



**Council  
Wednesday 28 April 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 3 March 1999.**
3. **Mayor's Announcements**
4. **To receive and consider reports, minutes and recommendations of Committees**

Social Services and Housing - 16 March 1999  
Public & Environmental Services - 23 March 1999  
Education - 30 March 1999  
Planning & Transportation - 1 April 1999  
Leisure Services - 8 April 1999  
Strategy & Policy - 14 April 1999

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5. **Question submitted under Standing Order 11**
  - (i) Question to Chairman of Strategy and Policy Committee (Councillor Bettison) by Councillor McCormack.  
  
Can the Leader of the Council explain the Council's policy towards the leasing of its commercial and retail units within the Borough.

6. **Motions submitted under Standing Order 8**
  - (i) 5/98 – 9 Submitted by Councillors Beadsley and Adams  
  
Through its environment and transport policies this Council seeks to promote the use of bicycles as a means of personal transport. It therefore undertakes to provide a pilot provision of 10 secure bicycle parking facilities in Bracknell town centre, in this financial year, to inform its future development of secure cycle parking.

(ii) 7/98 – 9 Submitted by Councillors McCormack and Mrs Keene

This Council congratulates the Labour Government on a Budget that benefits every resident of Bracknell Forest. In recognising the role played by local councils in ensuring Labour's policies reach local people we welcome the contribution made by the Government in ensuring local residents benefit in full from better education, better health care and a reduction in crime.

7. **Annual Meeting**

To note that the Annual Meeting of the Council will be held on Wednesday 5 May 1999 at Easthampstead House commencing at 7.30pm.

## SOCIAL SERVICES & HOUSING COMMITTEE

16 MARCH 1999

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

Apologies: Councillor Bayle

### 498 **Substitute Members**

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

Councillor Mrs Keene for Councillor Bayle

### 499 **Minutes**

**RESOLVED** that the minutes of the meetings of the Committee held on 19 January 1999 and 16 February 1999 be approved as a correct record and signed by the Chairman.

### 500 **Minutes of Sub and Advisory Committees**

**RESOLVED** that the minutes of the following meetings as set out in Appendices A, B and C hereto, be received:

Joint Advisory Sub Committee	17 February 1999
Housing Sub Committee	2 March 1999
Social Services Sub Committee	3 March 1999

### 501 **Quarterly Operations Report (Item 1)**

The Director of Social Services & Housing presented the Quarterly Operations Report regarding the activities of the Social Services & Housing Department for the third quarter of the 1998/99 municipal year. The report summarised current issues affecting the department, progress in achieving service objectives set out in the main service plans of the department. The Director reported that much departmental work was currently being undertaken on the numerous Governmental Papers that had recently been released. It was noted that further to work undertaken with the Royal Borough of Windsor and Maidenhead, the Department would now be planning for a Stand Alone YOT.

The key tasks of each section were detailed under six main headings which gave the focus to the objectives for the year. The quarterly operations report also presented a summary of planned and actual revenue and capital expenditure together with the current overall staffing position. The Director reported that the Management Information section of the report would now become part of the regular format.

**RESOLVED** that the Quarterly Operations Report be received.

502 **Revenue Budgets 1999/2000 (Item 2)**

The Committee considered a report on Social Services & Housing Revenue Budgets 1999/2000 in light of the overall budget package agreed by the full Council meeting on 3 March 1999. The report gave details of the Housing Revenue Account in the same detailed format being adopted for the General Fund.

**RESOLVED** that the Committee approves the Social Services & Housing Committee detailed budget as outlined in Annexe A of the report.

503 **Capital Programme 1999/2000 – 2001/2002 (Item 3)**

The Director of Social Services & Housing introduced a report giving details of the request by Strategy & Policy Committee for each service committee to review the capital spending requirements for inclusion within the Council's three year capital programme. The process included focusing on the capital expenditure requirements for 1999/2000 and estimates for future years' schemes included within the three year programme. New schemes were required to be evaluated and prioritised under a number of categories as detailed in the report.

**RESOLVED** that the Committee submit the scheme summarised in Annexe E of the report to Strategy & Policy Committee for inclusion within the Capital Programme for 1999/2000.

504 **Service Plan 1999/2000 (Item 4)**

The Committee considered the Social Services & Housing Committee's Draft Service Plan for the year 1999/2000 which detailed the proposed provision of services for 1999/2000, covering the framework of legislation, themes and objectives for the coming year which would shape management responsibility to deliver the services against the targets and priorities set.

**RESOLVED** that

- (i) the Social Services & Housing Committee's Draft Service Plan outlined in Annexe A to the report be agreed; and
- (ii) the policy objectives within the Draft Service Plan be submitted to the Strategy & Policy Committee for inclusion in the Council's overall Service Plan 1999/2000.

505 **Housing Management Compulsory Competitive Tendering (HMCCT) Specification – Consultation with Tenants and Leaseholders (Item 5)**

The Committee received a report regarding the process undertaken to consult with tenants and leaseholders on the proposed draft specification for the Housing Management Compulsory Competitive Tendering. Consideration was given to the returned comments and the proposed amendments to the specification.

**RESOLVED** that:

- (i) the Social Services & Housing Committee note the result of the consultation on the Housing Management Service Specification;
- (ii) the amendments as listed in Annexe A of the report be made to the draft specification; and
- (iii) the Committee agrees that the final version of the specification be drawn up on the basis of the responses to the consultation process by the Director of Social Services & Housing in consultation with the Chairman.

506 **Modernising Social Services – The Modernisation Fund (Item 6)**

The Committee received a report giving details of the Government White Paper "Modernising Social Services" which had been published on 30 November 1998. The paper aimed to set standards for performance, better regulation of domiciliary and residentially based care, enhance inspection of services and ensuring more carefully controlled training and professional standards of staff in order to result in safer practice with vulnerable service users. The Government had announced that the Social Services modernisation fund would be set up in order to deliver the proposals with the White Paper. The funding would be linked to Government priorities and targets for the improvement of personnel social services in the form of grants. The Committee noted the allocations of grants that had been proposed for Bracknell Forest and the approach made to planning the works to be undertaken.

**RESOLVED** that

- (i) the Committee notes the details of the Modernisation Fund Grants as they apply to Bracknell Forest; and
- (ii) the Committee endorses the broad approach being adopted in planning for improvements in services.

507 **Berkshire Chief Executives' Annual Report of the Joint Inspection Unit (October 1997- September 1998) (Item 7)**

The Head of Policy introduced a report giving details of the Berkshire Chief Executives' Annual Report of the Joint Inspection Unit which had followed the methodology recommended by the Department of Health. The emphasis followed was that of undertaking a monitoring role of the inspection procedure at arms-length from the Social Services and Housing Department. The report had been required to address the work of Bracknell Forest Borough Council's Social Services and Housing Department in two ways: firstly by assessing the effectiveness of the department's follow-up work, and secondly, in relation to investigating the process for making inspection reports available locally. It was noted that a further report would be put to a later meeting of the Social Services and Housing Committee regarding report availability. A report summarising inspections undertaken within the Borough,

recommendations made thereon and follow-up work undertaken would be presented to Social Services Sub Committee. The Committee considered the report and the recommendations contained therein.

**RESOLVED that**

- (i) the Committee notes the contents of the Chief Executives' Annual Report for October 1997 to September 1998 of the Joint Inspection Unit attached to Annexe A of the report; and
- (ii) request investigation of ways in which the reports could be made more widely available as outlined in paragraph 7.9 of the report.

**508 Communal Aerial System – Changes to Provision (Item 8)**

The Director of Social Services & Housing introduced a report highlighting the concerns relating to possible discontinuation of the provision of the current television and radio services to Council houses and flats by the company Comtel and their replacement by a digital system. Although approaches had been made to Comtel regarding the concerns of discontinuation of service, no formal information had been received as yet regarding their proposals. It was noted that officers were pursuing negotiations with Comtel to determine the company's intentions. Full investigation of the impact of the removal of the current level of service to Council tenants and leaseholders would be undertaken and reported back to Committee at the earliest opportunity. It was considered that the use of Chairman's delegated powers under the Urgent Action procedure might be required before the next Committee to maintain provision.

**RESOLVED** that the Committee notes the action proposed by the Officers to bring a full report to Committee regarding the changes to provision to the communal aerial system, once the facts are established, but in the interim to approve the use of the Chairman's delegated Urgent Action powers to maintain services to Council tenants and Council leaseholders should the need arise.

**509 Items submitted for information**

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

- |  |           |
|--|-----------|
| Social Services White Paper – Modernising Mental Health Services | (Item 9)  |
| Caring about Carers : A National Strategy for Carers             | (Item 10) |
| Millennium Planning  | (Item 11) |

The meeting commenced at 7.30pm  
and concluded at 10.30pm

**CHAIRMAN**

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

**17 FEBRUARY 1999**

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

Also Present: Councillor Mrs Hayes

Apologies for Absence were received from Councillors Mrs Hirst and Ward

21. **Minutes**

**RESOLVED** that the Minutes of the meeting of the Sub Committee held on 9 December 1998 be approved as a correct record and signed by the Chairman.

22. **Urgent Items of Business under Standing Order No.7**

The Chairman gave notice that he had agreed to the addition of an item of urgent business to the agenda for the meeting. This concerned the need for a review of the terms of reference of the Sub Committee. An urgent decision was required in order that recommendations could be made to the Education Committee and Social Services & Housing Committee as soon as possible.

23. **Review of Terms of Reference**

The Sub Committee discussed the need for a review of its terms of reference in the light of the experience of the first year of operation and the emerging scrutiny role of councillors in respect of targets and action plans set for children's services.

**RESOLVED** that a special meeting of the Sub Committee be convened on Monday 22 March 1999 at 7.30pm to consider a review of its terms of reference.

24. **Early Years Development and Child Care Plan (Item 1)**

The Sub Committee received a report on the Early Years Development and Child Care Plan which had been submitted to the DFEE on 1 February 1999. The Plan had been circulated separately with the Agenda. The final version of the Plan had been submitted to the DFEE by the prescribed deadline, having been approved by the Chairman of the Education Committee and signed off by the Chairman of the Early Years Development and Child Care Partnership, on behalf of the Partnership and by the Director of Education on behalf of the Borough Council. The DFEE would now consider the document and it was expected that there would be dialogue between the DFEE and the Partnership during the period to mid March 1999. Approval of the Plan would release funds totalling £89,000 in the first year with similar allocations in the following two years. The funds would be used for infrastructure support for the child care elements identified within the Plan. These included the Partnership's goal to increase the number of out of school clubs in the Borough from 10 to 22 over a

three year period. Other costs such as equipment, staff training and set-up costs would be funded through bids to the New Opportunities Fund.

The Sub Committee acknowledged the excellent work which had been undertaken by the Officers in preparing the Early Years Development and Child Care Plan.

**RESOLVED** that the Sub Committee endorses the Early Years Development and Child Care Plan.

25. **The Quality Protects Initiative (Item 2)**

The Sub Committee received the Management Action Plan submitted by the Borough Council in response to the requirements of the Quality Protects Initiative which had been launched in September by the Department of Health. At its meeting on 9 December 1998 the Sub Committee had considered a report setting out the aims and requirements of the Quality Protects Initiative and the framework which local authorities had been required to follow when submitting their Management Action Plans. The final version of the Borough Council's Management Action Plan had been submitted to the Department of Health on 28 January having been approved by the Chairman of the Social Services & Housing Committee and signed off by the Leader of the Council, Chairman of the Education Committee and Chief Executive. The document would be evaluated by the Department of Health and a decision made on the release of the specific funding identified as part of the "modernisation agenda". Bracknell Forest had been allocated £118,000 in 1999-2000 with other tranches to be released in the following two financial years. The release of this further funding would be dependent upon the targets set in the Management Action Plan having been achieved to the satisfaction of the Department of Health. It was noted that as the first year of the initiative progressed it might be necessary for the Authority to realign some of the content of the Management Action Plan although the core elements would not change. The Government would hold the Council accountable for the targets set within the Plan but would accept the need for some minor adjustments.

The Director of Social Services & Housing answered the Sub Committee's questions on the Plan. The Sub Committee wished to record its appreciation of the work which had been undertaken by Officers in the preparation of this strategic document.

**RESOLVED** that the Sub Committee endorses the Management Action Plan and the approach adopted.

The meeting commenced at 7.30pm  
and concluded at 8.20pm

**CHAIRMAN**



**HOUSING SUB COMMITTEE  
2 MARCH 1999**

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

**49. Minutes**

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

**50. Best Value In Housing Framework – Consultation Paper (Item 1)**

The Sub-Committee considered a report on a consultation paper issued by the Department of the Environment, Transport and the Regions outlining what local authorities should be doing in applying the statutory Best Value requirements within a non-statutory Best Value in Housing framework. It was noted that the paper took into account the relationship between Best Value and the existing Housing Investment Programme process and the role of tenants and residents. It did not define what Best Value in Housing was, as this would be a matter for the authority to determine in consultation with local people.

In answering a number of questions, the Director of Social Services & Housing explained that the proposals, to some extent, merely reinforced the work which the Council was already doing, but he recognised that it should not be complacent as there was always scope for improvement without necessarily increasing resources.

Whilst there was no objection to the aims of the proposals, there was some concern about the lack of clarity or guidance so far issued which made it difficult to reach any conclusions on the precise implications in terms of resources and services. It was, therefore, agreed to authorise the Director, in consultation with the Chairman to finalise the Council's response to the consultation paper.

A copy of the response was to be circulated to Members of the Sub-Committee.

**RESOLVED that**

- (i) a response to the Department of the Environment, Transport and the Regions' consultation document "Best Value in Housing Framework" be prepared on the lines indicated in the report, to be finalised by the Director of Social Services and Housing in consultation with the Chairman.
- (ii) the preparations for Housing Management Compulsory Competitive Tendering continue in accordance with the prescribed timetable, but subject to decisions flowing from the passage of the Best Value Bill through Parliament and its eventual enactment.

**51. Tenant Participation Compacts – Consultation Paper (Item 2)**

The Sub-Committee considered a report on a consultation paper setting out the Government's proposals for empowering tenants and ensuring that local people were involved in shaping the decisions that affected their homes and community. The plans involved the creation of Tenant Participation Compacts which were to involve tenants in both strategic and local decision-making on housing issues, but for this to work, the Government believed that there would be a need to obtain the support of Officers, tenants and Members.

In response to questions, the Sub-Committee was advised that the initial response from tenants panels had been mixed, with some apprehension about what was involved. There was concern that the proposals could result in more unnecessary bureaucracy and lead to an unrepresentative group coming forward to represent the tenants who, in Bracknell Forest for the most part, seemed content with the service currently being delivered. It was therefore considered essential to find ways of engaging the tenants effectively. It was accepted that Members of the Council would have a key role to play in this.

The full implications of the proposals in terms of resources were not yet evident, but there was concern that that it could add to the pressures already being placed on the Department.

A copy of the response was to be circulated to Members of the Sub-Committee.

**RESOLVED** that

- (i) the proposed development of Tenant Participation and Tenant Participation Compacts within the Best Value framework be noted.
- (ii) a response to the Consultation document on Tenant Participation Compacts be prepared by the Director of Social Services & Housing in consultation with the Chairman, along the lines indicated in the report and by the Sub-Committee, and forwarded to the Department of the Environment, Transport and the Regions.

**52. Supporting People (Item 3)**

The Sub-Committee considered a report detailing the issues raised by a consultation paper issued by the Department of the Environment, Transport and the Regions, on the Government's proposals for "Supporting People". The proposals were intended to enable coherent decisions to be made at local level to meet local priorities within a framework of centrally determined objectives. These proposals had arisen as a result of demographic and social policy changes which had led to an increasing number of people requiring housing with support in the community, at a time when pressure on social services budgets had resulted in resources being targeted at only the most vulnerable.

In response to questions, the Sub-Committee was informed that there was insufficient detail currently provided to determine for certain whether or not the proposals would simplify the process or add an additional burden on the Authority. Whilst the Sub-Committee endorsed the response already made by the Director of Social Services & Housing, it believed that the four questions posed in paragraph 4.4.4. of the report relating to costs needed to be emphasised too.

**RESOLVED** that

- (i) the implications of the Department of the Environment, Transport and the Regions' consultation paper "Supporting People" for Bracknell Forest Borough Council be noted
- (ii) the response of the Director of Social Services and Housing as set out in Annexe A of the report be endorsed, subject to the Department of the Environment, Transport and the Regions being asked to respond to the following four questions:
  - Will existing sheltered schemes and community alarmed housing provision be at risk?
  - Will the new fund prioritise these low support costs?
  - What are the administrative implications of levying separate charges?
  - What are the implications for the General Fund?

**53. A New Financial Framework for Local Authority Housing: Resource Accounting In The Housing Revenue Account (Item 4)**

The Sub-Committee considered a report on a consultation paper issued by the Department of the Environment, Transport and the Regions seeking views on the broad principles of proposals to reform the financial framework for local authority housing in England. The proposals centred around moving the Housing Revenue Account and the calculation of the Housing Revenue Account Subsidy to a Resource Accounting or "capital charging" basis.

A key issue for the Borough Council was not addressed in the consultation paper, in that it failed to explain the impact on those authorities in receipt of negative Housing Revenue Account Subsidy which currently transferred to the General Fund. The Borough Finance Officer indicated that, whilst this was not an issue for the Sub-Committee, in the worst case scenario, it could cost the Council's General Fund £6.6m. Replacing such a loss in income would be equivalent to an increase of £157 on the annual Council Tax bill of a Band D property or a reduction in current Council expenditure.

Another concern was that the proposals failed to recognise the true opportunity costs of the Council's property. The Borough Finance Officer suggested that the stock transfer value of the property, reflecting the sale price and repair costs, would be a more realistic method of valuation than the open market value. The full implications would be considered by the Strategy & Policy Committee once more detailed proposals were available. He indicated that the Council was already in touch with thirty other authorities which would be similarly affected with a view to submitting a joint response to the Department of the Environment, Transport and the Regions.

Whilst having reservations for the Council's General Fund, the Sub-Committee indicated that it welcomed any proposal which simplified the Council's Housing Revenue Account.

**RESOLVED** that

- (i) the Director of Housing and Social Services in consultation with the Borough Finance Officer and the Chairman of Social Services and Housing, prepares an appropriate written response to the questions asked within the Department of the Environment, Transport and the Regions' consultation paper "A New Financial Framework for Local Authority Housing: Resource Accounting In The Housing Revenue Account".
- (ii) the issue be referred to Strategy & Policy Committee when detailed proposals are available for consideration of the impact of the proposals on the Council's General Fund.

**54. Information Items**

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

- Social Housing Programme – Position Statement (Item 5)
- Housing Major Repairs & Improvement Programme (Item 6)
- Housing Services Management Information 1998/99 (Item 7)

**55. 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 8 & 9)

**56. Tenants Debts – Requests to be Written-Off (Item 8)**

The Sub-Committee considered a report inviting it to agree to the write-off of a number of tenants' debts which had arisen between 1995 and 1998 which were no longer considered to be recoverable.

In response to a question, the Sub-Committee was assured that action was taken as soon as a tenant missed one week's rent. The build-up of debt was usually the result of the Courts granting the tenant one or more extensions of time to pay.

**RESOLVED** that the debts set out in the summary of the report be written-off.

**57. Information Item**

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

- Possession Proceedings (Item 9)

The meeting commenced at 7.30pm and concluded at 9.00pm

**CHAIRMAN**

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**SOCIAL SERVICES SUB COMMITTEE  
9 MARCH 1999**

Present: Councillors Barnard (Chairman), Bayle, Mrs Clifford,  
Miss Haydon, Jones, McCormack, Mrs Pile and Worrall

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

**27. Substitute Members**

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

Councillor Jones for Councillor Mrs Shillcock  
Councillor Mrs Pile for Councillor Mrs Sutcliffe

**28. Minutes**

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

**29. Supporting People (Item 1)**

The Director of Social Services and Housing introduced a report giving details of the Government's proposals to create a new coherent policy and funding framework for delivering support to vulnerable people in different types of accommodation and tenure. A consultation paper on the proposals had been published in December requiring responses by 5 February 1999. The response annexed to the report had been forwarded to the Department of Social Security and an additional letter had been drafted regarding further points of concern including the possible effects on the General Fund and the Housing Revenue Account. The new proposals for delivering support to vulnerable people would operate in combination with community care, housing and other existing policies to support vulnerable people in the community. A single unified budget would be created by merging the existing housing benefit expenditure, the Special Housing Managing Grant paid to the Housing Associations through the Housing Corporation, Probation Accommodation Grant and the relevant elements in the Department of Social Security Resettlement Programme and the DETR's Improvement Agency Programme.

**RESOLVED** that

- (i) the Committee notes the implications of the report; and
- (ii) the Committee endorses the response of the Director of Social Services and Housing as detailed in Annex A of the report, and that further comments be forwarded to the Department of Social Security as appropriate.

30. **The Quality Protects Initiative (Item 2)**

The Director of Social Services and Housing introduced a report seeking the Committee's endorsement for the Quality Protects Action Plan which had been submitted to the Department of Health by the Borough Council in response to the requirements of the Quality Protects Initiative launched in September 1998. The timescale for submission had been extremely tight and had involved a considerable amount of work undertaken within a very short space of time. It was noted that positive feedback had been received on the report by the Social Services Inspectorate. The Director gave details of the framework of the Quality Protects Initiative and the five areas within which Local Authorities had been set key objectives. Funding would be provided for the Initiative over a three-year period and work would be phased in during that time frame. The Committee commended the Department on their report.

**RESOLVED** that

- (i) the Committee endorses the Quality Protects Initiative Management Action Plan and the approach adopted; and
- (ii) the Committee endorses the proposed allocation of the first tranche of £118,000 funding to support the objectives and targets set out in the Management Action Plan.

31. **Home Care (Item 3)**

The Committee considered a report giving details of the proposal to tender, on a block contract basis, that part of the domiciliary care service currently purchased on an individual 'spot-purchase' basis within the independent sector. It was anticipated that savings could be made by block contracting through a limited number of suppliers. The Committee considered the tendering process to be followed and it was anticipated that this would give a more structured approach to provide individuals with the services they required, working towards the aims of best value. It was considered that block contracting would give greater consistency to the pattern of care provided by agreeing with agencies a specification level to deliver the service to. Contracts would be agreed on a two-year basis, giving the ability to provide greater continuity of care.

**RESOLVED** that the proposed process for tendering for block contracts for home care be agreed.

32. **Items Submitted for Information**

The following item was submitted for information only;

- (i) Social Service Management Information 1998/99 (Item 4)

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

**CHAIRMAN**



**PUBLIC AND ENVIRONMENTAL SERVICES COMMITTEE**  
**23 MARCH 1999**

Present: Councillors Mills (Chairman), Adams, Bayle, Beadsley, Blatchford, Mrs Clifford, Mrs Doyle, Egan, Fawcett, Good, Mrs Keene, North, Piasecki, Mrs Pile, Simonds and Wade.

Apologies for absence were received from:  
Councillors Barnard, Grayson, Veakins and Ward

Also present: Councillor Flood

**510. Substitute Members**

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

Councillor Mrs Doyle for Councillor Barnard  
Councillor Fawcett for Councillor Veakins  
Councillor Good for Councillor Grayson  
Councillor Mrs Sutcliffe for Councillor Ward

**511.. Minutes**

**RESOLVED** that the minutes of the meeting of the Committee held on 26 January 1999 be approved as a correct record and signed by the Chairman.

**512. Urgent Item of Business**

The Chairman gave notice that he had agreed to the addition of an urgent item of business to the agenda for the meeting following a reference to this Committee by the Town Centre Sub Committee, after the Committee's agenda had been finalised. The item concerned the recovery of abandoned supermarket trolleys, following a recent incident at Bracknell Station. An urgent decision was required in order to enable the action to be progressed prior to the Committee's next meeting.

**513. Chairman's Announcements**

Environment Fair

The Chairman was pleased to announce that a sponsorship arrangement with ICL for the Environment Fair on Sunday 16 May was likely to be finalised shortly.

Spring Flowers

The Chairman was pleased to report the large number of complimentary letters and calls received by the Department relating to the crocus and daffodil displays throughout the Borough.

514. **Hackney Carriage Sub Committee**

**RESOLVED** that the minutes of the meeting of the Hackney Carriage Sub Committee held on 24 February 1999, as set out in Appendix A hereto, be received.

515.. **Emergency Planning Advisory Panel**

**RESOLVED** that the minutes of the meeting of the Emergency Planning Advisory Panel held on 26 February 1999, as set out in Appendix B hereto, be received.

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

The Committee considered the Quarterly Operations Report for Public and Environmental Services, which detailed the current issues and the work undertaken by individual sections within the Department since the last meeting, including performance against the target indicators in the Service Plan for 1998/99. The Committee also considered the Revenue Budgetary Control information up to and including January 1999 and progress with schemes in the Approved Capital Programme.

**RESOLVED** that the Quarterly Operations Report, detailing work undertaken by Public and Environmental Services since the last meeting of the Committee, be received.

517. **Revenue Budgets 1999/2000 (Item 2)**

In the light of the overall budget approved by the Council on 3 March, the Committee considered its detailed revenue estimates for the 1999/2000 year. For each of the service areas in the Department, expenditure on employees, premises, transport, supplies to services, other payments, fees, charges and income were set out.

**RESOLVED** that the Public and Environmental Services Committees detailed budget, as outlined in Annex B to the report, be noted.

518. **Capital Programme 1999/2000 – 2001/2002 (Item 3)**

The Committee considered its Capital Programme for 1999/2000 and future years. The Committee noted that it was projected that resources totalling £319,000 would be carried forward from 1998/1999. Of this sum, £166,000 related to restoration works at the London Road Landfill Site. The Committee was advised that the total cost of schemes where expenditure had been committed, and other unavoidable schemes would stand at £134,000 and that a further £44,000 had been identified as the cost of maintaining the property assets of the Committee to an acceptable level of repair. The Committee identified desirable schemes totalling £325,000 in the areas of amenity improvements, home composting initiatives, anti graffiti treatments and recycling and agreed to submit these to the Strategy and Policy Committee for approval.

**RESOLVED** that

- (i) the projected carry forward of resources from the 1998/1999 programme, as outlined in Annexe A to the report, be noted; and
- (ii) the schemes, summarised in Annexe C of the report, be submitted to the Strategy and Policy Committee for inclusion within the Capital Programme for 1999/2000.

**519. Service Plan 1999/2000 (Item 4)**

The Committee considered its proposed Service Plan which would form an important part of the Council's financial and policy planning process for the coming year. The proposed plan set out the Committee's objectives and plans and would help to guide and monitor activities. The Plan included policy objectives of a corporate nature such as implementing Best Value and the community safety strategy, supporting the town centre strategy and setting the emerging agenda of the Health Panel.

**RESOLVED** that

- (i) the Public and Environmental Services Committee's Service Plan, as outlined in Annexe A to the report, be approved; and
- (ii) the Policy Objectives within the Service Plan be submitted to the Strategy and Policy Committee for inclusion in the Council's Overall Service Plan for 1999/2000.

**520. Community Sports/Greenway Capital Project (Item 5)**

The Committee considered proposals for a Community Sports/Greenway Project on land in the vicinity of Sandhurst School. The Committee noted that there was some support for the scheme in the local community and in order to progress the scheme further consultation would take place and a planning application would be submitted in order to ascertain the feasibility of the proposals. The Committee agreed that the Leisure Services Committee should assume the lead role in progressing the scheme.

**RESOLVED** that

- (i) the Community Sports/Greenway Capital Project be supported in principle;
- (ii) the Leisure Services Committee take the lead role in progressing the scheme; and
- (iii) the Director of public and Environmental Services, in consultation with the Chairman of the Public and Environmental Services Committee, be given delegated authority to agree details within the scheme.

**521. Environment Strategy – Update on Progress against Targets (Item 6)**

The Director of Public and Environmental Services reported on the progress that had been made in meeting the targets in the Council's Environment Strategy which had been launched in May 1998 at the Environment Fair. The Committee gave detailed consideration to the report and concluded that good progress had been made against the targets.

**RESOLVED** that the progress that had been made in meeting the targets detailed in the Council's Environment Strategy be noted.

**522. Food Standards Agency Bill (Item 7)**

The Committee was advised in a report by the Director of Public and Environmental Services that the Joint Food Safety and Standards Group set up by the Ministry of Agriculture, Fisheries and Food, and the Department of Health, had recently published the draft Food Standards Agency Bill. The bill incorporated proposals for a flat rate levy scheme for registered food premises. Whilst supporting the establishment of a Food Standards Agency the Committee was concerned that local small businesses would be affected by the imposition of a levy of £90 and believed that the agency, in common with other government agencies, should be funded by central government. If a levy were to be introduced it would need to be equitable and incorporate a sliding scale of fees to reflect the size of the food business in question.

**RESOLVED** that the Director of Public and Environmental Services respond to the consultation documents, advising the Joint Food Safety and Standards Group that the Council:

- supports the establishment of the Food Standards Agency as proposed;
- is concerned about the impact upon small local businesses of the proposed levy.
- believes that the Agency should be funded by Central Government as are other Government Agencies.
- considers that if a levy is to be introduced that it needs to be equitable and therefore at a level set according to a sliding scale of fees that reflect the scale of the food business and details of which should be the subject of further consultation with District Councils.

**523. Environmental Improvement – Trial Scheme (Item 8)**

The Committee considered proposals for trial parking schemes which would aim to protect grass areas, while allowing their use for car parking. The intention was to address the pressure on street car parking on certain estates in the Borough. The Committee noted that any such schemes would rely on support from local residents and local ward Members would be consulted.

**RESOLVED** that the Director of Public and Environmental Services be authorised to develop trials in respect of two areas of land within the ownership of the Committee that would incorporate measures to protect grass and, where there was adequate support for the proposals, including any conditions that might be applied to its use.

524. **European Sustainable Cities and Towns Campaign (Item 9)**

The Director of Public and Environmental Services reported that the European Sustainable Cities and Towns Campaign had been launched in Aalborg, Denmark, in 1994, following a conference on sustainable cities and towns in Europe. The Aalborg Charter stressed the importance of moving forward together towards sustainability, learning from successful local examples and encouraging each other to establish local action plans. The Committee agreed to support the Charter.

**RESOLVED** that the signing of the Charter of European Cities and Towns Towards Sustainability – the Aalborg Charter – be supported.

525. **Grants to Voluntary Organisations 1999/2000 (Item 10)**

The Committee considered the proposal for grant funding for the 1999/2000 year following an application from the South East Berkshire Emergency Volunteers. The Committee considered the corporate grant making criteria determined by the Strategy and Policy Committee in 1998 and concluded that a grant award of £5,000 would be appropriate.

**RECOMMENDED** that a revenue grant to the South East Berkshire Emergency Volunteers in 1999/2000 be approved in the sum of £5,000.

526. **Collection of Abandoned Supermarket Shopping Trolleys (Urgent Item)**

The Committee was advised of the circumstances of a recent incident at Bracknell Station where a train had collided with a supermarket shopping trolley and considered the legal background to the present trolley collection arrangements. The Committee noted that in certain cases supermarkets showed little or no interest in recovering their trolleys. Whilst agreeing that the present measures and procedures, which were largely constrained by the law, should be continued, the Committee concluded that a change in the law, that would enable supermarkets to be recharged, should be pursued and the support of the local Member of Parliament should be sought in this respect.

**RESOLVED** that

- (i) the Council continue to encourage local stores to accept their responsibility for the problems caused by trolleys and take measures to reduce the number taken from their premises and not returned;
- (ii) the Council continue to collect all trolleys found on Council land by the quickest means available; and
- (iii) the Council seeks the support of the local Member of Parliament for a change in the law that would enable the Council to recharge the Council's costs to those stores who do not collect their trolleys.

527. **Information Items**

The Committee noted the following items submitted for information only:

Environmental Protection Act (Item 11)  
Thames Valley Police Authority (Item 12)  
Royal Berkshire Fire Authority (Item 13)  
Report of the Environmental Impact Group (Item 14)

528. **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 15 and 16, which involved the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (7) Financial Affairs of Third Party (Items 15 and 16)
- (9) Terms of Proposed Contract (Items 15 and 16)

529. **London Road Landfill Site: Agreement for Gas Power Generation**

In a report containing exempt information the Committee considered proposals for an agreement to be entered into with Natural Power Ltd to utilise the landfill gas produced at the London Road Landfill Site for the generation of electricity, with Natural Power providing the equipment to draw the gas from the site. This represented an important development in the long term restoration of the site. The Committee noted that just as liabilities from the site were shared with the other five Unitary Authorities in Berkshire, so any income produced would be shared likewise.

**RESOLVED** that

- (i) the Director of Public and Environmental Services, in consultation with the Borough Solicitor, and subject to the consent of the other Berkshire Unitary Authorities, be authorised to conclude an agreement with Natural Power in accordance with the terms outlined in Section 4 of the Report; and
- (ii) the Borough Solicitor in consultation with the Director of Public and Environmental Services, be authorised to negotiate and conclude an agreement with the other Berkshire Unitary Authorities to allow the Council to enter into the proposed agreement referred to in (i) above.

530. **Extension to Existing Waste Disposal Contract (Item 16)**

The Committee was advised that the contract for waste disposal had been inherited from Berkshire County Council with an expiry date of 31 March 2000. In view of the Committee's strategy in negotiating with neighbouring authorities and the waste industry to secure a long term integrated waste strategy and the possible commissioning of a waste disposal plant, that Committee considered it prudent to have a secure contract in place while these developments take place.. Thus, in not seeking competitive tenders for such a contract the Committee agreed an exception to Standing Orders relating to contracts, which under Standing Order 63(2)(1) would be reported to the Strategy and Policy Committee for information.

**RESOLVED** that the extension of the existing contract with Thames Waste for the disposal of waste on existing terms and conditions for a period of three years until March 2003 be approved.

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

**CHAIRMAN**

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**HACKNEY CARRIAGE SUB COMMITTEE  
24 FEBRUARY 1999**

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

26. **Minutes**

**RESOLVED** that the minutes of the meeting of the Sub Committee held on 2 December 1998 be approved as a correct record and signed by the Chairman.

27. **Information Items**

The Sub Committee noted the following items submitted for information:

(i) Minutes of Hackney Carriage Trade Meeting (Item 2)

Arising from consideration of this report, the Sub Committee noted that the Director of public and Environmental Services, in consultation with the Borough Solicitor, would investigate the possibility of the imposition of a condition to require plates to be returned to the Borough Council.

(ii) Wheelchair Accessible Vehicles (Item 3)

Arising from consideration of this report, the Sub Committee:

**RESOLVED** that arrangements be made for members of the Sub Committee to visit the Mobility Show held at the Transport Research Laboratory, Crowthorne.

28. **Issue of Hackney Carriage Licences (Item 1)**

The Sub Committee considered the report of the Director of Public & Environmental Services, requiring determination of the number of licences available for issue in the year 1999/2000 and the granting of licences to new applicants.

The number of Hackney Carriage licences currently issued stood at 118, all of which were anticipated to apply to renew their licences throughout the coming year. Sixteen new applications had been received, none of them promoting wheelchair accessible vehicles.

The Sub Committee **RESOLVED** that

- (i) 118 Hackney Carriage vehicle licences be issued as renewals for 1999/2000, subject to the Director of Public and Environmental Services being satisfied that relevant conditions regarding age and condition of vehicle have been met;

- (ii) Hackney Carriage licences be granted to those applicants set out in the Director of Public and Environmental Services' report (Item 4) who satisfied the necessary criteria stated in paragraph 4.3 of this report;
- (iii) the Director of Public & Environmental Services be requested to carry out a review of the process of granting Hackney Carriage licences and report to the next ordinary meeting of the Sub Committee; and
- (iv) unsuccessful applicants be advised that their applications will be reconsidered in the light of any policy changes following the review.

**29. Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Item 4 which involved the likely disclosure of exempt information under the following category of Schedule 12(a) of that Act:

- (4) Information relating to any particular applicant for, or recipient of, any service provided by the Authority (Item 4)

**30. Issue of New Hackney Carriage Licences**

**RESOLVED** that eight new licences be issued, one each to Mr P Southgate, Mr E Taylor, Mr R Coates, Mr F D'Souza, Mr P Smith, Mr C Dove, Mr S Musgrove and Ms C Drablow.

The meeting commenced 5.30pm and concluded at 7pm

**CHAIRMAN**

**EMERGENCY PLANNING ADVISORY PANEL  
26 FEBRUARY 1999**

Present: Councillors Flood, (Chairman), Adams, Barnard,  
Mrs Clifford and Mrs Pile

**7 Minutes**

**RESOLVED** that the Minutes of the Meeting of the Emergency Planning Advisory Panel held on 18 December 1998 be confirmed as a correct record and signed by the Chairman.

**8 The Standards Approach – Civil Protection (Item 1)**

The Advisory Panel was advised that the Home Office had issued a consultation paper "The Standards Approach – Civil Protection" in January 1999 which proposed eight "Principal Standards" of Local Civil Protection. The Panel noted that the new approaches to emergency planning adopted by the Council in its role as a unitary authority were generally in line with the proposals outlined in the Home Office's consultation document. The Panel agreed that the Director in consultation with the Chairman would respond to the Home Office's consultation.

**RESOLVED** that

- (i) the report be noted; and
- (ii) the Director of Public and Environmental Services, in consultation with the Chairman of the Panel, prepare a response on the proposals in the Home Office's consultation paper "The Standards Approach – Civil Protection".

**9 Preparations for the Millennium Date Change Period (Item 2)**

The Advisory Panel considered a report which outlined the emergency planning and health and safety implications of the Millennium celebrations. A strategic steering group, established by the Corporate Management Team, would co-ordinate work carried out by officers and would enable the Council to work with other Berkshire unitaries, the emergency services and other relevant organisations.

The Panel also noted that the Policy Development Unit had begun to compile a database of events planned by members of the local community to be held over the millennium period and throughout the year 2000. The Panel considered that this database should be as comprehensive as possible and in order to encourage members of the public to provide information on their events, consideration should be given to a moratorium on fees and charges for the required temporary licences and permissions.

**RESOLVED** that

- (i) the extent of the preparations being made for the millennium date change period be noted;

- (ii) the Emergency Planning Officer be requested to provide regular progress reports to subsequent meetings of the Panel; and
- (iii) the Director of Public & Environmental Services be requested to pursue the issues raised by the Panel in relation to ascertaining information on events organised by members of the public and, in liaison with the Director of Leisure Services, prepare a report for the Advisory Panel on the organisation of such local millennium events.

10 **Internal Officer Training in the Generic Tiered Response (Item 3)**

The Panel noted that as a result of the Generic Tiered Response being adopted by the Public & Environmental Services Committee in January 1999, a comprehensive training programme had begun. Initial feedback on the first phase of the training had been positive and the Panel considered the arrangements for the second and subsequent phases which would involve individual departments looking at their own out of hours and emergency procedures. The Panel noted that ultimately training would involve the emergency services and other agencies and suggested that town and parish councils could be involved in this stage of the training programme.

**RESOLVED** that the training programme, set out in the report, be endorsed and officers be requested to submit a further report on completion of the programme.

11 **Members' Seminar: Emergency Planning 10 March 1999 (Item 4)**

The Advisory Panel considered the arrangements for the Members' Seminar on Emergency Planning. The seminar would involve a problem solving exercise and videotape footage of emergencies that had affected other local authorities.

**RESOLVED** that the proposed arrangements for the Members' Seminar on Emergency Planning be approved.

The meeting commenced at 4pm and concluded at 5.25pm

**CHAIRMAN**

## EDUCATION COMMITTEE

30 MARCH 1999

Present: Councillor Ward (Chairman)  
Councillors Mrs Ballin, Beadsley, Birch, Mrs Doyle, Egan,  
Fawcett, Flood, Good, Mills, Ryan, Mrs Shillcock, Mrs Sutcliffe,  
Thompson, Wheaton and 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, Harrison, Mrs Hayes, Mrs Hirst and Mrs L  
Wales

### 531. **Substitute Members**

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

Councillor Mrs Ballin for Councillor Harrison  
Councillor Birch for Councillor Mrs Hayes  
Councillor Flood for Councillor Barnard  
Councillor Ryan for Mrs Hirst.

### 532. **Minutes**

**RESOLVED** that the minutes of the meeting of the Committee held on 20 January 1999 be approved as a correct record and signed by the Chairman.

### 533. **Urgent Item of Business under Standing Order 7**

The Chairman gave notice that he had agreed to the addition of an item of urgent business to the Agenda for the meeting. The report concerned variations in cost under the planned maintenance programme. An urgent decision was required to vary the contract cost to enable further works to take place under the programme.

### 534. **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 17 February 1999 be received.

535. **Education Consultation Panel**

**RESOLVED** that the Minutes of the meeting of the Education Consultation Panel held on 2 March 1999 be received.

536. **Education Governors Selection Sub Committee**

**RESOLVED** that the Minutes of the meeting of the Education Governors Selection Sub Committee held on 15 March 1999, as set out in Appendix A hereto, be received and the recommendation in Minute 30 be adopted.

537. **Transport and Awards Sub Committee**

**RESOLVED** that the Minutes of the meeting of the Transport and Awards Sub Committee held on 15 March 1999, as set out in Appendix B hereto, be received and the recommendations in Minutes 15, 16 and 17 be adopted.

538. **Quality Assurance Sub Committee**

**RESOLVED** that the minutes of the meeting of the Quality Assurance Sub Committee held on 17 March 1999, as set out in Appendix C hereto, be received.

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

The Director of Education presented the fourth Quarterly Operations Report summarising the activities of the Education Department since the last meeting of the Committee. He drew the Committee's attention to Appendix 1 setting out the targets established under the first Education Service Plan, produced in January 1998, and showing the progress made in achieving the targets. Appendix 2 provided details of the performance of Unitary Authorities against targets and the Chairman commended the achievements of Bracknell Forest.

The Director of Education also tabled copies of two letters recently received from the Department for Education and Employment giving unconditional approval to the Early Years Development and Childcare and the Education Development Plans.

**RESOLVED** that the Quarterly Operations Report be received.

540. **Education Service Plan 1999/2000 (Item 2)**

The Director of Education introduced the Education Service Plan that, as the strategic plan for the Education Service brought together key strategic objectives from the range of plans initiated locally or nationally. The Plan was divided into three parts which described the policy objectives to be achieved, the Committee business timetable showing the key items to be considered by Members during the year and Service Levels and performance indicators. Progress against the agreed performance targets and service levels would be monitored and reported each Committee cycle under the Operations Report.

**RESOLVED** that

- (i) the Education Committee's Service Plan as outlined in Appendix A to the report be agreed; and
- (ii) the Policy Objectives in the Service Plan be submitted to the Strategy and Policy Committee for inclusion in the Council's overall Service Plan 1999/2000.

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

Following consideration, at its last meeting, of the financial plan for 1999/2000 the Committee's recommendations had been considered by the Strategy and Policy Committee which had made allowances for the rate of inflation and approved corporate spending proposals as part of the process of setting the level of Council Tax.

The Director of Education informed the Committee of its detailed budget in the light of the overall budget package agreed by the Council.

**RESOLVED** that the detailed budget as outlined in Annexe B to the report be noted.

**542. School Organisation Plan (Item 4)**

The Director of Education advised the Committee that the School Standards and Framework Act 1998 set out the arrangements for decisions on School organisation to be taken at a local level. A School Organisation Plan was being developed which would consider the need to add or remove school places within the area of the Local Education Authority. The Plan was due to be published for widespread consultation on 15 April and a further report would be brought to the next Education Committee on the outcome of the consultation. It would then be subject to approval by the School Organisation Committee by 31 August.

**RESOLVED** that approval be given to the draft School Organisation Plan as the basis for statutory consultation.

**543. Capital Programme 1999/2000 – 2001/02 (Item 5)**

The Strategy and Policy Committee had requested service Committees to review capital spending requirements for inclusion within the Council's three year Capital Programme. The Director of Education reported on the requirements for 1999/2000. Although estimates of future schemes had been included in the three year programme the costs were indicative and would need to be reviewed at the same stage in the planning process next year.

**RESOLVED** that

- (i) the projected carry forward of resources from the 1998/99 programme as outlined in Annexe A to the report be noted; and

- (ii) the schemes summarised in Annexe C to the paper be submitted to the Strategy and Resources Committee for inclusion in the 1999/2000 Capital Programme.

**544. Planned Maintenance Programme, Contract Cost Variation on Replacement Roofing at Great Hollands Infants and Junior Schools (Urgent Item)**

The Committee was advised that as part of the 1998/99 planned maintenance programme, funded from the Department of Education and Employment New Deal for Schools 2 grant, the roof covering on Great Hollands Infant and Junior School was being replaced. The favourable level of tendering had enabled more roofing and associated work to be done than originally envisaged within the available budget and it was proposed to add the re-roofing of the boiler house, at a cost of £4,845 to the work.

Other variations had already been approved under delegated authority but this new work took the total variation costs to £17,600, or 13.5% of the contract sum and Financial Regulation 20 requires Committee authorisation to a variation when it exceeds 10% of the contract sum.

**RESOLVED** that approval be given to the variations in cost totalling £17,600 in accordance with Financial Regulation 20 where a variation in contract costs exceeds the contract sum by 10%

**545. Community Sports/ Greenway Capital Project (Item 6)**

The Director of Education reported on a proposal by Leisure Services to develop a Community Sports/ Greenway Project on land in the vicinity of Sandhurst School. Preliminary discussions had been held and there was considerable support for such a scheme, as described, from the local community. As the scheme was developed further consultation would take place and a planning application would be submitted to ascertain the feasibility of the proposals.

In supporting the proposal the Committee considered the possible sale of some land for housing should be pursued as it would generate additional funding towards the cost of the scheme.

**RESOLVED** that

- (i) the Committee support the scheme in principle and, in particular, the proposal to sell a small parcel of land for housing purposes;
- (ii) the Leisure Services Committee take the lead role in progressing the scheme;
- (iii) the Director of Education, in consultation with the Chairman of the Education Committee be given delegated authority to agree details within the scheme and
- (iv) a further report be brought to the Committee before any potential development is formally authorised.



546. **Review of Special Educational Needs (Item 7)**

The Director of Education reported on the outcome of the Special Education Needs Review by a task group comprising headteachers and officers from the LEA. The report had been endorsed by a Special Education Focus Group and the Director of Education sought approval to use it for formal consultation.

**RESOLVED** that

- (i) the outcome of the review of Special Educational Needs in Bracknell Forest be noted;
- (ii) the document attached as an Annex to the report be used as the basis for consultation with schools, parents voluntary groups and other agencies and
- (iii) the Director of Education report on the outcome of the consultation to the Education Committee at its meeting in June 1999.

547. **Proposed Closure of Holly Spring Assessment Resource (Item 8)**

The Director of Education reported on the outcome of the consultation resulting from the proposal to close the Assessment Resource at Holly Spring Infant School and sought approval for the publication of the required statutory notices.

**RESOLVED** that

- (i) the outcome of the consultation on the proposed closure be noted;
- (ii) the Borough Solicitor proceed with the publication of statutory notices concerning the closure of the resource and
- (iii) planning for appropriate alternative provision in line with the preliminary recommendations of the SEN review be progressed.

548. **Teachers – meeting the challenge of change (Item 9)**

The Director of Education informed the Committee of the issues raised to date from the consultations on the Green Paper “Teachers – Meeting the Challenge of change”. After several briefings and consultation meetings the proposed response shown as Appendix B to the report had been prepared.

**RESOLVED** that the draft response to the consultation paper be agreed.

549. **Redeployment of Teachers (Item 10)**

The Director of Education reported on a proposal to reinstate the arrangements whereby a sum of money was paid by the LEA to schools to cover the additional costs incurred by schools when they accept the redeployment of a teacher who would otherwise be made redundant. He advised the Committee that clarification of the legal position was still being sought and Members suggested that the NUT should be approached informally to ascertain their views on the legal issues.

**RESOLVED** that consideration of the matter be deferred to enable the legal position to be clarified.

550. **School Standards and Framework Act 1998 – Reconstitution of School Governing Bodies (Item 11)**

The Committee was advised that from 1 September 1999 all maintained schools enter new legal categories for which differently constituted governing bodies were required by the School Standards and Framework Act. The approval of the Committee was sought to the administrative arrangements necessary to effect the changes.

**RESOLVED** that

- (i) the Director of Education make the new Instruments of Government for the maintained schools in the Borough, by order of the Education Committee, on or before 1 June 1999;
- (ii) the Governor Selection Sub Committee be authorised to make a final decision in the unlikely event that there is an irresolvable disagreement between the Director and a governing body on the content of their draft Instrument of Government;
- (iii) the following procedure be adopted in respect of governing bodies with surplus LEA Governors:
  - (a) serving LEA governors in the affected schools be notified that their term of office will be terminated at midnight on 31 August 1999 unless they are reappointed and
  - (b) those governors be invited to apply for reappointment by the Governor Selection Sub Committee during the Summer Term, in the normal way; and
- (iv) the draft Notes of Guidance to Headteachers and Governing Bodies on arrangements for Parent, Teacher and Staff Governor Elections as set out in Appendices 2 and 3 to the paper and amended by the Director of Education, be adopted by Governing bodies for use in schools.

551. **Budget Advance for Ranelagh CE Aided Secondary School (Item 12)**

The Director of Education reported upon a request received from Ranelagh CE aided school and the Oxford Diocesan Board of Education for a budget advance of £20,000 from the Council to assist them with the Governors 15% contribution towards the cost of Phase 2 of a major capital building project at the school.

**RESOLVED** that an interest free budget advance of £20,000 be approved for Ranelagh CE aided secondary school to be repaid by the end of 2001-02 financial year.

552. **Grants to Voluntary Organisations**

The Director of Education reported on applications received from Voluntary Organisations for grant aid

**RESOLVED** that

- (i) the following annual grant applications for 1999/2000 be approved:

The Ark	£7,500
BOOSA	£7,000
South East Berkshire Education Business Partnership	£5,000

and that the Director of Education makes appropriate arrangements for the transfer of funds; and

- (ii) the application from Windsor Greek Evening School for a grant of £300 be refused.

The meeting commenced at 7.30pm and concluded at 9.45pm

**CHAIRMAN**

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**EDUCATION GOVERNOR SELECTION SUB COMMITTEE  
15 MARCH 1999**

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

Apologies: Councillor Mrs Hirst

**27. Substitute Members**

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

Councillor Fawcett for Councillor Mrs Hirst.

**28. Minutes**

The minutes of the meeting of the Sub Committee held on 11 January 1999 were approved as a correct record.

**29. Review of the Nomination Form for LEA Appointed Governors (Item 1)**

The Director of Corporate Services and the Director of Education submitted a revised nomination form which included a number of changes that had been made to clarify the form and reflect the comments made by the Sub Committee at their last meeting. Subject to the inclusion of three further minor amendments the Sub Committee

**RESOLVED** that the revised nomination form be approved.

**30. School Standards and Framework Act 1998 – Procedure for Removal of Surplus LEA Governors (Item 2)**

The Director of Corporate Services and the Director of Education reported that the School Standards and Framework Act 1998 provided for every maintained school to have a new instrument of government and to enter a new legal category on 1 September 1999. One of the implications of this would be that up to three schools in the Borough would have a reduced number of LEA governors. The Education Committee at their next meeting would be asked to decide on the procedure for the removal of surplus LEA governors from the governing bodies affected.

The Sub Committee considered four possible options to effect the necessary reductions and

**RECOMMENDED** to the Education Committee that

- (i) serving LEA governors in the affected schools be notified that their term of office would be terminated at midnight on 31 August 1999 unless they are re-appointed; and
- (ii) those governors be invited to apply for reappointment in the normal way.

**31. Vacancies on School Governing Bodies (Item 3)**

The Sub Committee noted the report of the Director of Corporate Services setting out the vacancies and nominations received for LEA Governors on School Governing Bodies in the Borough.

The Chairman reported that Mrs Bettison had withdrawn her nomination for Brakenhale School.

**32. Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Item 4 which involved the likely disclosure of exempt information under category 1 of Schedule 12A of that Act.

**33. Appointment to School Governing Bodies (Item 4)**

*Councillor Fawcett declared a non-pecuniary interest as Chairman of the Governing Body of Binfield Primary School and was able to remain, speak and vote on this matter.*

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 the schedule attached to these minutes.

**34. Date of Next Meeting**

**RESOLVED** that the next meeting of the Sub Committee be held on Monday 28 June 1999 at 8.00 am (the closing date for nominations would be Monday 21 June 1999 at 5.00 pm).

The meeting commenced at 8.00am  
and concluded at 8.55am

**CHAIRMAN**

**EDUCATION TRANSPORT & AWARDS SUB COMMITTEE  
15 MARCH 1999**

Present: Councillor Barnard (Chairman), Mrs Doyle,  
Fawcett, Good, Mrs Hayes, Ward and  
Wheaton

13. **Minutes**

**RESOLVED** that the minutes of the Sub Committee held on 16 December 1999 be confirmed as a correct record and signed by the Chairman.

14. **Minutes of Sub Panels**

The minutes of the meeting of the Education Student Awards Panel held on 18 January 1999 were received.

15. **Discretionary Awards Policy**

The Director of Education introduced a Discretionary Awards Policy which would enable discretionary payments to be made to certain students attending certain courses from 1 September 1999. It was noted that there was an ongoing commitment to support students who commenced courses before 1 September 1999 until they completed their courses.

**RECOMMENDED** that

- (i) Regulation 3 of the Local Education Authority (Post Compulsory Education Awards) Regulations 1999 shall, for the financial year 1999/2000 apply to the Council, but only in respect of those persons falling within the criteria set out in paragraph 5.1 of the Discretionary Awards Policy annexed to the report and
- (ii) the policy for discretionary awards as detailed in the Annex to the report be agreed.

16. **Access Fund for Post 16 Students in Schools**

The Director of Education introduced a paper describing the Access Fund for Post 16 Students in Schools which was a new Standards Fund Grant and part of the Government's new arrangements for support for post 16 Further Education Students and Pupils in schools. Bracknell Forest had been allocated a grant of £5,933 for 1999/2000

The LEA is required to determine its own criteria and procedures for considering applications, making payments to eligible pupils and establishing a process for the resolution of appeals and disputes and details of the scheme were annexed to the report.

The Sub Committee considered the proposed scheme and, in view of the limited funding available for 1999/2000, agreed that it be amended and that the amount to

be disregarded in respect of each dependent child other than the applicant be £1,000. The Eligibility Criteria should also be amended and that the preamble under "Types of Assistance" should read "Examples of activities for which assistance may be given in part only are" and that the scheme should apply only to the first three categories.

**RECOMMENDED** that the policy in respect of assistance from the Access Fund for Post 16 Students in Schools as outlined in the appendix to the report but amended as described above be adopted.

17. **Home to School Transport Policy**

The Director of Education advised the Sub Committee that the LEA was required to publish a policy outlining the circumstances in which it provides assistance for pupils to travel to school. A policy meeting all legislative requirements placed on the LEA and was appropriate to the needs of Bracknell Forest was described in Appendix 1 to the report and the particular requirements of pupils attending special schools and resources were addressed in Appendix 2.

**RECOMMENDED** that the Home to School Transport Policy, as detailed in the Appendices to the report, be agreed.

The meeting commenced at 9.00am and concluded at 9.35am.



**EDUCATION QUALITY ASSURANCE SUB COMMITTEE  
17 MARCH 1999**

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

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

**22. Substitute Members**

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

Councillor Good for Councillor Mrs Hirst  
Councillor Mrs Hayes for Councillor Harrison.

**23. Minutes**

**RESOLVED** that the minutes of the meeting of the Sub Committee held on 26 January 1999 be confirmed as a correct record and signed by the Chairman.

**24. Summaries of Ofsted Inspection Reports (Item 1)**

The Sub Committee received a report on the main findings of a recent inspection at Garth Hill 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 Garth Hill School were present to answer the Sub Committee's detailed questions on the inspection report.

The Headteacher tabled a draft Action Plan to address the issues raised in the inspection report. A LEA Action Plan was also presented in support of this although the latter was not a statutory requirement. The LEA would be working closely with the school to implement effective strategies aimed at remedying the weaknesses and to monitor progress made. Among the proposals was the possibility of a temporary appointment of an additional Vice-Principal immediately below the Principal.

After discussing both Action Plans in detail the Sub Committee thanked the Headteacher and Chairman of the Governors for attending and expressed support for the Action Plans.

**RESOLVED** that

- (i) the inspection report and draft School Action Plan be noted;
- (ii) the LEA Action Plan be supported;
- (iii) the proposal to second a Vice-Principal be supported;
- (iv) the Director of Education write to the Headteacher drawing attention to the need to give the maximum amount of time to implementing the Action Plan

**25. Code of Practice on LEA – Schools Relations (Item 2)**

The Director of Education reported on a new Code of Practice on LEA-school relations which becomes statutory from 1 April 1999. The Code will apply to all LEAs in England and to all categories of maintained schools.

The Code was not intended to cover the full range of contacts between LEAs and schools but concentrates on areas relevant to raising standards and areas which are new in the School Standards and Framework Act.

The LEA has an important role in supporting schools and challenging them to do better which could be achieved by promoting high standards of education. The LEA should have a positive role and its interventions should be early and preventative so that severe failure could be avoided.

A new duty would be placed on the LEA to make written reports to the Chairman of the governing body, with a copy to the Headteacher where it has serious concern about the performance of the Headteacher. Before the LEA could exercise its intervention powers and the use of a formal warning notice there must be a period of informal discussion. The LEA is required to establish and publish the internal process to be followed before a formal warning notice is issued.

**RESOLVED** that

- (i) the Director of Education, in consultation with the Chairman of the Education Committee, be authorised to issue a formal warning notice and that a report on the matter be presented to the following meeting of the Quality Assurance Sub Committee
- (ii) the Sub Committee authorise the use of further powers of intervention, including the appointment of additional governors where a formal warning notice has been issued.

The meeting commenced at  
5.30pm and concluded at 7.35pm

**CHAIRMAN**

**PLANNING & TRANSPORTATION COMMITTEE**  
**1 APRIL 1999**

Present: Councillors Mrs Ballin (Chairman), Adams, Bayle, Mrs Clifford, Egan, Finnie, Grayson, Jones, Piasecki, Mrs Pile, Ryan, Sargeant, Simonds, Thompson, Wade and Worrall

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

**553. Substitute Members**

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

Councillor Mrs Clifford for Councillor Veakins  
Councillor Egan for Councillor Flood  
Councillor Thompson for Councillor Mrs Doyle

**554. Minutes**

The minutes of the meeting of the Committee held on 21 January 1999 were taken as read and signed by the Chairman as a correct record.

**555. Minutes of Sub Committees**

**RESOLVED** that the minutes of the meetings of the Highways Sub Committee held on 18 March 1999, and of the Planning Control Sub Committee held on 24 September, 14 January, 3 February and 18 February 1999 as set out in Appendices A to D, be noted and received.

**556. 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 impact of the Local Plan and Town Centre inquiry on staffing resources, and the efforts already being made to enhance the vibrancy of the town centre through the current town centre management initiative. He answered a number of questions arising from the report.

**RESOLVED** that the Quarterly Operations Report be received.

**557. Revenue Budgets 1999/2000**

The Committee considered a further report on its Revenue Budgets for 1999/2000 which set out the detailed budget having regard to changes made by the Strategy & Policy Committee and the overall budget approved by the Council on 3 March 1999.

**RESOLVED** that the detailed Planning & Transportation Committee budget as outlined in Annex B of the report be approved.

**558. Capital Programme 1999/2000-2001/2002 (Item 3)**

The Committee considered a report inviting it to review its capital spending requirements and to submit its proposals to the Strategy and Policy Committee for inclusion within the Council's Capital Programme. In addition, the Committee was required to review progress on its currently approved schemes and determine the specific items for which funding would have to be carried forward into 1999/2000.

The Director of Planning & Transportation answered a number of questions in relation to the report. In particular, he advised the Committee that slippage was inevitable and that, in some cases, it was a matter of when a decision to implement particular works was taken during the year. Where such slippage occurred, there was a continuing commitment to complete the affected projects in the current year by carrying forward the unspent funds.

**RESOLVED** that the schemes summarised in Annex E of the report be submitted to the Strategy & Policy Committee for inclusion within the Capital Programme for 1999/2000.

**559. Service Plan 1999/2000**

The Committee considered a report which invited it to approve its Service Plan for 1999/2000.

The Director of Planning & Transportation answered a number of questions, in particular, advising the Committee:

- That the performance indicators provided a means both of monitoring the Department's performance in-house, and in comparison with other authorities.
- That engineering and education were as important to reducing accidents as enforcement of speed limits.
- That long-term trends were the most important indicators when considering the effectiveness of measures aimed at reducing accidents.
- That safety in the Council's multi-storey car parks had been improved by re-lamping, refurbishment, the installation of closed circuit television cameras which operated while the car parks were open and the introduction of security patrols.

- That the Council would continue to seek to process planning applications within the prescribed timescale, but that it remained the view of the officers that quality was more important than speed, albeit that the Director expected time to be used efficiently.

**RESOLVED** that

- (i) the Planning & Transportation Committee Service Plan 1999/2000 outlined in Annex A of the report be approved; and,
- (ii) the policy objectives within the Service Plan be submitted to the Strategy and Policy Committee for inclusion in the Council's overall Service Plan 1999/2000.

560. **Bracknell Forest Borough Local Plan - Changes to Policy R15 and Proposal PH1.9 - Response to Public Consultation (Item 5)**

*In accordance with Standing Order 25, Councillor Mrs Ballin declared an interest in this item and withdrew from the meeting during its consideration.*

**COUNCILLOR SARGEANT IN THE CHAIR.**

The Committee considered a report which was intended:

- to inform Members of the representations received as a result of public consultation on the additional further proposed changes to Policy R15, Amen Corner, and to Proposal PH1.9, Peacock Farm, approved by the Special Planning and Transportation Committee on 19 November 1998 (Min 351 refers);
- to recommend to Members the Borough Council's response to the representations that should be included in the Borough Council's proofs of evidence and written representations to the Public Local Inquiry concerning these matters.

The Director of Planning & Transportation indicated that he had nothing to add in relation to Proposal PH1.9 but reminded the Committee that it had considered the settlement boundary referred to in Policy R15 previously and that, for any further alteration to be made, there should be a change in circumstances to justify it. He suggested that such a change would not be appropriate when proposals were only at the outline application stage but, could be reconsidered once there was more certainty about the future boundaries arising from redevelopment.

The Committee, however, did not believe that the existing site boundary was sustainable being located between properties and considered that there was a more logical line defined by existing rows of trees and chain link fencing beyond the properties, thereby extending the site.

Having reached this view, the Committee agreed that the properties previously consulted regarding the proposed policies should be re-consulted on this latest change as a matter of urgency in order to ensure that their views could be submitted to the Local Plan Inspector in accordance with the current schedule, thereby avoiding any further delay to the process which might be detrimental to the Council's interests.

**RESOLVED** that

- (i) no change be made to Additional Further Proposed Change 131A and that it be recommended to the Public Local Inquiry Inspector;
- (ii) additional Further Proposed Change 131A be approved for development control purposes;
- (iii) Additional Further Proposed Change 127A be further modified such that Policy R15 be amended to read:

*“Recreational, leisure and educational development will only be acceptable in this area where it would:*

- (i) *Not be reasonable to provide it within settlements;*
  - (ii) *Provide for a strong defensible boundary beyond the western and southern boundary of “Norbury”, London Road, Binfield and the southern boundary of “Lyndhurst” and “Coppid Hill House”, London Road, Binfield;*
  - (iii) *Not have an unacceptably adverse effect on significant land between Wokingham and Bracknell;*
  - (iv) *Not result in any unacceptable significant adverse environmental, road safety or transportation consequences;*
  - (v) *Contribute to the improvement of the quality and choice of public transport serving the defined area including the provision of a railway station;*
  - (vi) *Provide footpaths and cycleways through the area and links to:*
    - a *Land identified for development at Peacock Farm;*
    - b *Existing leisure uses to the north;*
    - c *Land identified for recreation and employment uses to the east;*
    - d *Wokingham District;*
  - (vii) *Provide for necessary highway works;*
  - (viii) *Not result in a net loss of residential accommodation;*
  - (ix) *Provide access to areas of open space of public value.”*
- (iv) this further modification to Additional Further Proposed Change 127A be recommended to the Public Local Inquiry Inspector; and,
- (v) this further modification to Additional Further Proposed Change 127A be approved for development control purposes.

**COUNCILLOR MRS BALLIN IN THE CHAIR.**

**561. Planning Policy Guidance Note 11 – Regional Planning - Public Consultation Draft (Item 6)**

The Committee considered a report inviting it to determine its response to the Department of the Environment, Transport and the Region's draft Planning Policy Guidance Note 11 on Regional Planning. The revised Note was intended to reflect the Government's policies on 'Planning for the Communities of the Future' published in February 1998, and on integrated transport.

In addition to the comments set out in the report, the Director of Planning & Transportation advised the Committee that it was not considered appropriate for the location of regional or sub-regional shopping centres to be a matter for the Regional Planning Guidance.

**RESOLVED** that the Department of the Environment, Transport and the Regions be informed of the comments set out in paragraph 4.7 of the report in relation to draft Planning Policy Guidance Note 11 on Regional Planning and the Council's assertion that the location of regional and sub-regional shopping centres should remain a matter for determination by the local planning authority rather than an issue for regional planning guidance.

**562. Revision of Planning Policy Guidance Note 12 - Development Plans (Item 7)**

The Committee considered a report inviting it to determine its response to the Department of the Environment, Transport and the Region's draft Planning Policy Guidance Note 12 on Development Plans. It had been refocused to provide a more strategic overview of the role and importance of development plans within the planning system and to speed up development plan preparation.

**RESOLVED** that the Department of the Environment, Transport and the Regions be informed in relation to draft Planning Policy Guidance Note 12 on Development Plans of the italicised comments set out in paragraphs 4.4-4.12 of the report.

**563. Parish Council Involvement in Planning Control Sub-Committee (Item 8)**

The Committee considered a report advising it of requests received from Town and Parish Councils for representation at Planning Control Sub-Committees.

The Director of Planning & Transportation reported that he had now received five letters and not four as stated in the report.

**RESOLVED** that a report on parish/town council involvement in the Planning Control Sub-Committee be prepared for detailed consideration at the next meeting of the committee.

**564. Items for Information**

The following items were submitted for information:

- Bracknell Forest Borough Local Plan – Update and Other (Item 9)

#### Development Planning Work

- Waste Local Plan for Berkshire (Item 10)
- Safer Routes To School Initiative (Item 11)
- Extension of Part M of the Building Regulations to New Dwellings (Item 12)
- Draft Circular – Land Use Planning & Electromagnetic Fields (Item 13)
- SERPLAN Paper – SERP 477: Towards A Parking Strategy For The South East (Item 14)
- Development Directory (Item 15)
- Joint Strategic Planning Committee Items (Item 16)

The Director of Planning & Transportation answered a number of questions on issues raised by Members in relation to the information items.

#### 565. **Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for the consideration of Item 15 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (9) Terms proposed in the course of negotiations for a contract (Item 17)

#### 566. **Construction Related and Other Consultancy Services (Item 17)**

In a report containing exempt information, the Committee considered the approach to be adopted in relation to consultancy services, including those currently provided by Babtie under the Highways and Planning Consultancy Agreement.

There were a number of concerns expressed by Members regarding the terms imposed upon the Council and the other five unitary authorities by the existing Highways and Planning Consultancy Agreement that had been entered into by the former County Council and to which they were bound by virtue of the legislation applying to local government reorganisation. Whilst it was noted that the officers were seeking to minimise the impact on the authorities of these, the Committee acknowledged that it was important to ensure that, whatever arrangements were made for the future delivery of the services, the transition from the existing contract to the new arrangements should be as smooth as possible.

In response to a suggestion that the new contracts should be no longer than three years, the Committee accepted advice that five years should be the minimum as the Council would have far greater control over the new arrangements than under the existing contract and that the longer contract period would avoid significant costs of re-tendering on a more frequent basis.

**RESOLVED** that



- (i) the proposed strategy for dealing with service delivery as set out in the report be adopted.
- (ii) tenders be invited for the two specific term contracts as set out in para 4.4.1, with the contracts being for a period of five years extendable for a further two years.
- (iii) advertisements be placed in accordance with standing orders 69 & 70 in order to establish a select list of tenderers.
- (iv) not less than five nor more than seven external service providers be invited to tender subject to there being sufficient suitable candidates, with tenders being assessed on the basis of both financial and quality submissions.
- (v) Strategy and Policy Committee be requested to endorse these recommendations.

The meeting commenced at 7.30pm and concluded at 9:10pm

**CHAIRMAN**

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**HIGHWAYS SUB-COMMITTEE  
18 MARCH 1999**

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

Parish & Town Council Representatives:

Binfield: Councillor J Willis  
Bracknell: Councillor Temperton  
Crowthorne: Councillor Mrs Pierce-Jones  
Sandhurst: Councillor Nicholson  
Warfield: Councillor Mrs Brown  
Winkfield: Councillor Young

Also Present: Councillor Flood and PC I Halliday

Apologies for Absence were received from:  
Councillors Harrison and Wade, Mrs Bayle (Bracknell Town Council)

**44. Substitute Members**

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

Councillor Blatchford for Councillor Harrison  
Councillor Worrall for Councillor Wade

Councillor Temperton attended the meeting instead of Councillor Mrs Bayle on behalf of Bracknell Town Council.

**45. Minutes**

The minutes of the meeting of the Sub Committee held on 7 January 1999 were approved as a correct record and signed by the Chairman.

**46. Petitions – Residents Parking: Foresters Square, Denham Grove and Uffington Drive (Item 1)**

The Sub-Committee considered a report on three petitions received from residents who were having problems in parking their private cars at their home.

The Sub-Committee heard from the following representatives on behalf of the petitioners:

Mrs R Condon – Uffington Drive  
Mr S Powell – Foresters Square  
Mr S Waites – Denham Grove

Amongst the key points raised by the petitioners' representatives were:

- That until such time as solutions had been identified, the Council should be more sympathetic to the parking of vehicles on verges and other “green” areas.
- That the conversion of some grassed areas and verges to parking bays would alleviate some of the problems.
- That the lack of adequate parking arrangements in some roads currently was restricting access for emergency vehicles.

The Sub-Committee noted that the Director of Planning & Transportation had received over one hundred requests for action to be taken to provide more residents parking. It recognised that there was a borough-wide problem to be addressed and agreed that it would be best to establish a formal policy on addressing the issues raised.

It was recommended that a comprehensive review be undertaken into ways to tackle residents parking problems.

RESOLVED that

- (i) the petitions be noted.
- (ii) the Director (in consultation with the Director of Social Services and Housing and the Director of Public and Environmental Services) be requested to prepare a report expeditiously on a comprehensive corporate approach to parking problems on residential areas for the Parking Focus Group advising on short and long term solutions to the problems identified.
- (iii) That the petition organisers be advised that the Council understands and sympathises with the problems experienced by residents, and plans to investigate a comprehensive approach to ways of helping with parking problems on residential roads.

#### 47. **Objections Received to Advertised Traffic Regulation Orders (Item 2)**

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

- Murrell Hill Lane - Prohibition of Driving
- Market Street/Station Road - Revised Waiting Restrictions
- A332 Swinley Road/Kings Ride - 40mph Speed Limit

The report also included details of other draft traffic regulation orders, which were currently advertised or in preparation for advertisement.

The Sub-Committee considered each of the three schemes to which there had been objections in turn.

With regard to Murrell Hill Lane, the Sub-Committee accepted that the objections related to the action already taken under the original order rather than the correction provided for under the new order which would permit bicycles to use the lane.

With regard to Market Street/Station Road, the Sub-Committee agreed to accept suggested changes to the published order in the light of the representations received.

With regard to the A322 Swinley Road/Kings Ride, the Sub-Committee heard the objections of the police to the proposal from PC Ian Halliday who also responded to a number of questions relating to the objections. However, whilst it recognised the concerns raised about effective enforcement of a 40 mph speed limit along the stretch of road, the Sub-Committee considered that it was correct to impose the limit which it believed to be appropriate and hope that, contrary to police fears, drivers would respect it.

**RESOLVED** that

- (i) in respect of the order relating to Murrell Hill Lane – Prohibition of Driving, except cycles:
  - (a) No public inquiry be held;
  - (b) The order be confirmed as advertised; and,
  - (c) The respondents to the advertisement be informed accordingly.
- (ii) in respect of the order relating to Market Street – Revised waiting restrictions:
  - (a) No public inquiry be held;
  - (b) A modified Order, as described in paragraph 4.10 be implemented; and,
  - (c) The respondents to the advertisement be informed accordingly.
- (iii) in respect of the order relating to the A332 Swinley Road/Kings Ride – 40mph Speed Limit:
  - (a) No public inquiry be held;
  - (b) The order be confirmed as advertised; and,
  - (c) The respondents to the advertisement be informed accordingly.

**48. A322 Swinley Bottom Roundabout - Potential Emergency Maintenance (Item 3)**

The Sub-Committee considered a report from the Council's Highways & Transportation Consultants regarding the potentially dangerous condition of the southbound inside lane (northern sector) of the A322 Swinley Bottom roundabout.

In response to a question, the Sub-Committee was advised that the precise cost of the works had yet to be established, but it was anticipated that these could be met from the Council's Transport Supplementary Grant.

**RESOLVED** that

- (i) works to the Swinley Bottom roundabout be included in future highway maintenance programmes as a priority item.

- (ii) the works be implemented subject to the necessary funds being made available for highway structural maintenance in the 1999/2000 capital programme.

**49. Footpath/Cycleway Bollard/Barrier Replacement Programme (Item 4)**

The Sub-Committee considered a report drawing its attention to the fact that many of the bollards and barriers positioned at the junctions of footways, cycleways, footpaths and carriageways were poorly designed, difficult to maintain and an impediment to street cleansing and other maintenance operations. It was invited to consider what action could be taken to improve the situation.

In response to questions, the Sub-Committee was advised that where it was decided to replace the existing barriers, the type of replacement would be that considered most suitable for the location.

Councillors Adams and Clifford offered to advise the officers on access and the suitability of proposed barriers.

**RESOLVED** that, having noted the content of the report, the inclusion of additional funding in future highway maintenance allocations be considered to enable programmed replacement of unsatisfactory barriers.

**50. Twin Bridges Roundabout Study (Item 5)**

The Sub-Committee considered a report on proposals to improve safety at the Twin Bridges roundabout which was recognised as a complex and heavily trafficked urban junction, which the Road Safety Plan had identified as the site with the highest number of injury accidents in the Borough.

A preliminary accident analysis of the junction had failed to identify any obvious pattern, and so it had been decided to carry out a study on traffic movements so that an effective Local Safety Scheme could be developed.

The Sub-Committee noted that the proposed scheme could be implemented without the need to make a traffic order. A suggestion that yellow box junctions would be even more effective was noted, but such a change would require the making of a traffic order. It was considered preferable to proceed with the proposed scheme at this stage and only pursue further measures such as box junctions if, following review, the current action failed to bring about a significant improvement in the situation. In responding to a number of questions, the officers undertook to look at the possibility of increasing the extent of lane guidance markings and consider further issues raised regarding the signing of the roundabouts and approach roads.

**RESOLVED** that

- (i) arising from the Twin Bridges Roundabout Study, the following improvement scheme be approved:
- The roundabout lane markings be amended to the 'spiral' type as shown on drawing no. TM600/99/80 and the signal timings be changed as laid out in table 1 of the report.

- Signs to warn of queues be placed on the Berkshire Way approach - subject to GOSE approval.
  - Temporary signs be erected on the exit to Downshire Way to prevent conflict at this point.
  - That additional signing be placed on the approaches to advise motorists on the correct approach lane, so that maximum advantage may be taken of the layout.
- (ii) the approved scheme be implemented subject to sufficient funds being provided in any budget for Local Safety Schemes in the 1999/2000 capital programme.

**51. Contract for the Unmetered Supply of Electrical Energy (Item 6)**

The Sub-Committee considered a report on the future arrangements for a contract for the supply of unmetered electricity to street lights, traffic lights and illuminated signs and bollards.

**RESOLVED** that the Borough Engineer be authorised, in consultation with the Chairman, to accept the lowest tender for the supply of unmetered electricity.

**52. New Roads and Street Works Act 1991 - 1998 Statutory Undertakers Performance Report (item 7)**

The Sub-Committee considered a report relating to the 1998 Statutory Undertakers Performance Report.

It was noted that data in the table related to the former Berkshire County Council area as data had only been separately registered from 1 April 1998. Full year data was not thus available for the Bracknell Forest Borough but would be in future. In addition from 1 April 1999, data could be electronically transferred into the Street Works Register thereby allowing reports for each unitary authority to be generated separately. Members were also advised that it was intended to allow access to a copy of the Register via the Borough Council's Web site as a future development.

The Officers answered a number of questions regarding the report, in particular, in relation to the powers which the Council could exercise against the utilities. It was noted that ultimately a criminal prosecution could be launched, but these were rare. The serving of an improvement notice was the first stage in the process and acted as a warning to the utility involved and generally resulted in an improvement in performance. In some cases, utilities would act against their contractors when the Council drew deficiencies in performance to their attention.

**RESOLVED** that

- (i) the contents of the report be noted.

- (ii) the Borough Engineer be authorised to issue formal Improvement Notices and warning letters to the Companies identified and monitor the effectiveness of the sanction.

**53. Items Submitted for Information**

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

- (a) North Bracknell Traffic and Road Safety Study - Traffic Survey Results (Item 8)
- (b) Capital Programme (Item 9)
- (c) Highways Works – Progress Report (Item 10)

Arising on item (a), the Officers answered a number of questions, indicating, in particular, that the survey had not set out to look to the future, only at the “before” and “after” picture relating to the Northern Distributor Road. It was added that, the applicants seeking to redevelop Bracknell town centre had both done some modelling of future traffic patterns in the area and produced different results. Such modelling was expensive and beyond the scope of the agreed brief. In view of the need to produce Local Transport Plans, taking into account the requirements of the road Traffic Reduction Act, it was considered inappropriate to undertake modelling work which predicted future traffic growth.

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

**CHAIRMAN**



**PLANNING CONTROL SUB COMMITTEE**

**14 JANUARY 1999**

Present: Councillors Mrs Doyle (Chairman), Adams, Mrs Ballin, Barnard, Beadsley, Fawcett, Flood, Mrs Hayes, Jones, Piasecki, Mrs Pile, Ryan, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Ward, Wheaton and Worrall

Apologies for absence:  
Councillors Birch and Mrs Hirst

99. **Substitute Members**

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

Councillor Beadsley for Councillor Mrs Hirst  
Councillor Mrs Sutcliffe for Councillor Birch

100. **Minutes**

**RESOLVED** that, subject to the list of those present being amended to include Councillor Simonds, the minutes of the Sub Committee held on 17 December 1998 be confirmed as a correct record and signed by the Chairman.

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

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

**RESOLVED** that the report be noted.

102. **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.

103. **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:

623684, 624046, 624304, 624271, 623963, 624295, 624065, 624293, 624319, 624118, 624286, 624282 and 624276.

**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.**

Councillor Fawcett declared a pecuniary interest in respect of this application and withdrew from the meeting during consideration of this item.

A site visit had been held in respect of this application on Saturday 9 January 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Mills, Ryan, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Ward and Wheaton.

It was noted that letters of objection in addition to comments from Binfield Parish Council had been received both on the original plans and the amended ones.

**RESOLVED** that consideration of this application be **deferred** to enable further discussions to be held with the applicant concerning the scale and height of the proposed development.

**Application No. 624284**

**Bracknell College Annex, Binfield Road, Bracknell.**

**Outline application for residential development with new vehicular access on to Binfield Road following demolition of existing buildings.**

It was noted that letters objecting to or commenting on the application had been received in addition to the comments of Bracknell Town Council.

**RESOLVED** that,

- i) 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) contribution to transportation measures
  - b) affordable housing contribution
  - c) open space contribution
  - d) community and educational contribution

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

- (1) A1 Outline planning permission - delete means of access.
- (2) A1(A) Details of reserved matters (delete means of access).
- (3) A1(B) Time limits for submission.
- (4) A1(C) Time limits for implementation.
- (5) B3 Plans as received - Site plan date-stamped 17 November 1998.
- (6) C3 Details of tree protection.
- (7) C4 Protective fencing.
- (8) C7 Implementation of approved landscaping scheme.
- (9) C18 Site survey - outline planning permission.
- (10) G1 Levels/finished floor level.
- (11) W2 Site organisation (building operations).
- (12) HA1 Layout and design standards.
- (13) HA3 Access constructed before development (approved drawing).
- (14) HA10 Access closure with reinstatement.
- (15) HA21 Visibility splays before development - 4.5m x 90.0m.
- (16) There shall be no direct vehicular access from the site to Fairfax.
- (17) P3 Accessible housing.

- ii) the Borough Planning Officer be instructed to prepare a Development Brief for the site for the future consideration of the Planning and Transportation Committee

**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.**

A site visit had been held in respect of this application on Saturday 9 January 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Mills, Ryan, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Ward and Wheaton.

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

**RESOLVED** that consideration of this application be **deferred** to enable discussions to be held with the applicant on the possibility of reducing the number of houses to be provided on this site.

**Application No. 624304**

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

**Erection of a single storey front  
extension forming customer  
entrance.**

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. 263/A/401A.
- (3) E1 Materials to match existing building.

**Application No. 624271**

**Bracknell Sports and Leisure  
Centre, Bagshot Road, Bracknell.**

**Installation of 12 no. floodlights on 6  
no. 15m high columns to replace  
existing floodlights (on 16m high  
columns) on all weather pitch  
(Application under Regulation 3).**

It was noted that letters commenting on the application 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 842/564.
- (3) Before the floodlights hereby approved are first used, they shall be mounted in a way which will minimise light spillage beyond the playing surface in accordance with a scheme previously approved in writing by the Local Planning Authority. They shall thereafter be operated in accordance with the approved scheme.
- (4) U1 Hours of illumination - insert (1) 6 no. lighting columns, insert (2) after 22:00 hours, insert (3) 15:30 hours.

**Application No. 623963**

**Land between 69 Upper Broadmoor  
Road and 1 White City, Crowthorne.  
Erection of one detached bungalow  
and creation of new access for use as  
a care home.**

A site visit had been held in respect of this application on Saturday 9 January 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Mrs

Hayes, Jones, Mills, Ryan, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Ward and Wheaton.

It was noted that a petition and 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) B1 Plans as amended.  
Insert "9813:06 and 9813:07 received 2 December 1998 and amended site plan received 11 December 1998".
- (3) E3 Details of materials to be submitted.
- (4) The windows facing 69 Upper Broadmoor Road shall be permanently glazed with obscure glass.
- (5) W2 Site organisation (building operations) (a), (b) and (c).
- (6) HA3 Access constructed before development (approved drawing).
- (7) HA20 Visibility splays before occupation.
- (8) HA25 Vehicle parking and turning spaces (approved drawing).
- (9) The bungalow hereby approved shall only be used as a dwellinghouse in accordance with Use Class C3 of the Town and Country Planning (Use Classes) Order 1987 (as amended).

**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.**

A site visit had been held in respect of this application on Saturday 9 January 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Mrs Hayes, Jones, Ryan, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Ward and Wheaton.

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

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

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

the proposal represents an unneighbourly form of development by reason of its overbearing impact on No. 34 Lily Hill Road and its garden.

**Application No. 624295**

**Land at Broadway House Shopping Parade, Yorktown Road, Sandhurst. Construction of 7 no. new car parking spaces to front of nos.74-78 Yorktown Road and replacement of wall to front of existing car parking with metal post and rail fence (1.1m high) on top of low wall (Application under Regulation 3).**

It was noted that a letter of objection had been received in addition to the comments of the Sandhurst Town Council.

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

- (1) A2 Full permission – implementation.
- (2) B3 Plans as received – Insert – Drg no. 4297/11A date stamped 13.1.99.
- (3) E2 Samples of materials to be submitted.

**Application No. 624065**

**Ranelagh School, Ranelagh Drive, Bracknell.  
Erection of class room block to replace existing prefabricated classrooms, extension to music room and extension to Scott Building to form office.**

Councillor Mrs Doyle declared a non-pecuniary interest in respect of this application and withdrew from the meeting during its consideration.

**COUNCILLOR SARGEANT IN THE CHAIR**

It was noted that letters of objection had been received.

**RESOLVED** that the application be **approved** subject to the inclusion of an informative regarding noise pollution from the building works and the following conditions:-.

- (1) A2 Full permission - implementation.
- (2) B1 Plans as amended insert “ 9679/33, 9679/28 and 9679/400 received 28 August 1998, 9679/35 received 26/11/98 and amended plan showing location of classroom block received 30/10/98”.
- (3) E2 Samples of materials to be submitted.
- (4) The development hereby approved shall not be begun until a scheme for the screening of the new classroom block has been approved by the Local Planning Authority. The approved scheme shall be carried out prior to the first occupation of the new classroom block and shall thereafter be permanently retained. Any vegetation that dies or becomes seriously damaged or diseased shall be replaced in the next planting season with

others of similar size and species, unless the Local Planning Authority gives written consent to any variation.

- (5) J2 Foul and surface water drainage.

**COUNCILLOR MRS DOYLE IN THE CHAIR**

**Application No. 624205**

**1 Woodland Crescent, Bracknell.  
Erection of single storey side  
extension forming double garage.**

A site visit had been held in respect of this application on Saturday 9 January 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Mrs Hayes, Jones, Ryan, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Ward and Wheaton.

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

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

- (1) A2 Full permission – implementation.
- (2) B3 98/248/1B and 98/248/2A received 16 November 1998.
- (3) E1 Materials to match existing building.
- (4) C6 Details of hard and soft landscaping.
- (5) C7 Implementation of approved landscaping scheme.

**Application No. 624293**

**Safeway Foodstore, Yorktown Road,  
Sandhurst.  
Section 73 application to allow  
goods deliveries to the store  
between 07.00 and 19.30 hours  
Mondays to Fridays, between 07.30  
and 19.30 hours on Saturdays and  
between 09.30 and 11.30 hours on  
Sundays without compliance with  
Condition 7 of Planning Permission  
608527.**

The comments of Sandhurst Town Council were noted.

**RESOLVED** that the application be **approved** subject to the conditions imposed on planning permission 608527 and the following substitute Condition 7.

- (7) No deliveries shall be taken at or despatched from the site outside the hours of 07.00 and 19.30 Monday to Friday (not Bank Holidays), 07.30 and 19.30 hours on Saturdays and Bank Holidays and between 09.30 and 11.30 hours on Sundays.

**Application No. 624319**

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

**Erection of two storey extension to  
existing offices and alterations to  
car park and access following  
demolition of existing single storey  
outbuildings and garage.**

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:  
Drawing nos. D436 - 04A, D436 - 05A.
- (3) E2 Samples of materials to be submitted.
- (4) C6 Details of hard and soft landscaping.
- (5) C7 Implementation of approved landscaping scheme.  
(Delete "seeding and turfing" in first line).
- (6) C9 Details of walls and fencing.
- (7) C12 Details of surfacing - Insert 'car park'.
- (8) The windows on the east elevation shall be obscure glazed.
- (9) L1 On site refuse storage.
- (10) W2 Site organisation (building operations). [(a), (b) and (c)].
- (11) HA5 Access constructed before occupation.
- (12) HA10 Access closure with reinstatement.
- (13) HA20 Visibility splays before occupation.
- (14) HA25 Vehicle parking and turning spaces (approved drawing).

**Application No. 624252**

**104 Yorktown Road, Sandhurst  
Retrospective change of use of  
ground floor from office (Class B1)  
to retail (Class A1).**

It was noted that a letter of objection had been received in addition to the comments of Sandhurst Town Council.

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

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



the application details and particulars have failed to demonstrate adequate parking arrangements for the site and as such the proposal is considered to be contrary to Policy S1 of the Sandhurst/Crowthorne Local Plan and Policy E7 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

**Application No. 624118**

**Land adjacent to 94 New Road,  
Winkfield.  
Erection of a four-bedroom  
detached house.**

It was noted that one letter commenting on the application had been received in addition to the comments of Winkfield and Sunninghill Parish Councils.

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

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as received.
- (3) There shall be a minimum gap of 0.9 metres between the south facing walls of the dwelling hereby approved and the adjacent boundary of no. 6 New Road, as shown on the plans hereby approved.
- (4) E3 Details of materials to be submitted.
- (5) Prior to the commencement of works on site a 1.2 metre high chain link or chestnut paling fence supported on a metal scaffold framework, constructed in accordance with figure 4, section 8 of the British Standard 5837, 1991 shall be erected around the trees indicated for retention on the plan received on 2 December and this fencing shall be retained during the course of construction to protect the trees from damage, including root damage.
- (6) C9 Details of walls and fences.
- (7) Details of the surfacing materials to be used for the vehicle parking and turning area shall be submitted to and approved by the Local Planning Authority prior to the commencement of any work and the vehicle parking and turning areas shall be surfaced in accordance with the approved scheme before the dwelling hereby approved is occupied.
- (8) The development hereby permitted shall not be begun until details of access to the building entrances, including ramped/level approaches to meet the needs of people with disabilities have been submitted to and approved by the Local Planning Authority. The facilities should comply with BS 5810 and be provided prior to the occupation of the development.
- (9) D6 Restrictions on house extensions.
- (10) HA3 Access to be constructed before development commences.
- (11) HA20 Visibility splays.
- (12) HA25 Vehicle parking and turning spaces.

(13) HA30 Garage retained for vehicle parking.

**Application No. 624286**

**Bracknell Boys Club, Calfridus Way,  
Bracknell.  
Erection of single storey front  
extension.**

It was noted that a letter had been received commenting on the proposals in addition to the comments of the Police Architectural Liaison Officer.

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

- (1) A2 Full permission – implementation.
- (2) B3 Plans as received – Drawing nos. 4722:98:2C and 3C and letter from the applicants reference RGB/4722-8 dated 23 December 1998.
- (3) E1 Materials to match existing building.
- (4) Notwithstanding the drawings submitted with the application, details of the external ramp and the accompanying handrail(s) shall be submitted to and approved by the Local Planning Authority before development works commence and the approved works shall be completed before the extension is occupied.

**Application No. 624121**

**128 Harmans Water Road, Bracknell.  
Construction of vehicular access on  
to Harmans Water Road.**

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

**Application No. 624282**

**2 Ramsbury Close, Bracknell.  
Change of use from open space to  
private garden and erection of 1.8m  
high close boarded fence to  
minimum 1m from footpath.**

It was noted that letters of objection had been received in addition to the comments of Bracknell Town Council and the Police Architectural Liaison Officer.

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

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

- (1) By reason of the prominent position and visual impact of the proposed fence and the enclosure of the existing open land, the proposed development would detract unacceptably from the character and visual amenity of Ramsbury Close. As such the proposal would be contrary to Policies EN21

and H12 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

- (2) The enclosure of the existing open area and the consequent loss of outlook from neighbouring properties in Ramsbury Close and Eddington Road would result in an unacceptable loss of natural surveillance to the detriment of community safety. As such the proposal would be contrary to Policy EN23 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

**Application No. 624276**

**27 Southwold, Bracknell.  
Change of use of public open space  
to private garden by erection of 2m  
high wooden fence.**

The comments of Bracknell Town Council were noted.

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

- (1) A2 Full permission – implementation.
- (2) B3 Plans as received – date stamped 13 November 1998.
- (3) The fence shall match the design and finish of the existing fence.

#### 104 **Miscellaneous Items (Item 4)**

The supplementary report of the Borough Planning Officer referred to in minute 103 also contained additional information relating to application 620232.

**Application No. 620232**

**Thomas Lawrence Brickworks site  
and Nutcroft, Priory Lane, Warfield.  
Proposed revisions to terms of  
S.106 Agreement and suggested  
conditions.**

**RESOLVED** that the following planning conditions be added to planning permission 620232:

- (27) the development hereby approved shall not be begun on the Nutcroft land, shown edged red on Plan A attached to this grant of planning permission, until a scheme to deal with contamination (including landfill gas) on the Nutcroft Land has been submitted to and approved in writing by the Local Planning Authority.
- (28) the above scheme shall include an investigation and assessment to identify the extent of contamination and the measures to be taken to avoid risk to the public, to buildings on adjoining land and to the environment. The scheme shall also include details of the phasing of any remedial measures and on-going monitoring.

- (29) the scheme to deal with contamination of the Nutcroft land shall be carried out in full in accordance with the scheme approved to condition ....(as per the final permission).

**Application No. 622531**

**Owlsmoor Scout Hut, Owlsmoor Primary School, Cambridge Road, Sandhurst.**

**Proposed landscaping and additional access gate to Oxford Road**

**RESOLVED** that

- (i) the landscaping proposals submitted in pursuance of condition 5 of planning permission 622531 be **refused**.
- (ii) the proposed additional access gate to Oxford Road be **noted**.

105. **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.

106. **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.

107. **Notification of Appeals Received (Item 7)**

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

**RESOLVED** that the report be noted.

The meeting commenced at 7.30pm and concluded at 10.30pm

**CHAIRMAN**

**SPECIAL PLANNING CONTROL SUB COMMITTEE  
3 FEBRUARY 1999**

Present: Councillors Mrs Doyle (Chairman), Harrison, Mrs Hayes, Piasecki,  
Mrs Pile, Simonds, Taylor and Thompson

Apologies for Absence: Councillors Fawcett and Ryan

**108. Substitute Members**

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

Councillor Harrison for Councillor Birch

**109. Planning Application No 622810:**

**Major town centre redevelopment involving demolition, refurbishment and construction of new buildings to provide the following components: covered shopping centre comprising retail units, restaurants and ancillary floorspace with relocated bus station, public open space, footway link to The Point and mixed use development of other parts of the town centre to provide retail units, foodstore, leisure (to include restaurants cafes and bars), offices, residential, hotel, civic facilities, library, community facilities (to include a health centre), a church, magistrates' court, police station, relocated market hall, a British Legion hall, shopmobility facility, creche and associated car parking, public art, landscaping, highway and access works.**

**Land south of the Town Centre By-Pass (A329), east of Skimped Hill Lane, north and east of Market Street and west of Church Road, Bracknell.**

The Sub-Committee discussed the above application for the redevelopment of Bracknell town centre and noted the supplementary report of the Borough Planning Officer detailing correspondence received and matters arising since the preparation of the main report.

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.

The Sub-Committee expressed concerns about the inability of the proposal to meet the objectives of the Borough Council's strategy to regenerate the town centre because of its size and physical arrangement and the likelihood of the scheme being fully implemented.

The Sub-Committee unanimously

**RESOLVED** that:

- (i) the Secretary of State be informed that

- (a) the Local Planning Authority considers that the planning application is not acceptable on the grounds that it is not consistent with the Borough Council's strategy and fails to provide a satisfactory alternative means of meeting the objectives of that strategy;
- (b) however, should the Secretary of State determine that the planning application be approved:
  - (I) the following issues should be concluded:
    1. the submission of further details relating to the Town Centre Transport Package (TCTP)
    2. submission of stage 1 safety audits for proposed works to certain road junctions
    3. details of construction vehicle routing
    4. sensitivity testing at the redesigned road junctions
    5. further clarification of the details of specific aspects of the noise assessment methodology
    6. submission of a revised air quality assessment including further consideration of the air quality impact in the vicinity of roads outside the town centre
    7. further details relating to the number of construction workers and their environmental and transport effects
  - (II) in the Local Planning Authority's view, any permission should be subject to the following planning obligations:
    1. the provision of a public transport interchange (bus station) at the southern end of the town centre
    2. a financial contribution towards public transport improvements (including buses, rail, taxis and mobility accessibility) (Town Centre Transport Partnership)
    3. a financial contribution towards highway works including the town centre road network and other road junctions (to include bus priority measures and facilities for pedestrians and cyclists)
    4. a scheme for the management and pricing of car parking
    5. a financial contribution towards park and ride facilities
    6. a scheme for town centre wide shop mobility for people with disabilities
    7. a financial contribution towards the implementation of a scheme of local on-street parking works and control

measures including the demolition and construction stage

8. submission of a car parking scheme for the peak Christmas demand
9. the promotion of a green commuter plan(s) for employees
10. the funding of cycle parking facilities in the town centre
11. the provision of new or upgraded cycleways and footpaths (including dedication)
12. the upgrading of underpasses and the removal of underpasses and the creation of grade crossings
13. the provision and maintenance of new squares/spaces to include the replacement of the Jubilee Gardens
14. the funding of new public art in the town centre
15. a financial contribution towards environmental works in Bracknell town centre (including tree lined boulevards and gateway features)
16. the securing of a balance and mix of uses within the town centre
17. the provision of replacement facilities for key town centre uses
18. the provision of 20% of dwellings as affordable housing and, in addition, the replacement of any affordable dwelling to be demolished with a new affordable dwelling
19. the provision of an air quality monitoring facility within the development
20. the submission of a scheme for construction
21. facilities for CCTV for Bracknell town centre and Urban Traffic Control for Bracknell

(II) in the Local Planning Authority's view, any permission should be subject to conditions based on the following list:

1. standard outline conditions
2. details of phasing of the development
3. components of the development (fixing the locations within the application site where reserved matters applications may be submitted for various uses)

4. landscape implementation
5. landscape management
6. tree retention/relocation
7. retention of landscaped areas
8. underground service details
9. foul and surface water drainage
10. noise insulation to new dwellings
11. site organisation (building operations) including wheel washing
12. control of floorspace
13. residential component
14. highway layout design
15. on-site highway works
16. off-site highway works
17. vehicle parking
18. parking: people with disabilities
19. car park internal design
20. cycle parking and facilities (employees)
21. disabled access/signage
22. fume and odour control from buildings and plant equipment
23. basement car park ventilation
24. noise control – noise from building and plant and equipment
25. waste
26. pollution control
27. shopping centre opening hours
28. opening hours – other uses
29. 24 hour route



30. lighting
31. control of environmental effects
32. vibration: listed buildings
33. relocation of public art
34. relocation of war memorial
35. footpath between Market Street and the Peel Centre
36. servicing: Ferriby Court (Service Yard G and Bentalls/Princess Square Service Yard)
37. hours of operation: construction work
38. urban design: public realm
39. building methods
40. construction workforce: transport

- (ii) 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.

110. **Key issues in the Consideration of Proposals for the Redevelopment of Bracknell Town Centre**

The Borough Planning Officer submitted a report considering the alternative planning proposals for Bracknell town centre. The Sub-Committee noted additional information contained within the supplementary report tabled at the meeting. The Sub-Committee considered that only one scheme should be granted consent in order to avoid uncertainty and delay to the redevelopment which is urgently required and unanimously

**RESOLVED** that the Secretary of State be informed that Bracknell Forest Borough Council, having considered the two proposals for Bracknell town centre, would recommend approval of the proposal of Legal & General (as embodied in planning applications 622560 and 622561 and subject to appropriate obligations and conditions) and refusal of that by BRT (planning application 622810), for the following reasons:

- (i) the existence of two planning permissions for the comprehensive redevelopment of the town centre could be positively harmful as it would lead to continued uncertainty for the town centre regeneration and to further delays and difficulties in getting a major development off the ground; and
- (ii) the Bracknell Regeneration Trust proposals will not secure the long term regeneration of the town centre for the following reasons:

- (a) the proposal lacks the required critical mass;
- (b) it also lacks the required scale of anchor store representation;
- (c) there is unlikely to be sufficient car parking spaces in the Jubilee Place scheme to secure the major retailers required to anchor the scheme and as a result it would not attract the number of visitors required;
- (d) the proposals include insufficient attractions in the northern part of the proposal to produce the pedestrian flows required to regenerate the whole of the town centre;
- (e) there is a lack of confidence that the other proposals would be implemented following development of Jubilee Place;
- (f) the likely difficulty concerning Compulsory Purchase Orders;
- (g) the likely need for third party funding to implement the scheme.

The meeting commenced at 7:30 pm  
and concluded at 9.15 pm.

**CHAIRMAN**

**PLANNING CONTROL SUB COMMITTEE**

**18 FEBRUARY 1999**

Present: Councillors Mrs Doyle (Chairman), Adams, Mrs Ballin, Barnard, Beadsley, Fawcett, Flood, Harrison, Mrs Hayes, Jones, Piasecki, Mrs Pile, Ryan, Sargeant, Mrs Sutcliffe, Thompson, Wheaton and Worrall

Also present: Councillors Egan, Grayson, McCormack and Mills

Apologies for absence:  
Councillors Birch, Mrs Hirst, Simonds and Ward

**111. Substitute Members**

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

Councillor Beadsley for Councillor Mrs Hirst  
Councillor Harrison for Councillor Simonds  
Councillor Mrs Sutcliffe for Councillor Birch

**112. Minutes**

**RESOLVED** that the minutes of the meetings of the Sub Committee held on 16 December 1998, 14 January and 3 February 1999 be confirmed as a correct record and signed by the Chairman.

**113. Urgent Action Taken Under Delegated Powers (Item 1)  
Land at Winsdene, Forest Road, Winkfield**

The Sub Committee noted the report of the Borough Planning Officer on urgent action taken by the Director of Planning & Transportation, in consultation with the Chairman and Vice Chairman of the Sub Committee, in respect of an exchange of written submissions on an appeal for the refusal of planning permission (623794) to be heard by Informal Hearing on 30 March 1999.

**114. 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 report be noted.

### 115. **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: 624046, 624384, 624414, 624174, 624330, 624105, 624108, 624324, 624148, 624219, 623983, 624370, 624372, 624316, 624337, 624198, 624310, 624002, 624070, 624373 and 624412.

#### **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.**

A site visit had been held in respect of this application on Saturday 9 January 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Mills, Ryan, Sargeant, Simonds, Mrs Sutcliffe, Thompson, Ward and Wheaton.

It was noted that letters of objection had been received in addition to the comments of the Binfield Parish Council. Following negotiations with the applicants to secure a reduction in the number of units, revised plans were received, modifying the layout but not reducing the number of units. Notwithstanding the Borough Planning Officer's recommendation to authorise him to approve the application subject to a s106 legal agreement and further consultation, the Sub Committee

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

1. The proposed development, in particular by reason of the size and siting of the three houses, plots 3,4 and 5, in the northern part of the site, represents an unacceptable over-development of the site, which would be out of keeping with the pattern of development in the area, and thereby in conflict with policies EN1 of the Berkshire Structure Plan, H1 of the North Bracknell Local Plan and H1 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.
2. The proposal would result in the loss of trees, and further would threaten the future survival of other trees, which are the subject of a Tree Preservation Order and which contribute to the character and appearance of the local environment. As such the proposals are contrary to policies EN1 of the Berkshire Structure Plan, EN1 of the North Bracknell Local Plan and EN1 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes

#### **Lily Hill House, Lily Hill Road, Bracknell**

#### **Application No.624384**

**Erection of 2 storey office extension to rear of house (892 sq m including internal courtyard) following demolition of former caretakers accommodation and bridge link to modern annex building. Refurbishment of exterior of building including reinstatement of**

**balustrading and finials to bay windows, porch and gable ends. Formation of new car park to south west of house with associated lighting and landscaping. Change to boundary treatments including construction of "ha-ha" to south of house and removal of closeboarded fencing.**

**Application No.624414**

**Alterations to building comprising erection of external fire escape stair on east elevation, single storey plant room on west elevation and two storey entrance on south elevation and alterations to fenestration.**

A site visit had been held in respect of this application on Saturday 13 February 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Ryan, Sargeant, Simonds and Wheaton.

It was noted that comments had been received from Lily Hill Park Preservation Association, Bracknell & District Urban Wildlife Group, NORPAG, Chavey Down Association and Bracknell Lawn Tennis Club, in addition to individuals.

**RESOLVED** that

- i) 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) a financial contribution towards a shared footpath/cycleway through Lily Hill Park in accordance with Proposal PR2(ii) of the BFBLP;
  - (b) transfer to the Borough Council of land to the south of the ha-ha, following the formation of the ha-ha and other agreed works, together with a commuted maintenance payment;
  - (c) payment of the Borough Council's reasonable legal costs associated with the transfer of the land;
  - (d) the maintenance of the open nature of land between the ha-ha and the front of Lily Hill House;
  - (e) a financial contribution to off-site works associated with the restoration of Lily Hill Park in accordance with the adopted Policy Statement;
  - (f) a financial contribution towards traffic management measures on Lily Hill Road;

the Borough Planning Officer, in consultation with the Borough Solicitor, be **authorised to approve** application 624384 subject to the following conditions:

- (1) A2 Full permission – implementation.
- (2) B3 Plans as amended - Drawings 98361AL(0)6B, 8B, 14, 20, 21, 23, 24A and 25A.
- (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 (to cover all forms of boundary treatment).
- (8) C10 Retention of landscaped areas.
- (9) C12 Details of surfacing (drives and car parking areas).
- (10) C15 Removal of permitted development rights (fences etc) - to cover whole site.
- (11) E2 Samples of materials to be submitted
- (12) G1 Levels/finished floor level – "The extension hereby permitted...".
- (13) The development hereby permitted shall not be begun until details of the proposed ground levels of the car parking area to the south-west of Lily Hill House have been submitted to and approved in writing by the Local Planning Authority. The car parking area shall be constructed only in accordance with the approved details.
- (14) The development hereby permitted shall not be begun until details of refuse stores, cycle parking and chiller units (including means of enclosure), foundations of chiller units and the security control building have been submitted to the Local Planning Authority and approved in writing. These buildings shall be constructed only in accordance with the approved details.
- (15) The development hereby permitted shall not be begun until details of a scheme for the reinstatement of the brick and stone balustrading and finials to the bay and oriel windows, porch and gable ends have been submitted to and approved by the Local Planning Authority. The extension hereby approved shall not be occupied until the approved scheme has been implemented in full.
- (16) The extension hereby permitted shall not be occupied until details of all external site lighting and security lighting, including design, levels of illumination and hours of use have been submitted to and approved in writing by the Local Planning Authority. Lighting shall then only be provided in accordance with the approved details.
- (17) HA25 Vehicle parking and turning space (approved drawing).
- (18) The extension hereby approved shall not be occupied until cycle parking has been provided in accordance with details to be submitted and approved in writing by the Local Planning Authority.
- (19) The extension hereby permitted shall not be occupied until signs indicating one way traffic circulation have been displayed on the

access roads within the site in accordance with a scheme to be submitted to and approved by the Local Planning Authority. The signs shall thereafter be retained and displayed free from obstruction.

- (20) HA16 Roads to be provided – "The extension hereby permitted shall not be occupied until...road serving it has been provided...".
  - (21) The extension hereby permitted shall not be occupied until the road markings have been provided in accordance with the approved drawing.
  - (22) The extension hereby permitted shall not be occupied until vegetation adjoining and overhanging the access road leading from Lily Hill Road has been cut back in accordance with a scheme of maintenance including details of management responsibilities and maintenance schedules approved in writing by the Local Planning Authority. The scheme shall be carried out as approved.
- (ii) the Borough Planning Officer, in consultation with the Borough Solicitor, be **authorised to approve** application 624414 subject to the following conditions (with such minor adjustments to conditions as may be considered appropriate):
- (1) A2 Full permission – implementation.
  - (2) B3 Plans as amended – Drawings 98361AL(0)8B, 9C, A10, A11, 12 and 17 and 24A.
  - (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 (to cover all forms of boundary treatment).
  - (8) C10 Retention of landscaped areas.
  - (9) C12 Details of surfacing (drives and car parking areas).
  - (10) C15 Removal of permitted development rights (fences etc) – to cover whole site.
  - (11) E2 Samples of materials to be submitted.
  - (12) The development hereby permitted shall not be begun until details of refuse stores, cycle parking, chiller units (including details of foundations and means of enclosure) and the security control building have been submitted to the Local Planning Authority and approved in writing. These buildings shall be constructed only in accordance with the approved details.

- (13) The extension hereby permitted shall not be occupied until details of all external site lighting and security lighting, including design, levels of illumination and hours of use have been submitted to and approved in writing by the Local Planning Authority. Lighting shall then only be provided in accordance with the approved details.
- (14) HA25 Vehicle parking and turning space (approved drawings – applications 624414 and 624384).
- (15) The extension hereby approved shall not be occupied until cycle parking has been provided in accordance with details to be submitted and approved in writing by the Local Planning Authority.
- (16) The extension hereby permitted shall not be occupied until signs indicating one-way traffic circulation have been displayed on the access roads within the site in accordance with a scheme submitted to and approved by the Local Planning Authority. The signs shall thereafter be retained and displayed free from obstruction
- (17) HA16 Roads to be provided – "The extension hereby permitted shall not be occupied until...road serving it has been provided...".
- (18) The extension hereby permitted shall not be occupied until the road markings have been provided in accordance with the approved drawing.

**Application No. 624174**

**Land adjoining 5 Crown Row,  
Bracknell.  
Erection of two storey building  
forming shop with offices above  
including rearrangement of existing  
footpath and parking and servicing  
areas**

A site visit had been held in respect of this application on Saturday 13 February 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Mrs Pile, Ryan, Sargeant, Simonds and Wheaton.

It was noted that one letter of objection and a petition of 825 signatories in support of a chemist at Crown Wood shops had been received. The Sub Committee was informed that the proprietor of the take-away establishment to the rear of the shops had not been consulted.

Notwithstanding the Borough Planning Officer's recommendation for refusal, the Sub Committee felt that the proposals would not form a discordant element in the neighbourhood centre area and

**RESOLVED** that, subject to no new issue being raised upon consultation with the proprietor of the take-away establishment, the Borough Planning Officer be **authorised to approve** the application subject to the following conditions:

- (1) A2 Full permissions implementation



- (2) B3 Plans as received Drawing nos. P1449-01B (as amended by revised parking layout plan P1449-06) 02 03A and 04B
- (3) C6 Details of hard and soft landscaping
- (4) C7 Implementation of approved landscaping scheme (delete "seeding and turfing")
- (5) C10 Retention of landscaped areas
- (6) C13 Underground service details (condition 3)
- (7) E2 Samples of materials to be submitted
- (8) L1 On site refuse storage
- (9) P5 Facilities provided before occupation
- (10) The development hereby permitted shall not be begun until details of access to the building entrance from the disabled parking space, to meet the needs of people with disabilities, have been submitted to and approved by the Local Planning Authority. The facilities shall be provided prior to the occupation of the development and thereafter permanently retained.
- (11) HA24 Vehicle parking in accordance with approved plans. The building hereby permitted shall not be occupied .....

**Application No. 624370**

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

**Retention of 2 no. 100mm vent pipes, 1 no. louvre grill, 1 no. kitchen extract duct, 1 no. gas flue, plant and ancillary ducting. Extension to monopitched roof to conceal ducting and erection of timber screen to top of brick wall around plant area (total height of enclosure 2.8m)**

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

**RESOLVED** that the Borough Planning Officer, in consultation with the Borough Solicitor, be **authorised to approve** the application subject to the following conditions (with such adjustments to conditions as may be considered appropriate):

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - Drg No.263/A/312A, 263/A/313A & 263/A/316(site plan only, not lighting details).
- (3) E1 Materials to match existing building.
- (4) The monopitch roof and timber screening around the plant area as hereby approved shall be constructed in accordance with the approved plans within 2 months of the date of this permission.

**Application No. 624372**

**The Keep, Wildridings Road,  
Bracknell.  
Retention of 27 no. 1.4m high bollard  
lighting posts to existing car park.**

The Sub Committee noted that correspondence had been received from the Member of Parliament and Ward Councillor, in addition to 33 letters of objection.

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

**RESOLVED** that:

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

the lighting is detrimental to the character and visual amenity of the Mill Pond area by reason of its intrusive impact on this attractive parkland area; and

(ii) the Borough Planning Officer be requested to report to the next meeting on enforcement action.

**Application No. 624330**

**Moat Farm, Winkfield Lane,  
Winkfield.  
Retrospective application for the  
change of use of agricultural building  
to repair and maintenance of  
agricultural tractors and machinery  
and Land Rovers. Erection of 2.4m  
high boundary fence.**

It was noted that letters of objection had been received in addition to the comments of the Parish Council and the Maidens Green Society.

The Borough Planning Officer reported that the two appeals lodged are now to be held at a public inquiry in July.

**RESOLVED** that, following reconsideration of the content of condition 7 of the Borough Planning Officer's report to secure reasonable noise level controls, the Borough Planning Officer, in consultation with the Director of Public & Environmental Services, be **authorised to approve** the application, subject to the following conditions (and subject to such further conditions as may be required in respect of noise levels following reconsideration of the issue as referred to above) :

- (1) A5 Temporary permission - use  
(insert 18 February 2000).
- (2) B3 Plans as received  
(insert "97/NK/1c received 8 December 1998").
- (3) A6 Personal permission  
(insert "Mr N P Kerner").

- (4) No vehicles, implements or machinery shall be stored, repaired or maintained other than in
  - (i) the building coloured red on the approved plan,
  - (ii) the portable containers marked A, B or C on the approved plan, or
  - (iii) parked awaiting repair or maintenance in accordance with any scheme approved pursuant to Condition 10 of this approval.
- (5) Within one month of the date of this permission, a scheme for the painting of the barn a dark colour shall be submitted to the Local Planning Authority for approval and shall be implemented within one month of the date of such approval.
- (6) No vehicles, implements or machinery shall be repaired or maintained at the site other than those used solely for the purposes in connection with agricultural or equestrian uses. No other vehicles, implements or machinery shall be repaired or maintained at the site.
- (7) To be resolved
- (8) Notwithstanding the provisions of Article 3, Schedule 2, Class B of The Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending or re-enacting that Order) no extensions shall be made to the building on the site.
- (9) No vehicles, implements or machinery shall be sold from, or displayed for sale at the site.
- (10) Within one month of the date of this permission a scheme depicting the areas for employees' and visitors' parking and areas for the manoeuvring of vehicles, machinery and implements awaiting repair or maintenance in the building coloured red on the approved plan shall be submitted to the Local Planning Authority for approval and shall be implemented within one month of the date of such approval and retained available for the approved purpose.
- (11) Following compliance with condition (10) above there shall be no employee or visitor parking, or the parking of implements awaiting repair or maintenance outside the approved area.
- (12) Within 28 days 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 6 metres measured from the carriageway edge.
- (13) The use hereby permitted shall be restricted to the hours of 08:00 hours to 18:00 hours Monday to Friday inclusive, 08:30 to 12:30 on Saturdays and at no time on Sundays or Bank Holidays.

**Binfield Park Hospital, Binfield Park, Binfield.**

**Application No. 624105**

**Change of use and conversion to four residential units including part demolition of buildings on northern part. Extensions to north and south wings.**

**Application No.624108**

**Listed Building application for conversion of existing building into four residential units including part demolition of buildings on northern side, extensions to north and south wings and internal alterations**

It was noted that four letters had been received expressing concerns but not objections, in addition to the comments of English Heritage.

**RESOLVED** that

- (i) subject to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990, to secure a financial contribution towards educational facilities in the area, application 624105 be **approved** subject to the following conditions:
  - (1) A2 Full permission - implementation.
  - (2) B3 Plans as received.
  - (3) E2 Samples of materials to be submitted.
  - (4) C6 Details of hard and soft landscaping.
  - (5) C7 Implementation of approved landscaping scheme.
  - (6) The development hereby permitted shall not be begun until details of accesses to the building entrances to meet the needs of people with disabilities have been submitted to and approved by the Local Planning Authority. The facilities shall be provided prior to the occupation of the development and thereafter permanently retained.
  - (7) Notwithstanding the provisions of Article 3 and Schedule 2 of the Town and Country Planning General Permitted Development Order 1995, (or any Orders amending or re-enacting that Order), no development falling within Part 1, Development within the Curtilage of a Dwelling House, shall be carried out without the prior written consent of the Local Planning Authority.
  - (8) W2 Site organisation (building operations).
- (ii) subject to referral to the Secretary of State, Listed Building consent be **granted** in respect of application 624108 subject to the following conditions:
  - (1) A3 Listed building and conservation area consent (time limit).
  - (2) A3 Plans as received.
  - (3) LB14 Brickwork samples.  
Delete "rebuilding of" and substitute "development".

- (4) Prior to any works commencing, details of the design and the materials for the two new doorways and for the proposed method of blocking the internal doorways shall be submitted to and approved by the Local Planning Authority.
- (5) No demolition shall take place until after a period of one month has expired from the date on which notice of the intention to carry out such works shall have been given to the Royal Commission on Historic Monuments, for the purposes of recording the building.
- (6) The development hereby granted consent shall not be begun until details of the elevations to the swimming pool housing have been submitted and approved in writing by the Local Planning Authority.
- (7) E2        Samples of materials to be submitted.

**Application No. 623983**

**Land at 1-3 Church Road and adjacent to Victor House, Long Hill Road, Winkfield.  
Erection of 5 no. 3 storey town houses with vehicular access from Long Hill Road following demolition of existing buildings**

A site visit had been held in respect of this application on Saturday 13 February 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Ryan, Sargeant, Simonds and Wheaton.

It was noted that correspondence had been received both supporting and objecting to the proposal, in addition to the comments of the Parish Council and the Chavey Down Association.

**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 towards recreational and community facilities in the area, the Borough Planning Officer be **authorised to approve** the planning application subject to the following conditions:

- (1) A2        Full permission - implementation.
- (2) B3        Plans as received - Drawing nos. (55211 to 55216 inc.)
- (3) C6        Details of hard and soft landscaping.
- (4) C10       Retention of landscaped areas.
- (5) C13       Underground service details INSERT 3.
- (6) D3        House extensions - restrictions on additional window door openings. INSERT north and east.
- (7) D6        Restriction on house extensions.
- (8) D7        Restrictions on house curtilage.

- (9) D9 Restrictions on roof additions/alterations.
- (10) HA24 Vehicle parking in accordance with approved plans.
- (11) HA30 Garages retained for vehicle parking.
- (12) E2 Samples of materials to be submitted.
- (13) The level of the ridge of the roof to Units 1 and 2 shall not be more than 1.3 metres above the level of the ridge of the roof of Victor House and the level of the ridge of the roof to units 4 and 5 shall not be less than 2m below the level of the ridge of the roof of no. 7 Church Road, as indicated on drawing 55215.
- (14) C9 Details of walls and fences.
- (15) W2 Site organisation (building operations).
- (16) HA5 Access constructed before occupation (approved drawing).
- (17) HA10 Access closure with reinstatement.
- (18) HA16 Roads to be provided.
- (19) No building shall be occupied until visibility splays of 2.4m x 120m have been provided at the junction of the private drive with Long Hill Road. These areas shall thereafter be kept free of all obstructions to visibility over a height of 0.6m above carriageway level.
- (20) The development hereby permitted shall not be begun until details of accesses to the rear building entrances to meet the needs of people with disabilities have been submitted to and approved by the Local Planning Authority. The facilities shall be provided prior to the occupation of the development and thereafter permanently retained.

**Application No. 624337**

**73 Dukes Ride, Crowthorne.  
Change of use from Part B1(office)  
use and part residential use to form 6  
flats involving erection of two storey  
extension**

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

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

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

The proposals represent an over-development of the site, out of accord with the physical and visual character of the area, lacking adequate space about the building, and detrimental to the amenities of adjoining residential properties by reason of loss of privacy and overbearing impact and the intrusive effect of the proposed car parking area and associated vehicle movements. As such the proposals conflict with policies LD3 and EN1 of the

Berkshire Structure Plan 1991-2006, policies EN8 and H2 of the Sandhurst – Crowthorne Local Plan, and policies EN21 and H1 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

**Application No. 624412**

**Longhill Recreation Ground, Long Hill Road, Winkfield.**

**Change of use of land from storage to skate-boarding and roller blade park.**

*Councillor Mrs Hayes declared a non-pecuniary interest in respect of this application. The Sub Committee invited her to remain in the meeting.*

It was noted that objections had been received from the Chavey Down Association and two local residents and a 48 signature petition had been received from members and youth workers of North Ascot Youth Club supporting the proposals.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received.
- (3) C6 Details of hard and soft landscaping.
- (4) C7 Implementation of approved landscaping scheme.
- (5) The development hereby permitted shall not be begun until a revised plan showing a dedicated parking space within the site to serve the shop has been submitted for the written approval of the local planning authority. Such details as may be approved shall be implemented as part of the development.
- (6) No part of the skate-boarding and roller blading equipment to be provided within the skate-board park shall exceed 2.7 metres in height.
- (7) The development hereby permitted shall not be begun until details of the colour of the shop/toilet building have been submitted to and approved in writing by the Local Planning Authority and this condition shall apply notwithstanding any indications as to these matters which have been given in this application for planning permission.

**Application No.624324**

**Land at Fairwinds, Balliol Way, Sandhurst.**

**Erection of one 4 bedroom detached house and two four bedroom link-detached houses, with garages, with access from Balliol Way following demolition of existing dwelling.**

A site visit had been held in respect of this application on Saturday 13 February 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Mrs Hayes, Jones, Ryan and Worrall.

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

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

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

The two proposed dwellings to the rear of the site, by reason of their siting, height, bulk, orientation and parking arrangements, would have a severely adverse effect on the amenities and privacy of adjoining residential development. As such the development would be in conflict with Policy H2 of the Sandhurst-Crowthorne Local Plan and Policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

**Application No.624148**

**Cranbourne County Primary School,  
Lovel Road, Winkfield.  
Erection of new school hall with link  
corridor to part of existing school  
and creation of new hard surfaced  
outdoor play area.**

It was noted that no representations had been received.

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

- (1) A2 Full permission - implementation
- (2) B1 Plans as amended:  
2564/3/Location/Rev. D  
2564/3/04D  
2564/3/05D
- (3) E2 Sample of materials to be submitted  
Amend condition to read:  
“.....external surfaces of the development including windows and doors  
have been submitted....”.
- (4) C12 Details of surfacing  
Insert 1: new hard surfaced playground  
Insert 2: new hard surfaced playground
- (5) W2 Site organisation (building operations)
- (6) The new school hall hereby approved shall not be brought into use until the additional four parking spaces and disabled parking bay in the location shown on the approved drawing have been provided. These additional spaces, together with the existing parking spaces on the site, shall thereafter be kept available for parking and turning at all times.
- (7) All external exit points should be made level or gently graded.



**Application No.624219**

**4 The Oaks, Bracknell.  
Continued use of dwelling house as  
a house in multiple occupation**

It was noted that a letter of objection had been received from the Larges Lane Residents Association in addition to comments from the Ward Town Councillor.

**RESOLVED** that the Borough Planning Officer, in consultation with the Borough Solicitor, be **authorised to approve** the application subject to the following condition (and such other conditions as are considered appropriate for the regulation and control of the use) :

- (1) The four parking spaces as shown on the plan, submitted on 21 October 1998, shall be kept available for parking at all times.

**Application No.624314**

**264-266 Yorktown Road, Sandhurst.  
Erection of two storey building  
forming four no. one-bedroom  
dwellings and one no. two-bedroom  
dwelling with associated car parking  
following demolition of existing  
buildings.**

It was noted that letters of objection in addition to the comments of the 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 - Drg No. 1351 - 1 - B, date stamped 1/2/99.
- (3) E2 Sample of materials to be submitted.
- (4) HA5 Access constructed before occupation (delete "constructed" substitute "widened").
- (5) HA20 Visibility splays before occupation.
- (6) HA27 Provision of parking spaces (approved drawing).
- (7) HA29 Communal parking.
- (8) D3 Restrictions of additional windows/door openings (insert east or west).
- (9) D4 Obscured glazing (Insert 1: first floor, insert 2: east and west).
- (10) C3 Details of tree protection.
- (11) C4 Protective fencing.
- (12) C5 Replacement of damaged vegetation.
- (13) C6 Details of hard and soft landscaping.

- (14) C7 Implementation of approved landscaping scheme.
- (15) C9 Details of walls and fences.  
Add: "The scheme shall allow for the retention and making good of a section of the flank wall of the existing building adjoining no.262 Yorktown Road as indicated on application drawing no. 1351-1B".
- (16) C10 Retention of landscaping areas.
- (17) C12 Details of surfacing (Insert 1&2: vehicular access, communal car park and footpaths).
- (18) D6 Restrictions on house extensions.
- (19) W2 Site organisation.

**Application No.624121**

**128 Harmans Water Road, Bracknell.  
Construction of vehicular access on  
to Harmans Water Road.**

A site visit had been held in respect of this application on Saturday 13 February 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Mrs Pile, Ryan, Sargeant, Simonds and Wheaton.

It was noted that no representations had been received.

**RESOLVED** that

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

The proposed access would result in the parking of vehicles on the open land in front of 128 Harmans Water Road. This open land forms part of the attractive landscaped setting of this housing estate, which is an important feature of its design and layout. The parking of vehicles in this amenity open space would erode its attractiveness, to the detriment of the character and appearance of the estate, contrary to policy H12 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

- (ii) (a) Enforcement action be taken to secure the cessation of the use of the land for car parking and private garden use; the removal of the partially constructed hardstanding; the removal of the cupressus hedge; and the reinstatement of the site by seeding or turfing to grass; and
- (b) in the event of failure to comply with the requirements of the Notice within six weeks, the matter be allowed to proceed to legal action in the courts as deemed appropriate by the Borough Solicitor and Borough Planning Officer.

**Application No.624316**

**Youth & Community Centre, County Lane, Warfield.**

**Construction of hard surfaced basket-ball/general ball area with basket-ball goal and 3.2m high weld mesh fence. Enclosure of open area to rear of Youth and Community Centre with 1.8m high weld mesh fence (application under Regulation 3).**

*Councillor Sargeant declared a non-pecuniary interest in respect of this application and withdrew from the meeting during consideration of this item.*

It was noted that letters of objection, in addition to comments from the Parish 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 no. 4323/01A.
  - (3) E3 Details of materials to be submitted.  
Delete "external surfaces". Insert "fencing".
  - (4) C6 Details of hard and soft landscaping.
  - (5) C7 Implementation of approved landscaping scheme.
  - (6) The area enclosed shall only be accessible and available for use when the community centre is open unless otherwise approved in writing by the Local Planning Authority; and
- (ii) the Borough Planning Officer be asked to request the applicant to consider the use of a suitable surface for noise reduction.

**Application No.624198**

**Wayside, Jigs Lane North, Warfield.  
Erection of single storey side and rear extensions.**

It was noted that letters of objection in addition to the comments of the Parish 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 (received 4 February 1999 – drawings 9816-802A, 805B and BW4A)
- (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) E3 Details of materials to be submitted.
- (8) HA25 Vehicle parking and turning space ("The extension shall not be occupied until...")
- (9) The development hereby permitted shall not be begun until details of the ramped accesses into the building and facilities for disabled people have been submitted to and approved by the Local Planning Authority. Facilities should comply with the Borough Council's design guidance entitled "Design for Accessibility" (and other documents detailing good practice published by the Centre for Accessible Environments and the Institution of Highways and Transportation) and be provided prior to the occupation of the development and thereafter permanently retained.

**Application No.624310**

**Buttersteep House, Buttersteep Rise,  
Winkfield.  
Erection of two detached houses  
following the demolition of existing  
two detached houses.**

The comments of the Parish Council were noted. No other representations had been received.

**RESOLVED** that, subject to no significant objection to the proposed development being received as a result of the statutory publicity given to this application and to the notification of the application to the Secretary of State as a departure from the development plan, the Borough Planning Officer be **authorised to approve** the application subject to the following conditions:-

- (1) A2 Full permission - implementation.
- (2) B1 Plans as amended. (Plan received 6/1/99).
- (3) C3 Details of tree protection.
- (4) C4 Protective fencing.
- (5) C6 Details of hard and soft landscaping.  
(Add after "...soft landscaping..." "...and a management plan for the trees at the site...").
- (6) C7 Implementation of landscaping.
- (7) E2 Samples of materials to be submitted.
- (8) HA25 Vehicle parking and turning.
- (9) HA30 Garages retained for vehicle parking.

**Application No.624202**

**Oaklands Farm, Maize Lane,  
Warfield.**

**Extension to barn to form private  
indoor riding school and workshop  
following demolition of existing hay  
store.**

The comments of the Parish Council were noted. No other representations were received.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - insert date stamped 6 October 1998.
- (3) E1 Materials to match existing building.
- (4) The use of the indoor riding school and the workshop shall be for the personal use and enjoyment of the occupiers of Oaklands Farm only and shall not be used for commercial purposes.
- (5) The existing hay store shown on the drawings date stamped 6 October shall be demolished and the site cleared to the satisfaction of the Local Planning Authority prior to the development hereby permitted being implemented.

**Application No.624255**

**61 Dukes Ride, Crowthorne.**

**Section 73 Application to increase  
number of children attending nursery  
from 44 to 50 and to amend car  
parking layout without compliance  
with conditions 7 and 8 of Planning  
Permission 622705.**

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) A7 Previous approval conditions - delete "reserved matters" insert "622705"
- (3) The number of children attending the nursery shall not exceed 50 at any one time, and no child who has passed his or her fifth birthday shall receive such services except where he or she has yet to commence full time primary education.
- (4) The increase in the number of children attending the nursery hereby approved shall not commence until additional vehicle parking has been provided in accordance with the approved drawing and the space shown on the approved plan has been properly surfaced and marked out/provided in accordance with the approved drawing. The space shall thereafter be kept available for parking at all times.

**Application No.624070**

**Land adjoining Downmill Road Lorry Park, Western Road, Bracknell.  
Erection of 1 no. 1844 sq m building forming Royal Mail Sorting Office and 1 no. 2115 sq m industrial /storage building (Class B2, B8) with associated car parking and access on to Downmill Road.**

It was noted that no representations were received.

**RESOLVED** that subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990, containing a planning obligation relating to a financial contribution towards transport 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) B2 Plans as amended  
Plans 3092/P/101J, P102/F, P/105/D, P110/B, and P/111/A received on 22 January 1999).
- (3) C1 Protection of trees.
- (4) C4 Protective fencing.
- (5) C7 Implementation of approved landscaping scheme.
- (6) The hedge to be planted on the eastern boundary of the site shall be planted as a random mix double staggered row in accordance with details to be submitted for the approval of the local planning authority prior to the commencement of development. Such details as may be agreed shall be implemented prior to the occupation of the development.
- (7) C11 Construction of foundations - prevention of root damage to trees.
- (8) L3 Restriction on storage outside buildings.
- (9) W2 Site organisation (building operations).  
(Add "and each facility shall be maintained throughout the course of construction of the development, free from any impediment to its designated use").
- (10) Unit 2 of the development hereby permitted shall be used for purposes within the B2 and B8 use classes and for no other purposes, notwithstanding the provisions of the Town and Country Use Classes Order 1987 and Article 3 and Part 3 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 without the prior written permission of the Local Planning Authority obtained through the submission of a planning application.
- (11) If the building is occupied for B8 purposes it shall be implemented in accordance with car parking layout 3092/P/110/B. If occupied for B2 use it shall be implemented in accordance with car parking layout 3092P/111/A.

- (12) HA5 (Access constructed before development)
- (13) HA10 (Access closure with reinstatement)
- (14) HA25 (Vehicle parking and turning spaces)
- (15) HA27 (Provision of parking spaces)

**Application No.624103**

**1 Sun Ray Estate, Sandhurst.  
Erection of two storey side extension, single storey front extensions forming new hall and bay window and addition of two front facing dormer windows to existing house.**

The comments of the 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: Drawing nos. 2066-04A & 05A.
- (3) E1 Materials to match existing building.
- (4) HA12 Garage drive length.
- (5) HA25 Vehicle parking and turning.
- (6) HA30 Garage retained for vehicle parking.

**Application No.624373**

**Little Stream, Bagshot Road, Winkfield.  
Erection of two storey side extensions and single storey rear extension.**

The comments of Winkfield and Sunningdale Parish Councils, Surrey Heath Borough Council and the Society for the Protection of Ascot and Environs were noted.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - insert "79/05 revision E, 79/06 revision E, 79/07 revision E and 79/08 revision E"
- (3) E1 Materials to match existing building
- (4) C11 Construction of foundations - prevention of root damage to trees
- (5) C3 Details of tree protection

- (6) The development hereby approved shall not be begun until a method statement for the pruning of the existing oak tree, shown on the submitted tree survey received 1 February 1999, has been submitted to and approved in writing by the Local Planning Authority.

**Application No.624382**

**5 Tarragon Close, Warfield.  
Erection of single storey side extension and first floor side extension over garage.**

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

**Application No.624396**

**Land adjacent to 20 Trevelyan, Bracknell.  
Change of use of land from public open space to private garden by creation of a 1.8m high timber fence.**

The comments of Bracknell Town Council were noted.

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

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

By reason of the prominent position and visual impact of the proposed fence and the enclosure of the existing open land, the proposed development would detract unacceptably from the character and visual amenity of the area. As such the proposal would be contrary to Policies EN21 and H12 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

**Application No.624401**

**11 Martins Lane, Bracknell.  
Erection of single storey front extension to garage and single storey rear extension forming conservatory. Increase in extent of pitched roofs.**

It was noted that one letter had been received expressing concern.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received: Drawing nos. 067101 and 067102.
- (3) E1 Materials to match existing building.



**Application No.623798**

**15 Cormorant Place, Sandhurst  
Erection of two storey side extension**

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

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

- (1) A2 Full permissions - implementation.
- (2) B3 Plans as received - Drg.no. SAM/97 Rev A.
- (3) E1 Materials to match existing building.
- (4) HA30 Garage retained for vehicle parking.

**Application No.623529**

**3 Moffats Close, Sandhurst.  
Erection of first floor front extension  
and erection of a pitched roof first  
floor rear extension above an  
existing single storey flat roofed  
extension.**

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

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

- (1) The proposed front extension would be out of character with the original design, scale and proportions of the existing dwelling and with the surrounding properties, detrimental to the visual amenity of the area, contrary to Policies EN21 and H2 of the Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

**Application No.624230**

**43 Westmorland Drive, Warfield.  
Erection of single storey side  
extension involving change of use of  
land from open space to residential.**

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

**116. 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.

**117. 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.

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

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

**RESOLVED** that the report be noted.

The meeting commenced at 7.30pm  
and concluded at 11.45pm

**CHAIRMAN**

**LEISURE SERVICES COMMITTEE**  
**8 APRIL 1999**

Present: Councillors North (Chairman), Bettison, Blatchford, Egan, Fawcett, Flood, Good, Grayson, Miss Haydon, Jones, Mrs Keene, Mrs Pile, Thompson, Wade and Wheaton

Apologies for absence were received from:  
Councillors Finnie and Mrs Hayes

**567. Substitute Members**

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

Councillor Jones for Councillor McCormack  
Councillor Mrs Pile for Councillor Mrs Hayes  
Councillor Wade for Councillor Finnie

**568. Minutes**

**RESOLVED** that the minutes of the meeting of the Committee held on 27 January 1999 be confirmed as a correct record and signed by the Chairman.

**569. Joint Golf Course Committee**

**RESOLVED** that the minutes of the meeting of the Joint Golf Course Committee held on 19 November 1998 be received.

**570. Edgbarrow and Sandhurst Sports Centre Management Committee**

**RESOLVED** that the Minutes of the meeting of the Edgbarrow and Sandhurst Sports Centre Management Committee held on 22 February 1999 be received.

**571. Quarterly Summary Report (Item 1)**

The Committee considered the Quarterly Summary Report which detailed current issues and developments and work undertaken by individual sections within the Department since the Committee's last meeting in January. The Report also included revenue budgetary control information up to and including January 1999 and progress in relation to the schemes in the approved capital programme.

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

**572. Service Plan 1999/2000 (Item 2)**

The Committee considered its Service Plan, which would form an important part of the Council's financial and policy planning process for the coming year. The Service Plan set out the Committee's objectives and would help to guide and monitor activities. The overall policy objective for the Committee would be to maximise the contribution made by Leisure Services to the social, environmental, economic and cultural well-being of the Borough. Individual objectives were grouped under the headings of Health and Well-Being; Community Safety; Protecting and Enhancing the Environment; Economic Development; and Improving Service Standards.

**RESOLVED** that

- (i) the Leisure Services Committee's Service Plan, as outlined in Annexe A to the report, be approved; and
- (ii) the Policy Objectives (as amended at the meeting) within the Service Plan be submitted to the Strategy and Policy Committee for inclusion in the Council's Overall Service Plan for 1999/2000.

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

Following the approval by the Council on 3 March of its budget, the Committee considered a report which detailed the Leisure Services revenue estimates for 1999/2000.

**RESOLVED** that the Leisure Services Committee's detailed budget, as outlined in Annexe B to the report, be noted.

**574. Capital Programme 1999/2000 – 2001/2002 (Item 4)**

The Committee considered a report in which it was advised of the progress with the 1998/99 Capital Programme and noted the resources of £3.662 million would be carried forward into 1999/2000. The grant award to South Hill Park and the purchase of Downshire Golf Course accounted for the most of this sum. The report also set out 'unavoidable' schemes, including £400,000 for the replacement library management system. In terms of 'new' schemes, a wheeled sports facility Longhill Park, a design and feasibility study on improvements to the Sandhurst School site; and general improvements to leisure facilities were proposed. There were also proposals for two self-financing schemes relating to the new sports hall at Bracknell Sport and Leisure Centre and the installation of a combined heat and power unit at Coral Reef.

**RESOLVED** that

- (i) the projected carry forward of resources from the 1998/99 programme, as outlined in Annex A to the report, be noted; and
- (ii) the schemes, summarised in Annexe D of the report, be submitted to the Strategy and Policy Committee for inclusion within the Capital Programme for 1999/2000.

**575. Longhill Wheeled Sports Park (Item 5)**

The Committee considered a report which sought authority, subject to a capital allocation of £70,000 from the Strategy and Policy Committee, to proceed with the construction of a wheeled sports facility at Longhill Park.

**RESOLVED** that

- (i) subject to any subsequent allocation from the Strategy and Policy Committee, up to £70,000 from the 1999/2000 Capital Programme for provision of a wheeled sports facility at Longhill Park be approved;
- (ii) subject to the approval in (i) above, the surfacing and fencing works be implemented through the Council's term contractor; and
- (iii) an order be placed with a specialist skatepark equipment supplier under the terms of Standing Order 67 (1).

**576. Additional Capital Works: North Ascot Youth Centre (Item 6)**

The Director of Leisure Services reported on a capital expenditure proposal (subject to an allocation of resources from the Strategy and Policy Committee) to provide disabled access, heating in the games hall, a new office and the conversion of existing office to create a coffee bar at the North Ascot Youth Centre. The Committee noted that the proposed development would increase usage of the building and would therefore generate additional income.

**RESOLVED** that

- (i) subject to any subsequent capital allocation from the Strategy and Policy Committee, £37,000 be allocated from the 1999/2000 Capital Programme to fund the proposed building extension and improvements at North Ascot youth Centre; and
- (ii) the project be implemented, as detailed in the report.

**577. Community Sports/Greenway - Sandhurst School Site (Item 7)**

The Director of Leisure Services submitted a report on the proposed Greenway Project which had been considered and developed by the Sandhurst School site Focus Group. The scheme would provide a variety of improvements to the Sandhurst School/Sports Centre site. These included the relocation of the multi-purpose sports area; improvements to the school playing field; and a new entrance for Sandhurst Sports Centre; and the creation of a tarmac footway and cycleway between Branksome Hill Road and Owlsmoor Road. The Committee agreed that design work and a feasibility study should be undertaken.

The Committee considered opportunities for funding for the project overall, which was estimated to cost £530,000 in total, and one of these included the development of the south west corner of the site with a small number of houses. An application for grant aid from the National Lottery would also be made. In view of the impact of the proposals on the locality, a public consultation exercise would be undertaken.

**RESOLVED** that

- (i) the Greenway Project be supported in principle and the Leisure Services Committee take the lead role in its development;
- (ii) a public consultation leaflet be produced and site plans be displayed locally;
- (iii) an outline planning application be submitted for a small number of houses in the south west corner of the Sandhurst School/Sports Centre site;
- (iv) the existing agreement between Sandhurst School and Sandhurst Sports Centre be updated to reflect the changes arising from unitary status;
- (v) subject to any subsequent allocation from the Strategy and Policy Committee, expenditure of up to £30,000 from the 1999/2000 Capital Programme be approved before undertaking further investigations and design work; and
- (vi) applications be submitted to the National Lottery for funding.

**578. Easthampstead Park Conference/Education Centre: Fire Detection/Alarm System (Item 8)**

The Director of Leisure Services reported on the need to replace the existing fire detection/alarm system at the Easthampstead Park Conference/Education Centre, which could not be modified to an acceptable standard. The Committee noted that for a relatively small additional outlay, a system could be installed that would meet the higher 'L1' standard, with capital funding of £100,000 required for the scheme overall.

**RESOLVED** that, subject to the approval of the Leisure Services Capital Programme by the Strategy and Policy Committee, the Director of Leisure Services be authorised to progress the scheme relating to the fire detection/alarm system at the Easthampstead Park Conference/Education Centre.

**579. Replacement Library Management System (Item 9)**

The Director of Leisure Services reported on progress with the replacement library management system. The tendering exercise was underway and it was envisaged that the contract would be awarded by the end of April, with the system implemented between May and October. The Committee was advised that the scheme was dependent upon the release of capital expenditure of £400,000 by the Strategy and Policy Committee.

**RESOLVED** that

- (i) the Director of Leisure Services be given delegated authority, in consultation with the Chairman, to select the approved supplier of the library management system; and
- (ii) subject to any subsequent decisions by the Strategy and Policy Committee regarding the 1999/2000 Capital Programme, up to £400,000 be released from the Capital Programme to purchase a replacement library management system.

**580. Quelm Lane Footpath–Cycleway (Item 10)**

The Director of Leisure Services reported on proposals for the construction of a crushed stone footpath-cycleway to the north of Quelm Lane in Warfield. The Committee agreed that the scheme would proceed and noted that funding of £30,200 had been set aside from contributions made by developers under a Section 106 planning agreement and the Committee agreed to request the Strategy and Policy Committee to release this funding.

**RESOLVED** that

- (i) the construction of a shared footpath–cycleway to the north of Quelm Lane, Warfield, as set out in the report, be approved and the Strategy and Policy Committee be requested to release Section 106 planning agreement funding of £30,200; and
- (ii) work be carried out by the Council's term contractor, S R Newman & Company.

**581. Library Stock Supply Tender (Item 11)**

The Committee was advised that stock for the Borough's libraries was purchased under several agreements inherited from Berkshire County Council. The Committee agreed to formalise the arrangements and to seek tenders for contracts as soon as possible from the beginning of the 1999/2000 financial year, with the contracts operating for a period of three years. Existing suppliers would be retained until new contracts were in place.

**RESOLVED** that

- (i) the Library Service be given approval to utilise the existing suppliers until the new contracts were in place;
- (ii) the Director of Leisure Services be authorised, in consultation with the Chairman, to agree the list of tenderers for the supply of library stock;
- (iii) the Director of Leisure Services be authorised, in conjunction with the Chairman, to accept the most economically advantageous tender for each contract; and
- (iv) approval for organisation and ordering of the supply of periodicals to be managed by the library staff within the Leisure Services Department.

**582. Ascot Jubilee Recreation Ground Pavilion, Goaters Road, North Ascot (Item 12)**

In a report by the Director of Leisure Services, the Committee was advised that Winkfield Parish Council had requested a grant for improvements to the Ascot Jubilee Recreation Ground Pavilion. The improvements mainly related to heating and ventilation, internal and external lighting and the creation of extra storage space for sports and other equipment. The scheme was estimated to cost £45,000 and the Parish Council had asked for a grant of £15,000, funding for which could be made available under Section 106 planning agreement monies allocated for North Bracknell community facilities.

**RESOLVED** that the Strategy and Policy Committee be requested to release £15,000 of Section 106 planning agreement funds towards a grant to Winkfield Parish Council for improvements to the Pavilion at Ascot Jubilee recreation Ground.

**583. Special Protection Area (Item 13)**

The Committee was advised that part of the Borough would be designated as a proposed Special Protection Area under European Union legislation as the land in question supported three internationally important species of birds. However, the northern part of Swinley Forest and Crowthorne Woods had not been included within the Special Protection Area boundary, owing to a mis-match of European and national designations.

A study of the implications of the designation found that there were several threats to the proposed Special Protection Area including disturbance from recreational use and destruction of habitats by fire. In response to these the study set out a range of 20 recommendations covering the management, education and monitoring. The Committee agreed to endorse these recommendations subject to the Planning and Transportation Committee giving its views on the planning aspects of the designation.

**RESOLVED** that subject to deliberations of the Planning and Transportation Committee

- (i) the findings of the Study "Special Protection Area: The Implications for Bracknell Forest", and the recommendations of the Study as set out in paragraph 4.9 of the report be endorsed; and
- (ii) the Council continue to work in partnership with other landowners to help protect this internationally important wildlife area.

**584. Car Park Charging at The Look Out Discovery Park (Item 14)**

The Director of Leisure Services reported on outline proposals for the introduction of a car park charging system at The Look Out and Coral Reef Car Parks. The Committee noted that, based on available information, a large number of users of The Look Out were from outside the Borough and thus it could be argued that Borough residents were subsidising those from outside the Borough through the Council Tax. If any parking charges were to be introduced, the Committee's opinion was that Borough residents should be able to park free of charge, with charges levied on non-Borough residents. The Committee identified several related issues such as the need for parking restrictions on the appropriate section of Nine Mile Ride and possible public transport provision.

**RESOLVED** that a feasibility study and business plan be undertaken on the introduction of a car park charging system at the Look Out and Coral Reef car parks, based on the assumption that non-Borough residents would be charged in the region of £2 per visit and with no charge for Borough residents.

**585. Roads Used as Public Paths (Item 15)**

The Committee considered a report on progress with the re-classification of "Roads Used as Public Paths" - a public right of way function inherited from Berkshire County Council. The Committee was advised that under the Wildlife and Countryside Act



1981 roads used as public paths had to be classified as either "byway", "bridleway" or "footpath". Most of the roads used as public paths in the Borough lay within the parishes of Binfield and Warfield.

**RESOLVED** that the report be noted.

**586. Youth Service Audit (Item 16)**

The Committee noted a specification for the audit of the youth service, the results of which would be reported to the next meeting of the Committee in June. The Committee also noted an analysis of youth service provision nationally, which found the varied standards in provision across the country. Characteristics of better performing local authorities had been identified as a service identity centred on young people and partnerships with them; integration of in depth work with groups of young people; and the capacity for young people to contribute to strategies across a variety of departments and agencies.

**RESOLVED** that

- (i) the specification for the Bracknell Forest Youth Service audit be noted;
- (ii) the main findings of the 1998 audit of England's youth service with particular reference to the characteristics of higher performing authorities be noted; and
- (iii) reports relating to the outcome of the audit and establishing a framework to develop a youth service strategy be submitted to the Committee in June 1999.

**587. Department of Culture, Media and Sport: A New Cultural Framework (Item 17)**

The Committee considered a report setting out the results of a consultation undertaken by the Department for Culture, Media and Sport as part of the Government's comprehensive spending review. The Paper "The New Cultural Framework" confirmed the government's view that cultural, sporting and creative activities had a fundamental impact on the quality of life for all citizens.

**RESOLVED** that the proposals contained in "The New Cultural Framework" be welcomed and the implications for the Council's partners be noted.

**588. Information items**

The Committee noted the following item submitted for information only:

South Hill Park	(Item 18)
Arts Audit	(Item 19)

The meeting commenced at 7.30pm and concluded at 9.55pm.

**CHAIRMAN**

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## STRATEGY & POLICY COMMITTEE

14 APRIL 1999

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

Also Present: Councillor Adams

589. **Minutes**

**RESOLVED** that the minutes of the meeting of the Committee held on 16 February 1999 be approved as a correct record and signed by the Chairman.

590. **Urgent Items of Business Under Standing Order No 7**

The Chairman advised that a meeting of the Millennium Sub Committee had been held on 6 April 1999 and that he had agreed to add the Minutes of that meeting to the agenda. Urgent consideration was required as a number of the Sub Committee's recommendations were to be referred on to other committees during the forthcoming cycle of meetings.

591. **Access Advisory Sub Committee**

**RESOLVED** that the Minutes of the meetings of the Access Advisory Sub Committee held on 13 January and 10 February 1999, as set out in Appendices A and B hereto, be received.

592. **Audit and Performance Review Committee**

**RESOLVED** that the Minutes of the meeting of the Audit and Performance Review Committee held on 17 March 1999, as set out in Appendix C hereto, be received.

593. **Town Centre Sub Committee**

**RESOLVED** that the Minutes of the meeting of the Town Centre Sub Committee held on 17 March 1999, as set out in Appendix D hereto, be received and the recommendations in Minute 13 be adopted.

594. **Finance and Property Sub Committee**

**RESOLVED** that the Minutes of the meeting of the Finance and Property Sub Committee held on 24 March 1999, as set out in Appendix E hereto, be received and the recommendations in Minutes 47 and 50 be adopted.

595. **Personnel Sub Committee**

**RESOLVED** that the Minutes of the meeting of the Personnel Sub Committee held On 31 March 1999, as set out in Appendix F hereto, be received.

596. **Millennium Sub Committee**

**RESOLVED** that the Minutes of the meeting of the Millennium Sub Committee held on 6 April 1999, as set out in Appendix G hereto, be received and the recommendations therein be adopted.

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

The Chief Executive presented the Quarterly Operations Report outlining the key activities and performance of the Council during the fourth quarter of the year (January to March).

Three aspects of the report were highlighted for the Committee. The Constitution Advisory Group had continued to meet to examine future political management arrangements under the Modernising Local Government initiative. The draft Local Government (Organisation and Standards) Bill had recently been published along with a Government paper "Local Government - Local Choice". The Government's proposals set out a clear agenda for change and the Council was working to prepare for these changes.

The Council was continuing to develop partnership working with other key partners. For example, the development of the Joint Community Safety Strategy had involved joint working with a range of partners and was now nearing completion. The Council's relationship with the Health Service would be given greater focus through the launch of the Bracknell Primary Care Group on 1 April 1999. Primary Care Group staff had been accommodated in Time Square, which would facilitate closer working with Social Services and other Local Authority services.

Examples of the Council's good practice during the quarter included the selection of the Council's Quality Protects Strategy as one of a small number for special commendation to the Minister.

**RESOLVED** that the Quarterly Operations Report be received.

598. **Capital Programme 1999/2000 – 2001/2002 (Item 2)**

The Committee considered a report on the preparation of the Council's Capital Programme for 1999/2000 – 2001/2002.

As part of the Council's financial and policy planning process, the Committee at its meeting on 16 February, had invited service committees to review their capital spending requirements for inclusion within the Council's three year Capital Programme. Each committee had also reviewed progress on the current approved schemes to determine the specific items for which funding was required to be carried forward into 1999/2000. The report presented each service committee's proposals in order that the Committee could set the Council's Capital Programme. The 1999/2000 Revenue Budget allowed for the £5M of usable capital receipts that were expected to be generated in the year, to be available to fund the Capital Programme. The proposals put forward by service committees exceeded this amount by £3.697M.

The report included advice on options to fund this level of capital expenditure.

**RESOLVED** that:

- (i) the carry-forwards being requested by each service committee be approved as listed in Annex A;
- (ii) capital funding of £8.697M be approved in respect of the new schemes listed in Annexes B – G for inclusion within the Capital Programme for 1999/2000;
- (iii) the schemes listed in Annex H, which attract 100% external financing, be approved for inclusion within the 1999/2000 Capital Programme;
- (iv) the Commitment Budget for 2000/2001 be increased by £0.187M; and
- (v) £0.34M be allocated from the 1999/2000 contingency to reflect the loss of interest arising during the year as a result of the proposed Capital Programme.

599. **Beacon Scheme and Local Government Improvement Project (Item 3)**

In a report from the Chief Executive the Committee was advised of a range of proposed initiatives for Local Government reform and modernisation outlined in the Government's paper "Modernising Local Government: In Touch with the People". It was anticipated that the framework for modernisation would be put in place by a series of legislative steps. The report highlighted issues for the Council in the Beacon Council Scheme and the Local Government Improvement Project.

The Beacon Council Scheme was intended by the Government to enable Councils to innovate and modernise. This second phase of the scheme would be dependent upon legislation but the Government's aim was to create opportunities for Beacon Councils to be given new freedoms and flexibilities. The report described the background and framework of the scheme and the programme for submission of application.

The Local Government Improvement Project, overseen by the newly created Improvement and Development Agency, was based on a team of Local Government practitioners spending up to a week in individual Councils for the purpose of undertaking a diagnostic appraisal "Health check". Provisional contact had been made with the Improvement and Development Agency who had indicated their interest in Bracknell Forest participating in one of the early phase of visits. It was recommended that the Council should invite the Local Government Improvement Project Team to review the Council in 1999.

**RESOLVED** that:

- (i) an application for Beacon status be submitted this year; and
- (ii) the Council participate in the Local Government Improvement Project in the summer of 1999.

600. **Service Plan 1999/2000 (Item 4)**

The Committee considered a report on the production of the Council's Annual Service Plan. Each Committee had agreed its Service Plan for 1999/2000 during the current cycle of meetings. The Service Plan was one of the key ways in which the Council ensured that resources were directed towards Members' priorities, with progress on the implementation of overall strategies and policies reported to each committee on a quarterly basis. The report presented the Strategy and Policy Committee's own Service Plan and drew together the policy objectives that had been agreed by service committees for overall approval.

The Committee's own Service Plan represented the actions to be taken in 1999/2000 towards achieving the Medium Term Objectives agreed by the Committee in November 1998, along with new priorities that had since been identified. The Plan also presented the central Departments detailed operational service levels, performance targets and indicators. Progress against the agreed performance targets and service levels would be monitored and reported to the Committee at each meeting in the Quarterly Operations Report.

Many of the objectives agreed by each service committee related to specific service issues. However a number of common themes and priorities underpinned the work of all the committees reflecting the broad shared agenda of the whole Council. These included:

- (i) protecting and enhancing the environment;
- (ii) health and well-being;
- (iii) lifelong learning;
- (iv) contributing to the economic prosperity of the Borough and supporting Town Centre regeneration;
- (v) community safety; and
- (vi) improving service standards.

Particular attention was drawn to the need to develop comprehensive consultation processes to enable the Council to work closely with Borough residents and build on work to target and focus on key groups such as the elderly and young people.

**RESOLVED** that

- (i) the Strategy and Policy Committee's Service Plan outlined in Annex A of the report be agreed; and
- (ii) the policy objectives submitted by other service committees shown in Annex B of the report be agreed and included in the Council's overall Service Plan for 1999/2000.

601. **Bracknell Forest Draft Community Safety Strategy (Item 5)**

The Head of Policy Development presented the draft Community Safety Strategy which had been produced with a range of partner organisations and particularly Thames Valley Police. The Crime and Disorder Act placed a duty upon Local Authorities and the Police to formulate and implement a Community Safety Strategy for the Borough for the next three years. At its meeting on 15 July 1998, the Committee had established a Member Focus Group to oversee the development of the Community Safety Strategy. The report described the process by which the

Strategy had been prepared. With the Committee's approval the draft Strategy would be presented to the meeting of the Strategy Group to be held on 15 April. It was anticipated that the Strategy would be launched on 30 April 1999. The members of the Focus Group had recommended that all members of the Council be invited to the launch.

**RESOLVED** that

- (i) the draft Strategy, attached as Annex A to the report, be endorsed; and
- (ii) all members be invited to the launch of the Strategy, and that such attendance be classified as an approved duty for the purpose of the Scheme of Members' Allowances.

**602. Construction Related and other Consultancy Services (Item 6)**

The Director of Planning and Transportation presented a report containing the recommendations of the Planning and Transportation Committee in respect of the future provision of construction related and other consultancy services. A number of the functions undertaken by the Planning and Transportation Department fell within the definition of services set out under Compulsory Competitive Tendering regulations. In addition, a significant proportion of highways, transportation and planning consultancy services were currently undertaken by Babbie Public Services under the contract that the Council had inherited from Berkshire County Council. The report proposed a strategy for the provision of these consultancy services, in particular for when the Babbie contract expired at the end of March 2000. The report advocated a mixed approach to the provision of such services reflecting the principles of best value and risk sharing.

**RESOLVED** that the following recommendations of the Planning and Transportation Committee be endorsed:

- (i) the proposed strategy for dealing with service delivery as set out in the report be adopted;
- (iii) tenders be invited for the two specific term contracts as set out in para 4.4.1, with the contracts being for a period of five years extendable for a further two years;
- (iv) advertisements be placed in accordance with Standing Orders 69 and 70 in order to establish a select list of tenderers; and
- (v) not less than five nor more than seven external service providers be invited to tender subject to there being sufficient suitable candidates, with tenders being assessed on the basis of both financial and quality submissions.

**603. Town Centre Management Strategy (Item 7)**

The Committee received a report on a strategy to promote the vitality and viability of Bracknell Town Centre. The Town Centre Sub Committee on 17 March 1999 had received a detailed report on the approach being taken to promote Bracknell Town Centre in the period leading up to the impending redevelopment. In approving this

approach the Sub Committee had recommended that funding be released from the Section 106 monies held to enhance the Town Centre. The report described a number of initiatives requiring funding and proposed that future expenditure of the remaining Section 106 monies be dealt with by the Town Centre Sub Committee.

**RESOLVED** that:

- (i) the £480,000 secured to promote the vitality and viability of the pedestrianised area of Bracknell Town Centre be released to underpin the development of a Town Centre Management Strategy;
- (ii) expenditure on the specific projects identified in para 4.5 be met from these monies; and
- (iii) all future expenditure from these monies be dealt with by the Town Centre Sub Committee.

**604. Town Centre Partnership Joint Focus Group (Item 8)**

The Committee considered a report proposing the establishment of a Joint Focus Group involving Borough and Parish Councillors to consider the local community implications of the Borough Council's partnership with Legal and General for the redevelopment of Bracknell Town Centre.

In view of the wide ranging implications of the Bracknell Town Centre Redevelopment Project for the local communities throughout the Borough, a need had been identified for a forum in which Parish and Borough Councillors could discuss the needs of their communities in respect of the development. In a tabled motion the Leaders of the two party groups represented on the Council set out proposals for the establishment of a joint focus group for this purpose.

**RESOLVED** that:

- (i) a Focus Group of seven Borough Councillors and seven Parish Councillors be established to consider the local community implications of the Borough Council's partnership with Legal and General for the redevelopment of Bracknell Town Centre, including transport links;
- (ii) Bracknell Town Council be invited to appoint two Councillors and all other Parish and Town Councils be invited to appoint one Councillor to the Focus Group; and
- (iii) the Borough Council seats on the Focus Group be allocated on the basis of one Councillor from each of the Parish areas and two from the Bracknell Town Council area.

**605. Legal Services – Strategy for Fundamental Review (Item 9)**

The Director of Corporate Services presented a report proposing a strategy for determining the future provision of legal services to the Council. The report had been prepared as part of the Council's strategy to undertake a series of fundamental reviews of services that would have been subject to compulsory competitive tendering (CCT).



The strategy ultimately to be adopted for the provision of legal services would depend upon whether or not CCT was abolished according to the timescale published in the Local Government Bill. At this juncture it appeared probable that it would be repealed prior to April 2000 and therefore the strategy should be formulated on the assumption that the requirements of Best Value legislation would apply. However, the Committee was advised that it would be prudent to have in place an alternative strategy which would come into place to protect the Council's position in the event of amendments to the Bill or a delay in its enactment having the effect of leaving CCT on the statute books until April 2000.

**RESOLVED** that:

- (i) a 'benchmarking' exercise to compare the cost of legal services be undertaken and reported to the Committee in September;
- (ii) in the event of the local Government Bill repealing the CCT legislation prior to April 2000 a fundamental review of legal services be conducted in accordance with the Best Value legislation and as detailed in Section 6 of this report; and
- (iii) in the event of the CCT legislation not being repealed on or before April 2000 those legal services contained in Option 2 set out in Annex A to this report be the package put out to CCT.

**606. Smartcard Development – Focus Group (Item 10)**

The Head of Policy Development presented a report recommending the establishment of a Member Focus Group to oversee development of the Council's Smartcard initiative. At its meeting on 6 January 1999 the Committee had agreed to undertake feasibility studies to review the possibility of a loyalty card system and the possibility of using Smartcards for the Borough Council's new library system. It was proposed to establish a Member/Officer Smartcard Focus Group, to oversee progress, and participate in the process of identifying a partner for future development work. An advert had been placed in the European Journal inviting expressions of interest. Final decisions on a proposed partner would be the responsibility of the Committee and given the tendering programme and the need for speed of decision making, the Committee noted that it might be necessary to call a special meeting of the Committee at the appropriate time.

**RESOLVED** that

- (i) a focus group of members (3:2) and appropriate officers be established with immediate effect to oversee the development of the Smartcard initiative; and
- (ii) in accordance with the terms of Standing Order 67, the requirements of Standing Order 66 relating to the invitation of competitive tenders be waived in view of the specialised nature of the services required and the need to develop the specification in association with the supplier.

607. **Draft Local Government (Organisation and Standards) Bill (Item 11)**

The Head of Policy Development presented a report highlighting the key issues within the Government's recently published consultation paper "Local Leadership – Local Choice" which included the draft Local Government (Organisation and Standards) Bill as an appendix. The paper emphasised the Government's commitment to modernising Local Government. Although there was no specific timetable for implementation, it was clear that the Borough Council would need to begin work now on the full implications and issues raised by the paper so that it was well placed to determine any future structures in a timely and comprehensive manner.

**RESOLVED** that

- (i) the contents of the report be noted; and
- (ii) the consultation paper and draft Bill be referred to the Constitution Advisory Group for consideration as part of their work to develop new structures and processes for the Borough Council.

608. **Review of Contract and Financial Regulations (Item 12)**

The Director of Corporate Services presented revised contract regulations and minor amendments to financial regulations for member's consideration. At the time the Scheme of Council and Committee Management was adopted in March 1998, it had been noted that the contract regulations would need to be re-examined and presented to members at a later stage in the light of operational experience. Officers had undertaken a detailed review of the existing contract regulations and the revised contract regulations were attached as an Annex to the report. The review had highlighted the need for a number of relatively minor amendments to be made to the financial regulations, particularly with regard to the scheme of virement. Although the financial regulations had been substantially revised in preparation for unitary status, these additional amendments would ensure consistency with the revised contract regulations.

**RECOMMENDED** that the proposed amendments to Contract and Financial Regulations, as set out in the Annexes to the report, be approved.

***Note: The Contract and Financial Regulations, as amended, have been circulated to the Council under separate cover.***

609. **Calendar of Meetings 1999-2000 (Item 13)**

The Committee considered a report on the draft calendar of meetings for the forthcoming municipal year and the annual review of the Council's committee structure. The Council's Scheme of Management required a report to be brought to the Strategy and Policy Committee prior to the annual Council meeting to review the proposed committee structure for the coming year. A copy of the current Committee Structure was attached as an annex to the report and no change was recommended at this stage. Arising from this recommendation a draft calendar of meetings for 1999/2000 was set out as annex B to the report.

**RESOLVED** that:

- (i) no change be made to the existing committee structure, as set out in Annex A of the report, for the coming year; and
- (ii) the draft calendar of meetings of the Council, Committees and Sub Committees for the following municipal year be adopted as set out in Annex B of the report, subject to further consultation on the date of the Planning Control Sub Committee in August 1999.

**610. Annual Conferences (Item 14)**

The Committee considered a report seeking approval for Members to attend various annual conferences during 1999/2000.

**RESOLVED** that:

- (i) the attendance of one Member at each of the following annual conferences of Local Authority related bodies be approved:

Association of Councils in the Thames Valley Region  
 Association of Directors of Social Services (2 Members)  
 Chartered Institute of Environmental Health  
 Chartered Institute of Public Finance Accountants  
 Council of Local Education Authorities  
 Institute of Housing  
 Institute of Leisure and Amenity Management (including service conferences)  
 Institute of Revenues Rating and Valuation Association  
 Institute of Trading Standards Administration  
 Institute of Waste Management  
 Local Government Association (3 Members)  
 Local Government Information Unit  
 All local Government Association Annual Service Conferences  
 National Local Government Forum Against Poverty  
 Public Libraries Authorities  
 Royal Town Planning Institute  
 South East Employers  
 Town and Country Planning Summer School (2 Members)

and

- (ii) the conferences listed above be classified as approved duties for the purposes of the Scheme of Members' Allowances.

**611. References From Other Committees (Item 15)**

The Committee received a reference from the meeting of the Public and Environmental Services Committee held on 23 March 1999, in respect of an exception to Contract Standing Order 66 for the extension to the Waste Disposal contract. References were also submitted from the meeting of the Leisure Services Committee held on 8 April 1999, in respect of the release of Section 106 contributions for the Quelm Lane Footpath Cycleway, Warfield; and the Ascot Jubilee Recreation Ground, Goaters Road, North Ascot.

**RESOLVED** that:

- (i) in accordance with Standing Order 63(2)(1) this Committee note that the Public and Environmental Services Committee in approving an extension to the contract for waste disposal until march 2003 without seeking competitive tenders has agreed an exception to Standing Order 66;
- (ii) this Committee release £30,200 from Section 106 Town and Country Planning Act 1990 contributions, to construct a shared footpath cycleway to north of Harvest Ride in the Quelm Park area; and
- (iii) this Committee release funding of £15,000 from Section 106 Town and Country Planning Act 1990 contributions, towards a grant to Winkfield Parish Council for improvements to the pavilion at Ascot Jubilee Recreation ground.

**612. 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 involved the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (8) Amount of expenditure incurred for acquisition of services Annex B to Item 9
- (9) Terms proposed for a contract Item 16

**613. Letting of No.1 Priestwood Square (Item 16)**

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

**COUNCILLOR BIRCH, VICE CHAIRMAN, IN THE CHAIR**

The Director of Planning and Transportation presented a report seeking authority to let the vacant shop unit at No.1 Priestwood square. The Committee discussed issues relating to the previous negotiations for the lease and sought additional information prior to giving further consideration to the matter.

**RESOLVED** that consideration of this matter be deferred.

The meeting commenced at 7.30pm  
and concluded at 11.40pm

**CHAIRMAN**



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**ACCESS ADVISORY SUB COMMITTEE**

**13 JANUARY 1999**

Present: Councillor Harrison (Chairman)  
Councillor Mrs Clifford (Vice Chairman)  
Councillor Miss Haydon  
Councillor Mrs Sutcliffe  
Councillor Piasecki  
Miss M Abbott, Downshire Resource Centre  
Mrs C Cowap, Bracknell Council for Voluntary Service  
Ms C Dann, Bracknell Users Group  
Mrs I Mattick, Triple "A"  
Mr M Jackley, Berkshire County Blind Society  
Ms T Barker, Forestline Community Transport  
Mr M Mace, Forestline Community Transport  
Mrs J Plumb, Mental Health Carers Support Club  
Mr A Tarry, National Federation of the Blind  
Mr Tilbry, Arthritis Care  
Mrs Tilbry, Arthritis Care

Apologies for absence were received from:

Councillor Finnie  
Mrs V Ashby, Bracknell Carers Group  
Mrs Aird, MENCAP  
Ms H Hart, Berkshire Multiple Sclerosis Therapy Centre  
Mrs S Kearton, Bracknell Citizens Advice Bureau  
Mr E Mallett, Red Diamond Disabled Sports Association  
Mrs P Sanderson, The Ark  
Mr M Shrimpton, Berkshire Disability Information Network  
Mrs J Simmonds, SCOPE

**13 Substitute Members**

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

Councillor Miss Haydon for Councillor Finnie.

**14 Bracknell Regeneration Trust (BRT)– Development Proposals for Bracknell Town Centre**

Stuart Lyell from Allied London Properties, Tessa O'Neill from Building Design Partnership and Bob Pinkett from Peter Brett Associates gave a presentation to the Access Advisory Sub Committee on the development proposals for Bracknell Town Centre.

BRT submitted a planning application in June 1997, however, the Secretary of State would be looking at the application along with proposals submitted by Legal and General and a public inquiry would be starting in March.

Key issues addressed in the development proposals were based on the following:

- Local businesses
- Public transport
- Pedestrianisation
- Regenerating existing facilities
- Leisure and catering

The proposals provide a mixed-use development, incorporating shopping malls, office accommodation, leisure facilities and housing. The development also included the relocation of current facilities including the Market, Police Station, Library and Citizens Advice Bureau.

### Pedestrians

Improved access for pedestrians to the town centre was proposed. Key to this was the removal of subways where possible and the provision of street level pedestrian crossings. Where subways remain, improved security measures would be introduced including lighting and refurbishment plans.

The creation of gateway points to identify access routes into the town centre would be created and a new East/West route through the town centre was proposed, providing a more direct route to the Peel Centre.

### Public Transport

BRT reported that there would be improved public transport to and from the new town centre. A partnership agreement would be developed between BRT, the bus company, South West Trains and the taxi trade. A key objective in any agreement would be improvements in the accessibility of vehicle fleets for disabled people, as well as improved services. Discussions had also taken place with community transport operators, as BRT were keen to work with all transport providers in the area to secure choices for disabled people when looking at accessible transport provision.

BRT reported that the bus station would be relocated and a new station would provide direct access to Jubilee Place. Waiting facilities and passenger information would also be improved, including the provision of talking bus stops. A desire to establish a state of the art way of finding system throughout the town centre for people with sensory impairments was also stated.

It was also proposed that community transport operators would have access to key bus stops around the town centre and taxi access points.

Improvements proposed at the rail station included lift access to platforms, ticket office refurbishment, audio signage and tactile paving.



BRT were also negotiating with taxi operators to improve on current services, particularly from an access perspective. The taxi trade would be encouraged to provide a range of accessible vehicles and ranks close to the shops providing seating, shelters and an information point.

### Car Parking

BRT were proposing 156 orange badge-parking bays, which would be conveniently situated and appropriately sized. Most parking would be available in the multi-storey car parks, however, on street parking lost, as part of the redevelopment would be relocated.

### Shopmobility

The proposed shopmobility scheme would be situated in Jubilee Place next to the bus and rail stations and convenient for car parking. The service would provide scooters, powered and manual wheelchairs, helpful staff and escorts.

### Issues Raised by the Access Advisory Sub Committee Members

There was concern expressed by some members of the Sub Committee as to how bus and rail improvements were to be achieved, as operators are private and separate companies. BRT explained that initial discussions with the operators had been positive and that the developers would enter into legal agreements with rail and bus operators to secure improved services and better access for disabled people to those services.

The existing subway system was again highlighted as an important access difficulty in the town centre area, particularly for elderly people. There was concern that some places where difficulties were being experienced were not included in the improvements, e.g. the Priestwood/3M subway. BRT explained that in some cases the physical difficulties of the existing subways were so great that alterations needed were fundamental and therefore extensive and difficult to achieve without huge disruption and financial cost. However, Committee Members welcomed alterations that were proposed as significant improvements.

Members suggested that the disabled persons parking bays be accompanied by wheelchair accessible WC facilities and other amenities which would assist disabled people. Discussion around the provision of bays also included the issue of which vehicles could be accommodated by the proposed multi-storey car parks, as many vehicles used by disabled people were high vehicles. It was also raised that a number of bays were needed with rear unobstructed areas away from traffic for tail gate lifts and rear access vehicles often used by disabled people. BRT stated that they have researched a number of vehicle types used specifically by disabled users and were confident that the majority of vehicles would be able to access the car parks. They noted the point relating to facilities located in the vicinity of disabled persons parking areas.

Office accommodation for voluntary sector organisations was raised as a current problem. Coopers Hill, used by many local organisations, was inaccessible to many people, particularly those organisations located on the

first floor. A new voluntary sector building providing accessible office accommodation would be very beneficial to the local community.

The final comment of the evening was one of support for the proposals and the access improvements detailed in the presentation. The scheme was welcomed as having taken on board a number of key access issues.

The meeting commenced at  
7.30pm and concluded at 9.30pm

**CHAIRMAN**

**ACCESS ADVISORY SUB COMMITTEE  
10 FEBRUARY 1999**

Present: Councillor Harrison (Chairman)  
Councillor Mrs Clifford (Vice Chairman)  
Councillor Finnie  
Councillor Piasecki  
Councillor Mrs Sutcliffe  
Mrs R Ametyer, Red Diamond Disabled Sports Association  
Ms C Dann, Bracknell Users Group  
Mrs S Kearton, Bracknell Citizen's Advice Bureau  
Mr M Jackley, Berkshire County Blind Society  
Mr M Mace, Forestline Community Transport  
Mr A Tarry, National Federation of the Blind  
Mrs I Tilbry, Arthritis Care  
Mrs B Thompson, Arthritis Care  
Mr P Thompson, Arthritis Care

Apologies for Absence:

Mrs B Aird, Mencap  
Mrs D Bolitho, British Red Cross  
Mrs C Cowap, Bracknell Council for Voluntary Service  
Mr R Edwards, Property Adaption Specialist  
Ms H Hart, Berkshire Multiple Sclerosis Therapy Centre  
Mrs P Sanderson, the Ark  
Mrs M Thompson, Action Group for the Physically Handicapped

**15. Minutes**

The minutes of the meetings of the Access Advisory Sub Committee held on 14 October 1998 and 13 January 1999 were approved as a correct record and signed by the Chairman.

**16. Matters Arising from the Minutes**

Minute 14 Bracknell Regeneration Trust (BRT) – Development Proposals for Bracknell Town Centre

The Director of Planning & Transportation gave the Sub Committee an update on BRT's proposals for Bracknell Town Centre. It was reported that the proposals had not been supported at the Planning Control Sub Committee held on 3 February 1999. Both BRT and Legal & General's proposals would now go forward to the call-in Inquiry and the Secretary of State.

**17. Community Transport Strategy (Item 1)**

It was reported that the Community Transport Strategy had been approved as policy by the Planning & Transportation Committee on 21 January 1999. The document had been subject to community consultation and a good response had been received. The Strategy would help with the town centre proposals, the Local

Transport Plan and allocation of grant aid. It was noted that more publicity on services currently available was needed.

Concerns were expressed regarding the accessibility and cost of transport to hospital. The Director of Planning & Transportation reported that the Borough Council hoped to provide financial assistance for hospital transport shortly. In addition to this, the Director reported that discussions had taken place with the bus company to improve a number of services and links to Wexham Park and Heatherwood Hospitals. It was noted however, that buses do not currently provide accessibility to all. Concern was expressed by members of the Sub Committee regarding usage of bus services. It was noted that the Borough Council subsidised current services.

**AGREED** that:

The representatives on the Sub Committee thank all members of their organisations who contributed to the consultation process and that the amended Community Transport Strategy be circulated as the adopted policy of the Borough Council.

**18. Extension of Part M of the Building Regulations to New Dwellings (Item 2)**

The Director of Planning & Transportation reported that a new regulation affecting Part M of the Building Regulations – Access and Facilities for Disabled People, would come into force on 25 October 1999. Each new dwelling would be required to provide a certain level of access and facilities. The main issues were as follows:

- level or ramped approach to dwelling
- a level threshold
- an entrance door which provides a clear opening width of 775mm
- accessible corridors, passages and internal doors in the entrance storey or principal storey
- a WC facility in the entrance storey or principal storey,
- accessible switches and socket outlets

The Director emphasised that the new regulation would not provide accessibility for everyone, however the changes would go some way to improve the accessibility in new dwellings. It was noted that existing buildings would not be required to comply with the new regulation, however, if existing buildings were to be changed then the regulations provide the ability to ensure that such buildings were not made less accessible.

The Director reported that building regulation applications received after 1 June 1999 would have to comply with the new regulations if they were likely to be built after 25 October 1999.

Concern was expressed by members of the Sub Committee regarding private building inspectors. The Director of Planning & Transportation reported that the Borough Council's building inspectors would be able to set their own fee levels for building inspection that would be competitive. Private building inspectors and Borough Council building inspectors have to comply with the regulations set down by Central Government. The Director suggested that a representative from a house building organisation be invited to a future meeting of the Access Advisory Sub Committee. Alternatively, members of the Sub Committee might attend a site visit with a house builder, to discuss concerns.

**AGREED** that:

The contents of the report entitled Extension of Part M of the Building Regulations to New Dwellings be noted.

19. **Access Advisory Sub Committee Training (Item 3)**

A training programme for participation in committee meetings for the Access Advisory Sub Committee members had now been arranged. It was proposed that two training sessions be organised before the end of March 1999 to be held in the 4<sup>th</sup> floor Meeting Room at Time Square. The times proposed were 4pm-6pm and 7pm-9pm. These sessions would be held on different days to ensure as many people as possible could attend. Training would be given by Leah Thompson and Peter Driver from the Corporate Services Department. The aim of this workshop would be to develop knowledge and skills about making meetings more effective, so that the level of satisfaction felt by those who attend was increased. The course would include:

- Explanation of the procedures and jargon used during meetings
- Explanation of the role of the Chairperson and Committee Administrator
- Exploration of typical problems experienced during meetings
- Exploration of the means by which Committee members can ensure that their views and concerns were voiced
- Use of assertiveness techniques to get the message across
- Planning and preparing what to say so that it makes the maximum impact in the shortest time

The dates of the training course have not yet been determined, however members of the Sub Committee would be advised in due course.

20. **Meeting Room**

The Sub Committee were asked to determine whether the Council Chamber or the ground floor meeting room at Time Square were more appropriate for future meetings of the Access Advisory Sub Committee.

**AGREED** that:

The Council Chamber at Easthampstead House be used for future meetings of the Access Advisory Sub Committee.

The meeting commenced at 7.30pm and concluded at 8.30pm

**CHAIRMAN**

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**AUDIT AND PERFORMANCE REVIEW COMMITTEE**

**17 MARCH 1999**

Present: Councillors Birch (Chairman), Beadsley, Blatchford, Egan,  
Good, McCormack, North, Mrs Shillcock and Mrs Sutcliffe.

Apologies for Absence were received from:  
Councillor Wade

**27. Substitute Member**

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

Councillor Egan for Councillor Wade.

**28. Minutes**

**RESOLVED** that the minutes of the meeting of the Committee held on 3 February 1999 be approved as a correct record and signed by the Chairman.

**29. External Audit – Management Letter 1997/98 (Item 1)**

The Director of Corporate Services submitted a report which included the Management Letter for the financial year 1997/98 from the Council's external auditors, KPMG. The Committee noted that the auditors had issued an unqualified opinion on the authority's accounts for the year.

The auditors highlighted good performance in areas such as the Council establishing a clear vision of its purpose, underpinned by well developed financial and performance management reporting. It also highlighted substantially improved internal audit arrangements, a business like approach to Best Value, and good performance on early retirement. In terms of KPMG's programme for the coming year, the Committee noted that Value for Money Studies would be taking place in the areas of service and financial planning; charging, income and Best Value; and community safety.

The auditors made six recommendations. These related to the collection of housing rents; the finance staffing structure in the Social Services and Housing Department; the Year 2000 issue; rent arrears and benefit claims; the reporting of early retirements and the presentation of the accounts. For each of these recommendations, the Corporate Management Team had responded, and the Committee agreed to endorse these responses. The Committee discussed progress in relation to the three recommendations relating to the Social Services and Housing Department in detail and agreed that the Social Services and Housing Committee's next Quarterly Operations Report should include a report on progress in these areas.

**RESOLVED** that

- (i) the Corporate Management Team's response to the external auditors recommendations be endorsed; and
- (ii) a report be included in the next Social Services and Housing Quarterly Operations Report on the progress made to resolve the Housing and Council Tax Benefit; Social Services and Housing finance structure and housing rent arrears issues raised in the Management Letter.

**30. Internal Audit Assurance Report: July – December 1998 Update (Item 2)**

At its last meeting the Committee had considered the Internal Audit Assurance Report for July – December 1998, but owing to the timing of the meeting several departments had not responded formally to some of the recommendations of Internal Audit. The Committee was now advised that responses had been received to all the audit reports issued and in all but a few instances the recommendations had been agreed. The Committee also noted the information reported in relation to those areas where a limited assurance opinion had been given.

**RESOLVED** that the update to the Internal Audit Assurance Report covering the period July to December 1998 be noted.

**31. Internal Audit Plan 1999/2000 (Item 3)**

A report on the proposed Internal Audit Plan for the 1999/2000 year indicated that provision for a total of 155 audits had been made. This represented 920 audit days, 700 of which would be undertaken by Deloitte and Touche, the Council's contractor. The Committee noted the risk assessment criteria set out in the report used to classify whether a service area would be 'high', 'medium' or 'low' risk and approved the Audit Plan.

**RESOLVED** that the outlined annual Audit Plan, as summarised in table 1 and detailed in Annexe 'A' of the report, be approved.

**32. Item for Information**

The Committee noted the following item submitted for information only:

Audit Commission Publications and Reports (Item 4)

The meeting commenced at 7.30pm and  
concluded at 8.50pm

**CHAIRMAN**



**TOWN CENTRE SUB COMMITTEE  
17 MARCH 1999**

Present: Councillors Bettison (Chairman), Adams, Mrs Ballin, Finnie,  
Flood, Jones, McCormack and North

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

**11 Substitute Member**

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

Councillor Adams for Councillor Wheaton

**12 Minutes**

**RESOLVED** that the Minutes of the Meeting of the Sub Committee held on 2 June 1998 be confirmed as a correct record and signed by the Chairman.

**13 Town Centre Management Strategy (Item 1)**

The Chief Executive reported on proposals for the adoption of a draft Town Centre Management Strategy. The draft Strategy had been prepared with the involvement of key players for wider consultation and promotion. It would aim to raise the attractiveness of the Town Centre and promote visitor interest, prior to the proposed redevelopment of the Town Centre in three to four years time.

The Strategy included an action programme under three broad headings: standards of street care; targeted improvements to the fabric of the Town Centre; and marketing and communications initiatives. For example, graffiti and gum removal would be addressed to improve the standard of street care. Improvements to the fabric of the Town Centre would include landscaping schemes and welcome signs. As part of the marketing and communications initiatives, a calendar of core promotional events such as a "French Market" in May and "Bracknell Beach" in August had been planned. The Sub Committee approved the Strategy as a working draft and to facilitate the enhancements to the Town Centre the Sub Committee agreed to request the Strategy and Policy Committee to release Section 106 monies held for this purpose.

The Sub Committee also considered a recent incident in which a train had collided with an abandoned supermarket trolley on its approach to Bracknell Station. The Sub Committee concluded that the Public and Environmental Services Committee should give consideration to this matter.

**RESOLVED** that

- (i) the proposed approach and working draft strategy, as set out in Appendix 1 to Item 1 of the agenda, be approved;



- (ii) the Strategy and Policy Committee be recommended to release Section 106 monies held to enhance the Town Centre to meet the objectives set out; and
- (iii) the Public and Environmental Services Committee be recommended to take urgent action to ensure the collection of abandoned supermarket trolleys in all public places by those responsible and to consider what other measures could be taken that would act as a strong deterrent from allowing trolleys to be abandoned.

**14 Capital Investment Initiatives (Item 2)**

The Sub Committee considered a report proposing the commissioning of a feasibility study to examine the potential for introducing a closed circuit television system within Bracknell Town Centre. The Sub Committee considered the closed circuit television scheme operated by the Royal Borough of Windsor and Maidenhead, how it was configured and the success it had achieved since it had been commissioned. Whilst acknowledging that closed circuit television would have an effect in reducing crime, the Sub Committee noted that its introduction would reduce the fear of crime and provide comfort to those who visited the Town Centre. The Sub Committee also discussed the possibility of extending closed circuit television to other part of the Borough and agreed that any scheme adopted by the Council should be capable of being extended elsewhere in the Borough.

**RESOLVED** that:

- (i) a feasibility study be commissioned to examine the viability and cost of introducing a closed circuit television system within the Town Centre that would be capable of being extended to other areas in the Borough; and
- (ii) that Mason Communication Ltd be appointed to undertake the feasibility study.

**15 Item for Information**

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

Town Centre Development Manager's Report (Item 3)

The meeting commenced at 5.30pm and concluded at 7.15pm

**CHAIRMAN**

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**FINANCE & PROPERTY SUB COMMITTEE  
24 MARCH 1999**

Present: Councillors Bettison (Chairman), Mrs Doyle, Egan, Fawcett,  
Jones, Mrs Pile, Wade and Wheaton

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

**40. Substitute Members**

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

Councillor Mrs Doyle for Councillor Mrs Hayes  
Councillor Jones for Councillor Mrs Hirst

**41. Minutes**

**RESOLVED** that the minutes of the meeting of the Sub Committee held on 28 January 1999 be approved as a correct record and signed by the Chairman.

**42. Voluntary Grants Panel**

**RESOLVED** that the minutes of the Voluntary Grants Panel held on 16 March 1999 be received and the recommendation in Minute 6 be adopted.

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

The Director of Corporate Services submitted the Quarterly Operations Report to the Sub Committee which detailed the work undertaken by the individual business units within the Department since the last meeting. The report also included revenue and capital budget monitoring and information for each of the Department's sections on their performance against targets.

**RESOLVED** that the Quarterly Operations Report, detailing the work undertaken by Corporate Services since the last meeting, be received.

**44. Capital Programme 1999/2000 – 2001/2002 (Item 2)**

The Sub Committee considered a report on its Capital Programme, in which it had been projected that resources from the 1998/1999 Capital Programme of £494,000 would be carried forward into 1999/2000. The Sub Committee considered proposals for its 1999/2000 Capital Programme and agreed to submit a package of schemes to the Strategy and Policy Committee, which included £1.4 million for the development of a Smart Card.

**RESOLVED** that

- (i) the projected carry forward of resources from the 1998/1999 Capital Programme, as outlined in Annexe A to the report, be noted; and
- (ii) the schemes, summarised in Annexe C to report (subject to the deletion of the scheme relating to the Sandhurst School Site – £30,000), be submitted to the Strategy and Policy Committee for inclusion within the Capital Programme for 1999/2000.

45. **Information and Communications Technology Strategy and Plan 1999/2000 – 2001/2002 (Item 3)**

The Sub Committee considered an ICT Strategy and Plan which would set the framework for future IT developments within the Council and co-ordinate the workload of the IT Department. The Sub Committee was advised of the importance of the document in improving and enhancing the efficiency and effectiveness of service delivery across all Council departments and considered a number of the detailed projects within the Plan.

**RESOLVED** that the Information and Communications Technology Strategy and Plan for 1999/2000 – 2001/2002 be adopted.

46. **Transition Expenditure Update (Item 4)**

The Sub Committee considered a report containing updated information on transition related expenditure against the previously approved budget. The Sub Committee considered and noted the differences between the budget allocation for 1998/1999 and the provisional outturn and the reasons for the major variances that had arisen. The Sub Committee also considered proposed expenditure for the coming two years and approved a net transition budget of £815,000 for 1999/2000.

**RESOLVED** that the expenditure against budget for transition expenditure in the 1998/1999 year be noted and the amended 1999/2000 Transition Budget be approved.

47. **Pension Fund Actuarial Valuation (Item 5)**

The Sub Committee considered a report in which it was advised that the Berkshire Pension Fund had been subject to an actuarial valuation in accordance with the Local Government Pension Scheme Regulations. The Sub Committee noted that the Fund now covered 114% of liabilities. However, a new contribution rate of 6.2% would be required in 2000/2001.

**RESOLVED** that the report be noted and the Strategy and Policy Committee be requested to amend the commitment budget in 2000/2001 and 2001/2002 to reflect the new contribution rate.

48. **Draft Economic Development Strategy 1999/2000 (Item 6)**

The Sub Committee noted that the Strategy and Policy Committee on 16 February 1999 had delegated authority to the Sub Committee to determine what steps the Council would take to promote economic development during the 1999/2000 financial year. The Sub Committee considered a draft economic development strategy for the year which highlighted the main issues facing the Borough Council such as supporting the schools development of the local work force; strengthening and promoting the position of the town centre; continuing to promote Bracknell Forest to national and international businesses; and fostering new business formation development and encouraging a diversity of businesses.

**RESOLVED** that

- (i) the proposed draft Strategy, attached at Annexe A to the report, be endorsed; and
- (ii) any further representations received be reviewed and considered by the Head of Policy Development, in consultation with the Chairman.

49. **Revenue Budgets 1999/2000 (Item 7)**

In the light of the overall budget approved by the Council on 3 March, the Sub Committee considered the detailed revenue estimates for its own services for 1999/2000. For each of the service areas in the Department, expenditure on employees, premises, transport, supplies and services were detailed.

**RESOLVED** that the Detailed Budget of the Sub Committee, as outlined in Annexe B to the report, be noted.

50. **Approved List of Contractors: Property Services (Item 8)**

The Sub Committee considered proposals for the use of a national contractor database, sponsored by the Department of the Environment, Transport and the Regions which would operate as a source for the Council's own construction tender list and would be used alongside the Council's own approved list of contractors, which would continue to be reviewed and maintained. The Sub Committee noted the benefits of the scheme, which would be of no cost to the Council, in terms of accessing a wider database of potential contractors.

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

- (i) for a trial period of two years the Constructionline database be adopted as a source for construction tender lists and a limited review be carried out of the Council's own approved lists of contractors; and
- (ii) for this period the requirement of Standing Order 68(2)(a) and (b) to maintain lists of no more than 25 "names of persons or bodies", and 68(3) and (4) "to compile and review lists at intervals", be lifted except to the extent described in paragraph 4.2 and 4.3 of the report, as allowed by Standing Order 63(2)(1).

51. **Energy Purchase Contracts (Item 9)**

The Sub Committee was advised that the Council entered into annual contracts for the provision of gas and electricity to its larger sites. The Sub Committee considered and approved the arrangements for the tendering process.

**RESOLVED** that the Borough Surveyor be authorised, in consultation with the Chairman, to accept the lowest tenders for the supply of gas and electricity, respectively.

52. **Portable Electrical Appliance Testing Contract (Item 10)**

The Sub Committee was advised of the legislative background and codes of practice relating to the testing of electrical equipment including portable electrical appliances and concluded that a contract for portable electrical appliance testing should be put in place. The Sub Committee delegated arrangements for the tender list and tender acceptance to the Borough Surveyor, in consultation with the Chairman.

**RESOLVED** that the Borough Surveyor be authorised, in consultation with the Chairman, to:

- (i) agree the list of tenderers; and
- (ii) accept the most economically advantageous tender for portable electrical appliance testing.

53. **References from Other Committees (Item 11)**

The Sub Committee considered references from two other committees.

**RESOLVED** that

- (i) in relation to the request for capital funding from the Social Services and Housing Committee, it be noted that the Strategy and Policy Committee would be considering this request in the context of its deliberations on the Council's overall capital programme at its next meeting; and
- (ii) in relation to the proposal from the Leisure Services Committee for a wheeled sports park at Longhill Park, it be noted that land at Longhill Park would be made available for use as a wheeled sports park subject to capital monies being available.

54. **Item for Information**

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

Year 2000 Progress Report (Item 12)



55. **Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government act 1972, members of the public and press be excluded from the meeting for the consideration of Item 13, which involved the likely disclosure of exempt information under the following category of Schedule 12A of that Act.

- (9) Terms Proposed for the Sale of Property (Item 13)

56. **Proposed Sale of Land at Crown Row (Item 13)**

In a report containing exempt information the Sub Committee considered proposals for the sale of land adjacent to No.5 Crown Row and related issues.

**RESOLVED** that

- (i) the Council dispose of the land adjacent to No.5 Crown Row;
- (ii) the Borough Surveyor be authorised to agree terms for the freehold disposal of this land to Mr P T R, the title to contain restrictions on use, including that the shop should only be used as a chemist for a period of two years from initial opening;
- (iii) the purchaser be responsible for obtaining all other necessary consents to facilitate the development; and
- (iv) the Borough Surveyor write to the Berkshire Health Authority outlining the Council's concern at the process for allocating pharmacy authorisations.

The meeting commenced at 7.30pm  
and concluded at 8.50 pm.

**CHAIRMAN**

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**PERSONNEL SUB COMMITTEE  
31 MARCH 1999**

Present: Councillors Sargeant (Chairman), Mrs Ballin, Beadsley, Blatchford, Grayson, Mrs Keene, Mills, and Simonds, Wheaton

Apologies for Absence: Councillors Harrison and Ward

**29. Substitute Members**

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

Councillor Mrs Ballin for Councillor Ward  
Councillor Simonds for Councillor Harrison

**30. Minutes**

**RESOLVED** that the minutes of the meeting of the Sub Committee held on 12 January 1999 be confirmed as a correct record and signed by the Chairman.

**31. Local Joint Committee – 16 March 1999**

**RESOLVED** that the minutes of the meeting of the Local Joint Committee held on 16 March 1999 be received and noted.

**32. Management of Sickness Absence (Item 1)**

The Sub-Committee considered a report inviting it to approve a policy and procedural document on the management of sickness absence. The document set out best practice guidelines for dealing with both long and short term sickness absence. It had been approved by the Corporate Management Team and the subject of consultation with the Local Joint Committee.

The officers answered a number of questions on the policy and indicated that no further comments had been received from UNISON since the meeting of the Local Joint Committee.

**RESOLVED** that the policy and procedures on the management of sickness absence as set out in the report and accompanying document "Managing Sickness Absence" be approved

**33. Employee Appraisal and Development Scheme (Item 2)**

The Sub-Committee considered a further report on proposals for an employee appraisal scheme for all non-Director posts, which it was intended to introduce from

April 1999. The scheme had been developed since the previous meeting of the Sub-Committee on the basis of the following key objectives:

- To provide a clear link between the organisation's and the individual's action plans/work programmes;
- To develop employees' skills, knowledge and experience to enhance current and future service delivery; and,
- To provide a focus for the organisation's training and development plan.

The officers answered a number of questions, confirming that the scheme would eventually apply to all non-schools based staff. With regard to the training workshops for managers and supervisors designed to provide practical experience of dealing with appraising and helping employees identify development needs, the Sub-Committee was advised that it was considered inappropriate to make this compulsory for all managers as many had already undertaken such training elsewhere, if not within this Council. Instead, it was considered more appropriate for managers to identify, as part of the appraisal process, other managers under their supervision who they believed required such training.

**RESOLVED** that the final arrangements for the Employee Appraisal and Development Scheme and the timetable for its implementation as set out in the report be approved.

#### 34. **Items for Information**

The following information item was received and noted:

- Consultation on Pay & Conditions Negotiations 1999

The Director of Corporate Services reported that since the report had been written, the Council had learned that the Employers had made a 3% offer which the trades unions were now considering and which it was hoped would be accepted. He added that 3% was the figure for which the Council had budgeted.

The meeting commenced at 7:35 pm  
and concluded at 7:45 p.m.

**CHAIRMAN**

**MILLENNIUM SUB COMMITTEE  
6 APRIL 1999**

Present: Councillors Egan (Chairman), Barnard, Blatchford,  
Fawcett, Flood, Mrs Pile and Ryan.

Also Present: Councillor North  
Parish and Town Council Representatives:  
A Scorer (Bracknell Town Council), Mrs D Pidgeon (Sandhurst  
Town Council), Mrs B Brown (Warfield Parish Council).

**19 Minutes**

The minutes of the meeting of the Sub Committee held on 25 January 1999 were approved as a correct record and signed by the Chairman.

**20 Voluntary Sector Liaison – Update (Item 1)**

The Director of Leisure Services reported on progress to date in the dissemination and co-ordination of information regarding Millennium celebrations throughout the Borough.

The latest edition of "Town and Country" had included a feature on the Millennium Diary making voluntary organisations and Community Groups aware of the Borough Council's plan to draw together a definitive list of events taking place in Bracknell Forest in the months before and after December 31 1999.

The Millennium Toolkits referred to at the last meeting had now been distributed to over 200 voluntary organisations as well as the Town and Parish Councils.

A copy of the publication "Thames Valley Millennium – Special Events Guidance to Organisers" issued by and on behalf of the Emergency Services and Local Authorities of Oxfordshire, Buckinghamshire and Berkshire was issued at the meeting and would be distributed to every school, library and youth & community centre.

As part of its role in supporting and enabling the activities of voluntary organisations as they prepare their celebrations and contributions to the Millennium the Council, through the Voluntary Grants Panel, could make small grants available from its Grants Budget for the Voluntary Sector towards the cost of organising such events.

Members suggested that the Council should make every effort to make it relatively easy and inexpensive for organisers of events, such as street parties, to obtain the necessary permissions. It was stressed that any event proceeding without having obtained the necessary authorisation would be required to apply for it retrospectively at the full economic cost and that this view be forwarded to the relevant Committees.

**RECOMMENDED** that

- (i) the Voluntary Grants Panel examine the possibilities of identifying a specific sum of money for the development of community led Millennium projects; and
- (ii) the Planning and Transportation Committee be requested to consider making a nominal charge for any requests for street parties.

**21 Update on Parish and Town Council Activities (Item 2)**

The representatives of the Town and Parish Councils present gave an oral update on activities being planned.

Binfield was organising a firework display on the evening of 31 December preceded by a torchlight procession. A "Car Park Party" was being planned for the summer.

Bracknell Town Council was upgrading the Elms Recreation Ground as its main project and there would be a joint celebration to mark the completion of the work and the 50<sup>th</sup> Anniversary of the creation of the New Town.

Warfield was going to use the millennium celebrations as a means of strengthening the relation between long-standing residents and relative newcomers. A detailed programme of events had been submitted for inclusions in the Millennium diary.

Sandhurst was planning to erect commemorative plinths on the road and to bury time capsules. The Churches were planning an event on Sunday 11 June 2000.

**22 Millennium Events (Item 3)**

The Director of Leisure Services reported on progress in the organisation of events planned to celebrate the Millennium.

The Youth Games were progressing well and although there had been some late changes to the rules of entry it was anticipated that Bracknell Forest would be entering teams in each section.

There had been no progress with regard to the proposed music and light spectacular featuring Jean Michel Jarre despite several efforts to contact the promoter and it was the Officers' view that the promotion of such an event required resources in excess of those available in Bracknell Forest.

*Other Events*

Work was continuing with organisation of other events, including sports, arts and a schools carnival to be held during the Year 2000 as part of the Millennium celebrations. These were existing events and would provide a basis to celebrate the Millennium in an appropriate way. Many events would be organised at a local level within Parishes and local communities and being small scale could benefit from support from the Council. It was proposed therefore to offer each Parish/Town Council up to £2000 for such events on a cash-match basis.

In addition to the events it was suggested that as a permanent reminder of the event the road running from Twin Bridges Roundabout to the Rackstraw Roundabout be renamed Millennium Way.

**RECOMMENDED** that

- (i) a large scale concert in the Borough for the Millennium be not pursued;
- (ii) where possible all Council run events in the year 2000 be enhanced to recognise the Millennium;
- (iii) Strategy and Policy Committee be requested to agree in principle that a sum of £120,000 be included in the 2000/2001 Revenue Budget to support Council managed and supported events and other significant and enduring projects subject to detailed information being provided;
- (iv) Strategy and Policy Committee be requested to agree in principle to an allocation of £2000 for each Parish/Town Council on a match-funding basis to support local millennium events; and
- (v) the Highways Sub Committee consider the suggestion that the A3095 between Twin Bridges roundabout and the Rackstraw roundabout be renamed Millennium Way.

The meeting commenced at 7.30pm and concluded at 8.40 pm.

**CHAIRMAN**

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## 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 80<sup>th</sup> 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 50<sup>th</sup> 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**