

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>1077197</b>
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1. **TITLE:** Business Case For The Creation of a Country Park at Horseshoe Lake

2. **SERVICE AREA:** Place, Planning & Regeneration

3. **PURPOSE OF DECISION**

To approve the implementation of the new strategy for the parks and countryside service and to agree the Procurement Plans.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. the implementation of enhancements at Horseshoe Lake, Sandhurst to create a country park is agreed.
- ii. the capital funding of £2.6m for Horseshoe Lake Country Park is agreed.

7. **REASON FOR DECISION**

1. The Parks and Countryside review forms part of the Council's Transformation Programme and over the last nine months it has been exploring ways in which the savings target of £400,000 could be achieved whilst transforming the way in which the service is delivered. The outcome of the Gateway review demonstrated that a saving in the region of £476,000 could be delivered over 3 years and a Country Park was included as a potential £85,000 per annum.
2. This proposal for a new country park is aligned with the strategic direction agreed at both the Analyse and Plan Phase Gateways Reviews. This focuses on enhancing and maintaining existing services and exploring income generation as an alternative to making savings through cuts to the funding of popular open spaces.
3. Bracknell Forest is well recognised by residents for both the quantity and quality of open space that is provided, but currently has no country park. Investment in open spaces to improve opportunities for residents to access and enjoy nature is entirely consistent with the boroughs approach to ensure the borough is a desirable place to live and work, with opportunities to learn and be active for independent and healthy lives.
4. The Plan Phase Gateway review held on 21<sup>st</sup> March 2018 saw councillors support the direction of travel to enhance and maintain the service and to move ahead with the five recommendations presented to them, including the recommendation for the investigation of a Country Park.
5. In May 2018 the Executive supported the recommendation for planning the development

of Horseshoe Lake as a Country Park using a modular approach following further feasibility work.

6. As part of the feasibility work there were steps required to refine and verify the recommended proposal;
  - Design and validation of investment and income projections at the start of the do phase.
  - Ring fencing of capital receipt from the sale of two service properties.
  - Decision on the use of S106 funds.
  - A viable invest to save application.
  - Negotiation and agreement of lease renewal for water sports provider, including their capital investment and profit sharing terms.
  - Planning application approval.
  - Natural England assessment and support for the proposal.

## 8. **ALTERNATIVE OPTIONS CONSIDERED**

1. Continue current operation and make no BFC investment - Venue currently runs at a loss of c. £26k per annum. This option is not feasible in the current economic climate as the potential of this lakeside location should exceed a cost neutral position.
2. Renegotiate with current leaseholder with the aim of achieving a minimum cost neutral position with option for a profit-sharing model upon good performance. The current leaseholder produced a business case that saw a 5 year plan to eventually share profit with BFC to the amount of £10,000. This was based on significant new services being added on the site. The net result of a third party introducing new services would risk losing SANG status unless it is very carefully designed and controlled to maintain a natural theme. This option is positive in offsetting the costs of providing the site but at the expense of retaining less control of an important resource which is already mitigating new housing and generating income of £200K per hectare through the planning process. There would be almost the same or greater BFC staff input required to ensure a third party scheme complied with planning regulations and protected SANG status as there would be for delivering BFCs own scheme. The option has not been pursued as it misses the opportunity for a separate long term income to be received direct to the council and protects the councils strategic interest in a SANG.
3. Find an alternative site within the borough to develop as a Country Park. All the available sites have been reviewed and considered for income generating potential. There were no other sites where a water based country park could be located and no other sites which could otherwise offer greater advantage than Horseshoe Lake.
4. Capital cost elements proposed include using £599k of capital receipt from the sale of two properties as well as £120k from S106 built sports and open space S106 contributions. Having assessed the viability of the project if invest to save was the only source of capital the project would become unviable and capital repayments would be too high against income projections.

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

10. **DOCUMENT CONSIDERED:** Report of the Director: Place, Planning & Regeneration

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 February 2019	19 February 2019

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>1081522</b>
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1. **TITLE:** Strategic Review of Developing Further Regeneration In Bracknell

2. **SERVICE AREA:** Finance

3. **PURPOSE OF DECISION**

To present the business case developed with the assistance of external advisors which recommends an approach to be taken to bring forward development on council owned sites and consider related land.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. the vision and objectives for future development in and around Bracknell town centre set out under paragraph 5.9 of the Chief Executive / Director: Finance's report is endorsed.
- ii. the findings of the Place Based Review of Bracknell, undertaken as part of the One Public Estate programme, included as Annex C of the Chief Executive / Director: Finance's report is noted.
- iii. the findings of the Strategic Case developed by GVA and Pinsent Masons that considered options available to take forward development of the key council owned sites, summarised in paragraph 5.13 f the Chief Executive / Director: Finance's report to, and authorises the Director: Finance to commence a procurement process to seek a Joint Venture partner to help deliver the agreed vision and objectives is supported, noting that the final decision on a preferred partner would be taken by the Executive in late 2019;
- iv. the sites detailed in paragraph 5.21 of the Chief Executive / Director: Finance's report are included in the Council's offer to potential joint venture partners;
- v. the Chief Executive is authorised to finalise an agreement with Bracknell Regeneration Partnership that will ensure delivery of The Deck and secure significant investment in Princess Square, in accordance with the broad terms set out in paragraph 5.18 of the Chief Executive / Director: Finance's report.
- vi. subject to recommendation 2.5 of the Chief Executive / Director: Finance's report, it was proposed that the addition of £4.5m be included within the existing Town Centre Regeneration capital budget in the final 2019/20 budget proposals to Council, with financing as set out in paragraph 6.3 of the the Chief Executive / Director: Finance's report.

7. **REASON FOR DECISION**

To help ensure that the successful regeneration of Bracknell continues into the future.

**8. ALTERNATIVE OPTIONS CONSIDERED**

1. The Strategic Case assesses all options to secure development of the identified council owned sites, including alternatives to a Joint Venture. These are considered unlikely to give the Council the level of control over the form of development on key sites in and around the town centre, nor make the optimum financial return for the Council.
2. The Council could decide not to play an active role in the development of The Deck, which would at best lead to long delays in completing this part of the Lexicon development and result in Princess Square's continued isolation from the new part of the town centre. However, this goes against the Council's long established aim to the whole town centre.

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

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

**11. DECLARED CONFLICTS OF INTEREST:**

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 February 2019	19 February 2019

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>1079393</b>
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1. **TITLE:** Capital Programme 2019-20

2. **SERVICE AREA:** Finance

3. **PURPOSE OF DECISION**

To recommend to Council the annual budget.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The Executive **RECOMMENDS** to Council that:

- a) the General Fund capital funding of £33.437m for 2019/20 in respect of those schemes listed in Annexes A – E of the Director: Finance's report.
  - b) the inclusion of an additional budget of £1m for Invest to Save schemes.
  - c) the inclusion of £1.145m of expenditure to be funded from S106 and SANG as outlined in paragraph 5.33 of the Director: Finance's report.
  - d) those schemes that attract external grant funding are included within the Capital Programme at the level of funding received.
  - e) tS106 funding of £0.1m be approved for works at Easthampstead Park School as outlined in paragraph 5.28 of the Director: Finance's report.
1. capital schemes that require external funding can only proceed once the Council is certain of receiving the grant.

7. **REASON FOR DECISION**

The reasons for the recommendations are set out in Director: Finance's report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The alternative options are considered in the Director: Finance's report.

9. **PRINCIPAL GROUPS CONSULTED:** Business rate payers, the Over 50's Forum, the Schools Forum, Parish Councils and voluntary organisations.

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

11. **DECLARED CONFLICTS OF INTEREST:**

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 February 2019	19 February 2019

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>10779900</b>
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1. **TITLE:** Revenue Budget 2019/20

2. **SERVICE AREA:** Finance

3. **PURPOSE OF DECISION**

To recommend to Council the annual budget

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The Executive, in recommending to Council a budget and Council Tax level for 2019/20:

- i. confirm the original budget proposals, subject to the revisions in section 8.3 of the Director: Finance's report and those decisions to be taken elsewhere on the Executive agenda on the capital programme;
- ii. agrees the provision for inflation of £2.396m (section 8.2 of the Director: Finance's report);
- iii. agrees the additional budget proposals as set out in Annexe A and Annexe D and in sections 6.2, 6.3, 6.5, 7.3, 8.3, 9.1, 9.3 and 10.6 of the Director: Finance's report.
- iv. agrees that the Council should make additional funding available for distribution to schools through the local funding formula at the level set out in section 9.1 of the Director: Finance's report subject to any minor amendments made by the Executive Member for Children, Young People and Learning following the receipt of definitive funding allocations for Early Years and High Needs pupils;
- v. includes contingencies totalling £2.5m (section 10.6 of the Director: Finance's report), use of which are to be authorised by the Chief Executive in consultation with the Director of Finance in accordance with the delegations included in the Council's constitution;
- vi. subject to the above recommendations, confirm the draft budget proposals;
- vii. approves the Net Revenue Budget before allowance for additional interest from any use of balances as set out in Annexe G of the Director: Finance's report;
- viii. agrees the contribution of £2.582m to be made from revenue balances (before additional interest from the use of balances) to support revenue expenditure;
- ix. recommends a 2.99% increase in the Council Tax for the Council's services and that the Council Tax requirement, excluding Parish and Town Council precepts, be set as



£59.419m;

- x. recommends that the Council Tax for the Council's services and that each Valuation Band is set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	869.22
B	7/9	1,014.09
C	8/9	1,158.96
D	9/9	1,303.83
E	11/9	1,593.57
F	13/9	1,883.31
G	15/9	2,173.05
H	18/9	2,607.66

- xi. recommends that Council approves the following indicators, limits, strategies and policies included in Annexe E of the Director: Finance's report:
- The Prudential Indicators and Limits for 2019/20 to 2021/22 contained within Annexe E(i);
  - The Minimum Revenue Provision (MRP) Policy contained within Annexe E(ii);
  - The Treasury Management Strategy Statement, and the Treasury Prudential Indicators contained in Annexe E(iii);
  - The Authorised Limit Prudential Indicator in Annexe E(iii);
  - The Investment Strategy 2019/20 to 2021/22 and Treasury Management Limits on Activity contained in Annexe E(iv);
- xii. authorises the Executive Member for Transformation and Finance to agree the Council's response to the Business Rates and Fair Funding Consultations released with the Provisional Local Government Finance Settlement.
- xiii. approves the virements relating to the 2018/19 budget as set out in Annexe H of the Director: Finance's report and recommends those that are over £0.100m for approval by Council;
- xiv. recommends Council approves the permanent virements between staff and non-staff budgets set out in Annexe I of the Director: Finance's report.

## 7. REASON FOR DECISION

The recommendations are designed to enable the Executive to propose a revenue budget and Council Tax level for approval by Council on 27 February.

## 8. ALTERNATIVE OPTIONS CONSIDERED

Background information relating to the options considered is included in the Director: Finance's report.

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

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

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

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 February 2019	19 February 2019

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>1080100</b>
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1. **TITLE:** Council Tax & NDR Exemptions, Discounts and Relief

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

Review current exemptions, discounts and relieves in Council Tax and NDR to confirm still appropriate.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. the decision to grant a 0% discount to taxpayers of Class A, B, C and D properties (empty and second homes) to remain unchanged.
- ii. the Council Tax payable for properties which have been unoccupied and substantially unfurnished for a continuous period of over 2 years shall incur a 100% premium (up from 50%), in accordance with the Rating and Council Tax (empty dwellings) Act 2018 from 1 April 2019..

7. **REASON FOR DECISION**

The recommendations need to be agreed by full Council to enable the setting of the Council Tax budget for 2019/20.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None

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

10. **DOCUMENT CONSIDERED:** Report of the Executive Director: Delivery

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 February 2019	19 February 2019

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>1073631</b>
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1. **TITLE:** Asset Management Plan

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

The Executive to agree the Council's Corporate Asset Management Plan.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

**RESOLVED** that the Asset Management Plan 2019-2022 be approved.

7. **REASON FOR DECISION**

To ensure that the Executive are aware of the Council's Framework for the Management of Property Assets and the recommendations for the future operation of Asset Management within the Council.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None

9. **PRINCIPAL GROUPS CONSULTED:** Asset Management Group

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

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 February 2019	19 February 2019

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>1080992</b>
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1. **TITLE:** Revised Local Development Scheme for Bracknell Forest

2. **SERVICE AREA:** Place, Planning & Regeneration

3. **PURPOSE OF DECISION**

To agree a revised Local Development Scheme containing updated timetables for producing Local Plans in Bracknell Forest in view of the statutory requirement to publish an up to date Local Development Scheme on the website so that local communities and interested parties can keep track of progress of Local Plans being prepared in an area.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Local Development Scheme 2019 – 2022 (attached as Appendix A of the Director: Place, Planning and Regeneration's report) shall come into effect on 20th February 2019.

7. **REASON FOR DECISION**

The Council is required to maintain an up to date LDS on its website. Preparation and approval of an up to date LDS aims to give residents, businesses and potential investors a clear indication that the Council remains committed to having an effective planning policy framework in place. Certain policies in the current Development Plan pre-date current planning legislation, policy and guidance and therefore need to be reviewed to provide a robust planning policy framework.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The option of not updating the LDS has been considered, but there is a statutory requirement<sup>1</sup> for an up to date LDS. Due to the changes set out below, it is not possible to keep to the timelines set out in the current LDS. Additionally, not publishing an up to date LDS would mean a lack of clarity for local residents, developers and the business community about the Council's intended approach to producing planning policies to guide future development.

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

10. **DOCUMENT CONSIDERED:** Report of the Director: Place, Planning & Regeneration

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
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12 February 2019

19 February 2019

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>1081202</b>
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1. **TITLE:** Adoption of a Local List of Buildings and Structures of Local and Architectural Interest

2. **SERVICE AREA:** Place, Planning & Regeneration

3. **PURPOSE OF DECISION**

The purpose of this report is to:

- Inform the Executive of the potential to adopt a list of buildings and structures considered to have local architectural or historic interest; to explain the status of a locally listed building and why a local list is important for the conservation strategy of the Borough.
- To seek Executive approval for the adoption of a local list which will be a material consideration in the assessment of development proposals as part of the Council's planning policy framework;
- To agree, in principle, the first nominations for inclusion on the local list subject to the nominating bodies and individual property occupiers being notified;
- To agree the process and procedures for making additions to the local list.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. the principle of a local list to sit alongside the preparation of the Bracknell Forest Local Plan (BFLP) is approved. The local list will be a material consideration in the assessment of planning applications
- ii. in principle, the first nominations for inclusion on the local list, as set out in Appendix A of the Director of Place, Planning and Regeneration's report, subject to the nominating bodies and individual property occupiers being notified is agreed.
- iii. following the notification of the individual property owners (as set out in section 7 of the Director of Place, Planning and Regeneration's report), the final decision in respect of the first buildings and structures to be included on the local list is referred to a later meeting of the Executive for approval is agreed.
- iv. future additions to the local list be confirmed by the Executive Member for Planning and Transport in consultation with the Director of Place, Planning and Regeneration.

7. **REASON FOR DECISION**

The Council is required to have up to date evidence about the historic environment as part of the evidence base of the new local plan. This includes the identification of the Borough's

heritage assets, whether designated (statutorily Listed) or non – designated and the contribution they make to the historic environment. The inclusion of a building or structure on a local list will be a material consideration in decision making.

**8. ALTERNATIVE OPTIONS CONSIDERED**

Not to identify local historic buildings of merit, but to rely upon the provisions of the Planning Listed Buildings and Conservation Areas Act 1990 to protect buildings under threat of demolition or alteration through the issue of a Building Preservation Notice (BPN). However, the NPPF makes it clear that *'Plans should set out a positive strategy the conservation and enjoyment of the historic environment'* <sup>2</sup> which is supported by the National Planning Guidance (NPPG) and by Historic England.

**9. PRINCIPAL GROUPS CONSULTED:** National, Berkshire and Bracknell Forest amenity bodies and Parish Councils

**10. DOCUMENT CONSIDERED:** Report of the Director: Place, Planning & Regeneration

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 February 2019	19 February 2019



**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>1081343</b>
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1. **TITLE:** Strategic Procurement Plan for purchase of IT hardware and packaged software

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

This procurement plan is to describe and request approval for the procurement approach for ICT to be able to procure over the next 4 years. It is not a request for budgetary funding to purchase the actual goods and services. This is done separately by the annual capital budget request and approval process.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

**RESOLVED** that the procurement approach laid out in the Strategic Procurement Plan for IT Hardware and Packed Software is approved, to enable ICT Services to procure IT hardware and software covering End User Devices; Network Infrastructure and Services; Server Hardware, Packaged Software and Miscellaneous IT Equipment over the next five years.

7. **REASON FOR DECISION**

1. Existing contract packages for the procurement of IT hardware and software expired during 2018-19 and therefore new contract arrangements need to be sought so that IT infrastructure and services can be maintained and replaced where appropriate.
2. For suitable procurement frameworks to be used for each contracted package, to stage mini competitions so that best value is being achieved when procuring goods and services.

8. **ALTERNATIVE OPTIONS CONSIDERED**

To develop individual procurement plans for each contract package. It was agreed that a combined procurement plan for the five packages, requiring renewal during this period, would be more efficient as much as the content for each plan would be repeated.

9. **PRINCIPAL GROUPS CONSULTED:** None

10. **DOCUMENT CONSIDERED:** Report of the Executive Director: Delivery

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
12 February 2019	19 February 2019