



**Council**  
**Wednesday 21 November 2001, 7.30 pm**

**AGENDA**

Page No

1. **Apologies for Absence**
2. **To approve as a correct record the minutes of the meeting of the Council held on 25 July 2001** 5 - 8

3. **Report of Returning Officer**

To receive the following report

Priestwood Ward

Notification was received from Mrs J A Clifford of her resignation as Ward Councillor for the Priestwood Ward with effect from 30 September 2001. An Election was held on Thursday 8 November 2001 and the votes cast for each candidate were as follows

SARAH EDWARDS	85
DAVID JOHN FAWCETT	382
TONY PACKHAM	312

Mr D J Fawcett has therefore been elected and has signed the Declaration of Acceptance of Office. A notice under Regulation 9 of the Local Government (Committees and Political Groups) Regulations 1990 has been received confirming that Councillor Fawcett wishes to be treated as a member of the Labour Group.

4. **Mayor's announcements**
5. **Scheme for Public Participation - Standing Order 12**

- (1) Statement

To receive a statement submitted by Mr R Earwicker on behalf of Crowthorne and Sandhurst Liberal Democrats relating to the Joint Youth Centre Project in Sandhurst.

(2) Questions

Questions by Mr A J Ridley to Chairman of the Social Services and Housing Committee

Look Ahead Housing Development, Pond Moor Road

Given the social implications of the above proposal how much time has been spent by Council Officers to identify an alternative site in the Borough and why has the whole matter been conducted in an air of secrecy with no prior consultation with the community? Does the Council not agree with Councillor Flood's comment that this development is in the wrong location and should not be proceeded with?

(3) Petitions – to receive the following petitions

(a) Petition to be presented by Ms L Tooze

We, the undersigned, urge the Councils to adopt in Bracknell Forest the Local Government Association's recommendations that a five year freeze on the experimentation and growing of genetically modified crops in open ground should be put in place.

Note: This Petition will be considered in association with Agenda Item 10.

(b) Petition by Sandhurst Residents

Councillor A Ward (Central Sandhurst) will present a petition on behalf of Sandhurst Residents requesting the retention of the "Coffee Spot" in Sandhurst.

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

Standards Committee - 2 August 2001

9 - 156

Education Committee - 23 October 2001

Leisure Services Committee - 24 October 2001

Planning & Transportation Committee - 25 October 2001

Public & Environmental Services Committee - 16 October 2001

Social Services & Housing Committee - 30 October 2001

Strategy & Policy Committee - 7 November 2001

**7. To receive reports from Council Officers**

(a) Calculation of Council Tax Base – 2002/2003

157 - 178

Report of Director of Corporate Services – Finance enclosed.

(b) New Constitution

Report by Director of Corporate Services – Member and Registration Services enclosed.

8. **Appointments to be made under the New Constitution**

179 - 202

- (a) To elect the Leader of the Council for the remainder of the current municipal year;
- (b) To note the Members to be appointed by the Executive Leader to serve on the Executive for the remainder of the current municipal year;
- (c) To note the delegation of Executive functions made by the Leader for the remainder of the current municipal year;
- (d) To note the appointment and terms of reference of the following Advisory Panels to advise the Executive:

Emergency Planning Advisory Panel (3:1 with substitute members (3 :3))

School Performance Advisory Panel (3:1 with substitute members (3 : 3))

- (e) To approve the allocation of seats on Committees appointed by the Council set out in the Director's report attached and to appoint Members to serve thereon for the remainder of the municipal year;
- (f) To make any consequential changes to appointments to outside bodies for the remainder of the current municipal year;
- (g) To appoint Members to serve on the following Member Groups for the remainder of the current municipal year:
  - Access Advisory Panel (3:1 with appropriate officers and representatives of external organisations plus 3 : 3 substitutes)
  - Community Safety Focus Group (3:1 with appropriate officers)
  - Constitution Review Group (6 : 2 with appropriate officers)
  - Countryside Management Steering Group (2)
  - Crowthorne Enterprise Centre Advisory Group (2 : 1)
  - Customer Contact Initiative Focus Group (3 : 1 with appropriate officers)
  - Early Years Childcare and Development Partnership (2 LEA representatives 1 : 1)
  - Edgbarrow & Sandhurst Sports Centre Management Committee (3 Council representatives (2 : 1)

- Health & Safety Panel (1 member)
- Health Panel (6 : 2 with appropriate officers and substitute members (2 : 2))
- Local Agenda 21 Impact Group (1 member)
- Periodic Electoral Review Focus Group (3 : 1 with appropriate officers)
- School Organisation Committee (5 LEA representatives 4 : 1)
- Social Services Complaint Review Panels – any one Councillor (other than a member of the Executive) and two other independent members appointed by the Director of Corporate Services.
- Social Services Secure Accommodation Review Panel – Executive Member for Social Services and Housing together with a suitable qualified social services officer and an independent person, appointed by the Director of Social Services and Housing.
- Standing Advisory Council on Religious Education (5 LEA representatives 4 : 1)

9. **To consider the following Motion submitted under Standing Order 8**

4/2001 submitted by Councillors McCormack and Beadsley.

This Council is sympathetic to the concerns of the protestors who have expressed concern at the methods of local genetically modified crop trials, and until there is sufficient evidence on the safety of growing genetically modified crops in open ground, the Council pledges to support a five year moratorium on these trials.

Note: this motion will be considered in association with Agenda Item 5 (2) (a) above.

**Meetings of all Standing Committees and Select Committees will follow on.**

## COUNCIL 25 JULY 2001

Present: Councillors Adams, Mrs Ballin, Beadsley, Bettison, Birch, Mrs Birch, Blatchford, Ms Brown, Browne, Mrs Clifford, Edger, Egan, Finnie, Flood, Glasson, Grayson, Harrison, Miss Haydon, Mrs Hayes, Ms Henfrey, Jones, Kendall, McCormack, McCracken, Mrs Mattick, Mills, North, Piasecki, Mrs Pile, Mrs Shillcock, Simonds, Thompson, Turrell, Wade, Wallace, Ward and Worrall

Apologies for absence were received from:  
Councillors Barnard and Mrs Ryder

### THE MAYOR, COUNCILLOR MRS DOROTHY HAYES, IN THE CHAIR

#### 187. Minutes

**RESOLVED** that the minutes of the annual meeting of the Council held on 2 May 2001 be approved as a correct record and signed by the Mayor.

#### 188. Mayors Announcements

##### (i) Chaplain and Civic Service

The Mayor announced that her Chaplain for this municipal year would be the Reverend Richard Neil, the Vicar of Winkfield. He had been unable to attend this meeting but would be conducting the annual civic service at St Mary's Winkfield on Sunday 23 September. This would be an important civic occasion in the life of the Borough and the Mayor hoped that as many Councillors as possible would support the event this year.

##### (ii) Local Carers

An event was being organised for 9 September 2001 when the Council would be celebrating the work of local carers. Further details would be issued to Councillors shortly.

##### (iii) Carol Concert

The Borough Councils carol concert this year was to be held on Saturday 15 December.

##### (iv) Support for Mayoral Engagements

The Mayor expressed her gratitude to all those Councillors who had found the time to support her by attending some of her many engagements undertaken since becoming Mayor on 2 May 2001. She looked forward to working with as many Councillors as possible over the coming months.

189. **Annual Meetings of Standing Committees**

The reports of the meetings of all Standing Committees held on 2 May 2001 were submitted.

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

190. **Public and Environmental Services Committee**

The report of the meeting of the Public and Environmental Services Committee held on 9 May 2001 was submitted.

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

191. **Strategy and Policy Committee**

The report of the meeting of the Strategy and Policy Committee held on 9 May 2001 was submitted.

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

192. **Strategy and Policy Committee**

The report of the meeting of the Strategy and Policy Committee held on 24 May 2001 was submitted and the Chairman responded to questions thereon.

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

193. **Public and Environmental Services Committee**

The report of the meeting of the Public and Environmental Services Committee held on 12 June 2001 was submitted and the Chairman responded to questions thereon.

**RESOLVED** on the proposition of Councillor Mills, seconded by Councillor Flood, that the report be received and the recommendation in Minute 100 be adopted.

194. **Social Services and Housing Committee**

A report of the meeting of the Social Services and Housing Committee held on 26 June 2001 was submitted and the Chairman responded to questions thereon.

**RESOLVED** on the proposition of Councillor Mrs Pile, seconded by Councillor Harrison, that the report be received.

195. **Planning and Transportation Committee**

The report of the meeting of the Planning and Transportation Committee held on 28 June 2001 was submitted and the Chairman responded to questions thereon.

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

196. **Leisure Services Committee**

The report of the meeting of the Leisure Services Committee held on 3 July 2001 was submitted.

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

197. **Education Committee**

The report of the meeting of the Education Committee held on 12 July 2001 was submitted and the Chairman responded to questions thereon.

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

198. **Strategy and Policy Committee**

The report of the meeting of the Strategy and Policy Committee held on 17 July 2001 was submitted with the exception of Minute 175 and the Chairman responded to questions thereon.

**RESOLVED** on the proposition of Councillor Bettison, seconded by Councillor Birch, that the report be received and the recommendation in Minute 174 be adopted.

199. **Strategy and Policy Committee Minute 175 – Periodic Electoral Review**

The Council considered Minute 175 of the meeting of the Strategy and Policy Committee held on 17 July 2001.

**RESOLVED** on the proposition of Councillor Bettison, seconded by Councillor Birch, that Option A (as described in the Appendix F of the Minutes of the Strategy and Policy Committee) be adopted as the basis of the Council submission to the Local Government Commission and that the officers be instructed to draw up and make a detailed submission to include proposals for Parish Warding along the lines indicated in Section 8 of the Report to the Committee.

The meeting commenced at 7.30 pm  
and concluded at 8.40 pm.

**MAYOR**

This page is intentionally left blank



## STANDARDS COMMITTEE 2 AUGUST 2001

Present: Independent Members – Mr D Briggs and Reverend D Osborn  
Councillors – Finnie, Glasson, Jones and Thompson

Also present: Councillors Bettison, Flood, Kendall, North, Piasecki and  
Mrs Shillcock

### 200. Election of Chairman

**RESOLVED** that Mr David Briggs be elected Chairman of the Standards Committee for the municipal year 2001/02.

### 201. Appointment of Vice Chairman

**RESOLVED** that Councillor Finnie be appointed Vice Chairman of the Standards Committee for the municipal year 2001/02.

### 202. Minutes

**RESOLVED** that the Minutes of the meeting of the Committee held on 26 February 2001 be approved as a correct record and signed by the Chairman.

### 203. Complaints received since last Meeting (Item 1)

The Director of Corporate Services presented a report on his investigations regarding two complaints which he had investigated in his role as Monitoring Officer. The first formal complaint had been submitted by Councillor McCormack, alleging that Councillor North had “secured unauthorised access to my e-mail account on two separate occasions and, having printed contents of this, he sought to use it for reasons best known to himself”.

Subsequently, a separate complaint had been received from Councillor Bettison concerning “unauthorised downloading of e-mail intended for the Conservative Group only, by Councillor Piasecki, aided and abetted by Councillor McCormack”. The Director of Corporate Services had taken the view that the Standards Committee should examine both complaints together in order to reach a clear view on whether there had been any breach of the National Code of Local Government Conduct and/or Local Protocols. The report consequently contained the findings of the investigation into both complaints. The Committee was asked to determine in the first instance whether there was a case to answer by the four Councillors named in the investigation report. Following some discussion it was agreed that there was a case to answer by Councillors North, Bettison and Piasecki, but there was no case to answer by Councillor McCormack.

Councillors North, Bettison and Piasecki were each invited to make a statement to the Committee in respect of the investigation, and each responded to questions thereon.

Following the statements and questions the Committee adjourned at 5.45 pm to enable the Committee Members to deliberate on their findings.

The Committee reconvened at 7.45 pm and the Chairman read out the following statement of findings and sanctions.

#### **A Councillor P North**

*Complaint by Councillor McCormack: that Councillor North “has secured unauthorised access to my e-mail account on two occasions and, having printed contents of this he sought to use it for reasons best known to himself.”*

##### ***Unauthorised access***

- (i) The Committee finds that access to the e-mail account was not unauthorised by the system. It is the Committee’s assumption that Councillor McCormack did not intend to grant open access but the system allowed it.

##### ***Use of e-mails thus obtained***

- (ii) Regarding the use of the e-mails, the Committee recognises the strength of feeling by Councillor North for residents of the Borough but the course of action taken and the possible consequences that might arise was a grave matter of misjudgement and in contravention of the National Code of Local Government Conduct under the following clauses of the code:

Clause 6: The Committee believes that the subsequent publicity further contributed to the perceived lowering of standards in public life.

Clause 7: It appears that a different course of action including reference to the Standards Committee would have avoided any suspicion or appearance of improper conduct.

- (iii) The Committee discussed Clause 26 and had difficulty with assessing the confidentiality of the e-mails as opposed to their privacy but the Committee’s findings below confirm that the information obtained was not used in an appropriate manner.
- (iv) The Committee also found that there had been a breach of paragraphs 6b and 7a of the Councillor’s agreement governing the use of ICT equipment. The information obtained through the use of the ICT equipment and systems was misused, where a different course of action, including reference to the Standards Committee, would have avoided any suspicion or appearance of improper conduct and the subsequent publicity further contributed to the perceived lowering of standards in public life.

## **Sanctions**

- (i) That Councillor North is advised to have regard to his future conduct.**
- (ii) That Councillor North is censured, at the next full Council meeting, for his inappropriate behaviour.**
- (iii) That the Standards Committee recommends to the Conservative Group that Councillor North stand down from the office of Deputy Mayor for a period of one week.**

## **B Councillor P Bettison**

- (i) Having received a copy of the e-mails, Councillor Bettison discussed with Councillor North how to use them and it was agreed to send copies of them to between 8 and 20 local residents. The Committee believes that this action breached the National Code of Local Government Conduct under the following clauses of the code:

Clause 6: The Committee believes that the subsequent publicity further contributed to the perceived lowering of standards in public life.

Clause 7: It appears that a different course of action, including reference to the Standards Committee, would have avoided any suspicion or appearance of improper conduct, especially by the Leader of the Council.

- (ii) The Committee discussed Clause 26 and had difficulty with assessing the confidentiality of the e-mails as opposed to their privacy but the Committee's findings above confirm that the information obtained was not used in an appropriate manner.

## **Sanctions**

- (i) That Councillor Bettison is advised to have regard to his future conduct.**
- (ii) That Councillor Bettison is censured, at the next full Council meeting, for his inappropriate behaviour.**
- (iii) That the Standards Committee recommends to the Conservative Group that Councillor Bettison stand down from the office of Chairman of the Strategy & Policy Committee for a period of one week.**

## **C Councillor J Piasecki**

*Complaint by Councillor Bettison regarding "unauthorised downloading of e-mails intended for Members of the Conservative Group only, by Councillor Piasecki, aided and abetted by Councillor McCormack"*

- (i) The Committee finds no evidence of unauthorised downloading of e-mails. It finds no case to judge but feels that Councillor Piasecki's actions were injudicious.

**D Additional comments**

- (i) The Committee would also wish to make adverse comments about the GroupWise system and the training arrangements for Members. A review of systems should be undertaken forthwith as the Committee believes that the system contributed to this state of affairs.
- (ii) The Committee's findings and the associated sanctions were agreed unanimously after robust and lengthy discussion of all the issues.

The meeting commenced at 3.00pm  
and concluded at 7.50pm.

**CHAIRMAN**

**EDUCATION COMMITTEE**  
**23 OCTOBER 2001**

Present: Councillors Ward (Chairman), Beadsley, Edger, Egan, Glasson, Harrison, Kendall, Mrs Mattick, Mills, Mrs Shillcock, Thompson, Wallace and Worrall.

Church Representatives:  
Mr G Anderson

Parent Governor Representatives:  
Mr D Clitherow  
Mr I King

Teacher Representatives:  
Miss V Richardson

Apologies for absence were received from:  
Councillors Bettison, Mrs Birch, Mrs Hayes and Ms Henfrey  
Mr D McCann and Mrs L Wales

Also Present: Councillor Turrell

**204. Substitute Members**

The Committee noted the attendance of the following substitute Members under Standing Order 38:

Councillor Kendall for Councillor Mrs Hayes  
Councillor Worrall for Councillor Bettison

**205. Minutes**

**RESOLVED** that the minutes of the annual meeting of the Committee held on 2 May 2001 and of the ordinary meeting of the Committee held on 11 July 2001 be approved as correct records, and signed by the Chairman.

**206. Education Consultation Panel**

**RESOLVED** that the minutes of the meeting of the Education Consultation Panel held on 9 July 2001 be received.

**207. Education Quality Assurance Sub Committee**

**RESOLVED** that the minutes of the meeting of the Education Quality Assurance Sub Committee held on 18 September 2001, as set out in Appendix A hereto, be received.

208. **Education Operations Sub Committee**

**RESOLVED** that the minutes of the meeting of the Education Operations Sub Committee held on 19 September 2001, as set out in Appendix B hereto, be received.

209. **Quarterly Operations Report (Item 1)**

The Committee received the Quarterly Operations Report which provided information relating to the Ofsted inspection of the Local Education Authority and explored progress on policy objectives in individual sections of the Education Department over the past quarter and resource monitoring from April to July 2001.

The findings of the Ofsted inspection and resulting action plan were highlighted together with the 2001 national curriculum assessments and public examination results in Bracknell Forest.

Members' discussion and questions arising from the Report related to pupil performance at Key Stage 4, rates of fixed and permanent exclusions, increased support for special educational needs, improvements in the effectiveness of the Pupil Referral Services provision and the timescale for implementation of the Brakenhale School masterplan.

**RESOLVED** that the Quarterly Operations Report be received.

210. **Medium Term Objectives and Commitment Budget 2002/03 – 2004/05 (Item 2)**

The Committee considered a report advising that, at its meeting held on 17 July 2001, the Strategy and Policy Committee had considered the Council's existing commitments and the likely resource base for future years. Having concluded that the Council would be faced with an underlying funding shortfall of approximately £8m by 2004/05, although this shortfall would be offset in the meantime by the availability of relatively strong balances, that Committee had agreed an outline budget strategy for 2002/03 whereby Service Committees would be asked to review their existing commitments in detail and to consider their medium term priorities in order to ensure that resources were directed towards priority areas. The report addressed this process in respect of the Education service.

Members commended the Committee's medium term objectives which had been revised to take account of outcomes of the inspection of the Local Education Authority and the draft priorities for the next Education Development Plan.

**RESOLVED** that

- (i) the commitment budget set out in Table 1 of the report be noted; and
- (ii) the medium term objectives shown in Annexe A of the report be agreed.

211. **Special Education Best Value Review (Item 3)**

The fundamental review of special education, which had commenced in June 2000, had drawn to a close in July 2001 when the resulting report and improvement plan

had been considered by the Best Value Member Panel. The purpose of this report was to inform the Committee of the key outcomes of the review, which related to matters including service delivery and options for appropriate financial savings, and to seek approval to further action.

Having considered the options for financial savings, Members noted that option B, which sought to reduce the number of placements in non-LEA special schools, was the preferred option which could bring all round improvements. Discussion relating to the report included the scale of one-off capital investment required to provide a special school in the Borough and staff training costs.

In addition to commending the Best Value report and thanking those involved in its preparation, the Committee acknowledged the good work and success of the Special Education team which was reflected in the favourable Ofsted inspection of Kennel Lane School.

**RESOLVED** that

- (i) the Special Education Best Value Review report and improvement plan be endorsed; and
- (ii) options A to C contained in the report be considered further to achieve financial savings.

#### 212. **Financial Consultation with Schools (Item 4)**

The Committee considered a report which explained the implications of the latest targets that the Government had set local education authorities for delegation to schools under the Fair Funding initiative and how this had shaped the consultation on local management with schools in Bracknell Forest. The report also explained the initial changes proposed from the first comprehensive review of the Funding Formula, proposed the criteria for withdrawal of delegation from a school and identified the need to amend the Scheme for Financing Schools. These areas were all subject to consultation and were included in the Consultation Document for schools which the Committee was invited to approve.

Although the Council had achieved past and current years' delegation targets, those for 2002/03 had been increased to 87% of the budget and further delegation to schools of approximately £0.800m would be required to meet these. Owing to the new statutory duty to provide full time education for excluded pupils, it would be necessary to retain a sum of £0.220m for this purpose and therefore the amount to be delegated would increase by a corresponding amount to total £1.020m. In this connection, a Member moved an amendment to the effect that a third recommendation, seeking exclusion from financial targets of direct expenditure on the education of excluded pupils, be added to the two contained in the report. This amendment was agreed by the Committee.

**RESOLVED** that

- (i) the Consultation Document and Response Document forming Annexe C to the report be approved, subject to amendment;

- (ii) the Director of Education, in consultation with the Chairman of this Committee, be authorised to finalise the documents if amendments are required; and
- (iii) the Director of Education be requested to write to the Secretary of State for Education asking that the financial targets for local education authorities should exclude direct expenditure on the education of pupils educated other than in local education authority schools.

**213. Proposals for a Neighbourhood Nursery in the Town Centre (Item 5)**

The Committee was informed of an allocation of funding to the Bracknell Forest Early Years and Childcare Partnership as part of the Neighbourhood Nurseries Initiative which was a national scheme established by the Department for Education and Skills (DfES). This funding would be utilised to provide a nursery in Bracknell town centre in accordance with criteria specified by the DfES.

Members welcomed this provision which would assist groups where childcare was a problem and barrier to employment. Further to a Member's query concerning the future financial viability of the proposed nursery, it was agreed that the associated business plan would address this matter.

**RESOLVED** that the proposal to develop a town centre nursery through the Neighbourhood Nurseries Initiative be approved subject to completion of a suitable business plan.

**214. Annual Review of the Work of the Education Library Service, 2000/01 (Item 6)**

The Director of Education presented the Annual Report on the work of the Education Library Service during 2000/01. The Service was a joint arrangement between five of the Berkshire unitary authorities in respect of the provision of library and information services to schools in those authorities, with Bracknell Forest being the host authority.

Members noted that since April 2000 School Library Service budgets had been either delegated or devolved to schools under the Fair Funding legislation and schools were responsible for making their own arrangements with potential service providers. All Bracknell Forest schools and the majority of schools in the partner authorities had elected to buy back into the Service. The Service also provided services to some schools in the remaining Berkshire authority in addition to a small number of schools outside Berkshire and independent schools. Nursery schools and other units not in receipt of delegated or devolved budgets and the partner education authorities themselves also received services.

Following discussion relating to the current absence of an agreement between the partner authorities and options for the future of the Service, the Committee commended the Annual Report.

**RESOLVED** that the Annual Report of the Education Library Service 2000/01 be noted.



**215. Age of Admission (Item 7)**

Having previously considered the outcomes of the widespread consultation completed in December 2000 in respect of the age of first admission to Infant and Primary schools in the Borough, the Committee had requested that the issues arising be the subject of further detailed consideration through the Age of Admission Focus Group. This report updated the Committee on progress to date and sought approval for a further, limited, consultation with schools in this regard.

Although Option 6, which proposed a place being made available for all children in the September of the academic year in which their fifth birthday fell, had been the preferred option, subsequent concerns regarding the associated cost and funding implications had been raised by the Focus Group. In view of these concerns, the Focus Group had requested that further work be undertaken to evaluate ways in which the funding of summer-born rising fives could be improved, under Option 3, as they were recognised to be the most disadvantaged group. Accordingly, the Committee agreed that further consultation with schools take place to ascertain their views in respect of Option 6, Option 3 or Option 1, which proposed no change to the present arrangements, and associated funding methods.

**RESOLVED** that the Director of Education consults with schools on the issues set out in the report.

**216. Schools Achieving Success (Item 8)**

Further to the publication of the Education White Paper 'Schools: achieving success' together with five separate accompanying consultation papers relating to school admissions, exclusion appeal panels, school governance, early years and independent schools, the views of the Committee were sought in respect of the papers to enable a response on behalf of the Council to be submitted by the deadline of 7 November 2001.

Having considered a summary of the Government's specific plans for new legislation, Members discussed matters arising. These related to the merits of methods of consultation with schools over budget matters, separate budgets for LEAs and schools, proposals to strengthen the role of early years partnerships, measures to increase private sector involvement and the provision of additional 'faith schools'.

**RESOLVED** that the response to the White Paper, 'Schools: achieving success', as set out in the report, be approved.

**217. Amalgamation of Sandy Lane Infant and Nursery School and Sandy Lane Junior School – Establishment of Temporary Governing Body (Item 9)**

Further to the decision made at its previous meeting to amalgamate Sandy Lane Infant and Nursery School with Sandy Lane Junior School, the Committee's authority was sought to establish a temporary governing body to enable important decisions concerning the new amalgamated school to be made. The governing bodies of the existing infant and junior schools would continue until they closed. The constitution of the temporary governing body was specified in Regulations and its first task would be the appointment of the Headteacher, following which the staffing structure would be agreed and staff appointments made.

In response to a Member's question, the Committee was advised that governors of the temporary governing body would be appointed in accordance with the usual procedure.

**RESOLVED** that

- (i) the proposals contained in the report to establish the temporary governing body be agreed; and
- (ii) appointment of the temporary parent governors to the Sandy Lane Infant and Junior Schools be delegated to the Director of Education.

The meeting commenced at 7.30 pm  
and concluded at 9.55 pm

**CHAIRMAN**

**EDUCATION QUALITY ASSURANCE SUB COMMITTEE  
18 SEPTEMBER 2001**

Present: Councillors Ward (Chairman), Barnard, Mrs Birch, Edger, Glasson, Mrs Hayes and Mrs Shillcock.

Parent Governor Representative:  
Mr Ian King

Apologies for absence were received from:  
Councillors Mrs Clifford, Mrs Mattick and Thompson

Also present: Councillor Ms Brown

**7. Minutes**

**RESOLVED** that the minutes of the meeting of the Sub Committee held on 24 May 2001 be approved as a correct record, and signed by the Chairman.

**8. Substitute Members**

The Sub Committee noted the attendance of the following Substitute Members in accordance with Standing Order 38:

Councillor Barnard for Councillor Mrs Mattick  
Councillor Glasson for Councillor Mrs Clifford

**9. Summary of OFSTED Inspection Report on Garth Hill School (Item 1)**

The Sub Committee received the Director of Education's report on the main findings of the recent OFSTED inspection at Garth Hill School, and the action required of the school to improve further. The Principal, Mr Stan Turner, the Vice-Principal Mr Gordon Cunningham, and Councillor Barnard on behalf of the Chairman of the Governors, attended the meeting to comment on the report and respond to Members' questions.

The Sub Committee noted the following positive findings of the inspection:

- Pupils' test results at age 14 were better than expected
- Examination results, opportunities and teaching in the sixth form were good
- Teaching was good in drama, history, physical education and music.
- Many teachers were willing to give their own time to help pupils and students
- Pupils' progress in Years 10 and 11 was regularly checked to make sure that those who attended school did their best in their GCSEs.
- The new Principal had a clear vision for the school and had the support of the governing body, staff and the LEA.
- Pupils and students received good help and advice about their future career plans.

The Sub Committee noted the following areas for improvement:

- Attainment by the age of 16
- The behaviour of a small but significant, number of pupils
- Pupils attendance and punctuality
- The curriculum in Years 10 and 11
- Arrangements to support pupils with special educational needs
- The way senior staff took responsibility for making sure that agreed policies and procedures were followed.

Mr Turner explained the steps already underway to address the areas for improvement, adding that the success of the school was largely the result of support from the LEA, having a dedicated team of teachers, and having supportive governors who recognised and supported the vision that the school was aiming to work towards.

He reported that the new Senior Management Team structure was now in place and had given the school the opportunity to respond to its challenges and was working well. An action plan for the school had been developed with the LEA to address the six areas for improvement and the additional areas mentioned in the OFSTED report. A behaviour support unit had been set up to address that issue, with the help of LEA funding.

It was felt important that more parents should engage with the work of the school.

Councillor Barnard noted on behalf of the Governors that the new Senior Management Team had much improved the working and indeed atmosphere of the school. The Governing Body had gained in confidence to work on the issues raised by the review of the school.

Having heard the views of Mr Turner and Councillor Barnard and considered the findings of the inspection, the Sub Committee indicated that it was enormously encouraged by the work of the new management team and improvements in the school. In particular it noted the considerable improvement of results at Key Stage 4 which had improved by 30%. On behalf of the Sub Committee, the Chairman congratulated the school for what it had achieved.

**RESOLVED** that the findings of the OFSTED report on The Garth Hill School and the action plan arising therefrom be noted.

#### 10. **Summary of OFSTED Inspection Report on Harmans Water School (Item 2)**

The Sub Committee received the Director of Education's report on the main findings of the recent OFSTED inspection at Harmans Water School and the action required of the school to improve further. The Headteacher, Mr Michael Harris, and the Deputy Headteacher, Ms Helen Wood, and Councillor Mills, the Chairman of the Governors, attended the meeting to comment on the report and respond to Members' questions.

The Sub Committee noted the following positive findings of the inspection:

- Pupils had positive attitudes to learning and behaving well
- The basic skills of literacy and numeracy were taught effectively
- Teachers and support staff made learning stimulating, fostered good relationships and cared for pupils well
- The broad curriculum included provision for pupils' spiritual, moral and social development
- The school worked well with parents
- The leadership of the headteacher and governors had recently brought about significant improvements

The Sub Committee noted the following areas for improvement:

- Standards in science were below national expectations and pupils were not achieving well enough
- Although teaching was satisfactory overall, it was unsatisfactory in a small minority of classes
- In common with local schools, relatively few pupils benefited from being in school for the full Foundation Stage
- Assessment information was not always used effectively by teachers to plan work that matched pupils' needs, nor to identify aspects of the curriculum that needed improvement.

Mr Harris explained the steps already taken to address the areas for improvement, adding that this work was enabled by a very positive team spirit amongst the staff who were very committed to the school. It was felt that the community's view of the school had improved greatly over recent months.

Councillor Mills noted that the parents were encouraged by the new Headteacher, as were the Governors who had felt more involved in the operation of the school.

Having heard the views of Mr Harris and Councillor Mills and considered the findings of the inspection, the Sub Committee indicated that it was encouraged by the work undertaken to make improvements in the school. On behalf of the Sub Committee, the Chairman congratulated the school for its achievements.

**RESOLVED** that the findings of the OFSTED report on Harmans Water Primary School be noted.

The meeting commenced at 5.30 p.m.  
and concluded at 7.00 p.m.

**CHAIRMAN**

**EDUCATION OPERATIONS SUB COMMITTEE  
19 SEPTEMBER 2001**

Present: Councillors Ward (Chairman), Beadsley, Ms Brown, Egan, Ms Henfrey and Wallace

Church Representatives:  
Mr D McCann

Parent Governor Representative:  
Mr D Clitherow

Apologies for absence were received from:  
Councillors Bettison, Glasson and Mills  
Mr G Anderson

**1. Substitute Members**

The Sub Committee noted the attendance of the following Substitute Members under Standing Order 38:

Councillor Ms Brown for Councillor Glasson

**2. Minutes**

**RESOLVED** that the minutes of the meeting of the Education Operations Sub Committee held on 12 June 2001 be approved as a correct record, and signed by the Chairman.

**3. Contract for Adult Education 2001-02 (Item 1)**

The Sub Committee considered a report which proposed the terms of a contract with Bracknell and Wokingham College in respect of the delivery of adult education throughout the Borough during the academic year 2001-02 and reflected the local developments taking place in the promotion of lifelong learning to the adult population.

The proposed course categories, levels of provision and funding allocations under the proposed contract for 2001/02 were noted. Discussion arising from consideration of the report related to matters including future funding arrangements for adult education, course fee concessions, course take up levels, comparable participation rates with last year and associated funding claw back arrangements under the contract.

**RESOLVED** that

- (i) the terms for the contract for adult education as set out in the report and Annexe A to the report be approved; and

- (ii) within the total contract value, the Director of Education be authorised to vary expenditure between the defined categories, during the academic year, to achieve best value in terms of the take up of advertised and development course programmes.

#### 4. **The Brakenhale Masterplan (Item 2)**

Further to the recommendation made by the Education Committee at its meeting held in January 2001 that, as part of the capital programme, a sum of £750,000 be spent on the refurbishment and upgrading of Brakenhale School over a two year period, the Director of Education informed the Sub Committee of the final masterplan for the School and sought its approval for the proposed works. The purpose of these works was to assist the School to achieve its improvement targets, mainly through pupil management and learning as a result of environmental improvements, and to improve the health and safety aspects of the site and the appearance of the School and its consequent attractiveness to new pupils. Ms C Croft, the Headteacher of Brakenhale School, was in attendance at the meeting to answer Members' questions in this regard.

The Sub Committee were advised that, although the masterplan consisted of eight phases costing £1.3m in total, the first three phases only would be funded by the Council, at a cost of approximately £750,000, spread over 2001/02 and 2002/03. It was anticipated that the cost of the remaining phases would be met from Section 106 funds associated with developments in the area.

Questions posed by Members related to matters including the maintenance and decorative condition of the existing School buildings, public perception of the School and expectations in respect of educational and behavioural improvements associated with the proposed works. Ms Croft extended an invitation to Members to visit the School during open afternoons and to address the Student Council and student body by appointment.

#### **RESOLVED** that

- (i) the masterplan for Brakenhale School be accepted;
- (ii) the programme of phased improvement works as detailed in the report be approved; and
- (iii) the works be within the financial limit specified within the capital programme 2001 – 2003.

#### 5. **Warfield & Whitegrove Primary Schools Modular Accommodation - Additional Funding (Item 3)**

The Director of Education presented a report up dating the Sub Committee on the current position concerning the provision of additional accommodation at both Warfield CE and Whitegrove Primary Schools which had been previously agreed in response to demand for pupil places in North Bracknell. In the absence of savings from other schemes within the capital programme, the report also sought approval to a further request for Section 106 funding of £41,700 to meet the cost of items of work relating to unforeseen planning conditions. These items of work consisted of additional excavation costs at Warfield School; tree protection measures and

environmental landscaping; and the requirement for three additional parking spaces together with an enlarged fire path and associated relocation of fixed feature seating at Whitegrove School. Members acknowledged that these additional works were necessary and that some had arisen as a result of requests from residents concerning siting of the additional accommodation.

**RESOLVED** that the Strategy and Policy Committee be requested to agree the release of £41,700 from Section 106 funding to enable the completion of additional modular accommodation at Warfield CE and Whitegrove Primary Schools.

**6. Garth Hill School 5 A-Side Football Development (Item 4)**

Further to discussions between Garth Hill Secondary School, officers of the Borough Council and a company that specialised in operating commercial 5 a-side football facilities on school sites, the Sub Committee considered a report concerning a proposed partnership agreement for a provision of this nature on the site of Garth Hill Secondary School. The resulting benefit to the School, and other schools in the area, would be free use of this facility during the school day and receipt by the School of a premium payment and an annual rental fee. The report also sought agreement to consultation in this respect, which commenced the process of a submission to the Secretary of State for Education for agreement to use of the School's playing field in this manner.

Having been satisfied that an adequate amount of school playing field would remain available to pupils following the provision of a 5 a-side football facility at the School, and that planning measures would be taken to alleviate any nuisance or inconvenience to local residents resulting from use of such a facility, Members indicated their support for this initiative which would bring benefits to local schools and the community. As the proposal was provisional at this stage, a further report in this respect would be submitted to Members at a later date.

**RESOLVED** that

- (i) the details of a proposal to develop a commercial 5 a-side football facility on the site of Garth Hill School be noted; and
- (ii) the consultation, which begins the process for a submission to the Secretary of State for disposal of school playing fields, be approved.

**7. Financial Consultations (Item 5)**

Further to the Local Education Authority's (LEAs) implementation of the first three phases of the Government's Fair Funding initiative to increase delegation to schools, the Sub Committee considered a report explaining the implications of the latest targets that the Government had set LEAs for delegation and the implications for future consultation on local management with schools in Bracknell Forest. The report informed Members of changes to the regulations proposed by the Department for Education and Skills (DfES), some of the potential items for delegation, proposals to change the funding formula and other financial items, all of which would form the basis for consultation with schools in the autumn. In addition, the report sought the Sub Committee's approval of the timetable for consultation and implementation.



Having been advised of the Council's recent past and current performance against all of the Government's key targets, Members noted that the target for the amount of possible budget that must be delegated to schools in 2002/03 was 87% and that this percentage would rise to 90% in 2003/04. On this basis, a requirement for additional delegation of approximately £800,000 was anticipated in 2001/02, necessitating reconsideration of budget items that schools had specifically requested be retained centrally in previous consultations.

**RESOLVED** that the timetable for consultation and implementation attached at Appendix A to the report be approved.

The meeting commenced at 5.30 p.m.  
and concluded at 7.20 p.m.

**CHAIRMAN**

**LEISURE SERVICES COMMITTEE  
24 OCTOBER 2001**

Present: Councillors North (Chairman), Adams, Browne, Glasson, Ms Henfrey, Jones, Kendall, McCracken, Piasecki, Mrs Ryder, Simonds, Turrell, Wallace and Ward

Apologies for Absence were received from:  
Councillors Mrs Birch, Blatchford and Finnie

**219. Substitute Members**

The Committee noted the attendance of the following substitute Member under Standing Order 38:

Councillor Ms Henfrey for Councillor Blatchford

**220. Minutes**

**RESOLVED** that the minutes of the annual meeting of the Committee held on 2 May 2001 and of the ordinary meeting of the Committee held on 3 July 2001 be approved as correct records, and signed by the Chairman.

**221. Quarterly Operations Report (Item 1)**

The Committee received the Quarterly Operations Report which highlighted current issues and developments together with the work of individual sections, resources applied and performance indicators relating to Leisure Services during the last quarter. Budget monitoring in respect of April to July 2001 and capital monitoring for 2001-02 were also included.

Members' questions and comments arising from consideration of the Quarterly Operations Report related to Bracknell Sports and Leisure Centre's income targets, problems incurred during the summer as a result of travellers in the Borough, use of graffiti boards at the skate park and the commendably low staff sickness levels in Leisure Services.

The Chairman highlighted areas of achievement during the last quarter such as funding secured for various initiatives and service developments. Attention was drawn to performance indicators relating to the number of swims and cost per swim which showed that Bracknell Forest had attained the upper quartile of performance in both of these areas. Progress had been achieved in other areas such as the Smartcard pilot project, ICT mentor training sessions and the development of more community liaison groups from police liaison groups. Although service pressures resulting from staff recruitment/retention difficulties were becoming evident, the availability of the recently refurbished Peacock Cottage as temporary residential accommodation for staff was alleviating this problem to a degree. The officers were commended for their efforts and hard work during the quarter.

**RESOLVED** that the Quarterly Operations Report be noted.

**222. Youth Service Development Plan (Item 2)**

The Committee considered a report which presented the proposed development plan in respect of the Youth Service for the period September 2001-2002 which took account of issues arising from the Best Value Review and Ofsted inspection of the Service. The report also described the Service's revised mission statement, confirmed the contribution it made to the education and learning opportunities available for young people, outlined the current statutory position and provided the basic service profile.

The Committee was advised that, in addition to underlining current work in the Youth Service, the development plan concentrated on educational and learning aspects of the service. The introduction of the Connexions Service would have an impact on service delivery and Members acknowledged that future consideration would need to be given to its funding.

Members were pleased to note that, although there was a requirement for the Youth Service to provide for the 13 – 19 years age range, endeavours were being made through links with Town and Parish Councils in the Borough to extend this service where possible to include 11 and 12 year olds.

**RESOLVED** that

- (i) the quality of Youth Service delivery as identified in the recent Ofsted inspection of the Service be acknowledged and the intention to continue to deliver this service to young people aged 13 – 19 years in partnership with the Connexions Service be endorsed;
- (ii) the revised mission statement be endorsed;
- (iii) the development plan be approved; and
- (iv) the need to give future consideration to the level of contribution which will be made to enable the Connexions Service to be delivered be noted.

**223. Annual Library Plan (Item 3)**

The Director of Leisure Services reported on the draft Library Plan and Medium Term Strategy for the Library and Information Service, which was a strategic document intended to shape the future of the service within the Authority.

Having considered a summary of the plan, Members posed questions relating to matters including the benefits associated with the introduction of the Smartcard, the Council's performance against the library stock and opening hours standards set by the Department for Culture, Media and Sport, use of IT in libraries and disabled access to Bracknell Library. It was acknowledged that some of the library standards could facilitate measurement of cultural activity in the Borough.

**RESOLVED** that the Annual Library Plan be approved.

224. **Mobile and Home Library Service (Item 4)**

The Committee considered a report advising on the way in which the Mobile and Home Library Service should be provided once the service level agreement relating to the provision of the current service concluded in March 2002. The service level agreement was currently between this Council, the Royal Borough of Windsor and Maidenhead and Slough Borough Council, the latter being the lead authority. However, the Royal Borough had indicated its wish to withdraw from the agreement in March 2002.

Members noted that the new arrangements sought to provide a more innovative and creative service than that previously offered with a long term strategy to increase access to the service and offer an enhanced range of activities. It was hoped that an integrated community transport initiative could be undertaken to support the service and increase the opportunities available to customers.

**RESOLVED** that this Council enter into a further joint arrangement with Slough Borough Council, with the latter Council being the lead authority, to operate a Mobile and Home Library and Information Service as described in Option 1 in the report. This joint arrangement to last for a period of three years, with a review of alternative arrangements to take place in the second year.

225. **Leisure Services Best Value Review Interim Report (Item 5)**

The Director of Leisure Services presented the interim report in respect of the Leisure Services Best Value Review, the purpose of which had been to examine the community's requirements for Leisure Services and decide how these requirements should be met. The report provided an executive summary and overview of the review and set out its purpose and objectives, related activities carried out, the leisure profile and strategic objectives, links to Council policy and strategic objectives, budgetary matters and resulting recommendations. The Director and Chairman expressed appreciation of the hard work and contribution made by the team who had undertaken the review.

Having been advised of the review activities undertaken in the Best Value categories of challenge, compare, consult and compete, the Committee noted that the challenge had been rigorous and benefited from the involvement of an independent Director. In addition to generally comparing this Council's Leisure Services with those of twenty other local authorities, indepth comparison with five of these Councils had been carried out. To ensure validity and reliability, consultation had been carried out by independent consultants. The results of these consultations, and those carried out by the Leisure Services Department as part of its ongoing functions, had indicated that Leisure Services were well used, highly regarded by the public and offered high levels of user satisfaction. Improvements relating to access (transport, socially disadvantaged and partly cost), community involvement and opening hours were consistently identified from a large number of stakeholders.

The report's executive summary and recommendations addressed those areas where improvements could be made. The review concluded that, in order to ensure continued effective service delivery whilst identifying efficiency savings of 2% year on year, a Not for Profit organisation might offer the best means of providing Leisure Services in the future.

Having acknowledged that the quantity and quality of Leisure Services provided by Bracknell Forest were virtually unmatched by any other authority of the same population level, the Committee considered the review at length and posed associated questions. These concerned issues including the number of visitors to leisure facilities, the consultation relating to the review and associated response levels, community development, the ratio between Council Tax payable and Leisure Services provided, the benefits and implications of establishing a Not for Profit organisation to deliver Leisure Services, use of Section 106 funds and options for transport to leisure facilities.

**RESOLVED** that

- (i) the interim recommendations and improvement plan be approved;
- (ii) subject to detailed financial and organisational assessment and a further report, a Not for Profit organisation be established for Leisure Services and any other relevant services; and
- (iii) the employment of external specialist legal and financial advice, funded from within existing resources, be approved.

**226. Downshire Golf Complex - Byelaws (Item 6)**

The Committee considered a report seeking authority to appoint the Director of Leisure Services as 'Proper Officer' to act on behalf of the Council to implement its Byelaws made in respect of Leisure Centres under the provisions of the Local Government Act 1972. Under the Council's Standing Orders, the Director would be able to delegate his authority as Proper Officer to various Council employees working at the Leisure Centres listed in the Byelaws in order to enable their implementation.

Following the addition of Downshire Golf Complex to the existing list of Leisure Centre Byelaws, the Department of Culture, Media and Sport had again considered the current Leisure Centre Byelaws with a view to updating them and Members received a further amended draft of the Byelaws.

**RESOLVED** that the Director of Leisure Services be authorised as the 'Proper Officer' for the purposes of the Leisure Centre Byelaws.

**227. Medium Term Objectives and Commitment Budget 2002/03 – 2004/05 (Item 7)**

Having considered the Council's existing commitments and likely resource base for future years at its meeting held on 17 July 2001, the Strategy and Policy Committee had concluded that the Council would be faced with an underlying funding shortfall of approximately £8m by 2004/05. Although this shortfall would be offset in the meantime by the availability of relatively strong balances, that Committee had agreed an outline budget strategy for 2002/03 whereby Service Committees would be asked to review their existing commitments in detail and to consider their medium term priorities in order to ensure that resources were directed towards priority areas. Accordingly, this Committee considered a report taking the budget strategy forward.

Having noted details of the commitment budget, Members indicated their approval of the proposed medium term objectives.

**RESOLVED** that

- (i) the commitment budget set out in Table 1 of the report be noted; and
- (ii) the medium term objectives shown in Annexe A of the report be agreed.

**228. Last Meeting**

As this was the last meeting of the Leisure Services Committee, the Chairman took this opportunity to thank Members for their support and contributions to the Committee's achievements. The Vice Chairman was thanked in particular and wished well in his new role as a member of the Executive. The Chairman also expressed his appreciation of the work of the team of officers involved in the delivery of Leisure Services, with whom he had enjoyed a good working relationship, and thanked them accordingly.

The meeting commenced at 7.30pm  
and concluded at 9.20 pm.

**CHAIRMAN**

**PLANNING & TRANSPORTATION COMMITTEE  
25 OCTOBER 2001**

Present: Councillors Mrs Ballin (Chairman), Adams, Finnie, Ms Henfrey, Jones, Kendall, Piasecki, Mrs Pile, Sargeant, Simonds, Thompson, Wade and Worrall.

Also Present: Councillors Bettison and Turrell

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

**229. Substitute Members**

The Committee noted the attendance of the following substitute Member in accordance with Standing Order No. 38:

Councillor Mrs Pile for Councillor Flood  
Councillor Thompson for Councillor Mrs Hayes

**230. Minutes**

**RESOLVED** that the minutes of the meeting of the Committee held on 28 June 2001 be confirmed as a correct record and signed by the Chairman.

**231. Planning Control Sub-Committee Minutes**

**RESOLVED** that the minutes of the meetings of the Planning Control Sub Committee held on 11 June, 12 July, 9 August and 6 September 2001, as set out in Appendices A, B, C and D hereto, be received.

**232. Highways Sub-Committee Minutes**

**RESOLVED** that the minutes of the meeting of the Highways Sub Committee held on 13 September 2001 as set out in Appendix E hereto, be received.

**233. Quarterly Operations Report (Item 1)**

The Committee considered the Planning & Transportation Department's Quarterly Operations Report.

The officers answered a number of questions posed in relation to matters raised in the report and drew particular attention to the increasing number of Council vehicles running on liquid petroleum gas and the revised way in which the planning applications processed data was being displayed in the report.

**RESOLVED** that the Quarterly Operations Report detailing the activities of the Planning & Transportation Department for the period July to September 2001 be received.

234. **Medium Term Objectives And Commitment Budget 2002/03 – 2004/05 (Item 2)**

The Committee received a report advising it that at its meeting on 17 July 2001, the Strategy and Policy Committee considered the Council's existing commitments and the likely resources base for future years. The Committee concluded that the Council would be faced with an underlying funding gap of around £8m by 2004/05, although this gap would be offset in the meantime by the availability of relatively strong balances. The Committee agreed an outline budget strategy for 2002/03 whereby Service Committees would be asked to review their existing commitments in detail and to consider their medium term priorities in order to ensure that resources were directed towards priority areas. The report addressed this process for the Planning & Transportation service.

The officers answered a number of questions arising from the report.

**RECOMMENDED** to Strategy and Policy Committee that:

- (i) identified changes to the Commitment Budget in paragraphs 4.8 and 4.10 be approved; and,
- (ii) the Medium Term Objectives set out in Annex A be agreed, as interim Objectives pending decisions on the merger with Public and Environmental Services.

235. **Bracknell Forest Borough Local Plan: Representations On The Proposed Modifications And Resolution To Adopt The Local Plan (Item 3)**

The Committee considered a report inviting it to determine its response to representations made on the proposed modifications to the Bracknell Forest Borough Local Plan.

The Head of Planning Policy addressed each of the modifications, drawing attention to those where further changes were suggested and answering questions posed by Members. In addition, he reported that since the publication of the agenda, there had been renewed concern expressed that the inspector's conclusions on the town centre sites, proposals PE1i and PE1ii, were flawed and that the modifications had not remedied the flaws. In the light of these representations, the inspector's report and the proposed modifications had been looked at again by the officers who considered that there was no need to alter the recommendations set out in the report.

The only issue of particular concern to the Committee related to the extent of development on the Staff College site. Whilst the Council had previously agreed to oppose the inspector's recommendation that the site could accommodate a minimum of 680 dwellings, the Committee was advised that the Defence Estates had commented that the reason given by the Council for rejecting the inspector's recommendation, inadequate highways infrastructure, was contrary to the position of the Council before the Inspector at the public inquiry into the Deposit Draft. As that observation was correct, it was advised to consider very carefully whether there was any rational reason for the Council to now take a position which was contrary to the case put before the inspector. If not, the position adopted by the Council at its meeting on 2 May 2001 would be susceptible to challenge in the High Court.

As the Council had agreed at the public inquiry that, subject to detailed proposals, no objections should be raised on highway grounds to a development of 680 dwellings



on the site, it was advised that serious consideration should be given to the holding of a further public inquiry if it was minded to maintain the position adopted on 2 May 2001.

The Committee noted that the three local Members remained strongly opposed to any development above the 280 dwellings agreed by the Council on 2 May 2001, being concerned, in particular about the adequacy of the existing highway network, the viability of unspecified measures to improve the situation, over-development of the site and the adequacy of the drainage system. They believed that the impact of the development would be felt throughout the borough rather than just in Harmans Water where what was proposed was contrary to the wishes of local residents whose quality of life would suffer.

The concerns expressed by the local Members were acknowledged by the Committee but it was accepted that the policy framework within which it had to reach its decision was such that it was not only likely to lose the case eventually, if it maintained the present position, but also compound the detriment in terms of cost and delay in finalising the Local Plan. For this reason, the Committee agreed to accept the recommendation and withdraw its opposition to the development of a minimum of 680 homes on the Staff College site.

**RESOLVED that**

- (i) the Council do not cause a local inquiry or other hearing to be held to consider any of the objections to the proposed modifications;
  - (ii) the changes highlighted in the Annex 2 recommendations (modifications 105, 216, 219, 236, 242, 305, 317, 501, 507, 513, and 910) be advertised as Further Proposed Modifications for public consultation;
  - (iii) the Acting Director of Planning and Transportation and Public and Environmental Services be authorised to prepare a statement of decisions regarding all objections to the proposed modifications with reasons for each decision;
  - (iv) the changes highlighted in the Annex 2 recommendations (modifications 236 and 242) be advertised as Inspector's recommendations which have been rejected (in part) by the Borough Council, for public consultation;
  - (v) the changes highlighted in the Annex 2 recommendations (modifications 105, 216, 219, 236, 242, 305, 317, 501, 507, 513, and 910) be approved for development control purposes and incorporated into the adopted local plan; and,
  - (vi) the Further Proposed Modifications be published at a cost of £2.50 for Bracknell Forest Borough Council Tax payers and £10 for others (with postage and packing in both cases of £1).
- (NB: *The Committee was advised that Councillor Ms Henfrey had declared a non-pecuniary interest in this item insofar as it related to proposals for the Amen Corner area. In the circumstances it was agreed to consider modifications 219, 221, 222 and 722, all relating to Amen Corner, separately thereby enabling Ms Henfrey to participate in the remainder of the debate. Accordingly, the officers addressed modifications 219, 221, 222 and 722*

*following discussion of the remaining items. Ms Henfrey withdrew from the meeting during this part of the debate.)*

**236. Scheme Of Delegation To Officers - Planning Applications (Item 4)**

The Committee received a report advising it that in July of this year, the Strategy and Policy Committee, as part of the new constitutional arrangements, had approved a revised scheme of officer delegations. The scheme of delegation in relation to planning applications agreed in July was more extensive than those currently operated. For this reason the revised Delegation Scheme needed to be approved by this Committee.

As part of a review of the processes undertaken in planning control, a number of issues had been highlighted. In order to achieve the national target for decision making on planning applications of 80% in eight weeks, processes had to be as streamlined as possible. Studies undertaken had indicated a substantially greater time spent by Officers on applications reported to the Planning Control Sub Committee. Reducing the number of applications reported to the Committee by increasing the level of Officer delegation would release officer time on to other cases, and lead to an improvement in performance.

There was some concern expressed regarding the proposals to extend the scheme of delegation although it was stressed that it would make the system more efficient without undermining the means which already existed for local Members to request items to be added to the Committee's agenda. The Borough Planning Officer indicated that, under the proposals, the degree of contact between the officers and local Members was likely to increase. It was also stressed that parish and town council views would continue to be taken into account. A request for wider notification of neighbours was also made.

Whilst a number of Members expressed reservations, it was agreed to support the proposal, recognising that the process would be monitored and kept under review to ensure that any issues of concern were addressed.

**RESOLVED** that the revised scheme of Officer Delegations set out in Paragraph 4.6 of the report be brought into use; and,

**RECOMMENDED** to Council that the Scheme of Delegation to Officers be varied by authorising the Acting Director of Planning and Transportation and Public and Environmental Services to determine planning applications where there are objections from a single household or organisation based on valid planning reasons, following reference to the Chairman of the Planning Control Committee and Ward Councillors.

*(NB: Councillor Finnie asked to be recorded as dissenting from the above decision.)*

**237. Development Control Best Value Review (Item 5)**

The Committee considered a report advising it that the fundamental review of the Development Control Service had been completed and a draft report prepared, with recommendations. The Best Value Inspectorate of the Audit Commission had undertaken an Inspection of the service in the week 17-21 September 2001. In undertaking the inspection it had been acknowledged that the Report and its

recommendations had not yet been endorsed by Members, and thus issues raised by the Committee would be communicated to the Inspectorate. The Committee was invited to endorse the recommendations.

The Committee noted that the nature of the report was such that it might appear more critical than Members would have expected. However, it was stressed that the officers regarded it as helpful in highlighting areas in which improvements could be made and, in some cases, steps had already been taken to implement the recommendations arising from the review.

Amongst the views expressed were that:

- At times the Officers appeared to be too helpful in trying to assist developers find a solution to issues likely to render an initial submission unacceptable which could be both expensive in time and in terms of meeting the performance targets; and,
- Meetings should not be held during the daytime.

**RESOLVED** that

- (i) the recommendations and actions set out in the draft Report and the proposed actions contained in the Improvement Plan be endorsed, subject to the amendments taking into account comments set out in paragraphs 4.15 – 4.16 of the Report;
- (ii) the Best Value Inspectors be informed of this endorsement for use as part of their assessment of the service;
- (iii) the objective for the planning control service set out in paragraph 4.18 be adopted; and,
- (iv) the target for the service should be to achieve within the next municipal year (2002/03) 80% of decisions on planning applications within eight weeks without compromising the quality of the decision-making process.

*(NB: Councillor Finnie asked to be recorded as dissenting from the above decision.)*

**238. Limiting The Impact Of Development - Guidance For Developers On The Need For And Provision Of, Infrastructure, Services & Community Facilities. (Item 6)**

The Committee received a report reminding it that on 25 January 2001, it had considered a document entitled “Infrastructure and Community Facilities expected with developments in Bracknell Forest Borough – Consultation Draft”. Its aim was to provide guidance on the need for infrastructure and community facilities directly related to development and it was intended to form a basis for negotiations whenever the Borough Council sought planning obligations (under Section 106) to address the impact development would have on existing infrastructure and local facilities.

A period of consultation had been undertaken. Arising from this, the Committee was advised of a number of further amendments to the guide following comments received since the report had been despatched. These were intended to correct, improve and bring the text up-to-date.

Whilst discussing the document, the Committee noted that it would be made available free of charge on the Council's web site, but it was agreed that a fee should be charged for printed copies.

**RESOLVED** that the document set out in Annexe A: "Infrastructure and Community Facilities expected with developments in Bracknell Forest Borough – October 2001"

- (i) be approved and adopted as Bracknell Forest Borough Council Supplementary Planning Guidance,
- (ii) replace previous Guidance entitled "Infrastructure, Service And Amenity Requirements For New Development In Berkshire" (more commonly known as 'The Developer's Guide'),
- (iii) be made available free of charge on the Council's web site or at a cost of £2.50 per copy to Bracknell Forest Borough Council taxpayers or £15 to anyone else.

239. **Draft Supplementary Planning Guidance For Telecommunications Development (Item 7)**

The Committee considered a report on draft Supplementary Planning Guidance which had been prepared to help interpret the way in which Government guidance in relation to applications for the siting of equipment used to provide mobile phone networks should be considered and applied.

**RESOLVED** that

- (i) the Draft Supplementary Planning Guidance for Telecommunications Development set out in Appendix A be published for public consultation; and,
- (ii) the process of consultation set out in the report be approved

240. **Use Of Planning Conditions To Regulate Building Operations (Item 8)**

The Committee considered a report advising it that the Planning Control Sub Committee had expressed concern about building activities that had caused disturbance and disruption to local residents and inconvenience to highway users. Such problems had arisen from the management and control of staff and contractors engaged in building operations, which on occasions gave rise to complaints from members of the public, although it was stated that, in practice, the officers dealt with very few complaints of such nuisance.

The Committee noted that the Sub-Committee had hitherto sought to employ planning conditions, imposed on the grant of planning permission, to control and regulate such activities, but it was suggested that this was not always an appropriate approach. It was stressed that the controls would remain but using the appropriate legislation relating to nuisance rather than inappropriate planning conditions.

**RESOLVED** that the following policies be adopted in relation to building operations:

- (i) hours of working should not be controlled by planning conditions;

- (ii) site management conditions should not be applied in the case of minor developments (including single building plots, household extensions and similar); and,
- (iii) site management conditions should be applied selectively, in respect of non-minor developments, where it is considered that otherwise residential amenities and/or highway safety could be seriously compromised.

**241. Winter Maintenance – Highways (Item 9)**

The Committee considered a report on a review of the Council’s winter maintenance policy and associated activities which had been carried out with a view to assessing how further improvements could be made to the operation as well as potential enhancement of the service to residents.

The Borough Engineer answered a number of questions arising from the report.

**RESOLVED** that

- (i) the policy statement on the provision of Salt and Salt Bins, Section 10 paragraph 10.4 (I) be amended to read “The bin should not be sited on a primary salting route unless it is intended for use on an adjoining route which is not on a salting route”;
- (ii) the policy statement on Snow Clearing, Section 11 paragraph 11.2 (final sentence) be amended to read “ Once these routes are cleared resources are then diverted to clearance of the remaining roads within the network and to the re-stocking of the salt bins”;
- (iii) additional salt bins be provided at Red Rose and Cressex Close, Binfield; Avebury and Tawfield, Great Hollands; Perry Hill Drive, School Hill, Maxine Close and Mountbatten Rise, Little Sandhurst ; and,
- (iv) Cain Road; Turnpike Road; Beehive Road and New Wokingham Road be added to the secondary salting routes.

**242. Highway Maintenance Management System (Item 10)**

The Committee considered a report advising it that the Council had adopted Berkshire County Council’s Highway Maintenance & Management System on becoming a Unitary Authority in 1998. The maintenance policies and systems described within this document varied from the then current Code of Good Practice for Highway Maintenance published by the Association of County Councils, Association of District Councils and others. The Code of Good Practice had subsequently been superseded by the publication in July 2001, of a new document “Delivering Best Value in Highway Maintenance – Code of Practice for Maintenance Management”, by the Institution of Highways and Transportation with support from the Local Government Association, the Department of Transport, Local Government and the Regions and others. The Committee was accordingly invited to adopt the new code of practice.

The Borough Engineer answered a number of questions arising from the report.

**RESOLVED** that

- (i) “Delivering Best Value in Highway Maintenance - Code of Practice for Highway Maintenance Management” published by the Institution of Highways and Transportation be adopted by Bracknell Forest Borough Council as the framework within which future highway maintenance practices will be developed; and
- (ii) the Borough Engineer be authorised, in consultation with the Chairman of the Committee, to develop the highway maintenance service in line with the principles described within the new Code of Practice.

**243. Fair Access To Services (Item 11)**

The Committee considered a report on the need to ensure that the Council was providing equal opportunities in employment and fair access to services for all sections of the community. It was noted that the Council’s current equal opportunities policies relating to employment were agreed in 1995. During 2000, an officer working group had prepared a draft policy to extend this to cover fair access to service delivery. As a result of which the Strategy and Policy Committee approved a new Fair Access Policy Statement at its meeting on 8 November 2000. This provided a framework within which all committees were to examine their services and to develop local implementation plans to ensure that they do provide fair access.

The Committee’s attention was drawn, in particular, to recommendations 6, 20 and 21 which were the only ones likely to have resource implications.

**RESOLVED** that

- (i) the Action Plan in Annex A to achieve compliance and Level 1 against the Best Value and Audit Commission Performance Indicators on the Commission for Racial Equality’s “Standard for Local Government” be approved;
- (ii) the principles for ensuring fair access to services set out in paragraph 4.8 be approved; and,
- (iii) the Action Plan set out in Annex B for further developing fair access to services during 2000/01 and 2001/02 be approved.

**244. Items for Information**

The following items were submitted for information:

- (i) Blackwater Valley Network (Item 12)
- (ii) Revised Planning Policy Guidance Note 8 – “Telecommunications” and Amendments to the Town & Country Planning (General Permitted Development) Order 1995 (Item 13)
- (iii) Telephone Kiosk Glass Advertising – Department of Transport, Local Government & The Regions Consultation Paper (Item 14)

(iv) Urgent Action – Historic Building Grant: Old Hazelwood Farmhouse, Bottle Lane, Binfield (Item 15)

(v) Joint Strategic Planning Committee Items and Berkshire Structure Plan Update (Item 16)

Arising on item 16, the Sub-Committee noted that there would be a need to convene a special meeting of the Committee to agree this Council's response to the draft Structure Plan. It was accordingly agreed that this should be held at 6.30pm on Monday 19 November 2001.

#### 245. 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 17 which involved the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(1) Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under, the authority. (Item 17)

#### 246. Staffing In The Building Control Section (Item 17)

The Committee considered a report on proposals arising from a review of resources in the Building Control Section which had led to a proposal to change the existing management arrangements. As a consequence, it was proposed to make one post redundant.

**RESOLVED** that

(i) Post PBC001 be declared redundant and for an interim period line management responsibility be passed to the Head of Planning Control; and,

(ii) post PBC001 be deleted from the establishment with effect from 31 October 2001 and the postholder declared redundant in accordance with the terms set out in Appendix A of the report with the costs identified being met from the Structural Changes Fund.

#### 247. Mike Holmes – Borough Planning Officer

At the conclusion of the meeting, the Chairman drew the Committee's attention to the fact that Mike Holmes was shortly to leave the Council. On behalf of the Committee she thanked him for all he had done in his years with the Council and wished him every success in the future.

The meeting commenced at 7.30 pm  
and concluded at 10.25 pm

**CHAIRMAN**

**Appendix A**

**PLANNING CONTROL SUB COMMITTEE  
11 JUNE 2001**

Present: Councillors Worrall (Chairman), Adams, Mrs Ballin, Barnard, Birch, Blatchford, Browne, Flood, Glasson, Mrs Hayes, Jones, Kendall, Mrs Mattick, Piasecki, Mrs Pile, Mrs Ryder and Sargeant

Apologies for absence were received from:  
Councillors Grayson, Simonds and Thompson

Also in attendance:  
Councillor Edger

**12. Substitute Members**

The Sub Committee noted the attendance of the following Substitute Members in accordance with Standing Order 38:

Councillor Kendall for Councillor Thompson

**13. Minutes**

**RESOLVED** that the minutes of the meeting of the Sub Committee held on 10 May 2001 be approved as a correct record and signed by the Chairman.

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

The Borough Planning Officer submitted a report on appeal decisions received since the last meeting of the Sub Committee, which included the decision of the Secretary of State to refuse planning permission for applications 622560, 622561 and 622810 for the redevelopment of Bracknell Town Centre.

**RESOLVED** that the report be noted.

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

The Borough Planning Officer submitted a report on new contraventions, contraventions resolved, notices served, new breaches and breaches resolved, all since the last report.

**RESOLVED** that the report be noted.

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

The supplementary report of the Borough Planning Officer was tabled and the Sub Committee noted the additional information contained therein relating to applications: 01/00155/REM, 01/00310/FUL, 01/00109/FUL, 01/00318/FUL, 01/00193/FUL, 01/00286/FUL, 00/00465/RTD42, 00/00468/RTD42, 01/00319/FUL, 00/01079/FUL,



01/00413/FUL, 01/00346/FUL, 01/00408/FUL, 01/00137/FUL, 01/0048/3,  
01/00271/FUL, 01/00309/FUL.

**Application No: 01/00155/REM** Land North Of Cain Road And South Of Turnpike Road, Binfield.  
**Submission of details of siting, design, external appearance, landscaping and access for the erection of 2 no. office buildings (total floor area 20349 sq m.) with associated car parking pursuant to outline planning permission 617449.**

The Sub Committee noted the comments of Binfield Parish Council and the Bracknell District Urban Wildlife Group, in addition to one objection that had been received.

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

- (1) Z201 Approved plans. 3714 20-100 AF, 20-200 AC, 20-201 AH, 20-202 AC, 20-203 AC, 20-205 AC, 20-220 AB, 20-221 AB, 20-230 AB, 20-231 AB, 20-232 AB, 90-110 AA, 90-350 AA, 90-400 AA.
- (2) Z503 Samples of materials to be submitted.
- (3) Z1105 Site Lighting.
- (4) Z1138B Noise Control: Noise from buildings and associated plant and equipment.
- (5) Z1503 Set back of gates (Insert added)
- (6) Z1512 Provision of parking spaces (approved drawing) (Insert added)
- (7) Z1516 Cycle parking and facilities: number of spaces (Insert added)
- (8) Z1521 Parking for people with disabilities (Insert added)
- (9) Z1903 Site organisation (building operations).
- (10) Z602 Details of hard and soft landscaping: major development.
- (11) Z60 Implementation of approved landscaping scheme.
- (12) Z623B Replacement tree planting (new and existing trees).
- (13) The development shall not be commenced until details of the use, handling or storage of any hazardous substance included in the Schedule to the Planning (Hazardous Substances) Regulations 1992 have been submitted to and approved by the Local Planning Authority.

**Application No: 01/00310/FUL** Land north of Cain Road and south of Turnpike Road, Binfield.  
**Section 73 application to allow construction work to take place between the hours of 0700 hours and 1900 hours Monday to Friday and between 0700 hours and 1300 hours on Saturdays without compliance with condition 24 of outline planning permission 622807.**

The Sub Committee noted the comments of Binfield Parish Council, in addition to three letters of objection, one from the Farley Wood Community Association.

**RESOLVED** that, subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 confirming the continued application of planning obligations contained in the agreement dated 3 May 2000, the application be **approved** subject to conditions 1-23 and 25 of planning permission 622807

(97/00099/OUT) and the replacement of condition 24 of that permission with the following condition:-

- (24) During the course of construction of the approved development, no building, engineering or other operations other than the internal fitting out of the buildings not involving the use of power tools shall take place on the site outside the hours of 0800 hours and 1800 hours Monday to Friday and 0800 and 1300 Saturday and not at all on Sundays and Public Holidays.

**Application No: 01/00109/FUL      Sandhurst Baptist Church, Yorktown Road, Sandhurst**  
**Alterations to Church comprising front and side extensions with removal of existing front and rear additions. Alterations to hall comprising changes to fenestration and door positions and construction of new porch. Formation of enlarged parking area with feature arch at access onto St Johns Road**

The Sub Committee noted the comments of Sandhurst Town Council, including their comments on the amended plan. In addition there were representations received from Hodges Coaches, five letters of objection from local residents and a petition with 59 signatories in support of the application, all members and congregation of Sandhurst Baptist Church.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: insert "drawing nos. SBC/05B and 06A"
- (3) Z502 Samples of materials to be submitted
- (4) Z601 Details of hard and soft landscaping
- (5) Z605 Landscape works implementation
- (6) Z610 Details of surfacing (insert added)
- (7) Z1105 Site lighting
- (8) Z1138 Noise control: noise from buildings (Insert added)
- (9) Z1510B Vehicle parking in accordance with approved plan (Insert added)
- (10) Z1517 Cycle parking: number of spaces (Insert added)
- (11) Z1519 Footway provision: details to be submitted (Insert added)
- (12) Z1903 Site organisation (building operations)
- (13) The Church Hall shall not be used for any purpose involving meetings, clubs, leisure or any assembly of persons at any time when the chapel is in use excepting on Sundays and Christmas Day unless otherwise agreed in writing by the Local Planning Authority.

**Application No: 01/00318/FUL Brockham House 46-48 High Street Crowthorne**  
**Change of use of ground floor from retail to residential accommodation and erection of two storey rear extension to facilitate conversion of property to form 2 no apartments. Provision of associated car parking facilities.**

The Sub Committee noted the comments of Crowthorne Parish Council and Crowthorne Traders' Association.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved plans: 00/312/5; 00/312/6; 00/312/7 received 30 March 2001
- (3) Z501 Materials to match existing building
- (4) Z802 Restrictions on permitted development (windows/dormers) (Insert added)
- (5) No flat shall be occupied until space has been laid out within the site in accordance with the approved plan 00/312/1 for four cars to be parked and for vehicles to turn so that they may leave the site in forward gear. These spaces shall thereafter be made available for the use of the occupants of the flats hereby approved and their visitors and shall be marked accordingly.
- (6) Z1140 Sound insulation in flat conversions
- (7) Z604 Details of walls and fences
- (8) The existing shed situated on land within the applicants' ownership to the rear of the application site as shown on drawing 00/312/1 shall only be used for purposes incidental to the enjoyment of the flats hereby permitted.

**Application No: 01/00193/FUL Church Cottage, Church Road, Winkfield**  
**Erection of 1 no. five bedroomed detached dwelling and detached double garage together with creation of new access off St. Marys Lane. Erection of detached double garage to serve existing dwelling, and cottage access with Church Road.**

*In accordance with Standing Order 25, Councillor Mrs Hayes declared an interest in this application and withdrew from the meeting during its consideration.*

The Sub Committee noted the comments of Winkfield Parish Council, Babbie (Archaeologist) and (Conservation Officer), the Environment Agency and the Maiden's Green Society, in addition to eight letters of objection and one of support that had been received.

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

- (1) The proposed development relates to a site mainly located within a Green Belt Village as defined in the Deposit Draft of the Bracknell Forest Borough Local Plan (1996) Incorporating Proposed Modifications. The proposed development does not constitute an acceptable form of infilling and would detract from the open, rural undeveloped character of the area. The proposal is, therefore, contrary to Policy 2 of the Green Belt Local Plan For Berkshire

(1985), Policy C4 of the Berkshire Structure Plan 1991-2006, and Policy GB3 of Deposit Draft Bracknell Forest Borough Local Plan (June 1996) Incorporating Proposed Modifications.

- (2) Part of the proposed access road to the paddock lies within the Metropolitan Green Belt. The proposed access road does not constitute an appropriate form of development in the Green Belt and would be detrimental to the rural character of the Green Belt and the visual amenities of the area. As such the proposal is contrary to Policy 1 of the Green Belt Local Plan For Berkshire (1985), Policy C4 of the Berkshire Structure Plan 1991-2006, and Policy GB1 of Deposit Draft Bracknell Forest Borough Local Plan (June 1996) Incorporating Proposed Modifications.
- (3) The proposed site lies within the Winkfield Conservation Area as defined in the Deposit Draft of the Bracknell Forest Borough Local Plan (1996) Incorporating Proposed Modifications. The proposed development by virtue of its size, siting and design is considered harmful to the rural character of the Winkfield Conservation Area. The proposed development would therefore conflict with Policy EN5 of the Berkshire Structure Plan 1991-2006, and Policy EN19 of Deposit Draft Bracknell Forest Borough Local Plan (June 1996) Incorporating Proposed Modifications.
- (4) The proposed development would increase pressures on transport infrastructure. The proposal is therefore contrary to Policy T7 of the Berkshire Structure Plan and Policy M5 of the Bracknell Forest Borough Local Plan (June 1996) Incorporating Proposed Modifications.

**Application No: 01/00286/FUL    8 Lamborne Close, Sandhurst  
Erection of two storey side and front  
extension including raising part of existing  
roof.**

The Sub Committee noted the comments of Sandhurst Town Council, in addition to four letters received from the occupiers of the adjacent property.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Amended plans: ROM/00/06/02 received 27 April 2001; RO/10416 received 27 April 2001
- (3) Z501 Materials to match existing building
- (4) Z1004 Garage retained for vehicle parking
- (5) Z802 Restrictions on permitted development (windows/dormers) (Insert added)

**Application No:01/00465/RTD42    Land At Junction Of Whitmore Close And  
Owlsmoor Road  
Application providing details of siting and  
design for the erection of a 8m high  
telecommunications mast and equipment  
cabin.**

*In accordance with Standing Order 25, Councillor Worrall declared an interest in this application and withdrew from the meeting during its consideration.*

### **COUNCILLOR BIRCH, VICE CHAIRMAN, IN THE CHAIR**

A site visit had been held in respect of this application on Saturday 2 June 2001, which had been attended by Councillors Barnard, Birch, Blatchford, Browne, Edger, Glasson, Grayson, Mrs Hayes, Jones, Mrs Mattick, Mrs Pile, Sargeant, Simonds and Worrall.

The Borough Planning Officer reported that the proposed mast would be located approximately 7.5 metres from the nearest house, not 11 metres as indicated in the report.

The Sub Committee noted the comments of Sandhurst Town Council, in addition to 27 letters of objection and a petition of 369 signatories.

The Stewart Report had recommended a “ precautionary approach” to the siting of base stations in sensitive areas until more research findings became available. Although the information submitted by the applicant confirmed that the levels of radiation and the maximum beam of intensity would be below those recommended, the site was very close to Sandhurst School and would be set within a residential close, giving rise to potentially prolonged periods of exposure to radiation, with the potential for much longer hours of exposure than the period over which the guideline levels were calculated.

The Stewart Report recommended the need for further research in the health effects of such base stations on surrounding residents and until this research was completed to site a base station so close to residential properties and a local school without being able to make an informed decision about the definite risks would not reflect a precautionary approach to siting.

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

- 1 The proposals involve the siting of a telecommunications mast and associated equipment in close proximity to a number of residential properties and Sandhurst School. Having regard to the precautionary approach advocated in the Stewart Report, the Local Planning Authority is not satisfied that local residents and pupils and staff of the school will not be exposed to potentially harmful hazards to their long term health. Furthermore, the siting of the mast and equipment would be likely to heighten concerns amongst local residents to the extent that it would cause stress and thereby detriment to resident's mental well-being.
2. The application by reason of its siting is poorly related to existing properties in that it is located only 7.6 metres from the nearest ( and not as shown on the inaccurate application drawings).
3. The siting is detrimental to the visual amenity of the street scene due to the location being part of the open development of the estate entrance and the mast and cabinet will be predominant on the street scene due to their height and bulk without the benefit of natural screening.
4. The siting of the mast and equipment cabin as depicted together with the existing street furniture and proposed cable service cabinet will create a wall

of street furniture on the edge of the footpath of approx. 10 metres which will be unneighbourly and overbearing to the users of the footpath.

### **COUNCILLOR WORRALL IN THE CHAIR**

**Application No: 01/00468/RTD42      Land Adjacent To 135 Owlsmoor Road, Owlsmoor**  
**Application for the siting and design of the erection of 8 metre high telecommunications mast and associated equipment cabin.**

A site visit had been held in respect of this application on Saturday 2 June 2001 which had been attended by Councillors Barnard, Blatchford, Browne, Edger, Glasson, Grayson, Mrs Hayes, Jones, Mrs Mattick, Mrs Pile, Sargeant and Worrall.

The Sub Committee noted the comments of Sandhurst Town Council in addition to 11 letters of objection including one from Andrew MacKay MP.

The Stewart Report had recommended a “ precautionary approach” to the siting of base stations in sensitive areas until more research findings became available. Although the information submitted by the applicant confirmed that the levels of radiation and the maximum beam of intensity would be below those recommended, the site was very close to Sandhurst School and would be set within a residential close, giving rise to potentially prolonged periods of exposure to radiation, with the potential for much longer hours of exposure than the period over which the guideline levels were calculated.

The Stewart Report recommended the need for further research in the health effects of such base stations on surrounding residents and until this research was completed to site a base station so close to residential properties and a local school without being able to make an informed decision about the definite risks would not reflect a precautionary approach to siting.

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

1. The proposals involve the siting of a telecommunications mast and associated equipment in close proximity to a number of residential properties. Having regard to the precautionary approach advocated in the Stewart Report, the Local Planning Authority is not satisfied that local residents will not be exposed to potentially harmful hazards to their long-term health. Furthermore, the siting of the mast and equipment would be likely to heighten health concerns amongst local residents to the extent that it would cause stress and thereby detriment to residents’ mental well-being.
2. The application by reason of its siting is poorly related to existing properties on the Owlsmoor Road.
3. The siting is on ground with difference in levels and will be obtrusive to the street scheme.
4. The siting is adjacent to a short narrow footpath on a narrow road that has extensive on-street parking and heavy traffic movements. The application

drawings are inaccurate in relation to the footpath and highway details and therefore the Local Planning Authority are unable to be satisfied that a hazard to pedestrians and traffic does not exist.

**Application No: 01/00319/FUL**      **Forest Croft, Chavey Down Road, Winkfield Row**  
**Erection of 1 no. 4 bedroomed detached dwelling following demolition of existing dwelling.**

**RESOLVED** that the application be **deferred** to enable the Borough Planning Officer to give further consideration to the relationship of the proposed development to adjoining properties and to enable a site visit to be held to which all members of the Council would be invited.

**Application No: 00/01079/FUL**      **Land adjacent to 15 Ditchling, Bracknell**  
**Change of use of amenity land to side and rear of property to private garden enclosed by a 1.8m high fence.**

The Sub Committee noted the comments of Bracknell Town Council, including their comments on the amended plan.

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

- (1) Z101 Time limit for commencement of development (Insert added)
- (2) Z201 Approved Plans: Amended drawing dated 29/03/01 received 30/03/01 and Fence Details received 13/11/00

**Application No: 01/00413/FUL**      **Jocks Lane Recreation Ground, Binfield Road, Bracknell**  
**Extension to miniature railway.**

The Sub Committee noted the comments of Binfield Parish Council and Bracknell Town Council, in addition to two letters of objection that had been received to the original plan.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Site layout plan BRS 1A and section drawing BRS 2 received 31 May 2001.
- (3) Z501 Materials to match: extensions (Varied)
- (4) Z614 Site survey – trees and other vegetation
- (5) Z628 Landscaping: Earthworks
- (6) Z605 Landscape Works Implementation (Varied)
- (7) Z619 Details of protection of trees and other vegetation
- (8) Z620 Protective fencing: Implementation
- (9) Z622 Replacement tree planting (new and existing trees)
- (10) Z626 Foundations: Prevention of root damage

**Application No: 01/00346/FUL**

**11 Edgbarrow Rise, Sandhurst  
Erection of part 1<sup>st</sup> floor, part two storey  
and part single storey side extension  
including conversion of existing garage to  
living accommodation and widening of  
existing drive.**

The Sub Committee noted the comments of Sandhurst Town Council, in addition to one letter of objection and one expressing no objection.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Insert: 00/05/04 SH1 as amended by plan received on 7 June 2001; and block plan received 26 April 2001.
- (3) Z501 Materials to match: extensions
- (4) Z802 Restrictions on permitted development (windows/dormers) (Insert added)
- (5) Z1004 Garage retained for vehicle parking

**Application No: 01/00408/FUL**

**4 Farley Copse, Binfield  
Erection of part two storey, part first floor  
side extension erection of single storey  
front extension to lounge**

The Sub Committee noted the comments of Binfield Parish Council in addition to one letter and one e-mailed objection.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Amended Plan received 31 May 2001
- (3) Z501 Materials to match existing building
- (4) Z1004 Garage retained for vehicle parking

**Application No: 01/00137/FUL**

**5 Juliet Gardens Warfield  
Erection of first floor front extension over  
games room**

The Sub Committee noted the comments of Warfield Parish Council in addition to four letters of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Drawing No. 2/A received 18 April 2001
- (3) Z501 Materials to match existing building
- (4) Z1004 Garage retained for vehicle parking
- (5) Z1005 Car port retained for vehicle parking (Varied)
- (6) Restrictions on permitted development (windows/dormers) (Insert added)
- (7) Z405B House extensions: obscure glazing (Insert added)



**Application No: 01/00480/3**

**New Scotland Hill Cp School, Grampian Road, Sandhurst  
Erection of single storey extension to form classroom (regulation 3 application).**

The Sub Committee noted the comments of Sandhurst Town Council.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Drawing nos. 4317/04A; 4317/05; 4317/06; 4317/16.
- (3) Z501 Materials to match: extensions
- (4) Z613 Provision of tree planting (Detailed planning permission)

**Application No: 01/00239/FUL**

**52 Rose Hill, Binfield.  
Erection of part single storey, part two storey rear extension. Raising of roof and conversion of loft space into habitable accommodation. Installation of 2 no. dormers on the side elevations and 1 no. dormer on the front elevation.**

The Sub Committee noted the comments of Binfield Parish Council in addition to one letter that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: 1653/1A received 13<sup>th</sup> March 2001.
- (3) Z501 Materials to match existing building
- (4) The existing area of hardstanding to the front of the property shall be permanently maintained and kept free for the parking of cars.
- (5) Z802 Restrictions on permitted development (windows/dormers)  
(Insert added)
- (6) Z405c House extensions obscure glazing. (Insert added)

**Application No: 01/00182/FUL**

**27 Bedfordshire Down, Warfield  
Erection of first floor side/two storey front extension with associated enlargement of roof, and single storey rear extension.**

The Sub Committee noted the comments of Warfield Parish Council in addition to one letter of objection received.

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

- (1) Z101 Time limit for commencement of development (Insert added)
- (2) Z201 Approved Plans: [ Plan HAL/02 received 26 Feb 2001 ]
- (3) Z501 Materials to match existing building (Insert added)
- (4) Z1004 Garage retained for vehicle parking

**Application No: 01/00327/FUL**

**120 Fernbank Road, Ascot**

**Erection of two storey side extension incorporating raised roof, single storey front extension forming porch and single storey side extension forming garage. Widening of existing access.**

The Sub Committee noted the comments of Winkfield Parish Council.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: H/892 & site layout plan received 2 April 2001.
- (3) Z501 Materials to match: extensions.
- (4) Z405A House extensions: obscure glazing (Insert added)
- (5) Z802 Restrictions on permitted development (windows/dormers)  
(Insert added)
- (6) The extension hereby approved shall not be occupied until vehicle parking has been provided on site in accordance with the approved drawing. The spaces shall thereafter be kept available for parking at all times.

**Application No: 01/00271/FUL**

**8 Hornby Avenue, Bracknell**

**Erection of first floor front extension and conversion of existing garage to form a habitable room. Erection of detached garage with access onto Russell Close.**

The Sub Committee noted the comments of Bracknell Town Council in addition to four letters of objection that had been received.

**RESOLVED** that, subject to satisfactory visibility splays being provided and no representations being received raising matters that have not been addressed in the Sub Committee report, the Borough Planning Officer be **authorised to approve** the application subject to the following conditions :

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Drwg 838/1 received 23 March 2001 and 838/2A received 18 April 2001
- (3) Z501 Materials to match existing building
- (4) Z 1004 Garage retained for parking
- (5) Z704 Provision of access before occupation (Varied)
- (6) Z712A Visibility splays before development.

**Application No: 01/00309/FUL**

**31 William Sim Wood, Winkfield Row, Bracknell.**

**Erection of two storey side extension.**

The Sub Committee noted the comments of Winkfield Parish Council in addition to one letter that had been received from a local resident raising no objection to the proposal.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: CX/31/01A received 28<sup>th</sup> March 2001
- (3) Z501 Materials to match existing building
- (4) Z1004 Garage retained for vehicle parking
- (5) Z601 Details of hard and soft landscaping
- (6) Z605 Landscape works implemented

**Application No: 01/00352/FUL          6 Tippits Mead, Bracknell**  
**Erection of first floor side extension**

The Sub Committee noted the comments of Binfield Parish Council in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Gibbins:01 Rev. A
- (3) Z405 House extensions: obscure glazing (Insert added)
- (4) Z501 Materials to match: extensions
- (5) Z802 Restrictions on permitted development (windows/dormers)  
(Insert added)
- (6) Z1004 Garage retained for vehicle parking

**Application No: 01/00365/FUL          16 Hailsham Close, Owlsmoor, Sandhurst**  
**Erection of two storey rear extension**

The Sub Committee noted the comments of Sandhurst Town Council in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: INSERT Drawing no. 01004-002 received 9 April 2001
- (3) Z501 Materials to match existing building
- (4) Z406A House extensions: obscure glazing (Insert added)
- (5) Z802 Restrictions on permitted development (windows/doors) (Insert added)

**17. Building Regulations – Applications/Notices Dealt with by Borough Planning Officer (Item 4)**

The Borough Planning Officer submitted a report on building regulation applications/notices that had been dealt with since the last meeting.

**RESOLVED** that the report be noted.

**18. Applications Dealt with by the Borough Planning Officer under Delegated Powers (Item 6)**

The Borough Planning Officer submitted a report on applications that had been dealt with under delegated powers since the last meeting.

**RESOLVED** that the report be noted.

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

The Borough Planning Officer submitted a report on appeals received since the last meeting.

**RESOLVED** that the report be noted.

20. **Exclusion of Public & 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 9 which involved the likely disclosure of exempt information under category 12 of Schedule 12A of that Act.

21. **Miscellaneous Item**

**Application No: 00/01084/FUL      Talbot House, Waterloo Road, Crowthorne  
Erection of part single, part two, part three  
and part four storey building to form  
boarding house and 2 no. Staff dwellings.  
Demolition of existing boarding house and  
staff dwellings.**

On 11 January 2001 the Sub Committee authorised conditional approval of this application subject to the prior completion of a Section 106 agreement, creating a planning obligation relating to the non-alienation of the boarding house staff dwellings from Wellington College.

The Sub Committee were informed at their meeting on 8 March 2001 that the applicant would not agree to the requested Section 106 agreement. Counsel for the applicant had concluded that the Borough Council's concerns would be satisfied by an appropriately worded condition of the planning permission restricting the use of the building within the C2 use class and that a planning obligation was not required. However, the Sub Committee reaffirmed their resolution of 11 January 2001.

The applicant had lodged an appeal against non determination, and in view of Counsel's opinion and the advice of the Borough Solicitor that the use of such a condition would suffice, the Sub Committee

**RESOLVED** that the appellants be advised that the Local Planning Authority intended to submit no evidence to the forthcoming enquiry and the applicant be invited to submit a fresh planning application.

The meeting commenced at 7.30 pm  
and concluded at 9.25 pm

**CHAIRMAN**

**PLANNING CONTROL SUB COMMITTEE  
12 JULY 2001**

Present: Councillors Worrall (Chairman), Mrs Ballin, Birch, Blatchford, Ms Brown, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Kendall, Piasecki, Mrs Pile, Mrs Ryder, Sargeant, Simonds, Thompson and Wallace

Apologies for absence were received from:  
Councillors Adams, Barnard, Grayson and Mrs Mattick

**22. Substitute Members**

The Sub Committee noted the attendance of the following Substitute Members in accordance with Standing Order 38:

Councillor Ms Brown for Councillor Adams  
Councillor Ms Henfrey for Councillor Mrs Mattick  
Councillor Wallace for Councillor Barnard

**23. Minutes**

**RESOLVED** that the minutes of the meeting of the Sub Committee held on 11 June 2001 be approved as a correct record and signed by the Chairman.

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

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

**RESOLVED** that the report be noted.

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

<b>Application No: CON. 16/01</b>	<b>17 Albion Road, Sandhurst Unauthorised change of use of dwellinghouse into two one-bedroomed, self contained flats.</b>
-----------------------------------	--

The Sub Committee noted that this property, formerly a three bedroomed semi-detached Victorian dwelling house had been converted into two self-contained one-bedroom flats without the benefit of planning permission. The property now comprised a ground floor flat with access to the rear and a first floor flat with access from the front hallway. The conversion had not resulted in any external alterations to the appearance of the property.

The sub division of the property had recently been drawn to the attention of the Planning Compliance Team.

On the basis of the information available, it appeared that enforcement action may not be possible in respect of the use of the former single dwelling house as two self contained flats, as the use may have commenced over four years ago and may now be lawful. This had not however been verified by the submission of an application for a Lawful Development Certificate.

The Sub Committee noted that two letters of representation had been received.

**RESOLVED** that no further action be taken with respect to this matter pending a more detailed investigation of the planning history of the site and in order to give the owner a further opportunity to submit an application for a Certificate of Lawfulness.

The Borough Planning Officer also submitted a report on new contraventions, contraventions resolved, new breaches, breaches resolved and notices served all since the last report.

**RESOLVED** that the report be noted.

## 26. **Report on Planning Applications Received (Item 3)**

The supplementary report of the Borough Planning Officer was tabled and the Sub Committee noted the additional information contained therein relating to applications: 01/00543/FUL; 00/01063/FUL; 00/00247/FUL; 01/00246/LB; 01/00229/FUL; 01/00319; 01/00386/FUL; 01/00444/FUL; 01/00573/FUL; 01/00507/FUL; 01/00495/FUL; 621479; 624746.

**Application No: 01/00543/FUL      Land Rear of 120-138 Fernbank Road and including 122, 126, 130 and 132.  
Erection of 23 no. houses and 6 no. 2 bedroomed flats with associated access following demolition of 5 existing dwellings**

The Sub Committee noted the comments of Winkfield Parish Council, the Environment Agency, Bracknell District Urban Wildlife Group and English Nature, in addition to five letters of objection and one letter of support that had been received.

**RESOLVED** that, subject to the prior completion of a legal agreement under s106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to:-

- (a) the provision of public right of way (a footpath/cycleway link) through the site
- (b) a contribution towards integrated transport and safety measures
- (c) a contribution towards enhanced local recreational facilities,

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Site plan received 29 May 2001, lay-out 963/05C received 4 July, 963/52B, 963/53B, 963/55B, 963/60A, 963/68

received 29 May 2001, 963/16H, 963/17H, 963/22J, 963/48C, 963/49D, 963/51D, 963/54C, 963/57C, 963/58C, 963/59C, 963/61C, 963/62C, 963/63C, 963/64A, 963/65A, 963/66A, 963/67A, 963/68A, 963/69A, 963/70A, 963/71A, 963/72A, 963/73A, 963/74A, 963/75A, 963/76A, 963/77A received 6 June 2001, 963/78 received 12 July 2001.

- (3) Z403B Finished floor levels
- (4) Z502 Materials to be submitted
- (5) 601 Details of hard and soft landscaping
- (6) Z604 Details of walls and fences. (Varied)
- (7) Z606 Implementation of landscaping scheme
- (8) Z619 Details of protection of trees and vegetation
- (9) Z620 Protective fencing implementation
- (10) Z1706 Drainage works
- (11) Z1134 Measures to minimise noise (Insert added)
- (12) Z1805 On site refuse storage
- (13) Z703A Access closure with re-instatement (Insert added)
- (14) Z706 Provision of access before development (Insert added)
- (15) Z1504B Access roads (Insert added)
- (16) Z1004 Garages retained for parking
- (17) Z1502 Garage drive length
- (18) Z1512 Provision for parking spaces (approved drawings)
- (19) 1507 Gradient of private drive
- (20) Surface water source control measures shall be carried out in accordance with details which shall have been submitted to and approved in writing by the Local Planning Authority before development commences.
- (21) Z1803 Waste reduction measures
- (22) Z1903 Site organisation
- (23) Z801 Restrictions on permitted development (house extensions)
- (24) Z803 Restrictions on permitted development (house roof extensions)
- (25) Z804 Restrictions on permitted development (outbuildings)
- (26) Z809 Restrictions on permitted development (means of enclosure)
- (27) Z712A Visibility splays before development
- (28) No development shall take place until details of a footpath route from the car park serving plots 9-14 to the front (Fernbank Road) entrance to the building have been submitted to and approved in writing by the Local Planning Authority. The details shall include: footpath width, gradient and surfacing material and shall be convenient for use by disabled people. The route shall thereafter be constructed in accordance with the approved details before the occupation of the apartments.

**Application No: 00/01175/OUT**

**Former Corrugated Products Site Western Road Bracknell  
Outline application for the erection of 4300 sq m of class b1 office floorspace and 2239 sq m of class b1(c) light industrial/b8 storage and distribution floorspace following demolition of class b2 factory building.**

The Sub Committee noted the comments of Bracknell Town Council, the Environment Agency and Scottish and Southern Energy Plc.

**RESOLVED** that, subject to the prior completion of a legal agreement under section 106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to:-

- (a) the provision of a financial contribution towards integrated transport and safety measures in the vicinity of the site
- (b) the formulation and implementation of a company travel plan by any occupiers of the development

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

- (1) Z102D Outline permission: details of reserved matters - insert "...siting, design, external appearance, the means of access thereto and landscaping of the site..."
- (2) Z103 Outline permission: time limit for reserved matters
- (3) Z104 Outline permission: time limit for development
- (4) Z403B Finished floor levels
- (5) Z402A Building storeys height (Insert added)
- (6) Z605 Landscape works implementation
- (7) Z608 Landscape maintenance
- (8) Z622 Replacement planting
- (9) Z625 Retention of landscaped areas
- (10) Z703B Access closure with reinstatement
- (11) Z705 Provision of access before occupation (Varied)
- (12) Z712B Visibility splays before occupation (Varied)
- (13) Z1509 Vehicle parking provided to standards (Insert added)
- (14) Z1519 Footway provision amended as follows "No building shall be occupied until the footpath fronting the site on Easthampstead Road has been widened to 3m in accordance with a scheme to be submitted and approved in writing by the Local Planning Authority.
- (15) Z1105 Site lighting
- (16) Z1131 Public art
- (17) Z1138B Noise control: noise from buildings and associated plant and equipment
- (18) Z1141 Control of environmental effects: major redevelopment
- (19) Z1515 Cycle parking and facilities
- (20) Z1520 Parking for people with disabilities (Insert added)
- (21) 1802 Soil decontamination (Insert added)
- (22) 1803 Waste reduction measures
- (23) Z804 Waste collection
- (24) Z1903 Site organisation (building operations)
- (25) No more than 749 sq. m of the development shall be used for Class B1(c) and no more than 4300 sq. m shall be used for Class B1(a) respectively and both areas shall thereafter be used for no other purpose (including any other purpose in Class B1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order with or without modification



**Application No: 01/00400/FUL**

**Darrah Farm Gibbins Lane Warfield.  
Erection of 1 no. four bedroomed detached dwelling with detached triple garage following demolition of existing bungalow.  
Application to remove and discharge covenants in the Berkshire Act Section 16 undertakings of 22 December 1959 and 15 January 1965.**

A site visit had been held in respect of this application on Saturday 7 July 2001, which had been attended by Councillors Barnard, Flood, Glasson, Ms Henfrey, Jones, Sargeant, Thompson, Wallace and Worrall.

The Sub Committee noted the comments of Warfield Parish Council and Babbie (Archaeology).

**RESOLVED** that subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 relating to

- (a) The non alienation of land at Darrah Farm
- (b) The removal of the 1959 and 1965 Undertakings

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans:  
Site Plan: dated 06.04.2001 received 10 July 2001  
Floor plan: Drawing 1 revision C  
Elevation plan: Drawing 2 revision C  
Elevation plan: Drawing 3 revision C  
Garage plan: Drawing 5 revision C  
Red Line/Blue Line plan received 10 July 2001
- (3) Z502 Samples of materials to be submitted
- (4) Z604 Details of walls and fences
- (5) Z601 Details of hard and soft landscaping
- (6) Z605 Landscape works implementation
- (7) Z801 Restrictions on permitted development (house extensions)
- (8) Z802 Restrictions on permitted development (windows/dormers)
- (9) Z803 Restrictions on permitted development (residential outbuildings)
- (10) Z703A Access closure with re-instatement
- (11) Z705 Provision of access before occupation (details to be approved)
- (12) Z1004 Garages retained for vehicle parking
- (13) Z1512 Provision for parking spaces (approved drawing).
- (14) Z1103 Programme of archaeological work. (Varied)
- (15) The existing dwelling together with any other outbuildings within the curtilage that is identified on the site plan (dated 06.04.2001 received 10 July 2001) and defined by Condition 16 below, shall be demolished and the site thereof cleared and landscaped in accordance with the details to be submitted to and approved by the Local Planning Authority, before the earliest of the following dates:
  - (a) The date one calendar year following the commencement of the building operations in respect of the dwelling hereby approved;
  - (b) The date one calendar month following the first occupation of the approved dwelling house.

- (16) The details of walls and fences required under condition 4 shall include details of a post and rail fence to be erected on the northern and eastern boundaries of the curtilage of the bungalow hereby approved in the location identified as "Post and Rail" on the site plan. The post and rail fence shall be erected before the dwelling hereby approved is first occupied. This permission shall not be construed to grant permission for the use of the land outside the curtilage, as so defined, for purposes ancillary to the residential use of the approved dwelling house.

**Application No: 01/00491/FUL**

**Moat Farm, Winkfield Lane, Winkfield.  
Section 73 application to allow the  
continued permanent use of building for  
repair and maintenance of agricultural  
tractors, machinery and land rovers without  
compliance with condition 8 of 00/00369/ful.**

The Sub Committee noted the comments of Winkfield Parish Council.

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

- (1) No vehicles, implements or machinery other than those used solely for purposes in connection with agricultural or equestrian uses shall be repaired or maintained at the site.
- (2) No vehicles, implements, machinery, parts, accessories, etc connected with the use hereby permitted shall be stored, repaired, cleaned or maintained outside
  - (i) the building shown hatched on the approved plan (drawing 00/NK/1d received 10 May 2001)
  - (ii) the portable containers marked A,B or C on the approved plan.
- (3) The customer and staff vehicle parking areas shall be clearly marked on site to indicate their intended use in accordance with the approved plan (reference 00/NK/Ld received 10 May 2001), within one month of the date of this permission and such marking shall be maintained thereafter in legible condition and the spaces marked shall be kept permanently available for their designated purpose.
- (4) No more than 10 vehicles including company, staff and customers vehicles shall be parked outside the building at any time.
- (5) Notwithstanding the provisions of Article 3, Schedule 2, Class B of The Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending or re-enacting that Order) no extensions or external alterations shall be made to the building on site.
- (6) Vehicles, implements or machinery shall not be sold from or displayed for sale at the site.
- (7) No repair or maintenance activity shall take place outside the hours of 08:00 to 18:00 Monday to Friday inclusive, 8:30 to 12:30 on Saturdays and at no time on Sundays or Public Holidays.

**Application No: 00/01063/FUL**

**Land at Cain Road, Binfield.**

**Section 73 application to allow extension of time for the submission of reserved matters application for business (class B1), warehousing (class B8) and open space development, without compliance with condition 3 of outline planning permission 610511.**

The Sub Committee noted the comments of Binfield Parish Council, the Environment Agency and English Nature.

**RESOLVED** that subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 to secure contributions towards integrated transport measures and carrying forward as necessary any outstanding requirements included within the original legal agreement, the application be **approved** subject to conditions 1, 2 and 4 -12 of planning permission 610511 and the replacement of Condition 3 of that permission with the following condition:

- (3) Application for approval of all remaining reserved matters shall be made to the Local Planning Authority on or before 12 July 2003.

**Newell Hall, Warfield, Bracknell**

**Application No: 01/00247/FUL**

**Change of use of residential home to form 11 no. dwellings with alterations including erection of two storey side extension, single storey side extension and rear extensions following demolition of existing single storey extensions.**

**Application No: 01/00246/LB**

**Application for listed building consent for internal and external alterations including erection of two storey side extension, single storey side extension and rear extensions following demolition of existing single storey extensions**

A site visit had been held in respect of this application on Saturday 7 July 2001, which had been attended by Councillors Barnard, Flood, Glasson, Ms Henfrey, Jones, Sargeant, Simonds, Thompson, Wallace and Worrall.

The Sub Committee noted the comments of Warfield Parish Council and Babbie (Historic Buildings Adviser). One letter of representation had been received.

**RESOLVED** that,

- (i) subject to no representations being received from English Heritage and the statutory amenity societies, raising matters that have not been addressed in this report, and the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 containing planning obligations securing financial contributions towards education, recreational and transport

measures, application **01/00247/FUL** be **approved** subject to the following conditions:-

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Drawing nos TP 456 02A, 03A, 04A and 05A received 21 June 2001 and TP 456 01B
- (3) Z503 Details of materials to be submitted
- (4) Z1140 Sound insulation in flat conversions or multiple occupation
- (5) Z1135A Noise protection for new property
- (6) Z1804 Waste Collection
- (7) Z712B Visibility splays before occupation
- (8) Z1510B Vehicle parking in accordance with approved plan (Insert added)
- (9) Z601 Details of hard and soft landscaping
- (10) Z605 Landscape works implementation
- (11) Z801 Restrictions on permitted development (house extensions)
- (12) Z804 Restrictions on permitted development (residential outbuildings)
- (13) Z809 Restrictions on permitted development (means of enclosure: locations) (Varied)
- (14) Z1513 Communal parking
- (15) Z1517 Cycle parking: Number of spaces (Insert added)
- (16) Z1521 Parking for people with disabilities
- (17) Z703A Access closure with reinstatement (Insert added)
- (18) Z1128 Access for disabled people (Insert added)

(ii) subject to no representations being received from English Heritage and the statutory amenity societies raising matters that have not been addressed in this report, the Borough Planning Officer be **authorised to grant LISTED BUILDING CONSENT** in respect of application **01/00246/LB** subject to the following conditions:-

- (1) Z1107 Time limit for commencement of works
- (2) Z201 Approved Plans: Drawing Nos TP 02A, 03A, 04A and 05A received 21 June 2001 and TP 456 01B
- (3) Z503 Details of materials to be submitted
- (4) Z1118 Listed buildings: brickwork samples

**Application No: 01/00356/FUL**

**136 And 138 Fernbank Road, North Ascot.  
Erection of single storey front and rear extension to no. 138. Erection of 1 no. two bedroomed dwelling attached to no. 138 with associated access and parking following demolition of existing single storey side extension.**

The Sub Committee noted the comments of Winkfield Parish Council.

**RESOLVED** that subject to the prior completion of an agreement under section 106 of the Town and Country Planning Act 1990 relating to the provision of a financial contribution towards integrated transport measures, the application be **approved** subject to the following conditions:-

- (1) Z101 Time limit for commencement of development

- (2) Z201 Approved Plans: H/881/1 received 06 Apr 2001 and amended plans received 29 May 2001 and Agent's letter dated 18 June 2001.
- (3) Z502 Materials to be submitted
- (4) Z703A Access closure with reinstatement
- (5) Z704 Provision of access before occupation (Insert added)
- (6) Z1512 Provision for parking (Insert added)
- (7) The new dwelling shall not be occupied until the footpath fronting nos. 136, 138 Fernbank Road and the proposed new dwelling has been widened to 2m in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority.
- (8) Z601 Details of hard and soft landscaping
- (9) Z606 Implementation of approved landscaping scheme
- (10) Z801 Restrictions on permitted development (house extensions)
- (11) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or re-enacting that Order with or without modification), no fences, gates, walls, hedges or other means of enclosure (other than the 0.9m high railings along the Fernbank Road boundary and the hedge along part of the boundary with School Lane shown on the plans received 29 May 2001) shall be erected or planted between nos 138 and 138A and any adjacent highway.
- (12) Z1903 Site organisation (building operations) (Insert added)
- (13) Notwithstanding the drawings hereby approved, no development shall take place until details of vehicle parking spaces have been submitted to and approved in writing by the Local Planning Authority. No dwelling on the site shall be occupied until the vehicle parking spaces have been provided in accordance with the approved details.

**Application No: 01/00415/FUL      Blue Mountain, Popeswood Road, Binfield.  
Erection of 2 detached houses following  
demolition of existing house.**

The Sub Committee noted the comments of Binfield Parish Council, Binfield Village Protection Society and Bracknell District Urban Wildlife Group, in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Plans 1328/01G, 02B and 03B
- (3) Z502 Samples of materials to be submitted
- (4) Z601 Details of hard and soft landscaping
- (5) Z606 Implementation of approved landscaping scheme
- (6) Z619 Details of protection of trees and vegetation
- (7) Z620 Protective fencing: implementation
- (8) Z801 Restrictions on permitted development (house extensions)
- (9) Z802 Restrictions on permitted development (windows/dormers) (Insert added)
- (10) Z803 Restrictions on permitted development (house roof extensions)
- (11) Z804 Restrictions on permitted development (residential outbuildings)
- (12) No development shall take place until details of a 1.8 metre high close-boarded screen fence to be constructed between Plot 2 and No 4 Holly Villas has been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented in full before the occupation of any of the buildings approved in this permission.

- (13) Z704 Provision of access before occupation (details approved)
- (14) Z712A Visibility splays before development
- (15) Z1004 Garage(s) retained for vehicle parking
- (16) Z1504 Service roads (Insert added)
- (17) Z1512 Provision for parking spaces (approved drawing)

**Application No: 01/00229/FUL      237 High Street, Crowthorne.**  
**Continued use of premises for purposes within class A3 (food and drink), and installation of extraction flue.**

The Sub Committee noted the comments of Crowthorne Parish Council, in addition to one letter of objection that had been received.

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

- (1) Z1206A      The use hereby permitted shall not be open to customers outside the following times 08:00 to 18:00 Monday to Saturday and 08:00 to 14:00 on Sundays and Bank Holidays.
- (2) Within 2 months of the date of this permission a scheme for the suppression and dispersal of fumes and smells produced by the cooking and preparation of food shall be submitted to and resubmitted as necessary for approval by the local planning authority, failing which the use shall cease until such details have been agreed.
- (3) Following approval of the scheme mentioned in condition 2 above the scheme shall be implemented within 1 month of the date of approval and thereafter the measures shall be operated in accordance with the approved scheme, failing which the use shall cease until the approved scheme has been implemented.
- (4) Within 2 months of the date of this permission details of facilities for the separation and collection of different types of waste shall be submitted to and resubmitted as necessary for approval by the Local Planning Authority.
- (5) Following approval of the scheme mentioned in condition 4 above the facilities shall be provided and thereafter retained.

**Application No: 01/00319/FUL      Forest Croft, Chavey Down Road, Winkfield Row**  
**Erection of 1 no. 4 bedroomed detached dwelling following demolition of existing dwelling.**

A site visit had been held in respect of this application on Saturday 7 July 2001, which had been attended by Councillors Barnard, Flood, Glasson, Ms Henfrey, Jones, Sargeant, Simonds, Thompson, Wallace and Worrall.

The Sub Committee noted the comments of Winkfield Parish Council, in addition to three letters of objection and one letter of concern that had been received.

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

- (1) Z101      Time limit for commencement of development
- (2) Z201      Approved Plans: H204/2A; H204/3; H204/4B
- (3) Z502      Samples of materials to be submitted
- (4) Z404B      Slab level (Insert added)

- (5) Z405A House extensions: obscure glazing (Inserts added)
- (6) Z601 Details of hard and soft landscaping
- (7) Z604 Details of walls and fences
- (8) Z606 Implementation of approved landscaping scheme
- (9) Z802 Restrictions on permitted development (windows/dormers)  
(Insert added)
- (10) Z803 Restrictions on permitted development (house roof extensions)
- (11) Z1004 Garage retained for vehicle parking
- (12) Z1510B Vehicle parking in accordance with approved plan (Insert added)
- (13) Z1707 Foul and surface water drainage
- (14) Z1142 Hours of demolition and Construction (Insert added)
- (15) No development shall be commenced until details of sight lines at the access to the site have been submitted to and approved by the LPA. The areas within the sight lines as may be approved shall be maintained permanently clear of obstructions to visibility over a height of 0.6 metres.
- (16) Z1903 Site organisation (building operations)

**Application No: 01/00243/OUT      Land Adjoining No. 38 The Broadway, Sandhurst.**  
**Outline application for the erection of a detached house and garage**

The Sub Committee noted the comments of Sandhurst Town Council, in addition to a letter of representation that had been received.

**RESOLVED** that subject to the prior completion of a legal agreement under section 106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to a financial contribution towards integrated transport and safety measures in the area, the application be **approved** subject to the following conditions:-

- (1) Z102D Outline permission: details of reserved matters (Insert added)
- (2) Z103 Outline permission: time limit for reserved matters
- (3) Z104 Outline permission: time limit for development
- (4) Z201 Approved Plans Insert: location plan date stamped 23 March 2001
- (5) Z606 Implementation of approved landscaping scheme
- (6) Z619 Details of protection of trees and vegetation
- (7) Z620 Protective fencing: implementation
- (8) Z1509 Vehicle parking provided to standards: outline permissions
- (9) Z1903 Site organisation (building operations)

**Application No: 01/00386/FUL      Bluebell Cottage, Howe Lane, Binfield.**  
**Erection of 1 no. three bedroom detached dwelling and detached double garage following demolition of existing dwelling.**

The Sub Committee noted the comments of Binfield Village Protection Society and Binfield Parish Council.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: 1075/20A and 1075/A received 13<sup>th</sup> June 2001 and 10/75/21 received 12<sup>th</sup> April 2001.

- (3) Z502 Materials to be submitted
- (4) Z703A Access closure with reinstatement
- (5) Z706 Provision of access before development (details to be approved)
- (6) Z712A (Varied)
- (7) Z1004 Garage retained for vehicle parking
- (8) Z1506[!] Surfacing of access (Insert added)
- (9) Z801 Restrictions on permitted development (house extensions)
- (10) Z804 Restrictions on permitted development (residential outbuildings)
- (11) Z803[R] Restrictions of permitted development (house roof extensions)
- (12) The existing dwelling house and outbuilding shown to be demolished on plan 1075/20A shall be demolished and the site thereof cleared and landscaped in accordance with the approved plans, before earliest of the following dates;
  - (a) The date one calendar year following the commencement of building operations in respect of the dwelling house hereby approved.
  - (b) The date one calendar month following the first occupation of the approved dwelling house.
- (13) Z1903 Site organisation (building operations)

**Application No: 01/00351/FUL**      **Jealotts Hill Research Station, Jealotts Hill, Maidenhead Road, Warfield.**  
**Construction of a single track road (asphalt surface) from the ring road to building 161. Installation of 8 no. 5m high lighting columns.**

The Sub Committee noted the comments of Warfield Parish Council.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved plans Insert: Drawings no. 7406/59/50A, 53A, 54A, JH/161/E/4055/1 and column/lamp details date-stamped 23 April 2001
- (3) Z1106 Hours of illumination (Insert added)

**Application No: 01/00384/FUL**      **15 New Road, Sandhurst**  
**Erection of single storey rear extension to form a study and utility room and single storey front extension to garage.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Floor plans and elevation drawings received 12/04/01.
- (3) Z501 Materials to match: extensions
- (4) Z405A House extensions: obscure glazing (Insert added)
- (5) Z802 Restrictions on permitted development (windows/dormers)



- (6) Z1004 (Insert added)  
Garage retained for vehicle parking

**Application No: 01/00444/FUL**      **47 Burnmoor Chase, Bracknell**  
**Erection of a single storey side and rear extension, change of use of open space to private garden including erection of 1.8 metre high close boarded fence.**

The Sub Committee noted the comments of Winkfield Parish Council, in addition to two letters of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: F/889 received 24<sup>th</sup> May 2001 and amended plan received 19<sup>th</sup> June 2001.
- (3) Z501 Materials to match existing building
- (4) Z601 Details of hard and soft landscaping
- (5) Z605 Landscape works implemented

**Application No: 01/00523/FUL**      **St. Anns Cottage, 19 New Wokingham Road, Crowthorne.**  
**Erection of 1 no. detached dwelling with detached garage following demolition of existing house and garage (amendment to application 00/00982/ful).**

A site visit had been held in respect of this application on Saturday 7 May 2001, which had been attended by Councillors Flood, Glasson, Ms Henfrey, Jones, Thompson, Wallace and Worrall.

The Sub Committee noted the comments of Crowthorne Parish Council, in addition to two letters of objection that had been received.

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

- (1) Z802 Restrictions on permitted development (windows/dormers) (Insert added)
- (2) Z405B House extensions: obscure glazing (Insert added)
- (3) The bathroom and en-suite bathroom windows at first floor level and the shower room and staircase windows at second floor level, facing north and south, shall have fixed and unopening lower lights and have opening top lights only. Any replacement or repair shall be with fixed lower lights and opening top lights.
- (4) Z1004 Garage retained for vehicle parking

**Application No: 01/00475/FUL**      **28 Aldridge Park, Winkfield Road, Bracknell.**  
**Erection of part single storey, part two storey side extension and lowering of existing pitched roof over garage.**

The Sub Committee noted the comments of Winkfield Parish Council, in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Elevation drawings, floor plans and site layout plans received 21 May 2001
- (3) Z501 Materials to match: extensions
- (4) Z802 Restrictions on permitted development (windows/dormers) (Insert added)
- (5) Z1004 Garage retained for vehicle parking
- (6) Z1512 Provision for parking spaces (approved drawing) (Insert added)
- (7) Z1142[1] Hours of demolition and construction (Insert added)

**Application No: 01/00326/FUL**      **1 Albion Road Sandhurst**  
**Erection of 2 no. detached 4 bedroomed houses following demolition of existing bungalow and outbuildings**

The Sub Committee noted the comments of Sandhurst Town Council.

**RESOLVED** that subject to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to the provision of a financial contribution towards integrated transport and safety measures in the vicinity of the site, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) Z101 Time limit for commencement of development.
- (2) Z201 Approved Plans Insert: Drawing no. 106/00/11 Rev A
- (3) Z502 Samples of materials to be submitted.
- (4) Z406 New dwellings: obscure glazing (Insert added)
- (5) Z802 Restrictions on permitted development (Insert added)
- (6) Z801 Restrictions on permitted development; house extensions.
- (7) Z601 Details of soft and hard landscaping
- (8) Z605 Landscaping works implementation
- (9) Z627 Underground service details (Insert added)
- (10) Z704 Provision of access before occupation (Insert added)
- (11) Z1004 Garages retained for vehicle parking
- (12) Z1512 Provision of parking spaces: approved drawing (Insert added)
- (13) The front boundary hedge shall be maintained to a height not exceeding 900mm.
- (14) Z1128 Access for disabled people (Insert added)

**Application No: 01/00525/FUL**

**11 Audley Way, Ascot, Berkshire.  
Retention of satellite dish on rear  
elevation**

The Sub Committee noted the comments of Winkfield Parish Council, in addition to one letter of objection that had been received.

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

- (1) Z201 Approved Plans: [ Photographs received 22 May 2001 ]

**Application No: 01/00573/FUL**

**27 Emmets Park, Binfield.  
Raising of garage roof and insertion of  
velux windows to rear to facilitate  
conversion of garage roof space to  
habitable accommodation.**

**RESOLVED** that consideration of this application be **deferred** pending the service of appropriate certificates and notices under Section 66 of the Act and the expiry of relevant periods of notice.

**Application No: 01/00507/FUL**

**10 Blake Close, Crowthorne  
Erection of single storey side extension  
forming porch and single storey side  
extension forming dining room and utility  
room and front extension to garage.**

**RESOLVED** that, consideration of this application be **deferred** and the applicant asked to submit a design scheme for the construction of the foundations for the extension, to prevent root damage to nearby trees.

**Application No: 01/00305/FUL**

**8 Cordelia Croft, Warfield  
Erection of two storey side extension**

The Sub Committee noted the comments of Warfield Parish Council.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Drawing No. 2328 03 A received 12 June 2001 and block plan received on 12 April 2001.
- (3) Z501 Materials to match existing building
- (4) Z802 Restrictions on permitted development (windows) (Insert added)
- (5) Z1004 Garage retained for vehicle parking (Insert added)

**Application No: 01/00347/FUL**

**13 Wareham Road, Bracknell  
Erection of dormer in front elevation and  
conversion of roof space above garage to  
form additional habitable accommodation.**

The Sub Committee noted the comments of Winkfield Parish Council, in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: received 04 May 2001 (4 sheets all numbered 01/2824)
- (3) Z501 Materials to match existing building
- (4) Z 1004 Garage to be retained

**Application No: 01/00367/FUL**

**74 Yorktown Road, Sandhurst  
Installation of new shop front and  
extraction flue.**

The Sub Committee noted the comments of Sandhurst Town Council, in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Drawing SA 07 01 received 23 April 2001
- (3) Z1207 Control of fumes/smells
- (4) Z1204 Hours of use (Industrial and commercial property) (Varied)

**Application No: 01/00403/FUL**

**35 Eddington Road, Bracknell  
Erection of first floor side extension.**

The Sub Committee noted the comments of Bracknell Town Council, in addition to one letter of representation that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Drawing received 17 April 2001
- (3) Z405A House extensions: obscure glazing (Insert added)
- (4) Z501 Materials to match existing building
- (5) Z1004 Garage retained for parking

**Application No: 01/00445/FUL**

**6 Terrace Road South, Binfield  
Erection of single storey rear extension and  
front entrance porch. Widening of existing  
driveway.**

The Sub Committee noted the comments of Binfield Parish Council, in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: 100/01 and 100/02 received 1<sup>st</sup> May 2001.
- (3) Z501 Materials to match existing building
- (4) Z405C[I] House extensions: obscure glazing (Insert added)
- (5) Z802[IR] Restrictions of permitted development (windows/doors)  
(Insert added)

**Application No: 01/00477/FUL**

**Diana Cottage, Thibet Road, Sandhurst  
Erection of single storey front extension,  
including new porch, and part first floor,  
part single storey side extension with rear  
facing dormer. Erection of detached  
double garage following demolition of  
existing garage and outbuilding.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Project no. 0121 1 & 3 received 08 May 2001
- (3) Z501 Materials to match existing building
- (4) Z1004 Garage to be retained for vehicle parking
- (5) Z1510B Vehicle parking in accordance with approved plan (Insert added)
- (6) Z405A House extensions: obscure glazing (Insert added)
- (7) Z619 Details of protection of trees and vegetation
- (8) Z620 Protective fencing implementation

**Application No: 01/00495/FUL**

**35 Tawfield, Bracknell  
Erection of single storey rear extension**

The Sub Committee noted the comments of Bracknell Town Council, in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Plan GWS/3095/01 received 14 May 2001
- (3) Z501 Materials to match existing building

**Application No: 01/00375/FUL**

**5 Winkfield Row, Winkfield  
Erection of first floor rear extension and  
rear dormer extension including conversion  
of loft.**

The Sub Committee noted the comments of Winkfield Parish Council, in addition to one letter of objection had been received.

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

- (1) Z101 Time limit for commencement of development

- (2) Z201 Approved Plans: received 03 May 2001
- (3) Z501 Materials to match existing building
- (4) Z1142 Hours of demolition and construction (Insert added)

27. **Miscellaneous Items**

**John Nike Leisuresport  
Complex, John Nike Way,  
Binfield.**

**Application No: 621479**

**Outline application for the erection of  
indoor basketball arena and climbing wall  
(duplicate of application 621004).**

**Application No:  
99/00033/FUL (624746)**

**Full application for the erection of an  
indoor basketball arena.**

*In accordance with Standing Order 25 Councillor Flood and Councillor Ms Henfrey declared a non-pecuniary interest in this application and withdrew from the meeting during its consideration.*

**RESOLVED** that consideration of these applications be **deferred** until the next meeting of the Sub Committee to enable time for further negotiations with the applicant.

**Application No: 00/00788/FUL**

**1 Wentworth Avenue, Ascot  
Erection of single storey side extension  
following demolition of existing car port.  
Request for minor amendment.**

Planning permission was granted on 14 September 2000 for a single storey side extension following demolition of an existing car port to the above semi-detached house. The proposals included a pitched roof across the front of the extension, continuing across the front of the house, above the front door and extending over the existing front bay window. The approved plans showed a hipped roof over the garage and a hip over the bay window.

The extension had now been constructed, with a flat roof over the garage with a dummy pitched roof at the front, extending across the front of the house. The hip over the bay had not been constructed and instead, the monopitch roof continued over the bay. A parapet wall had been constructed along the side elevation of the garage, the height to the top of the coping stone is 2.8m above ground level.

A retrospective request had been made to retain these amendments.

It was considered that the slight alteration to the design of the roof over the bay window would not distract from the visual amenities of the street scene. It was further considered that the change from a hipped roof to a flat roof with parapet would not have a significant detrimental impact on the amenities of neighbours.

The Sub Committee noted the comments of Winkfield Parish Council, in addition to two letters of objection that had been received.

**RESOLVED** that the minor amendment be approved.

28. **Information Item**

**Application No: 00/01047**

**23-25 Dukes Ride, Crowthorne.  
Section 106 unilateral undertaking**

The Borough Planning Officer reported on an appeal against the refusal of planning permission in this case and that the Planning Inspector had been informed that the unilateral undertaking given by the developer did not overcome the planning objections to this proposal and should not be taken into account when the appeal is decided.

**RESOLVED** that the report be noted

The meeting commenced at 7.30 pm  
and concluded at 10.08 pm

**CHAIRMAN**

**PLANNING CONTROL SUB COMMITTEE  
9 AUGUST 2001**

Present: Councillors Worrall (Chairman), Adams, Barnard, Birch, Blatchford, Browne, Flood, Glasson, Grayson, Jones, Kendall, Mrs Mattick, Piasecki, Mrs Pile, Sargeant, Simonds, Thompson and Wallace

Apologies for absence were received from:  
Councillors Mrs Ballin, Mrs Hayes, Mills and Mrs Ryder

Also Present: Councillor Turrell

**30. Substitute Members**

The Sub Committee noted the attendance of the following Substitute Members in accordance with Standing Order 38:

Councillor Kendall for Councillor Mrs Hayes  
Councillor Wallace for Councillor Mrs Ballin

**31. Minutes**

**RESOLVED** that, subject to the deletion of Councillor Kendall from the list of those present and to the addition of the following -

**“29 Notification of Appeals Received (Item 6)**

The Borough planning Officer submitted a report on appeals received since the last meeting.

**RESOLVED** that the report be noted”,

the minutes of the meeting of the Sub Committee held on 12 July 2001 be approved as a correct record and signed by the Chairman.

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

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

**RESOLVED** that the report be noted.

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

The Borough Planning Officer submitted a report on new contraventions, contraventions resolved, new breaches and breaches resolved, all since the last report.



**RESOLVED** that the report be noted.

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

The supplementary report of the Borough Planning Officer was tabled and the Sub Committee noted the additional information contained therein relating to applications: 01/00342/FUL; 01/00542/OUT; 01/00420/FUL; 01/00603/REM; 01/00396/FUL; 01/00461/FUL; 01/00645/OUT; 01/00487/FUL; 01/00570/LB; 01/00401/FUL; 01/00544/A; 01/00595/FUL; 01/00678/Pad; 01/00670/FUL; 01/00557/FUL

Application No: 01/00342/FUL      **141 – 143 High Street, Crowthorne.  
Erection of a shop (class A1) and 12 flats with associated parking and accesses onto Napier Road following demolition of existing buildings.**

The Sub Committee noted the comments of Crowthorne Parish Council and English Nature in addition to four letters of objection.

Notwithstanding the Borough Planning Officer's recommendation for approval, the Sub Committee

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

- (1) The proposal constitutes an overdevelopment of the site which would be detrimental to the character and amenities of the area by reason of its height, scale, massing and overbearing effect. The proposal is therefore contrary to policies OS1, LD3 and EN1 of the Berkshire Structure Plan 1991-2006, policies H2 and EN8 of the Sandhurst/Crowthorne Local Plan and policies H1 and EN21 of the Bracknell Forest Local Plan Incorporating Proposed Modifications.
- (2) The proposed development would increase pressures on educational facilities and transportation infrastructure. The proposal is therefore contrary to policies LD6 and T7 of the Berkshire Structure Plan 1991-2006, and policies SC1 and M5 of the Bracknell Forest Borough Local Plan Incorporating Proposed Modifications.

Application No: 01/00542/OUT      **Performance Handling Ltd, Western Road, Bracknell.  
Outline application (including details of means of access) for the erection of 2248 sq m of B1(a) (office) floorspace and 1123 sq m of B1(b)/B1(c) (research and development/ light industrial) floorspace with associated car parking following demolition of existing buildings.**

The Sub Committee noted the comments of Bracknell Town Council in addition to one letter of objection that had been received.

**RESOLVED** that, subject to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to: -

- (a) The provision of a financial contribution towards integrated transport and safety measures in the vicinity of the site
  - (b) The formulation and implementation of a company travel plan by any occupiers of the development
- the Borough Planning Officer be **authorised to approve** the application subject to the following conditions: -
- (1) Z102D Outline permission: details of reserved matters. (Insert added)
  - (2) Z103 Outline permission: time limit for reserved matters
  - (3) Z104 Outline permission: time limit for development
  - (4) Z403B Finished floor levels
  - (5) Z402A Building storeys height. (Insert added)
  - (6) Z605 Landscape works implementation
  - (7) Z608 Landscape maintenance
  - (9) Z622 Replacement planting
  - (9) Z625 Retention of landscaped areas
  - (10) Z705 Provision of access before occupation (details to be approved)
  - (11) Z1105 Site lighting
  - (12) Z1131 Public art
  - (13) Z1138B Noise control: noise from buildings and associated plant and equipment
  - (14) Z1141 Control of environmental effects: major redevelopment
  - (15) Z1515 Cycle parking and facilities
  - (16) Z1520 Parking for people with disabilities. (Insert added)
  - (17) 1802 Soil decontamination. (Insert added)
  - (18) 1803 Waste reduction measures
  - (19) Z804 Waste collection
  - (20) Z1903 Site organisation (building operations)
  - (21) No more that 2248 sq m of the development shall be used for Class B1(a) office use and this area shall thereafter be used for no other purpose (including any other purpose in Class B1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order with or without modification.

**Application No: 00/01100/OUT      Land Adjacent To Lakeside Business Park And At And To The Rear Of 42 And 44 High Street, Sandhurst.**  
**Outline application for residential development following demolition of existing buildings.**

The Sub Committee noted the comments of Sandhurst Town Council, the Environment Agency, English Nature, Blackwater Valley Countryside Service, Bracknell District Urban Wildlife Group and Sandhurst Residents' Association, in addition to 11 letters of objection that had been received.

**RESOLVED** that, subject to the referral of the application to the Secretary of State as a departure from the development plan, and the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to contributions towards

- (a) enhancement of the nearby public rights of way and integrated transport and safety measures in the vicinity of the site,

- (b) on site open space provision and a contribution towards enhancing existing off-site recreational facilities, and
  - (c) an element of affordable housing in accordance with the Council's planning policies,  
the application be **approved** subject to the following conditions:-
- (1) Z102 Outline permission: details of reserved matters. (No deletions)
  - (2) Z103 Outline permission: time limit for reserved matters.
  - (3) Z104 Outline permission: time limit for development.
  - (4) Z404B Slab Level (outline planning permission)
  - (5) Z602 Details of hard and soft landscaping: major development
  - (6) Z605 Landscape works implementation
  - (7) Z612 Landscaping: Trees (Outline). (Insert added)
  - (8) Z615 Location and protection of trees. (Insert added)
  - (9) Z622 Replacement tree planting (new trees)
  - (10) Z701 Means of access. (Insert added)
  - (11) Z707 Provision of access before development (details to be approved)
  - (12) No development shall take place until visibility splays of 4.5m X 90m have been provided at the junction of the new access and High Street. These areas shall thereafter be kept free of all obstructions to visibility over a height of 0.6 metres measured from the surface of the carriageway.
  - (13) No development shall take place before details of surface water source control measures have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with such details as may be approved.
  - (14) Z1801C Contaminated land.
  - (15) Z1134 Measures to minimise the effects of external noise on new dwellings. (Insert added)
  - (16) Z1142 Hours of demolition and construction. (Insert added)
  - (17) Z1404A Residential mix: Outline applications
  - (18) Z1406 Site brief: outline applications
  - (19) Z1408 Accessible housing (outline)
  - (20) Z1803 Waste reduction measures
  - (21) Z1903 Site organisation (building operations)

**Application No: 01/00420/FUL      Maidens Green Acres, Cocks Lane, Warfield .  
Section 73 application to allow occupation of dwelling by persons not employed in agriculture without compliance with condition 05 of planning permission 619131.**

The Sub Committee noted the comments of Winkfield Parish Council and the Maidens' Green Society.

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

- (1) The dwelling is located in the Green Belt, where there is a presumption against new dwellings except for in very special circumstances. It was demonstrated at the time of the grant of planning permission that there was a functional need for on site accommodation. Permission was therefore granted subject to an agricultural occupancy condition to restrict occupation to persons solely mainly or last employed in the locality in agriculture or a widow or widower of such a person and any spouse or any dependants. The Local Planning Authority is not satisfied that the condition has outlived its

usefulness as there is a continuing demand for such accommodation in the area. The retention of the dwelling without compliance with condition 5 of planning permission 619131 is contrary to the provisions of following policies: GB1 of the Deposit Draft Bracknell Forest Borough Local Plan (1996) incorporating proposed modifications, Policy 1 and Policy 8 of the Green Belt Local Plan for Berkshire, and C4 of the Berkshire Structure Plan 1991 – 2006.

**Application No: 01/00603/REM**    **land rear of 3, 5 & 7 crowthorne road, sandhurst.**  
**Application for the approval of reserved matters for the siting, design, external appearance and means of access for the erection of 4 no. 2 bedroomed dwellings with associated parking approved under outline application 00/00958/OUT.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to 10 letters of objection that had been received, three of them forwarded by Andrew MacKay MP.

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

- (1)    Z201        Approved Plans: floor and elevation plan 169.111 received 19 June 2001 and amended lay-out 169/110C received 18 July 2001 and Agent's letters dated 17 July 2001 and 19 July 2001.
- (2)    Z809        Restrictions on permitted development (means of enclosure)
- (3)    Z1907       Conditions to remain in force. (Varied)
- (4)    Z1903       Site organisation
- (5)    Z1142       Hours of construction. (Insert added)
- (6)    Z704        Provision of access before occupation. (Insert added)
- (7)    Z1512       Provision for parking spaces (approved drawing). (Insert added)
- (8)    Z807        Restrictions on permitted development (hard surfaces).
- (9)    Z712B       Provision of visibility splays before occupation.

**Application No: 01/00396/FUL**    **Land at Sefton and Maple House, London Road, Ascot.**  
**Erection of 14 no. flats with associated access and parking following demolition of existing buildings.**

The Sub Committee noted the comments of Winkfield Parish Council, English Nature, Thames Valley Police Crime Prevention Design Adviser, the Environment Agency, Bracknell District Urban Wildlife Group and the Chavey Down Association, in addition to four letters of objection that had been received.

**RESOLVED** that, subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to the provision of contributions towards off-site recreational and sporting facilities, educational facilities and integrated transport measures in the vicinity of the site, the application be **approved** subject to the following conditions:-

- (1)    Z101        Time limit for commencement of development

- (2) Z201 Approved Plans: Plans DRW 000A, 001A, 002B, 007C, 011B, 012B, 013E, 014D, 015D and 018A.
- (3) Z502 Samples of materials to be submitted.
- (4) Z601 Details of hard and soft landscaping
- (5) 604 Details of walls and fences
- (6) Z606 Implementation of approved landscaping scheme
- (7) Z1134 Measures to minimise the effects of external noise on new dwellings. (Insert added)
- (8) Z704 Provision of access before occupation (details approved). (Insert added)
- (9) Z703B Access closure with reinstatement
- (10) Z1105 Site lighting
- (11) Z1510 Vehicle parking in accordance with approved plan
- (12) Z1504B Service roads. (Insert added)
- (13) Z1505 Off site highway works. (Insert added)
- (14) Z1512 Provision for parking spaces (approved drawing). (Insert added)
- (15) Z1517 Cycle parking: number of spaces. (Insert added)
- (16) Z802 Restrictions on permitted development (windows/dormers). (Insert added)
- (17) Z1804 Waste collection
- (18) Z1805 On site refuse storage.
- (19) Z1803 Waste reduction measures.
- (20) Two car parking spaces for people with disabilities shall be provided prior to the first occupation of the building that the parking relates to and shall thereafter be retained, unless otherwise agreed in writing by the Local Planning Authority.
- (21) Z1707 Foul and surface water drainage.
- (22) Z1903 Site organisation (building operations)

**Application No: 01/00461/FUL Roman House, 118 Broadway, Bracknell .  
Section 73 application to allow extension of time for submission of reserved matters and for the erection of a 3 storey building comprising 340 sq m to be begun without compliance with conditions 03 and 04 of outline planning permission 621602.**

The Sub Committee noted the comments of Bracknell Town Council.

**RESOLVED** that, subject to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 to secure a planning obligation towards integrated transport and safety measures in the area, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1)Z102D Outline permission: details of reserved matters. (Insert added)
- (2) Z103 Outline permission: time limit for reserved matters
- (3) Z104 Outline permission: time limit for development
- (4) Z201 Approved plans insert Drawing no. OP/001 Rev B.
- (5) The gross external floorspace shall not exceed 340 square metres
- (6) Z901 Restrictions on use. (Insert added)
- (7) Z1512 Provision for parking spaces (approved drawings). (Insert added)
- (8) The development hereby approved shall not be occupied until works have been undertaken to The Ring including its realignment to the west of the site and the formation of a traffic island at the access to Service Yard A, in

accordance with plans to be submitted and approved by the Local Planning Authority and in compliance with the requirements of the Highway Authority for work carried out within the public highway.

- (9) Z1903 Site organisation (building operations)

**Application No: 01/00538/FUL Transport Research Laboratory, Old Wokingham Road, Crowthorne. Section 73 application to allow building to be retained on a permanent basis without compliance with condition 03a of planning permission 617213.**

The Sub Committee noted the comments of Crowthorne Parish Council in addition to one letter of objection that had been received.

**RESOLVED** that, subject to the notification of the application to the Secretary of State as a departure from the development plan, the application be **approved** subject to the following conditions: -

- (1) Z201 Approved Plans: Plan 6291 received 29 May 2001.
- (2) The building hereby permitted shall be used only by Transport Research Laboratory and when the building ceases to be occupied by Transport Research Laboratory the use shall cease and the building and all materials and equipment brought onto the premises in connection with the use shall be removed.

**Application No: 01/00645/OUT Land Adjacent to 8 Blackmoor Wood, Ascot. Outline application for 1 no. detached dwelling, including means of access and siting.**

A site visit had been held in respect of this application on Saturday 4 August 2001, which had been attended by Councillors Barnard, Blatchford, Browne, Flood, Ms Henfrey, Jones, Kendall, Mrs Mattick, Mrs Pile, Sargeant, Thompson, Wallace and Worrell.

The Sub Committee noted the comments of Winkfield Parish Council, in addition to six letters of objection that had been received and a letter from the applicant in response to the objections. The Borough Planning Officer reported the comments of the Director of Public & Environmental Services in relation to tree protection.

**RESOLVED** that, subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation to secure a contribution towards integrated transport and safety measures in the area, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:

- (1) Z102 Outline permission: details of reserved matters: design, external appearance and landscaping of the site.
- (2) Z103 Outline permission: time limit for reserved matters.
- (3) Z104 Outline permission: time limit for reserved matters.
- (4) Z201 Approved plans. (Insert added)
- (5) Z402A Building storeys. (Insert added)
- (6) Z404B Slab level. (Insert added)

- (7) Z610 Details of surfacing. (Insert added)
- (8) Z614 Site survey – trees and other vegetation.
- (9) Z615 Location and protection of trees on and adjacent to development sites. (Insert added)
- (10) Z621 Replacement of damaged vegetation
- (11) Z707 Provision of access before development
- (12) Z1509 Vehicle parking provided to standards: outline permissions (Insert added)

**Application No: 01/00644/FUL Paws Nursery, Hayley Green, Warfield.  
Section 73 application to allow nursery school to operate between 12.00 hours and 12.30 hours without compliance with condition 04 of planning permission 621684.**

The Sub Committee noted the comments of Warfield Parish Council in addition to two letters of objection that had been received.

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

- (1 – 3) As planning permission 621684.
- (4) The hours of operation shall be restricted to 0900 to 1530 hours (including 15 minutes at the start and end of each session for the dropping off and collection of children as set out in the application form for planning application 621684) Monday to Friday during normal Berkshire school terms and at no other times whatsoever.
- (5 - 8) As planning permission 621684.

**Application No: 01/00547/FUL Blakeley House, Forest End Road, Sandhurst.  
Erection of single storey side and rear extension.**

A site visit had been held in respect of this application on Saturday 4 August 2001, which had been attended by Councillors Browne, Flood, Ms Henfrey, Jones, Mrs Pile, Sergeant, Thompson, Wallace and Worrell.

The Sub Committee noted the comments of Sandhurst Town Council, the applicant's tree consultant and an independent tree consultant.

Notwithstanding the Borough Planning Officer's recommendation for refusal the Sub Committee

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

- (1) Z101 Time limit for commencement of development.
- (2) Z201 Approved Plans: 00621/01A, 02A, 03A, 04A and 05A received 30 May 2001.
- (3) Z501 Materials to match: extensions.
- (4) All existing trees shown to be retained on Plan 00621/01/A received on 30 May 2001 shall be protected by a 1.2 metre high chain link or chestnut pale fence supported on a metal scaffold framework, constructed in accordance with figure 4, section 8 of British Standard [5837, 1991]. No storage or

disposal of any soil, building materials, machinery, chemicals, fuel or waste residues shall take place within the protected areas around the trees, hedgerows and shrubbery. No fires shall be lit within 20 metres of the trunks of any trees.

- (5) The protective fencing specified by the previous condition shall be erected in the location/s shown on drawing number 00621/01/A received 30 May 2001 prior to the commencement of any material operation on site and shall be retained until the completion of all building operations on the site.
- (6) The foundations of the proposed development shall strictly accord with Plan 00621/01/A received on 30 May 2001 and groundworks shall follow the methodology for pile-drilling as set out in the Arboricultural Report by Ian Keen Limited at paragraph 4.3 dated 17 April 2001.
- (7) A registered consultant of the Arboricultural Association shall be present on site to supervise the drilling of the first one metre depth of holes for each of the 21 piles proposed.

**Application No: 01/00487/FUL      Woodpeckers Day Nursery, Pembroke, Bracknell.**  
**Erection of a single storey side extension to nursery and increase in maximum number of children or babies**  
**(a) present in the garden at any one time from 12 to 14 and**  
**(b) receiving nursery services at any one time from 40 to 49,**  
**without compliance with conditions 04 and 07 of planning permission 623345.**

A site visit had been held in respect of this application on Saturday 4 August 2001, which had been attended by Councillors Browne, Flood, Ms Henfrey, Jones, Mrs Pile, Sergeant, Thompson, Wallace and Worrell.

The Sub Committee noted the comments of Bracknell Town Council, in addition to two letters of objection that had been received. The Sub Committee were of the opinion that there should be a close boarded or overlapped fence along the boundary with 46 to 50 Pembroke.

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

- (1) Z101 Time limit for commencement of development.
- (2) Z201 Approved Plans: insert "Drg No. GWS/3735/01C received 19 July 2001.
- (3) Z501 Materials to match existing building.
- (4) There shall be no more than 14 children or babies present in the garden area at any one time.
- (5) Z1701 Pre school nurseries – numbers/hours. (Insert added)
- (6) Z623A Replacement tree planting (new and existing trees).
- (7) No development shall take place until details of a scheme for a close boarded timber fence measuring 1.8m high to be sited along the eastern boundary of the site has been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented in full before the first occupation of the extension approved in this permission.



**Application No: 01/00233/FUL**      **108 Locks Ride, Ascot.**  
**Retrospective application for the continued use of yard and buildings for the storage of domestic materials, caravan and boat.**

**RESOLVED** that the application be **deferred** to investigate further information received and to enable a site visit to be held to which all members of the Council would be invited.

**Charity Cottage, Stubbs Hill, Binfield**

**Application No: 01/00552/FUL**      **Erection of a two storey side extension.**

**Application No: 01/00570/LB**      **Application for listed building consent for the erection of a two storey side extension and external and internal repairs including replacement of windows and new back door, new d.p.c and repointing.**

**RESOLVED** that

- (i) the application be **deferred** to enable a site visit to be made to which all members of the Council would be invited, and
- (ii) the Council's Historic Buildings Adviser be invited to attend the site visit.

**Application No: 00/00879/FUL**      **J Sainsbury Plc, Ringmead, Bracknell.**  
**Section 73 application to allow opening of foodstore:**  
**(i) between 0800 on 18 December and 2200 on 24 December and**  
**(ii) between 0800 on 29 December and 1600 on 31 December**  
**(excluding Saturdays when closing would occur at midnight and Sundays where opening would occur between 1000 and 1600) on a permanent basis without compliance with condition 13 of planning permission 624744.**

The Committee noted the comments of Bracknell Town Council in addition to one letter of objection that had been received.

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

- (1-12) As planning permission 624744.
- (13) The store shall be permitted to open continuously
  - (i) between 0800 hours on 18 December and 2200 hours on 24 December and
  - (ii) between 0800 on 29 December and 1600 on 31 December (excluding Saturdays where closing would occur at midnight and Sundays when hours of opening shall be limited to 1000 to 1600)

hours). Outside these dates the opening hours of the store shall be limited to 0800 to 2200 Monday to Thursday, 0800 Friday through to 2200 Saturday and 1000 to 1600 Sunday and at no other times. Outside these dates and after 31 December 2001 the opening hours of the store shall be limited to 0800 to 2200 Monday to Saturday and 1000 to 1600 on Sunday and at no other time unless expressly authorised by another planning permission(s).

- (14) As planning permission 624744

**Application No: 01/00617/FUL Talbot House, Waterloo Road, Crowthorne.  
Erection of part single, part two, part three and part four storey building to form boarding house and 2 no. staff dwellings.  
Demolition of existing boarding house and staff dwellings.**

The Sub Committee noted the comments of Crowthorne Parish Council, the Environment Agency and English Nature in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Insert: 3697I(0) 00,01,02,03,04,05,06,07,08,09,10,11,12, 13,14. 3697L(0) 15,16,17,18,19,20,21,22,23,24, 25,26,27,28, 29, 30,31,32,33,34.
- (3) Z502 Samples of materials to be submitted.
- (4) Z601 Details of hard and soft landscaping.
- (5) Z605 Landscape works implementation.
- (6) Z604 Details of walls and fences.
- (7) Z619 Details of protection of trees and vegetation.
- (8) Z620 Protective fencing: implementation.
- (9) Z1004 Garages retained for vehicle parking.
- (10) Z1511 Vehicle parking and turning spaces (details to be approved). (Insert added)
- (11) Surface water source control measures shall be carried out in accordance with details which shall have been submitted to and approved in writing by the Local Planning Authority before development commences.
- (12) No development shall commence until details have been approved by the Local Planning Authority for the demolition of the existing boarding house and staff houses shown to be demolished on plan 3697I(0) 01 **and** for the clearance and landscaping of the site. The approved scheme shall be implemented within 2 years of the commencement of development.
- (13) Z1903 Site organisation (building operations).
- (14) The premises shall be used for the purposes of a boarding house and two staff dwellings associated with the use of Wellington College as a residential college and for no other purpose (including any other purpose in Class C2 of the Schedule to the Town and Country Planning (Use Classes) Order 1987, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order with or without modification).

**Application No: 00/00353**

**Land at Ambarrow Lane and Lower Sandhurst Road, Sandhurst.  
Retrospective application for the retention of stables and ancillary storage facilities.**

The Sub Committee noted the comments of Sandhurst Town Council and Blackwater Valley Recreation and Countryside Management Service in addition to one letter of objection that had been received.

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

- (1) The stables shall be used for the keeping of private recreational horses and for no other purpose.
- (2) A landscaping scheme for the screening of the stables, storage container, shed and external hay storage shall be submitted to the Local Planning Authority within one month of the date of this permission. In the event of the Local Planning Authority giving notice of refusal of the submitted scheme, the scheme shall be expeditiously amended and re-submitted so often as may be necessary to secure the approval of the Local Planning Authority.
- (3) The scheme approved in condition 2 of this permission shall be carried out in the first planting season. Any trees or plants which within a period of 5 years from the implementation of the landscaping scheme die, are removed or become seriously damaged or diseased shall be replaced within the next planting season with others of a similar size and species, unless the Local Planning Authority gives written consent to a variation, following approval.

**Application No: 01/00401/FUL**

**Kilbees Lodge, Hatchet Lane, Winkfield.  
Erection of entrance gates (overall height 3.5 metres) and associated walls and railings (maximum height 1.8 metres) (part retrospective).**

The Sub Committee noted the comments of Warfield Parish Council and a letter received from the applicant.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Plan W642:WIN:Gates dated 10 May 2001
- (3) Z501 Materials to match existing building
- (4) No further development shall take place until a scheme depicting hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority. The scheme shall include details of
  - (a) a hedge to be planted along the front boundary of the site between the northern end of the existing hedge to the south and the eastern end of the 400mm high wall on the southern side of the gates hereby permitted, and
  - (b) landscaping behind and along the full length of the 400 mm high walls hereby permitted.
- (5) Z 605 Landscape works implementation.
- (6) Z1503 Set back of gates. (Insert added)

**Application No: 01/00554/A**

**Tesco Stores Ltd, County Lane, Warfield  
Replacement signage scheme for food store,  
petrol filling station and site.**

The Sub Committee noted the comments of Warfield Parish Council in addition to five letters of objection including one from the local Member of Parliament.

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

- 1 - 5 Standard advertisement consent conditions
- (1) Z203 Approved plans: advertisements  
Drawing 3820 (PR) 02 revision C Layout Plan  
Drawing 3726 [00] 01 revision A Menu plan  
Drawing received 24 July 2001 Menu board sign (sign option for stores not open 24 hours)  
Two photographs received 01 June 2001 Clock tower  
Drawing STD (SG) 0SA PFS canopy and Kiosk canopy
- (2) The illuminated advertising on the petrol filling station and kiosk, the petrol filling station menu board and the entrance menu board (signs A) shall be switched off within 30 minutes of the daily closure of the petrol filling station and shall not be switched on until 30 minutes before the daily opening of the petrol filling station.
- (3) The illuminated advertising hereby granted consent other than that referred to in Condition 01 shall be switched off within 30 minutes of the daily closure of the large food store and shall not be switched on until 30 minutes before the daily opening of the large food store.
- (4) The signs hereby granted consent shall be sited clear of the public highway.
- (5) Z1129D Removal of existing signs -
  - a. clock tower signs
  - b. service yard roof sign
  - c. petrol filling station and kiosk signs
  - d. menu board signs beside Jigs Lane North and the petrol filling station
  - e. other site signage to be replaced by the signs hereby granted consent

**Application No: 01/00595/FUL**

**16 Locks Ride, Ascot.  
Erection of single storey front extension, two  
storey side and rear extensions and raising of  
roof to provide additional living  
accommodation at first floor level, following  
demolition of the existing garage and  
conservatory. Erection of detached garage.**

**RESOLVED** that the application be **deferred** for further consideration and to enable a site visit to be held to which all members of the Council would be invited.

**Application No: 01/00517/FUL**      **2 Edgcumbe Park Drive, Crowthorne.**  
**Change of use of land from office to residential and erection of five bedroomed detached dwelling and double garage following the demolition of existing office building.**

The Sub Committee noted the comments of Crowthorne Parish Council in addition to two letters of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: 12/5 received 18 May 2001 and Agent's letter dated 12 July 2001
- (3) Z502 Materials to be submitted
- (4) Z1142 Hours of demolition and construction (Insert added)
- (5) Z1903 Site organisation (building operations)
- (6) Z802 Restrictions on permitted development (windows/dormers). (Insert added)
- (7) Z1004 Garage to be retained for vehicle parking
- (8) Z619 Details of protection of trees and vegetation
- (9) Z620 Protective fencing implementation
- (10) No storage or disposal of any soil, building materials, machinery, chemicals, fuel or waste residues shall take place within the protected areas around the trees, hedgerows and shrubbery. No fires shall be lit within 20 m of the trunks of any trees or the centre line of any hedgerow shown to be retained. There shall be no changes to levels within the protected areas.

**Application No: 624607**      **Lily Hill House, Lily Hill Road.**  
**Retention of 5 no. 150w lamps on 6m high columns on access drive to Lily Hill House from Lily Hill Road.**

The Sub Committee noted the comments of Bracknell Town Council, Bracknell District Urban Wildlife Group and Lily Hill Park Preservation Association in addition to one letter of objection that had been received.

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

- (1) The light fittings used in the replacement or repair of any of the lighting columns hereby approved shall not exceed 150w per lighting column.
- (2) Z1106 Hours of illumination. (Insert added)

**Application No: 01/00678/PAD**      **Catkins Bottle Lane Warfield Bracknell.**  
**Application for approval of details of the siting, design and external appearance of an agricultural building.**

The Sub Committee noted the comments of Binfield Parish Council in addition to two letters of objection that had been received.

**RESOLVED** that the application be **deferred** and the Borough Planning Officer be **authorised to approve** the application following the expiration of the 21 day consultation period and the consideration of any representations that may be received during that period, subject to the following conditions:-

- (1) Z101 Time limit for commencement of development.
- (2) Z201 Approved Plans: [Plan 52/4 and 52/8 received 23 July 2001].
- (3) Z502 Samples of materials to be submitted.
- (4) No external site lighting shall be provided on the building unless agreed in writing by the Local Planning Authority.

**Application No: 01/00616/FUL      1 Wentworth Avenue, Ascot.**  
**Retrospective application for the retention of an air conditioning unit.**

The Sub Committee noted the comments of Winkfield Parish Council in addition to one letter of objection that had been received.

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

- (1) Z201 Approved Plans: plans received 06 Jul 2001
- (2) The unit shall not be used until it has been enclosed, in accordance with details to be submitted to and approved by the Local Planning Authority.

**Application No: 01/00455/FUL      1 Dukes Wood, Crowthorne.**  
**Erection of single storey building forming garage and formation of new driveway and access onto Dukes Wood.**

The Sub Committee noted the comments of Crowthorne Parish Council and Wokingham District Council.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: SMW/P/03 and SMW/P/02 rev B
- (3) Z501 Materials to match existing building
- (4) Z706 Provision of access before development. (Insert added)
- (5) Z1004 Garage to be retained for parking
- (6) 1510(B) Vehicle parking in accordance with approved plan. (Varied)
- (7) The existing hardstanding shall be retained for the parking of cars.

**Application No: 01/00594/FUL      65 Ralphs Ride, Bracknell.**  
**Formation of new vehicular access onto Ralphs Ride, including footway crossing.**

A site visit had been held in respect of this application on Saturday 4 August 2001, which had been attended by Councillors Barnard, Blatchford, Browne, Flood, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Sargeant, Thompson, Wallace and Worrell.

The Sub Committee noted three letters of objection that had been received.

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

- (1) The proposal would result in the loss of an area of open land fronting Ralphs Ride which contributes to the character and visual amenity of the locality. The proposal would therefore be contrary to Berkshire Structure Plan 1991-2006 policy EN1 and Bracknell Forest Borough Local Plan (June 1996) Incorporating Proposed Modifications policies H12 and EN21.
- (2) The proposal by virtue of its location and size of the site has restricted visibility to south bound vehicular movements and inadequate space to allow for the turning of a vehicle to enable it to access Ralph's Ride in forward gear considered to be to the detriment of highway safety contrary to Berkshire Structure Plan 1991-2006 policy LD5.

**Application No: 01/00582/FUL      9 Spring Woods, Sandhurst.**  
**Erection of two storey side extension**  
**following demolition of existing garage.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to two letters of objection that had been received.

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

- (1) Z101      Time limit for commencement of development
- (2) Z201      Approved Plans: Insert- "Version 02 received 14 June 2001"
- (3) Z501      Materials to match existing building
- (4) Z1004     Retention of garage. (Insert added)

**Application No: 01/00670/FUL      6 The Grove, Ascot**  
**Erection of first floor side extension.**  
**Erection of single storey rear extensions**  
**forming conservatory and extended kitchen.**  
**Erection of two storey side extension behind**  
**existing garage.**

**RESOLVED** that the application be **deferred** to enable a site visit to be held to which all members of the Council would be invited.

**Application No: 01/00573/FUL      27 Emmets Park, Binfield.**  
**Raising of garage roof and insertion of velux**  
**windows to rear to facilitate conversion of**  
**garage roof space to habitable**  
**accommodation.**

The Sub Committee noted that one letter of objection had been received.

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

- (1) Z101      Time limit for commencement of development
- (2) Z201      Approved Plans: A107/1/01 received 8 June 2001.
- (3) Z501      Materials to match existing building.

**Application No: 01/00637/FUL      17 Astra Mead, Winkfield Row, Bracknell.**  
**Erection of part two storey, part single storey rear extension. Installation of dormer extensions on front and rear elevations with conversion of roofspace into habitable accommodation.**

The Sub Committee noted the comments of Warfield Parish Council in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: 1729.1 rev 1729.2 rev A received 28 June 2001.
- (3) Z501 Materials to match existing building
- (4) Z802[IR] Restrictions of permitted development (windows/doors). (Insert added)
- (5) The extension hereby approved shall not be occupied until two no. car parking spaces have been provided on the site in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority. The spaces shall thereafter be retained for car parking.

**Application No: 01/00488/FUL      46 High Street, Sandhurst.**  
**Erection of first floor side extension.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: plans date stamped 4 June 2001
- (3) Z501 Materials to match existing building
- (4) Z1004 Garage to be retained

**Application No: 01/00557/FUL      38 Worcestershire Lea, Warfield, Bracknell.**  
**Erection of first floor side extension**

A site visit had been held in respect of this application on Saturday 4 August 2001, which had been attended by Councillors Barnard, Blatchford, Browne, Flood, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Sargeant, Thompson, Wallace and Worrell.

The Sub Committee noted the comments of Warfield Parish Council in addition to two letters of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans:  
insert "Drawing nos. 01716/8, 9, 11A, 12, 13, 14 and 15.
- (3) Z501 Materials to match existing building



- (4) Z802 Restrictions on permitted development (windows/dormers). (Insert added)
- (5) Z1004 Garage retained for vehicle parking
- (6) The existing drive and hardstanding shall be retained for the parking of two cars.

**Application No: 01/00518/FUL 119 Holland Pines, Bracknell.  
Erection of part two storey, part single storey front extension and porch.**

The Sub Committee noted the comments of Bracknell Town Council.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Insert "HP/2 received 18 May 2001"
- (3) Z501 Materials to match existing building

35. **Miscellaneous Items (Item 4)**

**John Nike Leisuresport Complex, John Nike Way, Binfield**

**Application No: 621479 Outline application for the erection of indoor basketball arena and climbing wall (duplicate of application 621004).**

**Application No: 99/00033/FUL (624746) Full application for the erection of an indoor basketball arena.**

*In accordance with Standing Order 25, Councillor Flood declared a non pecuniary interest in this application and withdrew from the meeting during its consideration.*

Conditional approval of application 621479 was authorised on 6 April 1998, subject to the prior completion of a Section 106 agreement. On 17 February 2000 the Borough Planning Officer was authorised to approve application 99/00033/FUL, subject to conditions and a Section 106 Agreement containing a planning obligation relating to, amongst other things, the securing of John Nike Way as a highway maintainable at public expense before the commencement of development. To ensure consistency in the treatment of both applications delegated authority was given to requiring a similar planning obligation under application 621479.

Negotiations between the Council and the applicant had failed to come to an agreement over the timing of the adoption. The Sub Committee on 12 July 2001 had deferred consideration of these applications to enable time for further negotiations with the applicant. Subsequently the applicant confirmed that he was not willing to dedicate John Nike Way prior to commencement of development. The failure to agree to the timing of the adoption has resulted in the agreement not being completed and in the absence of a S106 agreement the applications were therefore referred back for determination. The Sub Committee was apprised of the advice from the Borough Engineer that John Nike Way should be adopted on or prior to the commencement of development.

The Sub Committee considered the Borough Planning Officer's report which had been amended to reflect discussions that had taken place and other matters arising since deferral of the matter at the meeting on 12 July. The Borough Planning Officer drew attention to corrections to the report on pages 260 and 262.

The Sub Committee were reminded that the Planning & Transportation Committee on 29 March 2001 agreed with the Inspector's recommendation that the Amen Corner area be left void of policy on the Proposals Map in the Bracknell Forest Borough Local Plan. In light of that decision policy support for the applications no longer existed. The Development Plan policy for this area defined the area as countryside and land outside of settlement. The applications were therefore considered to be contrary to Development Plan policy and until the planning brief was completed approval of these applications could prejudice the proper planning for the area and should be considered premature.

Correspondence dated 8 August 2001 from the Nike Group Solicitor was tabled at the meeting and the key points were discussed by the Borough Solicitor who also drew attention to the receipt of two Unilateral Undertakings containing Planning Obligations relating to each application. The Borough Solicitor advised that the Unilateral Undertakings had only been received very shortly before the sub committee meeting and they had not been checked but it was possible they might address the proposed reasons for refusal numbered 1, 3 and 4. Accordingly, if the Sub Committee refused the application and the applicant appealed the Council might have to withdraw those particular reasons for refusal.

Following questioning and debate, the Sub Committee

**RESOLVED** that applications no. 621479 and 99/00033/FUL (624746) be **refused** for the following reasons:

1. The proposed development would
  - (a) generate further traffic onto a distributor road system which was currently congested at peak times which would exacerbate this situation;
  - (b) result in on-street parking in John Nike Way, Beehive Road and surrounding roads to the detriment of the free and safe flow of traffic,  
contrary to Berkshire Structure Plan 1991-2006 Policy LD5, T5 & T6; North Bracknell Local Plan Policy T1; and Bracknell Forest Borough Local Plan (June 1996) Incorporating Proposed Modifications Policies M1 & M5.
2. The proposed development would be accessed during construction and occupation of the development via a privately maintained road (John Nike Way) which could be restricted at any time without reference to the Borough Council and was below standard and therefore adequate and safe access to the development could not be ensured, contrary to Berkshire Structure Plan 1991-2006 Policies LD5 & T7; North Bracknell Local Plan Policy T1 and Bracknell Forest Borough Local Plan (June 1996) Incorporating Proposed Modifications Policy M1.
3. The proposed development would not provide the necessary measures to
  - a) encourage alternative means of transport to the private car, including public transport, to access the site;
  - b) limit the times and activities of the proposed development and the adjacent ice rink, to guarantee that events at each facility would be

- phased so as not to clash with each other resulting in an unacceptable level of traffic and congestion on to local road network and
- c) manage on site traffic circulation, including pedestrian circulation, around the basketball arena, adjacent hotel and ice rink complex, contrary to Berkshire Structure Plan 1991-2006 Policies LD5, LD6, T2 & T4; North Bracknell Local Plan Policies T1 & T10; and Bracknell Forest Borough Local Plan (June 1996) Incorporating Proposed Modifications Policies SC1, M5, M7 & M10.
4. The proposed development did not provide for the maintenance of the effective operation of the outfall for drainage of surface water from John Nike Way contrary to Berkshire Structure Plan 1991-2006 Policy LD7 and Bracknell Forest Borough Local Plan (June 1996) Incorporating Proposed Modifications Policy SC1.
  5. The site was located within an area defined as Land Outside Defined Settlements in the North Bracknell Local Plan and the Bracknell Forest Borough Local Plan Incorporating Proposed Modifications. The proposal would detract from the open, rural and undeveloped character of the area between the settlements of Bracknell and Wokingham. The proposal was therefore, contrary to policies C2 and C6 of the Berkshire Structure Plan 1991-2006 and policies EN8 and EN9 of the North Bracknell Local Plan.
  6. In light of the Local Plan Inspector's recommendations regarding the need for a planning brief at Amen Corner, approval of significant development such as that proposed would be likely to prejudice the outcome of the planning brief, with particular regard to access and circulation.

**Application No: 00/00607FUL      Land at the Brickworks Site, Priory Lane, Bracknell.  
Erection of electricity sub station enclosure south of Goddard Way to the east of old stables and Nutcroft Lodge.**

**RESOLVED** that the Sub Committee's acceptance of the siting and design of the sub-station as constructed be **confirmed**.

**36. Notification of Appeals Received (Item 5)**

The Borough Planning Officer submitted a report on appeals received since the last meeting.

**RESOLVED** that the report be noted.

The meeting commenced at 7.30pm  
and concluded at 11.05pm

**CHAIRMAN**

**PLANNING CONTROL SUB COMMITTEE  
6 SEPTEMBER 2001**

Present: Councillors Adams, Mrs Ballin, Barnard, Birch, Blatchford, Browne, Flood, Glasson, Jones, Mrs Mattick, Mills, Piasecki, Mrs Ryder, Simonds, Thompson and Worrall

Apologies for absence were received from:  
Councillors Grayson, Mrs Hayes and Mrs Pile

Also Present: Councillors Mrs Hayes (from 9.15 pm) and Ward

**37. Substitute Members**

The Sub Committee noted the attendance of the following Substitute Members in accordance with Standing Order 38:

Councillor Kendall for Councillor Mrs Pile  
Councillor Ms Henfrey for Councillor Mrs Hayes

**38. Minutes**

**RESOLVED** that the minutes of the meeting of the Sub Committee held on 9 August 2001 be approved as a correct record and signed by the Chairman.

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

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

**RESOLVED** that the report be noted.

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

<b>Application No: CON15/01</b>	<b>Land Adjacent To Murrell Hill Grange, Murrell Hill Lane, Binfield Operational development comprising the laying of a track and the creation of contoured bunds.</b>
---------------------------------	--

**RESOLVED** that no action be pursued in respect of the track and contoured earth bunds as constructed in August 2001, but that should further development take place in this respect the matter be reported to Committee for further consideration.

The Borough Planning Officer submitted a report on new contraventions, contraventions resolved, new breaches, breaches resolved and a prosecution all since the last report.

**RESOLVED** that the report be noted.

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

The supplementary report of the Borough Planning Officer was tabled and the Sub Committee noted the additional information contained therein relating to applications: 01/00447/FUL; 01/00161/FUL; 01/00233/FUL; 01/00363/FUL; 01/00569/FUL; 01/00634/FUL; 01/00712/FUL; 01/00646/FUL; 01/00748/FUL; 01/00670/FUL; 625392

**Application No: 01/00446/FUL      Nonsuch Nurseries, Church Road, Winkfield.  
Erection of 2 no. 4 bedroomed dwellings with detached triple garages with associated access from Church Road following demolition of 3 existing dwellings (including Earley) and existing nursery buildings.**

The Sub Committee noted the comments of Winkfield Parish Council in addition to one letter of objection and one letter of support that had been received.

Notwithstanding the Borough Planning Officer's recommendation, the Sub Committee

**RESOLVED** that subject to

- i) the referral of the application to the Secretary of State as a departure from the development plan,
- ii) the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation to secure
  - a) the extinguishment of all existing uses at the site, and
  - b) the demolition of all existing buildings and the removal of all existing hardstandings from the site, and
- iii) the submission of revised plans showing accessible approaches and entrances to the new dwellings,

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

- (1) Z101 Time limit for commencement of development.
- (2) Z201 Approved Plans: Plans 1071/11, 12A, 13 and 14.
- (3) Z502 Samples of materials to be submitted.
- (4) Z1302 Demolition of existing buildings. (Varied)
- (5) Z601 Details of hard and soft landscaping.
- (6) Z605 Landscape works implementation.
- (7) Z619 Details of protection of trees and vegetation.
- (8) Z620 Protective fencing: implementation.
- (9) Z801 Restrictions on permitted development (house extensions).
- (10) Z804 Restrictions on permitted development (residential outbuildings).
- (11) Z604 Details of walls and fences.
- (12) 802 Restrictions on permitted development (windows/dormers).
- (13) 803 Restrictions on permitted development (house roof extensions).
- (14) 1803 Waste reduction measures.

- (15) 1903 Site organisation (building operations)
- (16) Z1142 Hours of demolition and construction. (Insert added)
- (17) Z703A Access closure with reinstatement.
- (18) Z707 Provision of access before development (details to be approved).
- (19) Z712A Visibility splays before development.
- (20) Z1504C Service roads (private drive)
- (21) Z1510B Vehicle parking in accordance with approved plan.

**Application No: 01/00447/FUL      Nonsuch Nurseries, Church Road, Winkfield.  
Erection of 1 no. 5 bedroomed dwelling with  
detached triple garage and stable barn,  
following demolition of 2 no. Existing  
dwellings and all existing buildings on site.**

The Sub Committee noted the comments of Winkfield Parish Council in addition to three letters of representation and one letter expressing support that had been received.

**RESOLVED** that subject to

- i) the referral of the application to the Secretary of State as a departure from the development plan,
- ii) the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation to secure
  - a) the extinguishment of all existing uses at the site,
  - b) the demolition of all existing buildings and the removal of all existing hardstandings from the site, and
  - c) the use of the western half of the site as open paddocks, and
- iii) the submissions of revised plans showing accessible approaches and entrances to the new dwelling,

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

- (1) Z101 Time limit for commencement of development.
- (2) Z201 Approved Plans: Plans 1071/21, 22, 23 and 24.
- (3) Z502 Samples of materials to be submitted.
- (4) Z1302 Demolition of existing buildings (Varied)
- (5) Z601 Details of hard and soft landscaping
- (6) Z605 Landscape works implementation.
- (7) Z619 Details of protection of trees and vegetation
- (8) Z620 Protective fencing: implementation.
- (9) Z801 Restrictions on permitted development (house extensions)
- (10) Z804 Restrictions on permitted development (residential outbuildings)
- (11) Z604 Details of walls and fences.
- (12) 802 Restrictions on permitted development (windows/dormers)
- (13) 803 Restrictions on permitted development (house roof extensions)
- (14) 1803 Waste reduction measures.
- (15) 1903 Site organisation (building operations)
- (16) Z1503 Set back of gates. (Insert added)
- (17) Z1142 Hours of demolition and construction (Insert added)

**Application No: 01/00161/FUL**      **Park Farm West End Lane Warfield.  
Erection of 1 no. Three bedroomed dwelling  
with attached carport following demolition of  
existing house. Enlargement of 2 no  
garages and conversion of garage and store  
to form farm office.**

The Sub Committee noted the comments of Warfield Parish Council and Babbie (archaeological).

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans. (Insert added)
- (3) Z503 Details of materials to be submitted
- (4) Z1005 Car port retained for vehicle parking
- (5) Z1128 Access for disabled people (Insert added)
- (6) No development shall take place until an Archaeological Watching Brief has been prepared and submitted to the Local Planning Authority for approval.
- (7) Z1102 Access for archaeologist
- (8) Z801 Restrictions on permitted development (house extensions).
- (9) ZZ804 Restrictions on permitted development (residential outbuildings).

**Application No: 00/00500/FUL**      **Park Farm, West End Lane, Warfield.  
Retrospective application for the continued  
use of building K and L as storage (class B8)  
and building m for light industry (class B1)**

The Sub Committee noted the comments of Warfield Parish Council.

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

- (1) No goods, materials, or vehicles associated with the uses hereby permitted shall be stored outside the building.
- (2) Z901 Restriction Use. (Varied)
- (3) Z901 Restriction on use. (Varied)

**Application No: 01/00233/FUL**      **108 Locks Ride, Ascot  
Retrospective application for the continued  
use of yard and buildings for the storage of  
domestic items, caravan and boat.**

A site visit had been held in respect of this application on Tuesday 4 September 2001, which had been attended by Councillors Adams, Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick and Worrall

The Sub Committee noted the comments of Winkfield Parish Council in addition to a letter from the applicant's agent.

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

- (1) No items other than one boat, one touring caravan, and private and domestic vehicles ancillary to the residential occupation of 108 Locks Ride, Winkfield shall be stored outside the buildings.
- (2) There shall be no use of any boat or caravan for habitation whilst these items are kept on the site.
- (3) The storage use shall be restricted to items ancillary to the residential occupation of 108 Locks Ride, Winkfield.

**Charity Cottage, Stubbs Hill, Binfield.**

**Application No: 01/00552/FUL      Erection of a two storey side extension.**

**Application No: 01/00570/LB      Application for listed building consent for the erection of a two storey side extension and external and internal repairs including replacement of windows and new back door, new DPC and repointing.**

A site visit had been held in respect of these applications on Tuesday 4 September 2001, which had been attended by Councillors Adams, Barnard, Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick and Worrall

The Sub Committee noted the comments of Binfield Parish Council, Babbie (Historic Buildings Adviser), the Georgian Group and the Society for the Protection of Ancient Buildings.

**RESOLVED** that

i) application 01/00552/FUL be **approved** subject to the following conditions:-

- (1) Z101      Time limit for commencement of development
- (2) Z201      Approved Plans: CC/Planning/CC02 Rev A; CC/Planning/CC03 Rev A CC/Planning/CC05 Rev A received 14 June 2001 and Applicant's letter dated 16 July 2001
- (3) Z502      Materials to be submitted
- (4) No development shall take place until details of the design of the replacement and new windows have been submitted to and approved in writing by the Local Planning Authority. The frames shall be constructed in timber. The development shall be carried out in accordance with the approved details.
- (5) The existing hardstanding shall be permanently retained for the parking of vehicles.

ii) Listed Building Consent for 01/00570/LB be **granted** subject to the following conditions:-

- (1) Z1107      Time limit for commencement of development
- (2) Z201      Approved plans: CC/Planning/CC02 Rev A; CC/Planning/CC03 Rev A received 31 May 2001 and Applicant's letter dated 16 July 2001
- (3) Z502      Materials to be submitted
- (4) No development shall take place until details of the design of the replacement and new windows have been submitted to and approved in writing by the Local Planning Authority. The frames shall be constructed in timber. The development shall be carried out in accordance with the approved details.
- (5) No development shall take place until details of a breathable felt for the roof have been submitted to and approved in writing by the Local Planning



Authority. The development shall then be carried out in accordance with the approved details.

**Application No: 01/00363/FUL      White Swan, Swan Lane, Sandhurst.  
Erection of single storey rear extension to  
public house**

The Sub Committee noted the comments of Sandhurst Town Council.

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

The on site parking provision is inadequate to serve the proposed development and would be likely to result in vehicle parking in surrounding roads, which would obstruct the free flow of traffic and cause a hazard to road safety. As such the proposal would be contrary to policy M11 of the Deposit Draft Bracknell Forest Borough Local Plan (1996) Incorporating Proposed Modifications, and policy T7 of the Sandhurst-Crowthorne Local Plan.

**Application No: 01/00276/FUL      Park View Farm, Old Wokingham Road,  
Wokingham.  
Retention of single storey extension to a  
former barn (unit G) and continuation of use  
of former agricultural buildings for light  
industrial, general industrial & storage uses  
within classes B1, B2 and B8**

The Sub Committee noted the comments of Bracknell Town Council.

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

- (1) Z810      Restrictions on permitted development (extensions to an industrial or warehouse building.
- (2) No goods materials, plant or machinery shall be stored outside any of the buildings on the site apart from the area indicated cross hatched adjacent to unit D on the plan received on 21 March 2001 drawing number 318/01/02, and such storage in this area shall be limited to a maximum height of 1.5 metres, without the prior written permission of the local planning authority.
- (3) The area shown as the parking area and the yard and circulation area on the plan received on 21 March 2001, drawing number 318/01/02 shall be kept available for vehicles to be parked and for the loading and unloading of vehicles.
- (4) Z901      Restriction on Use. (Varied)
- (5) Z901      Restriction on Use. (Varied)
- (6) Z901      Restriction on Use. (Varied)
- (7) Z901      Restriction on Use. (Varied)
- (8) Z901      Restriction on Use. (Varied)
- (9) None of the units hereby permitted shall be combined and no person, organisation, firm or company shall occupy more than one of these units, other than units D and E, without the prior written approval of the Local Planning Authority.

**Application No: 01/00569/FUL      2 Kings Ride Park, Kings Ride, Ascot.**  
**Change of use from storage and distribution (class B8) to class B1 (B) (research and development) and class B1(C) (light industrial). Insertion of new mezzanine floor. Formation of storage compound enclosed by a 2m high fence. Installation of 10. No. windows on the first floor, north west elevation.**

The Sub Committee noted the comments of Winkfield Parish Council in addition to 30 letters of objection and a letter from the applicant's agent that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: drawing no. 10765/01 Rev.E.
- (3) When the premises cease to be occupied by De Beers Industrial Diamonds (UK) Ltd, for the research and development process as undertaken for the growing of industrial diamonds, the external storage areas and the mezzanine floor hereby permitted, as detailed on the approved drawing, shall be removed, the external storage areas shall be re-landscaped and the building restored to its former condition, in accordance with the details approved under planning permission 606251.
- (4) The number of employees on the site shall not exceed 34 at any one time, unless otherwise agreed in writing with the Local Planning
- (5) Z1138A Noise control: noise from buildings and associated plant and equipment.
- (6) No part of the chemical store shall be utilised until a scheme has been submitted to and approved in writing by the Local Planning authority detailing the measures to prevent the escape of substances to the environment. The measures included in the approved scheme shall be implemented prior to the first occupation of the building that they relate to and thereafter the measures shall be operated in accordance with the approved scheme unless otherwise agreed in writing by the Local Planning Authority.
- (7) Z1807 Pollution Prevention. (Insert added)
- (8) Z1085 On site refuse storage – (Hazardous Laboratory Waste)
- (9) Z1512 Provision for parking spaces (approved drawing). (Varied)
- (10) Z613 Provision for tree planting (detailed planning permission)
- (11) Z503 Details of materials to be submitted

**Application No: 01/00634/FUL      18 Abingdon Road, Sandhurst.**  
**Formation of canopy above garage door. Retention of clear glass in first floor landing window facing 20 Abingdon Road (rather than obscure glazing) without compliance with condition 04 of planning permission 624692.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to two letters of objection that had been received.

**RESOLVED** that consideration of this application be **deferred** until the next meeting of the Sub Committee to enable officers to seek an amendment to the application to omit reference to retention of clear glass to the landing window.

**Application No: 01/00595/FUL      16 Locks Ride, Ascot.**  
**Erection of single storey front extension, two storey side and rear extensions and raising of roof to provide additional living accommodation at first floor level, following demolition of the existing garage and conservatory. Erection of detached garage.**

A site visit had been held in respect of this application on Tuesday 4 September 2001, which had been attended by Councillors Adams, Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick and Worrall

The Sub Committee noted the comments of Winkfield Parish Council in addition to two letters of objection that had been received.

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

- (1) Z101 Time limit for commencement of development.
- (2) Z201 Approved Plans: Drawing nos. LR1B; LR2B; LR3C.
- (3) Z405c House extensions: obscure glazing. (Insert added)
- (4) Z501 Materials to match: extensions.
- (5) Z802 Restrictions on permitted development (windows/dormers)  
(Insert added)
- (6) Z1004 Garage retained for vehicle parking.
- (7) Z1510B Amended: 'The extensions hereby permitted shall not be occupied until space has been laid out within the site in accordance with the approved plan for cars to be parked.....'.
- (8) Z601 Details of hard and soft landscaping.
- (9) Z605 Landscape works implementation.

**Application No: 01/00712/FUL      16 Towers Drive Crowthorne.**  
**Erection of single storey rear extension forming conservatory including a pitched roof connecting to house**

A site visit had been held in respect of this application on Tuesday 4 September 2001, which had been attended by Councillors Adams, Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Thompson and Worrall.

The Sub Committee noted the comments of Crowthorne Parish Council in addition to two letters of objection that had been received. It was also noted that a letter had been received from the applicant in response to the objections received concerning his application.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Plans and elevations received 19 July 2001
- (3) Z501 Materials to match existing building (Insert added)

- (4) The window openings shown within the south-eastern elevation of the conservatory hereby permitted shall be fixed so as to not open. Any replacement or repair shall only be with similar glass and shall remain fixed.

**Application No: 01/00647/FUL      J Sainsbury Plc, Ringmead, Bracknell.  
Formation of new plant area on south-west side of store enclosed by 3m high fencing and installation of roof access ladder.**

The Sub Committee noted the comments of Bracknell Town Council.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: [Drawings 1395/5005A, 5062 and 5400C]
- (3) Z1138A Noise control: noise from buildings and associated plant and equipment – “No part of the new plant area shall be used until...”

**Application No: 00/00553/FUL      2a Branksome Hill Road, Sandhurst.  
Retention of 56.25 square metre building and its continued use for motor vehicle repairs.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to two letters of objection that had been received.

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

- (1) The proposal results in an over development of the site and an intensification of the use of the site, to the detriment of the amenities of neighbouring residential properties and contrary to the provisions of policies EN1 of BSP; EN21 and E3 of BFBLP, and E1 SCLP.
- (2) The proposal fails to meet the Local Planning Authority’s adopted parking standards and results in on street parking and reverse manoeuvring of vehicle out of the site onto the public highway to the detriment of the safety of other highway users and pedestrians and is therefore contrary to the provisions of policies LD5 BSP and M11 of BFBLP.

**Application No: 01/00646/FUL      Clavering, Swinley Road, Ascot.  
Erection of detached building to form triple garage and store.**

The Sub Committee noted the comments of Winkfield Parish Council in addition to one letter of representation that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: 99/698/03 Rev. A. received 8 August 2001.
- (3) Z503 Details of materials to be submitted

**Application No: 01/00341**

**Land Rear Of 32 Wildridings Square,  
Bracknell.**

**Change of use of amenity land to private  
garden enclosed by 1.8m high close boarded  
fence.**

*In accordance with Standing Order 25, Councillors Jones and Mrs Ryder declared a non pecuniary interest in this application as members of the Sale of Amenity Land Review Panel and withdrew from the meeting during its consideration. Councillor Mills advised that he was also a member of the Sale of Amenity Land Review Panel but that he would remain in the meeting during the consideration of the application.*

A site visit had been held in respect of this application on Tuesday 4 September 2001, which had been attended by Councillors Adams, Barnard, Blatchford, Browne, Flood, Glasson, Grayson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, and Worrall.

The Sub Committee noted the comments of Bracknell Town Council.

Notwithstanding the Borough Planning Officer's recommendations, the Sub Committee

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

- (1) The proposal would result in the loss of an area of open space which contributes to the open character and visual amenity of the locality. The proposal would therefore be contrary to the Berkshire Structure Plan 1991-2006, Policy EN1, and the Bracknell Forest Borough Local Plan incorporating Proposed Modifications, policies H12 and EN21.
- (2) The proposal would have an adverse and unneighbourly impact on the living conditions of the adjoining property, no 31 Wildridings Square, contrary to policies H12 and EN21 of the Bracknell Forest Borough Local Plan incorporating Proposed Modifications.

**Application No: 01/00748/FUL**

**9a Wellington Road, Sandhurst.**

**Erection of two storey rear extension and first  
floor side extension and installation of front  
facing bow window at ground floor level.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Drawings received 30 August 2001
- (3) Z501 Materials to match existing building
- (4) Z405B House extensions: obscure glazing (Insert added)
- (5) Z1004 Garages retained for vehicle parking. (Varied)

**Application No: 01/00700/FUL      47 Rose Hill Binfield Bracknell**  
**Erection of single storey side extension and**  
**single storey front extension forming porch**

The Sub Committee noted that a letter of objection had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Plans and elevations received 10 August 2001
- (3) Z501 Materials to match existing building
- (4) Z604 Details of walls and fences (Varied)
- (5) 1510B Vehicle parking in accordance with approved plan (Insert added)

**Application No: 01/00670/FUL      6 The Grove, Ascot**  
**Erection of first floor side extension.**  
**Erection of single storey rear extensions**  
**forming conservatory and extended kitchen.**  
**Erection of two storey side extension behind**  
**existing garage.**

A site visit had been held in respect of this application on Tuesday 4 September 2001, which had been attended by Councillors Adams, Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Kendall, Mrs Mattick, and Worrall.

The Sub Committee noted the comments of Winkfield Parish Council in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: plans received 09 Jul 2001
- (3) Z501 Materials to match existing building
- (4) Z1004 Garage retained for vehicle parking
- (5) The existing hardstanding shall be retained for the parking of vehicles

42. **Miscellaneous Items (Item 4)**

**Application No: 01/37285      Consultation From Royal Borough Of**  
**Windsor And Maidenhead**  
**Land adjacent to M4 motorway and Great**  
**Wood, White Waltham, Maidenhead,**  
**Berkshire.**  
**Outline application for motorway service area**  
**to serve the west bound carriageway of the**  
**M4 motorway.**

**RESOLVED** that the Royal Borough of Windsor and Maidenhead be **advised** that this authority:-

1. Objects to planning application 01/36785 on the grounds that the proposal constitutes inappropriate development in the Green Belt, detrimental to the

open, rural and undeveloped character of the Green Belt contrary to the provisions of the Berkshire Structure Plan 1991-2006, Green Belt Local Plan for Berkshire 1985 and the Royal Borough of Windsor and Maidenhead Local Plan.

2. Objects to the proposal on the grounds that the applicant has not demonstrated that any very special circumstances exist which warrant an exception to Green Belt policy in this case.
3. Objects to the application on the grounds that the proposed development would create a precedent for further inappropriate development in the Green Belt, in particular a motorway service area on the eastbound side of the M4 which, if permitted, would further harm the open, rural and undeveloped character of the area.
4. Objects to the proposal on the grounds that the proposed development is contrary to Policy OS1 and Policy LD1 of the Berkshire Structure Plan in that the proposal will require people employed at the site to rely upon car travel, since the site is not well related to the main centres of population along the M4 Motorway and is not served by public transport, contrary to the principles of sustainable development.

**Application No: 625392**

**Former Radio Space And Research Station,  
St Marys Lane, Winkfield.**

**Erection of 1 no. Five bedroomed detached house, garage and barn following demolition of existing b1 buildings. Provision of bridleway and paddock.**

**(Minor Amendment to Approved Plans)**

*In accordance with Standing Order 25, Councillor Mrs Hayes declared a non pecuniary interest in this application and withdrew from the meeting during its consideration.*

**RESOLVED** that, subject to the prior receipt of a satisfactory landscaping scheme, designed in relation to the proposed amended plans, the amendment be **approved** as a minor variation to the plans approved under application 625392 and that the development may proceed in accordance with the amended plan 1044/02B.

Application No: 00/00481/FUL

**Land at Rounds Hill And Pollardrow Avenue,  
Wokingham Road, Bracknell.**

**Erection of 19 no. two bedroomed flats in two blocks, 4 no. four bedroomed semi-detached houses and 3 no. terraced houses with associated car parking, with vehicular access to Wokingham Road via the "phase 1" development to the east, following demolition of existing dwellings at Floraldene, Ferndene, Avalon and Woodlands, Rounds Hill**

The Sub Committee noted one letter of objection that had been received.

**RESOLVED** that drawing 050326/01 be **approved** as a minor variation of the plans and details approved under planning permission 00/00481/FUL.

The meeting commenced at 7.30 pm  
and concluded at 10.00 pm

**CHAIRMAN**



**HIGHWAYS SUB-COMMITTEE  
13 SEPTEMBER 2001**

Present: Councillors Wade (Chairman), Adams, Mrs Ballin, Mrs Henfrey, McCracken, Piasecki, Mrs Ryder and Turrell

Parish & Town Council Representatives:

Binfield: Councillor Fuller  
Sandhurst: Councillor Grant  
Warfield: Councillor Harrison  
Winkfield: Councillor Young

Also Present: Councillors Flood

Apologies for absence were received from:  
Councillors Finnie, Kendall, Mason and Swann

**13. Substitute Members**

The Sub-Committee noted that the following substitute Members were present under Standing Order 38:

Councillor Turrell for Councillor Finnie  
Councillor Mrs Henfrey for Councillor Kendall

The Sub-Committee also noted that Councillor Grant was deputising for Councillor Mason on behalf of Sandhurst Town Council.

**Prior to dealing with the business of the meeting, the Chairman invited the Panel to join him in a few moments of silent reflection in the light of the tragic events which had occurred in the United States of America.**

**14. Minutes – 14 June 2001**

**RESOLVED** that the minutes of the meeting of the Sub-Committee held on 14 June 2001 be approved as a correct record and signed by the Chairman.

**15. Objections Received to Advertised Traffic Regulation Order - Rose Hill, Binfield (Item 1)**

The Sub-Committee considered a report on objections which had been received to the advertised draft Traffic Regulation Order proposing to revoke the existing right-hand turn ban at Rose Hill, Binfield.

The Borough Engineer advised the Sub-Committee that this issue had been finely balanced and the original advice not to proceed with the Order had been made in the light of local views received. However, since publication of the agenda, it had become apparent that the number of local people who supported the Order was

greater than had been evident at the time of publication. For this reason, the officers had reviewed the situation and, on balance, decided that, given the level of support for a revocation of the right-hand turn ban, the Sub-Committee should be advised to proceed with the Order. In the light of this, a paper was circulated updating the responses given in the original report to the representations received.

In view of the local support for the proposed Order, the Sub-Committee agreed to support its endorsement.

**RESOLVED** that, in respect of the proposed Traffic Regulation Order relating to the revocation of the existing right hand turn ban at Rose Hill, Binfield:

- (i) No public inquiry be held;
- (ii) The order be endorsed as advertised and implemented; and
- (iii) The respondents to the advertisement be informed accordingly.

16. **Bracknell Western Industrial Area – Local Transport Improvements Package (Item 2)**

The Sub-Committee considered a report on a proposal to develop a local transport package within the framework of the Local Transport Plan for the Western Industrial Area.

The Borough Engineer answered a number of questions posed by the Sub-Committee. Amongst the key points emerging were that:

- Parking issues would be addressed;
- Consultation would involve cycling groups and the business community including the Bracknell Business Travel Forum; and,
- Turning radii for large vehicles were amongst the issues to be considered.

In addition, the Sub-Committee was advised that, although this was the last meeting of the Highways Sub-Committee, the Council's revised political management arrangements would make proper provision for the specific issues arising from this item and other highway matters to be fully considered and addressed.

**RESOLVED** that a package of local transport improvements be developed for the Bracknell Western Industrial Area.

17. **B3408 Route – Local Transport Improvements Package (Item 3)**

The Sub-Committee considered a report on a proposal to develop a local transport package within the framework of the Local Transport Plan for the B3408 between the Borough boundary at Coppid Beech and Bracknell town centre.

The Borough Engineer answered a number of questions regarding the proposed package which he explained was related to the previous item. The Sub-Committee noted that the items were being kept separate as it was likely to be possible to address some of the local issues on the Western Industrial Area sooner than the issues in relation to the B3408.

Whilst considering this item, the Sub-Committee noted that consultation with the Parish Councils would continue on such issues under the Council's new political management arrangements.

**RESOLVED** that a package of transport improvements for the B3408 between the Borough boundary at Coppid Beech and Bracknell town centre be developed, for implementation in phases.

**18. Blackwater Valley Partnership Scheme - Infrastructure Improvements for Buses at The Meadows (Item 4)**

The Sub-Committee considered a further report on proposals for improving journey times for Blackwater Valley Link buses, benefiting also buses passing through Crowthorne and Sandhurst on their way to and from Camberley. The improvements fell within the three highway authority areas of Hampshire, Surrey and Bracknell Forest, and had been developed as a partnership scheme involving Surrey Heath Borough Council and the bus operator, Stagecoach. A formal bus quality partnership was proposed.

The Borough Engineer answered a number of questions regarding the proposals. Amongst the key points made were that due regard would be taken in finalising the proposals to:

- the impact of current office development in the vicinity; and,
- the need to make the Laundry Lane contraflow bus lane evident to pedestrians and cyclists.

**RESOLVED**

- (i) That the Council enter into the proposed bus quality partnership for Blackwater Valley Link (No 1) bus services expressing the Council's support for Public Transport; and,
- (ii) That the bus priority measures proposed for Laundry Lane, The Meadows site and for Marshall Road be approved, subject to satisfactory details being agreed by the Borough Engineer, in consultation with the Chairman.

**19. Items Submitted for Information**

The Sub-Committee noted the following items that had been submitted for information:

- (i) B3034 Forest Road/B3017 Chavey Down Road Crossroads (Item 5)
- (ii) Crowthorne/Sandhurst Package - Local Transport Improvements Package: Pedestrian/Cycle Elements (Item 6)
- (iii) The M4 London to Reading Multi-Modal Study - Progress Report (Item 7)
- (iv) Bus Service Alterations (Item 8)

- |       |   |           |
|-------|---|-----------|
| (v)   | Bus Stop Work – Adshel Bus Shelter Contract | (Item 9)  |
| (vi)  | Other Traffic Regulation Orders             | (Item 10) |
| (vii) | Programmed Highway Works – Progress Report  | (Item 11) |

The Borough Engineer answered a number of questions arising from the reports. Amongst the key points arising from the questions were that:

- The officers should consider traffic calming in Coronation Drive along with the works proposed for the B3034/B3017 junction;
- There was a need to ensure all the relevant local problems and issues were identified and considered as part of the M4 London to Reading Multi Modal Study so that the Borough's concerns were taken into account;
- That the deletion of some bus services was intended to improve reliability on others as the company recognised it could not recruit sufficient staff to operate the full advertised service in the short term or probably the long term given the relatively low pay offered and the high cost of living in the area.

The meeting commenced at 7.30 pm  
and concluded at 8.35 pm

**CHAIRMAN**

**PUBLIC & ENVIRONMENTAL SERVICES COMMITTEE**  
**16 OCTOBER 2001**

Present: Councillors Mills (Chairman), Adams, Mrs Ballin, Barnard, Beadsley, Blatchford, Ms Brown, Edger, Harrison, McCracken, Mrs Mattick, North, Piasecki, Mrs Pile, Simonds and Wade

Also present: Councillor Turrell

Apologies for absence were received from:  
Councillors Flood, Glasson and Miss Haydon

The Chairman welcomed to the meeting Mr Greg Boys from the Berkshire Fire and Rescue Service and Mr Anthony Igbiniesu, who had recently been appointed as an Assistant Solicitor in the Borough Solicitor's office.

On behalf of the Committee, the Chairman sent best wishes to Councillors Flood and Miss Haydon, who had been unable to attend the meeting for health reasons.

**248. Substitute Members**

The Committee noted the attendance of the following substitute members under Standing Order 38:

Councillor Beadsley for Councillor Glasson  
Councillor Edger for Councillor Miss Haydon  
Councillor Simonds for Councillor Flood

**249. Minutes**

**RESOLVED** that the minutes of the meetings of the Committee held on 2 May 2001, 9 May 2001 and 16 June 2001 be approved as a correct record and signed by the Chairman.

**250. Chairman's Announcements**

Cemetery and Crematorium Memorial Service

The Chairman was pleased to report that this year's memorial service at the Cemetery and Crematorium had raised £857 for the Mayor's charity.

Recycling

The Chairman was pleased to report that the overall recycling rate in the Borough had increased from 12.69% to 15.5% between May and September 2001. In particular the Chairman stressed that the rate of recycling had increased to almost 25% at the Longshot Lane Civic Amenity Site. This had been due to the increased separation of materials on the site, but it was stressed that this was a peak owing to the seasonal nature of the materials being brought to the site.

### Visitors from Japan

The Chairman reported that twenty local government officials from Japan had visited the Borough in September to learn how waste and recycling in the Borough were managed. The visitors, whose itinerary had included Planners Farm, Strong's Heath and the Longshot Lane Civic Amenity Site, had been complimentary of the waste management operations in the Borough.

### Beacon Status

The Chairman reported that the Council had been highlighted for its good practice by the Improvement and Development Agency in relation to the work on Beacon Status and in particular the dissemination of good practice. In addition the Council had attracted the highest attendance for those attending any of the national seminars in the "Maintaining a Quality Environment" category.

#### 251. **Hackney Carriage Sub Committee**

**RESOLVED** that the minutes of the meeting of the Hackney Carriage Sub Committee, held on 5 September 2001, as set out in Appendix A hereto, be received.

#### 252. **Emergency Planning Advisory Panel**

**RESOLVED** that the minutes of the meeting of the Emergency Planning Advisory Panel, held on 27 September 2001, as set out in Appendix B hereto, be received and the recommendations in Minutes 5, 7 and 8 be adopted.

#### 253. **Quarterly Operations Report (Item 1)**

The Quarterly Operations Report for Public & Environmental Services, which was submitted to the Committee, focused on the period up to 30 June 2001. The work in relation to the amalgamation of Public & Environmental Services and Planning & Transportation; New Ways of Working; progress with access to a database to hasten the removal of abandoned vehicles; and the decline in car park income were highlighted. The report also included the revenue and capital budget monitoring information for the period together with staff sickness figures.

**RESOLVED** that the Quarterly Operations Report of the Assistant Director of Public & Environmental Services, detailing the activities of Public & Environmental Services for the period 1 April 2001 to 30 June 2001, be received.

#### 254. **Medium Term Objectives and Commitment Budget 2002/03 – 2004/05 (Item 2)**

In view of the Council's anticipated funding shortfall of approximately £8 million by 2004/2005, the Committee reviewed its existing budget commitments and at the same time considered its Medium Term Objectives to ensure that resources were directed towards priority areas.

In terms of the commitment budget, the Committee was advised that a base budget of £7.516m had been projected for the financial year 2002/2003, to which a series of commitments had been added and subtracted. This provided an adjusted base budget for Public and Environmental Services of £7.645m for 2002/2003. The Committee also considered and approved its Medium Term Objectives for the period 2002/2003 – 2004/2005 and made minor changes to the proposed objectives in the area of “Enhancing Community Safety”.

**RESOLVED** that

- (i) the Strategy & Policy Committee be recommended to approve changes in the commitment budget, as set out in paragraph 4.8 of the report at item 2 of the agenda; and
- (ii) the Medium Term Objectives, as set out in Annex A to the report at Item 2 of the agenda, be approved, subject to the inclusion of the following words in section 3 (Enhancing Community Safety):
  - a) “crime and the” after “reducing” in the first bullet point; and
  - b) “, consultative” after “organisational” in the fourth bullet point.

**255. Capital Programme Update (Item 3)**

Progress with regard to the Public & Environmental Services capital programme for 2001/2002 to the period 30 September 2001 was reported. The Committee noted the information with regard to amenity and landscaping; land drainage; Strong’s Heath; and estate car parking improvements. The Committee was advised that £6,000 remained in the capital budget for the provision of home composting equipment and the Committee gave its approval to allocate such funds to other recycling initiatives.

**RESOLVED** that

- (i) the progress in relation to the capital programme, as outlined in Annex A to the report at item 3 of the agenda, be noted; and
- (ii) the remaining budget for composters be transferred to the budget for other recycling initiatives.

**256. Underground Recycling Facilities (Item 4)**

The Committee was advised that to minimise the visual impact of recycling facilities and also to make better use of space overall, equipment had been developed that enabled recyclable materials to be collected in underground bins with the entry point for these materials visible and accessible above ground.

The Committee noted that certain parts of the Borough such as parts of Sandhurst and Ascot did not have community recycling sites as there had been difficulties in both finding suitable sites and securing the agreement of landowners. A particular site which had been identified could allow for the installation of six containers collecting a range of materials and negotiations were under way with the owners. Alternative high profile sites would be used if the negotiations were not to succeed. As the Committee had insufficient funds in its capital programme to progress any proposals it agreed to seek funding from the Community & Environmental Initiatives Budget, to which £500,000 had been allocated in the 2001/2002 capital programme.

**RESOLVED** that the Strategy & Policy Committee be requested to allocate £40,000 from the Community & Environmental Initiatives Budget for the 2001/2002 financial year to the Public & Environmental Services Capital Programme in order to provide underground recycling facilities.

257. **Longshot Lane Civic Amenity Site (Item 5)**

The Committee was advised of the improvements that had been undertaken to the Longshot Lane Civic Amenity Site. As a result of the new measures, which had included a revised agreement with the contractor operating the site, the level of recycling to the period up to 31 August had increased to just over 20%. The Committee noted that discussions with the contractor were continuing with the aim of increasing the amount of material recycled.

**RESOLVED** that the progress made to date with regard to the improved recycling at the Longshot Lane Civic Amenity Site be noted.

258. **Easthampstead Park Mortuary Facilities (Item 6)**

The Assistant Director of Public & Environmental Services reported that the Council provided a public mortuary on the request of the East Berkshire Coroner, with the costs shared with other Berkshire authorities. The Committee was advised, however, that the facilities were in need of major refurbishment in order to meet current health and safety standards and negotiations with the other authorities had not reached an agreement to fund the refurbishment.

On the basis that Bracknell Forest would continue to have the health and safety liability for the premises, the Committee agreed to authorise the Assistant Director of Public & Environmental Services, in consultation with the Chairman, to close the mortuary unless the necessary funding could be secured. The Committee was advised that if the facilities were to be closed, the Coroner for East Berkshire could subsequently complain to the Secretary of State, who could require that the facilities remain open and be brought up to standard.

**RESOLVED** that the Assistant Director of Public & Environmental Services, in consultation with the Chairman, be given authority to close the Easthampstead Park Mortuary, unless satisfactory assurances and funding could be secured from partner authorities in respect of its refurbishment.



259. **Children and Young Persons (Protection from Tobacco) Act 1991 (Item 7)**

The Committee was advised that under the Children and Young Persons (Protection from Tobacco) Act 1991 there was a requirement to review the programme of enforcement under this Act every year and to agree on a future enforcement programme. The Committee endorsed an enforcement approach whereby premises would be inspected on a basis of an assessment of risk. With regard to test purchases by under-age children in premises selling tobacco, the Committee noted that this would only be done in future where complaints had been received and there was reason to believe that illegal sales of tobacco were taking place.

**RESOLVED** that the following programme of enforcement of the provisions of the Children and Young Persons (Protection from Tobacco) Act 1991 for the following 12 months be approved:

- (a) The frequency of inspection visits would be in accordance with the national guidance in relation to risk-based inspections.
- (b) There would be continued work in partnership with other local and national groups to reduce the uptake of smoking in young people.
- (c) There would be ongoing encouragement of retailers to adopt a “No-proof – no sale” approach to the sale of age restricted goods or services.
- (d) The Assistant Director of Public & Environmental Services was authorised in consultation with the Chairman to make test purchases using children under the age of 16 where complaints had been received and officers had reason to believe that illegal sales were taking place.
- (e) Prosecutions would be brought in accordance with the Enforcement Concordat adopted by the Council in respect of offences relating to the sale of tobacco to under age children.
- (f) The use of the media would be maximised by the publication of warnings, successful prosecutions and educational material where appropriate.

260. **Fair Access to Services (Item 8)**

A report was submitted to the Committee which advised that the Council had adopted a Fair Access Policy statement in November 2000 and was aiming to achieve compliance with Level 1 (out of five levels) of the Commission for Racial Equality’s Standards for Local Government. The level of compliance with these standards was one of the Government’s Best Value Performance Indicators. As part of the requirements to achieve Level 1, each department would be required to prepare for endorsement by the relevant committee an action plan indicating how it would facilitate fair access to services. The Committee endorsed the corporate action taken to comply with level 1 and the principles for ensuring fair access to services; and approved the action plan for Public and Environmental Services.

**RESOLVED** that

- (i) the action plan set out in Annex A to the report, indicating the requirements to achieve level 1 of the Commission for Racial Equality's standards for local government, be endorsed;
- (ii) the principles for ensuring fair access to services, as set out in paragraph 4.8 of the report, be endorsed; and
- (iii) the action plan set out in Annex B to the report at item 8 of the agenda, for further developing fair access to Public & Environmental Services be approved.

**261. Community Safety and Thames Valley Police Authority Update (Item 9)**

The Committee considered the standard report which updated it on the current community safety issues and certain matters of interest relating to the Thames Valley Police Authority. In relation to community safety, the Committee was advised that the first stages in preparation of the new 2002/2005 Community Safety Strategy were under way and a document was being widely circulated for consultation purposes to organisations with a view to identifying priorities for the new strategy.

The Committee also considered a proposal from Buckinghamshire County Council whereby the appointment of Councillor Members to the Thames Valley Police Authority would be made on an annual, as opposed to a four-yearly, basis so as to provide more flexibility in allocation of portfolios within the new Executive of that Council. On the basis of the views submitted in the report, the Committee decided that it would not support the proposal from Buckinghamshire. The Committee also noted the other information relating to the Police Authority which included a brief summary of its accounts for the period 2000/2001.

**RESOLVED** that

- (i) the report highlighting the progress of the Community Safety Strategy and the provision of an update on police authority matters be noted; and
- (ii) the proposal from Buckinghamshire County Council, whereby the appointment of Councillor Members to the Thames Valley Police Authority would be made on an annual basis, not be supported.

**262. Information Items**

The Committee noted the following submitted for information only:

- Eco-home (Item 10)
- Stop Now Orders (Item 11)
- Unauthorised Encampments (Item 12)
- Urgent Action taken under Delegated Powers: Fees for Wasp Treatments (Item 13)
- Royal Berkshire Fire Authority Update (Item 14)
- Local Agenda 21 Impact Group (Item 15)

263. **Last Meeting of the Committee**

In drawing the last meeting of the Committee to a close, the Chairman thanked all Members and officers who had supported the Committee over previous years and he invited those present to a short celebration to mark its passing.

The meeting commenced at 7.30 pm  
and concluded at 8.50 pm

**CHAIRMAN**

**HACKNEY CARRIAGE SUB COMMITTEE  
5 SEPTEMBER 2001**

Present: Councillor Flood (Chairman), Egan, Glasson and Mrs Pile

Apologies for absence were received from Councillor Mrs Clifford

**9. Substitute Members**

The Sub-Committee noted the attendance of the following substitute Member under Standing Order 38:

Councillor Glasson for Councillor Mrs Clifford

**10. Minutes**

**RESOLVED** that the minutes of the meeting of the Sub Committee held on 17 May 2001 be approved as a correct record and signed by the Chairman

**11. Proposed Tariff Increase (Item 1)**

The Sub Committee considered a report on the results of the consultation process carried out following the decision by the Sub Committee, at its meeting on the 17 May, to raise the charges that can be made by Hackney Carriage Licences with Bracknell Forest Borough Council in line with the formula agreed with the trade.

As no objections had been received it was agreed that the new rates be applied from 7 a.m. on Monday 24 September 2001. It was also agreed that a time provision be applied to the Tariff to take account of 'loading time'.

**RESOLVED** that

- (i) the Sub Committee note that no objections had been received; and
- (ii) the implementation date for the new tariff be 7 a.m. on 24 September 2001.

**12. Petition by Taxi Trade (Item 2)**

The Sub Committee considered a further report relating to a petition from Taxi Drivers concerned with the replacement of existing Hackney Carriages with those that are Wheelchair Accessible. An additional letter raising further points for consideration had also been received from the petitioner.

In accordance with the Council's scheme for public participation, Mr Errol Leeks attended the meeting and addressed the Sub Committee on the petitioners' concerns. The Chairman also allowed a further speaker, Mr De Souza, to address

the Sub Committee in support of the petition. Both speakers stressed that whilst they were not opposed to legislation supporting disabled people they felt that this particular Council policy would severely damage the taxi trade in Bracknell as the costs for purchasing wheelchair accessible vehicles was prohibitive to the majority of Bracknell taxi drivers. They also stressed that the trade had never as yet been unable to meet the needs of disabled fare-paying passengers.

The Chairman thanked the petitioners for their contribution. Whilst the Sub Committee expressed sympathy with the trade they emphasised that the policy was subject to Government legislation over which they had no remit. However, the Chairman took the views of the trade seriously and assured the petitioners that he would further consider their concerns, which would be reviewed at the next meeting of the Sub Committee.

**RESOLVED** that

- (i) the petition be received and the petitioners be thanked for raising their concerns;
- (ii) the concerns raised be noted but the Sub Committee reaffirms the Council policy in relation to Wheelchair Accessible Hackney Carriages is to remain unchanged;
- (iii) the petitioners be advised that officers will continue to work in the best interests of the fare-paying passengers having regard to the issues raised by the trade with a view to changing policy should it be deemed necessary; and
- (iv) Members will further consider the problems raised by the petitioners and review this at the next meeting of the Sub Committee.

**13. Items for Information**

The Sub Committee noted the following items that had been submitted for information:

- (i) Guide Dogs for the Blind – Access for all (Item 3)
- (ii) Public Information Leaflet (Item 4)

The meeting commenced at 11.00 am  
and concluded at 12.11 pm.

**CHAIRMAN**

**EMERGENCY PLANNING ADVISORY PANEL  
27 SEPTEMBER 2001**

Present: Councillors Flood (Chairman) Blatchford, Ms Brown, and Turrell

**1. Election of Chairman**

**RESOLVED** that Councillor Flood be elected Chairman of the Emergency Planning Advisory Panel for the municipal year 2001/02.

**COUNCILLOR FLOOD IN THE CHAIR**

**2. Appointment of Vice Chairman**

**RESOLVED** that Councillor Blatchford be appointed Vice Chairman of the Emergency Planning Advisory Panel for the municipal year 2001/02.

**3. Minutes**

The minutes of the meeting held on 2 February 2001 were received.

Arising from the minutes of the meeting held on 2 February 2001, the Panel was advised that after discussions with Forestcare, a room had now been furnished in Forestcare's offices for the management of lower-level emergencies. Additionally the Panel was advised that the updated radio communication system was in operation and working well. Officers were in the process of finalising the next stage, which would be to implement a tracking system. A demonstration of the system for Members of the Panel would be arranged as soon as the system was fully operational.

**RESOLVED** that the minutes of the meeting of the Panel held on 2 February 2001 be approved as a correct record and signed by the Chairman.

**4. Urgent Items of Business under Standing Order 7**

The Chairman gave notice that he had agreed to the addition of two urgent items of business to the agenda for the meeting. One item was an oral report by the Emergency Planning Officer in response to the tragic events in New York on 11 September 2001. The second report concerned the future of the Emergency Planning Advisory Panel under the new executive and scrutiny arrangements.

5. **Cabinet Office: The Future of Emergency Planning in England and Wales (Item 1)**

The Panel received a report that introduced the review of emergency planning arrangements in England and Wales announced by the Deputy Prime Minister in response to the fuel crisis and severe flooding in the autumn and winter of 2000. A discussion document had now been published upon which comments were invited from local authorities and other key stakeholders by 31 October 2001.

A response had been drafted by the Emergency Planning Officer representing a consensus position on behalf of Bracknell Forest Borough Council, and was presented to the Panel, together with a tabled sheet of amendments reflecting the recent tragic events in America, for their comments and approval.

**RECOMMENDED** that the Emergency Planning Officer in liaison with the Panel Chairman finalise the response to the proposals taking account of the views of the Panel.

6. **Emergency Planning Progress Report (Item 2)**

The Panel received the report of the Emergency Planning Officer describing the work undertaken in relation to the emergency planning function since February 2001.

The Panel discussed some of the implications for emergency planning that had arisen as a result of the recent tragic events in America.

**RESOLVED** that the report be noted and the Panel support the developing priorities that will need to be further developed to take on any learning arising from the events in America.

7. **Bracknell Forest Borough Council: Emergency Planning Business Plan April 2001 – March 2002 (Item 3)**

The Panel considered a report outlining the draft Business Plan for the Emergency Planning function. The aim of the Plan was to further develop the Emergency Plan and the staff involved in the emergency response and to ensure a multi-agency approach to dealing with an emergency.

The Panel discussed the report but in the light of the events in America focused discussion on the continuity of business in the event of a major emergency.

**RECOMMENDED** that the Business Plan 2001-2 be endorsed as proposed but that it be reviewed and finalised in consultation with the Panel Chairman to reflect any learning arising from the events in America.

8. **Development of Emergency Planning Protocols Across Berkshire (Item 4)**

The Panel was advised that the Berkshire Unitary Authorities had agreed to work together on emergency planning in order to provide wide area coverage and a cost effective means of delivering an efficient service. A Memorandum of Understanding (MOU) had been put together to detail how this process would work and provided a means of harmonising the Local Authority response and co-ordination with the Emergency Services. The Panel received the revised MOU together with the Berkshire Emergency Planning Group, Business Plan 2001-02.

Arising from discussion the Panel was advised that the Emergency Planning Officer had arranged a site visit with security officers at Syngenta, with the Thames Valley Police, to look at their emergency plans.

**RECOMMENDED** that the Memorandum of Understanding and the Berkshire Emergency Planning Group Business Plan 2001-2 be noted and that both be reviewed in light of any learning arising from the events in America.

9. **Information Item**

The Panel noted the following item submitted for information only:

Exercise Connect (Item 5)

10. **Emergency Planning Officer Report (Urgent Item 6)**

The Emergency Planning Officer briefed the Panel on the Council's response to the events in America on 11 September. The Council immediately went onto alert and was asked by the Cabinet Office to be on standby for Slough in case of displaced people in the event of an emergency at Heathrow airport. A link was set up to the national co-ordination website for the public to be able to access up to date information and for general reassurance.

The World Trade Centre was a worst case scenario the type of which hadn't been fully embraced by current continuity plans but would now need to be taken into account. In such an emergency key staff would be responsible for assisting emergency services and aiding immediate recovery procedures to ensure continuity of business. The major issues arising from New York were implications for security and resources, such as equipment for moving rubble and replacement computers which could become difficult to source.



11. **Member Oversight of Emergency Planning under New Executive Arrangements (Urgent Item 7)**

The Panel considered a report requested by the Chairman, on the arrangements for Member oversight of the Emergency Planning function under the new executive and scrutiny arrangements as the September meeting of the Panel would be the final meeting as it is currently constituted.

Emergency Planning would become an executive function and as such the executive would be responsible for overseeing the operation of the emergency plan and for keeping arrangements under review. The overview and scrutiny function would be allocated to the Economic and Sustainable Development Select Committee who would be consulted on any major revisions to the Emergency Plan.

The Panel was advised that if it had a view on the future arrangements for member oversight of emergency planning it would be possible for such views to be reported to the Executive.

**RESOLVED** that in order to retain emergency planning as a high priority in the new constitutional arrangements and to provide a clear focus for public confidence in the emergency planning function, the Chief Executive be requested to ensure that the appointment of an emergency planning advisory panel be considered by the Executive at the earliest opportunity.

The meeting commenced at 2.00 pm  
and concluded at 4.10 pm.

**CHAIRMAN**

**SOCIAL SERVICES & HOUSING COMMITTEE**  
**30 OCTOBER 2001**

Present: Councillor Barnard (Chairman), Ms Brown, Browne, Edger, Egan, Glasson, Harrison, Mrs Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, and Mrs Shillcock

Also Present: Councillor Turrell

Apologies for absence were received from:

Councillors Bettison, Miss Haydon, McCormack, Simonds and Worrall

**264. Substitute Members**

The Committee noted the attendance of the following Substitute Members under Standing Order 38:

Councillor Jones for Councillor McCormack  
Councillor Ms Henfrey for Councillor Simonds

**265. Minutes**

**RESOLVED** that the minutes of the meeting of the Committee held on 26 June 2001 be approved as a correct record and signed by the Chairman.

**266. Minutes of Sub & Advisory Committees**

**RESOLVED** that the minutes of the Social Services & Housing Operations Sub Committee, as set out in Appendix B hereto, of 20 September 2001 be received.

**267. Chairman's Announcements**

- (i) The Chairman welcomed Genevieve Macklin, the new Head of Housing Services to the Council

**268. Quarterly Operations Report (Item 1)**

The Director of Social Services & Housing introduced the Quarterly Operations report which summarised the current issues affecting the Social Services & Housing Department as well as the activities of the different sections of the Department and issues relating to both financial and staffing resources.

The Director highlighted particular issues of note including the fact that this Quarterly Operations Report was produced against a background of the department being in the spotlight with the recent reporting of the Social Services Inspectorate. However, it was noted that the Quarterly Operations report revealed a much more positive picture illustrating improvements and change since the challenge of the Joint Review. The Department Management Team was now complete, the strategic direction of the

department could now be specified and the improvements in the last two quarters could be consolidated.

It was noted that a rigorous audit had been undertaken in relation to the Joint Review Action Plan. Most of the issues raised by the Joint Reviewers were in progress at Council and Department level. Forward work planned on the Joint Review Action Plan would incorporate Councillors, Officers and internal and external stakeholders.

The Director announced that extra funding would be available from the government for joint social care and health initiatives to reduce bed-blocking.

It was noted that the projected out-turn for the General Fund was based on August budget monitoring figures. Since then, all departments had been asked to identify potential savings and it was hoped that the options for Social Services would minimise the impact on frontline services.

The Director and Officers responded to the Committee's questions on the Quarterly Operations Report.

**RESOLVED** that the Quarterly Operations Report detailing the activities and performance of the Social Services and Housing Department for the period of July 2001 to October 2001 be received.

**269. Medium Term Objectives and Commitment Budget 2002/03-2004/05 (Item 2)**

The Committee received a report giving details of the commitment budget and medium term objectives for the department for 2002/03 to 2004/05. The aim would be to continue with the vision for health and social care and respond cohesively to that agenda. In order to make best use of resources the Committee had agreed the medium term objectives in October 2000, which were detailed as the annexe to the report. These were a key element, together with The Council's six priority areas for determining the Council's financial plans were responsive to the policy issues and priorities. In addition to the medium term objectives, the Director of Social Services & Housing drew the following six key areas to the Committee's attention: the Joint Review Action Plan, Social Care for Adults and Older People, Social Care for Children, Young People and their families, Housing Services, the Transition from Primary Care Group to Primary Care Trust and Improving Customer Focus. To achieve the priorities stated it was noted that the budget would need to be addressed in light of severe pressures and ongoing demands.

**RESOLVED** that

- (i) the Commitment budget as set out in Table 1 of the report be noted; and
- (ii) the Medium Term Objectives shown in Annexe A of the report be agreed.

**270. Housing Grants, Construction and Regeneration Act 1996 – Private Sector House Renovation Grants (Item 3)**

The Committee received a report updating the position on the review of the Council's policy in relation to the determination of applications for house renovation/disabled facilities grants, following a report that had been presented to the Committee in April 2001. Following the earlier report it had been agreed to target available capital

resource to those who qualify for mandatory/disabled facilities grants. Non mandatory cases were considered on the merits of the individual case. This decision had been taken in order to target resources to meeting the needs of the most vulnerable and needy disabled people.

**RESOLVED** that the existing policy of targeting available resources for renovation grants to meeting the needs of the most vulnerable and needy disabled people who qualify for mandatory disabled facilities grants remains unchanged.

**271. Forestcare Emergency Response Service Project Review (Item 4)**

The Committee received a report describing the current position in the development of the Forestcare Emergency Response Service, building and infrastructure funded from the Invest to Save Bid. The business case for the bid had been developed and approved, and the implementation period had been reduced to twelve months. The following four inter-related projects had been developed with details given in the report; building works, information and communications technology, operational development and partnership development. Work had been undertaken in all these areas to progress the development work, and in the case of building works this had involved contractual action as detailed in the report. It was hoped to conduct targetted business analysis to further investigate the benefits of joint working proposed with other partners and to quantify the contributions made towards service delivery by those partners. The Committee thanked the Officers for their work on this project.

**RESOLVED** that the progress made on this project be noted and the contractual action taken to procure works, furniture and fitments be approved.

**272. Housing Improvement Programme Single Tender Action (Item 5)**

The Committee received a report requesting authority to use monies allocated within the 2001/2002 Housing Capital Improvement Programme for replacing central heating systems, to do so in flats in both Priestwood and Harmans Water.

**RESOLVED** that authority be given for single tender action with A P Faulkner Ltd for the installation of central heating because of demonstrable benefits in service or value for money or price likely to be obtainable by way of direct negotiation with a potential supplier.

**273. Eligibility Criteria – Adult Services (Item 6)**

The Head of Adult Services introduced a report giving details of the draft Eligibility Criteria for Adult Services which was based on government guidance regarding fair access to services. It was noted that the Department had to look closely at how to target resources in order to meet the requirements of those in greatest need and thus the eligibility criteria gave different definitions of risk levels: critical, substantial, moderate and low in order to define the level of need, although there were some noted exceptions within the document. It was noted that the proposed criteria would be applied whilst being mindful of timescales and looking at each case individually to assess the most appropriate services available. All the higher risk levels would be treated as priorities, the Department would be mindful of the need for providing appropriate services to lower risk levels in order to prevent the escalation of need to a higher risk level.

It was proposed to take the draft Eligibility Criteria out to consultation from 1<sup>st</sup> November 2001 to 1<sup>st</sup> February 2002. Further to that staff training would take place on the new criteria for all workers undertaking assessments.

**RESOLVED** that

- (i) the draft Eligibility Criteria attached as Annex A to the report be approved as the basis of a consultation exercise with service users and stakeholders from November 2001 until the end of February 2002; and
- (ii) the final Eligibility Criteria, incorporating the results of the consultation exercise be brought back to Members for approval prior to implementation from 1 April 2002.

**274. Development of Eligibility Criteria – Children’s Services (Item 7)**

The Head of Children’s Services introduced a report giving details of the progress of the draft Eligibility Criteria for Children’s Services which had been out for consultation together with a questionnaire to statutory and voluntary agencies working within the Borough since the initial report had been to committee in June 2001. Eight agencies had responded to the questionnaire and due to the response level it had been agreed to extend the pilot to a total of three months prior to presenting the finalised version of the policy document to Members for approval.

**RESOLVED** that

- (i) the progress made on developing the Eligibility Criteria for Children’s Services be noted; and
- (ii) the finalised draft Eligibility Criteria for Children’s Services be brought back to Members for approval

**275. Policy on Leaving Care: Children’s Services (Item 8)**

The Committee considered a report giving details of the Leaving Care Policy that had been developed to bring departmental policy in line with the requirements of the Children (Leaving Care) Act 2000. Some of the duties of the Act relating to young people leaving the care system had come into effect on 1 October 2001. Work was underway to develop the procedures required to implement the policy, via a multi-agency Young Person’s Steering Group, of which the Children’s Champion was a member. The Policy aimed to ensure that plans were properly developed on a multi-agency basis to assess thoroughly the needs of young people leaving care and that they were fully supported into independence.

**RESOLVED** that the Leaving Care Policy be endorsed.

**276. Items submitted for Information:**

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

Item 9	Best Value Review of the Homelessness and Housing Advice Service
Item 10	Commissioning Strategy
Item 11	Financial Framework for Local Authority Housing Business Plan
Item 12	Introductory Tenancy Case - Court of Appeal Judgement

**277. 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 Information Item 13 which involved the likely disclosure of exempt information under the following category of Schedule 12 A of that Act:

- (9) Information relating to the terms proposed for the disposal of Council property. (Item 13)

**278. Information Items Containing Exempt Information**

The Committee received and noted the following exempt item which was submitted for information only:

- Item 13 Urgent Action Taken Under Delegated Powers– Avondale, Frog Lane

**279. Chairman’s Announcement**

The Chairman thanked Patricia Murden and Helen Scullard for their work at the Council and offered them best wishes for the future.

The meeting commenced at 7.30 p.m.  
and concluded at 9.50 p.m.

**CHAIRMAN**

**CHILDREN'S SERVICES SUB COMMITTEE  
4 SEPTEMBER 2001**

Present: Councillors Miss Haydon (Chairman), Egan, McCracken, Mrs Ryder, Mrs Shillcock and Simonds

Apologies for absence were received from:  
Councillors Barnard and McCormack

Also present: Councillor Ms Browne

**1. Election of Chairman**

**RESOLVED** that Councillor Miss Haydon be elected Chairman of the Children's Services Sub Committee for the 2001/02 municipal year.

**COUNCILLOR MISS HAYDON IN THE CHAIR**

**2. Appointment of Vice Chairman**

**RESOLVED** that Councillor Egan be appointed Vice Chairman of the Children's Services Sub Committee for the 2001/02 municipal year.

**3. Substitute Members**

The Sub Committee noted the attendance of the following Substitute Members under Standing Order 38:

Councillor Simonds for Councillor Barnard

**4. Integration Project (Item 1)**

The Director of Education introduced an interim report produced jointly with the Director of Social Services and Housing on an investigation into the scope for closer integration of children's services currently located in the Social Services and Housing, Education and Leisure Departments. The Sub Committee noted the project plan, annexe A, and a summary of a mapping exercise, annexe B, which was tabled at the meeting.

The Director of Education outlined achievements so far and further work planned. The mapping exercise had attempted to list the areas of vulnerability and to identify gaps in cover, as well as identifying the first point of contact within the Council. The document could be used as a working tool and could stimulate another phase of activity.

The Sub Committee noted from two case studies, it could be concluded that

children and parents had contact with a large number of different professionals, which was both confusing and frustrating, and some families were so complex that it would be too much work for one key worker to co-ordinate the help given.

The Primary Care Group had recently joined the team and the Project Group could be extended further to others also working for the well being of young people. The need to create 'breakthrough groups' at strategic levels that could bring about change was emphasised.

Amongst questions raised by Members was a particular one regarding the inclusion in the project of the Great Hollands Resource Centre.

The Chairman congratulated the officers for the work involved in this project and the Sub Committee

**RESOLVED** that the report be noted.

5. **Corporate Parenting Working Group (Item 2)**

The Director of Social Services presented her report updating the Sub Committee on progress with the Corporate Parenting Initiative, a field in which Bracknell was taking a lead. Included in the papers was a Corporate Parenting leaflet issued by Blackpool Borough Council and "Think Child", a councillors guide to Quality Protects from the Department of Health.

Questions included a particular one about Members having direct links in one form or another with looked after children. The Director of Social Services and Housing undertook to investigate and report back. The Director of Education reported that there were designated teachers in schools to oversee the care of looked after children and it might be possible to have school governors with the same responsibility, a practical way in which Members could fulfil their responsibility as corporate parents.

**RESOLVED** that the work of the Corporate Parent Working Group to date be noted.

The meeting commenced at 7.30 pm  
and concluded at 8.35 pm

**CHAIRMAN**



**SOCIAL SERVICES & HOUSING OPERATIONS SUB COMMITTEE  
20 SEPTEMBER 2001**

Present: Councillors Harrison (Chairman), Ms Brown, Edger, McCormack, Mrs Pile, Sargeant and Worrall

Tenants' and Leaseholders' Panel Representative: Mrs M McGuire

Apologies for absence were received from: Councillor Mrs Mattick

**1. Election of Chairman**

**RESOLVED** that Councillor John Harrison be elected Chairman of the Social Services & Housing Operations Sub Committee for the remainder of the municipal year 2001/2002.

**2. Appointment of Vice-Chairman**

**RESOLVED** that Councillor Mrs Mattick be appointed Vice-Chairman of the Social Services & Housing Sub Committee for the remainder of the Municipal Year 2001/2002.

**3. Substitute Members**

The Sub Committee noted the attendance of the following substitute Member appointed in accordance with Standing Order 38:

Councillor Sargeant for Councillor Mrs Mattick

**4. New Financial Framework for Local Authority Housing: HRA Subsidy and Rent Restructuring (Item 1)**

The Sub Committee received a report outlining the details of the consultation paper issued by the DTLR regarding the new financial framework for Local Authority Housing, and in particular the proposals for changing the way in which the Government calculates Housing Revenue Account Subsidy in order to take account of the new policy on rents for the social housing sector.

The Assistant Director of Housing Projects outlined the changes required to restructure the current financial framework and answered questions thereon. It was noted that the process would be carried out over a ten year period. No government funding was provided for the rent remodelling work that was required for the process.

It was noted that the Tenant's and Leaseholders' Panel members were concerned about the new system and would be expressing this concern in a letter to the Minister for Housing.

It was a requirement that a consultation exercise was taken on the new proposals and the responses sent to the DTLR by 8<sup>th</sup> October 2001.

**RESOLVED that**

- (i) comments on the consultation document as outlined in the report are sent to the DTLR by 8 October 2001;
- (ii) a copy of the response is made available to the Tenants' and Leaseholders' Champion and the Tenants' and Leaseholders' Panel.

**5. Tenant Participation in Rent Setting (Item 2)**

The Sub Committee considered a report giving details of the proposal to undertake a further consultation on rent setting, similar to the consultation process in previous years, but including details of the new financial framework for Local Authority Housing, which would be undertaken with all Council Tenants on the proposed rent levels for the coming year, 2002/03.

**RESOLVED that**

- (i) a consultation exercise seeking tenants' views about a range of options related to rent levels for 2002/2003 be carried out during November/December 2001;
- (ii) the details of the consultation documents be agreed by the Director of Social Services & Housing, in consultation with the Tenants' and Leaseholders' Champion and other Members and representatives of the Tenants' and Leaseholders' Panel
- (iii) the outcome of the consultation on expenditure options and rent levels be taken into account in the rent determination process which will be concluded by February 2002 and approved by Members.

**6. Housing Benefit – Discretionary Housing Payments (Item 3)**

The Sub Committee considered a report setting out the policy and processes in relation to awarding discretionary housing payments under the new scheme, which was introduced from July 2001 and which gave Local Authorities new powers to top up Housing and Council Tax Benefit statutory schemes by making discretionary housing payments. It was noted that these payments would be limited to the ceiling of the £15,000 government funding provided and that individual payments would also be limited.

The Assistant Director (Housing Projects) reported that responsibility for this function would be delegated to a Senior Benefits Officer and that the process would be subject to review by the Head of Housing Services if the Claimant felt it was unfair. Beyond that the Claimant would be able to use the Council's Complaints Procedure, Judicial Review or the Ombudsman. All those using this service would be informed of their rights at the outset.

**7. Items submitted for Information**

The Sub Committee received the following items submitted for information only:

Corporate Parenting	(Item 4)
Total Respect Training	(Item 5)
Social Services & Housing Management Information	(Item 6)
Activity of the Registration and Inspection Unit of Residential Care Homes in Bracknell Forest	(Item 7)

**8. Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Items 8 and 9 which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act.

	Item
(3) Information relating to occupiers or former occupiers of accommodation provided by the authority	8 & 9
(4) Information relating to services provided to particular individuals	9
(7) Information relating to the financial or business affairs of any particular person (other than the authority)	8

**9. Request for Local Authority Social Housing Grant (Item 8)**

In a report containing exempt information the Sub Committee considered a request for a Local Authority Social Housing Grant towards the funding of a scheme to provide two units of shared accommodation for young people.

**RESOLVED** that a payment of Local Authority Social Housing Grant of £200,000 be made to Parkside Housing Group (Windsor and District Housing Association) to assist with funding the purchase, repair and furnishing of 2 houses, to be used as shared accommodation for up to 7 young people requiring support, to be nominated by the Council.

**10. Item submitted for information**

The Sub Committee considered the following report which was submitted for information only:

Activity of the Registration and Inspection Unit of Residential Care Homes in Bracknell Forest - Childrens' Homes	(Item 9)
---	----------

The meeting commenced at 7.30 p.m. and concluded at 9.05 p.m.

**CHAIRMAN**

**STRATEGY & POLICY COMMITTEE  
7 NOVEMBER 2001**

Present: Councillors Bettison (Chairman), Mrs Ballin, Beadsley, Birch, Finnie, Harrison, McCormack, Mills, North, Piasecki, Sargeant, Turrell, Wallace and Ward

Also present: Councillors McCracken, Thompson, Wade and Worrall

Apologies for absence were received from:  
Councillor Grayson

**280. Minutes**

**RESOLVED** that the minutes of the meeting of the Committee held on 17 July 2001 be approved as a correct record and signed by the Chairman.

**281. Health Panel**

**RESOLVED** that the minutes of the meeting of the Health Panel held on 11 September 2001, as set out in Appendix A hereto, be received.

**282. Access Advisory Sub Committee**

**RESOLVED** that the minutes of the meeting of the Access Advisory Sub Committee held on 19 September 2001, as set out in Appendix B hereto, be received.

**283. Management & Resources Sub Committee**

**RESOLVED** that the minutes of the meeting of the Management & Resources Sub Committee held on 26 September 2001, as set out in Appendix C hereto, be received.

**284. Quarterly Operations Report**

The Committee received the Chief Executive's Quarterly Report outlining the key activities and performance of the Council for the period since the last report to the Committee in July 2001.

The Chief Executive drew attention to the following matters:

- (i) The Government's E-envoy had announced the establishment of national standards for the development of smartcards. This would have significant implications for the Council's Edge card initiative and would provide a clear basis for the development of smartcard technologies throughout the country.

- (ii) The report of the Ofsted inspection of the LEA, published in September 2001 had been very good indeed. This reflected very well not only upon the Education Department and its senior management but also on the Authority as a whole.
- (iii) The Best Value Inspectorate had recently inspected the best value review of the development control service. Initial feedback indicated that the inspection report was likely to be positive.
- (iv) Over the last nine months, since the publication of the joint review report by the SSI and Audit Commission, the Social Services & Housing Department had worked systematically to identify an action plan to seek major improvements in service performance. This had been supported by extensive discussion with members and wholesale changes in senior management arrangements. Regular meetings with the Social Services Inspectorate had proved constructive and positive. However, the Secretary of State for Health had recently commented on a national league table suggesting that Bracknell Forest was in the worst 14 in the country for Social Services performance. The Chief Executive stressed that these statements were both unhelpful and untrue. He explained the background to the performance indicators used in the "league table", noting that very few of them had a direct relation to service performance. These matters were being taken up directly with the Secretary of State for Health.
- (v) The quarterly report included detailed budget monitoring information for each of the Authority's services. The expenditure profile at this point in the year indicated a projected overspend of £1.392m. The report described the management action taken by the Corporate Management Team to bring the budget back into balance by the year-end. This included a range of housekeeping measures, management of staffing budgets and re-phasing of planned expenditure.

The Chief Executive answered the Members' questions on the report.

**RESOLVED** that the Quarterly Operations Report be received.

**285. Merger of Planning & Transportation and Public & Environmental Services Departments (Item 2)**

The Interim Director of Planning & Transportation and Public & Environmental Services presented a report on proposals to merge the two departments, forming an Environment Department. The proposals had been developed by the Departmental Management Team following wide-ranging consultation with staff, Members and Trades Union representatives.

The new department would comprise four areas of service delivery; Street Care, Sustainability, Resources and Support. These would bring together the current services of the two departments to ensure a more focussed approach towards service delivery. The Resources division would also take responsibility for the facilities management of the Council's town centre offices (excluding Reception and Office Management Services) which was currently dealt with by Corporate Services.

It was anticipated that the new department would be operational from 1 April 2002. Consultation responses received to date were outlined to the Committee. One

particular area was brought to the Committee's attention, being the proposed arrangements for administrative support to the Planning & Building Control Section. The Committee noted the Interim Director's assurances that the proposals would be sufficiently robust to meet the section's administrative support needs. Consultations on the proposals would continue with all relevant staff.

Detailed structure charts were appended to the report to describe the necessary levels of staffing to deliver the services outlined. A Personnel Protocol had been established using agreed Council policies including a process of direct job offer or "slotting in" in preference to an open recruitment exercise. In order for this to operate as comprehensively as possible, all posts, including those normally reserved for member appointment, needed to be included. This would require authorisation for the Interim Director from the Council.

The Committee noted that the structure had been fully costed and compared to the devolved staffing budget, giving a saving in a full year of £256,000. There was a likelihood that there would be some redundancies arising from the reorganisation, which would require approval from Corporate Management Team and funding from the restructuring fund.

**RECOMMENDED** that

- (i) the merger of the Planning & Transportation and Public & Environmental Services departments plus the discrete areas of Corporate Services identified in the report be approved;
- (ii) the draft structure as submitted be approved in principle subject to any minor amendments arising from consultation
- (iii) the new department is called The Environment Department;
- (iv) the posts of Director and Assistant Director are designated as "Senior" for salary purposes;
- (v) consultation on the proposals continue with all relevant staff;
- (v) the Acting Director be authorised to make the Assistant Director appointments for the new Department.

**286. Medium Term Objectives and Commitment Budget 2002/03 – 2004/05 (Item 3)**

At its meeting on 17 July 2001, the Committee had considered the Council's existing financial commitments and the likely resource base for future years. The Committee had concluded that the Council could be faced with an underlying funding gap of around £8m by 2004/05, although this was offset in the short term by the availability of relatively strong balances. The Committee had agreed an outline budget strategy for 2002/03 whereby service committees would be asked to review their existing commitments in detail and to consider their medium term priorities in order to ensure that resources were directed to priority areas. Service committees had undertaken this review during the current cycle of meetings. The report presented to the committee examined the Strategy & Policy Committee's own medium term objectives and commitment budget and also drew together the information considered by the other service committees and non-committee budget issues.

**RESOLVED** that

- (i) the statement of the Committee's medium term objectives included in Annexe A of the report be approved.
- (ii) the medium term objectives identified by Service Committees included in Annexe B of the report be approved.
- (iii) changes to the Strategy and Policy Committee's Commitment Budget as outlined in Table 1 and 2 within the report be approved.
- (iv) the inter-committee virements, as summarised in Table 6 and detailed in Annexe D of the report, be approved
- (v) variations to the Commitment Budgets submitted by other Committees as summarised in Table 7 and detailed in Annexe E of the report be approved.
- (vi) the overall Commitment Budget, including non-committee items, as summarised in Table 8 and detailed in Annexe F of the report be approved.

**287. Capital Programme 2001/02 Community and/or Environmental Initiatives (Item 4)**

The Committee was advised that the current year capital programme included an allocation of £500,000 for community and/or environmental initiatives to pump prime local projects undertaken in partnership with other organisations and to fund a number of other small projects. A list of potential projects had been identified with a total cost of £390,000.

Work was underway to develop similar schemes for consideration by members to allocate the outstanding balance of the community/environmental initiatives capital programme.

**RESOLVED** that

- (i) the projects listed at Annex A of the report be approved as a part of the Council's programme of Community and/or Environmental initiatives for 2001/02.
- (ii) the capital funding for each of the schemes be transferred to the service indicated against each scheme.

**288. New Constitutional Arrangements (Item 5)**

The Director of Corporate Services introduced a report on preparations for the introduction of new constitutional arrangements for the Council with effect from 22 November 2001. At its meeting on 25 July 2001 the Council had approved proposals for new executive arrangements to be submitted to the Department for Transport, Local Government and the Regions based upon the leader plus executive cabinet model. The Council had since been notified that DTLR had no objection to the proposals. Work on the Council's constitution had continued throughout the summer and autumn and a number of minor amendments were proposed within the report to

reflect the evolving plans for the operation of the new arrangements. The report also sought authorisation for various actions which would be required to enable the new executive arrangements to operate effectively.

The new constitutional arrangements would entail significant change in the way in which the Council operated. Decision making power would be conferred for most functions of the Council upon a small group of members (the Executive) and individual members of the Executive would be permitted to make decisions which legally bound the Council. It was important that proper procedures and processes were established for the exercise of these responsibilities.

The overview and scrutiny function would be performed by four themed Select Committees and a Co-ordination Select Committee. A draft protocol had been prepared to provide Select Committees with a framework within which they could operate effectively.

The Committee acknowledged that the draft constitution and associated documents represented the culmination of a considerable amount of work by members and officers. Particular thanks was given to Councillor Wade who had chaired the Constitution Advisory Group, Alex Jack the Borough Solicitor and Sheila Blanchett who had been seconded to the Policy Unit to co-ordinate the development of the new arrangements.

**RECOMMENDED** that

- (i) those parts of the Constitution shown at Annexe 1 to the report be adopted with effect from 22 November 2001.
- (ii) the existing National Code of Local Government Conduct, Member/officer protocol and terms of reference and membership of the Standards Committee be incorporated into the Constitution pending further consideration by the Standards Committee.
- (iii) the threshold for determining the level of expenditure or savings considered to be significant for the purposes of defining a Key Decision be set at £400,000.
- (iv) any decision made by or on behalf of the Executive in the course of developing proposals to amend the policy framework of the Council will be regarded as a Key Decision.
- (v) a report giving further consideration to the definition of a Key Decision be prepared following the issue of further guidance from the Secretary of State.
- (vi) the Director of Corporate Services be:-
  - (a) designated as Proper Officer for the purposes of the Local Government Act 2000 and regulations made thereunder
  - (b) authorised to update and maintain the Constitution
  - (c) authorised to draft that part of the Constitution which will describe joint arrangements with other local authorities
- (vii) the draft protocol on Member decision making shown at Annexe 3 to the



report be adopted as part of the Council's Constitution.

- (viii) the draft protocol on the operation of Select Committees, shown at Annexe 4 to the report be adopted as part of the Council's Constitution.
- (ix) a Constitution Review Group be formed comprising eight Members (6:2) and appropriate officers, to keep the new arrangements under review during the first few months of operation.
- (x) the timetable of meetings for November 2001 to May 2002, as shown in Annexe 5 of the report (as amended), be approved.

#### **289. Financial and Contract Regulations (Item 6)**

The Committee was advised that the Council's financial and contract regulations would form part of the Council's new constitution. Officers had undertaken a review of these regulations to take account of the new executive arrangements which would operate from November 2001 to ensure that they were practical to implement. The report presented revised financial and contract regulations to be endorsed for inclusion within the constitution.

**RECOMMENDED** that the proposed amendments to financial and contract regulations be endorsed as set out in the Annexes to the report.

#### **290. Scheme of Members' Allowances (Item 7)**

The Committee recalled that in January 2001, two independent remuneration panels had recommended the level of members' allowances to be paid in the current municipal year. The intention at the time had been that the recommended levels of special responsibility allowance for chairmen and other posts would be translated into the new executive structure when it was agreed. Subsequently, in the summer, the Government had issued guidelines which indicated that all Councils would have to convene new independent remuneration panels to assess members' allowances prior to implementing new constitutions, irrespective of the time elapsed since the previous review. Accordingly the two panels had been reconvened and had met on 4 September 2001 to consider the appropriate level of allowances to be paid under the new executive arrangements.

The report presented the recommendations of the two independent panels and the Committee was invited to consider what level of allowances would be appropriate to recommend to the Council, having regard to the Panel's recommendations.

A proposal was tabled by the Leader of the Council, which reduced the overall number of special responsibility allowances paid to Members by deleting all the former £500 allowances (excepting Champions) and all Vice Chairmen's allowances (excepting the Vice Chairman of Planning & Highways Committee). The level of special responsibility allowance proposed for the remaining posts, in most cases, was the average of the figures put forward by the two independent panels and, where an equivalent post already existed, the average of the two highest figures, whether provided by the panels' recommendations or the current allowance. The proposal also provided an increased level of allowance for the Chairman of Planning & Highways Committee commensurate with the particularly heavy workload associated with that Committee.

**RECOMMENDED** that

- (i) the Basic Allowance for each member remain at £7,000 and the Schedule to the Scheme of Members' Allowances be revised as follows with effect from 1 December 2001:

"The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances, excluding the Basic Allowance paid to all Councillors:

Leader of the Council	20,500
Deputy Leader of Majority Party	6,500
Leader of Opposition Party	13,000
Deputy Leader of Opposition Party	1,000
Executive Member – Corporate & Resource issues	13,000
Executive Member – Lifelong Learning	13,000
Executive Member – Planning and Transportation	13,000
Executive Member – Environmental Services	13,000
Executive Member – Leisure Services	13,000
Executive Member – Social Services & Housing	13,000
Executive Member – Policy Implementation	13,000
Chairman - Co-ordination Select Committee	5,000
Chairman - Select Committee on Lifelong Learning	4,250
Chairman - Select Committee on Economic & Sustainable Development	4,250
Chairman - Select Committee on Social Care	4,250
Chairman - Select Committee on Corporate and Resource Issues	4,250
Children's Champion	500
Tenant's and Leaseholders' Champion	500
Voluntary Sector Champion	500
Pensioners' Champion	500
Chairman of Licensing & Safety Committee	1,750

Chairman of Employment Committee	1,750
Chairman of Planning & Highways Committee	9,000
Vice-Chairman of Planning & Highways Committee	1,000

*Note: Only the highest Special Responsibility Allowance may be paid to a member holding more than one qualifying office – see paragraph 4 (3) of the Scheme.”*

- (ii) the Allowances Scheme be amended to provide for the payment of dependant carers allowance to meet the reasonable expenses (limited to a maximum of £50 per member per meeting) of arranging for the care of children or dependants incurred in respect of:-
- attendance at a Council/Committee meeting
  - attendance at a meeting of the Executive or any of its Committees
  - attendance at a meeting authorised by the Council/a Committee provided that Members from both political groups are invited
  - attendance at a meeting of any association of which the Council is a member
  - carrying out a statutory inspection of premises
- (iii) independent members of the Standards Committee be reimbursed their reasonable expenses incurred in connection with their attending meetings of the Committee.

**291. Office Accommodation (Item 8)**

The Director of Corporate Services presented a report on the findings of a review of the Council's town centre accommodation requirements, which had been undertaken by Vantagepoint Consultants. The Council had taken on a significant portfolio of office accommodation in the town centre when it became a unitary authority in 1998. Of the main buildings, Easthampstead House, Seymour House and Time Square were owned outright whilst Edward Elgar House and Parr House were leased. A number of new initiatives would affect the Council's future space requirements. In addition the lease on Edward Elgar House was due to end in July 2002.

The core recommendations of the Vantage Point report included

- (a) the location of the Social Services & Housing, Environment and Leisure Departments in Time Square
- (b) the relocation of the Education Department to Seymour House
- (c) the consolidation of the Corporate Services Department in Easthampstead House in the medium term.

The action plan would also establish an initial Customer Contact Centre in Time Square and would allow the Council to address the wider concept of new ways of working and implement a phased programme of reducing overall office

accommodation costs.

In parallel with this work, the offices in Parr House had recently been inspected by the fire officer, resulting in their temporary closure. The Council's archive records and the training suite had now been relocated to the Council's Central Depot and the lease on Parr House had been surrendered.

**RESOLVED** that

- (i) the action plan set out in paragraph 4.5 of the report for the Council's interim accommodation needs be endorsed;
- (ii) the action taken to surrender the lease of Parr House be endorsed;
- (iii) the Council seek to vacate Edward Elgar House upon expiry of the lease on that premises; and
- (iv) £0.123m from the Innovation Fund in the current capital program be allocated to undertake the initial phases of this work.

**292. Modernisation of Council Chamber (Item 9)**

The Director of Corporate Services advised that the introduction of executive arrangements from 22 November 2001 would lead to a requirement for the Council Chamber to accommodate a variety of different types of public meetings requiring different layouts for which the existing furniture could not be used in a satisfactory way. The report outlined proposals for replacing the existing tables in order to accommodate a wider variety of meetings, thereby improving accessibility to the Council's decision making processes.

The existing sound reinforcement equipment was now obsolete and no longer supported by its manufacturer. Consideration had been given to a replacement system using digital technology and incorporating feature such as electronic voting and camera control for audio/visual relay or for internet webcasting if required. A limited test of webcasting had been undertaken during the current cycle of meetings. Overall the quality of the web broadcasts fell short of what was desirable and it was felt that the pilot should be discontinued. A direct replacement for the existing sound reinforcement units would not allow the later development of automated camera control for web casting meetings.

**RESOLVED** that

- (i) the capital costs of modernisation of the Council Chamber (provisionally estimated at £25,500) be met from the Management & Resources Sub Committee's Innovation Fund; and
- (ii) the pilot testing of web casting meetings be discontinued.

**293. South Hill Park Trust – Governance (Item 10)**

The Committee was advised that South Hill Park Arts Centre had recently received approval from the Department of Trade and the Charities Commission for the new memorandum and articles for the Trust Board, as discussed previously by the Leisure

Services Committee. Under the new arrangements the Borough Council would make four nominations to the Trust Board. There were currently five representatives. The report sought confirmation of the Council's nominations to the newly constituted Board.

**RESOLVED** that the following members of the South Hill Park Trust Board be confirmed as the Council's nominations for the periods specified, effective from the Annual General Meeting on 14 November 2001

Cllr Mrs J D S Ryder                      to serve for 2 years (to AGM 2003)  
Cllr M W Wallace                         to serve for 2 years (to AGM 2003)

Cllr J G Finnie                             to serve for 4 years (to AGM 2005)  
Cllr J C Thompson                        to serve for 4 years (to AGM 2005)

*In accordance with Standing Order 25 Councillor Bettison declared a non pecuniary interest in this item and withdrew from the meeting during its consideration.*

#### **VICE CHAIRMAN, COUNCILLOR BIRCH, IN THE CHAIR**

#### **294. Corporate Subscription to 'Localis' 2001/2002 (Item 11)**

The Committee was advised of an invitation to become a founder member of 'Localis', a new "think tank" on local government policy which had been set up to bring business, agencies and leading local authorities together to develop new and innovative policies and ideas on local government issues.

As a founder member, the Council would receive a 50% discount on the annual subscription for the first year and would also be offered an officer seat on the board of "Localis".

**RESOLVED** that

- (i) Bracknell Forest Borough Council subscribe to Localis as a founder member in 2001/2002.
- (ii) a Director or Head of Policy Development be appointed by the Chief Executive as the officer member of the "Localis" Board to help determine the programme of work for 2001/2003.

#### **COUNCILLOR BETTISON IN THE CHAIR**

#### **295. References from Other Committees (Item 12)**

The Committee considered and determined references from committees as follows:

*Education Operations Sub Committee, 19 September 2001*

Warfield and Whitegrove Primary Schools Modular Accommodation – Additional Funding

**RESOLVED** that £41,700 be released from Section 106 funding to enable the completion of additional modular accommodation at Warfield CE and

Whitegrove Primary Schools.

*Education Committee, 19 September 2001*

Amalgamation of Sandy Lane Infant and Nursery School with Sandy Lane Junior School.

**RESOLVED** that approval be given to the capital expenditure set out in Annex A of the report in advance of the approval of next year's capital programme and also that a further £187,000 of Section 106 funds be released in respect of the amalgamation of the Sandy Lane Schools.

**296. Item Submitted for Information**

The Committee noted the following item which was submitted for information only.

- (i) Appointment of Special Strategy & Policy (Interview) Sub Committee (Item 13)

**297. Last Meeting of the Committee**

The Chairman noted that this was the final meeting of the Strategy & Policy Committee, as it would not continue under the new constitutional arrangements. He thanked all the Members and officers who had been involved in the work of the Committee in recent years and, on behalf of the Chief Executive and himself, invited those present to a short celebration to mark the end of the traditional committee system.

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

**CHAIRMAN**

**HEALTH PANEL  
11 SEPTEMBER 2001  
(7.30-9.00PM)**

**Present:** Councillors Mills (Chairman), Blatchford, Miss Haydon, McCormack  
McCracken, Mrs Shillcock and Thompson,

**Bracknell Forest Primary Care Group:** Diane Hedges & George Kassianos

**Heatherwood & Wexham Park Hospitals NHS Trust:** Colin Hayton

**Also Present:** Councillors Mrs Mattick & Turrell

**Apologies for Absence were received from:**

John Clark, Dr Roger Halliwell, Sue Hann, Joanna Sheehan

**12. Chairman's Announcements**

- At the commencement of the meeting, the Chairman invited the Panel to join him in a few moments of silent reflection in the light of breaking news concerning tragic events in the United States of America.
- The Chairman advised the Panel that Colin Hayton, the Director of Strategic Partnerships, was attending his first meeting on behalf of the Heatherwood & Wexham Park Hospitals NHS Trust and welcomed him accordingly.

**13. Minutes – 27 June 2001 (Item 4)**

**RESOLVED** that the minutes of the meeting of the Panel held on 27 June 2001 be taken as read and approved as a correct record.

Arising on the minutes, it was noted that:

- Councillor Barnard had tendered his apologies for absence for the last meeting.
- That the defibrillators had been purchased and staff training was underway.
- That the Chairman had written to the local branch of the Fire Brigades Union to refute suggestions that the provision of defibrillators undermined trained ambulance staff. A copy of his letter was circulated.

#### 14. **Skimped Hill Health Centre, Bracknell – Redevelopment Project (Item 4)**

The Panel received a report advising it of the steps being taken to consider how best to improve the facilities provided at the Skimped Hill Health Centre in the light of the continuing uncertainty over the timescale for the redevelopment of the town centre.

Diane Hedges summarised the steps being taken, stressing the importance of ensuring that there was a fully developed business case for the redevelopment and that it was complementary to other health developments within this area and the whole of East Berkshire. She answered a number of questions, and indicated that a precise timing of the opening of the new facility could not be given, but it was likely to be either 2003 or 2004.

The Chairman of the Panel stressed the importance of thinking broadly about the provision of health services through the new development and the Director of Leisure Services confirmed that the Council's Chief Executive had asked him to develop a close relationship with the project team.

In addition the Panel received a report (Item 6) on recent preliminary work on a capital investment strategy for the county which had required the Heatherwood and Wexham Park Hospitals NHS Trust to review its capital strategy.

The Panel noted that discussions with Chief Executives had identified a number of interlocking initiatives in the Trusts/PCGs at various stages of development. Together these initiatives made up key elements of a service strategy for East Berkshire which would lead to a co-ordinated capital strategy. It was stressed that the Skimped Hill redevelopment had to be viewed in the context of this.

The Chairman, on behalf of the Panel, welcomed the proposals, and indicated that the Council would endorse all feasible steps being taken to provide new facilities at Skimped Hill, including innovative approaches to enhancing the overall health and social care provision on the site.

#### 15. **Local Modernisation Review (Item 5)**

Diane Hedges briefed the Panel on the Local Modernisation Review which was to underpin the delivery of the NHS Plan. The Bracknell Primary Care Group had examined the targets in the Plan and identified five risk areas where it believed there was a likelihood that the targets contained in the Plan could not currently be met. These were:

- Emergency Admissions
- Access
- Delayed Discharges
- Workforce
- Mental Health

The Panel acknowledged that these five issues would need to be addressed in more depth to minimise the risk of not meeting the targets set. It was accepted that meeting these targets was a shared responsibility. It was agreed to consider briefly the first three issues as these were the most inter-related and amongst the points made in the course of the discussion were that:



- Prevention was better than cure.
- Funding home-based and independence-based solutions was as important as providing more nursing beds in addressing delayed discharges.
- It was often difficult to identify some of those most at risk if they were not already clients of the care services and therefore targeting of preventative measures was an issue to be addressed.
- There was a need to ensure that people who had been hospitalised were prepared to resume and cope with a normal independent life.

On behalf of the Panel, the Chairman endorsed the issues being raised that would need to be addressed jointly to ensure that, as far as possible, the risk of non-achievement of the targets was minimised.

**16. Forestcare Emergency Response Service Programme (Item 7)**

The Panel received a report providing information about the Forestcare Emergency Response Service Programme; its origins, composition and development status.

John Osborne briefed the Panel on the key aspects of the enhanced Forestcare Service and answered a number of questions arising from the report.

He indicated that a further report would be submitted to the Panel in due course on the future development of the service. In addition, it was agreed that arrangements should be made for Members of the Panel to visit the centre at an appropriate time to view it in operation.

**17. Health Improvement Modernisation Programme (Item 8)**

The Panel received a report advising it of the publication of the Health Improvement Modernisation Programme for the period 2001-2004.

Vincent Paliczka briefly outlined the work which had been undertaken to develop the Programme, adding that efforts had been made to identify tangible objectives and that all suggestions for future developments would be welcome to assist planning for the following year's Programme.

Diane Hedges added that the introduction of the word "Modernisation" into the title of the document was important and could see some change of emphasis in future years as part of the NHS modernisation.

**18. Activate Health Scheme (Item 9)**

The Panel received a report providing an update on the Activate Health Scheme, a partnership between the Bracknell Primary Care Group and Bracknell Forest Borough Council.

The Panel's attention was drawn to the fact that the additional funding had actually been provided by the Bracknell Primary Care Group rather than the Health Authority as stated in the newsletter which had been circulated to interested practitioners.

A question was raised regarding possible anomalies which had arisen in relation to the services offered to people living in the Borough of Bracknell Forest but outside the Bracknell Primary Care Group's area. Vincent Paliczka confirmed that residents in nearby Windsor and Maidenhead had access to a GP Referral Scheme operated by that Council. Diane Hedges undertook to look into any specific cases that might be raised to see what action could be taken in conjunction with the adjoining Primary Care Trust.

19. **Bracknell Primary Care Group – Proposal To Seek Primary Care Trust Status (Item 10)**

The Panel received a further report updating it on the Bracknell Primary Care Group's bid for "Trust" status.

Although a decision was still awaited, the Primary Care Group remained optimistic that a positive response would be forthcoming.

20. **Date of Next Meeting (Item 11)**

The Panel was reminded that its next meeting would be at 7.30pm on Thursday 15 November 2001.

**ACCESS ADVISORY SUB COMMITTEE  
19 SEPTEMBER 2001**

Present: Councillor Harrison (Chairman)  
Councillor Finney  
Ms H Hart (Berkshire Multiple Sclerosis Society)  
Mr G McMoneagle (Bracknell Users Group)  
Mr N Jones (British Polio Fellowship)  
Mr P Fox (Mencap)

Apologies for absence were received from:  
Councillor Mrs Clifford  
Councillor Miss Haydon  
Mrs B Thompson (Arthritis Care)  
Mr M Jackley (Berkshire County Blind Society)  
Mrs V Ashby (Bracknell Carers Group)  
Mr F Rule (Keep Mobile County Doors)  
Mr R Edwards (Property Adaptations Specialist)  
Mr T Barker (Forestline Community Transport)  
Ms C Dann (Bracknell Users Group)

**11. Minutes**

**RESOLVED** that the minutes of the meeting of the Access and Advisory Sub Committee held on 20 June 2001 be approved as a correct record and signed by the Chairman.

**12. Annual Report of the Access Officer (Item 1)**

The Access Officer presented her annual report, describing the work undertaken during 2000/01 and identifying projects for the current year. The main areas of work undertaken in 2000/01 had included:

- Advising Council staff on access issues, including promoting awareness of legislative requirements.
- Responding to requests for assistance from members of the public and advising on the allocation of the £50,000 Mobility Schemes budget for works such as dropped kerbs and access to Priestwood, Harmanswater and Great Hollands neighbourhood shopping areas.
- Commencing the programme of access audits
- Participation in the Fair Access Working Group – a corporate group developing a service led policy to ensure access to Borough Council services for all the community.

- Working with the Trading Standards Division on promoting accessible taxis.
- Developing funding criteria for community transport grants and working with Forestline and Keep Mobile to agree service level agreements.

In the current year in addition to the core business of the Access Officer the work programme would include

- Training for Development Control Officers on access awareness and developing use of an access checklist when assessing planning applications.
- Continuation of the programme of access audits – further buildings to be audited this year were mostly smaller buildings, together with follow up on the recommendations from completed audit reports within departments.
- Implementing the Fair Access Working Group’s action plan within Planning and Transportation.
- Community transport coordination, assessing transport needs across the Borough and liaising with Council departments on transport provision.
- Working with other Berkshire Unitaries to develop a “designing for accessibility” website to give wider access to the revised design guide on accessibility.

The Access Officer answered the Sub Committees questions on the report.

**RESOLVED** that

- (i) The work of the Access Officer completed in 2000/01 be noted;
- (ii) The proposed work programme for 2001/02, as set out in the report, be supported;
- (iii) The Access Officer be thanked for the very valuable work she has carried out during the year.

**13. Access Audit of Countryside Sites and Rights of Way Network (Item 2)**

The Sub Committee received a report on the findings and recommendations of the Access Audit for Public Rights of Way and Recreational Sites. The audit had arisen from a consultation exercise undertaken by members, and their organisations, represented on the Sub Committee in November 2000, and took forward a proposal from the Council’s Rights of Way Strategy 2000-2002 to improve access for disabled people.

The main findings of the audit concluded that the condition and diversity of paths and sites in the Borough were considered very good but, specific to access for disabled people, there was room for improvement particularly in signage, information and physical access. A start had been made on installing user friendly gates and removing gates, steps and other obstacles where these were not necessary. Work was also underway on an information leaflet for the public on accessible paths and sites. The report would be discussed with each Parish and Town Council to identify further progress the improvements identified by the audit.

The Sub Committee welcomed the proposed actions described in the report and particularly welcomed the dedicated leaflet on accessible paths and countryside sites.

#### 14. **Access Audit Update**

The Sub Committee received a report on progress with the Borough Council's Access Audit Programme for 2000/01 and on the audits to commence for 2001/02. The Sub Committee was aware that the Disability Discrimination Act 1995 was being phased in over a nine year period. The final part of the Act would be introduced on 1 October 2004; this required service providers to make "reasonable adjustments" in relation to physical barriers to access. The Borough Council was currently undertaking a programme of access audits to identify the improvements that could be made to buildings and services for disabled people. Seven buildings have been audited so far:

- Easthampstead House
- Bracknell Central Library
- Harmanswater Library
- Crowthorne Library
- Edgbarrow Sports Centre
- Sandhurst Sports Centre
- The Look Out

The Borough Council was now assessing the recommendations identified within the reports to prioritise them for action. It was hoped that, subject to resources and other priorities, it would be possible to commence implementation of some of the recommendations in the next financial year.

Further audits were to be completed of all buildings managed by the Borough Council which were open to the public. Overall the audit programme represented a significant piece of work for the Council, enabling it to fully assess the actions required to meet its obligations under the Disability Discrimination Act. The primary objective was to meet the Council's statutory obligations but also to ensure ease of access and maximisation of public usage of services.

It was noted that the Disability Discrimination Act applied to all organisations providing a service. The Disability Rights Commission had been established in April 2000 to raise awareness and ensure preparations were made for compliance by 2004. The Commission had power to pursue cases on behalf of individuals.

It was agreed that the report be noted.

#### 15. **Round Table Discussion**

The Chairman invited members of the Sub Committee to raise matters for discussion. The following points were discussed:

- i) The invitation to Councillors to visit the Bracknell Resource and Opportunities Centre (BROC) was reiterated.

- ii) The Sub Committee was advised that young people in the Crown Wood area had organised a petition regarding the need for a hard play area for mixed-use, wheelchair accessible activities. The petition had apparently been prepared for submission to the Town Council. It was agreed that the contact details would be passed to the Access Officer for investigation.
  
- iii) It was noted that the wheelchair accessible WC facility in the High Street car park had been vandalised. It appeared that access to Radar keys was being abused by some individuals. The Council would now lock the facility in the car park when the car park was closed (with a device other than a Radar key). At the moment Radar keys were given out free of charge by the Council but, unfortunately, this situation would be subject to review if the facilities continued to be abused.
  
- iv) Members of the Sub Committee discussed the availability of disability parking bays and abuses of the blue badge scheme. The British Polio Fellowship had introduced a "bay watch" project to monitor this situation. It was felt that car parking for disabled people in Bracknell town centre was limited. A particular issue was raised concerning Princess Square car park where, although the provision on disability parking bays was adequate, it was suggested that the proprietors might reconsider the number of bays available on level 1 as opposed to higher levels. The Access Officer agreed to discuss this with the proprietors.
  
- v) Use of the railway service from Bracknell Station was being hampered by their being no guarantee staff presence to assist disabled people with boarding and alighting trains. It was noted that the Council had pursued this matter previously but the Access Officer agreed to make contact with the Access Manager from Railtrack to discuss the situation further.

The meeting commenced at 7.30 pm  
and concluded at 8.55 pm.

**CHAIRMAN**

**MANAGEMENT AND RESOURCES SUB COMMITTEE  
26 SEPTEMBER 2001**

Present: Councillors Sargeant (Chairman), Adams, Finnie, Ms Henfrey, Piasecki, Mrs Pile and Wallace

Apologies for absence were received from:  
Councillors Bettison, Edger and Glasson

**23. Substitute Members**

The Sub Committee noted the attendance of the following substitute members under Standing Order 38:

Councillor Adams for Councillor Glasson  
Councillor Ms Henfrey for Councillor Bettison

**24. Minutes**

**RESOLVED** that the minutes of the meeting of the Sub Committee held on 11 June 2001 be approved as a correct record and signed by the Chairman.

**25. Voluntary Grants Panel**

**RESOLVED** that the minutes of the meeting of the Voluntary Grants Panel held on 12 September 2001 be received and the recommendation in Minute 7 (Grants to Voluntary Bodies) be adopted.

**26. Local Joint Committee**

**RESOLVED** that the minutes of the meeting of the Local Joint Committee held on 27 September 2001 be received.

**27. Quarterly Operations Report (Item 1)**

The Director of Corporate Services submitted the Quarterly Operations Report, which detailed to the Sub Committee the activities of Corporate Services for the period ending 30 June 2001. The Director highlighted progress with the implementation of the Information and Communications Technology Strategy, including the e-government initiative. In relation to this the Sub Committee was advised that 29.6% of services were already available on line against a government target of 25% by 2002.

Also highlighted to the Sub Committee was the Best Value Inspector's conclusion that the Legal Services Section was a "good service" and "likely to improve", which

would represent a top quartile rating overall. The Director answered questions on the report from members of the Sub Committee.

**RESOLVED** that the Quarterly Operations Report of the Director of Corporate Services, detailing the activities and performance of Corporate Services for the period to 30 June 2001, be received.

**28. Statement of Accounts 2000/2001 (Item 2)**

The Council's statement of accounts for 2000/2001 were submitted to the Sub Committee for approval. It was reported to the Sub Committee that the Council's total net expenditure for 2000/2001 stood at £85.16 million. Details of actual out-turn and projected out-turn were reported for each service committee.

The Sub Committee noted that where there were known liabilities, provision may be made in the Council's balances for such liabilities. Accordingly, the Sub Committee gave its approval to such provisions, totalling £0.414 million, for the maintenance of 'Section 106' land. The Sub Committee also gave its approval to earmarked balances totalling £5.360 million, which included a decrease of £0.399 million compared to the figure at 31 March 2000. As a result of this the general reserve balances at 31 March 2001 stood at £13.7 million, compared to £15.4 million a year earlier.

**RESOLVED** that

- (i) the statement of accounts for the year 2000/2001 be approved; and
- (ii) the out-turn expenditure for the year be noted and the provisions (£0.414m) and earmarked balances (£5.360m) be approved.

**29. Best Value Review of Finance and Mainframe Replacement – Interim Report (Item 3)**

The Director of Corporate Services submitted a report to the Sub Committee on two related issues: the Best Value Review of the Finance Section and the replacement of the financial information and management systems on the mainframe computer. In terms of the former, the Sub Committee noted that the Best Value Review of Finance had commenced in January 2001, with a review team of senior managers from all departments. The Sub Committee noted the progress to date, including compilation of a 'challenge' questionnaire, and that the final review report would be completed in January 2002.

With regard to the replacement of the Council's financial information and management system, the Sub Committee noted that following an advertisement 17 companies had expressed an interest in the contract. Following an evaluation, the Sub Committee agreed to invite six of these to tender. It was reported that as part of the evaluation of the tenders, companies would be asked to provide detailed demonstrations of their products. Owing to the time required for these demonstrations, it was agreed that several companies would be eliminated on the basis of their tender submission, but no fewer than two companies would be required to demonstrate their product.



**RESOLVED** that

- (i) progress made with the Best Value Review of finance and the revised date of the final report (January 2002) be noted;
- (ii) the companies listed in Appendix E to Item 3 of the agenda be invited to tender for the replacement of the Council's financial information and management systems; and
- (iii) authority be delegated to the Director of Corporate Services to short-list at least two companies for the final short list of potential financial and management information suppliers.

**30. Action Plan to Promote Fair Access to Services (Item 4)**

The Sub Committee was advised of the provisions under the Race Relations (Amendment) Act 2000, including the powers of the Commission for Racial Equality to issue statutory Codes of Practice, and the Council's aim to achieve Level 1 of the Commission for Racial Equality's standards. In order to achieve Level 1, each service committee would need to consider and approve a Fair Access Action Plan outlining the service delivery requirements for their activities. To this end an Action Plan was submitted, which set out objectives, targets, cost and performance measures. Following consideration of the proposed actions, the Sub Committee gave the Plan its approval.

**RESOLVED** that the Corporate Services Fair Access Plan, as set out in Appendix A to item 4 of the agenda, be approved.

**31. Future of the Youth Training Centre (Item 5)**

In March 2001 in the light of a predicted shortfall in funding from the Learning & Skills Council the Sub Committee had approved a restructuring of the Youth Training Centre. The Sub Committee has also been advised at that time of doubts about the long-term viability of the Centre.

A report was submitted to the Sub Committee which stated that the Learning & Skills Council had promoted a different approach to post-16 training and the Adult Learning Inspectorate had carried out an inspection of the Council's Training Centre in April 2001, which had highlighted a number of concerns. As a result of these and other factors, the Sub Committee agreed that the Council would cease to operate as a Managing Agent for youth training. The Sub Committee was advised that this would not directly affect those young people currently on the scheme as they would continue in their placements, but they would now receive 'key skills' and other direct training from a new Managing Agent. One member of staff, whose work related directly to youth training, was now declared redundant.

**RESOLVED** that

- (i) the Council cease to operate as a Managing Agent for Youth Training with immediate effect and continue discussions with the Learning & Skills Council to transfer responsibility to another suitable agent; and

- (ii) Post CMT003 be deleted from the establishment and the post holder be declared redundant in accordance with the terms set out in the Appendix to item 5 of the agenda and the costs identified be met from the Structural Changes Fund.

**32. Business Rates Discretionary Charity Rate Relief (Item 6)**

The Sub Committee considered two new applications from organisations seeking a further 20% discretionary relief from business rates, which might be granted where a property was occupied by a charity or another not-for-profit organisation, who would receive 80% relief in any event. The Sub Committee considered the details in relation to the applications and concluded that they met the established criteria for receiving discretionary relief and granting relief would be consistent with the Sub Committee's decisions in January 2001, when a periodic review of all applications took place.

**RESOLVED** that consistent with the decisions made by the Sub Committee on 31 January 2001, when the periodic review of all applications for discretionary rate relief took place, 20% discretionary relief from business rates be granted to Bracknell Users Group and the Lions Club of Wokingham until 31 March 2004.

**33. Review of Market Premium Payments (Item 7)**

*The Director of Corporate Services declared a pecuniary interest in this item and withdrew from the meeting during its consideration.*

In line with Council policy, the Sub Committee reviewed the market premium payments to the Group Accountant posts and the Youth Support Team Manager. In relation to the former, the Sub Committee noted the information submitted on salaries paid by neighbouring authorities. In view of this and the on-going need to maintain differentials with Principal Accountants, a continuation of the premium for Group Accountants was agreed. With regard to the Youth Support Team Manager post, although there was no direct comparative information available, the Sub Committee agreed to continue this premium on the basis that the recruitment situation had not changed significantly to justify any change.

**RESOLVED** that

- (i) the posts of Group Accountant continue to receive a 15% market premium; and
- (ii) the posts of Youth Support Team Manager continue to receive a 10% market premium.

**34. Items Submitted for Information**

The Sub Committee noted the following items submitted for information only:

Internal Audit Assurance Report April 2001 – August 2001 (Item 8)  
Annual Review of the Corporate Complaints Procedure (Item 9)  
Recruitment and Workforce Composition (Item 10)

Audit Commission Publications (Item 11)

The meeting commenced at 7.30 pm and concluded at 9.30 pm

**CHAIRMAN**

This page is intentionally left blank

**COUNCIL  
21 NOVEMBER 2001**

---

**CALCULATION OF COUNCIL TAX BASE – 2002/2003  
(Director of Corporate Services - Finance)**

**1 INTRODUCTION**

- 1.1 Section 35 of the Local Government Finance Act 1992 requires the Council to consider and approve the calculation of the Council Tax Base which has to be calculated in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 and subsequent amendments.

**2 RECOMMENDATIONS**

- 2.1 That the report of the Borough Finance Officer, for the calculation of the Council's Tax Base for the year 2002/2003, be approved.
- 2.2 That pursuant to the Borough Finance Officer's report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amount calculated by the Bracknell Forest Borough Council as its Council Tax Base and for each parish for the year 2002/2003 shall be as follows:-

Binfield	3,210
Bracknell	17,230
Crowthorne	2,390
Sandhurst	7,810
Warfield	4,250
Winkfield	6,320
Bracknell Forest	41,210

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

Borough Solicitor

- 3.1 The relevant statutory provisions relating to the banding and setting of Council Tax rates have been incorporated in to the main body of this report.

Borough Finance Officer

- 3.2 The tax base is required to calculate the relevant Council Tax per property.

## 4 SUPPORTING INFORMATION

- 4.1 The Council is required under paragraph 4 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 to classify all dwellings in the Borough into the appropriate category of Bands A to H, according to their valuation. It must then apply the stated percentages to calculate the “relevant amount”, i.e. the number of Band D equivalent properties for 2002/2003, for each valuation band.
- 4.2 Paragraph 3 of these regulations then require the Council to multiply the “relevant amount” by the assumed collection rate, to ascertain the Council Tax Base for the year. The collection rate makes allowance for both new properties and general losses such as additional discounts and exemptions, as described below.

### New Properties

- 4.3 Information gathered from various sources indicates that the following allowances should be made for new properties occupied during the period from 16 October 2001 to 31 March 2003, equating to full year band “D” equivalents:-

Binfield	19.2
Bracknell	63.9
Crowthorne	13.8
Sandhurst	29.8
Warfield	94.6
Winkfield	<u>41.5</u>
	<u>262.8</u>
Total	

### General Losses

- 4.4 An allowance of 0.85% has been provided for losses due to additional discounts and exemptions, empty properties (voids), valuation appeals, absconds and bankruptcies. This is a value judgement based on past experience of Council Tax collection together with management information, which shows a gradual increase in the number of properties occupied by a single person and which attract a 25% discount. The anticipated tax yield for the 2002/2003 financial year is therefore 99.15%. This compares extremely favourably with collection rates both locally and nationally. Comparison with other local authorities through a recent bench-marking exercise has revealed that the average is 97.8%.
- 4.5 Appended to this paper are the calculations in accordance with the Local Government Finance Act 1992 and Regulations for each parish within Bracknell Forest Borough Council. Lines 1 to 14 show the calculation of the “relevant amounts” with allowances for general losses and new properties being in lines 15 and 16. These calculations give the following Tax Base for 2002/2003 for each parish and hence the total for Bracknell Forest Borough Council. The Tax Base for the current year, 2001/2002, is shown for comparative purposes.

	<b>Tax Base 2001/2002</b>	<b>Tax Base 2002/2003</b>
Binfield	3,180	3,210
Bracknell	17,260	17,230
Crowthorne	2,380	2,390
Sandhurst	7,780	7,810
Warfield	4,140	4,250
Winkfield	6,300	6,320
	<hr/>	<hr/>
	41,040	41,210
	<hr/>	<hr/>

Background Papers

Working papers.

Contact for further information

Keith Woodman - Extension 2096

Revenue Services

Doc. Ref

C/21.11.2001/KMW/06.11.2001

This page is intentionally left blank



## Calculation of 2002/03 Council Taxbase

### ALL PARISHES

### COUNCIL TAX - VALUATION BANDS

	Band A with disabled reduction	A	B	C	D	E	F	G	H	TOTAL	
<b>1</b>	Total number of dwellings on valuation list as at 16 October 2001	0	1,599	3,877	16,396	7,873	7,282	4,290	1,927	225	43,469
<b>2</b>	Number of dwellings on valuation list exempt on 1 November 2001	0	76	151	466	110	166	62	30	26	1,087
<b>3</b>	Number of demolished dwellings on 1 November 2001	0	0	1	3	2	5	3	1	1	16
<b>4</b>	Number of chargeable dwellings on 1 November 2001 (lines 1-2-3)	<b>0</b>	<b>1,523</b>	<b>3,725</b>	<b>15,927</b>	<b>7,761</b>	<b>7,111</b>	<b>4,225</b>	<b>1,896</b>	<b>198</b>	<b>42,366</b>
<b>5</b>	Number of chargeable dwellings in line 4 subject to disabled reduction on 1 November 2001	0	8	13	63	41	39	20	13	6	203
<b>6</b>	Number of dwellings effectively subject to council tax for this band by virtue of disabled reduction	8	13	63	41	39	20	13	6	0	203
<b>7</b>	Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	<b>8</b>	<b>1,528</b>	<b>3,775</b>	<b>15,905</b>	<b>7,759</b>	<b>7,092</b>	<b>4,218</b>	<b>1,889</b>	<b>192</b>	<b>42,366</b>
<b>8</b>	Number of dwellings in line 7 entitled to a 25% discount on 1 November 2001	0	780	2,368	5,362	2,004	1,268	431	153	17	12,383
<b>9</b>	Number of dwellings in line 7 entitled to a 50% discount on 1 November 2001	0	46	107	198	95	96	57	44	31	674
<b>10</b>	Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	8	702	1,300	10,345	5,660	5,728	3,730	1,692	144	29,309
<b>11</b>	Total equivalent number of dwellings after discounts, exemptions and disabled reduction [(line 8 x 0.75)+(line 9 x 0.5)+line10]	<b>8.00</b>	<b>1,310.00</b>	<b>3,129.50</b>	<b>14,465.50</b>	<b>7,210.50</b>	<b>6,727.00</b>	<b>4,081.75</b>	<b>1,828.75</b>	<b>172.25</b>	<b>38,933.25</b>
<b>12</b>	Ratio to Band D	5/9ths	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
<b>13</b>	Number of Band D Equivalents (line 11 x line 12)	<b>4.44</b>	<b>873.33</b>	<b>2,434.06</b>	<b>12,858.22</b>	<b>7,210.50</b>	<b>8,221.89</b>	<b>5,895.86</b>	<b>3,047.92</b>	<b>344.50</b>	<b>40890.7</b>
<b>14</b>	Number of band D equivalents of contributions in lieu from M.O.D.										<b>404.1</b>
<b>15</b>	Allowance for losses on collection (absconds, bankruptcy, and voids)										<b>-347.6</b>
<b>16</b>	Allowance for new properties										<b>262.80</b>
<b>17</b>	<b>Taxbase for 2002/03</b>										<b>41,210.00</b>

This page is intentionally left blank

## Calculation of 2002/03 Council Taxbase

### ALL PARISHES

### COUNCIL TAX - VALUATION BANDS

	Band A with disabled reduction	A	B	C	D	E	F	G	H	TOTAL	
<b>1</b>	Total number of dwellings on valuation list as at 16 October 2001	0	1,599	3,877	16,396	7,873	7,282	4,290	1,927	225	<b>43,469</b>
<b>2</b>	Number of dwellings on valuation list exempt on 1 November 2001	0	76	151	466	110	166	62	30	26	<b>1,087</b>
<b>3</b>	Number of demolished dwellings on 1 November 2001	0	0	1	3	2	5	3	1	1	<b>16</b>
<b>4</b>	Number of chargeable dwellings on 1 November 2001 (lines 1-2-3)	<b>0</b>	<b>1,523</b>	<b>3,725</b>	<b>15,927</b>	<b>7,761</b>	<b>7,111</b>	<b>4,225</b>	<b>1,896</b>	<b>198</b>	<b>42,366</b>
<b>5</b>	Number of chargeable dwellings in line 4 subject to disabled reduction on 1 November 2001	0	8	13	63	41	39	20	13	6	<b>203</b>
<b>6</b>	Number of dwellings effectively subject to council tax for this band by virtue of disabled reduction	8	13	63	41	39	20	13	6	0	<b>203</b>
<b>7</b>	Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	<b>8</b>	<b>1,528</b>	<b>3,775</b>	<b>15,905</b>	<b>7,759</b>	<b>7,092</b>	<b>4,218</b>	<b>1,889</b>	<b>192</b>	<b>42,366</b>
<b>8</b>	Number of dwellings in line 7 entitled to a 25% discount on 1 November 2001	0	780	2,368	5,362	2,004	1,268	431	153	17	<b>12,383</b>
<b>9</b>	Number of dwellings in line 7 entitled to a 50% discount on 1 November 2001	0	46	107	198	95	96	57	44	31	<b>674</b>
<b>10</b>	Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	8	702	1,300	10,345	5,660	5,728	3,730	1,692	144	<b>29,309</b>
<b>11</b>	Total equivalent number of dwellings after discounts, exemptions and disabled reduction [(line 8 x 0.75)+(line 9 x 0.5)+line10]	<b>8.00</b>	<b>1,310.00</b>	<b>3,129.50</b>	<b>14,465.50</b>	<b>7,210.50</b>	<b>6,727.00</b>	<b>4,081.75</b>	<b>1,828.75</b>	<b>172.25</b>	<b>38,933.25</b>
<b>12</b>	Ratio to Band D	5/9ths	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
<b>13</b>	Number of Band D Equivalents (line 11 x line 12)	<b>4.44</b>	<b>873.33</b>	<b>2,434.06</b>	<b>12,858.22</b>	<b>7,210.50</b>	<b>8,221.89</b>	<b>5,895.86</b>	<b>3,047.92</b>	<b>344.50</b>	<b>40890.7</b>
<b>14</b>	Number of band D equivalents of contributions in lieu from M.O.D.										<b>404.1</b>
<b>15</b>	Allowance for losses on collection (absconds, bankruptcy, and voids)										<b>-347.6</b>
<b>16</b>	Allowance for new properties										<b>262.80</b>
<b>17</b>	<b>Taxbase for 2002/03</b>										<b>41,210.00</b>

This page is intentionally left blank

## Calculation of 2002/03 Council Taxbase

### BINFIELD

### COUNCIL TAX - VALUATION BANDS

	Band A with disabled reduction	A	B	C	D	E	F	G	H	TOTAL	
<b>1</b>	Total number of dwellings on valuation list as at 16 October 2001	0	37	127	485	701	653	580	351	30	<b>2,964</b>
<b>2</b>	Number of dwellings on valuation list exempt on 1 November 2001	0	6	7	22	11	3	6	3	4	<b>62</b>
<b>3</b>	Number of demolished dwellings on 1 November 2001	0	0	0	0	0	1	2	0	1	<b>4</b>
<b>4</b>	Number of chargeable dwellings on 1 November 2001 (lines 1-2-3)	<b>0</b>	<b>31</b>	<b>120</b>	<b>463</b>	<b>690</b>	<b>649</b>	<b>572</b>	<b>348</b>	<b>25</b>	<b>2,898</b>
<b>5</b>	Number of chargeable dwellings in line 4 subject to disabled reduction on 1 November 2001	0	0	0	1	3	3	2	1	1	<b>11</b>
<b>6</b>	Number of dwellings effectively subject to council tax for this band by virtue of disabled reduction	0	0	1	3	3	2	1	1	0	<b>11</b>
<b>7</b>	Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	<b>0</b>	<b>31</b>	<b>121</b>	<b>465</b>	<b>690</b>	<b>648</b>	<b>571</b>	<b>348</b>	<b>24</b>	<b>2,898</b>
<b>8</b>	Number of dwellings in line 7 entitled to a 25% discount on 1 November 2001	0	12	83	227	252	139	54	29	8	<b>804</b>
<b>9</b>	Number of dwellings in line 7 entitled to a 50% discount on 1 November 2001	0	8	6	14	7	9	6	9	3	<b>62</b>
<b>10</b>	Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	0	11	32	224	431	500	511	310	13	<b>2,032</b>
<b>11</b>	Total equivalent number of dwellings after discounts, exemptions and disabled reduction [(line 8 x 0.75)+(line 9 x 0.5)+line10]	<b>0.00</b>	<b>24.00</b>	<b>97.25</b>	<b>401.25</b>	<b>623.50</b>	<b>608.75</b>	<b>554.50</b>	<b>336.25</b>	<b>20.50</b>	<b>2,666.00</b>
<b>12</b>	Ratio to Band D	5/9ths	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
<b>13</b>	Number of Band D Equivalents (line 11 x line 12)	<b>0.00</b>	<b>16.00</b>	<b>75.64</b>	<b>356.67</b>	<b>623.50</b>	<b>744.03</b>	<b>800.94</b>	<b>560.42</b>	<b>41.00</b>	<b>3218.2</b>
<b>14</b>	Number of band D equivalents of contributions in lieu from M.O.D.										<b>0.0</b>
<b>15</b>	Allowance for losses on collection (absconds, bankruptcy, and voids)										<b>-27.4</b>
<b>16</b>	Allowance for new properties										<b>19.20</b>
<b>17</b>	<b>Taxbase for 2002/03</b>										<b>3,210.00</b>

This page is intentionally left blank

## Calculation of 2002/03 Council Taxbase

### BRACKNELL

### COUNCIL TAX - VALUATION BANDS

	Band A with disabled reduction	A	B	C	D	E	F	G	H	TOTAL	
<b>1</b>	Total number of dwellings on valuation list as at 16 October 2001	0	648	2,812	11,491	2,683	1,913	686	180	10	<b>20,423</b>
<b>2</b>	Number of dwellings on valuation list exempt on 1 November 2001	0	42	108	126	50	111	33	6	4	<b>480</b>
<b>3</b>	Number of demolished dwellings on 1 November 2001	0	0	0	0	2	0	0	0	0	<b>2</b>
<b>4</b>	Number of chargeable dwellings on 1 November 2001 (lines 1-2-3)	<b>0</b>	<b>606</b>	<b>2,704</b>	<b>11,365</b>	<b>2,631</b>	<b>1,802</b>	<b>653</b>	<b>174</b>	<b>6</b>	<b>19,941</b>
<b>5</b>	Number of chargeable dwellings in line 4 subject to disabled reduction on 1 November 2001	0	0	10	54	25	14	5	1	2	<b>111</b>
<b>6</b>	Number of dwellings effectively subject to council tax for this band by virtue of disabled reduction	0	10	54	25	14	5	1	2	0	<b>111</b>
<b>7</b>	Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	<b>0</b>	<b>616</b>	<b>2,748</b>	<b>11,336</b>	<b>2,620</b>	<b>1,793</b>	<b>649</b>	<b>175</b>	<b>4</b>	<b>19,941</b>
<b>8</b>	Number of dwellings in line 7 entitled to a 25% discount on 1 November 2001	0	389	1,751	3,439	523	260	69	23	0	<b>6,454</b>
<b>9</b>	Number of dwellings in line 7 entitled to a 50% discount on 1 November 2001	0	16	68	92	28	11	6	4	2	<b>227</b>
<b>10</b>	Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	0	211	929	7,805	2,069	1,522	574	148	2	<b>13,260</b>
<b>11</b>	Total equivalent number of dwellings after discounts, exemptions and disabled reduction [(line 8 x 0.75)+(line 9 x 0.5)+line10]	<b>0.00</b>	<b>510.75</b>	<b>2,276.25</b>	<b>10,430.25</b>	<b>2,475.25</b>	<b>1,722.50</b>	<b>628.75</b>	<b>167.25</b>	<b>3.00</b>	<b>18,214.00</b>
<b>12</b>	Ratio to Band D	5/9ths	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
<b>13</b>	Number of Band D Equivalents (line 11 x line 12)	<b>0.00</b>	<b>340.50</b>	<b>1,770.42</b>	<b>9,271.33</b>	<b>2,475.25</b>	<b>2,105.28</b>	<b>908.19</b>	<b>278.75</b>	<b>6.00</b>	<b>17155.7</b>
<b>14</b>	Number of band D equivalents of contributions in lieu from M.O.D.										<b>156.2</b>
<b>15</b>	Allowance for losses on collection (absconds, bankruptcy, and voids)										<b>-145.8</b>
<b>16</b>	Allowance for new properties										<b>63.90</b>
<b>17</b>	<b>Taxbase for 2002/03</b>										<b>17,230.00</b>

This page is intentionally left blank



## Calculation of 2002/03 Council Taxbase

### CROWTHORNE

### COUNCIL TAX - VALUATION BANDS

	Band A with disabled reduction	A	B	C	D	E	F	G	H	TOTAL	
<b>1</b>	Total number of dwellings on valuation list as at 16 October 2001	0	37	105	569	413	516	386	223	22	2,271
<b>2</b>	Number of dwellings on valuation list exempt on 1 November 2001	0	4	4	12	5	11	0	3	1	40
<b>3</b>	Number of demolished dwellings on 1 November 2001	0	0	0	0	0	1	0	0	0	1
<b>4</b>	Number of chargeable dwellings on 1 November 2001 (lines 1-2-3)	0	33	101	557	408	504	386	220	21	2,230
<b>5</b>	Number of chargeable dwellings in line 4 subject to disabled reduction on 1 November 2001	0	1	0	1	2	4	1	4	0	13
<b>6</b>	Number of dwellings effectively subject to council tax for this band by virtue of disabled reduction	1	0	1	2	4	1	4	0	0	13
<b>7</b>	Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	1	32	102	558	410	501	389	216	21	2,230
<b>8</b>	Number of dwellings in line 7 entitled to a 25% discount on 1 November 2001	0	22	48	239	157	110	36	8	0	620
<b>9</b>	Number of dwellings in line 7 entitled to a 50% discount on 1 November 2001	0	6	4	21	7	5	4	5	5	57
<b>10</b>	Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	1	4	50	298	246	386	349	203	16	1,553
<b>11</b>	Total equivalent number of dwellings after discounts, exemptions and disabled reduction [(line 8 x 0.75)+(line 9 x 0.5)+line10]	1.00	23.50	88.00	487.75	367.25	471.00	378.00	211.50	18.50	2,046.50
<b>12</b>	Ratio to Band D	5/9ths	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
<b>13</b>	Number of Band D Equivalents (line 11 x line 12)	0.56	15.67	68.44	433.56	367.25	575.67	546.00	352.50	37.00	2396.6
<b>14</b>	Number of band D equivalents of contributions in lieu from M.O.D.										0.0
<b>15</b>	Allowance for losses on collection (absconds, bankruptcy, and voids)										-20.4
<b>16</b>	Allowance for new properties										13.80
<b>17</b>	<b>Taxbase for 2002/03</b>										<b>2,390.00</b>

This page is intentionally left blank

## Calculation of 2002/03 Council Taxbase

### SANDHURST

### COUNCIL TAX - VALUATION BANDS

	Band A with disabled reduction	A	B	C	D	E	F	G	H	TOTAL	
<b>1</b>	Total number of dwellings on valuation list as at 16 October 2001	0	103	492	2,063	1,788	1,933	952	345	22	<b>7,698</b>
<b>2</b>	Number of dwellings on valuation list exempt on 1 November 2001	0	10	26	271	12	13	8	4	15	<b>359</b>
<b>3</b>	Number of demolished dwellings on 1 November 2001	0	0	1	0	0	2	0	0	0	<b>3</b>
<b>4</b>	Number of chargeable dwellings on 1 November 2001 (lines 1-2-3)	<b>0</b>	<b>93</b>	<b>465</b>	<b>1,792</b>	<b>1,776</b>	<b>1,918</b>	<b>944</b>	<b>341</b>	<b>7</b>	<b>7,336</b>
<b>5</b>	Number of chargeable dwellings in line 4 subject to disabled reduction on 1 November 2001	0	1	3	3	5	10	7	5	1	<b>35</b>
<b>6</b>	Number of dwellings effectively subject to council tax for this band by virtue of disabled reduction	1	3	3	5	10	7	5	1	0	<b>35</b>
<b>7</b>	Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	<b>1</b>	<b>95</b>	<b>465</b>	<b>1,794</b>	<b>1,781</b>	<b>1,915</b>	<b>942</b>	<b>337</b>	<b>6</b>	<b>7,336</b>
<b>8</b>	Number of dwellings in line 7 entitled to a 25% discount on 1 November 2001	0	57	278	666	399	295	87	20	0	<b>1,802</b>
<b>9</b>	Number of dwellings in line 7 entitled to a 50% discount on 1 November 2001	0	4	7	18	13	10	9	7	1	<b>69</b>
<b>10</b>	Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	1	34	180	1,110	1,369	1,610	846	310	5	<b>5,465</b>
<b>11</b>	Total equivalent number of dwellings after discounts, exemptions and disabled reduction [(line 8 x 0.75)+(line 9 x 0.5)+line10]	<b>1.00</b>	<b>78.75</b>	<b>392.00</b>	<b>1,618.50</b>	<b>1,674.75</b>	<b>1,836.25</b>	<b>915.75</b>	<b>328.50</b>	<b>5.50</b>	<b>6,851.00</b>
<b>12</b>	Ratio to Band D	5/9ths	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
<b>13</b>	Number of Band D Equivalents (line 11 x line 12)	<b>0.56</b>	<b>52.50</b>	<b>304.89</b>	<b>1,438.67</b>	<b>1,674.75</b>	<b>2,244.31</b>	<b>1,322.75</b>	<b>547.50</b>	<b>11.00</b>	<b>7596.9</b>
<b>14</b>	Number of band D equivalents of contributions in lieu from M.O.D.										<b>247.9</b>
<b>15</b>	Allowance for losses on collection (absconds, bankruptcy, and voids)										<b>-64.6</b>
<b>16</b>	Allowance for new properties										<b>29.80</b>
<b>17</b>	<b>Taxbase for 2002/03</b>										<b>7,810.00</b>

This page is intentionally left blank

## Calculation of 2002/03 Council Taxbase

### WARFIELD

### COUNCIL TAX - VALUATION BANDS

	Band A with disabled reduction	A	B	C	D	E	F	G	H	TOTAL	
<b>1</b>	Total number of dwellings on valuation list as at 16 October 2001	0	412	5	468	709	797	945	434	29	<b>3,799</b>
<b>2</b>	Number of dwellings on valuation list exempt on 1 November 2001	0	9	0	13	12	7	8	5	0	<b>54</b>
<b>3</b>	Number of demolished dwellings on 1 November 2001	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>4</b>	Number of chargeable dwellings on 1 November 2001 (lines 1-2-3)	<b>0</b>	<b>403</b>	<b>5</b>	<b>455</b>	<b>697</b>	<b>790</b>	<b>937</b>	<b>429</b>	<b>29</b>	<b>3,745</b>
<b>5</b>	Number of chargeable dwellings in line 4 subject to disabled reduction on 1 November 2001	0	5	0	0	1	2	1	2	0	<b>11</b>
<b>6</b>	Number of dwellings effectively subject to council tax for this band by virtue of disabled reduction	5	0	0	1	2	1	2	0	0	<b>11</b>
<b>7</b>	Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	<b>5</b>	<b>398</b>	<b>5</b>	<b>456</b>	<b>698</b>	<b>789</b>	<b>938</b>	<b>427</b>	<b>29</b>	<b>3,745</b>
<b>8</b>	Number of dwellings in line 7 entitled to a 25% discount on 1 November 2001	0	139	3	226	269	155	92	33	2	<b>919</b>
<b>9</b>	Number of dwellings in line 7 entitled to a 50% discount on 1 November 2001	0	7	0	15	15	9	9	5	4	<b>64</b>
<b>10</b>	Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	5	252	2	215	414	625	837	389	23	<b>2,762</b>
<b>11</b>	Total equivalent number of dwellings after discounts, exemptions and disabled reduction [(line 8 x 0.75)+(line 9 x 0.5)+line10]	<b>5.00</b>	<b>359.75</b>	<b>4.25</b>	<b>392.00</b>	<b>623.25</b>	<b>745.75</b>	<b>910.50</b>	<b>416.25</b>	<b>26.50</b>	<b>3,483.25</b>
<b>12</b>	Ratio to Band D	5/9ths	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
<b>13</b>	Number of Band D Equivalents (line 11 x line 12)	<b>2.78</b>	<b>239.83</b>	<b>3.31</b>	<b>348.44</b>	<b>623.25</b>	<b>911.47</b>	<b>1,315.17</b>	<b>693.75</b>	<b>53.00</b>	<b>4191.0</b>
<b>14</b>	Number of band D equivalents of contributions in lieu from M.O.D.										<b>0.0</b>
<b>15</b>	Allowance for losses on collection (absconds, bankruptcy, and voids)										<b>-35.6</b>
<b>16</b>	Allowance for new properties										<b>94.60</b>
<b>17</b>	<b>Taxbase for 2002/03</b>										<b>4,250.00</b>

This page is intentionally left blank

## Calculation of 2002/03 Council Taxbase

### WINKFIELD

### COUNCIL TAX - VALUATION BANDS

	Band A with disabled reduction	A	B	C	D	E	F	G	H	TOTAL	
<b>1</b>	Total number of dwellings on valuation list as at 16 October 2001	0	362	336	1,320	1,579	1,470	741	394	112	<b>6,314</b>
<b>2</b>	Number of dwellings on valuation list exempt on 1 November 2001	0	5	6	22	20	21	7	9	2	<b>92</b>
<b>3</b>	Number of demolished dwellings on 1 November 2001	0	0	0	3	0	1	1	1	0	<b>6</b>
<b>4</b>	Number of chargeable dwellings on 1 November 2001 (lines 1-2-3)	<b>0</b>	<b>357</b>	<b>330</b>	<b>1,295</b>	<b>1,559</b>	<b>1,448</b>	<b>733</b>	<b>384</b>	<b>110</b>	<b>6,216</b>
<b>5</b>	Number of chargeable dwellings in line 4 subject to disabled reduction on 1 November 2001	0	1	0	4	5	6	4	0	2	<b>22</b>
<b>6</b>	Number of dwellings effectively subject to council tax for this band by virtue of disabled reduction	1	0	4	5	6	4	0	2	0	<b>22</b>
<b>7</b>	Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	<b>1</b>	<b>356</b>	<b>334</b>	<b>1,296</b>	<b>1,560</b>	<b>1,446</b>	<b>729</b>	<b>386</b>	<b>108</b>	<b>6,216</b>
<b>8</b>	Number of dwellings in line 7 entitled to a 25% discount on 1 November 2001	0	161	205	565	404	309	93	40	7	<b>1,784</b>
<b>9</b>	Number of dwellings in line 7 entitled to a 50% discount on 1 November 2001	0	5	22	38	25	52	23	14	16	<b>195</b>
<b>10</b>	Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	1	190	107	693	1,131	1,085	613	332	85	<b>4,237</b>
<b>11</b>	Total equivalent number of dwellings after discounts, exemptions and disabled reduction [(line 8 x 0.75)+(line 9 x 0.5)+line10]	<b>1.00</b>	<b>313.25</b>	<b>271.75</b>	<b>1,135.75</b>	<b>1,446.50</b>	<b>1,342.75</b>	<b>694.25</b>	<b>369.00</b>	<b>98.25</b>	<b>5,672.50</b>
<b>12</b>	Ratio to Band D	5/9ths	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
<b>13</b>	Number of Band D Equivalents (line 11 x line 12)	<b>0.56</b>	<b>208.83</b>	<b>211.36</b>	<b>1,009.56</b>	<b>1,446.50</b>	<b>1,641.14</b>	<b>1,002.81</b>	<b>615.00</b>	<b>196.50</b>	<b>6332.3</b>
<b>14</b>	Number of band D equivalents of contributions in lieu from M.O.D.										<b>0.0</b>
<b>15</b>	Allowance for losses on collection (absconds, bankruptcy, and voids)										<b>-53.8</b>
<b>16</b>	Allowance for new properties										<b>41.50</b>
<b>17</b>	<b>Taxbase for 2002/03</b>										<b>6,320.00</b>

This page is intentionally left blank



**COUNCIL  
21 NOVEMBER 2001**

---

**LOCAL GOVERNMENT ACT 2000 – NEW CONSTITUTION  
(Director of Corporate Services – Member & Registration Services)**

**1 INTRODUCTION**

There are a number of appointments to be made and other matters of an administrative nature to be dealt with to bring the new constitution into effect. These matters are detailed in the following agenda item for the Council meeting. The purpose of this paper is to set out the constitutional requirements and other background information to assist the Council in dealing with these matters.

**2 ELECTION OF LEADER (ARTICLE 7.03 OF THE NEW CONSTITUTION)**

The Council is required to elect one of the Councillors as Leader. Once elected, the Leader will hold office until the next annual meeting unless the circumstances described in Article 7.03 arise.

**3 APPOINTMENT OF EXECUTIVE MEMBERS (ARTICLES 7.02 AND 7.04)**

The Leader is required to appoint at least 2 but not more than 9 other Councillors who, together with the Leader, will form the Executive. Once appointed, Executive Members will hold office until the next annual meeting unless the circumstances described in Article 7.04 arise.

**4 SCHEME OF DELEGATION (ARTICLE 7.06)**

The Leader is required to maintain a list to be included at part 3 of the constitution which will set out the responsibilities delegated to individual members or committees of the executive. Executive and other responsibilities exercised by officers are already included in this part of the constitution. Regulations made under the Local Government Act 2000 provide that existing joint arrangements come to an end on one of the participating authorities moving to executive arrangements and therefore current joint arrangements will have to be reconstituted by the Executive.

**5 ALLOCATION OF SEATS ON COMMITTEES AND APPOINTMENTS OF MEMBERS (ARTICLES 6, 8 AND 9)**

Various committees to be appointed are set out in the constitution. Members are well aware of the requirement to follow the statutory processes derived from the Local Government and Housing Act 1989 in allocating committee seats to political groups on the basis of proportionality and to make committee appointments in accordance with the wishes of the political group to which each seat has been

allocated. A more detailed report recommending the appropriate allocations is included with this agenda as item 8 (e).

## **6 APPOINTMENT OF ADVISORY PANELS**

Two panels are to be appointed to assist the Executive with specific functions namely Emergency Planning and School Performance. These panels are intended to carry on existing work but will not have any decision-making functions. Any decisions arising from their activities will either be taken by the Executive, an Executive Committee, an Executive Member or an officer who will continue to be accountable for such decisions. Draft Terms of Reference will be tabled at the Council meeting.

## **7 APPOINTMENTS TO OUTSIDE BODIES (PART 3 OF NEW CONSTITUTION)**

Where strategic functions which are the responsibility of the Executive are undertaken through joint arrangements the Council should be represented by a member of the Executive with relevant responsibilities; this applies to substitute Members as well as full Members of a Joint Committee. Depending upon the Membership of the Executive announced by the Leader it may be necessary for the Council to make alternative appointments to Joint Committees.

## **8 OTHER MEMBER GROUPS**

In addition to the formal committees identified in the new constitution there is a range of other member level groups which should be appointed either to fulfil statutory requirements or as a means of progressing significant issues. These groups are identified at agenda item 8 (g) and although formal reappointments are not strictly necessary, some adjustments to the existing membership would be appropriate and, in the interest of clarity, the Council is asked to endorse a comprehensive list of proposed members which will be circulated at the meeting. In addition, some adjustment to existing Terms of Reference is needed to reflect Executive Arrangements. Revised Terms of Reference are being prepared where necessary and will be available at the meeting.

### Background Papers

None – published works only

### Contact for further information

Malcolm Biggs – 01344 352006

e-mail: [malcolm.biggs@bracknell-forest.gov.uk](mailto:malcolm.biggs@bracknell-forest.gov.uk)

### Doc Ref:

G:\Committee\CTTEES\Docs 2001 May - 21 Nov 2001\Council\Council Meeting 21 November 2001\Information Item 7(b).doc

## **AUTHORISATION OF INDIVIDUAL EXECUTIVE MEMBERS**

In accordance with Section 15(4) of the Local Government Act 2000 Members of the Executive are, but subject to the Scheme of Delegation to officers and other provisions set out in Part 3 of the Council's Constitution, allocated responsibility for the following to the extent that they comprise Executive functions:-

### **Corporate & Resources** (Councillor Bettison)

1. The Community Plan
2. The Setting of Annual Revenue Capital Budgets and of Council Tax.
3. Financial (including Investment and Insurance) Management.
4. The co-ordination of annual service planning, review and performance monitoring.
5. Overall performance of the Corporate Services Department (Finance, IT, Legal Services, Member and Registration Services and Personnel).
6. Corporate Public Relations Functions.
7. Matters relating to the Local Government Association and Regional Groupings.
8. The development and introduction of Information and Communications Technology and its use.
9. The powers and duties of the Council for the collection of local taxes.
10. The Council's powers under Sections 29 and 38 of the Local Government (Miscellaneous Provisions) Act 1976.
12. The Council's powers under Section 2 of the Local Government Act 2000.
13. Building Maintenance Services.
14. The management of all property and land owned by the Council other than that which is used as operational property for functions which are allocated to another Executive Member.
15. Strategic and planned maintenance of all Council properties other than schools and the Council's housing stock.
16. The internal and external audit arrangements for the Council.
17. The management, maintenance, improvement, development and re-development of Bracknell Town Centre.

**Education** (Councillor Alan Ward)

1. The Council's functions as Local Education Authority.
2. Overall performance of the Education Department.

**Leisure** (Councillor McCracken)

1. The provision, maintenance and development of leisure services and facilities.
2. The Library Service.
3. The Youth and Community Service.
4. Youth and Community Centres and voluntary managed Community Centres.
5. Management and promotion of rights of way and recreational routes for the Borough.
6. Nature and Heritage Conservation
7. Tourism initiatives and activities.
8. Information and services within the Borough.
9. Overall performance of the Leisure Services Department.

**Planning & Transportation** (Councillor Mrs Ballin)

1. The functions of the Council under Town & Country Planning legislation.
2. The functions of the Council as Local Highway Authority.
3. The functions of the Council as Streets Authority.
4. The functions of the Council under the Road Traffic Regulation Legislation and in respect of road closures.
5. The functions of the Council relating to Public Rights of Way, cycle routes and pedestrian ways.
6. Road Safety.
7. The parking of vehicles in respect of Council functions and Orders where these relate to the public highway (other than abandoned vehicles and street trading).

8. The functions of the Council under the Transport Act 1985 and making representations and objections in respect of applications under HGV licensing legislation.
9. The functions of the Council under the Building Acts.
10. Performance of the Environment Department relating to those functions which the Executive Member is responsible for.

**Public & Environmental Services** (Councillor Mills)

1. Local Agenda 21.
2. Protection of public health and measures to promote the health of Borough residents.
3. Waste collection, disposal and recycling.
4. Public cleansing including street sweeping, cesspools and private sewers.
5. Air quality and contaminated land.
6. Grounds maintenance, other than countryside maintenance.
7. Environmental standards including:-
  - Food safety and control
  - Control and monitoring of pollution and statutory nuisances
  - Infectious disease and pest control
8. Trading standards including:-
  - Weights and measures
  - Fair trading
  - Trade description
  - Consumer credit and safety
  - Consumer complaints
9. Health and Safety including:-
  - Health, safety and welfare of people at or affected by work
  - Promotion of health education and home safety

10. The provision of, maintenance and management of the Council's central fleet of vehicles and mechanical equipment and plant.
11. Environmental Improvement Schemes
12. Emergency Planning
13. Car Park management and maintenance
14. The Coroners Service, Cemeteries and the Crematorium
15. Bracknell Market
16. Public Conveniences
17. Weighbridges
18. Removal and disposal of abandoned vehicles
19. Any functions under any licensing legislation which are Executive functions and which do not fall within the remit of any other Executive Member.
20. Performance of the Environment Department relating to those functions which the Executive Member is responsible for

**Social Services & Housing** (Councillor Barnard)

1. The Council's functions as a Social Services Authority.
2. The Council's functions as a Housing Authority.
3. Overall performance of the Social Services & Housing Department

**Policy Implementation** (Councillor Wade)

Responsibility for the implementation of such projects as the Leader of the Council may from time to time designate.

**AUTHORISATION OF NON-STATUTORY APPEALS AND GRANT PANEL**

In accordance with Section 15(4) of the Local Government Act 2000, a committee of the Executive comprising Councillors [LEADER TO SPECIFY NAMES OF THREE EXECUTIVE MEMBERS] is, subject to the Scheme of Delegation to officers and other provisions set out in Part 3 of the Council's Constitution, allocated responsibility for the following (to the extent that they comprise Executive functions):-

1. To determine appeals against officer decisions for refusal of:-

- (a) discretionary Education grants
  - (b) home to school transport
  - (c) sale of amenity land
2. To determine applications for grants.

In the event of any Member of the Panel not being able to attend a meeting he/she may by notice given to the Head of Member and Registration Services nominate another Member of the Executive as his/her substitute.

aj/pb/agreements  
Notes on Section 15 – 19.11.01

This page is intentionally left blank



COUNCIL  
21 MAY 2003

LOCAL GOVERNMENT AND HOUSING ACT 1989: REVIEW OF ALLOCATION OF SEATS AND APPOINTMENTS TO COMMITTEES  
(Director of Corporate Services)

1 INTRODUCTION

1.1

2 RECOMMENDATIONS

2.1 That:

- (i) the total number of seats on ordinary Committees appointed by the Council shall be 40 and that such seats shall be allocated to party groups as follows:-

Conservative Group – Labour Group –

- (ii) Members be appointed to serve on the Standards Committee and on the ordinary Committees in accordance with nominations made by the political groups as set out in the Annexe to the report (to follow).

Name of Committee	Number of Members	Allocation to Groups	Substitute Members
Planning & Highways Committee	20		
Employment Committee	8		
Licensing & Safety Committee	4		
Governor Appointments Committee	4		
Appeals Committee	4		
Total	40	:	

- (iv) The following formula for the allocation of seats on Sub-Committees to be appointed by Committees be confirmed.

Number of Members	Allocation of Seats
4	:
8	:

- (v) the number of seats on the Public Scrutiny Commission appointed by the Council shall be 10 and that such seats shall be allocated to party groups as follows:-

Conservative Group –

Labour Group –

- (vi) The following formula for the allocation of seats on Sub-Committees to be appointed by the Public Scrutiny Commission be confirmed.

Number of Members	Allocation of Seats
4	:
8	:

### 3 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

#### Borough Solicitor

- 3.1 Although the allocation of seats to overview and scrutiny committees must be politically proportionate these are not ordinary committees and should not be aggregated together with the seats of ordinary committees for the purposes of allocation of seats to party groups by the Council under section 15 (5)(c) of the Local Government and Housing Act 1989.

#### Borough Finance Officer

- 3.2 There are no financial implications arising from the above recommendations.

#### Access Implications

- 3.3 Not relevant to this report.

### 4 SUPPORTING INFORMATION

- 4.1 The Council is required to determine the allocation of seats on committees to political groups for the new municipal year and to make appointments in accordance with the wishes of the group to which each seat has been allocated. The allocation exercise for the Public Scrutiny Commission has to be separated from that for the other committees as overview and scrutiny committees are not ordinary committees in the sense of the Local Government and Housing Act 1989 and cannot be aggregated together in the 'basket' of seats.

- 4.2 The Local Government and Housing Act 1989 introduced Regulations in order to ensure that the political balance on Committees reflects the political complexion of the Council. In order to achieve this the Council is required to observe the following principles as far as practicable in making appointments to ordinary Committees ie:

- (a) no Committee should comprise Members drawn from one political group only;
- (b) the majority of seats on each Committee should be allocated to a political group if the number of members of the group is a majority of the Authority's membership;
- (c) subject to satisfying (a) and (b) above, the total number of seats allocated to each political group on all ordinary Committees should reflect the political balance of the Council; and
- (d) subject to (a) – (c) above, the number of seats on each Committee allocated to each political group should reflect the political balance of the Council.

4.3 The above four principles apply to all ordinary Committees appointed by the Council and to Sub-Committees appointed by those Committees. The Council has previously agreed that political proportionality rules will not be applied to the Standards Committee. New regulations governing the composition of Standards Committees are awaited from the ODPM. The Standards Committee composition will be reviewed, if necessary, when these regulations have been received.

4.4 Following the Borough Council elections on 1 May 2003 the composition of the Council is 35 Conservative (83.3%), 6 Labour (14.3%), 1 Liberal Democrat (2.4%). If the Council appoints the five ordinary committees provided for in the constitution, the following determination should be made.

- (i) That the total number of seats on ordinary committees for the forthcoming municipal year is 40
- (ii) That the available seats be allocated to groups as follows:
  - Conservative Group
  - Labour Group
- (iii) that the Independent Member be appointed to the 1 unallocated seat on committees

If this determination is agreed then the allocation would be as follows.

Name of Committee	Number of Members	Allocation to Groups	Not allocated
Planning & Highways Committee	20	:	1 or 0
Employment Committee	8	:	1 or 0
Licensing & Safety Committee	4	:	1 or 0
Governor Appointments Committee	4	:	1 or 0
Appeals Committee	4		
<b>Total Allocation</b>	<b>40</b>	<b>: 8</b>	<b>1</b>

This gives a total allocation of xx seats ( %) to the Conservative Group and xx seats ( ) to the Labour Group, leaving 1 seat (2.77%) to be allocated to the. The Council will need to determine on which committee the vacant seat shall fall and that the vacant committee seat shall be allocated to the Independent Member.

4.5 In percentage terms this overall allocation is within 0.3% of the respective proportion of seats held by each group on the Council. Overall this represents an acceptable match and would comply with the principles of the Local Government and Housing Act 1989 set out above.

4.6 Committees are also required to observe political proportionality when setting the membership of Sub-Committees. The formula by which this should be done is set out below:

Size of Sub-Committee	Allocation of Seats	Proportion
4	3 : 1	75% : 25%
8	6 : 2	75% : 25%

#### Seats on Select Committees

4.7 Select Committee seats are to be allocated in accordance with the same rules on proportionality set out above. However the allocation is to be carried out separately from the allocation to ordinary committees. If the Council appoints the five select committees proposed in the draft constitution, the following determination should be made.

(i) That the total number of seats on select committees for the forthcoming municipal year is 40

(ii) That the available seats be allocated to groups as follows:

Conservative Group	30
Labour Group	9

(iii) that the Independent Member be appointed to the 1 unallocated seat on committees

If this determination is agreed then the allocation would be as follows.

Name of Committee	Number of Members	Allocation to Groups	Not allocated
Co-ordination Select Committee	8	6 : 1 or 2	1 or 0
Select Committee on Corporate & Resource Issues	8	6 : 1 or 2	1 or 0
Select Committee on Economic & Sustainable Development	8	6 : 1 or 2	1 or 0

Select Committee on Lifelong Learning	8#	6 : 1 or 2	1 or 0
Select Committee on Social Care	8	6 : 1 or 2	1 or 0
<b>Total Allocation</b>	<b>40</b>	<b>30 : 9</b>	<b>1</b>

# *does not include the 2 voting representatives nominated by Oxford and Portsmouth Diocesan Councils and the 2 voting Parent Governor Representatives and the consequent addition of one 'balancing' member of the Conservative Group to maintain an overall majority.*

- 4.8 Because the total number of seats on select committees is equal to the total number of seats on the Council as a whole it is possible to allocate seats to the party groups in direct proportion. The Council will need to determine on which committee the vacant seat shall fall and that the vacant committee seat shall be allocated to the Independent Member.

Background Papers

None – Published Works only

Contact for further information

Peter Driver– 01344 352260  
 peter.driver@bracknell-forest.gov.uk

Doc. Ref

Allocation of Seats 21.11.01

This page is intentionally left blank

## SELECT COMMITTEES

<p><b>CO-ORDINATION SELECT COMMITTEE</b></p> <p><b>Councillors (8)</b> Beadsley Edger Flood Mrs Mattick McCormack Sargeant Mrs Pile Kendall</p> <p><b>Substitute Members (5)</b> Glasson Mrs Ryder Wallace Worrall Piasecki</p>	<p><b>SELECT COMMITTEE ON CORPORATE &amp; RESOURCE ISSUES</b></p> <p><b>Councillors (8)</b> Kendall McCormack North Piasecki Sargeant Simonds Turrell Worrall</p> <p><b>Substitute Members (5)</b> Beadsley Mrs Birch Finnie Flood Glasson</p>	<p><b>SELECT COMMITTEE ON ECONOMIC &amp; SUSTAINABLE DEVELOPMENT</b></p> <p><b>Councillors (8)</b> Adams Blatchford Browne Finnie Flood Ms Henfrey Jones Mrs Ryder</p> <p><b>Substitute Members (5)</b> Glasson Harrison Mrs Hayes Piasecki Turrell</p>
<p><b>SELECT COMMITTEE ON LIFELONG LEARNING</b></p> <p><b>Councillors (9)</b> Beadsley Mrs Birch Edger Egan Mrs Hayes North <i><b>Mrs Shillcock or vacancy</b></i> Thompson Wallace</p> <p><b>Substitute Members (5)</b> Ms Brown Browne Fawcett Ms Henfrey Kendall</p> <p><b>Church Representatives (2)</b> Mr D Anderson Mr D McCann</p> <p><b>Parent Governor Representatives (2)</b> Mr D Clitheroe Mr I King</p> <p><b>Teacher Representatives (3)</b> <i>To be advised</i></p>	<p><b>SELECT COMMITTEE ON SOCIAL CARE</b></p> <p><b>Councillors (8)</b> Edger Glasson Harrison Miss Haydon Mrs Mattick Mrs Pile Mrs Ryder Mrs Shillcock</p> <p><b>Substitute Members (5)</b> Ms Brown Egan McCormack Thompson Simonds</p> <p><b>Tenants' Panel Representative (1)</b> Mrs M McGuire</p>	

## COMMITTEES OF THE COUNCIL

<p><b>EDUCATION GOVERNOR APPOINTMENTS COMMITTEE</b></p> <p><b>Councillors (4)</b> Mrs Hayes Wallace Ward <i>1 minority party</i></p> <p><b>Substitute Members (6)</b> Edger Ms Henfrey Mills <i>up to 3 minority party</i></p>	<p><b>EMPLOYMENT COMMITTEE</b></p> <p><b>Councillors (8)</b> Edger Fawcett Finnie Ms Henfrey Mrs Pile Sargeant Wallace <i>1 vacancy or 1 minority party</i></p> <p><b>Substitute Members (4)</b> Blatchford McCormack Turrell Worrall</p>	<p><b>LICENSING AND SAFETY COMMITTEE</b></p> <p><b>Councillors (4)</b> Ms Brown Egan Flood Mrs Pile</p> <p><b>Substitute Members (5)</b> Adams Browne Edger Fawcett Simonds</p>
<p><b>PLANNING AND HIGHWAYS COMMITTEE</b></p> <p><b>Councillors (20)</b> Adams Mrs Ballin Barnard Birch Blatchford Browne Fawcett Flood Mrs Hayes Jones Mrs Mattick Mills Piasecki Mrs Pile Mrs Ryder Sargeant Simonds Thompson Worrall <i>1 vacancy</i></p> <p><b>Substitute Members (6)</b> Beadsley Ms Brown Glasson Ms Henfrey Kendall Wallace</p>	<p><b>STANDARDS COMMITTEE</b></p> <p><b>Councillors (4)</b> Finnie Glasson Jones Thompson</p> <p><b>Substitute Members (2)</b> Flood Mrs Shillcock</p> <p><b>Independent Members (2)</b> Mr D Briggs Revd D Osborn</p>	



## **LOCAL JOINT COMMITTEE**

### **Terms of Reference**

- (1) The Joint Committee may consider any matter concerning employees' conditions of service with a view to:
  - (a) establishing regular formal contact between the Council and its employees so as to prevent differences and to recognise them should they arise.
  - (b) acting as the principal official channel for consultation between employees and the Employment Committee.
  - (c) considering any relevant matter referred to it by the Employment Committee or by any of the recognised trade unions concerned.
  - (d) making recommendations or comments to the Employment Committee as to the application of any or all of the terms and conditions of employment and the education and training of employees employed by the Council and any other matter affecting employees well being to be discussed by the Employment Committee.
  - (e) discussing supplements to national agreements where they are required.
  - (f) discharging such other functions specifically assigned to the Committee.

### **Delegated Powers**

None.

**IS THERE ANY NEED TO MENTION THE EXECUTIVE MEMBER FOR CORPORATE RESOURCES ??**

This page is intentionally left blank

## **TEACHERS' JOINT CONSULTATIVE COMMITTEE**

### **Terms of Reference**

- (1) The Consultative Committee may consider any matter concerning Education policy and practice, particularly teachers' conditions of service with a view to:
  - (a) Establishing regular formal contact between the Council and its employees so as to prevent differences and to recognise them should they arise.
  - (b) Acting as the principal official channel for consultation between teachers and the Executive Member for Education and the Education Employment Sub Committee.
  - (c) Considering any relevant matter referred to it by Education Employment Sub Committee and/or the Executive Member for Education and any other Committees of the Council, or by any of the recognised Trades Unions concerned.
  - (d) Making recommendations or comments to the Education Employment Sub Committee, the Executive Member for Education and/or any other Committees of the Council as to Education policies, the application of any or all of the terms and conditions of employment and the education and training of teachers employed by the Council and any other matter affecting teachers to be discussed by the Education Employment Sub Committee or the Executive.
  - (e) To be the main channel for the nomination of teacher members to serve on working parties and focus groups on education matters.
  - (f) Discussing supplements to national agreements where they are required.
  - (g) Discharging such other functions specifically assigned to the Committee.

### **Delegated Powers**

None.

This page is intentionally left blank

**COUNCIL**  
**21 NOVEMBER 2001**

**ITEM 8 (g) Terms of Reference of Miscellaneous Bodies**

**1. ACCESS ADVISORY PANEL**

- 1 The Panel shall comprise four members of the Council (for whom substitute members may be appointed), one of whom shall be appointed as Chair by the Council. The Panel shall also include such co-opted representatives of voluntary and other groups concerned with the welfare of disabled people as the Panel might deem appropriate.
- 2 The functions of the Panel shall be:
  - (1) To discuss and liaise on access and disability issues;
  - (2) To consider matters affecting disabled people in Bracknell Forest;
  - (3) To examine the services provided by the Council and consider ways in which the quality and efficiency of such services may be improved to the benefit of disabled people in Bracknell;

and to provide advice to the Executive, Select and other Committees, and officers of the Council as appropriate on these issues.

**2. COMMUNITY SAFETY FOCUS GROUP**

- (1) To oversee the work of the Council in developing and implementing a Community Safety Strategy, as required by Sections 5 and 6 of the Crime and Disorder Act 1998.
- (2) To provide advice to the Director of Environment, the Community Safety Manager and the Economic and Sustainable Development Select Committee, as appropriate, on community safety issues.

**3. CONSTITUTION REVIEW GROUP**

In the light of any guidance received from the Corporate and Resources Select Committee, which has an overview and scrutiny role in relation to the governance of the local authority, including the Council's Constitution, its executive arrangements and procedural rules, to advise the Monitoring Officer on the development of proposals to revise and amend the Council's constitution, its executive arrangements and procedure rules, for consideration by the Council.

**4. COUNTRYSIDE MANAGEMENT STEERING GROUP**

**5. CROWTHORNE ENTERPRISE CENTRE ADVISORY GROUP**

## **6. CUSTOMER CONTACT INITIATIVE FOCUS GROUP**

- (1) To consider and develop the scope of the customer contact initiative.
- (2) To shape the development of the Council's customer contact initiative.
- (3) To produce an appraisal of resources required, both revenue and capital, and the benefits flowing from the initiative.
- (4) To develop a set of principles which will underpin any decision to include individual services within the scope of the customer contact initiative.
- (5) To develop a phased approach for service inclusion.
- (6) To consider the appropriate technical standards for future developments
- (7) To advise on any appointment of an appropriate Information and Communication Technology partner to deliver the required technology and back up systems.
- (8) To consider the scope of the customer contact initiative, having regard to Best Value and its principles.

## **7. EARLY YEARS CHILDCARE AND DEVELOPMENT PARTNERSHIP**

- (1) To work with Bracknell Forest Borough Council to draw up an Early Years Developments and Childcare Plan that ensures that a good quality part-time education is provided, free of charge, for all four year-olds whose parents want it, with targets set to extend that entitlement to three year olds over time; and provision of childcare places for 0-14 year olds is extended.
- (2) To participate in the on-going review of local early years and childcare services.
- (3) To highlight the potential for developing active local partnerships between different providers and sectors in Bracknell Forest and to support their establishment.
- (4) To identify the requirements of those children with special educational needs and to consider how they should be met.
- (5) To identify training for those involved in the delivery of early years and childcare provision.
- (6) To share information about the availability of early years and childcare services for parents; and service developments for providers.
- (7) To assist providers in the identification of sources of funding and in the preparation of bids.
- (8) To promote good practice and improvements in the quality of service.

## **8. EDGBARROW AND SANDHURST SPORTS CENTRE MANAGEMENT COMMITTEE**

*The role of this Committee is set out in the management agreement between Bracknell Forest, Crowthorne Parish and Sandhurst Town Councils.*

## **9. HEALTH AND SAFETY PANEL**

- (1) In accordance with Section 2(7) of the Health and Safety at Work etc Act 1974, the Panel shall have the function of keeping under review the measures taken to ensure the health and safety at work of all Bracknell Forest Borough Council employees and all other people who may be affected by the Council's activities. In so doing the Panel, will
- monitor the implementation of the Health & Safety Policy across all Council activities in relation to staff and the public;
  - adopt a collaborative approach to dealing with health and safety matters that involves managers, employees and trade union representatives;
  - receive reports from departmental safety groups which have implications for the Council as a whole or which have not been adequately resolved at departmental level.
- (2) To make recommendations as appropriate to the Executive, individual members of the Executive, the Corporate Management Team, individual Directors, the Local Joint Committee, the Teachers' Joint Consultative Committee or any other appropriate committee of the Council on matters affecting the health and safety of Council employees and others who may be affected by the Council's activities.

## **10. HEALTH PANEL**

## **11. LOCAL AGENDA 21 IMPACT GROUP *unchanged***

The Local Agenda 21 Impact Group will:

- review and evaluate progress to ensure that the Borough Council's service departments incorporate the principles of sustainable development into all aspects of their business,
- review and evaluate policies and practices that could have an adverse impact and recommend changes to policy where needed,
- support the Best Value Review process by piloting a sustainability checklist used to review the sustainability of individual Council Services,
- review and evaluate the implementation of the Borough Councils Local Agenda 21 performance,
- be responsible for liaising on the Local Agenda 21 strategy by reporting to Corporate Management Team and the Local Agenda 21 Advisory (Member) Group,
- contribute to the evaluation, monitoring and measuring of performance of the Local Agenda 21 strategy in achieving local sustainability,
- forge links between Community Planning and Local Agenda 21
- generate initiatives and ideas for implementation both within and outside the Council,
- report to the Corporate Management Team for support for initiatives and to consider the implications to management policy,
- oversee the preparation of detailed budgetary estimates for proposed projects.

## **12. LOCAL JOINT COMMITTEE**

The Joint Committee may consider any matter concerning employees' conditions of service with a view to:

- (a) establishing regular formal contact between the Council and its employees so as to prevent differences and to recognise them should they arise;
- (b) acting as the principal official channel for consultation between employees and the Executive and the Employment Committee;
- (c) considering any relevant matter referred to it by the Executive or the Employment Committee or by any of the recognised trade unions concerned;
- (d) making recommendations or comments to the Executive Member for Corporate Services, the Employment Committee or any other Committee, as appropriate, as to the application of any or all of the terms and conditions of employment and the education and training of employees employed by the Council and any other matter affecting employees well being to be discussed by those bodies;
- (e) discussing supplements to national agreements where they are required; and
- (f) discharging such other functions specifically assigned to the Committee.

### **13 TEACHERS' JOINT CONSULTATIVE COMMITTEE**

The Consultative Committee may consider any matter concerning Education policy and practice, particularly teachers' conditions of service with a view to:

- (a) establishing regular formal contact between the Council and its employees so as to prevent differences and to recognise them should they arise;
- (b) acting as the principal official channel for consultation between teachers and the Executive Member for Education and the Education Employment Sub Committee;
- (c) considering any relevant matter referred to it by Education Employment Sub Committee and/or the Executive Member for Education and any other Committees of the Council, or by any of the recognised Trades Unions concerned;
- (d) making recommendations or comments to the Education Employment Sub Committee, the Executive Member for Education and/or any other Committees of the Council as to Education policies, the application of any or all of the terms and conditions of employment and the education and training of teachers employed by the Council and any other matter affecting teachers to be discussed by the Education Employment Sub Committee or the Executive;
- (e) being the main channel for the nomination of teacher members to serve on working parties and focus groups on education matters;



- (f) discussing supplements to national agreements where they are required;  
and
- (g) discharging such other functions specifically assigned to the Committee.

This page is intentionally left blank