

**COUNCIL MEETING
23 OCTOBER 1997**

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| Unitary Structures Sub Committee | 28 August 1997 | - |
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COUNCIL
21 JULY 1997

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

Apologies for absence were received from:
Councillors Fawcett, Onions, Ryan, Mrs Shillcock and Ward

THE MAYOR, COUNCILLOR JAMES G FINNIE IN THE CHAIR

188. **Minutes.**

The minutes of the Annual Meeting of the Council held on 13 May 1997 were approved as a correct record and signed by the Mayor.

189. **Mayor's Announcements**

(i) Mr Gordon Mitchell

On behalf of the Council, the Mayor extended a welcome to Mr Gordon Mitchell who had taken up his new appointment as Chief Executive of the Council with effect from 1 June 1997 and was attending his first meeting of the Council in that capacity.

(ii) Freedom of the Borough - Royal Military Academy Sandhurst

The Mayor thanked those Members and Officers who had attended or otherwise participated in the ceremony to mark the granting of the Freedom of the Borough to the Royal Military Academy Sandhurst which had taken place on Sunday 13 July 1997 and had been a most enjoyable and successful occasion.

(iii) Civic Service

The Mayor thanked the Members of the Council and Officers who had attended the Civic Service on 20 July 1997.

(iv) Mayor's Charity 1997/98

The Mayor advised the Council that he had selected the local Multiple Sclerosis Resource Centre Project as his official charity for the current municipal year. The project aimed to develop a Resource Centre in the Bracknell Forest area which would enable M.S. patients to receive physiotherapy in a group environment and would operate under the auspices of the Bracknell and District branch of the Multiple Sclerosis Society. Regular, long term physiotherapy tailored to the requirements of individual patients had been demonstrated as being beneficial in improving the quality of life of M.S. patients and, although a scheme did operate and treated over 50 patients in their own homes and at local Centres, greater benefits would arise within a group setting.

(v) Engagements

The Mayor circulated a list of the engagements which he, or the Deputy Mayor on his behalf, had attended since the annual meeting. He further drew attention to the international flavour of many of his engagements by referring specifically to an impending visit by Japanese students, attendance at the Family Fun Day organised by the Indian Community Association of Bracknell on 27 July and a visit by a party from Norway currently being arranged.

190. **All Standing Committees and Sub Committees**

The minutes of the meetings of all standing Committees and Sub Committees held on 13 May 1997 were submitted.

RESOLVED on the proposition of Councillor Bettison, seconded by Councillor Birch, that the reports be received.

191. **Unitary 98 Interview Committee.**

The report of the meeting of the Unitary 98 Interview Committee held on 14 May 1997 was submitted.

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

192. **Special Planning & Transportation Committee.**

The report of the special meeting of the Planning & Transportation Committee held on 19 May 1997 was submitted.

RESOLVED on the proposition of Councillor Mrs Ballin, seconded by Councillor Sargeant, that the report be received.

193. **Strategy & Policy Committee.**

The report of the special meeting of the Strategy & Policy Committee held on 20 May 1997 was submitted and the Chairman indicated that he would deal with a question from Councillor Good later in the meeting (see Minute 209(i)).

RESOLVED on the proposition of Councillor Bettison, seconded by Councillor Birch, that subject to the amendment of the final word in the preamble to Minute 56 to read "adopted" the report be received.

194. **Unitary 98 Interview Committee.**

The report of the meeting of the Unitary 98 Interview Committee held on 22 May 1997 was submitted.

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

195. **Unitary 98 Interview Committee.**

The report of the meeting of the Unitary 98 Interview Committee held on 23 May 1997 was submitted.

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

196. **Unitary 98 Interview Committee.**

The report of the meeting of the Unitary 98 Interview Committee held on 3 June 1997 was submitted.

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

197. **Unitary 98 Interview Committee.**

The report of the meeting of the Unitary 98 Interview Committee held on 10 June 1997 was submitted.

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

198. **Unitary 98 Interview Committee.**

The report of the meeting of the Unitary 98 Interview Committee held on 12 June 1997 was submitted.

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

199. **Unitary 98 Interview Committee.**

The report of the meeting of the Unitary 98 Interview Committee held on 17 June 1997 was submitted.

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

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

The report of the meeting of the Social Services Transition and Housing Committee held on 17 June 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.

201. **Unitary 98 Interview Committee.**

The report of the meeting of the Unitary 98 Interview Committee held on 19 June 1997 was submitted.

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

202. **Public & Environmental Services Committee.**

The report of the meeting of the Public & Environmental Services Committee held on 19 June 1997 was submitted.

RESOLVED on the proposition of Councillor Mills, seconded by Councillor Egan, that the report be received.

203. **Unitary 98 Interview Committee.**

The report of the meeting of the Unitary 98 Interview Committee held on 24 June 1997 was submitted.

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

204. **Leisure Services Committee.**

The report of the meeting of the Leisure Services Committee held on 24 June 1997 was submitted.

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

205. **Strategy & Policy Committee.**

The report of the meeting of the Strategy & Policy Committee held on 25 June 1997 was submitted.

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

206. **Planning & Transportation Committee.**

The report of the meeting of the Planning & Transportation Committee held on 26 June 1997 was submitted and the Chairman answered questions thereon.

RESOLVED on the proposition of Councillor Mrs Ballin, seconded by Councillor Sargeant, that subject to the addition of the following words to the conclusion of the pre-amble to Minute 143 the report be received:-

Integrated Transport:

Would need to be controlled by Unitary Authorities to suit individual policies of each Council. Major Transportation aspects relating to regional data collection and modelling to stay with Babtie for the duration of the contract.

207. **Education Transition Committee.**

The report of the meeting of the Education Transition Committee held on 3 July 1997 was submitted and, in the absence of the Chairman, the Vice Chairman answered questions thereon.

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

208. **Strategy & Policy Committee.**

The report of the meeting of the Strategy & Policy Committee held on 16 July 1997 was submitted and the Chairman answered questions thereon.

RESOLVED on the proposition of Councillor Bettison, seconded by Councillor Mrs Ballin that the report be received.

209. **Questions - Standing Order 9.**

- (i) Question to the Chairman of Strategy and Policy Committee (Councillor Bettison) from Councillor Mrs Keene

“Can the Chairman confirm the total value of Special Responsibility Allowance now claimable and the value of Special Responsibility Allowance claimed in the 1996/97 administrative year?”

Reply by Councillor Bettison

Councillor Bettison replied that the total value of Special Responsibility Allowance allocated in the current municipal year under the revised scheme was £35,750. The Special Responsibility Allowance element in 1996/97 under the scheme prior to revision was £13,449. He further advised that Special Responsibility Allowance was not claimable but was normally paid automatically to the designated recipients.

Councillor Bettison then responded to a supplementary question from Councillor Mrs Keene.

- (ii) Question to the Chairman of Strategy and Policy Committee (Councillor Bettison) from Councillor Harrison

“What effect will the change in advance corporation tax arrangements for Pension Funds have on the Council (as a unitary authority)?”

Reply by Councillor Bettison

Councillor Bettison advised the Council that following revaluation of the fund the abolition of advance corporation tax relief for pension funds was likely to require an increased contribution from the Council from 2.8% to 5.8% of average pay and this represented an increased burden of £500,000 per annum falling on Council tax payers.

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

(iii) Question to the Chairman of Strategy and Policy Committee (Councillor Bettison) from Councillor McCormack

“Can the Leader confirm that all the members of the Conservative Group are members of the local Conservative Association?”

Reply by Councillor Bettison

In replying Councillor Bettison indicated that not all members of the Conservative Group were members of the local Conservative Association: Four members of the Conservative Group were members of the Windsor Conservative Association.

(iv) Question to the Chairman of Planning & Transportation Committee (Councillor Mrs Ballin) from Councillor Jones

“There have been two proposals for development of the Peacock Lane site, one for 1250 housing units and the other for half as many. Could the Chairman inform the Council as to whether the proposed development will be, in terms of numbers, closer to the larger figure?”

Reply by Councillor Mrs Ballin

Councillor Mrs Ballin reminded the Council that the majority party had been elected with a manifesto commitment to stop development at Winkfield Triangle and reduce the amount of housing proposed at the Staff College site in Bracknell. The local plan was currently being reviewed accordingly. In order to meet the structure plan housing requirements, it was possible that the review may result in a scheme closer to the larger figure although work on the review was still underway. Councillor Mrs Ballin expressed her regret at the delay to the local plan caused by the change in the Council’s policy brought about in 1995.

(v) Question to the Chairman of Planning Control Sub Committee (Councillor Mrs Doyle) from Councillor Jones

“In view of the large-scale changes to the infrastructure involved in putting a substantial number of houses on the Peacock Lane site, has the Chairman considered

how long the delay is likely to be before the first house is built on the site, and how this is likely to affect our five-year housing supply?”

Reply by Councillor Mrs Doyle

Councillor Mrs Doyle indicated that until the local plan review was complete, it would be premature to suggest when construction would begin. However, given the scale of housing land already committed in the Borough there was unlikely to be a significant negative effect on the Council’s five year housing land supply but this would be monitored in the future.

(vi) Question to the Chairman of Planning & Transportation Committee (Councillor Mrs Ballin) from Councillor Jones

“In view of the widespread traffic problems caused by the recent closure of Peacock Lane, does the Chairman at this stage have any idea of the possible length of the complete or partial closure of Peacock Lane that would be caused by the infrastructure changes attendant on the Peacock Lane site? Can she say whether this would be closer to a month, six months or a year?”

Reply by Councillor Mrs Ballin

Councillor Mrs Ballin replied that the infrastructure arrangements associated with the development of Peacock Farm are currently being looked at as part of the local plan review. Until the review was complete it would be misleading to estimate if, or even how long, any road might be closed or restricted. However the Council, in its capacity as Highway Authority at that time, would be seeking to minimise disruptions.

Councillor Mrs Ballin then replied to a supplementary question from Councillor Jones.

(vii) Question to the Chairman of Planning Control Sub Committee (Councillor Mrs Doyle) from Councillor Jones

“This Council is currently engaged in enforcement proceedings and litigation involving sites to the west of Bracknell. There are other related enforcements in different areas (for example, a recent decision to enforce against the parking of military vehicles on a property in Sandhurst - the reason being that the owner was not allowed by us to retain them in their original site to the west of Bracknell). In all these cases the main issue has been the effect of the sites on the gap between Bracknell and Wokingham. In view of the fact that the Council is now about to promote development within this gap, is this Council prepared to withdraw from all current enforcement actions and appeals involving sites in this area?”

Reply by Councillor Mrs Doyle

Councillor Mrs Doyle indicated that the Council would not be prepared to withdraw all current enforcement actions and appeals involving sites in the area referred to and then responded to a supplementary question from Councillor Jones.

(viii) Question to the Chairman of Social Services Transition & Housing Committee (Councillor Angell) from Councillor Mrs Hirst on behalf of Councillor Mrs Shillcock

“(a) Why was the decision to exclude the representative of the Council Tenants Panel from speaking at the Housing Sub Committee not made at Committee level?”

(b) How does this decision reflect those corporate values of openness and listening endorsed by this Council?”

Reply by Councillor Angell

In his reply Councillor Angell advised that this was a procedural issue arising from the discontinuance of the former Housing Committee and that the matter would be considered by the Focus Group appointed to review the Terms of Reference of the main Committee and its Sub Committees. Such a procedural issue did not impact on any of the Council’s corporate values.

Councillor Angell then responded to a supplementary question from Councillor Mrs Hirst.

(ix) Question to Chairman of Strategy & Policy Committee (Councillor Bettison) from Councillor McCormack

“How will the Leader ensure that the Conservative’s Manifesto commitment to reduce Council Tax be achieved?”

Reply by Councillor Bettison

Councillor Bettison advised that the Council’s first priority should be to achieve a seamless transition to unitary status and that it was unrealistic therefore to seek a reduction in Council tax in the first year when expenditure would be maintained at the level necessary to secure the successful transition. Looking further ahead, it had been common ground that there were savings which could be achieved overall through operating as a single authority responsible for all main local government services in the Borough.

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

(x) Question to the Chairman of Education Transition Committee (Councillor Ward) from Councillor Wheaton

“Why was a letter sent by the Chairman to Heads and Chairman of Governors re teacher representation without consultation with the Committee?”

Reply by Councillor Barnard on behalf of Councillor Ward

Councillor Barnard advised the Council that the letter referred to had been sent following the appointment of the new Director of Education and consultations with Trade Unions regarding Teacher representation. The primary purposes of the letter had been to assure Chairmen of Governors and Governing Bodies generally that they too would be brought into the consultation processes as well as advising of the new appointment and the arrangements proposed for Teacher representation. It had been felt appropriate to provide this information at the earliest opportunity.

(xi) Question to the Chairman of Social Services Transition & Housing Committee (Councillor Angell) from Councillor Bayle

- “(a) The previous administration decided the new Unitary Council should start with separate Social Services and Housing Departments/Committees mainly because it was felt common clients did not usually present housing and social services need at the same time. It was also felt that amalgamation would prejudice smooth transition and detract from closer links with education. Could the Chairman explain the rationale behind the decision to amalgamate these two departments and give some indication of the degree of amalgamation that is envisaged?
- (b) Will the Social Services Committee consider co-opting additional County Councillors with relevant experience?”

Reply by Councillor Angell

Councillor Angell stressed that the overriding priority was to achieve a smooth transition and that the integration of the Social Services and Housing Departments and Committees had been carefully considered and would not have been agreed if there had been any threat to that priority. He went on to remind the Council of the earlier reports by Consultants which had stressed the synergies between Social Services and Housing Services and had led to the proposal that the need for separate departments should be reviewed in two to three years. It was now considered that the possibility of a further review within such a short space of time would be unsettling for staff and that integration should be achieved from the outset enabling both services to be located together in the Council’s new offices at Time Square.

Councillor Angell further indicated that the Committee would not consider the co-option of additional County Councillors.

Councillor Angell then responded to a supplementary question from Councillor Bayle.

(xii) Question to the Chairman of Strategy and Policy Committee (Councillor Bettison) from Councillor McCormack

- “(a) How many County Councillors have been co-opted on the service committees over and above the one mandatory (3 for education consultation) in line with Strategy & Policy Committee?
- (b) What advice does the Unitary Structures Sub Committee plan to take from Service Committees on the strategic and technical issues raised in the consultation on staffing structures?”

Reply by Councillor Bettison

In replying Councillor Bettison reported that there were no "mandatory" co-options to the Council's current Committee structure but that in addition to the five County Councillors on the Highways Sub Committee, one County Councillor had been appointed to each of the Council's main Service Policy Committees and three County Councillors had been appointed to the Education Consultation Panel. Councillor Bettison further indicated that the unitary Structures Sub Committee would be willing to consider any advice offered by Service Policy Committees through appropriate channels.

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

210. Reports by Members of the Council and other Representatives.

The Council received reports by Members on meetings of Outside Bodies as indicated below:-

| | |
|------------------------------|-----------------------|
| Blackwater Valley Network | Councillor North |
| ACTVaR | Councillor Mrs Ballin |
| SERPLAN | Councillor Mrs Ballin |
| Thames Valley European Forum | Councillor Mrs Ballin |

The Council also received a report by Mrs J Angell on the meeting of the Community Forum for Great Hollands, Birch Hill and Hanworth held on 24 June 1997.

Councillor Mrs Clifford advised the Council that a full report on the development of Bracknell Forest Neighbourhood Mediation Service would be made to the Strategy & Policy Committee on 15 October.

211. Local Government Reorganisation - Appointments of Directors and Retirement of Chief Officers.

The Council considered a report by the Chief Executive setting out the agreed start dates for the new Directors appointed by the Unitary 98 Interview Committee and drawing attention to the arrangements for the retirement of a number of Chief Officers prior to reorganisation.

The Mayor reminded the Council of many of the successful achievements of the retiring Chief Officers and, on behalf of all Members, expressed the Council's warm appreciation of the able and effective way in which those Chief Officers had carried out their duties over many

years. The Mayor, on behalf of the Council then proposed a vote of thanks to the Officers concerned.

RESOLVED that the Council place on record its appreciation of the valued services of the undermentioned Officers and the contribution those Officers have made to the Borough Council and residents of Bracknell Forest.

| | |
|----------------|------------------------------------------------------------|
| Mr A J Targett | Chief Executive |
| Mr R Holden | Borough Housing Officer |
| Mr I Mihell | Head of Corporate Services (formerly Borough Treasurer) |
| Mr A Stanton | Borough Environmental Services Officer |
| Mr N Rogers | Borough Leisure Officer |

212. **Membership of the Council.**

The Council was advised that Councillor Mrs Jean Sutcliffe was to be admitted for hospital treatment over the recess and that it would be appropriate for consideration to be given to granting Councillor Mrs Sutcliffe leave of absence for the duration of her treatment and recuperation.

RESOLVED

- (i) that Councillor Mrs Jean Sutcliffe be granted leave of absence from Council duties until the next ordinary meeting of the Council scheduled to be held on 29 October 1997;
- (ii) that the following substitute appointments to Committees, Sub Committees etc be made for that period;

Social Services Transition and Housing Committee - Councillor Barnard
Education Transition Committee - Councillor Egan
Access Committee - Councillor Angell
Voluntary Grants Panel - Councillor Mrs Pile
Social Services Transition Sub Committee - Councillor Mills
Education Consultation Panel - Councillor Egan
Education Quality Assurance Sub Committee - Councillor Egan
Christmas Festivities and Millennium Sub Committee - Councillor Birch

Outside Bodies

Crime Reduction Steering Group - Councillor Mrs Pile
Harmans Water Community Association - Councillor Mrs Pile
Bracknell Age Concern - Councillor Miss Haydon

- (iii) that a further report be made to the next meeting.

213. **East Berkshire Community Health Council.**

It was reported that Councillor Mrs Doyle had been unable to attend meetings of the East Berkshire Community Health Council as the meetings held so far in the municipal year had

clashed with meetings of the Planning Control Sub Committee. Councillor Mrs Doyle therefore wished to resign as one of the Council's representatives on this Body and Councillor Thompson had been nominated in her place. Reference was also made to the nomination of Councillor Thompson for consideration by Berkshire County Council as a County nominated representative on the East Berkshire Community Health Council (Minute 171 refers) and it was reported that in these circumstances, on advice from the Leader, Councillor Mrs Sutcliffe had been nominated in place of Councillor Thompson to the vacancy for a County representative.

RESOLVED that

- (i) Councillor Thompson be nominated to represent the Borough Council on the East Berkshire Community Health Council in place of Councillor Mrs Doyle; and
- (ii) the action taken in nominating Councillor Mrs Sutcliffe to the vacancy for a County representative in place of Councillor Thompson be confirmed.

214. **Date of Next Meeting.**

It was reported that several Members had indicated that they would not be available to attend the next ordinary meeting of the Council scheduled for Wednesday 29 October 1997.

RESOLVED that the next ordinary meeting of the Council be held on Thursday 23 October 1997.

215. **Motions - Standing Order 6.**

Motion 4/97

The following Motion was moved by Councillor Mrs Clifford and seconded by Councillor Jones:

This Council urges the Secretary of State for Environment and Transport to extend the 'Zero Tolerance' approach to irresponsible motorists who threaten the safety of other road users.

In particular we ask him to negotiate with the Home Secretary/Police a policy of:

- (a) using all available technological aids to detect violations of speed limits and
- (b) charging or levying fixed penalties upon all motorists found to be driving at speeds 10% or more above the speed limit.

We believe that such a policy would make roads safer for pedestrians and cyclists and this would encourage more people who currently use cars for short journeys to walk or cycle instead.

Following debate the following amendment was moved by Councillor Bettison and seconded by Councillor Birch:

- (i) that in sub paragraph (a) the word “using” be deleted and the words “fully funding from Central Government the use of” be substituted;
- (ii) that in sub paragraph (b) the word “motorist” be deleted and the words “drivers of vehicles” be substituted.

Following further debate the amendment was put to the meeting and declared carried.

The amended Motion was then moved by Councillor Bettison and seconded by Councillor Birch and, following further debate was put to the meeting and declared carried.

RESOLVED that

This Council urges the Secretary of State for Environment and Transport to extend the ‘Zero Tolerance’ approach to irresponsible motorists who threaten the safety of other road users.

In particular we ask him to negotiate with the Home Secretary/Police a policy of:

- (a) fully funding from Central Government the use of all available technological aids to detect violations of speed limits; and
- (b) charging or levying fixed penalties upon all drivers of vehicles found to be driving at speeds 10% or more above the speed limit.

We believe that such a policy would make roads safer for pedestrians and cyclists and this would encourage more people who currently use cars for short journeys to walk or cycle instead.

Motion 5/97

The following Motion was moved by Councillor Mills and seconded by Councillor Birch.

In view of the importance to Bracknell, its residents and our community of the land occupied by the RAF Staff College this Council resolves to:-

- (a) request the Government to transfer to Bracknell Forest Borough Council, at no charge, the land presently occupied by the RAF Staff College when it becomes surplus to Government requirements under the current review.
- (b) instruct our Officers to consider preparing plans for the conversion of this land to public open space and other appropriate recreational use.

During the course of debate a request was made for voting to be recorded in pursuance of Standing Order 20 and, on being put to be meeting, voting was as follows:

For - Councillors Angell, Mrs Ballin, Barnard, Bettison, Birch, Blatchford, Mrs Doyle, Egan, Finnie, Flood, Harrison, Miss Haydon, Mrs Hayes, Mills, North, Mrs Pile, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Wade and Worrall (22)

Against - Nil

Abstain - Councillors Adams, Bayle, Beadsley, Mrs Clifford, Good, Grayson, Mrs Hirst, Jones, Mrs Keene, McCormack, Taylor, Veakins and Wheaton (13)

Motion 5/97 was accordingly declared carried and it was **RESOLVED** accordingly.

Motion 6/97

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

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

We will support this Government in any measures it introduces to prevent such a deception happening again.

A motion "that the question be now put" was then moved and seconded and, on being put to the meeting, was declared to have been carried.

Motion 6/97 was then put to the meeting and a request was made for voting to be recorded in pursuance of Standing Order 20. Voting was as follows:-

For - Councillors Adams, Bayle, Beadsley, Mrs Clifford, Good, Grayson, Mrs Hirst, Jones, Mrs Keene, McCormack, Taylor, Veakins and Wheaton (13)

Against - Councillors Angell, Mrs Ballin, Barnard, Bettison, Birch, Blatchford, Mrs Doyle, Egan, Finnie, Flood, Harrison, Miss Haydon, Mrs Hayes, Mills, North, Mrs Pile, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Wade and Worrall (22)

Abstain - Nil

Accordingly Motion 6/97 was declared not carried.

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

MAYOR

UNITARY 98 INTERVIEW COMMITTEE

1 AUGUST 1997

Present: Councillors Bettison, McCormack,
and Sargeant

In attendance Mr G Mitchell (Chief Executive)
Mr A Madden (Borough Personnel Manager)

216. 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.

217. Recruitment of Head of Policy Unit 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 Head of Policy Unit for the Unitary Council be offered to Jane Haines currently Principal Policy Analyst at Oxfordshire County Council on the terms and conditions agreed.

The meeting commenced at 5.45pm and concluded at 9.15pm on 31 July. It then re-convened at 9.30am and concluded at 5.00pm on 1 August.

CHAIRMAN

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SOCIAL SERVICES TRANSITION AND HOUSING COMMITTEE
9 SEPTEMBER 1997

Present: Councillor Angell (Chairman)
Councillors Barnard, Bayle, Grayson, Harrison, Miss Haydon,
Mrs Hayes, Mrs Hirst, Jones, McCormack, Mrs Pile, Ryan,
Mrs Shillcock, Simonds, Worrall

Also in attendance: County Councillor Mrs Williams

An Apology for Absence was received from Councillor Egan

218. **Minutes.**

The minutes of the meetings of the Committee held on 13 May and 17 June 1997 were approved as correct records and signed by the Chairman.

219. **Welcome.**

The Chairman welcomed the new Director of Social Services and Housing, Mr Trevor Farmer and also informed members that Mrs H Clanchy and Mrs P Murdon had been appointed as Assistant Directors of Social Services and Housing respectively.

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

The Committee was advised of an urgent action taken under delegated powers by the Borough Housing Officer in relation to the acceptance of tenders for external repairs and redecoration works.

221. **Minutes - Sub Committees.**

Further to a comment from a Member, it was agreed that the minutes of the Inter Officer Working Groups should be submitted for information to future meetings of the Committee. Whilst it was noted that the Berkshire Social Services Officer Group had just disbanded, it was noted that there may be other joint officer groups discussing issues of relevance to the Committee. Arising from this the Committee also determined that an update report should be submitted to the next Committee meeting on joint issues.

RESOLVED that:

- (i) the minutes of the Housing Sub Committee held on 13 May and 1 July (Appendix A) and the Social Services Transition Sub Committee held on 13 May 1997 be received and noted;
- (ii) the minutes of the Social Services Transition Sub Committee on 15 July 1997 (Appendix B) be received and noted subject to the inclusion of Councillor Simonds being shown as attending;
- (iii) future relevant minutes of Inter Officer Working Groups be submitted to the Committee for information; and

- (iv) the Officers bring a report to the next meeting concerning outstanding joint issues.

222. **Terms of Reference and Other Matters. (Item 1)**

Further to minute 78 (17 June 1997) the Chairman reported that the Social Services Transition and Housing Focus Group had met on 27 August 1997 to consider various outstanding issues with regard to terms of reference, appointment of Sub Committee and other subsidiary matters.

Further to a lengthy debate it was

RESOLVED that the Committee support the following recommendations of the Focus Group to the Strategy and Policy Committee:

- (i) that consideration of financial/budgetary allocations and the responsibility for the fixing of rents be the responsibility of the main Social Services Transition and Housing Committee;
- (ii) that a Joint Community Care Panel be not appointed, but Focus Groups be used to consider issues where appropriate;
- (iii) that a joint Children's Services Advisory Panel (with Education) be appointed on the proportional basis 2:1 (with co-options being permitted from other service committees where appropriate), and the terms of reference be as set out at Annexe A of the report, subject to the inclusion of the words "..... and early years plan." at term of reference No. 6. Such meetings to be scheduled into forthcoming committee cycles (appointments to be made at Strategy & Policy Committee);
- (iv) that no action be taken on the appointment to a Young Persons Panel at this time;
- (v) that the situation with regards to the Voluntary Sector Liaison Panel, as detailed in the report, be noted;
- (vi) that the proposed Social Housing Programme and Access Sub Committee and the Housing Management and Repair Sub Committee be not appointed;
- (vii) that the current procedure for dealing with urgency matters (whereby urgent actions are authorised by the Chief Officer in consultation with the Chairman and Vice Chairman, verified by the Borough Administrator and reported to the next Committee) be retained;
- (viii) that the members of the Housing Sub Committee be appointed as the body from which three members are chosen for each meeting of the Housing Benefit Review Board;
- (ix) that the Standard Terms of Reference For All Service Policy Committees be reworded, as set out at Annexe B of the report;
- (x) that a Focus Group be established to examine the performance targets and indicators for the Social Services and Housing areas;
- (xi) that the Terms of Reference at Annexe C of the report for the Housing Sub Committee be approved;

(See Minute 232 below)

- (xii) that, at this time, the terms of reference for the Social Services Transition Sub Committee shall be to undertake planning and preparations in relation to all statutory Social Services functions;
- (xiii) that the Officers work out detailed terms of reference for the Social Services Transition Sub Committee (for implementation from 1 April 1998) and report back to the Focus Group;
- (xiv) that no co-options be made onto the policy or sub committees; and
- (xv) that the current delegations to Officers be noted and the work to be undertaken in this respect be noted and approved, but that within such approval the delegations suggested in the report be included for consideration at the appropriate time.

223. Eligibility Criteria. (Item 2)

The Deputy Borough Housing Officer reported that Social Services was responsible for assessing the needs of people requiring community care and Children's Act services as well as making arrangements for the provision of services within the available resources.

The County Council had achieved a satisfactory level of understanding and acceptance of its own eligibility criteria, from its own staff, service users and colleagues in other agencies, although it was noted that the criteria may need to be reviewed at a future date when it could be evaluated in the context of the different demands and pressures for the new unitary authority. In the meantime it was recommended that the existing County Council eligibility criteria be accepted in principle in order to ensure a smooth transition.

In response to a question from a Member, Mr Farmer confirmed that there would be a possibility of looking at preventative work, dependant on the availability of appropriate resources.

RESOLVED that:

- (i) the existing eligibility criteria be accepted, in principle, to ensure a smooth of the service; and
- (ii) the scheme be the subject of review in the coming year.

224. Charging Criteria. (Item 3)

The Deputy Borough Housing Officer reported that users of Social Services may be asked to make a contribution to the cost of services where they have the ability to pay. Charges were mandatory for permanent adult residential and nursing home care and local authorities had the power to charge for other services under various legislation. Authorities were not allowed to charge for assessing the needs of those who came to them for care. There were some clients

who, for a variety of reasons, did not pay the charges they had been assessed to pay and therefore Members would be asked to agree a policy on the extent to which bad debts were pursued at a later date.

In order to ensure a smooth transition the Committee was asked to consider approving, in principle, the County Council's charging criteria, the key elements of which were that charges were generally based on a financial assessment, there was a threshold for charging, client groups were charged differently for some services, and charges were currently calculated per service received and invoiced separately.

RESOLVED that the charging arrangements currently in use by Berkshire Social Services be endorsed, in principle. The amounts to be charged may alter once the budget details and local cost of administering the system were known.

225. **Property Issues. (Item 4)**

The Deputy Borough Housing Officer reported that the Borough Council leased units of housing accommodation to the Berkshire County Council to accommodate people with special needs. When the County Council ceased to exist on 1 April 1998 the occupants of these premises would automatically become tenants of the Borough Council. Such occupants included people with physical disabilities, learning disabilities or people recovering from mental illness. A number were used as stepping stones from residential or hospital settings to more independent living.

It was proposed to negotiate alternative leasing arrangements for the County Council to introduce registered social landlord and thus attempt to overcome the difficulties (identified in the report) which did not apply to Housing Association tenancies.

RESOLVED that:

- (i) in conjunction with the County Council, tenancies and leases granted to Berkshire County Council Social Services of properties used as special needs accommodation for social service clients be reviewed and where appropriate new arrangements be put into place with suitable registered social landlords, in consultation with tenants as required;
- (ii) to ensure that new leases are in place by 1 April 1998, individual arrangements be delegated for approval to the Director of Social Services and Housing in consultation with the Chairman; and
- (iii) new arrangements take account of any further clients in respect of housing benefit assessments for supported housing accommodation issued by the Department of Social Security.

226. **Social Services Training. (Item 5)**

The Deputy Borough Housing Officer reported that options for training had recently been considered by a sub group of officers from each of the districts and boroughs. There were two options for joint arrangements proposed, one which left the existing training, centres as they were but the unitaries providing some of their own direct training and the second which amalgamated the NVQ Centre and Practice Learning Centre into one unit which would be known as a Social Care Qualification Centre, although unitaries would still need to provide some of their own direct training.

Bracknell Forest was the only one of the six unitaries to have an NVQ Centre, but it did not presently provide any training in social care. There may be opportunities for the development of new courses at a combined centre at some time in the future.

RESOLVED that:

- (i) the proposal for the joint arrangements for training under option 2 detailed in the reports be supported in principle; and
- (ii) detailed proposals be submitted in the Autumn.

227. Release of Set Aside Capital Receipts. (Item 6)

Further to minute 172 (Strategy & Policy, 16 July 1997) the Deputy Borough Housing Officer reported the amount of set aside capital receipts proposed for Bracknell was £80,000 and the criteria by which this money may be spent was currently being examined. The basis of expenditure must be that it results in the improvement of housing stock and the suggested criteria likely to be considered on a favourable basis included works that resulted in improved energy efficiency. Any capital expenditure would affect the Council's revenue account. £80,000 of capital expenditure would have an adverse effect upon revenue to the value of £5,000 within the first year. However this would be rectified in the second year by an increase in the revenue support grant.

RESOLVED that:

- (i) provided Bracknell was allocated a supplementary credit approval as envisaged, the £80,000 of set aside capital receipts be used towards the improvement of the Council's housing stock; and
- (ii) project details be approved by the Director of Social Services and Housing, in consultation with the Chairman, dependant on the criteria most likely to achieve a successful bid and compatible with the Housing Strategy Statement.

228. Housing Act 1996: Parts (vi) and (vii) - Allocation of Housing and Homelessness - New Order and Regulations. (Item 7)

Mr Farmer reported that a Statutory Instrument (SI) published in August 1997 gave further descriptions of people to whom a reasonable preference was to be given in the allocation of accommodation. The SI would come into effect on 1 November 1997. The effect of the regulations was to require local authorities to give a reasonable preference in the allocation of housing to any people found to be unintentionally homeless and in priority need.

RESOLVED that:

- (i) the requirement that people found to be unintentionally homeless and in priority need be added to the categories of people to whom reasonable preference must be given;
- (ii) the Director of Social Services and Transition be authorised to update the allocation policy and procedures by giving 20 points to those people accepted as unintentionally homeless, and in priority need, to reflect reasonable preference, as an interim measure, with affect from 1 November 1997; and
- (iii) the allocation policy and waiting list criteria be the subject of a full review by Spring 1998.

229. **Officer Delegations - Service of Notices of Intention to Seek Possession and Notice to Quit. (Item 8)**

The Deputy Borough Housing Officer reported that under the present delegation to officers, notices to seek possession and notices to quit had been signed by a named person or persons which currently were the Borough Solicitor, the Borough Housing Officer or the Deputy Borough Housing Officer. In the new joint Social Services and Housing Department, it would be appropriate to review the delegation to expedite the service of notices by increasing the number of officers delegated to sign the appropriate notices.

RESOLVED that the delegation to officers to sign notices to seek possession and notices to quit be extended to the Borough Solicitor, Director of Social Services and Housing, the Assistant Director (Housing), the Housing Estates Manager and the Assistant Housing Estates Manager.

230. **Further Statement of Housing Strategy. (Item 9)**

In a detailed joint report the Deputy Borough Housing Officer and Borough Environmental Services Officer reported that the Government Office for the South East had invited local authorities to provide additional information which reflected the changes to the local Housing Strategy approved for the current year.

Accordingly a detailed further statement of Housing Strategy had been prepared and was presented before members and on which Officers responded to members comments and questions.

RESOLVED that the further statement of Housing Strategy be approved for onward transition to the Government Office for the South East.

231. **Items Submitted for Information.**

The Committee received the following reports submitted for information:

Berkshire Health Authority Mental Health Strategy - A Discussion Document: June 1997 (Item 10)

Financial Strategy (Item 11)

With regard to item 10 above, Mr Farmer reported that at a joint meeting, all of the new Directors of Social Services for Berkshire had expressed concern at the Health Authority's document and would be writing a joint letter expressing such concerns. Concerns have also

been expressed individually by two of the other boroughs in Berkshire and further to a request from a member it was recommended that Bracknell also submitted a response to the document.

RESOLVED that a letter expressing the Council's concerns be sent to Berkshire Health Authority be regard to their mental health strategy: discussion document and a copy of the letter be circulated to members of the Committee.

232. **Conditions of Tenancy and Tenants Consultation. (Tabled Item)**

In a joint report tabled with the agreement of the Committee, the Borough Housing Officer and the Borough Solicitor reported that the Council's current conditions of tenancy, adopted in 1992, required revision in order to cater for the considerable development in the law over the last few years; to enable the Council to deal more effectively with cases of nuisance and other anti social behaviour, and to address other deficiencies in the current conditions of tenancy which had become apparent through experience. The Housing Act 1985 set out for the procedure for varying conditions of tenancy, part of which involved consultation with tenants on the proposed revised tenancy conditions and considering their representations (if appropriate making changes for the proposed new conditions of tenancy). Accordingly the Committee was advised that, in order for the revised conditions of tenancy to be adopted from 1 January 1998, it would be necessary to establish a special Sub Committee to consider tenants comments and make any appropriate variations to the draft conditions of tenancy.

The housing legislation required the Council to establish arrangements to consult secure tenants upon housing management matters and it was proposed that the responsibility for determining what arrangements were to be made be delegated to the Housing Sub Committee.

RESOLVED that:

- (i) a Tenancy Conditions Sub Committee be established comprising of Councillors Angell, Mrs Hirst, Mrs Shillcock, Simonds and Worrall with delegated responsibility to consider tenant comments in response to Preliminary Notices of Proposed Variation of Conditions of Tenancy and to make any amendments to the proposed conditions of tenancy; and
- (ii) responsibility for determining arrangements for tenant consultation, pursuant to Section 105 of the Housing Act 1985, be delegated to the Housing Sub Committee.

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

CHAIRMAN

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**HOUSING SUB COMMITTEE
1 JULY 1997**

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

Also attending: Councillor McCormack

3. Minutes.

The minutes of the meeting of the Housing Committee held on 4 March 1997 were approved as a correct record and signed by the Chairman.

4. Tenants Panel Co-option.

In response to questions from the floor, the Chairman pointed out that the question of co-option of Tenants Panel members, and indeed any other co-options, to the main Committee or the Sub Committees, would be determined in due course.

5. Improvements to Montgomery of Alamein Court, Cumberland Drive. (Item 1)

The Borough Housing Officer reported that Housing 21, a registered social landlord, wished to improve and update Montgomery of Alamein Court and had requested the Council to approve local authority social housing grant to assist in funding of phase 1 of the work. The bid for the funding of phase 2 will be submitted to the Council at a later date.

RESOLVED that:

- (i) an allocation of £286,300 be made to Housing 21 for the purpose of contributing to funding of phase 1 of the improvement and up-dating of Montgomery of Alamein Court with the funding for phase 2 to be considered at a later date; and
- (ii) approval be given to the Council to enter into a nomination agreement granting the Council 70% nomination rights following the completion of phase 1 improvements.

6. Scheme at 62 - 64 Owlsmoor Road, Sandhurst. (Item 2)

The Borough Housing Officer reported that Thames Valley Housing Association had requested the Council to increase the local authorities social housing grant, approved in March 1997, from £274,152 to £286,194.

RESOLVED that the local authority social housing grant approved in March 1997 to Thames Valley Housing Association be increased to £286,194 to assist in the funding of a scheme to provide nine social housing units.

7. Fellowship Houses Trust - Local Authority Social Housing Grant Application. (Item 3)

The Borough Housing Officer reported that Fellowship Houses Trust, who owned and managed Blythe House, Great Hollands Square, had requested the Sub Committee to increase the local authority social housing grant approved in October 1996 for thermal installation works from £75,000 to £103,000.

RESOLVED that the local authority social housing grant of £75,000 approved in October 1996 be increased to £103,000 to fund the cost of thermal installation works at Blythe House.

8. Nomination Agreement. (Items 4(i), (ii) and (iii))

The Borough Housing Officer submitted three reports seeking authority to enter into nomination rights over initial lets and subsequent lets of various properties from the Housing Associations below:

- (i) Chiltern Hundreds Housing Association
100% nomination rights over initial lets and 75% of subsequent lets for various properties, for a period of 60 years.
- (ii) Samuel Lewis Housing Trust
60% nomination rights to vacancies arising as “true voids” of which the Council to have nomination rights to 30% of one bedroomed flat voids for a period of 60 years.
- (iii) Warden Housing Association
100% nomination rights to 8 properties to be offered for a shared ownership to Council nominees.

RESOLVED that authority be granted for the Council to enter into nomination agreements as detailed above.

9. Development Programme - Position Statement. (Item 5)

The Borough Housing Officer submitted a report updating the Sub Committee on the development programme in place for the achievement of affordable housing units and answered members’ questions thereon.

RESOLVED that the development programme of affordable housing units be noted.

10. Performance Indicators for the Six Months ending 31 March 1997. (Item 6)

The Borough Housing Officer submitted statistics relating to the housing waiting and transfer lists, rent arrears, void management and sales for the Sub Committee’s information.

RESOLVED that the report be noted.

11. Housing Waiting List Statistics. (Item 7)

The Sub Committee received from the Borough Housing Officer a report setting out housing transfer list statistics, waiting list statistics, tenants arrears and rights to buy purchases.

RESOLVED that the report be noted.

12. **Housing Benefits - Fraud Initiatives. (Item 8)**

The Borough Housing Officer gave details of the Challenge Fund which is a scheme providing local authorities with direct payments towards new initiatives to combat benefit fraud. The bid made for the current financial year included two additional posts of Visiting Officer and Observation Officer (part time) and members approval was sought to progressing the scheme and to the two appointments.

RESOLVED that:

- (i) the Borough Housing Officer be authorised to advertise and appoint a Visiting Officer and an Observation Officer on an initial contract to expire on 31 March 1998, subject to the concurrence of the Personnel Sub Committee; and
- (ii) the Housing Finance and IT Manager report back to the Sub Committee in the new year with a valuation of the performance of the postholders and recommendations for the future.

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 the following items of business 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 property. (Items 10, 11 & 12)
- (10) Information relating to the financial affairs of a particular person(s). (Item 12)
- (13) Information regarding the service of a Notice by which requirements are imposed on a person. (Item 9)

14. **Urgent action taken under Delegated Powers (Item 9)**

The Sub Committee noted an urgent action taken under delegated powers with regard to an injunction undertaken by the Council to restrain a person threatening to use violence against staff in their performance of their duties.

15. **Proposed Development Site - Garages 56-180 Pond Moor Road. (Item 10)**

In a report containing exempt information the Borough Housing Officer appraised members of the progress of the Pond Moor Road project and sought authority for the acquisition of nine privately owned garages located in the proposed development area.

RESOLVED that authority be given for the acquisition of the nine private garages in the proposed development site at Pond Moor Road in accordance with the terms detailed in this report.

16. **Possession Proceedings. (Item 11)**

In a report containing exempt information, the Borough Housing Officer set out details of possession and eviction cases currently underway.

RESOLVED that the report be noted.

17. **Tenants' Debts - Requests to be written off. (Item 12)**

The Sub Committee received a report containing exempt information from the Borough Housing Officer detailing write-offs from previous tenants.

RESOLVED that the debts listed in the report be written off as irrecoverable.

18. **Development Programme - Hirst Close.**

In an oral report containing exempt information the Borough Housing Officer submitted an update of the present situation at Hirst Close.

RESOLVED that the report be noted.

19. **Vote of Thanks.**

The Chairman pointed out that this was to be the last meeting of the Housing Committee to be attended by the Borough Housing Officer, Mr Robin Holden who had been with the authority for 13 years and the Chairman and Members paid tribute to Mr Holden and accorded a formal vote of thanks for his work over the past 13 years.

The meeting commenced at 7.30pm and concluded at 9.00pm.

CHAIRMAN

SOCIAL SERVICES TRANSITION SUB COMMITTEE
15 JULY 1997

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

Also present: Councillors Grayson, Jones, Mrs Pile and
County Councillor Mrs A J Williams

3. Social Services Area Planning 1997/98. (Item 1)

The Borough Housing Officer submitted an information report detailing the functions of area planning and the membership and terms of reference of the Bracknell Area Planning Group.

It was noted that the Bracknell Area Plan 1997/98 had been circulated to all Members of the Social Services Transition and Housing Committee for information.

RESOLVED that the report be noted.

4. Social Services Work Programme - Progress Report. (Item 2)

The Borough Housing Officer submitted a brief overview report of progress to date on the issues of strategy, structures, service delivery, service planning, communication/consultation, support services, personnel, information technology, property, transport and finance and answered Members questions thereon.

Some concern was expressed at the progress being made to date in certain issues, particularly in the need to recruit staff at an early stage. However, it was noted that the Personnel Protocols needed to be adhered to, although the principle of transferring staff over from the County as soon as possible was generally supported.

Members noted that there would a series of seminars on social services issues at which many of the items within the work programme would be raised.

RESOLVED that the report be noted.

5. The Responsibility of a Social Services Department. (Item 3)

The Borough Housing Officer submitted a report briefly describing the roles and responsibilities of a Social Services Authority and in particular dealing with people with physical disabilities, people with mental health problems, people with learning disabilities, children and families, quality assurance, complaints, access and emergencies issues and the effects of the Gloucester judgement.

RESOLVED that the report be noted.

6. A Caring Future - Consultation. (Item 4)

The Borough Housing Officer reported that the Social Services Panel, which had been overseeing Social Services through the transition stage up until May 1997, had supported the concept of wide consultation, particularly with users and carers, to encourage people to become involved in the decision making processes of the new Social Services and Housing Department.

Accordingly a consultation exercise had been carried out in relation to the Consultant's recommendations in the "Social Services - A Caring Future" report and details of the responses received, together with Officers' comments were reported.

RESOLVED that the report be noted.

7. **Family Support Strategy. (Item 5)**

In a detailed report the County Director of Social Services outlined the work undertaken by Berkshire Social Services to develop a framework to re-focus services for children around family support.

The report detailed the aim of family support, together with Berkshires Families Support Strategy which included the strategies key principles.

RESOLVED that the report be noted.

The meeting commenced at 7.30pm and concluded at 8.30pm.

CHAIRMAN

**PUBLIC & ENVIRONMENTAL SERVICES COMMITTEE
11 SEPTEMBER 1997**

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

Apologies for absence were submitted on behalf of Councillors Mrs Clifford, Egan and Veakins

233. **Minutes**

RESOLVED that the minutes of the meetings of the Committee held on 13 May and 19 June 1997 be approved as a correct record and signed by the Chairman.

234. **Matters Arising from the Minutes.**

SANDS Memorial (Minute 107)

The Chairman reported that he had received a letter from Susan Cunningham thanking the Committee for the grant of £6,170 to provide a SANDS (Stillborn and Neo-Natal Death Society) memorial sculpture at Easthampstead Park. A sculptor had begun work on a scale model, which would be used to produce the final sculpture. The Committee agreed that there might be a small ceremony to mark the installation of the sculpture at the Cemetery and Crematorium.

235. **Hackney Carriage Sub-Committee**

RESOLVED that the minutes of the meeting of the Hackney Carriage Sub-Committee held on 31 July 1997 (Appendix A hereto) be received.

236. **Local Government Reorganisation - Position Statement. (Item 1)**

The Committee received a report detailing the current position in relation to Local Government Reorganisation, as it affected a variety of service areas. In particular, the Committee considered the arrangements for the Joint Committee for the Thames Valley Police Authority, and the constitution of the Police Authority itself. The Committee was advised that Mr Alun Michael MP, on behalf of the Home Office, had indicated that the likely size of the Authority to be approved by the Home Office would be 19 members. If such a membership were determined, then the likelihood was that not all local authorities within the Police Authority's area would be represented on it. The Council had previously expressed the view that overall membership of the Police Authority should be 23, which would provide twelve local authority nominations on the basis of Oxfordshire County Council three, Buckinghamshire County Council two, Milton Keynes one and one each for the six Berkshire Unitary Councils. The Committee reaffirmed this view.

In relation to the shadow Royal Berkshire Fire Authority, the Home Office's response to submissions made by the Committee at its last meeting and the laying of a draft Order were reported. It was likely that the Fire Authority would be formally established in late November 1997. At its last meeting three representatives were appointed to the shadow Joint Committee. The Committee decided to appoint these representatives to the Fire Authority itself and to authorise an interim scheme of delegation to the County Fire and Emergency Planning Officer, which would help with the transitional arrangements. The Committee was also advised that a draft order had been issued, extending to the members and officers of combined fire authorities the same exemption from liability as already existed for members and officers in general.

In relation to the Rent Officer Service, the Committee was advised that the Department of the Environment, Transport and the Regions had sought confirmation of the arrangements following vesting day.

RESOLVED that:

- (i) the action taken in relation to the Local Government Reorganisation be noted and endorsed;
- (ii) the preferred composition of the Joint Committee for the Thames Valley Police Authority be twelve local authority representatives as follows: Buckinghamshire two representatives, Oxfordshire three representatives, Milton Keynes one representative and Berkshire Unitary Authorities one representative each and the Home Office be advised accordingly;
- (iii) the Home Office be advised that the Council endorses its earlier view that the local authorities should have 12 members on the Thames Valley Police Authority, comprised as in (ii) above;
- (iv) pending the adoption of a scheme of delegation by the Royal Berkshire Fire Authority, the County Fire and Emergency Planning Officer be authorised, where necessary and appropriate in respect of issues relating to the combined Fire Authority,

to exercise the powers presently delegated to him by the County Council, subject to prior notification to the Joint Committee;

- (v) the Home Office be advised that the Council concur with the provisions of the draft Order relating to the liability of members and officers of combined fire authorities; and
- (vi) the view that the Rent Officer Service be administered by Reading Borough Council, as lead authority from 1 April 1998, be confirmed.

RECOMMENDED that:

- (i) the Borough Administrator, in consultation with the Chairman, be authorised to nominate a representative (and a reserve, if appropriate) to serve on the Joint Committee for the Thames Valley Police Authority and the shadow Police Authority; and
- (ii) Councillors Egan, Mills and Onions (with Councillors Barnard, Beadsley and Flood as reserves) be nominated to serve on the shadow Royal Berkshire Fire Authority.

237. London Road Landfill Site, Chavey Down. (Item 2)

The Committee was advised of the latest position in relation to the London Road Landfill Site, Chavey Down, which would cease to operate at the end of October 1997. In view of the likelihood that a considerable portion of the restoration costs would fall to the unitary authorities (in addition to the aftercare and management of the site), the Committee considered it appropriate to urge Berkshire County Council to complete as much of the necessary work as was practicably feasible prior to vesting day. The officers advised that it was unlikely that the timescale for implementing restoration works, as required by the planning consent, would be met.

RESOLVED that:

- (i) the commitment of Berkshire County Council to proceeding with the closure and restoration of the London Road, Landfill Site, be welcomed; and
- (ii) Berkshire County Council be urged to complete as much of the necessary work as is practicably feasible prior to vesting day, and if it were envisaged that the period required for the completion, restoration and landscaping of the site would be likely to exceed the requirements of the current planning conditions, Berkshire County Council take measures to seek any necessary amendments to the conditions.

238. Waste Regulation. (Item 3)

The Committee was advised that the Environment Agency, which had assumed responsibility for waste regulation from April 1996, had no process for the granting of temporary waste management licences nor allowing applications for licences to be processed urgently. As a result there might be situations in which the Environment Agency prevented a local authority from making appropriate arrangements to deal with refuse/waste disposal in the event of unforeseen circumstances arising.

RESOLVED that representations be made to the Environment Agency, the Department of Environment, Transport and the Regions, and the Local Government Association, suggesting a review of the existing procedures with regard to the possible issue of Waste Management Licences, for a temporary period or in cases of demonstrable urgent need:

239. **Additional Project - “Desire Line” Footpaths (Item 4)**

The Committee considered a report on ‘desire lines’ where pedestrians had, over a period of time, worn paths in grass verges and open spaces. As part of an ongoing programme, the Committee decided to improve seven of these ‘desire lines’ with planted borders and replanting of grass or tarmac footpaths. To fund the works, which totalled £7,100, a bid would be submitted to the Strategy and Policy Committee to release funding previously identified for these schemes.

RESOLVED that schemes at the following locations be approved and the Strategy and Policy Committee be requested to release the necessary funding from the additional projects package:

| | |
|-------------------------------------------------|---------------|
| Cross Fell, Wildridings | £800 |
| Waterham Road/Mansfield Crescent, Easthampstead | £1,500 |
| 1/9 Earlswood, Birch Hill | £250 |
| 65/66 Earlswood, Birch Hill | £1,600 |
| Abbotsbury, Great Hollands | £700 |
| Cornbunting Close, College Town | £750 |
| 3M/The Ring, Priestwood | £1,500 |
| | <u>£7,100</u> |

240. **Woodland Improvement Scheme - Hanworth Phase 2. (Item 5)**

Last winter, as part of an ongoing programme, work on renewal of urban woodland in the Hanworth area was begun. This involved the selective thinning of the pines which dominated the area and replanting with a diversity of species. The Committee considered that it was desirable to continue this programme of plantings.

RESOLVED that expenditure of £20,000 be approved for inclusion in the 1997/98 Capital Programme relating to Woodland Improvement Scheme - Hanworth Phase 2 and the works be undertaken this winter by the Landscape Direct Service Organisation.

241. **Environmental Improvement Scheme - Open Amenity Areas. (Item 6)**

The Committee considered a report which outlined proposals for five Environmental Improvement Schemes in open amenity areas. Residents had been involved in the design of the schemes, the costs of which were estimated at £10,205 and would be funded from the balance of the budget for such schemes.

RESOLVED that landscaping schemes at the following locations be approved, and following further consultation with residents, the Grounds Maintenance Direct Labour Organisation be employed to execute the works:

| | |
|-------------------------------------------|----------------|
| Arncliffe, Wildridings | 3,415 |
| 99-110 Viking, Great Hollands | 2,522 |
| Osmans Close, Chavey Down | £650 |
| Farcrose Close/Hungerford Close, Owlsmoor | £675 |
| Town Centre Improvements to Gateways | <u>£2,943</u> |
| | <u>£10,205</u> |

242. **Graffiti- Resistant Treatment to Martin Herons Railway Road Bridge. (Item 7)**

The Committee considered a report outlining proposals from the Safer Travel Group for a graffiti-resistant treatment to Martins Heron Railway/Road Bridge. The scheme, with an estimated cost of £9,000, (half of which would be met by South West Trains) was intended to improve safety and security at the station.

RESOLVED that approval be given to contribute 50% (to a maximum of £4,500) of the funding required to carry out the specific capital project for anti-graffiti treatment including murals, at Martins Heron Station.

243. **Revenue Budget Outturn 1996/97. (Item 8)**

The Borough Finance Officer reported that the Committee's expenditure for the 1996/97 financial year stood at £3,249,000 (excluding capital charges) and represented an underspend of £660,000. The Committee was also advised that as at 31 March there were provisions, covering repairs and renewals and maintenance of Section 106 land, totalling £663,000 and earmarked balances covering a variety of items, totalling £110,000.

RESOLVED that the outturn, and the provision and earmarked balances, be noted.

244. **Thames Water/Local Authority Liaison Group. (Item 9)**

The Director of Planning and Transportation reported that since April 1996 Thames Water had been dealing with all public sewerage matters directly. The company had created a Thames Water/Local Authority Liaison Group which would meet two or three times per annum and had sought nominations from the Authority.

RESOLVED that:

- (i) Councillors Barnard and Ward be nominated to attend meetings of the Thames Water/Local Authority Liaison Group, together with the Director of Planning and Transportation and the Director of Public and Environmental Services; and

- (ii) attendance at these meetings be classified as an Approved Duty for the purposes of Members' Allowances.

245. Committee Terms of Reference/Delegations to Officers - Report of Focus Group. (Item 10)

On 29 August 1997 the Committee's Focus Group considered terms of reference of the Committee and its Sub Committees, together with the standard terms of reference for service committees. A further meeting of the Focus Group would consider officer delegations.

RESOLVED that:

- (i) the following be referred to the Strategy and Policy Committee for consideration:
 - (a) the Standard Terms of Reference for Service Policy Committees, subject to:
 - the deletion of "and overall Council policy" from paragraph 1;
 - the deletion of "urgent" from paragraph 13(ii); and
 - further consideration being given to the effectiveness of paragraph 7, which relates to the role of the Audit, Performance and Scrutiny Committee, relative to the Committee's principal duty of ensuring effective provision of the services for which it has responsibility;
 - (b) the draft terms of reference of the Committee, as amended by the Committee (1) to reflect the licensing functions relating to betting, gaming and lotteries, and performing animals; and (2) to include reference to all landscape and grass cutting responsibilities, in accordance with Minute 61 - Strategy and Policy Committee, 20 May 1997;

- (ii) the Strategy and Policy Committee be requested to give further consideration to committee responsibility for the following functions:
 - car parks;
 - drainage;
 - liaison with the health service;
 - the management of Bracknell Market;
 - the management of trees; and
 - energy management

- (iii) the scheme of delegation to officers be considered by a further meeting of the Focus Group.

246. Authorisation of Officers. (Item 11)

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

RESOLVED that:

- (i) Phillip West be authorised for the purposes of the statutes specified in Part 1 of Annexe A of Item 11 of the agenda and any regulations made thereunder during his employment with the Council; and
- (ii) Dawn Clarke be authorised for the purposes of the statutes specified in Part 2 of Annexe A of Item 11 of the agenda and any regulations made thereunder during her employment with the Council.

247. **Information Item. (Item 12)**

It was reported that the Department of Environment, Transport and the Regions was undertaking an informal public consultation exercise in relation to the accessibility of hackney carriages in line with the requirements of the Disability Discrimination Act 1995.

RESOLVED that the report be noted.

248. **Exclusion of the Press and the Public.**

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 Items 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

249. **Odour Nuisance - Clarks Farm, Reading Road, Yateley. (Item 13)**

The Borough Environmental Services Officer reported on abatement action being undertaken by Hart District Council in relation to odour nuisance emanating from Clark's Farm.

RESOLVED that:

- (i) the current position as regards the status of the abatement notice be noted;
- (ii) the efforts being made by both Hart District Council and Blue Prince Mushrooms to secure a significant improvement to the situation be acknowledged; and
- (iii) officers be instructed to continue to review progress on this issue.

250. **Street Trading Offences. (Item 14)**

The Borough Environmental Services Officer reported on unauthorised street trading at three locations.

RESOLVED that the Borough Solicitor be authorised to prosecute:

- (i) Mr B Cam for street trading at the Crowthorne roundabout on Foresters Way on the morning of 5 July 1997 without the benefit of a street trading consent;
- (ii) Mr H Mahdavi for conducting the business of street trading in London Road near Coppid Beech Hotel, London Road, Bracknell, within 30m of the highway on 25 July, 1 August, 2 August and 8 August 1997, without the benefit of a street trading consent; and
- (iii) Mr H Mahdavi for street trading at Skimped Hill car park within 30m of the highway on 25 July 1997 without the benefit of street trading consent.

(Councillor North declared a non-pecuniary interest in this item.)

251. **Noise Nuisance Offence. (Item 15)**

The Borough Environmental Services Officer reported on noise nuisance allegations relating to the Admiral Cunningham Hotel on two separate dates.

RESOLVED that authority be given to instigate legal proceedings against Mr B K Levey for breaching the requirements of the Abatement Notice (Ref: No EPA/96/12/CLM) at the Admiral Cunningham Hotel, Priestwood on 7 June 1997 and 8 August 1997.

252. **Contravention of Health & Safety Legislation. (Item 16)**

The Borough Environmental Services Officer reported on an accident that had occurred at Tesco's store in Sandhurst.

RESOLVED that the Borough Solicitor be authorised to prosecute Tesco Stores Ltd for:

- (i) failing to conduct its business in such a way as to ensure, so far as is reasonably practicable, the safety of members of the public, contrary to Section 3(i) Health and Safety at Work etc Act 1974; and
- (ii) failing to report forthwith that a member of the public suffered an injury in connection with their work and was taken to hospital from the premises contrary to Regulation 3 Reporting of Injuries, Diseases and Dangerous Occurrences 1995.

(Councillor Mrs Pile declared a pecuniary interest in this item and left the meeting during its consideration.)

253. **Mr Alan Stanton**

The Committee recorded its gratitude to Mr Alan Stanton for his work as Borough Environmental Services Officer. Mr Stanton responded in appropriate terms and thanked the Committee for its support over many years.

The meeting commenced at 7.30 pm
and concluded at 8.55 pm

CHAIRMAN

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HACKNEY CARRIAGE SUB COMMITTEE
31 JULY 1997

Present: Councillors Beadsley, Blatchford,
Egan, North, Mrs Pile and Veakins

Councillor Simonds also attended.

1 Election of Chairman

RESOLVED that Councillor Egan be elected Chairman of the Sub Committee.

COUNCILLOR EGAN IN THE CHAIR

2 Appointment of Vice-Chairman

RESOLVED that Councillor Mrs Pile be appointed Vice-Chairman of the Sub Committee.

3 Minutes

RESOLVED that the minutes of the meetings of the Sub Committee held on 19 February, 22 April and 24 April 1997 be approved as a correct record and signed by the Chairman, subject (in relation to the minutes of the meeting held on 24 April) to the deletion of Councillor Mrs Clifford from the list of members present and the amendment of "6090" to "28" in Minute 41.

4 Matters Arising from the Minutes

The Borough Engineer & Surveyor reported on a matter relating to Minute 30.

5 Hackney Carriage and Private Hire Licensing - Annual Report (Item 1)

The Borough Engineer & Surveyor submitted to the Sub Committee the Hackney Carriage and Private Hire Licensing Annual Report for the 1996/97 Municipal Year.

RESOLVED that the report be noted.

6 Meetings with Hackney Carriage Trade and Owner/Operators (Item 2)

The Sub Committee received the notes of the meetings held with representatives of the Hackney Carriage Trade held on 8 July 1997 and representatives of the Hackney Carriage Owner/Operators held on 15 July 1997 and officers answered questions thereon.

RESOLVED that the notes of the meetings with representatives of the Hackney Carriage Trade held on 8 July 1997 and representatives of the Hackney Carriage Owner/Operators held on 15 July 1997 be received.

7 Calendar of Meetings 1997/98 (Item 3)

RESOLVED that for the remainder of the 1997/98 Municipal Year meetings be scheduled on the following dates:

Wednesday 12 November 1997
Thursday 19 February 1998.

8 Guidance Notes for Hackney Carriage and Private Hire Operators and Drivers (Item 4)

The Borough Engineer and Surveyor submitted for information a copy of the Guidance Notes for Hackney Carriage and Private Hire Operators and Drivers, together with a summary, and answered questions thereon.

RESOLVED that the report be noted.

9 **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 items, which would involve the likely disclosure of exempt information under the following categories of schedule 12 A of that Act:

(12) Information in connection with possible legal proceedings (Items 5 & 6)

10 **Matters Arising from the Minutes - Exempt Matters (Item 5)**

The Borough Engineer & Surveyor reported on matters relating to Minutes 35 (Hackney Carriage Vehicle Licence No 63), 36 (Operator's Licence No 8/96) and 41 (Mr D J W - Review Offence).

RESOLVED that

- (i) the action of taken by the Borough Engineer and Surveyor in relation to Minutes 35 and 41 be noted; and
- (ii) in relation to Minute 36 (Operator's Licence No 8/96) the licence be renewed until 12 November 1997.

11 **Review Offence - Mr A.R.G, Mr S.W.P and Mr R.F.A.L.**

The Borough Engineer & Surveyor reported on the circumstances relating to a driver driving a hackney carriage without a valid dual driver's licence.

In accordance with Council procedures Messrs A.R.G., S.W.P. and R.F.A.L. had been invited to attend the meeting and were present to state their case.

RESOLVED that no formal action be taken, but the Sub Committee's disappointment with the operator in not ensuring that the driver had renewed his driver's licence be recorded.

The meeting commenced at
5.30pm and concluded at 6.47 pm.

CHAIRMAN

**LEISURE SERVICES COMMITTEE
16 SEPTEMBER 1997**

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

Also Present: Councillors Mrs Ballin and Sargeant

Apologies for Absence were received from:
Councillor Good

254. Chairman's Announcements.

(a) Purchase of Land at Wildmoor Bottom by BBONT

The Chairman informed the Committee of the successful purchase of land at Wildmoor Bottom by BBONT, which the Council had supported with a grant.

(b) Nomination for Tourist Attraction of the Year Award

The Chairman reported that the Southern Tourist Board had nominated The Look Out for the "Visitor Attraction of the Year" award.

(c) Fireworks Display 1997

The Chairman announced that the Firework Display would be held on 8 November 1997, at Moss End, Warfield.

(d) Trip to Caesar's Camp

A trip to Caesar's Camp had been arranged for Councillors and their partners on 21 September 1997 at 2pm.

(e) Head of Libraries, Arts and Information

The Chairman introduced Ruth Burgess, newly appointed as Head of Libraries, Arts and Information, and welcomed her to the Council.

256. Minutes

The minutes of the meetings of the Committee held on 13 May and 24 June 1997 were approved as a correct record and signed by the Chairman.

257. Urgent Action taken under Delegated Powers

The Committee received details of urgent action taken under delegated powers in respect of:

- (i) the refurbishment of Coral Reef Changing Area
- (ii) the replacement of the Main Air Handling Unit at Coral Reef

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

258. **Minutes of Sub & Liaison Committees**

The Committee receive the minutes of the following Sub & Liaison Committees:

- (i) Christmas Festivities and Millennium Sub Committee - 13 May and 22 July 1997
- (ii) Joint Golf Course Committee - 13 March 1997

RESOLVED that the minutes of the Sub and Liaison Committees as above be received and noted.

259. **South Hill Park Revenue Grant 1997/98. (Item 1)**

Tim Brinkman, the Director of South Hill Park, gave a presentation on the work undertaken at South Hill Park Arts Centre over the year 1996/97 which included a broad range of art forms in the workshop/education programme in the performance programme. In partnership with the Borough Council, an education scheme had been launched in October 1996, providing three days of professional arts work in every school in the Borough. Other work had included a range of specialist arts workshops, created for the elderly and others for young people at risk. Premieres of some works had been performed and new developments initiated. Mr Brinkman outlined the financial position for the Arts Centre for the financial year and answered questions thereon.

RESOLVED that a grant of £429,690 be authorised to South Hill Park for the 1997/98 financial year.

260. **South Hill Park - Park in the Schools. (Item 2)**

The Committee received a report giving details of the curriculum-based arts in school projects which had been offered to forty schools in the Borough for a period of up to three days. A range of professional arts activities had been provided relating to the national curriculum. Assessments of the pilot project had shown it to be very beneficial, and the scheme was considered to be very successful. On this basis it was suggested that the scheme should be run on a three year basis with academic year 1997/98 as year 1. Evaluation of this scheme would be undertaken by advisory staff.

RESOLVED that a grant of £16,500 be paid to South Hill Park in the 1997/98 financial year for the "Park in the Schools" project in the 1997/98 academic year, and that provision be made within the revenue budget for a further two years, subject to funding being available.

261. **South Hill Park - Request for Capital Grants. (Item 3)**

The Committee considered a report regarding requests for capital grants for South Hill Park in relation to gallery security improvements and car park security, both identified in the 1997/98 Leisure Capital Programme for South Hill Park.

RESOLVED that a grant of £50,000 be made to South Hill Park for improvements to gallery security and car park security, subject to approval of scheme details by the Borough Surveyor.

262. **Lily Hill Park. (Item 4)**

The Committee considered a report regarding the Draft Policy Statement on the future management of Lily Hill Park, further to the report received at the last Leisure Committee which had agreed that the views of the public should be sought on the Draft Policy Statement. The Committee commended the Officers on a thorough and informative Draft Policy Statement.

RESOLVED that:

- (i) the Committee recognises the wide public support that there is for the preservation and restoration of Lily Hill Park;
- (ii) the Committee adopts the policies identified in the Draft Policy Statement, subject to the amendments detailed in the report on consultation;
- (iii) the continued appointment of Clive Payne as consultant to assist with this project be authorised, subject to funding being available within existing budgets and to agreement of appropriate terms;
- (iv) preliminary work be undertaken in preparation for submitting a grant application to the Heritage Lottery Fund; and
- (v) a further report be submitted to the Leisure Services Committee once the outcome of the planning appeal is known.

263 **Replacement of Artificial Turf Pitch (ATP) - Bracknell Sport & Leisure Centre. (Item 5)**

The Committee considered a report regarding the project to replace the artificial turf pitch at Bracknell Sport & Leisure Centre.

RESOLVED that the Committee:

- (i) approves the expenditure of up to £122,000 from the 1997/98 Capital Programme, for the replacement of the artificial turf pitch (ATP) on the basis of the proposals detailed within the Officers' report; and
- (ii) that the Borough Surveyor be authorised to seek tenders for the work and to accept the lowest in consultation with the Chairman.

264. **Capital Grants. (Item 6)**

The Committee received a report giving an update on grant applications which had already been agreed but for which no payments had yet been made. Outstanding grants requests were also detailed.

RESOLVED that:

- (i) the transfer of £30,000 from the open spaces budget to the grants budget in the 1997/98 capital programme be approved; and
- (ii) the applicants of the outstanding grants requests as detailed in the Officers' report be invited to make presentations to future Leisure Services Committees regarding their requests.

265. **Great Hollands Community Centre. (Item 7)**

The Committee received a report regarding a request for funding by the County Council for refurbishment of the Community Centre. The County Council had agreed to contribute £60,000 towards the works, whilst requesting that the Borough Council contributes £30,000 to cover the remainder of the costs.

RESOLVED that the expenditure of £30,000 from the 1997/98 capital programme be approved for the purpose of refurbishing the Great Hollands Community Centre.

266. **Brackenhale School - Request for Additional Grants. (Tabled Item)**

The Committee received an urgent tabled item regarding a request for an additional grant of £8,660 towards developing Brackenhale School's sports facilities to allow greater community use. Since the original grant of £10,000 in July 1996, the costs of the scheme had risen, requiring an additional £8,660 to be found.

RESOLVED that the grant to Brackenhale School be increased from £10,000 to £18,660 using funding from the 1997/98 capital budget.

267. **Grant Variation Request. (Item 8)**

The Acting Borough Leisure Officer presented a report regarding proposed variations to the grant request by Sandhurst Town Council for the funding totalling £14,200 as approved by the Leisure Committee of 30 July 1996. The original grant had been awarded to cover the full estimated cost of play area improvements and the full estimated cost to replace the roof of the community pavilion. The variation to the request now involves the full amount of money being used as a contribution to the cost of demolishing the community pavilion and replacing it with a Youth Drop-In Centre.

RESOLVED that a decision regarding the grant variation request be deferred and that Sandhurst Town Council be requested to provide further information regarding the request, on receipt of which a Leisure Services Executive Sub Committee will be called in order to reach a decision on the matter.

268. **Martins Heron Community Centre. (Item 9)**

The Committee received a report regarding a request to release £50,000 of Section 106 funds for the purpose of building an extension to the Martins Heron Community Centre. The Committee had agreed to allocate £20,000 in September 1995, however, since that date the estimated costs with fittings had risen to £50,000. Planning permission would be required for the extension which was required due to lack of storage facilities at the current centre.

RESOLVED that a grant of £50,000 be made to Martins Heron Community Association for an extension to the Community Centre subject to:

- (i) obtaining the necessary consents;
- (ii) Strategy & Policy Committee agreeing the release of Section 106 funds from Charles Church, Martins Heron Fund (£39,555) and Charles Church, The Warren Fund (£10,445); and
- (iii) the project starting on site by March 1999.

269 **Community Centres. (Item 10)**

The Committee received a report giving details of the current “arms length” policy operated in relation to eleven community centres within the Borough and by the Borough Council. A request had been received by the Leisure Services Committee in June 1997 to clarify the current policy of support for the Community Associations.

RESOLVED that the Committee approve the following policy:

- (i) the Council will establish and maintain a relationship with the management committees of each community centre to the extent that the following objectives are satisfied:
- (ii) that the Council fulfil their duty to ensure that the public money invested in community centres is used for the purposes intended (i.e. for broad community benefit);
- (iii) the Council maintains regular communication with each management committee to ensure that expertise and assistance is provided when called for;
- (iv) The Council maintains sufficient awareness of the activities of each community centre in order to avoid the duplication of facilities in the same area and/or identify the need for additional facilities in a given area. This could be achieved by occasional meetings, Members’ reports (where a member serves on a management committee), a copy of the current constitution, minutes of meetings, annual accounts or similar common communications that do not place undue burden upon the centres; and
- (v) the Council will not become involved in the day to day running of any centre unless specifically requested to do so by the management committee involved or unless the management committee is no longer able to provide the necessary support to the centre adequate to sustain its purpose.

270. Leisure Aid Foundation. (Item 11)

The Committee received a report giving details of the need to reassess the current scheme of work of the Leisure Aid Foundation in the light of the amount of work required to be undertaken and the funding available to give small incentive grants to young people who are talented in a particular sporting, or artistic ability or potential. It was proposed that a new scheme be implemented to meet the original objectives of Leisure Aid Foundation but to be managed along more straightforward principles by the establishment of a revenue budget of £3,000 per year to finance the scheme and other criteria as detailed with the report.

RESOLVED that:

- (i) a new revenue budget be established from within the existing additional marketing budget, and that the Leisure Aid Foundation be replaced by a new scheme “Sports and Arts Grants for Young People”;
- (ii) the new scheme be administered under the conditions outlined in the Officer's report; and
- (iii) Strategy & Policy Committee be requested to authorise the necessary expenditure under Section 137 Local Government Act 1972.

271. Outdoor Basketball Initiative (OBI). (Item 12)

The Committee considered a report regarding a proposal for the Council to make a block application to the Outdoor Basketball Initiative on behalf of a number of sites for the provision of basketball posts.

RESOLVED that works be initiated subject to:

- (i) appropriate funding being available from existing budgets up to a total of £10,000 expenditure; Officer's investigate further the siting of basketball posts through the Outdoor Basketball Initiative, at sites which meet the required criteria; and
- (ii) subject to the Ward Councillors approval.

272. 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 only which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (5) Information relating to financial assistance.

273. Presentation by Warfield Parish Council, re: Westmorland Drive.

Councillors Shaw, Swindells and Taylor of Warfield Parish Council attended the Committee to give a presentation on the proposals to develop a pavilion at Westmorland Drive, Warfield, and answered questions thereon. The presentation was given after the exclusion of public and press due to the likely disclosure of exempt information.

274. Basketball Development Officer. (Item 13)

The Committee received a report reviewing the Basketball Development Officer's role is within the Council, in particular the shared role between the Sports Centre and the Young People in Sport Scheme. It was felt that, further to the resignation of the most recent post holder, these roles could now be separated. This could be achieved by continuing to run the activities at the Sports Centre from within existing resources with half of the Basketball Development Officer's salary. The 'Young People in Sports' scheme could be developed to include basketball along similar lines to the other schemes. Close links with the Thames Valley Tigers would be maintained.

RESOLVED that:

- (i) the post of Basketball Development Officer be deleted from the establishment;
- (ii) half the current salary costs, currently funded by the DSO, be transferred to the Client to allow the Leisure Development Manager to further develop existing Young People in Sport Schemes and to incorporate basketball; and
- (iii) the DSO ensure the continuation of established basketball schemes at the Centre, including the Lunchtime League, holiday courses, etc.

275. Bracknell Half Marathon 1998. (Item 14)

The Committee received a report giving details of the arrangements for the 1998 Bracknell Half Marathon.

RESOLVED that the arrangements for the 1998 Bracknell Half Marathon be noted.

276 **Maintenance Budgets. (Item 15)**

The Committee received a report regarding the need to find funding for community centre maintenance and necessary repairs to the building at Horseshoe Lake through virement from other budget heads.

RESOLVED that the virement of £15,000 from “Additional Marketing Budget”, on the basis of £5,000 to the “Horseshoe Lake” budget and £10,000 to the "Community Centres" budget be approved.

277. **Leisure Services Focus Group. (Item 16)**

The Committee received a report giving details of the work undertaken by the Leisure Services Focus Group on 6 August 1997 regarding the Committee's list of agreed functions, terms of reference for the Committee and its Sub Committees, the current position of officer delegations and the need or otherwise for establishing additional sub committees or focus groups.

RECOMMENDED to Strategy & Policy Committee that:

- (i) the list of functions for the Leisure Services department, as detailed at Annexe 1 of the Report, be submitted for adoption;
- (ii) the words “and overall Council policy” should be deleted from item 1 of the Service Committees Primary Responsibilities as detailed in the Service Committee Standard Terms of Reference;
- (iii) the draft terms of reference attached at Annexe 1 of the Report for the Leisure Services Committee commencing on 1 April 1998 be adopted;
- (iv) the Leisure Services Executive Sub Committee act as an urgency Sub Committee with the following terms of reference:

“To act as an urgency Sub Committee for any matter within the terms of reference of the Leisure Services Committee”
- (v) Christmas festivities work currently undertaken by the Christmas Festivities and Millennium Sub Committee should be incorporated into the remit of the Leisure Services Committee;
- (vi) the area of work of the Christmas Festivities and Millennium Sub Committee dealing with Millennium issues be undertaken by a Sub Committee of Strategy and Policy Committee in order to facilitate a strategic overview of this work;
- (vii) a report be taken to the next meeting of the Edgbarrow and Sandhurst Sports Centre Management Committee recommending that the constitution be amended by reducing the membership by one person from 1 April 1998 to reflect the loss of County Council representations; and
- (viii) the issue of a Council’s grants-issuing mechanism be referred through Leisure Services Committee to the Strategy and Policy Committee for consideration.

278. **Items for Information. (Items 17, 18, 19 and 20)**

The Committee received and noted the following items submitted for information:

Revenue Budget Outturn Report 1996/97 (Item 17)

Background and Progress Report on the Major Improvement Scheme for South Hill Park - South Hill Park 2000 (Item 18)

UK and Ireland Corporate Games 1998 (Item 19)

Leisure Capital Programme - Construction Projects (Item 20)

279. 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 21, 22 and 23 which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (5) Information relating to financial assistance from the authority (Items 21 and 22)
- (7) Information relating to financial or business affairs of a third party (Item 23)

280. Proposed Pavilion - Westmorland Drive, Warfield. (Item 21)

Members of Warfield Parish Council updated the Committee on the proposals for the pavilion at Westmorland Drive, further to their earlier presentation.

The Committee considered a report containing exempt information relating to the proposals to develop the pavilion at Westmorland Drive. The Borough Solicitor updated the Committee on the complexities of the issue and the possible options that could be taken in order to progress this scheme. Option 1 would involve building a larger pavilion with the potential for a broad range of community uses, while Option 2 would involve the construction of a smaller pavilion ancillary to the open space.

RESOLVED that subject to:

- (i) the Planning Sub Committee deeming it appropriate to vary the terms of the Section 52 agreement so as to release the current owners of the Open Space 8 North Bracknell from their obligations to transfer the land to the Borough Council; and
- (ii) Warfield Parish Council producing a business plan to the satisfaction of the Borough Leisure Officer and Borough Finance Officer; and
- (iii) Warfield Parish Council confirming their agreement in principle to the course of action identified in (a) to (f) below by the end of September 1997 then;
 - (a) the developers be requested to transfer the land to the Parish; the land transfer agreement to be to the satisfaction of the Borough Solicitor;
 - (b) the Borough Council indemnify the developers/land owners as outlined in paragraph 4.1.2 of the Officer's report;
 - (c) the Borough agree to provide a grant of £591,767 (minus any future expenditure on this project) on terms to secure that the grant is properly applied to the construction of a pavilion; the agreement between the Parish

and the Borough to incorporate terms to secure the proper management of the pavilion and the recreation ground by the Parish Council;

- (d) delegated authority be given to the Officers, if necessary, to negotiate with the developers and fund future ongoing maintenance of Open Space 8 from the £150,000 allocated within the Section 52 agreement for maintenance;
- (e) the Borough agree that monies due for commuted maintenance payments (£150,000 approx) be handed over to the Parish Council instead of the Borough Council; and
- (f) Leisure Services Committee recommend to Strategy & Policy Committee that up to £250,000 be loaned to the Parish Council at Base Interest Rates by the Borough Council (terms of repayment to be agreed).

281. Proposed Heritage Lottery Application - Warfield/Winkfield Countryside Park. (Item 22)

In a report containing exempt information the Acting Borough Leisure Officer outlined a proposal to apply to the Heritage Lottery Fund for a grant to help fund the acquisition of land for a new countryside park in Warfield/Winkfield.

RESOLVED that an application be made to the Heritage Lottery Fund for a grant for the creation of a countryside park in Warfield/Winkfield.

282. Exempt Minutes of the Joint Golf Course Committee - 13 March 1997. (Item 23)

The exempt minutes of the Joint Golf Course Committee held on 13 March 1997 were submitted to the Committee for information.

RESOLVED that the minutes be noted.

The meeting commenced at 7.30pm and concluded at 11.05pm.

CHAIRMAN

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CHRISTMAS FESTIVITIES AND MILLENNIUM SUB COMMITTEE
22 JULY 1997

Present: Councillor Blatchford (Chairman)
Councillors Barnard, Good, Miss Haydon, Mrs Hayes,
Mrs Keene, Onions and Wheaton
Town Councillors Mills and Mrs Wheaton
Mrs B Rumbold - Clerk to Bracknell Town
Mrs V Nowroz - Princess Square Manager

Also present: Councillor North

3. Minutes

The minutes of the meeting of the Sub Committee held on 23 January 1997 were approved as correct record and signed by the Chairman.

4. Christmas 1997 (Item 1)

The Sub Committee received a report on proposals for the Christmas light switch-on ceremony and late night trading evenings for Christmas 1997. The Town Centre Development Manager reported that twenty retailers would be prepared to open for the first late night trading night on the 20 November to coincide with the Princess Square Christmas light switch-on ceremony. The switch-on ceremony in Charles Square could also be held on the same night to provide a co-ordinated event. The Sub Committee considered the need to co-ordinate arrangements for the two ceremonies through the Town Centre Development Manager and the Princess Square Centre Manager. It was noted that some funding could come from the Town Centre Development Manager's budget if necessary.

The Sub Committee considered the proposed arrangements for the switch-on ceremony in Charles Square as detailed in the Officer's report and considered a range of community groups that could be involved.

The competition for local primary school children to design a new cover for the carol service programme would be run on the same basis as last year's competition with three prizes for the three separate winners. The Sub Committee considered the idea of developing a schools competition, possibly in the form of a carol competition, noting that the Town Centre Development Manager had written to local schools asking for their views on this matter.

The Town Centre Development Manager reported that a Christmas guide could be produced this year to include details of Town Centre Christmas activities. It was considered that the majority of the cost of producing the guide could be met by sponsors and advertising.

RECOMMENDED that:

- (i) approval be given to the arrangements for the official switching-on ceremony to take place as detailed in the report, and that
- (ii) the ceremony should take place on Thursday 20 November 1997.

5. **Christmas Carol Concert. (Item 2)**

The Sub Committee considered the arrangements for the Christmas carol concert and noted that it would be held on 14 December 1997 at Bracknell Sport & Leisure Centre. It would again be organised in conjunction with the South Berkshire Music Centre.

RECOMMENDED that;

- (i) the following charges be approved for the concert:

| | |
|------------------------|-------|
| Adult | £3.00 |
| Junior/OAPs/Unemployed | £1.50 |

- (ii) that the Acting Borough Leisure Officer report back to the next meeting of the Sub Committee regarding an assessment of the best approach to funding the carol concert in future years.

6. **Christmas Festivity Lighting. (Item 3)**

The Sub Committee considered a report giving details of the Christmas festivity lighting currently used in the town centre and the need to maintain and improve the current stock over the next few years. It was noted that the Parish and Town Council could write to the Town Centre Development Manager with a request for Christmas lighting in their own areas.

RECOMMENDED that:

- (i) approval be given in principal to an increase in festivity lighting subject to funding over the next two years;
- (ii) that the Leisure Services Committee be requested to consider the proposals for additional festive lighting and include funding from the Leisure Services budgets for 1998 to 2000 to complete the programme of festive lighting for the Millennium.

7. **Role of the Christmas Festivities and Millennium Sub Committee. (Item 4)**

Further to the meeting of the Committee held in January 1997 at which it had been requested that the Town Centre Development Manager should consider ways of work developing the Sub Committee's links with the Town Centre Forum and hence encouraging more participation from representatives of the traders within the town in Christmas and Millennium issues. The Sub Committee considered a report regarding the remit reporting line and structure of the Sub committee. It was noted that the Leisure Services Committee Focus Group to be held on 5 August 1997 had been tasked with assessing at the Terms of Reference and Officer Delegations of the Leisure Services Committee and its Sub Committees including the Christmas Festivities and Millennium Sub Committee. The Sub Committee considered that the views of the Parish and Town Councils, should be sought regarding representation on the Sub Committee and that those views should be forwarded to the Leisure Services Focus Group to be held on 6 August 1997.

8. **Initial Thinking on the Millennium. (Item 5)**

The Sub Committee received a report giving details of ideas that had been raised regarding events and celebrations for the Millennium, to be used as a basis for discussion. In addition to those ideas detailed in the report the following were suggested:

- (i) the establishment of a Millennium garden, park or arboretum with idea of a tree to be planted by the family of the first child born after the Millennium commencement of;
- (ii) a fireworks display;
- (iii) the use of lighting on local buildings involving the multi-national companies within the Borough;

- (iv) using August 1999, the fiftieth anniversary of the designation of Bracknell as a new town as the start point for festivities;
- (v) arranging events on and after the 31 December 1999 to mark the start of the Millennium year;
- (vi) use of the town twinning links;
- (vii) using visual lighting of the sky from all Parish areas either by bonfires, search lights or mortars.

RECOMMENDED that the ideas as detailed in the report and those suggested by the Sub Committee be noted and that the Town Centre Development Manager be requested to develop the ideas and bring a report back to the next meeting of the Sub Committee taking on board any views submitted by the Parish and Town Councils.

9. **Millennium Project - Feature Lighting in Bracknell Town Centre. (Item 6)**

Further to the presentation to the Council on the Croydon Lighting Project held on 21 July 1997, the Sub Committee considered the possibility of using feature lighting within Bracknell town centre in order to mark the Millennium. It was considered that a scheme to light town centre buildings permanently and thus improve amenity lighting would stand in its own right as an attraction and would be beneficial to the night time environment of the town centre as well marking the Millennium with a celebration of light. It was noted that most of the funding for the Croydon project had been received from sponsorship and from the Millennium Commission.

RECOMMENDED that

- (i) approval be given in principal to the promotion of feature lighting scheme for Bracknell town centre as a Millennium project;
- (ii) that funding be identified to the sum of £5,000 from this years budgets to enable the feasibility of a lighting scheme to be investigated; and
- (iii) subject to the necessary budget being identified, that authority be given to the Borough Engineer & Surveyor in conjunction with the Borough Planning Officer to carry out feasibility work into the scope and nature of a possible Millennium lighting project and its funding through consultation with the Town Centre Sub Committee and local businesses.

The meeting commenced at 5.30pm and concluded at 7.20pm

CHAIRMAN

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EDUCATION TRANSITION COMMITTEE
25 SEPTEMBER 1997

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

Also present: J Haig, Mrs M Desai, Ms L Wales (Teacher Representatives)

Apologies for Absence were received from:
Gordon Anderson (Oxford Diocesan Council)

291. **Minutes.**

The minutes of the meetings of the committee held on 13 May and 3 July 1997 were signed as a correct record, subject to the inclusion on 3 July, of an apology for absence from Councillor Thompson.

292. **Minutes of Sub Committees.**

The Committee received the minutes of the Education Consultation Panel held on 1 July and 9 September, the Budget Sub Committee held on 13 May and 15 September (Appendix A) (tabled at the meeting), the Education Quality Assurance Sub Committee on 13 May and 22 September (Appendix B) (tabled at the meeting). Arising on the minutes of the Quality Assurance Sub Committee, the Director of Education tabled a draft response to the white Paper "Excellence in Schools" which the Committee discussed.

Resolved: the draft response to 'Excellence in Schools' provided by the Director of Education be approved, subject to the inclusion of comments made by the Committee.

293. **Constitutional Matters. (Item 1)**

The Committee received a report from the Borough Administrator on the ballot for teacher representatives, the appointment of sub committees and to set additional meetings of the Committee. A supplementary report, setting out in full the result of the ballot for teacher representatives, was tabled at the meeting.

The report also drew attention to the need to appoint the Appeals Sub Committee and the Joint Advisory Sub Committee on Children's Services.

RESOLVED:

- (i) that Mr J Haig, Ms L Wales and Mrs M Desai be co-opted as non-voting teacher representatives;
- (ii) that the following members be appointed to the Appeals Sub Committee: Councillors Barnard, Mrs Doyle, Mrs Hayes, Ward, Thompson, Beadsley, Fawcett, Good and

Wheaton and that the following members be appointed to the Joint Advisory Sub Committee on Children's Services: Councillors Barnard, Ward and Mrs Hirst; and

- (iii) that additional meetings of the Committee be scheduled for 5 November and 11 December 1997 at 7.30 pm.

294. Report of Terms of Reference Focus Group. (Item 2)

The Committee received a report from the Borough Administrator and Director of Education detailing the proposed terms of reference for the Committee, its Sub Committees and specific officer delegations to the Director of Education.

An amendment was passed to paragraph 1 of the Quality Assurance Sub Committee's Terms of Reference, the effect of which was as follows:

"To consider the summaries of inspection reports of Bracknell Forest Schools and the action plans based upon them and receive an overall summary report of the progress made by schools on that action plan after two years".

An amendment to the Director of Education's specific powers was passed, the effect of which was to move paragraph 13 and 16 from Annexe B to form new Items 8 and 9 of the Terms of Reference of the Budget Sub Committee listed in Annex A to the report.

RESOLVED:

- (i) that the Terms of Reference for the Education Transition Committee set out in the report in addition to the Standard Terms of Reference be approved;
- (ii) that the Terms of Reference for Sub Committees and the Executive Sub Committee set out in the report and as amended above be approved; and
- (iii) that the officer delegations to the Director of Education set out in the report and as amended above be approved.

295. Appoint of Assistant Directors of Education. (Item 3)

The Committee received a report from the Director of Education detailing the appointment of three assistant directors of education all of whom were currently employed by Berkshire County Council. The Chairman welcomed the three newly appointed assistant directors to the Council.

RESOLVED that the report be noted.

296. Preparation for Unitary Status. (Item 4)

The Committee received a report from the Director of Education setting out a project plan for the establishment and subsequent operation of Bracknell Forest LEA. The Director of Education introduced the project plan set out in Annex 1 to the report.

The Chairman thanked Mr Graham Symonds, Education Planning and Project Officer, who had been the first education full time appointment, for carrying out, largely alone, a wide range of work in the time leading up to the Director of Education taking up post.

RESOLVED that the report be noted.

297. **Forward Look List. (Item 5)**

The Committee received a report from the Director of Education detailing the issues to be considered by the Committee and its Sub Committees in the shadow period to March 1998. The plan remained flexible and would be maintained in accordance with developments and new Committee dates.

RESOLVED that the forward look be noted.

298. **Budget Process Briefing. (Item 6)**

The Committee received a report from the Borough Finance Officer outlining the Council's budget strategy in relation to the Education Transition budget. The Borough Finance Officer reported that the disaggregated budget from Berkshire County Council due to be delivered on 30 September 1997 was well on course.

RESOLVED that the report be noted.

299. **LMS Scheme Revisions. (Item 7)**

The Committee received a report from the Director of Education seeking authority to consult on a local management of schools scheme for Bracknell Forest Borough. The draft scheme would be largely based on the existing Berkshire County Council model although the report outlined some amendments which would make the scheme more appropriate to the Bracknell Forest area.

RESOLVED that the draft LMS scheme described in the report be used as the basis for consultation with schools and that the Budget Sub Committee be requested to consider responses in detail to be finalised by the Committee at the December meeting.

300. **School's Museum Loans Service. (Item 8)**

The Committee received a report from the Director of Education on the future provision of the Schools' Museum Loans Service. The report proposed that the new unitary authorities

would all participate in a service level agreement with Reading Borough Council acting as lead authority. It was noted that the service was held in high regard by schools.

RESOLVED that the Committee agree to the arrangements described in the report that Reading Borough Council act as lead authority and that the Council enter into a service level agreement with Reading Borough Council.

301. Travellers' Education. (Item 9)

The Committee received a report from the Director of Education detailing proposals for the continued provision of the Traveller Education Service. It was proposed that Wokingham District Council would be the lead authority and that the service would continue to be based at George Palmer Infant School in Reading. Concern was expressed about the estimated level of expenditure of £13,500 per annum. It was however noted that schools valued the service a great deal when traveller children came into their area.

RESOLVED that the arrangement that Wokingham District Council be the lead authority for Travellers' Education be approved for an initial one year period.

302. Whitegrove School Second Phase Development (Item 10)

The Committee received a report from the Director of Education describing the rising pupil numbers at Whitegrove Primary School and drawing attention to the need for additional accommodation to be provided.

The Committee noted that Berkshire County Council had, in accordance with its established practices, provided a traditionally built core "block" which comprised seven classrooms (1 Form of Entry - F.E.) with all ancillary accommodation built to anticipate an increase in size to 2 F.E.

The Director had received a reply to his letter referred to in the report which indicated that Berkshire County Council had been planning additional accommodation for the financial year 1998/99 and that as a result the expenditure would need to be met by the Unitary Authority. The Director felt that the provision of a total of four additional classrooms was needed by April 1998. It was therefore urgent that there be agreement by the end of September 1997 for an order to be placed in January 1998. Whilst traditionally built classrooms would be desirable, but could not be completed until March 1999 and would cost approximately £700,000.

RESOLVED:

- (i) that the Committee agree in principle that additional accommodation be provided at Whitegrove School as a matter of urgency; and
- (ii) that representation be made in the strongest possible terms to Berkshire County Council to fulfil their responsibilities and identify funding in the sum of £464,000 to secure the required extension to Whitegrove Primary School

303. **Establishment of an Early Years Development Partnership. (Item 11)**

The Committee received a report from the Director of Education detailing the need for an Early Years Partnership to be established to show how the target of securing an early education place for all eligible four year olds in the Borough could be achieved by September 1998. It was noted that the plan would need to be submitted to DfEE for approval by February 1998. The report proposed to refer the task of establishing an Early Years Development Partnership to the Joint Advisory Sub Committee on Children's Services.

RESOLVED:

- (i) that the Joint Advisory Sub Committee on Children's Services be authorised to consult on the terms of reference and constitution of an Early Years Development Partnership and report back to the Committee on 5 November with proposals; and
- (ii) that the Sub Committee be requested to establish an early meeting date to begin the process.

304. **Progress Report on Outdoor Education. (Item 12)**

The Committee received a report from the Director of Education including representations from the trustees of Rhos-y-Gwaliau Outdoor Education Trust regarding the future support for Outdoor Education. The trustees were requesting that all unitary authorities provide a grant to the trust through the lead authority arrangements being established by Wokingham District Council. The Sub Committee had discussed its position on outdoor education at the previous meeting, arising on a discussion of items being dealt with by the Inter Authority Co-ordinating Group.

At its previous meeting, the Committee had indicated that the funds available for support for outdoor education would not be paid in the form of a subsidy to use the Welsh Centres.

It was moved and seconded that the Committee's position as discussed at the meeting on 3 July be affirmed that the Committee declares its general support for outdoor education and would look to support it in a general manner rather than through the Welsh Centres alone. The Chairman requested a recorded vote on the above motion. The result was as follows:

For: Cllrs Barnard, Beadsley, Mrs Doyle, Egan, Fawcett, Harrison, Mrs Hayes, Mrs Hirst, Mrs Shillcock, Thompson, Ward and Worrall (12)

Against: Cllrs Good, Taylor and Wheaton (3)

Abstaining: Cllr Mills (1)

Accordingly, the motion was declared carried.

RESOLVED:

- (i) that the Committee's previous position on the Welsh Outdoor Centres be affirmed;

- (ii) that the funding available for Outdoor Education be allocated centrally and that the process be the subject of a further report by the Director of Education; and
- (iii) that reference to outdoor education in the draft LMS scheme be deleted.

305. **Baseline Assessment. (Item 13)**

The Director of Education informed the Committee that the report on baseline assessment had been dealt with by the Quality Assurance Sub Committee and that it was not necessary for the Committee to take any further action.

RESOLVED that the report be noted.

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

CHAIRMAN

EDUCATION BUDGET SUB COMMITTEE
15 SEPTEMBER 1997

Present: Councillor Barnard (Chairman)
Councillors Beadsley, Fawcett, Mrs Hayes, Thompson,
Ward and Worrall

Also present: Councillor Mrs Hirst

Apologies for Absence were received from:
Councillors Good, Wheaton and County Councillor Winter

3. Minutes

The Minutes of the meeting of the Sub-Committee held on 13 May 1997 were approved as a correct record.

4. Budget Process Briefing

The Sub Committee received a report from the Borough Finance Officer outlining the project plan to prepare the Borough Council's first budget as a unitary authority and detailing the particular aspects relevant to education. A great deal would depend on the indicative SSA, expected from the Government in December defining how much financial support would be allocated to Bracknell Forest.

Schools were generally happy with the level of delegation to them under the existing Berkshire County Council LMS scheme. There was also a wish for a 'seamless transition' from the current budgets. The Sub Committee noted the various definitions of aggregated, potential and general schools' budgets under LMS.

RESOLVED that the report and presentation be noted.

5. Scheme for the Local Management of Schools

The Sub Committee received a report from the Director of Education outlining the need for the Borough Council to draft its local management of schools scheme by the end of December 1997.

The Sub Committee received a detailed presentation on the system of age and needs weighted pupil units. It would be necessary for the Borough to consult schools and the DfEE on its draft formula.

In accordance with Council's budget strategy, the aim was for a seamless transfer. However Officers were looking to simplify aspects of the funding for resourced units in schools, for the funding of four year olds. Finally, the Sub Committee noted the timetable for devising Bracknell Forest's LMS scheme.

RESOLVED that the report be noted.

6. Grants for Education Support and Training (GEST)

The Chairman welcomed Alison Sanders, newly appointed Assistant Director of Education who provided the Sub Committee with an introduction to the annual process by which the government achieves its educational priorities by offering grants for support and training. Priorities are categorised and bids need to be submitted for all categories in which the Borough Council would seek funding. The DfEE were very late this year in coming forward with the GEST circular which would form the basis of the Borough Council's GEST bid and it was thought that this was due to possible changes of approach by the new Government.

RESOLVED that the report be noted.

The meeting commenced at 7.30pm
and concluded at 9.40pm.

CHAIRMAN

EDUCATION QUALITY ASSURANCE SUB COMMITTEE
22 SEPTEMBER 1997

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

Also Present: Councillor M Thompson

Apologies for Absence:
Councillor Mrs Shillcock
County Councillor M Tomkinson

3. Minutes - 13 May 1997

The minutes of the meeting of the Sub Committee held on 13 May 1997 were received as a correct record.

4. Baseline Assessment

The Sub Committee received a report from the Director of Education outlining issues associated with the need for a scheme of Baseline Assessment for all children entering primary school. Currently, most schools in the Borough were using the Surrey Scheme. A new Surrey Scheme would be available and other schemes could be expected to be launched in the coming months. These would be evaluated, but it would be important that all the Borough's primary schools were operating the same system.

There was concern about the time the tests really took to administer to children. The target time was 20 minutes, but fieldwork had suggested 30 minutes to be more realistic.

RESOLVED

- (i) that the report be noted; and
- (ii) that the principle of a single Baseline Assessment Scheme for Bracknell Forest LEA be endorsed.

5. Excellence in Schools: The Government's White Paper

The Sub Committee received a report from the Director of Education outlining the main provisions of the white paper aimed at raising achievement in schools. The Director tabled a summary document from the DfEE of the paper's content. The Sub Committee received a detailed presentation on the proposals.

The Director of Education invited the Sub Committee to make any comments on the contents of the paper.

Views coming forward from members of the Sub Committee were as follows:

- The Government should not be dogmatic about achieving the maximum class size of 30.
- There should be clarification of the meaning of high quality education for four year olds. The schooling for younger children should be distinct from reception classes.
- Would measures designed to encourage parents to become more involved in children's education be effective if arrangements were purely voluntary?

The Director of Education undertook to provide a draft letter to the meeting of the Education Transition Committee for it to consider.

RESOLVED that the report be noted and that a detailed response be considered by the Education Transition Committee.

6. **Targets/Lifelong Learning Task Force**

The Sub Committee received a report from the Director of Education outlining proposals for a Targets/Lifelong Learning Task Force. The initiative was being jointly sponsored by the Training and Enterprise and the LEA to provide an umbrella body to look at all types of provision for lifelong learning. Further Government proposals on lifelong learning were expected.

The Sub Committee discussed the detail of the proposed composition of the Task Force as set out in Appendix 2 to the report.

RESOLVED that the approach outlined in the report to establish a joint Targets/Lifelong Task Force be endorsed.

7. **School Inspection Reports**

The Sub Committee received a report from the Director of Education enclosing two specimen summary inspection reports. Copies of the two schools' action plans were tabled at the meeting.

Under the current OFSTED scheme, all schools would be inspected every six years and under-performing schools more frequently.

The Sub Committee agreed that after vesting day it would wish to see copies of summary inspection reports when they become available for schools in the Borough, followed up by the school's action plan which under present regulations had to be produced within 40 school days of the publication of the inspection report.

The Director of Education undertook to provide an interim service in respect of inspection reports received in the remainder of the shadow year.

RESOLVED that the report be noted and the Director of Education be requested to report OFSTED reports in summary form to the Sub Committee.

8. **Date of Next Meeting**

It was agreed that the next meeting of the Sub Committee would take place on Wednesday 12 November 1997 at 7.30pm.

The meeting commenced at 7.30pm and concluded at 9.50pm.

CHAIRMAN

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SOCIAL SERVICES TRANSITION AND HOUSING COMMITTEE (SPECIAL)

30 SEPTEMBER 1997

Present: Councillor Angell (Chairman), Councillors Barnard, Bayle, Egan, Grayson, Harrison, Miss Haydon, Mrs Hirst, Jones, McCormack, Mrs Pile, Ryan, Mrs Shillcock, Simonds, and Worrall

Also in attendance: County Councillor Mrs Williams

Apologies for absence were submitted on behalf of Councillor Mrs Hayes

306. Exclusion of Public and Press

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 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

307. Social Services and Housing Department - Proposed Structure

In a detailed report containing exempt information the Director of Social Services submitted the proposed initial structure for Social Services and Housing Department on 1 April 1998 and answered members questions thereon.

There were many issues addressed by the proposed structure, including the structure of the children and family team, adult services, housing services, strategy and support services, financial services, information technology, personnel and training, planning development and administrative support. Numerous questions were raised on the above issues, in particular the fact that, unlike many of the other new unitary authorities in Berkshire, there would only be two second tier posts as opposed to three elsewhere. It was noted that, at present, the structure proposed would support the services required and that a third second tier post was not, at this stage, an option that would be appropriate to Bracknell Forest.

In response to questions from members, the Director of Social Services and Housing stated that there were three areas that would require careful monitoring, namely the child protection co-ordination and review function, the planning quality assurance function and the finance function, and these areas would be kept under review.

The Director of Social Services and Housing also identified an additional post in the section dealing with I.T. Services. On the advice of the Corporate Head of I.T. Services, an additional Application Support Officer had been identified which had been omitted from the structure. This was now to be included.

RESOLVED that the proposed structure for the Social Services and Housing Department, as reported, be supported in principle and recommended for acceptance to the Unitary Structures Sub Committee at its meeting on 2 October 1997.

308. **New Posts (additional item to the agenda)**

In a detailed report the Director of Social Services and Housing reported that the Housing Department had identified a need for four new posts to strengthen the existing teams and to ensure that required service and performance standards were met. The need for the posts had been justified during the last budget and provision had been made in contingencies, although at that time it had been agreed that the posts should only be actioned within the context of the decisions to be made in relation to the new unitary structures. The four posts were Senior Benefit Assessors (2), Visiting Benefits Officer and a Senior Housing Officer (estates).

Further to questions from members and the Director of Social Services and Housing responding thereto it was

RESOLVED that:

- (i) the permanent post of Senior Housing Officer (estates) be supported;
- (ii) the posts of two Senior Benefit Assessors and a Benefits Visiting Officer be supported for a temporary contract of one year; and
- (iii) the above recommendations be referred to the Personnel Sub Committee for approval.

309. **Office Accommodation Update**

In an exempt report for information the Director of Social Services and Housing updated members on the current situation with regard to the office accommodation from Seymour House to Times Square and answered members questions thereon.

In response to a question from a member it was agreed that the Director of Social Services and Housing and the Senior Committee Administrator would arrange a visit to Time Square for members of the Committee.

RESOLVED that the report be noted.

The meeting commenced at 7.30 pm
and concluded at 9.35 pm

CHAIRMAN

PLANNING AND TRANSPORTATION COMMITTEE

2 OCTOBER 1997

Present: Councillor Mrs. Ballin (Chairman)
Councillors Bayle, Blatchford, Mrs. Clifford,
Mrs Doyle, Finnie, Flood, Jones, Onions,
Mrs. Pile, Ryan, Sargeant, Veakins, Wade and Worrall.
County Councillor Mrs. Boyd

Apology for absence were received from:

Councillors Adams and Veakins

310. **Minutes**

The minutes of the meeting of the Committee held on 26 June 1997 were approved as a correct record and signed by the Chairman.

311. **Planning Control Sub Committee**

RESOLVED that the minutes of the meetings of the Planning Control Sub Committee held on 14 July 1997, 11 August 1997, and 8 September 1997, as set out in Appendices A, B and C hereto, be received.

312. **Highway Sub Committee**

RESOLVED that the minutes of the meeting of the Highway Sub Committee held on 15 September 1997 as set out in Appendix D hereto, be received and that the recommendations regarding additional highway responsibilities (Minute 58) and extension of term of contract for engineering works (Minute 62) be adopted.

313. **Local Government Reorganisation - Position Statement (Item 1)**

The Director of Planning and Transportation reported to the Committee on progress made on certain aspects of the local government reorganisation process. These included staffing matters, the future of the Babtie contract, office accommodation for the new department and arrangements for the joint Committee for Strategic Planning.

The report sought agreement to a form of words which would need to be adopted by the full Council to give effect to the new Joint Committee for Strategic Planning, the first formal meeting of which was scheduled for 3 November 1997.

RESOLVED that the progress made be noted.

RECOMMENDED that the Council agrees to give effect to the new Joint Committee for Strategic Planning by resolving that:-

- (i) Pursuant to the powers contained in Section 101(5) of the Local Government Act 1972, the Council discharge the functions described in the Joint Committee Protocol jointly with Reading Borough Council, Newbury District Council, Slough Borough Council, the Royal Borough of Windsor and Maidenhead and Wokingham District Council.
- (ii) A joint committee, to be known as the Joint Strategic Planning Committee, be set up pursuant to the powers contained in Section 102(1)(b) of the Local Government Act

1972 comprising one elected member nominated by each of the authorities referred to in (i) above, together with one elected member nominated by Bracknell Forest Borough Council.

- (iii) It be agreed that each of the authorities may, in addition, appoint a further elected member to attend the Joint Committee as an observer.
- (iv) Expenses incurred by the Joint Committee be shared on an equal basis between the authorities.
- (v) The term of office of each elected member nominated or appointed by each authority shall be a matter for each appointing authority to decide in relation to their elected members.
- (vi) Subject to the above, the provisions of the Joint Committee Protocol be agreed and the Borough Solicitor be authorised to enter into such agreement or agreements with the other authorities as may be necessary to give effect to these joint arrangements.

314. Revenue Budget Outturn Report 1996/97 (Item 2)

The Committee received a report comparing actual income and expenditure with the revised revenue budget for the Committee for the financial year ended 31 March 1997.

RESOLVED that the revenue budget outturn, provisions and earmarked balances be noted.

315. Draft Bracknell Town Centre Urban Design Framework (Item 3)

The Committee considered a draft Urban Design Framework for Bracknell Town Centre which had been developed by URBED with Jon Rowland Urban Design and which was intended to provide a sound basis for detailed planning for the regeneration of the town centre.

RESOLVED that the draft Bracknell Town Centre Urban Design Framework be published for consultation.

316. Planning and Affordable Housing: Department of the Environment, Transport and the Regions - Consultation on Draft Revised Circular 13/96 (Item 4 (i))

The Committee considered a report in which the Director of Planning and Transportation proposed a response to the Government consultation on revisions to Circular 13/96.

RESOLVED that the Department of the Environment, Transport and the Regions be informed that Bracknell Forest Borough Council:

- (i) welcomes this review and further clarification of Circular 13/96;
- (ii) requests further clarification of the term 'low cost market housing', which is considered confusing and ambiguous, and requests that the definition of affordable housing should be confined to subsidised housing only;
- (iii) accepts the reduction in threshold, but remains opposed to the setting of a minimum threshold by Government Circular. This should be a matter for the Local Planning Authority, in line with the housing need for the locality and determined through the local plan process;

317. **Bracknell Forest Borough Local Plan - Affordable Housing Policy (Item 4 (ii))**

The Committee considered a report in which the Director of Planning and Transportation suggested Further Proposed Changes to the Bracknell Forest Borough Local Plan in respect of affordable housing policy which took account of information from the Housing Needs Study together with the recently published consultation paper on Planning Affordable Housing.

RESOLVED that Further Proposed Changes be made to the Bracknell Forest Borough Local Plan to incorporate the following approach:-

- (i) The percentage of affordable housing to be sought in Policy H8 to remain at 20%;
- (ii) Pending the outcome of the consultation on revised circular 13/96, the threshold at which affordable housing is required be set at a net increase of 25 or more dwellings or 1 hectare;
- (iii) The definition of affordable housing to exclude "low cost" market housing.

318. **Bracknell Forest Borough Local Plan Review and Further Proposed Changes (Item 5)**

Notes: (i) Councillors Mrs Ballin, Flood, Jones, Sargeant and Wade declared an interest arising from the Council's land holding in Bracknell Town Centre and withdrew from the meeting during the discussion and voting on policy E1; proposal PE1(i); proposal PE1(ii); proposal PE1(iii); policy E6 and policy E7

(ii) Councillor Bayle declared a pecuniary interest in the potential redevelopment of the Bracknell Town Centre and withdrew from the meeting during the discussion and voting on policy E1; proposal PE1(i); proposal PE1(ii); proposal PE1(iii); Policy E6 and Policy E7.

(iii) Councillor Flood declared a pecuniary interest in policy R15 and withdrew from the meeting during the discussion and voting on that item.

(iv) Councillor Finnie was elected to Chair the meeting during that part of this item in which both the Chairman and the Vice Chairman had declared an interest and withdrawn from the meeting.

The Borough Planning Officer presented a detailed report on the results of the review of the Bracknell Forest Borough Local Plan (BFBLP), which had been requested by the Committee on 19 May 1997 (Minute 147. refers). The report recommended Further Proposed Changes to the deposit draft, re-examined the objections to the deposit draft, considered the counter objections to the proposed changes and recommended a procedure for consulting on the Further Proposed Changes prior to the Public Local Inquiry in 1998.

A number of detailed drafting amendments were made to the Further Proposed Changes document.

COUNCILLOR FINNIE IN THE CHAIR

RESOLVED that:

- (i) the Further Proposed Changes concerning Policy E1 - Development in Bracknell Town Centre; Proposal PE1i - Skimped Hill/High Street, Bracknell; Proposal PE1ii - South of Bracknell Town Centre; and Proposal PE1iii - Land between the Town

centre by-pass, The Ring, High Street and Town Square; Policy E6 - Hierarchy of Shopping Centres and Policy E7 - Shopping set out in Annexe B to the report, be published for public consultation.

MRS BALLIN IN THE CHAIR

- (ii) the Further Proposed Changes concerning Policy R15 - recreational development at Amen Corner, Binfield, set out in Annexe B to the report, be published for public consultation;
- (iii) the assessment contained in paragraphs 4.1 - 4.5 and Annexe A of this report be approved for the purpose of defining the outstanding housing requirement of Bracknell Forest Borough Local Plan (BFBLP);
- (iv) subject to the decision of the Council on Policy PH1.1 - Land at Peacock Farm, the remaining Further Proposed Changes, set out in Annexe B to the report, be published for public consultation;
- (v) the Borough Planning Officer in consultation with the Committee Chairman be delegated to make minor changes of clarity and accuracy to the BFBLP in order to take account of matters such as recent Government policy advice;
- (vi) the procedure for public consultation on the Further Proposed Changes detailed at Section 7 of this report be approved;
- (vii) the method for dealing with the further Proposed Changes at the Public Local Inquiry detailed at paragraph 8.4 of this report be adopted;
- (viii) the Further Proposed Changes to the BFBLP be approved for development control purposes.

Note: In accordance with Standing Order 44, the following decision was required to be submitted to the Council as a recommendation:

RECOMMENDED that the amendments to the Bracknell Forest Borough Local Plan in respect of development proposal for land at Peacock Farm, west of Bracknell, as set out in Annexe B to the report, be published as Further Proposed Changes.

319. Proposed Wildlife Heritage Site - Windsor Forest (East) and Crowthorne Woods (Item 6)

The Committee considered a report in which the Acting Borough Leisure Officer and the Director of Planning and Transportation proposed the designation of Windsor Forest (East) and Crowthorne Woods as a Wildlife Heritage Site.

RESOLVED that:

- (i) Windsor Forest (East) and Crowthorne Woods be added to the Borough Council's register of Wildlife Heritage Sites, as WHS502; and
- (ii) the existing Wildlife Heritage Sites 502, 503, 504, 315 and 614 be removed from the register of WHSs, as they are incorporated in the above new Wildlife Heritage Site 502.

320. Wildlife Heritage Sites 102 and 120: Proposed Boundary Amendment (Item 7)

The Committee considered a report in which the Acting Borough Leisure Officer and the Director of Planning and Transportation proposed boundary amendments to two Wildlife Heritage Sites in Binfield: Gardeners Copse, and Riggs Copse.

RESOLVED that the boundaries of Wildlife Heritage Site 102 (Gardeners Copse) and Wildlife Heritage Site 120 (Riggs Copse) be amended as detailed in the report.

321. Bracknell Forest Borough Council Leisure Strategy (Item 8)

The Director of Planning and Transportation advised the Committee of the publication of the Bracknell Forest Borough Council draft Leisure Strategy and, in a detailed report, suggested responses to those recommendations in the draft strategy which would have implications for the Planning and Transportation Committee in the future.

RESOLVED that the Leisure Services Committee be informed that the Planning and Transportation Committee:

- (i) recognises the difficult issues involved in the preparation of the draft Leisure Strategy;
- (ii) makes the detailed comments set out in the report, as amended in the Supplementary Report of the Borough Planning Officer

322. Northern Distributor Road, Bracknell Phases 4A and 5B (Item 9)

The Committee considered a progress report on the four sections of the Bracknell Northern Distributor road which remained to be built. The report outlined the current position in respect of each phase and discussed the possibility of a traffic analysis to identify any potential problems for traffic movements relating to the completion of Phases 4a and 5b.

RESOLVED

- (i) That the County Council be urged to take urgent steps to progress land acquisition for Phase 4A; and
- (ii) That further studies be authorised regarding the impact of the opening of each remaining section of the NDR on the local highway network.

323. The Nolan Committee Recommendations Relating to Town and Country Planning (Item 10)

The Committee considered a report from the Borough Solicitor on recommendations published by the Nolan Committee regarding standards of conduct in local government. The Audit Performance and Scrutiny Committee had referred the recommendations which related specifically to Town and Country Planning matters to the Planning and Transportation Committee for consideration.

RESOLVED that:-

- (i) a scheme for the training of Councillors in Town & Country Planning be established; and
- (ii) the Director of Planning & Transportation be instructed to prepare a draft training scheme for Councillors for the approval of the Committee; and
- (iii) the Director of Planning & Transportation and the Borough Solicitor be instructed to provide a further report to the Committee on whether the procedures of the Council

accord with the Code of Best Practice in Planning Procedures published by the Nolan Committee, the report to contain a draft planning code for publication; and

- (iv) the Director of Planning & Transportation and the Borough Solicitor be instructed to provide a further report to the Committee on the practical implications and consequences of further consultation on Planning Agreements.

324. Progress Report of Focus Group on Terms of Reference (Item 11)

The Committee considered a report on the progress made by the Focus Group established on 26 June 1997 to undertake a detailed review of the Committee's terms of reference, and delegations to officers and sub committees.

RECOMMENDED to the Strategy and Policy Committee:

- (i) That, pending the completion of the review of authorisations to Officers, the Director of Planning and Transportation be authorised to act as 'appointing officer' under Section 10(8) of the Party Wall etc. Act 1996;
- (ii) That each Parish/Town Council within the Borough be invited to appoint one representative to serve as a non-voting co-opted member of the Highways Sub Committee from 1 April 1998;
- (iii) That the recommendations of the Focus Group be considered as set out in the Appendices to the report and that particular attention be paid to:
 - (a) the areas of potential 'overlap' in the Drainage and Public Car Parks functions;
 - (b) the suggestion that service policy Committees be assigned responsibility for the strategic management and budget of their respective service departments.

325. Cycling Steering Group (Item 12)

The Committee considered a report seeking agreement to the continuation of the Cycling Steering Group and the appointment of members to serve on the Group.

RESOLVED that Councillors Adams and North be appointed to the Cycle Steering Group.

326. Integrated Transport Policy - Consultation (Item 13)

The Committee was advised that the publication of a consultative document on integrated transport policy to which the government had invited responses by 14 November 1997. It was suggested that a small group of members and officers discussed the paper and formulate a response for adoption by the Committee at its meeting on 13 November 1997.

RESOLVED that a Focus Group of members (3:2) and officers be formed to examine the Consultative Paper and report to the next meeting of the Committee.

327. Road Safety - Response to Motion 4/97 (Item 14)

The Committee was advised of the response received from the Minister of Transport in respect of Motion 4/97, which had been adopted at the meeting of the Council held on 1 July 1997.

RESOLVED that the terms of the reply received be noted.

The meeting commenced at 7.30 p.m. and concluded at 10.35 p.m.

CHAIRMAN

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PLANNING CONTROL SUB COMMITTEE

14 JULY 1997

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

21. Minutes.

The minutes of the Planning Control Sub Committee held on 16 June 1997 were approved as a correct record subject to the following amendments:

Application No. 622432 - Add after the word "invited":- "Notwithstanding the Officers' recommendation for refusal, the Committee considered that the strongly commercial character of the immediate locality was a material consideration, sufficient to justify approval of the application".

Application No. 622536 - First line of the resolution delete "obligations" and insert "objections".

22. Appeal Decisions Received. (Item 1)

The Sub Committee received a report on appeal decisions in respect of appeals relating to planning applications and enforcement notices 621601, 622124, CON 14/96 and CON 86/96.

23. Breaches of Planning Control. (Item 2)

CON 45/97

Church Farm Cottage, Hatch Lane, Winkfield
Unauthorised change of use of stable building and ancillary residential accommodation to a separate unit of residential accommodation

The Sub Committee noted details of correspondence received as set out in the Supplementary Report of the Borough Planning Officer.

RESOLVED:

- (i) That the Borough Solicitor be authorised to serve an enforcement notice in respect of the unauthorised change of use of the ancillary residential accommodation, tack store, feed store, garden store and workshop and to a separate residential unit, requiring the removal of the kitchen and the cessation of use of tack store, feed store, garden store and workshop as a separate unit of accommodation, with a compliance period of six months.
- (ii) That, in the event of any failure to comply with any of the steps required to be taken by the enforcement notice, the matter be allowed to proceed to a Magistrates Court action without further report.

CON 48/97

**4 Gibletts Folly, High Street,
Little Sandhurst
Unauthorised change of use
from single dwelling house to
two self contained flats**

RESOLVED that no further action be taken in this matter.

24. **Breaches of Planning Control. (Item 2.3)**

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

RESOLVED that the report be noted.

25. **Report on Planning Applications Received. (Item 3)**

The supplementary report of the Borough Planning Officer was tabled and Members noted the additional information contained therein relating to planning applications 622461, 622630, 622362, 622665 and 622503.

RESOLVED that the planning applications below be determined as recorded.

Application No. 621482

**Land at Chavey Down Post
Office and Garage, Priory
Road, Winkfield
Proposed redevelopment of
existing petrol station/garage,
tyre and exhaust centre and
fashion distribution centre to
provide shop/post office, two
shops, tyre and exhaust centre,
A3 (food and drink) unit, two
class A2 offices and one
residential unit**

It was noted that a site visit had been held in respect of this application on 10 July 1997, to which all Members of the Council had been invited. It was further noted that letters of objection had been received.

REFUSED for the following reasons:-

- (1) The size and siting of the proposal represents an undesirable overdevelopment of the site out of character with the surrounding area and detrimental to the amenities of adjoining property by reason of overbearing effect, loss of daylight/sunlight, overlooking and loss of privacy. The proposal would therefore be contrary to policies LD3 and EN1 of the Berkshire Structure Plan 1991-2000, EN5 of the North Bracknell Local Plan, and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Proposed Changes and to the objectives of the Priory Road Planning Brief approved by the Planning and Transportation Committee in June 1997 which makes a comprehensive assessment of the site and its environs.
- (2) The proposed tyre/exhaust centre and A3 use would generate levels of noise and disturbance which would adversely affect the amenity of the occupiers of adjoining properties contrary to policies LD3 of the Berkshire Structure Plan 1991-2000, E2 of

the North Bracknell Local Plan, and E3 and EN28 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Proposed Changes.

- (3) The access on to Church Road is unsuitable due to its sub standard width. This would result in vehicles being reversed into the public highway to the detriment of road safety.
- (4) The layout does not comply with the Local Planning Authority's standards in respect of vehicle parking. This would result in vehicles being parked on or reversed into the public highway to the detriment of road safety.

Application No. 621949

**Land rear of 44 North Road, Chavey Down, Winkfield.
Relocation of existing commercial building, widening of access and alterations to existing parking and provision of additional spaces following demolition of outbuilding.**

In accordance with Standing Order 23 Councillor Onions declared an interest in this item and withdrew for its duration.

A site visit had been held in respect of this application on 10 July 1997, to which all Members of the Council had been invited. It was noted that letters of objection had been received.

REFUSED for the following reasons:-

- (1) The proposal would be prejudicial to the proper future development of a larger area of land contrary to Policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Proposed Changes and to the objectives of the Priory Road Planning and Design Brief approved by the Planning and Transportation Committee on 26 June 1997.

Application No. 622388/CON 135/96

**Royal Berkshire Polo Club, North Street, Winkfield.
Retention of 12 no. lights on 7.3m high columns to illuminate existing all-weather pitch.**

It was noted that letters of objection had been received

RESOLVED

- (1) That the application be **REFUSED** for the following reasons:
 - (i) The proposed illumination would markedly detract from the open, rural and undeveloped character of the Green Belt contrary to policy 15 of the Green Belt Local Plan for Berkshire, policies C4 and EN2 of the Berkshire Structure Plan, and policies GB1 and EN16 of the Deposit Draft Bracknell Forest Borough Local Plan (including Proposed Changes).

- (ii) The proposed level of illumination in proximity to surrounding dwellings would cause material harm to residential amenities contrary to policy 15 of the Green Belt Local Plan for Berkshire and policy EN16 of the Deposit Draft Bracknell Forest Borough Local Plan (including Proposed Changes).
- (2) That the Borough Solicitor be empowered to issue an enforcement notice requiring the removal of the 12 columns and lights, giving a compliance period of 2 months and that in the event of failure to comply with any of the steps required to be taken by the enforcement notice, that the matter be allowed to proceed to a prosecution without further report.

Application No. 622097

**Land South of Greenacres,
Warfield Road, Warfield.
Erection of 36 dwellings with
associated roads, car parking
and landscaping with accesses
to Atte Lane and Huson Road.**

It was noted that letters of objection had been received.

RESOLVED That subject to:-

- (a) the consideration of any further representations as a result of the notification of amended plans raising matters that are not covered by this report and
- (b) **THE PRIOR COMPLETION OF A LEGAL AGREEMENT** under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to:
 - contributions towards the provision of highways infrastructure in the North Bracknell Local Plan area including:-
 - (i) the dedication of land to facilitate road widening and footpath provision on Warfield Road in accordance with the Highway Authority's Warfield Road proposals;
 - (ii) the construction of a footpath/cycleway to Warfield Road;
 - (iii) contributions towards off-site road and footpath/cycleway infrastructure.
 - the protection of wildlife in Piggy Wood as set out in paragraph 7.6 of the report and the transfer to the Council of Piggy Wood as public open space following surveys and the preparation of a management plan, covering the measures referred to in paragraph 7.6 of the Officers' report to the Committee, the carrying out of works in accordance with it and the payment of a commuted maintenance sum. The management plan shall provide details of wildlife fencing;
 - the provision of affordable housing on site;
 - financial contributions towards off-site sporting, recreational, social, community and educational facilities,

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

- (1) A2 Full permission - implementation
- (2) B1 Plans as amended:-

Planning layout - 2125/101 Rev L
Bourton house type - 598
Milton house type - F3HO73 Rev B
Wordworth house type - F3H105 Rev B
Shelley house type - F3H099 Rev A
Constable house type - F2H066 Rev B
Sheridan house type - F4H115 Rev C
Livingstone house type - F4H130 Rev B
Palmerston house type - F4H139 Rev B
Shakespeare house type - F4H131 Rev C

- (3) C1 Protection of trees etc
- (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 - implementation to be in accordance with a phased scheme to be submitted to and approved in writing by the Local Planning Authority
- (8) C10 Retention of landscaped areas
- (9) C16 Removal of permitted development rights (fences etc)
- (10) D4 Obscured glazing [first floor side facing windows as follows: Plot 1 (north), Plot 24 (north), Plot 26 (south) and Plot 32 (east)].
- (11) D6 Restriction on house extensions - plots 3-5 (inclusive)
- (12) E4 Schedule of materials to be submitted
- (13) G1 Levels/finished floor level
- (14) J2 - Foul and surface water drainage
- (15) W1 Wheel washing (building operations)
- (16) W2 Site organisation (building operations)
- (17) No building, engineering or other operations involving mechanical plant or equipment shall take place on the site outside the hours of 07.30 to 18.00 hours Monday to Friday and 08.00 to 13.00 hours on Saturdays.
- (18) HA5 Access constructed before occupation (approved drawing)
- (19) HA16 Roads to be provided
- (20) HA20 Visibility splays before occupation
- (21) HA25 Vehicle parking and turning space (approved drawing)
- (22) HA30 Garages retained for vehicle parking
- (23) Notwithstanding the provisions of Article 3 and Schedule 2 Part 17 Class G of the Town and Country Planning (General Permitted Development) Order 1995 (or any orders amending or re-enacting that Order) no building, structure or other plant or

equipment required for the supply of electricity shall be erected at or above ground level without the prior written approval of the Local Planning Authority.

- (24) No dwelling on plots 27 to 30 (inclusive) shall be occupied until a 3m wide footpath/cycleway has been constructed linking from Road 3 to Warfield Road as shown on the approved drawing.
- (25) There shall be no direct vehicular access from the site to Warfield Road.
- (26) The development hereby permitted shall not be begun until a scheme for protecting wildlife in Piggy Wood from disturbance during constructions works has been submitted to and approved in writing by the Local Planning Authority. The requirements of the scheme shall thereafter be observed until the completion of all building operations on the site.
- (27) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995, no floodlights shall be installed or operated in the rear gardens of houses on plots 1 and 2 and 6-16 (inclusive) without the prior permission in writing of the Local Planning Authority.
- (28) Details of the culvert incorporating a wildlife access under the road link into the site from the west shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of the development hereby approved, and shall be provided as part of that road.

Application No. 622440/CON 35/94

**23 Albion Road, Sandhurst.
Retrospective application for
the retention of the driveway
and an area of hardstanding
and the parking of two
commercial vehicles.**

It was noted that letters of objection had been received.

RESOLVED that the application be **REFUSED** for the following reasons:

- (i) The retention of the driveway and area of hard-standing and the parking of two commercial vehicles would have a detrimental impact upon the amenities of local residents by virtue of noise, disturbance and fumes associated with traffic movements to and from the site and the manoeuvring of the vehicles within the site.
- (ii) the retention of the driveway and area of hard-standing and the parking of commercial vehicles would be harmful to the residential character of the area by virtue of giving the site a commercial appearance out of keeping with this residential area.

Application No. 622574

**Land adjacent to 11 Crown
Row, Bracknell.
Outline application for the
erection of single storey retail
unit for any use falling within
classes A1 (shops), A2
(financial & professional
services) or A3 (food & drink).
(Application under General
Regulation 3).**

A site visit had been held in respect of this application on 10 July 1997, to which all Members of the Council had been invited. It was noted that letters of objection had been received.

REFUSED for the following reasons:-

- (1) The proposed development outside the boundaries of the neighbourhood centre would result in a loss of open space of public value and trees, which contribute to the character and appearance of the locality, and would therefore be contrary to Policies EN1 and R1 of the Bracknell Forest Borough Local Plan Deposit Draft Incorporating Proposed Changes.
- (2) The proposed A3 use does not comply with the Local Planning Authority's adopted parking standards contrary to Policy M11 of the Bracknell Forest Borough Local Plan Deposit Draft Incorporating Proposed Changes, and this could result in on-street parking and/or reversing movements on Opladen Way adversely affecting road safety and the free flow of traffic.

Application No. 622375/CON 87/96

**31 The Broadway, Sandhurst.
Retention of 1.8m high fence.**

RESOLVED that consideration be deferred, and a site visit be held in respect of this application, to which all Members of the Council will be invited.

Application No. 622009

**Waverley School, Ravenswood
Avenue, Crowthorne.
Erection of 4 no. five
bedroomed houses and 2 no.
four bedroomed houses and
garages after demolition of
existing school.**

It was noted that a site visit had been held in respect of this application on 10 July 1997 to which all Members of the Council had been invited. It was further noted that letters of objection had been received.

REFUSED for the following reasons:-

- (1) The proposal represents an undesirable overdevelopment of the site detrimental to the physical and visual character of the surrounding residential area and detrimental to the amenities of adjoining dwellings contrary to policies LD3 and EN1 of the Berkshire Structure Plan 1991-2006, H2, EN1 and EN8 of the Sandhurst Crowthorne Local Plan and H1, EN1 and EN21 of the Bracknell Forest Borough Local Plan Deposit Draft Incorporating Proposed Changes.
- (2) The proposed turning head does not comply with the local highway authority's standards in respect of road design.

Application No. 622461

**Jealotts Hill Research Station,
Maidenhead Road, Warfield.
Erection of two storey
laboratory building with
associated car parking.**

RESOLVED that subject to:-

- (b) the notification of the application to the Secretary of State as a departure from the development plan and

- (c) the consideration of any further representations as a result of the advertisement and notification raising matters that are not covered by this report.

The Borough Planning Officer be authorised to **APPROVE** the application subject to the following conditions:-

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as received - Drawings 1701/2,3,4,5,6,7 and A12 Rev.C/
- (3) C6 Details of hard and soft landscaping.
- (4) C7 Implementation of approved landscaping scheme.
- (5) C3 Details of tree protection etc.
- (6) C4 Protective fencing.
- (7) C10 Retention of landscaped areas.
- (8) E3 Details of materials to be submitted.
- (9) HA24 Vehicle parking in accordance with approved plan.

Application No. 622630

**Land to the rear of 3a, 4 and 5 Woodend Close, Winkfield.
Outline application for the erection of detached bungalow involving re-alignment of fence to rear of No. 3a Woodend Close.**

It was noted that a site visit had been held on 10 July 1997 to which all Members of the Council had been invited. It was further noted that letters of objection and a petition with 108 signatures had been received.

Prior to the vote on this matter it was requested that a recorded vote be taken on a motion to refuse the application. On being put to the meeting voting was as follows:

For: Councillors Birch, Mrs Doyle, Flood, Harrison, Mrs Hayes, Mrs Pile, Sargeant, Simonds and Thompson (9)

Against: Councillors Fawcett, Jones and Onions (3)

Abstaining: Councillors Adams, Mrs Hirst, Ryan, Taylor, Ward and Worrall (6)

RESOLVED that the application be **REFUSED** for the following reasons:-

The proposed development would be detrimental to highway safety for the following reasons:

- (i) the proposed parking spaces are inconveniently separated from the proposed bungalow and would therefore give rise to on-street parking on a bend in King Edwards Road and at a road junction;
- (ii) vehicles emerging from the parking spaces would have to contend with conflicting traffic movements including the possibility of traffic coming from Jubilee Avenue;

- (iii) vehicles emerging from the parking spaces would find visibility impaired by the presence of trees the subject of a Tree Preservation Order, and also by the likely presence of vehicles parked on-street.

Application No. 622362

**Priory House, Priory Lane,
Warfield.**

Erection of two storey side extension forming residential annex above three garages and erection of single storey rear extension following demolition of existing sun room and garage.

It was noted that letters of objection had been received.

APPROVED subject to the following conditions:-

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as amended.
Drawings 2536/1 Rev D and 4 Rec. C
- (3) C12 Details of surfacing of drive.
- (4) E2 Samples of materials to be submitted.
- (5) D3 House extensions - restrictions on additional window/door openings - in walls/roof above ground floor level facing north or south.
- (6) The extension hereby permitted shall not be occupied at any time other than for purposes ancillary to the use of Priory House as a single dwelling house.
- (7) HA30 Garages retained for vehicle parking.

Application No. 622542

Garden cottage, Prince Albert Drive, Winkfield.

Section 73 application to allow erection of tennis court with 3.6m high fence without compliance with condition 10 of planning permission 621019.

Application No. 622642

Garden cottage, Prince Albert Drive, Winkfield.

Section 73 application to allow construction of swimming pool without compliance with condition 10 of planning permission 621019.

It was noted that letters of objection had been received.

622542

APPROVED subject to the following conditions:-

- (1) A2 Full permissions - implementation
- (2) B1 Plans as amended
(insert "10 June 1997")
- (3) C1 Details of tree protection etc.
- (4) C4 Implementation of tree protection
- (5) C5 Replacement of damaged vegetation
- (6) D6 Removal of PD (extensions)
- (7) 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.
- (8) D9 Removal of PD (roof extension)
- (9) The garage hereby permitted shall be used for the parking of vehicles only and for no other purpose.

622642

APPROVED subject to the following conditions:-

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
(insert "A/79616/160, A/79616/16110 received 9 May 1997")
- (3) C1 Details of tree protection etc.
- (4) C4 Implementation of tree protection
- (5) C5 Replacement of damaged vegetation
- (6) D6 Removal of PD (extensions)

Application No. 622655

**Greenacres Farm, 23 Scotland Hill, Sandhurst.
Retrospective listed building application for the retention of 4 no. casement windows. replacement of 2 no. casement windows with sash windows**

It was noted that letters of object had been received.

RESOLVED That Listed Building Consent be **GRANTED**, subject to the following conditions:-

- (1) The replacement of the two casement windows with sash windows as shown on the plan and photographs received 15 May 1997 shall be carried out within three months of the date of this consent.
- (2) B3 Photographs and plan received 15 May 1997

Application No. 622582

Land at junction of Owlsmoor Road and Rackstraw Road, Sandhurst.

Display of 2 no. internally illuminated advertising panels (1750 x 1150) forming part of bus shelter.

It was noted that letters of objection had been received. The Borough Planning Officer was instructed to investigate with the applicant the possible substitution of the rear glazed panels with the poly carbonate panels currently used in neighbouring bus shelters, in order to prevent vandalism.

RESOLVED that advertisement consent be **GRANTED** subject to the following conditions:-

- (1)-(5) Standard advertisement conditions.
- (6) HA33 Restriction on illumination.

Application No.622500

Ryehurst Farm, Ryehurst Lane, Binfield.

Erection of replacement garage and store.

APPROVED subject to the following conditions:-

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
(insert "received 26 March 1997")

Application No.622646

14 Northington Close, Winkfield.

Erection of two storey side extension.

It was noted that letters of objection had been received.

APPROVED, subject to conditions:-

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received
(insert "site/location plans and Plans and Elevations received 12 May 1997")
- (3) E1 Materials to match existing building
- (4) Bedrooms 1 to 3 shall be provided in accordance with the approved plan prior to the first use of bedroom 4 hereby permitted and at no time thereafter shall any bedroom be subdivided so as to create a separate bedroom.
- (5) D4 Obscure Glazing
(insert "first floor" and "rear facing")

Application No. 622665

BP Garage, Bagshot Road, Bracknell.

Erection of single storey building to form new shop, erection of canopy to hgv

fuelling area, provision of replacement pump islands and floodlights following demolition of existing shop car wash and part of canopy.

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

APPROVED subject to the following conditions:-

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received
(insert "13028 -21A and 20B received 30 June 1997
- (3) E3 Details of materials to be submitted

- (4) No means of external illumination shall be installed on the site unless and until details of the proposed means of illumination have been submitted to and approved by the local planning authority. The submitted details shall include details of all proposed luminaires and any external light shields, whether freestanding or mounted on buildings.
- (5) The replacement shop hereby permitted shall only be used for purposes ancillary to the use of the site as a petrol filling station and for no other purpose (including any other purpose in Class A1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987, or in any provision or equivalent to that Class in any statutory instrument revoking and re-enacting that Order with or without modifications).
- (6) HA27 Provision of Parking Spaces
Substitute "No dwelling...be" with "The shop hereby permitted shall not be"
Delete "/provided".

Application No. 622672

**Land adjoining No 53 Manston Drive, Bracknell
Change of use of open area to private garden enclosed by 0.9m high conifer hedge to front and side**

RESOLVED That consideration be deferred and a site visit be held in respect of this application, to which all Members of the Council will be invited.

Application No. 622667

**33 Fawler Mead, The Warren, Winkfield
Erection of part two storey, part first floor side extension.**

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

APPROVED subject to the following conditions:-

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received
(insert "675 1 received 20 May 1995)

- (3) E1 Materials to match existing building
- (4) D3 House extensions - restrictions on additional door/window openings
(insert "32 Fawler Mead")

Application No. 622503

**11 Prince Consort Drive,
Winkfield.**

**Erection of two storey side
extensions and single storey
front and rear extensions
following demolition of existing
garage and store.**

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

RESOLVED That subject to:

- (i) no new issues being raised by Winkfield Parish Council within the 14 day consultation period; and
- (ii) the advertisement of the proposals as a departure from the development, and the consideration of any objections arising therefrom, and the referral of the application to the Secretary of State as a departure;

Approval be delegated to the Borough Planning Officer, subject to the following conditions:-

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received
(Insert 600/01B and 600/02A)
- (3) E1 Materials to match existing

(and any further conditions required as a result of the consultations).

26. Miscellaneous Item: Amendment to Approved Plans (Item 4)

Application No. 620899

**The Croft, Chavey Down Road,
Winkfield.**

**Erection of community hall
with vehicular access to Chavey
Down Road and pedestrian
access to Crawley Chase.
construction of 40 car parking
spaces.**

It was noted that letters of objection had been received.

RESOLVED that the amended plans be **APPROVED**.

27. Building Regulations. (Item 5)

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

RESOLVED that the report be noted.

28. **Notification of Appeals Received. (Item 6)**

The Sub Committee considered a report detailing appeals received since the previous meeting.

RESOLVED that the report be noted.

29. **Applications Dealt With by Borough Planning Officer Under Delegated Powers. (Item 7)**

The Borough Planning Officer presented a report detailing applications dealt with under delegated powers.

RESOLVED that the report be noted.

30. **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 item 8 which involved the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(12) Advice in connection with legal proceedings (Item 8)

31. **Breaches of Planning Control: CON97/96. (Item 8)**

CON 97/97

**14 St Helens Crescent,
Sandhurst
Unauthorised change of use of
amenity land to private garden**

RESOLVED, in view of the Borough Solicitor's advice in the matter and the issues referred to above, that **the Borough Solicitor be empowered to issue an enforcement notice** requiring the removal of the 24 fir trees within a 28 day compliance period and that, in the event of any failure to comply with the steps required to be taken by the enforcement notice, the matter be allowed to proceed to a Magistrates Court action without further report.

The meeting commenced at 7.30pm
and concluded at 10.05pm

CHAIRMAN

PLANNING CONTROL SUB COMMITTEE

11 AUGUST 1997

Present: Councillor Mrs Doyle (Chairman)
Councillors Adams, Mrs Ballin, Birch,
Flood, Harrison, Mrs Hirst, L Jones,
Onions, Mrs Pile, Ryan, Thompson
and Worrall

Apologies for Absence were received from:
Councillors Fawcett, Mrs Hayes, Sargeant,
Simonds and Ward

32. Minutes.

The minutes of the meeting of the Planning Control Sub Committee held on 14 July 1997 were approved as a correct record, subject to the addition of Councillor Adams as present at the meeting.

33. Matters Arising from the Minutes.

Application No. 622461

The Borough Planning Officer drew attention to the comments from the Secretary of State on this Application as set out in the supplementary report.

34. Reports on Planning Contraventions and Applications Received. (Item 1)

The Sub Committee received a report from the Borough Planning Officer detailing planning contraventions and applications received for the Sub Committee to determine.

CON 18/96

**John Nike Leisure Complex, John
Nike Way, Binfield.
Breach Of Condition 13 of Planning
Permission 608205.**

The Borough Planning Officer drew attention to information in the supplementary report regarding this contravention.

RESOLVED:

- (i) that at this stage, no further planning control action be taken in respect of breach of condition number 13;
- (ii) that the matter be referred to the Borough Environmental Services Officer to ensure that the site is operated strictly in accordance with the terms of the current Public Entertainment Licence, with special notice taken of the concerns of affected residents.

CON 59/97

**Crown & Anchor Public House,
Maidens Green, Winkfield.
Unauthorised erection of a marquee.**

RESOLVED that the Borough Solicitor be authorised to serve an enforcement notice requiring the removal of the marquee. The compliance period to be one month and that any failure to comply with any of the steps required by the enforcement notice, the matter to proceed to a Magistrates' Court action without further report.

CON 69/97

**63 Holland Pines, Bracknell.
Unauthorised enclosure of land -
change of use from open space to
private garden.**

RESOLVED that no further action be taken with regard to this change of use.

Breaches of Planning Control.

The Sub Committee noted a list from the Borough Planning Officer detailing new contraventions, contraventions resolved, notices served, new breaches of conditions, breaches of conditions and breaches of conditions resolved since the last report.

Application No. 622497

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

It was noted that objections had been received to this application.

RESOLVED that subject to the receipt and consideration of any further representations arising from the advertisement of the proposal as a departure from the development plan which raise issues not covered by this report, the application be **APPROVED** subject to the following conditions:-

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
- (3) C1 Protection of trees etc
- (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
- (8) C11 Construction of foundations - prevention of root damage to trees
(insert after "foundations" "and the construction of the new parking spaces")

- (9) The hotel hereby permitted shall not be brought into use until visibility splays of 2.4 metres by 120 metres have been provided at the access onto Dukes Ride. The

visibility splays shall thereafter be kept free from of all obstructions to visibility over a height of 0.6 metres above carriageway level.

- (10) HA27 Provision of parking Spaces
(Substitute "No...building shall" with "The hotel shall not ...")
- (11) The facilities, rooms and grounds of the hotel hereby permitted shall only be used by residents staying in the hotel and staff of the hotel and shall not be used by non-residents other than staff of the hotel.
- (12) Prior to the first use of the hotel hereby approved the first floor windows in the west elevation of bedrooms 17 and 18 shall be converted to high level windows in accordance with the approved plan and thereafter permanently retained as such.

Application No 622375/CON 87/97

**31 The Broadway, Sandhurst.
Retention of 1.8M high fence.**

It was noted that this application was deferred from the previous meeting of the Committee for a site visit. The site visit had taken place on 9 August 1997 and all Members of the Council had been invited.

It was noted that objections had been received in respect of this application.

RESOLVED that the application be approved.

Application No. 622722

**Tesco Store, County Lane, Warfield.
Section 73 Application to enable store to open between 08.00 and 21.00 on 22 and 23 December each year and between 08.00 and 20.30 on 24 December each year without compliance with condition 04 of planning permission 622043.**

RESOLVED that the application be approved subject to the conditions imposed on planning permission 622043 and the following substitute condition 04:

- 04 The opening hours of the large store shall be limited to 08.30 to 20.00 Monday to Thursday, 08.30 to 21.00 Friday and 08.30 to 20.00 Saturday. The store shall not open on Sundays other than between the hours of 10.00 and 16.00 until 30 September 1997 and thereafter only on the 22nd, 23rd or 24th of December each year if any of these days falls on a Sunday. On the 22nd and 23rd of December each year the opening hours of the large store shall be limited to 08.00 to 21.00 and on the 24th December each year to 08.00 to 20.30 (except where the 22nd, 23rd or 24th of December falls on a Sunday in which case the opening hours of the foodstore on this Sunday shall be limited to 10.00 to 16.00).

Application No. 622776

**Tesco, Whittons Road, Martins Heron, Winkfield.
Section 73 Application to allow store to open between 10.00 and 16.00 on the Sunday preceding Christmas each**

year without compliance with condition 13 of planning permission 610811.

It was noted that objections had been received in respect of this application.

RESOLVED that planning permission be granted on a temporary basis in respect of Christmas 1997 only and that the following substitute condition 13 be approved:

- (13) The opening hours of the store shall be limited to 9.00am to 8.00pm Monday to Thursday and Saturday, 9.00am to 9.00pm Friday and not at all on Sundays other than between 10.00am to 4.00pm Sunday 21 December 1997 only.

Application No. 622706

**Winsdene, Forest Road, Winkfield
Retrospective application for the
erection of a single storey barn for
storage of hay.**

The Borough Planning Officer drew attention to a revised report in respect of this application which had previously been circulated to Members of the Committee.

It was noted that objections had been received in respect of this application.

A RESOLVED that the application be refused for the following reasons:-

the barn the subject of this application is unduly large and visually obtrusive, and as such it is detrimental to the countryside character and landscape quality of the area, and thereby in conflict with Policies EN8 and EN10 of the North Bracknell Local Plan, Policy C2 of the Berkshire Structure Plan 1991-2006, and Policies EN8 and EN11 of the Deposit Draft Bracknell Forest Borough Local Plan (Incorporating Proposed Charges).

B that the Borough Solicitor be authorised to issue an enforcement notice requiring the removal of the structure and giving a compliance period of three months and that in the event of failure to comply with any of these steps required to be taken by the enforcement notice, that the matter be allowed to proceed to a prosecution without further report.

Application No. 622729

**25 Prince Consort Drive, Winkfield.
Erection of Timber Car Port.**

It was noted that an objection had been received

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

- (1) 0110 Standard 5 year implementation.
- (2) Samples of the materials to be used in the development, including the colour of any timber staining, shall be submitted to and approved by the local planning authority prior to the commencement of development. There shall thereafter be no departure from the approved materials and colour.

- (3) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or re-enacting that Order) the car port hereby permitted shall not be enclosed by any wall, structure or other means of enclosure other than climbing plants, or as expressly provided for in this permission.

Application No. 622650

Land South of Greenacres, Warfield Road, Warfield.

Use of proposed garage on plot 28 as sales office with associated car parking. Siting of temporary sales cabin and formation of temporary vehicular access to Warfield Road.

It was noted that objections had been received in respect of this application. The Borough Planning Officer drew attention to further information in the supplementary report.

RESOLVED that following the grant of planning permission for application 622097, the Borough Planning Officer be authorised to approve this application subject to the following conditions:

- (1) B3 Plans as received - drawings 2125-103 Rev A, MSS 925, F/SALES/02B and 03B.
- (2) The mobile sales office shall be removed from the site by 31 August 1998 or within one month of the first use of the adjoining garage as a temporary sales office, whichever is the sooner.
- (3) On or before 31 August 1999 the garage shall cease to be used as a sales office and shall be converted back for use as a garage for purposes incidental to the residential use of the proposed adjoining dwelling house.
- (4) The uses hereby permitted shall not commence until space for vehicle parking has been provided in accordance with the approved plan. This space shall thereafter be maintained available for use in association with the sales office for as long as that use continues.
- (5) The sales office shall not be occupied until the access has been constructed in accordance with the approved drawing and in compliance with the requirements of the Highway Authority for work carried out in the public highway.
- (6) C3 Details of tree protection etc.
- (7) C4 Protective fencing.
- (8) The access shall have a minimum width of 4.1m.
- (9) HA20 Visibility splays before occupation.
- (10) The temporary access hereby permitted shall be stopped up and abandoned immediately following the last use of the sales office. The footways and verge shall be reinstated to the satisfaction of the Local Planning Authority.
- (11) The temporary access hereby approved shall be used only for staff employed in and visitors to the sales office and not for any other purpose.

Application No. 622132

4 Asher Drive, Winkfield.

Erection of two storey side and rear extension involving rebuilding of existing garage. extension to porch.

The Borough Planning Officer drew attention to an additional condition for the item contained in the supplementary report.

It was noted that an objection had been received to this application.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received (insert: "BT/02B, BT/03C, BT/04B, BT/05B, BT/07B, BT/10 All received 8 July 1997")
- (3) E1 Materials to match existing.
- (4) The extension shall not be occupied until vehicle parking space has been provided in accordance with the approved plan. The space shall thereafter be kept available for parking at all times.
- (5) HA30 Garage retained for vehicle parking.
- (6) D3 House extensions - restriction on additional window/door openings: insert "south".

Application No. 622672

**Land adjoining No 53 Manston Drive, Bracknell.
Change of use of open area to private garden enclosed by 0.9m high conifer hedge to front and side.**

RESOLVED that the application be approved subject to conditions:

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received - site plan dated 9 June 1997.
- (3) The hedge shall not be permitted to exceed a height of 0.9m above the adjacent ground level.

Application No. 622754

**Mitre Farm, Bishops Lane, Warfield.
Erection of single storey rear extension forming conservatory and construction of chimney to east elevation.**

It was noted that an objection to this application had been received.

RESOLVED that the application be approved subject to conditions:

- (1) A2 Full permissions-implementation.
- (2) B3 Plans as received date stamped 13.6.97.
- (3) E1 Materials to match existing building.

Application No. 622728

**14 School Hill, Sandhurst.
Erection of single storey rear
extension.**

It was noted that an objection had been received to this application.

RESOLVED that the application be approved subject to conditions:

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received (insert D 1222/100 received 9 June 1997 as amended by drawing D 1222/100A received 9 July 1997)
- (3) E1 Materials to match existing building
- (4) D4 House extension - obscure glazing
(insert "ground floor" and "12 School Hill")

Application No. 622698

**Warfield Cottage, Shorland Oaks,
Warfield.
Erection of single storey rear
extension forming conservatory and
erection of detached double garage.**

It was noted that an objection had been received to this application.

RESOLVED that the application be approved subject to conditions:

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as received.
- (3) E1 Details of materials to be submitted.
- (4) D10 Restriction on use of garage.
- (5) D3 Restrictions on additional window/door openings in garage wall facing east.

Application No. 622703

**108 Fernbank Road, Ascot.
Erection of a two storey side
extension.**

It was noted that an objection to the application had been received.

RESOLVED that the application be approved subject to conditions:

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received - (insert "GWS/1188/97 received 29 May 1997")

- (3) E1 Materials to match existing building
- (4) The extension shall not be occupied until vehicle parking space has been provided in accordance with the approved plan. The space shall thereafter be kept available for parking at all times.
- (5) HA30 Garage retained for vehicle parking.

Application No. 622617

**No. 6 The Larches, Warfield Park,
Warfield.
Erection of detached single garage
and retention of shed, Warfield Park,
Warfield.**

It was noted that objections had been received to this application. The Borough Planning Officer drew attention to further comments on the application contained in the supplementary report.

RESOLVED that the application be approved subject to conditions:

- (1) - Site plan (date stamped 1 May 1997)
- Details of garden shed (date stamped 5 June 1997)
- Details of garage (date stamped 1 May 1997 - flyover door)
- (2) The garage and shed hereby permitted shall remain on this site only for the period during which the mobile home (50 x 20 country home by Maryland) placed on this site on the 14 May 1997 to which they are currently ancillary remains on this plot, and shall be removed within a period of one month of the removal of the said mobile home unless otherwise agreed in writing by the Local Planning Authority. The bases of the structures shall be removed and the ground area shall be restored to lawn or garden within 6 months of the removal of the said mobile home.

Application No. 622709

**104 New Road, North Ascot.
Conversion of roof space and
extension**

It was noted that objections from the Parish Council had been received.

RESOLVED that the application be approved subject to the conditions:

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
(insert "MB/437/01/C received 2 June 1997", MB/437/01C received 10 July 1997)
- (3) E1 Materials to match existing building
- (4) HA24 Delete "No dwelling/building shall"
Insert "The extension shall not"

Application No. 622817

**23 Old Lands Hill, Warfield.
Section 73 Application to allow
erection of a single storey rear**

**extension forming conservatory
without compliance with condition 8
of planning permission 616417.**

It was noted that an objection had been received in respect of this application and that Warfield Parish Council had responded "no comment".

RESOLVED that the application be approved subject to conditions:

- (1) Nothing herein contained shall be deemed to affect or vary the conditions imposed on Reserved Matters approval No. 616417 which conditions shall remain in full force and effect save insofar as they are expressly affected or varied by this approval in respect of No. 23 Old Lands Hill.
- (2) B3 Plans as received

35. Notification of Appeals Received. (Item 2)

The Sub Committee noted a list of planning appeals received.

36. Applications dealt with by Borough Planning Officer under Delegated Powers. (Item 3)

The Sub Committee noted a list of applications dealt with by the Borough Planning Officer under his delegated authority.

The meeting commenced at 7.30pm at
concluded at 9.05pm

CHAIRMAN

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PLANNING CONTROL SUB COMMITTEE
8 SEPTEMBER 1997

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

Apologies for Absence were received from:
Councillor Thompson

37. Minutes.

The minutes of the meeting of the Planning Control Sub Committee held on 11 August 1997 were approved as a correct record, subject to the addition of a footnote to reflect the absence of Councillor Mrs Pile during discussion of application Nos. 622722 and 622776.

38. Urgent Action taken Under Delegated Powers.

The Sub Committee received a report on urgent action taken to secure specialist advise in respect of appeals concerning residential development at Lily Hill House.

39. Appeal Decisions Received. (Item 1)

The Sub Committee received a report on appeal decisions received in relation to planning application Nos. 621827, 622165, 621984 and 622261.

The Director of Planning and Transportation further advised that the planning appeal in respect of Lily Hill House was to be considered at a Public Inquiry on 7 October 1997. The applicant had lodged an appeal against non-determination, and the Department of the Environment had agreed that this appeal should also be considered at the Public Inquiry on 7 October. It was noted that there would not be an opportunity for members to consider the matter at a committee meeting sufficiently in advance of the commencement of the Public Inquiry.

RESOLVED that a report on the Lily Hill House application be considered by the Chairman and Vice Chairman in consultation with Ward members to give guidance to Officers in preparation of the case for the Public Inquiry on 7 October 1997.

40. Breaches of Planning Control. (Item 2)

The Sub Committee received a report detailing new contraventions and breaches of conditions and those which had been resolved since the last report.

41. **Report on Contraventions and Planning Applications Received. (Item 3)**

The Director of Planning and Transportation submitted a report detailing planning applications received for the Sub Committee's determination.

Application No. 621123

Land at Church Hill House, Crowthorne Road, Bracknell.

Outline application for residential development of between 265 and 315 dwellings, retention of specified existing buildings for Class C2 (Hospital) use, public open space and formation of accesses on to Crowthorne Road and South Hill Road following demolition of other existing buildings.

It was noted that several letters and a petition objecting to the proposals had been received.

RESOLVED that, subject to the completion and submission of surveys relating to:

- (a) ecology
- (b) trees and vegetation
- (c) traffic noise

and also 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:-

- (i) financial contributions towards off-site traffic calming/traffic management
- (ii) financial contributions towards the provision of public transport
- (iii) the provision of affordable housing
- (iv) the provision of on-site public open space and an equipped children's play area
- (v) the provision of a footpath/cycleway network
- (vi) financial contributions towards off-site community facilities
- (vii) ecological/tree/traffic noise matters if relevant arising from the surveys

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

- (1) A1 Submission of reserved matters (delete means of access)
- (2) A1(A) Submission of reserved matters
- (3) A1(B) Timescale for reserved matters submission
- (4) A1(C) Timescale for reserved matters submission

- (5) A master plan which shall deal with the general principles of the development including landscaping, tree retention, footpath/cycleway routes, open space locations and broad densities of development across the site shall be submitted to and approved by the local planning authority prior to the submission of any reserved matter.
- (6) The open space locations to be included within the master plan shall include a corridor of land to the north and south of the stream between Milton Close and Mill Lane.
- (7) B3 Approved plans
- (8) The residential development shall comprise a range of dwelling sizes and styles and may include flats. The number of dwellings to be constructed at this site shall not exceed 315 dwellings or be less than 265 dwellings.
- (9) C3 Details of tree protection
- (10) C4 Protective Fencing
- (11) C5 Replacement of Damaged Vegetation
- (12) C8 Implementation of Landscaping
- (13) C13 Underground Service Details (Insert condition 1)
- (14) G1 Levels/Finished Floor Levels
- (15) J2 Foul and Surface Water Drainage
- (16) W2 Site Organisation (Building Operations)
- (17) Prior to the commencement of development a scheme of the accesses to be used on to the site by construction vehicles during the construction period shall be submitted to and approved in writing by the local planning authority. The development shall be carried out only in accordance with the approved scheme.
- (18) HA1 Highway Layout and Design Standards
- (19) HA5 Access Constructed Before Occupation
- (20) HA10 Access Closure With Reinstatement
- (21) There shall be a maximum of 150 dwellings and the retained trust buildings (up to 1000sq m floorspace) served from the approved access on to Reed's Hill/Crowthorne Road and a maximum of 250 dwellings served from the approved access on to South Hill Road.
- (22) The buildings identified on the applicant's "Principles of Development (Indicative)" plan as "Buildings to be retained by Trust" shall be retained for Class C2 (hospital) use and for no other purposes without the prior approval of the Local Planning Authority. The land area occupied by the buildings and their curtilage (including the car parking provision) shall not exceed 0.5 hectares of land.
- (23) Details of:

- (a) the precise boundaries of the curtilage of the "retained buildings"
- (b) the walling/fencing on the boundaries
- (c) the landscaping within the curtilage of the retained buildings,

shall be submitted to and approved in writing by the local planning authority prior to the commencement of development on any dwelling located within 40 metres of any hospital building identified on the applicant's "Principles of Development (Indicative)" plan as "Buildings to be retained by Trust".

The walling/fencing shall be erected within two months of the approval of the above details or within such other time as may be agreed in writing by the local planning authority.

The landscaping shall be carried out during the first planting season following the approval of the above details or within such other time as may be agreed in writing by the local planning authority. Any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless the local planning authority gives written consent to any variation, and shall thereafter be retained.

(24) Details of:

- (a) the layout of the car parking to comply with the Councils car parking standards
- (b) the surface treatment of the car parking
- (c) external site lighting
- (d) cycle parking

for the hospital buildings identified on the applicant's "Principles of Development (Indicative)" plan as "Buildings to be retained by Trust" shall be submitted to and approved in writing by the local planning authority prior to the commencement of development on any dwelling located within 40 metres of any retained building. The car parking and cycle parking shall be implemented within two months of the approval of the details or within such other time as may be agreed in writing by the local planning authority. The car parking spaces and cycle parking shall thereafter be retained.

(25) There shall be no raising of ground levels within 4 metres of the top of the bank of the stream that runs through the central part of the site.

(26) Prior to the commencement of development a scheme for protecting the approved dwellings and gardens from noise from nearby roads shall be submitted to and approved in writing by the local planning authority. All works that form part of the

scheme as it applies to the protection of each dwelling shall be completed before that dwelling is occupied.

- (27) The effect of the noise protection scheme referred to in the previous condition shall be to achieve the following noise levels (expressed as LAeq,dB,T)
between 0700-2300: Habitable rooms: 40dB(A)
between 2300-0700: Habitable rooms: 35dB(A)
between 0700-2300: Rear Gardens: 55dB(A)
- (28) Development shall not begin on that part of the site currently occupied by hospital buildings until a scheme to deal with contamination of the site has been submitted to and approved in writing by the local planning authority. The scheme shall include an investigation and assessment to identify the extent of contamination and measures to be taken to avoid risk to the public, dwellings and environment when the site is developed. Development shall not begin until the measures approved in the scheme have been implemented.
- (29) The existing brick wall on the southern boundary of Church Cottage and Flax Bourton shall be retained.
- (30) Notwithstanding the provisions of Article 3 and Schedule 2 Part 17 Class G of the Town and Country Planning (General Permitted Development) Order 1995 (or any orders amending or re-enacting that Order) no building, structure or other plant or equipment required for the supply of electricity shall be erected at or above ground level without the prior written permission of the Local Planning Authority.

Application No. 622797

**Land at Junction of Benetfeld Road and Forest Road, Binfield.
Erection of single storey library with associated access and parking (request for observations from Berkshire County Council).**

RESOLVED that the County Council be advised that this authority has the following observations on the application:

- (a) Although the principle of the library on this site is supported, the local planning authority is concerned that the proposed design does not maximise the opportunities presented by the site to provide a strong "gateway" feature at the western entrance to the village centre and that it should form a more positive relationship to the adjoining spaces around the site. The local planning authority would ask that these issues be considered further by the County Planning Authority and that further consultations take place with the local planning authority on these issues.
- (b) The Local Planning Authority is concerned that the submitted plans do not provide an allocated parking space for mobility handicapped drivers close to the entrance to the building in a location where uninterrupted access by wheelchair users can be achieved. It would ask the County Planning Authority to ensure this matter is addressed in accordance with the Berkshire Design Guide.

- (c) That subject to (A) above being resolved to the satisfaction of the Borough Planning Officer, the local planning authority raises no objections subject to the following conditions being imposed on any permission granted:
- (1) A2 Full permissions - implementation
 - (2) E3 Details of materials to be submitted
 - (3) C6 Details of hard and soft landscaping
 - (4) C7 Implementation of approved landscaping scheme
 - (5) C10 Retention of landscaped areas.
 - (6) W2 Site organisation (building operations)
 - (7) HA5 Access constructed before occupation
(delete "dwelling", "accesses" and "have been")
 - (8) HA10 Access closure with reinstatement
 - (9) HA19 Maintenance of Visibility Splays
 - (10) HA27 Provision of parking spaces
(delete "dwelling")

Application No. 622224

**Land rear of 84-100 Yorktown Road, Sandhurst.
Submission of details of siting, design, external appearance and means of access for 68 dwellings pursuant to outline permission 620980.**

A site visit had been held in respect of this application, to which all Members of the Council had been invited.

It was noted that a number of letters of objection had been received.

RESOLVED that the application be refused for the following reason:

The details submitted indicate a substantial raising of ground levels over a significant proportion of the site, which is unacceptable having regard to:-

- a) The adverse environmental and traffic impacts of the importation of the necessary fill material to the site, and its distribution across the site, and
- b) the potential adverse impact on existing vegetation within the site.

Application No. 622559

**Forest Park Surgery, 3-5 Horndean Road, Forest Park, Bracknell.
erection of single storey extension to form gymnasium for disabled.**

A site visit had been held in respect of this application, to which all Members of the Council had been invited.

RESOLVED that the application be refused for the following reason:

- (1) The proposal constitutes a cramped over development of the site detrimental to the amenities of the adjacent Forest Park Surgery contrary to policies SC3 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating proposed changes).

Application No. 622634

**Land at Farley View, Hardness Wood and West Winds, Rounds Hill, Bracknell.
Erection of 10. no houses and associated garages and formation of new vehicular access on to Wokingham Road following demolition of Farley View.**

A site visit had been held in respect of this application, to which all Members of the Council had been invited.

It was noted that letters of objection had been received.

RESOLVED that the application be refused for the following reason:

The proposal represents an undesirable over development of the site, resulting in an unacceptably cramped form of development, out of character with the existing pattern of development in the area and therefore contrary to Policy EN5 of the North Bracknell Local Plan & Policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating proposed changes.

Application No. 622487

**33 Prince Consort Drive, Winkfield.
erection of a detached garage and conversion of existing garage into exercise room.**

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 permission - implementation.
- (2) B3 Plans as received
Drawing No LP 233A received 8 August 1997.
- (3) E1 Materials to match existing building
- (4) D10 Restrictions on use of garages

Application No. 622842

**Land fronting Sandhurst Road, Crowthorne.
Section 73 application to allow erection of 33 flats and 5 houses on parcel I without**

compliance with condition 12 of outline planning permission 618649.

RESOLVED that application 622842 be approved for non compliance with condition 12 of outline planning permission 618649 subject to the substitution of the following condition:-

The residential density shall be limited to that shown on drawing 02 received on 26 January 1993 (Parcel I 2.16 acres 33 flats and 5 houses, Parcel J 4.15 acres 63 flats and 12 houses, Parcel K 1.29 acres 11 houses total 7.6 acres 124 units).

Application No. 622843

Land fronting Sandhurst Road, Crowthorne.

Submission of details of siting, design, external appearance and landscaping of 5 no. Houses and 33 no. Flats pursuant to outline permission 618649.

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
Site Layout Drawing No. 265/WCC/P47 Rev D
Location plan 265/WCC/P/12
House & flat type Drawings No. 265/WCC/P/30B,31B,32C-36C, 40B-46B, 48,49A,50A,51A and 52B
Drainage and levels 2773/100 Rev A
Landscaping, tree protection and removal and tree/shrub planting schedules. Drawing nos 674/01B and 02
Schedule of proposed materials
- (2) C1 Protection of trees
674/02 received 22 July 1997
- (3) C4 Protective fencing
- (4) C5 Replacement of damaged landscaping
- (5) C11 Construction of foundations - prevention of root damage to trees
- (6) C12 Details of surfacing
Car parking areas and turning head, and footpaths and roads.
- (7) C15 Removal of permitted development rights (fences)
delete last part of sentence after "erected" in last line.
- (8) D6 Restrictions on house extensions
- (9) G1 Levels/finished floor levels
- (10) Construction work shall not begin until a scheme for protecting the proposed flats from noise from Sandhurst Road and Byron Drive has been submitted to and approved by the Local Planning Authority. All works which form part of the scheme,

as it applies to the protection of each flat, shall be completed before that flat is occupied.

- (11) The proposed access road shall be constructed in entirety and up to the northern site boundary, as indicated on the approved site plan reference 265:WCC:P:47C date stamped 10.7.97, before any other development is commenced, unless otherwise agreed in writing by the Local Planning Authority.
- (12) HA1 Layout and design standards.
- (13) HA16 Roads to be provided.
No dwelling shall be occupied until the roads....
- (14) HA19 Maintenance of visibility splays.
- (15) HA25 Vehicle parking and turning space.
No dwelling
- (16) HA27 Provision of parking spaces.
No dwelling marked out.
- (17) HA29 Communal parking
- (18) HA30 Garages retained for vehicle parking
- (19) W2 Site organisation
- (20) D3 Restrictions on additional windows
 - (i) walls of the terrace of 5 houses facing west and east;
 - (ii) walls of the northern block of flats facing west and east.
- (21) The bathroom windows in the terrace of 5 houses facing east and west shall be permanently glazed with obscure glass.

Application No. 622606

**9 Leaffield Copse, The Warren, Winkfield.
erection of two storey side extension
following demolition of existing garage.**

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

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

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
(insert "REVISED 97344/8, 97344/9, 97344/10, 97344/13, 97344/15 all received 8 August 1997").
- (3) E1 Materials to match existing
- (4) D4 House extensions - obscured glazing

(insert 1 " first floor side" ; insert 2 "10 Leaffield Copse")

- (5) HA30 Garage retained for parking
- (6) The extension hereby permitted shall not be occupied unless and until parking for 3 cars has been provided in accordance with details to be submitted to and approved by the local planning authority.

Application No. 622777

**Jealotts Hill Research Station,
Maidenhead Road, Warfield.**

Section 73 application to allow the permanent retention of building 101 and its continued use by Zeneca Agrochemicals without compliance with conditions 1 and 2 of planning permission 618441.

RESOLVED that subject to:-

- (a) the notification of the application to the Secretary of State as a departure from the development plan and
- (b) the consideration of any further representations as a result of the advertisement and notification raising matters that are not covered by this report

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

- (1) The permission hereby granted shall ensure solely for the benefit of Zeneca Agrochemicals for the purpose of agricultural research and development and by no other company or for any other purposes without the prior written permission of the Local Planning Authority exercised by the granting of planning permission to that effect.

Application No. 622736

**6 Dianthus Place, Chavey Down,
Winkfield.**

Erection of part single storey, part two storey, part first floor side extension and single storey rear extension forming conservatory

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

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received
(insert "G/591 received 9 June 1997 and 13 August 1997").
- (3) E1 Materials to match existing.
- (4) HA24 Vehicle parking in accordance with approved plan.
Delete "No dwelling/building shall"
Insert "The extension shall not".

- (5) HA30 Garage retained for vehicle parking.

Application No. 622924

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

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

Application No. 622682

**7 Waterloo Road, Crowthorne.
Single storey rear extension. Two storey
side extension including chimney.
Construction of bay window and hipped
roof to front elevation and erection of
front porch and canopy.**

It was noted that letters of objection had been received for this application.

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

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as received
(insert "97/0421/02 received 7 August 1997 and plan of "existing parking" received 9 July 1997").
- (3) E2 Samples of materials to be submitted.
- (4) C11 Construction of foundations - prevention of root damage to trees.
- (5) D4 House extensions - obscured glazing
(insert 1 " en suite and dressing area" ; insert 2 "east and south respectively").
- (6) HA30 Car port retained for parking
(substitute "garage" with "car port").
- (7) The space shown as existing hardstanding and driveway on the plan showing "existing parking" received 9 July 1997 shall be kept available for vehicle parking and manoeuvring at all times.

Application No. 622701

**9 Wasdale Close, Sandhurst.
Erection of first floor side extension.**

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

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

The proposal, by reason of its siting, scale and design, would be detrimental to the amenities currently enjoyed by the occupiers of No.8 Wasdale Close and would, therefore, be contrary to the aims of policy H2 of The Bracknell Forest Borough Local Plan.

Application No. 622918

4-5 Town Square, Bracknell.

Change of use from class A1 shop to voluntary resource centre (regulation 3 application).

It was noted that a letter had been received referring to the desirability of retaining a Class A1 shop on the application site.

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

A5 Temporary permissions-use: to 8 September 2002.

Application No. 622688

22 Birkbeck Place, Sandhurst.

Erection of single storey rear extension and first floor side extension.

It was noted that letters of objection had been received.

RESOLVED that, subject to the consideration of any further representations as a result of the serving of the revised notice under Section 66, raising matters that are not covered by this report, the Borough Planning Officer be authorised to approve the application subject to the following conditions:-

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received-(insert BFBC/97/33/1A received 8/7/97)
- (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 [Insert No. 24 Birkbeck Place] Restrictions on additional window/door openings.

Application No. 622631

46 Holland Pines, Bracknell.

Enclosure of open land adjoining rear garden with 2 metre high wall/fence to change its use to private garden.

The objections of Bracknell 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 - plan and elevations date-stamped 23 July 1997.
- (3) E1 Materials to match existing boundary treatments.

Application No. 622861

10 Primrose Way, Sandhurst.

Erection of single storey side and rear extension.

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

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
- (3) D2 House extensions - no additional dwelling to be created
- (4) E1 Materials to match existing building
- (5) HA30 Garage retained for vehicle parking

Application No. 622851

1 Seddon Hill, Warfield.

Section 73 application to allow retention of 0.6 metre high post and chain fence to front of property without compliance with condition 8 of planning permission 620383.

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

Nothing herein contained shall be deemed to affect or vary the conditions imposed on reserved matters approval 620383 which conditions shall remain in full force and effect on this site save insofar as they are expressly affected or varied by this approval.

42. Miscellaneous Item - Variation to Approved Plans. (Item 4)

Application No. 622139

36 Southwold, Bracknell.

Erection of single storey rear extension forming wheelchair store following demolition of existing store.

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

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

43. Building Regulations. (Item 5)

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

44. 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.

The meeting commenced at 7.30pm and concluded at 10.25pm.

CHAIRMAN

HIGHWAYS SUB COMMITTEE
15 SEPTEMBER 1997

Present: Councillor Flood (Chairman)
Councillor Mrs Ballin, Mrs Doyle, Finnie, Good, Ryan,
Veakins and Wade

County Councillors Mrs Boyd and Winter

Also Present: Councillors Adams, Angell Miss Haydon and Mrs Hayes

Apologies for Absence were received from:
Councillors Mrs Clifford, Mills and Wheaton

28. Minutes.

The minutes of the meetings of the Sub Committee held on 13 May 1997 and 9 June 1997 were approved as a correct record and signed by the Chairman.

29. Matters Arising on the Minutes.

Item 17: Bull Lane/Folders Lane Traffic Calming Proposals - Consultation

The cycle safety implications of the proposals were queried. The Assistant Borough Engineer undertook to discuss these with the member following the meeting.

Item 19: Turnpike Road, Binfield - Proposed Bus Gate

The Chairman advised that the Borough's Officers were currently involved in legal negotiations on this matter and there was no new information to report to the Sub Committee at this stage. A report would be presented to the Sub Committee as soon as possible.

30. Urgent Action Taken Under Delegated Powers.

The Committee received reports on two urgent action items which had been dealt with under delegated powers:

- (i) Removal of build out at the bend near No. 196 Fernbank Road and replacement by coloured anti-skid surfaces, together with "slow" signs and other white line marking.
- (ii) Implementation of a pilot scheme for subsidised bus transport for young people in full time education living in Sandhurst and Crowthorne wishing to travel to Bracknell and back in evenings and on Sundays.

RESOLVED that the report be noted.

31. **Order of Business.**

The Chairman advised that agenda Item 13 (Warfield Street and Forest Road - Speed Limit) had been deferred and that he had requested the Officers to prepare further information for the report so that the Sub Committee would be able to give it full consideration at its next or subsequent meeting.

32. **Petitions. (Item 1)**

(i) Harmans Water Road

The Sub Committee received a presentation from Mr Keith Biggs, Acting Chairman of Governors at Harmans Water Primary School regarding a petition containing almost 500 signatures which sought consideration of the possibility of installing a pelican crossing on Harmans Water Road, adjacent to the primary school.

(ii) Warfield CE Primary School

The Sub Committee was advised of a petition requesting an urgent review of the road traffic situation in Harvest Ride with a view to introducing appropriate traffic calming measures to allow pupils of Warfield CE Primary School to cross Harvest Ride in safety.

RESOLVED

- (i) that the Harmans Water Road petition be dealt with as part of the request for service list; and
- (ii) that the organiser of the Warfield CE Primary School petition be invited to present the petition to the next meeting of the Sub Committee.

33. **Cycleway Construction Scheme: South Hill Road - North Lake. (Item 2)**

The Sub Committee considered a report on a cycleway construction scheme proposed for South Hill Road.

This year's Borough Capital Programme approved by the Policy Resources Committee in February 1997 had identified three cycleway construction schemes. The implementation of these works would provide a safer route for cyclists and pedestrians and encourage alternative means of travel to the private motorcar.

The first of the schemes to be brought forward for approval was to surface, light and adopt as highway the informal section of a cycle route between Ringmead and South Hill Road, which crossed open land.

The proposed path would be shared by pedestrians and cyclists and was proposed to be 2.5 metres wide with bitumen macadam finish. The Sub Committee discussed the width of the

proposed path and the possibility of widening the proposal to a 3 metre path, subject to budget availability.

RESOLVED

- (i) that negotiations be undertaken with Bracknell Town Council and the Commission for the New Towns to obtain the agreements needed for the scheme to proceed;
- (ii) that construction of a proposed new shared footway/cycleway be approved, subject to the necessary consents and agreements;
- (iii) that the upgrading of the existing cycleway be approved;
- (iv) that the scheme be constructed by the Borough's term contractor for civil engineering work and the County's term contractor for electrical work.

34. **Footway Related Schemes. (Item 3)**

The Sub Committee considered a report proposing a revised programme for footway schemes for the current year. The Capital Programme listed three new footway schemes for construction in 1997/98. It was now proposed that one of these, 3M Roundabout to Health Centre, be reconsidered in the light of the proposed redevelopment of the town centre.

It was now proposed that the following schemes be constructed with a total estimated cost of £37,000:-

Birch Hill Road (a scheme linking Birch Hill shops to Ringmead)
Ringmead (Easthampstead Park School to bus stop)
Great Hollands Road (Ringmead to Great Hollands shops)
Cannie Man Public House to Hanworth Road (a desire line through the open space to, and along Hanworth Road)

RESOLVED

- (i) that the proposed footway schemes be approved subject to necessary consents with details determined by the Director of Planning and Transportation in consultation with the Chairman; and
- (ii) that the work be carried out using the Borough's term contractor for civil engineering work.

35. **Residential Street Parking - Aldenham Terrace, Toll Gardens and Brook Green. (Item 4)**

The Sub Committee considered a report on three schemes for tackling car parking problems experienced in residential streets. The Capital Programme for 1997/98 listed six schemes for tackling car parking problems and the report brought forward the first three schemes for approval.

The schemes were as follows:-

Aldenham Terrace (17 new bays and up to three crossovers)
Toll Gardens (6 six new bays and up to ten crossovers)

Brook Green (12 new bays)

It was noted that local consultation would be held in the streets immediately affected by the proposed schemes.

RESOLVED

- (i) that the parking schemes for Aldenham Terrace, Toll Gardens and Brook Green be approved, subject to the result of the local consultation and necessary consents;
- (ii) that the Director of Planning and Transportation be authorised to determine the details of the scheme in consultation with the Chairman; and
- (iii) that the scheme be constructed by the Council's term contractor.

36. **Safer Routes to School. (Item 5)**

The Sub Committee considered a report describing the work and conclusions so far drawn from the pilot scheme for the development of safer routes to school which had been commissioned by the Area Highway Section.

The County Council's Environment Committee on 17 September 1997 was due to consider the outline content of a further scheme for establishing a safer route to schools in the area of North Bracknell. The County Council was proposing to expend a further £20,000 to build on the pilot scheme. The scheme was to have two elements, one being the provision of new physical measures to improve the identified safer routes, the other being a pilot scheme to develop a possible ongoing road safety training programme for primary school children.

The Sub Committee discussed the appropriate age of primary school children to receive the road safety training. Whilst the Consultant's current proposal was targeted at five to six year olds the point was firmly made that road safety training would be more relevant for older primary age children. It was agreed that these views should be conveyed in writing to the County Council's Consultant.

RESOLVED that the Sub Committee supports the further expenditure by the County Council on the safer routes to school pilot study.

37. **NDR Bracknell: Update on Programme of Works. (Item 6a)**

The Sub Committee received a report on the current position with regard to the programme of works for the Northern Distributor Road.

On the basis of the present information phases 3, 4C(ii) and 5B were expected to be open to public use by October 1998. However, the dates were subject to change as a result of delays in land purchase, contract matters and construction problems; for example bad winter weather. The remaining spur to the north of Three Legged Cross, phase 4A, was at present not yet designed in detail, no land matters had started, and funds were incomplete.

Discussions were taking place with the County Council, who retained all responsibility for the scheme until April 1998, on the detail of the programme and funding.

It was noted that Phase 3Cii had received planning approval and some local residents were reported to favour an additional arm on a roundabout at the junction of the NDR with Priory Lane. It was noted that the Council would continue to seek to meet the needs of local residents when further opportunities presented themselves.

RESOLVED that the report be noted.

38. **Northern Distributor Road Bracknell: Phases 4A and 5B. (Item 6b)**

The Sub Committee received an update of two of the remaining four sections of the Northern Distributor Road which remained to be built to connect the new highway to the A3095 road to Maidenhead (phase 4A) and Long Hill Road/London Road (phase 5B).

The relative phasing of these schemes was currently being considered and negotiations were ongoing. A report on the position would be presented to the next meeting of the Planning and Transportation Committee.

RESOLVED that the report be noted.

39. **Northern Distributor Road, Bracknell: Northern Parishes Traffic Investigation. (Item 6c)**

The Sub Committee received a report regarding a potential study concerning traffic management in the Northern Parishes.

Binfield Parish Council had recently written to the Borough Council suggesting a traffic management study followed by works. Both Warfield and Winkfield Parish Councils were also interested in a joint approach to the area's traffic problems. The Sub Committee was invited to approve in principle a study concerning traffic management with particular emphasis on safety, with the extent and other details delegated to the Director of Planning and Transportation.

RESOLVED

- (i) that a meeting be held with Binfield, Warfield and Winkfield Parish Councils concerning traffic management, road safety, and related improvement works;
- (ii) subsequently a brief be prepared by the Director of Planning and Transportation, following consultation with the Chairman and Vice Chairman, and a study be commissioned from the Council's nominated Consultant, and a report (including options for improvements and costs) be brought back to a later meeting of the Sub Committee for consideration; and
- (ii) that the dispensation to appoint specialist consultants in accordance with Standing Order (62) be exercised in this matter.

40. **Bracknell Northern Distributor Road and Warfield Road - 40mph Speed Limit. (Item 6d)**

The Sub Committee considered a report suggesting a 40mph Speed Limit Traffic Regulation Order for the Bracknell NDR and for the unrestricted sections of Warfield Road and Newell Green.

A single TRO was proposed to cover the several sections of the NDR from its junction with Wokingham Road to its junction with Lonh Hill Road (built and unbuilt) and parts of Warfield Road/Newell Green. The proposal did not preclude subsequent consideration by the Sub Committee of different limits on the various parts of the NDR, should the need arise once the roads opened.

RESOLVED that a proposal for the implementation of a 40mph speed limit throughout the Bracknell Northern Distributor Road and the unrestricted sections of Warfield Road and Newell Green be advertised and any objections be reported to a future meeting.

41. **Lovel Lane - TRO. (Item 7)**

The Sub Committee considered a report on the current position with regard to the Lovel Lane Traffic Regulation Order.

At its meeting on 9 June 1997 the Sub Committee had recommended to the County Environment Committee a no right turn into Lovel Lane by traffic heading south along Windsor Road, together with a closure to through traffic of Lovel Lane east (B383 slip road). The County Environment Committee had considered the recommendation and returned it to the Highway Sub Committee for authority to proceed.

RESOLVED that the proposal as detailed below be advertised and the result brought back to this Sub Committee for consideration:

- (a) No right turn be permitted from Windsor Road into Lovel Lane (west); and
- (b) All vehicular traffic except emergency vehicles, buses, cycles, and traffic requiring access, be prohibited from using Lovel Lane (east) (B383 slip road).

42. **Situation Report on the Traffic Calming Scheme at Fernbank Road, Ascot. (Item 8)**

Prior to considering the report the Sub Committee received a submission from Mr J O'Docherty of Winkfield Parish Council in which he described the local residents' objections to the present traffic calming scheme on the grounds that the measures included in the scheme were inappropriate, ill-conceived, unsightly and had not achieved the purpose of calming the traffic. He made an earnest appeal for the present traffic calming scheme to be removed. The Sub Committee thanked Mr O'Docherty for his submission.

The report before the Sub Committee detailed the history of the scheme and the results of the measures on the traffic behaviour along Fernbank Road. The Council had installed the scheme in the winter of 1996/97. A number of aspects of the scheme were considered and after some discussion it was decided that further information was required.

RESOLVED that an urgent and comprehensive survey be carried out into the traffic situation on Fernbank Road and a detailed report be presented to the December meeting of the Sub Committee.

43. **Terrace Road North, Binfield - TRO. (Item 9)**

The Committee received a report on the current position with regard to the Traffic Regulation Order on Terrace Road North, Binfield.

The Area Highways Section, on 27 November 1996, had resolved that the prohibition of waiting at the junction of Terrace Road North and Forest Road be extended to deter vehicles

from parking close to a traffic island. The proposal had been formally advertised between 20 March and 10 April 1997 and one letter of objection had been received.

The County Environment Officer had advised that the Highway Sub Committee should consider the matter and pass their decision to the County Environment Committee for confirmation.

RESOLVED that the County Environment Committee be informed that this Sub Committee recommends that:

- (i) the Traffic Regulation Order be made as advertised and associated works be implemented;
- (ii) no public enquiry beheld; and
- (iii) the objector be informed accordingly.

44. **Murrell Hill Lane - TRO. (Item 10)**

The Sub Committee received a report on the current position with regard to the Murrell Hill Lane Traffic Regulation Order.

Following receipt of a petition from local residents and consideration by members, a statutory consultation/advertisement procedure had been undertaken for a proposed road closure and introduction of 30 mph speed limit on Murrell Hill Lane. The objections and observations received from the public and relevant bodies had been tabulated and commented on. In light of these comments the Sub Committee considered that a local traffic survey in Binfield would help to assess the effect of the measures on the surrounding roads.

RESOLVED that the County Environment Committee be informed that this Sub Committee recommends that:-

- (i) Murrell Hill Lane be closed to through traffic;
- (ii) no public inquiry be held convening the proposed 30mph speed limit;
- (iii) the proposed 30mph speed limit should not be confirmed;
- (iv) the objectors to be notified of these decisions, and
- (v) the proposed maintenance scheme should be deferred, an inspection of the road conditions should be made, and a report made back to this Sub Committee with recommendations for a reduced maintenance scheme, appropriate to the new circumstances, to deal with any significant defects;
- (vi) the closure not be implemented until a local traffic survey has shown to the satisfaction of this Sub Committee that the action would not have unacceptably detrimental effects on other local roads.

45. **Hanworth Roundabout, Great Hollands. (Item 11)**

The Sub Committee received a report regarding road safety at the Hanworth Roundabout, Bracknell. The report had been brought forward following a request for service considered at

the previous meeting. It described practical measures up to a total estimated works cost of £9,500 which could be met from this year's SCA budget.

RESOLVED that the following works be approved:

- (i) reduce the circulatory carriageway width to 9 metres by carriageway marking alterations, estimated works cost of £2,000;
- (ii) increase the entry angle on the Mill Lane approach by a new kerbline on the central reservation, estimated works cost of £3,000;
- (iii) provide anti-skid surfacing on the South Hill Road, estimated works cost £4,500; and
- (iv) investigate changes to the existing signal timing and produce a report back on the feasibility of full signalisation of the roundabout.

46. **A3095 Crowthorne Road/Ringmead Junction, Great Hollands. (Item 12)**

The Sub Committee received a report requested at the previous meeting regarding the feasibility of allowing certain additional traffic movements at the junction of the A3095 Crowthorne Road and Ringmead, Great Hollands.

RESOLVED that a report be commissioned reporting on ways on improving on access arrangements to and from Great Hollands.

47. **Local Safety Schemes. (Item 14)**

The Sub Committee considered a report proposing road safety schemes for construction in the current year. Central Government had provided Supplementary Credit Approval (SCA) to local authorities implementing schemes predicted to reduce accidents (Local Safety Schemes). The SCA allocation for Bracknell Forest was £94,871, as agreed by the County Council Environment Committee on 19 March 1997.

The first three schemes put forward offered a high rate of return and represented good value in terms of accident reduction and Government requirements for rates of return.

RESOLVED that the following schemes, funded through the SCA budget, be approved:

- (i) B3034 Forest Road/Braziers Lane junction - signing improvements;
- (ii) A322 Downshire Way/Crowthorne Road junction - overhead traffic signal head; and
- (iii) A321 Marshall Road/Laundry Lane junction - anti-skid surfacing and additional signal head.

48. **Mount Pleasant - TRO Objections. (Item 15)**

The Sub Committee considered a report regarding the outcome of formal consultations and advertisement of the TRO in respect of Mount Pleasant, Bracknell.

The Bracknell Forest Area Highway Section, on 15 January 1997, had resolved to extend the proposed restricted waiting scheme on Larges Lane to include limited waiting restrictions on Mount Pleasant. A formal consultation and advertisement for the extended restrictions, 'No Waiting' 10.00 to 11.00 am Monday to Saturday, had been undertaken between March and April 1997. One objection had been received. The Sub Committee considered the objection.

RESOLVED that the County Environment Committee be informed that this Sub Committee recommends that;

- (i) the proposed waiting restriction be implemented as advertised;
- (ii) "keep clear" marking be laid at the turning head at an estimated cost of £150;
- (iii) the objector be informed accordingly; and
- (iv) no public inquiry be held.

49. **Lovelace Road - Parking Restriction - Objection. (Item 16)**

The Sub Committee considered a report on an objection to the proposal to introduce a prohibition of waiting at any time on the West side of Lovelace Road. The County Environment Officer had advised that a decision should be taken by the Highways Sub Committee and passed to the County Environment Committee for confirmation.

RESOLVED that the County Environment Committee be informed that this Sub Committee recommends that:

- (i) to implement a lesser restriction between the hours of 8.00 am and 6.00 pm Monday to Friday;
- (ii) no public inquiry be held; and
- (iii) the objector be informed accordingly.

50. **Retaining Wall at Priestwood Avenue. (Item 17)**

The Sub Committee considered a report regarding a retaining wall at the back of the footway at the junction of Priestwood Avenue and Windlesham Road which was failing and in need of replacement.

RESOLVED that the wall be rebuilt and the Council's civil engineering terms contractor be used for the work.

51. **Vehicular Crossover Scheme 1997 - 1998. (Item 18)**

The Sub Committee received a report seeking approval to the continuation of the Borough's Vehicular Crossover Scheme for residential roads, using the budget of £14,000 identified in the current year's Capital Programme.

RESOLVED that the Council's Vehicle Crossover Scheme for residential road be continued on the same terms as applied in 1996/97, using the budget of £14,000 identified in the Capital Programme.

52. **Sandhurst Passenger Transport Pilot Youth Scheme. (Item 19)**

The Sub Committee considered a report regarding a pilot scheme which had commenced during the summer offering reduced return fares on buses in the evenings and on Sundays for young people resident in Sandhurst and Crowthorne. The pilot scheme had commenced on 17 August 1997 and had been authorised using the urgent action procedure in view of the benefit of having this scheme running during the summer holidays. The scheme would run until 11 January 1998.

RESOLVED that the pilot scheme be monitored to determine the degree of success with a view to promoting similar schemes in the Borough.

53. **Shopping Centre Upgrade Programme - Birch Hill Centre. (Item 20)**

The Sub Committee considered a report advising that the "overflow" car park at Birch Hill shopping centre was in need of resurfacing in order to extend its lifespan. There was a budget included in the Capital Programme for the work which would also allow a small amount of improvements to the centre.

RESOLVED

- (i) that the scheme of maintenance and improvements at Birch Hill shopping centre be approved;
- (ii) that the final details of the scheme be determined by the Director of Planning and Transportation in consultation with the Chairman; and
- (iii) that the Council's term contractor carry out the work.

54. **Housing Road Adoptions - Perry Way & Coleridge Close. (Item 21)**

The Sub Committee considered a report on two unadopted housing estate roads owned by the Council. The roads were in need of some repair. It was proposed that the work be done using funds identified in the Council's Capital Programme and that the roads then be formally adopted.

RESOLVED that:

- (i) the necessary remedial work to the roads and footways of Perry Way and Coleridge Close be authorised;
- (ii) the work be carried out by the Council's civil engineering term contractor; and
- (iii) the roads be adopted as highways maintainable at public expense.

55. **Crowthorne Road North - TRO. (Item 22)**

The Sub Committee considered an objection which had been received in respect of a proposed Traffic Regulation Order restricting waiting in Crowthorne Road North. The report suggested that the Order be confirmed

RESOLVED that

- (i) no public inquiry be held;
- (ii) the advertised waiting restriction on Crowthorne Road North be approved; and
- (iii) the objector be notified.

56. **Highway Related Work Progress Report. (Item 23)**

The Sub Committee received details of 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 in June 1997.

RESOLVED that the report be noted.

57. **Update on Significant Roadworks. (Item 24)**

The Sub Committee received a report on the progress and timings of significant roadworks within the Borough.

RESOLVED that the report be noted.

58. **Additional Highway Responsibilities. (Item 25)**

The Sub Committee considered a report regarding the potential to extend the clienting role of the Borough in respect of Highway matters.

The Borough Council was the Agent of the County Council in respect of many Highway matters. The County had offered to extend the clienting role to the Borough for one cycle and two bus related schemes, and it was possible that other schemes would follow.

The schemes currently on offer to the Borough to act as client were as follows:

A329 London Road cycle route
A329 London Road bus lane
Kennel Lane bus link

RECOMMENDED to the Planning and Transportation Committee that:

- (i) the offer to client the schemes listed be accepted; and
- (ii) that the Director of Planning and Transportation be authorised to accept, following consultation with the Chairmen of Highway Sub Committee and Planning and Transportation Committee, other offers if thought appropriate.

59. **Requests for Service. (Item 26)**

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:

Previous Requests

- | | | |
|----|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 14 | Request for investigation of accidents on the bend of Popeswood Road, Binfield | Options (i) (b) and (d). Outline cost £4,500. (a) and (c) referred to maintenance |
| 15 | Request for safety barrier alongside northbound carriageway of Bagshot Road, Birch Hill | Option (i) . Outline cost £3,500 |

Petitions

- | | | |
|----|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 1 | Request for traffic calming at Carnation Drive | Option (iv) - Delete |
| 16 | Request for traffic calming and better maintenance at Goaters Road, Burleigh | Option (ii) a report back via RFS List on what TCM's would be appropriate and refer road condition to the maintenance section |
| 17 | Request for pelican crossing at Harmanswater Road | Option (ii) Full report |

New Requests

- | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 18 | Request for traffic calming measures on Emmets Park, Binfield | Option (iv). Delete. |
| 19 | Request for direction signs to St Peters Church, Winkfield | Note action taken: proceed subject to funding by applicant |
| 20 | Request for introduction of waiting restrictions on Turnberry, Bracknell | Option (iii). Monitoring List. |
| 21 | Request for introduction of bollards to prohibit motor vehicles using the subway - Safeway subway, Bracknell. | Option (iii). Monitoring List. |
| 22 | Request for: (i) additional no through road signs Priory Lane, Bracknell (ii) bollards to prevent vehicles driving over the kerb | Option (iv) - delete. Option (i) - implement. |
| 23 | Request for no-parking by commuters along Whitton Road, Bracknell | Option (iii) - Monitoring List. |

- | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 24 | Request for road markings on the Met Office Roundabout | (a) Option (iia) - Report back through RFS List (b) Option (i) - Outline cost £200 |
| 25 | Request for introduction of traffic signals inclusive of pedestrian facilities at the junction of Market Street, Skimped Hill Lane and High Street | Option (iv) - Delete. |
| 26 | Request for action re lane abuse at the A322 Bracknell Road/Swinley Road junction | Option (ii) - Full Report. |
| 27 | Request for parking restrictions on: (a) Park Road (b) Bay Road | (a) Option (i) Full report (b) Place on Borough's on-street parking programme |
| 28 | Request re speed of traffic approaching Bagshot Road and Downshire Way | Option (ii)a - Report back via RFS List |
| 29 | Request re traffic speed on College Road, Sandhurst | Option (iv) - Delete. |
| | | |
| 30 | Request for introduction of waiting restrictions or a bus lay-by in Yorktown Road | Option (ii)a - Report back via RFS List |
| 31 | Request for traffic calming and additional signing at Savernake Way, Bracknell | Option (iv) - Delete |
| 32 | Request for child safety in Druce Wood, Ascot | Option (iv) - Delete |
| 33 | Request for | |
| | (a) change of priority or introduction of a roundabout at Ascot Road junction with Hawthorn Hill | (a) Option (iii) - Monitoring List |
| | (b) introduction of a one-way system at Malt Hill Triangle | (b) Option (iv) - Delete |
| | (c) traffic calming on Jealotts Hill | (c) Option (iv) - Delete |
| | (d) measures to reduce speed of traffic on A3095/Bottle Lane junction | (d) Option (iii) - Monitoring List |
| | (e) junction Warfield Street/Newell Green Road | (e) Option (iii) - Monitoring List |
| | (f) installation of accident remedial measures at Jigs Lane/Forest Road junction | (f) Option (iii) monitoring List |
| | (g) accident remedial measures at the junction of Warfield St/Jigs Lane North/Forest Road/Bracknell Road | (g) Option (iv) - Refer to maintenance |
| | (h) pelican crossing vicinity Warfield | (h) Option (ii) - Full report. |

Primary School

- | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| | (i) Montessori School, Bracknell Road | (i) Option (i) - Outline cost. |
| 34 | Request to change the layout of the mini roundabout at Sainsburys in Birch Hill | Note action taken under delegated powers Option (iv) - Delete. |
| 35 | Request for introduction of parking restrictions on Worlds End Hill | Option (iv) - Delete |
| 36 | Request for introduction of parking restrictions on Daventry Court | Option (i) - Proceed with TRO - Outline Cost £2,000 |
| 37 | Request for pedestrian safety at Jocks Lane | Option (iv) - Delete |
| 38 | Request for pelican crossing on Harmans Water Road close to Nightingale Crescent | Option (iv) - Delete. |
| 39 | Request for introduction of speed cameras and GATSO at junction of Sandhurst Road and Pinehill Road, Crowthorne | Option (iii) - Monitoring List |
| 40 | Request for traffic calming on Harts Leap Road, Sandhurst | Option (iv) - Delete |
| 41 | Request for Keep Clear marking in the turning area of Primrose Walk, Bracknell | Option (iv) - Delete |
| 42 | Request for introduction of traffic calming and additional signage on Wellington Road, Crowthorne | Option (iii) - Monitoring List |
| 43 | Request for introduction of waiting restrictions at the junction of Gower Park, Sandhurst | Option (iv) - Delete |
| 44 | Request for introduction of traffic calming on Reeds Hill and Crowthorne Road, Bracknell | Option (ii) Full report to next meeting |
| 45 | Request for waiting restrictions and pedestrian fencing at the junction Staplehurst / Wooden Hill | Option (iv) - Deleted |
| 46 | Request for alteration of Temple Way with RBT on Wokingham Road to make it safer for wheelchair and other mobility impaired pedestrians to cross Temple Way | Option (ii) - Full report |
| 47 | Request for traffic calming measured on B3033 Brock Hill, Warfield | Option (iv) - Delete |
| 48 | Request for measures to decrease speed at | Option (iii) - Monitoring List |

Ambarrow Lane/A321 Wokingham Road

- | | | |
|----|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 49 | Request for 'Keep Clear' marking outside Bull & Butcher Public House on A321 Yorktown Road | Note action taken under delegated powers Option (i) - Proceed subject to funding by applicant |
| 50 | Request for pedestrian crossing at Yorktown Road/Rosedene Lane | Option (iv) - Delete |
| 51 | Request vehicles parking on Axbridge Road causing obstruction on the narrow road | Option (iii) Place on on-street parking programme list |
| 52 | Request for traffic calming - Ringmead | Option (iv) - Delete |
| 53 | Request for installation of a bollard on pavement opposite Travelodge entrance | Option (iv) - Delete (advise Travelodge of problem) |
| 54 | Request for measures to address : (a) speeding vehicles (b) parking at junction of Nettlecombe at Opladen Way | (iii) - Monitoring List |
| 55 | Request for bus lay-by to be moved on Bracknell Road, Crowthorne | Option (ii)a - Report back via RFS |
| 56 | Request for parking restrictions at junction Barn Close/New Road | Option (iv) - Delete |
| 57 | Request for improved flow movement on A321 Yorktown Road/Rackstraw Junction | (ii)a - Report back via RFS after site meeting |
| 58 | Request for waiting restrictions on Old Bracknell Lane East | Option (iv) - Delete |
| 59 | Request for waiting restrictions at New Road, Crowthorne | Option (i) Proceed with TRO - Outline Cost £2,000 |
| 60 | Request for school signs - B3017 Winkfield Row | Option (i) Outline cost £2,000 |
| 61 | Request for pedestrian crossing at Nine Mile Ride/junction Coral Reef Roundabout | Option (iv) - Delete |
| 62 | Request for waiting restrictions at Blackwater Station access road, Camberely | Option (iv) - Delete |
| 63 | Request for 'No Through Road' at Jigs Lane South | Option (i) - Outline cost £4,000 |

| | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 64 | Request for relieving traffic conditions at New Road | Option (iv) - Delete and write to Abba Warehouse |
| 65 | Request for peak time traffic signals at the roundabout at New Road | Option (iia) - Report back via RFS List |
| 66 | Request for lefthand turn only roadmarking at roundabout at A3095 Foresters Way/Crowthorne Road | Option (iii) - Monitoring List |
| 67 | Request for road signs to new St Georges Church | Option (i) - subject to funding by applicant. |
| 68 | Request for school keep clear marking at Meadowvale School | Option (i) - Road marking outline cost £500 |
| 69 | Request for school warning signs and roadmarkings at Waverley School | Option (i) - Signs and Lining - Outline cost £2,000 |
| 70 | Request for: (a) new footway in Yateley Road/ Sandhurst Road (b) new roundabout at the junction of Yateley Road /A321 High Street | (a) Option (iv) - Delete (b) Option (iii) - Monitoring List |
| 71 | Request for extension of parking restrictions in vicinity of shops east of Branksome Hill Road / Yorktown Road | Option (i) - Outline cost £2,000 |
| 72 | Request for road markings at Greenham Wood | Option (iv) - Delete |
| 73 | Request for deer warning signs at Foresters Way, Crowthorne | Option (iv) - Delete |
| 74 | Request for 40 mph speed restrictions on Priors Road north of London Road, Bracknell | Option (iv) - Delete |
| 75 | Request to limit parking near the junction of Ditchling and Birch Hill Road | Option (iv) - Delete |
| 76 | Request for zebra crossing at Binfield Road | Option (iv) Delete |
| 77 | Request to reduce speed on; (a) Terrace Road North (b) Terrace Road South | Option (iv) - Delete Option (iv) - Delete |
| 78 | Request re Forest Road, Binfield | Option (iv) - Delete |
| 79 | Request for pedestrian safety fencing at Haywood, Bracknell | Option (i) - Erect barrier - Outline cost £2,000 |

- | | | |
|----|-----------------------------------------------------------------------|-----------------------------------------------------------|
| 80 | Request for enhanced bend warning signs at Sandhurst Road, Crowthorne | Option (i) - Additional cost £1,200 |
| 81 | Request for additional signing on Birch Hill Roundabout | Option (i) - Erect additional signs - Outline Cost £2,500 |

RESOLVED that the items on the list be dealt with as set out above.

60. **Street Lighting Improvement Scheme. (Item 27)**

The Sub Committee considered a report on proposed improvements to street lighting in the areas listed in the report and annexe and of a nature as follows:-

- (i) subway lighting
- (ii) Scotland Hill footpath lighting
- (iii) community open space lighting
- (iv) concrete lighting column replacements

The Policy and Resources Committee on 11 February 1997 had approved an overall budget of £90,000 for a number of proposed street lighting improvement schemes as part of the Highway Related Schemes Budget for 1997/98.

RESOLVED that:

- (i) construction of the proposed street lighting improvements be approved; and
- (ii) that the work be carried out by the Council's existing street lighting maintenance contractors

61. **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 Item 28 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (9) Terms proposed for a contract

62. **Extension of Term Contract for Civil Engineering Work. (Item 28)**

The Sub Committee considered a report regarding the term contract for civil engineering work which was extendable by mutual agreement to a total of three years. The second year of the contract was due to expire at the end of March 1998. It was proposed that the contract be extended to the third year with the rates and prices reviewed in accordance with standard indices for construction costs.

RECOMMENDED to the Planning and Transportation Committee that the term contract with S R Newman (Contractors) Limited be extended to run for a third year, subject to agreement on new rates and prices in line with or less than the construction cost indices published by the Department of the Environment.

The meeting commenced at 7.30pm and concluded at 10.25pm.

CHAIRMAN

**STRATEGY AND POLICY COMMITTEE
15 OCTOBER 1997**

Present: Councillors Adams, Angell, Mrs Ballin, Bayle, Birch,
Good, Jones, Mrs Keene, McCormack, Mills, North,
Sargeant, Wade, Ward and Wheaton

An Apology for Absence was received from:
Councillor Bettison

THE VICE CHAIRMAN, COUNCILLOR BIRCH, IN THE CHAIR

328 Corporate Management Team

On behalf of the Committee, Councillor Birch extended a welcome to all the newly appointed Directors and to the Head of Policy who were attending their first meeting of the Strategy and Policy Committee.

329 Minutes

The minutes of the meetings of the Committee held on 13 May, 20 May, 25 June and 16 July 1997 were approved as a correct record and signed by the Chairman.

330 Urgent Action Taken Under Delegated Powers

The Committee noted urgent action taken under delegated powers in respect of the following matters:

- (i) Gas Supply Contract
- (ii) Electricity Supply Contract

331 Unitary Structures Sub Committee

RESOLVED that the minutes of the meetings of the Unitary Structures Sub Committee held on 28 August and 2 October 1997, as set out in Appendices A and B hereto, be received and noted.

332 Audit, Performance and Scrutiny Committee

RESOLVED that the minutes of the meeting of the Audit, Performance and Scrutiny Committee held on 10 September 1997, as set out in Appendix C hereto, be received and noted and that the recommendation of Minute 11 be adopted.

333 Strategy and Policy Executive Sub Committee

RESOLVED that the minutes of the Strategy and Policy Executive Sub Committee held on 24 September 1997, as set in Appendix D hereto, be received and noted.

334 **Finance and Property Sub Committee**

The Committee received the minutes of the meeting of the Finance and Property Sub Committee held on 7 October 1997. In connection with minute 14(ii) (Capital Grants to Town and Parish Councils) consideration was given to a report by the Director of Planning and Transportation enclosing further information received from Winkfield Parish Council, Crowthorne Parish Council and Warfield Parish Council in support of requests made for financial assistance towards capital projects submitted by those Councils.

RESOLVED that

- (i) the minutes of the meeting of Finance and Property Sub Committee held on 7 October 1997, as set out in Appendix E hereto, be received and noted;
- (ii) the projects submitted by Winkfield Parish Council, Crowthorne Parish Council and Warfield Parish Council for financial assistance from the Council's programme of Capital Grants to Town and Parish Councils be approved as now submitted and that grants be made as follows:-

| | |
|---------------------------------------------------------------------------------------------------|---------|
| Winkfield Parish Council - Infrastructure Enhancement Scheme | £22,550 |
| Crowthorne Parish Council - Playground Equipment and Safety Surfacing at Morgan Recreation Ground | £10,021 |
| Warfield Parish Council - Extension of Scheme for Hamlet and Parish Signs | £4,642 |

335 **Personnel Sub Committee**

RESOLVED that the minutes of the meeting of the Personnel Sub Committee held on 13 October 1997 be received and that the recommendation at Minute be adopted.

336 **Economic Development Strategy 1997/98 (Item 1)**

The Director of Planning and Transportation reported on the outcome of consultations on the draft Economic Development Strategy adopted by the former Policy and Resources Committee on 11 February 1997 (Minute 822) and on the modifications which had been made following such consultation. The revised strategy document was submitted to the Committee and discussed.

RESOLVED that the Economic Development Strategy for 1997/98 for the Borough of Bracknell Forest be adopted as submitted.

337 **Voluntary Sector Issues Focus Group. (Item 2)**

The Committee received the report of the Focus Group on Voluntary Sector Issues arising from the meeting held on 25 September 1997 in relation to voluntary sector grant aid matters.

RESOLVED that the Committee support the recommendations of the Focus Group as follows:

- (i) to assist efficient budget management for 1998/99, the Grants awarded in relation to annual revenue grants and miscellaneous Policy & Resources or Finance and Property Sub Committee grants be managed under a budget heading of "Annual Revenue Grants". This budget (currently in the sum of £301,495) to be managed by an Officer to be determined by the Chief Executive, with recommendations for 1998/99 to be reported to the Finance & Property Sub Committee on 27 January 1998;
- (ii) to assist efficient budget management, the Grants awarded under the heading of "Economic Development" be managed by the Borough's Economic Development Officer under a budget heading of "Economic Development Grants" with recommendations on individual grants made to the appropriate Committee;
- (iii) all records of grants made under the Community and Environmental Improvement Scheme, Leisure Capital Grants, and Sports and Arts Grants for Young People Schemes be recorded centrally as well as departmentally. This would help reduce the possibility of "double funding" organisations from various departments. A central information system (as reported) will help facilitate a co-ordinated grant process and the monitoring of grants given;
- (iv) Voluntary organisations and their funding be disaggregated to departments for the financial year 1999/2000 and a review of funding to voluntary organisations be undertaken by each department for awards to be made in 1999/2000;
- (v) a single contact point to administer grant maintained applications be established and to determine the location of the contact point at the appropriate time.
- (vi) a post of Borough Grants Officer be established to co-ordinate the grants processes in the unitary authority. The postholder will work with voluntary organisations on seeking additional funding sources eg. lottery applications, as a means of leveraging additional resources into the Borough.
- (vii) a central information system for grants be established to be administered by the Borough Grants Officer and used as a central resource for the authority.
- (viii) each unitary department identify an appropriate Grants Officer(s) who would liaise with organisations receiving grant aid. That officer would conduct the necessary monitoring and evaluation of grants and establish service agreements with organisations receiving grants;
- (ix) a set of service standards for grant aid be adopted to ensure a common application process is implemented;
- (x) for an initial period of one year, an inter-departmental Grants Officers Group be established and meet quarterly to make recommendations on applications received;
- (xi) a common application form be used by all departments as the basis of determining grant applications;
- (xii) the Borough Community Development Officer produce a guide to grant aid for distribution to grant applicants;

- (xiii) approval be given with the details of the "A", "B", "C", and "F" lists and the administrative arrangements detailed in the report;
- (xiv) a review of "B" list of organisations be undertaken in 1999/2000 by the Borough Grants Officer, or an officer nominated by the Chief Executive;
- (xv) Members adopt a two year transitional arrangement for Bracknell Forest County funded organisations, subject to a review of future funding in the year 1999/2000. Funding to remain at the 1997/98 County Council level, subject to inflationary increases as appropriate;
- (xvi) the transitional scheme grants (detailed in report no. 6) be disaggregated as recommended to Borough departments and their nominated departmental "Grants" officer(s) conduct an appropriate review of all organisations named in the report prior to the end of the two year funding period;
- (xvii) pending an evaluation of the Berkshire wide scheme used for service level agreements, approval be given to the adoption of a two year service level agreement for Bracknell Council for Voluntary Service and Bracknell Citizens Advice Bureau; and
- (xviii) the following areas be examined prior to further consideration at future meetings of the Focus Group:
 - (a) allocations of the six grant categories and budgets;
 - (b) responsibility for the community grants scheme;
 - (c) terms of reference for the Voluntary Grants Panel;
 - (d) any amendments to the Community Grants Schemes;
 - (e) the grants criteria;
 - (f) grants monitoring and evaluation; and
 - (g) notice of withdrawal or reduction of grants.

338 **U.K. & Ireland Corporate Games 1998 - Strategic Issues. (Item 3)**

The Chief Executive referred to the Council's earlier decision to enter into an agreement to host the 1998 U.K. & Ireland Corporate Games which would be held in various locations across the Borough over the period 12-14 June 1998. The Chief Executive submitted a report outlining financial and other potential benefits that could be realised as a result of hosting the event.

RESOLVED that the progress outlined in the report submitted be noted and that the following recommendations be endorsed:

- (i) that the Council adopts the general aims as outlined, to achieve strategic benefits for Bracknell Forest Borough Council;
- (ii) the Council adopts the marketing aims as outlined so as to raise the profile of Bracknell Forest as an area;

- (iii) the Council endorses that recommendations for the Business and Voluntary sector;
- (iv) that a follow up study be undertaken six months after the games to evaluate the impact of the UK and Ireland Corporate Games in Bracknell Forest.

339 **Weatherwatch. (Item 4 and Item 15)**

Following a request from Members, Councillor Birch agreed that Items 4 and 15 should be considered together in the presence of the public and press.

The Committee received a report dealing with the current status of the Weatherwatch project and a request received from the Millennium Commission for a progress report. It was noted that the original programme which provided for Weatherwatch to be opened to the public before July 2000 would not now be achieved and that there was currently a shortfall of around £1.6 million in capital funding after taking account of a 50% grant from the Millennium Commission and other available funding. In these circumstances Officers requested authority to approach the Millennium Commission with a formal request for the original agreement to be extended by a period of six months and further recommended that a consultant be commissioned to secure the necessary additional funding.

The terms of a draft letter to the Millennium Commission in relation to the progress being made and seeking the required revision to the programme were submitted for consideration.

During the course of debate, Members discussed the terms of the draft letter and, in order to facilitate agreement, it was

RESOLVED that the meeting be now adjourned at 9.38pm.

ADJOURNMENT

The Committee reconvened at 9.55pm and consideration was given to revisions to the proposed letter to be sent to the Millennium Commission.

RESOLVED that

- (i) a revised letter in the terms set out in Appendix G hereto be sent to the Millennium Commission providing an update on the Weatherwatch project and requesting an amendment to the terms of the Council's agreement so as to enable an extension of time for completion;
- (ii) subject to the Millennium Commission approving the necessary time extension, David Robertson of Technology Response Limited be appointed to undertake further fund raising for the project on terms to be agreed by Officers subject to consultation with the Chairman.

340 **Committee Structure and Delegations to Officers. (Item 5)**

The Director of Corporate Services reported on the progress being made by Focus Groups established by each main Service Committee in defining their terms of reference in the unitary authority, and the structure and terms of reference of proposed Sub Committees. Other work

was either in progress or to be undertaken in relation to matters to be delegated direct to Officers on an operational basis and in preparing a scheme of Core Management responsibilities. In accordance with decisions taken at the annual meeting of the Council, the Committee was recommended to appoint a Focus Group comprising five members with appropriate Officers from each department, to review the Council's Standing Orders, Financial Regulations and Scheme of Delegation for the authority.

A number of issues had also arisen during the current meetings cycle which required implementation during the current year and these were identified in the report submitted.

RESOLVED that

- (i) five members (to be nominated by Group Leaders) be appointed to serve on a Focus Group with appropriate Officers from each department to review the Council's Standing Orders, Financial Regulations and Scheme of Delegation for the unitary authority;
- (ii) the terms of reference proposed for the following meetings as submitted to the Committee be confirmed:-

Planning Control Sub Committee
Highways Sub Committee
Housing Sub Committee
Education Consultation Panel
Joint Advisory Panel on Children's Services
- (iii) the arrangements made by Committees for the appointment of Executive Sub Committees be confirmed;
- (iv) the Borough Administrator be authorised to appoint three members to serve on each Housing Benefits Review Board as necessary from amongst the members of the Housing Sub Committee;
- (v) the Director of Planning and Transportation be authorised to act as appointing Officer for the purposes of Section 10(8) of the Party Wall Act 1996;
- (vi) all existing Officer delegations be reassigned to the appropriate Director for the remainder of the period ending 31 March 1998 with the exception of delegations relating to Planning Control which are to remain with the Borough Planning Officer.

341 **Appointment to the Shadow Thames Valley Police Authority. (Item 6)**

Councillor Birch advised the Committee that this matter had now been actioned in accordance with authority delegated by the Public and Environmental Services Committee and had accordingly been withdrawn from the agenda.

342 **Local Government Reorganisation - Arrangements for Valuation Tribunals. (Item 7)**

The Borough Administrator reported that the Department of the Environment, Transport and the Regions had issued a consultation document dealing with proposals for changes to the arrangements for the appointment of Valuation Tribunals as a result of Local Government Reorganisation. The proposal was to establish a county-wide Valuation Tribunal of 30

members with the new unitary authorities making appointments on the basis of population and number of hereditaments but weighted to potential to reflect potential workload.

RESOLVED that the Committee agree to the proposed appointing arrangements outlined in the consultation paper with the name of the tribunal remaining “Berkshire Valuation Tribunal” and that the Department of the Environment, Transport and the Regions be advised accordingly.

343 **Berkshire Probation Service. (Item 8)**

The Chief Executive reported on discussions with the Senior Probation Officer arising from which it was anticipated that each of the new unitary authorities would be invited to nominate a member to attend meetings of the Probation Committee.

RECOMMENDED that Councillor North be nominated to attend meetings of the Probation Committee as the Council’s representative.

344 **Council Meeting - February 1998. (Item 9)**

The Committee noted that the meeting of the Council at which the Council Tax Level for 1998/99 would be decided had been scheduled for 18 February 1998. However it was now known that the Thames Valley Police Authority would not meet to fix its precept for that year until 20 February 1998. In these circumstances it would be necessary to reschedule the Council meeting to ensure that the Police Authority precept was known in advance of setting Council Tax levels.

RECOMMENDED that the February meeting of the Council be changed to Thursday 26 February 1998 and that an alternative date be selected for the scheduled meeting of the Leisure Services Committee.

345 **CCT Functional Work - Annual Reports. (Item 10)**

The Committee received the Annual Reports and Trading Accounts for the year 1996/97 in respect of the Landscape Maintenance, Leisure Management and Building Works Direct Service Organisations.

RESOLVED that the Annual Reports and Statement of Accounts for Landscape Maintenance, Leisure Management and Building Works Direct Service Organisations for the year 1996/97 be adopted and submitted to the Secretary of State and to the Council’s Auditor.

346 **References from Other Committees. (Item 11)**

The Committee received details of references from other Committees as follows:

(i) All Committees

It was noted that the recommendations of Committees as set out in Minute Nos. 222, 245, 277, 294 and 324 would be brought to the next meeting of the Committee following consideration by the Strategy and Policy Focus Group (see Minute 340).

(ii) Public and Environmental Services Committee

The Committee received Minute 239 and approved the release of the necessary funding as identified.

347 **Developing Corporate Identity. (Item 12)**

The Committee received the report of the Corporate Identity Focus Group which had met on three occasions to consider the development of a Corporate Identity and, in particular, the development of a new logo for Bracknell Forest Borough Council as a unitary authority.

Consideration had been given by the Focus Group to weaknesses which had been identified with the Council's present logo, the need for a Corporate Identity Manual to be developed by the Council's Management Team, and the need for the development of a positive Corporate Identity amongst staff. It was further recommended that an attitude survey should be taken among local businesses and other organisations to ascertain their perceptions of the Council. Display panels illustrating the use of the preferred logo designs and styles proposed by the Focus Group were submitted and the Chief Executive advised that a further report would be made with costed proposals following the proposed consultation period.

RESOLVED that the following recommendations of the Focus Group be adopted:

- (i) the Committee note that the Corporate Management Team will be progressing the following matters:
 - the development of a corporate identity among staff;
 - the development of a corporate identity manual, embracing such matters as house style, letterheads, compliment slips, the use of the Council's logo with other logos,
 - the need for an emphasis on 'Bracknell Forest', as opposed to 'Bracknell' in all communications; and
 - an attitude survey of local businesses and other organisations to ascertain their perceptions of the Council;
- (ii) two logo designs, together with 'break out' designs, be made subject to a public consultation exercise, with the results of the exercise being reported to a further meeting of the Corporate Identity Focus Group; and
- (iii) resources be allocated to ensure the achievement of (i) and (ii) above.

348 **Local Government Reorganisation - High Level Transition Plan. (Item 13)**

The Committee received the agreed Local Government Reorganisation High Level Transition Plans for the period April 1997 to March 1998 and noted the progress made with all activities currently on target.

349 **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 Item 14 which

involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(9) Expenditure or Terms proposed under a contract

350 **Urgent Action under Delegated Powers. (Item 14)**

The Committee noted urgent action taken under delegated powers in relation to the commissioning of a replacement Air Handling Unit at Coral Reef.

The meeting commenced at 7.30pm and concluded at 10.40pm.

CHAIRMAN

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UNITARY STRUCTURES SUB COMMITTEE
28 AUGUST 1997

Present: Councillors Ward (Chairman), Bettison, Mrs Keene and McCormack

Apologies: Councillor Sargeant

8. Minutes - 8 July 1997.

The minutes of the meeting of the Sub Committee held on 8 July 1997 were approved as correct record.

9. Departmental Structures - Education.

The Sub Committee received a report from the Director of Education detailing the Director's justifications for posts which had been queried by the Resource Allocation Focus Group. The Director of Education also tabled a document detailing the Department's new proposed structures.

The Sub Committee noted that the following posts needed to be created and filled as soon as possible:-

Awards and Admissions Manager
Senior Education Welfare Officer
Information and Governor Services Officer
Children and Families Officer
Senior Advisor/Inspector
Four Advisor/Inspectors

It was also noted that the Advisor/Inspectors' standard terms and conditions were Soulbury grades and the Borough Personnel Manager would investigate how these grades could be integrated with the Bracknell Grades.

Where Berkshire County Council staff were recruited to Bracknell Forest posts, arrangements for the new staff to start work would be negotiated with the Education Department.

RESOLVED:

- (i) that the proposed changes to the third tier structure be approved;
- (ii) that the changes to the gradings of the posts be approved;
- (iii) that the inclusion of the posts listed in these minutes be approved to permit the recruitment process to proceed.

10. **Departmental Structures - Leisure Services.**

The Sub Committee received a report from the Acting Borough Leisure Officer detailing new proposed structures for the Leisure Services Department.

It was noted that the Leisure Strategy was currently out to consultation and that the Leisure Services Committee would be deciding on its adoption later in the year.

It was noted that in the Youth and Community Service the new post of Training Officer appeared and the Acting Borough Leisure Officer explained that this was in response to the needs of Youth and Community volunteers. The Sub Committee expressed concern about the Sports/Events Development Officer in the Recreation and Amenities Section. It was agreed that no decision should be made at this stage, pending the outcome of the consultation on the Leisure Strategy.

The Acting Borough Leisure Officer drew attention to the post of Bibliographic Librarian in the Libraries, Arts and Information Section, which was necessary to appoint immediately.

RESOLVED that the staffing structures set out in Annexe A to the report be approved, subject to:

- (a) the immediate appointment of a Bibliographic Librarian;
- (b) decisions on the Sports/Events Development Officer be deferred at this stage.

11. **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 6 and 7 which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- 1 Information relating to individual employees of the Council.

12. **Planning and Transportation Directorate - Surveying Division.
Post Designated: Principal Building Surveyor (Property)**

The Sub Committee received a report containing exempt information from the Director of Planning and Transportation detailing the need to appoint to this post in order to be able to deal with maintenance and minor works to the buildings the Council would have transferred to it from Berkshire County Council on vesting day.

RESOLVED that the post of Principal Building Surveyor (Property) in the Planning and Transportation Directorate be released for early filling.

13. **Planning and Transportation Directorate - Surveying Division.
Post Designated: Head of Property**

The Sub Committee received a report containing exempt information from the Director of Planning and Transportation detailing the need to recruit to the post of Head of Property. It was noted that the Head of Property post was currently covered by a consultant having been held vacant pending LGR.

RESOLVED that the post of Head of Property in the Planning and Transportation Directorate be advised and filled in accordance with the agreed timetable for posts of this salary band.

14. **Legal Section Recruitment.**

(The Chairman agreed to the consideration of this item as a matter of urgency on the grounds that the prior consideration recruitment process for posts at the level of those for which authorisation was being sought was due to commence, immediately and to ensure the Council had access to the full range of legal services that it would require after vesting day.)

The Sub Committee received a report, tabled at the meeting, from the Borough Solicitor detailing the need for three posts of Senior Solicitors to be Team Leaders for the Legal Section of Corporate Services.

RESOLVED that the Borough Solicitor be authorised to recruit to each of the three Senior Solicitor posts shown on the draft structure appended to the report.

15. **Dates of Future Meetings.**

It was confirmed that the programme of meetings for the Sub Committee would be as follows:-

| Time | Date | Subject |
|-------------|-----------------------|--------------------------------------------------------|
| 5.30pm | Thursday 18 September | Planning & Transportation and Policy Unit |
| 6.00pm | Thursday 2 October | Social Services and Housing |
| 5.30pm | Tuesday 21 October | Corporate Services and Public & Environmental Services |

The meeting commenced at 5.30pm and concluded at 7.30pm.

CHAIRMAN

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**UNITARY STRUCTURES SUB COMMITTEE
2 OCTOBER 1997**

Present: Councillor Ward (Chairman), Councillors Bettison, Mrs Keene
and Sargeant

Also Present: Councillor Angell (Chairman of Social Services Transition and
Housing Committee)

An Apology of Absence was received from:
Councillor McCormack

16. **Minutes**

The minutes of the meeting of the Sub Committee held on 28 August 1997 were approved as a correct record.

17. **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

18. **Education Department - Re-evaluation of Grades**

The Chairman has previously agreed that this item should be dealt with at this meeting to enable recruitment to key posts to progress at the earliest opportunity.

The Director of Education submitted a paper dealing with re-evaluations of three posts within the approved structure for the Education Department following changes of responsibilities confirmed at the meeting on 28 August. The Sub Committee noted that the additional costs proposed would be offset by the deletion of one post in Special Education and a down grading of one post in the Admissions and Awards Section.

RESOLVED that approval be given to the revised gradings indicated for the following posts:

| | |
|-------------------------------------------|-----|
| SEN Manager | BGC |
| SEN Officer (Assessment and Statementing) | BGF |
| Admissions and Awards Manager | BGE |

The Director confirmed that he would check on the need to advertise these posts through the Berkshire Prior Consideration ring fence and whether there are viable applicants from the County Council.

19. **Social Services and Housing Department - Proposed Structure**

The Sub Committee received a report from the Director of Social Services and Housing which set out the proposed structure for the combined Social Services and Housing functions. The report submitted identified the issues addressed by the proposed structure and the likely staffing costs although it was particularly noted that the budget position of the new authority would not become clear until later in the year when the Government identified its funding intentions. The Director of Social Services and Housing discussed with the Sub Committee the likely strategy in the event of there being a budget shortfall. The Sub Committee particularly discussed the relationship and working arrangements with services provided from the Corporate Centre but located within the department.

The Director also identified a total of 31 posts within the structure to replicate activities currently provided on a Berkshire wide basis but required to maintain existing service levels and a seamless transition. In some cases posts would be the subject of early recruitment proposals.

Following discussion, the Sub Committee:

RESOLVED that the proposed structure for the Social Services and Housing Department be approved in principle subject to budget considerations and that issues relating early recruitment be dealt with under delegated powers as previously authorised.

20. **Social Services and Housing Department - New Posts**

The Sub Committee received a report identifying four new posts required to strengthen existing teams and to ensure that service and performance standards were met. It was noted that the need for these posts had been previously considered and that provision had been made within contingency funds in the current year. Details of service and performance issues were noted and, following discussion, it was:

RESOLVED that

- (i) approval be given to the creation of a new post of Senior Housing Officer (Estates) within the approved structures;
- (ii) approval be given to two new posts within the Housing Benefits Section on one year fixed term contracts and that the need for a third post be reviewed in May 1998.

It was confirmed that there was no requirement to seek approval from the Personnel Sub-Committee for these posts.

21. **Meetings Programme**

The following programme of future meetings was agreed:

17 October - 4.00pm

Public and Environmental Services
Planning and Transportation

11 November - 4.00pm

Corporate Services
Policy Unit

The meeting commenced at 6.00pm and
concluded at 7.45pm.

CHAIRMAN

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AUDIT, PERFORMANCE & SCRUTINY COMMITTEE
10 SEPTEMBER 1997

Present: Councillor Birch (Chairman)
Councillors Beadsley, Blatchford, Good, Mrs Hayes,
McCormack, North, Mrs Shillcock and Wade

10. Minutes.

The minutes of the meetings of the Committee held on 13 May and 26 June 1997 were signed as a correct record.

11. Terms of Reference.

The Committee received a report from the Borough Administrator detailing two additional terms of reference for the Committee, which had been suggested that the last meeting, to provide it with remit to consider the implications for the Council of the report of the Nolan Committee and to consider the review and promotion of the Council's democratic processes at the request of Council or Strategy and Policy Committee. It was noted that a further report would be made, should the Committee need to seek additional powers.

RECOMMENDED that the additional terms of reference set out in the report be approved.

12. Audit Commission Publications and Reports.

The Committee received a report from the Borough Administrator detailing the latest report received from the Audit Commission. A system for the receipt, filing and actioning of these reports was being devised and details of this would be circulated to members.

RESOLVED that the report be noted.

13. Local Authority Performance Indicator Results 1996/97

The Committee received a report from the Borough Personnel Manager detailing the Performance Indicator Results for the Borough Council for 1996/97 and 1995/96. The Performance Indicators included indicators for dealing with the public, the provision of housing accommodation, housing the homeless, refuse collection, planning and land searches, paying housing benefit and Council tax benefit, collecting Council tax, leisure and recreation, looking after the local environment, and spending and income generally. The Committee noted that three of the indicators required by the Audit Commission had previously been selected for additional internal monitoring twice a year. Concern was expressed about the reactive monitoring arrangements for the Council's equal opportunities policy; an undertaking was given that this would be addressed in reviewing procedures.

The report sought the Committee's approval to publish the results set out in the Annexe to report in October.

RESOLVED

- (i) that the Committee approve the Performance Indicator Results set out in the Annexe to the report for publication in October 1997;
- (ii) that the Committee note the Performance Indicator Results for 1996/97;
- (iii) that a review of the Performance Indicators reported internally be undertaken and that consideration be given the Borough Personnel Manager to integrate some of the Audit Commission Local Authority Performance Indicators to meet both the Government guidelines and the Council policy; and
- (iv) that a review of the overall complaints procedure be authorised.

14. Local Authority Performance Indicators - Draft Response to Consultation Document 1997

The Committee received a report from the Borough Personnel Manager outlining the consultation document received from the Audit Commission seeking the Council's views on the Performance Indicator process.

RESOLVED that the comments set out in Annexe B to the report be approved.

15. Local Government Ombudsman Complaints

The Committee received a report from the Borough Personnel Manager detailing the level of complaints to the Ombudsman in respect of Bracknell Forest Borough Council and the other authorities in Berkshire.

RESOLVED that the report be noted.

16. Report of Nolan Committee on Standards of Conduct in Local Government

The Committee received a report from the Borough Solicitor detailing the recommendations of the Nolan Committee on standards of conduct in Local Government.

The report suggested an Officer Working Group be established to progress formulating a Borough Council response and that the Planning and Transportation Committee consider the Nolan Committee's recommendations relevant to the planning area.

RESOLVED

- (i) that an Officer Working Group including the Borough Solicitor, Borough Finance Officer, Borough Personnel Manager, Borough Administrator or their respective representatives be established to:
 - (a) formulate a protocol governing relations between Members and Officers;
 - (b) devise a whistle-blowing procedure for Council staff and staff of contracting organisations;

- (c) to consider whether it would be appropriate for the Council to establish a Standards Committee;
- (d) to review the employee conduct Code of Conduct;
- (e) submit a further report to a future meeting of the Committee.

RECOMMENDED that the Planning and Transportation Committee be invited to consider whether:

- (a) a procedure should be implemented for Member training on planning matters;
- (b) a code of best practice should be published; and
- (c) procedures to permit further member and public consultation on planning agreements should be formulated.

17. **Preparation of an Internal Audit Plan 1998/99 onwards**

The Committee received a report from the Borough Finance Officer detailing the need to prepare an internal audit plan which should be the basis for directing audit resources through the early years of the transition to unitary authority.

RESOLVED that the approach outlined in the report to the preparation of a new audit plan be endorsed, as representing a logical and methodical way to produce a plan capable of directing internal audit resources, according to assessed priority risks.

18. **Status, Role and Scope of Internal Audit**

The Committee received a report from the Borough Finance Officer setting out a convention for the Audit Section's role. Clarification of the meaning of "systems" was provided and this would be further clarified in the council's formal documents.

RESOLVED that the document attached as Annexe 1 to the report be adopted as the formal statement on the role, scope and terms of reference for the internal audit process.

19. **KPMG Interim Report**

The Committee received a report from the Borough Finance Officer detailing the outcome of the first stage of the audit of the 1996/97 accounts.

RESOLVED that the recommendations made by KPMG and management responses thereto be noted.

20. **External Audit Review of Internal Audit**

The Committee received a report from the Borough Finance Officer detailing the recommendation of KPMG on the internal Audit Section's work. The BFO would propose a set of programme indicators for the audit.

RESOLVED that the recommendation made by KPMG be noted that the responses made by the Borough Finance Officer be endorsed.

21. **Summary of Major Internal Audit Report**

The Committee received a report from the Borough Finance Officer outlining six internal reviews, together with an indications of the response by the Line management.

RESOLVED

- (i) that the Committee note the nature of the recommendations made by Internal Audit; and
- (ii) that if necessary the Committee advise the relevant programme Committee of its views on the need to comply with the Audit recommendations.

The meeting commenced at 7.30pm and concluded at 9.20pm

CHAIRMAN

STRATEGY AND POLICY EXECUTIVE SUB COMMITTEE
24 SEPTEMBER 1997

Present: Councillor Bettison (Chairman)
Councillors Angell, Birch, McCormack and Wheaton

1. Statement of Accounts 1996/97. (Item1)

The Borough Finance Officer submitted the Council's Statement of Accounts for the year 1996/97 and further advised that the Statement had to be approved by resolution of a Committee within six months of the year end. The Committee noted that the Statement, as submitted, had not yet been confirmed by the Council's external auditors and that discussions with the auditors were continuing in relation to the classification of capital spending of £3.6 million. Subject to agreement on the classification of that expenditure, the external auditor was unlikely to have any reservations. The Committee further noted that the audited accounts would be brought before the Audit Performance and Scrutiny Committee in January 1998.

RESOLVED that the Statement of Accounts for 1996/97 be approved as submitted.

2. New Building for Berkshire Archives. (Item 2)

The Committee noted progress being made with regard to the proposed replacement building to house the Berkshire archives following the sale of Shire Hall. It was reported that the existing accommodation at Shire Hall had to be vacated by 31 March 2000 and that the new building had to be constructed by 10 December 1999 to allow for fitting out and transfer of material. A steering group had been appointed by the Shadow Authorities and currently two sites were being investigated by the appointed consultant. Agreement would be needed by the six districts to the detailed design and planning application and acceptance of the main tender.

RESOLVED that

- (i) Councillor Ward be nominated to represent the Council on the Archives Steering Group for the purpose of approving the detailed design and planning application for the new archive building and accepting the main contractor's tender;
- (ii) the Acting Borough Leisure Officer and Borough Surveyor be nominated to attend the Archive Steering Group for the same purpose; and
- (iii) attendance at meetings of the Steering Group be classified as an approved duty for the purposes of the scheme of members' allowances.

3. **Bracknell Forest Help Bus. (Item 3)**

The Borough Administrator reported on the current position in relation to the Bracknell Forest Help Bus which had been set up as a pilot scheme jointly by the County and Borough Councils and funded accordingly. Notice had been served by the County Council that, as a result of staff losses, the County Council would be unable to continue to provide staffing with effect from 1 October 1997. The Committee noted that withdrawal of the service from that date would facilitate an opportunity to review the delivery of information services to residents and others in the lead up to transition to the unitary authority. The views of members with regard to alternative ways of information provision would be sought.

RESOLVED that

- (i) the Help Bus be withdrawn with effect from 1 October 1997;
- (ii) the service be relaunched in January 1998 in a new form primarily to assist in communicating customer information regarding the migration of Borough and County Council services to the unitary authority; and
- (iii) in August 1998 the service be retargeted and focused to meet the marketing and information needs of the unitary authority

4. **Best Value - Pilot Scheme. (Item 4 - tabled)**

The Chief Executive reported on the emerging proposals by the Government to introduce a framework of Best Value in Local Government and proposed a number of initial action points.

The proposals had been described in major speeches by Ministers during July and supported by the issue of guidance papers issued during the last week of that month. The broad intention was for local authorities to introduce a framework for the review of all services over a four year cycle, which would include significant elements of competition. Compulsory competitive tendering, as currently defined, could in time be replaced by the proposed Best Value framework. The thrust of the proposals was that local authorities should act as commissioners of services, responsible for ensuring service delivery to quality standards but with arrangements for delivery being selected according to assessment of best value.

A pilot programme would be established by the Government to commence in April 1998 and local authorities had been invited to submit bids for inclusion in that programme by 1 October 1997. A pilot project in Bracknell Forest had been developed which would be capable of implementation whether or not it was accepted for inclusion in the pilot programme. The proposal involved focusing attention on services where the Council had regular contact with businesses in providing information and regulation by examining ways of integrating the Council's service contact. The theme would be the Council's intention to reduce bureaucracy, duplication and effort by co-ordinating services to provide a focused "one-stop shop" service for business tailored to their needs. The approach should prove more cost-effective for the Council whilst improving access to information and reducing the burden of bureaucracy for legal businesses throughout the Borough.

The Committee went on to discuss the emerging Best Value framework which was welcomed by the Committee as an extension of the market testing concepts contained within the

compulsory competitive tendering policies, but which would enable full recognition to be given to service quality issues. Following further discussion it was

RESOLVED that

- (i) approval be given to the submission of a bid to become a pilot authority for the development of Best Value, with delegated authority for the Chief Executive in consultation with the Chairman to develop the Council's bid and take other necessary action; and
- (ii) a Seminar be arranged for members and officers dealing with Best Value concepts and its implications and that attendance by members be regarded as an approved duty for the purposes of the scheme of members' allowances

5. Parish/Town Council Elections. (Item 5)

It was reported that, following the Local Government Review of Berkshire, the Berkshire (Structural Change) Order 1996 made provision for Borough Council elections to be held in 1997, 2000, 2003 and every four years thereafter. The Parish and Town Councils, however, had not been included in the arrangements and Parish Council elections were scheduled to continue to be held every four years from 1999. The Department of the Environment, Transport and the Regions had proposed that an Order should be made to require the date of Parish Council elections to coincide with elections to the unitary authority and this would provide economies for all the authorities concerned. Five of the six existing Parish or Town Councils had expressed support for this proposal and a response was awaited in the remaining case.

RESOLVED that

- (i) the responses received from the Parish and Town Councils be noted and forwarded to the Department of the Environment, Transport and the Regions; and
- (ii) the Borough Council confirm support for the proposal for Parish/Town Council elections in May 2000 coinciding with elections to the Borough Council, and for both elections to take place in 2003 and every four years thereafter.

6. Representing People : the Role of Councillors. (Item 6 - tabled)

Consideration was given to a tabled paper describing arrangements for a series of regional seminars organised jointly by the Audit Commission and the Local Government Association to present and discuss the findings of a recent management paper which analysed the way Councillors work and made recommendations to improve effectiveness.

RESOLVED that

- (i) approval be given to the appointment of 6 delegates to the Audit Commission, Local Government Association Regional Seminar "Representing the People : The Role of Councillors" in London on 28 October 1997 and that such attendance be accepted as an approved duty for the purposes of the scheme of members' allowances; and
- (ii) the leaders of the two political groups be requested to nominate a total of six delegates as aforesaid.

7. Thames Valley Regional Conference. (Item 7 - tabled)

The Chief Executive submitted proposals for a Thames Valley Regional Conference to be held in High Wycombe on 10 November 1997 which would include presentations from the Henley Centre for Forecasting and from Richard Caborn, Minister for the Regions.

RESOLVED that the Committee approve a delegation of up to 10 members accompanied by appropriate officers, at the Thames Valley Regional Conference to be held in High Wycome on 10 November 1997 and that such attendance be accepted as an approved duty for the purposes of the scheme of members' allowance.

The meeting commenced at 7.30 pm
and concluded at 8.30 pm

CHAIRMAN

FINANCE & PROPERTY SUB COMMITTEE
7 OCTOBER 1997

Present: Councillor Bettison (Chairman)
Councillor Egan, Fawcett, Mrs Hayes, Mrs Hirst, Mrs Pile,
Ryan, Wade and Wheaton

Also Present: Councillor North

12. **Minutes**

The minutes of the meetings of the Sub Committee held on 13 May and 8 July 1997 were approved as a correct record and signed by the Chairman.

13. **Voluntary Grants Panel - Minutes**

The minutes of the meeting of the Voluntary Grants Panel held on 10 September 1997 were received and noted.

14. **Capital Grants to Town and Parish Councils. (Item 1)**

(Councillor Fawcett declared an interest in the grant relating to Binfield Parish Council and left the meeting during the consideration of this grant, but returned for consideration of the other grants contained within the following item.)

In a joint report the Chief Executive and the Director of Planning and Transportation reported that the Borough Council had set aside £125,000 in its 1997/98 Capital Programme for Capital Grants for Town and Parish Councils and gave details of the schemes submitted and sought members views on the level of grants to be awarded.

In referring to the conditions of grant payment set out in the report, the Borough Surveyor indicated that he had discussed these with the Borough Council's Access Officer and both felt it would be useful for her to be involved in the various schemes detailed designs at an early stage to ensure that none of this work presented problems on access for the future. Accordingly it was suggested that the first condition in each grant payment be extended to include ".....and consultation with the Borough Council's Access Officer".

However, in considering the grants before it, the Sub Committee was of the view that further information was needed with respect to three of the grants, namely from Winkfield Parish Council, Crowthorne Parish Council and Warfield Parish Council as, on the information submitted, no partnership contributions appeared to be being made toward the schemes and accordingly recommended that these three grants be referred to the Strategy and Policy Committee for consideration with the Director of Planning and Transport ascertaining further information as appropriate.

RESOLVED that:

- (i) grants be made to Sandhurst Town Council, Binfield Parish Council and Bracknell Town Council in the sums of £20,000, £6,000 and £42,400 respectively for the projects as submitted and detailed with the officers' report;
- (ii) grants submitted by Winkfield Parish Council, Crowthorne Parish Council and Warfield Parish Council in the sums of £37,340, £12,250 and £4,642 respectively be referred to the Strategy and Policy Committee for consideration pending the Director of Planning and Transportation ascertaining further information with regard to likely partnership contribution from the respective Parish Councils.

15. **Energy Manager's Report. (Item 2)**

In a detailed report the Energy Manager reviewed the role of his post, the Council's use of energy, its energy costs and made recommendations for the means of improving energy efficiency over the next five years.

The Energy Manager was present at the meeting and answered Members' questions thereon.

RESOLVED that:

- (i) the report be noted and that the goal of achieving a 15% reduction in primary energy usage across all the current buildings be endorsed; and
- (ii) support be given to the proposal to include funding in the support capital programme for work to improve energy efficiency in all Council buildings which have central metering, with the resulting nett cost savings being returned to the support capital fund in order to make the scheme self financing.

16. **Adoption of Approved Contractors List**

The Director of Planning and Transportation informed the Sub Committee that following the Council becoming a unitary authority, there would be an increase in the type of construction related works. Accordingly it was proposed to adopt Berkshire County Council's approved lists of contractors alongside the Borough Council's own approved list.

RESOLVED that:

- (i) the current Berkshire County Council approved lists of contractors (January 1996 - December 1998) be adopted for the Borough Council's use, in conjunction with the Borough Council's own approved lists of contractors; and
- (ii) the review of the Council's construction related approved lists of contractors be deferred until end of December 1998.

17. **Six Months Review/Budget Pressures - Information Item**

The above information item was noted.

18. **North Ascot Community Centre. (Tabled Item)**

In an item agreed to be dealt with by the Committee as a matter of urgency the Acting Borough Leisure Officer reported on the need for an additional grant of £6,000 to be awarded to North Ascot Community Association for urgency repairs.

The report contained full details of the circumstances and the reasons for the urgency.

RESOLVED that an additional grant of £6,000 be awarded to North Ascot Community Association, subject to the Association signing a lease for the building.

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 the consideration of the following Items which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

(8) Terms proposed for the acquisition or disposal of property (Item 6 and tabled item)

(9) Terms proposed for the contract (Items 5 and tabled item)

20. **Payroll Services Post April 1998. (Item 5)**

In the report containing exempt information the Director of Corporate Services reported on the need to secure member authority to continue with officer discussions with CSL (who currently provide payroll services for the Berkshire County Council) with a view to them continuing to pay Berkshire County Council direct transfer employees who join the unitary authority on 1 April 1998.

RESOLVED that the officers continue discussions on the feasibility of extending the Berkshire County Council CSL contract for payroll services.

21. **The Future of Calcott, Rectory Close, Bracknell. (Item 6)**

In a joint report containing exempt information the Directors of Social Services and Housing and Planning and Transportation sought the Sub Committee's approval on the sale of Calcott, Rectory Close as proposed by the Housing Sub Committee at its meeting on 23 September 1997.

RESOLVED that the sale of the freehold of Calcott to the East Berkshire NHS Trust on the terms reported be approved to enable the redevelopment of the site with a group home for residents leaving Church Hill House.

(Councillor Bettison declared a pecuniary interest in the following item and, in accordance with Standing Orders, left the meeting at this juncture)

COUNCILLOR WADE IN THE CHAIR

22. New Shop Lettings at Priestwood Square

In a tabled report submitted as a matter of urgency by the Director of Planning and Transportation and containing exempt information, members' approval was sought to the letting of vacant shop units at Priestwood Square.

RESOLVED that approval be given to:

- (i) the letting of 1 Priestwood Square to Pizza de Action Limited on the terms reported, subject to planning permission being granted; and
- (ii) the letting of 9 Priestwood Square to Mr A Day on the terms reported.

The meeting commenced at 7.30pm and concluded at 8.35pm.

CHAIRMAN

PERSONNEL SUB COMMITTEE
13 OCTOBER 1997

Present: Councillor Sargeant (Chairman), Councillors Beadsley, Blatchford, Grayson, Harrison, Mrs Shillcock and Ward

Apology for Absence: Councillor Mrs Keene

15. Introductions

The Chairman formally introduced Mr Timothy Wheadon and Mr John Osborne who had recently taken up their positions as Director of Corporate Services and Director of Public and Environmental Services respectively.

16. Minutes

The minutes of the meetings of the Sub Committee held on 13 May and 10 July 1997 were approved as correct records and signed by the Chairman.

17. Minutes - Sub Committees

RESOLVED that the minutes of the meeting of the Local Joint Committee held on 23 September 1997 be received and noted.

18. Introduction of a No Smoking Policy. (Item 1)

In a detailed report the Borough Personnel Manager reported that in the light of major changes to office accommodation, including the relocation of staff into the new Time Square building in the autumn, the issue of a smoking policy needed to be addressed.

It was noted that the Council had a legal responsibility under the Health and Safety at Work Act to provide a safe and healthy working environment for its employees. The European Workplace Health and Safety Directive required employers to introduce appropriate measures for the protection of non-smokers against discomfort caused by tobacco smoke.

Whatever action the Council determined, consultation with employees would be necessary.

RESOLVED that:

- (i) the Council confirms its intention to firm up on the previous "work towards" policy and introduce a Council-wide no smoking policy;
- (ii) the Council imposes a total smoking ban at Time Square with immediate effect; and
- (iii) a Working Party be constituted with appropriate representatives to discuss the implications of the Council's approach and address any practical issues arising therefrom.

19. **Sports and Social Club in a Unitary Context. (Item 2)**

The Borough Personnel Manager reported that at its meeting on 20 January the Local Joint Committee had considered the annual grant application for the Sports and Social Club and, in agreeing to its funding, had requested the Club's Executive Committee to put forward a plan of action to take into account the impact of the influx of staff joining the Council in April 1998.

Accordingly, the Social Club had submitted a report with various recommendations, particularly with regard to the level of service offered by the Club, reviewing of subscription rates and continuing the use of Bracknell Forest Borough Council facilities wherever possible.

The Sports and Social Club had requested a grant of £14,000 per annum to continue to provide the same level of services for employees in the unitary context. In addition to this, an additional sum of £5,300 would need to be set aside to pay for employee concessionary membership of the Leisure Centre. However, it was noted that the Council needed to be aware of the Council's share of the County Council's disaggregated budget for social activities before it could make a judgement on the total cost to the Borough.

RESOLVED:

- (i) the Club continue to offer the current level of service enjoyed by Bracknell Forest employees in the short term, and review and improve on this when the new membership figures were known;
- (ii) the Club increase the members on its Executive Committee to 20, divided into Focus Groups looking at Sports and Social events separately;
- (iii) the grant for the Club be increased in line with the increase in membership, subject to funding being available;
- (iv) the Club be allowed to continue to use Bracknell Forest Borough Council facilities wherever possible;
- (v) the Club be renamed in line with the name for the new unitary authority;
- (vi) the subscription rate for members be reviewed; and
- (vii) the request for the provision of a facility/room for staff that could be used out of hours by the Sports and Social Club be referred to the Office Accommodation Focus Group for consideration.

20. **The Council's Approach to a Salary Strategy. (Item 3)**

In a detailed report the Borough Personnel Manager considered the implications for the various elements of the Council's existing approach to its salary strategy, including the South East Employers Survey, the National Singles Status Agreement, Bracknell's existing "one employee" approach to salary structure, the potential cost implications of continuing the existing strategy, implications for the Unitary Council and Best Value considerations, and remaining job evaluation issues and answered Members' questions thereon.

RECOMMENDED that the Council adopts an approach which, whilst not committing itself unconditionally to the harmonisation of conditions of service, reviews the situation when opportunities present themselves, particularly taking into account the requirements of any Best Value and/or competitive tendering legislation

21. **New Posts. (Item 4)**

The Director of Social Services and Housing reported that at a special meeting of the Social Services Transition and Housing Committee on 30 September 1997, a report was considered on the provision of four new posts which had been identified to strengthen existing teams and to ensure that required service and performance standards were met.

At its meeting on 2 October 1997 the Unitary Structures Sub Committee had considered the report, and whilst noting that all four posts had been approved by the Social Services Transition and Housing Committee, considered that only the following posts should be approved:

Senior Housing Officer (Estates) (permanent contract)
Senior Benefits Assessors (two posts - one year contracts)

RESOLVED that the report be noted..

22. **Prior Consideration Process - Item for Information**

The Committee received and noted an information item on the prior consideration process and the Borough Personnel Manager answered questions thereon.

23. **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 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 (Items 6 and 7)

24. **Early Retirement**

In a report containing exempt information the Director of Planning and Transportation sought the Sub Committees' agreement to allow postholder PAA 010 who had been designated as a Prior Consideration post under the LGR process to leave early from the Council's service, five months in advance of vesting day.

RESOLVED that the Council agree to the redundancy of post PAA 010 with effect from 26 October 1997.

25. **Ill Health Retirement**

In a report containing exempt information the Director of Public and Environmental Services sought the Sub Committees views on whether to exercise discretion on grants and gratuity payments under Part K of the Local Government Pension Regulations to postholder ELS 517.

RESOLVED that discretion be given to grant a gratuity payment of £8,086 under Part K of the Local Government Pension Regulations to postholder ELS 517.

The meeting commenced at 6.00pm and concluded at 7.05pm

CHAIRMAN

STRATEGY AND POLICY COMMITTEE
21 OCTOBER 1997

Present: Councillor Bettison (Chairman), Councillors Adams, Angell,
Mrs Ballin, Birch, Good, Jones, Mrs Keene, McCormack,
Mills, North, Sargeant, Wade, Ward and Wheaton

Also Present: Councillor Flood

Apologies for Absence were received from:
Councillor Bayle

351. Town Centre Sub Committee. (Item 2)

The Committee received and noted the minutes of the meeting of the Town Centre Sub Committee held on 22 September 1997.

352. Office Automation Strategy. (Item 3)

The Committee considered a detailed report which outlined previous decisions regarding the Council's information and communication technology strategy and proposed further development by the introduction of a comprehensive office automation strategy building upon systems already in place.

Consultants had undertaken a business study of the need for and the likely shape of an office automation strategy and, in their interim report, had recommended the replacement of the Council's existing ICL Officepower system with a new single system incorporating Microsoft Office applications and providing new "groupware" functionality. The study further addressed the need to replace the current County-wide public information system "Infobox" with a more modern Internet solution. The report submitted provided further details of the costing of the project and the phasing thereof matched to the probable availability of resources.

RESOLVED that

- (i) Novell Groupwise be adopted as the Council's standard office automation system;
- (ii) an Internet service be implemented as the Council's public information system in the unitary authority;
- (iii) the Council's office automation strategy be implemented on a phased basis as outlined in the report submitted; and
- (iv) approval be given to expenditure of £202,000 in the current year to implement phase 1 of the strategy as outlined in the report subject to funds being available within the transition budget, and that consideration be given to further revenue funding in respect of phase 2 within the Council's budget for 1998/9.

353. Office Accommodation. (Item 4)

Consideration was given to proposed alteration works to Fitzwilliam House, Seymour House and Easthampstead House necessary to meet the requirements of the proposed user of each of those buildings in the unitary authority.

The Committee noted the relocations and works proposed together with details of the anticipated costings and programming. It was further noted that the Council would continue to press Berkshire County Council to undertake essential planned improvements at Fitzwilliam House before the end of the current financial year.

RESOLVED that

- (i) the proposed alteration works to Fitzwilliam House, Seymour House and Easthampstead House be approved at cost of £561,000 for the alteration works and £218,000 for I.T. and moving costs, subject to funds being available in the transition budget; and
- (ii) for orders above delegated limits, the Borough Surveyor and the Borough I.T. Services Manager, as appropriate, be authorised in consultation with the Chairman, to accept the lowest tenders for building work and I.T. and telecommunications work.

354. **Transition Costs Budget. (Item 5)**

The Director of Corporate Services reported on the arrangements for financing costs directly related to Local Government Reorganisation and submitted details of variations to the Transition Costs Budget approved by the Committee on 16 July based on more up-to-date information. Whilst some reductions had become known, the overall effect of the variations was to increase anticipated expenditure by £397,000.

RECOMMENDED that approval be given to additional expenditure of £397,000 to be financed from capital receipts for the transition budget to a revised total of £15,259,000 as set out Appendix A hereto.

355. **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(a) and 7(b) which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (7) Information relating to the financial or business affairs of another party
- (9) Terms to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services
- (10) Identity of persons offering tenders for a contract for the supply of goods or services
- (12) Advice received in connection with the determination of a matter affecting the authority

356. **Bracknell Town Centre Redevelopment: Terms for a Development Agreement. (Item 7(a))**

Representatives from the Council's Consultant Property Advisers, Healey and Baker, and Consultant Solicitors Berwin Leighton, attended the meeting for the consideration of this item.

Further to minute 12 of the meeting of the Town Centre Sub Committee held on 22 September 1997, the Committee received a summary report from Healey and Baker regarding the proposed redevelopment scheme and financial terms submitted by Legal and General Assurance Society Limited together with a report by Berwin Leighton regarding the proposed development and sale agreement. The representatives of those firms made a detailed presentation on the contents of their reports.

The Committee also noted the need for further advice in respect of part of the Council's land-holding within the proposed development site.

Members were reminded by the Council's consultant advisers and the Chairman that the Committee would be taking decisions for the Council in its capacity as landowner of sites in the town centre and that there should be a clear separation of that function from the Council's responsibilities as local planning authority and local highway authority. It was noted that members of the Committee should not participate in consideration of relevant planning applications or disclose the terms of the proposed agreement to members of the Planning Sub Committee.

Although the Borough Surveyor advised that he had received a preliminary highways assessment, the Committee accepted that a decision of the adequacy of any highways proposals would need to be determined by the Council in its roles as local planning authority and local highway authority.

RECOMMENDED that

- (i) subject to:-
 - (a) the deletion of the proposed extension of the list of potential anchor store tenants, and
 - (b) further negotiations with a view to securing agreement of the car parking management strategy within 6 months from the granting of planning permission,

the Council enter into a Development and Sale Agreement with Legal and General Assurance Society Limited in accordance with terms contained in the reports from Healey and Baker and Berwin Leighton and that the Borough Surveyor be authorised to conclude any outstanding matters of detail in consultation with the Chairman; and

- (ii) the Borough Surveyor be authorised to instruct Healey and Baker to advise in connection with other matters concerning the Council's land-holdings as referred to in the report submitted.

The representatives of Healey and Baker left the meeting at 10.15pm.

357. Bracknell Town Centre Redevelopment - Letting Agents. (Item 7(b))

The Committee were advised that, under the terms of the proposed Development Agreement with Legal and General Assurance Society Limited, the Council was entitled to nominate a joint letting agent for the development.

RESOLVED that Healey and Baker be nominated as the Council's choice for joint letting agent.

The meeting commenced at 7.45pm and concluded at 10.20 pm

CHAIRMAN

APPENDIX A
as referred to in Minute 354

| Detailed Estimates | Approved by S&P 16 July | Revised | Variations |
|------------------------------------|----------------------------|---------------|------------|
| Employee Related | | | |
| Redundancies | 603 | 485 | -118 |
| Additional Temporary Staff | 757 | 757 | 0 |
| Additional payments existing Staff | 149 | 149 | 0 |
| Recruitment | 86 | 86 | 0 |
| | 1,595 | 1,477 | -118 |
| Consultants | | | |
| Structures | 20 | 0 | -20 |
| Service Specific | 40 | 6 | -34 |
| Recruitment, Training | 140 | 137 | -3 |
| Financial Systems, IT, Other | 130 | 134 | 4 |
| | 330 | 277 | -53 |
| Information Technology | | | |
| Data Conversion | 50 | 50 | 0 |
| Hardware - Capital | 1,915 | 1,915 | 0 |
| Hardware - Revenue | 110 | 312 | 202 |
| | 2,075 | 2,277 | 202 |
| Office Accommodation | | | |
| Purchase | 8,360 | 8,360 | 0 |
| Rates, Heating ,etc. | 264 | 264 | 0 |
| Fitting out costs | 385 | 946 | 561 |
| | 9,009 | 9,570 | 561 |
| Other Costs | | | |
| Democracy – Elections/Expenses | 90 | 77 | -13 |
| Publicity, Stationery, etc. | 50 | 50 | 0 |
| Designated Authority | 5 | 5 | 0 |
| Contingency | 500 | 298 | -202 |
| Set up Joint/Custodian Authority | 30 | 30 | 0 |
| | 675 | 460 | -215 |
| Interest | 1,178 | 1,198 | 20 |
| Total | 14,862 | 15,259 | 397 |

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