



**Council  
Wednesday 25 March 1998, 7.30 pm**

**AGENDA**

Page No

1. **Apologies for Absence**
2. **To elect the Mayor of the Borough of Bracknell Forest for the Municipal Year 1998/99.**

Following election the Mayor will make the declaration of acceptance of office.
3. **To appoint the Deputy Mayor of the Borough of Bracknell Forest for the Municipal Year 1998/99.**

Following election the Deputy Mayor will make the declaration of acceptance of office.
4. **To approve as a correct record the minutes of the meeting of the Council held on 26 February 1998.**
5. **Mayor's Announcements**
6. **To receive and consider reports, minutes and recommendation of Committees**

Leisure Services Committee - 24 February 1998 3 - 142  
Public and Environmental Services Committee - 25 February 1998  
Planning and Transportation Committee - 3 March 1998  
Social Services Transition and Housing Committee - 17 March 1998  
Education Transition Committee - 18 March 1998  
Strategy and Policy Committee - 19 March 1998
7. **Local Government & Housing Act 1989: Review of Allocation of Seats and Appointments to Committees 1998/99**

To consider the report of the Director of Corporate Services attached at Annexe A hereto. 143 - 148

  - i) To approve the appointment of representatives to the outside bodies and other organisations as detailed in Annexe B hereto.

ii) To appoint representatives to the following bodies or other groups.

- |     |   |     |           |
|-----|---|-----|-----------|
| (a) | Economic Strategy Group   | (2) | 149 - 150 |
| (b) | Environmental Impact Group  | (1) |           |
| (c) | Quality Group   | (1) |           |
| (d) | Health and Safety Panel   | (1) |           |
| (e) | Councillors to serve on the Social Services Complaints Review Panels<br>(any one eligible member of the Council appointed by the Director of Corporate Services as required). |     |           |
| (f) | Councillors to serve on Education Admission and Exclusion Appeals<br>(any two members of the Council appointed by the Clerk to the Appeal Committee as required).             |     |           |
| (g) | Councillors to serve on Housing Benefits Review Boards<br>(any three members of the Council appointed by the Director of Corporate Services as required).                     |     |           |

**COUNCIL MEETING  
25 MARCH 1998**

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(d) Personnel Sub Committee	12 March 1998	-

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## COUNCIL

26 FEBRUARY 1998

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

Apologies for Absence were received from:  
Councillors Angell, Fawcett, Mrs Hirst and Sargeant

### THE MAYOR, COUNCILLOR JAMES G FINNIE, IN THE CHAIR

#### 512. Minutes

The minutes of the meeting of the Council held on 23 October 1997 and of the special meeting held on 17 December 1997 were approved as a correct record and signed by the Mayor.

#### 513. Mayor's Announcements

The Late Former Councillor John Mattick

The Late Former Councillor Arthur Cheney

The Mayor referred to the recent deaths of former Councillors John Mattick and Arthur Cheney.

Councillor Mattick had been first elected to the former Bracknell District Council in 1976 and had served as a Councillor until 1991. During that time he had served the Council on many committees and had been Chairman of the Leisure Committee from 1972-82 and Chairman of the Housing Committee from 1983-85. Councillor Mattick also had a wide record of service to the community and he and his wife, Mrs Isabel Mattick, had undertaken much charitable work which had greatly enhanced the quality of life for Borough residents.

Councillor Cheney had been elected to the former Bracknell District Council in 1976 and had served as a Councillor for 19 years during which time he had served on most of the authority's committees. He had held office as Chairman of the District Council from 1986-88 and as the first Mayor of the Borough of Bracknell Forest from 1988-90. Councillor Cheney had dedicated much of his life to public service in numerous ways and his death represented a sad loss to the whole community.

The Council then observed a short period of silence to reflect on the memory and work of both former Councillors.

#### 514. Education Transition Committee

The report of the meeting of the Education Transition Committee held on 5 November 1997 was submitted and the Chairman answered questions thereon.

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

515. **Education Transition Committee**

The report of the meeting of the Education Transition Committee held on 11 December 1997 was submitted and the Chairman answered questions thereon.

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

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

The report of the meeting of the Social Services Transition and Housing Committee held on 6 January 1998 was submitted and the Vice Chairman answered questions thereon.

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

517. **Public and Environmental Services Committee**

The report of the meeting of the Public and Environmental Services Committee held on 8 January 1998 was submitted.

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

518. **Leisure Services Committee**

The report of the meeting of the Leisure Services Committee held on 13 January 1998 was submitted and the Chairman answered questions thereon.

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

519. **Planning and Transportation Committee**

The report of the meeting of the Planning and Transportation Committee held on 15 January 1998 was submitted.

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

520. **Education Transition Committee**

The report of the meeting of the Education Transition Committee held on 22 January 1998 was submitted and the Chairman answered questions thereon. The Chairman further submitted an additional resolution to Minute 480 which had been adopted at the meeting but had not been recorded in the published report.

**RESOLVED** on the proposition of Councillor Ward, seconded by Councillor Barnard, that subject to the addendum to Minute 480 as set out below, the report be received.

- (v) in order to ensure consistency on Personnel policy matters affecting all employees of the Council, the Borough Personnel Manager attend both teachers and non-teachers consultative committees and that the minutes of the Teachers Consultative Committee be reported to the Personnel Sub Committee.

521. **Social Services Transition and Housing/Housing Sub Committee**

The report of the joint meeting of the Social Services Transition and Housing Committee with the Housing Sub Committee held on 4 February 1998 was submitted and the Vice Chairman answered questions thereon.

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

522. **Strategy and Policy Committee**

The report of the meeting of the Strategy and Policy Committee held on 11 February 1998 was submitted with the exception of Minute 501 which would be dealt with in conjunction with agenda item 5 (Financial Plans and Revenue Budget 1998/99). The Chairman answered questions on the remainder of the report.

A motion that Minute 32 of the meeting of the Personnel Sub Committee held on 29 January 1998 (Appendix I as referred to in Minute 498) *be not received by the Council* was moved and duly seconded and following debate a vote was taken and the amendment was declared lost.

**RESOLVED** on the proposition of Councillor Bettison, seconded by Councillor Birch, that the report be received with the exception of Minute 501 which would be considered in conjunction with the following item.

523. **Financial Plans and Revenue Budget 1998/99**

The Council considered a detailed report by the Director of Corporate Services together with a draft budget for the year 1998/99 which reflected the recommendations of the Strategy and Policy Committee as set out in Minute 501.

The Leader of the Council then moved adoption of the recommendation set out in Minute 501 together with further motions as set out in the resolution below.

An amendment in the following terms was then moved by Councillor McCormack and seconded by Councillor Wheaton and, following debate, a vote was taken and the amendment was declared lost.

*This Council resolves to agree the recommendations submitted by the Strategy and Policy Committee with the exception of (x) and that a further one-off addition be made as follows:*

*£50,000 be made to the Leisure Services Committee Budget to fund:*

<i>the Leisure Saver Pass for 12 months</i>	<i>£46,000</i>
<i>Evaluation of the Concessionary Fares Scheme for under 18s</i>	<i>£4,0000</i>

*£250,000 to the Education Committee Budget to fund:*

<i>£1,000 per school to support the Literacy and Year of Reading Projects</i>	<i>£40,000</i>
<i>Start-up funding for 2 After-school Clubs</i>	<i>£10,000</i>
<i>Enhancement of the National Grid for Learning Scheme</i>	<i>£200,000</i>

*In addition a contribution of £200,000 be made from revenue balances to support capital expenditure.*

On being put to the meeting, the original motion was declared carried and it was

**RESOLVED** that:

- (i) the recommendations contained in Minute 501 of the meeting of the Strategy and Policy Committee held on 11 February 1998 be adopted;
- (ii) it be noted that at its meeting on 23 October 1997 the Council calculated the following amounts for the year 1998/99 in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:-

(a) 40,500 **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	3,210
Bracknell	17,130
Crowthorne	2,340
Sandhurst	7,610
Warfield	3,920
Winkfield	6,290

*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*

(iii) the following amounts be now calculated by the Council for the year 1998/99 in accordance with Sections 32 to 36 of the Local Government and Finance Act 1992:-

(a) £131,446,033 **TOTAL EXPENDITURE INCLUDING GENERAL FUNDHOUSING 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) £50,791,514 **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) £3,060,000 **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) £77,594,519 **BOROUGH AND PARISH EXPENDITURE TO BE FINANCED FROM GOVERNMENT GRANTS AND COUNCIL TAX**

*being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) and 3(c) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year*

(e) £52,483,581 **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*

(f) £20,501 **COUNCIL TAX AND RESIDUAL COMMUNITY SURPLUS**

*being the amount of the sums which the Council estimates will be transferred in the year from its collection fund to its general fund in accordance with Section 97(3) of the Local Government Finance Act 1988 (Council Tax Surplus) and increased by the amount of any sum which the Council estimates will be transferred from its collection fund to its general fund pursuant to the Collection Fund (Community Charges) directions under section 98(4) of the Local Government Finance Act 1988 made on 7 February 1994*

(g) £619.52 **AVERAGE BAND "D" COUNCIL TAX FOR WHOLE BOROUGH**

*being the amount at 3(d) above less the amount at 3(e) and 3(f) above, all divided by the amount at 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) £1,476,507 **PARISH PRECEPTS**

*being the aggregate amount of all special items referred to in Section 34(1) of the Act*

(i) £583.06 **BOROUGH COUNCIL TAX FOR BAND "D" PROPERTIES**

*being the amount at 3(g) above less the result given by dividing the amount at 3(h) above by the amount at 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	609.08
Bracknell	628.85
Crowthorne	605.28
Sandhurst	625.81
Warfield	594.71
Winkfield	612.56

*being the amounts given by adding to the amount at 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 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**

<b>Parish</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Binfield	406.06	473.73	541.41	609.08	744.43	879.78	1015.14	1218.16
Bracknell	419.24	489.10	558.98	628.85	768.60	908.34	1048.09	1257.70
Crowthorne	403.52	470.77	538.03	605.28	739.79	874.30	1008.80	1210.56
Sandhurst	417.21	486.74	556.28	625.81	764.88	903.95	1043.02	1251.62
Warfield	396.48	462.55	528.64	594.71	726.87	859.03	991.19	1189.42
Winkfield	408.38	476.43	544.50	612.56	748.69	884.81	1020.94	1225.12

*being the amounts given by multiplying the amounts at 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*

- (iv) it be noted that for the year 1998/99 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:-

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Thames Valley Police Authority	33.84	39.48	45.12	50.76	62.04	73.32	84.60	101.52

- (v) having calculated the aggregate in each case of the amounts at 3(k) and 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 1998/99 for each of the categories of dwellings shown below:-

(a) Part of the Council's area **TOTAL COUNCIL TAX FOR EACH AND EACH VALUATION BAND**

<b>Parish</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Binfield	439.90	513.21	586.53	659.84	806.47	953.10	1099.74	1319.68
Bracknell	453.08	528.58	604.10	679.61	830.64	981.66	1132.69	1359.22
Crowthorne	437.36	510.25	583.15	656.04	801.83	947.62	1093.40	1312.08
Sandhurst	451.05	526.22	601.40	676.57	826.92	977.27	1127.62	1353.14
Warfield	430.32	502.03	573.76	645.47	788.91	932.35	1075.79	1290.94

Winkfield            442.22    515.91    589.62    663.32    810.73    958.13    1105.54    1326.64

- (vi) (a) 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 1997 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");
- (b) 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;
- (c) 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%.

*During the course of debate a five minute adjournment took place at 8.50 pm to allow a Member who was feeling unwell to leave the meeting.*

**524. Public Participation: Question - Standing Order 10**

- (i) Question to Chairman of Strategy and Policy Committee (Councillor Bettison) by Mrs J Oxenbury

In view of recent events and the Prime Ministers statements on corrupt practices in local government, would the Leader of the Council answer the following questions:-

Have any investigations into alleged corrupt practices by a Councillor taken place in Bracknell Forest Borough Council since 4 April 1997?

What action should the Council, police, political party or political group take when such allegations are made?

What action can be taken against any Councillor found guilty of such practices.

Reply by Councillor Bettison

*The following reply by Councillor Bettison was circulated and read out at the meeting:*

I would like to preface my response to the specific questions by a few opening remarks.

May I first of all thank Mrs Oxenbury for her questions. As a Council we are committed to open government and to ensuring that there is effective public scrutiny of both the Council and each of use individually as Councillors in the performance of our public duties. In our roles as Councillors we must always be prepared to demonstrate to the public that we have behaved with that degree of propriety which the public quite rightly demands of us.

The Prime Minister has indeed made clear that any corrupt practices in local government must be rooted out and I am sure that I speak for every Member of this

Council when I say that the Council fully endorses the sentiments which the Prime Minister expressed. Nevertheless, although the reputation of local government has regrettably been tarnished by a few high-profile cases it is important to put them into context. In his letter in which he delivered his report on his investigation into Standards of Conduct in Local Government, Lord Nolan commented that "the vast majority of Councillors and officers observe high standards of conduct". He went on to note the awareness of Councillors and officers "that high ethical standards are critical to maintaining public confidence in local government". If I may say so, this Borough has been well served by the exacting standards of propriety which all our Councillors, of all political parties, have observed.

It is important in answering the questions put to me to clarify what is meant by "corrupt practices". I suspect most members of the public would think of "corrupt practices" as meaning Councillors accepting bribes for taking decisions favourable to a particular person or organisation. In that sense of "corruption" I am not aware of any investigations or indeed any allegations.

However, I am advised that "corrupt practices" does also have a technical meaning in Election Law and relates to matters such as undue influence, personation and the like.

Having said all that, my answers to the questions put are as follows:-

1. Allegations can come from any source and range from the frivolous to serious. Whenever allegations are received by the Council they are examined to see whether or not further investigation is appropriate. I am happy to report that since 4 April 1997 no formal investigation has been warranted.
2. As I have indicated in response to the first question, any allegation of corruption is examined by the Council to establish whether or not there is any substance to the allegation. If following an initial investigation it was considered that there might be substance to the allegations the matter would be referred to the police. Of course, if the Council considered that there was no merit in the allegations but the complainant disagreed, it would always be open to the complainant to refer the matter to the police of his or her own volition.

If any allegations of corrupt practice by a Councillor were made to the Police they would doubtless be investigated by the police and any such investigation would receive the utmost co-operation from the Council.

Although the Council is comprised of members of political groups it does not have any jurisdiction over the way in which they handle allegations against Councillors in their group - that is a matter for the individual political groups and parties according to their respective constitutions.

3. Corrupt practices are criminal offences. Any Councillor convicted of such an offence could be imprisoned or fined. In addition, if a Councillor behaves improperly in the discharge of his or her duties as a Councillor the Council may suspend the Councillor from his or her membership of

committees. Members will recall that Lord Nolan's report proposed that each Council should establish a Standards Committee with various powers over individual Councillors. The government is currently considering its response to the Nolan recommendations and I am advised that it will shortly be issuing a consultation paper to seek comments on proposals for reform. The public can be assured that we shall be committed to fully implementing any sensible proposals to ensure that local government in this Borough continues to be clean and free of corruption.

**525. Reports by Members of the Council and Other Representatives**

The Council received short reports as listed below:

Councillor Mrs Clifford	Bracknell Mediation Service
Councillor Mills	Farleywood Community Association
Councillor Finnie	Community Council for Berkshire - Report on Integrated Transport Conference

**526. Local Government Reorganisation - Joint Arrangements**

In accordance with the requirements of the Local Government Changes For England (Miscellaneous Provisions) Regulations 1995, consideration was given to a report by the Chief Executive on proposed joint arrangement agreements to be entered into by the Council for the discharge of certain functions to be transferred to the Council on 1 April 1998.

**RESOLVED** that

- (i) the Council confirms that the services identified in the Appendix to the report submitted could be discharged advantageously with other Berkshire Local Authorities; and
- (ii) agreements for joint arrangements be entered into as authorised by service committees.

**527. Motion - Standing Order 6**

Motion 1/98

Motion 1/98 as set out in the Agenda for the meeting was moved by Councillor Mills and seconded by Councillor Mrs Pile.

It was then moved by Councillor Jones and seconded by Councillor Beadsley that, in the second line of the second paragraph, the words "*at no cost to the Council taxpayer*" be added following the word "Bracknell".

On being put to the meeting the amendment was declared lost. Motion 1/98 was then put to the meeting and, on a request for a recorded vote to be taken, voting was as follows:

For: Councillors Adams, Mrs Ballin, Barnard, Bayle, Beadsley, Bettison, Birch, Blatchford, Mrs Clifford, Mrs Doyle, Egan, Finnie, Flood, Good, Grayson, Harrison, Miss Haydon, Mrs Hayes, Jones, Mrs Keene, McCormack, Mills, North, Mrs Pile, Ryan, Mrs Shillcock, Simonds, Mrs Sutcliffe, Thompson, Veakins, Wade, Ward, Wheaton and Worrall (34)

Against: (Nil)

Abstaining: (Nil)

Motion 1/98 was declared carried and it was

**RESOLVED** as follows:

Balanced open space in the centre of Bracknell is vital and this Council recognises the strategic importance of the RAF Staff College site to the existing and future communities in the Borough.

Therefore, this Council resolves to seek sources of external funding, including support from the Heritage Lottery Fund, to purchase the land for the people of Bracknell, thereby empowering our residents to control their future and preserve their environment.

528. **Gala Charity Concert**

The Mayor reminded the Council of the Mayor's Charity Gala Concert to be held in South Hill Park on 30 March 1998.

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

**MAYOR**

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**LEISURE SERVICES COMMITTEE**  
**24 FEBRUARY 1998**

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

Also in Attendance:  
Councillor Mills

An apology for absence was submitted on behalf of Councillor Taylor

**529. Welcome**

The Chairman welcomed the new Director of Leisure Services, Vincent Paliczka and the Council's new Youth and Community Officer, Malcolm Penny.

**530. Vote of Thanks**

**RESOLVED** that votes of thanks be accorded to Mark Devon and Helen Tranter for their work and commitment to the department over the last six months.

**531 Minutes**

The minutes of the meeting of the Committee held on 13 January 1998 were approved as a correct record and signed by the Chairman, subject to the inclusion of a vote of thanks to Chris Vaal in relation to Minute 453 - Young People in Sport (Annual Report).

**532. Leisure Services Executive Sub Committee - Minutes**

**RESOLVED** that the minutes of the Leisure Services Executive Sub Committee held on 18 December 1997, as detailed at Appendix A, be received.

**533. Fishing at Farley Moor Lake (Item 11)**

Following a request at the last meeting for a report on the implication of extending the fishing season at Farley Moor Lake (Minute 447 refers), the Director of Leisure Services submitted a report detailing the history and previous Council decisions relating to the site, particularly in relation to the local swan life.

It was noted that many fisherman had requested that fishing take place earlier than 1 November, the current start time for the fishing season at the lake. However, informal discussions with Swan Lifeline had shown that they were opposed to fishing being allowed earlier in the year. Swan Lifeline had also suggested that one area of the bank was designated as a no fishing zone and this could be used for feeding swans which was necessary as there was insufficient natural weed.

The Committee had originally been asked to consider extending the fishing season so that fishing was permitted from mid June each year, however in the light of new information the Chairman suggested that the current fishing season should be retained and the Council should formally apply to Thames Water to take management of the site.

**RESOLVED** that:

- (i) the current fishing season at Farley Moor Lake be retained;
- (ii) no fishing be allowed on the northern bank;
- (iii) the Council formally apply to Thames Water to take management control of the site; and
- (iv) a further report be submitted to Leisure Services Committee within 12 months.

534. **Environment Strategy 1998-2000 (Item 1)**

The Director of Public and Environmental Services presented the Environment Strategy for 1998-2000 which had been endorsed by the Public and Environmental Services Committee at its meeting on 8 January 1998.

The strategy document highlighted the work undertaken by the Council's Environmental Impact Group in enhancing further the corporate approach to environmental issues currently adopted within Bracknell Forest. The strategy sought to ensure that the Council's policies and practices reflected an informed decision making process that endeavoured to maximise benefits relevant to environmental consequences and accordingly much could be achieved with little or no extra cost.

Once the strategy had been informally agreed it would be officially launched at the Environment Fair in May and shortly afterwards it was hoped to organise a major seminar for local businesses to promote Agenda 21, to share ideas and encourage mutual commitment.

The Director of Leisure Services highlighted how Leisure Services could contribute to the Strategy, particularly in the fields of education, transport, planning and development, pollution prevention and control, landscape and major conservation, health and well-being, economic development, waste management, energy and water consumption and these were noted by the Committee.

**RESOLVED** that:

- (i) the draft environmental strategy, as reported be endorsed;
- (ii) Leisure Services take a proactive role in meeting the Council's environmental targets through positive management action and appropriate policy decisions; and

- (iii) Public and Environmental Services Committee notes the contribution Leisure Services makes to the health and well-being of the community.

**535. Capital Programme 1998/99 - 2000/01 (Item 2)**

The Committee considered a joint report from the Director of Leisure Service and Director of Corporate Services which reviewed the 1997/98 programme and considered new schemes for 1998/99.

Members were asked to consider a range of projects for the 1998/99 capital programme which had an estimated value of £1,050,500. However, it was noted that given the total resources available to the Council as a whole, it would not be within the Council's resources to undertake all of the projects. Accordingly a three year programme would be developed so allowing for better forward planning and setting of priorities.

The Committee also considered the proposed capital programme for 1998/99 which created a priority list for the Committee and which would be subsequently submitted to the Strategy and Policy Committee for consideration. The list also included slippage on schemes progressed for the 1997/98 capital programme which had not be completed. It was noted that no provision had been made for Easthampstead Park House, although to ensure that the property was not overlooked while responsibilities were being established, Strategy and Policy Committee would be asked to note that a potential investment in excess of £325,000 may be required.

In presenting the report the Director amended the proposed capital programme in the sum of £9,000, this being an increase from £10,000 to £19,000 for project A9 - grant to Brakenhale School.

**RESOLVED** that:

- (i) the scheme summarised in Annexe A of the report be submitted at the Strategy and Policy Committee for inclusion in the capital programme 1998/99; and
- (ii) the Strategy and Policy Committee be asked to note the potential capital investment required for Easthampstead Park House.

**536. Capital Grants 1997/98 (Item 3)**

The Director of Leisure Services reported that within the capital programme for Leisure Committee for the 1997/98 financial year £71,000 remained unallocated for capital grants. Accordingly, Officers reported on proposals for allocating money to projects at Farleywood Play Area, Binfield, North Ascot Youth Club, Great Hollands Community Centre and the 1998/99 Year of Reading/Children's Books.

**RESOLVED** that the £71,000 underspend on 1997/98 capital programme be allocated as follows:

- (i) £20,000 for the laying of a rubber safety surface on the play area at the Farleywood Centre;
- (ii) £16,000 towards the North Ascot Youth Club;
- (iii) £20,000 as an additional contribution towards improvements at Great Hollands Community Centre; and
- (iv) £15,000 be approved to purchase Children's books in support of the 1998/99 Year of Reading.

**537. Bracknell Sport and Leisure Centre - Installation of New Water Main (Item 4)**

The Director of Leisure Services submitted a report outlining water supply problems being experienced at Bracknell Sport and Leisure Centre and sought approval to a proposed solution.

**RESOLVED** that:

- (i) a new water main be provided for Bracknell Sport and Leisure Centre;
- (ii) up to £22,500 be released from the 1997/98 capital programme for the projects; and
- (iii) the Borough Surveyor be authorised to seek tenders for the above works and accept the most appropriate.

**538. Security Cameras - The Lookout (Item 5)**

The Director of Leisure Services reported on a proposal to install CCTV cameras covering the car park area at The Lookout in order to deter crime and improve security and supervision.

The project had been identified in the approved 1997/98 capital programme.

**RESOLVED** that:

- (i) up to £30,000 be approved for security cameras at The Lookout from 1997/98 capital programme; and
- (ii) the Borough Surveyor be authorised to seek tenders to this work and to accept the most appropriate.

**539. Grant Variation Requests (Item 6)**

The Director of Leisure Services submitted a report giving details of requests for variations to the terms of grants from South Hill Park and the Bracknell Lawn and Tennis Club.

South Hill Park had been given a grant of £49,500 from the 1996/97 capital programme and had spent all but £3,213 of this. The outstanding projects on which grants were awarded were a wheelchair lift to the recital room (£1,500) and improvements of the recital room (£2,250). South Hill Park had asked to spend all the remaining money on stages and lighting and a piano lift for the recital room. The omissions of a stair lift from the project had been justified by the Director of South Hill Park on the basis that it was no longer required as better arrangements would be made when the building was altered as part of the proposed major redevelopment. However, whilst the rationale behind this request was well founded, there was major concern that the proposed development had not been agreed by the Arts Council and consequently the creation of better access for disabled people was by no means certain. Accordingly, it was considered that Lottery funds should not be relied upon and that the services and facilities at South Hill Park should benefit from the full grant which was originally awarded.

The grant application for Bracknell Lawn Tennis Club had been approved in April 1997. Further to this the Tennis Club had been active in pursuing implementation of the project and had been offered grants of £45,000 by the Lawn Tennis Association towards construction of their new pavilion and floodlights. A submission had been made for Lottery funding and the outcome was still awaited. Planning permission had been obtained. However, work on site was unlikely to start before the deadline of 31 March 1998 and in view of the hard work which had gone into the project it was recommended that the deadline be extended for a further year.

**RESOLVED** that:

- (i) the variation request from South Hill Park to spend £3,213, remaining from their previous grant only on improvements to the recital room, be refused for the reasons identified above; and
- (ii) the deadline for implementation of the grant of £45,000 to the Bracknell Lawn Tennis Club be extended to 30 September 1998.

540. **Archives (Item 7)**

The Director of Leisure Services submitted a report giving details of future joint arrangements for the management of archives in Berkshire which would come into effect on 1 April 1998 when the new unitary authority comes into being.

**RESOLVED** that the joint arrangements detailed in the officer's report (paragraphs 4.2 to 4.5 refer) be approved.

541. **Local Government Reorganisation - Joint Arrangements for Public Libraries and Information Services (Item 8)**

The Director of Leisure Services reported on future joint arrangements for the management of the Library Service IT (DYNIX and WAN), Music and Drama Library, mobile Libraries

and specialist services and inter authority transport, including the need to purchase a new mobile library vehicle.

In considering this matter members were made aware that the DYNIX system did not cover the small libraries and officers undertook to use every extension to the system in the future.

**RESOLVED** that:

- (i) the joint arrangements detailed in the officer's report be approved; and
- (ii) the Director of Leisure Services be authorised to approve the Council's contributions for the purchase of a new mobile library vehicle.

**542. Proposed Public Footpath, Chavey Down (Item 9)**

The Director of Leisure Services submitted a report proposing that the Council enter into a Public Path Creation Agreement with two landowners in order to convert an existing privately maintained park in Chavey Down into a public footpath. The footpath will become public maintainable and would be added to the definitive map of public right of way.

**RESOLVED** that:

- (i) the safety works identified in the report be included in the 1998/99 capital programme as a priority; and
- (ii) the Council enters into a Public Path Creation Agreement as detailed in the officer's report.

**543. Definitive Map of Public Right of Way (Item 10)**

The Director of Leisure Services submitted a report informing members that from 1 April 1998 the Borough Council, as a unitary authority, would be responsible for reviewing and updating the definitive map of public rights of way, and reported on the nature of work involved and the details of the existing backlog of work which would be inherited from the County Council on 1 April.

In considering the officer's report, members noted that the current legislation, particularly provisions of the Wildlife and Countryside Act 1981 relating to the reclassification of roads used as public paths, was unreasonably onerous and complex and the process could be streamlined and less costly if the requirement to automatically refer objections to the Secretary of State and hold public inquiries were to be dropped and replaced by an appeal procedure.

**RESOLVED** that:

- (i) the responsibilities in terms of public rights of way, as reported, be noted; and

- (ii) the Chairman be authorised to write to the Department of the Environment, Transport and the Regions requesting it to review the process regarding reclassification with a view to minimising the bureaucracy involved.

**544. Wildmoor Heath - Joint Arrangements (Item 12)**

The Director of Leisure Services reported on joint arrangements with the Berks, Bucks and Oxon Naturalists' Trust with regard to the acquisition of land at Wildmoor Heath.

**RESOLVED** that:

- (i) the joint arrangements detailed in the officer's report be approved for a period of two years; and
- (ii) the Berks, Bucks and Oxon Naturalists' Trust will be informed that the arrangements did not involve any long term commitment to funding the project.

*(Councillor Blatchford declared a non pecuniary interest in the above item as a member of the BBONT and took no part in the discussion or voting thereon.)*

**545. The Look Out Discovery Outpost - Sponsorship (Item 13)**

The Director of Leisure Services reported that Southern Electric had agreed to sponsor the new energy efficient model house exhibit for the Discovery Outpost in the sum of £5,000.

In considering this item, the Committee requested that a site visit be arranged for members, together with other leisure facilities.

**RESOLVED** that:

- (i) the sum of £5,000 sponsorship money from Southern Electric be accepted; and
- (ii) delegated authority be given to the Director of Leisure Services and Borough Solicitor to enter into an agreement with Southern Electric regarding the energy house exhibit.

**546. Contract Monitoring Progress Report - Sports and Leisure Management (Item 14)**

The Director of Leisure Services submitted a detailed report informing members of the contract performance of the Sport and Leisure DSO for the period 1 January 1996 to 31 March 1997, including an appraisal of the financial performance of the DSO.

**RESOLVED** that:

- (i) the Leisure Direct Services Organisation be commended on its good performance; and

- (ii) the Chairman writes to this effect to the DSO Manager.

**547. Management Arrangements - Youth Centres (Item 15)**

The Director of Leisure Services highlighted existing arrangements for the management of Youth Centres and set out proposals for a consultation process to examine the management structures and financial arrangements for such Centres.

As part of the consultation arrangements the Director of Leisure Services or his nominee would attend forthcoming meetings of the Youth Centres to examine options for future management.

With regards to finance it was agreed that the Borough Finance Officer should review the expenditure and income profile of individual Centres to create a new budget structure for each Centre.

**RESOLVED** that:

- (i) the Director of Leisure Services or his nominee, attends the forthcoming management meetings of Bracknell Forest's Youth Centres to examine options for future management;
- (ii) the Borough Finance Officer be authorised to restructure the financial arrangements of the Youth Centres using the parameters set out in the officer's report; and
- (iii) a further report be submitted to Leisure Services Committee during the June cycle.

**548. Items for Information (Items 16, 17, 18 and 19)**

The Committee received and noted the following information items:

- Land near South Hill Park (Item 16)
- Binfield Library Progress (Item 17)
- Leisure Capital Programme - Progress of Construction Projects (Item 18)
- Corporate Maintenance Contracts (Item 19)

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

**CHAIRMAN**

**LEISURE SERVICES EXECUTIVE SUB COMMITTEE**

**18 DECEMBER 1997**

Present: Councillors North (Chairman), Fawcett, Good, Miss Haydon and  
Mrs Hayes

Apologies for Absence were received from:  
Councillor Grayson

**1. Election of Chairman**

**RESOLVED** that Councillor North be elected Chairman of the Leisure Services Executive Sub Committee for the municipal year 1997/98.

**2. Appointment of Vice Chairman**

**RESOLVED** that Councillor Mrs Hayes be appointed Vice Chairman of the Leisure Services Executive Sub Committee for the municipal year 1997/98.

**3. Westmorland Drive - Presentation**

Members of the Warfield Parish Council attended the meeting to give a short presentation on the business plan produced by the Warfield Parish Council regarding the creation of the community centre on the site of public open space 8 at Westmorland Drive, Whitegrove, Warfield. The representatives answered members questions on the business plan.

**4. 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 3 which involves the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (5) Information relating to any particular applicant for financial assistance from the authority
- (7) Information relating to the financial affairs of a third party

**5. Westmorland Drive - Proposed Pavilion (Item 3)**

**Appendix A as  
referred to in Minute 532**

The Acting Borough Leisure Officer introduced a report on Westmorland Drive and the attached business plan submitted by Warfield Parish Council, further to the recommendation of the Leisure Committee in September 1997 which had requested the production of the business plan to the satisfaction of the Borough Leisure Officer and the Borough Finance Officer. The Executive Sub Committee considered the details submitted in the business plan relating to financial arrangements regarding the proposed project.

It was **RESOLVED** that the Leisure Services Executive Sub Committee accept the Westmorland Drive business plan submitted by Warfield Parish Council.

**6. Great Hollands Community Centre (Item 1)**

The Executive Sub Committee considered a report regarding £30,000 previously allocated by the Leisure Services Committee to a refurbishment project at the Great Hollands Community Centre. The Executive Sub Committee considered whether it would be appropriate for the refurbishment work supported by the Council's funding to be undertaken after the new management agreement had been signed.

**RESOLVED** that the grant of £30,000 be forwarded towards the refurbishment of the Great Hollands Community Centre following the negotiation of the terms of the lease with the Borough's Officers following 1 April 1998.

**7. Grant Variation Request (Item 2)**

The Acting Borough Leisure Officer introduced a report giving details of the proposal to vary the grant request made by Sandhurst Town Council involving the total of £14,200 to be used as a contribution towards the cost of demolishing a community pavilion and replacing it with a Youth Drop-in Centre, rather than providing enhancement to a play area and replacing the roof of a community pavilion as originally suggested.

**RESOLVED** that the Leisure Services Executive Sub Committee support the variation to the grant request by Sandhurst Town Council.

The meeting commenced at 5.00pm and concluded at 6.30pm.

**CHAIRMAN**

**PUBLIC AND ENVIRONMENTAL SERVICES COMMITTEE**  
**25 FEBRUARY 1998**

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

Also Present: Councillor McCormack

Apologies for absence were submitted on behalf of Councillor Wade.

549. **Minutes**

The minutes of the meeting of the Committee held on 8 January 1998 were approved as a correct record and signed by the Chairman.

550. **Chairman's Announcements**

Office Moves

The Chairman reported that the Public and Environmental Services Department had now moved to the front of Seymour House and the new facilities included a reception counter for the department.

Trading Standards

The Chairman was pleased to report that the Trading Standards Service was now operating from Seymour House and it would be possible for members of the public to take advantage of its localised presence.

Environmental Health Manager

The Chairman was pleased to welcome to the meeting Mr Stephen Archer, who had taken up the post of Environmental Health Manager from Cotswold District Council.

Partnership for Action on Dog Related Problems

The Chairman was pleased to confirm that since the last meeting of the Committee all the Town and Parish Councils in the Borough had indicated that they would participate in the innovative partnership scheme to enforce the provisions of the Dog (Fouling of Land) Act 1996.

New Memorials at Easthampstead Park Crematorium

The Chairman reminded the Committee that at the last meeting certain members had expressed concern in relation to the cost of the new memorials at Easthampstead Park. He was pleased to advise that in spite of these concerns 17 of these new memorials had been sold.

551. **Minutes of Hackney Carriage Sub Committee - 19 February 1998**

**RESOLVED** that the minutes of the meeting of the Hackney Carriage Sub Committee held on 19 February 1998 (Appendix A hereto) be received.

552. **Petition: Wildridings Square (Item 1)**

The Committee considered a petition from residents, businesses and visitors to Wildridings Square expressing a variety of concerns in relation to the activities of young people in the Square. The Director of Public and Environmental Services submitted a report which identified the progress that had been made with a number of the issues raised by the petitioners. In particular, the Committee was advised that subject to funding being available lighting in the Square would be improved. Other suggestions made by the residents were being given further consideration or were subject to funding constraints. The Committee also noted that the issue of installing double glazing in the Council owned flats did not directly fall within its remit.

The Committee was also advised that following liaison with British Telecom the Police had secured the relocation of the telephone box in the Square. The Police was also pursuing the establishment of a neighbourhood watch scheme in the area.

**RESOLVED** that

- (i) the progress made in resolving many of the issues raised and the general improvements in the area be noted and the Director of Public and Environmental Services be requested to respond to the petition organisers accordingly; and
- (ii) the Director of Planning and Transportation be authorised to include the street lighting into the approved improvement scheme for the Square, provided that the existing budget would not be exceeded.

553. **Capital Programme 1998/99 - 2000/01 (Item 2)**

In accordance with the decision of the Strategy and Policy Committee on 11 February 1998 the Committee reviewed its capital spending requirements for the forthcoming year. The Committee was advised that the capital programme for 1998/99 for the Council as a whole would include new schemes up to a value of £5.5 million funded from capital receipts and balances. In reviewing the programme, the Committee noted that £351,000 related to schemes carried over from 1997/98. These schemes included the refurbishment of public conveniences, for which provision of £154,000 was proposed. With regard to new schemes, the Committee agreed to submit ten schemes for consideration of the Strategy and Policy Committee, totalling £400,000.

**RESOLVED** that the schemes summarised in Annexes B and C of item 2 of the agenda be submitted to the Strategy and Policy Committee for inclusion in the capital programme for 1998/99.

554. **Trading Standards Service: Fees and Charges 1998/99 (Item 3)**

The Director of Public and Environmental Services reported that with effect from 1 April 1998 Bracknell Forest Borough Council would become a weights and measures authority and would thus be required to agree the scale of fees to be charged in relation to weighing and measuring equipment and other services under the remit of the trading standards service. In order to provide uniformity across the country the fees charged by local authorities were based on guidelines produced by the Local Authorities Co-ordinating Body on Trading Standards and the proposed fees had been prepared in accordance with those guidelines.

**RESOLVED** that the scale of fees and charges as detailed in Annexe A of the report (Item 3 of the agenda) be approved for those services provided by the Trading Standards Service.

555. **London Road Landfill Site - Contract Works (Item 4)**

The Committee was advised that with effect from 1 April 1998 the responsibility for managing the London Road Landfill Site on behalf of the six unitary authorities in Berkshire was due to pass to this Council. There were currently three main contractors employed on site restoration and gas control work. In order to take advantage of their detailed knowledge the Committee considered it appropriate to retain these contractors on the same basic terms as applied to their employment by Berkshire County Council for a period not exceeding three months.

The Committee was also advised that in view of the complexity and the detailed legislation relating to the gas control works that it was appropriate to appoint a consultant to prepare a detailed report describing the scale of the problems on the site and identifying future options to assist in its control.

**RESOLVED** (subject to the agreement of all six unitary authorities comprising the County of Berkshire) that

- (i) the existing contractors employed on the London Road site in the restoration and landfill gas management work be retained by the Council (on behalf of the six unitary authorities) on the terms described in the report (Item 4 of the agenda);
- (ii) Babbie Geotechnical be employed to provide a situation and assessment report on the site; and
- (iii) a review of the above arrangements be made after a period of three months.

556. **Private Sewer Clearance and Cesspool Emptying Service (Item 5)**

The Committee considered the contract arrangements for the management of cesspools and private sewer clearance, which were managed by the Housing Property Services Repairs Section. The Committee agreed the proposals to seek tenders from approved contractors to run from 1 April 1998 for a period of one year with the option to extend for a maximum of three years.

**RESOLVED** that the Director of Social Services and Housing be authorised to re-tender the existing contractors for private sewers and cesspools and, in consultation with the Chairman, accept the most suitable tender.

557. **Easthampstead Park Cemetery Guidelines (Item 6)**

The Committee considered a report by the Director of Public and Environmental Services proposing an amendment to the existing cemetery guidelines which would allow for the construction of concrete landings (to be funded from the revenue budget at an estimated cost of £10,000) within the cemetery and for erection of headstones for future burials.

**RESOLVED** that

- (i) approval be given to update the Cemetery Guidelines at Easthampstead Park to allow for the erection of a headstone for future burials only and to the layout indicated in Annexe B to the report (item 6 of the agenda); and
- (ii) approval be given to provide a reinforced concrete frame landing laid at ground level and providing 382 grave spaces at a cost of £10,000.

558. **White Paper - The Food Standards Agency - A Force for Change (Item 7)**

A report by the Director of Public and Environmental Services outlined the proposed response to the White Paper proposing the establishment of a Food Standards Agency. Food safety had been identified as one of the Government's key priorities and the proposals in the White Paper for a Food Standards Agency would aim to ensure high standards throughout the food chain from the point of production to the point of consumption. The Committee considered the proposed Agency's guiding principles and their aims as well as the roles of the Agency and authorised the Director to respond as below.

**RESOLVED** that the Director of Public and Environmental Services respond to the White Paper advising the Joint Food Safety and Standard Group that this Council:

- supports the proposal to establish a Food Standards Agency at arm's length from Government and independent sectoral interest and with a clear focus on protecting the public and a statutory remit across the whole food chain;
- endorses the Agency's proposed guiding principles and roles;
- particularly welcomes the recognition given to the role of and the contribution made to food safety by local authorities and the proposal that local enforcement will remain as a local responsibility;
- urges caution in respect of the proposals relative to the home authority role; whilst the principle is supported it must not result in greater priority being given to large business at the expense of the smaller ones where often there is the greater risk and fewer resources to self help;
- considers that the current arrangements where funds for food safety are not ring-fenced, provide for adequate power to deal with local authorities who fail to satisfy their legal obligations; these powers might need reviewing if new mandatory performance standards were introduced; however, it would be inequitable to do so

unless ring fenced funding is provided based on a formula that ensures that targets can be met; and

- suggests that the educational role of local authorities in relation to food safety for business needs to be given greater emphasis.

559. **Sustainable Local Communities for the 21<sup>st</sup> Century - Preparing an Effective Local Agenda 21 Strategy (Item 8)**

The Committee considered a report by the Director of Public and Environmental Services which reviewed the recent Government publication "Sustainable Local Communities for the 21<sup>st</sup> Century" in which local authorities had been invited to prepare a Local Agenda 21 Strategy by December 2000. The Committee noted that the Council had a well established local environmental strategy and many of its existing policies and practices were already falling in line with Local Agenda 21 objectives.

**RESOLVED** that

- (i) the development of the Council's local environmental strategy in accordance with the Government's guidance in relation to Local Agenda 21 be noted; and
- (ii) a further report be submitted to a subsequent meeting, identifying a draft set of environmental indicators that could be used to identify local trends and priorities and to monitor progress.

560. **Tree and Woodland Strategy (Item 9)**

The Committee considered a report from the Director of Public and Environmental Services, which set out proposals for the preparation of a tree strategy for the Borough. The Committee noted the extensive tree resource within the Borough and in particular the large proportion of trees in the urban area growing on land owned by the Borough or with covenants on them controlled by the Council. The strategy would address such issues as the removal and replacement of trees which had outgrown the space available and would include the aims of assessing the extent of the tree resource in the Borough; and encourage and make provision for the sustainable management of trees.

**RESOLVED** that the report be noted and a draft tree strategy be prepared for consideration at a future meeting, taking account of the proposed objectives, as identified in the report (Item 9 of the agenda).

561. **East Berkshire Coroner's District - Joint Arrangement (Item 10)**

The Committee was advised by the Director of Public and Environmental Services that following local government reorganisation the East Berkshire Coroner's District would comprise the Boroughs of Bracknell Forest and Slough, and the Royal Borough of Windsor and Maidenhead. The Committee authorised a joint arrangement between these three boroughs for meeting the costs of the service, which would be apportioned between the three boroughs pro rata by population.

**RESOLVED** that the Council enter into an agreement for defraying the cost of the Coroner's Service for East Berkshire as proposed in the report (Item 10 of the agenda).

562. **Authorisation of Officers (Item 11)**

The Committee considered a report seeking the authorisation of the newly appointed Environmental Health Manager.

**RESOLVED** that Mr Stephen Archer (Environmental Health Manager) be authorised to act for the purposes of the statutes specified in Annexe A of item 11 of the agenda and any regulations made thereunder during his employment with the Council.

563. **Information Items**

The Committee received the following reports submitted for information only:

- The Modern Trading Standards Service (Item 12)
- Emergency Planning (Item 13)
- Air Quality (Item 14)
- Royal Berkshire Fire Authority - Progress Report (Item 15)
- Shadow Thames Valley Police Authority - Progress Report (Item 16)

564. **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 for the consideration of the items 17 and 18 which involved the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (7) Financial affairs of a third party

565. **The Provision of the Household Refuse Collection Service (Item 17)**

The Council had entered into an agreement with the current contractor for the provision of a household refuse collection service from 1 August 1994. The Director of Public and

Environmental Services advised that in view of the statutory re-tendering timetable, it was necessary to consider the options available for the Council. Because key financial and performance indicators showed that the current contractor was performing well it was prudent to extend the existing contract for the service on the existing terms and conditions for a period of two years until 31 July 2001.

**RESOLVED** that the extension of the existing contract with Cleanaway Ltd for the provision of a household refuse collection service on existing terms and conditions for a period of two years until 31 July 2001 be approved.

566. **Provision of the Street Cleansing Service (Item 18)**

The Council had entered into an agreement with the present contractor for the provision of a street cleansing service from 1 January 1995. The Director of Public and Environmental Services advised that in view of the statutory re-tendering timetable, it was necessary to consider the options available for the Council. Because key financial and performance indicators showed that the current contractor was performing well it was prudent to extend the existing contract for the service on the existing terms and conditions for a period of two years until 31 December 2000.

**RESOLVED** that the extension of the existing contract with SITA Ltd for the provision of street cleansing service on existing terms and conditions for a period of two years until 31 December 2000 be approved.

The meeting commenced at 7.30pm and concluded at 8.45pm.

**CHAIRMAN**

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**HACKNEY CARRIAGE SUB COMMITTEE  
19 FEBRUARY 1998**

Present: Councillor Egan (Chairman), Councillors Beadsley, Blatchford, North,  
Mrs Pile and Veakins

Also Present: Councillor Simonds

**24. Minutes**

The minutes of the meeting of the Sub Committee held on 12 November 1997 were confirmed as a correct record and signed by the Chairman.

**25. Matters Arising from the Minutes**

Review of Charges (Minute 14)

It was reported that no objections had been received in relation to the revised charges in respect of vehicle and operator licence fees and thus these charges would apply from 31 March 1998.

**26. Meeting with Hackney Carriage Trade (Item 1)**

The Sub Committee considered the notes of the meeting with representatives of the Bracknell Licensed Taxi Drivers Association held on 5 February 1998. Representatives had raised two particular matters for the consideration of the Sub Committee. In relation to the first of these, the designation of vehicles as no smoking vehicles, the Sub Committee noted that clear guidance on the designation of vehicles as no smoking vehicles would be produced. The other issue raised by the representatives was that of accessible vehicles, which was the subject of a separate report to the Sub Committee (see Minute 27 below).

The Sub Committee also discussed the issue of the use of bus lanes by hackney carriages and noted that the all the current highways policies of Berkshire County Council, including the policy on the use of bus lanes, would be adopted by this Council with effect from 1 April. However, as highway authority from this date, the Council would in a position to review these policies and the use of bus lanes by taxis could be considered in due course.

**RESOLVED** that the notes of the meeting held with representatives of the Bracknell Licensed Taxi Drivers Association held on 5 February 1998 be received.

**27. Accessible Vehicles (Item 2)**

The Sub Committee considered progress in relation to the introduction of wheelchair accessible vehicles. The Sub Committee reviewed the requirement, agreed in February 1997, that 10% of vehicles fleets should be wheelchair accessible by 31 March 1998. The Sub Committee was advised that only three vehicles were currently wheelchair accessible in the Borough and noted a letter submitted by an operator, which highlighted the difficulties of acquiring wheelchair accessible taxis that met existing Government guidelines. Furthermore, in view of the fact that the Government was still considering the revised

guidance for wheelchair accessible vehicles, arising from the Disability Discrimination Act 1995, the Sub Committee concluded that it was appropriate to defer the implementation of the 10% requirement until 31 March 1999; however, it reaffirmed its aim of ensuring that hackney carriages in the Borough would comply with the requirements of the Disability Discrimination Act 1995.

Various aspects of the issue were discussed and arising from the discussion it was agreed that a reduction in the licence fee levied would be implemented for wheelchair accessible private hire vehicles, which would be in line with the fee for hackney carriage licences, where 50% of the fee was waived. The possibility of providing 'orange disks' for such vehicles was also considered, but in view of the wider issues was not pursued.

The Sub Committee concluded that it would be appropriate to seek the views of the Access Committee on the general matter of accessibility to hackney carriages and private hire vehicles prior to taking this matter further.

**RESOLVED** that

- (i) the requirement for 10% of all hackney carriage vehicle fleets to be wheelchair accessible be deferred until 31 March 1999;
- (ii) the 50% waiver in licensing fee for wheelchair accessible hackney carriages be extended to private hire vehicles;
- (iii) the Sub Committee's aim of meeting the requirements of the Disability Discrimination Act 1995 in relation to hackney carriages be reaffirmed; and
- (iv) the Access Committee be requested to provide advice in relation to the general accessibility to hackney carriages and private hire vehicles.

**28. Issue of Hackney Carriage Licences (Items 3 & 4)**

The Sub Committee considered proposals in relation to the issue of hackney carriage vehicle licences for the coming year, together with two applications for new vehicle licences. Whilst subject to appropriate checks officers would not raise any objection to renewals to current licence holders, except one requiring further investigation. However, objections to renew a number of licences may be raised, solely on the basis of the vehicle in use.

The Sub Committee also considered a written submission (tabled) from a licence holder seeking an exemption to the criterion relating to the age of vehicles.

**RESOLVED** that

- (i) 120 hackney carriage vehicle licences be issued as renewals for 1998/99, subject to one particular licence identified, this renewal or refusal to renew being determined by the Borough Surveyor, in consultation with the Chairman;
- (ii) two new licences be issued, one each to Mr S Readings of Bracknell and Mr A E Clacey of Bracknell;
- (iii) should new vehicles not be forthcoming to replace those identified in the report, then the licences be revoked, with the exception of an extension of six months being

granted to the operator who made the written submission; this extension being subject to the vehicle in question being given tests of mechanical fitness every three months.

29. **Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for the consideration of the following Item which would involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

(12) Information in connection with possible legal proceedings

30. **Operator's Licence 8/97 (Item 5)**

The Sub Committee considered an oral report in relation to Operator Licence 8/97.

**RESOLVED** that the report be noted.

The meeting commenced at 5.30 pm and  
concluded at 7.20 pm

**CHAIRMAN**

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**PLANNING AND TRANSPORTATION COMMITTEE**  
**3 MARCH 1998**

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

County Councillor Mrs Boyd

Also Present: Councillors Good and Harrison

Apologies for Absence had been received from Councillor Sargeant

567 **Minutes**

The minutes of the meeting held on 15 January 1998 were approved as a correct record and signed by the Chairman.

568 **Minutes of Sub Committees**

**RESOLVED** that the minutes of the meetings of the Planning Control Sub Committee held on 12 January and 9 February 1998, as set out in Appendices A and B hereto, be received.

569 **Bracknell Forest Borough Local Plan: Progress Report and Further Proposed Changes (Item 1)**

- (i) *In accordance with the advice of the Borough Solicitor the following members withdrew from the meeting for the discussion on the responses to objections concerning paragraphs, policies and proposals relating to specific retail issues and to Bracknell Town Centre: Councillors Adams, Mrs Ballin, Bayle, Flood, Jones, Wade and Good;*
- (ii) *Councillor Finnie was elected to chair the meeting during that part of this item in which the above matters were discussed and voted upon.*

The Committee received a progress report from the Director of Planning and Transportation regarding the current position on the preparation of the Bracknell Forest Borough Local Plan. The supplementary report of the Borough Planning Officer was tabled at the meeting and the Committee noted the additional information contained therein.

At its previous meeting the Committee had been notified of the counter representations which had been received in respect of the further proposed changes to the Borough Local Plan. Since that meeting a further seven representors had forwarded further representations and the Committee agreed that these should be treated as 'duly made'.

An Annexe to the report contained details of the representations received and suggested responses to the representations.

**RESOLVED** that:

- (i) excluding those parts relating to the Bracknell Town Centre, the suggested responses to the representations on the Further Proposed Changes to the Bracknell Forest Borough Local Plan detailed in Annexe A to the report (including the continuation pages circulated on 27 February 1998 and as amended by the supplementary report of the Borough Planning Officer) be approved;
- (ii) the additional late representations received since the meeting of the Planning and Transportation Committee on 15 January 1998 be treated as "duly made";
- (iii) the amendments to the proposed changes and the further proposed changes contained in Annexe A to the report be approved for development control purposes,
- (iv) the Borough Planning Officer in consultation with the Committee Chairman be delegated to make minor changes of clarity and accuracy to the Bracknell Forest Borough Local Plan in order to take account of matters such as recent Government policy advice.

**COUNCILLOR FINNIE IN THE CHAIR**

- (v) that the remaining suggested responses to the representations on the further proposed changes to the Bracknell Forest Borough Local Plan detailed in Annexe A to the report and relating to the Bracknell Town Centre, be approved.

**COUNCILLOR MRS BALLIN IN THE CHAIR**

570 **Capital Programme 1998/99 - 2000/01**

The Committee received a joint report from the Director of Corporate Services and the Director of Planning and Transportation regarding progress on the Committee's capital programme for 1997/98 and suggesting schemes which the Committee might wish to put forward for inclusion in the Council's capital programme for 1998/99. The proposals from each service committee were to be submitted to the Strategy and Policy Committee on 19 March. Proposals would then be assessed against the resources available before recommending the capital programme to the Council meeting on 25 March 1998.

It was noted that during the course of the coming year proposals would be developed to extend the capital programme to cover a three year period, thereby helping to provide financial stability for the Council.

**RESOLVED** that the Committee submit the schemes summarised in Annexe B of the report to the Strategy and Policy Committee for inclusion in the capital programme for 1998/99.

571 **Environment Strategy 1998-2000 (Item 3)**

The Director of Public and Environmental Services and the Director of Planning and Transportation submitted a joint report on the production of a revised draft Environmental Strategy for the Council. The draft Strategy had been endorsed by the Public and Environmental Services Committee on 8 January 1998 where it had been agreed that the Strategy would be submitted to each service committee.

Since the publication of the draft Strategy officer discussion had identified the need to update and clarify a number of points. Specific points relating to the Planning and Transportation Committee were identified within the report.

**RESOLVED** that the Committee in confirming its commitment to Local Agenda 21, endorses the draft Environmental Strategy save for it being updated and amended as per paragraph 4.5 of the report.

572 **TPP Process 1999/2000 (Item 4)**

The Director of Planning and Transportation advised the Committee of the process which would be followed in the preparation and submission to the Government of the Transport Policy Programme bid for 1999/2000.

The report described the timetable for the bidding process and an outline format for the submission. It was proposed that the submission should be broadly as last year except that greater attention should be given to demand management and an explanation of the Council's sustainable land use policies. It was proposed that the Executive Sub Committee be asked to meet in April to consider and approve a draft submission for consultation purposes.

**RESOLVED** that:

- (i) the contents of this report be noted and that a meeting of the Executive Sub-Committee be arranged to approve a draft for consultation prior to the next meeting of the Committee; and
- (ii) the format of the draft TPP and the programme of work set out in the report be approved.

573 **The Future of Regional Planning Guidance - Department of the Environment, Transport and the Regions Consultation Paper (Item 5)**

The Committee received a report from the Director of Planning and Transportation advising of the receipt of a consultation paper from the Department of Environment, Transport and the Regions regarding the future of regional planning guidance.

The report highlighted key aspects of the paper and suggested a number of comments which could be forwarded to the Department.

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

- (i) welcomes the review of the role and preparation of regional planning guidance;

- (ii) makes comments set out in the report.

**574 Mobility Schemes 1997/98 (Item 6)**

The Director of Planning and Transportation submitted a report on the proposed allocation of the 1997/98 Mobility Schemes budget.

The current year's capital programme, approved by Policy and Resources Committee on 11 February 1997, detailed the provision of £50,000 for Mobility Schemes throughout the Borough. The Mobility Schemes budget had been established to make improvements to existing facilities and to create new facilities to improve access in the Borough for disabled people. The report detailed a number of areas which had been identified by the Access and Mobility Officer.

**RESOLVED** that

- (a) approval be given to the Mobility Schemes set out in paragraph 4.2 of the report; and
- (b) the works be carried out using the Borough Council's term contractor.

**575 Designing for Accessibility (Item 7)**

In a report from the Director of Planning and Transportation, the Committee was advised that as part of the Local Plan process it was proposed to review the Appendices to the Bracknell Forest Borough Local Plan. In particular, the report related to Appendix 10 of the Local Plan "Design Standards for Disabled Access". The report proposed that this Appendix be replaced by "Designing for Accessibility" 1997 edition, which was a much more comprehensive document adopted by the Council's Access Committee in July 1997.

**RESOLVED** that "Designing for Accessibility" (1997 edition) be approved as Supplementary Planning Guidance to be used for development control purposes.

**576 The Concessionary Fares Scheme 1998/99 (Item 8)**

*In accordance with Standing Order 23 Councillor Finnie declared a pecuniary interest in this matter and withdrew from the meeting for the duration of this item.*

In a joint report from the Director of Corporate Services and Director of Planning and Transportation the Committee was invited to consider an extension of existing concessionary fares scheme for a period of six months whilst a review of the current scheme was undertaken by Babcote Public Services Division.

Whilst the review of the scheme was underway it would be necessary to make arrangements to protect existing users. Consequently it was proposed to extend the current scheme for six months until 30 September 1998, pending the outcome of the review. A supplementary paper including the proposed charges for the period April to September 1998 was tabled.

**RESOLVED:**

- (i) That Babbie Public Services Division administers the payments to operators required by the Council's concessionary fare scheme from 1 April 1998.
- (ii) That the proposals for a detailed review of the concessionary fares scheme by Babbie Public Services Division during March/April 1998 be noted and that a further report be submitted to the Committee at its meeting in June.
- (iii) That the existing scheme be extended for the period 1 April to 30 September 1998.
- (iv) That payments to operators and charges for the passes for the period 1 April to 30 September 1998 be agreed as follows:

	Payment to Operators		Proposed Charge
	1997/98 Current Cost	1998/99 Indicative Cost April - Sept	
	£	£	£
Free Fare	145	75.18	10.40
Half Fare	64.92	33.66	2.60
Blind Travel Pass	138.14	71.63	5.20
Senior Citizen's Rail Card	11.90	6.17	4.10
Disabled Rail Card	11	5.70	3.10

577 **Local Authorities National Type Approval Consortium LANTAC: Revised Indemnity Resolution (Item 9)**

The Director of Planning and Transportation advised the Committee of the current position with regard to the adoption and continued implementation of the Local Authorities National Type Approval Consortium (LANTAC) Scheme.

The Local Government Association had requested all participating authorities to adopt a new model indemnity resolution by 31 March 1998. The Council had adopted the current resolution in January 1995 and the proposed changes were required to ensure that a new initiative entitled the Partner Authority Scheme was properly covered and included within the LANTAC Scheme procedures.

**RESOLVED** That Bracknell Forest Borough Council agrees to adopt the "Rules of Membership of a LANTAC Consortium" currently applying and adopted by the LANTAC Executive Committee and the Local Government Association in particular the Council agrees to provide the Secretary of the appropriate Consortium, and the LANTAC Co-ordinator, with an undertaking approved by its public liability insurer that in the event of a claim arising in respect of any work shown on plans passed by it under the regulations, or on plans deposited with it in reliance of a type or system approval notice in respect of which notice of rejection has not been given within the relevant period from their deposit, the Council:-

- (i) shall not pursue any action, claim or other proceedings against any other Council which is a member of a LANTAC Consortium dealing with Type or System

Approved matter or under the Partner Authority Scheme within LANTAC, any officers of such Council or any other person or body concerned with the procedure relating to the Type and System Approval Schemes or Partner Authority Schemes; and

- (ii) shall indemnify and keep indemnified all such Councils, Officers, persons and bodies against all losses, damages, proceedings, costs and expenses whatsoever in respect of the claim.

**578 The Road Traffic Reduction Act 1997 - Consultation (Item 10)**

The Director of Planning and Transportation submitted a report advising that a consultative document on the Road Traffic Reduction Act 1997 had been received from the Government and responses were invited by 20 April 1998.

It was suggested that a small group of members and officers be formed to discuss the paper and formulate a response, which could be considered by the Executive Sub Committee if it were to meet before the closing date for comments of 20 April 1998. The Committee considered that the group should also include members of the Public and Environmental Services Committee in view of that Committee's interest in the environmental and pollution aspects of traffic reduction.

**RESOLVED** that

- (i) a group of members and officers be formed to consider the consultative paper, and that a response be made through the Executive Sub Committee, or as appropriate; and
- (ii) the party group leaders be invited to nominate an appropriate number of members to serve on the group.

**579 North Bracknell Study - Traffic and Road Safety (Item 11)**

The Director of Planning and Transportation submitted a report on proposals for a study into the effects of traffic in the areas of Binfield, Warfield and Winkfield, including roads leading from the northern fringe of Bracknell town.

A joint meeting had been held in September and a number of individual discussions had been held to progress the idea of the traffic study. A draft study brief had been established with the Council's consultant and this had been revised and was reproduced as an Annex to the report. A further consultation with the Parishes was suggested before the Brief was formally accepted.

**RESOLVED** that:

- (i) the Brief be approved for consultation with the Parishes;
- (ii) the Director of Planning and Transportation be authorised to revise the Brief after discussions with the Parishes and consultation with the Chairman;
- (iii) the Brief be issued to the Consultant; and

- (iv) the preparatory actions taken by the Director of Planning and Transportation be confirmed.

580 **Surrey Heath Local Plan - Deposit Draft (Item 12)**

The Committee received a report on the Surrey Heath Local Plan which contained land use policies and proposals for Surrey Heath Borough until 2006 and had been placed on deposit for a period of six weeks from 12 January 1998 to 23 February 1998.

The closing date for comments on the deposit draft had fallen before the meeting of the Committee. Following consideration of the issues which might affect Bracknell Forest Borough, an objection had been sent to Surrey Heath Borough Council on 18 February 1998. The Committee was invited to endorse this objection.

**RESOLVED** that

- (i) the contents of the Deposit Draft Surrey Heath Local Plan 1998 be noted; and
- (ii) the objection to Policy M23: Park and Ride Schemes, be endorsed as detailed under the comment section of paragraph 4.4 of the report, which was forwarded to Surrey Heath Borough Council on 18 February 1998.

581 **The Use of Tactile Paving and Dropped Kerbs (Item 13)**

The Committee received a report which outlined consideration given by the Access Committee on 3 December 1997 to the extended draft guidance on the use of tactile paving surfaces which had been published by the Department of the Environment, Transport and the Regions in September 1997. The guidance recommended the use of different types of tactile paving for various features.

The Access Committee had agreed to recommend the adoption of the new guidance with the exception that tactile paving would not be installed at dropped kerbs where these could be off-set from a junction. The Committee discussed the wording of the proposed policy and invited the Director of Planning and Transportation, in consultation with the Chairman, to finalise the wording to avoid ambiguity.

**RESOLVED** that this Committee adopts, with effect from 1 April 1998, the guidance of the Department of the Environment, Transport and the Regions on the use of tactile paving surfaces, drafted September 1997; this policy to apply to new installations and where there would be appropriate maintenance to existing installations; and that the Director of Planning and Transportation, in consultation with the Chairman, be authorised to finalise the wording of an exception to the guidance regarding the use of tactile paving in conjunction with dropped kerbs.

582 **Items for Information**

The Committee received the following reports submitted for information only:

Modernising Planning: Statement from Department of the Environment, Transport and the Regions (Item 14)

Unmetered Electricity Supply Contract (Item 15)

SERPLAN - Pre-Consultation Draft Regional Strategy (Item 16)

The meeting commenced at 7.30pm and concluded at 9.45pm.

**CHAIRMAN**

**PLANNING CONTROL SUB COMMITTEE**

**12 JANUARY 1998**

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

Apologies for Absence had been received from:  
Councillor Flood

69. **Minutes**

**RESOLVED** that the minutes of the meeting of the Sub Committee held on 1 December 1997 be confirmed as a correct record and signed by the Chairman, subject to the addition of Councillor Jones to the list of Members declaring an interest in Application No 622561.

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

The Sub Committee was advised of urgent action taken under delegated powers by the Borough Planning Officer to respond to application 623286 to extend the completion date for waste infilling and restoration works at London Road Tip, Winkfield. Comments had been required by the County Planning Authority by 22 December 1997.

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

The Borough Planning Officer reported on the appeal decision in respect of Application No 622630 - land adjacent to 28 King Edwards Road, North Ascot.

**RESOLVED** that the report be noted.

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

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

The supplementary report of the Borough Planning Officer was tabled and the Sub Committee noted the additional information contained therein relating to 623167/CON59/97; and CON113/97.

CON 111/97

**Greens Yard, Broad Lane, Bracknell  
Unauthorised signs.**

**RESOLVED** that the Borough Solicitor be authorised to proceed the matter to a Magistrates Court to prosecute under section 224(3) of the Town and Country Planning Act 1990 in respect of the unauthorised signage.

623167/CON 59/97

**The Crown & Anchor Public House, Maidens  
Green, Winkfield  
Retention of Marquee for a period of one year.**

**RESOLVED**

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

- 1 The marquee represents an undesirable and visually intrusive form of development conflicting with the provisions of Policy C4 of the Berkshire Structure Plan, Policy 1 of the Green Belt Local Plan and Policy GB1 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating Further Proposed Changes in that the site lies within the Green Belt where there is a presumption against inappropriate development.
  2. The use of the marquee results in an increase in activity at this site, which correspondingly results in a loss of amenity to the residents of adjacent properties, by virtue of noise and disturbance.
  3. The marquee does not comply with the Local Planning Authority's standards in respect of vehicle parking provision. This could result in on-street parking and reversing movements onto Maidens Green adversely affecting road safety and the free flow of traffic.
  4. The marquee results in the increased use of a substandard access which would adversely affect road safety and the flow of traffic.
- B. That the Borough Solicitor be authorised to issue an enforcement notice calling for the removal of the marquee and the cessation of the use of the land for the stationing of a marquee or marquees, with a period for compliance of 7 days; and that in the event of any failure to comply with the notice served, the matter be allowed to proceed to a Magistrates Court action without further report.

CON 126.97

**404 Yorktown Road, Sandhurst,  
Unauthorised change of use of part of ground  
floor from retail to office.**

**RESOLVED** that the Borough Solicitor be authorised to issue an enforcement notice calling for the cessation of the office use, with a period for compliance of three months; and that in the event of any failure to comply with the notice served, the matter be allowed to proceed to a Magistrates Court action without further report.

CON 113/97

**414 Yorktown Road, Sandhurst**  
**Unauthorised use of land for vehicle storage.**  
**Unauthorised use of building and land for the**  
**repair, maintenance and servicing of vehicles.**

**RESOLVED**

- A. That the Borough Solicitor be authorised to issue an enforcement notice calling for the cessation of the use of land for the storage of vehicles and the removal of all associated tools, machinery and equipment from the land, with a period for compliance of three months; and that in the event of any failure to comply with the notice served, the matter be allowed to proceed to a Magistrates Court action without further report.
- B. That the Borough Solicitor be authorised to issue an enforcement notice calling for the cessation of the use of the land and building for the repair, maintenance and servicing of vehicles and the removal of all associated tools, machinery and equipment from the building and land, with a period for compliance of three months; and that in the event of any failure to comply with the notice served, the matter be allowed to proceed to a Magistrates Court action without further report.

73. **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 623220, 621913, 621915, 622966, 623118, 623143, 623054, 623200, 623134, 623112, 622749, 623128, 622999, 623050, 623224 and 623149.

**Application No.623220**

**Land at Farley View, Hardness Wood and West Winds, Rounds Hill, Bracknell.**  
**Erection of 9 No. houses and associated garages and formation of new vehicular access on to Wokingham Road following demolition of Farley View.**

It was noted that letters of objection had been received.

**RESOLVED** that subject to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to the provision of financial contributions towards off-site sporting, recreational, social and community facilities, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) A2 Full permission - implementation.
- (2) B3 Plans as amended:-  
Proposed site layout - 96:1379a:A1:1 Rev B  
Plot 1 - 96:1379a:A3:6  
Garage: Plot 1 - 96:1379:A3:17  
Plots 2-5 - 96:1379a:A3:2  
Garage: HW & Plots 2 & 5 - 96:1379a:A3:7

**Appendix A as  
referred to in Minute 568**

Plots 6 & 9 - 97:1379a:A3:3A  
Plots 7 & 8 - 96:1379a:A3:4A  
End elevations - 96:1379a:A3:5A

- (3) C1 Protection of trees etc (drawing 96:1379a:A3 T1).
- (4) C4 Protective fencing.
- (5) C6 Details of hard and soft landscaping.
- (6) C7 Implementation of approved landscaping scheme.
- (7) C9 Details of walls and fences - implementation to be in accordance with a phased scheme to be submitted to and approved in writing by the Local Planning Authority.
- (8) C10 Retention of landscaped areas.
- (9) C16 Removal of permitted development rights (fences etc).
- (10) D6 Restriction on house extensions - plots 2-5 (inclusive).
- (11) E4 Schedule of materials to be submitted.
- (12) G1 Levels/finished floor level.
- (13) W1 Wheel washing (building operations).
- (14) W2 Site organisation (building operations) - omit (d).
- (15) No demolition and no building, engineering or other operations involving mechanical plant or equipment shall take place on the site outside the hours of 07.30 to 18.00 hours Monday to Friday and 08.00 to 13.00 hours on Saturdays.
- (16) HA6 Access constructed before occupation (details to be approved). (INSERT: "The access shall include a right turn facility complete with all signing, white lining and associated work").
- (17) HA10 Access closure with reinstatement.
- (18) HA16 Roads to be provided.
- (19) HA20 Visibility splays before occupation.
- (20) HA27 Provision of parking spaces (approved drawing).
- (21) HA29 Communal parking (visitors spaces).
- (22) HA30 Garages retained for vehicle parking.

- (23) Notwithstanding the provisions of Article 3 and Schedule 2 Part 17 Class G of the Town and Country Planning (General Permitted Development) Order 1995 (or any orders amending or re-enacting that Order) no building, structure or other plant or equipment required in connection with the supply of electricity shall be erected at or above ground level without the prior written approval of the Local Planning Authority.

**The Old Hatchet Public House, Hatchet Lane, Winkfield:**

**Application No.621913**                      **Erection of single storey rear extension, demolition of outbuildings and extension to car park.**

**Application No.621914**                      **Application for listed building consent for erection of single storey rear extension and internal alterations. Demolition of outbuildings.**

**Application no.621915**                      **Erection of single storey rear extension, demolition of outbuildings and extension to car park.**

**Application no.621916**                      **Application for listed building consent for erection of single storey rear extension and internal alterations. Demolition of outbuildings.**

A site visit had been held in respect of this application on 10 January 1998 which had been attended by Councillors Adams, Mrs Ballin, Mrs Doyle, Fawcett, Harrison, Mrs Hayes, Mrs Hirst, Jones, Ryan, Sargeant, Simonds, Thompson, Ward, Wheaton and Worrall.

It was noted that letters of objection had been received.

**RESOLVED:-**

Applications 621913 and 621915:

That subject to

- (a) the receipt and consideration of any further representations arising from the advertisement of the proposal as a departure from the development plan which raise issues not covered in this report,
- (b) discussions with the applicant regarding access for disabled people; and
- (c) the amendment of the application drawings to indicate matching materials and finishes,

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

- (1) A2      Standard 5 year implementation.
- (2) B3      Plans as received (354/60A, 354/61).

**Appendix A as  
referred to in Minute 568**

- (3) C3 Details of tree protection. (Delete “to be retained” in second line)
- (4) C4 Protective fencing.
- (5) C5 Replacement of damaged vegetation.
- (6) C6 Details of hard and soft landscaping.
- (7) C7 Implementation of approved landscaping scheme.
- (8) E2 Samples of materials to be submitted.
- (9) The extension shall not be brought into use until the car parking spaces have been marked out in accordance with the approved plan. The spaces shall thereafter be kept continuously available for parking purposes.

Applications 621914 and 621916:

That listed building consent be **granted** subject to the following conditions:

- (1) A3 Implementation.
- (2) LB6 Internal features.
- (3) LB21 External works.
- (4) LB22 Further detailed drawings (Insert "the new partition between bedroom 1 and the new bathroom, plumbing routes").
- (5) LB23 Internal treatments (Insert "timber frame in the proposed toilets").

**Application No.622966**

**The White Bungalow, Hancombe Road,  
Sandhurst.**

**Outline application for the erection of one 4-  
bedroomed bungalow with garage and a pair of  
semi-detached houses, with access to Prince  
Drive, following demolition of existing bungalow.**

It was noted that letters of objection had been received.

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

- (1) A1 Approval of reserved matters (design, external appearance and landscaping only).
- (2) A1(A) Submission of reserved matters (design, external appearance and landscaping only).
- (3) A1(B) Time Limit.
- (4) A1(C) Time Limit.

- (5) B3 Plans as received (amended plan received 19/12/97).
- (6) HA9 Prohibition of access (to Hancombe Road) (delete "or pedestrian").
- (7) HA5 Access constructed before occupation (approved drawing) (delete "building").
- (8) HA21 Visibility splays (2.4 x 20m) (the proposed access).
- (9) HA26 Vehicle parking and turning space.
- (10) C3 Details of tree protection, etc.
- (11) C4 Protection fencing.
- (12) The landscaping details required to be submitted under the terms of condition (1) above shall make provision for the permanent retention and maintenance of hedges on all of the site boundaries (save for any land reserved for access or sight lines). Any sections of hedge which die, become diseased or are otherwise damaged or removed shall be replaced by plants of a species to be approved by the Local Planning Authority in the next planting season thereafter.
- (13) G1 Levels/finished floor level.
- (14) D6 Restrictions on house extensions.
- (15) D3 No windows or glazed doors shall be formed in the north facing wall of the bungalow hereby approved, unless otherwise agreed in writing by the Local Planning Authority.
- (16) HA30 Garages retained for vehicle parking.

**Application No. 623118**

**"High Trees" and "The Conifers", Rounds Hill,  
Wokingham Road, Bracknell.  
Change of use of "The Conifers" from dwelling  
house to day nursery for 44 children with  
provision of associated car parking. Increase in  
the number of children attending nursery at  
"High Trees" from 42 to 52.**

**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 to the provision of a right-turn lane on Wokingham Road, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as amended: Drawings 97/516/03A and 04A.
- (3) E1 Materials to match existing building (works to "The Conifers").

- (4) There shall be a maximum of 52 children receiving nursery services within the "High Trees" premises and a maximum of 44 children receiving nursery services in "The Conifers" premises at any point in time, and no child which has passed his or her 5th birthday shall receive such services unless he or she has yet to attend a place of full time primary education.
- (5) The hours of operation shall be restricted to 0800 to 1800 hours Monday to Friday and at no other times whatsoever.
- (6) The premises shall be used for the purposes of a day care nursery and for no other purposes within Class D1 of the Town and Country Planning (Use Classes) Order 1987.
- (7) The increase in the number of children attending the day nursery hereby permitted shall not be implemented until a scheme has been submitted to and approved in writing by the Local Planning Authority which specifies the provisions to be made for the control of noise emanating from the site. The approved scheme shall be implemented for as long as the use continues.
- (8) HA10 Access closure with reinstatement ("The existing access...The footway...").
- (9) The increase in the number of children attending "High Trees" and the use of "The Conifers" as a day nursery as hereby permitted shall not be implemented until the vehicle parking spaces have been properly surfaced and marked out in accordance with the approved drawing. The spaces shall thereafter be kept continuously available for parking at all times.
- (10) HA20 Visibility splay before occupation: ("The increase in the number of children attending "High Trees " and the use of "The Conifers" as a day nursery as hereby permitted shall not be implemented until the visibility splay...").
- (11) The increase in the number of children attending "High Trees" and the use of "The Conifers" as a day nursery as hereby permitted shall not be implemented until a scheme of signage (details of which shall have been submitted to and approved in writing by the Local Planning Authority) has been implemented. The purpose of the signage shall be to give clear indications that:-
  - (1) the entrance shown on the application drawings as such shall only be used for that specific purpose,
  - (2) the exit shown on the application drawings as such shall only be used for that specific purpose, and
  - (3) all vehicles exiting the site may only do so by turning left.The signs shall thereafter be displayed as long as the nursery use continues.
- (12) C6 Details of hard and soft landscaping.
- (13) C7 Implementation of approved landscaping scheme.
- (14) C1 Protection of trees etc.

- (15) C2 Protective fencing for trees etc (implementation).
- (16) C10 Retention of landscaped areas.

**Application No. 623143**

**White Bus Services, North Street, Winkfield.  
Renewal of planning permission 618125 for  
erection of two storey detached building for B1  
use after demolition of existing bus station.**

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

**RESOLVED** that subject to receiving and considering any comments from the County Council, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) A2 - Implementation.
- (2) B3 - Plans as received (WB1/106)
- (3) C6 - Details of landscaping
- (4) C7 - Implementation of landscaping
- (5) E2 - Samples of materials
- (6) J2 - Foul and service water drainage
- (7) P1 - Access to building for people with disabilities
- (8) HA5 - Access constructed before occupation
- (9) HA10 - Access closure with reinstatement
- (10) HA27 - Provision of parking spaces
- (11) Operations in respect of the demolition of existing buildings on site, and for the construction of the new building hereby approved (but not including the internal fitting out and decoration of the building) shall be limited to the hours of between 8.30 am and 6.00 pm Monday to Friday and between 8.00 am and 1.00 pm on Saturdays, and not at all on Sundays or Public Holidays.
- (12) G1 - Levels/finished floor levels
- (13) W2 - Site organisation
- (14) The development hereby approved shall not be begun until detailed elevations have been submitted to and approved by the Local Planning Authority showing feature brickwork and window design. Once approved the development shall be carried out in accordance with the approved plan.

**Application No. 623054**

**Carriageways, Warfield Park, Warfield.  
Outline application for the erection of a house  
and bungalow and 2 No. garages following the  
demolition of the existing dwelling.**

It was noted that letters of objection had been received.

**RESOLVED** that subject to the prior completion of a legal agreement under section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to a financial contribution of £3,950 towards North Bracknell Highway Infrastructure and the extinguishment of vehicular rights of way along the private drive between Jigs Lane and Westmorland Drive, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:

- (1) A1 Outline permission (submission of reserved matters for design, external appearance and landscaping.)
- (2) A1(a) Outline (implementation).
- (3) A1(b) Outline (time limit for reserved matters).
- (4) A1(c) Outline (time limit for commencement)
- (5) B3 Plans as received: SV2103/2 date stamped 8th December 1997.
- (6) HA25 Vehicle parking and turning spaces
- (7) HA30 Garages retained for vehicle parking.
- (8) C3 Details of tree protection.
- (9) C4 Protective fencing.
- (10) C6 Details of hard and soft landscaping
- (11) C7 Implementation of the approved landscaping plan.
- (12) C10 Details of walls and fencing.
- (13) D3 Restrictions on additional windows - facing Folly House and Warfield Chase.
- (14) D6 Restrictions on house extensions.

**Application No.623200**

**Land at the junction of Western  
Road/Wokingham Road, Bracknell (former  
Ferranti Site).  
Erection of a part 3 storey, part 4 storey building  
providing 3556 sq m office floorspace with  
associated car parking and landscaping and re-**

**located gas governor following demolition of  
existing office building.**

It was noted that four letters of comment 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 the provision of a footpath/cycleway in the vicinity of the site, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as amended - Drawings 11849/TP/01, 02, 03 and 9240/SK4.
- (3) C3 Details of tree protection etc.
- (4) C4 Protective fencing.
- (5) C6 Details of hard and soft landscaping.
- (6) C7 Implementation of approved landscaping scheme.
- (7) C10 Retention of landscaped areas.
- (8) E3 Details of materials to be submitted.
- (9) C9 Details of walls and fences.
- (10) The total gross external floorspace of the building hereby permitted shall not exceed 3,556 square metres and notwithstanding the provisions of Article 3 and Part 8 of Schedule 2 of the Town and Country Planning (General Permitted Development Order 1995 no additional floorspace shall be created within the building hereby approved.
- (11) W2 Site organisation.
- (12) HA5 Provision of access ("no building...access").
- (13) HA20 Visibility splays before occupation.
- (14) HA27 Provision of parking spaces (approved drawing) ("no building...marked out").
- (15) No building shall be occupied until cycle parking facilities have been provided on the site in accordance with details to be submitted to and approved in writing by the Local Planning Authority.
- (16) The development hereby permitted shall not be commenced unless and until details of the gas governor and electricity sub-station have been submitted to and approved in writing by the local planning authority.
- (17) G1 Finished floor level (...the building...).

- (18) No building shall be occupied until details of all external site lighting and security lighting, including design, levels of illuminance and hours of use shall be submitted to and approved by the Local Planning Authority in writing. The lighting shall only be provided in accordance with the approved scheme.
- (19) Before the development hereby permitted is commenced, a scheme shall first have been submitted to and approved in writing by the Local Planning Authority indicating the provisions to be made for the control of noise emanating from the site. This scheme shall be fully implemented to the satisfaction of the Local planning authority and shall remain in full effect for so long as the building hereby permitted is in use, unless a variation is agreed in writing by the Local Planning Authority.
- (20) No building shall be occupied until a scheme for public art has been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented within one year of the first occupation of any building.
- (21) Prior to the commencement of development details in respect of measures to:
- (i) minimise, re-use and recycle waste;
  - (ii) minimise the pollution potential of unavoidable waste; and
  - (iii) dispose of unavoidable waste in an environmentally acceptable manner;
- shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented during the course of building operations and the subsequent use of the building.
- (22) HA22 Visibility splay for new access - "No building .... at the junction of the new access and the adjacent footway...."

**Application No.623158**

**Builders Yard rear of 22 High Street,  
Crowthorne.  
Erection of two semi-detached houses with  
integral garages.**

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

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

- (1) The proposed dwellings constitute an unacceptable form of piecemeal development, out of keeping with the pattern of development in the area and thereby detrimental to the physical and visual amenities of the area, contrary to Policies H1 and H2 of the Sandhurst-Crowthorne Local Plan and Policy H1 of the Deposit Draft Bracknell Forest Borough Local Plan.
- (2) The proposed dwellings are unacceptable in that the number of parking spaces proposed is inadequate and the garage parking is inconvenient which would lead to on-street parking to the detriment of vehicular and pedestrian convenience and safety.
- (3) The restricted width of the access road would lead to cars reversing onto High Street, to the detriment of road safety.

**Application No.623134**

**18 Prince Consort Drive, Winkfield.  
Erection of two storey side and single storey front  
and rear extensions.**

A site visit had been held in respect of this application on 10 January 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Harrison, Mrs Hayes, Mrs Hirst, Jones, Ryan, Sargeant, Simonds, Thompson, Ward, Wheaton and Worrall.

It was noted that letters of objection had been received.

**RESOLVED** that subject to the proposal being advertised as a departure from the development plan and the consequent notification of the proposed departure to the Secretary of State, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:

- (1) A2 Full permission - implementation.
- (2) B3 Approved plans:  
Amended plan no. 1404/1A  
Site plan received 10 October 1997  
Floor and elevation plan no. 1404/2
- (3) E2 Materials to be approved.
- (4) HA26 - vehicle parking and turning space (details to be approved).
- (5) C3 Details of tree protection.
- (6) C4 Erection of protective fencing.
- (7) The development hereby approved shall not be commenced until a scheme detailing the means of construction and specifications of the driveway has been submitted to and approved in writing by the local Planning Authority. The driveway shall be constructed in accordance with this scheme to the satisfaction of the Local Planning Authority within three months of the first occupation of any part of the extensions hereby permitted.
- (8) C6 Scheme of hard and soft landscaping.
- (9) C7 Implementation of landscaping.

**Application No.623138**

**14 Mulberry Close, Crowthorne.  
Erection of single storey side extension.**

It was noted that letters of objection had been received.

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

- (1) A2 Full permission - implementation.

- (2) B1 Plans as amended (insert "5 December 1997 and 19 December 1997").
- (3) E3 Details of materials to be submitted.

**Application No.623112**

**23 Waterhouse Mead, Sandhurst.  
Erection of part single storey, part first floor side  
extension.**

A site visit had been held in respect of this application on 10 January 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Harrison, Mrs Hayes, Mrs Hirst, Jones, Ryan, Sargeant, Simonds, Thompson, Ward, Wheaton and Worrall.

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

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

- (1) The proposal represents a cramped form of development resulting in an overbearing impact and a loss of daylight and sunlight to the neighbouring dwelling, no. 24 Waterhouse Mead, and it is, therefore, contrary to Policy H2 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating Further Proposed Changes.

**Application No.622749**

**Mounts Hill House, Mounts Hill, Winkfield.  
Erection of coach house following demolition of  
existing coach house comprising two storey  
dwelling.**

**RESOLVED** that, subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990, containing an undertaking that the occupation of the approved Coach House be limited to the relatives and dependants of the occupiers of the main dwelling, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:

- (1) A2 Full permission - implementation
- (2) B2 Plans as amended (insert "received 10 December 1997")
- (3) E3 Details of materials to be submitted
- (4) HA30 Garages retained for vehicle parking

**Application No.622862**

**18 Martins Lane, Bracknell.  
Erection of single storey rear extension.**

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

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

- (1) A2 Full permissions-implementation

- (2) B3 Plans as received- floor plan received 11 November 1997  
elevations received 15 December 1997
- (3) E2 Samples of materials to be submitted.

**Application No.623128**

**9 Thornhill, Bracknell.**

**Erection of single storey front and rear extensions.**

*In accordance with Standing Order 23 Councillor Mrs Pile declared a non pecuniary interest in this application and did not speak or vote on the matter.*

A site visit had been held in respect of this application on 10 January 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Harrison , Mrs Hayes, Mrs Hirst, Jones, Ryan, Sargeant, Simonds, Thompson, Ward, Wheaton and Worrall.

**RESOLVED** that consideration of the application be deferred for negotiations on the size and design of the proposed front extension, in order to overcome adverse impacts on neighbouring properties.

**Application No.622999**

**29 Thomas Drive, Warfield.**

**Section 73 application to allow continued use of garage as living accommodation without compliance with condition 4 of planning permission 615312.**

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

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

- (1) A2 Full permissions-implementation.
- (2) B3 Plans as received - Showing parking space within landscaped area.
- (3) C6 Details of hard and soft landscaping.
- (4) C7 Implementation of approved landscaping plan.
- (5) Nothing herein contained shall be deemed to affect or vary the conditions imposed on outline permission No.609694 which conditions shall remain in full force and effect save insofar as they are expressly affected or varied by the reserved matters application - 615132 or by this approval - 622999.
- (6) The existing trees on the site shall not be lopped, topped, felled or disturbed in any way without the prior written permission of the Local Planning Authority, and similarly no damage shall be caused to the roots of the trees.
- (7) The three parking spaces shown on the approved plan to the front of the house shall be provided within 3 months of the date of this planning permission, and shall thereafter be retained and available for use for the parking of vehicles at all times.

**Application No. 623149**

**Elmcote, Winkfield Street, Winkfield.  
Erection of first floor rear extension.**

It was noted that one letter of representation had been received.

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

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as received (C/509).
- (3) E1 Materials to match existing building.

**Application No.623050**

**39 Albion Road, Sandhurst.  
Erection of single storey front extension first  
floor rear extension and two storey side extension  
following demolition of existing garage.**

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

- (1) A2 Full permissions-implementation.
- (2) B3 Plans as received  
Drg.No 1166/1 & Parking plan date stamped 15th December 1997 & side  
elevation plan date stamped 15 September 1997.
- (3) E1 Materials to match existing building.
- (4) HA6 "The extension shall not be occupied until the existing access has been  
widened and constructed in accordance with" ... (etc)
- (5) HA30 Garage retained for vehicle parking.
- (6) HA27 Provision of parking spaces (approved drawing)  
"The extensions hereby approved shall not be occupied until....provided....".

**Application No. 623119**

**11 Hornbeam Close, Sandhurst.  
Erection of part two storey, part first floor side  
extension.**

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

- (1) A2 Full permissions-implementation.
- (2) B3 Plans as received.
- (3) E1 Materials to match existing building.
- (4) HA24 Vehicle parking in accordance with approved plan.

- (5) HA30 Garage retained for vehicle parking.

**Application No.623224**

**10 Bedfordshire Down, Warfield.**

**Section 73 application to allow retention of post and chain link fence (maximum height 1.13m) without compliance with condition 11 of planning permission 617607.**

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

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

Notwithstanding this approval, all other conditions relating to reserved matters approval reference no. 617607 shall remain in full force and effect unless expressly varied or discharged.

**Application No.623191**

**9 Barracane Drive, Crowthorne.**

**Erection of single storey front extension and pitched roof over existing flat roofed porch.**

It was noted that one letter of representation had been received.

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

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as received (insert "3 October 1997").
- (3) E2 Samples of materials to be submitted.

**Application No.622569/CON 28/97**

**The Jolly Farmer Public House, Howe Lane, Binfield**

**Retention of detached double garage.**

A site visit had been held in respect of this application on 10 January 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Harrison, Mrs Hayes, Mrs Hirst, Jones, Ryan, Sargeant, Simonds, Thompson, Ward, Wheaton and Worrall.

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

**RESOLVED**

- A. That the application be **refused** for the following reason:-

The detached double garage represents an undesirable and visually intrusive form of development conflicting with the provisions of Policy C4 of the Berkshire Structure Plan, Policy 1 of the Green Belt Local Plan and Policy GB1 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating Further Proposed Changes in that the site lies within the Green Belt where there is a presumption against inappropriate development.

- B. That the Borough Solicitor be authorised to issue an enforcement notice calling for the demolition of the building and all the resultant building materials and debris from the land, with a period for compliance of three months; and that in the event of any failure to comply with the notice served, the matter be allowed to proceed to a Magistrates Court action without further report.

**Application No.623065/CON 28/97      The Jolly Farmer Public House, Howe Lane,  
Binfield  
Retention of first floor extension to form security  
porch.**

A site visit had been held in respect of this application on 10 January 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Harrison, Mrs Hayes, Mrs Hirst, Jones, Ryan, Sargeant, Simonds, Thompson, Ward, Wheaton and Worrall.

**RESOLVED** that consideration of the application be **deferred** to enable further discussion to take place with the applicant regarding amendments to the application to include other unauthorised variations from the approved plans, and alterations to window designs.

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

**Application No.622335                      The Bungalow, Bottle Lane, Warfield  
Erection of dwelling and garage.**

**RESOLVED**

- (1) That drawing 2083/1 Rev E be approved as a minor amendment to the approved plans.
- (2) That the applicants be advised that the Council is unlikely to view favourably any applications to extend further the bungalow given the increase in size of the bungalow as built over the bungalow formerly on the site and current policies for the control of development in the Green Belt.

75. **Report on Tree and Landscape Matters (Item 5)**

The Borough Planning Officer submitted a report on the removal of a dangerous tree at 28 Pyegove Chase, Bracknell.

**RESOLVED** that the report be noted.

**76. Building Regulations (Item 6)**

The Sub Committee received a report detailing building regulations applications and notices dealt with by the Borough Planning Officer.

**RESOLVED** that the report be noted.

**77. Applications Dealt with by Borough Planning Officer Under Delegated Powers (Item 7)**

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

**RESOLVED** that the report be noted.

**78. Notification of Appeals Received (Item 8)**

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 9.55pm.

**CHAIRMAN**

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CON 53/97

**Knights hall, Winkfield Lane, Winkfield.  
Unauthorised erection of 3 structures.**

**RESOLVED** that no further action be taken in respect of the erection of these structures.

83 **Miscellaneous Item. (Item 2)**

**Application No. 620232**

**Land at the brickworks site, Priory Lane,  
Warfield.**

**Outline application for residential development  
with associated access, open space, balancing  
pond and landscaping (including demolition of  
Nutcroft) and construction of northern  
distributor road between Goughs Lane and  
Warfield Road and widening of a section of  
Priory Lane.**

The supplementary report of the Borough Planning Officer was tabled and the sub committee noted the additional information contained therein relating to this application. It was noted that one letter of objection had been received.

**RESOLVED** that, 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:

- (a) an appropriate financial contribution towards off-site NDR highway works and dedication of turning heads;
- (b) the provision and public use of a new bridleway between Priory Lane and Goughs Lane and the provision of an on-site footpath/cycleway network;
- (c) the provision of affordable housing;
- (d) the provision of on-site public open space and an equipped play area, and a contribution towards its future maintenance;
- (e) the provision of a management plan relating to the future management and public access to the private open space areas;
- (f) phased works and measures and the eventual transfer of land to the Borough Council for management as a newt reserve. Measures relating to the management of adjoining private land as a newt reserve;
- (g) a financial contribution towards off-site community and education facilities;
- (h) phased works and measures to minimise the potential for landfill gas migration including measures within dwellings and the implementation of a scheme to monitor the presence of landfill gas and the effectiveness of the remediation measures;

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

- (1) A1 Outline planning permission details to be submitted (delete means of access).

- (2) A1(A) Outline planning permission reserved matters.
- (3) A1(B) Outline planning permission reserved matters.
- (4) A1(C) Outline planning permission time limit.
- (5) B3 Plans as received (Plan 6131/011C).
- (6) The development hereby approved shall not be begun unless and until a plan containing:-
  - (1) details of all existing trees, hedgerows and shrubbery to be retained and details of the location of the flora within and adjacent to the meadow to be retained as open space and Wildlife Site,
  - (2) details of the locations for 1.2 metre high chain link or chestnut pale protective fencing to be supported on a metal scaffold framework, constructed in accordance with figure 4, section 8 of British Standard 5337, 1991:  
  
has been submitted to and approved in writing by the Local Planning Authority.
- (7) C4 Protective fencing.
- (8) C8 Implementation of landscaping (Phased development) (INSERT - 120th dwelling).
- (9) C18 Site survey (Outline planning permission).
- (10) G1 Levels/finished floor levels.
- (11) Q1 Noise insulation to new dwellings (INSERT - the Northern Distributor Road).
- (12) No development shall take place within the meadow to the east of Priory Lane and north of the driveway to the Thomas Lawrence Brickworks until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Planning Authority.
- (13) W2 Site organisation (building operations).
- (14) HA1 Layout and design standards.
- (15) There shall be no direct vehicular access onto Goughs Lane, Lynwood Chase or onto the Northern Distributor Road (other than via Priory Lane).
- (16) HA21 Visibility splays before development. (INSERT - Splays of 9.0m x 120m at junction of Priory Lane with NDR).
- (17) No dwelling shall be occupied until:
  - (i) Priory Lane has been upgraded in accordance with the approved details between the Northern Distributor Road and the development site, and

- (ii) a turning head has been provided at the southern end of Priory Lane in accordance with details to be submitted to and approved in writing by the Local Planning Authority.
  - (18) The reserved matters submitted, pursuant to condition (1), shall accord with the explanatory statement (dated June 1996) and plan 8165/7B in terms of housing mix and density, principles of landscaping and principles of access.
  - (19) The number of dwellings to be provided on the site shall not exceed 190 dwellings and should not be less than 150 dwellings.
  - (20) The mature hedgerow on the west side of Goughs Lane shall not be lopped, topped, trimmed, removed or disturbed in any way without the prior written permission of the Local Planning Authority and similarly no damage shall be caused to the roots of the hedgerow both during construction works and thereafter. Notwithstanding this, if any section of the hedgerow is removed or damaged, it shall be replaced during the next planning season in accordance with details to be submitted to and approved by the Local Planning Authority.
  - (21) C5 Replacement of damaged vegetation.
  - (22) J2 Details of foul and surface water drainage.
  - (23) Prior to the commencement of development at this site a scheme shall be submitted to and approved in writing by the Local Planning Authority to provide an access for emergency vehicles to the site as an alternative to the use of Priory Lane. The approved scheme shall be implemented prior to the occupation of the 120th dwelling.
  - (24) The development shall not be commenced unless and until proposals have been submitted to and approved by the Local Planning Authority for:-
    - (a) Measures to be taken to ensure that all construction vehicles visiting the site during the course of development are directed not to use:-
      - (i) Goughs Lane,
      - (ii) Lynwood Chase, and
      - (iii) Priory Lane, other than the 70 metre long section of Priory Lane that is to serve as the access to the housing development from the Northern Distributor Road, and
    - (b) Details of the size, siting and design of signs to be displayed on the development site to direct and notify construction traffic of the roads or sections of the road that are not to be used.
- The approved measures shall be implemented and operated and the signs shall be displayed and retained throughout the carrying out of the development.
- (25) In the event of the ditch on the southern and eastern boundary of Nutcroft being retained, a scheme for works required to prevent the entry of pollutants into the ditch and to control landfill gas emission from the ditch shall be submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented prior to the occupation of any dwelling with Areas 3 or 4 identified on plan 8165/8A.

- (26) Before any development takes place within Areas 2 or 4 identified on plan 8165/8A, a soil survey of the relevant area 4 shall be undertaken at such points and depth as the Local Planning Authority may stipulate and shall include those locations where house gardens are within 20 metres of the filled areas (OS1 and OS2 identified on plan 8165/8A). A decontamination scheme shall be submitted to and approved in writing by the Local Planning Authority and the approved scheme shall be fully implemented before any residential unit is first occupied.

84 **Reports 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 622785, 623315, 623299, 622948, 622365/622567, 623243, 623178, 623255 and 623232.

**Application No. 622785**

**Kilnside, Goughs Lane, Warfield  
Erection of 7 no. houses and  
associated garages and accesses on to  
Goughs Lane following demolition of  
Kilnside**

It was noted that letters of representation had been received.

**RESOLVED** that subject to **the prior completion of a legal agreement** under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating (1) to the provision of financial contributions towards improvements to transportation in North Bracknell, off-site sporting, recreational, social and community facilities; and (2) the management of land to the south of plot 1 as an extension of the newt reserve land, and (3) the lifting of oak tree T4 and its replanting within the site.

and also subject to:

- (i) the applicant carrying out a site investigation for the presence of landfill gas in accordance with a methodology to be submitted to and agreed in writing by the Local Planning Authority and,
- (ii) in the event of the survey identifying the need for special construction measures for the dwellings or elsewhere within the site, the applicant to submit a scheme of measures to the Borough Planning Officer for approval and,
- (iii) the applicant to carry out the development in accordance with the approved scheme, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:
  - (1) A2 Full permission - implementation
  - (2) B3 Plans as amended: "Drawing 30993/1 Rev D - planning layout, house type 542 (Runnymede Special) - drawing date-stamped 29/01/98, house type 543 - drawings 30993/4C and 5A and garages - drawing GARA 2A."
  - (3) C3 Details of tree protection, etc.
  - (4) C4 Protective fencing

- (5) C6 Details of hard and soft landscaping
- (6) C7 Implementation of approved landscaping scheme
- (7) C9 Details of walls and fences - implementation to be in accordance with a phased scheme to be submitted to and approved in writing by the Local Planning Authority.
- (8) C10 Retention of landscaped areas
- (9) C16 Removal of permitted development rights (fences, etc.)
- (10) E4 Schedule of materials to be submitted
- (11) G1 Levels/finished floor level
- (12) W1 Wheel washing (building operations)
- (13) W2 Site organisation (building operations) - omit (d)
- (14) HA5 Access constructed before occupation (approved drawing)
- (15) HA10 Access closure with reinstatement
- (16) HA27 Provision of parking spaces (approved drawing)
- (17) HA30 Garages retained for vehicle parking
- (18) Notwithstanding the provisions of Article 3 and Schedule 2 Part 17 Class G of the Town and Country Planning (General Permitted Development) Order 1995 (or any orders amending or re-enacting that Order) no building, structure or other plant or equipment required in connection with the supply of electricity shall be erected at or above ground level without the prior written approval of the Local Planning Authority.
- (19) HA22 Visibility splays for private drives.

**Application No. 622839**

**Homelands, North Street, Winkfield  
Erection of single storey extension to existing  
workshop for motor vehicle repair workshop and  
sprayshop involving retrospective change of use  
of part of building to workshop use.**

A site visit had been held in respect of this application on 7 February 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hayes, Mrs Hirst, Jones, Mrs Pile, Sargeant, Simonds, Ward and Worrall.

One letter of objection had been received.

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

- (1) A2 Full permissions - implementation

- (2) B3 Plans as received  
(insert “GA-01 received 11 December 1997,  
annotated plan received 19 January 1998 indicating shaded “area of building  
taken over by Mr Hastings”,  
GA2 02 A received 11 December 1997”)
- (3) E3 Details of materials to be submitted
- (4) W2 Site organisation (building operations)
- (5) The existing doors shall be permanently bricked up in accordance with the approved  
plan prior to the first use of the extension hereby approved and at no time shall any  
other doors be installed in the building.
- (6) Prior to the commencement of development, a scheme shall be submitted to and  
approved in writing by the Local Planning Authority which specifies the provisions  
to be made for the control of noise and vibration emanating from the site. The  
approved scheme shall be implemented in full prior to the first use of the extension  
and thereafter permanently maintained.
- (7) All external doors shall be kept permanently closed except when vehicles or  
personnel are entering or exiting the building.
- (8) No repairs of spraying of vehicles, or parts of vehicles, shall take place outside the  
building.
- (9) Repairs and spraying shall be restricted to 0800 to 1800 hours from Monday to  
Friday and at no time on Saturdays, Sundays or Public Holidays.
- (10) HA25 Vehicle Parking and Turning (Substitute “dwelling/building” with  
“extension”)
- (11) No building, engineering or other operation (excluding the internal fitting out of the  
extension) shall take place on site during the construction of the development hereby  
approved other than between the hours of 7.30am to 5.30pm on weekdays and  
8.00am to 1.00pm on Saturdays and not at all on Sundays and Public Holidays.

**Application No. 622721**

**Tesco Store, County Lane, Warfield.**

**Section 73 application to enable petrol filling  
station to open between the hours of 07.30 and  
21.00 Monday to Thursday and Saturday, 07.30  
to 22.00 on Friday and 0800 to 21.00 on Sunday  
on a permanent basis without compliance with  
condition 09 of planning permission 622043.**

It was noted that five letters of objection had been received.

**RESOLVED** that the application be **approved** subject to the conditions imposed on planning  
permission 622043 and the following substitute condition 09:

- (09) The opening hours of the petrol filling station hereby permitted shall be limited to  
07.30 to 21.00 Monday to Thursday. 07.30 to 22.00 on Friday, 07.30 to 21.00

Saturday and 08.00 to 21.00 Sunday, for a temporary period expiring on 9 February 2000; thereafter the opening hours of the petrol station shall be limited to 08.00 to 21.00 Monday to Thursday, 08.00 to 22.00 Friday, 07.30 to 21.00 Saturday and 08.00 to 21.00 Sunday.

**Application No. 623240**

**Land adjoining lorry park, Downmill Road,  
Bracknell.  
Outline application for erection of three storey  
building providing 4645 sq m b1 floorspace.**

**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 financial contribution towards transport improvements in the area, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:

- (1) A1 Reserved matters submission
- (2) A1(A) Approval of reserved matters
- (3) A1(B) Time limits
- (4) A1(C) Time limits
- (5) B3 Plans as received - Drawing 3092/20
- (6) C3 Details of tree protection, etc.
- (7) C4 Protective fencing
- (8) C7 Implementation of approved landscaping scheme
- (9) C13 Underground service details (“Condition (1)”)
- (10) The gross external floorspace of the building hereby permitted shall not exceed 4645 square metres.
- (11) W2 Site organisation
- (12) HA6 Access constructed before occupation (details to be approved) (“no building...”)
- (13) HA10 Access closure with reinstatement
- (14) HA26 Vehicle parking and turning space (Details to be approved) (“no building”...)
- (15) No building shall be occupied until cycle parking facilities have been provided on the site in accordance with details to be submitted to and approved in writing by the Local Planning Authority
- (16) No building shall be occupied until a scheme for public art has been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented within one year of the first occupation of any building.

**Application No. 623315**

**Tesco Store, County Lane, Warfield.  
Retention of part of the car park as additional  
recycling facility without compliance with  
condition 16 of planning permission of 617226.**

It was noted that letters of objection had been received.

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

- (1) B3 plans as received.
- (2) C17 A scheme of landscaping and fencing. The fencing to be implemented within 3 months of approval.
- (3) Notwithstanding this approval, all other conditions relating to planning permission 617607 shall remain in full force and effect unless expressly varied or discharged.
- (4) The collection of materials deposited in the recycling bins shall only take place between the hours of 08.30 and 18.00 Monday to Saturday and not at all on Sundays or public holidays.

**Application No. 623313**

**15 Mulberry Close, Crowthorne.  
Retention of single storey side extension with  
provision of parapet on southern side.**

It was noted that objections had been received.

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

- (1) B3 Plans as received.
- (2) The works hereby approved shall be carried out within one month from the date of this permission and, unless otherwise agreed in writing by the Local Planning Authority, shall be retained in that form for so long as the development remains in existence.
- (3) D3 Restrictions on windows (Insert 'south').
- (4) Should the adjacent garage and/or fence shown on the approved plans (side elevation) be removed the blockwork panel in the side elevation of the extension shall be rendered within one month of the removal of the garage and/or fence in accordance with details to be submitted to and approved by the Local Planning Authority.

**Application No. 623299**

**1 Priestwood Square, Bracknell.  
Change of use from shop (class a1) to food and  
drink (class a3)**

*Prior to consideration of this application Councillors Fawcett, Mrs Hayes, Mrs Pile, Ryan and Wheaton, as members of the Finance & Property Sub Committee, withdrew from the meeting for the duration of this Item.*

A site visit had been held in respect of this Application on 7 February 1998 which had been attended by Councillors Adams, Mrs Clifford, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hayes, Mrs Hirst, Jones, Mrs Pile, Sargeant, Simonds, Ward, Worrall.

It was noted that 6 letters of objection had been received together with a petition signed by 144 residents objecting to the Proposal.

Members of the Sub Committee considered that the application should be approved, contrary to the Borough Planning Officer's recommendation, particularly in view of the following considerations:

- (a) the proposals were not prejudicial to the vitality and viability of the neighbourhood centre, particularly having regard to the fact that the shop had remained unoccupied for approximately 25 months;
- (b) the use of the premises within Use Class A3 would not be likely to create significantly worse on-street parking problems than if the premises were to continue to be used for shop (A1) purposes; and
- (c) the installation and operation of extraction and ventilation equipment could be controlled by conditions (or may need to be the subject of a further planning application which would be determined on its merits); and as such the reasons for refusal put forward in the report could be overcome.

A motion was put that, contrary to the recommendation of the Borough Planning Officer, the application be approved. In accordance with Standing Order 42 a request was made that the voting on the motion be recorded. On being put to the meeting the voting on the motion was as follows:

For: Councillors Mrs Ballin, Birch, Mrs Doyle, Flood, Harrison, Sargeant, Simonds, Thompson, Ward, Worrall.

Against: Councillors Adams, Jones and Taylor.

It was therefore **RESOLVED** that the application be **approved**, subject to the following conditions:

- (1) The development permitted shall be begun before the expiry of five years from the date of this permission.
- (2) The premises shall only be open for business between the hours of 9.00 and 22.00 (Sunday to Thursday) and 9.00 and 22.30 (Friday and Saturday).
- (3) The premises shall be used for the preparation, cooking and sale of pizzas, and cold drinks and for no other purpose (including any other purpose in Class A3) of the Town and Country Planning (Use Classes) Order 1987 (or any Order revoking and re-enacting that Order).
- (4) Equipment shall be installed to suppress and disperse fumes or smell produced by cooking and preparation of food and the equipment shall be effectively operated for as long as the use continues. Details of the equipment shall be submitted to and

approved by the Local Planning Authority and the equipment shall be installed and be in full working order to the satisfaction of the Local Planning Authority prior to the commencement of use.

- (5) Where external machinery/equipment or external openings are proposed, details of the siting and sound insulation of such works (for example, refrigeration and air conditioning, ventilation units, air intakes, louvres, ducting, chimneys, mechanical extraction and disposal of fumes, dust and grit) shall be submitted and approved by the Local Planning Authority, implemented before the use hereby approved is commenced and thereafter permanently retained.
- (6) The development hereby permitted shall not be begun until details of on-site refuse storage (including any open air storage facilities) for waste material awaiting disposal (including details of any screening) have been submitted to and approved by the Local Planning Authority. Such facilities shall be provided in accordance with the approved details prior to occupation of the development and thereafter permanently retained.

**Eclipse House, Terrace Road South, Binfield:**

**Application No. 622936**

**Erection of two storey side extension to existing offices following demolition of existing single storey outbuildings and garage.**

**Application No. 622948**

**Temporary siting of portable cabin (retrospective application).**

**RESOLVED**

Application No. 622936

That the application be **refused** for the following reasons:

- (1) The proposal represents an undesirable overdevelopment of the site detrimental to the physical and visual character of the area, contrary to policies OS1, LD3 and EN1 of the Berkshire Structure Plan 1991-2006, policies E2 and EN5 of the North Bracknell Local Plan 1992 and policies EN21 and E3 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating further proposed changes).
- (2) The scale and form of the development would be detrimental to the appearance of the street contrary to policies OS1, LD3 and EN1 of the Berkshire Structure Plan 1991-2006, policies E2 and EN5 of the North Bracknell Local Plan and policies EN21 and E3 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating further proposed changes).
- (3) The layout of the proposed car parking and manoeuvring areas is inadequate and would result in vehicles reversing onto Terrace Road South to the detriment of highway safety, contrary to policies E1 of the North Bracknell Local Plan 1992 and policy E3 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating further proposed changes).

- (4) Insufficient space exists within the site to accommodate contractor's vehicles, plant and materials during the construction of the development and this would result in vehicles, plant and materials being parked/accommodated off site to the detriment of highway safety and the amenities of adjacent dwellings.

Application No. 622948

- (1) That the application be **refused** for the following reason:

The portable cabin is detrimental to the character of the street scene and unacceptably reduces the area available for on-site parking and manoeuvring contrary to policies E1 of the North Bracknell Local Plan 1992 and E3 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating further proposed changes).

- (2) That Enforcement Action be taken to secure the removal of the portable cabin from the site, giving a period for compliance of 90 days, and that in the event of any matter be allowed to proceed to a Magistrate's Court action without further report.

**Application No. 622908**

**Land rear of 112 High Street, Sandhurst.  
Erection of 2 no. three bedroomed detached  
houses and alterations to access.**

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

**Application No. 623157**

**Fernhill Park, Windsor Road, Winkfield.  
Conversion of pottery shed and ancillary  
accommodation to form staff dwelling involving  
replacement of roof and external alterations.**

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

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as received.  
Drawing 239 01 and 02.
- (3) D6 Restrictions on house extensions.
- (4) E2 Samples of materials to be submitted.
- (5) The occupation of the building shall be limited to a gardener or other member of staff employed at Fernhill Park.

**Application No. 623245**

**82a Branksome Hill Road, Sandhurst.  
Erection of a 3 bedroomed detached house  
following demolition of existing bungalow.**

It was noted that 3 letters of objection had been received.

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

- (1) The proposed two storey dwelling, by virtue of its scale, size and siting would constitute overdevelopment of the site contrary to the provisions of Policy H1 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating further proposed changes, and Policy H2 of the Sandhurst Crowthorne Local Plan.
- (2) The proposed dwelling by reason of its height, size and siting would relate poorly with the three adjoining dwellings and, as such, would have an adverse effect upon the amenity that they currently enjoy. As such the proposal would be contrary to Policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating further proposed changes, and Policy H2 of the Sandhurst Crowthorne Local Plan.

**Popeswood Garage, London Road, Binfield:**

**Application No. 622365**

**Section 73 application to allow retention of spray shop without compliance with condition 4 of planning permission 621338.**

**Application No. 622567**

**Erection of workshop after demolition of existing workshops.**

**RESOLVED** that consideration of this application be **deferred** to allow a site visit to take place to which all members of the Council will be invited.

**Application No. 622991**

**Windsdene, Forest Road, Winkfield  
Retention of barn for storage of hay following alterations to reduce height**

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

- (1) That within one month of the permission hereby granted the blue sheeting on the barn shall be permanently removed and the height of the building reduced in accordance with the "Amended plan showing reduction in height of proposed barn" received 28 August, 1997.
- (2) The barn hereby permitted shall only be used for purposes incidental to the residential use of Windsdene (or the approved replacement bungalow on the site) as a dwellinghouse as such or for agricultural purposes, or for purposes incidental to the keeping of horses on the site.
- (3) The existing structure situated to the south of the barn the subject of this permission and to the west of the existing stable building shall be permanently removed from the site within two months of the date of this permission.

**Application No. 623246**

**Rossett, London road, Binfield**

**Retrospective application for change of use from  
residential to mixed use residential and dog  
boarding kennels**

It was noted that letters of objection had been received.

**RESOLVED**

- (1) that the application be **refused** for the following reason:

The use constitutes an unneighbourly form of activity out of character with a residential area and detrimental to the amenities of occupiers of surrounding dwellings.

- (2) That Enforcement Action be taken to secure the cessation of the unauthorised use, with a period for compliance of 90 days; and that in the event of any failure to comply with any Notice served, the matter be allowed to proceed to a Magistrate's Court action without further report.

**Application No. 623264**

**Rectory Lodge, Church Lane, Warfield  
Erection of single storey rear extension**

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

- (1) A2 Standard 5 year implementation  
(2) B2 Plans received 25th November 1997  
(3) E2 Samples of materials to be submitted

**Application No. 623243**

**Cotswold, Terrace Road South, Binfield  
Construction of a new partially pitched roof to  
existing garage (retrospective).**

It was noted that letters of objection had been received.

**RESOLVED**

- (a) that the application be **refused** for the following reasons:

(1) The proposal represents an unduly prominent and discordant feature, out of character with, and detrimental to, the visual amenities of the surrounding area, contrary to policies EN21 and H2 of the Deposit Draft Bracknell Forest Borough Local Plan, incorporating Further Proposed Changes.

(2) The proposal, by reason of its size and design, represents an undesirable, overbearing and unneighbourly form of development, detrimental to the visual amenities and privacy of adjoining residential property. As such the proposal conflicts with policy EN21 and H2 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating Proposed Changes.

- (b) That the Borough Solicitor be authorised to issue an enforcement notice calling for the removal of the partly constructed garage roof, and the reinstatement of the original roof, with a compliance period of three months; and that in the event of any failure to comply with the notice served, the matter be allowed to proceed to a Magistrate's Court action without further report.

**Application No. 623178**

**Bridge Farm, Forest Road, Warfield  
Erection of block of timber loose boxes**

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

- (1) A2 Full permission - Implementation
- (2) The six loose boxes hereby permitted shall only be used for agricultural purposes or for the stabling of horses. They shall not be used for livery purposes or for any commercial purposes (other than agriculture).
- (3) B2 Plans as amended - insert received on 27th October 1997 as amended by letter dated 14th January 1998 and received on 15th January 1998
- (4) Full details of proposed disposal/external storage of waste matter shall be submitted to and agreed in writing by the District Planning Authority before the six Timber Loose Boxes are used.
- (5) There shall be no burning of straw, hay or other waste matter on site
- (6) C6 Details of hard and soft landscaping
- (7) C7 Implementation of approved landscaping plan
- (8) J2 Foul and surface water drainage

**Application No. 623255**

**18 Parkway, Crowthorne.  
Erection of single storey front and rear  
extensions**

A site visit had been held in respect of this application on 7.2.1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hayes, Mrs Hirst, Jones, Mrs Pile, Simonds, Thompson, Ward and Worrall.

It was noted that letters of objection had been received.

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as received (insert "272/2A received 24 November 1997 and amended plan 272/5A received 13 January 1998")
- (3) E1 Materials to match existing

- (4) HA30 Garage retained for vehicle parking
- (5) C3 Details of tree protection
- (6) C4 Protective fencing
- (7) C5 Replacement of damaged vegetation
- (8) C11 Construction of foundations - prevention of root damage to trees
- (9) D4 House extension - obscured glazing  
(Insert 1 - "new high level window") (Insert 2 "west").

**Application No. 623278**

**9 Wasdale Close, Sandhurst.  
Erection of first floor side extension.**

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

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

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received: Drawing date stamped 1st December 1997
- (3) E1 Materials to match existing building
- (4) HA24 Vehicle parking in accordance with the approved plan
- (5) HA30 Garage retained for vehicle parking
- (6) D3 Restrictions on additional openings, (insert facing no.8 Wasdale Close)

**Application No. 623268**

**No.2 Pear Tree Cottages, Lovel Lane, Winkfield.  
Erection of part single storey, part two storey  
side/rear extension following demolition of part  
of existing extension.**

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

- (1) A2 Full permissions-implementation
- (2) B3 Plans as received (insert "ME1/1 and ME 1/2 dated October 1997, received 18 November 1997")
- (3) E2 Samples of materials to be submitted
- (4) D4 House extensions - obscured glazing (insert 1 "the first floor window" insert 2 "east")
- (5) D3 House extensions - restrictions on additional window/door openings (insert east")

**Application No. 623232**

**19 Shepherds Lane, Bracknell  
Erection of two storey rear extension with  
attached single garage**

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

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

- (1) A2 Full permission/implementation
- (2) B3 Plans as received - JLF 01, 02, 03 Rev B, 05 Rev. A, 06, 07 Rev.B
- (3) E1 Materials to match existing building
- (4) D3 House extensions - restrictions on additional window/door openings facing no.17 Shepherds Lane.
- (5) D4 House extensions - obscure glazing (bedroom) (south-west)

**Application No. 623242**

**257 Yorktown Road, Sandhurst.  
Erection of single storey rear extension**

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as received
- (3) E1 Materials to match existing building

85 **Information Item. (Item 4)**

**Application No. 621921 & 622786**

**Lily Hill House and surroundings, off Lily Hill  
Road, Bullbrook, Bracknell  
Section 106 unilateral undertaking**

The sub committee received a report on the Section 106 Unilateral Undertaking which had been entered into in respect of applications 621921 & 622786 regarding the above property.

**RESOLVED** that the report be noted.

86 **Building Regulations. (Item 5)**

The Sub Committee received a report detailing building regulation applications and notices dealt with by the Borough Planning Officers.

**RESOLVED** that the report be noted.

**87 Applications dealt with by Borough Planning Officer under Delegated Powers.(Item 6)**

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

**RESOLVED** that the report be noted.

**88 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.

The meeting commenced at 7.30pm  
and concluded at 10.40pm.

**CHAIRMAN**

**SOCIAL SERVICES TRANSITION AND HOUSING COMMITTEE**  
**17 MARCH 1998**

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

Also in Attendance: County Councillor Mrs Williams

Apologies for Absence were submitted on behalf of Councillors Harrison and Mrs Hirst.

**583 Minutes**

The minutes of the meeting of the Committee held on 16 January 1998 and the joint meeting of the Committee with Housing Sub Committee held on 4 February 1998 were approved as a correct record and signed by the Chairman.

**584 Matters Arising from the Minutes**

The Committee received the minutes of the meetings of the Housing Sub Committee held on 20 January and 4 March 1998 and officers answered Members questions thereon,

**RESOLVED** that the minutes of the meetings of the Housing Sub Committee held on 20 January and 4 March 1998, as reported at Appendices A and B attached respectively, be received and noted.

**585 Minutes - Social Services Transition Sub Committee**

The Committee received the minutes of the Social Services Transition Sub Committee held on 12 February and officers answered Members questions thereon.

**RESOLVED** that the minutes of the Social Services Transition Sub Committee held on 4 February 1998, as reported at Appendix C, be received and noted.

**586 Environment Strategy 1998-2000 (Item 1)**

The Director of Public and Environmental Services presented the Environment Strategy for 1998/2000 which had been endorsed by the Public and Environmental Services Committee at its meeting on 8 January 1998.

The strategy document highlighted the work undertaken by the Council's Environmental Impact Group in enhancing further the corporate approach to environmental issues currently adopted within Bracknell Forest. The strategy sought to ensure that the Council's policies and practices reflected an informed decision making process that endeavoured to maximise benefits relevant to environmental consequences and accordingly much could be achieved with little or no extra cost.

Once the strategy had been informally agreed it would be officially launched at the Environment Fair in May and shortly afterwards it was hoped to organise a major seminar for local businesses to promote Agenda 21, to share ideas and encourage mutual commitment.

The Director of Social Services and Housing highlighted how the Department could contribute to the Strategy, particularly in the areas of purchasing and management policies, provision and maintenance of housing, renewal resources, energy conservation and energy management.

**RESOLVED** that the draft Environment Strategy, as reported, be endorsed.

587 **Capital Programme 1998/1999 - 2000/01 (Item 2)**

The Committee considered a joint report from the Director of Social Services and Housing and Director of Corporate Services which reviewed the 1997/98 programme and considered new schemes for 1998/99.

Members were asked to consider a range of projects for the 1998/99 capital programme to an estimated value of £5.5m.

**RESOLVED** that:

- (i) the schemes summarised in Annexe B of the report be submitted to the Strategy and Policy Committee for inclusion in the capital programme for 1998/99; and
- (ii) the scheme for the proposed lift to Glenfield House be deleted from the 1997/98 programme and instead the budget be expended on improvements to garage areas.

588 **Joint Commissioning for People with Learning Disabilities (Item 3)**

The Director of Social Services reported that as part of the Government's programme of care in the community, long-stay hospitals for people with learning disabilities had been scheduled for complete closure and to achieve this Health Authorities had sought to enter into detailed planning agreements with local authorities to develop resources directly provided by Social Services or through placements in the independent sector. Berkshire County Council, through its Social Services Department, had developed a strategy with the Berkshire Health Authority to enable the re-provision of all people with learning disabilities who were in hospitals in their area. To facilitate this a strategic agreement was made with the County Council encompassing this broad objective and underpinned by individual agreements for each person transferred into community provision. The process has been pump-primed by the Health Authority through the transfer of funds to support and manage each package of care provided. Individual contractual agreements had been drawn up for each person currently supported in this way. An embracing Memorandum of Grant, signed by the County Council and the Berkshire Health Authority covered all of the individual agreements, and as part of the continuing strategy, the Borough Council, together with other unitary authorities, was being asked to take on the commitment previously agreed by the County Council. A new embracing Memorandum of Grant, entered into jointly and severally by the six new unitary authorities with the Health Authority, was also required covering the period of the existing agreement to 1 October 1998.

**RESOLVED** that:

- (i) the Director of Social Services and Housing be authorised to enter into new Section 28(a) Agreements for each individual place made to date;
- (ii) Officers be authorised to agree a new Memorandum of Grant to cover the current Section 28(a) Agreement negotiated by Berkshire County Council to run until 30 September 1998;
- (iii) Officers be authorised to continue negotiations with the Health Authority, in conjunction with the five other Berkshire unitary authorities, to develop a new Joint Commissioning agreement to run from 1 October 1998; and
- (iv) Officers submit a report on the proposed new Joint Commissioning agreement (Memorandum of Grant) to the June meeting of the Committee.

589 **"People Like Us" - Report of Sir William Utting on the Review of the Safeguards for Children Living Away from Home (Item 4)**

The Director of Social Services and Housing informed the Committee of the Sir William Utting report "People Like Us" on the care of children living away from home and submitted a summary of the report for members' information.

**RESOLVED** that the report be noted and that officers submit a report suggesting any changes which may be required to embrace the recommendations of the Utting Report.

590 **Social Services Complaints Procedure (Item 5)**

The Director of Social Services and Housing submitted details of a proposed policy, procedures and systems to support the complaints procedure and to fulfil its statutory obligations in respect of complaints relating to Social Services issues from 1 April 1998 and answered Members questions thereon.

**RESOLVED** that:

- (i) the policy, procedures and systems, as detailed in the report, to support the complaints procedure and to fulfil its statutory obligations in respect of complaints relating to Social Services issues from 1 April 1998, as covered by the Children Act 1989 and the NHS & Community Care Act 1990, be endorsed;
- (ii) a written report on complaints that reach Stage 2 be sent to the Chairman; and
- (iii) a report on complaints be submitted to the Committee on an annual basis

591 **Joint Arrangements (Item 6)**

The Director of Social Services and Housing submitted a detailed report updating Members on the progress made in relating to the Joint Arrangements for specialist services and answered Members questions thereon.

**RESOLVED** that the progress made in relation to Joint Arrangements and the state of preparedness for specialist services to transfer to unitary authorities from 1 April 1998 be noted.

592 **Social Services Systems Strategy for CRIS and Homecare Year-2000 Compliancy (Item 7)**

The Director of Social Services and Housing submitted a report advising the Committee of the proposed strategy to ensure that the two major Social Services Systems, CRIS (the Computerised Records and Information System) and Homecare remained viable in the short term. Both the systems were central to the way Social Services operational activity had been developed in Berkshire. The systems, which were bespoke in character, were based on systems which, like many others, were not Year 2000 compliant and had a legacy of Oracle software problems which were now out of date.

An independent report had been commissioned by Bracknell Council on behalf of all six unitary authorities addressing the outstanding issues for both CRIS and Homecare and identifying available solutions. There was a high cost associated with the project if it was undertaken by only one unitary authority, and as all six unitary authorities had taken both CRIS and Homecare it was recommended that the work was undertaken as a joint project and the costs was shared amongst the six unitary authorities. It was noted that the other five unitary authorities had made the necessary financial commitment to undertake the work jointly because of the overall cost benefit involved. The cost to Bracknell Forest would be £55,075.

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

- (i) investment by Bracknell forest Borough Council to upgrade CRIS and Homecare to be Year 2000 compliant and to resolve the legacy Oracle software problems be supported; and
- (ii) the works at (i) above be approved and funded from the IT Capital Programme.

**RESOLVED** that:

- (i) Bracknell Forest Borough Council participate in the Unitary User Group(s) set up to facilitate the sharing of costs; and
- (ii) the Director of Social Services and Housing, in consultation with the Borough Solicitor, be authorised to conclude agreements necessary to secure Year 2000 compliance; and
- (iii) the Information Technology Section be congratulated on the work it has achieved in the above areas

593 **Foster Care Allowances 1998/99 (Item 8)**

The Director of Social Services and Housing submitted a report advising the Committee on the recommended annual increase in fostering, respite care and adoption allowances.

**RESOLVED** that:

- (i) approval be given to the allowances paid to carers being increased as reported from 30 March 1998; and
- (ii) a further report be submitted to the next meeting of the Committee on this issue.

594 **Community Care Plan 1998-2001 (Item 9)**

Further to Minute 404 (6 January 1998) when the Committee received an outline draft for the Borough Council's Community Care Plan, the Director of Social Services and Housing submitted a final draft of the Plan for Members information and answered Members questions thereon.

**RESOLVED** that the Community Care Plan for 1998 - 2001, as reported subject to minor amendments, be adopted.

595 **Children's Services Plan 1998-2001 (Item 10)**

Further to Minute 404 (6 January 1998) when the Committee received an outline draft for the Borough Council's Children's Services Plan, the Director of Social Services and Housing submitted a final draft of the Plan for Members information and answered Members questions thereon.

**RESOLVED** that the Children's Services Plan for 1998 - 2001, as reported, be adopted.

596 **Departmental Structure (Item 11)**

The Director of Social Services and Housing reported that the proposed departmental structure for Social Services and Housing Department had been considered by the Unitary Structures Sub Committee on 2 October 1997 when approval had been given to the overall structure.

Extensive consultation and discussion with staff had been undertaken and the Director brought forward a final version of the departmental structure which reflected some minor realignment of responsibilities and set out the intended titles of all postholders. No new posts had been identified.

**RESOLVED** that the departmental structure, as reported, be adopted as the final structure for the new Social Services and Housing Department, (excluding the Finance Section, details of which would follow).

597 **Programme for Service Reviews (Item 12)**

The Director of Social Services and Housing reported that at the meeting of the Committee in January (Minute 406 refers) it was agreed that a programme of service reviews should be developed with an outline programme being considered at this meeting.

Accordingly, Members were provided with additional information concerning the range, scope and detail of the services transferring from the County Social Services, together with the legislative basis for the services provided and the policies established by the County Council which had supported the implementation. The Committee was asked to accept a broad framework suggested for the review process and to endorse the first phase of the programme of service reviews, as presented.

**RESOLVED** that:

- (i) the broad framework suggested for the review progress, as reported, be approved and that this be undertaken to the level of detail required in order to make an appropriate decision; and
- (ii) phase 1 of the programme of service reviews and the outline framework for their presentation to Committee be endorsed as reported.

598 **Item for Information (Item 13)**

The Committee received and noted the following item:

- Proposed Timetable for the Preparation, Consultation and Submission of the Council's Housing Strategy Statement (Item 13)

599 **Exclusion of Public and Press**

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

- (7) Terms proposed for a Contract (Item 14)

600 **Pricing Strategy for Residential & Nursing Homes for Older People - 1998/99 (Item 14)**

In a report containing exempt information the Director of Social Services and Housing proposed pricing strategy for residential and nursing homes for older people and sought Members approval to a policy of seeking to contain inflationary increases in the prices charges for residential care and nursing home placements in the independent sector within an overall ceiling of 1.5%.

**RESOLVED** that:

- (i) the proposed pricing strategy, as reported, be implemented by the Social Services and Housing Department from 1 April 1998;
- (ii) the officers consult with the other five unitary authorities to identify the pricing strategy being followed by each one; and
- (iii) the policy of seeking to contain any inflationary increase in the prices charged for residential care and nursing home placements in the independent sector within an overall ceiling of 1.5% be endorsed.

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

**CHAIRMAN**

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**HOUSING SUB COMMITTEE  
20 JANUARY 1998**

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

Also Present: Councillors Barnard and North

An Apology for Absence was submitted on behalf of Councillor Ward

**31. Minutes**

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

**32. Urgent Actions**

The Committee received and noted urgent actions in relation to:

- (i) confirming a scheme for energy efficiency work to electrically heated houses;
- (ii) approving local authority Social Housing Grant in the sum of £150,194 in relation to 62/64 Owlsmoor Road and Stable Lodge in the sum of £141,207 (+/- 10%)
- (iii) renewing existing leases for terms of up to ten years and acquisition of new leases for private sector properties up to a limit of 25 properties as appropriate.

**33. Residents' Petition - Pondmoor Road/Harcourt Road Garage Area (Item 1)**

The Director of Social Services and Housing reported on a petition received from residents of Easthampstead, who use or live in close proximity to the Pondmoor Road/Harcourt Road Garage area, referring to nuisance and vandalism caused by children playing in the area.

A local resident, Mr May, presented the petition. It was noted that the Social Services and Housing Department had undertaken extensive visits to the area and had spoken to two families identified as being mainly responsible for the nuisance and damage.

Details of assistance to be given to resolving the problems on a more permanent basis were presented, but in receiving these Members were concerned that calls made to the Police had not been logged and the Police had failed to respond.

In response to questions from Members, officers undertook to obtain the Thames Valley Police response procedure and circulate to Members as appropriate.

**RESOLVED** that:

**Appendix A as  
referred to in Minue 584**

- (i) the petition be acknowledged; and
- (ii) the actions proposed in the report of the officers be endorsed.

**34. Housing Major Repair and Improvement Programme (Item 2)**

The Sub Committee considered a report on progress on schemes included in the 1996/97 programme but not yet reported as completed and progress on schemes on the 1997/98 programme which had been previously approved by the Sub Committee.

The Sub Committee also considered and gave approval to works at Campion House and other works, including cavity fill and other energy efficiency work within the 1997/98 programme.

**RESOLVED** that:

- (i) the progress of the schemes as reported be noted; and
- (ii) the scheme to replace the windows and panels at Campion House with new PVCu double glazed windows and installed panels be approved and the Borough Surveyor, in consultation with the Chairman, be authorised to accept the lowest tender received.

**35. Supplies to Section - Redundant Stocks (Item 3)**

The Director of Social Services and Housing reported that the Supply Section provides procurement source for materials and equipment to many of the authority's departments. Detailed monitoring of stock movements had been used to provide information in order to determine the type and quantity of stock and methods of storage, thereby improving the cost effectiveness of the Section. The key operation within this area was the disposal of redundant stock and the Sub Committee's approval was sought to the disposal of redundant stock as appropriate.

**RESOLVED** that:

- (i) the disposal of redundant stock, following procedures laid down in Standing Orders be approved with costs to be absorbed in the Supply Sections current budgetary provision; and
- (ii) the disposal of redundant stock be undertaken on an annual basis, following procedures laid down in Standing Orders and applicable at the time. Any costs to be absorbed within the supplies budgetary arrangements and the total "shelf value" of the items not to exceed £5,000.

**36. Authorised Signatories for Local Authority Housing Association Grant Funded Schemes (Item 4)**

**Appendix A as  
referred to in Minue 584**

The Director of Social Services and Housing sought the Sub Committee's approval to a list of officers to be granted delegated powers to make certifications to the Housing Corporation.

**RESOLVED** that the following officers be granted delegated powers to make certifications to the Housing Corporation with immediate effect:

The Director of Corporate Services  
The Borough Finance Officer  
The Director of Social Services and House  
The Assistant Director (Housing Services)  
The Director of Planning and Transportation  
The Chief Building Surveyor

**37. Challenge Fund Posts within Benefit Investigation and Recovery Section (Item 5)**

The Director of Social Services and Housing submitted a report proposing extending the current Challenge Fund positions of Visiting Officer and Observation Officer for a further year due to the success of the posts.

**RESOLVED** that the posts of Visiting Officer and Observation Officer be extended for a further year until 1 April 1999.

**38. Items for Information (Items 6 and 7)**

The Sub Committee received and noted the following information items:

Development Programme - Position Statement	(Item 6)
Housing Statistics and Performance Indicators	(Item 7)

**39. Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for the consideration of the following items which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- |   |                        |
|---|------------------------|
| (5) Information relating to occupiers or former occupiers of Council property | (Items 8, 10, 12 & 13) |
| (9) Terms proposed for a contract   | (Items 9, 10 & 11)     |

**40. Transfer of Tenancy (Item 8)**

**Appendix A as  
referred to in Minue 584**

In a report containing exempt information, the Director of Social Services and Housing detailed the circumstances relating to accommodation provision for a Council tenant and her disabled daughter.

The Borough Solicitor reported that due to the unusual circumstances of the case, the recommendations of the Council may require the special consent of the Secretary of State for Environment, Transport and Regions.

**RESOLVED** that, subject to the Council securing consent from the Secretary of State for Environment, Transport and Regions (if required):

- (i) Ms A D be transferred to suitable alternative accommodation;
- (ii) the property detailed in the officer's report be leased to the East Berks Care and Housing Consortium;
- (iii) the lease arrangements provide a home with support for Miss S D for as long as she requires it; and
- (iv) the lease provides for a second disabled person to occupy the property, subject to full consultation and funding.

**41. 2/2A Hurst Close, Crowthorne Road, Bracknell (Item 9)**

In a report containing exempt information the Director of Social Services and Housing updated the Sub Committee on the current position regarding the possible future use of 2/2A Hurst Close.

**RESOLVED** that as early indications show that a land assembly and redevelopment programme could lead to a housing scheme giving significant housing gain and an opportunity to reduce under occupation of neighbouring family accommodation, the officers be authorised to continue a detailed assessment of planning and valuation issues, with a view to reporting back to the next meeting of the Sub Committee.

**42. Rose House, 130 Moordale Avenue, Bracknell (Item 10)**

In a report containing exempt information the Director of Social Services and Housing detailed revised proposals for the above property.

**RESOLVED** that:

- (i) new terms be negotiated to lease Rose House, 130 Moordale Avenue, Bracknell to "parents and children together" with a view to opening a fully supported hostel for single mothers to develop independent living skills;
- (ii) the terms be approved by the Director of Social Services and Housing in consultation with the Chairman; and
- (iii) if required, application be made to the Department of the Environment, Transport and Regions, for consent to the letting.

**Appendix A as  
referred to in Minue 584**

**43. The Future of Wroxton, London Road, Bracknell (Item 11)**

With the agreement of the Sub Committee this item was withdrawn pending further information with regard to the service provider.

**44. Tenant's Debts - Request to be Written Off (Item 12)**

The Sub Committee received a report containing exempt information from the Director of Social Services and Housing detailing write-offs from previous tenants.

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

**45. Possessions Proceedings (Item 13)**

The Sub Committee received and noted a report on possession proceedings.

The meeting commenced at 7.30pm and concluded at 9.05pm.

**CHAIRMAN**

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**HOUSING SUB COMMITTEE  
4 MARCH 1998**

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

Apologies for absence were submitted on behalf of Councillors Mrs Hirst and Jones.

46. **Minutes**

The minutes of the meeting of the Sub Committee held on 20 January 1998 were approved as a correct record and signed by the Chairman.

47. **Capital Funding (Item 1)**

The Sub Committee noted that the Council's Housing Investment Programme (HIP) allocation for 1998/99 was £625,000, made up as follows:

Annual Capital Guideline	£504,000
Private Sector Grants	£53,000
Disabled Facilities Grant	<u>£68,000</u>
	£625,000

The Annual Capital Guideline, in line with the remainder of the South East, represented a reduction of 21% over the 1997/98 guideline.

The Sub Committee considered a Supplementary Credit Approval (SCA) of £450,000 issued by the Department of Transport, Environment and the Regions (DETR) under the Capital Receipts Initiative for 1998/99. The Sub Committee noted that this was an approval to spend rather than a grant. As the Council was debt free, further use of capital receipts would reduce the amount of interest earned and the Sub Committee concluded that it would not be beneficial for the Council to take up the SCA.

The Sub Committee was advised of the availability of Supplementary Credit Approval from the DETR to provide for a Cash Incentive Scheme. Such a scheme would enable local authorities to give grants to tenants in Council property to purchase dwellings in the private sector, thus releasing properties to let to families with priority need. However, as with the Supplementary Credit Approval issued under the Capital Receipts Initiative, the Sub Committee agreed that it would not be financially beneficial for the Council to make a bid under the scheme.

**RESOLVED** that

- (i) the Housing Investment Programme allocation for 1998/99 of £625,000 be noted;
- (ii) the Supplementary Credit Approval issued under the Capital Receipts Initiative for 1998/99 be not taken up; and

- (iii) no bid be submitted for Supplementary Credit Approval to support a Cash Incentive Scheme in 1998/99.

**48. Voids (Item 2)**

The Director of Social Services and Housing submitted a report on the handling of voids, i.e. empty properties. The Sub Committee noted that for every week that a property remained empty there was a loss of income to the housing revenue account. A certain proportion of properties were “difficult to let”, such as sheltered bedsit flatlets, which were no longer attractive to older people. The Sub Committee noted that options for these properties would be considered as part of the forthcoming allocations review. The Sub Committee agreed a revised format for the statistical information relating to the Council’s performance on void properties.

**RESOLVED** that:

- (i) options for addressing “difficult to let” properties be addressed in the forthcoming allocations review; and
- (ii) statistical information for the Sub Committee about void properties be revised on the basis of Appendix A of the report.

**49. College Hall (Item 3)**

The Sub Committee considered a report by the Director of Social Services and Housing on the future of College Hall. The Hall had been empty since July 1997 when a lease on the building had been surrendered by the Bracknell Family Baptist Church, which had provided accommodation for young single people. The Council, in the light of its assumption of unitary status, had undertaken a review of available property and as a result the possibility of using the building as a pupil referral unit had been suggested. In the event of College Hall being unsuitable as a pupil referral unit, alternative social housing options targeting the needs of young, single people would be considered. The Sub Committee agreed to these proposals, which would be subject to the confirmation of the Social Services Transition and Housing Committee, which was ultimately responsible for the stewardship of the site.

**RECOMMENDED** to the Social Services Transition and Housing Committee that:

- (i) College Hall be made available to the Education Committee to enable a feasibility study to be carried out for the provision of a pupil referral unit, subject to capital funding becoming available; the outcome of the study to be available by 1 May 1998;
- (ii) in the event of the building being found suitable for provision of a pupil referral unit, the transfer of College Hall to the Education Committee be approved;
- (iii) in the event of the building being found unsuitable for a Pupil Referral Unit, housing officers investigate alternative social housing options, targeting the needs of young, single people; and

- (iv) subject to the receipt of advice from the Borough Finance Officer, any interim costs associated with the security of College Hall be the responsibility of the transition budget.

**50. Capital Programme 1998/99 - 2000/01 (Item 4)**

In accordance with the decision of the Strategy and Policy Committee on 11 February, the Sub Committee reviewed its capital spending requirements for the forthcoming year. The Sub Committee was advised that the housing capital programme, excluding private sector improvement and disabled facilities grants, would be funded from both the general fund (£1.486 million) and the housing revenue account (£1.7 million). The programme, subject to the approval of the Strategy and Policy Committee, would include a heating and insulation programme; an anti-condensation programme; and general improvement programmes. The detail of these schemes would be considered at a future meeting of the Sub Committee.

The Sub Committee also considered the proposed Glenfield House lifts scheme and agreed that this scheme should be withdrawn from the programme and the funding allocated to garage improvements.

**RESOLVED** that:

- (i) the schemes, summarised in Annexe B of Item 4 of the agenda, (subject to the amendment of the housing revenue account funding to £1.7 million) be submitted to the Strategy and Policy Committee for inclusion in the draft capital programme form 1998/99; and
- (ii) the proposed lift scheme for Glenfield House be withdrawn from the 1997/98 programme and the funding be allocated to improvements on garage areas.

**51. Information Items**

The Sub Committee received the following reports submitted for information only:

- Housing Major Repair and Improvement Programme (Item 5)
- The Housing Corporation Approved Development Programme - Schemes in the Borough of Bracknell Forest (Item 6)
- Development Programme - Position Statement (Item 7)
- Housing Statistics and Performance Indicators (Item 8)

**52. Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972 members of the public and the press be excluded from the meeting for the consideration of the following items which would involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (3) Information relating to a particular occupier or former occupier of accommodation provided by the Authority (Item 15)
- (5) Information relating to an applicant for (Items 10, 11, 12 & 13)

financial assistance from the Authority

- (9) Information relating to the terms proposed in negotiations for the acquisition or disposal of property (Items 9 & 14)

**53. 2/2A Hurst Close, Crowthorne Road, Bracknell (Item 9)**

The Sub Committee considered a progress report on this site.

**RESOLVED** that the current situation be noted and a further report on progress be made to the next meeting of the Sub Committee.

**54. Request for Local Authority Social Housing Grant by Chiltern Hundreds Housing Association - Yorktown Road, Sandhurst (Item 10)**

The Sub Committee considered an application for Local Authority Social Housing Grant from the Chiltern Hundreds Housing Association in relation to a development in Yorktown Road, Sandhurst. The Sub Committee expressed the view that the scheme should be developed for older people. It concluded that the Director of Social Services and Housing should negotiate with the Housing Association to secure its commitment to letting the properties only to older people. Subject to this agreement, the application would be determined by the Director of Social Services and Housing, in consultation with the Chairman.

**RESOLVED** that:

- (i) the Director of Social Services and Housing negotiate with the Chiltern Hundreds Housing Association to provide an agreement whereby all lettings on the development are made only to older people, and subject to the satisfaction of this condition, the Director of Social Services and Housing, in consultation with the Chairman, determine the application for Local Authority Social Housing Grant; and
- (ii) in the event of the agreement in (i) above not being achieved, a further report be submitted to the Sub Committee.

**55. Request for Local Authority Social Housing Grant by Magna Housing Association - Moonhills, Rectory Close, Bracknell (Item 11)**

The Sub Committee considered an application for Local Authority Social Housing Grant from the Magna Housing Association, which would assist the Housing Association in providing a development of 15 two bed flats at Moonhills, Rectory Close, Bracknell.

**RESOLVED** that a Local Authority Housing Social Housing Grant of £330,000 to the Magna Housing Association be approved.

**56. Request for Local Authority Social Housing Grant by Cheshire Foundation Housing Association - Cambridge Road, Owlsmoor (Item 12)**

The Sub Committee considered an application for Local Authority Social Housing Grant from the Cheshire Foundation Housing Association, which would assist in the provision of a bungalow to be offered to a family with members with physical disabilities.

**RESOLVED** that:

- (i) an allocation of Local Authority Social Housing Grant of £52,362 (+/-10%) to the Cheshire Foundation Housing Association be approved, to develop a shared equity opportunity for a family in housing need and with members with physical disabilities; and
- (ii) the Finance and Property Sub Committee be requested to approve the sale of the land at Cambridge Road, Owlsmoor, at a price to be negotiated by the Borough Surveyor.

**57. Request for Additional Local Authority Social Housing Grant by Surrey Heath Housing Association - 147-153 Branksome Road, Sandhurst (Item 13)**

The Sub Committee considered a request for an additional allocation of Local Authority Social Housing Grant by the Surrey Heath Housing Association. A grant of £187,000 had been approved by the former Housing Committee in March 1997 to assist in a development at Branksome Hill Road, Sandhurst. In view of increased construction costs and the necessity to control rent levels since that date, a further £65,870 was requested by the Housing Association in order to undertake the scheme.

**RESOLVED** that approval be given to increase the Local Authority Social Housing Grant to Surrey Heath Housing Association by £65,870 (+/-10%) from £187,000 to £252,870 toward the funding of seven units of affordable housing at Branksome Hill Road, Sandhurst.

**58. The Future of Wroxton, London Road, Bracknell (Item 14)**

The Director of Social Services and Housing reported on the current position relating to Wroxton, London Road, Bracknell and the Sub Committee was informed of the range of possibilities for the future use of the property.

**RESOLVED** that officers evaluate the planning and valuation issues with a view to reporting on appropriate special needs schemes and alternative options as soon as possible.

**59. Information Item**

The Sub Committee received the following report submitted for information only:

Possession Proceedings

(Item 15)

The meeting commenced at 7.30  
pm and concluded at 8.45 pm.

**CHAIRMAN**

**SOCIAL SERVICES TRANSITION SUB COMMITTEE**

**10 FEBRUARY 1998**

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

Also present: County Councillor Mrs A J Williams

11. **Minutes**

The minutes of the Sub Committee held on 2 December 1997 were approved as a correct record and signed by the Chairman.

12. **White Paper - "The New NHS : Modern - Dependable". (Item 1)**

The Director of Social Services and Housing reported that the Government's White Paper into the National Health Service had been published in December and set out the Government's intention to modernise the NHS and in so doing emphasise the elements of quality, efficiency, changing roles and responsibilities, as well as providing a different approach to the command and control model of previous years.

The report summarised the important elements of the consultation paper and noted that, at a local level, the changes and developments proposed would have a significant impact on the way in which local authorities engaged with the Health Service on planning for local services, particularly at three levels, namely: elected member or senior officer involvement with Trust Boards; borough-wide planning on Board health care issues affecting the whole population, and specific planning in relation to the health improvement programme and its interface with the Community Care and Children's Services Planning Process.

Members noted that under the new proposals local authorities would be included in the health improvement programme.

**RESOLVED** that:

- (i) the new direction set by the White Paper "The New NHS : Modern - Dependable" be noted; and
- (ii) the extent to which the role of the local authority would change in the planning and commissioning process, which underlies the proposed changes in the NHS, also be noted.

13. **Joint Arrangements (Item 2)**

The Director of Social Services and Housing submitted a detailed report updating Members on the progress being made in relation to joint arrangements for specialists services and answered Members questions thereon.

**RESOLVED** that the progress being made in relation to joint arrangements be noted and the proposed mechanism for Members to appraise themselves of the details contained within the joint agreement, be endorsed.

14. **Progress Towards Transition - Update. (Item 3)**

The Director of Social Services and Housing submitted a progress report updating Members on progress made towards transition from the key areas of recruitment and personnel, office accommodation, property and transport and information technology.

Officers and Members paid tribute to all the staff responsible for the series of successful moves which had recently taken place to Time Square from various properties.

**RESOLVED** that:

- (i) the progress made towards transition, as reported, be noted; and
- (ii) the Sub Committee places on record a vote of thanks to all those staff responsible for the series of successful moves to Time Square.

15. **Corporate Maintenance Contracts. (Item 4)**

The Borough Surveyor reported that contracts were being put in place to deal with the maintenance of buildings and plant, including Social Services establishments. Such contracts provided access through which maintenance could be carried out, controlled and paid for.

Members noted a copy of a report submitted to the Finance & Property Sub Committee on 19 November 1997 which indicated the action being taken to deal with planned and reactive maintenance and service contracts.

**RESOLVED** that the action being taken to deal with building and plant maintenance, as reported, be noted.

16. **Crime and Disorder Bill. (Item 5)**

The Director of Social Services and Housing submitted a detailed report setting out the key proposals in relation to the Crime and Disorder Bill published in December 1997. The Bill set out the Government's proposals to implement key elements set out in the White Paper "No more excuses : a new approach to tackling youth crime in England and Wales".

Both the White Paper and the Bill intended to provide a consistent framework for the application to youth justice across England and Wales by providing two elements, a Youth Justice Board which would be based on drawing together a network of local agencies to deliver a range of youth justice services to the courts, and youth offending teams which would place a duty on local authorities, through their Social Services and Education provision, to provide teams in partnership with other relevant agencies to link with community safety and crime reduction partnerships which will also be a requirement under the new legislation. The Bill acknowledged that in many areas such arrangements were already in place and the intention was to ensure a greater consistency across local authorities. However, no indication was given as to which authority should take the lead on the management of such teams and this was left to local agencies to determine. Youth offending teams will be required to deliver community intervention programmes for young people aimed at enabling them to face the consequences of their activities, to develop a positive attitude and to divert a young person from further offending anti-social behaviour.

It was noted that various meetings were being convened locally and at a national level to discuss the implications of the recommendations of the White Paper and on what is contained in the Crime and Disorder Bill. Through the existing Youth Justice Team, which is managed by the Social Services Department at the County and will shortly be managed by Bracknell Forest, the core of the Young Offending Team already existed. Therefore the major task would be to identify relevant representatives from the police, probation and throughout education services who could be drawn into running a new team.

No reference had been made to additional funding which might be available to support new developments, but clearly to develop such a team would not be without additional costs to the agencies concerned.

**RESOLVED** that:

- (i) the report on the contents of the White Paper and Crime Disorder Bill be noted;
- (ii) the proposed development of a youth offending team and the young offenders planning team in the Bracknell Forest area in response to the White Paper's suggestion be noted; and
- (iii) the Director of Social Services and Housing make representations to the Home Secretary on the need for additional resources to support the establishment of youth offender teams and for adequate funding for the provision of remands to secure accommodation.

The meeting commenced at 7.30pm  
and concluded at 9.15pm.

**CHAIRMAN**

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**EDUCATION TRANSITION COMMITTEE**  
**18 MARCH 1998**

Present: Councillor Ward (Chairman), Councillors Barnard, Beadsley, Mrs Doyle, Fawcett, Good, Mrs Hayes, Mills, Mrs Shillcock, Mrs Sutcliffe, Thompson and Wheaton

Teacher and Church Representatives:  
Ms L Wales, Mr J Haig, Mrs M Desai and Mr G Anderson

Apologies for Absence were received from:  
Councillors Harrison and Mrs Hirst

**601. Minutes**

The minutes of the meeting of the Committee held on 22 January 1998 were approved and signed as a correct record.

**602. Education Consultation Panel**

The Committee received a copy of the draft minutes of the Education Consultation Panel held on 23 February 1998.

**603. Education Budget Sub Committee**

**RESOLVED** that the minutes of the Education Budget Sub Committee held on 9 March 1998, as set out in Appendix A hereto, tabled at the meeting, be received and adopted.

**604. Education Appeals Sub Committee**

**RESOLVED** that the minutes of the meeting of the Appeals Sub Committee held on 11 March 1998 as set out in Appendix B hereto be approved and adopted.

**605. Membership of the Committee (Item 1)**

The Committee received a report indicating that the Portsmouth Diocesan Council for Education had recently made a nomination for its seat on the Committee. Mr D McCann would be attending future meetings of the Education Committee.

**RESOLVED** that the nomination of Mr D McCann as representative of the Catholic Dioceses of Portsmouth Schools Commission be accepted.

606. **Review of Education Consultation Panel (Item 2)**

The Committee received a report to consider the future operation of the Consultation Panel. The Committee noted that the Education Consultation Panel had worked well in conjunction with the Education Transition Committee over the past 2½ years. Concerns were expressed about facilities for the teacher representatives serving on the panel to consult and disseminate their electorates' views. The inclusion of ten Head Teachers as representatives of the 40 schools in Bracknell Forest was beneficial to the Council and the schools and it was suggested that the arrangement continue alongside the proposed Teachers' Joint Consultative Committee which would be comprised of representatives of the Teacher Associations.

**RESOLVED** that the Education Consultation Panel continue in its current format until further notice.

607. **Establishment of Focus Groups (Item 3)**

The Committee received a report from the Director of Education setting out proposals to establish two new Focus Groups to review and make recommendations on the development of the statutory Education Development Plan and the preparation of a Special Education Policy for Bracknell Forest.

**RESOLVED**

- (i) that Focus Groups on the Education Development Plan and Special Education be established;
- (ii) that the Terms of Reference and membership be approved; and
- (iii) that nominations for the five Borough Councillors for each Focus Group be as follows:

Education Development Plan

Councillors Beadsley, Mrs Doyle, Fawcett, Thompson and Ward

Special Education

Councillors Barnard, Mrs Hayes, Mrs Shillcock, Ward and Wheaton

608. **Environment Strategy 1998-2001 (Item 4)**

The Committee received a report from the Director of Public and Environmental Services detailing proposals from the Public and Environmental Services Committee confirming the Council's commitment to Local Agenda 21. Copies of the draft Environmental Strategy had been circulated to Councillors separately.

**RESOLVED** that the Committee in confirming its commitment to Local Agenda 21 endorses the draft Environmental Strategy and pledges to play an active part in the promotion of good environmental practice and leading by best example, according to available resources.

609. **Progress Report on Preparation for Unitary Status (Item 5)**

The Committee received a report detailing progress with a number of key areas in the lead up to transition. It was noted that stronger links were being built up with schools with regular meetings and communications. Staffing levels were nearly at establishment level and the Department would shortly be moving to its new home, Edward Elgar House.

A number of joint arrangements and contracts had been arrived at and were set to be operational from 1 April. The Committee discussed the implications of the withdrawal of Wokingham District Council from the joint arrangements for the schools' library service and Young Musicians' Trust.

**RESOLVED** that the report be noted.

610. **Progress Report on Joint Arrangements (Item 6)**

It was noted that this item was withdrawn as no longer required as it was subsumed into the previous item.

611. **Adoption of Education Policies (Item 7)**

The Committee received a report from the Director of Education informing it of a number of policies and procedures previously adopted by Berkshire County Council.

The Director of Education informed the Committee that in the interests of a seamless transition that the policies listed in Annexe A to the report should be adopted pending review.

**RESOLVED** that the existing Berkshire County Council policies listed in Appendix A be adopted pending review; with the deletion of capability procedures for Headteachers and other staff.

612. **Capital Programme 1998/88 - 2000/01 (Item 8)**

The Committee received a report from the Director of Corporate Services and Director of Education setting out a proposed Capital Programme for 1998/99 and an Asset Management Plan, including criteria for school improvement projects. It was noted that this had been considered in detail by the Budget Sub Committee and changes agreed by the Sub Committee would be reflected in the final published documents.

**RESOLVED**

- (i) that the ranking criteria detailed in Annexe A to the report be approved;
- (ii) that the schemes summarised in Annexe B be submitted to the Strategy and Policy Committee for inclusion in the Capital Programme for 1998/99;

- (iii) that the draft statement of aims for the Asset Management Plan attached at Annexe C be approve; and
- (iv) that the three year programme as detailed at Annexe B for part of the Authority's provisional Asset Management Plan.

613. **Draft Constitution and Terms of Reference for the Teachers' Joint Consultative Committee (Item 9)**

The Committee received a report from the Borough Personnel Manager and Director of Education setting out a Constitution and Terms of Reference for the proposed Teachers' JCC. The document had been the subject of consultation with Teachers' Professional Associations and the Committee would run in parallel with the existing Local Joint Committee for all other staff in the unitary authority. The minutes of the Teachers' JCC would be reported to the Personnel Sub Committee to ensure consistency on personnel policy matters affecting all of the Council's employees.

**RESOLVED** that the Constitution and Terms of Reference for the Teachers' Joint Consultative Committee attached to the report be approved.

614. **Facilities Agreement (Item 10)**

The Committee received a report from the Borough Personnel Manager and Director of Education setting out a proposed Facilities Agreement to give effect to consultation arrangement with teaching and other staff. It was noted that the overall budget for all consultation arrangements was approximately £28,000.

**RESOLVED** that the Facilities Agreement set out at Appendix A to the report be approved and adopted.

615. **Early Retirement Arrangements for Teachers (Item 11)**

The Committee received a report circulated separately to the main agenda setting out a model early retirement policy for the interim period to 1 September 1998. The Director of Education reminded the Committee that the draft policy had been the subject of extensive consultation with schools and Teachers' Associations. The Committee was reminded that as a result of changes introduced by the Government the Local Education Authority was now required to make up a percentage of the lump sum and annual pension cost of a teacher retiring between the ages of 50 and 60; this would no longer be borne by the Teachers' Pension Scheme. The aim of the policy was to clarify where costs of early retirements would fall to ensure that Governing Bodies were aware of the full financial implications before granting an early retirement request and to ensure that the definition of the circumstances of early retirement were also made clearer.

**RESOLVED** that the interim policy set out as Appendix A to the report be approved with immediate effect and until September 1998 and provide for the early retirement of teachers on the following basis:-

- (a) on grounds of redundancy for those 50 years and over with redundancy payments based on the statutory minimum weekly payment, for these purposes £210 per week;

- (b) in the interests of the efficiency of the service, normally only for those aged 58 years and over;
- (c) on grounds of ill-health as agreed by the National Agency, Teachers' Pensions;
- (d) no enhancement (i.e. no added years);
- (e) in order to try and avoid any redundancies, a one off £10,000 sum to be allocated to any school willing to accept a teacher who would otherwise be made redundant in another school in the Borough; and
- (f) that the Borough Council arrange for professional financial advice to any employee or teacher who is considering redundancy.

**616. Model Capability Procedure (Item 12)**

The Committee received a report from the Director of Education setting out a Model Capability Procedure for teaching staff other than Head Teachers. It was noted that the principles used in the procedure originated arisen from changes in Government guidelines devised in association with an ACAS Working Group. It was also noted that the procedure had been the subject of consultation with Teachers' Professional Associations and schools. Concerns were expressed about the opportunity for staff to lodge appeals in the procedure. It was agreed that the model procedure would make clear right of appeal to the governing body at each of the formal stages.

**RESOLVED** that the Model Capability Procedure attached as Appendix A to the report be adopted, as amended above.

**617. Corporate Maintenance and Other Contracts (Item 13)**

The Committee received a report for information from the Director of Planning and Transportation - Surveying detailing maintenance arrangements for buildings and plant in the Education (Transition) Committee's ownership.

**RESOLVED** that the report be noted.

The meeting commenced at 7.30pm and concluded at 9.40pm

**CHAIRMAN**

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**EDUCATION BUDGET SUB COMMITTEE  
9 MARCH 1998**

Present: Councillors Barnard (Chairman), Councillors Beadsley, Fawcett,  
Thompson, Ward and Wheaton

Also Present: Councillor Mrs Sutcliffe

**7. Minutes**

The minutes of the meeting of the Sub Committee held on 15 September 1997 were agreed as a correct record.

**8. Capital Programme 1998/99 - 2000/2001**

The Sub Committee received a report from the Director of Education setting out criteria for ranking school improvement projects, the draft Education Capital Programme 1998/2001 and a draft statement of aims for asset management.

The Sub Committee discussed the ranking criteria for school improvements projects. It was suggested that a reference to the reduction of surplus places should be clarified to indicate that this would be done on a prudent and reasonable basis. The reference to schools causing concern meant cases where capital expenditure on the schools buildings and facilities were considered to be a substantial source of concern which could be remedied by building work.

The Director of Education tabled supplementary information on the capital programme for replacement of temporary buildings, LEA contributions to aided schools schemes and school improvement projects which were individually discussed.

It was noted that the Borough Engineer was making arrangements to re-visit the school condition surveys which were being handed over from Berkshire County Council. There was an estimated £3m maintenance backlog in schools across the Borough.

Concerns were expressed about the possibility of schools inferring that firm plans were in place for the capital programme in future years. It was agreed that the 1999/00 and 2000/01 columns would be given a new heading to the effect that they were schemes requested so far and that provisional figures only would be included.

It was noted that the draft criteria for ranking school improvement projects set out in Annexe A were not set out in a priority order: schemes would be ranked according to how many of the criteria they fulfilled and to what extent.

**RECOMMENDED**

- (i) that the criteria for ranking school improvement projects detailed in Annexe A to the report be approved;
- (ii) that the school improvement schemes and annual provisions summarised in Annexe B be included in the capital programme for 1998/99;

**Appendix A as  
referred to in Minute 603**

- (iii) that the draft statement of aims for the Asset Management Plan set out in Annexe B to the report be approved as the basis for further consultation; and
- (iv) that the three year programme of school improvements detailed at Annexe B forms part of the LEA's provisional Asset Management Plan with the amended headings for future years agreed in the meeting.

**9. Education Budget 1998 - Inflation Allowance**

The Sub Committee received a report from the Director of Education setting out budgets to which inflation on running expenses as added and detailed inflation in allocations. This was the last piece of information needed for the compilation of detailed schools' budgets.

**RESOLVED** that the report be noted.

The meeting commenced at 5.30pm and concluded at 6.35pm.

**CHAIRMAN**

**EDUCATION APPEALS SUB COMMITTEE  
11 MARCH 1998**

Present: Councillors Barnard, Beadsley, Fawcett, Good, Mrs Hayes,  
Ward and Wheaton

**1. Election of Chairman**

**RESOLVED** that Councillor Barnard be elected Chairman of the Sub Committee for the remainder of the municipal year.

**COUNCILLOR BARNARD IN THE CHAIR**

**2. Training for Transport and Awards Appeals**

The Sub Committee received a presentation from the Director of Corporate Services and Director of Education on the policies approved by the Education Transition Committee for student awards and home to school transport. It was agreed that the slides used in the presentation would be circulated for members' reference.

**3. Exclusion of the 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 5 in which involved the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(5) Information relating to applicants for financial assistance (Item 5)

**4. Specimen Case Papers**

The Sub Committee received a report containing exempt information setting out anonymised case papers for student awards and home to school transport which had been presented by Berkshire County Council at a training day held in January 1998.

The Sub Committee discussed the cases and the issues arising.

The Sub Committee was advised that there would a need for a flexible approach in setting meetings of the specialist panel dealing with home to school transport appeals to ensure that urgent cases should be dealt with quickly. The process of an appeal being submitted, a response being prepared and that response being copied to the parents was described to the Sub Committee. It was suggested that 8.30am meetings of less than an hour's duration could be a practical approach.

Some flexibility to allow substitutions within political groups on the sub-Committee could be considered. The Chairman thanked the officers for the presentation.

The meeting commenced at 4.30pm and concluded at 5.55pm.

**CHAIRMAN**

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**STRATEGY AND POLICY**  
**19 MARCH 1998**

Present: Councillor Bettison (Chairman), Councillors Adams, Angell, Mrs Ballin, Bayle, Birch, Good, Jones, Mrs Keene, McCormack, Mills, North, Sargeant Wade, Ward and Wheaton

Also Present: Councillors Blatchford and Flood

**618. Minutes**

The minutes of the meeting of the Committee held on 11 February 1998 were approved as correct record and signed by the Chairman.

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

The Committee noted urgent action taken under delegated powers in relation to minor variations to the agreement with Legal and General for the acquisition of land in connection with proposals for the redevelopment of Bracknell town centre.

**620. County Council Debtors, Creditors and Other Rights and Liabilities (Item 1)**

The Committee received a report containing draft proposals for establishing a framework to apportion debts, rights and liabilities between the six unitary authorities in Berkshire following abolition of the Berkshire County Council. The arrangements proposed related to apportionments existing at reorganisation and which might arise during the following period of 20 years. The Committee noted the approved Berkshire County Council Capital Programme for 1997/98 and later years, the proposed cost sharing formula between the unitary authorities and proposals for dealing with a range of other issues. Similar reports would be submitted to the other Borough/District authorities in Berkshire and a number of variations to the recommendations were circulated at the meeting.

**RESOLVED** that:

- (i) the Committee note the County Council's approved capital programme, set out in Appendix A of the report submitted, which the Acting Director of Finance of Berkshire County Council has advised is fully funded and that the Council agree to a transfer of resources (either by transferring unspent Section 106 receipts, usable capital receipts or other revenue balances) up to the level of approved capital expenditure less the expenditure which is actually incurred in 1997/98 for all items in the programme, subject to (ii) below, and that all rights and liabilities in the associated capital contracts should vest in the Authority where the scheme is located;
- (ii) in respect of those items in the programme, where the programme line supports a lottery or other bid (set out in Appendix B of the report submitted) that those bids proceed, but that the line be removed from the programme if the lottery bid fails and the relevant Unitary Authority does not indicate within a reasonable period of the failed bid that it intends to proceed with a scheme at the indicated location;

- (iii) the “Popbase” method of distribution set out in Appendix C of the report submitted be agreed as a reasonable general basis for distributing assets and liabilities of the County Council unless there is a statutory requirement to use an alternative or another basis is specifically agreed;
- (iv) Section 106 agreement receipts transfer to the authority requiring to use them (in accordance with the County Council programme referred to in Appendix A) and that receipts which are not required to transfer in accordance with (i) above transfer to the Authority where the agreement specifies work is to be done, and whether no such specification has been made to all authorities capable of complying with the agreement using the Popbase method of distribution or such other method, to be agreed, having regard to the purpose(s) for which the money was agreed to be given;
- (v) rights and liabilities under any Highways Agreements (for example Section 278 of the Highways Act 1980) transfer to the Authority to whose area the agreement relates to and any outstanding receipt, right deposit or benefit arising from a bond transfer to that Authority.
- (vi) any costs or receipts from a claim which is made within twenty years starting on 1 April 1998 arising from covenants made by the County Council or its predecessors, not connected to a property in “Category 1” transferring under the Property Transfer Arrangements, be shared by all Unitary Authorities using the “Popbase” method;
- (vii) any costs from a claim which is made by 31 March 1998 or within twenty years starting on 1 April 1998 arising from statutory orders made by the County Council (such as compensation claims arising from compulsory purchase orders) be shared by all Unitary Authorities using the “Popbase” method except where funding is included with (i) above;
- (viii) debtors and creditors in schools which would normally be paid by the school using its locally managed funds transfer to the Unitary Authority to which the school transfers;
- (ix) payroll creditors arising in the County Council accounts transfer to the Authority to which the employee transfers, unless arrangements have been made to make those payments in the contract between CSL and Reading BC as Designated Authority (for the payment of outstanding expenses), in which case the creditor transfers to Reading BC;
- (x) the “prepayment debtor” or creditor arising in the County Council’s accounts from the revaluation of schools for business rating purposes (arising from a notice issued by the Valuation Office Agency by 30 September 1998) transfer to the Authority in which the school is situated;
- (xi) those debts of the County Council which as at 31 March 1998 are secured on property, for social service client fees, transfer to the Authority taking responsibility for the client, with the transfer being made to the Designated Authority where the client is deceased;
- (xii) other debts of the County Council at 31 March 1998 which are secured on property transfer to the Authority in which the property lies and to the Designated Authority

for the residual housing mortgages and for property outside Berkshire (if any), with any proceeds being distributed using the “Popbase” method;

- (xiii) outstanding rental debtors of the County Council at 31 March 1998 transfer to the Designated Authority who will adopt the County Council’s accounting arrangements for accruing or not accruing rent income (to ensure a full year’s rent is shown in the County Council’s accounts)’
- (xiv) the “prepayment debtor” and “prepayment creditor” in respect of employee leased cars transfer to the Authority to whom the employee transfers, provided the car transfers with the employee;
- (xv) all other revenue debtors and creditors of the County Council not covered by (viii) to (xiv) above, or previous or subsequent reports approved by all Unitary Authorities, transfer to the Designated Authority;
- (xvi) the liabilities of the County Council in connection with ongoing pension contributions (for added years) be shared by all Authorities using the “Popbase” method, with the administrative details to be agreed by Section 151 Officers of the Unitary Authorities;
- (xvii) any other claims which are outstanding on 31 March 1998 or arise within twenty years starting on 1 April 1998 from acts or omissions of the County Council or its predecessors be shared by all Unitary Authorities using the “Popbase” method;
- (xviii) costs and receipts arising from the disposal of Category 2 & 3 properties be distributed using the “Popbase” method, except that where an Authority is required to set aside part of the receipt as a provision for credit liabilities (e.g. under Section 59 of the Local Government & Housing Act 1989), the Designated Authority be advised and the Designated Authority make an adjustment to the amount of debt on which all Authorities are making contributions, as illustrated in Appendix D (using “Popbase” shares);
- (xix) the statutory requirements to meet the costs of the Designated Authority in closing the accounts of Berkshire County Council, and the contributions towards loan charges (including outstanding loan charges from the 1974 reorganisation) pro rata according to the 1997/98 tax base for tax setting purposes, be noted.
- (xx) the Borough Finance Officer be given authority to agree the method for calculating interest and other contributions towards loan charges (where the statutory default is not used), and that arrangements proceed on the basis that the debt will be cleared over 50 years.

**621. Capital Programme 1998/99 - 2000/01 (Item 2)**

The Director of Corporate Services submitted details of each service committee's proposals for capital spending requirements for the forthcoming year as summarised in revised Annexes A - F to the report and circulated at the meeting.

**RECOMMENDED** that the new schemes submitted and listed in Appendix A1 to A6 be approved for inclusion within the Council's capital programme for 1998/99.

622. **Unitary Arrangements - Health, Safety and Welfare of Employees (Item 3)**

The Director of Public and Environmental Services reported on the Council's legal responsibilities to ensure the health, safety and welfare of its staff and members of the public who were likely to be affected by the Council's work related activities. The Committee noted that work was proceeding with regard to the development of a comprehensive safety manual which would satisfy legal requirements and also provide line managers and staff with advice on safety matters relative to their work or sphere of responsibility. The report submitted contained draft statements of the Council's commitment to staff health, safety and welfare at work, a general statement of the health and safety at work policy and a general statement of the Council's occupational health and welfare policy. Subject to formal adoption, these statements of principle would be included within the Council's safety manual.

**RESOLVED** that the policy statements and proposed arrangements for health, safety and welfare at work as set out in the Appendices to the report submitted be adopted.

623. **Appointment of Substitute Committee Members (Item 4)**

The Director of Corporate Services referred to the pressures likely to arise for Members in a unitary authority and submitted a draft procedure for the appointment of substitute members for committees and sub committees.

**RECOMMENDED** that

- (i) the procedure for the appointment of substitute members for committees and sub committees, as detailed in the report submitted, be approved for implementation at the annual Council meeting;
- (ii) the procedure be prescribed in the Council's Standing Orders as outlined in Annexe A of the report submitted, subject to the Committees being able to appoint up to three Councillors from any political group to act as substitutes for Members of their Groups appointed to Sub Committees.

624. **Millennium Sub Committee (Item 5)**

The Committee noted that there was a need to consider more fully the options available to the Council to mark the millennium and the Director of Leisure Services submitted proposals for the establishment of a Sub Committee for the following purposes:

- (a) to develop a range of options relating to the millennium celebrations and to submit outline proposals with approximate costings, if appropriate, to the Strategy and Policy Committee for consideration;
- (b) subject to approval and funding, to ensure implementation of proposals.

**RESOLVED** that

- (i) a Millennium Sub Committee be established with the outline brief set out above;

- (ii) 9 members be appointed to serve on the Millennium Sub Committee for the year 1998/99; and
- (iii) the Director of Leisure Services be designated as lead officer for the purposes of supporting the Millennium Sub Committee.

625. **Scheme of Council and Committee Management (Item 6)**

The Chief Executive referred to the importance of the Council having a clearly defined scheme of Council and Committee management as a unitary authority, and the need for the scheme to provide clear definitions of the responsibilities of the Council, Committees, Chairmen and Officers. A report by the Director of Corporate Services was submitted which described the background to the preparation of a draft Scheme of Council and Committee Management which had been developed to ensure that each part of the organisation had clear responsibilities and freedom to act within an established framework and which sought to achieve a balance between the need for democratic control by the full Council and the benefits of delegating authority to committees and to officers. Two volumes of the scheme had been drafted; Volume 1 dealt with Member arrangements whilst Volume 2 dealt with management arrangements. A third volume which would contain details of specific authorisations delegated to officers would be drafted in future.

Both volumes were considered in detail by the Committee and a number of specific adjustments were approved and other issues raised in discussion. The attention of the Committee was specifically drawn to proposed variations in the Council's Standing Orders and to revised Financial Regulations included within Volume 1 and Volume 2 respectively.

**RECOMMENDED** that, subject to the adjustments made at the meeting, Volumes 1 and 2 of the Scheme of Council and Committee Management be adopted with effect from the annual Council meeting.

**RESOLVED** that a review of the operation of the scheme be undertaken after one year.

626. **Environment Strategy 1998-2000 (Item 7)**

The Committee noted that following the launch in 1996 of the Council's Outline Environmental Strategy, the Public and Environmental Services Committee had endorsed a revised draft prepared by the Environmental Impact Group which had now been considered by other service committees. The revised draft had been well received by committees and a number of helpful comments had been made which would be incorporated in the final Strategy document. The draft had been circulated to all Members and, subject to adoption by the Council, would be launched at the Environment Fair to be held in May 1998.

**RECOMMENDED** that, subject to the incorporation of the changes identified by service committees, the Council adopt the Environmental Strategy 1998-2000 as circulated to all Members.

627. **DETR Consultation Papers - Modernising Local Government**

- (i) Local Democracy and Community Leadership Item 8(i)
- (ii) Best Value in Service Delivery Item 8(ii)

The Chief Executive reported on the series of consultation papers being issued by the Government to stimulate wider debate about the areas of radical change which the Government believed were necessary to modernise local government. Details of the two consultation papers issued so far were reported to the Committee and in view of the significance of the issues raised and the requirement for comments on the first consultation paper on Demographic Renewal and Community Leadership by 9 April 1998, it was suggested that the existing joint Strategy and Policy and Audit Performance and Scrutiny Focus Group should be authorised to approve the terms of the Council 's response.

Arising from discussion, Members requested that copies of the full consultation papers should be issued to all Members of the Council for comment.

**RESOLVED** that

- (i) the two DETR consultation papers issued to date be received; and
- (ii) the existing joint Strategy and Policy and Audit Performance and Scrutiny Focus Group be authorised to approve the Council's response to the DETR.

**628. Appointment of Insurance Brokers (Item 9)**

Consideration was given to proposed arrangements for the engagement of an Insurance Broker to provide additional support and advice in developing an active risk management strategy. In view of the limited amount of time available to the Council to re-tender the services of Insurance Broker and the relationship which had been developed with the Council's existing Brokers, it was proposed to proceed by way of a negotiated contract in accordance with the provisions of Standing Order 62.

**RESOLVED** that

- (i) in accordance with Standing Order 62, the requirements of Standing Order 60 with respect to competitive tendering be waived; and
- (ii) the Borough Finance Officer be authorised to negotiate a contract for the appointment of Aon Risk Services as the Council's Insurance Broker for period 1 April 1998 to 31 March 1999.

**629. Calendar of Meetings 1998/99 (Item 10)**

The Committee received a draft calendar of meetings of the Council, Committees and Sub Committees for the forthcoming municipal year.

**RESOLVED** that the draft calendar of meetings of the Council, Committees and Sub Committees for the 1998/99 municipal year be adopted as submitted.

**630. Local Government Reorganisation - Miscellaneous Matters (Item 11)**

It was noted that there were a number of outstanding matters arising from local government reorganisation which required to be finalised before 31 March 1998.

**RESOLVED** that

- (i) a Local Government Reorganisation Sub Committee be appointed and that the Sub Committee be delegated authority until and including 31 March 1998 to determine all outstanding issues concerning local government reorganisation;
- (ii) a meeting of the Sub Committee be held at 6.30pm on Wednesday 25 March; and
- (iii) the members of the Strategy and Policy Executive Sub Committee be appointed to serve on the Local Government Reorganisation Sub Committee.

631. **References from Other Committees (Item 12)**

The Committee received Minute 592 of the meeting of the Social Services Transition and Housing Committee held on 17 March 1998.

**RESOLVED** that the recommendations contained in Minute 592 (Social Services Systems Strategy for CRIS and Homecare Year - 2000 Compliancy) be adopted.

632. **Special (Insurance Tenders) Sub Committee**

**RESOLVED** that the minutes of the meeting of the Special (Insurance Tenders) Sub Committee held on 5 March 1998, as set out in Appendix B hereto, be received and noted.

633. **Finance and Property Sub Committee**

**RESOLVED** that the minutes of the meeting of the Finance and Property Sub Committee held on 5 March 1998, as set out in Appendix C hereto, be received and that the recommendations in Minute 52 (Bracknell and District Victim Support Scheme) be adopted.

634. **Access Committee**

**RESOLVED** that the minutes of the meeting of the Access Committee held on 11 March 1998, as set out in Appendix D hereto, be received and that the recommendation in Minute 97 (RAMPO Fund) be adopted.

635. **Personnel Sub Committee**

**RESOLVED** that the minutes of the meeting of the Personnel Sub Committee held on 12 March 1998 as set out in Appendix E hereto, be received and that the recommendations in Minute 38 (Council Policy on the Exercise of Discretionary Provisions regarding Pensions and Severance) be adopted.

636. **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 13 which involves the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (7) Information relating to Financial/Business Affairs
- (9) Information relating to Terms to be proposed for a Contract

637. **Easthampstead Park Mansion and Grounds (Item 13)**

In a report containing exempt information, the Director of Leisure Services submitted proposals for the future management arrangements and uses of Easthampstead Park Mansion following its transfer to the Council on vesting day.

**RESOLVED** that

- (i) responsibility for the management arrangements associated with Easthampstead Park Mansion and grounds be assigned to the Leisure Services Committee;
- (ii) the priority need for capital works at Easthampstead Park Mansion be noted;
- (iii) the Director of Leisure Services be authorised to initiate negotiations with the existing Conference Centre contractor and, dependant on the outcome of discussions, to either;
  - (a) report to the Leisure Services Committee if a suitable contract can be provisionally negotiated; or
  - (b) market test the management contract in accordance with Standing Orders.

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

**CHAIRMAN**

**SPECIAL (INSURANCE TENDERS) SUB COMMITTEE**  
**5 MARCH 1998**

Present: Councillors Egan, Good, Wade and Wheaton

Apologies for Absence had been received from Councillor Barnard

**1. Election of Chairman**

**RESOLVED** that Councillor R H Wade be elected as Chairman of the Sub Committee.

**2. Membership and Terms of Reference**

The Director of Corporate Services advised the Sub Committee of the background to its establishment by the Strategy and Policy Committee on 11 February 1998.

**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 5 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(9) Information relating to Contract Terms

**4. Tendering for Insurances (item 5)**

In a report containing exempt information, the Director of Corporate Services advised the Sub Committee of the process which had been undertaken to seek tenders for insurance cover for the unitary Council from 1 April 1998.

The Sub Committee received a presentation from Aon Risk Services, the Council's Risk Managers, on the preparation, specification and evaluation of the tenders. The presentation also included advice on the main policy cover provided, the excess costs payable by the Council, and suggestions for developing the Council's risk management strategy.

An analysis of the tenders received indicated that the most economically advantageous approach would be to let separate contracts for two discrete areas of cover:

Cover A

Property, Business Interruption, Computer and Motor Insurance.

Cover B

Liabilities - Employers liability, Public and Products liability, Officials Indemnity, Legal Department Indemnity, Libel and Slander, Land Charges Indemnity, Professional Indemnity and Fidelity Guarantee.

**RESOLVED** that:

- (i) the Council adopts Insurer A (Zurich Municipal) to provide insurance cover, over a 3 year period, for the policies included within Cover A, as detailed in paragraph 5.12, at an estimated cost of £229,671;
- (ii) the Council adopts Insurer B (St Paul's) to provide insurance cover, over a 3 year period, for the policies included within Cover B, as detailed in paragraph 5.12, at an estimated cost of £150,608;
- (iii) the Council authorises the Borough Finance Officer in conjunction with the Sub Committee Chairman to seek and negotiate separate insurance cover for Terrorism, Personal Accident and Engineering;
- (iv) the Council approves the allocation of £100,000 within the total insurance budget for 1998/99 to cover approximately 50% of the total uninsured loss exposure;
- (v) the Council adopts Insurer A (Zurich Municipal) to provide the Homeowners' Policies; and
- (vi) the Council approves the continuation of the Supply Teacher Insurance scheme.

The meeting commenced at 7.30pm and concluded at 8.25pm.

**CHAIRMAN**

**FINANCE AND PROPERTY SUB COMMITTEE**  
**10 MARCH 1998**

Present: Councillor Bettison (Chairman), Councillors Egan, Fawcett,  
Mrs Hayes, Mrs Pile, Ryan, Wade and Wheaton.

Apologies for absence had been received from Councillor Mrs Hirst

48. **Minutes**

The minutes of the meeting of the Sub Committee held on 27 January 1997 were approved as a correct record and signed by the Chairman.

49. **Minutes of the Voluntary Grants Panel**

**RESOLVED** that the minutes of the meeting of the Voluntary Grants Panel held on 26 February 1998 be received and the recommendations contained therein be adopted.

50. **Capital Programme 1998/99 - 2000/01 (Item 1)**

*In accordance with Standing Order 23 Councillor Egan declared a non-pecuniary interest in the Tea House scheme.*

In a joint report from the Director of Corporate Services and Director of Planning and Transportation the Sub Committee was advised of progress on its capital programme for 1997/98 and the schemes which members might wish to put forward for inclusion in the Council's capital programme for 1998/99.

At its meeting on 11 February 1998 the Strategy and Policy Committee had invited service committees to review their capital spending requirements for the forthcoming year and to submit proposals to its next meeting on 19 March. The Annexes to the report detailed the current spending profiles of the schemes in the Sub Committee's capital programme, the schemes to be carried forward from the previous year into 1998/99, and some proposed new schemes for the coming year.

**RESOLVED** That the Strategy and Resources Committee be requested to:

- (i) carry forward resources into the 1998/99 capital programme to fund the previously approved schemes listed in Annexe B of the report; and
- (ii) include the new schemes summarised in Annexe C in the capital programme for 1998/99.

51. **Berkshire Women's Aid (BWA) Grant Application 1998/99 (Item 2)**

The Sub Committee received a report from the Director of Social Services and Housing, providing additional information on the grant application from the Berkshire Women's Aid, as requested at the previous meeting of the Sub Committee on 27 January 1998.

Berkshire Women's Aid currently received a grant of £25,000 from Bracknell Forest and the application was for this to be continued for a further year. It was noted that in the continuing discussions about grant aid to voluntary organisations within Bracknell Forest there was a need to identify service areas and groups to which the Council should target its scarce resources. Within the Social Services and Housing Department, thought would be given to the way in which services were developed to respond to the broad challenge presented by the problems of domestic violence, as well as ways in which it could work in partnership with organisations such as Berkshire Women's Aid and Victim Support. The Sub Committee considered that options for developing such partnerships and links with other local voluntary organisations needed to be explored further.

**RESOLVED** that

- (i) in the light of the restrictions on the Borough Council's ability to provide continuing funding for all voluntary organisations, a grant for Berkshire Women's Aid of £5,000 be made available for 1998/99; and
- (ii) the Director of Social Services and Housing undertake further investigation relating to the incidence of domestic violence within the local area and to explore the options for alternative service developments, linking with other local voluntary organisations and report back to the next Finance and Property Sub Committee.

52. **Bracknell and District Victim Support Scheme (Item 3)**

In a report from the Head of Policy Development the Sub Committee received further information on the grant application from the Bracknell and District Victim Support Scheme, as requested at the previous meeting of the Sub Committee on 27 January 1998.

Investigations had demonstrated that the service was supporting a large number of people within the Borough. The total costs for the service had been estimated at £24,150 per annum. However, as Victim Support worked across the areas of both Bracknell Forest and Wokingham District, it was proposed that the costs should be split equally between the two. This meant that the share equating to Bracknell Forest would be £12,075.

In the absence of a specific legal power for making a grant of this nature reliance was placed on Section 137 of the Local Government Act 1972 and therefore the award of a grant was recommended to the Strategy and Policy Committee.

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

- (i) that an initial grant of £12,075 be awarded to the Bracknell and District Victim Support Scheme for 1998/99; and
- (ii) that subject to satisfactory evaluation of the use of this grant, a two year service agreement be negotiated with Bracknell and District Victim Support Scheme for 1999- - 2001.

53. **Run Off Arrangements for Outstanding Construction and Non-Construction Contracts Transferring from Berkshire County Council (Item 4)**

*In accordance with Standing Order 23 Councillor Egan declared a pecuniary interest as an employee of one of the contractors mentioned in Annexe D.*

The Sub Committee received a report from the Director of Planning and Transportation, regarding the arrangements being made to deal with a number of building, building services and non-construction contracts entered into by Berkshire County Council which would not be completed by vesting day.

Annexes to the report provided details of contracts for work on individual buildings within the Borough, which would be taken on by the Borough Council, together with the lead authority arrangements for the following types of contracts:

- (a) Cross boundary contracts affecting Bracknell Forest
- (b) Countywide service contracts
- (c) Countywide supplies and services contracts.

**RESOLVED** that:

- (i) the arrangements being made for dealing with outstanding matters on all contracts relating to properties transferring to this Council on vesting day be noted;
- (ii) the Borough Surveyor in consultation with the Borough Solicitor be delegated authority to confirm the arrangements for the vesting of County Council contracts in District and Borough Councils and to enter into any necessary agreements to give effect to those arrangements; and
- (iii) Bracknell Forest Borough Council be the "lead authority" on run off arrangements for the contracts for Science Laboratory refurbishment in schools, digital locks, fume cupboards, water conditioners, pool maintenance, intruder alarms, standby generators and tar paving.

The meeting commenced at 7.30pm and concluded at 8.20pm.

**CHAIRMAN**

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**ACCESS COMMITTEE**  
**11 MARCH 1998**

Present: Councillor Ward (Chairman)  
Councillor Mrs Clifford (Vice Chairman)  
Councillor Finnie  
Councillor Mrs Sutcliffe  
Ms M Abbott               Downside Resource Centre  
Miss T Azam               Bracknell and Wokingham Muscular Dystrophy Group  
Ms C Dann                Bracknell Users Group  
Mr P Fox                 Bracknell Forest MENCAP  
Mrs D Drummond        Community Council for Berkshire  
Mrs H Hart               Berkshire Multiple Sclerosis Therapy Centre  
Mr L Harvey             Forestline Community Transport  
Mr M Maice              Forestline Community Transport  
Mr E Mallett             Red Diamond Disabled Sports Association  
Mrs I Mattick            Triple 'A'  
Mrs P Sanderson        The Ark  
Mr M Shrimpton         Berkshire Disability Information Network  
Mr A Tarry              National Federation for the Blind  
Mrs B Thompson         Arthritis Care  
Mr P M Thompson        Arthritis Care  
Mrs I Tilbury            Arthritis Care  
Mrs J Townsend         Bracknell Citizens' Advice Bureau

Apologies for absence were received from:

Mrs A Butler-Smith    Bracknell Council for Voluntary Service  
Mrs S Kearton         Bracknell Citizens' Advice Bureau  
Mrs J Revans           Community Resource Worker, Berkshire Social

Services

Mrs M Thompson       Action Group for the Physically Handicapped

**The Vice Chairman was in the Chair for Minutes 89 to 91**

**89. Minutes**

The minutes of the meeting of the Committee held on 3 December 1997 were approved as a correct record and signed by the Chairman.

**90. Matters Arising from the Minutes**

Minute 82 - The Use of Tactile Paving Surfaces and Dropped Kerbs

The Access and Mobility Officer reported that the Planning and Transportation Committee on 3 March 1998 had approved (with minor amendments) the policy on tactile paving and dropped kerbs put forward by the Committee at its last meeting.

### Minute 83 - Bracknell Town Centre: Urban Design Framework

The Access and Mobility Officer advised that as a result of the Committee's comments to the Borough Planning Officer a further paragraph had been included in the Council's response to the Urban Design Framework document.

#### 91. **Leisure Services**

The Director of Leisure Services, Vincent Paliczka, gave a presentation to the Committee on the access issues relating to the Leisure Services Department and answered questions from members of the Committee.

The Director initially highlighted that there were four key elements to leisure services and these were Libraries, Arts and Information; Countryside and Heritage; Leisure and Amenities; and Youth and Community. The Director advised that most Leisure buildings generally were accessible to wheelchair users although there were some which did not currently offer wheelchair access. However, the Council was implementing a series of access improvements such as the installation of chair lifts (if feasible) and automatic doors at Bracknell Central Library, the creation of a new entrance at Sandhurst Sports Centre and a chair lift at South Hill Park Arts Centre. He also gave information on the house bound and special library services.

The Director stressed that access must relate to much more than physical access and identified potential areas for increasing access to services through training initiatives for staff, co-ordination with other agencies such as the Sports Council, and using and sharing the joint expertise that now exists in the Unitary Authority. Access to information via electronic means could reduce the need to travel as do services such as the housebound and special library services. Conflicts could exist in areas such as the Countryside where access and preventing urbanisation could seem to be mutually exclusive but where possible access was made. Examples such as the wheelchair accessible nature trail at Ambarrow Court and providing identified individuals with keys for barriers were given.

The Director stressed that access would be a key issue in each of the section's business plans in future and that he viewed that progress towards increasing access was part of the leisure's core business.

Following questions relating to swimming pools, special library services and training, the Committee thanked the Director for his presentation.

#### 92. **Mobility Schemes 1997/98 (Item 1)**

The Access and Mobility Officer reported that the 1997/98 Mobility Schemes budget provision of £50,000 had been allocated by the Planning and Transportation Committee to the following four areas:

- (i) the installation of dropped kerbs and tactile paving where appropriate;
- (ii) minor alterations to footways;
- (iii) upgrading of areas in the vicinity of disabled persons' parking bays; and
- (iv) refurbishment of the wheelchair accessible WC facility in the High Street Car Park.

The Committee noted the report on the proposed Mobility Schemes for 1997/98. The Access and Mobility Officer requested members of the Committee to advise her of any particular sites that might benefit from accessibility improvements.

The Committee also noted that there was an intention for future funds in the Mobility Schemes budget to be used to establish a Shopmobility scheme for Bracknell town centre. This would be subject to the involvement of traders in the town centre. The Committee also considered the issue of "A" boards and other displays outside shops within the town centre. It was agreed that the Access and Mobility Officer would pursue the matter of "A" boards with the Town Centre Development Manager.

**93. Access for Disabled People - Places with Entertainment Licences (Item 2)**

The Committee considered a report, in which the background to an incident in which a wheelchair user had been refused access to a local public house, was explained. The Committee noted that the Council as a licensing authority had a duty to ensure that premises licensed for public entertainment could be evacuated safely in an emergency. Some buildings could not, without adaptation, provide a safe means of escape for wheelchair users, given the large numbers that might be present for a public entertainment and it was possible in those circumstances that a licence would include a condition, providing no access to wheelchair users; this was a last resort when the licence holder was unable or unwilling to carry out the necessary works. However, such conditions were only in force at times when entertainments were taking place. Officers continued to promote and encourage access improvements where appropriate to enable the removal of such conditions. The Committee also noted that as a result of the publicity arising from this incident, the public house in question had now become fully accessible to wheelchair users.

**94. Accessible Taxis (Item 3)**

The Access Committee was advised that following a meeting of the Hackney Carriage Sub Committee on 19 February 1998 a number of issues relating to the accessibility of hackney carriages and private hire vehicles had been referred to the Committee for its comments. The Borough Surveyor outlined the complex legislative background to hackney carriage and private hire vehicle licensing and in particular explained the difference between a hackney carriage and a private hire vehicle: the former being able to ply for hire and seek custom on ranks; the latter only carrying out pre-booked journeys, logged with an operator. The Borough Surveyor stressed that the provisions in the Disability Discrimination Act 1995 related to hackney carriages only and would not apply to private hire vehicles.

It was noted that the Department of the Environment, Transport and the Regions (DETR) had undertaken an informal consultation exercise on the accessibility of hackney carriages, but in view of the overwhelming response to the consultation, it had indicated that it was unlikely guidance on accessible hackney carriages would be forthcoming for some time

Members of the Committee discussed the hackney carriage and private hire vehicle provision locally. The Committee noted that of the 121 Hackney Carriages operating within Bracknell Forest, three were wheelchair accessible; these were the London-type taxis. Some members expressed a view that the service provided by local operators in relation to private hire vehicles was unreliable and that there was a

demand for a reliable accessible service. In relation to hackney carriages, members agreed that London-type taxis were accessible to many wheelchair users, however, they were not always accessible to some people with ambulant disabilities and elderly people. It was agreed that the advice and views put forward by members of the Committee would be given further consideration.

95. **Improvements to Council Offices (Item 4)**

The Committee noted a report which outlined the access arrangements at Easthampstead House, Seymour House, Edward Elgar House (formerly Fitzwilliam House) and Time Square.

96. **Disability Discrimination Act 1995 The Government's Proposals for Buses and Coaches (Item 5)**

The Access and Mobility Officer advised that the Department of the Environment, Transport and the Regions had issued an informal consultation document on its proposals for improving accessibility of buses and coaches. The Committee noted the deadline for the submission of comments to the DETR was 17 April and the Access and Mobility Officer advised that if members of the Committee wished to obtain copies of the consultation document they should seek copies from her.

97. **RAMPO Fund (Item 6)**

The Committee considered an application from Bracknell Royal British Legion Club seeking a grant towards the construction of a ramp at their building entrance in Bracknell town centre. The Committee noted that there was £2,518.80 in the RAMPO fund, which was available to provide small grants towards the construction of such ramps, and in recent years the number of awards from the fund had fallen. The Committee was advised that the Club would be providing information on the final grant request, when it had received a series of estimates for the works. On the basis that the Club was used by a variety of groups, the Committee supported the application in principle and agreed that the Access and Mobility Officer in consultation with the Chairman should determine the level of the award to the Club.

**RECOMMENDED** that the Strategy and Policy Committee authorise the Access and Mobility Officer, in consultation with the Chairman of the Access Committee, to consider and determine the application from the Bracknell Royal British Legion Club for a grant towards the construction of a ramp, upon the receipt of further information from the applicant.

98. **Community Council for Berkshire's Community Transport Conference (Item 7)**

The Committee noted a report on the Community Council for Berkshire's Conference held on 31 January 1998, entitled 'the Role of Community Action in Achieving Integrated Transport in the New Berkshire'.

99. **Access Committee Training**

The Committee was advised that following its last meeting two training sessions had been arranged for members of the Committee on participation at Committee meetings. However as the Council's Training Officer had been due to leave the Council's employment the training sessions had been postponed. The Committee noted that when the new training officer was in post in April, the training sessions would be re-scheduled.

The meeting commenced at 7.30pm and concluded at 9.10pm.

**CHAIRMAN**

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**PERSONNEL SUB COMMITTEE**  
**12 MARCH 1998**

Present: Councillor Sargeant (Chairman), Councillors Beadsley, Blatchford, Grayson, Mrs Keene, Mills, Mrs Shillcock and Ward

An apology for absence was submitted on behalf of Councillor Harrison

33. **Minutes**

The minutes of the meeting of the Sub Committee held on 29 January 1998 were approved as a correct record and signed by the Chairman.

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

The Committee was advised of urgent action taken under delegated powers by the Director of Leisure Services in relation to staffing changes regarding Libraries, Arts and Information.

35. **Local Joint Committee**

**RESOLVED** that the minutes of the meeting of the Local Joint Committee held on 24 February 1998 be received and noted.

36. **Council Policy on the Exercise of Discretionary Provisions Regarding Pensions and Severance (Item 1)**

The Borough Personnel Manager submitted a detailed report on the discretionary provisions regarding pensions and severance which made recommendations on the Council's general approach to severance issues and the use of several new severance discretions available from 1 April under the Local Government Revision Scheme Regulations 1997. The Sub Committee noted that the Council must publish its policy on these discretions by 30 June 1998. The report covered, in detail, the three basic types of severance payments made by the Council, these being ill-health retirement; redundancy payments for employees aged under 50, and redundancy/early retirement payments for employees aged over 50.

The Sub Committee agreed that there needed to be a consistent approach on the principles of early retirement to all employees of the Council including, as far as possible, teaching staff and recognised there needed to be generally accepted framework based on certain principles, details of which were suggested and agreed. The Sub Committee were mindful, however, that detailed policy changes would not be appropriate at this time due to the on-going regulations with Teaching Unions on their own scheme.

**RECOMMENDED** that:

- (i) the following framework of principles governing early retirement be approved:
  - (a) Most employees should expect retirement to take place at the normal retirement age. No employee should regard early retirement for which the employer's consent is required as his or her automatic right, nor should the exercise of the employer's discretions be expected as a right. Discretions will only be exercised where there is a benefit to the organisation which adequately justifies their use.
  - (b) Early retirement is not a substitute for proper performance management and will not be used by management to resolve competence/capability problems.
  - (c) On occasions early retirement is a valuable management tool which enables decisions to be made to effect savings and/or improve efficiency in the organisation. It will also avoid the negative industrial relations impact of compulsory redundancies.
  - (d) Employees will be treated in a fair and equitable manner.
  - (e) Each case must be assessed individually, and the costs and benefits to the organisation clearly presented to the decision-makers as part of that case.
  - (f) Decisions on early retirement must be made with regard to the Council's overriding responsibility to act with prudence and propriety.
- (ii) approval be given to extending the use of the existing Berkshire Personnel Protocol in respect of severance payments until the next meeting of the Sub Committee when the matter would be reconsidered.

**37. Constitution and Terms of Reference for the Local Joint Committee (Item 2)**

At the last meeting of the Sub Committee, (minute 30 refers), consideration was given to the report covering consultation in the unitary authority. Following this, officers were asked to consult with the unions on the draft Facilities Agreement, discuss the basis of allocating funds for trade unions of union representatives and discuss, with the trade union representatives, the detailed constitutions for the two consultative forums (Local Joint and Education).

Accordingly, the Borough Personnel Manager submitted the draft Constitution and Terms of Reference for the Local Joint Committee, which had been approved in principle by the Local Joint Committee, and the Local Agreement on the Facilities for representatives of recognised trade unions, together with an update of Unisons response to the Facilities Agreement. The Facilities Agreement had been discussed and commented on by the Teaching Unions. The Consultation Constitution was due to be approved by the Education Transition Committee at its next meeting.

**RESOLVED** that:

- (i) the "Employees Representatives" paragraph of the Local Joint Committee Constitution be amended to read "*shall be appointed from recognised trade unions giving due recognition to the size of their membership.*"
- (ii) the Constitution of the Local Joint Committee (as amended above) and the Facilities Agreement, as reported, be approved and adopted.

38. **Time Off Work for Public Duties (Item 3)**

The Borough Personnel Manager reported that there was no existing policy in respect of time off for public duties and therefore submitted a report to seek the Sub Committee's view on a formal policy to cover staff who were required to have leave of absence for public duties.

**RESOLVED** that the following scheme of time off work for public duties be adopted:

- (i) the granting to an employee who is elected as Chairman or Mayor of a Council an additional 18 days paid leave during a full years terms of office;
- (ii) the granting to an employee who is elected as a Councillor or Magistrate appointed to the Bench an additional 12 days paid leave each year from the date of the actual appointment; and
- (iii) the granting of reasonable time off to employees who are members of school governing bodies.

39. **Countryside Service - Countryside Research Assistant (Item 4)**

The Sub Committee considered a report proposing the creation of a new fixed term post within the Leisure Services Department dealing with countryside research issues. The new post would be dependant on a grant being received from the Countryside Commission in the sum of £18,000 which would part fund the proposed contract.

**RESOLVED** that, subject to confirmation of a grant from the Countryside Commission, and approval by the Leisure Services Committee, approval be given to a two year fixed term post of Countryside Research Assistant with terms of employment to be approved by the Borough Personnel Manager.

40. **Item for Information (Item 5)**

The Committee received and noted the following information item, including an update given by the Director of Corporate Services:

- 1998 pay negotiations - non teaching staff (Item 5)

41. **Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of the following Items which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (1) Information relating to employees (Items 6 & 7)
- (9) Terms proposed for a contract (Item 8)

42. **Local Government (Compensation for Redundancy) Regulations 1994 (Item 6)**

In a report containing exempt information the Borough Personnel Manager reported on a request received from the Director of Personnel at Berkshire County Council seeking the formal views of the Borough Council on a proposal to further enhance severance payments for County staff who were made redundant on 31 March 1998.

**RESOLVED** that:

- (i) the Sub Committee advises against the use by the County Council of any severance discretions other than those agreed through the Berkshire Personnel protocol; and
- (ii) the Berkshire County Council be informed accordingly.

43. **NJC Transfer Agreement (Item 7)**

In a report containing exempt information the Borough Personnel Manager submitted a report suggesting how the Council should approach the NJC transfer issue after vesting day.

**RESOLVED** that officers be authorised to serve up to three months notice on NJC transferees and use the period of notice to seek to re-deploy the individuals into appropriate jobs.

44. **Approval of Select Tender List for Recruitment Advertising Services Contract (Item 8)**

In a report containing exempt information the Director of Corporate Services submitted a list of companies to be included on the select tender list for the recruitment advertising services contract.

**RESOLVED** that the companies detailed in the officer's report be included on the select tender list for the recruitment advertising service contract.

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

**CHAIRMAN**

**ANNUAL COUNCIL MEETING  
25 MARCH 1998**

**Appointments to Committees 1998/99**

The following nominations to main Committees have been received:

<b>STRATEGY &amp; POLICY COMMITTEE</b>	<b>EDUCATION COMMITTEE</b>	<b>LEISURE SERVICES COMMITTEE</b>
<p><b>Councillors(16)</b>            Angell            Mrs Ballin            Bayle            Bettison (Chairman)            Birch (Vice-Chairman)            Good            Jones            Mrs Keene            McCormack            Mills            North            Sargeant            Mrs Shillcock            Wade            Ward            Wheaton</p> <p><b>Substitute Members (6)</b>            Adams            Beadsley            Fawcett</p> <p>3 vacancies (Cons)</p>	<p><b>Councillors (17)</b>            Barnard (Vice-Chairman)            Beadsley            Mrs Doyle            Egan            Fawcett            Good            Harrison            Mrs Hayes            Mrs Hirst            Mills            Mrs Shillcock            Mrs Sutcliffe            Taylor            Thompson            Ward (Chairman)            Wheaton            Worrall</p> <p><b>Substitute Members (6)</b>            Mrs Keene            McCormack            Ryan</p> <p>3 vacancies (Cons)</p>	<p><b>Councillors (16)</b>            Bettison            Blatchford            Egan            Fawcett            Finnie            Flood            Good            Grayson            Miss Haydon            Mrs Hayes (Vice-Chairman)            Mrs Keene            McCormack            North (Chairman)            Taylor            Thompson            Wheaton</p> <p><b>Substitute Members (6)</b>            Adams            Bayle            Jones</p> <p>3 vacancies (Cons)</p>

<b>PLANNING &amp;</b>	<b>PUBLIC &amp;</b>	<b>SOCIAL SERVICES &amp;</b>
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<b>TRANSPORTATION COMMITTEE</b>	<b>ENVIRONMENTAL SERVICES COMMITTEE</b>	<b>HOUSING COMMITTEE</b>
<p><b>Councillors(16)</b>  Adams  Mrs Ballin (Chairman)  Bayle  Mrs Doyle  Finnie  Flood  Grayson  Jones  Onions  Mrs Pile  Ryan  Sargeant (Vice-Chairman)  Simonds  Veakins  Wade  Worrall</p> <p><b>Substitute Members (6)</b>  Mrs Clifford  Fawcett  Wheaton</p> <p>3 vacancies (Cons)</p>	<p><b>Councillors (16)</b>  Adams  Barnard  Bayle  Beadsley  Blatchford  Mrs Clifford  Egan (Vice-Chairman)  Mrs Keene  Mills (Chairman)  North  Onions  Mrs Pile  Simonds  Veakins  Wade  Ward</p> <p><b>Substitute Members (6)</b>  Fawcett  Good  Grayson</p> <p>3 vacancies (Cons)</p>	<p><b>Councillors(16)</b>  Angell (Chairman)  Bayle  Mrs Clifford  Egan  Flood  Harrison  Miss Haydon  Mrs Hirst  Jones  McCormack  Mrs Pile  Ryan  Mrs Shillcock  Simonds  Mrs Sutcliffe  Worrall (Vice-Chairman)</p> <p><b>Substitute Members (6)</b>  Grayson  Mrs Keene  Wheaton</p> <p>3 vacancies (Cons)</p>
<b>DIRECT SERVICES BOARD</b>		
<p><b>Councillors (9)</b>  Barnard  Bayle  Blatchford  Grayson  Miss Haydon (Vice-Chairman)  Mrs Keene  Mrs Pile  Sargeant (Chairman)  Taylor</p> <p><b>Substitute Members (6)</b>  Fawcett  Mrs Shillcock  Wheaton</p> <p>3 vacancies (Cons)</p>		

**ANNUAL COUNCIL  
25 MARCH 1998**

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**LOCAL GOVERNMENT AND HOUSING ACT 1989: REVIEW OF ALLOCATION OF  
SEATS AND APPOINTMENTS TO COMMITTEES 1998/99  
(Corporate Services - Administration)**

**1 INTRODUCTION**

- 1.1 The Local Government and Housing Act 1989 requires the Council to review the allocation of seats to party groups at the annual meeting. This report proposes the arrangements for the allocation of seats and appointments to Committees for 1998/99.

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

- 2.1 Legal Powers: Section 15, Local Government and Housing Act 1989.
- 2.2 Finance: Not relevant

**3 RECOMMENDATIONS**

- 3.1 **To confirm that the total number of seats on ordinary committees appointed by the Council shall be 106 and that such seats shall be allocated to party groups as follows:-**

**Conservative Group - 60      Labour Group - 46**

- 3.2 **To appoint Members to serve on Committees (nominations to be circulated in advance).**

Name of Committee	Number of Members	Allocation to Groups	Substitute Members
Strategy & Policy Committee	16	9 : 7	3 : 3
Education Committee	17 *	10 # : 7	3 : 3
Leisure Services Committee	16	9 : 7	3 : 3
Planning & Transportation Committee	16	9 : 7	3 : 3
Public & Environmental Services Committee	16	9 : 7	3 : 3
Social Services and Housing Committee	16	9 : 7	3 : 3
Direct Services Board	9	5 : 4	3 : 3
	<hr style="width: 10%; margin: 0 auto;"/>	<hr style="width: 10%; margin: 0 auto;"/>	
	<b>106</b>	<b>60 : 46</b>	

\* *does not include the 2 voting representatives nominated by Oxford and Portsmouth Diocesan Councils.*

# *includes an additional majority group member to comply with the statutory requirement that the majority group shall have a majority of seats on each committee.*

**3.3 To adopt the following formula for the allocation of seats on sub committees to be appointed by committees.**

<b>Number of Members</b>	<b>Allocation of Seats</b>
<b>3</b>	<b>2 : 1</b>
<b>5</b>	<b>3 : 2</b>
<b>9</b>	<b>5 : 4</b>
<b>20 *</b>	<b>12 : 8</b>

\* *Planning Control Sub Committee*

**4 SUPPORTING INFORMATION**

4.1 The Local Government and Housing Act 1989 introduced Regulations in order to ensure that the political balance on committees reflects the political complexion of the Council. In order to achieve this the Council is required to observe the following principles as far as practicable in making appointments to ordinary committees, i.e.:-

- (a) no committee should comprise members drawn from one political group only;
- (b) the majority of seats on each committee should be allocated to a political group if the number of members of the group is a majority of the authority's membership;
- (c) subject to satisfying (a) and (b) above, the total number of seats allocated to each political group on all ordinary committees should reflect the political balance of the Council; and
- (d) subject to (a)-(c) above, the number of seats on each committee allocated to each political group should reflect the political balance of the Council.

4.2 The above four principles apply to all committees appointed by the Council and to sub committees appointed by those committees.

4.3 The recommendations in Section 3 above will allow the Council to maintain the current size and political balance on its committees in 1998/99, with one exception. This is the Education Committee, where the addition of two voting church representatives places a requirement on the Council to review the allocation of seats on the Education Committee. In order to satisfy the statutory requirement that the majority of seats on the committee should be allocated to the majority group, the Conservative Group should be allocated an additional, tenth, seat on the Committee.

4.4 The total number of committee seats available to the two groups is thus increased to 106. Following the principles set out in paragraph 4.1 above, the seats should be allocated in the following proportions:

Conservative 57.5% - Labour 42.5%

An allocation of 60 Conservative and 46 Labour seats is appropriate as it brings both parties to within 1% of their respective proportions on the full Council.

- 4.5 Committees are also required to observe political proportionality when setting the membership of Sub Committees and the formula by which this should be done is set out at recommendation 3.3 above.

Background Papers

None

Contact for further information

Peter Driver - Extension 2260

Doc.Ref.

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**ANNUAL COUNCIL MEETING  
25 MARCH 1998**

**Nominations to Other Bodies**

The following nominations to the bodies listed in Agenda then 8(ii) have been received:

- |     |   |   |
|-----|---|---|
| (a) | Economic Strategy Group   | Cllrs Bettison and Finnie   |
| (b) | Environmental Impact Group  | Cllr Mills  |
| (c) | Quality Group   | Cllr Birch  |
| (d) | Health and Safety Panel   | Cllr Sargeant   |
| (e) | Councillors to serve on the Social<br>Services Complaints Review Panels | The Council is requested to<br>confirm the arrangements<br>shown in the main Agenda |
| (f) | Councillors to serve on Education<br>Admission and Exclusion Appeals    |   |
| (g) | Councillors to serve on Housing<br>Benefits Review Boards               |   |
|     | )   |   |
|     | )   |   |

**ADDENDUM**

Committee Working Groups

As part of the agenda preparation process, Officers meet with the Chairman and Vice Chairman and one other member of main Committees. The members who will attend pre-agenda Working Group meetings are listed below for information:

- |   |   |                        |
|---|---|------------------------|
| Strategy and Policy Committee               | - | Councillor Angell      |
| Education Committee                         | - | Councillor Harrison    |
| Leisure Services Committee                  | - | Councillor Miss Haydon |
| Public and Environmental Services Committee | - | Councillor Mrs Pile    |
| Planning and Transportation Committee       | - | Councillor Mrs Doyle   |
| Social Services and Housing Committee       | - | Councillor Simonds     |

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