



**Council**  
**Thursday 23 October 1997, 7.30 pm**

**AGENDA**

Page No

1. **Apologies for Absence**

2. **Mayor's Announcements**

- (i) Diana - Princess of Wales
- (ii) Functions attended 22 July to 23 October 1997

3. **Minutes**

To approve as a correct record the minutes of the Meeting of the Council held on 21 July 1997.

5 - 18

4. **Public Participation at meetings - Petition**

To receive the following petition signed by over 250 local residents.

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

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

This petition will be referred to the Leisure Services Committee for consideration in accordance with Standing Orders.

5. **To receive and consider reports, minutes and recommendations of Committees:**

19 - 80

Unitary 98 Interview Committee - 1 August 1997  
Social Services Transition & Housing Committee - 9 September 1997  
Public & Environmental Services Committee - 11 September 1997  
Leisure Services Committee - 16 September 1997  
Direct Services Board - 24 September 1997 (Missing)  
Education Transition Committee - 25 September 1997  
Social Services Transition & Housing Committee - 30 September 1997  
Planning & Transportation Committee - 2 October 1997  
Strategy & Policy Committee - 15 October 1997  
Strategy & Policy Committee - 21 October 1997

6. **Questions - Standing Order 9:**

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

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

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

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

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

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

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

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

7. **Outside Bodies**

To receive reports from members of the Council or other representatives.

- (i) Blackwater Valley Recreation and Countryside Management Service - Report by Councillor North (Missing).

8. **To receive reports from Officers of the Council.**

(i) Local Government Reorganisation - Appointments to statutory posts

81 - 84

Report by Chief Executive

(ii) Membership of Council  
Report by Corporate Services

(iii) Calculation of Council Tax Base - 1998/99  
Report by Corporate Services (Missing)

9. **To consider the following motion submitted under Standing Order 6:**

(i) 7/97 submitted by Councillors Mrs Keene and Bayle

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

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

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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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**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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**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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**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**

## **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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**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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**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
<b>Employee Related</b>			
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
<b>Consultants</b>			
Structures	20	0	-20
Service Specific	40	6	-34
Recruitment, Training	140	137	-3
Financial Systems, IT, Other	130	134	4
	330	277	-53
<b>Information Technology</b>			
Data Conversion	50	50	0
Hardware - Capital	1,915	1,915	0
Hardware - Revenue	110	312	202
	2,075	2,277	202
<b>Office Accommodation</b>			
Purchase	8,360	8,360	0
Rates, Heating ,etc.	264	264	0
Fitting out costs	385	946	561
	9,009	9,570	561
<b>Other Costs</b>			
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
<b>Total</b>	<b>14,862</b>	<b>15,259</b>	<b>397</b>

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**COUNCIL  
23 OCTOBER 1997**

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**APPOINTMENTS TO STATUTORY POSTS  
(Chief Executive)**

**1 INTRODUCTION**

- 1.1 Under legislation the Council is required to appoint several officer positions, including those of Section 151 Officer, Head of Paid Service and Monitoring Officer.
- 1.2 This report covers the appointments of the above three positions.

**2 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

- 2.1 Not applicable.

**3 RECOMMENDATIONS**

- 3.1 **The Council is requested to consider the recommendations at paragraphs 4.2, 5.3 and 6.4.**

**4 HEAD OF PAID SERVICE**

- 4.1 Under the Local Government and Housing Act 1989, the Council is required to designate one of its officers as "Head of Paid Service". Under normal circumstances the Head of the Paid Services is also the Council's principal policy advisor with the role vested in the Chief Executive. This was the case in Bracknell Forest Borough Council prior to the recent structural changes, with the previous Chief Executive designated Head of the Paid Service.
- 4.2 The Head of Paid Services is responsible for the overall management and performance of the Council. Particular duties include, where appropriate, the preparation of reports on:
- (a) the manner in which the discharge by the authority of its different functions is coordinated;
  - (b) the number and grades of staff required by the authority for the discharge of its functions;
  - (c) the organisation of the authority's staff; and
  - (d) the appointment and proper management of the authority's staff.
- 4.3 **It is recommended that Mr Gordon Scotland Mitchell (Chief Executive) be appointed as the Council's Head of Paid Service from 23 October 1997.**

6        **SECTION 151 OFFICER**

5.1        Under Section 151 of the Local Government Act 1972, the Council is required to appoint a suitably qualified officer with responsibility for the administration of the Council's financial affairs. This effectively means that the role needs to be vested on the Borough Finance Officer who is the Council's most senior financial advisor with a suitable C.I.P.F.A. qualification.

5.2        **It is recommended that Mr Christopher John Herbert (Borough Finance Officer) be appointed as the Council's Section 151 Officer from 23 October 1997.**

6        **MONITORING OFFICER**

6.1        Under the Local Government and Housing Act 1989, the Council is also required to designate one of its officers as "Monitoring Officer".

6.2        The Monitoring Officer has a duty to prepare a report for the authority, if at any time it appears to him that any proposal, decision or omission by the authority, or one of its Committees, Sub Committees or Officers, or by Joint Committee on which the authority is represented, constitutes or may give rise to a contravention of any enactment rule of law or statutory code of practice or maladministration under Part 3 of the Local Government Act 1974.

6.3        Prior to the recent reorganisation the Monitoring Officer was the Chief Executive, supported by the Borough Solicitor. However, many models of good practice suggest that there are benefits in identifying three separate officers in the three statutory positions covered by this report in order to minimise any risk of a conflict of interest in the roles. As a result it is suggested that the Monitoring Officer's role should be vested in the Director of Corporate Services, who will in turn make appropriate arrangements for the discharge of the function through the Legal Department.

6.4        **It is recommended that Mr Timothy Ralph Wheadon (Director of Corporate Services) be appointed as the Council's Monitoring Officer from 23 October 1997.**

Background Papers

Local Government Act 1972

Local Government and Housing Act 1989

Contact Officer

Alan R Harvey - Ext 2007

Doc.Ref

Council/23.10.97/appointst.doc

**COUNCIL MEETING  
23 OCTOBER 1997**

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**MEMBERSHIP OF COUNCIL  
(Corporate Services - Administration)**

**1 INTRODUCTION**

At the previous meeting of the Council on 21 July the Council was advised that 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 hospital treatment and recuperation. The Council accordingly granted Mrs Jean Sutcliffe leave of absence until the next ordinary meeting and substitute appointments to Committees, Sub Committees and Outside Bodies were made.

Councillor Mrs Sutcliffe has now resumed Council activities and the appointments which existed prior to the last meeting of the Council should therefore be reinstated.

**2 RECOMMENDATION**

**That Councillor Mrs Jean Sutcliffe be re-appointed to serve on the undermentioned Committees, Sub Committees and Outside Bodies for the remainder of the current year and that existing substitute appointments be cancelled.**

**Social Services Transition and Housing Committee  
Education Transition Committee  
Access Committee  
Voluntary Grants Panel  
Social Services Transition Sub Committee  
Education Consultation Panel  
Education Quality Assurance Sub Committee  
Christmas Festivities and Millennium Sub Committee  
Crime Reduction Steering Group  
Harmans Water Community Association  
Bracknell Age Concern**

Background Papers

None - Published works only

Contact for further information

Malcolm Biggs - Ext 2006

Doc.Ref

Council/23.10.97/membcoun.doc

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