



Council
Wednesday 3 March 1999, 7.30 pm

AGENDA

Page No

1. **Apologies for Absence**
2. **To approve as a correct record the minutes of the Meeting of the Council held on 18 November 1998.**
3. **Mayor's Announcements**
4. **Report of Returning Officer**

To receive the following report :

5 - 6

Following the death of the late Councillor W Onions, a by-election was held to elect a Borough Councillor for the Harmans Water Ward on Thursday 25 February 1999. The by-election result will be formally reported to the meeting.

5. **Public Participation at Meetings**

To receive the following submission by Mr R Crew on behalf of the Bracknell Forest Senior Citizens Forum.

"This Forum wishes to express its concern at the proposal to transfer the management of Heathlands and Ladybank Residential Homes to private hands. The financial savings to the Council resulting from this transfer will not be great, as the amounts that will have to be paid to the private organisations concerned must be deducted from the income obtained from Residential Care Allowances. Also, we understand that proposals have been made to end these Allowances.

Our concern is for the welfare of the residents of these Homes. The present management and staff provide an excellent service and any action by the Council for short-term gain may well lead to a marked worsening of the service in the longer term.

We therefore ask the Council not to jeopardise the welfare of the residents of Heathlands and Ladybank for the sake of indeterminate short-term advantage".

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

Planning & Transportation - 19 November 1998

7 - 164

Strategy and Policy - 6 January 1999

Social Services and Housing - 19 January 1999

Education - 20 January 1999

Planning & Transportation - 21 January 1999

Public & Environmental Services - 26 January 1999

Leisure Services - 27 January 1999

Direct Services Board - 9 February 1999

Social Services and Housing - 16 February 1999

Strategy and Policy - 16 February 1999

7. **Finance Plans and Revenue Budget 1999-2000**

To consider the recommendations in Minute 473 of the Strategy and Policy Committee held on 16 January 1999 as set out in the accompanying report by the Director of Corporate Services (Page 5).

165 - 212

8. **Questions submitted under Standing Order 11**

Question to Chairman of Planning and Transportation Committee (Councillor Mrs Ballin) submitted by Councillor Adams.

Could the Chairman confirm the cost of the Traffic Regulation Order for the proposal of opening Ringmead onto the Crowthorne Road, the estimated cost of the public consultation due to take place on Great Hollands South, as recommended by the Highways Sub Committee on 7 January 1999, and the latest estimate for the full implementation of the scheme should it proceed?

9. **To receive reports from Officers of the Council**

Local Government and Housing Act 1989

213 - 216

The result of the By-election for the Harmans Water Ward will be reported to the Council under Agenda Item 4. Arising therefrom, it is possible that a Notice under Regulation 9 of the Local Government (Committees and Political Groups) Regulations 1990 will be received, relating to the membership of one of the two political groups represented on the Council. In that event a report will be submitted which will deal with any actions necessary with regard to membership of main committees for the remaining cycle of meetings in the current Municipal Year.

10. **Motions submitted under Standing Order 8**

(i) 3/98 Submitted by Councillor Mills and Mrs Pile

This Council commends the achievement of the majority group in securing, through its motion to Council on 26 February 1998, a KONVER grant towards the cost of planning the future of the JSCSC site in Broad Lane, Bracknell.

As a result and in order to assist this planning process the Council recognises the need to:-

- (i) re-affirm the site primarily for community, education, leisure and sporting uses,
- (ii) minimise any housing development to a level which does not add detriment to the quality of life of the existing community and residents,
- (iii) work in partnership with other organisations and individuals to achieve these objectives for Bracknell Forest,
- (iv) continue to pursue and positively exploit all relevant sources of external funding and assistance, and
- (v) establish an effective communication link with all residents in the vicinity of the Staff College site.

The Council will act to ensure that avaricious and dogmatic attempts to overdevelop this important site, as evidenced by the actions of the previous Labour administration will not be permitted.

- (ii) 4/98 Submitted by Councillor Mrs Keene and Adams

This Authority marks the 50th Anniversary of the Universal Declaration of Human Rights, a document which sets out the human rights that belong to us all, and pledges our support for human rights, through:

- Calling on all Libraries in Bracknell Forest to display the text of the Universal Declaration of Human Rights.
- Encouraging local schools to display the text of the Universal Declaration.
- Thanking local people for making their pledges to the Universal Declaration of Human Rights, presented to the United Nations on 10th December 1998.
- Providing the opportunity for Bracknell Forest Borough staff and users of our services to sign up to the Universal Declaration.

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(ITEM 4)

**BOROUGH COUNCIL MEETING
3 MARCH 1999**

**REPORT OF THE RETURNING OFFICER
(Chief Executive)**

1 Harmans Water Ward

Following the untimely death of the late Councillor W J Onions, a by-election for a Borough Councillor was held in the Harmans Water Ward on 25 February 1999.

The votes cast for each candidate were as follows:-

ROY JOHN BAILEY	876
ALAN EDWARD COCKS	103
CHRISTOPHER RICHARD MARTIN TURRELL	765

Mr Bailey was accordingly declared elected and has since signed the necessary Declaration of Acceptance of Office.

**Gordon S Mitchell
Returning Officer**

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**BRACKNELL FOREST BOROUGH COUNCIL
3 MARCH 1999**

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COUNCIL
18 NOVEMBER 1998

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

Apologies for Absence were received from:
Councillors Adams, Mrs Ballin and Mrs Clifford

THE MAYOR, COUNCILLOR JAMES G FINNIE IN THE CHAIR

328. Prayers

The Mayor's Chaplain The Reverend David Osborne opened the meeting with prayers.

329. Mayor's Announcements

(i) Councillor W J E Onions

It was with sadness that the Mayor reported on the untimely death of Councillor Onions on 1 November 1998. Councillor Onions had first been elected to the Council in May 1995 and had been re-elected in May 1997. Among other responsibilities Councillor Onions had served on the Planning & Transportation Committee and the Public & Environmental Services Committee. He had also represented the Council on the Royal Berkshire Fire Authority. He would be remembered for his dedicated service to the community of Bracknell Forest. The Council observed a short silence in memory of Councillor Onions.

(ii) Mr R Angell

The Mayor formally reported that Mr R Angell had resigned from the Council with effect from 28 September 1998 following many years of service. His distinguished service to the Council had included a period as Leader and most recently as Chairman of Social Services & Housing Committee.

(iii) Councillor J Piasecki

The Mayor welcomed Councillor Piasecki who had recently been elected as Councillor for Great Hollands South.

(iv) Presentation of Cheque to Mayor's Charity

The Mayor reported that he would be presenting a cheque to the MS Society (Bracknell & Windsor Forest Branch) at Heatherwood Hospital on Saturday 5 December 1998. Any Member wishing to attend the presentation was requested to contact the Mayoral & Civic Support Officer.

330. **Minutes**

RESOLVED that the minutes of the meeting of the Council held on 22 July 1998 be approved as a correct record and signed by the Mayor.

331. **Report of Returning Officer**

The Council was advised that 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 had been held on Thursday 12 November 1998 and the votes cast for each candidate had been as follows:

Henfrey Diana Simone Olivia	-	329
Maxwell David James	-	58
Piasecki John Stefan	-	638

Councillor Piasecki had been declared elected and had duly signed the Declaration of Acceptance of Office.

A vacancy for one Ward Councillor for Harmans Water Ward had arisen following the death of Mr W J E Onions. Notice of a vacancy would be published immediately following the meeting.

RESOLVED that the report be noted.

332. **Allocation of Seats on Committees**

It was reported that following the by-election for the Great Hollands South Ward, the membership of Political Groups represented on the Council was as follows:

Conservative Group	-	22
Labour Group	-	17

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

RESOLVED that the report be noted.

333. **Appointment of Members to Serve on Committees 1998/99**

The Council received the report of the Chief Executive on the nominations to fill vacant seats on committees and consequential changes proposed on behalf of the Political Groups.

RESOLVED that appointments to committees for the remainder of the current municipal year be made as set out in Appendix A to these minutes.

334. **Leisure Services Committee with Strategy & Policy Committee**

The report of the meeting of the Leisure Services Committee with Strategy & Policy Committee held on 21 July 1998 was submitted.

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

335. **Social Services & Housing Committee**

The report of the meeting of the Social Services & Housing Committee held on 15 September 1998 was submitted, with the exception of Minute 197.

RESOLVED on the proposition of Councillor Worrall, seconded by Councillor Barnard, that the report (excluding Minute 197 – Housing Sub Committee) be received.

336. **Social Services & Housing Committee - 15 September 1998 – Minute 197**

The Council considered Minute 197 of the Social Services & Housing Committee of 15 September 1998 relating to the minutes of the Housing Sub Committee and attention was drawn to the officer report set out as item 11 (a) in the Agenda. A Motion to receive the minutes and adopt the recommendations therein was moved by Councillor Worrall and seconded by Councillor Barnard. 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 Barnard, Bettison, Birch, Blatchford, Mrs Doyle, Egan, Finnie, Flood, Harrison, Miss Haydon, Mrs Hayes, Mills, North, Mrs Pile, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Wade, Ward and Worrall (21)

Against: Councillors Bayle, Beadsley, Fawcett, Goof, Grayson, Mrs Hirst, Jones, Mrs Keene, McCormack, Piasecki, Ryan, Mrs Shillcock, Taylor, Veakins and Wheaton (15)

Abstentions: Nil

The Motion was therefore declared carried and it was

RESOLVED that the minutes of the meeting of the Housing Sub Committee held on 15 September 1998 be received and the recommendations contained therein be adopted.

337. **Public & Environmental Services Committee**

The report of the meeting of the Public & Environmental Services Committee held on 22 September 1998 was submitted.

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

338. Planning & Transportation Committee

The report of the meeting of the Planning & Transportation Committee held on 1 October 1998 was submitted.

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

339. Leisure Services Committee

The report of the meeting of the Leisure Services Committee held on 13 October 1998 was submitted.

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

340. Education Committee

The report of the meeting of the Education Committee held on 18 June 1998 was submitted, with the exception of Minutes 293 and 294.

RESOLVED on the proposition of Councillor Ward, seconded by Councillor Mrs Hayes, that the report (excepting Minute 293 and 294) be received.

341. Education Committee – 15 October 1998 – Minute 293

The Council considered the recommendations set out in Minute 293 (Early Retirement Arrangements for Teachers) of the Education Committee of 15 October 1998.

RESOLVED on the proposition of Councillor Ward, seconded by Councillor Barnard that the model early retirement policy, attached as Appendix 1 to the minutes of the Education Committee, be agreed and recommended to Governing Bodies for adoption.

342. Education Committee – 15 October 1998 – Minute 294

The Council considered the recommendations set out in Minute 294 (Handling Staff Reductions in Schools Policy) of the Education Committee of 15 October 1998.

RESOLVED on the proposition of Councillor Ward, seconded by Councillor Barnard that

- (i) the financial arrangements for staff under 50 years of age leaving the service on the grounds of redundancy be on the basis of enhanced severance payments (up to a maximum of 66 weeks) calculated on actual salary; and
- (ii) the model policy procedure for handling staff reductions, attached as Appendix 2 to the minutes of the Education Committee, be adopted as a model for Governing Bodies.

343. **Strategy & Policy Committee**

The report of the meeting of the Strategy & Policy Committee held on 28 October 1998 was submitted and the Chairman responded to questions thereon.

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

344. **Direct Services Board**

The report of the meeting of the Direct Services Board held on 17 September 1998 was submitted.

RESOLVED on the proposition of Councillor Sargeant, seconded by Councillor Miss Haydon that the report be received.

345. **Questions – Standing Order 11**

(i) Questions to Chairman of Strategy & 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?*

Reply by Councillor Bettison

- 1 Councillor Bettison advised that the Finance and Property Sub Committee had been informed that the general balances were £7.189m at 31 March 1998. Since then, there had been two changes, both of which had been reported to the Strategy and Policy Committee on 28 October 1998. These were:

a reduction of £274,000 resulting from the transfer of funds from general balances to fund the Council's costs in relation to the Town Centre Planning Inquiry; and

an additional £50,000 resulting from the Borough's share of the County Council's Prudential Reserve (This had turned out to be £700,000 rather than the £650,000 predicted at the outset of the year.) as a result of a small overall underspending by Berkshire County Council identified when the 1997/98 accounts had been closed.

The Council's budget for 1998/99 had included two major calls on the general balances. These were:

a general contribution of £1.406m to support revenue expenditure above the Council's SSA and capping limit; and

a £0.5m contribution to fund capital expenditure.

Taking all of these items together, the projected balances at 31 March 1999 were £5.059m. Looking forward, as part of the budget preparations for next year, officers would be examining all expenditure and looking at options for increasing and/or using balances. Any changes suggested as a result of this review would be reported to Members as part of the budget cycle in February.

- 2 Regarding managed vacant posts, Councillor Bettison advised that when the Council had set the budget in March, it had set a limit on the staffing budget for each Department and required Directors to manage their staffing resources within those limits. There had been no suggestion at any point that a specific number of targeted posts would be held vacant. The application of the managed vacancy rate recognised the fact that there was never a need to budget for the full theoretical establishment. Vacancies inevitably arose during the year and took time to fill. Each time a post became vacant the full annual cost of the post was not needed. In addition, Directors might hold vacant a small a small number of posts that they believed were not needed to achieve Members' priorities at any given time. This normal good management practice gave Directors flexibility to react to circumstances within limits set by Members. There was no evidence that these savings were not being achieved or that these limits were causing undue problems. Indeed, a number of targets looked likely to be exceeded due to some difficulties that had been experienced in recruiting staff in some areas.

Councillor Bettison then responded to a supplementary question by Councillor McCormack.

- (ii) Question to the Chairman of Planning & Transportation Committee (Councillor Mrs Ballin) 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?*

Reply by Councillor Mrs Doyle (in the absence of Councillor Mrs Ballin)

Councillor Mrs Doyle advised that the Planning Control Sub Committee had considered 74 applications for new developments and extensions in the green belt since 1 May 1997. Of these, 61 had been recommended for approval and 13 for refusal. The Sub Committee had approved 5 applications that had been recommended for refusal by officers. Of the applications recommended for approval by officers, 4 had been refused by the Sub Committee.

(iii) Questions to the Chairman of the Education Committee (Councillor Ward) 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?*

Reply by Councillor Ward

Councillor Ward replied that the Education Committee has voted twice on whether to support Rhos-y-Gwaliau. Following those decisions there had been further discussions between the Leaders of the six unitary authorities regarding a range of joint arrangements. The decision had been taken to fund Rhos-y-Gwaliau to 31 December 1998. Following that decision Councillors Barnard and Ward had been invited to visit the Centre. Councillor Ward had subsequently suggested to the Trustees a solution which he thought could benefit Bracknell Forest schools, with the qualification that formal committee decisions would need to be taken in due course. His suggestion had involved the provision of the Centre's facilities to Bracknell Forest primary schools for at least 5 weeks in the year, at a competitive rate. The Trustees were reported to be giving positive consideration to this suggestion. Councillor Ward had proposed to the Leader of the Council that Rhos-y-Gwaliau be funded to 31 March 1999, in order to give them time to consider and respond to his suggestion.

Councillor Ward then responded to a supplementary question by Councillor Wheaton.

346. Windsor Theatre Fund

Councillor Finnie submitted a short report on the annual meeting of the Windsor Theatre Fund.

347. Representation on Outside Bodies

The Council considered the report of the Director of Corporate Services regarding appointments to vacancies on Outside Bodies.

RESOLVED that appointments of representatives to serve on Outside Bodies for the remainder of the current municipal year be made in accordance with the details shown in Appendix B to these Minutes.

348. Calculation of Council Tax Base 1999/2000

The Borough Finance Officer submitted a report on the calculation of the Council Tax Base for 1999/2000 which was required to be made in accordance with the Local Authority (Calculation of Council Tax Base) Regulations 1992 and subsequent amendments.

RESOLVED that

- (i) the report of the Borough Finance Officer on 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	<u>6,310</u>
Bracknell Forest	<u><u>41,070</u></u>

The meeting commenced at 7.30pm and concluded at 9.20pm

MAYOR

APPENDIX A

As referred to in Minute 333

**BRACKNELL FOREST BOROUGH COUNCIL
MEMBERSHIP OF COMMITTEES 1998/99****Mayor:** Councillor Finnie
Deputy Mayor: Councillor Egan

STRATEGY & POLICY COMMITTEE	EDUCATION COMMITTEE	LEISURE SERVICES COMMITTEE
<p>Councillors(16) Mrs Ballin Bayle Bettison (Chairman) Birch (Vice-Chairman) Good Jones Mrs Keene McCormack Mills North Sargeant Mrs Shillcock Wade Ward Wheaton Worrall</p> <p>Substitute Members (6) Adams Beadsley Blatchford Fawcett Flood Harrison</p>	<p>Councillors (17) Barnard Beadsley Mrs Doyle Egan Fawcett Good Harrison Mrs Hayes (Vice-Chairman) Mrs Hirst Mills Mrs Shillcock Mrs Sutcliffe Taylor Thompson Ward (Chairman) Wheaton Worrall</p> <p>Substitute Members (6) Mrs Ballin Birch Flood Mrs Keene McCormack Ryan</p> <p>Church Representatives (2) (with voting rights) Mr G Anderson Mr D McCann</p> <p>Teacher Representatives (3) Mrs M Desai Mr J Haig Mrs L Wales</p>	<p>Councillors (16) Bettison Blatchford Egan Fawcett Finnie Flood Good Grayson Miss Haydon Mrs Hayes Mrs Keene McCormack North (Chairman) Taylor Thompson (Vice-Chairman) Wheaton</p> <p>Substitute Members (6) Adams Bayle Jones Mrs Pile Mrs Sutcliffe Wade</p>

<p>PLANNING & TRANSPORTATION COMMITTEE</p> <p>Councillors(16) Adams Mrs Ballin (Chairman) Bayle Mrs Doyle Finnie Flood Grayson Jones Piasecki Mrs Pile Ryan Sargeant (Vice-Chairman) Simonds Veakins Wade Worrall</p> <p>Substitute Members (6) Mrs Clifford Egan Fawcett Harrison Thompson Wheaton</p>	<p>PUBLIC & ENVIRONMENTAL SERVICES COMMITTEE</p> <p>Councillors (16) Adams Barnard Beadsley Blatchford Mrs Clifford Egan (Vice-Chairman) Grayson Mrs Keene Mills (Chairman) North Piasecki Mrs Pile Simonds Veakins Wade Ward</p> <p>Substitute Members (6) Bayle Mrs Doyle Fawcett Good Harrison Mrs Sutcliffe</p>	<p>SOCIAL SERVICES & HOUSING COMMITTEE</p> <p>Councillors(16) Barnard (Vice Chairman) Bayle Mrs Clifford Mrs Doyle Egan Harrison Miss Haydon Mrs Hirst Jones McCormack Mrs Pile Ryan Mrs Shillcock Simonds Mrs Sutcliffe Worrall (Chairman)</p> <p>Substitute Members (6) Grayson Mrs Keene North Thompson Ward Wheaton</p>
<p>AUDIT & PERFORMANCE REVIEW COMMITTEE</p> <p>Councillors (9) Beadsley Birch (Chairman) Blatchford Good McCormack North (Vice-Chairman) Mrs Shillcock Mrs Sutcliffe Wade</p> <p>Substitute Members (6) Adams Egan Mrs Keene Mills Mrs Pile Wheaton</p>	<p>FINANCE & PROPERTY SUB COMMITTEE</p> <p>Councillors (9) Bettison (Chairman) Egan Fawcett Mrs Hayes Mrs Hirst Mrs Pile Ryan Wade (Vice-Chairman) Wheaton</p> <p>Substitute Members (6) Mrs Ballin Mrs Doyle Good Jones Mrs Keene Thompson</p>	<p>PERSONNEL SUB COMMITTEE</p> <p>Councillors (9) Beadsley Blatchford Grayson Harrison Mrs Keene Mills (Vice-Chairman) Sargeant (Chairman) Ward Wheaton</p> <p>Substitute Members (6) Mrs Ballin Barnard Bayle Jones Mrs Shillcock Simonds</p>

<p>DIRECT SERVICES BOARD</p> <p>Councillors (9) Barnard Bayle Blatchford Grayson Miss Haydon (Vice-Chairman) Mrs Keene Mrs Pile Sargeant (Chairman) Taylor</p> <p>Substitute Members (6) Mrs Doyle Egan Fawcett Mrs Shillcock Wade Wheaton</p>	<p>TOWN CENTRE SUB COMMITTEE</p> <p>Councillors (9) Mrs Ballin Bettison (Chairman) Finnie Flood Mrs Hirst Jones McCormack North Wheaton</p> <p>Substitute Members (6) Adams Mrs Clifford Good Sargeant Wade Ward</p>	<p>MILLENNIUM SUB COMMITTEE</p> <p>Councillors (9) Barnard Blatchford (Vice-Chairman) Egan (Chairman) Fawcett Flood Good Mrs Keene Mrs Pile Ryan</p> <p>Substitute Members (6) Mrs Doyle Grayson Jones North Piasecki Thompson</p>
<p>ACCESS ADVISORY SUB COMMITTEE</p> <p>Councillors (5) Mrs Clifford (Vice-Chairman) Finnie Harrison (Chairman) Piasecki Mrs Sutcliffe</p> <p>(+ representatives of local voluntary organisations/groups)</p> <p>Substitute Members (5) Miss Haydon Mrs Hirst Jones Mrs Pile Simonds</p>	<p>TOWN CENTRE BUSINESS ASSOCIATION</p> <p>Councillors (5) Bettison Egan Miss Haydon Mrs Hirst McCormack</p> <p>(+ representatives of businesses in Bracknell Town Centre.)</p>	<p>Parish & Town Council (Non-Voting) Representatives (6)</p> <p>Binfield Parish Council: Cllr K Bennett</p> <p>Bracknell Town Council: (to be advised)</p> <p>Crowthorne Parish Council: (to be advised)</p> <p>Sandhurst Town Council: (to be advised)</p> <p>Warfield Parish Council: Cllr P Goodchild</p> <p>Winkfield Parish Council: (to be advised)</p>
<p>ELECTORAL REVIEW STEERING GROUP</p> <p>Councillors (5) Mrs Ballin Bayle Bettison McCormack Mills</p>	<p>APPEALS PANEL</p> <p>Councillors (3) Mrs Keene Mills Sargeant</p> <p>Reserve Members (2) Grayson Worrall</p>	<p>ECONOMIC STRATEGY GROUP</p> <p>Councillors (2) Bettison Finnie</p>
<p>QUALITY GROUP</p> <p>Councillor (1) Birch</p>	<p>HEALTH AND SAFETY PANEL</p> <p>Councillor (1) Sargeant (Chairman)</p> <p>Reserve Member (1) Mills</p>	<p>LOCAL JOINT COMMITTEE</p> <p>Councillors (3) Mrs Keene Sargeant (Chairman) Ward</p> <p>Reserve Members (2) Egan Grayson</p>

<p>EDUCATION BUDGET SUB COMMITTEE</p> <p>Councillors (9) Barnard Beadsley Good Mrs Hayes (Chairman) Taylor Thompson Ward (Vice-Chairman) Wheaton Worrall</p> <p>Substitute Members (6) Mrs Doyle Fawcett Harrison Mrs Hirst Mills Mrs Shillcock</p>	<p>EDUCATION QUALITY ASSURANCE SUB COMMITTEE</p> <p>Councillors (9) Barnard (Vice-Chairman) Mrs Doyle Fawcett Harrison Mrs Hirst Mrs Shillcock Mrs Sutcliffe Ward (Chairman) Wheaton</p> <p>Substitute Members (6) Beadsley Good Mrs Hayes Taylor Thompson Worrall</p>	<p>EDUCATION TRANSPORT AND AWARDS SUB COMMITTEE</p> <p>Councillors (9) Barnard (Chairman) Beadsley Mrs Doyle Fawcett Good Mrs Hayes Thompson Ward (Vice-Chairman) Wheaton</p> <p>Substitute Members (6) Egan Mrs Hirst North Mrs Shillcock Mrs Pile Taylor</p>
<p>GOVERNOR SELECTION SUB COMMITTEE</p> <p>Councillors (9) Barnard (Chairman) Mrs Doyle Good Mrs Hirst Mills Mrs Shillcock Mrs Sutcliffe Ward (Vice-Chairman) Wheaton</p> <p>Substitute Members (6) Beadsley Fawcett Mrs Hayes Taylor Thompson Worrall</p>	<p>EDUCATION CONSULTATION PANEL</p> <p>Councillors (5) Barnard Mrs Hirst Mrs Sutcliffe Ward (Chairman) Wheaton</p> <p>TEACHERS' JOINT CONSULTATIVE COMMITTEE</p> <p>Councillors (3) Mills Ward (Chairman) Wheaton</p>	<p>EDUCATION TRANSPORT PANEL</p> <p>Councillors (5) Barnard (Chairman) Beadsley Good Mrs Hayes Ward</p> <p>Substitute Members (4) Mrs Doyle Fawcett Thompson Wheaton</p> <p>EDUCATION STUDENT AWARDS PANEL</p> <p>Councillors (5) Barnard (Chairman) Mrs Doyle Fawcett Thompson Wheaton</p>
<p>EDUCATION ADMISSION APPEAL COMMITTEES</p> <p>Any two Councillors and three other members appointed by the Clerk to the Appeal Committee.</p>	<p>EDUCATION EXCLUSION APPEAL COMMITTEES</p> <p>Any two Councillors and three other members appointed by the Clerk to the Appeal Committee.</p>	<p>Substitute Members (4) Beadsley Good Mrs Hayes Ward</p>

<p>HACKNEY CARRIAGE SUB COMMITTEE</p> <p>Councillors (5) Beadsley Blatchford Egan (Chairman) Mrs Pile (Vice-Chairman) Veakins</p> <p>Substitute Members (4) Mrs Clifford North Piasecki Simonds</p>	<p>PLANNING CONTROL SUB COMMITTEE</p> <p>Councillors (20) Adams Mrs Ballin Barnard Birch Mrs Doyle (Chairman) Fawcett Flood Mrs Hayes Mrs Hirst Jones Piasecki Mrs Pile Ryan Sargeant (Vice-Chairman) Simonds Taylor Thompson Ward Wheaton Worrall</p> <p>Substitute Members (6) Beadsley Finnie Good Harrison Mrs Sutcliffe Veakins</p>	<p>HIGHWAYS SUB COMMITTEE</p> <p>Councillors (9) Adams Mrs Ballin (Chairman) Mrs Clifford Mrs Doyle (Vice-Chairman) Finnie Harrison Ryan Veakins Wade</p>
<p>GROUNDS MAINTENANCE TENDER ASSESSMENT SUB COMMITTEE</p> <p>Councillors (5) Adams Beadsley Mills (Chairman) North Wade (Vice Chairman)</p> <p>Substitute Members (3) Egan Mrs Keene Simonds</p>	<p>Substitute Members (6) Blatchford Good Grayson Mrs Pile Wheaton Worrall</p> <p>Parish & Town Council (Non-Voting) Representatives (6)</p> <p>Binfield Parish Council: Councillor J Willis</p> <p>Bracknell Town Council: Councillor Mrs M Bayle</p>	<p>Substitute Members (6) Blatchford Good Grayson Mrs Pile Wheaton Worrall</p> <p>Parish & Town Council (Non-Voting) Representatives (6)</p> <p>Binfield Parish Council: Councillor J Willis</p> <p>Bracknell Town Council: Councillor Mrs M Bayle</p>
<p>EMERGENCY PLANNING PANEL</p> <p>Councillors (5) Adams Barnard Mrs Clifford Flood Mrs Pile</p> <p>Substitute Members (3) Blatchford Simonds Veakins</p>	<p>BRACKNELL & WOKINGHAM JOINT GOLF COURSE COMMITTEE</p> <p>Councillors (3) Flood Good Thompson</p> <p>Reserve Member (1) Egan</p>	<p>Crowthorne Parish Council: Councillor Mrs M Pierce-Jones</p> <p>Sandhurst Town Council: Councillor J M Nicholson</p> <p>Warfield Parish Council: Councillor Mrs B Brown</p> <p>Winkfield Parish Council: Councillor E M Young</p>
<p>ENVIRONMENTAL IMPACT GROUP</p> <p>Councillor (1) Mills (Chairman)</p>		

<p>HOUSING SUB COMMITTEE</p> <p>Councillors (9) Barnard Flood Miss Haydon Mrs Hirst Jones Mrs Pile (Vice-Chairman) Ryan Mrs Shillcock Worrall (Chairman)</p> <p>Substitute Members (6) Bayle Mrs Clifford Egan McCormack Mrs Sutcliffe Ward</p>	<p>SOCIAL SERVICES SUB COMMITTEE</p> <p>Councillors (9) Barnard (Chairman) Bayle Mrs Clifford Mrs Doyle Miss Haydon McCormack Mrs Shillcock Mrs Sutcliffe Worrall (Vice-Chairman)</p> <p>Substitute Members (6) Flood Harrison Mrs Hirst Jones Mrs Pile Ryan</p>	<p>JOINT ADVISORY SUB COMMITTEE FOR CHILDREN'S SERVICES</p> <p>Councillors (6) Barnard (Joint Chairman) Miss Haydon Mrs Hirst Mrs Shillcock Ward (Joint Chairman) Worrall</p> <p>Substitute Members (6) Good North Mrs Pile Ryan Mrs Sutcliffe Wheaton</p>
<p>HOUSING AND COUNCIL TAX BENEFIT REVIEW BOARDS</p> <p>Any three eligible Councillors appointed by the Director of Corporate Services.</p>	<p>SOCIAL SERVICES REVIEW PANELS</p> <p>Any one eligible Councillor and two other independent members appointed by the Director of Corporate Services.</p>	<p>EDGBARROW & SANDHURST SPORTS CENTRE MANAGEMENT COMMITTEE</p> <p>Bracknell Forest Borough (3) Cllr Finnie (Vice Chairman) Cllr North (Chairman) Mr R S Smith</p> <p>Crowthorne Parish (2) Cllr Carter Cllr Sexton</p> <p>Sandhurst Town (2) Cllr Hodge Cllr Watts</p> <p>Edgbarrow School (2) Mr P Floyd Mr J Pitt</p> <p>Sandhurst School (2) Mr A Fletcher Mr L Osmond</p>

WORKING GROUPS 1998/99	
Strategy & Policy	Councillors Bettison, Birch and North
Education	Councillors Mrs Hayes, Harrison and Ward
Leisure Services	Councillors Mrs Hayes, North and Thompson
Planning & Transportation	Councillors Mrs Ballin, Mrs Doyle and Sargeant
Public & Environmental Services	Councillors Egan, Mills and Mrs Pile
Social Services & Housing	Councillors Barnard, Mrs Pile and Worrall

FOCUS GROUPS
(as of NOVEMBER, 1998)

<p>SOCIAL SERVICES & HOUSING PERFORMANCE INDICATORS FOCUS GROUP</p> <p>Councillors (5) Barnard Bayle Harrison Mrs Shillcock Worrall</p>	<p>CONSTITUTION COMMITTEE</p> <p>Councillors (9) Mrs Ballin Beadsley Bettison Mrs Keene McCormack Mills Wade (Chairman) Ward Wheaton</p> <p>Substitute Members (5) Barnard Egan Fawcett Finnie Good</p>	<p>COMMUNITY SAFETY FOCUS GROUP</p> <p>Mills (Chairman) McCormack North Piasecki Mrs Pile</p>
<p>VOLUNTARY SECTOR ISSUES FOCUS GROUP</p> <p>Councillors (5) Bayle Bettison (Chairman) Miss Haydon McCormack North</p>	<p>JOINT AUDIT & PERFORMANCE REVIEW AND STRATEGY & POLICY FOCUS GROUP</p> <p>Councillors (5) Beadsley Bettison (Chairman) McCormack Mills North</p>	<p>TOWN CENTRE (HIGHWAYS) FOCUS GROUP</p> <p>Councillors (5) Mrs Ballin (Chairman) Mrs Clifford Flood Sargeant Veakins</p>
<p>SERPLAN FOCUS GROUP</p> <p>Councillors (5) Mrs Ballin Mrs Doyle Jones Ryan Sargeant</p>	<p>EDUCATION DEVELOPMENT PLAN FOCUS GROUP</p> <p>Councillors (5) Beadsley Mrs Doyle Fawcett Thompson Ward</p>	<p>SPECIAL EDUCATIONAL NEEDS FOCUS GROUP</p> <p>Councillors (5) Barnard Mrs Hayes Mrs Shillcock Ward Wheaton</p>

Additional 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 Veakins
Joint Consultative Committee – Health	1 representative 1 reserve Member	Cllr Mrs Sutcliffe * (Cllr Mrs Shillcock)
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

SPECIAL PLANNING & TRANSPORTATION COMMITTEE
19 NOVEMBER 1998

Present: Councillor Mrs Ballin (Chairman), Councillors Bayle, Finnie, Grayson, Harrison, Jones, Piasecki, Mrs Pile, Ryan, Sargeant, Simonds, Thompson, Wade, Wheaton and Worrall

Also Present: Councillors Barnard, Birch and Hayes

Apologies for absence were received from:
Councillors Adams, Doyle, Flood and Veakins

349. Substitute Members

In accordance with Standing Order No. 38, Councillors Harrison, Thompson and Wheaton attended the meeting as substitutes for Councillors Flood, Doyle and Veakins respectively.

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

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

351. Bracknell Forest Borough Local Plan – Policy R15 – Recreation Development at Amen Corner, Binfield and Housing Development Proposal PH1.9 – Land at Peacock Farm, West of Bracknell Town Centre

The Committee considered a report

- 1 indicating the dates at which matters relating to policies R15 and PH1.9 were to be heard at the Public Local Inquiry into objections to the Bracknell Forest Borough Local Plan;
- 2 setting out the content of particular representations made in respect of the two matters; and
- 3 recommending amendments to the Policy and Proposal which should be made to the Bracknell Forest Borough Local Plan and included in the Borough Council's Proofs of Evidence to the Public Local Inquiry concerning these matters.

The Committee discussed the proposal to amend Policy R15 by adding provision for educational development. The Director of Planning & Transportation stressed that this was intended to provide an opportunity to give proper open-minded consideration to all the issues arising. He indicated that the circumstances were such that he believed it was appropriate to consider the possible relocation of Bracknell and Wokingham College to the Amen Corner site.

In the course of the discussion, a number of issues were raised regarding the settlement boundary which it was noted was currently well-defined by hedging, fencing and a road. It was accepted that the question of amending this should not be considered until the precise nature of any development had been agreed and the structures were in place. It was stressed that all proposals which had already been

put forward or which might emerge to develop this site, would be considered on their merits. The Council's policy was considered to be strong enough to provide a guideline but also protect the Council's position.

RESOLVED that the following changes to the Bracknell Forest Borough Local Plan be:

- 1 approved for recommendation to the local plan inspector; and,
- 2 adopted for development control purposes:
 - a Policy R15 to be amended to refer to recreational and educational development as set out in Annexe 1 of the report; including a new section in the reasoned justification to the policy concerning provision for pedestrians and cyclists and the reordering of the transportation provisions to accord with Policy M5 (Highway measures expected in association with new development) incorporating Further Proposed Change 64; and,
 - b for the sake of consistency, the text of Proposal PH1.9 to be amended such that the reference to the provision of the station (criterion (h)(i)) should be deleted and criterion (d) which refers to public transport, and particularly the provision of a bus link to Great Hollands, should be expanded to read:

“Contribute to the improvement of the quality and choice of public transport serving the defined housing development area including the provision of a railway station and a bus link to Great Hollands.

The meeting commenced at 7.30pm and concluded at 8.10pm

CHAIRMAN

STRATEGY & POLICY COMMITTEE

6 JANUARY 1999

Present: Councillor Bettison (Chairman)
Councillors Mrs Ballin, Bayle, Birch, Good, Jones,
Mrs Keene, McCormack, Mills, North, Sargeant,
Mrs Shillcock, Wade, Ward, Wheaton and Worrall

Also Present: Councillor Mrs Hayes

352. Exclusion of Public and Press

With the consent of the Committee the public and press were **not** excluded from the meeting for the presentation from PricewaterhouseCoopers.

353. Information Items Containing Exempt Information

The Committee received and noted the following items containing exempt information:

- Annexe to Item 1 – Review of IT and Financial Services
- Annexe to Item 4 – Information and Communication – Smart Card

In support of Agenda item 1, the Committee received a presentation from Jan Forrest and Gary Levett of PricewaterhouseCoopers on the review of IT and Financial Services. The review had identified the various options for ongoing delivery of services within the context of Best Value and with particular reference to service sustainability, costs and quality. The findings of the review and recommendations for further action were presented. The representatives of PricewaterhouseCoopers were thanked for their attendance and withdrew from the meeting at this point.

354. Review of IT and Financial Services (Item 1)

Further to the presentation from PricewaterhouseCoopers, the Committee considered a report from the Director of Corporate Services summarising the key issues identified in the review of the Council's IT, Revenues and Benefits Services.

The overall conclusion of the "health check" had been that these services were performing very well. However, the review had identified particular problems within the IT services concerning the ability to develop some essential elements of the service. The review had concluded that selective outsourcing of aspects of the IT service would be the most appropriate option to pursue.

In respect of the Revenues and Benefits services it had been concluded that they were unlikely to add critical mass to an outsourcing package. However, the study had identified potential advantages in merging the Council's Revenues and Housing Benefits Sections and further work was required to evaluate this option.

RESOLVED that

- (i) the Committee notes the proposals contained in the PricewaterhouseCoopers' report and that detailed preparations be made to obtain competitive tenders for:
 - a) The provision of voice and data communications and elements of mini-server operations and production; and
 - b) project work related to new project and development services;
- (ii) tenderers be required to acknowledge that TUPE applies to the potential contracts;
- (iii) work to evaluate the scope for merging the Council's Revenues and Housing Benefits Sections be undertaken and reported to this committee in April;
- (iv) the Council's ICT strategy and plan be submitted to the Finance and Property Sub-Committee in March 1999, reflecting the strategic decision taken under Resolution 1 (a) and (b) above;
- (v) Service Statements and Service Level Agreements for IT Services be completed by March 1999; and
- (vi) Standing Orders 64 and 65 be waived and the Director of Corporate Services be authorised to appoint PricewaterhouseCoopers to assist with the work to tender services covered by Resolution 1 (a) and (b) above.

355. Revenue Budget 1999/2000 (Item 2)

The Committee received the report of the Director of Corporate Services summarising the implications for the Council of the Provisional Local Government Finance Settlement, which had been announced on 2 December 1998. The report also considered the budget guidelines to be given to service committees as they prepared their budget recommendations for 1999/2000.

The provisional SSA for Bracknell Forest in 1999/2000 had been set at £79.771m. This represented a "raw" increase of 4.8% on the previous year's settlement. However, after adjusting for the withdrawal of Community Care Special Transitional Grant and other adjustments, the increase was reduced to 4.1%. The work undertaken on the commitment budgets of service committees, corporate pressures and an inflation estimate provided a working base budget figure of £80.71m to £80.96m for 1999/2000. This was some £1-1.25m above SSA and did not include new service developments and pressures for increased spending. It was suggested, therefore, that all committees should be asked to scrutinise their budget carefully to identify:

- essential service developments;
- opportunities to introduce budget economies, through a mixture of good housekeeping measures and service reviews, particularly where these would have a minimal impact on front-line service levels;
- scope for increasing income charges above inflation, and
- reappraisal of the scope for cash limiting running expenses budgets

RESOLVED that

- (i) the provisional Local Government Finance Settlement and the draft budget required for 1999/2000 be noted;
- (ii) Committees be requested to prepare detailed budgets within the framework set out in paragraph 4.31; and
- (iii) Officers examine the detailed data and methodology used in the settlement and, in consultation with the Chairman, make appropriate representations to the Department of the Environment, Transport and the Regions.

356. Probation Service Funding (Item 3)

In a report from the Director of Corporate of Services the Committee was advised of the arrangements for funding the Probation Services in Berkshire.

During the reorganisation of Local Government in Berkshire, the Home Office had insisted that the Probation Service be co-ordinated by one authority within the County. West Berkshire Council had agreed to act as lead authority on the basis that it should be managed under a joint agreement similar to that agreed for other services. The Committee's agreement was sought, therefore, for the Borough Solicitor to complete a formal joint agreement for the funding of the service.

RESOLVED that the Borough Solicitor be authorised to conclude an agreement between the Berkshire Unitary Authorities providing for West Berkshire District Council to undertake the co-ordination of funding for the Berkshire Probation Service and for the Local Authority liability to defray the expenses of the Berkshire Probation Committee to be apportioned between the Unitary Authorities according to Council Tax base.

357. Information and Communication – Smartcard (Item 4)

The Committee received a report from the Head of Policy Development on the need to investigate the potential uses of Smartcard technology as part of a medium to long-term strategy for information and communication with the public.

The report identified that a number of potential applications for Smartcard technology could be developed in both the short and longer term. It proposed that work be undertaken with retailers to identify the feasibility of introducing a loyalty card scheme to encourage residents to shop locally. It was stressed that as this technology was still under development, considerable work would be needed to assess its feasibility for use in the provision of a range of Council services.

RESOLVED that

- (i) investigations into the feasibility of a Borough Council Smartcard initiative be approved;
- (ii) work be commissioned on a loyalty card to promote and support local businesses throughout the Borough;

- (iii) a Smartcard feasibility study be undertaken on the new Borough Council library system;
- (iv) further feasibility studies be undertaken to identify other applications for Smartcard developments; and
- (v) an allocation be made from General Revenue Contingency to fund the proposed studies, as outlined in exempt Annexe A..

358. Local Government (Capping and Best Value) Bill – Key Issues (Item 5)

The Committee considered a report from the Head of Policy Development highlighting the key issues and provisions of the Local Government (Capping and Best Value) Bill. The Bill imposed requirements on Local Authorities to conduct Best Value reviews and prepare a Best Value Plan to secure continuous improvement in services in terms of economy, efficiency and effectiveness. It also made provision for the regulation of Council Tax and precepts.

Under the Bill, the legislation requiring Compulsory Competitive Tendering of council work and services would be repealed with effect from 2 January 2000.

RESOLVED that:-

- (i) the report be noted; and
- (ii) the Audit and Performance Review Committee be requested to ensure that the implications of this Bill are taken into account in the development of its future work on Best Value.

359. Focus Group –Sandhurst School Site and Surrounds

The Director of Leisure Services presented a report which proposed the establishment of a Focus Group of Members and Officers to consider issues associated with the Sandhurst School site and the potential for a co-ordinated response. The Focus Group would prepare an action plan to improve the services and facilities on site and to involve potential partners and agencies for the benefit of the surrounding area.

RESOLVED that a Focus Group consisting of five Members and appropriate Officers be established to consider issues relating to the Sandhurst School site and surrounding area.

The meeting commenced at 7.30pm
and concluded at 9.55pm

CHAIRMAN

SOCIAL SERVICES & HOUSING COMMITTEE
19 JANUARY 1999

Present: Councillors Worrall (Chairman), Barnard, Mrs Clifford, Mrs Doyle, Egan, Harrison, Miss Haydon, Mrs Hirst, Jones, Mrs Keene, McCormack, Mrs Pile, Ryan, Mrs Shillcock, Simonds, Mrs Sutcliffe

Also present: Councillor Flood

Apologies for absence were received from:
Councillor Bayle

360 Substitute Members

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

Councillor Mrs Keene for Councillor Bayle

361 Minutes

RESOLVED that the minutes of the Committee held on 15 September 1998 be approved as a correct record and signed by the Chairman.

362 Housing Sub Committee

RESOLVED that the minutes of the meeting of the Housing Sub Committee held on 8 December 1999, as set out in Appendix A, be received.

363 Joint Advisory Sub Committee for Children's Services

RESOLVED that the minutes of the Joint Advisory Sub Committee meeting held on 9 December 1998, as set out in Appendix B, be received.

364 Social Services Sub Committee

RESOLVED that the minutes of the Social Services Sub Committee held on 15 December 1998, as set out in Appendix C, be received.

365 Quarterly Operations Report

The Director of Social Services & Housing presented the Quarterly Operations Report on the activities of the Social Services & Housing Department. The report summarised current issues affecting the department, progress in achieving service objectives set out in the main service plans of the department. It also presented a comparison of planned and actual

revenue and capital expenditure, together with the current overall staffing position.

RESOLVED that the Quarterly Operations Report be received.

366 **Revenue Budget 1999/2000 (Item 2)**

The Committee considered a report on the Social Services & Housing Revenue Budget 1999/2000. The report had been prepared within the framework set by Strategy & Policy Committee on 6 January 1999.

All service committees were considering their revenue budgets during this cycle and were making recommendations to the Strategy & Policy Committee meeting on 16 February. Strategy & Policy Committee would then draw together each service committees proposals and recommend an overall budget to the Council meeting on 3 March 1999.

The report provided details of the Committee's draft base budget for 1999/2000, service developments and budget pressures, the scope for budget efficiencies and proposed increases to fees and charges. The Director answered questions on the report.

RESOLVED that

- (i) the Committee agrees its draft base budget for 1999/2000 as shown in paragraph 4.6
- (ii) the Committee recommends that Strategy and Policy Committee in considering the Council's budget for 1999/2000:
 - (a) approve the changes to the base budget as identified in the latest Commitment Budget as shown in Annexe A of the report;
 - (b) note the potential for cash limiting running expense budgets set out in Annexe B of the report;
 - (c) consider the potential service developments, pressures and economies identified in Annexes C and D of the report respectively; and
 - (d) increase fees and charges from 1 April 1999 as shown in Annexes E and F of the report.
- (iii) the Committee agrees to consider applications for grant funding received from voluntary organisations within the cash limit set within the budget agreed in paragraph 4.6 at its special meeting on 16 February 1999
- (iv) the Committee agrees to charge all home care clients on the basis of the same hourly cost, rather than the specific hourly cost charged by an individual supplier, as referred to in paragraph 4.15 and specified in Annexe F of the report.

367 **Joint Commissioning Agreement (Item 3)**

The Committee considered a report on the re-provision programme for people with learning disabilities who had been resident in a long-stay hospital. The strategy had been developed between Berkshire County Council and Berkshire Health Authority and subsequently adopted by the six unitary authorities. The re-provision programme was funded via a transfer of funds from the Health Authority to the local authority via a Memorandum of Grant under Section 28 (A) of the National Health Services Act 1977.

At its previous meeting the Committee had agreed to a 6 month extension of this Memorandum of Grant to enable further negotiations with Berkshire Health Authority and the other 5 unitary authorities aimed at resolving the areas of possible concern regarding the Church Hill House Hospital re-provision programme. It was noted that the proposed Memorandum of Grant agreement satisfactorily addressed the areas of concern for Bracknell Forest.

RESOLVED that

- (i) the Committee endorses a proposed draft Memorandum of Agreement; and
- (ii) the Committee agrees that the Director of Social Services & Housing, in consultation with the Chairman, can agree the final version of the Agreement between Berkshire Health Authority and Bracknell Forest Borough Council

368 **The Quality Protects Initiative (Item 4)**

The Committee received a report regarding the preparation of a Management Action Plan for submission by the Borough Council in response to the requirements of the Quality Protects Initiative, launched in September 1998 by the Department of Health. The aims and requirements of the Quality Protects Initiative and the framework local authorities were required to follow when submitting the Management Action Plans had been outlined in a report to the Joint Social Services & Education Advisory Sub Committee on 9 December 1998. The report was attached to the agenda for the Committee's information.

The latest draft of the Management Action Plan was available to Committee Members, although it had not yet been finalised. The final version was to be submitted to the Department of Health by 31 January 1999.

RESOLVED that

- (i) the Committee endorses the draft Management Action Plan and the approach adopted; and
- (ii) the Committee agrees that the Director of Social Services & Housing, in consultation with the Chairman, can agree to the final version to be submitted to the Department of Health by the end of January deadline.

369 **Integration of the Report of the Review of Day Care Provision under Section 19 of the Children Act with the Childcare Plan (Item 5)**

The Committee considered a report advising of the relevant elements of the Childcare Plan 1999 – 2000 that directly addressed and incorporated the elements of the Review of Day Care Provision under Section 19 of the Children Act 1989, for which the Committee retained responsibility.

The progress of the Review of Day Care Provision had been reported to the Joint Advisory Sub Committee on 9 December 1998 and the Social Services Sub Committee on 15 December 1998. The Social Services Sub Committee had approved the proposal to integrate the findings of the Review into the Borough Council's Childcare Plan which was required to be published by February 1999. The report outlined the scope of the Section 19 Review and the relationship of its requirements with those of the Childcare Plan. Although the Childcare Plan was not yet completed, a draft version had been considered by the Early Years and Childcare Partnership on 18 January 1999. The Committee recorded its appreciation of the efforts of Officers in the Education Department and the Social Services & Housing Department in preparing these detailed documents.

RESOLVED that the Director of Social Services & Housing, in consultation with the Chairman, be authorised to approve those parts of the Childcare Plan which meet the responsibilities of this Committee for the Section 19 Day Care Review, as detailed in the report.

370 **Development of a Local Youth Offending Team – Current Position (Item 6)**

The Committee considered a report on the current position with regard to the development of a Youth Offending Team as required under the Crime and Disorder Act 1998. The Social Services Sub Committee on 15 December 1998 had considered a progress report on this matter and had requested updated information at the main committee meeting.

Negotiation with the Royal Borough of Windsor & Maidenhead over the proposal to plan a joint Youth Offending Team was still continuing but indicated that the Royal Borough was unlikely to enter into a joint arrangement with Bracknell Forest Borough Council. In order to establish a local Youth Offending Team by April 2000, it was necessary for all partner agencies to have a clear sense of direction during this paratory period.

RESOLVED that

- (i) the Committee gives approval to Officers to proceed with the planning for a stand alone Youth Offending Team with Bracknell Forest Borough area, subject to the approval by Finance & Property Sub Committee; and
- (ii) the Committee request a more detailed plan for the proposals to be brought to the Social Services & Housing Committee in March 1999.

371 **Social Services Complaints Procedure Joint Agreement between Berkshire Health Service Providers and Purchasers and Bracknell Forest Social Services (Item 7)**

The Committee considered a report on a Joint Agreement established between Berkshire Social Services and the Health Authority Trusts in September 1996 to handle complaints involving both Health Services and Social Services.

The report outlined the background to the Joint Agreement and presented a re-statement of the document to form the basis of an agreement between Health Service providers and purchasers and the Borough Council for handling complaints.

RESOLVED

- (i) that the Joint Agreement attached at Annexe A to the report be adopted; and
- (ii) that the Committee agree that an approach be made to the Berkshire Health Authority, NHS Trusts and the Bracknell Forest Primary Care Group to establish a Joint Agreement set out in Annexe A to the report specifically on behalf of Bracknell Forest Borough Council.

372 **Social Services Appeals (Item 8)**

The Committee considered a report advising of the need for the Council to establish a Sub Committee to consider representations made under the Children Act 1989, the Registered Homes Act 1984 and other legislative provisions.

RESOLVED

- (i) that the Committee establish a Social Services Appeals Sub Committee of three Members (political proportionality 2:1) plus six substitute Members drawn from the Social Services Committee with the following terms of reference:-
 - (a) to receive and consider representations made pursuant to Section 77 of the Children Act 1989 and to determine what action the Council should take in light of such representations;
 - (b) to receive and consider representations made pursuant to Section 13 of the Registered Homes Act 1984 and to determine what action the Council should take in light of such representations;
 - (c) to receive and consider representations made pursuant to any statutory right to make representations under legislation which must stand referred to a Social Services Committee and to determine what action the Council should take in light of such representations.

- (ii) that the Membership of the Sub Committee be Councillors Barnard, Jones and Worrall with substitute Members: Councillors Egan, Miss Haydon, Mrs Pile, Simonds, Bayle and Mrs Clifford

373 Authorisation of Officers to Inspect Premises (Item 9)

The Committee considered a report regarding a proposal that the appropriate Directors be delegated authority to give authorisations for the entry and inspection of premises. A number of statutes in the Social Services and Housing spheres contained provisions to permit Officers duly authorised by the Council to enter and inspect premises. Hitherto, the Council had adopted the process of having individual Officers authorised by a Committee resolution upon their commencing employment with the Council. It was now proposed that the appropriate Directors be delegated authority to give the necessary authorisations.

RESOLVED that

- (i) the Director of Social Services & Housing be given delegated authority to authorise persons to exercise powers of entry and inspection for those functions which must stand referred to a Social Services Committee including:-
 - (a) Sections 62 and 64 Children Act 1989 (Voluntary Organisations Children's Homes and Local Authority Children's Homes)
 - (b) Section 76 Children Act 1989 (Child Minding and Day Care)
 - (c) Section 87 Children Act 1998 (Inspection of Independent Schools Providing Accommodation for Children)
 - (d) Section 17 Registered Homes Act 1984 (Registered Care Homes)
- (ii) the Director of Public and Environmental Services be given delegated power to authorise persons to exercise powers of entry and inspection in respect of those functions of this Committee discharged by the Public and Environmental Services Department

374 Review of Allocations Policy (Item 10)

The Committee considered a report on the outcome of consultation with Registered Social Landlords on the draft Housing Allocations Policy. The Housing Sub Committee on 1 September 1998 had considered a report reviewing the Council's Housing Allocation Policy and had accepted a motion to award three additional points to couples applying to join the housing register who were legally married, on the basis that they contributed to promoting stable communities. Following consideration of the motion by the Council under Standing Order 47, the Council's partner Registered Social Landlords had been consulted on the proposed changes to the Housing Allocations Policy.

A list of the 18 organisations consulted was attached at Annexe A to the report and the comments received by the closing date of 14 December 1998 was summarised in the report.

RESOLVED that

- (i) the Committee notes the response to the consultation process and in the light of the concerns expressed, not include the amendment contained in the motion referred to above; and
- (ii) the Committee approves adoption of a new Housing Allocations Policy with effect from 1 March 1999.

375 Items submitted for Information

The Committee noted the following items submitted for information only:

- (i) Housing Investment Programme and Capital Receipts Initiative Allocations 1999/2000 (Item 11)
- (ii) Right to Buy and Other Home Ownership Incentive Schemes Changes to Discount (Item 12)
- (iii) White Paper – Modernising Social Services (Item 13)
- (iv) Social Services Statutory Complaints Procedures 6-monthly Monitoring Report – April to September 1998 (Item 14)
- (v) Health Developments and their links with Social Services & Housing (Item 15)

376 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 16 to 19 which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act.

- (1) Information relating to employees (Item 17)
- (9) Information relating to terms proposed for a contract (Item 16 & 19)
- (3) Information relating to occupiers of accommodation provided by the authority (Item 18)

377 The Term Contract for Jobbing Maintenance and Repairs (Item 16)

The Committee considered a report regarding the contract for the day-to-day repairs and maintenance of housing properties. The contract had been awarded in 1996 for an initial three year period with a provision for the period

to be extended to a maximum of 5 years. The initial three years term was due to expire on 4 April 1999 and a decision was required to approve an extension to the contract.

The Property Services DLO had won the contract in 1996. The report described the competitive rates for repairs and the high standard of service delivery which were being provided through the contract.

RESOLVED that approval be given to formally extend the contract from 5 April 1999 to Sunday 1 April 2001.

378 Joint Arrangements – A Review of the Social Services Emergency Duty Team (Item 17)

The Committee considered a report on the Emergency Duty Team, one of a small number of County-wide services remaining since local government reorganisation as a joint arrangement between the 6 unitary authorities. The Team specialised in crisis intervention, responding to social work emergencies for all client groups, and for filling the statutory responsibilities of the six local authorities in relation to Community Care, protection of children and mental health etc.

The Team had been transferred from Berkshire Social Services to Bracknell Forest Borough Council on 1 April 1998, with a commitment to review the service and to examine how it might integrate with the Borough's other emergency and out-of-hours provision, especially with the Forestcare community alarm control centre. The report described the current arrangements for the Emergency Duty Team and the Forestcare Control Centre Team and proposed detailed work on reorganisation of the teams to deliver a streamlined and co-ordinated emergency response service.

RESOLVED that

- (i) the Committee support the proposal to integrate the Social Services Emergency Duty Team and the Forestcare Control Centre Team to provide an integrated and co-ordinated Borough-wide "out-of-hours" emergency response;
- (ii) this should be achieved within existing budgets unless the service developments are identified for further consideration; and
- (iii) detailed proposals be brought forward to the next meeting of the Social Services & Housing Committee in March 1999.

379 Glenfield House – A Proposal to Develop a new Supported Housing Project for People with mental health needs in Bracknell Forest (Item 18)

The Committee considered a report on a proposal to develop a new supported housing project for people with mental health needs in Bracknell Forest. This client group were currently supported in their own homes, in supported group homes across the Borough and in shared staffed accommodation for people with severe and enduring mental health problems

at 16-21 Banbury. It had been identified that additional supported housing resources were required to provide adequate community support for those people whose mental health needs required longer term support and intervention.

Glenfield House in Easthampstead was in need of improvement and refurbishment to bring it up to the standards required of a modern sheltered scheme. Funding had been provided in the current year's budget to carry out a scheme appraisal and start to decant existing tenants. Consultation meetings had been held with residents in November 1998 and individual plans for move on arrangements had been agreed with all the existing tenants, their relatives and carers. The report described the difficulties associated with Glenfield House as a provision for older people. The loss of 23 units of sheltered accommodation would be reviewed in the on-going "review of services for older people".

RESOLVED that

- (i) the reuse of Glenfield House be approved as a supported housing project for people with mental health needs;
- (ii) the reuse of 16-21 Banbury be approved for general housing needs and used to meet the need for temporary accommodation for homeless families located in the Borough;
- (iii) the Finance & Property Sub Committee be requested to approve capital funding to enable essential improvements and refurbishment;
- (iv) Officers be requested to provide an implementation to Committee in the June cycle.

380 **Request for Local Authority Social Housing Grant - Thames Valley Housing Association (Item 19)**

The Committee considered an application from the Thames Valley Housing Association for an allocation from the 1998-99 Local Authority Social Housing Grant Budget to fund an affordable housing scheme at Rounds Hill, Bracknell. The proposed scheme offered a range of house types and was in line with the Council's Housing Strategy for providing shared ownership opportunities where appropriate.

RESOLVED that an allocation of £1,148,803.00m (plus – 5%) be approved for the development of a total of 35 affordable housing units to be offered as shared ownership opportunities to existing Council or Housing Association tenants, applicants from the housing register, or applicants on the shared ownership register.

The meeting commenced at 7.30pm
and concluded at 9.50pm

CHAIRMAN

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**HOUSING SUB COMMITTEE
8 DECEMBER 1998**

Present: Councillor Worrall (Chairman), Councillors Barnard, Flood,
Miss Haydon, Mrs Hirst, Jones, Ryan, Mrs Shillcock and Mrs Sutcliffe

Apologies for absence were received from: Councillor Mrs Pile

34. Substitute Members

The Sub Committee noted the attendance of the following Substitute Member under Standing Order No. 38

Councillor Mrs Sutcliffe for Councillor Mrs Pile

35. Minutes

The minutes of the meeting of the Sub Committee held on 1 September 1998 were approved as a correct record and signed by the Chairman.

36. Vehicle Parking and Enforcement Matters (Item 1)

The Director of Social Services & Housing reported on measures undertaken to address problems with the parking of vehicles on certain estates in the Borough. A strategy had been developed which included the targeting of specific areas; improved communication and logging of actions taken by each Department and the use of formal cautions. A particular concern was the parking of heavy goods vehicles on estates, where enforcement lay with the Police and Traffic Commissioner. The Sub Committee concluded that inter-Departmental and inter-agency co-operation outlined in the report would add to the effectiveness of vehicle enforcement measures.

RESOLVED that the improved co-ordination and joint targeting of vehicle enforcement actions, as described in paragraph 4 of the report, be approved.

37. Housing: Major Repair and Improvement Programme (Item 2)

The Sub Committee was advised of progress on improvement schemes in the 1997/98 and 1998/99 programmes. The Sub Committee considered and approved two further schemes. In the first scheme, improvements to individual flats, common areas and external areas would be carried out at Stuart House and York House, Priestwood, from a budget of £95,000. The second scheme would involve anti condensation works, estimated at £99,000 (including fees), at 1 - 12 Buckthorns, Priestwood.

RESOLVED that

- (i) progress with the major repair and improvement schemes previously approved be noted;

- (ii) the scheme for improvements to the flats and common areas of Stuart House and York House, Priestwood be approved; and
- (iii) the scheme for anti condensation work to 1 - 12 Buckthorns, Priestwood, be approved.

38. Proposed Single Allocation to Local Housing Authorities for Capital Investment in Housing (Item 3)

The Sub-Committee considered a report on a consultation paper issued by the Government on plans to allocate all housing capital resources through the Housing Annual Capital Guideline mechanism, which would replace the current separate allocations of Annual Capital Guideline, Private Sector Renewal Support Grant and the Capital Receipts Initiative. The Sub Committee noted that the Borough, as a debt-free authority, would be disadvantaged by the proposals as it would no longer receive a Private Sector Renewal Support Grant (in 1998/99 budget terms) of £53,000, and £19,000 through the "Receipts Taken Into Account" mechanism. On this basis, the Sub Committee concluded that it could not support the proposed changes to the allocation of housing capital resources.

RESOLVED that

- (i) the Council do not support the proposed changes to the allocation of housing capital resources; and
- (ii) the Director of Social Services & Housing be authorised to prepare an appropriate response to the Government's consultation paper, in consultation with the Chairman of the Social Services & Housing Committee.

39. Information Items

The Sub Committee noted the following items submitted for information only:

Development Programme – Position Statement (Item 4)
Housing Statistics (Item 5)

40. Exclusion of the Public and Press

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

- (3) Information Relating to Occupiers or Former Occupiers of Council Property (Items 6 & 13)
- (9) Terms Proposed in the Course of Negotiations for a Contract (Items 7 & 8)
- (12) Information Advice Relating to Possible Legal Proceedings by the Authority (Items 9, 10, 11, 12 & 13)

41. "Swedish Houses", Tilehurst Lane, Binfield (Item 6)

The Director of Social Services & Housing reported on the condition of a group of properties at Tilehurst Lane, Binfield, known, because of the origin of their design, as "Swedish Houses". These pre-fabricated timber-frame houses had been constructed circa 1945 to 1950 and recent surveys had shown considerable expenditure would be required to repair the properties. The Sub Committee, therefore, agreed to support the redevelopment of the site in conjunction with a Registered Social landlord partner, and noted that consultations with tenants and owner occupiers would be handled sensitively.

RESOLVED that

- (i) redevelopment of the group of properties at Tilehurst Lane, Binfield, known as Swedish Houses, be supported as the preferred option;
- (ii) a tenant and owner consultation, leading to a tenant ballot, be undertaken; and
- (iii) a full report on the outcome of the consultation and a programme for further action be submitted to the Social Services & Housing Committee in May 1999.

42. **Housing Management Compulsory Competitive Tendering Specification – Consultation with Tenants (Item 7)**

The Sub Committee considered a report on the draft Housing Management Specification and was advised that the Council was required to consult with all tenants on the draft, which had been circulated to members of the Sub Committee and the Social Services & Housing Committee.

RESOLVED that

- (i) the draft specification for Housing Management Services be approved for consultation;
- (ii) a summary of the draft specification be circulated to all tenants and leaseholders for comments; and
- (iii) the results of the consultation exercise with Members, tenants and leaseholders be reported to members in March 1999, with the revised draft specification, for final approval.

43. **Request for Local Authority Social Housing Grant: Windsor & District Housing Association (Item 8)**

The Director of Social Services & Housing reported on a proposal to make a grant allocation from the Local Authority Social Housing Grant Budget to assist with the funding of a Purchase and Repair Programme by Windsor and District Housing Association. Under the scheme, existing properties at the lower end of the market would be purchased and repaired to provide value for money accommodation.

RESOLVED that an allocation of £556,898 (plus/minus 5%) to Windsor and District Housing Association for the purchase of three two-bed properties and seven three-

bed properties, to which the Council would have 100% nomination rights on the initial let and 75% nomination rights on subsequent lets, be approved.

44. **Contravention of a Direction Served Under Section 354 of the Housing Act 1985: Inverugie, London Road, Bracknell (Item 9)**

The Sub Committee was advised that the Council had a duty under the Housing Act 1985 to ensure that houses in multiple occupation were fit for both the number of occupiers and also in terms of fire safety. In a report containing exempt information, the Sub Committee considered the particular circumstances of a case relating to Inverugie, London Road, Bracknell, and concluded that legal proceedings under Section 355 of the Housing Act 1985 were appropriate.

RESOLVED that authority be given to instigate legal proceedings under Section 355 of the Housing Act 1985 (as amended) against the owners of Inverugie, London Road, Bracknell, for knowingly contravening a Direction served under Section 354 of the said Act, which limited the occupancy of Inverugie to no more than one household.

45. **Contravention of a Direction Served Under Section 354 of the Housing Act 1985: Ascot House, Rectory Close, Easthampstead (Item 10)**

The Sub Committee was advised that the Council had a duty under the Housing Act 1985 to ensure that houses multiple occupation were fit for both the number of occupiers and also in terms of fire safety. In a report containing exempt information, the Sub Committee considered the particular circumstances of a case relating to Ascot House, Rectory Close, Easthampstead, and concluded that legal proceedings under Section 355 of the Housing Act 1985 were appropriate.

RESOLVED that authority be given to instigate legal proceedings under Section 355 of the Housing Act 1985 (as amended) against the owners of Ascot House, Rectory Close, Easthampstead for knowingly allowing a contravention of a Direction Order served under Section 354 of the said Act, which limited the number of individuals who occupied the Ascot House to nine.

46. **Non-Compliance with Housing Act Notice – Unfit Property: 1 Rupert Villas, London Road, Bracknell (Item 11)**

The Sub Committee was advised that the Council had a duty to serve notice on the owners of an unfit property, requiring either works to make the dwelling fit for occupation or the property's closure or demolition. It was an offence for the recipient of a notice to not comply with such a notice. In a report containing exempt information the Sub Committee considered the particular circumstances of a case relating to 1 Rupert Villas, London Road, Bracknell, and concluded that legal proceedings should be undertaken against the owners of the property.

RESOLVED that

- (i) authority be given to instigate legal proceeding against the owners of 1 Rupert Villas, London Road, Bracknell for non compliance with a Notice requiring works to be undertaken to make a dwelling fit for habitation; and
- (ii) authority be given to the Director of Public & Environmental Services to arrange for the work to be carried out in default and the recovery of all associated cost.

47. Non-Compliance with Housing Act Notice – Unfit Property: 75 Underwood, Great Hollands (Item 12)

The Sub Committee was advised that the Council had a duty to serve notice on the owners of an unfit property, requiring either works to make the dwelling fit for occupation or the property's closure or demolition. It was an offence for the recipient of a notice to not comply with such a notice. In a report containing exempt information the Sub Committee considered the particular circumstances of a case relating to 75 Underwood, Great Hollands and concluded that legal proceedings should be undertaken against the owners of the property.

RESOLVED that

- (i) authority be given to instigate legal proceedings against the owner of 75 Underwood, Great Hollands for non compliance with Notice requiring works to be undertaken to make a dwelling fit for habitation; and
- (ii) authority be given to the Director of Public & Environmental Services to arrange for the works to be carried out in default and the recovery of all associated cost.

48. Information Item

The Sub Committee noted the following item submitted for information only:

Possession Proceedings (Item 13)

The meeting commenced at 7.30pm and concluded at 9.40pm

CHAIRMAN

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**JOINT ADVISORY SUB COMMITTEE FOR CHILDREN'S SERVICES
9 DECEMBER 1998**

Present: Councillors Barnard (Chairman), Miss Haydon, Mrs Hirst,
Mrs Shillcock and Worrall

Apologies for Absence were received from:
Councillor Ward

15 **Substitute Members**

In accordance with Standing Order 38, Councillor North attended the meeting as a substitute for Councillor Ward.

16 **Minutes**

The minutes of the meeting of the Sub Committee held on 2 September 1998 were approved as a correct record and signed by the Chairman.

17 **Review of Day Care Provision for Children Under Section 19 of The Children Act 1989 (Item 1)**

The Sub Committee considered a report giving details of the progress of the Section 19 Day Care Review of Children Care Services for children aged 0 to 8 years in Bracknell Forest Borough. It was noted that during the review the Government had introduced a National Childcare Strategy, with a requirement for the local authority to produce a Childcare Plan by February 1999 for the children aged between 0 and 14 years. It was proposed therefore to incorporate the Section 19 review findings within the Childcare Plan which would be produced during February 1999.

RESOLVED that the Section 19 finding incorporated within the childcare plan to be produced in February 1999.

18 **Development of a Local Youth Offending Team (Item 2)**

The Sub Committee considered a report giving details of the progress made by the Multi Agency Youth Offending Team Steering Group in the preparation for a local Youth Offending Team. The Steering Group with members from most key agencies within the youth justice system, had started detailed planning on the form to be adopted for the proposed Youth Offending Team, and various models had been considered. Discussions had been undertaken with the Royal Borough of Windsor and Maidenhead regarding the potential to develop a Youth Offending Team covering the two local authority areas and negotiations regarding this were still ongoing. It was hoped to recruit to the Y.O.T. Manager post in the Spring of 1999.

RESOLVED that

- (i) the progress being made by the Multi Agency Youth Offending Team Steering Group in preparation for a local Youth Offending Team be noted; and
- (ii) the contingency plans for a stand alone Youth Offending Team for Bracknell Forest, in the event of negotiations with another local authority being unsuccessful, be endorsed.

19 Behaviour Support Plan (Item 3)

The Sub Committee considered a report regarding the progress made towards the production of the Behaviour Support Plan for Bracknell Forest for submission to the DfEE at the end of December 1998. It was noted that the authority had been undertaking a review of special educational needs provision within Bracknell Forest and as part of this review, consideration had been given to the issue of pupil behaviour. The review coincided with the requirement to publish a behaviour support plan. The issues surrounding pupil behaviour were considered to be complex and these had been discussed by the Task Group of Headteachers and Officers from the LEA considering SEN matters. The Behaviour Support Plan would be considered by the Education Committee on 30 March 1999.

RESOLVED that the Sub Committee

- (i) endorses the draft behaviour support plan for submission to be DfEE at the end of December 1998; and
- (ii) subject to the outcome of further consultation, recommends that the plan be adopted by the Education Committee at its meeting on 30 March 1999.

20 Items Submitted for Information

The following item was submitted for information only:

Quality Protects Initiative (Item 4)

The Chairman thanked the Officers on the informative seminar that had been held on the Quality Protects Initiative.

The meeting commenced at 7.30pm and concluded at 8.30pm.

CHAIRMAN

**SOCIAL SERVICES SUB COMMITTEE
15 DECEMBER 1998**

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

Apologies for absence were received from:
Councillors Mrs Clifford and Mrs Shillcock

Also Present: Councillor Bettison

15 Chairman's Announcements

The Chairman welcomed Diane Hedges of the Berkshire Health Authority to the meeting.

16 Substitute Members

In accordance with Standing Order No 38 Councillor Ryan attended the meeting as a substitute for Councillor Mrs Shillcock and Councillor Jones attended the meeting as a substitute for Councillor Mrs Clifford.

17 Minutes

RESOLVED that the minutes of the meeting of the Committee held on 8 September 1998 be approved as a correct record and signed by the Chairman.

18 Urgent Items of Business Under Standing Order 7

The Chairman gave notice of two items of urgent business under Standing Order 7 as follows:

- (i) Childminder representations (Item 8); and
- (ii) an issue relating to a child that had received the authority's services (Item 9).

Both items would be considered due to the timescales involved in the exempt part of the agenda.

19 **Review of Daycare Provision for Children Under Section 19 of the Children Act 1989 (Item 1)**

The Director of Social Services & Housing introduced a report giving details of the progress of the Daycare Review of Childcare Services for children aged 0 to 8 years in Bracknell Forest Borough. It was noted that during the review the Government had introduced a National Childcare Strategy with a requirement for the local authority to produce a Childcare Plan by February 1999 for children aged between 0 and 14 years. The responsibility for producing the plan had been given to the Education Department through the Early Years Development Partnership. The Partnership, established in November 1997 had commissioned the Early Years Development Plan 1998 to 2001 referring to the provision of early years services to young children up to the age of 4 years and also referring to the provision of after school holiday services for children with special needs. The Director outlined the importance of assessing the areas of overlap between the different plans so as to avoid duplication of work. The Sub Committee considered the results of the consultation exercise undertaken regarding the review and noted the various agencies involved within it and the progress made since the last Section 19 review. It was proposed to take the Child Care Plan and Section 19 Review to the next meeting of the Social Services & Housing Committee in January 1999. This report had already been adopted by the Joint Advisory Sub Committee for Children Services.

RESOLVED that the Sub Committee

- (i) notes the outcome of the Daycare Review; and
- (ii) approves that these findings be used to inform and be integrated into the Borough's Childcare Plan required to be published by February 1999 and revision of the children's services plan in March/April 1999.

20 **Establishment of Local Area Child Protection Committees (Item 2)**

The Director of Social Services & Housing introduced a report advising Members of the progress made in the establishment of a Bracknell Forest Area Child Protection Committee. A transitional Area Child Protection Committee had been set up on a Berkshire-wide basis to oversee child protection issues in the first year of unitary authorities. Since the unitary authorities had been established in April 1998, a report had been submitted to the transitional Area Child Protection Committee regarding the proposed way forward for new Area Child Protection Committees, and this was accepted on 11 September 1998, with its recommendation endorsed. The report identified a new structure which would establish a Bracknell Forest Area Child Protection Committee working to the same terms of reference as defined for the Berkshire Area Child Protection Committee. The Committee would comprise of officers drawn from the agencies involved with the responsibility to respond to child protection matters. A core group of these agencies with primary responsibility for child protection, health, police, social services and education would also form an Area Child Protection Committee Executive. It was proposed that an initial meeting

of the Bracknell Forest Area Child Protection Committee would meet in January 1999 with the new Committee becoming operationally responsible from April 1999.

RESOLVED that the Sub Committee approve the proposed Area Child Protection Committee structure and endorses the process outlined in paragraphs 4.7, 4.8 and 4.9 of the officer's report for the shadow Area Child Protection Committee to be formed in January 1999, becoming operational from April 1999.

21 **Development of a Local Youth Offending Team (Item 3)**

The Sub Committee considered a report regarding the progress made in the development of a Youth Offending Team for the Bracknell Forest area. A Multi-agency Youth Offending Team Steering Group had been set up under the Chairmanship of the Director of Social Services & Housing to start detailed planning on the shape and size of the proposed local Youth Offending Team. Various models had been considered and it was proposed that the Y.O.T., which would come into operation on 1 April 2000 would be somewhere between the minimum and maximum models. The membership of the Youth Offending Team would include a Probation Worker, Social Worker, Police Officer, Health Authority nominee and nominee of the Chief Education Officer as required by Section 39 of the Crime and Disorder Act. The Youth Justice Board, set up by the Government to oversee the implementation of Youth Offending Teams and to monitor the Youth Justice system in general, would provide guidance on the recruitment of the Youth Offending Team Manager. It was noted that the report would be referred to the next Social Services and Housing Committee.

RESOLVED that

- (i) the Sub Committee notes the progress being made by the Multi-agency Youth Offending Team Steering Group in the preparation for a local Youth Offending Team; and
- (ii) endorses contingency plans for a stand-alone Youth Offending Team for Bracknell Forest, in the event of negotiations with another local authority being unsuccessful.

22 **Items Submitted for Information**

The following items were submitted for information only;

- (i) **Proposed Changes to Community Health Services in East Berkshire (Item 4)**
Diane Hedges of the Berkshire Health Authority attended the meeting to inform the Committee of the progress made on the consultation on proposed changes to Community Health Services in East Berkshire – August 1998. At

the meeting of the Berkshire Health Authority Board on 30 November 1998 consideration had been given to the results of the consultation exercise with regard to the areas of community services namely dentistry, podiatry, speech and language therapy, health visitors and school nurses.

Dentistry

It was noted that the dental service recommendations were now subject to implementation and would involve closer working with clinicians and the targeting of the service to particular client groups. It was considered that by targeting the service to certain client groups, that needs would still be met whilst reducing expenditure.

Speech and Language Therapy Service – East

Diane Hedges outlined that the proposal would be to continue the work on a major theme currently undertaken but use intervention methods to reach clients earlier and hence save funding in the long term. It was proposed to simplify the management structure.

Podiatry Service Review – East Berkshire

It was noted that there were an extensive list of recommendations in this area as the last review had taken place in 1994. The aim of the recommendations was to meet some of the unmet needs in order to develop a better service. Diabetic screening would be organised so that there would be access for everyone on the PCG basis. The location of the services being determined through discussion with the PCG.

Health Visiting Review

The review proposed a local focus to health visiting centred around PCG to avoid duplication of services.

- (ii) Quality Protects Initiative (Item 5)
- (iii) Annual Report of the Chief Inspector of the Social Services Inspectorate 1997/98 (Item 6)

23 **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:

- (4) Information relating to services provided to particular individuals (Item 7, 9)

- (13) Information related to a proposal by the authority to give under (Item 8) any enactment a notice under or by virtue of which, requirements would be imposed upon a person.

24 **Events in Nursing Homes (Item 7)**

The Committee received and noted an item containing exempt information regarding recent events in local Nursing & Residential Care Homes.

25 **Child Minder Representations (Item 8)**

The Committee received a report containing exempt information regarding child minder representations in the process of the Council cancelling a Child Minder's registration.

RECOMMENDED that the Chief Executive or the Director of Corporate Services be authorised, subject to consultation with a panel of 3 Members in political proportionality of 2 to 1, to determine applications for registration as a child minder and whether the registration of a child minder should be cancelled.

26 **Report of the Director of Social Services & Housing (Item 9)**

The Director of Social Services & Housing gave an oral report containing exempt information regarding a child which had received services from the Council.

The meeting commenced at 7.30pm and concluded at 9.30pm

CHAIRMAN

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EDUCATION COMMITTEE

20 JANUARY 1999

Present: Councillor Ward (Chairman)
Councillors Beadsley, Mrs Doyle, Egan, Fawcett,
Good, Harrison, Mrs Hayes, Mrs Hirst, Mrs Shillcock,
Mrs Sutcliffe, Thompson, Wheaton, Worrall

Church Representatives:
Mr G Anderson, Mr D McCann

Teacher Representatives:
Mrs M Desai, Mr J Haig

Apologies for absence were received from:
Councillors Barnard, Mills, Taylor and Mrs L Wales

381 **Substitute Members**

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

Councillor Mrs Ballin for Councillor Mills
Councillor Flood for Councillor Barnard.

382 **Minutes**

RESOLVED that the minutes of the meeting of the Committee held on 15 October 1998 be approved as a correct record and signed by the Chairman.

383 **Quality Assurance Sub Committee**

RESOLVED that the minutes of the meeting of the Quality Assurance Sub Committee held on 17 November 1998, as set out in Appendix A, hereto be received.

384 **Education Consultation Panel**

RESOLVED that the minutes of the meeting of the Education Consultation Panel held on 7 December 1998, be received.

385 **Joint Advisory Sub Committee for Children's Services**

RESOLVED that the minutes of the meeting of the Joint Advisory Sub Committee for Children's Services held on 9 December 1998, be received.

386 **Budget Sub Committees**

RESOLVED that the minutes of the Budget Sub Committee held on 14 December and 13 January 1999, as set out in Appendices B and E respectively hereto, be received.

387 **Transport and Awards Sub Committee**

RESOLVED that the minutes of the Transport and Awards Sub Committee held on 16 December 1998, as set out in Appendix C hereto, be received.

388 **Governors Selection Sub Committee**

RESOLVED that the minutes of the Governors Selection Sub Committee held on 11 January 1999, as set out in Appendix D hereto, be received.

389 **Review of Primary School Provision in North Bracknell (Item 1)**

Following receipt of a petition, expressing concern about the changes made to the designated area for Winkfield St. Mary's C of E Primary School in January 1997, at its meeting in October the Committee commissioned an immediate review of primary school provision in North Bracknell. Specific consideration was given to the option of returning Chavey Down to Winkfield St. Mary's designated area.

The review had examined the existing accommodation capacities and identified issues which could become topics for consideration by the School Organisation Committee. Discussions had been held with each Headteacher to obtain their views on future pupil numbers, in the short term, from the admission lists. These were then compared with the computer generated pupil forecasts for each school so that any discrepancies could be investigated. The forecasts revealed adequate capacity across the area until April 2004 or possibly a year earlier. It was anticipated that additional accommodation would be installed at Sandy Lane School and Binfield Primary School to alleviate the predicted shortfalls. The situation would continue to be monitored.

In considering the detailed proposals for each school the Committee's attention was advised that the reference to the possibility of housing development in St. Mary's Lane under paragraph 4.14.9 should be deleted from the paper.

After carefully considering the detailed proposals it was

RESOLVED that

- (i) the Ascot Heath designated area be retained as currently defined
- (ii) the Governors of Ascot Heath Infant School be invited to reconsider a reduction in the school's Standard Number
- (iii) there be no change to the designated area for Binfield Primary School
- (iv) there be no change to the designated area for Cranbourne Primary School
- (v) there be no change to the designated area for the Holly Spring Schools
- (vi) additional accommodation for Sandy Lane Infant School be considered for inclusion in the capital programme for 1999/2000

- (vii) forward planning for additional accommodation at Sandy Lane Junior School be considered
- (viii) the possibility of adjustments to the Sandy Lane/Meadow Vale designated area be looked at as the School Organisation Plan is prepared
- (ix) the present system of a shared area between Warfield Primary School and Whitegrove Primary School be continued
- (x) the future of the modular accommodation at Warfield be a subject for consideration as the School Organisation Plan is prepared
- (xi) there be consultation with the governing body and parents of Winkfield St. Mary's Primary School and parents in Chavey Down on the possibility of returning the Chavey Down area to the Winkfield St. Mary's designated area and
- (xii) the pressure on places at Winkfield St Mary's Primary School be considered further in the preparation of the School Organisation Plan.

390 **School Organisation Plan and School Organisation Committee (Item 2)**

The Director of Education reported on arrangements, under the School Standards and Framework Act 1998, for decisions on School organisation to be taken at a local level.

The LEA is required to produce a draft School Organisation Plan which will draw conclusions about the need to add or remove school places within the local authority area. The plan will be subject to widespread consultation and to approval by the School Organisation Committee, which replaces the Secretary of State in decision taking on school organisation proposals, by 31 August each year. Although the School Organisation Committee is not a Committee of the LEA the LEA has the responsibility of forming it and appointing the members. It is organised on the basis of groups of Members, each group having a single vote and, although there could be up to seven groups it was appropriate to have five for Bracknell Forest. These would represent

- the LEA : elected members appointed in proportion to the balance of political power
- the Church of England, nominated by the diocese
- the Roman Catholic Church, nominated by the diocese
- schools, with Members drawn from serving school governors who may be parent, headteacher, teacher or staff governors but not LEA appointed governors.

To allow adequate time to give consideration to the content of the draft School Organisation Plan it was proposed to establish a focus group which would include the elected members who would be appointed to the School Organisation Committee.

RESOLVED that

- (i) the requirement to produce a School Organisation Plan and establish a School Organisation Committee be noted
- (ii) the Composition of the School Organisation Committee be as set out in Appendix 1 to the report subject to taking account the views of the diocesan authorities
- (iii) a focus group with terms of reference as detailed in Appendix 2 to the report be established

- (iv) the following Borough Councillors be nominated to serve on the Focus Group (3 :2):
Councillors Mrs Hayes, Thompson, Ward, Fawcett and Wheaton.

391 **Revenue Budget 1999/2000 (Item 3)**

The Director of Education introduced the revenue budget which had been prepared within the framework set by Strategy and Policy Committee on 6 January 1999.

Service Committees had been asked to scrutinise their 1999/2000 budgets to identify essential service developments and opportunities to rationalise expenditure through a mixture of good housekeeping and service reviews, particularly where these would have a minimal impact on front line service levels.

The Commitment budget, reflecting the position at 31 August, had been reported to the Committee on 15 October. Some variations had been identified since then and the revised 1999/2000 commitment budget was shown as Annexe A.

Although Committees did not have to include figures in respect of inflation at this stage of the process they had been asked to reappraise work done last year to identify where inflation on running expenses could be contained within existing budget allocations. The Committee had previously indicated that inflation could be contained on base budgets in respect of centrally managed funds for office expenses and supplies and services and revised details of potential savings were shown as Annexe B.

Committees had also been asked to identify areas for new service developments and, where possible, options for reducing expenditure either through good housekeeping measures, reviews of service delivery and/or increasing income by more than the rate of inflation. Key issues facing the Committee included responding to demographic growth in demand for educational provision and raising standards of achievement to meet national and local targets. Legislation had resulted in far reaching changes for schools and the LEA. A list of the pressures and developments for consideration for inclusion in the budget was shown in Annexe C and possible economies in Annexe D. There was limited scope for increasing income in excess of the rate of inflation but the renegotiated school meal contract was expected to generate additional income of £18,000 in 1999/2000 increasing to £30,000 in a full year.

RESOLVED that

- (i) the draft base budget for 1999/2000 as shown in paragraph 4.21 be agreed
- (ii) the Strategy and Policy Committee, in considering the Council's budget for 1999/2000 be requested to
 - (a) approve the changes to the base budget as identified in the latest commitment budget as shown in Annexe A
 - (b) note the potential for cash limiting running expense budgets set out in Annexe B
 - (c) consider the potential service developments, pressures and economies identified in Annexe C and D respectively
 - (d) note the additional income due from the additional cash return from the turnover on the school meals contract as described in paragraph 4.18.

392 **The Education Development Plan (Item 4)**

The Director of Education introduced the draft Education Development Plan which had been submitted to the DfEE on 14 December 1998. He also circulated a copy of a letter received from the DfEE giving feedback on the submission which was recognised as having major strengths such as a clear set of priorities linked to targets backed by a clear and relevant action plan reflecting local and national priorities. There were some minor weaknesses in setting target selection and the school improvement programme and the supporting information which could be addressed before submitting the final plan.

In expressing its appreciation of the efforts of all involved in the production of the Plan the Committee

RESOLVED that

- (i) the Education Development Plan be approved
- (ii) the Director of Education, in consultation with the Chairman or Vice Chairman be authorised to make any further changes to the Education Development Plan to take account of comments by the DfEE and further consultation with Bracknell Forest Headteachers and Governing bodies.

393 **Early Years Development and Childcare Plan (Item 5)**

The Director of Education informed the Committee that an Early Years Development and Childcare Plan had to be submitted to the Secretary of State for approval by 1 February 1999.

A Bracknell Forest Early Years Development Partnership had been formed in November 1997 to prepare an Early Years Plan for the Borough and its key targets had been met. The partnership had been reconstituted to reflect the wider interests involved in the preparation of the new plan and had been working on its production and a paper outlining the headings of the new plan was submitted at the meeting

RESOLVED

That, subject to final adjustment by the Director of Education in consultation with the Chairman of the Education Committee, the Bracknell Forest Early Years Development and Childcare Plan be submitted, by 1 February 1999 to the Secretary of State for approval.

394 **Active Schools Officer (Item 6)**

The Director of Education reported on a request to seek agreement to entering into a partnership with the Sports Council Southern Region to employ an Active Schools Officer to develop the TOP Play, TOP Sport and TOP Community programmes in the Borough.

The post would be based in the Leisure Services Department and would apply approximately 50% to schools based and 50% to community based sports development work. Day to day line management would be through the Head of Sport and Recreation in liaison with Advisory headteachers in the Education department

and there would be a management group to agree and review the programme of work.

RESOLVED that

- (i) a partnership between the Sports Council and Bracknell Forest Borough Council be agreed
- (ii) if the post is a success and suitable revenue funding was available the Committee notes the desire to establish the post within the council's permanent staff structure after the initial three year period.

395 **Quarterly Operations Report (Item 7)**

The Director of Education presented the third quarterly operations report on the running of the Education service and referred to a paper circulated at the meeting which provided information relating to the notes referred to in Annex A.

He reminded the Committee of the work being undertaken on the major new initiatives to which the Department was required to respond.

He also reported that the consultation period regarding the proposed closure of the Holly Spring Assessment Unit had now ended and a report on the conclusions would be submitted to a future meeting of the Committee.

RESOLVED

that the Quarterly Operations report be noted.

The meeting commenced at 7.30pm and concluded at 9.30pm

CHAIRMAN

**EDUCATION QUALITY ASSURANCE SUB COMMITTEE
17 NOVEMBER 1998**

Present: Councillor Ward (Chairman)
Councillors Barnard, Mrs Doyle, Fawcett,
Mrs Shillcock and Wheaton

Apologies for absence had been received from:
Councillor Mrs Hirst

13 Minutes

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

14 Summaries of Ofsted Inspection Reports (Item 1)

The Sub Committee received a report on the main findings of a recent inspection at Sandy Lane Junior School.

A new style of inspection report had been introduced by Ofsted with effect from 1 September 1998. The new format included judgements on what the school did well, where it had weaknesses, how it had improved since the last inspection, standards in subjects, quality of teaching, other aspects of the school and the parents' view of the school.

The Headteacher and Chairman of Governors of the school were present to answer the Sub Committee's detailed questions on the inspection report. The school had been particularly concerned about Ofsted's new practice of comparing the schools performance with "similar" schools. These schools had been identified by reference to entitlement to free school meals and proportions of pupils with English as an additional language. On this basis Bracknell Forest schools were being compared with those in the most advantaged areas in the Country.

The Sub Committee thanked the Headteacher and Chairman of Governors for attending and congratulated them on the excellent report which the school had received.

RESOLVED that the findings of the inspection report be noted.

15 The Standards Fund (Item 2)

The Sub Committee received a report which sought approval for submission of proposed bids to the DfEE for grants available under the Standards Fund for 1999/2000.

The Standards Fund was the main source of funding for projects to raise standards and support School Improvement through professional development for Managers, teaching staff and the Governors. It was central to the Government's school

improvement agenda and was seen as the main means by which the challenging national targets at Key Stages 2 and 4 would be met.

A summary of eligible grants was attached as Appendix A to the report. A list of the proposed grants and bids for approval for submission was attached as Appendix C to the report.

RESOLVED that

- (i) the proposed grants and bids in Appendix C be approved for submission to the DfEE;
- (ii) the additional funding required from the Borough Council be considered as a service development option for 1999/2000;
- (iii) the grants be devolved to schools on the principles agreed with schools for 1998/1999.

16 Item for Information

The Sub Committee received the following item, which was submitted for information only:

The Performance in 1998 Baseline Assessment,
National Curriculum Assessments and Public Examinations
of Pupils in the Bracknell Forest Schools (Item 3)

The meeting commenced at 5.30pm
and concluded at 7.05pm

CHAIRMAN

**EDUCATION BUDGET SUB COMMITTEE
14 DECEMBER 1998**

Present: Councillors Mrs Hayes (Chairman), Barnard, Mrs Doyle,
Good, Mrs Hirst, Taylor, Thompson, Wheaton, Worrall

Apologies for Absence were received from:
Councillors Beadsley and Ward

37. Substitute Members

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

Councillor Mrs Hirst for Councillor Beadsley
Councillor Mrs Doyle for Councillor Ward

38. Minutes

The minutes of the Sub Committee held on 16 September 1998 were confirmed as a correct record and signed by the Chairman.

39. Fair Funding – Improving Delegation to Schools (Item 1)

The Director of Education presented a report summarising the results of the statutory consultation exercise with governing bodies and other interested parties on Fair Funding. The report outlined the formula to be used in allocating budgets to schools for those items being delegated for the first time in 1999/2000 and provided details of the additional budget headings required to be delegated together with indicative budgets. Since the report had been prepared there had been further detailed analysis of the draft regulations and a revised set of recommendations relating to insurance premiums was tabled at the meeting.

Regulations were expected to be approved by Parliament before the recess and approval for the recommendations would be contingent upon there being no substantive changes to the draft.

RESOLVED that, subject to any substantive change in the draft regulations following Parliamentary approval:

- (i) the Education Committee be requested to consider the differential funding between primary and secondary schools as part of the 1999-2000 budget process;
- (ii) the formula for the allocation of the budget for emergency repairs, reactive maintenance, building and mechanical/electrical services maintenance in 1999-2000, be a combination of floor area and flat rate per pupil numbers, in the ratio 50:50, with pupils at Kennel Lane attracting a weighting of 3 times the standard for primary and second school pupils;

- (iii) the formula for the allocation of the budget for reactive maintenance etc. in 2000-2001 be reviewed and consideration given to budget allocations through usage of an annual buildings conditions survey;
- (iv) the proportion of the expenditure on equipment safety inspection contracts in 1998-99 between primary, secondary and special phases be maintained in 1999-2000. Within each phase the formula for the allocation of the budget should be by flat rate per pupil numbers.
- (v) within the age range 11-18; the formula for the allocation of the budget for the Consortium for Local Education Authorities Provision of Science Services to secondary and special schools should be by flat rate per pupil numbers
- (vi) the educational budget share of joint use agreements be retained centrally by the LEA;
- (vii) the income targets for tenanted school properties be allocated to relevant schools on the basis of an equal amount for each tenanted property;
- (viii) the budget for supply cover for official union duties be retained centrally by the LEA;
- (ix) the budget for special staff be retained centrally by the LEA, with the exception of provision for supply cover for staff attending child protection case conferences and support for staff with disabilities which should be allocated on the basis of a flat rate per pupil numbers;
- (x) the budget for protection of the salaries of re-deployed staff be allocated on an actual cost basis;
- (xi) Advisory Services outside the EDP be delegated on the basis of usage between the different phases with a flat rate allocation per pupil numbers;
- (xii) the budget for property related insurance premiums be maintained centrally at the value of the current premium;
- (xiii) the budget for liability related insurance premiums be maintained centrally at the value of the current premium;
- (xiv) where a school requests these items to be delegated, that property related insurances be allocated in proportion to the overall total schools property valuation that each school comprises, and the liability related insurances be allocated on the basis of a flat rate per pupil allocation; and
- (xv) that all formula for the allocation of budgets in 1999-2000 should be reviewed for 2000-2001 in order to confirm that the most accurate available measures are being used and that relative needs of all schools (by phase, size and special circumstances) are taken into account appropriately.

40. **Budget Advance for St Margaret Clitherow RC Primary School (Item 2)**

The Director of Education reported on the request received from the Governors of the St Margaret Clitherow RC Primary School for assistance as the school could not contain its planned expenditure within the approved budget and an overspend was forecast. Following meetings with the Chair of Governors, the Headteacher and representatives of the Education Department it had been established that the projected deficit had arisen from heavy expenditure on curriculum materials in preparation for an Ofsted inspection and the forecast pupil numbers used in determining the 1997/98 school budget being overstated.

It had been established that there was a revised projected deficit of £14,000 and, with careful budget management and realisation of the projected number of pupils, a budget plan had been formulated to repay the deficit over two financial years.

RESOLVED that a budget advance of £14,000 be agreed for St Margaret Clitherow RC Primary School to be repaid by the end of the 2000-2001 financial year, and that the advance be interest free.

41. **Progress Report on Services to be Provided Under Contract (Item 3)**

The Director of Education reported on the progress with the contract for music tuition provided by the Berkshire Young Musicians Trust and advised that the contract was expected to be signed on 16 December 1998.

RESOLVED that the report be noted and that the Director of Education, in consultation with the Chairman, agree the contract for music tuition from 1 September 1998 to 31 August 1999 with the Berkshire Young Musicians Trust and report the outcome back to the Sub Committee.

42. **Reducing Class Sizes in Key Stage 1 (Item 4)**

The Director of Education reported on a submission which had been made to the Department for Education and Employment for funding to provide an additional 8 classrooms at 7 schools. It was noted that the outcome of the application was likely to be known sometime after the end of January 1999.

RESOLVED that the Sub Committee note the details of the submission to the DfEE and that a sum, to be identified, be included within the Education Capital Programme 1999/2000 in respect of this item.

43. **St Michael's Easthampstead C of E Primary School (Item 5)**

The Director of Education reported on a request from the governors of St Michael's CE Primary School (Easthampstead) for continuing funding with their capital programme to provide more accommodation.

The Sub Committee noted that whilst there had been an indicative figure of £95,000 included as a possible commitment for 1999/2000 capital programme it was expected that the maximum figure required would be £84,000.

RESOLVED that it be recommended that a high priority be given to assisting St Michael's CE Primary School (Easthampstead) with finance for its building programme from the Education Capital Programme 1999/2000 subject to the school exploring means of obtaining funds from other sources.

44. **Progress Report on Application to The Adult and Community Learning Fund (Item 6)**

The Director of Education reported on an application for funding for the maximum grant available of £10,000 and it was expected that notification of the fund should be received during the week beginning 14 December 1998 for expenditure in the spring term.

RESOLVED that the contents of the report be noted and that the Director of Education commission appropriate research upon receipt of grant funding.

45. **Items for Information**

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

Building Better Schools (Item 7)

The meeting commenced at 6.30pm and concluded at 8pm

CHAIRMAN

12. **Date of Next Meeting**

Monday 1 February 1999 at 8.30am.

The meeting commenced at 5.30pm and concluded at 6.45pm.

**EDUCATION GOVERNOR SELECTION SUB COMMITTEE
11 JANUARY 1999**

Present: Councillors Barnard (Chairman), Mrs Doyle, Good, Mills,
Mrs Shillcock, Mrs Sutcliffe, Ward and Wheaton

Apologies: None

21. Minutes

The minutes of the meeting of the Sub Committee held on 12 October 1998 were approved as a correct record.

22. Review of Procedure for Local Education Authority Appointments to Governing Bodies (Item 1)

The Director of Corporate Services submitted a report outlining the present procedure by which LEA appointments to School Governing Bodies are made.

Members considered that information on the typical workload of a governor could be helpful to possible nominees. It was also thought necessary to clarify that a person could nominate themselves and a counter signatory was not a requirement. Such information should be included in the explanatory notes.

RESOLVED that

- (i) consideration of alterations to the current procedures be deferred, at least until the outcome of the Green Paper on the future of the teaching profession is known; and
- (ii) a new draft of the nomination form be brought to the next meeting of the Sub Committee.

23. 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.

The Chairman reported that Mr Coveney's nomination for Holly Spring Junior School had been received the morning after the deadline for nominations, owing to a misunderstanding, although the Clerk to the Governors had already notified the Director of Corporate Services of Mr Coveney's wish to be considered for a further term of office.

The Chairman also reported that a vacancy at College Town Infant School had been included in error on the schedule for appointments to be made next term

RESOLVED that

- (i) the nomination for Holly Spring Junior School be considered under Agenda Item 3; and
- (ii) College Town Infant School be deleted from the schedule.

24. 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.

25. 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.

26. Date of Next Meeting

RESOLVED that

- (i) the next meeting of the Sub Committee be held on Monday 15 March 1999 at 8.00 a.m. (the closing date for nominations would be Tuesday 9 March at 5.00 p.m.).

The meeting commenced at 8.00am and concluded at 8.55am

CHAIRMAN

**EDUCATION BUDGET SUB COMMITTEE
13 JANUARY 1999**

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

46. **Minutes**

RESOLVED that the Minutes of the Sub Committee held on 14 December 1998 be confirmed as a correct record and signed by the Chairman.

47. **New Deal for Schools (3) (Item 1)**

The Director of Education presented a report summarising details of the proposed submission to the Department for Education and Employment for funding within the New Deal for Schools (3) Programme. Local Education Authorities had been requested to identify areas where there was an urgent need to raise standards and work was currently progressing on details of a submission covering eight schools where improvements to teaching accommodation and planned maintenance projects would reflect the criteria and effectively increase standards.

RESOLVED that

- (i) a submission be made by the Director of Education, in consultation with the Chairman, to fund a number of schemes in Bracknell Forest Schools.
- (ii) details of the scheme be reported to the next meeting of the Sub Committee.

48. **Asset Management Plan (Item 2)**

The Director of Education reported on the next stage in the development of the Bracknell Forest Borough Council Asset Management Plan, the purpose of which was to help to ensure that resources for school premises were used as effectively as possible and to establish a framework for planning.

A Local Policy Statement had been developed and would be used as the basis of consultation with schools who would be invited to comment on the statement and suggest ways in which it may be developed.

RESOLVED

that the local policy statement be adopted as a basis for consultation with schools.

49. **Fair Funding: Improving Delegation to Schools (Item 3)**

The Director of Education introduced a report describing the production of a scheme of financial management which set out the relative responsibilities and relationships between the Local Education Authority and its maintained schools. The scheme, which provided a legally binding framework and set requirements relating to financial management and associated issues, would be circulated to schools for consultation following which it would be submitted, by 1 February, to the Department for Education and Employment for approval.

In discussing the draft scheme Members were concerned as to the wording of Paragraph 4.9 and agreed that the Director of Education should reconsider this to reflect that it would only be in exceptional circumstances where licensed deficits would be permitted.

RESOLVED that

- (i) following the rewording of Paragraph 4.9 the draft scheme of financial management be used for statutory consultation with schools and other interested parties
- (ii) in view of the limited time scale the Director of Education be authorised, in consultation with the Chairman of the Education Committee, to finalise the document for submission to the Department for Education and Employment.

50. **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 4 which involved the likely disclosure of exempt information under the following category of Schedule 12A of that Act.

- (9) Information Relating to Contract Items

51. **School Meals Catering (Item 4)**

The Director of Planning and Transportation – Surveying presented a report regarding the extension of the school meals catering contract which terminates on 31 July 1999. Consultation with the schools had revealed the majority were in favour of remaining with the current company and extending the contract for a further two years. During discussions the Company had indicated that they were prepared to increase the rate of return from that paid under the current contract and, in addition, would meet any cost implications of nutritional standards when introduced by the Government and regard the total rebate as a “fund” to be held centrally by the LEA.

The offer from the company was dependent upon all 39 schools remaining within the same contract arrangements at 1 August 1999. Should schools wish to opt out of the central LEA arrangement from 1 April 2000, whilst penalties would not be imposed by the contractor, it may be necessary to

review the level of rebate returned, dependent upon the particular schools and the number of schools opting out.

RESOLVED that

- (i) in order to provide security for schools in working with a known supplier, a known level of monetary return on the contract, flexibility to schools wishing to opt out of the LEA arrangements at a later stage, the necessary period of time for the Council to put in place new arrangements from August 2000 for those schools requiring it and to take account of the views of the schools, approval be given to the renewal of the existing contract with Initial Catering for a further two years to 31 July 2001;
- (ii) noting the potential increases in revenue to the Authority from the renewal of the contract, the return to primary schools be maintained at 4% of sales, the return to secondary schools be maintained at 5.5% of sales and the increases in returns be held centrally by the LEA.

The meeting commenced at 5.30pm
and concluded at 6.35pm

CHAIRMAN

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PLANNING & TRANSPORTATION COMMITTEE
21 JANUARY 1999

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

Also Present: Councillors Bettison, Blatchford, McCormack and North

Apologies for absence were received from:
Councillor Flood

396. Substitute Members

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

Councillor Harrison for Councillor Flood

397. Minutes

The minutes of the meeting of the Committee held on 1 October 1998 and the special meeting held on 19 November 1999 were approved as correct records and signed by the Chairman.

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

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

399. Minutes of Sub Committees

RESOLVED that the minutes of the meetings of the Highways Sub Committee held on 7 January 1999, and the minutes of the Planning Control Sub Committee held on 24 September, 22 October, 19 November and 16 and 17 December 1998 as set out in Appendices A to F hereto, be noted and received.

The following points were also noted arising on these minutes:

- That Councillor Veakins had also been present at the meeting of the Highways Sub-Committee held on 7 January 1999.
- That arising on resolution 2(d) of minute 37 of the Highways Sub-Committee on 7 January 1999, only those residents of Hanworth who had previously made known their objections and those who, in the opinion of the Director of Planning & Transportation, were likely to be affected by any alteration to the existing arrangements at the Ringmead/A3095 Crowthorne Road junction would be consulted.

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

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

The Director briefly drew the Committee's attention to the key points emerging from the report, in particular, the new and current issues. He answered a number of questions arising from the report. One of the points made was the fact that the impact of work arising from the Local Plan inquiry was being monitored. In relation to this, the Committee indicated its support for the staff whose efforts were recognised.

401. **Concessionary Fares Scheme – Proposed Amendments (Item 2)**

The Committee considered a report on proposals to develop the Council's Concessionary Fares Scheme in the light of monitoring and assessment by officers since the introduction of changes approved at the meeting on 25 June 1998.

The Committee noted that the intention was to provide an affordable way of increasing access to a travel pass for a larger number of elderly people.

Whilst the Committee welcomed the proposal, there was a view that the cost of the pass should be limited to £20.80 rather than the £40 proposed in the report. It was stressed, however, that the level of the proposed fee had been set after careful consideration with a view to ensuring that the pass was available to those who most needed it, whilst not exposing the Council to escalating costs. It was considered that the proposals achieved this by making provision for the pass to be available at half price for the most needy. An amendment seeking to set the fee at the lower level for all was defeated. It was, however, noted that the tickets would be available on a half-yearly basis.

Having discussed the basis on which the fee level and discount arrangements had been determined, the original proposal was approved subject to a number of minor amendments, including a recognition of the need to maintain a dialogue with pensioners' representatives.

RESOLVED:

That, subject to consideration of the 1999/2000 Revenue Budget by the Strategy and Policy Committee on 16 February 1999, the Concessionary Fares Scheme be amended with effect from 1 April 1999 as follows:

- 1 that an unlimited bus travel pass within Berkshire be available to disabled persons and all persons aged 65 years and over [and to individuals aged between 60 and 65 who held bus travel passes at 25 June 1998 and continue to hold them at all subsequent renewal dates];
- 2 that the cost be set at £40 per person per annum, with a 50% reduction for applicants in receipt of housing/council tax benefit or income support and for disabled persons;
- 3 that no increase be made in the cost of half fare bus travel passes;
- 4 that the concessions in respect of Senior Citizens' Rail Cards and Disabled Persons' Rail Cards remain unaltered; and,

- 5 that the Council continue to engage with representatives of the pensioners' groups as a basis for consultation on any future improvements to the Concessionary Fares Scheme.

402. **Revenue Budget 1999/2000 (Item 3)**

The Committee considered a report on its revenue budget for 1999/2000 which had been prepared within the framework set by the Strategy and Policy Committee on 6 January 1999.

RESOLVED:

- 1 That the draft base budget for 1999/2000 as detailed in paragraph 4.6 of the report be approved;
- 2 That the Strategy and Policy Committee be requested, in considering the Council's budget for 1999/2000:
 - i. To approve the changes to the Base budget as identified in the latest Commitment Budget as shown in Annexe A;
 - ii. To note the potential for cash limiting running expense budgets set out in Annexe B;
 - iii. To consider the potential service developments, pressures and economies identified in Annexes C and D respectively; and,
 - iv. To increase fees and charges from 1 April 1999 as shown in Annexe E1

403. **Community Transport Strategy (Item 4)**

The Committee considered a report on the Borough Council's draft Community Transport Strategy which had been the subject of public consultation in accordance with the Committee's decision on 1 October 1998.

The report summarised comments received and suggested minor alterations to be made to the draft strategy in response to them, with a view to approving the revised document.

The Committee was advised that the Strategy would inform the work which the Council would be carrying out in relation to Bracknell town centre, the Local Transport Plan and bids for grant aid. In addition, it highlighted the need for proper dissemination of information on the subject.

The Director of Planning & Transportation answered a number of questions. Amongst the points emerging were:

- That discussions were already taking place with the bus operators regarding the introduction of low-level buses.

- That discussions had and would continue to be held with Railtrack regarding access improvements to the Reading-bound platform at Bracknell station and others in the borough where existing facilities restricted access to those with disabilities.
- That the town centre development might provide opportunities for bringing about access improvements through partnership working.
- That consideration would be given as to how interested Members might be formally involved in the meetings relating to community transport issues which the officers would be continuing to have with interested parties.

It was also recognised that there was a need for sensitivity in dealing with volunteers as any attempt to enforce an integrated system could be counter-productive.

RESOLVED: That the amended Community Transport Strategy, set out in Appendix 1 of the report, be approved and adopted.

404. **SERPLAN - A Sustainable Development Strategy for the South East (Item 5)**

The Committee considered a report on a suggested response to SERPLAN's final draft of its Sustainable Development Strategy for the South East, which was to form its Draft Regional Planning Guidance (RPG). The report focused on changes made to the strategy relating to the points raised previously by the Council and any other matters which were considered to have implications for Bracknell Forest.

The Director of Planning & Transportation answered a number of questions. Amongst the points made were:

- That the "Plan, Monitor and Manage" approach was at the heart of the Strategy.
- That employment was a key issue which needed to be monitored to ensure that the right balance was maintained.
- That the issue of a new town or settlement was one which needed to be considered sooner rather than later, whether or not either was ultimately determined to be practical.

With regard to population, the Committee was advised that current estimates for the Borough showed a continuing growth, but the structure of the population could alter in time.

Having discussed the issues raised by the Strategy, it was agreed to approve the suggested comments subject to a review of the wording of the section relating to the overall reduction in the number of houses to be provided in Berkshire, and its impact on Bracknell Forest.

RESOLVED

- 1 That the Panel Secretary be informed, in relation to SERPLAN's final draft of its Sustainable Development Strategy for the South East, of the comments set out in paragraphs 4.4 and 4.5 of the report, subject to the Director

amending the wording of paragraph 4.4 to reflect the discussion on housing numbers; and,

- 2 That the Director of Planning and Transportation, in consultation with the Chairman and Vice-Chairman, be authorised to submit any further representations on behalf of the Borough Council arising from the document which are related to the comments previously raised by the Borough Council or arise out of consideration by the Joint Strategic Planning Committee.

405. Charges for Building Control Applications (Item 6)

The Committee considered a report on the latest position with regard to charges for building control applications. An additional paper was circulated to the Committee setting out revised recommendations in the light of the legislation and guidance circulars received from the Department of the Environment, Transport and the Regions and the Local Government Association.

The Committee agreed to adopt the model scheme of charges issued by the Local Government Association.

RESOLVED

- 1 That the level of Building Regulation Fees charged by the Borough Council be based on those contained in the Local Government Association's Model Scheme dated 7 January 1999; and,
- 2 That, in due course, a progress report be brought to the Committee to inform Members on the effects of the Borough Council setting its own building regulation charges.

406. Parking Overview (Item 7)

The Committee considered a report on current parking issues in the Borough arising, in particular, as a result of recent guidance on transport issues, and which suggested how this guidance might influence future work on parking policies within the Borough.

The matter was also to be considered at the Public and Environmental Services Committee on 26 January 1999.

In response to a question regarding the involvement of other interested committees, the Director of Planning & Transportation indicated that he believed the composition of the Focus Group was appropriate, adding that it would be consulting widely to take account of the interests of other committees.

RESOLVED that a Focus Group consisting of five members (3:2) and appropriate Officers be established jointly with the Public and Environmental Services Committee to examine the parking issues within the Borough and to steer the development of a new parking strategy.

407. **Government Office of the South East - Parking Standards in the South East (Item 8)**

The Committee considered a report advising it that the Government Office of the South East (GOSE) had published a report prepared on its and the Department of the Environment, Transport and the Regions behalf concerning Parking Standards in the South East outside London. GOSE had advised that the findings and conclusions of the work were to inform the revision of the Regional Planning Guidance for the South East (RPG 9). Whilst there was to be no formal consultation relating to the document, GOSE had indicated that it would welcome comments on the report and the issues it contained.

The Committee noted that the proposals would have a significant impact if accepted. It was acknowledged that, to some extent, the proposals had evolved from the Rio Summit on the environment. It was accepted that environmental awareness was rising and the issue was therefore becoming increasingly important.

It was also recognised that the issue was important for the villages in the Borough as well as Bracknell town centre.

The Committee accepted the comments suggested in the report, subject to the wording of paragraphs 4.8 and 4.9 being amended to recognise not only disabled people, but also other groups likely to be affected by parking restrictions.

RESOLVED that, in relation to the report on Parking Standards in the South East, the Government Office of the South East be advised of the comments set out in paragraphs 4.5-4.9 of the report.

408. **Local Transport Plans (Item 9)**

The Committee considered a report advising it of the introduction of Local Transport Plans, which were to replace the Transport Policies and Programme as the main means of securing government capital funding allowances for transportation measures.

Given the extent of detailed work which would be necessary to prepare the Local Transport Plan, the Committee agreed to establish a Focus Group to undertake the work and make recommendations in due course.

RESOLVED

- 1 That a Focus Group consisting of five members (3:2) and appropriate Officers be established to receive and consider reports from officers in connection with the preparation of the Local Transport Plan; and,
- 2 That the Director of Planning and Transportation be authorised, subject to prior consultation with the Focus Group, to take all measures required to prepare a draft Local Transport Plan and to carry out consultation thereon.

409. **Transport Policies and Programme (TPP) - Settlement for 1999/2000 (Item 10)**

The Committee considered a report advising it of the of the settlement of the Transport Policies and Programme for 1999/2000, the bid for which had been approved for submission to the Government Office for the South East at its meeting on 25 June 1998.

RESOLVED

- 1 That the TPP settlement for 1999/2000 be noted; and,
- 2 That further consideration be given to the settlement when deciding the budget allocations for 1999/2000.

410. **Items for Information**

The following items were submitted for information:

- DETR Consultation Paper – Modernising Planning: Improving Telecommunications Development Control (Item 11)
- Bracknell Forest Borough Local Plan Inquiry – Progress Report (Item 12)
- Point Royal, Easthampstead (Item 13)
- Bracknell Forest Borough Council Design Conference (Item 14)
- Joint Strategic Planning Committee Items (Item 15)

Arising on item 12, the Committee noted that, although the inquiry inspector had been willing to continue beyond 5 pm on a number of days, it had not been possible to go on beyond 6.30 pm as the Council Chamber had been required for other meetings thereafter.

Arising on item 14, the Committee was advised that the means by which the views of the Urban Design Officer are reported would be reviewed.

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

CHAIRMAN

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**HIGHWAYS SUB-COMMITTEE
7 JANUARY 1999**

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

Parish & Town Council Representatives:

Bracknell: Councillor Mrs Bayle
Crowthorne: Councillor Mrs Pierce-Jones
Sandhurst: Councillor Nicholson
Warfield: Councillor Mrs Brown
Winkfield: Councillor Young

Also Present: Councillors Birch, Good and North

Apologies for Absence were received from:
Councillor Finnie and J Willis (Binfield Parish Council)

32. Substitute Members

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

Councillor Worrall for Councillor Finnie

33. Minutes

The minutes of the meeting of the Sub Committee held on 17 September 1998 were approved as a correct record and signed by the Chairman.

34. Petition - Traffic Calming Measures, Crowthorne Road, Sandhurst (Item 1)

The Sub-Committee considered a report relating to a petition seeking speed reduction measures along Crowthorne Road, Sandhurst. The Highways Sub-Committee had already agreed to proceed with the introduction of traffic management measures on Crowthorne Road, Sandhurst at its meeting on the 11 June 1998.

Mr K McManus addressed the Committee on behalf of the petitioners.

On noting that the traffic calming measures already approved were expected to be in place by March 1999, the Sub Committee agreed to take no further action at this stage, but seek a further report on the impact of the measures after the first twelve months in place. In addition it was agreed that the officers would draw the residents' concerns about speeding to the attention of the police.

RESOLVED:

- 1 That the petition be noted;
- 2 That no further action be taken at present in view of the existing resolution to proceed with the current measures; and,
- 3 That the current measures be monitored after implementation and an interim report on their effects presented to the Sub-Committee following the first twelve months in place.

35. Waterloo Road, Crowthorne - Proposed Traffic Calming Scheme (Item 2)

The Committee considered a report on the issues raised by responses to the advertisement and public consultation exercise in relation to a proposal for a series of speed cushions to be placed in Waterloo Road and part of Church Street, Crowthorne.

The officers answered a number of questions regarding the scheme, the key points emerging being:

- That some road marking in the vicinity of the church might be appropriate to discourage parking adjacent to the cushions; and
- That the number of cushions was intended to ensure that the proposed reduction in speed to 30 mph was achieved, but it was possible this could be achieved with less than twelve pairs of cushions.

In view of the foregoing, it was agreed to support the scheme, subject to the Director of Planning & Transportation reviewing and finalising the final design in consultation with the Chairman of the Sub-Committee and local members.

RESOLVED:

- 1 That no local inquiry be held;
- 2 That the proposed scheme consisting of pairs of speed cushions and associated signage be implemented, subject to the Director of Planning & Transportation determining the final design in consultation with the Chairman of the Sub-Committee and the local Members; and,
- 3 That objectors to the notice be notified accordingly.

36. Market Street, Bracknell - Improvement Scheme (Item 3)

The Sub-Committee considered a report on a scheme which had been drawn up to improve the safety of pedestrians and vehicular traffic using Market Street by providing two zebra crossings, features to slow vehicle speed and revised/additional limited waiting parking.

RESOLVED:

- 1 That the measures detailed in this report be approved;
- 2 That the use of the Minor Works Contractor be approved;
- 3 That the necessary Traffic Regulation Orders be advertised with any objections being brought back to a future meeting; and,
- 4 That the Borough Solicitor be authorised to seal the Orders for which no sustained objections are made.

37. Objections Received to Advertised Traffic Regulation Orders (Item 4)

The Sub-Committee considered a report on objections which had been received to the advertised draft Traffic Regulation Orders for the following proposals:

- A321 Wokingham Road
- Ringmead/A3095 Crowthorne Road - Right Hand Turn
- Various roads in Warfield – Proposed 30 and 40 mph speed limits
- London Road Service Road – Prohibition of driving

The Sub Committee received supplementary information relating to representations made in respect of the four schemes since the agenda had been published, noting that these had been received prior to the deadline for objections.

With regard to the speed restriction along the A321 Wokingham Road, the Sub Committee agreed that the maximum speed should be limited to 40 mph along the entire length of road in question, as advertised.

With regard to the proposed right hand turn at Ringmead/A3095 Crowthorne Road, the Sub Committee was advised that given the number of objections, the officers could not recommend acceptance of the proposal without first referring the matter to a public inquiry. In response to concerns raised by some Members that the process had only invited objections rather than support for the scheme, the Sub-Committee was advised that the statutory procedure only required objections to be sought. In view of this, the Sub-Committee agreed that it would not be appropriate to proceed with the proposed order given the representations received opposing it. However, in view of the failure to identify the level of support through the statutory procedure, it was agreed that a further detailed consultation should be undertaken with the residents to determine both support and opposition to the proposal. In reaching this decision, it was recognised that following this consultation, a decision would need to be made on whether to draft a new order and that, given the known level of opposition, a public inquiry would be necessary before the scheme could be implemented.

With regard to the objection from the police to the speed restrictions in Warfield, it was noted that further discussions had led officers to believe that this objection was likely to be withdrawn. Given the local support for the measures, the Sub Committee considered that the police objection should be overruled and the order approved, whether or not the objection was withdrawn.

With regard to the objection from Binfield Parish Council to the prohibition of driving along the London Road service road, the officers reported that this too was likely to be withdrawn. It was agreed that this too should be overruled and the order approved.

RESOLVED:

- 1 That, in respect of the draft traffic regulation order in relation to the A321 Wokingham Road - 40 mph Speed Limit:
 - (a) No public inquiry be held;
 - (b) The Order, as published, be implemented; and
 - (c) The respondents to the advertisement be informed accordingly;

- 2 That, in respect of the draft traffic regulation order in relation to the Ringmead/A3095 Crowthorne Road - Right Hand Turn:
 - (a) No public inquiry be held;
 - (b) The proposed relaxation in the ban on right hand turn movements from Ringmead onto Crowthorne Road be not proceeded with at this stage;
 - (c) The respondents to the advertisement be informed accordingly; and,
 - (d) Further detailed consultation be undertaken with the residents of Great Hollands and Hanworth most likely to be affected by the proposal, to assess the extent of support and opposition to the proposal.

- 3 That, in respect of the draft traffic regulation order in relation to the various roads in Warfield – Proposed 30 and 40 mph speed limits:
 - (a) No public inquiry be held;
 - (b) The proposed Order be implemented; and,
 - (c) The respondents to the advertisement be informed accordingly.

- 4 That, in respect of the draft traffic regulation order in relation to the London Road Service Road – Prohibition of Driving:

- (a) No public inquiry be held;
- (b) The proposed Order be implemented; and,
- (c) The respondents to the advertisement be informed accordingly.

38. Shepherds Lane and Folders Lane - Traffic Calming Scheme (Item 5)

The Sub-Committee considered a report on the responses received to the advertisement and public consultation exercise in relation to proposals for the installation of speed cushions on Shepherds Lane and Folders Lane, Bracknell.

Details of further representations received were circulated to the Sub Committee.

RESOLVED:

- 1 That no local inquiry be held.
- 2 That the proposed traffic calming scheme be implemented.
- 3 That approval be given for the use of the Minor Works Contractor.

39. Proposed Public Footpath Diversions (Item 6)

The Sub-Committee considered a report in relation to proposals for three public footpath diversions, affecting Public Footpaths 1 and 13a Sandhurst and 15 Binfield.

RESOLVED:

- 1 That the Borough Solicitor be authorised to make a Diversion Order for Public Footpath 1 Sandhurst as set out in Annex A of the report.
- 2 That the Borough Solicitor be authorised to make a Diversion Order for Public Footpath 13a Sandhurst as set out in Annex B of the report.
- 3 That the Borough Solicitor be authorised to make a Diversion Order for Public Footpath 15 Binfield as set out in Annex C of the report.
- 4 That, if no objections are received to the above Orders, or any such objections are withdrawn, the Orders be confirmed.

40. **Footway/Cycletrack Schemes (Item 7)**

The Sub-Committee considered a report on proposals to implement a number of footway/cycleway schemes throughout Bracknell.

In response to concerns expressed about the possible conflict between cyclists and traffic along Devonshire Way, it was agreed that the officers would liaise with the local Member during the design stage in an effort to minimise the risks.

RESOLVED:

- 1 That, in respect of the length of footway at Ringmead indicated on Appendix 1:
 - (a) the proposed footway/cycletrack be approved;
 - (b) the existing footway be removed under Section 66 of the Highways Act 1980; and,
 - (c) a cycletrack be constructed under Section 65 of the Highways Act 1980 to include the right of way on foot.

- 2 That, in respect of the length of footway at Downshire Way indicated on Appendix 2
 - (a) the proposed footway/cycletrack be approved;
 - (b) the existing footway be removed under Section 66 of the Highways Act 1980; and,
 - (c) a cycletrack be constructed under Section 65 of the Highways Act 1980 to include the right of way on foot.

- 3 That, in respect of the length of footway at Western Road and Rounds Hill indicated on Appendix 3:
 - (a) the proposed footway/cycletrack be approved;
 - (b) the existing footway be removed under Section 66 of the Highways Act 1980; and,
 - (c) a cycletrack be constructed under Section 65 of the Highways Act 1980 to include the right of way on foot.

- 4 That the use of the Minor Works Contractor for the proposed Footway/Cycletrack schemes be approved.

41. **Items Submitted for Information**

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

- (a) Bracknell Northern Distributor Road – Opening (Item 8)
- (b) Tour of Traffic Calming Sites (Item 9)
- (c) Highways Works – Progress Report (Item 10)

Arising on item (b), the Sub Committee agreed that the “Tour of Traffic calming sites ” should be held on the morning of Saturday 13 March 1999.

A supplementary report was circulated in relation to item (c) detailing progress on the North Bracknell traffic and road safety study.

42. **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 11 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act.

- (7) Information relating to the financial or business affairs of a person (other than the Authority) (Item 11)

43. **Civil Engineering Term Contractors (Item 11)**

The Sub-Committee considered a report seeking authority to invite tenders for a new term contract for Minor (Civil Engineering) works to commence from 1 April 1999.

The officers answered a number of questions regarding the way in which the list had been drawn up.

RESOLVED:

- 1 That Standing Order 66 be waived in respect of the proposed contract for Minor Civil Engineering Works and tenders therefore be invited from the contractors listed in Appendix 1 of the report;
- 2 That Standing Order 68 be waived in relation to the compilation of an Approved List of Contractors for civil engineering and related work and that the Sub-Committee adopt the “Standing Lists of Contractors for Works in the Royal County of Berkshire 1998 to 2001” as approved lists; and,

- 3 That for the purpose of awarding future contracts for civil engineering and related work, the Approved List adopted pursuant to 2 above, be treated as though it had been compiled in accordance with Standing order 68.

The meeting commenced at 7:30pm
and concluded at 9:35pm

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
24 SEPTEMBER 1998**

Present: Councillors Mrs Doyle (Chairman), Adams, Mrs Ballin, Barnard, Beadsley, Birch, Fawcett, Finnie, Flood, Harrison, Mrs Hayes, Jones, Mrs Pile, Ryan, Sargeant, Simonds, Taylor and Wheaton

Apologies for Absence:
Councillors Mrs Hirst, Onions, Thompson, Ward and Worrall

57. Substitute Members

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

Councillor Beadsley for Councillor Onions
Councillor Finnie for Councillor Thompson
Councillor Harrison for Councillor Worrall

58. Minutes

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

59. Appeal Decisions Received (Item 1)

The Borough Planning Officer submitted a report on appeal decisions received since the last meeting of the Sub Committee and pointed out that this year the Council had been successful in 75% of the cases, compared with a national figure of 66%.

RESOLVED that the report be noted.

60. Breaches of Planning Control (Item 2)

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

RESOLVED that the reports be noted.

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:

CON26/98

**Field At Bracknell Road, Warfield.
Unauthorised laying of hardcore to
form parking and turning area.**

Consideration of this application was deferred pending re-examination of on-site activities.

CON38/98

**Orsett House, Pigeonhouse Lane,
Winkfield.**

**Unauthorised change of use from
residential to a mixed use residential
and the storage of cars for sale and
sale of cars.**

RESOLVED that

- (i) the Borough Solicitor be authorised to issue an enforcement notice, with a period of compliance of three months, to require
 - (a) the cessation of the use of the land and buildings for the storage and sale of vehicles;
 - (b) the cessation of the use of part of the dwelling as an office in connection with the unauthorised storage and sale of vehicles;
 - (c) the removal from the land affected of all vehicles stationed thereon in connection with the use of the land for the storage and sale of vehicles and all tools and equipment connected with the use; and
- (ii) in the event of any failure to comply with the requirements of the notice served, the matter be allowed to proceed to court action either in the Magistrates or County Court as deemed appropriate by the Borough Solicitor and the Borough Planning Officer.

CON39/98

**171 Branksome Hill Road, Sandhurst.
Unauthorised change of use from
residential to a mixed use of
residential and car storage in
connection with a car hire business.**

RESOLVED that

- (i) the Borough Solicitor be authorised to issue an enforcement notice, with a period of compliance of three months, to require
 - (a) the cessation of the unauthorised use of 171 Branksome Hill Road, Sandhurst for the parking/storage of vehicles in connection with a car hire/chauffeur limousine business;
 - (b) the removal of all vehicles parked/stored in connection with the business from the premises; and
- (ii) in the event of any failure to comply with the requirements of the notice served, the matter be allowed to proceed to court action either in the Magistrates or County Court as deemed appropriate by the Borough Solicitor and the Borough Planning Officer.

61. 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 622345, 623129, 621638, 621639, 623547, CON21/96, 623942, 623620, 623670, 623929, 623678 and 623883.

Application No. 622345

**Foliejon Park, Drift Road, Winkfield.
Erection of a detached dwelling
following demolition of "Thrums" and
two bothy cottages and related
greenhouses and outbuildings,
outbuildings south of Home Farm,
barn at Foliejon Park Farm, and
swimming pool building.**

A site visit had been held in respect of this application on Saturday 19 September 1998 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hayes, Mrs Hirst, Mrs Pile, Simonds and Veakins.

It was noted that letters, none of them raising objections, and comments from Winkfield Parish Council had been received.

RESOLVED that, subject to

- (i) re-negotiation of the buildings to be demolished and the submission and approval of a scheme for the refurbishment of Home Farm;
- (ii) the notification of the application to the Secretary of State as a departure from the development plan; and
- (iii) the prior completion of an agreement under S106 of the Town and Country Planning Act 1990 and other empowering legislation to secure a planning obligation relating to the implementation of the scheme for the refurbishment of Home Farm referred to in (i) above and the completion of approved alterations and extensions to Foliejon Park House itself, in advance of the commencement of building works on the proposed new dwelling;

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as received (insert 1114/1A, and 1923/15C)
- (3) E3 Materials to be submitted
- (4) D6 Restriction on house extensions
- (5) C11 Protection of roots
- (6) C1 Protection of trees (insert 1923/15C received 11/3/97)
- (7) C4 Provision of protective fencing
- (8) The buildings shown to be demolished on the approved plans shall be demolished and their sites cleared of all rubble and material resulting from the demolition prior to the commencement of the erection of the dwelling hereby permitted. The sites of the buildings to be demolished shall be restored in accordance with a landscape scheme to be submitted to and approved in

writing by the Local Planning Authority prior to the commencement of development.

- (9) C7 Implementation of landscaping scheme

Application No. 623129

Land to the rear of 100 Yorktown Road, Sandhurst.

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

A site visit had been held in respect of this application on Saturday 19 September 1998 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hayes, Mrs Hirst, Mrs Pile, Simonds Taylor, Veakins, Ward and Wheaton.

The comments of Sandhurst Town Council were noted.

RESOLVED that:

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

The use of the application site for the parking of coaches will generate additional traffic on St Johns Road which is substandard in respect of width, construction and footpath provision. As such, the use of the site would be harmful to the interests of road safety and to the convenience and free flow of traffic and, further, would be detrimental to the amenities of residents of St Johns Road and would thus be in conflict with Policies M5 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating Further Proposed Changes and Policy LD5 of the Berkshire Structure Plan;

- (ii) the Borough Solicitor be empowered to issue an enforcement notice, with a period of compliance of three months, calling for the cessation of the use of the land for the parking of coaches and other motor vehicles;
- (iii) in the event of any failure to comply with the requirements of the notice served, the Borough Solicitor be authorised to commence legal proceedings and/or to obtain an Injunction to restrain a breach of planning control.

Application No. 621638

Moss End Farm, Maidenhead Road, Warfield.

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

Application no. 621639

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

Application no. 623547

Section 73 application to allow continued use of building 7 for steel fabrication and welding for a further 5 years without compliance with condition 1 of Planning Permission 620429.

CON21/96

Storage of scaffolding and the siting of two heavy goods vehicle trailers for garden centre storage. (enforcement item).

RESOLVED that consideration of these matters be **deferred** for two Committee cycles to enable further negotiations to take place with the applicant.

Application No. 623942

Land at Brook Farm, Church Road, Winkfield.

Erection of detached house and triple garage following demolition of existing house, bungalow, mobile home and all other structures.

Application no. 623974

Erection of 2 no. detached houses and garages following demolition of existing house, bungalow, mobile home and all other structures. Creation of access to Church Road.

A site visit had been held in respect of these applications 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 a letter of objection and comments from Winkfield Parish Council had been received.

Application 623942

Notwithstanding the officers' recommendation for refusal, the Committee considered that the proposals were acceptable, because

- (a) although the proposed dwelling would be larger than the dwelling it is to replace (together with associated farm buildings and caravans), this could be compensated by a planning obligation ensuring that the remainder of the site remains open and undeveloped and thus preserving the open character of the Green Belt; and
- (b) the proposal would result in a building of substantial appearance, character and good design and in large grounds, reflecting other properties in Winkfield village, and appropriate to its siting adjacent to the Winkfield Conservation Area, thus representing a significant improvement over the present condition of the site.

It was therefore **RESOLVED** that, subject to

- (i) the application being notified to the Secretary of State as a departure from the development plan, and

- (ii) the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 and other enabling legislation, containing planning obligations:-
- (a) not to dispose of any of the land, the subject of the application, separately in the future and with the restriction that further dwellings cannot be built within the open part of the site to the east of the proposed garage block, and
 - (b) prior to occupation, to construct or permit to be constructed the widening of the footpath fronting the site to a width of 2 metres in accordance with a scheme to be submitted to and approved by the local planning authority, and to ensure formal adoption of the widened footpath, with all costs to be borne by the applicant including the resiting where necessary of any statutory undertakers' equipment or street furniture;

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

- (1) A2 Full permission
- (2) B3 Plans as amended: Drawings 9806/PL.02A/03 and LP1 A.
- (3) C3 Details of tree protection etc
- (4) C4 Protective fencing
- (5) C5 Replacement of damaged vegetation
- (6) C6 Details of hard and soft landscaping
- (7) C7 Implementation of approved landscaping scheme
- (8) C11 Construction of foundation
- (9) D6 Restriction on house extension
the dwellinghouse
- (10) D7 Restrictions on building within house curtilage
(no building or enclosure, swimming or other pool)
- (11) E3 Samples of materials to be submitted
- (12) C9 Details of walls and fences
- (13) HA21 Visibility splays before development
2m by 70m have been provided at the junction with Church Road
- (14) HA3 Access constructed before development access
- (15) HA10 Access closure with reinstatement access
- (16) HA25 Vehicle parking and turning space
The dwelling shall not be occupied.....

- (17) HA30 Garage retained for vehicle parking
- (18) No development shall be begun until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Planning Authority.

Application 623974

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

- (1) The proposed development would constitute inappropriate development in the Green Belt which through its scale, form and impact would be harmful to the open, rural and undeveloped character of the area, contrary to policies 1, 2 and 4 of the Green Belt Local Plan for Berkshire, policy C4 of the Berkshire Structure Plan and policies GB1 and GB3 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes
- (2) Notwithstanding that the site lies within a Recognised Settlement in the Green Belt Local Plan, the proposal does not constitute the replacement of an existing dwelling on a one-for-one basis, and having regard to the overall scale, form and siting of the proposed dwellings, the development is not acceptable under the terms of Policy 4 of the Green Belt Local Plan.
- (3) The application site has the potential to contain archaeological remains and the proposal would fail to provide an assessment of the archaeological potential of the site or have regard to the need for the preservation of archaeological remains and would be, therefore, contrary to policy EN6 of the Berkshire Structure Plan and policy EN7 of the Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No. 623620

Trelabe Farm, Bishops Lane, Warfield.

Extension to barn and continued use for storage and maintenance of vehicles, trailers and machinery for agricultural contracting.

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 section 106 of the Town and Country Planning Act 1990 and other empowering legislation to secure the provision of an informal passing place on Bishops Lan, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) A2 Full permission - implementation
- (2) B3 Drawings received 6 April and 24 August 1998

- (3) A6 Personal permission (insert "Jonathan R C Edwards")
- (4) No vehicles or machinery shall be stored or maintained other than in the barn or the hardsurfaced area shown on the approved drawing.
- (5) E1 Materials to match existing building
- (6) Notwithstanding the provisions of Article 3 Schedule 2 Part 6 Class B of the Town and Country Planning (General Permitted Development) Order 1995 (or any order amending or re-enacting that Order) no further extensions shall be made to the barn other than that hereby permitted.
- (7) Notwithstanding the provisions of Town and Country Planning (Use Classes) Order 1987 (or any order amending or re-enacting that Order) the site shall only be used for the storage and maintenance of machinery and vehicles used solely for the purposes of agriculture in connection with the business of Jonathan R C Edwards.
- (8) Within one month of the date of this permission the existing bunding around the tanks within the existing building on the site shall be increased in height in accordance with details set out in the letter from the Environment Agency to the Borough Planning Officer dated 24 July 1998.
- (9) Within 18 months of the date of this permission the floor of the existing building shall be concreted in accordance with details to be submitted to and approved in writing by the Local Planning Authority.
- (10) The floor of the extension hereby permitted shall be concreted within 6 months of its first occupation in accordance with details to be submitted to and approved in writing by the Local Planning Authority.
- (11) No more than 10 vehicles shall be parked on the site outside the barn at any one time.
- (12) No roof water drainage on the site shall be permitted to pass through any oil interceptors which may be installed on the site.
- (13) There shall be no excavation of any further drains, ditches or channels on the site feeding water to the watercourse lying to the east and north of the site without the prior written permission of the Local Planning Authority.
- (14) HA15 Surfacing of access ("Within 6 months of the date of this permission the access shall be surfaced with a bonded material across the entire width of the access for a distance of 2.5m measured back from the carriageway edge").
- (15) The extension to the barn hereby permitted shall not be begun until details of a passing place on Bishops Lane have been approved in writing by the Local Planning Authority. The extension hereby permitted shall not be occupied until the passing place has been constructed in accordance with the approved details.

Application No. 623929

**Land Adjoining 26 Cannon Hill,
Bracknell.**

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

A site visit had been held in respect of this application on Saturday 19 September 1998 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hayes, Mrs Hirst, Mrs Pile, Simonds, Taylor, Veakins, Ward and Wheaton.

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

RESOLVED that

- (i) the application be **approved** subject to the following conditions:-
 - (1) A2 Full permission - implementation
 - (2) B1 Plans as amended - Drawing received 28 July 1998
 - (3) The close boarded fence hereby permitted shall be dark stained within two months of its erection.
 - (4) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995, (or any Order amending or re-enacting that Order) no buildings shall be constructed within the area of land to be enclosed without the prior written permission of the Local Planning Authority.
 - (5) The foundations of the fence posts to be erected within the canopy spread of the adjoining silver birch tree shall be excavated by hand; and
- (ii) the Director of Housing & Social Services be advised that any contract for sale should include terms for the planting of a beech hedge outside the proposed fence.

Application No. 623902

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

A site visit had been held in respect of this application on Saturday 19 September 1998 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Harrison, Mrs Hayes, Mrs Hirst, Mrs Pile, Simonds, Taylor, Veakins, Ward and Wheaton.

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

RESOLVED that the application be **deferred** to enable negotiations with the applicant to secure an alternative form of enclosure more in keeping with the locality.

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 **approved** subject to the following conditions:

- (1) A2 Full permission - implementation.
- (2) B2 Plans as amended "GW-1-27 rev C received 10 September 1998".
- (3) E1 Materials to match existing building.
- (4) Notwithstanding the provisions of Article 3 and Schedule 2 Part 2 and 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, hedge or other means of enclosure whatsoever shall be erected or planted forward of the front wall of the existing dwelling or between the existing dwelling and the adjacent driveway, other than the wall approved in drawing insert "GW-1-27 rev C received 10 September 1998".without the prior written permission of the Local Planning Authority.
- (5) C6 Details of landscaping - delete "hard and"
- (6) C7 Implementation of approved landscaping scheme

Application No. 623677

J Sainsbury, Ringmead, Birch Hill, Bracknell

Section 73 application to allow foodstore to open between 0800 and 2200 hours Monday to Thursday, from 0800 on Fridays through to 2200 on Saturdays and from 1000 hours to 1600 hours on Sundays without compliance with Condition 01 of Planning Permission 623675.

Application No. 623678

Section 73 application to allow 24 hour opening of foodstore: (i) between 18 December and 2200 on 24 December (excluding Saturdays, where closing would occur at 2400 and Sundays where opening would occur between 1000 and 1600) and (ii) between the Wednesday before Easter through to 2200 on Good Friday without compliance with Condition 01 of Planning Permission 623675.

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

RESOLVED that

- (i) application 623677 be **approved** subject to the following conditions:
- (1) The opening hours of the store shall be limited to 08:00 to 22:00 Monday to Thursday, 08:00 to 00:00 Friday, 00:00 to 22:00 Saturday and 10:00 to 16:00 Sunday and at no other time unless expressly authorised by another planning permission(s). After 24 September 1999 the opening hours of the store shall be limited to 0800 to 2200 Monday to Saturday and 1000 to 1600 on Sunday.
 - (2) The store shall not be opened for the extended hours approved in Condition 1 until the lighting on the site has been modified in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be operated for as long as the store opens for the extended hours hereby permitted.
 - (3) The car parking areas lying to the west and south west of the main store, shown on the site plan drawing date stamped 6 April 1998, shall not be used for vehicle parking between the hours of 2200 and 0800 and shall be signed and demarcated in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority prior to the extended opening of the store hereby approved.
 - (4) The opening hours of the petrol filling station shall be limited to 0600 to 2400 hours Monday to Sunday.
 - (5) 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.
 - (6) 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.
 - (7) 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.
 - (8) 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.

- (9) 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.
- (10) 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.
- (ii) application 623678 be **approved** subject to the following conditions:
- (1) The store shall be permitted to open continuously
- (a) between 0800 hours on 18 December 1998 and 2200 hours on 24 December 1998, except for Saturday 19 December when the store shall close at 2400 and Sunday 20 December 1998 when hours of opening shall be limited to 1000 to 1600 hours, and
- (b) between 0800 on Wednesday 31 March 1999 and Friday 2 April 1999. Outside these dates the opening hours of the store shall be limited to 0800 to 2200 Monday to Saturday and 1000 to 1600 on Sunday and at no other time unless expressly authorised by another planning permission(s).
- (2) The store shall not be opened for the extended hours approved in Condition 1 above until the lighting on the site has been modified in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be operated for as long as the store opens for the extended hours hereby permitted.
- (3) The car parking areas lying to the west and south west of the main store, shown on the site plan drawing date stamped 6 April 1998, shall not be used for vehicle parking, between the hours of 2200 and 0800 and shall be signed and demarcated in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority prior to the extended opening of the store hereby approved.
- (4) The opening hours of the petrol filling station shall be limited to 0600 to 2400 hours Monday to Sunday.
- (5) 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.
- (6) 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.

- (7) 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.
 - (8) 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.
 - (9) 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.
 - (10) 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.
- (iii) should all-night opening occur, a survey be undertaken, between Easter and August 1999, of the views of local residents in the vicinity, including those living adjacent to the Sainsbury's site and those living adjacent to Ringmead, in relation to their experiences of noise, including traffic noise, resulting from all-night opening.

Application No. 623731

3 Warren Row, Winkfield.

Change of use from shop to dental surgery.

It was noted that comments from Winkfield Parish Council and a petition supporting the proposal had been received.

RESOLVED that subject to the referral of the application to the Director of Public and Environmental Services on the matter of possible noise disturbance from the dental surgery to the flats above, and, consideration of any comments received, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:

- (1) A2 Full permission - implementation
- (2) B3 Plans as received (insert GWS/53/98/A received 18 May 1998)
- (3) Patients shall only be treated within the rooms shown as "surgery 1" and "surgery 2" on the approved plans and shall be treated in no other part of the premises.
- (4) K1 Restriction on use to within a use class
(insert "for the provision of a medical or health service" and "D1")
- (5) The use hereby permitted shall not commence until details of the entrance ramp have been submitted to and approved in writing by the Local Planning

Authority. The approved entrance ramp shall be provided in accordance with the approved details prior to the commencement of the use hereby permitted.

- (6) The use hereby permitted shall not commence unless and until one leaf of the entrance doors has a clear opening width of at least 800mm and a section of the reception desk has been provided at a height not exceeding 800mm measured from the internal waiting room floor level.

Application No. 623898

**Horseshoe Lake Watersports Centre,
Mill Lane, Sandhurst.**

**Application under Section 73 to vary
Condition 22 of Planning Permission
619480 to allow use of lake by power
boats for health and safety purposes.**

It was noted that a letter of concern and comments of 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 619480 which conditions shall remain in full force and effect save insofar as they are expressly affected or varied by this approval.
- (2) No power driven boats, including model boats, shall be used on the lake other than for maintenance, health and safety, teaching and rescue purposes, in connection with the management of the watersports centre.

Application No. 623993

Mallorys, Broad Lane, Bracknell.

**Listed building application for
internal works involving structural
works to dining room and chimney
and replacement ceilings in
bedrooms 1, 2, and 3 and boiler
room.**

RESOLVED that the application be referred to the Secretary of State for determination in accordance with Regulation 13 of the Town and Country Planning (Listed Buildings and Conservation Areas) Regulations 1990 and that the Secretary of State be informed that the Council **recommends** that **Listed Building Consent** should be granted, subject to the following conditions:

- (1) the development permitted shall be begun before the expiry of five years from the date of this permission.
- (2) The development hereby permitted shall be carried out only in accordance with the following plans:-9131/01 and 9131/02 in conjunction with the schedule of works received 6 August 1998 (or any plan or details subsequently agreed in writing by the Local Planning Authority as an amendment to the approved plans).

- (3) Any areas of external brickwork required to be removed during the course of the approved works shall be taken down by tools held in the hand other than power tools and the materials shall be stored for reuse in the development hereby permitted.

Application No. 623883

Kingham House, Goughs Lane, Warfield.

Section 73 application to allow conversion of part of garage into living accommodation without compliance with condition 2 of reserved matters approval 616865.

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 reserved matters approval 616865 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, 9285/1, 9285/2, 9285/3, and 9285/4 dated 1 July 1998.

Application No. 623949

Ascot Cottage, North Street, Winkfield.

Erection of single storey extension to dwelling and erection of detached garage/garden store after demolition of existing garage. Alterations to access and construction of new wall, piers and gates.

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, 20 July 1998.
- (3) E1 Materials to match existing.
- (4) D10 Restrictions on use of garage.
- (5) HA5 Access construction before occupation.
- (6) HA10 Access closure with reinstatement.
- (7) HA14 Set back of gates. Insert "7.0m".
- (8) HA20 Visibility splays before occupation.

- (9) HA25 Vehicle parking and turning.

Application No. 623965

**5 Cormorant Place, Sandhurst.
Erection of 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 **approved** subject to the following conditions:

- (1) A2 Full permission - implementation
- (2) B1 Plans as amended
(insert "received on 24 August 1998").
- (3) E1 Materials to match existing building
- (4) D3 House extensions - restrictions on additional window openings
(insert "north-west and south-east").
- (5) D4 House extensions - obscured glazing.
(insert "bathroom window facing north-west").

62. **Miscellaneous Item (Item 4)**

Application No. 621752

**Land At Sunbreeze, Terrace Road
North, Binfield.
Modification of a planning obligation
attached to a Planning (S106)
Agreement.**

RESOLVED that subject to the expiry of a publicity period on the proposed variation and the consideration of any matters arising therefrom, the Borough Solicitor be authorised to **vary** the s106 agreement to enable the occupation of units 1a and 1b by Millgate Developments and that upon Millgate Developments Ltd vacating the premises, it would revert to two separate units.

63. **Building Regulations Applications/Notices Dealt with by the 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.

64. **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.

65. **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.

66. **Information Item (Item 8)**

Application No. 623436

**Hilton National Hotel, Off Ringmead,
Birch Hill, Bracknell.
Section 106 unilateral undertaking.**

RESOLVED that the report be noted.

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

CHAIRMAN

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**PLANNING CONTROL SUB COMMITTEE
22 OCTOBER 1998**

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

Also Present: Councillors Bettison, Blatchford, Grayson and McCormack

Apologies for Absence:
Councillors Onions, Sargeant and Worrall

67. Substitute Members

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

Councillor Beadsley for Councillor Onions
Councillor Harrison for Councillor Sargeant
Councillor Mrs Sutcliffe for Councillor Worrall

68 Principal Planner

The Sub Committee welcomed Eric Konig, the newly appointed Principal Planner.

69. Minutes

RESOLVED that the minutes of the Sub Committee held on 24 September 1998 be confirmed as a correct record and signed by the Chairman. Arising from Minute 156, application no. 623677 and 623678, the Chairman reported that Sainsbury's outstanding appeal has been withdrawn.

70. 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.

71. Breaches of Planning Control (Item 2)

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

RESOLVED that the reports be noted.

72. **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 624005, 624006, 623997, 623998, 624001, 624002, 624081, 624073, 623947, 623948, 623972 and 624066.

**Application No. 624005 &
624006 (Duplicate)**

**The Keep, Wildridings Road,
Bracknell.
Extensions and alterations to provide
“drive thru” booths. Construction of
“drive thru” lane and new egress
from site.**

A site visit had been held in respect of this application on Saturday 17 October 1998 which had been attended by Councillors Adams, Beadsley, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Mrs Hirst, Jones, McCormack, Mrs Pile, Sargeant, Simonds, Mrs Sutcliffe, Taylor, Thompson, Ward, Wheaton and Worrall.

It was noted that 70 letters of objection, 11 petitions totalling 899 signatures and 32 copies of a standard letter, in addition to the comments of Bracknell Town Council, had been received.

RESOLVED that the Borough Planning Officer be authorised, upon the expiration of the period of noticed specified under Section 66 (6) of the Town and Country Planning Act:

- (i) to **refuse** application 624005 for the following reasons:
 - (1) The existing access road is substandard in terms of width and horizontal alignment to allow the articulated delivery vehicle and other road users of the road to pass one another. This may result in vehicles being reversed into Wildridings Road to the detriment of road safety.
 - (2) The existing access road is substandard in terms of width and horizontal alignment to accommodate the developers proposed articulated delivery vehicles without overrunning the adjoining grass verges.
 - (3) The construction of a drive thru facility would be contrary to the principles of the Government White Paper entitled “A New Deal for Transport” in that it encourages the unnecessary consumption of fuel and emissions of CO₂ and therefore inhibits the United Kingdom’s ability to secure reductions in CO₂ emissions in accordance with the national guidance
- (ii) contrary to the Borough Planning Officer’s recommendation, to **refuse** application 624006 for the following reason:

the construction of a drive thru facility would be contrary to the principles of the Government White Paper entitled “A New Deal for Transport” in that it encourages the unnecessary consumption of fuel and emissions of CO₂ and therefore inhibits the United Kingdom’s ability to secure reductions in CO₂ emissions in accordance with the national guidance.

**Application No. 623997 &
623998 (Duplicate)**

**The Keep, Wildridings Road,
Bracknell.**

**Alterations to external appearance of
the building including new gable
dormer over main entrance.
Installation of plant within new
plant/refuse enclosure. Provision of
lighting to car park and cycle path.**

A site visit had been held in respect of this application on Saturday 17 October 1998 which had been attended by Councillors Adams, Beadsley, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Mrs Hirst, Jones, McCormack, Mrs Pile, Sargeant, Simonds, Mrs Sutcliffe, Taylor, Thompson, Ward, Wheaton and Worrall.

It was noted that 70 letters of objection, 11 petitions totalling 899 signatures and 32 copies of a standard letter, in addition to the comments of Bracknell Town Council, had been received.

In accordance with Standing Order 45, it was requested that the voting on the motion to approve application 623997 be recorded. On being put to the vote, voting was as follows:

For: Councillors Mrs Ballin, Barnard, Birch, Mrs Doyle, Mrs Pile, Simonds, Mrs Sutcliffe, Thompson and Ward

Against: Councillors Adams, Beadsley, Fawcett, Flood, Harrison, Mrs Hayes, Mrs Hirst, Jones, Ryan, Taylor and Wheaton

The motion was lost. A further motion was put and the Sub Committee

RESOLVED that

(i) application 623997 be **refused** for the following reason:

the changes to the building and its setting would be detrimental to the character and visual amenity of the Mill Pond area by reason of the intrusive impact on this attractive parkland setting.

(ii) application 623998 be **refused** for the following reason:

the changes to the building and its setting would be detrimental to the character and visual amenity of the Mill Pond area by reason of the intrusive impact on this attractive parkland setting.

Application No. 624000

**The Keep, Wildridings Road,
Bracknell.**

**Display of 1 internally illuminated
pole mounted sign.**

A site visit had been held in respect of this application on Saturday 17 October 1998 which had been attended by Councillors Adams, Beadsley, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Mrs Hirst, Jones, McCormack, Mrs Pile, Sargeant, Simonds, Mrs Sutcliffe, Taylor, Thompson, Ward, Wheaton and Worrall.

It was noted that 70 letters of objection, 11 petitions totalling 899 signatures and 32 copies of a standard letter, in addition to the comments of Bracknell Town Council, had been received.

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

The proposed illuminated pole sign by reason of its siting, size and illumination would be visually intrusive and out of keeping with the attractive parkland setting and as such would be detrimental to the visual amenities and character of the area. Therefore, the proposed sign is contrary to the provisions of Policy EN25 of the Draft Deposit Bracknell Forest Borough Local Plan incorporating further proposed changes.

**The Keep, Wildridings Road,
Bracknell.**

Application No. 624001

Display of 3 internally illuminated name signs (1 wall mounted and 2 roof mounted). (3 in total).

Application No. 624002

Display of 1 internally illuminated double sided sign and 4 single sided internally illuminated signs.

A site visit had been held in respect of this application on Saturday 17 October 1998 which had been attended by Councillors Adams, Beadsley, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Mrs Hirst, Jones, McCormack, Mrs Pile, Sargeant, Simonds, Mrs Sutcliffe, Taylor, Thompson, Ward, Wheaton and Worrall.

It was noted that 70 letters of objection, 11 petitions totalling 899 signatures and 32 copies of a standard letter, in addition to the comments of Bracknell Town Council, had been received.

In accordance with Standing Order 45, it was requested that the voting on the motion to approve application 624001 be recorded. On being put to the vote, the voting was as follows:

For: Councillors Mrs Ballin, Birch, Mrs Doyle, Thompson and Ward

Against: Councillors Adams, Barnard, Beadsley, Fawcett, Flood, Harrison, Mrs Hayes, Mrs Hirst, Jones, Mrs Pile, Ryan, Simonds, Taylor and Wheaton

Abstain: Councillor Mrs Sutcliffe

The motion was therefore lost. A further motion was put and the Sub Committee

RESOLVED that:

(i) application 624001 be **refused** for the following reason:

The proposed signs would be detrimental to the character and visual amenity of the Mill Pond area by reason of the intrusive impact on this attractive parkland area. As such, the proposal is contrary to policy EN25 of the Deposit

Draft Bracknell Forest Borough Local Plan incorporating further proposed changes.

- (ii) application 624002 be **refused** advertisement consent for the following reason:

The proposed signage by reason of the number of the signs, their siting, scale and part illumination, would result in visual clutter and intrusion which would be out of keeping with the attractive parkland setting, and as such would be detrimental to the visual amenities and character of the area. The proposed signs are therefore considered to be contrary to the provisions of Policy EN25 of the Draft Deposit Bracknell Forest Borough Local Plan incorporating further proposed changes.

Application No. 624066

Trelabe Farm, Bishops Lane, Warfield.

Continued siting of portable building forming day shelter/mess room.

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

Application No. 624081

Land at Buckhurst Moors, Moor Lane, Binfield.

Retrospective application for a change of use from storage to contractors' depot and storage.

The Sub Committee noted that one letter of objection and comments from Binfield Parish Council had been received.

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

- (1) The use of the application site as a contractors' depot is contrary to policies for the protection of the countryside outside defined settlement areas and the preservation of the significant gap between the settlements of Bracknell, Wokingham and Binfield, as set out in policy C6 of the Berkshire Structure Plan 1991 - 2006 (incorporating Alterations adopted in August 1997); policies EN9 and E3 of the North Bracknell Local Plan 1992, and policies EN8 and EN10 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes (1997).
- (2) The access road is unsuitable, due to its substandard width construction and horizontal alignment, to accommodate the traffic that is generated by this proposal and results in the increased risk of accidents to other users.

Application No. 624038

**Willow Cottage, Church Lane,
Warfield.
Erection of 3 bedroomed detached
cottage after demolition of existing
dwelling.**

A site visit had been held in respect of this application on Saturday 17 October 1998 which had been attended by Councillors Adams, Beadsley, Mrs Doyle, Flood, Mrs Hayes, Mrs Hirst, Jones, Mrs Pile, Simonds, and Wheaton.

It was noted that four letters had been received, one objecting. Comments had also been received from Warfield Parish Council.

Notwithstanding the Borough Planning Officer's recommendation for refusal, the Sub Committee considered that the proposed dwelling would not be harmful to the rural and open character of the Green Belt, and that (having regard to "permitted development" rights to extend the existing dwelling, and its present lack of adequate facilities) the modest increase in size in relation to the existing dwelling was acceptable. It was therefore

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

- (1) A2 Full permissions – implementation.
- (2) B3 Plans as received.
- (3) C1 Protection of trees and hedges.
- (4) C3 Details of tree protection.
- (5) C4 Protective fencing.
- (6) C6 Details of hard and soft landscaping.
- (7) C7 Implementation of approved landscaping scheme.
- (8) D6 Restrictions on house extensions (any "dwellinghouse" should read "the" dwellinghouse).
- (9) D7 Restrictions on buildings within house curtilage.
[INSERT: "Building or enclosure, swimming or other pool.]
- (10) D9 Restrictions on roof additions/alterations
- (11) E4 Schedule of materials to be submitted. Add: "The development shall thereafter be carried out using only the approved materials".
- (12) HA25 Vehicle parking and turning space (approved drawing).
"The dwellinghouse shall not"

(Saturday) and at no other time, except for the provision of emergency medical treatment.

- (12) The use of the building as medical consulting rooms shall not begin until the access has been constructed in accordance with the approved revised parking layout plan date stamped 22/09/98 and other details to be submitted and in compliance with the requirements of the Local Planning Authority for work carried out within the public highway.
 - (13) HA10 Access Closure with Reinstatement.
 - (14) HA20 Visibility splays before occupation (INSERT:- “The use of the building as medical consulting rooms shall not begin until visibility splays of 2.0 metres x 35 metres have been provided.....” etc.)
 - (15) HA27 Provision of Parking Spaces (approved drawing).
 - (16) The staff parking bays numbered 10 - 16 on the approved revised parking layout plan date stamped 22/09/98 shall be marked out and kept available for staff parking only.
 - (17) HA30 Garage retained for Vehicle Parking.
- (ii) application 623948 be **approved** subject to the following conditions:
- (1) A2 Full permission - implementation.
 - (2) B3 Plans as received:
floor plans, layout plans and elevation drawings numbered 3, 4, 5, 5a, 6, 7, 8, 9, 10 and revised parking layout plan date stamped 22/09/98.
 - (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) E1 Materials to match existing building.
 - (8) L1 On site refuse storage.
 - (9) The use of the building for Bed and Breakfast accommodation shall not begin until the access has been constructed in accordance with the approved revised parking layout plan date stamped 22/09/98 and other details to be submitted and in compliance with the requirements of the Local Planning Authority for work carried out within the public highway.
 - (10) HA10 Access Closure with Reinstatement.
 - (11) HA20 Visibility splays before occupation (INSERT:- “The use of the building for Bed and Breakfast accommodation shall not begin until visibility splays of 2.0 metres x 35 metres have been provided.....” etc.

- (12) HA27 Provision of Parking Spaces (approved drawing).
- (13) HA30 Garage retained for Vehicle Parking.

Application No. 623913

**Warfield Bakery, Warfield Street, Warfield.
Erection of single storey front extension forming enclosed dispatch area.**

It was noted that letters of objection had been received.

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

- (1) A2 Full permission - implementation
- (2) B1 Plans as amended
(Plan No BAK/01 Rev B received on 7/9/1998)
- (3) E2 Samples of materials to be submitted.
- (4) A scheme specifying the provisions to be made for the control of noise and vibration emanating from the building hereby permitted shall be submitted to and approved by the Local Planning Authority prior to the commencement of development. Such provisions as may be approved shall be implemented before the use of the building hereby approved is commenced and shall thereafter be permanently retained.
- (5) The parking and turning spaces shown on approved drawing BAK/01 Rev B shall be kept available for parking and turning at all times.

Application No. 624073

**Former Racal Site, Broad Lane, Bracknell.
Erection of 2 no. 3 storey class B1 office buildings (4068 sq m) and 1 no. 2 storey class B1 office building (998 sq m) with associated car parking and site roads.**

RESOLVED that, subject to the prior completion of an agreement under section 106 of the Town and Country Planning Act 1990 to secure a financial contribution towards transportation improvements in the area, 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 (INSERT:- Drawings 9565/TP/01 Rev C, 02 and 03.)
- (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 (INSERT:- “ Details of a scheme of walls and fences “including means of enclosure of electricity sub-station and refuse stores.”.....
- (8) C10 Retention of landscaped areas.
- (9) The gross external floorspace of the buildings hereby permitted shall not exceed a total of 5066 sq m and the development shall take the form of not less than 6 separate office units. There shall be no additional floorspace created within any building once the development is completed without the prior approval of the Local Planning Authority.
- (10) E3 Details of materials to be submitted.
- (11) W2 Site organisation (building operations).
- (12) HA5 Access constructed before occupation (approved drawing) - “No building...access has been constructed...”.
- (13) HA16 Roads to be provided - “No building...road serving it...”..
- (14) HA27 Provision of parking spaces (approved drawing) - “No building...”.
- (15) No building shall be occupied until cycle parking facilities have been provided on the site in accordance with details to be submitted to and approved in writing by the Local planning Authority.
- (16) Prior to the commencement of development details in respect of measures to:-
 - (i) minimise, re-use and recycle waste, including materials and waste arising from demolition;
 - (ii) minimise the pollution potential of unavoidable waste;
 - (iii) dispose of unavoidable waste in an environmentally acceptable manner
 shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented during the course of building operations and the subsequent use of the buildings.
- (17) Prior to the commencement of development, details of facilities for the separation and collection of different types of waste shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented prior to the first occupation of any building and thereafter be retained.
- (18) No building shall be occupied until details of all external site lighting and security lighting, including design, levels of illuminance and hours of use shall be submitted to and approved in writing by the Local Planning Authority. Lighting shall then only be provided in accordance with the approved details.

Application No. 623957

Land at Veronica, Rectory Lane, Bracknell.

Outline application for the erection of two dwellings (one accessing on to Friars Keep and one on to Rectory Lane) following demolition of existing dwelling.

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

Application No. 623976

Reedform Ltd, Eastern Road, Bracknell.

Outline application for erection of 8 no. B1 office units (total floorspace 3000 sq m) with associated car parking and access following demolition of existing premises.

It was noted that one letter had been received seeking the retention of the oak trees on the site and the provision of a landscaping scheme.

RESOLVED that, subject to the prior completion of an agreement under section 106 of the Town and Country Planning Act 1990 to secure a financial contribution towards transportation improvements in the area, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) A1 Outline permission - delete "the means of access thereto...".
- (2) A1(A) Outline permission - delete "the means of access thereto...".
- (3) A1(B) Outline permission.
- (4) A1(C) Outline permission.
- (5) B3 Plans as amended.
- (6) C3 Details of tree protection etc.
- (7) C4 Protective fencing.
- (8) C7 Implementation of approved landscaping scheme.
- (9) The gross external floorspace of the buildings hereby permitted shall not exceed 3000 sq m and the development shall take the form of not less than 8 separate office units. There shall be no additional floorspace created within any building once the development is completed without the prior written approval of the Local Planning Authority.
- (10) W2 Site organisation (building operations).
- (11) HA5 Access constructed before occupation (approved drawing) - "No building...access has been constructed...".

- (12) No building shall be occupied until cycle parking facilities have been provided on the site in accordance with details to be submitted to and approved in writing by the Local planning Authority.
- (13) Prior to the commencement of development details in respect of measures to:-
- (i) minimise, re-use and recycle waste, including materials and waste arising from demolition;
 - (ii) minimise the pollution potential of unavoidable waste;
 - (iii) dispose of unavoidable waste in an environmentally acceptable manner
- shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented during the course of building operations and the subsequent use of the buildings.
- (14) Prior to the commencement of development, details of facilities for the separation and collection of different types of waste shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented prior to the first occupation of any building and thereafter be retained.
- (15) HA1 Layout and design standards.

Application No. 623536

**28 Yorktown Road, Sandhurst.
Change of use from shop (A3).**

It was noted that one 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) B3 Plans as received, 98/104/01 received 13 March 1998 and 98/104/2 received 17 June 1998.
- (3) Equipment shall be installed to suppress and disperse fumes or smell produced by the cooking and preparation of food and the equipment shall be effectively operated for as long as the use continues. Details of the equipment shall be submitted to and approved by the Local Planning Authority and the equipment shall be in full working order to the satisfaction of the Local Planning Authority prior to the commencement of use.
- (4) Where external machinery/equipment or external openings are proposed, details of the siting and sound insulation of such works (for example, refrigeration and air conditioning, ventilation units, air intake, louvres, ducting, chimneys mechanical extraction and disposal of fumes and grit) shall be submitted to and approved by the Local Planning Authority, implemented before the use hereby approved is commenced and thereafter retained for so long as the permitted use continues.
- (5) The development hereby permitted shall not be begun until details of on-site refuse storage (including any open air storage facilities) for waste material awaiting disposal (including details of any screening) have been submitted to

and approved by the Local Planning Authority. Such facilities shall be provided in accordance with the approved details prior to occupation of the development and thereafter permanently retained.

- (6) The premises shall only be open for business between the hours of 09:00 and 23.00 everyday.
- (7) Unless agreed in writing with the Local Planning Authority the development hereby permitted shall not be begun until details of access for people with disabilities have been submitted to and approved by the Local Planning Authority. The facilities should comply with the Borough Council's design guide entitled "Designing for Accessibility" and be provided prior to the occupation of the development.
- (8) The change of use shall not take place until the vehicle parking spaces have been designated and marked in accordance with the approved plan. The spaces shall thereafter be kept available for parking at all times, for customers and staff of the premises.

Application No. 623970

7 Rectory Row, Bracknell.

Application under section 73 to relax condition 4 of planning permission 619064 to allow a take away service from the premises.

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

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

- (1) The premises shall be used for the sale of food or drink for consumption on the premises or of hot food for consumption off the premises and for no other purpose, notwithstanding the provision of the Town and Country Planning (use Classes) Order 1987 and Article 3 and Part 3 of Schedule 2 of the Town and Country Planning General Development Order 1988, without the prior written permission of the Local Planning Authority obtained through the submission of a planning application.
- (2) Nothing herein contained shall be deemed to affect or vary the conditions imposed on planning permission 619064 which conditions shall remain in full force and effect save insofar as they are expressly affected or varied by this approval.

Application No. 623972

17 South Meadow, Crowthorne.

Erection of first floor side extension.

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

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

- (1) A2 Full permission - implementation.
- (2) B1 Plans as amended - insert "A/10198/03 received 30 September 1998"
- (3) E1 Materials to match existing building

- (4) HA24 Vehicle Parking in accordance with the approved plan - delete "No dwelling/building shall" insert "The extension hereby approved shall not be".

Application No. 624019

**10 Lakeside, Wick Hill, Bracknell.
Erection of single storey front extension, part two storey side extension and first floor rear extension**

It was noted that letters of objection had been received.

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

- (1) A2 Full permission – implementation
- (2) B3 Plans as received - Drg No. 7538/02 Rev A
- (3) E1 Materials to match existing building
- (4) D3 Insert "facing No's 8 and 12 Lakeside"
- (5) HA30 Garage retained for vehicle parking

Application No. 623694

**32 Severn Close, Sandhurst.
Erection of two storey and single storey side extension.**

It was noted two 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) B3 Plans received 14 September 1998.
- (3) E1 Materials to match existing building.
- (4) C11 Construction of foundations-prevention of root damage to trees.

Application No. 624029

**16 Somerset Grove, Warfield.
Erection of single storey side extension.**

It was noted that three 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 - Drawing date stamped 17 August 1998

- (3) E1 Materials to match existing building.

Application No. 624003

7 Severn Close, Sandhurst.

Section 73 application to allow erection of single storey rear extension forming garage without compliance with condition 6 of reserved matters approval 603969.

It was noted that comments had been received from Sandhurst Town Council.

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 reserved matters approval 603969 which conditions shall remain in full force and effect save insofar as they are expressly varied by this approval.
- (2) B3 Plans as received: 762/4 received 11 August 1998.
- (3) E1 Materials to match existing building.
- (4) HA30 Garage retained for vehicle parking.

Application No. 623969

35 Oak Avenue, Sandhurst.

Erection of first floor side extension.

The comments of Sandhurst 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.
- (3) E1 Materials to match existing building.
- (4) HA24 Vehicle parking in accordance with the approved plan.
- (5) HA30 Garage retained for vehicle parking.

73. Building Regulations Applications/Notices Dealt with by the Borough Planning Officer (Item 4)

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.

74. **Applications dealt with by the Borough Planning Officer Under Delegated Powers (Item 5)**

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.

75. **Notification of Appeals Received (Item 6)**

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

RESOLVED that the report be noted.

The meeting commenced at 7.30 p.m.
and concluded at 10.45 p.m.

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
19 NOVEMBER 1998**

Present: Councillors Mrs Doyle (Chairman), Mrs Ballin, Barnard, Beadsley, Birch, Good, Mrs Hayes, Jones, Piasecki, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Thompson, Veakins, Ward, and Worrall

Apologies for Absence:
Councillors Adams, Fawcett, Flood, Mrs Hirst, and Wheaton

76. Substitute Members

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

Councillor Beadsley for Councillor Mrs Hirst
Councillor Good for Councillor Fawcett
Councillor Veakins for Councillor Wheaton

77. Minutes

RESOLVED that the minutes of the Sub Committee held on 22 October 1998 be confirmed as a correct record and signed by the Chairman.

78. 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.

79. Breaches of Planning Control (Item 2)

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

RESOLVED that the reports be noted.

80. 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 623351, 623519, 623910, 623957, 623954, 624058, 624066, 623847, 623964, 624133 and 624197.

Application No 623351

Land at Kennel Lane, Warfield – Erection of 10 2-bedroomed terraced house, 5 3-bedroomed terraced houses and 3 2-bedroomed maisonettes following demolition of the existing buildings

A site visit had been held in respect of this application on Saturday 14 November 1998 which had been attended by Councillors Barnard, Beadsley, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Thompson, Ward and Wheaton.

It was noted that 27 letters objecting to or commenting on the proposals had been received, in addition to the comments of the Parish Council.

Notwithstanding the Borough Planning Officer's recommendation that the application should be approved, the Sub-Committee considered that the scheme was unacceptable.

RESOLVED that the application be refused for the following reasons:

- 1 The proposed dwellings on the western part of the site (plots 1-7) lack adequate space around them and represent an undesirable overdevelopment of the site resulting in an overbearing impact on the street scene. The proposal is therefore contrary to Policy EN5 of the North Bracknell Local Plan and Policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating further proposed changes.
- 2 The proposed dwellings on the eastern part of the site (plots 11-18) by reason of their size and siting representation an undesirable and unneighbourly form of development, detrimental to the amenities of the occupiers of adjoining residential properties, particularly by reason of overlooking and loss of privacy.
- 3 The proposal would involve the loss of a number of small workshop/storage units to the detriment of the needs of small businesses in the local area. The proposal is therefore contrary to Policy E4 of the North Bracknell Local Plan and Policies E4 and E5 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating further proposed changes.
- 4 The proposal is contrary to Policies LD5, LD6 and R5 of the Berkshire Structure Plan 1991-2006, Policy R3 of the North Bracknell Local Plan and Policies R5, SC1 and SC2 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating further proposed changes in that it fails to make provision for infrastructure, services and amenities made necessary by the development, to the detriment of the needs of the area.

Application No 623519

Land at Kennel Lane, Warfield – Outline application for redevelopment of site for 1262 sq m of B1 (Business) Floorspace with access from Kennel Lane

A site visit had been held in respect of this application on Saturday 14 November 1998 which had been attended by Councillors Barnard, Beadsley, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Thompson, Ward and Wheaton.

It was noted that 16 letters objecting to or comments on the application had been received along with a letter from the Bracknell District Urban Wildlife Group in addition to the comments of the Parish Council.

RESOLVED, that subject to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to open space maintenance, the provision of a financial contribution to off-street parking facilities on Kennel Lane and to secure the stability and external appearance of the retained/outbuilding at 2 Stable Cottages, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:
:

- (1) A1 Outline permission - delete "the means of access thereto...".
- (2) A1(A) Outline permission - delete "the means of access thereto...".
- (3) A1(B) Outline permission.
- (4) A1(C) Outline permission.
- (5) B3 Plans as amended - drawing 853/01D (details of means of access only)
- (6) C3 Details of tree protection etc.
- (7) C4 Protective fencing.
- (8) C7 Implementation of approved landscaping scheme.
- (9) The gross external floorspace of the buildings hereby permitted shall not exceed 1262 sq m and the development shall take the form of not less than 4 separate business units. There shall be no additional floorspace created within any building once the development is completed without the prior approval of the Local Planning Authority.
- (10) J1 Surface water drainage (including ditch on southern edge of site)
- (11) W2 Site organisation (building operations).
- (12) HA5 Access constructed before development (approved drawing).
- (13) HA10 Access closure with reinstatement
- (14) HA21 Visibility splays before occupation - "4.5m by 33m at access points to Kennel Lane..."
- (15) No building shall be occupied until cycle parking facilities have been provided on the site in accordance with details to be submitted to and approved in writing by the Local Planning Authority.

- (16) Prior to the commencement of development details in respect of measures to:-
- minimise, re-use and recycle waste, including materials and waste arising from demolition;
- (i) minimise the pollution potential of unavoidable waste;
 - (ii) dispose of unavoidable waste in an environmentally acceptable manner
 - (iii) shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented during the course of building operations and the subsequent use of the buildings.
- (17) Prior to the commencement of development, details of facilities for the separation and collection of different types of waste shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented prior to the first occupation of any building and thereafter be retained.
- (18) Before the development hereby permitted is begun, a scheme shall have been approved in writing by the Local Planning Authority, specifying the provisions to be made for the control of noise emanating from the site. The approved scheme shall be operated for as long as the use continues.
- (19) No heavy goods vehicles shall enter or leave the site except between 08.00 hours and 18.00 hours on Mondays to Fridays and between 08.30 hours and 13.00 hours on Saturdays, and not at all on Sundays or recognised bank/public holidays.

Application No 623910

Land at Sewage Works, Bog Lane, Winkfield – Erection of 30m high aerial tower with 3 dual polar antennae and 2 microwave dishes; and erection of equipment cabin.

It was noted that 2 letters of objection and a letter from the Bracknell District Urban Wildlife Group had been received, in addition to the comments of the Parish Council.

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

- (1) A2 Full permission - implementation.
- (2) B1 Plans as amended - insert "748/BRK0136/01 received 23 October 1998"
- (3) The apparatus and structures hereby approved shall be removed from the site after 28 days of it ceasing to be used for telecommunications purposes and the site shall be restored and landscaped, in accordance with a scheme to be approved in writing by the Local Planning Authority, within one calendar year of the cessation of the use of the site telecommunications purposes.

Application No 624111

**Easthampstead Park Education Centre,
Easthampstead Park, Bracknell –
Temporary use of land from 18 November
to 16 January for marquee complex for
entertainment events.**

(NB: Councillors Good, Hayes and Thompson being members of the Leisure Committee withdrew from the meeting during consideration of this item.)

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

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

- (1) No entertainment events shall take place on the site other than between 18th November and 16th January of each year and the use shall cease on the 16th January 2004.
- (2) Operations for the erection of the marquee and for the provision of temporary surfaces shall not be commenced until 8th November on any year and the marquees and temporary surfaces shall be completely removed from the site no later than the 26th January each year.
Reason: To enable the Local Planning Authority to have control over the period during which the use may continue and in the interests of this countryside location.
- (3) B3 Plans as received - insert - date stamped 18 September 1998.
- (4) The use hereby permitted shall not be begun until a scheme of external lighting required in association with the proposal has been submitted to and approved in writing by the Local Planning Authority. The lighting shall be provided only in accordance with the approved scheme. The scheme shall include details of the design of the lighting, the level of illumination and hours of use.
- (5) The overflow car parking at the tennis court shown in planning application 624112 shall operate in accordance with the details set out in that planning application. If this additional parking ceases to be available then the use of the marquee for corporate hospitality shall cease immediately.

Application No 621638

**Moss End Farm, Maidenhead Road,
Warfield – Retrospective change of use of
part of building 5 to shop for sale of pine
and craft goods.**

Application No 621639

**Moss End Farm, Maidenhead Road,
Warfield – Retrospective Application for
use of building 11 as a woodwork and
joinery workshop.**

Application No 623547

**Section 73 application to allow continued
use of building 7 for steel fabrication and
welding for a further five years without
compliance with condition 1 of planning
permission 620429**

CON21/96

Storage of Scaffolding

The Sub-Committee was advised that it should defer the proposals for one more month to allow the officers sufficient time to meet with the applicant's agent and to consider whatever further proposals might be submitted.

RESOLVED: That consideration of application numbers 621638, 621639, and 623547 and contravention 21/96 be deferred for further discussions with the applicant.

Application No 624058

Land between 47-49 Napier Road, Crowthorne – Submission of details of siting, design external appearance and means of access pursuant to outline permission 620651 for erection of detached dwelling.

It was noted that 2 letters had been received commenting on the proposals.

RESOLVED that subject to satisfactory measures being secured, by way of a legal agreement or other suitable means, to ensure the provision of adequate and unobstructed parking and turning facilities on the site for the benefit of both No. 47 and the proposed new house, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions (and any other conditions considered appropriate relating to parking and turning):-

- (1) B3 Plans as received Drawing Nos. 1259/01B, 1259/02A and longitudinal section received 5 November 1998
- (2) D3 House extensions - restrictions on windows and door openings
Insert: facing Nos. 47 and 49 Napier Road
- (3) D4 House extensions - obscured glazing
Insert1: The ground floor toilet, first and second floor landing (windows)
Insert2: (facing) east
- (4) E2 Samples of materials to be submitted
- (5) W2 Site organisation
- (6) HA3 Access constructed before development (approved drawing)
- (7) HA25 Vehicle parking and turning spaces (approved drawing)
"The dwelling shall not be occupied.."
- (8) HA30 Garage retained for car parking
- (9) C12 Details of surfacing - insert parking and turning areas
- (10) The dwelling hereby permitted shall not be occupied until visibility splays of 2.4m x 90m have been provided. These areas shall thereafter be kept free of all obstructions to visibility over height of 0.6m above carriageway level.

- (11) D6 Restrictions on house extensions - "No extension to the dwelling.."
- (12) The side wall of the proposed house shall be sited a minimum distance of 2 metres from the side wall of No. 47 Napier Road.

Application No 624066

Trelabe Farm, Bishops Lane, Warfield – Continued siting of portable building forming day shelter/staff room.

A site visit had been held in respect of this application on Saturday 14 November 1998 which had been attended by Councillors Barnard, Beadsley, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Ryan, Sargeant, Simonds, Thompson, Ward and Wheaton.

It was noted that one letter of objection had been received in addition to the comments of the Parish Council.

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

- (1) The building shall be used as a day shelter/staff room and for no other purpose.
- (2) The building hereby permitted shall be removed from the site and the land restored to its former condition on or before 31 October 1999 in accordance with a scheme of work submitted to and approved by the Local Planning Authority.

Application No 624133

18 Spring Woods, Sandhurst – Erection of part two-storey, part single-storey side and rear extension.

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

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received.
- (3) E1 Materials to match existing building.
- (4) C6 Details of hard and soft landscaping.
- (5) C7 Implementation of approved landscaping scheme.
- (6) C11 Construction of foundation s-prevention of root damage to trees.
- (7) HA5 Access Constructed before occupation. Delete "constructed" and substitute "widened".
- (8) HA30 Garages retained for vehicle parking.

Application No 623957

Land at Veronica, Rectory Lane, Bracknell – Outline application for the erection of two dwellings (one accessing on to Friars Keep, and one on to Rectory Lane) following demolition of existing dwelling.

A site visit had been held in respect of this application on Saturday 14 November 1998 which had been attended by Councillors Barnard, Beadsley, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Ryan, Sargeant, Simonds, Thompson, Ward and Wheaton.

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

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

- (1) A1 Outline permission - (delete “the means of access thereto ..”)
- (2) A1(A) Outline permission - (delete “the means of access thereto ..”)
- (3) A1(B) Outline permission.
- (4) A1(C) Outline permission.
- (5) B3 Plans as received - Drg No. 28981/001
- (6) HA3 Access constructed before development.
- (7) No development shall be begun until visibility splays of 2.4m by 90m for the access on to Rectory Lane and 2.0m by 30m for the access on to Friars Keep have been provided. The visibility splays shall, thereafter, be kept free of all obstructions to visibility over a height of 0.6m above carriageway level.
- (8) C7 Implementation of approved landscaping plan.
- (9) D6 Restrictions on house extensions.
- (10) The existing dwelling on the site shall be demolished and the site cleared to the satisfaction of the Local Planning Authority not later than 3 months after the commencement of the development hereby approved.

Application No 623954

22 Napier Road, Crowthorne – Erection of detached dwelling with creation of new access to Napier Road.

A site visit had been held in respect of this application on Saturday 14 November 1998 which had been attended by Councillors Barnard, Beadsley, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Ryan, Sargeant, Simonds, Thompson, Ward and Wheaton.

It was noted that 7 letters of objection had been received in addition to the comments of the Parish Council.

Notwithstanding the Borough Planning Officer's recommendation that the application should be approved, the Sub-Committee considered that the proposal was a cramped form of development and unneighbourly.

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

The proposed house, by reason of its size, siting, access and parking arrangements, represents an unneighbourly and cramped form of development, detrimental to the amenities of adjoining properties, with particular reference to the overhearing impact on No. 26 Napier Road and the loss of light to the ground floor rear window on the west side of No. 26; and detrimental to the character of the area generally; and as such it would be contrary to policies H2 of the Sandhurst-Crowthorne Local Plan and H1 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No 623795

**Crockfords, Alben Road, Binfield –
Erection of detached house following
demolition of existing bungalow.**

It was noted that 3 letters of objection had been received in addition to the comments of the Parish Council.

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

- (1) A2 Full permission- implementation.
- (2) B3 Plans as received Drawing No ROM/9807/01A as amended by site plan extract received 9 November 1998.
- (3) D3 House extensions - restrictions on windows and door openings facing Cherry Tree Cottage and No.17 Alben Road.
- (4) D4 House extensions - obscured glazing
The ground floor utility and kitchen and bathroom windows facing No.17 Alben Road shall.....
- (5) E2 Samples of materials to be submitted.
- (6) H1 Fencing to erected on site boundaries.
delete 2 metre and substitute 1.8metre in first line
- (7) W2 Site organisation.
- (8) HA3 Access constructed before development (approved drawing).
- (9) HA25 Vehicle parking and turning space.
"The dwelling shall not be occupied..."
- (10) HA30 Garage retained for car parking.
- (11) C12 Details of surfacing.
insert hardstanding areas

- (12) D6 Restrictions on house extensions.
No extension to the dwelling.

Application No 623847

**Land fronting Aadastra, London Road,
Binfield – Change of use of land to car
sales (retrospective).**

It was noted that one letter of objection had been received in addition to the comments of the Parish Council.

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

- (1) The use of the land for sale and display of motor vehicles shall be restricted to the land outlined in red on the site location plan date stamped 16 June 1998.
- (2) The use of the land outlined in red on the approved plans shall only be used for sale and display of motor vehicles ancillary to the use of the land coloured blue on the approved plans for the sale and display of motor vehicles
- (3) The highway works shall be carried out in accordance with details shown on approved plan drawing no. 1173 A, received on 17 November 1998 and in compliance with the requirements of the Highway Authority for works carried out in the public highway.
- (4) The use of the land for sale and display of motor vehicles shall cease, unless the works required in connection with the scheme referred to in condition 3 above have been carried out to the satisfaction of the Local Planning Authority and in compliance with the requirements of the Highway Authority for works carried out within the public highway, within six months of the date of this permission.

Application No 623964

**Kingswood, Kings Ride, Winkfield (former
“Staravia” site) – Display of two externally
illuminated pole-mounted free standing
signs (1.83 m x 2.44 m and 2.44 m x 3.66
m)**

The comments of the Parish Council were noted.

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

- (1) - (5) Standard 5 advertisement conditions
- (6) T7 - Plan numbers:
Drawing A1050 Rev. T3
Drawing 01.A
Drawing 02 A
CSJ/03 received 17/11/98.
- (7) T1 - illuminated signs - no flashing

- (8) U1 Hours of illumination
 Insert 1: the uplighters for the signs
 Insert 2: 8.30 p.m.
 Insert 3: 7.00 a.m.
- (9) No other signs shall be erected in the area edged in red on approved drawing No. A1050 Rev. T3 and the one existing sign within the area edged in red shall be removed prior to the display of the signs hereby permitted.

Application No 623916

Land at Breach Copse, Swan Lane, Sandhurst – Application for advertisement consent to display 2 signs (2400 mm x 900 mm) on brick plinths.

It was noted that 4 letters of objection had been received in addition to the comments of the Parish Council.

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

- (1) (5 standard advertisement conditions)
- (2) T7 Plan Nos. - 1199/08B and 1199/01G

Application No 624023

Land adjacent to Forest Farm, Mounts Hill, Winkfield – Retrospective application for the erection of 15 metre high telecommunications tower, and an equipment cabin

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

RESOLVED that the application be **approved**.

Application No 623920

Jasmine Cottage, Lovel Lane, Winkfield – Retrospective application for change of use of land from use as paddock to private garden.

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

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

- (1) B3 Plans as received. (Insert drawings unnumbered received 10 July).
- (2) Notwithstanding the provisions of Article 3 Schedule 2 Part 2 Class A of the Town and Country Act (General Permitted Development Order) Order 1995, (or any Orders amending or re-enacting that Order), no wall, fence, gate or other means of enclosure whatsoever, other than a post and rail fence not exceeding a height of 1.5 metres, shall be erected around or within the area edged red on the site plan received 20 July 1998.

- (3) D7 Restrictions on buildings within house curtilage.
INSERT building or enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwellinghouse.
(Delete “the curtilage of the dwellinghouse” and insert “the land the subject of this permission”).

Application No 624128

**Paddock Lodge, Terrace Road South,
Binfield – Proposed Erection of single
storey extension forming conservatory.**

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

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

- (1) A2 Full permission - implementation
- (2) B1 Plans as amended - insert “received on 10 November 1998”
- (3) All ground works in connection with the proposal, shall be carried out by hand. No tree roots with a diameter greater than 20mm shall be cut or damaged. Prior to the commencement of any works on site, a scheme showing details of the foundation and floor construction shall be submitted to and approved by the Local Planning Authority in writing. This scheme shall show the foundations constructed on a “pile and beam” principle, in order to minimise disturbance to the shallower roots of the adjoining trees. Thereafter, the development shall be carried out in accordance with the above scheme.
- (4) The existing coniferous trees on the north eastern boundary of the site shall be retained intact, at a height of no less than 3 metres (except where their branches may need trimming by the minimum amount needed to prevent direct physical contact with the conservatory). Any trees which die, or are removed for any reason, shall be replaced by planting a standard tree of the same species in the same position, in the next planting season.
- (5) The existing fence along the north eastern boundary of the site shall be retained intact. If removed for any reason, whether in whole or in part, a new fence of similar design (or such alternative design as may be agreed in writing with the Local Planning Authority) shall be erected, at a height of 1.8m, to replace the removed fence.

Application No 624197

**286 Yorktown Road, Sandhurst – Erection
of part single storey, part two storey side
extension, and single storey rear
extension.**

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

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - DRG.No 0384/2 date stamped 22/10/98.

- (3) E1 Materials to match existing building.
- (4) D3 Restrictions on additional window/door openings - insert No. 284 Yorktown Road.
- (5) HA30 Garage retained for vehicle parking.

Application No 624078

Yamuna, London Road, Binfield – Raising of Roof to existing double garage and construction of external spiral staircase to form family room over.

The comments of the 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 - insert “AH/E/2700A received 03 September 1998”
- (3) E1 Materials to match existing building.
- (4) C3 Details of tree protection etc.

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

81. Miscellaneous Items (Item 4)

Permission No 622362

Priory House, Old Priory Lane, Warfield – Erection of two storey side extension forming residential annex above three garages and erection of single storey rear extension, following demolition of existing sun room and garage: Amendment to Approved Plans

The comments of the Parish Council were noted.

RESOLVED that that the revised plans in relation to application no 622362 be **agreed** as minor variations to the approved plans.

Permission 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.

The comments of the Parish Council were noted.

RESOLVED that the revised plans in relation to application no 623591 be **agreed** as minor variations to the approved plans, subject to the proposed side window being of the fixed, high-level type.

82. **Building Regulations Applications/Notices Dealt with by the 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.

83. **Applications dealt with by the 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.

The Sub Committee was advised that the decision in relation to application no. 623234 relating to Englemere Sawmill, London Road, Winkfield was "Deemed Refused".

RESOLVED that the report be noted.

84. **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 8.15 p.m.
and concluded at 10.20 p.m.

CHAIRMAN

**SPECIAL PLANNING CONTROL SUB COMMITTEE
16 DECEMBER 1998**

Present: Councillors Mrs Doyle (Chairman), Fawcett, Harrison, Mrs Hayes, Piasecki, Ryan, Simonds, Taylor and Thompson

Apologies for Absence:
Councillor Mrs Pile

85. Substitute Members

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

Councillor Harrison for Councillor Mrs Pile

86. Planning Application No 622560:

Major redevelopment of site for a mixed use scheme to provide a covered shopping centre comprising retail units, leisure, restaurants and food courts, professional and financial services, banks and building societies, children's education and weather watch visitor's attraction and also a new covered market and market square, market street shops, health centre with ancillary parking, residential accommodation and associated open space (including two public squares), landscaping, public art, a bus port, highway works, service facilities and car parking (7100 spaces) including a multi-storey car park in Market Street, following demolition of existing buildings on land between the Meteorological Office roundabout and the 3M roundabout south of the by-pass (A329), north and east of Skimped Hill Lane and north of High Street including Broadway, Crossway, Bond Way, Town Square and land at Market Street, Bracknell.

The Sub-Committee discussed the above application for the redevelopment of Bracknell town centre, noting that, in addition to the detailed summary of correspondence received as set out in the report, two further letters had been received on behalf of the Bracknell Regeneration Trust and the Employment Service. It was also noted that the Joint Strategic Planning Committee had withdrawn the County Council's representations and substituted their own which were indicated in the report but subject to minor amendment.

The Borough Planning Officer, Borough Engineer and the Council's retail consultant summarised the key points relating to the proposal and answered a number of questions regarding the application.

RESOLVED:

- 1 That the Secretary of State be informed that the Local Planning Authority consider that the planning application should be supported as a development proposal for Bracknell town centre subject to the following:
 - (a) car parking strategy
 - (b) sensitivity testing at the redesigned road junctions and road junctions where it is predicted that there will be an increase of 5% or more in

traffic on any of the links

- (c) submission of proposals for construction traffic routing
- (d) submission of stage 1 safety audits for proposed works to certain road junctions
- (e) clarification of the details of methodology for air quality assessment and further consideration of the air quality impact in the vicinity of roads outside the town centre
- (f) further clarification of the details of specific aspects of the noise assessment methodology

and subject also to the applicant entering into planning obligations relating to the following matters related to this development:

- (a) the provision of a public transport interchange (bus station) at the southern end of the town centre
- (b) a financial contribution towards public transport improvements
- (c) the provision of a bus port at the northern end of the town centre
- (d) a financial contribution towards highway works
- (e) a scheme for the management and pricing of car parking
- (f) a financial contribution towards park and ride facilities
- (g) a scheme for shopmobility for people with disabilities
- (h) a financial contribution towards the implementation of a scheme of local on-street parking works and control measures
- (i) submission of a car parking scheme for the peak Christmas demand
- (j) the promotion of a green commuter plan(s)
- (k) the provision of cycle facilities
- (l) the provision of new or upgraded cycleways and footpaths and the upgrading of underpasses.
- (m) the provision of urban squares
- (n) the funding of new public art in the town centre
- (o) a financial contribution towards off site environmental works in Bracknell town centre
- (p) the securing of a balance and mix of uses within the town centre
- (q) the provision of replacement facilities for key town centre uses

- (r) the provision of 20% of dwellings as affordable housing
- (s) the provision of an air quality monitoring facility within the development
- (t) the submission of a scheme for construction vehicle routing
- (u) facilities for CCTV for Bracknell town centre and Urban Traffic Control for Bracknell

and subject also to suitably worded planning conditions relating to the following:

- (i) Standard Outline Conditions
- (ii) Details of Phasing of the Development
- (iii) Landscape Implementation
- (iv) Landscape Management
- (v) Tree Retention/Relocation
- (iv) Retention of landscaped areas
- (iiv) Underground service details
- (iiiiv) Foul and surface water drainage
- (ix) Noise insulation to new dwellings
- (x) Site organisation (building operations) including wheelwashing
- (xi) Control of Floorspace
- (xii) Residential Component
- (xiii) Highway Layout Design
- (xiv) On-site highway works
- (xv) Off-site highway works
- (xvi) Vehicle Parking
- (xvii) Car Park Internal Design
- (xviii) Cycle Parking and facilities
- (xix) Disabled Access/Signage
- (xx) Fume and odour control from buildings and plant and equipment
- (xxi) Basement car park ventilation

- (xxii) Noise Control- noise from building and plant and equipment
- (xxiii) Waste including recycling of materials
- (xxiv) Shopping Centre Opening Hours
- (xxv) Opening Hours
- (xxvi) Bentall's Walkway
- (xxvii) 24 Hour Route
- (xxviii) Pollution Control
- (xxix) Lighting
- (xxx) Control of Environmental Effects
- (xxxi) Vibration: Listed Buildings
- (xxxii) Relocation of Public Art
- (xxxii) Footpath between Market Street and the Peel Centre
- (xxxiv) Servicing: Ferriby Court
- (xxxv) Hours of operation: Construction work
- (xxxvi) Urban design: public realm
- (xxxvii) Building Methods
- (xxxviii) Construction workforce: transport

- 2 That the Borough Planning Officer in consultation with the Chairman and Borough Solicitor be authorised to delete, amend or add to the list of planning conditions set out above and to determine the precise wording of the planning conditions.

The meeting commenced at 7:30 p.m
and concluded at 8.45 p.m.

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
17 DECEMBER 1998**

Present: Councillors Mrs Doyle (Chairman), Adams, Mrs Ballin, Barnard, Fawcett, Flood, Harrison, Mrs Hayes, Mrs Hirst, Jones, Piasecki, Ryan, Sargeant, Mrs Sutcliffe, Taylor, Thompson, Ward, Wheaton and Worrall

Apologies for Absence:
Councillors Birch and Mrs Pile

87. Substitute Members

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

Councillor Harrison for Councillor Birch
Councillor Mrs Sutcliffe for Councillor Mrs Pile

88. Minutes

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

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

The Chairman gave notice that she would be accepting a report on The Keep, Wildridings Road, Bracknell onto the agenda on grounds of urgency, in response to activities on the site observed by officers and considerable public and Member interest.

90. 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.

91. Breaches of Planning Control (Item 2)

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

RESOLVED that the reports be noted.

The Borough Planning Officer also reported on the following contraventions:

CON74/98

**Maidens Green Acres, Cocks Lane,
Winkfield.
Unauthorised Change Of Use From a
Mixed Use of Agricultural Small
Holding and Associated Agricultural
Dwelling to a Mixed Use of
Residential, Siting of Mobile Homes
and the Storage of Reclaimed
Building Materials and Associated
Commercial Vehicles and Equipment
and Unauthorised Operational
Development Comprising of the
Laying of an Area of Hardstanding
and the Erection of Stands to Support
Four Fuel Tanks.**

RESOLVED that:

1. The Borough Solicitor be authorised to pursue enforcement action to require:-
 - i) The cessation of the use of the land for the storage and distribution of reclaimed building materials and the removal of all such materials, equipment, including fork lift trucks and generators.
 - ii) The removal of vehicles associated with the use including trucks, lorries and vans and other non-agricultural or domestic vehicles from the land.
 - iii) The removal of the four fuel tanks, the demolition of the stands and removal of the tanks and all resultant demolition materials.
 - iv) The breaking up of the hard standing and removal from the land of all resultant material and debris.
 - v) The cessation of the use of the land for the storage of scrap metal and remove all such material from the land.
 - vi) The cessation of the use of the wooden barn building for domestic storage.
2. The suggested period for compliance is three months.
3. In the event of failure to comply with the requirements of the notice, the matter be allowed to proceed to legal action in the Courts as deemed appropriate by the Borough Solicitor and Borough Planning Officer.

CON26/98

**Field (Known as School Field),
Bracknell Road, Warfield.
Unauthorised Laying of Hardcore to
Form Parking and Turning Area.**

RESOLVED that no further action be taken in respect of the laying of hardcore at the entrance to the field to create an area of hardstanding.

CON78/98

**Various Locations in Sandhurst
Display of Unlawful Estate Agent's
Board Advertisements.**

RESOLVED that the Borough Solicitor, subject to being satisfied as to the evidence, be empowered to institute legal proceedings under the Town And Country Planning Act 1990 (as amended) against any person responsible for the display of the unlawful advertisements listed in the report.

92. The Keep, Wildridings Road, Bracknell (Urgent Item)

CON/82/98

**The Keep, Wildridings Road,
Bracknell.
Unauthorised Operational
Development Comprising (i) The
Installation of Illuminated Bollards, (ii)
Extractor Flues and Associated Plant,
(iii) Raising of Roof on Former Bottle
Store, and (iv) Chimney on Roof of
Two Storey Part of the Building.**

RESOLVED that:

- i) The content of the report be noted and
- ii) The applications that the site operator has undertaken to submit be determined before further consideration of the existing enforcement issues

93. Report on Planning Applications Received (Item 3)

The supplementary report of the Borough Planning Officer was tabled and the Sub Committee noted the additional information contained therein relating to applications 623960, 623961, 623684, CON84/98, 624046, 624115, 624120, 624113, 623902, 624289, 624285, 624097, 624144, 624160, 624205, 624240 and 623858.

South Hill Park Arts Centre, Ringmead, Bracknell

Application No. 623960

Extension to arts centre and alterations.

Application No. 623961

Listed building application for extension to arts centre and alterations.

Councillor Mrs Hayes declared a non-pecuniary interest in respect of this application and withdrew from the meeting. Councillor Ward declared a non pecuniary interest and did not speak or vote on this matter.

RESOLVED that:

1. Application No. 623960 be approved subject to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 to secure a planning obligation to control the timing of public performances in the new performance space in relation to those in the Wilde Theatre to ensure that adequate car parking is available at the South Hill Park Arts Centre and also subject to the following conditions:
 - (1) A2 Full permission - implementation
 - (2) B3 Plans as received - "drawing nos 165-RB 010, 011A, 012A, 013C, 014A, 015, 016C and 017A".
 - (3) C1 Protection of trees etc – "drawing no 165-RB 012A received 21 September 1998".
 - (4) C2 Protective fencing for trees etc (implementation) – "drawing no 165-RB 012A received 21 September 1998".
 - (5) C6 Details of hard and soft landscaping.
 - (6) C7 Implementation of approved landscaping scheme.
 - (7) E2 Samples of materials to be submitted.
 - (8) K1 Restriction of use of extension to a specific use within a use class – "The proposed extension shall be used for arts centre uses...Class D1".
 - (9) The development hereby permitted shall not be begun until details of access and facilities for disabled people, including ramps (and associated rails/balustrades) and types and dimensions of door widths and lobby openings, have been submitted to and approved in writing by the Local Planning Authority. Facilities shall comply with the Borough Council's design guide entitled "Designing for Accessibility" and be provided prior to the first use of the extension hereby permitted.
 - (10) The extension hereby approved shall not be brought into use until additional cycle parking facilities have been provided on the site in accordance with details to be submitted to and approved in writing by the Local Planning Authority.
2. Application No. 623961 be approved subject to the following conditions:
 - (1) A3 Listed Building Consent
 - (2) B3 Plans as received - "drawing nos 165-RB 010, 011A, 012A, 013C, 014A, 015, 016C and 017A".
 - (3) LB22 Further detailed drawings - "Before the development hereby approved is begun...further drawings showing these elements: draught lobby in main entrance (including fixings), new door to kitchen, replacement door to Haversham Room, south elevation and

details of roof of link from house to new performance space, ramps and associated rails/balustrades...”

- (4) LB14 Brickwork samples - wall to north of new performance space.
- (5) No fireplace shall be demolished without the prior written approval of the Local Planning Authority.

Application No. 623684

Winton Croft, Terrace Road South, Binfield.

Outline application for the erection of 18 flats and formation of access following demolition of existing flats.

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

Moss End Farm, Maidenhead Road, Warfield.

Application no. 621638

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

Application no. 621639

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

CON21/96

Storage of scaffolding.

CON84/98

Use of building 7 for steel fabrication and welding in breach of condition 1 of planning permission 620429 and section 106 agreement.

CON85/98

Failure to erect a boundary fence in breach of condition 1 of 617742.

It was noted that a letter had been received from the agent acting for the applicant, confirming withdrawal of application 620429 and that the unauthorised use of building 7 for steel fabrication and welding had ceased and that the building had been vacated.

Notwithstanding the Officer's recommendation for refusal, the Sub Committee was minded to approve the applications given that:

- Ridell Woodworking had been in operation for 15 years. In this time no complaints had been received about the use of the premises. A restricted permission would enable a small local firm to continue in business.
- Pavilion Pine had been running for sometime and no complaints had been received about the use of the premises. The impact on the Green Belt would not be severe the premises would revert to garden centre use if consent was refused.

A short-term permission for three years would enable a small business to stabilise before moving to a more appropriate retail location.

RESOLVED that:

- (i) the Borough Solicitor be authorised to commence legal proceedings in the Courts to restrain a breach of the clauses of the Section 106 Agreements and of planning control, in particular storage of scaffolding on agricultural land, following a written warning to the landowner and the occupiers of the land advising them such action will be pursued should any of the breaches of the Section 106 Agreement still be occurring at the end of a period of six months.
- (ii) a Breach of Condition Notice be issued to require the erection of a fence in compliance with condition 1 of 617742 which states:

“Within 13 months of the date of the planning permission (11 January 1994):

 - (i) buildings 10, 13 and 14 shall be demolished and the site cleared, and
 - (ii) a 2 metre high chain link fence shall be erected and thereafter permanently maintained around the garden centre boundary as indicated on plan A/107F received 17 January 1992.”
- (iii) subject to the applicant entering into a supplementary Section 106 Agreement whereby:
 - (a) The buildings referred to in John Andrews Associates letter dated 1 December 1998, paragraph two, will be demolished within three months, and the sites thereof being cleared of all rubble and hardsurfaces, and thereafter landscaped in accordance with a scheme to be approved by the Local Planning Authority; such landscaping to be maintained for not less than 5 years thereafter; and
 - (b) The use of building 11 for purposes of woodworking and joinery will cease immediately when both John Ridell and Alan Ridell have ceased to be in full time employment on the site or on 31 December 2017 or on Alan Ridell’s 65th Birthday, whichever is sooner; and the company/partnership shall thereupon vacate the site;
 - (c) The use of building 5 by Pavilion Pine will cease on or before 17 December 2002, and the company shall thereupon vacate the site;
 - (d) In consideration of (a), (b) and (c) above, the Council will agree to waive the terms of existing Section 106 Agreement (and supplementary agreement) so far as to enable the continued occupation of buildings 5 and 11 in accordance with planning applications 621638 and 621639, (and in accordance with such conditions as are listed hereunder);
- A the application No. 621639 be **approved**, subject to the following conditions:
 - (1) This permission shall endure for the benefit of John Ridell and Alan Ridell only trading as A J Ridell Woodworking and the use shall be limited to woodworking and joinery in accordance with the letter dated 28 October 1998 from John Andrews

Associates. The use shall cease immediately upon the earliest of the following events:

- a) When both John Ridell and Alan Ridell have ceased to be in full time employment on the site; or
- b) Upon Alan Ridell attaining 65 years of age; or
- c) On the 31 December 2017; and thereafter the only permitted use of the building will be for the authorised purposes of Moss End Garden Centre.

- (2) No woodworking or joinery, or storage of materials and products associated therewith, shall take place other than within the area shown edged red on drawing No. 2496/3 submitted by Izod Design on 9 May 1996.

B the application No. 621638 be **approved**, subject to the following conditions:

- (1) The use hereby permitted shall be carried out only by the company known as Pavilion Pine, proprietor Mr R Greatrix and shall be limited to the sale of pine furniture as set out in the letter dated 28 October 1998 from John Andrews Associates.
- (2) On or before 17 December 2002, the use of the building in accordance with condition (1) above, shall cease and items of pine furniture and associated products and materials shall be removed from the site and thereafter the only permitted use of the building will be for the authorised purposes of Moss End Garden Centre.
- (3) The storage, display and sale of pine furniture shall not be permitted to take place other than within the area shown edged red on drawing No. 2496/1.Rev.A submitted by Izod Design on 9 May 1996.

Application No. 624041

**Former Honeywell Building, Charles Square, Bracknell.
Change of use from offices (class b1) to hotel (class c1).**

RESOLVED that, subject to the application not being called in by the Government Office for the South East, the application be **approved** subject to the following conditions:

- (1) A2 Full permission - implementation
- (2) B3 Plans as received:
Site plans 882-suop1-3; 882-suop1-4; 882-suop1-5; 882-suop1-6;
882-suop1-7; 882-suop1-8
- (3) There shall be a maximum of 125 bedrooms provided within the building and 5% of the rooms provided shall be designed to serve the needs of people with disabilities as detailed in diagram 13 of Part M of the Building Regulations.

- (4) Before the development hereby permitted is commenced, a scheme indicating the provision to be made for disabled people to gain access to the building shall have been submitted to and approved in writing by the Local Planning Authority. The agreed scheme shall be implemented before the development hereby permitted is brought into use.

Application No. 624046

**Land Rear Of Minoru And The Bungalow, Forest Road, Binfield.
Outline application for the erection of 6 detached houses and garages following demolition of the bungalow and Minoru.**

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. 624115

**Nutcroft, Priory Lane, Warfield.
Erection of six no. Five bedroomed detached houses and garages accessed from Priory Lane (existing house and garage to be retained).**

It was noted that two letters of objection and one of observation 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 remediation and protection measures including future maintenance and monitoring.

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

- 1. A2 Full permission
- 2. B3 Drawing No's 9125/01 B, 9125/02A,03A,04A,05A, 06A, 09A, and 10A & 9125/11,12,13,14 and 15
- 3. C3 Details of tree protection
- 4. C4 Protective fencing
- 5. C5 Replacement of damaged vegetation

6. C7 Implementation of approved landscaping scheme
7. C13 Underground service details (Insert "Condition 1")
8. 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.
9. D6 Restriction on house extensions. Insert after dwelling house "on plots 3 and 4 identified on drawing no 9125/01B 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. HA4 Access constructed before development commences
15. HA10 Access closure with reinstatement
16. HA16 Roads to be provided
17. HA20 Visibility splays before occupation
18. HA25 Vehicle parking and turning
19. HA30 Garages retained for vehicle parking
20. 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.
21. 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.
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.

23. C6 - Details of hard and soft landscaping.
24. E3 - Details of materials to be submitted.
25. G1 - Levels/Finished floor level.
26. D4 - insert bathroom window & insert plot 4.
27. C9 - Details of walls and fences.

Application No. 624120

**Land Adjacent To 42 Grampian Road,
Sandhurst.
Change of use from incidental open
space to private garden.**

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

RESOLVED that subject to the **prior completion of a legal agreement under section 106** of the Town and Country Planning Act 1990 (as amended) to secure a planning obligation relating to the provision of a footpath between Grampian Road and Sandy Lane, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

1. A2 - Full permission - implementation.
2. C9 - Details of fencing.

Application No. 624113

**Land Adjoining 36 Coombe Pine,
Bracknell.
Erection of 1 no. Three bedroomed
terrace house.**

A site visit had been held in respect of this application on Saturday 12 December 1998 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Mrs Hirst, Jones, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Veakins, Ward and Wheaton.

RESOLVED that the Borough Planning Officer be authorised to approve the application subject to revised plans showing adequate parking facilities for both the existing and proposed dwellings being submitted, and subject to appropriate conditions.

Application No. 624139

**Grove Farm Riding Centre, Maize
Lane, Warfield.
Extension to existing menage.**

A site visit had been held in respect of this application on Saturday 12 December 1998 which had been attended by Councillors Adams, Mrs Ballin, Mrs Doyle,

Fawcett, Flood, Mrs Hayes, Mrs Hirst, Jones, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Veakins, Ward, Wheaton and Worrall.

It was noted that two letters of representation had been received.

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

- (1) A2 Full permission - implementation.
- (2) The extension to the menage hereby approved shall not be used until a scheme depicting an area of landscaping on the east side of the development has been submitted to and approved in writing by the Local Planning Authority.
- (3) Following compliance with condition 2 of this permission the landscaping scheme shall be implemented within one year of the date of the approval of the landscaping scheme. Any trees or plants which, within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority give written consent to any variation.
- (4) No illumination shall be provided to the development hereby permitted without the prior written approval of the Local Planning Authority.

Application No. 623833

**Euro Tech Centre And Land To The West, London Road, Bracknell.
Section 73 application to allow time limit for submission of reserved matters applications for and commencement of redevelopment of Bullbrook building and the former smiths premises for storage/ office/ laboratory premises and associated development to be extended for a further 3 years without compliance with conditions 2 and 3 of outline planning permission 619314.**

RESOLVED that subject to the **prior completion of a legal agreement under s106** of the Town and Country Planning Act 1990 to secure a planning obligation relating to a financial contribution to transportation measures in the area and the dedication of a strip of land fronting London Road for the construction of a cycleway, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) A1 Outline permission - delete means of access
- (2) A1(A) Outline permission - delete means of access
- (3) A1(B) Application for approval of reserved matters "before 31 December 2001"

- (4) A1(C) Outline permission - implementation - "before 31 December 2003, or before expiration of two years from the date of the last of the reserved matters to be approved..."
- (5) B3 Plans as received - Location plan (drawing 9304/017) and alterations to access (9304/012).
- (6) J2 Foul and surface water drainage
- (7) C7 Implementation of approved landscaping scheme.
- (8) HA5 Access constructed before occupation (approved drawing)
- (9) HA26 Vehicle parking and turning spaces (details to be approved)
- (10) No buildings shall be occupied until the vehicle turning circle in Brants Bridge has been approved in accordance with a scheme to be submitted to and approved by the Local Planning Authority.

Application No. 623902

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

It was noted that there were six letters of objection originally received however, the original neighbour notification letters for this application contained an inaccurate description which stated that the proposal was for a two metre high fence to the existing boundary. One letter indicating no objection was also received. The original neighbours who were informed have been re-notified. Following deferment of the application at the September meeting, and the submission of revised landscaping proposals, five further letters of objection were received.

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

1. The proposed fence would, by reason of its appearance, have a hardening impact on the street scene, resulting in an unacceptable intrusion on visual amenity, contrary to policy EN1 of the Berkshire Structure Plan 1991 – 2006 and H12 of the Deposit Draft Bracknell Forest Borough Local Plan, incorporating Further Proposed Changes.
2. The proposed landscaping of the fence may result in the growth of sizeable shrubs, inhibiting the visibility of road users, thereby resulting in the reduction of traffic safety standards contrary to policy H12 of the Deposit Draft Bracknell Forest Borough Local Plan, incorporating Further Proposed Changes.

Application No. 624193

**Central Vehicle Workshop Site,
Doncastle Road, Bracknell.
Section 73 application to allow time
limit for submission of reserved
matters applications and
commencement of redevelopment of
site for 5962 sq m offices to be
extended for a further 3 years without
compliance with conditions 2 and 3 of
outline planning permission 618903.**

RESOLVED that the subject to the **prior completion of a legal agreement under s106** of the Town and Country Planning Act 1990 to secure a planning obligation relating to the provision of a financial contribution to transportation measures in the area the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) A1 Outline permission - delete siting and means of access
- (2) A1(A) Outline permission - delete siting and means of access
- (3) A1(B) Application for approval of reserved matters "before 20 February 2002"
- (4) A1(C) Outline permission - implementation - "before 20 February 2004, or before expiration of two years from the date of the last of the reserved matters to be approved..."
- (5) B3 Plans as received - S94/582/01 Rev B
- (6) C7 Implementation of approved landscaping scheme.
- (7) J2 Foul and surface water drainage
- (8) HA5 Access constructed before occupation (approved drawing)
- (9) HA25 Vehicle parking and turning spaces (approved drawing)
- (10) HA27 Provision of parking spaces (approved drawing)

Application No. 624154

**72 Chesterblade Lane, Winkfield.
Erection of part two storey and part
single storey rear extension.**

The comments of the Parish Council had been noted.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - drawing no.R/691 received 30 September 1998.
- (3) E1 Materials to match existing building.

- (4) D3 House extensions -restrictions on additional window/door openings.
(Insert "north").

Application No. 624289

**Beechers Restaurant (Formerly Known as The Jolly Farmer Ph), Howe Lane, Binfield.
Retrospective application for erection of marquee for temporary period of three months.**

RESOLVED that:

- (i) the application be **refused** for the following reasons:
- (1) The development constitutes inappropriate development in the Green Belt which through its scale form and impact is harmful to the open, rural and undeveloped character of the area, contrary to policy 1 of the Green Belt Local Plan for Berkshire, policy C4 of the Berkshire Structure Plan and policy GB1 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating Further Proposed Changes.
 - (2) The proposal does not comply with the Local Planning Authorities standards in respect of parking and this could result in on street parking and reversing movement onto Howe Lane, adversely affecting road safety and the free flow of traffic.
 - (3) The proposed development would result in the increased use of an access where visibility is substandard, adversely affecting road safety and the flow of traffic.
- (ii) the Borough Solicitor be authorised to take enforcement action against the unauthorised erection of a marquee to require the following:
- (i) the removal of the marquee from the land affected;
 - (ii) the removal from the land of all materials tools and equipment used in connection with the marquee;

With a period for compliance of 7 days; and that in the event of failure to comply with the notice, the matter be allowed to proceed to legal action as is deemed appropriate by the Borough Solicitor and Borough Planning Officer.

Application No. 624183

**25 Qualitas, Bracknell.
Retrospective section 73 application to allow the installation of clear glass window to study on rear elevation without compliance with condition 4 of planning permission 621590. Retention of 2.4 metre maximum height fence.**

It was noted that one letter 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 approval 621590 which conditions shall remain in full force and effect insofar as they are expressly varied by this approved.
- (2) B3 Plans as received 28 August 1998 and 16 November 1998.

Application No. 624285

**Tesco, Martins Heron, Winkfield.
Section 73 application to allow store to open between 10.00 and 16.00 on the Sunday preceding Christmas each year without compliance with condition 13 of planning permission 610811.**

It was noted that letters of objection had been received.

RESOLVED that:

- i) the application be **approved** subject to the conditions imposed on planning permission 610811 and the following substitute condition 13:
 - (13) The opening hours of the store shall be limited to 9.00am to 8.00pm Monday to Thursday and Saturday, 9.00am to 9.00pm Friday and not at all on Sundays other than between 10.00am and 4.00pm on the Sunday immediately preceding 25 December each year.
- ii) The Borough Planning Officer be instructed to raise with the applicant the question of delivery hours.

Application No. 624053

**Land At Warfield Road, Warfield.
Continued display of 8 no. Non-illuminated free-standing signs and 8 no. Flags on 7.5m high poles for a temporary period.**

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

RESOLVED that the application be **Refused** the following reason:

The continued display of this signage results in an excessive amount of advertising material being displayed at the site to the detriment of the visual amenities and character of the area. It is therefore contrary to Policy EN6 of the North Bracknell Local Plan and Policy EN25 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating further proposed changes.

Application No. 623995

**43 Mare Lane, Binfield.
Retention of mobile home for storage purposes for temporary period.**

The comments from the Royal Borough of Windsor and Maidenhead were noted.

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

- (1) The mobile home hereby permitted shall be removed from the land at or before the expiration of the period ending 17 June 1999 or on completion of the detached double garage approved by the Royal Borough of Windsor and Maidenhead under reference 98/32767 whichever is the sooner.
- (2) All gas, sewage and water services connected to the mobile home shall be disconnected within one month of the date of this permission and shall thereafter remain disconnected.

Application No. 624097

**Longville Manor, Nine Mile Road,
Crowthorne.**

**Erection of detached building
providing 5 stables, 2 foaling boxes
and haystore following demolition of
piggeries.**

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

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as received
- (3) HA21 Visibility Splays Before Development - "2.5m by 215m".
- (4) The stable block hereby permitted shall not be erected until a scheme for the management and disposal of manure has been submitted to and approved by the Local Planning Authority.

Application No. 624004

4 King Edwards Rise, Winkfield.

**Erection of single storey front and
first floor side extension.**

It was noted that two objections had been received for this application.

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

- (1) A2 Full permission – implementation
- (2) B3 Plans as received - Drawing nos. BS/7F and BS/20A
- (3) E1 Materials to match existing building
- (4) D3 House extensions - restrictions on additional windows facing No. 5 Lavender Row
- (5) HA30 Garage retained for vehicle parking.

Application No. 624144

Land North of Novello House and opposite White Gables, Ryehurst Lane, Binfield.

Change of use of land for the keeping of horses and the erection of stable block, tack room, hay store and two field shelters.

It was noted that a letter of comment had been received and the objection from the Environment Agency had been withdrawn. The comments from Binfield Parish Council were also noted.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received.
- (3) E3 Details of materials to be submitted.
- (4) No part of the land or buildings shall be used for liveried horses or for any type of commercial activity.
- (5) To prevent pollution of the water environment and to protect residential amenity.
- (6) HA15 Surfacing of access.
Delete "No dwelling/building shall be occupied" and insert "The stables hereby approved shall not be erected".
Insert: "2.5 metres".
- (7) HA24 Vehicle parking in accordance with approved plan.
Delete "No dwelling/building shall be occupied" and insert "The stables hereby approved shall not be erected".

Application No. 624138

**Ty Coed, Forest Road, Winkfield.
Erection of first floor side extension
(amendment to planning permission
623474).**

It was noted that one objection had been received.

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as received - Drawing no.02c received 28 September 1998
- (3) E1 Materials to match existing building
- (4) D3 House extensions - restrictions on additional windows facing Andover Forest Road

- (5) HA24 Vehicle parking in accordance with approved plans
The extension shall not be occupied.....
- (6) HA30 Garage retained for vehicle parking

Application No. 624216

**27 Ketcher Green, Binfield.
Raising of roof to provide living
accommodation in roofspace.**

The comments from Binfield Parish Council were noted and two 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: Drawing: 1247/03 received on 21/10/98.
- (3) E1 Materials to match existing building.

Application No. 624160

**13 Arden Close, Bracknell.
Erection of two storey rear extension,
formation of new roof over link to
garage and single storey rear
extension to garage.**

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

Application No. 624245

**8 Segsbury Grove, Bracknell.
Retrospective change of use of open
space to private garden and retention
of 0.77m high fence.**

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

- (1) The change of use hereby permitted shall be carried out only by Mr and Mrs Leader and shall be for a limited period of 5 years from the date of this permission , or the period during which the property is occupied by Mr and Mrs Leader, whichever is the shorter.
- (2) When the property ceases to be occupied by Mr and Mrs Leader or at the end of 5 years, whichever shall first occur, the use hereby permitted shall cease and the 0.77 metre high wooden picket fence hereby permitted shall be removed.
- (3) No other fence or other means of enclosure shall be erected or planted on the site other than the 0.77 metre high fence as shown in the site plan and drawing of the fence date stamped 3 November 1998 and hereby approved, or as otherwise agreed in writing with the Local Planning Authority.

Application No. 624205

**1 Woodland Crescent, Bracknell.
Erection of single storey side
extension forming double garage.**

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

Application No. 624240

**40 Prince Andrew Way, Winkfield.
Erection of two storey side extension.**

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

- (1) A2 Full permission - implementation.
- (2) B1 Plans as amended: Nos.1577.1A, 1577.2A received 23/11/98.
- (3) E1 Materials to match existing building.
- (4) D3 House extensions - restrictions on additional window/door openings.
Insert: north east.
- (5) HA5 - Access constructed before occupation (approved drawing).
Amend condition: delete "constructed" and substitute "widened".
- (6) HA24 - Vehicle parking in accordance with approved plan.
- (7) HA30 - Garage retained for vehicle parking.

Application No. 624161

**40 Makepiece Road, Priestwood,
Bracknell.
Erection of single storey front
extension.**

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

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as received "drawing No AH/E/2718"
- (3) E1 Materials to match existing building

Application No. 624215

**Primrose Cottage, Sunninghill Road,
Winkfield.
Erection of two storey side extension
following demolition of existing
detached garage.**

It was noted that two 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: Drawing no. 98/0922.
- (3) E1 Materials to match existing building.
- (4) D3 House extensions - restrictions on additional window/door openings.
Insert: east.

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

Application No. 623504

**Carriageways, Warfield Park,
Warfield.**

**Outline application for the erection of
a house and bungalow and 2 no.
Garages following the demolition of
the existing dwelling.**

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

The proposal is contrary to policies LD5, LD6 of the Berkshire Structure Plan, 1991 - 2006, Policies M5, SC1, of the Deposit Draft Bracknell Forest Borough Local Plan incorporating Further Proposed Changes in that it fails to include measures to provide for the highways measures made necessary by the proposed development, to the detriment of the needs and proper planning of the area.

Application No. 623858

3 Wythemedede, Binfield.

**Erection of two storey rear extension.
Amendment to approved plans.**

RESOLVED that drawing Nos. 1734/SP/1B and 1734 TP/2B0 be **approved** as amendments to the originally approved plans.

95. **Building Regulations Applications/Notices Dealt with by the Borough Planning Officer (Item 5)**

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

RESOLVED that the report be noted.

96. **Applications dealt with by the 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.

97. **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.

98. **Land at Linden Lea (Item 8)**

Application No. 623190

**Land At Linden Lea, Bagshot Road,
Bracknell.
Section 106 unilateral undertaking.**

The Borough Planning Officer submitted a report regarding the Unilateral Undertaking which has been prepared for the appeal hearing on application 623190.

RESOLVED that the report be noted.

99. **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 9 which would involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

(9) Information relating to proposed terms for a contract (Item 9)

100. **Land at the Rear of 51, 53 and 55 High Street, Crowthorne – Planning Application 621972**

The Sub Committee considered a report regarding the revised legal framework proposed in respect of planning application 621972

RESOLVED that the Borough Planning Officer be authorised to approve application 621972 subject to the completion of option and Section 106 Agreements as set out in Section 4 of the report.

The meeting commenced at 7.30pm and concluded at 10.35pm

CHAIRMAN

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(ITEM)

COUNCIL MEETING 3 MARCH 1999

FINANCIAL PLANS AND REVENUE BUDGET 1999/2000 (Director of Corporate Services)

1 INTRODUCTION

- 1.1 At its meeting on 16 February 1999, the Strategy and Policy Committee considered the budget proposals for each service Committee and recommended a budget for 1999/2000 to the Council. The recommendation submitted to the Council by the Strategy and Policy Committee is included in paragraph 2.
- 1.2 A separate document presents the Council's draft budget for 1999/2000. This has been prepared to reflect the Strategy and Policy Committee's recommendations.
- 1.3 In order to set a legal budget the full Council must make a formal Council Tax resolution. The appropriate resolution to give effect to the proposals contained in the draft budget book is included in paragraph 3. This resolution includes reference to the Housing Revenue Account, which was agreed under delegated powers by the Social Services and Housing Committee on 16 February 1999. Section 45 of the Local Government and Housing Act 1989 also requires the Council to determine its own borrowing limits each year. This is covered by resolution 3.6. The limit may be varied at any time by a further determination.
- 1.4 The Council Tax resolution also refers to the Council's capital programme. The revenue budget proposals allow for a capital programme, which will be equal to the estimated value of new capital receipts that will be generated in 1999/2000. Committees will submit proposals for capital spending to the Council's next meeting.

2 RECOMMENDATIONS SUBMITTED BY THE STRATEGY AND POLICY COMMITTEE

2.1 Revenue Budget 1999/2000 (Item 2)

The Director of Corporate Services presented a report on the preparation of the Council's Revenue Budget for 1999/2000. The report set out the expenditure proposals put forward by each service committee together with a number of corporate financial issues which needed to be considered in order to recommend a budget and council tax for 1999/2000. The final Local Government Finance Settlement announced on 1 February 1999 had provided a Standard Spending Assessment (SSA) for the Council of £79.740m. This was slightly lower than the provisional figure but represented an increase of 4.8% over the 1998/99 settlement.

Following the meeting of the Committee on 6 January 1999 service committees had examined their budgets to identify both essential service developments and

opportunities to rationalise expenditure through a mixture of good housekeeping measures and service reviews. Accordingly, the report set out details of service committees' draft base budgets, service pressures and economies identified for the coming year. Taken together with corporate expenditure these provided a total revenue budget requirement of £81.048m for the year. This figure exceeded the Council's SSA by £1.308m. The Committee considered the funding arrangements to meet this level of expenditure, including the level of contribution from balances and the implications for Council Tax in 1999/2000.

RECOMMENDED to the Council that:

- (i) the draft base budgets for 1999/2000 submitted by Committees and summarised in Table 3 of the report be agreed except that for the Education Committee which be reduced by £0.087m in recognition of the Standards Fund grant to support music tuition;
- (ii) each Committee's proposed service developments included in Annexe A of the report be agreed except:
 - a) the Social Services and Housing Committee's proposal for £0.095m to support the Quality Protects initiative which will be funded by a specific grant;
 - and
 - b) the Education Committee's request for £0.085m to cover demographic growth which is not needed in the light of the January pupil count.
- (iii) each Committee's proposed economies included within Annexe C of the report be agreed plus an additional £0.065m in respect of pupil numbers within the Education Committee;
- (iv) each Committee's proposals for generating additional income included within Annexe D of the report be agreed;
- (v) the teachers' pay award of 3.6% in 1999/2000 and the additional full year effect of 0.1% in 2000/01 be funded in full by additional resources;
- (vi) the inflation allowances of £2.451m (including the effect of the teachers' pay award) be added to Committee budgets as outlined in Table 5 of the report;
- (vii) the proposals to fund corporate initiatives and pressures totalling £0.843m included in Annexe B of the report be agreed and allocated to service committees as outlined in Table 6 of the report;
- (viii) an additional £0.27m be added to the Education Committee's budget to fund an increase in the Age Weighted Pupil Unit within Key Stage 2;
- (ix) a contingency of £0.2m be agreed to be controlled by the Finance and Property Sub-Committee;
- (x) the total expenditure of £81.048m as shown in Table 10 of the report be

agreed;

- (xi) a contribution of £1.129m be made from revenue balances to support revenue expenditure after allowing for the contribution to the collection fund for the loss of council tax benefit subsidy of £3,030;
- (xii) £0.5m of capitalised maintenance within the 1998/99 capital programme be funded from capital reserves rather than revenue balances;
- (xiii) £1.1m of expenditure in 1998/99 for improvements to Council houses within the Housing Revenue Account be funded from capital receipts as requested by the Social Services and Housing Committee;
- (xiv) the Council's total requirement for the Collection Fund, excluding Parish Council precepts, be set as £25.359m;
- (xv) the Council Tax for the Council's services for each Valuation Band be set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	411.64
B	7/9	480.25
C	8/9	548.85
D	9/9	617.46
E	11/9	754.67
F	13/9	891.89
G	15/9	1,029.10
H	18/9	1,234.92

- (xvi) Service Committees be requested to submit proposals to the next meeting of this Committee for schemes to be included within the Council's capital programme.

3 COUNCIL TAX RESOLUTION

- 3.1 That the recommendations of the Strategy and Policy Committee outlined in paragraph 2 be agreed.

3.2 That it be noted that at its meeting on 18 November 1998 the Council calculated the following amounts for the year 1999/2000 in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:-

(a) 41,070 **TAX BASE FOR WHOLE BOROUGH COUNCIL AREA**

being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its council tax base for the year

(b) **TAX BASE FOR PART OF THE COUNCIL'S AREA**

EACH PARISH AREA

Binfield	3,220
Bracknell	17,320
Crowthorne	2,400
Sandhurst	7,730
Warfield	4,090
Winkfield	6,310

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate

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

(a) £153,739,968 **TOTAL EXPENDITURE INCLUDING GENERAL FUND HOUSING REVENUE ACCOUNT AND PARISH PRECEPTS**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act

(b) £70,586,450 **TOTAL INCOME INCLUDING GENERAL FUND AND HOUSING REVENUE ACCOUNT**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (b) of the Act

(c) £1,725,000 **REDUCTION IN GENERAL FUND AND HOUSING REVENUE ACCOUNT BALANCES**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(c) of the Act

- (d) £81,458,518 **BOROUGH AND PARISH EXPENDITURE TO BE FINANCED FROM GOVERNMENT GRANTS AND COUNCIL TAX**

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

- (e) £54,563,590 **GOVERNMENT SUPPORT FOR LOCAL SERVICES**

being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates, revenue support grant and additional grant or SSA reduction grant or relevant special grants

- (f) NIL **COUNCIL TAX AND RESIDUAL COMMUNITY CHARGE**

£3,030 **CONTRIBUTION TO COUNCIL TAX BENEFIT**

being the amount of the sums which the Council estimates will be transferred in the year to its collection fund from its general fund in accordance with Section 97(3) of the Local Government Finance Act 1988 (Council Tax Deficit) and increased by the amount of any sum which the Council estimates will be transferred to its collection fund from its general fund pursuant to the Collection Fund (Community Charges) directions under section 98(4) of the Local Government Finance Act 1988 made on 7th February 1994) and increased by the amount representing the authority's contribution to council tax benefit resulting from an increase in its council tax calculated in accordance with the Collection Fund (General) (England) Directions 1999, the Collection Fund (Council Tax Benefit) (England) Direction 1999 and the Local Authorities (Alteration of Requisite Calculations) (England) Regulations 1999

- (g) £654.93 **AVERAGE BAND "D" COUNCIL TAX FOR WHOLE BOROUGH**

being the amount at 3(d) above less the amount at 3(e) plus the amount at 3(f) above, all divided by the amount at 2(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year

- (h) £1,538,886 **PARISH PRECEPTS**

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

(i) £617.46 **BOROUGH COUNCIL TAX FOR BAND "D" PROPERTIES**

being the amount at 3(g) above less the result given by dividing the amount at 3(h) above by the amount at 2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year if there were an area of the Borough to which no special item relates

(j) Part of the Council's area **BOROUGH AND PARISH COUNCIL TAX FOR EACH PARISH FOR BAND "D"**

Binfield	646.76
Bracknell	664.03
Crowthorne	642.88
Sandhurst	660.21
Warfield	629.11
Winkfield	648.96

being the amounts given by adding to the amount at 3(i) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate

(k) Part of the Council's area **BOROUGH AND PARISH COUNCIL TAX IN EACH PARISH FOR EACH VALUATION BAND**

Parish	A	B	C	D	E	F	G	H
Binfield	431.17	503.04	574.89	646.76	790.48	934.21	1077.93	1293.52
Bracknell	442.69	516.47	590.25	664.03	811.59	959.16	1106.72	1328.06
Crowthorne	428.59	500.02	571.45	642.88	785.74	928.61	1071.47	1285.76
Sandhurst	440.14	513.50	586.85	660.21	806.92	953.64	1100.35	1320.42
Warfield	419.41	489.31	559.21	629.11	768.91	908.72	1048.52	1258.22
Winkfield	432.64	504.75	576.85	648.96	793.17	937.39	1081.60	1297.92

being the amounts given by multiplying the amounts at 3(j) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands

- 3.4 That it be noted that for the year 1999/2000 the Thames Valley Police Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

	A	B	C	D	E	F	G	H
Thames Valley Police Authority	37.69	43.97	50.25	56.53	69.09	81.65	94.22	113.06

- 3.5 That, having calculated the aggregate in each case of the amounts at 3(k) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 1998/99 for each of the categories of dwellings shown below:-

(a) Part of the Council's area	TOTAL COUNCIL TAX FOR EACH AND EACH VALUATION BAND							
Parish	A	B	C	D	E	F	G	H
Binfield	468.86	547.01	625.14	703.29	859.57	1015.86	1172.15	1406.58
Bracknell	480.38	560.44	640.50	720.56	880.68	1040.81	1200.94	1441.12
Crowthorne	466.28	543.99	621.70	699.41	854.83	1010.26	1165.69	1398.82
Sandhurst	477.83	557.47	637.10	716.74	876.01	1035.29	1194.57	1433.48
Warfield	457.10	533.28	609.46	685.64	838.00	990.37	1142.74	1371.28
Winkfield	470.33	548.72	627.10	705.49	862.26	1019.04	1175.82	1410.98

- 3.6 (i) The amount of money which is for the time being the maximum amount which the authority may have outstanding by way of borrowing shall be the sum of the current external borrowing at 31st March 1999 plus the value of the Government's Basic Credit Approval plus such short term borrowing that is needed for temporary capital or revenue purposes or £10 million, whichever is the lower ("the overall borrowing limit");
- (ii) The amount of money, being part of the overall borrowing limit, which may be held by way of short term borrowing is limited to £1 million;
- (iii) The proportion of the total amount of interest payable by the Council which is at a rate or rates which can be varied by the person to whom it is payable or which vary by reference to any external factors shall be limited to 10%.

Background Papers

Strategy & Policy Committee 16.02.99

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FINANCIAL PLANS AND BUDGETS

SUPPORTING INFORMATION

1999/2000

3 March 1999

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Summary of Budget report to Strategy and Policy

1 Introduction

1.1 On 6 January 1999, the Strategy and Policy Committee considered the position facing the Council in setting the 1999/2000 budget. At the time, the Local Authority Finance Settlement for 1999/2000 had not been finalised. However, a key conclusion was that the Council was likely to face a potential shortfall in resources of £1.00m to £1.25m before consideration of service pressures and developments. In the light of this, Service Committees were requested to identify both essential service developments and opportunities to rationalise expenditure through a mixture of good housekeeping measures and service reviews.

1.2 The final Local Government Finance Settlement was announced on 1 February and the Council's Standard Spending Assessment (SSA) for 1999/2000 was set at £79.740m. This represents an increase of 4.8% when compared with 1998/99 as shown in Table 1.

Table 1: Analysis of Final SSA

	£'000	% change
Education	41,560	4.7%
Social Services	13,537	1.8%
Highways	3,951	0.6%
Environmental Protective and Cultural Services	15,965	2.4%
Capital Finance	2,173	27.5%
Fire	2,554	3.4%
Total	79,740	4.8%

1.3 The Government confirmed that the capping criteria would not be set before Councils set their Council Tax. Ministers, however, made it clear that they expected local authorities to exercise restraint in setting their budgets. The Government also introduced a limit to Council Tax Benefit Subsidy which is linked to the level of Council Tax increase.

1.4 The final settlement saw a change in the Government's assessment of the level of income that could be generated by Council Tax in Bracknell Forest as shown in Table 2. The effect is that to finance expenditure at its SSA level, the Council would need to increase the Council Tax by 5.25%.

Table 2: Financing of the Council's Final SSA for 1999/2000

	Provisional Settlement £'000	Final Settlement £'000	Change £'000
Revenue Support Grant	26,482	26,290	-192
National Non-Domestic Rates	28,246	28,245	-1
Council Tax	25,043	25,205	162
Total (= SSA)	79,771	79,740	-31

- 1.5 A late adjustment to SSAs and grant was also received for 1997/98. This occurred because of the realignment of some boundaries around Birmingham and has resulted in the one off payment of £0.028m additional grant.

2 Service Committee Base Budgets 1999/2000

- 2.1 Each Committee considered its draft base budget for 1999/2000 within the framework set by the Strategy and Policy Committee. The totals agreed, taking into account latest monitoring against approved budgets and existing commitments, are shown in Table 3. This table includes a reduction of £0.087m to the Education Committee's base budget which was approved by the Strategy and Policy Committee on 16 February 1999 on the basis of information received after the Education Committee meeting. This indicated that additional grant income would be received in respect of music tuition for which provision already existed in the base budget. Taking this into account, the service committees' base budgets for 1999/2000 are, therefore, £76.764m.

Table 3: Base Budgets 1999/2000

	Base Budget 1998/99 £'000	Net Variations agreed £'000	Draft Base 1999/2000 £'000
Education	36,974	419	37,393
Finance & Property	7,067	307	7,374
Leisure Services	3,838	-315	3,523
Planning & Transportation	6,731	-364	6,367
Public & Environmental Services	5,297	-129	5,168
Social Services & Housing	16,414	525	16,939
Total	76,321	443	76,764

3 Committee Spending Proposals

3.1 Service Developments

- 3.1.1 Service Committees put forward proposals for developing services or responding to service pressures where these were unavoidable. The proposals are shown in Annexe A, and reflect three changes approved by the Strategy and Policy Committee on 16 February 1999 on the basis of information not previously available to service committees:

- a) the Education Committee's request for £0.085m in respect of an anticipated rise in pupil numbers is excluded, following the detailed results of the January pupil count;
- b) the Education Committee's proposals include additional funding to increase the Age Weighted Pupil Unit for Key Stage 2 by £50 per pupil;
- c) the Social Services and Housing Committee's proposal for £0.095m to support the Quality Protects initiative is excluded as it will be funded by a specific grant;

- 3.1.2 In addition, a number of service developments which do not relate to a single service committee were considered by the Strategy and Policy Committee. The items are

shown in Annexe B and result in additional expenditure of £0.843m, with a full year effect of £2.181m. These items have been incorporated within the relevant Service Committee budgets in table 4 which summarises all service developments and pressures.

Table 4: Service Developments and Budget Pressures

Committee	1999/2000 Services £'000	1999/2000 Corporate £'000	Full Year Effect £'000
Education	784	141	1,051
Finance & Property	125	450	1,622
Leisure Services	27	10	56
Planning & Transportation	385	35	413
Public & Environmental Services	145	17	261
Social Services & Housing	-9	190	508
Total	2,300	843	3,911

3.2 Inflation

3.2.1 The base budget excludes the cost of inflation and the anticipated 1999 pay awards. However, the full year effect of the 1998 teachers' pay award, which included a staged increase in December 1998, is included in the Education Committee base budget.

a) *Price increases*

3.2.2 Strategy and Policy Committee considered what level to provide for inflation in 1999/2000. To inform the decision, a detailed exercise on inflation individual indices was undertaken. This indicated that an overall inflation rate of 2.8% should be applied, although the specific proportions range from -5% to 4.6% for individual items. Adding an average of 2.8% to non-pay budgets increased the Council's budget requirement by £0.738m.

3.2.3 Each Service Committee was, however, asked to explore the possibility of cash limiting budgets for running expenses as a means of reducing the provision for inflation. As a result, Committees have identified savings of £0.103m as shown in Table 5 below.

b) *Pay increases*

3.2.4 The teachers' pay award for 1999/2000 was announced on 1 February 1999 and resulted in average increases nationally of 3.6%. Within this, teachers will receive a 3.5% increase, with headteachers receiving on average 6%. Whilst the award for teachers takes effect from 1 April the headteachers' award takes effect from 1 September. This means that the full year cost of the pay award is estimated to be 3.7%.

- 3.2.5 As a result of increasing pressure on school finances and the priority given by the Government and the Council to education the Strategy and Policy Committee decided to fund the teachers' pay award in full. This approach adds £0.873m to the Education Committee's budget in 1999/2000 with a further £0.025m required in 2000/01.
- 3.2.6 In the case of non-teaching staff, national negotiations are still underway and will not be concluded before March 1999. In 1998/99, the cost of the pay award was absorbed by adopting managed vacancy factors. The current levels of managed vacancy rates remain sustainable but it would not be prudent to increase them. Consequently it was agreed that 3% should be added to non-teaching pay budgets for all committees. This adds a further £0.863m to the budget requirement.
- 3.2.7 Table 5 draws together all of the changes relating to price and pay inflation for each Committee.

Table 5: Calculated Inflation Provision

Committee	Gross Provision £'000	Cash Limited £'000	Net Requirement £'000
Education	1,260	-4	1,256
Finance & Property	229	-15	214
Leisure Services	97	-32	65
Planning & Transportation	215	-19	196
Public & Environmental Services	178	-17	161
Social Services & Housing	495	-16	479
Total	2,474	-103	2,371

3.4 Economies and Additional Income

- 3.4.1 On 6 January, the Strategy and Policy Committee also asked Service Committees to consider good housekeeping/efficiency measures which might be possible to allow the Council to set an affordable budget. Each Service Committee consequently put forward proposals for economies which are shown in Annexe C. This annexe includes an additional economy of £0.065m for the Education Committee, approved by the Strategy and Policy Committee on 16 February 1999, to reflect the lower than anticipated number of pupils in schools identified in the January pupil count.
- 3.4.2 Committees were also asked to consider where additional funds may be raised through a review of fees and charges. These are shown in Annexe D. The total economies and additional income identified by Committees are summarised in the following tables.

Table 7: Identified Economies

Committee	1999/2000 £'000	Full Year Effect £'000
Education	-205	-229
Finance & Property	-152	-145
Leisure Services	0	0
Planning & Transportation	-110	-110
Public & Environmental Services	-128	-128
Social Services & Housing	-305	-448
Total	-900	-1,060

Table 8: Additional Income

Committee	1999/2000 £'000	Full Year Effect £'000
Education	-18	-30
Finance & Property	-25	-25
Leisure Services	-136	-136
Planning & Transportation	-25	-25
Public & Environmental Services	-63	-63
Social Services & Housing	-10	-10
Total	-277	-289

3.4.3 Taken together these items will relieve the budget pressures being experienced by £1.177m in 1999/2000 and by £1.349m in a full year.

4 Other Budget Issues

4.1 In addition to Service Committee's budgets, the Council has budgets in respect of a number of other items which make up part of the overall budget requirement. These are set out in the following paragraphs, and total £0.790m.

a) *Housing Revenue Account Negative Subsidy*

The statutory calculation for Housing Subsidy results in additional income to the General Fund. When there is a notional surplus on the Housing Revenue Account, the HRA is required to make a payment to the General Fund. This is estimated to be £6.436m in 1999/2000.

b) *Debt Charges*

Berkshire County Council's loan debt, which is managed by Reading Borough Council, will have a total value outstanding at 31 March 1999 of £206m. Responsibility for funding the interest and principal payments lies with each Council based on its share of the County's tax base. Bracknell Forest's share is, therefore, £28.260m. The total estimated charge for 1999/2000 is £3.456m (a reduction of £0.241m on the current year).

c) *Levying Bodies*

Four organisations levy charges upon the Council which must be included within the budget. The amount that each has indicated it will require from the Council is as follows.

Table 9: Levying Body Budget Requirements

	£'000
Royal Berkshire Fire Authority	2,705
Magistrates' Courts	110
Probation Service	195
Environment Agency	560
Total	3,570

d) *Contingency*

A number of items such as the costs of a particularly severe winter or other unforeseen/unpredictable items are excluded from detailed budgets as they cannot be accurately predicted. It is, therefore, necessary to make some allowance for such items within a contingency provision. The current year's budget includes a contingency of £0.5m to reflect the uncertainty in the Council's first year as a Unitary Authority.

Experience to date has shown the budget to be more robust than could have been expected with £0.35m remaining unspent. In setting the contingency provision for 1999/2000, Members therefore considered the need to provide flexibility for any unforeseen events during the year against the need to set an affordable budget that does not include "unnecessary" economies or an excessive tax rise. Taking these points together it recommended that the contingency provision for 1999/2000 be set at £0.2m.

6 Central Support Services

- 6.1 In line with common accounting practice, the costs of central support services will be allocated to the direct services they support. Each service committee has received an indication of the level of its allocation, subject only to the inflation allocation given to the Finance and Property Sub-Committee which was included in Table 5. The budget summary included in this document (yellow pages) reflects these allocations.

7 Education Spending v Standard Spending Assessment

- 7.1 The Council inherited a budget in 1998/99 in which spending on Education was £1.67m below the Education SSA. The Education SSA includes the Youth Service which is the responsibility of the Leisure Services Committee and corporate recharges. When setting the Budget for 1998/1999 the gap was reduced to £0.9m.

7.2 The Council's expenditure on items covered by the Education SSA in 1999/2000 will increase from £38.800m to £41.490m. This compares with the Education SSA of £41.560m. Overall, therefore, the budget takes spending on Education to £0.07m below SSA. However, the Department of the Environment, Transport and the Regions allocate any contingency included with the overall budget to service committees. Using this method inflates Education expenditure so that the Government's figures, which will be used in national comparisons, will show the Council's spending as being £0.032m above SSA.

8 Funding the Budget Proposals

8.1 Council Tax

8.1.1 The approved budget sets the Council's planned expenditure (including levying bodies) at £81.048m. This is £1.308m above SSA and is summarised in Table 10. In previous years, when the Council's capping limit was set at SSA, this gap between expenditure and SSA would need to be eliminated by a contribution from the Council's balances or by further expenditure reductions.

Table 10: Council Budget Requirement 1999/2000

	£'000
Education Committee	39,351
Finance & Property Committee	7,986
Leisure Services Committee	3,489
Planning & Transportation Committee	6,848
Public & Environmental Services Committee	5,300
Social Services & Housing Committee	17,284
Housing Revenue Account Negative Subsidy	(6,436)
Debt Charges	3,456
Levying Bodies	3,570
Contingency	200
Total	81,048

8.1.2 In the current year, the Government has not pre-announced the capping criteria which will be applied in 1999/2000, although it has given clear warnings that "excessive" Council Tax rises will not be tolerated. As indicated previously, the final settlement means that, in order to spend at the level of its SSA, the Council would need to increase Council Tax by 5.25%.

8.1.3 Each 1% increase in Council Tax could generate an additional £0.240m in income. However, the Government has set a limitation to the Council Tax Benefit Subsidy that means this is no longer the case. Increases in Council Tax above 5.25% will result in a small loss of subsidy. Table 11 sets out the resulting implications of increasing Council Tax by a greater amount than that required to finance spending at SSA.

Table 11: Illustration of the effect of increasing Council Tax by more than 5.25%

Level of increase	Additional income	Loss due to subsidy limitation	Net yield
	£'000	£'000	£'000
5.75%	119.7	1.2	118.5
6.25%	239.5	5.0	234.5
6.75%	359.2	11.2	348.0

8.2 Use of Balances

- 8.2.1 The Council needs to maintain reserves to aid cashflow and to protect itself from fluctuations in actual expenditure and income. An allowance for cashflow is reasonably easy to calculate. However, an allowance for variations against planned expenditure is more difficult. Given the maturity of the present organisation, the volatility that may be present in its commitments and the relatively low level of contingency recommended in paragraph 4.1 (d), a minimum provision of 5% (£4m) is prudent.
- 8.2.2 In recommending the level of any contribution from balances, regard was taken to the level of balances available and the possible impact of any decision to reduce their level in future years. At 31 March 1998 the Council's general balances were £7.189m. In the current year it was planned that £1.406 million would be used to support the budget and that £0.5m would be used to support spending on the capital programme. Allied to other changes agreed by the Committee in October 1998, the general reserve at 31 March 1999 was estimated to be £5.227 million, subject to the 1998/99 outturn.
- 8.2.3 At the end of November, Quarterly Operations Reports indicated an overall underspending on the current year's budget of around £2.104m. Several months remain before the final figures are known and it is possible that adverse variations will appear as the accounts are closed for the first year of operation as a Unitary Authority. Taking this into account, it is prudent to assume that the current year's budget will underspend by around £1.25m and that this amount will be added to balances.
- 8.2.4 As indicated above, in 1998/99 it was planned to finance £0.5m of capital expenditure from revenue reserves. The Strategy and Policy committee on 16 February 1999 recommended that this provision for capitalised maintenance be funded instead from capital receipts to provide more flexibility in the future by retaining the revenue balances.
- 8.2.7 Taking these matters into account, the general reserve at 31 March 1999 would be £6.977m, allowing £2.977m to support revenue expenditure before the minimum prudent balance is reached. Members recognised that the impact of using these balances in support of revenue expenditure would be the loss of interest of £0.150m from the base budget. In addition, funding ongoing expenditure within the 1999/2000 revenue budget from balances will increase the level of savings that are likely to be required in subsequent years from within the base budget. In the light of this it was agreed that £1.129m of the available balances should be used in support of the Revenue Budget in 1999/2000.

9 **Collection Fund**

- 9.1 The Collection Fund is the account, which holds all revenues produced from local taxes and pays to each Local Authority the cash required to cover its precepts. Any surplus/deficit on this Fund must be added to the calculation of the Budget Requirement for the next year, although this is over and above the limitations set by SSAs and any capping limit that might be imposed. It is, however, estimated that there will be no significant balance remaining on the Council's Collection Fund at the end of the financial year.

10 Council Tax 1999/2000

- 10.1 The following Table outlines the Council's budget requirement based upon the figures shown in this report. The resulting Council Tax for Bracknell Forest at Band "D" was set at £617.46 which represents an increase of 5.9% over the 1998/99 tax level. A more detailed summary for each Committee is given within the yellow pages of this document. A full breakdown of each Service Committee's budget will be submitted to Committees in the March/April 1999 cycle.

BUDGET SUMMARY STATEMENT

	1998/99 £'000	1999/2000 £'000
Bracknell Forest's Expenditure		
Education	36,974	40,422
Finance & Property **	7,067	2,463
Leisure Services	3,838	4,267
Planning & Transportation	6,731	8,451
Public & Environmental Services	5,297	6,127
Social Services & Housing	16,414	18,528
Sub-Total	76,321	80,258
Non Committee Expenditure		
Contingency provision	500	200
Housing Revenue Account	(5,800)	(6,436)
Reading Borough Council - Debt	3,697	3,456
Levying Bodies	3,364	3,570
Capital Financing Items (Net)	500	Nil
Community Care Special Transition	(558)	Nil
Sub-Total	76,321	81,048
Movement in General Fund Balances	(1,906)	(1,129)
Council's Budget Requirement	76,118	79,919
Less – External Support		
National Non-Domestic Rates	25,947	28,245
Revenue Support Grant	26,536	26,290
Revenue Support Grant (prior year adjustment)		28
Collection Fund Adjustment	21	Nil
Contribution to Council Tax Benefit Subsidy	Nil	(3)
Council's Total Requirement on the Collection Fund	23,614	25,359
Collection Fund		
Bracknell Forest's Requirement	23,614	25,359
Divided by the Council Tax Base ('000)	40.5	41.07
	£	£
Council Tax at Band D [excluding TVPA and Parish Councils]	583.06	617.46

** 1999/2000 figure is net of cost of central support services which are charged to Service Committees.

EDUCATION COMMITTEE

SERVICE DEVELOPMENTS & BUDGET PRESSURES

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
<u>Demographic</u>		
* Pupils in mainstream schools	-	-
Kennel Lane Special school – a further 3 places are expected to be required at the school.	28	
Non-LEA special schools – a net increase above current levels of one placement per year is anticipated.	30	
SEN pupils in mainstream schools – it is anticipated that there will be a net monthly increase of 3 pupils in mainstream schools.	50	42
Sub-Total	108	42
<u>Legislative</u>		
Land Fill Tax – 42% increase in cost of waste disposal at landfill sites from April 1999.	10	
Class size reduction – Variance between indicative grant approval and indicative allocations to schools for implementing the policy that will ensure a maximum of 30 pupils per teacher at Key Stage 1.	58	50
Additional staffing – to enable a response to the government initiatives included in the School Standards and Framework, Teaching and Higher Education, and Crime and Disorder Acts.	68	
Sub-Total	136	50
<u>Other</u>		
Standards Fund – DfEE intends to increase grant approvals through the Standards Fund; the LEA is required to match the funding. In order to maximise grant income, corresponding funding is required.	260	
Rhos-Y-Gwaliau – BFBC contribution to joint funding agreed by all other Berkshire Unitary Authorities for provision of outdoor education.	10	
** Key Stage 2 Additional Funds – Additional funds are to be allocated to Primary Schools through the Age Weighted Pupil Unit (AWPU) to support the higher costs associated with these pupils.	270	
Sub-Total	540	0
Total	784	92

* Originally projected to increase by 69 FTE pupils at a cost of £0.085m in 1999/2000 and £0.205m in a full year. The pupil count undertaken in January 1999 indicates a reduction in pupil numbers, hence this budget pressure is not required.

** Not originally quantified.

SERVICE DEVELOPMENTS & BUDGET PRESSURES

FINANCE AND PROPERTY SUB COMMITTEE

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
Year 2000 – 3 Additional temporary staff required to implement the strategy to ensure compliance of IT and other equipment.	100	-100
Member's Allowances – Responding to probable budget overspend in the current year.	25	
Total	125	-100

LEISURE SERVICES COMMITTEE

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
Libraries – Additional resources to enable the Council to respond to the significant current and planned increase in information for the public via electronic means. Links to the Web/Intranet and national pressures outlined in the recent “ Building the Public Library Network” report cannot be delivered with the existing resources.	27	
Total	27	0

PLANNING AND TRANSPORTATION COMMITTEE
SERVICE DEVELOPMENTS & BUDGET PRESSURES

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
<u>Demographic</u> Additional highway adoptions New business and housing developments and the need for new roads to service these, continually puts pressure on the Authority's resources particularly in service areas such as street lighting, gully cleansing and verge maintenance.	25	
Sub-Total	25	0
<u>Other</u> Highway maintenance and management – An increase to redress under funding of these essential elements of the service.		
Traffic management	10	
Surface dressing	20	
Patching/Footpaths/Cycleways	40	
Road markings	10	
Verges	20	
Road Safety	20	
Major projects (Town Centre/major housing sites) – Additional professional support; 2 members of staff, short term contracts	40	-40
Engineering support for revenue schemes – The focus of the work in the section has moved from Capital to Revenue Works with the advent of local transport plans and the effects of highway work in association with the town centre schemes.	50	
Concessionary Fares – Introduction of revised concession.	150	
Sub-Total	360	-40
Total	385	-40

PUBLIC AND ENVIRONMENTAL SERVICES COMMITTEE
SERVICE DEVELOPMENTS & BUDGET PRESSURES

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
<u>Demographic</u> Bracknell Forest has been a growth area for several years and it is anticipated that this growth will continue into the foreseeable future. Growth such as this is not easy to predict, but in order to give an indication of the sort of financial pressure this authority is likely to face over the next two years the following estimates have been calculated based on current and previous experience.		
Refuse Collection – additional number of bins	11	11
Street Cleansing – additional road lengths	9	9
Amenity Maintenance – additional areas of land	15	15
Waste Disposal – additional tonnes of waste	50	50
Sub-Total	85	85
<u>Legislative</u> Contaminated Land / Air Quality Management Implementation of new regulations relating to the control of contaminated land, and responsibilities in relation to local air quality management.	25	
Sub-Total	25	0
<u>Other</u> Energy Conservation – the Council has under the provisions of the Home Energy Conservation Act to fulfil various duties in relation to the management of energy use. Good progress is being made in relation to the Council's own stock yet progress is slow in the private sector. In order to address this and in accordance with the Council's commitment to energy conservation it is proposed to create a full post on a two year fixed term contract.	15	
Health and Safety – The total resource responsible for managing the corporate response to Health & Safety is 1.5 FTE's. Whilst good progress has been made, it is not possible to provide e.g. the necessary training and support to ensure the effective implementation of policy. It is therefore proposed to create a full post on a two year fixed term basis.	20	
Sub-Total	35	0
Total	145	85

SOCIAL SERVICES AND HOUSING COMMITTEE
SERVICE DEVELOPMENTS & BUDGET PRESSURES

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
<p><u>Demographic</u></p> <p>Increase in numbers of very elderly aged 85 years or more. Local figures show approx. 155 people aged over 85 in residential or nursing home care (approx. 9.2%).</p> <p>The commitment budget already includes £167,000 for the increased number of placements based on a County Council estimate. These figures have been reviewed in light of the first few months of experience as a unitary authority and taking account of local demographic estimates. Consequently the figure for 1999/2000 has been revised as shown. The estimate for 2000/01 will be reviewed during the next financial year in light of experience in that year.</p>	-61	106
<p>Ageing Carers of People with Learning Disabilities</p> <p>Medical advances in the 50's and 60's led to increasing numbers of disabled children surviving infancy. These people are now in their 30's and 40's and cared for by increasingly elderly parents. Provision for an additional 5 residential placements per year is required on the basis of currently known demand.</p>	2	130
<p><u>Other</u></p> <p>Quality Protects initiatives</p> <p>The publication of guidance on this initiative has been delayed. Since the Service Committee considered this pressure it has become known that this will be covered by grant.</p>	-	
<p>Finance Team</p> <p>Initial estimates of the additional tasks to be taken on from the provider side of the former BCC Social Services and from county level have proved to be inadequate. Internal Audit recently concluded a study of certain areas of the team and concluded that increased scrutiny of payments to independent sector contractors is required as a matter of urgency.</p>	38	
<p>Housing Advice</p> <p>An additional post is required to meet the Housing Act 1996's requirements for provision for housing advice. Half the post could be funded from the HRA.</p>	12	
Total	-9	236

CORPORATE BUDGET PRESSURES

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
<u>Legislative</u>		
Crime & Disorder Act - requires local authorities, in partnership with Police, Health and Probation to establish new Youth Offending Teams.	85	98
NHS Health White Paper & Healthier Nation Green Paper – requires local authorities to support to the New Primary Care Groups and contribute to the development and planning of a local Health Improvement Programme and Joint Investment Programmes.	43	
National Insurance - Significant changes to the calculation of national insurance contributions for employers will be introduced in April 1999	-78	
Sub-Total	50	98
<u>Other</u>		
Single status agreement - From 1 April 1999 most employees covered by the National Joint Council for Local Government Employees will work a standard 37 hour week their pay will remain unchanged.	260	
Smartcards – The Council has agreed to investigate this initiative.	150	
Increased Pension Contributions – Increases arise from the change to Advance Corporation Tax and the severance costs arising from LGR.	224	224
Harmonisation of Pay Dates The Council agreed to that pay dates for all employees will be the last working day of the month from 1 April.	-29	
Harmonisation of grading structures The Council currently operates two separate grading structures alongside each other. In some cases are staff doing directly comparable jobs but paid different amounts.	48	16
Interest Rates - The current budget includes an estimated £5m in income from interest on investments, at a rate of 7%. Recently interest rates have fallen to 5.5% and are expected to continue to fall.	140	1,000
Sub-Total	793	1,240
Total	843	1,338

Impact of Corporate Pressures on Service Committees

	Education	Finance & Property	Leisure Services	Planning & Transportation	Public & Environmental Services	Social Services & Housing
	£000	£000	£000	£000	£000	£000
Crime & Disorder Act	-	85	-	-	-	-
NHS Papers	-	43	-	-	-	-
National Insurance	47	-	-30	-4	-1	-90
Single Status	60	12	20	6	4	158
Smartcards	-	150	-	-	-	-
Pension contributions	34	49	19	33	14	75
Pay date harmonisation		-29				
Grade harmonisation	-	-	1	-	-	47
Interest	-	140	-	-	-	-
Total	141	450	10	35	17	190

EDUCATION COMMITTEE

BUDGET ECONOMIES

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
Multicultural services – discontinue service provision that is not supported by grant subsidy.	-5	
Claims excess insurance subsidy – delete central budgetary provision to reimburse schools for excess payments resulting from claims for theft of cash.	-3	
Recruitment and retention – all inherited BCC commitments have now expired.	-2	
Joint use agreements – reduce general provision for building repairs and maintenance.	-2	
Placements in out-Borough SEN establishments – future provision to be provided at College Hall Pupil Referral Unit.	-24	-6
Provision of Free School Meals – continued reduction in entitlement as number of families on income support continues to decline.	-10	
Education Department – various savings to non-staffing central budgets.	-30	
Student Awards – allocations for major and minor awards to be reduced.	-20	
Language and Literacy Units – rationalise existing service delivery by merging units. (Excludes possible redundancy costs).	-24	-18
Adult Education – full year effect savings on the September 1998 contract.	-20	
* Pupils in mainstream schools – the January 1999 pupil count indicates a reduction in pupil numbers	-65	
Total	-205	-24

* Based on information available only after the Education Committee considered its budget report.

FINANCE AND PROPERTY SUB COMMITTEE

BUDGET ECONOMIES

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
SSA Consultant – Need for external support on SSA work no longer exists given the establishment of Audit & Technical section.	-10	
Payroll (Reduced unit price plus staff saving) – Reduction in unit price as a result of merging payrolls and awarding a 5 year contract to Cumbria County Council	-7	-23
Youth Training Scheme – One off transfer of accumulated surpluses into revenue budget allied to introduction of appropriate recharging for accommodation etc.	-40	30
Rationalise Investment Fund Managers – Undertake short-term investment in-house which consistently out-perform one existing Fund Manager.	-10	
Town and Country sponsorship.	-15	
Document Image Processing – Deletion of leasing costs resulting from implementation of new scheme as part of 1998/99 Capital programme.	-15	
Consultant's Budget – Reduction in the £100,000 allocated for employment of consultants to undertake one-off, value for money studies.	-25	
Law Library / Legal Section – General reduction in running expenses.	-5	
Internal Audit contract savings – Reduction in number of days included in external contract to deliver agreed audit plan.	-25	
Total	-152	7

BUDGET ECONOMIES

LEISURE SERVICES COMMITTEE

Description	Financial Impact	
	1999/2000	2000/2001
None.	£000	£000
Total	0	0

The Leisure Services Committee generates a significant source of revenue from fees and charges. and economies for this Committee come in the form of additional income (see Annexe C).

PLANNING AND TRANSPORTATION COMMITTEE

Description	Financial Impact	
	1999/2000	2000/2001
Reduce budget for routine office management costs. Babtie fee reduction in final year of contract.	£000 -10 -100	£000
Total	-110	0

PUBLIC AND ENVIRONMENTAL SERVICES COMMITTEE

Description	Financial Impact	
	1999/2000	2000/2001
Contract Management – A more vigorous approach to the management of the major contracts has enabled price increases to be absorbed within existing budgets.	£000 -69	£000
Admin Fee on Imported Waste – Wokingham and Windsor & Maidenhead deliver 40,000 tonnes of waste per annum to Longshot Lane. Bracknell Forest arrange and charge for the final disposal of this waste. It is proposed to increase the administrative charge for providing this service by 17.5p per tonne.	-9	
Salary Charge Against Capital Schemes – Public and Environmental Services has a capital programme of £751,000. Many of the individual projects are managed from within the Department and it is appropriate to recharge for associated staff time and overheads.	-20	
General Economies – a range of small economies to be introduced over many departmental budgets.	-30	
Total	-128	0

SOCIAL SERVICES AND HOUSING COMMITTEE

BUDGET ECONOMIES

Description	Financial Impact	
	1999/2000 £000	2000/2001 £000
Review of staffing in Support Services - three posts, all of which are vacant, are proposed to be deleted.	-74	
Rationalisation of transport arrangements – This relates to lower than anticipated usage having shifted from Countywide services.	-25	
General economies in Adult Services – These relate to small sums being reduced from agency staffing, provisions, personal needs and domestic hours.	-57	
General economies in Children Services – These relate to small sums being reduced from agency staffing, provisions, personal needs, domestic hours.	-28	
Revisions to use of properties for homeless – Achievable through the use of existing vacant properties and linked with reprovision of Banbury using Glenfield House.	-27	
Reduction in administration costs of Housing Benefits section – This saving can be made based on a higher level of external funding from the Department of Social Security.	-39	
Reduce current commitment to the joint arrangement on training – This is a joint arrangement with Windsor and Maidenhead to provide a range of training opportunities in conjunction with other unitary authorities. Some of this could be provided by our in-house team.		-10
Home Care – block contract 40% of service. This service is currently provided through a mixture of in-house Home Care and external providers. 40% of the budget is spent in spot purchase arrangements, which could be negotiated as part of block contracts with a number of specified providers.	-22	-23
Berksability – This is a joint arrangement with the other five unitary authorities for the purchase, store and delivery of aids to daily living for disabled people. Bracknell Forest would provide through our own resources at the end of the current agreement.		-8
Adoption Advice Service – withdraw from joint arrangement at end of contract and reprovide.		-12
Home Care – one off saving in 1999/00 due to current vacancy rate	-30	+30
Homes for Older People – Negotiate a service agreement with an independent sector provider to manage the Borough's two homes for Older People.	-3	-120
Total	-305	-143

FEES & CHARGES
(Additional income above inflation)

EDUCATION COMMITTEE

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
School Meals The Department has managed to negotiate with the contractor (Initial Catering), that from September, a cash return will be made to the LEA based on total turnover	-18	-12
Total	-18	-12

FINANCE AND PROPERTY SUB COMMITTEE

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
Land Charges – Increase fees by 10% (7% real increase) per annum from current base of £90.	-25	
Total	-25	0

LEISURE SERVICES COMMITTEE

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
Bracknell Sports and Leisure Centre – Increased charges for Courses and swimming.	-30	
Additional income from Easthampstead Park Conference Centre.	-50	
Increased income from re-letting of Horseshoe Lake contract.	-5	
New swimming courses at Bracknell Sports and Leisure Centre	-12	
Look Out - Increased charges and usage	-25	
Libraries - Increased charges.	-10	
Edgbarrow/Sandhurst Sports Centres – Increased charges	-4	
Total	-136	0

FEES & CHARGES
(Additional income above inflation)

PLANNING AND TRANSPORTATION COMMITTEE

Description	Financial Impact	
	1999/2000	2000/2001
Increase in charges in respect of highway adoptions and highway advice in connection with development proposals. (see Annex E1)	£000 -25	£000
Total	-25	0

PUBLIC AND ENVIRONMENTAL SERVICES COMMITTEE

Description	Financial Impact	
	1999/2000	2000/2001
Existing Fees and Charges – Effect of increase in scale of existing fees and charges on a range of pest control treatments and other services.	£000 -20	£000
Increased Cremation Fee – Proposed increase of £35 to £250 based on 1,500 cremations per year.	-43	
Sub-Total	-43	0
Total	-63	0

SOCIAL SERVICES AND HOUSING COMMITTEE

Description	Financial Impact	
	1999/2000	2000/2001
Home Care – Raise maximum weekly charge by 10% to £220 per week. This maximum charge only applies to those with considerable means assessed to pay at this level after financial assessment. The level of maximum charge remained unchanged by the County Council for six years.	£000 -10	£000
Total	-10	0

General Fund Revenue Budget Summary

	1999/2000
	Budget
	£'000
<u>Service Committees</u>	
Education	40,422
Finance and Property	2,463
Leisure Services	4,267
Planning and Transportation	8,451
Public and Environmental Services	6,127
Social Services and Housing	18,528
Sub-total	80,258
<u>Non Committee Expenditure</u>	
Housing Revenue Account	6,436Cr
Reading Borough Council – Debt	3,456
Levying Bodies	3,570
Special Contingencies	200
Sub-total	81,048
Use of General Fund Balances (Cr)	1,129Cr
Bracknell Forest's Budget Requirement	79,919
Less External Support	
National Non-Domestic Rates	28,245
Revenue Support Grant	26,290
Revenue Support Grant (Prior year adjustment)	28
Council Tax - Limitation of Benefits Subsidy	3Cr
Total External Support	54,560
Bracknell Forest's Total Requirement on the Collection Fund	25,359
Bracknell Forest's Requirement divided by the Council Tax Base	25,359 41.07
Council Tax at Band 'D'	£617.46

Education Committee

	Base Budget	Pressures	Economies & Additional Income	1999/2000 Budget
	£'000	£'000	£'000	£'000
<u>Summary of Services</u>				
Pre-Primary Education	5	-	-	5
Primary Education	14,426	359	24Cr	14,761
Secondary Education	14,032	27	65Cr	13,994
Special Education	1,084	30	-	1,114
Special Education - Other	1,802	30	-	1,832
Education Otherwise than at School	329	-	24Cr	305
Adult Education	220	-	20Cr	200
Continuing Education	128	-	20Cr	108
Service Management and Support Services				
- Pupils and Families	1,907	-	5Cr	1,902
- Support For Standards	1,021	301	-	1,322
- School Support	645	-	6Cr	639
- Services Provided under Contract	384	-	30Cr	354
Arrangements				
- Management Services	1,410	37	29Cr	1,418
Holding Accounts	-	-	-	
Net Cost of Services	37,393	784	223Cr	37,954
Inflation Provision				1,256
Corporate Budget Pressures				
- National Insurance				47
- Single Status				60
- Pension Contributions				34
Central Services Recharged				1,071
Net Cost to General Fund Summary				40,422

Finance and Property Sub-Committee

	Base Budget	Pressures	Economies & Additional Income	1999/2000 Budget
	£'000	£'000	£'000	£'000
<u>Summary of Services</u>				
Corporate and Democratic Core	1,516	20	80Cr	1,456
Registration of Electors	116	-	-	116
Conducting Elections	23	-	-	23
Local Tax Collection	431	-	-	431
Corporate Property	756Cr	-	-	756Cr
General Grants, Bequests and Donations	369	-	-	369
Local Land Charges	315Cr	-	25Cr	340Cr
Registration of Births, Deaths and Marriages	22	-	-	22
Emergency Planning	10	-	-	10
Other Services	262	-	-	262
Interest and Investment Income	249Cr	-	10Cr	259Cr
<u>Corporate Services</u>				
Administrative Services	1,183	5	-	1,188
Finance	2,040	-	57Cr	1,983
Information Technology	1,897	100	-	1,997
Personnel	518	-	-	518
Legal	675	-	5Cr	670
Office Accommodation	1,442	-	-	1,442
Central Depot	231	-	-	231
<u>Holding Accounts</u>				
Vehicles & Plant Overheads	107Cr	-	-	107Cr
Contingency	114Cr	-	-	114Cr
<u>Recharges to Non-General Fund Services</u>				
- Housing Revenue Account	1,252Cr	-	-	1,252Cr
- Direct Labour/Services Organisations	368Cr	-	-	368Cr
- Capital	200Cr	-	-	200Cr
Net Cost of Services	<u>7,374</u>	<u>125</u>	<u>177Cr</u>	<u>7,322</u>
Inflation Provision				214
<u>Corporate Budget Pressures</u>				
- Crime and Disorder				85
- NHS White Paper & Healthier Nation Green Paper				43
- Single Status				12
- Smartcards				150
- Pension Contributions				49
- Harmonisation of Pay Dates				29Cr
- Interest Rates				140
Central Services Recharged to Committees				<u>5,523Cr</u>
Net Cost to General Fund Summary				<u>2,463</u>

Leisure Committee

	Base Budget	Pressures	Economies & Additional Income	1999/2000 Budget
	£'000	£'000	£'000	£'000
<u>Summary of Services</u>				
Culture and heritage	814	-	25Cr	789
Recreation, Sports and Leisure	669	-	101Cr	568
Tourism	28	-	-	28
Libraries	1,077	27	10Cr	1,094
Leisure Service Management and Support Services	213	-	-	213
Youth and Community Service	613	-	-	613
Y&C Service Management and Support Services	177	-	-	177
Contingency	68Cr	-	-	68Cr
Net Cost of Services	<u>3,523</u>	<u>27</u>	<u>136Cr</u>	<u>3,414</u>
Inflation Provision				65
Corporate Budget Pressures				
- National Insurance				30Cr
- Single Status				20
- Pension Contributions				19
- Grade Harmonisation				1
Central Services Recharged				778
Net Cost to General Fund Summary				<u>4,267</u>

Planning and Transportation Committee

	Base Budget	Pressures	Economies & Additional Income	1999/2000 Budget
	£'000	£'000	£'000	£'000
<u>Summary of Services</u>				
Building Control	85Cr	-	-	85Cr
Development Control	161	-	-	161
Environmental Initiatives	1	-	-	1
Planning Policy	624	-	-	624
Service Strategy and Regulation	-	-	-	-
Service Management and Support Services	771	-	10Cr	761
Public Transport Support	553	150	-	703
Public Transport Co-ordination	90	-	-	90
Highways Maintenance	3,136	125	125Cr	3,136
Other Services	88	20	-	108
Central Support Services				
- Construction and Property	138	-	-	138
- Valuers	190	-	-	190
- Engineers	557	90	-	647
- Procurement Services	143	-	-	143
Net Cost of Services	<u>6,367</u>	<u>385</u>	<u>135Cr</u>	<u>6,617</u>
Inflation Provision				196
Corporate Budget Pressures				
- National Insurance				4Cr
- Single Status				6
- Pension Contributions				33
Central Services Recharged				1,603
Net Cost to General Fund Summary				<u>8,451</u>

Public and Environmental Services Committee

	Base Budget	Pressures	Economies & Additional Income	1999/2000 Approved Budget
	£'000	£'000	£'000	£'000
<u>Summary of Services</u>				
Cemeteries, crematoria & mortuary service.	54Cr	-	43Cr	97Cr
Environmental health	524	45	20Cr	549
Trading Standards	207	-	-	207
Waste Collection	1,160	20	-	1,180
Waste Disposal	2,077	50	9Cr	2,118
Service Strategy and Regulation	11	-	-	11
Service Management and Support Services	680	-	20Cr	660
Emergency Planning	14	-	-	14
Amenity Maintenance	1,060	15	-	1,075
Environmental Initiatives	201	15	-	216
Other Services	749Cr	-	-	749Cr
Contingency	71	-	99Cr	28Cr
Other Trading Surpluses and Deficits	34Cr	-	-	34Cr
Net Cost of Services	<u>5,168</u>	<u>145</u>	<u>191Cr</u>	<u>5,122</u>
Inflation Provision				161
Corporate Budget Pressures				
- National Insurance				1Cr
- Single Status				4
- Pension Contributions				14
Central Services Recharged				827
Net Cost to General Fund Summary				<u>6,127</u>

Social Services and Housing Committee

	Base Budget	Pressures	Economies & Additional Income	1999/2000 Budget
	£'000	£'000	£'000	£'000
<u>Summary of Services</u>				
Children and Families	4,148		41Cr	4,107
Elderly	5,086	59Cr	81Cr	4,946
People with Physical/Sensory Disabilities	1,465	-	24Cr	1,441
People with Learning Disabilities	3,087	-	24Cr	3,063
People with Mental Health Needs	918	-	1Cr	917
Service Strategy and Regulation	61	-	-	61
Service Management and Support Services	1,560	38	74Cr	1,524
Social Services	16,325	21Cr	245Cr	16,059
Housing Enabling Activities	2	-	-	2
Private Sector Housing	31	-	-	31
Homelessness	205	12	27Cr	190
Other Council Property	2Cr	-	-	2Cr
Housing Benefits	342	-	-	342
Housing Revenue Account - Shared Facilities	14	-	-	14
Service Strategy and Regulation	101	-	-	101
Service Management and Support Services	62	-	-	62
Housing Services	755	12	27Cr	740
Contingency	160Cr	-	4Cr	164Cr
Holding Accounts				
- Benefits Administration	182	-	39Cr	143
- Stores Overheads	163Cr	-	-	163Cr
Net Cost of Services	16,939	9Cr	315Cr	16,615
Inflation Provision				479
Corporate Budget Pressures				
- National Insurance				90Cr
- Single Status				158
- Pension Contributions				75
- Grade Harmonisation				47
Central Services Recharged				1,244
Net Cost to General Fund Summary				18,528

Summary of Budget Report to Social Services and Housing Housing Revenue Account Budget

1 General

- 1.1 The Strategy and Policy Committee considered the financial position facing the Council at its meeting on the 6 January. All Service Committees were asked to scrutinise their budgets for 1999/2000 carefully to identify essential service developments and opportunities to rationalise expenditure through a mixtures of good housekeeping and service reviews. This approach applies equally to the Housing Revenue Account and its budget has been prepared within this broad framework.

2 Approved Base Budget 1999/2000

- 2.1 Expenditure has been monitored monthly against the approved budget throughout the year. The position at the end of November was reported in January within the Social Services and Housing Committee's Quarterly Operations Report. At that time the probable outturn was predicted to be a net underspending of £0.470m, mainly due to additional interest received during the year compared to predicted levels.
- 2.2 When agreeing the budget for 1998/99 the Committee planned to generate a surplus of £0.539m. Annexe A1 shows the changes to the base budget that have occurred during 1998/99. This shows that after taking into account external influences outside the control of the Committee, the base position for the 1999/2000 Housing Revenue Account budget is a surplus of £0.043m.
- 2.3 The Housing Revenue Account was estimated to contain accumulated reserves of £1.461m at 31 March 1998. The majority of this surplus had been generated as a result of increases in interest rates in previous years. Taken with the budgeted surplus of £0.539m this allowed the Committee to agree to fund a capital window replacement programme of £1.7m from reserves without affecting the base budget.

3 Service Developments and Pressures

- 3.1 A list of the pressures and developments, which the Social Services and Housing Committee, is given in Annexe B1. The first three (relating to sales, interest and housing subsidy) are all outside the Committee's control whilst the £0.012m relating to Housing Advice is a consequence of decisions made in approving the General Fund budget. The total additional spending, for the items is £1.426m in 1999/2000 and £1.814m in a full year. Of these pressures the calculation of Housing Revenue Account subsidy and the impact of interest rate changes are particularly important and are dealt with below.

3.2 Housing Revenue Account Subsidy

- 3.2.1 The Housing Subsidy Determination is used to calculate a model Housing Revenue Account which determines the need for Central Government support for Housing. The Government uses this model to effect changes in rent levels in line with National Policy. If the model produces a deficit, the Council will attract a subsidy from the Government, whilst a surplus must be transferred to the General Fund.
- 3.2.2 Some values within the Housing Subsidy Determination are based on local data related to the number and type of Council Houses and the relevant value of capital receipts. The Council provides this data in annual returns. Data used in the 1999/2000 Determination is based on the returns for 1 April 1998.

- 3.2.3 The interest rate used in the model Housing Revenue Account is fixed to the Repo Rate on 30 September prior to the start of the financial year. However, the Housing Revenue Account receives interest based on actual rates achieved during the year. This means that in a year when interest rates rise, the Housing Revenue Account receives more interest than the model allows and less when rates fall. Over the long term, with fluctuations in the level of interest rates, the surpluses should be matched by deficits. However the short term distortions can be significant.
- 3.2.4 Rent rebates are also included within the model Housing Revenue Account based on the actual costs incurred. This is the only value that changes in the model Housing Revenue Account between the estimate and final calculation, depending on the number of claimants and the level of rents. For every 1% added to rents there is a £0.079m increase in rebates offset by a similar change in the subsidy.
- 3.2.5 The remaining values used in the subsidy calculation are determined by the Government and relate to standard rent levels and the allowance for Management and Maintenance. These values are subject to annual change reflecting Government Policy. The 1999/2000 subsidy calculation is based on an increase in rents of 3.5% and a reduction in the allowance for management and maintenance of 1%, giving an overall reduction in subsidy of 4.5%.
- 3.2.6 The following table compares the model Housing Revenue Accounts for 1998/99 and 1999/2000 before the effect of a rent increase in April 1999 on rebates.

	1998/99	1999/2000	Change
	£'000	£'000	£'000
Management	2,765	2,656	-109
Maintenance	3,532	3,409	-123
Rebates	8,307	7,916	-391
	14,604	13,981	-623
Rent	-16,521	-16,469	52
Interest	-3,883	-4,382	-499
	-20,404	-20,851	-447
Notional Surplus or (Negative Subsidy)	-5,800	-6,870	-1,070

- 3.2.7 Taking all of these factors into account, the subsidy calculation produces a surplus of £6.870m before any increase in rents. As indicated above, this means that a transfer must be made from the Housing Revenue Account to the General Fund for this sum, which is referred to as Negative Housing Subsidy. The change in negative subsidy compared to 1998/99 is made of two main elements. Firstly, rebates have reduced by £0.391m as a result of the falling number of applicants and the reduced qualifying amount of rebate which is dependent on the applicants income. The other values amounting to £0.679m are determined by the Government as a result of Council house sales, interest rate reductions etc.

3.3 Interest rates

- 3.3.1 The average interest rate was estimated to be 6.9% in 1998. However, but due to interest rate increases in the early part of the year and investment returns at greater than the market average it is likely to be 7.4%. This has produced an additional £0.39m income for the Housing Revenue Account in 1998/99 as shown in Annexe A1.
- 3.3.2 However, after taking account of the rapid reduction in interest rates experienced from September 1998, the average interest rate on the Council's investments for 1999/2000 is estimated to be 5.63%. This is based on the Repo rate at April 1999 being 5.5%, falling to 4.5% by March 2000 and, hence, averaging 5% throughout the year. Again, the rate achieved is expected to be higher than the average Repo rate because advantage was taken in 1998 of higher rates on fixed term investments with maturity dates late in 2000. Despite this, Annexe B1 shows the reduction in rates is likely to result in reduced income of £0.793m in 1999/2000. In subsequent years this pattern will be repeated until interest rates rise. Current projections suggest a further loss of interest of £0.397m in 2000/01.

4 **Inflation and Pay Award**

- 4.1 In 1998/1999 the Council contained wage inflation using a combination of managed staff vacancies, good house keeping and other economies. This is reflected in the Base Budget. However, it would not be prudent to continue this policy for another year. As a result, an inflation allowance has been calculated on the following basis in accordance with the strategy adopted for the General Fund.

Running Expenses	2.8%
Employees	3.0%

This adds £0.227m to the base budget.

5 **Net Deficit**

- 5.1 Taking all of these items into consideration, the Housing Revenue Account faces a net deficit in 1999/2000 of £1.610m as summarised below.

Net Deficit	£'000
Base Budget	-43
Service Developments and Budget Pressures	1,426
Inflation	227
Total	1,610

This deficit must be eliminated by an increase in rents, reductions in expenditure, the use of accumulated reserves within the Housing Revenue Account or a combination of the three approaches.

6 Working Balances and Reserves

- 6.1 The reserves held in the Housing Revenue Account at 31 March 1998 were £1.549m. During 1998/99 the surplus is anticipated to be £0.902m (Annexe A1) meaning that, before application to capital schemes the reserves at 31 March 1999 would be £2.451m. The most significant contribution to the increased balances is the higher return from interest outlined above.
- 6.2 When agreeing the 1998/99 Housing Revenue Account budget, Members planned to apply £1.7m to finance a windows replacement programme. Of this, £1.1m will be spent by the end of this financial year. The improvement programme will continue during 1999/2000 and £0.6m is consequently included as an allocation from reserves. Taking this into account would leave £0.751m in available reserves at the end of 1998/99.
- 6.3 It is normally recommended that the minimum working balance within the Housing Revenue Account should be £0.3m, which is about 0.75% of the total turnover. However, before considering the level required in 1999/2000 the Committee considered particular pressures which will impact on the Housing Revenue Account in subsequent years. These are summarised in the following paragraphs.

a) Interest Rates

The housing subsidy calculations outlined above identified the pressure created on the Housing Revenue Account because of changes in interest. This will reduce income by £1.19m during 1999/2000 and 2000/01 (Annexe B1). This means that a financial strategy is needed to avoid major fluctuations in rent levels and/or reductions in maintenance expenditure, particularly if rates continue to fall in the period beyond April 2000.

b) Changes to HRA Accounting

The Government published a consultation document on Resource Accounting and its effects on the Housing Revenue Account in December 1998. Strategy and Policy Committee on 6 January 1999 was informed that this could result in the loss of negative housing subsidy which would have a substantial impact on the Council's overall financial position. Any financial strategy for the Housing Revenue Account must leave the Committee's options as flexible as possible until the publication of the proposed technical changes in summer 1999.

c) Capital Spending

The Council's capital programme is under pressure as it is essentially dependent on the generation of new capital receipts. The Council's housing stock has received a substantial investment of capital expenditure from the General Fund in recent years and also benefits from planned expenditure of £4.85m from within the Housing Revenue Account. With capital resources becoming more limited relative to overall service demands, the Committee was aware that it will be necessary to carefully consider capital spending on all services.

Given that capital spending on housing can be financed from within the Housing Revenue Account, the Social Services and Housing Committee is well placed to plan and finance its overall programme with more limited support from the General Fund and a higher proportion of its capital requirements funded from within the Housing Revenue Account. This policy is in line with the proposals within the Government consultation document on Resource Accounting.

- 6.4 These three issues, together with the normal pressures of growing demands for services and inflation, suggest a need to develop a medium term financial strategy for the Housing Revenue Account that avoids large scale rent fluctuations and as far as possible, protects future maintenance expenditure. Consequently, the Committee decided to retain higher reserves than in previous years.
- 6.5 In order to increase the level of reserves, the Strategy and Policy Committee approved the capitalisation of the £1.1m expenditure in 1998/99 for the windows replacement programme. A technical side effect of this is a loss in interest by the General Fund of £0.07m and a gain of the same amount for the Housing Revenue Account. In the light of this, the discretionary transfer of DSO surpluses (£0.15m) was waived. The net effect of these decisions is to add £1.02m to Housing Revenue Account reserves in the current year and a further income of £0.070 in 1999/2000, reducing the deficit on the HRA in that year to £1.54m.
- 6.6 The total reserves available at the 31 March 1999, after the approval to capitalise, will be £1.771m. In the light of the demands on the budget and mindful of the need for the medium term strategy the Committee consequently approved an increase in rents of 5.5% from 1 April 1999. This level of increase requires a contribution from reserves of £0.596m to balance the Housing Revenue Account, leaving £1.175m to offset future increases and contribute to future maintenance expenditure in support of the Committee's financial strategy.
- 6.7 The following table shows the planned expenditure within the Housing Revenue Account.

Housing Revenue Account	1998/99 Original Budget £'000	1998/99 Probable Outturn £'000	1999/00 Budget £'000
Dwelling Rents	17,708	17,705	18,106
Non-dwelling Rents	1,084	1,067	1,043
Charges for Services	625	643	645
Contribution to Expenditure	14	19	19
Interest receivable	4,339	4,799	3,930
General Fund – Shared items within Community	228	232	222
Direct Labour Organisation – surplus	150	0	0
Total Income	24,148	24,465	23,965
Repairs and Maintenance	4,910	4,867	4,850
General Management	2,282	2,325	2,334
Special Services	2,038	2,088	2,108
Rents, Rates and Taxes	278	278	278
Inflation	0	0	227
Rent Rebates	8,301	7,894	8,330
General Fund – Negative Housing Subsidy	5,800	6,191	6,436
Total Expenditure	23,609	23,643	24,561
Net (Surplus)/Deficit	(539)	(822)	596

CALCULATION OF BASE BUDGET

Variations	1998/99 £'000	1999/00 £'000
Housing Revenue Account	-539	-902
Dwelling Rents The original estimate for Council House sales was 240 but the probable outturn is 225. However, as actual sales were higher in the previous year the stock at March 1999 is little different to the original estimate.	3	287
Non Dwelling Rents (mainly garages) The level of rent income on garages has been lower than anticipated due to increased void levels and the effect of sales.	17	24
Other Income other than Interest It is anticipated that this general income will increase slightly in the current year but this level will not be maintained during the next year e.g. communal heating systems and court costs recovered.	-27	8
Interest Receivable Interest on investments is estimated to return a rate of 7.4% compared with the original estimate of 6.9%.	-390	390
Economy on Staff Costs The budget included an item requiring economies from staff costs. In the current year it has not been possible to deliver this other than by directly affecting service delivery. It is proposed to reinstate this amount.	50	
Transfer from DSO Surpluses generated by the DSO may be transferred into the HRA. This was a one off contribution.		150
Rent Rebates Rent rebates has been reduced in light of actual claim levels.	-407	
Transfers to General Fund The negative housing subsidy which is payable to the General Fund is affected by the changes in the level of rent rebate claims.	391	
Adjusted Commitment Budget	-902	-43

SERVICE DEVELOPMENTS AND PRESSURES

Description	Financial Impact	
	1999/2000	2000/2001
	£000	£000
Council House Sales It is estimated that Council House sales will be 200 in 1999/00.	256	256
Interest Receivable Interest on investments will reduce in line with general level of interest rates. The estimated rate of return next year is 5.63% and is based on an average Base rate of 5% for the year.	793	397
As the rent reduces from Council House Sales then the total capital receipts invested increases therefore producing additional interest.	-314	-275
Housing Subsidy (Grant Withdrawal) The values used in the calculation of the Housing Subsidy have changed for the sale of council houses, change in interest rates, increase in the standard rent and cash limiting of the allowance for repairs and maintenance.	679	
Housing Advice An additional post is required to meet the Housing Act 1996's requirements for provision for housing advice. At the meeting on January 19 the Committee agreed to fund half of the post from the General Fund. The other half the post could be funded from the HRA.	12	
Total	1,426	378

Manpower Budget

	1998/1999		1999/2000	
	fte	£'000	fte	£'000
Chief Executive	15	457	15	457
Corporate Services	228	4,656	208	4,638
Education	85	2,100	73	2,005
Leisure Services	205	3,167	209	3,236
Planning and Transportation	159	3,872	159	3,715
Public and Environmental Services	116	2,295	123	2,267
Social Services and Housing	676	12,168	669	12,369
	<hr/>	<hr/>	<hr/>	<hr/>
	1,484	28,715	1,456	28,687

Note the above figures exclude those who are employed directly by schools.

There has been not been a significant change in the overall manpower budget between 1998/99 and 1999/2000. However, comparison between the two years data needs to be treated with caution as the 1998/1999 data was provided through the disaggregation of Berkshire County Council's Budget. Data for 1999/2000 is based on the manpower budgets included within each Service Committee approved budget.

(ITEM 9)

**COUNCIL MEETING
3 MARCH 1999**

**LOCAL GOVERNMENT & HOUSING ACT 1989
APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES 1998/99
(Chief Executive)**

1 INTRODUCTION

- 1.1 There is a statutory procedure set down in the Local Government & Housing Act 1989 and Regulations made thereunder relating to the allocation of seats on Committees to political groups and to the appointment of Members to serve on Committees.

The statutory process is triggered by specified events including

- (a) the Annual Meeting of the Council and
- (b) receipt of a Notice revising the Membership of a political group represented on the Council.

Such a Notice has been received advising that Councillor Bailey wishes to be treated as a member of the Labour Group. The Council is therefore required to conduct a statutory review of the allocation of seats on Committees to the political groups at the earliest practicable opportunity. This report outlines the options available to the Council pending a full review.

2 RECOMMENDATION

THE COUNCILS INSTRUCTIONS ARE REQUESTED.

3 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

3.1 Borough Solicitor

This report sets out the options available to the Council within the framework set by the Local Government and Housing Act 1989.

The Council is permitted to vary but not to revoke the Scheme of Members Allowances during the year.

3.2 Borough Finance Officer

Increasing the size of 3 committees by 1 member for the forthcoming year would give rise to additional direct costs of £360 per annum based on the number of meetings currently planned and £78 in the current year.

4 SUPPORTING INFORMATION

4.1 Reviews must be undertaken according to statutory principles contained in the Local Government & Housing Act 1989. These are summarised in the Council's Scheme of Management as follows:-

- (a) no committee should comprise members drawn from one political group only;
- (b) the majority of seats on each committee should be allocated to a political group if the number of members of the group is a majority of the authority's membership;
- (c) subject to satisfying (a) and (b) above, the total number of seats allocated to each political group on all ordinary committees should reflect the political balance of the Council; and
- (d) subject to (a)-(c) above, the number of seats on each committee allocated to each political group should reflect the political balance of the Council.

The above four principles apply to all Committees appointed by the Council and to Sub Committees appointed by those Committees.

4.2 At the Annual Meeting in April 1998, the Council adopted the following main Committee structure and allocation of seats to political groups.

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

4.3 At the time the proportion of seats held by the two political groups represented on the Council was : Conservative 57.5%, Labour 42.5%. The total number of seats on ordinary Committees appointed by the Council was 106 and the actual allocations made were:

Conservative Group - 60 seats (56.6%)
 Labour Group - 46 seats (43.4%)

4.4 This balance represented a close approximation to the overall proportionality of the two groups. The ratio was maintained following appointments to vacancies at the last Council meeting with all available seats filled from amongst the 39 Members. At that time the respective proportions of the two groups were: Conservative 56.4%, Labour 43.6%.

4.5 Following the by-election for the Harmans Water Ward on 25 February, Notice has been served that Councillor Bailey, the newly elected Councillor, wishes under the terms of the Local Government and Housing Act, to be treated as a member of the Labour Group.

4.6 Following the by-election, the proportions of seats held by the two groups is – Conservative 55%, Labour 45%. The current allocation of seats represents a reasonable approximation to the overall strength of the groups. Consequently, the Council is not under an obligation to change either the total number of seats or the size of committees. However different sizes of committees could give a closer match. Generally these options would involve smaller committees. However in the short term reducing committee size would have a knock-on effect on sub committees, the membership of which is appointed by the parent committee. Because the next meetings of committees follow those of sub committees there is no opportunity to revise sub committee membership for the forthcoming cycle. Such an approach would therefore need to be considered as part of a comprehensive annual review.

4.7 In the short term to achieve as close a match as possible without disrupting the last cycle of meetings in the current year, the Labour Group could be allocated an additional seat on three main service committees, say, Leisure Services, Public and Environmental Services and Planning & Transportation Committees. This would give a total of 109 seats allocated in the ratio 60 : 49, thereby almost exactly reflecting the respective proportions of the two groups and leading to the following allocations:

Strategy & Policy Committee (16)	9 : 7
Education Committee (17)	10 : 7
Leisure Services Committee (17)	9 : 8
Public & Environmental Services Committee (17)	9 : 8
Planning & Transportation Committee (17)	9 : 8
Social Services & Housing Committee (16)	9 : 7
Direct Services Board (9)	5 : 4

4.8 An increase in the size of three committees by one seat would however lead to additional expenditure on Members Allowances of £78 in the current year.

4.9 The allocation of seats will be brought before the Annual Council meeting in May for a full review in accordance with the statutory requirements.

Background Papers

None – Published Works Only

Contact for further information

Malcolm Biggs (ext 2006)

Doc. Ref

C:\docs98\council\3-3-99\appointment of members.doc

CONSERVATIVE GROUP RECOMMENDATIONS

(The following recommendations will be proposed by the Leader of the Council)

THAT

- (i) the total number of seats on Committees appointed by the Council and the allocation of those seats to political groups for the remainder of the current year be as set out in paragraph 4.7.**
- (ii) the Minority Group be requested to submit nominations to the Committee seats allocated for the remainder of the Municipal Year**
- (iii) basic allowance paid to each Member be reduced from £1,523.64 to £1,511.64 per annum with immediate effect to offset the additional cost of the 3 extra committee places.**

COUNCIL

3 MARCH 1999

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

THE MAYOR, COUNCILLOR JAMES G FINNIE, IN THE CHAIR

479 Prayers and Dedication of Chains of Office

The Mayor's Chaplain, The Reverend David Osborn opened the meeting with prayers. He went on to offer prayers of dedication of the new mayoral chains of office. The chains had been donated by Marks & Spencer plc.

480 Minutes

The minutes of the meeting of the Council held on 18 November 1998 were approved as a correct record and signed by the Mayor.

481 Mayor's Announcements

(i) Her Majesty The Queen Mother – Commemorative Trees

The Mayor announced that in November 1998, 18 trees had been added to an Avenue of 80 which had been planted to commemorate Her Majesty The Queen Mother's 80th birthday in 1980. On hearing of the event, the Private Secretary had written to the Mayor to express Her Majesty The Queen Mother's appreciation of the Council's actions.

(ii) Richmond Rugby Club

The Mayor reported that Richmond Rugby Club would be supporting the Mayor's Charity by donating £5 to The British Heart Foundation for every ticket for the Richmond v Bath match sold through the Mayor's office. The match was to be held on Saturday 13 March 1999 at 3pm.

(iii) Mayor's Charity Gala Concert – Sounds of The Forest II

The Mayor advised the Council that a wealth of local talent would be featured in the Mayor's Charity Gala Concert, Sounds of The Forest II. The Concert was to be held at The Wilde Theatre, South Hill Park on Monday 29 March

1999 at 7.30pm. The Mayor was pleased to advise that 17 local companies had sponsored this event.

482 **Report of Returning Officer**

The Council was advised that following the untimely death of the late Councillor W Onions, a by-election had been held to elect a Borough Councillor for the Harmans Water Ward on Thursday 25 February 1999 and the votes cast for each candidate had been as follows:

Bailey, Roy John	876
Cocks, Alan Edward	103
Turtle, Christopher Richard Martin	765

Councillor Bailey had been declared elected and had duly signed the Declaration of Acceptance of Office.

RESOLVED that the report be noted.

483 **Public Participation at Meetings**

In accordance with Standing Order 12 the Council received a submission in the following terms made by Mr R Crew on behalf of the Bracknell Forests Senior Citizens Forum :

“This Forum wishes to express its concern at the proposal to transfer the management of Heathlands and Ladybank Residential Homes to private hands. The financial savings to the Council resulting from this transfer will not be great, as the amounts that will have to be paid to the private organisations concerned must be deducted from the income obtained from Residential Care Allowances. Also, we understand that proposals have been made to end these Allowances.

Our concern is for the welfare of the residents of these Homes. The present management and staff provide an excellent service and any action by the Council for short-term gain may well lead to a marked worsening of the service in the longer term.

We therefore ask the Council not to jeopardise the welfare of the residents of Heathlands and Ladybank for the sake of indeterminate short-term advantage”.

Following questions, the submission was noted.

484 **Planning and Transportation Committee**

The report of the meeting of the Planning and Transportation Committee held on 19 November 1998 was submitted.

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

485 **Strategy & Policy Committee**

The report of the special meeting of the Strategy & Policy Committee held on 6 January 1999 was submitted.

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

486 **Social Services & Housing Committee**

The report of the meeting of the Social Services & Housing Committee held on 19 January 1999 was submitted and the Chairman responded to questions thereon.

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

487 **Education Committee**

The report of the meeting of the Education Committee held on 20 January 1999 was submitted and the Chairman responded to questions thereon.

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

488 **Planning & Transportation Committee**

The report of the meeting of the Planning & Transportation Committee held on 21 January 1999 was submitted and the Chairman responded to questions thereon.

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

489 **Public and Environmental Services Committee**

The report of the meeting of the Public and Environmental Services Committee held on 26 January 1999 was submitted.

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

490 **Leisure Services Committee**

The report of the meeting of the Leisure Services Committee held on 27 January 1999 was submitted and the Chairman responded to questions thereon.

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

491 **Direct Services Board**

The report of the meeting of the Direct Services Board held on 9 February 1999 was submitted.

RESOLVED on the proposition of Councillor Sargeant, seconded by Councillor Miss Haydon, that the report be received.

492 **Social Services & Housing Committee**

The report of the special meeting of the Social Services & Housing Committee held on 16 February 1999 was submitted and the Chairman responded to questions thereon.

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

493 **Strategy & Policy Committee**

The report of the meeting of the Strategy & Policy Committee held on 16 February 1999 was submitted with the exception of Minute 473 which would be considered separately. The Chairman responded to questions on the report.

Arising on minute 476 the Council confirmed the appointment of the following Members to the Health Panel:

Councillors	Barnard (Vice Chairman), Blatchford, Mrs Doyle, Fawcett, Mills (Chairman), Mrs Shillcock, Thompson, Veakins, and Wheaton
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Substitutes	Councillors McCormack and Mrs Pile
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Arising on minute 477 the Council was advised that nominations in respect of the Berkshire Pension Fund Advisory Panel and the Council and Court of the University of Reading would be made at the Annual Council Meeting on 5 May 1999.

RESOLVED on the proposition of Councillor Bettison, seconded by Councillor Birch, that the report with the exception of Minute 473 be received.

494 **Finance Plans and Revenue Budget 1999/2000**

The Council considered a detailed report by the Director of Corporate Services with a draft budget for the year 1999/2000 which included the recommendations of the Strategy & Policy Committee held on 16 February 1999, as set out in minute 473. Attention was drawn to a necessary correction in the draft Council Tax Resolution at 3.3(a) on page 8 of the report.

The Leader of the Council then moved adoption of the amended recommendations set out in the report of the Director of Corporate Services.

An amendment in the following terms was then moved by Councillor McCormack and seconded by Councillor Ryan :

The recommendation of the Strategy and Policy Committee outlined in paragraph 2 be agreed except:

- (i) The Planning and Transportation Committee's request for £0.15m for Concessionary Fares be adjusted to £0.216m to maintain a flat rate charge of £20 for the Unlimited Travel Pass for the elderly in recognition that the Planning and Transportation Committee's proposal to increase the charge by 100% is unfair and inconsistent with the Council's wider policies.*
- (ii) The Social Services & Housing Committees proposal to negotiate a Service Agreement with an independent sector provider to manage the Heathlands and Ladybank Homes for older people.*
- (iii) The Social Services and Housing Committee proposal to increase the maximum weekly charge for homecare to £220 per week. A proposal that this Council views as unnecessary and unfair.*
- (iv) The contribution of £1.129m from revenue balances to support revenue expenditure after allowing for the contribution to the collection fund for the loss of Council Tax benefit subsidy of £3, 030 be increased to £1.208m.*
 - (a) Total expenditure including General Fund Housing Revenue Account and Parish Precept be increased to £153,838,968.*
 - (b) Total income including Housing Revenue Account be reduced to £70,576,450.*
 - (c) The reduction in General Fund and Housing Revenue Account Balances be increased to £1,804,000.*

At 8.40pm, the Council adjourned and re-convened at 8.50pm.

Pursuant to debate, the amendment was put to the meeting and, on a vote being taken, was declared lost. The original motion was then put to the meeting and, on a request for a recorded vote to be taken, voting was as follows:

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

Against Councillors Adams, Bailey, Bayle, Beadsley, Mrs Clifford, Fawcett, Good, Grayson, Mrs Hirst, Jones, Mrs Keene, McCormack, Piasecki, Ryan, Mrs Shillcock, Taylor, Veakins and Wheaton (18)

The motion was declared carried and it was

RESOLVED that:

- (i) the recommendations of the Strategy and Policy Committee set out in paragraph 2 be agreed;

- (ii) it be noted that at its meeting on 18 November 1998 the Council calculated the following amounts for the year 1999/2000 in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:-

(a) 41,070 **TAX BASE FOR WHOLE BOROUGH COUNCIL AREA**

being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its council tax base for the year

(b) **TAX BASE FOR PART OF THE COUNCIL'S AREA**

EACH PARISH AREA

Binfield	3,220
Bracknell	17,320
Crowthorne	2,400
Sandhurst	7,730
Warfield	4,090
Winkfield	6,310

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate

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

(a) £153,769,968 **TOTAL EXPENDITURE INCLUDING GENERAL FUND HOUSING REVENUE ACCOUNT AND PARISH PRECEPTS**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act

(b) £70,586,450 **TOTAL INCOME INCLUDING GENERAL FUND AND HOUSING REVENUE ACCOUNT**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (b) of the Act

(c) £1,725,000 **REDUCTION IN GENERAL FUND AND HOUSING REVENUE ACCOUNT BALANCES**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(c) of the Act

(d) £81,458,518 **BOROUGH AND PARISH EXPENDITURE TO BE FINANCED FROM GOVERNMENT GRANTS AND COUNCIL TAX**

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

(e) £54,563,590 **GOVERNMENT SUPPORT FOR LOCAL SERVICES**

being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates, revenue support grant and additional grant or SSA reduction grant or relevant special grants

(f) NIL **COUNCIL TAX AND RESIDUAL COMMUNITY CHARGE**

£3,030 **CONTRIBUTION TO COUNCIL TAX BENEFIT**

being the amount of the sums which the Council estimates will be transferred in the year to its collection fund from its general fund in accordance with Section 97(3) of the Local Government Finance Act 1988 (Council Tax Deficit) and increased by the amount of any sum which the Council estimates will be transferred to its collection fund from its general fund pursuant to the Collection Fund (Community Charges) directions under section 98(4) of the Local Government Finance Act 1988 made on 7th February 1994) and increased by the amount representing the authority's contribution to council tax benefit resulting from an increase in its council tax calculated in accordance with the Collection Fund (General) (England) Directions 1999, the Collection Fund (Council Tax Benefit) (England) Direction 1999 and the Local Authorities (Alteration of Requisite Calculations) (England) Regulations 1999

(g) £654.93 **AVERAGE BAND "D" COUNCIL TAX FOR WHOLE BOROUGH**

being the amount at 3(d) above less the amount at 3(e) plus the amount at 3(f) above, all divided by the amount at 2(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year

(h) £1,538,886 **PARISH PRECEPTS**

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

(i) £617.46 **BOROUGH COUNCIL TAX FOR BAND "D" PROPERTIES**

being the amount at 3(g) above less the result given by dividing the amount at 3(h) above by the amount at 2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year if there were an area of the Borough to which no special item relates

(j) **BOROUGH AND PARISH COUNCIL TAX FOR EACH PARISH FOR BAND "D"**

Binfield	646.76
Bracknell	664.03
Crowthorne	642.88
Sandhurst	660.21
Warfield	629.11
Winkfield	648.96

being the amounts given by adding to the amount at 3(i) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate

(k) **BOROUGH AND PARISH COUNCIL TAX IN EACH PARISH FOR EACH VALUATION BAND**

Parish	A	B	C	D	E	F	G	H
Binfield	431.17	503.04	574.89	646.76	790.48	934.21	1077.93	1293.52
Bracknell	442.69	516.47	590.25	664.03	811.59	959.16	1106.72	1328.06
Crowthorne	428.59	500.02	571.45	642.88	785.74	928.61	1071.47	1285.76
Sandhurst	440.14	513.50	586.85	660.21	806.92	953.64	1100.35	1320.42
Warfield	419.41	489.31	559.21	629.11	768.91	908.72	1048.52	1258.22
Winkfield	432.64	504.75	576.85	648.96	793.17	937.39	1081.60	1297.92

being the amounts given by multiplying the amounts at 3(j) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation

band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands

- (v) it be noted that for the year 1999/2000 the Thames Valley Police Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

	A	B	C	D	E	F	G	H
Thames Valley Police Authority	37.69	43.97	50.25	56.53	69.09	81.65	94.22	113.06

- (v) having calculated the aggregate in each case of the amounts at 3(k) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 1998/99 for each of the categories of dwellings shown below:-

**(a) TOTAL COUNCIL TAX FOR EACH PARISH
AND EACH VALUATION BAND**

Parish	A	B	C	D	E	F	G	H
Binfield	468.86	547.01	625.14	703.29	859.57	1015.86	1172.15	1406.58
Bracknell	480.38	560.44	640.50	720.56	880.68	1040.81	1200.94	1441.12
Crowthorne	466.28	543.99	621.70	699.41	854.83	1010.26	1165.69	1398.82
Sandhurst	477.83	557.47	637.10	716.74	876.01	1035.29	1194.57	1433.48
Warfield	457.10	533.28	609.46	685.64	838.00	990.37	1142.74	1371.28
Winkfield	470.33	548.72	627.10	705.49	862.26	1019.04	1175.82	1410.98

- (vi) (a) The amount of money which is for the time being the maximum amount which the authority may have outstanding by way of borrowing shall be the sum of the current external borrowing at 31st March 1999 plus the value of the Government's Basic Credit Approval plus such short term borrowing that is needed for temporary capital or revenue purposes or £10 million, whichever is the lower ("the overall borrowing limit");
- (b) The amount of money, being part of the overall borrowing limit, which may be held by way of short term borrowing is limited to £1 million;
- (c) The proportion of the total amount of interest payable by the Council which is at a rate or rates which can be varied by the person to whom it is payable or which vary by reference to any external factors shall be limited to 10%.

495 **Questions submitted under Standing Order 11**

- (i) Question to Chairman of Planning and Transportation Committee from Councillor Adams.

Could the Chairman confirm the cost of the Traffic Regulation Order for the proposal of opening Ringmead onto the Crowthorne Road, the estimated cost of the public consultation due to take place on Great Hollands South, as recommended by the Highways Sub committee on 7 January 1999, and the latest estimate for the full implementation of the scheme should it proceed?

Reply by Councillor Mrs Ballin

The Chairman of the Planning & Transportation Committee advised that the estimated cost of the Traffic Regulation Order for the proposal of opening Ringmead into the Crowthorne Road, was £1,800. The estimated cost of the Public Consultation was £7,000 and the current estimate for the full cost of this scheme was £40,000. The Chairman of the Planning & Transportation Committee agreed to provide written answer to a supplementary question.

496 **Local Government & Housing Act 1989 – Appointment of Members to Serve on Committees 1998/99**

The Council considered a report of the Chief Executive regarding the procedures set down in the Local Government and Housing Act 1989 and Regulations made thereunder relating to the allocation of seats on committees to Political Groups and to the Appointment of Members to serve on Committees. A notice had been received advising that Councillor Bailey wished to be treated as a Member of the Labour Group. The Council was therefore required to conduct a statutory review of the allocation of seats on committees to the political groups. The report outlined the options available to the Council. The Leader of the Council, seconded by Councillor Birch, moved a motion in the following terms :

That

- (i) *the total number of seats on Committees appointed by the council and the allocation of those seats to political groups for the remainder of the current year be as set out in paragraph 4.7.*
- (ii) *the Minority Group be requested to submit nominations to the Committee seats allocated for the remainder of the Municipal Year*
- (iii) *basic allowance paid to each member be reduced from £1,523.64 to £1,511.64 per annum with immediate effect to offset the additional cost of the 3 extra committee places.*

It was then moved by Councillor Wheaton, seconded by Councillor McCormack that paragraphs (i) and (ii) of the motion be deleted and replaced with :

- (i) *the total number of seats on Committees appointed by the Council be 105 and the allocation of those seats to political groups for the remainder of the current year be: Conservative: 58, Labour: 47.*
- (ii) *the Majority Group be requested to submit the names of members who will cease to serve on a particular committee, the effect being to reduce Conservative representation by one on two committees.*
- (iii) *the Minority Group be requested to submit a nomination to a Committee seat allocated for the remainder of the Municipal Year, this seat not to be on the committees which have seen a reduction as a consequence of (ii).*

Retain original (iii) and renumber.

On being put to the meeting the amendment was declared lost.

The Leader of the Council, with the consent of his seconder and the Council, withdrew his motion. A further motion in the terms set out below was moved by Councillor McCormack and seconded by Councillor Wheaton. On being put to the meeting the motion was declared carried and it was

RESOLVED that the following amendments be made to the list of substitute members to committees :

Education Committee	Councillor Bailey to replace Councillor McCormack
Planning Control Sub Committee	Councillor Bailey to replace Councillor Veakins
Social Services & Housing Committee	Councillor Bailey to replace Councillor Grayson
Finance & Property Sub Committee	Councillor Bailey to replace Councillor Good

497 **Motions submitted under Standing Order 8**

- (i) Motion 3/98

Motion 3/98 as set out in the agenda for the meeting was moved by Councillor Mills and seconded by Councillor Mrs Pile.

With the consent of his seconder and of the Council, Councillor Mills amended his motion by the deletion of the final sentence. On being put to the meeting the motion was declared carried and it was :

RESOLVED that:

This Council commends the achievement of the majority group in securing, through its motion to Council on 26 February 1998, a KONVER grant towards the cost of planning the future of the JSCSC site in Broad Lane, Bracknell.

As a result and in order to assist this planning process the Council recognises the need to:-

- (i) re-affirm the site primarily for community, education, leisure and sporting uses;*
- (ii) minimise any housing development to a level which does not add detriment to the quality of life of the existing community and residents;*
- (iii) work in partnership with other organisations and individuals to achieve these objectives for Bracknell Forest;*
- (iv) continue to pursue and positively exploit all relevant sources of external funding and assistance, and;*
- (v) establish an effective communication link with all residents in the vicinity of the Staff College site.*

In accordance with Standing Order No.22 Councillor Good requested that the record show that he cast his vote against the Motion.

(ii) Motion 4/98

Motion 4/98 as set out in the agenda for the meeting was moved by Councillor Mrs Keene and seconded by Councillor Adams.

It was then moved by Councillor Birch and seconded by Councillor Ward that the Motion be amended in the terms set out below.

On being put to the meeting there were 17 votes cast in favour of the amendment and 17 votes cast against. The Mayor used his casting vote in favour of the amendment. The amendment was then put to the Council as a substantive motion and declared carried.

RESOLVED that:

This Authority marks the 50th Anniversary of the Universal Declaration of Human Rights, a document which sets out the human rights that belong to us all, and pledges our support for human rights, through:

- calling on all Libraries in Bracknell Forest to have available the text of the Universal Declaration of Human Rights
- Encouraging local schools to have available the text of the Universal Declaration.
- Thanking those local people that made their pledges to the Universal Declaration of Human Rights, presented to the United Nations on 10 December 1998.
- Providing the opportunity for Bracknell Forest Borough staff and users of our services to sign up to the Universal Declaration; if they so wish.

The meeting commenced at 7.30pm
and concluded at 11.35pm

MAYOR