



**Council
Sunday 28 January 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 22 November 2000**
3. **Mayor's Announcements**
4. **Public Participation at Meetings**
 - (i) To receive a statement by Mr A Radgick of Broad Lane, Bracknell on the subject of traffic in Broad Lane.
 - (ii) To receive the following submission by Mr R Earwicker on behalf of Bracknell Liberal Democrats.

“To register a protest at the outrageous increase in Councillors’ pay, the cuts in services and the inflation busting increases in Council Tax”.
 - (iii) To receive the following questions submitted by Mr D R Good of Staverton Close, Bracknell:
 - (a) Questions to Councillor Barnard – Chairman of Housing Committee:
 - 1) “How many residents of the Borough are at present on the Borough Council, housing waiting list?”
 - 2) “What numbers of those residents on the housing waiting list are families with children under 5 years of age?”
 - 3) “What target has the Council set, to reduce the waiting list year on year until 2005?”
 - (b) Questions to Councillor Mrs Ballin – Chairman of

Planning and Transportation Committee:

- 1) "Between the period of May 1979 and May 1995 when both National Government and the Borough Council were controlled by the Conservative Party. How many houses were built in the Bracknell area?"
 - 2) "What is the anticipated level of additional traffic, which would be imposed on local roads if they were to build 700 houses on the RAF Staff College site as, put forward by the inspector's recommendations?"
 - 3) "What were the anticipated additional levels of traffic, which would have been imposed on local roads by the Town Centre re-development plans? As put forward by the Conservative Controlled Council together with Legal and General."
- (c) Questions to Councillor Bettison – Chairman of Strategy and Policy Committee:
- 1) "How many residents in the following wards voted in the Borough Council Consultation leaflet headed "whose in charge around here" – Garth, Priestwood, Bullbrook, Harmanwater and Wildridings?"
 - 2) "The previous director of social services, Trevor Farmer, was given early retirement in light of a damning report from the National Joint Review on the Social Services Department. Is it not time for the Chairman of the Social Services Committee to be given early retirement or is it one rule for directors of departments and another for the Chairman of Social Services Committee?"
 - 3) "The Leader of the Council is quoted as saying "I have saved the Council £3.5 million a year for the next 10 years, I think they are getting me for incredibly good value". How much have the other 39 Councillors saved the Council or are they surplus to requirements?"

5. To receive and consider Reports, Minutes and Recommendations of Committees

Strategy and Policy - 20 December 2000
Public & Environmental Services - 23 January 2001
Leisure Services - 24 January 2001
Planning & Transportation - 25 January 2001
Education - 30 January 2001

Social Services & Housing - 1 February 2001
Social Services & Housing - 7 February 2001
Social Services & Housing - 15 February 2001
Strategy & Policy (except for Minute 480 which will be considered with Agenda Item 6, and Minute 485 which will be considered with Agenda Item 8 (iii)) - 15 February 2001

6. Financial Plans & Revenue Budget 2001-2002

To consider the recommendations in minute 480 of the Strategy & Policy Committee held on 15 February 2001 as set out in the accompanying report by the Director of Corporate Services (pages 5-11). 193 - 200

7. Health Panel

To receive a report by Councillor Mills (Chairman of Health Panel) in accordance with Minute 224/99 (pages 12-13). 201 - 202

8. Motions Submitted Under Standing Order 8

(i) 1/2001 Submitted by Councillors Worrall and Mrs Ballin

This Council is aware of the public concerns regarding possible risks to health caused by the radio frequency radiation emitted from mobile phone transmitting masts.

It therefore calls upon the Leader of the Council and Leader of the Opposition to write to the Secretary of State for Environment, Transport and the Regions, requesting that some of the proceeds from the sale of third generation phone licenses be urgently invested in further detailed studies into the perceived threat to health.

This action is required in order to allay fears that have not been satisfied by the Stewart Report, which suggests that more research should be undertaken.

The letter should also request the government to proceed with urgency in the review of permitted development planning rights for the installation of Telecommunications Apparatus and the publication of updated Planning Guidance.

(ii) 2/2001 Submitted by Councillors Mills and Mrs Ballin

This council views with concern the Government's Planning Policy Guidance for car parking in all future housing developments in England and believes it to be inadequate and hence unworkable. In particular the planning policy guidance does not recognise the needs of the average car owner.

As a result this council urges the government to take action to:-

1) reconsider its guidance to reflect the reality of the number of cars per household more accurately.

- 2) address the genuine concerns that owners have for safeguarding their valuable vehicles.
- 3) avoid overcrowded residential roads used for parking and hence maintain the quality and harmony of life for residents.
- 4) protect our living and visual environment from the detrimental impact of cars parked on green or other non designated spaces.

(iii) 3/2001 Submitted by Councillors Barnard and Mills

This Council shares the concerns of MP's of all parties that the Community Health Councils (CHC's), the current Patients' champions, should be strengthened and not abolished.

Furthermore, the Government's ill-conceived proposals for representing our rights within the NHS will lead to an ineffective voice for patients.

This Council instructs the Chief Executive to convey these views in writing to the appropriate Government Departments.

**BRACKNELL FOREST BOROUGH COUNCIL MEETING
28 FEBRUARY 2001**

INDEX TO MINUTES

MEETING	DATE	PAGE NO
COUNCIL	22 November 2000	379
STRATEGY AND POLICY COMMITTEE	20 December 2000	384
PUBLIC & ENVIRONMENTAL SERVICES COMMITTEE	23 January 2001	389
(a) Hackney Carriage Sub Committee	6 December 2000	397
LEISURE SERVICES COMMITTEE	24 January 2001	399
PLANNING & TRANSPORTATION COMMITTEE	25 January 2001	407
(a) Planning Control Sub Committee	12 October 2000	418
(b) Planning Control Sub Committee	9 November 2000	435
(c) Planning Control Sub Committee	7 December 2000	457
(d) Planning & Transportation Contracts Assessment Sub Committee	7 November 2000	476
(e) Highways Sub Committee	14 December 2000	478
EDUCATION COMMITTEE	30 January 2001	482
(a) Education Governor Selection Sub Committee	30 October 2000	492
(b) Education Quality Assurance Sub Committee	31 October 2000	495
(c) Education Quality Assurance Sub Committee	5 December 2000	499
(d) Education Operations Sub Committee	13 December 2000	502
(e) Joint Advisory Sub Committee for Children's Services	10 January 2001	505
(f) Education Operations Sub Committee	16 January 2001	507
SOCIAL SERVICES & HOUSING COMMITTEE	1 February 2001	511
SOCIAL SERVICES & HOUSING COMMITTEE	7 February 2001	514
(a) Social Services Sub Committee	12 December 2000	520
(b) Housing Sub Committee	18 January 2001	522
SOCIAL SERVICES & HOUSING COMMITTEE	15 February 2001	525
STRATEGY & POLICY COMMITTEE	15 February 2001	527
(a) Health Panel	14 November 2000	535
(b) Access Advisory Sub Committee	4 December 2000	539
(c) Strategy and Policy (Appointments) Sub Committee	20 December 2000	542
(d) Special (Senior Salaries) Sub Committee	11 January 2001	543
(e) Members' Allowance Advisory Sub Committee	11 January 2001	546
(f) Strategy & Policy (Appointments) Sub Committee	17 January 2001	553
(g) Social Services & Housing Department Structures Advisory Sub Committee	29 January 2001	554
(h) Management & Resources Sub Committee	31 January 2001	557

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**COUNCIL
22 NOVEMBER 2000**

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

Apologies for absence were received from Councillors Mrs Clifford, Glasson and Mrs Hayes.

THE MAYOR, COUNCILLOR BARRY EGAN, IN THE CHAIR

The Mayor's Chaplain, Father Michael Hore, opened the proceedings with prayers.

331. Minutes

RESOLVED that the minutes of the meeting of the Council held on 26 July 2000 be approved as a correct record and signed by the Mayor.

332. Mayor's Announcements

The Deputy Mayor

The Mayor informed the Council that the Deputy Mayor, Councillor Mrs Hayes, was unable to attend the meeting due to illness. A bouquet of flowers had been sent on behalf of the Council, together with best wishes for a speedy recovery.

Mayor's Engagements

A list of the engagements undertaken by the Mayor on behalf of the Council since the last meeting had been circulated to all members. The mayor also circulated a note advising of the Council's involvement with the Young People in Sport scheme and the Bracknell Forest day at the Millennium Dome which had taken place on 4 November 2000.

333. Public Participation at Meetings

- (i) In accordance with Standing Order 12, the Council received a deputation in the following terms by Mr R Dumelow on behalf of Bracknell and District Friends of the Earth:

I am very concerned about the vehicles driven at excessive speed in Bracknell. Speeding traffic reduces the free mobility of pedestrians and cyclists, increases noise and pollution and is a potential danger to all road users.

I support the strict enforcement of speed limits on all of Bracknell's roads. I am also in favour of the widespread establishment of 20mph zones in residential areas and near schools.

Please could you do everything you can to ensure that speed limits are reduced in areas where people live, and that all speed limits are strictly enforced.

Following questions, the submission was noted.

- (ii) In accordance with Standing Order 12 the Council received a petition in the following terms presented by Mrs E Lockyer of Harmanswater:

We oppose the building of 680 houses on the RAF site, and call on the Council to reject this recommendation in the Inspector's recent report on the Bracknell Local Plan.

Following questions, the petition was noted.

334. Planning & Transportation Committee

The report of the meeting of the Planning & Transportation Committee held on 25 July 2000 was submitted.

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

335. Strategy & Policy Committee

The report of the meeting of the Strategy & Policy Committee held on 5 September 2000 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.

336. Standards Committee

The report of the meeting of the Standards Committee held on 12 September 2000 was submitted and the Vice Chairman responded to a question thereon.

RESOLVED on the proposition of Councillor Finney, seconded by Councillor Thompson that the report be received.

337. Leisure Services

The report of the meeting of the Leisure Services Committee held on 10 October 2000 was submitted and the Chairman responded to questions thereon.

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

338. Education Committee

The report of the meeting of the Education Committee held on 17 October 2000 was submitted and the Chairman responded to questions thereon.

In relation to minute 254 (iv) the appointment of Mr D Clitherow as the Parent Governor Representative (Secondary) was reported.

RESOLVED on the proposition of Councillor Ward, seconded by Councillor Thompson, that the report be received and the appointment of Mr D Clitherow as Parent Governor Representative (Secondary) be confirmed.

339. Public & Environmental Services Committee

The report of the meeting of the Public & Environmental Services Committee held on 24 October 2000 was submitted and the Chairman responded to questions thereon.

In relation to minute 262 (Waste Management Partnership) the appointment of Councillors Mrs Ballin and Mills to serve on the new Joint Waste Disposal Board was reported.

RESOLVED on the proposition of Councillor Mr Mills, seconded by Councillor Flood that the report be received, the recommendations in minutes 262 and 268 be adopted and that Councillors Mrs Ballin and Mills be appointed to serve on the new Joint Waste Disposal Board.

340. Planning & Transportation Committee

The report of the meeting of the Planning & Transportation Committee held on 26 October 2000 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 and the recommendations in minutes 286 and 287 be adopted.

341. Social Services & Housing Committee

The report of the meeting of the Social Services & Housing Committee held on 2 November 2000 was submitted and the Chairman responded to questions thereon.

RESOLVED on the proposition of Councillor Barnard, seconded by Councillor Mrs Pile, that the report be received and the recommendation in minute 307 be adopted.

342. Strategy & Policy Committee

In accordance with Standing Order 25, Councillor Sargeant declared a pecuniary interest in the following item and withdrew from the Chamber during its consideration.

The report of the meeting of the Strategy & Policy Committee held on 8 November 2000 was submitted and the Chairman responded to questions thereon.

In relation to minute 327 (appointment of Champions) the following appointments were reported and confirmed:

Voluntary Sector Champion -

Councillor Mrs Ryder

Tenants' and Leaseholders' Champion - Councillor Edger
Children's Champion - Councillor Miss Haydon

RESOLVED on the proposition of Councillor Bettison, seconded by Councillor Birch, that the report be received and the recommendations in minutes 327 and 328 be adopted.

343. Questions Submitted under Standing Order 11

Question to Chairman of Strategy & Policy Committee from Councillor Beadsley:

Following the flooding in May, recent storms and floods elsewhere and in the light of warnings that "global warming" may mean that such events will occur more frequently, what steps are the Council taking to prepare for the next time?

Reply by Councillor Bettison

The Chairman of the Strategy & Policy Committee expressed sympathy for the residents who had suffered the effects of the recent extreme weather conditions and on behalf of the Council expressed thanks to all the staff involved in working hard to minimise the effects to the Borough's residents. Their work had been co-ordinated with that of the Emergency Services and in particular the Royal Berkshire Fire and Rescue Service. The Council had learnt lessons that would benefit its preparation for any such future emergency. Officers were due to meet representatives from the Environment Agency and Thames Water to discuss what proactive and preventative actions could be taken.

344. Reports by Members

Councillor Mills, the Chairman of the Health Panel, in accordance with the terms of motion 1/99 submitted a progress report to the Council on health issues, and answered questions thereon.

345. Calculation of Council Tax Base 2001/2002

The Council received the report of the Director of Corporate Services on the calculation of the Council Tax base as required by the Local Authorities (Calculation of Council Tax Base) Regulations 1992 and subsequent amendments.

RESOLVED that

- (i) the report of the Borough Finance Officer, for the Calculation of the Council's Tax Base for the year 2001/2002, be approved
- (ii) 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 years 2001/2002 shall be as follows:-

Binfield	3,180
Bracknell	17,260
Crowthorne	2,380

Sandhurst	7,780
Warfield	4,140
Winkfield	<u>6,300</u>
Bracknell Forest	41,040

346. **Motion Submitted Under Standing Order 8**

Motion 7/2000

Motion 7/2000, as set out in the Agenda for the meeting, was moved by Councillor McCormack and seconded by Councillor Piasecki. An amendment in the terms set out below was moved by Councillor Bettison and seconded by Councillor Birch.

With the consent of the Council and of his seconder, Councillor McCormack accepted the amendment. On being put to the meeting the substantive motion was declared carried and it was:

RESOLVED that this Council welcomes any additional income that can be channelled to the Borough's elderly residents. In doing so, it pledges to use its best endeavours to enable its pensioners to take full advantage of the benefits available.

The meeting commenced at 7.30 pm
and concluded at 9.25 pm

MAYOR

STRATEGY & POLICY COMMITTEE
20 DECEMBER 2000

Present: Councillors Bettison (Chairman), Mrs Ballin, Barnard, Beadsley, Birch, Harrison, Jones, McCormack, Mills, North, Piasecki, Sargeant, Turrell, Ward and Worrall

Also Present: Councillors Flood and Mrs Pile

Apologies for Absence were received from Councillor Wallace

347. Substitute Members

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

Councillor Worrall for Councillor Wallace

348. Mainframe Replacement Strategy (Item 1)

The Committee considered a report on the findings of the report produced by Vantage Point management consultants regarding the development of a mainframe replacement strategy for the Council.

Many of the Council's information technology systems, including key financial systems, currently relied on mainframe technology. This technology had been superseded in recent years by more modern cost effective operating systems. As such, it was estimated that the Council's existing mainframe platform which had been bought in 1997, would have reached the end of its effective working life during the course of the next two or three years. Vantage Point Management Consultants had been appointed in July 2000 to assist the Council in developing a mainframe replacement strategy.

The report described the options available to the Council, with their indicative costs and benefits and a strategy for the procurement and implementation of the replacement project. The Director of Corporate Services responded to the committee's detailed questions on the report.

RESOLVED that

- (i) the findings of the Vantage Point report contained within the executive summary, presented in Annex A of the report, be noted;
- (ii) the key principles to be adopted in the replacement of the Council's mainframe systems, set out under paragraph 4.7 of the report, be supported;
- (iii) the mainframe replacement project included in the capital programme for 2001/2002 to 2003/2004 when detailed costings have been finalised and officers proceed with the procurement strategy for replacing the existing computer and associated systems, as summarised in paragraphs 4.16 to 4.18 of the report.

349. Capital Project Funding (Item 2)

The Director of Leisure Services presented a report seeking approval for additional funding to cover the estimated cost of an existing capital project within the current year's Leisure Services capital programme.

The Leisure Services Committee on 11 January 2000 had approved a scheme to refurbish the "Bubbles" sauna/steam/sunbed facility at Bracknell Sport & Leisure Centre. The original estimate for this scheme had been £550,000. This cost was estimated by an external consultant based upon a feasibility study by the Borough Surveyor and an indicative design produced by an external design consultant. However, following preparation of a detailed design, a more detailed estimate for the cost including fees was £675,000. This increase included the addition of a lift to improve disabled access to the facility.

The Director of Leisure Services advised that there was minimal scope for reducing costs consistent with the objective of meeting the needs of customers for the next ten years and generating the necessary level of income. In approving the additional funding, the committee requested the Director to provide further information on the anticipated income generation from the scheme.

RESOLVED that

- (i) subject to (ii) below, additional funding of up of £125,000 be approved for refurbishment of the "Bubbles" sauna/steam/sunbed facility at Bracknell Sport & Leisure Centre;
- (ii) prior to further progress on this project, the Director of Leisure Services provide a full financial analysis on the project over its anticipated lifecycle to the Borough Finance Officer with the release of funds being contingent upon his approval, in consultation with the Chairman.

350. Revenue Budget 2001/2002 (Item 3)

The Director of Corporate Services presented a report on the implications of the provisional Local Government Finance Settlement announced on 27 November 2000. Although the final settlement would not be announced until the end of January or early February 2001, the Government's provisional proposals enabled the Committee to set budget guidelines for Service Committees as they prepared their budget for 2001/02.

The provisional Standard Spending Assessment (SSA) for Bracknell Forest represented an increase of 4.3% on last years figure. This was compared to a national average increase of 4.9%. The report provided details of the provisional SSA settlement and the next steps for the preparation of the 2001/02 Revenue Budgets.

The indications were that the Council would face a potential budget shortfall of at least £3m before new service developments and pressures for increased spending were funded in 2001/02. In February, when the final settlement was known, the Committee would need to consider the prudent use of Revenue balances to support expenditure. However, it would be important to manage the budget process effectively so that important service pressures could be responded to whilst existing front-line services were maintained with minimal disruption. It was suggested, therefore, that all committees should be asked at their meetings in January and February to scrutinise their budgets carefully and identify:

- essential service developments;
- opportunities to introduce budget economies, through a mixture of good housekeeping measures and service reviews, particularly where these would have a minimal impact on front-line service levels;
- a provision for inflation, following the guidelines in paragraph 6.2.5 of the report;
- scope for increasing income charges above inflation at 3%

At the same time Committees would need to consider their proposals for expenditure for inclusion within the Council's Capital Programme for the period 2001/02 to 2003/04.

RESOLVED that

- (i) the provisional Local Government Finance Settlement and the draft budget required for 2001/02 be noted;
- (ii) service Committees be requested to prepare detailed budgets within the framework set out in paragraph 7.2 of the report for submission to this committee on 15 February 2001;
- (iii) the Education Committee be requested to examine budget packages that would match Education Expenditure to the SSA level of £44.959 m; and
- (iv) service Committees submit proposals for inclusion within the Council's Capital Programme 2001/02 to 2003/04 to this Committee on 15 February 2001.

351. **Pricing and Charging Policies (item 4)**

The Director of Leisure Services presented a report on the Council's pricing and charging policies. In the current financial year the Council had budgeted to receive £14.5m in income from fees and charges. The importance of this source of income was recognised in the Council's existing Financial Regulations (FR33), which stipulated that all fees and charges should be reviewed at least annually. In line with Audit Commission guidelines, the report proposed a more structured framework for pricing and charging policies, which would serve to ensure Members had access to all relevant information when making pricing decisions in the future.

RESOLVED that

- (i) all Committees utilise the principles described in paragraph 4.9 of the report when setting charges;
- (ii) detailed reviews of fees and charges should be instigated for the most significant areas of income generation for 2001/02, incorporating the information set out under paragraph 4.10 of the report; and
- (iii) when considering the application of subsidies, Committees should have regard to the principles included in paragraphs 4.11 to 4.15 of the report.

352. **Social Services and Housing Department: Appointment of Advisory Sub Committee (item 5)**

The Committee considered a report proposing the establishment of an advisory Sub Committee to enable Members to give detailed consideration options for the future structure of the Social Services and Housing Department.

RESOLVED that

- (i) an Advisory Sub Committee be established to consider the future structure of the Social Services and Housing Department and to submit recommendations to this Committee and the Social Services Housing Committee in February 2001; and
- (ii) the following Members be appointed to the Advisory Sub Committee: Councillors Barnard, Bettison, Edger, Miss Haydon, McCormack, Mrs Ryder, Mrs Shillcock and Ward.

Substitute members: Councillors Ms Brown, Mrs Hayes, Jones and Mrs Pile.

353. **Scheme of Members' Allowances: Appointment of Advisory Sub Committee (item 6)**

The Committee, at its meeting on 12 July 2000 had approved the appointment of an independent panel to bring forward proposals for a new Allowances Scheme for Members. It was now proposed that the Committee establish an Advisory Sub Committee to receive a report on the independent panel's recommendations and to bring forward recommendations for a new Scheme of Members Allowances for implementation from 1 April 2001.

RESOLVED that

- (i) a Members Allowances Advisory Sub Committee be established to consider the report of the independent panel appointed to advise on a new Scheme of Members Allowances and to make recommendations to the Committee with regard to the Allowances Scheme for implementation from 1 April 2001;
- (ii) that the following members be appointed to the Advisory Sub Committee: Councillors Beadsley, Bettison, Mrs Hayes, McCormack, McCracken, Sargeant, Wade and Ward.

354. **Review of Senior Salaries: Appointment of Sub Committee (item 7)**

The Committee received a report on the proposed appointment of a Sub Committee to consider the report of an external consultant regarding the salary structure for the Council's senior management posts.

RESOLVED that

- (i) a Special (Senior Salaries) Sub Committee be established to consider the report of the external consultant appointed to review the salary packages for

the first three management tiers and to determine appropriate remuneration levels;

- (ii) The Sub Committee's terms of reference be as set out in Annex A of the report;
- (iii) The following members be appointed to the Sub Committee:

Councillors Beadsley, Bettison, Mrs Hayes, McCormack, McCracken, Sargeant, Wade and Ward

355. References from Other Committees (item 8)

The Committee received a reference from the meeting of the Housing Sub Committee held on 21 September 2000 requesting the release of Section 106 funds for the refurbishment and conversion of the supported housing project at Glenfield House.

RESOLVED that the release of £40,000 from section 106 funds be approved for fitting out and finishing work to the Glenfield House.

356. Exclusion of Public and Press

RESOLVED that pursuant to Section 100 A of the Local Government Act of 1972, members of the public and press be excluded from the meeting for the consideration of item 9 which involves the likely disclosure of exempt information under the following category of schedule 12 A of that act:

- (9) information relating to contract terms (item 9)

357. References from other Committees (item 9)

The Committee considered a reference report from the Leisure Services Committee meeting held on 10 October 2000 which requested the release of Section 106 funding for the purchase of a track adjacent to Long Hill Park.

RESOLVED that approval be given to the funding of the proposed purchase from developer contributions received for the provision of a footpath – cycle way along the former Warfield Park driveway.

The meeting commenced at 7.30pm and concluded at 9.30pm.

CHAIRMAN

PUBLIC AND ENVIRONMENTAL SERVICES COMMITTEE
23 JANUARY 2001

Present: Councillors Mills (Chairman), Adams, Mrs Ballin, Blatchford, Ms Brown, Egan, Flood, Glasson, Harrison, Miss Haydon, McCracken, Mrs Mattick, North, Piasecki, Mrs Pile and Simonds.

Apologies for Absence:
Mrs Clifford and Wade

The Committee also received apologies from Mr M Clement-Green, Deputy Chief Fire Officer of the Berkshire Fire and Rescue Service

358. Substitute Members

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

Councillor Piasecki for Councillor Mrs Clifford
Councillor Simonds for Councillor Wade

359. Minutes

RESOLVED that the Minutes of the Committee held on 24 October 2000 be approved as a correct record and signed by the Chairman.

360. Chairman's Announcements

MORI Residents' Attitude Survey

The Chairman was pleased to report the following results from the recent MORI residents' attitude survey:

- ◆ 96% of respondents had expressed satisfaction with the reliability of their waste collection service;
- ◆ 91% of respondents had expressed satisfaction with household waste collection overall;
- ◆ 78% of respondents had been satisfied with the Council's recycling facilities; and
- ◆ 71% of respondents had been satisfied that the Council kept land clear of litter and waste.

Landscape Services

The Chairman reported that both he and the Director of Public and Environmental Services had each spent a day working with the Landscape Services crews. The Chairman stated that he had enjoyed his experience working at a local school and was proud of the achievements of Landscape Services in improving the appearance of the Borough.

Grass Verges

The Chairman referred to the positive response from members of the public following his request for them to be vigilant with regard to reporting grass verges damaged by vehicles.

361. **Hackney Carriage Sub Committee**

RESOLVED that the Minutes of the Hackney Carriage Sub Committee held on 6 December 2000, as referred to in Appendix A hereto, be received.

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

The Director of Public and Environmental Services presented the Quarterly Operations Report to the Committee and highlighted the significant activities of Public and Environmental Services during the last quarter. These had included the Department of the Environment, Transport and the Regions accepting the Council's assessment and strategy for air quality in the area; the work of the "out and about" trailer supporting the activities throughout the Department; the welcomed developments at Strong's Heath; and significantly reduced sickness levels in the Landscape Services section.

RESOLVED that the Quarterly Operations Report of the Director of Public and Environmental Services, detailing the activities of the Public and Environmental Services Department for the period 1 July 2000 to 30 September 2000 be received.

363. **Revenue Budget 2001 – 2002 (Item 2)**

The Committee considered its proposed revenue budget for 2001/2002, which had been prepared in accordance with the framework set by the Strategy and Policy Committee on 20 December 2000. The Committee noted a draft base budget for 2001/02 of £7.106 million, which included a further provision of £50,000 for increases in the Landfill Tax. Also reported to the Committee were service developments and budget pressures totalling £263,000, which included a provision of £14,000 for demographic growth in the Borough and £50,000 for initiatives to increase the amount of waste recycled in the Borough. The Committee was advised of the need to consider service economies totalling £474,000, which included £56,000 relating to a reduction in miscellaneous departmental budgets and a reduction of £165,000 arising from the rationalisation of the departmental structure.

The Committee also approved its fees and charges for the coming year, which had also been prepared in accordance with guidance issued by the Strategy and Policy Committee and noted in particular that the daily charges for the car parks in Bracknell town centre would not be increased.

RESOLVED that

- (i) the Committee's draft base budget for 2001/02 as shown in paragraph 4.13 of the report be approved; and
- (ii) the Strategy and Policy Committee, in considering the Council's budget for 2001/02, be requested to approve:

- (a) the changes to the base budget as identified in the latest Commitment Budget as shown in Annexe A to the report;
- (b) the potential service pressures, developments and economies identified in Annexes B and C of the report respectively;
- (c) the Committee's estimated inflation provision of £155,000;
- (d) increases in fees and charges from 1 April 2001 as set out in Annexe D to the report.

364. Capital Programme 2001/2002 – 2003/2004 (Item 3)

In accordance with the decision by the Strategy and Policy Committee on 20 December 2000 the Committee reviewed its capital spending requirements for inclusion within the Council's three year capital programme. In relation to the 2000/2001 programme, the Committee noted that 63% of the approved programme, representing £0.653 million, was likely to be spent by the end of the year with the remaining 37% (£390,000) being carried forward for committed expenditure. The Committee also approved proposals for new or continuing schemes totalling £315,000 covering amenity improvements, home composting, woodland management, residential car parking solutions, recycling and land drainage.

RESOLVED that

- (i) the projected carry forward of resources from the 2000/2001 programme as outlined in Annexe A of the report be noted; and
- (ii) the schemes summarised in Annexe B of the report (subject to deletion of the Geographical Information Systems/ Information Technology scheme at £50,000) be approved in principle for submission to the Strategy and Policy Committee for inclusion in the Capital Programme 2001/2002.

365. Service Performance Plan and Best Value Performance Plan 2001/2002 (Item 4)

The Director of Public and Environmental Services presented proposals for the Committee's annual Service Performance Plan, which would detail the Department's objectives and work programme for the coming year and also help to guide and monitor the Department's activities. The Plan would ultimately form part of the Council's Best Value Performance Plan, which would be published by 31 March. Key elements of the plan were a statement of service; the service objectives for the Department; details of performance against the service objectives for 2000/2001; and performance targets and indicators for 2001/2002.

RESOLVED that

- (i) the Public and Environmental Services Committee's Service Performance Plan, as outlined in Annexe A to the report, be approved;
- (ii) the Director of Public and Environmental Services, in consultation with the Chairman, be authorised to finalise any outstanding data and targets for inclusion in the 2001/2002 Best Value Performance Plan; and
- (iii) the information within the Service Performance Plan be included in the Council's Best Value Performance Plan for 2001/02.

366. **Capital Programme Update 2000/2001 (Item 5)**

The Committee considered its regular update report on in relation to progress with the schemes in the 2000/2001 capital programme. The Committee noted that current schemes included the restoration of grass verges on Bracknell Road, Crowthorne; environmental works at the Harmans Water shopping parade; and work at various sites formalising or removing “desire” lines. The Committee also noted progress with woodland and amenity maintenance works and a package of works aimed at improving recycling in the Borough. In relation to Strong’s Heath, the former landfill site, the budget provision would be rolled forward, as the cost of future works at the site had not yet been fully evaluated.

RESOLVED that the progress in relation to the Capital Programme 2000/2001, as outlined in the Annex to the report, be noted.

367. **Local Agenda 21 Strategy – Local Plan for Sustainable Development in Bracknell Forest (Item 6)**

Following the report to the Committee's last meeting, outlining the proposed structure and content of the Local Agenda 21 (LA21) Strategy, the Committee considered a report which invited it to endorse the consultative draft of the Strategy. The Committee was advised that the Strategy was designed both as a position statement and a framework for future action. This action plan, which is a key element of the Strategy, brought together the most pressing issues locally for achieving sustainable development, with likely time scales for future progress. The Committee was also advised that the consultative draft, which had been circulated to all Members of the Council, had been submitted to the Department of the Environment, Transport & the Regions on 22 December 2000.

The Committee noted the work of the Local Agenda 21 Impact Group in developing the Local Agenda 21 Strategy and in particular recorded its gratitude to the Environmental Co-ordinator, Pauline Nabarro, for her efforts.

RESOLVED that

- (i) the Bracknell Forest Local Agenda 21 Strategy be endorsed and the ongoing consultation and engagement of the community be supported; and
- (ii) in confirming its commitment to Local Agenda 21, the future action to progress sustainable development within Bracknell Forest be approved.

368. **Increasing Recycling (Item 7)**

At its last meeting the Committee was advised of the Government’s revised targets for recycling in Bracknell Forest. As one of the ways of meeting these targets the Committee noted that discussions had begun with the contractor, which currently managed the Longshot Lane Civic Amenity Site (with the exception of the weighbridge), with a view to the contractor taking control of the weighbridge. There would be benefits to the contractor in such an arrangement and in return the Council would be seeking improvements to the amount of waste recycled on the site. Discussions were continuing with contractor and in view of this, the Committee authorised the Director of Public and Environmental Services, in consultation with the

Chairman, to progress negotiations with a view to reaching an agreement with the contractor.

RESOLVED that the Director of Public and Environmental Services be authorised, in consultation with the Chairman, to enter into an agreement with the contractor currently operating the Civic Amenity Site, at Longshot Lane, for the management of the weighbridge, to take effect as soon as possible.

369. Abandoned Vehicles – Amnesty Update (Item 8)

The Committee considered an update report on the abandoned vehicle 'amnesty' which had been introduced following the Committee's meeting on 21 June 2000. The Committee was advised that since that time notices had been served with regard to 1,068 vehicles, 151 owners of which had come forward and surrendered the vehicles to the Council. Of the remainder, 363 cars had been sent to a compound, with three of these subsequently being collected by their owners and the required fees paid. The remainder of the cars had been scrapped and action was being taken with a view to recovering cost from the owners.

The Committee noted that the current amnesty allowed for free disposal on the basis that there was a value to the community in removing such vehicles as quickly as possible. On the basis that few people were now coming forward to take advantage of the amnesty, the Committee agreed to introduce from 1 April 2000 a minimum cost of £25 (plus VAT) for the collection and disposal of vehicles by the Council.

RESOLVED that the amnesty for the collection and disposal of abandoned vehicles be extended to 31 March 2001 and the Council introduce a new fee for the collection and disposal of vehicles with effect from 1 April 2001, the fee to be at contracted rates (currently £25 plus VAT).

370. Street Cleansing Contract Assessment Sub Committee – Terms of Reference (Item 9)

The Committee noted that the Street Cleansing Contract Assessment Sub Committee had been established in March 2000 with a provision in its terms of reference that the award of the contract be made by the Strategy and Policy Committee. Arising from changes to the terms of reference of all committees and the practice for such contract assessment sub committees to have the power to award contracts of this nature, the Committee agreed an amendment to the terms of reference which would enable the Sub Committee to award the contract.

RESOLVED that the final clause of the Terms of Reference of the Street Cleansing Contract Assessment Sub Committee be amended to read as follows:

“(4) To award the contract to the prospective contractor submitting the most economically advantageous tender.”

371. Food Hygiene Award Scheme (Item 10)

Following a successful pilot the Director of Public and Environmental Services presented proposals for the establishment of food hygiene awards scheme, which could be received by approximately 700 catering premises in the Borough. The award

would be based on the criteria used as part of a standard food hygiene inspection. To achieve an award a business would need to have a written hazard analysis in relation to the risks of cross-contamination and for premises with seating areas, at least 50% of the seating area would need to be designated as non-smoking. The Committee was advised that under the pilot scheme 12 out of 72 premises inspected had qualified for an award. The Committee recognised the benefits of such a scheme and gave the scheme its approval.

RESOLVED that the introduction of a food hygiene award scheme be endorsed.

372. Waste and Recycling Collection Services 2001/2006 (Item 11)

The Director of Public and Environmental Services reported that the current contract for the collection of domestic waste would expire on 31 July 2001 and whilst initial work to re-tender the service was already under way, the Committee agreed to the establishment of a Waste and Recycling Collection Contract Assessment Sub Committee with terms of reference, which included the finalisation of the specification; the selection of prospective contractors and the award of the contract.

RESOLVED that

- (i) a Waste and Recycling Collection Contract Assessment Sub Committee be established;
- (ii) Councillors Adams, Egan, Flood and Mills be appointed to serve on the Waste and Recycling Collection Contract Assessment Sub Committee, with Councillors Mrs Clifford, Glasson, Harrison and Mrs Pile appointed as substitute members;
- (iii) the following Terms of Reference for the Sub Committee be approved:

Terms of Reference

- 1. To consider and determine the scope and length of the waste collection and recycling contract.
- 2. To finalise the invitation to tender, the specification, the condition of contract and other related documentation.
- 3. To make an assessment of prospective contractors and determine which contractors should be invited to tender.
- 4. To award the contract to the prospective contractor submitting the most economically advantageous tender.

Delegated Powers

All powers appropriate to the discharge of the functions delegated for the Sub Committee.

- (iv) in accordance with the Scheme of Council of Committee Management the Constitution of the Waste and Recycling Collection Contract Assessment Sub Committee be notified to the Strategy and Policy Committee.

373. Grants to Voluntary Organisations 2001/2002 (Item 12)

The Committee considered an application for revenue grant for the financial year 2001/2002 from the South East Berkshire Emergency Volunteers, who had applied for a grant of £15,000. The Committee noted that the application met with the agreed corporate criteria for awarding grants. The Committee after taking account of its available resources and service priorities, approved an award of £5,000.

RESOLVED that a revenue grant to the South East Berkshire Emergency Volunteers for 2001/2002 be approved in the sum of £5,000.

374. Renovation of Sandhurst Well (Item 13)

It was reported to the Committee that a request had been made by Sandhurst Town Council for a contribution toward the renovation of a well in Scotland Hill, Little Sandhurst. The well had been known to have been in existence since 1874 but was now in a state of disrepair. Sandhurst Town Council was formally applying for ownership of the well and had estimated that works totalling £13,500 would be required to bring the well to an acceptable standard. Subject to the ownership of the well being formally clarified, the Committee agreed a grant to Sandhurst Town Council as a contribution to the scheme.

RESOLVED that a grant of £5,000 be made to Sandhurst Town Council, subject to ownership issues being satisfactorily resolved, to be used towards the restoration of Sandhurst Well as per the specification submitted by Christopher Edwards & Associates dated 26 October 1999.

375. Community Safety and Thames Valley Police Authority Update (Item 14)

The Committee considered its standard report on current community safety and Thames Valley Police Authority issues. The Committee noted in particular the progress with the establishment of a Drug Action Team, including the appointment of a Drug Action Team Co-ordinator for the Thames Forest Police Area, and the continuing recruitment and retention difficulties facing the Thames Valley Police.

RESOLVED that the report highlighting the progress of the Community Safety Strategy and the provision of an update of Thames Valley Police Authority matters be noted.

376. Items Submitted for Information

The Committee noted the following submitted for information only:

Urgent Action Taken Under Delegated Powers (Item 15)

- (a) Administrative Support Team – Creation of Supervisory Role
- (b) Street Cleansing Contract Extension

Royal Berkshire Fire Authority (Item 16)

Local Agenda Impact 21 Group (Item 17)

The meeting commenced at 7.30pm
and concluded at 9.45 pm

CHAIRMAN

HACKNEY CARRIAGE SUB COMMITTEE
6 DECEMBER 2000

Present: Councillors Flood (Chairman), Egan and Mrs Pile

Apologies for absence were received from Councillor Mrs Clifford

22. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 6 September 2000 be approved as a correct record and signed by the Chairman.

23. Carriage of Assistance Dogs (Item 1)

The Sub Committee considered a report seeking approval for the amendment of the licensing conditions to reflect the obligations under the Disability Discrimination Act 1995 in relation to the carriage of 'assistance' dogs. Under the current licensing conditions each driver had discretion whether to carry dogs. However, from 31 March 2001 licensed taxis would be required under the Act, to carry guide, hearing and certain other types of assistance dogs accompanying disabled people without an additional charge. Exemption from these duties could be sought on medical grounds and it was agreed that an administration charge of £16 would be made to recover the cost of the work involved.

RESOLVED that:

- (i) the conditions attached to licences be amended to advise drivers of their new obligations under the Disability Discrimination Act 1995; and
- (ii) an administration fee of £16 for anyone wishing to apply for a medical exemption be set.

24. Fees and Charges (Item 2)

The Sub Committee considered a report on the charges for Hackney Carriage and Private Hire licensing for the year 2001/2002. Subject to approval by the Strategy and Policy Committee, the allowance for inflation for the coming year would be 3.1% and the fees would be increased as near as possible to this figure, to reflect this inflationary provision. The average increase would be 2.6%.

RESOLVED that the revised charges detailed in Appendix 1 to the report, be implemented from 31 March 2001, subject to:

- (i) the proposed changes in operator and vehicle fees being advertised; and
- (ii) any objections being reported to the Sub Committee at its meeting on 6 March 2001 for consideration.

25. Closure of Rackstraw Taxi Rank (Item 3)

The Sub Committee considered a report seeking approval for the closure of the taxi rank outside the Rackstraw, Yorktown Road, Sandhurst. The Sub Committee had previously considered the possible closure of this taxi rank at its meeting on 6 September 2000. It had been agreed that the rank be closed subject to relevant consultation. The consultation had now taken place with no objections received.

RESOLVED that the taxi rank outside The Rackstraw, Yorktown Road, Sandhurst, be closed.

26. First Aid Training (Item 4)

The Sub Committee considered a report seeking approval for the offer of two emergency first aid courses for the Borough's licensed drivers. The Sub Committee was advised that it was a condition of the licence that first aid kits be carried in all licensed vehicles. However, concern had been expressed from members of the trade on the implications of using the first aid kits without training. It was proposed to offer a three-hour training course to drivers, at a cost of £6 per head, although to encourage drivers to participate, the first two courses would be free. The fee would cover the charges made by the external trainer. All other costs would be met by the Council.

RESOLVED that:

- (i) two emergency first aid training courses be offered to the Borough's licensed drivers; and
- (ii) to encourage attendance, the fee of £6 per head be waived for the initial two courses.

27. Hackney Carriage and Private Hire Trade Meeting (Item 5)

The Sub Committee considered a report on the Hackney Carriage and Private Hire Trade meeting that took place on 10 November 2000. Comments from the trade on the issues raised were noted. The Sub Committee was advised of a small budget provision for the improvement of taxi ranks. Discussions would be held regarding the use of this provision. The Director of Public and Environmental Services and the Chairman of the Hackney Carriage Sub Committee would take part in these discussions.

RESOLVED that the comments from the trade contained within Annex A to the report be noted.

The meeting commenced 11.00am
and concluded at 11.50 am

CHAIRMAN

**LEISURE SERVICES COMMITTEE
24 JANUARY 2001**

Present: Councillors North (Chairman), Adams, Mrs Birch, Blatchford, Browne, Finnie, Glasson, Grayson, Ms Henfrey, McCracken, Piasecki, Simonds, Thompson, Turrell and Ward

Apologies for Absence were received from:
Councillor Kendall

Also Present: Councillors Flood and Mrs Ryder

377. Substitute Members

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

Councillor Ms Henfrey for Councillor Kendall

378. Minutes

RESOLVED that the minutes of the meeting of the Committee held on 10 October 2000 be approved as a correct record, and signed by the Chairman.

379. Minutes of the Edgbarrow and Sandhurst Sports Centre Management Committee

RESOLVED that the minutes of the meeting of the Edgbarrow and Sandhurst Sports Centre Management Committee held on 14 December 2000 be received.

380. 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. Members' questions and discussion relating to the Quarterly Operations Report included references to improvements in community support, recruitment measures, ICT developments and progress in respect of the arts project for Jubilee Gardens. The Chairman expressed the Committee's gratitude to the officers for their efforts and achievements in several areas.

RESOLVED that the Quarterly Operations Report be received.

381. Review of Charges (Item 2)

Members were invited to consider the level of charges to be levied in respect of leisure services provided by the Council and considered a report which proposed a structured framework for pricing and charging policies in line with Audit Commission guidelines to ensure that they had access to all relevant information when making pricing decisions. As this was the first occasion when the Committee had been given such information in

this manner, its views were sought on the range and depth of information provided, which included charging comparables with other local providers. Members' attention was drawn to the objectives agreed by Strategy and Policy Committee at its meeting held on 20 December 2000 for setting charges and it was noted that the charging levels proposed sought to maximise usage and income.

In response to Members' queries regarding price concessions, the Director of Leisure Services advised that such concessions were largely dictated by market factors and, although there was currently no particular concessions for the unemployed, the proposed smart card initiative was anticipated to facilitate further concessions than were presently available.

RESOLVED that

- (i) the customer charges shown in Annexes E, F, G and H to the report be approved and this Committee's revenue budget be amended accordingly; and
- (ii) the current free entry policy for under 4 or under 5 year olds remain unaltered.

382. Revenue Budget 2001/02 (Item 3)

The Committee considered its revenue budget for 2001/02 which had been prepared within the framework set by Strategy and Policy Committee at its meeting held on 20 December 2000. Recommendations thereon would be submitted to the next meeting of the latter Committee, together with those of the remaining Service Committees, from which proposals would be drawn together and an overall budget would be recommended to the Council at its meeting to be held on 28 February 2001.

The Director of Leisure Services drew Members' attention to a typographical error in paragraph 4.31 of the report, which was intended to refer to the Park in the Schools Scheme and not the Young People and Sport Scheme, as stated in the report.

Being mindful of the Council's funding gap and the associated need to identify economies in order to contribute to its budget reduction process, Members posed several questions in this regard and noted the impact of the new accounting formulae on the calculation of internal service recharges.

RESOLVED that

- (i) this Committee's draft base budget for 2001/02 as shown in the report be agreed; and
- (ii) in considering the Council's budget for 2001/02, Strategy and Policy Committee be requested to approve:
 - (a) the changes to the base budget as identified in the latest commitment budget as shown in Annexe A to the report;
 - (b) the potential service pressures and developments identified in the report and economies identified in Annexe B to the report; and
 - (c) this Committee's estimated inflation provision of £94,000.

383. Annual Revenue Grants (Item 4)

The Director of Leisure Services reported on details of requests for grant aid from Voluntary Organisations working with residents of this Borough. Members noted that the budget available in this respect consisted of two elements, namely, (i) grants in respect of accommodation costs to assist recognised voluntary youth organisations to meet the cost of rent for buildings utilised to undertake work with young people and (ii) grants to key organisations for revenue funding.

Having been advised of the outcome of the review undertaken in respect of accommodation grants, the Committee noted the intention to formulate a specific and sustainable revenue grants policy to assist with the determination of such grants in the future.

RESOLVED that

- (i) the revenue grants for the accommodation costs as detailed in Annexe 1 to the report be approved;
- (ii) the groups identified in Annexe 1 be informed that no funding will be available in future years; and
- (iii) the revenue grants for general running costs as detailed in Annexe 2 be approved.

384. Capital Programme (Item 5)

Further to the request made by Strategy and Policy Committee at its last meeting that all Service Committees review their capital spending requirements for inclusion within the Council's three year Capital Programme, this Committee considered its capital spending requirements for submission to the former Committee on 15 February 2001.

Having noted that monitoring of the current Capital Programme indicated that 66% of the approved programme would be spent by the year end, the Committee considered possible new schemes for 2001/02 together with committed or unavoidable schemes, improvements and capitalised repairs and other desirable schemes. The officers responded to a number of questions including those relating to the refurbishment programme for children's play equipment and the condition of the swimming pool at Bracknell Sport and Leisure Centre. It was hoped that proposed improvements to the Bubbles Health Suite and to the changing facilities at the Sport and Leisure Centre would arrest decline in client usage in the longer term.

RESOLVED that

- (i) the projected carry forward of resources from the 2000/2001 programme as outlined in Annexe A to the report be noted; and
- (ii) the schemes summarised in Annexe B to the report be submitted to Strategy and Policy Committee for inclusion within the Capital Programme for 2001/2002.

385. Life is for Living Towards a Cultural Strategy for Bracknell Forest (Item 6)

The Committee considered a report providing an update in respect of the progress being achieved towards the preparation of a cultural strategy for Bracknell Forest, which was required to be in place by April 2002 as one of the Audit Commission's new Performance Indicators.

Although the Council would be the leading key stakeholder in the cultural strategy, as it was intended to embrace all cultural activity within the Borough, the strategy required the input and ownership of the broad community within the Borough including partner agencies such as the Police, schools and Health Authority. In order to facilitate this, the process of developing the strategy would include a public consultation exercise.

The Committee considered the definition of culture in this context together with the key issues which had been formulated to assist with the preliminary stages of the development of the strategy and act a basis for debate and discussion. However, as there were mixed views in this regard and Members felt that further consideration was required, it was agreed that a Focus Group, the membership of which would reflect the political proportionality of the Council, be established to consider the definition and progress the strategy.

RESOLVED that a Cultural Strategy Focus Group be established to progress the development of a cultural strategy for Bracknell Forest

386. Youth Service Best Value: Final Report (Item 7)

Having previously received and endorsed the Best Value Report in respect of the Youth Service, and agreed an associated implementation plan to shape the future direction of the Service, the Committee considered a report which identified a means of progressing the key messages of the Best Value Review and implementing the review process on a rolling basis to achieve best value.

Members noted the priorities identified for the recommendations previously agreed which focused on the elements of maximising the delivery of youth work with young people directly and developing the range, type and timing of activities. Details of the proposed new staffing structures were also noted.

RESOLVED that

- (i) the progress made to date be noted and proposed priorities for action be approved;
- (ii) the staffing changes identified for implementation by September 2001 be approved;
- (iii) the re-allocation of resources in order to implement the recommendations detailed in the report be approved;
- (iv) the short and medium term priorities be developed as an ongoing process of service improvements which form part of the Best Value culture within the Youth Service; and
- (v) a specific report on the review of building management be presented in due course.

387. Local Agenda 21 Strategy – A Local Plan for Sustainable Development in Bracknell Forest (Item 8)

The Director of Public and Environmental Services reported on the Council's Local Agenda 21 Strategy, which had been prepared in response to the Government's request for all local authorities to prepare a Local Agenda 21 Strategy by 31 December 2000. The Strategy was also a Best Value performance indicator for 2000/2001. Having been considered by the Public and Environmental Services Committee on 24 October 2000, the Strategy had been finalised for consultation by the Local Agenda 21 Impact Group and its final version would be published in Spring 2001 following widespread consultation.

The Strategy had been designed as both a position statement and a framework for future action in pursuing the principles of sustainable development in the Borough. Members noted that its purpose was to engage the local community in pursuing sustainable development on a local level by building on and strengthening existing partnerships and developing new mechanisms and opportunities for joint working.

RESOLVED that

- (i) the Bracknell Forest Local Agenda 21 Strategy be endorsed and ongoing consultation and engagement with the community be supported; and
- (ii) commitment to Local Agenda 21 be confirmed and future action to progress sustainable development within Bracknell Forest be approved.

388. Service Performance Plan and Best Value Performance Plan 2001/02 (Item 9)

As part of the Council's Performance and Financial Management Programme, each Service Committee had, since 1998, prepared an annual Service Plan which set out its objectives and proposed functions for the following year to assist with the guidance and monitoring of its activities. This was also the second year of the requirement to publish a Best Value Performance Plan and the process for producing the information contained in each Committee's Service Plan would contribute directly in the development of the Council's Best Value Performance Plan.

In response to a Member's question, the Committee was advised that, although savings were not required as part of the Best Value process, the review was beneficial as an information tool and the Council's Best Value Panel was setting savings targets to reflect the Government's expectation that local authorities would achieve a 2% efficiency saving as a result of the process.

RESOLVED that

- (i) this Committee's Service Performance Plan outlined in Annexe A to the report be agreed;
- (ii) the Director of Leisure Services, in consultation with the Chairman of the Committee, be authorised to finalise any outstanding data and targets for inclusion in the 2001/02 Best Value Performance Plan; and

- (iii) the information within the Service Performance Plan be included in the Council's Best Value Performance Plan for 2001/02.

389. Longhill Outdoor Skate Park (Item 10)

The Committee considered a report in respect of the future management of the skate park which had been provided at Longhill Park in July 1999. Although the skate park had been run by a management contractor during 2000 in return for a small fee, this arrangement had now ceased.

The management issues before Members for deliberation had been the difficulties in appointing a replacement management contractor/supervisor, a request from skaters for lighting and a roof at the park and the merits of levying a charge for the use of the skate park. The issue of noise from the park which was disturbing a few neighbours was highlighted and a solution to this involving a noise barrier was proposed.

Although the Committee acknowledged that local youngsters highly valued the skate park and would prefer it to have supervision, shop and toilet facilities, this was not felt to be a practical option owing to financial constraints.

RESOLVED that

- (i) Strategy and Policy Committee be requested to release £15,000 from Section 106 Funds to fund the erection of a noise barrier around the perimeter of the skate park;
- (ii) no action be taken on lighting the skate park;
- (iii) the skate park remain as an open access facility; and
- (iv) the shop and toilets be left closed if no suitable operator is found.

390. Sculpture Park (Item 11)

The Director of Leisure Services reported on details of a preliminary feasibility study that had been undertaken further to a suggestion that a sculpture park be provided in the Borough.

The Committee indicated its support for the concept of public art and acknowledged that, although a sculpture trail was felt to be more appropriate than a sculpture park for this Borough, there were currently insufficient resources to progress such an initiative.

RESOLVED that

- (i) it be agreed in principle that a sculpture trail would be more appropriate than a sculpture park for Bracknell Forest; and
- (ii) officers do not actively pursue this project at this time.

391. **Bracknell Forest Biodiversity Action Plan (Item 12)**

The Committee considered a report which detailed the background development and implementation implications for the new Bracknell Forest Biodiversity Action Plan (BFBAP) 2002-2005. This expanded Biodiversity Action Plan, which related to five habitats and twenty-four species, followed on from the previous 1997-2000 version which had proved highly successful in implementing conservation tasks and raising the awareness of the needs of wildlife across the Borough. Having received a copy of the BFBAP, Members noted that two versions would be produced, one for use by students and the other for general circulation.

RESOLVED that the Bracknell Forest Biodiversity Action Plan 2000-2005 be approved.

392. **Byelaws – Greenway Project (Item 13)**

The Sandhurst Community Sport and Greenway Project included environmental improvements to the site of Sandhurst School and would create a new area of open space to be known as 'The Greenway'. The Committee's approval was sought to create a new set of byelaws to control the use of this new area of open space and to amend the existing byelaws relating to Sandhurst Sports Centre to reflect the current situation.

RESOLVED that

- (i) the byelaws outlined in Annexe A to the report be submitted to the Home Office for approval and thereafter that the Director of Leisure Services, having taken the advice of the Borough Solicitor, implement any amendments to the draft byelaws as suggested by the Home Office and subsequently the byelaws be made; and
- (ii) the area of land to which the byelaws for Sandhurst Sports Centre apply be amended to take into account changes to the layout of the car park and sports facilities.

393. **Blackwater Valley Countryside and Recreation Management Service (Item 14)**

The Committee considered a report providing up to date information in respect of the funding of the Blackwater Valley Countryside and Recreation Management Service (BVCRMS) and reviewing the annual contribution made by this Council as one of the nine local authorities in the Blackwater Valley responsible for jointly managing the Service.

In response to a Member's concern regarding the apparent disproportionately high level of annual financial contribution made by this Council to the BVCRMS, the Committee was advised of the formulae for establishing the level of funding provided by each of the nine local authorities involved. It was noted that endeavours would be made to address this perceived funding imbalance.

RESOLVED that

- (i) the contribution by Bracknell Forest Borough Council for the Blackwater Valley Countryside and Recreation Management Service for 2001/2 be £20,574; and
- (ii) a further report be submitted to this Committee in the event that there are significant changes in the funding available from partner authorities.

The meeting commenced at 7.30pm
and concluded at 9.35 pm.

CHAIRMAN

**PLANNING & TRANSPORTATION COMMITTEE
25 JANUARY 2001**

Present: Councillors Mrs Ballin (Chairman), Adams, Birch, Mrs Clifford, Finnie, Flood, Mrs Henfrey, Jones, Kendall, Piasecki, Mrs Ryder, Sargeant, Simonds, Thompson and Worrall.

Also Present: Councillors Edger and Turrell

Apologies for Absence were received from:
Councillors Mrs Clifford, Mrs Hayes and Wade

394. Substitute Members

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

Councillor Thompson for Councillor Wade

395. Minutes

RESOLVED that the minutes of the meeting of the Committee held on 26 October 2000 be confirmed as a correct record and signed by the Chairman.

396. Urgent Items of Business under Standing Order No 7

The Chairman agreed that the items listed on the agenda as items 4 and 20, which had not been ready for despatch with the rest of the papers, should be accepted as urgent business in view of the need to determine them prior to the next meeting of the Committee

397. Planning Control Sub-Committee Minutes

RESOLVED that the minutes of the meetings of the Planning Control Sub Committee held on 12 October, 9 November, 7 December 2000, as set out in Appendices A, B and C hereto, be received.

398. Planning & Transportation Contracts Assessment Sub-Committee Minutes

RESOLVED that the minutes of the meeting of the Planning & Transportation Contracts Assessment Sub-Committee held on 7 November 2000, as set out in Appendix D, be received.

399. **Highways Sub-Committee Minutes**

RESOLVED that the minutes of the meeting of the Highways Sub Committee held on 14 December 2000, as set out in Appendix E, be received.

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

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

The officers answered a number of questions posed in relation to matters raised in the report. In particular, it was noted that concerns regarding the spiral markings at the Horse and Groom Roundabout were to be investigated.

RESOLVED that the Quarterly Operations Report of the Director of Planning and Transportation detailing the activities of the Planning and Transportation Department for the period 1 October 2000 to 31 December 2000 be received.

401. **Revenue Budget 2001/02 (Item 2)**

The Committee considered a report inviting it to approve its revenue budget for 2001/02 for recommendation to the Strategy & Policy Committee. The budget had been prepared within the framework set by the latter Committee.

The Director of Planning & Transportation advised the Committee that on page 16 of the report under Highway Adoptions' Fees and Charges, the figure for "Accelerated Preparation" should be 100% of costs.

The Officers answered a number of questions in relation to the proposals, covering, in particular, alternatives to the Young Drivers' Scheme, funding of the Joint Strategic Planning Committee and service recharges.

RESOLVED that

- (i) the Planning & Transportation Committee's draft base budget for 2001/02 as shown in paragraph 4.14 of the report be approved; and,
- (ii) the Strategy and Policy Committee be requested, in considering the Council's budget for 2001/02, to approve:
 - (a) the changes to the base budget as identified in the latest Commitment Budget as shown in Annexe A of the report;
 - (b) the potential service pressures/developments, economies and additional income identified in Annexes B, C and D of the report respectively;
 - (c) the Committee's estimated inflation provision of £178,000; and,
 - (d) the proposed increase in fees and charges from 1 April 2001 as shown in Annexe E of the report.

402. **Capital Programme 2001/02-2003/04 (Item 3)**

The Committee considered a report inviting it to review its capital spending requirements with a view to recommending to the Strategy & Policy Committee its inclusion within the Council's three year Capital Programme.

The Officers answered a number of questions and agreed to :

- bring forward a report on service roads in Crowthorne town centre in due course; and,
- seek to expedite the Kennel Lane Bus Gate works which appeared to have stalled.

RESOLVED that

- (i) the projected carry forward of resources from 2000/01 programme as outlined in Annexe A of the report be noted; and,
- (ii) the schemes summarised in Annexe B be submitted to the Strategy & Policy Committee for inclusion within the Capital Programme for 2001/02.

403. **Service Performance Plan And Best Value Performance Plan 2001/02 (Item 4)**

The Committee considered a report on its proposed Service Performance Plan as required as part of the Council's Performance and Financial Management Programme. The Plan set out the Committee's proposed objectives and work for the following year to help guide and monitor its activities.

The Committee was advised that this was also the second year of the requirement to publish a Best Value Performance Plan. The process for producing the information contained in each Committee's Service Performance Plan was, therefore, to culminate directly in the development of the Council's Best Value Performance Plan.

RESOLVED that

- (i) the Planning and Transportation Committee's Service Performance Plan outlined in Annex A of the report be approved;
- (ii) the Director of Planning and Transportation, in consultation with the Chairman of the Committee, be authorised to finalise data and targets for inclusion in the 2001/02 Best Value Performance Plan; and,
- (iii) the information within the Service Performance Plan be included in the Council's Best Value Performance Plan for 2001/02.

404. **Crowthorne Strategy (Item 17)**

The Committee considered a further report on the consultation responses to the draft Crowthorne Strategy which had been prepared by the Crowthorne Initiative Group to consider long term enhancements to Crowthorne.

RESOLVED that the Crowthorne Strategy be endorsed.

405. **Crowthorne Central Sites Planning and Design Brief Consultation (Item 22)**

In view of the presence of a number of residents from Crowthorne, the Chairman drew the Committee's attention to item 22 on the agenda in relation to the Crowthorne Central Sites Planning and Design Brief Consultation which had been submitted purely for information and which was duly noted.

406. **Local Agenda 21 Strategy - A Local Plan For Sustainable Development In Bracknell Forest (Item 13)**

The Committee considered a report on the Council's Local Agenda 21 Strategy which had been finalised for consultation by the Local Agenda 21 Impact Group following consideration by the Public & Environmental Services Committee on 24 October 2000. The Strategy was designed as both a position statement and a framework for future action in pursuing the principles of sustainable development within Bracknell Forest.

In producing this document the Council had responded to the Government's request for all local authorities to prepare a Local Agenda 21 Strategy by 31 December 2000. It was also a Best Value performance Indicator for 2000/2001.

The document was to be used to engage the local community in pursuing sustainable development on a local level by building on and strengthening existing partnerships and developing new mechanisms and opportunities for joint working.

RESOLVED that

- (i) the Bracknell Forest Local Agenda 21 Strategy be endorsed;
- (ii) the ongoing consultation and engagement with the Community be supported; and,
- (iii) in confirming its commitment to Local Agenda 21, the future action to progress sustainable development within Bracknell Forest be approved.

407. **Bracknell Forest Borough Local Plan - Bracknell Forest Borough Council's Decisions on The Local Plan Inspector's Recommendations and Modifications to The Local Plan (Item 5)**

The Committee considered a report which was intended:

- To inform it of the present position with regard to the preparation of the Local Plan; and,
- To seek its approval for the establishment of a Panel to consider the responses suggested by Officers to each of the recommendations contained in the Inspector's report into the objections to the Bracknell Forest Borough Local Plan.

The establishment of the Panel was to accord with the Committee's indication at the meeting on 26 October 2000 that it wished to be involved in the formulation of the Modifications to the Local Plan. The Panel's recommendations were to be reported to the Committee meeting on 29 March 2001.

The Officers answered a number of questions.

RESOLVED that

- (i) a Bracknell Forest Local Plan Panel (3:1) comprising Councillors Mrs Ballin, Birch, Jones and Worrall be established with the following terms of reference:

“To consider, and make recommendations to the Planning & Transportation Committee on 29 March 2000 on the Borough Council’s formal response to the Recommendations contained in the Bracknell Forest Borough Local Plan Inspector’s Report and the resultant Modifications to the Local Plan.”; and,

- (ii) the four members of the Panel be entitled to nominate a substitute if unavailable to attend one of its meetings.

408. Amen Corner Planning Brief – Consultation Draft (Item 6)

In accordance with Standing Order 25, Councillor Flood declared a pecuniary interest and Councillor Mrs Henfrey declared a non-pecuniary interest in item 6 and both withdrew from the meeting.

The Committee considered a report reminding it that the draft Amen Corner Planning Brief had been published for public consultation in July 2000. The subsequent receipt of the Bracknell Forest Borough Local Plan Inspector’s report had necessitated a pause in the production of the brief, pending the Borough Council’s consideration of the Inspector’s report and any consequent modifications.

This Committee was accordingly invited to agree that consideration of the Brief should be held in abeyance pending the outcome of the Local Plan deliberations.

RESOLVED that

- (i) the Amen Corner Planning brief be reconsidered in the light of the Borough Council’s response to the Inspector’s report and any consequent modifications which it may propose; and,
- (ii) all local residents of Amen Corner and other respondents to the draft brief be notified.

409. Draft Revised Regional Planning Guidance For The South East (RPG9) (Item 7)

The Committee considered a report inviting it to approve its response to the Government Offices for the South East, East of England and London’s draft revised Regional Planning Guidance for the South East. Although the document represented the final version of regional planning guidance for the region, comment had been invited on the proposed distribution of housing.

The Officers answered a number of questions regarding the guidance including in relation to housing figures and the definition of “previously developed land”.

It was agreed that there was a need for balance and respect for the environment, recognising the needs of all residents and workers.

RESOLVED that the Government Office for the South East be informed of the comments set out at paragraph 4.8 of the report in relation to the draft Revised Regional Planning Guidance For The South East (RPG9).

410. **Deposit Draft Surrey Structure Plan (Item 8)**

The Committee considered a report on the Surrey Structure Plan Deposit Draft which had been published in December 2000. The report highlighted the key issues of relevance to Bracknell Forest Borough and recommended an appropriate response to Surrey County Council.

The Officers answered a number of questions relating to matters raised in the report to clarify issues for the Committee.

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

- (i) Objects to Policy LO7 of the Surrey Structure Plan Deposit Draft on the basis that the housing total represents a serious shortfall when compared with Regional Planning Guidance and could have an adverse impact on Bracknell Forest Borough;
- (ii) Supports Policies LO11, DN4 and DN10 of the Surrey Structure Plan Deposit Draft; and,
- (iii) Seeks clarification that Policy DN8 of the Surrey Structure Plan Deposit Draft is not intended to prejudice the development of road access to Heathrow that could have wider benefits for the area.

411. **“Where will our new homes go? A Method for Meeting Berkshire’s Housing Needs” Draft for Consultation (Item 9)**

The Committee considered a report on how development was to be distributed between the six unitary authorities which was considered to be one of the most important and fundamental aspects of the review of the Berkshire Structure Plan 1991–2016. In order to determine the allocation of numbers for each authority, it was going to be necessary to identify the potential capacity that each district had to accommodate major residential development in a sustainable pattern.

On 31 October 2000, the Joint Strategic Planning Committee had approved for public consultation a draft methodology to help to establish the most appropriate distribution of housing across Berkshire which the Committee was invited to endorse on behalf of the Council.

The Officers answered a number of questions relating to matters raised in the report to clarify issues for the Committee. In particular, it was stressed that the methodology was intended to address provision for the new structure plan covering the period after 2006 rather than the situation at present.

RESOLVED that the approach for identifying general areas for new housing development, as outlined in the methodology produced by the Joint Strategic Planning Committee (set out in Appendix 1 of the report) be endorsed.

412. **Limiting the Impact of Development – Guidance for Developers on the need for and Provision of, Infrastructure, Services & Community Facilities (Item 10)**

The Committee considered a report inviting it to address the need for changes to guidance set out in the planning policy document: 'Infrastructure, Service And Amenity Requirements For New Development In Berkshire' (more commonly known as "the Developers Guide").

As the existing version of the Guide was not well-related to current conditions, the report suggested a new document was needed and that before the replacement Guide was adopted, it should first be the subject of consultation with those with an interest in development.

The Officers answered a number of questions relating to matters raised in the report to clarify issues for the Committee. Arising from these, it was agreed that the document needed to make clear that parking provision was a borough-wide issue and not as could be implied from the draft document confined to Bracknell town centre. In addition, it was noted that section 4.4 would need amending in the light of recently received information from the Director of Education.

RESOLVED that, subject to an amendment to recognise that parking provision was an issue affecting the whole Borough and the Director of Planning & Transportation in consultation with Chairman finalising the wording of section 4.4, the document attached as Annexe A of the report: "Infrastructure and Community Facilities expected with developments in Bracknell Forest Borough: Consultation Draft",

- (a) be approved for consultation;
- (b) be given publicity during a 4 week consultation period; and,
- (c) be given further consideration, in the light of all duly made comments and representations, prior to adoption as (replacement) supplementary planning guidance.

413. **Local Transport Plan (Item 11)**

The Committee considered a report advising it of the Local Transport Capital Expenditure Settlement for 2001/02 which had been issued by the Government Office for the South East on 14 December 2000. The report invited the Committee to consider this in the light of the Council's Local Transport Plan with a view to applying the funds broadly and agreeing the arrangements for progress reports.

The Officers answered a number of questions relating to matters raised in the report to clarify issues for the Committee. In particular, it was informed that their concerns about the allocation made in the settlement were known to be shared by other authorities. There was a feeling that the decisions had been reached on the basis of inequitable sampling.

RESOLVED that

- (i) the Local Transport Plan Focus Group be maintained to prepare the LTP Progress Report;

- (ii) the LTP Capital Programme be based on the indicative levels in the settlement; and,
- (iii) concern be expressed to GOSE that the level of funds for highway maintenance indicated in the settlement are insufficient to clear the backlog on principal roads and fall well short of those needed to deal with the whole maintenance issue.

414. Residential Parking Guidance (Item 12)

The Committee considered a report setting out a revised approach to the Borough Council's guidance on parking provision for new residential development. This followed changes to national and local land use and transportation policies, particularly advice contained within "Planning Policy Guidance Note 3 Housing".

The Officers answered a number of questions relating to matters raised in the report to clarify issues for the Committee. In particular, it was noted that, as guidance had been received stressing that garages must be included in parking provision figures, the Council would henceforth be seeking to see the provision of larger ones, capable not only of accommodating today's cars but also some storage space. It was, however, recognised that some people might seek to convert larger garages to living accommodation.

There was agreement within the Committee that the Government's guidelines failed to take account of special circumstances such as the high level of car ownership in Bracknell Forest and that this posed a problem for the Council which was seeking not only not to exacerbate the existing problems, but also to address these and avoid creating more for the future. The guidance proposed in the report was considered to be an acceptable basis on which to consult local residents.

RESOLVED that

- (i) the Residential Parking Guidance attached as Appendix 3 of the report be approved as a basis for consultation; and,
- (ii) the guidance be reconsidered in the light of the consultation.

415. Thames Basin Heaths Proposed Special Protection Area (Item 14)

The Committee considered a report relating to two consultations received from English Nature seeking comments on proposals to extend the area of land designated as the Broadmoor to Bagshot Woods and Heaths Site of Special Scientific Interest and, at the same time, extend the current area identified as proposed Special Protection Area to cover the same area.

The proposed Special Protection Area designation was to be made under European wildlife legislation and the designations would cover areas of forest and heathland located between Bracknell, Crowthorne and Sandhurst.

RESOLVED that no objections be raised in principle to the designation of additional areas of land as part of the Broadmoor to Bagshot Woods and Heaths Site of Special Scientific Interest and its designation as a proposed Special Protection Area subject to:

- (a) the removal of the land covered by the A3095 Sandhurst-Crowthorne Bypass and its highway verge from the identified area; and,
- (b) confirmation that such a designation will not prejudice the designation of the A3095 Crowthorne–Sandhurst Bypass and the A322 Bagshot Road as Lorry Priority Routes.

416. Community Transport Grants (Item 20)

The Committee considered a report on six applications for community transport grants covering the 2001/02 financial year.

In agreeing the proposed grants, the Committee recognised the value of the work done by the service providers.

RESOLVED that subject to the approval of the capital and revenue budgets by the Strategy and Policy Committee, the following grants be approved:-

	Revenue	Capital
Forest Line Community Transport Ltd	£36,889	£22,100
Keep Mobile	£32,201	12,900
COATS		£15,000
Bracknell Volunteer Centre	£2,500	
Crowthorne Good Neighbours	£400	

417. Wildlife Heritage Sites - Re-Survey, And Amendment (Item 15)

The Committee considered a report seeking approval to amendments to the Wildlife Heritage Sites Record in the light of advice received in respect of a number of sites. Arising from the amendments, it was also going to be necessary to make corresponding modifications to the Bracknell Forest Borough Local Plan.

There was, however, some concern that the report failed to provide sufficient information to support the deletion of six of the sites from the Wildlife Heritage Sites Record. In view of this, it was agreed to defer the matter until the next meeting for a more detailed report.

RESOLVED that consideration of amendments to the Wildlife Heritage Sites Record be deferred for a more detailed report on the circumstances leading to the recommended changes to site status.

418. College Town, Sandhurst - Design Guidelines - Public Consultation Response (Item 16)

The Committee considered a report on the outcome of the public consultation exercise on the Draft College Town Design Guidelines which had been produced to try and help guide and create acceptable forms of development in an area considered to be under development pressure.

The Committee noted the views of a local Member who was concerned that the guidelines could lead to an increase of 300-350 houses on backland sites which the

current infrastructure could not support. In response to this, the Committee was advised that the guidelines were actually intended to help the Council to manage a pressure that already existed and ensure that any new development could be accommodated without detriment to the area.

A sheet listing issues raised since the report had been finalised was circulated to the Committee.

RESOLVED that

- (i) the consultation response be noted;
- (ii) the changes to the College Town Design Guidelines set out in this report arising from the consultation exercise be approved;
- (iii) consultees be thanked for their contribution and advised of the approved amendments; and,
- (iv) the College Town Design Guidelines be adopted as Supplementary Planning Guidance (SPG) and sold at a cost of £10.00 per copy.

419. Phone Box Advertising (Item 18)

The Committee considered a report advising it that the Civic Trust, Vale of White Horse District Council and the Association of Councils of the Thames Valley Region (ACTVaR) had recently given attention to the issue of phone box advertising. There was concern that this practice could extend to the street furniture/apparatus of other public utilities.

The report outlined the issues involved with a view to the Borough Council adding its name to the campaign being advanced by the Civic Trust.

RESOLVED that the campaign by the Civic Trust and other local planning authorities against the use of street furniture/apparatus of public utilities for advertising purposes be endorsed by Bracknell Forest Borough Council.

420. Planning Applications And Members Involvement In Another Capacity As Councillor (Item 19)

The Committee considered a report on the principles which should apply to determine whether a Member should consider himself/herself to be disqualified from participating in the determination of an application for planning permission because of his/her involvement in another capacity as Councillor (in particular participating in the proceedings of another Council committee or panel).

The Officers answered a number of questions relating to matters raised in the report to clarify issues for the Committee. The Borough Solicitor suggested a number of examples where a reasonable person might consider a Member to have pre-determined a matter. It was recognised that, whilst such guidance was helpful, ultimately, it was up to each individual Member to consider and determine when they should and should not participate in determining a matter.

It was agreed that the guidance and an example should be circulated to all Members of the Council.

RESOLVED that the principles set out in paragraph 4.9 of the report for determining when Members should withdraw from the consideration of planning applications because of their involvement in another capacity as Councillor be endorsed.

421. Economic Development Grants (Item 21)

The Committee considered a report on two applications for economic development grants covering the 2001/02 financial year.

RESOLVED that authority to determine the award of the following economic development grants be delegated to the Director of Planning and Transportation following consultation with the Chairman of this Committee:

- (i) A grant to Thames Valley Economic Partnership;
- (ii) A grant to the Bracknell Job Support Centre.

422. Items for Information

The following items were submitted for information:

- (i) Urban and Rural White Paper (Item 23)
- (ii) Berkshire Structure Plan Update and Joint Strategic Planning Committee Items (Item 24)
- (iii) Street Lighting and Electrical Term Maintenance Contract 2001-2005 (Item 25)

The meeting commenced at 7.30 pm
and concluded at 10.35 pm

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
12 OCTOBER 2000**

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

Also present: Councillor Harrison

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

48. Substitute Members

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

Councillor Ms Henfrey for Councillor Mills
Councillor Kendall for Councillor Mrs Ballin

49. Minutes

RESOLVED that, subject to the addition of Councillor Glasson to the apologies and the deletion of Councillor Grayson, the minutes of the meeting of the Sub Committee held on 14 September 2000 be approved as a correct record and signed by the Chairman.

50. Urgent Item of Business under Standing Order 7

The Chairman gave notice that he had agreed to the addition of an item of urgent business to the agenda for the meeting. The report concerned a clerical error to the minutes of the meeting of 17 August 2000, minute 35/00 refers, relating to application 00/00388/FUL, C W House, Cookham Road, Bracknell.

51. Minutes of the Meeting of 17 August 2000 (Urgent Item)

Application No: 00/00388/FUL

**C W House, Cookham Road,
Bracknell.**

**Erection of single deck car park over
existing car park adjacent to
Mercury House, Bracknell.**

The Sub Committee at their meeting on 17 August 2000, Minute 35/00 refers, authorised the Borough Planning Officer to approve the application, subject to the imposition of conditions and 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 submission and implementation of a Green Transportation

Plan. Owing to a clerical error, the minutes of the August meeting, which were approved at the meeting of the Sub Committee on 14 September, omitted reference to the legal agreement.

The Sub Committee

RESOLVED that the corrected resolution as set out below, be confirmed:

“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 submission and implementation of a Green Transportation Plan, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:

- (1) 101 Time limit for the commencement of the development.
- (2) B3 Approved plans: Drawing nos: 200010/P100A, P101 Rev.B and P102 Rev.B.
- (3) 502 Samples of materials to be submitted.
- (4) 601 Details of hard and soft landscaping.
- (5) 605 Landscape works implementation.
- (6) The car park shall not be brought into use until it has been laid out in accordance with the approved drawings, and shall include details of surface markings of parking spaces, signs and pedestrian routes.
- (7) No development shall take place until a scheme of replacement parking spaces for those spaces displaced by construction works has been submitted and approved in writing by the Local Planning Authority. The replacement parking shall be provided in accordance with the approve scheme.
- (8) 1515 Cycle parking and facilities; scheme.
- (9) 1520 Parking for people with disabilities.
(Delete first sentence and substitute “Details of car parking spaces for the exclusive use of people with disabilities”).

52. 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**.

53. Breaches of Planning Control (Item 1A)

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**.

54. Report on Planning Applications Received (Item 2)

The supplementary report of the Borough Planning Officer was tabled and the Sub Committee noted the additional information contained therein relating to applications:

00/00481/FUL	00/00654/FUL	00/00658/FUL	99/25418/FUL
00/00514/FUL	00/00567/FUL	99/25494	00/00772/FUL
00/00886/FUL	00/00830/FUL	00/00634/FUL	00/00797/FUL

Ashleigh Farm, Hazelwood Lane, Binfield

- | | |
|-------------------------------------|--|
| Application No: 625352 | Relaxation of Condition 1 of planning permissions 621242 and 620919 to allow retention of mobile home and barn B for a further 12 month period. |
| Application No: 00/00820/FUL | Retrospective application for the continued use of hardstanding for stockpiling of manure and straw. |
| Application No: 00/00821/FUL | Retrospective application for the retention of barn C for agricultural use. |
| Application No: 00/00822/FUL | Retrospective application for the retention of side extensions to barn A. |
| Application No: 00/00823/FUL | Retrospective application for the retention of barn B for agricultural use and proposed extension to barn. |

A site visit had been held in respect of this application on Saturday 7 October 2000, which had been attended by Councillors Adams, Barnard, Blatchford, Browne, Flood, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Sargeant, Simonds, Thompson and Worrall.

The Sub Committee noted the comments of Binfield Parish Council, in addition to one letter of objection in relation to application 625352.

The main issue raised by these proposals was whether, in the context of the policies for the control of development in green belt and in the light of the planning history of the site, there was a need for a dwelling, barns and hardstanding on the site.

Notwithstanding the Borough Planning Officer's recommendations for refusal in the case of applications 625352, 00/00822/FUL and 00/00823/FUL, the Sub Committee

RESOLVED that, subject to all the applications being advertised and referred to the Secretary of State as development contrary to the Development Plan,

- (i) application 625352 be **approved** subject to the following conditions:
 - (1) The mobile home hereby permitted shall be removed from the land on or before 31 October 2002 and the use of the land for the siting of a mobile home discontinued thereafter.
 - (2) The occupation of the mobile home shall be limited to a person solely or mainly working, or last working, in the locality in agriculture or in

forestry, or a widow or widower of such person, and to any resident dependants.

- (3) 1301 Demolition of agricultural building if use ceases
- (4) 810 Restrictions on permitted development

(ii) application 00/00820/FUL be **approved** subject to the following conditions:

- (1) The hardstanding shall not be used for any other purpose other than the penning and /or winter feeding of livestock kept within the agricultural unit known at the date of this permission as Ashleigh Farm, Bottle Lane, Binfield or for the stockpiling of manure or straw associated with the agricultural use of the agricultural unit known at the date of this permission as Ashleigh Farm, Bottle Lane, Binfield.
- (2) No material shall be kept, stored or piled outside the area of "Proposed Limit of Storage" shown on plan 591/2 received 15 January 1996.
- (3) The height of the manure or straw stored on the hardstanding shall at no time exceed 3 metres as measured from the eastern edge of the carriageway of Bottle Lane.

(iii) application 00/00821/FUL be **approved** subject to the following conditions:

- (1) 1301 Demolition of agricultural building if use ceases.
- (2) 810 Restrictions on permitted development. (Extension and alteration of building)

(iv) application 00/00822/FUL be **approved** subject to the following conditions:

- (1) 1301 Demolition of agricultural building if use ceases.
- (2) 810 Restrictions on permitted development.

(v) application 00/00823/FUL be **approved** subject to the following conditions:

- (1) 1301 Demolition of agricultural building if use ceases.
- (2) 810 Restrictions on permitted development.

Application No: 00/00481/FUL

Land at Rounds Hill and Pollardrow Avenue, Bracknell

Erection of 19 no. two bedroomed flats in 2 blocks, 4 no. four bedroomed semi-detached houses and 3 no. three bedroomed 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.

A site visit had been held in respect of this application on Saturday 7 October 2000, which had been attended by Councillors Adams, Barnard, Blatchford, Browne, Flood, Jones, Mrs Mattick, Mills, Mrs Pile, Mrs Ryder, Simonds, Thompson and Worrall. Eighteen letters of objection/comment had been received, 3 of which related to the most recently amended plans.

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) Arrangements for securing affordable housing
- (b) open space contribution
- (c) community and educational contribution
- (d) the formation of a right turn lane on Wokingham Road (in the event that this has been provided in association with development approved under 624272 before planning permission 00/00481/FUL is approved, the Borough Planning Officer be authorised to omit the request to enter into a similar obligation in relation to the latter application)
- (e) a financial contribution to transportation improvements in the area

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved plans, 7193-00-P1 & P2 rev A, 7193-00-3A, 4A, 5A, 5aA, 6aA, 6bA, 7A, 8, 9, 10, 11, 12, 13, 20 and 21 and letter to BPO from The Keen Partnership dated 5 October 2000.
- (3) 502 Samples of materials to be submitted
- (4) 601 Details of hard and soft landscaping
- (5) 604 Details of walls and fences – (Varied)
- (6) 606 Implementation of approved landscaping scheme
- (7) 617 Protection of trees and other vegetation (insert added)
- (8) 620 Protective fencing: implementation
- (9) 625 Retention of landscaped areas
- (10) 703 Access closure with reinstatement (Varied)
- (11) 706 Provision of access before development (details approved) (insert added).
- (12) 712 Visibility splays before occupation (Varied)
- (13) 801 Restrictions on permitted development (Varied)
- (14) 809 Restrictions on permitted development (means of enclosure: locations)
- (15) 1004 Garage retained for vehicle parking
- (16) 1134 Measures to minimise the effects of external noise on new dwellings (Insert added)
- (17) 1504 Service roads (Insert added)
- (18) 1510 Vehicle parking in accordance with approved plan (Insert added)
- (19) 1513 Communal parking (Insert added)
- (20) 1515 Cycle parking and facilities: scheme (Varied)
- (21) 1707 Surface water drainage (Varied)
- (22) 1801 Contaminated land (Insert added)
- (23) 1803 Waste reduction measures (Insert added)
- (24) 1903 Site organisation (building operations)

Application No: 00/00654/FUL

**Land at London Road Supplies and nos. 1 and 2 Larch Cottages, London Road
Erection of a block of 12 no. flats following demolition of existing buildings.**

A site visit had been held in respect of this application on Saturday 7 October 2000, which had been attended by Councillors Adams, Barnard, Blatchford, Browne, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Sargeant, Simonds, Thompson and Worrall.

The Sub Committee noted the comments of Winkfield Parish Council, in addition to a total of 5 letters of objection and 5 letters of comment.

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 facilities and integrated transport measures in the vicinity of the site, the application be **approved** subject to the following conditions:

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: Plan DRW 001/A, 002, 009A, 010A received on 5 July 2000, 003E received on 11 October 2000, 004B, 005B, 006B, 007B, 008B, 011, 012B, 013B, 014B, and 015D received on 12 October 2000.
- (3) 502 Samples of materials to be submitted
- (4) 601 Details of hard and soft landscaping
- (5) 604 Details of walls and fences
- (6) 606 Implementation of approved landscaping scheme
- (7) 1134 Measures to minimise the effects of external noise on new dwellings (insert added)
- (8) 707 Provision of access before development (details to be approved)
- (9) 703 Access closure with reinstatement
- (10) 712 Visibility splays before occupation
- (11) 1105 Site lighting
- (12) 1801 Contaminated land (No deletion)
- (13) 1511 Vehicle parking and turning spaces (details to be approved)
- (14) 1504 Service roads
- (15) 802 Restrictions on permitted development (windows/dormers) (insert added)
- (16) 1804 Waste collection
- (17) 1805 On site refuse storage
- (18) 1803 Waste reduction measures
- (19) The wall to be retained on the boundary with Mabel Cottage shall be maintained to a height of 3.1 metres extending from the front wall of the existing building occupied by London Road Supplies to the front of the garage serving Mabel Cottage.
- (20) 1521 Parking for people with disabilities: full permission

Application No: 00/00474/T

**North Street Garage, 49 North Street,
Winkfield**

**Retrospective application for
continued use of former petrol filling
station for car sales and repair for a
temporary period.**

The Sub Committee noted that 8 letters of objection had been received but that Winkfield Parish Council and the Environment Agency had no comment to make.

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

- (1) 106 Temporary permissions: use, no reinstatements. (Insert added)

- (2) No vehicles shall be parked under the tree canopy of the willow tree protected by TPO 245.
- (3) The hours of operation shall be restricted to 08:30 to 18:00 and there shall be to work including vehicle sales outside these hours.
- (4) The workshop and timber structure for car valeting as shown on the plan received on 21 July 2000 shall not be used at any time on Saturdays, Sundays and public holidays.
- (5) The workshop shall only be used for vehicle repairs, excluding paint spraying, and no vehicles shall be repaired outside the workshop.
- (6) No paint spraying of vehicles shall take place on the premises.
- (7) The timber structure shown on the approved plan shall only be used for the valeting and preparation of vehicles in connection with the use of the site hereby permitted and no valeting shall take place outside this structure.
- (8) There shall be no external lighting between 18:00 hours and 09:00 hours daily, unless otherwise agreed in writing with the Local Planning Authority.
- (9) No more than twenty (20) vehicles shall be displayed for sale or otherwise available for sale within the site at any one time, and such vehicles shall only be displayed in the two areas shown on the plan received by the Local Planning Authority on 21 July 2000.
- (10) The customer and staff parking spaces shown on the approved plan received on 21 July 2000 shall be marked out within one month of the date of this permission and be kept available thereafter with unimpeded access for use by customers and staff respectively.
- (11) The southern access shall be clearly marked as the site entrance and the northern access as the site exit within one month of the date of the permission.
- (12) 711 Retention of visibility splays. (Insert added)

Application No: 00/00658/FUL

**North Street Garage, North Street,
Winkfield
Erection of 1 no. five bedroomed
dwelling following demolition of
existing buildings.**

The Sub Committee noted the receipt of 1 letter of observation.

RESOLVED that, subject to the application being notified to the Secretary of State for the Environment, Transport and Regions as a departure from the development plan, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) 101 Time limit for commencement of development and letter received 6 October.
- (2) 201 Approved plans (Insert added)
- (3) 502 Materials to be submitted
- (4) 601 Details of soft and hard landscaping
- (5) 605 Landscape works implementation
- (6) 604 Details of walls and fences
- (7) 617 Protection of trees and other vegetation (Varied)
- (8) 618 Implementation of protective fencing for trees and shrubs (Varied)
- (9) 627 Underground service details (Insert added)
- (10) 802 Restrictions on permitted development. (windows/dormers) (Inserts added)
- (11) 801 Restrictions on permitted development. (house extensions).
- (12) 804 Restrictions on permitted development (residential outbuildings).

- (13) 803 Restrictions on permitted development (house roof extensions).
- (14) The dwelling shall not be occupied until visibility splays of 2.4m x 90m have been provided. These areas shall thereafter be kept free of all obstructions to visibility over a height of 0.6m measured from the surface of the adjoining carriageway.
- (15) 1004 Garage retained for vehicle parking
- (16) 1503 Set back of gates (Insert added)
- (17) 712 Visibility splays before occupation

Application No: 99/25418/FUL

**Land at Wild Acre, Thibet Road,
Sandhurst
Erection of detached house with
attached double garage with access
onto Robin Lane.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to 3 letters of objection that had been received.

RESOLVED that, subject to the prior completion of a legal agreement to secure the provision of a footway fronting Robin Lane as a public right of way, the application be **approved** subject to the following conditions:

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: [Drawings 4709/2F and 5083/03]
- (3) 502 Samples of materials to be submitted
- (4) 601 Details of hard and soft landscaping
- (5) 604 Details of walls and fences (Varied)
- (6) 606 Implementation of approved landscaping scheme
- (7) 619 Details of protection of trees and vegetation
- (8) 620 Protective fencing: implementation
- (9) 625 Retention of landscaped areas
- (10) 706 Provision of access before development (details approved) (Insert added)
- (11) 712 Visibility splays before occupation (Insert added)
- (12) 1004 Garage retained for vehicle parking
- (13) 1510 Vehicle parking in accordance with approved plan (Varied)
- (14) 1518 Footway provision: approved plans (insert added)

Application No: 00/00514/FUL

**Newbold College, St Marks Road,
Binfield.
Erection of 3 no. three storey
buildings to form 27 no. flats with
associated car parking including
demolition of existing buildings.**

A site visit had been held in respect of this application on Saturday 7 October 2000, which had been attended by Councillors Adams, Barnard, Blatchford, Browne, Flood, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson and Worrall.

The Sub Committee noted the comments of Binfield Parish Council in addition to 1 letter of objection that had been received and a letter to Members from the applicant. Notwithstanding the Borough Planning Officer's recommendation for approval, the Sub Committee

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

- (1) The proposed development is of unsatisfactory design and external appearance, out of keeping with the character of the area contrary to policies EN5 of the North Bracknell Local Plan and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No: 00/00757/FUL

**Land adjacent to 49 Southwold,
Bracknell.**

Change of use of amenity land to private garden enclosed by 1.8m high close boarded fencing to the rear and pyracantha hedging to the side and front boundary

In accordance with Standing Order 25, Councillors Jones and Mrs Ryder declared a non pecuniary interest in the application and withdrew from the meeting during its consideration.

A site visit had been held in respect of this application on Saturday 7 October 2000, which had been attended by Councillors Adams, Barnard, Blatchford, Browne, Flood, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson and Worrall.

The Sub Committee noted the comment of Bracknell Town Council which was that they were opposed to any enclosure of amenity land, which is contrary to the original plan of open, unfenced areas.

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

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved plans – letter and plans date stamped 14 September 2000.
- (3) 809 Restrictions on permitted development (means of enclosure) (Insert added)
- (4) The land shall not be enclosed until full details of the pyracantha hedge, including numbers of plants, position and size at time of planting, have been submitted to and approved in writing by the Local Planning Authority. The hedge shall be planted in accordance with the approved details.
- (5) The panel fencing hereby approved to the rear of the additional garden area shall match the adjoining panel fencing.

Application No: 00/00567/FUL

**28-30 New Road Winkfield
Erection of 12 no. 2 bedroomed flats with associated parking and amenity space following demolition of existing buildings.**

The Sub Committee noted the comments of Winkfield Parish Council in addition to 1 letter of objection and 3 letters of comment.

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 contributions for recreational/sporting and community facilities within the vicinity of the site and integrated transport measures, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans (Insert added)
- (3) 502 Materials to be submitted
- (4) 601 Details of soft and hard landscaping
- (5) 605 Landscape works implementation
- (6) 608 Landscape maintenance
- (7) 625 Retention of landscaped areas
- (8) 627 Underground service details (Insert added)
- (9) 1128 Access for disabled people (Insert added)
- (10) 1805 On site refuse storage
- (11) 1903 Site organisation (building operations)
- (12) 703 Access closure with reinstatement
- (13) 707 Provision of access before development (details to be approved)
- (14) 711 Retention of visibility splays (Varied)
- (15) 712 Visibility splays before development (Varied)
- (16) 713 Visibility splays for private drives.
- (17) 1503 Set back of gates (Insert added)
- (18) 1506 Surfacing of access (Inserts added)
- (19) 1511 Vehicle parking and turning spaces (details to be approved) (Insert added)
- (20) 1521 Parking for people with disabilities full permission
- (21) 1134 Measures to minimise the effects of external noise on new dwellings (Varied)
- (22) 1105 Site lighting
- (23) The rooflights facing north and south shall be glazed with obscure glass and any replacement or repair shall only be with obscure glass unless otherwise agreed in writing by the Local Planning Authority.
- (24) 604 Details of walls and fences

Application No: 00/00692/FUL

**8 New Wokingham Road,
Crowthorne
Retention and continued use of
timber garden shed in connection
with dog grooming business
(retrospective).**

A site visit had been held in respect of this application on Saturday 7 October 2000, which had been attended by Councillors Adams, Barnard, Blatchford, Browne, Jones, Mrs Mattick, Mrs Ryder, Simonds, Thompson and Worrall.

The Sub Committee noted the comments of Crowthorne Parish Council in addition to 2 letters of objection and 1 letter of support that had been received.

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

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

- (1) The use hereby permitted shall be carried out only by Ms Paula Frear and Ms Philippa Sharp and shall be for a limited period being the period of 1 year from the date of this letter, or during the period during which the building is occupied by Ms Paula Frear and/or Ms Philippa Sharp whichever is the shorter.
- (2) The building the subject of this permission shall not be used for the purposes of dog grooming outside the hours of 08.30 to 15.30 and shall be limited to two days per week not including Saturdays, Sundays or Bank Holidays.
- (3) Both access points, driveway and parking areas as shown on drawing 10/2 shall be retained and kept available for the manoeuvring and parking of vehicles.

Application No: 99/25494

**Tower Hill, Swinley Road, Ascot
Erection of new dwelling following
demolition of existing dwelling.**

A site visit had been held in respect of this application on Saturday 7 October 2000, which had been attended by Councillors Adams, Barnard, Blatchford, Browne, Flood, Jones, Mrs Mattick, Mrs Pile, Simonds, Thompson and Worrall.

The Sub Committee noted the comments of Winkfield Parish Council and Babbie Environmental, in addition to letters from the applicant and their agent.

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

- (1) The proposed dwelling is unacceptable in that, due its size and bulk, it would be materially larger than the existing dwelling on the plot and thereby detrimental to the open, rural and undeveloped character of the Green Belt and contrary to the provisions of the Berkshire Structure Plan Policy C4, Green Belt Local Plan for Berkshire Policy 10 and Deposit Draft Bracknell Forest Borough Local Plan incorporating Further Proposed Changes Policy GB1.

Application No: 00/00739/FUL

**101 Nuthurst, Bracknell
Change of use of public open space
to provide garden enclosed by a
close boarded fence.**

The Sub Committee noted the comments of Bracknell Town Council.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved plans (received 2nd August 2000)
- (3) 804 Restrictions on permitted development (residential outbuildings)

Application No: 00/00182/FUL

**Vine Cottage, Winkfield Lane,
Winkfield
Erection of double garage with
utility area following demolition of
existing garage. Erection of new wall
and gates to front boundary.**

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

Notwithstanding the recommendation of the Borough Planning Officer, the Sub Committee

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

- (1) The proposed wall is unacceptable in that due to its height and location it would be visually prominent and detrimental to the character of the street scene and the Green Belt, contrary to the provisions of policy 1 of the Green Belt Local Plan for Berkshire 1985, C4 of the Berkshire Structure Plan 1991-2006 and GB1 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No: 00/00772/FUL

**42 Pinehill Road, Crowthorne
Erection of single storey rear
extension. Erection of first floor
extension to double garage to form
granny annexe with part conversion
of rear of garage.**

A site visit had been held in respect of this application on Saturday 7 October 2000, which had been attended by Councillors Adams, Barnard, Blatchford, Browne, Jones, Mrs Mattick, Mrs Ryder, Simonds, Thompson and Worrall.

The Sub Committee noted the comments of Crowthorne Parish Council, in addition to 1 letter of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: 2080/1 received 11 October 2000.
- (3) 501 Materials to match existing building.
- (4) 1004 Garage retained for vehicle parking.
- (5) 405 House extension obscure glazing (Inserts added).
- (6) 306 Granny Annexes (Inserts added).

Application No: 00/00694/FUL

**33 Lydney, Bracknell
Erection of two storey front
extension**

The Sub Committee noted the comments of Bracknell Town Council in addition to 1 letter of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: Amended plan received 8 August 2000.
- (3) 501 Materials to match existing building
- (4) 1004 Garage retained for vehicle parking

Application No: 00/00555/FUL

**Church Farm House, Hatchet Lane,
Winkfield**

Renewal of temporary planning permission 623748 for occupation of ancillary accommodation (Church Farm Cottage) as separate accommodation for a temporary period of 2 years by owner of Church Farm House.

The Sub Committee noted the comments of Winkfield Parish Council.

RESOLVED that

- (i) the application be **refused** for the following reason:-
 - (1) The proposal would have a harmful impact on the open, rural and undeveloped character of the Metropolitan Green Belt, contrary to policy C4 of the Berkshire Structure Plan 1991-2006, policies 1 and 11 of the Green Belt Local Plan for Berkshire and policies GB1 and GB4 of the Deposit Draft Bracknell Forest Borough Local Plan, Incorporating Further Proposed Changes. The special circumstances put forward by the applicant are insufficient to justify an exception to these policies.
- (ii) the Borough Solicitor be **authorised** to issue a Breach of Condition Notice requiring the cessation of the use of the ancillary accommodation as separate accommodation in compliance with condition 1 of 623748 which states: "On or before 2 July 2000 the use hereby permitted shall be discontinued".

Application No: 00/00734/FUL

**Land rear of Little Firs, Jigs Lane
South, Warfield**

Outline application for the erection of 1 no. detached dwelling and garage with access from Patrick Gardens

The Sub Committee noted the comments of Warfield Parish Council, the Environment Agency and Bracknell District Urban Wildlife Group, in addition to 3 letters of objection that had been received.

RESOLVED that, subject to the prior signing of an agreement under section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to the provision of a contribution towards sporting, off-site recreational, social education and other community facilities and transportation and traffic safety measures including the acquisition of land and buildings within the local area, the application be **approved** subject to the following conditions:-

- (1) 102 Outline permission: Details of reserved matters (Varied)
- (2) 103 Outline permission: time limit for reserved matters
- (3) 104 Outline permission: time limit for development
- (4) 201 Approved Plans: Drawing No. 147/1/00
- (5) 615 Location and protection of trees on and adjacent to development sites (outline) (Insert added)
- (6) 606 Implementation of approved landscaping scheme
- (7) 804 Restrictions on residential development (residential outbuildings) (Varied)
- (8) 1707 Foul and surface water drainage
- (9) 706 Provision of access before occupation (details to be approved)
- (10) 1004 Garage retained for vehicle parking
- (11) 1511 Vehicle parking and turning spaces (details to be approved) (Varied)

Application No: 00/00833/FUL

**9 Edgbarrow Rise Sandhurst.
Retrospective section 73 application
to relax condition 10 of planning
permission 623430 to allow the
retention of a childrens playhouse.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to 1 letter of objection that had been received.

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

- (1) 201 Approved plans: Set of photographs dated 16 Aug 2000
- (2) 804 Restrictions on permitted development (residential outbuildings)

Application No: 00/00829/FUL

**64 Quintilis, Bracknell
Change of use of land from amenity
to private garden enclosed by a
1.8m high fence**

The Sub Committee noted the comments of Bracknell Town Council.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved plans: date stamped 18th August 2000

Application No: 00/00886/FUL

**12 Harts Leap Road, Crowthorne
Erection of three bedroom detached
bungalow with first floor
accommodation following the
demolition of existing bungalow.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to 1 letter of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: [C1348/100B received 11 September 2000]
- (3) 502 Samples of materials to be submitted.
- (4) 1004 Garages retained for vehicle parking.
- (5) 619 Details of protection of trees and vegetation

Application No: 00/00830/FUL

**2 Caswall Close, Binfield.
Erection of a first floor rear extension and a single storey rear extension forming conservatory.**

The Sub Committee noted the comments of Binfield Parish Council in addition to 1 letter of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: [Dwg No. F/848/A received 11 September 2000]
- (3) 501 Materials to match existing building
- (4) The windows in the first floor rear elevation shall be glazed with obscure glass and any openings shall be at a high level (above 1.8) only, and shall be so retained.

Application No: 00/00634/FUL

**“Trevors”, London Road, Bracknell
Erection of single storey side extension and part first floor, part two storey side/rear extension**

The Sub Committee noted the comments of Bracknell Town Council in addition to 2 letters of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: Drawing no. 5139/03A and the drawing showing proposed parking which was received on 26 June 2000.
- (3) 501 Materials to match existing building
- (4) 1510 Vehicle parking in accordance with approved plan (Varied).
- (5) 802 Restrictions on permitted development (windows/dormers) (Insert added).

Application No: 00/00783/FUL

**17 Merlin Clove, Winkfield Row,
Bracknell
Erection of two storey side extension and single storey rear extension, following demolition of existing garage. Erection of single storey rear extension forming conservatory.**

A site visit had been held in respect of this application on Saturday 7 October 2000, which had been attended by Councillors Adams, Barnard, Blatchford, Browne, Flood, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Sargeant, Simonds, Thompson and Worrall

The Sub Committee noted the comments of Winkfield Parish Council in addition to 2 letters of objection that had been received.

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

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

- (1) The proposed extension, by virtue of its size and siting will have an overbearing effect and result in a loss of light to numbers 18 and 19 Merlin Clove and number 19 Aldridge Park, detrimental to the amenities of the occupiers of these properties, contrary to policies EN21 and H2 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes November 1997.

Application No: 00/00797/FUL

**Chilston Lodge, North Street,
Winkfield**

Erection of part single, part two storey side extension and single storey front extension following demolition of existing porches. Single storey extension to study. Alterations to chimneys. Replacement of existing mono pitched roof with double pitched roof.

The Sub Committee noted the comments of Winkfield Parish Council in addition to 1 letter of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: received 16 Aug 2000
- (3) 501 Materials to match existing building
- (4) 405 Obscure glazing (Inserts added)

55. **Miscellaneous Item (Item 3)**

Moss End Farm and Garden Centre, Maidenhead Road, Warfield

Application No: 621638

Retrospective change of use of part of building 5 to shop for sale of pine and craft goods.

Application No: 621639

Retrospective application for use of building 11 as a woodwork and joinery workshop.

Consideration of this item was **deferred**, on the advice of the Borough Solicitor.

56. **Building Application Regulations – Notices Dealt with by the 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**.

57. **Applications Dealt with by the Borough Planning Officer under Delegated Powers (Item 5)**

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**.

58. **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 meeting commenced at 7.30 pm
and concluded at 10.25 pm

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
9 NOVEMBER 2000**

Present: Councillors Worrall (Chairman), Adams, Mrs Ballin, Barnard, Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Kendall, Mrs Mattick, Mills, Piasecki, Mrs Pile, Sargeant, Simonds and Thompson

Apologies for absence were received from:
Councillors Birch, Grayson and Mrs Ryder.

59. Substitute Members

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

Councillor Ms Henfrey for Councillor Birch
Councillor Kendall for Councillor Mrs Ryder

60. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 12 October 2000 be approved as a correct record and signed by the Chairman.

61. Appeal Decisions Received (Item 1)

The Borough Planning Officer submitted a report on appeal decisions received since the last meeting of the Sub Committee. He also reported that application 00/00094/FUL for the erection of a restaurant/public house at Forest Kennels, Nine Mile Ride, Crowthorne had been "called-in" by the Secretary of State for his own decision, on the basis that the proposals may conflict with national policy on important matters.

RESOLVED that the report be noted.

62. Breaches of Planning Control (Item 2)

CON19/95

Ashleigh Farm, Hazelwood Lane, Binfield.

(A) Unauthorised change of use from agriculture to a mixed use of agriculture and

- 1. Use of land as an agricultural contractors depot;**
- 2. Storage of plant, equipment, vehicles, HGV trailers and portable buildings which are not reasonably necessary for the purposes of agriculture on the land;**
- 3. Engineering workshop;**

4. **Keeping of recreational horses and the use of agricultural buildings for stabling;**
5. **Use of land for the siting of a residential portable building, and**
- (B) Operational development comprising the construction of two areas of hardstanding.**

The Borough Planning Officer reported on breaches of planning control that had been noted at this site. The Sub Committee noted the additional information contained within the Borough Planning Officer's tabled supplementary report. Owing to the complexity of this matter and to enable the site owner to make any necessary planning applications, the Sub Committee

RESOLVED that consideration of these contraventions be deferred to 11 January 2001.

BC58/99

Grove Farm House, Lower Sandhurst Road, Sandhurst.

- (1) Change of use from agricultural/equestrian land to residential garden.**
- (2) Construction of unauthorised pond and rockery**

Planning permission 622984 granted change of use of land to extend the residential curtilage at Grove Farm House. In 1999 it was observed that a pond and rockery had been constructed on the former agricultural land not covered by 622984 and an inaccurate and incomplete planning application was submitted and returned to the applicant in March 2000, after which the applicant advised that it was their "intention to remove the pond from its existing location (subject to planning permission) in about 14 months time".

The Sub Committee noted the additional information contained within the Borough Planning Officer's tabled supplementary report. In light of the policy reasons set out in the Borough Planning Officer's report, the Sub Committee

RESOLVED that the Borough Solicitor be authorised to pursue enforcement action to secure:

- (i) the cessation of the use of the former agricultural land not covered by planning permission 622984 as domestic garden,
- (ii) the removal of the pond and rockery;
- (iii) the removal of all resultant material and debris;
- (iv) the hole to be filled in with soil or other inert material, covered with topsoil and grass seeded or turfed;
- (v) the relocation of the fence to line approved by planning permission 622984 granted on 29 October 1997 for retrospective change of use of land to extend residential curtilage.

Compliance period: 2 months.

The Borough Planning Officer 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**.

63. **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:

00/00838/REM	00/00781/OUT	00/00584/FUL	00/00469/FUL	00/00621/FUL
00/00615/FUL	00/00958/OUT	00/00960/FUL	00/00930/FUL	00/00856/FUL
00/00898/FUL	00/00669/FUL	00/00920/T	00/00502	00/00959/FUL
00/00919/3	00/00944	625357	625358	625359
621638	621639			

Application No: 00/00838/REM **Land east of Technical Indexes premises, Willoughby Road, Bracknell. Submission of details of siting, design, external appearance and means of access for the erection of a four storey b1 business building (5648.6 sq m) with associated car parking pursuant to outline planning permission 624695**

The Sub Committee noted 1 objection received from Technical Indexes and correspondence from the Bracknell District Urban Wildlife Group.

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

- (1) 201 Approved plans (insert added).
- (2) 604 Details of walls and fences (varied).
- (3) 708 Provision of pedestrian access (varied).
- (4) 1105 Site lighting.
- (5) 1138 Noise control: noise from buildings and associated plant and equipment (insert added).
- (6) 1512 Provision for parking spaces (approved drawing) (insert added).
- (7) 1515 Cycle parking and facilities: scheme.
- (8) 1521 Parking for people with disabilities: full permission.

Application No: 00/00781/OUT **The White Horse, Winkfield Row, Winkfield. Outline application for the erection of 1 no. house with detached garage. Creation of new car park for restaurant using existing access and erection of a 1.8 metre high close boarded fence along the site frontage with Chavey Down Road.**

A site visit had been held in respect of this application on Saturday 4 November 2000, which had been attended by Councillors Barnard, Browne, Flood, Glasson, Grayson, Mrs Hayes, Ms Henfrey, Kendall, Mrs Pile, Sargeant and Thompson.

The Sub Committee noted the comments of the Winkfield Row Association in addition to 6 letters of objection that had been received.

Notwithstanding the Borough Planning Officer's recommendation that he be authorised to approve the application subject to the receipt of satisfactory revised plans, the Sub Committee

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

- (1) The proposal is contrary to Policy M11 of the Deposit Draft of the Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes in that notwithstanding the provision of on site car parking as proposed, the premises does not comply with the Council's car parking standards. The use of part of the site for residential development would effectively prevent the future provision of additional car parking to meet the Council's standards, and as such this would be detrimental to the free flow of traffic and highway safety.
- (2) In the absence of proposals to relocate the existing telephone kiosk adjoining the site, the proposal is contrary to Policy H1 of the Deposit Draft of the Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes in that the proposed access to the dwelling fails to provide adequate visibility splays, which would be detrimental to highway safety.
- (3) The proposed dwelling would be harmful to the rural character of the locality by virtue of its prominent position adjoining a visually important area of open space, and having regard to the restricted size of the plot, and as such the proposal is contrary to Policies H1 and EN21 of the Deposit Draft of the Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No: 00/00584/FUL Playing Field, Coronation Road, Ascot.
The continued use of school playing field (ancillary to use class c2) for archery practice and events by non school organisations (use class d2) and retention and relocation of storage buildings together with provision of small parking area to a position adjacent to the south east boundary of the site.

The Sub Committee noted the comments of Winkfield Parish Council and the Royal Borough of Windsor & Maidenhead in addition to the comments of the Grand National Archery Society, the Society for the Protection of Ascot & Environs, 3 letters of objection that had been received, a letter from a beneficiary of the Trust that owns the land and letters received by the Ward Member from the Deputy Principal of Hurst Lodge School and the County Secretary of the Royal County of Berkshire County Scouts Council.

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

- (1) The land shall be used by Hurst Lodge School and the Lintman Archery Club for amateur sporting practice and events only.
- (2) When the premises cease to be used by the Lintman Archery Club the two storage buildings the subject of this permission and all materials and equipment brought onto the premises in connection with the archery club use shall be removed.
- (3) The storage sheds shall be re-located to the position shown on plan LA02 received on 2 October 2000, within one month of the date of this permission.
- (4) The buildings hereby approved shall be used for the storage of archery equipment only and for no other purpose without the prior written consent of the Local Planning Authority

- (5) A scheme for the dark staining of the sheds shall be submitted to the Local Planning Authority within one month of the date of this permission and in the event of the Local Planning Authority giving notice of refusal of the submitted scheme, the scheme shall be expeditiously amended and resubmitted so often as may be necessary to secure the approval of the Local Planning Authority.
- (6) The scheme required in condition 5 of this permission shall be carried out in full within one month of the date of the written approval of the scheme.
- (7) No club archery practice or events shall take place between the hours of 20:30 p.m. and 9:00 a.m.
- (8) No means of external illumination shall be provided or erected without the prior written permission of the Local Planning Authority.
- (9) The parking of vehicles on the site shall be limited to the area shown on the approved plan LA02 and shall be limited to a maximum of 10 cars at any one time.
- (10) 701 Means of access (insert added).
- (11) 702 Prohibition of access (insert added).

Application No: 00469/FUL

**Land at Rounds Hill and Pollardrow Avenue,
Wokingham Road, Bracknell.**

Alteration to design of three storey block of flats E1-E6 (approved under planning permission 624272) to provide additional two bedroomed flat in roof space. Alterations to site layout to provide additional car parking.

The Sub Committee noted the comments of Bracknell Town Council in addition to 1 letter of objection that had been received.

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

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

- (1) By virtue of the increased bulk of the building the proposal would be out of keeping with the appearance and character of the local environment and inappropriate in scale and mass. It is therefore contrary to policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No: 00621/FUL

The Old Stables, Swinley Road, Ascot.

Erection of 5 bedroomed detached dwelling following demolition of existing buildings.

The Sub Committee noted the comments of Winkfield Parish Council in addition to one letter of objection and 3 of support that had been received.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans (insert added).
- (3) 502 Materials to be submitted .
- (4) 601 Details of soft and hard landscaping .
- (5) 605 Landscape works implementation.

- (6) 604 Details of walls and fences.
- (7) 617 Protection of trees and other vegetation (inserts added).
- (8) 627 Underground service details (insert added).
- (9) 802 Restrictions on permitted development. (windows/dormers) (inserts added).
- (10) 801 Restrictions on permitted development. (House extensions).
- (11) 804 Restrictions on permitted development (residential outbuildings).
- (12) 803 Restrictions on permitted development (house roof extensions).
- (13) 405 House extensions: obscure glazing (insert added).
- (14) 1004 Garage retained for vehicle parking.
- (15) The dwelling shall not be occupied until space has been laid out within the site, in accordance with the approved site plan drawing no. SJS/2000/37/1, for vehicles to turn so that they may leave the site in forward gear.

Application No: 00615/FUL

339 Yorktown Road, Sandhurst.

Erection of single storey side extension and single storey front extension forming additional office space and enclosed store. Additional 5 parking spaces to the front of the building

The Sub Committee noted the comments of Sandhurst Town Council and the Environment Agency, in addition to 9 letters of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: Drg No 002 REV B date stamped 4th Oct 00
- (3) 503 Details of materials to be submitted
- (4) 1512 Provision for parking spaces (approved drawing) (insert added)
- (5) 601 Details of hard and soft landscaping
- (6) 606 Implementation of approved landscaping plan
- (7) The office extensions shall not be occupied until separate visitor and staff parking has been surfaced, marked out and identified in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority. The spaces shall thereafter be retained and kept available for their designated purpose.

Application No: 00958/OUT

Land rear of 3, 5, & 7 Crowthorne Road, Sandhurst.

Outline application for the erection of 4 no. two bedroom dwellings and 4 no. carports.

The Sub Committee noted the comments of Sandhurst Town Council in addition to 9 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 a financial contribution towards integrated transport measures, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:

- (1) 102 Outline permissions details of reserved matters
- (2) 103 Outline permission: time limit for reserved matters
- (3) 104 Outline permission: time limit for development
- (4) 201 Approved plans: location plan received 2 October 2000

- (5) 502 Materials to be submitted.
- (6) 404 Slab levels (outline permission). (varied).
- (7) 614 Site survey trees and vegetation.
- (8) 619 Details of tree protection.
- (9) 620 Implementation of tree protection.
- (10) 606 Implementation of approved landscaping scheme.
- (11) 1707 Foul and surface water drainage.
- (12) 707 Provision of access before development.
- (13) 1505 Off site highway works (varied).
- (14) 1512 Provision for vehicle parking (insert added).
- (15) 627 Underground service details. (insert added)
- (16) 1507 Drive gradients.
- (17) 1805 On site refuse storage.

Application No: 00960/FUL

Tesco Stores, Whitton Road, Martins Heron, Bracknell.

Section 73 application to allow store to open between 10.00 and 16.00 hours on the 17 December 2000 (in addition to 24 December 2000) without compliance with condition 13 of planning permission 610811.

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

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

- (1) 1907 (Inserts added)
- (2) The opening hours of the store shall be limited to 9.00am to 8.00pm Monday to Thursday and Saturday, 9.00am to 9.00pm on Friday and not at all on Sundays other than between 10.00am and 4.00pm on the Sunday immediately preceding Christmas each year and between 10.00am and 4.00pm on Sunday 17 December 2000 only.

Application No: 00875/FUL

74 Yorktown Road, Sandhurst.

Change of use from dry cleaners (class a1) to food and drink (class a3) use with changes to the shopfront, the formation of window openings in the side elevation and the installation of a flue on the flat roofed accommodation to the rear.

The Sub Committee noted the comments of Sandhurst Town Council in addition to 4 letters of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: Drawing Nos. DWG SC/0001/1 & 2
- (3) 1205 Hours of deliveries (insert added)
- (4) 1206 Hours of use (restaurants etc) (insert added)
- (5) 1207 Control of fumes/smells

- (6) 1138 Noise control: noise from buildings and associated plant and equipment
- (7) 1805 On site refuse storage
- (8) 1801 Contaminated land

Application No: 00746/FUL Winkfield Manor Farm, Forest Road, Ascot
Continued use of redundant barn as joiners
workshop and store (use class b1(c)).

The Sub Committee noted the comments of Winkfield Parish Council.

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

- (1) 201 Approved plans: received 30 August 2000.
- (2) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or reinstating that Order), the building shall not be enlarged or extended.
- (3) No goods, materials, plant or machinery (excluding visitors/employees cars) shall be stored outside of the building.

Application No: 00849/FUL 402-404 Yorktown Road, Sandhurst.
Change of use of part of ground floor from
retail (class a1) use and office (class b1) to
hot food takeaway (class a3) and installation
of extract flue on side elevation.

The Sub Committee noted the comments of Sandhurst Town Council in addition to 3 letters of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: Drawings received on 23 August 2000.
- (3) 1206 Hours of use (restaurants etc) (insert added).
- (4) 1207 Control of fumes/smells
- (5) 1205 Hours of deliveries (insert added).
- (6) 1138 Noise control: noise from buildings and associated plant and equipment
- (7) 1805 On site refuse storage

Application No: 00/00930/FUL 267 High Street, Crowthorne.
Change of use of office with ancillary garage
(b1) to dental surgery (class d1).

The Sub Committee noted the comments of Bracknell Parish Council in addition to 1 letter of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: 619/4, C10/1 received 18th September 2000.

- (3) No development shall take place until there has been submitted to and approved in writing by the Local Planning Authority a plan showing the proposed details of the changes to the ground floor front elevation. The scheme shall be implemented in accordance with the approved plan.

Application No: 00/00869/FUL Brockhill Livery Stables, Bracknell Road, Warfield.

Erection of single storey side extension and single storey front extension forming porch. Alterations to fenestration of existing bungalow including addition of bay windows to front elevation.

The Sub Committee noted the comments of Warfield Parish Council.

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

- (1) 101 Time limit for the commencement of development.
- (2) 201 Approved plans. drawing 5152/02A.
- (3) 501 Materials to match: extensions.

Application No: 00/00856/FUL 28 New Road, Winkfield.

Change of use of part of ground floor from class A1 (retail) to class A3 (food and drink) and erection of external extract duct.

The Sub Committee noted the comments of Winkfield Parish Council.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans (insert added).
- (3) 1138 Noise control: noise from buildings and associated plant and equipment
- (4) Control of fumes/smells
- (5) 1806 Litter
- (6) 1206 Hours of use (restaurants etc) (varied).

Application No: 00/00898/FUL 30 Wellington Road, Sandhurst.

Erection of 1no. five bedroom house and detached garage

The Sub Committee noted the comments of Sandhurst Town Council in addition to 1 letter of objection and 1 of concern. The applicant had submitted an amended plan to accord with a covenant on the site.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: Drawing no. A00/091/05 & 06A
- (3) 503 Details of materials to be submitted

- (4) 712 Visibility splays before development (insert added).
- (5) 1512 Provision for parking spaces (approved drawing) (insert added).
- (6) 1004 Garage retained for vehicle parking.
- (7) 619 Details of protection of trees and vegetation
- (8) 620 Protective fencing: implementation
- (9) 405 House extensions: obscure glazing (insert added).
- (10) 802 Restrictions on permitted development (windows/dormers) (insert added).
- (11) 403 Finished floor levels.

**Application No: 00/00676/FUL 1 Lavender Cottages, Forest Road, Winkfield.
Formation of room in roof space with side dormer extension**

The Sub Committee noted the comments of Winkfield Parish Council in addition to 2 letters of objection that had been received.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans (insert added).
- (3) 501 Materials to match.
- (4) 802 Restrictions on permitted development (insert added).
- (5) The dormer window facing east shall be glazed with obscure glass and permanently fixed shut and any replacement or repair shall only be with obscure glass.

**Application No: 00/00669/FUL Land East of Malt Hill, Warfield.
Section 73 application to allow retention of building for use as an agricultural barn and an agricultural feed store without compliance with condition 04 of planning permission 620362.**

The Sub Committee noted the comments of Warfield Parish Council.

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

- (1) 1907 Conditions to remain in full force (inserts added)
- (2) In the event of the agricultural barn (the subject of this application) ceasing to be used for the purposes of agriculture within a ten year period from the date of this permission, the barn shall be removed from the land and the land shall, so far as practicable, be restored to its condition before the development took place, unless otherwise agreed in writing by the Local Planning Authority.

**Application No: 00/00920/T Transport Research Laboratory, Old Wokingham Road, Crowthorne.
Retrospective application for the retention of a motorway gantry for a temporary period of 18 months.**

The Sub Committee noted that Crowthorne Parish Council had no comment to make. No letters of objection had been received, however, the application was received as a result of a planning investigation following a complaint being made.

RESOLVED that the application be **approved for temporary consent** for a period of 18 months, subject to the following condition:

- (1) The gantry sign hereby permitted shall be removed and the land restored to its former condition on or before the 9 May 2002.

Application No: 00/00859/T 5 The Hermitage, Warfield Street, Warfield
Siting of mobile home on land to the north of
5 The Hermitage for use for domestic storage
for a temporary period of 3 years.

The Sub Committee noted the comments of Warfield Parish Council in addition to 1 letter of objection that had been received.

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

- (1) 302 Personal permission (temporary) - The use hereby permitted shall be carried on only by Mr and Mrs J R Carpenter and shall be for a limited period being the period of 2 years from the date of this permission, or the period during which the mobile home is used for domestic storage by Mr and Mrs J R Carpenter, whichever is the shorter.
- (2) 626 Foundations: prevention of root damage
- (3) Upon cessation of the permitted use referred to in condition (1) above the mobile home shall be dismantled in situ, all materials and equipment brought on to the site in connection with the use shall be removed, and the land shall be grass seeded or turfed.

Application No: 00/00907/FUL Solva, Tilehurst Lane, Binfield.
Retrospective application for the retention of
tree house in rear garden.

The Sub Committee noted the comments of Binfield Parish Council in addition to 1 letter of objection that had been received.

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

- (1) 201 Approved plans received 22 September 2000
- (2) 802 Restrictions on permitted development (windows/dormers) (insert added).

Application No: 00/00502/FUL Holly Corner, Priory Road, Ascot.
Erection of single storey side extensions.
Conversion of loft into living accommodation
with 3 no. dormers. Construction of roof
terrace at first floor level. Pedestrian gate to
North Road.

A site visit had been held in respect of this application on Saturday 4 November 2000, which had been attended by Councillors Barnard, Browne, Flood, Glasson, Grayson, Mrs Hayes, Ms Henfrey, Kendall, Mrs Pile, Sargeant, and Thompson. The Sub Committee noted the comments of Winkfield Parish Council.

RESOLVED that the application be **deferred** to allow negotiations with the applicant with a view to reducing the size of the extension.

Application No: 00/00959/FUL The Pavilion, Kingsley Close, Crowthorne. Section 73 application to allow conversion of part of double garage to habitable accommodation without compliance with conditions 15 and 23 of planning permission 620984.

The Sub Committee noted the comments of Crowthorne Parish Council in addition to 1 letter of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: PCa/42/01
- (3) 501 Materials to match existing building.
- (4) 1004 Garage retained for vehicle parking.

Application No: 00/00766/FUL 1 Braye Close, Sandhurst. Proposed rebuilding of brick wall (2m high), widening of existing gate and creation of new double gate into rear garden.

The Sub Committee noted the comments of Sandhurst Town Council in addition to 1 letter of objection that had been received.

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

- (1) The development hereby proposed would facilitate the construction of an access with poor visibility from the rear garden of 1 Braye Close onto Abingdon Road. The access and visibility would be substandard which would cause a road hazard to other road users to the detriment of road safety. The proposal would therefore be contrary to the provisions of policies M11 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating further proposed changes.

Application No: 00/00919/3 Land at the junction of Dukes Ride and Waterloo Road, Crowthorne. Change of use of land from open space to private garden with erection of 1.8m high close boarded fence.

The Sub Committee noted the comments of Crowthorne Parish Council.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: Drawing numbers: 4422/2 received 10/10/00; 4422/3; BPB 600/00/6.
- (3) No development shall take place until a scheme for landscaping in front of the fence has been submitted to and approved in writing by the Local Planning Authority.
- (4) The landscaping works shall be carried out in accordance with the approved details, in the first planting season following practical completion of the development. Any trees or plants which within a period of 5 years die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.
- (5) 626 Foundations – Prevention of root damage.

Application No: 00/00800

Laburnams Cottage, Warfield Street, Warfield.

Enlargement of roof with front facing dormer and side facing roof lights, and two storey rear extension with balcony. Erection of detached double garage to rear of dwelling together with relocation of existing garage.

The Sub Committee noted the comments of Warfield Parish Council.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: Plan LC/01 "A", LC03 "A" and Garage plan, received: 27 October 2000
- (3) 501 Materials to match: extensions
- (4) 802 Restrictions on permitted development (windows/dormers) (insert added).
- (5) 1512 Provision of parking spaces. (insert added).

Application No: 00/00944/FUL

5 Vincent Rise, Bullbrook, Bracknell.

Erection of part two storey, part single storey front extension.

The Sub Committee noted that 1 letter of objection had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: Drwg 816/1 received 25 September 2000
- (3) 501 Materials to match existing building

Application No: 00/00949/FUL

**86 Worlds End Hill, Forest Park,
Bracknell.
Erection of a shed.**

The Sub Committee noted the comments of Winkfield Parish Council in addition to one letter that had been received which contained no objection.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: Drwg received 25 September 2000

64. Miscellaneous Items

Former Sorting Office, High Street, Bracknell.

Application No: 625357

Erection of 3 storey extension to post office building to provide building comprising a ground floor class a3 (food and drink) unit and 3 no. Residential units above. Formation of footpath access between high street and the ring, alterations to raised pedestrian area on high street frontage and servicing provision to the rear.

Application No: 625358

Erection of rear extensions (140 sq.m.) To post office following demolition of the sorting office. Retention of post office counters use and change of use of remaining building to class a3 (food and drink) use. Alterations to pedestrian area in high street. Provision of a walkway to the rear of the building including installation of an external staircase adjacent to the post office counters extension. Formation of a new footpath link between the ring and high street. Provision of a new servicing area to the rear with a new access onto the service road.

Application No: 625359

Erection of an office building (2880 sq. m.) with on site car parking and servicing and alterations to site access. Formation of footpath access between high street, the ring and alterations to raised pedestrian area on high street frontage.

The Sub Committee considered amended plans that had been received in respect of these applications. No representations had been received.

RESOLVED that, subject to the Secretary of State not wishing to call-in the applications,

- (i) subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 and other legislation containing a planning obligation relating to the provision of a footpath between The Ring and High Street and its dedication as a public right of way, application 625357 with the amended plans be **approved** subject to the following conditions:-
- (1) 101 Full permission – implementation
 - (2) 201 Approved plans:
Dwg.1352/57 - site plan.
Dwg. 3573/P/901A - ground floor plan
Dwg. 3573/P/902- first floor plan.
Dwg. 3573/P/903 - second floor plan.
Dwg. 3573/P/904- elevations.
Dwg 3573/P/905B - elevations.
Dwg 3573/P/906 - street scene (The Ring)
Dwg 3573/P/20B - site layout
 - (3) 502 Samples of materials to be submitted.
 - (4) The building shall not be first used for Class A3 or residential purposes until
 - (a) the facilities for pedestrians including changes to the pedestrian area to the front of the building adjacent to High Street and the provision of a ramped footway between the High Street and The Ring, and
 - (b) an upgraded disabled access ramp in the location of the existing ramp serving Post Office Counters:
have been provided in accordance with Drawing 3573/P/20B. The pedestrian facilities shall thereafter be retained for use by pedestrians and shall not be obstructed in any way without the prior written approval of the Local Planning Authority.
 - (5) The building shall not be first used for Class A3 or residential purposes until details of the location and design of handrails for:
 - (a) the ramped footway between High Street and The Ring,
 - (b) the raised area in High Street and
 - (c) the replacement disabled access ramp in the location of the existing ramp serving Post Office Counters:
have been submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented prior to the first use of the building.
 - (6) 704 Access constructed before development. (insert added).
 - (7) No residential flat and no part of the Class A3 use shall be occupied until visibility splays of 2.4 x 30 metres have been provided at the junction of the access with the service road. These areas shall thereafter be kept free of all obstructions over a height of 0.6 metres measured from the surface of the carriageway.
 - (8) 1510 Vehicle parking in accordance with approved plan. (varied).
 - (9) No residential flat shall be occupied until a sign has been erected adjacent to each residential car parking space. The sign shall state that the car parking space is reserved for the occupant of the flats and the details of the sign (its size, location and wording) shall be submitted to and approved in writing by the Local Planning Authority. The sign shall be erected in accordance with the approved details and thereafter be retained. The space shall thereafter be kept available only for car parking for the occupier of the residential flat at all times.
 - (10) The building shall not be used for Class A3 purposes until a scheme of external building lighting has been provided in accordance with details

which shall have been submitted to and approved in writing by the Local Planning Authority and implemented. The scheme shall include details of the position, design, intensity and hours of operation of lighting and shall include lighting for the pedestrian footpath between The Ring and High Street. No external lighting shall be provided other than in accordance with the approved scheme, unless otherwise agreed in writing by the Local Planning Authority.

- (11) No part of the Class A3 premises shall be occupied until a scheme has been submitted to and approved in writing by the Local Planning Authority for the control of noise (including amplified music and sound) and vibration emanating from the Class A3 premises and associated plant and equipment. The scheme shall include details of the precise location of the equipment within the premises. The measures included in the approved scheme shall be implemented prior to the first occupation of the Class A3 premises to which they relate, and thereafter the measures shall be operated in accordance with the approved scheme unless otherwise agreed in writing by the Local Planning Authority.
- (12) No development shall take place until a floor plan for the Class A3 Use identifying the location of the kitchen within the premises has been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved plan.
- (13) 1206 ADD The "Class A3" use (insert added).
- (14) 1207 Control of fumes/smells
- (15) 1142 Hours of demolition and construction (insert added).
- (16) 1135 Noise: protection for new property (insert added).
- (17) Before the development hereby permitted commences, a scheme shall be agreed in writing with the Local Planning Authority that specifies the provisions to be made for the control of noise emanating from the premises. The measures included in the approved scheme shall be implemented and retained unless written agreement is given by the Local Planning Authority to their variation.

(ii) subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 and other legislation containing a planning obligation relating to the provision of a footpath between The Ring and High Street and its dedication as a public right of way, application 625358 with the amended plans be **approved** subject to the following conditions:-

- (1) 101 Full permission - implementation
- (2) 201 Approved plans:
 - Dwg. 1352/57 site plan.
 - Dwg. 1352/10E basement plan
 - Dwg. 3573/P/801A ground floor plan.
 - Dwg. 1352/31D first floor plan
 - Dwg. 3573/P/802 elevations
 - Dwg. 3573/P/803B elevations
 - Dwg. 3573/P/804 elevations
 - Dwg. 3573/P/20B site layout
- (3) 502 Samples of materials to be submitted.
- (4) The building shall not be first used for Class A3 purposes until
 - (a) the facilities for pedestrians including changes to the pedestrian area to the front of the building adjacent to High Street and the

- provision of a ramped footway between the High Street and The Ring, and
- (b) an upgraded disabled access ramp in the location of the existing ramp serving Post Office Counters
- have been provided in accordance with drawing 3573/P/20B. The pedestrian facilities shall thereafter be retained for use by pedestrians and shall not be obstructed in any way without the prior written approval of the Local Planning Authority.
- (5) The building shall not be first used for Class A3 purposes until details of the location and design of handrails for:
- (a) the ramped footway between High Street and The Ring,
- (b) the raised area in High Street and
- (c) the replacement disabled access ramp in the location of the existing ramp serving Post Office Counters
- have been submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented prior to the first use of the building.
- (6) 704 Access constructed before development (insert added).
- (7) No part of the building shall be used for Class A3 purposes until visibility splays of 2.4 x 30 metres have been provided at the junction of the access with the service road. These areas shall thereafter be kept free of all obstructions over a height of 0.6 metres measured from the surface of the carriageway.
- (8) 1510 Vehicle parking in accordance with approved plan(varied).
- (9) The building shall not be first used for Class A3 purposes until a sign has been erected adjacent to the Class A3 car parking space. The sign shall state that the car parking space is reserved for the Class A3 use and the details of the sign (its size, location and wording) shall be submitted to and approved in writing by the Local Planning Authority. The sign shall be erected in accordance with the approved details and thereafter be retained. The space shall thereafter be kept available only for car parking for the Class A3 use at all times.
- (10) No part of the Class A3 premises shall be occupied until a scheme has been submitted to and approved in writing by the Local Planning Authority for the control of noise (including amplified music and sound) and vibration emanating from the Class A3 premises and associated plant and equipment. The scheme shall include details of the precise location of the equipment within the premises. The measures included in the approved scheme shall be implemented prior to the first occupation of the Class A3 premises, and thereafter the measures shall be operated in accordance with the approved scheme unless otherwise agreed in writing by the Local Planning Authority.
- (11) No development shall take place until a floor plan for the Class A3 Use identifying the location of the kitchen within the premises has been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved plan.
- (12) The Class A3 use shall not be open to customers outside the following times
- (1) 0700 hours to 23.30 hours Monday to Saturdays and
- (2) 07.00 hours to 23.00 hours on Sundays
- and customers shall not be admitted to the premises or be served with food or drink outside the following times:
- (a) 0700 hours to 23.00 hours Monday to Saturdays, and
- (b) 07.00 hours to 22.30 hours on Sundays.

- (13) 1207 Control of fumes/smells
- (14) 1142 Hours of demolition and construction. (insert added).
- (15) Before the development hereby permitted commences, a scheme shall be agreed in writing with the Local Planning Authority that specifies the provisions to be made for the control of noise emanating from the premises. The measures included in the approved scheme shall be implemented and retained unless written agreement is given by the Local Planning Authority to their variation.

(iii) subject also to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 and other legislation to secure a planning obligation relating to

- (a) a financial contribution towards public transport,
- (b) the submission and implementation of a Green Commuter Plan,
- (c) a contribution towards public art/environmental improvements, and
- (d) the provision of a footpath between The Ring and High Street and its dedication as a public right of way,

the Borough Planning Officer be authorised to **approve** application 625359 with the amended plans subject to the following conditions:

- (1) 101 Time limit for the commencement of the development
- (2) 201 Approved plans:
 - 1352/57 site plan
 - 3573/P/20B site layout plan
 - 3573/P/21A basement plan
 - 3573/P/22C lower ground floor
 - 3573/P/23B upper ground floor
 - 3573/P/24 first floor plan
 - 3573/P/25 second floor
 - 3573/P/26 third floor
 - 3573/P/27 plant room plan
 - 3573/P/28 roof plan
 - 3573/P/29 section
 - 3573/P/30 section
 - 3573/P/31 section
 - 3573/P/32 south east elevation
 - 3573/P/33 south west elevation
 - 3573/P/34 north east elevation
 - 3573/P/35 north west elevation
- (3) 502 Samples of materials to be submitted.
- (4) 601 Details of hard and soft landscaping
- (5) 605 Landscape works implementation
- (6) The finished floor levels of the building in relation to The Ring and the retained Post Office Sorting Office building shall accord with the levels indicated on drawing 3573/P/29.
- (7) The gross external floorspace of the building hereby approved shall not exceed 3027 sq. m. This floorspace includes staircases, lifts, corridors and WC's.
- (8) The floorspace identified on plan 3573/P/27 as a plant room shall only be used for that purpose and shall not be used for any other purpose ancillary to the office use of the building without the prior written consent of the Local Planning Authority.
- (9) 1001 Mezzanine floors (insert added).
- (10) 1203 Restriction on storage outside the building.
- (11) 1521 Parking for people with disabilities: full permission

- (12) 1522 Sign posting for people with disabilities
- (13) 1128 Access for disabled people. (insert added).
- (14) The building shall not be first used for Class B1 purposes until
 - (a) the facilities for pedestrians including changes to the pedestrian area to the front of the building adjacent to High Street and the provision of a ramped footway between the High Street and The Ring, and
 - (b) an upgraded disabled access ramp in the location of the existing ramp serving Post Office Counters
 have been provided in accordance with Drawing 3573/P/20B. The pedestrian facilities shall thereafter be retained for use by pedestrians and shall not be obstructed in any way without the prior written approval of the Local Planning Authority.
- (15) The building shall not be first used for Class B1 purposes until details of the location and design of handrails for
 - (a) the ramped footway between High Street and The Ring,
 - (b) the raised area in High Street, and
 - (c) the replacement disabled access ramp in the location of the existing ramp serving Post Office Counters
 have been submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented prior to the first use of the building.
- (16) 703 Access closure and reinstatement.
- (17) 704 Accesses constructed before development. (insert added).
- (18) No part of the Class B1 premises shall be occupied until visibility splays of 2.4 x 30 metres have been provided at the junction of the car park accesses with the Service Road. These areas shall thereafter be kept free of all obstructions over a height of 0.6 metres measured from the surface of the carriageway.
- (19) 1510 Vehicle parking in accordance with approved plan. (insert added).
- (20) 1515 Cycle parking and facilities: scheme.
- (21) The office building hereby approved shall not be occupied until the two Class A3 uses and three residential units indicated in planning permission reference 625357 and 625358 have been completed save for internal fitting out.
- (22) 1142 Hours of demolition and construction (insert added).
- (23) 1138 Noise control: noise from buildings and associated plant and equipment.

Moss End Farm and Garden Centre, Maidenhead Road, Warfield.

Application No: 621638

Retrospective change of use of part of building 5 to shop for sale of pine and craft goods.

Application No: 621639

Retrospective application for use of building 11 as a woodwork and joinery workshop.

The Borough Planning Officer reported to the Sub Committee in order to clarify the decision made on 17 December 1998 in relation to the proposed planning obligation. Clarification was required as to whether or not the two brick walls, one on the south east elevation of building 12 and one fronting Bowyers Lane, comprised part of the building and were therefore required to be demolished.

RESOLVED that the applicant be informed that the two brick walls did not form part of the building and should not therefore be included in the Section 106 Agreement.

Application No: 00/00244/FUL **12 Brownlow Drive, Bracknell.**
Erection of first floor side extension and
new conservatory to replace existing
conservatory.
Variation to approved plans.

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

RESOLVED that the amendment be **approved** as a minor variation to the plans approved under application 00/00244/FUL and that the development may proceed in accordance with the amended plans – Drg. No. SPC/12BROW/01 rev E and SPC/12BROW/02 rev G

Application No: 00/00588/FUL **9 Church Road, Chavey Down**
Erection of two storey rear extension and
raising of roof to form two storey
dwellinghouse.

The Sub Committee noted the comments of Winkfield Parish Council.

RESOLVED that the amendment be **approved** as a minor variation to the plans approved under application 00/00588/FUL and that the development may proceed in accordance with the amended plan – Drg. GWS/1900/00/2/A received on 9 October 2000.

Application No: 99/25418/FUL **Land at Wild Acre, Thibet Road,**
Sandhurst.
Erection of detached house with attached
double garage with access onto Robin
Lane.

RESOLVED that the resolution of the Planning Control Sub Committee of 12 October 2000 be amended as follows:

"That subject to the completion of an agreement under section 278 of the Highways Act to secure the provision of a footway fronting Robin Lane as a public right of way application 99/25418/FUL be **approved** subject to the conditions resolved to be imposed by Planning Control Sub Committee at its meeting on 12 October 2000".

65. **Building Application Regulations – Notices Dealt with by Borough Planning Officer (Item 5)**

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.

66. **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.

67. **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.

68. **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 8 which involved the likely disclosure of exempt information under the following category of schedule 12A of that Act:

(12) Counsel's advice (Item 8)

69. **CON89/95 Houghtons Folly (Item 8)**

Application No: 89/95

Houghton's Folly, Waterloo Road, Binfield.

Use of land in breach of enforcement notices for:

- (i) the repair of motor vehicles**
- (ii) the repair and adaptation of motor vehicles for stock car racing**
- (iii) storage of motor vehicles**
- (iv) storage of vehicle parts and**
- (v) failure to remove hardstanding**

The Borough Planning Officer submitted his report in respect of the above breaches of planning control at Houghton's Folly, Waterloo Road, in order to assess what action was appropriate in the current circumstances.

The Sub Committee noted that there were no current objections or complaints concerning the activities at the premises and there appeared to no identifiable environmental harm or significant detriment to highway safety caused by the current low level of activity.

The Borough Planning Officer reported Counsel's advice, sought earlier this year, and the Sub Committee

RESOLVED that

- (i) no further action be taken in respect of the breaches of the planning enforcement notices at the level noted on site on 9 May 2000, subject to their being no material increase in activity or change in circumstances: and
- (ii) the Borough Planning Officer be authorised to write to the landowner advising him of the Sub Committee's decision in the current circumstances and further advising him that this decision would not prejudice the Borough Council's ability to take action in the courts should there be any intensification in activity or the reintroduction of the unauthorised commercial activity in the future.

The meeting commenced at 7.30pm and concluded at 10.15pm

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
7 DECEMBER 2000**

Present: Councillors Worrall (Chairman), Adams, Mrs Ballin, Barnard, Beadsley, Birch, Blatchford, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mills, Piasecki, Mrs Pile, Mrs Ryder, Sargeant, Simonds and Wallace.

Also Present: Councillor Turrell

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

70. Substitute Members

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

Councillor Beadsley for Councillor Grayson
Councillor Ms Henfrey for Councillor Browne
Councillor Wallace for Councillor Thompson

71. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 9 November 2000 be approved as a correct record and signed by the Chairman.

72. 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.

73. Breaches of Planning Control (Item 2)

The Borough Planning Officer 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.

74. 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:

00/00196/FUL, 00/00489/FUL, 00/01014/3, 00/01015/3, 00/01016/3, 00/01017/3, 00/01018/3, 00/01020/3, 00/01021/3, 00/01022/3, 624744, 00/00882/FUL, 00/01028/FUL, 00/01038/FUL, 00/00967/OUT, 00/00811/FUL, 00/00369/FUL, 00/01067/FUL, 00/00502/FUL, 00/01050/FUL, 00/01060/FUL, 00/00985/FUL, 00/01091/RTD42.

**Application No: 00/00196/FUL Land at and adjacent to The Bungalow, Priory Road, Winkfield.
Erection of 13 no. houses and 1 no. flat together with associated access and parking following demolition of existing buildings**

A site visit had been held in respect of this application on Saturday 2 December 2000 which had been attended by Councillors Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Ryder and Simonds.

The Sub Committee noted the comments of Winkfield Parish Council, the Environment Agency, Thames Valley Police Crime Prevention Design Adviser, Bracknell District Urban Wildlife Group, the Society for the Protection of Ascot and the Environs and the Chavey Down Association, in addition to four letters of objection.

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 improved educational provision at the local primary school, community facilities and off-site open space within the local area, the application be **approved** subject to the following conditions:

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: TP 404-02G, 03F, 04F, 05G, 06F.
- (3) 502 Samples of materials to be submitted.
- (4) 601 Details of hard and soft landscaping.
- (5) 604 Details of walls and fences.
- (6) 606 Implementation of approved landscaping scheme.
- (7) 1134 Measures to minimise the effects of external noise on new dwellings. (insert added)
- (8) 701 Means of access (Insert added).
- (9) 702 Prohibition of access (Insert added).
- (10) No development shall take place until 4.5 metre by 120 metre visibility splays have been provided. 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.
- (11) 703 Access closure with reinstatement.
- (12) 1105 Site lighting.
- (13) 1134 Measures to minimise the effects of external noise on new dwellings.
- (14) 1141 Control of environmental effects.
- (15) 1801 Contaminated land (No deletion).
- (16) 1512 Provision for parking spaces (approved drawing).
- (17) 801 Restrictions on permitted development (house extensions).
- (18) 802 Restrictions on permitted development (windows/dormers) (insert added).
- (19) 803 Restrictions on permitted development (house roof extensions).
- (20) 804 Restrictions on permitted development (residential outbuildings).
- (21) 805 Restrictions on permitted development (garages).
- (22) 1804 Waste collection.

- (23) 1803 Waste reduction measures.
- (24) 1903 Site organisation (building operations).
- (25) No dwelling shall be occupied until the footpath shown adjacent to Plot 14 on approved site layout drawing TP 404-02G has been constructed in accordance with the approved plans up to the site's northern boundary. The route of the footpath shall thereafter be retained and there shall be no obstruction or impediment to its use as a footpath unless otherwise agreed in writing by the Local Planning Authority.
- (26) The seven car parking spaces shown marked as numbers 9 to 15 inclusive on approved Drawing TP 404 – 02G shall be kept permanently communally available for use by the occupiers of, and visitors to, the dwellings hereby permitted.

**Application No: 00/00489/FUL Newbold College, St. Marks Road, Binfield.
Erection of detached building forming a
Church with associated car parking and
landscaping. Construction of access from
Popeswood Road.**

A site visit had been held in respect of this application on Saturday 2 December 2000 which had been attended by Councillors Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mills, Mrs Ryder, Sargeant and Simonds.

The Sub Committee noted the comments of Binfield Parish Council, English Heritage, the Garden History Society, the Environment Agency, Babbie, the Berkshire Fire & Rescue Service and English Nature, in addition to four letters of objection, one with 20 signatures, and a letter from the applicant.

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

- (i) the formal adoption of a management plan for the registered garden and a programme and timescale for the restoration of the gardens, associated garden listings and tree belts; and
- (ii) public access arrangements to the registered gardens,

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans INSERT Drawing nos.98208/100A, 101C, 102C, 103B, 104B, 105B, 106B, method statement for landscaping works and supporting information document
- (3) 502 Materials to be submitted.
- (4) 601 Details of soft and hard landscaping.
- (5) 605 Landscape works implementation.
- (6) 608 Landscape maintenance.
- (7) 625 Retention of landscaped areas.
- (8) 627 Underground service details (insert added).
- (9) 619 Details of protection of trees and vegetation.
- (10) 620 Protective fencing: implementation.
- (11) 1128 Access for disabled people (insert added).
- (12) 1515 Cycle parking and facilities (varied).

- (13) 1804 Waste Collection.
- (14) 1521 Parking for people with disabilities: full permissions.
- (15) 1522 Sign posting facilities for people with disabilities.
- (16) 1903 Site Organisation (building operations).
- (17) Surface water source control measures shall be carried out in accordance with details to be submitted and approved in writing by the Local Planning Authority before development commences.
- (18) 703 Access closure with reinstatement (varied).
- (19) 706 Provision of access before development (details approved) (insert added).
- (20) 712 Visibility splays before development (varied).
- (21) 1510 Vehicle parking in accordance with approved plan (varied).
- (22) 1516 Cycle parking and facilities: number of spaces (varied).
- (23) 1521 Parking for people with disabilities: full permission.

Harmans Water Parking Schemes

- Application No: 00/01014/3** **Change of use from amenity land to parking area providing 5 no. parking spaces with associated landscaping (application under regulation 3).
Land adjacent to 28 Uffington Drive, Bracknell**

- Application No: 00/01015/3** **Change of use from amenity land to parking area with associated landscaping (application under regulation 3).
Land at Cherbury Close, Bracknell**

- Application No: 00/10106/3** **Change of use from amenity land to parking area providing 12 no. parking spaces and associated landscaping (application under regulation 3).
Land to front of (adjoining) Shiplake House, Segsbury Grove, Bracknell**

- Application No: 00/01017/3** **Change of use from amenity land to parking area providing 12 no. parking spaces with associated landscaping (application under regulation 3).
Land to front of Romney House, Blewburton Walk, Bracknell**

- Application No: 00/01018/3** **Change of use from amenity land to parking area providing 7 no. parking spaces and landscaping (application under regulation 3).
Land at Membury Walk, Bracknell**

- Application no: 00/01020/3** **Change of use from amenity land to parking area providing 8 no. parking bays with landscaping (application under regulation 3).
Land adjacent to 62 Uffington Drive, Bracknell**

Application No. 00/01021/3

Change of use from amenity land to parking area providing 11 no. parking bays and associated landscaping (application under regulation 3). Land opposite Boveney House, Segsbury Grove, Bracknell

Application No: 00/01022/3

**Change of use from amenity land to parking area providing 15 no. parking bays with associated landscaping (application under regulation 3).
Land opposite nos 17-22 Walbury, Bracknell.**

In accordance with Standing Order 25, Councillor Mrs Pile declared an interest in application 00/01022/3 and withdrew from the meeting during its consideration.

The Sub Committee noted the comments of Bracknell Town Council, in addition to two objections received, one on behalf of Defence Estates.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans
- (3) 601 Details of hard and soft landscaping.
- (4) 605 Landscape works implementation
- (5) No development shall take place until an independent safety audit of the scheme has been undertaken for design stages 1 and 2 and the scheme shall be undertaken in accordance with any recommendations arising from that safety audit.

Application No: 624744

**J Sainsbury, Ringmead, Birch Hill, Bracknell.
Erection of front and side extension to food store to provide a further 1285 sq m floor area with associated changes to layout of car park.
Addition of acoustic screening to service yard wall.**

The Sub Committee noted the comments of Bracknell Town Council, Babtie, Bracknell and District Friends of the Earth and Toynbee Housing Association Ltd, in addition to two letters of objection received from a local resident and representations from other retailers.

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 to integrated transport in the vicinity of the site, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: [Drawings A1/210A, 211, 212A, 213 and 1171/A1/sk01A]
- (3) 501 Materials to match existing building.
- (4) 601 Details of hard and soft landscaping.
- (5) 606 Implementation of approved landscaping scheme (insert added).

- (6) 1138 Noise control: noise from buildings and associated plant and equipment (insert added).
- (7) The net sales area of the store as extended shall not exceed 4387 sq m.
- (8) No more than 20% of the net sales area of the store as extended (including the concession unit) shall be used for the sale and/or display of comparison goods as defined in the URPI Information Brief 98/1.
- (9) 1903 Site organisation (building operations)
- (10) 1512 Provision for parking spaces (approved drawing) (insert added).
- (11) 1517 Cycle parking: number of spaces (insert added).
- (12) No part of the extensions hereby approved shall be brought into use until the acoustic screening to the service yard has been installed in accordance with the approved plans. This screening shall thereafter be retained unless otherwise agreed in writing by the Local Planning Authority.
- (13) The store as extended 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 0000 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 08:00 to 22:00 Monday to Thursday, 08:00 to 00:00 Friday, 00:00 to 22:00 Saturday and 10:00 to 16:00 Sunday and at no other times. 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) The car parking areas lying to the west and south west of the main store, shown on the site plan drawing accompanying application 623678 shall not be used for vehicle parking, or lit, between the hours of 2200 and 0800 and shall be signed and demarcated in accordance with the scheme approved under planning permission 623678.

Application No: 008822/FUL

**Windmill Piece, Beehive Road, Binfield.
Erection of two pairs of semi-detached three
bedroomed houses following demolition of
existing house and widening of existing
access onto Beehive Lane.**

The Sub Committee noted the comments of Binfield Parish Council in addition to nine 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 a contribution towards integrated transportation measures and highway safety schemes in the vicinity of the site, the application be **approved** subject to the following conditions:-

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: [Plans 1185-00/1 Rev B, and 1185-00-2 Rev A2 and 03 received 26 October 2000].
- (3) 502 Samples of materials to be submitted.
- (4) 601 Details of hard and soft landscaping.
- (5) 605 Landscape works implementation.
- (6) 709 Access details.

- (7) No structure of erection exceeding 0.6 metres in height shall be placed to the east north-east of a line from a point on the centre line of Springfield Road, which is 3.3 metres west of the western edge of the Beehive Road carriageway to a point 80 metres north of the centre line of Springfield Road, which is on the western kerbline of Beehive Road, as shown on the approved drawing GHP.741G which was part of the planning approval of application 18521 for the erection of a bungalow and garage at Windmill Piece, Beehive Road, Binfield approved on 7 February 1973.
- (8) 1504 Service roads (inserts added).
- (9) 1506 Surfacing of access (inserts added).
- (10) 1507 Gradient of private drive.
- (11) 1511 Vehicle parking and turning spaces (inserts added).
- (12) 1519 Footway provision: details to be submitted (inserts added).
- (13) 604 Details of walls and fences.
- (14) 616 Existing trees and hedges which are to be (varied).
- (15) 618 Protective fencing.
- (16) 801 Restrictions on permitted development (house extensions).
- (17) 802 Restrictions on permitted development (windows/dormers) (insert added).
- (18) 804 Restrictions on permitted development (residential outbuildings).
- (19) 1803 Waste reduction measures.
- (20) 1903 Site organisation (building operations).

Application No: 01028/FUL

46 Fernbank Road, Ascot.

Conversion of existing building from 3 no. Flats to a terrace of 3 no. Dwelling houses, involving increase in height of front and rear walls and new roof. Addition of 3 no. Bay windows and porches and conservatories. (amendment to scheme approved under application 00/00632/ful providing three conservatories on the rear of the proposed dwellings).

A site visit had been held in respect of this application on Saturday 2 December 2000 which had been attended by Councillors Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder and Simonds.

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

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved Plans: Insert: GWS/1901/00/1 & GWS/1901/00/2
- (3) 503 Details of materials to be submitted
- (4) 405 House extensions: obscure glazing (insert added)
- (5) 625 Retention of landscaped areas
- (6) The screen walls and fences, shall be constructed in accordance with the approved plans, within six months of the first occupation of any of the approved dwellings.
- (7) The proposed paths and parking/turning area shall be laid out and surfaced in accordance with the approved plans, within one month of the first occupation of any of the approved dwellings.
- (8) 801 Restrictions on permitted development (house extensions)

- (9) 803 restrictions on permitted development (house roof extensions)

Application No: 00/00943/OUT 329 Yorktown Road, Sandhurst.
Outline application for the erection of one dwelling on land to the rear of no.329 Yorktown Road with access onto Yorktown Road.

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

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

- (1) The proposed development of this dwelling in the rear garden of 329 Yorktown Road would represent incremental piecemeal development, which would be prejudicial to the proper future development of a larger area in a comprehensive manner. As such the proposal is contrary to policy EN1 of the Berkshire Structure Plan, policy H2 of the Sandhurst Crowthorne Local Plan and policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating further proposed changes and advice contained in PPG 3, (Housing).
- (2) The erection of a dwelling and the increase in use of the access of Yorktown Road would constitute unneighbourly development, in particular in relation to the occupiers of Melrose (331 Yorktown Road), 333 Yorktown Road and 1 College Road. As such the proposal is considered contrary to policy EN21 of the Deposit Draft Bracknell Forest Local Plan incorporating further proposed changes.
- (3) The proposal would generate additional traffic onto the access track to the side of 329 Yorktown Road, which is substandard in respect of width, construction and footpath provision and would result in the increased risk of accident to road users and pedestrians to the detriment of road safety.
- (4) If developed with adjoining land, the proposal would increase pressure on local highway, recreational, community and educational infrastructure and services. The proposal is therefore contrary to policies LD5, LD6, and R5 of the Berkshire Structure Plan 1991-2006, policy R2 of the Sandhurst Crowthorne Local Plan and policies R5, SC1 and SC2 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating further proposed changes in that it fails to make provision for infrastructure and services made necessary by the development to the detriment of the needs of the area.

Application No: 00/01038/FUL The Jolly Farmer, Howe Lane, Binfield.
Erection of a detached five bedroomed dwelling with detached triple garage and associated access following demolition of existing public house.

The Sub Committee noted the comments of Binfield Parish Council in addition to one letter of concern.

RESOLVED that, subject to the application being referred to the Secretary of State as a departure from the approved development plan, and subject to no significant objections being received in response to the statutory publicity carried out in respect of this proposal, the application be **approved** subject to the following conditions:

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved Plans: 00 1878-01A, 02A and 03A received 22/11/2000.
- (3) 502 Samples of materials to be submitted.
- (4) 703 Access closure with reinstatement. (Insert: added).
- (5) 707 Provision of access before development. (Insert added).
- (6) The development hereby approved shall not be begun until the existing public house/restaurant shown to be demolished on plan 10295-01A of outline planning permission 00/00449/OUT has been demolished and the site landscaped in accordance with a scheme to be submitted to and approved by the Local Planning Authority.
- (7) 712 Visibility splays before development (varied).
- (8) The dwelling hereby permitted shall not be occupied until the woodland copse proposed on the northern part of the site has been planted in accordance with the detailed landscape plan to be submitted under condition (10) of this permission.
- (9) No development shall take place until a schedule of landscape maintenance for a minimum period of five years has been submitted to and approved in writing by the Local Planning Authority. The schedule shall include details of the arrangements for its implementation. The development shall be carried out in accordance with the approved schedule.
- (10) 601 Details of hard and soft landscaping.
- (11) 605 Landscape works implementation.
- (12) 608 Landscape maintenance.
- (13) 619 Details of protection of trees and vegetation.
- (14) 620 Protective fencing: implementation.
- (15) 801 Restrictions on permitted development (house extensions).
- (16) 804 Restrictions on permitted development (residential outbuildings).
- (17) 1803 Waste reduction measures.
- (18) 1903 Site organisation (building operations).

Application No: 00/00967/OUT 2 Fincham End Drive, Crowthorne.
Outline application for the erection of 1 no. detached dwelling and associated access.

A site visit had been held in respect of this application on Saturday 2 December 2000 which had been attended by Councillors Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Ryder and Simonds.

The Sub Committee noted the comments of Crowthorne Parish Council in addition to 13 letters of objection that had been received and a circular letter signed by 42 people.

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

- (1) 102 Outline permission: details of reserved matters.
- (2) 103 Outline permission: time limit for reserved matters.
- (3) 104 Outline permission: time limit for development.
- (4) 402 Building no more than two storeys.
- (5) The two storey part of the detached house hereby permitted shall be no nearer to the northern boundary of the site than 2.8 metres.

- (6) 707 Provision of access before development.
- (7) The fence/hedge between the back of the footpath on Fincham End Drive and the western face of the proposed dwelling shall be maintained at a height no greater than 600mm.
- (8) 713 Visibility splays for private drive.
- (9) 604 Details of wall and fences.
- (10) 606 Implementation of approved landscaping scheme.
- (11) 608 Landscaping maintenance.
- (12) 616 Existing trees which are to be retained and protective fencing
- (13) 620 Protective fencing: Implementation.
- (14) 623 Replacement tree planting.
- (15) 802 Restrictions on permitted development (windows in north elevation).
- (16) 1004 Garage retained for vehicle parking
- (17) 1510 Vehicle parking in accordance with the approved plans.

**Application No: 00/00924/FUL Kings Ride Farm, Prince Albert Drive, Ascot.
Erection of single storey extension.**

The Sub Committee noted the comments of Winkfield Parish Council.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved Plans Insert: J:2200 D 1.01; J2200 D 2.02; J2200 D 1.03.
- (3) 501 Materials to match existing building.

**Application No: 00/00266/FUL Homebase Ltd, Wokingham Road, Bracknell.
Formation of new gated service yard access onto Easthampstead Road. Installation of gates to existing service yard access. Erection of 3.6m high wall with timber infill panels fronting Easthampstead Road/Western Road enclosing enlarged service yard.**

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

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans: Drg No's HB BRACKNELL. 10/02 Rev A, 10/100 & 10/200.
- (3) 503 Details of materials to be submitted.
- (4) 601 Details of hard and soft landscaping.
- (5) 606 Implementation of approved landscaping plan.
- (6) 706 Provision of access before development (details to be approved) (insert added).
- (7) 712 Visibility splays before development (varied).
- (8) Before the two access points are brought into use, details of directional signs (in and out) shall be submitted to and agreed in writing by the Local Planning Authority. The signs shall be erected in accordance with the approved plans, and thereafter maintained in good condition.

Application No: 00/00889/OUT Land rear of 28 and 30 Pinehill Road, Crowthorne
Outline application for the erection of 1 no. dwelling showing siting and means of access.

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

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

- (1) The proposed dwelling is unacceptable in that it represents a density of 26 dwellings per hectare which would be out of keeping with and detrimental to the character of the area and contrary to policies LD3 and H4 of the Berkshire Structure Plan, H2 and H3 of the Sandhurst-Crowthorne Local Plan and H1 and H4 of the Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.
- (2) The proposed dwelling is unacceptable in that it would have an adverse impact on the Oak tree at the site, which would be detrimental to the character of the area and contrary to policies EN1 of the Berkshire Structure Plan, EN1 of the Sandhurst-Crowthorne Local Plan and EN1 of the Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.
- (3) The proposed development makes no provision for transport measures in association with new development and would therefore be contrary to policies LD5 and LD6 of the Berkshire Structure Plan, policy T1 of the Sandhurst-Crowthorne Local Plan and M1 and M5 of the Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No: 00/00987/FUL 44 Queens Pine, Crown Wood, Bracknell.
Erection of two storey rear extension.

A site visit had been held in respect of this application on Saturday 2 December 2000 which had been attended by Councillors Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder and Simonds.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved Plans: P/BR/00/01/02 Rev. B; P/BR/00/01/04 Rev. B; P/BR/00/01/07 received 06 Oct 2000.
- (3) 501 Materials to match existing building.
- (4) 1003 Balconies.

Application No: 00/00992/FUL 37 Mickle Hill, Sandhurst.
Retrospective application to construct a pitched roof to the front of the carport.

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

RESOLVED that the application be **approved**.

Application No: 00/00982/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.**

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) 101 Time limit for commencement of development.
- (2) 201 Approved Plans: Insert: drawings ARK/CRO/01; ARK/CRO/02 Rev.A, ARK/CRO/03 Rev.A, ARK/CRO/04 Rev.B; ARK/CRO/05; ARK/CRO/07.
- (3) 502 Samples of materials to be submitted.
- (4) 405 House extensions: obscure glazing (inserts added).
- (5) The bathroom and en-suite bathroom windows at first floor level fencing north and south shall have fixed and unopening lower lights and have opening top lights only. Any replacement or repair shall only be with similar fixed lower lights and opening top lights.
- (6) 802 Restrictions on permitted development (windows/dormers) (inserts added)
- (7) 1004 Garage retained for vehicle parking.

Application No: 00/00811/FUL

**22 Abingdon Road, Sandhurst.
Erection of two storey side extension and single
storey front and rear extensions following
demolition of existing garage.**

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

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

Application No: 00/00369/FUL

**Moat Farm, Winkfield Lane, Winkfield.
Continued use of building for repair and
maintenance of agricultural tractors,
machinery and land rovers with ancillary
parking.
The Sub Committee noted the comments
of Winkfield Parish Council in addition to
correspondence received concerning the
recent sale of a vehicle from Moat Farm.**

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 14 April 2000), and
 - (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, 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.
 - (8) The use hereby permitted shall be discontinued on or before 31 December 2001 and all vehicles, implements, equipment, parts, accessories and machinery associated with the use shall be removed from the land and building on or before that date.

Application No: 00/01067/FUL

Tesco Stores, Whitton Road, Martins Heron, Bracknell.

Section 73 application to allow store to open between 10.00 and 16.00 hours on 31st December 2000 only without compliance with condition 13 of planning permission 610811.

The Sub Committee noted the comments of Winkfield Parish Council in addition to letters of representation from the Chavey Down Association and a local resident.

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

- (1) 1907 Conditions to remain in full force (insert added)
- (2) The opening hours of the store shall be limited to 9.00am to 8.00pm Monday to Thursday and Saturday, 9.00am to 9.00pm on Friday and not at all on Sundays other than between 10.00am and 4.00pm on the Sunday immediately preceding Christmas each year and between 10.00am and 4.00pm on Sunday 31st December 2000 only.

Application No: 00/00796/FUL

**Oak Tree Nursery, Brock Hill, Warfield.
Repositioning of polytunnels 1, 2 and 5.
Erection of 1 no. polytunnel 38.5m x 45.0m,
erection of potting shed 9.0m x 23.0m and
shaded roof structure within the existing
enclosed area on the sales frontage.**

The Sub Committee noted the comments of Winkfield and Warfield Parish Councils.

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

- (1) The permission shall be for a limited period expiring on 7th December 2005 when all of the hereby permitted structures shall then be removed and all works necessary for the reinstatement of the land to its former state and condition shall then be carried out.
- (2) 201 Approved Plans: [Drg No:19, 22, 23, 24, 25, 26, 27, received 7th September 2000]
- (3) No means of illumination shall be installed within the polytunnels and the potting shed hereby permitted unless and until a scheme for shielding the illumination from the external view has been submitted to and approved in writing by the Local Planning Authority. Thereafter, the approved scheme shall be retained for as long as the illumination is in place.

Application No: 00/01012/FUL

**"Manor Cottage", Goughs Lane, Warfield.
Erection of first floor front extension and
single storey rear extension.**

The Sub Committee noted the comments of Warfield Parish Council, in addition to a letter of concern from a neighbour.

RESOLVED that, subject to no representations being received before 15 December 2000 raising matters that have not been addressed in the Sub Committee report, the Borough Planning be authorised to **approve** the application subject to the following conditions:-

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved Plans: Drawing nos. 1B, 2B and 6A.
- (3) 501 Materials to match existing building.
- (4) 1004 Garage retained for parking.
- (5) The existing driveway/hardstanding shall be kept available at all times for the parking of two vehicles.

Application No: 00/00502/FUL

**Holly Corner, Priory Road, Ascot.
Erection of single storey side extensions.
Conversion of loft into living accommodation
with 3 no, dormers. Construction of roof
terrace at first floor level. Pedestrian gate to
north road.**

A site visit had been held in respect of this application on Saturday 4 November 2000 which had been attended by Councillors Barnard, Browne, Flood, Glasson, Grayson, Mrs Hayes, Ms Henfrey, Kendall, Mrs Pile, Sargeant and Thompson. The Sub

Committee noted that the application had been amended subsequent to the site visit and previous consideration of the application at the November meeting.

The Sub Committee noted the comments of Winkfield Parish Council.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved Plans: site plan received 23 May 2000, amended first floor plan received 5 October; amended elevations received 24 November 2000 and amended ground floor plan received 24 November 2000.
- (3) 501 Materials to match existing building.
- (4) No development shall take place until details of the proposed pedestrian gate have been submitted to and approved in writing by the Local Planning Authority. The gate shall thereafter be installed only in accordance with these details.
- (5) No development shall take place until the raised planting bed shown on the existing ground floor plan has been removed and the land hardsurfaced for driveway/turning purposes.
- (6) 1004 Garage retained for vehicle parking.
- (7) Details of tree protection.
- (8) Protective fencing implementation.
- (9) The existing hedge along the North Road frontage shall be permanently retained. Any part of the hedge which may be damaged or which is uprooted, removed, destroyed or dies shall be replaced with plants of the same species and size as the existing hedge in the next planting season unless otherwise agreed in writing by the Local Planning Authority.

**Application No: 00/00801/FUL 9 Grant Road, Crowthorne.
Raising of roof and conversion of loft to
provide first floor living accommodation.**

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) 101 Time limit for commencement of development.
- (2) Approved plans (insert added).
- (3) 501 Materials to match.
- (4) 405 House extensions; obscure glazing. (inserts added).
- (5) 802 Restrictions on permitted development (windows/dormers) (insert added)
- (6) 1511 Vehicle parking and turning spaces (details to be approved) (varied).

**Application No: 00/00929/FUL 4 Munday Court, Binfield.
Change of use from amenity space to
private garden. Erection of 1.8m high
close boarded fence.**

The Sub Committee noted the comments of Binfield Parish Council.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans (insert added).
- (3) 601 Details of soft landscaping (varied).
- (4) 605 Landscape works implementation (varied).
- (5) 608 Landscape maintenance (varied).

**Application No: 00/00997/FUL Land adjoining 1 Glenwood, Bracknell.
Change of use of amenity land to private garden. Erection of 2m high close boarded fence.**

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

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) 101 Time limit for commencement of development.
- (2) 201 Approved Plans: Plans received 11 October 2000 and amended plan received 19 October 2000.
- (3) No development shall take place until details of the proposed hedge shown on the amended plan received on 19.10.00 have been submitted to and approved by the Local Planning Authority.
- (4) The hedge required by condition (3) above shall be planted in the first planting season following the erection of the fence and in accordance with the approved details.
- (5) 622 Replacement hedge planting. (varied).

**Application No: 00/01050/FUL 28 Masefield Gardens, Crowthorne.
Erection of single storey rear extension forming conservatory.**

A site visit had been held in respect of this application on Saturday 2 December 2000 which had been attended by Councillors Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Ryder and Simonds.

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) 101 Time limit for commencement of development.
- (2) 201 Approved Plans received 26 October 2000.
- (3) 501 Materials to match existing building

Application No: 00/01060/FUL

18 Rose Hill, Binfield.

Erection of part two storey, part first floor side/rear extension and erection of single storey porch.

The Sub Committee noted two letters of objection received from the same person.

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

Application No: 00/00935/FUL

2 Munday Court, Temple Park, Binfield.

Section 73 application to allow conversion of part of a garage to habitable room without compliance with condition 15 of planning permission 614307. Erection of single storey front and rear extension.

The Sub Committee noted the comments of Binfield Parish Council.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved Plans: Drg No 1847 TP/1 received 18 Oct 2000.
- (3) 501 Materials to match existing building.
- (4) 1004 Garage retained for vehicle parking (insert added).
- (5) 1512 Provision for parking spaces (approved drawing).

Application No: 00/00985/FUL

73 Dukes Ride, Crowthorne.

Retrospective application for the installation of a roof light in south-east elevation to serve en-suite bathroom in Flat 6.

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) 201 Approved Plans: [Plans received 6 October 2000].
- (2) 1907 Conditions to remain in force (varied).
- (3) Within one month of the date of this permission the roof light hereby permitted shall be glazed with obscure glass and any replacement or repair shall only be with obscure glass.

Application No: 00/00966/A

**Linden House, Bagshot Road, Bracknell
Display of 2 no. illuminated wall mounted signs (4.8m x 0.9m) (application for advertisement consent).**

The Sub Committee noted the receipt of one letter of objection.

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

- (1) Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a clean and tidy condition to the reasonable satisfaction of the Local Planning Authority.
- (2) Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a safe condition.
- (3) Where an advertisement is required under these Regulations to be removed, the removal shall be carried out to the reasonable satisfaction of the Local Planning Authority.
- (4) No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission.
- (5) No advertisement shall be sited or displayed so as to obscure, or hinder the ready interpretation of, any road traffic sign, railway signal or aid to navigation by water or air, so as otherwise to render hazardous the use any highway, railway, waterway or aerodrome (civil or military).
- (6) 201 Approved Plans: (38)00-05 received 6 November 2000 and (38)-01 received 23 November 2000.

**Application No:
00/010911/RTD42**

**Winkfield Automatic Telephone Exchange,
Winkfield Row
Application for prior determination for siting
and design for the erection of one 12.5m
high monopole mast with 9 no. sector
antennae (overall height 15.4m) and erection
of equipment cabin. Relocation of
microwave dish from existing mast onto
proposed monopole. Removal of existing
mast.**

A site visit had been held in respect of this application on Saturday 2 December 2000 which had been attended by Councillors Blatchford, Browne, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Ryder and Simonds.

The Sub Committee noted that the Parish Council had no comment to make. Objections had been received from Winkfield Row Association and St Mary's CE Primary School.

RESOLVED that the details of siting and design be refused for the following reason:

Having regard to its sensitive location, both in proximity to residential properties and also within an attractive area of countryside close to the Metropolitan Green Belt, the design and siting of the proposed mast would be unduly obtrusive and harmful to the visual amenities of the area.

75. Building Application Regulations – 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.

76. **Applications Dealt with by the Borough Planning Officer under Delegated Powers (Item 5)**

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.

77. **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 meeting commenced at 7.30pm
and concluded at 10.40pm

CHAIRMAN

**PLANNING & TRANSPORTATION CONTRACTS ASSESSMENT
SUB-COMMITTEE
7 NOVEMBER 2000**

Present: Councillors Mrs Ballin, Piasecki and Worrall

1. Election of Chairman

RESOLVED that Councillor Mrs Ballin be elected Chairman of the Sub-Committee.

COUNCILLOR MRS BALLIN IN THE CHAIR

2. Appointment of Vice-Chairman

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

3. Planning & Transportation Contracts Assessment Sub-Committee – Terms of Reference (Item 1)

The Sub-Committee noted its terms of reference.

4. Exclusion of Press and Public

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

- (8) The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.

5. Consultancy Contracts (Item 2)

The Sub-Committee considered a report advising it that work was well advanced to re-let the consultancy contracts for highways, traffic and transportation works. The report invited the Sub-Committee to consider the arrangements for the re-letting of the contracts and set out proposals for tenders and select lists.

The Borough Engineer answered a number of questions regarding the basis on which the tenders were to be sought and the choice of companies to be invited to bid for the contracts.

RESOLVED that

- (i) tenders be invited from:
- Aspen
 - Babbie Group
 - Mott MacDonald
 - Mouchel
 - Parkman
 - PB Kennedy and Donkin
 - Scott Wilson Kirkpatrick
- (ii) tenderers be invited to bid for one or both contract elements.

The meeting commenced at 5 pm
and concluded at 5.25 pm

CHAIRMAN

HIGHWAYS SUB-COMMITTEE
14 DECEMBER 2000

Present: Councillors Wade (Chairman), Adams, Mrs Ballin, Finnie, Kendall and Mrs Ryder

Parish & Town Council Representatives:

Binfield: Councillor Fuller
Warfield: Councillor Norris
Winkfield: Councillor Young

Also Present: Councillors Flood, Mills and Turrell

20. Substitute Members

The Sub-Committee noted that there were no substitute Members under Standing Order 38 but Councillor Norris deputised for Councillor Harrison on behalf of Warfield Parish Council.

21. Minutes

RESOLVED that the minutes of the meeting of the Sub-Committee held on 7 September 2000 be approved as a correct record and signed by the Chairman.

22. Petition – Speed Reducing Measures On Savernake Way, Forest Park (Item 1)

The Sub-Committee considered a report on a petition regarding the implementation of measures to reduce the speed of traffic along Savernake Way, Forest Park.

In accordance with the Council's scheme of public participation, the petition organiser, or another representative, had been invited to address the Sub-Committee on behalf of the petitioners, but had not chosen to do so.

RESOLVED that

- (i) the petition be noted; and,
- (ii) after consideration against the current Traffic Calming Policy, the non-intrusive measures indicated on Appendix A of the report be implemented along Savernake Way, Forest Park.

23. Petition - Crossing At Holly Spring School (Item 2)

The Sub-Committee considered a report on a petition which had had been received from residents concerned about safety when crossing Lily Hill Road in Bullbrook.

In accordance with the Council's scheme of public participation, Mr M Evry addressed the Sub-Committee on behalf the petitioners explaining their concern at the threat posed to children by the speed of traffic.

The Sub-Committee noted these concerns and that the Officers had identified the site as one to be included in the next phase of the Safe Routes to School initiative.

RESOLVED that

- (i) the petition be noted; and,
- (ii) the issue be dealt with as part of the consideration of an overall package of 'Safe Routes to School' improvements for Holly Spring Schools.

24. Safe Routes To School (Item 3)

The Sub-Committee considered a report advising it of the work so far undertaken in relation to the Local Transport Plan's Safe Routes to School packages which were to be implemented for all schools in the Borough by the end of the Plan period (March 2006), and seeking approval to the list of schools to form the next phase of the scheme during 2001/02.

The Officers answered a number of questions arising from the report including in relation to the regulations relating to speed limits outside schools and issues surrounding their enforcement. In addition, it was stressed that the initiative was an ongoing partnership with the schools to ensure that measures undertaken were evaluated and any other necessary steps taken. Proposals for the remaining schools in the Borough were to be brought forward as part of an ongoing programme in subsequent years.

RESOLVED that packages of improvements be developed for the following schools for implementation from future capital budgets for Safer Routes to School and other budgets allocated to the work:

- College Town Infant & Junior Schools
- Crown Wood Primary School
- Great Hollands Infant & Junior Schools
- Holly Spring Infant & Junior Schools
- Meadow Vale Primary School
- St. Michael's Easthampstead CE
- The Pines Infant & Junior Schools

25. Rectory Lane, Easthampstead - Traffic Calming (Item 4)

The Sub-Committee considered a further report on proposals to amend the traffic calming scheme at Rectory Lane, Easthampstead. The proposal to replace the existing build-outs with a system of speed cushions had been the subject of consultation leading to a number of objections and observations which had been taken into account by the officers and were considered by the Sub-Committee.

The Officers answered a number of questions regarding the scheme. The key issue emerging from the discussion was that, whilst build-outs were an acceptable and

effective form of traffic calming measure in the right location, this was now not considered the most suitable means of calming on Rectory Lane.

RESOLVED that

- (i) no public inquiry be held in respect of the proposed traffic calming measures at Rectory Lane, Easthampstead; and,
- (ii) the traffic calming scheme be implemented as shown on Appendix A of the report.

26. Speed Management Strategy (Item 5)

The Sub-Committee considered a report on a Speed Management Strategy. A provisional Speed Management Strategy had been approved by the Highways Sub-Committee on 16 September 1999 with an undertaking that it would be further developed in the light of any further changes in Government regulations and technical advice.

A review of speed management had been carried out by the Department of the Environment, Transport and the Regions and a paper "New Directions in Speed Management" had been published. The Sub-Committee was advised of the main findings in that paper, and invited to approve a revised strategy.

RESOLVED that the Speed Management Strategy set out in Appendix 2 of the report be adopted.

27. Northern Parishes Traffic And Transport Study (Item 6)

The Sub-Committee considered a further report on the Northern Parishes Traffic and Transport Study. Two reports had previously been made to the Sub-Committee on interim conclusions, and a number of the proposals in the draft report on the study had already been completed or were programmed.

The report set out proposals for further work to be carried out in the Northern Parishes area, drawing on the study and other opportunities. The results of the local consultation on the proposed Foxley Lane footway was also included.

The Officers answered a number of questions relating to the report, stressing that, whilst it referred in places to data considered at the time the study work was being carried out, the Borough Engineer always referred to the most up-to-date information available when considering proposals. In addition, the Sub-Committee was advised that, in order to address the issues properly, the report referred also to sites on the periphery of the study area, recognising their relevance to it.

Although it was accepted that the findings of such a study were unlikely to satisfy everyone, the Sub-Committee generally welcomed the report but stressed the need to acknowledge that it should be a living document. In addition, it was agreed that the first two sentences of paragraph 12.3 on page 46 relating to traffic speed should be deleted.

RESOLVED that

- (i) subject to the deletion of the first two sentences of paragraph 12.3, the Consultant's report on the Northern Parishes Study be accepted, recognising that there will be a need to keep the situation under review;
- (ii) a further report be made to the Sub-Committee once the budgets for 2001/02 are known, suggesting a programme of work drawing on the schemes listed in Appendix 4 of the report; and,
- (iii) a footway be constructed on the north side of Foxley Lane between the Roebuck Estate and Benetfeld Road.

28. Items Submitted for Information

The Sub-Committee noted the following items that had been submitted for information:

- (i) Winter Maintenance 2000-2001 (Item 7)
- (ii) Other Traffic Regulation Orders (Item 8)
- (iii) Programmed Highway Works – Progress Report (Item 9)

The meeting commenced at 7.30 pm and concluded at 8.55 pm

CHAIRMAN

EDUCATION COMMITTEE
30 JANUARY 2001

Present: Councillors Ward (Chairman), Mrs Ballin, Barnard, Beadsley, Bettison, Mrs Birch, Edger, Glasson, Harrison, Ms Henfrey, Mrs Mattick, Mills, Mrs Shillcock, Thompson and Worrall.

Church Representatives:
Mr G Anderson

Parent Governor Representatives:
Mr D Clitherow and Mr I King

Teacher Representatives:
Miss V Richardson

Apologies for absence were received from:
Councillors Grayson, Mrs Hayes and Wallace, Mr D McCann and Mrs L Wales

Also Present: Councillor Turrell

423. Substitute Members

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

Councillor Mrs Ballin for Councillor Mrs Hayes
Councillor Worrall for Councillor Wallace

424. Minutes

RESOLVED that the minutes of the meeting of the Committee held on 17 October 2000 be approved as a correct record, and signed by the Chairman.

425. Education Consultation Panel

RESOLVED that the minutes of the meeting of the Education Consultation Panel held on 16 October 2000 be received.

426. Education Governor Selection Sub Committee

RESOLVED that the minutes of the meeting of the Education Governor Selection Sub Committee held on 30 October 2000, as set out in Appendix A hereto, be received.

427. Education Quality Assurance Sub Committee

RESOLVED that the minutes of the meeting of the Education Quality Assurance Sub Committee held on 31 October 2000, as set out in Appendix B hereto, be received.

428. **Teachers' Joint Consultative Committee**

RESOLVED that the minutes of the meeting of the Teachers' Joint Consultative Committee held on 14 November 2000 be received.

429. **Education Quality Assurance Sub Committee**

RESOLVED that the minutes of the meeting of the Education Quality Assurance Sub Committee held on 5 December 2000, as set out in Appendix C hereto, be received.

430. **Education Operations Sub Committee**

RESOLVED that the minutes of the meeting of the Education Operations Sub Committee held on 13 December 2000, as set out in Appendix D hereto, be received.

431. **Joint Advisory Sub Committee on Children's Services**

RESOLVED that the minutes of the meeting of the Joint Advisory Sub Committee on Children's Services held on 10 January 2001, as set out in Appendix E hereto, be received.

432. **Education Operations Sub Committee**

RESOLVED that the minutes of the meeting of the Education Operations Sub Committee held on 16 January 2001, as set out in Appendix F hereto, be received.

433. **Local Agenda 21 Strategy – A Local Plan for Sustainable Development in Bracknell Forest (Item 13)**

In common with the other Service Committees, this Committee considered a report in respect of the Council's Local Agenda 21 Strategy, which had been prepared in response to the Government's request for all local authorities to prepare a Local Agenda 21 Strategy by 31 December 2000. The Strategy was also a Best Value performance indicator for 2000/2001. Having been considered by the Public and Environmental Services Committee on 24 October 2000, the Strategy had been finalised for consultation by the Local Agenda 21 Impact Group and its final version would be published in Spring 2001 following widespread consultation.

The Strategy had been designed as both a position statement and a framework for future action in pursuing the principles of sustainable development in the Borough. Members noted that its purpose was to engage the local community in pursuing sustainable development on a local level by building on and strengthening existing partnerships and developing new mechanisms and opportunities for joint working.

RESOLVED that

- (iii) the Bracknell Forest Local Agenda 21 Strategy be endorsed and ongoing consultation and engagement with the community be supported; and
- (iv) commitment to Local Agenda 21 be confirmed and future action to progress sustainable development within Bracknell Forest be approved.

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

The Committee received the Quarterly Operations Report which explored progress on policy objectives in individual sections of the Education Department and addressed resource monitoring from August to November 2000. Members' attention was drawn to areas of significant development, namely, the Learners' Forum to be held in the Spring with a view to engaging the community in learning; school improvements including initiatives to recruit teachers; access to learning issues such as school allocations and transport; the Inclusion Conference held in Autumn 2000; and measures to balance the budget.

Having praised officers in respect of performance against statutory indicators relating to securing effective special education, Members posed questions regarding matters including the financial provision for the recruitment/retention of teachers and implications arising from Charters School's proposal to restrict its designated area to the boundaries of the Royal Borough of Windsor and Maidenhead thereby excluding part of this Borough which currently fell within the designated area.

RESOLVED that the Quarterly Operations Report be received.

435. **Service Performance Plan and Best Value Performance Plan 2001/02 (Item 2)**

The Director of Education presented the Committee's Service Performance Plan for 2001/02, which was the culmination of work in committees and working groups during the current financial year to give practical expression to the vision for the Education Service in 2001/02.

As part of the Council's Performance and Financial Management Programme each Service Committee had, since 1998, prepared an annual Service Plan, which set out its respective objectives and proposed work for the following year to help guide and monitor its activities. This was also the second year of the requirement to publish a Best Value Performance Plan and the process for producing the information contained in each Committee's Service Plan would, therefore, culminate directly in the development of the Council's Best Value Performance Plan. In order to make this link explicit, it was therefore proposed to continue with renaming departmental annual plans as 'Service Performance Plans'.

Having noted the Committee's proposed Service Objectives for 2001/02 and associated key objectives, Members posed questions relating to matters including improvements in GCSE results, targets for tuition received by permanently excluded pupils, disabled access to Easthampstead Park Education Centre, recruitment/retention of teachers and benchmarking of Government funding provided per pupil.

RESOLVED that

- (i) this Committee's Service Performance Plan outlined in Annexe A to the report be agreed;
- (ii) the Director of Education, in consultation with the Chairman of this Committee, be authorised to finalise any outstanding data and targets for inclusion in the 2001/02 Best Value Performance Plan; and

- (iii) the information within the Service Performance Plan be included in the Council's Best Value Performance Plan for 2001/02.

436. Revenue Budget 2001/02 (Item 3)

The Committee considered its revenue budget for 2001/02 which had been prepared within the framework set by Strategy and Policy Committee at its meeting held on 20 December 2000. All Service Committees were considering their revenue budgets during this cycle of meetings in order to make recommendations thereon to the next meeting of Strategy and Policy Committee, which would then draw proposals together and recommend an overall budget to the Council at its meeting to be held on 28 February 2001.

Members noted that the education budget sought to spend up to the level of the Standard Spending Assessment (SSA) allocated by the Government. Attention was drawn to the unallocated spending balance of £0.151m which was being reserved as a contingency in the event that it should be needed to meet the teachers' pay settlement, the percentage increase of which was not yet known. The Committee was advised that this sum included the additional funding provision of £0.1m which had been provided by the Government for Local Education Authorities, including Bracknell Forest, which had been allocated an SSA lower than the national average.

The officers responded to questions from Members in respect of matters including recharges from other Committees, service economies, budget pressures, delegation of funding to schools, payments to schools under the Schools Standards Grant, SSA allocation and rationalisation of teacher assistants' salaries.

The Director of Education and his staff were congratulated on the preparation of the budget, which was presented in a clear and understandable fashion.

RESOLVED that

- (i) in considering the Council's budget for 2001/02, Strategy and Policy Committee be requested to approve:
 - (a) the changes to the base budget as identified in the latest commitment budget as shown in Annexe B to the report;
 - (b) the potential economies and service pressures and developments identified in Annexes D and E to the report, respectively; and
 - (c) this Committee's estimated inflation provision of £1.329m
- (ii) the estimated headroom to Education SSA of £0.151m be noted;
- (iii) the Director of Education, in consultation with the headteacher representatives of the Finance Task Group and the Chairman of this Committee:
 - (a) determine an order of priority of further developments and pressures having regard to the items listed in Annexe H to the report;
 - (b) requests that Strategy and Policy Committee approve such items up to the point where the final budget equates to Education SSA.

- (iv) from April 2001 the items listed in Annexe G to the report be delegated to schools, and that should further items need to be delegated to achieve the performance targets, the Director of Education determine relevant items, having regard to the results of the consultation with schools; and
- (v) the Standards Fund programme for 2001-02 as shown in Annexe F to the report be agreed.

437. Capital Programme 2001/2002 – 2003/2004 (Item 4)

At its meeting held on 20 December 2000 Strategy and Policy Committee had requested all Service Committees to review their capital spending requirements for inclusion within the Council's three year Capital Programme. Accordingly, this Committee considered a report regarding its capital spending requirements for submission to Strategy and Policy Committee, which would consider the proposals of all Service Committees in the light of available capital resources prior to recommending a capital programme to the Council on 28 February 2001.

Mindful that monitoring of capital schemes in the current financial year indicated that 81% would be spent by the year end requiring a carry forward of committed expenditure of £1.171m, the Committee considered possible new schemes for 2001/02 together with committed or unavoidable schemes, improvements and capitalised repairs and other desirable schemes. Having posed questions in relation to the refurbishment of Brakenhale School, Sandhurst Open Learning Centre and caretakers' accommodation at schools, Members commended the proposed capital programme.

RESOLVED that

- (i) the projected carry forward of resources from the 2000/2001 programme as outlined in Annexe A to the report be noted; and
- (ii) the schemes summarised in Annexe B to the report be submitted to Strategy and Policy Committee for 2001/2002.

438. Education Development Plan Year 2/3 (Item 5)

The Committee considered a report seeking its agreement to proposed revisions to the Education Development Plan (EDP) in its final year of operation, which sought to retain the six priorities unchanged but to update the activities within the individual action plans to reflect the findings of the recent audit. Changes to the School Improvement Policy, which set out the levels of support and challenge available to schools from the Local Education Authority (LEA), were also proposed. An additional paper containing results of the Schools' Survey for 2000/2001 was tabled at the meeting.

Various aspects of the EDP were highlighted and Members were advised of the basis and outcome for the consultation undertaken during the autumn term with schools and the local community in respect of the EDP Year 2 Supplement. The increase from 76% to 78% in the published target for mathematics at the end of Key Stage 2 in 2001 was noted. A number of other policies which related to the EDP had been revised and updated, these included the Curriculum Statement, the Curriculum Complaints Procedure and the LEA-School Protocol.

RESOLVED that

- (i) the revised audit information be noted;
- (ii) the revised target for mathematics at the end of key Stage 2 for 2001 be noted;
- (iii) the revised School Improvement Policy be approved for inclusion in the Education Development Plan;
- (iv) the six priorities remain unchanged for the final year of the implementation of the Education Development Plan; and
- (v) the activities within the individual action plans be updated.

439. Review of Post 16 Education in Bracknell Forest (Item 6)

The Director of Education presented a report in respect of issues arising from the review of post 16 education undertaken during the Autumn Term 2000. The report set out the background to current provision, the impact of new legislation affecting both curriculum organisation and funding together with the need for strategic planning of a future pattern of provision. Objectives of such a plan and the factors affecting the achievement of these goals in the light of the restructuring of the curriculum and funding arrangements were considered, whilst opportunities to develop provision to meet local needs was outlined and future action and development work was proposed.

Members noted details of the new funding arrangements for post 16 education provision and acknowledged the need for maximum available funding to be sought and for relevant establishments to collaborate and offer a joint provision. The Committee's attention was drawn to the proposed strategic plan in respect of post 16 provision in the Borough and associated principles upon which consultation would be undertaken. Having responded to Members' comments in relation to the new funding formulae, secondary schools' acceptance of the way forward and the need to deliver high standards and encourage 6th form education, the Director of Education was commended for his review report.

RESOLVED that this report on Post 16 education be endorsed as a basis for further consultation with schools and local and regional joint partners.

440. Age of Admission Consultation (Item 7)

The Committee considered a report concerning the outcome of the widespread consultation in respect of alternative patterns of admission to infant and primary schools in Bracknell Forest which had been undertaken by the Director of Education in accordance with authority given by the Committee at its meeting held on 17 October 2000.

Members noted that, although schools favoured one point of entry to schools in September, parents were split in their response to the consultation document issued. Having acknowledged that this matter required further in depth consideration, particularly with regard to funding provision, the Committee agreed that the Focus Group previously established in this regard be convened to progress the matter and its membership include representatives of schools and other relevant organisations. The Focus Group would consider the issue during summer 2001 and reach a decision in

the autumn. Issues including parental choice of school and present practices by this and other Local Education Authorities would be taken into account.

RESOLVED that

- (i) the outcomes of the consultation be noted;
- (ii) the Focus Group be convened to discuss the co-option of other stakeholders to assist in the process of considering in detail the views expressed in the consultation and the phasing of any change; and
- (iii) the Director of Education be requested to produce a further report for this Committee in the Autumn on progress on the recommendations for change and the planned implementation of any such change.

441. Equality of Opportunity (Item 8)

Having considered matters relating to fair access to services for all sections of the community and equal opportunities in employment at its meeting held on 8 November 2000, Strategy and Policy Committee had approved a new policy statement known as Fair Access to Services and made amendments to the existing policies relating to equal opportunities in employment with a view to providing a corporate framework for Service Committees to develop their own practices.

Since April 1998, the Education Service had continued to operate within the policy framework established by the former Berkshire County Council and much had been undertaken within the Service to ensure that this remained up to date and relevant. As there were now a number of aspects of the policy that required revision and it was appropriate that such revisions reflected the intentions of this Council, a revised Equality of Opportunity Policy was before the Committee for approval. The revised Policy was supported by guidance for schools to assist both the Local Education Authority and Governing Bodies in complying with the new duties placed upon them. Members indicated their support for the new Policy.

RESOLVED that the Equality of Opportunity Policy attached at Annexe 2 to the report be approved.

442. Redeployment Policy (Item 9)

The Committee was advised that a formal redeployment policy for staff would be considered for adoption by the Management and Resources Sub Committee on 31 January 2001. At present many of the Council's existing policies required consideration of redeployment of staff in certain situations and there were now increasing external pressures to undertake such redeployment, particularly in instances of organisational change and ill health.

Members were invited to approve a redeployment policy which had been developed from the existing procedure for redeployment of teaching staff in schools and would relate to all staff in schools with delegated budgets. This policy would apply to redeployment situations between schools and departments in the Council and was subject to the agreement of the Management and Resources Sub Committee. It subsumed the arrangements in respect of the redeployment of teachers as set out in the report to Education Budget Sub Committee in May 1999.

RESOLVED that, subject to the Redeployment Policy being agreed by Management and Resources Sub Committee, the Policy attached to the report be recommended to schools' governing bodies for adoption.

443. **Bid for a Recruitment Strategy Manager (Item 10)**

Members were invited to endorse the funding bid which had been submitted to the Teacher Training Agency (TTA) in respect of the appointment of a recruitment strategy manager. This was the third year of a three-year programme during which the TTA was inviting such bids from Local Education Authorities (LEAs) further to its objective to support schools and LEAs in raising standards. Funding was available in respect of a number of initiatives to support the recruitment of good quality teachers to schools.

The Committee was advised that this was the first occasion on which this LEA had submitted a bid in its own right and that although such funding had been allocated previously to a consortium of LEAs, including Bracknell Forest, this allocation had not been taken up as the lead authority, Reading Borough Council, had failed to recruit a recruitment strategy manager. Having noted details of the proposed functions of the recruitment strategy manager, Members indicated their support for this bid, the outcome of which would be known by 16 February 2001.

RESOLVED that the bid to the Teacher Training Agency for funds for a Recruitment Strategy Manager be endorsed.

444. **Term Dates: Summer Term and Half Term Arrangements 2002 (Item 11)**

Further to the announcement of an additional bank holiday on 3 June 2002 to celebrate the Queen's Golden Jubilee together with the resulting re-arrangement of the spring bank holiday from 3 to 4 June 2002, the previously agreed term dates for the summer term and summer half term in 2002 required revision to accommodate these changes.

As many local authorities, including Bracknell Forest, had expressed concern that the inclusion of a further bank holiday in half term week would be detrimental to teachers, other school staff and pupils, the Government had decided to reduce the number of teaching days in 2002 from 190 to 189 in the expectation that the additional day's holiday would be taken at the end of the summer term. Schools, professional bodies and surrounding authorities had been consulted in respect of the proposed changes and governors of voluntary aided schools would be informed of the change and encouraged to amend their dates accordingly.

RESOLVED that the following revised term dates for the Summer Term 2002 be agreed:

Start: Monday 8 April 2002
Finish: Tuesday 23 July 2002
Half Term: Monday 3 June to Friday 7 June 2002.

445. **Response to DfEE Consultation on School Governing Bodies (Item 12)**

An updated version of the above report was tabled at the meeting for the Committee's consideration.

In November 2000 the Department for Education and Employment had launched a national consultation on proposals for streamlining governing bodies to enable them to focus more clearly on their main strategic role of helping to raise school standards. The main topics addressed in the consultation were how to reduce paperwork pressures on governors and how to provide greater support to help governors carry out their role as effectively as possible.

Prior to the publication of this consultation, the Education Governor Selection Sub Committee received on 30 October 2000 a paper describing issues of workload likely to be faced by newly appointed LEA governors and the steps being taken to alleviate associated pressures. The Sub Committee had agreed that the issues be considered by this Committee and therefore the report before Members addressed both topics.

The Committee was aware of the demands placed upon governors and the need to introduce measures to relieve these demands. It was agreed that any views expressed at the Governor Development Conference to be held at Easthampstead Park Mansion on 3 February 2001 should be incorporated into the consultation response and views on the role of governors in appeals/tribunals be sought on this occasion.

The Committee expressed its gratitude to the Director of Education and his staff for their efforts and liaison with governors undertaken in this regard.

RESOLVED that

- (i) the draft consultation response attached as Annexe 1 to the report be utilised as a basis for consultation at the Governor Development Conference; and
- (ii) the consultation response be finalised by the Director of Education, in association with the Chairman, following the Bracknell Forest Governor Development Conference on 3 February 2001.

446. **Membership of the Bracknell Forest Standing Advisory Council on Religious Education (Item 14)**

The membership of the Bracknell Forest Standing Advisory Council on Religious Education (SACRE) included provision for three representatives of the Free Churches. As one such representative had recently resigned, the Committee's authority was sought to fill this vacancy. Mrs Paula Ridgway of the Bracknell Family Church had been nominated by the Senior Pastor of the Church to fill this position and her nomination was supported by SACRE.

RESOLVED that Mrs Paula Ridgway be appointed to serve on the Bracknell Forest Standing Advisory Council on Religious Education as a representative of the Free Churches.

The meeting commenced at 7.30 pm
and concluded at 10.10 pm

CHAIRMAN

**EDUCATION GOVERNOR SELECTION SUB COMMITTEE
30 OCTOBER 2000**

Present: Councillors Mrs Hayes (Chairman), Glasson, Kendall, Mills, Mrs Shillcock, Thompson, Wallace and Ward

Apologies for absence were received from:
Councillors Edger and Ms Henfrey

15. Substitute Members

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

Councillor Kendall for Councillor Edger
Councillor Thompson for Councillor Ms Henfrey

16. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 25 September 2000 be approved as a correct record and signed by the Chairman.

17. Workload Issues for Newly Appointed LEA Governors (Item 1)

The Sub Committee received the report of the Director of Education describing the issues of workload likely to be faced by newly appointed LEA governors, and the steps being taken to alleviate the pressures. The Sub Committee was aware that some schools had problems appointing to governor vacancies, although Members noted that, taking into account all types of governor, the Borough's typical overall vacancy rate in the last academic year was 8.2% which compared favourably with the national rate of 10–15%.

The Director of Education reported that the DfEE had recognised the pressures on governors and encouraged them to work in a more strategic way, not becoming involved in detailed management issues. Appropriate delegation was important and the Sub Committee noted the 'Decision Planner' included in DfEE Guidance, which offered help in recording the decisions of the governing body regarding the delegation of functions.

The Sub Committee also noted measures taken at Bracknell Forest which included comprehensive clerks' briefing notes, termly newsletters and training.

Points made in discussion included–

- training not being compulsory but very necessary
- the emerging Bracknell Forest Forum, in relation to directing comment at the Government
- the lack of an indication of the time commitment, particularly in relation to disciplinary matters and staff appointments

- the administrative difficulties experienced by the governing bodies of primary schools during the process of certain staff appointments
- the appointment of clerks

The Sub Committee

RESOLVED that a report incorporating the matters discussed be submitted by the Director of Education to the next meeting of the Education Committee.

18. **Vacancies on School Governing Bodies (Item 2)**

The Sub Committee noted the report of the Director of Corporate Services setting out the vacancies and nominations received for LEA appointed governors on school governing bodies in the Borough.

19. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Item 2 which involved the likely disclosure of exempt information under Category 1 of Schedule 12A of that Act.

20. **Appointment to School Governing Bodies (Item 3)**

The Sub Committee received the report of the Director of Corporate Services containing exempt information, including copies of nomination forms for those being considered for LEA governor appointments.

RESOLVED that appointments to governing bodies be made in accordance with the schedule attached to these minutes.

21. **Next Meeting**

The next meeting would be held on Monday 5 March 2001 at 8am, the deadline for the nominations being 5pm on Monday 26 February 2001.

The meeting commenced at 8.00am
and concluded at 8.55am

CHAIRMAN

SCHEDULE OF APPOINTMENTS MADE TO SCHOOL GOVERNING BODIES IN BRACKNELL FOREST

SCHOOL	DETAILS OF VACANCY Current vacancies to be filled as soon as possible	NOMINEES	APPOINTED	TERM OF OFFICE
The Pines Infant & Nursery	One vacancy arising on the expiry of Mrs J Penfold's term of office on 3 December 2000 to which no appointment was made at the last meeting.	Mr E A Wadwell	Mr E A Wadwell	4 December 2000 to 3 December 2004
The Pines Junior	One vacancy arising on the expiry of Mr P Brown's term of office on 3 December 2000 to which no appointment was made at the last meeting.	Mr D G Ainscough Mr E A Wadwell	Mr D G Ainscough	4 December 2000 to 3 December 2004
Whitegrove Primary	One vacancy arising on the expiry of Mr M Loffhagen's term of office on 31 December 2000, an appointment to which was deferred at the last meeting.	Mr D Culcross Mr J Hooper	Mr J Hooper	1 st January 2001 to 31 December 2004
122	The following nominee has submitted a nomination form without expressing a preference for a particular school:	Mrs S A Edwards		

The following is for information only, at this stage, where a LEA Governor will reach the end of their term of office in the Spring Term 2001.

SCHOOL	DETAILS OF VACANCY
Sandhurst School	One vacancy arising on the expiry of Mr J Richardson's term of office on 22 March 2001.

**EDUCATION QUALITY ASSURANCE SUB COMMITTEE
31 OCTOBER 2000**

Present: Councillors Ward (Chairman), Mrs Birch, Edger, Grayson, Mrs Hayes, Mrs Mattick, Mrs Shillcock and Thompson

Also present: Councillor Turrell

11. Minutes

RESOLVED that the minutes of the meeting held on 21 September 2000 be approved as a correct record and signed by the Chairman.

12. Curriculum Complaints Procedure (Item 1)

The Director of Education submitted his report on the updating of the procedures for dealing with complaints against the curriculum to take account of the Schools Standards and Framework Act 1998. The Sub Committee noted that the principles and processes involved were very similar to the procedure adopted in March 1998, but legal references had been amended in light of changes to legislation.

RESOLVED that

- (i) the revised Curriculum Complaints Procedure, as set out in Appendix A to the Director of Education's report, be agreed as the basis for consultation with headteachers, governors and Diocesan Authorities;
- (ii) the Director of Education be authorised to make any amendments to the Curriculum Complaints Procedure at the end of the consultation period;
- (iii) the adopted Curriculum Complaints Procedure be forwarded to the Secretary of State for Education for formal approval; and
- (iv) subject to the Secretary of State's approval, the revised Procedure be implemented from 1 January 2001.

13. Summary of OFSTED Inspection Report on Birch Hill Primary School (Item 2)

The Sub Committee received the Director of Education's report of the main findings of the recent OFSTED inspection at Birch Hill Primary School and the school's draft action plan. Alan Harding, Headteacher, was present to answer any detailed questions on the inspection report. The Sub Committee was pleased to note the following points highlighted in the report:

- An effective and improving school giving sound value for money with very good leadership and management by the Headteacher and his deputy.
- Above average reading standards and good teaching of under fives and KS1
- Very effective learning support assistants

- Good relationships with parents and effective links with local secondary schools
- Above average, punctual attendance and very good behaviour of pupils, both in and out of lessons

The following areas were identified where improvement could be made:

- Information technology
- Assessment and recording of pupils achievements
- Lesson planning and continuity of curriculum within year groups
- A lack of cohesion in the leadership and management in KS2

Although standards were better than at the last inspection, particularly subject co-ordination, research and investigation in Art and Design and Technology, the first two issues set out above and identified at the last inspection had not been successfully dealt with.

Teaching observed was satisfactory or better in 92% of lessons and good or better in 51%. Current standards were average in English, Mathematics and Science, but compared with similar schools the performance in Mathematics was below average. The Inspector commented that the low take-up of free school meals did not accurately reflect the pupils' socio-economic backgrounds, which were broadly average.

Mr Harding tabled the school's Post Inspection Action Plan. He referred to the lack of cohesion and management in KS2 as an issue, which arose from the size of the school and reported that working on the action plan had brought the two distinct teams together.

In conclusion, the Sub Committee asked Mr Harding to convey to the staff and governors at the school the Sub Committee's pleasure and appreciation of their hard work.

RESOLVED that the findings of the OFSTED report be noted.

14. **Summary of OFSTED Inspection Report on Holly Spring Junior School (Item 3)**

The Sub Committee received the report of the Director of Education detailing the main findings of the recent OFSTED inspection at Holly Spring Junior School. Michael Purdy, Headteacher, and Gareth Barnard, Chairman of Governors, were present to answer any detailed questions on the inspection report.

The summary detailed the main findings of the inspection and the Sub Committee was pleased to note that teaching was good or better in 93% of lessons and no unsatisfactory teaching was observed. Improvements since the last inspection had been good and the key issues raised at that time had all been addressed. The following points were highlighted in the report:

- Very good procedures for monitoring pupils academic progress
- Information technology well integrated into subjects across the curriculum
- Very good leadership by the Headteacher and key staff
- Very good procedures for the support, care and welfare of pupils and the monitoring of pupils personal development

- Pupils showed a well-developed understanding and awareness of different faiths and cultures

The Inspector thought improvement could be made in the following areas:

- Investigative work in science
- Procedures for supporting new members of staff
- Support for pupils with special education needs without a formal statement
- The specific needs of pupils with English as an additional language

Current standards were average in Mathematics and English and below average in Science. Compared with similar schools, Science was well below average but standards had improved in 2000.

Mr Purdy reported that he was delighted with the report which confirmed the many strengths of the school and the progress made since the last inspection. He particularly emphasised the support the school received from the LEA. He and Mr Barnard referred to the key issues and how they were being addressed.

In conclusion the Sub Committee recorded its best wishes and congratulations to the staff and governors at the school and

RESOLVED that the findings of the OFSTED report be noted.

15. **The Brakenhale School – report on the Progress of the School and the LEA Post-OFSTED Action Plans (Item 4)**

The Director of Education reported on the progress since December 1999 on the school's and LEA's action plans. Catherine Croft, Principal, and Kim Bright, Chairman of Governors, attended the meeting during consideration of the item.

The OFSTED inspection in February 1998 had judged the school to be providing an acceptable standard of education, but nevertheless to have serious weaknesses. The school's next full Section 10 Inspection would take place commencing 4 December 2000. If the inspection identified sufficient progress had been made the school would be removed from the category of serious weaknesses. If judged that insufficient progress had been made the school would be placed in special measures. It would not be possible for the school to remain in the serious weakness category.

The Sub Committee noted that, despite a slight decrease in 2000, GCSE results had continued to reflect a slow rising trend over the last four years. Key Stage 3 results showed a broadly static pattern over four years but this had to be viewed against a declining ability profile on intake over the same period.

Four key issues for action had been identified in the 1998 report and in April 1999 HMI judged that reasonable progress overall had been made on these issues. Close monitoring by the Education Department's advisers had confirmed that reasonable progress had continued up to the end of the summer term 2000. However, since then the school has experienced staffing difficulties and this is effecting the rate of progress.

The Sub Committee noted that, with the agreement of the Principal and Governors, the LEA had commissioned three Professors of Education, leading figures in the field

of school improvement, inclusion and youth disaffection, to conduct a research programme at the school. It would be carried out during the second half of the autumn term.

On behalf of the Sub Committee the Chairman thanked Ms Croft and Ms Bright for attending and asked Ms Croft to convey its best wishes to the staff.

RESOLVED that the Sub Committee further considers this matter after the OFSTED inspection, at a meeting to be held at 5.30pm on Thursday 14 December.

The meeting commenced at 5.30pm
and concluded at 7.45pm

CHAIRMAN

EDUCATION QUALITY ASSURANCE SUB COMMITTEE
5 DECEMBER 2000

Present: Councillors Ward (Chairman), Birch, Edger, Grayson, Mrs Hayes, Mrs Mattick and Mrs Shillcock

Apologies for absence were received from:
Councillor Thompson

16. Minutes

RESOLVED that the minutes of the meeting held on 31 October 2000 be approved as a correct record and signed by the Chairman.

17. Summary of OFSTED Inspection Report on St Michael's Easthampstead C of E Primary School (Item 1)

The Sub Committee received the Director of Education's report of the main findings of the recent OFSTED inspection at St Michael's Easthampstead C of E Primary School. Due to an error in copying only half of the report had been circulated; the complete report was tabled at the meeting. Steve Litson, Head Teacher, and Hillarie Griggs, Vice Chairman of Governors, were present to answer any detailed questions on the inspection report.

The Sub Committee was pleased to note the following points highlighted in the report:

- Better than national average standards in English and Science
- Good support for pupils with special educational needs
- Good relationships between members of the school community encouraging pupils' positive attitudes to school and learning.
- The impact of parents' involvement on the work of the school was very good
- Very good extra curricular activities overall
- Financial resources maximised
- Pupils had good attitude to school, their behaviour was generally good and they responded well to the guidance they received from adults in school
- Attendance levels were very good and pupils arrived punctually

The following areas were identified where improvement could be made:

- Insufficient focus on raising standards
- Unsatisfactory procedures for monitoring standards and pupils' progress
- Insufficient time given to monitoring of teaching and learning

The school had made satisfactory improvement since the last inspection. KS2 national standard test results had improved, as had standards in ICT and Art and Design. No unsatisfactory lessons were observed. 46% of the teaching was good or better, 11% being very good.

Current standards were well above average in English, above average in Science and average in Mathematics but compared with similar schools English and Science were average and Mathematics well below average. However, the assessment criteria compared the school to the most advantaged areas in the country.

Mr Litson tabled the school's draft action plan. He felt that the report reflected the school very well and pointed out that many of the issues for improvement had already been identified by the school.

In conclusion, the Sub Committee asked Mr Litson to convey to the staff and governors at the school the Sub Committee's thanks for their efforts.

RESOLVED that the findings of the OFSTED report be noted.

18. **Summary of OFSTED Inspection Report on Binfield C of E Primary School (Item 2)**

The Sub Committee received the report of the Director of Education detailing the main findings of the recent OFSTED inspection at Binfield C of E Primary School. Diane Gare, Head Teacher, and David Fawcett, Chairman of Governors, were present to answer any detailed questions on the inspection report. The Sub Committee noted that Binfield C of E Primary School was the first Bracknell Forest school to undergo a short inspection.

The summary detailed the main findings of the inspection and the Sub Committee was pleased to note that teaching was good or better in 73% of lessons and that no unsatisfactory teaching was observed. The schools rate of improvement since the last inspection had been very good. Standards of attainment had improved at KS1 and KS2 and were well above average compared to the national averages and the averages for similar schools. In addition the following points were highlighted in the report:

- Pupils' attitudes to school and behaviour were very good
- Provision for pupils' moral and social development and their educational and personal support was very good
- Effective support from the governing body and excellent leadership and management of the Head Teacher and other key staff
- The school gave very good value for money
- Attendance above average and punctual
- Supportive parents with good attendance at the pre-inspection meeting and 43% questionnaires returned

The school had no significant weaknesses.

Mrs Gare emphasised the support the school received from the community and thanked the Local Education Authority for their help and support. Mr Fawcett referred to the shortage of external play area, which is currently being investigated.

The Chairman referred to the brilliant standards at the school and the recent award of Beacon Status. In conclusion the Sub Committee recorded its congratulations to the staff and governors at the school, both on an excellent report and on the award of Beacon Status.

RESOLVED that the findings of the OFSTED report be noted.

19. **Arrangements for Music Tuition and Access to Musical Experiences (Item 3)**

The Director of Education presented his report on the arrangements for music tuition and access to musical experiences- In September 1999 the Council established a "Policy Framework for Music Tuition and Access to Musical Experiences" for the five year period from September 1999 to August 2004, setting the context for tuition within overall provision in the Borough and providing a structure within which services could be developed. Service is largely provided under contract by the Berkshire Young Musicians' Trust (BYMT).

The Sub Committee noted that the Policy Framework had proved to be useful in monitoring provision for music services. Appendix 1 detailed the annual review of services for 1999/2000, Appendix 2 set out the updated version of the policy framework which would apply for the current academic year 2000/2001, following the review. The Sub Committee noted that minor adjustments could be made during the annual review and reflected in the annual contracts for service provision.

RESOLVED that

- (i) the annual review for 1999/2000 of the Policy Framework for Music Tuition and Access to Musical Experiences (as set out in Appendix 1 of the report) be noted; and
- (ii) the Policy Framework for Music Tuition and Access to Musical Experiences for 2000/2001 (as set out in Appendix 2 of the report) be approved.
- (iii) the Director of Education be asked to convey to the Berkshire Young Musicians' Trust the Sub Committee's congratulations on their outstanding achievement as a service.

The meeting commenced at 5.00pm
and concluded at 7.20 pm

CHAIRMAN

**EDUCATION OPERATIONS SUB COMMITTEE
13 DECEMBER 2000**

Present: Councillors Ward (Vice Chairman), Barnard, Beadsley, Grayson,
Ms Henfrey and Mills

Church Representatives:
Mr G Anderson
Mr D McCann

Apologies for absence were received from:
Councillors Bettison, Glasson, Mrs Hayes and Wallace

COUNCILLOR WARD IN THE CHAIR

13. Substitute Members

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

Councillor Barnard for Councillor Mrs Hayes
Councillor Grayson for Councillor Glasson

Although Councillor Harrison had been nominated to substitute for Councillor Wallace, in the event he did not attend the meeting.

14. Minutes

RESOLVED that the Minutes of the meeting of the Education Operations Sub Committee held on 20 September 2000 be approved as a correct record, and signed by the Chairman.

15. Home to School Transport: Concessionary Fares (Item 1)

The Sub Committee considered a report in respect of a number of issues which had arisen with the operation of the scheme which allowed non-entitled pupils to purchase seats on home to school transport contracted to the Council. The purpose of this report was to clarify the arrangements that should be made in such circumstances.

Members were reminded of the terms of the existing home to school transport policy, under which the Council was required to provide transport to those children who were deemed eligible through attendance at their nearest available denominational school. This was achieved by the use of vehicles of appropriate size, however, when spare capacity arose seats were offered to non-entitled pupils for a concessionary fare on

the basis that these seats could be withdrawn immediately in the event that they were required for eligible pupils.

The Director of Education reported on temporary arrangements which had been made for the Autumn Term 2000 following two incidents which had occurred during the Summer school holidays. Firstly, an analysis of the routes to All Hallows School during the Summer had indicated that the number of eligible pupils required only one vehicle. Although it had been concluded that it would be within the terms of the policy to withdraw the second coach, the Director had felt that the holiday period did not constitute sufficient notice to withdraw the concessionary seats, which were consequently continued for the Autumn Term. This situation could now be resolved as sufficient available additional seats had become available to accommodate entitled pupils, post 16 students and farepayers from this Borough.

The second incident, which related to St Bernard's Convent, had arisen as one contractor had decided to "register" the route as an ordinary bus route which entitled him to operate a larger vehicle and sell tickets to both the Council and to farepayers. This had resulted in a considerable increase from £1.82 to £4.00 per day for farepayers and the Director of Education had agreed to subsidise farepayers until Christmas 2000. The Sub Committee was invited to consider whether to terminate this arrangement at Christmas or to continue it for and Spring and Summer Terms. Details of the associated financial implications were noted.

Members were requested to consider two options, namely, that spare seats continued to be made available for a concessionary fare, or that the contracted coaches operated with empty seats. Having indicated its wish to continue to offer concessionary seats subject to a five-day period of withdrawal, the Sub Committee considered the issue of pricing. The present cost of £1.82 per day was lower than average seat prices and it was agreed that fares should be adjusted over a period of two academic years commencing September 2001 to more closely reflect the cost to the Authority.

The Sub Committee posed questions in respect of matters including the schools to which transport was provided, eligibility and operational details of the home to school transport policy, the existing related budget deficit and numbers of transport appeals.

RESOLVED that

- (i) the Authority should continue to offer concessionary fares on vehicles that it arranges to provide home to school transport to mainstream schools;
- (ii) the period of notice for the withdrawal of concessionary seats be changed from immediate withdrawal to a period of five days notice;
- (iii) the price charged should more closely reflect the costs to the Authority of providing seats to the different destinations and that fares should be adjusted over a period of two academic years starting in September 2001;
- (iv) Bracknell Forest pupils should have priority on vehicles arranged by the Authority; and

- (v) pending the annual review of the home to school transport policy by the Education Committee at its meeting in April, there should be a continuing discretionary provision, outside of the existing policy, to those purchasing tickets to St Bernard's Convent on the registered route for the Spring and Summer terms 2001.

The meeting commenced at 5.30 p.m.
and concluded at 7.10 p.m.

CHAIRMAN

JOINT ADVISORY SUB COMMITTEE FOR CHILDREN'S SERVICES
10 JANUARY 2001

Present: Councillors Miss Haydon (Chairman), Mrs Hayes,
Mrs Ryder and Mrs Shillcock

Also present: Councillor Barnard

6. Minutes

RESOLVED that the minutes of the Joint Sub Committee held on 13 September 2000 be approved as a correct record and signed by the Chairman.

7. Urgent Item of Business under Standing Order 7

The Chairman gave notice that she had agreed to the addition of an item of urgent business to the agenda for the meeting. The information report on better integration of children's services brought to the attention of members an important piece of work that had commenced between several service departments.

8. Better Integration of Children's Services (Urgent Item)

The Director of Education introduced a report informing Members of some collaborative work between departments on reviewing children's services. This open-ended project would explore how a unitary authority could apply the benefits of its small size to deliver children's services more cost effectively.

The review should be completed by the end of July 2001 and should lead naturally into a Best Value review of these services and Department of Health SSI inspection of Children's Services in September 2001.

The Joint Sub Committee noted the membership of the review team which comprised officers from the Education, Social Services & Housing and Leisure Departments. Members expressed concern at the absence of representation from Housing. Although there were other forums involving wider representation and close co-operation, the officers undertook to take this view back to the review team.

There was also discussion on the possible links with the Health Authority and how Health would be involved in this review.

9. **Corporate Parenting – Update (Item 1)**

The Joint Sub Committee received the report of the Acting Director, Social Services, describing progress and potential costs in respect of future opportunities to improve the life chances of children in public care outlined in the report presented to the Joint Sub Committee in September 2000. Annexes were included as follows –

Annex A - Key data in order to inform Members' role as 'Corporate Parents' of children looked after by Bracknell Forest Borough Council.

Annex B – Department of Health project 'Teenagers to Work'

Annex C – Corporate Parenting Working Group Blackpool initiative

During general discussion the following points arose –

- An officer had been appointed to progress work on the appointment of Designated Teachers with responsibility for befriending, monitoring and supporting looked after children.
- The establishment of a Young Persons Support Group, run by the Child Participation Development Officer.
- The circulation to the Joint Sub Committee of the report of the Children's Forum held in May 2000.
- The attendance of an informed person from Social Services at meetings convened by the school in relation to looked after children. It was suggested that Chairmen of Governors could be asked to monitor the pastoral response of the authority.
- Details to be supplied of the allocation of pocket money to looked after young people.
- Investigations were being made into the increase in the proportion of looked after children who had three or more placements in the previous 12 months.
- The targeting of carers for children over 12.
- Officers to take forward the development of a Corporate Parenting Working Group in Bracknell Forest on the lines of the Blackpool initiative.

10. **Date of Next Meeting**

RESOLVED that the next meeting, to be held at 2.30 pm on Thursday 15 March 2001, in Easthampstead House.

The meeting commenced at 2.30 pm
and concluded at 4.00pm

CHAIRMAN

**EDUCATION OPERATIONS SUB COMMITTEE
16 JANUARY 2001**

Present: Councillors Mrs Hayes (Chairman), Glasson, Ms Henfrey, Mills,
Mrs Shillcock, Thompson and Ward

Church Representatives:
Mr D McCann

Apologies for absence were received from:
Councillors Beadsley and Bettison and Mr G Anderson

16. Substitute Members

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

Councillor Mrs Shillcock for Councillor Beadsley
Councillor Thompson for Councillor Bettison

17. Fair Funding: Improving Delegation to Schools (Item 1)

A report had been presented to the Education Committee on 17 October 2000 to clarify the Borough Council's proposals for further delegation to schools in 2001/02 in order to meet financial targets, alongside a timetable for implementing this third phase of Fair Funding, and to seek approval for consultation with schools on these proposals. Accordingly, the Sub Committee considered a report summarising the results of this statutory consultation exercise and recommending the formulae to be used in allocating budgets to schools for those items being delegated for the first time in 2001/02. The report also sought approval to consult on the consequent changes required to the Scheme for Financing Schools. The decision on which items were to be delegated from 1 April 2001 would be taken by the Education Committee at its meeting to be held on 30 January 2001, in the light of the final education budget and requirements on the service to meet the Government's delegation targets.

Having been advised of the items which could be retained by the Local Education Authority (LEA) centrally, and associated financial performance targets introduced by the Government to "cap" spending on these items, Members noted the expenditure targets for 2001/02. However, following representations by this and a number of other LEAs concerning these targets and other aspects of Fair Funding Regulations, the Government had decided to adjust the formulae for the calculation of percentage of budget delegated to schools. This decision of the Secretary of State was communicated after the consultation document had been circulated to schools. Whilst the target of 85% delegation had been confirmed, in making this calculation fees in non-maintained and independent special schools would be excluded together with Committee administration and external audit costs. As this would significantly

reduce the amount to be delegated to meet the target in Bracknell Forest, it was possible that the target could be met without further delegation. However, the targets of 87% for 2002/03 and 90% for 2003/04 could not be achieved without further delegation.

Questions posed by Members included those relating to banking arrangements and costs associated with early retirement. A member suggested that it may be beneficial to forward to the Department for Education and Employment (DfEE) concerns voiced by schools in respect of its targets for delegation.

RESOLVED that

- (a) from April 2001, the following changes to the existing LMS funding formula for schools be agreed:
 - (i) the formula for allocating funds for reactive repairs and maintenance at Voluntary Aided Schools be adjusted to cover only the 15% of costs not grant funded by the DfEE and any savings be redistributed to Community and Voluntary Controlled Schools;
 - (ii) the formula for allocating funds through the Educational Needs Index be changed to use the results of Key Stage tests;
 - (iii) the formula for allocating funds for recruitment be changed to a flat rate per pupil;
 - (iv) all in-year alterations to budget shares, both additions and deductions be processed in the financial year they become known;
 - (v) that all three-year-olds in nursery classes be funded on the same basis through the funding formula; and
 - (vi) that the formula allocation of funds for school meals catering in secondary schools only in respect of income from rebates be amended so that it is offset against the fixed kitchen allocation on an equal amount per school.

- (b) the following new arrangements be agreed to the LMS formula funding for schools subject to the agreement of Education Committee to delegate these items:
 - (i) the formula allocation for the budget for admission appeals in Voluntary Aided schools be on the basis of a fixed allocation per Voluntary Aided school;
 - (ii) the formula allocation for budget for the Museum Loan Service be on the basis of a flat rate per pupil;
 - (iii) the formula allocation for the budget for copyright and licensing be on the basis of a flat rate per pupil;
 - (iv) the formula allocation for the budget for liability insurance be on the basis of per pupil weighted according to phase and the budget for property insurance be allocated in accordance with property value;

- (v) the formula allocation for the budget for Joint Use Agreements be allocated to the two relevant schools on the basis of an estimated amount of the charge per school;
 - (vi) the formula allocation for the budget for special staff costs be on the basis of a flat amount per pupil weighted according to phase;
 - (vii) the formula allocation for the budget for the school meals service for primary schools and the special school be by the number of free school meals and an amount per school weighted by kitchen type;
 - (viii) the formula allocation for the budget for the repair and maintenance of primary and special school kitchens be by combination of kitchen floor area and a flat amount per pupil weighted according to phase;
 - (ix) the formula allocation for the budget for the Education Library Service to primary and special schools be a combination of a fixed amount per school and a flat amount per pupil;
 - (x) the subject to further consultation, for staff in schools in the Local Government Pension Scheme, the LEA should manage arrangements for any early retirement payments due, other than for ill health, and should charge each supporting school a share of the costs in proportion to their number on roll; and
 - (xi) that the LEA should not retain funding centrally to cover the costs of early retirement of staff in schools in the Local Government Pension Scheme.
- (c) the following changes be agreed to the Scheme for Financing Schools:
- (i) that the proposed change to the arrangements for payment of budget shares into external bank accounts be adopted and reviewed in the next financial year; and
 - (ii) that the Director of Education be authorised to consult on the necessary changes to the Scheme of Financing Schools.

VICE CHAIRMAN IN THE CHAIR

18. Schools' Satisfaction with Borough Services (Item 2)

The Council provided a number of services to schools, both delegated services which were bought back and services provided from centrally held funds. At its meeting held on 20 September 2000 the Sub Committee had endorsed the process for monitoring these services and Members received a report of the outcome of that monitoring process which showed high levels of satisfaction with most services. When compared to a national survey of 5,000 schools, this survey indicated that Bracknell Forest schools scored one grade higher on each question than the national average.

Further to a Member's query relating to the role of the Social Services Department in respect of provision for pupils out of school for reasons other than exclusion, the

Director of Education advised that he had been holding discussions with the Acting Director of Social Services with a view to establishing a co-ordinated approach to children's services in order to improve efficiency and avoid duplication. The possibility of some form of future amalgamation between the Departments would be explored. Whilst acknowledging the importance of confidentiality where children were at risk, Members felt that it could be a barrier to information sharing and agreed that a shared information database within the Council would be advantageous.

RESOLVED that the results of the monitoring of services provided to schools by the Borough Council be commended.

The meeting commenced at 5.30 p.m.
and concluded at 6.45 p.m.

CHAIRMAN

SOCIAL SERVICES & HOUSING COMMITTEE
1 FEBRUARY 2001

Present: Councillors Barnard (Chairman), Bettison, Ms Brown, Browne, Edger, Egan, Glasson, Miss Haydon, Mrs Henfrey, McCormack, Mrs Mattick, Mrs Ryder, Mrs Shillcock, Simonds and Worrall

Also Present: Councillors Adams, Mrs Ballin, Beadsley, Birch, Mrs Birch, Blatchford, Finnie, Flood, North, Thompson and Turrell

Apologies for absence were received from:

Councillors Mrs Clifford and Harrison

447. Substitute Members

The Committee noted the attendance of the following substitute members in accordance with Standing Order 38;

Councillor Glasson for Councillor Mrs Clifford
Councillor Mrs Henfrey for Councillor Harrison

448. Joint Review Report (Item 1)

The Committee considered a report and presentation on the review of the Borough Council's Social Services which had been conducted between June and July 2000 by a Joint Review team of the Audit Commission and the Department of Health and the Social Services Inspectorate. The role of the Joint Review had been to give local people a clear and independent view of how well the Council was responding to individual people who need information and help; planning for the population as a whole and managing its resources and performance. In the course of the presentation, the methodology of the review process including the consultation arrangements with stakeholders were explained to the Committee.

The review team had concluded that the Borough Council had taken on some inherent problems from the County Council although the transfer of responsibility had been smooth. There were initially key problems following reorganisation which took time to address, and some issues emerged just prior to the Joint Review itself. The key issues of concern raised were:

- (i) insufficiently clear social care priorities for public, staff and other agencies; and
- (ii) management and staffing difficulties, which undermined performance in key areas of assessment, commissioning of services, quality assurance, financial management and partnership.

However, the report also concluded that capable and committed staff were delivering good quality care at all levels but that the control systems were insufficient to ensure a consistent approach to service delivery. It was considered that there was a need to put in place clear and measurable strategic priorities for Social Services to expand the range and quality of services, in partnership with other agencies, supported by robust systems to ensure that this quality was achieved.

The key areas highlighted for development within Social Services were :

- access arrangements for child and adult care services
- child care thresholds and adult eligibility criteria
- user/carer advocacy and empowerment
- assessment protocols with other agencies
- outcome-focused care planning and reviewing
- wide-ranging improvements in the range and quality of services
- case-recording and case-load management.

It was acknowledged that significant changes had already been made since the Summer of 2000 in relation to:-

- the interim management structure put in place
- the staff recruitment and retention programme initiated
- a raising of the profile of social care within the Borough
- progress in the development of a Commissioning Strategy.

The team paid tribute to the Acting Director of Social Services and the Joint Review Administrator for their hard work and commitment to the Joint Review process.

Members then answered a number of questions on the report including in relation to Councillors' roles in developing progress for Social Services, improvements made since the Review, communication of problems experienced both internally and externally, possible links with the Education department and the need to project manage changes.

RESOLVED that:

- (i) the content of the Joint Review Report (Annex A of the report);
- (ii) the findings be endorsed as an accurate, balanced and independent view of Social Services in Bracknell Forest as measured in June/July 2000;
- (iii) the Council be committed to the improvement agenda which will follow the five key themes identified by the Joint Review; and,
- (iv) the appreciation that the Joint Review Team had expressed to all those who contributed to the review including Users, Carers, Staff and Manager's from Social Services and other agencies be noted and endorsed.

449. **Joint Review Draft Action Plan (Item 2)**

The Committee considered a report outlining the production process of the draft Action Plan in response to the Joint Review Report.

The background to the preparation of the Action Plan was explained to the Committee which noted that an extensive consultation exercise would be undertaken with partner agencies, representatives of service users and their carers, the voluntary and independent sectors. Following the finalisation of the action plan, a five year improvement agenda for social services was to be brought back to a future meeting for consideration.

RESOLVED that:

- (i) the Draft Action Plan (Annex A of the report) be endorsed;
- (ii) the progress already made by the Authority since the Joint Review fieldwork in June and July 2000 be noted;
- (iii) the process for consultation with stakeholders over the content of the Action Plan be endorsed; and
- (iv) the monitoring and follow-up arrangements by the Joint Review Office and Social Services Inspectorate be noted.

The meeting commenced at 8.00p.m.
and concluded at 10.05p.m.

CHAIRMAN

SOCIAL SERVICES & HOUSING COMMITTEE
7 FEBRUARY 2001

Present: Councillors Barnard (Chairman), Mrs Birch, Ms Brown, Browne, Edger, Egan, Glasson, Harrison, Miss Haydon, McCormack, North, Mrs Pile, Mrs Ryder, Mrs Shillcock, Simonds and Worrall

Apologies for absence were received from:
Councillor Bettison, Mrs Clifford, Mrs Mattick

450. Substitute Members

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

Councillor Mrs Birch for Councillor Mrs Mattick
Councillor North for Councillor Bettison
Councillor Glasson for Councillor Mrs Clifford

451. Minutes

RESOLVED that the minutes of the meeting of the Committee held on 2 November 2000 be approved as a correct record and signed by the Chairman.

452. Social Services Sub Committee

RESOLVED that the minutes of the meeting of the Social Services Sub Committee held on 12 December 2000, as set out in Appendix A hereto, be received.

453. Joint Advisory Sub Committee on Children's Services

RESOLVED that the minutes of the meeting of the Joint Advisory Sub Committee on Children's Services held on 10 January 2001, be received.

454. Housing Sub Committee

RESOLVED that the minutes of the meeting of the Housing Sub Committee held on 18 January 2001, as set out in Appendix C hereto, be received.

455. Quarterly Operations Report

The Acting Director of Social Services presented the Quarterly Operations Report which gave details of the current issues affecting the Social Services & Housing Department as well as the activities of the different sections of the Department. Current issues included the 'Vision, Aims and Priorities for Social Care' a statement of which was being developed by the Social Care Strategy and Action Group. The Acting Director of Housing also noted the publication of the Joint Review report at the Social Services & Housing Committee held on 1 February 2001. The Lead Reviewer had recognised the significant signs of recovery and progress since the investigation

was carried out during the previous summer. Progress included improvements in recruitment and retention.

A draft action plan based on the Joint Review report had been produced, and it was noted that progress on this would be brought back to future committee meetings.

The Quarterly Operations Report provided details of projected revenue budget position of the Social Services & Housing General Fund and the Housing Revenue Account for the second quarter of the financial year 2000/2001 along with progress on the capital programme.

The Acting Director answered the Committee's questions on the report.

RESOLVED that the Quarterly Operations report of the Acting Director of Social Services and Acting Director of Housing Services detailing the activities and performance of Social Services and Housing for the period 1 October 2000 to 30 January 2001 be received.

456. Capital Programme 2001/2002 – 2003/2004

The Acting Director of Housing Services introduced the Capital Programme report for the years 2001/2002 to 2003/2004. The Strategy and Policy committee had requested a review of committees' capital spending requirements for inclusion within the Council's three year capital programme.

The Acting Director outlined that 82% of the approved programme would be likely to be spent by the year end, with a carry forward of £600,000 for committed expenditure. The report detailed the new schemes for 2001/2002 proposed for inclusion in the Council's capital programme 2001/2002 - 2003/2004, as well as other desirable high priority schemes, and schemes for which external funding would be available.

RESOLVED that the Committee:

- (i) noted the projected carry forward of resources from 2000/2001 programme as outlined at Annexe A of the report ; and
- (ii) submits the schemes summarised in Annexe B to the Strategy and Policy Committee for inclusion within the capital programme for 2001/2002.

457. Revenue Budget (Item 3)

The Acting Director of Housing introduced a report giving details of the draft base budget for the Social Services & Housing Committee. The Acting Director noted the changes in accounting rules influencing capital charges, together with requirements of the Strategy and Policy Committee held in December 2000. Service developments and budget pressures were detailed at Annexe B of the report, whilst service economies were detailed in Annexe C. It was noted that a cautious approach had been taken to service economies, due both to the Joint Review and to the enhanced budget monitoring that had been put in place since the summer. It was proposed that fees and charges would be increased in line with inflation from 1st April, but that a full consultation exercise would take place with user groups and other stakeholders on further increases in the near future

RESOLVED that ;

- (i) the draft base budget for 2001/02 of £20,354m as shown in paragraph 4.14 and Annexe A with details shown in Annexe E be agreed;
- (ii) the committee requests that Strategy and Policy Committee in considering the Council's budget for 2001/02:
 - (a) approves the changes to the base budget as identified in the latest commitment budget as shown in Annexe A;
 - (b) considers the potential service pressures, developments and economies identified in Annexes B and C respectively; and
 - (c) notes this Committee's approved inflation provision, of £699,000 which includes increases in payments to nursing and residential homes of 6%
- (iii) the committee approves the increase in fees and charges from April 2001 as set out in Annexe F;
- (iv) the committee recommends the department undertakes a consultation exercise on fees and charges;
- (v) the committee approves the increases in standard payments from April 2001 as set out in Annexe G

458. Proposed Integration of Equipment Services (Item 10)

The Acting Director of Social Services introduced Philip Burton who presented a report outlining a proposal to integrate the commissioning, procurement and delivery of equipment services throughout Berkshire by 2002 currently undertaken by Berksability, Sloughability and the Health Authority.

RESOLVED that the Committee endorses the preparation of a business case to support the proposed integration of equipment services across Berkshire.

459. Local Agenda 21 Strategy - A Local Plan for Sustainable Development in Bracknell Forest (Item 5)

The Director of Public and Environmental Services presented a report giving details of the Local Agenda 21 Strategy, designed both as a position statement and as a framework for future action in pursuing the principles of sustainable development within Bracknell Forest.

RESOLVED that:

- (i) the Committee endorses Bracknell Forest Local Agenda 21 Strategy and supports the ongoing consultation and engagement with the community;
- (ii) in confirming its commitment to Local Agenda 21 approves the future action to progress sustainable development within Bracknell Forest; and
- (iii) notes the connections between the Local Agenda 21 Strategy and the vision for social care in the borough which is currently being developed.

460. **Grants to Voluntary Organisations (Item 4)**

The Committee considered a report regarding allocating grants to voluntary organisations for 2001/2001 and the level of grant aid to be given in respect of them. Each grant was considered separately and the following Councillors declared a non-pecuniary interest and left the Council Chamber during the consideration of the following grants in accordance with Standing Order 25:

Councillor Ryder - Age Concern
Councillor North - Crossroads
Councillor Egan - Ascot Alzheimers' Association & Homestart

RESOLVED that the Social Services and Housing Committee approves the grants to voluntary organisations for 2001/2002 as outlined in Annexe 1 of the report with the following amendments:

- (i) the resolution of item (v) be amended to read "Bracknell & District Alzheimer Society; and
- (ii) the resolution of item (x) be amended to read: that the decision on grant aid to 'Contact the Elderly' be deferred to allow for further consideration and information.

461. **Service Performance Plan 2001/2002 (Item 6)**

The Committee considered a report presenting the Committee's Service Performance Plan for 2001/2002. The report gave details of the committee's objectives and proposed work for the following year to help guide and monitor its activities. The information in the Service Performance Plan would feed into the Council's Best Value Performance Plan, although it was noted that the format of some elements, notably the report back on the previous year's performance would be changed to make it more appropriate for the public.

RESOLVED that;

- (i) the Social Services & Housing Committee's Service Performance Plan outlined in Annexe A be agreed;
- (ii) the Acting Directors of Social Services and Housing, in consultation with the Chairman of the Committee, be authorised to finalise any outstanding data and targets for inclusion in the 2001/2002 Best Value Local Performance Plan;
- (iii) the information within the Service Performance Plan be included in the Council's Best Value Performance Plan for 2001/2002
- (iv) in consultation with the opposition spokesperson, that the format of the report be agreed before publication

462. **Housing Key Workers (Item 7)**

Strategy and Policy Committee had requested that the Committee consider the issue of the increasing difficulties associated with relocating into the Borough and surrounding areas to obtain employment due to the high cost of housing. This had an impact of recruitment in the borough in both the public and private sectors.

The Social Services and Housing Committee had been requested to consider the introduction of a pilot key worker housing scheme as part of improvements to the current recruitment and retention package.

RESOLVED that;

- (i) the Committee approves the development of a pilot key worker scheme to commence in April 2001 along the lines indicated in the report;
- (ii) the Acting Director of Housing Services together with the Chairman of Social Services and Housing and the opposition spokesperson, agree any scheme proposals to go forward under the Starter Home initiative; and
- (iii) key worker housing issues are more fully examined and addressed in the forthcoming Strategic Housing Review, including an evaluation of the pilot scheme.

463. Joint Investment Plans (Item 8)

The Acting Director of Social Services introduced a report giving details of the four joint investment plans required by the Department of Health in relation to; older people, people with mental health problems, learning disability services and welfare to work.

RESOLVED that;

- (i) the Committee notes the requirements to produce four Joint Investment Plans;
- (ii) the Committee gives delegated authority to the Acting Director of Social Services in consultation with the Chairman of Social Services and Housing and the opposition spokesperson to agree the Joint Investment Plans.

464. Quality Protects Management Action Plan 2001-2002 (Item 9)

The Committee considered a report giving updated information on the Quality Protects Management Action Plan 2001 -2002 which was sent to the Department of Health by 31/01/01 within the required timescale. The plan set out what actions are planned in order to achieve a range of specific targets and is separate but complimentary to the Children's Services Plan and aims to ensure that the Local Authority Social Services for Children are better managed and can be seen by everyone as effective. The report gave details of the grant allocation available from the Government's Quality Protects Specific Grant.

RESOLVED that the Committee endorses the decision made by the Acting Directors of Social Services and the Chairman of Social Services and Housing Committee, to approve the Bracknell Forest Borough Management Action Plan 2001-2002.

465. Items submitted for information

The committee received and noted the following items which were submitted for information only:

- Item 11 Vision, Aims and Priorities for Social Care
- Item 12 Arms Length Management of Local Authority Housing

Item 13 The Way Forward for Housing
Item 14 Social Services & Housing Department Structures Advisory Sub
 Committee Minutes - 29/01/01

The meeting commenced at 7.30p.m.
and concluded at 9.45p.m.

CHAIRMAN

**SOCIAL SERVICES SUB COMMITTEE
12 DECEMBER 2000**

Present: Councillors Barnard, Edger, Miss Haydon, Mrs Mattick, McCormack, Mrs Ryder, Mrs Shillcock and Turrell

Also Present: Councillor Mrs Pile

Apologies for absence were received from: Councillor Barnard

COUNCILLOR MISS HAYDON IN THE CHAIR

1. Minutes

RESOLVED that the minutes of the Sub Committee held on 14 December 1999 be approved as a correct record and signed by the Chairman.

2. Items Submitted for Information

The Sub Committee received and noted the following items which were submitted for information only:

- (i) A Quality Strategy for Social Care - Department of Health - LASSI(2000)9 (Item 1)

The Acting Director of Social Services introduced a report regarding the consultation document 'Quality Strategy for Social Care' and which was part of the Modernising Social Services agenda and proposed the next steps forward in ensuring the highest possible quality, standard and consistency in the delivery of social services. The document identified three areas of focus which were outlined by the Acting Director as follows: Tackling consistency, promoting excellence'; 'Delivering excellence at local level' and 'More skilled and competent workforce'.

The Sub Committee considered the report and asked questions thereon.

The Acting Director outlined that in relation to the document, the role of Councillor and of the Council were distinct. The Council's role would be to set the vision and strategy regarding value and goals, and to ensure that formal arrangements were in place to fulfil best value regarding Social Services. The Councillor's role however, would be to oversee the quality strategy as applied locally.

Training would be developed for Social Services staff, with an NVQ development programme over the next 10 years, and succession planning for team managers.

(ii) The Waterhouse Report (Item 2)

The Acting Director of Social Services introduced a report giving details of the recommendations of the Waterhouse Report, the report of the Tribunal of Inquiry into the abuse of children in care in the former Welsh Counties of Gwynedd and Clwyd, which was published in February 2000. The recommendations related to the areas of complaints, recruitment and management, duty to report abuse, quality of care, fostering, education, inspections, senior management and corporate responsibilities.

The Acting Director answered questions on the report. She outlined the importance of questioning what would make it possible for children to make people aware of such circumstances as detailed in the Waterhouse Report, and the need to maximise continuity of relationships for children in care. The required checks on employees were detailed in the Warner Report and in the government's response to it. The role of the Corporate Parent was also detailed.

(iii) Social Services Management Information (Item 4)

The Acting Director of Social Services introduced the management information report, updating the Sub Committee on activity during the period April to October 2000.

In response to a question, it was noted that efforts continued to recruit and keep more foster carers.

Links were being developed with schools, who would have a nominated teacher for child protection issues, in order that a formal reporting system could be maintained.

(iii) Activity of the Registration and Inspection Unit of Residential Care Homes in Bracknell Forest (Item 3)

The Sub Committee considered a report giving details of the work undertaken by the Registration and Inspection Unit of Residential Care Homes regarding residential care homes in Bracknell Forest.

The Acting Director answered questions on the report. It was noted that the requirements in relation to the Authority's establishments had been complied with. Issues raised by the Inspection Unit regarding health and safety, fire, first aid and management skills were linked into the care homes accreditation process of which there is active monitoring.

The meeting commenced at 7.30pm
and concluded at 8.50pm

CHAIRMAN

**HOUSING SUB COMMITTEE
18 JANUARY 2001**

Present: Councillors Harrison (Chairman), Barnard, Browne, Miss Haydon, Mrs Pile, McCormack, Mrs Shillcock and Worrall

Tenants' Panel Representative: Mrs M McGuire

24. Minutes

The minutes of the meeting of the Sub Committee held on 21 September 2000 were approved as a correct record and signed by the Chairman.

25. Urgent Items Of Business Under Standing Order 7

The Acting Director of Housing Services gave notice of supplementary information in relation to item no 7 regarding Thames Valley Housing Association to be considered after the exclusion of the public and press.

26. Tenants' Insurance Scheme (Item 1)

The Sub Committee considered a report regarding options for introducing a tenants' insurance scheme.

The Head of Estates Management outlined the options for the scheme. The preferred option would involve the Council selecting an appropriate insurer and monitoring the provision of the service. Payments and claims would be dealt with directly by the insurer. The Council would promote the scheme to make it accessible to those who would wish to participate. There would be criteria to meet for both companies wishing to provide the scheme and for tenant's seeking to take up the scheme.

RESOLVED that the Sub Committee approves the introduction of a tenants' contents insurance scheme as outlined as 'Option 2' in paragraph 4.4 of the Officers' report.

27. Major Works Options for Leaseholders (Item 2)

The Head of Housing Management Services outlined a report giving details of proposals to implement a repayment scheme for leaseholders to pay for service charge bills resulting from programmed major works. Concerns had been raised through the recently formed Leaseholders Association regarding the ability of leaseholders to repay such charges as lump sum payments when due, and the report sought to address this issue.

RESOLVED that the Sub Committee approves the implementation of the repayment scheme options to assist leaseholders to pay service charge bills as outlined at paragraph 4.3.1 (I to iv) of the report.

28. **Information Items**

The Sub Committee considered the following items which were submitted for information only:

A New Financial Framework for Local Authority Housing Business Plan	(Item 3)
Energy Conservation Action Priorities	(Item 4)
Housing Services Management Information Report	(Item 5)
GOSE Assessment	(Item 6)

29. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 11A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Items 7,8 and 9 which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act.

	Item
(7) relating to the financial or business affairs of any particular person (other than the authority).	7, 9
(8) The amount of any expenditure proposed to be incurred by the Authority under any particular contract for the acquisition of property or the supply of goods or services	8
(9) Terms proposed in the course of negotiations for a contract	8

30. **Request for Local Authority Social Housing Grant (Item 7) and Supplementary Report (Information Item 9) - Thames Valley Housing Association.**

The Acting Director of Housing introduced items 7 which contained exempt information. Item 7 sought approval for payments for Local Authority Social Housing Grants for four different schemes, to assist with the funding of a minimum of 77 units of affordable rented housing to be offered to applicants on the Council's Housing and Transfer Registers. A supplementary report gave further details on the Thames Valley Housing Association scheme.

RESOLVED that

(i) a payment of Local Authority Social Housing Grant of £1,131,333 (+/-10%) be made to Thames Valley Charitable Housing Association to assist with the funding of 29 houses and flats for rent at the Church Hill House Site, to be offered to applicants on the Housing & Transfer Registers; £905,066 of this planned to be funded from the 2000/1 LASHG budget, with the remainder to form a commitment from the 2001/2 and 2002/3 LASHG budgets.

(ii) a payment of Local Authority Social Housing Grant of £1,240,018 (+/-10%), or in the event of a successful application for joint Approved Development Programme funding, £750,118 (+/-10%) be made to the Samuel Lewis Housing Trust to assist with the funding of 24 houses for rent at the Church Hill House Site, to be offered to applicants on the Housing and Transfer Registers; this amount to form a commitment from the 2001/02 and 2002/03 LASHG budgets.

(iii) a payment of Local Authority Social Housing Grant of £1,102,500 (+/-10%) be made to Beacon Housing Association to assist with the funding of a **minimum of 19** houses and bungalows for rent in Tilehurst Lane, Binfield, to be offered to applicants on the Housing & Transfer Registers; £441,000 to be funded from the 2000/01 LASHG budget, with the remainder to form a commitment from the 2001/02 and 2002/03 LASHG budgets.

(iv) a payment of Local Authority Social Housing Grant of £383,748 (+/-10%) be made to the London & Quadrant Housing Trust to assist with the funding of 5 houses at Pinefields Close, to be offered to applicants on the Housing & Transfer Registers; this amount to form a commitment from the 2001/02 and 2002/03 LASHG budgets.

(v) that the Acting Director of Housing Services writes to the Chief Executive of Thames Valley Housing Association reinforcing the Sub Committee's concerns over the Association's performance in managing their existing stock within the Borough and the Sub Committee's intention to monitor progress closely before awarding any further Local Authority Social Housing Grant to the Association

31. **Mallorys, Broad Lane (Item 8)**

In a report containing exempt information the Acting Director of Housing Services outlined the proposals to dispose of Mallorys, Broad Lane.

RESOLVED that Mallorys be;

- (i) declared surplus to the Council's housing requirements; and
- (ii) that the Borough Surveyor be instructed to dispose of the property, after a site appraisal, on terms to be agreed by the Management and Resources Committee.

The meeting commenced at
7.30p.m. and concluded a 8.45p.m.

CHAIRMAN

SOCIAL SERVICES & HOUSING COMMITTEE
15 FEBRUARY 2001

Present: Councillors Barnard, Bettison, Ms Brown, Browne, Edger, Egan, Glasson, Harrison, Miss Haydon, McCormack, Mrs Mattick, Mrs Pile, Mrs Ryder, Mrs Shillcock, Simonds and Worrall

Also Present: Councillors Birch and Turrell

Apologies for Absence were received from Councillor Mrs Clifford

466. Substitute Members

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

Councillor Glasson for Councillor Mrs Clifford

467. Housing Revenue Account Budget 2001/2002 (Item 1)

The Acting Director of Housing presented a report on the preparation of the Housing Revenue Account budget and options for the level of housing rents for 2001/2002. The report explained the impact upon the base budget for 2001/2002 of changes to the subsidy regulations resulting from Resource Accounting, together with the impact of interest receipts and council house sales. The addition to the base budget of provision for service developments and pressures and an allowance for inflation produced a net deficit on the Housing Revenue Account. It was proposed that the deficit be eliminated by a combination of measures. These included making full use of the available transitional relief to fund the housing improvement programme from the Council's accumulated capital receipts as part of the overall capital programme for 2001/2002. It was also proposed that £0.5m of expenditure within the repairs and maintenance area could be capitalised to be financed from within the Major Repairs Allowance.

Having taken account of the projected balance on the Housing Revenue Account for the current year and the minimum working balance to be retained, there was a deficit of £1.3m to be funded by an increase in council house rents. A consultation exercise had been carried out with tenants and leaseholders during December to ascertain their views on a range of rent increase options. The consultation exercise supported a rent increase of 7.2% which would fund the existing level of services, known pressures and keep a reasonable working balance.

RESOLVED that

- (i) the draft Base Budget for 2001/2002 be approved as shown in Annex B of the report;
- (ii) the service developments and pressures identified in Annex C of the report be approved;
- (iii) the contingency for inflation as set out in paragraph 4.25 of the report be approved;

- (iv) £0.5m of maintenance expenditure be funded from the Major Repairs Allowance in 2001/2002;
- (v) the garage rents, carports and parking spaces charges be increased by 7.2% (being garages £0.41p per week and carports and parking spaces £0.20p per week) with effect from 1 April 2001;
- (vi) rents on dwellings increase by 7.2%, requiring an average rent increase of £3.91 per week; and
- (vii) the Strategy & Policy Committee be requested to include a £1.58, housing improvement programme within the General Fund capital programme for 2001/2002.

The meeting commenced at 6.30pm and concluded at 7.20pm

CHAIRMAN

STRATEGY AND POLICY COMMITTEE
15 FEBRUARY 2001

Present: Councillors Bettison (Chairman), Mrs Ballin, Barnard, Beadsley, Birch, Harrison, Jones, McCormack, Mills, North, Turrell, Wallace, Ward and Worrall

Apologies for absence were received from:
Councillors Finnie and Piasecki

Also present: Councillors Adams, Blatchford, Flood and Wade

468. Substitute Member

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

Councillor Worrall for Councillor Finnie

469. Health Panel

RESOLVED that the Minutes of the meeting of the Health Panel held on 14 November 2000, as set out in Appendix A hereto, be received.

470. Access Advisory Sub Committee

RESOLVED that the Minutes of the meeting of the Access Advisory Sub Committee held on 4 December 2000, as set out in Appendix B hereto, be received.

471. Strategy & Policy (Appointments) Sub Committee

RESOLVED that the Minutes of the meeting of the Strategy & Policy (Special Sub Committee) held on 20 December 2000, as set out in Appendix C hereto, be received.

472. Special (Senior Salaries) Sub Committee

RESOLVED that the Minutes of the meeting of the Special (Senior Salaries) Sub Committee held on 11 January 2001, as set out in Appendix D hereto, be received.

473. Members' Allowances Advisory Sub Committee

RESOLVED that the Minutes of the Members' Allowances Advisory Sub Committee held on 11 January 2001, as set out in Appendix E hereto, be received and the recommendation at Minute No. 3 (Review of Members' Allowances) be endorsed.

RECOMMENDED that the proposals for a revised scheme of Members Allowances set out in Appendix A to the minutes of the Sub Committee be adopted.

474. **Strategy & Policy (Appointments) Sub Committee**

RESOLVED that the Minutes of the meeting of the Strategy & Policy (Appointments) Sub Committee held on 17 January 2001, as set out in Appendix F hereto, be received.

475. **Social Services & Housing Department Structures Advisory Sub Committee**

RESOLVED that the Minutes of the meeting of the Social Services & Housing Department Structures Advisory Sub Committee held on 29 January 2001, as set out in Appendix G hereto, be received and the recommendation in Minute 2 (restructuring of Social Services & Housing Department) be adopted.

476. **Management & Resources Sub Committee**

RESOLVED that the Minutes of the meeting of the Management & Resources Sub Committee held on 31 January 2001, as set out in Appendix hereto, be received and the recommendations in Minute 34 (Capital Programme for 2001/2002 – 2003/2004) be adopted.

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

The Committee received the Chief Executive's Quarterly Operations Report outlining the key activities and performance of Council over the period since the last report, dated November 2000.

The Chief Executive emphasised a number of points from the report, including the ongoing work on developing the Council's social care arrangements in the light of the recently published report on the joint review of Social Services provision in the Borough. Progress was being made on many fronts including joint work with the health sector around posts and planning arrangements, revisions to the senior management structure and recruitment to key posts. The Council had successfully recruited a new Director of Social Services & Housing, Daphne Obang, who would commence work for the Council in May 2001.

The Committee was advised that the Local Boundary Commission for England would commence its Periodic Electoral Review in April 2001. All members were invited to attend a briefing with the commissioners on 5 March, when the arrangements for the review would be explained.

The Committee was pleased to note that the Council had been awarded Beacon Status for its work in maintaining a quality environment.

RESOLVED that the Quarterly Operations Report be received.

478. **References from Other Committees (Item 2)**

The Committee received references from the Public & Environmental Services Committee and the Leisure Services Committee from their meetings on 23 and 24 January 2001 respectively.

Waste and Recycling Collection Contract Assessment Sub Committee

RESOLVED that, in accordance with Section 1.6(b) of the Council and Committee Scheme of Management, the establishment of the Waste and Recycling Collection Contract Assessment Sub Committee, be noted.

Longhill Outdoor Skate Park

RESOLVED that £15,000 be released from Section 106 funds to fund the erection of a noise barrier around the perimeter of the Longhill outdoor skate park.

479. **Capital Programme 2001/2002 – 2003/2004 (Item 4)**

The Director of Corporate Services presented a report on the Council's capital spending requirements over the next three years. The Committee, at its meeting on 20 December 2000, had invited service committees to review their capital spending requirements for inclusion within the Council's capital programme. The report drew together each service committee's proposals for capital schemes and described the availability of funding to support the capital programme from usable capital receipts, government grants and other external contributions. The total capital programme for 2001/2002 proposed by the service committees amounted to £16.1m. This exceeded the level of resources available without impacting on the revenue budget by £2.6m in order to maximise medium term flexibility, it was recommended the Committee fund the gap between the proposals and the resources available from accumulated capital receipts.

RESOLVED that

- (i) in order to maximise the effective use of capital receipts, generally the Council will use Useable Capital Receipts Reserve first to fund Local Authority Social Housing Grants (LASHG) and the remaining capital programme from the Provision for Credit Liabilities (PCL);
- (ii) the indicative carry-forwards identified by each service committee as listed in Annexe A of the report be noted;
- (iii) the transfer of £50,000 be approved from Public & Environmental Services Committee 2000/01 budget to Social Services & Housing Committee 2000/01 budget to be used for renovation grants;
- (iv) capital funding of £9.631m be approved in respect of the new schemes listed in Annexes B – H of the report for inclusion within the capital programme for 2001/2002;
- (v) the schemes which attract external financing be approved for inclusion within the 2001/2002 capital programme at the level of the funding received;

- (vi) the release of £690,000 from S106 monies be approved to fund capital projects outlined in paragraph 4.11 of the report;
- (vii) the indicative programme for 2002/2003 and 2003/2004 be reviewed in the light of resources available and spending priorities in February 2002.

480. Revenue Budget 2001/2002 (Item 3)

The Director of Corporate Services presented a report on the expenditure proposals put forward by each service committee during the current budget preparation cycle, together with a number of corporate financial issues requiring a decision in order to make recommendations to the Council on the budget and level of Council Tax for 2001/2002.

The final Local Government Finance Settlement had been announced on 29 January 2001. The final standard spending assessment had been set at £85.84m, representing an increase of 4.3% compared to the current year. The budget proposals from the service committees and other corporate requirements provided a total budget requirement of £88.26m before the loss of interest on any revenue balances used. This exceeded the Council's SSA by £2.42m. Given that service committees had identified budget economies totalling £2.8m, within their budget proposals, it was proposed that the remaining funding gap between expenditure and SSA be bridged by a combination of an increase in Council Tax and a contribution from the Council's Revenue balances.

RECOMMENDED that

- (i) virements identified by service committees, as summarised in Annex A of the report and set out in paragraph 5.1 of the report, be approved;
- (ii) the draft base budgets for 2001/2002 submitted by Committees and summarised in Table 3 of the report be agreed;
- (iii) each Committee's proposed service developments included in Annex B of the report be agreed;
- (iv) the inflation allowances of £2.705m (excluding the effect of the final teachers' pay award) be added to Committee budgets as outlined in Table 5 of the report;
- (v) the proposals to fund increases in Members' Allowances and Senior Officers' pay totalling £0.305m included in section 6.3 of the report be agreed and allocated to service committees as outlined in Table 6 of the report;
- (vi) each Committee's proposed economies and additional income included within Annexes D and E of the report be agreed, together with the additional economy arising from the Form 7 Pupil Count outlined in paragraph 7.1 of the report;
- (vii) a contingency of £0.35m be agreed to be controlled by the Strategy and Policy Committee;
- (viii) the teachers' pay award in 2001/2002 be funded in full by additional resources, including a sum of £0.028m from the contingency;

- (ix) the total expenditure of £88.322m as shown in Table 9 of the report be agreed;
- (x) a contribution of £2.113m be made from revenue balances to support revenue expenditure;
- (xi) the Council's total requirement for the Collection Fund, excluding Parish Council precepts, be set as £28.396m;
- (xii) the Council Tax for the Council's services for each Valuation Band be set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	461.28
B	7/9	538.16
C	8/9	615.04
D	9/9	691.92
E	11/9	845.68
F	13/9	999.44
G	15/9	1,153.20
H	18/9	1,383.84

481. **New Political Arrangements: the Preferred Option for Bracknell Forest (Item 5)**

The Chief Executive presented a report on the outcome of the first phase of consultation on the Council's new executive arrangements. At its meeting on 8 November 2000, the Committee had approved arrangements for consultation on the preferred political model to be adopted, as required by the Local Government Act 2000 and associated regulations. There had been a good response to the consultation exercise with 2,584 responses being received. Of those responding the result for each option was as follows:

Leader and Cabinet	58%
Mayor and Cabinet	28%
Mayor and Council Manager	14%

The Constitution Advisory Group, at its meeting on 5 February 2000, had considered the outcome of the consultation and its recommendation was set out in the report and adopted by the Committee.

RECOMMENDED that the Council confirm that the development of its proposals for new executive arrangements will be based on the Leader plus Executive Cabinet model.

482. Service Performance Plan and Best Value Performance Plan 2001/200 (Item 6)

The Committee considered a report on the preparation of the Service Performance Plan and Best Value Performance Plan for the coming year. As part of the Council's Performance and Financial Management Programme each committee had, since 1998, prepared an annual Service Plan. The plan detailed each service committee's objectives and proposed work for the following year to help guide and monitor its activities. The Local Government Act 1999 also placed a requirement on all Councils to publish a Best Value Performance Plan by 31 March each year. This document was created by drawing together each service committee's Service Performance Plan and adding the relevant statutory corporate information. Each committee had agreed its Service Performance Plan for 2001/2002 during the current cycle of meetings. The report presented the Committee's own Service Performance Plan and drew together the policy objectives agreed by the Service Committees for approval.

RESOLVED that

- (i) the Strategy & Policy Committee's Service Performance Plan outlined in Annex A of the report be agreed;
- (ii) the policy objectives for each Service Committee be endorsed as set out in Annex B;
- (iii) the revised Best Value fundamental review programme be agreed as set out in Annex C;
- (iv) the information within the Service Performance Plan be included in the Council's Best Value Performance Plan for 2001/2002;
- (v) the Chief Executive, in consultation with the best Value Member Panel, be authorised to finalise any outstanding data and targets for inclusion in the 2001/2002 Best Value Performance Plan.

483. Youth Justice Plan 2001/2002 (Item 7)

The Acting Director of Social Services presented the draft Youth Justice Plan. It was the duty of each local authority, under Section 40 of the Crime and Disorder Act 1998, to formulate a Youth Justice Plan, setting out how youth offending services in their area were to be provided, how the Youth Offending Team was to be composed and funded and what functions it would carry out. The plan for 2001/2002 had been submitted to the Youth Justice Board in draft format on 30 January 2001, pending formal approval by the Committee.

RESOLVED that

- (i) the Committee notes the work of the Youth Offending Team and its partners to set up the youth offending service, as set out in Section 2 of the Youth Justice Plan; and
- (ii) the Committee endorses the Youth Justice Plan, April 2001 – March 2002, and the targets for the development of the youth offending service set out in the plan.

484. **Local Agenda 21 Strategy - A Local Plan for Sustainable Development in Bracknell Forest (Item 8)**

The Director of Public & Environmental Services presented a report on the Council's Local Agenda 21 Strategy. The Local Agenda 21 Impact Group had produced the strategy document in response to the Government request for all local authorities to prepare such a strategy by 31 December 2000. This strategy was designed both as a position statement and a framework for future action in pursuing the principals of sustainable development within Bracknell Forest. The document had been submitted to the Department of Environment, Transport and the Regions and the Government Office for the South East on 22 December 2000. It had also been endorsed by each service committee meeting in the current cycle. The strategy would be widely circulated for consultation and an updated version published in the Spring 2001.

Members of the Committee complimented the Director of Public & Environmental Services and the Local Agenda 21 team on the high standard of the strategy document.

RESOLVED that

- (i) the Committee endorses the Bracknell Forest Local Agenda 21 Strategy and supports the ongoing consultation and engagement with the Community; and
- (ii) in confirming its commitment to Local Agenda 21 the Committee approves the future action to progress sustainable development within Bracknell Forest.

485. **Patient Representation – Community Health Councils (Item 9)**

The Committee was advised that the Health Panel, at its meeting on 6 February 2001, had considered a report on the future of patient representation, having regard to the national debate on Government proposals to abolish Community Health Councils. Having considered the issue, it had been agreed that this committee should be requested to consider whether the Council should make a formal response regarding these proposals. Members of the Committee wished to refer this important matter to the Council for determination.

RESOLVED that in recognition of the importance of this issue, this report be referred to the next meeting of the Council for determination of its response to the Department of Health.

486. **Periodic Electoral Review (Item 10)**

The Committee was advised that the Periodic Electoral Review for Bracknell Forest would formally commence on 17 April 2001. This review, conducted by the Local Government Commission for England, would be a fundamental review of the Council's electoral arrangements to correct electoral imbalances. The report provided details of the scope and timetable for the review. A central feature of the Commission's guidance was that authorities should adopt a proactive approach in developing proposals for changes to electoral arrangements in consultation with local interests. It was therefore recommended that a focus group be established to consider the scope for such proposals.

RESOLVED that

- (i) an Electoral Review Focus Group of four members (3:1) and appropriate officers be appointed for the following purpose:

To consider the scope for developing an agreed scheme of future electoral arrangements for the Borough of Bracknell Forest and to make appropriate recommendations for consideration by Strategy & Policy Committee;

- (ii) the following members be appointed to the Focus Group:

Councillors Mrs Ballin, Bettison, McCormack and Ward

487. Heathrow Airport Consultative Committee (Item 11)

The Committee was advised that the Borough Council had recently received an invitation to nominate a representative and deputy for membership on the Heathrow Airport Consultative Committee from April 2001. The Committee was an independent and representative body of a variety of interested parties set up under Section 35 of the Civil Aviation Act 1982 (as amended by the Airports Act 1986). Current local authority members included the Royal Borough of Windsor and Maidenhead, Slough Borough Council and South Buckinghamshire District Council together with a number of authorities in Surrey and London Boroughs.

RECOMMENDED that a member and substitute member be appointed to represent Bracknell Forest Borough Council on the Heathrow Airport Consultative Committee.

488. Item for Information

The Committee received the following item submitted for information:

Access to Information and the Freedom of Information Act (Item 12)

The meeting commenced at 7.30 pm
and concluded at 10.00 pm

CHAIRMAN

HEALTH PANEL

**MONDAY 14 NOVEMBER 2000
(7:30-9:40 PM)**

Present: Councillors Mills (Chairman), Barnard, Miss Haydon, McCormack, McCracken, Shillcock and Thompson,

Bracknell Forest Primary Care Group: Helen Davies, Dr Roger Halliwell & Diane Hedges

East Berkshire Community NHS Trust: Keith Pitchford

8. Minutes

RESOLVED that the minutes of the meeting of the Panel held on 26 June 2000 be taken as read and signed by the Chairman as a correct record.

9. Bracknell Primary Care Group

Arising on minute 4, the Panel noted that the Berkshire Health Authority and Bracknell Primary Care Group had decided to delay the Group's bid for Trust status in order to allow more time for discussion of the issues with GPs. In the circumstances, the application for Trust status from April 2001 had been withdrawn and would be re-submitted later with a view to Trust status with effect from April 2002.

It was also noted that the East Berkshire Community Health Trust was seeking to continue for a further year too, in view of the decision of the Primary Care Group not to seek Trust status until April 2002. This was considered important to avoid disruption to the service.

10. The NHS Plan (Item 6)/ Care Trusts (Item 7)

The Panel considered a report which had been prepared by officers of the Primary Care Group and Borough Council which was intended to stimulate discussion on the key points in the NHS Plan and in particular how the Local Authority/Health interface should work to respond to the many opportunities this would bring. The Panel was advised that the NHS Plan had very many and far reaching impacts on how the health service should be delivered in the future. The areas of specific relevance for the Local Authority interface were highlighted as being within the following groupings:

- Waiting times
- Inspection/incentives for joint working
- Scrutiny
- Patients perspectives
- Joint working

In conjunction with this report the Panel received a brief presentation from Peter Smallridge on Care Trusts.

The Panel noted, in particular, that whilst there was no specific requirement for Primary Care Trusts and Local Authority Social Services providers to merge in Care Trusts, failing authorities could, in due course, be required to join together as a Care Trust. Furthermore, given the joint initiatives which already existed, there was a case for the two providers to consider such a merger as a more effective means of service delivery and management arrangements. It was suggested that the key issue would be to determine whether a joint arrangement would be better for those receiving the services. It was also acknowledged that one of the other issues to be tackled would be the way in which charging for services might be handled, given the different arrangements for existing health and social care services.

The Panel also discussed the proposed transfer of scrutiny functions from community health councils to local authority scrutiny committees. It was noted that this was something that many authorities had been calling for, but there was some concern that local authorities might not take the same broad view that community health councils currently took. It was, however, stressed that the legislation relating to local authorities' new structures provided scope for each to determine the nature of its scrutiny function. In the circumstances, it was possible that the authority could by recruiting non-councillors to its scrutiny panel, effectively create a similar body to the community health council who might be more likely to take the broader view.

The Panel accepted that there would be a great deal more to be discussed regarding the issues arising from the NHS Plan at coming meetings. In particular, the Council would need to have regard to establishing an appropriate framework for supporting joint working as part of its consideration of the new decision-making structures.

11. Health Improvement Programme - Progress Report And Partnership Working (Item 3)

The Panel considered a report detailing progress on the actions identified in the Bracknell Forest Health Improvement Programme for 2000/01. It provided a summary of the achievements to date and some of the work that was planned to meet the objectives. The report also highlighted the interest seen from many of the key stakeholders in Bracknell.

The Panel discussed the report and welcomed the progress made. Amongst the key points made or noted were:

- That the Council's Public & Environmental Services Department had already been making a major contribution to the fight against smoking, particularly through the work of the Trading Standards Department.
- That there was a need to address smoking in schools, possibly by way of targeting those where a significant problem had been identified.
- That Vincent Paliczka had been appointed Chairman of the Health Improvement Programme Steering Group.
- That a report on the proposals to be put in the next Health Improvement Programme would be presented to the Panel in the New Year.

- That the number of teenage pregnancies was significantly higher in Great Hollands than other parts of Bracknell.
- That to counter the teenage pregnancy problem and respond to young people's requirements, consideration was being given to establishing a health advice clinic in a local secondary school on a trial basis.
- That Sandhurst already had a teenage advice clinic.
- That the steps being taken were targeted at particular areas where the problems were identified and measures put in place to ensure that the impact of initiatives was evaluated – more specific targets were to be included in the next Health Improvement Programme.

Arising on the concerns over the high level of teenage pregnancies, Dr Halliwell reported that, in his experience, the majority of teenagers who became pregnant had been properly educated, had contraceptive services available to them, but actually wanted to become pregnant, often because their mothers or other relatives/friends had been young mothers. He believed that it was important to get over to young people the actual consequences, implications and impact on a young woman's life of having a baby.

RESOLVED that

- (i) progress made to date in meeting the objectives of the Bracknell Forest Health Improvement Programme 2000/01 be noted;
- (ii) the development of local partnerships and networks for joint working in Bracknell continue to be encouraged; and,
- (iii) the suggestions made by the delegates at the workshops be noted.

12. Bracknell Forest Health Questionnaire – Action Plan (Item 4)

The Panel considered a report arising from the Council's survey of resident's opinions regarding aspects of local health care provision.

The contents of the questionnaire had been analysed in two separate reports by NWA Social and Market Research. The first report looked at the quantitative results from the questions and the second report looked at the additional comments provided by residents. There were 3615 additional sheets requiring further analysis.

The Health Panel Focus Group had requested proposals as to how the very extensive level of response both quantitative and from the 'open' questions could be used to inform future planning to meet residents need. The report provided an Action Plan intended to achieve this.

The Panel welcomed the report. It was acknowledged that, whilst some of the emerging issues had previously been recognised and were already the subject of consideration or action, the questionnaire had provided more background to the issues and highlighted some of those which were of particular interest to residents in different parts of the Borough.

It was stressed that the Council and the Primary Care Group would need to work together to address the issues and find ways of enabling one another to meet their objectives.

RESOLVED that

- (i) the following tasks arising from the Bracknell Forest Health Questionnaire be approved for action jointly by the Council and the Bracknell Primary Care Group:
- To identify Health Services which can be provided more locally than Heatherwood Hospital.
 - To identify Health Services which can be safely brought to Heatherwood Hospital.
 - PCG to consider when patients must make frequent repeat visits to hospital and where appropriate, alternative services be provided more locally.
 - BFBC to explore how health is impacted by living in rented accommodation.
 - To consider what joint actions can be undertaken/strengthened to prevent accidental injuries to children.
 - To commission a study of transport issues for accessing healthcare.
- (ii) regular progress reports be presented to the Health Panel.

13. **Bracknell Health Improvement Project (Item 5)**

The Panel received a report advising it of the progress made by the partnership which had been established between the Bracknell Primary Care Group and Bracknell Forest Borough Council which supported the employment of a Health Improvement Officer. In addition, the Panel was advised that Bracknell Council for Voluntary Service also made a significant contribution to the steering group established to manage the project.

Caroline Walker briefly outlined what her role was and the actions that were being taken to promote healthier living within the Borough. She answered a number of questions and indicated, amongst other things, that it was hoped to resolve technical problems with the new database shortly.

RESOLVED that the progress made by the Health Improvement Officer in developing a co-ordinated GP Referral Scheme and other health related initiatives be noted.

14. **Date of Next Meeting**

The Panel was reminded that its next meeting would be held at 7.30 pm on Tuesday 6 February 2001.

ACCESS ADVISORY SUB COMMITTEE
4 DECEMBER 2000

Present: Councillor Harrison (Chairman)
Councillor Mrs Clifford
Councillor Mrs Pile
Ms T Barker (Bracknell Users Group)
Mrs D Bolitho (British Red Cross)
Mr P Fox (Mencap)
Ms H Hart (Berkshire Multiple Sclerosis Society)
Mr M Jackley (Berkshire County Blind Society)
Mr F Rule Keep Mobile)
Mrs I Tilbry (Arthritis Care)
Mrs B Thompson (Arthritis Care)
Mr P Thompson (Arthritis Care)

Apologies for absence were received from:

Mrs B Aird (Mencap)
Mrs V Ashby (Bracknell Carers Group)
Miss T Azam (Bracknell & Wokingham Muscular Dystrophy Group)
Mrs C Dann (Bracknell Users Group)
Mrs A Dyer (Red Diamond Disabled Sports Association)
Mr R Edwards (Property Adaptation Specialist)
Mr N Jones (British Polio Fellowship)
Mr M Mace (Forestline Community Transport)
Mrs J Plumb (Mental Health Carers Support Club)
Mrs M Thompson (Action Group for the Physically Handicapped)

13. Substitute Members

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

Councillor Mrs Pile for Councillor Finnie

14. Minutes

RESOLVED that the Minutes of the meeting of the Access Advisory Sub Committee held on 11 October 2000 be approved as a correct record, and signed by the Chairman.

15. Bubbles Health Suite – Bracknell Sports and Leisure Centre (Item 1)

The Sub Committee considered a report on the refurbishment of the health suite facility at Bracknell Sports and Leisure Centre. The refurbishment would commence in February 2001 and would take approximately four months. The current facility was unsuitable in terms of access for disabled people. The Access and Mobility Officer carried out an access audit in 1999, which identified a number of areas where

accessibility could be improved. The works, once completed, would improve access by removing stairs, inserting ramps and widening corridors. Hoists would be available for the Jacuzzi and hot tub, which would still have steps.

The Sub Committee welcomed the changes and felt that staff should receive disability awareness training to encourage disabled people to use the new facilities.

RESOLVED that the proposed plans for the health suite at Bracknell Sports and Leisure Centre in terms of facilitating and increasing access for disabled people be noted

16. **Bracknell Forest Borough Local Plan Receipt of Inspector's Report (Item 2)**

The Sub Committee considered a report on the provisions and recommendations regarding access in the Inspector's report. The recommendations were positive with regard to access as the Inspector supported the Council's policy to improve access in all development schemes.

Policy H7 of the Bracknell Forest Borough Local Plan sought to have a variety of dwelling types within housing developments. The Borough Council was now able to make it a planning condition that developers build dwellings for small households and suitable housing for the elderly and people with disabilities. The Sub Committee expressed the wish that affordability of these types of housing be looked at, due to the cost of housing in the Borough. The location of such housing would also be considered.

17. **Crowthorne Initiative Group (Item 3)**

The Sub Committee considered a report informing them of the work of the Crowthorne Initiative Group in relation to accessibility issues. The Access and Mobility Officer carried out an access audit to identify specific areas within Crowthorne's main shopping area, which could be improved. The Access and Mobility Officer had been invited to attend the next meeting of the Crowthorne Initiative Group and would take the opportunity to inform the Crowthorne Traders of their responsibilities with regard to the Disability Discrimination Act and advise on how they could improve accessibility to their premises.

The Sub Committee requested that access on the roads be taken into consideration as the speed humps running through Crowthorne High Street could cause discomfort to some disabled people when travelling by car or bus. The Sub Committee also suggested that a disabled bay be provided for buses like Keep Mobile and Forestline so that wheelchair users could be dropped off close to the centre.

18. **Fair Access to Services (Item 4)**

The Sub Committee considered a report informing them of the Fair Access to Services Policy, which was agreed by the Strategy and Policy Committee on 8 November 2000. Even though the policy had only just been adopted, the Borough Council had already considered service issues particularly in relation to access for disabled people. The policy together with the Disability Discrimination legislation would provide the framework to enable the Access and Mobility Officer to push forward access issues within departments.

The meeting commenced at 7.30 pm
and concluded at 8.25 pm

CHAIRMAN

**STRATEGY AND POLICY (APPOINTMENTS) SUB COMMITTEE
20 DECEMBER 2000**

Present: Councillors Barnard, Bettison, McCormack, Mrs Pile, Sargeant and Mrs Shillcock

1. Election of Chairman

RESOLVED that Councillor Bettison be elected Chairman of the Sub Committee for the ensuing year.

2. Appointment of Vice Chairman

RESOLVED that Councillor Sargeant be appointed Vice Chairman of the Sub Committee for the ensuing year.

3. 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 6 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to applicants to become an employee of the Authority

4. Recruitment of Director of Social Services & Housing (Item 6)

The Sub Committee considered and approved the arrangements and recruiting process for the appointment of the Director of Social Services & Housing and drew up a short list of applicants to be interviewed.

RESOLVED that the five short-listed candidates for the post of Director of Social Services & Housing be invited for interview and that the format for the interviews be as outlined in Appendix A of the report.

The meeting commenced at 5.30pm
and concluded at 7.05pm.

CHAIRMAN

**SPECIAL (SENIOR SALARIES) SUB COMMITTEE
11 JANUARY 2001**

Present: Councillors Beadsley, Bettison, Mrs. Hayes, McCormack, McCracken, Sargeant and Ward

Apologies: Councillor Wade

1 Election of Chairman

RESOLVED that Councillor Ward be elected Chairman of the Sub Committee for the duration of meeting.

2 Access to Information

It was moved and duly seconded that agenda item 6, which contained exempt information, should be considered with the public and press present at the meeting.

RESOLVED that agenda item 6 be considered in the presence of the public and press.

3 Election of Chairman

RESOLVED that Councillor Bettison be elected Chairman of the Sub Committee for the remainder of the current municipal year.

4 Appointment of Vice Chairman

RESOLVED that Councillor Ward be appointed Vice Chairman of the Sub Committee for the remainder of the current municipal year.

5 Review of Senior Salaries (item 4) and (6)

The Chief Executive introduced a report on a consultancy document commissioned from South East Employers on the senior salary packages for the first three management tiers of the council.

The consultants report had been commissioned as result of a number of significant drivers:

- The need to offer a competitive salary in a difficult market for the vacant post of Director of Social Services and Housing.

- Evidence that since senior salaries were fixed three years ago, the Council's competitive position had deteriorated because other unitary authorities in the area had revised their senior salary packages.
- Evidence of approaches being made by other employers to some of the Council's senior managers.
- The need to pay salaries to recruit and retain staff commensurate with the Council's reputation in the local and national arenas.

The consultant's report recommended the adoption of a benchmark which would aim to keep Bracknell Forest's salary packages in a suitable relationship with packages in the other eleven unitary councils in the South East. It also put forward alternative approaches to benchmarking senior salary packages against those authorities. The report also showed the Council's salary packages in comparison with other unitary authorities in the region. It further suggested new spinal column range which could be used to construct 5 increment grades to reflect the market relationship preferred by the Council. It was noted that whilst the package for the Chief Executive was currently significantly below the median for the other unitary authorities, this was not the case for other Directors.

The Chief Executive's report identified a number of key areas for consideration by the Sub Committee including the possibility of moving away from the practice of paying all Directors at the same level; the need to maintain a consolidated incremental structure; the desirability of adopting a benchmark as a basis for future salary review and the additional responsibilities associated with the current post of Deputy Chief Executive and Section 151 Officer.

In discussion the Sub Committee emphasised that salary structures should continue to be determined by member level consideration rather than automatic index linking; that consideration should be given to introducing a system of succession planning, and that additional salary supplements should only reflect clear additional responsibilities.

Following further discussions

RESOLVED that

- (i) the following annual salary ranges be adopted for the first three tiers of senior management

Chief Executive	£ 89,175 - £96, 490
Directors of Corporate Services/Education/Social Services & Housing	£74,687 - £80,809
Directors of Leisure/Planning & Transportation/Public & Environmental Services	£67,687 - £73,231
Senior Assistant Directors and Head of Policy Unit	£52,422 - £56,708
Assistant Directors	£47,474 - £51,402

- (ii) the spinal column structure, consolidating the current London weighting Allowance, set out in Annex 1 hereto be adopted for the senior officers listed above.
- (iii) the median remuneration package for unitary councils in the South East region, be adopted as a benchmark for a biennial review of salaries at member level.
- (iv) a supplement of 5% of actual salary be paid to officers with responsibilities as Deputy Chief Executive and the Section 151 officer.

The meeting commenced at 5.30pm
and concluded at 5.55pm.

CHAIRMAN

MEMBERS' ALLOWANCES ADVISORY SUB COMMITTEE
11 JANUARY 2001

Present: Councillors Beadsley, Bettison, Mrs. Hayes, McCormack, McCracken, Sargeant and Ward

Apologies: Councillor Wade

1 Election of Chairman

RESOLVED that Councillor Bettison be elected Chairman of the Sub Committee for the remainder of the current municipal year.

2 Appointment of Vice Chairman

RESOLVED that Councillor Ward be elected Vice Chairman of the Sub Committee for the remainder of the current municipal year.

3 Review of Members' Allowances (Item 1)

The Director of Corporate Services introduced a report on the review of the Scheme of Members' Allowances. The review had been initiated by the Strategy & Policy Committee in July 2000 in response to the 'modernising' agenda set out in a number of national reports. Local Authorities were being encouraged to adopt schemes of allowances which recognised Members' community representative role through payment of enhanced basic allowances rather than attendance allowances. The report dealt with the recommendations of the two independent panels established to bring forward proposals for a new scheme of allowances for members. The panels had both met during December and received an overview presentation by the Director and further presentations by a number of members who had maintained diaries of their activities on Council business during September 2000. Both panels had formed the view that the substantial work load and commitment of members were not adequately reflected by the current level of members allowances. Furthermore both panels were of the view that attendance allowance should be abolished in favour of a transparent remuneration method which would avoid the extensive use of claims and subsequent verification other than for reimbursement of travel and subsistence expenses. The panels had proceeded to establish four benchmark levels of responsibility in the knowledge that there were other posts which, under the current scheme, qualified for special responsibility allowances and would need to reflect the recommended benchmarks.

It was confirmed that one independent panel had been drawn at random from the Bracknell Forest Panel by the Councils' consultants. The Bracknell Forest Panel comprised five hundred residents chosen to reflect the socio-economic composition of the Borough. The second panel had comprised a leading local business man, a senior academic and the Chairman of a major public sector organisation.

In discussion members supported the abolition of the attendance allowance element but were concerned that moving to a transparent system should not detract from the accountability of members to the public. It was therefore suggested that actual attendance records should be published with each Council agenda and that an annual list of commitments in terms of projected attendances at meetings of the Council, Committees and Sub Committees should be published following the annual Council meeting when appointments are made. The Sub Committee also considered that arrangements should be made for members to make a voluntary contribution to the Mayor's charity in respect of non attendance at such meetings. Members considered that special responsibility allowances should be based on the averages of the benchmarks proposed by the two panels, the Leader of the Opposition should receive a similar allowance to the Chairmen of main committees and that the additional responsibilities falling on opposition main committee spokespersons should be recognised by an increased allowance. The Sub Committee further considered that a distinction should be drawn between the Chairmen of principal standing Sub Committees and other Sub Committees with a more limited role.

RECOMMENDED that

- (i) having considered the views of the two independent panels, the Council be recommended to amend the scheme of allowances for the year commencing 1 April 2001 on the following basis:
 - a) The payment of attendance allowance in respect of approved duties be discontinued
 - b) A basic allowance of £7,000 per annum paid to all members
 - c) Annual Special Responsibility Allowances be adjusted as follows:

OFFICE	SPECIAL RESPONSIBILITY ALLOWANCE (Including Basic Allowance)
Leader of Council	£27,500
Chairmen of Main Committees	£20,000
Deputy Leader of Council	£13,500
Chairmen of Principal Sub Committees	£8,750
Vice Chairmen of Main Committees	£8,000
Vice Chairmen of Principal Sub Committees	£7,500
Chairmen of other Sub Committees	£7,500
Leader of Opposition	£20,000
Deputy Leader of Opposition	£8,000
Designated Champions	£7,500
Principal Opposition Spokesperson on main Committees	£7,500

- (ii) the Leaders of the two political groups be requested to bring forward a motion of the next meeting of the Council which would enable all members to make a voluntary contribution to the Mayors charity in respect of non attendance at meetings of the Council, Committees or Sub Committees.
- (iii) an annual statement listing members commitments be provided to the Council meeting following the annual meeting and a listing of actual attendance records over each cycle be published with the Agenda for each Council meeting.
- (iv) no change be made to the annual allowances paid to the Mayor and Deputy Mayor under sections 3 and 5 of the Local Government act 1972.

RESOLVED that the Director of Corporate Services be requested to prepare a revised scheme of allowances reflecting the views of the Sub Committee for consideration by the Council.

(Note: Revised allowances scheme attached as Appendix A to these minutes).

The meeting commenced at 6:00pm
and concluded at 7:30pm

CHAIRMAN

Revised Scheme with effect from 1 April 2001

**BRACKNELL FOREST BOROUGH COUNCIL
ALLOWANCES SCHEME**

The Bracknell Forest Borough Council, in exercise of the powers conferred by the Local Authorities (Members Allowances) Regulations 1990, hereby makes the following scheme:

- 1 This scheme may be cited as the Bracknell Forest Borough Council Members' Allowances Scheme and shall have effect for the year commencing on 1 April 2001 and subsequent years.
- 2 **In this scheme.**

"Councillor" means a member of the Bracknell Forest Borough Council who is a Councillor;
"Year" means the 12 months ending with 31 March;
3. **Basic Allowance**
- 3 Subject to paragraph 6, for each year a basic allowances of £7,000 shall be paid to each Councillor.
4. **Special Responsibility**
 - (1) For each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Authority that are specified in the schedule to this scheme.
 - (2) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
 - (3) Any Councillor who, by virtue of holding more than one office, would otherwise become eligible to receive more than one Special Responsibility Allowance, shall be entitled to receive the highest Special Responsibility Allowance only.
5. **Renunciation**

A Councillor may by notice in writing given to the Head of Member & Registration Services elect to forego any part of his or her entitlement to an allowance under this scheme.

6. Part-Year Entitlements

- (1) The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that Councillor becomes, or ceases to be, a Councillor or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- (2) If an amendment to this scheme changes the amount to which a Councillor is entitled by way of basic allowance or a special responsibility allowance, then in relation to each of the periods:
 - (a) beginning with the year ending with the day before that on which the first amendment in that year takes effect, or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that in which the next amendment takes effect, or (if none) within the year

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bear to the number of days in the year.

- (3) Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his terms of office subsists bears to the number of days in that year.
- (4) Where this scheme is amended as mentioned in sub-paragraph (2) and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (2) (a), the entitlement of any such Councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which this term of office as a Councillor subsists bears to the number of days in that period.
- (5) Where a Councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.

- (6) Where this scheme is amended as mentioned in sub-paragraph (2), and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

7. **Payments**

- (1) Subject to Sub-paragraph (2), payments in respect of basic and special responsibility allowance shall be made, in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month;
- (2) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

8. **Review and Upgrading**

The Scheme of Allowances will be reviewed in full as soon as practicable following each full Local Government Election, and in those years when there is no full elections to the Borough Council, all payments made under this scheme shall be adjusted by the Council in line with the salaries paid to the Council's Corporate Management Team.

SCHEDULE

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances including the Basic Allowance paid to all Councillors:

Leader of the Council	£27,500
Deputy Leader of the Council	£13,500
Chairman – Strategy & Policy Committee	£20,000
Chairman – Education Committee	£20,000
Chairman – Leisure Services Committee	£20,000
Chairman – Public & Environmental Services Committee	£20,000
Chairman – Social Services & Housing Committee	£20,000

Chairman – Planning & Transportation Committee	£20,000
Chairman – Housing Sub Committee	£8,750
Chairman – Social Services Sub Committee	£8,750
Chairman – Highways Sub Committee	£8,750
Chairman – Planning Control Sub Committee	£8,750
Chairman – Management and Resources Sub Committee	£8,750
Vice Chairman – Strategy & Policy Committee	£8,000
Vice Chairman – Education Committee	£8,000
Vice Chairman – Leisure Services Committee	£8,000
Vice Chairman – Public & Environmental Services Committee	£8,000
Vice Chairman – Social Services & Housing Committee	£8,000
Vice Chairman – Planning & Transportation Committee	£8,000
Vice Chairman – Housing Sub Committee	£8,000
Vice Chairman – Social Services Sub Committee	£8,000
Vice Chairman – Management and Resources Sub Committee	£8,000
Vice Chairman – Highways Sub Committee	£8,000
Vice Chairman – Planning Control Sub Committee	£8,000
Chairman – Access Advisory Sub Committee	£7,500
Chairman – Education Quality Assurance Sub Committee	£7,500
Chairman – Education (Operations) Sub Committee	£7,500
Chairman – Hackney Carriage Sub Committee	£7,500
Chairman – Town Centre Sub Committee	£7,500
Champions Designated by Council	£7,500
Leader of Principal Opposition Group	£20,000
Deputy Leader of Principal Opposition Group	£8,000
Principal Opposition Spokesperson	£7,500

Note: Only the highest Special Responsibility Allowance may be paid to a member holding more than one qualifying office – see paragraph 4 (3).

**STRATEGY AND POLICY (APPOINTMENTS) SUB COMMITTEE
17 JANUARY 2001**

Present: Councillors Bettison (Chairman), Barnard, McCormack, Mrs Pile, Sargeant and Mrs Shillcock

5. Exclusion of Public and Press

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

- (1) Information relating to employees or applicants for employment

6. Recruitment of Director of Social Services & Housing

The Sub Committee interviewed the shortlisted candidates for the above appointment.

Following a lengthy and intensive interview process, discussions were held on each candidate and it was

RESOLVED that the post of Director of Social Services & Housing be offered to Daphne Obang-Oyway currently working as Assistant Director, Community Care at the London Borough of Camden

The meeting commenced at 7.00pm and was adjourned at 11.00pm.

The meeting was reconvened at 9.00am on 18 January 2001 and concluded at 4.00pm

CHAIRMAN

SOCIAL SERVICES & HOUSING DEPARTMENT STRUCTURES
ADVISORY SUB-COMMITTEE
29 JANUARY 2001

Present: Councillors Barnard, Bettison, Edger, Miss Haydon, McCormack, Mrs Ryder, Mrs Shillcock and Ward

Also Present: Councillors Mrs Pile and Worrall

1. Election of Chairman

RESOLVED that Councillor Barnard be elected Chairman of the Social Services & Housing Department Structures Advisory Sub-Committee.

2. Restructuring of Social Services and Housing Department (Item 1)

The Sub-Committee considered a report presenting proposals to revise the structure of the Social Services and Housing Department to make it more able to deliver a strategic change agenda whilst becoming more responsive to the needs of its clients. The proposals arose from the decision of the Special Strategy and Policy Committee on 5 September 2000 to agree the early retirement of the then Director of Social Services and Housing along with interim management arrangements for the Department. A key part of the brief for the interim arrangements was for officers to assess the current structure of the Department in the light of the initial informal feedback from the Joint Audit Commission/Social Services Inspectorate Review that had taken place during summer 2000.

The Acting Director of Housing answered a number of questions to clarify matters for the Sub-Committee, explaining the background to and aims of the proposed structure, the extent of consultation undertaken and to be conducted, the intended relationship between the new posts and with the Council's Health Service partners, and financial issues relevant to the proposed restructuring.

The Sub-Committee noted that there were two appendices to the report containing exempt information. In order to discuss the matters raised in these it was:

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of the following items which involved the likely disclosure of exempt information under category 1 (Information about particular employee) of Schedule 12A of that Act:

- Annex D – Proposed Redundancies
- Annex E – Salary Structure Comparison

A discussion ensued regarding these annexes, following which the public and press were re-admitted to the meeting.

Having had a wide-ranging discussion on issues arising from the proposed restructuring, the Sub-Committee accepted that what was intended represented a way of addressing problems which had arisen with the existing structure and it was:

RECOMMENDED that

- (i) the outline structure for the Social Services and Housing Departmental Management Team as described in the report be approved;
- (ii) the recruitment process to the posts within the new Departmental Management Team and other senior posts specifically identified within the report be commenced;
- (iii) the post of Assistant Director Strategy and Commissioning/Director of Strategy and Commissioning funded by Bracknell Forest Borough Council and Bracknell Primary Care Group. be approved;
- (iv) the proposal to move to greater integration with the NHS through the development of a range of jointly funded/dual accountability posts as outlined in the report be approved;
- (v) the following structural/staff measures be approved:
 - the redundancy of post No HAC001 (Head of Administration) with effect from 31 January 2001 in accordance with the terms set out in Exempt Appendix D (paragraph 4.3.5(ix) of the report)
 - the deletion of the post of Assistant Director (Housing Services) and the transfer of the current postholder to a post as Assistant Director (Housing Projects) for one year from 1 April 2001 (paragraph 4.3.5 (iv) of the report) after which the redundancy terms outlined in Exempt Appendix D be applied
 - the deletion of the post of Assistant Director (Social Services) (paragraph 4.3.5 of the report)
 - the transfer of the Housing Benefits Section to the Housing Provider Unit (paragraph 4.3.5 (v) of the report)
 - the transfer of the management of the Social Services and Housing Information Technology Section to the Corporate Services Information Technology Section (paragraph 4.3.5 (vii) of the report)
 - the creation of a post of Project Manager for the implementation of the Client Record Information System on a three year basis to be filled by an internal secondment (paragraph 4.3.5 (viii) of the report)
- (vi) the deletion of the post of Head of Policy Development and Quality Assurance and the secondment of the postholder to the Policy Development Unit on a one year basis (subject to review) (paragraph 4.3.5 (i) of the report) be confirmed.

RESOLVED that a further report be prepared for the April meeting of the Social Services and Housing Committee on the staff assimilation process into the remainder of the structure identifying any subsequent changes necessary following staff consultation.

The meeting commenced at 6.30pm
and concluded at 8.15pm

CHAIRMAN

MANAGEMENT AND RESOURCES SUB COMMITTEE
31 JANUARY 2001

Present: Councillors Sargeant (Chairman), Blatchford, Edger, Finnie, Glasson, Piasecki, Mrs Pile and Worrall

Apologies for absence were received from
Councillors Bettison and Wallace

Also present: Councillors McCormack and North

25. Substitute Members

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

Councillor Blatchford for Councillor Bettison
Councillor Worrall for Councillor Wallace.

26. Minutes

RESOLVED that the minutes of the meeting for the Sub Committee held on 19 September 2000 be confirmed as a correct record and signed by the Chairman.

27. Local Joint Committee

RESOLVED that the minutes of the meeting of the Local Joint Committee meeting held on 8 January 2001 be received and the recommendation in Minute 13 (Equal Opportunities in Employment) be adopted.

28. Voluntary Grants Panel

RESOLVED that the minutes of the meeting of the Voluntary Grants Panel held on 16 January 2001 be received and the recommendation in Minute 10 (Grants to Voluntary Bodies) be adopted.

29. External Auditors' Annual Audit Letter 1999/2000 (Item 1)

The Sub Committee considered the Annual Audit Letter issued by the Council's external auditors, KPMG, who were represented at the meeting by Mr Colin Hudson. The Audit Letter included the auditors' opinion on the financial year 1999/2000 as well as their comments on certain management issues in the current financial year. Mr Hudson highlighted three issues for the Sub Committee: Best Value; the

Information Systems and Information Technology Strategy; and corporate financial management.

In relation to Best Value the Sub Committee was advised that the auditors had found robust corporate processes and a strong performance management culture within the authority. The auditors had made recommendations on this topic to forward Best Value in terms of monitoring progress and developing local performance indicators.

Whilst the auditors were pleased to find that the authority had adopted a comprehensive Information Systems and Information Technology Strategy, they highlighted the need to consider extending emergency plans in cases of systems failures. Finally, in relation to the Council's financial management, the auditors had found the Council's accounts had been approved before 30 September deadline and an unqualified audit opinion had been issued.

In all seven recommendations had been made by the auditors and the Sub Committee agreed to note the response of the Corporate Management Team on how the recommendations were being actioned.

RESOLVED that the Corporate Management Team's response to the external Auditor's recommendations be endorsed.

30. **Quarterly Operations Report (Item 2)**

The Director of Corporate Services submitted the Quarterly Operations Report to the Sub Committee. The report highlighted the activity involved in the preparation of the budget proposals for consideration by Service Committees; the preparations for the new executive arrangements following the issue of Guidance and draft Modular Constitutions by the Department of the Environment, Transport and Regions; and the work across the Department in the programme of Best Value Reviews. The Director also referred to certain current developments which were affecting Corporate Services and reports on certain of these would be submitted to the next meeting of the Sub Committee.

RESOLVED that the report of the Director of Corporate Services detailing the activities and performance of Corporate Services for the period 1 July to 31 December 2000 be received.

31. **Grants to Voluntary Organisations for 2001/2002 (Item 3)**

The Sub Committee noted that across the Council 87 organisations had submitted applications for grant aid for 2001/2002. Where appropriate these applications would be considered by the relevant Service Committee. The Sub Committee considered the detail reports on applications from seven organisations, which fell under its corporate remit, and endorsed in the case of two organisations the reasons for not awarding a grant on this occasion. The Sub Committee gave its approval to grants for 2001/2002 totalling £263,250, compared to £243,460 in 2000/2001.

RESOLVED that the following corporate grants to voluntary organisations for 2001/2002, as detailed in Annex 1 to the report, be approved:

Bracknell Citizens' Advice Bureau	£139,070
Bracknell Council for Voluntary Service	£103,170
Bracknell and District Victim Support Scheme	£18,210
Bracknell Forest Racial Equality Council	Nil
Berkshire Community Foundation	£2,300
Community Council for Berkshire	Nil
Bracknell Forest Voluntary Sector Forum	£500

32. Best Value Review of Legal Services (Item 4)

The Sub Committee considered a report on the Best Value Review of Legal Services and noted that the review report had concluded that the Legal Services Section provided a generally high quality service to the Council, although there was scope for improvement in the quality of legal advice provided to Housing Services. Whilst the costs of the Legal Services section were inexpensive when compared to the private sector, they were high when compared to those of other similar local authorities. The review also found that the existing staffing structure needed some adjustment. The review report included an improvement plan which outlined the key actions required to implement the review's recommendations. The Sub Committee gave its overall approval to the findings of the review and, in particular, approved the adjustments to the staffing structure.

RESOLVED that

- (i) the report on the Best Value Review of Legal Services and the Improvement Plan be approved;
- (ii) the staffing structure of the Legal Services Section be adjusted to comprise two teams of lawyers, each headed by an Assistant Borough Solicitor;
- (iii) an Assistant Borough Solicitor post and the Trainee Solicitor post (upon the expiry of the existing training contract) be deleted from the establishment; and
- (iv) a report to be submitted to the Sub Committee on 28 March 2001 on the detailed staffing implications, arising from (i) - (iii) above.

33. Revenue Budget 2001/2002 (Item 5)

The Director of Corporate Services reported to the Sub Committee proposals for its revenue budget for 2001/2002, which had been prepared within the framework set by the Strategy and Policy Committee in December 2000. The Sub Committee was advised that the Strategy and Policy Committee had approved on 8 November 2000 a number of variations to the base budget to reflect commitments that had arisen. Accordingly, the Sub Committee noted a commitment budget figure of £8.369 million which represented the starting position for 2001/2002 base budget.

The Sub Committee also endorsed a series of service developments and budget pressures (in addition to the commitment budget items) which totalled £333,000 and included £100,000 for anticipated increase in insurance premiums and £59,000 for increased telecommunications costs, as well as a provision for inflation. The Sub Committee also considered a series of proposals for budget economies totalling £268,000 which included several economies on staffing budgets. The Sub

Committee also gave its approval to the schedule of fees and charges set out at Annexe D to the report.

RESOLVED that

- (i) the Sub Committee's draft base budget of 2001/2002, as shown in paragraph 4.15 of the report, be approved; and
- (ii) the Strategy and Policy Committee be requested, in considering the Council's budget for 2001/2002 to approve:
 - (a) the changes to the base budget as identified in the latest Commitment Budget as shown in Annexe A to the report;
 - (b) the potential service pressures and developments and economies identified in Annexes B and C respectively;
 - (c) the Sub Committee's estimated inflation provision of £250,000; and
 - (d) the proposed increases in fees and charges from 1 April 2001, as shown in Annex D to the report.

34. **Capital Programme for 2001/2002 - 2003/2004 (Item 6)**

In a report by the Director of Corporate Services, the Sub Committee was invited to consider its capital spending requirements for submission to the Strategy and Policy Committee on 15 February 2001. In terms of the 2000/2001 capital programme the Sub Committee noted that £2.175 million (65%) of the programme would be spent with the remaining £1.169 million (35%) carried forward to cover payments in future years. The Sub Committee endorsed the proposed additions to the programme for 2001/2002, which included £300,000 to support new ways of working initiating which would include Document Image Processing and £500,000 for Community and Environmental Initiatives which would be allocated to detailed projects later in the year.

During the consideration of this item, an amendment to allocate £20,000 from the Community and Environmental Initiatives budget to support the Crowthorne Initiative was duly proposed, seconded and put to the meeting. There was an equality of votes on this amendment, which was declared lost on the casting vote of the Chairman. The Sub Committee approved the overall programme for submission to the Strategy and Policy Committee.

RESOLVED that

- (i) the projected carry forward of resources from the 2000/2001 programme, as outlined in Annexe A to the report, be noted; and
- (ii) subject to the recommendation below, the schemes, summarised in Annexe B to the report, be submitted to the Strategy and Policy Committee, for inclusion in the Capital Programme for 2001/2002.

RECOMMENDED that £20,000 be transferred from the Town Centre Enhancements Budget to the Capital Feasibility Studies Budget.

35. **Redeployment Policy (Item 7)**

The Sub Committee considered a proposal for the introduction of a formal redeployment policy for the Borough. The Sub Committee noted that a number of other personnel policies within the Council assumed the need to redeploy staff in specific circumstances and there were also external pressures supporting the need for a redeployment policy. The Sub Committee also noted that redeployment could potentially save money and in certain cases avoid a claim for unfair dismissal. A key aspect of the policy was a provision to protect the salary of employees, who were redeployed to a post at a lower salary, for up to three years. The Sub Committee agreed to the adoption of the policy.

RESOLVED that the redeployment policy, as set out in Annex A of the report, be adopted with effect from 1 February 2001.

36. **Website Officer – Payment of Market Premium (Item 8)**

The Sub Committee was advised that the Borough's web site received an average of 40,000 'hits' each month and was vital to the Borough in terms of its information provision. The Sub Committee noted that the post of Web Site Officer had been advertised both internally and externally on a number of occasions and following the use of a recruitment agency, no suitable candidate had been found. Thus, in accordance with the Council's scheme on market influence, the Sub Committee approved a 10% market premium, which would be added to the base salary of the post.

RESOLVED that the current post of Web Site Officer on Grade BG F be supplemented with a 10% market premium to allow for immediate recruitment.

37. **Pension Provisions (Item 9)**

The main provisions in the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 and the Local Government Pension Scheme (Pension Sharing on Divorce) Regulations 2000 were reported to the Sub Committee. The former required the authority to put in place a policy relating to the betterment of employees in receipt of their pension. The Sub Committee noted the regulations affecting pension sharing on divorce and also the information relating to the introduction of stakeholder pensions, which was also included in the report.

RESOLVED that

- (i) the Council's policy in relation to the provisions of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 be as follows:
 - (a) The Council will reduce or suspend the pension being paid to an employee to ensure that they are not better placed than they would have been had they remained in employment; this reduction or suspension will continue for as long as the employee is in the Council's employment;

- (b) The Council will ensure the employee is no better placed financially than they would have been if they had remained in the terminated employment until the age of 65; if the employee is better placed, the Council will reduce the pension by reducing the added years payment;
- (ii) the implications for the Council on the introduction of stakeholder pensions and the revised regulations affecting pension sharing on divorce being noted.

38. Business Rates: Discretionary Rate Relief (Charity and Rural Rate Relief) (Item 10)

The Sub Committee was advised that a local authority had the power to grant discretionary relief from business rates where a property was either occupied by a charity or a not-for-profit organisation, or was the only general store or post office within an area designated as a rural settlement. In addition to those organisations who had previously applied, the Sub Committee considered applications from two other bodies: the Crowthorne Amateur Theatrical Society and the Sandhurst Town Football Club. The Sub Committee agreed to grant relief to the organisations and charities listed in the schedule attached to the report and to the two organisations, who had now applied. The Sub Committee noted that the total cost of the relief to the local Council Tax payers would stand at £37,750.

RESOLVED that

- (i) discretionary relief from business rates be continued until 31 March 2004 to the charities and other organisations listed in the schedule attached to the report and in the percentage amount as detailed on that schedule;
- (ii) 20% Discretionary Charitable Relief be granted to the Crowthorne Amateur Theatrical Society on 100% discretionary charitable relief be granted to the Sandhurst Town Football club until 31 March 2004.

39. Items Submitted for Information

The Sub Committee noted the following items submitted for information only:

Successful Energy Efficiency Accreditation for the Council (Item 11)
Internal Insurance Report: September 2000 to January 2001 (Item 12)
Audit Commission Publications (Item 13)

In relation to the report on the Successful Energy Efficiency Accreditation for the Council, the Sub Committee put on record its gratitude to all those officers involved in achieving this accreditation.

40. Exclusion of Public and Press

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

- (8) the amount of expenditure proposed to be incurred for Act position or disposal of property or the supply of goods or services (Item 15)
- (9) the terms proposed for the acquisitions of disposal of property or the supply of goods or services (Items 14 & 15)

41. Disposal of Surplus Accommodation (Item 14)

In a report by the Director of Planning and Transportation the Sub Committee was advised that two residential properties held in the general fund had become vacant and were surplus to the requirements of the Council. After consideration of the options, the Sub Committee agreed that they should be sold at open market value, although in the first instance they would be offered for sale to a selected Registered Social Landlord. The Sub Committee noted that in relation to one of the properties one third of the net capital receipt would be made available to the governing body of the Brakenhale School and that a further one third would be made available to the Education Committee.

RESOLVED that

- (i) 14 Coningsby and 50 Ripplesnere be offered for sale to a selected Registered Social Landlord at open market value;
- (ii) in the event of a Registered Social Landlord not being interested in the purchase of these properties, they be sold on the open market; and
- (iii) on the disposal of 14 Coningsby, one third of the net capital receipt from the property be made available to the governing body of the Brakenhale School for use in accordance with the priorities specified in paragraph 4.2.6 of the report; one third be allocated to the future capitalised maintenance programme of the Education Committee; and one third be retained corporately as a capital receipt; the net capital receipt of 50 Ripplesmere be retained corporately.

42. Improvements to Environmental Controls at Time Square, Single Tender Opening (Item 15)

The Sub Committee approved in accordance with Contract Regulation 1.3.4 single tender action for the provision of improvements to environmental controls at Time Square. The reason for the single tender action was only one company was considered suitable for the work and there would be demonstrable value for money benefits for the Council in using this company.

RESOLVED that in accordance with the Contract Regulation 1.3.4 the Borough Surveyor be authorised to enter into a negotiated contract with R E Dew and Co Limited for the installation of improved environmental controls at Time Square for the total sum of £20,876.

The meeting commenced at 7.30pm
and concluded at 9.10pm

CHAIRMAN

**COUNCIL MEETING
28 FEBRUARY 2001**

**FINANCIAL PLANS AND REVENUE BUDGET 2001/02
(Director of Corporate Services)**

1 INTRODUCTION

- 1.1 At its meeting on 15 February 2001, the Strategy and Policy Committee considered the budget proposals for each Service Committee and recommended a budget for 2001/02 to the Council. The recommendation submitted to the Council by the Strategy and Policy Committee is included in paragraph 2.
- 1.2 A separate document presents the Council's draft budget for 2001/02. This has been prepared to reflect the Strategy and Policy Committee's recommendations.
- 1.3 In order to set a legal budget the full Council must make a formal Council Tax resolution. The appropriate resolution to give effect to the proposals contained in the draft budget book is included in paragraph 3. This resolution includes reference to the Housing Revenue Account, which was agreed under delegated powers by the Social Services and Housing Committee on 15 February 2001. Section 45 of the Local Government and Housing Act 1989 also requires the Council to determine its own borrowing limits each year. This is covered by resolution 3.6. The limit may be varied at any time by a further determination. The resolution also includes reference to the Council Tax for the Thames Valley Police Authority. This body will not have formally agreed its Council Tax for 2001/02 by the time these papers are circulated, and thus the resolution below is based on the proposals being submitted to it. Any changes will require an amended resolution to be tabled at the Council meeting.
- 1.4 The Council Tax resolution also refers to the Council's capital programme. The revenue budget proposals allow for a capital programme of £9.631m, which represents the amount recommended by the Strategy & Policy Committee.

2 RECOMMENDATIONS BY THE STRATEGY AND POLICY COMMITTEE

2.1 Revenue Budget 2001/02 (Item 3)

The Director of Corporate Services presented a report on the expenditure proposals put forward by each service committee during the current budget preparation cycle, together with a number of corporate financial issues requiring a decision in order to make recommendations to the Council on the budget and level of Council Tax for 2001/2002.

The final Local Government Finance Settlement had been announced on 29 January 2001. A review of standard spending assessment had been set at £85.84m, representing an increase of 4.3% compared to the current year. The budget proposals from the service committees and other corporate requirements provided a total budget requirement of £88.26m before the loss of interest on any revenue balances used. This exceeded the Council's SSA by £2.42m. Given that

service committees had identified budget economies totalling £2.8m, within their budget proposals, it was proposed that the remaining funding gap between expenditure and SSA be bridged by a combination of an increase in Council Tax and a contribution from the Council's Revenue balances.

RECOMMENDED that

- (i) virements identified by service committees, as summarised in Annex A of the report and set out in paragraph 5.1 of the report, be approved;
- (ii) the draft base budgets for 2001/2002 submitted by Committees and summarised in Table 3 of the report be agreed;
- (iii) each Committee's proposed service developments included in Annex B of the report be agreed;
- (iv) the inflation allowances of £2.705m (excluding the effect of the final teachers' pay award) be added to Committee budgets as outlined in Table 5 of the report;
- (v) the proposals to fund increases in Members' Allowances and Senior Officers' pay totalling £0.305m included in section 6.3 of the report be agreed and allocated to service committees as outlined in Table 6 of the report;
- (vi) each Committee's proposed economies and additional income included within Annexes D and E of the report be agreed, together with the additional economy arising from the Form 7 Pupil Count outlined in paragraph 7.1 of the report;
- (vii) a contingency of £0.35m be agreed to be controlled by the Strategy and Policy Committee;
- (viii) the teachers' pay award in 2001/2002 be funded in full by additional resources, including a sum of £0.028m from the contingency;
- (ix) the total expenditure of £88.322m as shown in Table 9 of the report be agreed;
- (x) a contribution of £2.113m be made from revenue balances to support revenue expenditure;
- (xi) the Council's total requirement for the Collection Fund, excluding Parish Council precepts, be set as £28.396m;
- (xii) the Council Tax for the Council's services for each Valuation Band be set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	461. 28
B	7/9	538.16
C	8/9	615.04
D	9/9	691.92
E	11/9	845.68
F	13/9	999.44
G	15/9	1,153.20
H	18/9	1,383.84

3 COUNCIL TAX RESOLUTION

- 3.1 That the recommendations of the Strategy and Policy Committee outlined in paragraph 2 be agreed.
- 3.2 That it be noted that at its meeting on 22 November 2000 the Council calculated the following amounts for the year 2001/02 in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:-

- (a) 41,040 **TAX BASE FOR WHOLE BOROUGH COUNCIL AREA**

being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its council tax base for the year

- (b) **TAX BASE FOR PART OF THE COUNCIL'S AREA**

EACH PARISH AREA

Binfield	3,180
Bracknell	17,260
Crowthorne	2,380
Sandhurst	7,780
Warfield	4,140
Winkfield	6,300

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate

- 3.3 That the following amounts be now calculated by the Council for the year 2001/02 in accordance with Sections 32 to 36 of the Local Government and Finance Act 1992:-

- (a) £158,967,419 **TOTAL EXPENDITURE INCLUDING GENERAL FUND, HOUSING REVENUE ACCOUNT AND PARISH PRECEPTS**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act

- (b) £68,741,000 **TOTAL INCOME INCLUDING GENERAL FUND AND HOUSING REVENUE ACCOUNT**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (b) of the Act

- (c) £2,281,046 **REDUCTION IN GENERAL FUND AND HOUSING REVENUE ACCOUNT BALANCES**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(c) of the Act

- (d) £87,945,373 **BOROUGH AND PARISH EXPENDITURE TO BE FINANCED FROM GOVERNMENT GRANTS AND COUNCIL TAX**

being the amount by which the aggregate at 3.3(a) above exceeds the aggregate at 3.3(b) and 3.3(c) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year

- (e) £57,927,557 **GOVERNMENT SUPPORT FOR LOCAL SERVICES**

being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates, revenue support grant and additional grant or SSA reduction grant or relevant special grants

- (f) £115,000 **COUNCIL TAX / RESIDUAL COMMUNITY CHARGE**

NIL CONTRIBUTION TO COUNCIL TAX BENEFIT

being the amount of the sums which the Council estimates will be transferred in the year to its collection fund from its general fund in accordance with Section 97(3) of the Local Government Finance Act 1988 (Council Tax Deficit) and increased by the amount of any sum which the Council estimates will be transferred to its collection fund from its general fund pursuant to the Collection Fund (Community Charges) directions under section 98(4) of the Local Government Finance Act 1988 made on 7th February 1994) and increased by the amount representing the authority's contribution to council tax benefit resulting from an increase in its council tax calculated in accordance with the Collection Fund (General) (England) Directions 1999, the Collection Fund (Council Tax Benefit) (England) Direction 1999 and the Local Authorities (Alteration of Requisite Calculations) (England) Regulations 1999

(g) £734.23 **AVERAGE BAND "D" COUNCIL TAX FOR WHOLE BOROUGH**

being the amount at 3.3(d) above less the amount at 3.3(e) plus the amount at 3.3(f) above, all divided by the amount at 3.2(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year

(h) £1,736,419 **PARISH PRECEPTS**

being the aggregate amount of all special items referred to in Section 34(1) of the Act

(i) £691.92 **BOROUGH COUNCIL TAX FOR BAND "D" PROPERTIES**

being the amount at 3.3(g) above less the result given by dividing the amount at 3.3(h) above by the amount at 3.2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year if there were an area of the Borough to which no special item relates

(j) Part of the Council's area **BOROUGH AND PARISH COUNCIL TAX FOR EACH PARISH FOR BAND "D"**

Binfield	724.50
Bracknell	740.93
Crowthorne	731.84
Sandhurst	742.53
Warfield	707.62
Winkfield	728.92

being the amounts given by adding to the amount at 3.3(i) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 3.2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate

(k) Part of the Council's area **BOROUGH AND PARISH COUNCIL TAX IN EACH PARISH FOR EACH VALUATION BAND**

Parish	A	B	C	D	E	F	G	H
Binfield	483.00	563.50	644.00	724.50	885.50	1,046.50	1,207.50	1,449.00
Bracknell	493.95	576.28	658.60	740.93	905.58	1,070.23	1,234.88	1,481.86

Crowthorne	487.89	569.21	650.52	731.84	894.47	1,057.10	1,219.73	1,463.68
Sandhurst	495.02	577.52	660.03	742.53	907.54	1,072.54	1,237.55	1,485.06
Warfield	471.75	550.37	629.00	707.62	864.87	1,022.12	1,179.37	1,415.24
Winkfield	485.95	566.94	647.93	728.92	890.90	1,052.88	1,214.87	1,457.84

being the amounts given by multiplying the amounts at 3.3(j) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands

- 3.4 That it be noted that for the year 2001/02 the Thames Valley Police Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

	A	B	C	D	E	F	G	H
Thames Valley Police Authority	42.99	50.16	57.32	64.49	78.82	93.15	107.48	128.98

- 3.5 That, having calculated the aggregate in each case of the amounts at 3.3(k) and 3.4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2001/02 for each of the categories of dwellings shown below:-

(a) Part of the Council's area	TOTAL COUNCIL TAX FOR EACH VALUATION BAND							
Parish	A	B	C	D	E	F	G	H
Binfield	525.99	613.66	701.32	788.99	964.32	1,139.65	1,314.98	1,577.98
Bracknell	536.94	626.44	715.92	805.42	984.40	1,163.38	1,342.36	1,610.84
Crowthorne	530.88	619.37	707.84	796.33	973.29	1,150.25	1,327.21	1,592.66
Sandhurst	538.01	627.68	717.35	807.02	986.36	1,165.69	1,345.03	1,614.04
Warfield	514.74	600.53	686.32	772.11	943.69	1,115.27	1,286.85	1,544.22
Winkfield	528.94	617.10	705.25	793.41	969.72	1,146.03	1,322.35	1,586.82

- 3.6 (i) The amount of money which is for the time being the maximum amount which the authority may have outstanding by way of borrowing shall be the sum of the current external borrowing at 31st March 2001 plus the value of the Government's Basic Credit Approval plus such short term borrowing that is needed for temporary capital or revenue purposes or £10 million, whichever is the lower ("the overall borrowing limit");
- (ii) The amount of money, being part of the overall borrowing limit, which may be held by way of short term borrowing is limited to £1 million;

- (iii) The proportion of the total amount of interest payable by the Council which is at a rate or rates which can be varied by the person to whom it is payable or which vary by reference to any external factors shall be limited to 10%.

Background Papers

Strategy & Policy Committee 15.02.01

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**COUNCIL MEETING
28 FEBRUARY 2001**

**PROGRESS REPORT ON HEALTH ISSUES
(Chairman of the Health Panel – Councillor Mills)**

INTRODUCTION

The purpose of this report is to advise the Council of the work of the Health Panel during the period since the last Council Meeting.

There has been one meeting since November at which consideration was given to several issues which have a significant bearing on the future development of health and social care services in Bracknell Forest.

Patient Representation - Community Health Councils

A thorough debate took place on the future of patient representation having regard to the proposed abolition of community health councils. This led to the matter being referred to the Strategy & Policy Committee. It was noted that the East Berkshire Community Health Council was concerned that what was being proposed in its place would not offer a more efficient or cost-effective form of scrutiny and patient representation than that which had evolved in the 26 years that community health councils had existed. Under the proposals, funding for the local community health council was due to end on 31 March 2002 with a likely rundown of the service leading up to that date. In this area, the impact of the Primary Care Group's bid for "Trust" status and the impact of the transition would also need to be considered. The Council's representatives were particularly concerned that there seemed to be a lack of clarity in what was being proposed, and the new arrangements appeared to be both more complex and costly. There was a view that the money being set aside for the new arrangements could be better spent on re-focusing the work of existing community health councils to provide an enhanced service.

In recognition of the importance of this issue, it has been referred to this meeting for further consideration and determination of our response to the Department of Health.

Bracknell Primary Care Group – Proposal For Primary Care Trust Status

The Panel was briefed on the key issues surrounding the Bracknell Primary Care Group's bid for "Trust" status. It was noted that the Care Group was seeking the support of the Council for its bid. The key points were:

- To get an agreed shared vision for health services.
- To establish good inclusive commissioning/planning arrangements.
- To help each other find solutions to problems.

It was agreed that there was a need to identify the issues on which the Borough Council and Primary Care Group agreed and disagreed so that the latter could be addressed without impinging on the overall bid, for which there was clear support given the potential benefits. By working together on the plans, it was hoped to reach agreement on a phased programme

of initiatives. Arrangements have been made for a seminar/workshop on 19 March at which Members of the Council will have the opportunity to consider and contribute to development of the future plans of the Primary Care Group. A period of formal public consultation will commence on 19 March. The Health Panel Focus Group will be meeting on 5 March to discuss the content of the consultation document with representatives of the Primary Care Group.

Governance Arrangements - Health And Local Authority

The Panel received a report on the future governance arrangements between the Council and the Health Service which had arisen from the Government's modernising agenda for local authorities and the Health Service which emphasises the importance of effective partnership working in order to support the social, economic and environmental well being of communities. The report detailed the joint arrangements being adopted in Bracknell Forest between the Borough Council and the Bracknell Primary Care Group.

It is a topic on which there will be much more discussion in the coming months.

Health Promotion Initiatives

The Panel also agreed to support, in principle, a proposal by the Primary Care Group to provide Automated External Defibrillators at locations throughout the Borough. To support this, the officers have been asked to investigate methods of funding the provision of the defibrillators and training with a view to reporting back to the Panel.

In addition, at a time when the need for organ donors has been highlighted in the media, I am pleased to confirm that the Council will be including a letter from the Mayor with all electoral registration forms issued later this year encouraging people to carry an organ donor's card.

CONCLUSION

The above report reflects another very positive step forward in the joint working between the council and our health service partners, on which we will aim to build in the coming months for the benefit of all the residents of Bracknell Forest.

Councillor T Mills
Chairman – Health Panel