



**Council
Wednesday 18 November 1998, 7.30 pm**

AGENDA

Page No

1. **Apologies for Absence**
 2. **Prayers - The Mayor's Chaplain The Reverend David Osborne has been invited to open the meeting with prayers.**
 3. **Mayor's Announcements**
- (1) The Late Councillor W Onions
 - (2) Former Councillor R Angell
4. **To approve as a correct record the minutes of the Meeting of the Council held on Wednesday 22 July 1998.**
 5. **Report of Returning Officer**

To receive the following report:

- (i) Great Hollands South Ward

Following the resignation of Mr R Angell as Ward Councillor for the Great Hollands South Ward, with effect from 24 September 1998, a by-election was held on Thursday 12 November 1998 and the votes cast for each candidate were as follows:

HENFREY Diana Simone Olivia	-	329
MAXWELL David James	-	58
PIASECKI John Stefan	-	638

- (ii) Harmans Water Ward

The Council is formally advised that a vacancy for one Ward Councillor for Harmans Water Ward has arisen following the untimely death of Mr W Onions and that Notice of Vacancy will therefore be published immediately after the meeting.

6. **Allocation of seats on committees**

To note that following the by-election for the Great Hollands South Ward, the membership of political groups represented on the Council is as follows:

5 - 6

Conservative Group	-	22
Labour Group	-	17

In determining the allocation of seats on committees, the Council is required to take account of the proportion of seats on the Council held by each Political Group. At present 39 seats are held by the two Political Groups as noted above with one vacancy. The statutory rules therefore require the 106 seats currently available on committees appointed by the Council to be allocated in the ratio 60 : 46.

7. **Appointment of Members to serve on committees 1998/99**

Report of Chief Executive enclosed.

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8. **To receive and consider reports, minutes and recommendations of committees:**

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Leisure Services Committee With Strategy & Policy Committee - 21 July 1998

Social Services & Housing Committee - 15 September 1998

See Notes (1) and (2) below

Public & Environmental Services Committee - 22 September 1998

Planning & Transportation Committee - 1 October 1998

Leisure Services Committee - 13 October 1998

Education Committee - 15 October 1998

See Note (1) below

Strategy & Policy Committee - 28 October 1998

Direct Services Board - 17 September 1998

NOTES

- (1) Further copies of the undermentioned reports which have given rise to references to this meeting can be obtained from Committee Services (01344 352260)

Housing Sub Committee

Minute 20 – Review of Housing Allocations Policy

Education Committee

Minute 293 – Early Retirement Arrangements for Teachers

Minute 294 - Handling Staff Reductions in Schools Policy

In connection with both items above, the Minutes of the meeting of the Teachers' Joint Consultative Committee held on 29 September 1998 may also be obtained from Committee Services.

- (2) The attention of Members is drawn to the Officer Report at Agenda Item 11 (a) relating to the Review of Housing Allocations Policy.

9. Questions - Standing Order 11

1. Questions To Chairman of Strategy and Policy Committee from Councillor McCormack

1. Since the statement on balances at the Finance and Property Committee in September this year, could the Chairman of Strategy and Policy Committee confirm whether additional factors justify a reassessment of the anticipated general balance at 31 March 1999?
2. Can the Chairman of Strategy and Policy Committee confirm the total number of managed vacant posts and the consequential level of savings to the Council?

2. Questions to the Chairman of Planning and Transportation Committee from Councillor Jones

Development in the Green Belt

1. Since 1 May 1997, how many applications for new developments and extensions in the green belt have come before the Planning Control Sub Committee?
2. Of those, how many have been recommended for approval and how many for refusal?
3. How many recommended for refusal by officers have been approved by the Committee? How many recommended for approval by officers have been refused by the Committee?

3. Questions to the Chairman of the Education Committee from Councillor Wheaton

Rhos-y-Gwaliau Outdoor Education Centre

1. What is the latest position with regard to the Council's financial support for the Centre after 31 December 1998?
2. Have any discussions taken place with the other unitary authorities in Berkshire on longer term support for the Centre? If so, have any conclusions been reached?

10. To receive reports from Members of the Council

Windsor Theatre Fund

Report by Cllr Finnie enclosed

11. To receive reports from Officers of the Council

- (a) Review of Housing Allocations Policy
Report of Director of Social Services and Housing and Director of Corporate Services enclosed.
- (b) Representation on Outside Bodies
Report of Director of Corporate Services enclosed
- (c) Calculation of Council Tax Base 1999/2000
Report of Director of Corporate Services enclosed

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**BOROUGH COUNCIL
18 NOVEMBER 1998**

**ALLOCATION OF SEATS ON COMMITTEES
(Chief Executive)**

1. INTRODUCTION

It is anticipated that notice has been served that Councillor XXX wishes to join the XXXX Group. Service of such notice requires the Council to carry out a review of the allocation of seats on committees to political groups as soon as practicable.

2. RECOMMENDATION

That, in view of the pending by-election for the Harmans Water Ward, a review of the allocation of seats on committees be deferred until the next following meeting of the Council.

3. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

3.1 Borough Solicitor

3.2 Borough Finance Officer

There are no financial implications arising directly from this report.

4. SUPPORTING INFORMATION

4.1 A notice has been served under Regulation 9 of the Local Government (Committees and Political Groups) Regulation 1990 advising that Councillor XX wishes to join the XXX Group. As a result the Council is required to carry out a review of the allocation of seats to political groups as soon as practicable.

4.2 There is currently a vacancy for the Harmans Water Ward and a by-election must be held within 35 days of written notice of the vacancy being given to the authority by two electors for the area. In these circumstances it is felt that it is not practicable to conduct a review of the allocation of seats until the Council meeting following the anticipated by-election. To conduct such a review at this point would result in a further review at the next Council meeting in any event, followed by a specified review at the annual meeting in May. Deferring the review will enable the Council to make appointments to the vacant seats on committees together with other consequential adjustments within the allocations determined at the annual meeting of the Council.

Background Papers

None – Published works only

Contact for further information

Malcolm Biggs – Ext 2006

Doc.Ref

k/c/18.11.98/AllocOfSeats2.doc

**BOROUGH COUNCIL
18 NOVEMBER 1998**

**APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES 198/99
(Chief Executive)**

1. INTRODUCTION

Under the terms of the Local Government and Housing Act 1989, the Council is required to make appointments to committees in accordance with the wishes expressed by the political group to which seats have been allocated. There are currently a number of vacant seats to be filled and a composite listing of committees and sub committees including current appointments, nominations to vacancies and consequential changes proposed on behalf of the political groups will be circulated prior to the meeting. The Council should now confirm these appointments.

2. RECOMMENDATION

That appointments to committees for the remainder of the current municipal year be made as set out in Annexe 1. (To be circulated)

3. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

3.1 Borough Solicitor

The procedure for the appointment of Members to serve on committees is prescribed in Sections 15 and 16 of the Local Government and Housing Act 1989.

3.2 Borough Finance Officer

There are no financial implications arising directly from this report.

4. SUPPORTING INFORMATION

- 4.1 Under the previous agenda item, the Council has been advised that, as a result of the current vacancy, no change to the allocation of seats to political groups is proposed at this time. Accordingly appointments to vacant seats fall to be made within existing allocations.

4.2 The current allocations to committees are as follows:

Committee	Conservative Group	Labour Group
Strategy & Policy (16)	9	7
Education (17)	10	7
Leisure Services (16)	9	7
Planning & Transportation (16)	9	7
Public & Environmental Services (16)	9	7
Social Services & Housing (16)	9	7
Direct Services Board (9)	5	4

4.3 At the Annual Council meeting on 25 March 1998, the following formula was adopted for the allocation of seats on sub committees etc. appointed by the above committees.

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

4.4 These allocations will be reflected in Annexe 1 (to follow) which is a consolidated listing of current appointments, nominations by political groups to vacancies and other consequential adjustments. The membership details are recommended for adoption pending a review of the allocation of seats on committees for the remaining part of the municipal year when the results of the by-election for Harmans Water are known.

Background Papers

None – published works only

Contact for further information

Malcolm Biggs – Ext 2006

Doc.Ref

k/c/18.11.98/AppOfMembers.doc

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**COUNCIL
22 JULY 1998**

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

Apologies for absence were received from:
Councillors Grayson and Harrison

THE MAYOR, COUNCILLOR FINNIE IN THE CHAIR

178 Minutes

The minutes of the annual meeting of the Council held on 25 March 1998 were approved as a correct record and signed by the Mayor.

179 Mayor's Announcements

(i) Funding Raising for British Heart Foundation

The Mayor reminded Members of fund raising events to be held in support of his charity for the 1998/99 municipal year, the British Heart Foundation.

(ii) Variation of Order of Business

The Mayor advised the Council that in view of the level of public interest in certain agenda items the number of members of the public present at the meeting and the limitations on space in the Council Chamber, he had decided that the order of business should be varied to enable petitions and matters relating to the recommendations of the Planning and Transportation Committee in Minute 111, to be dealt with sequentially as early as practicable in the meeting.

180 Scheme for Public Participation – Standing Order 12

(i) Petitions

The Council received the following petitions:

(a) a petition in the following terms was 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 by the old Authority to ensure that justice prevails.”

Further to questions the petition was referred to the next meeting of the Education Committee.

- (b) a petition in the following terms was 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."

- (c) a petition submitted in the following terms from Mr A Caines was noted:

"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."

Following questions to the petitioners, the petitions at (b) and (c) above were noted for consideration with Minute 111 of the Planning & Transportation Committee.

(ii) Statement

In accordance with Standing Order 12 the Council received a statement made by Mrs K Brinkman regarding the recommendations of the Planning & Transportation Committee at Minute 111. Following questions, the statement was noted.

(i) Question under Standing Order 11 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?"

Reply by Councillor Mrs Ballin

The Chairman of the Planning and Transportation Committee advised the Council, in detail, of the consultation mechanism that had been implemented with regard to the proposals and the results of such consultation, and expanded further on the Councils proposals with regard to the continuation of a concessionary fares scheme in appropriate circumstances.

181 Planning & Transportation Committee – 25 June 1998 – Minute 111

The Council considered the recommendations set out at Minute 111 of the Planning & Transportation Committee of 25 June 1998. A motion, making amendments to the minute, was moved by Councillor Mrs Ballin and seconded by Councillor Birch. On being put to the meeting and, on a request for a recorded vote to be taken, voting on the motion was as follows:

For: Councillors Angell, Mrs Ballin, Barnard, Bettison, Birch, Blatchford, Mrs Doyle, Egan, Finnie, Flood, Miss Haydon, Mrs Hayes, Mills, North, Mrs Pile, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Wade, Ward and Worrall (22)

Against: Councillors Adams, Bayle, Beadsley, Mrs Clifford, Fawcett, Good, Mrs Hirst, Jones, Mrs Keene, McCormack, Onions, Ryan, Mrs Shillcock, Taylor, Veakins and Wheaton (16)

Abstentions: (Nil)

The motion was therefore declared carried and it was

RESOLVED as follows:

1 That the Council's concessionary fares scheme be amended as follows with effect from 1 October 1998.

(i) 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
unable to speak or hear; or
without the use of both arms; or
a specified travelling companion of eligible persons.

(ii) Half fare bus travel passes be available at an annual charge of £12 to:

- (a) all persons aged 65 and over
- (b) 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.

(iii) A concession of £15.90 be available to purchase Senior Citizens' Rail Cards to:

- (a) all persons aged 65 and over
- (b) individuals aged between 60 and 65 who hold Senior Citizens' Rail Card passes at 25 June 1998 and continue to hold them at all subsequent renewal dates.

(iv) A concession of £11.90 be available to persons identified in 3.1(i) above to purchase Disabled Rail Cards.

- 2 That the free and half fare passes specified in 3.1(i) and 3.1(ii) be available for the period 1 October 1998 to 31 March 1999 at charges of £10.40 and £6 respectively.
- 3 That a detailed investigation be undertaken with a view to introducing a replacement "smartcard" scheme in 1999/2000.
- 4 That 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.
- 5 That provision of £5,000 be made to fund individuals travelling to Wexham Park Hospital by community transport on a pilot basis for six months.

182 **All Standing Committees**

The minutes of the meetings of all Standing Committees held on 25 March 1998 were submitted.

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

183 **Social Services & Housing Committee**

The report of the meeting of the Social Services & Housing Committee held on 9 June 1998 was submitted.

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

184 **Public & Environmental Services Committee**

The report of the meeting of the Public & Environmental Services Committee held on 16 June 1998 was submitted.

With regard to minute 81 – Environment Fair 1998, the Chairman expressed his thanks to all those officers and Members who had taken part in the Council's successful Environment Fair event this year.

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

185 **Education Committee**

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

The Chairman advised that the next scheduled meeting of the Committee for 8 October would need to be postponed to the following week and Members would be informed accordingly when a new date had been arranged.

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

186 **Planning & Transportation Committee**

The report of the meeting of the Planning & Transportation Committee held on 25 June 1998 was submitted.

RESOLVED on the proposition of Councillor Mrs Ballin, seconded by Councillor Mrs Doyle, that the report (excepting Minute 111, previously resolved) be received.

187 **Leisure Services Committee**

The report of the meeting of the Leisure Services Committee held on 30 June 1998 was submitted.

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

188 **Strategy & Policy Committee**

The report of the meeting of the Strategy & Policy Committee held on 15 July 1998 was submitted and the Chairman responded to questions thereon.

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

189 **Questions – Standing Order 11:**

- (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 their casting vote on an issue concerning his own Ward other than to maintain the status quo?”

Reply by Councillor Bettison

“The short answer to this question is yes.

The Chairman of a Committee has a second or casting vote which may be exercised when there is an equality of votes. This is provided for in the Local Government Act 1972, Schedule 12, paragraph 39 (2).

The use of the casting vote by the Chairman is subject to the same constraints as any other voting member ie it should be used honestly and according to the Chairman’s own perception of what is best in the public interest.

The question of issues concerning the Chairman's own Ward is irrelevant to the use of the casting vote. The purpose of the casting vote is to break a deadlock which would otherwise exist. If a Chairman always used the casting vote to maintain the status quo, the effect would be to maintain a deadlock rather than break it! Indeed, the Courts have remarked that a requirement of a Chairman that he/she should vote in favour of the status quo would be unlawful.

190 **Motion – Standing Order 8**

Motion 2/98

Motion 2/98 as set out in the Agenda for the meeting was moved by Councillor Ward and seconded by Councillor Bettison.

It was then moved by Councillor Beadsley and seconded by Councillor McCormack that the whole motion be deleted, excepting "*we note the independent research done for TACFIG by Rita Hale Associates*" and adding "*and request that a report be presented to the next meeting of the Finance and Property Committee with a view to assessing the implications for the residents of Bracknell Forest*".

On being put to the meeting the amendment was declared lost. Motion 2/98 was then put to the meeting and, on a request for a recorded vote to be taken, voting was as follows:

For: Councillors Angell, Mrs Ballin, Barnard, Bettison, Birch, Blatchford, Mrs Doyle, Egan, Finnie, Flood, Miss Haydon, Mrs Hayes, Mills, North, Mrs Pile, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Wade, Ward and Worrall (22)

Against: Councillors Adams, Bayle, Beadsley, Mrs Clifford, Fawcett, Good, Mrs Hirst, Jones, McCormack, Ryan, Mrs Shillcock, Taylor, Veakins and Wheaton (14)

Abstaining: Councillor Mrs Keene (1)

Motion 2/98 was declared carried and it was

RESOLVED that:

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.

The meeting commenced at 7.30pm and concluded at 10.30pm.

MAYOR

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**LEISURE SERVICES COMMITTEE AND
STRATEGY AND POLICY COMMITTEE
21 JULY 1998**

Present: Councillor North (Chairman)
Councillors Angell, Mrs Ballin, Bettison, Birch,
Blatchford, Egan, Fawcett, Flood, Good, Grayson,
Miss Haydon, Mrs Hayes, Jones, Mrs Keene,
McCormack, Mills, North, Sargeant, Mrs Shillcock,
Taylor, Thompson, Ward and Wheaton

Substitute Members: Councillors Mrs Pile and Worrall

Apologies for Absence were received from:
Councillors Bayle, Finnie and Wade

191. Chairman's Announcement

The Chairman made a procedural announcement stating that although proper due notice of the meeting had been given, the agenda had not been open to inspection by the public for a full three clear days as required under Standing Order 7 reflecting the requirements in place by the Local Government (Access to Information) Act 1985, although Councillors had received their papers with due notice. The Chairman considered however that the agenda business was of considerable urgency to be dealt with at the meeting as permitted under Standing Order 7 and the Local Government (Access to Information) Act 1985 under the following grounds of urgency:

- (i) to delay consideration of the revised application would be likely to have a detrimental affect on the application by South Hill Park; and
- (ii) there will be no convenient opportunity to convene a further meeting of the two Committees within the timescale required.

192. South Hill Park – Lottery Bid

The Director of Leisure Services introduced a detailed report regarding the request from South Hill Park Trust for grant aid of up to £1 million towards a major capital development at the site. At the Special Policy & Resources/Leisure Committee of 14 January 1997 it had been agreed that a grant of up to £1.5 million be offered to South Hill Park Trust for a major development at The Mansion. The remainder of the project was to be found from South Hill Park and Lottery funding from the Arts Council for England. Since that time, the Arts Council for England had seen a reduction in its allocation from the National Lottery and its focus had re-directed towards revenue and activity funding rather than towards provision of funding for capital works. Consequently it was unable to support the original concept and had requested that a smaller scheme be prepared. This meeting had been called to consider this revised project.

The Committee considered that it would be necessary to receive the business plan for the new project in order to assess the details of the project and also the officer advice on that report which was not available for the meeting. In light of the fact that the business plan had not been available at the time of agenda distribution, no officer recommendations had been made on the project.

193. Presentation of Capital Project by South Hill Park Trust

David Elford, Chairman of the Trustees, introduced the team from South Hill Park that had been working on developing the application for the revised project:

He outlined the progress of the application starting with the original application and giving details of its downsizing to its current format. He gave an outline of the funding required for the project which in total would reach up to £4.9 million and that the partnership funding element which would include the £1 million support funding was being sought from the Borough Council. The partnership funding had originally included £200,000 to be raised by South Hill Park. Mr Elford considered that the budget presented covered all possible contingencies and requirements in order to avoid disruption to the work of the Park by the capital project. The Arts Council for England funding for the project had been reduced and the overall cost of the project had been reduced in line with this. However, the original brief had still been followed in developing the scheme. The scheme provided new elements to the Park's work as well as developing current activities.

Tim Brinkman, Director of South Hill Park, gave a detailed presentation regarding the detailed elements of the scheme including the works to all parts of the original building. Scientific analysis had been undertaken to assess the scheme's needs and a detailed list of expectations required by the scheme had been developed via this process. He highlighted that the scheme sought to achieve three main elements namely; (i) a high quality of facilities, (ii) the type of facility able to adapt to new requirements over a duration of time and (iii) provide a high standard of access to all facilities for all members of the community. He gave details of the new facilities it was proposed to provide under the new scheme which included a new cafeteria, lift, atrium, new potteries and a new reception area for The Ark. An increase in seating levels had been provided in the studios and it was proposed that through careful programming of activities the numbers of people attending those activities could be increased.

David Elford presented details of the bid for Lottery funding to the Committee. He stated that it was hoped to recover a large amount of the VAT and that information was awaited on this issue. Access consultants had been employed to develop access facilities for the disabled which included better access to the Wilde Theatre.

Following these presentations, the Committees undertook a tour of the facilities at South Hill Park.

194. 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 remainder of the meeting for the consideration of business involving the likely disclosure of exempt information under the following category of Schedule 12A of that Act:-

(7) Information relating to financial affairs of a particular organisation

195. **Presentation of Business Plan**

Mr D Elford gave a presentation containing exempt information in relation to financial issues faced through the development of this capital project. He outlined the funding required to cover the closure costs and interruption to services at the Park while the project was underway and the effect that a downgrading of available funding would have. Tim Brinkman outlined of the areas that the business plan covered including better co-ordination, targeting audiences, inclusion of higher profile work and arts education. Following questions to Mr Elford and Mr Brinkman they withdrew from the meeting.

The Committee considered the presentations and then accordingly moved and voted on three separate recommendations as follows:-

The Strategy & Policy Committee **RESOLVED** that it delegate its determination on the grant application to a special Strategy & Policy Sub Committee comprised of five members in the ratio of 3 : 2.

The Leisure Services Committee **RESOLVED** that it delegate its determination on the grant application to a special Leisure Services Sub Committee comprised of five members in the ratio of 3: 2.

The Strategy & Policy Committee and Leisure Services Committee **RESOLVED** that a meeting of the Special Sub Committees, referred to in the preceding resolutions, be convened before the end of July 1998.

The meeting commenced at 7.30pm and concluded at 11.25pm.

CHAIRMAN

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SOCIAL SERVICES & HOUSING COMMITTEE
15 SEPTEMBER 1998

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

196. **Minutes**

RESOLVED that the minutes of the meeting of the Committee held on 25 March and 9 June 1998 be confirmed as a correct record and signed by the Chairman.

197. **Housing Sub Committee**

RESOLVED that the minutes of the meeting of the Housing Sub Committee held on 1 September 1998 as set out in Appendix A hereto be received and noted.

198. **Social Services Sub Committee**

RESOLVED that the minutes of the meeting of the Social Services Sub Committee held on 8 September 1998 as set out in Appendix B hereto be received and noted.

199. **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 2 September 1998 as set out in Appendix C hereto be received and noted.

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

The Director of Social Services & Housing introduced the first Quarterly Operations Report for the Social Services & Housing Department. The report gave details of the current issues affecting the department, the main activities of individual sections of the department and monitored process in achieving the service objectives set out in the main service plans of the department as well as summarising the key tasks of each section.

It was reported that the department had achieved a remarkably smooth transition of service responsibility to the new unitary authority and that work had continued after vesting day to ensure that this work continued. Key task areas and opportunities had been identified and work progressed towards achieving these. Work was also underway to address issues raised by new Central Government green and white papers and new legislation. The Committee considered the work of individual sections undertaken and detailed in the report together with the details of resourcing and the Appendix to the report giving details of the key tasks within the departmental focus for 1998/99.

The Chairman thanked the Director of Social Services & Housing for a full and informative Quarterly Operations Report developed in the early stages of the new department and requested that the Committee's thanks be forwarded on to all the staff within the department for their hard work in achieving the smooth transfer.

RESOLVED that the Quarterly Operations Report be received.

201. Commitment Budget and Service Plans 1999/2000 – 2001/02 (Item 2)

The Director of Social Services & Housing introduced a report developed in response to the Strategy & Policy Committee's request that committees' review existing commitments in detail and consider medium term priorities in order to ensure that resources would be directed towards priority areas in light of the funding gap which was likely in next financial year. The report outlined the proposed commitment budget for the years 1999/2000 to 2001/2002 which brought together the Committee's existing expenditure plans taking account of existing commitments and ongoing affects of service development and efficiencies that were agreed during March 1998. The report highlighted specific issues which would be addressed as part of the continuing budget monitoring and control process during the course of the financial year. Medium term objectives would be used a basis for determining and assessing possible service developments as part of the budget process during the autumn. The objectives for Social Services & Housing Committee were currently being developed and would be reviewed annually as part of the financial policy planning process. The Director of Social Services & Housing highlighted key issues within this process.

RESOLVED that the officers be requested to produce further reports considering the options required in responding to financial trends.

202. HIP Strategy Statement - 1999-2002 (Item 3)

The Committee received a report summarising the responses received to the consultation undertaken to partner organisations with regards to the draft Housing Strategy Statement.

RESOLVED that

- (i) the Committee notes the comments received from consultees; and
- (ii) the detailed changes to the wording of the HIP Strategy Statement document be delegated to the Director of Social Services & Housing and consultation with the Chairman of the Social Services & Housing Committee.

203. **Compulsory Competitive Tendering in Housing Management (Item 4)**

The Committee considered a report giving details of proposals to prepare for the Compulsory Competitive Tendering of the Housing Management Service in light of the parallel development of the Best Value policies. It was noted that discussions with the DETR had not established any clear grounds to secure exemption from CCT and that such exemption would be likely to be by exception within very specific guidelines and with no clear timeframe. In light of this the department was proceeding with a positive approach towards completing preparations for HMCCT in order to make a successful bid to run the services in the future.

The report gave details of the defined activity services which could be included within the CCT exercise, and the exception of Reception Services and legislation. Further work will be done on establishing the client/contractors split for Housing Management and consultation would be undertaken with staff and UNISON on the implications for staff. The Housing Management specification would be reviewed and tenants consulted on this. Best Value requirements in all these areas would be addressed.

RESOLVED that the Committee

- (i) confirms its support for the HMCCT arrangements and the preparation of an 'in-house' bid;
- (ii) the packaging arrangements for the contract be confirmed as those which are defined activities for the purposes of HMCCT with the exception of Reception Services; and
- (iii) that the revised timetable for HMCCT preparation be approved.

204. **Joint Commissioning Agreement (Item 5)**

The Committee considered a report giving details of the work underway on the Joint Commissioning Agreement relating to the re-provision of people with learning disabilities resident in long stay hospitals. The Memorandum of Grant would expire on 30 September 1998 and it was proposed that this should be extended in order to allow negotiations to continue with Berkshire Health Authority in the five other unitary authorities in order to enable a final agreement on the details of this service to be reached.

RESOLVED that

- (i) the Committee agrees to a further extension of the current Memorandum of Grant Agreement until 31 March 1999; and
- (ii) that officers be requested to provide a report outlining the proposed new agreement to the January meeting of the Social Services & Housing Committee.

205. **Adoption Agency Policy Issues (Item 6)**

In a detailed report, the Director of Social Services & Housing outlined the operation of the Adoption Agency assisted by the Specialist Adoption Advisory Service which had been provided through a joint arrangement with the Royal Borough of Windsor & Maidenhead. The policy and practice of the Adoption Agency had been revisited in the context of the unity authority and minor changes recommended by officers were detailed within the report, in particular paragraph 4.11 (ii) relating to the relaxation of the upper age limit for adopters which had been included in guidance adopted by the previous policy for Berkshire.

RESOLVED that

- (i) the arrangements for the Adoption Agency within Bracknell Forest Borough Council, operating in conjunction with the Adoption Advisory Service be endorsed; and
- (ii) the change to the Adoption Policy outlined in paragraph 4.11 (ii) of the officer's report be endorsed.

206. **Home Care (Item 7)**

The Director of Social Services & Housing submitted a report updating the Committee on the review undertaken of the Home Care Service and the possible opportunities for outsourcing parts of that service, further to the endorsement of proposals to achieve budget savings. Currently the total expenditure on providing domiciliary care was split 60% to the In-House Home Care Service while 40% was purchased through the external market. Much of this purchasing is undertaken on an individual care package (spot purchase basis) and it was anticipated that savings could be made by block contracting with a limited number of suppliers a significant proportion of the current external purchasing. Tendering on a block contract basis as such would enable more effective market testing of both suppliers and costs for service. This testing would enable Members to assess issues of further externalisation of the In-House Service.

RESOLVED that

- (i) the proposal to tender, on a block contract basis, the service currently purchase on an individual care package basis within the independent sector be endorsed; and
- (ii) the following the outcome of the tendering process, consideration be given to further externalisation of the In-House Service.

207. **Progress Report on the Development of Primary Care Groups (Item 8)**

The Director of Social Services & Housing updated the Committee on the developments made in relation to the formation of Primary Care Groups as part of the development of a new model for the planning and delivery of health care. G.P.s within the Berkshire Health Authority had been requested to identify the groupings that they would wish to join which would form the core of PCG in the Berkshire area and this process indicated the likely formation of 8 PCGs including one for Wokingham and one for Bracknell Forest. A steering group had been formed to take developments forward.

RESOLVED that

- (i) the developments in relation to Primary Care Groups be noted; and
- (ii) the nomination of the Assistant Director – Social Services as the local authority's Social Services representative on the Primary Care Group Board when established in the coming months, be endorsed.

208. **Items Submitted for Information**

The Committee received and noted the following item which was submitted for information only:

- (i) Social Services & Housing Focus Group on Performance Indicators (Item 9)

The meeting commenced at 7.30 p.m.
and concluded at 10.20 p.m.

CHAIRMAN

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**HOUSING SUB COMMITTEE
1 SEPTEMBER 1998**

Present: Councillors Angell (Chairman), Flood, Mrs Hirst, Jones,
Mrs Pile, Ryan, Mrs Shillcock and Worrall

Substitute Member: Councillor Egan (for Councillor Miss Haydon)

Apologies for absence had been received from Councillor Miss Haydon

18. Substitute Members

The Sub Committee noted that Councillor Egan was present as a substitute for Councillor Miss Haydon in accordance with Standing Order 38.

19. Minutes

The minutes of the meeting of the Sub Committee held on 19 May 1998 were approved as a correct record and signed by the Chairman.

20. Review of Housing Allocations Policy (Item 1)

The Sub Committee considered a report advising it of the outcome of a review of the Council's Policy for the Allocation of Housing with a view to approving a revised policy document in the light of the review.

It was noted that the review had been carried out to ensure that the Council's policy:

- a Addressed the Council's objectives;
- b Reflected the legislative requirements of the Housing Act 1996; and,
- c Dealt with issues of shared concern in the joint Social Services and Housing Department.

The officers answered a number of detailed questions regarding the document and it was noted that the Council did not currently recognise married people as opposed to unmarried couples applying to go on the housing register.

With regard to the above point, a number of Members expressed the view that the establishment of stable communities was an important issue in housing management and that marriage should be taken into account by the award of some points. The Committee was advised that it would be legitimate for the Council to incorporate this in their housing allocations policy, providing it was undertaken for housing management considerations, including the need to build stable communities. In that regard, the Sub Committee was advised by the Director and the Borough Solicitor that, under the relevant legislation, the Council could not award priority to married couples for the purpose of promoting particular moral or religious views and that it would only be legitimate for the Council to adopt a policy of allocating points to "married" couples if it was done having regard to housing need and wider housing management considerations including the need to build stable communities.

After receiving this advice, a proposal to award 3 points as a balancing factor in the scheme to those couples who were legally “married” was moved and accepted.

In accordance with standing order 47, on the request of one quarter of the Members present this motion was referred up to the Council as a recommendation.

RECOMMENDED: that, in order to assist in building stable communities within the policy for the allocation of housing, an award of three points be given to couples who are married to each other

It was further:

RESOLVED: that, subject to the decision of the full Council, the revised Policy for the Allocation of Housing as set out in Appendix A of the report submitted,, with appropriate amendments, be issued for formal consultation and referred back to the Sub Committee for final approval in the light of the responses arising from the consultation exercise.

21. Introductory Tenancies (Item 2)

The Sub Committee received a report on the progress and effectiveness of the Introductory Tenancy Scheme that had been introduced under the Housing Act 1996.

RESOLVED that the progress made by the Council on the Introductory Tenancy Scheme be noted.

22. Housing Major Repairs & Improvement Programme (Item 3)

The Sub Committee considered a report outlining progress made under the 1997/98 and 1998/99 Housing Major Repair & Improvement Programmes, focussing on those schemes that had not previously been reported as complete. In addition, the report sought approval to the appointment of a term contractor for structural repair works.

RESOLVED that Luff Construction Ltd be appointed as the Council’s term contractor for undertaking works to stabilise ground floor slabs and associated work.

23. College Hall, Old Wokingham Road, Bracknell (Item 4)

The Committee considered a report seeking approval to declare the property known as College Hall, Old Wokingham Road, Bracknell surplus to housing requirements in order to make the property available for use as a Pupil Referral Unit by the Education Department.

RESOLVED that, subject to the consent of the Secretary of State for Environment, Transport and the Regions, the property known as College Hall, Old Wokingham Road, Bracknell, be declared surplus to housing requirements.

24. Tenants Panel – Appointment of Councillor Members (Item 5)

The Sub Committee considered a report inviting it to determine representatives on the Council's Tenants Panel.

RESOLVED that Councillors Mrs Pile and Ryan be appointed to represent the Sub Committee on the Tenants Panel.

25. Buying Back Ex-Council Flats and Houses – A Consultation Paper (Item 6)

The Sub Committee considered a report on a Government Consultation Paper seeking views on proposals to provide financial incentives to buy back flats or houses previously sold under the "right to buy" legislation.

On the basis that the proposals offered no benefits for a debt-free authority such as Bracknell, the Sub Committee agreed that it could not support the proposals.

RESOLVED that the Director of Social Services & Housing, in consultation with the Chairman of the Sub Committee, be authorised to submit an appropriate response to the Government's consultation paper on buying back ex-Council flats and houses based on the view that the Council does not support the proposal as it stands as there is no financial incentive to debt free authorities such as Bracknell Forest.

26. Secure Tenant's Right To Buy – A Consultation Paper (item 7)

The Sub Committee considered a report on a Government Consultation Paper seeking views on proposals to change the maximum discount cash limit on the "Right to Buy" and other home ownership incentive schemes in England.

The Sub Committee noted that, if implemented, the proposals could adversely affect a third of its tenants. It was considered therefore that the proposals could not be supported. Moreover, it was agreed that the issue should be raised with tenants, as the implications were that anyone considering purchasing their property under existing legislation could be disadvantaged if not proceeding quickly.

RESOLVED that:

- 1 the Council does not support any changes to the current discount arrangements in relation to the "Right to Buy" scheme, preserved "Right to Buy" and any local sale schemes;
- 2 the Government's proposals be reported in the Tenants Newsletter and the Tenants Panel with a view to securing their views; and,
- 3 the Director of Social Services & Housing, in consultation with the Chairman of the Sub Committee, prepare an appropriate written response to the Government's consultation paper.

27. Items for Information

The Sub Committee received and noted the following information items:

- “Home Alone – The Role of Housing in Community Care” (Item 8)
- Development Programme - Position Statement (Item 9)
- Housing Statistics (item 10)

28. 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 11, 14, 15)
- (9) Terms proposed for a contract (Items 12 & 13)

29. Difficult to Let Properties – Results of Tenant Consultation (Item 11)

In a report containing exempt information, the Sub-Committee was informed of the results of the pilot resident consultation exercise that had been undertaken in accordance with the decision of the Sub-Committee on 19 May 1998.

RESOLVED that:

- 1 the results of the tenant consultation exercise be noted;
- 2 the flats identified in the report be re-designated;
- 3 further ongoing consultation with tenants in similar difficult to let flats be approved; and,
- 4 where the results of future consultation produce a positive response to re-designation, the Assistant Director (Housing Services) be authorised, in consultation with the Chairman of the Sub-Committee, to re-designate the flats as general needs accommodation.

30. Request for Local Authority Social Housing Grant – Greenacres, Warfield (Item 12)

In a report containing exempt information, the Sub Committee considered a report seeking approval to allocate a Local Authority Social Housing Grant to Warden Housing Association, to top up funding given by the Housing Corporation. The funding was to be used to provide three affordable housing units to be offered on a shared ownership basis to existing tenants or applicants on the housing list.

RESOLVED: that a Local Authority Social Housing Grant of £14,400 be awarded to Warden Housing Association in relation to the development of three affordable

housing units at Greenacres, Warfield, to be offered as shared ownership opportunities.

31. Request for Local Authority Social Housing Grant –Chiltern Hundreds Housing Association (Item 13)

In a report containing exempt information, the Sub Committee considered a report seeking approval to allocate a Local Authority Social Housing Grant to Chiltern Hundreds Housing Association in relation to the development of seven social housing units. The applicant had previously been allocated a grant towards an alternative scheme at 123 Yorktown Road, Sandhurst. As the site had since been sold to a private sector purchaser, the current application was to switch the funds previously allocated to that scheme to a purchase and repair programme to provide the new properties.

RESOLVED: that the request from the Chiltern Hundreds Housing Association to switch an earlier Local Authority Social Housing Grant of £312,800 (+/- 10%) for the development of social housing units at 123 Yorktown Road, Sandhurst to a purchase and repair programme to provide three and four bedroomed properties be approved.

32. Tenants' Debts – Request to be Written-Off (Item 14)

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.

RESOLVED that the debts detailed in the report be written-off.

33. Possession Proceedings (Item 15)

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

The meeting commenced at 7:30 pm
And concluded at 10:00 pm

CHAIRMAN

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**SOCIAL SERVICES SUB COMMITTEE
8 SEPTEMBER 1998**

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

7. Minutes

The Minutes of the meeting of the Sub-Committee held on 26 May 1998 were approved as a correct record and signed by the Chairman.

8. Longcare Inquiry Report (Item 1)

The Sub Committee considered a report detailing the background to the Independent Inquiry that reported in June 1998 into care provided by Longcare Limited of Stoke Poges, Buckinghamshire. The Inquiry looked at the specific issue of Buckinghamshire County Council's decision not to cancel Longcare's registration, at the effectiveness and reliability of the County Council's regulation of residential care for People with Learning Disabilities and the adequacy of current services for people with Learning Disabilities in Buckinghamshire.

The Director of Social Services & Housing advised the Sub-Committee that he was confident that the procedures that existed in this Council were such that the problems and procedural failings identified by the inquiry were unlikely to occur in Bracknell. He stated that, if matters of concern were raised, he was confident that they would be taken seriously and that prompt and decisive action would be taken. He added, however, that the Department would not be complacent, as there was always room for improvement.

The Director answered a number of questions arising from the report on issues relating to registration and monitoring. He indicated that it was hoped forthcoming legislation would make it a requirement for a prospective homeowner to prove their fitness to run such a home, rather than for the local authority to prove that they were not fit, as was the current position under existing legislation.

RESOLVED: that:

- 1 That the suggested legislative changes identified in the report be supported.
- 2 That the processes and procedures already in place in Bracknell Forest Borough Council's Social Services & Housing Department be noted and supported.
- 3 That the processes and procedures already operated by the West Berkshire Inspection Unit be noted with a view to ensuring through the monitoring process that the necessary developments take place as detailed in 4.9.2.

9. **Registration and Inspection of Childminders – Position in Bracknell Forest Borough (Item 2)**

The Sub-Committee considered a report advising it, in the light of the recent case in Norfolk, of this Council's procedures for the Registration and Inspection of child-minders.

The Director of Social Services & Housing answered a number of questions arising from the report. Amongst the points made was the fact that nannies were not subject to the same legislation as childminders and that the difference between the two was that childminders had their own premises whilst nannies worked in their employers' home. He also indicated that cases of deregistration were very rare as the rigorous procedures leading to registration tended to filter out those people who were unsuitable.

RESOLVED:

- 1 That the Sub-Committee notes that the procedures relating to the Registration and Inspection of child-minders are being fully implemented; and,
- 2 That the implications identified in the conclusions outlined in the report be included in the Registration and Inspection Programme.

10. **Delivery of Respite Care Services to Disabled Children and the Families (Item 3)**

The Sub-Committee considered a report on the review of the delivery of respite care services for disabled children and their families.

The Sub-Committee recognised that any change to existing procedures could only be undertaken after proper consideration of all the issues and stressed therefore that, at this stage, approval was only being given to explore the issue more fully with a view to considering costed proposals in due course.

RESOLVED: That the officers be authorised to develop costed proposals with a view to reporting back to the Sub-Committee at a later meeting.

11. **Payment of Legal Fees for Adoption Applications (Item 4)**

The Sub-Committee considered a report seeking approval for the payment of the legal fees of prospective adoptive parents of children being placed for adoption by Bracknell Forest Borough Council Adoption Agency.

The Sub-Committee was advised that contested cases where costs could be in the region of £2000-£10,000 were very rare and unlikely to occur in Bracknell more than once every 2-3 years.

RESOLVED:

That the policy relating to the payment of legal fees for adoption applications outlined in the report be endorsed.

12. **Direct Payments Scheme (Item 5)**

The Sub-Committee considered a report advising it of the implications of the Community Care (Direct Payments) Act 1996 and inviting it to consider options for its implementation locally.

The Sub-Committee recognised that there were a number of issues that would need to be considered in detail arising from this legislation, and indicated therefore that it would wish to consider all the relevant issues in due course before any action was taken.

RESOLVED:

- 1 That the proposal to establish a Working Group involving both Officers and Service Users with the remit to explore options for the development of a pilot project be approved; and,
- 2 That the Working Group report back to the Sub-Committee on its findings for a decision on whether to proceed with a pilot project.

13. **Joint Agreement with Berkshire Health Authority (Item 6)**

The Sub-Committee considered a report inviting it to endorse the proposed agreements with the Berkshire Health Authority regarding joint funding arrangements.

RESOLVED: That the agreements with Berkshire Health Authority concerning joint funding arrangements be endorsed prior to their ratification by the Joint Consultative Committee.

14. **Items for Information**

The Sub-Committee received and noted the following information item:

- Registration and Inspection of Residential Care Homes in Bracknell Forest (Item 7)

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

CHAIRMAN

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**JOINT ADVISORY SUB COMMITTEE FOR
CHILDREN'S SERVICES**

2 SEPTEMBER 1998

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

10. Minutes

The minutes of the meeting of the Sub Committee held on 27 May 1998 were approved as a correct record and signed by the Chairman.

11. The Crime & Disorder Act 1998 and Youth Offending Teams (Item 1)

The Director of Social Services & Housing submitted a report on the requirements for local authorities, in conjunction with the Police and Probation Service to establish Youth Offending Teams (YOT) covering all local authority areas.

The report described the service the YOT would be expected to provide, the options for the geographical boundary of the YOT and initial estimates of the possible resourcing implications. Further discussions were to be held with the other agencies involved, particularly Probation, to clarify the level of resource which would be available to support the work of the YOT.

RESOLVED

- (i) that the requirements placed on the local authority in contributing to the establishment of a local YOT be noted;
- (ii) that the Sub Committee endorses the explorative work being undertaken in relation to the geographical boundaries of the YOT and notes that while a "stand alone" YOT for Bracknell Forest appears the most likely option at this point we continue to press Windsor and Maidenhead to reconsider their position with respect to a joint YOT. with Bracknell Forest; and
- (iii) that Officers develop detailed costings for the establishment of a YOT based on inter-agency funding and that figures be brought forward as part of the budget preparation for 1999/2000 and 2000/2001.

12. National Childcare Strategy – Implications for Bracknell Forest (Item 2)

The Director of Education submitted a report on the "Green Paper" published earlier in the summer which set out how the Government intended to develop its National Childcare Strategy.

The intention of the Government was that the Early Years Development Partnership should be expanded into a local Childcare Partnership responsible for assessing local childcare needs and how they should be met for children aged 0 to 14. The Government recognised that this expansion might make the Partnership unwieldy and recommended that consideration be given to the establishment of sub-groups

reporting back to the main Partnership. The expanded membership was likely to include representation from the Training and Enterprise Council, local employers groups, specific local employers and a range of bodies with an interest in the care of older children. Final Government guidance on membership was expected to be issued in October.

RESOLVED that the report be noted.

13. Multi-Agency Neighbourhood Review (Item 3)

The Director of Education presented a report on the opportunity for running a pilot scheme to bring together a number of agencies, both from within the Council and outside to support a multi-agency community development project within the Borough.

The creation of a unitary authority offered opportunities for closer working between departments of the Council. Discussions had taken place within the Corporate Management Team about the potential for conducting a multi-agency neighbourhood review to identify aspects of the community where quality of life could be improved by collaboration between agencies. The proposed review would focus on a particular area of the Borough and following analysis of several indicators of need the geographical area of Old Bracknell, Wildridings and Easthampstead had been identified for the pilot study.

RESOLVED that the report be noted.

14. Review of Day Care Provision for Children Under Section 19 of the Children Act 1989 (Item 4)

The Director of Social Services & Housing presented a report for information on the review of day care and related services for children under 8 years which was currently being conducted in compliance with the requirements of the Children Act 1989.

RESOLVED that the report be noted.

The meeting commenced at 7.30p.m.
and concluded at 8.45p.m.

CHAIRMAN

**PUBLIC AND ENVIRONMENTAL SERVICES COMMITTEE
22 SEPTEMBER 1998**

Present: Councillor Mills (Chairman)
Councillors Adams, Barnard, Beadsley, Blatchford,
Mrs Clifford, Egan, Grayson, North, Mrs Pile, Simonds,
Wade and Ward

Apologies for absence were received from:
Councillors Mrs Keene, Onions and Veakins

209. Substitute Members

In accordance with Standing Order No. 38 Councillors Bayle attended as a substitute Member for Councillor Mrs Keene and Councillor Good attended as a substitute Member for Councillor Onions.

210. Minutes

The minutes of the meeting of the Committee held on 25 March and 16 June 1998 were approved as a correct record and signed by the Chairman.

211. Chairman's Announcements

The Chairman made the following announcements:

- (i) The Chairman welcomed the Deputy Chief Fire Officer, Mike Clement-Green and the Community Fire Safety Officer, Chris Moore to the meeting.
- (ii) The Council had won a major award for its entry in the prestigious national 'Green Apple' Awards. The Council's entry had centred around the new local environment strategy and how this is used to involve all aspects of the community in addressing environmental issues and sustainability.
- (iii) The Chairman congratulated the department on several compliments received regarding the general good quality of ground maintenance throughout the Borough including the flower baskets, flower beds, roundabouts and also the art work in the Town Centre underpasses.
- (iv) Councillor Mills had been appointed as the Council's representative to the Berkshire Environmental Trust which would enable the Council to be aware of grant opportunities for local groups in the Borough.

213. Minutes of Hackney Carriage Sub Committee

RESOLVED that the minutes of the meeting of the Hackney Carriage Sub Committee held on 9 September 1998 (Appendix A hereto) be received.

214. **Petition – Street Trader - Rackstraw Road, Owlsmoor, Sandhurst (Item 1)**

In accordance with Standing Order 12, Mr Trevis attended the meeting to present a Petition in relation to an alleged increase in vandalism, violence and disturbance in and around the Owlsmoor area of Sandhurst. It was suggested that this increase in anti-social behaviour could be linked to the location of the street trader on Rackstraw Road. The Committee asked questions of the petitioner and then consideration was given to the Officer's report thereon.

RESOLVED that the Director of Public and Environmental Services be instructed to:

- (i) review the hours of trading permitted on any application for renewal of the consent;
- (ii) renew the consent at monthly intervals (over the next three months), subject to the Director being satisfied that the street trading is not giving rise to unacceptable impact on the neighbourhood; and
- (iii) continue to monitor the impact of street trading upon the neighbourhood.

215. **Quarterly Operations Report (Item 2)**

The Committee considered the Quarterly Operations Report to the Committee. The report summarised the key current operational issues affecting the department as well as significant events that had occurred since the last Committee meeting during June. The report identified the main activities of each individual section monitoring the progress in actioning the policy objectives and performance indicators establishing the Committee's operational service plans for 1998/99.

RESOLVED that the Quarterly Operations Report detailing the action taken within the department since last Committee be received.

216. **Commitment Budget and Service Plans 1999/2000 – 2001/2002 (Item 3)**

The Committee considered a report giving details of the department's commitment budget and medium term objectives in line with the request from Strategy & Policy Committee in order to ensure that resources would be directed towards priority areas.

RESOLVED that:

- (i) the commitment budget as summarised in the report and Annexe A be agreed; and
- (ii) the medium term objectives for the Committee as detailed in Annexe B be agreed.

217. **Longshot Lane Civic Amenity Site and Transfer Station Improvements (Item 4)**

The Committee considered a report giving details of the proposed improvements to the Longshot Lane Civic Amenity Site in order to encourage recycling and make the facility more user-friendly. The work was proposed to be carried out in partnership with current site contractors who would be contributing to the cost of the project.

RESOLVED that;

- (i) the scheme for improvements to Longshot Lane Civic Amenity Site at a cost to the Council of £60,000 be approved; and;
- (ii) the Borough Solicitor be authorised to conclude an agreement with S.I.T.A. for carrying out the necessary works.

218. **Compulsory Competitive Tendering – Grounds Maintenance Appointment of Tender Assessment Sub Committee (Item 5)**

The Committee received a report giving details of the process of the retendering of the Grounds Maintenance Contract and a proposal to create a Sub Committee to give guidance to Officers on any key issues in the drafting of the specification and tender documents. It was noted that it would be necessary to establish a Sub Committee to assist in the process for awarding the new contract.

RESOLVED that;

- (i) the Committee establish a Grounds Maintenance Tender Assessment Sub Committee to act with delegated powers on behalf of the Committee; and
- (ii) the terms of reference of the Sub Committee be approved as detailed in paragraph 4.4 of the report; and
- (iii) the Grounds Maintenance Tender Assessment Sub Committee be comprised of five members reflecting the political balance of the Council and that the Sub Committee be comprised of Councillors; Adams, Beadsley, Mills, North and Wade with Councillors Egan, Mrs Keene and Simonds as substitutes; and
- (iv) in accordance with the Scheme of Council and Committee Management the constitution of the Grounds Maintenance Tender Assessment Sub Committee be notified to Strategy and Policy Committee.

219. **Emergency Planning – Appointment of Emergency Planning Advisory Panel (Item 6)**

The Committee considered a report giving details of the proposals to create an Advisory Panel responsible to the Public and Environmental Services Committee for the development of the Council's Emergency Plan.

RESOLVED that;

- (i) the Committee establish an Emergency Planning Advisory Panel with the terms of reference as detailed in paragraph 4.4 of the report be established; and
- (ii) the Emergency Planning Advisory Panel be comprised of five members reflecting a political balance of the Council; namely, Councillors Adams, Barnard, Mrs Clifford, Flood and Mrs Pile with Councillors Blatchford, Simonds and Veakins as substitutes; and
- (iii) in accordance with the Scheme of Council and Committee Management the constitution of the Emergency Planning Panel be notified to Strategy and Policy Committee.

220. **“Less Waste : More Value” – Consultation Paper on the Waste Strategy for England and Wales (Item 7)**

The Department of the Environment, Transport and the Regions had published a consultation paper, “Less Waste : More Value” as the first stage in the development of a new waste strategy for England and Wales. The Committee considered the main proposals included within the consultation paper and the draft response proposed to be sent to the DETR.

RESOLVED that the response to the Department of the Environment, Transport and the Regions consultation paper “Less Waste – More Value” as detailed in the Annexe to the Officer’s report be approved.

221. **Woodland Improvement Scheme – Hanworth Phase 3 (Item 8)**

The Committee considered a report regarding the programme of long term management of the woodlands in the Hanworth area, in particular the proposals for a third and final phase of the woodland improvement scheme to be undertaken during the winter.

RESOLVED that;

- (i) the spending of £14,000 in respect of the proposals for the woodland improvement scheme as detailed in the report be approved; and
- (ii) the works be carried out during 1998/99 by the Landscape DSO.

222. **Environmental Improvement Scheme – Open Amenity Areas (Item 9)**

The Committee received a report giving details of proposals to undertake six small schemes to maintain and improve the landscaping in open amenity areas within the Borough.

RESOLVED that the spending of £8,661.00 in respect of the schemes detailed in the Officer’s report, be approved.

223. **Grounds Reinstatement Works (Item 10)**

The Committee considered a report relating to proposals to undertake grounds reinstatement works in relation to small areas of Council owned land that could no longer be routinely maintained due to either vehicle damage, obstruction or poor standards of reinstatement by statutory under-takers and/or other contractors.

RESOLVED that the Director of Public and Environmental Services be authorised to carry out reinstatement works as detailed in the Officer's report, up to the value of £25,000 such works to be carried out by the Grounds Maintenance DSO.

224. **Making Biodiversity Happen – A Supplementary Paper to Opportunities for Change (Item 11)**

The Department of the Environment, Transport and the Regions had published a consultation paper "Making Biodiversity Happen". The Committee considered the response, which, following consultation with the Chairman, had been sent to the Department of the Environment, Transport and the Regions in view of the deadline for responses that was prior to the committee meeting.

RESOLVED that the Committee notes the Officer's report and endorses the response in respect of the consultation paper "Making Biodiversity Happen" that was sent to the Department of the Environment, Transport and the Regions.

225. **Home Composters (Item 12)**

Consideration was given to a report containing proposals for promoting the further use of home composters and raising the profile of the current initiative by making these available at no cost to householders who agree to exchange their existing wheeled bin for a smaller 140 litre bin. It was intended that promotional campaign would be undertaken to support the proposed initiative. It was also intended that there would still be an opportunity for householders to purchase a composter from the Council at a reduced rate.

RESOLVED that the proposals for promoting the further use of home composters as outlined in the Officer's report be endorsed and the associated initiatives of encouraging the use of smaller wheeled bins be welcomed.

226. **Vehicle Enforcement Matters (Item 13)**

The Committee considered a report outlining proposals to undertake a more co-ordinated area-based approach to vehicle enforcement matters borough-wide, following a successful pilot scheme undertaken recently. This had involved working in partnership with other external agencies.

RESOLVED that;

- (i) the targeting of resources on an area-basis in partnership with other agencies to deal with vehicle enforcement issues in a more effective way be approved; and

- (ii) the charge for the return of a vehicle removed under the Berkshire Act be the same as that prescribed in the Refuse Disposal Amenity Act 1978.

227. Children and Young Persons (Protection from Tobacco) Act 1991 (Item 14)

The Committee considered a report giving details of the provisions of the Children and Young Persons (Protection from Tobacco) Act 1991, controlling the sale of tobacco to persons under 16 years of age. The Act requires the Council to consider at least once a year, the extent of any programme of enforcement action.

RESOLVED that the Committee approves the following programme of enforcement of the provisions of The Children and Young Persons (Protection from Tobacco) Act 1991 for the next twelve months;

- (i) by routine enforcement based on a risk based inspection programme of premises, whilst at the same time promoting responsible sales; and
- (ii) in specific cases where complaints have been received and officers believe illegal sales are taking place, authorise the use of underaged persons to conduct test purchases (in strict adherence with Home Office Guidelines) following consultation with the Chairman

228. Royal Berkshire Fire and Rescue Service Attendance at Emergency Non-Fire Incidents (Item 15)

The Committee received a report appraising Members of the financial implications to the Royal Berkshire Combined Fire Authority of the Fire and Rescue Services attendance at emergency non-fire incidents.

RESOLVED that the Director of Public and Environmental Services writes to the Minister for Local Government and Housing and the Local Government Association raising concerns about the funding for special emergency services and that the total SSA should reflect the cost to the Fire Authority for discharging their responsibilities.

229. Items submitted for Information

The following items were submitted for information only:

- (i) Royal Berkshire Fire Authority – Progress Report (Item 16)
- (ii) Report of the Environmental Impact Group (Item 17)
- (iii) Peat Usage – Update on Trials (Item 18)

230. **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 19 which involved the likely disclosure of exempt information under the following category of Schedule 12A of that Act.

- (7) Information relating to the financial/business affairs of a third party.

231. **London Road Landfill Site (Item 19)**

In a report containing exempt information, the Committee considered the progress made in the restoration of the London Road Landfill Site and proposals for the engagement of contractors.

RESOLVED that;

- (i) progress in respect of the restoration of the site, and in relation to agreeing the conditions associated with the Waste Management Licence be noted; and
- (ii) that pursuant to Contract Standing Order 67 that because of their previous engagements in connection with the London Road Landfill Site and their knowledge of the site it is not reasonably practical to seek competitive prices for the work currently being undertaken by Knowl Hill Sandpit Limited and Biogas Technology Limited; and
- (iii) the Contracts with Knowl Hill Sandpit Limited and Biogas Technology Limited be extended as set out in the report; and
- (iv) because of the specialist nature of the work, the Committee determine that Standing order 69 be waived in respect of the publication of a public notice inviting interest in tendering for the replacement of the pipework system on the site and that tenders be invited from the list attached as Annexe B; and
- (v) fee proposals be invited from the list of consultants attached as Annexe A for the provision of advice in respect to the site as described in the report, and that the Director of Public and Environmental Services be authorised following consultation with the Chairman to accept the most advantageous proposal; and
- (vi) Babbie Geotechnical continue to be retained to provide consultancy services in respect of the site pending the appointment of any replacement consultant.

The meeting commenced at 7.30pm and concluded at 10.20pm

CHAIRMAN

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**HACKNEY CARRIAGE SUB COMMITTEE
9 SEPTEMBER 1998**

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

Apology for Absence was received from Councillor Veakins

9. **Minutes**

RESOLVED that the minutes of the meeting of the Sub Committee held on 3 June 1998 be confirmed as a correct record and signed by the Chairman.

10. **Review of Licensing Conditions (Item 2)**

The Sub Committee was asked to consider a report detailing possible changes to the current licensing conditions as a basis for consultation with the trade, in respect of the following matters:

Introduction of Private Hire Driver Licences

The Sub Committee discussed the idea of having a licence that enabled drivers to operate a Private Hire Vehicle only. The current licence enabled the holder to drive both a Hackney Carriage and a Private Hire Vehicle. To drive a Hackney Carriage, a detailed knowledge test of the local area was also required. This restricted the number of drivers applying for a licence within the Bracknell Forest Borough area, as some drivers only worked on a regional level and therefore no detailed knowledge of the local area was necessary. The trade had requested consideration of the introduction of a Private Hire Driver Licence in addition to the Dual Driver Licence.

Limitation on Age of Vehicle

The Sub Committee discussed the current age restriction on licensed vehicles. Saloon and estate cars had a five year age limit and purpose built taxis had a ten year restriction. The Sub Committee suggested that the age limit could be reviewed and more emphasis could be placed on the condition of the vehicle provided there remained adequate safeguards to protect the public.

Signing and Advertising on Vehicles

The possibility of the Operators name being placed on the taxi was discussed as means of ensuring greater public safety and as an aid to better regulation.

Conduct and Dress of Drivers

The need to address conduct of drivers was discussed. The possibility of minimum standards being introduced was put forward as was the need for better clarification of the drivers' 'right to refuse'.

Length of Licences

The Sub Committee discussed the possibility of introducing a three year licence. Currently Operator and Driver Licences were renewable on a yearly basis on 1 April. Consideration could also be given to varying the application dates to evenly spread the administrative workload on officers.

RESOLVED that the Sub Committee agrees that the above form the basis of consultation with the trade prior to detailed consideration of proposals for change at the next meeting of the Sub Committee.

11. **Use of Spent Convictions (Item 3)**

The Sub Committee discussed the current procedures on the use of spent convictions, assessing drivers for licensing.

RESOLVED that the Sub Committee reaffirm the current procedure of using relevant spent convictions as part of the assessment in the licensing process.

12. **Management Plan (Item 1)**

The Sub Committee considered a report detailing a review of the present policy on the provision of service provided by the Borough Council and to look forward to where it would be hoped the level of service would be in five years time. The report detailed the Main Objectives and activities to meet those objectives.

RECOMMENDED that the Management Plan, as outlined in the report, be approved.

13. **Items for Information (Items 4 and 5)**

The Committee noted the following items which were submitted for information only:

Meeting with the Hackney Carriage Trade	(Item 4)
Enforcement Action Taken	(Item 5)

14. **Exclusion of Public & Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Items 6 and 7 which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(7) Information relating to business affairs of third party	(Item 6)
(12) Information relating to legal proceedings	(Item 7)

15. **Application for Dual Drivers Licence (Item 6)**

In a report containing exempt information the Sub Committee discussed an application for a dual drivers licence for Mr A.

RESOLVED that:

- (i) the Sub Committee agree to Mr A submitting a formal application for a drivers licence to be duly determined.
- (ii) should Mr A re-apply for an Operators Licence the application should be brought to the Sub Committee for consideration.
- iii) should Mr A be found contravening his licence conditions, that in applying the Committee's Enforcement Policy, full regard be given to Mr A's record and previously expressed concerns of the Committee.

16. **Item for Information (Item 7)**

The Sub Committee noted the following item containing exempt information which was submitted for information only:

Mr N J F

(Item 7)

The meeting commenced at 5.30 p.m.
and concluded at 7.05 p.m.

CHAIRMAN

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PLANNING & TRANSPORTATION COMMITTEE
1 OCTOBER 1998

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

Apologies were received from Councillors Grayson and Onions.

232. Substitute Members

In accordance with Standing Order No. 38, Councillors Fawcett and Wheaton attended the meeting as substitutes for Councillors Grayson and Onions respectively.

233. Minutes

The minutes of the meeting of the Committee held on 25 June 1998 were approved as a correct record and signed by the Chairman.

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

There were no urgent items of business under Standing Order No. 7.

235. Minutes of Sub Committees

RESOLVED that the minutes of the meeting of the Highways Sub Committee held on 17 September 1998, and the minutes of the Planning Control Sub Committee held on 2 and 30 July, 3 September 1998 as set out in Appendices A, B, C and D hereto be received and noted.

236. Quarterly Operations Report (Item 1)

The Committee received a copy of the Director of Planning & Transportation's first Quarterly Operations Report.

The Director briefly drew the Committee's attention to the key points emerging from the report. In response to a question, he confirmed that Eric Konig had been appointed to succeed Richard Kent who had left the Council.

237. Commitment Budget and Service Plans 1999/2000-2001/2002 (Item 2)

The Committee considered a report inviting it to consider its existing commitments and medium term priorities in order to ensure that resources are directed to priority areas.

The Committee was advised that, in agreeing the present position, it was not committing itself to a particular budget in subsequent years. The savings identified in the report were those which could currently be relied upon. However, during the remainder of the year, it was likely that other pressures would emerge, which would

change the budgetary position. In response to a question, the Committee was advised that the phrase “medium term” when considering the budget, generally meant the next two to three years.

RESOLVED: That the commitment budget in table 1 and the medium term objectives outlined in the report be approved.

(NB: Councillor Mrs Ballin declared an interest in the following matter and left the meeting during its consideration. Councillor Sargeant took the chair.)

238. **Bracknell Forest Borough Local Plan – Local Plan Inquiry Update and Related Changes (Item 3)**

The Committee considered a report providing it with an update on progress at the Local Plan inquiry and inviting it to approve certain changes to the draft Plan arising from consideration of issues raised by objectors.

The Committee considered in turn the reasons behind suggested changes to the draft policies EN11, EN12, EN20, EN28, GB3, GB5, and H5, and in each case approved the proposals.

RESOLVED: That the changes to the Bracknell Forest Borough Local Plan detailed in the report relating to policies EN11, EN12, EN20, EN28, GB3, GB5 and H5:

- 1 Be approved for recommendation to the Local Plan Inspector; and,
- 2 Adopted for development control purposes.

239. **Road Safety Plan (Item 4)**

The Committee considered a report inviting it to approve for publication the Council's draft Road Safety Plan, which analysed accident and casualty trends within the borough and outlined the strategy for achieving reductions during the year.

The officers answered a number of questions arising from the draft Plan and indicated:

- That it was not possible to monitor fully the effectiveness of safety measures undertaken at every site as traffic counts were not taken at each site;
- That the severity of accidents was taken into account when considering the priorities for action; and,
- That, at the Twin Bridges Roundabout, poor lane discipline appeared to be one of the major causes of accidents rather than volume of traffic as many took place off-peak.

In the course of the debate, it was agreed that reference should be made in the plan to the high car ownership in the Borough and, therefore, the weight of traffic on its roads, which would inevitably have an impact on road safety.

RESOLVED: That the Road Safety Plan for 1998/99 be approved for publication.

240. **Community Transport Strategy Consultation (Item 5)**

The Committee considered the Council's draft Community Transport Strategy on which it was proposed to consult the public.

The Committee discussed a number of issues, including the problems posed by the lack of volunteer drivers for some bus operators and the lack of taxis in the Borough suitable for use by wheelchair passengers. It was stressed that these issues and others would need to be considered in due course, but, at this stage, it was important to undertake as wide a consultation as possible with all interested parties to ascertain the needs of the community. Once the results of the consultation were available, it would be for the Council to determine how best to meet the need.

RESOLVED: That the draft Community Transport Strategy be approved for public consultation purposes.

241. **Sites and Monuments Record (Item 6)**

The Committee considered a report outlining a strategy for the production of the Council's Conservation Services Management Plan and management of matters relating to the Sites and Monuments Record.

RESOLVED: That:

- 1 The Sites and Monuments Record, currently maintained by Babbie, be adopted; and,
- 2 The Royal Borough of Windsor and Maidenhead be endorsed as the lead authority on matters connected with the management of the Sites and Monuments Record, to run concurrently with the Joint Strategic Planning Committee.

242. **Quelm Lane Footpath/Cycleway, Priestwood (Item 7)**

The Committee considered a report on proposals to construct a shared footpath/cycleway surface along Quelm Lane, Priestwood, along with improvements to the adjacent light bridge on Watersplash Lane.

The officers responded to a number of questions relating to the proposal, stressing, in particular, that care had been taken in finalising the scheme to minimise the risk of damaging tree roots along the route of the path.

RESOLVED: That:

- 1 The construction of a shared footpath/cycleway surface along Quelm Lane, Priestwood as described in the report, together with improvements to the light bridge on Watersplash Lane be approved; and,
- 2 The work be carried out by the Council's term contractor, S R Newman and Company.

243. **Proposed Amendments to the Wildlife Heritage Sites Record: WHS 309, The Rough, North Ascot (Item 8)**

The Committee considered a report proposing to de-designate Wildlife Heritage Site 309 comprising 10.5 hectares of land at The Rough, North Ascot.

The Committee's attention was drawn to two letters, which had been received objecting to the proposal to de-designate the site. In response to these, the Committee was advised that this was one of four sites to which objections had been received as part of the local plan consultation process. In the other three cases, the Council had been advised that the designation could be justified. The ecology of The Rough was, however, not deemed worthy of such designation. Nonetheless, the site remained within the Green Belt and, as such, there remained very strong planning grounds for resisting its development. In response to a question, the Committee was advised that, although the site had not been surveyed for three years, in ecological terms, there was unlikely to have been any change in the period since then. In acknowledging that this site was no longer worthy of designation, the Council would be strengthening the protection afforded to the other designated sites.

RESOLVED: That the 10.5 hectares of land at The Rough, North Ascot (WHS 309) be formally de-designated as a Wildlife Heritage Site and the Berkshire Nature Conservation Forum informed accordingly.

244. **Rural Bus Grants (Item 9)**

The Committee considered a report advising it that the Council had received a new government grant for expenditure on rural bus services, subject to certain conditions, and the action taken by officers.

In response to questions, the Committee was advised that the Council was advertising for expressions of interest in running public transport services.

RESOLVED: That:

- 1 The action taken by officers in relation to the Rural Bus Grant be endorsed; and,
- 2 The decision to enter into any new contract be delegated to the Director of Planning & Transportation following consultation with the Chairman.

245. **Street Naming & Numbering (Item 10)**

The Committee considered a report on proposals to delegate the Council's street naming and numbering function to the town and parish councils if they were to elect to take it on.

An amended version of the report was circulated to the Committee, which noted that the new proposals should avoid some of the problems, which had occurred previously, including the use of names on sites other than those for which parish councils had originally earmarked them.

RESOLVED: That the Parish/Town Councils be offered the option to select and recommend street names to the Borough Council as set out in Annex A of the report..

246. **Publicity Arrangements for former “County Matter” Applications (Item 11)**

The Committee considered a report inviting it to bring the publicity arrangements for former “County Matter” planning applications into line with the procedures applicable to all other planning applications.

RESOLVED: That the Council’s approved procedures for giving publicity to planning applications be applied to former “County Matter” applications.

247. **Babtie Contract – Appraisal Process (Item 12)**

The Committee considered a report suggesting a process for reviewing the performance of the Council’s highways and planning consultant.

The Committee noted that it was now six months since it had taken responsibility for the contract and agreed that after the first review, they should be held on a six-monthly basis until the end of the contract.

It was noted that Councillors Bayle and Jones would represent the Labour Group on the Panel.

RESOLVED: That a Panel of 5 Members be established to undertake an appraisal of Babtie’s performance and the operation of the contract at a frequency of every six months.

248. **Items for Information**

The following items were submitted for information:

- | | |
|---|-----------|
| “A New Deal for Transport” – White Paper on Integrated Transport | (Item 13) |
| Joint Strategic Planning Committee | (Item 14) |
| A Sustainable Development Strategy for the South East – Update on Timetable and Consultation Response | (Item 15) |
| Charges for Building Control Applications | (Item 16) |
| Urgent Action – Local Plan Inquiry Related Changes | (Item 17) |
| Urgent Action – Modernising Planning: The Recovery of Costs of Public Local Inquiries – DETR Consultation Paper | (Item 18) |

The meeting commenced at 7.30 p.m. and concluded at 9.30 p.m.

CHAIRMAN

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**HIGHWAYS SUB-COMMITTEE
17 SEPTEMBER 1998**

Present: Councillors Mrs Ballin (Chairman), Adams, Mrs Clifford, Mrs Doyle, Finnie, Harrison, Ryan and Wade

Parish & Town Council Representatives:

Councillors Mrs M Bayle (Bracknell Town),
Mrs B Brown (Warfield Parish), D Fawcett (Binfield Parish)
Mrs M Pierce-Jones (Crowthorne Parish),
and E M Young (Winkfield Parish).

Apologies for Absence were received from Councillor Veakins and Mrs M Bayle (Bracknell Town Council) J M Nicholson (Sandhurst Town Council) and J Willis (Binfield Parish Council)

Councillors Blatchford, Flood, and Mrs Hayes also attended.

19. Substitute Members

The Sub-Committee noted that no substitute Members were present in accordance with standing order 38.

20. Minutes

The minutes of the meeting of the Sub Committee held on 11 June 1998 were approved as a correct record and signed by the Chairman.

21. Presentation on Traffic Calming

The Sub-Committee received a presentation on traffic calming measures. The presentation was made by Mike Jones of Babtie who answered a number of questions arising from it.

One of the key points arising from this was that the type of calming measures differed from site to site depending upon the prevailing circumstances.

22. Objections received to Advertised Traffic Regulation Orders (Item 1)

The Committee considered a report on objections received to proposed traffic regulation orders introducing waiting restrictions in the Park Road area of Bracknell and at Rhododendron Walk/New Road/Fernbank Road, Ascot.

The Sub-Committee was advised that further representations had been received from the owner of 42 Park Road requesting a parking space outside his property. However, it was advised that this could not be achieved, given the need to provide a sight line to the access of the adjacent public house.

RESOLVED:

- 1 That, in respect of the proposed prohibition of waiting in the Park Road area of Bracknell:
 - a No public inquiry be held;
 - b The waiting restrictions shown on drawing number TM 600/97/89B be implemented; and,
 - c The respondents to the advertisement be informed accordingly; and,
- 2 That, in respect of the proposed prohibition of waiting at Rhododendron Walk/New Road and Fernbank Road, Ascot:
 - a No public inquiry be held;
 - b The order be confirmed as advertised; and,
 - c The respondents to the advertisement be informed accordingly.

23. Local Safety Schemes (Item 2)

The Sub-Committee considered a report inviting it to approve the way in which the £50,000 supplementary credit approval for local safety schemes should be allocated.

RESOLVED:

- 1 That the following schemes be implemented this year as the Council's Local Safety Scheme programme:

No. Site	£
5 Bracknell Road/Foresters Way roundabout	4,200
10 Lovel Road/North Street Junction	12,000
17 Wokingham Rd/Downshire Way roundabout	3,000
3 Skimped Hill Roundabout	4,000
8 Nine Mile Ride	8,800
4 Rackstraw Road/Owlsmoor Road	9,600
16 Dukes Ride (by Wellington Business Park)	5,500
9 Twin Bridges Roundabout	<u>3,000</u>
	£50,100

and,

- 2 That the revised scheme for Broad Lane as described in table 2 of the annex to the report be approved.

24. **Wellington Road, Crowthorne (Item 3)**

The Sub-Committee considered a report on the feasibility of introducing traffic calming and warning signs in Wellington Road, Crowthorne.

RESOLVED: That “SLOW” road markings and signs warning of the possibility of elderly people crossing the road be provided as described in the report.

25. **Street Naming – Town Centre Approach Roads (Item 4)**

The Sub-Committee considered a report on a request from the Town Centre Sub-Committee for the naming of two of the approach roads to Bracknell Town Centre.

RESOLVED: That the approach road names of “Station Way” and “Weather Way” be approved subject to there being no sustained objections raised in the consultation with ward Members, the Town Council and the Post Office.

26. **Beehive Road and Turnpike Road, Binfield (Item 5)**

The Sub-Committee considered a report on proposals to install a bus gate in Turnpike Road, Binfield for which approval had previously been granted. Since that decision, it had emerged that the existence of a private right of way along the road would make it difficult to proceed with the proposal. In the circumstances, an alternative proposal had been devised.

In response to questions, the Sub-Committee was advised that discussions were taking place with the owner of John Nike Way about the possible adoption of this private road. In addition it was advised that, in the short term, bollards would be erected to achieve the aim of the proposed order if approved. In the medium/long term and if a bus service were to be introduced, a bus gate would be provided,

It was noted that the Parish Council was concerned that the scheme could add over a mile to residents journeys and that, in view of this and uncertainty over the effects of the Northern Distributor Road, it believed that the scheme should be deferred until the latter had opened and its impact been assessed.

RESOLVED:

- 1 That a Prohibition of Motor Vehicle Order, with exemption for permit holders, as identified in paragraph 4.8 of the report, be prepared and advertised, the effect of which will be to restrict vehicular movements in Beehive Road between Cain Road and Turnpike Road;
- 2 That, subject to there being no objections, the Borough Solicitor be authorised to make the Order; and,
- 3 That the existing traffic orders restricting vehicular traffic in Beehive Road be revoked and proposals for Turnpike Road be abandoned.

27. **Waterloo Road, Crowthorne – Proposed Traffic Calming Scheme (Item 6)**

The Sub-Committee considered a further report on traffic calming proposals in Waterloo Road, Crowthorne.

The Officers answered a number of questions regarding the proposal, noting that the Parish Council would like to see wider consultation than the street frontagers, given the likely impact on the High Street. In response to this, it was noted that the scheme would be the subject of public advertisement and a press release. The Sub-Committee could consider any local concerns at the end of the period for public consultation.

RESOLVED: That a consultation be carried out with frontagers on the proposals for speed cushions on Waterloo Road and Church Road as shown on the drawing accompanying the report and the necessary Traffic Regulation Order be advertised with the results being brought back to a later meeting.

28. **B3017, Swinley Road (Item 7)**

The Sub-Committee considered a report on road safety on the B3017 Swinley Road.

RESOLVED: That additional warning signs showing “Road Narrows from Both Sides Ahead” and “Oncoming Vehicles In The Middle Of The Road” be installed on both approaches to the hump-backed bridge on the B3017 Swinley Road.

29. **Winter Maintenance (Item 8)**

The Sub-Committee considered a report on the proposed Winter Maintenance Plan for implementation during winter 1998/99. The plan also included the Council’s proposed Policy Statement for the provision of the winter maintenance service, together with proposals for the maintenance of winter maintenance vehicles and equipment.

The Chairman advised the Committee that she had asked for all councillors to be consulted about the winter maintenance programme with a view to determining whether there were areas omitted which required attention more than those covered by the Plan. In addition, the Sub-Committee noted that there was no formal budget for snow clearance, but, if the need arose, the cost would be met from the Council’s contingency fund.

RESOLVED:

- 1 That the Policy Statement for the provision of the winter maintenance service be approved; and,
- 2 That for the next two years only, interim servicing be carried out on winter maintenance plant.

30. **Driver Improvement Scheme (Item 9)**

The Sub-Committee considered a report on a scheme, already being trialled by Oxfordshire County Council, with Thames Valley Police whereby drivers, who might otherwise be prosecuted for driving without due care and attention, are offered an alternative of undergoing an intensive driver-training course.

RESOLVED: That the Council enter into a partnership arrangement with Thames Valley Police for a Driver Improvement Scheme to operate in the Borough area, subject to a written agreement being made with DriveTech (to the approval of the Borough Solicitor) which ensures that appropriate standards will be met.

31. **Items Submitted for Information**

The Sub-Committee noted the following items that had been submitted for information:

- (a) North Bracknell Traffic and Road Safety Study and
The Northern Distributor Road – Progress Report (Item 10)
- (b) Highways Works – Progress Report (Item 11)

In response to concerns raised under item 10 about safe crossing points for schoolchildren, the officers undertook to investigate the matter and contact the Parish Council's representative accordingly.

The meeting commenced at 7:30 pm
and concluded at 9:20 pm

Chairman

**PLANNING CONTROL SUB COMMITTEE
2 JULY 1998**

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

Substitute Members: Councillors Beadsley (substituting for Councillor Mrs Hirst)
Councillor Good (substituting for Councillor Wheaton)

Apologies for Absence had been received from:
Councillors Mrs Hirst and Wheaton

27. Minutes

RESOLVED that the minutes of the Sub Committee held on 4 June 1998 be confirmed as a correct record and signed by the Chairman.

28. Appeal Decisions Received (Item 1)

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

RESOLVED that the report be noted.

29. 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 and new breaches since the last report.

RESOLVED that the report be noted.

30. 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 623175, 623586, 623566, 623748, 623365, 623780, 623591, 623656, 623675, 623630, 623763, 623681 and 623709.

Application No. 623653

Land Adjacent to Wayside, Osborne Lane, Warfield.

Outline application for erection of two detached houses after demolition of existing barn with creation of two accesses to Osborne Lane

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

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

1. The proposed dwellings are unacceptable, conflicting with the provisions of the BSP, the NBLP and the BFBLP in that the site lies outside of a settlement and where there is a presumption against residential development except certain categories. The dwellings do not fall within these categories and there is insufficient justification to set aside this presumption.
2. The dwellings represent an undesirable spread of development detrimental to the open, rural and undeveloped appearance of this locality.

Application No. 623586

**Land to rear of Church Farm House,
Church Lane, Warfield.
Alterations to and conversion of barn
to form two bedroomed dwelling with
associated parking and garden area.**

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

A site visit had been held in respect of this application on Saturday 27 June 1998, which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Mrs Pile, Ryan, Simonds, Taylor, Thompson and Worrall.

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

1. A2 Full permissions - implementation
2. B3 "Drawing Nos. CHF - PL 11, 12A, 14, 15, 17 and 18".
3. C9 Delete word "Screen".
4. D3 Delete words "facing INSERT".
5. D6 "..no extension to the dwellinghouse hereby permitted shall be constructed without..."
6. D7 "no buildings..."
7. D9 "...to the roof of the dwellinghouse hereby permitted..."
8. E2 samples of materials to be submitted
9. C3
10. C4
11. The development hereby approved shall not be begun until a scheme of works, including details of the existing fabric to be retained and that to be replaced, has been submitted to and approved in writing by the Local Planning Authority. The developer shall thereafter be carried out only in accordance with the approved scheme of works.

12. HA20 "...until visibility splays of 2.4m x 215m have been provided on the access with Church Lane. These areas..."
13. HA24

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.**

A site visit had been held in respect of this application on Saturday 30 June 1998 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Mrs Pile, Ryan, Sargeant, Simonds, Taylor and Thompson.

It was noted that letters of objection had been received.

RESOLVED that consideration of the application be deferred to enable the Borough Planning Officer to discuss with the applicant the number and siting of the proposed dwellings.

Application No. 622696

**Neal Lodge, Priory Road, Winkfield.
Two storey front and rear extensions with associated car parking.**

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

Application No. 623504

**Church Farm, Lower Church Road, Sandhurst.
Retrospective application for continued use of existing stable buildings for livery use and the retention of buildings A and B.**

RESOLVED that subject to **the prior completion of a legal agreement** under Section 106 of the Town Country Planning Act 1990 containing a planning obligation relating to the retention of the land on the opposite side of the road for exercising facilities 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 livery use shall cease and buildings A and B shall be removed from the site, unless details of on-site vehicle parking and turning space, and details of the repositioning of the access gate, set back a minimum of 10 metres from the highway boundary, have been submitted to and approved by the Local Planning Authority, and provided in accordance with the approved details. The approved facilities shall thereafter be permanently retained, unless otherwise agreed in writing by the Local Planning Authority.

2. Within three months of the date of this permission, the livery use shall cease and buildings A and B shall be removed, unless a scheme of hard and soft landscaping has been submitted to and approved by the Local Planning Authority. The scheme shall be implemented in the 1998-1999 planting season and any trees or plants which die, are removed or become seriously damaged within 5 years of the date of this decision shall be replaced in the next planting season with others of a similar type and species unless the Local Planning Authority gives written consent to any variation.

Application No. 623566

**Land North of Church Farm, Lower Church Road, Sandhurst.
Retrospective application for change of use of land from agricultural to equestrian use and retention of 3 No.1 floodlights on 3.5m high columns.**

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

Application No. 623170

**Nutcroft, Priory Lane, Warfield.
Outline application for the retention of Nutcroft with a residential curtilage and the erection of six detached dwellings with garages accessed from Priory Lane.**

It was noted that letters 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) Highway contribution
- (b) Affordable housing contribution
- (c) Open space contribution
- (d) Community and educational contribution
- (e) Land fill gas protection measures including future monitoring

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

1. A1 Outline permission reserved matters (delete siting and means of access)
2. A1(A) Details of reserved matters
3. A1(B) Time limits for submission
4. A1(C) Time limits for implementation

5. B3 Drawing 1178 01A Site Plan
6. C3 Details of tree protection
7. C4 Protective fencing
8. C5 Replacement of damaged vegetation
9. C7 Implementation of approved landscaping scheme
10. C13 Underground service details (Insert "Condition 1")
11. Notwithstanding the provisions of Article 3 and schedule 2 Part 2nd Class A of the Town and Country Planning (General Permitted Development Order 1995, (or any orders amending or re-enacting that order) no wall, fence, gate hedge or other means of enclosure shall be erected or planted forward of the front wall of the dwellings hereby permitted; or between dwellings and any adjacent highway, driveway, footpath or car parking space; or within 4 metres of the top of the bank of the stream that runs along the east and south boundaries of the site identified on plan (to be specified) except such as may be provided for in the approved landscaping scheme, without the prior written approval of the Local Planning Authority.
12. D6 Restriction on house extensions. Insert after dwelling house "on plots 3 and 4 identified on drawing 1178 01A shall be constructed and no building shall be constructed within the curtilage of the dwelling houses on plots 3 and 4 where any part of the extension or curtilage building would be within 4 metres of the top of the western bank of the watercourse identified on plan (to be specified)". Delete "shall be constructed".
13. W2 Site organisation.
14. HA1 Layout and design standards
15. HA21 Visibility splays before development 2.4m x 45m at the three access points to the dwellings onto Priory Lane.
16. HA25 Vehicle parking and turning
17. HA30 Garages retained for vehicle parking
18. The existing access to the site identified on drawing 1178 01A as "existing gated access to be sealed up with hedging to match" shall be stopped up and abandoned and landscaped in accordance with details submitted and approved under condition 1 prior to the first occupation of any dwelling on plots 2, 3, 4, 5 and 6.
19. No storage of solid matter or materials shall take place within 10 metres of the banks of the watercourse on the east and south boundaries of the site.
20. Before the development is begun a scheme shall be submitted to and approved in writing by the Local Planning Authority to search for Great Crested Newts in those parts of the site located within 10 metres of the location for the interceptor trench. The scheme shall include measures to

protect any newts that are found. The development shall be carried out in accordance with the approved scheme.

21. The area of land located between the line annotated "Gardens 15.00m from area of landfill" and the southern and eastern boundaries of the site identified on layout plan 1178 01A shall not be incorporated within any private garden area and before the development is begun a scheme for the future maintenance of this land shall be submitted to and approved in writing by the Local Planning Authority. The maintenance of the land shall be carried out in accordance with the approved scheme unless otherwise agreed in writing by the Local Planning Authority.
22. Before the development is begun, a soil survey shall be undertaken at such points and at such depth as the Local Planning Authority may stipulate and shall include those locations where house gardens are within 20 metres of the filled areas. A decontamination scheme shall be submitted to and approved in writing by the Local Planning Authority and the approved scheme shall be fully implemented prior to the occupation of any dwelling.

Application No. 623748

**Church Farm House, Hatchet Lane,
Winkfield.
Occupation of Ancillary Accommodation for temporary period of 2 years by the owner of Church Farm House.**

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

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

1. A5 Temporary permission (insert "2 July 2000")
2. B3 Plans as received (insert MB 101 received 22.5.98).
3. The stables and tack room shown on the approved plans shall only be used as stables and tack room and shall not be converted to habitable accommodation.
4. D6 Restrictions on extensions.
5. A6 Personal Permission ("Mrs M Brossard").

Application No. 623365

**Land at Sunrays and rear of Salvia and Newquay, Jigs Lane South, Warfield.
Erection of 3 No. 5 bedroomed and 1 No. 4 bedroomed detached houses and garages following demolition of "Sunrays".**

It was noted that letters of objection had been received.

RESOLVED that subject to **the prior completion of a legal agreement** under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to the provision of financial contributions towards improvements to

transportation in North Bracknell, off-site sporting, educational, 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:
"Drawings 3103/2/1C, 2B, 3B, 4B and 5"
- (3) C3 - Details of tree protection etc.
- (4) C4 - Protective fencing
- (5) C6 - Details of hard and soft landscaping
- (6) C7 - Implementation of approved landscaping scheme
- (7) C9 - Details of walls and fences
- (8) C16 - Removal of permitted development rights (fences etc.)
- (9) D4 - Obscured glazing - Plot 3 (west facing landing window and north facing bathroom window), Plot 4 (first floor south facing window)
- (10) E2 - Samples of materials to be submitted
- (11) G1 - Levels/finished floor levels
- (12) J2 - foul and surface water drainage
- (13) W2 - Site organisation (building operations)
- (14) HA3 - Access constructed before development (approved drawing)
- (15) HA10 - Access closure with reinstatement
- (16) HA12 - Garage drive length (not less than 6m)
- (17) HA20 - Visibility splays before occupation
- (18) HA25 - Vehicle parking and turning spaces (approved drawing)
- (19) HA30 - Garages retained for vehicle parking

Application No. 623630

**Medici Lodge, North Street, Winkfield.
Erection of single storey front
extension and of 1.8m high garden
wall with railings to replace existing.**

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

1. A2 Full permission – implementation.
2. B1 Plans as amended – insert "GWS/66/98 A received 19 June 1998".
3. E1 Materials to match existing building.

4. HA14 Set back of gates – insert “6 metres”.

Application No. 623780

**Tree Tops, Bishops Lane, Winkfield.
Erection of a single storey building
for use as tack and feed stores.
Change of use of existing
restroom/office to one bedroomed
dwelling with office.**

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

RESOLVED that subject to the expiry of the period for public comment and the consideration of any matters arising from any letters received not addressed in this report, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

1. A5 Temporary permission (insert “2 July 2001”).
2. B3 Accordance with approved plans
(Insert “plan TA806:-1, 02, 03, 05 received 1 June 1998”).
3. The occupation of the dwelling hereby permitted shall be limited to a person solely working in the adjacent stables shown on the approved plan TA 806:03A received 23 June 1998 and to any resident dependants.
4. D6 Restrictions on house extensions.
5. D7 Restrictions on buildings within the curtilage.

Application No. 623591

**Land at Banners Barn, Yeovil Road,
Sandhurst.
Erection of two detached three
bedroomed houses with single
attached garages after demolition of
existing dwelling.**

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 Project No. 9804, date stamped 27/5/98.
3. E2 Samples of materials to be submitted.
4. HA5 Access constructed before occupation.
5. HA10 Access closure with reinstatement.
6. HA24 Parking in accordance with the approved plans.

7. HA30 Garages retained for vehicle parking.
8. C6 Details of hard and soft landscaping.
9. C7 Implementation of approved landscaping plan.
10. C9 Details of walls and fences.
11. D3 Restrictions on additional window/door openings – insert 177 Branksome Hill Road.
12. D6 Restrictions on house extensions.
13. Prior to the commencement of development details of the foundations to be used for plot No. 2 adjacent to the western boundary shall be submitted to and agreed in writing with the Local Planning Authority;
14. The development hereby permitted shall not be begun until all building materials, plant and equipment (other than those necessary for the development hereby approved) have been removed from the site shown on Drawing 9804 Sheet 2. Thereafter no building materials, plant or equipment shall be stored on the site without the prior written permission of the Local Planning Authority, other than those required for the development hereby approved.

Application No. 623656

**22 and 24 Jubilee Avenue, Winkfield.
Erection of single storey front extension (No. 22) and two storey front extension (No. 24)**

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

1. A2 Full permission.
2. B3 Plans as received – drawing unnumbered received 21 April 1998.
3. E1 Materials to match.
4. Neither extension hereby approved shall be occupied until both extensions have been constructed in their entirety in accordance with the unnumbered drawings received 21 April 1998 and drawing No. 22 JA received 1 July 1998 and to the satisfaction of the Local Planning Authority.

Application No. 623675

**J Sainsbury, Ringmead (Birch Hill),
Bracknell.
Section 73 application to allow foodstore to open between 08.00 and 22.00 hours Monday to Saturday, and between 10.00 and 16.00 hours on Sundays and petrol filling station to open between 06.00 and 24.00 hours every day without compliance with**

**conditions 01 and 02 of Planning
Permission 622197.**

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

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

1. The opening hours of the store shall be limited to 0800 to 2200 Monday to Saturday and 1000 to 1600 on Sunday.
2. The opening hours of the petrol fill station shall be limited to 0600 to 2400 hours Monday to Sunday.
3. The opening hours of the car wash and jet wash shall be limited to 0800 to 2030 hours Monday to Thursday and Saturday and 0800 to 2130 on Friday and from 0930 to 1630 on Sundays.
4. Before the development is brought into use, the car wash shall be insulated against the emission of noise in accordance with a scheme to be approved by the Local Planning Authority. Such noise insulation shall, thereafter, be maintained and operated in accordance with the approved scheme. the scheme shall be sufficient to ensure that the predicted noise level measured at the boundary of the site does not exceed 56 Db(A) Leq (1 Cycle) at 1.2 metres above ground level. The car wash or any replacement plant installed subsequent to the approval shall not increase agreed noise levels without the written consent of the Local Planning Authority.
5. Noise emanating from any plant or equipment at the site as measured one metre from the site boundary shall not exceed 33dB(A) between the hours of 1930 and 0730 on any day.
6. The gross floorspace shall be restricted to 3716 sq m (40,000 sq ft) as indicated on plan 4954 03H. This area shall not be varied without the prior written consent of the Local Planning Authority expressed by a planning permission.
7. All external lighting on the site, including the petrol filling station, shall be extinguished 60 minutes after the store closes and shall not be turned on until 30 minutes or less before the retail store opens for trade on the next day of trading, except for security lighting, the details of which shall be approved by the Local Planning Authority.
8. The area shown on the layout drawing as parking, access, loading, unloading and manoeuvring areas, shall be kept clear for these purposes and shall not be used for any other storage or business purposes.

Application No. 623659

**3 Woodend Close, Winkfield.
Erection of single storey link between
house and outbuilding. Erection of
garage following demolition of
existing garage.**

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

1. A2 Full permission – implementation.

2. B3 Plans as received (insert drawing numbers 01 – 06/98 received 23 April 1998).
3. E1 Materials to match.
4. HA30 Garage retained for vehicle parking.

Application No. 623660

**4 Woodend Close, Winkfield.
Erection of single storey link between
house and outbuilding.**

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

1. A2 Full permission – implementation.
2. B3 Plans as received (insert drawing numbers 01 – 06/98 received 23 April 1998).
3. E1 Materials to match.

Application No. 623763

**7 Rectory Row, Bracknell.
Retention of exterior carbon box and
trunking vent and air conditioning
outlet fans to rear of property.**

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.
3. The air conditioning and filtration plant hereby approved shall not be permitted to operate at noise levels in excess of 5dB, expressed as LAeq,T above background levels, expressed as LA90,T as measured at any opening to any opening to any adjoining residential property.

Application No. 623681

**61 Dukes Ride, Crowthorne.
Display of 1 No. non-illuminated two
panel sign (1.1m x 1.0m each) on 1
metre high posts and 1 No. non
illuminated wall sign (1.1m x 1.0 m).**

RESOLVED that subject to the expiry of the period for public comment on the amended plans and the consideration of any matters arising from the consultation and neighbour notification carried out, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- 1-5 Standard conditions of the Town and Country Planning (Control or Advertisements) Regulations 1992.

6. T7 Plan numbers (insert "LRH59710 and plan B received 1.5.98 and amended plan received 19/6/98").

Application No. 623667

5 Candleford Close, Bracknell.

Alterations to existing garage to provide pitched roof and single storey rear extension.

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

RESOLVED that subject to the receipt of satisfactory amended plans showing guttering away from the adjoining boundary and the provision of a third parking space to Local Planning Authority parking standards, the Borough Planning Officer be authorised to **approve** the application, subject to the following conditions:-

1. A2 Full permissions – implementation.
2. B3 Plans as received.
3. E1 Materials to match existing building.

Application No. 623709

Land to the rear of 28 Southwold, Bracknell.

Retrospective application for change of use from public open space to private garden enclosed by 1.8m high timber fence.

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

Application No. 623639

19 Redditch, Bracknell.

Erection of single storey rear extension forming conservatory.

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 "041/01, 041/02, 041/03 and 041/04 received 6/4/98").

31. **Miscellaneous Item (Item 4)**

Application No. 623200

Land at the Junction of Western Road/Wokingham Road, Bracknell (Former Ferranti site).

Erection of a part 3 storey, part 4 storey building providing 3556 sq m

office floorspace with associated car parking and landscaping and re-located gas governor following demolition of existing office building.

RESOLVED

1 That the description of the development be amended to make reference to 3613 sq m rather than 3556 sq m.

2 That condition 10 be amended to read as follows:-

“The total gross floor space of the building hereby permitted shall not exceed 3613 sq m and notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or re-enacting that Order) no additional floor space shall be created within the building hereby approved.

32. Applications Dealt with by Borough Planning Officer Under Delegated Powers (Item 5)

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

RESOLVED that the report be noted.

33. 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.

34. 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 7 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(12) Advice in connection with legal proceedings

35. Breaches of the Building Act 1984 and Building Regulations 1991 (as amended) (Item 7)

The Borough Planning Officer submitted a report on the erection of a single storey rear extension at 4 Wiggett Grove, Binfield, Berkshire which had been constructed without Building Regulation approval.

RESOLVED that the Borough Solicitor, subject to being satisfied as to the evidence, be authorised to prosecute appropriate defendants, excluding the owner, under Section 35 of the Building Act 1984, in respect of contraventions to Regulations 14 and 4 of the Building Regulations 1991 (as amended).

The meeting commenced at 7.30 p.m.
and concluded at 10.00 p.m.

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
30 JULY 1998**

Present: Councillors Mrs Doyle (Chairman), Adams,
Mrs Ballin, Barnard, Beadsley, Birch, Fawcett, Flood,
Harrison, Mrs Hirst, Jones, Onions, Mrs Pile, Ryan,
Sargeant, Simonds, Taylor, Thompson and Worrall

Apologies for Absence: Councillors Mrs Hayes, Ward and Wheaton

36. Substitute Members

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

Councillor Beadsley for Councillor Wheaton
Councillor Harrison for Councillor Mrs Hayes

The Sub Committee was advised that notice had been received that Councillor Mrs Sutcliffe would substitute for Councillor Ward. In the event, Councillor Mrs Sutcliffe did not attend.

37. Principal Planner (Compliance)

The Sub Committee welcomed Rebecca Lord, the newly appointed Principal Planner (Compliance).

38. Minutes

RESOLVED that the minutes of the Sub Committee held on 2 July 1998 be confirmed as a correct record and signed by the Chairman.

39. Urgent Item of Business Under Standing Order No. 7

The Chairman gave notice that she would be accepting Item 3.8 onto the agenda on the grounds of urgency as delaying consideration would cause unacceptable delay in the applicant's tendering timetable.

40. Appeal Decisions Received (Item 1)

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

RESOLVED that the report be noted.

41. **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. The Sub Committee noted the Borough Planning Officer's information report on court proceedings in respect of the Royal Oak, London Road, Bracknell. The Borough Planning Officer also reported on the following contraventions and the Sub Committee noted the additional information contained in the supplementary report tabled at the meeting:

**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
and unauthorised storage of
containers.**

RESOLVED that

- (i) the Borough Solicitor be empowered to issue an Enforcement Notice to require the cessation of the unauthorised use of the land and buildings at Moat Farm, as referred to above, for the keeping, repair, maintenance, and servicing of vehicles and the use of the land for the siting of storage containers and the removal of all vehicles, tools and equipment and containers associated with the unauthorised uses, with a period of compliance of three months; and
- (ii) in the event of failure to comply with the notice served, the Borough Solicitor be authorised to commence legal proceedings for non compliance with the notice served and/or obtain an injunction to restrain a breach of planning control.

CON 123/95

**Maidens Green Acres, Cocks Lane,
Winkfield.
Removal of mobile home.**

RESOLVED that the Borough Solicitor be authorised to commence legal proceedings for non compliance with the notice served and/or obtain an injunction to restrain a breach of planning control.

42. **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 623767, 623045, 623351, 623566, 622696, 623569, 623650, 623709, 623412, 623357, 623321, 623618, 623747, 623655, 623175 and 622633.

**Stirrups Country House Hotel,
Bracknell Road, Winkfield.**

a) Application No 623700

Erection of single storey kitchen extension and erection of detached service building.

b) Application No 623701

Erection of 3 storey extension to provide 4 no. bedrooms, WC facilities and fire escape.

A site visit had been held in respect of this application on Saturday 25 July 1998 which had been attended by Councillors Adams, Mrs Ballin, Mrs Doyle, Flood, Mrs Hayes, Ryan, Sargeant, Simonds, Taylor, Thompson, Wheaton and Worrall.

RESOLVED that

(i) subject to being notified to the Secretary of State as a departure from the development plan, application 623700 be **approved** subject to the following conditions:

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
- (3) E1 Materials to match existing building
(insert "existing main hotel building")
- (4) The service building hereby approved shall only be used as garden store, laundry, staff room, switch room, w.c, boiler room, storage and tank room and for no other purpose.

(ii) subject to being notified to the Secretary of State as a departure from the development plan, application 623701 be **approved** subject to the following conditions:

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

**Poplars Farm, Crouch Lane,
Winkfield.**

a) Application No 623767

Change of use and conversion of barn and adjoining outbuildings to offices (Class B1) and workshops (Class B1) following demolition of riding school barn.

b) Application No 623045

Listed building application for alterations to barn to enable conversion of barn and adjoining outbuildings to offices.

It was noted that letters of objection and comments from Winkfield Parish Council had been received.

RESOLVED that

- (i) application 623767 be **approved** subject to the following conditions:
- (1) A2 Full permission - implementation.
 - (2) B3 Plans as received - Drawing nos:
9111/13A/14A/15A/16B/17C/18D/19B/20D/21/22/24/25/26A
 - (3) C6 Details of hard and soft landscaping
insert "which shall include details of surfacing for the parking areas" after landscaping
 - (4) C7 Implementation of approved landscaping scheme.
 - (5) The buildings shall only be used for purposes within Use Class B1 of the Town and Country Planning (Use Classes Order) 1987, (or any Order revoking or re-enacting that Order).
 - (6) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking and re-enacting that Order with or without modification), no development shall be carried out on the site which falls within Article 3 Schedule 2 Parts 6 and 8 of that order without the prior written approval of the Local Planning Authority).
 - (7) L3 Restriction on storage outside buildings.
 - (8) L1 On site refuse storage (notwithstanding condition (7) above).
 - (9) E2 Samples of materials to be submitted.
 - (10) C15 Removal of permitted development rights (fences etc).
 - (11) W1 Wheel washing (building operations).
 - (12) Units 2-5 shall not be occupied until all works to unit 1 have been carried out in accordance with the drawings approved under planning permission 623767 and listed building consent 623045.
 - (13) Details of any proposed illumination of the buildings shall be submitted to and approved in writing prior to the occupancy of any of the buildings.
 - (14) The five units shown on drawing number 9111/20/C shall not be amalgamated to form larger units and not more than one unit shall be occupied by any person, business, firm or organisation.

- (15) The development hereby permitted shall not be begun until details of access to building entrances and provision of parking reserved for people using wheelchairs have been submitted to and approved by the Local Planning Authority and provided prior to the first occupancy of the development.
 - (16) HA3 Access constructed before development (approved drawing)
 - (17) HA14 Set back of gates
 - (18) No building shall be occupied until visibility splays of 2.4m x 215m have been provided. These areas shall thereafter be kept free of all obstructions to visibility over a height of 0.6m above carriageway level.
 - (19) Vehicle parking and turning space (approved drawing) "No building.."
 - (20) HA27 Provision of parking spaces (approved drawing) "No building.."
 - (21) The use of the buildings for B1 uses and deliveries to the site in connection with those uses shall only operate between the hours of 7.30a.m. and 6.30p.m. Mondays to Fridays and 7.30a.m. to 1.00p.m. on Saturdays and at no time on Sundays and Bank Holidays
 - (22) Prior to the commencement of any other operations, the existing riding school barn shall be demolished and the materials resulting from the demolition shall be removed from the land
 - (23) Before the development hereby permitted commences a scheme shall be agreed with the Local Planning Authority which specifies provisions to be made for the control of noise and vibration emanating from the site. All works forming part of the scheme shall be completed before any of the units are occupied.
- (ii) Application 623045 be **approved** subject to the following conditions:
- (1) A3 Listed building and conservation area consent.
 - (2) B3 Plans as received - Drawing nos:
9111/13Aand14A/15A/16B/17C/18D/19B/20c/21/22/23/24/25/26A;
Structural arrangement drawing 1543.01 Revision B.
Summary Report on the Condition of the Barn.
 - (3) LB3 Stability of building.
 - (4) LB4 Stability of building. INSERT three.
 - (5) LB5 Stability of building. INSERT three and four.
 - (6) LB9 Timber frame repairs.
 - (7) LB12 External treatment of timber.
 - (8) LB21 External guttering.
 - (9) E2 Samples of materials to be submitted.

- (10) The repair of the timber frame shall be carried out in accordance with the specification of repair prepared by Oxley Conservation dated 20 December 1997.
- (11) LB13 Insulation to walls
- (12) LB14 Brickwork samples - "The plinth of the barn"
- (13) LB18 Roof materials - Clay roof tiles
- (14) LB19 Replacement doors and windows
- (15) LB22 Further detailed drawings - Insert "glazed doors/screen in entrance"
- (16) A sample of the weatherboarding to be used for the re-cladding of the building shall be submitted to and approved by the Local Planning Authority in writing before the commencement of this part of the works.

Application No. 623190

Land at Linden Lea, Bagshot Road, Bracknell.

Erection of three storey building forming 725 sq m offices (B1) and associated car park following demolition of existing dwelling.

A site visit had been held in respect of this application on Saturday 25 July 1998 which had been attended by Councillors Adams, Mrs Hayes, Mrs Pile, Ryan, Sergeant, Simonds, Taylor, Thompson, Wheaton and Worrall.

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:

the proposal constitutes an over-development of the site detrimental to the character of the area and the amenities of the adjoining residents by reason of its overbearing effect, and as such is contrary to policies OS1 and EN1 of the Berkshire Structure Plan 1991-2006 and policies EN21 and E3 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No. 623351

Land at Kennel Lane, Warfield.

Erection of 10 no. 2 bedroomed terraced houses, 5 no. 3 bedroomed terraced houses and 3 no. 2 bedroomed maisonettes following demolition of existing buildings.

It was noted that letters of objection and comments from Warfield Parish Council had been received.

RESOLVED that consideration of this application be **deferred** to enable a site visit to take place, to which all Members of the Council would be invited.

Application No. 623615/623616

Land South of Cricket Field Grove, Crowthorne.

Erection of 35 metre high telecommunications tower with six sectored antennae, six low noise amplifiers and twelve radio transmission dishes. Erection of radio equipment cabin (duplicate applications).

A site visit had been held in respect of this application on Saturday 25 July 1998 which had been attended by Councillors Adams, Mrs Doyle, Mrs Hayes, Ryan, Simonds, Taylor, Thompson, Wheaton and Worrall.

It was noted that letters of objection had been received.

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

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
(insert "30/BRK0024/01, 02, 03B, and 04A)
- (3) The apparatus and structures hereby approved shall be removed from the site as soon as reasonably practicable after they are no longer required for telecommunications purposes and the site shall be restored to a condition to be agreed in writing by 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.
- (4) E3 Details of materials to be submitted (substitute "development" with "equipment cabin")
- (5) C3 Details of tree protection
- (6) C4 Protective fencing

Application No. 623566

Land North of Church Farm, Lower Church Road, Sandhurst.

Retrospective application for change of use of land from agricultural to equestrian use and retention of 3 no. floodlights on 3.5m high columns.

A site visit had been held in respect of this application on Saturday 25 July 1998 which had been attended by Councillors Adams, Birch, Mrs Doyle, Mrs Hayes, Ryan, Simonds, Taylor, Thompson, Wheaton and Worrall.

Comments from Sandhurst Town Council were noted.

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

- (1) On or before 30 July 1999 the use hereby permitted shall be discontinued and the floodlights, jumps and any associated facilities and materials removed from the land.
- (2) The floodlights hereby permitted shall not be illuminated after 7pm or before 4pm on any day.

Application No. 622696

**Neal Lodge, Priory Road, Winkfield.
Two storey front and rear extensions
with associated car parking (renewal
of planning permission 617522).**

A site visit had been held in respect of this application on Saturday 25 July 1998 which had been attended by Councillors Adams, Mrs Doyle, Mrs Hayes, Ryan, Simonds, Taylor, Thompson, 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 "T/NL/05, 06, 07 received 21 May 1998)
- (3) E1 Materials to match existing building
- (4) C6 Details of landscaping
- (5) C7 Implementation of landscaping
- (6) C10 Retention of landscaped areas
- (7) No doors or windows (other than those expressly authorised by this permission) shall be constructed in the northern elevation of the extensions hereby permitted.
- (8) C3 Tree protection
- (9) C4 Protective fencing
- (10) HA20 Provision of visibility splays
- (11) HA25 Vehicle parking and turning in accordance with approved plan (amend "The extensions shall not...")
- (12) The retaining wall on the approved plan shall be constructed in full prior to the commencement of the erection of the rear extension.

Application No. 623783

**Whitegrove Primary School,
Westmorland Drive, Warfield.
Application under Regulation 3 for
erection of single storey rear
extension to school.**

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 102A,110F,120D,125C,127B,103, received 1 June 1998 and amendments received 27 July 1998.
- (3) E4 Schedule of materials to be submitted.
- (4) C6 Details of hard and soft landscaping.
- (5) C7 Implementation of approved landscaping scheme.
- (6) The temporary classroom permitted under planning application no. 623270 shall be removed within one month of the occupation of the extension (the subject of this application) and all works necessary for the reinstatement of the land to its former state and condition, including tree planting, shall be carried out during the next planting season.

Application No. 623569

**Eastview, Terrace Road North,
Binfield.
Erection of 2 no. 4 bedroomed
detached houses and garages
following demolition of existing
buildings. Provision of access to
Terrace Road North.**

A site visit had been held in respect of this application on Saturday 25 July 1998 which had been attended by Councillors Adams, Mrs Doyle, Flood, Mrs Hayes, Ryan, Simonds, Taylor, Thompson, Wheaton and Worrall.

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 - Insert: 1217/07.
- (3) C6 Details of hard and soft landscaping.
- (4) C7 Implementation of approved landscaping scheme.
- (5) C3 Details of tree protection.
- (6) C4 Protective fencing.

- (7) C14 Replacement tree planting.
- (8) D3 House extensions - restrictions on additional window/door openings.
Insert: North and South.
- (9) D4 House extensions - obscured glazing.
Insert 1: landing and bathroom windows in both new dwellings.
Insert 2: facing north and south.
- (10) E2 Samples of materials to be submitted.
- (11) H2 Implementation of fencing.
- (12) HA5 Access constructed before occupation (approved drawing).
- (13) HA10 Access closure with reinstatement.
- (14) HA20 Visibility splays before occupation.
- (15) HA25 Vehicle parking and turning spaces (approved drawing).
Amend condition to read:
"This area shall thereafter be kept available for parking and turning at all times and no fence, wall, hedge or other obstruction shall be placed within the shared driveway which would impede vehicle parking and turning movements."
- (16) HA30 Garage(s) (and covered area in front) retained for vehicle parking.
- (17) D6 Restrictions on house extensions.

Application No. 623650

**40 Elizabeth Close, Bracknell.
Erection of 3 no. Three bedroomed detached houses following demolition of existing dwelling.**

A site visit had been held in respect of this application on Saturday 25 July 1998 which had been attended by Councillors Adams, Mrs Hayes, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Thompson, Wheaton and Worrall.

It was noted that letters of objection and comments from Bracknell Town Council had been received.

RESOLVED that consideration of the application be **deferred** pending clarification on the ownership of the hedge bounding the site.

Application No. 623321

**6 Brookside, Sandhurst.
Part single and part two storey side extension and single storey rear extension. Detached double garage to front of house.**

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 permission - implementation.
- (2) B2 Plans as amended.
(Insert 4944/02A received 11 June 1998 and landscaping details received 9 July 1998).
- (3) E1 Materials to match existing building.
- (4) C7 Implementation of approved landscaping scheme.
- (5) Details of a screen fence to be erected on the north-western boundary of the site to replace the garage to be demolished shall be submitted for the written approval of the Local Planning Authority. Such fencing as may be approved shall be erected within one month of the removal of the garage and shall thereafter be maintained.
- (6) HA24 Vehicle parking in accordance with approved plan.
- (7) HA30 Garages retained for vehicle parking.

Application No. 623747

**Langdale, Hatchet Lane, Winkfield.
Erection of part first floor, part two
storey side and rear extension and
single storey rear extension.**

A site visit had been held in respect of this application on Saturday 25 July 1998 which had been attended by Councillors Adams, Mrs Ballin, Mrs Doyle, Flood, Mrs Hayes, Ryan, Sargeant, Simonds, Taylor, Thompson, Wheaton and Worrall.

It was noted that a letter of objection and comments from Winkfield Parish Council had been received.

RESOLVED that subject to the expiry of the period for public comment on the amended plans and the consideration of matters arising from the consultation and neighbour notification carried out and following negotiations with the applicant seeking amendments to the roof design, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) A2 Full permission - implementation.
- (2) B1 Plans as amended.
- (3) E1 Materials to match existing building.
- (4) HA25 Vehicle parking and turning spaces - delete "No dwelling/building shall" insert "The extension hereby approved shall not"
- (5) D3 House extensions - restrictions on additional windows/door openings - Insert "south west"
- (6) D4 House extensions - obscure glazing - insert 1 "ground and first floor"
Insert 2 "south west"

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.**

It was noted that letters of objection and comments from Warfield Parish Council had been received.

RESOLVED that, subject to the prior completion of an agreement under S106 of the Town and County Planning Act 1990 containing a planning obligation relating to financial contributions towards community, education and off-site recreational facilities (including the acquisition or improvement of land or buildings) within the area of the North Bracknell Local Plan of February 1992,

- (i) the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-
- (1) A2 Full permission - implementation
 - (2) B1 Plans as amended (site layout plan 950201/10 J, House type J and garage 9500201/04 D, House type L950201/03B)
 - (3) E2 Samples of materials to be submitted
 - (4) C9 Details of walls and fences
 - (5) D3 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or re-enacting that Order) no windows or doors shall be constructed (other than those expressly authorised by this permission) in the walls of the east facing elevation of the house on plot 5, and the west facing elevation of the houses on plots 1 and 2.
 - (6) D4 The hallway and bathroom windows facing east shall be permanently fixed and glazed with obscure glass.
 - (7) D6 Restrictions on house extensions
 - (8) D10 Restrictions on use of garages
 - (9) HA24 Vehicle parking in accordance with approved plan
 - (10) G1 Levels/finished floor level
 - (11) W2 Site organisation
 - (12) C1 Protection of trees - "Drawings 950201/10J received 21 July 1998"
 - (13) C4 Protective fencing for trees (implementation)
 - (14) C5 Replacement of damaged vegetation

- (15) C6 Details of hard and soft landscaping
- (16) C7 Implementation of approved landscaping scheme
- (17) C16 Removal of PD rights (fences etc.)
- (18) HA4 Access constructed before development (details to be approved) "...access..."
- (19) HA16 Roads to be provided "No dwelling ... private drive ..."
- (20) C12 Details of surfacing
(INSERT 1 – driveways for plots 2 and 3)
(INSERT 2 – driveways for plots 2 and 3)

Application No. 623755

**The Bungalow, Bottle Lane, Warfield.
Construction of 2 no. dormers on
front elevation and 1 no. side facing
dormer on rear roof.**

It was noted that comments had been received from Warfield Parish Council.

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

- (1) A2 Full permission – implementation
- (2) B3 Plans as amended - "Drawing 2083/1 Rev G."
- (3) E1 Materials to match existing building

Application No. 623709

**Land to the rear of 28 Southwold,
Bracknell.
Retrospective application for change
of use from public open space to
private garden enclosed by 1.8m high
timber fence.**

A site visit had been held in respect of this application on Saturday 25 July 1998 which had been attended by Councillors Adams, Mrs Doyle, Mrs Hayes, Ryan, Simonds, Taylor, Thompson, 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 Full permissions – implementation.
- (2) B3 Plans as received – Drawings date stamped 13 May 1998.

Application No. 623412

**72 Chesterblade Lane, Forest Park,
Winkfield.
Erection of part two storey, part
single storey and part first floor
extension to side and rear, together**

with single storey front extension and conversion of garage to dining room.

A site visit had been held in respect of this application on Saturday 25 July 1998 which had been attended by Councillors Adams, Mrs Hayes, Ryan, Sargeant, Simonds, Taylor, Thompson, Wheaton and Worrall.

It was noted that letters of objection and comments from Winkfield Parish Council had been received.

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

the proposal represents an undesirable over-development of the site detrimental to the amenity of the occupiers of adjoining property and the character and appearance of the local environment, contrary to policies EN1 of the Berkshire Structure Plan 1991-2006, and EN21 and H2 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No. 623357

**Land Adjoining No.2 Breadcroft Cottages, Cocks Lane, Warfield.
Retention of poultry hut and animal housing unit and erection of new animal housing unit.**

It was noted that comments were received from Warfield Parish Council.

RESOLVED that Borough Planning Officer be authorised to **approve** the application, subject to such conditions as the Borough Planning Officer, in consultation with the Borough Solicitor, considers appropriate.

Application No. 623476

**Primrose Cottage, Church Road, Winkfield.
Erection of 1.8m high close boarded fence, brick screen wall and 2.2m close boarded gates with brick piers on front boundary.**

It was noted that letters of objection had been received.

RESOLVED that consideration of this application be **deferred** to enable a site visit to take place, to which all Members of the Council would be invited.

Application No. 623640

**1 Priestwood Square, Bracknell.
Display of 2 no. internally illuminated fascia signs (800mm x 3650mm and 800mm x 5350mm) and 1 no. internally illuminated projecting sign (700mm x 900mm).**

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

- (1) (5 standard advertisement conditions).
- (2) T7 - Plan numbers: N98/1147/2 and sign specification received 16 April 1998.
- (3) U1- Hours of illumination :half an hour after closing and half an hour before opening.

Application No. 623717

**Sandhurst Garage, Yorktown Road,
Sandhurst.**

**Use of part of site for display of cars
for sale for a further temporary
period.**

It was noted that a letter of objection and comments from Sandhurst Town Council had been received.

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

- (1) A5 Temporary permission - use - "31 July 2000".
- (2) The parking spaces for "sales visitors" shown on drawing 9201/16A shall be kept available for that purpose at all times for as long as the use hereby permitted continues, and in particular shall not be used for the display of cars for sale.
- (3) A scheme providing planting details for the planting area shown on drawing 9201/16A and lying adjacent to the northern boundary of the rear garden of 299 Yorktown Road 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 area of planting shall thereafter be retained as such.

Application No. 623718

**12 Prince Andrew Way, Winkfield.
Change of use from open space to
private garden involving resiting of
2m high fence.**

The comments of Winkfield Parish Council were noted.

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

- (1) The proposed fence is unacceptable in that it would be obtrusive in the street scene, and would involve the enclosure of an area of open space, the loss of which would be detrimental to the open character of the area, contrary to policy EN1 of the Berkshire Structure Plan 1991 - 2006 and policy H12 of the Deposit Draft Bracknell Forest Borough Local Plan, incorporating Further Proposed Changes.

- (2) The proposed fence represents an undesirable form of development, by reason of its effect on the forward visibility curve of Prince Andrew Way and the visibility splay for vehicles using the driveway for 12 Prince Andrew Way, to the detriment of road users and pedestrians, contrary to policy H12 of the Deposit Draft Bracknell Forest Borough Local Plan, incorporating Further Proposed Changes.

Application No. 623618

**36 Northumberland Close, Warfield.
Erection of part two storey and part
first floor front/side extension.**

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) B3 Plans as received
GWS/49/98/2A received 6 April 1998 and GWS/49/98/1/C received 30 June 1998.
- (3) E1 Materials to match existing building.
- (4) HA30 Garage(s) retained for vehicle parking.
- (5) D4 House extensions - obscure glazing
insert1: bedroom (window), insert2: no. 47 Walsh Avenue.
- (6) D3 House extensions - restrictions on additional window/door openings
Insert no. 47 Walsh Avenue.

Application No. 623564

**Lynglow, Fordwells Drive, Winkfield.
Erection of two storey side and rear
extension.**

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

- (1) A2 Full permissions - implementation.
- (2) B1 Plans as amended - insert "G/653 received 17 June 1998".
- (3) E1 Materials to match existing building.

Application No. 623779

**30 Cheshire Park, Warfield.
Section 73 application to allow
retention of beech hedge to side of
house without compliance with
condition 15 of reserved matters
approval 617372.**

It was noted that letters of objection had been received.

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

- (1) Nothing herein contained shall be deemed to affect or vary the conditions imposed on planning approval 617372 which conditions shall remain in full force and effect on this site save insofar as they are expressly affected or varied by this approval.
- (2) The hedge shall not be permitted to exceed a height of 2 metres above the adjacent ground level.

Application No. 623769

**1 Wantage Road, Sandhurst.
Section 73 application to allow retention of 1 metre high wooden fence with hedge behind to side boundary without compliance with condition 4 of reserved matters approval 605545.**

It was noted that a letter of objection and comments from Sandhurst Town Council had been received.

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

- (1) Nothing herein contained shall be deemed to affect or vary the conditions imposed on planning permission No 605065 or reserved matters approval No 605545 which conditions shall remain in full force and effect save insofar as they are expressly affected or varied by this approval in respect of 1 Wantage Road, Sandhurst.
- (2) B3 Plans as received (insert "29/5/1998").
- (3) The post and rail fence hereby permitted shall be dark stained within one month of the date of this permission.
- (4) On or before 1 August 2003 the post and rail fence erected to protect the hedge hereby permitted shall be dismantled and the resulting materials removed from the land.

Application No. 623572

**91 Keldholme, Bracknell.
Erection of single storey rear extension forming conservatory.**

It was noted that a letter of concern and comments from Bracknell Town Council 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 "01C")
- (3) The external block walls of the extension hereby permitted shall be rendered and painted to match the existing building.

Application No. 623726

**4 Top Common, Warfield.
Conversion of roof space involving
installation of 2 no. Velux windows in
roof and 1 no. window to front
elevation.**

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, G1060 received 18 May 1998.
- (3) E1 Materials to match existing building.

Application No. 623857

**252 High Street, Crowthorne.
Erection of detached double garage
with access from Waterloo Place.**

The comments of Crowthorne Parish Council were noted.

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

- (1) A2 Full permission - implementation.
- (2) B2 Plans as received - insert 18 June 1998.
- (3) HA30 Garage retained for vehicle parking.

Application No. 623655

**11 Blackcap Place, Sandhurst.
Erection of single storey side
extension and first floor rear
extension.**

It was noted that letters of objection and comments from Sandhurst Town Council had been received.

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

- (1) The proposal by reason of its size and siting, represents an undesirable and unneighbourly form of development, detrimental to the amenities of occupiers of adjoining residential property, particularly by reason of loss of daylight/sunlight and overbearing effect.
- (2) The proposed extension by reason of its size and scale would be out of keeping with the design and character of the existing dwelling and would have an adverse effect on the appearance of the property and the visual amenity of the area as a whole.

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

Application No. 622633

**Woodlands, Woodmere, Bracknell.
Submission of details of siting and
design for 3 no. detached houses
pursuant to outline planning
permission 621427.
Minor amendment to approved plans.**

RESOLVED that the amended plans be **approved** as minor variations to the approved plans.

Application No. 623313

**15 Mulberry Close, Crowthorne.
Retention of single storey side
extension with provision of parapet
on southern side.
Amendment to approved plans - use
of aluminium profile gutter instead of
parapet gutter detail.**

RESOLVED that the plan received on 12 June 1998 be **approved** as an amendment to planning permission 623313.

44. Building Regulations Applications/Notices dealt with by Borough Planning Officer (Item 5)

The Borough Planning Officer submitted a report on Building Regulations Applications/Notices that had been dealt with since the last meeting.

RESOLVED that the report be noted.

45. Applications dealt with by Borough Planning Officer Under Delegated Powers (Item 6)

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

RESOLVED that the report be noted.

46. Notification of Appeals Received (Item 7)

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

RESOLVED that the report be noted.

The meeting commenced at 7.30pm and concluded at 10.45pm.

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
3 SEPTEMBER 1998**

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

Apologies for Absence:
Councillors Mrs Hayes, Onions and Taylor

47. Substitute Members

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

Councillor Harrison for Councillor Mrs Hayes

The Sub Committee was advised that notice had been received that Councillor Beadsley would substitute for Councillor Onions. In the event, Councillor Beadsley did not attend.

48. Richard Kent

The Sub Committee congratulated Richard Kent on his appointment as Development Control Manager, North Somerset Council.

49. Minutes

RESOLVED that the minutes of the Sub Committee held on 30 July 1998 be confirmed as a correct record and signed by the Chairman.

50. Appeal Decisions Received (Item 1)

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

RESOLVED that the report be noted.

51. Breaches of Planning Control (Item 2)

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.

RESOLVED that the reports be noted.

52. **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 623928, 623129, 623623, 623973, 623620, 623670, 623929, 623335, 623945, 623832, 623917, 623985 and 623986.

Application No. 623253

**Land formerly known as Braeside Cottage, London Road, Binfield.
Erection of 2 no. two storey buildings comprising 8 flats and 2 no. part two storey part three storey buildings comprising 14 flats and 8 maisonettes.**

It was noted that letters of objection and comments from Binfield Parish Council 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 highway and transportation improvements, affordable housing contributions and open space maintenance, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
- (3) E3 Details of materials to be submitted
- (4) C1 Protection of trees
- (5) C4 Protective fencing
- (6) C5 Replacement of damaged vegetation
- (7) C6 Details of hard and soft landscaping
- (8) C7 Implementation of approved landscaping
- (9) C10 Retention of landscaped areas
- (10) C15 Removal of Permitted Development rights (fences)
(delete "areas noted...insert 3" and substitute with "the site.")
- (11) L1 On site refuse storage
- (12) HA16 Roads to be provided (delete "buildings")
- (13) No dwelling shall be occupied until visibility splays of 4.5 metres by 90 metres have been provided at the junction of Road 1 and John Nike Way. These

shall thereafter be kept free of all obstructions to visibility over a height of 0.6 metres above carriageway level

- (14) HA27 Provision of vehicle parking (delete "building" and "provided")
- (15) HA29 Communal Parking
- (16) Details of the entrances to the buildings hereby approved shall be submitted to and approved in writing by the local planning authority prior to the commencement of development and the development shall be carried out in accordance with the approved details.
- (17) Development shall not begin until a scheme for protecting the proposed dwellings and gardens from noise from nearby roads and existing commercial sources has been submitted to and approved in writing by the local planning authority. All works which form part of the scheme as it applies to the protection of each dwelling shall be completed before that dwelling is occupied.

Application No. 623215

**Land formerly known as Braeside Cottage, London Road, Binfield.
Section 73 Application to allow extension of time from 3 years to 5 years for submission of reserved matters application and extension of time limit from 5 years to 7 years for commencement of development, without compliance with conditions 2 and 3(a) of outline planning permission 619392 for residential development of 20 units with access from John Nike Way.**

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

- (1) A1 Submission of reserved matters.
- (2) A1(A) Submission of reserved matters. (Insert 01)
- (3) A1(B) Submission of reserved matters.
(Substitute "the expiration ...permission" with "30 August 1999").
- (4) A1(C) Implementation.
(Substitute "the expiration...5 years" with 30 August 2001").
- (5) Details of a scheme showing foul and surface water drainage taken to suitable outfalls shall be submitted to and approved by the Local Planning Authority prior to the commencement of any work on the site; the scheme to be carried out to the satisfaction of the Local Planning Authority.

- (6) An accurate site survey identifying the positions of all existing trees (including their crown spreads) and hedgerows and shrubbery on the land shall be submitted to the Local Planning Authority with the first reserved matters application for the development.
- (7) The development hereby approved shall not be commenced unless and until a plan containing details of all existing trees, hedgerows and shrubbery to be retained has been submitted to the Local Planning Authority with the first reserved matters application for the development and approved in writing by the Local Planning Authority. The plan shall include 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.
- (8) 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 commencement of any materials operations on site and shall be retained until the completion of all building operations on the site.
- (9) 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 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.
- (10) The landscaping scheme referred to in condition 02 above shall include details of all underground service runs, overhead lines, sight lines and visibility splays.
- (11) The landscaping scheme required by the second condition shall be carried out by the development in a phased programme of works to be agreed in writing by the Local Planning Authority. Any trees or other plants which die within the first five years following the implementation of the landscaping scheme shall be replaced during the next planting season, to the satisfaction of the Local Planning Authority.
- (12) The development hereby approved shall not be commenced unless and until a scheme of screen walls and fences has been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented in full within three months of the completion of any buildings approved in this permission.
- (13) A 1.8 metre high close boarded fence shall be erected along the north eastern boundary of the site prior to the commencement of any building operations on the site.
- (14) HA1 Layout and Design Standards
- (15) No dwelling shall be occupied until the road links from that dwelling to the adopted road network have been provided in accordance with the approved plan.

Application No. 623928

**Jealotts Hill Research Station,
Maidenhead Road, Warfield.
Erection of two storey extension to
Building 100 to form laboratories with
associated plant**

RESOLVED that, subject to:-

- (a) the notification of the application to the Secretary of State as a departure from the development plan and
- (b) the consideration of any further representations, received as a result of the advertisement and notification, which raise matters that are not covered by this report,

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:
Drawings 1747/A011A, A012A, A013C, A014B, A015B and A021A.
- (3) C3 Details of tree protection etc.
- (4) C4 Protective fencing.
- (5) C6 Details of hard and soft landscaping.
- (6) C7 Implementation of approved landscaping scheme.
- (7) C10 Retention of landscaped areas.
- (8) E3 Details of materials to be submitted.

Application No. 623650

**40 Elizabeth Close, Bracknell.
Erection of 3 no. three bedroomed
detached houses following
demolition of existing dwelling.**

It was noted that letters of objection and comments from Bracknell Town Council had been received.

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

- (1) A2 Full permission - implementation
- (2) B1 Plans as amended
856-31 (received 19 August 1998)
- (3) E2 Samples 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 for fences etc.
- (7) D6 Restrictions on house extensions
Insert "In the interests of amenities of neighbouring properties"
- (8) The first and ground floor windows facing north and south shall be permanently glazed with obscure glass.
- (9) D3 Restrictions on additional windows/door openings insert "north and south"
- (10) J2 Foul and surface water drainage
- (11) W1 Wheel washing (building operations)
- (12) HA12 Garage drive length
- (13) HA25 Vehicle parking and turning space (approved drawing)
- (14) HA30 Garages retained for vehicle parking
- (15) The existing boundary hedge with 39 Elizabeth Close shown to be retained on approved plan 856-31 C received 19 August 1998, shall be permanently retained and shall not be removed without the prior written permission of the Local Planning Authority.
- (16) C1 Protection of trees etc. Insert 1 "856-31 C" insert2 "19 August 1998".
- (17) C5 Replacement of damaged vegetation.
- (18) The development hereby approved shall not be begun until details of the surface for the shared drive and parking space adjacent to the boundary hedge with 39 Elizabeth Close have been submitted to and approved by the Local Planning Authority. The surfaces shall be constructed only in accordance with the approved details and shall thereafter be maintained in the same condition, unless otherwise agreed in writing by the Local Planning Authority.

Application No. 623623

Land at Forest Road, west Of Wood Lane, Binfield.

Outline application for the erection of 50 houses with access from Forest Road.

It was noted that letters of objection and comments from Binfield Parish Council had been received.

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

- (1) The proposal constitutes new residential development in an area defined as Land Outside Settlements and Significant Land Between Settlements in the

North Bracknell Local Plan 1992 and the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes. The proposed development would unacceptably harm the open and undeveloped character of the land and unacceptably narrow the physical and visual gap between Bracknell and Binfield and would therefore be contrary to polices OS1, C2 and C6 of the Berkshire Structure Plan 1991 - 2006, policies H4, EN8, EN9 of the North Bracknell Local Plan 1992 and polices H5, EN8 and EN10 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

- (2) The proposal is contrary to polices LD6, H7, R5, T2 and T3 of the Berkshire Structure Plan 1991 - 2006, policies R3 and T10 of the North Bracknell Local Plan 1992 and policies R4, H8, SC1, SC2, M5 and M7 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes in that it makes no provision for affordable housing, public open space or other improvements to educational, community and footpath cycleway facilities to the detriment of the needs of the area.
- (3) The proposed development would have an adverse impact on trees and hedgerows detrimental to the character and appearance of the site contrary to policies C9 of the Berkshire Structure Plan 1991 - 2006, EN1 of the North Bracknell Local Plan, and policy EN1 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.
- (4) The application site has the potential to contain archaeological remains and the proposal fails to provide an assessment of the archaeological potential of the site or have regard to the need for the preservation of archaeological remains and is therefore contrary to policy EN6 of the Berkshire Structure Plan 1991 - 2006, policy EN2 of the North Bracknell Local Plan, and policy EN7 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.
- (5) The proposed development would generate additional vehicle turning movements into and out of the B3024 Forest Road, a district distributor road, thereby reducing its efficiency as a distributor to the detriment of road safety. The proposal is therefore contrary to policy LD5 of the Berkshire Structure Plan 1991 – 2006 and policies H5 and M5 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No. 623973

**Croft House, St Marys Lane,
Winkfield. (Formerly Orchard Farm)
Erection of single storey front and
rear extensions and two storey and
first floor rear extensions. Provision
of dormer to rear.**

A site visit had been held in respect of this application on Wednesday 2 September 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Mrs Pile, Sargeant, Simonds, Thompson and Wheaton.

In view of the fact that the proposals would have no harmful effects on neighbouring properties; would not be inappropriate or disproportionate to the existing building; there would be no material alteration to the scale of development on the site; and

would not have adverse effect on the open or rural character of the area in general or the Green Belt specifically; and that as such it would not constitute a departure from the development plan, it was

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

- (1) A2 Full permissions – implementation
- (2) B3 Plans as received - drawing Nos. 9893/1A and 9893/2A
- (3) E1 Materials to match existing building

Application No. 623620

**Trelabe Farm, Bishops Lane,
Warfield.**

**Extension to barn and continued use
for storage and maintenance of
machinery for agricultural contracting**

It was noted that letters of objection and comments from Warfield Parish Council had been received.

RESOLVED that the application be **deferred** to enable further consideration of highways and access matters.

Application No. 623804

**Brock Hill Cottage, Winkfield Row,
Winkfield.**

**Extension to existing playroom to
provide additional living
accommodation ancillary to existing
main dwelling following demolition of
existing garage and store.**

The comments of Winkfield Parish Council were noted.

A site visit had been held in respect of this application on Wednesday 2 September 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Mrs Pile, Sargeant, Simonds, Thompson and Wheaton.

In view of the fact that the proposals would not be inappropriate or disproportionate to the existing building; there would be no material alteration to the scale of development on the site and no adverse effect on the open or rural character of the area in general or the Green Belt specifically; and that the occupation of the additional accommodation could be controlled by conditions, the Sub Committee

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

- (1) A2 Full permission implementation
- (2) B3 Plans as received – insert “Cope: 02 received 8 June 1998”
- (3) E1 Materials to match existing

- (4) The extension hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as Brock Hill Cottage.

Application No. 623670

27 Glenwood, Bracknell.

Change of use of open space to private garden and erection of 1.8m boundary wall. Erection of a single storey side extension forming conservatory

It was noted that letters of objection and comments from Bracknell Town Council had been received.

RESOLVED that the application be **deferred** to enable the Borough Planning Officer to negotiate for amendments to the application concerning the height and of the wall

Application No. 623760

Holmstead, Chavey Down Road, Winkfield.

Erection of a 5 bed roomed house after demolition of existing dwelling.

The comments of Winkfield Parish Council were noted.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received. Drawing no B98-0447-01C.
- (3) E2 Samples of materials to be submitted.
- (4) D3 House extensions - restrictions on additional windows/door openings. Facing north and south.
- (5) D4 House extensions- obscured glazing
The ground floor family room window facing south shall....
- (6) HA25 Vehicle parking and turning space (approved drawing)
The dwelling shall not be occupied.....
- (7) HA30 Garage retained for vehicle parking.
- (8) The level of the roof of the proposed dwelling shall not exceed the roof level of the existing dwelling "Woodcote" to the south.
- (9) W2 Site organisation.
- (10) D6 Restrictions on house extensions.

Application No. 623129

Land to the rear of 100 Yorktown Road, Sandhurst.

Retention of raised, hard-surfaced area for use for parking coaches and 5 no. security lights on 5.5m high columns and erection of 2.4m high boundary wall.

RESOLVED that consideration of this application be **deferred** to enable a site visit to take place, to which all Members of the Council would be invited.

Application No. 623929

Land adjoining 26 Cannon Hill, Bracknell.

Enclosure of open space with 1.8 metre high fence to form private garden area.

It was noted that two petitions and comments from Bracknell Town Council had been received.

RESOLVED that the application be **deferred** to enable a site visit to take place, to which all Members of the Council would be invited.

Application No. 623476

Primrose Cottage, Church Road, Winkfield.

Erection of 1.8m high close boarded fence, brick screen wall and 2.2m close boarded gates with brick piers on front boundary.

A site visit had been held in respect of this application on Wednesday 2 September 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Mrs Pile, Sargeant, Simonds, Thompson and Wheaton.

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 Amended plans as received - insert "received 8 July 1998".
- (3) E3 Details of materials to be submitted.
- (4) HA14 Set back of gates - insert "6 metres".
- (5) HA21 Visibility splays before development - insert "2.4m" "35m" "at the access to the property".

Application No. 623912

**Sunny Corner, Winkfield Lane,
Winkfield.
Retrospective application for erection
of 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) D10 Restrictions on use of garages.
- (2) The existing hedge located along the Winkfield Lane frontage of the property shall not be removed or reduced below a height of 2.0 metres without the prior written permission of the Local Planning Authority. Should any part of this hedge be removed or become seriously damaged or diseased it shall be replaced in the next planting season with hedging plants of similar species unless the Local Planning Authority has given written consent to any variation.

Application No. 623902

**48 Cheviot Road, Sandhurst.
Erection of 2 metre high fence
involving incorporation of amenity
land into garden.**

It was noted that letters of objection and comments from Sandhurst Town Council had been received.

RESOLVED that the application be **deferred** to enable a site visit to take place, to which all Members of the Council would be invited.

Application No. 623335

**6 Setley Way, Martins Heron,
Winkfield.
Erection of first floor side extension.**

The comments of Winkfield 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 "GWS/229/97 received 19 June 1998".
- (3) E1 Materials to match existing.
- (4) HA24 Vehicle parking in accordance with approved plan - delete "No dwelling/building shall" insert "The extension hereby approved shall not" and "received 23 January 1998" after "approved plan".
- (5) HA30 (Remaining) garage retained for vehicle parking.

- (6) D3 House extensions – restrictions on additional window/door openings.
INSERT “north”.

Application No. 623894

**Cotswold, Terrace Road South,
Binfield.**

**Construction of new pitched roof to
existing garage.**

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

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received
insert “1154/01 B received 3 July 1998”
- (3) E1 Materials to match existing building

Application No. 623945

**67 King Edwards Road, Winkfield.
Retention of single storey 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) HA30 Garage retained for vehicle parking.
- (2) HA24 Vehicle parking in accordance with approved plan.
Delete:- “no dwelling/building”
Insert:- “The garage hereby approved shall not be used for any
purpose whatsoever until vehicle parking space.....”

Application No. 623832

**18 Moffats Close, Sandhurst.
Erection of two storey rear extension.**

It was noted that a letter 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 permission - implementation.
- (2) B2 Plans as amended - insert “001/A2 received 18 August 1998”.
- (3) E1 Materials to match existing building.
- (4) D3 Restrictions on additional window/door openings - insert “east and west”.

Application No. 623917

**2 Longwater Road, Bracknell.
Section 73 Application to allow
erection of fence and planting of
hedge to front of property without
compliance with Condition 03 of
Planning Permission 623689.**

Comments from Bracknell Town Council were noted.

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

- (1) Nothing herein contained shall be deemed to affect or vary the conditions imposed on planning permission 623689 which conditions shall remain in full force and effect save insofar as they are expressly affected or varied by this approval.
- (2) B3 Plans as received (date-stamped 10 July 1998).
- (3) No fence shall be erected to the front of the property except for a picket fence not exceeding 1m in height in the location shown on the approved plan. On or before 1 September 2003 the picket fence erected to protect the hedge hereby permitted shall be dismantled and the resulting materials removed from the land.
- (4) The hedge hereby approved shall be privet only unless otherwise agreed in writing by the Local Planning Authority and shall not be permitted to exceed 1m in height above the adjacent ground level.
- (5) HA22 Visibility splays for private drives – “The hedge and fencing hereby approved shall provide for a visibility splay of 2.4m by 2.4m at the junction of the driveway and the adjacent footway...”.

Application No. 623834

**3 Lawrence Grove, Binfield.
Erection of part single storey part two
storey rear extension.**

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

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

- 1) A2 Full permission - implementation.
- 2) B3 Plans received - Drawing 98D12/01.
- 3) E1 Materials to match existing building.
- 4) D3 House extensions - restrictions on additional window/door openings.
Insert: - Facing Nos. 2 and 4 Lawrence Grove

Tesco Store, County Lane, Warfield.

Application No. 623985

Display of one banner sign.

Application No. 623986

Display of three banner signs.

The Sub Committee noted that these applications had been withdrawn.

Application No. 623876

**31 Wayland Close, Bracknell.
Change of use of open space to private garden involving erection of 1.8m high fence and erection of 2.1m high pergola.**

The comments of Bracknell Town Council were noted.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - insert "MGHA98 received 25 June 1998".
- (3) The development shall not be begun until a revised plan showing a visibility splay of 2 metres by 2 metres at the north east corner of the application site has been submitted to and approved in writing by the Local Planning Authority. No fence shall be constructed other than in accordance with the approved details and the area within the visibility splay shall be kept free of all obstructions to visibility above a height of 0.6 metres from the adjacent ground level.

53. Miscellaneous Items (Item 4)

Application No. 623171

**The Royal Oak PH, London Road, Bracknell.
Erection of single storey front extension forming enlarged bar and restaurant area and alterations to existing car park.
Proposed amendment to approved plans.**

RESOLVED that the revised plans be **approved** as minor variations to the approved plans.

54. **Building Regulations Applications/Notices dealt with by Borough Planning Officer (Item 5)**

The Borough Planning Officer submitted a report on Building Regulations Applications/Notices that had been dealt with since the last meeting.
RESOLVED that the report be noted.

55. **Applications dealt with by Borough Planning Officer Under Delegated Powers (Item 6)**

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

RESOLVED that the report be noted.

56. **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 7.30 p.m.
and concluded at 9.30 p.m.

CHAIRMAN

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**LEISURE SERVICES COMMITTEE
13 OCTOBER 1998**

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

Apologies for absence: Councillor Grayson

249. Announcements

The Mayor, Councillor Finnie, announced a contribution of £5 would be made to the Mayor's charity, the British Heart Foundation, if members purchased tickets for the rugby match between Richmond and Bedford on 1 November from the Mayoral/Civic Support Officer or the Leisure Development Manager by 26 October.

250. Minutes

The minutes of the meetings held on 25 March and 30 June 1998 were confirmed as a correct record and signed by the Chairman.

251. Bracknell Forest & Wokingham Joint Golf Course Committee

RESOLVED that the minutes of the meeting of the Bracknell Forest & Wokingham Joint Golf Course Committee held on 12 March 1998 be received.

252. Leisure Services Special Sub Committee and Strategy and Policy Special Sub Committee

RESOLVED that the minutes of the Leisure Services Special Sub Committee and the Strategy and Policy Special Sub Committee held on 30 July 1998 as set out in Appendix A hereto be received.

253. Quarterly Summary Report (Item 1)

The Director of Leisure Services submitted the Quarterly Summary Report to the Committee, which set out the key operational issues, including details on revenue and capital expenditure, since the last meeting of the Committee. The report also detailed progress in achieving the policy objectives in the Operational Service Plan for 1998/99 as achieved by the four Sections in the Department.

RESOLVED that the Quarterly Summary Report, detailing work undertaken by Leisure Services since the last meeting of the Committee, be received.

254. **Commitment Budget and Service Plans 1999/2000 – 2001/2002 (Item 2)**

The Committee was advised that in the light of the anticipated budget shortfall in 1999/2000 it was necessary to review its commitment budget and to agree its medium term objectives. The Committee noted that there were no new commitments which affected the Leisure Services Committee's future budget. The Committee also provisionally agreed its medium term objectives, covering areas such as health, community safety, lifelong learning, the environment, economic development and tourism, and facilities. The Committee also put on record its gratitude to all those involved in the summer holiday fun programme.

RESOLVED that

- (i) the Commitment Budget (as set out in paragraph 4.1 of the report) be noted; and
- (ii) the Medium Term Objectives (as set out in Annexe A to the report) be provisionally approved, subject to the addition of the following objective in the section on Lifelong Learning: "Promote and facilitate an appreciation of the arts."

255. **Capital Programme – Upgrade of Libraries (Item 3)**

The Director of Leisure Services submitted proposals for capital expenditure on the Borough's libraries, including the installation of automatic doors at Bracknell Library, as well as redecoration and improvements to the lighting at that library and improvements at other local libraries. The Committee approved these schemes, for which provision had been made in the approved capital programme.

RESOLVED that expenditure of up to £55,000 be approved on the following projects:

- (a) installation of automatic doors, redecoration, improvements to the lighting and upgrade of public areas in Bracknell Library.
- (b) re-shelving of Harmans Water Library.
- (c) redecoration and furniture upgrade in branch libraries.

256. **Capital Programme – Youth Centres (Item 4)**

In a report by the Director of Leisure Services, the Committee considered proposals for capital expenditure to provide refurbishment works at three youth and community centres. The Committee was also advised on progress with the partnership building project between Edgbarrow School and the Youth Service and a further report would be submitted to the Committee in January 1999.

RESOLVED that

- (i) £30,000 be approved from the 1998/99 capital programme for refurbishment works at Coopers Hill, Priestwood and Sandhurst Youth and Community Centres; and

- (ii) a detailed report concerning the Edgbarrow Youth Centre and Edgbarrow School partnership be considered in January 1999.

257. New Capital Project – Bracknell Sport & Leisure Centre (Item 5)

The Committee supported proposals set out in a report by the Director of Leisure Services for capital expenditure on replacement floodlights at the artificial turf pitch at the Bracknell Sport and Leisure Centre at an estimated cost of £67,000. This expenditure could be funded from underspends in capital budgets, including the budget for the renewal of the artificial turf pitch, and could include a contribution from the Direct Service Organisation. The Committee was advised that it had apparent authority under the Scheme of Council and Committee Management to resolve the matter, but it was possible that the Strategy and Policy Committee had not intended to allow service committees to make such variations.

RESOLVED that

- (i) the Strategy and Policy Committee be requested to confirm whether service committees could agree variations to their capital programmes, as detailed in the existing Scheme of Council and Committee Management;
- (ii) in the event of the Strategy and Policy Committee confirming that service committees could agree variations to their capital programme, the replacement of the floodlights on the Bracknell Sport and Leisure Centre artificial turf pitch be included as an approved scheme within the 1998/99 Leisure Services Capital Programme and funding be released to undertake the project; and
- (iii) in the event of the Strategy and Policy Committee confirming that it was not intended that service committees could agree variations to their capital programmes, the Strategy and Policy Committee be requested to approve the replacement of floodlights on the Bracknell Sport and Leisure Centre artificial turf pitch for inclusion as an approved scheme within the 1998/99 Leisure Services Capital Programme and funding to be released to undertake the project.

258. New Capital Project – Edgbarrow Sports Centre (Item 6)

After consideration of a report by the Director of Leisure Services the Committee supported proposals for a variation in the 1998/99 Leisure Services Capital Programme, which would enable the £50,000 identified for partnership projects to be used for the refurbishment the Health and Fitness Suite at Edgbarrow Sports Centre. The Committee was advised that it had apparent authority under the Council's Scheme of Management to resolve the matter, but it was possible that the Strategy and Policy Committee had not intended to allow service committees to make such variations. The Committee also advised the Strategy and Policy Committee that in its opinion service committees should have the flexibility to re-assess priorities and agree variations within an agreed capital programme.

RESOLVED that

- (i) the Strategy and Policy Committee be requested to confirm that it intended that service committees could agree variations to their capital programme, as detailed in the existing Scheme of Council and Committee Management;
- (ii) in the event of the Strategy and Policy Committee confirming that service committees may agree variations to their capital programmes, the refurbishment of the Health and Fitness Suite at Edgbarrow Sports Centre be included as a approved scheme within the 1998/99 Leisure Services Capital Programme and funds be released to undertake the project; and
- (iii) in the event of the Strategy and Policy Committee advising that service committees may not agree variations to their capital programmes, the Strategy and Policy Committee be requested to approve the refurbishment of the Health and Fitness Suite at Edgbarrow Sports Centre for inclusion as an approved scheme within the 1998/99 Leisure Services Capital Programme and funding be released to undertake the project.

259. **Easthampstead Park Conference/Education Centre – Fire Detection/Alarm System and Building Maintenance Issues (Item 7)**

The Committee was advised of the need to renew the fire detection/alarm system at Easthampstead Park Conference/Education Centre at an estimated cost of £100,000 and that there was no currently capital budget provision for this. The Committee noted that because of the inter-departmental uses associated with the building, it was appropriate that related capital expenditure was funded from a central budget. The Committee also noted a variety of other maintenance items, some of which would be addressed from the 1998/99 revenue budget and other non-urgent items, which would be reviewed at the end of the financial year.

RESOLVED that

- (i) the Strategy and Policy Committee be requested to commit funding of £100,000 from the 1999/2000 Finance and Property Capital Programme for a fire alarm/detection system at Easthampstead Park Conference/Education Centre and the work be carried out on the timetable specified by the Borough Surveyor;
- (ii) urgent maintenance items be funded this financial year from within the revised Easthampstead Park revenue budget; and
- (iii) non-urgent but necessary maintenance be reviewed at the end of this financial year by the Borough Surveyor with the intention of including this in the Finance and Property Sub Committee's Capital Programme for 1999/2000.

260. **Section 106 Funds – Open Space and Community Facilities (Item 8)**

The Director of Leisure Services presented an overview of Section 106 Funds that were available for open space and community facilities. The report gave details of commitments and contained proposals for the allocation of remaining funds.

RESOLVED that

- (i) it be noted that funds have already been committed to projects at:
 - (a) Carnation Hall,
 - (b) Martins Heron Community Centre,
 - (c) Priestwood Community Centre
 - (d) Binfield Boys Football Club
 - (e) Jubilee Gardens
 - (f) Warfield/Winkfield Countryside Park

- (ii) the monies shown as provisionally allocated in Annexes A and B of the report be committed as follows:
 - (a) £620 from fund 2.4 [Foxley Lane, Binfield] for capital works at Binfield Library;
 - (b) an additional £7,800 from fund 9.1 [Parkestrel] be spent on capital works associated with the new entrance and approach to Sandhurst Sports Centre;
 - (c) £7,650 received for Chaucer Woods be spent on general improvements to the site;
 - (d) £10,570 from fund 7.5 [Ringmead, Birch Hill] be released for improvements to Birch Hill Community Centre;
 - (e) £5,949 from fund 7.4 [Frog Lane] be released for improvements to Easthampstead Community Centre;
 - (f) an additional £20,000 be released for land acquisition for the Warfield/Winkfield Countryside Park;
 - (g) £4,825 be spent on new equipment at Branksome Hill play area; and

- (iii) funds be provisionally allocated for the following projects and further work be undertaken so that a detailed report can be submitted to the Committee:
 - (a) provision of outdoor youth facilities at Coopers Hill Youth & Community Centre;
 - (b) provision of a new pedestrian access to Ambarrow Court from the railway bridge on Church Road as identified in the Local Plan;
 - (c) improvements to Anneforde Place Recreation Ground - see separate report;
 - (d) a project which aims to improve recreation facilities at Sandhurst School and Sports Centre and Branksome Hill open space, as identified in a report to the Committee in June 1998;
 - (e) The Cut path;
 - (f) provision of a pavilion at Westmorland Drive;
 - (g) restoration of Lily Hill Park;
 - (h) improvements to community facilities in North Bracknell; and
 - (i) recreation facilities in Crowthorne.

261. Development of Harmans Water Library (Item 9)

In a report by the Director of Leisure Services, the Committee was advised that St Paul's Shared Church was planning to redevelop its Church building. The proposals could involve either stand-alone church or a facility which would include Harmans Water Library. The Committee noted that any redevelopment of the library

together with St Paul's Church would enhance access and enable an expansion of services available from the library.

RESOLVED that the concept of developing the library as part of the St Paul's Shared Church development be supported, but on the explicit understanding that there would be no financial commitment to the development at this time.

262. Annual Library Plan (Item 10)

The Committee considered a report on the Annual Library Plan - a strategic document designed to shape the future of the library service within the Borough. The Committee, in noting the extensive work involved in the preparation of the Plan, gave it their approval.

RESOLVED that the Annual Library Plan be approved.

263. Delegated Authority (Item 11)

The Committee was advised that the existing Scheme of Council and Committee Management did not adequately provide the required specific authorities for the Director of Leisure Services in respect of several operational matters. For example, the Director needed to react quickly to market factors in the setting of charges and needed authority to set charges for any new services provided. Consequently, the Director sought the Committee's agreement for the required delegated authorities.

Some reservations were expressed by the Committee in relation to the proposed delegations and the Director gave an undertaking that variations to charges that might be considered sensitive would be referred to the Committee for decision. The Committee was also informed that Financial Regulation 33 required that the Committee review charges at least annually and the Director would present the core charges for all leisure services at the same committee meeting at which the budget was agreed. This was because the charges were an integral part of the Committee's budget and consequently the delegated authority was essentially to enable the Director to respond to changing conditions within the Committee's overall policy framework.

A motion in relation to this item was moved and seconded and in accordance with Standing Order No. 45, a request was made that voting on the motion be recorded. On being put to the meeting the voting on the motion was as follows:

For (10): Councillors Bettison, Blatchford, Egan, Fawcett, Finnie, Good, Mrs Hayes, North, Thompson and Wheaton.

Against (2): Councillors Flood and Miss Haydon.

Not Voting(3): Councillors Mrs Keene, McCormack and Taylor.

It was therefore **RESOLVED** that the Director of Leisure Services be given delegated authority to:

- (a) seek/accept sponsorship;
- (b) sign agreements after consultation with the Borough Solicitor;
- (c) seek and accept public donations;
- (d) fix charges for any new service within his remit;
- (e) vary charges for services, such variations to be reported to the next meeting of the Committee;
- (f) introduce or vary any ticketing arrangement; and
- (g) determine hours of operation at all Leisure facilities

264. Leisure Grants for Young People (Item 12)

The Director of Leisure Services reported on proposals to revise the policy on sports and arts grants for young people. These related largely to the widened remit of the Leisure Services Department. A budget of £3,000 has been provided for such grants in 1998/99.

RESOLVED that

- (i) the policies for administrating the Leisure Grants for Young People, as set out in the Annexe to Item 12 of the agenda, subject to the two minor amendments made at the meeting, be approved; and
- (ii) the scheme be advertised through local papers forthwith.

265. Anneforde Place Playing Field, Priestwood (Item 13)

The Committee considered a request for grant by Bracknell Town Council for improvements, to its open space at Anneforde Place, estimated to cost £14,200. The Town Council had raised £11,000 for the scheme and a grant for the remainder was proposed. The Committee noted that the scheme would improve access to Garth Meadows - a new countryside site recently opened to the public by the Borough.

RESOLVED that a grant of £3,200 be given to Bracknell Town Council for improvements to open space at Anneforde Place.

266. Wildlife Heritage Sites (Item 14)

The Committee was advised by the Director of Leisure Services of recent changes for the criteria under which Wildlife Heritage Sites were designated and the implications of these changes for the Borough Council. The Committee noted that as a result of the revised criteria there was a need to re-assess against the criteria the existing 75 designated Wildlife Heritage Sites in the Borough. It was intended that this would be undertaken by January 1999.

RESOLVED that the revised criteria for the designation of Wildlife Heritage Sites, drawn up by the Berkshire Nature Conservation Forum and listed in Annexe 1 to Item 14 of the agenda be endorsed.

267. Provision of Recreational Pitches (Item 15)

A report by the Director of Leisure Services highlighted the results of a study which had assessed the provision of recreational pitches in the Borough with regard to relevant national and local standards. The report had indicated that there was a shortfall in pitch provision in the Borough, particularly in Sandhurst and Winkfield. The report set out a range of policies to address the shortage and the Committee agreed that ways of improving the pitch provision in the Borough should be investigated.

RESOLVED that

- (i) the report on the provision of recreational pitches be noted; and
- (ii) the Director of Leisure be requested to investigate ways of improving the quantity and quality of pitch provision in the Borough.

268. Appointment of Edgbarrow and Sandhurst Sports Centre Management Committee (Item 16)

The Committee considered a report seeking the re-appointment of the Edgbarrow and Sandhurst Sports Centre Management Committee.

RESOLVED that

- (i) the Edgbarrow and Sandhurst Sports Centre Management Committee be re-appointed on the following basis:
 - (a) Bracknell Forest Borough Council – three representatives
 - (b) Edgbarrow School - the head teacher or the head teacher's nominee and one other representative appointed by the Governing Body
 - (c) Sandhurst School – the head teacher or the head teacher's nominee and one other representative appointed by the Governing Body
 - (d) Crowthorne Parish Council – two representatives
 - (e) Sandhurst Town Council – two representatives
- (ii) three Bracknell Forest Borough Council representatives be appointed to serve on the Edgbarrow and Sandhurst Sports Centre Management Committee for the remainder of the 1998/99 municipal year.

269. Information Items

The Committee received the following reports submitted for information only:

The National Year of Reading (Item 17)

Summer Holiday Fun Programme (Item 18)

South Hill Park – Activities Report (Item 19)

270. **Exclusion of Public and Press**

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

- (7) Information relating to the financial affairs of a particular third person (Items 20 & 21)
- (8) Information relating to a proposed contract (Items 20 & 21)

271. **Techniquet Exhibition – The Look Out (Item 20)**

In a report containing exempt information the Director of Leisure Services advised the Committee on arrangements relating to an extension of the present agreement between the Council and Techniquet for the provision of interactive science exhibits at the Discovery Outpost at The Look Out.

RESOLVED that

- (i) in accordance with Standing Order 67 [Exceptions to Standing Order 65 and 66], Standing Order 65 [Quotations] and Standing Order 66 [Tenders] be waived and the Director of Leisure Services be authorised to agree an extension of up to six months for the existing agreement with Techniquet; and
- (ii) in accordance with Standing Order 63 (2) the Strategy & Policy Committee be notified of the Committee's declaration of an exception to Standing Orders with respect to contracts.

272. **Horseshoe Lake – Terms of the Management Contract (Item 21)**

The main terms of a proposed contract negotiated with Freetime Leisure Limited, the management company which currently operates Horseshoe Lake Watersports Centre on behalf of the Council were reported to the Committee. After consideration of the existing and proposed arrangements the Committee approved the revised terms and in addition gave the Director of Leisure Services delegated authority to deal with all other details relating to the agreement.

RESOLVED that

- (i) the terms of the management contract, as shown in Annexes 1 and 3 of Item 21 of the agenda be approved; and
- (ii) the Director of Leisure Services be authorised to agree all other details concerning the agreement.

The meeting commenced at 7.30 p.m.
and concluded at 9.55 p.m.

CHAIRMAN

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**LEISURE SERVICES SPECIAL SUB COMMITTEE
AND
STRATEGY & POLICY SPECIAL SUB COMMITTEE
30 JULY 1998**

Leisure Services Special Sub Committee

Present: Councillors Fawcett, Good, Mrs Hayes, North and Thompson.

Strategy and Policy Special Sub Committee

Present: Councillors Angell, Bettison, Birch, Jones and Wheaton.

Also Present: Councillors Mrs Ballin and Flood.

1. **Election of Chairman**

RESOLVED that Councillor North be elected Chairman of the meeting.

COUNCILLOR NORTH IN THE CHAIR

2. **Appointment of Vice-Chairman**

RESOLVED that Councillor Bettison be appointed Vice-Chairman of the meeting.

3. **Exclusion of the Public and the Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of Item (1), which involved the likely disclosure of exempt information as defined in paragraph 7 (financial affairs of a third party) of Schedule 12A of that Act.

4. **South Hill Park – Grant Application (Item 1)**

The two Special Sub Committees had been established to determine the grant application from the South Hill Park Trust in support of its revised development proposals, which in turn would require lottery funding from the Arts Council for England. In his report, which contained exempt information, the Director of Leisure Services had examined further the Trust's business plan and had also clarified the rationale behind the proposals and the future benefits and risks of the scheme as proposed.

The meeting also considered the level of the Council's revenue funding and also discussed the need for a suitable legal and partnership agreement, the terms of which would include the introduction of a service level agreement process. After consideration of the proposals, the respective Sub Committees concluded that they were satisfied with the further assessments submitted and that the Council should support the South Hill Park Trust in its application for lottery funding.

It was **RESOLVED** by the Strategy and Policy Special Sub Committee that:

- (i) the capital programme be amended to incorporate a grant of up to £1 million to the South Hill Park Trust, based on the project detailed in the report (Item 1 of the agenda); and
- (ii) the Council seek to maintain its current level of revenue support to the South Hill Park Trust.

It was **RESOLVED** by the Leisure Services Special Sub Committee that:

- (iii) any amendments to the project be agreed in advance by the Director of Leisure Services, in consultation with the Chairman and the Vice Chairman of the Leisure Services Committee;
- (iv) the grant [as specified in paragraph (i) above] be released on a phased basis and in parallel with the Trust's contractual obligation to pay invoices associated with the project; and
- (v) a suitable legal and partnership agreement be signed by the Trust and Bracknell Forest Borough Council and the partnership agreement cover in detail:
 - a) the commitment of the Council to support arts within the Borough;
 - b) how South Hill Park can support and help develop the Council's objectives in relation to the arts;
 - c) the introduction of an annual service level agreement process, which would set out agreed objectives in programming and financial terms; and
 - d) how the objectives of all partners in South Hill Park Trust can be delivered in the most effective manner.

The meeting commenced at 5.30 pm
and concluded at 6.35 pm.

CHAIRMAN

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EDUCATION COMMITTEE
15 OCTOBER 1998

Present: Councillor Ward (Chairman)
Councillors Barnard, Beadsley, Mrs Doyle, Egan,
Good, Harrison, Mrs Hayes, Mrs Hirst, Mills, Ryan,
Mrs Shillcock, Mrs Sutcliffe, Taylor, Thompson,
Wheaton and Worrall

Church Representatives:
Mr G Anderson, Mr D McCann

Teacher Representatives:
Mr J Haig
Mrs L Wales

Apologies for absence were been received from:

Councillor Fawcett and Mrs M Desai

273. Substitute Members

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

Councillor Ryan for Councillor Fawcett

274. Minutes

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

275. Urgent Item of Business under Standing Order 7

The Chairman gave notice that he had agreed to the addition of an item of urgent business to the agenda for the meeting. The report concerned additional staffing requirements and the appointment of a consultant. An urgent decision was required in order to enable the Department to meet the Government's timetable for implementation of the Fair Funding proposals and the Schools Standards and Framework Act 1998.

276. Consultant Appointment and Additional Staffing (Urgent Item)

The Committee was advised that the Assistant Director responsible for managing the implementation of the Government's Fair Funding for Schools proposals would be on maternity leave from the end of October until the beginning of April 1999. Funding was required for a temporary appointment to cover the management of this project. Specialist advice would be required and an Education Consultant had been selected to undertake the project. A request for additional funding would be put to the

Strategy & Policy Committee on 28 October 1998. However, the timing of the Assistant Director's departure meant that an appointment needed to be made to the post prior to this date, hence the reason for urgency.

The Education Department also had an urgent need for additional staffing for the management of pupil matters, principally to cover the absence on extended sick leave of the Children & Families Officer, and to implement the requirements of the Schools Standards and Framework Act 1998. The funding for this would be sought from the Strategy & Policy Committee on 28 October.

RESOLVED that

- (i) due to the specialist nature of the project, the requirement to obtain three written quotations be waived, in accordance with Standing Order 67;
- (ii) that the appointment of a Consultant to prepare for the implementation of Fair Funding be approved on the grounds of urgency;
- (iii) that the Strategy & Policy Committee be recommended to approve the allocation to the Education Department Budget in 1998/99 of £25,000 for the implementation of Fair Funding and that the following requests be referred to the Strategy and Policy Committee for consideration:
 - (a) allocation to the Education Department Budget in 1998/99 of: £15,000 for the management of people matters; and £25,000 for additional staffing to implement the Schools Standards and Framework Act 1998; and
 - (b) allocation to the Education Continuation Budget of £22,000, being the full year effect of making the Data Analyst post permanent.

277. Transport Panel

RESOLVED that the minutes of the meeting of the Transport Panel held on 6 July and 7 September 1998, be received.

278. Governor Selection Sub Committee

RESOLVED that the minutes of the meetings of the Governor Selection Sub Committee held on 16 July and 29 July 1998, as set out in Appendices A and B hereto respectively, be received.

279. Budget Sub Committee

RESOLVED that the minutes of the meetings of the Budget Sub Committee held on 23 July and 16 September 1998, as set out in Appendices C and D hereto respectively, be received and the recommendation at minute no. 27 be adopted.

280. **Student Awards Panel**

RESOLVED that the minutes of the meetings of the Student Awards Panel held on 24 August and 14 September 1998, be received.

281. **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 2 September 1998, be received as noted.

282. **Education Consultation Panel**

RESOLVED that the minutes of the meeting of the Education Consultation Panel held on 8 September, be received.

283. **Teachers' Joint Consultative Committee**

RESOLVED that the minutes of the meeting of the Teachers' Joint Consultative Committee held on 29 September 1998, be received.

284. **Quality Assurance Sub Committee**

RESOLVED that the minutes of the meeting of the Quality Assurance Sub Committee held on 30 September 1998, as set out in Appendix E hereto, be received.

285. **Petition – St Mary's Primary School Designated Area (Item 1)**

The Committee considered a report on a petition, which had been presented to the Council at its meeting on Wednesday 22 July. The Council had referred the petition to the Education Committee.

The petition opposed the decision of the former Berkshire County Council to change the catchment area of St Mary's C E Primary School, Winkfield by the exclusion of the Chavey Down area. The petitioners were also aggrieved about the procedure followed by the County Council in introducing the change.

The report detailed the history of the boundary change including the findings of the Local Government Ombudsman following a complaint. Proposals relating to the designated area for St Mary's Primary School could not be considered in isolation from a number of related issues that the Authority would need to resolve. It was considered appropriate for the new LEA to conduct a review of primary school places in Northern Bracknell. The review would have regard to the impact of housing development in the northern area of the Borough and the Government's proposals for reducing infant class sizes. Particular consideration would be given to the concerns of the Chavey Down residents in drawing up options for the review. The options would be reported to the Education Committee in January 1999 in order to commence a period of consultation.

RESOLVED that:

- (i) the petition be noted; and
- (ii) the Director of Education be requested to:
 - (a) conduct an immediate area review of primary school provision in North Bracknell;
 - (b) specifically consider the option of returning the Chavey Down area to the Winkfield St Mary's designated area so that this can be consulted upon with other options; and
 - (c) report on these options to the Committee at its January meeting, prior to going to public consultation on them.

286. Quarterly Operations Report (Item 2)

The Director of Education presented the second quarterly operations report on the running of the Education Service. The report described the main areas of activity of the Department over the preceding three month period and presented a brief summary on the revenue budget and staffing statistics.

Particular attention was drawn to the large number of major new initiatives to which the Department was required to respond, including those arising from the passage of three new acts of Parliament:

- The School Standards and Framework Act
- The Teaching and Higher Education Act
- The Crime and Disorder Act

RESOLVED that the quarterly operations report be received.

287. Education Development Plan (Item 3)

The Director of Education introduced the draft Education Development Plan, which set out the proposed priorities and activities that would form the basis of Bracknell Forest Borough Council's strategy for raising standards in schools.

The report described the format and development of the Plan. The Committee had established a Focus Group at its meeting on 18 March to consider the preparation of the Plan. This Group had met on two occasions and had approved the provisional priorities and activities, which were set out in the draft Plan. These had been slightly adjusted in accordance with the final guidance issued by the DfEE at the end of September. However, wherever possible the framework had been adapted to local needs.

In summary, the six priorities for improvement were:

- 1 Raising attainment in literacy
- 2 Raising attainment in numeracy
- 3 Raising standards achieved by children with special or additional educational needs
- 4 Promoting quality schools
- 5 Promoting effective teaching and classroom practice
- 6 Promoting opportunities for learning in schools and beyond.

RESOLVED that the draft Education Development Plan be approved as a basis for formal consultation with those listed in it.

288. Commitment Budget and Service Plans 1999/2000 – 2001/02 (Item 4)

The Director of Education introduced the Committee's Commitment Budget and Service Plans for the period up to 2002.

At its meeting on 15 July 1998, the Strategy and Policy Committee had considered the Council's existing commitments and the likely resource base for future years. The Committee had concluded that, after taking account of the likely impact of the Government's Comprehensive Spending Review, a funding gap of £3m to £3.5m was likely next year. The Committee had consequently agreed an outline budget strategy whereby service committees would be asked to review their existing commitments in detail and to consider their medium term priorities in order to ensure that resources were directed towards priority areas.

The Commitment Budget set out in the report took account of approved existing commitments, together with the ongoing effects of service developments and efficiencies, which had been agreed in March 1998.

The report also outlined the medium term objectives for the Education Service for the same period.

RESOLVED that

- (i) the revised Commitment budget in table 2 and Annexe A of the report be noted; and
- (ii) the Education Service medium term objectives in Annexe B of the report be approved.

289. Fair Funding: Improving Delegation to Schools (Item 5)

The Committee considered a report on progress with implementing the Government's proposals for increasing financial delegation by LEAs to schools. The new funding requirements were to be implemented in April 1999.

On 23 September 1998 the DfEE had issued further guidance on the implementation of the Fair Funding framework but did not propose to issue the detail of this until the second week of October. The late arrival of the detailed guidance affected the timing of the original consultation process as planned. The report clarified the current proposals and timescale and sought agreement to further consultation with schools.

As part of the consultation process, an explanatory meeting was to be held for Headteachers and Chairmen of Governors on 9 November. An invitation was extended to the Teachers' Association representatives to attend this meeting.

RESOLVED that

- (i) the process and the revised timescale as set out in Annexe B of the report be noted; and

- (ii) in view of the late arrival of the detailed guidance, the Director of Education be authorised, in consultation with the Chairman of the Education Committee, to finalise the document for schools.

290. DfEE Capital Allocations Submission 1999/2000 (Item 6)

The Director of Education informed the Committee of the process for submission of information to the Department for Education and Employment about the Council's plans for capital projects starting in 1999/2000.

The submission for Bracknell Forest consisted of schemes to remove surplus places at Brakenhale school and to remove life-expired temporary classrooms at Wildridings Primary School. The deadline for the submission to the DfEE was 19 October 1998.

RESOLVED that the details of the submission to the DfEE be noted.

291. Asset Management Plan (Item 7)

The Director of Education informed the Committee of the requirement to develop an Asset Management Plan (AMP) in line with guidance received from the DfEE in August 1998. AMPs were intended to ensure that resources for school premises were used as efficiently as possible to improve building and facilities and to raise educational standards. Local Education Authorities were required to produce and consult on their criteria for prioritising needs within their AMPs.

The report set out the proposed priorities for addressing planned maintenance requirements of schools and the proposed criteria for prioritising school improvement projects. These would be the subject of consultation with schools.

The report included information on a specific scheme proposed jointly by Edgbarrow School and Edgbarrow Youth and Community Centre. The scheme would use allocations for projects to be completed in the current financial year under the Building Better Schools initiative but required additional commitment from next year's programme. The estimated costs to the school's proposals were £83,000 of which a shortfall of £23,000 remained to be funded. It was feasible to phase the scheme in order to carry out some of the work during the current financial year but the school was seeking a forward commitment that the balance would be found from the 1999/2000 capital programme.

RESOLVED that

- (i) the priorities for addressing the planned maintenance requirements of schools as defined in paragraph 4.6 of the report be approved for consultation;
- (ii) the criteria for prioritising school improvement projects as defined in paragraph 4.9 of the report be approved for consultation; and
- (iii) the second phase of a costed scheme at Edgbarrow School in the 1999/2000 capital programme, as specified in paragraph 4.15 of the report be given high priority.

292. **Reduction in Class Sizes Statement (Item 8)**

The Director of Education reported on the Government's declared aim of reducing class sizes for 5, 6 and 7 year olds to a maximum of 30. In May 1998 Bracknell Forest had been allocated capital funds for two classrooms as part of this initiative.

Detailed guidance on preparing a statement on reducing class sizes had been issued by the DfEE on 8 September 1998. The report outlined the LEAs plan for implementing this initiative by September 2000 following a consultation with parents, headteachers and governing bodies. The DfEE had granted an extension on the deadline for submission of the plan, to the end of October. It was proposed to seek approval for the detailed statement through the urgency arrangements in order that greater consultation could take place before the deadline.

RESOLVED that the reduction in class sizes statement be approved under the urgency arrangements for submission to the Secretary of State by 31 October 1998.

293. **Early Retirement Arrangements for Teachers (Item 10)**

The Committee considered a report on a proposed substantive policy for early retirement arrangements for teachers. The Committee had adopted an interim policy at its meeting on 18 March 1998, which had subsequently been extended to October 1998. The policy options had been discussed with the teachers' Professional Associations and had also been considered by the Teachers' Joint Consultative Committee on 29 September 1998. The Committee was invited to agree the early retirement scheme and recommend this to the governing bodies of county, controlled and aided schools with delegated budgets.

The main provisions of the proposed policy were summarised as follows:

- (a) Early retirement on grounds of redundancy for those aged 58 years and over, with redundancy payments based on statutory minimum salary for these purposes of £220 a week. this was different from the interim policy, which allowed early retirement on the grounds of redundancy for those aged 50 and over. An enhanced severance payment without a pension would be an alternative available to the teacher. This would be based on actual salary and the maximum number of allowable weeks.
- (b) Early retirement in the interest of the efficiency of the service normally only for those 58 years old and over.
- (c) Early retirement on grounds of ill health as agreed by the national agency, Teachers Pensions.
- (d) Early retirement, as agreed by the Education Committee, from the age of 54, where such a retirement was in the interests of the education of a substantial number of children in the Borough and in the interest of improving the LEA's performance.
- (e) No enhancement (i.e. no added years).

The attention of the Committee was drawn to the comments of the staff-side in the Minutes of the meeting of the Teachers' Joint Consultative Committee held on 29 September 1998 (not reproduced).

In accordance with Standing Order 47, the following resolution was required to be submitted to the Council as a recommendation:

RECOMMENDED that the model early retirement policy, attached as Appendix 1 hereto, be agreed and recommended to governing bodies for adoption.

294. **Handling Staff Reductions in Schools Policy (Item 9)**

The Director of Education presented a report on a proposed policy for handling staff reductions in schools. The draft policy had been prepared as part of the Local Education Authority's review of all personnel procedures for schools. It had been the subject of consultation with the Teacher Associations, UNISON and the GMB.

The Committee's attention was drawn to the comments of the staff-side in the Minutes of the meeting of the Teachers' Joint Consultative Committee held on 29 September 1998 (not reproduced).

In accordance with Standing Order 47, the following resolution was required to be submitted to the Council as a recommendation:

RECOMMENDED that

- (i) the financial arrangements for staff under 50 years of age leaving the service on the grounds of redundancy be on the basis on enhanced severance payments (up to a maximum of 66 weeks) calculated on actual salary;
- (ii) the model policy and procedure for handling staff reductions, attached as Appendix 2 hereto, be adopted as a model for governing bodies.

295. **Model Capability Procedure for Headteachers, Teachers and other Staff in School (Item 11)**

The Committee considered a report on model capability procedures which were presented for recommendation to governing bodies as part of the Committee's review of all personnel procedures for schools. The proposed procedures were the result of consultation with the Teacher Associations, UNISON and the GMB.

The procedures were designed to help and encourage all employees within schools with delegated budgets to achieve and maintain an acceptable standard of performance. They provided a fair and consistent method of dealing with alleged failures to achieve the expected standard. There was a separate procedure for dealing with headteachers due to the difficult nature of the management task facing governing bodies in respect of this post.

RESOLVED that the model policies attached as Annexe 1 and Annexe 2 to the report submitted be recommended for adoption by governing bodies.

296. **Model Absence Management Policy and Procedure for Schools (Item 12)**

The Director of Education introduced a report on a model absence management policy and procedure for schools, which had been prepared as part of the Committee's review of all personnel procedures for schools. The proposed policy was a result of consultation with the Teacher Associations, UNISON and the GMB.

Under local management arrangements, schools were directly responsible for all personnel matters in connection with their staff. However, the Local Education Authority could recommend to the governing body a framework for good practice and provide support and guidance throughout the process.

The Committee was asked to adopt the policy for recommendation to governing bodies.

RESOLVED that the model absence management policy and procedure attached as Annexe 1 to the report submitted be recommended for adoption by governing bodies.

297. **Holly Spring Assessment Resource (Item 13)**

The Director of Education reported that the governing body of Holly Spring Infant School had written to request that the Assessment Resource based at the school be closed or relocated to elsewhere in the Borough from the end of the financial year. There were good reasons for the governors' request and, given the review of provision for special education needs currently being undertaken in Bracknell Forest, the timing was opportune.

The purpose of the Resource was to provide a facility for an extended period of assessment for those children whose needs were not immediately identifiable. There were staffing issues that would need to be resolved if the decision was taken to close the Resource. Decisions would also be required about the provision made for individual children. For this reason an early decision was necessary.

The Borough Solicitor advised that the proposal would represent a significant change in the character of the school and would therefore require consultation prior to closure in accordance with statutory provisions.

RESOLVED that

- (i) the proposal to close the Assessment Resource at Holly Spring School from 31 March 1999 (or as soon as practicable thereafter) be approved as a basis for consultation;
- (ii) consideration be given, as part of the SEN review, to the type of provision now appropriate for Bracknell Forest; and
- (iii) that any capital costs arising from a possible relocation be given a high priority in the 1999/2000 capital programme.

298. **National Childcare Strategy (Item 14)**

The Director of Education reported to the Committee on the Green Paper, *Meeting the Childcare Challenge*, which had been published in the Summer. The Green Paper set out how the Government intended to develop its National Childcare Strategy. The document focused on three aspects: raising quality, making childcare more affordable and making childcare more accessible.

The intention of the Government was that the remit and membership of the Early Years Development Partnership should be expanded into a local Childcare Partnership responsible for assessing local childcare needs and how they should be met for children aged 0 to 14 years.

The Joint Advisory Sub Committee for Children's Services had considered the Strategy at its meeting on 2 September 1998 and its recommendations were incorporated into the report.

RESOLVED that

- (i) the progress to date be noted;
- (ii) the Bracknell Forest Early Years Development Partnership be renamed and reconstituted as the Bracknell Forest Early Years and Childcare Partnership with immediate effect; and
- (iii) the Director of Education, in consultation with the Chairman of the Education Committee, be authorised to determine membership and terms of reference in accordance with the final DfEE guidance when published.

299. **Establishment of SACRE (Item 15)**

The Director of Education reported on the Authority's duty to establish a Standing Advisory Council on Religious Education (SACRE). At its meeting on 18 June 1998, the Committee had adopted the constitution of the Bracknell Forest SACRE as the basis for discussion with the organisations listed therein. The report sought the formal appointment of the SACRE and the nomination of five Borough Councillors to serve on it.

RESOLVED that

- (i) the Bracknell Forest Standing Advisory Council for Religious Education (SACRE) be appointed in accordance with the constitution attached as Annexe A to the report; and
- (ii) the following Borough Councillors be nominated to serve on the Bracknell Forest SACRE (3 : 2):

Councillors Egan, Mrs Hayes, Ward, Fawcett and Good.

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EDUCATION GOVERNOR SELECTION SUB COMMITTEE
16 JULY 1998

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

Apologies: Councillor Mrs Shillcock

10. Minutes

The minutes of the meeting of the Sub Committee held on 22 May 1998 were approved as a correct record.

11. Promotion of School Governance (Item 1)

The Sub Committee received a report from the Director of Education outlining a proposed campaign for the autumn term to promote the importance of governance and to encourage prospective governors to join governing bodies.

RESOLVED that the importance of school governance be endorsed and the campaign during the autumn term 1998 to promote governance as outlined in the report be agreed.

12. Vacancies on School Governing Bodies (Item 2)

The Sub Committee noted the vacancies and nominations received for LEA governors on school governing bodies in the Borough as set out in the report of the Director of Corporate Services, including nominations received before the closing date but after despatch of the agenda.

13. Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Item 3 which involved the likely disclosure of exempt information under category 1 of Schedule 12A of that Act.

14. Appointment to School Governing Bodies (Item 3)

The Sub Committee received the report of the Director of Corporate Services containing exempt information including copies of nomination forms for those being considered for governor appointments.

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

15. **Dates of Future Meetings**

It was agreed that the next meeting of the Sub Committee would be held on Monday 12 October 1998 at 8.00 am. (The closing date for nominations would be Tuesday 6 October at 5.00 pm)

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

CHAIRMAN

**SCHEDULE OF VACANCIES ON SCHOOL GOVERNING BODIES IN BRACKNELL FOREST
GOVERNOR SELECTION SUB-COMMITTEE – 16 JULY 1998**

SCHOOL	DETAILS OF VACANCY The following are current vacancies to be filled ASAP	DETAILS OF NOMINEES	NOMINATION FORMS (Circulated to Members only) PAGE NO.	DECISION
Holly Spring Junior	One vacancy (two vacancies were notified to the previous meeting, of which one was filled by Cllr Barnard)	Mr C R M Turrell	11	Mr C R M Turrell
College Town Infant	One vacancy (this vacancy was not filled at the previous meeting as no nominations had been received)	Mrs S L Smith	15	Mrs S L Smith
St Joseph's RC (Aided)	One vacancy (two vacancies were notified to the previous meeting, of which one was filled by Mr Aylwin)	Mr R Simonds	19	Mr R Simonds
Kennel Lane Special	One vacancy arising from the resignation of Mr P W Fox	Mr R Simonds	19	Deferred to 12 October meeting
The Pines Infant & Nursery	One vacancy arising from the resignation of Mr P Brown	Mr J V Quinton	35	Mr J V Quinton
Ranelagh	One vacancy arising from the appointment of Cllr Mills as a Foundation Governor	Mr R A Flood Dr Marilyn Lansley Mr G S Anderson Mr E Sloper (any C/E School). Mr D Ingham Mrs J Bailey	21 23 25 29 37 39	Dr Marilyn Lansley

SCHOOL	The following are cases where LEA Governors will reach the end of their term of office in the Autumn Term 1998	DETAILS OF NOMINEES	NOMINATION FORMS (circulated to Members only) PAGE NO	DECISION
Kennel Lane Special	One vacancy arising on the expiry of Mrs A Wheaton's term of office on 21 September 1998	Mr R Simonds Mrs A Wheaton	19 33	Mrs A Wheaton
Owlsmoor Primary	One vacancy will arise on the expiry of Mr G N Ford's term of office on 4 November 1998		-	To be considered at 12 October meeting
Crowthorne CE Primary	One vacancy will arise on the expiry of Mrs Killer's term of office on 16 December 1998	Mrs S M Thompson Mr E Sloper (any C/E School)	-	To be considered at 12 October meeting

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**EDUCATION GOVERNOR SELECTION SUB COMMITTEE
29 JULY 1998**

Present: Councillors Barnard (Chairman), Mrs Doyle, Fawcett (Substituting for Mrs Shillcock), Good, Ward and Wheaton

Apologies: Councillor Mrs Shillcock

16. Vacancy on College Town Infant School Governing Body (Item 1)

The Sub Committee noted the vacancy and nominations received for LEA Governors on College Town Infant School Governing Body, as set out in the report of the Director of Corporate Services.

17. Exclusion of Public and Press

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

18. Appointment to College Town Infant School Governing Body (Item 2)

The Sub Committee received a report from the Director of Corporate Services containing exempt information including copies of nomination forms for those being considered for governor appointments.

RESOLVED that Mrs S Smith be appointed to the governing body of College Town Infant School.

The meeting commenced at 6.00 p.m. and concluded at 6.10 p.m.

CHAIRMAN

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EDUCATION BUDGET SUB COMMITTEE

23 JULY 1998

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

Apologies for absence were received from:
Councillors Good and Taylor

18 **Substitute Members**

The Committee noted the attendance of the following substitute Members under Standing Order 38: Councillor Mrs Shillcock for Councillor Taylor.

19 **Minutes**

RESOLVED that the minutes of the Sub Committee held on 15 June 1998 be confirmed as a correct record and signed by the Chairman.

20 **Additional Funding for Curriculum Support Materials : Brakenhale School (Item 1)**

The Director of Education presented an application for additional funding for books and other materials to assist Brakenhale School in the implementation of its post-Ofsted Action Plan.

The Ofsted inspection report of February 1998 had identified some serious weakness in the Brakenhale School's provision concerning poor levels of literacy and the significant underachievement of boys. The school, in conjunction with its attached advisor, had prepared a bid for additional funding for materials to address these issues. A copy of the bid was attached to the report as Appendix A.

RESOLVED that £19,521 (priorities A and B) be allocated to the Brakenhale School from the Schools Specific Contingency to be spent as detailed in Appendix A of the report.

21 **Response to Fair Funding : Improving Delegation to Schools (Item 2)**

The Sub Committee received a report on the Government's proposals for increasing financial delegation by LEAs to schools. The proposed arrangements, published in June 1998, built on and would replace local management of schools (LMS) and would extend delegation to many areas of funding currently retained by LEAs centrally. The proposals stated that the new funding requirements were to be implemented in April 1999. The Authority had been requested to respond to these proposals by 31 July 1998. A proposed response was attached to the report as Appendix A.

The report also sought the Sub Committee's endorsement for the proposed timetable for consultation on and implementation of the final requirements in Bracknell Forest.

The Sub Committee recorded its thanks to Alison Sanders, Assistant Director of Education, for preparing a comprehensive response. A number of minor textual improvements were requested.

RESOLVED

- (i) that the response to the Government's proposals be approved as set out at Appendix A of the report, with minor textual amendments to be made by the Director of Education.
- (ii) that the proposed timetable for consultation and implementation be endorsed as set out at Appendix B of the report.

22 Education Library Service (Item 3)

The Sub Committee considered a report on the proposed joint arrangement with other Berkshire LEAs for the provision of the Education Library Service.

In November 1997 the Education Transition Committee had agreed that Bracknell Forest should be the Host Authority for the Education Library Service. Officers had been authorised to continue detailed work on the proposed joint arrangement and to report back at an appropriate time.

It was noted that since that meeting of the Committee Wokingham District Council had decided not to be a party to the agreement although individual schools in Wokingham District were still able to purchase services under the agreement.

The report set out two suggested methods of funding; the first to operate until the budget for school libraries was devolved to schools whilst the second method of funding would apply if and when devolved funding came into effect under the Government's new Fair Funding proposals.

RESOLVED

- (i) that the Borough Solicitor be authorised to conclude an agreement for the Education Library Service in accordance with the proposals set out in the report.
- (ii) that any final amendments be made by the Director of Education in consultation with the Chairman of the Sub Committee at the conclusion of detailed negotiations between the Berkshire Unitary Authorities.

23 Berkshire Young Musicians Trust (Item 4)

The Sub Committee considered a report on the proposed contract for the provision of music tuition services in schools, which were currently provided by the Berkshire Young Musicians Trust (BYMT).

The current contract for music tuition services was due to expire on 31 August 1998 having been executed by BYMT and Berkshire County Council in March 1993. Discussions between the Unitary Authorities (except Wokingham) had led to the proposal that each of the five unitary authorities would enter into separate agreements with BYMT. The agreements would be similar, based upon the same jointly negotiated model with minor amendments to deal with specific requirements by individual authorities.

RESOLVED

- (i) that the Borough Solicitor be authorised to conclude an Agreement for music tuition with the Berkshire Young Musicians Trust in accordance with proposals set out in the report.
- (ii) that any final amendments be made by the Director of Education in consultation with the Chairman of the Sub Committee.

24 **Whitegrove Primary School – Extension : Tender Procedures and Tender Acceptance (Item 5)**

The Sub Committee considered the arrangements for tendering for the extension works at Whitegrove Primary School. The extension of the school had been approved by the Council at a special meeting on 17 December 1997. Tenders for a traditional extension to Whitegrove Primary School were expected to exceed £500,000, in which case contract standing orders required that the tender list be submitted to Committee for approval.

In the event that it was necessary to proceed with the alternative modular design, approval for single tender action was also requested.

RESOLVED that

- (i) approval be given to the list of building contractors shown at Annexe B in the exempt papers, to tender for the construction of a traditional extension to Whitegrove Primary School;
- (ii) should it be necessary, as an alternative, to build a modular extension to the school, that in accordance with Standing Order 67 that Standing Orders 65 and 66 shall not apply because it is not reasonably practicable to seek competitive tenders due to (a) the specialised nature of this building type, and (b) that existing rates provided as a result of competitive tendering are available from Rollalong Ltd and that consequently an order be placed with that company.

25 **Crowthorne Primary School : Replacement of Horsa Building – Single Tender Action (Item 6)**

The Borough Surveyor reported that the Education capital programme included the replacement of a life expired pre-cast building (a Horsa building) at Crowthorne Primary School. It was proposed to replace it with a modular building available from a single supplier.

The report also advised on three urgent actions which had been taken in order to allow timely progress of the Education planned maintenance programme.

RESOLVED that in accordance with Standing Order 67 that Standing Orders 65 and 66 shall not apply because it is not reasonably practicable to seek competitive tenders due to (i) the specialised nature of this building type, and (ii) that existing rates provided as a result of competitive tendering are available from Rollalong Ltd and that consequently an order be placed with that company.

26 **Acceptance of Tender to replace boilers at Birch Hill Primary School, Meadowvale Primary School and Brakenhale Comprehensive School (Item 7)**

The Borough Surveyor reported that the planned maintenance programme 1998/1999 included replacement of boilers at Birch Hill Primary, Meadowvale Primary and Brakenhale Schools. Tenders had been invited for the work to be carried out during the summer holidays. Only one tender had been received, in which case contract Standing Order 76 (9) required Committee approval for its acceptance.

RESOLVED that the tender received from Alpha Plumbing & Heating Ltd be accepted, for replacement boilers at Birch Hill Primary, Meadowvale Primary and Brakenhale Schools.

27 **Approved Duty for attendance at South East Region Chairmen's Meetings (Item 8)**

The Sub Committee considered a report proposing that the attendance of the Chairman of the Education Committee at the termly South East Region Chairmen's and Chief Education Officer's meetings be accepted as an approved duty for the purposes of the Members' Allowance scheme.

RECOMMENDED

- (i) that agreement be given to the Chairman of the Education Committee attending the Chairmen's and Chief Education Officers' South East Region Meetings; and
- (iii) that the attendance of the Chairman at the meetings be an approved duty for the purpose of the scheme of Members Allowances.

28 **Land Adjacent to Sandhurst School (Information Item 9)**

The Director of Leisure Services submitted a report for information on some suggestions for improvement to the grounds of Sandhurst School, Sandhurst Sports Centre and the public open space off Branksome Hill Road, Sandhurst.

29 **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the Public and Press be excluded from the meeting for the consideration of items 10, 11 and Annexe B to agenda item 5 which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act.

- (9) Information relating to negotiations for a contract

30 **Site for a Pupil Referral Unit (Item 10)**

The Sub Committee considered a report on the site for the establishment of the secondary pupil referral unit for Bracknell Forest.

At its meeting on 18 June, the Education Committee had considered a report outlining a number of options for the siting of a pupil referral unit for secondary age children. The Committee had identified three sites meriting further investigation and Officers had been asked to report the outcome of their investigations to this meeting of the Budget Sub Committee for determination. The report summarised the issues that had been identified in respect of each of the three sites including the likely development costs, planning considerations and other advantages and disadvantages of the sites.

RESOLVED that College Hall be approved as the site for the establishment of the Secondary Pupil Referral Unit.

31 **Contract for the Supply of Information and Communication Technology (Item 11)**

The Sub Committee considered a report on the outcomes of the tendering process for the supply of equipment and services to establish the Bracknell Forest Learning Network.

The report summarised the tender responses that had been received and the criteria against which they had been evaluated. The company/consortium that best met the requirements with the Borough for this stage of the Bracknell Forest Learning Network programme was Research Machines PLC.

RESOLVED that

- (i) the internet service provider for all schools under this programme shall be Research Machines PLC;
- (ii) the contract for the supply of education ITC equipment and services be awarded to Research Machines PLC; and
- (iii) the Director of Education be authorised, in consultation with the Chairman of the Sub Committee, to establish the programme for the installation of extended networks.

The meeting commenced at 5.30pm and concluded at 7.40pm.

CHAIRMAN

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**EDUCATION BUDGET SUB COMMITTEE
16 SEPTEMBER 1998**

Present: Councillors Barnard (Chairman), Beadsley, Mrs Doyle,
Good, Mrs Hayes, Mrs Shillcock, Ward, Wheaton, Worrall

Apologies for Absence were received from:
Councillors Taylor and Thompson

32. Substitute Members

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

Councillor Mrs Shillcock for Councillor Taylor
Councillor Mrs Doyle for Councillor Thompson

33. Minutes

The minutes of the Sub Committee held on 23 July 1998 were confirmed as a correct record and signed by the Chairman.

34. Budget Monitoring Report April to June 1998 (Item 1)

The Director of Education presented a report summarising the budgetary control statement for the first 3 months of the current financial year. Whilst this was a very early stage in the life of the new Education Service, there were important financial developments of which the Sub Committee needed to be aware.

The main budget variances highlighted in the report included:

A saving of £170,000 due to successful rate revaluation appeals

An overspend of £114,000 on premature retirement/dismissal costs.

An overspend of £98,000 on special educational needs.

The report would form part of the Education Department's Quarterly Operations Report to the Education Committee in October.

RESOLVED that the report be noted and the management action outlined in the report be endorsed.

35. Contract for Travellers' Education (Item 2)

The Director of Education reported on progress with contract arrangements for the Travellers' Education Service.

The Education Transition Committee in September 1997, had agreed the principle of a joint arrangement for travellers' education with the six unitary authorities, with

Wokingham District Council acting as the lead authority. At that stage the Committee had agreed to the contract lasting for a twelve month period. However, it was now clear that the other participating authorities considered that the arrangement should be on the basis of a 3-year contract. This view had been arrived at due to the staffing issues involved and the nature of the arrangements for the DfEE bidding process. The bid for the next 3-year cycle needed to be prepared during the current financial year.

RESOLVED that the Borough Solicitor, having regard to budgetary provision and regular monitoring reports, be authorised to conclude the necessary contract negotiations on the basis of a 3-year contract.

36. **Items for Information**

The Sub Committee received and noted the following items which were submitted for information only:

Capital Programme 1998/99 – Progress report	(Item 3)
Result of Tendering for the Whitegrove Primary School – Extensions	Item 4)

The meeting commenced at 5.30 p.m.
and concluded at 6.30 p.m.

CHAIRMAN

**EDUCATION QUALITY ASSURANCE SUB COMMITTEE
30 SEPTEMBER 1998**

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

8. Minutes

The minutes of the meeting of the Sub Committee held on 13 May 1998 were approved as a correct record and signed by the Chairman.

9. The Brakenhale School: Six Monthly Report on the Progress of the LEA Post – Ofsted Action Plan (Item 3)

The Sub Committee received a report for information on the progress of the LEA action plan and other measures adopted by The Brakenhale School in response to the key issues for action identified in the Ofsted inspection report.

The school had implemented a number of strategies to ensure improvements. Early indications were that improvements were being achieved (e.g. an improvement of 5% in the percentage of pupils achieving 5 or more A* to C grades at GCSE this year and internal decoration improvements). The Headteacher, Cathy Croft, described how the action plan was being implemented in the school. She tabled a selection of performance information including 1997/98 examination results at GCSE and A Level, a summary of the National Curriculum assessment results at key stage 3 and a financial report.

The Sub Committee was pleased to note the improvements which were being achieved at the TheBrakenhale School.

10. Summaries of Ofsted Inspection Reports (Item 2)

The Sub Committee received the summaries of Ofsted inspection reports for the six Bracknell Forest schools which had been inspected during the summer term 1998. The Headteachers of each of the schools attended the meeting to present their summary report and to answer the Sub Committee's detailed questions.

St Margaret Clitherow RC Junior & Infant School: Headteacher Mr Peter O. McGivern
Sandy Lane Infant School: Headteacher Mrs E Forsyth
Holly Spring Infant School: Headteacher Mrs Ann Cowley
Wildridings County Primary School: Headteacher R. D. Donaldson
Cranbourne Primary School: Headteacher Mr P H Edwards
Whitegrove Primary School: Headteacher Mrs C Tsakmakis

The summaries detailed the main findings of the inspections and, where the school had previously been inspected, an assessment of the improvement made by the school since the last inspection, and the key issues for action.

The Sub Committee was pleased to note that the inspections had found at least satisfactory provision in each of the schools and many areas where provision was very good. The common themes emerging from the inspection reports included:

- the need to respond to the development of more able pupils
- the need for improvement in the use of information technology in the curriculum, both in terms of sufficiency of equipment and development of teachers' competencies
- the need for more systematic observation and monitoring of classroom practice.

The Governors' action plans for St Margaret Clitherow RC Infant and Junior School and Sandy Lane Infant School were also attached for the Sub Committee's information.

RESOLVED that

- (i) the Sub Committee note the findings of the inspection reports; and
- (ii) the Sub Committee note the Governors' action plans for St Margaret Clitherow RC Infant and Junior School and Sandy Lane Infant School.

11. **The Summer Literacy School (Item 1)**

The Director of Education reported on the Summer Literacy School held at Easthampstead Park School from 17 to 27 August 1998, following Bracknell Forest's successful bid from the Standards Fund Category 9.

The Summer School had been successful and well attended. Clear gains had been made by pupils in their self-esteem and confidence and parents had commented on the excellent preparation this had been for their entry into secondary school.

Assessment procedures would be reviewed and developed for any future Summer School project. A systematic method of assessment was required to ensure that the pupils selected were those who would derive most benefit from Summer School provision. Assessment should also enable pupils' improvement to be measured more accurately and this should be coupled with ongoing monitoring to see whether individual pupils were able to sustain progress.

RESOLVED that

- (i) the evaluative information about the Summer Literacy School be noted; and
- (ii) the Sub Committee endorse a formal thank you to the Project Co-ordinator and all those involved in the delivery of the project.

12. **Public Examinations and National Curriculum Assessments in Bracknell Forest 1998 (Item 4)**

The Sub Committee agreed to defer this item to the next meeting.

The meeting commenced at 5.00p.m.
and concluded at 8.00p.m.

CHAIRMAN

STRATEGY & POLICY COMMITTEE
28 OCTOBER 1998

Present: Councillor Bettison (Chairman), Councillors Mrs Ballin, Beadsley, Birch, Flood, Good, Jones, Mrs Keene, McCormack, Mills, North, Sargeant, Mrs Shillcock, Wheaton and Worrall

Also Present: Councillor Blatchford

Apologies for Absence were received from:
Councillors Bayle, Wade and Ward

303. Substitute Members

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

Councillor Beadsley for Councillor Bayle
Councillor Flood for Councillor Wade
Councillor Worrall for Councillor Ward

305. Minutes

The minutes of the meetings of the Committee held on 25 March and 15 July 1998 were approved as a correct record and signed by the Chairman.

306. Urgent Business

The Chairman advised the Committee that he had agreed that the following item should be added to the agenda for consideration at this meeting on grounds of urgency in order to meet the statutory timetable.

307. CCT Functional Work – Annual Reports by Direct Service Organisations (Tabled item)

The Committee received the annual reports and statement of accounts for the year 1997/98 approved by the Direct Services Board in relation to the Grounds Maintenance DSO, the Leisure DSO and the Building Works DLO. It was noted that the Council was required to publish and submit the annual reports to the Secretary of State and to the external auditor by no later than 31 October each year.

RESOLVED that the annual reports for the Grounds Maintenance DSO, Leisure DSO and Building Works DLO for the year 1997/98, as submitted by the Direct Services Board, be adopted.

308. **Millennium Sub Committee**

RESOLVED that the minutes of the meeting of the Millennium Sub Committee held on 20 July 1998, as set out in Appendix A hereto, be received and that the recommendation in Minute 12 be adopted.

309. **Leisure Services and Strategy & Policy Special Sub Committee**

RESOLVED that the minutes of the meeting of the Leisure Services and Strategy & Policy Special Sub Committee held on 30 July 1998, be received.

310. **Finance & Property Sub Committee**

RESOLVED that the minutes of the meeting of the Finance & Property Sub Committee held on 23 September 1998, as set out in Appendix B hereto, be received.

311. **Audit & Performance Review Committee**

RESOLVED that the minutes of the meeting of the Audit & Performance Review Committee held on 14 October 1998, as set out in Appendix C hereto, be received.

312. **Access Advisory Sub Committee**

RESOLVED that the minutes of the meeting of the Access Advisory Sub Committee held on 14 October 1998, as set out in Appendix D hereto, be received.

313. **Personnel Sub Committee**

RESOLVED that the minutes of the meeting of the Personnel Sub Committee held on 21 October 1998, as set out in Appendix E hereto, be received and that the recommendations contained in Minute 20 and 22 be adopted.

314. **References from other Committees**

The Committee considered the following references and requests from other committees during the current cycle of meetings.

Public & Environmental Services Committee – Minutes 218 and 219

Leisure Services Committee – Minutes 257, 258, 259 and 271

Education Committee – Minute 276

RESOLVED that

- (i) minutes 218 and 219 of the meeting of the Public & Environmental Services Committee held on 22 September 1998 be noted and that attendance at meetings of the Grounds Maintenance Tender Assessment Sub Committee and of the Emergency Planning Panel be classified as approved duties for the purposes of the Scheme of Members' Allowances;

- (ii) in relation to minute 257 and 258 of the meeting of the Leisure Services Committee held on 13 October 1998, approval be given to the following new capital projects funded from within existing budgets:

Edgbarrow Sports Centre – Refurbishment of Health & Fitness Suite
Bracknell Sport & Leisure Centre – Replacement of Floodlights;
- (iii) in relation to minute 259 of the meeting of the Leisure Services Committee held on 13 October 1998 consideration be given to the proposed capital works at Easthampstead Park Conference/Education Centre during preparation of the draft capital budget for the forthcoming year;
- (iv) in relation to minute 271 of the meeting of the Leisure Services Committee held on 13 October 1998, the exception made to Standing Order 65 and 66 be noted; and
- (v) the request made by the Education Committee at its meeting on 14 October 1998 set out in minute 276 be dealt with as part of the Committee's consideration of the Commitment Budget and Service Plans for 1999/2000 – 2001/02 at agenda item 7(2). (Minute 315 refers).

315. Quarterly Operations Report (Item 1)

The Chief Executive submitted the Quarterly Operations Report outlining the key activities and performance of the Council over the second three monthly period of the municipal year (July to September). The report highlighted work which had been carried out and, in some cases would be ongoing with particular reference made to the significant progress which had been made on a number of core processes and systems. The Chief Executive specifically drew the attention of Members to the demanding programme of new legislation and other directives received from Central Government, especially in the Education Service, and to the establishment of several inter- agency groups to review wider issues arising from the new millennium and the accompanying celebrations.

Members discussed a number of issues highlighted in the report including the possible need to consider establishing a protocol covering sponsorship. In addition Members were particularly concerned to ensure that satisfactory progress was being made to ensure Year 2000 compliance for all essential IT and non IT systems.

RESOLVED that the Quarterly Operations Report be noted.

316. Commitment Budget and Service Plans 1999/2000 – 2001/02 (Item 2)

The Director of Corporate Services submitted a report covering the Committee's priorities and commitments for the period 1999/2000 – 2001/02 together with similar information and details put forward by other service committees for that period. The Committee noted that a significant budget gap was likely to exist in 1999/2000 and that service committees were examining their spending plans in line with their medium term objectives.

The Committee also considered requests from the Education Committee and Personnel Sub Committee for resources from the contingency provision set aside as part of the 1998/99 budget strategy.

RESOLVED that

- (i) the Strategy and Policy Committee's Commitment Budget for 1999/2000 as outlined in Table 1 within the report submitted be approved;
- (ii) the statement of the Committee's medium term objectives included in Annexe B of the report submitted be approved;
- (iii) the areas where service pressures are emerging be noted and officers be instructed to examine these in more detail prior to the budget meeting in February 1999;
- (iv) the Commitment Budgets proposed by other Committees as summarised in Table 2 within the report submitted be approved;
- (v) the medium term objectives identified by Service Committees included in Annexe D of the report submitted be approved;
- (vi) an amount of £65,000 be transferred from the Contingency Fund to the Education Committee's Revenue Budget in the current year of which £22,000 also be included in the Education Committee's Commitment Budget for 1999/2000;
- (vii) an amount of £30,000 be transferred from the Contingency Fund to the Finance and Property Sub Committee's Revenue Budget, in the current year only, to fund the harmonisation of long service awards; and
- (viii) the "earmarked" provision within revenue balances for the Local Plan Inquiry and Town Centre Planning Inquiry be increased to £825,000.

317. Rail Access to Heathrow from the South and West (Item 3)

The Director of Planning and Transportation submitted details of the feasibility study into a proposal to provide a rail link to London Heathrow from the South and West. The feasibility study had been commissioned by a consortium of local authorities and private bodies who had jointly funded the study with Bracknell Forest acting as the lead co-ordinating authority. The feasibility study had shown that a financially viable service could be provided with minimum infrastructure investment and would make a significant contribution to the established regional and local objective of promoting sustainable development.

The outcome of the feasibility study was welcomed by the Committee and it was emphasised that the Council should now commit itself to supporting the project and to using all opportunities to promote the proposed link through lobbying and other activities.

RESOLVED that the main findings of the consultant's report be noted.

318. **Berkshire County Council – Draft Final Accounts (Item 4)**

The Committee received a summary of the draft final accounts for 1997/98 for the Berkshire County Council which were subject to the agreement of the District Auditor.

In addition the Committee noted a list of capital schemes committed by the County Council and transferred to the Borough Council together with funding on the basis of outstanding capital payments.

RESOLVED that

- (i) the Committee note the draft final accounts of Berkshire County Council for 1997/98 and the provisional distribution of Berkshire County prudential reserves; and
- (ii) the list of capital schemes transferred from Berkshire County Council be approved and included within the Council's Capital Programme.

319. **UK and Ireland Corporate Games 1998 – Evaluation (Item 5)**

The Head of Policy Development submitted a detailed report on the benefits accruing to the Borough and other issues arising from the hosting of the UK and Ireland Corporate Games over the weekend of 12-14 June 1998.

RESOLVED that

- (i) the Committee notes that it is estimated that the UK and Ireland Corporate Games attracted additional income of £740,000 to the Borough over the weekend of 12-14 June 1998; and
- (ii) the Committee formally extends the Council's thanks to the local Police and to the John Nike Organisation as well as the Council's Officers for their support for the Games.

320. **Voluntary Sector Partnerships – Grants and Processes (Item 6)**

The Committee received a report on the recommendations of the Voluntary Sector Focus Group established to review the corporate processes for dealing with grants to voluntary organisations and related issues.

The Committee received assurances that the corporate processes were designed to provide a clear non-bureaucratic interface between the Council and voluntary organisations and that a flexible approach should be adopted which would avoid overburdening small scale voluntary organisations. The Committee also noted that draft guidance for persons nominated to represent the Council on a range of outside bodies had been accepted by the Focus Group.

RESOLVED that

- (i) a corporate process be adopted for the allocation of grants to the Voluntary Sector;

- (ii) a common application form be adopted for all Voluntary Sector grant aid throughout Bracknell Forest Borough Council;
- (iii) the grants criteria and service standards as set out in "Voluntary Sector Funding for 1999/2000 Explained" be adopted;
- (iv) all grants under £1,000 are subject to a letter of memorandum stating clearly that the grant can only be used for the purpose for which it was applied;
- (v) all grants identified in the Voluntary Sector Grants Scheme over £1,000 are subject to a Service Level Agreement and to monitoring and evaluation;
- (vi) all grants over £1,000 be subject to a contract if they are supplying a service for individuals referred to a Voluntary Organisation by the Borough Council;
- (vii) the Borough Council's Discretionary Rate Relief Scheme be continued and identified to members annually as part of the information available to committee when considering Voluntary Sector Grants; and
- (viii) all grants to Voluntary Organisations be considered annually.

321. Member Effectiveness and Democratic Practice : Proposals for Review (Item 7)

The Chief Executive submitted proposals for reviewing democratic practice, effective decision making and wider member roles within the Council in the context of the Government's proposals published in the White Paper on Local Government "In Touch with the People". This Government's proposals were likely to be enacted in the forthcoming parliamentary session and would bring about a fundamental change in the working practices of local authorities. The Chief Executive recommended that a small group should be established to review the relevant issues and to produce a report with recommendations to the new Council in May 2000.

The proposals put forward in the report were supported by Members on the basis that an interim report would be made before final recommendations were brought forward.

RESOLVED that

- (i) a group be established comprising 9 members (5 : 4) together with appropriate Officers to explore the issues outlined in the report and to report back to the Council as appropriate; and
- (ii) attendance at meetings of the group by appointed Members be classified as an approved duty for the purposes of the Scheme of Members' Allowances.

322. Criminal Damage to Council Property (Item 8)

The Director of Public and Environmental Services reported on the need to ensure that the Council had a clear policy regarding action to be taken against those persons found to be responsible for deliberately damaging Council property.

RESOLVED that

- (i) the Police be notified of all instances of criminal damage to Council property; and
- (ii) the Police be requested to investigate and pursue all instances of criminal damage to Council property of which they receive notification.

323. Bracknell Forest Borough Council/Sandhurst Town Council Partnership Development – Officer Exchange (Item 9)

The Director of Corporate Services submitted the concluding evaluation report by the Officers involved in the Partnership Exchange Scheme between the Borough Council and Sandhurst Town Council.

The Scheme was considered to have been successful, meeting all the objectives defined at the outset.

RESOLVED that the initiatives undertaken as part of the pilot Officer Exchange programme be noted.

324. Information Item

The Committee noted the following item submitted for information only:

New Legislation (Item 10)

325. 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 11 and 12 which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

(9) Terms proposed for a contract (Item 11)

(1) Information relating to particular employees (Item 12)

326. Bracknell and Wokingham Joint Arrangements (Item 11)

In a report containing exempt information submitted by the Director of Planning and Transportation, the Committee received details of the negotiations which had taken place for the acquisition by the Council of the part of the freehold interest in Downshire Golf Course owned by Wokingham District Council and the terms provisionally agreed for that acquisition and other related issues.

RESOLVED that

- (i) the Council purchases Wokingham District Council's share of the freehold interest in Downshire Golf Course on the terms contained in the report submitted;
- (ii) the Joint Golf Course Committee continues to administer the Leases and Management Contract with Broadflow Ltd (for both Downshire and Hurst Golf Courses) until these expire on 17 August 1999;
- (iii) the Joint Golf Course Committee be wound up at the end of the current Broadflow Agreements, or as soon as practicable thereafter, and its assets/liabilities distributed to the constituent Authorities on the basis indicated in the report;
- (iv) the renewal funds and any revenue surpluses for the financial year 1998/99 be transferred to the balances and distributed as part of the assets on the close down of the Joint Golf Course Committee accounts in August 1999;
- (v) the proposals in the report for winding up the affairs of the Joint Golf Course Committee be substituted for the termination arrangements contained in the Joint Course Committee Agreement, together with any consequential amendments to the Joint Agreement, dated 30 June 1975; and
- (vi) the Borough Finance Officer be authorised to make arrangements to waive exemption to tax on the Downshire Golf Course.

327. **Chief Officers Pay Settlement (Item 12)**

In a report containing exemption information, the Committee received details of the agreement which had been reached by the appropriate national Joint Negotiating Committee on a new package of pay and conditions for Chief Officers in England and Wales. The Committee reviewed the salary structure and other matters raised.

RESOLVED that

- (i) no change be made to the existing salary structure for the Council's Directors and Assistant Directors; and
- (ii) the Fringe Area Allowance for Directors and Assistant Directors be linked to that of all other Bracknell Forest Borough Council employees and annually updated accordingly.

The meeting commenced at 8.00 p.m.
and concluded at 11.10 p.m.

CHAIRMAN

**MILLENNIUM SUB COMMITTEE
20 JULY 1998**

Present: Councillor Egan (Chairman), Councillors Barnard, Blatchford,
Fawcett, Flood, Good and Mrs Pile

Substitute Member: Councillor Jones

Also Present: Councillors Bettison and North

Apologies for Absence were received from:
Councillor Mrs Keene

9. Substitute Members

In accordance with Standing Order No. 38 Councillor Jones attended the meeting as a substitute for Councillor Mrs Keene.

10. Minutes

The minutes of the meeting of the Sub Committee held on 17 June 1998 were approved as a correct record and signed by the Chairman.

11. General Report (Items 1 to 7)

The Director of Leisure Services introduced a general report covering items 1 to 7 of the agenda; under the following headings:

(i) Religious Celebrations

The Director of Leisure Services had attended a meeting regarding "Churches Together", a group representing 21 churches across the Borough with the aim of co-ordinating and planning various activities around the millennium. The group was being led by Reverend Flint and the Director of Leisure Services had met with him to offer appropriate support to that group once its plans were underway. It was proposed that as this group was leading on religious activities, the Council should not proactively pursue these areas themselves.

(ii) Arts

The Director of Leisure Services had met with Tim Brinkman, Director of South Hill Park and had identified an opportunity to develop the South Hill Park Bracknell Festival in the year 2000 in order to develop arts activities for the millennium. Contact had been made with the Council's arts adviser regarding a proposed arts activity in schools to generate images of the Borough which could be reproduced onto banners to be placed across the Borough.

(iii) Sports

Investigation was currently being undertaken into either a one-route half marathon or a full marathon within the Borough for the year 2000.

(iv) History

No progress had as yet been made although there would be the option of contributing to the Open University's initiative of "History for the Millennium".

(v) Environment

No progress had as yet been made.

(vi) Co-ordination within the Council

Each department had now identified an officer who would be the first point of contact for millennium activities.

(vii) Information for the Community

The Community Council for Berkshire and the Berkshire Association for Local Councils had called a public meeting to stimulate celebratory activity and provide ideas and information regarding the millennium. It was felt that the community co-ordinating role within Bracknell Forest Borough would be required and could be undertaken by the Sub Committee. However, more work was required in order to understand all the initiatives across the Borough and therefore it was proposed that the Partnership Officer co-ordinate a meeting involving the local community to develop ideas. It was considered that the millennium celebrations toolkit could be made available to the local community and that from the meeting organised by the Partnership Officer, a draft diary of events could be produced in order to act in anti clash capacity.

12. **Grant Aid**

(i) Arts

The Director of Leisure Services outlined the possibility of applying to the Heritage Lottery Fund for financial help towards a millennium community play. Funding had also been sought for a public art project. This could involve decorating underpasses with the millennium theme across the Borough.

(ii) Sports

The Director of Leisure Services outlined the proposal that the Council participate in the National initiative "Millennium Youth Games". An application would be made to the Sports Council to fund the event but the Council would be required to make a partnership contribution within the region of £1,500.

(iii) Future Activity

From the original list of activities developed by the Sub Committee, it would be necessary to develop a realistic working programme that could be achieved in the timescale available. It was proposed that suggested activities under the headings of historical, environmental and sports being brought forward to the next meeting of the Sub Committee for consideration.

The Sub Committee considered the information presented to them in the officer's report and **RESOLVED** that:

- (i) a public meeting be called to identify those organisations in the Borough planning events around the Millennium;
- (ii) it does not take a lead role in developing religious based events - this being led by "Churches Together";
- (iii) up to £1,500 be made available for participation in "The Millennium Youth Games" subject to the Director of Leisure being satisfied that the details of the games do not disadvantage Bracknell Forest;
- (iv) the funding made available from Strategy and Policy Committee of £10,000 be noted; and
- (v) the Millennium Festival Toolkit be developed to include local information and this be made available to Community Groups – funded from the Sub Committee's Budget.

It was also **RECOMMENDED TO THE STRATEGY AND POLICY COMMITTEE** that the constitution of the Millennium Sub Committee be amended to provide for the inclusion of one non-voting representative nominated by each local Parish and Town Council.

The meeting commenced at 7.30pm and concluded at 9.10 pm.

CHAIRMAN

**FINANCE & PROPERTY SUB COMMITTEE
23 SEPTEMBER 1998**

Present: Councillors Bettison (Chairman), Egan, Fawcett, Mrs Hayes,
Mrs Pile, Ryan, Wade and Wheaton

Also Present: Councillor Birch

Apologies for Absence had been received from Councillor Mrs Hirst

21. Minutes

The minutes of the meeting of the Sub Committee held on 1 July 1998 were approved as a correct record and signed by the Chairman.

22. Quarterly Operations Report (Item 1)

The Director of Corporate Services presented the second Quarterly Operations Report for the Corporate Services Department which summarised the work and operational performance of the department during the last quarter and presented the Sub Committee's budget position as at the end of June 1998.

The report detailed the significant progress which had been made by each business unit towards the objectives of the Sub Committee's service plan. During the quarter these had included:

- Completion of the restructuring of the administration function.
- Progress towards harmonisation of Personnel policies for the new organisation.
- Initiation of a strategic options study of the Council's I.T. Services, Revenues and Benefits administration, within the Best Value framework.
- Initiation of a project for each Business Unit to develop a customer focus plan to ensure that Corporate Services remained responsive to service department needs.

RESOLVED that the quarterly operations report be received.

23. Statement of Accounts 1997/98 (Item 2)

The Borough Finance Officer reported on the Council's Statement of Accounts for 1997/98 and outlined the provisions and reserves included within them. Once approved, the Accounts would be subject to audit by the Council's external auditors, KPMG.

RESOLVED that

- (i) the Statement of Accounts 1997/98 be approved; and

- (ii) the out-turn position be noted and the provisions (£2,325,000) and earmarked balances (£1,922,000) be approved.

24. Business Rates – Discretionary Rate Relief (Item 3)

The Sub Committee considered a report on an application for discretionary rate relief which had been received from Bracknell Council for Voluntary Service. Rating authorities had the discretionary power to grant rate relief to charitable or other non-profit making organisations. It was recommended that in order to be consistent with current practice discretionary relief for the BCVS should be granted.

RESOLVED that 20% discretionary charitable relief be granted to the Bracknell Council for Voluntary Service until 31 March 1999.

25. Items for Information

The Sub Committee noted the following items submitted for information only.

- | | |
|--|----------|
| Change in Capital Receipts Set-Aside Regulations | (Item 4) |
| “A Stitch in Time” – Facing the Challenge of the Year 2000 Date Change | (Item 5) |
| Economic and Monetary Union and the Single Currency | (Item 6) |
| Managed Services : Urgent Action | (Item 7) |

26. Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Items 8 and 9 which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- | | |
|--|----------------------|
| (8) Information regarding contract price | (Annexe A to Item 7) |
| (7) Information relating to the financial affairs of a third party | (Item 8) |
| (8) Information regarding contract terms | (Item 9) |

27. Forest Park Doctor’s Surgery – Variation of Restrictive Covenant (Item 8)

The Sub Committee considered a report regarding a request for the relaxation of a restrictive covenant on Forest Park doctors surgery.

Forest Park neighbourhood centre had been constructed in the 1980’s. At that time a doctors surgery had been secured for the development and in dealing with the various land transfers a restrictive covenant had been placed on that part of the property in as much that it should only be used as a doctors surgery. The current tenant was proposing to move to new premises. As such the owner of the surgery had requested that the restrictive covenant be relaxed to enable the premises to be used for an alternative use.

RESOLVED that authority be granted to the Borough Surveyor to agree terms for the variation to D1 use of the restrictive covenant relating to Forest Park Surgery, in the event of the property ceasing to be a surgery.

28. Select List of Tenderers – Payroll Services (Item 9)

The Director of Corporate Services presented a report seeking approval for the shortlist of suppliers of Payroll Services who would be invited to submit tenders for the provision of the full service from 1 April 1999.

The Sub Committee had considered the provision of Payroll Services at its meeting in November 1997. In order to minimise any disruption of services a contract to provide payroll services for ex-County Council staff had subsequently been awarded to CSL Managed Services, with the in-house Team providing the service for ex-Borough Council staff and for new employees joining since vesting day. As part of the overall strategy a tendering exercise for the provision of the whole service, incorporating the Council's internal payroll functions, had been planned to take effect when the initial CSL contract expired on 31 March 1999.

RESOLVED that

- (i) the shortlist of tenders for Payroll Services be approved as listed below:
 - (a) Cumbria County Council
 - (b) CAPITA Business Services
 - (c) CSL Managed Services
 - (d) IT Services Ltd
 - (e) Midland Software

- (ii) the Director of Corporate Services, in consultation with the Chairman, be authorised to accept the most economically advantageous tender for this service.

The meeting commenced at 7.30 p.m.
and concluded at 8.20 p.m.

CHAIRMAN

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**AUDIT AND PERFORMANCE REVIEW COMMITTEE
14 OCTOBER 1998**

Present: Councillor North (Vice Chairman), Councillors Beadsley,
Blatchford, Good, Mrs Hayes, McCormack and Wade

Apologies for Absence:
Councillors Birch and Mrs Shillcock

Councillors Egan and Wheaton attended as Substitute Members for Councillors Birch and Mrs Shillcock respectively.

VICE CHAIRMAN IN THE CHAIR

9. Minutes

The minutes of the meeting of the Committee held on 24 June 1998 were confirmed as a correct record and signed by the Chairman.

10. Progress on Developing Performance and Financial Management Programme (Item 1)

The Committee was advised that it was responsible for monitoring progress on the corporate Performance and Financial Management Programme and thus would receive regular monitoring reports on the development of the Programme. The Committee noted that as a first step overview questionnaires had been circulated to relevant departments covering all the services provided by the Council. At its next meeting the Committee would consider the outcome of the overview exercise to assist in the identification of priorities for a programme of fundamental reviews.

RESOLVED that

- (i) the progress in developing the Council's Performance and Financial Management Programme be noted;
- (ii) a report be submitted to the next meeting on the outcome of the current overview exercise;
- (iii) a report be submitted to the next meeting on effective systems and processes to monitor performance against the Programme; and
- (iv) it be noted that the new programme is consistent with proposals in the Government's White Paper "In Touch with the People" and officers be requested to monitor and report regularly on the development of 'Best Value' nationally.

11. **Internal Audit Assurance Report: April – June 1998 (Item 2)**

The Committee considered the Quarterly Assurance Report, which provided a summary of Internal Audit activity in the period from April to June 1998. During this period as part of the Annual Audit Plan, 82 audits were completed. The Committee was advised that a satisfactory assurance opinion had been given in almost all cases.

RESOLVED that the progress made by Internal Audit in the first quarter of the new unitary authority towards completing the Annual Audit Plan and the overall satisfactory assurance opinion be noted.

12. **1997/98 – Audit Commission Performance Indicators (Item 3)**

The Committee considered a report which included the Council's Performance Indicators for 1997/98, together with the Performance Indicators for 1996/97 for comparison. A revised set of Indicators was circulated at the meeting, which incorporated previously unavailable information. The Committee gave detailed consideration to the Indicators and was advised that this data would form a core element in the Council's Performance and Financial Management Programme. There was specific discussion on the need to review issues surrounding the Council's response to the Equal Opportunities Indicators.

RESOLVED that

- (i) the data on the performance of the Council against the Audit Commission Performance Indicators for 1997/98, attached as Annexe A to the report (as revised at the meeting), be received;
- (ii) the data for each service be referred for consideration and comment by the appropriate service committee; and
- (iii) in addition to the figures being published in a local newspaper, the figures, together with background and relevant information, be published in a forthcoming edition of Town and Country.

13. **Audit Commission Consultation on the Local Authority Performance Indicators (Item 4)**

The Head of Policy Development reported on the Audit Commission's consultations with local authorities on a revised format for Performance Indicators. The main elements of the consultation were the linking of Performance Indicators with 'Best Value' legislation; the introduction of a set of common 'General Health' and 'Priority Service' Indicators; and bringing forward the date by which Indicators are submitted to the Commission from 31 December to 31 July of each year. The Committee agreed the proposed response to the consultation document.

RESOLVED that

- (i) the key issues in the Audit Commission's consultation document be noted; and

- (ii) the response to the issues raised in the consultation document, as outlined in the report at Item 4 of the agenda, be approved.

14. **Information Item**

The Committee noted the following item submitted for information only:

Audit Commission Publication and Reports (Item 5)

15. **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 involved the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (7) Information relating to the financial affairs of a particular person
- (9) Terms proposed by the authority for the supply of goods or services

16. **Select List of Tenderers – Internal Audit Services (Item 6)**

In a report containing exempt information, the Committee was advised on the arrangements for tendering for the provision of Internal Audit services from 1 April 1998.

RESOLVED that

- (i) the Director of Corporate Services, in consultation with the Chairman of the Audit and Performance Review Committee, be authorised to invite at least five tenders from the firms listed in paragraph 4.4 of the report at Item 6 of the agenda, on the basis of technical and financial references received; and
- (ii) the Director of Corporate Services, in consultation with the Chairman of the Audit and Performance Review Committee, be authorised to accept the lowest economically advantageous tender for the service.

The meeting commenced at 7.30pm and concluded at 8.20pm.

CHAIRMAN

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**ACCESS ADVISORY SUB COMMITTEE
14 OCTOBER 1998**

Present: Councillor Ward (Chairman)
Councillor Mrs Clifford (Vice Chairman)
Councillor Finnie
Councillor Mrs Sutcliffe
Mrs V L Ashby, Bracknell Carers Group
Mr D Austin, Bracknell Users Group
Miss T Azam, Bracknell and Wokingham Muscular Dystrophy Group
Miss T Baizkey, Forestline Community Transport
Ms C Caner, Bracknell Users Group
Mr M Mace, Forestline Community Transport
Mr E Mallett, Red Diamond Disabled Sports Association
Mrs C Marchant, Keep Mobile Country Tours Limited
Mrs I Mattick, Triple 'A'
Mr F Rule, Keep Mobile Country Tours Limited
Mrs B Thompson, Arthritis Care
Mr P Thompson, Arthritis Care
Mrs I Tilbry, Arthritis Care

Apologies for Absence:

Councillor Onions
Mrs A Butler-Smith, Bracknell Council for Voluntary Service
Mr P Fox, Mencap
Ms H Hart, Berkshire Multiple Sclerosis Therapy Centre
Mr R Edwards, Property Adaptation Specialist for Disabled & Elderly
Mrs S Kearton, Bracknell Citizens Advice Bureau
Mrs J Plumb, Mental Health Carers Support Club
Mr M Shrimpton, Berkshire Disability Information Network
Mrs M Thompson, Action Group for the Physically Handicapped

9. **Minutes**

The minutes of the meeting of the Access Advisory Sub Committee held on 17 June 1998 were approved as a correct record and signed by the Chairman.

10. **Matters Arising from the Minutes**

Minute 97 – RAMPO Fund

The Sub Committee noted that the construction of a ramp for the Bracknell Royal British Legion Club had now been completed.

Minute 99 – Access Advisory Sub Committee Training

The Access and Mobility Officer confirmed that a schedule for sub committee training was underway and possible dates in January had been identified.

Parking Leaflet

The leaflet designed by the Access and Mobility Officer, Orange Badge Parking in Bracknell Forest, had been printed and was ready for dispatch.

11. **Community Transport Strategy Consultation (Item 1)**

The Planning & Transportation Committee had agreed on 1 October that a public consultation would be undertaken on the draft Community Transport Strategy. Consultation with the Access Advisory Sub Committee was the first stage in the process.

The Access and Mobility Officer highlighted key issues within the draft strategy relating to the following issues:

- demand for community transport
- co-ordination of community transport operations in the Borough
- funding and resource issues

The Access and Mobility Officer also stated the opportunities to provide a more co-ordinated approach with both community transport operations and the Borough Council's own transport obligations in other areas such as education and social services.

Sub Committee members commented on three main issues and a general consensus of opinion was noted on each issue:

- 1) The co-ordination of limited resources, including the Council's own vehicle fleet, could provide improved services for local disabled people and the Borough Council's efforts to progress this issue were welcomed.
- 2) Training and safety issues were discussed in relation to volunteer drivers. This appeared a key issue for both community transport providers and the users of community transport services. However, the important contribution that volunteers made to the provision of community transport in the Borough was stressed and acknowledged.
- 3) Community transport operators were invariably overwhelmed by work. An increase in demand for community transport had also been noticed by Forest Line since the metro cabs had been taken off the roads by local taxi operators. The link between public transport services, taxi services and community transport was reiterated by Sub Committee members.

Access Advisory Sub Committee members were asked to consult with their own membership and give views to the Access and Mobility Officer by 11 December 1998. A consultation copy of the draft strategy and a questionnaire would be sent in the week beginning 26 October 1998.

AGREED that:

- (i) Members of the Sub Committee discuss the draft Community Transport Strategy with their organisations and submit a response to the Access and Mobility Officer by 11 December 1998; and
- (ii) a finalised Strategy be submitted at the next meeting of the Sub Committee on 10 February 1999.

12. **Item for Information (Item 2)**

The Sub Committee noted the following item which was submitted for information only:

Government Consultations on the implementation of Disability Discrimination Act 1995.

The meeting commenced at 7.30p.m.
and concluded at 8.50p.m.

CHAIRMAN

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**PERSONNEL SUB COMMITTEE
21 OCTOBER 1998**

Present: Councillors Sargeant (Chairman), Bayle, Beadsley,
Blatchford, Harrison, Mrs Keene, Mills, Ward and Wheaton

Substitution: Councillor Jones for Councillor Grayson

Apology for Absence: Councillor Grayson

9. **Substitute Members**

The Sub-Committee was advised that, in accordance with Standing Order 38, Councillor Jones was attending the meeting as substitute for Councillor Grayson.

10. **Minutes**

RESOLVED that the minutes of the meeting of the Sub Committee held on 6 July 1998 be confirmed as a correct record and signed by the Chairman.

11. **Local Joint Committee**

RESOLVED that the minutes of the meeting of the Local Joint Committee held on 22 September 1998 be received and noted.

12. **Items for Decision**

In accordance with Standing Order 16, it was agreed without debate that item 10 should be considered in public.

13. **Personnel Policy Harmonisation – Grievance Procedure (Item 1)**

The Sub-Committee considered a report inviting it to approve a revised Grievance Procedure as part of the harmonisation of the Council's personnel policies.

The officers answered a number of questions relating to the proposed procedure. A proposal to include a Member of the Council on each Panel at Stage 3 of the procedure was rejected, but it was agreed that the exclusion relating to staff on short term contracts should only apply to those on contracts of one year or less rather than the current two years or less.

RESOLVED: That, subject to paragraph 5.1(d) being amended by the substitution of "one year" for "two years", the suggested new Grievance Procedure as outlined in Annex A of the report be adopted with effect from 1 November 1998.

14. **Personnel Policy Harmonisation – Redundancy Handling (Item 2)**

The Sub-Committee considered a report inviting it to approve a revised procedure for dealing with workforce reductions.

The officers answered a number of questions regarding the procedure and agreed that section 5.4 should include a reference to non-discrimination on the grounds of age and that there should be some re-wording of section 5.6 to strengthen the need for prior consideration of staff facing redundancy for vacancies which may arise.

RESOLVED: That, subject to some minor re-wording of sections 5.4 and 5.6 relating to selection, redeployment and trial periods by the Borough Personnel Manager, the suggested new Policy and Procedure for handling reductions in the workforce, contained in Annex A of the report, be adopted with effect from 1 November 1998.

15. **Personnel Policy Harmonisation – Lease Cars (Item 3)**

The Sub-Committee considered a report inviting it to determine whether or not to continue providing lease cars for its staff.

The Sub-Committee discussed whether it was appropriate to expect an employee who was required to use a vehicle for their job to provide it themselves, or whether the employer should provide it either by way of the leasing arrangement or its own vehicle pool. In considering the issue, the Sub-Committee noted the comparisons which had been made between the value of the lease cars and the essential users' allowance which would be paid to staff who used their own vehicles for work purposes. In addition, it was noted that many employers made it a condition of employment for certain jobs that the applicants should have access to a car and be able to drive it. In this respect, the nationally agreed scheme of essential users provided a suitable framework to ensure that any staff required to provide a car for work could do so. In view of the foregoing and the significant steps being suggested to minimise the impact on the staff involved, it was agreed to cease offering lease cars on termination of the existing leases.

RESOLVED: That:

- 1 The Council ceases to offer lease cars to any employee on the termination of existing leases.
- 2 To facilitate a smooth transition to this position:
 - (a) Lease car agreements which expire prior to 31 March 1999 be extended to 1 April 1999.
 - (b) On expiry of a lease car entitlement, employees are offered an advance of pay to help with the initial cost of insurance premiums.
 - (c) Lease cars holders are offered the facility of a vehicle inspection by the Council's Vehicle Workshops at cost price when purchasing a replacement for their lease cars
 - (d) Where an employee purchases their existing lease car, the requirement for an Engineer's report be waived.

16. Payroll in the Unitary Context (Item 4)

The Sub-Committee considered a report inviting it to determine whether the Council should adopt a common pay date for all staff and, if so, on which date salary payments should be made.

The Sub-Committee was advised that none of the consultees had supported harmonising the pay date on the final working day of the month. However, it had been concluded that, with the Council facing a difficult budget in the coming year, this change could generate an important saving without impacting on services or staffing levels. In view of this and the steps being taken to minimise the effect of the proposed change on staff, which would include a long lead in period, interest free loans and a staff helpline, it was agreed to accept the proposal. A proposal to defer the action until 1 April 2000 was rejected.

RESOLVED: That:

- 1 A common pay date of the last working day of the month be agreed for all staff with effect from 1 April 1999; and,
- 2 Interest free loans up to the value of 9/30ths of monthly salary be made available to all staff affected by the proposed change of pay date, repayable direct from salaries over a one year period.

17. Personnel Policy Harmonisation – Relocation Scheme (Item 5)

The Sub-Committee considered a report inviting it to adopt a revised Relocation Scheme as part of the harmonisation of the Council's personnel policies.

RESOLVED: That the suggested new Relocation Scheme, as outlined in Annex A of the report, be adopted with effect from 1 November 1998.

18. Financial Support for Bracknell Industrial Mission (Item 6)

The Sub-Committee considered a report on a request from the Bracknell Industrial Mission for a continuation of the financial support which it had been given since 1993.

The Sub-Committee agreed that the service being provided offered excellent value for money and should continue to be supported. It was, however, agreed that, with the increased size of the Council's workforce, it might be necessary to increase the level of support from the existing half a day per week and it was therefore agreed to keep the situation under review.

RESOLVED: That:

- 1 The Council makes an annual donation to Bracknell Industrial Mission of £1,000; and,
- 2 Bracknell Industrial Mission's services and the donation be continually reviewed in relation to the Unitary Authority.

19. Training and Development Strategy (Item 7)

The Committee considered a report setting out a Training and Development Strategy for the Council which it was invited to approve.

The Sub-Committee welcomed the Strategy and asked for its congratulations to be conveyed to the officers who had prepared it.

RESOLVED: That the Training and Development Strategy outlined in the report be approved.

20. Personnel Policy Harmonisation – Long Service Award Scheme (Item 8)

The Committee considered a report inviting it to approve a revised Long Service Award Scheme as part of the harmonisation of the Council's personnel policies.

Although it was noted that a small number of the ex Borough Council's staff might appear to lose as the award was reduced from £400 to £250, when statutory deductions were taken into consideration, the difference between the value of a gift and a £400 payment would be minimal. Moreover, a substantial number of ex-County Council staff would see a significant increase in their Long Service Award.

RESOLVED: That the Long Service Award Scheme of the Council be harmonised with effect from 1 January 1999 on the following basis:

- 1 Adopt a common service-qualifying period for Long Service Awards of 20 years.
- 2 Give any award in the form of a gift to the value of £250 purchased by the Council from a retailer of the employee's choice.
- 3 Regard 20 years as the finite threshold and only pay an award on attainment of that. An employee leaving with service falling short of 20 years should not attract an award.
- 4 To make no additional payment for those with over 20 years service if they had already received Long Service recognition.
- 5 Allow an application to be made for recognition of non-continuous service within the parameters contained in paragraph 4.4.6.

RECOMMENDED: To the Strategy & Policy Committee that £30,000 be agreed from the contingency fund for this year's Long Service Awards.

21. **Items for Information**

The Committee received and noted the following item for information only:

Single Status Agreement – Implications for
Bracknell Forest Borough Council (Item 9)

22. **Salary Structure – Market Influence (Item 10)**

The Sub-Committee considered a report on the need to deal with recruitment problems which were not related to an individual's substantive job and could not therefore be addressed through the Council's current job evaluation scheme.

Having discussed the proposal, the Sub-Committee agreed that the payment of a salary supplement would be the most appropriate way of meeting the aim of recruiting staff to the vacant posts provided the use of the scheme was closely monitored and subject to Member control.

RESOLVED: That:

- 1 A scheme of awarding fixed percentage market premia to certain agreed posts, where identifiable recruitment difficulties are experienced, be introduced;
- 2 The method of awarding market premia to posts outlined in paragraph 4.7 of the report be adopted;
- 3 All premia be awarded initially for two years and then be subject to annual review to ensure market requirements are met;
- 4 All the posts of Group Accountant be awarded a market supplement of 10% from 1 November 1998;
- 5 The post of Business Services Manager be awarded a market supplement of 10% from 1 November 1998;
- 6 The post of Communications Team Leader be awarded a market supplement of 10% from 1 November 1998; and
7. The costs of market supplements be met from within Departmental staffing budgets.

RECOMMENDED: To the Strategy & Policy Committee that the Terms of Reference for the Personnel Sub Committee be amended to include “responsibility for awarding market salary supplements”

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

CHAIRMAN

**DIRECT SERVICES BOARD
17 SEPTEMBER 1998**

Present: Councillor Sargeant (Chairman), Councillors Barnard, Blatchford, Miss Haydon, Mrs Pile, Mrs Shillcock and Wheaton

Apologies for Absence were received from:
Councillors Grayson and Mrs Keene

Substitute Members:
Councillor Mrs Shillcock for Councillor Grayson
Councillor Wheaton for Councillor Mrs Keene

328. Minutes

The minutes of the Board held on 23 June 1998 were approved as a correct record and signed by the Chairman.

329. 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

330. Bracknell Sport & Leisure Centre and Coral Reef Progress Report (Item 1)

The Board received the General Manager's progress report for the Bracknell Sport & Leisure Centre and Coral Reef.

The expenditure at the Leisure Centre and Coral Reef was within budget. However, the income at the Leisure Centre was slightly below that anticipated and the income at Coral Reef was slightly higher than anticipated.

The replacement of the synthetic pitch at Bracknell Sport & Leisure Centre had been completed by the end of July and bookings had started from Monday 6 July. Early reactions to the pitch from customers had been good.

The installation of the junior skateboard ramp at Bracknell Sport & Leisure Centre had been completed on 30 June. The ramp had been highly used during the summer holidays.

The Royal Berkshire Rackets and Health Club had now finished using the squash courts at Bracknell Sports & Leisure Centre following their fire in February.

A loyalty card had been introduced at Sauna World in Coral Reef, which enabled cardholders to collect one stamp per paid visit. Once they had collected ten stamps, they are entitled to one free visit.

Coral Reef was the backdrop for two educational programmes on water confidence for the BBC. Both programmes were due to go out later in the year.

RESOLVED that the progress report be received.

331. Bracknell Sport & Leisure Centre and Coral Reef Annual Report (Item 2)

The General Manager submitted the annual report for Bracknell Sport & Leisure Centre and Coral Reef giving details of the Leisure Direct Service Organisation's accounts for the financial year 1997 to 1998. Under Section 11 of the Local Government Act 1988, the report would be sent to the Department for the Environment, Transport and the Regions. It was reported that the contract had been successful during the financial year 1997 to 1998 for several reasons, including the tight financial control maintained by Section Head Managers, a constant review of the marketing and programming facilities and the increased provision of swimming courses.

RESOLVED that the annual report be approved.

332. General Manager's Progress Report – Building Works (Item 3)

The General Manager introduced the progress report for the Building Works Section. The report detailed transport, staffing levels, no access/abortive calls and the financial position.

RESOLVED that the progress report be received.

333. Building Works DLO – Annual Report (Item 4)

The Board received the Building Works DLO annual report for the year 1997 to 1998, for submission to the Department for the Environment, Transport and the Regions.

RESOLVED that the annual report for the Building Works DLO be approved.

334. Grounds Maintenance DSO – Progress Report (Item 5)

The Grounds Maintenance DSO Manager's report contained details on staffing matters, training and employee development and performance indicators.

RESOLVED that the progress report be received.

335. **Grounds Maintenance DSO – Annual Report (Item 6)**

The Board received the Grounds Maintenance DSO annual report prepared in accordance with the provisions of Section 11 of the Local Government Act 1988.

RESOLVED that the annual report be approved.

This meeting commenced at 5.30pm
and concluded at 6.15pm.

CHAIRMAN

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**COUNCIL
18 NOVEMBER 1998**

**REVIEW OF HOUSING ALLOCATIONS POLICY
(Director of Social Services & Housing/
Director of Corporate Services - Legal)**

1 INTRODUCTION

- 1.1 At its meeting on 1st September 1998 the Housing Sub-Committee considered a report on the Council's Housing Allocation Policy. The Sub-Committee accepted a motion to award three additional points under the policy to couples who are legally married.
- 1.2 The motion of the Sub-Committee has, pursuant to Standing Order 47, been referred to this meeting of the Council as a recommendation (Minute 20 of the Housing Sub-Committee). The purpose of this report is to assist Members in their consideration of the recommendation by setting out the legal framework relating to housing allocation schemes and setting out relevant housing issues.

2 THE LEGAL FRAMEWORK

- 2.1 The Housing Act 1996 ("the Act") introduced a requirement for every local housing authority to have an allocation scheme. The Act stipulates that allocation schemes must secure "reasonable preference" is given to:-
- (a) people occupying insanitary/overcrowded/unsatisfactory housing conditions
 - (b) people occupying housing accommodation which is temporary or occupied on insecure terms
 - (c) families with dependent children
 - (d) households which include someone who is expecting a child
 - (e) households which include a person with a particular need for settled accommodation on medical or welfare grounds
 - (f) households whose social or economic circumstances are such that they have difficulty in securing settled accommodation

In addition, the Act enables the Secretary of State to specify additional categories to whom "reasonable preference" should be extended; that power has been exercised to add homeless persons to the categories mentioned above.

- 2.2 The Act requires local housing authorities, when formulating their allocation schemes, to have regard to such guidance as the Secretary of State may from time to time give. Although the previous Code of Guidance encouraged

local authorities to exercise their discretion in formulating an allocations policy so as “.....to ensure that first priority should be the provision of housing for married couples with children.....who are living in unsuitable accommodation”, the current Code of Guidance gives no indication that marital status should attract any degree of preference.

2.3 Recent case law confirms that local authorities may only exercise their statutory powers for the purpose which Parliament intended they should be used for. There is nothing in the legislation to indicate that Parliament intended that the legislation should be used to promote moral or religious convictions and any decision to award additional points to married couples for the purpose of promoting a religious or moral view of marital status would very probably be unlawful. Also, any decision which results in “reasonable preference” not being given to those categories of persons referred to in 2.1 above would be unlawful. Although all of the categories of persons to whom preference must be accorded are defined by reference to housing need the current Code of Guidance advises that “...the allocation of housing is not just about housing need. It embraces other objectives such as using stock effectively, reducing the number of empty and underoccupied properties, improving the turnround time for void properties, maximising rental income, and, where possible, creating balanced communities”. That advice lends support to the view that it would be lawful to afford some degree of preference to married couples if it is considered that to do so would encourage the creation of stable and balanced communities.

2.4 Housing Allocation schemes apply to the nomination of persons to registered social landlords as well as to the allocation of Council owned stock. Consequently, the Act requires that before adopting an allocation scheme or altering a scheme to reflect a major change of policy the Council must send a copy of the draft scheme or proposed alteration to every registered social landlord with which the Council has a nomination arrangement **and** afford them a reasonable opportunity for comment.

3 HOUSING CONSIDERATIONS

3.1 Marital status is not an indicator of housing need and therefore the award of additional points cannot be justified on that basis. Inevitably, if additional preference is to be given to those who are married there will be some specific disadvantage to those persons in need of housing but who are widowed, divorced or simply caring for children alone; this could well lead to such persons feeling, perhaps not unjustifiably, that they were being afforded a lesser priority through no fault of their own. Similarly, as most people who care for children alone are women, this could also be interpreted as discriminatory.

3.2 It should be noted that in the current scheme, no advantage is given to single parents.

3.3 Families on the Housing Register can wait up to 5 years to be re-housed. At present, their points level reflects their time in need, and their current housing situation. If families move from sharing with relatives, to temporary self-contained accommodation, their points may reduce; this is usually readily understood given the relative decline in their housing need. If, however, an applicants points had to be reduced following the death of their spouse or because, possibly through no fault of their own, divorce, there would be far

less likelihood of the reasons for reduction in preference being thought to be fair. Also, if a person were to cease to be married through bereavement or a divorce arising from the violent or unreasonable behaviour of their former spouse, it would be difficult to justify a reduction in points on the basis of building stable and balanced communities; indeed it could be argued that a reduction in points in those situations would be contrary to the avowed aim of the policy.

Contact for further Information

Trevor Farmer - Ext 1936

Timothy Wheadon - Ext 5603

Alex Jack - Ext 5679

Doc. Ref

committee

committees/housing

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**BOROUGH COUNCIL
18 NOVEMBER 1998**

**REPRESENTATION ON OUTSIDE BODIES
(Director of Corporate Services)**

1 INTRODUCTION

- 1.1 At the Annual Council Meeting of 25 March 1998 appointments were made to outside bodies and other organisations. Since that time various changes have occurred in the original list and a number of other vacancies have arisen. Further appointments therefore need to be made.

2 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

2.1 Borough Solicitor

There is no specific general power to enable Members to be appointed to serve on other bodies but the practice is inferred within various Acts.

2.2 Borough Finance Officer

Costs of attendances by Members at meetings of outside bodies fall to be met from within the budget for Members' Allowances.

3 RECOMMENDATIONS

- 3.1 **The Council is recommended to make appointments of representatives to serve on Outside Bodies for the remainder of the current municipal year in accordance with the details shown in Annexe 1 attached.**

Background Papers

None

Contact for further information

Malcolm Biggs – Ext 2006

Doc. Ref

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Appointments to Outside Bodies 1998/99

Organisation	Representatives	Current Appointments/Nominations
ACTVAR	2 representatives 2 reserve Members 2 observers	Cllrs Ward* and Mrs Ballin* Cllrs Bettison* and Thompson Cllrs Egan and Barnard
Consultative Committee for Museums in Berkshire	2 representatives 1 reserve Member	Cllrs Mrs Hayes and Barnard Cllr Egan
Berkshire Association of Youth Clubs	1 representative	Cllr North
Southern Arts	2 representatives	Cllrs Ward* and Mrs Hayes
Royal Berkshire Fire Authority	3 representatives	Cllrs Egan *, Mills* and vacancy
Joint Consultative Committee – Health	1 representative 1 reserve Member	Cllr Mrs Sutcliffe * vacancy
South East Employers	2 representatives 2 substitutes	Cllrs Sargeant* and Mills Cllrs Grayson* and Simonds
East Berkshire CHC	3 representatives	Cllrs Barnard *, Mrs Hayes and Mrs Hirst*
South Hill Park Board	5 representatives	Cllrs Mrs Hayes* and Ward * Mr Angell*, Mr Wallace* Mr Mihell
Voluntary Regional Chamber for the South East	1 representative	Cllr Mrs Ballin

* Current appointments

BOROUGH COUNCIL
18 November 1998

CALCULATION OF COUNCIL TAX BASE - 1999/2000
(Corporate Services - Finance)

1 INTRODUCTION

- 1.1 Section 35 of the Local Government Finance Act 1992 requires the Council to consider and approve the calculation of the Council Tax Base which has to be calculated in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 and subsequent amendments.

2 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Legal Powers to be used

- 2.1 Section 35 of the Local Government Finance Act 1992.
Local Authorities (Calculation of Council Tax Base) Regulations 1992.

Financing Arrangements

- 2.2 The tax base is required to calculate the relevant Council Tax per property.

3 RECOMMENDATIONS

That

- (i) **the report of the Borough Finance Officer for the calculation of the Council's Tax Base for the year 1999/2000 be approved.**
- (ii) **pursuant to the Borough Finance Officer's report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amount calculated by the Bracknell Forest Borough Council as its Council Tax Base and for each parish for the year 1999/2000 shall be as follows:-**

Binfield	3,220
Bracknell	17,320
Crowthorne	2,400
Sandhurst	7,730
Warfield	4,090
Winkfield	6,310
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Bracknell Forest	41,070
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4 SUPPORTING INFORMATION

- 4.1 Attached are the calculations in accordance with the Local Government Finance Act 1992 and Regulations for each Parish within Bracknell Forest Borough Council.
- 4.2 Paragraph 4 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 requires the Council to classify all dwellings in appropriate categories and apply the stated percentages to calculate the “relevant amount” for 1999/2000 for each valuation band. (See lines 1 - 14 on the working papers).
- 4.3 Paragraph 3 of these regulations then require the Council to multiply the “collection rate” by the “relevant amount” to ascertain the Council Tax Base. The collection rate makes allowance for the following variations. (See lines 15 - 16 on the working papers).

New Properties

Allowance for new properties occupied during the period from the 1 October 1998 to 31 March 2000 equated to full year band “D” equivalents within the following parishes:-

Binfield	1.67
Bracknell	81.20
Crowthorne	48.42
Sandhurst	45.55
Warfield	117.96
Winkfield	28.86

This is based on information gathered from various sources.

General Losses

An allowance of 0.5% (one half of one percent) has been provided for losses due to absconds, bankruptcy, additional empty properties (voids) and valuation appeals. This is a value judgement based on experience of Council Tax collection losses together with established information on empty properties. This represents a collection rate of 99.5%.

- 4.4 The calculation outlined above gives the following Tax Base for 1999/2000 for each parish and hence the total for Bracknell Forest Borough Council.
(The Tax Base for the current year, 1998/99, is shown for comparative purposes only)

	1998/99	1999/2000
Binfield	3,210	3,220
Bracknell	17,130	17,320
Crowthorne	2,340	2,400
Sandhurst	7,610	7,730
Warfield	3,920	4,090
Winkfield	6,290	6,310
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	40,500	41,070
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Background Papers

Working papers.

Contact for further information

Keith Woodman - Extension 2096
Revenue Services

Doc. Ref

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Calculation of 1999/2000 Council Taxbase

BINFIELD

COUNCIL TAX - VALUATION BANDS

		A	B	C	D	E	F	G	H	TOTAL
1	Total number of dwellings on valuation list as at 6 October 1998	40	122	491	702	650	577	346	30	2,958
2	Number of dwellings on valuation list exempt on 17 October 1998	8	6	7	2	9	8	3	5	48
3	Number of diplomats' dwellings and demolished dwellings on 17 October 1998	1	0	0	1	0	0	0	0	2
4	Number of chargeable dwellings on 17 October 1998 (lines 1-2-3)	31	116	484	699	641	569	343	25	2,908
5	Number of chargeable dwellings in line 4 subject to disabled reduction on 17 October 1998	0	0	1	4	6	4	1	1	17
6	Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	1	4	6	4	1	1	0	17
7	Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	31	117	487	701	639	566	343	24	2,908
8	Number of dwellings in line 7 entitled to a 25% discount on 17 October 1998	16	82	234	232	121	49	24	4	762
9	Number of dwellings in line 7 entitled to a 50% discount on 17 October 1998	6	5	9	10	6	9	10	3	58
10	Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	9	30	244	459	512	508	309	17	2,088
11	Total equivalent number of dwellings after discounts, exemptions and disabled relief [(line 8 x 0.75)+(line 9 x 0.5)+line10]	24.00	94.00	424.00	638.00	605.75	549.25	332.00	21.50	2,688.50
12	Ratio to Band D	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
13	Number of Band D Equivalents (line 11 x line 12)	16.00	73.11	377.32	638.00	740.35	793.34	553.34	43.00	3,234.50
14	Number of band D equivalents of contributions in lieu from M.O.D.									0.00
15	Allowance for losses on collection (absconds, bankruptcy, and voids)									-16.17
16	Allowance for new properties									1.67
17	Taxbase for 1999/2000									3,220.00

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Calculation of 1999/2000 Council Taxbase

BRACKNELL

COUNCIL TAX - VALUATION BANDS

	A	B	C	D	E	F	G	H	TOTAL
1 Total number of dwellings on valuation list as at 6 October 1998	633	2,678	11,531	2,634	1,917	691	180	11	20,275
2 Number of dwellings on valuation list exempt on 17 October 1998	35	85	115	35	116	34	6	5	431
3 Number of diplomats' dwellings and demolished dwellings on 17 October 1998	0	0	4	0	2	1	0	0	7
4 Number of chargeable dwellings on 17 October 1998 (lines 1-2-3)	598	2,593	11,412	2,599	1,799	656	174	6	19,837
5 Number of chargeable dwellings in line 4 subject to disabled reduction on 17 October 1998	0	12	55	26	12	5	2	2	114
6 Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	12	55	26	12	5	2	2	0	114
7 Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	610	2,636	11,383	2,585	1,792	653	174	4	19,837
8 Number of dwellings in line 7 entitled to a 25% discount on 17 October 1998	393	1,643	3,344	479	236	64	18	0	6,177
9 Number of dwellings in line 7 entitled to a 50% discount on 17 October 1998	9	41	78	23	10	8	2	2	173
10 Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	208	952	7,961	2,083	1,546	581	154	2	13,487
11 Total equivalent number of dwellings after discounts, exemptions and disabled relief [(line 8 x 0.75)+(line 9 x 0.5)+line10]	507.25	2,204.75	10,508.00	2,453.75	1,728.00	633.00	168.50	3.00	18,206.25
12 Ratio to Band D	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
13 Number of Band D Equivalents (line 11 x line 12)	338.18	1,714.85	9,351.07	2,453.75	2,111.96	914.31	280.84	6.00	17,171.00
14 Number of band D equivalents of contributions in lieu from M.O.D.									153.66
15 Allowance for losses on collection (absconds, bankruptcy, and voids)									-85.86
16 Allowance for new properties									81.20
17 Taxbase for 1999/2000									17,320

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Calculation of 1999/2000 Council Taxbase

CROWTHORNE

COUNCIL TAX - VALUATION BANDS

	A	B	C	D	E	F	G	H	TOTAL
1 Total number of dwellings on valuation list as at 6 October 1998	35	102	558	385	512	386	218	21	2,217
2 Number of dwellings on valuation list exempt on 17 October 1998	6	3	15	7	4	1	3	0	39
3 Number of diplomats' dwellings and demolished dwellings on 17 October 1998	0	0	0	0	0	0	0	0	0
4 Number of chargeable dwellings on 17 October 1998 (lines 1-2-3)	29	99	543	378	508	385	215	21	2,178
5 Number of chargeable dwellings in line 4 subject to disabled reduction on 17 October 1998	0	0	3	1	3	0	5	1	13
6 Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	3	1	3	0	5	1	0	13
7 Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	29	102	541	380	505	390	211	20	2,178
8 Number of dwellings in line 7 entitled to a 25% discount on 17 October 1998	22	43	230	137	104	29	9	1	575
9 Number of dwellings in line 7 entitled to a 50% discount on 17 October 1998	2	5	10	7	5	3	5	5	42
10 Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	5	54	301	236	396	358	197	14	1,561
11 Total equivalent number of dwellings after discounts, exemptions and disabled relief [(line 8 x 0.75)+(line 9 x 0.5)+line10]	22.50	88.75	478.50	342.25	476.50	381.25	206.25	17.25	2,013.25
12 Ratio to Band D	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
13 Number of Band D Equivalents (line 11 x line 12)	15.00	69.03	425.82	342.25	582.38	550.68	343.76	34.50	2,363.40
14 Number of band D equivalents of contributions in lieu from M.O.D.									0.00
15 Allowance for losses on collection (absconds, bankruptcy, and voids)									-11.82
16 Allowance for new properties									48.42
17 Taxbase for 1999/2000									2,400

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Calculation of 1999/2000 Council Taxbase

SANDHURST

COUNCIL TAX - VALUATION BANDS

	A	B	C	D	E	F	G	H	TOTAL
1 Total number of dwellings on valuation list as at 6 October 1998	100	478	2,026	1,756	1,902	928	340	21	7,551
2 Number of dwellings on valuation list exempt on 17 October 1998	6	18	270	12	12	7	4	15	344
3 Number of diplomats' dwellings and demolished dwellings on 17 October 1998	0	0	1	1	0	1	0	0	3
4 Number of chargeable dwellings on 17 October 1998 (lines 1-2-3)	94	460	1,755	1,743	1,890	920	336	6	7,204
5 Number of chargeable dwellings in line 4 subject to disabled reduction on 17 October 1998	0	4	4	6	10	3	6	2	35
6 Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	4	4	6	10	3	6	2	0	35
7 Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	98	460	1,757	1,747	1,883	923	332	4	7,204
8 Number of dwellings in line 7 entitled to a 25% discount on 17 October 1998	57	291	643	388	284	78	20	0	1,761
9 Number of dwellings in line 7 entitled to a 50% discount on 17 October 1998	1	12	10	12	14	10	4	2	65
10 Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	40	157	1,104	1,347	1,585	835	308	2	5,378
11 Total equivalent number of dwellings after discounts, exemptions and disabled relief [(line 8 x 0.75)+(line 9 x 0.5)+line10]	83.25	381.25	1,591.25	1,644.00	1,805.00	898.50	325.00	3.00	6,731.25
12 Ratio to Band D	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
13 Number of Band D Equivalents (line 11 x line 12)	55.50	296.54	1,416.05	1,644.00	2,206.07	1,297.79	541.68	6.00	7,463.60
14 Number of band D equivalents of contributions in lieu from M.O.D.									258.17
15 Allowance for losses on collection (absconds, bankruptcy, and voids)									-37.32
16 Allowance for new properties									45.55
17 Taxbase for 1999/2000									7,730

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Calculation of 1999/2000 Council Taxbase

WARFIELD

COUNCIL TAX - VALUATION BANDS

	A	B	C	D	E	F	G	H	TOTAL
1 Total number of dwellings on valuation list as at 6 October 1998	374	7	456	638	768	905	409	25	3,582
2 Number of dwellings on valuation list exempt on 17 October 1998	15	0	4	7	9	5	4	0	44
3 Number of diplomats' dwellings and demolished dwellings on 17 October 1998	1	0	0	1	1	0	0	0	3
4 Number of chargeable dwellings on 17 October 1998 (lines 1-2-3)	358	7	452	630	758	900	405	25	3,535
5 Number of chargeable dwellings in line 4 subject to disabled reduction on 17 October 1998	0	0	0	0	2	1	0	1	4
6 Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	0	0	2	1	0	1	0	4
7 Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	358	7	452	632	757	899	406	24	3,535
8 Number of dwellings in line 7 entitled to a 25% discount on 17 October 1998	127	2	245	218	134	67	29	1	823
9 Number of dwellings in line 7 entitled to a 50% discount on 17 October 1998	2	2	7	10	10	6	3	4	44
10 Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	229	3	200	404	613	826	374	19	2,668
11 Total equivalent number of dwellings after discounts, exemptions and disabled relief [(line 8 x 0.75)+(line 9 x 0.5)+line10]	325.25	5.50	387.25	572.50	718.50	879.25	397.25	21.75	3,307.25
12 Ratio to Band D	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
13 Number of Band D Equivalents (line 11 x line 12)	216.84	4.28	344.61	572.50	878.15	1,269.99	662.10	43.50	3,992.00
14 Number of band D equivalents of contributions in lieu from M.O.D.									0.00
15 Allowance for losses on collection (absconds, bankruptcy, and voids)									-19.96
16 Allowance for new properties									117.96
17 Taxbase for 1999/2000									4,090

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Calculation of 1999/2000 Council Taxbase

WINKFIELD

COUNCIL TAX - VALUATION BANDS

	A	B	C	D	E	F	G	H	TOTAL
1 Total number of dwellings on valuation list as at 6 October 1998	355	318	1,337	1,591	1,470	741	378	106	6,296
2 Number of dwellings on valuation list exempt on 17 October 1998	7	18	18	23	26	2	11	6	111
3 Number of diplomats' dwellings and demolished dwellings on 17 October 1998	1	0	0	2	0	0	0	1	4
4 Number of chargeable dwellings on 17 October 1998 (lines 1-2-3)	347	300	1,319	1,566	1,444	739	367	99	6,181
5 Number of chargeable dwellings in line 4 subject to disabled reduction on 17 October 1998	0	0	5	7	9	4	1	3	29
6 Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	5	7	9	4	1	3	0	29
7 Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	347	305	1,321	1,568	1,439	736	369	96	6,181
8 Number of dwellings in line 7 entitled to a 25% discount on 17 October 1998	162	211	625	435	266	79	40	3	1,821
9 Number of dwellings in line 7 entitled to a 50% discount on 17 October 1998	3	11	25	13	38	21	11	14	136
10 Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	182	83	671	1,120	1,135	636	318	79	4,224
11 Total equivalent number of dwellings after discounts, exemptions and disabled relief [(line 8 x 0.75)+(line 9 x 0.5)+line10]	305.00	246.75	1,152.25	1,452.75	1,353.50	705.75	353.50	88.25	5,657.75
12 Ratio to Band D	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
13 Number of Band D Equivalents (line 11 x line 12)	203.34	191.92	1,025.39	1,452.75	1,654.25	1,019.39	589.18	176.50	6,312.70
14 Number of band D equivalents of contributions in lieu from M.O.D.									0.00
15 Allowance for losses on collection (absconds, bankruptcy, and voids)									-31.56
16 Allowance for new properties									28.86
17 Taxbase for 1999/2000									6,310

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Calculation of 1999/2000 Council Taxbase

ALL PARISHES

COUNCIL TAX - VALUATION BANDS

	A	B	C	D	E	F	G	H	TOTAL
1 Total number of dwellings on valuation list as at 6 October 1998	1,537	3,705	16,399	7,706	7,219	4,228	1,871	214	42,879
2 Number of dwellings on valuation list exempt on 17 October 1998	77	130	429	86	176	57	31	31	1,017
3 Number of diplomats' dwellings and demolished dwellings on 17 October 1998	3	0	5	5	3	2	0	1	19
4 Number of chargeable dwellings on 17 October 1998 (lines 1-2-3)	1,457	3,575	15,965	7,615	7,040	4,169	1,840	182	41,843
5 Number of chargeable dwellings in line 4 subject to disabled reduction on 17 October 1998	0	16	68	44	42	17	15	10	212
6 Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	16	68	44	42	17	15	10	0	212
7 Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	1,473	3,627	15,941	7,613	7,015	4,167	1,835	172	41,843
8 Number of dwellings in line 7 entitled to a 25% discount on 17 October 1998	777	2,272	5,321	1,889	1,145	366	140	9	11,919
9 Number of dwellings in line 7 entitled to a 50% discount on 17 October 1998	23	76	139	75	83	57	35	30	518
10 Number of other dwellings in line 7 (assumed to be entitled to no discounts) (lines 7-8-9)	673	1,279	10,481	5,649	5,787	3,744	1,660	133	29,406
11 Total equivalent number of dwellings after discounts, exemptions and disabled relief [(line 8 x 0.75)+(line 9 x 0.5)+line10]	1,267.25	3,021.00	14,541.25	7,103.25	6,687.25	4,047.00	1,782.50	154.75	38,604.25
12 Ratio to Band D	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
13 Number of Band D Equivalents (line 11 x line 12)	844.88	2,349.73	12,940.26	7,103.25	8,173.16	5,845.49	2,970.89	309.50	40,537.20
14 Number of band D equivalents of contributions in lieu from M.O.D.									411.83
15 Allowance for losses on collection (absconds, bankruptcy, and voids)									-202.69
16 Allowance for new properties									323.66
17 Taxbase for 1999/2000									41,070

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