

Agenda Annex

COUNCIL MEETING 26 FEBRUARY 1998

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COUNCIL
23 OCTOBER 1997

Present: Councillors Adams, Angell, Mrs Ballin, Barnard, Bayle, Beadsley, Bettison, Birch, Blatchford, Mrs Doyle, Egan, Fawcett, Finnie, Flood, Harrison, Miss Haydon, Mrs Hayes, Mrs Hirst, Jones, Mrs Keene, McCormack, Mills, North, Onions, Mrs Pile, Ryan, Sargeant, Mrs Shillcock, Simonds, Mrs Sutcliffe, Taylor, Veakins, Wade, Ward, Wheaton and Worrall

Apologies for Absence were received from:
Councillors Mrs Clifford, Good, Grayson and Thompson

THE MAYOR, COUNCILLOR JAMES G FINNIE IN THE CHAIR

358. Mayor's Announcements

(i) Diana - Princess of Wales

The Mayor referred to the sad events of the early hours of Sunday 31 August 1997, the subsequent announcement of the death of Diana Princess of Wales and to the deep sense of loss experienced by residents of the Borough in common with so many others. The Mayor had written to Her Majesty Queen Elizabeth II expressing the Borough's condolences to Her Majesty and to the royal family and had received a reply on behalf of Her Majesty. Arrangements had been made for flowers to be laid at the Town Square flagpole in Bracknell Town Centre and for books of condolence to be opened. Many hundreds of floral tributes, cards and other expressions of condolence had been left by residents at sites all over the Borough. Arrangements were being made through the Lord Lieutenant of Berkshire for passing on the personal messages and books of condolence. A number of suggestions had been made for commemorating the memory of Diana Princess of Wales in a lasting way and arrangements would be made to seek further suggestions from local residents through the next issue of Forestlink.

At the Mayor's request the Council observed a short period of silence to reflect on the memory of Diana Princess of Wales.

(ii) Councillor Mrs J Sutcliffe

On behalf of the Council the Mayor welcomed Councillor Mrs Sutcliffe to the meeting following a period of hospital treatment and recuperation.

(iii) Mayoral Engagements

The Mayor had previously circulated a list of the engagements which he, or the Deputy Mayor on his behalf had attended during the period 22 July to 23 October 1997. He further urged as many members as possible to attend a charitable event to raise funds for the annual Children in Need appeal to be held on 23 November outside The Point, Skimped Hill commencing at 7.30pm.

(iv) Corporate Management Team

The Mayor introduced and welcomed all members of the new Corporate Management Team to their first Council meeting.

359. **Minutes**

The Minutes of the Meeting of the Council held on 21 July 1997 were approved as a correct record subject to the reference to the Mayor's Charity in Minute 189 (iv) being amended to read "Bracknell and Windsor Forest Branch of the Multiple Sclerosis Society".

In connection with Motion 5/97 referred to in Minute 215, Councillor Mills advised the Council of the terms of the reply which had been received on behalf of the Ministry of Defence.

360. **Public Participation at Meetings - Petition**

A petition signed by over 250 local residents was presented to the Council by Mr Richard King and his friends in the terms set out below.

The undersigned respectfully ask that you receive this petition and consider:

- * The popularity of wheeled sports throughout the Borough of Bracknell Forest namely; BMX bikes, rollerblades and skateboards.
- * The lack of safe, accessible and affordable facilities available to accommodate these popular sports.
- * The safety concerns when these sports are played in the street or inappropriate areas.
- * And we ask that you, as our elected representatives, assist us in finding a safe and secure location to practice these sports where we do not pose a problem to other residents.

Richard King spoke in support of the petition which was referred to the Leisure Services Committee for consideration and report.

361. **Unitary 98 Interview Committee**

The report of the meeting of the Unitary 98 Interview Committee held on 1 August 1997 was submitted.

RESOLVED on the proposition of Councillor Bettison, duly seconded, that the report be received.

362. **Social Services Transition and Housing Committee**

The report of the meeting of the Social Services Transition and Housing Committee held on 9 September 1997 was submitted and the Chairman answered questions thereon.

RESOLVED on the proposition of Councillor Angell, seconded by Councillor Worrall, that the report be received.

363. **Public and Environmental Services Committee**

The report of the meeting of the Public and Environmental Services Committee held on 11 September 1997 was submitted and the Chairman answered questions thereon. Arising from Minute 236 (Local Government Reorganisation - Position Statement) the Chairman reported that Councillor North had been nominated to serve on the Joint Committee for the Thames Valley Police Authority and the Shadow Police Authority.

RESOLVED on the proposition of Councillor Mills, seconded by Councillor Egan, that the report be received and that the recommendations contained therein be adopted.

364. **Leisure Services Committee**

The report of the meeting of the Leisure Services Committee held on 16 September 1997 was submitted.

RESOLVED on the proposition of Councillor North, seconded by Councillor Mrs Hayes, that the report be received.

365. **Direct Services Board**

The report of the meeting of the Direct Services Board held on 24 September 1997 was submitted.

RESOLVED on the proposition of Councillor Sargeant, seconded by Councillor Miss Haydon, that the report be received.

366. **Education Transition Committee**

The report of the meeting of the Education Transition Committee held on 25 September 1997 was submitted and the Chairman answered questions thereon.

RESOLVED on the proposition of Councillor Ward, seconded by Councillor Barnard, that the report be received.

367. **Social Services Transition and Housing Committee**

The report of the special meeting of the Social Services Transition and Housing Committee held on 30 September 1997 was submitted and the Chairman answered questions thereon.

RESOLVED on the proposition of Councillor Angell, seconded by Councillor Worrall, that the report be received.

368. **Planning and Transportation Committee**

The report of the meeting of the Planning and Transportation Committee held on 2 October 1997 was submitted.

The Chairman indicated that Minute 318 was submitted as a separate item in order to facilitate consideration of the recommendation contained in that minute.

RESOLVED on the proposition of the Councillor Mrs Ballin, seconded by Councillor Mrs Doyle, that:

- (i) with the exception of Minute 318 the report of the meeting of the Planning and Transportation Committee held on 2 October 1997, be received and that the recommendations contained in Minute 313 (Local Government Reorganisation - Position Statement) be adopted;
- (ii) Minute 318 (Bracknell Forest Borough Local Planning Review and Further Proposed Changes) be received and that the recommendation contained therein be adopted.

The meeting was adjourned at 8.20pm to enable the Mayor to take further advice in connection with consideration of the previous item.

ADJOURNMENT

The Council reconvened at 8.30pm and the Mayor advised that, following representations, he would allow a short debate arising from Minute No 318 notwithstanding the Council's decision to adopt the recommendation.

There then followed a debate arising from the Council's decision to publish further proposed changes to the Bracknell Forest Borough Local Plan in respect of development proposals for land at Peacock Farm. Councillors Mrs Ballin, Jones, Mrs Keene, Sargeant, McCormack, Mrs Doyle and Flood participated.

369. Strategy & Policy Committee

The report of the meeting of the Strategy and Policy Committee held on 15 October 1997 was submitted and the Chairman answered questions thereon. In connection with Minute 347 (Developing Corporate Identity) at the request of the Chairman, Councillor Birch, Chairman of the Corporate Identity Focus Group, advised the Council of the future intentions of the Focus Group in relation to the further development of corporate identity including consideration of the initial results from consultation processes, cost estimates, initial introduction of implementation plan and development of a corporate identity manual. A presentation to members would be made with recommendations to a special meeting of the Council to be arranged on a date to be determined.

RESOLVED on the proposition of Councillor Bettison, seconded by Councillor Birch, that the report be received and that the following recommendations be adopted:-

Minute 343 - Berkshire Probation Service
Minute 344 - Council Meeting - February 1998

370. Strategy and Policy Committee

Prior to consideration of this item, Councillors Mrs Doyle, Fawcett, Harrison, Mrs Hayes, Onions, Mrs Pile, Ryan, Simonds and Taylor who would be involved in determining planning applications relating to the redevelopment of Bracknell town

centre withdrew from the Council Chamber. The members concerned returned to the Chamber at the conclusion of discussion of this item.

The report of the special meeting of the Strategy and Policy Committee held on 21 October 1997 was submitted and the Chairman answered questions thereon. The Chairman further agreed to provide Councillor Mrs Keene with a written reply arising from a question on Minute 353.

RESOLVED on the proposition of Councillor Bettison, seconded by Councillor Birch, that the report be received and that following recommendations contained therein be adopted:-

Minute 354 - Transition Costs Budget

Minute 356 - Bracknell Town Centre Redevelopment: Terms for a development agreement.

371. **Questions - Standing Order 9**

- (i) Question to Chairman of Strategy and Policy Committee (Councillor Bettison) by Councillor McCormack.

Given the commitment by Berkshire County Council to transfer on the 1 April 1998 to the six Unitary Authorities a balance of at least £15m, can the Leader of the Council explain what evidence exists to suggest that this objective will be achieved?

Reply by Councillor Bettison

In replying Councillor Bettison advised that, whilst, in common with the other Berkshire Districts, the Council had in the past been lead to believe that the balance of £15 million referred to would be in cash, it was now clear that much of the closing balance would be in the form of sundry properties described as unencumbered assets. The amount of cash balances would not be known until August 1998 when the County Council, final accounts would be nearing completion. Early notice would be provided during the process of closing the accounts.

Councillor Bettison then responded to a supplementary question from Councillor McCormack.

- (ii) Question to Chairman of Strategy and Policy Committee (Councillor Bettison) by Councillor McCormack

Covering the period to date, can the Leader of the Council confirm the total cost to this Council of arrangements to achieve transition to Unitary Status? In addition, what costs are anticipated up to the 1 April 1998?

Reply by Councillor Bettison

Councillor Bettison reported that the position remained exactly as reported to the Strategy and Policy Committee at its meeting on 21 October 1997 (Minute 354 refers). Of the revised total transition costs budget approved at that time and amounting to £15,259,000, some £11.2 million had been committed to date.

Councillor Bettison then responded to a supplementary question.

- (iii) Question to Chairman of Social Services Transition and Housing Committee (Councillor Angell) by Councillor Bayle

Could the Chairman give a brief update on progress relating to the implementation of this years Community Care Plan in Bracknell

Reply by Councillor Angell

Before replying to the question, Councillor Angell sought clarification as to the municipal year referred in the question and it was established that the question related to the development of the new unitary Council's Community Care Plan in 1998/99.

Councillor Angell then indicated that County policy staff would be assisting the Director of Social Services and Housing and other posts currently under recruitment in the development of a comprehensive Community Care Plan tailored to the needs of the new Council.

Councillor Angell then replied to a supplementary question.

- (iv) Question to Chairman of Social Services Transition and Housing Committee (Councillor Angell) by Councillor Mrs Shillcock

Could the Chairman specify the respective responsibilities of the Director, Deputy Directors and Service Heads in relation to strategy, policy and planning in the new structure for social services and housing.

Reply by Councillor Angell

Councillor Angell indicated the range of responsibilities to be undertaken by the Director of the combined department and by the Assistant Directors and Heads of Service together with the Head of Strategy and Support Services.

Councillor Angell then responded to a supplementary question.

372. Reports by Members of the Council and Other Representatives

The Council received a report by Councillor North on a meeting of the Blackwater Valley Recreation and Countryside Management Service.

373. Local Government Reorganisation - Appointments to Statutory Posts

The Chief Executive reported on the need for the Council under existing legislation, to appoint or designate Officers for specific purposes.

RESOLVED that

- (i) Mr Gordon Scotland Mitchell (Chief Executive) be appointed as the Council's Head of Paid Service with effect from 23 October 1997;
- (ii) Mr Christopher John Herbert (Borough Finance Officer) be appointed as the Council's Section 151 Officer with effect from 23 October 1997; and

- (iii) Mr Timothy Ralph Wheadon (Director of Corporate Services) be appointed as the Council's Monitoring Officer with effect from 23 October 1997.

374. **Membership of Council**

The Council noted that Councillor Mrs Jean Sutcliffe had now returned to Council duties following a period of hospital treatment and that the substitute appointments which had been made at the last meeting of the Council (Minute 212 refers) should now be rescinded.

RESOLVED that Councillor Mrs Jean Sutcliffe be reappointed to serve on the undermentioned Committees, Sub Committees and Outside Bodies for the remainder of the current year and that existing substitute appointments be cancelled.

Social Services Transition and Housing Committee

Education Transition Committee

Access Committee

Voluntary Grants Panel

Social Services Transition Sub Committee

Education Consultation Panel

Education Quality Assurance Sub Committee

Christmas Festivities and Millennium Sub Committee

Crime Reduction Steering Group

Harmans Water Community Association

Bracknell Age Concern

375. **Calculation of Council Tax Base 1998/99**

The Borough Finance Officer submitted draft calculations for the Council tax base for 1998/99 in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 and subsequent amendments.

RESOLVED that

- (i) the report of the Borough Finance Officer for the calculation of the Council's tax base for the year 1998/99 be approved; and
- (ii) pursuant to the Borough Finance Officer's report and in accordance with the Local Authorities (Calculation to Tax Base) Regulations 1992, the amount calculated by the Bracknell Forest Borough Council as its Council Tax Base and for each parish for the year 1998/99 shall be as follows:-

	£
Binfield	3,210
Bracknell	17,130
Crowthorne	2,340
Sandhurst	7,610
Warfield	3,920
Winkfield	<u>6,290</u>
Bracknell Forest	<u>40,500</u>

376. **Motions - Standing Order 6**

Motion 7/97

The following Motion was moved by Councillor Mrs Keene and seconded by Councillor Bayle.

This Council deplores candidates standing for election using misleading party names with the intention to deliberately deceive the electorate.

We will support this government in any measures it introduces to prevent such deception happening in the future.

An amendment in the terms of the resolution set out below was moved by Councillor Ward and seconded by Councillor Bettison and this was accepted by the mover and seconder of Motion 7/97.

On being put to the meeting the revised Motion was declared carried.

RESOLVED that

This Council deplores candidates standing for election with the intention to deliberately deceive the electorate.

However, we accept that names can be misleading without being deliberately so and we would not want legislation which would reduce people's ability to participate in the democratic process.

We will support this Government in any measures it introduces to prevent deception but would need to be convinced that any legislation did not reduce people's right to participate in the democratic process.

The meeting commenced at 7.30pm and concluded at 9.55pm.

MAYOR

COUNCIL

17 DECEMBER 1997

Present:- Councillors Adams, Angell, Mrs Ballin, Barnard, Bayle, Beadsley, Bettison, Birch, Blatchford, Mrs Doyle, Egan, Fawcett, Finnie, Flood, Good, Grayson, Harrison, Miss Haydon, Mrs Hayes, Mrs Hirst, Jones, Mrs Keene, McCormack, Mills, North, Onions, Mrs Pile, Ryan, Sargeant, Mrs Shillcock, Simonds, Mrs Sutcliffe, Taylor, Thompson, Wade, Ward, Wheaton and Worrall

Apologies for absence were received from:-
Councillors Mrs Clifford and Veakins

THE MAYOR, COUNCILLOR JAMES FINNIE, IN THE CHAIR

377 Corporate Identity

Councillor Birch as Chairman of the Corporate Identity Focus Group submitted a report on the work of the Group in relation to the development of a corporate identity for the new unitary authority with specific reference to the consideration which had been given to issues relating to the Council's existing logo. The Group had identified weaknesses with the existing logo and had previously submitted alternative designs to the Strategy and Policy Committee which had been approved for the purposes of a comprehensive consultation exercise. Following that exercise, the Focus Group had concluded that it would be appropriate to revise the existing logo to address the reprographic and other weaknesses which had previously been identified. Copies of the revised logo were circulated to Members at the meeting and an exhibition panel was displayed.

Councillor Birch emphasised that all the developmental work had been undertaken in-house at no additional cost to the Council and that the Focus Group proposed that use of the revised logo should be phased in over a period of time as replacements became necessary. This would enable costs of replacing the logo to be contained as far as possible within current budgets although re-badging of buildings, equipment and facilities transferred from Berkshire County Council on abolition represented an unavoidable cost.

Following questions from members of the Council, the motion set out hereunder was moved by Councillor Birch and seconded by Councillor Bettison.

That the revised logo circulated at the meeting be adopted as the Borough's logo with immediate effect.

Following debate, the amendment set out hereunder was moved by Councillor Good and seconded by Councillor Bayle.

Delete all words after "that" and add - "the Council continues with the existing logo but investigates further the reprographic difficulties associated with that logo.

Following debate, the amendment was put to the Council meeting and, on a vote being taken, was declared not carried.

The original motion was then put to the meeting and, on a vote being taken, declared carried.

RESOLVED that the revised logo circulated at the meeting be adopted as the Borough's logo with immediate effect.

378 **Reference from Education Transition Committee**

Completion of Whitegrove Primary School

Councillor Ward, as Chairman of the Education Transition Committee, submitted minute 392 of the meeting of the Education Transition Committee held on 11 December 1997 for consideration by the Council in pursuance of Standing Order 44.

Following questions, Councillor Ward moved adoption of the recommendations set out in minute 392 together with an additional recommendation set out as (iv) in the resolution set out hereunder.

Following debate, a vote was taken and the motion declared carried

RESOLVED that

- (i) the Council approve the traditional build single storey building provided that:
 - (a) the final tender, together with the full tendered cost of temporary accommodation fall below £750,000 allowing for a 5% error (ie. £712,000).
 - (b) the money be committed before any contracts are signed other than for temporary classrooms.
- (ii) should either of the above conditions not be fulfilled, then the officers (without further reference to the Committee) proceed with Option 1 as referred to in the report submitted.

If this second option is adopted due to condition (i)(a) not being met, any balance of this £750,000 could be used for artificial surfaces or other work to be agreed with the Governors.

- (iii) should condition (i)(a) fail by a relatively small sum of money, the Governors be given 7 days to indicate whether they can make up any shortfalls.
- (iv) in order to proceed with all pre-contract work in the event of the Council adopting the recommendations of the Education Transition Committee, the Council request Berkshire County Council as present Local Education Authority to appoint this Council as agents for the purpose of completing this phase of Whitegrove Primary School.

The meeting commenced at 6.30pm
and concluded at 8.10pm.

MAYOR

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EDUCATION TRANSITION COMMITTEE
5 NOVEMBER 1997

Present: Councillor Ward (Chairman)
Councillors Beadsley, Mrs Doyle, Fawcett, Harrison, Mrs Hayes
Mrs Hirst, Mills, Mrs Shillcock, Wheaton and Worrall

Teacher Representatives: Mr J Haig, Ms L Wales, Mrs M Desai

Also Present: Mr G Anderson, Oxford Diocesan Council

Apologies for Absence were received from:
Councillors Mrs Sutcliffe, Taylor and Thompson

379. Minutes

The minutes of the meeting of the Committee held on 25 September 1997 was signed as a correct record.

380. Minutes of Sub and Liaison Committees

The Committee received the minutes of the Education Consultation Panel held on 13 October 1997 and the informal meeting of the Joint Advisory Sub Committee on Children's Services held on 22 October 1997.

381. Preparation for Unitary Status (Item 1)

The Committee received a report from the Director of Education outlining progress with joint working on a variety of key issues. It was noted that the third tier appointments to the new Education Department were progressing.

RESOLVED that the report be noted.

382. Standards Fund 1997/98 (Item 2)

The Committee received a report, circulated separately to the main agenda on the bids being put forward by the Education Department against the Standards Fund. The Director of Education explained the reasons behind the proposals not to bid against certain categories of funding as there was no likelihood of success. The Committee also discussed the budgetary implications and noted that at present, the DfEE provided 60% towards most grant expenditure, however this was being reduced by 50%. The balance had to be made up by the authority and any final decision on which grants formally to take up can be deferred until the Committee's overall budget was known.

RESOLVED that the Quality Assurance Sub Committee be requested to examine which of the competitive grants would be a priority for the Council and to approve where necessary approve detailed submissions on the Committee's behalf.

383. School Capital Expenditure (Item 3)

The Committee received a report from the Director of Education outlining capital expenditure projects which could require permission for the Council to borrow capital funding. It was noted that there was there was a bid to provide additional accommodation at Whitegrove Primary School and schemes to remove temporary classrooms at Warfield and Wildridings Primary Schools. The buildings at Wildridings were surplus to requirement and also at the end of their useful life. It was noted that there would be consultation with governing bodies before removal dates were established.

RESOLVED that the report be noted.

384. **Nursery Development Programme - Berkshire County Council (Item 4)**

The Committee received a report from the Director of Education outlining an offer by Berkshire County Council to consider the provision of nursery accommodation in the Whitegrove/Warfield area. According to the County Council's criteria, the Whitegrove/Warfield area was next in line for nursery development, should funding become available. The Joint Advisory Sub Committee on Children's Services had considered the issue and was recommending that the Committee respond positively to Berkshire County Council.

RESOLVED that the Council respond positively to Berkshire County Council regarding the provision of nursery accommodation in the Whitegrove/Warfield area.

385. **Establishment of an Early Years Development Partnership (Item 5)**

The Committee received a report from the Director of Education detailing terms of reference and composition of an Early Years Development Partnership needed to produce an Early Years Development plan. The plan needed to be approved for submission to the DfEE by 2 February 1998. The Committee agreed that a Special Needs teacher would be included in the forum and that the sentence in the forum's terms of reference "to plan training for those involved in the delivery of Early Years provision" would be amended to "to identify training needs for those involved in the delivery of Early Years provision".

RESOLVED subject to the amendments mentioned above, that the recommendation of the Joint Advisory Sub Committee on Children's Services with regard to the terms of reference and membership of the Early Years Development Partnership be agreed.

386. **Targets/Life Long Learning Task Force (Item 6)**

The Committee received a report from the Director of Education on establishing a Targets/Life Long Learning Task Force. It was noted that the Thames Valley Enterprise would provide most of the budgetary input for carrying out research etc. The only cost to the Council would be the time to set up and participate in the forum's meetings. The Committee debated the need to maintain an adequate labour supply in the area and the need for re-training for new skills as appropriate.

The forum was aimed at bringing together a wide variety of providers and was among other things to assist Thames Valley Enterprise in furthering their objectives. A white paper on Life Long Learning was expected to be published soon.

RESOLVED that the terms of reference for the Task Force to endorsed and that the Committee's representation be Chairman or Vice Chairman of the Education (Transition) Committee.

387. **Joint Education Library Service (Item 7)**

The Committee received a report from the Director of Education setting proposals for Bracknell Forest to be host authority for future provision of the Education Library Service. The report sought agreement in principle and further details would be reported to a future meeting of the Committee. It was noted that the service provided a quite different facility to that of the Public Library.

The service would be housed at the former County supplies building in Darwin Road, Reading and Reading Borough Council were undertaking responsibility for the fabric of that building. Ratification of the proposals by the other five unitary authorities was expected soon.

RESOLVED

- (i) that Bracknell Forest Borough Council be the host authority for the Education Library Service on behalf of the other Boroughs and Districts in Berkshire;
- (ii) the initial period of the contract be three years; and
- (iii) Officers be authorised to continue detail work and to report back to the Committee at a later stage.

388. **Provision of Language Support for Ethnic Minority Pupils (Item 8)**

The Committee received a report from the Director of Education outlining proposals for the future provision of language support to Bracknell Forest's schools in respect of pupils with little or no English. This service was a peripatetic service providing specialist input for children from a wide variety of backgrounds. It was not felt appropriate that the Borough should provide this service in-house and it was proposed that the service would be purchased primarily from Reading Borough Council service as and when needs arose.

RESOLVED that in respect of the period 1 April to 31 August 1998 that

- (i) a service for peripatetic language support be provided under contract by Reading Borough Council;
- (ii) Officers be authorised to undertake contract negotiations with Reading Borough Council;
- (iii) Services for interpretation and translation be purchased as required.

The meeting commenced at 7.30pm and concluded at 9.25pm.

CHAIRMAN

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**EDUCATION TRANSITION COMMITTEE
11 DECEMBER 1997**

Present: Councillor Ward (Chairman), Councillors Barnard, Beadsley, Mrs Doyle, Fawcett, Good, Harrison, Mrs Hayes, Mrs Hirst, Mrs Shillcock, Mrs Sutcliffe, Thompson, Wheaton and Worrall

Teacher Representatives: Mr J Haig, Ms L Wales

Oxford Diocesan Council: Mr G Anderson

Also Present: Councillors Bettison and North

Apologies for Absence were received from:
Councillors Mills and Taylor
and from Mrs Desai (Teacher Representative)

389. Minutes

The minutes of the meeting of the Committee held on 5 November 1997 were approved as a correct record.

390. Education Quality Assurance Sub Committee

RESOLVED that the minutes of the meeting of the Quality Assurance Sub Committee held on 12 November 1997 as set out in Appendix A hereto be received.

391. Public Participation - Submission on behalf of the Governors of Whitegrove Primary School

Mr R Stok, Chairman of the Governors of Whitegrove Primary School addressed the meeting and submitted information in support of the Governing Body's preferred option for completion of the Whitegrove Primary School buildings to meet anticipated needs from April 1998.

392. Completion of Whitegrove Primary School (Item 1)

Consideration was given to a report by the Director of Education dealing with the options for the construction, timescale and associated costs of the various options for the proposed extension at Whitegrove Primary School.

The Committee noted that the school had been designed on the basis that accommodation would be increased in 2 phases by the addition of modular buildings but that the Committee had previously formed the view that the option of extending the school through a traditional building in a single phase should also be considered.

Accordingly a feasibility study into the alternatives available had been undertaken and the costings and other implications were reported to the Committee. The Committee further noted that an agreement had been reached on behalf of the six Berkshire District Authorities

that completion of Whitegrove Primary School was of sufficiently high priority to be funded from the County Council's balances before those balances were distributed to the successor authorities.

Following debate the following Motion was adopted and, pursuant to Standing Order 44, a number of Members of the Committee requested that the matter be referred to the Council as a recommendation for decision.

Accordingly it was

RECOMMENDED

- (i) that the Council approve the traditional build single storey building provided that:
 - (a) the final tender, together with the full tendered cost of temporary accommodation fall below £750,000 allowing for a 5% error (ie. £712,000).
 - (b) the money be committed before any contracts are signed other than for temporary classrooms.
- (ii) should either of the above conditions not be fulfilled, then the officers (without further reference to the Committee) proceed with Option 1 as referred to in the report submitted.

If this second option is adopted due to condition (i)(a) not being met, any balance of this £750,000 could be used for artificial surfaces or other work to be agreed with the Governors.

- (iii) should condition (i)(a) fail by a relatively small sum of money, the Governors be given 7 days to indicate whether they can make up any shortfalls.

It was further

RESOLVED that the Director of Education be authorised to request the County Council to proceed with the necessary provision of appropriate temporary accommodation to meet anticipated needs during construction.

393. **Progress Report on Preparation for Unitary Status (Item 2)**

The Director of Education submitted a progress report on the project plan for the establishment and subsequent operation of Bracknell Forest Local Education Authority with particular reference to the progress being made with regard to the recruitment of key staff.

RESOLVED that the report and good progress being made be noted.

394. **Education Development Plan (Item 3)**

The Director of Education reported on the forthcoming statutory requirement for the Council to prepare an Education Development Plan by the end of March 1999 and submitted a first draft aimed at establishing a strategic framework for the plan over the period 1998 - 2002.

The plan submitted comprised a service description, service profiles, identified pressures and issues and a statement of service purpose.

The Committee noted that, within the strategic framework, the annual service priorities for 1998 - 99 would be considered by the Committee at its next scheduled meeting.

RESOLVED that the report be noted and that the Committee adopt the proposed statement of service purpose and strategic objectives.

395. Scheme of Local Management for Schools for 1998/99 (Item 4)

The Committee noted that the Borough Council was required to have a scheme of Local Management for Schools agreed by 31 December 1997 for submission to the Department for Education and Employment for approval. The Committee had previously agreed that the approach to local management should be based on minimal change from the model currently used by Berkshire County Council and that consultation with schools had subsequently taken place on a proposed draft scheme.

RESOLVED that the scheme of Local Management for Schools in Bracknell Forest in 1998/99 be based on the Berkshire County Council scheme with the following amendments:

- Outer Fringe London Weighting to be incorporated in appropriate formula components
- the funding of resourced schools to be simplified and based on a model that is place driven for staffing and pupil driven for support, capitation and other costs
- funding for four year olds in reception classes in the two terms prior to the term in which they reach the age of five to be at a rate of 30% of the nursery AWPU.

396. New Deal for Schools 1998-2001 Funding Bid (Item 5)

The Director of Education reported to the Committee on the details of the Government's funding arrangements for the three year New Deal for Schools Programme and the Committee noted that bids for work at County, voluntary (including aided) and maintained special schools for projects beginning in 1998/99 were to be submitted by 16 January 1998. The Government required Local Education Authorities before submitting bids to undertake various steps in relation to management policy definition, assessment of relevant needs of school building stock, consultation with schools and other relevant bodies, prioritisation, partnership funding and impact on educational standards. Accordingly consideration was given to a draft statement of policy and to proposed processes and timetables for consultation arrangements.

RESOLVED that

- (i) the Committee note the report submitted and the proposed consultation process for the formulation of the Council's bid; and
- (ii) approve the draft policy statement submitted.

397. The Standards Fund 1998-99: National Grid for Learning Grant (Item 6)

The Director of Education submitted proposals for an application to the Department for Education and Employment for funding under the Standards Fund for using new technologies to raise standards in schools. The Committee noted that the National Grid for Learning was intended to provide a national focus and agenda for harnessing new technologies to raise

educational standards, particularly in literacy and numeracy, and to improve the quality of life and Britain's competitiveness. Funding bids had been invited for support in 1998-99 by 15 December and details of the Council's bid amounting to £400,000 were submitted for the Committee's approval. The bid encompassed proposals to establish a Borough wide area network capable of connecting all schools, libraries, Council offices and other educational establishments to assist schools to deliver curriculum and support the development of a learning community.

RESOLVED that the Director of Education be authorised to bid for funding from the Standards Fund on the basis of the submission attached to the report before the Committee.

398. **Joint Arrangements for the Provision of Services on Sensory Impairment (Item 7)**

The Committee received proposals for continuing current arrangements for support to children with sensory needs through joint arrangements with the other new unitary authorities in Berkshire in a consortium to be lead by the Royal Borough of Windsor and Maidenhead.

RESOLVED that

- (i) the proposal for a joint service to meet sensory needs, led by the Royal Borough of Windsor and Maidenhead, be supported in principle; and
- (ii) the Officers be requested to continue preparation of the proposed scheme and to report back to the Committee.

399. **Behaviour Support Plan (Item 8)**

The Director of Education advised the Committee that the Local Education Authority was required to produce a Behaviour Support Plan by 31 December 1998 which should accord with draft guidance issued by the Department for Education and Employment. Details of the topics to be included within the plan were noted by the Committee together with the timescale for preparation of the plan following the publication of final guidance early in the new year.

RESOLVED that the report be noted and that the development of a Behaviour Support Plan be included within the Council's Education Development Plan.

400. **Extension to the Arrangements for English Language Support (Item 9)**

The Committee noted that following its previous decision to approve the provision of English Language Support on a contract basis from Reading Borough Council for the five month period from 1 April 1998 to the end of the current project on 31 August 1998, the Government had subsequently announced that the period for current projects would be extended to the end of the financial year 1998/99. Accordingly it was recommended that the existing contract with Reading Borough Council be extended for the full financial year.

RESOLVED that

- (i) the period of the contract with Reading Borough Council in relation to English Language Support be extended from the current five month period to the full financial year 1998/99; and
- (ii) Officers be authorised to continue contract negotiations with Reading Borough Council.

The meeting commenced at 7.30pm and concluded at 10.00pm.

CHAIRMAN

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**EDUCATION QUALITY ASSURANCE SUB COMMITTEE
12 NOVEMBER 1997**

Present: Councillor Ward (Chairman), Councillors Barnard, Mrs Doyle,
Harrison, Mrs Hirst, Mrs Shillcock, Taylor and Wheaton

Also Present: Councillor Fawcett

Apologies: County Councillor M Tomkinson

9. **Minutes 22 September 1997**

The minutes of the meeting of the Sub Committee held on 22 September 1997 were signed as a correct record.

10. **The Standards Fund**

The Sub Committee received a report from the Director of Education detailing arrangements for bidding for grants for under the Standards Fund 1998/99. The Director of Education tabled a paper setting out full details of the key bids for the Sub Committee's consideration. Most of the bids were at a grant rate of 50% and in accepting the funding, the Borough's share would be a budget commitment.

The Director also introduced Appendix 2 to the report (tabled at the meeting) setting out details of the Standards Fund bid for the National Grid for Learning. It was noted that this would be reported in detail to the Education Transition Committee on 11 December.

RESOLVED that the bids tabled at the meeting under the Standards Fund be approved.

11. **The National Literacy Strategy**

The Sub Committee received a report from the Director of Education explaining the National Literacy Strategy and the steps needed to implement it in the Borough. It was noted that the Council would be appointing a literacy consultant in 1998 and that under the initiative, all schools would be required to have a governor with special responsibility for literacy. The exercise would be a high-profile initiative carried out at a national level.

RESOLVED that

- (i) the proposed approach set out in the report to the implementation of the National Literacy Strategy and the LEA targets be endorsed; and
- (ii) the bid for an allocation from the Standards Fund for this project be approved.

The meeting commenced at 7.30pm and
concluded at 9.15pm

CHAIRMAN

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SOCIAL SERVICES TRANSITION AND HOUSING COMMITTEE
6 JANUARY 1998

Present: Councillor Angell (Chairman), Councillors Bayle, Egan, Harrison,
Miss Haydon, Mrs Hayes, Mrs Hirst, Jones, Mrs Pile, Ryan,
Mrs Shillcock, Symonds, Mrs Sutcliffe and Worrall

Also in attendance:
Councillor Bettison

Apologies for Absence were received on behalf of:
Councillors Grayson and McCormack

401. **Minutes**

The minutes of meetings of the Committee held on 9 and 30 September 1997 were approved as correct records and signed by the Chairman.

402. **Mr Martin Hughes**

The Chairman welcomed Mr Martin Hughes newly appointed to the post of the Head of Adult Services, who would be joining the authority on 19 January 1998.

403. **Minutes - Sub Committees**

The Committee received the minutes of the Housing Sub Committee on 23 September, Social Services Sub Committee on 2 December, Joint Advisory Sub Committee on Children's Services (informal meeting) on 22 October and Tenancy Conditions Sub Committee on 10 November 1997 and officers answered members questions thereon.

With regard to the Joint Advisory Sub Committee on Children's Services held on 22 October, members noted one addition to the membership of the Early Years Development Partnership.

RESOLVED that, subject to the inclusion of a special needs representative on the membership for the Early Years Development Partnership within the minutes of the Joint Advisory Sub Committee for Children's Services, the minutes of the meetings of the Housing Sub Committee of 23 September 1997, the Social Services Sub Committee of 2 December 1997, the Joint Advisory Sub Committee on Children's Services (informal meeting) 22 October 1997 and Tenancy Conditions Sub Committee of 10 November 1997, as reported at Appendices A, B, C and D respectively, be received and noted.

404. **Service Plan for Social Services and Housing 1998/99 (Item 1)**

In a detailed report the Director of Social Services and Housing submitted the outline draft Service Plan for 1998/99 covering three broad areas of service provision within the new Social Services and Housing Department, namely Adults, Children's and Housing Services.

All local authorities had a mandatory duty to produce a Children's Service Plan and Community Care Plan on a three yearly basis with annual up-dates. Accordingly, outline drafts had been produced of both plans on the basis of consultation with a range of voluntary

groups and statutory agencies, as well as drawing on work undertaken by the County Council in producing its Local Area Plan.

The impact of the Revenue Support Grant had produced a budget of £15.97m for the provision of Social and Housing Services and details of the proposed distribution of the budget, largely based on the disaggregation process carried out by the County Council and further shaped by projected demands and pressures based on demographic profiling of the population of the Borough, were detailed and officers answered members questions thereon.

Further to detailed questions and responses from officers and debate, it was

RESOLVED that the outline draft Service Plan for Social Services and Housing for 1998/99 be adopted as the basis for detailed service planning.

405. **Revenue Budget 1998/99 (Item 2)**

The Director of Social Services and Housing and the Director of Corporate Services submitted a joint report considering the revenue budget for 1998/99 which had been prepared within the framework set by the Strategy and Policy Committee at its meeting on 17 December 1997.

It was noted that the provisional Local Government finance settlement, which had been announced in early December, had set the Council's Standard Spending Assessment (SSA) and capping limit at £76.17m. Overall the settlement provided for an increase in SSA of less than 1% after adjustments on nursery vouchers and community care special transition grant were made. However the settlement had been heavily skewed towards Education with an increase in the Education SSA of 3.1%. Overall the Social Services SSA for 1998/99 was £12.74m, which represented a reduction of 5.6% compared to 1997/98. In real terms it was noted that the Social Services SSA had been adversely affected by changes in the methodology used to calculate the elderly residential components of the formula and this single change had reduced the SSA by £1.15m. The Leader of the Council had arranged to meet the Minister for Local Government on 12 January 1998 at which this and other methodology changes would be raised.

With regard to the Special Transitional Grant (STG), it was noted that, the actual level of demand faced by local authorities had exceeded that which had been anticipated, and that the grant had been extended for a further year. A grant of £558,000 had been allocated to Bracknell Forest for 1998/99.

Throughout the autumn detailed preparations had been made to disaggregate the County Council's budget and prepare estimates of this Council's budget requirements for 1998/99. As such the budget preparation process for the year had been unique in that much of the base level data was not held by the Borough Council. However, work on the disaggregated budget had resulted in a number of adjustments being made to reflect three areas; technical adjustments to correct budgets which would not support the current levels of service; the full year affect of previous policy decisions, and a number of changes to reflect inevitable diseconomies of establishing a unitary authority. Details of these areas were reported.

With regard to pay and price increases, it was noted that the Strategy and Policy Committee had indicated to committees that they should resist the cost of inflation increases on running expenses budgets where possible, however there were some areas where this was not possible and a list of such items was detailed for Members' consideration.

A list of the pressures and developments facing the Committee were noted. These pressures amounted to an additional £405,000 in 1998/99 and it was agreed that these items should be

recommended to the Strategy and Policy Committee for inclusion in the Committee budget. With respect to economies, the budgets had been carefully scrutinised to identify where good housekeeping/efficiency measures may be possible to allow the Committee to set an affordable budget. Accordingly a list of such items was presented for the Committee totalling £361,000. The key element of the efficiency measures involved setting a target vacancy of £236,000. This would require the Director of Social Services and Housing to manage vacancy rates to ensure that overall staffing costs were contained within the revised allocation. Such an approach had the major advantage of retaining flexibility for the Director to react to service demands as they became better known during the year through adjusting staffing levels as necessary within the departmental structure and the financial target.

Under guidelines provided by Strategy and Policy Committee, fees and charges would be increased by an average of at least 6% with the exception of certain specified Social Services charges which were based on unit costs or were determined by the Department of Social Security and proposed revised charges were presented for the Committees consideration.

Given the technical nature of the report, the Chairman allowed questions of a detailed nature and officers responded thereon.

RESOLVED that:

- (i) the Committee agrees its draft base budget for 1998/99 as £15,970,000; and
- (ii) the Committee requests Strategy and Policy Committee, when considering the Council's budget for 1998/99, to:
 - (a) add an allowance for inflation to the following running expenses budget:

	Budget	Additional Inflation
	£000	£000
External Placements	6,503	195
External Domiciliary Purchases	922	28
Foster Care Payments	536	16
Rates, Water and Sewage	43	1
Contact Cleaning	14	4
Homelessness	84	3
Others to be identified	-	30
Total	8,102	
Total addition for inflation	-	277

- (b) approve the potential service development/pressures and economies identified in the report at Appendices E and F respectively; and
- (c) increase fees and charges from 1 April 1998, as detailed in the report at Appendix G.

406. The Planning Process and the Role of Elected Members (Item 3)

The Director of Social Services and Housing reported that members of the Social Services Transition and Housing Committee in Bracknell Forest had been involved in a process of

learning and development over the past two years which had required considerable commitment to the need to understand the breadth of responsibilities being transferred to the local authority. This supported a debate as to the role of elected members in the planning process and the extent to which members should or need to become involved in the detail, as opposed to setting and approving the overall direction of service developments and determining the strategies and priorities for individual services.

The need to close the gap between members current level of knowledge and understanding had been recognised by the Committee. At the same time members would wish to ensure that their views had been considered in the shaping of individual agreement of the Council's policies, priorities and procedures and several methods of achieving this were considered.

RESOLVED that in order that members continue to increase and develop their knowledge of Social Services, officers are requested to provide, at the next meeting, a programme for policy review reports to this Committee and a programme for service reviews by reports to the Social Services Sub Committee.

407. **Revised Budget 1997/98 (Item 4)**

In a report, primarily for information, the Borough Finance Officer presented the revised budget for 1997/98 for the housing programme area.

RESOLVED that the report be noted.

408. **Terms of Reference - Delegations to Officers (Item 5)**

Further to Minute 78 (17 June 1997) and 222 (9 September 1997) the Chairman reported that the Social Services Transition and Housing Focus Group had met again on 9 December to consider additional powers to the Social Services and Housing (Policy) Committee, the setting of terms of reference for the Social Services Sub Committee, and establishing and setting terms of reference for Social Services Appeals Sub Committee. The Focus Group had originally agreed terms of reference for a Registration and Inspection Advisory Panel, although this matter had been put on hold after the meeting of the Focus Group to allow further consideration on a possible Berkshire wide scheme.

A further meeting of the Focus Group would be necessary to deal with the Registration and Inspection Advisory Panel when further details were known how to deal with delegations to officers.

RESOLVED that:

- (i) the additional terms of reference for the Social Services and Housing Committee, as detailed at Appendix H, be approved and recommended to the Council for consideration;
- (ii) the terms of reference for the Social Service Sub Committee be as set out at Appendix I;
- (iii) the Council establishes a Social Services Appeals Sub Committee with terms of reference as detailed at Appendix J; and

- (iv) the situation regarding the Registration and Inspection Advisory Panel - Children and Adults - be noted and further consideration of this issue be given at the next meeting of the Focus Group.

The meeting commenced at 7.30pm and concluded at 10.05pm.

CHAIRMAN

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**HOUSING SUB COMMITTEE
23 SEPTEMBER 1997**

Present: Councillor Angell (Chairman)
Councillors Grayson, Harrison, Miss Haydon, Mrs Hirst,
Jones, Mrs Pile, Mrs Shillcock, Ward, Worrall

20. **Minutes**

The minutes of the Housing Sub Committee held on 13 May 1997 were approved as a correct record and signed by the Chairman.

21. **Bid for Local Authority Social Housing Grant Shared Equity Scheme - Notting Hill Home Ownership (Item 1)**

The Sub Committee considered a report on the potential for providing shared equity opportunities in partnership with Notting Hill Home Ownership.

Notting Hill Home Ownership wished to work in partnership with the Council to provide shared ownership opportunities. The proposal was to purchase ten properties offered for sale in the private housing market and, where required, carry out moderate improvements to the properties. The properties would then be offered at between 25% and 75% shares, to applicants on the Shared Ownership Register, the Housing Waiting List, or existing Council Tenants.

The Sub Committee noted the flexibility of the scheme which made it particularly attractive.

RESOLVED that:

- (i) Local Authority Social Housing Grant in the sum of £241,405 (+/- 10%) be made to Notting Hill Home Ownership from the 1997/98 approved budget for the purchase of ten existing satisfactory premises to be offered for shared ownership; and
- (ii) authority be given for a Nomination Agreement to be entered into giving the Council 100% nominations from applicants on the Shared Owner Register, the Housing Waiting List, or existing Council tenants

22. **Conditions of Tenancy (Item 2)**

The Sub Committee considered a report on a revised Draft Agreement and Conditions of Tenancy.

The draft Housing Nuisance Strategy had identified the need for a clear and comprehensive Agreement and Conditions of Tenancy to deal effectively with nuisance and anti-social behaviour. The report presented a revised draft for the Sub Committee's consideration, prior to statutory tenant consultation.

The Sub Committee discussed the document and the following particular points were made:

Rent

Clarification of rent arrears and the impact of Housing Benefit on rent, including its implications for succession of tenancy on the death of a tenant, would be considered by officers with a view to introducing clear information in a sensitive way.

Insurance

Officers agreed to look further at advice for tenants on insurance, particularly contents insurance.

Pets

Some clarification would be considered for inclusion in the explanatory material, particularly on the position of existing pets.

Garages

A clause would be added regarding the storage of dangerous materials or substances in garages.

Aerials

The text would be amended to permit installation of television aerials by introductory tenants with the prior written consent of the Housing Section.

Vans and Lorries

Officers were requested to consider ways in which lorries and large vans could be prevented from parking on estate highways.

RESOLVED that:

- (i) the Draft Agreement and Conditions of Tenancy be approved, as amended;
- (ii) the timetable for consultation and implementation of the new Agreement and Conditions of Tenancy for secure and introductory tenants be approved; and
- (iii) the officers be requested to consider and report back on the ways in which lorries and large vans can be prevented from parking on the estate highways.

23. **Introductory Tenancies (Item 3)**

The Sub Committee considered a report on how Introductory Tenancies were to be implemented.

The Social Services Transition and Housing Committee on 17 June 1997 had approved the adoption of an Introductory Tenancy regime. The report outlined the main principles by which this would operate. The scheme would be the subject of consultation with tenants in tandem with the consultation to be carried out on Tenancy Conditions.

A full report on the performance of the scheme would be made to the Sub Committee after one year of operation but the scheme would be monitored continuously from its implementation. Officers would ensure that members were provided with sufficient information so that they could be satisfied that the process was operating properly.

RESOLVED that:

- (i) Introductory Tenants should only be granted the statutory rights allowed under Part V of the Housing Act 1996;
- (ii) the new revised tenancy conditions, subject to tenant consultation, be used for all Introductory Tenancies from 1 January 1998;
- (iii) the issue of Notice of Possession Proceedings against Introductory Tenants be delegated to the Housing Estates Manager, Post No HEA002 and two Housing Managers, Post Nos HEA004 and HEA005; and
- (iv) the Assistant Director (Housing) and the Head of Housing Estate Services be authorised to conduct reviews of decisions to take possession proceedings.

24. **Housing Major Repair and Improvement Programme (Item 4)**

The Sub Committee considered a report on progress on schemes included in the 1996/97 programme but not yet reported as completed, and progress on schemes on the 1997/98 which were previously approved by Committee. A number of schemes included in the Housing Capital Programme 1997-2001 as approved by Policy and Resources Committee on 11 February were also reported for approval to proceed and to spend.

The Sub Committee discussed arrangements for casual deliveries to sheltered units with door entry systems. Some consideration would be given to the suggestion of a 'communal' letterbox.

RESOLVED that:

- (i) the progress of schemes previously approved by Housing Committee and Social Services Housing Committee be noted;
- (ii) the schemes for further rewiring work to dwellings in Harmans Water and for the installation of door entry systems in Broadway House and Farningham House be approved; and
- (iii) both proposals, as allowed by SO62 and SO60 requiring competitive quotations shall not apply, subject, in the case of the door entry systems, to an acceptable tender being received.

25. **Tenants Consultation (Item 5)**

The Sub Committee considered a report on the legislative requirements regarding the Council's arrangements for consulting tenants upon housing management matters. The Social Services Transition and Housing Committee on 9 September 1997 had resolved that responsibility for determining arrangements for tenant consultation should be delegated to the Housing Sub Committee.

The Council had quite properly been consulting with its tenants about a range of housing management issues for many years, but recent discussions between the Housing Department and the Legal Section had focused on the statutory requirement to have an agreed procedure for tenant consultation in accordance with the legislation. This was required to be published and available for public inspection on request.

RESOLVED that:

- (i) the Sub Committee approves the procedure for tenant consultations as set out in Appendix A of the report;
- (ii) the procedure is published and made available to any member of the public requesting it free of charge; and
- (iii) the Sub Committee supports informal consultation with tenant representative groups recognising their special role in Housing Management Compulsory Competitive Tendering arrangements.

26. Items for Information (Items 6, 7 and 8)

The Sub Committee received and noted the following information items:

- Development Programme - Position Statement (Item 6)
- Sale of Council Houses (Item 7)
- Housing Statistics (Item 8)

27. Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for the consideration of Items 7 which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (5) Information relating to occupiers or former occupiers of Council accommodation (Item 11)
- (7) Information relating to business or financial affairs (Items 9 & 10)

28. Future of Calcott, Rectory Close, Bracknell (Item 9)

The Sub Committee considered a report on the future use of Calcott, Rectory Close, Bracknell.

Negotiations had been opened with the NHS Trust with a view to the disposal of the freehold of the site for the development of a purpose built group home for people leaving Church Hill House.

RESOLVED that the Finance and Property Sub Committee be requested to approve the sale of the freehold of Calcott for a sum of £65,000 to the East Berkshire NHS Trust to enable the redevelopment of the site with a group home for residents leaving Church Hill House.

29. **The Future of 2/2A Hurst Close, Crowthorne Road, Bracknell (Item 10)**

The Sub Committee considered a report on the possible future use of 2/2A Hurst Close, Crowthorne Road, Bracknell. The adjoining properties were in private ownership. Together, the dwellings occupied a substantial site, the redevelopment of which could provide substantial housing gain.

RESOLVED that:

- (i) in the event of it being demonstrated that the redevelopment of the site, currently occupied by numbers 1, 2/2a and 3 Hurst Close, can provide a scheme giving substantial housing gain, then a Registered Social Landlord can be invited to assemble the site for an affordable housing scheme, the mix and tenure of which will be decided by Bracknell Forest Borough Council; and
- (ii) in the event of any redevelopment being unable to provide substantial housing gain, then the Borough Engineer and Surveyor be asked to negotiate terms with the NHS Trust, or one of their provider partners, with a view to the disposal of the freehold to secure the use of the premises for people leaving Church Hill House.

30. **Possession Proceedings (Information Item 11)**

The Sub Committee received and noted a report on Possession Proceedings.

The meeting commenced at 7.30 pm and concluded at 8.50 pm

CHAIRMAN

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**SOCIAL SERVICES SUB COMMITTEE
2 DECEMBER 1997**

Present: Councillor Angell (Chairman), Councillors Barnard, Bayle, Miss Haydon, McCormack, Ryan, Mrs Shillcock, Mrs Sutcliffe and Worrall

Also Present: County Councillor Mrs A J Williams

8. Minutes

The minutes of the Sub Committee held on 15 July 1997 were approved as a correct record and signed by the Chairman.

9. Joint Planning Arrangements (Item 1)

The Director of Social Services and Housing submitted a report advising Members of the proposals for joint planning arrangements which would need to be put in place to replicate or supersede those currently used by the County Council in relation to the Health Authority. Joint planning with Berkshire Health Authority had been the subject of continuous discussion between the officers of the respective authorities as well as bring the subject of a seminar in September from which had emerged a set of proposals and a preferred model for the continuing joint planning arrangements which would need to be in place from 1 April 1998. The proposed model would seek to create six new planning groups reflecting the aims of the six new unitary authorities, working as primary planners with the Health Authority on health and social care issues. The six local joint planning groups would drive the joint planning mechanism and would be fed by customer focused groups in each unitary area. This would enable the development of the Community Care Plans and Children's Services Plans, responding to the needs of the communities that their respective authorities cover. It would be intended that the central planning groups would have a direct relationship with the JCC which would undertake a role as main co-ordinating body for the groups on certain issues, such as Joint Finance and joint commissioning. In addition to the JCC, a Chief Officer's group would be comprised of Directors of Social Services from the unitary authorities, with a remit of developing an overview of the Children's Services Group, Joint Agreement Group, Joint Commissioning Management Group, and Joint Finance Administration Group. The central planning groups would draw together some of the inter authority issues which the Health Authority would need to address across more than one authority and it would also make recommendations through the chief officer's group to the Joint Consultative Committee. The role of the JCC would be to endorse proposals for the use of joint finance money in support of projects which supported the agreed priorities of the Health Authority in the unitary authorities.

It was noted that the model was broadly supported by the unitary authorities having been reported to the JCC during November.

In response to a question, the Director of Social Services and Housing responded that the model would bring together both the Health Authority and the Trusts, together with voluntary organisations, carers groups and users groups, to address local issues under one umbrella. Locality Commissioners would be responsible for working with the unitary authorities on health issues and to develop relationships with the range of health services. The Health Authority would have an overarching role but would act on issues identified by each unitary at a local level in order to identify to those areas on which the budget should be targeted.

The service plan for the department would be reported to the January Social Services Transition and Housing Committee to outline the plans for the next financial year. Some concern was expressed that members of the committee should be involved in joint working in order to ensure representation of Bracknell Forest views. The Director agreed to provide a report setting out how this process would link with the decision-making and policy setting role of elected members.

RESOLVED that the Social Services Sub Committee notes the progress made on the joint planning arrangements and endorses the current proposals.

10. **Progress Towards Transition (Item 2)**

The Director of Social Services and Housing submitted a report giving details of the progress made to date towards transition and highlighting the main areas outstanding for further work. The Director gave details of the progress made in the areas of structures, recruitment, office accommodation, budget construction and joint arrangements. In response to a question, the Director reported that work was underway to look at enhancing the Forestcare Service so that Bracknell Forest would provide both this and the emergency duty service from 1 April 1998. The service would be managed by the Social Services arm of the department with a specific emergency duty team along similar lines to that currently operated in the County. This model would be subject to review and developed at a future date.

RESOLVED that the Social Services Sub Committee notes the progress made towards transition.

The meeting commenced at 7.30pm and concluded 9.05pm.

CHAIRMAN

JOINT ADVISORY SUB COMMITTEE ON CHILDREN'S SERVICES(INFORMAL MEETING)

22 OCTOBER 1997

Present: Councillors Angell, Barnard, Mrs Hirst, Mrs Shillcock,
Ward and Worrall

1 Election of Chairman

RESOLVED that Councillor Ward be nominated as Chairman for the Sub Committee for this meeting.

2 Nursery Development Programme - Berkshire County Council

The Director of Education reported that the County Council had requested the Borough Council to comment on the resolution of the County Education Committee that, subject to funds being available, a nursery class be provided in the Whitegrove/Warfield area.

The County Council's Transition and Resources Committee were due to determine whether the funding would be available for the project in early November, and the views of the Districts would be reported to the County Education Committee on 27 November.

Accordingly, a decision would be required by the Bracknell Forest Education Transition Committee in November. In the longer term consideration of any further development would form part of the work of the Early Year's Development Partnership.

It was **AGREED** that, subject to funding being available, the Borough Council respond positively to the County Council's suggestion on the provision of a nursery class in the Whitegrove/Warfield area.

3 Establishment of an Early Years Development Partnership

The Director of Education submitted a report seeking the Sub Committee's recommendations on the Membership and Terms of Reference from the early years development partnership Bracknell Forest.

Further to debate it was

AGREED that:

- (i) an early years development partnership be formed with the following terms of reference:
 - To work with Bracknell Forest Borough Council to draw up an Early Years Development Plan that ensures that a good quality early education place is provided, free of charge, for all four year olds whose parents want it, with targets set to extend that entitlement to three year olds over time.

- To participate in the on-going review of local early years services.
- To highlight the potential for developing active local partnerships between different providers and sectors in Bracknell Forest and to support their establishment.
- To plan training for those involved in the delivery of early years provision.
- To share information about the availability of early years services and for service providers.
- To promote good practice and improvements in the quality of service.

(All the above to include examination of pre-school children with special needs where appropriate).

(ii) The Membership for the Early Years Development Partnership be as follows:-

Practitioners (6)

LEA schools with Nursery Classes x 2 (*preferably one with nursery class and one with reception class experience*)

Private Day Nurseries x 1

Play groups affiliated to PLA x1

Independent Schools x 1

Community (5)

Pre-school Learning Alliance representative x 1

National Childminders Association representative x 1

Parent representative x 1

Business Community representative x 1

Diocesan representative x 1

Local Authorities (6)

Elected members x 3 (*Chairman of Social Services and Housing Committee, Chairman of Education Transition Committee, and Councillor Mrs Shillcock, or their representatives*)

Director of Education (*or his representatives*) x 1

Director of Social Services and Housing (*or his representatives*) x 1

Health Authority x 1

(The Partnership will have the authority to co-opt other Members, as it feels appropriate, dependent on the subject being discussed).

The meeting commenced at 6pm and concluded at 7.35pm.

**TENANCY CONDITIONS SUB COMMITTEE
10 NOVEMBER 1997**

Present: Councillors Angell, Mrs Hirst, Mrs Shillcock,
Simonds and Worrall

1. **Election of Chairman**

RESOLVED that Councillor Angell be elected as Chairman of the Sub Committee.

2. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for the consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (5) Information relating to occupiers or former occupiers of Council accommodation

3. **Tenant Consultation: Conditions of Tenancy - Introductory Tenancies**

In a report containing exempt information the Director of Social Services and Housing provided a summary of the results of the recent consultation with tenants and the proposed revisions to the Conditions of Tenancy and the proposed implementation of introductory tenancies with effect from January 1998. The consultation had also included the proposal to convert the remaining 75 monthly tenancies to weekly tenancies.

It was noted that a total of 262 tenant's consultation papers and 70 telephone enquiries had been received and the Sub Committee considered an analysis of the responses.

In considering the comments made, the Sub Committee was of the view that the following changes should be made to the Conditions of Tenancy or the "Explanatory Notes":

- (a) Clarify the situation in relation to the service of Notices to Quit in the cases of joint tenancy within the "Explanatory Notes". However, Members stressed the importance of leaving the notes open to officer interpretation to take account of the circumstances of each individual case.
- (b) The need for tenants to take out their own contents insurance be stressed within the "Explanatory Notes".
- (c) That when the revised policy on pets is considered, it is applied to all new tenants.

- (d) That tenants be told about cleaning walls and stairs in communal areas when they take tenancy of a property in a block containing 8 flats or less.

Further to questions officers would examine in detail the Council's powers to remove vehicles where problems were known to be occurring and to determine appropriate definitions of vehicle sizes where these were referred to (i.e. a small van as stated in the Conditions of Tenancy).

Further to detailed discussion it was

RESOLVED that:

- (i) the issues raised at (a) - (d) inclusive be noted and that the Director of Social Services and Housing be delegated formal powers to affect the necessary changes to the Conditions of Tenancy and issue all notices as appropriate;
- (ii) the Director of Social Services and Housing be delegated power to issue notes of explanation to all tenants of Conditions of Tenancy; and
- (iii) officers examine, in detail, the Council's powers in relation to removal of vehicles where they were causing a nuisance and the size of vehicles appropriate to be parked within residential parking areas.

The meeting commenced at 5.30pm
and concluded at 7.20pm.

CHAIRMAN

**PUBLIC AND ENVIRONMENTAL SERVICES COMMITTEE
8 JANUARY 1998**

Present: Councillor Mills (Chairman), Councillors Adams, Barnard, Bayle, Beadsley, Mrs Clifford, Egan, Flood, Mrs Keene, North, Onions, Mrs Pile, Simonds, Veakins, Wade and Ward.

Also Present: Councillors Mrs Ballin and Blatchford.

Prior to the formal commencement of the meeting Mr David Harper, the Chief Fire Officer of the Royal Berkshire Fire Authority, gave a presentation to Members of the Committee on the operation of and financial matters relating to the Fire Authority and answered Members' questions.

409. **Minutes**

RESOLVED that the minutes of the meeting of the Committee held on 11 September 1997 be approved as a correct record and signed by the Chairman.

410. **Chairman's Announcements**

Trading Standards Manager

The Chairman welcomed to the meeting Mr Robert Sexton, who had recently taken up his appointment as Trading Standards Manager for the Council.

Vacancies in Public & Environmental Services Department

The Chairman was pleased to report that a number of the long term vacancies within the Department were now being filled.

Customer Survey

The Chairman reported that the Department received many complimentary comments about the services provided, even in the area of enforcement and quoted a case where the manager of a business had appreciated the informative and reasonable attitude from the inspecting Environmental Health Officer.

411. **Urgent Action Taken Under Delegated Powers**

The Committee was advised of an urgent action taken under delegated powers by the Director of Public & Environmental Services, in consultation with the Chairman, in relation to amendments to charges for cremation memorials.

412. **Minutes of Hackney Carriage Sub Committee - 12 November 1997**

RESOLVED that the minutes of the meeting of the Hackney Carriage Sub Committee held on 12 November 1997 (Appendix A hereto) be received.

413. **Revenue Budget 1998/99 (Item 1)**

Proposals for the Committee's revenue budget for the financial year 1998/99 had been prepared by the Director of Public and Environmental Services, in accordance with guidance set by the Strategy & Policy Committee on 17 December 1997. After taking account of variations from the disaggregated budget totalling £470,000, the Committee noted that its draft base budget would be £5.034 million. The Strategy and Policy Committee was requested to consider an additional allowance for inflation of £166,000 for services where this was unavoidable and also to consider service developments, totalling £250,000, offset in part by service economies, totalling £163,000. The Committee also approved proposals for increased fees and charges, covering the wide range of services provided by the Public & Environmental Services Department as well as the charges for car parks.

RESOLVED that:

- (i) the Committee's draft base budget for 1998/99 totalling £5.034 million be agreed;
- (ii) the Strategy & Policy Committee be requested, when considering the Council's budget for 1998/99, to:
 - (a) add an additional allowance for inflation to running expenses budgets of £166,000, as follows:

	£000s	£000s
	Base Budget	Inflation
Refuse Collection Contract	607	34
Recycling Contract collection	152	5
Street Cleansing Contract	477	21
Vehicle Park Management Contract	217	11
Amenity Land Maintenance Contract	887	33
Market Management Contract	80	2
Waste Disposal	1,640	60
Total	4,060	
Total Addition for Inflation		166

- (b) consider the potential service developments and pressures, set out in Annexe C of Item 1 of the agenda, totalling £260,000 and service economies, set out in Annexe D of Item 1 of the agenda, totalling £163,000 respectively; and
 - (c) increase fees and charges from 1 April 1998, as detailed in Annexe E of Item 1;
- (iii) the proposed changes to the Traffic Regulation Order in respect of Albert Road car park and Downmill Road lorry park be advertised and any objection be reported to the Committee for consideration.

414. **Service Plan 1998/99 (Item 2)**

The Public and Environmental Services Department covers the functions of environmental health, trading standards, environmental services, the cemetery and crematoria service, emergency planning, the grounds maintenance DSO as well as related administrative and financial services. The Director of Public & Environmental Services submitted a report on the service plan for the Department, which highlighted the strategic and priority objectives for the services concerned and represented an important step in translating the budget into achievable action plans. The report also included descriptions of the services provided, with information on service users and customers, and key activity statistics. Service profiles for these service areas detailed the likely effects of demographic, economic and legislative changes.

RESOLVED that the proposed service plan for 1998/99 be adopted as a basis for detailed service planning.

415. **Local Government Re-organisation - Position Statement (Item 3)**

The Director of Public & Environmental Services outlined the progress that had taken place in relation to Local Government Re-organisation. As well as reporting on the progress with the Combined Fire Authority and the Shadow Thames Valley Police Authority the Director outlined developments in trading standards, waste disposal, the Coroner's Service and emergency planning and related staffing and accommodation issues. The report noted that good progress had been made in the disaggregation of services from the County Council which would ensure that Bracknell Forest would be able to carry out its new responsibilities from Vesting Day.

RESOLVED that the report (Item 3 of the agenda) be noted and the further progress that had been made towards Local Government Re-organisation be endorsed.

416. **Out of Hours - Environmental Health Response (Item 4)**

Under the existing arrangements the out of hours service provided by Environmental Health Officers was operated largely on a "goodwill" basis and there was no guarantee that an officer could be contacted and be able to respond. As a result of this and other disadvantages the Committee considered that it would be appropriate to introduce on a trial basis a formal out of hours service from 1 April 1998. This would provide two officers working at times of main demand, for eighteen weeks a year, between the times of 10.00pm and 2.00am on Friday night and Saturday morning and 10.00pm and 2.00am on Saturday night and Sunday morning. Officers would also continue to be on call at other times throughout the year.

RESOLVED that, having regard to public demand and the legal obligations, an out of hours scheme, as set out in the report at Item 4 of the agenda, be introduced on a one year pilot basis with effect from 1 April 1998.

417. **Partnership for Action on Dog Related Problems (Item 5)**

The Committee was advised of proposals for a partnership arrangement with the Town and Parish Councils in the Borough, involving joint funding, to provide a Dog Warden with the necessary vehicle and equipment as well as appropriate signage. An important element of the proposals was the adoption of the 'traffic light' scheme on relevant land. Under the scheme a red signal would indicate that no dogs were allowed; an amber signal would indicate that dogs were allowed but owners must clear up after them; and a green signal would indicate that there was no obligation on owners to clear up any dog mess. The Committee agreed to seek the adoption of the provisions of the Act in respect of all land to which it could be applied, including Town and Parish Council land.

RECOMMENDED that the Council adopt the provisions of the Dog (Fouling of Land) Act 1996 in respect of all land in the open air and to which the public would be entitled to or permitted to have access (with or without payment);

RESOLVED that subject to funding being available:

- (i) the traffic light scheme, as set out in the report, be applied in respect of all land under the control of the Committee;
- (ii) a Dog Warden be appointed on a fixed term (renewable) contract of two years;
- (iii) the Director of Public & Environmental Services be authorised
 - (a) to advertise the Council's intention to adopt the provisions of the Dog (Fouling of Land) Act 1996; and
 - (b) to consider, in consultation with the Chairman, any representations prior to the making of an Order under provisions of the Act; and
- (iv) the powers to issue fixed penalty notices be applied in appropriate circumstances.

418. **Environment Strategy 1998-2000 (Item 6)**

As part of the process of the Local Agenda 21 local authorities had been requested to produce a local action plan for sustainable development. The Council's initial action plan was adopted in 1996. The Committee was advised that the Environmental Impact Group, comprising the Chairman and officers from each Department, had worked on the development of a new draft Environment Strategy. The Committee thanked members of the Environmental Impact Group for their work. The proposed Strategy was intended to build on and develop the council's initial action plan. The Committee noted that the strategy was an evolving document that sought to foster creativity leading to the implementation of positive action on a wide range of environmental issues, having regard to good management practice and available budgets.

RESOLVED that the Committee, in confirming its commitment to Local Agenda 21, endorses the draft Environment Strategy as the basis for consultation with other service committees of the Council.

419. **Refurbishment of Public Conveniences (Item 7)**

The Committee was advised that the public conveniences in Napier Road, Crowthorne and at Birch Hill shopping centre were in need of modernisation and that a sum of £100,000 had been included in the capital programme for their refurbishment. The Committee concluded that the existing toilet provision would be improved by the installation of semi automatic toilets within the existing structures to provide a modern, hygienic and easily maintained facility at each site. The Committee noted that the additional £17,640 required for the projects would be provided from the existing maintenance revenue budget.

RESOLVED that approval be given to accept the tender for £112,640 for the installation of semi automatic toilets at Napier Road, Crowthorne, and Birch Hill shopping centre and for other ancillary work to be carried out using the Council's approved contractors.

420. **Environmental Improvement Scheme - Open Amenity Areas (Item 8)**

The Committee considered a report which outlined proposals for four Environmental Improvement Schemes in four open amenity areas, which essentially involved landscape improvements. The Committee was advised that there remained in the capital programme a sum of £4,100 which could be used to fund these projects.

RESOLVED that the following Environmental Improvement Schemes be approved, and following further consultation with residents, the Grounds Maintenance Direct Labour Organisation be employed to carry out the works at the following locations:

43 Deepfield Road, Bullbrook
Bracknell - Wokingham College
Pondmoor Road, Easthampstead
48 - 50 Ennerdale, Wildridings

421. **Priestwood Shopping Area Enhancements (Item 9)**

The Council's capital programme, approved by the Policy & Resources Committee in February 1997, included a budget of £15,000 for improvements to Priestwood Shopping Area as part of a rolling programme of local shopping centre upgrades. The Committee was advised that the improvements would include new timber planters, seats and litterbins as well as the relocation of existing bicycle stands.

RESOLVED that:

- (i) the improvements for Priestwood shops be approved;
- (ii) the Director of Planning & Transportation be authorised, in consultation with the Chairman, to determine any outstanding elements of design; and
- (iii) the Council's term contractor carry out the works.

422. **Cannie Man Shopping Area Enhancement, Hanworth (Item 10)**

The Committee was advised that there was a sum of £20,000 in the capital programme for 1997/98 for improvements to the shopping area adjacent to the Cannie Man Public House. The improvements would include re-paving of the shop forecourt; reconstruction of the steps near the rear of the shop as well as new litterbins and cycle stands.

RESOLVED that:

- (i) the scheme of maintenance and improvements at the Cannie Man shopping area be approved, with the final details of the scheme to be determined by the Director of Planning & Transportation in consultation with the Chairman; and
- (ii) the Council's term contractor carry out the work.

423. **Yorktown Road - Broadway House Shopping Area Enhancement (Item 11)**

The Committee was advised that the capital programme, approved by the Policy & Resources Committee in February 1997, had made provision of £65,000 for environmental improvements at the Yorktown Road - Broadway House shopping area as part of a rolling programme of local shopping centre upgrades. The works would include formalisation of the existing parking lay-by, including one space for person with disabilities; and the construction of a new parking area providing five additional spaces. The scheme also included the provision of a seat on the forecourt as well as cycle stands.

RESOLVED that:

- (i) the proposed improvement works for Yorktown Road - Broadway House shopping area be approved, with the Director of Planning & Transportation authorised to determine any outstanding elements of design in consultation with the Chairman;
- (ii) the Council's Term Contractor carry out the works.

424. **Waste Disposal - Legal Agreements (Item 12)**

The Committee was advised that as a result of Local Government Re-organisation each new unitary authority in Berkshire would become a waste disposal authority and would therefore be required to implement plans for the disposal of waste in its area. As a result there would be during the term of existing waste disposal contracts a network of dependence between the unitary authorities with regard to waste disposal sites and outlets. The Committee agreed that it would be necessary to regulate the relationships between the unitary authorities by means of a legal agreement.

RESOLVED that the Director of Public & Environmental Services, together with the Borough Solicitor, be authorised to conclude negotiations and, in consultation with the Chairman, enter into a legal agreement with the other unitary authorities for the disaggregation of waste disposal services.

425. **Enforcement Policy - Public and Environmental Services Department (Item 13)**

The Committee considered and adopted a new policy that would be applied in relation to all enforcement activity undertaken by the Department.

RESOLVED that the enforcement policy, as set out in Annexe A to Item 13 of the agenda, be adopted in respect of all enforcement related activity that is the responsibility of the Committee.

426. **Performance Indicators (Item 14)**

The Committee considered the six month performance indicators for the period ending 30 September 1997 and customer surveys for the cemetery and crematorium service.

RESOLVED that the performance indicators and customer surveys for the period ending 30 September 1997 be noted.

427. **Authorisation of Officers (Item 15)**

The Committee considered a report seeking specific delegated authority for three new Officers in the Environmental Health Section.

RESOLVED that:

- (i) Mrs Sue Howlett (Food/Safety Enforcement Officer) be authorised to act for the purposes of the statute specified in Annexe A (1) of Item 15 of the agenda and any regulations made thereunder during her employment with the Council; and
- (ii) Mr Andrew Burbridge and Mrs Tracey Willmott (Environmental Health Officers) be authorised to act for the purposes of the statute specified in Annexe A (2) of Item 15 of the agenda and any regulations made thereunder during their employment with the Council.

428. **Information Items**

The Committee received the following reports submitted for information only:

- Revised Budget 1997/98 (Item 16)
- Agendas for Change (Item 17)
- Royal Berkshire Fire Authority (Item 18)
- Shadow Thames Valley Policy Authority (Item 19)
- Action Taken under Delegated Powers - Food Safety Prosecution (Item 20)

429. **Exclusion of Public & Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded for the consideration of the following Item which involved the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(12) Information and advice relating to possible legal proceedings

430. **Illegal Dumping of Waste (Item 21)**

The Committee considered a report on the illegal dumping of waste in Ryehurst Lane, Binfield. An amendment to the recommendation in the report was made at the meeting.

RESOLVED that authority be given to instigate legal proceedings under Section 2 of the Refuse Disposal (Amenity) Act 1978 against the two individuals identified in the amended recommendation for unauthorised dumping of material on land at Ryehurst Lane in September 1997.

The meeting commenced at 7.30pm and concluded at 10.05pm.

CHAIRMAN

**HACKNEY CARRIAGE SUB COMMITTEE
12 NOVEMBER 1997**

Present: Councillor Egan (Chairman), Councillors Beadsley, Blatchford, North,
Mrs Pile and Veakins

Also Present: Councillor Simonds

12. **Minutes**

RESOLVED that the minutes of the meeting of the Sub Committee held on 31 July 1997 be confirmed as a correct record and signed by the Chairman.

13. **Meeting with Hackney Carriage Trade**

The Sub Committee considered the notes of the meeting with representatives of the Bracknell Licensed Taxi Drivers Association held on 22 October 1997. The Sub Committee noted that two matters raised by the Trade representatives: the use of bus lanes associated with any Bracknell Town Centre redevelopment and parking problems in Park Road, Bracknell, would be passed on as appropriate.

RESOLVED that the notes of the meeting held with representatives of the Bracknell Licensed Taxi Drivers Association held on 22 October 1997 be received.

14. **Review of Charges 1998/99**

The Sub Committee considered the proposed charges for the 1998/99 financial year, which in accordance with advice from the Borough Finance Officer had been prepared using a guideline inflation rate of 3%. The Sub Committee noted that in certain instances the proposed level of fees would increase by slightly higher than 3%, but in other instances the level of fees were being held at the 1997/98 levels.

RESOLVED that

- (i) the revised charges, as detailed in Annexe A of Item 2 of the agenda, be approved for implementation from 31 March 1998, subject to no objections being received in respect of vehicle and operator licence fees; and
- (ii) it be confirmed that 50% of the vehicle licence fee be waived for wheelchair accessible vehicles for the 1998/99 year.

15. **Dual Drivers Licences - Annual Renewal**

In accordance with provisions within the Road Traffic Act 1991, one third of existing hackney carriage and private hire vehicle drivers were checked for previous criminal convictions each year, with all new drivers being automatically checked upon initial application. Those drivers with surnames in the N to Z group were due to receive a police criminal record check in the next re-licensing round.

RESOLVED that all existing licensed drivers with surnames in the N to Z group be subject to a police criminal record check in the next re-licensing round.

16. **Disability Discrimination Act 1995 The Government's Proposals for Taxis**

The Sub Committee was advised that the Department of the Environment, Transport and the Regions (DETR) had issued a informal consultation document on implementing the provisions of the Disability Discrimination Act 1995 in relation to accessibility to taxis. A report was submitted to the Sub Committee proposing a response to the DETR. The response covered a variety of topics, but the proposed comments primarily related to the detailed dimensions within the technical specification.

RESOLVED that the response to the Department of the Environment, Transport and the Regions consultation paper, as set out in paragraphs 4.2 to 4.7 of the report at Item 4 of the agenda, be endorsed.

17. **Proposed Change to Private Hire Vehicle Licensing Following the Benson v Boyce Judgement**

The Sub Committee was advised that the Department of the Environment, Transport and the Regions (DETR) was consulting on changing provisions within the Local Government (Miscellaneous Provisions) Act 1976 relating to private hire vehicle licensing following the Benson v Boyce judgement. This judgement held that a person who drove a private hire vehicle without a private hire licence was guilty of an offence irrespective of the use to which the vehicle was being put at the material time. As a result of this judgement, it was not possible, for example, for a private hire vehicle to be driven by a mechanic as part of an MOT test, unless the mechanic was a licensed driver. Furthermore, members of licensed drivers' families could not drive a private hire vehicle for social uses, unless they happened to be licensed drivers. The Government's proposals, which if implemented would be effected under deregulation legislation, aimed to address these anomalies. However, in view of the possible enforcement difficulties that could arise, the Sub Committee concluded that there should be no change to the law, except to allow vehicles to be driven by mechanics as part of a test of the vehicles' mechanical fitness or by drivers as part of a test of their competence.

RESOLVED that the Department of the Environment, Transport and the Regions be advised that the Council would not wish to see any change to Section 46 of the Local Government (Miscellaneous Provisions) Act 1976, except to allow a private hire vehicle to be driven for the purposes of, or in connection with, a test of its mechanical fitness or to be driven by an applicant for a private hire driver's licence during a test of his or her competence, conducted by a licensing authority.

18. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for the consideration of the following Items which would involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

(12) Information in connection with possible legal proceedings

19. **Review Offence - Mr R C S and Mr L B D**

The Sub Committee considered a report on the circumstances relating to a licensed driver driving a hackney carriage whilst not being insured to drive that vehicle.

Mr R C S and Mr L B D were present to state their case.

RESOLVED that

- (i) Mr R C S be given a severe reprimand for driving a hackney carriage without proper insurance and his driver's licence be subject to monthly renewal for a period of twelve months, subject to the submission of evidence to the hackney carriage inspectors of insurance premiums being paid; and
- (ii) Mr L B D be advised that, whilst the Sub Committee recognised that he was a new operator and was making every effort to comply with the law, he would be required to review his management systems within a period of five days to ensure that a repeat of the circumstances that gave rise to a driver driving an uninsured hackney carriage did not occur again.

20. **Review Offence Mr T A and Mr L B D**

The Sub Committee considered a report on the circumstances to a driver driving a Hackney Carriage without a valid MOT certificate.

Mr T A and Mr L B D were present to state their case.

RESOLVED that

- (i) Mr T A be advised of the Sub Committee's disappointment with regard to his failure to have checked whether the vehicle in question had a valid MOT Certificate; and
- (ii) Mr L B D be advised that, whilst the Sub Committee recognised that he was a new operator and was making every effort to comply with the law, he would be required to review his management systems within a period of five days to ensure that a repeat of the circumstances that gave rise to a driver driving a hackney carriage without a valid MOT certificate did not occur again.

21. **Complaint Against Licensed Driver Mr G C T**

The Sub Committee considered a written letter of complaint making allegations of abusive behaviour on the part of a driver of a hackney carriage.

Mr G C T, together with two representatives, attended the meeting to state his case.

RESOLVED that Mr G C T be advised that no formal action would be taken in relation to the complaint, but it would be kept on file and given further consideration if a subsequent complaint were to arise.

22. **Information Report: Mr S N H**

The Sub Committee considered a report concerning Mr S N H.

RESOLVED that the report be noted.

23. **Matters Arising from the Minutes of the Meeting 31 July 1997**

Minute 10 (ii) Operators Licence No. 8/96

The Sub Committee considered a report in relation to Mr N J F and Operator's Licence No. 8/96. Additional material in the form of an undated letter from Mr N J F was circulated at the meeting.

RESOLVED that Operator's Licence No. 8/96 be extended to 31 March 1998 and the Borough Surveyor, in consultation with the Chairman of the Sub Committee, be authorised to issue a licence for hackney carriage plate no 3, subject to further enquiries being made to corroborate the submission made by the Operator.

The meeting commenced at 5.30pm and concluded at 8.32pm.

CHAIRMAN

LEISURE SERVICES COMMITTEE
13 JANUARY 1998

Present: Councillor North (Chairman), Councillors Bettison, Blatchford, Egan, Fawcett, Finnie, Good, Grayson, Miss Haydon, Mrs Hayes, Mrs Keene, McCormack, Taylor, Thompson and Wheaton

Also Present: Councillor Angell

Apologies for Absence were received from:
Councillor Flood

431. Chairman's Announcement

(i) Head of Libraries, Arts and Information

The Chairman introduced Ruth Burgess as the new Head of Libraries, Arts and Information and welcomed her to the meeting.

(ii) Play Area Directory

Councillor North introduced the draft Play Areas Directory which had recently been produced and which detailed all the facilities within the Borough.

432. Minutes of Sub and Liaison Committees

RESOLVED that the minutes of the meeting of the Edgbarrow and Sandhurst Sports Centre Management Committee held on 3 November 1997 and of the Joint Golf Course Committee held on 2 July 1997 be received.

433. Petition

Mark Frost attended the meeting to present a petition regarding the request for the provision of a skate park in either Winkfield or Warfield area, he also asked that a basketball ring be provided. It was noted that this issue would be considered under Item 4 of the agenda.

434. Minutes

The minutes of the Committee meeting held on 16 September 1997 were approved as correct record and signed by the Chairman.

435. Sandhurst District Guides Hall - Grant Request (Item 1)

The Sandhurst Ranger Guides attended the meeting to give a presentation on the request for a grant towards the provision of a new headquarters building for the Sandhurst Guides by the extension and alteration of the existing Sandhurst Town Boys and Girls changing rooms. Details were given on the history of the Ranger Guides and the current number of Guiding, Brownie and Rainbow units within the area. It was noted that various different school halls and church halls were currently used as facilities for these units but that many problems were experienced with these including the problem of limited storage space. Planning permission had been given for the construction of a new Guide hall at the Memorial Park in Sandhurst. The facilities would include a kitchen, a large storage area and room facilities for the Clubs. However, it was now proposed to extend and alter the existing Sandhurst Town Girls and Boys changing facilities, and these proposals would require further planning permission.

In accordance with Standing Order 23, Councillor Bettison declared a non pecuniary interest in this item. He remained in the Council Chamber but did not speak or vote thereon.

The Committee considered the grant request made by Sandhurst District Guides for £45,000 towards the provision of a Guides Headquarters at the Memorial Park, Sandhurst.

RESOLVED that the Council supports the grant application made by the Sandhurst Ranger Guides in principle, subject to the Borough Council having funds available, but defers a decision on the amount of grant allocated and the conditions attached to the grant until further information is available.

436. **Dog Fouling (Item 10)**

The Committee considered a report regarding the proposal to address the issue of dog fouling on public open spaces throughout the Borough, through the introduction of a 'traffic light system' and the proposed appointment of a Dog Warden. A similar report had been taken to Public and Environmental Services Committee on 8 January 1998.

RESOLVED that subject to confirmation of funding;

- (i) the Council work in partnership with the Parish/Town Councils on introducing a "Traffic Light System" for all open spaces within the Borough;
- (ii) all open spaces managed by the Leisure Services Department be zoned in accordance with the guidance given below;
- (iii) regular reports be submitted to the Countryside Management Steering Group on progress with the scheme; and
- (iv) a contribution of £5,000 be made towards the appointment of a Dog Warden,

437. **Revenue Budget 1998/99 (Item 2)**

The Acting Borough Leisure Officer introduced a report giving details of the proposed Revenue Budget for 1998/99, which had been prepared within the framework set by the Strategy and Policy Committee on 17 December 1997. It was noted that the Committee

would be considering their revenue budgets during January and will be making recommendations to the Strategy and Policy Committee on 4 February 1998. The Strategy and Policy Committee would then draw together the Service Committee's proposals and recommend an overall budget to the Council meeting on 26 February. Consideration was given to the variations from the disaggregated 1997/98 budget, budgets needing inflation added 1998/99, proposed service developments and service economies. The Chairman and Assistant Borough Leisure Officer answered questions thereon.

RESOLVED that

- (i) the Committee agrees its draft base budget for 1998/99 as shown in paragraph 4.4.3, of the report submitted; and
- (ii) the Committee requests that Strategy and Policy Committee in considering the Council's budget for 1998/99:
 - (a) add an allowance for inflation to the running expenses budget identified in Annexe B of the report submitted; and
 - (b) consider the potential service developments/pressures and economies identified in Annexes C and D respectively of the report submitted.

438. **Service Plan (Item 3)**

The Acting Borough Leisure Officer submitted a report giving details of the Service Plans for the Leisure Services area for 1998/99. The Service Plan summarised all the areas of service for which the Leisure Services Committee is responsible, emphasising all objectives, key tasks and targets which were to be treated as provisional at this stage. For operational purposes the service delivery had been split into four main sections namely Recreation and Amenities, Parks Countryside and Heritage, Libraries, Arts and Information and the area of Youth and Community. The Chairman gave an update of work currently being undertaken on areas which have been suggested by Members of the Committee as possible key development areas. It was suggested that one of these areas should be the investigation of the possibility of the provision of a play area and crèche within the town centre. It was agreed that this issue should be referred to the Town Centre Sub Committee.

RESOLVED that the Leisure Services Committee adopt the Service Plan as a basis for detailed service planning.

439. **Weather Watch (Item 18)**

The Committee considered a report giving details of the recent decision by the Millennium Commission not to grant an extension of the time allotted to the progression of the Weather Watch scheme. It was considered that without this extension of time, it would not be possible to complete the scheme.

RESOLVED that the Millennium Commission be informed that this Council is unable to progress the Weather Watch scheme, in view of their refusal to grant an extension of time.

440. **Wheeled Sports - Research (Item 4)**

The Council had received two petitions, one which had been presented to the Council on 23 October 1997 regarding requests for locations for wheeled sports facilities within the Borough. Mark Frost had attended the meeting to present the second petition to the Committee. The Committee considered the need to undertake research into developing the provision for non-motorised wheeled sports within the Borough.

RESOLVED that research be undertaken into the potential for developing non-motorised wheeled sports for young people.

441. Ramp for Wheeled Sports - Bracknell Sport & Leisure Centre (Item 5)

The Committee considered a report relating to the proposal to install a new ramp for wheeled sports at the Bracknell Sport & Leisure Centre. The new ramp would accommodate beginners, currently not catered for at the site, and it was proposed to site the new ramp alongside the existing one. The cost of this scheme would be £14,000.

RESOLVED that

- (i) £14,000 capital expenditure be approved;
- (ii) in accordance with Standing Order 62(I), the requirements of Standing Order 60 be waived, due to the specialist nature of the goods required; and
- (iii) the quotation from Freestyle for the ramp for £11,950 + VAT be accepted.

442. Capital Grants (Item 6)

The Committee received a report giving an update on the position with regard to the progress relating to various requests for capital grants. It was noted that the proposals for the Sandhurst Boys Football Club had changed significantly as a result of consultation with the Planning Section who are keen to reduce the number of ad hoc buildings on the site.

RESOLVED that

the Committee:

- (i) notes the general contents of the report, and that some of the details of the schemes which are based at Sandhurst Memorial Park have changed (or may be changed) as a result of rationalising the location of the buildings in this green space; and
- (ii) authorises the Officers in consultation with the Vice Chairman, to agree variations arising as a result of these changes.

443. Use of Community Centres and Village Halls (Item 7)

The Committee considered a report giving details of a research project undertaken on the type and level of use of community centres and village halls within the Borough. The aim of the project had been to provide information to guide future policy on the planning and management of these halls. The Acting Assistant Borough Leisure Officer tabled a map giving details of all the centres studied as part of the project. It was considered that the results of the project would be extremely useful in utilising halls to their maximum efficiency.

RESOLVED that

- (i) the contents of the report be noted; and
- (ii) as the results indicate that the current demand for halls can be met with those already in existence or planned/being built, if they are all maintained at a sufficiently high standard and accessible for wider community use; it is suggested that financial support should not be given to the building of new halls unless there is a clearly established need, which cannot be accommodated in neighbouring facilities.

444. Priestwood Community Centre (Item 8)

In accordance with Standing Order 23, Councillor Fawcett declared a non pecuniary interest in this item and left the Council Chamber.

The Committee considered the report regarding proposed improvements to the Priestwood Community Centre and to the environment in the vicinity of the building.

RESOLVED that up to £19,663 of Section 106 money be spent on improvements to Priestwood Community Centre subject to the Management Committee of the Association providing a satisfactory business plan.

445. Summer Holiday Fun Programme (Item 9)

The Acting Borough Leisure Officer presented a report seeking agreement for proposals for a programme of activities to be organised by Leisure Services Department in the summer holiday of 1998. It was suggested that the service provided in 1997 be repeated but with minor improvements and modification based on the experience gained. The service would aim to cater for young people and it was hoped to increase a number of referrals from Social Services/Community Safety Manager and to ensure the participation of the Youth Services.

RESOLVED that

- (i) the Leisure Services Department organises a programme of summer holiday activities in 1998 on a similar basis to that which was organised in the previous year;
- (ii) liaison continues to take place with Social Services and the Community Safety Officer who will refer those children, deemed to be at risk of offending behaviour, onto courses; these courses to be offered free to these referrals with the charges reimbursed to the provider from the playscheme budget;
- (iii) a "Summer Fun Guide" be produced with details of events and activities organised by both the Borough Council and other agencies; and
- (iv) the Leisure Services Department produce a play policy for the Borough Council.

446. British Trust for Conservation Volunteers (Item 11)

The Committee considered a report regarding the proposal to continue funding the British Trust for Conservation Volunteers. It was noted that the Countryside Service worked closely with BTCV as well as other conservation groups affiliated to BTCV to provide advice and support to schools within the Borough as well as the delivery of other Countryside Services.

RESOLVED that subject to Section 137 monies being available an annual grant of £1,500 be awarded to BTCV for a further three year period towards core funding of the organisation.

447. **Fishing Permits - Review of Charges (Item 12)**

The Acting Assistant Borough Leisure Officer presented a report giving details of proposed fishing charges for the 1998/99 fishing season. The Committee considered the issue of charges at Farley Moor Lake and the need to address the issue in light of advice regarding the swans nesting on the lake and it was agreed that a report on this issue be submitted to the next meeting.

RESOLVED that the increase in charges as shown in the report and abandonment of the part-season ticket from October be approved.

448. **Outdoor Basketball Initiative (OBI) (Item 13)**

The Committee considered a report giving details of the work undertaken to investigate proposed sites for basketball posts throughout the Borough as recommended by the Leisure Services Committee held in September 1997. Both school sites and other recreational sites were investigated and two proposals put forward to the OBI.

RESOLVED that

- (i) the Committee notes the current situation regarding the Outdoor Basketball Initiative, and that Officers continue to investigate suitable sites for inclusion in the scheme; and
- (ii) the Officers carry out a full investigation into the siting of a basketball post at Worldsend Open Space in Forest Park.

449. **Bracknell Primary Schools Music and Dance Festival 1999 (Item 14)**

Further to a request on behalf of the Bracknell Primary Schools for support of a Primary Schools Music and Dance Festival at the Bracknell Sport & Leisure Centre, the Committee considered the possibility of granting free use of the Sports Hall for the festival.

RESOLVED that free use of the Sports Hall on the occasion of the Bracknell Primary Schools Music & Dance Festival on 16 March 1999 be approved and that the DSO be reimbursed from the Leisure Events budget.

450. **School and Community Sports Link Audit (Item 15)**

The Acting Borough Leisure Officer presented a report giving details of the offer made to Bracknell Forest Borough Council by the English Sports Council of a sum of £4,000 towards

the £5,000 required to carry out an audit of the school and community sports links throughout the Borough.

RESOLVED that

- (i) the Acting Borough Leisure Officer be authorised to accept the offer of grant by the English Sports Council with the conditions attached; and
- (ii) the Audit as outlined in this report be carried out.

451. Sandhurst Sports Centre Reception Improvements (Item 16)

The Committee considered a report giving details of the previously agreed capital scheme to improve the Sandhurst Sports Centre Reception, and requesting further expenditure of £32,000 from this year's capital programme.

RESOLVED that

- (i) £32,000 additional funding for the project be approved from the 1997/98 Leisure Capital Programme; and
- (ii) approval be given to accept the lowest tender received, from tenderer A in the sum of £165,389.

It was noted that the successful tenderer was Luff Construction Limited of Wokingham.

452. Leisure Capital Programme - Refurbishment of Coral Reef Toilets (Item 17)

The Committee considered a report seeking approval for a scheme to refurbish the toilets adjacent to the changing area at Coral Reef, to be carried out as part of the current major refurbishment works.

RESOLVED that

- (i) the Committee approves additional funding of up to £25,000 for the Coral Reef toilets refurbishment from the 1997/98 Leisure Services Capital Programme; and
- (ii) the Committee approves the Borough Surveyor's acceptance of a single quotation for the work to refurbish the toilets at Coral Reef, subject to the Chairman's concurrence, and that in accordance with SO62, that SO60 shall not apply because the work can be ordered as a variation on the existing refurbishment contract at previously tendered rates.

453. Items Submitted for Information

The Committee noted the following reports which were submitted for information only:

Revised Budget 1997/98

Item 19

Countryside Service Annual Report

Item 20

The Committee congratulated Daniel Boucher and the Print Room on the Countryside Service annual report.

South Hill Park Funding

Item 21

The Committee requested another report giving further details on the funding of South Hill Park.

Arts Audit

Item 22

Customer Charges 1998 - Leisure Management DSO

Item 23

Leisure Capital Programme - Progress of Construction Projects

Item 24

National Reports and Guidelines relating to Libraries and Information Services

Item 25

Young People in Sport - Annual Report.

Item 26

The meeting commenced at 7.30pm and concluded at 11.20pm.

CHAIRMAN

PLANNING AND TRANSPORTATION COMMITTEE
15 JANUARY 1998

Present: Councillor Mrs Ballin (Chairman), Councillors Adams, Bayle, Blatchford, Mrs Clifford, Mrs Doyle, Finnie, Jones, Onions, Mrs Pile, Ryan, Sargeant, Wade and Worrall

Apologies for Absence had been received from:
Councillors Flood, Veakins and County Councillor Mrs Boyd

454. **Minutes**

The minutes of the meeting of the Committee held on 2 October 1997 were approved as a correct record and signed by the Chairman.

455. **Minutes of the Sub Committees**

RESOLVED that the minutes of the meetings of the Planning Control Sub Committee held on 6 October, 3 November and 1 December 1997, and of the Highways Sub Committee held on 8 December 1997, as set out in Appendices A, B, C and D hereto, be received.

456. **Urgent Action Taken Under Delegated Powers**

The Committee received details of urgent action taken under delegated powers to authorise a response to the Department of the Environment, Transport and the Regions regarding its consultation document on an integrated transport policy.

RESOLVED that the urgent action taken under delegated powers be noted.

457. **Service Plan (Item 1)**

The Director of Planning and Transportation submitted a service plan for the areas of service for which the Planning and Transportation Department was responsible. The plan contained objectives, key tasks and targets for each service area against which the Department's performance could be measured during the year. It was noted that, pending the completion of the Council's budget process, the objectives and targets were to be treated as provisional at this stage.

Members of the Committee welcomed the service plan as a valuable working document. Specific comments were made on a number of matters raised in the service plan. In particular, it was agreed that the references within the departmental activity profiles to cycling issues should be drawn out and treated separately within the document when it was revised.

RESOLVED that

- (i) the Planning and Transportation Committee adopts the service plan as a basis for detailed service planning; and

- (ii) the property and land drainage elements of this report be referred to Finance and Property Sub Committee and Public and Environmental Services Committee respectively.

458. Revenue Budget 1998/99 (Item 2)

The Director of Planning and Transportation and the Director of Corporate Services submitted a joint report on the Committee's draft revenue budget for 1998/99, which had been prepared within the framework set by the Strategy and Resources Committee on 17 December 1997. All service committees were considering their revenue budgets during January in order to make recommendations to the Strategy and Policy Committee on 11 February 1998. The overall budget of the Council was to be considered at the Council meeting on 26 February 1998.

A large proportion of the Department's base budget for the first year of the unitary council was derived from the disaggregated County Council budget. The report described the detailed work which had been undertaken to disaggregate the County Council's budget in order to prepare estimates of this Council's budget requirements for 1998/99. A list of the main variations from the disaggregation was presented, totalling £377,000.

It was noted that the Strategy and Policy Committee had indicated to committees that they should resist the cost of inflation increases on running expenses budgets wherever possible. However there were some areas where this was not possible and list of such items was reported, totalling £129,000.

A list of service developments in respect of highways maintenance was presented, amounting to an additional £176,000 in 1998/99. With respect to economies, the Department's budgets had been carefully scrutinised to identify where further efficiency measures may be possible. A list of such items was presented for the Committee totalling £196,000

RESOLVED that

- (i) the Committee's draft base budget for 1998/99 be approved as shown in paragraph 4.4.3 of the report submitted; and
- (ii) the Strategy and Policy Committee, in considering the Council's budget for 1998/99, be requested to:
 - (i) add an allowance for inflation to the running expenses budget identified in Annex B of the report submitted.
 - (ii) consider the potential service developments/pressures and economies identified in Annexes C and D of the report submitted respectively.

459. Bracknell Forest Borough Local Plan (Item 3)

The Committee received a progress report from the Director of Planning and Transportation regarding the current position on the preparation of the Bracknell Forest Borough Local Plan.

The Further Proposed Changes agreed by the Committee on 2 October 1997 and by the Council on 23 October 1997 had been published for public consultation on 13 November 1997. The consultation period had expired on Friday 9 January 1998. The supplementary report of the Borough Planning Officer was tabled which advised that some 2,740 duly made Further Counter Representations had been received to the Further Proposed Changes by the closing date. A further 70 representations had been received following the closing date, prior to the Committee meeting. It was agreed that all the representations, including those received between 9 January and 15 January, would be considered duly made for the purpose of examination at the Public Local Inquiry.

RESOLVED that

- (i) the report be noted and that a report detailing a suggested response to each of the further counter representations be presented to the Committee meeting on 3 March 1998; and
- (ii) all the representations including those received between Friday 9 January and Thursday 15 January 1998, be considered to be duly made for the purpose of examination at the Public Local Inquiry.

460. **Highway and Transportation Policies (Item 4)**

The Director of Planning and Transportation reported to the Committee on the requirement to have a range of policies which would guide the Council's Highway and Transportation activities and promote the Council's aims and objectives.

Many of the policies currently in force stemmed from the County Council as Highway Authority, and it was proposed that these continue after 1 April 1998, until amended by the Council through its service plans or otherwise.

RESOLVED that

- (i) the Highway and Transportation Policies and Practices contained in the publications shown in List A be followed by the Borough Council, except where modified by the approved Service Plan or otherwise changed;
- (ii) the guidance and advice contained in the publications shown in List B be followed in general, except where modified by the approved Service Plan or otherwise changed;
- (iii) the existing arrangements and practices relating to these policies should continue on the present basis, and at the appropriate times, reviews should be presented to Committee for consideration; and
- (iv) where required by the context of the policy, practice, procedure or arrangement, the phrase "County Council" should be interpreted as the "Borough Council".

461. **Bracknell Town Centre Urban Design Framework (Item 5)**

The Director of Planning and Transportation submitted a report on the Urban Design Framework for Bracknell Town Centre, produced by the Council's Consultants URBED with Jon Rowland. The draft Urban Design Framework had been approved by the Committee for public consultation on 2 October 1997.

The report detailed comments received from local residents, landowners/developers and the Access Committee in respect of the consultation draft.

The supplementary report of the Borough Planning Officer indicated a minor amendment to the document.

RESOLVED that

- (i) the Bracknell Town Centre Urban Design Framework as amended, be approved as supplementary planning guidance for the future regeneration and redevelopment of the Town Centre; and
- (ii) the framework document be made available for purchase at a cost of £20 (including postage and packing).

462. **Zeneca Planning Brief (Item 6)**

The Director of Planning and Transportation submitted a report on the preparation of a planning brief for the Zeneca Agrochemicals site at Jealotts Hill Research Station in Warfield. The planning brief had been prepared to provide a framework for this major developed site within the green belt, which was facing pressure for development to respond to the unprecedented changes in technology and health and safety requirements of the agrochemicals industry.

The preparation of the planning brief had been assisted through the helpful co-operation of Zeneca, who had contributed greatly to a successful partnership with the Borough Council. Members of the Committee commended the company for the pains it had taken in consultation with the public over its plans for the site and congratulated everybody involved in producing the planning brief.

RESOLVED

- (i) That the planning brief be approved for development control purposes, except for the definition of the site boundary shown in Appendix 2 thereof, which remains defined as that shown on the proposals map, and under proposed change 104, of the Bracknell Forest Borough Local Plan (incorporating Further Proposed Changes, November 1997); and
- (ii) That the planning brief be made available for purchase at a cost of £20 (including p&p), and the public consultation file be made available for purchase at a cost of £10 (including p&p).

463. **Kennel Lane Bus Gate (Item 7)**

The Director of Planning and Transportation submitted a report regarding a proposal for a bus gate within the new development around Kennel Lane, Bracknell. The report provided details of the scheme and sought approval to advertise the draft Traffic Regulation Order.

The bus gate was a long-standing proposal originating from the Bracknell Transport Plan in 1993. It would be funded from developers contributions.

RESOLVED

- (i) That the proposed scheme be approved in principle and the details delegated to the Director, following consultation with the Chairman, Vice-Chairman and Ward Members; and
- (ii) That a draft Traffic Regulation Order be published, and if no sustained objections are received, the Director be authorised to confirm the Order following consultation with the Chairman and Vice Chairman.

464. Unmetered Electricity Supply Contract (Item 8)

The Director of Planning and Transportation submitted a report regarding the supply of electricity to street lights, traffic lights and illuminated signs and bollards.

The County Council currently had a contract to purchase unmetered electrical energy on a County-wide basis. This contract was due to expire on 31 March 1998 and it was proposed that a joint arrangement between the unitary authorities be put in place to deal with this issue following vesting day.

The proposed new contract would be put in place from April 1998 covering the whole County area for an initial two year period. It had been jointly agreed that Bracknell Forest Borough Council would act as clients to the contract and administer the allocation of management and energy costs on behalf of the six Unitary Councils for which a formal agreement would be drawn up.

RESOLVED that

- (i) unmetered electrical energy should be purchased on a Countywide basis with Bracknell Forest as lead Authority for a new two year contract;
- (ii) the Borough Solicitor be authorised to conclude an agreement with the other Berkshire District/Borough Councils providing for the appointment of Bracknell Forest as lead authority and agent to purchase unmetered electrical energy on their behalf; and
- (iii) the Director of Planning and Transportation be authorised to accept the lowest schedule of rates tender received subject to consultation with the Chairman and concurrent confirmation by the other five Unitary Authorities in Berkshire.

465. Surrey Structure Plan - Consultation Draft October 1997 (Item 9)

The Director of Planning and Transportation submitted a report on the Surrey Structure Plan Consultation Draft which set out the strategic framework for development in the County from 1996 to 2011. Comments had been requested on the draft plan by 30 January 1998.

The main issue of relevance to Bracknell Forest Borough Council in the draft structure plan was the proposed strategy on housing. The Committee accepted the proposed response as set out in the report.

RESOLVED that Surrey County Council be informed that Bracknell Forest Borough Council:

- (i) recognises the difficulty of meeting the additional housing requirement without the loss of an area of Green Belt or damage to the character and environment of existing urban areas and supports the commissioning of a comprehensive urban capacity report.
- (ii) is concerned about Surrey County Council's failure to meet the additional housing requirement in accordance with the 1992 based household projections. The failure to accommodate this additional housing is likely to result in extra development pressure on adjoining areas which face similar difficulties to Surrey County Council in accommodating the additional housing requirement

466. **Blackwater Valley Network - Members' Steering Group (Item 10)**

The Director of Planning and Transportation submitted a report advising of the need to amend the Borough Council's nominations to the Blackwater Valley Network Members' Steering Group.

RESOLVED that Councillor Mrs M P Ballin be nominated to attend future meetings of the Blackwater Valley Network Members' Steering Group, in place of Councillor P L North.

467. **Items for Information**

The Committee received the following reports submitted for information only:

Transport, Policy and Programme Approval 1998/99	(Item 11)
Wokingham District Local Plan - Deposit Draft	(Item 12)
Revised Budget 1997/98	(Item 13)
SERPLAN - New Constitution and Review of the Regional Strategy	(Item 14)
Green Leaf Awards	(Item 15)

The meeting commenced at 7.30pm and concluded at 9.15pm.

CHAIRMAN

Appendix A
as referred to in Minute 455

**PLANNING CONTROL SUB COMMITTEE
6 OCTOBER 1997**

Present: Councillor Mrs Doyle (Chairman), Councillors Adams,
Mrs Ballin, Birch, Fawcett, Flood, Harrison, Mrs Hayes
Mrs Hirst, Onions, Mrs Pile, Ryan, Sargeant, Taylor,
Thompson, Ward, Wheaton and Worrall

Also Present: Councillor Barnard

Apologies for Absence were submitted on behalf of Councillors Jones and Simonds

45. **Minutes**

RESOLVED that the minutes of the meeting of the Sub Committee held on 8 September 1997 be confirmed as a correct record and signed by the Chairman.

46. **Appeal Decisions Received. (Item 1)**

The Sub Committee received a report on appeal decisions received in relation to planning applications 622082 (land adjoining 50 Spring Meadow, Bracknell - erection of detached house and garage - appeal dismissed) and 622184 (land at Banners Barn, 72 Yeovil Road, Sandhurst - erection of two detached dwellings with integral double garages - appeal dismissed).

RESOLVED that the appeal decisions received in relation to the above applications be noted.

47. **Breaches of Planning Control. (Item 2)**

The Borough Planning Officer submitted a report dealing with new contraventions, contraventions resolved since the last meeting, notices served since the last report, prosecutions since last report, new breaches of conditions since last report, breaches of conditions resolved since last report and notices served since last report. The Borough Planning Officer also reported on 42 South Lynn Crescent, Bracknell (CON92/97) and an unauthorised enclosure of land - change of use from open space to private garden.

RESOLVED that:

- (i) the report be noted; and
- (ii) no further action be taken in relation to the unauthorised enclosure of land - change of use from open space to private garden at 42 South Lynn Crescent, Bracknell.

48. **Reports on Contraventions and Planning Applications Received. (Item 3)**

The supplementary report of the Borough Planning Officer was tabled and the Sub Committee noted the additional information contained therein relating to planning applications 622676, 622786, 622544, 622924, 622787, 622898, 622624, 622823, 622849, 622653, 622917, 622795, 622834, 622976, 622942 and 622903.

RESOLVED that the planning applications below be determined as recorded.

Application No. 622676

**Land At Waverley School and Rear of The Bungalow, Ravenswood Avenue, Crowthorne
Erection of 8 No. terraced houses, 7 no. flats and creation of access on to Ravenswood avenue following demolition of Waverley school and outbuildings.**

It was noted that letters of objection had been received.

RESOLVED that subject to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to financial contributions towards the provision of recreation facilities in the area, the Borough Planning Officer be authorised to approve the application subject to the following conditions:-

- (1) A2 Full permission - implementation
- (2) B3 Plans as received
drawing nos 59601C 02b and 03A, and CDS/051127/1 Rev A, 595/04 received 6.10.97.
- (3) C1 Protection of trees
Drawing no 596 01B received on 1 September 1997.
- (4) C4 Protective fencing.
- (5) C5 Replacement of damaged vegetation.
- (6) C6 Details of soft and hard landscaping. The scheme shall include details of protective barriers to prevent damage to the hedges in the north east corner of the site from cars parking.
- (7) C7 Implementation of approved landscaping scheme.
- (8) C9 Details of walls and fences.
- (9) C10 Retention of landscaped areas.
- (10) C11 Construction of foundations - prevention of root damage to trees.
- (11) C12 Details of surfacing
Access road, footpaths and car parking areas
Access road, footpaths and car parking areas
- (12) C13 Underground service details.
- (13) C16 Removal of permitted development rights (fences).

- (14) D3 House extensions - restrictions on additional window/door openings
In the east and south facing walls of plots 3 and 11 and north and south facing walls of plots 1/2 and 12/13.
- (15) D4 Obscured glazing.
North and south facing windows on plots 1/2, 12/13 and 14/15
- (16) D6 Restrictions on house extensions.
- (17) E2 Samples of materials to be submitted.
- (18) G1 Levels/finished floor level.
- (19) The development hereby permitted shall not be begun until details of screened hardstanding areas for storage of communal bins for refuse collection to serve the occupants of units 1, 2 and 12-15 have been submitted to and approved by the Local Planning Authority. The hardstanding shall be provided fully in accordance with the approved details before any of the units nos. 1, 2 and 12-15 are occupied and shall thereafter be permanently retained.
- (20) No soakaways shall be constructed such that they penetrate the water table and they shall not in any event exceed 3 metres in depth below existing ground level.
- (21) No soakaways shall be constructed in contaminated ground.
- (22) W1 Wheel washing (building operations).
- (23) Site organisation (building operations).
Delete (d)
- (24) HA7 Access detail.
insert "4.8m and 6m"
- (25) HA12 Garage Drive length.
- (26) HA13 Gradient of private drive
- (27) HA16 Roads to be provided.
insert "No dwelling/private drive"
- (28) HA20 Visibility splays before occupation.
- (29) HA27 Provision of parking spaces (approved drawing).
- (30) HA29 Communal parking.
- (31) HA30 Garages retained for vehicle parking.
- (32) No lighting shall be erected in the car parking areas without the prior written consent of the Local Planning Authority.

Application No. 622786

**Land at Lily Hill House, Lily Hill Road,
Bracknell.
Erection of 15 No. 4 bedroomed town
houses and garages, 18 no. 2 bedroomed**

flats and conversion of Lily Hill House to 15 no. 2 bedroomed flats following demolition of existing office block.

It was noted that letters of objection had been received and an appeal had been lodged against the non-determination of this application and a public inquiry would be scheduled in due course.

RESOLVED that the Local Planning Authority's case at public inquiry into application 622786 be based on the following reasons for refusal:-

- (1) By reason of its inappropriate siting, which will erode the setting of Lily Hill House and the visually important space to the south, the proposed development is contrary to Policy EN5 of the North Bracknell Local Plan, Policies EN21 and R1 of the Deposit Draft Bracknell Forest Borough Local Plan (Incorporating Proposed Changes) and Supplementary Planning Guidance on Lily Hill House in that it would be detrimental to the character and identity of Lily Hill House and its setting formed by its grounds and the adjoining Park, which is considered to be of significant local historic, architectural and especially landscape quality.
- (2) Notwithstanding reason for refusal no 1, the proposal is considered to be an undesirable form of development with unsatisfactory siting relationships between proposed buildings/parking areas and trees and with inadequate private amenity space and space for vehicle parking to the detriment of the character and proper planning of the area. It is therefore contrary to Policies H1, T11, EN1 and EN5 of the North Bracknell Local Plan, and Policies EN1, H1 and M11 of the Deposit Draft Bracknell Forest Borough Local Plan (Incorporating Proposed Changes) and the Supplementary Planning Guidance on Lily Hill House.
- (3) The proposal is contrary to Policies T2 and T3 of the Berkshire Structure Plan 1991-2006, Policy T10 of the North Bracknell Local Plan and Policy M7 of the Deposit Draft Bracknell Forest Borough Local Plan (Incorporating Proposed Changes) in that it fails to make provision for the improvement of the local footpath/cycleway system, to the detriment of the needs of pedestrians and cyclists.
- (4) The proposal is contrary to Policy R5 of the Berkshire Structure Plan 1991-2006, Policy R3 of the North Bracknell Local Plan and Policy R4 of the Deposit Draft Bracknell Forest Borough Local Plan (Incorporating Proposed Changes) in that it fails to make adequate provision for open space to the detriment of the needs of the area.
- (5) The proposal is contrary to Planning Policy Guidance Note 3 (Housing), Policy H7 of the Berkshire Structure Plan 1991-2006, Policy H2 of the North Bracknell Local Plan and Policy H8 of the Deposit Draft Bracknell Forest Borough Local Plan (Incorporating Proposed Changes) in that it fails to make provision for affordable housing to the detriment of local housing needs.

Application No. 622544

**Land at Marros and Walcots, Land on Corner of Old Bracknell Lane East and West, Bracknell.
Outline application for the erection of 22 no. Flats with access onto Old Bracknell Lane east following demolition of existing dwellings.**

RESOLVED that, subject to the prior completion of an agreement under section 106 of the Town and Country Planning Act 1990 and other empowering legislation to secure planning obligations relating to financial contributions towards off-site highway improvements and off site community and recreational facilities, the Borough Planning Officer be authorised to APPROVE the application subject to the following conditions:-

- (1) A1 Outline planning permissions - submission of reserved matters (delete "means of access thereto").
- (2) A1(A) Plans and particulars to be submitted in writing and carried out as approved (insert: 01 and delete "the means of access to the site")
- (3) A1(b) Time limit for submission of reserved matters.
- (4) A1(C) Implementation
- (5) B3 List of plans
Vehicular access and tree protection (drawing 05 received 18.9.97)
- (6) C1 Protection of Trees (Drawing 05 received 18.9.97)
- (7) C2 Protection of trees - implementation
- (8) C5 Replacement of damaged vegetation
- (9) HA1 Layout and design standards
- (10) HA6 Access constructed before occupation
- (11) HA10 Access closure with reinstatement
- (12) HA20 Visibility splays before occupation
- (13) W1 Wheel washing
- (14) W2 Site organisation - and each facility shall be maintained throughout the course of construction of the development, free from any impediment to its designated use.
- (15) Development shall not begin until a scheme for protecting the proposed dwellings/gardens from noise from nearby roads has been submitted and approved by the Local Planning Authority. Any works which form part of the scheme approved by the Local Planning Authority shall be completed before any permitted dwelling is occupied unless an alternative period is agreed in writing by the Local Planning Authority. The approved measures shall thereafter be permanently retained in full operation.
- (16) L1 On site refuse storage

(Note: Councillor Sargeant declared an interest in the above application and withdrew from the meeting during its consideration and determination.)

Application No 622924

**7 Lamborne Close, Sandhurst,
Erection of retaining wall and raising of
garden level.**

It was noted that a letter of objection had been received.

RESOLVED that the application be approved subject to the following conditions:-

- (1) A2 Full permissions implementation.
- (2) B3 Plans as received
Drawing no P 20382A/01B and sections received 22 August 1997.
- (3) A scheme of landscaping for the raised garden area and the area between the retaining wall and the boundary with No. 8 Lamborne Close shall be submitted to the Local Planning Authority for approval within one month of the date of this permission. In the event of the Local Planning Authority giving notice of refusal of the submitted scheme, the scheme shall be expeditiously amended and re-submitted so often as may be necessary to secure the approval of the Local Planning Authority. The approved scheme shall be implemented within the first planting season (October to February inclusive) following approval and any trees or shrubs which die within a period of five years, or are removed or become seriously damaged or diseased, shall be replaced in the next planting season with other of similar size and species, unless the Local Planning Authority gives written consent to any variation from these requirements.

Application No. 622787

**Larks Rise, New Road, Crowthorne.
Outline application for the erection of 200
sq m two storey office building and
associated car parking.**

It was noted that letters of objection had been received.

RESOLVED that consideration of the application be deferred to obtain more information on the status and maintenance of New Road..

Application No. 622898

**Former Racal Site, Broad Lane,
Bracknell.**

**Erection of a two storey building
comprising 1524 sq m class B1 (business)
floorspace and a building comprising 985
sq m class B2 (general industrial)/class B8
(storage and distribution) floorspace with
193 sq m ancillary office floorspace at
first floor level together with 89 car
parking spaces and access on to Brants
bridge.**

RESOLVED that the application be approved subject to the following conditions:-

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as amended - Drawings 9513/MP/02B, TP/A/01A, A/21/01, TP/E/01A and E/21/01.
- (3) C3 Details of tree protection etc.
- (4) C4 Protective fencing.
- (5) C6 Details of hard and soft landscaping.
- (6) C7 Implementation of approved landscaping scheme.
- (7) C10 Retention of landscaped areas.
- (8) E3 Details of materials to be submitted.
- (9) J2 Surface water drainage.
- (10) No building shall be occupied until a 1.8m high wall or fence has been erected along the southern boundary of the site in accordance with details to be submitted to and approved in writing by the Local Planning Authority. This fence or wall, or a similar means of enclosure, shall thereafter be retained in this location unless otherwise agreed in writing by the Local Planning Authority.
- (11) The total gross external floorspace of the buildings hereby permitted shall not exceed 2702 square metres and notwithstanding the provisions of Article 3 and Part 8 of Schedule 2 of the Town and Country Planning (General Permitted Development Order) 1995, no additional floorspace shall be created within the buildings hereby approved.
- (12) The B2/B8 building (Unit E) shown on drawing 9513/P/MP 02 shall be used for purposes within the B2 and B8 use classes and for no other purposes, notwithstanding the provisions of the Town and Country Planning (Use Classes) Order 1987 and Article 3 and Part 3 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 without the prior written permission of the Local Planning Authority obtained through the submission of a planning application.
- (13) W2 Site organisation.
- (14) HA5 Provision of access ("no building...access").
- (15) HA16 Roads to be provided ("no building...road").
- (16) HA20 Visibility splays before occupation.
- (17) HA27 Provision of parking spaces (approved drawing) ("no building...marked out").
- (18) No building shall be occupied until the central island in the Brants Bridge turning circle has been removed in accordance with a scheme to be submitted to and approved by the Local Planning Authority.

- (19) No building shall be occupied until cycle parking facilities have been provided on the site in accordance with details to be submitted to and approved in writing by the Local Planning Authority.
- (20) No building shall be occupied until details of all external site lighting and security lighting, including design, levels of illuminance and hours of use shall be submitted to and approved by the Local Planning Authority in writing.
- (21) Before the development hereby permitted is commenced, a scheme shall first have been submitted to and approved in writing by the Local Planning Authority indicating the provisions to be made for the control of noise emanating from the site. This scheme shall be fully implemented to the satisfaction of the Local Planning Authority and shall remain in full effect and operation for so long as the buildings hereby permitted are in use, unless a variation is agreed in writing by the Local Planning Authority.

Application No. 622704

**Boehringer Ingelheim Limited, Ellesfield Avenue, Bracknell.
Erection of sub-stations, a gatehouse and an extension to power house. Provision of external staircase to warehouse/production building.**

It was noted that representations from Bracknell Town Council has been received.

RESOLVED that the application be approved subject to the following conditions:-

- (1) A2 5 year implementation period
- (2) B3 Plans as received
- (3) HA 25 Vehicle parking and turning space
- (4) E4 Schedule of materials to be submitted
- (5) Before the development hereby permitted is commenced, a scheme shall first have been submitted to and approved in writing by the Local Planning Authority indicating the provisions to be made for the control of noise emanating from the site. This scheme shall be fully implemented to the satisfaction of the Local Planning Authority and shall remain in full effect and operation for so long as the buildings hereby permitted are in use, unless a variation is agreed in writing by the Local Planning Authority.

Application No. 622724

**Land at Breach Copse, Swan Lane, Sandhurst.
Construction of access road enabling works from existing public highway (Swan Lane) to future development site for purpose of carrying out ground investigation.**

RESOLVED that subject to the Environment Agency and the County Council raising no new issues not considered in this report, the application be approved subject to the following conditions.

- (1) In the event that either the land shown on outline permission 620604 for the erection of 3,000 sq m of small business units is not developed by 6 October 2004, or the land is developed before that date, but with another suitable form of vehicular access, then the road construction shown on the approved application drawings shall (upon the above date or the earlier completion of an alternative access, whichever is applicable) be broken up and the resultant materials removed from the site. Furthermore, within one month of the above date a scheme of tree planting on the site and including the adjacent 10 metre wide area of land denoted as woodland planting and including details of any regrading of any of the land affected, shall be submitted to the Local Planning Authority for approval and shall thereafter be amended expeditiously and as often as is necessary to secure approval.

The approved scheme shall be implemented within the 2004 to 2005 planting season and any trees which die, or are removed, or become seriously damaged or diseased shall be replaced in the following planting season with others of similar size and species unless the Local Planning Authority gives written consent to any variation.

For the purposes of this condition, the term 'developed' shall be taken to mean the substantial completion of the buildings the subject of planning permission 620604 or the substantial completion of buildings of a similar total floor area.

- (2) B3 Plans as received drawing no 97/085/01 Rev A received 18 September 1997.
- (3) C3 Details of tree protection etc
- (4) C4 Protective fencing
- (5) C5 Replacement of damaged vegetation
- (6) HA4 Access constructed before development (details to be approved)
- (7) HA21 Visibility splays before development
insert "4.5m x 100m to the north and 4.5m x 160m to the south have been provided at the new access road onto Swan Lane".
- (8) Except for the access road hereby approved and other adjoining areas to be raised above the existing lake bed level as shown on drawing 97/085/01, no raising of ground level shall take place on that part of the site lying within the area of land liable to flood as shown on maps held by the Environment Agency.
- (9) The causeway shall be constructed using materials for which details of their nature and source shall have been submitted to and approved by the local planning authority before any works commences on site.
- (10) The method of working on site shall follow a method statement which shall be submitted to and approved by the local planning authority before any work commences on site.

- (11) The development hereby approved shall not be begun unless and until a scheme showing sections through the site and depicting details of species to be planted in the margin planting shelf, shown on drawing No. 97/0B5/Rev.A. has been submitted to and approved in writing by the Local Planning Authority. Thereafter the planting scheme shall be implemented in accordance with a timetable to be agreed in writing with the Local Planning Authority.
- (12) The development hereby approved shall not be begun unless and until a scheme for the method of de-silting of the inner lake has been submitted to and approved in writing by the Local Planning Authority.

Application No. 622807

**Land To The South Of Turnpike Road, Binfield.
Section 73 application for non-compliance with conditions 1 and 2 of 620035 to extend period for submission of reserved matters and commencement of development for 46450 sq m office hq.**

RESOLVED that (a) subject to the prior completion of an agreement under section 106 of the Town and Country Planning Act 1990 containing a planning obligation securing the continuing obligations arising from the legal agreements entered into pursuant to outline planning permission 617449 and (b) further consideration of the transport issues arising from the development, the Borough Planning Officer be authorised to approve the application subject to the conditions imposed on outline planning permission 617449 (updated as appropriate).

Application No. 622823

**Plot 11, Roundshead Drive, Warfield.
Erection of dwelling with associated car parking.**

It was noted that letters of objection and representations from Warfield Parish Council had been received.

RESOLVED that the application be approved subject to the following conditions

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as amended - Drawing no. 2626/02E.
- (3) C1 Protection of trees etc.
- (4) C2 Protective fencing for trees etc (implementation) - Drawing no. A703-5-2F date-stamped 3 July 1997.
- (5) C6 Details of hard and soft landscaping.
- (6) C7 Implementation of approved landscaping scheme.
- (7) C9 Details of walls and fences.
- (8) E2 Samples of materials to be submitted.

- (9) HA24 Vehicle parking in accordance with approved plan.

Application No. 622849

Land at Bigwood, Waterloo Road, Binfield.

Application for renewal of temporary planning permission 618137 for use of open storage area for parking of commercial vehicles.

It was noted that representations had been received from Binfield Parish Council.

RESOLVED

A That the application be refused for the following reasons:

- (1) The use represents an undesirable form of development conflicting with the provisions of Policies C2 of the Berkshire Structure Plan and Policy EN8 of the Deposit Draft Bracknell Forest Borough Local Plan (Incorporating Proposed Changes) in that the site lies outside an existing built-up area where there is a presumption against development except in certain restricted categories of development. The use is not of this nature.
- (2) The use represents an unacceptable form of development conflicting with the provisions of Policy C6 of the Berkshire Structure Plan and Policy EN10 of the Deposit Draft Bracknell Forest Borough Local Plan (Incorporating Proposed Changes) in that the site lies within "Significant Land Between Settlements" where there is a particularly strong presumption against allowing any development which would detract from or threaten the open, rural or undeveloped character of the area. This use does so detract and threaten.

B That the Borough Solicitor be empowered to issue an Enforcement Notice calling for the cessation of the use within three months and in the event of any failure to comply with the notice served, the matter be allowed to proceed to a Magistrates Court Action without further reports.

Application No. 622974

Owlsmoor Cottage, Allsmoor Lane, Bracknell.

Erection of part two storey, part single storey rear extension, single storey side extension and front porch following demolition of existing conservatory.

It was noted that representations had been received from neighbouring residents.

RESOLVED that the application be approved subject to conditions

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received
- (3) E1 Materials to match existing building
- (4) E3 Details of materials to be submitted

- (5) The scheme hereby approved shall not be begun unless and until a scheme depicting landscaping and screening along the boundary with Drovers Way has been submitted and approved in writing to the Local Planning Authority.
- (6) C7 Implementation of landscaping
- (7) HA26 Vehicle Parking and turning Space
- (8) All construction traffic should enter and leave the site using Lydbury.

Application No. 622653

**44 Longdown Road, Sandhurst.
Erection of part two storey, part single
storey side extension. Provision of 3 no.
Dormer windows.**

It was noted that representations had been received from Sandhurst Town Council.

RESOLVED that the application be approved subject to the following conditions

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as received
insert "Drawing no C1218/100A"
- (3) E1 Materials to match
- (4) D3 House extensions - restrictions on additional window/door openings
Facing east and west
- (5) D4 House extensions - obscured glazing.
Insert "1L first floor"
Insert "2L east and west"
- (6) The side wall of the side extension hereby permitted shall be not less than 1.1 metres from the side (east) boundary of the property, as shown on the approved plan.
- (7) HA5 Delete "No dwelling/building shall" and substitute "The extension shall not".
- (8) HA27 Delete "No dwelling/building shall" and substitute "The extension shall not".

Application No. 622497

**120 Dukes Ride, Crowthorne.
Change of use from nursing home to hotel
and erection of conservatory.**

RESOLVED that the application be approved subject to the conditions and informatives approved by the Planning Control Sub Committee on 11 August 1997.

Application No. 622917

**Ashfield, Crouch Lane, Winkfield.
Erection of two storey side extension, loft conversion involving creation of dormers to front and rear elevations and formation of additional vehicular access.**

It was noted that representations had been received from Winkfield Parish Council.

RESOLVED that the application be approved subject to the following conditions

- (1) A2 Full permissions - implementation.
- (2) E1 Materials to match existing building.
- (3) B3 Plans as received
(insert "R/603 and amended plan received on 18/9/97")
- (4) D3 House extensions - restrictions on additional windows/door openings (insert "north western").
- (5) The new vehicular access shall be provided before the completion of the development and shall incorporate visibility splays of 2.4m by 2.4m at the junction of the driveway and the adjacent footway. Dimensions to be measured along the edge of the drive and the back of the footway from their point of intersection. The visibility splays shall thereafter be kept free of all obstructions to visibility above a height of 0.6m from the carriageway level.
- (6) HA25 (Replace "No dwelling/building shall be occupied" with "The extension shall not be occupied").

Application No. 622689

**Garden Cottage, Prince Albert Drive,
Winkfield
Section 73 Application to allow erection of single storey building to form pool house and plant room without compliance with Condition 10 of the Planning Permission 621019.**

It was noted that representations from Winkfield Parish Council and letters of objection had been received.

RESOLVED that the application be approved subject to the following conditions:

- (1) A2 Full permissions - implementation
- (2) B1 Plans as amended
(insert "17 September 1997")
- (3) D6 Removal of PD (extensions)

- (4) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995, (or any Orders amending or re-enacting that Order), no buildings, enclosures, swimming or other pools (other than that expressly authorised by this permission) shall be constructed within the curtilage of the dwellinghouse without the prior written permission of the Local Planning Authority.
- (5) D9 Removal of PD (roof extension)
- (6) The garage hereby permitted shall be used for the parking of vehicles only and for no other purpose.

Application No. 622809

**Land at 52 and rear of 40-54 Pinehill Road, Crowthorne.
Retrospective application for the display of 1 no. non-illuminated freestanding sign (1.8m x 1.2m) and 1 no. 6m high flagpole and flag sign (1.78m x 1.15m).**

It was noted that representations had been received from Crowthorne Parish Council and from the occupier of a neighbouring property.

RESOLVED that advertisement consent be granted subject to the following conditions:

- (1) to (5) Standard advert conditions.
- (6) The advertisements hereby granted shall be removed by either 6 October 1998 or following the first occupation of the fifth house, to which the advertisements relate, whichever is the sooner.
- (7) T7 Plan numbers insert "received 24 June 1997"

Application No. 622889

**187 New Road, Winkfield.
Erection of first floor side extension.**

It was noted that representations had been received from Winkfield Parish Council.

RESOLVED following the expiration of 20 days from the date of the notice being served on the adjoining owner and the consideration of any representation arising not covered in this report, the Borough Planning Officer be authorised to approve the application subject to the following conditions:-

- (1) A2 Full permissions - implementation.
- (2) E1 Materials to match existing building.
- (3) B3 Plans as received (222/01).
- (4) D3 House extensions - restrictions on additional window-door openings (Insert - "north-west").

Application No. 622890

29 Crofton Close, Winkfield.

Erection of single storey rear extension.

It was noted that a letter of objection had been received.

RESOLVED that the application be approved subject to the following conditions:

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received
(Insert "Rear elevations and section A-A, side elevations" dated 26th June 1997 and "Floor plan amended" dated 10 September 1997)
- (3) E1 Materials to match existing building

Application No. 622795

**18 Perryhill Drive, Sandhurst.
Erection of two storey side extension
following demolition of existing side
extension.**

It was noted that representations had been received from Sandhurst Town Council.

RESOLVED that the application be approved subject to the following conditions:

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as received. Drawing RH/O1 RevB received 29 August 1997
- (3) E1 Materials to match
- (4) D3 House extensions - restrictions on additional window/door openings.
Facing Firtree Close
- (5) HA24 Delete "No dwelling/building shall" and substitute "The extension shall not" and delete "space has" and substitute "spaces have...".
- (6) HA30 Delete "No dwelling/building shall" and substitute "The extension shall not" and delete "space has" and substitute "spaces have...".

Application No. 622927

**38 King Edwards Road, Winkfield.
Erection of first floor rear extension.**

It was noted that a letter of objection had been received.

RESOLVED that the application be approved subject to the following conditions:

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received insert "GWS/192/97 received 7 August 1997"
- (3) E1 Materials to match existing building
- (4) D3 House extensions - no additional window/door openings
insert "36 and 40 King Edwards Road"
- (5) D4 House extensions - obscured glazing
insert 1 "bathroom and shower room windows"
insert 2 "36 King Edwards Road"
- (6) HA30 Garage retained for vehicle parking

Application No. 622834

30 Forest Road, Crowthorne.

Erection of part single storey and part first floor rear extension involving installation of dormer window in north elevation.

It was noted that representations had been received from Crowthorne Parish Council.

RESOLVED that the application be approved subject to the following conditions:

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
insert "Drawing no 1129/1B"
- (3) D3 House extensions - restrictions on additional windows/door openings
Facing nos 28 and 32 Forest Road
- (4) E1 Materials to match

Application No. 622976

2 Mount Pleasant, High Street, Little Sandhurst.

Erection of single storey side extension to form lounge extension and conservatory. Demolish single storey rear extension and erect two storey extension to form bathroom and bedroom. Demolition of existing garage and formation of enlarged parking area.

It was noted that a letter of objection had been received.

RESOLVED that the application be approved subject to the following conditions:

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received - insert "SAN, 1103/1, 1103/2 received 26 August 1997"
- (3) E1 Materials to match existing building
- (4) The development hereby permitted shall not be begun until details of the proposed parking area, including any changes in levels, surfacing materials and measures to protect the oak tree, have been submitted to and approved by the Local Planning Authority. The parking area shall be constructed in accordance with the approved details before the extensions hereby permitted are occupied and the area shall thereafter be retained and kept available for vehicle parking in connection with the residential use of the property.

Application No. 622668

32 Lower Broadmoor Road, Crowthorne.

Retention of access onto south meadow and retention of gates and fencing.

It was noted that representations from Crowthorne Parish Council and two letters of objection had been received.

RESOLVED that consideration of the application be deferred pending further information on the permitted development regulations.

Application No. 622942

**27 Moray Avenue, Sandhurst.
Retrospective change of use from open
space to private garden by erection of 2
metre high fencing.**

It was noted that representations from Sandhurst Town Council and a letter of objection had been received.

RESOLVED that the application be approved subject to the following conditions:

- (1) A2 Full permissions implementation.
- (2) B3 Plans as received
Drawing showing the enclosed area and a visibility splay adjacent to the existing driveway, dated 14th August 1997.
- (3) Within 1 month of the date of this permission, the fence shall be realigned to provide a visibility splay of 2.4 metres at the junction of the driveway and the adjacent footway as shown on the approved plans. Dimensions to be measured along the edge of the drive and the back of the footway from their point of intersection. The visibility splay shall thereafter be kept free of all obstruction above a height of 0.6 metres from the footway level.

Application No. 622903

**Prince Alfred Public House, High Street,
Crowthorne.
Continued display of 2 no. externally
illuminated name signs (2000mm x
1200mm), 1 No. non-illuminated history
board sign (900mm x 1800mm), 2 No.
non-illuminated amenity board signs
(600mm x 900mm) 1 No. externally
illuminated wall sign (3000mm x 800mm),
2 No. externally illuminated 'coat of
arms' signs (900mm x 1100mm) and 1
No. externally illuminated replacement
post sign (700mm x 1200mm).**

It was noted that one letter of objection had been received.

RESOLVED that advertisement consent be granted subject to the following conditions:

- (1) to (5) Standard advert conditions.
- (6) The illuminated signs shall be designed to the satisfaction of the Local Planning Authority in accordance with guidance given in the Notes for the Reduction of Light Pollution issued by the Institute of Lighting Engineers, November 1994.
- (7) Details of the proposed coach lamps, including their locations, shall be submitted to and approved by the Local Planning Authority. No coach lamp shall be permitted to be used for the purposes of illumination until such approval has been obtained.

Application No. 622945

78 Harvard Road, Sandhurst.

Erection of first floor rear extension.

It was noted that representations from Sandhurst Town Council and one letter of objection had been received.

RESOLVED that the application be approved subject to the following conditions:

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received
- (3) E1 Materials to match existing building

Application No. 622923

**Midland Bank, 19 High Street,
Crowthorne.**

**Display of one illuminated fascia sign and
one projecting illuminated sign.**

It was noted that a letter of objection had been received.

RESOLVED that advertisement consent be granted, subject to the following conditions:

- (1)- (5) 5 standard advertisement conditions
- (2) T7 Plan numbers 66194 dated 30/6/97
- (3) U1 Hours of illumination
Insert 1 - fascia and projecting signs
Insert 2 - 2300 hours
Insert 3 - 0700 hours

49. Miscellaneous Items. (Item 4)

Land between Forest Road and Devon Chase/Wiltshire Grove/Westmorland Drive/Cornwall Close/Kent Folly, White Grove, Warfield. Removal or obligation in a planning agreement

It was noted that representations from Warfield Parish Council and letters of objection had been received.

RESOLVED that subject to alternative arrangements for the direct transfer to and management of the land by Warfield Parish Council, the landowner be discharged from the obligation in planning agreement of 10 August 1989, to transfer the land to Bracknell Forest Borough Council.

Application No. 621715

34 Forest Road, Crowthorne

**Erection of part two storey and part
single storey rear extension and single
storey front extension.**

It was noted that representations from Crowthorne Parish Council and a letter of objection had been received.

RESOLVED that the amended plans be approved as a minor variation to the approved plans.

50. **Building Regulations. (Item 5)**

The Sub Committee received a report detailing building regulations applications/notices dealt with by the Borough Planning Officer.

RESOLVED that the report be noted.

51. **Applications dealt with by Borough Planning Officer Under Delegated Powers. (Item 6)**

The Sub Committee received a report on applications which had been dealt with under delegated powers since the previous meeting.

RESOLVED that the report be noted.

52. **Notification of Appeals Received. (Item 7)**

The Sub Committee received a report on notifications of appeals received.

RESOLVED that the report be noted.

The meeting commenced at 7.30pm and concluded at 10.10pm.

CHAIRMAN

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**PLANNING CONTROL SUB COMMITTEE
3 NOVEMBER 1997**

Present: Councillor Mrs Doyle (Chairman), Councillors Adams, Mrs Ballin, Birch, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Onions, Mrs Pile, Ryan, Sergeant, Simonds, Taylor, Ward, Wheaton and Worrall

Apologies for Absence were received from:
Councillors Mrs Hayes and Thompson

53. **Minutes**

RESOLVED that the minutes of the meeting of the Sub Committee held on 6 October 1997 be confirmed as a correct record and signed by the Chairman.

54. **Appeal Decisions Received. (Item 1)**

The Borough Planning Officer submitted a report on an appeal decision received in respect of an enforcement notice appeal (CON91/95) concerning the Royal Oak Public House, London Road, Bracknell.

RESOLVED that the appeal decision be noted.

55. **Breaches of Planning Control. (Item 2)**

The Borough Planning Officer submitted a report dealing with new contraventions, contraventions resolved since the last report, prosecutions since the last report, new breaches of conditions since the last report, and breaches of conditions resolved since the last report. The Borough Planning Officer also reported on the unauthorised erection of a fence at 57 Harvard Road, Sandhurst (CON83/97).

RESOLVED that

- (i) the report be noted; and
- (ii) no further action be taken in relation to the unauthorised enclosure of land at 57 Harvard Road, Sandhurst.

56. **Reports on Planning Applications Received. (Item 3)**

The supplementary report of the Borough Planning Officer was tabled and the Sub Committee noted the additional information contained therein relating to planning applications 622812, 622787, 621845, 622633, 622916, 622951, 622705, 622961, 622979, 622844, 623072, 622969 and 621772.

RESOLVED that the planning applications below be determined as recorded.

Application No. 621518

Land at Buckhurst Moors, Amen Corner, Binfield.

Erection of cellular radio station consisting of 22.5m mast with 3 no. dual antenna (total installation height 25.9 m) and cabin on ground floor at base of tower.

It was noted that a letter had been received concerning this application.

RESOLVED that subject to the satisfactory receipt and consideration of outstanding technical information, the Borough Planning Officer be authorised to approve the application subject to the following conditions:

- (1) A2 Full permission - implementation
- (2) B3 Plans as received
(insert: P/2192/03 revA received 12/7/96
P/2192/01 received 12/7/96
P/2192/02 revA received 12/7/96)
- (3) C1 Protection of trees etc
(insert: P/2192/02 revA received 12/7/96)
- (4) C4 Protective fencing
- (5) C5 Replacement of damaged vegetation

Application No. 622987

Greens Yard, Broad Lane, Bracknell.

Renewal of planning permission no: 621600 for the change of use of buildings b & c from business (class b1) use to general industrial (class b2) use for a further 5 year period.

A site visit had been held in respect of this application on 1 November 1997 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Ward and Worrall.

It was noted that a letter of objection had been received and that a petition from 14 residents objecting to the application had also been received.

RESOLVED:

- (1) that the application be **refused** for the following reason:-

The Class B2 use of buildings B and C conflicts with the provisions of Policy E3 of the Deposit Draft Bracknell Forest Borough Local Plan, incorporating proposed further changes, in that it results in environmental problems, particularly harm to the amenities of the occupiers of nearby residential properties.

- (2) that the Borough Solicitor be empowered to issue an Enforcement Notice calling for the cessation of the printing use currently being undertaken in Building B and the carpentry use currently being undertaken in Building C with a period for compliance of three months; and also
- (3) that in the event of any failure to comply with the notice served, the matter be allowed to proceed to a Magistrates Court action without further report.

Application No. 622812

**Greens Yard, Broad Lane, Bracknell.
Proposed siting of portacabin as
replacement of unit 1 for use in association
with the sale and storage of gas cylinders.**

A site visit had been held in respect of this application on 1 November 1997 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Ward and Worrall.

RESOLVED that the application be **approved** subject to the following conditions:-

- (6) 0110 Standard 5 year implementation.
- (2) B3 1649TP/6 Site Layout Plan and 1649/JCG/1 Elevations.
- (3) The portacabin shall not be occupied until space for vehicle parking and turning has been provided in accordance with the approved drawing. This area shall thereafter be kept available for parking and turning at all times.
- (4) The existing building which the portacabin hereby approved is to replace shall be removed from Greens Yard within 7 days of this planning permission being implemented.

Application No. 622787

**Larks Rise, New Road, Crowthorne.
Outline application for the erection of 200
sq m two storey office building and
associated car parking.**

It was noted that five letters of objection had been received.

RESOLVED that subject to the notification of neighbours of the amended plan and the consideration of any new issues arising, not otherwise covered in this report, the Borough Planning Officer be authorised to approve the application subject to the following conditions:-

- (1) A1 Outline permission
(delete "siting" and "means of access")
- (2) A1(A) Submission of reserved matters
(delete "siting" and "means of access")
- (3) A1(B) Approval of reserved matters
- (4) A1(C) Implementation of development
- (5) B3 Plans as received

(insert "8277/03/C received 24 October 1997")

- (6) C3 Details of tree/hedgerow protection"
- (7) C4 Protective fencing
- (8) C5 Replacement of damaged vegetation
- (9) C7 Implementation of approved landscaping scheme
- (10) Notwithstanding the provisions of Article 3 and Schedule 2 Part 2 and Class A of Town and Country Planning (General Permitted Development) Order 1995, (or any Orders amending or re-enacting that Order), no wall, fence, gate, or other means of enclosure shall be erected on or around the site except such as may be provided for in the approved landscape scheme, without the prior written permission of the Local Planning Authority.
- (11) At no time shall the gross floor area of the building as measured externally exceed 200 square metres.
- (12) HA6 Construction of access
(amend: "The building shall not be occupied...access...")
- (13) HA10 Access closure with Reinstatement
(delete sections in parenthesis)
- (14) HA24 Vehicle parking in accordance with approved plan
(amend: "The building shall not be...")
- (15) W2 Site organisation (building operations)
- (16) The access hereby permitted shall only be used to serve the development hereby permitted and shall at no time be used to give access to land outside the application site.

Application No. 621845

**Land at Warfield Park, Warfield And Winkfield.
Change of use of land to touring caravan site comprising 75 pitches together with access roads.**

It was noted that a petition containing 150 signatures had been received which objected to the application, together with 10 letters of objection.

RESOLVED:

A That the application be **approved** subject to the following conditions:

- (1) A2 Full permission- implementation

- (2) B3 Plans as amended - Drawing No. 5113/04/04 (Proposed layout 3) - date-stamped 6 February 1997 and pitch detail plan date-stamped 18 July 1996
- (3) C3 Details of tree protection etc
- (4) C4 Protective fencing
- (5) C5 Replacement of damaged vegetation
- (6) C6 Details of hard and soft landscaping (to include details of the materials for the site roads and pitches).
- (7) C7 Implementation of approved landscaping scheme
- (8) All services shall be placed underground and no form of overhead servicing shall be erected within the site. Details of all proposed underground services shall be submitted to and approved in writing by the LPA prior to the commencement of the development of the site.
- (9) The development shall not be commenced until details of a scheme showing details of fencing on the site has been submitted to and approved by the Local Planning Authority. No pitch shall be occupied until the fencing has been erected to the satisfaction to the Local Planning Authority.
- (10) The development shall not be commenced until details of all external site lighting and security lighting, including design, levels of illuminance and hours of use has been submitted to and approved by the Local Planning Authority in writing.
- (11) Prior to the commencement of any clearing or development of the site a survey should be undertaken to establish what wildlife currently exists within the site. The details, together with a scheme of protective measures for the wildlife shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented prior to the development of the site and thereafter maintained to the satisfaction of the Local Planning Authority.
- (12) No caravan other than a touring caravan or mobile camping vehicle is to be stationed on site. The touring caravans and mobile camping vehicles shall be used for holiday accommodation only and for no other purpose including any other purpose with Use Class C3.
- (13) The maximum stay for any caravan shall be 42 days within any 10 week period. A register shall be provided and maintained, showing details of arrival and departure dates for caravans stationed at the site.
- (14) No more than 75 touring caravans or mobile camping vehicles shall be stationed at the site at any time.
- (15) No vehicle or caravan shall be parked or tent erected on the site other than on the touring pitches shown on the approved layout plan.
- (16) W2 Site organisation (building operations); and

- B That on request and only in respect of land within the Touring Caravan application site, woodland management obligations in the Section 106 Agreement dated 28 July 1993 be **removed**.

Application No. 622884

75 Locks Ride, Winkfield.

Outline application for the erection of one two storey house following demolition of existing bungalow.

A site visit had been held in respect of this application on 1 November 1997 which had been attended by: Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Ward and Worrall.

Two letters of objection had been received.

RESOLVED that the application be **approved** subject to the following conditions:-

- (1) Approval of the details of siting, design and external appearance of the building, the means of access thereto and landscaping of the site (hereinafter called "the reserved matters") shall be obtained from the Local Planning Authority in writing before any development is commenced.
- (2) Plans and particulars of the reserved matters referred to in condition 1 above, relating to the siting, design and external appearance of any buildings to be erected, the means of access to the site and the landscaping of the site, shall be submitted in writing to the Local Planning Authority and shall be carried out as approved.
- (3) Application for approval of the reserved matters shall be made to the Local Planning Authority before the expiration of three years from the date of this permission.
- (4) The development hereby permitted shall be begun either before the expiration of five years from the date of this permission, or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.
- (5) J2 Foul and surface water drainage.

Application No. 622687

Whitelocks Farm, Garsons Lane, Warfield;

Application No. 622868

Retrospective change of use of 6 no. calf pens to 6 stables and of paddock to car park;

Application No. 622869

Change of use of part of barn to stables.

Change of use of agricultural building to indoor riding school arena.

It was noted that one letter of objection had been received in respect of application 622687. Two letters of objection had been received in relation to applications 622868 and 622869.

RESOLVED that subject to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to a financial contribution towards the provision of two vehicle passing places along Garsons Lane, the Borough Planning Officer be authorised to approve the applications subject to the following conditions:-

A. Application 622687:-

- (1) The permission hereby granted shall only allow the stabling of six horses/ponies.
- (2) The car park hereby approved shall be kept available for parking at all times.

B. Application 622868:-

- (1) 0110 Standard 5 year implementation.
- (2) B3 Development carried out in accordance with the following plans:-
site/block plan received on 16/7/97
floor plan received on 6/2/97

C. Application 622869:-

- (1) 0110 Standard 5 year implementation.

COUNCILLOR SARGEANT IN THE CHAIR

Application No. 622633

**Woodlands, Woodmere, Bracknell.
Submission of details of siting and design
for 3 no. detached houses pursuant to
outline planning permission 621427.**

It was noted that a letter of objection had been received in respect of the original submitted plans.

RESOLVED that the application be **approved** subject to the following conditions:-

- (1) B3 Plans as received
"3068/2/1B, 2A and 3B"
- (2) C1 Protection of trees.
"3068/2/1B" Insert 2 "17 October 1997"
- (3) C4 Protective fencing.
- (4) C5 Replacement of damaged vegetation.
- (5) C9 Screen walls and fences.

- (6) C11 Construction of foundations - prevention of root damage to trees.
- (7) C16 Removal of permitted development rights (fences etc).
- (8) D6 Restrictions on house extensions.
- (9) HA5 Access constructed before occupation.
Delete "access (accesses) has/have been constructed" and
Substitute "existing access has been amended and constructed".
- (10) HA16 Roads to be provided.
- (11) HA25 Vehicle parking and turning spaces (approved drawing).
- (12) HA30 Garages retained for vehicle parking.
- (13) The wall on the northern and western boundaries of the site shall be retained and not be altered without the prior written permission of the Local Planning Authority.

COUNCILLOR MRS DOYLE IN THE CHAIR

Application No. 622916

**Hogoak Yard, Hawthorn Hill, Warfield.
Retrospective change of use from
agriculture to the repair and maintenance
of agricultural equipment and non-
agricultural equipment.**

It was noted that five letters of objection had been received.

RESOLVED

- A. That the application be **refused** for the following reasons:-
 - 1. The use represents an undesirable form of development conflicting with the provisions of Policy C4 of the Berkshire Structure Plan and Policy 1 of the Green Belt Local Plan in that the site lies within the Green Belt where there is a presumption against inappropriate development except in certain restricted categories of development. This use is not of this nature.
 - 2. The use represents an undesirable form of development conflicting with the provisions of Policy 17 of the Green Belt Local Plan where there is a presumption against uses which will harm the open, rural or countryside character of the locality. This use so harms the character.
- B. That the Borough Solicitor be authorised to issue an Enforcement Notice calling for the cessation of the use and the removal of all goods, tools, and machinery associated with the use, with a period of compliance 6 months and that in the event of any failure to comply with the notice served, the matter be allowed to proceed to a Magistrates Court action without further report.

Application No. 622931

**Winchester House (3M House),
Broadway, Bracknell.**

Outline application for the re-cladding of existing building, erection of extension to west elevation and provision of additional office space and plant room on roof.

RESOLVED that consideration of the proposals be deferred to the next meeting of the Sub Committee when further information would be provided regarding the proposed final appearance of the building and parking arrangements during and after construction.

Application No. 622904

**Land at 44 Sandy Lane, Sandhurst.
Erection of one pair of semi-detached dwellings with garages following demolition of existing dwelling.**

It was noted that this matter had been withdrawn from the Agenda.

Application No. 622951

**Marks & Spencer, The Meadows, Sandhurst.
The erection of one marquee (30 metres by 12 metres) for a temporary period between 10 November 1997 and 10 January 1998, for storage purposes.**

RESOLVED that the application be **approved** subject to the following conditions:-

- (1) The marquee shall be removed from the site no later than 12th January 1998 and the parking spaces re-instated for staff use thereafter.
- (2) The marquee hereby approved shall only be erected in the position identified as Marquee A on drawing No. G8385/1, received on 18th August 1997. For the avoidance of doubt, no permission is given for Marquee B on drawing number G8385/1.
- (3) Off-site parking of 25 spaces within the Leisure Centre car park at the Blackwater and Hawley Leisure Centre, together with the transport to and from Marks and Spencer store to this facility shall operate in accordance with the details contained in correspondence from Nathaniel, Litchfield and Partners, dated 24 October 1997. If the off site parking area should cease to be available then the marquee shall be removed within 3 days and the on-site parking spaces reinstated.

Application No. 622705

**61 Dukes Ride, Crowthorne.
Single storey side and rear extension to nursery school to provide nursery school and day care nursery on ground floor and change of use of first floor from residential use to nursery use.**

A site visit had been held in respect of this application on 1 November 1997 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Mrs Pile, Ryan, Simonds, Taylor, Ward and Worrall

It was noted that 8 letters of objection had been received.

RESOLVED that the application be **approved** subject to the following conditions:-

- (1) A2 Full permissions - implementation.
- (2) B1 Plans as amended - insert "LHR59710/C received 2 October 1997".
- (3) E1 Materials to match existing building.
- (4) HA3 Access constructed before development (approved drawing).
- (5) HA20 Visibility splays before occupation.
Delete "No building shall", insert "The approved extension shall not".
- (6) HA22 Visibility splays for private drives.
Delete "The dwelling/building", insert "The approved extension".
- (7) HA27 Provision of parking spaces (approved drawing).
Delete "No dwelling/building shall", insert "The approved extension shall not".
- (8) The number of children attending the nursery hereby permitted shall not exceed 44 at any one time, and no child who has passed his or her fifth birthday shall receive such services except where he or she has yet to commence full time primary education.
- (9) The hours of operation shall be restricted to 08.00 - 18.00 hours Monday to Friday and at no other times.
- (10) Before the development hereby permitted commences a scheme shall be agreed with the local planning authority which specifies the provisions to be made for the control of noise emanating from the site. The approved scheme shall be implemented prior to the use commencing.
- (11) S3 Pre-school nurseries - restrictions on use within use class.
- (12) C12 - Details of Surfacing. Insert "car park".

Application No. 622961

**15 Mulberry Close, Crowthorne.
Construction of pitched roof over existing
garage.**

It was noted that a site visit had been held in respect of this application on 1 November 1997, which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Mrs Pile, Ryan, Simonds, Taylor and Worrall

RESOLVED that the application be **refused** for the following reason:

The proposal represents an unneighbourly form of development resulting in an unacceptable loss of light and outlook to No. 16 Mulberry Close and would thereby conflict with Policy H2 of the Deposit Draft Bracknell Forest Local Plan (incorporating Further Proposed Changes).

Application No. 622979

**54 Westmorland Drive, Warfield.
Erection of single storey rear extension
forming conservatory and resiting of**

boundary fence to change use of open land to side of property to private garden.

RESOLVED that the application be **approved**, subject to the following conditions:

- (1) A2 Full permissions-implementation.
- (2) B3 Plans as amended - Drg No.W/W 8173/BP Rev A and W/W 8173/P.
- (3) Materials to match existing building.
- (4) C6 Details of hard and soft landscaping.
- (5) C7 Implementation of approved landscaping plan.

Application No. 622844

**22 Fernbank Road, Winkfield.
Single storey side extension.**

A site visit had been held in respect of this application on 1 November which had been attended by Councillors: Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Ward and Worrall.

RESOLVED that the application be **approved** subject to the following conditions:

- (1) A2 Full permissions - implementation.
- (2) B3: Plans as received
(Insert:- 97/498/01 Rev A
97/498/02 Rev A)
- (3) D10 Restriction on use of garages.
- (4) C1: Protection of trees, etc.
(Insert:- 97/498/01 Rev A, 8 September 1997)
- (5) C4 Protective fencing.
- (6) C14 Replacement Tree planting.
- (7) E1 Materials to match existing building.

Application No. 623015

**20 Birkbeck Place, Sandhurst.
Erection of single storey front extension,
first floor side extension and part single
storey, part two storey rear extension.**

RESOLVED that consideration of this application be deferred to enable a site visit to be held, to which all members of the Council will be invited.

Application No. 623072

**27 Qualitas, Bracknell
Erection of part two storey, part first
floor front extension.**

RESOLVED that consideration of this application be deferred to enable a site visit to be held, to which all members of the Council will be invited.

Application No. 622969

**13 Ketcher Green, Binfield.
Erection of first floor side extension and
single storey front extension.**

A site visit had been held in respect of this application on 1 November 1997 which had been attended by Councillors: Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Ward and Worrall.

It was noted that a letter of objection had been received in respect of the application.

RESOLVED that the application be **approved** subject to the following conditions:

- (1) A2 Full permissions-implementation.
- (2) B3 Plans as received.
"plan No. B/610A"
- (3) E1 Materials to match existing building.
- (4) D3 Restrictions on windows (insert "south").
- (5) D4 Obscure glazing (insert "south").
insert 1: "bathroom", insert 2: "south".
- (6) HA24 Vehicle parking in accordance with approved plan.
(substitute "no dwelling/building" for "The extension shall not be ..").
- (7) HA30 Garage(s) retained for vehicle parking.
- (8) The development hereby permitted shall not be begun until plans showing the location of all rainwater goods, including the guttering have been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter only be carried out in complete accordance with the details approved.

Application No. 622997

**70A Yorktown Road, Sandhurst.
Continued siting of portacabin for six
month period for use as temporary
accommodation for dental surgery.**

It was noted that one letter of objection had been received in respect of the application.

RESOLVED that the application be **approved** subject to the following conditions:-

- (1) A5 31 March 1998
- (2) B3 Plans as received - Drg No.P45 and P029 and the additional information provided, date stamped 1st September 1997.
- (3) Two metre high close boarded fencing shall be provided between the portacabin and No.68 Yorktown Road in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority. The scheme shall be submitted for consideration within two weeks of the permission being granted and implemented within two weeks of its approval.

57. Miscellaneous Items. (Item 4)

The Borough Planning Officer submitted details of two minor variations to approve plans:

Application No. 621674

**70A Yorktown Road, Sandhurst.
Erection of two storey building
comprising dental surgery on ground
floor and residential flat on first floor.**

It was noted that two letters of objection had been received in respect of the application.

RESOLVED

- (A) that the amended plans be **approved** as a minor amendment to the approved plans; and
- (B) that a further report be brought to the next meeting regarding the progress of the submission of the landscaping scheme for the site.

Application No. 621772

**15 Mulberry Close, Crowthorne.
Erection of single storey extension.**

A site visit had been held on 1 November 1997 which had been attended by: Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Mrs Pile, Ryan, Simonds, Taylor and Worrall.

One letter of objection had been received.

RESOLVED

- (A) that the amended plans be **not accepted** as minor variations to the approved plans on the grounds that the extension as built has an adverse and unneighbourly impact on the adjoining property by reason of inadequate facilities for the drainage of rainwater;
- (B) that without prejudice to the Council's consideration of any future proposals, the applicant be invited to submit a revised planning application in order to seek to resolve the drainage issue referred to above; and
- (C) that the Borough Solicitor be authorised to issue an enforcement notice in respect of the extension as constructed with a period of compliance of three months and in the event of any failure to comply with the notice served, the matter be allowed proceed to a Magistrates Court action without further report.

58. **Building Regulations. (Item 5)**

The Sub Committee received a report detailing building regulations applications/notices dealt with by the Borough Planning Officer.

RESOLVED that the report be noted.

The meeting commenced at 7.30pm and concluded at 10.25pm

CHAIRMAN

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**PLANNING CONTROL SUB COMMITTEE
1 DECEMBER 1997**

Present: Councillor Mrs Doyle (Chairman), Councillors Adams, Mrs Ballin (from 8.30pm), Birch, Fawcett, Flood, Harrison, Mrs Hayes, Mrs Hirst, Jones, Onions, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Thompson, Ward, Wheaton and Worrall

59. **Minutes**

RESOLVED that the minutes of the meeting of the Sub Committee held on 3 November 1997 be confirmed as a correct record and signed by the Chairman.

60. **Urgent Taken Under Delegated Powers**

The Sub Committee was advised of an urgent action taken under delegated powers by the Borough Planning Officer in relation to the service of an enforcement notice and a stop notice on an unauthorised use representing a hazard to the public highway safety in Maidens Green, Winkfield.

61. **Appeal Decisions Received (Item 1)**

The Borough Planning Officer submitted a report on appeal decisions received since the last meeting of the Sub Committee.

RESOLVED that the report be noted.

62. **Breaches of Planning Control (Item 2)**

The Borough Planning Officer submitted a report dealing with new contraventions, contraventions resolved since the last report, and new breaches of conditions since the last report, and notices served since the last report.

Consideration was also given to the following breaches of planning control:

CON 57/97

**31 Aysgarth, Bracknell
Erection of rear fence which
exceeds 2 metres in height.**

RESOLVED that no further action be taken.

CON 90/97

**16 Beehive Lane, Binfield
Unauthorised erection of shed.**

RESOLVED that no further action be taken.

CON 24/95

**Touchwood Small Holding,
Garsons Lane, Warfield
Unauthorised use of building for
the purpose of a dwelling.
Unauthorised use of building for
storage purposes.**

RESOLVED that

- (i) the Borough Solicitor be authorised to issue an Enforcement Notice calling for the cessation of the storage use of building K and the removal of all items stores, with a period of compliance of 3 months; and that in the event of any failure to comply with the notice served, the matter to be allowed to proceed to a Magistrates Court action without further report.
- (ii) the Borough Solicitor be authorised to issue an Enforcement Notice calling for the cessation of the use of building N as a dwelling, with a period of compliance of 6 months; and that in the event of any failure to comply with the notice served, the matter be allowed to proceed to a Magistrates Court action without further report.

63. Report on Planning Applications Received (Item 3)

The supplementary report of the Borough Planning Officer was tabled and Sub Committee noted the additional information contained therein relating to planning applications 622561, 623061, 622697, 622904, 622931, 623134, 623156, 622811, 623019, 623114, 622971 and 623006.

RESOLVED that the planning applications below be determined as recorded.

Application No. 622561

**Land south of Jubilee Gardens,
West of Church Road, north and
east of Market Street and
including Station Road, Bracknell
Outline application for the
redevelopment of the site for Civic
Centre (including Council Offices,
Library and Registrar's Office),
Police Station, Magistrates Court,
Offices, Residential Development
and Bus Station and the provision
of public open space together with
highway works and car parking
following demolition of buildings
and structures (with the retention
of the public house).**

Note Councillors Adams, Birch, Flood, Mrs Hirst, Jones, Sargeant, Ward and Wheaton declared an interest arising from the Council's landholding in Bracknell Town Centre and withdrew from the meeting during the discussion and voting on this item.

It was that noted the Government Office for the South East had served an Article 14 Direction on this application restricting the grant of planning permission by the local authority. Comments from other parties were noted in the report.

RESOLVED that subject to the Secretary of State determining that he will not direct the application for planning permission to be referred to him, the Borough Planning Officer be authorised to GRANT PLANNING PERMISSION with the conditions referred to below attached thereto, SUBJECT TO:

- A. the Borough Planning Officer considering and taking into account any further observations of the County Council on the application, and,
- B. THE PRIOR COMPLETION OF AN AGREEMENT under Section 106 of the Town and Country Planning Act 1990 and other relevant legislation, containing planning obligations relating to:
 - (a) the provision and continued availability of a replacement public transport interchange including a new bus station with better facilities than those at the existing bus station. The existing interchange to be kept fully operational until the replacement is ready and available for use. (A temporary facility during construction acceptable only if it is of equivalent capacity and remains available to bus services between 0600 - 0000).
 - (b) the provision and continued function as open space of public value of an appropriate centrally located open space, to be no smaller than the existing Jubilee Gardens facility.
 - (c) retention of a convenient footpath and cycleway network during construction and until new and improved routes are ready and available for use.
 - (d) contributions towards the timely provision of off-site highway and other transportation facilities in the vicinity. (The scope of these works is set out in paragraph 7.7 of the report.)
 - (e) funding of a study into on-street parking in residential roads within a reasonable walking distance and if demonstrated to be necessary, a contribution towards the implementation of local on-street parking works and control measures.
 - (f) The completion of on-site highway works and access arrangements to and from the local highway network including their phasing.
 - (g) 20% of the residential units to be affordable housing.
 - (h) the submission and implementation of a Green Commuter Plan.
 - (i) a financial contribution towards a scheme of public art.

Conditions

- (1) A1 Submission of reserved matters
- (2) A1(A) Submission of reserved matters

- (3) A1(B) Timescale for approval of reserved matters
- (4) A1(C) Timescale for approval of reserved matters
- (5) C7 Implementation of approved landscaping scheme
- (6) C3 Details of tree protection
- (7) C4 Protective fencing
- (8) The maximum gross external floorspace of the development shall not exceed the following:

Police Station up to 2915 sq m
 Magistrates Court up to 1250 sq m
 Council Offices up to 11150 sq m
 Library up to 2000 sq m
 Registrars Office up to 64.5 sq m
 Office Buildings up to 8025 sq m

and there shall be no more than 50 residential units.

- (9) C13 Underground service details
- (10) HA1 Highway layout and design standards (delete car parking)
- (11) J2 Foul and surface water drainage
- (12) W2 Site organisation (building operations)
- (13) The development hereby approved shall not commence until a scheme has been submitted to and approved in writing by the Local Planning Authority for vehicle parking (including parking for people with disabilities). The scheme shall include car parking to the following standard of provision:
 - a offices and civic centre: one space per 25 square metres gross external floorspace,
 - b residential: one space per flat
 - c magistrates court and police station: operational car parking, the number of spaces to be agreed in writing by the local planning authority

For each building, the car parking shall be provided in accordance with the approved scheme prior to the first occupation of that building.

- (14) No development shall commence on any building hereby approved until a scheme has been submitted to and approved in writing by the Local Planning Authority for cycle parking to serve that building. The cycle parking facilities for each building shall be installed prior to the first occupation of that building.
- (15) The development shall not commence until a scheme has been submitted to and approved in writing by Local Planning Authority for public art. The approved scheme shall be implemented within one year of the first occupation of any building.

- (16) No development shall commence on any building hereby approved until a scheme has been submitted to and approved in writing by the Local Planning Authority for the control of noise emanating from the building. The measures included in the approved scheme shall be implemented prior to the first occupation of the building that they relate to and the measures shall be operated in accordance with the approved scheme thereafter.
- (17) C18 Site survey - outline planning permission
- (18) No development shall commence until a scheme has been submitted to and approved in writing by the Local Planning Authority for the minimisation of waste and for the recycling of waste both during building operations and during the period of occupation of the buildings. The development shall only be carried out and occupied in accordance with the approved scheme.
- (19) No development shall commence on any building hereby approved until a scheme has been submitted to and approved in writing by the Local Planning Authority for disabled people to gain access to the buildings. The measures agreed for each building shall be implemented before the first occupation of that building.
- (20) No development shall commence until a scheme has been submitted to and approved in writing by the Local Planning Authority for the control of construction noise and nuisance. The construction work shall be carried out in accordance with the approved scheme.
- (21) No development shall commence until a scheme for the phasing of the development (including the balance and composition of different uses) has been submitted to and approved in writing by the Local Planning Authority and the development shall be carried out only in accordance with the approved scheme unless otherwise agreed in writing by the Local Planning Authority.

Application No. 622690

**The Royal Foresters, London Road, Winkfield
Erection of two storey rear extension and a
detached two storey building forming hotel
accommodation following demolition of existing
hotel buildings. provision of additional car
parking.**

It was that a site visit had been held to this site on 29 November 1997 which had been attended by Councillors: Adams, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Mrs Hirst, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Thompson, Ward, Wheaton and Worrall.

In considering the application as a departure from Green Belt policy the Sub Committee considered that the following points amounted to very special circumstances justifying the grant of permission:-

Because the application site is not located on the edge of an urban area the proposal would not contribute to sprawl.

Although the site lies between the towns of Bracknell and Ascot, the application proposals would not contribute to the merging together of those settlements. If anything the opposite is true. At present built development extends across the full width of the site making it appear to be quite intensively developed. The application proposals would draw the buildings together into a smaller part of the site, screening the main extension from the road. As a result a new view would be opened up from

London Road to the north, contributing to the openness of the green belt in the vicinity. this is a fundamental aim of green belt policy.

The development will safeguard the countryside from further encroachment. the current application proposals are confined and, if anything, the demolition of the chalet line would lessen visual intrusion into the countryside.

The existing car park is grossly inadequate as far as current standards are concerned. The revised layout would rectify these inadequacies and increase provision by the requisite amount.

The present freedom of access and egress onto either adjoining road can cause hold-ups for traffic, and certainly customers have experienced difficulties turning right into or out of the site. The introduction of an in and out system will improve this situation.

A decent visibility splay is to be provided for the Priory Road exit from the site to the benefit of pedestrians and other road users.

Provision will be made for disabled persons to be accommodated.

RESOLVED that subject to the proposal being referred to the County Council as a departure from the development plan and the consideration of any matters arising from the referral not otherwise addressed in this report, and the notification of the proposed departure to the Secretary of State, the Borough Planning Officer be authorised to approve the application subject to the following conditions:

- (1) A2 Full permission - implementation
- (2) B3 Plans as received (495/104A, 495/108/B, 495/106/B, 495/105)
- (3) E3 Details of materials to be submitted
- (4) Q9 Submission of a noise insulation scheme
- (5) Prior to the use of the buildings hereby permitted disabled parking spaces shall be provided in accordance with dimensions and details to be agreed with the local planning authority notwithstanding any such details shown on the submitted plans.
- (6) HA23 Vehicle parking provided to standards (delete "dwellings")
- (7) HA26 Vehicle parking and turning to be provided (delete "dwelling")
- (8) Prior to occupation of the new accommodation, two "no exit" signs shall be erected at the London Road access to the site and two "no entry" signs shall be erected at the Priory Road access. Details of these signs shall be submitted to and approved in writing by the Local Planning Authority and after erection they shall be permanently retained.
- (9) C6 Details of hard and soft landscaping
- (10) C7 Implementation of approved landscaping scheme

- (11) No means of illumination shall be installed in the car park or on the outside of any building hereby permitted unless and until the details of the means of illumination have been submitted to and approved by the local planning authority.

Application No. 623061

**Land Rear of 84-100 Yorktown Road, Sandhurst.
Submission of details of siting, design and external appearance for 68 dwellings (including details of access road) pursuant to outline permission 620980).**

It was noted that one letter of objection had been received.

RESOLVED: that subject to the prior completion of an agreement or the receipt of a satisfactory Undertaking under Section 106 of the Town and Country Planning Act 1990, containing obligations relating to:-

- (i) details of the fill material,
- (ii) reasonable steps to be taken by the applicant to ensure delivery vehicles follow the routes to be submitted and agreed by the Local Planning Authority,
- (iii) access to be constructed in accordance with the previously approved plans and to be the only access used by the lorries, the realignment works to Yorktown Road not to commence until after the completion of the filling operation,
- (iv) facilities to be made available on site for the parking, loading and unloading of all construction and delivery vehicles and to take steps to prevent any construction or delivery vehicles parking on any roads in the vicinity of the site,
- (v) the hours of vehicle deliveries to be limited to 09.15 to 18.00 Monday to Friday and not at all on Saturday, Sunday or public holidays,
- (vi) the period of the filling operation to be agreed (between 4 and 14 weeks) with the corresponding daily vehicle deliveries to be agreed,
- (vii) a health and safety plan to be prepared to control the development, to include matters such as the provision of secure site fencing and the control of noise, dust and other emissions.

the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:

- (1) B3 Approved plans
 - 308 26/1R Planning layout and finished floor levels
 - 30826/2F House type G1
 - 30826/3D House type G2
 - 30826/4F House type G3
 - 30826/5D House type G4
 - 30826/7A House type A
 - 30826/8A House type C
 - 30826/9A House type E
 - 30826/10A House type F
 - 30826/11A House type C

30826/19B Street scenes
 30826/20 Garage/substations
 30826/21 Street scenes
 30826/22A Street scenes
 30826/23 House type T
 Material schedule received 16 September 1997.

Land level and drainage plans

30826/29B, 30A, 31A
 44/GG/3/SK48, 49, 50, 41 and 42
 44/GG/3/201/P3 (gabion basket locations)

- (2) HA30 Retention of garages for parking
- (3) The access road identified on the approved layout plan shall be constructed up to the boundary with 100 Yorktown Road prior to the occupation of any dwelling at this site. Details of the proposed level of the road (height of the road surface) shall be submitted to, and approved in writing by the Local Planning Authority prior to the commencement of development on the road. The road shall be constructed in accordance with the approved details.
- (4) D6 Restriction of permitted development rights on dwellings on plots 5 to 25 and plots 53 to 68.
- (5) The land raising details identified on plans:-
 - (i) 30826/29B, 30A, 31A
 - (ii) 44/GG/3/SK48, 49, 50
 the gabion basket details identified on plan 44/GG/3/201P3, and the drainage details identified on plans:
 - (a) 44/99/3/SK41
 - (b) 44/99/3/SK42

shall be implemented in accordance with a phased programme to be submitted to and approved in writing by the Local Planning Authority prior to the commencement of these works.
- (6) The land levels that result from the filling operation identified on plan 30826/29B, 30A and 31A shall be permanently retained. There shall be no subsequent raising or lowering of the land levels without the prior written approval of the Local Planning Authority.

Application No. 622697

**Downside House, Wildridings Road, Bracknell.
 Erection of 14 No. two bedroomed flats with
 associated landscaping and car parking following
 demolition of existing building.**

It was noted that comments had been received from a local resident.

RESOLVED that the application be approved subject to the following conditions:

- (1) A2 Full permissions - implementation.

- (2) B3 Plans as amended: "Drawings 31703/G/SP/01D, G-1/02D, E/P/03C and G/S/05A
- (3) C1 Protection of trees etc (drawing 31703/G/SP/01D)
- (4) C4 Protective fencing.
- (5) C6 Details of hard and soft landscaping.
- (6) C7 Implementation of approved landscaping scheme.
- (7) C9 Details of walls and fences.
- (8) C10 Retention of landscaped areas.
- (9) E3 Details of materials to be submitted.
- (10) HA3 Access constructed before development (approved drawing).
- (11) HA20 Visibility splays before occupation (2.4m x 70m on to Wildridings Road).
- (12) HA27 Provision of parking spaces (approved drawing - "no flat").
- (13) HA29 Communal parking.
- (14) The development hereby approved shall not be occupied until details of all external site lighting, including design, levels of illuminance and hours of use have been submitted to and approved by the Local Planning Authority in writing. The lighting, which shall only be provided in accordance with the approved details, shall be installed within 2 months of the first occupation of the flats hereby approved.

Application No. 622904

**Land at 44 Sandy Lane, Sandhurst.
Erection of one pair of semi-detached dwellings
with garages following demolition of existing
dwelling.**

It was noted that one letter of objection had been received.

RESOLVED that the application be delegated to the Borough Planning Officer for approval subject to the outcome of negotiations regarding the repositioning of fences to include land to the rear, and any other appropriate conditions.

Application No. 622931

**Winchester House (3m House), Broadway,
Bracknell.
Outline application for the re-cladding of existing
building, erection of extension to west elevation
and provision of additional office space and plant
room on roof.**

RESOLVED that subject to the prior completion of an **agreement under section 106** of the Town and Country Planning Act 1990 containing a planning obligation relating to a financial contribution towards improvements to the provision of an integrated transport system for the town centre,

the Borough Planning Officer be authorised to APPROVE the application subject to the following conditions:

- (1) A1 Approval of reserved matters (landscaping only)
- (2) A1(A) Plans and particulars to be submitted in writing and carried out as approved (insert "01" - landscaping only).
- (3) A1(B) Timing of submission of reserved matters.
- (4) A1(C) Implementation.
- (5) B3 Plans as received.
Insert: 2146.1/A/010 Rev B
2146.1/A/011 Rev C
2146.1/A/012 Rev B
2146.1/A/013 Rev B
- (6) The development hereby approved shall not be begun until details of the new entrance canopy on the south elevation, including the materials to be used, have been submitted to and approved in writing by the Local Planning Authority.
- (7) W2 Site organisation (building operations)
- (8) Before the development hereby approved commences a scheme shall be submitted to and agreed with the Local Planning Authority in writing which specifies the provisions to be made for the control of noise and dust emanating from the site during the demolition, clearance and construction phase. The demolition, clearance and construction phase shall only be carried out in accordance with the approved scheme.
- (9) Before the development hereby approved commences a scheme shall be submitted to and approved in writing by the Local Planning Authority for the control of noise emanating from the building. The measures included in the approved scheme shall be implemented prior to the first occupation of the extensions to the building hereby approved and shall thereafter be retained.

Application No. 623134

**18 Prince Consort Drive, Winkfield.
Erection of two storey side and single storey front
and rear extensions. Erection of detached garage.**

RESOLVED that consideration of this item be deferred to enable a site visit to be conducted, to which all members of the Council will be invited.

Application No. 623156

**J Sainsbury, Ringmead, (Birch Hill), Bracknell
Section 73 application to allow opening of retail
store from 0700 on Friday 19 December through
to 2200 on Saturday 20 December and from 0700
on Monday 22 December through to 1800 on
Wednesday 24 December 1997 without
compliance with condition 14 of planning
permission 616529.**

It was noted that letters of objection had been received.

RESOLVED that the application be approved subject to the following conditions:

- (1) B3 Plans as received

Application No. 623091

**Lambrook School, Winkfield Row, Winkfield.
Modifications to existing access arrangements,
including closure of one access, alteration of two
accesses and construction of driveways and car
park.**

It was noted that letters of objection had been received.

RESOLVED that the application be **APPROVED** subject to the following conditions:-

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as received (97.738.001A, 97.738.003B, 97.738.006C,
97.738.007, 97.738.008B)
- (3) C3 Details of tree protection
- (4) C4 Protective fencing
- (5) C5 Replacement of damaged vegetation
- (6) C6 Details of hard and soft landscaping
- (7) C7 Implementation of approved landscaping scheme

Application No. 623112

**23 Waterhouse Mead, Sandhurst.
Erection of part single storey, part first floor side
extension.**

RESOLVED that consideration of this application be deferred to enable a site visit to be conducted, to which all members of the Council will be invited.

Application No. 622811

**Tudor Cottage, Forest Road, Winkfield.
Erection of double garage/garden and log store
following demolition of existing garage.**

RESOLVED that the application be **approved** subject to the following conditions:-

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received (insert 024/6 and 024/15a received 10 October 1997)
- (3) E3 Details of materials to be submitted

- (4) The building hereby permitted shall only be used for the purposes of garage, garden store, log store and w.c. incidental to the enjoyment of the dwelling house, Tudor Cottage, as such and for no other purpose.
- (5) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or re-enacting that Order) no windows shall be constructed in, or other external alterations made to, the building hereby permitted.

Application No. 623015

20 Birkbeck Place, Sandhurst.

Erection of single storey front extension, first floor side extension and part single storey, part two storey rear extension.

The application had been the subject of a site visit on 29 November 1997 which had been attended by Councillors: Adams, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Mrs Hirst, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Ward, Wheaton and Worrall. The comments of Sandhurst Town Council were noted.

RESOLVED that the application be **approved**, subject to the following conditions:-

- (1) A2 Full permissions-implementation.
- (2) B3 Plans as amended - drawing BFBC/97/48/1A.
- (3) E1 Materials to match existing building.
- (4) HA27 Provision of parking spaces (approved drawing) ("The extension...").
- (5) HA30 Garage retained for vehicle parking.
- (6) D3 Restrictions on additional window/door openings (facing no. 18 Birkbeck Place).

Application No. 622988

66 New Road, Winkfield.

Erection of part single storey, part two storey rear extension.

RESOLVED that the application be **approved** subject to the following conditions:-

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received
- (3) E1 Materials to match existing building
- (4) D3 Window/door openings (north and south)

Application No. 623072

27 Qualitas, Bracknell.

Erection of part two storey, part first floor front extension.

This application had been the subject of a site visit on 29 November 1997 which had been attended by Councillors: Adams, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Mrs Hirst, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Ward, Wheaton and Worrall.

RESOLVED that the application be **approved** subject to the following conditions:-

- (1) A2 Full permissions-implementation.

- (2) B3 Plans as received: Drawing Nos. 1485.3,4,5,6 & the additional information provided by the applicant relating to parking on the site - date stamped 6th October 1997.
- (3) E1 Materials to match existing building.
- (4) HA30 Garage retained for vehicle parking.
- (5) D3 Restrictions on additional window/door openings (facing nos. 26 & 28 Qualitas).

Application No. 623019

51b Yorktown Road, Sandhurst.

Retention of single storey rear extension forming store for class A3 premises following demolition of previous extension.

It was noted that a letter of objection had been received.

RESOLVED that the application be **approved** subject to the following condition:-

- (1) HA30 Garage retained for vehicle parking

Application No. 623114

23b Folders Lane, Bracknell.

Erection of single storey side extension, a two storey bay window and single storey front extension forming double garage with link to the front of house after demolition of single garage.

It was noted that one letter of objection had been received.

RESOLVED that the application be approved subject to the following conditions:-

- (1) A2 Full permissions-implementation.
- (2) B3 Plans as received - 97/523/ 01, 02, 03, 04.
- (3) E1 Materials to match existing building.
- (4) C6 Details of hard and soft landscaping.
- (5) C7 Implementation of approved landscaping scheme.
- (6) HA30 Garage retained for vehicle parking.
- (7) No tree, hedgerow or mature shrub on the site shall be felled, destroyed, damaged, or disturbed in any way and no part thereof shall be removed without the prior written consent of the Local Planning Authority. Any tree, hedgerow or mature shrub destroyed or severely damaged, shall be replaced within the next planting season with a similar tree, hedgerow, or mature shrub of similar species unless otherwise agreed in writing by the Local Planning Authority.

Application No. 622971

Lygon House, High Street, Little Sandhurst.

Erection of two storey rear extension.

It was noted that one letter of objection had been received.

RESOLVED that the application be **approved** subject to the following conditions:-

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received
- (3) E2 Samples of materials to be submitted.
- (4) C5 Replacement of damaged vegetation
- (5) D3 Restrictions on windows (Insert north east and south west)
- (6) D4 Obscure glazing (Insert south west)
- (7) HA24 Vehicle parking in accordance with the approved plan ("The extension shall not be occupied ...")
- (8) HA28 Provision of parking spaces (delete "No dwelling/building shall be.." and substitute "The extension shall not be..")

Application No. 623052

7 Frobisher, Bracknell.

Erection of first floor side extension and single storey rear extension. Installation of front facing dormer.

It was noted that one letter of objection had been received.

RESOLVED that the application be **approved** subject to the following conditions:-

- (1) A2 Full permissions-implementation.
- (2) B3 Plans as received: Drg No.AH/E/2533A.
- (3) E1 Materials to match existing building.
- (4) HA23 Vehicle parking provided to standards
(Delete "No building/dwelling" insert "The extensions ..").

Application No. 623006

Oakfield House, Hatchet Lane, Winkfield.

New entrance gates and brick wall to driveway to replace existing.

It was noted representations had been received.

RESOLVED that the application be delegated to the Borough Planning Officer for approval following submission of amended proposals to indicate the proposed gates set back 6 metres from the near side of the carriage way of the adjoining highway, and the lights being temporary for 6 months to allow their impact to be assessed.

64. **Building Regulations (Item 4)**

The Sub Committee received a report detailing building regulations applications and notices dealt with by the Borough Planning Officer.

RESOLVED that the report be noted.

65. **Applications dealt with by Borough Planning Officer Under Delegated Powers (Item 5)**

The Borough Planning Officer submitted a report on applications dealt with under delegated powers since the last meeting.

RESOLVED that the report be noted.

66. **Notification of Appeals Received (Item 6)**

The Borough Planning Officer submitted a report on appeals received since the last meeting.

RESOLVED that the report be noted.

67. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Items 7 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(12) Advice in connection with legal proceedings (Item 7)

68. **Report on Tree and Landscape Matters (Item 7)**

The Sub Committee received a report regarding the alleged contravention a tree preservation order at 31 Oak Avenue, Sandhurst.

RESOLVED that the Borough Solicitor be authorised to prosecute the appropriate party or parties subject to being satisfied as the evidence.

The meeting commenced at 7.30pm and concluded at 10.30pm.

CHAIRMAN

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**HIGHWAYS SUB COMMITTEE
8 DECEMBER 1997**

Present: Councillor Flood (Chairman), Councillors Mrs Ballin, Mrs Clifford,
Mrs Doyle, Finnie, Good, Ryan, Veakins and Wade

County Councillors Mrs Boyd, Dr Murray, Wheaton and Winter

Also Present: Councillors Adams, Mrs Keene and North

Apologies for Absence had been received from Councillor Mrs Clifford

63. Minutes

The minutes of the meeting of the Sub Committee held on 15 September 1997 were approved as a correct record and signed by the Chairman.

64. Matters Arising on the Minutes

Item 33: Cycleway Construction Scheme: South Hill Road - North Lake

The Chairman advised that, following concerns about the proposed width of the cycleway and receipt of the news that the County Council was shortly to issue a new document on cycling in Berkshire, the South Hill Road scheme had been put on hold for the time being and that a report would be brought to the next meeting of the Sub Committee.

Item 46: A3095 Crowthorne Road/Ringmead Junction, Great Hollands

It was noted that the report requested on 15 September 1997 would be presented to the Sub Committee at its next meeting.

65. Petitions (Item 1)

The Sub Committee received the following petitions:

(a) Wellington Road, Crowthorne

Mrs P Paulo presented a petition in support of traffic calming measures and warning signs on Wellington Road, Crowthorne.

(b) Beehive Road, Binfield

Mr P R Larke presented a petition in support of either a width restriction or road closure to the north of Beehive Road/Pocket Close junction, Binfield.

(c) Harvest Ride, Warfield: Warfield CE Primary School

This petition was taken with agenda Item 4.

- (d) B3022/B3034 Bracknell Road/Jigs Lane North, Warfield

Mrs E Daborn presented a petition in support of a reduction in the speed limit in the B3022 Bracknell Road/Jigs Lane North, Warfield and a heavy lorry ban on the two bridges on the B3022 and B3034.

- (e) Owlsmoor Primary School

Mr G Ford presented a petition in support of road safety measures (parking and speed restrictions, and signage) on the approach to Owlsmoor Primary School, Owlsmoor Road, Church Road and Cambridge Road.

- (f) Sandy Lane (Lower Hill), Bracknell

Mrs E E Whiting presented a petition in support of the part closure of Sandy Lane (Lower Hill), Bracknell, with access for staff and emergency vehicles only.

- (g) Maidens Green Crossroads

A petition was received regarding road safety at Maidens Green Crossroads.

- (h) Junction of Ringmead and Crowthorne Road, Bracknell

Mr J Piasecki presented a petition opposing the recent proposal to open the junction of Ringmead and Crowthorne Road to through traffic.

RESOLVED that petition (c) be heard and dealt with as part of agenda Item 4: Harvest Ride, Warfield and that the remaining petitions set out above be dealt with as part of the request for service list.

66. **Reeds Hill and Crowthorne Road, Bracknell - Traffic Calming (Item 2)**

The Sub Committee considered a report requested at its last meeting regarding road safety on Reeds Hill and Crowthorne Road, Bracknell. It was possible to improve the conditions in the area, however there were no funds available in the current year. It was suggested that the scheme be approved subject to future funds, that the details of the scheme be developed following consultation and that a further report be brought to the Sub Committee to approve the final scheme.

RESOLVED

- (i) that the traffic calming scheme as detailed below be approved in principle, subject to:
- (a) the provision of future funds, and
 - (b) the details of the scheme being developed by the Director, following consultation with the public, Ward Members, and the Chairman and Vice Chairman, and
 - (c) a further report to the Sub Committee for final approval of the detailed scheme.

- (ii) The scheme shall consist of the following measures:-
 - (a) the provision of speed cushions at an estimated cost of approximately £16,000.
 - (b) the provision of two chicanes on the western arm of Crowthorne Road at an estimated cost of approximately £24,000.
 - (c) the provision of a mini roundabout at the junction of Reeds Hill and Crowthorne Road at an estimated cost of approximately £20,000.
 - (d) the provision of mini roundabouts at the junctions of Reeds Hill with Redvers Road and Haversham Drive at an estimated cost of approximately £35,000.

67. Park Road, Bracknell - Waiting Restrictions (Item 3)

The Sub Committee considered a report on an investigation into parking problems on Park Road, Bracknell in which it was proposed that a revised Waiting Order covering Park Road and three side roads be advertised.

RESOLVED That:

- (i) the existing traffic regulation order relating to Park Road shown on Drawing TM600/71 be revoked, and
- (ii) the proposals for an Order to regulate:
 - (a) No Waiting at Any Time over the length of the south-eastern side of Park Road, and
 - (b) No Waiting at Any Time over certain sections of the north-west side of Park Road, and
 - (c) No Waiting Between 10am and 11am Monday to Friday over the side roads: Ellenborough Close, Dashwood Close, and Rokeby Close, as shown on Drawing No. TM600/97/75A

be advertised and any objections reported to a future meeting.

68. Harvest Ride, Bracknell - Pedestrian Crossing (Item 4)

The Sub Committee received a petition presented by Mr J Money in support of the implementation of traffic calming measures and warning signs on Harvest Ride near Warfield Primary School.

A request for service had been considered by the Sub Committee at its previous meeting on 15 September 1997 when a report had been requested on the feasibility of introducing a pedestrian crossing in Harvest Ride, Bracknell in the vicinity of Warfield Primary School.

The report advised that the existing conditions did not meet the Highway Authority's standard criteria for the introduction of pedestrian crossing facilities. However, as Harvest Ride was part of the Bracknell Northern Distributor road which was expected to become busier as the remaining phases were completed, the Sub Committee agreed that it would be timely to introduce a pedestrian crossing at this stage.

RESOLVED that a toucan crossing be provided in Harvest Ride subject to the availability of funding and that the location and design details be delegated to the Director of Planning and Transportation in consultation with the Chairman, Vice Chairman and Ward County and Borough Councillors.

69. Forest Road, Winkfield - TRO (Item 5)

The Sub Committee received a report regarding an objection which had been received to the proposal to extend the existing 40mph speed limit on Forest Road, Winkfield. The Bracknell Forest Area Highway Section on 15 January 1997 had given approval to commencing the statutory consultation procedure in respect of the proposed extension of the speed limit.

An objection had been received from the Thames Valley Police regarding the point at which the proposed restriction would commence and its distance from the junction of Winkfield Road. However, it was considered that this could be addressed by an appropriate gateway feature at the eastern end of the speed restriction.

RESOLVED that the County Environment Committee be informed that the Sub Committee recommends that:

- (a) the proposed 40mph speed limit be implemented as advertised;
- (b) the objector be informed accordingly;
- (c) no public inquiry be held.

70. Fernbank Road and Other Sites - Traffic Calming Measures (Item 6)

The Sub Committee received a report reviewing the traffic calming scheme which had been installed in Fernbank Road, North Ascot earlier in 1997 and which had met with limited success. The report had been prepared following Members concern expressed at the last meeting of the Sub Committee. It presented a number of options for consideration.

Three other sites were scheduled to receive similar measures to those which had been installed in the Fernbank Road and in the light of the review it was suggested that in Shepherds Lane and Folders Lane speed cushions be substituted on a trial basis for the build-outs. The new build-outs proposed in Rectory Lane could also be put on hold pending the trial of the speed cushions.

RESOLVED that

- (i) the existing scheme in Fernbank Road be replaced by new traffic calming features to be selected following a policy review due in the near future;
- (ii) the existing build-out by Napper Close be removed and the white lines be strengthened as an interim measure;

- (iii) the road centre-line be strengthened and a move-back arrow be laid to improve the layout for cyclists turning right into Mill Ride;
- (iv) the proposed build-outs in Shepherds Lane and Folders Lane be substituted by speed cushions, and their effectiveness be monitored over a 12 month period;
- (v) the proposed build-outs in Rectory Lane be put on hold pending the trial of speed cushions, additional signs be provided at the existing build-outs, and a report be brought back after the speed cushion trial;
- (vi) the appropriate Traffic Regulation Order be advertised for the speed cushions in the scheme for Shepherds Lane/Folders Lane, and should no sustained objections be received, the Director be authorised to confirm the Order following consultations with the Chairman, Vice Chairman and Ward Members.

71. Kings Ride, Ascot - Speed Limit (Item 7)

The Sub Committee considered a report on the introduction of a 40mph speed limit along Kings Ride, Ascot.

At its meeting on 9 June 1997 the Sub Committee had authorised the advertisement of a Traffic Regulation Order to introduce a 40mph speed limit over the section of Kings Ride and Swinley Road between the point south-west of the junction with Swinley Road and the Borough boundary on Kings Ride. The remainder of Kings Ride was in the Royal Borough of Windsor and Maidenhead and the Sub Committee had requested that the Royal Borough consider a similar speed limit with a view to advertising an Order to introduce a 40mph speed limit over the entire length of Kings Ride.

The Council had now received a response from the Royal Borough of Windsor and Maidenhead which did not favour a 40mph speed limit but would support the introduction of a 50mph speed limit throughout Kings Ride.

RESOLVED that

- (i) an order be advertised to introduce a 40 mph speed limit as shown on Plan No TM606/97/9 and any objections received be reported to a future meeting of the Highways Sub-Committee; and
- (ii) the Royal Borough of Windsor and Maidenhead be thanked for its consideration of the proposal, be advised that a 40 mph order is proposed in Bracknell Forest, and be requested to consider a corresponding order over its length.

72. Murrell Hill Lane, Binfield - Proposed Closure to Through Traffic (Item 8)

The Sub Committee received a report on the outcome of a traffic survey which had been conducted to ascertain the likely affects on the surrounding roads if Murrell Hill Lane were closed to through traffic, except cycles.

The traffic survey has indicated that if Murrell Hill Lane were closed as proposed the surrounding road network would be able to accommodate the traffic displaced by the closure.

RESOLVED that

- (i) Murrell Hill Lane be closed to through traffic;

- (ii) no public inquiry be held into the proposal;
- (iii) the objectors be notified of this decision.

73. **Moordale Avenue, Bracknell - Safety Scheme (Item 9)**

The Sub Committee considered a report commissioned by the former Bracknell Forest Area Highway Section on a study of traffic in Moordale Avenue, Priestwood.

The investigations showed that there was no single point requiring improvements in traffic calming terms due to accidents. Accordingly it was suggested that the traffic calming works, including a 20mph speed limit, be restricted to the section of road in the vicinity of Meadow Vale Primary School.

RESOLVED that

- (i) a scheme of traffic calming measures be prepared and constructed for the section of road containing the school, and an informal public consultation be undertaken,
- (ii) a Traffic Regulation Order for a 20 mph limit covering the section of Moordale Avenue outside the school be advertised, and
- (ii) approval of the details of the scheme and confirmation of the speed limit order, should no sustained objection to the order be received, be delegated to the Director of Planning & Transportation, following consultation with the Chairman, Vice-Chairman and Ward Members.

74. **Binfield Road, Bracknell - Proposed Pedestrian Crossing (Item 10)**

The Sub Committee considered a report on the outcome of a pedestrian/vehicle traffic survey which had been undertaken to assess the feasibility of providing a formal pedestrian crossing facility on Binfield Road, Bracknell. At its meeting on 15 September 1997 the Sub Committee had received a report concerning the County Council's Safer Routes to School pilot scheme in north Bracknell. One of the proposals arising from the scheme was the introduction of a zebra crossing on Binfield Road, subject to a full assessment.

The report set out the details of the pedestrian and vehicle traffic volumes on Binfield Road. It was concluded that the provision of a formal crossing facility, in the form of a zebra crossing would be beneficial to pedestrian movement, particularly school children, across Binfield Road.

RESOLVED that a zebra crossing be introduced on Binfield Road, near its junction with Moordale Avenue.

75. **Broad Lane, Bracknell - Traffic Measures and Local Safety Schemes (Item 11)**

The Sub Committee considered a report on a study of accidents in Broad Lane, Bullbrook which had been commissioned by the former Area Highway Section. Arising from the study the report proposed that the double mini roundabout junction by Ralphs Ride and Brants

Bridge be included in a 20mph zone marked by gateway features, with geometric improvements to the approach lanes and lay-by if possible, and street lighting and signs.

The funding for the scheme, as a local safety scheme, was approved through a central government process and was available in the current financial year only. It was suggested therefore that the proposals be approved in principle with details delegated to the Director of Planning and Transportation, and only those which could be constructed within the year be built; with the remainder being dealt with later.

It was further proposed that any unused funds be applied to the list of future local safety schemes as detailed in the Annex to the report, providing they could be constructed in the current year. This would take full advantage of the funding approval.

In addition to the proposals in the report, Officers were asked to look into the parking arrangements on Brants Bridge.

RESOLVED that

- (i) the Broad Lane Scheme as described in the Supporting Information be approved in principle, an informal public consultation be undertaken, and the remaining details of the scheme be delegated to the Director of Planning & Transportation following consultation with the Chairman and Vice-Chairman and Ward Members, and that except for the speed limit, only those sections which can be constructed this year be built;
- (ii) a Traffic Regulation Order for a 20 mph limit covering the junction of Broad Lane Ralphs Ride and Brants Bridge be advertised, and confirmation of the speed limit order, should no sustained objection to the Order be received, be delegated to the Director of Planning & Transportation, following consultation with the Chairman and Vice-Chairman, and Borough and County Ward Members;
- (iii) the additional signal head at the railway bridge be approved; and
- (iv) the safety schemes as described in Annex 2 be approved in principle, and the remaining details of the schemes be delegated to the Director of Planning & Transportation following consultation with the Chairman, Vice-Chairman and Ward Borough and County Councillors, and that only those schemes which can be constructed this year be built.

76. **Residential Street Parking - Bull Lane, Longwater Road (Item 12)**

The Sub Committee considered a report regarding residential street parking schemes for Bull Lane and Longwater Road.

This year's draft Capital Programme, approved in February 1997, had listed six schemes for tackling parking problems experienced in residential streets. Four of the schemes had already been approved by the Environment Committee and Highway Sub Committee. This report brought forward the remaining two schemes.

RESOLVED that

- (i) the parking schemes for Bull Lane and Longwater Road be approved, subject to the results of the local consultation and necessary consents;

- (ii) the Director of Planning and Transportation be authorised to determine the details of the scheme in consultation with the Chairman, Ward Borough and County Councillors; and
- (iii) the schemes be constructed by the Council's term contractor.

77. Proposed Pedestrian Crossing Facility Western Road, Bracknell (Item 13)

The Sub Committee considered a report regarding a request for a pedestrian crossing facility on Western Road.

A local company had requested a pedestrian crossing at the Bracknell Forest Area Highway Section meeting on 27 November 1996. Since the initial pedestrian counts had been undertaken, pedestrian movement on Western Road in the vicinity of Millbank Way had increased. Following a further request from the company, the situation had been re-examined. The results of a recent pedestrian count indicated that a formal crossing facility was now justified. The company had agreed to fund the works if approved. The retention of the previously approved pedestrian refuge was discussed and agreed as part of the new scheme.

RESOLVED that

- (i) the provision of a pelican crossing be approved subject to external funding (estimated to cost £52,000);
- (ii) the proposal for the pelican crossing be advertised, and the Director be authorised to proceed with the scheme if no sustained objections are received;
- (iii) a pedestrian refuge in the bell mouth of Downhill Road to assist pedestrian movement across the junction be approved subject to external funding (estimated cost £5,000); and
- (iv) a pedestrian refuge in Western Road to the west of the crossing, as previously approved, be included in the scheme.

78. Signalisation of Hanworth Roundabout, Great Hollands (Item 14)

The Sub Committee considered a report regarding the feasibility of full signalisation of Hanworth Roundabout, which had been requested at a previous meeting on 15 September 1997. The investigation showed that a full signalisation scheme would not improve the traffic situation, however additional geometric works were suggested. The Sub Committee commented on the deterioration of the traffic situation following the introduction of the evening peak signals. It was agreed that the arrangements for the roundabout needed to be considered in tandem with the discussions on access and egress of the Great Hollands estate, at the next meeting.

In addition to the proposals set out in the report it was agreed that suitable lane markings lane be considered for traffic leaving South Hill Road in the direction of Hanworth and Birch Hill.

RESOLVED that

- (i) Full signalisation of the roundabout not be progressed.

- (ii) The operation of the p.m. peak signals be monitored and a report be prepared for the next meeting of the Sub Committee with a view to carrying out amendments/alterations to the timings, with approval to implement the recommendations delegated to the Director, following consultation with the Chairman and Vice-Chairman, and Ward County and Borough Councillors; and
- (iii) The South Hill Road entrance to Hanworth roundabout be re-kerbed and lined to increase the length of the two lane flare, with appropriate lane markings being introduced, if possible, for traffic from South Hill Road into Hanworth Road, and two keep clear roadmarkings be laid on the circulatory carriageway by the entrance.

79. Albert Road, Crowthorne (Private Street) Consultation - Proposed Closure (Item 15)

The Sub Committee considered a report on the proposed closure of Albert Road, Crowthorne which had been considered previously by the Sub Committee in June 1997 together with proposals to close Church Street/Church Road West and Addiscombe Road, Crowthorne. In the case of Albert Road, the formal consultation had raised a number of issues regarding the location of the proposed closure. The Sub Committee had therefore decided to consider a further report on alternative locations for the closures.

The report detailed the comments received following the informal consultation on the alternative location for the closure of Albert Road. It was noted that since Albert Road had raised more issues than the other proposed closures it was intended to advertise the Traffic Regulation Orders separately so that Church Road, Church Street and Addiscombe Road closures could be advertised without further delay.

The Sub Committee was advised that, with its agreement, the Albert Road Traffic Regulation Order would be advertised in the very near future. Officers undertook to notify the Mayor of the date of the advertisement.

RESOLVED that

- (i) The Traffic Regulation Orders needed to effect the proposed road closure be advertised as described in this report.
- (ii) In the event that no objections are made or sustained, no public inquiry be held and the Director of Planning and Transportation (following consultation with the Chairman) be authorised to confirm the Order and arrange the construction of the physical works.
- (iii) In the event that objections are received and not withdrawn, a further report be made to the Sub-Committee.

80. A322 Bracknell Road/A332 Swinley Road Junction - Road Safety (Item 16)

The Sub Committee considered a report which had been requested at its meeting on 15 September 1997 on road safety at the junction of the A322 Bracknell Road and A332 Swinley Road. The investigation showed that there was value in resiting one set of signals on the Ascot bound approach, and in modifying the entry into Bracknell Road for traffic leaving Swinley Road and heading towards Bracknell.

RESOLVED that the traffic signal heads facing Ascot bound traffic be resited and that traffic signals ahead warning signs be provided, and if appropriate, anti-skid surfacing be laid on the approach; the works to be funded from the current budgets.

81. **Bus Stop Hard Standings. (Item 17)**

The Sub Committee considered a report on the provision of bus stop hard standings and facilities. The current year's Draft Programme, approved in February 1997, had included the continued development of bus stop hard stands. The report before the Sub Committee detailed a number of new hard stands and/or pram crossings throughout the Borough for approval to proceed. It was noted that in addition to the seven schemes detailed in the report, a further eight schemes could be progressed within the approved budget.

RESOLVED that

- (i) The proposed provision of bus stop hardstands and/or pram crossings at the following locations be approved:

Warfield	Forest Road, near Jigs Lane Junction
Winkfield	Fernbank Road, near Goaters Road Junction Forest Road, Winkfield Manor Farm New Road, opposite ABBA warehouse New Road, outside no. 88
Bracknell	Great Hollands Road Crowthorne Road, near Downshire Way Junction Western Road Locks Ride
Crowthorne	Dukes Ride, Waterloo Hotel Sandhurst Road
Sandhurst	High Street, back of Station Rackstraw Road Yeovil Road College Road (2 no. locations)

- (ii) The work be carried out using the Borough's Term Contractor for Civil Engineering work.

82. **Highway Works Progress Report. (Item 18)**

The Sub Committee received a report detailing the current position in respect of reports and works commissioned by either the Bracknell Area Highways Section in 1996/97 and carried over into 1997/98, or the Highways Sub Committee during 1997/98. In addition to the schemes included in the report the Sub Committee was advised that the Holly Spring Lane bus gate tenders had now been received and that the award of the contract was imminent.

RESOLVED that the report be noted.

83 **Requests for Service. (Item 19)**

The Sub Committee considered a report detailing the current requests which had been made by members of the public, Parish Councils, other organisations and members of the Borough and County Councils. The Sub Committee considered each request and determined the response as follows:-

No.	Subject	Decision
7	Request for an extension to the 40mph speed restriction on London Road.	(i) Outline cost £5,000
17	Harmans Water Road - request for a pelican crossing	(ii) full report
30	Request for the resiting of a bus stop opposite Rackstraw Inn to a near-by layby	(iv) delete
57	A321 Yorktown Road/Rackstraw Road junction - request for improved traffic flow movement.	(ii) b full report
82	Turnpike Road and Beehive Road, Binfield.	(ii)b brief report
83	B3022/B3034 Forest Road/Jigs Lane North junction - request for speed reduction.	(ii)a report
84	Introduction of traffic calming measures and additional signage on Wellington Road, Crowthorne.	(ii) full report
85	Request for pedestrian crossing facility on Harvest Ride, Bracknell	Approved (Minute No 68 refers)
86	Sandy Lane, Bracknell - Road Safety	(ii)b report
No.	Subject	Decision
87	Request for parking restrictions, warning signs and a 20mph speed limit in the vicinity of Owlsmoor Primary School	(ii) full report (March)
88	Setley Way, Martins Heron -traffic calming.	(iv) Delete
89	Wheatley - request for bollards and/or carriageway markings to control on-street parking.	(iv) Delete
90	Staplehurst - warning signs and/or carriageway markings.	(iv) Delete
91	Prince Andrew Way/Mansfield Place - request for speed humps.	(iv) Delete
92	Crowthorne - Road Safety issues a) Request for keep clear markings St Annes Court Dukes Ride. b) 44 Kings Road - Request for entrance markings.	(i) Outline Cost £125 (i) Outline Cost £50

	c) Pinehill Road, Crowthorne. Inspection of road condition and lighting standards.	(iv) Delete
93	Goughs Lane, Warfield - traffic speeds and no advance warning signs.	(iv) Delete
94	a) Commuter parking near Martins Heron Station b) Chevron sign and damaged lamp column on New Forest Ride/Epping Way roundabout.	(iv) Delete Referred to Maintenance
95	Lovel Road, Winkfield - traffic calming	(iii) Monitoring List
96	Crowthorne - Traffic calming a) Waterloo Road - Request for traffic calming measures b) Heatherdene Avenue - road condition and junction widening signs.	a) (ii) full report to March meeting b) (iv) Delete
97	Gower Park, Sandhurst - request for parking restrictions -	(iv) Delete
No.	Subject	Decision
98	North Lake, Bracknell - request for cycle barriers.	(iv) Delete
99	Inverness Way/Burghead Close - request for traffic calming	(iv) Delete
100	Nettlecombe, Bracknell - Commercial vehicle parking	(iv) Delete
101	Magdelene Road, Sandhurst - request for traffic calming	(iv) Delete
102	Rhododendron Walk, Ascot - School traffic congestion	(i) TRO Outline cost £2,000
103	Crouch Lane, Winkfield - a) request for a 30mph speed limit b) request for horse warning signs.	(a) (iv) Delete (b) (I) Outline cost £300
104	Harmans Water Road, Bracknell - traffic conditions a) Re-siting of bus-stop b) Parking	a) (ii) full report b) (iv)

		Delete
105	Trevelyan/Tawfield, Great Hollands, Bracknell - staggered barriers	(iv) Delete
106	Tawfield, Bracknell - request for traffic calming a) Tawfield b) Ringmead	a) (iv) Delete b) (iv) Delete
107	Hatchet Lane, Ascot - request for reduction in the speed limit.	(iii) Monitoring List
108	Crowthorne Road, Bracknell - road safety	See Minute 66
109	Moray Avenue, College Town - request for traffic calming.	(iv) Delete
110	Howe Lane/Bottle Lane, Binfield - request for speed reduction/road safety measures.	(iv) Delete - Pass to Maintenance
111	Tilehurst Lane, Binfield - request for speed restriction	(iv) Delete

No.	Subject	Decision
112	King Edwards Church Hall, Ascot - parking outside	(iv) Delete
113	Woodenhill - Road Safety.	(i) Outline Cost £100
114	Birch Hill Road - Traffic speeds.	(i) Outline cost £100
115	A321 Wokingham Road - extension of 30mph speed limit	(ii) full report
116	Church Road, Owlsmoor - traffic calming.	(iv) Delete
117	A322 Bagshot Road, between Nine Mile Ride and the A332 Swinley Road - request for closure of gaps in central reserve.	(i) and (ii) advertise TRO and report on details and cost-effective closure method
118	Lower Church Road, Sandhurst - traffic speeds.	(iv) Delete
119	Outside Owlsmoor Recreation Ground - road safety	(iv) Delete
120	Old Bracknell Lane East -Parking	(iii) Monitoring List

121	Swinley Road - Road Safety	(ii) full report
122	Bracknell Rush Hour a) Foresters Way/Rackstraw Road roundabout - request for no overtaking signs. b) Nine Mile Ride /A3095 roundabout - request for signals c) A3095 Crowthorne Road - request for a Tidal Flow lane d) Mill Lane/Ellesfield Avenue e) School Routes - Request for more buses	a) (iv) Delete b) (ii) full report (to include signalised cycle crossing if poss.) to (June) meeting c) (iv) Delete d) (iv) Delete - Referred to Maintenance e) (iv) Delete
No.	Subject	Decision
123	Pump Lane, Cheapside, Ascot - request for junction improvements	(i) Outline cost £2,000
124	Hayley Green, Warfield - Concern regarding entrance to Hayley Green Nursery School	(i) Outline cost £1,800

Members of the Sub Committee expressed concern regarding some delay in dealing with a number of requests for service. The Mayor requested that a report be prepared for his attention on the reasons for these delays and on how the process might be streamlined.

RESOLVED that the items on the list be dealt with as set out above.

84. **Update on Significant Road Works. (Item 20)**

The Sub Committee received a report on the progress and timings of significant road works within the Borough.

RESOLVED that the report be noted.

The meeting commenced at 7.30pm and concluded at 11.20pm.

CHAIRMAN

EDUCATION TRANSITION COMMITTEE
22 JANUARY 1998

Present: Councillor Ward (Chairman), Councillors Barnard, Beadsley,
Mrs Doyle, Fawcett, Good, Harrison, Mrs Hayes, Mrs Hirst,
Mills, Mrs Shillcock, Thompson, Wheaton and Worrall

Also Present: County Councillor Dr L Murray; Mr G Anderson, Ms L Wales, Mr J Haig

An apology for absence was received from:
Councillor Taylor

468. **Minutes**

The minutes of the meeting of the Committee held on 11 December 1997 were approved as a correct record.

469. **Education Quality Assurance Sub Committee**

RESOLVED that the minutes of the meeting of the Education Quality Assurance Sub Committee held on 14 January 1998 as set out in Appendix A hereto be received and the recommendations in Minute 12 (The Standards Fund) be adopted.

470. **Education Executive Sub Committee**

RESOLVED that the minutes of the meeting of the Executive Sub Committee held on 14 January 1998 as set out in Appendix B hereto be adopted.

471. **Progress Report on Preparation for Unitary Status (Item 1)**

The Committee received a report from the Director of Education outlining progress made on a number of key areas since the last meeting of the Committee. A table detailing the latest recruitment situation in the Department was tabled.

RESOLVED that the report be noted.

472. **Education Service Plan (Item 2)**

The Committee received a report from the Director of Education detailing the draft Education Service Plan. The Director reminded the Committee that it had already endorsed paragraphs A to E inclusive of the draft Service Plan at a previous meeting. This version of the report added targets for 1998/99 and for 2002. The Director informed the Committee that the Government was likely to require all LEAs to produce Education Development Plans with effect from March 1999. It was also noted that the report was to form the basis of consultation with schools during the remainder of the spring term. A further report to finalise the document would be brought forward to a future meeting of the Committee. Members of the Committee suggested the following additions to the document:-

- that the work of Bracknell Forest schools should be celebrated

- that the work of the Diocesan Councils should be mentioned
- that statistics about pre school special needs support should be included

RESOLVED

- (i) that the Director of Education be requested to consult schools on the detail of the Education Development Plan during the spring term 1998;
- (ii) that service and financial planning proceeds on the basis of the draft plan; and
- (iii) that a report be brought back to a future meeting of the Committee following the schools' consultation.

473. Revenue Budget 1998/99 (Item 3)

The Committee received a report jointly from the Director of Education and Director of Corporate Services detailing a draft budget for Education for the financial year 1998/99. The Education Transition Committee's proposals would be put forward to the Strategy and Policy Committee at its budget meeting to be held on 11 February 1998. The Director of Education informed the Committee that the document was based on the Government's provisional settlement from December 1997 together with the budget disaggregation from Berkshire County Council and various adjustments. Appendix D highlighted possible saving totalling £112,000 and it was likely that all of these reductions would need to be implemented. Concerns were expressed about the effect of the reduction in the discretionary awards budget and it was noted that this would not affect commitments to fund continuing students whose awards had been approved by Berkshire County Council. Increasingly, the LEA was having to fund occupational therapy for pupils with special needs as local Health Authorities were reducing their budgetary provision for this.

The Borough Council was not spending up to SSA this year however the expenditure was greater than the disaggregated figure from Berkshire County Council and there was some allowance for growth and inflation.

RESOLVED

- (i) that the draft base budget as shown in paragraph 4.4.3 of the Directors' report totalling £35,737,000 be approved and recommended to the Strategy and Policy Committee in considering the Council's budget for 1998/99;
- (ii) that an allowance for inflation to the running expenses budget identified in Appendix B to the report submitted be recommended; and
- (iii) that the tables detailing potential service development/pressures and economies identified in Appendices C and D of the report submitted respectively be approved.

474. Capital Programme 1998-2001 (Item 4)

The Committee received a report from the Director of Education setting out a proposed capital programme for the Education Service area. A further appraisal of the building condition of the Borough's schools was being planned. Since the Borough Council was debt free, any capital loan approvals received would not actually be taken up. It was also likely

that the Government would require all LEAs to produce formal asset management plans in the format similar to the ones set out in the report in due course. It was noted that the funding for voluntary aided school minor works was on a 85:15% split, the larger amount being met by the Borough Council.

Recommendations 1 to 6 inclusive were moved and an amendment was proposed to recommendation 3 to the effect that the feasibility work on premises on the adaptation of premises for a secondary Pupil Referral Unit be referred back to the Education Transition Working Group for further consideration.

In debating the amendment, the Committee noted that the College Hall building had been identified as a possible site. College Hall was currently vested to the Social Services Transition and Housing Committee and was at present not being used. However, negotiations had been started with local Housing Associations with experience in dealing with young homeless persons for the future running of this establishment. There were concerns that the building was in an isolated location and would not be well suited to catering for the diverse needs of secondary aged pupils likely to attend the unit.

In a vote, the amendment was defeated.

RESOLVED that

- (i) the Budget Sub Committee give further consideration to the draft capital programme and that it report back to the next meeting of the Committee;
- (ii) the inclusion of funding for schemes which were already committed and the contribution to the aided school project at Ranelagh School agreed by the DfEE for 1998 be agreed;
- (iii) feasibility work on the adaptation of premises for a secondary Pupil Referral Unit be carried out;
- (iv) the inclusion of funding for school security measures and ICT facilities which are matched by standards fund grant be approved;
- (v) feasibility work commencing on schemes to the value of £500,000 in the Borough's schools be carried out.

RECOMMENDED to Strategy and Policy Committee that resolutions (i) to (v) above be approved as matters of urgency.

475. **Early Years Development Plan (Item 5)**

The Committee received a report from the Director of Education setting out a final draft of the Borough Council's Early Years Development Plan which had to be submitted to the Secretary of State by 2 February 1998. The Early Years Forum had met on four occasions to advise on producing the plan. Although the Director of Education was satisfied with the quality of the submission, it had had to be produced under considerable time pressure and the opportunity to revisit it with the help of the Early Years Forum would be taken.

Members received further updated appendices to the plan tabled at the meeting.

RESOLVED that subject to final adjustment by the Director of Education in consultation with the Chairman of the Committee that the Early Years Development Plan set out in the Appendix to the report be approved for submission to the Secretary of State.

476. **Discretionary Awards Policy (Item 6)**

The Committee received a report from the Director of Education detailing a discretionary awards policy for major and minor awards. The Director of Education informed the Committee that the policy set out in the report was largely based on Berkshire County Council's existing policy. There was still discussion about the future administration of both mandatory and discretionary awards as the Government had expressed concern about unevenness of provision across different LEAs in the Country.

The Director of Education also reported that the Borough Council had approximately 60 to 70,000 computer files to be received when the Berkshire County Council system was disaggregated.

RESOLVED that the policy for discretionary awards as set out in appendix to the report be approved.

477. **Home to School Transport Policy (Item 7)**

The Committee received a report from the Director of Education setting out a draft policy for home to school transport. The Director of Education informed the Committee that parents had already begun to apply for school places on the basis of the existing Berkshire County Council policy. Accordingly, the draft policy was closely based on existing Berkshire practices which were themselves very close to the minimum legal requirements in this area. The two main discretionary areas were post 16 transport and denominational transport.

RESOLVED that the policy outlined in the Appendices to the report submitted be approved and adopted.

478. **Appeals Sub Committee (Item 8)**

The Committee received a report from the Borough Administrator setting out proposals for the future administration of awards cases and appeals and appeals for home to school transport. The Borough Administrator informed the Committee that the proposal was for the nine member Awards Sub Committee to be split into specialist panels for student awards cases and appeals and for home to school transport, with effect from 1 April 1998.

RESOLVED

- (i) that with effect from 1 April 1998 that the Appeals Sub Committee be reformed as the Transport, Awards and Appeals Sub Committee; and
- (ii) that the Sub Committee be divided into two specialist panels responsible for determining student award cases and home to school transport appeals as set out in the report.

479. **Early Retirement Arrangements for Teachers (Item 9)**

The Committee received a report from the Director of Education setting out proposals to consult teachers' professional associations about establishing clear criteria for early retirement of teachers. The Council's proposals would be outlined in the consultation document, however the purpose of the exercise was to define more closely circumstances in which early retirement would be granted and to avoid cross-overs with ill-health, redundancy and disciplinary situations. The Director of Education explained the need for this review owing to revisions to funding introduced on 1 September 1997. A percentage of the lump sum and annual pension making up the cost of allowing a teacher aged 50 to 60 years to take early retirement will become the responsibility of the Local Education Authority, which had previously been borne by the Teachers' Pension Scheme. Individual schools would continue to be able to fund early retirement granted on a local basis.

On a point of personal explanation, the Chairman, Councillor Ward, stated that his departure from the teaching profession in July 1997 had not been an early retirement in any sense being discussed by the report.

RESOLVED that the Director of Education consult further with schools, Governing Bodies and Teachers' Professional Associations on the contents of the draft policy and bring back a final report to the March meeting of the Committee.

480. **Consultation with the Trade Unions (Item 10)**

The Committee received a joint report from the Director of Education and Borough Personnel Manager outlining proposals for formal employment consultation mechanisms for teaching staff. The report described the two options available, which were either to add teacher unions to the existing Local Joint Council or to establish a separate Teachers' Consultative Committee in addition to the Local Joint Committee. Although the diagram set out in Appendix A showed two discrete systems, it was emphasised that Personnel Sub Committee would not be relinquishing control of teachers as Borough Council employees. The Director of Education felt that it was in the interests of running an efficient authority to have a well informed consultation process with Teacher Associations. The report was also being considered by the Personnel Sub Committee at its meeting on 29 January 1998.

RESOLVED that the proposals outlined in the report be accepted as the basis for further discussion and negotiation:-

- (i) that a separate consultative forum for teaching unions be established on the basis of Appendix A to the report;
- (ii) that a facilities agreement set out in Appendix C be agreed, subject to detailed negotiations with Trade Union representatives;
- (iii) that the budget for funding Trade Union activities be agreed
- (iv) that the Borough Personnel Manager and appropriate Directors discuss with Trade Union representatives detailed constitutions to cover the range of activities of the consultative groups; and
- (v) addendum to minutes from Council: 26 February : *"in order to ensure consistency on personnel policy matters affecting all employees of the Council, the Borough Personnel Manager attend both teachers' and non-teachers' consultative committees and that the minutes of the Teachers Consultative Committee be reported to the Personnel sub-Committee"*

481. **Budget Carry Forwards 1997/98 (Item 11)**

The Committee received a report from the Director of Education outlining arrangements to permit schools an end of year carry forward on their delegated budgets under the local management of schools scheme of delegations.

RESOLVED that

- (i) automatic carry forward on the devolved budget for Language and Literacy Centres and Adjustment Centres which are managed by schools be agreed;
- (ii) automatic carry forward for capital grants to schools be agreed; and
- (iii) Reading Borough Council as the designated authority be approached to ensure carry forwards on these headings are transferred to Bracknell Forest Borough Council in 1998/99.

482. **Exclusion of the Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of the following item of business on the grounds that involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to an individual employee (Item 12)

483. **Early Retirement at Edgbarrow School (Item 12)**

The Committee received a report containing exempt information from the Director of Education seeking authority for the early retirement of a member of the teaching staff at Edgbarrow School.

RESOLVED that the proposed early retirement set out in the report be agreed.

The meeting commenced at 7.30pm and concluded at 10.40pm.

CHAIRMAN

**EDUCATION QUALITY ASSURANCE SUB COMMITTEE
14 JANUARY 1998**

Present: Councillor Ward (Chairman), Councillors Barnard, Mrs Doyle,
Harrison,
Mrs Hirst, Mrs Shillcock and Wheaton

An Apology for Absence was received from:
Councillor Taylor

Also Present: Councillor Mrs Sutcliffe

12. **The Standards Fund**

The Sub Committee received a report from the Director of Education detailing the outcome of the Council's bid for Standards Fund approved at the meeting of the Education Transition Committee held on 11 December 1997. A revised allocation had been received from the DfEE, which was tabled at the meeting. Items 12 and 13A had been amended and the total grant allocation was now £760,634. The Director of Education reminded the Sub Committee that most of the grants were 50% and that a figure of £470,000 had been placed in the draft budget for matching. With additional funds from the National Grid for Learning, it seemed that the Borough Council was in a position to take up all of the DfEE allocation.

It was noted that the unsuccessful bids, for improving attendance and work related learning were both outside of the needs criteria set by the Department. The DfEE had mentioned the quality of the Borough Council's bids in its response.

RECOMMENDED that the revised grant allocation submitted to the Sub Committee be approved, subject to sufficient funds being available in the budget and that the devolvement of funds to schools be based on the 1997/98 Berkshire County Council system.

The meeting commenced at 6.30pm and concluded at 7.05pm.

CHAIRMAN

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**EDUCATION TRANSITION EXECUTIVE SUB COMMITTEE
14 JANUARY 1998**

Present: Councillors Barnard, Mrs Doyle, Mrs Hirst, Ward and Wheaton

1. **Election of Chairman**

RESOLVED that Councillor Ward be elected Chairman of the Sub Committee for the remainder of the municipal year.

COUNCILLOR WARD IN THE CHAIR

2. **New Deal for Schools 1998/99 Bid for Funding**

The Sub Committee received a report from the Director of Education summarising the bid for funding under the New Deal for Schools 1998-2001 initiative. It was noted that the deadline for submission of the bid to the Department was 16 January 1998. The Director of Education informed the Sub Committee that the Government was making available the sum of approximately £250m in 1998/99 for the repair and improvement of school buildings. A consultation document had been circulated to all schools in December. The funding bid totalled £2.7m. A number of the schools mentioned in the bid were voluntary aided and it was noted that diocesan authorities would not be required to make a contribution. The refurbishment of science and specialist facilities in secondary schools was a priority for item and it was noted that Berkshire County Council had dealt with the health and safety issues arising from old fashioned school laboratories.

RESOLVED that the bid as summarised in the report to the Sub Committee be approved for submission to the DfEE.

3. **Policy for the Provision of Milk in Schools**

The Sub Committee received a report from the Director of Education proposing to take advantage of intervention milk available to certain groups of children in the Borough's schools. It was noted that the disaggregated budget from Berkshire County Council included the sum of £851 for a sum number of pupils aged between 11 and 18 who met the criteria. It was also noted that a bid needed to be submitted by 16 January.

RESOLVED that milk be provided to

- (a) pupils in full time education under the age of five years old, provided that the expenditure is met totally by subsidy and grants,

- (b) pupils attending special education establishments whose parents are eligible to receive benefit,
- (c) pupils with a certified medical requirement whose parents receive income support.

The meeting commenced at 7.10pm and concluded at 7.40pm.

CHAIRMAN

**SOCIAL SERVICES TRANSITION & HOUSING/HOUSING
SUB COMMITTEE - JOINT MEETING
4 FEBRUARY 1998**

Present: Councillor Angell (Chairman), Councillors Bayle, Egan, Harrison,
Miss Haydon, Mrs Hayes, Mrs Hirst, Jones, McCormack, Mrs Pile,
Mrs Shillcock, Simonds, Mrs Sutcliffe, Ward and Worrall

Apologies for Absence were submitted on behalf of:
Councillors Grayson and Ryan and County Councillor Mrs Williams

484. Sheltered Housing Service - Rent Review (Item 2)

The Director of Social Services and Housing submitted a detailed report requesting Members to consider the rent levels, including service charges for the Council's 12 sheltered housing schemes for the coming year.

Recent audits of the costs of the sheltered housing service had highlighted the fact that the rent levels charged to sheltered tenants did not reflect the real cost of the service, resulting in the sheltered housing service was being subsidised by the rest of the Borough's tenants to a significant level. Accordingly, it was proposed to address this issue by identifying a suitable shift to the service costs over an agreed period to ensure that tenants in sheltered housing schemes paid a more equitable proportion of the real cost to the service than was currently the case.

RESOLVED that:

- (i) in addition to any other rent adjustment for 1998/99, all rents of sheltered dwellings be increased by an additional £5.00 per week (calculated over 52 weeks) with effect from 1 April 1998, as a first step to receiving a more equitable proportion of the costs of providing the sheltered housing service; and
- (ii) a more detailed analysis of the costs of providing the sheltered housing service be carried out in the coming year, taking into account service improvements in recent years to assist budget preparation for 1999/2000.

485. Housing Revenue Account Budget 1998/99 (Item 1)

In a joint report the Director of Social Services and Housing and Director of Corporate Services reported on the housing revenue account revised budget for 1997/98 and the budget for 1998/99.

The budget had been set within the framework set by the Strategy and Policy Committee on 17 December 1997 and was designed to balance the housing revenue account for the coming year.

RESOLVED that the housing revenue account budget, as reported, be approved, and in so doing the following also be approved:

- (i) an increase in the repairs and maintenance budget for garage areas and wall repairs and/or replacements by £45,000;
- (ii) an increase in the major repairs expenditure programme by £118,000;
- (iii) a provision for an improvement and refurbishment package of £1,700,000;
- (iv) the Director of Social Services and Housing contain inflation within the existing budgets and make a provision for a further saving of £50,000 in management and maintenance staffing costs;
- (v) the Strategy and Policy Committee be requested to approve and make the necessary arrangements to release surpluses arising in the direct service organisations for works undertaken in the housing revenue account of £150,000;
- (vi) garage rents, car ports and parking spaces charges be increased by 6% to:

garages	£0.30 per week
carports and parking spaces	£0.15 per week
- (viii) and the funding of the projected deficit for 1998/99 of £1,410,000, together with a working balance of £300,000, be funded from increased rents on dwellings requiring an average rent increase of £4.82 per week.

486. Schedule of Proposed Charges 1998/99 (Item 3)

Further to Minute 405 (6 January 1998) the Director of Social Services and Housing submitted the schedule of proposed charges for 1998/99 and answered Members' questions thereon.

RESOLVED that the schedule of charges, as reported, be approved for implementation from 1 April 1998.

487. Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, as amended, the public and press be excluded from the meeting for consideration of the following items which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees of the Council

488. Forestcare - Control Centre (Item 4)

In an item containing exempt information, the Director of Social Services and Housing recommended adjustments to the salaries and pay structure of some of the posts at the Forestcare Control Centre in order to address problems staffing differentials and increased levels of responsibility.

RESOLVED that:

- (i) the hourly rates of control staff on local conditions be increased as follows:
 - (a) Control Centre Operators £0.75
 - (b) Forestcare Visitors £0.75
 - (c) Night Wardens £1.00
 - (d) Drivers £1.00
- (ii) the part time Forestcare Visitors be paid at the same hourly rate as full time staff;
- (iii) a bar at SCP.26 be placed on the Forestcare Visitor post; and
- (iv) the above proposals be funded from the housing revenue account at a cost of approximately £20,000 with effect from 1 April 1998.

The meeting commenced at 7.30pm and concluded at 9.00pm.

CHAIRMAN

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STRATEGY & POLICY COMMITTEE
11 FEBRUARY 1998

Present: Councillor Bettison (Chairman), Councillors Adams, Angell, Mrs Ballin, Bayle, Birch, Good, Jones, Mrs Keene, McCormack, North, Sargeant, Wade, Ward, Wheaton.

Also present: Councillor Flood

Apologies for absence were received from: Councillor Mills

489. **Councillor Mrs Hirst**

The Chairman advised members that Councillor Mrs Hirst had been admitted to hospital over the previous weekend and members expressed their best wishes for a speedy recovery.

490. **Minutes**

The minutes of the meeting of the Committee held on 15 October 1997 and of the special meeting held on 21 October 1997 were approved as correct records and signed by the Chairman.

491. **Urgent Action taken under Delegated Powers**

The Committee received details of urgent action taken under delegated powers to appoint Councillors Mrs Ballin and Ward, together with the Chief Executive, as the Council Administrators representatives to the South-East regional forum and to nominate Councillor Mrs Ballin to attend the SERF Conference on 11 February 1998.

492. **Unitary Structures Sub Committee**

RESOLVED that the minutes of the meetings of the Unitary Structures Sub Committee held on 17 October, 11 November and 16 December 1997, as set out in Appendices A, B and C hereto be received and noted.

493. **Unitary 1998 Interview Committee**

RESOLVED that the minutes of the meeting of the Unitary 1998 Interview Committee held on 22 October 1997, as set out in Appendix D hereto, be received and noted.

494. **Strategy and Policy Executive Committee**

RESOLVED that the minutes of the meeting of the Strategy and Policy Executive Sub Committee on 27 November 1997 as set out in Appendix E hereto, be received and noted.

495. **Finance and Property Sub Committee**

RESOLVED that the minutes of the meeting of the Finance and Property Sub Committee held on 19 November 1997, as set out in Appendix F hereto, be received and noted and that Councillors Barnard, Egan, Good, Wade and Wheaton, be appointed to serve on the Special (Insurance Tenders) Sub Committee with delegated power to accept the most cost effective tender for the provision of insurance services from 1 April 1998.

496. **Town Centre Sub Committee**

RESOLVED that the minutes of the meeting of the Town Centre Sub Committee held on 27 January 1998, as set out in Appendix G hereto, be received and noted and that the recommendation at Minute 19(ii) (Town Centre Refurbishment - Development Agreement) be adopted.

497. **Finance and Property Sub Committee**

RESOLVED that:

- (i) the minutes of the meeting of the Finance and Property Sub Committee held on 27 January 1998, as set out at Appendix H hereto, be received and noted;
- (ii) in connection with Minute 39 (2) proceeds from the sale of Category 2 (clawback) and Category 3 (surplus) properties be divided between the unitary authorities according to a combination of the respective council tax bases and population.

498. **Personnel Sub Committee**

RESOLVED that the minutes of the meeting of the Personnel Sub Committee held on 29 January 1998, as set out at Appendix I hereto, be received and noted and that the recommendations contained in Minutes 29 (Introduction of a no-smoking policy) and Minute 30 (Consultation arrangements) be approved and adopted.

499. **Access Committee**

RESOLVED that the minutes of the meeting of the Access Committee held on 3 December 1997, as set out in Appendix J hereto, be received and noted.

500. **Members' Allowances Scheme 1998-99 (Item 1)**

In accordance with the terms of Minute 54 of the meeting held on 20 May 1997, the Director of Corporate Services submitted a report reviewing the scheme of members' allowances for the forthcoming year.

The Committee particularly noted the information on members' workload provided in a confidential questionnaire, comparisons with the other Berkshire Authorities and that the Council's current scheme resulted in a significantly lower cost than the average payment to unitary Councillors participating in a national survey undertaken in 1997. Attention was also drawn to one of the principal findings in the Audit Commission Report entitled "Representing the People - the Role of Councillors" which had recommended that members' allowances schemes should properly reflect the level of constituency activity undertaken by all members.

The Committee also considered the need to revise the allowances paid to the Mayor and Deputy Mayor having regard to the wider range of Council functions and responsibilities as a Unitary Authority.

RECOMMENDED that the scheme of members' allowances be amended by increasing the basic allowance (inclusive of contributions to telephone rental and calls) to £1523.64p and retaining the attendance allowance in respect of approved duties at £30 and the special responsibility allowances paid to Group Leaders, Deputy Group Leaders, Committee Chairman and Vice Chairman and Sub Committee Chairman and Vice Chairman as set out in Schedule 1 of the existing scheme; and

- (ii) the allowances paid to the Mayor and Deputy Mayor be increased by £3000 (to £10,189) and £1000 (to £3,396) respectively.

501. **Financial Plans and Revenue Budget 1998-99 (Item 2)**

Following on from previous consideration by the Committee of the Council's overall financial position in preparing the first budget for the Unitary Authority, the Director of Corporate Services submitted a comprehensive report which contained details of the draft base budgets agreed by each spending Committee together with proposals to adjust these budgets to meet unavoidable price increases, provide for service developments and introduce potential economies. The report also contained details of the amounts required by levying bodies the cost arising from debt charges in respect of the Council's responsibility for inherited debt from the County Council, income arising from the effects of Housing Revenue Account negative subsidy and the requirements for an adequate level of contingency provision taking account of the potential risks associated with the first unitary budget. The Committee noted the total expenditure proposed amounted to £78.082 million compared to a capping limit of £76.118 million. As a result the Committee considered the possible funding arrangements including the use of balances, and the transfer of surpluses from Direct Service Organisations, that might be necessary to meet this level of expenditure. A revised provisional budget summary statement was circulated at the meeting as Annex E to the Report.

RECOMMENDED that :

- (i) the adjustments included in Annex A of the report submitted are included within the base budgets for the Finance and Property Sub Committee and Social Services and Housing Committee;
- (ii) the inflation allowances shown in Annex B of the report submitted be added to Committee budgets;
- (iii) the Education Committee's budget be increased by £812,000 to reflect the cost of meeting the teachers' pay award and other inflation;
- (iv) a further one off addition of £89,000 be made to the Education Committee's budget to fund out of Borough special education placement;
- (v) each Committees' proposed service development shown in Annex C of the report submitted be agreed;
- (vi) each Committees' proposed economies shown in Annex D of the report submitted be agreed;
- (vii) a contingency provision of £500,000 be agreed to be controlled by the Finance and Property Sub Committee;
- (viii) provisions for major structural maintenance work be excluded from the revenue budget and financed from the Council's capital programme;
- (ix) the contribution of £1,406,000 be made from revenue balances to support all expenditure on services;
- (x) a contribution of £500,000 be made from revenue balances to support capital expenditure;
- (xi) the Council's total requirement for the collection of funds, excluding parish council precepts, be set at £23,614,000;

- (xii) an application be made to the Department of the Environment, Transport and the Regions to transfer £150,000 of surpluses made by the Direct Service Organisations to the Housing Revenue Account;
- (xiii) the Council tax for the Council's services for each valuation band be set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	388.71
B	7/9	453.49
C	8/9	518.28
D	9/9	583.06
E	11/9	712.63
F	13/9	842.20
G	15/9	971.77
H	18/9	1,166.12

- (xiv) service committees be requested to submit proposals for inclusion in the Council's program to the next meeting of the Structure and Policy Committee.

NOTE: *The various adjustments referred to above have been incorporated in the Draft Revenue Budget 1998/99 book which is submitted to the Council meeting as a separate item including the formal Council Tax resolution.*

502. Statement of Accounts 1996-97. (Item 3)

The Borough Finance Officer referred to the provisional approval to the Statement of Accounts for 1996-97 by the Executive Sub Committee on 24 September 1997 (Minute 1 refers) and reported on the adjustments necessary to meet audit requirements. Revised pages were submitted incorporating the adjustments necessary.

RESOLVED that the amendments to the Statement of Accounts 1996-97 submitted to the Committee be approved and adopted.

503. White Paper to Establish Regional Development Agencies (Item 4)

The Director of Planning and Transportation reported on the regional economic framework now proposed by the Government to be established under the Regional Development Agencies Bill with effect from 1 April 1999. The Committee noted that the new South-East office would be separate from the Government Office for the South-East and would draw on existing agencies and resources.

Details of the objectives, role and functions of the regional development agencies were submitted together with the structure and membership and related matters. The Committee further noted officer comments on the proposed tasks and responsibilities of the regional development agencies together with additional issues which had been proposed. These were endorsed by the Committee with the exception that members did not consider that it would be appropriate for the regional assembly to be responsible for regional co-ordination of transport, land use and sustainability issues.

RESOLVED that the Committee note the contents of the report insofar as they relate to the establishment of a South-East regional development agency and the likely future implications for the Borough.

504. **The “New Deal” Initiative and its Relevance to Bracknell Forest (Item 5)**

The Committee noted a report by the Director of Planning and Transportation on the proposed arrangements under the Government’s “New Deal” which was aimed primarily at young people claiming job seekers allowance with the objective of achieving a sustainable reduction in long-term unemployment. It was noted that locally the new arrangements would be led by the Employment Service and that the role of the local authority was likely to be limited in the initial stages although there would be opportunities for active participation by the Borough Council in the future.

RESOLVED that the report be noted and that officers be requested to continue to investigate the Borough Council’s likely input into the various local new-deal partnerships which emerge, in consultation with the Employment Service, and to act as a means of contact with other organisations and companies.

505. **The Berkshire and Buckinghamshire Enterprise Agency (Item 6)**

The Director of Planning and Transportation reported on the work of the Berkshire and Buckinghamshire Enterprise Agency and the arrangements proposed to ensure its continued existence following local government reorganisation. A service-level agreement had been prepared which would guarantee funding for the three years following reorganisation and would maintain the same level of service in the area of each unitary authority. Details of the cost in 1998-99 were submitted which had been disaggregated on the basis of acquired usage and which resulted in a total contribution by the Council for 1998-9 of £12,309.

RESOLVED that the officers be authorised to sign the Service Level Agreement with the Berkshire and Buckinghamshire Enterprise Agency to secure its services for the benefit of the Borough for the next three years, subject to final agreement on the costings.

506. **Borough Council Residents’ Newsletter (Item 7)**

The Head of Policy Development submitted a report dealing with possible changes to the Borough Council’s current residents’ newsletter “Forest Link” distributed to all residential and most business premises in the Borough.

The newsletter would be a particularly important vehicle for raising awareness amongst the residents, the voluntary sector and the business community on service delivery by the unitary authority. Details of the proposed changes to be investigated were reported to the Committee and would include possible sponsorship arrangements and possible changes in production processes which would allow for an increased number of issues each year.

RESOLVED that the report be noted and that approval be given to :

- (i) seeking sponsorship/advertising to contribute towards feature costs;
- (ii) the name of the Council's newsletter be changed from Forest Link to Town & Country to reflect the urban and rural character of the Borough.

507. **Crime and Disorder Bill (Item 8)**

Consideration was given to a preliminary report on the responsibilities which would fall on the Council arising from the Crime and Disorder Bill published by the Home Office in December 1997. The Committee noted particularly that the Bill would place a number of new responsibilities on local authority, particularly the Social Services and Housing Department. There would be a statutory duty on local authorities and chief police officers to work together to improve and implement a 3 year strategy for reducing crime and disorder in the area.

RESOLVED that:

- (i) the Committee notes the issues arising in the Crime and Disorder Bill; and
- (ii) requests officers to bring forward a report to a future meeting outlining proposals for the Council's response.

508. **Annual Council Meeting (Item 9)**

The Committee considered proposals to rearrange the date of the Annual Council Meeting in 1998 and to arrange a separate Mayor-making ceremony to mark the creation of the new Unitary Authority for the Borough.

RECOMMENDED that the Annual Council Meeting be rescheduled to 25 March 1998 to allow a separate Mayor-making ceremony to take place on 2 April 1998.

509. **References from Other Committees (Item 9)**

The Committee received the following references from other committees:

Leisure Services Committee - 16 September 1997 - Minute No. 280

Leisure Services Committee - 13 January 1998 - Minute No. 446

Education Transition Committee - 22 January 1998 - Minute No. 474

RESOLVED that:

- (i) approval be given to the recommendations and references from other committees as set out in the report submitted; as
- (ii) in relation to Minute No. 280, the following terms be agreed and that the Borough Solicitor be authorised to enter into a formal agreement;

Interest rate to be the capital issues Public Works Loan Board Non-Quota - A rate for the relevant loan period, plus ¼% for administration. Interest to be calculated annually on the anniversary of the loan advance based on the relevant published interest rate as at the end of the preceding month.

510. **Office Relocation - Removals Costs for Staff Moves. (Item 11)**

The Director of Planning and Transportation reported on the proposed arrangements for removal costs in connection with staff relocations at Seymour House and Fitzwilliam House. It was proposed to proceed by way of a single quotation.

RESOLVED that, in accordance with Standing Order 62, the requirements of Standing Order 60 be not applied on the grounds that the nominated contractor provided the lowest price in competitive tendering for the major move to Time Square for a sum which indicated that competitive quotations for the further moves would not be beneficial.

511. **Weather Watch Project. (Tabled Item)**

The Chairman had previously agreed that this Item should be considered on grounds of urgency in order to finalise proposals for a revised submission to the Millennium Commission within the required timescale.

Consideration was given to a report by the Director of Planning and Transportation which referred to the decision of the Leisure Services Committee (Minute No. 427 refers) and the subsequent discussions with representatives of the Millennium Commission. Arising from those discussions the Weather Watch project had been reviewed and a revised phasing was now suggested which would provide for the tower and a smaller un-manned visitor centre to be built as a first stage at a total estimated cost of £1,400,000. The second phase of the project would comprise the fitting-out of the visitor centre and had yet to be determined and programmed. Discussions had taken place with the consultant architect and other parties concerned. In the event of 50% Millennium Commission funding being obtained, the Council's contribution of £700,000 would be made up of the funding already secured together with allocations in existing budgets, covering preliminary work already carried out and IT support in linking the weather-watch project to the Council's new public electronic information system and the proposed IT network to schools.

RESOLVED that :

- (i) the proposal to phase the implementation and reduce the size of the scheme be confirmed as meeting the Council's objectives and that a further representation be made to the Millennium Commission accordingly;
- (ii) in the event of the Millennium Commission's agreement to continue to fund a reduced phase 1 scheme, the actions needed to implement this part of the works be put in hand without delay;
- (iii) the Strategy and Policy Executive Sub Committee be specifically authorised to deal with consultant appointments, detailed timetabling, variations to the Millennium Commission Agreement and selection of tenderers.

The meeting commenced at 7.30pm
and concluded at 11.25pm.

CHAIRMAN

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**UNITARY STRUCTURES SUB COMMITTEE
17 OCTOBER 1997**

Present: Councillor Ward (Chairman), Councillors Mrs Keene,
McCormack and Sargeant

Apologies for absence were submitted on behalf of Councillor Bettison

Also in attendance: Councillors Mrs Ballin and Egan

22. **Minutes**

The minutes of the meeting of the Sub Committee held on 2 October 1997 were approved as a correct record.

23. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the remainder of the meeting, which would involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees

24. **Corporate Services: Redesignation of Transfer Status**

The Sub Committee considered a report by the Director of Corporate Services, in which it was proposed to reduce the number of Assistant Borough Finance Officers from four to three. This change was in advance of the main review of the department and its effect would be to alter the “unchanged” designation of the Assistant Borough Finance Officer (Audit) post to that of “changed” with the postholder being put into the Prior Consideration pool of employees.

RESOLVED that

- (i) the posts of Assistant Borough Finance Officer (Audit) and Assistant Borough Finance Officer (Research) be amalgamated into a new post of Assistant Borough Finance Officer (Audit & Technical); and
- (ii) the post of Assistant Borough Finance Officer (Audit) be redesignated as a “changed” post.

25. **Public and Environmental Services Department - Proposed Structure**

The Director of Public and Environmental Services submitted a report which set out proposed changes to the original draft structure, together with indicative costs for the Department. These proposals included the creation of five posts offset by the deletion of four posts and the regrading of four posts.

RESOLVED that

- (i) the adjustments to the previous structure, including the creation of five posts offset by the deletion of four posts and the regrading of four posts, (as set out on pages 9 and 10 of the agenda) and the indicative costs of the structure of the Public and Environmental Services Department (as set out on page 10 of the agenda) be approved;
- (ii) there be no recruitment to the following five created posts until the final budgetary position is known:
 - Food Safety/Health Promotions Officer
 - Environmental Monitoring Officer
 - Trading Standards Officer
 - Agenda 21 Promotions Officer
 - Administration Assistant (Licensing)
- (iii) there be no recruitment to the following two regraded posts until the final budgetary position is known:
 - Trading Standards Officer
 - Safety Officer (p/t); and
- (iv) the creation of a Dog Warden/Pest Control Assistant post be approved in principle, subject to the funding arrangements being considered by the Public and Environmental Services Committee on 8 January 1998.

26. **Planning and Transportation Department - Proposed Structures**

The Director of Planning and Transportation submitted a report, which proposed some changes to the draft structure for the Department. The report included consideration of 17 posts which had been previously identified by the Resource Analysis Focus Group as requiring further justification.

RESOLVED that the revised staffing structure for the Planning and Transportation Department (as set out on pages 21 to 37 of the agenda) and the indicative costs (as set out on page 28 of the agenda) be approved.

The meeting commenced at 4.00pm and concluded at 5.28pm.

CHAIRMAN

**UNITARY STRUCTURES SUB COMMITTEE
11 NOVEMBER 1997**

Present: Councillor Ward (Chairman), Councillors Bettison, Mrs Keene,
McCormack and Sargeant

26. **Minutes**

The minutes of the meeting of the Sub Committee held on 17 October 1997 were approved as a correct record and signed by the Chairman.

27. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the remainder of the meeting which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees

28. **Education Department - Staffing Structures (Item 4)**

The Director of Education referred to the Sub Committee's previous consideration of proposed revisions to the staffing structure originally proposed for the Education Department and submitted further revisions now considered to be necessary together with other minor adjustments.

The Sub Committee discussed the proposed variations in detail and particular reference was made to the present budgetary uncertainties for the forthcoming year. The Sub Committee were further reminded that approvals to early recruitment where necessary had been delegated to the Chief Executive in consultation with the Borough Personnel Manager.

RESOLVED that:

- (i) subject to funding being available, approval be given to the creation of the following new posts:

Strategy Planning and Resources Branch

Administrative Assistant	BG-H
Clerical Officer (Information and Governors' Services)	BG-J

- (ii) The post of Customer Support Officer be assessed at a maximum of BG-H pending formal evaluation;
- (iii) Early recruitment to secretarial posts in support of the department's three Assistant Directors be dealt with under delegated powers;

- (iv) Approval be given to minor changes to posts transferring with STO and TUPE status and the officers be authorised to deal with future changes of a similar nature where budget is clearly available without further referral to Sub Committee; and
- (v) Approval be given to the addition to the Education Establishment Structure of posts for which funding is available without further referral to the Sub Committee.

29. Proposed Structure of the Policy Development Unit (Item 5)

The Head of Policy Development submitted detailed proposals for the future structure of the Policy Development Unit to support the range of policy and development areas which had been identified as falling within the remit of the Unit. The proposed structure reflected the Unit's role in communications, community safety, voluntary sector and town and parish liaison, performance planning and review and economic development and European affairs. The Sub Committee were advised of the current staffing levels and the proposed new posts leading to a total proposed staffing cost of £298,000 which represented a reduction of £17,600 from the draft structure previously proposed.

RESOLVED that:

- (i) approval be given to the proposed structure of the Policy Development Unit including the following new posts:

Media and Information Officer	BG-E
Planning and Review Officer	BG-D
Performance Review Officer	BG-F
Economic Development/European Officer	BG-F
Administrative Support	BG-J

- (ii) Consideration of the transfer status of one post be deferred for further information.

30. Corporate Services Department - Proposed Structures (Item 6)

The Director of Corporate Services submitted proposals for variations to the draft structure for the Corporate Services Department resulting in an estimated reduction in staffing costs of approximately £224,000 as against the initial structure proposed. The Director further identified a number of posts which would be held vacant pending clarification of the unitary authority's financial position. The annual cost of such posts amounted to £204,000.

RESOLVED that

- (i) the proposed deletion from the approved structures of the various posts identified in the report submitted be confirmed;
- (ii) the posts identified in the report submitted be held vacant pending further information;
- (iii) approval be given to the addition to the approved structures of the following new posts:

Administration

Design Assistant (part time) BG-H

Finance

Principal Accountant BG-D

Senior Accountant (Education) BG-E

Senior Accountant (Technical) BG-E

Information Technology

Leisure I.T. Project Officer BG-F

Personnel

Head of Training and Development BG-D

Payroll Client Officer BG-E

- (iv) approval be given to the various grading adjustments proposed in the report submitted.

The meeting commenced at 4.00pm
and concluded at 6.05pm.

CHAIRMAN

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**UNITARY STRUCTURES SUB COMMITTEE
16 DECEMBER 1997**

**Present: Councillor Ward (Chairman)
Councillors Bettison, Mrs Keene, McCormack
and Sargeant**

Also present: Councillor North

31 **Minutes**

The minutes of the meeting of the Sub Committee held on 11 November 1997 were approved as a correct record.

32 **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the remainder of the meeting which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act.

(1) Information relating to employees.

33 **Corporate Services Department Proposed Structures (Item 4)**

The Director of Corporate Services submitted proposed variations to the draft structures for the Administration and the Legal Services Business Units for the Sub Committee's consideration.

As a result of the Council's additional office requirements from early January 1998, it was recommended that an additional post of Assistant Office Superintendent should be created to provide full cover at all times and that the hours of two of the existing Assistant Office Superintendents should be increased from 28 hours to 39 hours per week reflecting existing work requirements currently met through overtime working. It was further recommended that the two existing part-time posts of Courier responsible for deliveries between civic buildings, all other Council establishments and Members should be increased to full time within the approved structure which provided for 3 full-time Courier posts. The Director also advised the Sub Committee of the perceived need to strengthen the legal team dealing with Education and Social Services within the Legal Services Business Unit to ensure that the Council's interests are properly protected.

Members of the Sub Committee expressed particular concerns regarding the need for flexibility in providing security cover and caretaking services at the Council's offices and the view was expressed that flexibility would be maximised by the continued use of part-time posts backed by overtime levels. The Sub Committee formed the view that this point should be examined in more detail.

RESOLVED that

- (i) the Chairman be authorised to approve the creation of an additional post of Assistant Office Superintendent of up to 39 hours per week following more detailed consideration of working arrangements and costs;
- (ii) approval be given to the proposed change of hours of the existing two posts of Assistant Office Superintendent from 28 hours to 39 hours per week;
- (iii) approval be given to the conversion of the two existing part-time posts of Courier to full time;
- (iv) subject to the agreement of the Directors of Social Services and Housing and of Education, approval be given to the redesignation of the post of Senior Legal Assistant (BG/F) to Assistant Solicitor (BGD/E).

34 **Leisure Services Department - Post designated as Countryside and Heritage Officer (Item 5(i))**

The Acting Borough Leisure Officer submitted proposals for the regrading and redesignation of the existing post of Countryside and Heritage Officer in line with the three other Section Head posts within the Leisure Services Department structure.

RESOLVED that with effect from 2 February 1998 the post of Countryside and Heritage Officer be redesignated Head of Countryside and Heritage (BG/C).

35 **Libraries : Electronic Public Information (Item 5(ii))**

The Sub Committee noted that the Council had previously agreed to replace the County Council's existing electronic public information system through enhancement of the Borough Council's web site and considered proposals for the creation of two new posts (1.5FTE) within the Libraries and Information Section of the Leisure Services Department in order to maintain and develop the service.

In considering these proposals, Members of the Sub Committee discussed the future use of the service in terms of information provision and management and marketing the Borough Council, and the close linkages with functions provided from within the Policy Development Unit on a corporate basis. It was felt that this aspect should be examined more closely although the Sub Committee fully supported the need for the service to be adequately staffed.

RESOLVED that approval be given to the creation of two additional posts amounting to 1.5 FTE's within the Libraries and Information Section of the Leisure Services Department on the basis of the report submitted.

36 **Unchanged/New Posts - Policy Development Unit (Item 6)**

The Sub Committee gave consideration to a detailed report on the transfer status of one post in structure for the Policy Development Unit approved at the previous meeting (Minute 29(ii) refers). The Sub Committee noted the revised range of duties attached to the post together with general procedural advice submitted earlier by the Borough Solicitor and an analysis of the relevant duties in the format used previously to determine the transfer status of posts which had been challenged by the County Council.

RESOLVED that, in the light of the increased responsibilities attached to the post of Partnership Officer within the Policy Development Unit, the post be designated as “changed”.

The meeting commenced at 4.30pm and concluded at 6.15pm.

CHAIRMAN

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UNITARY 98 INTERVIEW COMMITTEE

22 OCTOBER 1997

Present: Councillors Bettison, Good, Mrs Hayes,
McCormack, North and Sargeant

In attendance Mr G Mitchell (Chief Executive)
Mr A Madden (Borough Personnel Manager)

19. **Exclusion of Public and Press.**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(1) Information relating to employees or applicants for employment.

20. **Recruitment of Director of Leisure Services for the Unitary Authority.**

The Sub Committee interviewed the shortlisted candidates for the above appointment.

Following a lengthy and intensive interview process discussions were held on each candidate.

Following Member consideration it was

RESOLVED that the post of Director of Leisure Services for the Unitary Council be offered to Vincent Paliczka currently Head of Leisure at Newport County Borough Council on the terms and conditions agreed.

The meeting commenced at 5.00pm and concluded at 7.30pm on 21 October. It then re-convened at 9.00am and concluded at 6.00pm on 22 October.

CHAIRMAN

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**STRATEGY AND POLICY EXECUTIVE SUB COMMITTEE
27 NOVEMBER 1997**

Present: Councillor Bettison (Chairman), Councillors Angell, Birch,
McCormack and Wheaton

Also Present: Councillor Mrs Keene

8. Minutes

The minutes of the meeting of the Sub Committee held on 24 September 1997 were approved as a correct record.

9. South East Regional Forum 1997/98 (Item 3)

The Committee received a report on discussions which had taken place over the last 18 months between the County Councils, District and Borough Councils and the unitary authorities in the South East of England within a forum aimed at establishing a formal structure to act as a regional voice on a wide spectrum of issues of concern to local government. The Committee noted specific areas of immediate concern including the proposed establishment of Regional Development Agencies and were advised that discussions had lead to proposals for the creation of a formal organisation to be known as the South East Regional Forum (SERF).

RESOLVED that the Borough Council join the South East Regional Forum for the year 1997/98 at a subscription fee of £1,000.

10. Airtrack - Proposed Heathrow Airport South West Rail Link (Item 4)

The Director of Planning and Transportation reported on developments which had taken place following previous approvals to establish a Consortium of local authorities and private sector concerns to explore the possibility of establishing a link by rail to Heathrow Airport from South West using the Reading/Waterloo line.

A sum of £5,000 had been set aside as the Council's contribution to a feasibility study on the basis of matching funding for a European grant and it was reported that whilst the issue of European funding was still being actively pursued, difficulties and delays had been experienced with the application and this had caused delays in moving the feasibility study forward.

This delay had been a cause for much concern to the Consortium and, to enable progress on the feasibility study to be accelerated, it had been proposed that the existing funding should be

made unconditional and that additional funding from the members of the Consortium should be requested.

RESOLVED that the existing amount of £5,000 set aside for the feasibility study for Airtrack, the Heathrow Airport south west rail link, be released irrespective of the availability of European matched funding and that an additional amount of £5,000 be allocated as the Council's contribution to the feasibility study.

11. **Joint Business Directory for Bracknell Forest Borough and Wokingham District (Item 5)**

A Committee received a detailed report on proposals to produce a business directory for the combined administrative areas of Bracknell Forest Borough and Wokingham District in accordance with commitments contained within the Borough Economic Development Strategy for 1997/98 and previous decisions. Tenders for the production of the proposed directory had been obtained and a company had been selected to undertake the necessary work on behalf of the Borough Council, Wokingham District Council and Thames Valley Enterprise. Costs in the current financial year arising from the collation of the necessary data, purchasing the data (for use by the Borough Council) and other administrative costs would be met from within appropriate budgets but maintenance of the database would need to be funded in future years.

RESOLVED that

- (i) the selected company be instructed to commence research work for the production of the business directory;
- (ii) the necessary funds be allocated in future financial years for the maintenance of the database; and
- (iii) the data be purchased jointly by the Council with Wokingham District Council and Thames Valley Enterprise, and that the Directory be fully funded, i.e. incurring the minimum of public expenditure through 25% advertising.

12. **The Bracknell Forest Registration Scheme 1997 (Item 6)**

The Sub Committee received a Draft of the Bracknell Forest Registration Scheme 1997 which had been placed on deposit prior to submission to the Chancellor of the Exchequer for approval having regard to any representations made by interested parties. It was noted that the Draft Scheme dealt with the arrangements to be made for the Registration of Births, Deaths and Marriages which would become a responsibility of the unitary authority from 1 April 1998. The Draft Scheme provided for the continuation of existing service levels and would be funded from the disaggregation of the County Council's budget.

RESOLVED that

- (i) the Bracknell Forest Registration Scheme be approved in the form submitted, subject to the consideration of any representations from interested parties;

- (ii) the Borough Solicitor be authorised to make the Order if no representations are received;
- (iii) any representations received be reported to the Strategy and Policy Committee to be held on 17 December 1997 for consideration.

13. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Items 8 and 9 which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to Council Employees

14. **Bracknell Forest Borough Council/Sandhurst Town Council Partnership Development: Outline Secondment Proposals for Officer Exchange (Item 9)**

In a report containing exempt information the Chief Executive and Director of Corporate Services advised the Committee of proposals which had been developed jointly with Sandhurst Town Council to explore partnership working between the authorities through the introduction of a senior officer secondment exchange.

Details of the proposed arrangements were submitted and the Sub Committee noted that there were no direct financial implications or other personnel impediments.

RESOLVED that

- (i) the Committee support the proposal to initiate a pilot partnership development with Sandhurst Town Council as outlined in the report submitted; and
- (ii) a officer exchange programme involving Sandhurst Town Council's Executive Officer and Bracknell Forest's Borough Administrator be commenced for a period of nine months commencing on 19 January 1998.

15. **Chief Executive's Pay Settlement (Item 8)**

NOTE: The Chief Executive and departmental officers withdrew from the meeting for the consideration of this item.

The Committee received a report containing exempt information on the agreement which had been reached in the national negotiating body for Chief Executives on a new package of pay and conditions for Chief Executives in England and Wales.

The national agreement required the Council to conduct a local review of the salary of the Chief Executive within the agreed national framework and the Committee received appropriate supporting information in order to conduct the necessary local review.

RESOLVED that no change be made to the existing salary structure for the Council's Chief Executive.

The meeting commenced at 7.40pm and concluded at 8.50pm.

CHAIRMAN

Appendix F
as referred to in Minute 495

**FINANCE & PROPERTY SUB COMMITTEE
19 NOVEMBER 1997**

Present: Councillors Bettison (from 7.50), Egan, Fawcett, Mrs Hayes, Mrs Hirst,
Mrs Pile, Ryan, Wade and Wheaton

COUNCILLOR WADE IN THE CHAIR

23. **Minutes**

The minutes of the meeting of the Sub Committee held on 7 October 1997 were approved as a correct record and signed by the Chairman, subject to the following amendment:

13 Voluntary Grants Panel - Minutes

Amend minute to read as follows:

RESOLVED that the minutes of the meeting of the Voluntary Grants Panel held on 10 September 1997 be received and the recommendations regarding grants to voluntary bodies be adopted.

24. **Tendering for Insurances (Item 1)**

The Borough Finance Officer presented a report on the procedure for reviewing and renewing the Council's insurances through a full re-tendering exercise in readiness for 1 April 1998. The report outlined the process to be adopted in the re-tendering exercise and recommended the establishment of a special sub committee of five members to evaluate the bids and to accept the most cost affective tender.

RESOLVED that the approach being adopted in the re-tendering of the Council's insurances be noted; and

RECOMMENDED to Strategy & Policy Committee that a special sub committee be established consisting of five members with authority to evaluate the insurance tenders and to accept the most cost affective tender for the provision of the Council's insurance services from 1 April 1998.

25. **Provision of Payroll and Internal Audit Services (Item 2)**

The Sub Committee considered a report from the Director of Corporate Services regarding future provision of payroll and internal audit services.

At its meeting on 7 October 1997 the Sub Committee had authorised officers to discuss the feasibility of extending Berkshire County Council's contract for payroll services with CSL Managed Services to cover staff transferring to Bracknell Forest on 1 April 1998. The report outlined the progress made and sought authority from the Sub Committee to enter into detailed negotiations with CSL Managed Services with a view to concluding a one or two year agreement for payroll services.

In respect of internal audit services the Sub Committee noted that there were currently three vacancies in the Council's internal audit function. In the current market it was likely to be difficult to recruit sufficient numbers of qualified staff to ensure that the internal audit function could be adequately resourced. Consequently the report recommended that the Council also negotiate a contract with CSL Managed Services for the short term provision of internal audit activities.

The Director of Corporate Services confirmed that both the internal audit and payroll services would be the subject of a full competitive tendering exercise as soon as was practicable in the best interests of the Council.

RESOLVED that contract Standing Order 61 be waived and the Director of Corporate Services be authorised to negotiate and, in consultation with the Chairman, enter into:

- (i) a contract of up to two years duration with CSL Managed Services for the provision of payroll management services; and
- (ii) a contract up to the threshold set by the EU Services Procurement Directive for the provision of internal audit services, as set out in the report, commencing in January 1998.

COUNCILLOR BETTISON IN THE CHAIR

26. Corporate Maintenance Contracts (Item 3)

The Sub Committee received a report from the Borough Surveyor on arrangements for tendering for building maintenance services arising from the significant increase in buildings owned by the Council after 1 April 1998. It was noted that the contracts would be for reactive maintenance and the servicing of plant and other installations.

RESOLVED that

- (i) contract documents be prepared and tendered for reactive building maintenance and for the service maintenance noted in the report;
- (ii) the Borough Surveyor be authorised, in consultation with the Chairman to approve a tender list for the contract for reactive building maintenance;
- (iii) the Borough Surveyor be authorised, in consultation with the Chairman to accept the lowest tender for the contract for reactive building maintenance; and
- (iv) the Borough Surveyor be authorised, in consultation with the Chairman to accept the lowest tender for the contract for heating plant maintenance.

27. Modern Records Building, Darwin Close, Reading (Item 4)

The Sub Committee received a report on proposed expenditure on works to the former County Supplies depot at Darwin Close, Reading in order to accommodate the Modern records and Education Library Services which were being relocated from Shire Hall. The refurbishment cost was to be met equally by the six Berkshire unitary authorities and the report sought authorisation to confirm the Council's contribution to the expenditure.

The Director of Corporate Services advised that since the report had been written additional costs had been identified by Reading Borough Council in respect of information technology and removal costs. Accordingly a revised contribution of up to £69,000 was required.

It was noted that the Education Library Service had other premises in Reading in addition to those based at Shire Hall and it was agreed that the implications of this would be verified prior to confirming the Council's contribution.

RESOLVED that the Borough Solicitor be authorised to write to Reading Borough Council confirming that Reading Borough Council may secure the exclusion of works to former County suppliers depot, Darwin Close, Reading for the provision of Modern Records and Education Library Services and that this Council will bear one sixth of the costs up to a maximum of £69,000.

28. **Bracknell Boys Club (Item 5)**

The Acting Borough Leisure Officer presented a report regarding the Bracknell Boys Club which had applied to the Voluntary Grants Panel in September 1997 for a grant for repairs to the steps outside the club. A decision had been deferred pending further information on the club's financial position because it had a capital sum held in its reserves. It had now been established, to the satisfaction of the Borough Finance Officer, that this sum was earmarked for repairs to the roof.

The officers had visited the site and confirmed that the repairs were needed for health and safety reasons. The next meeting of the Voluntary Grants Panel was scheduled for late February 1998 and officers advised that it would be appropriate for the Sub Committee to make an early decision on this grant application.

RESOLVED that a grant of up to £4,400 be given to the Bracknell Boys Club for repairs to the steps outside the club.

29. **Signatories for Cash Management Funds (Item 6)**

The Borough Finance Officer advised the Sub Committee of the need to nominate authorised signatories for documentation required by the Council's Fund Managers.

RESOLVED that there shall be any one signature from either the Monitoring Officer, currently the Director of Corporate Services, Mr Timothy Ralph Wheadon, or the Section 151 Officer, currently the Borough Finance Officer, Mr Christopher John Herbert, on any documentation required by the Fund Managers.

30. **Signatories for Cheque Accounts (Item 7)**

The Borough Finance Officer advised the Sub Committee of the need to nominate authorised signatories for the Council's cheque accounts, following the retirement of the Head of Corporate Services.

RESOLVED that there shall be any one signature from the following on any cheques or transfers drawn on the Council's bank accounts:

Director of Corporate Services	Mr T R Wheadon
Borough Finance Officer	Mr C J Herbert
Assistant Borough Finance Officer	Mr P G Bailey
Principal Accountant	Mr P Robinson

31. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Items 8 and 9 which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to a particular employee
- (12) Information relating to legal proceedings

32. **Energy Supply Consultancy - Litigation (Item 8)**

The Borough Solicitor reported on litigation proceedings instituted against the Council by consultants previously engaged to negotiate energy contracts. The report sought authority to seek a negotiated settlement.

RESOLVED that the Borough Solicitor be authorised to explore the possibility of settling the claim made by Stevenson Cross Associates and, following consultation with the Chairman and Vice Chairman of the Sub Committee, to conclude a negotiate settlement.

33. **Claim by Mrs J D - Personal Injury (Item 9)**

The Sub Committee considered a report seeking agreement to an ex gratia payment to Mrs J D in respect of injuries sustained whilst employed by the Council on a casual basis. It was noted that the proposed payment was within limits which had received the sanction of the Secretary of State for the Environment, Transport and the Regions.

RESOLVED that a without prejudice ex gratia payment of £250 be made to Mrs J D in full and final settlement of her claim for compensation.

The meeting commenced at 7.30pm
and concluded at 8.56pm.

CHAIRMAN

**TOWN CENTRE SUB-COMMITTEE
27 JANUARY 1998**

Present: Councillor Bettison (Chairman)
Councillors Angell, Mrs Ballin, Flood, Mrs Hirst, North, and Wheaton

Also Present: Councillor Blatchford

Apologies for Absence were received from:
Councillor McCormack

15 **Minutes**

The minutes of the meeting of the Sub-Committee held on 22 September 1997 were approved as a correct record and were signed by the Chairman.

16 **Matters arising from the Minutes:**

(i) **Second World Congress of Down Town and City Centre Management**

The Chairman reported that the Town Centre Development Manager would be presenting a report on the Second World Congress of Down Town and City Centre Management to the next regular meeting of the Sub-Committee.

17 **Town Centre Capital Programme - High Street Car Park.**

The Borough Surveyor introduced a report giving details of works to be undertaken to the High Street car park and the tendering exercise process undertaken to facilitate these works.

RESOLVED that

- (i) the Director of Planning and Transportation be authorised to accept, in consultation with the Chairman, the most suitable tender for the refurbishment work to the High Street multistorey car park; and
- (iii) in accordance with Standing Order 62 (1), that Standing Order 60 should not apply, due to the specialist nature of works to undertake dynamic load tests to the car park parapet barriers on both multistorey car parks within the town centre.

18 **Exclusion of public and press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, as amended, members of the public and press be excluded from the meeting for the consideration of the following items which are involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (9) Terms relating to a contract
- (7) Information relating to the financial or business affairs of third party.

19 **Town Centre Redevelopment - Development Agreement (Item 2)**

In a report concerning exempt information, the Borough Surveyor introduced reports by Berwin Leighton and Healey and Baker, regarding the development and sale agreement with Legal & General Assurance Society Ltd. Representatives of Berwin Leighton and Healey and Baker were present and answered members questions thereon.

RESOLVED that:

- (i) the amended terms as set out in the report from Berwin Leighton and the further advice received from Healey and Baker regarding other matters in relation to the Council's land-holdings be noted; and
- (ii) it be **RECOMMENDED** to the Strategy & Policy Committee that the Development & Sale Agreement with Legal & General Assurance Society Ltd. be concluded on the amended terms reported.

20. **Town Centre Capital Programme - Annexe**

The Borough Surveyor submitted a report giving details of the proposed tender list for major works to the High Street car park.

RESOLVED that the tender list be approved.

The meeting commenced at 5.30pm and concluded at 6.25pm.

CHAIRMAN

Appendix H
as referred to in Minute 497

**FINANCE AND PROPERTY SUB COMMITTEE
27 JANUARY 1998**

Present: Councillor Bettison (Chairman), Councillors Egan, Fawcett,
Mrs Hayes, Mrs Hirst, Mrs Pile, Ryan, Wade and Wheaton

Also Present: Councillor North

34. Minutes

The minutes of the meeting of the Sub Committee held on 19 November 1997 were approved as a correct record and signed by the Chairman.

35. Service Plan 1998/99 (Item 1)

The Director of Corporate Services submitted the Service Plan for the Corporate Services Department Business Units for 1998/99. The Service Plan highlighted the key tasks and objectives for the coming year for each of the service units within the Department and suggested the priority areas where significant progress would need to be made during the year.

If approved, the objectives listed within the Service Plan would become the focus of officer development work during the course of the year. The key tasks detailed in the report would provide a means to measure officers' achievements over the year.

RESOLVED that the Service Plans included in Annexes A - E be approved as a basis for detailed service planning.

36. Revenue Budget 1998/99 (Item 2)

The Director of Corporate Services submitted a report on the revenue budget for the Corporate Services Department for 1998/99. This had been prepared within the framework set by the Strategy and Policy Committee on 17 December 1997.

The provisional Local Government finance settlement had been announced in December 1997. The Council's Standard Spending Assessment (SSA) and capping limit had provisionally been set at £76.17m. Overall the settlement provided for an increase in SSA of less than 1%, after adjustments for nursery vouchers and the community care Special Transition Grant were made.

The report outlined the work which had been undertaken to construct the £6.843m base budget for the Corporate Services Department. Annexes to the report gave details of variations from the disaggregated County Council budget and the Borough Council's 1997/98

budget; unavoidable inflation costs; a number of pressures for service development which would need to be funded during the year, totalling £532,000; a list of proposed efficiency measures, totalling £450,000; and proposed increases to the fees and charges collected by the Department.

RESOLVED that

- (i) the draft base budget for 1998/99 be agreed as shown in paragraph 4.4.3 of the report; and
- (ii) the Strategy and Policy Committee, in considering the Council's budget for 1998/99, be requested to
 - (a) add an allowance for inflation to the running expenses budget identified in Annexe B;
 - (b) consider the potential service developments/pressures and economies identified in Annexes C and D respectively;
 - (c) increase fees and charges from 1 April 1998 as shown in Annexe E.

37. Revised Budget 1997/98 (Item 3)

The Borough Finance Officer submitted a report which gave details of a number of variations to the Sub Committee's budget for 1997/98.

The revised budget predicted an underspend against the original budget of £88,000.

RESOLVED that the report be noted.

38. Nine Month Review/Budget Pressures 1997/98 (Item 4)

The Borough Finance Officer submitted a report which summarised the results of the revised budgets recently considered by Service Committees in the current cycle.

The revised budget predicted an underspend against the original Borough Council budget of £2.355m. The reduction in gross Borough expenditure (ie. Service Committee budgets) of £833,000 had been reported to Service Committees. The other changes were a reduction in the provision for transition costs which could not be capitalised of £992,000, a contingency of £210,000 which was not required, an increase in the transfer from the housing revenue account of £692,000 and other variations totalling £18,000. The detailed analysis of the variations had been considered by Service Committees.

RESOLVED that the report be noted.

39. Local Government Reorganisation: Transfer of Property Assets (Item 5)

The Director of Corporate Services introduced a report which sought the approval of the Sub Committee to proposals provisionally agreed by inter-authority professional officer groups as to the way in which the property of Berkshire County Council should be distributed between

the unitary authorities. The report had been brought before the Sub Committee at this stage, which was earlier than anticipated, in order to preclude the Local Government Residuary Body incurring unnecessary expenditure which the Berkshire unitary authorities would be liable to reimburse. In order to preclude the involvement of the Residuary Body the unitary authorities were required to demonstrate that they had agreed appropriate arrangements for distributing all of Berkshire County Council's property and associated rights and liabilities among the successor authorities from 1 April 1998.

A great deal of inter-authority work had taken place to identify appropriate arrangements for all of the County Council's property and assets. Appendices to the report provided detailed schedules of the County Council's property assets; furniture equipment and other items; information technology assets; and the vehicle fleet.

The Borough Solicitor tabled revised versions of Appendix 1 (Property Assets) and a new Appendix 5 (Items of Historic or Archival Interest) and Appendix 6 (Furniture/Equipment to be offered for sale to Foster Wheeler Limited - the purchasers of Shire Hall).

The Solicitors for the six unitary authorities had agreed upon an essentially standard recommendation to be made by their respective committees which would be sent to the Residuary Body. The standard recommendation was tabled by the Borough Solicitor and approved by the Sub Committee.

RESOLVED that

- (i) subject to (ii), (iii), (iv) and (xiii) below the County Council's land and buildings listed in Categories 1.2 and 3 in revised Appendix 1, together with all rights and liabilities (except debtors and creditors) and associated property relating thereto vest in the Successor Authorities as identified in each category;
- (ii) if a property included within Category 2 ceases to be required for operational purposes within the agreed clawback period, then any liabilities and/or proceeds resulting from a disposal of that property be shared in proportion to the population of each authority as at the date of completion of the disposal;
- (iii) any liabilities and/or proceeds of sale arising from the disposal of properties listed in Category 3 be shared in proportion to the population of each authority as at the date of completion of the disposal;
- (iv) the London Road Waste Disposal site be subject to an agreement between the Successor Authorities as to the apportionment of future expenditure on the site;
- (v) rights and liabilities comprising debtors and creditors vest in the Designated Authority;
- (vi) subject to the consent of the Charity Commission, land held by Berkshire County Council as sole charitable trustee vest in the Successor Authority in whose area the land lies;
- (vii) as regards the disposal of Shire Hall, the decision of the Strategy and Policy Committee on 10 March 1998 be re-endorsed and that the proceeds of Shire Hall be split in proportion to the Council Tax Base for the purposes of RSG for the year 1998/99;
- (viii) the archive collections and regalia at Shire Hall shown in Appendix 5 be vested in Newbury District Council/West Berkshire District Council as the Archive Authority;

- (ix) the items specified in Appendix 6 be offered for sale to the purchasers of Shire Hall, but that if they do not require those items they be shared equally between the successor authority;
- (x) the remaining furniture and equipment at Shire Hall, including IT equipment, be allocated between the successor authorities as shown in Appendices 2 and 3;
- (xi) the shares held by the County Council in Pelican Nursery Limited vest in Newbury District Council/West Berkshire District Council and that the shares in Berkshire Waste Limited be allocated to the lead authority on BERIS and one other successor authority with the proviso that one of the authorities be Reading Borough Council;
- (xii) the vehicles identified in Appendix 4 vest in the Successor Authorities as indicated in that Appendix; and
- (xiii) the Borough Solicitor in consultation with the Director of Corporate Services and the Borough Finance Officer be authorised to enter into an agreement(s) to give effect to the above recommendation.

39. Grants to Voluntary Organisations 1998/99 (Item 6)

In accordance with Standing Order 23 Councillor Wheaton declared a non pecuniary interest in the grant application from the Bracknell Job Support Centre.

The Head of the Policy Development Unit submitted a detailed report which highlighted decisions made to date on the future grant-funding of voluntary organisations within the Borough and which sought the Sub Committee's decisions as to the level of grant to be awarded in response to applications for grant-aid received from voluntary organisations for 1998/99.

A number of grants to voluntary organisations made by the Borough Council were now due for review. The report also addressed the arrangements which had been agreed between the unitary authorities to protect grant-funding to the voluntary sector during the transition. A Transitional Grants Scheme had been agreed between the unitary authorities, whereby voluntary groups previously grant-aided by the County Council would be assured of continued funding for two years from vesting day.

Appendix 1 to the report listed the voluntary organisations funded by the County Council and covered by the Transitional Grant Scheme for the coming year. These amounted to a total of £111,602. Appendix 2 provided a list of County-wide organisations which operated in all six unitary areas and received less than £5,000 a year each. The total value of these grants amounted to £29,372 of which Bracknell Forest's 1/6th share was £4,895.

Appendix 3 listed Bracknell Forest organisations which were not covered under the Transitional Grant Scheme but who were currently funded by the County Council. The County Council grants to these bodies in 1997/98 had totalled £89,427 and it was proposed that this funding be continued for the coming year by the Borough Council.

Appendix 4 provided details of fifteen requests for grant-funding amounting to a total of £362,499 for 1998/99 from the Borough Council's annual revenue grants budget.

The Sub Committee discussed the grant applications in detail. It was noted that a number of organisations had requested increases for inflation but that these were only proposed to be met where this was provided for in an existing service agreement.

It was further proposed within the report that the current Finance and Property grants as detailed in Appendix 5 should be devolved to the appropriate service committees for determination from 1999/2000 onwards as detailed in Appendix 6.

RESOLVED that

- (i) the two-year transitional grants at Appendices 1 & 2 of the report be approved at 1997/98 levels;
- (ii) the two-year revenue grants in Appendix 3 of the report be approved at the 1997/98 level;
- (iii) the recommendations regarding the annual revenue grants requested in Appendix 4 of the report be approved at the 1997/98 level;
- (iv) annual revenue grants in Appendices 1,2,3&4 of the report not be uprated by inflation for 1998/99, unless already agreed for in a service agreement;
- (v) the current Finance and Property annual revenue grants be devolved to the appropriate committees as specified in Appendices 5&6 of the report;
- (vi) appropriate departments review the effectiveness of grant-aiding these organisations prior to the end of the Transitional Grant Scheme;
- (vii) the additional requests made above the 1997/98 grant level be refused in accordance with the Council's desire to budget at existing levels.
- (viii) the funding requests made by Berkshire Women's Aid and Bracknell and District Victim Support Scheme be reviewed at the next Finance and Property Sub Committee meeting on 10 March 1998.

40. **Assisted Car Purchase Scheme (Item 7)**

The Director of Corporate Services submitted a report regarding the assisted car purchase scheme operated by the Borough Council which allowed all essential car users and casual car users completing in excess of 300 miles per annum, to apply for a car loan. The amount which could currently be borrowed was up to 9,000 or 50% of the salary, whichever was the lesser, at an interest rate determined by a national negotiating body each year.

The maximum amount which could be borrowed under the scheme had last been increased four years ago and now needed to be reviewed.

RESOLVED that the maximum car loan be increased to £15,000, or 50% of salary, whichever is the lesser.

41. **Business Rates: Discretionary Charitable Relief (Item 8)**

In accordance with Standing Order 23 Councillors Bettison, Egan, Pile, Fawcett and North declared non pecuniary interests in the charitable bodies applying for charitable relief, and did not speak or vote on this item.

The Borough Finance Officer submitted a report advising that the Borough Council had the opportunity to grant relief from business rates on property occupied by charities or other organisations not established or conducted for profit.

All cases where discretionary relief was granted were subject to review within the first year of a new Council being elected. A schedule of the organisations currently receiving discretionary relief was attached to the report.

RESOLVED that

- (i) discretionary relief from Business Rates be granted until 31 March 1999 to the charities and other organisations listed in the schedule attached to the report, and in the percentage amount as shown on that schedule; and
- (ii) a review of the Council's policies for granting discretionary rate relief be undertaken during 1998.

42. **Business Rates: Rural ("Village Shops") Rate Relief (Item 9)**

The Borough Finance Officer submitted a report regarding the provisions of the Local Government and Rating Act 1997 in respect of "Village Shops". Under the provisions of the Act, from 1 April 1998 the rate payer of a store or post office which was the only such establishment within an area designated as a rural settlement would be entitled to 50% mandatory relief from business rates. This relief could be increased by up to a further 50% discretionary relief. In addition, the rate payer of any property within a rural settlement was entitled to receive up to 100% discretionary relief if the property was used for the benefit of the community.

The Secretary of State had designated that within Bracknell Forest the relief should apply to rural settlements in the parishes of Warfield and Winkfield. Within these two parishes rural settlements would be identified by the Council, and placed on a "rural settlement list". It was proposed within the report that the Borough Finance Officer be authorised to compile and maintain the rural settlement list. This would be done in consultation with Parish Clerks and local members.

RESOLVED that compilation and maintenance of the rural settlement list for the purposes of the rural ("village shop") rate relief scheme shall be delegated to the Borough Finance Officer.

43. **Delegation for Recovery Proceedings (Item 10)**

The Borough Finance Officer submitted a report seeking authorisation for a new employee to represent the local authority in the Magistrates Court in recovery proceedings for unpaid Council Tax or Business Rates and also for proving debts in insolvency proceedings.

RESOLVED that Susan Patricia Cook be duly authorised to conduct proceedings in the Magistrates Court for the recovery of Council Tax or Business Rates, and to complete proofs of debt in insolvency proceedings, on behalf of the Borough Council.

44. **Treasury Management (Item 11)**

The Borough Finance Officer submitted a report on the position in respect of the Council's investments in the Korean Development Bank which were due to mature on 31 July 1998.

RESOLVED that the report be noted.

45. **Contract Electricity and Gas Supplies to Transferred Properties**

In accordance with Standing Order 23 Councillor Fawcett declared a pecuniary interest in one of the companies on the proposed tender shortlist and withdrew from the meeting for the duration of this item.

The Borough Surveyor reported to the Sub Committee on arrangements for the contracting of energy supplies for eligible properties transferring from Berkshire County Council to the Borough Council with effect from 31 March 1998.

Contracts were in place for the period ending 30 September 1998 for the supply of electricity and gas to all current Bracknell Forest Borough Council properties which were eligible to receive supplies on a contract (i.e. non tariff) basis. However the tenderers for those contracts, including the successful tenderer, had not been willing to commit to a specific contract price for supplies to the County Council properties which would transfer to the Borough from 1 April 1998 for the remainder of the contract period. The companies which had won the contracts, Southern Electric Plc and Southern Electric Gas Ltd had undertaken to review their ability to supply energy to those properties at the same price nearer to 1 April 1998. Officers advised that pending the decision of those companies it would be prudent to undertake further market testing.

The report included a proposed tender shortlist.

RESOLVED that

- (i) contract Standing Order 61 (tenders) be waived for the purposes of this contract;
- (ii) tenders for the supply of electricity and gas be invited from the companies identified in the report; and
- (iii) the Borough Surveyor be authorised, in consultation with the Chairman, to accept the lowest tenders, respectively, for the supply of electricity and for the supply of gas to eligible properties transferred on vesting day.

46. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of the tabled Item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (9) Information relating to contract terms.

47. **Surrender of Lease for Ocean House (Urgent Tabled Item)**

The Borough Surveyor submitted a report regarding the surrender of the Council's lease of the 13th floor and part of the 12th floor in Ocean House which was due to expire on 31 October 1998. The Chairman had given notice at the commencement of the meeting that he had agreed to add this item to the Agenda. An urgent decision was required on this matter in order to authorise a surrender of the lease on 3 February 1998 on agreed terms.

In September 1997 the Council had served notice for the termination of the lease on the Ocean House offices on 3 May 1998. The report sought approval to make a one off payment to Ocean Group Plc in full settlement for the cost of the dilapidations and associated fees and to surrender the lease on the earlier date of 3 February 1998.

RESOLVED

- (i) that the early surrender of the lease for the 13th and part 12th floor of Ocean House on 3 February 1998 be approved; and
- (ii) that the payment to Ocean Group Plc of £53,500 be authorised in settlement of dilapidations and associated fees, together with the prescribed termination payment.

The meeting commenced at 7.30pm and concluded at 8.55pm.

CHAIRMAN

PERSONNEL SUB COMMITTEE
29 JANUARY 1998

Present: Councillor Sargeant (Chairman), Councillors Beadsley, Blatchford, Grayson, Mrs Keene, Harrison, Mills, Mrs Shillcock and Ward

Also present: Councillor Barnard

26 **Minutes**

RESOLVED that the minutes of the meeting of the Sub Committee held on 13 October 1997 be approved as a correct record and signed by the Chairman.

27. **Minutes - Sub Committees**

RESOLVED that the minutes of the meeting of the Local Joint Committee held on 13 January 1998 be received and noted.

28. **Payroll in a Unitary Context (Item 1)**

The Sub Committee was advised that from 1 April 1998 CSL Managed Services would be providing payroll services for those employees transferring to the Borough from the County Council. The Council's in-house team would continue to provide payroll services for existing Borough employees. For the duration of the CSL contract, each category of permanent employee would continue to be paid on their current payment date: incoming Berkshire County Council employees on the last working day of each month; and existing Borough Council employees on the 22nd of each month. The Sub Committee concluded that it would be both more economical and efficient to consolidate all employees on a single pay date. The Sub Committee was advised that any change to their payment date would require consultation with employees.

The Sub Committee was advised that the number of weekly-paid casual employees had increased in recent years. The cost of payroll processing for these employees was significantly more than that for monthly-paid staff. The Sub Committee concluded that apart from casual employees called in to provide emergency cover, all employees of the Unitary Authority should be paid monthly rather than weekly. It was also agreed that a further report would be required on the fully costed options for alternative payment dates.

RESOLVED that:

- (i) all staff be moved to a monthly pay period; and
- (ii) subject to consultation with employee representatives, a common pay date be agreed for all staff.

29. **Introduction of a No Smoking Policy (Item 2)**

Following the decision at the Sub-Committee's last meeting (Minute 18 - October 1997) a Working Party had been constituted with appropriate representatives to discuss the practical issues relating to the Council's intention to have a total smoking ban in its offices. The Sub Committee approved a Smoking at Work Policy, which would be used as a reference document to cover all aspects of a smoking ban, together with a synopsis of the policy for circulation to all employees. The Sub Committee agreed that, subject to planning permission, purpose built shelters and fixed ashtrays would be constructed at the rear of Time Square, Fitzwilliam House and Easthampstead House for use by smokers. It also agreed that counselling would be made available for those staff wishing to give up smoking for limited period until 1 October 1998. This would be funded from departmental training budgets and would be limited to a total of £5,000. Line managers would exercise their discretion in monitoring the time used by staff for smoking breaks. The ban would be effective from 1 April 1998 and notification of the policy would be sent to all employees during February/March.

RECOMMENDED to the Strategy and Policy Committee that:

- (i) the approach to a smoking strategy outlined in the report (Item 1 of the agenda) be approved;
- (ii) the finance required to assist with the introduction of the policy be approved;
- (iii) the policy document, attached as Appendix A to the report, be endorsed; and
- (iv) the timetable for implementation outlined in the report be approved.

30. **Consultation (Item 3)**

The Sub Committee considered the issue as to whether teachers' associations and those trade unions representing non-teaching employees should have separate consultative mechanisms or if a joint forum should be agreed. In the light of the different nature of teachers' conditions of service and the different role of teacher representatives within schools, the Sub Committee concluded that a separate teachers' consultative committee, reporting directly to the Education Committee, should be established. This approach was supported by the Education Transition Committee on 22 January. The Sub-Committee agreed on the importance of ensuring that it and the Education Committee would liaise on common personnel policy issues. The Council's existing Local Joint Committee should be expanded to include all non-teaching staff. Further work with trade union representatives would be required on the detailed constitutions of the two consultative committees as well as consultation arrangements at an operational level within departments.

The Sub-Committee considered and noted a draft Facilities Agreement, which would specify, for example, time off for trade union activities. The general allocation of funding for time off for trade union activities was also considered. In both these instances, the Sub-Committee agreed that further discussions with trade union representatives was appropriate, with a report being submitted to the next meeting of the Sub-Committee.

RECOMMENDED to the Strategy and Policy Committee that:

- (i) the Local Joint Committee be expanded to included all non teaching staff in the unitary authority; and

- (ii) a separate teachers' consultative committee for teaching unions be established in accordance with Appendix A of the report (Item 3 of the agenda).

RESOLVED that:

- (iii) the draft Facilities Agreement, as set out at Appendix C of the report, be noted as a basis for further consultation with trade union representatives;
- (iv) the Borough Personnel Manager and appropriate Directors be instructed to discuss with trade union representatives detailed constitutions for the consultative forums including:
 - composition
 - representation
 - range of activities
 - allocation of time for trade union duties for and between employee representatives
- (v) the basis of allocating funds to trade unions be discussed with trade union representatives; and
- (vi) the Borough Personnel Manager be instructed to report back to the next meeting of the Sub-Committee on the discussion relating to the decisions in (iii) and (v) above.

31. **Audit Commission: Retiring Nature (Item 4)**

The Sub Committee considered the synopsis submitted by the Borough Personnel Manager of the study by the Audit Commission into the planning and control of early retirement in local Government. In particular, the Audit Commission had identified ten key questions which were recommended for consideration as part of a local review of retirement arrangements. The Sub Committee noted that the Council had adopted a best practice approach to early retirement payments and in relation to these ten Audit Commission questions on prudence in the approach to retirement issues, Bracknell Forest's response was generally good.

The Sub Committee was also advised that new pension regulations would come into force from 1 April 1998 and agreed that there was a need to consider the Council's approach to both its existing and new discretionary powers on severance payments.

RESOLVED that:

- (i) the Council's performance in respect of the findings of the Audit Commission's report be noted; and
- (ii) officers produce a policy document suggesting the Council's approach to the new pension regulations (which come into effect on 1 April 1998) and to the exercise of the Council's discretionary powers on severance.

32. **Lease Cars (Item 5)**

The Sub Committee was advised that there would be a number of employees who would be transferring to the Borough's employment with a lease car on 1 April 1998. The Council did not currently operate a lease car scheme. The Sub Committee agreed that it was inequitable in the long term for such staff to retain a lease car while other staff would not have access to such a scheme. Taking account of the need for practical arrangements during the transition period, the Sub-Committee concluded that existing lease car contracts for transferring staff should be honoured but on the expiry of these contracts no further leasing arrangements would be made. For those lease car contracts expiring in the first six months of the unitary authority, the appropriate Director and Borough Personnel Manager were authorised to extend lease car contracts for six additional months. As part of the Council's approach to limit any perceived detrimental effects on employees the Sub Committee also noted the Finance and Property Sub-Committee's approval of an upper limit of £15,000 for the Council's car loan scheme for qualifying employees.

RESOLVED that:

- (i) the existing car lease contracts for transferring County staff be honoured, but on the expiry of those contracts no further long term leasing arrangements be made;
- (ii) the appropriate Director and the Borough Personnel Manager be authorised to extend an existing car lease contract which was to due to expire in the first six months of the unitary authority, for up to an additional six months;
- (iii) on the expiry of any individual's car lease, that individual's entitlement to a car allowance be reviewed; and
- (iv) any potential alternatives to a personal lease car scheme at no cost to the Council be examined.

The meeting commenced at 7.30pm and concluded at 8.42pm.

CHAIRMAN

**ACCESS COMMITTEE
3 DECEMBER 1997**

Present: Councillor Ward (Chairman)
Councillor Mrs Sutcliffe
Ms M Abbott Downside Resource Centre
Mrs V L Ashby Bracknell Carers and Stroke Club
Miss T Azam Bracknell and Wokingham Muscular Dystrophy Group
Ms C Dann Bracknell Users Group
Mr P Fox MENCAP
Mrs H Hart Berkshire Multiple Sclerosis Therapy Centre
Mr L Harvey Forestline Community Transport
Mrs S Kearton Bracknell Citizens' Advice Bureau
Mr M Nagle Forestline Community Transport
Mrs J Plumb Mental Health Carers
Mrs J Revans Community Resource Worker, Berkshire Social Services
Mr A Tarry National Federation for the Blind
Mrs B Thompson Arthritis Care
Mrs M Thompson Action Group for the Physically Handicapped
Mr P M Thompson Arthritis Care
Mr J Tilley Arthritis Care

Apologies for Absence were submitted on behalf of the following

Councillor Mrs Clifford
Councillor Finnie
Mrs A Ball Parents Together
Mrs D Drummond Community Council for Berkshire
Miss R Leedale Bracknell Council for Voluntary Service
Mr E Mallett Red Diamond Disabled Sports Association
Mr F Rule Keep Mobile
Mrs P Sanderson The Ark Drama Club
Mr M Shrimpton Berkshire Disability Information Network

80. Minutes

The minutes of the meeting of the Committee held on 7 July 1997 were approved as a correct record and signed by the Chairman, subject to an amendment to the list of members present.

81. Presentation by the Director of Social Services & Housing

Mr Trevor Farmer, Director of Social Services & Housing, gave a presentation on the work of the Social Services & Housing Department. He outlined the benefits and opportunities of bringing these two services together in a single department from 1 April 1998 and explained that work was continuing to establish organisational structures and budgets. He stated that one of the biggest challenges would be to draw together voluntary organisations, users and carers. As part of the process of dialogue between these groups, consultation on the Community Care Plan and the Children's Services Care Plan was due to begin shortly.

The Director answered questions on a variety of topics relating to service provision levels and budget constraints. He was thanked for his presentation.

82. **The Use of Tactile Paving Surfaces and Dropped Kerbs**

The Access and Mobility Officer reported on extended guidance on the use of tactile paving surfaces, recently published by the Department of the Environment, Transport and the Regions, which recommended the use of different types of tactile paving for various features: blister paving (paving with raised “domes”) would continue to be used for pedestrian crossing points; corduroy surfaces (surfaces with raised “ribs”) would be used as warnings of specific hazards such as steps or level crossings; with variations of these two surfaces used to indicate the presence of other features. The report also included information on the Mobility Issues Policy of Berkshire County Council.

AGREED that the Highways Sub Committee be requested to adopt, with effect from 1 April 1998, the guidance of the Department of the Environment, Transport and the Regions on the use of tactile paving surfaces, drafted September 1997 with the exception that tactile paving would not be installed where a dropped kerb could be offset from a junction; this policy to apply to new installations and where there would be appropriate maintenance to existing installations.

83. **Bracknell Town Centre: Urban Design Framework**

Following a decision of the former Planning Committee a town centre design framework had been developed. A draft document had been approved for public consultation by the Planning and Transportation Committee in October, with responses to the consultation being reported to that Committee on 15 January 1998. Comments on the framework had been set out in the agenda. In addition to the general comments on the overall accessibility for people with disabilities, specific comments related to transport; traffic management and parking; the pedestrian environment; mixed uses; and public spaces. The Committee endorsed these comments.

In the course of the discussion, reference was made to the provision of parking spaces for people with disabilities, in particular those people using high vehicles which could not generally access multi-storey car parks in Bracknell Town Centre.

AGREED that the comments contained in Appendix 1 of Item 7 of the agenda be forwarded to the Borough Planning Officer as a response from the Access Committee on the consultation report.

84. **Disability Discrimination Act 1995 - The Government's Proposals for Taxis**

The Department of the Environment, Transport and the Regions had issued an informal consultation document on the implementation of provisions of the Disability Discrimination Act 1995 in relation to taxis. The Committee was advised that the Council's Hackney Carriage Sub Committee had made a response to the consultation on behalf of the Council. The response covered various aspects of the accessibility provisions for taxis, but concentrated on the dimensions for entry to the vehicle and the specifications for steps, seats, wheelchairs and leg room. The Committee noted the response of the Hackney Carriage Sub Committee to the Government consultation paper.

85. Access Committee Training

Bracknell Users Group requested a discussion on training for members of the Access Committee on participation at its meetings. Members of the Committee considered that it would be useful to undergo such training and it was agreed that training would be pursued. Members of the Committee were requested to indicate if they were interested in participating in any training.

The Committee also discussed the format and venue of meetings of the Committee and it was agreed that further consideration would be given to this matter.

86. Integrated Transport Policy - Consultation

The Access and Mobility Officer reported that the Council had been consulted by the Government on a document entitled "Developing an Integrated Transport Policy", which invited ideas and views on a broad range of transport issues. A response to the document had been made on behalf of the Council by the Integrated Transport Focus Group on 5 November in relation to accessibility three questions had been posed: How can we best promote the transport needs of disabled people? How can we best take account of the transport and accessibility needs of all sectors of society, including the young and the elderly? How can we best take account of the differing accessibility needs of urban and rural communities? The Access Committee noted the responses to these questions, but in relation to the second question it was agreed that an additional sentence should be included highlighting the fact that the transportation and accessibility needs of elderly people were generally not being met.

Members of the Committee also discussed the bus pass scheme operated by Beeline and the taxi token scheme operated by Wokingham District Council. The Committee also discussed accessibility to buses in general, and members acknowledged that low floor buses were operating the park and ride service in Reading. The Access and Mobility Officer agreed to take up some of the points raised by members.

87. South Hill Park

The Chairman advised that the determination of the application for funds from the National Lottery for South Hill Park was due within the following two weeks. He stated that the national allocation of funding had been reduced from £236 million to £100 million. On this basis he was not optimistic of the scheme proceeding.

88. Launch of Designing for Accessibility

The Access and Mobility Officer reminded Members of the Committee that the launch of the document entitled Designing for Accessibility would be held at 12.30pm on Thursday 4 December 1997, on the fourth floor of Time Square, Market Street, Bracknell.

The meeting commenced at 7.30pm and concluded at 9.25pm.

CHAIRMAN

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