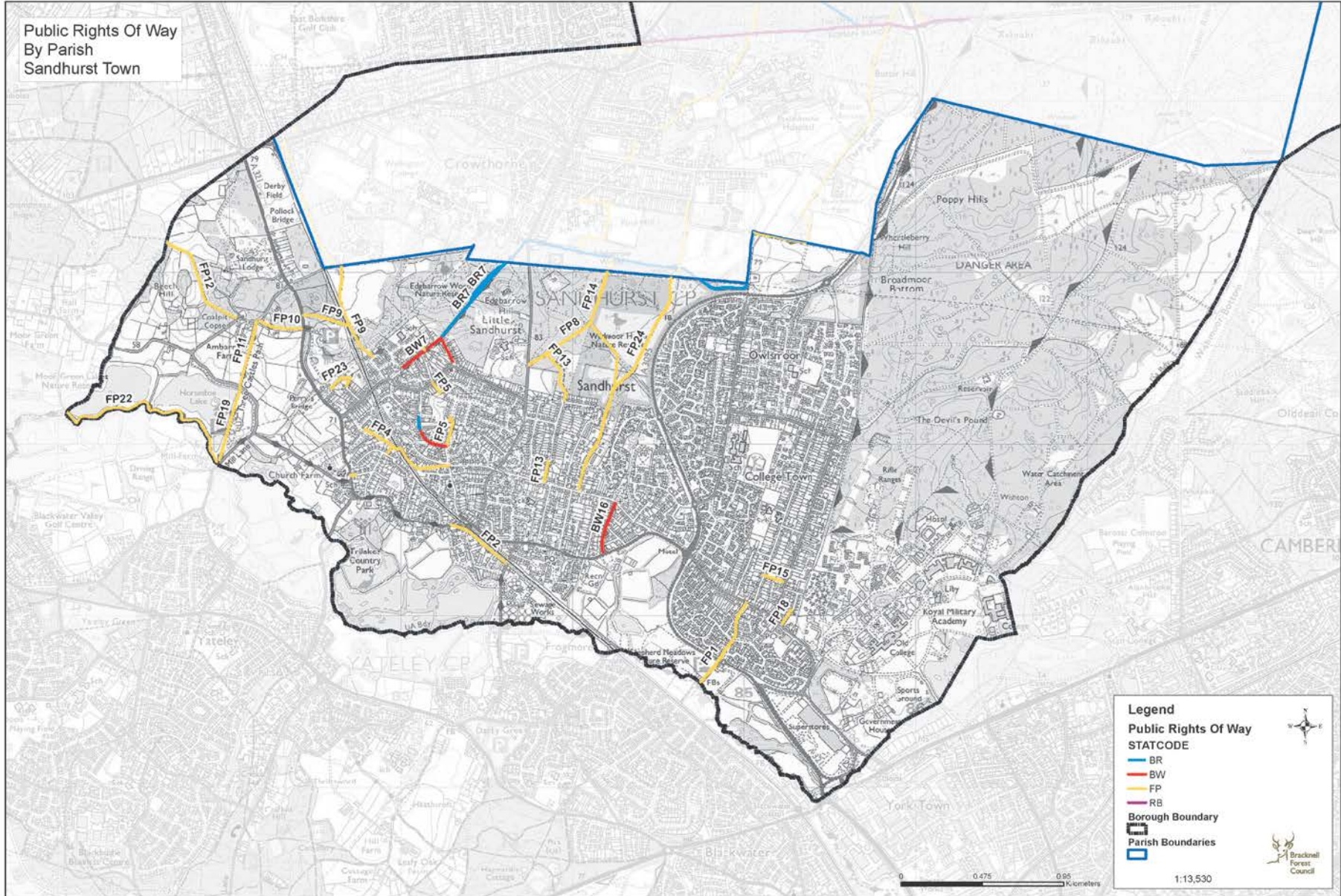
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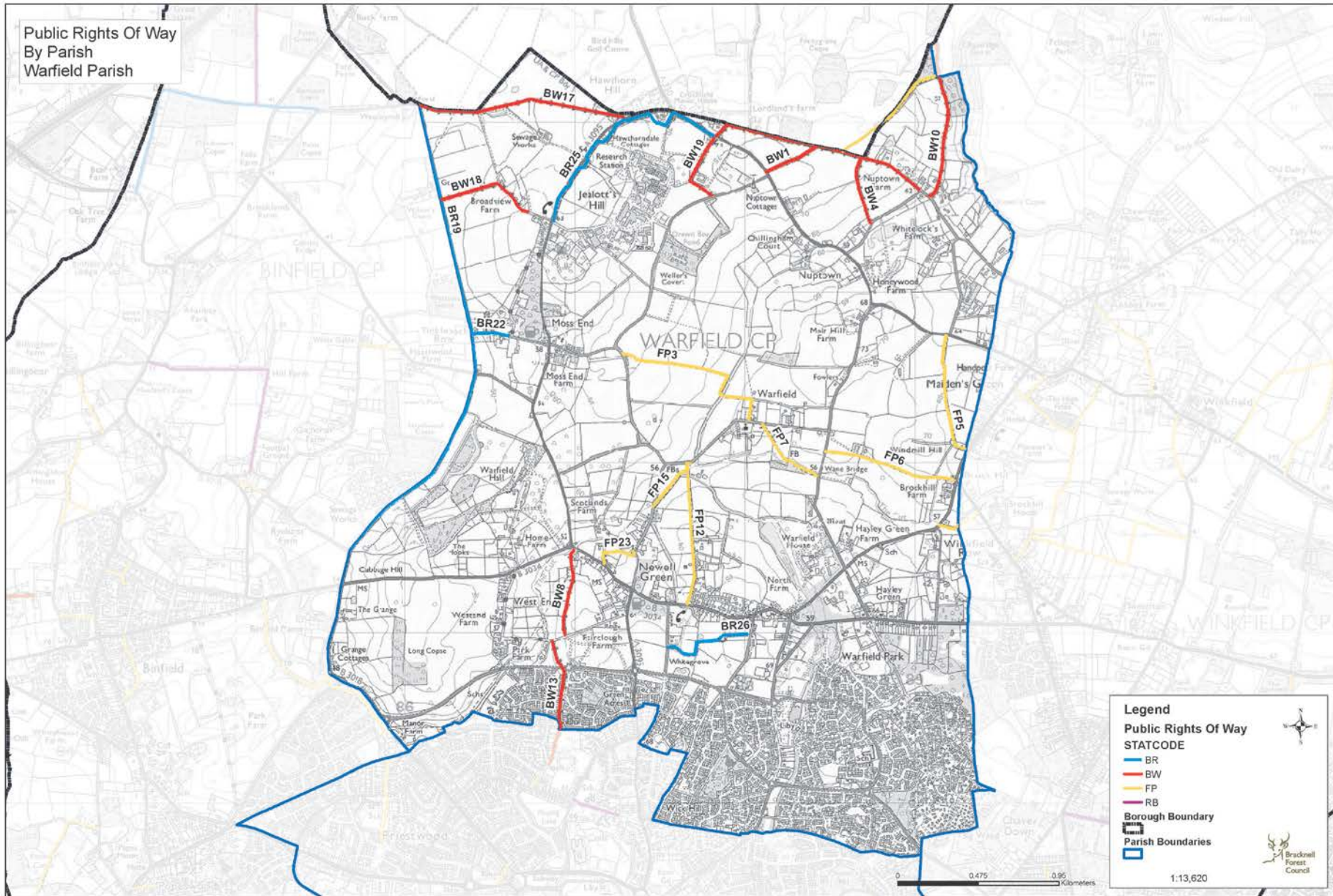


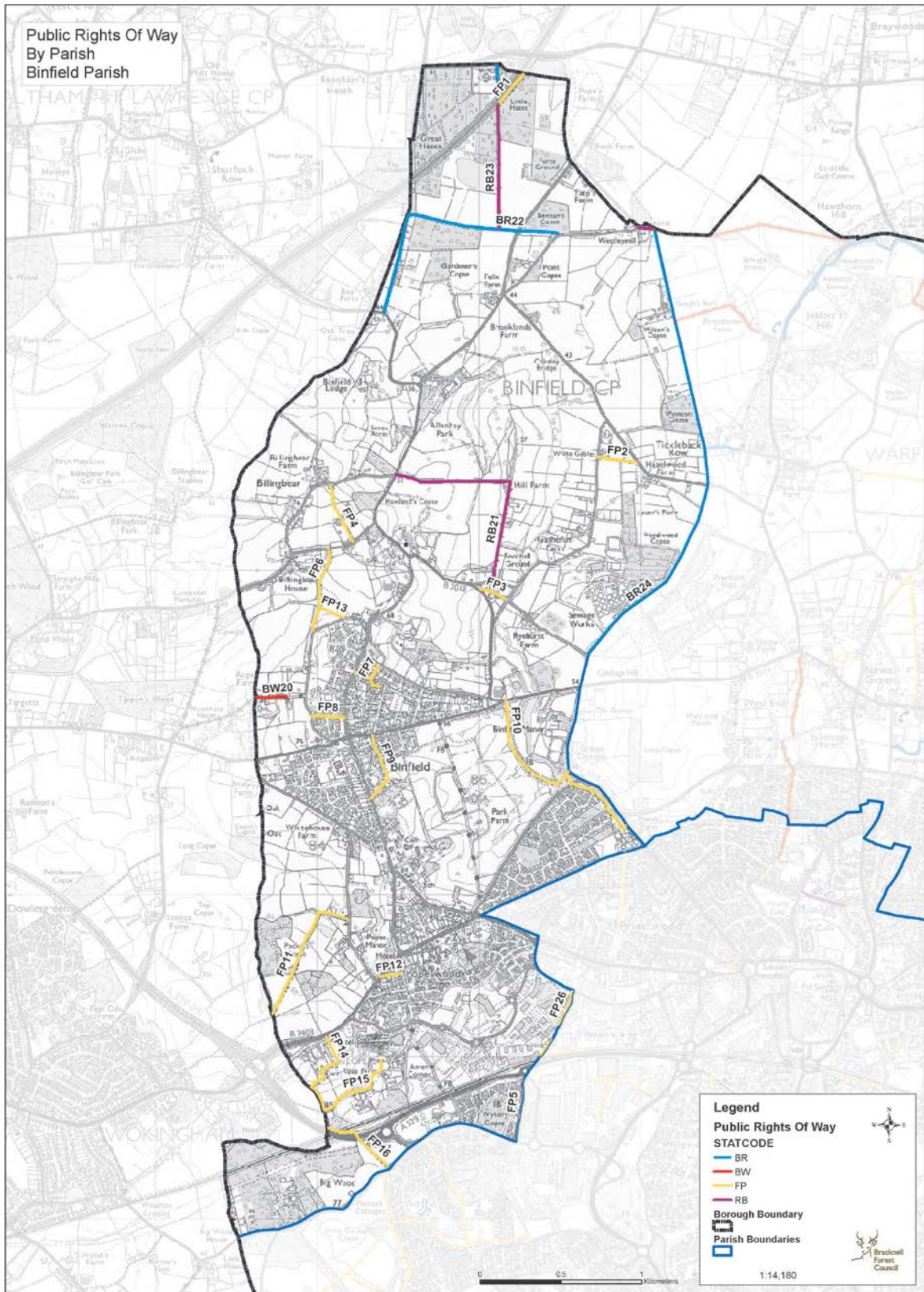
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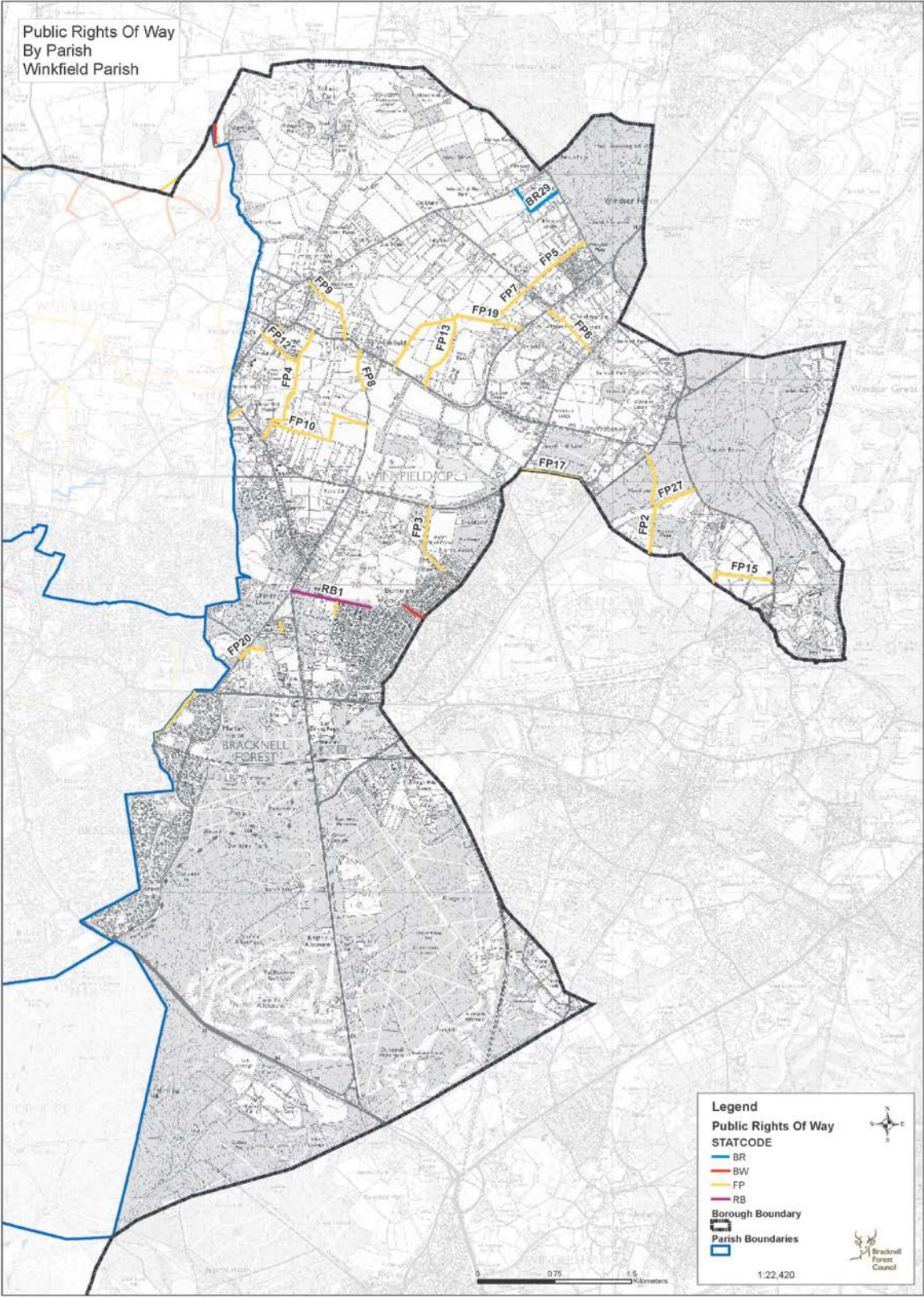


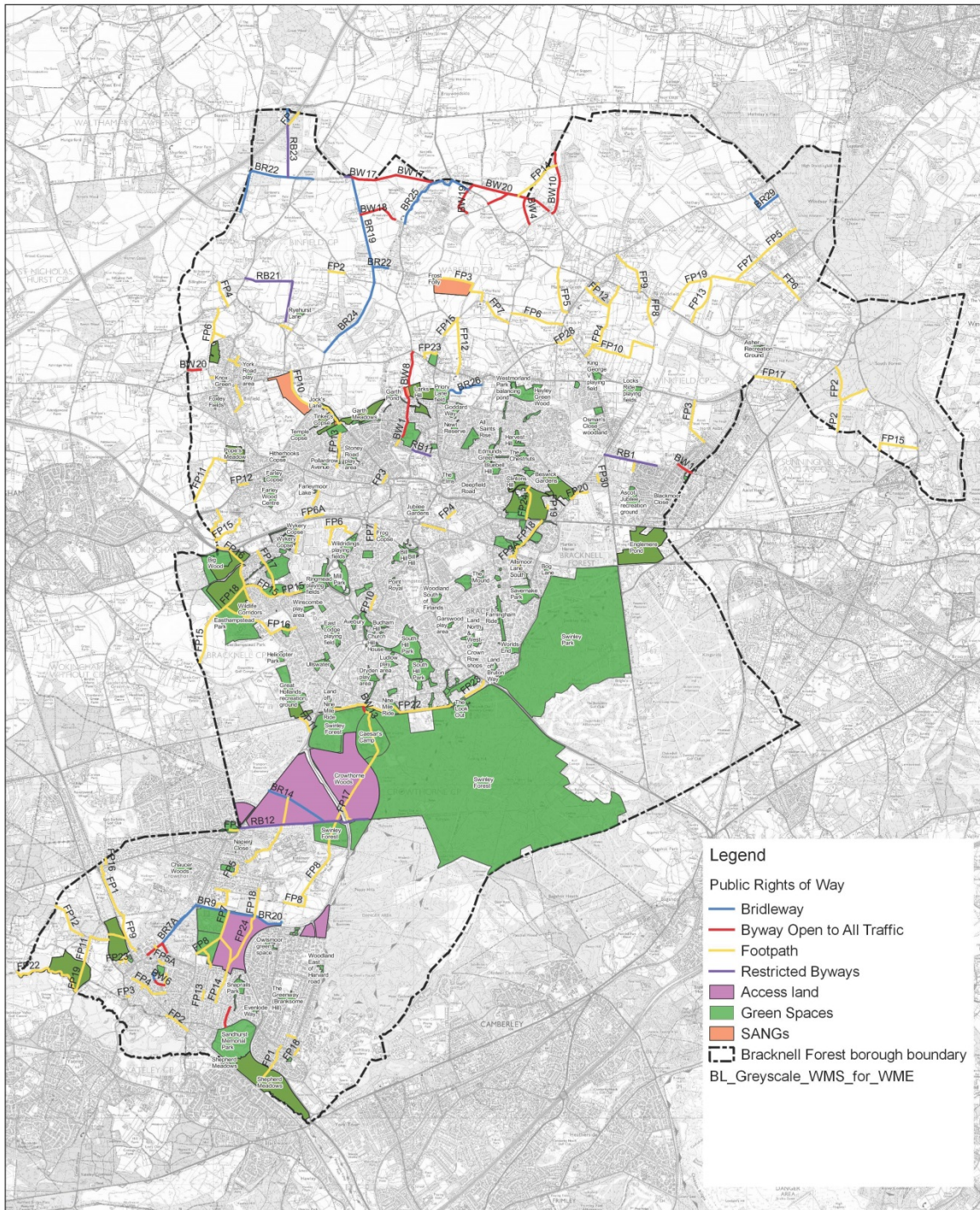


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0 1 2 3 4 5 km



# Appendix E BVPI Form

BVPI (2)

**TO BE COMPLETED BY THE SURVEYOR**

PAGE  OF

PATH REFERENCE:

PARISH:

STATUS:  FP  BR  BOAT  RUPP  RB

SURVEYOR:

DATE:

---

**OFFICE USE ONLY**

LENGTH:

PROMOTED ROUTE:  Y  N  PART

P3:  Y  N

OTHER H.A. DATA

FP = Footpath. BR = Bridleway. BOAT = Byway  
Open to All Traffic. RUPP = Road Used as Public  
Path. RB = Restricted Byway.

rear page

**6. Best Value Performance Indicator**

**EASE OF USE - to be completed by all surveyors**

The following headings should be individually assessed and marked by a circle to denote a PASS or FAIL. A failure in any one category will automatically mean that the whole path will fail. Do not record a pass or fail where the heading is not relevant (e.g. bridges neither present nor required)

Signposting note: A path wholly within a built-up area, with a hard surface throughout and with a clearly defined route may PASS the signpost test with a missing or defective signpost/waymarker but must FAIL if it shows the incorrect status. On all other paths, signposts/waymarkers must be in place, show correct status, be properly aligned and clearly visible to pass 6.1 below.

Additionally, entries 1.3, 1.4 (if R), 1.5 (if M or R), 1.6 & 1.7 (if R) and 2.1, 2.4, 2.5, 5.2, 5.4 & 5.7 would also fail a path.  
M = Missing and R = Replace or Repair immediately.

6.1	Signpost/waymarker (road) (1.1)	PASS	FAIL
6.2	Waymarking along path (1.2)	PASS	FAIL
6.3	Bridges (1.5)	PASS	FAIL
6.4	Stiles, Gates, Steps & barriers (1.3, 1.4, 1.6 & 1.7)	PASS	FAIL
6.5	Obstructions (2 & 5)	PASS	FAIL
6.6	Ploughing/cropping (4.1 & 4.2)	PASS	FAIL
6.7	Surface Condition (4.3, 4.4 & 4.5)	PASS	FAIL
6.8	OVERALL	PASS	FAIL

**OTHER NOTES AND DATA**

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BVPI (2) RIGHTS OF WAY STANDARD SURVEY FORM

front page

		FULL SURVEY (use continuation sheet and renumber from 11)										SUMMARY SURVEY	
DATA BY REFERENCE POINT		1	2	3	4	5	6	7	8	9	10	Total	Defective (M/R)
G M A R	<b>1: FURNITURE</b>												
	1 Signpost/waymark (roadside)												
	2 Waymark/other signpost along path												
	3 Highway Authority Barrier (Safety/amenity)												
	4 Steps/revetment												
	5 Bridges (inc. culverts)												
	6 Stiles												
7 Gates													
T i c k	<b>2: OBSTRUCTIONS - POINT</b>												
	1 Wall/fence/elec fence/hedge/other barrier												
	2 Tree/bough												
	3 Temporary deposit(e.g. straw bales)												
	4 Illegal or misleading sign												
	5 Building												
	6 Muddy/boggy/hole localised (eg in gateway)												
7 Uppgrowth localised (eg around stile)													
N u m b e r  r e l e v a n t  c o l u m n s	<b>3: SURFACE TYPE</b>												
	1 Cross arable field												
	2 Arable Headland												
	3 Natural (inc. set-aside excl arable headland)												
	4 Surfaced (eg tarmac, stone)												
	<b>4. OBSTRUCTIONS - LINEAR (surface)</b>												
	1 Crossfield not reinstated												
	2 Headland ploughed												
	3 Surfaced path out of repair												
	4 Flooded/Muddy/Boggy/Rutted												
	5 Uppgrowth (incl arable headland)												
	<b>5: OBSTRUCTIONS - LINEAR (other)</b>												
	1 Overgrowth (i.e. hedge, not upgrowth)												
	2 Standing Water (eg Pond/Lake)												
	3 Barbed wire/electric fence adjacent												
	4 Intimidating beast/person												
5 Collapsed Wall													
6 Encroachment (not ploughing)													
7 Quarry													
8 Plantation													
<b>LINK INFORMATION</b>													
For Link extents; extend lines in the row above to indicate junction with another right of way/highway													

Surveyors are to complete EITHER the columns in the FULL SURVEY section (using additional pages if necessary) OR the SUMMARY SURVEY section on the right hand side of this page. If the SUMMARY SURVEY columns are being used, the left hand columns may be used as a check list.

## **Appendix F            Countryside Code**

### **Respect - Protect - Enjoy**

Respect other people:

- consider the local community and other people enjoying the outdoors
- leave gates and property as you find them and follow paths unless wider access is available

Protect the natural environment:

- leave no trace of your visit and take your litter home
- keep dogs under effective control

Enjoy the outdoors:

- plan ahead and be prepared
- follow advice and local signs

### **Respect other people**

Please respect the local community and other people using the outdoors. Remember your actions can affect people's lives and livelihoods.

#### **Consider the local community and other people enjoying the outdoors**

Respect the needs of local people and visitors alike – for example, don't block gateways, driveways or other paths with your vehicle.

When riding a bike or driving a vehicle, slow down or stop for horses, walkers and farm animals and give them plenty of room. By law, cyclists must give way to walkers and horse-riders on bridleways.

Co-operate with people at work in the countryside. For example, keep out of the way when farm animals are being gathered or moved and follow directions from the farmer.

Busy traffic on small country roads can be unpleasant and dangerous to local people, visitors and wildlife - so slow down and where possible, leave your vehicle at home, consider sharing lifts and use alternatives such as public transport or cycling. For public transport information, phone Traveline on 0871 200 22 33 or visit [www.traveline.info](http://www.traveline.info).

#### **Leave gates and property as you find them and follow paths unless wider access is available**

A farmer will normally close gates to keep farm animals in, but may sometimes leave them open so the animals can reach food and water. Leave gates as you find them or follow instructions on signs. When in a group, make sure the last person knows how to leave the gates.

Follow paths unless wider access is available, such as on open country or registered common land (known as 'open access land').

If you think a sign is illegal or misleading such as a 'Private - No Entry' sign on a public path, contact the local authority.

Leave machinery and farm animals alone – don't interfere with animals even if you think they're in distress. Try to alert the farmer instead.

Use gates, stiles or gaps in field boundaries if you can – climbing over walls, hedges and fences can damage them and increase the risk of farm animals escaping.

Our heritage matters to all of us – be careful not to disturb ruins and historic sites.

### **Protect the natural environment**

We all have a responsibility to protect the countryside now and for future generations, so make sure you don't harm animals, birds, plants or trees and try to leave no trace of your visit. When out with your dog make sure it is not a danger or nuisance to farm animals, horses, wildlife or other people.

### **Leave no trace of your visit and take your litter home**

Protecting the natural environment means taking special care not to damage, destroy or remove features such as rocks, plants and trees. They provide homes and food for wildlife, and add to everybody's enjoyment of the countryside.

Litter and leftover food doesn't just spoil the beauty of the countryside, it can be dangerous to wildlife and farm animals – so take your litter home with you. Dropping litter and dumping rubbish are criminal offences.

Fires can be as devastating to wildlife and habitats as they are to people and property – so be careful with naked flames and cigarettes at any time of the year. Sometimes, controlled fires are used to manage vegetation, particularly on heaths and moors between 1 October and 15 April, but if a fire appears to be unattended then report it by calling 999.

### **Keep dogs under effective control**

When you take your dog into the outdoors, always ensure it does not disturb wildlife, farm animals, horses or other people by keeping it under effective control. This means that you:

- keep your dog on a lead, or
- keep it in sight at all times, be aware of what it's doing and be confident it will return to you promptly on command
- ensure it does not stray off the path or area where you have a right of access

Special dog rules may apply in particular situations, so always look out for local signs – for example:

- dogs may be banned from certain areas that people use, or there may be restrictions, byelaws or control orders limiting where they can go
- the access rights that normally apply to open country and registered common land (known as 'open access' land) require dogs to be kept on a short lead between 1 March and 31 July, to help protect ground nesting birds, and all year round near farm animals
- at the coast, there may also be some local restrictions to require dogs to be kept on a short lead during the bird breeding season, and to prevent disturbance to flocks of resting and feeding birds during other times of year

It's always good practice (and a legal requirement on 'open access' land) to keep your dog on a lead around farm animals and horses, for your own safety and for the welfare of the animals. A farmer may shoot a dog which is attacking or chasing farm animals without being liable to compensate the dog's owner.



However, if cattle or horses chase you and your dog, it is safer to let your dog off the lead – don't risk getting hurt by trying to protect it. Your dog will be much safer if you let it run away from a farm animal in these circumstances and so will you.

Everyone knows how unpleasant dog mess is and it can cause infections, so always clean up after your dog and get rid of the mess responsibly – 'bag it and bin it'. Make sure your dog is wormed regularly to protect it, other animals and people.

## **Enjoy the outdoors**

Even when going out locally, it's best to get the latest information about where and when you can go. For example, your rights to go onto some areas of open access land and coastal land may be restricted in particular places at particular times. Find out as much as you can about where you are going, plan ahead and follow advice and local signs.

### **Plan ahead and be prepared**

You'll get more from your visit if you refer to up-to-date maps or guidebooks and websites before you go. Visit Natural England on GOV.UK or contact local information centres or libraries for a list of outdoor recreation groups offering advice on specialist activities.

You're responsible for your own safety and for others in your care – especially children - so be prepared for natural hazards, changes in weather and other events. Wild animals, farm animals and horses can behave unpredictably if you get too close, especially if they're with their young - so give them plenty of space.

Check weather forecasts before you leave. Conditions can change rapidly especially on mountains and along the coast, so don't be afraid to turn back. When visiting the coast check for tide times on EasyTide - don't risk getting cut off by rising tides and take care on slippery rocks and seaweed.

Part of the appeal of the countryside is that you can get away from it all. You may not see anyone for hours, and there are many places without clear mobile phone signals, so let someone else know where you're going and when you expect to return.

### **Follow advice and local signs**

England has about 190,000 km (118,000 miles) of public rights of way, providing many opportunities to enjoy the natural environment. Get to know the signs and symbols used in the countryside to show paths and open countryside. See the Countryside Code leaflet for some of the symbols you may come across.

## **Advice for land managers**

### **Know your rights, responsibilities and liabilities**

People visiting the countryside provide important income for the local economy. Most like to follow a visible route, prefer using proper access points like gates, and generally want to do the right thing - but they need your help.

The Ordnance Survey's 1:25,000 maps show public rights of way and access land. These maps are not 'definitive'. If in doubt you can check the legal status of rights of way with your local authority. You can find out which areas of open access land are mapped under the Countryside and Rights of Way Act 2000 on the open access web pages.

For guidance on your rights, responsibilities and liabilities, contact your local authority or National Park authority. The Country Land and Business Association on 020 7235 0511 and the National Farmers' Union on 0870 845 8458 can also offer advice.

For specific queries about open access land, check the open access pages on GOV.UK, or contact the open access contact centre, on 0300 060 2091.

By law, you must keep rights of way clear and not obstruct people's entry onto access land - it's a criminal offence to discourage rights of public access with misleading signs.

Trespassing is often unintentional - for advice on tackling trespass contact your local authority.

### **Make it easy for visitors to act responsibly**

Most people who visit the countryside are keen to act responsibly and problems are normally due to a lack of understanding. There are a number of ways you can help them to realise their responsibilities:

- keeping paths clear and waymarks and signs in good order and up to date will help people stick to the right routes and access points. Contact your local authority or National Park Authority to find out what help is available
- where there is public access through a boundary feature, such as a fence or hedge, create a gap if you can – or use an accessible gate or, if absolutely necessary, a stile. When installing completely new gates and stiles, make sure you have the permission of the local authority
- encourage people to respect your wishes by giving clear, polite guidance where it's needed. For example, telling visitors about your land management work helps them to avoid getting in your way.
- rubbish attracts other rubbish – by getting rid of items such as farm waste properly, you'll discourage the illegal dumping of rubbish and encourage others to get rid of their rubbish responsibly

### **Identify possible threats to visitors' safety**

People come to the countryside to enjoy themselves. They have the first line of responsibility to keep themselves and their children safe while there, but you need to ensure that your activities do not knowingly put them at risk:

- consider possible man-made and natural hazards on your land and draw any 'hidden' risks to the public's attention
- try to avoid using electric fencing or barbed wire where people may accidentally touch it, particularly alongside narrow paths and bridleways
- if electric fencing is used, ensure warning signs are visible
- use and store any chemicals or poisonous substances responsibly on your land. They may kill wildlife or cause harm to people or pets. Any pest control you undertake must be planned with this risk in mind
- animals likely to attack visitors should not be allowed to roam freely where the public has access – you may be liable for any resulting harm
- your duty of care under the Occupiers' Liability Acts of 1957 and 1984 depends on the type of access right people have – so it's important to know what rights, if any, apply to your land. By voluntarily dedicating land for permanent public access you may be able to reduce this liability

## Appendix G LCAF Leaflet

### Out and about in Swinley Forest

In June 2016 we were fortunate to be given a guided tour of Swinley Forest by The Crown Estate. The visit, which started at The Look Out, was an eye opening experience! We were interested to learn just how complex the site is to manage, as it fulfils an enormous variety of roles.

The forest, which covers 3,000 acres, is a mecca for dog walkers and a major attraction for thrill seeking mountain bikers. It contains internationally important wildlife habitats, being part of the Thames Basin Heaths Special Protection Area and designated as a Site of Special Scientific Interest. We also saw one of the historic redoubts, which are military fortifications from Napoleonic times.

Managing the large numbers who visit what is primarily a commercial forest so effectively has been a triumph for the foresters, particularly if you take into account the need to protect the rare ground nesting birds (Nightjar, Woodlark and Dartford Warbler) that can be found there.

Planting a variety of trees has helped to promote the forest's long term resilience against factors such as forest fires and pests and disease. It was an intriguing visit of which we are most appreciative.

### Foreword

We are an independent group of walkers, cyclists, horse riders, local Councillors and landowners who meet three times a year to progress issues about the countryside and the rights of way network.

We work with the Local Authority and other key landowners in the Borough to promote open-air recreation and enjoyment of the area. Our main goal is to have a countryside and rights of way network that is accessible to all.

We are looking for enthusiastic people to join us who are passionate about the countryside and promoting access for all.

Working with Bracknell Forest Council we have produced this leaflet, in the hope that in taking the time to find out a little more about our work, that you'll consider joining this small friendly team.

Peter Radband, Chairman.



### Expression of interest

Please complete this form and return to us (below) if you'd like to express your interest in joining the Bracknell Forest Local Countryside Access Forum.

Name:

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Contact no. / email:

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Area of interest:

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The information you provide will be used for the purpose of this service only.

### Contact

Parks & Countryside Service Bracknell Forest Council, Time Square Market Street, Bracknell, Berkshire RG12 1JD  
T: 01344 352000  
[www.bracknell-forest.gov.uk/local-countryside-access-forum-lcaf/about-lcaf](http://www.bracknell-forest.gov.uk/local-countryside-access-forum-lcaf/about-lcaf)

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



**Discover ...**

## Bracknell Forest Local Countryside Access Forum



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Help us to shape the future of parks, open spaces and public rights of way.



### About us

The Bracknell Forest Local Countryside Access Forum was established in 2003. Bracknell Forest Council, as the Borough Highway Authority, has a duty under section 94 of the Countryside and Rights of Way Act 2000 to establish and facilitate a Local Access Forum (LAF).

LAFs can comprise up to 22 members who represent a broad range of interests, including landowners, councillors, those who earn their living in the countryside, users of public rights of way and other relevant interests, such as nature conservation.

### Who should apply?

These are unpaid voluntary positions. No formal qualifications are needed to become a member, but interested people will ideally have a broad range of knowledge, interest and experience relevant to countryside access.

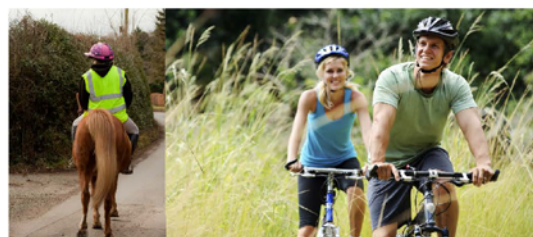
### Why apply?

- Contribute to the debate - share your experience and expertise from your specific field.
- Keep informed about access law, policy and legislation.
- Meet and work with other like-minded people at forum meetings, site visits and national and regional LAF conferences.
- Help make a difference - influence local and UK policy and advise Bracknell Forest Council on access management strategy and policy.



### Find out more

A person specification and an application form is available to download from our website. Contact us for an informal chat or use the expression of interest form over the page.



## Appendix H Mid Term review PRow improvements

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<i>Table 6.5 Proposed Improvements to the Network as of 2011</i>					
No.	Proposer	Suggestion	How?	Benefits	
				Routes and links	Users
1	BFC	Sandhurst FP14 – BBOWT could offer path for dedication where legal line of FP is not passable due to rising water level.	Discuss with BBOWT about possibilities for new path dedication.	It will keep a legal line of footpath that is passable.	Walkers
2	LCAF	Official route through Little Hazes woods linking Mare Lane to Drift Road.	This will need to be a cross boundary effort with RBWM.	It would be best to achieve this through the toll scheme with Allanby Estates (see No. 10)	Walkers Horse riders Cyclists
3	LCAF	Gain permission to cross the top of the B3034 Forest Road (Cabbage Hill)	Gain permission from Thames Water to cross their land.	This will allow horse-riders safer passage onto Hazelwood Lane avoiding the junction of Forest Road/Hazelwood Lane/Binfield Road close to the Wyevale Garden Centre and Thames Water Sewage Works.	Horse riders
4	LCAF	Make a horse margin of the grass verge adjacent to Honeywood Farm in Nuptown on the Ascot Road leading into Kingscroft Road in Warfield for horse-riders and walkers.		This could be a safer option when coming from Nuptown Lane heading towards Maidens Green passing the Malt Hill junction	Walkers Horse riders
5	LCAF	Upgrade Warfield Footpath 3 to a bridleway across Frost Folly from Weller's Lane S of the junction with Bowyer's Lane to Church Lane and/or Malt Hill.	Would have to work with Syngenta who own the lane. (Frost family)	Would make a nice circular route so that the Ascot Road/Kingscroft Road/Malt Hill junction could be avoided when horse-riding the land?	Horse riders Cyclists
6	LCAF	Upgrade Warfield Footpath 12 to a bridleway from Warfield Street to Church Lane via Gibbins Lane in Warfield.	Examine the physical works needed to achieve this and if deemed feasible a reclassification order will need to be done.		Horse riders Cyclists

7	LCAF	Upgrade Warfield Footpath 5 across Windmill Hill from Cocks Lane in Maidens Green to Bracknell Road in Brockhill. (currently private BR rights only)	There are already horse gates in place.	This would enable horse-riders to extend the Warfield bridle circuit and cut out the busy Cocks Lane/Bracknell Road crossing.	Horse riders Cyclists
8	LCAF	Gain permission to use Chawridge Lane in Winkfield for horse-riders.	Cross boundary effort with RBWM.	This will give another route option in Winkfield linking from Winkfield Road to Drift Road.	Horse riders Cyclists
9	LCAF	Approach land owners to see if they are willing to offer 'Toll Ride' options or riding permits for using their land (Stokes Farm, Binfield Road, Wokingham allow this).	People to approach could include Allanbay Park, Thames Water, Billingbear Park, Emmet Brothers. (would need to be joint project between Emmet Brothers and RBWM)	If these land owners are members of the Environmental Stewardship Scheme, it may pay them to provide access/improvements and access links.	Horse riders
10	LCAF (Richard Mosses)	Provide an off-road link between West Road and Bracknell FP18	Along edge of golf course	Avoid busy road.	Walkers

## References

### Plans and Strategies

Community Safety Partnership

<https://democratic.bracknell-forest.gov.uk/documents/s107598/7.a%20CommunitySafetyPartnershipStrategicAssessmentAnnex.pdf>

The South East Plan

<https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/development-plan/south-east-plan>

National Planning Policy Framework (NPPF)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

The Council Plan

<https://www.bracknell-forest.gov.uk/council-plan/council-plan>

Local Transport Plan 3 2011-2026 (LTP3)

<https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/transport-policy>

Parks and Open Spaces Strategy 2012

<https://democratic.bracknell-forest.gov.uk/documents/s107598/7.a%20CommunitySafetyPartnershipStrategicAssessmentAnnex.pdf>

Biodiversity Action Plan 2012-17 (BAP)

[https://files.bracknell-forest.gov.uk/sites/bracknell/documents/biodiversity-action-plan-2012-2017.pdf?IN\\_2vh7QE2v2IZQXEnx6uTc\\_AZOu6utJN](https://files.bracknell-forest.gov.uk/sites/bracknell/documents/biodiversity-action-plan-2012-2017.pdf?IN_2vh7QE2v2IZQXEnx6uTc_AZOu6utJN)

“Seamless Health” Bracknell Forest Joint Health and Wellbeing Strategy 2016-2020

<https://files.bracknell-forest.gov.uk/sites/bracknell/documents/seamless-health-2016-2020.pdf?VbHtb6FT0hPqbPRCL2RPD9jMojnYt52q>

### PRoW Information Sources

Bracknell Forest Definitive Map and Statement

<https://www.bracknell-forest.gov.uk/parks-and-countryside/public-rights-way/definitive-map-and-statement>

RoWIP 2006-2016 and Mid-term review

<https://www.bracknell-forest.gov.uk/council-and-democracy/strategies-plans-and-policies/strategy-and-policy-documents/parks-and-countryside-strategies-and-policies>

The Countryside Code

<https://www.gov.uk/government/publications/the-countryside-code/the-countryside-code>

Guidance for waymarking PRoW

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/414626/waymarking-rights-of-way.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414626/waymarking-rights-of-way.pdf)

South East Berks Ramblers  
<http://sebr.org.uk/>

Trail Finders  
<http://www.trf.org.uk/>

Cycling UK  
<http://www.cyclinguk.org/>

British Driving Society  
<http://www.britishdrivingsociety.co.uk/>

## **Local Access Forums**

Bracknell Forest  
<https://www.bracknell-forest.gov.uk/local-countryside-access-forum-lcaf/about-lcaf>

HCAF  
<https://www.hants.gov.uk/landplanningandenvironment/countryside/hcaf>

RBWM  
[https://www3.rbwm.gov.uk/info/200938/local\\_access\\_forums](https://www3.rbwm.gov.uk/info/200938/local_access_forums)

Surrey  
<https://www.surreycc.gov.uk/environment-housing-and-planning/countryside/footpaths-byways-and-bridleways/surrey-countryside-access-forum>

Mid and West Berks  
<http://info.westberks.gov.uk/article/27480/Local-Access-Forum>

Regulations  
<http://www.legislation.gov.uk/uksi/2007/268/contents/made>

Guide on the role of Local Authorities  
<https://www.gov.uk/guidance/local-access-forums-role-of-the-local-authority>

## **Other**

Thames Basin Heaths Partnership  
<http://www.tbhpartnership.org.uk/about-us/>

Bracknell Forest Society  
<http://www.thebracknellforestsociety.org.uk/>

The Crown Estate  
<http://www.windsorgreatpark.co.uk/en>

## Glossary

BFC	Bracknell Forest Council
BPC	Binfield Parish Council
BTC	Bracknell Town Council
BVPI	Best Value Performance Indicator
CLA	Countryside Landowners Association
CPC	Crowthorne Parish Council
CROW Act	Countryside and Rights Of Way Act
DEFRA	Department of Environment, Food and Rural Affairs
DMS	Definitive Map and Statement
EA	Environment Agency
IPROW	Institute of Public Rights Of Way
LCAF	Local Countryside Access Forum
NFU	National Farmers Union
POSS study	Play, Open Spaces and Sports study
PRoW	Public Rights of Way
RBWM	Royal Borough of Windsor and Maidenhead
RoWIP	Rights of Way Improvement Plan
SPA	Special Protection Area
STC	Sandhurst Town Council
TRO	Traffic Regulation Order
TTRO	Temporary Traffic Regulation Order
WaPC	Warfield Parish Council
WiPC	Winkfield Parish Council
SANGs	Suitable Alternative Natural Greenspaces



TO: EXECUTIVE  
19 DECEMBER 2017

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**DRAFT THAMES BASIN HEATHS SPECIAL PROTECTION AREA SUPPLEMENTARY  
PLANNING DOCUMENT (DRAFT SPASPD)  
– CONSULTATION DRAFT AND PROCESS**

**Director of Environment, Culture & Communities**

**1 PURPOSE OF REPORT**

- 1.1 The purpose of this report 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, and to seek approval for the proposed period of public consultation set out at section 8 of the report to commence in early 2018.

**2 EXECUTIVE SUMMARY**

- 2.1 The draft SPASPD provides guidance on the statutory requirement to avoid and mitigate harmful impacts caused by recreational pressure on the Thames Basin Heaths Special Protection Area (SPA). The draft SPASPD:
- Provides context to the SPA designation including regulations, harmful impacts and other issues
  - Describes buffer zones of influence as to where development can or cannot be located.
  - Sets out avoidance and mitigation measures relating to Suitable Alternative Natural Greenspaces (SANGs) and Strategic Access Management and Monitoring measures (SAMM) and their standards, criteria and costs.
  - Provides details maps and supporting evidence in the Appendices.

**3. RECOMMENDATION(S)**

- 3.1 That the Executive approves the draft Thames Basin Heaths Special Protection Area Supplementary Planning Document (draft SPASPD) at Appendix A for public consultation for the six week period from the 8<sup>th</sup> January to the 19<sup>th</sup> February 2018.**

**4 REASONS FOR RECOMMENDATION(S)**

- 4.1 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.

## 5 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 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.

## 6 SUPPORTING INFORMATION

### **Background**

- 6.1 The SPA, which covers parts of Surrey, Hampshire and Berkshire, comprise a rare example of lowland heathland. It is home to three important bird species, (the Dartford Warbler, the Nightjar and the Woodlark). The SPA is protected by international law (the EU Birds Directive and the EU Habitats Directive), national legislation (the Conservation of Species and Habitats Regulations 2010 (as amended)) and by planning policy as a 'Special Protection Area' (SPA). The heaths, and the birds that nest and breed there, are easily disturbed by people and their pets.
- 6.2 To comply with legislation the Council must ascertain that any development in Bracknell Forest would not harm the integrity of the SPA either by itself or in combination with all other developments in Bracknell Forest and in the other 11 local authorities affected by the SPA.
- 6.3 A Habitats Regulations Assessment is undertaken on all relevant planning applications (and development plans). This involves:
- Predicting the likely effects of the development;
  - Assessing whether the predicted effects are likely to have an adverse effect on the integrity of the SPA;
  - Proposing avoidance and mitigation measures; and,
  - Consulting conservation bodies, where required.

### **Summary of existing strategy**

- 6.4 To mitigate the impact of residential development within a zone extending between 400 metres and up to 7 kilometres from the edge of the SPA the Council has produced the Thames Basin Heaths Special Protection Area Avoidance and Mitigation Supplementary Planning Document (TBHSPD) (2012) which set out a two-pronged strategy:
- Provision of Suitable Alternative Natural Greenspaces (SANGs), new or upgraded existing open space to divert recreation activity away from the designated SPA.
  - Payment of Strategic Access Management and Monitoring (SAMM) contributions - financial contributions paid by developers to the SAMM Project which are spent on matters such as wardening the SPA and monitoring the SPA Strategy across the region.

### ***CIL and Planning Obligations SPD***

- 6.5 The Council adopted the Community Infrastructure Levy (CIL) in April 2015 and also the Planning Obligation Supplementary Planning Document (POSPD). The POSPD included updated guidance on how CIL and S106 Agreements will operate including where part of the SANG mitigation will be secured by CIL and the remainder by s106 obligations.

### **Need for review**

- 6.6 The TBHSPD is in need of review and it is intended to replace it with a revised SPD (SPASPD) which will also replace the SPA elements in the POSPD. Therefore the current guidance needs revising to:

- Consolidate the relevant elements of the SPASPD and POSPD into a single guidance document and revoke the SPASPD and the relevant sections in the POSPD.
- Update SANG costs and how they apply to development.
- Introduce new SANG capacity in the Borough.
- Provide more up to date information on the types of development requiring SPA mitigation.

### **Summary of draft SPASPD content**

6.7 A revised draft TBHSPD has been produced for public consultation which comprises the following:

- Consultation section – consultation information and how to respond.
- Summary section – a table of SANG and SAMM costs.
- Chapter 1 – Introduction: context and scope of the SPD; the policy and guidance framework; Sustainability Appraisal context; information about partnership working.
- Chapter 2 – Background: information about the habitats regulations and a section on the negative impacts on the SPA.
- Chapter 3 - SPA Avoidance and Mitigation Strategy: geographical zones to which measures apply; the types of development affected; the different types of SANGs; a table of current and emerging SANGs with information about each; the SAMM project; and, the issue of air quality impacts.
- Chapter 4 – Implementation and Monitoring: Strategic SANG contributions (showing market housing, affordable housing and Prior Approval contributions); Bespoke SANGs; Third Party SANGs; SAMM contributions; and the timing of mitigation, monitoring and review.
- Appendix 1 – map of the SPA and the Zones of Influence.
- Appendix 2 – flow chart showing the process of considering development in relation to the SPA.
- Appendix 3 - detailed information about the Strategic SANGs.
- Appendix 4 – information about Bespoke SANGs.
- Appendix 5 – information about Third Party SANGs.
- Appendix 6 – SANG maps and their catchment areas
- Appendix 7 – background information to calculating mitigation (SANG and SAMM) costs
- Glossary of terms used in the draft SPASPD.

### **Key main changes**

6.8 There are many key changes to the existing SPASPD but this section just focuses on the key changes which are:

1. There is a need to cover the costs of increased maintenance requirements coupled with the legitimate expectation that a more commercial rate should be charged for the use of Council owned SANG land to enable development to progress. Other increased but necessary costs has resulted in the Council needing to reconsider its previous strategy which involved cross subsidy from open space s106 contributions which now cannot be secured due to s106 obligation pooling restrictions. The increased charges will provide more capacity for pump priming SANG enhancements and the ongoing operation of the strategy. In order that the increased costs should not have a disproportionate impact on the provision of affordable housing, higher SANG costs will apply to market dwellings. The following table shows the proposed total SANG costs for market housing (CIL and s106). In the draft SPASPD, Table 1 and Table 9, the

CIL amount has been deducted showing only the amount payable by s106. The Council will recover the remaining SPA costs from CIL.

Number of bedrooms per market dwelling	Draft SPASPD Cost per dwelling	Existing TBHSPD costs	Difference
one bed	£4,568	£1,350	+£3,218
two beds	£5,412	£1,770	+£3,642
three beds	£6,408	£2,400	+£4,008
four beds	£7,175	£2,730	+£4,445
five beds	£8,324	£3,550	+£4,774

2. To ensure that affordable housing remains viable it is proposed that reduced rates are applied to affordable housing under the current definition (for rent or intermediate housing). The following table shows the proposed total SANG costs for affordable housing (CIL and s106). In the draft SPASPD, Table 1 and Table 10, the CIL amount has been deducted showing only the amount payable by s106. The Council will recover the remaining SPA costs from CIL.

Number of bedrooms per affordable dwelling	Draft SPASPD Cost per dwelling	Existing TBHSPD costs	Difference
one bed	£1,943	£1,350	+£593
two beds	£2,412	£1,770	+£642
three beds	£3,033	£2,400	+£633
four beds	£3,425	£2,730	+£695
five beds	£4,199	£3,550	+£649

3. Additional Strategic SANG capacity will be provided through:
- Popes Meadow.
  - Great Holland Recreational Ground.
  - Anneforde Place.
  - The Chestnuts.
  - Edmunds Green.
  - Whitegrove Copse.
  - Bigwood.  
Shepherds Meadow Extension (Seeby's Copse, Seeby's Meadow and Shepherd Meadows North)
4. An additional Zone of Influence has been formalised (between 5km and 7km of the SPA) in which reduced SANG and SAMM costs will be required on a case by case basis.
5. It should be noted that SAMM costs are intended to remain as they are in the existing SPASPD which are collected by the Council and passed to the SAMM Project to spend under the authority of the Joint Strategic Partnership Board which covers all of the other affected local authority areas.

### Sustainability Appraisal

- 6.9 The Planning Practice Guidance (PPG) states that supplementary planning documents do not require a sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment (SEA) if they are likely to have significant environmental effects that have not already have been assessed during the preparation of the Local Plan.

6.10 In order to decide whether significant effects are likely, BFC undertook a SEA Screening and from 28 September to 9 November 2017 a consultation was undertaken on this screening report with Natural England, the Environment Agency and Historic England. Responses were received from three consultation bodies and these can be found in the appendices of the final SEA Screening Determination. The Council has concluded that this SPD is not likely to have a significant environmental effect and accordingly will not require a Strategic Environmental Assessment. The main reasons for this conclusion are:

- The SPASPD elaborates on the policies and principles set out in the National Planning Policy Framework (NPPF), the South East Plan Policy NRM6, Core Strategy Policy CS14 Thames Basin Heaths SPA and the Bracknell Forest Local Plan (2001 – 2006) and sets out how development proposals can achieve them. It does not present any policies, and serves only to provide greater clarity about the Council's expectations in relation to existing policies within the Development Plan. The South East Plan and the Core Strategy has already been subject to full Sustainability Appraisal (including SEA) and assessed as having no significant environmental effect.

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

### Borough Solicitor

- 7.1 SPD's are local plan documents that add further detail to policies in a local plan and can be used to provide additional guidance on a particular issue, such as design. Once adopted an SPD becomes a material consideration in the determination of planning applications and will form part of the Council's statutory Local Development Framework.
- 7.2 As SPDs are not Development Plan documents that form part of the Development Plan they are not subject to the requirement to undergo independent examination in the same way as Development Plan Documents. However, the Council is still legally required to undertake a process of public consultation before they can be adopted in accordance with paragraph 12 of The Town and Country Planning (Local Planning) England Regulations 2012 and Section 19(3) of the Planning and Compulsory Purchase Act 2004.
- 7.3 The Council is required to adhere to the public participation requirements set out in paragraph 12 of The Town and Country Planning (Local Planning) England Regulations 2012 prior to the adoption of an SPD. This includes the production of a statement confirming the persons who have been consulted, setting out a summary of the main issues raised by those persons and explaining how those issues have been addressed in the SPD.
- 7.4 Section 19(3) specifically requires local planning authorities to comply with their adopted Statement of Community Involvement (SCI) when undertaking a consultation exercise in respect of the adoption of an SPD. The Council's SCI provides for a period of 4 weeks of formal public consultation and the recommendation therefore accords with this statutory requirement.
- 7.5 After reviewing responses received, the Council will consider the need for any further consultation, which may relate to a specific topic. These matters will be addressed in subsequent reports as part of the decision making process.

### Borough Treasurer

- 7.6 The draft SPASPD has been prepared in consultation with the Finance Partner for ECC especially on the increased SANG costs in the context of the Council's ongoing transformation processes which seeks to ensure that all necessary costs incurred by the Council are covered effectively and that a more commercial approach is undertaken. The costs associated with the public consultation can be met from within existing revenue budgets.

### Equalities Impact Assessment

- 7.7 A draft Equalities Screening Record has been undertaken for this stage of the process (refer to Appendix B) which will be completed with the final adopted SPASPD.

### Strategic Risk Management Issues

- 7.8 None as a consequence of this report.

### Other Officers

- 7.9 The preparation of this draft SPASPD has been informed by technical evidence and consultation with officers across the Council.

## **8 CONSULTATION**

- 8.1 The draft SPASPD has been produced in consultation with Planning, Parks and Countryside, Finance and Legal Services.
- 8.2 The draft SPASPD will be subject to a full public consultation for six weeks between January 8<sup>th</sup> and February 19<sup>th</sup> 2018. The consultation will be made available online through the Council's consultation portal or responses can be made in writing and either emailed or posted to the Council. Copies of the draft SPASPD will be made available at borough, town and parish offices and in all libraries. The consultation will be advertised on our website and targeted mail will go to residents, developers, agents, statutory consulters and other interested parties on the Local Plan consultation database.
- 8.3 All consultation responses will be considered in preparing a final version of the SPASPD which will be considered by the Executive for adoption as planning guidance in spring 2018.

### Background Papers

- Thames Basin Heaths Special Protection Area Avoidance and Mitigation Supplementary Planning Document 2012

### Contact for further information

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# Consultation

## How to Get Involved

This draft Thames Basin Heaths Special Protection Area Avoidance and Mitigation Supplementary Planning Document (draft SPA SPD) and the Sustainability Appraisal Screening Report (November 2017) are available for consultation between Monday 8 January 2018 and Monday 19 February 2018. They can be viewed at the Council Offices. They are also available on-line at [www.bracknell-forest.gov.uk/spa](http://www.bracknell-forest.gov.uk/spa)

There are a number of ways in which you can make comments on the draft SPA SPD. To save time and reduce costs, the Council would prefer you to respond electronically by using the link on the Council's website at [www.bracknell-forest.gov.uk/spa](http://www.bracknell-forest.gov.uk/spa). When you reach our planning consultation portal, click on the 'read and comment on document box'. You can make comments on any of the sections in the document.

If you would rather use an alternative method, please email your response to [development.plan@bracknell-forest.gov.uk](mailto:development.plan@bracknell-forest.gov.uk)

You can also post your response to:

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

## What will happen to your comments?

Any representations received will be available to view through the planning consultation portal some time after the close of the consultation. Please check [www.bracknell-forest.gov.uk/spa](http://www.bracknell-forest.gov.uk/spa) for updates. Your views will help inform the final version of the SPD.

## Further Information

If you have any queries about this document, please contact a member of the Development Plans Team using the email or postal address above, or phone 01344 352000.

More information on the Development Plan for Bracknell Forest is found [here](#)



# Summary

A summary of the avoidance and mitigation strategy is outlined in the table below. More detail is contained in the following sections.

**Table 1 Summary of SPA Avoidance and Mitigation Strategy**

	Size of Dwelling (bedrooms)	SANG Contribution (per dwelling)	SAMM Contribution (per dwelling)	Total Contribution <sup>(1)</sup> (per dwelling)
<b>RESIDENTIAL DEVELOPMENT<sup>(2)</sup></b>				
<b>1. Net increase in residential dwellings within 400m of SPA</b>	Presumption against net increase in residential development.			n/a
<b>2. Net increase of fewer than 109 dwellings located between 400m and 5km of the SPA<sup>(3)</sup></b>				
<b>Market dwellings</b>	1	£4,403	£399	£4,802
	2	£5,193	£526	£5,719
	3	£6,112	£711	£6,823
	4	£6,838	£807	£7,645
	5+	£7,886	£1,052	£8,938
<b>Affordable dwellings</b>	1	£1,778	£399	£2,177
	2	£2,193	£526	£2,719
	3	£2,737	£711	£3,448
	4	£3,088	£807	£3,895
	5+	£3,761	£1,052	£4,813
<b>3. Prior Approval applications for a net increase of less than 109 dwellings located between 400m and 5km of the SPA.<sup>(4)</sup></b>	1	£4,568	£399	£4,967
	2	£5,412	£526	£5,938
	3	£6,408	£711	£7,119
	4	£7,175	£807	£7,982
	5+	£8,324	£1,052	£9,376

	Size of Dwelling (bedrooms)	SANG Contribution (per dwelling)	SAMM Contribution (per dwelling)	Total Contribution <sup>(1)</sup> (per dwelling)
<b>4. Large residential developments (including Prior Approval applications)<sup>(5)</sup> located between 400m and 5km of the SPA (net increase of 109 dwellings or more)</b>	1	Provision of a bespoke SANG in accordance with the Avoidance and Mitigation SPD and the Habitats Regulations and in agreement with Natural England (NE) and BFC.	£399	Costs of bespoke SANG + SAMM contributions (dependent on housing mix)
	2		£526	
	3		£711	
	4		£807	
	5+		£1,052	
<b>5. Net increase of more than 50 residential dwellings located between 5 - 7km of the SPA</b>	May be required to provide appropriate mitigation. Considered on a case by case basis in agreement with NE. The level of SANG mitigation is likely to be at least 2ha / 1,000 new population. The SAMM contribution is likely to be equal to the monitoring contribution for the SAMM project (an average of £190 per dwelling). Subject to Habitats Regulations Assessment, in order to establish likely significant effect on the SPA. An assessment will be made on the evidence presented.			
<b>6. C2 and C3 Care Homes within 400m of the SPA</b>	Considered on a case by case basis at the planning application stage, in agreement with NE. Such development will only be supported where the patrons of the facility are truly immobile or unlikely to ever visit the SPA. In this case avoidance and mitigation may also require measures to ensure that the car park cannot be made available to the general public.			
<b>7. C2 and C3 Care Homes between 400m and 7km of the SPA</b>	Considered on a case by case basis at the planning application stage, in agreement with NE. Where the patrons of the facility are truly immobile or unlikely to ever visit SPA, no avoidance and mitigation measures are required. Where residents are in self-contained accommodation and can therefore live reasonably independently, even if there is a level of care required, then it is assumed that the residents are of a mobility level that would not preclude them from visiting the SPA. In these cases avoidance and mitigation measures will be required as set out in 2. above. For such developments located in the 5-7km SPA buffer zone, the avoidance and mitigation measures set out in 5. above will apply.			
<b>NON RESIDENTIAL DEVELOPMENT</b>				
<b>8. Non residential development</b>	Subject to Habitats Regulations Assessment in order to establish likely significant effect on the SPA. May be required to provide appropriate avoidance and mitigation measures. Considered on a case by case basis in agreement with NE.			

1. SANG and SAMM should ordinarily be applied unless it can be demonstrated that, through any other package of avoidance and mitigation measures put forward, the development will lead to no significant adverse effect on the integrity of the SPA

in accordance with the Conservation of Habitats and Species Regulations 2010 (as amended). In accordance with this legislation, the local authority must adopt a precautionary approach and any avoidance and mitigation measures must be agreed in advance with the Council and NE.

2. Including new build, redevelopment, mixed use schemes, changes of use, conversions, affordable housing, planning applications for approval of reserved matters (where no avoidance or mitigation measures have been secured at outline stage) (including flats, apartments and houses).
3. The Council recovers the SANG enhancement costs from CIL. These figures are the developer contributions secured through a s106 agreement.
4. These figures are the total SANG contribution which is secured through s106 agreements. For these applications SANG enhancement costs are not recovered through CIL.
5. Comprehensive development (or part thereof) including, but not limited to, sites identified in the Council's Core Strategy DPD, the Site Allocations Local Plan, the emerging Comprehensive Local Plan and other major sites.

# 1 Introduction

## 1.1 The Thames Basin Heaths Special Protection Area

**1.1.1** This draft Thames Basin Heaths Special Protection Area Supplementary Planning Document (draft SPA SPD) is for public consultation during January and February 2018. Following consideration of all responses to the consultation a revised SPA SPD will be adopted as planning guidance in spring 2018. Once adopted it will replace the Thames Basin Heaths Special Protection Area Avoidance and Mitigation SPD (2012) and Section 5.12 and Appendix 1 Section 5 of the Planning Obligations Supplementary Planning Document (2015).

**1.1.2** The Thames Basin Heaths Special Protection Area (SPA) was designated in March 2005. It is protected from adverse effects under The Conservation of Habitats and Species Regulations 2010 (as amended) and European Directive 2009/147/EC. The SPA is a network of heathland sites which are designated for their ability to provide a habitat for the internationally important bird species of woodlark, nightjar and Dartford warbler.

**1.1.3** The SPA zone of influence spans 11 local authorities across Hampshire, Berkshire and Surrey and is fragmented by urban development and other land uses. It consists of 13 Sites of Special Scientific Interest (SSSIs) scattered across these counties as shown in Appendix 1.

**1.1.4** The two areas of the SPA that lie within Bracknell Forest are the Broadmoor to Bagshot Heaths SSSI and the Sandhurst to Owlsmoor Bogs and Heaths (also known as Wildmoor Heath) SSSI. A large proportion of Bracknell Forest lies within 5km of the SPA to which this SPD principally applies.

**1.1.5** In 2005 Natural England conducted research which indicated that the existing level of recreational pressure was having a detrimental effect on the three species of Annex I birds for which the SPA was designated. These ground-nesting birds which breed on the SPA are subject to disturbance from people and their pets using the SPA for recreational purposes and this affects their breeding success.

**1.1.6** Due to this information and the level of house-building expected in the Thames Basin Heaths area, Natural England (NE) objected to all planning applications for a net increase in residential development within 5km of the SPA. This affected 11 local authorities in Berkshire, Hampshire and Surrey, which are within 5km of the SPA.

**1.1.7** In order to comply with the Conservation of Habitats and Species Regulations (the 'Habitats Regulations') and demonstrate that house-building is deliverable without giving rise to an adverse effect on the integrity of the SPA, Bracknell Forest Council has carried out Habitats Regulations Assessments. These documents identified potential effects on the SPA and proposed measures which would ensure that those effects could be avoided and mitigated.

## 1.2 Purpose and Scope of the SPD

**1.2.1** This draft SPA SPD provides an updated avoidance and mitigation strategy to show how the adverse effects of development on the integrity of the Thames Basin Heaths SPA should be avoided and mitigated.



## 1.3 Spatial Policy Framework

**1.3.1** The following table outlines the elements of the Development Plan that are relevant to this SPD.

**Table 2 Spatial Policy Framework**

Adopted Policy	Policy References	Notes
National Planning Policy Framework (NPPF) (March 2012)	Chapter 11 (Conserving and enhancing the natural environment)	Para. 119 The presumption in favour of sustainable development (paragraph 14) does not apply where development requiring appropriate assessment under the Birds or Habitats Directives is being considered, planned or determined.
South East Plan (2009)	NRM6 Thames Basin Heaths Special Protection Area	The South East Plan (2009) was partially revoked on 25 March 2013. Policy NRM6, which deals with the Thames Basin Heaths Special Protection Area, remains in place. This sets out the principle of the protection of the Thames Basin Heaths SPA in the South East.
Bracknell Forest Council Core Strategy DPD (February 2008)	CS14 Thames Basin Heaths Special Protection Area	This sets out the principle of the protection of the Thames Basin Heaths SPA in Bracknell Forest. This is likely to be superseded by the Comprehensive Local Plan.
Site Allocations Local Plan (July 2013)	SA4 Land at Broadmoor, Crowthorne SA5 Land at Transport Research Laboratory, Crowthorne SA6 Land at Amen Corner (North), Binfield SA7 Land at Blue Mountain, Binfield SA8 Land at Amen Corner (South), Binfield SA9 Land at Warfield SA10 Royal Military Academy, Sandhurst	These policies set out the SPA avoidance and mitigation requirements for development allocations in Bracknell Forest.

Adopted Policy	Policy References	Notes
Bracknell Forest Borough Local Plan 1991-2006	EN3 Nature Conservation	This sets out the principle of the protection of the Thames Basin Heaths SPA in Bracknell Forest. This is likely to be superseded by the Comprehensive Local Plan.

**1.3.2** The above plans and policies are supplemented with the following guidance:

**Table 3 Thames Basin Heaths SPA Guidance**

Guidance	Notes
Thames Basin Heaths SPA Avoidance and Mitigation Supplementary Planning Document (March 2012) (Bracknell Forest Council)	This is an Avoidance Mitigation Strategy to show how the effects of new (and principally) residential developments on the Thames Basin Heaths SPA should be avoided and mitigated in accordance with the Development Plan. This new SPA SPD will update this guidance.
Planning Obligations Supplementary Planning Document (February 2015) (Bracknell Forest Council)	This sets out the Council's approach and procedure for securing infrastructure by planning obligations from development in Bracknell Forest. This draft SPA SPD is the start of the process to update Section 5.12 and Appendix 1 Section 5 of this guidance.
Thames Basin Heaths SPA Delivery Framework (12 February 2009) (Thames Basin Heaths Joint Strategic Partnership Board)	This Delivery Framework has been endorsed by the Thames Basin Heaths Joint Strategic Partnership Board and is recommended to the local authorities affected by the Special Protection Area (SPA). The Board encourages local authorities to use the Framework to guide the production or revision of local avoidance and mitigation strategies.

**1.3.3** Emerging policy is set out in the table below:

**Table 4 Emerging Planning Policy**

Plan	Policy References	Notes
Draft Local Plan	TBH SPA1 Thames Basin Heaths Special Protection Area  CON1 Designated Nature Conservation and Geological Sites	These policies will set out the principle of the protection of the Thames Basin Heaths SPA in Bracknell Forest and supersede the Core Strategy (2008) and the Bracknell Forest Borough Local Plan (1991-2006).

## 1.4 Sustainability Appraisal

**1.4.1** The Planning Practice Guidance (PPG) states that supplementary planning documents do not require a sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan.

**1.4.2** A strategic environmental assessment is unlikely to be required where a supplementary planning document deals only with a small area at a local level (see regulation 5(6) of the Environmental Assessment of Plans and Programmes Regulations 2004), unless it is considered that there are likely to be significant environmental effects.

**1.4.3** Before deciding whether significant environment effects are likely, the local planning authority should take into account the criteria specified in schedule 1 to the Environmental Assessment of Plans and Programmes Regulations 2004 and consult the consultation bodies.

**1.4.4** BFC therefore undertook a SEA Screening and from 28 September to 9 November 2017 a consultation was undertaken on this screening report with Natural England, the Environment Agency and Historic England. Responses were received from all three consultation bodies and these can be found in the appendices of the SEA Screening Determination. The Council has concluded that this SPD is not likely to have a significant environmental effect and accordingly will not require a Strategic Environmental Assessment. The main reason for this conclusion is:

- The Thames Basin Heaths SPA Avoidance and Mitigation SPD elaborates on the policies and principles set out in the National Planning Policy Framework (NPPF), the South East Plan Policy NRM6, Core Strategy Policy CS14 Thames Basin Heaths SPA and the Bracknell Forest Local Plan (2001 – 2006) and sets out how development proposals can achieve them. It does not present any policies, and serves only to provide greater clarity about the Council's expectations in relation to existing policies within the Development Plan. The South East Plan and the Core Strategy have already been subject to full Sustainability Appraisal (including SEA) and assessed as having no significant environmental effect.

## 1.5 Sub-Regional Working

**1.5.1** The Thames Basin Heaths SPA principally affects 11 local authorities. These are Waverley BC, Guildford BC, Surrey Heath BC, Woking BC, Bracknell Forest Council, Hart DC, Wokingham BC, Elmbridge BC, Runnymede BC, The Royal Borough of Windsor and Maidenhead and Rushmoor BC. In order to be sure of a consistent approach across the whole area, and on the advice of the Technical Advisor at the South East Plan Examination in Public (November/December 2007), a Joint Strategic Partnership (JSP) was set up in 2007 to provide a vehicle for joint working, liaison and exchange of information between local authorities and other organisations affected by the Thames Basin Heaths SPA. A Councillor from Bracknell Forest is a member of the Joint Strategic Partnership Board (JSPB).

**1.5.2** In 2009 the JSPB adopted guidelines in the Thames Basin Heaths Special Protection Area Delivery Framework (JSPB 12 February 2009). This is available on the Council's website [here](#). These guidelines form the basis of the approach adopted in this SPD. The

JSPB meets twice a year and oversees matters such as the Strategic Access Management and Monitoring (SAMM) project and the monitoring of Suitable Alternative Natural Greenspaces (SANGs). This joint working also fulfils duty to cooperate requirements.

**1.5.3** Bracknell Forest Council has been working jointly at a sub-regional level for a number of years to implement avoidance and mitigation measures and will endeavour to continue to do so in the future.

## 2 Background

### 2.1 Habitats Regulations

**2.1.1** The Conservation of Habitats and Species Regulations 2010 (as amended) (the Habitats Regulations) implement in Great Britain the requirements of the EU Directive on the Conservation of Natural Habitats and of Wild Flora and Fauna (the Habitats Directive) (Council Directive 92/43/EEC). They also protect areas classified under Directive 2009/147/EC of the European Parliament and of the Council of 30 November 2009 on the conservation of wild birds (codified version) (the Birds Directive). The Regulations aim to protect a network of sites that have rare or important habitats and species in order to safeguard biodiversity.

**2.1.2** Under the EC Birds Directive, Member States are required to take special measures to conserve the habitats of certain rare species of birds (listed in Annex I of the Birds Directive) and regularly occurring migratory birds. In particular each Member State was required to classify the most suitable areas of such habitats as Special Protection Areas (SPAs). This is designed to protect wild birds, and to provide sufficient diversity of habitats for all species so as to maintain populations at an ecologically sound level. All Bird Directive SPAs are part of the Natura 2000 network under Article 3(1) of the Habitats Directive.

**2.1.3** Under Article 6(3) of the Habitats Directive, Competent Authorities have a duty to ensure that all the activities they regulate have no adverse effect on the integrity of any of the Natura 2000 sites. The Competent Authority (in this case Bracknell Forest Council) must assess the possible effects of a plan or project on any Natura 2000 sites through a Habitats Regulations Assessment.

**2.1.4** This process identifies any likely significant effects on the SPA which may arise, either alone or in combination with other plans or projects. With appropriate avoidance and mitigation measures it can often be concluded that the development plan is unlikely to lead to a significant effect on the integrity of the SPA.

**2.1.5** If at the screening stage it is considered that there is likely to be a significant effect, in view of the site's conservation objectives, then the plan or project must be subject to an Appropriate Assessment (AA). Having undertaken the AA (again in view of the site's conservation objectives), the Competent Authority shall agree to the plan or project only after ascertaining that it will not adversely affect the integrity of the European site concerned, or where the further tests as described in article 6(4) can be met. This process is clarified in Figure 1 of Circular 06/2005 'Biodiversity and Geological Conservation' which is shown in Appendix 2.

**2.1.6** The decision-maker must consider the likely and reasonably foreseeable effects in order to ascertain that the proposal will not have an adverse effect on the integrity of the SPA with certainty using the precautionary principle before it may grant permission (subject to the exception tests set out in Regulation 61 of the Habitats Regulations). The process requires close working with Natural England in order to obtain the necessary information, agree the process, outcomes and mitigation proposals, and to meet the requirements of the Habitats Regulations.

## 2.2 Potential Adverse Effects on the Integrity of the SPA

**2.2.1** Bracknell Forest Council has carried out Habitats Regulations Assessments for the Core Strategy DPD, the Site Allocations Local Plan and the emerging Draft Local Plan. The potential adverse effects on the integrity of the SPA are as follows:

**Table 5 Potential Adverse Effects on the Integrity of the SPA**

Potential Effects	Characteristics Which Could Lead to Adverse Effects
Human disturbance (as a result of urbanisation)	<ul style="list-style-type: none"> <li>An increase in residential development in the proximity of the SPA is likely to lead to an increase in urbanisation effects such as increased fly-tipping, cat predation and uncontrolled fires.</li> <li>Urbanisation could also present a potential pathway of impact where development on employment sites is located close to the SPA and lead to, for example, fly-tipping.</li> </ul>
Recreational pressure	<ul style="list-style-type: none"> <li>An increase in the population of Bracknell Forest has the potential to lead to more visits per annum to the SPA i.e. increased recreational pressure.</li> <li>Recreational pressure has the potential to lead to disturbance to sensitive species (particularly ground-nesting birds such as woodlark and nightjar), preventing appropriate management or exacerbating existing management difficulties, causing damage through erosion and causing eutrophication as a result of dog fouling.</li> </ul>
Air pollution	<ul style="list-style-type: none"> <li>Residential and employment development in Bracknell Forest has the potential to lead to an increase in car journeys and this is likely to lead to increased air pollution.</li> <li>Nitrogen deposition from increased traffic flows could lead to adverse effects on the SPA and the potential for in-combination effects.</li> <li>Department for Transport guidance as expressed in the Design Manual for Roads and Bridges (DMRB) states that: 'beyond 200m, the contribution of vehicle emissions from the roadside to local pollution levels is not significant'.</li> <li>It has been determined that parts of the SPA are situated within 200m of major roads that may be regularly used by vehicle journeys arising from Bracknell Forest as a result of the increased population.</li> </ul>

**2.2.2** This Avoidance and Mitigation SPD addresses the recreation-related effects on the SPA which should allow the Council to conclude no adverse effect on the integrity of the SPA as a result of a net increase in residential development between 400m and 5km of the SPA.

**2.2.3** Developments that cannot be mitigated by this SPD (e.g. non-residential developments) will be dealt with on a case by case basis. A Habitats Regulations Assessment may be required to address some or all of the above potential effects on the SPA.

# 3 SPA Avoidance and Mitigation Strategy

## 3.1 Introduction

**3.1.1** This section provides guidance on the measures which will be implemented in Bracknell Forest to avoid likely significant effects on the integrity of the SPA from development.

**3.1.2** Any net increase in residential dwellings within 5km of the SPA and large developments within 5-7km of the SPA (with a net increase in dwellings of more than 50) are likely to have a significant adverse effect on the SPA either alone or in combination with other plans or projects. Consequently, every proposal for net additional dwellings must make provision to avoid and mitigate the effect. If developments secure and provide necessary avoidance and mitigation measures at the time of grant of planning permission as set out in this draft SPA SPD they can avoid the effects of the development proposal and a project-level Appropriate Assessment is not required.

**3.1.3** The JSPB currently considers a two-pronged approach to avoiding likely significant effect on the SPA is appropriate as follows:

- Provision of Suitable Alternative Natural Greenspace (SANG) to attract people away from the SPA and hence reduce pressure on it; and
- Strategic Access Management and Monitoring (SAMM) measures on, and monitoring of, the SPA to reduce the effect of people who visit the SPA.

**3.1.4** Habitat management may, theoretically, be taken to be an avoidance measure; however, the focus in the short-term must be improving the quality of the SPA to favourable condition status. This is a duty of SPA landowners which falls outside the planning system and is not the focus of this guidance.

**3.1.5** The avoidance and mitigation measures should be provided in order that they can function in perpetuity which is considered to be at least 125 years. An 'in perpetuity' period of 125 years has been applied in this SPD in accordance with the legislation which defines the 'in perpetuity' period (Perpetuities and Accumulations Act 2009).

**3.1.6** The option remains for developers to undertake a Habitats Regulations screening assessment and where necessary a full Appropriate Assessment to demonstrate that a proposal will not adversely affect the integrity of the SPA. Should any other package of avoidance and mitigation measures be put forward, these must be in accordance with the Habitats Regulations and the local authority must adopt a precautionary approach. Any avoidance and mitigation measures must be agreed in advance with the Council and NE.

## 3.2 Zones of Influence

**3.2.1** There are three Zones of Influence as shown in Figure 1 and in the table below:

**Table 6 SPA Buffer Zones**

<b>Zone of Influence</b>	<b>Distance from the SPA</b>
A	From 0m to 400m straight line distance from the SPA
B	From 400m to 5km straight line distance from the SPA
C	From 5km to 7km straight line distance from the SPA

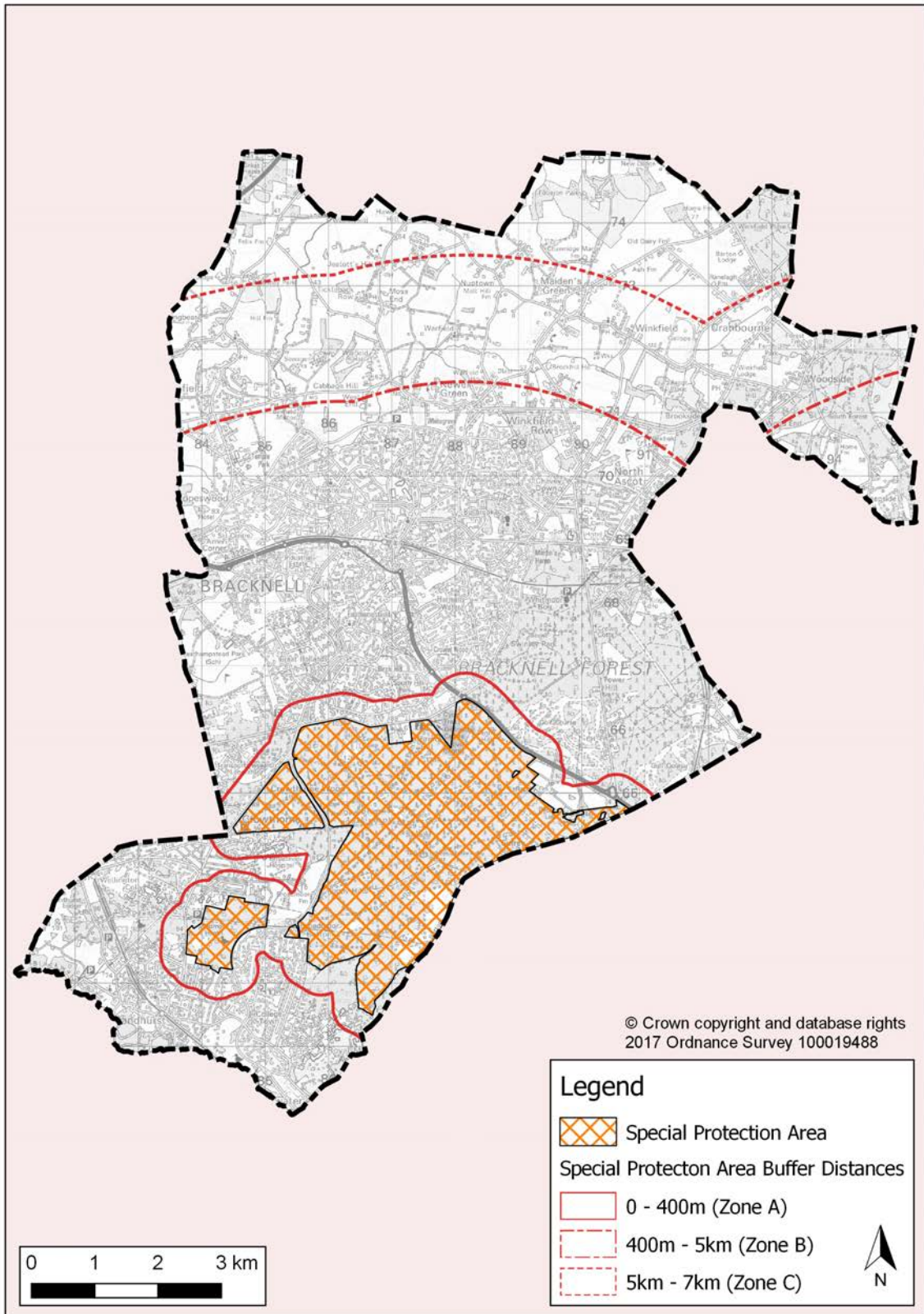
**3.2.2** There is a presumption against residential development within 400m of the SPA boundary. This is measured as the crow flies from the SPA perimeter to the point of access on the curtilage of the dwellings as recommended by the Joint Strategic Partnership Board and set out in the Thames Basin Heaths SPA Delivery Framework (12 February 2009). Within Zone A (the exclusion zone) the effect of new net increases in residential development on the SPA is likely to be such that it is not possible to conclude no adverse effect on the integrity of the SPA. There is therefore a presumption against any net increase in residential development within this zone. A Habitats Regulations Assessment will be needed, and agreed with NE, to demonstrate that any development within this zone will not have an adverse effect on the SPA and/or the acceptability of any avoidance and mitigation measures provided.

**3.2.3** Applications for non-residential development in Zone A will be assessed on a case by case basis, in agreement with NE.

**3.2.4** From 400m – 7km of the SPA (Zones B and C) development can be permitted and avoidance and mitigation measures should be applied. The majority of new housing development in Bracknell Forest up to 2034 will be located within Zone B (between 400m and 5km of the SPA).



Figure 1 Thames Basin Heaths SPA and SPA Buffer Zones



## 3.3 Types of Development Covered

**3.3.1** The duty to consider the possibility of likely significant effects on the SPA applies to all types of development, not just residential. This strategy largely concerns itself with the effects arising from the developments listed below.

- Proposals for 1 or more net new dwelling units falling within Use Class C3 (Dwellinghouses);
- Conversion of a B1 Office use to C3 Dwellinghouses;
- Conversion of a building from light industrial use class B1(c) to residential use class C3. The Permitted Development right came into effect on 1 October 2017 for a three-year period.
- A change of use from a dwelling house (C3 use) to a House in Multiple Occupation (HMO) (C4 use);
- A change of use from either C3 or C4 uses to a large HMO i.e. 6 or more people sharing (sui generis);
- Proposals for 1 or more net new units of staff residential accommodation;
- C1 (Hotel use) and C2 (Residential institutions); and
- C2 and C3 care homes.

**3.3.2** For more information on Use Classes see the Planning Portal [here](#) Please note that this gives an indication of the types of use which may fall within each use class but this is a guide only and it is for local planning authorities to determine, in the first instance, depending on the individual circumstances of each case, which use class a particular use falls into.

**3.3.3** Reserved matters,<sup>(1)</sup> discharge of conditions, amendments to existing planning consents and non-residential development will be considered on an individual basis.

**3.3.4** Replacement dwellings will not lead to increased recreational pressure, therefore, they will have no likely significant effect on the SPA and will not be required to provide avoidance and mitigation measures.

**3.3.5** All projects, applications for planning permission and prior approval applications for developments in the vicinity of the SPA will be screened to assess whether they will have a likely significant effect on the integrity of the SPA (individually or in combination with other plans or projects) and where necessary a Habitats Regulations Assessment will be undertaken.

**3.3.6 C2 and C3 Care Homes:** In assessing any planning application for a C2 or C3 care or extra care facility, the Council will take account of whether there is any risk of the residents of the facility causing a likely significant effect upon the integrity of the SPA. If the development is located within 400m of the SPA and the patrons of the facility are truly immobile or unlikely to ever visit the SPA then the only mitigation which may be required are measures to ensure that the car park cannot be made available to the general public wishing to access the SPA. For such developments within 400m - 5km of the SPA, any facilities that house residents that will never or are very unlikely to visit the SPA would not require any mitigation. Where residents in this SPA buffer zone are in self-contained accommodation and can therefore live reasonably

1 In March 2007, legal advice was received which led the Council and Natural England to the view that Regulations 48 and 49 of the 1994 Habitats Regulations should be applied to applications for approval of reserved matters or variations or renewals, where potential effects on the SPA were not fully considered when an existing permission was granted or where information more recently provided would make for a different assessment of effects. The relevant paragraphs of the updated legislation are Regulations 61 and 62 of the 2010 Habitats Regulations (as amended).

independently, even if there is a level of care required, then it is assumed that the residents are of a mobility level that would not preclude them from visiting the SPA. In these cases avoidance and mitigation measures will be required as set out in Table 1.

**3.3.7 Hotels:** For traditional hotels offering short stay accommodation avoidance and mitigation measures will generally not be required. However, for hotels located within 400m of the SPA with a new car park, measures may be required to ensure that the car park cannot be made available to the general public wishing to access the SPA. For hotels offering accommodation for longer periods of time, such as Apart-hotels where the dwelling is to become the full time address for a person, then avoidance and mitigation measures will be required as set out in Table 1.

**3.3.8 Staff Accommodation:** Where staff accommodation becomes the permanent full time address for that member of staff then avoidance and mitigation measures will be required as set out in Table 1.

**3.3.9 Camping and Caravans:** Where the caravan is a person's permanent address then avoidance and mitigation measures will be required as set out in Table 1.

**3.3.10 Permitted Development:** Permitted development (such as the conversion of retail, office or light industrial space to residential units) is not exempt from the Habitats Regulations. Avoidance and mitigation measures will be required as set out in Table 1.

**3.3.11 Houses in Multiple Occupation (HMOs):** For planning applications converting traditional C3 housing stock into HMOs, if the facilities have individual lockable rooms, then each room will be treated as a separate one bedroom dwelling and avoidance and mitigation measures will be required as set out in Table 1.

## 3.4 Suitable Alternative Natural Greenspaces (SANGs)

**3.4.1** The provision of alternative recreational land to attract new residents away from the SPA is a key part of avoiding the effects of new development on the Thames Basin Heaths SPA. There are different types of SANGs.

- **Strategic SANGs** which are open spaces in Bracknell Forest which, in agreement with NE, have been identified as being suitable for bringing up to SANGs standard through the application of developer contributions. These are open space land which is owned / managed by the Council and to which developers pay financial contributions towards their enhancement to SANG status and long term management. These mainly provide mitigation for smaller schemes or urban developments which cannot realistically provide their own land for SANGs.
- **Bespoke SANGs** which are new open spaces provided mostly by large developments where the developer upgrades part of the land to SANG status or provides SANG off-site and then usually transfers the SANG land to Council ownership with maintenance sums to fund its long term management.
- **Third Party Private SANGs** which are privately provided and owned. They have been approved through planning permission and developers can purchase SANG capacity directly from the owners by private contract in agreement with the Council. Long term management is sometimes provided by the owner or the land is transferred to Council ownership with maintenance sums to fund its long term management.

**3.4.2** The following table sets out the SANG standards for each Zone of Influence. For developments in close proximity to the SPA this standard may be higher. All SANGs must comply with the [Natural England SANG Quality Guidance](#)

**Table 7 SANG Standards for Net Increase in Dwellings**

Zone of Influence		SANG Standard	Comments
A	From 0m to 400m straight line distance from the SPA;	No standard	Net additional residential dwellings cannot mitigate their adverse effect on the integrity of the SPA so planning permission must not be granted.
B	From 400m to 5km straight line distance from the SPA	At least 8 hectares per 1,000 persons	Some development schemes require SANGs to be significantly in excess of 8 hectares per 1000 persons especially those which lay in close proximity to the SPA.
C	Beyond 5km to 7km straight line distance from the SPA	Likely to be at least 2 hectares per 1,000 persons but will be assessed on a case by case basis in agreement with NE.	Only affects developments of over 50 dwellings.

**3.4.3** To ensure that development does not harm the integrity of the SPA in certainty using the precautionary principle, sufficient SANG must be provided and open to the public in advance of dwelling occupation. For strategic SANGs which may already be open to the public this means the Council undertaking the SANG enhancement works in advance of dwelling occupation. The Council is proactive and 'pump primes' these works so that they are completed before dwellings need to be occupied.

**3.4.4** All SANGs have catchment areas. This is the area within which a development needs to be located in order to use a particular SANG as an SPA avoidance and mitigation measure. These are as follows:

- A SANG of 2-12ha will have a catchment of 2km;
- A SANG of 12-20ha will have a catchment of 4km;
- A SANG of 20ha+ will have a catchment of 5km.

**3.4.5** Developments with a net increase of less than 10 dwellings do not need to be within a specified distance of a SANG.

## 3.5 Strategic SANGs

**3.5.1** Strategic SANGs are either Council owned or maintained open spaces and are located throughout the Borough. Developments using strategic SANGs as mitigation contribute towards their enhancement, ongoing management and maintenance through a combination of s106 agreements and the Community Infrastructure Levy (CIL).

**3.5.2** Each Strategic SANG has a Management Plan which has been agreed with NE and details the open space works required to enhance each piece of land to full SANG status. Such works are carried out on an incremental basis and include measures such as new footpaths, planting, signage, interpretation boards and bins.

**3.5.3** The level of the financial contribution depends upon the number of dwellings in the scheme, the number of bedrooms they contain and their distance from the SPA as set out in Table 1. It should be noted that for any Prior Approval schemes utilising Strategic SANG capacity, the full SANG mitigation contributions are paid through s106 obligations and the Council do not recover the SANG enhancement costs through CIL. This is because these schemes do not contravene s106 obligation pooling restrictions as set out in CIL Regulation 123 as they are not a planning application approval but are implemented under the Habitats Regulations. The relevant costs are set out in Table 1.

**3.5.4** Appendix 3 explains the process undertaken to identify strategic SANGs in Bracknell Forest and Appendix 6 contains maps showing their location and catchment areas. The table in Section 3.8 below lists the open spaces in the borough which have been identified as suitable strategic SANGs and their catchment areas.

## 3.6 Bespoke SANGs

**3.6.1** Bespoke SANGs may be provided for certain developments. This may be the developer's choice, required by policy or necessity due to lack of SANGs capacity, or required where compliance with a general standard may not be sufficient to comply with Habitats Regulations. Bespoke SANGs must be open to the public in advance of occupation of the dwellings and provided in perpetuity. Bespoke SANGs which have come forward in Bracknell Forest to date are shown in Appendix 4.

**3.6.2** Large residential developments located in Zone B (between 400m and 5km of the SPA) will be required to provide a bespoke SANG in accordance with the Avoidance and Mitigation SPD and the Habitats Regulations and in agreement with NE and BFC. Due to the practicalities of providing bespoke SANGs which are large enough to be attractive to new residents, it is likely that only larger developments (109 or more dwellings) will be in a position to deliver acceptable bespoke SANGs.<sup>(2)</sup>

**3.6.3** Bespoke SANGs mitigating dwellings in Zone B would need to be provided at a standard of at least 8 hectare per 1,000 population. However, the minimum SANGs standard may not be sufficient to demonstrate that the requirements of the Habitats Regulations are met. For example, given their respective locations adjacent to the SPA, land at Broadmoor and land at the Transport Research Laboratory (TRL) are both planned to provide SANG land significantly in excess of 8 hectares per 1000 persons.

2 This is the minimum number of dwellings necessary to generate a requirement for a minimum 2ha SANG (at an average of 2.31 persons per dwelling and a SANG standard of at least 8ha per 1,000 new population). In practice SANGs are much larger since they are required to incorporate a minimum 2.3 - 2.5km walk.

**3.6.4** A SANG must be big enough to provide a minimum 2.3km circular walk which effectively means a minimum area of approximately 10 hectares depending on the nature of the site. Smaller areas of land may be used as SANG provided they physically connect to an existing SANG or other areas of land which are also suitable for SANG. For example, land at Manor Farm was enhanced to SANG standard and linked by a bridge across the River Cut to connect to the Garth Meadow site (part of the Cut Countryside Corridor SANG).

**3.6.5** The Council will consider the acceptability of bespoke SANGs on a case-by case basis, in agreement with NE and in accordance with the Habitats Regulations.

**3.6.6** Due to the large-scale nature of these developments; and the concentration of new residents arising in these locations, where possible these proposals will provide their own areas of SANGs on-site. Where this is not possible, off-site provision may be acceptable, assuming the Council, in agreement with NE, can conclude that the off-site SANGs will function as an effective alternative to the SPA.

**3.6.7** Where appropriate, the Council will endeavour to assist in the provision of SANGs for developments within or close to Bracknell Town Centre by providing Bespoke SANG solutions.

**3.6.8** Developers in other areas may also wish to consider bringing forward a bespoke mitigation package rather than making a contribution towards the Council's strategy. This must be agreed with the Council and Natural England.

**3.6.9** Whilst the SANGs quantity and quality standards set out in this document are a useful starting point for the assessment of bespoke SANGs, compliance with these standards may not be sufficient to demonstrate that the requirements of the Habitats Regulations are met. A Habitats Regulations Assessment will be required to ensure that there is no likely significant effect or no adverse effect on the integrity of the SPA. Early dialogue with the Council and NE is encouraged.

**3.6.10** Bespoke SANGs must meet the NE SANG Quality Guidance. Levels of existing visitor use on the SANG will need to be discounted to protect current access. Any existing nature conservation interests must also be taken into account and potentially discounted.

**3.6.11** To mitigate the effect that occupiers of a development will have on the integrity of the SPA, any enhancement to SANGs standard must be in place before those occupiers move in. Where appropriate therefore, the Council will seek to restrict occupations until related SPA avoidance and mitigation measures and/or works have been completed. Rather than retain responsibility for maintaining in-kind semi-natural open space, a developer may want to offer the land to BFC (with an in perpetuity maintenance contribution), another public body or set up a management company or community trust (all subject to appropriate ongoing funding). In this case the Council will need assurance that such an organisation has the necessary skills and resources to maintain the open space and that it will remain in existence to achieve this in perpetuity.

**3.6.12** Where a development includes specific measures to avoid and mitigate its effect upon the SPA, the Council will, in agreement with NE, undertake a Habitats Regulations Assessment. This will consider the effect of the proposal on the SPA and the avoidance and mitigation measures, including size, quality and location of any proposed SANG and strategic access management and monitoring measures.

## 3.7 Third Party Private SANGs

**3.7.1** Current and Emerging Third Party SANGs are described in more detail in Appendix 5. The Council will work with developers and landowners to bring forward Third Party Private SANGs. The owners of Third Party SANGs provide capacity for their own nearby developments and/or for other developments. These sites must be upgraded to SANG status in accordance with the NE SANG Quality Guidance and in agreement with the Council and NE, made publicly accessible at all times and ensure that their in-perpetuity maintenance is guaranteed.

**3.7.2** Developers seeking to purchase SANG capacity from the Third Party SANG provider must agree the cost via a private contractual agreement between themselves and the owner of the SANG. Council approval must be sought to ensure that the development is located within the catchment area of the SANG and that there is sufficient SANG capacity remaining. The purchasing developer must then ensure the mitigation is tied to their development scheme and ensure that SAMM payments are secured with the Council in a s106 Agreement in line with a Council Template S106 Agreement which contains the following obligations:

- Not to occupy the development until the Third Party SANG capacity has been secured, provided, made publically available and with guaranteed in-perpetuity maintenance;
- To pay the required SAMM contributions.

## 3.8 Agreed and Emerging SANGs

**3.8.1** The table below lists all the agreed and emerging Strategic, Bespoke and Third Party Private SANGs in the Borough. Figure 2 is a map of the SANGs which have been agreed. Further more detailed maps of the agreed SANGs can be found in Appendix 6.

**Table 8 Current and Emerging SANGs**

SANG	Sites	Type of Site	Area (ha)	SANG Catchment	Comments
Ambarrow Hill / Court SANG	Ambarrow Hill / Court	Strategic	13.73	4km	In operation since 2007
	Silverdene	Third Party	2.87		Planning application under consideration
Blue Mountain SANG	Blue Mountain	Bespoke	12.99	4km	Planning permission granted. SANG available when development is first occupied.
Broadmoor SANG	Broadmoor (for Cricket Field Grove)	Bespoke	8	2km	Planning Permission granted subject to s106 agreement. First part of a wider

SANG	Sites	Type of Site	Area (ha)	SANG Catchment	Comments
					area of SANG to come forward on this site.
Cut Countryside Corridor SANG	Larks Hill	Strategic	22.64	5km	In operation since 2008
	Larks Hill replacement SANG Land	Strategic			
	Garth Meadows	Strategic			
	Jock's Copse , Tinkers Copse and The Cut (sth)	Strategic			
	Piggy Wood	Strategic			
	Anneforde Place	Strategic	0.9		Operational on adoption of SPA SPD
	Land at Manor Farm	Bespoke	0.5		In operation since 2012
	Cabbage Hill (west) SANG	Bespoke	13.83		In operation since 2016
	Cabbage Hill (west) Surplus Land	Bespoke	3.59		Subject to a release of covenant and potential visitor survey
	River Cut	Bespoke	2		Subject to agreement of SANG Management Plan
Englemere Pond SANG	Englemere Pond	Strategic	27.53	5km	In operation since 2008
Frost Folly SANG	Wellers Lane	Bespoke	12.57	4km	Operational from spring 2018 with excess SANG capacity available to other developments
Horseshoe Lake SANG	Horseshoe Lake	Strategic	10.07 <sup>(1)</sup>	4km	In operation since 2007
Bullbrook SANG	Longhill Park	Strategic	12.53	5km	In operation since 2006

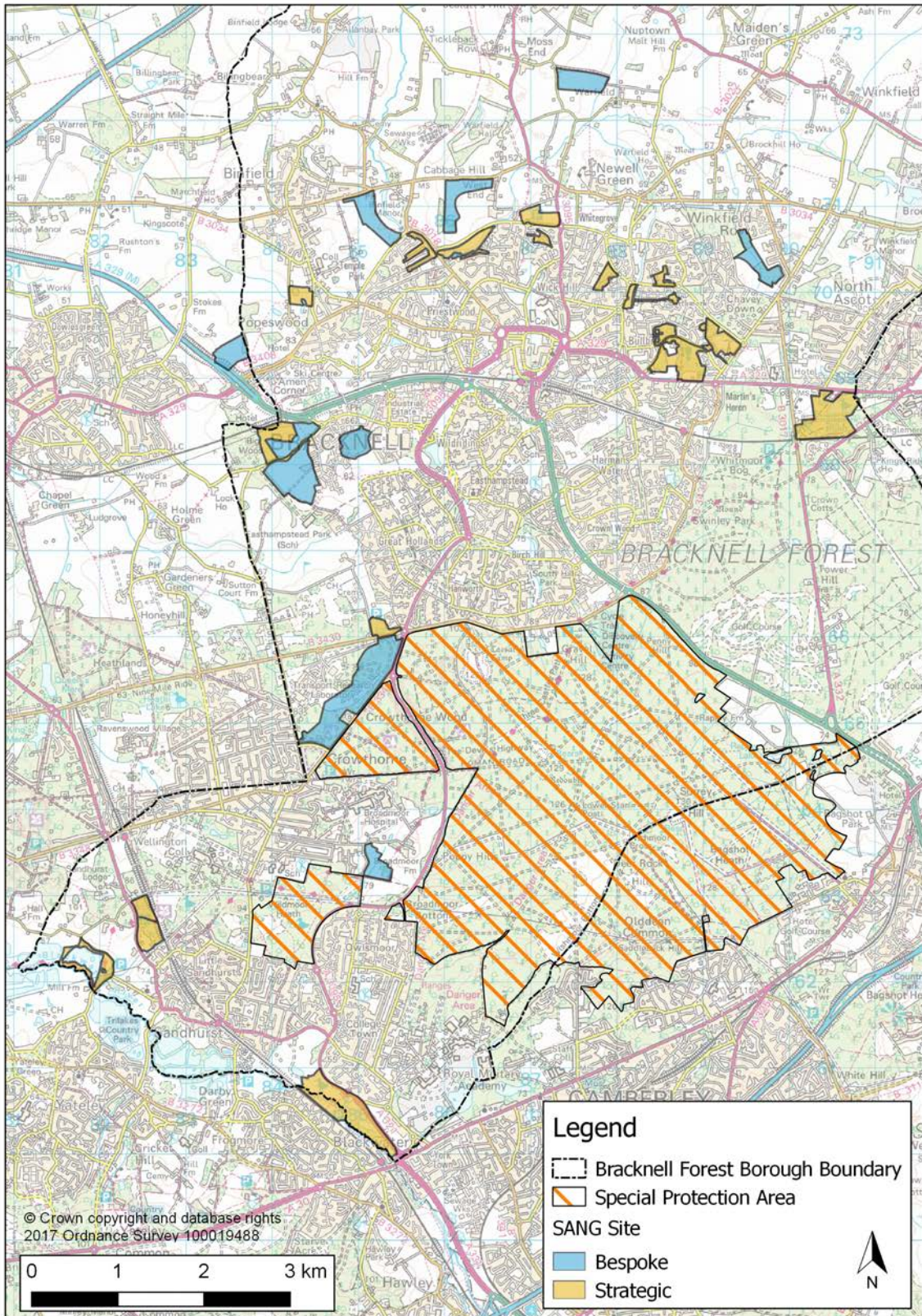


SANG	Sites	Type of Site	Area (ha)	SANG Catchment	Comments
	Milman Close	Strategic			
	Beswick Gardens Copse	Strategic			
	Clintons Hill	Strategic			
	Lily Hill Park	Strategic	18.65		In operation since 2017
	Whitegrove Copse	Strategic	3.65		Operational on adoption of SPA SPD
	Harvest Hill	Strategic	2.3		
	Edmunds Green	Strategic	2.32		
	The Chestnuts	Strategic	1.08		
Moss End SANG	Land at Moss End	Third Party	25.5	5km	Planning application under consideration
Shepherd Meadows SANG	Shepherd Meadows	Strategic	33.74	5km	In operation since 2009. <sup>(2)</sup>
	Shepherd Meadows North	Strategic	2.61		Use of land as SANG approved by Sandhurst Town Council. Subject to agreement of SANG Management Plan.
	Seeby's Meadow	Strategic	3.6		
	Seeby's Copse	Strategic	2.23		
South Bracknell SANG	Great Hollands Recreation Ground Woodland	Strategic	4.78	5km	Operational in 2018
	Land at Transport Research Laboratory	Bespoke	42.5		Operational in 2018
Warfield Park SANG	Warfield Park	Bespoke	11.2	400m	If a car park is provided then residual capacity can be used for developments up to 2km

SANG	Sites	Type of Site	Area (ha)	SANG Catchment	Comments
West Binfield SANG	Land at Amen Corner North	Bespoke	9.9	4km <sup>(3)</sup>	Operational in 2018
	Popes Meadow	Strategic	5.2		Operational on adoption of SPA SPD
	Land south of Foxley Lane	Bespoke	13.32		Dependent on a Planning Appeal.
West Bracknell SANG	Peacock Meadows	Bespoke	35.57	5km	In operation since 2007
	Tarman's Copse	Bespoke	9.68		Subject to agreement of SANG Management Plan
	Bigwood	Strategic	10.7		Operational on adoption of SPA SPD
	Riggs Copse	Bespoke	2.7		Operational after Amen Corner South application is approved
Windmill Farm SANG	Windmill Farm	Third Party	12.09	4km	Planning application under consideration

1. 19.44ha including lake
2. SANG capacity equivalent to 500 persons is not available to Bracknell Forest developments as BFC has agree with Surrey Heath BC that developments in Surrey Heath can be mitigated by this SANG where suitable).
3. 5km if Foxley Lane becomes part of the SANG

Figure 2 SANGs in Bracknell Forest



## 3.9 Strategic Access Management and Monitoring (SAMM)

**3.9.1** The second avoidance and mitigation measure is strategic access management and monitoring which is required to be provided for in perpetuity. A contribution towards the Strategic Access Management and Monitoring (SAMM) project will be required from all new net residential development, regardless of whether the SANGs provision is strategic, bespoke or via a Third Party Private SANG. Both SANG and SAMM should ordinarily be applied unless it can be demonstrated that, through any other package of avoidance and mitigation measures put forward, the development will lead to no significant adverse effect on the integrity of the SPA in accordance with the Habitats Regulations. In accordance with this legislation, the local authority must adopt a precautionary approach and any avoidance and mitigation measures must be agreed in advance with the Council and Natural England. This will ensure that visitor management on the SPA is co-ordinated across the area, so that displacement of visitors from one area of the SPA to another is avoided.

**3.9.2** The Thames Basin Heaths SPA comprises multiple SSSI sites, owned and managed by many different organisations and some private individuals. In order to ensure that access management implemented in one area does not simply displace visitors onto another part of the SPA, it is necessary to take a strategic approach to visitor access management.

**3.9.3** The Access Management and Monitoring Partnership (made up of landowners and managers of the SPA) with support from NE and Hampshire County Council, has put forward a programme of strategic visitor access management measures for the purpose of mitigating the effects of new development on the SPA, funded by developer contributions. These measures, in combination with a complementary monitoring programme, have been taken forward into the Strategic Access Management and Monitoring (SAMM) Project. Natural England currently hosts the project co-ordinator, whilst Hampshire County Council manages the finances.

**3.9.4** The SAMM project aims to:

- Promote SANGs as new recreational opportunities for local people and particularly encourage their use during the breeding bird season
- Provide on-the-ground wardening service to supplement existing wardening efforts Provide an SPA-wide education programme
- Create new volunteering opportunities
- Demonstrate best practice for strategic access management of visitors and visitor infrastructure where the supply of greenspace is heavily dependent on protected areas
- Monitor visitor usage of SANGs and SPA
- Monitor Annex 1 birds on SPA sites

**3.9.5** The increase in co-ordination capabilities will help existing wardens to promote standard messages, whilst the on-the-ground wardening service will be implemented in relation to delivery of new residential development. In combination, this will allow confidence that, even if the provision of SANGs alone does not divert all new residents from using the SPA for recreation, there will be no increase in harm caused as a result of recreational pressure.

**3.9.6** The SAMM Legal Agreement was signed by BFC, Natural England and the other ten local authorities affected by SPA issues in July 2011. The project was implemented from 14 July 2011.

**3.9.7** The SAMM Project Manager (currently hosted by Natural England) is tasked with drawing up the detailed list of actions. The resulting work programme is overseen by JSPB.

**3.9.8** The SAMM Project is being funded by relevant s106 contributions. As the measures are strategic, not all money collected from development within the borough will necessarily be spent within the borough. However, all contributions will be spent in accordance with a work programme. A monitoring process will measure the success of the project.

## 3.10 Air Quality

**3.10.1** As stated in section 2.2, new residential and employment development in Bracknell Forest has the potential to increase the number of car journeys. This is likely to cause a rise in nitrogen deposition which could lead to adverse effects on the SPA in-combination with other developments. Some developments will therefore be required to carry out an air quality assessment as part of an HRA at the planning application stage. The majority of these developments will be identified through the Comprehensive Local Plan process. Any measures proposed to avoid or mitigate the effects of air pollution on the SPA must be agreed with the Council and NE and satisfy the Habitats Regulations.

# 4 Implementation and Monitoring

## 4.1 Introduction

**4.1.1** This chapter focuses on three types of SANGs:

- Strategic SANGs
- Bespoke SANGs
- Third Party Private SANGs

**4.1.2** It describes the process of setting up these SANGs, the costs involved and their operation. It also sets out the level of SAMM contributions. A summary of all the SPA contributions can be found in Table 1.

## 4.2 Strategic SANG Contributions

**4.2.1** Strategic SANG capacity is usually reserved for development with a net increase of between 1 and 108 dwellings. In some cases Strategic SANG capacity may be reserved for planned urban developments which cannot realistically provide their own land for SANGs. The Council enhances each Strategic SANG on an incremental basis (the SANG enhancement works). These works are usually funded through Community Infrastructure Levy (CIL) receipts (see below). Each development cannot be occupied until the relevant enhancement works are provided on the assigned Strategic SANG. This means a s106 obligation to restrict occupation is required to be entered into by the developer. The Council does not wait for the CIL receipts to come in but instead ‘pump primes’ SANG enhancement works the cost of which is then paid back by an equivalent amount from CIL receipts. This means that occupations can take place in a timely manner.

**4.2.2** All SANGs have catchments areas as described in Chapter 3. Developments with a net increase of 10 dwellings or more can purchase capacity (subject to Council approval) if they fall within the catchment of a SANG. However developments under 10 dwellings do not need to be within the catchment of a specific SANG and may be allocated SANG capacity from any Strategic SANG in the Borough.

**4.2.3** The Council has agreed the SANG enhancement works with NE and these are set out in SANG Management Plans which can be viewed on the [Council's website](#). The works are carried out by the Council in accordance with the relevant SANG Management Plan. To determine the extent of the works required in the SANG Management Plan information is collated such as:

- survey information on: visitors; accessibility; parking; user perception and habitat/nature conservation qualities;
- the expertise of those with responsibility for open space management; and
- information from Natural England based upon its research.

**4.2.4** The key SANG enhancements are to improve accessibility, to provide well-designed circular walks of more than 2.3 – 2.5km and to make semi-natural habitat more attractive in line with research carried out by Natural England.

**4.2.5** Each Strategic SANG has a headline SANG capacity in terms of the number of dwellings it can accommodate. The process for calculating this is set out in Appendix 3. The Council then allocates the capacity incrementally until no more capacity is available. Capacity is assigned to relevant allocated sites, pre-applications, applications and planning permissions. In instances where applications are refused or dismissed on appeal or where planning permission lapses, then the relevant allocated SANG capacity is returned for another development to utilise.

**4.2.6** Contributions need to be in proportion to the proposed development and sufficient to avoid and mitigate adverse effects. The process for the calculation of the SANG payment contributions can be found in Appendix 7. and are divided as follows:

- **A. SANG Enhancement contributions** – these are infrastructure works to upgrade a site to SANG status in accordance with the relevant SANG Management Plan. Such works are paid for from the Community Infrastructure Levy (CIL) because they cannot be sought through the s106 pooling restriction as set out in CIL Regulation 123. In the instance where Prior Approval applications utilise Strategic SANG capacity, these applications are made under the Habitats Regulations rather than through the formal planning process. Therefore the s106 pooling restriction does not apply and the SANG enhancements contribution will be sought through s106 planning obligations.
- **B. In Perpetuity Maintenance contributions** – This sum is to ensure the SANG is maintained and managed for an in-perpetuity period (125 years) to comply with the Habitats Regulations and the Development Plan. In perpetuity maintenance contributions do not comprise infrastructure but will be for matters such as repairs, planting, SANG wardens and staff. The amount will be pooled with all other similar contributions and invested to ensure that the maintenance budget lasts for at least 125 years. It will be secured through s106 obligations.
- **C. Education and Promotion contributions** – This ensures that the Council can undertake projects to promote SANGs and educate local people about the issues on the SPA. It will go towards matters such as producing leaflets, speaking to school children and other relevant activities. Again this is not infrastructure so it will be secured by planning obligation through s106 Agreements.
- **D. Facilitation** – This amount does not comprise infrastructure but will be used to operate and review the strategy, to pay Planning and Parks and Countryside staff time and for the right to use Council SANG capacity.

**4.2.7** The method of calculating Strategic SANG contributions is set out in Appendix 7 and the level of contributions for a net increase in residential dwellings (market housing) are summarised as follows:

**Table 9 SANG Contributions for Market Housing**

<b>Market Housing<sup>(1)</sup></b>	
Number of bedrooms per dwelling	Total Contributions per (net increase in) dwelling
1 bedroom	£4,403
2 bedroom	£5,193
3 bedroom	£6,112

Market Housing <sup>(1)</sup>	
4 bedroom	£6,838
5+ bedroom	£7,886

1. These are the level of SANG contributions recovered through a s106 agreement. The Council recovers SANG enhancement costs from CIL.

**4.2.8** Affordable housing (comprising social rent and intermediate housing) also need to be mitigated by SANGs but viability concerns and the Council's objective to optimise the provision of more affordable dwellings in the borough should be taken into account. Therefore a separate rate for affordable housing should be applied as follows:

**Table 10 SANG Contributions for Affordable Housing**

Affordable Housing <sup>(1)</sup>	
Number of bedrooms per dwelling	Total Contributions per (net increase in) dwelling
1 bedroom	£1,778
2 bedroom	£2,193
3 bedroom	£2,737
4 bedroom	£3,088
5 bedroom	£3,761

1. These are the level of SANG contributions recovered through a s106 agreement. The Council recovers SANG enhancement costs from CIL.

**4.2.9** Prior Approval developments are not exempt from the Habitats Regulations. For Prior Approval applications using strategic SANG, SANG enhancement costs will be recovered through s106 obligations and the following SANG contributions will apply:

**Table 11 SANG Contributions for Prior Approval Applications**

Prior Approval applications <sup>(1)</sup>	
Number of bedrooms per dwelling	Total Contributions per (net increase in) dwelling
1 bedroom	£4,568
2 bedrooms	£5,412
3 bedrooms	£6,408
4 bedrooms	£7,175



## Prior Approval applications<sup>(1)</sup>

5+ bedrooms	£8,324
-------------	--------

1. The total SANG contribution is recovered through a s106 agreement. The Council does not recover SANG enhancement costs from CIL.

**4.2.10** Where contributions are due as development progresses, index-linking to relevant inflationary indices will be used to ensure the value of the contribution continues to reflect the costs of inflation.

## 4.3 Bespoke SANGs

**4.3.1** Bespoke SANGs must be provided for sites with a net increase of 109 or more dwellings. The land must be enhanced to SANG standard through in-kind works by developers as agreed in a s106 Agreement. Once enhanced the land is usually transferred to the Council with a commuted maintenance sum. These sums are based on 2017/18 costs of a base line maintenance rate of £1,605 per hectare per annum and an additional SANGs enhancement maintenance cost (extra cost of managing the sites to SANGs standard) of £994 per hectare per annum. This works out at approximately **£65,477 per hectare** which allows for estimated interest rates and inflation to be applied over the period. These figures may be updated periodically to reflect current costs.

**4.3.2** The Council facilitates high density development sites in urban areas which cannot provide SANG land on-site (for example Bracknell town centre sites) by allocating strategic SANG for this purpose where there is strategic SANG capacity available. Developers through agreement with the Council will pay financial contributions to Strategic SANGs as described in Table 1. It should be noted that the Council will consider use of this capacity on a case by case basis and to ensure that allocated sites can be delivered. This means that the Council cannot guarantee all development sites can be accommodated. In the instance where capacity is refused by the Council the developer should look to purchase SANG capacity from Third Party Private SANG.

**4.3.3** In some circumstances there may be Bespoke SANGs provided by the Council which have their own costs. These are on a case by case basis. A facilitation cost may be applied to the final figure for the use of Council land.

## 4.4 Third Party Private SANGS

**4.4.1** Third Party Private SANGs are enhanced to SANG status by the land owner and are usually transferred to Council ownership with a commuted maintenance sum as shown above for long term management. Developers wishing to use Third Party Private SANGs must do so with the agreement of the SANG owner and the Council. In such cases developers must purchase SANG capacity from the owner of the Third Party Private SANG and enter into a s106 Agreement obligation with the Council to demonstrate that suitable capacity has been purchased. The development cannot be occupied until the purchased SANG capacity has been provided and made publicly available.

## 4.5 SAMM Contributions

**4.5.1** The JSPB has agreed that the SAMM contribution should be applied on a 'per bedroom' basis. As there are no reliable figures for occupancy rates in Bracknell Forest, no local occupancy rates have been applied and sub regional averaged figures have been used to calculate the SAMM contributions. This is based on a programme of access management and monitoring measures set out in Thames Basin Heaths Strategic Access Management and Monitoring Project: Tariff Guidance, March 2011 and can be found on the [Council's website](#)

**4.5.2** The 'example' SAMM tariff set out in the above guidance is the contribution which Bracknell Forest apply. See Appendix 7.

**Table 12 SAMM Contribution per Dwelling**

Dwelling Size	SAMM Contribution per dwelling
1 bedroom	£399
2 bedrooms	£526
3 bedrooms	£711
4 bedrooms	£807
5+ bedrooms	£1,052

## 4.6 Timing of Mitigation

**4.6.1** Any s106 contribution payments to be made to the Council are to be secured by planning obligations and paid no later than the commencement of the development. If the development is likely to be built in major phases, payment by installment will be considered. The use of CIL for enhancements to Strategic SANGs will be a matter for the Council to resolve using its internal financial administration processes.

**4.6.2** Where specific measures and/or works (by the developer or, by others who are better placed to provide) are needed to avoid and mitigate the effect that occupiers of a development will have on the SPA, these must be undertaken and in place before those occupiers move in. Consequently in some cases, the Council will, by planning condition or obligations, restrict the occupation of a development until related avoidance and mitigation measures and/or works are complete. Where the Council is undertaking such works on the strategic SANGs it will need a reasonable period of time in which to spend these monies. The Council will continue to use pump priming works to SANGs to enable early occupation of appropriate schemes.

**4.6.3** The use of a Grampian Condition to secure a SANG for a development will only be accepted when there is certainty that a suitable SANG will come forward, the landowner has given permission for the development to be mitigated by a particular SANG and only final sign off is awaited. It may also be necessary to provide for financial contributions in addition to the Grampian Condition which should be secured by s106 Agreement at the time of grant of planning permission.

## 4.7 Monitoring

**4.7.1** Monitoring is carried out by both the Council and the SAMM Project.

**4.7.2** The SAMM project monitors the visitor usage of the SPA and SANGs and Annex 1 Bird populations on SPA sites. The report “Results of the 2012/13 Visitor Survey on the Thames Basin Heaths Special Protection Area (SPA) (NERC136)” published in February 2014 by NE examines the effectiveness of the SPA avoidance and mitigation strategy. This survey is repeated approximately every 5 years.

**4.7.3** The Council undertakes its own monitoring. It reports regularly to the JSPB on SANG delivery within the Borough and submits monitoring data relating to SAMM contributions quarterly to the JSPB.

**4.7.4** Where contributions are secured and paid under an Agreement with the Council, the receipt and use of contributions can be tracked and information on spending will, on request from a contributing developer, be made available subject to the Council’s reasonable costs being met.

**4.7.5** In some cases it may be appropriate for conditions to be imposed when planning applications are determined to ensure a development makes provision for the implementation of related SPA avoidance and mitigation measures. However in most cases where a development proposes some in-kind SPA avoidance and mitigation measures, or a financial contribution is involved, the Council will seek to secure provision by planning obligations and will monitor compliance to ensure that what is promised is delivered. If necessary the Council will use legal remedies to enforce obligations.

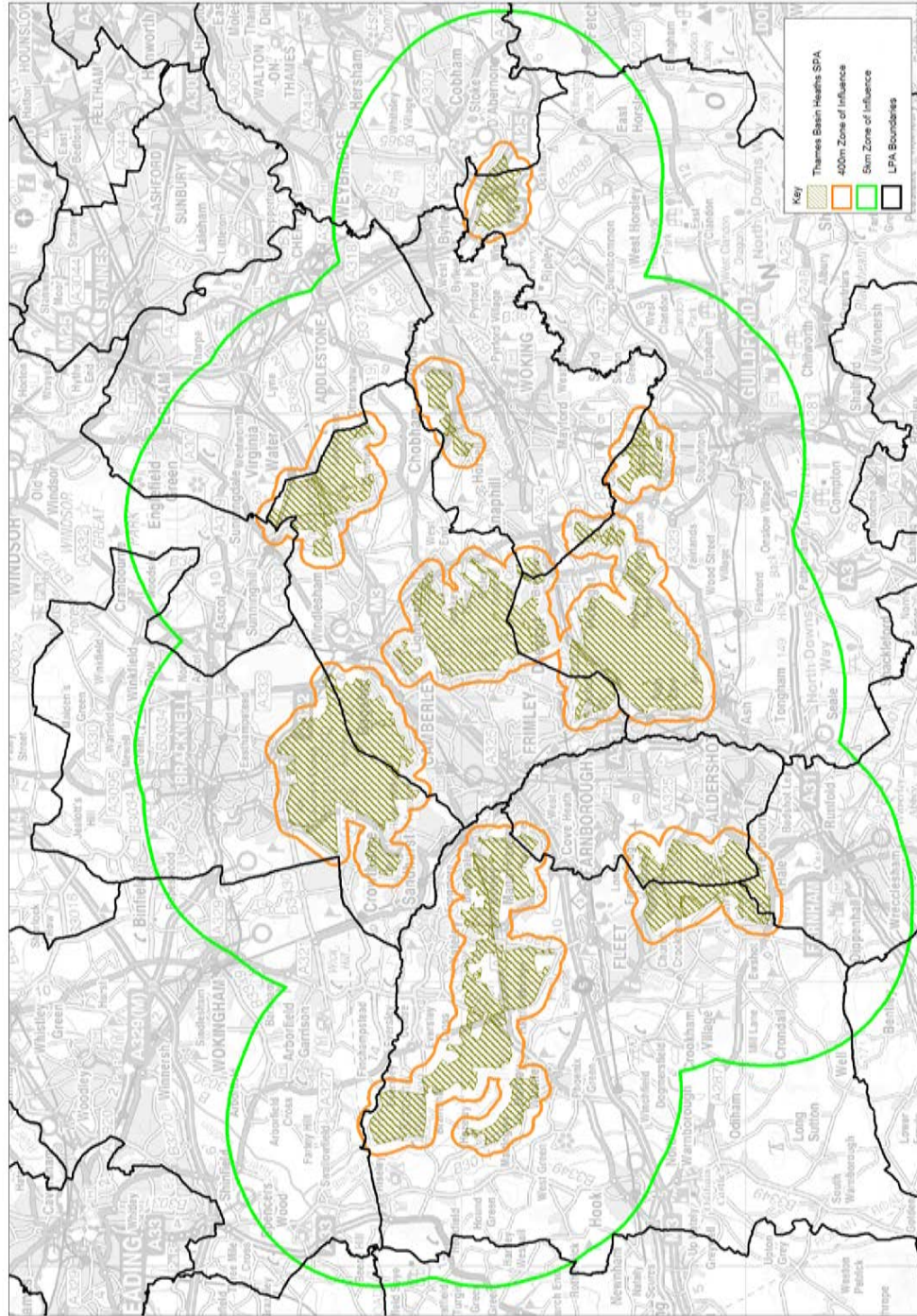
## 4.8 Review

**4.8.1** The Council monitors the availability of SANG in the borough to ensure there is sufficient capacity in the right places to provide mitigation for new dwellings. This needs to take account of current need, but also expected future development. The Council will review this strategy at appropriate points as needed.

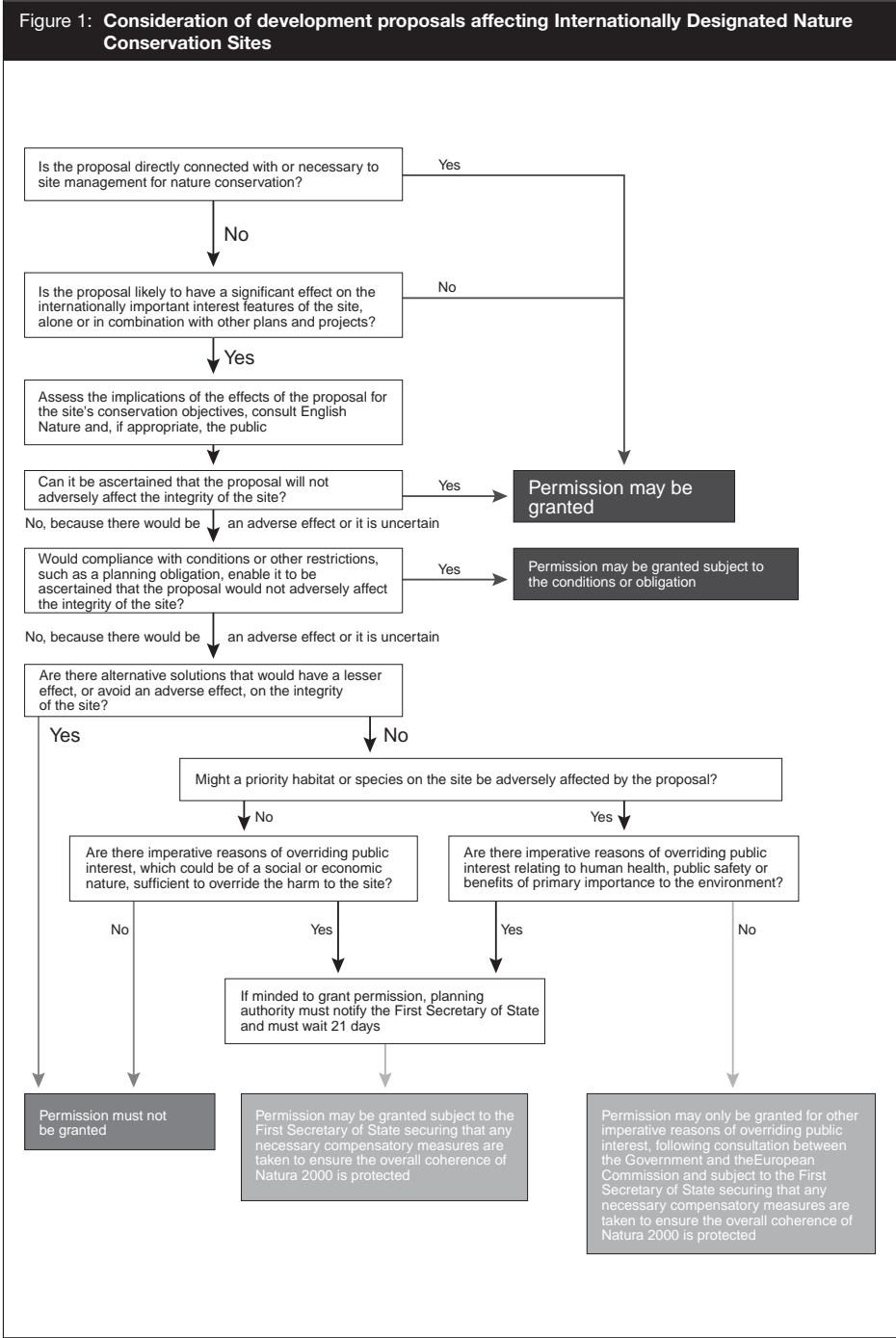
**4.8.2** The JSPB will review the results of the monitoring work undertaken on an annual basis and amendments will be recommended by the Board to address identified problems, which will be considered by individual SPA affected authorities. Amendments may be made to this strategy in accordance with the above, if considered necessary.

# Appendix 1: Thames Basin Heaths SPA

Figure 3 Thames Basin Heaths Special Protection Area



# Appendix 2: Consideration of Development Proposals Affecting Internationally Designated Sites



## Appendix 3: Strategic SANGs

1. The Delivery Framework (JSPB 2009) states that SANGS on existing, publicly accessible sites is appropriate where there will be no harm to nature conservation interest and there is capacity and potential for improvement. This is subject to meeting the Natural England's Quality Standards.
2. The Thames Basin Heaths SPA SPD (March 2012) identified the following sites suitable for strategic SANGs in Bracknell Forest. These are shown in the table below.

**Table 13 Existing Strategic SANGs**

Site	Estimated Area
The Cut Countryside Corridor: Jocks Copse, Tinker's Copse, & The Cut (south) (5.88ha) / Garth Meadows (7.12ha) / Larks Hill (7.58ha) / Piggy Wood (2.06ha)	22.64ha
Shepherd Meadows	33.74ha
Englemere Pond	27.53ha
Horseshoe Lake	19.44ha <sup>(1)</sup>
Longhill Park Group: Longhill Park (9.31ha) / Milman Close (0.53ha) / Beswick Gardens Copse (0.54ha) / Clintons Hill (3.91ha) / Lily Hill Park (22.74ha)	37.03ha
Ambarrow Court / Hill	13.73ha
Part of Great Hollands Recreation Ground	4.78ha

1. 10.07 excluding the lake, island and watersports centre.
3. Since 2012 the suitability of several new strategic SANGs sites has been agreed with NE. These are shown in the following table:

**Table 14 New SANG Sites**

Site	Estimated Area
Anneforde Place	0.9ha
Seeby's Copse, Seeby's Meadow and Shepherd Meadows North	8.5ha
Bigwood	10.7ha

Site	Estimated Area
Whitegrove Copse, Harvest Hill, Edmunds Green and The Chestnuts	11.45ha
Popes Meadow	5.2ha

- Anneforde Place (alongside a bespoke SANG provided at Manor Farm) now forms part of The Cut Countryside Corridor. The proposal to extend the Shepherd Meadows SANG into Seeby's Copse, Seeby's Meadow and Shepherd Meadows North has been approved by Sandhurst Town Council and is subject to the agreement of a SANG Management Plan. It is also the intention that Popes Meadow will be linked to other sites to create the West Binfield SANG and Whitegrove Copse, Harvest Hill, Edmunds Green and The Chestnuts will form part of the Bullbrook SANG together with the Longhill Park Group and Lily Hill Park. More information can be found in Appendix 6.
- Where there is existing visitor use, visitor surveys have been carried out in order to discount this and work out the SANG capacity which is available as mitigation for residential developments.
- Studies by Leisure-Net (2006) established the total number of annual visits to the proposed SANGs and adjusted this to account for seasonality. The surveys were conducted over 450 hours of visitor usage data at 18 parks, over the time period 7am to 7pm on weekdays and weekends. In addition, 861 people were interviewed in more depth. Data was also collected on the frequency of people's visits to estimate the number of people using each site. This data on local frequency of visit relates well to national benchmarks.

**Table 15 Calculation of Open Space Use**

% of People Visiting	Frequency (visits per week)	Number of people (from 861 interviewed)	Visits per person per week	Number of visits per week (from 861 interviewed)	Number of visits per year	Visits per person (from 861 interviewed) per year (rounded)
34%	6.50 (either 6 or 7)	293	2.21	1903	98,946	115
6%	4.50 (either 4 or 5)	52	0.27	232	12,088	14
21%	2.50 (either 2 or 3)	181	0.53	452	23,505	28
14%	1.00 (once a week)	121	0.14	121	6,268	7.5

% of People Visiting	Frequency (visits per week)	Number of people (from 861 interviewed)	Visits per person per week	Number of visits per week (from 861 interviewed)	Number of visits per year	Visits per person (from 861 interviewed) per year (rounded)
25%	0.30 (less than once a week)	215	0.08	65	3,358	4
100%		861	3.22 (# of visits per week by average visitor)	2772	144,166	<b>168 visits per year by average visitor</b>

Source: Leisure-net (June 2006) Parks and Open Spaces Users Survey

7. This shows that one person who regularly visits the open space, on average, visits approximately three times a week and makes 168 visits per year. This figure can then be used to establish the number of people in the locality who use each area of open space; this is calculated in the table below.
8. The overall carrying capacity of each site can be calculated with reference to the standard of at least 8ha/1000 population set out in the Thames Basin Heaths Delivery Framework. However, as demonstrated by the visitor surveys, most of the potential SANGs have a level of existing visitor use. The actual mitigation capacity of each site is the difference between the overall carrying capacity (based upon the standard of at least 8ha/1000 population) and the current visitor use, as demonstrated in the tables below for existing and new strategic SANGs. It should be noted that the figures are rounded.

**Table 16 Mitigation Capacity of Existing Strategic SANGs**

A. SANGs	B. Total visits per annum to SANGs <sup>(1)</sup>	C. Equivalent no. of visitors p.a <sup>(2)</sup>	D. Estimated Area (ha)	E. Capacity to Mitigate (D / 8 x 1000)	F. Residual Mitigation Capacity (E - C)	G. Residual area of SANG capacity available (F / 1000 x 8)
The Cut Countryside Corridor: (Jocks Copse/ Tinker's Copse/ The Cut (south)/	116,000	691	22.64ha	2,830 persons	2,139 persons	17.12ha



A. SANGs	B. Total visits per annum to SANGs <sup>(1)</sup>	C. Equivalent no. of visitors p.a <sup>(2)</sup>	D. Estimated Area (ha)	E. Capacity to Mitigate (D / 8 x 1000)	F. Residual Mitigation Capacity (E - C)	G. Residual area of SANG capacity available (F / 1000 x 8)
Garth Meadows/ Larks Hill/ Piggy Wood)						
The Longhill Park Group (excluding Lily Hill Park):  Longhill Park/ Milman Close/ Beswick Gardens Copse/ Clintons Hill	37,000	221	14.29ha	1,787 persons	1,566 persons	12.53ha
Lily Hill Park	86,000	512	22.74ha	2,843 persons	2,331 persons	18.65ha
Englemere Pond	10,000	60	27.53ha	3,442 persons	3,382 persons	27.06ha
Horseshoe Lake	30,000	179	10.07ha	1,259 persons	1,080 persons	8.64ha
Shepherd Meadows	90,000	536	33.74ha	4,218 persons	3,682 persons	29.46ha
Ambarrow Court/ Hill	32,000	191	13.73ha	1,717 persons	1,526 persons	12.21ha
Part of Great Hollands Recreation Ground	19,000	114	4.78ha	598	484 persons	3.9ha
<b>TOTAL</b>					<b>16,190 persons</b>	<b>129.57ha</b>

1. See Open Spaces Study - Parks and Open Spaces Users Survey Leisure-net (June 2006)

2. Calculated by dividing the number of visits to the site per annum, by the average number of visits made by users per year [see Table 16]. This methodology has been approved by NE.

9. The same process was carried out for the new strategic SANGs as follows:

**Table 17 Mitigation Capacity of New Strategic SANG Sites**

A. SANG Sites	B. Total visits per annum to SANGs	C. Equivalent no. of visitors p.a <sup>(1)</sup>	D. Estimated Area (ha)	E. Capacity to Mitigate (D / 8 x 1000)	F. Residual Mitigation Capacity (E - C)	G. Residual area of SANG capacity available (F / 1000 x 8)
Anneforde Place	-	-	0.9ha	113 persons	86 persons <sup>(2)</sup>	0.68ha
Seeby's Copse, Seeby's Meadow and Shepherd Meadows North	4,400 <sup>(3)</sup>	26	8.5ha	1,062 persons	1,036 persons	8.29ha
Bigwood <sup>(4)</sup>	-	-	10.7ha	1,337 persons	1,337 persons	10.7ha
Whitegrove Copse, Harvest Hill, Edmunds Green and The Chestnuts.	119,215	710	11.45ha	1,168 persons	458 persons	3.67ha
Popes Meadow	21,000 <sup>(5)</sup>	125	5.2ha	650 persons	525 persons	4.2ha
<b>TOTAL</b>					<b>3,442 persons</b>	<b>27.54 ha</b>

1. Calculated by dividing the number of visits to the site per annum, by the average number of visits made by users per year [see Table 16]. This methodology has been approved by NE.

2. In this case a 24% discount has been applied - the same as the rest of the Cut Countryside Corridor.

3. Leisure-Net Visitor Survey - Proposed SANG Extension June/July 2017

4. This site is currently not open to the public

5. See Open Spaces Study – Leisure Net Solutions Ltd September 2008

10. The table below shows all the strategic SANGs in Bracknell Forest and shows their mitigation capacity.

**Table 18 Agreed Strategic SANGs in Bracknell Forest**

Site	Mitigation Capacity (persons)	Approximate Mitigation Capacity (dwellings) <sup>(1)</sup>	Date that mitigation capacity starts to be allocated to developments <sup>(2)</sup>
The Cut Countryside Corridor:  Jocks Copse, Tinker's Copse, & The Cut (south) (5.88ha) / Garth Meadows (7.12ha) / Larks Hill (7.58ha) / Piggy Wood (2.06ha) / Anneforde Place (0.9ha)	2,225 persons	963 dwellings	2008
Longhill Park Group:  Longhill Park (9.31ha), Milman Close (0.53ha), Beswick Gardens Copse (0.54ha), Clintons Hill (3.91ha), Lily Hill Park (22.74ha), Whitegrove Copse (3.65ha), Harvest Hill (2.3 ha), Edmunds Green (2.32 ha) and The Chestnuts (1.08 ha).	3,897 + 458 persons from the new SANG sites = 4,355 persons	1,687 dwellings + 198 dwellings from the new SANG sites = 1,885 dwellings	2006
Englemere Pond	3,382 persons	1,464 dwellings	2008
Horseshoe Lake	1,080 persons	467 dwellings	2007
Shepherd Meadows	3,682 persons <sup>(3)</sup>	1,594 dwellings	2012
Ambarrow Court / Hill	1,526 persons	660 dwellings	2007
Great Hollands Recreation Ground Woodland	484 persons	209 dwellings	After adoption of this SPD
Bigwood	1,337 persons	578 dwellings	After adoption of this SPD
Popes Meadow	525 persons	227 dwellings	After the adoption of this SPD
<b>TOTAL</b>	<b>18,596</b>	<b>8,495 dwellings</b>	

1. This is based on an average of 2.31 persons per dwelling however is only an approximate figure since it not know what size of dwellings will come forward. There may be a large number of smaller dwellings or fewer larger dwellings.
  2. Remaining SANG capacity for some SANGs is much lower than the mitigation capacity figures shown in columns 2 and 3 since some capacity has already been allocated to developments.
  3. SANG capacity equivalent to 500 dwellings is not available to Bracknell Forest developments as BFC has agree with Surrey Heath BC that developments in Surrey Heath can be mitigated by this SANG where suitable).
12. Therefore it is estimated that the open spaces listed above have the capacity to mitigate against a total of **18,596** additional people if enhancements are implemented. Some of this capacity has however already been used up (equivalent to 6,676 persons). For developments that are located between 5km - 7km of the SPA a lower SANG standard is likely to be applied. The SANGs will therefore be able to mitigate for a higher number of residential developments in this SPA buffer zone.
13. These SANG catchment areas cover the entire borough with the exception of a very small north-east section; however this area is predominantly designated as a Special Area of Conservation and owned by the Crown Estate so development proposals are highly unlikely to come forward in this area. Maps of these SANGs and their catchment areas are shown in Appendix 6.
14. The broad enhancements to these areas of open space are set in Open Space Management Plans which have been or will be agreed with NE and are listed on the [Council's website](#) These will be reviewed approximately every 5 years in agreement with NE, in consultation with other partners where relevant.

## Appendix 4: Bespoke SANGs

**Table 19 Agreed and Emerging Bespoke SANGs in Bracknell Forest**

Site (Site Allocations policy reference where applicable)	Size (ha)	Discounted Mitigation Capacity (persons) <sup>(1)</sup>	Approx. Mitigation Capacity (dwellings)	SANG	Status
Amen Corner North (SA6 Land at Amen Corner North, Binfield)	9.9	1,237	535	Will form part of West Binfield SANG when linked to Popes Meadow	Likely to become operational in 2018.
Blue Mountain (SA7 Land at Blue Mountain, Binfield)	12.99	1,585	686	Blue Mountain SANG	Planning permission granted. SANG available before development first occupied.
Broadmoor (SA4 Land at Broadmoor, Crowthorne)	8	1,000	432	Broadmoor SANG	Planning permission granted subject to a s106 agreement. 8ha of this SANG will come forward as part of the Cricket Field Grove development. The SANG will need to be extended as more residential development comes forward.
Cabbage Hill West (SA9 Land at Warfield)	12.88	1,610	696	Forms part of The Cut Countryside Corridor	Open to the public in 2016. To be transferred to the Council for long term management. Forms part of the Cut Countryside Corridor SANG.
Cabbage Hill West Surplus Land	tbc	tbc	tbc	Would form part of the Cut	Emerging SANG subject to a release of covenant and

Site (Site Allocations policy reference where applicable)	Size (ha)	Discounted Mitigation Capacity (persons) <sup>(1)</sup>	Approx. Mitigation Capacity (dwellings)	SANG	Status
				Countryside Corridor SANG.	potential visitor survey.
Frost Folly	12.57	1,571	680	Frost Folly SANG	Planning permission granted. First phase SANG enhancement works due to be completed in 2018. Land to be transferred to BFC for long term management.
Land South of Foxley Lane	13.32	1,616	699	Would form part of the West Binfield SANG	Emerging SANG - dependent on a Planning Appeal.
Manor Farm (SA9 Land at Warfield)	0.5ha	-	-	Forms part of the Cut Countryside Corridor	Open to the public and transferred to the Council for long term management.
Peacock Meadows	35.57	4,446	1,924	Forms part of the wider West Brackell SANG when linked with Tarman's Copse, Bigwood and Riggs Copse.	Open to the public and transferred to the Council for long term management.
Riggs Copse (SA8 Land at Amen Corner South, Binfield)	tbc	tbc	tbc	Will form part of the wider West Brackell SANG when linked with Peacock Meadows, Bigwood and Tarman's Copse.	Emerging SANG - will become operational after Amen Corner South application is approved.
River Cut	tbc	tbc	tbc	Would form part of the Cut	Emerging SANG subject to agreement

Site (Site Allocations policy reference where applicable)	Size (ha)	Discounted Mitigation Capacity (persons) <sup>(1)</sup>	Approx. Mitigation Capacity (dwellings)	SANG	Status
				Countryside Corridor SANG.	of SANG Management Plan.
Tarman's Copse	9.68	1,090	471	Forms part of the wider West Brackell SANG when linked with Peacock Meadows, Bigwood and Riggs Copse.	Subject to the agreement of the SANG Management Plan.
TRL, Crowthorne (SA5 Land at Transport Research Laboratory, Crowthorne)	42.5	5,312	2,299	Will form part of the South Bracknell SANG when linked to Great Hollands Recreation Ground.	Likely to become operational in 2018.
Warfield Park	11.2	tbc	tbc	Standalone SANG.	Planning permission granted - mitigation for the extension of Warfield Park.

1. Based on 8ha/1,000 population. Some sites may require a higher level of mitigation than this.

Bespoke SANGs may have excess SANG capacity which can be allocated to developments in their catchment area in addition to those for which they were originally constructed. This needs to be carried out with the permission of the owner of the SANG and agreed with the Council and NE. The maps in Appendix 6 show the locations and catchment areas of the agreed Bespoke SANG sites.

## Appendix 5: Private Third Party SANGs

Private Third Party SANGs may have SANG capacity available which can be allocated to developments in their catchment area. This needs to be carried out with the permission of the owner of the SANG and agreed with the Council and NE.

**Table 20 Emerging Private Third Party SANGs**

SANG (Site)	Size	Mitigation Capacity	Status
Moss End SANG, Warfield	25.5	tbc	Emerging SANG - planning permission applied for.
Silverdene	2.87	tbc	Emerging SANG - planning permission applied for to extend the Ambarrow Court / Hill SANG.
Windmill Farm	12.09	tbc	Emerging SANG - planning permission applied for.



# Appendix 6 SANG Maps and Catchment Areas

The following maps show the SANGs in Bracknell Forest which have been agreed to date as set out in section 3.8. There is a detailed map of each SANG describing which sites are strategic, bespoke or brought forward by a third party. A map of the catchment area of each SANG is also included. Where SANGs comprise more than one site, these sites are linked by footpaths, bridleways and sometimes by smaller open spaces. This detail is not shown in the SPA SPD but can be found in the Open Space (SANG) Management Plans, some of which are still to be agreed with NE.

Figure 4 Ambarrow Court / Hill SANG

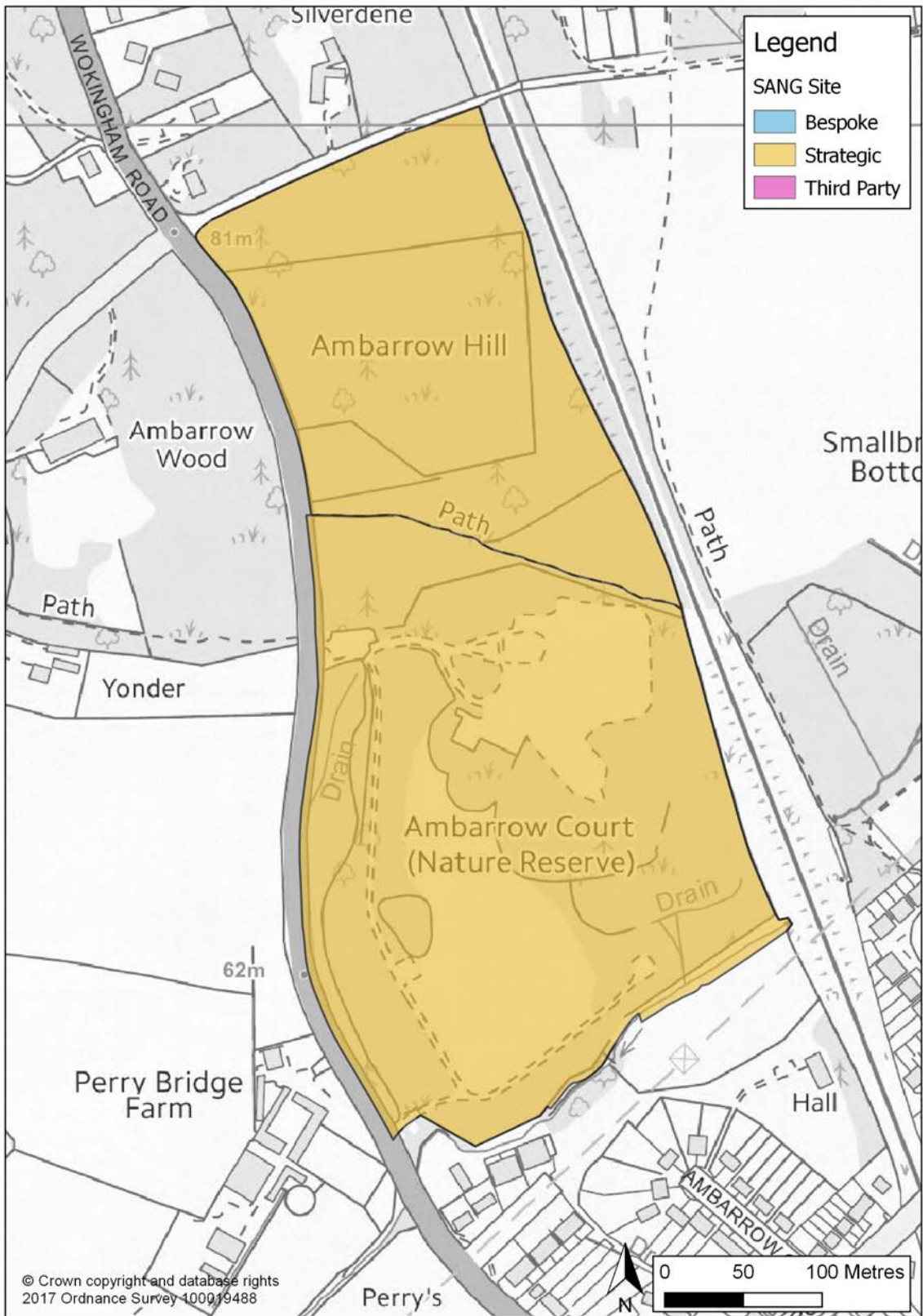


Figure 5 Ambarrow Court / Hill SANG 4km Catchment

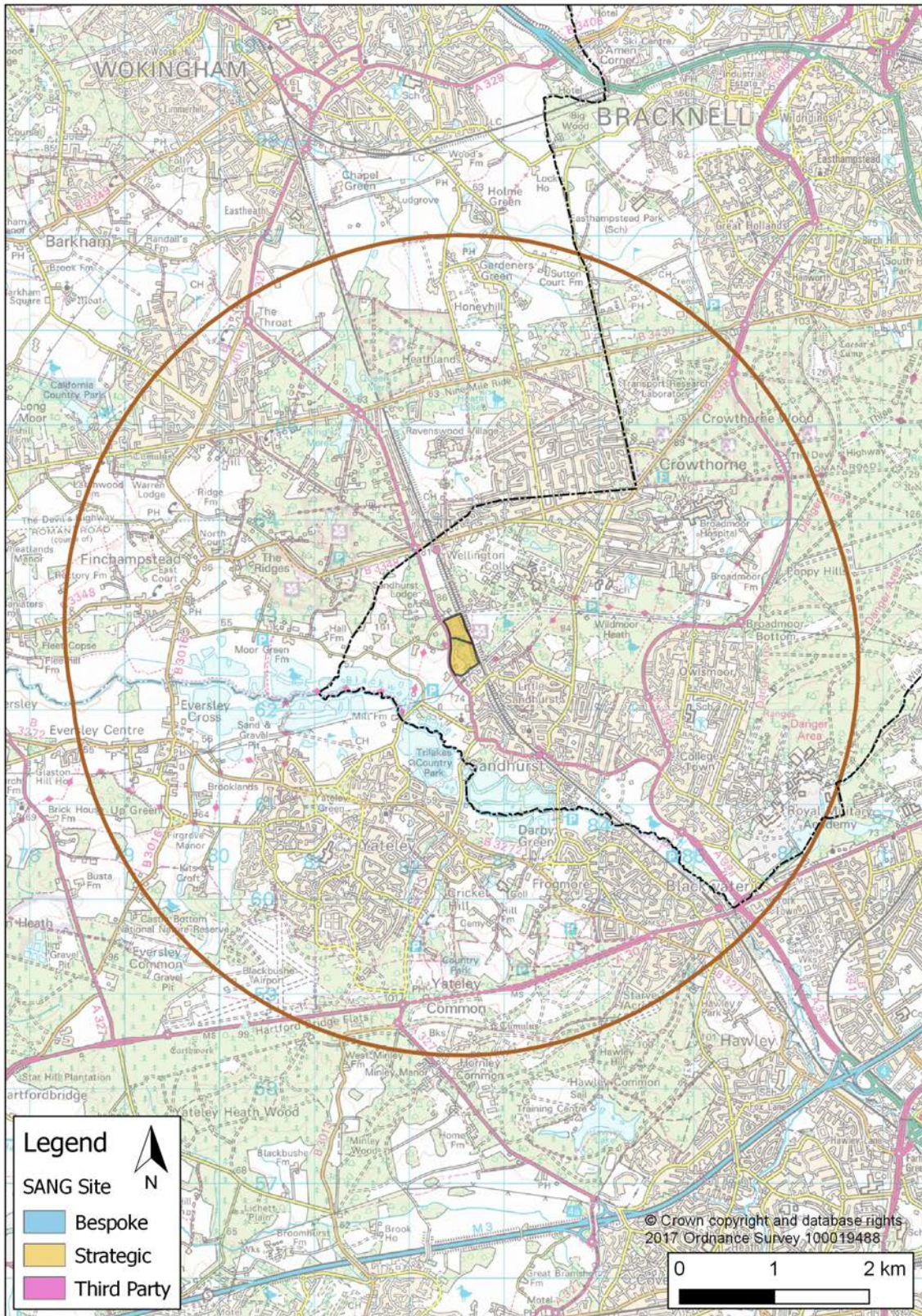


Figure 6 Blue Mountain SANG

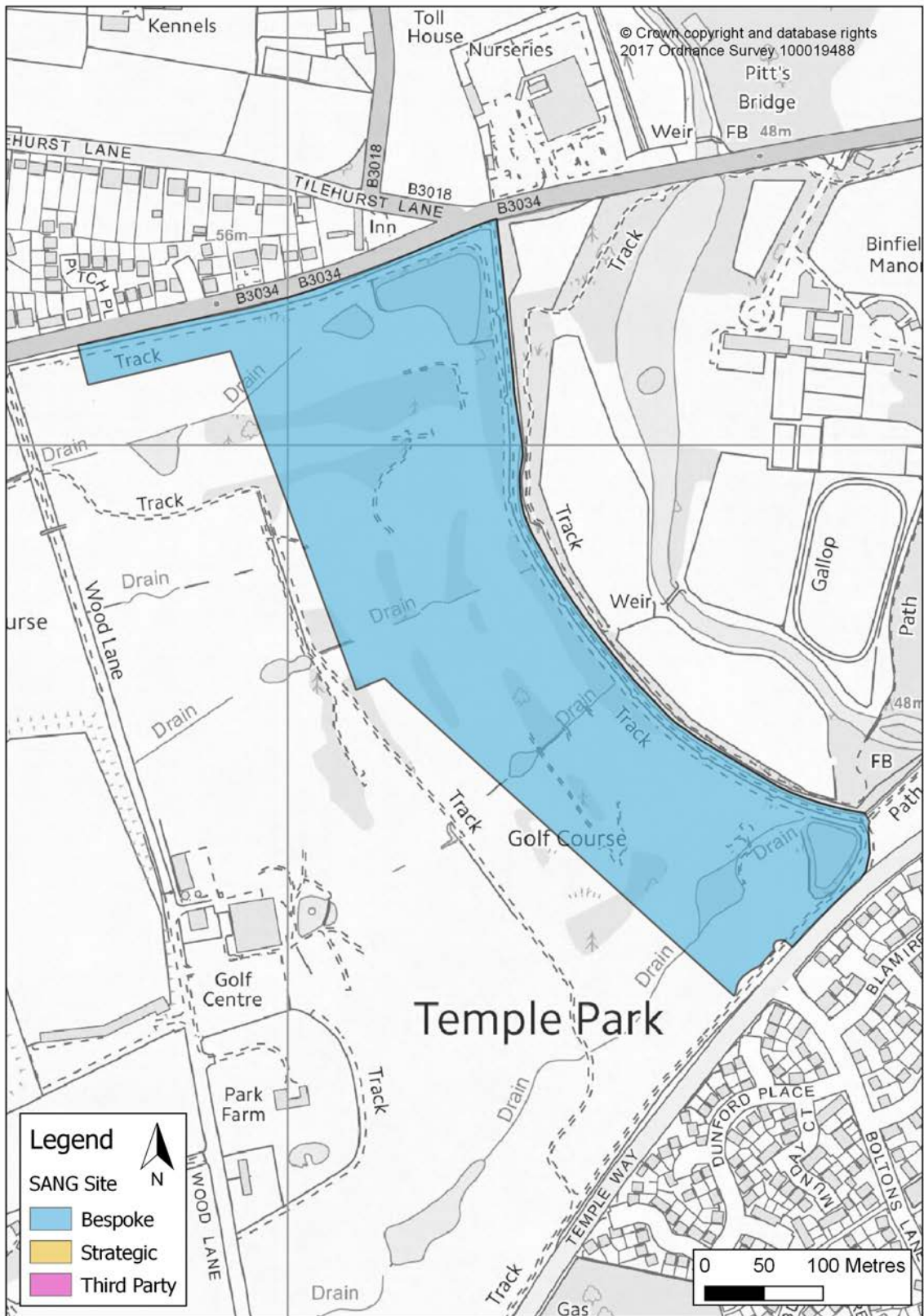


Figure 7 Blue Mountain SANG 4km Catchment

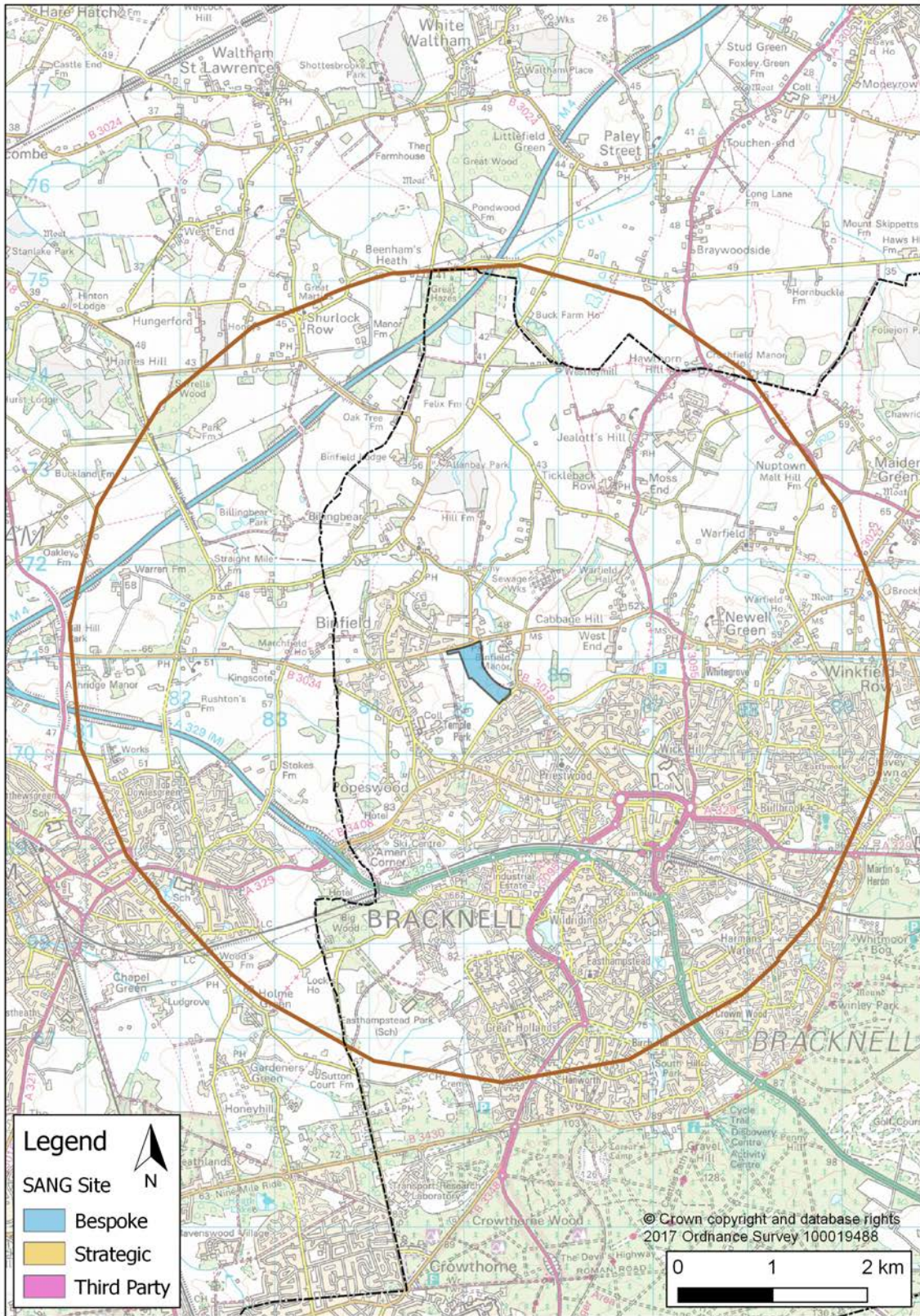


Figure 8 Broadmoor SANG

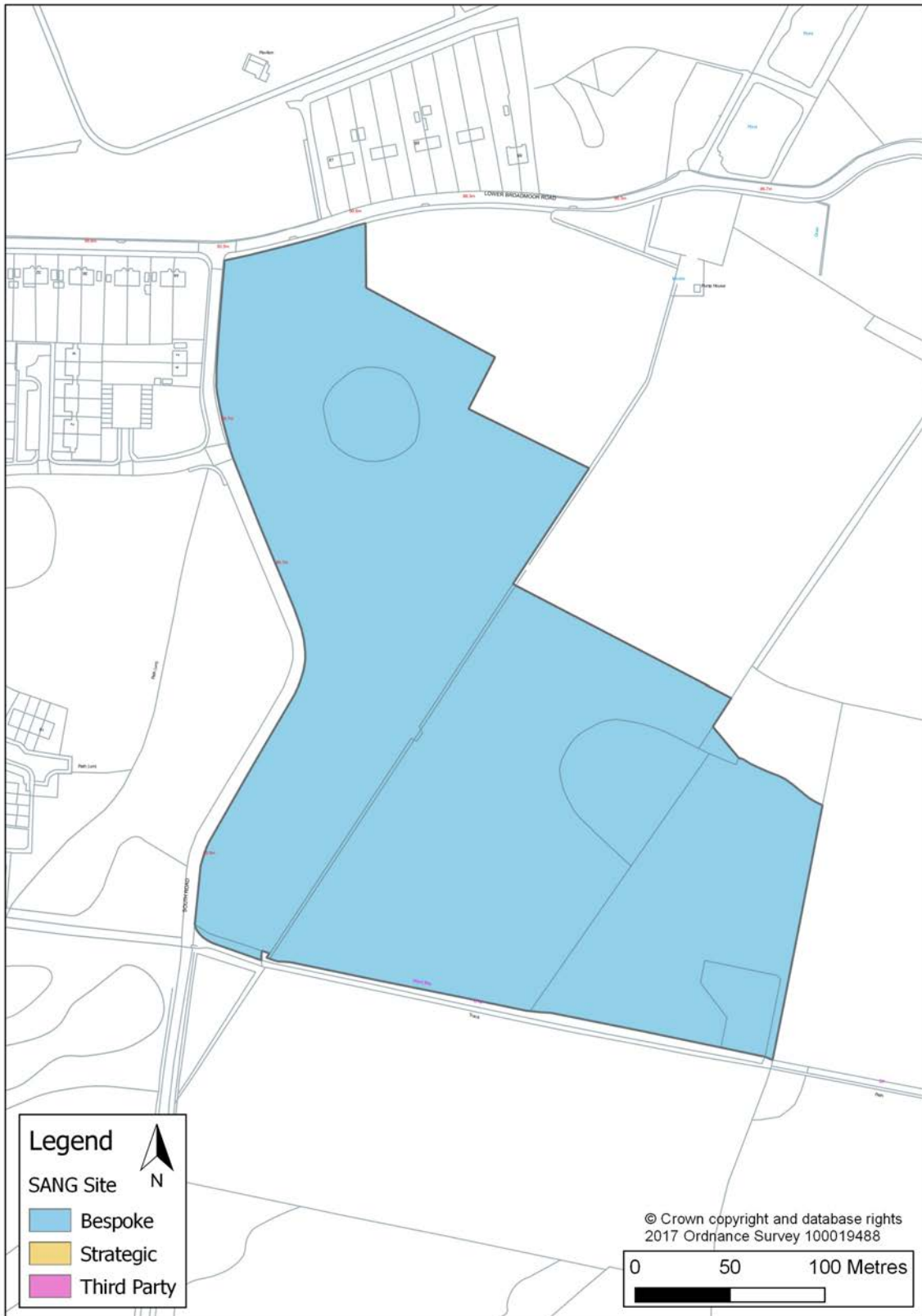


Figure 9 Broadmoor SANG 2km Catchment

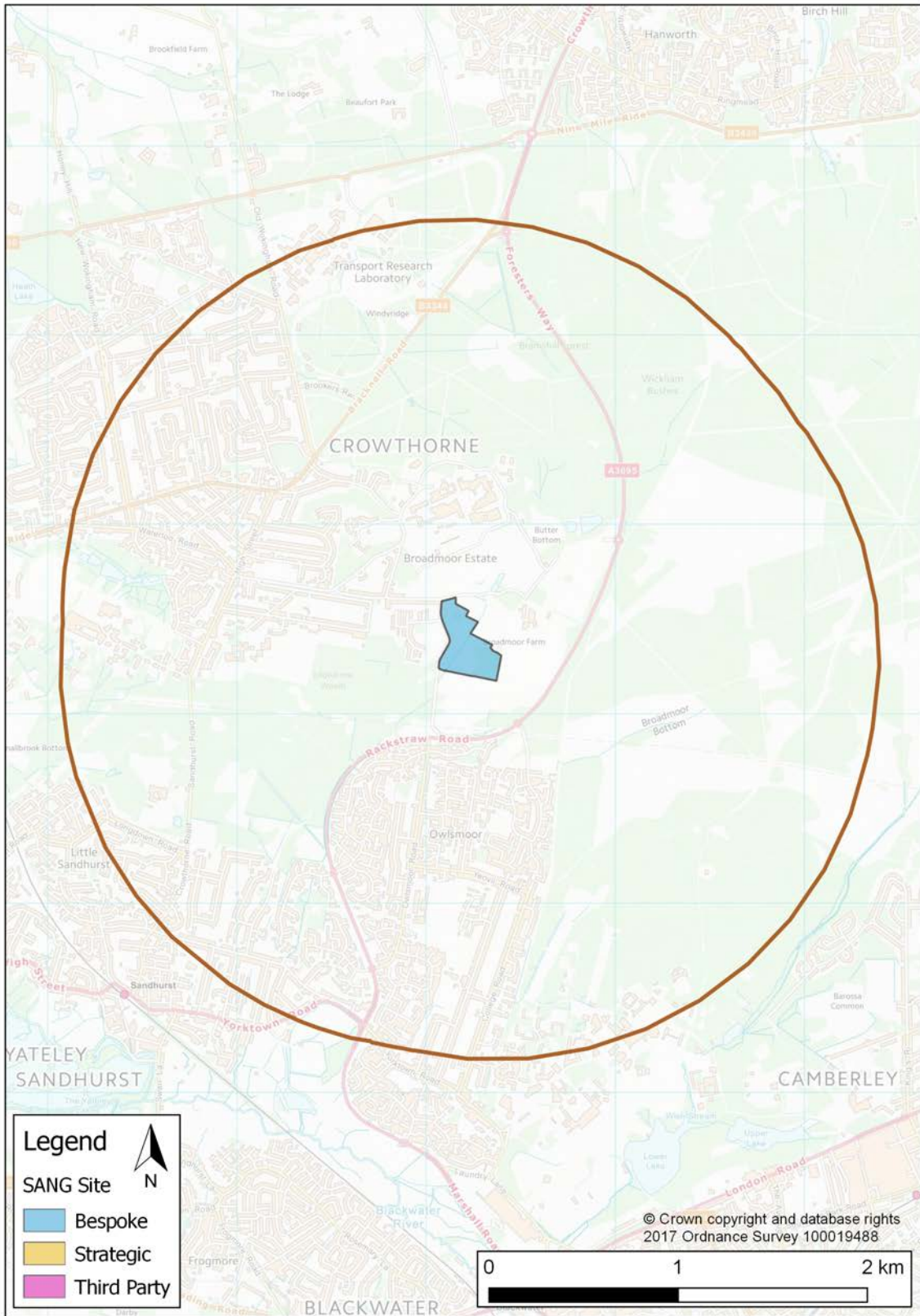


Figure 10 Cut Countryside Corridor SANG

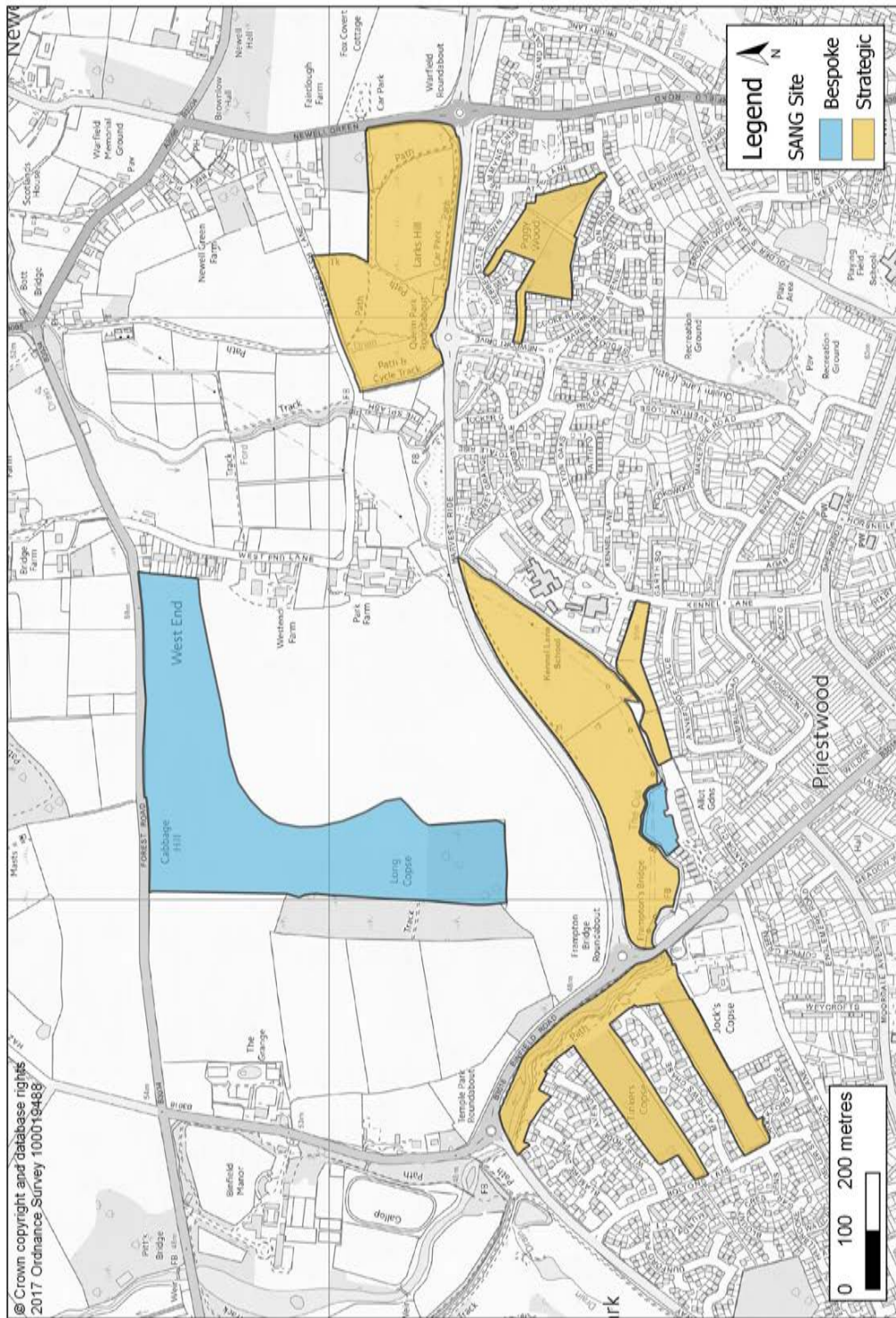




Figure 11 Cut Countryside Corridor SANG 5km Catchment

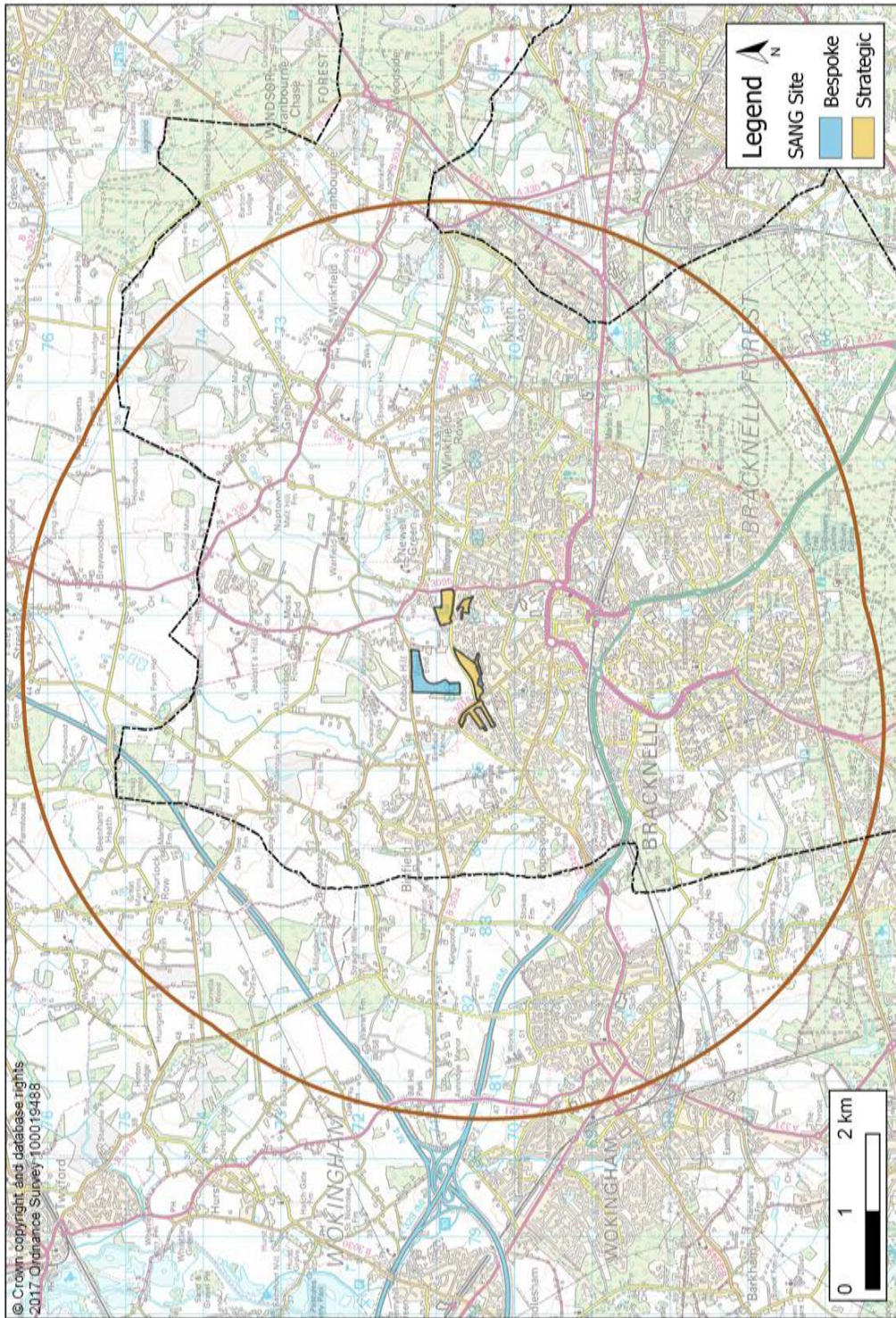


Figure 12 Englemere Pond SANG

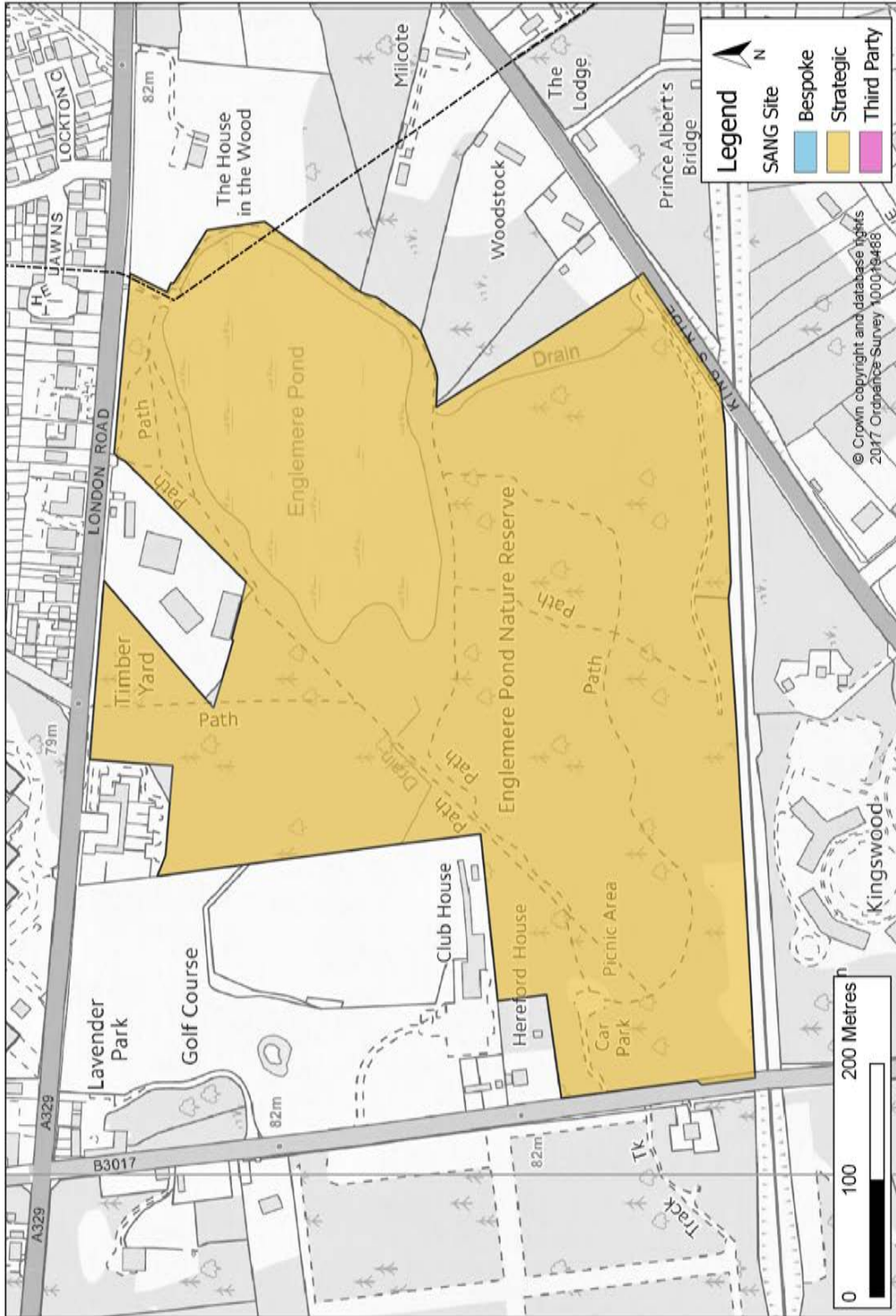


Figure 13 Englemere Pond SANG 5km Catchment

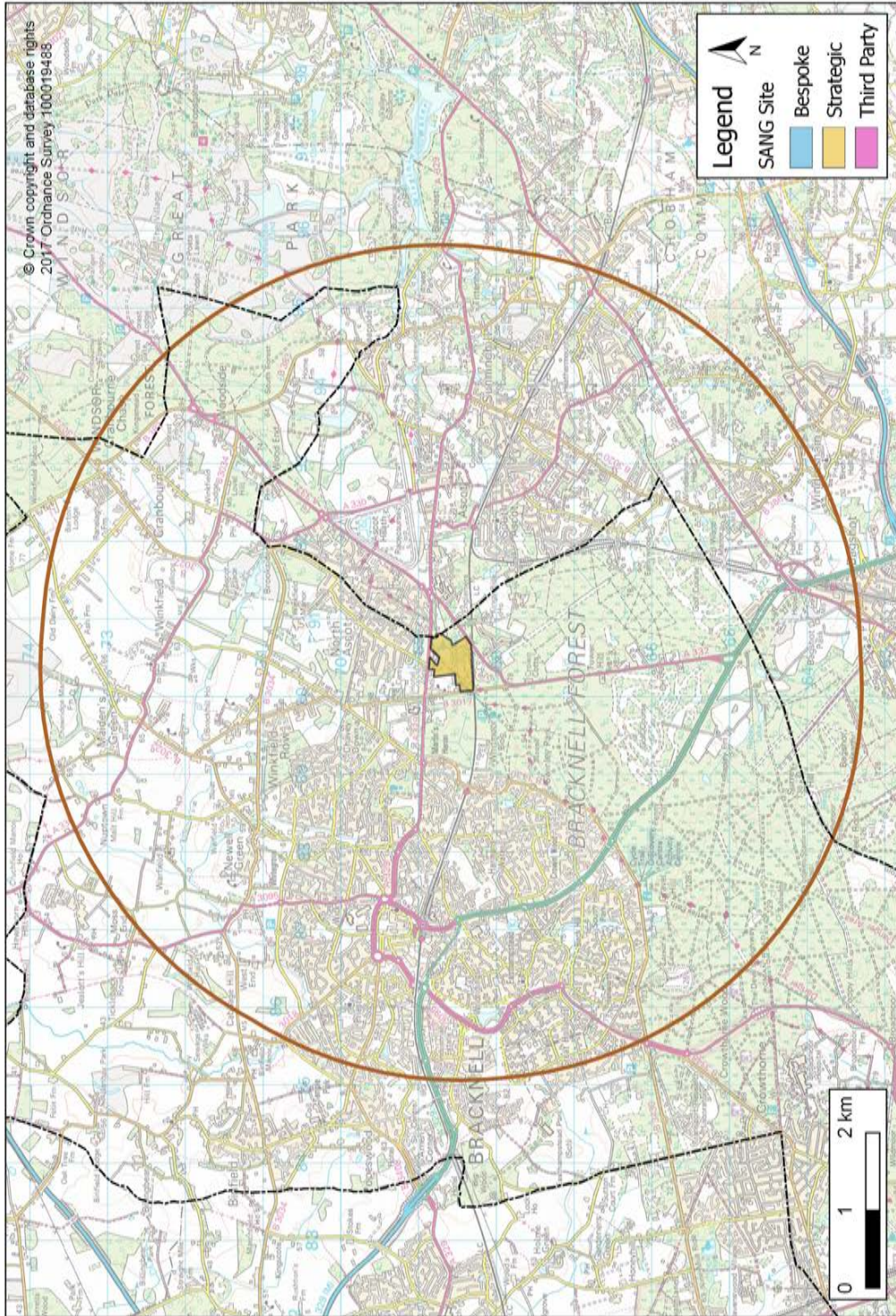


Figure 14 Frost Folly SANG

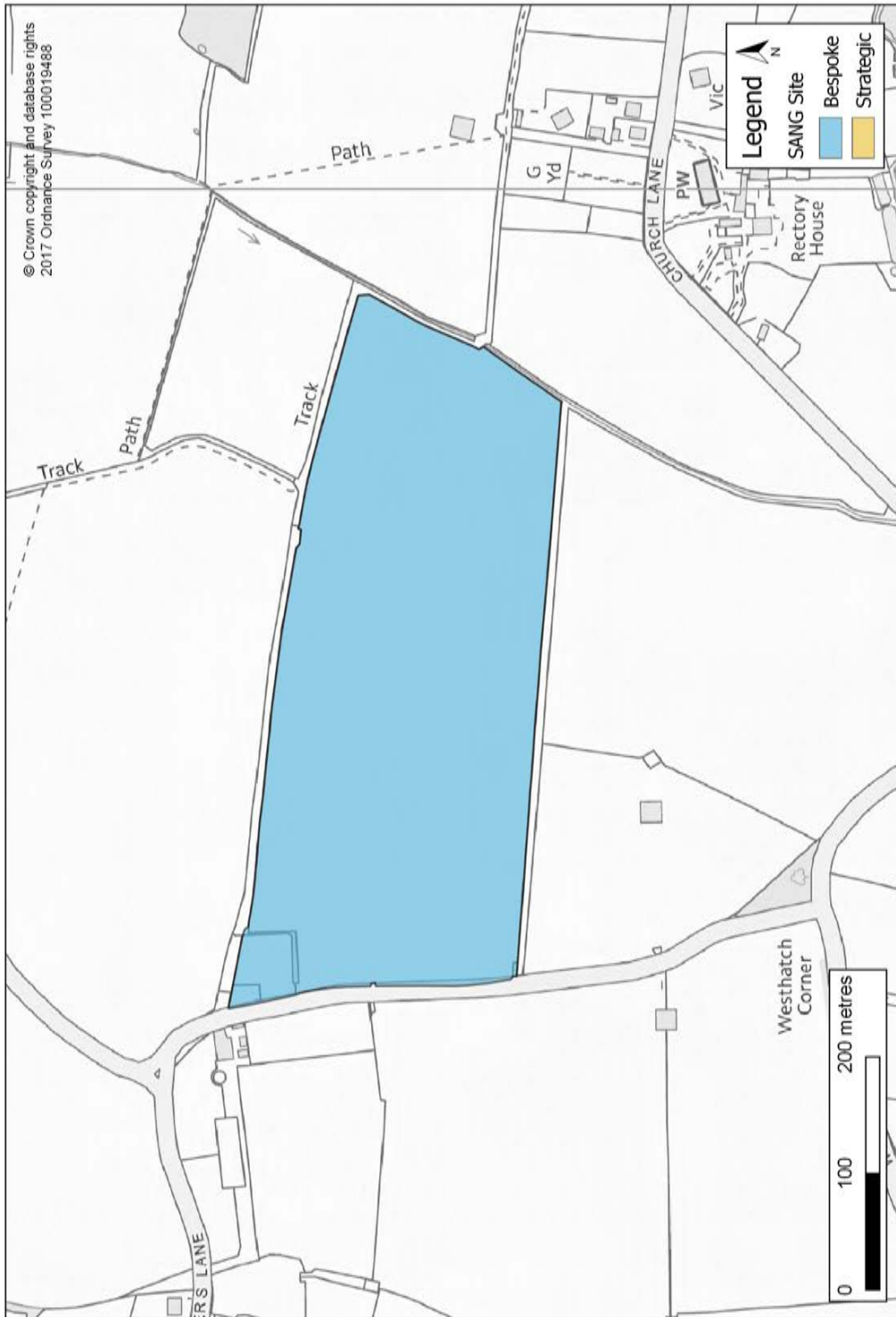


Figure 15 Frost Folly SANG 4km Catchment

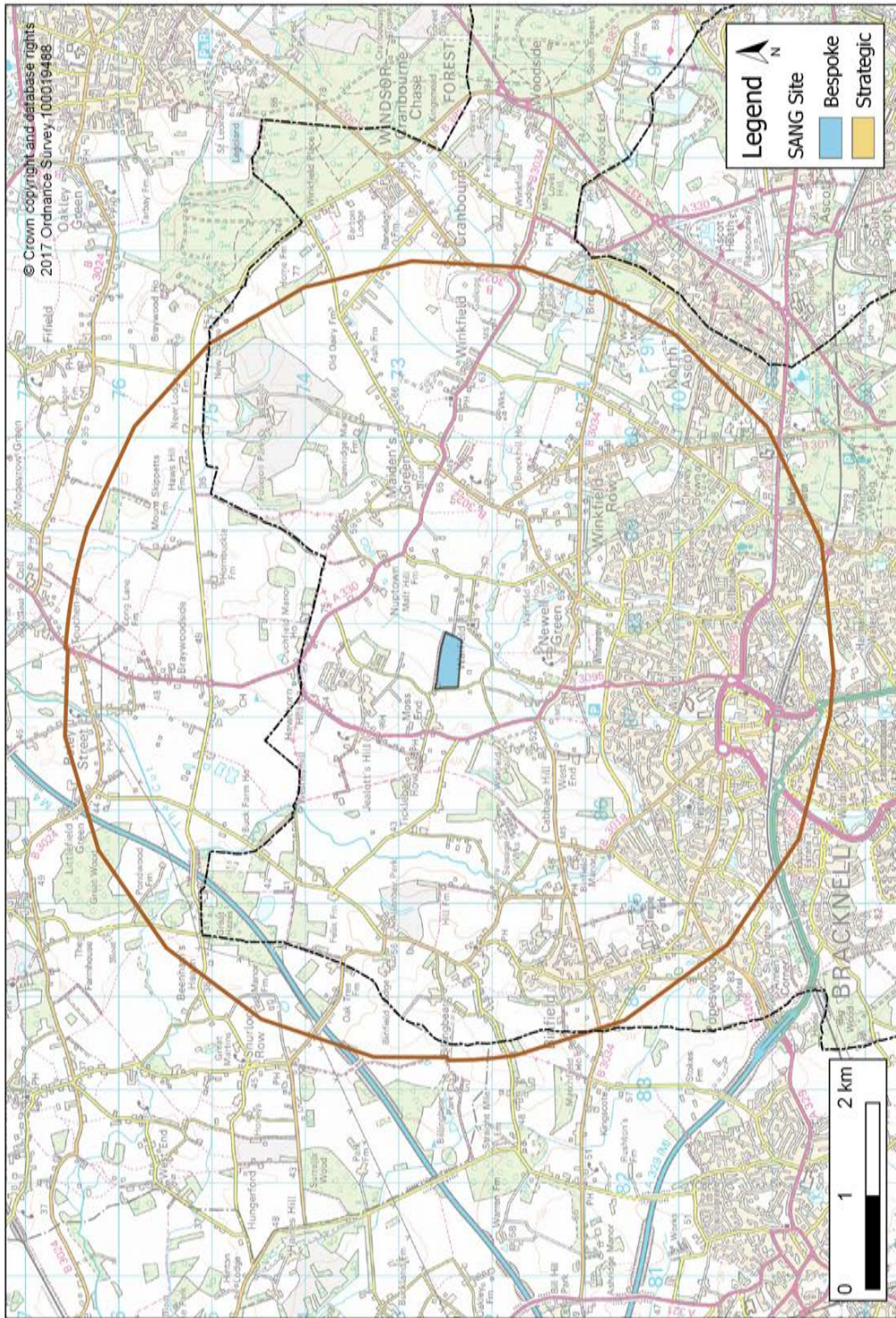


Figure 16 Horseshoe Lake SANG

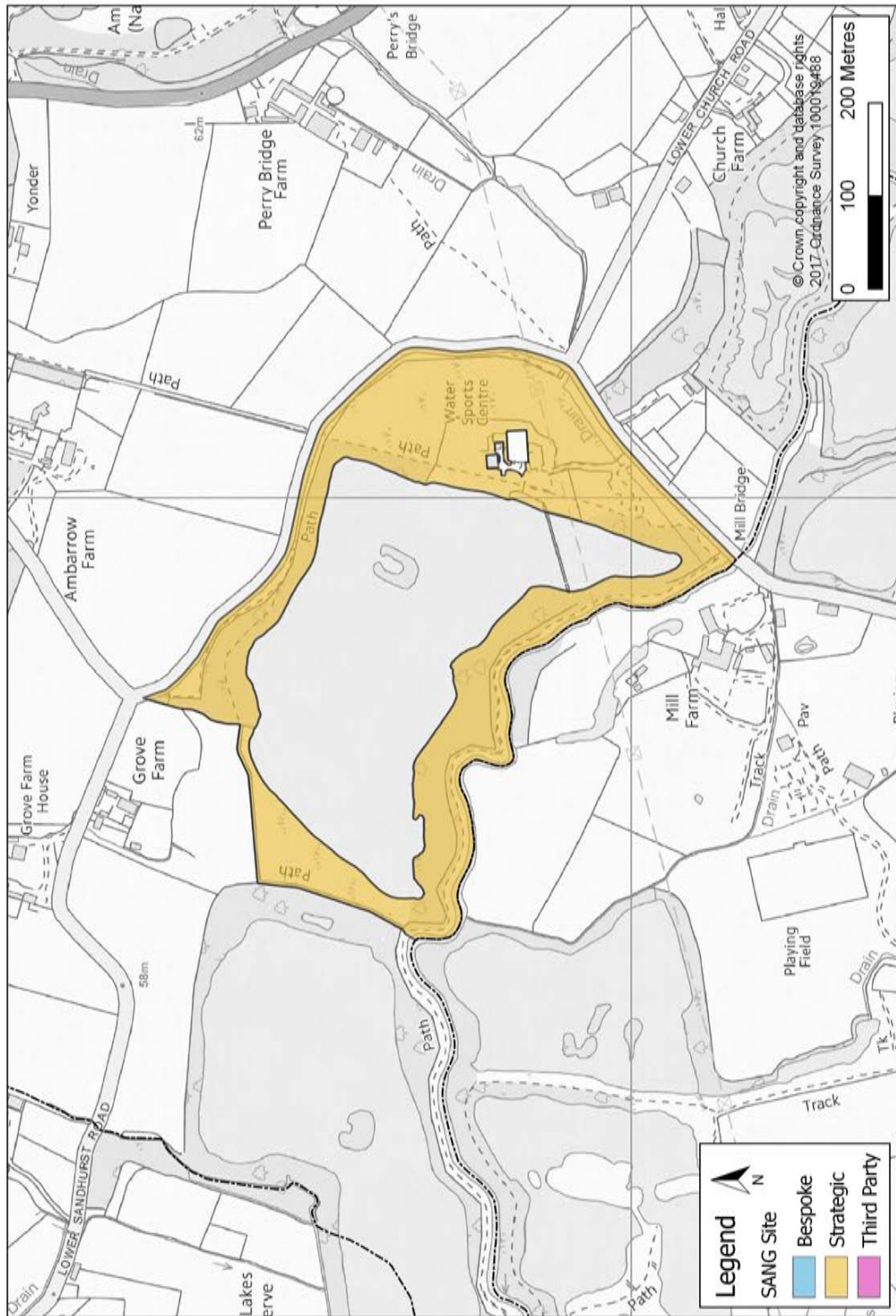


Figure 17 Horseshoe Lake SANG 4km Catchment

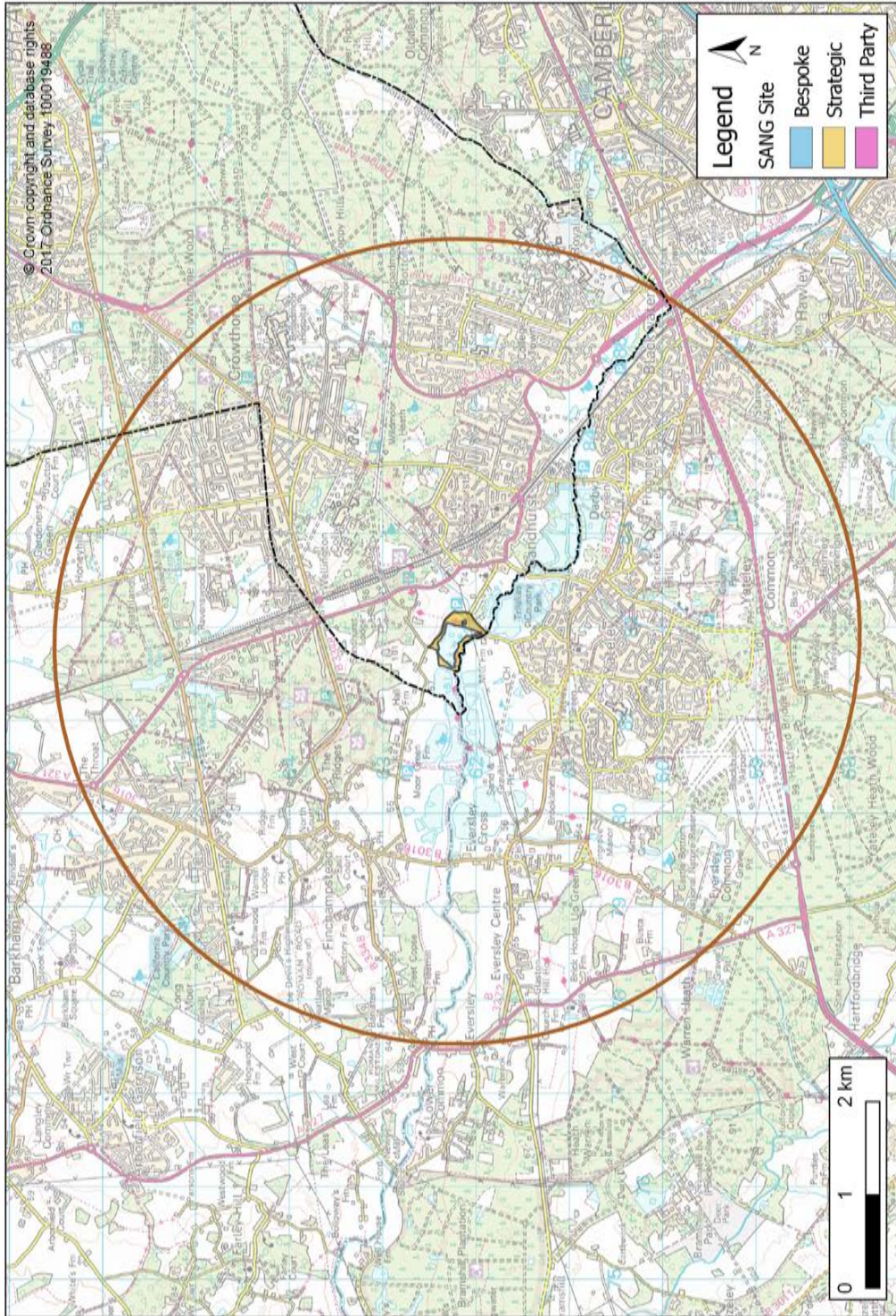


Figure 18 Bullbrook SANG

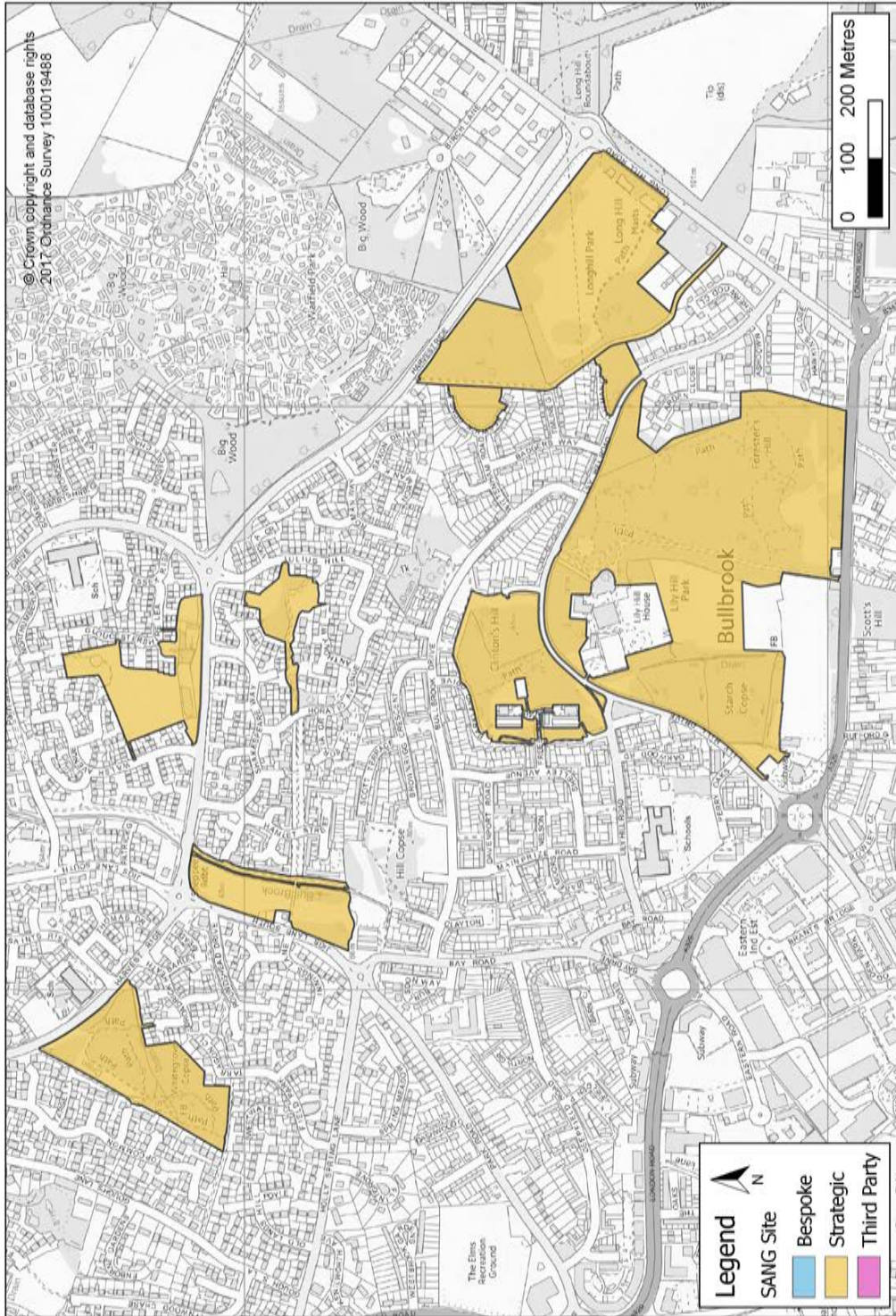




Figure 19 Bullbrook SANG 5km Catchment

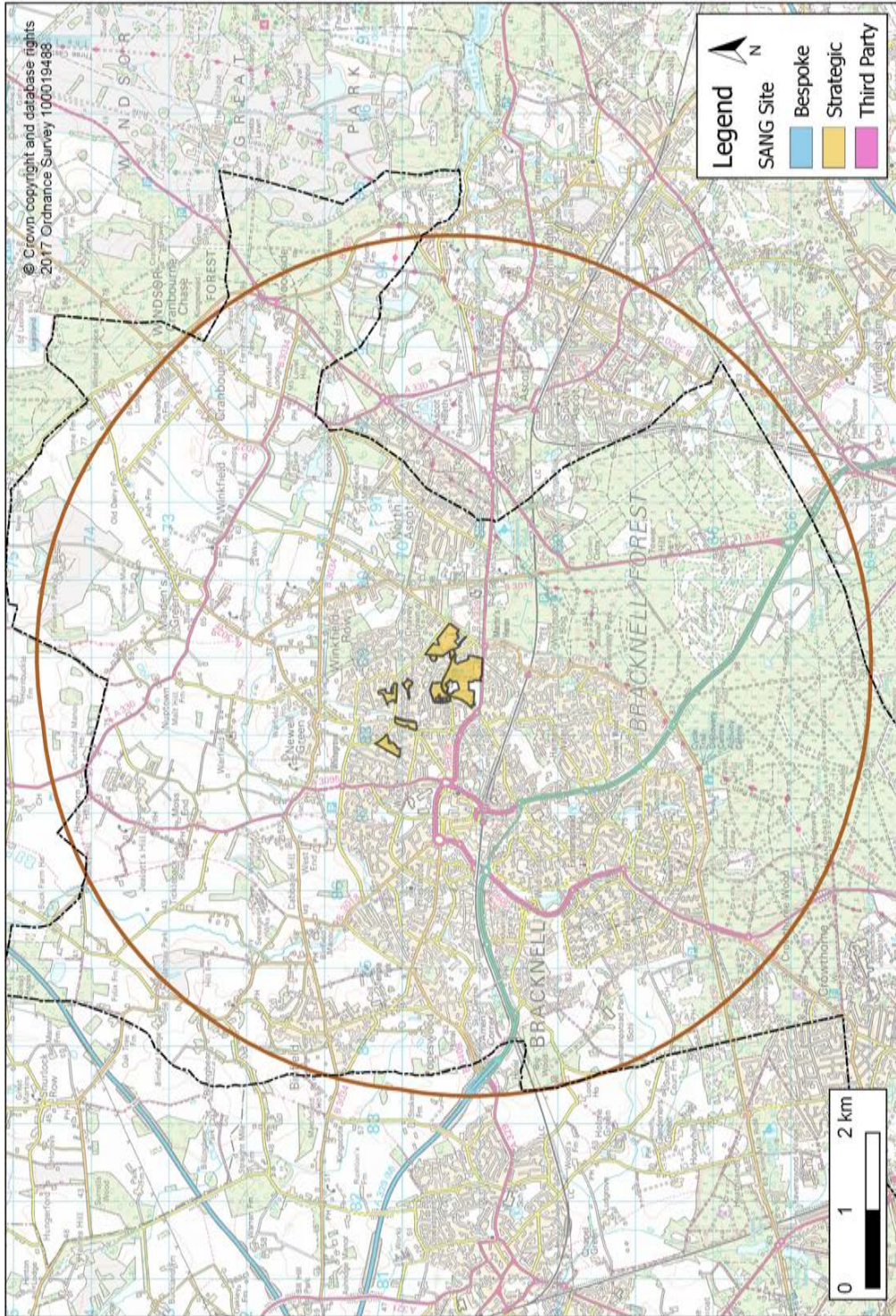
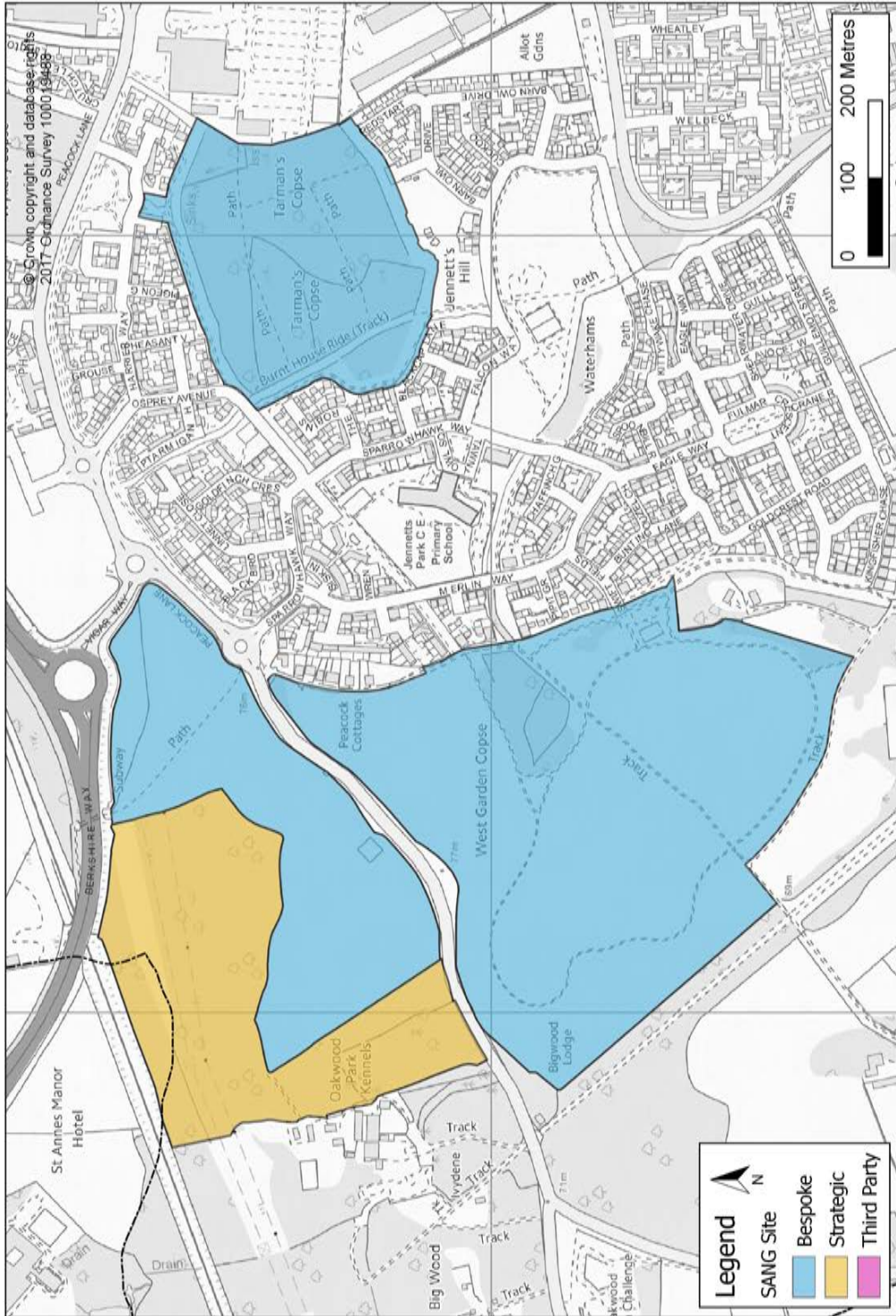


Figure 20 West Bracknell SANG



Picture 1 West Bracknell SANG 5km Catchment

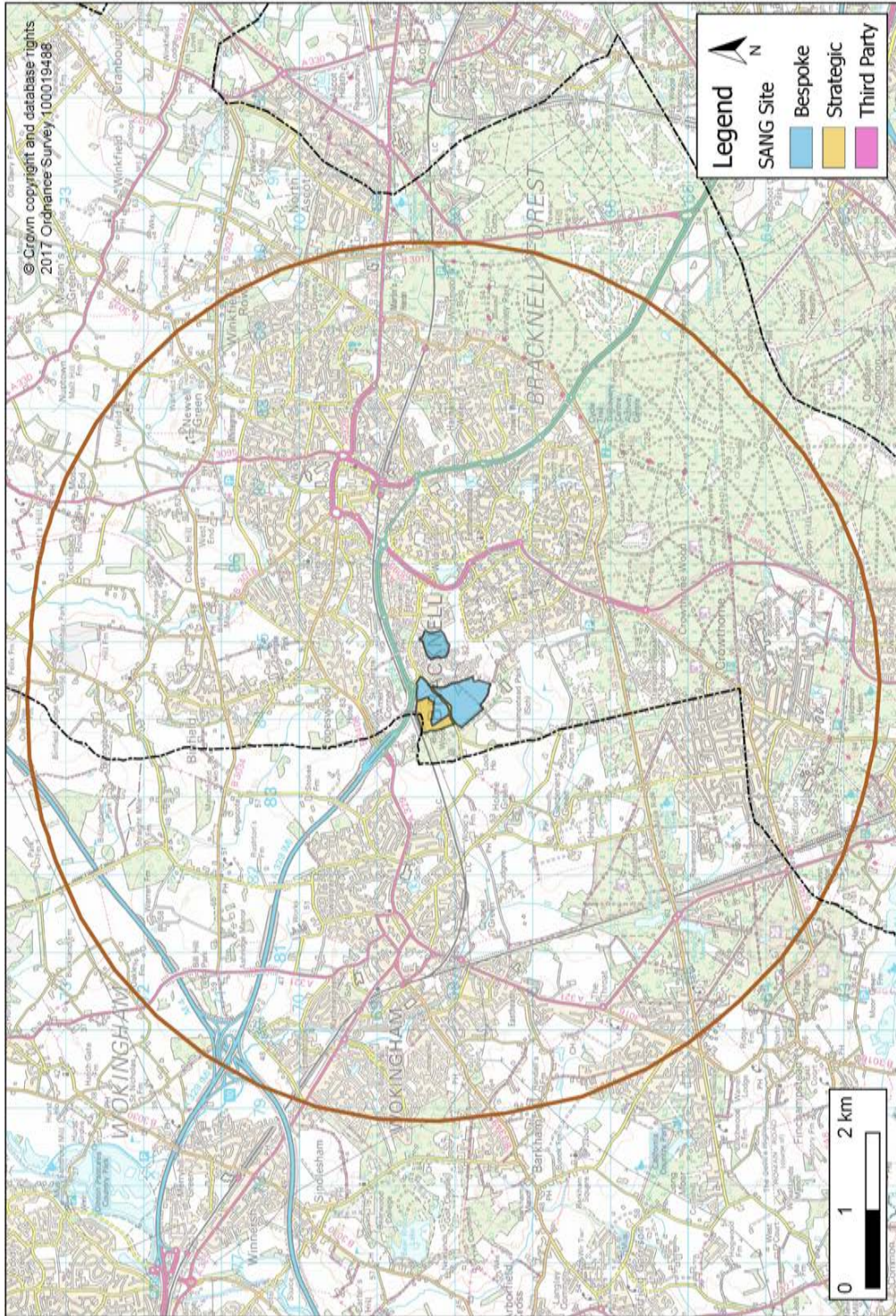


Figure 21 Shepherd Meadows SANG

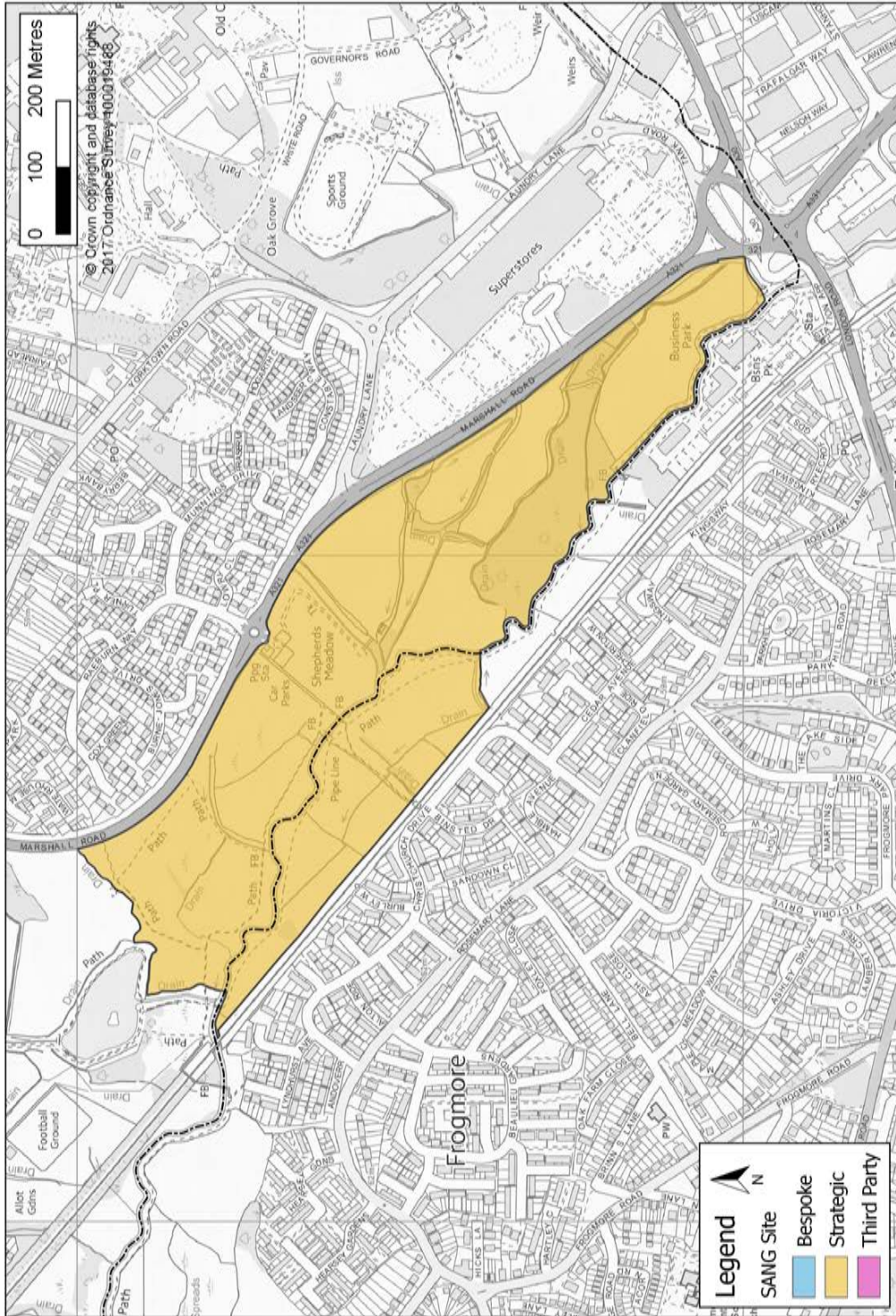


Figure 22 Shepherd Meadows SANG 5km Catchment

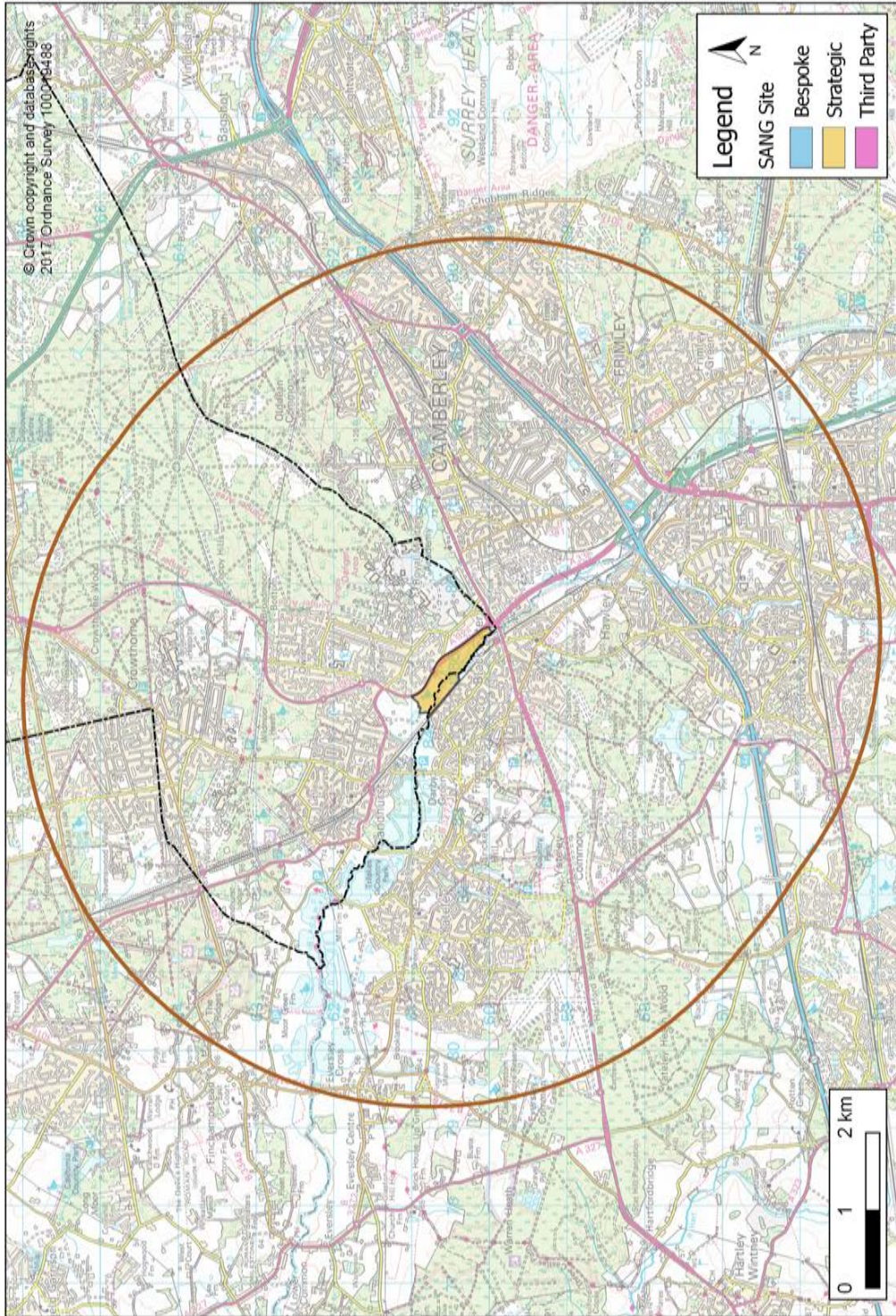


Figure 23 South Bracknell SANG

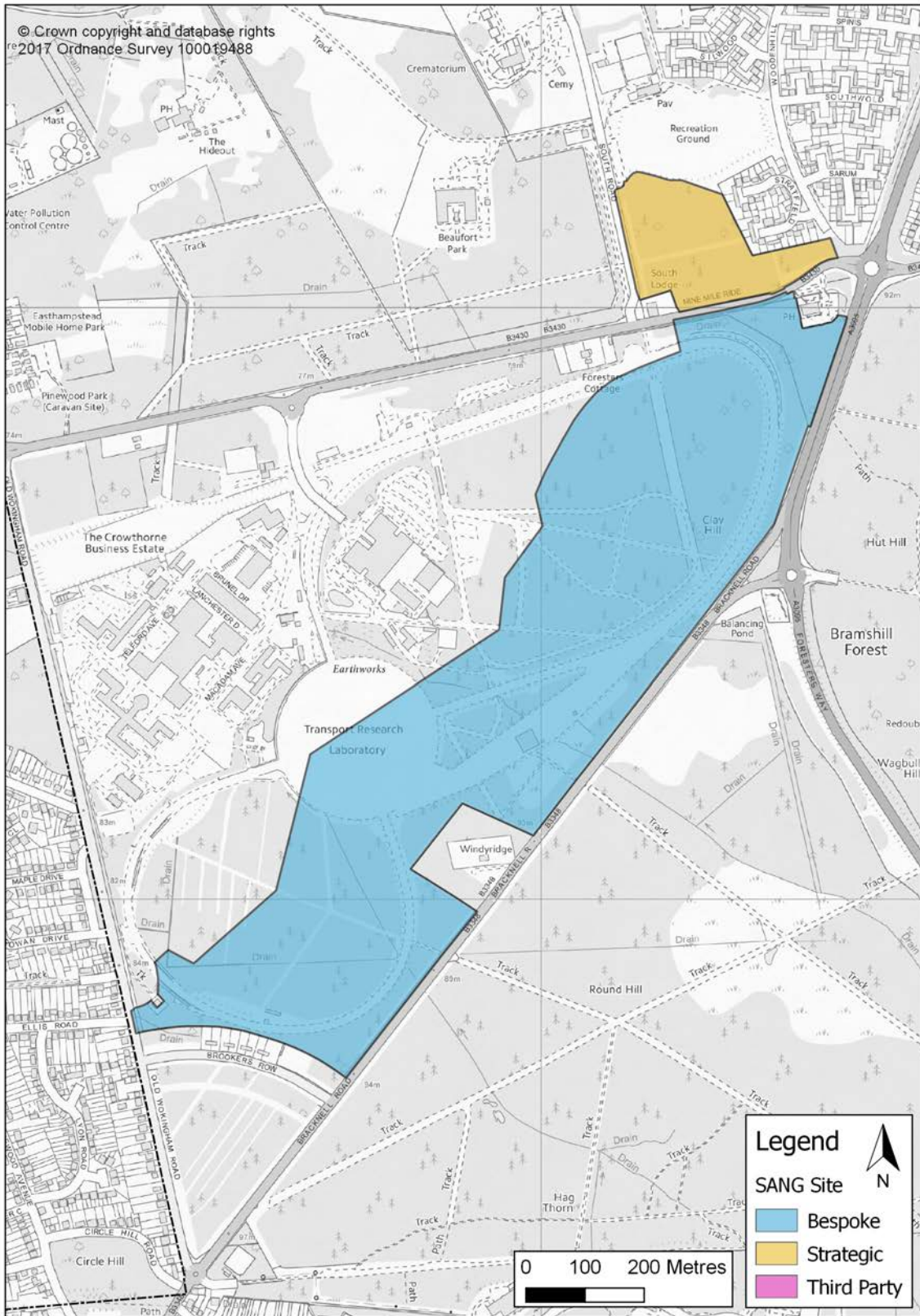


Figure 24 South Bracknell SANG 5km Catchment

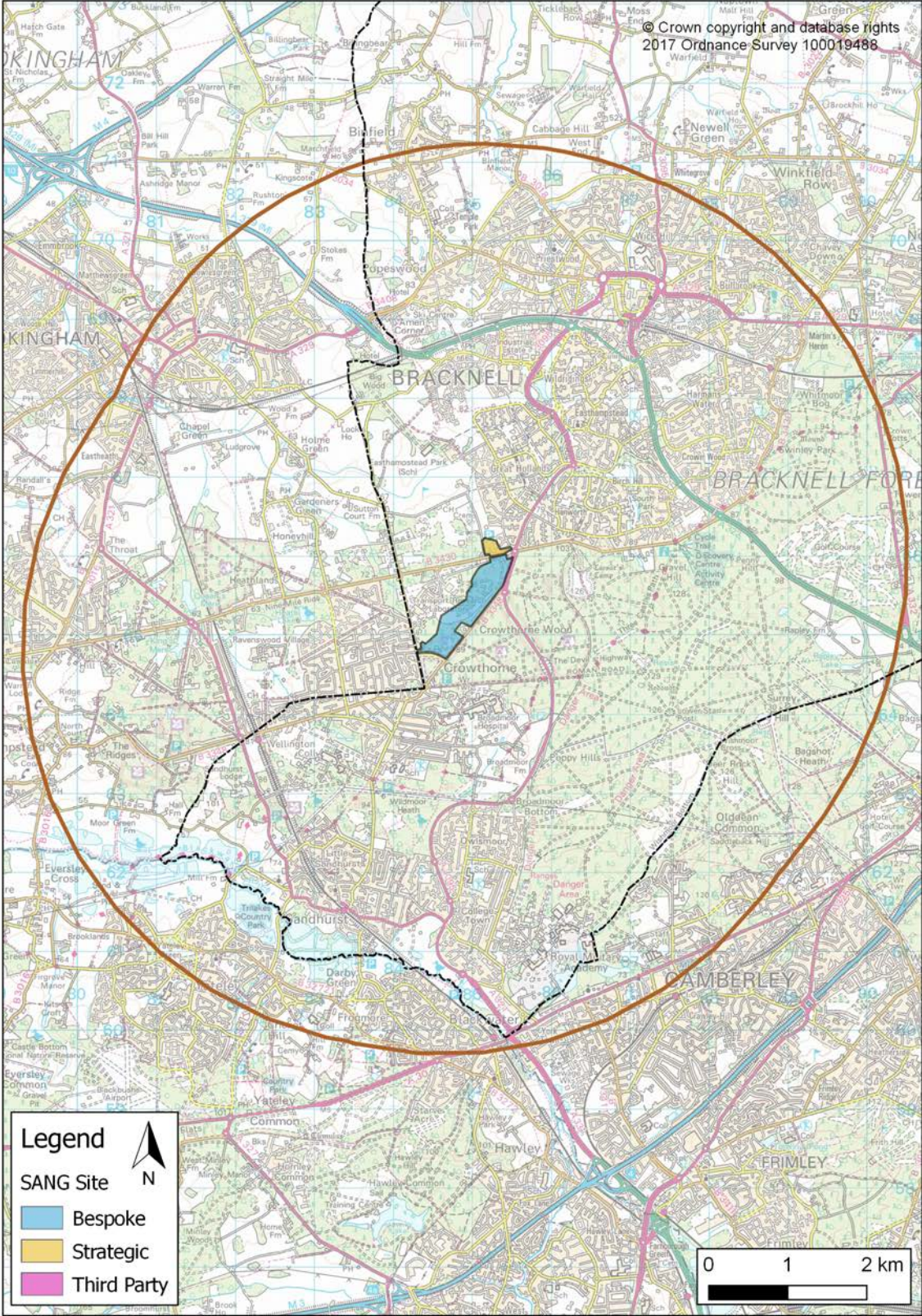


Figure 25 Warfield Park SANG

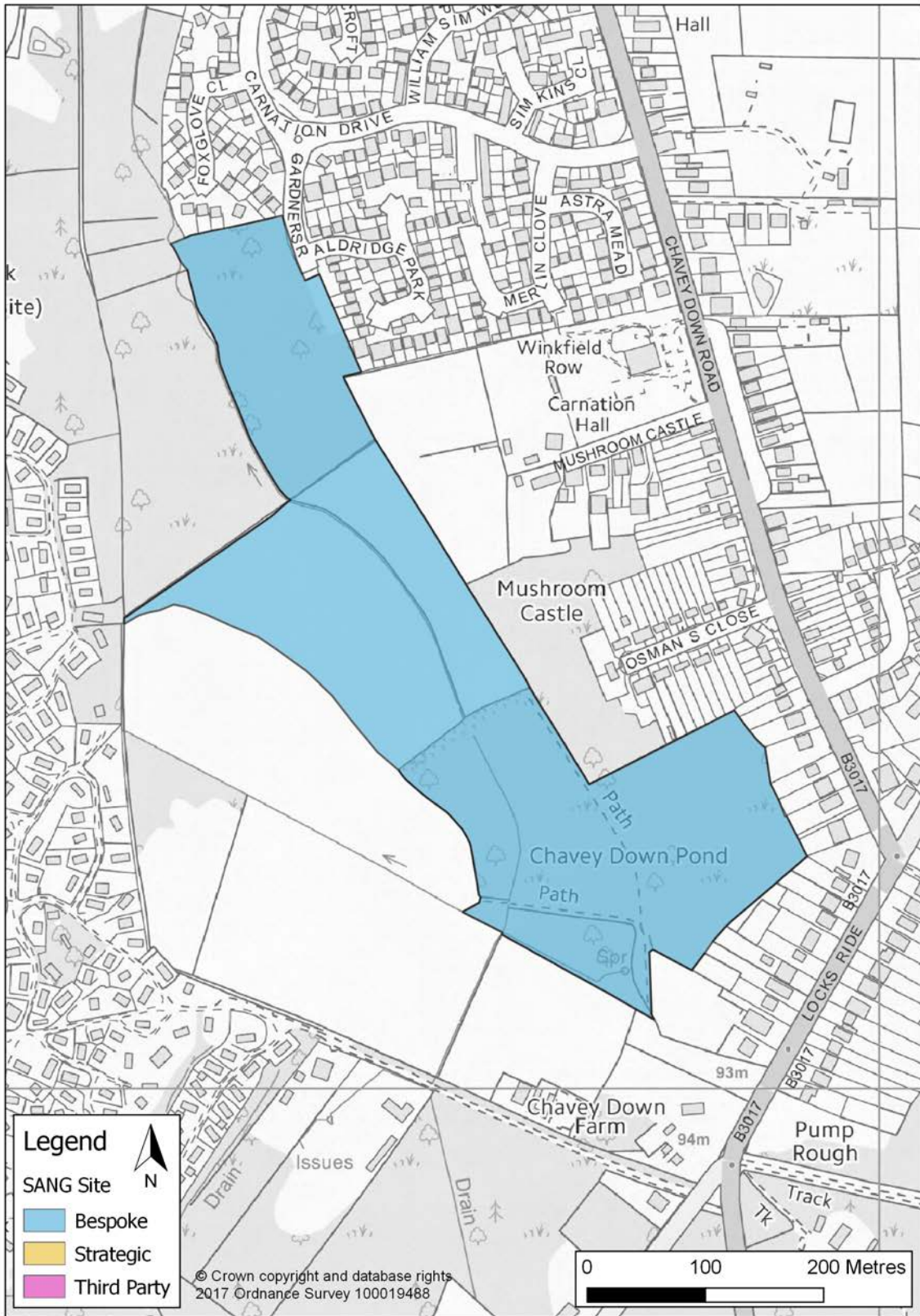




Figure 26 Warfield Park SANG 400m Catchment

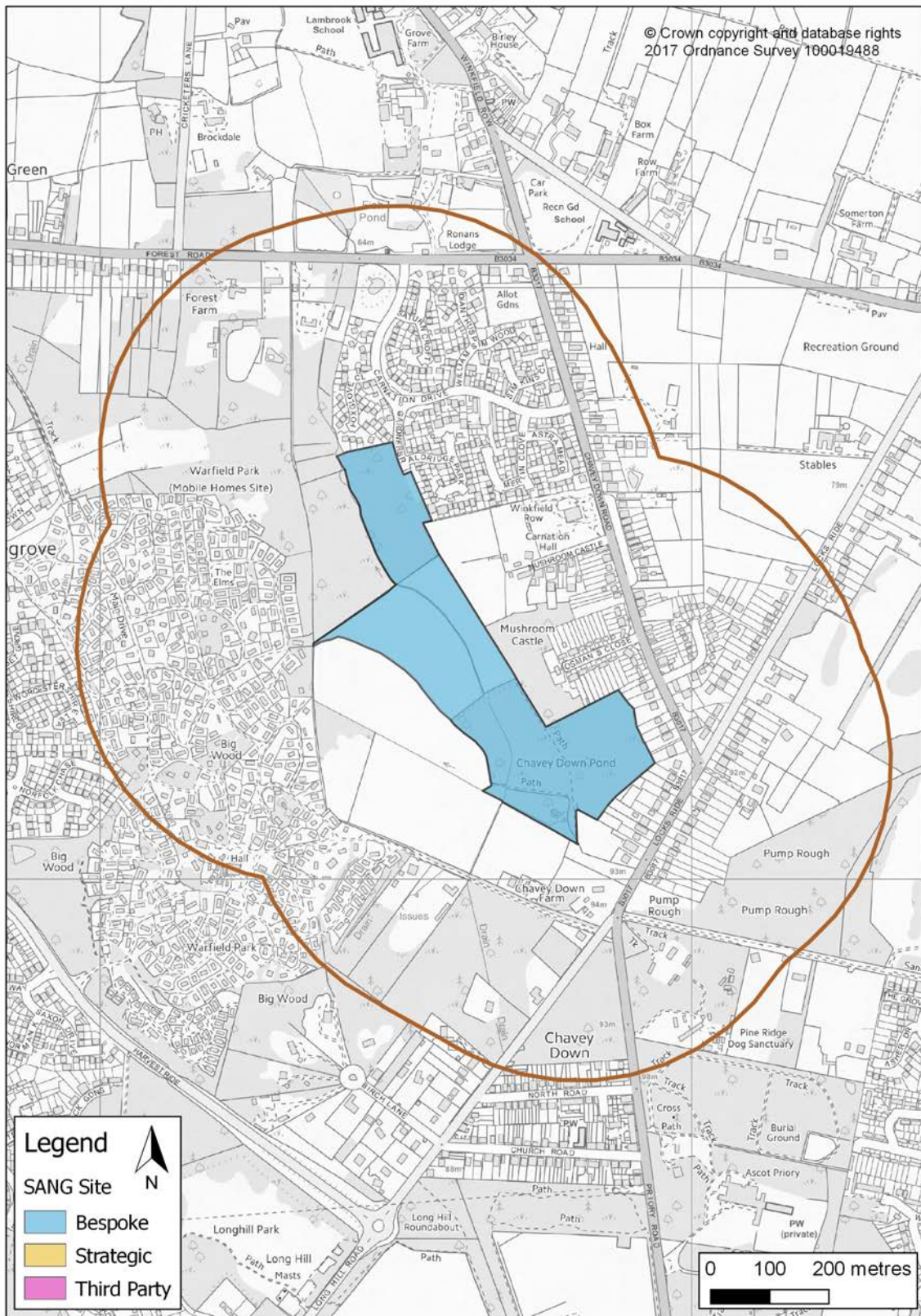


Figure 27 West Binfield SANG

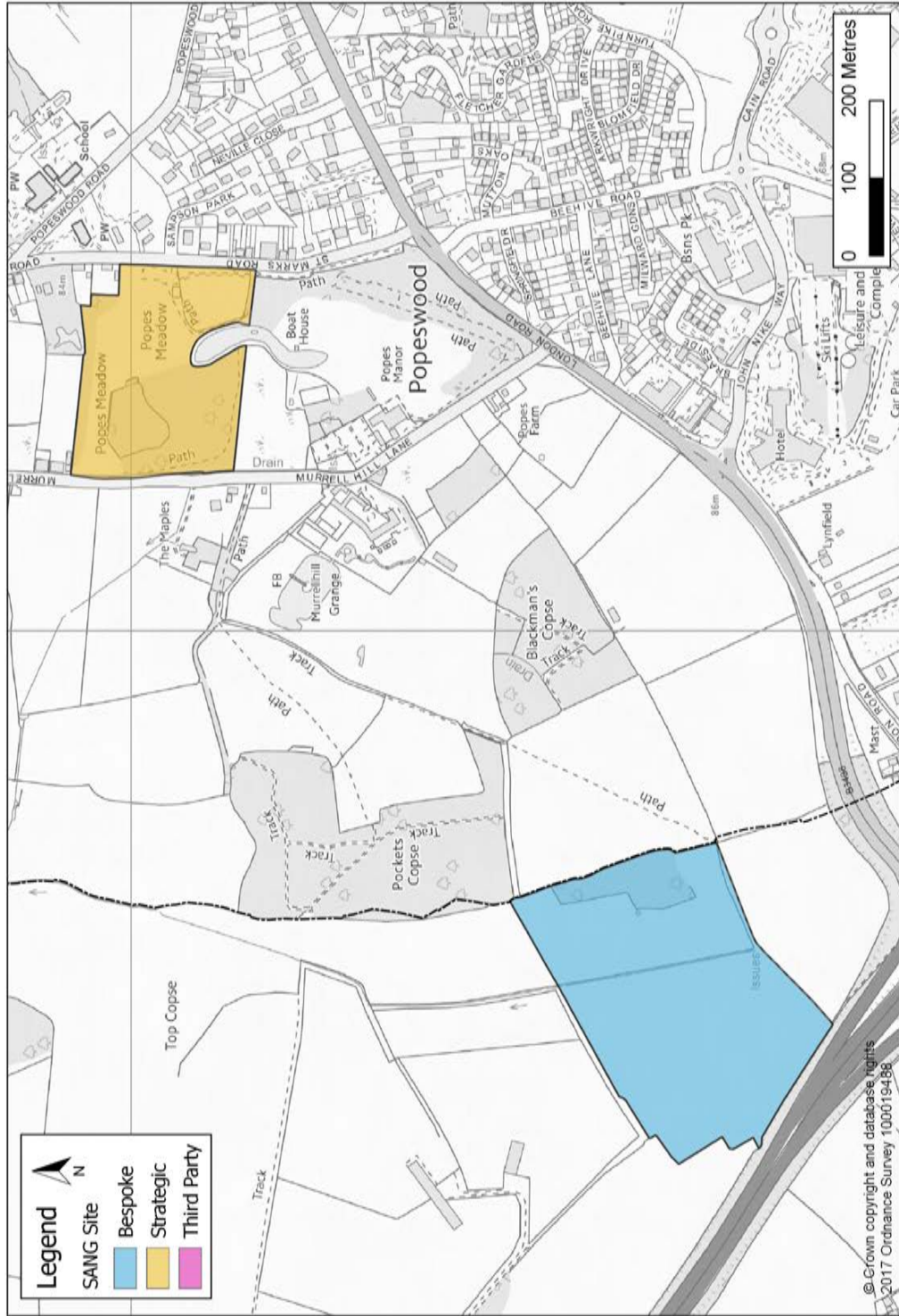


Figure 28 West Binfield SANG 4km Catchment



# Appendix 7: SPA Avoidance and Mitigation Contributions

1. The following information summarises potential expenditure relating to delivery of the Bracknell Forest Council Thames Basin Heaths SPA Avoidance and Mitigation SPD.
2. The measures identified are those which will require a lead role to be implemented by the Parks and Countryside Service and the Strategic Access Management and Monitoring (SAMM) Project. The focus is on land management initiatives outside of the designated SPA as well as access management and monitoring on the SPA.
3. It should be noted that mitigation proposals require the provision and management of public open space at a level above and beyond that which is normally sought by developer contributions.
4. Englemere Pond and Shepherd Meadows include Sites of Special Scientific Interest (SSSIs) and it is a statutory requirement that the SSSIs are maintained in a favourable condition by the landowners. Therefore, the financial contribution towards enhancing these sites to provide an alternative to the SPA is in addition to the finances required for management of the interest features for which the SSSI is designated.
5. Relevant action can be broken down into three main activities:-
  - Enhancement of SANGS;
  - Maintenance and management of SANGS in perpetuity;
  - Access management and monitoring within and/or directly relating to the Special Protection Area.

## 1. SANGs Contributions

### a) SANG Enhancement Works

**Table 21 SANG Enhancement Works**

SANG Sites	Cost (£) <sup>(1)</sup>
<b>1. The Cut Countryside Corridor</b> including Jock's Copse, Tinkers Copse, The Cut (south), Garth Meadows, Larks Hill, Piggy Wood and Anneforde Place (Link with Bracknell Town Council)	£285,750 TCC+ £36,480 (Anneforde Place) = £322,230
<b>2. Shepherd Meadows SANG</b> (Link with Sandhurst Town Council)	£102,170
<b>3. Englemere Pond SANG</b> (Link with The Crown Estate)	£224,808
<b>4. Horseshoe Lake SANG</b> (Link with Blackwater Valley Countryside Partnership)	£150,670
<b>5. Bullbrook SANG</b> including Longhill Park, Lily Hill Park, Milman Close, Beswick Gardens Copse, Clintons Hill, Whitegrove Copse, Harvest Hill, The Chestnuts and and Edmunds Green	£149,850 (Longhill Park Group) + £185,450 (Lily Hill Park) + £38,375 (Whitegrove Copse, Harvest Hill, The Chestnuts and Edmunds Green) = £373,675
<b>6. Ambarrow Court/ Hill SANG</b> (Link with the National Trust)	£157,675
<b>7. Great Hollands Recreation Ground</b>	£40,570
<b>8. Bigwood</b>	£207,644
<b>9. Popes Meadow</b>	£125,564
Total Enhancement Costs	£1,705,006
Total including indexation	£1,771,501
Minus spend to date	£361,381
<b>Total including indexation</b>	<b>£1,410,120</b>

1. Identified within relevant Open Space Management Plans (OSMPs) or estimates where OSMP not yet produced.

#### **b) Additional Annual Maintenance in Perpetuity**

6. There are costs associated with the management of green space (managed by the Council, or partner body such as Bracknell Town Council) which vary significantly across the borough.
7. In general terms, expenditure will be highest where there is the greatest provision of formal facilities such as surfaced paths and parking. However, a pre-requisite of potential mitigation land is that it is semi-natural and encompasses some of the special qualities of the SPA.
8. It should be noted that there is an existing 'base level' of management of the proposed mitigation sites, which is not being funded through these contributions. However, successful delivery (particularly effective re-distribution of visitors) will require an increase to the existing management levels for the specific sites.
9. Accordingly, the costs identified below relate specifically to the sustainable management of the proposed enhancement to be implemented as a result of SPA mitigation measures.

<b>Additional maintenance requirements incl. staffing</b>	Based on 3 new rangers plus maintenance.	<b>£176,877</b> per annum in perpetuity
---	--	---

#### **c) Administration and Education**

10. Of particular significance is the production of the OSMP's which detail the necessary enhancement works to the SANGS, project management of enhancement works and promotion of the SANGS.

Cost relating to Biodiversity Officer	Based on 0.5 increase to existing post including support costs	£28,375 per annum for 20 years (plan period)
		Total £567,500

An allocation for SANG promotional material	£55,255
---	---------

#### **d) Summary of SANGs Costs (based on 2014/2015 costs)**

11. These figures are likely to increase over time when inflation is factored in.

**Table 22 Summary of Total SANGs Costs**

<b>SPA Avoidance and Mitigation Works and Measures</b>	<b>Cost</b>	<b>Totals (rounded)</b>
<b>a) SANGs Enhancement Works incl. indexation</b>	See table above	<b>£1,410,120</b>

SPA Avoidance and Mitigation Works and Measures	Cost	Totals (rounded)
<b>b) Additional Annual Maintenance in Perpetuity (over and above existing revenue budgets for 125 years)</b>	See above - additional maintenance and increase in staffing requirements for 125 years	<b>£176,877</b> per annum, requires commuted sum of <b>£7,063,457</b> for 125 years
<b>c) Administration and Education</b>	£28,375 annual staffing cost for 20 year plan period  £55,255 for educational resources/material	<b>£622,755</b>
Total excl. facilitation		<b>£9,096,332</b>
<b>d) Facilitation Sum</b> (contingency to forward plan and deliver the total Avoidance and Mitigation Strategy, the right to use Council land and some planning salary support)  Total Facilitation costs = £7,560,000 which is an average of £4,500 per dwelling <sup>(1)</sup>		<b>£7,560,000</b>
<b>Total SANGs measures</b>		<b>£16,656,332</b>

1. This is calculated using land value per hectare and the number of dwellings which can be mitigated per hectare in the 400m - 5km SPA buffer zone.

### e) Calculation of SANG Contributions per Dwelling

12. The following estimates and assumptions were made to calculate the SANG contributions.

**Table 23 SANG Contributions - Estimates and Assumptions**

Estimates and Assumptions	Totals
<b>SANG enhancement costs</b> recovered through CIL for planning applications and through s106 obligations for Prior Approval applications	£1,410,120
<b>Additional Annual Maintenance + Administration and Education costs</b>	£7,686,212
Estimated total SANGs capacity available on all strategic SANGs <sup>(1)</sup>	11,920 persons <sup>(2)</sup>

Estimates and Assumptions	Totals
Estimated cost per person of SANG avoidance and mitigation measures (excluding Facilitation) where SANG enhancement costs are recovered through s106 obligations for Prior Approval applications.	£763
Estimated cost per person of SANG avoidance and mitigation measures (excluding Facilitation) where SANG enhancement costs are recovered through through CIL for planning applications.	£645
Facilitation costs per market dwelling = an average of £4,500 per dwelling. This amount has been weighted:	1 bed = £3,500 2 bed = £4,000 3 bed = £4,500 4 bed = £5,000 5+ bed = £5,500
Facilitation costs per dwelling (affordable housing) = an average of £1,125 per dwelling. This amount has been weighted:	1 bed = £875 2 bed = £1,000 3 bed = £1,125 4 bed = £1,250 5+ bed = £1,375

1. 18,596 persons minus SANG capacity allocated to date (6,676 persons).
2. It should be noted that this may never be fully realised. This is because development does not always occur in areas where there is SANG capacity and SANGs have specific catchment areas. In Bracknell Forest for example there are particular pressures on SANGs in the north of the Borough.



**Table 24 Calculation of SANG Contribution per Dwelling (Market Housing)**

<b>o. Bedrooms</b>	<b>Estimated Occupancy<sup>(1)</sup></b>	<b>SANG Contribution per dwelling (excluding facilitation)</b>	<b>Facilitation per dwelling</b>	<b>Total SANG Contribution per dwelling</b>
1	1.40	£903	£3,500	£4,403
2	1.85	£1,193	£4,000	£5,193
3	2.50	£1,612	£4,500	£6,112
4	2.85	£1,838	£5,000	£6,838
5+	3.70	£2,386	£5,500	£7,886

1. Occupancy figures 'per bedroom' are not available for Bracknell Forest. These have been obtained from a number of data sources from local authorities in the region of the Thames Basin Heaths SPA and used to calculate estimated average occupancy figures, selected on a precautionary basis. The same occupancy figures have been applied to the calculation of the SAMM contributions. See the Thames Basin Heaths Strategic Access Management and Monitoring (SAMM) Project Tariff Guidance (March 2011) on the Councils website.

13. For affordable housing (comprising social rent and intermediate housing) the Council will apply half the facilitation costs compared to market housing as follows:

**Table 25 Calculation of SANG Contribution per Dwelling (Affordable Housing)**

<b>No. Bedrooms</b>	<b>Estimated Occupancy</b>	<b>SANG Contribution per dwelling (excluding facilitation)</b>	<b>Facilitation per dwelling</b>	<b>Total SANG Contribution per dwelling</b>
1	1.40	£903	£875	£1,778
2	1.85	£1,193	£1,000	£2,193
3	2.50	£1,612	£1,125	£2,737
4	2.85	£1,838	£1,250	£3,088
5+	3.70	£2,386	£1,375	£3,761

14. For Prior Approval applications (where SANG enhancement contributions are recovered through s106 obligations), the following SANG contributions will apply:

**Table 26 Calculation of SANG Contribution per Dwelling (Prior Approvals)**

<b>No. Bedrooms</b>	<b>Estimated Occupancy</b>	<b>SANG Contribution per dwelling (excluding facilitation)</b>	<b>Facilitation per dwelling</b>	<b>Total SANG Contribution per dwelling</b>
1	1.40	£1,068	£3,500	£4,568

No. Bedrooms	Estimated Occupancy	SANG Contribution per dwelling (excluding facilitation)	Facilitation per dwelling	Total SANG Contribution per dwelling
2	1.85	£1,412	£4,000	£5,412
3	2.50	£1,908	£4,500	£6,408
4	2.85	£2,175	£5,000	£7,175
5+	3.70	£2,824	£5,500	£8,324

## 2. Strategic Access Management and Monitoring (SAMM) Contributions

15. The SAMM contributions have been calculated based on guidance issued by NE. Details of this calculation can be seen in the Thames Basin Heaths Strategic Access Management and Monitoring (SAMM) Project Tariff Guidance (March 2011) can be found on the [Councils website](#)
16. The tariff was set at £630 per dwelling. It was agreed that the tariff would be collected by an Administrative Body (Hampshire County Council) and the delivery managed by NE. The sum provides for £190 towards annual expenditure and £440 to the long term investment fund.
17. In the above guidance this has been converted to a 'per bedroom' tariff as set out in the following table:

**Table 27 SAMM Contribution per Dwelling**

No. of Bedrooms	Tariff
1	£399
2	£526
3	£711
4	£807
5+	£1,052

18. Total SPA avoidance and mitigation contributions are set out in Summary Table 1. SPA Avoidance and Mitigation costs may need to be reviewed and updated periodically.

# Glossary and Abbreviations

Table 28 Glossary and Abbreviations

Term	Explanation
<b>Appropriate Assessment (AA)</b>	An assessment required under the Habitats Directive if a plan or project is judged as likely to have a significant effect on a Natura 2000 site.
<b>BFC</b>	Bracknell Forest Council
<b>Community Infrastructure Levy (CIL)</b>	A tariff allowing councils to raise funds from the owners or developers of land undertaking new building projects in their area.
<b>Competent Authority</b>	The decision maker under the Conservation (Natural Habitats, &c.) Regulations 1994 (see Regulation 6): often the local authority, but could be a planning inspector or other body responsible for assessing a plan or project.
<b>Delivery Framework</b>	Sub-regional guidance on Thames Basin Heaths SPA avoidance and mitigation methods, produced and endorsed by the Thames Basin Heaths Joint Strategic Partnership Board.
<b>Development Plan</b>	A set of documents, currently comprising the Bracknell Forest Borough Local Plan 2001 - 2006, the Core Strategy Development Plan Document, the Site Allocations Local Plan, any adopted neighbourhood plans in the Bracknell borough area, the Berkshire Waste and Minerals Plans, and the saved policies in the South East Plan. Section 54A of the Town and County Planning Act 1990 requires that planning applications and appeals be determined in accordance with the Development Plan unless material considerations indicate otherwise.
<b>Development Plan Document</b>	A Local Development Document which forms part of the statutory development plan, examples include the Core Strategy, Proposals Map and Area Action Plans.
<b>Habitats Regulations Assessment</b>	An assessment, required under the Habitats Directive, if a plan or project is judged as likely to have a significant effect on a Natura 2000 site.
<b>Local Plan</b>	A Local Plan forms part of the development plan system set out in the Town and County Planning Act 1990. Local Plans set out a vision and a framework for the future development of an area, addressing housing, the economy, community facilities and infrastructure, the environment, adapting to climate change and securing good design. Local Plans (together with any adopted neighbourhood plans) are the starting-point for considering whether planning applications can be approved.

Term	Explanation
<b>Monitoring Report</b>	An annual report, the primary purpose of which is to share information about the Local Plan and new development in Bracknell Forest. The report includes information on SANG.
<b>National Planning Policy Framework (NPPF)</b>	A document that sets out the governments planning policies for England. It guides planning decisions and sets the framework for the production of planning documents at the local level.
<b>Natura 2000 sites</b>	An ecological network of sites (SPAs and SACs) established under the Habitats Directive to provide a strong protection for Europe's wildlife areas.
<b>Natural England (NE)</b>	A non-departmental public body that advises the government about the natural environment for England. NE is responsible for ensuring that England's natural environment, including its land, flora and fauna, freshwater and marine environments, geology and soils, are protected and improved. It also has a responsibility to help people enjoy, understand and access the natural environment.
<b>Section 106 agreement</b>	A legal agreement between planning authorities and developers, described at section 106 of the Town and Country Planning Act 1990 as amended. S106 agreements secure planning obligations (such as financial contributions or infrastructure) that are required to make a development acceptable in planning terms.
<b>Site of Special Scientific Interest (SSSI)</b>	A conservation designation, the SSSI designation provides statutory protection for the best examples of the UK's flora, fauna, or geological or physiographical features. It also underpins other national and international nature conservation designations, such as national nature reserves, SPAs and SACs.
<b>Special Area of Conservation (SAC)</b>	Nature conservation site designated under the Habitats Directive for its habitat or species interest.
<b>Special Protection Area (SPA)</b>	A nature conservation site designated for its bird interest under the Birds Directive, but subject to the assessment procedure set out in the Habitats Directive.
<b>Strategic Access Management and Monitoring (SAMM)Project</b>	Overseen by Natural England and Hampshire County Council, implements standard messages, additional wardening and education across the Thames Basin Heaths SPA.
<b>Strategic SANGs</b>	Strategic SANGs are open spaces in Bracknell Forest which, in agreement with NE, have been identified as being suitable for bringing up to SANGs standard through the application of developer contributions.

Term	Explanation
<b>Suitable Alternative Natural Greenspace (SANG)</b>	Open space, meeting guidelines on quantity and quality, for the purpose of providing recreational alternatives to the SPA.
<b>Supplementary Planning Document (SPD)</b>	A planning document produced at the local level to build upon and provide more detailed advice or guidance on local policies.
<b>Thames Basin Heaths Joint Strategic Partnership (JSP)</b>	Partnership of Thames Basin Heaths-affected Local Authorities, South East England Partnership Board and key stakeholders, which form and oversee the implementation of sub-regional guidance, for example the Delivery Framework.
<b>Thames Basin Heaths Special Protection Area Delivery Framework</b>	Produced by the Thames Basin Heaths Joint Strategic Partnership, the Delivery Framework guides the production and revision of local authorities' Thames Basin Heaths SPA Strategies.

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

### **Nepali**

यस प्रचारको सक्षेपं वा सार निचोड चाहिं दिइने छ ठूलो अक्षरमा, ब्रेल वा क्यासेट सून्नको लागी । अरु भाषाको नक्कल पनि हासिल गर्न सकिने छ । कृपया सम्पर्क गनुहोला ०१३४४ ३५२००० ।

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### **Urdu**

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### **Polish**

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### **Portuguese**

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Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD

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## Initial Equalities Screening Record Form

<b>Date of Screening:</b> April 2016	<b>Directorate:</b> Environment, Culture and Communities	<b>Section:</b> Planning and Transport: Planning
<b>1. Activity to be assessed</b>	<b>SUITABLE ALTERNATIVE NATURAL GREENSPACES (SANGS) – CAPACITY ALLOCATION</b>	
<b>2. What is the activity?</b>	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
<b>3. Is it a new or existing activity?</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing	
<b>4. Officer responsible for the screening</b>	Simon Cridland – Team Manager Implementation and Infrastructure	
<b>5. Who are the members of the screening team?</b>	Max Baker, Head of Planning and Andrew Hunter, Chief Officer	
<b>6. What is the purpose of the activity?</b>	To authorise public consultation on a revised Thames Basin Heaths Special Protection Area Supplementary Planning Document (SPASPD) for a six week period. The SPASPD once adopted will provide planning guidance to planning applications and set out the measures required to mitigate new development impacts on the integrity of the Thames Basin Heaths Special Protection Area (SPA).	
<b>7. Who is the activity designed to benefit/target?</b>	Recreational activity form new residents in development proposals which will have an adverse impact on the SPA	
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> No
	<b>N</b>	No
<b>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia.</b>	<b>N</b>	No
<b>9. Racial equality</b>	<b>N</b>	No
<b>10. Gender equality</b>	<b>N</b>	No
		N/A
		N/A
		N/A

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11. Sexual orientation equality		N	No	N/A
12. Gender re-assignment		N	No	N/A
13. Age equality		N	No	N/A
14. Religion and belief equality		N	No	N/A
15. Pregnancy and maternity equality		N	No	N/A
16. Marriage and civil partnership equality		N	No	N/A
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	There are no equality impacts as a result of the decision because the decision does not prevent people living in the new developments simply that mitigation measures must be provided prior to any occupation (i.e. before people purchase, rent or occupy the development).			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No negative impacts have been identified in respect of any of the groups listed in 8 – 16 above.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None			



22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	Full assessment not required.	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
Action	Timescale	Person Responsible	Milestone/Success Criteria	
N/A				
24. Which service, business or work plan will these actions be included in?	Planning and Transport			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	None			
26. Chief Officers signature.	Signature: 		Date: 22.11.2017	

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**TO: THE EXECUTIVE  
19 DECEMBER 2017**

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## **CONTRACT AWARD FOR CORPORATE CLEANING FRAMEWORK AGREEMENT 2018 (Director of Resources)**

### **1 PURPOSE OF DECISION**

- 1.1 The current corporate cleaning contract is due to expire on 31st March 2018, having been extended beyond its original expiry date of 4th January 2018. The purpose of the extension was to allow sufficient time for the move of Easthampstead House Staff to the remodelled civic accommodation at Time Square – due to be completed during the first quarter of 2018. This will avoid the requirement for the new contract to cover Easthampstead House for a limited period which would necessitate a move of the contractor's staff and equipment.
- 1.2 A full competitive tendering exercise using the Restricted Procedure in compliance with the Public Contracts Regulations 2015 has been carried out, inviting a list of tenderers determined using a Selection Questionnaire process and advertised in OJEU, the South East Business Portal and Contracts Finder. The process followed complies with the Procurement Plan which was endorsed by the Executive Member for Transformation and Finance in July 2017.
- 1.2 The current value of the contract is approximately £1.2m per annum which currently includes 27 schools, however the move towards academisation led to doubts regarding their continued involvement. However, following consultation with all schools, 24 decided that they wished to be included in the new contract.
- 1.3 Following advertising, a robust evaluation of tenders submitted from short-listed candidates was carried out and the purpose of this report is now to seek approval to award the new contract due to start on 1 April 2018.

### **2 RECOMMENDATION**

- 2.1 **That the Corporate Cleaning Framework Agreement due to commence on 1 April 2018 be awarded to Tenderer A.**

### **3 REASONS FOR RECOMMENDATION**

- 3.1 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.
- 3.2 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.

- 3.3 This links to Council Objectives which include ensuring that all sites remain clean, accessible and attractive.

#### **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 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.
- 4.2 Another alternative might have been the use of an existing OJEU compliant framework agreement; however no suitable framework agreements were identified.

#### **5 SUPPORTING INFORMATION**

- 5.1 The service is governed by an “outcome” performance based specification, taking the industry standard British Institute of Cleaning Science as a basis. This approach, which allows suppliers to determine the resource levels they need to deliver these standards, effectively passes technical risk to the supplier. This is an approach which has been successful for the Council over a number of years.
- 5.2 The continued inclusion of schools in the agreement is of benefit to them in terms of the competitive pricing they are able to achieve through economies of scale and the number of schools participating has increased from an initial 4 to it’s current level of 27 which indicates it’s success over the years. Schools now represent more than two-thirds of the overall framework value. There are clear commercial advantages for the Council in agreeing one framework in terms of economies of scale and process improvements available for all. A single framework agreement also allows more effective management and monitoring of supplier performance using the latest e-commerce tools.
- 5.3 In addition to advertising on OJEU, a Selection Questionnaire (SQ) was made available on the South East Business Portal and Contracts Finder following which a tender list was determined. Tenders were invited on 11 September 2017 for return on 27 October 2017.
- 5.4 The tenders returned were evaluated against the pre-defined criteria, based on a 60/40 Cost/ Quality weighting, as agreed by the Executive Member for Transformation & Finance. This included a number of qualitative criteria outlined within the confidential annexe. A quality weighting of 40% was considered by the evaluation team to be the minimum advisable due to the complexity of the service and wide variation size and location of the sites included. This service has high visibility and is dependant on the quality of skilled labour and management resource provided by the contractor. It was felt that giving a higher weighting to cost might deliver short-term advantages which could easily be outweighed by the time required by Council managers in keeping the contract on track. Cleaning contracts are renowned for being troublesome from a client’s perspective if the wrong supplier is selected. The worst possible management scenario would be the replacement of a poor contractor with all the costs that would involve.

- 5.5 Tenderer A scored first on quality and on cost for provision of the cleaning service. All tenderers are well established in the industry and submitted comprehensive and professional bids as might have been expected. A short-list of 3 tenderers were interviewed on 8 November 2017 to allow the evaluation team to confirm their understanding of the bids submitted and to validate their scoring. No scores were changed by the team following the interviews.

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

### Borough Solicitor

- 6.1 The Council has complied with the requirements of the Public Contracts Regulations 2015 by advertising the intended public contract in the Official Journal of the European Union, and the process of selection has been carried out in accordance with their requirements and with the requirements of the Contract Standing Orders. It will be necessary to hold a standstill period following the decision and prior to awarding the contract.

### Borough Treasurer

- 6.2 Whilst there is a potential saving on non-school buildings, this is outweighed by the higher costs to schools which will create a budget pressure - however as outlined in the confidential annex these increased costs have arisen for a number of specific reasons and were reflected in all of the tendered bids - as such these higher costs are considered unavoidable.

### Equalities Impact Assessment

- 6.3 An Equalities Screening was carried out and attached to the Procurement Plan

### Strategic Risk Management Issues

- 6.4 The evaluation team has determined that Tenderer A is a properly constituted and experienced organisation with appropriate finances in place to support the life of the Contract. The team have attempted to minimise the financial risk by having an independent financial check carried out on the organisation by the Chief Technical Accountant.
- 6.5 The contract will be awarded as a Framework Agreement. This will allow additional sites to join if they wish in order to benefit from pricing and general commercial benefits associated with the agreement.
- 6.6 Poor performance could also be a risk to the Council. The evaluation team has done best to minimise this risk by ensuring that the recommended Tenderer has robust accreditation in place with regard to Quality, Health and Safety and Environmental issues and also has mechanisms for quickly addressing poor performance. The evaluation team have also ensured that three positive references have also been received from organisations currently utilising their services.

## **7 CONSULTATION**

### Principal Groups Consulted

- 7.1 The Tender Evaluation Team was drawn from the Resources Directorate ( Corporate Procurement, Facilities, the Commercial Centre and the Library Service) Education plus the Site manager of Garth Hill College and the Finance Manager of Ranelagh School to ensure that all major users of the framework were fairly represented in order to perform an effective assessment. Prior to evaluation, documentation was also seen and approved by the Borough Solicitor.

#### Method of Consultation

- 7.2 The draft specification was circulated widely for comment to all members of the Tender Evaluation Team, the Borough Solicitor and (initially) the Chief Officer Property (this area is now in the Chief Officer, Customer Services area of responsibility) and all comments were incorporated.
- 7.3 All members of the Tender Evaluation Team endorse the recommendation of this report.

#### Background Papers

- Confidential Annexe hereto
- Invitation to Tender document including Conditions of Contract
- Submitted Selection Questionnaire documents
- Tender Evaluation Spreadsheet

#### Contact for further information

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