

**EXECUTIVE
17 SEPTEMBER 2024
6.30 - 7.13 PM**



Present:

Councillors Temperton (Chair), Purnell (Vice-Chair), Neil and Wright

Apologies for absence were received from:

Councillors Bailey, Bidwell, Gillbe and Jefferies

24. Declarations of Interest

There were no declarations of interest.

25. Minutes

RESOLVED that the minutes of the meeting of the Executive on 16 July 2024 together with the accompanying decision records be confirmed as a correct record.

26. Urgent Items of Business

There were no urgent items of business.

Executive Decisions and Decision Records

The Executive considered the following items. The decisions are recorded in the decision sheets attached to these minutes and summarised below:

27. Town Centre Off Street Day Rate Car Park Charges

RESOLVED that

- i. the Executive noted the options on charging tariffs for The Avenue, Braccan Walk and Weather Way car parks from 1st October 2024.
- ii. the Executive approved their preferred option as detailed in Table 2 Option 1 set out in the report.
- iii. the Executive agrees the tariff increase at Bracknell & Wokingham College from £2.50 to £3.00 per stay.
- iv. The Executive agree that in future the town centre off street day rate car parking charges can be increased in line with the maximum allowed in the lease of the Avenue and that this is agreed as part of the annual fees and charges process starting in April 2025.

28. Housing Supplementary Planning Document (SPD) consultation

RESOLVED that

- i. the content of the Draft Housing SPD is agreed.

- ii. a public consultation on the Draft Housing SPD beginning on Tuesday 1st October 2024 and ending on Tuesday 5th November (5pm) 2024 as set out in Section 7 of the report is agreed.
- iii. authority is delegated to the Executive Director: Place in consultation with the Executive Member for Planning, Transport and the Countryside to agree any necessary minor amendments to the Draft Housing SPD prior to public consultation.

29. **Approval of Biodiversity Action Plan 2024-2029**

RESOLVED that the Bracknell Forest Biodiversity Action Plan (BAP) 2024-2029 and supporting summary document is approved.

30. **Council Plan Overview Report Q1**

RESOLVED that the performance of the council over the period from April to June 2024 highlighted in the Overview Report in Annex A is noted, this includes any recommendations made by Overview and Scrutiny in Annex B.

31. **Quarterly update on SEND Improvement**

RESOLVED that the Executive:

- i. notes the progress made on implementing the SEND WSOA to improve services to children and families and the feedback from the Department for Education (DfE) and NHS England following the fifth review meeting with the DfE and NHS England.
- ii. notes the progress made on delivering the Safety Valve intervention programme up until submission of the first monitoring report to the DfE in May 2024.
- iii. notes the progress made on special educational needs services.

32. **Retender of Property and Motor Insurance and Claims Handling Services**

RESOLVED that:

- i. the Executive approves the Procurement Plan for the tender of the property and motor insurance policies utilising the Insurance Placement framework on the YPO Dynamic Purchasing System.
- ii. the Executive, approves the delegation of the award of the contract(s) to Executive Director of Resources in consultation with Executive Member for Finance and Corporate Improvement.

CHAIRMAN

Bracknell Forest Council Record of Decision

Work Programme Reference	I121393
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1. **TITLE:** Town Centre Off Street Day Rate Car Park Charges

2. **SERVICE AREA:** Communities

3. **PURPOSE OF DECISION**

The council reviews its fees and charges for its town centre car parks on an annual basis. This paper looks at options in respect of the off-street council run car parks in the town centre which are reviewed annually in September in line with the anniversary of the opening of the Lexicon in 2017.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. the Executive noted the options on charging tariffs for The Avenue, Braccan Walk and Weather Way car parks from 1st October 2024.
- ii. the Executive approved their preferred option as detailed in Table 2 Option 1 set out in the report.
- iii. the Executive agrees the tariff increase at Bracknell & Wokingham College from £2.50 to £3.00 per stay.
- iv. The Executive agree that in future the town centre off street day rate car parking charges can be increased in line with the maximum allowed in the lease of the Avenue and that this is agreed as part of the annual fees and charges process starting in April 2025.

7. **REASON FOR DECISION**

1. The fees for The Avenue, Braccan Walk and Weather Way car parks are reviewed annually in line with the anniversary of the opening of The Lexicon. If the recommendation in this report is agreed, and assuming that there is no year-on-year changes to the volume and dwell time of visitors based on 23/24 usage, the proposed increases will generate an additional maximum of £111,088 per annum.
2. In order to streamline and simplify the fee setting process these car parking fees should be included within the fees and charges as part of the annual budget setting process agreed by Council in February every year.

8. **ALTERNATIVE OPTIONS CONSIDERED**

1. The Council could maintain the current charges for The Avenue, Braccan Walk and Weather Way car parks. However, this option is not recommended in the current

budget circumstances as increasing current rates could generate additional income of up to £111,088 per annum based on 23/24 usage. 23/24 usage rates were broadly consistent with 22/23 usage, however the first quarter of 24/25 has shown a decrease of 16% on the first quarter of 23/24 so the trend needs to be carefully monitored.

2. If tariffs are not increased this year and increased in 12 months time in October 2025 then the increase will need to be greater at that point in order to rebalance income which may be considered negatively by the customer.
 3. There is adequate capacity across the town centre. Even with the closure of the High Street car park there is not a detrimental impact on Braccan Walk car park which is only used to half its capacity. The Avenue car park is the busiest car park in town and at peak periods such as Christmas it can sometimes reach capacity with some level of queuing, however this is on occasion in the pre-Christmas run up rather than being the norm. In order to better manage supply and demand at peak periods across the whole estate the daily tariffs at Braccan Walk could be set at a slightly lower level so as to reduce demand at the Avenue at peak periods. Clearly this would have a negative effect financially.
9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Communities
10. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
17 September 2024	25 September 2024

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I118943
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1. **TITLE:** Housing Supplementary Planning Document (SPD) consultation

2. **SERVICE AREA:** Place

3. **PURPOSE OF DECISION**

To inform the Executive and seek their agreement of the content of a draft Housing SPD which is being produced to supplement the policies of the Bracknell Forest Local Plan, and to seek approval for public consultation on the SPD.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. the content of the Draft Housing SPD is agreed.
- ii. a public consultation on the Draft Housing SPD beginning on Tuesday 1st October 2024 and ending on Tuesday 5th November (5pm) 2024 as set out in Section 7 of the report is agreed.
- iii. authority is delegated to the Executive Director: Place in consultation with the Executive Member for Planning, Transport and the Countryside to agree any necessary minor amendments to the Draft Housing SPD prior to public consultation.

7. **REASON FOR DECISION**

1. The BFLP was adopted in March 2024, and sets out the vision and strategy for the Borough to 2037.
2. Applications are now being determined in accordance with the BFLP, which contains both strategic (such as affordable housing) and development management (such as housing mix) policies for housing. It is important that associated guidance is provided to allow the effective determination of housing proposals and implementation of the BFLP in order to avoid ambiguity in how policies should be interpreted and applied.
3. A statutory stage in the production of an SPD is public consultation on a draft document. Therefore, an effective consultation on the Housing SPD will ensure it can be adopted and become a material consideration in determining relevant planning applications.
4. The preparation of the SPD contributes towards the Council Plan (2023-2027) priority for 'engaged and healthy communities' to ensure appropriate affordable housing is delivered.

8. **ALTERNATIVE OPTIONS CONSIDERED**

1. The Council could opt to not produce an SPD. The absence of an adopted up to date SPD would make the assessment of planning applications open to interpretation. Production of the SPD will assist potential developers/registered providers by providing clarity on the Council's expectations on how policies should be applied. In providing clarity, the Council is less likely to be put into an appeal position with a need to defend policies on these matters (reducing the financial and time burden on Council resources).
2. In producing an SPD which reflects the adopted BFLP, current Council guidance can also be replaced (Section 5.8 of the Planning Obligations SPD). The Planning Obligations SPD is based on a previous policy position which is not comprehensive or consistent with national policy. This is because it refers to out of date thresholds that dictate the minimum size of development/site from which contributions to affordable housing can be sought. The Housing SPD will therefore remove ambiguity in the decision making process.

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

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

Date Decision Made	Final Day of Call-in Period
17 September 2024	25 September 2024

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I122555
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1. **TITLE:** Approval of Biodiversity Action Plan 2024-2029

2. **SERVICE AREA:** Place

3. **PURPOSE OF DECISION**

To seek approval of the Biodiversity Action Plan 2024-2029 for publication

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Bracknell Forest Biodiversity Action Plan (BAP) 2024-2029 and supporting summary document is approved.

7. **REASON FOR DECISION**

1. The BAP forms part of the statutory duty for all public authorities to consider what they can do to conserve and enhance biodiversity.
2. The recent Bracknell Forest Council declaration of a climate and biodiversity emergency reinforces the importance of action for biodiversity across the borough. The motion includes an item to “Revise the Biodiversity Action Plan to include audits of the state of nature in the borough and to highlight local biodiversity threats due to climate change” which has been taken into consideration in the revised plan.
3. The Bracknell Forest BAP demonstrates the commitment of the Council and local people to protecting and enhancing nature in the borough.
4. The plan for 2024-2029 builds upon the previous Biodiversity Action Plans. It is a partnership plan, having been co-produced with input from key stakeholders, including the Bracknell Forest Nature Partnership.
5. A draft plan was approved for consultation by Executive on 23 April 2024. A 4-week public consultation on the draft plan was undertaken to allow the council to gather feedback more widely from anyone who lives in, works in or visits the borough. Feedback has been used to refine and develop the final plan and a more detailed delivery plan.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The alternative option is to rely entirely on external policies and strategies to help guide and shape the future support for our local biodiversity. This approach would not focus specifically on the needs of Bracknell Forest’s wildlife and residents. It may reduce the opportunities to achieve the council’s objectives.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: People

10. **DECLARED CONFLICTS OF INTEREST:** No

Date Decision Made	Final Day of Call-in Period
17 September 2024	25 September 2024

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I120264
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1. **TITLE:** Council Plan Overview Report Q1

2. **SERVICE AREA:** Communities

3. **PURPOSE OF DECISION**

To report on the progress of the council in delivering the commitments within the Council Plan from April to June. This includes performance information and highlights.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the performance of the council over the period from April to June 2024 highlighted in the Overview Report in Annex A is noted, this includes any recommendations made by Overview and Scrutiny in Annex B.

7. **REASON FOR DECISION**

To brief the Executive on the council's performance, highlighting key areas, so that appropriate action can be taken if needed.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None

9. **DOCUMENT CONSIDERED:** Report of the Chief Executive

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

Date Decision Made	Final Day of Call-in Period
17 September 2024	25 September 2024

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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I120787
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1. **TITLE:** Quarterly update on SEND Improvement

2. **SERVICE AREA:** People

3. **PURPOSE OF DECISION**

To provide the Executive with an update on the Written Statement of Action, SEND strategy and Safety Value programme.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive:

- i. notes the progress made on implementing the SEND WSOA to improve services to children and families and the feedback from the Department for Education (DfE) and NHS England following the fifth review meeting with the DfE and NHS England.
- ii. notes the progress made on delivering the Safety Valve intervention programme up until submission of the first monitoring report to the DfE in May 2024.
- iii. notes the progress made on special educational needs services.

7. **REASON FOR DECISION**

When the WSOA was produced it was agreed that the Executive would have updates on progress made on implementation of the plan, following the DfE and NHS England reviews. The WSOA updates have since been expanded to provide the Executive with information on the Safety Valve programme and broader SEND improvement work.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: People

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

Date Decision Made	Final Day of Call-in Period
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**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I121136
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1. **TITLE:** Retender of Property and Motor Insurance and Claims Handling Services

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

Retender of the Council's corporate and commercial/industrial properties insurance policy plus comprehensive motor insurance and associated claims handling services

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. the Executive approves the Procurement Plan for the tender of the property and motor insurance policies utilising the Insurance Placement framework on the YPO Dynamic Purchasing System.
- ii. the Executive, approves the delegation of the award of the contract(s) to Executive Director of Resources in consultation with Executive Member for Finance and Corporate Improvement.

7. **REASON FOR DECISION**

To enable the Council to procure new insurance policies for property and motor insurances.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The use of a one stage 'Open Procedure' under OJEU was considered, however a number of insurers have not responded to tenders where there are additional contract terms in place. This would limit the competition and result in a lower level of response that through a framework agreement.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Resources

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

Date Decision Made	Final Day of Call-in Period
17 September 2024	25 September 2024

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