



**Quarterly Service Reports - Environment, Culture & Communities**

**Quarter Ending: Thursday 31 March 2016**

- |    |   |        |
|----|---|--------|
| 1. | <b>Quarterly Service Report - Environment, Culture &amp; Communities:<br/>Quarter 4, 2016</b> | 3 - 46 |
|----|---|--------|

**This page is intentionally left blank**



# QUARTERLY SERVICE REPORT

## ENVIRONMENT, CULTURE & COMMUNITIES

Q4 2015 - 16  
January – March 2016

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

Director:  
Vincent Paliczka

## Contents

Section 1: Director’s Commentary .....	3
Section 2: Department Indicator Performance .....	7
Section 3: Complaints and compliments .....	11
Section 4: People .....	13
Section 5: Progress against Medium Term Objectives and Key Actions .....	15
Section 6: Money .....	17
Section 7: Forward Look .....	18
Annex A: Progress on Key Actions .....	25
Annex B: Financial Information .....	35

## Section 1: Director's Commentary

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

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

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

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

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

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

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

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

To include:

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

### Environment and Public Protection

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

### Planning and Transport

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

## **Remedial action against under performance**

### Environment and Public Protection

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

### Planning and Transport

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

### **Significant changes in risk from departmental risk register**

#### Environment and Public Protection

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

#### Planning and Transport

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

### **Highlight of significant customer feedback and inspections**

#### Environment and Public Protection

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

#### Planning and Transport

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

### **Significant changes in service use and associated financial impact**

#### Environment and Public Protection

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

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

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

#### Planning and Transport

- See comment from Land Charges to risk register above.

## Section 2: Department Indicator Performance

Note: Key indicators are identified by shading

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

## UNRESTRICTED

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

## UNRESTRICTED

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

## Annual indicators

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

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

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

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

## Section 3: Complaints and compliments

### Corporate Complaints received

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

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

### Nature of complaints/ Actions taken/ Lessons learnt:

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

### Compliments received

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

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

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

UNRESTRICTED

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

## Section 4: People

### Staffing Levels

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

### Staff Turnover

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

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

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

### Comments:

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

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

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

## Staff Sickness

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

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

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

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

### Comments:

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

## Section 5: Progress against Medium Term Objectives and Key Actions

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

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

The 11 actions that are causing concern are:

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

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

## Section 6: Money

### Revenue Budget

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

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

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

### Capital Budget

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

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

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

## Section 7: Forward Look

### ENVIRONMENT AND PUBLIC PROTECTION

#### Emergency Planning & Business Continuity

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

#### Environmental Services (Inc Waste, Street Cleansing and Landscape)

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

#### Highways Asset Management

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

#### Regulatory Services (Trading Standards, Licensing, Environmental Health)

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

### **Cemetery & Crematorium**

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

### **Re3**

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

## **LEISURE AND CULTURE**

### **Libraries**

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

### **Leisure**

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

### **Parks and Countryside**

#### Community involvement

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

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

#### South Hill Park

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

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

#### Biodiversity

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

#### Suitable Alternative Natural Green Spaces (SANGs)

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

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

#### Local Plan Review and Quality Audits

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

#### Quality Awards

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

#### Raising Quality Standards

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

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

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

#### Public Rights of Way (ProW)

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

#### Trees

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

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

#### New Sites:

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

## **PLANNING AND TRANSPORT**

### **Building Control**

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

### **Land Charges**

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

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

## Planning

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

## Transport Development Section

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

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

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

### **Divisional Changes**

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

## **PERFORMANCE & RESOURCES**

### **E+ Team**

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

### **Finance**

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

### **Human Resources**

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

### **Business Systems**

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

## Annex A: Progress on Key Actions

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

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

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

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

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

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

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

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

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

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

## Annex B: Financial Information

## Budget Monitoring 2015-16

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

## Annex B: Financial Information – Table 2

### Virements

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

### Variances

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

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

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

## Annex B: Financial Information Table 3

### CAPITAL MONITORING 2015/16

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

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

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

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

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

UNRESTRICTED

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