



**Council
Wednesday 22 July 1998, 7.30 pm**

AGENDA

Page No

1. **Apologies for Absence**
2. **To approve as a correct record the minutes of the Annual Meeting of the Council held on 25 March 1998.**
3. **Mayor's Announcements**
4. **Scheme for Public Participation - Standing Order 12**

(1) Petitions - to receive the following Petitions

(a) Petition to be presented by Ms J Lovell

We, the community of Chavey Down and St Martin's Church are opposed to the change of catchment area which excludes Chavey Down children from Winkfield, St Mary's C of E Primary School. We are also aggrieved about the manner in which this change was enforced and ask the new LEA to rectify the mistake made by the old Authority to ensure that justice prevails.

This Petition should be referred to the Education Committee for consideration.

(b) Petition to be presented by Mrs M D Langton

We, the Pensioners of Bracknell, and our supporters, believe that we have earned the right, common to pensioners throughout Britain, to free or at least concessionary bus fares, and we urge Bracknell Forest Borough Council to continue to honour this right.

This petition should be noted by the Council

(c) To receive a Petition submitted by Mr A Caines

We, the undersigned strongly object to any cuts in concessionary travel arrangements for the elderly; furthermore we maintain that we should have free travel as in many other areas.

This petition should be noted by the Council

- (2) Statement - to receive a Statement to be made by Mrs K Brinkman of Ullswater regarding the recommendations of the Planning and Transportation Committee in Minute 111

The Statement should be noted by the Council.

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

Planning & Transportation Committee - 25 June 1998
All Standing Committees - 25 March 1998
Social Services & Housing Committee - 9 June 1998
Public & Environmental Services Committee- 16 June 1998
Education Committee - 18 June 1998
Direct Services Board - 23 June 1998
Leisure Services Committee - 30 June 1998
Strategy & Policy Committee - 15 July 1998

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6. Questions - Standing Order 11

- (i) Question to the Chairman of Planning and Transportation Committee (Councillor Mrs Ballin) by Councillor McCormack

"The proposed changes by the Conservative Group to the Concessionary Fares Scheme will impact on the Borough's elderly residents.

Could the Chairman of the Planning and Transportation Committee please explain what consultation took place prior to the recommendation being presented to the Planning and Transportation Committee on 25 June 1998?"

- (ii) Question to the Chairman of Strategy and Policy Committee (Councillor Bettison) by Councillor Mrs Keene

"Is it acceptable for the Chairman of a Committee to use his casting vote on an issue concerning his own Ward other than to maintain the status quo?"

7. To consider the following Motion submitted under Standing Order 8

2/98 submitted by Councillors Ward and Bettison

This Council supports the "Town and Country Finance Issues Group" (TACFIG) in its efforts to persuade the Government to improve the distribution of the Central Government Grant.

We recognise that the poor treatment of this Authority by Central Government in the Grant has, in effect, caused the reduction in travel grant which we have had to make this evening.

We note that the independent research done for TACFIG by Rita Hale Associates would indicate that Bracknell Forest's allocation should be £896,000 more in the Environment and Cultural Block.

In the light of the above we will ask the Chief Executive to write to the DETR to commend the research and to request that they act upon it.

In accordance with Standing Order 8 (iv) the Mayor has determined that this Motion shall be dealt with at the Council meeting.

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COUNCIL MEETING 22 JULY 1998

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**ANNUAL MEETING OF THE COUNCIL
25 MARCH 1998**

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

Apologies for Absence were received from:
Councillors Bayle, Sargeant and Taylor

THE MAYOR, COUNCILLOR JAMES G FINNIE, IN THE CHAIR

1. Election of Mayor

It was proposed by Councillor Birch, seconded by Councillor Mrs Doyle, *that Councillor James G Finnie be elected Mayor for the 1998/99 municipal year.*

There being no other nominations it was

RESOLVED that Councillor James G Finnie be elected Mayor of the Borough of Bracknell Forest for the 1998/99 municipal year.

Councillor Finnie made and signed the Declaration of Acceptance of Office of Mayor. He then thanked Members of the Council for his election to a second term of office and advised the Council that arrangements would be made for his formal investiture on 2 April 1998.

2. Appointment of Deputy Mayor

It was proposed by the Mayor and seconded by Councillor Good, *that Councillor Barry Egan be appointed Deputy Mayor for the 1998/99 municipal year.*

There being no further nominations it was

RESOLVED that Councillor Barry Egan be appointed Deputy Mayor of the Borough of Bracknell Forest for the 1998/99 municipal year.

Councillor Egan then made and signed the Declaration of Acceptance of Office and thanked the Council for his appointment.

3. Minutes

The minutes of the meeting of the Council held on 26 February 1998 were approved as a correct record and signed by the Mayor.

4. **Mayor's Announcements**

Charity Concert

The Mayor reminded Members of the Council of the concert to be held in support of his charity for the 1997/98 municipal year at the Wilde Theatre on 30 March 1998.

Mayor's Charity 1998/99

The Mayor advised the Council that he had selected the British Heart Foundation as the Mayor's charity for the 1998/99 municipal year commencing from 1 May 1999. This would ensure that his existing charity had the benefit of a full year's support.

5. **Leisure Services Committee**

The report of the meeting of the Leisure Services Committee held on 24 February 1998 was submitted.

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

6. **Public and Environmental Services Committee**

The report of the meeting of the Public and Environmental Services Committee held on 25 February 1998 was submitted.

RESOLVED on the proposition of Councillor Egan, duly seconded, that the report be received.

7. **Planning and Transportation Committee**

The report of the meeting of the Planning and Transportation Committee held on 3 March 1998 was submitted.

It was then moved by Councillor McCormack, seconded by Councillor Jones, that Minute 568 be not received by the Council in so far as it related to consideration of Application No. 623299 by the Planning Control Sub Committee on 9 February 1998.

At 7.44 p.m. Councillor Bettison declared a pecuniary interest in Application No. 623299 and withdrew from the meeting for the duration of consideration of this item.

Following debate, the motion relating to Minute 568 was put to the meeting and, on a vote being taken, was declared lost.

It was then

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

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

The report of the meeting of the Social Services Transition and Housing Committee held on 17 March 1998 was submitted and the Chairman answered questions thereon.

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

9. **Education Transition Committee**

The report of the meeting of the Education Transition Committee held on 18 March 1998 was submitted.

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

10. **Strategy and Policy Committee**

The report of the meeting of the Strategy and Policy Committee held on 19 March 1998 was submitted and the Chairman drew attention to the recommendations contained in Minute Nos. 621, 623, 625 and 626.

The Chairman further answered questions from Members.

RESOLVED on the proposition of Councillor Bettison, seconded by Councillor Birch, that the report be received and that the recommendations contained therein be adopted.

11. **Local Government and Housing Act 1989: Review of Allocation of Seats and Appointments to Committees 1998/99**

Consideration was given to a report by the Director of Corporate Services on the legal requirements and arrangements proposed for the allocation of seats and appointments to Committees for the 1998/99 municipal year.

RESOLVED that:

- (i) the total number of seats on ordinary Committees appointed by the Council be 106 and that such seats be allocated to political groups as follows:-

Conservative Group - 60
Labour Group - 46

- (ii) Members and Substitute Members be appointed to serve on the Committees indicated as set out in Appendix A to these Minutes;
- (iii) the following formula be adopted for the allocation of seats on Sub Committees to be appointed by all other Committees

Number of Members	Allocation of Seats
3	2 : 1
5	3 : 2
9	5 : 4
20 (Planning Control Sub Committee)	12 : 8

12. **Appointment of Representatives to Outside Bodies and Other Organisations**

RESOLVED that:

- (i) the persons indicated be appointed to serve as the Council's representatives on the bodies and other organisations listed in Appendix B to these minutes.
- (ii) the undermentioned members be appointed to serve as the Council's representatives on the bodies listed below:
 - (a) Economic Strategy Group Councillors Bettison and Finnie
 - (b) Environmental Impact Group Councillor Mills
 - (c) Quality Group Councillor Birch
 - (d) Health & Safety Panel Councillor Sargeant
 - (e) Social Services Complaints Review Panel Any 1 eligible Member of the Council to be appointed by the Director of Corporate Services as required
 - (f) Education Admission & Exclusion Appeals Panels Any 2 eligible Members of the Council appointed by the Clerk to the Appeal Committee as required
 - (g) Housing Benefits Review Boards Any 3 eligible Members of the Council appointed by the Director of Corporate Services as required
- (iii) the Council note the nomination of the Members listed below to attend pre-agenda meetings with the appropriate Chairman and Vice Chairman
 - (a) Strategy & Policy Committee Councillor Angell
 - (b) Education Committee Councillor Harrison
 - (c) Leisure Services Committee Councillor Miss Haydon
 - (d) Public & Environmental Services Committee Councillor Mrs Pile
 - (e) Planning & Transportation Committee Councillor Mrs Doyle
 - (f) Social Services & Housing Committee Councillor Simonds

13. **Corporate Management Team and Staff**

On behalf of the Council, the Mayor closed the meeting by thanking all Members of the Corporate Management Team and Council staff for their hard work and sound advice as the Council had moved to unitary status over the year. The 1998/99 municipal year would be an exciting period for the new unitary authority with many new challenges for Officers and Members alike.

The meeting commenced at 7.30 p.m.
and concluded at 8.30 p.m.

MAYOR

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APPENDIX A
as referred to in Minute 11

STRATEGY & POLICY COMMITTEE	EDUCATION COMMITTEE	LEISURE SERVICES COMMITTEE
<p>Councillors Angell Mrs Ballin Bayle Bettison (Chairman) Birch (Vice-Chairman) Good Jones Mrs Keene McCormack Mills North Sargeant Mrs Shillcock Wade Ward Wheaton</p>	<p>Councillors 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>Councillors Bettison Blatchford Egan Fawcett Finnie Flood Good Grayson Miss Haydon Mrs Hayes (Vice-Chairman) Mrs Keene McCormack North (Chairman) Taylor Thompson Wheaton</p>
<p>Substitute Members Adams Beadsley Fawcett Flood Harrison Worrall</p>	<p>Substitute Members Mrs Ballin Birch Flood Mrs Keene McCormack Ryan</p>	<p>Substitute Members Adams Bayle Jones Mrs Pile Mrs Sutcliffe Wade</p>

<p>PLANNING & TRANSPORTATION COMMITTEE</p> <p>Councillors Adams Mrs Ballin (Chairman) Bayle Mrs Doyle Finnie Flood Grayson Jones Onions Mrs Pile Ryan Sargeant (Vice-Chairman) Simonds Veakins Wade Worrall</p> <p>Substitute Members Mrs Clifford Egan Fawcett Harrison Thompson Wheaton</p>	<p>PUBLIC & ENVIRONMENTAL SERVICES COMMITTEE</p> <p>Councillors Adams Barnard Beadsley Blatchford Mrs Clifford Egan (Vice-Chairman) Grayson Mrs Keene Mills (Chairman) North Onions Mrs Pile Simonds Veakins Wade Ward</p> <p>Substitute Members Bayle Mrs Doyle Fawcett Good Harrison Mrs Sutcliffe</p>	<p>SOCIAL SERVICES & HOUSING COMMITTEE</p> <p>Councillors 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>Substitute Members Grayson Mrs Keene North Thompson Ward Wheaton</p>
<p>DIRECT SERVICES BOARD</p> <p>Councillors (9) Barnard Bayle Blatchford Grayson Miss Haydon (Vice-Chairman) Mrs Keene Mrs Pile Sargeant (Chairman) Taylor</p> <p>Substitute Members (6) Mrs Doyle Egan Fawcett Mrs Shillcock Wade Wheaton</p>		

REPRESENTATIVES ON OUTSIDE BODIES 1998/1999

Body	Representatives 1998/99
1. Age Concern Berkshire	Cllr Miss Haydon
2. Airports Policy Consortium	Cllr Mrs Doyle
3. Association of Councils of the Thames Valley Region	Cllr Ward Cllr Mrs Ballin (observer) Cllr Bettison (reserve)
4. Berkshire Archaeological Trust Limited	Cllr Mrs Hayes
5. Berkshire Community Trust	Cllr Finnie
6. Berkshire County Childminding Association - Liaison Committee	Cllr Ward
7. Berkshire Deaf Forum	Cllr Worrall
8. Berkshire Probation Committee	Cllr North
9. Berkshire Valuation Tribunal	Cllr Mrs Hayes Mrs I Mattick Mrs J Ryder
10. Berkshire Young Musicians' Trust (provisional appointments pending clarification of Status of Trust)	Cllr Mrs Doyle Cllr Finnie Cllr Ward Cllr Egan Cllr Mrs Sutcliffe
11. Binfield Badger Group - Management Committee	Cllr Mills
12. Binfield School Joint Management Project	Cllr Harrison Cllr Mills
13. Birch Hill Community Association - Management Committee	Cllr Bayle
14. Blackwater Valley Network - Members Steering Group	Cllr Mrs Ballin Cllr Blatchford Cllr Simonds Cllr Jones (reserve)
15. Blackwater Valley Recreation & Countryside Management Service - Steering Group	Cllr Blatchford Cllr North Cllr Simonds (reserve)
16. Bracknell Age Concern	Cllr Mrs Sutcliffe
17. Bracknell & District Victim Support Scheme	Cllr Mrs Pile

18.	Bracknell & Wokingham College Corporation	Cllr Ward
19.	Bracknell Citizens Advice Bureau	Mr M Wallace
20.	Bracknell Council for Voluntary Service	Cllr Ward Mrs P Murden
21.	Bracknell Forest Neighbourhood Mediation Service	Cllr Mrs Clifford
22.	Bracknell Job Support Centre (Management Committee)	Cllr Blatchford
23.	Bracknell Tea House Association	Cllr Bettison
24.	Bracknell (Town Council) Environment & Safety Committee	Cllr Mills
25.	Bracknell Twinning Association	Cllr Bayle
26.	Bracknell Volunteer Centre	Mrs I Mattick
27.	Bullbrook Community Association	Cllr Barnard
28.	Business Link Thames Valley Ltd	Mr M Wallace
29.	Community Council for Berkshire	Cllr North
30.	Consultative Committee for Museums in Berkshire	-
31.	Countryside Management Steering Group	Cllr North
32.	Crown Wood Community Assoc.	-
33.	East Berkshire Community Health Council	Cllr Barnard Cllr Mrs Hirst Cllr Sutcliffe
34.	Eastern Wessex Territorial Auxiliary and Volunteer Reserve Association	-
35.	Easthampstead Parochial Charities, Easthampstead	Mrs M Beadsley Mrs I Mattick
36.	Easthampstead & Wildridings Community Assoc.	Cllr Grayson
37.	Emergency Planning Panel	Cllr Barnard Cllr Flood Cllr Mrs Pile
38.	Environment Agency, Thames Region, Regional Flood Defence Committee	Cllr Flood (provisional appointment pending clarification)
39.	Environmental Trust for Berkshire	Cllr Mills
40.	Farley Wood Community Association	Cllr Mills
41.	Forest Park Community Association	Cllr Mrs Hayes
42.	Great Hollands Community Association	Cllr Angell

43.	Hanworth Community Association Council	-
44.	Harmans Water Community Assoc.	-
45.	Homestart	Cllr Ward
46.	Joint Committee of the Thames Valley Police Authority	Cllr North
47.	Joint Consultative Committee Health	Cllr Sutcliffe Cllr Onions (reserve)
48.	Local Government Association	Cllr Bettison Cllr Ward Cllr Mrs Ballin (observer)
49.	LGA Rural Commission	Cllr Mrs Doyle Director of Planning & Transportation
50.	Local Government Information Unit Management Committee	Cllr Ward Cllr Mrs Ballin (reserve)
51.	Martins Heron and The Warren Community Association	Cllr Mrs Hayes
52.	MIND Day Centre Management Committee	Mr E Thompson
53.	National Housing & Town Planning Council Southern Regional Executive	Cllr Angell Cllr Worrall (reserve) Director of Social Services & Housing
54.	National Local Government Forum Against Poverty - Southern Regional Group	Cllr Ward
55.	New Towns Committee of the LGA	Cllr Ward Cllr Sargeant (reserve)
56.	North Ascot Community Association	Cllr Miss Haydon
57.	Owlsmoor Community Association	Cllr Worrall
58.	Oxford Diocesan Council for Social Work	Cllr Blatchford
59.	Priestwood Community Association	Cllr North
60.	Public Transport Consultation Group	Cllr Mrs Ballin Cllr Flood Cllr Mrs Doyle (reserve)
61.	Reading Post Office Advisory Committee	Cllr Egan Cllr Mrs Pile (reserve)
62.	RELATE	Mrs I Mattick
63.	Royal Berkshire Fire Authority	Cllr Egan Cllr Onions Cllr Mills

64.	Royal British Legion (Bracknell Branch) (Social Services Committee)	Cllr Sargeant
65.	Sandhurst Day Centre Association	Cllr Ward
66.	Sandhurst Welfare Committee	Cllr Birch
67.	South East Employer/Southern Provincial Council	Cllr Sargeant - (reserve)
68.	South Eastern Museums Service AGM	Cllr Mrs Hayes Cllr Mrs Sutcliffe (reserve)
69.	South East Regional Association for the Deaf	Cllr Worrall (Cllr Jones - subject to confirmation)
70.	South East Regional Forum	Cllr Mrs Ballin Cllr Bettison Cllr Ward
71.	South East Regional Planning Conference (SERPLAN)	Cllr Mrs Ballin
72.	Southern Arts Association	Cllr Ward
73.	South Hill Park Board	Cllrs Angell, Flood, Mrs Hayes and Ward; Mr M Wallace
74.	South Hill Park Trust Limited (The Company)	Cllr Mills
75.	Standing Conference for Archives	Cllr Mrs Hayes
76.	Thames Valley European Forum	Cllr Mrs Ballin Cllr Barnard
77.	Warfield Parochial Charities - Trustees	Cllr Sargeant Mr D Swindells
78.	Windsor Theatre Fund Committee	Cllr Finnie Cllr Wade (reserve)

STRATEGY & POLICY COMMITTEE
25 MARCH 1998

Present: Councillors Adams, Mrs Ballin, Bettison, Birch, Good, Jones, Mrs Keene, McCormack, Mills North, Mrs Shillcock, Wade, Ward and Wheaton

14. Election of Chairman

RESOLVED that Councillor Bettison be elected Chairman of the Strategy & Policy Committee for the 1998/99 municipal year.

15. Appointment of Vice Chairman

RESOLVED that Councillor Birch be appointed Vice Chairman of the Strategy & Policy Committee for the 1998/99 municipal year.

16. Finance & Property Sub Committee

RESOLVED that the following appointments be made to the Finance & Property Sub Committee for the 1998/99 municipal year

Members of Strategy & Policy Committee

Councillors Bettison (Chairman), Fawcett, Wade (Vice Chairman) and Wheaton

Co-opted Members

Councillors Egan, Mrs Hayes, Mrs Hirst, Mrs Pile and Ryan

Substitute Members

Councillors Mrs Ballin, Mrs Doyle, Good, Jones, Mrs Keene and Thompson

17. Personnel Sub Committee

RESOLVED that the following appointments be made to the Personnel Sub Committee for the 1998/99 municipal year

Members of Strategy & Policy Committee

Councillors Mrs Keene, Mills (Vice Chairman), Sargeant (Chairman), Ward and Wheaton

Co-opted Members

Councillor Beadsley, Blatchford, Grayson and Harrison

Substitute Members

Councillors Angell, Barnard, Bayle, Jones, Mrs Shillcock and Simonds

18. Audit and Performance Review Committee

RESOLVED that the following appointments be made to the Audit and Performance Review Committee for the 1998/99 municipal year

Members of Strategy and Policy Committee

Councillors Birch (Chairman), Good, McCormack, North (Vice Chairman), Mrs Shillcock and Wade

Co-opted Members

Councillors Beadsley, Blatchford and Mrs Hayes

Substitute Members

Councillors Adams, Egan, Mrs Keene, Mills, Mrs Sutcliffe and Wheaton

19. **Town Centre Sub Committee**

RESOLVED that the following appointments be made to the Town Centre Sub Committee for the 1998/99 municipal year

Members of Strategy and Policy Committee

Councillors Angell (Vice Chairman), Mrs Ballin, Bettison (Chairman), Jones, McCormack, North and Wheaton

Co-opted Members

Councillors Flood and Mrs Hirst

Substitute Members

Councillors Adams, Mrs Clifford, Good, Sargeant, Wade and Ward

20. **Millennium Sub Committee**

RESOLVED that the following appointments be made to the Millennium Sub Committee for the 1998/99 municipal year

Member of Strategy and Policy Committee

Councillor Mrs Keene

Co-opted Members

Councillors Barnard, Blatchford (Vice Chairman), Egan (Chairman), Fawcett, Flood, Good, Mrs Pile and Ryan

Substitute Members

Councillors Mrs Doyle, Grayson, Jones, North, Onions and Thompson

21. **Access Advisory Sub Committee**

RESOLVED that the following appointments be made to the Access Advisory Sub Committee for the 1998/99 municipal year

Member of Strategy and Policy Committee

Councillor Ward (Chairman)

Co-opted Members

Councillors Mrs Clifford, Finnie, Onions and Mrs Sutcliffe

Substitute Members

Councillor Miss Haydon, Mrs Hirst, Jones, Mrs Pile and Simonds

22. **Local Joint Committee**

RESOLVED that the following appointments be made to the Local Joint Committee for the 1998/99 municipal year

Members of Strategy and Policy Committee

Councillors Mrs Keene, Sargeant (Chairman) and Ward

Reserve members

Councillors Egan and Grayson

23. **Town Centre Forum**

RESOLVED that Councillors Angell, Bettison (Chairman), Egan, Mrs Hirst and McCormack be appointed to serve on the Town Centre Forum for the 1998/99 municipal year.

24. **Electoral Review Steering Group**

RESOLVED that Councillors Angell, Bayle, Bettison (Chairman), McCormack and Mills be appointed to serve on the Electoral Review Steering Group for the 1998/99 municipal year.

25. **Voluntary Grants Panel**

RESOLVED that Councillors Bayle, Finnie (Chairman), Good, Miss Haydon and Mrs Sutcliffe be appointed to serve on the Voluntary Grants Panel for the 1998/99 municipal year.

26. **Appeals Panel**

RESOLVED that Councillors Mrs Keene, Mills and Sargeant be appointed to serve on the Appeals Panel for the 1998/99 municipal year and that Councillors Grayson and Worrall be appointed as reserve members.

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EDUCATION COMMITTEE
25 MARCH 1998

Present: Councillors Barnard, Beadsley, Mrs Doyle, Egan, Fawcett, Good, Harrison, Mrs Hayes, Mrs Hirst, Mills Mrs Shillcock, Mrs Sutcliffe, Thompson, Ward, Wheaton and Worrall

27. Election of Chairman

RESOLVED that Councillor Ward be elected Chairman of the Education Committee for the 1998/99 municipal year.

28. Appointment of Vice Chairman

RESOLVED that Councillor Barnard be appointed Vice Chairman of the Education Committee for the 1998/99 municipal year.

29. Education Budget Sub Committee

RESOLVED that the following appointments be made to the Education Budget Sub Committee for the 1998/99 municipal year:

Members of the Education Committee

Councillors Barnard (Chairman), Beadsley, Good, Mrs Hayes, Taylor, Thompson, Ward (Vice Chairman), Wheaton and Worrall

Substitute Members

Councillors Mrs Doyle, Fawcett, Harrison, Mrs Hirst, Mills and Mrs Shillcock

30. Education Quality Assurance Sub Committee

RESOLVED that the following appointments be made to the Education Quality Assurance Sub Committee for the 1998/99 municipal year:

Members of the Education Committee

Councillors Barnard (Chairman), Mrs Doyle, Fawcett, Harrison, Mrs Hirst, Mrs Shillcock, Mrs Sutcliffe, Ward (Chairman) and Wheaton

Substitute Members

Councillors Beadsley, Good, Mrs Hayes, Taylor, Thompson and Worrall

31. Governor Selection Sub Committee

RESOLVED that the following appointments be made to the Education Selection Sub Committee for the 1998/99 municipal year:

Members of the Education Committee

Councillors Barnard (Chairman), Mrs Doyle, Good, Mrs Hirst, Mills, Mrs Shillcock, Mrs Sutcliffe, Ward (Vice Chairman) and Wheaton

Substitute Members

Councillors Beadsley, Fawcett, Taylor, Thompson and Worrall

32. Joint Advisory Sub Committee on Children's Services

RESOLVED that the following appointments be made to the Joint Advisory Sub Committee on Children's Services for the 1998/99 municipal year:

Members of the Education Committee

Councillors Barnard, Mrs Shillcock and Ward

Substitute Members

Councillors Good, Mrs Sutcliffe and Wheaton

33. Transport and Awards Sub Committee

RESOLVED that the following appointments be made to the Transport and Awards Budget Sub Committee for the 1998/99 municipal year:

Members of the Education Committee

Councillors Barnard (Chairman), Beadsley, Mrs Doyle, Fawcett, Good, Mrs Hayes, Thompson, Ward (Vice Chairman) and Wheaton

Substitute Members

Councillors Egan, Mrs Hirst, North, Mrs Shillcock, Mrs Pile and Taylor

34. Teachers' Joint Consultative Committee

RESOLVED that Councillors Mills, Ward and Wheaton be appointed to serve on the Teachers' Joint Consultative Committee for the 1998/99 municipal year.

35. Education Consultation Panel

RESOLVED that Councillors Barnard, Mrs Hirst, Mrs Sutcliffe, Ward and Wheaton be appointed to serve on the Education Consultation Panel for the 1998/99 municipal year.

**LEISURE SERVICES COMMITTEE
25 MARCH 1998**

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

36. Election of Chairman

RESOLVED that Councillor North be elected Chairman of the Leisure Services Committee for the 1998/99 municipal year.

37. Appointment of Vice Chairman

RESOLVED that Councillor Mrs Hayes be appointed Vice Chairman of the Leisure Services Committee for the 1998/99 municipal year.

38. Bracknell and Wokingham Joint Golf Course Committee

RESOLVED that Councillors Flood, Good and Thompson be appointed to serve on the Bracknell and Wokingham Joint Golf Course Committee for the 1998/99 municipal year and that Councillor Egan be appointed as reserve member.

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**PLANNING AND TRANSPORTATION COMMITTEE
25 MARCH 1998**

Present: Councillors Adams, Mrs Ballin, Mrs Doyle, Finnie, Flood, Grayson, Jones, Onions, Mrs Pile, Ryan, Simonds, Veakins, Wade and Worrall

39. Election of Chairman

RESOLVED that Councillor Mrs Ballin be elected Chairman of the Planning & Transportation Committee for the 1998/99 municipal year.

40. Appointment of Vice Chairman

RESOLVED that Councillor Sargeant be appointed Vice Chairman of the Planning & Transportation Committee for the 1998/99 municipal year.

41. Highways Sub Committee

RESOLVED that the following appointments be made to the Highways Sub Committee for the 1998/99 municipal year

Members of Planning and Transportation Committee

Councillors Adams, Mrs Ballin (Chairman), Mrs Doyle (Vice Chairman), Finnie, Ryan, Veakins and Wade

Co-opted Members

Councillors Mrs Clifford and Harrison

Substitute Members

Councillors Blatchford, Good, Grayson, Mrs Pile and Wheaton

42. Planning Control Sub Committee

RESOLVED that the following appointments be made to the Planning Control Sub Committee for the 1998/99 municipal year

Members of Planning and Transport Committee

Councillors Adams, Mrs Ballin, Mrs Doyle (Chairman), Flood, Jones, Onions, Mrs Pile, Ryan, Sargeant (Vice Chairman), Simonds and Worrall

Co-opted Members

Councillors Barnard, Birch, Fawcett, Mrs Hayes, Mrs Hirst, Taylor, Thompson, Ward and Wheaton

Substitute Members

Councillors Beadsley, Finnie, Good, Harrison, Mrs Sutcliffe and Veakins

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

Present: Councillors Adams, Barnard, Beadsley, Blatchford, Mrs Clifford Egan, Grayson, Mrs Keene, Mills, North, Onions, Mrs Pile, Simonds, Veakins, Wade and Ward

43. **Election of Chairman**

RESOLVED that Councillor Mills be elected Chairman of the Public and Environmental Services Committee for the 1998/99 municipal year.

44. **Appointment of Vice Chairman**

RESOLVED that Councillor Egan be appointed Vice Chairman of the Public and Environmental Services Committee for the 1998/99 municipal year.

45. **Hackney Carriage Sub Committee**

RESOLVED that the following appointments be made to the Hackney Carriage Sub Committee for the 1998/99 municipal year

Members of Public and Environmental Services Committee

Councillors Beadsley, Blatchford, Egan (Chairman), Mrs Pile (Vice Chairman) and Veakins

Substitute Members

Councillors Mrs Clifford, North, Onions, Simonds

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SOCIAL SERVICES AND HOUSING COMMITTEE
25 MARCH 1998

Present: Councillors Angell, Beadsley, Mrs Clifford, Egan, Flood, Harrison, Miss Haydon, Mrs Hirst, Jones, McCormack, Mrs Pile, Ryan Mrs Shillcock, Simonds, Mrs Sutcliffe and Worrall

46. **Election of Chairman**

RESOLVED that Councillor Angell be elected Chairman of the Social Services and Housing Committee for the 1998/99 municipal year.

47. **Appointment of Vice Chairman**

RESOLVED that Councillor Worrall be appointed Vice Chairman of the Social Services and Housing Committee for the 1998/99 municipal year.

48. **Housing Sub Committee**

RESOLVED that the following appointments be made to the Housing Sub Committee for the 1998/99 municipal year

Members of Social Services and Housing Committee

Councillors Angell (Chairman), Flood, Miss Haydon, Mrs Hirst, Jones, Mrs Pile, Ryan, Mrs Shillcock and Worrall (Vice Chairman)

Substitute Members

Councillors Bayle, Mrs Clifford, Egan, McCormack, Mrs Sutcliffe and Ward

49. **Social Services Sub Committee**

RESOLVED that the following appointments be made to the Social Services Sub Committee for the 1998/99 municipal year

Members of the Social Services and Housing Committee

Councillors Angell (Chairman), Bayle, Mrs Clifford, Miss Haydon, McCormack, Mrs Shillcock, Mrs Sutcliffe and Worrall (Vice Chairman)

Co-opted Member

Councillor Barnard

Substitute Members

Councillors Flood, Harrison, Mrs Hirst, Jones, Mrs Pile and Ryan

50. **Joint Advisory Sub Committee on Children's Services**

RESOLVED that the following appointments be made to the Joint Advisory Sub Committee on Children's Services for the 1998/99 municipal year

Members of Social Services and Housing Committee

Councillors Angell, Mrs Hirst and Worrall

Substitute Members

Councillor North, Mrs Pile and Ryan

**DIRECT SERVICES BOARD
25 MARCH 1998**

Present: Councillors Barnard, Blatchford, Grayson, Miss Haydon, Mrs Keene
and Mrs Pile

51. **Election of Chairman**

RESOLVED that Councillor Sargeant be elected Chairman of the Direct Services Board for the 1998/99 municipal year.

52. **Appointment of Vice Chairman**

RESOLVED that Councillor Miss Haydon be appointed Vice Chairman of the Direct Services for the 1998/99 municipal year.

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SOCIAL SERVICES & HOUSING COMMITTEE
9 JUNE 1998

Present: Councillors Angell (Chairman), Bayle, Mrs Clifford, Harrison, Miss Haydon, Mrs Hirst, Jones, McCormack, Mrs Pile, Ryan, Simonds, Mrs Sutcliffe and Worrall

Substitutions: Councillor Thompson for Councillor Egan
Councillor Grayson for Councillor Mrs Shillcock

Apologies for Absence:
Councillors Egan and Mrs Shillcock

Substitute Members

Councillor Thompson for Councillor Egan
Councillor Grayson for Councillor Mrs Shillcock

53. Minutes

RESOLVED that the minutes of the meeting of the Committee held on 17 March 1998 be confirmed as a correct record and signed by the Chairman.

54. Housing Sub Committee - Minutes

RESOLVED that the minutes of the meeting of the Housing Sub Committee held on 19 May 1998 as set out in Appendix A be received and noted.

55. Social Services Sub Committee - Minutes

RESOLVED that the minutes of the meeting of the Social Services Sub Committee held on 26 May 1998 as set out in Appendix B be received and noted.

56. Joint Advisory Sub Committee on Children's Services - Minutes

RESOLVED that the minutes of the meeting of the Joint Advisory Sub Committee on Children's Services held on 27 May 1998 as set out in Appendix C be received and noted.

57. Sex Offenders and Managing Dangerousness (Item 1)

In a detailed report the Director of Social Services & Housing advised Members of the requirements of the Sex Offenders Act 1997, advised on the requirements of the Probation Service to establish a register of potentially dangerous offenders, and identified possible courses of action.

Local discussion had taken place between representatives of the Social Services & Housing Department, the Police and the Probation Services about options to develop effective local multi-agency working in the management of dangerousness with the community. All of the agencies concerned were in agreement that protocols for the

sharing of information and the assessment and management of risk should be devised which integrated the respective responsibilities of the individual agencies. Such protocols would need to support a local risk management forum which would have clear links to the Area Child Protection Committee. Such a forum could not only facilitate the successful management of risk and act as a co-ordinator for inter-agency training, but, through a review of significant issues which arise, enhance the policy development of the constituent agencies as relates to the management of dangerousness. The protocols would be brought back to the Committee for consideration in due course.

Members considered the report in depth and the Director of Social Services & Housing gave detailed responses to Members on issues that were raised, particularly in response to the areas of risk management.

RESOLVED that meetings between officers with the local Police, Probation Managers and relevant others to develop local protocols for both the assessment and the management of risk and the exchange of information be endorsed.

58. HIP Strategy Statement 1999/2000 and Beyond (Item 2)

The Director of Social Services & Housing submitted a report seeking the Committee's approval to the contents of the draft Housing Investment Programme (HIP) Strategy Statement for 1999/2000 for the purpose of consultation and submission to the Department of Environment Transport and the Regions.

RESOLVED that:

- (i) the draft HIP Strategy Statement for 1999/2000 and beyond be approved for the purpose of consulting with interested parties and submission to the Department of Environment Transport and the Regions by the end of July 1998; and
- (ii) the comments of consultees be incorporated as appropriate and the final draft be presented for adoption by the Committee at its September 1998 meeting, ready for publication by the autumn (October/November 1998),

59. Foster Care Allowances 1998/99 (Item 3)

At its last meeting (minute 593 refers) the Committee had requested further analysis of the impact of approving a 3% increase to the basic rate allowance and further information on the distinction between the various allowances. Accordingly, the Director of Social Services and Housing reported on the minimal impact of the proposal and answered questions thereon.

RESOLVED that approval be given to increase of 3% across the range of fostering allowances.

60. **Montgomery of Alamein Court, Cumberland Drive, Bracknell (Item 4)**

The Director of Social Services & Housing reported that Housing 21, a registered social landlord, wished to improve and update Montgomery of Alamein Court. Funding for phase 1 had already been approved by the Committee in 1997 and a request for phase 2 capital funding and a proposal regarding revenue funding of the scheme had been received.

RESOLVED that:

- (i) an allocation of £178,090 (+/- 10%) be made to Housing 21 to contribute to the funding of phase 2 of the improvement and re-modelling works at Montgomery of Alamein Court; and
- (ii) subject to meeting the requirements of accreditation, Housing 21 be given "preferred provider" status.

61. **Inspection Unit Advisory Panel (Item 5)**

In a joint report the Director of Social Services & Housing and Borough Administrator sought approval to the appointment of a Councillor to the Advisory Panel for the Registration and Inspection Unit which was one of the joint agreement bodies established on reorganisation.

In responding to questions from Members, the Director of Social Services & Housing undertook to provide reports listing homes for inspection at future meetings.

RESOLVED that:

- (i) Councillor Simonds be appointed to the Advisory Panel for the Registration and Inspection Unit; and
- (ii) attendance at the Panel meetings be approved for purposes of attendance and travel allowances.

62. **Social Services & Housing Focus Group (Item 6)**

The Borough Administrator submitted a report recommending the appointment of a Focus Group to develop a framework of performance indicators and performance standards in the areas of Social Services & Housing and to report back to the Committee as appropriate.

RESOLVED that a Focus Group be formed comprising of Councillors Angell, Harrison and Worrall (*plus two others*) and appropriate officers with the following terms of reference:

- (a) to develop and consider a framework of performance indicators for the Council in the areas of Social Services & Housing provision;
- (b) to develop and consider a framework of performance standards for the Council in the areas of Social Services & Housing provision;
- (c) to report to future meetings of the Social Services Sub Committee and Housing Sub Committee with regard to (a) and (b) above prior to firm

proposals being submitted to a future meeting of the Social Services & Housing Committee; and

- (d) to review and monitor performance indicators and performance standards as required and report to the Sub Committee(s) or this Committee as appropriate.

63. Working Together to Safeguard Children: New Government Proposals for Inter-Agency Co-operation

In a report tabled for information with the agreement of the Committee, the Director of Social Services & Housing submitted details of the Government's consultation paper 'Working Together to Safeguard Children' which was the first major review by the Government of the guidance issued to all agencies involved in safeguarding the welfare of children. In particular the report concentrated on the following key areas:

- Co-operation and joint working by all agencies - Social Services, Health, Education, Police, Probation and the Voluntary Sector, as an essential pre-requisite for safeguarding the welfare of children.
- Review of the guidance necessary to facilitate a wider, more holistic view of the needs of vulnerable children and their families.
- New thinking on the way forward to inform the development of new guidance.
- Placing child protection work firmly within the context of wider services for children in need and with the emphasis on early intervention to tackle parenting difficulties before they escalate to abuse.
- The Government's commitment to reinforcing the best elements of the existing Child Protection system and providing clearer guidance about routes into and out of the Child Protection system and on the interface between this system and services for children in need.

Members gave consideration to the procedures for vetting foster parents and the Director reported that this matter had already been considered at the meeting of the Joint Children's Services Sub Committee when it had been agreed that a seminar on this area would be held for Members.

RESOLVED that the issues raised in the Government's consultation paper, as reported, be noted.

64. Items for Information

The Committee received and noted the following information items:

- Revenue Outturn 1997/98 (Item 7)
- Local Authority Performance Indicators (Item 8)

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

- (1) Information relating to employees or former employees of the Council (Item 9)

66. Homecare Services (Item 9)

In a report containing exempt information the Director of Social Services & Housing reported that the revenue budget identified a number of service economies to be achieved in the financial year 1998/99, one of which was identified for the Homecare Service. The target reduction was £70,000 and it was anticipated that this could be achieved by outsourcing part of the service, thereby achieving management savings and a reduction in unit costs and accordingly submitted detailed proposals to achieve the target reduction.

The Local Joint Committee had considered the report earlier in the day and had made no adverse comment.

In considering the report, Members were of the view that a greater examination was required with regard to the possibilities of outsourcing savings that could be achieved on the budget as a whole.

RESOLVED that:

- (i) whilst retaining the budget requirement to achieve £70,000 savings by outsourcing, the proposed rationalisation of the management structure to achieve additional budget savings in the year 1998/99 of £65,000, less any potential redundancy costs, be endorsed; and
- (ii) officers review the Homecare Service within the context of the Government guidelines of Best Value and bring forward a report to the next Committee.

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

CHAIRMAN

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HOUSING SUB COMMITTEE
19 May 1998

Present: Councillors Angell, Flood, Miss Haydon, Mrs Hirst, Jones,
Mrs Pile, Ryan, Mrs Shillcock and Worrall

Also Present: Councillor Ward

1. **Election of Chairman**

RESOLVED that Councillor Angell be elected as Chairman of the Sub Committee for the municipal year 1998/99.

COUNCILLOR ANGELL IN THE CHAIR

2. **Appointment of Vice Chairman**

RESOLVED that Councillor Worrall be appointed as Vice Chairman of the Sub Committee for the municipal year 1998/99.

3. **Minutes**

The minutes of the meeting of the Sub Committee held on 4 March 1998 were approved as a correct record and signed by the Chairman.

4. **123 Yorktown Road, Sandhurst (Item 2)**

The Director of Social Services & Housing submitted a report seeking the Sub Committee's further instructions further to minute 54 (4 March 1998) with regard to the occupation of Units at 123 Yorktown Road, Sandhurst exclusively by older residents.

RESOLVED that:

- (i) the Council invites a developer to promote a shared ownership scheme for 8 flats at 123 Yorktown Road, Sandhurst;
- (ii) should the prepared scheme for the 8 be shown to be unviable as offering shared ownership opportunities, then the Housing Association be not supported with Local Authority Social Housing Grant on this occasion; and
- (iii) the amount of social housing grant be agreed by the Director of Social Services & Housing in consultation with the Chairman.

5. **Housing Major Repair & Improvement Programme (Item 1)**

The Sub Committee considered a report on progress on schemes included in the 1996/97 and 1997/98 programme which had not yet been reported as completed. Members were also asked to give consideration to proposals to meet the needs of the 1998/99 programme for the improvement of the Council's housing stock, which

had been reported to the Committee on 4 March and subsequently approved by the Strategy & Policy Committee at its meeting on 19 March 1998.

RESOLVED that:

- (i) the progress of previously approved schemes be noted;
- (ii) the programme for further installation of central heating in houses and flats throughout the borough, where there are no existing systems, or they are inadequate or obsolete be approved and the Borough Surveyor, in consultation with the Chairman be authorised to accept the lowest tender;
- (iii) the scheme to replace windows in dwellings throughout the Borough be approved and the Borough Surveyor, in consultation with the Chairman, be authorised to accept the lowest tender for each contract;
- (iv) the scheme to replace windows in four blocks of flats in Wordsworth be approved and the Director of Social Services & Housing, in consultation with the Chairman, be authorised to accept the lowest tender;
- (v) the scheme for anti condensation work to 43-50 Naseby, Hanworth be approved;
- (vi) the scheme to improve flats in Culham House be approved and the Borough Surveyor, in consultation with the Chairman, be authorised to accept the lowest tender;
- (vii) the scheme to provide a secondary means of escape staircase to Campion House be authorised and the Borough Surveyor, in consultation with the Chairman, be authorised to accept the lowest tender; and
- (viii) the continuing work to improve electrical installations in dwellings in Harmans Water be approved and SO67 that SO65, requiring competitive quotations, shall not apply providing the existing contractor carries out the work using unchanged rates or subject to an acceptable increase in rates.

6. Items for Information

The Sub Committee received and noted the following information items:

- Best Value and Compulsory Competitive Tendering in Housing Management (Item 3)
- Development Programme - Position Statement (Item 4)
- Housing Statistics (Item 5)
- Loan Initiative for Improvement in Energy Efficiency (Item 6)

7. Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, as amended, 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:

- | | | |
|------|---|-------------------------------|
| (3) | Information relating to occupiers or former occupiers of Council Property | (Items 7, 8, 12, 14, 15 & 16) |
| (9) | Terms proposed for a contract | (Items 8, 9, 10, 11, 12 & 13) |
| (14) | Information regarding the service of a notice by which improvements are imposed | (Item 14) |

8. Difficult to Let Properties (Item 7)

In a report containing exempt information, the Director of Social Services & Housing reported that there were properties which were specifically designated for older people which were generally not linked to the Forestcare emergency alarm system, although some had door entry check systems. It is these flats that were the most difficult to let. Accordingly, the Sub Committee was asked to give consideration to the problems in detail and to a number of proposed solutions, which included a pilot scheme to consult residents on the re-designation of certain first floor flats in the Borough.

RESOLVED that:

- (i) a pilot scheme to consult residents on the re-designation of flats, as reported, be implemented;
- (ii) the flats to be included be as detailed in the officers report; and
- (iii) the pilot scheme be evaluated in consultation with the Chairman and appropriate action a progress report be submitted to the next meeting of Sub Committee.

9. PACT Bracknell (Item 8)

In a report containing exempt information, and further to minute 42 (20 January 1998) the Director of Social Services & Housing reported on proposals put forward by Parents and children Together (PACT) to take over the existing project which aimed to meet needs of very young lone mothers with support requirements.

RESOLVED that:

- (i) the project proposed by PACT be supported, subject to:
 - (a) suitable funding being available; and
 - (b) the arrangements be finalised by 30 June 1998.
- (ii) in the event of no agreement being concluded the property be returned to the allocations pool.

10. Disposal of Property at Rectory Close (Item 9)

In a report containing exempt information, the Director of Social Services & Housing updated Members on the current position regarding the proposal to dispose of a

specified property at Rectory Close to the East Berkshire NHS Trust and detailed the circumstances by which the Trust were now of the view that the property was not suitable to their needs.

Members were reminded that the property, which was a miscellaneous property, currently unoccupied, was in need of substantial works at a cost of approximately £50,000 for which there was no provision in the current housing repair or capital programme.

However, another NHS Trust provider, the West Berkshire Priority Care Service NHS Trust, was seeking a suitable site for a group of residents for whom they had responsibility for re-provision from Church Hill House and were interested in proceeding with the acquisition and redevelopment of the site.

RECOMMENDED that the Finance & Property Sub Committee be requested to approve the sale of the freehold of the property at Rectory Close, as detailed in the officers report, for a sum of £65,000 to the West Berkshire Priority Care Services NHS Trust to enable the re-development of the site as a group home for residents leaving Church Hill House.

11. Development of Social Housing Scheme - Land at Downside, Wildridings Road, Bracknell (Item 10)

In a report containing exempt information, the Sub Committee were reminded that at its meeting on 4 March 1997 the Sub Committee had approved an allocation of £185,000 to the Samuel Lewis Housing Trust to assist with the funding of the land acquisition costs to provide a further development of social housing. The Sub Committee was now asked to approve local authority social housing grant in the sum of £282,705 (+/- 10%) to assist with the development of the scheme for which the Housing Corporation had already issued grant confirmation.

RESOLVED that:

- (i) an allocation of £282,705 (+/- 10%) from the 1998/99 Local Authority Social Housing Grant budget be approved for the construction of a scheme giving 14 x 2 bed flats to the Samuel Lewis Housing Trust; and
- (ii) the Council enter into a Nomination Agreement giving 100% nomination rights on initial lets and 75% of subsequent lets for people on the Council's Housing Register or existing Council tenants.

12. Pinefields Factory Site, Pinefields Close, Crowthorne (Item 11)

In a report containing exempt information, the Director of Social Services & Housing sought approval of options for the possible redevelopment of the site of a former factory in Pinefields Close to provide an affordable housing scheme.

RESOLVED that:

- (i) The views of the owners and tenants of the garage block be sought on the inclusion of the site of the garage block within any re-development scheme for the redundant factory site and the re-provision of new garages;

- (ii) In the event of the co-operation of all the garage owners and tenants, an outline planning application be prepared for a scheme which gives 7 dwellings in a mix of 2 and 3 bedroomed houses and the replacement of the same number of garages which are currently used;
- (iii) That the agreement of the tenants of 34, 36, 38 Church Street be sought to reduce the length of their back gardens by approximately 5 metres;
- (iv) In the event of the reluctance of any existing garage owners or tenants, an outline planning application be prepared for a scheme which gives 5 dwellings in a mix of 2 and 3 bedroomed houses within the confines of the factory site; and
- (v) officers prepare the necessary documentation to seek proposals from up to 4 Registered Social Landlords for the re-development from the site with schemes offering shared ownership opportunities.

13. Redevelopment of Pondmoor Road Garages (Item 12)

In a report containing exempt information, the Director of Social Services & Housing sought the Sub Committee's approval to the preparation of the necessary documentation to carry out any surveys and submit outline planning applications with a view to inviting proposals from Registered Social Landlords for the redevelopment of the former garage site in Pondmoor Road for an affordable housing scheme.

In giving consideration to this matter Members requested that a formal presentation from the Registered Social Landlords should be given at the appropriate time.

RESOLVED that in order to invite proposals from Registered Social Landlords, a site survey be carried out, outline planning applications be submitted and a brief of the Council's requirements be prepared with a progress report being submitted to the next meeting of the Sub Committee.

14. The Future of Wroxton, London Road and Silver Springs, Bagshot Road, Bracknell (Item 13)

In a report containing exempt information, the Director of Social Services & Housing updated Members on the current position with regard to the above two properties.

The Sub Committee noted that officers had been negotiating with Berkshire Health Authority providers to enable Wroxton to be used as a group home for residents leaving Church Hill House, however, the property had not met the necessary requirements. Silver Springs was also a detached property, but was in poor condition and would require expenditure in the order of £20/30,000 to bring it up to habitable standard for which there was no identified budget.

RESOLVED that:

- (i) subject to the consent of the Secretary of State, Wroxton be sold on the open market with the proceeds benefiting the general fund as a capital receipt; and

- (ii) subject to an investigation regarding development potential, a report to the Chairman by 31 May 1998 and the consent of the Secretary of State, Silver Springs be sold on the open market, the proceeds benefiting the general fund as a capital receipt.

15. Public Safety Site Clearance - Garages 106 - 110 Victoria Road (Item 14)

In a report containing exempt information, the Director of Social Services & Housing appraised Members of the issue of public safety which had recently arisen at the above site and sought authority for the demolition and clearance of the site, including the acquisition of a privately owned garage which would need the authority of the Finance & Property Sub Committee as it was outside of the Housing Revenue Account fund.

RESOLVED that:

- (i) the Finance & Property Sub Committee be requested to grant authority for the acquisition of the garage at 109 Victoria Road and the demolition and clearance of this site, in accordance with the terms described in the officers' report; and
- (ii) subject to (i) above the Director of Social Services & Housing undertake the works specified in the report.

16. Tenants Debts - Request to be Written Off (Item 15)

In a report containing exempt information, the Director of Social Services & Housing sought the Sub Committee's permission to write off a number of debts as appropriate and, for a trial period, to refer past tenant debts to a 'Commission only' debt recovery agency prior to write off.

RESOLVED that:

- (i) that the debts detailed in the officer's report be written off; and
- (ii) for a trial period, past tenant debts be referred to a Commission only debt recovery agency before being written off and results reported to a future meeting of the Sub Committee.

17. Possession Proceedings (Item 16)

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

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

CHAIRMAN

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**SOCIAL SERVICES SUB COMMITTEE
26 MAY 1998**

Present: Councillors Angell, Barnard, Bayle, Mrs Clifford, Miss Haydon,
McCormack, Mrs Shillcock, Mrs Sutcliffe and Worrall

1. **Election of Chairman**

RESOLVED that Councillor Angell be elected as Chairman of the Sub Committee for the municipal year 1998/99.

COUNCILLOR ANGELL IN THE CHAIR

2. **Appointment of Vice Chairman**

RESOLVED that Councillor Worrall be appointed Vice Chairman for the municipal year 1998/1999.

3. **Minutes**

The minutes of the meeting of the Sub Committee held on 10 February 1998 were approved as a correct record and signed by the Chairman.

4. **Child Protection Arrangements (Item 1)**

In a detailed report the Director of Social Services & Housing set out the variety of responsibilities held by Social Services in the area of child protection which were delivered through multi agency working with a number of strategic agencies.

The protocols for joint working in this service area were governed by the Area Child Protection Committee (ACPC) which was a statutory body covering all six unitary authorities which brought together officer representatives of all the major agencies involving child protection at a strategic level. Agreement had been reached for the ACPC to run on a transitional basis for one year up to April 1999 and at that point a local ACPC covering one or more unitary authorities was likely to be implemented.

It was noted that a further report to the main Committee in June would address the issues raised in the Government's consultation paper "Working together to safeguard children:- New government proposals for inter agency co-operation".

In considering local issues in the context of child protection, the Sub Committee considered that it was important that appropriate performance standards and indicators were drawn up and implemented in order that Members were able to judge for themselves the achievements of the Department in appropriate areas and the Director of Social Services & Housing undertook to examine this issue further and report back as appropriate.

RESOLVED that the report be noted.

5. **Family Support Strategy (Item 2)**

The Director of Social Services & Housing submitted a report informing the Sub Committee of the details of the Family Support Strategy which underpinned the Children Services Plan.

The report emphasised the local response to issues such as philosophical and cultural changes, planning multi agency collaboration, the Children's Services Plan, and procedures for children in need and assessment manual. In particular the report emphasised the need to work closely with strategic and voluntary agencies and to have close participation in the corporate approaches to Crime and Disorder legislation, and to this end recommended that commitment be sought for all other service committees in support of the strategy.

RESOLVED that:

- (i) the implementation of the strategy, as outlined, be fully endorsed and supported and the corporate mechanisms of communication and collaboration in order to facilitate its success, be supported; and
- (ii) commitment be sought from other service committees in the authority for the endorsement and support of the strategy.

6. **Joint Arrangements (Item 3)**

The Director of Social Services & Housing submitted a report updating Members on the progress being made in relation to joint arrangements for specialist services. In response to questions from Members, the Borough Solicitor gave details as to the current position on each of the joint arrangements with regard to the arrangements being agreed and signed.

In considering the report, Members stressed the importance of all of the joint agreements being signed as quickly as possible and the Borough Solicitor and Director of Social Services & Housing undertook to relay the Committee's concerns to the appropriate agencies.

RESOLVED that the specialist nature of the services covered by the joint arrangements and the progress being made in reaching agreement with the other unitary authorities be noted.

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

CHAIRMAN

**JOINT ADVISORY SUB COMMITTEE FOR CHILDREN'S SERVICES
27 MAY 1998**

Present: Councillors Angell, Barnard, Mrs Hirst, Mrs Shillcock, Ward
and Worrall

1. Election of Chairman

RESOLVED that Councillor Angell be nominated as Chairman of the Advisory Sub Committee for the municipal year 1998/99.

COUNCILLOR ANGELL IN THE CHAIR

2. Appointment of Vice Chairman

RESOLVED that Councillor Ward be appointed Vice Chairman of the Advisory Sub Committee for the municipal year 1998/99.

(In taking office the Chairman and Vice Chairman stated that the Chairmanship of the Sub Committee may vary between Chairman and Vice Chairman, dependent on whether the issues could be debated were Social Services or Education led.)

3. Notes of Previous (Informal) Meeting

The notes of the previous informal meeting of the Advisory Sub Committee held on 22 October 1997 were approved as a correct record and signed by the Chairman.

4. Working Together To Safeguard Children - Government Proposals (Item 1)

The Director of Social Services & Housing submitted a detailed report on the Government's consultation paper Working Together to Safeguard Children which was the first major review by the Government of the guidance issued to all agencies involved in safeguarding the welfare of children. In particular the report concentrated on the following key areas:

- co-operation and joint working by all agencies - Social Services, Health, Education, Police, Probation and the Voluntary Sector, as an essential pre-requisite for safeguarding the welfare of children.
- review of the guidance necessary to facilitate a wider, more holistic view of the needs of vulnerable children and their families.
- new thinking on the way forward to inform the development of new guidance.
- placing child protection work firmly within the context of wider services for children in need and with the emphasis on early intervention to tackle parenting difficulties before they escalate to abuse.

- the Government's commitment to reinforcing the best elements of the existing Child Protection system and providing clearer guidance about routes into and out of the Child Protection system and on the interface between this system and services for children in need.

Members gave detailed consideration to the procedures for vetting foster parents and were of the view that this would be a useful area for consideration at a seminar to be held for all Members. Accordingly, the Director of Social Services & Housing undertook to examine this area and report back.

RESOLVED that the issues raised in the Government's consultation paper as reported, be noted.

5. Social Services Children's Service Plan 1998 - 2001 (Item 2)

The Director of Social Services & Housing gave an update on the Children's Service Plan 1998-2001 and reported that the final version of the plan would be ready for printing very shortly and would then be widely distributed within Bracknell Borough, neighbouring boroughs and to key agencies.

RESOLVED that the Children's Service Plan 1998-2001 be endorsed along with appropriate cross departmental activity to facilitate implementation of the plan being carried through corporate communication and collaboration.

6. Progress with Early Years Development Plan (Item 3)

The Director of Education submitted a report updating the Advisory Sub Committee on the progress made by the Early Years Development Partnership in preparing and implementing Bracknell Forest Early Years Development Plan.

RESOLVED that the report be noted.

7. Consultation on Regulation of Early Education and Day Care (Item 4)

The Director of Education submitted a report informing the Advisory Sub Committee of the broad direction that the Government was taking in its recently published consultation paper on the regulatory arrangements for early education and day care, the implications which, if implemented, would have a far reaching affect for the delivery of services currently provided through the Social Services & Housing and Education Departments.

Details of the Government proposals, together with a summary of the existing regime, were presented.

RESOLVED that the report be noted.

8. Joint Arrangements (Item 5)

The Director of Education and Director of Social Services & Housing submitted a joint report identifying issues regarding joint arrangements and indicating the progress that was being made to ensure collaborative working between the two departments on such issues.

RESOLVED that the report be noted.

9. **Sex Offenders and Managing Dangerousness (Item 6)**

In a detailed report the Director of Social Services & Housing advised Members of the requirements of the Sex Offenders Act 1997 and proposed protocols for the risk assessment and information sharing between agencies, advice on the requirements of the Probation Service to establish a register of potentially dangerous offenders, and identified a possible courses of action.

Local discussion had taken place between representatives of the Social Services & Housing Department, Police and Probation services about options to develop effective local multi-agency working in the management of dangerousness within the community. All of the agencies concerned were in agreement that protocols for the sharing of information and the assessment and management of risk should be devised which integrate the respective responsibilities of the individual agencies. Such protocols would need to support a local risk management forum which would have clear links to the Area Child Protection Committee. Such a forum could not only facilitate the successful management of risk and act as a co-ordinator inter agency training, but, through a review of significant issues which arise, enhance the policy development of the constituent agencies as it relates to the management of dangerousness.

RESOLVED that meetings between officers with the relevant local Police and Probation Managers to develop local protocols for both the assessment and the management of risk and the exchange of information be endorsed.

The meeting commenced at 7.30pm and
concluded at 9.30pm

CHAIRMAN

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

Present: Councillors Adams, Barnard, Beadsley, Blatchford, Mrs Clifford Egan, Grayson, Mrs Keene, Mills, North, Onions, Mrs Pile, Simonds, Veakins, Wade and Ward

43. **Election of Chairman**

RESOLVED that Councillor Mills be elected Chairman of the Public and Environmental Services Committee for the 1998/99 municipal year.

44. **Appointment of Vice Chairman**

RESOLVED that Councillor Egan be appointed Vice Chairman of the Public and Environmental Services Committee for the 1998/99 municipal year.

45. **Hackney Carriage Sub Committee**

RESOLVED that the following appointments be made to the Hackney Carriage Sub Committee for the 1998/99 municipal year

Members of Public and Environmental Services Committee

Councillors Beadsley, Blatchford, Egan (Chairman), Mrs Pile (Vice Chairman) and Veakins

Substitute Members

Councillors Mrs Clifford, North, Onions, Simonds

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**HACKNEY CARRIAGE SUB COMMITTEE
3 JUNE 1998**

Present: Councillors Blatchford, Egan, Onions, Mrs Pile, Veakins
Substitutions: Councillor Onions for Councillor Beadsley
Apologies for absence: Councillor Beadsley

1 Nomination of Chairman

RESOLVED that Councillor Egan be elected as Chairman of the Sub Committee for the municipal year 1998/99.

COUNCILLOR EGAN IN THE CHAIR

2 Appointment of Vice Chairman

RESOLVED that Councillor Mrs Pile be appointed Vice Chairman of the Sub Committee for the municipal year 1998/99.

3 Substitute Members

Councillor Onions for Councillor Beadsley.

4 Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 19 February 1998 be confirmed as a correct record and signed by the Chairman.

5 Meeting of the 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 7 May 1998. Amongst the items raised was the possibility of an increase in fares which is the subject of a separate report to the Sub Committee (see Minute 6)

RESOLVED that the notes of the meeting with representatives of the Hackney Carriage Trade held on 7 May 1998 be received and noted.

6 Proposed Tariff Increase (Item 2)

The Director of Public & Environmental Services reported that the Council had received a request from the Hackney Carriage Trade for an increase in the tariff to take effect from a date to be determined by the Sub Committee. The Trade had put forward three options for consideration namely no increase in charges; 10 pence per mile on standard tariff, and 40 pence on start up.

In considering the request Members noted the number of drivers formally requesting the increase was only 76 out of the 309 drivers registered within the Borough. The last increase in charges was in September 1995.

Further to debate the Sub Committee

RESOLVED that with effect from 00.01 hours on Monday 7 September 1998 tariff 1 be increased by 10 pence per mile with an equivalent increase in the waiting time charge, with tariffs 2 and 3 being increased proportionally, subject to no objections being received.

7 Hackney Carriage and Private Hire Licensing Annual Report 1997/98 (Item 3)

The Director of Public and Environmental Services submitted the Hackney Carriage and Private Hire Licensing Annual Report for the 1997/98 municipal year.

RESOLVED that the report be noted.

8 Information Reports

- Legal Background to Licensing (Item 4)

In considering the above report Members held a general debate about the type of service that the Council should operate for its Hackney Carriage/Private Hire Licensing function and discussed a number of areas where it was considered that improvements may be sought, in particular seeking a more formalised and representative discussion with representatives of the Trade and speeding up the processes of enforcement where appropriate, using schemes previously agreed by the Public and Environmental Services Committee.

The meeting commenced at 5.30pm and concluded at 6.10pm.

CHAIRMAN

EDUCATION COMMITTEE
18 JUNE 1998

Present: Councillor Ward (Chairman), Councillors Barnard, Beadsley, Mrs Doyle, Egan, Fawcett, Good, Harrison, Mrs Hayes, Mrs Hirst, Mills, Taylor and Thompson

Substitute Members: Councillor Mrs Ballin (for Councillor Mrs Sutcliffe)
Councillor Flood (for Councillor Ward)

Church Representatives: Mr G Anderson, Mr D McCann

Teacher Representatives: Mrs M Desai, Mr J Haig, Mrs L Wales

Apologies for Absence had been received from:
Councillor Mrs Shillcock, Mrs Sutcliffe, Wheaton and Worrall

89. Membership of the Committee

The Chairman welcomed Mr D McCann to his first meeting as representative of Portsmouth Diocese.

90. Minutes

The minutes of the meeting of the Committee held on 18 March 1998 were approved as a correct record and signed by the Chairman.

91. Governor Selection Sub Committee

RESOLVED That the Minutes of the meetings of the Governor Selection Sub Committee held on 21 April and 22 May 1998, as set out in Appendices A and B, be received and noted.

92. Education Consultation Panel

RESOLVED That the Minutes of the meeting of the Education Consultation Panel held on 12 May 1998, as set out in Appendix C, be received and noted.

93. Education Quality Assurance Sub Committee

RESOLVED That the Minutes of the meeting of the Quality Assurance Sub Committee held on 13 May 1998, as set out in Appendix D, be received and noted.

94. **Education Budget Sub Committee**

RESOLVED That the Minutes of the meetings of the Education Budget Sub Committee held on 14 May and 15 June 1998, as set out in Appendix E & F, be received and noted; and that the request (Minute 15) for an additional £460,000 to support the "Building Better Schools" initiative and £10,000 for the Bracknell Forest Schools Music Festival, be recommended to the Strategy and Policy Committee.

95. **Transport & Awards Sub Committee**

RESOLVED That the Minutes of the meeting of the Transport & Awards Sub Committee held on 18 May 1998, as set out in Appendix G, be received and noted.

96. **Teachers Joint Consultative Committee**

RESOLVED That the Minutes of the meeting of the Teachers Joint Consultative Committee held on 19 May 1998, as set out in Appendix H, be received and noted; and that the recommendation (Minute 3) regarding an extension of the early retirement policy to the October meeting of the Education Committee, be adopted.

97. **Joint Advisory Sub Committee on Children's Services**

RESOLVED That the Minutes of the meeting of the Joint Advisory Sub Committee on Children's Services held on 27 May 1998, be received and noted.

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

The Director of Education presented the first in what would be a series of quarterly operations reports. The report summarised current issues affecting the Education Department and significant events since the Committee's previous meeting in March 1998. The second section of the report detailed the main activities of the individual sections of the Department and monitored progress in achieving the policy objectives and performance indicators established in the operational service plan for 1998/99. The report also presented a brief summary of planned and actual revenue and capital expenditure.

RESOLVED that the quarterly operations report be noted.

99. **Baseline Assessment (Item 3)**

The Director of Education advised that the authority was required to nominate an approved baseline assessment scheme for use in schools from September 1998. The scheme would be used with pupils aged 4 or 5 who attended an infant, primary or special school, full or part time. The Director of Education and the Bracknell Forest Baseline Assessment Advisory Group recommended that the Committee nominate the Surrey Baseline Assessment Scheme for use in schools across the Borough.

It was noted that schools throughout the Borough had indicated their willingness to take up the nominated scheme and the Chairman agreed to write to Headteachers to thank them for their co-operation.

RESOLVED that the Surrey Baseline Scheme be nominated for use in schools from September 1998.

100. **Standing Advisory Council on Religious Education (SACRE) (Item 4)**

The Director of Education advised that as a new unitary authority, Bracknell Forest was required to establish a Standing Advisory Council for Religious Education (SACRE), to advise the LEA on matters concerned with the provision of religious education and collective worship.

The LEA was also required to convene an occasional body to produce and recommend an agreed syllabus for religious education called an Agreed Syllabus Conference.

The report set out the functions and suggested constitution and membership of the SACRE.

RESOLVED :

- (i) That a Standing Advisory Council on Religious Education (SACRE) be established for Bracknell Forest Borough Council during the Autumn Term 1998;
- (ii) That the suggested constitution attached as Appendix A to the report be adopted for consultation with the organisations listed therein; and
- (iii) That a further report be brought to the meeting of the Committee in October 1998.

101. **Offsite and Hazardous Activities (Item 5)**

The Director of Education presented a report seeking agreement to a recommended policy for offsite and hazardous activities and the adoption of the procedures and arrangements which had been made in respect of these.

RESOLVED :

- (i) that the policy framework attached as Appendix A to the report be continued;
- (ii) that the procedures and arrangements set out in the report be adopted and approved; and
- (iii) that the emergency arrangements be noted.

102. **Employment of Children (Item 6)**

The Director of Education advised the Committee of the changes to the legislation governing the employment of children, and of the need to make new Byelaws.

The Department of Health had implemented EC Directive 94/33 on the protection of young people at work, and advised local authorities to revise their Byelaws on children's employment. A model Byelaw had been issued to all Local Education Authorities for consideration. A number of minor alterations had been made to the model to provide Byelaws appropriate to Bracknell Forest.

It was noted that the making of Byelaws was a matter reserved to the full Council.

RECOMMENDED that:

- (i) the Byelaws adopted from Berkshire County Council be revoked; and
- (ii) Byelaws be made on the employment of children in accordance with those set out in Appendix I.

103. **Parent Governor Representatives for Education Committees (Item 7)**

The Committee received a report on the Department for Education and Employment's (DfEE's) proposals for the appointment of parent governor representatives to Education Committees.

The Schools' Standards and Framework Bill was expected to become law in 1998 and provided the Secretary of State with delegated authority to make regulations requiring LEAs to include parent representatives on their Education Committees. The DfEE had recently issued a consultation paper on the possible content with the regulations to be made under this legislation. The Committee was invited to approve a draft response to the consultation document.

RESOLVED that the draft response to the consultation, attached as Annexe A to the report, be approved.

104. **Term Dates for 1999/2000 and 2000/2001 (Item 8)**

The Director of Education advised that term dates for 1999/2000 needed to be set before the summer holiday break. The necessary consultations were still underway and the Committee was invited to delegate the agreement of the dates to the Director, in consultation with the Chairman.

RESOLVED that responsibility for the setting of term dates for 1999/2000 and 2000/2001 be delegated to the Director of Education, in consultation with the Chairman.

105. **Items for Information**

The Committee received and noted the following items for information:

Item 9 - Redundancies in the Education Library Services
Item 10 - The use of Reasonable Force to Control or Restrain Pupils

106. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Item 2 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (9) Information relating to potential negotiations for a contract

107. **Establishment of a Pupil Referral Unit**

In accordance with Standing Order 25 Councillor Mills declared a pecuniary interest in this item and withdrew from the meeting.

The Director of Education presented a report on progress made towards the identification of a site for the proposed Secondary Pupil Referral Unit (PRU).

The report set out the background to the proposed establishment of PRU and outlined the requirements for a Unit to accommodate between 25 and 30 pupils attending at any one time.

A number of options for the location of the PRU had been investigated and details of these were set out in an Appendix to the report. In addition a potential site had been identified at Brownlow Hall, Warfield.

Following debate, three options were identified for further investigation and detailed work prior to a final decision on the choice of a site.

RESOLVED

- (i) That Officers continue to investigate the potential sites at College Hall, Brownlow Hall and Priestwood Annexe, including concurrent discussions with the Planning Department on planning issues, in order that acceptable options may be presented to the meeting of the Budget Sub Committee on 23 July 1998; and
- (ii) That the Budget Sub Committee be authorised to make a final decision on the choice of the site for the Secondary Pupil Referral Unit.

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

CHAIRMAN

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**EDUCATION GOVERNOR SELECTION SUB COMMITTEE
21 APRIL 1998**

Present: Councillors Barnard, Mrs Doyle, Good, Mrs Hirst, Mills, Mrs Shillcock,
Mrs Sutcliffe, 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. Appointment of Vice Chairman

RESOLVED that Councillor Ward be elected Vice Chairman of the Sub Committee for the remainder of the municipal year.

3. Procedure for Appointments (Item 2)

The Sub Committee received a report from the Director of Education setting out a proposed policy for the governor appointments process. It was emphasised that there should be an open procedure which would provide schools with active governors. It was hoped that governors could be chosen from a wide variety of people through the nominations process.

Vacancies would be circulated to all Councillors, Town/Parish Councils and relevant voluntary organisations in the area served by the schools. The Sub Committee would only consider nominations which had been received by the Borough Administrator at least three clear working days in advance of the meeting.

The Sub Committee discussed the layout of the nomination form, which was based on the Berkshire County Council model, and it was suggested that the possibility of self nomination should be more clearly highlighted.

RESOLVED that the principles for the appointment of LEA governors set out in the report be approved and in particular:

- (i) nominations only to be considered if a nomination has been completed and signed by the applicant; and
- (ii) that the cut off date for nominations be three clear days before the meeting of the Sub Committee.

4. Appointments to School Governing Bodies (Item 3)

The Sub Committee received a report from the Director of Corporate Services outlining the vacancies and nominations received. Members of the Sub Committee had before them copies of the nomination forms duly submitted by the applicants. The Director of Corporate Services informed the Sub Committee that in keeping with the Berkshire County Council system, Clerks to governing bodies had been requested to supply details of attendance rates and contribution generally of governors seeking re-appointment. Existing governors nearing the end of their term of office were contacted and supplied with a nomination form for consideration by the Sub Committee.

It was noted that vacancies at College Town Junior, Harmanswater Primary, Holly Spring Junior, Meadow Vale Primary and Sandy Lane Junior Schools had all arisen as the result of disqualifications and resignations. Vacancies at The Pines Junior School, Brakenhale and Wooden Hill Primary Schools were due to existing governors reaching the end of their term of office in July.

RESOLVED

- (i) that consideration of the vacancy at Wooden Hill Primary School be deferred to the next meeting; and
- (ii) that appointments to the following governing bodies be made

School	Name of Nominee
College Town Junior	Dorothy Pierce
Harmanswater Primary	Jean Sutcliffe
Sandy Lane Junior	A G Sheldon
Brakenhale	Austin McCormack

The meeting commenced at 5.00pm and concluded at 5.35pm.

CHAIRMAN

**EDUCATION GOVERNOR SELECTION SUB COMMITTEE
22 MAY 1998**

Present: Councillors Barnard (Chairman), Mrs Doyle, Good, Mrs Hirst,
Mrs Shillcock, Mrs Sutcliffe, Ward, Wheaton and Worrall (Substituting
for Councillor Mills)

Apologies: Councillor Mills

5 Minutes

The minutes of the meeting of the Sub Committee held on 21 April 1998 were approved as a correct record.

6 Appointments for Summer Term 1998 (Item 1)

The sub-Committee received a report from the Director of Corporate Services detailing appointments to be made and nominations for governing bodies in the Borough.

Councillors Ward and Mrs Doyle declared their personal interests in the appointments to the governing body of Ranelagh school and exercised their right under the National Code for Local Government Conduct to participate and vote in the proceedings.

RESOLVED that appointments to governing bodies be made in accordance with Schedule A attached to these minutes.

7 Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for the consideration of Item 2 which involved the likely disclosure of exempt information under the category 1 of Schedule 12A of that Act.

8 Nomination Forms from Applicants (Item 2)

The Sub Committee received in a report containing exempt information, copies of nomination forms for those being considered for governor appointments.

9 Dates of Future Meetings

**Appendix B as
referred to in Minute 91**

It was agreed that the next meeting of the Sub Committee would be on Thursday 16 July 1998 at 5.00 p.m.

The meeting commenced at 5.00 p.m.
and concluded at 6.35 p.m.

CHAIRMAN

**SCHEDULE OF VACANCIES ON SCHOOL GOVERNING BODIES IN BRACKNELL FOREST
GOVERNOR SELECTION SUB-COMMITTEE - 22 MAY 1998**

SCHOOL	DETAILS OF VACANCY	DETAILS OF NOMINEES	DECISION
College Town Junior	The following are current vacancies to be filled ASAP		
	One vacancy (two vacancies were notified to the last meeting of the sub-Committee, of which one was filled by Dorothy Pearce)	Mr A Blatchford J G Finnie, G Barnard	Mr A Blatchford
Crowthorne CE Primary	One vacancy following the resignation of Mr E Geary	Mr J G Finnie Mr E Sloper (who has applied for any CE school in Bracknell Forest)	Mr J G Finnie
Holly Spring Junior	Two vacancies arising from the resignation of Mr A Scorer and Mrs G Last	Mr G Barnard	Mr G Barnard
College Town Infant	One vacancy		
Meadow Vale Primary	Two vacancies	Mr J Harrison, Mr Stembridge	Mr J Harrison, Mr Stembridge

SCHOOL	The following are cases where representatives will reach the end of their term of office in the summer term 1998	DETAILS OF NOMINEES	DECISION
The Pines County Junior	One vacancy	Mr A Ward	Mr A Ward
Wooden Hill Primary	Mr M J Adams - one vacancy	Mr M J Adams Mr R Angell	Mr R Angell
<p>Aided School Appointments All of Berkshire County Council's appointments to the four aided schools in Borough officially came to an end on 31 March 1998</p>			
Ranelagh School	Three vacancies appointed by the LEA; three by the Bracknell District Council making a total of 6	Mr Ward, Mr M Wallace, Mrs Bayle, Mr Mills, Mrs Lunnon Mrs J M Bettison, Mr R A Flood, Mrs H Doyle, Mr E Sloper (who has applied for any CE school in Bracknell Forest) Mrs J Edwards	Mrs Bayle, Mrs Bettison, Mrs Doyle, Mrs Edwards, Mr Mills and Mr Ward

**Appendix B as
referred to in Minute 91**

St Joseph's RC Primary	Two vacancies	Mr Aylwin	Mr Aylwin
St Margaret's Clithrow RC Primary	Two vacancies	Mr Convery, Mr Wood	Mr Convery, Mr Wood
St Michael's Easthampstead CE Primary	Two vacancies	Mrs Maxwell , Mr Tidy Mr E Sloper (who has applied for any CE school in Bracknell Forest), Mrs B Brown	Mr Tidy, Mrs Brown

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**EDUCATION CONSULTATION PANEL
12 MAY 1998**

Present: Councillor Ward (Chairman), Barnard, Mrs Hirst, Mrs Sutcliffe and Wheaton
Head Teachers: Mrs Brooke, Ms Traies, Mrs Winrow, Mrs Graham, Mrs Northover, Ms Calcroft, Mrs Tskamakis and Mr Knott
Teacher Representatives: Mrs Walker, Mr Haig, Mr Evans and Mrs Draper

Apologies: Mr Donaldson, Mrs Snowdon, Mrs Wales and Mrs Desai

89. Minutes: 23 February 1998

The minutes of the meeting of the Panel circulated with the Education Transition Committee agenda 18 March 1998 were accepted as a correct record.

90. Term and Common Inset Dates 1998/99 (Item 1)

The Panel received, tabled at the meeting, proposed term dates for 1999/2000 and 2000/2001. Widespread consultations with interested parties and neighbouring unitary authorities were being undertaken and comments were requested Date in the Summer term. The item would then be referred to the Education Committee.

91. Admission Arrangements (Item 2)

This item was intended to confirm arrangements with other unitary authorities regarding the transfer of children from primary to secondary school in September 1999. If there were any developments about the Charters designated appropriate area, these would be reported.

92. Baseline Assessment (Item 3)

It was noted that a Working Group was currently meeting to pilot baseline assessment schemes with a view to bring a recommendation about a common scheme for Bracknell Forest schools to the Education Committee on 18 June.

93. Guidelines on Teachers Handling Pupils (Item 6)

A Government consultation under the Education Act 1997 on the powers of restraint for pupils in mainstream schools was currently being undertaken.

94. **Employment of Children (Item 7)**

It was noted that a report would be received by the Committee to adopt the Berkshire County Council bye-laws on children's employment.

95. **Plan to Reduce Infant Class Sizes (Item 8)**

The Budget Sub Committee would be receiving a report on this later in the week. Several schools had been identified that would need additional accommodation to meet the target. A bid was being prepared although the guidelines only included permanent rather than modular accommodation which on some school sites was not feasible. The impact on whole schools beyond the infant phase would need to be addressed.

96. **Complaints Procedure (Item 9)**

This item was unlikely to proceed to the Education Committee in June however a review of the Borough Council's corporate complaints procedure was underway. A revised leaflet on how to make complaints was being prepared for use in schools.

97. **Off Site and Hazardous Activities Policy (Item 10)**

It was noted that the Council had bought into the Off Site and Hazardous Activities Service for 1998/99. The service had revised the Berkshire guidance and this would be incorporated into the Council's own procedures.

98. **Changing the Length of School Sessions (Item 11)**

The Director of Education withdrew this item from the Panel's agenda.

99. **Redundancies in Education Library Service (Item 12)**

The Panel noted that the Education Library Service was managed by the Borough Council on behalf of all the unitary authorities. However, Wokingham District Council did not buy into the service and as a result of the budget reduction, there had been a need for some voluntary redundancies soon after vesting day. It was also noted that the Government may be bring forward proposals for expenditure in this area to be delegated to schools under LMS.

100. **Response to Parent Governor Representatives on Education Committees (Item 13)**

The Government had circulated a consultation paper about regulations proposed to be made under the Schools' Standards and Framework Bill. Essentially, the regulations would require all Education Committees to appoint at least one elected representative of parent governors of all schools. The person(s) appointed under the regulations would carry voting rights on the Committee. The means of election would be addressed later on although it was possible that the Governors' Association could be involved in the process.

101. Budget Report from Sub Committee (Item 14)

The report was a regular reporting mechanism for expenditure against Education Revenue Budget. There was concern about the delay in the production of MIDAS information for schools to finalise their budgets in accordance with the 31 May deadline. Some of the Education Finance Team were involved in the winding up of the former Berkshire County Council's accounts and this was diverting time from other activities.

102. LMS - Further Delegation (Item 15)

It was noted that the DfEE were considering proposals for the further delegation of funds through the LMS scheme, and this would be the subject of a report when the consultation document was produced.

103. Establishment of a Pupil Referral Unit (Item 16)

The Education Committee would be receiving a report on the property issues that would need to be determined before the Pupil Resources Unit could be progressed. College Hall was one option under consideration. It was estimated that there was a group of 60 children of secondary age in the Borough with a variety of needs. Costings for the project supposed a capacity of 22 to 25 pupils initially.

104. Standing Advisory Committee on Religious Education (SACRE) (Item 17)

It was noted that the Education Committee would be receiving a paper about the establishment of a SACRE.

105. Schedule for Review of Schools' Personnel Policies 1998/99

The Panel received for its information a schedule of personnel policies which were being revised between September and January 1999.

106. Policies on which there is Consultation during the Summer Term 1998

The Panel received copies reports that had been approved by the Education Quality Assurance Sub Committee which were currently with schools for consultation through the summer term 1998.

107. **Dates of Future Meetings**

The Panel agreed meetings in the lead up to the three planned Education Committee meetings at 4.30pm as follows:-

8 September
7 December
2 March 1999

It was noted that other meetings may be called as and when necessary.

The meeting commenced at 4.30pm and concluded at 6.00pm.

CHAIRMAN

**EDUCATION QUALITY ASSURANCE SUB COMMITTEE
13 MAY 1998**

Present: Councillors Barnard, Mrs Doyle, Harrison, Mrs Hirst, Mrs Shillcock,
Mrs Sutcliffe, Ward and Wheaton

Also Present: Councillor Mrs Hayes, Anne Snowdon and Angela Smith, The Pines
Infant and Nursery School, Catherine Croft and Alan Foster,
Brakenhale

Apologies: Councillor Fawcett

1 Election of Chairman

RESOLVED that Councillor Ward be elected Chairman of the Sub Committee for the remainder of the municipal year.

COUNCILLOR WARD IN THE CHAIR

2 Appointment of Vice Chairman

RESOLVED that Councillor Barnard be appointed Vice Chairman of the Sub Committee for the remainder of the municipal year.

3 Minutes

The minutes of the Sub Committee held on 17 March 1998 were approved as a correct record.

4 Summaries of OFSTED Inspection Reports (Item 1)

The Sub Committee received a report from the Director of Education enclosing summary OFSTED inspection reports in respect of Brakenhale and The Pines Infant and Nursery Schools. The Sub Committee received copies of summary report and the LEA action plan for Brakenhale, together with the OFSTED report for the Pines Infant and Nursery School. A copy of the Brakenhale School's action plan was circulated separately to the main agenda and the school's action plan for The Pines was circulated at the meeting.

The Headteachers had been invited to the meeting to help present the responses to the issues raised by the reports. It was hoped that this procedure could be adopted for future meetings as agreed at the meeting of the Sub Committee on 22 September 1997. Copies of the full inspection report would be available to all Councillors of OFSTED reports issued in the future.

The Pines Infant and Nursery School

The Assistant Director of Education gave a summary of the report's main findings. In general there was good teaching in the nursery class and in the infant school. There was an issue of balance in the curriculum although it was felt this was due to the approach to teaching some subjects in blocks and the four day duration of the inspection team's visits to the school.

The school was treating the findings of the report as part of its on-going School Improvement Plan and the Headteacher gave details of the action points the school would be pursuing.

Brakenhale

The Assistant Director of Education informed the Sub Committee of the report's principal findings; in the Inspectors' judgement the school was providing an acceptable standard of education but nevertheless had Serious Weaknesses. It was noted Serious Weaknesses was a new category which meant that OFSTED and HMI would keep the school under review (within six to eighteen months from the date of the report) and would be carrying out follow up visits to assess progress with the action points contained in the report. If the follow up visits found that insufficient progress was being made the school could be re-designated as a Failing School.

Brakenhale had been one of the first schools to be inspected early in 1994 under the OFSTED regime, however the criteria for inspections at that time were different to those being applied now. Nevertheless, it remained very important that the action points from the previous report, of which some were on the senior management and financial management of the school had been progressed. There were serious weaknesses in the standards of literacy and attainment levels were below average particularly in older year groups. Boys' attainment at the school remained a problem. Sound progress was being made with the pupils attending the sixth form. The current Headteacher had inherited a sizeable budget deficit which had been difficult to manage in combination with a falling roll situation which had in turn lead to redundancies at the school. There was also concern about the governors' attendance at the OFSTED de-brief and the meeting held to consider the schools' action plan. The Chairman of governors felt that on the whole governors were supportive and many of them assisted the school with its daytime activities, case conferences and working with pupils. The governors had decided not to issue a parental questionnaire as this was not a compulsory activity under the OFSTED criteria. This decision was based in part around very poor turnout to parents' meetings.

The school was taking a number of actions to promote enrichment and the greater use of books at home for pupils. Outreach work with year six primary pupils was being carried out together with a summer literacy school. Brakenhale's primary feeder schools were meeting their targets although there was concern that more able pupils were transferring to other secondary schools.

The Assistant Director of Education introduced the LEA action plan, which indicated support and resources to tackle the issues raised by the OFSTED report. The Headteacher gave the Sub Committee a presentation on the issues the school would

be pursuing. It was emphasised that the LEA would be monitoring closely the progress made by the school.

RESOLVED

- (i) that the findings of the inspection reports for The Pines Infant and Nursery School and Brakenhale School be noted;
- (ii) that the governors' action plan for Brakenhale School be noted; and
- (iii) that the actions proposed by the LEA to address the inspection reports key issues at the Brakenhale School be endorsed.

5 Bracknell Forest: School Improvement Outline Strategy (Item 2)

The Sub Committee received a report from the Director of Education informing it of the support arrangements in place to help schools continue to raise standards. The report gave details of training courses that the LEA was providing for schools to access. The Quality Assurance Sub Committee would continue to receive updates and action plans and a Focus Group had been established to oversee work in this area. The Director of Education particularly emphasised the standard raising role of the Local Education Authority.

RESOLVED that the arrangements to support school improvement be endorsed and the training provision outlined in Appendices A and B to the report be noted.

6 The National Year of Reading: Proposals for Implementation in Bracknell Forest (Item 3)

The Sub Committee received a report from the Director of Education informing it about the Year of Reading which began in September 1998 and setting out how Bracknell Forest would respond to this. The National Year of Reading would complement the literacy hour and all groups in the community would have reading promoted to them in a variety of ways.

RESOLVED

- (i) that the information about the National Year of Reading and LEA's plans for supporting schools and the development of a range of reading activities be noted; and
- (ii) that the Director of Education's proposals for the implementation of the National Year of Reading within the authority be approved.

7 Post-16 Collaboration Project (Item 4)

The Sub Committee received a report from the Director of Education outlining a partnership bid to the Further Education Funding Council with Bracknell and

**Appendix D as
referred to in Minute 93**

Wokingham College. The intention was to identify opportunities for improving and co-ordinating full time post-16 provision in various settings in the Borough and promoting improved collaboration between Bracknell and Wokingham College, Secondary schools and the Education Department. The initiative was in accordance with the green paper "the learning age" which sought to achieve a more cogent tertiary education sector. The Sub Committee received details of the bid tabled at the meeting.

RESOLVED that the proposed bid as set out in the document collaboration fund category C project bid be approved.

The meeting commenced at 5.30pm and concluded at 8.00pm.

CHAIRMAN

**EDUCATION BUDGET SUB COMMITTEE
14 MAY 1998**

Present: Councillor Barnard (Chairman), Councillors Beadsley,
Good, Mrs Hayes, Thompson, Ward, Wheaton and
Worrall

1. Election of Chairman

RESOLVED that Councillor Barnard be elected Chairman of the Education Budget Sub Committee for 1998/99 municipal year.

2. Appointment of Vice Chairman

RESOLVED that Councillor Ward be appointed Vice Chairman of the Education Budget Sub Committee for 1998/99 municipal year.

3. Minutes

The minutes of the meeting of the Sub Committee held on 9 March 1998 were approved as a correct record and signed by the Chairman.

4. Budget Advances for Schools (Item 2)

The Sub Committee considered a report which set out budgetary pressures being experienced by some schools. The Sub Committee noted that Berkshire County Council had in the past approved budget advances to schools together with agreed schedules for repayment. The Sub Committee considered proposed advances for six schools, which were in accordance with the agreed Local Management of Schools scheme. On the basis that the advances represented a call on school rather than Local Education Authority balances with no direct financial implications for the Council, the Sub Committee approved budget advances to six schools.

RESOLVED that

- (i) the budget advance of £84,814 for Brakenhale School and the revised schedule for repayment over 8 years be approved;
- (ii) the budget advance of £126,500 for Sandhurst School and the schedule for repayment over 4 years be approved;
- (iii) the new budget advance of £16,000 for The Pines Junior School and the schedule for repayment over 4 years be approved;
- (iv) the budget advance of £4,466 for Wooden Hill Primary School, due to be repaid in the current financial year, be approved;
- (v) the budget advance of £15,000 for Garth Hill School, due to be repaid over 4 years, be approved; and

- (vi) the budget advance of £25,000 for Edgbarrow School due to be repaid over 3 years be approved.

5. Contract for Adult Education 1998/99 (Item 1)

The Director of Education reported on the proposed terms of the contract with Bracknell and Wokingham College to provide adult education in Bracknell Forest for the 1998/99 academic year. The Sub Committee noted that in the past the take up of courses had been high with 7,000 enrolments annually. The proposed terms of the contract were on the whole based on the previous contract. There were, however, some variations: the budget for concessions would be cash limited at £20,000; a residence qualification for students would be introduced; and the safety net figure, at which the contract was fully funded was raised from 90% to 95%. The Sub Committee also considered the eligibility criteria for concessions and agreed that for those over sixty years of age an income related threshold could be explored, after further consultation with the College. In addition, there would be during the course of the year a review of the entitlements to concessionary rates; this would include such criteria as the receipt of benefits; concessions for partners and dependants of those receiving benefits and a possible 25% concessionary rate for those aged 16 - 19 not in full time education.

RESOLVED that the terms of the contract for adult education as set out in paragraphs 4.4 to 4.10 of the report at item 1 of the agenda be approved, subject to in relation to the entitlement to concessionary rates:

- (a) the Director of Education, in consultation with the Chairman of the Sub Committee, being authorised to consider and determine the detailed criterion for those over 60 years of age; and
- (b) consideration being given to the introduction of those entitlements set out in sub paragraphs (2), (3) and (4) of paragraph 4.5 of the report, after monitoring of the 1998/99 contract.

6. 1998/99 Section 122 Budget Statement (Item 3)

The Sub Committee was advised that under Section 122 of the Education Act, 1996, each Local Education Authority was obliged to publish a budget statement outlining plans spending in respect of schools governed by its approved Scheme for Local Management of Schools. The statement detailed expenditure under the categories of General Schools Budget, the Potential Schools Budget and the Aggregated Schools Budget. The statement also showed that spending per pupil had risen by £185 (8.71%) in 1998/99 to £2,308.

RESOLVED that the report (item 3 of the agenda) and the Section 122 budget statement for 1998/99 attached at annexe A to the report be noted.

7. New Deal for Schools - Outcome and Additional Bids (Item 4)

The Director of Education reported that following the introduction of the Government's New Deal for Schools Scheme Bracknell Forest had been allocated £745,500 for roofing repairs in twelve schools, which had to be spent within the 1998/99 financial year. The Government, however, had not allocated any funding for other categories of maintenance. The Sub Committee, therefore, agreed that the planned maintenance programme, estimated at £1,175,500, would be revised to take account of the allocation. The Sub Committee was also advised that the Department for Education and Employment had invited Local Education Authorities to apply for grants for outside toilets and heating systems and an indicative allocation of £31,000 had been set for Bracknell Forest, with the Council being expected to match this funding with its contribution.

RESOLVED that

- (i) the revised Planned Maintenance allocation be approved; and
- (ii) the proposed funding be agreed.

8. Capital Expenditure to Reduce Infant Class Sizes (Item 5)

The Sub Committee considered a report which advised of the Government's aim to reduce class sizes for infants to below 30 pupils by September 2001. A copy of the bid for funding at each school, which had been submitted to the Department for Education and Employment, was circulated at the meeting. The outcome of the bidding exercise was expected in the autumn.

RESOLVED that the report (item 5 of the agenda) be noted and the proposed approach to achieve the aim of reducing class sizes to below 30 for pupils aged 5 to 7 years old be endorsed.

9. Scheme for the Local Management of Schools - Appendices (Item 6)

The Sub Committee was advised that the Council's agreed Scheme of Local Management of Schools had been submitted to the Department for Education and Employment and had received approval in March 1998, coming into force on 1 April 1998. At the time the scheme had been submitted, a number of the appendices to the scheme had not been available. Minor changes had been made to the appendices operated by Berkshire County Council in order to comply with existing Borough policies and procedures. One of the appendices, the criteria for school evaluation and development would be available in July, as this would be largely revised.

RESOLVED that the report (item 6 of the agenda) be noted and the appendices to the Scheme for the Local Management of Schools be endorsed.

10. Education Capital Programme 1998-99 Nursery Expansion (Item 7)

The Education Committee had allocated £40,000 as part of its approved capital programme for the expansion of nursery provision within the Borough, with the detail of the expanded provision to be determined in consultation with the Early Years Forum. The Sub Committee considered a proposal to re-equip existing surplus accommodation at Uplands Primary School for the purpose of renting these

premises to a private provider of nursery education. This partnership would aim to provide new nursery places in the south of the Borough and assist in keeping Bracknell Forest pupils within the Borough later in the education system.

RESOLVED that the scheme to re-equip existing surplus accommodation at Uplands Primary School for the purpose of renting this to a private provider of nursery education be implemented, subject to consultation with the Early Years Forum at its next meeting

11. Exclusion of the Public and the 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 involved the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- | | | |
|-----|---|----------|
| (9) | Information relating to negotiations for a contract | (Item 8) |
| (1) | Information relating to particular employees | (Item 9) |

12. Terms of Reference for West Bracknell Area Study (Item 8)

The Director of Education submitted a report detailing the terms of reference for the West Bracknell Area Study.

RESOLVED that the scope of the project and the terms of reference specified in paragraph 4.2 of the report (item 8 of the agenda) be approved.

13. Redundancies in Schools 1998/99 (Item 9)

The Sub Committee considered a report which detailed the redundancies taking place in four schools within the Borough.

RESOLVED that the report (item 9 of the agenda) be noted.

The meeting commenced at 5.00pm and
concluded at 7.08pm.

CHAIRMAN

**EDUCATION BUDGET SUB COMMITTEE
15 JUNE 1998**

Present: Councillor Barnard (Chairman), Councillors Beadsley, Good,
Mrs Hayes, Thompson and Ward

Substitute Members present:

Councillor Mrs Doyle (for Councillor Worrall)
Councillor Fawcett (for Councillor Wheaton)

14 Minutes

The minutes of the meeting of the Sub Committee held 14 May 1998 were approved as a correct record and signed by the Chairman.

15 Building Better Schools Initiative (Item 1)

The Sub Committee considered a report which sought agreement to an addition to the capital programme for 1998/99 to allow schools to bid for funding for projects to improve the quality of school provision. The report also sought agreement for funding for the Bracknell Forest Schools' Music Festival in March 1999.

The Build Better Schools Initiative would involve a capital sum of £460,000 being added to the Education Committee's capital programme for distribution to schools in 1998/99, with the following objectives:

- raising achievement;
- promoting the school;
- enhancing pupil safety;
- encouraging or improving community use of the school.

Schools would be required to put forward proposals which met these objectives and it was proposed that the Borough's primary schools and Kennel Lane special school should receive sums of up to £10,000 and secondary schools should receive sums of up to £20,000.

The Bracknell Forest Schools' Music Festival had been planned for March 1999 to celebrate Bracknell Forest's inaugural year as a unitary authority. The festival would involve the primary schools of the Borough producing a concert, on two evenings, entitled Ocean World. All the schools had contributed £100 towards the cost of a specially commissioned piece of music. No budget provision had been made for the production costs of the festival, which were estimated at £10,000.

It was necessary to request the Strategy & Policy Committee to release funds to cover the costs of these two initiatives.

RECOMMENDED That the Education Committee recommend to the Strategy & Policy Committee:

- (i) that funding be released of £460,000 for capital projects at the Borough Council's schools; and

- (ii) that £10,000 be released for the Bracknell Forest Schools' Music Festival.

16 Annual Surplus Places Return 1998 (Information Item 2)

The Sub Committee received an information report on the annual return completed by the Education Department in respect of surplus places in school accommodation within the Borough.

17 Date of Next Meeting

Thursday 23 July 5.30pm.

The meeting commenced at 7.30 p.m.
and concluded at 8.05 p.m.

CHAIRMAN

**TRANSPORT & AWARDS SUB COMMITTEE
18 MAY 1998**

Present: Councillors Barnard, Beadsley, Mrs Doyle, Good, Mrs Hayes,
Thompson, Ward and Wheaton

Apologies: Councillor Fawcett

1. **Election of Chairman**

RESOLVED that Councillor Barnard be elected Chairman of the Transport & Awards Sub Committee for the remainder of the municipal year.

COUNCILLOR BARNARD IN THE CHAIR

2. **Appointment of Vice Chairman**

RESOLVED that Councillor Ward be appointed Vice Chairman of the Sub Committee for the remainder of the municipal year.

3. **Arrangements for the Determination of Home to School Transport and Student Awards Appeals**

The Sub Committee received a report from the Director of Corporate Services to confirm arrangements agreed by the Education Transition Committee at its meeting in January 1998. Under the report's proposals the Sub Committee would divide into two specialist panels to deal with transport and with student awards appeals. Since the meeting of the Education Transition Committee the Council had adopted Standing Order No. 38 giving a system of substitute members. It was agreed that substitutes for members of the two panels would be drawn from the membership of the Education Transport and Appeals Sub Committee only. The Chairman of the Sub Committee would sit on both panels. Instances where an awards application decision was being referred for appeal would be dealt with on an individual basis to ensure no crossover between the membership of the first panel and the appeals panel.

RESOLVED that with effect from 1 June 1998:

- (i) that a Home to School Transport Appeals Panel be responsible for exercising the Sub Committee's powers in determining appeals for home to school transport be appointed comprising five Councillors;
- (ii) that a Student Awards Panel responsible for exercising the Sub Committee's powers to determine appeals for discretionary awards comprising five Councillors be appointed;
- (iii) that the Student Awards Panel be responsible for determining applications for student awards not delegated to the Director of Education and that right of appeal to the Transport Appeals Panel be granted in these cases; and

- (iv) that substitute members for Panel members be drawn from the Transport and Awards Sub Committee only.

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 the following Item of business which involves the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (5) Information relating to applicants for financial assistance (Item 2)

5. Appeals for Home to School Transport (Item 2)

The Sub Committee received a report from the Director of Corporate Services detailing proposed arrangements for the future handling of the appeals for home to school transport. The report indicated the contract arrangements with Babbie Public Services for determining applications for home to school transport and commenting on appeals against decisions to refuse assistance. The report also gave guidelines on the cost to the Council of allowing appeals contrary to the Council's policy. The Sub Committee discussed the need for individual Councillors to withdraw from the meeting if they knew the appellant. The general advice was that ward Councillors could participate in determining their constituents' however if the person was more closely known then members should declare their interest and withdraw in the normal way.

The Sub Committee determined the three transport appeals listed on the agenda.

RESOLVED

- (i) that the arrangements for determining appeals for home to school transport as discussed at the meeting and set out in the report be agreed with immediate effect; and
- (ii) that the transport appeals be determined as follows:-

Appeal No.	Name	Decision
T001/98	Stuart Munday	Reject
T002/98	Alicia Waite	Reject
T003/98	James Marshall	Reject

The meeting commenced at 8.30 a.m.
and concluded at 9.35 a.m.

CHAIRMAN

**TEACHERS' JOINT CONSULTATIVE COMMITTEE
19 MAY 1998**

Present: Councillors Mills, Wheaton & Ward

J Haig, V Richardson, K Brooke, M Walker, J Graham, S Beer

Also Present: Director of Education, Assistant Director of Education and
Borough Personnel Manager

1. Election of Chairman

The employer's side agreed Councillor Ward would be elected as their Chairman.
The staff side agreed that Mrs Brooke be elected as staff side Chairman.

It was agreed that the staff side would take the rotating chair for this meeting.

MRS K BROOKE IN THE CHAIR

2. Urgent Items of Business:

Teachers' Pay Award

The Borough Personnel Manager confirmed that the pay award would be paid in
May.

3. Early Retirement Interim Policy (Item 1)

The Director of Education informed the Committee that the policy agreed at the
meeting of the Committee on 18 March 1998 needed to be extended as there were
delays in the Government Working Party reporting on the issue. The report
proposed an extension of the existing policy until the date of the next Education
Committee, 8 October 1998.

It was noted that re-deployments under the policy were under consideration by
schools although no re-deployments triggering the additional payments had yet been
agreed. There had been no early retirements on ill-health grounds since 1 April
1998. Natural wastage figures would be made available by schools.

RESOLVED that the comments of the paper regarding the operation of the early
retirement policy be noted.

RECOMMENDED to the Education Committee that an extension of the early
retirement policy to October Education Committee be approved.

4. The Bureaucratic Burden on Teachers (Item 2)

It was noted that some industrial action, short of strike action, had been taken by teachers in Bracknell Forest schools. The NUT were requesting LEA support for the measures set out in the draft circular. There was general agreement that measures should be taken wherever possible to reduce paperwork in schools and that the LEA had a part to play in this.

The Committee discussed the use of electronic pupil registration methods in schools which would save time on the registration process and the employers' side undertook to investigate the current market for these.

RESOLVED that the report be noted.

5. Constitution and Terms of Reference for the Teachers' Joint Consultative Committee (Item 3)

The Committee received a copy for information of its constitution and terms of reference as approved by the Education Committee. The Director of Education outlined his vision of how the JCC would function and the part it would play in the education decision making process. It was noted that the consultation budget of £28,000 had been partly allocated to Trade Unions already and that this was a global sum to fund all consultation arrangements in the Borough.

6. Dates of Future Meetings

It was agreed that meetings of the JCC would take place at 4.30pm with staff side pre meetings at 3.30pm on the following dates: Tuesday 29 September and Tuesday 23 February 1999.

The meeting commenced at 4.30pm and
concluded at 5.35pm

CHAIRMAN

PLANNING & TRANSPORTATION COMMITTEE
25 JUNE 1998

Present: Councillor Mrs Ballin (Chairman), Councillors Adams, Bayle, Doyle, Finnie, Flood, Grayson, Jones, Mrs Pile, Ryan, Sargeant, Simonds, Veakins, Wade and Worrall

Also Present: Councillors Angell, Bettison, Birch, Good, Harrison, McCormack and North

Substitute Members

In accordance with Standing Order No. 38, Councillor Mrs Clifford attended the meeting as substitute for Councillor Onions.

108. Minutes

The minutes of the meeting of the Committee held on 3 March 1998 were approved as a correct record and signed by the Chairman.

109. Urgent Items of Business under Standing Order No. 7

The Committee received and noted the urgent items of business under Standing Order 7 as follows:

Modernising Planning, Department of the Environment, Transport and the Regions Consultation Paper

110. Minutes of Sub and Advisory Committees

RESOLVED that the minutes of the meetings of the Highways Sub Committee held on 2 March 1998 and 11 June 1998 (Appendices A and B attached), and the minutes of the Planning Control Sub Committee held on 9 March, 6 April, 7 May and 4 June 1998 (Appendices C, D, E and F attached) be noted and received.

111. Concessionary Fares Scheme (Item 5)

The Committee received a detailed report regarding the comprehensive review of the concessionary fares scheme which had been undertaken by Babbie, Public Services Division. The report summarised the results and outlined a wide range of possible changes to the operation of the scheme which would reduce overall costs, whilst retaining access to free and/or reduced rate travel for elderly and disabled people.

RESOLVED that:

- (i) the Council's concessionary fares scheme be amended as follows with effect from 1 October 1998.

- (a) Free bus travel passes be available at a charge of £20.80 to all persons who are:
- registered blind or partially sighted; or
 - registered physically disabled; or
 - able to produce a Doctor's Certificate stating that they are unable to work for at least six months by reason of temporary disablement; or
 - suffering from mental handicap or severe mental handicap; or
 - have been refused a driving licence or have had such a licence revoked, on medical grounds under Section 87 of the Road Traffic Act; or
 - without the use of both arms; or
 - a specified travelling companion of eligible persons.
- (b) Half fare bus travel passes be available at an annual charge of £12 to:
- all persons aged 65 and over;
 - individuals aged between 60 and 65 who hold bus travel passes at 25 June 1998 and continue to hold them at all subsequent renewal dates.
- (c) A concession of £15.90 be available to all persons aged 65 and over to purchase Senior Citizens' Rail Cards.
- (d) A concession of £11.90 be available to persons identified in (i)(a) above to purchase Disabled Rail Cards.
- (ii) the free and half fare passes specified in (i)(a) and (i)(b) be available for the period 1 October 1998 to 31 March 1999 at charges of £10.40 and £6 respectively.
- (iii) a detailed investigation be undertaken with a view to introducing a replacement "smartcard" scheme in 1999/2000.
- (iv) the management and administration of the concessionary fares scheme be transferred from the Corporate Services Department to the Planning and Transportation Department and that the budget allocations be adjusted accordingly.
- (v) provision of £5,000 be made to fund individuals travelling to Wexham Park Hospital by community transport on a pilot basis for six months.

Following the vote on the above motion, in accordance with Standing Order 47, a Committee Member requested that it be referred to full Council for consideration. Upon a vote being taken over one quarter of the Members of the Committee present and voting at the meeting required the decision to be submitted to Council as a recommendation.

112. SERPLAN - A Sustainable Development Strategy for the South East Public Consultation (Item 1)

The Committee considered a report outlining the key features of the sustainable development strategy for the South East, and suggested comments proposed to be forwarded to SERPLAN as part of the public consultation exercise.

RESOLVED that

- (i) SERPLAN be informed of the comments set out in the report;
- (ii) a two party consultation group be set up to consider and submit representations; and
- (ii) the representations authorised at (i) and (ii) of the resolution form the basis of the Borough's case at the public conference into the strategy.

113. Bracknell Forest Local Plan - Further Additional Changes to Proposal PH1.3 - Joint Services Command and Staff College (Item 2)

In accordance with Standing Order 25, Councillor Simonds declared a pecuniary interest in the issue and left the Council Chamber for the duration of the consideration of the item.

The Director of Planning & Transportation introduced a report giving details of proposed changes to the Bracknell Forest Borough Local Plan relating to the Joint Services Command and Staff College in light of the proposal to secure the land and undertake preparatory work for the conversion of the land to public open space and other appropriate recreational use.

RESOLVED that

- (i) landowners, and objectors and supporters of the proposal, be notified of the further additional changes as set out in Annexe A and Annexe B of the report;
- (ii) the procedure for public notification of the further additional changes as detailed at section 5 of the report be approved;
- (iii) the further additional changes to the BFBLP be approved for development control purposes.

114. Listed Buildings Guidance (Item 3)

The Committee considered a report giving details of new guidance that had been prepared giving information to owners and prospective purchasers about the implications of owning a listed building.

RESOLVED that "Listed Buildings - An Owner's Guide" be approved as Planning Guidance.

115. Town & Country Planning Summer School - York University: 5 - 9 September 1998 (Item 4)

The Borough Planning Officer introduced a report giving details of the Town & Country Planning Summer School to be held at York during September 1998.

RESOLVED that up to two spaces be reserved on the Town & Country Planning Summer School at York and nominations be invited to fill them.

116. Railtrack Network Management Statement 1998 (Item 6)

The Committee considered a report giving details of the publication of Railtrack's Network Management Statement and considered the need for an indication of apportionment of the expenditure to be applied to Route 23 i.e. the Southern Zone Clapham Junction to Reading, which includes the two railway lines serving the Borough.

RESOLVED that

- (i) Railtrack be asked to clarify the allocation of spending to stations on the Reading route and that
- (ii) Railtrack be asked to recognise the deficiencies in service provision at Bracknell, Crowthorne and Sandhurst stations and be invited to indicate what proposals they have for their remedy.

117. Transport Policies and Programming (TPP) - The Council's Submission for 1999/2000 (Item 7)

The Committee received a report giving details of the process by which Highway Authorities submit a document to the Government describing their Transport Policies and Programme (TPP) each year. In order to make a bid for Government funding, the Council would be about to make its first independent TPP submission as a unitary authority and the Committee considered the submission draft.

RESOLVED that:

- (i) the support of the Access Advisory Committee be noted;
- (ii) the draft TPP submission for 1999/2000 be approved;
- (iii) organisations who responded to the consultation be thanked for their contribution; and
- (iv) the proposed arrangements for sale and distribution of copies of the TPP document be approved.

118. Request for Highway Service - New Procedure (Item 8)

The Committee considered a report giving details of the new procedure for dealing with requests for Highway Service which would now be dealt with by the Borough Council as the Highway Authority.

RESOLVED that the Committee endorses the new procedures.

119. **Waste Local Plan - Inspector's Report 1996 (Item 9)**

The Committee received a report giving details of the general contents of the Inspector's report on the Waste Local Plan under the implications for specific areas within the Borough.

RESOLVED that the Joint Strategic Planning Committee be informed of the comments set out in the Officer's report.

120. **Items for Information**

The following items were submitted for information:

Revenue Outturn 1997/98	(Item 10)
Bracknell Forest Borough Local Plan - Progress Report	(Item 11)
Planning for the Communities of the Future (DETR)	(Item 12)
Planning & Affordable Housing (DETR) Circular 06/98	(Item 13)
Road Traffic Reduction Act 1997 - Response to Government on Draft Guidelines	(Item 14)

121. **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 15 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(9) Terms proposed in the course of negotiations for a contract	(Item 15)
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122. **Babtie Contract (Item 15)**

In a report containing exempt information the Committee considered information relating to details of the contract with Babtie Public Services.

RESOLVED that the report be noted.

The meeting commenced at 7.30 p.m.
and concluded at 9.50 p.m.

CHAIRMAN

**HIGHWAYS SUB-COMMITTEE
2 MARCH 1998**

Present: Councillor Flood (Chairman), Councillors Mrs Ballin, Mrs Clifford, Mrs Doyle, Finnie, Good, Ryan, Veakins and Wade, County Councillors Mrs Boyd, Dr Murray, Mills, Wheaton and Winter

Also Present: Councillors Adams, Angell, Bayle, Bettison, Birch, Harrison, Mrs Keene, and Taylor

85 Membership of the Sub-Committee

The Chairman thanked the five County Councillors for their contributions to the work of the Sub-Committee over the past year. It was noted that after April, representatives of the six Parish Councils in Bracknell Forest would be co-opted onto the Committee. The Chairman also thanked the Acting Borough Engineer Mr R Smale who would be retiring at the end of March for his efforts and work with the Sub-Committee and the former Area Highways Section.

86 Minutes

The minutes of the meeting of the Sub-Committee held on 8 December 1997 were approved and signed as a correct record.

87 Petitions (Item 1)

The Sub-Committee received the following petitions:

(a) Maidens Green Crossroads

Mrs Bruton presented a petition in support of junction safety improvements at Maidens Green crossroads Winkfield.

(b) North Street, Winkfield

Mr McCory presented a petition in support of a 30mph speed limit and "Slow Down" signs regarding speeding traffic at North Street, Winkfield.

(c) Traffic Volumes in the Bracknell Area

Mrs B Jerome presented a petition in support of a wide variety of measures being taken by the new unitary authority aimed at reducing the overall traffic volumes in the Bracknell area and to encourage the use of public transport, cycling and walking.

(d) NDR/Longhill Road Junction, Chavey Down

Mrs R Timbrell presented a petition in support of advanced road signing, traffic calming and road lining in the area of the junction of the NDR and Longhill Road, Chavey Down and Winkfield.

RESOLVED that

- (i) the problems of road safety at Maidens Green crossroads and A330/B3022 be referred to the Planning and Transportation Committee with a recommendation for inclusion in the Northern Parishes Traffic and Safety Study;
- (ii) the petition presented on behalf of Bracknell and District Friends of the Earth be passed to the Planning and Transportation Committee for further consideration along with the Road Traffic Reduction Bill consultation;
- (iii) the problems and potential problems concerning Longhill Road be referred to the Planning and Transportation Committee with a recommendation for inclusion in the Northern Parishes Traffic and Safety Study; and
- (iv) the petition on North Street, Winkfield be dealt with as part of the requests for service list.

88 **Warfield Street, Forest Road and Newell Green - Proposed 30mph Speed Limit (Item 2)**

The Sub-Committee considered a report which had been requested at its June 1997 meeting on the viability of the 30mph speed limit over Forest Road and Warfield Street at Three Legged Cross and Five Ways. The report had been deferred at the Sub-Committee's meeting in September 1997.

RESOLVED that a Traffic Regulation Order for a 30mph speed limit over the sections of Warfield Street, Forest Road and Newell Green between points A and D via B and B to C as shown on Plan No TM605/98/4 be advertised, and the results be brought back to this Sub-Committee for consideration and the following speed reduction measures be incorporated in the scheme:

- (i) "Gateway" signs be provided at Three Legged Cross, Five Ways and in Newell Green south of Brownlow Hall;
- (ii) a report on the inception of the 30mph limit as from approximately 50 metres west and north of the Three Legged Cross junction of Forest Road and Maidenhead Road and approximately 100 metres north of Five ways corner on Bracknell Road and 100 metres south on Jigs Lane and 50 metres east on Forest Road be requested;
- (iii) "Slow" and red strip carriageway markings be provided; and
- (iv) a further report be brought back to the Sub-Committee in approximately six months after the installation of these measures containing a review of their effectiveness, including traffic speeds, volumes and accident records.

89 **Highways Services - Fees (Item 3)**

The Sub-Committee received a report detailing the increases for Highways Services with effect from 1 April 1998.

RESOLVED that the fees described in the Annexes 1 and 2 to the report be approved.

90 **Road Safety on the A321, Wokingham Road, Sandhurst (Item 4)**

The Chairman agreed to the consideration of this report as a matter of urgency on road safety grounds.

The Sub-Committee received a report, tabled at the meeting, outlining proposals for speed restrictions along A321 Wokingham Road, Sandhurst. It was noted that the speed limit would be emphasised by gateway features etc. and that a Road Traffic Order would be needed. The proposed measure would be subject to funds. A report would be made to the next meeting of the Sub-Committee on priorities for highways schemes given their costs and the availability of funding.

RESOLVED

- (i) that the investigation into the surface characteristics of the road and lopping of highways trees as described in paragraphs 12 and 13 of Annexe 1 to the report be approved;
- (ii) a proposal to reduce the current speed limit on the A321 between the Borough boundary at Wellingtonia Avenue and Perrys Bridge from 50mph to 40mph be approved in principle as part of a scheme comprising also the works described in paragraph 15 of Annexe 1: the provision of rumble strips, a yellow background to the speed signs and a reduction in the lane width by road marking;
- (iii) the proposed 40mph speed limit be extended as far as the roundabout junction with Wellingtonia Avenue, subject to the agreement of Wokingham District Council; and
- (iv) the scheme be implemented subject to the future availability of funds and the response to an advertisement of the Traffic Regulation Order required for the change in the speed limit.

91 **A321 Yorktown Road/Rackstraw Road Junction (Item 5)**

The Sub-Committee received a report detailing the outcome of investigations into the feasibility of improving road safety and traffic flow on the A321 Yorktown Road in the vicinity of Rackstraw Road junction. It was noted that the MOVA system had now been installed and the local member reported that it was very successful. A decision would be made about a pinchpoint in the Yorktown Road west of the junction following a full evaluation of the MOVA system.

RESOLVED that a report be made to a future meeting of the Sub-Committee on the effectiveness of the MOVA system at the junction following a period of monitoring.

92 **Street Naming and Numbering (Item 6)**

The Sub-Committee received a report proposing road names for a new private housing estate in the Sandhurst area.

RESOLVED that the following names be approved from the list set out in the report: Old Forge, Gardener, Saddler, Farrier, Weaver, Archer, Cutter, Coachmans.

93 **Harvest Ride, Bracknell/Pedestrian Crossing (Item 7)**

The Sub-Committee received a report requested at its last meeting on the sighting of a toucan crossing on Harvest Ride, Bracknell in the vicinity of Warfield Primary School. It was emphasised that the crossing should be appropriate to the needs and because of its main road siting, there would be consultation with the Government Office for the South East. Given the need for consultation, a more flexible approach might need to be adopted and it was suggested that the Director be given delegated authority to progress this issue.

RESOLVED

- (i) that a toucan crossing be implemented to the north of All Saints Rise at the existing pedestrian refuge, subject to the necessary approvals and advertisement, and the provision of funds; and
- (ii) that the Director of Planning and Transportation be given delegated authority in consultation with Warfield Parish Council, and Governors of Warfield Primary School and the local Ward member to implement works of a lesser nature, should external permissions and funds not be available in the short term.

94 **Temple Way, Binfield - Road Safety (Item 8)**

The Sub-Committee received a report requested at its September 1997 meeting regarding road safety on Temple Way, Binfield. The Sub-Committee emphasised the need for an integrated approach to be adopted on issues like this and it was agreed that the issue should be included in the Northern Parishes Traffic and Safety Study shortly to be considered by the Planning and Transportation Committee.

RESOLVED that the measures detailed in paragraph 15 of the Annexe to the report be considered as part of the Northern Parishes Traffic and Safety Study with the addition of a cycle lane from London Road to Binfield Road as an alternative to point 10 in paragraph 15 of the annexe, the conversion of the verge on the north west side of Temple Way to a shared pedestrian/cyclist facility.

95 **Harmans Water Road - Pedestrian Facilities (Item 9)**

The Sub-Committee received a report requested at its September 1997 meeting regarding the feasibility of the provision of pedestrian facilities on Harmans Water Road. It was noted that a zebra crossing was a cheaper solution than a light controlled crossing. The kerbs would not need to be dropped if the crossing installed were to be raised as part of a road hump scheme. Concern was also

expressed about any loss of the hedge mentioned in paragraph 27 of the consultant's report.

RESOLVED that

- (i) the low cost measures detailed in paragraph 28(b) 1-3, 6-8 be implemented plus the installation of a zebra crossing at the school crossing patrol point, subject to the provision of funds;
- (ii) a report be prepared for the next meeting of the Sub-Committee detailing a package of comprehensive safety measures to include the viability of a 20mph zone from north of the existing zebra crossing to the west of Wellington Drive, including raised crossings, providing traffic calming measures at the zebra crossing and the cycle crossing and the school crossing;
- (iii) the effectiveness of the improvements detailed in resolution (i) above be monitored and the report be brought back to the Sub-Committee six months after the implementation of the scheme; and
- (iv) no action be taken on the removal of a length of hedge without consultation with the local ward members.

96 Staplehurst, Wooden Hill, Bracknell - Possible Footpath Closure (Item 10)

The Sub-Committee received a report outlining concerns about a public footpath at the head of Staplehurst, Wooden Hill linking it with the Home Farm Estate to the north. The Sub-Committee received an additional plan marking out the network of pedestrian paths in the Staplehurst, Trevelyan, Tawfield, Turnberry areas in Great Hollands, together with items 19-36 of the incidents list and correspondence from Easthampstead Park Secondary School and Wooden Hill Primary and Nursery School.

The Borough Solicitor informed the Sub-Committee about the legal powers available to the Borough Council to effect this closure. Closure under the Highways Act would be difficult to achieve as the issues of public safety and detriment to amenities were not considered grounds for the use of highways powers. Other powers existing under Town and Country Planning Legislation however some of these were exercised by the Secretary of State rather than the Borough Council. It was noted that the alternative route would add up to 600 metres to a typical journey on foot, depending on the precise start and end points. Investigations of the proposals were only at a preliminary stage, it was considered that it would cost a few thousand pounds to process the Order and £5,000 to £10,000 more for the works to the path, plus the costs of moving any utilities that may run under the path.

A proposal to provide a "missing link" footway cycleway on the west side of Ringmead was considered.

The Sub-Committee considered the issues and following is a summary of the principal points raised:

- Residents' quality of life: A member survey of over 100 houses had come out 75% in favour of closure of the footpath, 2% "do not know" and 23% against.

- The Police view was that this was a major problem likely to continue and that quality of life in the vicinity of the path would be affected.
- The incidents list provided by a local resident had now extended to 70 items.
- The closure of the alley way could transfer the problems to other parts of the estate.
- Alternatives to closures such as the use of barriers or walls ought to be considered.
- From the list incidents, it did not appear that all the alleged problems were directly associated with use of the footpath.
- Closure of the footpath could be seen as the Council giving in the perpetrators of vandalism and other anti social behaviours.
- The path was used by large numbers of school children attending Easthampstead Park School and Wooden Hill Primary School.
- The Sub-Committee was very concerned about the information being presented to it and there may be case for negotiation at community level to resolve the problems.
- The problems had generally started with the closure of the Birch Hill site of Easthampstead Park School resulting in more secondary aged pupils using the alley way,

RESOLVED

- (i) that a further investigation is carried out to determine the views of the adjacent landowners to the footpath and the utilities and a report with detailed options be brought to a future meeting of the Sub-Committee for consideration; and
- (ii) that a 3 metre wide combined footway cycleway be constructed on the west side of Ringmead from Trevelyan to Wooden Hill subject to the provision of funds.

VICE CHAIRMAN, COUNCILLOR MRS H DOYLE IN THE CHAIR

97 Hanworth Roundabout, Great Hollands - PM Peak Observations (Item 11)

The Sub-Committee received a report which was first considered at its last meeting on the feasibility of full signalisation of the Hanworth roundabout in Bracknell.

RESOLVED

- (i) that the signal timings set out in table 1 contained in the Annexe to the report be introduced during the afternoon peak;
- (ii) the timings be monitored to ensure that there are no adverse effects on the overall performance of the roundabout;
- (iii) that two sets of "Keep Clear" markings be laid on the circulatory carriage way leading to the South Hill Road exit; and

- (iv) the entry lane markings from South Hill Road be renewed to assist traffic turning left into Hanworth Road.

98 **A329 Town Centre By Pass/B3408 London Road - 40mph Speed Limit (Item 13)**

The Sub-Committee received a report proposing additional speed limits for the London Road east of Bracknell and the Town Centre By Pass and the B3408 Wokingham Road/London Road, removing the national speed limit in these areas.

RESOLVED that a Traffic Regulation Order to be advertised to introduce a 40mph speed limit as soon on plans numbered TM600/9H/10 and 11 and any objections received be reported to a future meeting of the Sub-Committee.

99 **Great Hollands - Egress Arrangements (Item 12)**

The Sub-Committee received a report, requested at its September 1997 meeting, on ways of improving access arrangements to and from the Great Hollands estate. One option was to allow traffic coming from Great Hollands to turn right from Ringmead southwards along the Crowthorne Road, with a bus gate to prevent ordinary traffic from coming from one section of Ringmead to the other.

Concern was expressed that that recommendation before the Sub-Committee was not in accordance with the findings of the consultant's report. It was noted the proposal had been part of an earlier report before the Consultant was asked to extend the investigation. There was doubt in some members' minds as to the benefits at the other egress points to Great Hollands from providing this measure. There were also concerns about the effect the proposals would have on safety at this junction. The consultant's report stated that there would probably be more accidents if the right turn were allowed.

RESOLVED

- (i) that the Ringmead Crowthorne Road junction be altered to allow in addition vehicles to exit Ringmead Great Hollands in a southerly direction through a right turn onto Crowthorne Road and that a bus gate be installed in the eastern arm of the existing bus crossing in Ringmead Hanworth, subject to the availability of funds; and
- (ii) that travel awareness options be considered later after the publication of the Government's White Paper on Integrated Transport in the Spring.

COUNCILLOR FLOOD IN THE CHAIR

100 **Road Safety at Owlsmoor Primary School, Sandhurst (Item 14)**

The Sub-Committee received a report, requested at its December 1997 meeting regarding road safety on the approach roads to Owlsmoor Primary School following receipt of a petition. The Director of Planning and Transportation informed the Sub-Committee that items 1 and 2 from the consultant's report could be implemented

subject to a Traffic Regulation Order. Item 7, the pedestrian guard-rail was linked to item 6, the provision of a build out in Cambridge Road at a cost of £6,000.

It was noted that no speed surveys had been carried out in Cambridge Road for this item. However, the build out was certain to slow down south bound traffic. Consultation had only taken place with the Headteacher of Owlsmoor Primary School. The petition previously received by the Sub-Committee on traffic in Church Road would be dealt with at a future meeting of the Sub-Committee.

RESOLVED that the measures 1, 2 and 6, 7 listed in paragraph 13 of Annexe 1 to the report be implemented and a draft Traffic Regulation Order be published concerning the waiting restrictions at the junction of Cambridge Road and Church Road subject to the provision of funds, with the details delegated to the Director of Planning and Transportation, following consultation with the Chairman of the Sub-Committee and the local ward member.

101 **Road Safety in Sandy Lane, Bracknell. (Item 15)**

The Sub-Committee received a report, requested at its meeting in December 1997, on road safety in Sandy Lane, Bracknell. It was noted that a site visit had been made to the school. Additional information was given concerning the suitability of a small street lighting scheme at the eastern end of Sandy Lane which would improve safety at the junctions.

RESOLVED that a scheme of five street lights be approved for the junctions of Sandy Lane and Holly Spring Lane with Warfield Road, to be funded from the current year's revenue budget and subject to the future provision of funds, the measures outlined in Paragraph 9 of the Annexe be approved, including in addition and consideration to a guard rail on the footpath access to the school.

102 **Waterloo Road and Church Street, Crowthorne - Road Safety. (Item 16)**

The Sub-Committee received a report requested at its meeting in December 1997 on the feasibility of providing traffic calming measures in Waterloo Road, Crowthorne.

RESOLVED

- (i) that the police be asked to increase the level of enforcement of the existing speed limit;
- (ii) that consideration be given to the measures outlined in paragraph 18 of Annexe 1 subject to the provision of future funds and that speed cushions be given special consideration;
- (iii) the views of Crowthorne Parish Council be sought on the measures outlined in paragraph 18 subject to the provision of funds and that these be brought to a future meeting of the Sub-Committee.

103 **Bracknell Forest Borough Council (Disabled Parking Spaces Order) 1997. (Item 17)**

The Sub-Committee received a report outlining objections to the Order prepared to extend the number of designated parking bays in Bracknell Forest Borough which had been advertised in September 1997. The Sub-Committee noted the objections received and the Officer comments.

RESOLVED

- (i) that the Bracknell Forest Borough Council (Disabled Parking Spaces Order) 1997 be made as advertised;
- (ii) that no public inquiry be held concerning the provision of the disabled spaces and;
- (iii) that the objectors be notified of this decision.

104 **Beehive Road and Turnpike Road, Binfield. (Item 18)**

The Sub-Committee received a report updating it on the proposed installation of a bus gate at the western end of Turnpike Road and the closure of the southern end of Beehive Road. It was noted that meetings had been taken place with the interested parties but that progress had been slow. It was also noted that there may be a difficulty with siting the bus gate further east of its original location along Turnpike Road as there may be insufficient room to install it.

In order for the Borough Solicitor to provide detailed legal advice about the situation, it was

RESOLVED that under Section 100A of the Local Government Act 1972, the public be excluded for the remainder of this agenda item (Item 18) on the grounds that it involves the likely disclosure of exempt information as described in paragraph 12 of Schedule 12A to that Act, information relating to any advice received in connection with any legal proceedings by or against the Authority.

The Borough Solicitor informed the Sub-Committee that an issue remained about a claim of a private right of way along Turnpike Road. If the bus gate were installed at this stage, it was likely to lead to a lengthy and costly litigation. It was inadvisable to proceed with the installation of the bus gate at this location until the right of way had been relinquished. The claimant had indicated that he was not relinquishing it at this stage.

RESOLVED that the previously agreed closure of Beehive Road to through traffic be endorsed and that progress be made with due haste with the installation of a bus gate in Turnpike Road in a position to guarantee access to the Farleywood Centre.

105 **Highways Works Progress Report. (Item 19)**

The Sub-Committee received a report from the Borough Engineer detailing the current position in respect of report and works commissioned by the former Area Highways Section or the Sub-Committee.

RESOLVED that the report be noted.

106 **Church Street and Church Road West - Prohibition of Driving TRO - Advertisement responses. (Item 20)**

The Sub-Committee received a report, circulated separately to the main agenda, which the Chairman agreed to accept as a matter of urgency on road safety grounds. Councillor Wade declared his interest in this item and withdrew from the meeting for its duration. It was noted that at its June 1997 meeting the Sub-Committee had approved proposals for the closure of Church Street and Church Road west to through traffic except for cycles and pedestrians. The report set out the objections received and the Officer comments.

RESOLVED

- (i) that the advertised Order be made as outlined in the report and that the objectors be informed accordingly; and
- (ii) that the renaming of the streets be delegated to the Director of Planning & Transportation in consultation with Ward Members and Crowthorne Parish Council.

107 **Bracknell Forest Borough Council Albert Road, Crowthorne - Prohibition of Driving Order 1998. (Item 21)**

The Sub-Committee received a report circulated separately from the main agenda outlining objections received to the draft Order for the closure of Albert Road, Crowthorne to through traffic. The Chairman agreed to accept this late item as a matter of urgency on road safety grounds.

The report detailed the objections received from residents and business together with Officer comments.

RESOLVED that

- (i) the advertised Order be confirmed as advertised; and
- (ii) the objectors be notified of the decision and that the renaming of the streets be delegated to the Director of Planning & Transportation in consultation with Ward Members and Crowthorne Parish Council.

108 **Requests for Service. (Item 22)**

The Sub-Committee received a report setting out current requests made by members of the public and others for highways works. It was noted that some items had been dealt with under delegated powers and were reported for information.

RESOLVED that Item Nos. 127 and 149 be dealt with as part of the Northern Parishes Traffic and Safety Study and that all other requests for service be dealt with as recommended in the report.

109 **Update on Significant Roadworks. (Item 23)**

The Sub-Committee received circulated separately to the main agenda, a report outlining progress and timings on significant roadworks within the Borough.

RESOLVED that the report be noted.

The meeting commenced at 7.30pm and concluded at 11.40pm.

CHAIRMAN

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**HIGHWAYS SUB COMMITTEE
11 JUNE 1998**

Present: Councillors Mrs Ballin, Mrs Clifford, Mrs Doyle, Finnie,
Harrison, Veakins and Wade

Parish & Town Council Representatives:

Councillors Mrs M Bayle (Bracknell Town),
Mrs B Brown (Warfield Parish), J M Nicholson (Sandhurst Town),
Mrs M Pierce-Jones (Crowthorne Parish), J Willis (Binfield Parish)
and E M Young (Winkfield Parish).

Apologies for Absence were received from Councillors Adams and
Ryan.

Councillors Good and Grayson attended as substitute Members for
Councillors Adams and Ryan respectively.

Councillors Barnard, Flood, Mills, North and Thompson also attended.

1. Election of Chairman

RESOLVED that Councillor Mrs Ballin be elected Chairman of the Sub Committee for
the 1998/99 municipal year.

COUNCILLOR MRS BALLIN IN THE CHAIR

2. Appointment of Vice Chairman

RESOLVED that Councillor Mrs Doyle be appointed Vice Chairman of the Sub
Committee for the 1998/99 municipal year.

3. Chairman's Announcements

Councillor Flood

The Chairman thanked Councillor Flood for his work as Chairman of the Sub
Committee during the 1997/98 Municipal Year.

Borough Engineer – Mr J Freer

The Chairman welcomed Mr Freer, who had joined the Council as Borough Engineer
from Waveney District Council, to his first meeting of the Sub Committee.

Parish and Town Council Representatives

The Chairman welcomed the Town and Parish Council representatives to their first
meeting of the Sub Committee.

4. Minutes

The minutes of the meeting of the Sub Committee held on 2 March 1998 were approved, subject to minor amendments, as a correct record and signed by the Chairman.

5. Petition - Priory Lane and the Brickworks, Bracknell (Item 1)

In accordance with the Council's scheme of public participation, the Sub Committee considered a petition regarding the access to the housing developments at the former Brickworks site and at Shorland Oaks, Bracknell. The petition organisers addressed the Sub Committee and requested that consideration be given to the construction of a further access from the Goughs Lane roundabout or the Northern Distributor Road.

Whilst noting the concerns of the petitioners, the Sub Committee was advised that planning permission for these developments had already been granted. The access arrangements had been considered by the highway authority at that time. It was not possible to reconsider the permission.

RESOLVED that

- (i) the petition be noted; and
- (ii) in view of the existing resolution to grant planning permission on the Brickworks site with access from Priory Lane, no further action be taken.

6. Traffic Calming Techniques (Item 2)

The Borough Engineer submitted a report, which summarised the various traffic calming techniques available. The Sub Committee noted that the installation of any traffic calming measures was often an emotive issue and it was important for Members to be aware of the options available. The Sub Committee agreed that it would be beneficial to have both a seminar on examples of traffic calming and a tour of certain sites.

RESOLVED that

- (i) a seminar to help Members to consider various options available for traffic calming, together with the benefits and/or otherwise of each form of traffic calming, be arranged prior to a meeting of the Highways Sub Committee; and
- (ii) a tour of various traffic calming schemes in the area be arranged for Members and attendance on the tour be deemed as an approved duty for Members' allowance purposes.

7. Overview of Schemes (Item 3)

The Sub Committee considered a report detailing progress and proposals relating to the Reactive Traffic Management and Local Safety Scheme budgets for 1998/99. The Sub Committee was advised that schemes previously approved or approved subject to funding by the Sub Committee would largely be undertaken during 1998, although some of these schemes would be completed in 1999. The Sub Committee noted that £150,000 had been budgeted for traffic management in 1998/99 with an additional £100,000 made available by the Strategy & Policy Committee in February.

The Sub Committee was also advised that there was a capital allowance of £50,000 for Local Safety Schemes and noted that a report would be submitted to the next meeting of the Sub Committee as to the allocation of this budget to specific schemes.

The Sub Committee considered a list of schemes attached as Appendix 7 to the report and agreed that these should be incorporated into the programme. This would include a traffic calming scheme at Bull Lane and Folders Lane; new traffic calming measures in Fernbank Road; and improvements to the Coral Reef roundabout. The Sub Committee also agreed to a report on feasibility of installing a pedestrian crossing in Market Street, Bracknell, to be submitted to a future meeting.

RESOLVED that the programme of works set out in the report at item 3 of the agenda be approved and the Borough Engineer be authorised to commission the works necessary to implement the schemes.

8. Safe Routes to School 1998/99 (Item 4)

The Borough Engineer reported on the progress to date with the "Safe Routes to School" pilot study in Bracknell. The Sub Committee was advised that the main objective of this initiative was to encourage children, parents and teachers to walk and cycle to school in a safe environment. On the basis of the success of the scheme, the Sub Committee agreed to commission a further study into developing safer routes to school in the Borough.

The Sub Committee also considered a proposal for the installation of a zebra crossing on Forest Road and warning signs on Terrace Road South, Binfield, to form a safe route to and from Binfield Primary School. In relation to the relocation of the pedestrian crossing, a revised plan (No. TM601/98/8A) was circulated at the meeting. The Sub Committee was advised that Binfield Parish Council would be contributing up to £5,400 towards the cost of the crossing.

RESOLVED that

- (i) a study be commissioned into developing "Safer Routes to School" for the Borough's schools; and
- (ii) funding be committed to the installation of a zebra crossing on Forest Road and a warning sign on Terrace Road South, Binfield.

9. Road Safety Programme 1998/99 (Item 5)

The Sub Committee was advised in a report that the Council had a duty to prepare and carry out a programme of measures designed to promote road safety, which would include the provision of advice and training. The training programme for 1998/99 would be targeted at schools and road user groups. It would include road safety sessions in thirteen schools. In secondary schools year 11 (15-16 age group) pupils would be targeted. The programme would also include the arrangement of 50 courses in the 10 to 11 year age group and a publicity campaign. It was agreed that the theme of the campaign would be targeting speed as this was a major factor in road accidents.

The Sub Committee also agreed that it would be appropriate to promote road safety education in independent schools in the Borough, with the costs of services being recharged to the school.

RESOLVED that

- (i) the road safety programme for 1998/99 would be confirmed;
- (ii) the 1998/99 publicity campaign be targeted to reduce excessive and inappropriate speed; and
- (iii) the provision of standard road safety education and training services be offered to independent schools with a cost of any services provided being recharged to the schools.

10. Bridge Assessment and Strengthening Programme (Item 6)

The Sub Committee considered proposals for the 1998/99 programme of work on highway structures. This would comprise assessments of bridge strengths and arrangements for monitoring 'sensitive' bridges. The Sub Committee noted that the Bull Lane subway scheme was the highest priority because of the need for strengthening work. The overall programme would cost £119,000 and would be funded by the bridge strengthening budget and include a virement of £35,000 from the carriageway strengthening budget.

RESOLVED that

- (i) the Bridge Assessment and Strengthening Programme for 1998/99 be approved;
- (ii) the tender list as set out in paragraph 10 of the consultant's report at Annexe 1 to the report be approved;
- (iii) the Borough Engineer, in consultation with the Chairman, be authorised to accept the lowest tender for the strengthening and structural work on Bull Lane subway; and
- (iv) bridges that have been assessed as being below the 40 tonne standard, but which were not susceptible to rapid deterioration, be monitored at a suitably increased frequency.

11. Sustainable Transport Activities (Item 7)

A report on sustainable transport activities, including the "Walk to School" event, was submitted to the Sub Committee. The Sub Committee noted that the "Walk to School" event had occurred in the week beginning 11th May and most of the primary schools had participated in the event. A capital sum of £10,000 had been allocated for sustainable transport activities in 1998/99 and this would be used to promote the National Car Free Day on 16th June and a review of the pool cycle scheme.

RESOLVED that

- (i) the report on "Walk to School" and other sustainable transport activities be noted; and
- (ii) expenditure from the 1998/99 budget to complete the year's programme and to prepare for the next year programme, be approved.

12. A321 Yorktown Road/Rackstraw Road Junction (Item 8)

The Sub Committee was advised of the results of the monitoring of the 'MOVA' traffic signal system, which had been installed in March 1998 at the Rackstraw Road/Yorktown Road junction. Following comments from the Transport Research Laboratory, the Sub Committee agreed to minor refinements to the system.

RESOLVED that

- (i) the traffic signal controller software be modified at the Yorktown Road/Rackstraw Road junction at an estimated cost of £500; and
- (ii) monitoring of the system continue in association with Transport Research Laboratory.

13. Speed Calming Measures, Binfield Road, Bracknell (Item 9)

The Borough Engineer reported on proposals for the relocation of the two traffic speed cameras in Binfield Road. The Sub Committee was advised that the Thames Valley Police had undertaken a review of the speed camera positions and as a result two new locations had been proposed. These new positions would allow for easier maintenance and would reduce traffic speeds over a longer length of the road. The estimated cost of the relocation of the cameras would be £5,400. The Sub Committee concluded that the cameras should be relocated.

RESOLVED that

- (i) the two speed cameras in Binfield Road, Bracknell, be relocated as shown on Drawing No TM 600/98/53, subject to consultation with directly affected residents and local Members, with any objections reported to the Sub Committee;
- (ii) no speed camera signage be provided in Binfield Road; and
- (iii) two “Kill your Speed” signs be erected in Binfield Road at an estimated cost of £300.

14. Albert Road, Church Street and Church Road West, Crowthorne (Item 10)

The Borough Engineer reported that previously the Sub Committee had decided to advertise traffic orders to rename part of Albert Road as Albert Walk and to rename part of Church Street and Church Road West as St John’s Street. The Sub Committee considered the response to the traffic order advertisements and noted that in the case of the change from Albert Road to Albert Walk there was a significant degree of support from local residents. In the case of Church Street and Church Road West, there was a smaller margin in favour. The Sub Committee agreed to proceed with the orders as advertised and authorised the Director of Planning and Transportation, in consultation with the Chairman, to make nominal ex gratia payments to residents affected by the changes.

Councillor Wade declared an indirect pecuniary interest in relation to the Order to rename Church Street and Church Road West as St John’s Street and withdrew from the meeting during consideration of this Order.

RESOLVED that

- (i) the responses to the proposed renaming of Albert Road (part) be noted, the advertised traffic order be implemented as advertised and the road name be changed to Albert Walk (part);
- (ii) the responses to the proposed renaming of Church Street (part) and Church Road West (part), the advertised traffic order be implemented as advertised and the road names be changed to St John’s Street;
- (iii) at the discretion of the Director of Planning and Transportation, in consultation with the Chairman, nominal ex gratia payments be made to affected residents; and
- (iv) the objectors be notified of the Sub Committee’s decisions.

15. Branksome Hill Road/College Town Road/Yorktown Road, Sandhurst – Proposed Waiting Restrictions (Item 11)

The Sub Committee considered responses to a draft Order which had been advertised in February and concluded that the draft Order should be withdrawn and new Order advertised with an extended length of waiting restriction and including the nearby junction of College Town Road with Yorktown Road.

RESOLVED that

- (i) the current draft Order be withdrawn and a new draft Order be prepared and advertised for the waiting restrictions, as shown on Drawing No 604/98/9; and
- (ii) subject to there being no objections, the Borough Solicitor be authorised to implement the Order.

16. Traffic Regulation Orders: Bagshot Road Gap Closures; Bracknell Northern Distributor Road Speed Limit; and Windsor Road/Lovel Lane (Item 12)

The Sub Committee considered objections to three Traffic Regulation Orders. In relation to the proposed gap closures on Bagshot Road, the Sub Committee noted that objections to the four closures had been received. In view of the safety considerations and particularly the comments of the East Berkshire Coroner following a fatal accident, the Sub Committee decided to proceed with the Order as advertised.

In relation to the speed limit on the Northern Distributor Road, the Sub Committee agreed to confirm the Order as advertised. The Sub Committee noted the concerns of residents who had objected to the 40 mph speed limit, and to address these concerns agreed to undertake a speed assessment and accident record study after a period of twelve months.

In relation to the Windsor Road/Lovel Lane, the Sub Committee agreed to confirm an Order which would ban right turns from Windsor road into Lovel Lane and ban motor vehicles except for access from the B383 slip road.

RESOLVED that

- (i) in relation to the A322 Bagshot Road gap closures, no Public Inquiry be held, the Order for the gap closures be confirmed as advertised, the objectors be informed accordingly; and the lane closure option 1, as detailed in Annex 1 to the report, be adopted;
- (ii) in relation to the Bracknell Northern Distributor Road, no Public Inquiry be held, the 40 mph speed limit Order be confirmed as advertised; the Traffic Regulation Orders be prepared for sealing to coincide with the opening of the Northern Distributor Road; the objectors be informed accordingly; and a speed limit and accident assessment be made after twelve months and any safety measures proposed in the Northern Parishes Study be given serious consideration by the Sub Committee; and
- (iii) in relation to Windsor Road/Lovel Lane, no Public Inquiry be held; the prohibition of right turns and prohibition of all vehicular traffic with exemptions Order be confirmed as advertised; and the objectors be advised accordingly.

17. Requests for Highway Service (Item 13)

The Sub Committee received a report, which set out the new arrangements for requesting highway service. The Sub Committee noted that requests for highway service would first be considered by the relevant Section Head and entered into a database to aid monitoring with progress. If the request was for a repair, renewal, replacement of a missing item or for a minor improvement and funds were available, the request would normally be actioned. The Sub Committee also noted that the street lighting contract with Southern Electricity would be managed directly by the Council and engineers within the department would be dealing with day to day potholes and drainage issues as well as straightforward traffic management and improvement works.

RESOLVED that the new procedures set out in the report at Item 13 of the agenda be noted.

18. Item submitted for Information

The Sub Committee noted the following item, which had been submitted for information:

Urgent Action taken Under Delegated Powers (Item 14):

- (a) Joint Venture Agreement with Railtrack
- (b) Safety Works on A3095 Maidenhead Road
- (c) Reconstruction and Junction Improvement – Malt Hill, Warfield/A330.

The meeting commenced at 7.30 pm
and concluded at 9.40 pm

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
9 MARCH 1998**

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

Apologies for Absence had been received from:
Councillors Fawcett, Harrison, Mrs Hirst, Sargeant and Ward

89. **Minutes**

RESOLVED that the minutes of the meeting of the Sub Committee held on 9 February 1998 be confirmed as a correct record and signed by the Chairman.

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

The Sub Committee received and noted a report from the Borough Planning Officer on appeal decisions received and an information item from the Borough Solicitor on the appeal decision received in respect of the Sumanga Farm appeal.

**Consultation from Royal Borough of Windsor and Maidenhead
Land South of Great Wood and West of Howe Lane, M4, White Waltham,
Maidenhead**

**A Application No. 96/30836
Motorway Service Area including underpass to serve both carriageways
of the M4 Motorway**

**B Application No. 96/30837
Motorway Service Area serving westbound carriageway of the M4
motorway**

RESOLVED that the Borough Council's objections to the proposed Motorway Service Areas at Great Wood be supported by written representations to the public inquiry programmed to commence on 8 September 1998.

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

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

RESOLVED that the report be noted.

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

- (11) Prior to the construction of the new office block, the existing footpath along Beehive Road shall be widened to 2.0 m for the length of the site frontage along Beehive Road.
- (12) HA20 Visibility splays before occupation.
- (13) HA27 Provision of parking spaces (delete "dwelling").

And that, in relation to condition 3 above, the applicant be requested to consider the reflective effect of glazing at ground floor level.

Application No. 622720

**Tesco Store, County Lane, Warfield.
Section 73 application to enable store
to open on Sundays between 10.00
and 16.00 on a permanent basis
without compliance with condition 04
of Planning Permission 622043.**

It was noted that seven letters of objection had been received and that a petition supporting the application had also been received.

RESOLVED That the application be **approved** subject to the conditions imposed on planning permission 622043 and the following substitute condition 04:

- 04 The opening hours of the large store shall be limited to 08.30 to 20.00 Monday to Thursday, 08.30 to 21.00 Friday and 08.30 to 20.00 Saturday. The store shall not open on Sundays other than between the hours of 10.00 and 16.00 for a temporary period expiring on 9 March year 2000 except that, on the 22nd and 23rd of December of any year the opening hours of the large store shall be limited to 08.00 to 21.00 and on the 24th December of any year to 08.00 to 20.30 (but not including where the 22nd, 23rd or 24th of December falls on a Sunday in which case the opening hours of the foodstore on this Sunday shall be limited to 10.00 to 16.00).

Application 623328

**Transport Research Laboratory, Old
Wokingham Road, Crowthorne.
Change of use of buildings FA and FB
to vehicle valeting and storage
compound following demolition of
building FC.**

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

- (1) A2 Full permission - implementation.
- (2) B3 Drawing nos 9754-01 02 03 04 05 06 07 and 08 and letters received 26 January and 12 February from Oaktree Interiors and C W Lease.
- (3) No additional floorspace including mezzanine floors shall be created within buildings FA and FB.

- (4) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking or re-enacting that Order) the building shall not be enlarged or extended.
- (5) The use hereby permitted shall not commence until the vehicle parking spaces have been properly surfaced and marked out in accordance with the approved drawings. The spaces shall thereafter be kept available for parking at all times.

Application 622908

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

A site visit had been held in respect of this application on 7 March 1998 which had attended by Councillors Adams, Birch, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Mrs Pile, Ryan, Simonds, Taylor, Thompson, Ward, Wheaton and Worrall. It was noted that letters of objection had been received.

Members of the Sub Committee considered that the application should be approved, contrary to the Borough Planning Officer's recommendation, in view of the positioning of the property bordering onto land between settlements, which in the Sub Committee's view mitigated the effect of back land development.

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

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
(insert "EG/LH as amended by EG/LH rev 1 received 14/11/97
Sight lines plan Dec (7 received 18/12/97
- (3) E3 Details of materials to be submitted
- (4) C6 Details of hard and soft landscaping
- (5) C7 Implementation of approved landscaping scheme
- (6) C9 Details of walls and fences
(Substitute "screen" with boundary")
- (7) C16 Removal of PD fences
- (8) HA30 Garages retained for vehicle parking
- (9) W2 Site organisation (building operations)
- (10) HA25 vehicle Parking and Turning (delete "/building")
- (11) HA20 Visibility splays before occupation

(12) G1 Finished Floor Levels

Application No. 623100

**Tesco Store, County Lane, Warfield.
Installation of jet wash next to petrol
filling station.**

The comments of Warfield Parish Council were noted.

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

- (1) A2 Full permission - implementation.
- (2) B1 Plans as amended. Insert: 960802 received 29 September 1997, 2369/1A received 6 November 1997 and 2369/2A received 23 February 1998
- (3) E3 (details of materials to be submitted).
- (4) Prior to the commencement of development the trees marked on the plan 2369/2A received 23 February 1998 shall be transplanted within the curtilage of the main store in accordance with details to be submitted to an approved in writing by the Local Planning Authority.
- (5) C1 Protection of trees.
- (6) Before the commencement of any development, a scheme shall be submitted to and approved by the Local Planning Authority which specifies the provisions to be made for the control of noise and vibration emanating from the site. The scheme shall be implemented before the use hereby approved is commenced and shall thereafter be permanently retained for as long as the use continues.
- (7) The opening hours of the jet wash shall be limited to 8am to 8:30pm, Monday to Thursday and Saturday, and 8am to 9:30pm on Fridays and 9:30am to 4:30pm on Sundays.
- (8) C4 protective fencing.

Application No. 623238

**Station Approach, Dukes Ride,
Crowthorne.
Installation of 27m high
telecommuni-cations mast with 2.7m
high antennae. Provision of
equipment cabin.**

A site visit had been held in respect of this application on 7 March 1998 which had been attended by Councillors Adams, Birch, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Mrs Pile, Ryan, Simonds, Taylor, Thompson, Ward, Wheaton 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 "97531 5332-1 revision C received 10 December 1997
5332D-T2 received 18 November 1997")
- (3) Prior to the commencement of development the mast shall be painted in accordance with a colour scheme to be submitted to and approved by the Local Planning Authority and thereafter retained in the approved colours.
- (4) E3 Details of materials to be submitted.
(Substitute "development" with "equipment cabin").
- (5) The apparatus and structures hereby approved shall be removed from the site as soon as reasonably practicable after it is no longer required for telecommunication purposes and the site shall be restored to a condition to be agreed in writing with the Local Planning Authority in accordance with details and timescale to be submitted to and approved by the Local Planning Authority prior to the removal of the apparatus and structure.

Application No. 623065/CON 28/97

The Jolly Farmer Public House, Howe Lane, Binfield.

Retention of first floor extension comprising a security porch; internal changes to room layout; relocation of external staircase and modification of roof to comprise terrace and modification of the windows on the security porch.

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

- (1) Within three months of the date of this permission, the existing windows in the security porch shall be removed and replaced with modified windows, all in accordance with revised plan reference no. 563/97/3 received 23 February 1998, unless otherwise agreed in writing with the Local Planning Authority.
- (2) Details of the materials and finishes of the proposed windows referred in condition (1) above shall be submitted to, and approved by, the Local Planning Authority prior to their installation.

Application No. 623372

**Larks Rise, New Road, Crowthorne.
Erection of 198 sq m two storey office building and associated car parking.**

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) B2 Plans as amended
(insert "T.P. 15 received 17 February 1998")
- (3) C3 Details of tree/hedgerow protection".
- (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) Notwithstanding the provisions of Article 3 and Schedule 2 Part 2 and Class A of Town and Country Planning (General Permitted Development) Order 1995, (or any Orders amending or re-enacting that Order), no wall, fence, gate, or other means of enclosure shall be erected on or around the site except such as may be provided for in the approved landscape scheme, without the prior written permission of the Local Planning Authority.
- (9) The access hereby permitted shall only be used to serve the development hereby permitted and shall at no time be used to give access to land outside the application site.
- (10) E2 Samples of materials to be submitted.
- (11) J2 Foul and surface water drainage.
- (12) K1 Restriction to a specific use within a class.
(insert 1 "office use"
insert 2 "B1"
insert 3 "To ensure the development accords with the details of the application")
- (13) K4 No additional floorspace.
- (14) P5 Facilities provided before occupation.
- (15) The existing access to the site shall be stopped up and abandoned and the footway and verge shall be reinstated, to the satisfaction of the Local Planning Authority, immediately after the new access has been brought into use.
- (16) W2 Site organisation.
- (17) HA6 Access constructed before occupation (details to be approved).
Amend to read "The building shall not be ..."

- (18) HA24 Vehicle parking in accordance with approved plan. Amend to read "The building shall not be ..."
- (19) the two first floor windows facing north shall be permanently glazed with obscure glass.

Application No. 623171

**Royal Oak Public House, London Road, Bracknell.
Erection of single storey front extension forming enlarged bar and restaurant area, and alterations to existing car park.**

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 - insert:
GWS/239/97/1 received 22 December 1997
GWS/239/97/3 - received 9 March 1998
- (3) E2 Samples of materials to be submitted.
- (4) The development hereby approved shall not be begun unless and until a plan containing details of the location of a 1.2 metre high chain link or chestnut pale protected fence to be erected around the weeping willow tree in the rear garden has been submitted to and approved in writing by the Local Planning Authority.
- (5) The protective fencing specified by the previous condition shall be erected in the approved locations prior to the beginning of any material operation involving alterations to the car park and shall be retained in position until the approved changes to the car parking layout have been completed.
- (6) C7 Implementation of approved landscaping scheme.
- (7) HA25 Vehicle parking and turning spaces (approved drawing)
(Delete "No dwelling/building shall be occupied ..." and insert "The extension hereby permitted shall not be occupied ...")

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.

A site visit had been held in respect of this application on 7 March 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Mrs Pile, Ryan, Simonds, Taylor, Thompson, Ward, Wheaton and Worrall.

It was noted that letters of objection had been received in respect of both applications.

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

Application 622365

- (1) Noise arising from the operation of the spray booth oven expressed as a 15 minute equivalent continuous sound pressure level (LA eq.15) shall not exceed the existing background noise expressed as LA 90, by more than 5 decibels (5db A), when measured at, or adjacent to, any point on the site boundary.
- (2) The spray bake oven and associated odour control plant shall be operated and maintained so that odour is not normally perceptible beyond the site boundary.
- (3) The car spray shop shall only operate between the hours of 07.30 to 18.00 hours Mondays to Fridays, 07.30 to 13.00 hours on Saturdays and at no other times whatsoever and shall not operate on Bank Holidays.
- (4) The use of the spray shop shall cease within three months of the date of this permission unless and until a parking layout plan for the cars of customers and employees of the spray shop has been submitted to and approved by the Local Planning Authority and the parking spaces properly surfaced and marked out in accordance with the approved layout. The parking spaces shall thereafter be kept available for the specific use of customers and employees of the spray shop and the spaces shall be clearly and visibly marked accordingly.

Application 622567

- (1) A2 Full permission - implementation
- (2) B3 Plans as received
Drawing No 555/1 as amended by elevation and parking layout plans received 2 February 1998
- (3) Noise arising from the operation of the workshop expressed as a 15 minute equivalent continuous sound pressure level (LA eq.15) shall not exceed the existing background noise expressed as LA 90 by more than 5 decibels (5dB A), when measured at, or adjacent to, any point on the site boundary.
- (4) The use of powered equipment or power tools shall not be permitted anywhere on the application site except for inside the workshop.
- (5) All activities in the workshop shall only take place between the hours of 08.00 hours and 18.00 hours , Mondays to Fridays , 08.30 and 13.00 on Saturdays and at no other times whatsoever, including Bank Holidays.
- (6) E2 Samples of materials of materials to be submitted.

- (7) The existing workshops shown to be demolished on Drawing no 9551/1 received 2 February 1998, shall be demolished prior to the use of the building, hereby permitted, commencing.
- (8) No windows or doors shall be constructed in the southern elevation of the building.
- (9) The workshop, hereby permitted, shall not be occupied until vehicle parking spaces have been provided in accordance with the approved plan. The spaces shall thereafter be kept available for the specific use of customers and employees of the workshop, hereby permitted, and the spaces shall be clearly and visibly marked accordingly.
- (10) The development hereby approved shall not be begun unless and until details of the proposed use of the area of land, on which the existing workshop to be demolished is located, have been submitted to and approved by the Local Planning Authority. The area of land shall thereafter only be used in accordance with the approved plan.
- (11) G1 Levels/finished floor level.

Application No. 623261

**Land between 34 and 40 Napier Road
and to the rear of 41 Cambridge Road,
Crowthorne.
Erection of one detached house with
integral garage, following demolition
of existing garage.**

It was noted that letters of representation had been received.

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

- (1) A2 Full permission implementation.
- (2) B3 Plans as received: Drawing no AH/H219A received 10 February 1998.
- (3) C1 Protection of trees to be retained: Drawing no AH/H/219A, 10 February 1998.
- (4) C5 Replacement of damaged vegetation.
- (5) C11 Construction of foundations - prevention of root damage to trees.
- (6) C12 Details of surfacing - Driveway.
- (7) The development hereby approved shall not be begun unless and until a scheme depicting soft landscaping and details of all underground service runs has been submitted to and approved in writing by the Local Planning Authority.
- (8) D3 Restrictions on additional window/door openings.
Facing nos. 34 and 40 Napier Road.

- (9) The windows and doors facing nos. 34 and 40 Napier Road shall be permanently glazed with obscure glass.
- (10) D6 Restriction on house extensions.
Delete "any" and substitute "the" on second line.
- (11) E2 Samples of materials to be submitted.
- (12) H1 Fencing to be erected on site boundaries.
- (13) HA24 Vehicle parking in accordance with approved plans.
"The dwelling shall not be occupied ..."
- (14) HA30 Garage retained for vehicle parking.
- (15) HA22 Visibility splays for private drives.
- (16) C4 Protective fencing.

Application No. 622692

**Big Wood House, Waterloo Road,
Binfield.**

**Erection of part two storey part single
storey extension with car port
following removal of office adjacent
to house.**

A site visit had been held in respect of this application on 7 March 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Mrs Pile, Ryan, Simonds, Taylor, Thompson, Ward, Wheaton and Worrall.

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

- (1) The proposed development would detract from the open, rural and undeveloped character of the Land Outside Settlements defined as Significant Land Between Settlements contrary to policies C2 and C6 of the Berkshire Structure Plan 1991-2006 and policies EN8, EN10, H6 and H13 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating further proposed changes).
- (2) The proposal is tantamount to the creation of an additional dwelling in the countryside for which insufficient justification has been provided, contrary to policies C2 and C6 of the Berkshire Structure Plan 1991-2006 and policies EN8, EN10, H5 and H13 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating further proposed changes).

Application No. 623106

**Land adjacent to Wayside, Osborne
Lane, Warfield.**

**Application for Certificate of Lawful
Use for use of land for storage of
building materials.**

RESOLVED that a Certificate of Lawful Use be **granted** for the use of the land and the building thereon for the storage of builder's materials.

Application No. 623169

**167 Dukes Ride, Crowthorne.
Change of use of ground floor from
Class A1 (shop) to Class A3 (food and
drink).**

It was noted that 12 letters of objection had been received.

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 Adams, Birch, Mrs Doyle, Flood, Mrs Hayes, Jones, Onions, Ryan, Simonds, Thompson, Wheaton, Worrall

Against: None

It was therefore resolved that the application be refused.

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

- (1) The proposal would result in smells, noise and disturbance detrimental to the amenities of adjoining dwellings contrary to Policy E12 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating further proposed changes).

Application No. 622907

**Land at 2 Moffats Close, Sandhurst.
Erection of 2 No. three bedroomed
detached houses following
demolition of existing dwelling.**

It was noted that letters of objection had been received.

RESOLVED

(i) That the application be refused for the following reasons:-

1. The proposed development constitutes an undesirable and unduly cramped form of backland development without proper road frontage and, as such, would have a detrimental impact on the amenities of adjoining residential properties and the character of the area generally.
2. The proposed development will have a detrimental impact on the amenities of neighbouring property as a result of intrusive impact and the overlooking of private garden areas.

- (ii) That the applicant be invited to submit a retrospective application in respect of the fence.

Application No. 623148

**Towsmere, Winkfield Lane, Winkfield.
Erection of a detached house and
detached single storey building
forming store, carport and garage
after demolition of existing dwelling
and outbuildings.**

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

- (1) A2 Full permission - implementation.
- (2) B2 Plans as amended.
(Insert "site location plan received 28 November 1997 and plan 1030/01A received 15 December 1997")
- (3) E3 Details of materials to be submitted.
- (4) C6 Details of hard and soft landscaping.
- (5) C7 Implementation of approved landscaping scheme.
- (6) D6 Restrictions on house extensions.
(Insert "To protect the character of the Green Belt from additional development").
- (7) D7 Restrictions on buildings within house curtilage.
(Insert 1 "buildings, enclosures, swimming or other pools"
insert 2 "To protect the character of the Green Belt from additional development").
- (8) D9 Restrictions on roof additions/alterations.
(Insert "To protect the character of the Green Belt from additional development").
- (9) J2 Foul and surface water drainage.
- (10) HA14 Set back of gates (insert "6 metres").
- (11) The approved garage and car port shall be used for the parking of private motor vehicles only and the approved store shall only be used for domestic purposes incidental to the use of the dwelling house as a residence. No part of the garage and car port shall be converted into living accommodation or used for any other purpose.
- (12) The development hereby permitted shall not be begun until the use of the site for the sale of horticultural supplies has permanently ceased. The buildings associated with this use shall be demolished and removed from the site by

either 9 March 1999 or following occupation of the approved dwelling, whichever is the sooner.

- (13) The existing dwelling house and detached double garage shall be demolished and removed from the site by either 9 March 1999 or following occupation of the approved dwelling, whichever is the sooner.
- (14) The development hereby permitted shall not be begun until a scheme for the protection of Tow's Bourne Pond from pollution arising from any demolition, building or engineering operations carried out as part of the construction of the development hereby approved has been submitted to and approved by the Local Planning Authority and the approved scheme has been implemented in full.

Application No. 623332

**63-65 Broadway, Bracknell.
Erection of first floor rear extension
to No. 65 and single storey rear
extension to Nos. 63 and 65.**

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 integrated transport strategy, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) A2 Full permission implementation.
- (2) B3 Plans as received - Insert Drg No.96.579.PL 601 Rev A & 96.579.PL 602 Rev A.
- (3) E1 Materials to match existing building.

Application No. 623306

**Longacre, St Mary's Lane, Winkfield.
Erection of first floor side extension,
single storey front extension forming
porch and single storey rear
extension forming conservatory.**

In accordance with Standing Order 23 Councillor Mrs Hayes declared a non-pecuniary interest in this application and withdrew from the meeting during consideration of the matter.

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 development would have no harmful effect on the amenity of neighbouring dwellings. The only issue in determining the application was whether the development complied with Green Belt policies.
- (b) The alteration or extension of a dwelling in the Green Belt was not inappropriate providing that it did not result in disproportionate additions over and above the size of the original building; in this instance the additions proposed were not considered disproportionate.
- (c) It was not considered the current proposal would cause a material alteration to the scale of development on the site nor have an adverse effect on the open or rural character of the area in general.

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

- (1) Full permissions implementation
- (2) B3 Plans as received.
Drawing Nos. 485/06/07/10 and 11 received 9 December 1998
- (3) D3 House extensions - restrictions on additional window/door openings facing south
- (4) E1 Materials to match.
- (5) HA 24 Vehicle parking in accordance with approved plan
The extension shall not be occupied.
- (6) HA 30 Garage retained for vehicle parking.

Application No. 623367

**1 Moray Avenue, Sandhurst.
Section 73 application to allow
retention of part 1.0 m, part 1.5 m
high front boundary wall without
compliance with condition 5 of
planning permission 603627.**

It was noted that objections had been received.

RESOLVED that the application be approved subject to the following condition:

- (i) Nothing herein contained shall be deemed to affect or vary the conditions imposed on planning permission number 603627 which conditions shall remain in full force and effect except insofar as they are expressly affected or varied by this approval in respect of the property known as 1 Moray Avenue.

**Application No. 623391
Warfield.**

**Nomadmore, Goughs Lane,
Section 73 application to allow
retention of single storey rear
extension forming a conservatory
without compliance with Condition 8
of reserved matters approval 616417.**

RESOLVED that consideration of this application be deferred to allow a site visit to be held, to which all Members of the Council will be invited.

Application No. 623128

**9 Thornhill, Bracknell.
Erection of single storey front and
rear extensions.**

RESOLVED that subject to no representations being received arising from further notification and following the serving of a Notice No. 1 on No. 8 Thornhill as required by Section 66 of the Town and Country Planning Act 1970 the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) A2 Full permission - implementation.
- (2) B2 Plans as received:
Drawing Nos 97524/02 revision B and 97524/04 revision B received 4 February 1998.
- (3) E1 Materials to match existing.

Application No. 623369

**No.2 Grange Cottage, Binfield Road,
Warfield.
Erection of two storey side extension
and part two storey, part first floor
rear extension. Formation of
balcony.**

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.

Application No. 623276

**1 Birchetts Close, Bracknell
Erection of part single storey, part
two storey rear extension.**

It was noted that letters of objection had been received.

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

- (1) A2 Full permission - implementation
- (2) A3 Plans as received - 97587/01, 04A and 05
- (3) E1 Materials to match existing building

- (4) HA24 Vehicle parking in accordance with approved plans - "The extension hereby approved shall not be occupied..."

Application No. 623339/CON 104/97 **1 Carnation Drive, Winkfield.
Retrospective change of use of land
from open space to private garden
involving resiting of boundary fence.**

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

- (1) There shall be no vehicular access constructed to Carnation Drive other than the existing access shown on the approved plans.

Application No. 623401 **11 Kenilworth Avenue, Bracknell.
Erection of single storey side
extension forming double garage.
Conversion of existing garage into
living accommodation involving
enclosure of covered way.**

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

- (1) A2 Full permissions-implementation.
(2) B3 Plans as received. Insert Drg No AH/E/2600 A date stamped 20 February 1998
(3) E1 Materials to match existing building.
(4) HA30 Garage retained for vehicle parking.

Application No. 623378 **26 And 32 Upshire Gardens,
Winkfield.
Change of use of open space to
private gardens, involving erection of
1.8m and 0.9m high fences.**

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

- (1) A2 Full permission - implementation.
(2) B3 Plans as received - stamped 12 January 1998 - and add "additional plan received 4 March 1998".

Application No. 623384 **The Mount, Malt Hill, Warfield.
Section 73 application to allow
retention of single storey rear
extension forming a conservatory
without compliance with condition 7
of planning permission 617877.**

RESOLVED that the application be **approved**.

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

Application No. 622012

**Appledore, Forest Road, Binfield.
Erection of single storey rear, front
and side extensions and part two
storey and part first floor front
extensions to existing dental clinic.
Creation of first floor accommodation
involving raising and remodelling of
roof. Provision of 13 car parking
spaces.**

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

RESOLVED that the drawings received on 6 October 1997 be **approved** as a minor amendment to the approved plans.

Application No. 622544

**Land at Marros and Walcotts, Old
Bracknell Lane East, Bracknell.
Outline application for erection of 22
flats with access onto Old Bracknell
Lane East following demolition of
existing dwellings.**

RESOLVED that consideration of this outline application be deferred pending further negotiations on the proposed S.106 agreement.

Application No. 97/1097

**Land between Park Street and
Southern Road, Camberley.
Erection of a part 2 storey/part 3
storey leisure and retail building
complex incorporating retail units,
multiplex cinema, restaurants, family
entertainment centre, bar and
nightclub, 2 storey underground
decked car parking for 1226 cars and
associated landscape,
pedestrianisation and highway works.**

RESOLVED that Surrey Heath Borough Council be thanked for their consultation on this development proposal and be advised that Bracknell Forest Borough Council does not wish to make any comment on the application.

94. Building Regulations (Item 5)

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

RESOLVED that the report be noted.

95. 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.

96. 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 9.50pm.

CHAIRMAN

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**PLANNING CONTROL SUB COMMITTEE
6 APRIL 1998**

Present: Councillors Adams, Mrs Ballin, Birch, Mrs Doyle, Fawcett, Flood, Harrison (substituting for Barnard), Jones, Onions, Mrs Pile, Ryan, Sargeant, Simonds, Mrs Sutcliffe (substituting for Mrs Hayes), Taylor, Thompson, Ward, Wheaton and Worrall

Also present: Councillor Beadsley

Apologies for absence had been received from Councillors Barnard, Mrs Hayes and Mrs Hirst

97. **Election of Chairman**

RESOLVED that Councillor Mrs H Doyle be elected as Chairman of the Sub Committee for the ensuing year.

98. **Appointment of Vice Chairman**

RESOLVED that Councillor M Sargeant be appointed Vice Chairman of the Sub Committee for the ensuing year.

99. **Minutes**

RESOLVED that the minutes of the meeting of the Sub Committee held on 9 March 1998 be confirmed as a correct record and signed by the Chairman.

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

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

RESOLVED that the report be noted.

101. **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, new breaches since last report, and breaches resolved since last report.

RESOLVED that the report be noted.

102. **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 621479, 623307, 623441, 623396, 622481, 623287, 623382, 623426, 623380, 622718, 623419, 622812, 622875, 623120, 623453, 623452, and 623302.

Application No. 621479

**John Nike Leisuresport Complex,
John Nike Way, Binfield
Outline application for the
erection of indoor basketball
arena and climbing wall (duplicate
of Application 621004)**

In accordance with Standing Order 25 Councillors Mrs Ballin and Flood declared non-pecuniary interests in this item and withdrew from the meeting for its duration.

A site visit had been held in respect of this application on 4 April 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Mrs Pile, Ryan, Sargeant, Simonds, Thompson, Ward and Worrall.

The Borough Planning Officer had issued a revised recommendation in respect of the application to all Members of the Sub Committee by letter on 3 April 1998.

It was noted that letters of objection had been received.

RESOLVED that subject to:

- (a) further negotiations with the applicant to minimise and mitigate the physical and visual impact of the development, including the submission of a professional landscape impact assessment by the applicant;
- (b) the notification of the application to the Secretary of State as a departure from the development plan; and
- (c) the prior completion of an **agreement under Section 106 of the Town and Country Planning Act 1990** containing a planning obligation relating to:
 - (i) the provision of measures, including financial contributions as appropriate, to encourage alternative means of transport;
 - (ii) the provision of measures to limit the times and activities of the proposed basketball arena and the adjacent ice rink;

**Appendix D as
referred to in Minute 110**

- (iii) the provision of measures to manage on site traffic circulation around the basketball arena, adjacent hotel and ice rink complex,

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

- (1) Approval of the details of the design and external appearance of the building and landscaping of the site (hereinafter called “the reserved matters”) shall be obtained from the Local Planning Authority in writing before any development is commenced.
- (2) Plans and particulars of the reserved matters referred to in Condition 1 above, relating to the design and external appearance of the building to be erected and the landscaping of the site, shall be submitted in writing to the Local Planning Authority and shall be carried out as approved.
- (3) Application for approval of the reserved matters shall be made to the Local Planning Authority before the expiration of three years from the date of this permission.
- (4) The development hereby permitted shall be begun either before the expiration of five years from the date of this permission, or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.
- (5) The site shall be landscaped in accordance with the approved details of landscaping prior to the first use of the arena. Any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.
- (6) Development shall not commence until the access has been constructed in accordance with the approved drawing and in compliance with the requirements of the Highway Authority for work carried out within the highway.
- (7) The arena shall not be used until vehicle parking and turning space has been provided in accordance with a layout to be submitted to and approved by the Local Planning Authority. This condition shall apply notwithstanding any information on this matter which may have been submitted with the application.
- (8) There shall be no vehicular or pedestrian access to North View or Moor Lane.

**Appendix D as
referred to in Minute 110**

- (9) Development shall not begin until a scheme of investigation and assessment has been submitted to and approved by the Local Planning Authority to identify the extent of methane gas on the site. The scheme shall include appropriate measures for preventing methane gas collecting within the building and these measures shall be implemented in full prior to the first use of the building.
- (10) The development hereby approved shall not be begun unless and until a plan containing:-
- (a) details of all existing trees, hedgerows and shrubbery to be retained;
 - (b) 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.
- (11) The protective fencing specified by the previous condition shall be erected in the locations to be agreed in writing by the Local Planning Authority prior to the beginning of any material operation on site and shall be retained until the completion of all building operations on the site.
- (12) Any trees, hedgerows or shrubbery shown to be protected on the approved plan which are damaged during the course of building operations shall be replaced during the first planting season following the first occupation of the development. The development shall not be occupied until the details of the replacement planting have been submitted to and approved in writing by the Local Planning Authority.
- (13) The development hereby approved shall not be begun unless and until a scheme for the surfacing of the car park has been submitted to and approved by the Local Planning Authority. The car park shall be surfaced in accordance with the approved scheme.
- (14) A noise insulation scheme shall be submitted to and approved by the Local Planning Authority, implemented before the use hereby approved is commenced and thereafter permanently retained.
- (15) The wheels of all vehicles leaving the site shall be in a clean condition and provision shall be made for wheel washing at all site exits, to prevent the deposit of loose gravel, mud and other detritus on the highway.

**Appendix D as
referred to in Minute 110**

- (16) Before any buildings or engineering operations are commenced space shall be provided within the site, in accordance with a scheme to be approved by the Local Planning Authority to accommodate:
- (a) parking of vehicles of site personnel, operatives and visitors
 - (b) loading and unloading of plant and vehicles
 - (c) storage of plant and materials used in constructing the development
 - (d) wheel cleaning facilities

Application No. 623307

**Land to the rear of 3A, 4 and 5
Woodend Close, Winkfield
Outline application for the
erection of detached bungalow
involving realignment of fence to
rear of no. 3A Woodend Close**

It was noted that letters of objection has been received.

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

- (1) The proposed development would be detrimental to highway safety for the following reasons:
 - (a) the proposed development would be likely to give rise to on-street parking at a bend in King Edwards Road and opposite a road junction.
 - (b) the formation of the proposed new access in close proximity to a road junction would result in conflicting traffic movements.
- (2) The proposals would result in the loss of a tree the subject of a Tree Preservation Order, and further would be likely to be prejudicial to the future health of other trees also the subject of a Tree Preservation Order.

Application No. 623441

**J Sainsbury's, Ringmead, (Birch Hill), Bracknell
Section 73 application to allow 24
hour opening of the store and
petrol filling station; (i) on all
Fridays, (ii) between 14 December
and 22.00 on 24 December and (iii)
five working days before Easter;
at other times, the store opening
times to be 08.00 to 22.00 Monday
to Thursday and 00.00 to 22.00
Saturday, 10.00 to 16.00 Sunday;
and for the petrol filling station**

**Appendix D as
referred to in Minute 110**

opening times to be 06.00 to 00.00 each day with the car wash and jet wash to be Monday to Thursday and Saturday 08.00 to 20.30, 08.00 to 21.30 Friday and 09.30 to 16.30 Sunday (thus not in compliance with Conditions 1, 2 and 3 of Planning Permission 622197)

A site visit had been held in respect of this application on 4 April 1998 which had been attended by Councillors Adams, Bayle, Beadsley, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Onions, Mrs Pile, Ryan, Sargeant, Simonds, Thompson, Veakins, Wade and Worrall.

It was noted that letters of objection had been received.

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

The extended opening hours sought in the proposed variation to conditions 01, 02, and 03 would be unacceptably detrimental to the amenity of the existing and future residents by way of disturbance from increased traffic movements, additional noise and activity and the presence of lighting, at times when residents might reasonably anticipate less disturbance.

Application No. 623316

**Moat Farm, Winkfield Lane,
Winkfield**

Retrospective application for the change of use of land and building to use for the repair and maintenance of agricultural tractors, implements, machinery and land rovers. Erection of 2.4m high boundary fence.

A site visit had been held in respect of this application on 4 April 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Mrs Pile, Ryan, Simonds, Thompson and Worrall.

It was noted that letters of objection had been received.

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

The proposed use is inappropriate and harmful to the rural character of the Metropolitan Green Belt and is thereby in conflict with the provisions of Policy 19 of the Green Belt Local Plan, Policy C4 of the Berkshire Structure Plan 1991/2006 and Policy GB4 of the Deposit Draft Bracknell Forest Local Plan incorporating further proposed changes.

Application No. 623396

**Land at 7 Heatherdene Avenue
and 220 Dukes Ride, Crowthorne
Erection of part two storey part
three storey block of 10 no. two-
bedroomed flats following
demolition of existing buildings.**

A site visit had been held in respect of this application on 4 April 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Mrs Pile, Ryan, Sargeant, 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. Plan numbers: "9801/PL.01 B, 02 B, 03 B, 04 B, 05 B, 06 A received 26 March 1998".
- (3) E3 Details of materials to be submitted.
- (4) C6 Details of hard and soft landscaping.
- (5) C7 Implementation of approved landscaping scheme.
- (6) C16 Removal of permitted development rights (fences etc).
- (7) D3 No windows (insert "north").
- (8) G1 Levels/finished floor levels.
- (9) Q1 Noise insulation of new dwellings.
(substitute "dwelling house" with "flats". Insert "the railway and Dukes Ride").
- (10) W2 Site organisation (building operations).
- (11) W1 Wheel washing.
- (12) HA3 Access constructed before development (approved drawing).
- (13) HA20 Visibility splays before occupation.
- (14) HA27 Vehicle Parking and Turning
(amend: "No flat shall be....." Delete ".../provided...")
- (15) HA11 Footway Provision
(insert "No flat shall be ...", "2", "western", "Heatherdene Avenue", "the new access to the site and Dukes Ride". Delete "the approved drawing or").

- (16) No flat shall be occupied unless and until the unmade section of Heatherdene Avenue on to which the site fronts has been constructed and surfaced in accordance with a scheme to be submitted to and approved by the Local Planning Authority prior to the commencement of development.
- (17) All existing buildings on the site shall be demolished and the material arising from the demolition removed from the site prior to the commencement of building operations.
- (18) No soakaways shall be constructed such that they penetrate the water table, and they shall not in any event exceed 3 metres in depth below existing ground level.
- (19) HA10 Access closure with reinstatement (delete "(es)").
- (20) The external door thresholds on all the ground floor flats shall be constructed in accordance with details to be submitted to and approved by the Local Planning Authority. The external door clear opening widths shall be constructed to a minimum of 800mm and the internal door clear opening widths shall be constructed to a minimum of 750mm.

Application No. 622481

**Land adjacent to Beswick Gardens, Bracknell
Alteration to a 226m length of drive to form a 3.25m wide footpath/cycleway linking from Harvest Ride to Timeline Green.
Erection of part two storey part three storey block of 10 no. two-bedroomed flats following demolition of existing buildings.**

RESOLVED that consideration of this application be deferred to allow further consideration of the need for the proposed footpath/cycleway to be lit and, if it is not, how it is to be maintained once constructed.

Application No. 623445

**Forest Park Surgery, 3-5 Horndean Road, Forest Park, Winkfield
Erection of single storey extension to form exercise facility for disabled people.**

A site visit had been held in respect of this application on 4 April 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Onions, Mrs Pile, Ryan, Sargeant, Simonds, Thompson, Ward and Worrall.

It was noted that letters of objection had been received.

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

- (1) The proposal constitutes a cramped overdevelopment of the site detrimental to the amenities of the adjacent Forest Park Surgery contrary to policies SC3 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating further proposed changes).

Application No. 623287

**Coopers Bridge, Braziers Lane,
Winkfield**

**Formation of first floor
accommodation in the roof area
involving alterations to the
appearance of the building by the
provision of doors and windows
and erection of single storey
extension.**

RESOLVED that the application be deferred for further investigation into the planning background of the site.

Application No. 623382

**36 College Road, Sandhurst
Erection of pair of semi-detached
houses after demolition of
existing house.**

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. 623426

**Nutkin Mead, Chavey Down Road,
Winkfield**

**Erection of two storey rear
extension and single storey side
extension forming 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 permissions - implementation.
- (2) B3 Plans as received (insert "received 28 January 1998").
- (3) E1 Materials to match existing building.
- (4) D3 House extensions - restrictions on additional window/door openings (insert "north and south").

- (5) D4 House extensions - obscured glazing (insert 1 "bedroom"
insert 2 "north").

Application No. 623456

**Point Royal Flats, Rectory Lane,
Bracknell**

**Installation of 3 no. dual polar
antennae and 2 no. 300mm
microwave dishes on roof**

A site visit had been held in respect of this application on 4 April 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Mrs Pile, Ryan, Simonds, Thompson and Worrall.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received.
- (3) The apparatus hereby permitted shall be removed from the site by 6 April 2008, or within one month of it ceasing to be required for use for telecommunications purposes, whichever is the sooner.

Application No. 623380

54 Locks Ride, Winkfield

**Erection of single storey side
extension and detached garage in
front garden.**

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

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

- (1) A2 Full permission - implementation.
- (2) B3 Drawings nos. 6932/1A, 6932/2 and 6932/3.
- (3) D3 House extensions - restrictions on additional door/window openings.
- (4) E1 Materials to match existing buildings.
- (5) HA30 Garage retained for vehicle parking.
- (6) The development hereby approved shall not be begun unless and until a scheme for the landscaping of the area between the proposed garage and the highway has been submitted and approved in writing by the Local Planning Authority. The planting scheme shall be carried out in the first planting season following the first use of the garage.

Any trees or plants that die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.

Application No. 622718

**Jealotts Hill Research Station,
Maidenhead Road, Warfield
Installation of 8 no. floodlights on
6 no. 6 metre high columns on
existing tennis courts.**

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

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as amended - drawings JH/SS/E/152 Rev 1 and lighting details date-stamped 10 February 1998.
- (3) C6 The lights shall be switched off and remain as such between the hours of 21.00 and 06.00.

Application No. 623419

**115 High Street, Sandhurst
Erection of two storey and single
storey side extensions, with
provision of front, rear and side
facing dormer windows.**

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

Application No. 623391

**Nomadnomore, Goughs Lane,
Warfield
Section 73 application to allow
retention of single storey rear
extension forming a conservatory
without compliance with
condition 8 of reserved matters
approval 616417.**

A site visit had been held in respect of this application on 4 April 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hirst, Jones, Mrs Pile, Ryan, Sargeant, Simonds, Thompson, Ward and Worrall.

It was noted that objections had been received.

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

- (1) Nothing herein contained shall be deemed to affect or vary the conditions imposed on Reserved Matter Approval number 616417 which conditions shall remain in full force and effect insofar as they are expressly affected or varied by this approval in respect of the property known as "Nomadnomore", Goughs Lane.

Application No. 622875

**74 Mickle Hill, Sandhurst
Erection of two storey side and
single storey front extension, and
erection of detached garage after
demolition of existing 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 (insert "S.001, S.002, S.003, P.001, P.003, P.004 received 21 July 1997 and L.001 received 29 January 1998").
- (3) E1 Materials to match existing.
- (4) HA30 Garage retained for vehicle parking.

Application No. 623386

**5 Purbrook Court, Forest Park,
Winkfield
Section 73 application to allow
erection of single storey front
extension without compliance
with condition 6 of planning
permission 607390.**

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received (insert "received 13 January 1998").
- (3) E1 Materials to match existing.

Application No. 623120

**20 Dunford Place, Binfield
Erection of part two storey, part
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 permission - implementation.
- (2) B3 Plans as received.
Drawing nos. 1, 1A, 3A, 4A, 5A, 6B, 7A, 8B and 9A.
- (3) E1 Materials to match existing building.
- (4) D3 House extension - restrictions on additional window/door openings facing No. 18 Dunford Place.
- (5) D4 House extensions - obscured glazing bedroom window facing the side of No. 18 Dunford Place.
- (6) HA24 Vehicle parking in accordance with approved plans.
Delete "No dwelling/building shall", substitute "The extension shall not".
- (7) HA30 Garage retained for vehicle parking.
- (8) HA6 Access constructed before occupation (details to be approved)
Delete "No dwelling/building shall", substitute "The extension shall not".

Application No. 623453

**20 North Road, Chavey Down,
Winkfield
Erection of single storey side and
rear extensions.**

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: drawing number 1518.2A and 1518.4A received on 13 March 1998.
- (3) D3 House extensions - restrictions on additional window/door openings Insert: west
- (4) D4 House extension - obscured glazing

Insert: bathroom and utility room
Insert: west

- (5) E1 Materials to match existing.

Application No. 623464 **14 Northington Close, Forest Park, Winkfield**
Erection of single storey front extension forming porch, and rear extension to existing detached 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 (insert "received 11 February 1998").
(3) E1 Materials to match existing building.

Application No. 623452 **10 Wantage Close, Bracknell**
Change of use of land from amenity use to private garden, involving resiting of 1.83 metre high fence.

It was noted that one 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:
Site layout plan received 9 February 1998
Elevation drawing received 9 February 1998

Application No. 623223 **Sunningdale Sports, Maidens Green, Winfield,**
Retrospective application for the display of 1 no. externally illuminated sign (45m x 0.6m).

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

RESOLVED

- (1) That the application be **refused** for the following reason:
 - (i) the means of illumination to the sign cause glare and dazzle to motorists using the busy A330 to the detriment of road safety.
- (2) 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 sign.

Application No. 623457

**69 Rosedale Gardens, Bracknell
Change of use of open space to
private garden by means of the
erection of a 1.9m high timber
fence.**

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - date stamped 10 February 1998.

Application No. 623302

**19 Greenham Wood, Bracknell
Erection of part single storey and
part two storey rear extension.**

It was noted that one 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 - Rad 01A, date stamped 31 March 1998.
- (3) E1 Materials to match existing building.
- (4) D3 Restrictions on additional window/door openings - insert - No. 20 Greenham Wood.

Application No. 623465

**1 Ringwood, Bracknell
Change of use of open space to
private garden by means of the
erection of a 1.8m high timber
fence.**

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

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as received, block plan and details of materials received 11 February 1998.

103. Building Regulations. (Item 4)

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

RESOLVED that the report be noted.

104. Applications dealt with by Borough Planning Officer under delegated powers. (Item 5)

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

RESOLVED that the report be noted.

105. Notification of Appeals Received. (Item 6)

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 10.20pm.

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
7 MAY 1998**

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

Also Present: Councillors Beadsley and Veakins

Apologies for Absence had been received from Councillor Mrs Ballin

106. **Substitute Members**

The Sub Committee noted that Councillor Harrison was present as a substitute for Councillor Mrs Ballin in accordance with Standing Order 38.

107. **Minutes**

RESOLVED that the minutes of the meeting of the Sub Committee held on 6 April 1998 be confirmed as a correct record and signed by the Chairman.

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

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

RESOLVED that the report be noted.

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

The Borough Planning Officer submitted a report dealing with new contraventions, contraventions resolved since last report, new breaches since last report, and breaches resolved since last report. The Borough Planning Officer also reported on the following contravention:

Application No. 623316/CON 114/97

**Moat Farm, Winkfield Lane, Winkfield.
Unauthorised change of use of barn
from agriculture to keeping, repair,
maintenance and service of vehicles.
Unauthorised siting of storage
containers. Unauthorised erection of
2.4 m high boundary fence.**

RESOLVED

1. That the Borough Solicitor be empowered to issue an Enforcement Notice calling for the cessation of the use of the land and building for the keeping, repair, maintenance and service of vehicles and the removal of storage containers, with a period for compliance of 3 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.
2. That **no further action** be taken in respect of the unauthorised 2.4 m high fence.

110. **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 623060, 623281, 623436, 623537, 623018/623045, 623382, 623459, 622881, 623505, 623180/623181, 623381, 619793/623568, 623451 and 623270.

Application No. 623060

Winchester House And Multi Storey Car Park, Skimped Hill Lane, Bracknell.

Outline application for the erection of an office building including car parking (20 632 sqm) and a building comprising retail space, residential units, a restaurant and car parking following the demolition of the existing office building and multi-storey car park.

The following Councillors declared an interest arising from the Council's land holding in Bracknell Town Centre and withdrew from the meeting during the discussion and voting of this item: Councillors Birch, Flood, Mrs Hirst, Jones, Sargeant and Wheaton.

It was noted that a 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 empowering legislation to secure a planning obligation relating to:-

- (a) works to the public highway including the rearrangement of the access road serving these sites and the retention and possible diversion of the north - south cycleway.
- (b) a financial contribution towards public transport.

- (c) the submission of a Green Commuter Plan.
- (d) a financial contribution towards off site environmental improvement works including the provision of public art.
- (e) securing the implementation and operation of a balance and mixture of uses by ensuring the development is in accordance with the mixed use particulars given in the application for planning permission. To include the retention of Bracknell Market on this site unless and until an alternative site is secured. The continuity of a market within the Town Centre to be secured during the course of demolition and construction of the approved development.
- (f) Funding of a study into on-street parking in residential roads within a reasonable walking distance (to be defined) and if demonstrated to be necessary, a contribution towards the implementation of local on-street parking works and control measures.

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

- (1) A1 Reserved matters details
- (2) A1(A) Implementation of reserved matters
- (3) A1(B) Timing for submission of reserved matters
- (4) A1(C) Timing of implementation of development
- (5) C7 Implementation of landscaping scheme
- (6) G1 Finished floor levels
- (7) L1 On site refuse storage
- (8) W2 Site organisation (Building Operations)
- (9) HA1 Layout and design standards (amend "vehicle parking" to "vehicle parking space dimensions" and add "cycleways" after "road").
- (10) HA5 Access constructed before occupation
- (11) The maximum gross external floorspace of the development shall not exceed the following:

Business use:	20632 sq m
Retail use:	1690 sq m
Feeder bar for restaurant:	200 sq m
Restaurant:	700 sq m

and there shall be no more than 25 residential units.
(as set out in the applicant's floorspace schedule dated 23.04.98)
- (12) C13 Underground service details
- (13) J2 Foul and surface water drainage

- (14) The development hereby approved shall not commence until a scheme has been submitted to and approved in writing by the Local Planning Authority for vehicle parking (including parking for people with disabilities). The scheme shall include car parking to the following standard of provision:
- a offices: one space per 30 square metres gross external floorspace,
 - b residential: one and a half spaces per flat
- The business floorspace and the residential units shall not be occupied until the car parking has been provided. The parking spaces shall thereafter be kept available for parking at all times.
- (15) No development shall commence on the business or mixed use building hereby approved until a scheme has been submitted to and approved in writing by the Local Planning Authority for cycle parking to serve the development. The cycle parking facilities for each building shall be installed prior to the first occupation of that building.
- (16) No development shall commence on any building hereby approved until a scheme has been submitted to and approved in writing by the Local Planning Authority for the control of noise emanating from the building. The measures included in the approved scheme shall be implemented prior to the first occupation of the building that they relate to and the measures shall be operated in accordance with the approved scheme thereafter.
- (17) No development shall commence on any building hereby approved until a scheme has been submitted to and approved in writing by the Local Planning Authority for the control of noise, dust and vibration emanating from the site during demolition and construction work. The demolition and construction work shall only be carried out in accordance with the approved scheme.
- (18) No development shall commence until a scheme has been submitted to and approved in writing by the Local Planning Authority for the minimisation of waste and for the recycling of waste both during demolition and building operations and during the period of occupation of the buildings. The development shall only be carried out and occupied in accordance with the approved scheme.
- (19) No development shall commence on any building hereby approved until a scheme has been submitted to and approved in writing by the Local Planning Authority for disabled people to gain access to the buildings. The measures agreed for each building shall be implemented before the first occupation of that building.
- (20) The reserved matters for the siting of the business building shall follow the principles identified on the applicant's illustrative plan reference 2146.1/SK010A and SK011A in terms of the spacing between the building and Edward Elgar House and the provision of land within the site for landscaping purposes.

Application No. 623281

**Land At Sainsbury's Car Park
Ringmead, Birch Hill, Bracknell.
Erection of single storey building,
(374 sq metres), forming doctors
surgery.**

It was noted that letters of objection had been received.

In accordance with Standing Order 45 it was requested that the voting on the Motion to approve the application be recorded. On being put to the vote the voting was as follows:

For: Councillors Barnard, Birch, Mrs Doyle, Flood, Harrison, Mrs Hayes, Mrs Pile, Sargeant, Simonds and Thompson

Against: Councillors Adams, Fawcett, Mrs Hirst, Jones, Onions, Ryan, Taylor, Ward, Wheaton and Worrall

There being an equality of votes, the Chairman used her second or casting vote in favour of the Motion.

RESOLVED

That the application be **approved** subject to the following conditions:-

- (1) A2 Standard 5 year implementation.
- (2) B3 Plans as received: 471/pp/001 Rev B, 007 Rev B, 008 Rev A and 471/si/002 Rev B
- (3) C6 Details of hard and soft landscaping.
- (4) C7 Implementation of the approved landscaping plan.
- (5) E2 Samples of materials to be submitted.
- (6) L1 On site refuse storage.
- (7) HA27 Provision of parking spaces (approved drawing).

Application No. 623287

**Coopers Bridge, Braziers Lane,
Winkfield.
Formation of first floor
accommodation in the roof area
involving alterations to the
appearance of the building by the
provision of doors and windows and
erection of single storey extension.**

RESOLVED That consideration of this item be deferred to allow a site visit to take place to which all Members of the Council will be invited.

Application No. 623436

**Hilton Hotel, Bagshot Road,
Bracknell.**

**Erection of four storey extension to
hotel to provide 48 no. New
bedrooms and health club facilities.
Alterations to existing overflow car
park to provide additional car
parking.**

A site visit had been held in respect of this application on 6 May 1998 which had been attended by Councillors Adams, Mrs Doyle, Flood, Mrs Hirst, Jones, Onions, Mrs Pile, Sargeant, Simonds, Veakins, Ward, Wheaton and Worrall.

It was noted that letters of objection had been received.

RESOLVED that the application be refused for the following reasons:

- (1) The proposal represents an undesirable overdevelopment of the site resulting in an unneighbourly form of development detrimental to the amenities of the occupiers of nearby residential properties particularly by reason of loss of privacy and the overbearing appearance of the proposed extension and the increased traffic movements generated. It is therefore contrary to Policies EN21 and R6 of the Deposit Draft Bracknell Forest Borough Plan Local Plan incorporating further proposed changes.
- (2) The Local Planning Authority is not satisfied that adequate vehicle parking is proposed in association with the proposed development. The proposal is therefore contrary to Policy M11 of the Bracknell Forest Borough Local Plan incorporating further proposed changes. Inadequate parking would be likely to lead to roadside parking to the detriment of road safety and the amenity of local residents.
- (3) The proposal is contrary to Policy LD5 of the Berkshire Structure Plan 1991-2006 and Policy M5 of the Deposit Draft Bracknell Forest Local Plan incorporating further proposed changes in that it fails to make provision for the improvement of the local transport system, to the detriment of the existing users of the highway and the free-flow of traffic.

Application No. 623537

**264-266 Yorktown Road, Sandhurst.
Erection of two-storey building
forming 6 no. One bedroom dwellings
with associated car parking following
demolition of existing buildings.**

A site visit had been held in respect of this application on 6 May 1998 which had been attended by Councillors Adams, Mrs Doyle, Flood, Mrs Hirst, Jones, Sargeant, Simonds, Ward, Wheaton and Worrall.

It was noted that letters of objection had been received.

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

- (1) The proposal represents an undesirable over-development of the site resulting in an unneighbourly form of development, detrimental to the amenities of the occupiers of adjoining residential properties particularly by reason of loss of daylight/sunlight. It is therefore contrary to Policies H1 and H2 of the Sandhurst-Crowthorne Local Plan and Policies H1 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating further proposed changes.

Poplars Farm, Crouch Lane, Winkfield

Application No. 623018

Change of use and conversion of barn and adjoining outbuildings to offices (class B1) and workshops (class B1) following demolition of riding school barn.

Application No. 623045

Listed building application for alterations to barn to enable conversion of barn and adjoining outbuildings to offices (class B1).

A site visit had been held in respect of this application on 6 May 1998 which had been attended by Councillors Adams, Mrs Doyle, Flood, Mrs Hayes, Mrs Hirst, Jones, Sargeant, Simonds, Ward, and Worrall.

It was noted that letters of objection had been received.

RESOLVED:

Application 623018

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

- (1) The proposal constitutes inappropriate development in the Green Belt likely to generate levels of traffic and employment that would be harmful to the open, rural and undeveloped character of the Green Belt and would set a precedent for the change of use of other buildings in the locality the incremental effect of which would exacerbate the harm to the functions and character of the Green Belt. The proposal would therefore be contrary to Policy C4 of the Berkshire Structure Plan 1991-2006, Policy 17 of the Green Belt Local Plan for Berkshire and Policy GB4 of the Deposit Draft of Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application 623045

That consideration of the application be deferred for a further report on whether the application should still be determined separately from planning application 623018..

Application No. 623382

**36 College Road, Sandhurst.
Erection of pair of semi-detached
houses after demolition of existing
house**

A site visit had been held in respect of this application on 6 May 1998 which had been attended by Councillors Adams, Mrs Doyle, Flood, Mrs Hirst, Jones, Sargeant, Simonds, Ward, Wheaton and Worrall.

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

RESOLVED

That the application be **approved** subject to the following conditions:-

- (1) A2 Standard 5 year implementation.
- (2) B3 Plans as received - Drg no.WH 1013 - 2 rev A
- (3) C9 Details of walls and fences.
- (4) D3 Restrictions on additional window/door openings - insert development facing no. 34 and no. 38 College Road.
- (5) D4 Obscure glazing - (insert 1 "shower room and landing windows") (insert 2 "no's 34 & 38 College Road")
- (6) D6 Restrictions on house extensions.
- (7) D10 Restrictions on garage uses.
- (8) E2 Samples of materials to be submitted.
- (9) HA24 Vehicle parking in accordance with the approved plan.
- (10) No soakaways shall be constructed such that they penetrate the water table, and they shall not in any event exceed 3 metres in depth below existing ground level.
- (11) HA5 Access constructed before occupation (approved drawings).
- (12) HA12 Garage drive length - not less than 6.0m from garage door to highway boundary.

Application No. 623044/623262

Land Rear Of Highveld, Coronation
Road, Winkfield.
Erection of 2 detached houses and
creation of access (duplicate
applications).

It was noted that letters of objection had been received.

RESOLVED

A. Application 623262

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

- (1) The proposal through its scale, form, impact and siting would constitute an unacceptable form of backland development detrimental to the physical and visual character of the area contrary to policies OS1, C5 and EN1 of the Berkshire Structure Plan 1991-2006 and policies EN21 and H1 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating further proposed changes).
- (2) The proposal would result in the unacceptable loss of trees detrimental to the character and amenities of the area contrary to policies OS1, EN1 and C9 of the Berkshire Structure Plan 1991-2006 and policies EN1 and R1 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating further proposed changes).

B. Application 623044

That the appeal be contested on the following grounds:

- (1) The proposal through its scale, form, impact and siting would constitute an unacceptable form of backland development detrimental to the physical and visual character of the area contrary to policies OS1, C5 and EN1 of the Berkshire Structure Plan 1991-2006 and policies EN21 and H1 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating further proposed changes).
 - (2) The proposal would result in the unacceptable loss of trees detrimental to the character and amenities of the area contrary to policies OS1, EN1 and C9 of the Berkshire Structure Plan 1991-2006 and policies EN1 and R1 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating further proposed changes).
- C. That the Royal Borough of Windsor and Maidenhead be advised of these objections and be requested to satisfy itself that plot 1 which lies within the Royal Borough does not constitute an unacceptable form of backland development.

Application No. 623459

**Heathlands, Ralphs Ride, Bracknell.
Application for renewal of planning
permission 618412 for change of use
of ground floor from residential to
dental surgery and raising of roof to
accommodate flat. Provision of car
park.**

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:
C.1210.91.03 dated March 1993
C.1210.91.02 Rev. A dated 24 September 1993
C.1210.93.04 dated 17 February 1993
Elevation drawings, date stamped 6 October 1992.
- (3) C6 Details of hard and soft landscaping.
- (4) C7 Implementation of approved landscaping scheme.
- (5) E1 Materials to match existing building.
- (6) K1 Restriction to a specific use within a use class
Insert 1: dental surgery
Insert 2: Class D1
- (7) The dental surgery shall only be open for business between the following hours: 08.00 and 19.00 (Monday to Fridays) and 08.30 to 13.00 (Saturday) and at no other time, except for the provision of emergency dental treatment.
- (8) There shall be no more than 4 rooms used as consulting rooms within the building.
- (9) HA27 Provision of Parking Spaces (approved drawing).

Application No. 622881

**Land Adjoining Little Pightle, Terrace
Road North, Binfield.
Erection of one detached house with
alterations to existing access.**

A site visit had been held in respect of this application on 6 May 1998 which had been attended by Councillors Adams, Mrs Doyle, Flood, Harrison, Mrs Hayes, Mrs Hirst, Jones, Sargeant, Simonds, Ward, and Worrall.

It was noted that letters of objection had been received.

RESOLVED

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

- (1) The proposed scale of the house in relation to the size of the site would result in overdevelopment of the site which would be detrimental to the character of the area. The proposal is therefore contrary to Policy EN1 of the Berkshire Structure Plan 1991-2006, Policies H1 and EN5 of the North Bracknell Local Plan and Policies EN21 and H1 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.
- (2) The close proximity of the proposed house to the boundary with 5 Symondson Mews, taking into account the proposed scale of the house, would result in an unneighbourly overbearing impact which would be detrimental to the amenity of 5 Symondson Mews. The proposal is therefore contrary to Policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.
- (3) The proximity of the proposed house to the Ash tree at the front of the site would cause root severage to the tree which could result in the health and stability of the tree and the need for the tree to be removed. The Ash, together with The Hawthorne tree at the front of the site, make an important contribution to the street scene of Terrace Road North and the character of the area and the removal of the tree would be detrimental to this character. The proposal is, therefore, contrary to Policy EN1 of the Berkshire Structure Plan 1991-2006, Policy EN1 of the North Bracknell Local Plan and Policies EN1 and EN21 Of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.
- (4) The proposal would result in additional traffic movements from an existing access, which is sub-standard in terms of visibility, to the detriment of road safety.
- (5) The scale and design of the proposed house fails to respect the character and scale of Little Pightle a grade II listed building and therefore, if allowed, the proposal would have an overpowering affect on Little Pightle and a detrimental impact on the character and setting of Little Pightle and the quality of the local environment. The proposal is therefore contrary to Policy EN1 of the Berkshire Structure Plan, Policy EN5 of the North Bracknell Local Plan (February 1992) and Policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No. 623505

Kentucky Fried Chicken, Bagshot Road, Bracknell.

Section 73 application to allow restaurant and take away to remain open to midnight, Sunday to Thursday, and to 00:30 on Saturday and Sunday mornings without compliance with condition 5 of planning permission 607245.

It was noted that letters of objection had been received.

RESOLVED

- A That the application be **refused** for the following reason:-
- (1) The extended opening hours sought in the proposed variation to condition 5 of planning permission 607245 would be unacceptably detrimental to the amenity of nearby residents by way of disturbance from increased traffic movements, additional noise and activity at times when residents might reasonably expect less activity.
- B That the Borough Solicitor be authorised to issue a breach of condition notice in respect of non compliance with the conditions attached to planning permission 607245.

Application No. 623530

**21 Woodmancott Close, Forest Park,
Winkfield.
Retrospective application for
conversion of annexe to separate
residential unit.**

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

RESOLVED

- A That the application be **refused** for the following reason:-
- (1) The sub-division of the property into two separate residential units is out of keeping with the pattern of development in the area and detrimental to the physical character of the locality.
- B That the Borough Solicitor be authorised to issue a breach of condition notice or an enforcement notice, if appropriate, requiring that use of the annexe remains ancillary to the occupation of the rest of the property, 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. 623419

**115 High Street, Sandhurst.
Erection of two storey and single
storey side extensions, with
provision of front, rear and side
facing dormer windows.**

A site had been held in respect of this application on 6 May 1998 which had been attended by Councillors Adams, Mrs Doyle, Flood, Mrs Hirst, Jones, Sargeant, Simonds, Ward, and Worrall.

It was noted that letters of objection had been received.

RESOLVED

That the application be **approved** subject to the following conditions:-

That the application be **approved** subject to the following conditions:-

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received. Drawing no PW 97160 A received 1 May 1998
- (3) D3 House extensions - restrictions on additional window/door openings. Facing east.
- (4) D2 House extensions - no additional dwelling to be created.
- (5) HA26 Vehicle parking and turning space (Details to be Approved).
"The extension shall not be occupied..."
- (6) HA30 Garage retained for vehicle parking
- (7) The side wall of the proposed two storey side extension shall be a minimum distance of 1.2 metres from the boundary with "Furzedown".
- (8) E3 Details of materials to be submitted.
- (9) HA25 Vehicle parking and turning space (approved drawing)
The extension shall not be occupied

Application No. 623458

**Forest Croft, Chavey Down Road,
Winkfield.
Erection of 2m high fence and
erection of single storey detached
outhouse (retrospective application).**

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.

Plot 11, Roundshead Drive, Warfield.

Application no. 619793

**Minor amendment to details of siting
and means of access approved under
outline planning permission 619793
for the erection of a detached house
and garage.**

Application no. 623568

**Submission of details of design,
external appearance and landscaping
for the erection of 1 no. four
bedroomed detached house and
detached double garage pursuant to
outline planning permission 619793.**

It was noted that letters of objection had been received.

RESOLVED

Application 619793

That the amended planning layout (drawing A703-5-2 Rev L) be **approved** as a minor variation to outline planning permission 619793 granted 17 April 1996.

Application 623568

That the application be **approved** subject to the following conditions:-

- (1) B3 Plans as amended - Drawing nos. 703-11-1A, A703-5-2L, SD-9-16, SD-9-01, MI-C-30F, GA-C-S0A and S1A
- (2) D4 Obscured glazing - east facing first-floor window.
- (3) HA30 Garage retained for vehicle parking.
- (4) HA14 Set back of gates - "6.0m".

Application No. 623451

**6 Setley Way, Martins Heron,
Winkfield**

**Retrospective section 73 application
to convert part of garage to study
without compliance with condition 13
of planning permission 607476.**

RESOLVED

That the application be **approved** subject to the following conditions:-

- (1) Notwithstanding this approval, all conditions contained in outline planning permission 607476 and reserved matters approvals 608105, 608464 and 608514 shall remain in force and effect unless expressly varied or discharged.
- (2) HA30 (Remaining) garage retained for vehicle parking.

Application No. 623496

60 Swaledale, Bracknell.

**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 - insert drg no. GWS/32/98/A.
- (3) E1 Materials to match existing building.

Application No. 623392

**Wren Cottage, North Street,
Winkfield.
Erection of single storey side and
rear extension**

RESOLVED

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

- (1) A2 Full permission-implementation.
- (2) B3 Plans as received (insert "C/14097/01 received 15 January 1998 and amended car parking layout received 2 April 1998").
- (3) E1 Materials to match existing building.
- (4) HA30 Garage retained for vehicle parking.
- (5) HA24 Vehicle parking in accordance with approved plan (delete "No dwelling/building shall" insert "The extension hereby approved shall not").

Application No. 623450

**4 Spring Woods, Sandhurst.
Erection of part first floor part two
storey side and rear extension.**

The site visit had been held in respect of this application on 6 May 1998 which had been attended by Councillors Adams, Mrs Doyle, Flood, Mrs Hirst, Jones, Sargeant, Simonds, Ward, Wheaton 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, C1246/100A received 31 March 1998.
- (3) E1 Materials to match existing building.
- (4) HA24 Vehicle parking in accordance with approved plan
(Delete "No dwelling/building shall be" and insert "The extension shall not be".
- (5) HA30 Garage retained for vehicle parking.

111. **Miscellaneous Item (Item 4)**

Application No. 623270

**Whitegrove Primary School,
Westmorland Drive, Warfield.
Erection of modular classroom on
edge of playing field.
(variation to approved plans)**

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

112. Report on Tree and Landscape Matters (Item 5)

The Borough Planning Officer submitted a report on the following tree and landscape matters:

Tree Preservation Order 483

**Land at and adjacent to Marros and
Walcots, Old Bracknell Lane East And
Adjacent to Old Bracknell Lane West,
Bracknell.**

RESOLVED That Tree Preservation Order 483, be confirmed in its current format as shown on plan A.

Tree Preservation Order 477A

**Kilinside and Thomas Lawrence Brickworks,
Goughs Lane, Warfield**

RESOLVED That Tree Preservation Order 477A, be confirmed in its current format as shown on plan B.

113. Building Regulations (Item 6)

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

RESOLVED that the report be noted.

114. 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.

115. 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 11.10pm.

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
4 JUNE 1998**

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

Apologies for Absence were received from Councillor Wheaton.

The Sub Committee was advised that pursuant to Standing Order No 38 a notice had been received to the effect that Councillor Beadsley would be attending as a substitute member for Councillor Wheaton. In the event, Councillor Beadsley did not attend.

116 **Minutes**

RESOLVED that the minutes of the meeting of the Sub Committee held on 7 May 1998 be confirmed as a correct record and signed by the Chairman.

117 **Breaches of Planning Control (Item 1)**

The Borough Planning Officer submitted a report dealing with new contraventions, contraventions resolved since last report, notices served since last report, new breaches since last report and breaches resolved since last report. The Borough Planning Officer also reported on the following contraventions:

CON 9/98

4 Nightingale Crescent, Harmanswater, Bracknell.

Unauthorised change of use from residential to mixed use residential, office and workshops.

RESOLVED that

- (i) the Borough Solicitor be empowered to issue an Enforcement Notice calling for the cessation of the mixed use for residential purposes and the use of the property for the assembly, repair and packaging of computers, their parts and components and the removal of all equipment, future, tools and other items used in connection with the unauthorised use from the property, with a period of compliance of three months;
- (ii) in the event of any failure to comply with the requirements of the notice served, the matter be allowed to procedure to a Magistrates Court action.

CON 65/97

Land adjacent to Winsdene, Forest Road, Winkfield.

Unauthorised construction of new access.

RESOLVED that

- (i) the Borough Solicitor be empowered to issue an Enforcement Notice calling for the new access to be stopped up and the land reinstated, with a period for compliance of one month; and
- (ii) 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.

118 Report on Planning Applications Received (Item 2)

The supplementary report of the Borough Planning Officer was tabled and the Sub Committee noted the additional information contained therein relating to applications 623217, 623586, 623355, 623461, 623175, 623511, 623430, 623541, 623542, 623298, 623695, 623458, 623528 and 623622.

Application No. 622190

**Englemere Sawmill, London Road,
Winkfield.**

**Application for renewal of planning
permission 617323 for extension to
existing timber store.**

A site visit had been held in respect of this application and the following three applications, which had been attended by Councillors Adams, Mrs Doyle, Mrs Hayes, Mrs Hirst, Jones, Sargeant, Simonds, Thompson and Worrall.

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

- (1) The proposal constitutes inappropriate development in the Green Belt, harmful to the openness of the Green Belt contrary to policies OS1 and C4 of the Berkshire Structure Plan 1991-2006, policies 1 and 19 of the Green Belt Local Plan for Berkshire 1985 and policy GB1 of the Deposit Draft Bracknell Forest Borough Local Plan (incorporating proposed changes).

Application No. 623217

**Englemere Sawmill, London Road,
Winkfield.**

**Use of site for preparation, storage
and distribution of timber and fencing
materials, including timber treatment**

It was noted that letters of objection, including a petition, comments from Winkfield Parish Council, comments from English Nature and comments from the Environment Agency had been received.

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

- (1) The proposal constitutes an inappropriate development in the Green Belt, harmful to the openness of the Green Belt contrary to policies OS1 and C4 of the Berkshire Structure Plan 1991 – 2006, policies 1 and 19 of the Green Belt Local Plan for Berkshire 1985 and policy GB1 of the Deposit Draft Bracknell Forest Borough Local Plan (Incorporating Further Proposed Changes).
- (2) From the information submitted, the local planning authority is not satisfied that the adjacent Englemere Pond Site of Special Scientific Interest and Wildlife Heritage Site will be safeguarded from pollution arising from the development contrary to the objectives of policies OS1, LD7, EN8 and EN9 of

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

Application No. 623355

**73 Dukes Ride, Crowthorne
Change of use from part B1 (office)
use and part residential use of form
six flats involving erection of rear
extension with rooms in roofspace.**

A site had been held in respect of this application which had been attended by Councillors Adams, Mrs Doyle, Mrs Hirst, Jones, Simonds and Thompson.

It was noted that letters of objection and comments from Crowthorne Parish Council had been received.

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

- (1) The proposal represents an overdevelopment of the site out of accord with the physical and visual character of the area, lacking adequate space about the building, and detrimental to the amenities of adjoining residential properties by reason of loss of privacy and overbearing impact, and the intrusive effect of the proposed car parking area and associated vehicle movements. As such the proposals conflict with policies LD3 and EN1 of the Berkshire Structure Plan 1991 – 2006, policies EN8 and H2 of the Sandhurst – Crowthorne Local Plan and policies EN21 and H1 of the Deposit Draft Bracknell Forest Local Plan (Incorporating Further Proposed Changes).

Application No. 623180

**The Stag & Hounds Public House,
Forest Road, Binfield.
Erection of 6 lighting columns.**

A site visit had been held in respect of this and the following application which had been attended by Councillors Adams, Mrs Doyle, Mrs Hirst, Jones, Sargeant, Simonds, Thompson and Worrall.

It was noted that letters of objection had been received.

RESOLVED that the Borough Planning Officer be authorised to seek to negotiate a reduction in the height of the columns nearest adjoining residential property; and if successful, 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 "SH3/SH3/5 received 16 March 1998 and SH3/SH3/4/C,
SH3/SH3/6/A received 23 March 1998")
- (3) The side of the lamps, shown in position 7b on plan SH3/SH3/4/C, received 23 March 1998, that fact residential property shall be blacked out and thereafter kept permanently in this condition.
- (4) U1 Hours of illumination
(insert 1 "lighting", insert 2 "23.30", insert 3 "15.30").

Application No. 623181

**The Stag & Hounds Public House,
Forest Road, Binfield.
Application for listed building
consent to install external lighting on
building.**

It was noted that letters of objection had been received.

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

- (1) The proposed design, number and type of lights would have an unacceptably adverse effect on the character and setting of the Stag and Hounds Public House which is a grade II listed building, contrary to policies R1 of the North Bracknell Local Plan and EN18 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No. 623461

**1 Bay Road, Bracknell.
Retrospective application for use of
house for multiple occupation.**

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

- (1) A scheme detailing the provision of five parking spaces on the land to the side of the property the subject of this permission shall be submitted to the Local Planning Authority for its approval within one month of the date of this permission. Thereafter, if required the submitted scheme shall be expeditiously amended and re-submitted to the Local Planning Authority so often as may be required to secure the approval of the Local Planning Authority. The approved scheme shall be implemented within one month of the date of the approval of the same. The spaces shall not be used for any purpose other than parking in connection with the development hereby approved.
- (2) In accordance with the approved plans for the first and second floor no more than 5 bedrooms shall be provided within the property at any time.
Reason: To ensure that there is adequate parking on site car parking space for the development in the interests of the character and amenity of the area and to maintain control over the use of the property.

Application No. 623175

**Land to the rear of Lamorna,
Brendon, Owlswood and The Hollies,
Warfield Street, Warfield.
Erection of 5 detached dwellings and
garages with new access from
Herschel Grange.**

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

Application No. 623511

**Land rear of High Veld, Coronation
Road, Winkfield.**

**Erection of one detached house,
garage and car port with creation of
access.**

It was also noted that letters of objection, comments from Winkfield Parish Council and comments from the Royal Borough of Windsor and Maidenhead 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 "V249-1 rev E received 3 June 1998 & V249-5 received 21 May 1998)
- (3) E3 Details of materials to be submitted
- (4) C1 Protection of trees etc.
(insert V249-1 rev D received 21 May 1998)
- (5) C4 Protective fencing
- (6) C5 Replacement of damaged vegetation
- (7) C6 Details of hard and soft landscaping
- (8) C7 Implementation of approved landscaping scheme
- (9) C11 Construction of foundations - prevention of root damage to trees
- (10) D3 House extensions - restrictions on additional window/door openings
(insert"in the walls or roof of the development.")
- (11) Notwithstanding the provision of the Town and Country Planning (General Permitted Development Order) 1995 (or any order revoking or re-enacting that Order) no development for the enlargement, improvement or other alteration of the dwelling house, or for the provision within the curtilage of the dwelling house of any building or enclosure or swimming pool required for a purpose incidental to the enjoyment of the dwelling house, shall be undertaken without the express permission of the local planning authority.
- (12) HA30 Garages retained for vehicle parking
(insert "and car port")
- (13) W2 Site organisation (building operations)
- (14) HA3 Access constructed before development (approved drawing)
(delete "accesses")
- (15) HA20 Visibility splays before occupation
- (16) C12 Details of surfacing
(inserts 1 & 2 "driveways and accessway")

**Appendix F as
referred to in Minute 110**

- (17) Existing ground levels shall not be raised or lowered in any way by the addition or removal of top soil, addition of other material, stripping of any existing vegetation, including grass turf, beneath the branch spread of any tree shown to be retained or within the approved protected areas around protected trees which are considered worthy of retention in the interests of amenity.
- (18) HA7 Access detail
(insert 4.1m, delete "kerb ... metres")
- (19) HA15 Surfacing of access
(insert 2.4m)
- (20) HA16 Roads to be provided
(delete "(s)/buildings" "roads" "have")
- (21) HA25 Vehicle parking & turning
(delete "building")

Application No. 623610

**Land adjacent to Garth Cottages,
Kennel Lane, Warfield.
Erection of one detached house and
attached garage.**

It was noted that letters of objection and comments from Warfield Parish Council 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 improvements to transportation in North Bracknell, 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 "KEN/PL/01B and 034"
- (3) C3 Details of tree protection etc. - oak tree on land to east
- (4) C4 Protective fencing
- (5) C6 Details of hard and soft landscaping
- (6) C7 Implementation of approved landscaping scheme
- (7) C16 Removal of permitted development rights (fences etc.)
- (8) E2 Samples of materials to be submitted
- (9) G1 Levels/finished floor level
- (10) HA27 Provision of parking spaces (approved drawing)

- (11) HA30 Garage retained for vehicle parking

Application No. 623430

**Land at Coverwood, Sandy Lane,
Sandhurst.**

**Erection of 6 No. four bedroomed
detached houses following demolition
of existing dwelling. Creation of
access from Sandy Lane and
Edgbarrow Rise.**

It was noted that letters of objection, comments from the Environment Agency and comments from Sandhurst Town Council had been received.

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

- (1) A2 Full permission
- (2) B3 Plans as received
- (3) E3 Details of Materials
- (4) C1 Protection of trees etc
- (5) C4 Protective fencing
- (6) C5 Replacement of damaged vegetation
- (7) C6 Details of hard and soft landscaping
- (8) C7 Implementation of landscaping
- (9) C16 Removal of permitted development rights (fences etc.)
- (10) D7 Restrictions on buildings in house curtilage
(insert: "no buildings, enclosures, swimming or other pools")
- (11) The finished floor levels shall be constructed in accordance with the approved plan.
- (12) J2 Foul and Surface Water drainage
- (13) W2 Site organisation (building operations)
- (14) HA3 Access constructed before development (approved drawing)
- (15) HA20 Visibility splays before occupation
- (16) HA30 Garages kept available for parking
- (17) C9 Details of walls and fences

(substitute "screen" with "boundary")

- (18) No soakaways shall be constructed such that they penetrate the water table and they shall not in any event exceed 3 metres in depth below existing ground level.
- (19) HA15 Surfacing of access (insert 2.5m)
- (20) HA25 Vehicle parking and turning
- (21) Prior the commencement of development on plot 3 a scheme detailing the method of construction on the adjacent slope shall be submitted to an approved by the local planning authority. The development on plot 3 shall be carried out in accordance with the approved scheme.
Reason: To safeguard adjacent trees from harm.
- (22) C12 Details of surfacing
amend as follows:- "... surfacing and construction of the private drives...private drives shall be constructed and surfaced..."

Application No. 623541

**Land at Wellers Lane, Warfield.
Change of use of former agricultural
yard to a car park for a recreational
use for a period of 3 years.**

It was noted that letters of objection and comments from Warfield Parish Council (the applicant) had been received.

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

- (1) A5 Temporary permissions - use "4 June 2000"
- (2) B3 Plans as received "site plans date stamped 16 March 1998"
- (3) The use hereby permitted shall not be begun unless and until details of a scheme of boundary fencing has been submitted to and approved by the Local Planning Authority. The approved scheme shall be implemented in full prior to the commencement of the use hereby permitted.
- (4) The existing tree and shrub screen on the southern and eastern boundaries of the proposed car park shall be maintained for the duration of the permission, and any specimens which die shall be replaced with specimens of the same species, or any other species, as may be approved in writing by the Local Planning Authority.

Application 623298

**Gabell End, Old School House,
Church Lane, Binfield.
Erection of single storey extension.**

It was noted that letters of objection and comments from Binfield Parish Council 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 nos 2186/02/A, 05B, 06A and 07B
- (3) D3 House extension - restrictions on additional window/door openings.
Facing no. 3 The Old School House
- (4) D4 House extensions - obscured glazing
The hall, toilet and utility room windows facing no. 3 The Old School House.....
- (5) E1 Materials to match

Application No. 623542

**Heathfield School, London Road,
Winfield.**

**Erection of detached building to form
covered swimming pool, changing
rooms and plant room.**

It was noted that comments from the Environment Agency had been received.

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as received
Drawing nos. 2112/14A, 15D, 16 and 17 and letter received 7 May
Reference PKH/SA/2112
- (3) E1 Samples of materials to be submitted.
- (4) C7 Implementation of approved landscaping scheme.
All planting shown on Drawing 2112/15 shall be carried out...
- (5) No soakaways shall be constructed such that they penetrate the water table, and they shall not in any event exceed 3 metres in depth below existing ground level.
Reason: To prevent pollution of groundwater.

Application No. 623507/CON 106/97

**Elm Lodge, Spinning Wheel Lane,
Binfield.**

**Retrospective application for use of
mobile home as separate dwelling.**

It was noted that comments from Binfield Parish Council had been received.

RESOLVED that

A the application be **refused** for the following reason:

- (1) The use constitutes an inappropriate development in the Green Belt harmful to the open, rural and undeveloped character of the area contrary to policies 1 and 11 of the Green Belt Local Plan 1985, policy C4 of the Berkshire Structure Plan 1991 - 2006 and policy

GB4 of the Deposit Draft Bracknell Forest Borough Local Plan
Incorporating Further Proposed Changes.

- B the Borough Solicitor be empowered to issue an Enforcement Notice calling for the use of the mobile home as a separate unit of accommodation to cease within 9 months and in the event of any failure to comply with a notice served, the matter be allowed to proceed to the Magistrates Court.

Application No. 623201

**John Nike Leisuresport Complex,
John Nike Way, Binfield.
Construction of Climbing Wall.**

Councillor Flood declared a non-pecuniary interest in this application and withdrew from the meeting during its consideration.

It was noted that a letter of objection and comments from Binfield Parish Council had been received.

RESOLVED that subject to the consideration of new matters arising from the advertisement of the application as a departure from development plan the application be **approved** subject to the following conditions:-

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
(insert "1001 B as amended by letter dated 22 January 1998")
- (3) E3 Details of materials to be submitted
(insert after "development" "...including the colour of the climbing wall face...")
- (4) C3 Protection of trees etc.
- (5) C4 Protective fencing
- (6) C5 Replacement of damaged vegetation
- (7) C6 Details of soft landscaping
(delete "hard")
- (8) C7 Implementation of approved landscaping scheme
- (9) No means of illuminating the development hereby approved shall be installed without the prior approval, in writing, of the Local Planning Authority.

Application No. 623527

**Owlsmoor Primary School,
Cambridge Road, Sandhurst.
Erection of detached garage for
storage use.**

It was noted that letters of objection and comments from Sandhurst Town Council 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 Drawings date stamped 5 March 1998
- (3) The garage hereby approved shall be used for storage purposes only in conjunction with the adjoining Scout Headquarters, unless permission has been granted by the Local Planning Authority on an application made for any other purpose.

Application No. 623567

**Land at Lambrook Haileybury School,
West of Paddocks End, Winfield Row,
Winkfield.**

**Erection of 1 No. four bedroomed
detached house and garage.**

A site visit had been held in respect of this application which had been attended by Councillors Adams, Mrs Ballin, Mrs Doyle, Flood, Mrs Hirst, Jones, Sargeant, Simonds, Thompson and Worrall.

It was noted that comments from Winkfield Parish Council had been received.

RESOLVED that subject to the consideration of any new matters arising from the advertisement of the application as a departure from the development plan the application be **approved** subject to the following conditions:

- (1) A2 Full permissions – implementation
- (2) B3 Plans as received.
- (3) C6 Details of hard and soft landscaping
- (4) C7 Implementation of approved landscaping scheme
- (5) The occupation of the dwelling shall be limited to a person employed at Lambrook Haileybury School and to any dependants.
Reason: To ensure that the development accords with the details submitted with the application.
- (6) D6 Restrictions on house extensions
Insert “To protect the character of the countryside from additional development
- (7) D7 Restrictions on buildings within house curtilage
Insert 1 “buildings, enclosures, swimming or other pools”
Insert 2 “To protect the character of the countryside from additional development.”
- (8) D10 Restrictions on use of garages
Replace reason with “To ensure that the development accords with the details submitted with the application”
- (9) D9 Restrictions on roof additions/alterations
Insert “To protect the character of the countryside from additional development”

- (10) E2 Samples of materials to be submitted.
- (11) J2 Foul and surface water drainage

Application No. 623045

**Poplars Farm, Crouch Lane,
Winkfield.**

**Listed building application for
alterations to barn to enable
conversion of barn and adjoining
outbuildings to offices (Class B1).**

RESOLVED that the application be deferred pending the consideration and determination of the resubmitted planning application.

Application No. 623599

**4 Nightingale Crescent, Bracknell
Erection of two storey side extension
comprising office and storage use on
ground floor and bedrooms and
bathroom for residential use over.**

A site visit had been held in respect of this and the following application which had been attended by Councillors Adams, Mrs Doyle, Mrs Hirst, Jones, Mrs Pile, Simonds and Thompson.

It was noted that letters of objection and comments from Bracknell Town Council had been received.

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

- (1) The proposed mixed use of the property for residential, office and storage purposes would out of keeping with and detrimental to the residential character and amenities of the area contrary to policy E3 of the Deposit Draft Bracknell Forest Borough Local Plan, incorporating Further Proposed Changes.
- (2) The proposed extension and subsequent mixed use of the property for residential, office and storage purposes would result in the inadequate provision of vehicle parking spaces and would result in vehicles being parked on the highway, to the detriment of other road users, contrary to policies E3 and H2 of the Deposit Draft Bracknell Forest Borough Local Plan, incorporating Further Proposed Changes.

Application No. 623595

**4 Nightingale Crescent, Bracknell.
Erection of two storey side extension
following demolition of existing
garages.**

It was noted that letters of objection and comments from Bracknell Town Council had been received.

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

- (1) The proposals fail to demonstrate that adequate car parking provision can be made to cater for the needs of existing and proposed development.

Application No. 623614

**53A Wellington Road, Sandhurst.
Erection of two storey side extension
(facing the Broadway).**

It was noted that comments from Sandhurst Town Council had been received.

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

- (1) The proposed extension would necessitate the removal of a protected mature Birch tree that makes an important contribution to the street scene, to the detriment of the character and appearance of the area. As such, the proposal would be contrary to Policy EN1 of the Sandhurst-Crowthorne Local Plan and EN1 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.
- (2) The proposed extension, by reason of its size and siting, would have an adverse effect on the character and appearance of the existing building and the northern end of The Broadway. As such, it would be contrary to Policy H2 of the Draft Deposit Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No. 623458

**Forest Croft, Chavey Down Road,
Winkfield.
Erection of 2m high fence and
erection of single storey detached
outhouse (retrospective application).**

A site visit had been held in respect of this application which had been attended by Councillors Adams, Mrs Doyle, Flood, Mrs Hirst, Jones, Sargeant, Simonds, Thompson and Worrall.

It was noted that comments from Winkfield Parish Council 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 "696/1 received 10 February 1998")
- (3) E1 Materials to match existing (replace the word "building" with "dwellinghouse").
- (4) The outhouse hereby permitted shall only be used for domestic purposes incidental to the use of the dwellinghouse as a residence and shall not be converted into living accommodation or used for any other purpose.
- (5) Within one month of the date of this permission, a detailed scheme shall be submitted for the approval of the Local Planning Authority for the screening of the detached outhouse from Chavey Down Road. This scheme shall as far as is practical provide for the retention of existing trees and hedging within the site. The scheme shall be expeditiously amended as often as is necessary to secure approval and the outhouse shall not be brought into use until the scheme has received approval. All proposed planting detailed in the scheme shall be provided in the first planting season following the approval of the scheme, and thereafter all planting, including existing planting, shall be retained, and any plants which die, become damaged or diseased or are otherwise removed shall be replaced by plants of the same species within the next planting season thereafter unless otherwise agreed in writing by the Local Planning Authority.
Reason: In the interests of the visual amenities of the locality.

Application No. 623622

**18 Moray Avenue, Sandhurst.
Retention of 1.75m high way and
fence to side and front boundary
without compliance with condition 5
of planning permission 603627.**

It was noted that a letter of objection and comments from Sandhurst Town Council had been received.

RESOLVED that

A the application be **refused** for the following reason:

- (1) The walling and fencing at the entrance to the site restricts visibility for both vehicles leaving and pedestrians using the footpath to the detriment of the safety of pedestrians.

B the Borough Solicitor be authorised to issue a breach of condition notice requiring the reduction in height of the brick piers either side of the entrance to two brick courses above the height of the wall together with the removal of the two timber infill panels either side of the entrance, with period for compliance of 28 days and in the event of any failure to comply with the notice served, the matter be allowed to proceed to the Magistrates Court.

Application No. 623626

**15 Hemmyng Corner, Warfield.
Erection of single storey rear
extension forming conservatory.**

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

- (1) A2 Full permission-implementation
- (2) B3 Plans as received, 8 April 1998
- (3) E1 Materials to match existing building

Application No. 623528

**Hill Farm, Hill Farm Lane, Binfield.
Erection of two storey side extension
following demolition of existing
lean-to's and outbuilding.**

It was noted that comments from Binfield Parish Council 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 "1155/01A, 1155/02A, 1155/03A received 11/03/98")
- (3) E1 Materials to match existing building

- (4) Restrictions on buildings within house curtilage (insert "buildings")
- (5) The outbuilding, lean-to and porch shown to be demolished on plan 1155/01A shall be demolished and the site cleared of resultant rubble and material prior to any other material operation.

Application No. 623654

Kentucky Fried Chicken, Bagshot Road, Bracknell.

Display of 2 No. fascia signs (one externally illuminated and one internally illuminated) and 1 No. non internally illuminated projecting sign to replace existing signage.

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

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

- (1) Advertisement approval - standard conditions.
- (2) T7 - Plan numbers - "Drg No 7266, date stamped 21 April 1998".

Application No. 623645

**96 Branksome Hill Road, Sandhurst
Installation of side and front dormers.**

It was noted that comments from Sandhurst Town Council had been received.

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

- (1) The proposed dormer windows by reason of their scale, size and design would result in an undesirable overdevelopment of the site, out of keeping with the street scene and character of the area. The proposal is therefore contrary to Policy EN22 and Policy H2 of the Draft Deposit Bracknell Forest Borough Local Plan incorporating further proposed changes.
- (2) The proposed dormer window on the side elevation serving two additional bedrooms would result in undue overlooking and loss of privacy and be detrimental to the amenities enjoyed by the occupier of No. 98 Branksome Hill Road and would therefore be contrary to the aims of Policy EN22 and Policy H2 of the Draft Deposit Bracknell Forest Borough Local Plan incorporating further proposed changes.

Application No. 623657

**55 Yorkshire Place, Warfield.
Erection of first floor 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 permissions - implementation
- (2) B3 Plans as received - insert drawing date stamped 15 May 1998

- (3) E1 Materials to match the existing building
- (4) D3 House extensions - Restrictions on additional window/door openings - insert No. 54 Yorkshire Place.
- (5) HA24 Vehicle parking in accordance with approved plans
- (6) HA30 Garage retained for parking.

Application No. 623578

**2 North Lodge Drive, Winkfield.
Erection of two storey side and single
storey side and rear extensions -
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
(insert "drg 11 received 27/3/98"0
- (3) E1 Materials to match existing building
- (4) HA25 Vehicle parking and turning
(amend "The extension shall not be.....")
- (5) HA30 Garage retained for parking.

Application No. 623376

**40 Westmorland Drive, Warfield.
Change of use of open space to
private garden by erection of 1.8m
and 0.9m high fencing.**

It was noted that comments from Warfield Parish Council 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 Drawing date stamped 6 April 1998
- (3) C6 Details of hard and soft landscaping
- (4) C7 Implementation of approval landscaping plan.

119 Miscellaneous Item (Item 3)

Application No. 623270

**Whitegrove Primary School,
Westmorland Drive, Warfield.
Erection of modular classroom on
edge of playing field. (variation to
approved plans).**

A site visit had been held in respect of this application which had been attended by Councillors Adams, Mrs Doyle, Flood, Mrs Hirst, Jones, Sargeant, Simonds, Thompson and Worrall

It was noted that letters of objection had been received. It was also noted that a further revision to the approved plans had been received, indicating the deletion of the proposed timber slat vision screens and the provision of obscuring film to the inside of the rear-facing windows, to avoid overlooking.

RESOLVED that

- (1) amended plans be **agreed** as minor variations to the approved plans; and
- (2) the developer be requested to install the obscuring film within 14 days.

120 Building Regulations (Item 4)

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

RESOLVED that the report be noted.

121 Applications Dealt with by Borough Planning Officer Under Delegated Powers (Item 5)

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

RESOLVED that the report be noted.

122 Notification of Appeals Received (Item 6)

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

RESOLVED that the report be noted.

The meeting commenced at 7.30 p.m.
and concluded at 10.50 p.m.

CHAIRMAN

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**DIRECT SERVICES BOARD
23 JUNE 1998**

Present: Councillor Sargeant (Chairman), Councillors Barnard,
Bayle, Blatchford, Grayson, Miss Haydon, Mrs Keene and Mrs Pile

Apology for Absence was received from:

Councillor Taylor

123. Minutes

The minutes of the meeting of the Board held on 21 January 1998 were approved as a correct record and signed by the Chairman.

124. 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
- (9) Information relating to terms for a contract
- (11) Information relating to labour relations consultations

125. Pay Awards - Confirmation of Action (Item 1)

The Borough Personnel Manager reported on action taken in consultation with the Chairman and Vice Chairman, on agreeing a flat rate pay award of 3% for the Leisure and Grounds Maintenance contract staff, from 1 April 1998.

RESOLVED that the action of the Borough Personnel Manager, in consultation with the Chairman and Vice- Chairman, in agreeing to pay awards for the Leisure Contract and Ground Maintenance staff be noted.

126. Progress Report Bracknell Sport and Leisure Centre and Coral Reef (Item 2)

The Board received the General Manager's progress report for the Bracknell Sport and Leisure Centre and Coral Reef. This gave updates on the financial situation, sickness, refurbishment of the changing facilities at Coral Reef, synthetic pitch at Bracknell Sport and Leisure Centre, junior skate-board ramp, the use of Squash Courts, events recently held at the Sports Centre. The Catering Manager also reported on catering activities at the venues.

The replacement of the synthetic pitch had fallen behind schedule, due to the recent bad weather; the work was now due to be completed by the beginning of July 1998.

The junior skateboard ramp at Bracknell Sports and Leisure Centre would be completed in time for the summer holidays.

RESOLVED that the progress report be noted.

127. **Building Works - General Managers Report (Item 3)**

The Board received the General Manager's report for the Building Works Section. The report gave details of performance, staff changes, employee sickness absence levels and transport.

The General Manager reported that the current corner welder, used in the production of UPVC Windows, was four years old and could only weld one joint at a time. This was causing a delay in the manufacturing process, as many windows needed eight or more joints. Accordingly, the Board were recommended to approve expenditure of £12,000 for the purchase of a corner welder to improve the manufacturing process.

RESOLVED that:

- i) the report be noted and
- ii) the purchase of a corner welder at a cost of £12,000 be approved and be funded from the 1997/98 operating surplus.

128. **Progress Report Ground Maintenance DSO (Item 4)**

The Committee received the Ground Maintenance Manager's progress report, detailing performance indicators, an update on the new ride-on cylinder lawnmowers, best value, employee sickness absence levels, staff changes and employee training and development.

It was reported that the ride-on cylinder lawnmowers have performed well in the recent wet weather conditions. The repair costs on the new machines has been low, as there have been only eight punctures in sixteen weeks, due to the new Kevlar Tyres.

RESOLVED that the progress report be noted.

The meeting commenced at 5.30pm and concluded at 5.45pm.

CHAIRMAN

LEISURE SERVICES COMMITTEE
30 JUNE 1998

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

Substitute Members: Councillors Jones, Mrs Pile and Wade

Apologies for Absence were received from:
Councillors Bettison, Flood, McCormack, Taylor and Wheaton

Substitutions

Councillor Jones for Councillor Wheaton
Councillor Mrs Pile for Councillor Flood
Councillor Wade for Councillor Bettison

129. Chairman's Announcement's

The Chairman commenced the meeting by highlighting some particularly good examples of good practice and successes within the Leisure Services programme area across the Borough held since the last Committee meeting.

130. Minutes

The minutes of the meeting of the Committee held on 24 February 1998 were approved as a correct record and signed by the Chairman.

131. Leisure Strategy (Item 1)

The Director of Leisure Services introduced a report giving details of the Leisure Strategy document and the recommendations contained therein relating to the Leisure Services programme area and its future detailed work programmes. The Committee considered the recommendations and suggested minor amendments to recommendations nos: 9, 10, 28, 29, 30, 45, 53, 54, 57 and 58. The Director agreed to include the Committee's further proposals.

RECOMMENDED that:

- (i) the Leisure Strategy as detailed in the officer's report be adopted; and
- (ii) all relevant operational recommendations detailed in the annexe to the report be considered as future work programmes are developed.

132. Quarterly Summary Report (Item 2)

The Director of Leisure Services introduced the first volume of the quarterly summary report for Leisure Services which gave details of current key operational issues affecting the department, significant events occurring, the main activities of individual sections within the department, and the resources available for the work undertaken. The report included details of performance indicators for the department and proposed key tasks and developments for the municipal year 1998/99 for the sections within the department. The report concluded with details of the revenue and capital budgets for 1998/99.

RESOLVED that the quarterly operations report, detailing work undertaken by the Leisure Services Department be received.

133. Performance Indicators 1996/97 (Item 3)

The Committee received a report giving details of the Leisure Performance Indicators for the 1996/97 municipal year. The performance indicators were considered to give an overview of the work undertaken and form a basis by which year to year comparisons could be made.

RESOLVED that:

- (i) the report be noted;
- (ii) the Leisure Services DSO be congratulated on an excellent financial performance; and
- (ii) further work be undertaken to assess the background to the relatively low spend per head in parks and open spaces.

134. Brakenhale School Grant (Item 4)

The Committee considered a report giving details of the request for grant aid towards the cost of new sports facilities at Brakenhale School. The report proposed amendments to the two previous grant offers which had totalled almost £19,000. The financial request of up to £15,000 was required due to the reduction in actual project costs compared to those estimated since the original resolutions to give a grant had been made on 30 July 1996 and 17 September 1997.

RESOLVED that:

- (i) a grant of up to £15,000 be made towards the cost of new sports facilities at Brakenhale School; and
- (ii) the proposal to appoint a Leisure Officer to the Brakenhale Management Committee be not further progressed.

135. Public Access to Information Communication Technology Facilities for Bracknell Forest Library and Information Service (Item 5)

The Committee considered a report giving details of a proposal to introduce a longer term approach to providing ICT facilities for public users. The proposal would

include providing full access to PC based office facilities on a pay to use basis via a pilot project to be run for six months including both the Bracknell main library and the Birch Hill library. In addition to including access to the Internet, the project would enable the Library and Information Service to assess how selected services such as the BFBC PIN could be introduced into non library locations.

RESOLVED that £20,000 be released from the capital programme to provide two different means of accessing public information at Bracknell and Birch Hill libraries.

136. Replacement Archives Building (Item 6)

The Committee considered a report giving details of the working arrangements necessary to secure the rebuilding of the County Records Office and effect the removal of the local archives from Shire Hall to Yeomanry House in Reading.

RESOLVED that:

- (i) the Director of Leisure Services and the Director of Corporate Services be given delegated authority to approve payments required under the Joint Arrangements for the replacement archives building, subject to the costs being contained within estimates; and
- (ii) the Director of Leisure Services and the Borough Surveyor be given delegated authority to approve terms of the lease between West Berkshire District Council and Reading Borough Council in respect of the Yeomanry House site.

137. CD ROM for Loan Service at Sandhurst Library (Item 7)

The Head of Libraries, Arts and Information gave details of a proposal to operate a pilot CD ROM for loan service at Sandhurst Library. It was proposed that Ramesis CD ROMs be used to supply the CD ROMs due to their being the sole providers of this service at the current time.

RESOLVED that:

- (i) a pilot CD ROM to lend service be established at Sandhurst Library;
- (ii) as in view of the specialist nature of the contract, supply of CD ROMs to be by Ramesis (CD ROMs to Lend) and in accordance with Standing Order 67, the requirements of Standing Order 65 be waived;
- (iii) the Director of Leisure Services be authorised to expand the CD ROM for loan service if the pilot is successful by virement of existing resources; and
- (iv) the Director of Leisure Services, in consultation with the Borough Solicitor, enter into an appropriate contract.

138. BSLC/Coral Reef - Proposed Capital Works (Item 8)

The Committee considered a report giving details of the proposed capital works at Coral Reef involving the creation of a screen to form a barrier to stop warm air circulating into the restaurant area, the installation of a combined heat and power unit

within the Coconut Grove Restaurant and of automatic lighting controls in the Sports Hall, Squash Courts, 3M Hall, changing rooms and plant room at the Sport & Leisure Centre thus creating energy savings.

RESOLVED that:

- (i) £105,000 be released from the capital programme to install a barrier screen at Coral Reef, and that the Borough Surveyor be authorised in consultation with the Chairman to accept the lowest tender for this work; and
- (ii) £11,000 be released from the capital programme to install automatic lighting controls at Bracknell Sports & Leisure Centre.

139. Worldsend and Whitegrove Basketball Posts (Item 9)

The Committee received a report giving details of the proposal to introduce basketball posts at Worldsend open space, Forest Park and to provide alternative provision to that the post currently provided at Whitegrove Youth Centre in order to alleviate problems caused by the current facility.

RESOLVED that:

- (i) a basketball post be installed at Worldsend Open Space, Forest Park;
- (ii) up to £7,000 be funded from the capital budget of £25,000 allocated for "Open Access Youth provision"; and
- (iii) up to £14,000 be spent from the Whitegrove Youth Centre revenue budget on alterations to the existing basketball area at the centre.

140. Sandhurst Town Boys & Girls Football Club Grant (Item 10)

The Head of Recreation and Amenities introduced a report giving details of variations to a grant previously approved by the Leisure Committee in May 1996 at £25,000 to Sandhurst Boys & Girls Football Club. It was noted that two conditions had been attached to the offer of the grant: namely confirmation of Lottery funding and the grant of a long term lease.

RESOLVED that:

- (i) the original grant offer be withdrawn;
- (ii) the lower figure of either 42% of the project cost or £25,000 be awarded as a grant to Sandhurst Boys and Girls Football Club;
- (iii) the grant be paid to Sandhurst Town Council;
- (iv) the Director of Leisure Services be authorised to agree variations to the scheme and stipulate any further conditions he deems appropriate; and
- (v) the conditions of the grant to be:
 - a lease of 35 years for the changing area from Sandhurst Town Council;
 - the remaining funding being secured from sources other than the Borough Council;

- all necessary permissions are obtained;
- this offer be time limited until 31 March 1999, and
- any changes to the approved scheme must be agreed in advance by the Director of Leisure Services.

141. General Upgrade of Youth Centre (Item 10b)

The Director of Leisure Services introduced a report regarding a partnership project opportunity proposed with Edgbarrow School in order to upgrade the Sixth Form Unit and involving the allocation of £20,000 from the capital programme to be matched by Edgbarrow School. The Edgbarrow Youth & Community provision was based on the Edgbarrow School site in Crowthorne, sharing the Sixth Form Unit at the school and was in need of refurbishment.

RESOLVED that an allocation of £20,000 from this years approved capital programme be allocated to Edgbarrow Youth Centre, Crowthorne for the purposes of a general upgrade to the premises.

142. Land Adjacent to Sandhurst School (Item 11)

The Committee received a report regarding a plan to provide an integrated scheme at the land adjacent to Sandhurst School which involved some parcels of land managed by the Leisure Services Department as play area open space. The proposed scheme would involve provision of the safe route to school, a new multipurpose sports area, improved drainage, improvements to the car parking entrance to the Sports Centre, improvements to informal recreation facilities and provision of a warden's flat to improve community supervision. The report gave details of the feasibility of the proposals and the way in which the scheme could progress.

RESOLVED that:

- (i) the schemes identified in paragraph. 4.2 of the report be noted;
- (ii) the feasibility of the proposals be developed further as detailed in paragraph. 4.4;
- (iii) if required, a consultant be appointed to develop the project; and
- (iv) the Education Budget Sub Committee be informed of the potential development.

143. Request for Grant Aid - Crowthorne Residents Association (Item 12)

In accordance with Standing Order 25, Councillor Wade declared a non pecuniary interest in this item. He remained in the Council Chamber and was able to speak but not to vote thereon.

The Director of Leisure Services introduced a report detailing a request from Crowthorne Residents Association for grant aid to construct a midi ramp for wheeled sports activities. The preferred site for this being the Morgan Recreation Ground. It was noted that there were several matters to be confirmed regarding the request, although it was hoped that these would be resolved within a short time scale.

RESOLVED that:

- (i) up to £12,000 be allocated from the 1998/99 Capital Programme to install a "midi Ramp" in Crowthorne;
- (ii) the Crowthorne Residents Association ensure that all necessary planning permissions are sought; and
- (iii) the Director of Leisure Services be authorised to withdraw the grant offer by 30 September 1998 if the scheme has not progressed adequately.

144. Dance Development Programme (Item 13)

The Committee received a detailed report regarding the Dance Development Programme, working throughout the County with children and adults in a wide range of dance activities. Details were given regarding the varied achievements that the programme had made since its start and the recent development of a dance service and programme for the people of Bracknell Forest, as well as acting in an advisory and information capacity to the other unitary authorities and providing dance services to them for financial remuneration. It was noted that the focus of the programme would remain for young people between the ages of 14 and 21 whilst also developing opportunities for children under 14 and creating strong links with the Bracknell Education Department.

RESOLVED that:

- (i) the development programme identified at paragraph 6.3 be approved;
- (ii) the Berkshire Youth Dance Company be maintained and the Dance Development Officer undertake further work to refine its work within the unitary context; and
- (iii) the Director of Leisure Services writes to Southern Arts thanking it for its support in the current financial year.

145. Blackwater Valley Recreation & Countryside Management Service (Item 14)

Consideration was given to a report giving details of proposed funding arrangements for the Blackwater Valley Recreation & Countryside Management Service following the disaggregation of the Berkshire County Council budget. The Committee considered the work undertaken by the Management Service and proposed funding and reporting arrangements to be adopted.

RESOLVED that:

- (i) a contribution of £20,574 be paid to the Blackwater Valley Recreation and Countryside Management Service in 1998/99;
- (ii) future funding be determined as part of the revenue budget process;
- (iii) the Countryside Service Annual Report continue to include a section on the BVRCMS so as to keep members aware of current matters;

- (iv) the number of representatives on the Joint Management Committee should remain at two; and
- (v) a letter be sent to Surrey Heath Borough Council requesting that they review their financial support for the Blackwater Valley Recreation and Countryside Management Service.

146. Naming of Land South of Cabbage Hill (Item 15)

The Committee received a report giving details of the proposal to give a name to the new open space on land south of Cabbage Hill, to be opened officially on 16 July 1998.

RESOLVED that the land south of Cabbage Hill be named Garth Meadows.

147. Dog Fouling Scheme - Zoning of Open Spaces (Item 16)

The Committee received a report giving details of the new proposed dog fouling scheme and the traffic light scheme to apply to various zones of open spaces throughout the Borough. Three categories of land were proposed within the scheme and different rules regarding dog-fouling applied to each. The Committee considered it would be important to ensure information dissemination of the scheme throughout the Borough.

RESOLVED that:

- (i) the dog zones as identified in the annexe to the officer's report be approved; and
- (ii) the Director of Leisure Services be authorised to make minor amendments to these in future as the scheme develops.

148. Horseshoe Lake - Recreational Use (Item 17)

The Committee considered a report giving a brief review of recreational activities carried out at Horseshoe Lake and assessing the extension of the range of activities which could be provided there including the development of fishing, cycling, horse-riding, beach volleyball, archery, camping and a climbing wall.

RESOLVED that:

- (i) fishing be allowed on the stretch of the Blackwater River at Horseshoe Lake, owned by this Council and that this be administered through this Council's existing fishing permit scheme;
- (ii) the Council permit cycling along the Blackwater Valley Footpath at Horseshoe Lake where it is situated on land owned by this Council;
- (iii) horse-riding around the lake be investigated further, with a view to extending facilities for riding when ground conditions are suitable; and

- (iv) further discussions take place about introducing some additional outdoor activities at Horseshoe lake and, if appropriate planning permission be sought.

149. Great Hollands Community Centre (Item 18)

The Director of Leisure Services introduced a report regarding the progress made in resolving management issues at the Great Hollands Community Centre and proposing a future course of action involving the current existing association operating under a new lease with the Borough Council involving the bar area only whilst a new community association would sign a new lease for the remaining community area. It was proposed that the Borough Valuer give a written guarantee to the existing association that proposed works would be carried out on condition that they and the new association sign these leases.

RESOLVED that the Borough Valuer be authorised to undertake the action as detailed in paragraph 4.6 of the officer's report.

150. Wheeled Sports (Item 19)

The Committee considered a report giving details of the results of the results of the small research project undertaken into the provision of wheeled sports within the Borough and future action suggested. The project showed that there was similar demand for additional facilities within the Borough on a small scale basis to be provided at a local level and also for larger scale facilities at Borough level. It was noted that some provision existed for BMX within the Borough and for skateboarding although there were no facilities for rollerblading.

RESOLVED that:

- (i) the Director of Leisure Services seek opportunities to provide an indoor skate park in Bracknell Forest; and
- (ii) the Council continue to work in partnership with Town and Parish Council so as to ensure adequate provision for wheeled sports.

151. Management Arrangements - Youth Centres (Item 20)

The Director of Leisure Services introduced a report giving details of the need to review the effectiveness and role of the former management committees at Youth Centres. The need for such reassessment was required in light of the Council becoming a unitary authority, taking on a youth and community role and in light of its new management structure and overall scheme of delegation to officers which had been approved with the intention of allowing operational decisions to be made efficiently and to create transparent accountability. The aim of the process of change would be to clarify staff management and financial accountability through the development of appropriate consultation mechanisms with the community and young people.

RESOLVED that:

- (i) the existing management committees of Youth Centres in the Borough be dissolved; and

- (ii) the Head of Youth & Community Services develop appropriate consultation mechanisms with the community and young people as soon as is practical.

152. Member Appointments to Outside Organisations (Item 21)

The Committee considered a report regarding the request from Southern Arts Board for an additional Council Member to attend their meetings and an similar request from the Berkshire Association of Youth Clubs for a Member to serve on their Management Committee.

RECOMMENDED to Strategy and Policy Committee that the request from Southern Arts Board and the Berkshire Association of Youth Clubs for member representation be accepted.

153. South Hill Park Trust - Activities Report (Item 22)

The Committee considered the activity report submitted by South Hill Park Trust on the activities and challenges undertaken and experienced in delivering arts opportunities to the area between February and May 1998. This included a wide range of activities throughout the Trust developed to encourage and appeal to many different requirements.

RESOLVED that:

- (i) the report be noted; and
- (ii) the Director of Leisure Services develops a mechanism by which the Council's needs can be made clear to South Hill Park Trust and that this be subsequently presented to both this Committee and the Board of South Hill Park Trust for consideration.

154. Items for Information (Items 23, 24 and 25)

The Committee noted the following items which were submitted for information only:

The Look Out - Annual Report 1997/98 (Item 23)

The Committee congratulated The Look Out on its performance during the year 1997/98.

New Library: The People's Network (Item 24)

Joint Golf Course Committee Minutes 12 March 1998 (Item 25)

155. 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 26 which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(9) Terms Proposed for a Contract

156. Horseshoe Lake Watersports Centre - Management Contract (Item 26)

In a report containing exempt information the Director of Leisure Services gave details of the proposals to negotiate a new agreement regarding the Horseshoe Lake Watersports Centre Management Contract.

RESOLVED that

- (i) in accordance with Standing Order 67, the requirements of Standing Order 65 be waived; and
- (ii) the officers be authorised to negotiate a new agreement with the existing management contract.

The meeting commenced at 7.30pm and concluded at 10.05pm.

CHAIRMAN

STRATEGY & POLICY COMMITTEE
15 JULY 1998

Present: Councillor Bettison (Chairman), Councillors Adams, Angell, Mrs Ballin, Bayle, Birch, Good, Harrison, Jones, Mrs Keene, McCormack, Mills, Sargeant, Wade, Wheaton and Worrall

Also Present: Councillor Flood

Apologies for Absence were received from:
Councillors North, Mrs Shillcock and Ward

157. Substitute Members

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

Councillor Adams for Councillor Mrs Shillcock
Councillor Harrison for Councillor Ward
Councillor Worrall for Councillor North

158. Minutes

The minutes of the meeting of the Committee held on 19 March 1998 were approved as a correct record and signed by the Chairman.

159. Audit Performance & Scrutiny Committee

RESOLVED that the minutes of the meetings of the Audit Performance & Scrutiny Committee held on 23 February 1998 and 24 June 1998, as set out in Appendices A and G hereto respectively, be received.

160. Local Government Reorganisation Sub Committee

RESOLVED that the minutes of the meeting of the Local Government Reorganisation Sub Committee held on 30 March 1998, as set out in Appendix B hereto, be received and that the recommendations contained therein be adopted.

161. Access Advisory Sub Committee

RESOLVED that the minutes of the meetings of the Access Advisory Sub Committee held on 21 May 1998 and 17 June 1998, as set out in Appendices C and E hereto, be received and that the recommendation contained therein be adopted.

162. Town Centre Sub Committee

RESOLVED that the minutes of the meeting of the Town Centre Sub Committee held on 2 June 1998, as set out in Appendix D hereto, be received.

163. **Millennium Sub Committee**

RESOLVED that the minutes of the meeting of the Millennium Sub Committee held on 17 June 1998, as set out in Appendix F hereto, be received and that the recommendation contained therein be adopted.

164. **Finance & Property Sub Committee**

RESOLVED that the minutes of the meeting of the Finance & Property Sub Committee held on 1 July 1998, as set out in Appendix H hereto, be received and that the recommendation contained therein be adopted.

165. **Personnel Sub Committee**

RESOLVED that the minutes of the meeting of the Personnel Sub Committee held on 6 July 1998, as set out in Appendix I hereto, be received.

166. **Building Better Schools Initiative
(Reference from Education Committee) (Appendix J)**

The Committee received a recommendation by the Education Budget Sub Committee (Minute 15) which had been subsequently adopted by the Education Committee (Minute 94) and which sought the release of funding for capital projects at schools and for the Bracknell Forest Schools' Music Festival. The Committee further noted that the request had been considered by the Finance & Property Sub Committee in the context of the capital programme review and that additional capital funding had been identified which would enable the request from the Education Budget Sub Committee to be supported.

RESOLVED that

- (i) the recommendations of the Education Budget Sub Committee in Minute 15 be approved;
- (ii) the funding requirements for the Building Better Schools initiative be met from the additional capital funding identified by the Finance & Property Sub Committee; and
- (iii) the funding for the School's Music Festival be made from the available contingency provision.

167. **Quarterly Report (Item 1)**

The Chief Executive submitted the first quarterly report outlining the key activities and performance of the Council during the first three months of the year. The report

highlighted work which had been carried out and, in some cases, would be ongoing with particular reference being made to a number of initiatives which had been pursued including work on the Corporate Games and a series of Ward meetings with local Members. The Chief Executive particularly drew the Committee's attention to the requirement for the Council to conduct a Crime and Disorder Audit in partnership with the local Police and requested the Committee to consider the establishment of a Focus Group to progress this work.

RESOLVED that the Quarterly Report be noted and that approval be given to the setting up of a Focus Group comprising five Councillors (3 : 2) and appropriate Officers to develop the Crime and Disorder Audit and subsequent action plan by April 1999.

168. **Commitment Budget 1999/2000 - 2001/02 (Item 2)**

The Committee received a joint report by the Director of Corporate Services and Borough Finance Officer which identified the Council's existing commitments for future spending on services on the basis of decisions made when setting the current year's budget and resource monitoring to date. This represented the first formal step in the annual financial planning process and would provide a basis for service committees to begin consideration of medium term policy objectives and priorities and initial preparations for next year's revenue budget.

The Director of Corporate Services also referred to the announcements subsequently made by the Government following the Comprehensive Spending Review and advised that preliminary indications were that nationally SSA levels would increase by between 4.5% and 5% although Aggregate Exchequer Grant from Central Government would increase by 1.5%. In the light of the Government plans the potential shortfall in the Council's funding in 1999/2000 was likely to be towards the lower end of the predicted range but would still be significant.

RESOLVED that

- (i) the Commitment Budget and possible budget "gap" for 1999/2000 be noted;
- (ii) the proposed budget strategy be agreed;
- (iii) Service Committees be asked at their next meetings to review their Commitment Budget and medium term priorities, to investigate the scope for further cash limitation of running expenses and to identify priority areas for service development in the medium term; and
- (iv) Service Committees be asked to examine appropriate opportunities for increasing income.

169. **Performance and Financial Management Programme (Item 3)**

The Committee received proposals for developing a comprehensive Corporate Performance Management Programme designed to ensure that new and existing services continued to be delivered at a high standard and that the plans for each

service area reflected the Borough Council's corporate objectives. The proposals took account of the likely requirements of legislative changes covering future delivery of local authority services.

Following detailed discussion it was

RESOLVED that

- (i) the Committee endorse the approach to a Performance Management Programme set out in the report;
- (ii) the initial areas for a fundamental review set out in paragraph 4.5.5 be approved and, as a first step, by January 1999, the strategic options for two of the services subject to CCT be examined with a view to commencing a possible market testing exercise in February 1999; and
- (iii) the outcome of the strategic option review of the two chosen services be implemented by 1 October 1999 at the latest.

170. A Regional Chamber for the South East - Response to SERF Consultation Paper (Item 4)

The Chief Executive submitted a consultation paper by the South East Regional Forum on proposals to establish a Voluntary Regional Chamber for the South East Region together with a draft response on behalf of the Council.

In discussion the Committee formed the view that the establishment of such a Voluntary Regional Chamber represented an opportunity to influence the policies and activities of the Regional Development Agencies proposed by the Government and that the Council should therefore participate in this process. The Committee was nevertheless of the view that a Voluntary Regional Chamber for the South East Region should be comprised solely of elected Members of the local authorities within the region.

RESOLVED that the Chief Executive be authorised to respond to the consultation paper issued by the South East Regional Forum on the basis of the Committee's discussion.

171. HIP Strategy Statement and Forward Programme 1999 - 2002 (Item 5)

The Director of Social Services and Housing submitted the draft Housing Strategy Statement which had been prepared in accordance with Government guidance and developed through the Housing Strategy Officer Group comprising representatives of each Directorate.

RESOLVED that the Committee endorse the content of the draft Housing Strategy Statement for consultation purposes prior to formal adoption in September 1998.

172. Management of Public Rights of Way (Item 6)

The Committee noted arrangements proposed for undertaking the Highway Authority responsibilities in relation to the review and updating of the Definitive Map of Public Rights of Way.

RESOLVED that

- (i) "Royal County of Berkshire" is replaced by "Bracknell Forest" in the title of the current Definitive Map and Statement of Public Rights of Way for the Bracknell Forest Borough Council area; and
- (ii) the Borough Solicitor, in consultation with the Director of Planning and Transportation and Director of Leisure, be given delegated authority to perform the Council's functions under the Wildlife and Countryside Act 1981, Section 53 and 54.

173. Millennium Sub Committee (Item 7)

The Director of Leisure Services reported on the recommendations arising from the first meeting of the Millennium Sub Committee held on 17 June 1998, the minutes of which had been previously submitted.

RESOLVED that

- (i) £10,000 be transferred from the contingency sum of £500,000 to the Millennium Sub Committee in order to develop events and activities;
- (ii) the Millennium Sub Committee be given delegated authority to utilise this amount in the development of Millennium events and activities; and
- (iii) the Committee note that further funding may be required in 1999/2000 but this will be considered as part of the normal budget process.

174. Representation on Outside Bodies (Item 8)

The Committee received details of further appointments to outside bodies which arisen since the Annual Council meeting on 25 March 1998.

RECOMMENDED that the Council:

- (i) nominates a further representative, observer and reserve to represent the Council at meetings of A.C.T.V.a.R.;
- (ii) nominates two representatives and one reserve to represent the Council on the Consultative Committee for Museums in Berkshire;
- (iii) approves the appointment of eligible Councillors to serve as LEA representatives on Education Appeal Committee convened by the Portsmouth Diocesan Board for Education;
- (iv) in accordance with the recommendations of Leisure Services Committee, appoints one additional member to serve as a Council representative on Southern Arts and one member to serve as the Council's representative on the Berkshire Association of Youth Clubs; and

RESOLVED that the Committee:

- (i) confirms the appointment of Councillor Mrs Sutcliffe as the Council's representative on the Crown Wood Community Association;
- (ii) confirms the appointment of Councillor Birch as the Council's representative on the Eastern Wessex Territorial Auxiliary and Volunteer Reserve Association;
- (iii) confirms the appointment of Councillor Mrs Pile as the Council's representative on the Hanworth Community Association;
- (iv) confirms the appointment of Councillor Mrs Pile as the Council's representative on the Harmanswater Community Association;
- (v) confirms the appointment of Councillor Grayson as the Council's reserve representative on the South East Employers;
- (vi) confirms the appointment of the Chief Executive as the Council's representative at meetings of the Thames Economic Partnership;
- (vii) confirms the appointment of Councillor Wheaton as an additional representative to the Bracknell Job Centre.

175. Annual Conferences (Item 9)

The Director of Corporate Services submitted a list of annual conferences arranged by local authority related bodies reflecting the Council's increased range of responsibilities as a unitary authority.

RESOLVED that

- (i) approval be given to the attendance of one member at the annual conferences of the Local Authority related bodies listed below:

Association of Councils in the Thames Valley Region
Association of Directors of Social Services
Chartered Institute of Environmental Health
Chartered Institute of Public Finance Accountants
Council of Local Education Authorities
Institute of Housing
Institute of Leisure and Amenity Management (including service conferences)
Institute of Revenues Rating and Valuation Association
Institute of Trading Standards Administration
Institute of Waste Management
Local Government Association (2 Members)
Local Government Information Unit
All Local Government Association Annual Service Conferences
Public Libraries Authorities
Royal Town Planning Institute
South East Employers
Town and Country Planning Summer School (2 Members)

- (ii) attendance at these conferences be confirmed as an approved duty under the Council's Scheme of Members' Allowances.

176. Scheme of Members' Allowances - Approved Duties (Item 10)

The Committee noted that the Council's current Scheme of Allowances did not fully reflect the wider range of activities undertaken by Members of the unitary authority. The Committee further noted that expenditure over the first two months of the financial year on attendance allowances was running slightly ahead of budget provision.

RESOLVED that

- (i) Schedule 2 item (v) of the Scheme of Members' Allowances be amended as follows:

"attendance at internal and external training and other seminars arranged by or on behalf of the Council";
- (ii) the Director of Corporate Services be give delegated authority to approve, in consultation with Chairmen, attendance at conferences, subject to there being resources available within the approved budget;
- (iii) the attendance allowance payable to Members in respect of approved duties be reduced from £30 to £26 for the remainder of 1998/99.

177. Joint Strategy and Policy/Audit and Performance Review Focus Group (Item 11)

The Committee noted an information report on the work undertaken by the Joint Focus Group established by the Committee and the Audit and Performance Review Committee and the outstanding matters to be dealt with during the forthcoming cycle of meetings.

The meeting commenced at 7.30 p.m.
and concluded at 10.35 p.m.

CHAIRMAN

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AUDIT, PERFORMANCE AND SCRUTINY COMMITTEE
23 FEBRUARY 1998

Present: Councillors Birch (Chairman), North (Vice Chairman), Beadsley, Blatchford, Good, Mrs Hayes, McCormack, Mrs Shillcock and Wade

Also Present: Adrian Rutter, Joy Dagnall, KPMG

22. **Minutes**

The minutes of the Committee held on 10 September 1997 were signed as a correct record.

23. **External Audit 1996/97 and 97/98 (Item 1)**

The Committee received a report from the Director of Corporate Services and Borough Finance Officer enclosing the draft management letter and the audit plan for 1997/98.

The Director of Corporate Services introduced the KPMG Auditors who gave the Committee and presentation on the management letter and its preparation.

The Auditors' view was that the Borough Council was essentially stable, well run and had sound financial systems. Preparations were well underway for unitary status from 1 April 1998. The year 2000 issue for I.T. and the new Best Value regime were highlighted as key issues for the future.

The Committee discussed a number of issues raised by the report including plans to publish full internal information on performance indicators in future and to deal with the introduction of CCT with effect from 1 April 2000.

The Committee emphasised the need to draw relevant service committees' attention to the report's findings on energy management. In addition, the Borough Finance Officer undertook to draw Members' concern about the potential housing benefit over-payments to the attention of Senior Managers. It was also noted that a system of monthly reconciliations had been introduced to deal with the concerns expressed by the Auditor about control Account Reconciliations.

The Committee requested that there be a progress update with the actions set out in Appendix C to the management letter at the Autumn meeting of the Committee.

RESOLVED that the Corporate Management Team's response to the external Auditors' recommendations be endorsed.

24. **Internal Audit Plan 1998-2001 (Item 2)**

The Committee received a report from the Borough Finance Officer detailing a plan for deploying audit resources across the services to be provided by the unitary authority and existing services.

RESOLVED that the internal audit plan 1998-2001 attached to the report be approved.

25. **Audit Commission Publications and Reports (Item 3)**

The Committee received a report from the Director of Corporate Services detailing audit commission reports received by the Borough Council since the last meeting of the Committee and the response by the relevant service departments.

RESOLVED that the report be noted.

26. **Protecting the Public Purse - Audit Commission Update (Item 4)**

The Committee received a report from the Director of Corporate Services outlining the Council's response to the recent audit commission report Protecting the Public Purse. This showed that the Council was addressing the key issues raised by the Committee. In particular, the Council was employing the latest methods for preventing cheque fraud and the use of the banking automated clearing system (BACS) was being considered for some benefits recipients.

The Committee requested that there be a further report to the September meeting of the Committee on the 12 recommendations and responses set out in Annexe A to the report.

27. **Citizen's Charter Performance Indicators (Item 5)**

The Committee received a report jointly from the Head of Policy Development and Borough Personnel Manager outlining current progress on the collation and publication of the Citizen's Charter Performance Indicators. It was noted that this information was likely to form a key component of the Council's approach to Best Value.

RESOLVED that the response to the external Auditor's recommendations set out in the report be endorsed.

28. **The Nolan Report into Standards of Conduct in Local Government - A Member Focus Group (Item 6)**

The Committee received a report from the Director of Services proposing to create a joint Focus Group to consider the Council's response to the Nolan recommendations on Officer/Member protocols, whistle blowing issues and employee Code of Conduct.

RESOLVED that

- (i) the Member Focus Group on Committee Terms of Reference and delegations etc. be requested to consider the draft Member/Officer protocol, revised employee Code of Conduct and whistle blowing procedure;
- (ii) the Strategy & Policy Committee be requested to amend the membership of the Member Focus Group to comprise five members, with two members being nominated by the Audit, Performance & Scrutiny Committee and three by the Strategy & Policy Committee; and
- (iii) further reports be submitted to the Committee following the deliberations of the Member Focus Group and to seek views of the Committee upon the anticipated Government consultation paper on a new ethical framework for Local Government.

29. **The Management of Complaints - Principles and Processes (Item 7)**

The Committee received a report from the Head of Policy Development outlining proposals for a Corporate Complaints Procedure and for the Council to take part in the Local Government Ombudsman's Ultimate Rung pilot study. It was noted that contractors working on behalf of the Borough Council in due course would be covered by the Complaints Procedure. The Committee felt that the procedures needed to be consistent and it was suggested that complainants should be encouraged to be accompanied as necessary to complaints reviews.

The Chairman noted that implementing the report's proposals was likely to result in a statistical increase in the number of complaints reported due to increased monitoring. He expressed the hope that the figures if they did increase would not be used to make political points about the Administration's conduct of the Council's affairs.

RESOLVED that

- (i) the principles set out in the report be incorporated into the Corporate Complaints Procedure;
- (ii) the revised definition of the complaint set out in paragraph 4.3 of the report be adopted and that the Ombudsman's Ultimate Rung pilot study implementation be noted.

30. **Best Value - Pilot and Beyond (Item 8)**

The Committee received a report from the Head of Policy Development on the future implications and issues of the Best Value initiative. It was noted that a letter had been received from the Department of Environment, Transport and the Regions giving positive feedback on the Borough Council's bid to be a pilot study.

It was noted that a member seminar had been arranged for 8 April 1998 to explore the issue further.

RESOLVED that

- (i) the Best Value pilot bid be endorsed; and
- (ii) the Head of Policy Development reports to a future meeting on proposals for a Best Value framework and rolling programme of reviews.

The meeting commenced at 7.30pm and concluded at 8.50pm.

CHAIRMAN

LOCAL GOVERNMENT REORGANISATION SUB COMMITTEE
30 MARCH 1998

Present: Councillor Bettison (Chairman), Councillors Angell, McCormack and Wheaton

Ufton Court (Item 1)

The Borough Solicitor introduced a report giving details of the proposed agreement to be entered into by the unitary authorities concerning Ufton Court, a Grade 1 listed building which was currently used as an outdoor and field study centre. It was proposed that the lease, currently held by Berkshire County Council with 11 years to run, be vested in Newbury District Council with the other unitary authorities contributing towards the maintenance of the property and other costs under the lease in proportion to "popbase". The agreement would further require that within six weeks of 1 April 1998 Newbury D.C. must submit a detailed business plan and specification for the property and its use. The parties to the agreement would be required to use their reasonable endeavours to negotiate and within three months, conclude an agreement relating to the management and use of the property as an education centre or for conferences, staff training, recreation and/or heritage interpretation. The costs of this service (as distinct from the cost of the lease) were to be shared in proportion to primary school pupil numbers. In recent years the County Council has spent approximately £35,000 per annum on "reactive maintenance" and a surveyor's report had indicated that works costing in the region of £425,000 would be required over the next five years. Bracknell Forest Borough Council's share of these costs would need to be absorbed from within existing budgets or met from the contingency provision. Unless an agreement was reached between the unitary authorities by 1 April 1998 vesting the lease in the unitary authority, it would vest in the residuary body.

RECOMMENDED that the Council enter into an agreement concerning Ufton Court as detailed in the officer's report.

It was further **RESOLVED** that the Borough Solicitor should write to the Ufton Court Management Committee requesting that Bracknell Forest Borough Council be allowed to nominate a representative to that Committee.

Education Library Service and Other Joint Arrangements (Item 2)

The Sub Committee considered a report on possible redundancy costs payable resulting from Wokingham District Council withdrawing from some of the proposed joint arrangements, including the Education Library Service for which Bracknell Forest Borough Council would be responsible from 1 April 1998. It was proposed all six unitary authorities should enter into an agreement to contribute to these redundancy costs.

RESOLVED that any redundancy costs paid within three months from reorganisation date arising from Wokingham District Council not participating in joint arrangements for the provision of services, be met from a fund set up by the Designated Authority (Reading Borough Council) from the County Council's balances and spare SCA.

Berkshire Sports and Social Club, Sonning (Tabled Item)

The Chairman agreed to the consideration of this report as an urgent item since it concerned a proposed agreement between the Berkshire Unitary Authorities to be entered into prior to 1st April. The report considered proposals as to the interim funding of the Berkshire Sports and Social Club and the future management of the property at Sonning, currently owned by the County Council. The proposed arrangement between the six unitary authorities was to support the funding of the Club over the next three years at a cost of £24,000 County-wide during the first year, £16,000 in the second year and £8,000 in the third. It was proposed that the Sports and Social Club should aim during this time to manage the financial transition, with a view to achieving viability in its own right by the end of the third year. If financial viability were to be achieved the club would be granted a lease by Wokingham District Council, in whom the property would vest on reorganisation.

RECOMMENDED that the Council confirms its agreement to the proposed arrangements set out in the Officer's report regarding the funding of Berkshire Sports and Social Club at Sonning.

Highway and Transportation Contracts (Tabled Item)

The Chairman agreed to the Sub Committee considering an urgent tabled report on the ground that the matter required determination prior to Local Government Reorganisation. The report concerned the highway and transportation contracts to be taken over by the Borough Council from the County Council upon reorganisation. It was proposed that these contracts should be formally recognised and managed on the present day system by the Director of Planning and Transportation and that delegation be given to the Director of Planning and Transportation to place various orders under these contracts to a value of £50,000.

RESOLVED that

- (i) the continuing contracts and approved list of contractors for works, goods and services of the former County Environment Department relating to the Borough Council be recognised and be managed on the present basis by the Director of Planning and Transportation (or other such Director as appropriate); and
- (ii) that for term and schedule of rates contracts involving work on the highway, the Director of Planning & Transportation be given delegated authority to place individual orders up to the value of £50,000.

Delegated Authority

The Borough Solicitor gave a verbal report upon the need for delegated authority to be given to the Chief Executive or in his absence the Director of Corporate Services, to deal with any urgent matters relating to local government reorganisation between the end of this Sub Committee and 1 April 1998 in order to ensure that all appropriate agreements be entered into and arrangements made before the reorganisation date.

RESOLVED that delegated authority be given to the Chief Executive, or in his absence the Director of Corporate Services to deal with any matters relating to local government reorganisation from the end of the Sub Committee meeting to 1 April 1998.

Draft Agreement

The Borough Finance Officer gave a verbal report regarding the need to approve delegation to the Section 151 Officer to agree changes in the management and profile of the Berkshire County Council debt outstanding managed by Reading Borough Council subject to there being no increase in revenue costs to Bracknell Forest Borough Council.

Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for the consideration of Items 4 to 6 in which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (1) Information relating to employees (Item 6)
- (2) Information relating to terms proposed for a contract (Items 4 & 5)

Category 2 Properties (Item 4)

In a report containing exempt information the Borough Solicitor and Chief Valuer gave details of the terms of a proposed agreement between the unitary authorities as to Category 2 properties, seeking authorisation for the Council to enter an agreement on the terms detailed in the report.

RESOLVED that the Council enter into an agreement with the other unitary authorities concerning Category 2 properties in accordance with the terms set out in the Officer's report.

Sale of Shire Hall and Replacement Archives Building (Item 5)

In a report containing exempt information the Borough Solicitor updated the Sub Committee on the position in relation to the sale of Shire Hall and the distribution of the proceeds of sale and the provision of a replacement archive facility currently proposed for Yeomanry House, Reading..

RESOLVED that the Council enter into the proposed agreement for the distribution of the proceeds from the sale of Shire Hall, the management of Shire Hall and the funding and award of contracts for a replacement archives building as outlined in the Officer's report.

Funding of NJC Staff (Item 6)

In a report containing exempt information the Borough Finance Officer and Director of Corporate Services gave details of the method of financing NJC staff.

RESOLVED that the Sub Committee approve the detailed method of financing NJC staff set out in the officer's reports.

Tuns Lane, Slough

In a verbal report containing exempt information the Borough Solicitor gave an update on the situation with regards to the selling of the site in Slough District Council's area.

RESOLVED that the Council agree that all the Unitary Authorities should contribute to costs and expenses which Slough Borough Council may incur resulting from the County Council entered into by Berkshire County Council.

The meeting commenced at 5.45pm and concluded at 6.50pm.

CHAIRMAN

ACCESS ADVISORY SUB COMMITTEE
21 MAY 1998

Present: Councillor Ward (Chairman)
Councillor Mrs Clifford
Councillor Finnie
Councillor Onions
Mrs V L Ashby, Bracknell Carers Group
Miss T Azam, Bracknell and Wokingham Muscular Dystrophy Group
Mr T Mallett, Red Diamonds
Mrs P Sanderson, The Ark
Mr P Thompson, Arthritis Care
Mrs I Tilbury, Arthritis Care

Apologies for absence:

Councillor Mrs Sutcliffe
Mrs Bolitho, British Red Cross
Mr P Fox, Mencap
Mrs Kearon, Bracknell Citizens' Advice Bureau
Mrs H Hart, Bracknell Multiple Sclerosis Therapy Centre
Mrs I Mattick, Triple 'A'
Mr M Shrimpton, Bracknell Disability Information Network

1. Appointment of Vice Chairman

RESOLVED that Councillor Mrs Clifford be appointed Vice Chairman of the Access Advisory Sub Committee for the 1998/99 municipal year.

2. Minutes

The minutes of the meeting of the Access Committee held on 11 March 1998 were approved as a correct record and signed by the Chairman.

3. South Hill Park - Development Proposals

Mr Tim Brinkman, Director of South Hill Park Trust, and Mr David Elford, Chairman of South Hill Park Trust, together with Mr Eddie Taylor, of Allies Morrison, the architects acting on behalf of the Trust, gave an update to the Advisory Sub Committee on the revisions to the development proposals. The Sub Committee was advised that the revised scheme had been down-sized following discussions with the Arts Council. However, the main access improvements detailed in the original proposal remained.

Mr Taylor outlined the main features of the proposed development with particular emphasis on wheelchair access. It was proposed that the entrance would have automatic doors and the existing steps and ramps would be upgraded. The reception desk would be located facing the entrance with an induction loop and a low level section. The existing lift would be upgraded, to provide lift access to all floors of the building, including new lift levels at the Recital Room and the Cellar Bar.

An important feature of the scheme remained the establishment of an atrium in the centre of the building at ground and first floor levels to provide a focal point for activities. The proposals also included step lifts, to be installed at entrances to certain rooms on the first floor which could only be reached by steps and where it would not be possible to install a ramp. In response to a question, Mr Taylor also outlined the evacuation arrangements in the event of an emergency, which included refuge areas at certain levels for those in wheelchairs. A new ramped access from the terrace to the lawn would also be provided, which was welcomed.

Access to the second floor of the existing building would remain difficult for some owing to the narrowness of the corridors. However, the architects stated that every effort would be made to widen doorways and consider ways of improving the current situation wherever possible.

Members of the Sub Committee also asked questions on employment opportunities for wheelchair users; tactile signage for blind and partially sighted people; lift capacities, toilet facilities; and ramp gradients. The architect stated that the employment of disabled people was a key issue, both front of house and backstage. Tactile signs were proposed and wheelchair accessible WC facilities were being proposed on each floor level and backstage. Facilities would be varied on each floor to give a degree of flexibility. The main lift would be a 13 person lift and would comply to current access standards. Existing and new ramps would be as gentle a gradient as possible.

Mr Brinkman briefly outlined the activities that took place at the centre; there were in excess of 4,500 events per annum. The centre was unique in that it provided around 20 strands of arts activity and enabled a wide range of people to get involved in schemes.

Mr Elford advised the Sub Committee that representatives of the Trust were due to visit the Arts Council on the following day to discuss National Lottery funding allocations, and in particular a letter from the Arts Council limiting the level of grant available.

The Sub Committee endorsed the proposed scheme unanimously and thanked representatives of South Hill Park for their presentation.

The meeting commenced at 7.30 p.m.
and concluded at 8.40 p.m.

CHAIRMAN

**TOWN CENTRE SUB COMMITTEE
2 JUNE 1998**

Present: Councillors Angell, Mrs Ballin, Bettison, Flood, Jones,
McCormack, North and Wheaton

Substitute Member: Councillor Mrs Clifford for Councillor Mrs Hirst

Also Present: Councillor Wade

1 Election of Chairman

RESOLVED that Councillor Bettison be elected Chairman of the Town Centre Sub Committee for the municipal year 1998/99.

COUNCILLOR BETTISON IN THE CHAIR

2 Appointment of Vice Chairman

RESOLVED that Councillor Angell be appointed Vice Chairman of the Town Centre Sub Committee for the municipal year 1998/99.

3 Substitute Members

It was noted that Councillor Mrs Clifford was acting as a substitute Member for Councillor Mrs Hirst for the duration of the meeting.

4 Minutes

The minutes of the meeting of the Sub Committee held on 27 January 1998 were approved as a correct record and signed by the Chairman.

5 Presentation by Town Centre Development Manager on the Second World Congress of Down Town and City Centre Management

In a detailed presentation, Graham Mountford informed the Committee of his recent visit to the second World Congress of Down Town and City Centre Management and gave details of the work undertaken within the United States on the concept of Business Improvement Districts (B.I.D.s). B.I.D.s were areas of towns or cities chosen for enhancement into which private property owners within the area paid a percentage of their tax specifically for developing services within the area over and above those provided by the municipality. These services could include safety projects, improvements, maintenance, landscaping and marketing of the B.I.D. In several cases specific staff were employed as either public safety officers or customer service representatives to encourage the new image, develop a perception of safety and enhance the services available to area users. Representatives attending the congress had visited a number of cities within a short space of time and assessed the various different B.I.D. initiatives.

It was noted that within the United Kingdom town and city improvement zones had been developed in certain areas but had not been entirely successful as they were less focused on specific areas, undertook to run a wider range of services and therefore had not the concentrated infrastructure or funding which enabled the Business Improvement Districts to be successful. It was considered that American successes could be adapted in part to British towns such as Bracknell, by encouraging local investment and partnerships to develop local services above those already provided by the Council. However a clear vision of a town's development route would be needed to ensure its success.

6 Town Centre Retailers and Business Associations (Item 1)

The Sub Committee considered a report reviewing the work undertaken by the Bracknell Retailers Association and Town Centre Forum, in light of the town centre redevelopment proposals and the new unitary authority's role.

RESOLVED that:

- (i) the Borough Council continue to support the work of the Bracknell Retailers Association and invites them to submit comments on relevant topics to the Town Centre Sub Committee; and
- (ii) the Borough Council supports the creation of a Town Centre Business Association to provide a platform for town centre initiatives.

7 Town Centre Capital Programme (Item 2)

The Sub Committee received a report giving details of three improvement schemes proposed for the town centre in the short term as part of the work detailed within the capital programme for the 1998/99 municipal year. The proposed schemes related to Grenville Place, The Broadway and Crossway and approach road signage for the approach roads linking the Met Office roundabout and station roundabout with The Ring. It was noted that the latter would have to be referred to the Highways Sub Committee for road naming approval.

RESOLVED that

- (i) the proposed schemes to re-pave and improve Grenville Place, undertake remedial and repair works to the Broadway and Crossway including replacing lamp column heads and signing the town centre approach roads be approved; and
- (ii) the work be carried out by the Borough's term contractor and other specialist sub contractors as appropriate.

8 **Interim Report of the Focus Group on Transportation Issues of Town Centre Redevelopment (Item 3)**

The Sub Committee received and noted the information item relating to the progress undertaken by the Focus Group on transportation issues relating the proposed town centre redevelopment.

9 **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 4 which involves the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (9) Terms proposed for a Contract
- (7) Financial or Business Affairs relating to a third party

10 **Town Centre Development - Consultancy Advice (Item 4)**

In a report containing exempt information the Sub Committee considered the need to confirm the retention of the Council's developed consultants, Healey and Baker.

RESOLVED that Healey and Baker continue to be retained to provide ongoing advice on the town centre development proposals on the terms reported.

The meeting commenced at 5.30pm and concluded at 6.45pm

CHAIRMAN

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ACCESS ADVISORY SUB COMMITTEE
17 JUNE 1998

Present: Councillor Ward (Chairman)
Councillor Mrs Clifford (Vice-Chairman)
Mrs V L Ashby, Bracknell Carers Group
Miss T Azam, Bracknell and Wokingham Muscular Dystrophy Group
Ms C Dann, Bracknell Users Group
Mr P Fox, Mencap
Ms H Hart, Bracknell Multiple Sclerosis Therapy Centre
Mrs S Kearton, Bracknell Citizens' Advice Bureau
Mr M Maice, Forestline Community Transport
Mr E Mallett, Red Diamond Disabled Sports Association
Mrs I Mattick, Triple 'A'
Mr M Shrimpton, Berkshire Disability Information Network
Mr A Tarry, National Federation of the Blind
Mrs M Thompson, Action Group for the Physically Handicapped

Apologies for Absence:

Councillor Finnie
Councillor Onions
Councillor Mrs Sutcliffe
Ms M Abbott, Downside Resource Centre
Miss A Ball, Parents Together
Mrs P Sanderson, The Ark

4. Minutes

The minutes of the meeting of the Access Advisory Sub Committee held on 21 May 1998 were approved as a correct record and signed by the Chairman.

5. Matters Arising from the Minutes

Minute 97 - RAMPO Fund

The Sub Committee noted that their recommendation to the Strategy and Policy Committee for a grant towards the construction of a ramp for the Bracknell Royal British Legion Club, had been agreed. The Access & Mobility Officer confirmed that an estimate of £500 to construct the ramp, had been received. Action would now be taken to release the money.

Minute 99 - Access Committee Training

The Sub Committee was advised that a new training officer had been appointed. The Access & Mobility Officer and the Training Officer would be meeting shortly to determine a training schedule.

6. Transport Policies and Programme - Consultation Draft (Item 1)

The Sub Committee considered a report concentrating on the mobility and accessibility aspects of the Transport Policies and Programme (TPP) bid for 1999/2000. The report outlined the proposed improvements for mobility and accessibility in the medium term, 2000/2001 onwards. As the plans were medium term, members of the Sub Committee asked if any immediate improvements to the transportation system for disabled people were planned. The Access & Mobility Officer considered current travel difficulties being experienced. The views of the Sub Committee were noted and would be discussed by Officers. Support for community transport operations would continue whilst public transport remains difficult.

The Sub Committee discussed the difficulties experienced by wheelchair users when travelling by rail. For example, platforms at Bracknell and Reading stations were not currently accessible to wheelchair users. When travelling back from London, wheelchair users were advised to alight at Ascot station. Wheelchair users must also book their journey at least one week in advance.

The Sub Committee also considered proposals for the provision of low floor buses and noted that consideration would need to be given to kerb heights to ensure ease of access.

After consideration of the three specific proposals, the Sub Committee indicated the following priority order:

- Provision of low floor buses
- A shop mobility programme
- Mobility Accessibility improvements at Bracknell town railway station

7. **Borough Council Committee Reports (Item 2)**

The Sub Committee considered a proposal to include a standard paragraph in all committee reports regarding access implications. The Sub Committee noted that the Access & Mobility Officer, in view of the volume of reports, would not prepare the standard paragraph in reports, but would issue guidance to report authors on how to assess access implications.

RECOMMENDED to the Strategy and Policy Committee that access implications be considered and detailed in all committee reports; and be assessed as set out below:

- (a) It would be the individual report author's responsibility to fully consider access implications and outline implications in the report to the committee. Guidance would be provided by the Access & Mobility Officer in the form of a small leaflet for staff and "designing for accessibility" will be available for reference in all departments.
- (b) The Borough Council's training programme on disability awareness would continue to provide information for staff on access issues.
- (c) The Access & Mobility Officer would arrange internal workshops for staff where appropriate.

- (d) The Access & Mobility Officer would give detailed advice on issues that were complex or where officers were unsure of how to progress an issue should the need arise.

8. Parking Leaflet - Consultation Draft (Item 3)

The Sub Committee was asked to comment on a leaflet designed by the Access & Mobility Officer "Orange Badge Parking in Bracknell Forest". The Sub Committee endorsed the leaflet subject to a few alterations.

The meeting commenced at 7.30 p.m.
and concluded at 9.05 p.m.

CHAIRMAN

MILLENNIUM SUB COMMITTEE

17 JUNE 1998

Present: Councillors Barnard, Blatchford, Egan, Fawcett,
Flood, Good, Mrs Keene and Mrs Pile

Substitute Members:
Councillor Grayson

Also present: Councillor Jones

Apologies for absence were received from:
Councillor Ryan

1 Election of Chairman

RESOLVED that Councillor Egan be appointed Chairman of the Millennium Sub Committee for the municipal year 1998/99.

2 Appointment of Vice Chairman

RESOLVED that Councillor Blatchford be appointed Vice Chairman of the Millennium Sub Committee for the municipal year 1998/99.

3 Substitute Members

In accordance with Standing Order No. 38, Councillor Grayson attended the meeting as a substitute for Councillor Ryan.

4 Terms of Reference

The Director of Leisure Services introduced the draft terms of reference for the Sub Committee in order that the Sub Committee could consider any additional items that should be included. The original draft terms of reference were as follows:

- (i) to develop options for the Millennium celebrations and submit them to Strategy and Policy Committee for approval and funding
- (ii) to oversee the development of these events

The draft terms of reference would be submitted to the Strategy and Policy Committee on 15 July 1998 for confirmation. The Sub Committee considered that the remit of the Sub Committee should include consultation with the public on the development of Millennium events with the Council acting as enabler and facilitator. It was felt that consideration should be given to the involvement of other sectors of the local community including businesses and community groups. The Sub Committee considered that it would be important to ensure clear co-ordination of Millennium work both within the Council's departments and with the community.

It was considered that the Sub Committee should meet on a regular basis in order to undertake the work required, and given the timescale involved.

It was

RECOMMENDED TO STRATEGY AND POLICY COMMITTEE that the following additional term of reference be added to those currently listed for the Millennium Sub Committee:-

“To co-ordinate, facilitate and develop links with various sectors of the local community, including local Churches, organisations and businesses, in order to develop a programme of Millennium events.”

5 Finance

The Director of Leisure Services reported that no funding had as yet been identified to develop any proposals. The Sub Committee felt that Strategy and Policy Committee should be approached to see if pump-priming funding would be available for this and the next financial year. However, the Director reported that the Millennium Commission had identified a large sum of money to which local authorities could apply for funding towards their Millennium festival activities. The deadline for receipt of proposals by the Millennium Commission was the end of July, with a final deadline and further details to be submitted by the end of August. Therefore a fast track procedure would be needed for working towards securing funding from the Millennium Commission for Millennium activities within the Borough. The likely amount of grant aid to be granted by the Millennium Commission would be up to £30,000 for grants given in the first round to larger proposals. Following this initial grant round, a further round would be made for smaller community project grants giving grants of up to £5,000 per project. It was considered important to involve the Parish and Town Councils in both co-ordinating activities and exploring further areas for funding. The Sub Committee also considered the need for exploring sponsorship routes through the business community.

6 Events

The Director of Leisure Services introduced the need for the Sub Committee to identify a programme of events to be undertaken. Consideration was needed to be given to the type of events to be held, who they would involve and when they would take place. The Committee divided into three groups to consider possible events that could be arranged to celebrate the Millennium under the headings of Arts/Education, Religious/Community and Sports. Further to the group work in which brainstorming to consider possible events took place in each of these areas,

the Sub Committee reconvened as a whole and discussed the ideas that had arisen. The Director of Leisure Services reported that the list of ideas would be taken back to the Leisure Department for analysis and that from these ideas a shortened list would be developed of the events considered to be feasible.

7 The Way Forward

The Director of Leisure Services reported that the Sub Committee would reconvene in a month's time. Before that meeting he would undertake to research the ideas put forward in the meeting, assess those which would be feasible and draft figures for the events. This report would then be presented to the Strategy and Policy Committee.

8 The next meeting of the Committee would take place on Monday 20 July 1998 at 7.30pm.

The meeting commenced at 5.30pm and concluded at 7.10pm.

CHAIRMAN

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AUDIT & PERFORMANCE REVIEW COMMITTEE
24 JUNE 1998

Present: Councillors Beadsley, Birch, Blatchford, Mrs Hayes,
North, Mrs Shillcock and Wade

Substitutions: Councillor Adams for Councillor Good

Also in attendance: Councillor Mrs Keene

Apologies for Absence: Councillors Good and McCormack

1 Election of Chairman

RESOLVED that Councillor Birch be elected Chairman of the Committee for the 1998/99 Municipal Year.

COUNCILLOR BIRCH IN THE CHAIR

2. Appointment of Vice Chairman

RESOLVED that Councillor North be appointed Vice-Chairman of the Committee for the 1998/99 Municipal Year.

3. Minutes

RESOLVED that the minutes of the meeting of the Audit, Performance and Scrutiny Committee held on 23 February 1998 be approved as a correct record and signed by the Chairman.

4. Audit Commission Citizen's Charter Performance Indicators for 1996/97 (Item 1)

The Committee received a detailed report from the Head of Policy Development highlighting Bracknell Forest's performance against the Citizen's Charter Performance Indicators, following the recent publication by the Audit Commission of data relating to performance indicators for 1996/97 for all councils in England and Wales. The report compared Bracknell Forest's performance against neighbouring councils and the national average.

RESOLVED that:

- (i) the performance of the Council against national indicators as indicated in Appendix 1 of the report be noted;
- (ii) future performance data be reported in a similar format for future years; and

- (iii) a new target of answering direct dial telephones within 10 seconds be introduced.

5. Provision of Internal Audit Service from April 1999 (Item 2)

The Committee received a report from the Director of Corporate Services examining the future options available for the delivery of the internal audit service from April 1999, when the current contract with Deloitte & Touche was due to expire. The two basic alternatives were either to continue the existing provision of a mixture of internal and external resources or to revert to providing the entire service internally. The report identified a number of advantages in having a contract with an external firm and set out proposed arrangements for retendering for the provision of the service by contract.

RESOLVED that the plan to invite tenders for the provision of the Council's internal audit services be approved for a period of three and five years.

6. Member/Officer Protocol (Item 3)

The Chief Executive introduced a report outlining a draft procedure/ protocol which was intended to govern relations between Members and Officers. This was in response to one of the key recommendations of the Nolan Report published last year, and had been considered in detail by the Joint Strategy & Policy/ Audit & Performance Review Member Focus Group. It was stressed that the protocol was of fundamental importance and, together with the Scheme of Management, would set the framework for the way in which the Council would operate in future.

RESOLVED that:

- (i) the Member/ Officer Protocol set out in Annexe A to the report be approved subject to an addition to paragraph 6.1 –
“which affect their ward, *including the Mayor's official engagements*”;
- (ii) copies of the Protocol be circulated to all Members and Senior Officers

7. Standardised Corporate Complaints Procedure (Item 4)

The Committee received a report from the Head of Policy Development outlining the proposed corporate Complaints Procedure for the Council. The procedure was a corporate system complementing any specific or statutory procedures, such as Education Appeals and Social Services complaints, for which there were separate procedures.

This procedure would be used when it had not been possible to resolve a complaint locally.

Following discussion on the role of Members in the complaints procedure, it was agreed that the Head of Policy Development would, as a first step, set up a Members' Seminar on complaints so that the issues could be fully explored.

RESOLVED that:

- (i) the Corporate Complaints Procedure as set out in Annexe B to the report be adopted with immediate effect;
- (ii) the procedure be reviewed after one year of operation.

8. Items Submitted for Information

The committee received and noted the following items, which had been submitted for information:

- Audit Commission Publication and Reports (Item 5)
 - (i) “Home Alone” - The Role of Housing in Community Care
 - (ii) “Ghost in the Machine” - An Analysis of IT, Fraud and Abuse - subject of a separate item
 - (iii) “Worth More than Money” - The Role of the Finance Officer - also the subject of a separate report
 - (iv) “Misspent Youth ‘98” - The Challenge For Youth Justice
 - (v) “Year 2000 - A Stitch in Time” - facing the challenge of the Year 2000 Date Change.
- Ghost in the Machine - An Analysis of IT Fraud and Abuse (Item 6)
- Worth More than Money - The Role of the Finance Officer (Item 7)

The meeting commenced at 7.30 p.m.
and concluded at 9.20 p.m.

CHAIRMAN

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FINANCE & PROPERTY SUB COMMITTEE

1 JULY 1998

Present: Councillors Bettison, Egan, Mrs Hayes, Mrs Pile, Ryan
and Wade

Substitute Members: Councillors Jones (for Councillor Wheaton)
Mrs Keene (for Councillor Mrs Hirst)

Apologies had been received from Councillors Mrs Hirst and Wheaton

1. Election of Chairman

RESOLVED that Councillor P Bettison be elected Chairman of the Sub Committee for the municipal year 1998/99.

COUNCILLOR BETTISON IN THE CHAIR

2. Appointment of Vice Chairman

RESOLVED that Councillor R Wade be appointed Vice Chairman of the Sub Committee for the municipal year 1998/99.

3. Minutes

The minutes of the Sub Committee held on 10 March 1998 were approved as a correct record and signed by the Chairman.

4. Quarterly Operations Report (Item 1)

The Director of Corporate Services introduced the first Quarterly Operations Report which summarised the work of the Corporate Services Department over the last quarter. The report highlighted the main activities of each of the Business Units within Corporate Services, information on personnel and financial resource management and performance against the targets set by the Sub Committee in January 1998 as part of the Service Plan.

Key achievements during the quarter included the completion of the review of the Administration Service; agreement on the future provision of the internal audit service; the successful transition of IT systems and progress towards the introduction of a corporate communication technology strategy; and the key role played by the Legal Section in achieving joint agreements on transition between the six unitary authorities in Berkshire.

RESOLVED that the Quarterly Operations Report be noted.

5. Review of Administration Services (Item 2)

The Director of Corporate Services introduced a report on the outcome of the review of the structure of the Administration Business Unit.

The review had identified a number of problems inherent in the existing structure which tended to limit the overall effectiveness of the service. An improved structure was proposed, based upon two separate units dealing with Member and Registration Services, and Facilities Management activities. Both would report directly to the Director of Corporate Services. The functions of the two discrete units and the proposed staffing structures to fulfil those functions, including the impact of the structure on existing posts, were detailed in the report.

RESOLVED that

- (i) the proposals for reorganising the Administrative Business Unit outlined in the report be agreed to be implemented from 1 September 1998;
- (ii) the budget for Corporate Administration Services in 1999/2000 be reduced by £71,000 to £1,220,000; and
- (iii) all responsibility for concessionary fares and the mini bus service be transferred to the Planning & Transportation Committee.

6. Capital Programme 1997/98 - Provisional Outturn (Item 3)

The Sub Committee received a report on the preliminary outturn position for 1997/98 against the approved capital programme.

The Council had agreed a capital programme of £12.5m on 27 February 1997 for new schemes to be implemented in the financial year 1997/98. In addition approval had been granted to carry forward budgets amounting to £6m, relating to schemes which had previously been agreed by Council prior to 1997/98. The report gave a preliminary outturn position and estimated the level of carry forward into 1998/99. A provisional estimate for year-end capital receipts was also provided, which indicated the possibility for further capital funds to be made available to meet additional requests submitted by service committees.

RESOLVED

- (i) that the estimated outturn capital programme expenditure of £29.4m against an approved budget of £41.1m be noted;
- (ii) that the provisional estimated year end available capital receipts of £34.7m be noted; and
- (iii) that the Strategy & Policy Committee be advised that additional capital funding has been identified which can be used to support the request from Education Budget Sub Committee for additional funding to supplement the "Building Better Schools" initiative.

7. Transition Expenditure - Provisional Outturn 1997/98 and 1998/99 Estimate (Item 4)

The Sub Committee received a report presenting the provisional outturn position on expenditure against the transition budget for 1997/98, and the estimated requirements for transition expenditure for 1998/99 and the next three years.

RESOLVED

- (i) that the estimated outturn transition expenditure for 1997/98 be noted;
- (ii) that the transition budgets for 1998/98 to 2000/01 be approved; and
- (iii) that the Chief Executive be authorised to agree additional expenditure from the transition budget up to the level of the contingency of £250,000.

8. Treasury Management - Annual Report 1997/98 (Item 5)

The Sub Committee received the annual report of the Borough Finance Officer on the performance achieved through the Council's investment strategy. The report summarised performance on the Council's investments during the last year and proposed an investment strategy for the year ahead.

Members were particularly pleased that the rate of return generated by internally managed investments had exceeded the rate achieved by the Council's Fund Managers.

RESOLVED

- (i) that the annual report be noted;
- (ii) that the general principles of the proposed investment strategy for 1998/99 be agreed; and
- (iii) that the maximum amount invested long term (i.e. for a period of 1 to 5 years) be limited to 60% of the total sums invested.

9. Personal Accident Insurance for Council Members (Item 6)

The Sub Committee was advised that the Council currently provided personal accident insurance for Councillors. The benefits payable were periodically increased to take account of inflation. However the current level of cover had not kept pace with industry standards and it was proposed to link the level of insurance cover to a specific senior manager's salary grade.

RESOLVED that the personal accident insurance cover for Councillors be based on a senior manager's salary linked to the top of grade D (SCP54) and should be recalculated annually.

10. Assisted Car Purchase Scheme (Item 7)

The Sub Committee considered a report on the Council's assisted car purchase scheme which allowed essential car users and casual car users (who complete in

excess of 300 miles per annum) to apply for a car loan at a fixed rate of interest for the life of the loan.

The National Negotiating Body had until recently, determined the interest rate applied to car loans each year. However, the loans were no longer included in the national agreement and each local authority was required to determine its own rate of interest. To reduce administration and the need for annual decisions by the Sub Committee it was recommended that the interest should be determined annually by the Borough Finance Officer at the base rate on the previous 1 March plus 1.2% to cover administration and provision for any losses.

The proposal would be reported for information to the Local Joint Committee at its next meeting.

RESOLVED that the interest rate on car loans be set annually as the base rate on the previous 1 March plus 1.2% to cover administration and a provision for any losses.

11. Sale of School Land & Buildings (Item 8)

The Sub Committee received a report from the Director of Education proposing the adoption of a policy on capital receipts in respect of school land and buildings.

Berkshire County Council had introduced a policy of sharing some of the proceeds from capital receipts with schools as an incentive to schools to bring forward unused or under used premises for disposal. As part of the process of reviewing Berkshire policies and amending them to meet the circumstances of the Borough, the Sub Committee was asked to consider adopting this policy for use in appropriate circumstances.

RESOLVED that the policy outlined in paragraph 4.3 be approved, which links disposal of unused and under used premises or land to a scheme to benefit the school concerned.

12. Energy Purchase Contracts (Item 9)

The Sub Committee considered a report on the arrangements for inviting tenders for the annual contracts for the provision of gas and electricity to the Council's larger sites. Tenders were shortly to be invited for energy purchase contracts for those buildings using more than 100 KW of electricity or 2,500 therms of gas annually.

RESOLVED that the Borough Surveyor be authorised, in consultation with the Chairman, to accept the lowest tenders for the supply of gas and electricity, respectively.

13. Building Cleaning Contracts (Item 10)

In accordance with Standing Order 25 Councillor Egan declared a non pecuniary interest in this item and was invited to remain and participate in the meeting.

The Sub Committee was advised that a number of building cleaning contracts, which had either been let by the Borough Council or inherited from Berkshire County Council, were due to expire during the summer/autumn 1998. Authority was sought to extend and re-tender these contracts.

The anticipated programme for the re-tendering was set out in the report. There were likely to be various options within each contract, which would reflect quality and standards, as well as price, which would need to be balanced against budget availability. It was proposed therefore that a special Sub Committee be established to enable Members to evaluate the tenders received.

RESOLVED

- (i) That authority be given to the extension of existing cleaning contracts up until 31 March 1999;
- (ii) That the Borough Surveyor, in consultation with the Chairman, be authorised to agree the lists of tenderers for each proposed cleaning contract;

RECOMMENDED to Strategy & Policy Committee that a special Sub Committee be established consisting of five Members, with authority to evaluate the tenders received for building cleaning and to accept the most cost effective tenders for these services.

14. Non-Secure Leases and Licences to Occupy Corporate Operational Property (Item 11)

The Sub Committee received a report advising that as a unitary authority the Council now owned and managed a significant corporate operational property portfolio. In order to achieve improvements in service delivery through joint working, or maximise use of this accommodation, authority was sought for the Borough Surveyor to enter into appropriate non-secure leases or licences, dependent upon individual circumstances, with other organisations or agencies.

RESOLVED that the Borough Surveyor be given delegated authority to grant short term contracted out leases or licences for outside agencies to occupy space within the Council's corporate operational property where the relevant Director is satisfied that benefits will accrue in service delivery.

15. Items for Information

The Sub Committee received and noted the following items for information:

- Item 12 Urgent Action - Public Safety Site Clearance - Garages 106 to 110
Victoria Road, Owlsmoor
- Item 13 Urgent Action - Provision of Archives - Yeomanry House

16. Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Items 14 to 17 which involved the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to individual employees (Annexe D to Item 2)
- (7) Information relating to the financial affairs of a particular person (Item 14)
- (8) Information on contract price for the sale or acquisition of property (Items 15, 16 and 17)

17 Business Rates - Discretionary Rate Relieve (Item 14)

The Sub Committee considered a report on applications for relief on business rates from a business in a designated rural area; and from a charitable body.

RESOLVED:

- (i) that 50% discretionary rural rate relieve be granted to Cranbourne Stores until 31 March 2000; and
- (ii) that 20% discretionary charitable relieve be granted to the YMCA until 31 March 1999.

18 Longshot Lane - Lease Renewals (Item 15)

The Sub Committee was advised that the Council held a 125 year head lease of part of the Longshot Lane estate. The majority of the units on the estate were currently subject to lease renewals, this being to either existing or new tenants. The Head rent review was also due and was under negotiation.

Based on current market rents, a number of proposed lettings on the estates, particularly for the larger units and open storage areas, were at higher rentals than current delegations allowed to be dealt with by officers. Delegations generally were under review and a report was to be submitted to a future meeting of Strategy and Policy Committee. In the meantime, this report sought delegated authority to deal with these new leases, rent reviews and lease renewals, and to complete the head rent review.

RESOLVED

- (i) That the Borough Surveyor be given delegated authority to deal with new leases, rent reviews, lease renewals and licences for the Council's commercial property where the proposed rent does not exceed £25,000 per annum; and
- (ii) That the Borough Surveyor, in consultation with the Chairman be given delegated authority to complete the head rent review at Longshot Lane.

19. Disposal of Land at South Hill Road (Item 16)

The Sub Committee received a report on the potential disposal of land at South Hill Road. East Berkshire NHS Trust owned an area of land, which extended to some 12 hectares and was currently occupied by Church Hill House Hospital. The Council

owned an adjacent strip of land of approximately 1.3 hectares along South Hill Road, this being land transferred to the Council by Bracknell Development Corporation.

The report outlined proposals for the joint marketing and disposal of the whole site and recommended the approval of provisional agreed terms for the sale.

RESOLVED:

- (i) That the Borough Council dispose of its landholding at South Hill Road on the basis set out in the report; and
- (ii) That the Borough Surveyor, in consultation with the Chairman, be authorised to agree any amendments to the terms in order to achieve best consideration.

20. **Land Adjacent to 9 Cambridge Road - Disposal of House Plot (Item 17)**

The Sub Committee considered a report on the potential disposal of land in Cambridge Road, Owlsmoor. The land had outline planning consent for one detached dwelling. The report proposed that the site be sold to Cheshire Foundation Housing Association to build a special needs housing unit.

The Housing Sub Committee on 4 March 1998 had received a report outlining the social housing benefits of this scheme.

RESOLVED that authority be granted to the Borough Surveyor to dispose of land adjacent to 9 Cambridge Road to Cheshire Foundation Housing Association on the terms set out in paragraph 4.5 of the report.

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

CHAIRMAN

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PERSONNEL SUB COMMITTEE
6 JULY 1998

Present: Councillors Sargeant (Chairman), Councillors Bayle, Beadsley, Blatchford, Harrison, Grayson, Mrs Keene, Mills and Ward

Substitution: Councillor Bayle for Councillor Wheaton

Apology for Absence: Councillor Wheaton

1. Substitute Members

Councillor Bayle for Councillor Wheaton

2. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 12 March 1998 be confirmed as a correct record and signed by the Chairman.

3. Local Joint Committee

RESOLVED that the minutes of the meeting of the Local Joint Committee held on 9 June 1998 be received and noted.

4. Personnel Policies and Procedures (Item 1)

The Director of Corporate Services gave an update on personnel policies and procedures post April 1998 which included a review timetable for the following issues:

- Early Retirement
- Code of Conduct
- Whistle Blowing
- Disciplinary Procedure
- Grievance Procedure
- Capability Procedure
- Redundancy Handling
- Review of Car Leasing Arrangements
- Appraisal
- Long Service Awards
- Maternity/Paternity/Adoption
- Training and Staff Development
- Violence at Work
- Leave (annual, special, flexi)
- Personnel Records
- Management Information
- Relocation
- Recruitment (testing, advertising guidelines, temps etc.)

- Job Sharing
- Customer Care

RESOLVED that the policy review timetable for the above issues, as detailed before Members, be endorsed.

5. **Council Policy on the Exercise of Discretionary Provisions Regarding Pensions and Severance (Item 2)**

In a detailed report the Borough Personnel Officer submitted proposals to amend the Council's policy on severance issues, the use of severance discretions and the new discretions available under the 1997 Pension Regulations.

RESOLVED that the following policies be implemented from 12 July 1998:

(A) ILL HEALTH RETIREMENTS:

- (i) To make any ill-health retirement under dispute subject to a second independent medical opinion.

(B) SEVERANCE FOR THOSE UNDER 50 YEARS OF AGE:

- (i) to use actual weekly pay in the calculation of redundancy payments to employees aged under 50.

(C) SEVERANCE FOR THOSE OVER 50 YEARS OF AGE:

- (i) To use actual weekly pay and the 66 week calculator in the calculation of redundancy payments to employees aged over 50 where a pension is not paid.
- (ii) To use the statutory redundancy scheme of up to 30 weeks and an earnings limit of £220 per week in the calculation of redundancy payments to employees aged over 50 where a pension is paid.
- (iii) To grant a maximum of 5 added years to a pension only in exceptional circumstances.

(D) LOCAL GOVERNMENT REORGANISATION

- (i) To continue to apply the severance principles of the Berkshire Personnel Protocol where a severance is directly attributable to LGR.

(E) 1997 PENSION REGULATIONS

- (i) Not to reduce or waive employee contributions for those with 40 or more years' membership.
- (ii) Not to agree to Voluntary Early Retirement for those aged between 50 and 59 years and pay them with immediate benefits.

- (iii) To increase pensionable service at retirement for staff with less than 5 years service only in very exceptional circumstances
 - (iv) Not to add to an employee's pensionable service on recruitment.
 - (v) Not to institute a shared cost Additional Voluntary Contribution arrangement.
 - (vi) To deem that membership in respect of female scheme members between 1972 and 1988 qualifies for widower's benefits.
- (F) THE EARLY RETIREMENT/SEVERANCE POLICIES OF THE COUNCIL BE REVIEWED BY OCTOBER 1999.
- (G) ANY STAFFING PROPOSAL INVOLVING SEVERANCE TO BE SUBJECT TO SERVICE COMMITTEE APPROVAL.

6. Disciplinary/Capability Procedure (Item 3)

The Borough Personnel Officer submitted suggested revised Disciplinary and Capability Procedures for the new unitary Council and sought the Sub Committee's views. It was noted that the Procedures had been the subject of consultation with the trade unions.

With regard to the application of the Disciplinary Procedure to employees on short term contract of two years or less, the Borough Personnel Officer undertook to examine the feasibility of utilising steps one and two of the Procedure where applicable.

Stage 2 of the procedure would be clarified to detail how employees were to be notified of a hearing.

RESOLVED that the new Disciplinary and Capability Procedures, as presented by the Borough Personnel Manager, be adopted with effect from 1 September 1998.

7. "Whistleblowing" Procedure and Employee Code of Conduct (Item 4)

The Director of Corporate Services reported that at its meeting on 10 September 1997, the Audit Performance and Scrutiny Committee had considered a report on the Committee on Standards in Public Life into Local Government. They resolved that an Officer Working Group be formed to produce drafts of an Officer/Member Protocol, a "Whistleblowing" Procedure and a revised Code of Conduct for Employees.

Accordingly drafts of each of the above documents had been prepared and considered by a Strategy and Policy/Audit and Performance Review Joint Focus Group. The Focus Group had recommended that the "Whistleblowing" Procedure and Employee Code of Conduct proceed through the normal route (including formal employee consultation) and these were presented before the Sub Committee for consideration.

RESOLVED that:

- (i) the "Whistleblowing" procedure and Employee Code of Conduct, as reported, be adopted with effect from 1 September 1998; and
- (ii) the new Procedure and Code be publicised to all Members and staff.

8. Items for Information

The Committee received and noted the following two items for information only:

- Fairness at Work (Item 5)
- Local Government Employees' Pay Award (Item 6)

In considering the Fairness at Work item the Sub Committee noted that details of the Governments proposals for family friendly policies were awaited and would be reported upon when known.

The meeting commenced at 7.30pm and concluded at 8.15pm.

CHAIRMAN