



Council
Wednesday 21 July 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 5 May 1999**
3. **Mayor's Announcements**
4. **To receive and consider reports, minutes and recommendations of Committees** 1 - 244
5. **Questions submitted under Standing Order 11**
 - (i) Question to nominated representative of Thames Valley Police Authority (Councillor North) by Councillor Bettison

I understand that the Chief Constable of Thames Valley Police, during the last meeting of the Police Authority on 28 May, indicated that the effect upon police officer levels in the Thames Valley as a consequence of funding the public safety radio communications project might be "catastrophic".

Could you define, as best you can, how a "catastrophic" situation would affect the Thames Forest Police area. Any indication of the best and worst case scenarios in terms of establishment levels together with any likely impact on the efficiency or effectiveness of policing within the Thames Forest Area would be particularly helpful.
6. **Motions submitted under Standing Order 8**
 - (i) Motion 1/99

Motion 1/99, as set out in the agenda for the meeting, was moved by Councillor Mills and seconded by Councillor Ward. It was then moved by Councillor McCormack, and seconded by Councillor Fawcett that a full Council meeting be set aside for a full debate on this issue. On being put to the meeting the

amendment 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:

(ii) Motion 2/99

Motion 2/99, as set out in the agenda for the meeting, was moved by Councillor Bettison and seconded by Councillor Barnard.

(iii) Motion 3/99

Motion 3/99, as set out in the agenda for the meeting, was moved by Councillor Beadsley and seconded by Councillor Mrs Shillcock.

7. Exclusion of Public and Press

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

(9) Terms proposed for a contract

8. 1 Priestwood Square

245 - 250

BRACKNELL FOREST BOROUGH COUNCIL MEETING

21 JULY 1999

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ANNUAL MEETING OF THE COUNCIL 5 MAY 1999

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

1. Election of Mayor

It was proposed by Councillor Bettison, seconded by Councillor Mills, *that Councillor James G Finnie be elected Mayor for the 1999/2000 municipal year.*

There being no further nominations, it was

RESOLVED that Councillor James G Finnie be elected Mayor of the Borough of Bracknell Forest for the 1999/2000 municipal year.

Councillor Finnie made and signed the Declaration of Acceptance of Office of Mayor and was invested with the chain of office. He then thanked members of the Council for his election for a third consecutive term and made a short speech of acceptance. He further advised the Council that he had chosen the Lewis Marsh Fund as the Mayor's Charity for the year. He advised the Council of the aims of the Lewis Marsh Fund and invited other Councillors to join him in a voluntary committee to be set up to support fund raising efforts over the coming year.

The Mayor was pleased to announce that the Reverend David Osborn had accepted the honorary appointment of Mayor's Chaplain for the forthcoming municipal year.

THE MAYOR, COUNCILLOR JAMES G FINNIE, IN THE CHAIR

2. Appointment of Deputy Mayor

It was proposed by the Mayor and seconded by Councillor Good, *that Councillor Barry Egan be appointed Deputy Mayor for the 1999/2000 municipal year.*

There being no further nominations, it was

RESOLVED that Councillor Barry Egan be appointed Deputy Mayor of the Borough of Bracknell Forest for the 1999/2000 municipal year.

Councillor Egan then made and signed the Declaration of Acceptance of Office. He was then invested with the chain of office and thanked the Council for his appointment.

3. **Minutes**

The minutes of the meeting of the Council held on 28 April 1999 were circulated at the meeting and the Mayor made a short statement relating to further developments arising in connection with minute 624(3).

The minutes of the previous meeting of the Council were then approved as a correct record and signed by the Mayor.

4. **Mayor's Announcements**

Imperial Cancer Research Fund The Mayor advised the Council that he would be taking part in a sponsored charity abseil from the ICL building to raise funds for the Imperial Cancer Research Fund and that sponsorship forms would be made available to members.

5. **Local Government and Housing Act 1989: Review of Allocation of Seats and Appointments to Committees 1999/2000**

Consideration was given to a report by the Director of Corporate Services on the legal requirements and arrangements proposed for the allocation of seats and appointments to committees for the 1999/2000 municipal year.

RESOLVED that

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

Conservative Group – 60

Labour Group – 46

- (ii) Members be appointed to serve on the following Committees in accordance with nominations made by the political groups and set out in Appendix A hereto.

Name of Committee	Number of Members	Allocation to Groups	Substitute Members
Strategy & Policy Committee	16	9 : 7	3 : 3
Education Committee	17	10 : 7	3 : 3
Leisure Services Committee	16	9 : 7	3 : 3
Planning & Transportation Committee	16	9 : 7	3 : 3
Public & Environmental Services Committee	16	9 : 7	3 : 3
Social Services & Housing Committee	16	9 : 7	3 : 3
Direct Services Board	9	5 : 4	3 : 3
	106	60 : 46	

- (iii) The following formula for the allocation of seats on Sub-Committees to be appointed by Committees by confirmed.

Number of Members	Allocation of Seats
3	2 : 1
5	3 : 2
9	5 : 4
20*	12 : 8

**Planning Control Sub-Committee*

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

RESOLVED that

- (i) the undermentioned members be appointed to serve as the Council's representatives on the bodies listed for the 1999/2000 municipal year;
- | | |
|---|--|
| (a) Economic Strategy Group | Councillors Bettison & Finnie |
| (b) Environmental Impact Group | Councillor Mills |
| (c) Social Services Complaints Review Panels | Any one eligible member of the Council appointed by the Director of Corporate Services as required |
| (d) Education Admission and Exclusion Appeals | Any two eligible members of the Council appointed by the Clerk to the Appeals Committee as Required. |
| (e) Housing Benefits Review Boards | Any three eligible members of the Council appointed by the Director of Corporate Services as required. |
- (ii) The persons indicated be appointed to serve as the Council's representatives on the bodies and other organisations for the 1999/2000 municipal year as listed in Appendix B to these minutes.

The meeting commenced at 7.30 pm
and concluded at 8.05 pm.

MAYOR

**APPENDIX A as
referred to in Minute 5**

**BRACKNELL FOREST BOROUGH COUNCIL
NOMINATIONS TO COMMITTEES 1999/2000**

**STRATEGY & POLICY
COMMITTEE**

Councillors(16)

Mrs Ballin
Barnard
Bayle
Bettison
Birch
Good
Jones
Mrs Keene
McCormack
Mills
North
Sargeant
Mrs Shillcock
Wade
Ward
Wheaton

Substitute Members (6)

Adams
Beadsley
Blatchford
Fawcett
Flood
Harrison

**EDUCATION
COMMITTEE**

Councillors (17)

Bailey
Barnard
Beadsley
Mrs Doyle
Egan
Fawcett
Flood
Good
Mrs Hayes
Mrs Hirst
Mills
Mrs Shillcock
Mrs Sutcliffe
Thompson
Ward
Wheaton
Worrall

**Substitute Members
(6)**

Mrs Ballin
Birch
Mrs Clifford
Harrison
Mrs Keene
Ryan

**LEISURE SERVICES
COMMITTEE**

Councillors (16)

Blatchford
Egan
Fawcett
Finnie
Flood
Good
Grayson
Miss Haydon
Mrs Hayes
Jones
Mrs Keene
McCormack
North
Simonds
Taylor
Thompson

Substitute Members (6)

Adams
Bayle
Mrs Pile
Mrs Sutcliffe
Wade
Wheaton

**PLANNING &
TRANSPORTATION
COMMITTEE**

Councillors (16)

Adams
Bailey
Mrs Ballin
Mrs Doyle
Finnie
Flood
Grayson
Jones
Piasecki
Mrs Pile
Ryan
Sargeant
Simonds
Veakins
Wade
Worrall

Substitute Members (6)

Mrs Clifford
Egan
Fawcett
Harrison
Thompson
Wheaton

**PUBLIC &
ENVIRONMENTAL
SERVICES COMMITTEE**

Councillors (16)

Adams
Barnard
Bayle
Beadsley
Blatchford
Mrs Clifford
Egan
Mrs Keene
Mills)
North
Piasecki
Mrs Pile
Simonds
Veakins
Wade
Ward

Substitute Members (6)

Mrs Doyle
Fawcett
Good
Grayson
Harrison
Mrs Sutcliffe

**SOCIAL SERVICES &
HOUSING COMMITTEE**

Councillors(16)

Barnard
Bayle
Bettison
Mrs Clifford
Mrs Doyle
Egan
Harrison
Miss Haydon
Mrs Hirst
McCormack
Mrs Pile
Ryan
Mrs Shillcock
Mrs Sutcliffe
Wheaton
Worrall

Substitute Members (6)

Grayson
Jones
Mrs Keene
North
Thompson
Ward

**APPENDIX B as
referred to in Minute 6 (ii)**

APPOINTMENTS TO OUTSIDE BODIES 1999/2000

	Body	Representation Requirements for BFBC 1999/2000	Representatives 1999/2000
1.	Age Concern Berkshire	1 Representative - as Observer	Cllr Miss Haydon
2.	Airports Policy Consortium	2 Representatives (1 Councillor + 1 Officer)	Cllr Mrs Doyle
3.	Association of Councils of the Thames Valley Region	2 Representatives	2 Representatives: Cllr Ward Cllr Mrs Ballin 2 Reserves: Cllr Bettison Cllr Thompson 2 Observers: Cllr Egan and Barnard
4.	Berkshire Archaeological Trust Limited	1 Representative	Cllr Mrs Hayes
5.	Berkshire Association of Youth Clubs	1 Representative	Cllr North
6.	Berkshire Community Trust	1 Representative	Cllr Finnie
7.	Berkshire County Childminding Association - Liaison Committee	1 Representative	Cllr Ward
8.	Berkshire Deaf Forum (part of Sensory Needs Service)	1 Representative	Cllr Worrall
9.	Berkshire Pension Fund Advisory Panel	1 Representative	
10.	Berkshire Probation Committee	1 Representative	Cllr Egan
11.	Berkshire Valuation Tribunal	3 Representatives	Cllr Mrs Hayes Mrs I Mattick Mrs J Ryder
12.	Berkshire Young Musicians' Trust	1 Trustee	Cllr Ward
13.	Binfield Badger Group - Management Committee	1 Representative	Cllr Mills

14.	Binfield School Joint Management Project	2 Representatives	Cllr Harrison Cllr Mills
15.	Birch Hill Community Association - Management Committee	1 Representative	Cllr Bayle
16.	Blackwater Valley Network - Members Steering Group (Planning & Transportation)	3 Representatives + 1 Reserve	Cllr Mrs Ballin Cllr Blatchford Cllr Simonds (Cllr Jones)
17.	Blackwater Valley Recreation & Countryside Management Service - Steering Group	2 Representatives + 1 Reserve	Cllr Blatchford Cllr North (Cllr Simonds)
18.	Bracknell Age Concern	1 Representative	Cllr Mrs Sutcliffe
19.	Bracknell & District Victim Support Scheme	1 Representative	Cllr Mrs Pile
20.	Bracknell & Wokingham College Corporation	1 Co-opted Member	Cllr Ward
21.	Bracknell Citizens Advice Bureau	1 Representative	Cllr North
22.	Bracknell Council for Voluntary Service	2 Representatives (1 Councillors and 1 Officer)	Cllr Ward + Mrs Pat Murden
23.	Bracknell Forest Neighbourhood Mediation Service	1 Representative	Cllr Mrs Clifford
24.	Bracknell Job Support Centre (Management Committee)	2 Representatives	Cllr Blatchford Cllr Wheaton
25.	Bracknell Tea House Association	1 Representative	Cllr Bettison
26.	Bracknell (Town Council) Environment & Safety Committee	1 Representative	Cllr Mills
27.	Bracknell Twinning Association	1 Representative	Cllr Bayle
28.	Bracknell Volunteer Centre	1 Representative	Mrs I Mattick
29.	Bullbrook Community Association	1 Representative	Cllr Barnard
30.	Business Link Thames Valley Ltd	1 Representative	Mr M Wallace

31.	Community Council for Berkshire	1 Representative	Cllr North
32.	Countryside Management Steering Group	1 Representative	Cllr North
33.	Crown Wood Community Assoc.	1 Representative	Cllr Mrs Sutcliffe
34.	East Berkshire Community Health Council	3 Representatives	Cllr Barnard (to 2002) Cllr Mrs Hirst (to 2000) Cllr Mrs Hayes (to 2002) Cllr Thompson (to 2003) Cllr Birch
35.	Eastern Wessex Territorial Auxiliary and Volunteer Reserve Association	1 Representative (Plus 1, to represent all 6 Unitary Authorities on Youth and Education)	
36.	Easthampstead Parochial Charities, Easthampstead	2 Representatives	Mrs M Beadsley Mrs I Mattick
37.	Easthampstead & Wildridings Community Assoc.	1 Representative	Cllr Grayson
38.	Environmental Trust for Berkshire	1 Representative	Cllr Mills
39.	Farley Wood Community Association	1 Representative	Cllr Mills
40.	Forest Park Community Association	1 Representative	Cllr Mrs Hayes
41.	Great Hollands Community Association	1 Representative	Cllr Mrs Shillcock
42.	Hanworth Community Association Council	1 Representative	Cllr Mrs Pile
43.	Harmans Water Community Assoc.	1 Representative	Cllr Mrs Pile
44.	Homestart	1 Representative	Cllr Ward
45.	Inspection Unit Advisory Panel	1 Representative	Cllr Simonds
46.	Joint Committee of the Thames Valley Police Authority	1 Representative	Cllr North
47.	Joint Consultative Committee Health	1 Representative + 1 Reserve	Cllr Sutcliffe (Cllr Mrs Shillcock)

48.	Local Government Association	1 Representative + 1 Reserve + 1 Observer	Cllr Bettison Cllr Ward Cllr Mrs Ballin (observer)
49.	LGA Rural Commission	2 Representatives (1 Councillor + 1 Officer)	Cllr Mrs Doyle + Director of Planning & Transportation
50.	Local Government Information Unit Management Committee	1 Representative + 1 Reserve	Cllr Ward (Cllr Mrs Ballin)
51.	Martins Heron and The Warren Community Association	1 Representative	Cllr Mrs Hayes
52.	MIND Day Centre Management Committee	1 Representative	Mr E Thompson
53.	National Housing & Town Planning Council Southern Regional Executive	1 Representative, 1 Reserve and 1 Officer	Cllr Harrison Cllr Mrs Pile Director of Social Services & Housing
54.	National Local Government Forum Against Poverty - Southern Regional Group	1 Representative	Cllr Ward
55.	New Towns Committee of the LGA	1 Representative + 1 Reserve	Cllr Ward (Cllr Sargeant)
56.	North Ascot Community Association	1 Representative	Cllr Miss Haydon
57.	Owlsmoor Community Association	1 Representative	Cllr Worrall
58.	Oxford Diocesan Council for Social Work (P.A.C.T)	1 Representative	Cllr Blatchford
59.	Priestwood Community Association	1 Representative	Cllr North
60.	Public Transport Consultation Group	2 Representatives + 1 Reserve	Cllr Mrs Ballin Cllr Flood (Cllr Mrs Doyle)
61.	Reading Post Office Advisory Committee	1 Representative + 1 Reserve	Cllr Egan (Cllr Mrs Pile)

62.	RELATE	1 Representative	Mrs I Mattick
63.	Rhos-y-Gwaliau	1 Representative	Cllr Ward
64.	Royal Berkshire Fire Authority	3 Representatives	Cllr Egan Cllr Mills Cllr Veakins
65.	Royal British Legion (Bracknell Branch) (Social Services Committee)	1 Representative	Cllr Sargeant
66.	Sandhurst Day Centre Association	1 Representative	Cllr Ward
67.	South East Employers/Southern Provincial Council	2 Representatives + 2 Reserves	Cllr Sargeant and Mills (Cllr Grayson and Simonds)
68.	South Eastern Museums Service AGM	1 Representative + 1 Observer	Cllr Mrs Hayes (Cllr Mrs Sutcliffe)
69.	South East Regional Association for the Deaf	1 Representative	Cllr Worrall
70.	South East Regional Forum	3 Representatives	Cllr Mrs Ballin Cllr Bettison Cllr Ward
71.	South East Regional Planning Conference (SERPLAN)	1 Representative	Cllr Mrs Ballin
72.	Southern Arts Association	2 Representative	Cllr Ward and Cllr Mrs Hayes
73.	South Hill Park Board	5 Representatives	Cllrs Egan, Mrs Hayes Ward;, Mr Wallace and Mr Mihell (Cllr Mills)
74.	South Hill Park Trust Limited (The Company)	1 Representative	Cllr Mills
75.	Standing Conference for Archives	1 Representative	Cllr Mrs Hayes
76.	Thames Valley European Forum	2 + 1 Officer	Cllr Mrs Ballin Cllr Barnard
77.	University of Reading - Court and Council	1 Representative	Cllr Bettison
78.	Warfield Parochial Charities - Trustees	2 Representatives	Cllr Sargeant Mr D Swindells
79.	Windsor Theatre Fund Committee	1 Representative + 1 Reserve	Cllr Finnie (Cllr Wade)

STRATEGY AND POLICY COMMITTEE
5 MAY 1999

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

7. Election of Chairman

RESOLVED that Councillor Bettison be elected Chairman of the Strategy and Policy Committee for the 1999/2000 municipal year.

8. Appointment of Vice Chairman

RESOLVED that Councillor Birch be appointed Vice Chairman of the Strategy and Policy Committee for the 1999/2000 municipal year.

9. Finance and Property Sub Committee

RESOLVED that the following appointments be made to the Finance and Property Sub Committee for the 1999/2000 municipal year;

Members of Strategy & Policy Committee

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

Co-opted Members

Councillors Beadsley, Egan, Fawcett, Mrs Hayes, Mrs Pile and Ryan.

Substitute Members

Councillors Bailey, Mrs Ballin, Mrs Doyle, Jones, Mrs Keene and Thompson.

10. Personnel Sub Committee

RESOLVED that the following appointments be made to the Personnel Sub Committee for the 1999/2000 municipal year;

Members of Strategy & Policy Committee

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

Co-opted Members

Councillors Bailey, Blatchford, Grayson and Harrison.

Substitute Members

Councillors Mrs Ballin, Barnard, Bailey, Good, Jones and Simonds.

11. Audit and Performance Review Committee

RESOLVED that the following appointments be made to the Audit and Performance Review Committee for the 1999/2000 municipal year;

Members of Strategy & Policy Committee

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

Co-opted Members

Councillors Bailey, Beadsley, Blatchford and Mrs Sutcliffe.

Substitute Members

Councillors Adams, Egan, Mrs Keene, Mills, Mrs Pile and Wheaton.

12. Town Centre Sub Committee

RESOLVED that the following appointments be made to the Town Centre Sub Committee for the 1999/2000 municipal year;

Members of Strategy & Policy Committee

Councillors Mrs Ballin (Vice Chairman), Bettison (Chairman), Good, Jones, McCormack and North.

Co-opted Members

Councillors Adams, Finnie and Flood.

Substitute Members

Councillors Beadsley, Mrs Clifford, Sargeant, Wade, Ward and Wheaton.

13. Millennium Sub Committee

RESOLVED that the following appointments be made to the Millennium Sub Committee for the 1999/2000 municipal year;

Members of Strategy & Policy Committee

Councillors Barnard, Jones, Good and Mrs Keene.

Co-opted Members

Councillors Blatchford (Vice Chairman), Egan (Chairman), Fawcett, Flood and Mrs Pile.

Substitute Members

Councillors Bailey, Mrs Bayle, Grayson, North, Piasecki and Thompson.

14. Access Advisory Sub Committee

RESOLVED that the following appointments be made to the Access Advisory Sub Committee for the 1999/2000 municipal year;

Co-opted Members

Councillors Mrs Clifford (Vice Chairman), Finnie, Harrison (Chairman), Piasecki and Mrs Sutcliffe.

Substitute Members

Councillors Miss Haydon, Mrs Hirst, Jones, Mrs Pile and Simonds.

15. **Local Joint Committee**

RESOLVED that the following appointments be made to the Local Joint Committee for the 1999/2000 municipal year;

Members of Strategy & Policy Committee

Councillors Sargeant (Chairman) and Ward.

Co-opted Member

Councillor Bailey

Substitute Members

Councillors Egan and Grayson.

16. **Health Panel**

RESOLVED that Councillors Barnard (Vice Chairman), Blatchford, Mrs Doyle, Fawcett, Mills (Chairman), Mrs Shillcock, Thompson, Veakins and Wheaton be appointed to serve on the Health Panel for the 1999/2000 municipal year and that Councillors McCormack and Mrs Pile be appointed as substitute members.

17. **Constitution Advisory Group**

RESOLVED that Councillors Mrs Ballin, Beadsley, Bettison, Mrs Keene, McCormack, Mills, Wade (Chairman), Ward (Vice Chairman) and Wheaton be appointed to serve on the Constitution Advisory Group for the 1999/2000 municipal year and that Councillors Barnard, Egan, Fawcett, Finnie and Good be appointed as substitute members.

18. **Personnel Appeals Panel**

RESOLVED that Councillors Bailey, Mills and Sargeant be appointed to serve on the Personnel Appeals Panel for the 1999/2000 municipal year and that Councillors Grayson and Worrall be appointed as substitute members.

19. **Health and Safety Panel**

RESOLVED that Councillor Sargeant (Chairman) be appointed to serve on the Health and Safety Panel for the 1999/2000 municipal year and that Councillor Mills be appointed as substitute member.

20. **Electoral Review Steering Group**

RESOLVED that Councillors Mrs Ballin, Bayle, Bettison (Chairman), McCormack and Mills (Vice Chairman) be appointed to serve on the Electoral Review Steering Group for the 1999/2000 municipal year.

21. **Voluntary Grants Panel**

RESOLVED that Councillors Bayle, Finnie (Chairman), Good, Miss Haydon (Vice Chairman) and Mrs Sutcliffe be appointed to serve on the Voluntary Grants Panel for the 1999/2000 municipal year.

22. **Voluntary Sector Issues Focus Group**

RESOLVED that Councillors Bayle, Bettison (Chairman), Miss Haydon, McCormack and North be appointed to serve on the Voluntary Sector Issues Focus Group for the 1999/2000 municipal year.

23. **Smartcard Development Focus Group**

RESOLVED that Councillors Beadsley, Bettison (Chairman), Good, North and Ward be appointed to serve on the Smartcard Development Focus Group for the 1999/2000 municipal year.

24. **Town Centre Highways Focus Group**

RESOLVED that Councillors Mrs Ballin (Chairman), Mrs Clifford, Flood, Sargeant and Veakins be appointed to serve on the Town Centre Highways Focus Group for the 1999/2000 municipal year.

25. **Sandhurst School Site Focus Group**

RESOLVED that Councillors Bayle, North (Chairman), Ward, Wheaton and Worrall be appointed to serve on the Sandhurst School Site Focus Group for the 1999/2000 municipal year.

26. **Town Centre Partnership Focus Group**

RESOLVED that Councillors Mrs Ballin, Birch (Vice Chairman), Jones, McCormack, Mills (Chairman), Sargeant and Wade be appointed to serve on the Town Centre Partnership Focus Group for the 1999/2000 municipal year.

CHAIRMAN

**EDUCATION COMMITTEE
5 MAY 1999**

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

27. Election of Chairman

It was proposed and seconded that Councillor Ward be elected Chairman of the Education Committee for the 1999/2000 municipal year. Pursuant to a request for a recorded vote to be taken, voting on the motion was as follows:

For: Councillors Barnard, Egan, Mrs Hayes, Mills, Thompson, Ward and Worrall (7).

Against: Councillors Bailey, Beadsley, Good, Mrs Hirst, Mrs Shillcock and Wheaton (6).

Abstaining: Councillors Mrs Doyle, Fawcett and Flood (3).

RESOLVED that Councillor Ward be elected Chairman of the Education Committee for the 1999/2000 municipal year.

28. Appointment of Vice Chairman

RESOLVED that Councillor Mrs Hayes be appointed Vice Chairman of the Education Committee for the 1999/2000 municipal year.

29. Education Budget Sub Committee

RESOLVED that the following appointments be made to the Education Budget Sub Committee for the 1999/2000 municipal year:

Members of Education Committee

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

Substitute Members

Councillors Mrs Doyle, Fawcett, Harrison, Mrs Hurst, Mills and Mrs Shillcock.

30. Education Quality Assurance Sub Committee

RESOLVED that the following appointments be made to the Education Quality Assurance Sub Committee for the 1999/2000 municipal year:

Members of Education Committee

Councillors Bailey, Mrs Doyle, Fawcett, Mrs Hayes (Vice Chairman), Mrs Shillcock, Mrs Sutcliffe, Ward (Chairman) and Wheaton.

Co-opted Member

Councillor Harrison

Substitute Members

Councillors Barnard, Beadsley, Good, Ryan, Thompson and Worrall.

31. **Governors Selection Sub Committee**

RESOLVED that the following appointments be made to the Governors Selection Sub Committee for the 1999/2000 municipal year:

Members of Education Committee

Councillors Bailey, Mrs Doyle, Good, Mrs Hayes (Chairman), Mills, Shillcock, Mrs Sutcliffe, Ward (Vice Chairman) and Wheaton.

Substitute Members

Councillors Barnard, Beadsley, Fawcett, Ryan, Thompson and Worrall.

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

RESOLVED that the following appointments be made to the Joint Advisory Sub Committee on Children's Services for the 1999/2000 municipal year:

Members of Education Committee

Councillors Mrs Hurst and Ward (Vice Chairman).

Co-opted Member

Councillor North.

Substitute Members

Councillors Good, Worrall and Mrs Sutcliffe.

33. **Transport and Awards Sub Committee**

RESOLVED that the following appointments be made to the Transport and Awards Sub Committee for the 1999/2000 municipal year:

Members of Education Committee

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

Substitute Members

Councillors Bailey, Egan, Mrs Hirst, North, Mrs Shillcock and Mrs Pile.

34. **Teachers' Joint Consultative Committee**

RESOLVED that Councillor Mills (Vice Chairman), Ward (Chairman) and Wheaton be appointed to serve on the Teachers' Joint Consultative Committee for the 1999/2000 municipal year.

35. **Education Consultation Panel**

RESOLVED that Councillors Bailey, Mrs Hayes (Vice-Chairman), Mrs Sutcliffe, Ward (Chairman) and Wheaton be appointed to serve on the Education Consultation Panel for the 1999/2000 municipal year.

36. **Transport Panel**

RESOLVED that Councillors Barnard, Beadsley, Good, Mrs Hayes (Chairman) and Ward be appointed to serve on the Transport Panel for the 1999/2000 municipal year and that Councillors Mrs Doyle, Fawcett, Thompson and Wheaton be appointed as substitute members.

37. **Awards Panel**

RESOLVED that Councillors Barnard (Chairman), Mrs Doyle, Fawcett, Thompson and Wheaton be appointed to serve on the Awards Panel for the 1999/2000 municipal year and that Councillors Beadsley, Good, Mrs Hayes and Ward be appointed as substitute members.

38. **Special Education Needs Focus Group**

RESOLVED that Councillors Barnard, Mrs Hayes, Mrs Shillcock, Ward (Chairman) and Wheaton be appointed to serve on the Special Education Needs Focus Group for the 1999/2000 municipal year.

39. **School Organisation Committee Focus Group**

RESOLVED that Councillors Fawcett, Mrs Hayes, Thompson, Ward and Wheaton be appointed to serve as LEA representatives on the School Organisation Committee Focus Group for the 1999/2000 municipal year.

40. **Standing Advisory Council on Religious Education**

RESOLVED that Councillors Egan, Fawcett, Good, Mrs Hayes and Ward be appointed to serve on the Standing Advisory Council on Religious Education for the 1999/2000 municipal year.

41. **Early Years and Childcare Development Partnership**

RESOLVED that Councillors Mrs Shillcock and Ward be appointed to serve on the Early Years and Childcare Development Partnership for the 1999/2000 municipal year.

CHAIRMAN

**LEISURE SERVICES COMMITTEE
5 MAY1999**

Present: Councillors Blatchford, Egan, Fawcett, Finnie, Flood, Good, Grayson, Miss Haydon, Mrs Hayes, Jones, Mrs Keene, McCormack, North, Simonds, Taylor and Thompson.

42. Election of Chairman

RESOLVED that Councillor North be elected Chairman of the Leisure Services Committee for the 1999/2000 municipal year.

43. Appointment of Vice Chairman

RESOLVED that Councillor Thompson be appointed Vice Chairman of the Leisure Services Committee for the 1999/2000 municipal year.

44. Bracknell and Wokingham Joint Golf Course Committee

RESOLVED that Councillors Flood (Chairman), Good and Thompson be appointed to serve on the Bracknell and Wokingham Joint Golf Course Committee for the 1999/2000 municipal year and that Councillor Egan be appointed as a substitute member.

45. Edgbarrow and Sandhurst Sports Centre Management Committee

RESOLVED that Councillors Finnie (Vice Chairman), North (Chairman) and Mr R S Smith be appointed to serve on the Edgbarrow and Sandhurst Sports Centre Management Committee for the 1999/2000 municipal year.

CHAIRMAN

**PLANNING AND TRANSPORTATION COMMITTEE
5 MAY 1999**

Present: Councillors Adams, Bailey, Mrs Ballin, Mrs Doyle, Finnie, Flood, Grayson, Jones, Piasecki, Mrs Pile, Ryan, Sargeant, Simonds, Wade and Worrall.

46. Election of Chairman

RESOLVED that Councillor Mrs Ballin be elected Chairman of the Planning and Transportation Committee for the 1999/2000 municipal year.

47. Appointment of Vice Chairman

RESOLVED that Councillor Worrall be appointed Vice Chairman of the Planning and Transportation Committee for the 1999/2000 municipal year.

48. Highways Sub Committee

RESOLVED that the following appointments be made to the Highways Sub Committee for the 1999/2000 municipal year.

Members of Planning and Transportation Committee

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

Co-opted Members

Councillors Mrs Clifford and Harrison.

Substitute Members

Councillors Blatchford, Good, Grayson, Mrs Pile, Wheaton and Worrall.

49. Planning Control Sub Committee

RESOLVED that the following appointments be made to the Planning Control Sub Committee for the 1999/2000 municipal year.

Members of Planning and Transportation Committee

Councillors Adams, Mrs Ballin, Mrs Doyle (Chairman), Flood, Sargeant (Vice Chairman) and Worrall.

Co-opted Members

Councillors Beadsley, Birch, Fawcett, Grayson, Mrs Hayes, Jones, Mills, Mrs Pile, Ryan, Simonds, Taylor, Thompson, Ward and Wheaton.

Substitute Members

Councillors Beadsley, Finnie, Harrison, Mrs Sutcliffe and Piasecki.

50. Parking Issues Focus Group

RESOLVED that Councillors Adams and Mrs Ballin be appointed to serve on the Parking Issues Focus Group for the 1999/2000 municipal year.

51. **Local Transport Plan Focus Group**

RESOLVED that Councillors Mrs Ballin (Chairman), Mrs Doyle, Ryan, Veakins and Wade be appointed to serve on the Local Transport Plan Focus Group for the 1999/2000 municipal year.

CHAIRMAN

**PUBLIC AND ENVIRONMENTAL SERVICES
5 MAY 1999**

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

52. Election of Chairman

RESOLVED that Councillor Mills be elected Chairman of the Public and Environmental Services Committee for the 1999/2000 municipal year.

53. Appointment of Vice Chairman

RESOLVED that Councillor Egan be appointed Vice Chairman of the Public and Environmental Services Committee for the 1999/2000 municipal year.

54. Hackney Carriage Sub Committee

RESOLVED that the following appointments be made to the Hackney Carriage Sub Committee for the 1999/2000 municipal year:

Members of Public and Environmental Services Committee

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

Substitute Members

Councillors Mrs Clifford, North, Piasecki and Simonds.

55. Grounds Maintenance Tender Assessment Sub Committee

RESOLVED that the following appointments be made to the Grounds Maintenance Tender Assessment Sub Committee for the 1999/2000 municipal year:

Members of Public and Environmental Services Committee

Councillors Adams, Beadsley, Mills (Chairman), North and Wade (Vice Chairman).

Substitute Members

Councillors Egan, Mrs Keene and Simonds.

56. Emergency Planning Advisory Panel

RESOLVED that Councillors Adams, Barnard, Mrs Clifford, Flood (Chairman) and Mrs Pile (Vice Chairman) be appointed to serve on the Emergency Planning Advisory Panel, for the 1999/2000 municipal year and that Councillors Blatchford, Simonds and Veakins be appointed as substitute members.

CHAIRMAN

**SOCIAL SERVICES AND HOUSING COMMITTEE
5 MAY 1999**

Present: Councillors Barnard, Bettison, Mrs Clifford, Mrs Doyle, Egan, Harrison, Miss Haydon, Mrs Hirst, McCormack, Mrs Pile, Ryan, Mrs Shillcock, Wheaton and Worrall.

57. Election of Chairman

RESOLVED that Councillor Barnard be elected Chairman of the Social Service and Housing Committee for the 1999/2000 municipal year.

58. Appointment of Vice Chairman

RESOLVED that Councillor Mrs Pile be appointed Vice Chairman of the Social Services and Housing Committee for the 1999/2000 municipal year.

59. Housing Sub Committee

RESOLVED that the following appointments be made to the Housing Sub Committee for the 1999/2000 municipal year:

Members of Social Services and Housing Committee

Councillors Barnard, Harrison (Chairman), Miss Haydon, Mrs Hirst, Mrs Pile (Vice Chairman), Ryan, Mrs Shillcock, Wheaton and Worrall.

Substitute Members

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

60. Social Services Sub Committee

RESOLVED that the following appointments be made to the Social Services Sub Committee for the 1999/2000 municipal year:

Members of Social Services and Housing Committee

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

Substitute Members

Councillors Flood, Harrison, Mrs Hirst, Mrs Pile, Ryan and Wheaton.

61. Joint Advisory Sub Committee on Children's Services

RESOLVED that the following appointments be made to the Joint Advisory Sub Committee on Children's Services for the 1999/2000 municipal year:

Members of Social Services and Housing Committee

Councillors Barnard (Chairman), Miss Haydon and Mrs Shillcock.

Substitute Members

Councillors Mrs Pile, Ryan and Wheaton.

62. **Social Services and Housing Performance Indicator Focus Group**

RESOLVED that Councillors Barnard (Chairman), Bayle, Harrison, Mrs Pile and Mrs Shillcock be appointed to serve on the Social and Housing Performance Indicators Focus Group for the 1999/2000 municipal year.

CHAIRMAN

**DIRECT SERVICES BOARD
5 MAY 1999**

Present: Councillors Barnard, Blatchford, Grayson, Miss Haydon, Mrs Pile, Sargeant and Taylor.

63. Election of Chairman

RESOLVED that Councillor Sargeant be elected Chairman of the Direct Services Board for the 1999/2000 municipal year.

64. Appointment of Vice Chairman

RESOLVED that Councillor Miss Haydon be appointed Vice Chairman of the Direct Services Board for the 1999/2000 municipal year.

CHAIRMAN

**DIRECT SERVICES BOARD
26 MAY 1999**

Present: Councillors Sargeant (Chairman), Barnard, Bayle, Blatchford, Fawcett, Miss Haydon, Mrs Pile and Taylor

Apologies for Absence were received from:
Councillors Grayson and Veakins

65. Substitute Members

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

Councillor Fawcett for Councillor Grayson

66. Minutes

The minutes of the Board held on 9 February 1999 were approved as a correct record and signed by the Chairman.

67. Exclusion of Public and Press

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

- (1) Information relating to employees
- (9) Information relating to terms for a contract
- (11) Information relating to labour relations consultations

68. Building Works - General Manager's Progress Report (Item 1)

In accordance with Standing Order 25, Councillor Barnard declared an interest in this matter, being the Chairman of the Social Services & Housing Committee, and withdrew from the meeting.

The Board considered the General Manager's progress report on the running of the Building Works DSO during the period January-March 1999.

The Board posed a number of questions including in relation to the appointments system. It was noted that the DSO was always seeking to improve on existing arrangements although these were generally regarded as an example to others, as evidenced by the wish of representatives of Wokingham District Council to see the system. There were occasions, however, when emergencies or other circumstances caused delays. Where it was apparent that an appointment could not be kept, efforts were made to contact the tenant as soon as possible to advise them.

The Board welcomed the continuing good progress indicated by the report.

RESOLVED that the progress report be noted.

69. **Bracknell Sport & Leisure Centre and Coral Reef Progress Report (Item 2)**

The Board considered the General Manager's progress report on the running of the Bracknell Sport & Leisure Centre and Coral Reef during the period January-March 1999.

The Board posed a number of questions regarding the report and arising from these noted, in particular, that sickness absence figures continued at a level well below the national average. In addition, it was noted that the increase in costs had arisen as a result of the Working Time Regulations, but that income had also increased and kept the account in surplus.

The Board welcomed the continuing good progress indicated by the report.

RESOLVED that:

- i The progress report relating to Bracknell Sport & Leisure Centre and Coral Reef be noted; and,
- ii The proposed annual pay award of 3% to employees at Bracknell Sport & Leisure Centre and Coral Reef in line with the national pay award for local authority staff be approved.

70. **Grounds Maintenance DSO – Progress Report (Item 3)**

The Board considered the Grounds Maintenance DSO Manager's report on the running of the DSO during the period January-March 1999.

The Board noted that the manager regarded the sickness level as still too high, but expected improvements as a result of the new corporate Management of Sickness Absence policy. With regard to a reduction in the level of surplus, the Board noted that this was attributed to a break-in, a change of protective clothing and bad weather, although there was a possibility of recovering some of the loss from the break-in via the insurance policy.

It was noted that the outcome of the tendering process for the new contract was not expected to be known until mid-June as the bidders were currently being asked to confirm details of their tenders as part of the evaluation process.

RESOLVED that:

- i The Grounds Maintenance DSO progress report be noted; and,
- ii The proposed annual pay award of 3% to Grounds Maintenance DSO employees in line with the National Pay Award for local authority staff be approved.

This meeting commenced at 5.30pm
and concluded at 5:55pm

CHAIRMAN

**LEISURE SERVICES COMMITTEE
15 JUNE 1999**

Present: Councillors North (Chairman), Blatchford, Egan, Fawcett, Finnie, Flood, Good, Miss Haydon, Mrs Hayes, Jones, Mrs Keene, Simonds, Taylor and Thompson

71. Chairman's Announcements

The Chairman welcomed to the meeting Councillors Jones and Simonds who had been recently appointed as members of the Leisure Services Committee. The Chairman also welcomed to the meeting Tim Brinkman, the Director of South Hill Park, and Sheila Ogden, the recently appointed Manager of Youth Services.

72. Minutes

RESOLVED that the minutes of the meeting of the Committee held on 8 April 1999 be confirmed as a correct record and signed by the Chairman.

73. Quarterly Operations Report (Item 1)

The Committee considered the Quarterly Operations Report which advised Members of the key developments relating to Leisure Services since the Committee's last meeting in April. The report included performance indicators for the whole of the 1998/99 year against annual targets. The Committee considered and agreed proposed Key Tasks for 1999/2000 for each of the Department's four service areas.

The Committee was also pleased to note that the Countryside Agency had commended the Council's work on footpaths and public rights of way and complimented the Council's 'Milestones Statement' as the best produced by a new unitary authority. The Committee put on record its gratitude to Anthony Hurst, Countryside Officer and Helen Tranter, Head of Countryside and Heritage for their work in this area. In addition, in recognition of her expertise in this area, Helen Tranter was being considered for appointment to the Countryside Agency.

RESOLVED that

- (i) the Quarterly Operations Report of the Director of Leisure Services be noted; and
- (ii) the Key Objectives for the Leisure Services Department outlined in Annexes B, C, D and E to the report be approved, subject to in the case of Section 10 of Annexe E, the insertion of the following words: "seek venues where appropriate".

74. Provisional Outturn 1998/1999 and Commitment Budget 2000/2001 - 2002/2003 (Item 2)

The Committee noted the latest projected outturn position for the financial year 1998/99, which showed expenditure £3.635 million compared to an approved budget of £3.855 million. Expenditure totalling £59,000 had been identified as potential budget carried forwards in accordance with the Council's financial regulations and these carry forwards would be considered for approval by the Strategy and Policy Committee. The Committee also considered its commitment budget for the coming three year period. This was based upon the approved 1999/2000 budget adjusted to exclude the effects of use of balances, existing commitments and one off pressures.

RESOLVED that

- (i) the provisional outturn expenditure for 1998/99 of £3.635 million be noted;
- (ii) the Strategy and Policy Committee be requested to approve the budget carry forwards totalling £.059 million, as detailed in paragraph 4.4 of the report; and
- (iii) the Committee's commitment budget for the period 2000/01 – 2002/03 be noted.

75. South Hill Park Partnership Agreement (Item 12)

The Director of Leisure Services reported on several issues that had been raised by the Board of South Hill Park Trust relating to the Partnership Agreement previously agreed by this Committee. The Committee agreed several modifications to the Agreement, such as clarification of the link between the Council's grant and the programme of events; and an amendment to the statement of 'foregone rental', which subsequently could be considered by the Board.

RESOLVED that

- (i) the amendments to the Partnership Agreement with South Hill Park Trust, as detailed in Annexe A to the report, be approved; and
- (ii) the Board of South Hill Park Trust be asked to consider and approve the Partnership Agreement as now presented.

76. South Hill Park (Item 17)

The Committee was invited to consider a proposal by the Board of South Hill Park Trust whereby the Trust's form of governance would be amended with the effect that the Borough Council would nominate four Members (from 1 June 2000) instead of the current five. (A reduction in Bracknell Town Council representation on the Board was also proposed by the South Hill Park Board.) The terms of office of these four Members would be staggered with the aim of ensuring continuity on the Board. Following discussion the Committee agreed to note this proposal.

The Committee was also advised of the activity details for South Hill Park which included information on items such as events, performances and attendances for the period in question.

RESOLVED that

- (i) the proposals of the Board of South Hill Park Trust to change its form of governance be noted; and
- (ii) the activity details for South Hill Park for the period be noted.

77. Downshire Golf Course Business Plan (Item 3)

The Committee considered a draft Business Plan for Downshire Golf Course, which detailed how the golf course would operate after 17 August 1999, when the Council assumed direct responsibility for the management and operation of the course. Against a background of a downward trend in course roundages over the last ten years, the Committee acknowledged the key task for the Direct Service Organisation, and, in particular, the new Golf Facility Manager, would be to stabilise the usage of the course. The Committee agreed that total investment of £217,000 was required to achieve optimum standards at the course from the outset, including £70,000 to purchase stock for the golf course shop. The Committee thus requested the Strategy and Policy Committee for this funding in the form of a capital allocation (£87,000); cash reserves (£70,000) and the balance of the Joint Golf Course Committee's renewals fund (£50,000).

RESOLVED that

- (i) the draft Business Plan be endorsed;
- (ii) the Director of Leisure Services be authorised to agree with the Direct Services Board that the Direct Service Organisation operate the facility on the basis of being reimbursed approved expenditure; and
- (iii) the Strategy and Policy Committee be requested to approve:
 - (a) additional capital resources of £87,000 to purchase the necessary plant and equipment, as detailed in Appendix 3 of the Business Plan;
 - (b) the purchase of £70,000 of stock from the Council's cash reserves to enable the golf shop to operate; and
 - (c) the utilisation of this Council's share of the balances remaining in the Joint Golf Course Committee renewals funds to purchase plant and equipment, as detailed in Appendix 3 of the Business Plan.

78. Community Sports and Greenway Project (Item 4)

The Director of Leisure Services reported on the results of the consultation exercise on the Community Sports and Greenway Project. These showed that overall there was strong support for the project and on this basis the Committee agreed to submit a planning application both for the project itself and for the small area of housing which could provide a contribution to the funding of the scheme overall. A petition from residents in Blackcap Place and the surrounding roads expressed concerns relating to the long standing anti-social behaviour on the site, which the Committee agreed would be addressed by the scheme.

RESOLVED that

- (i) the strong support within the local community for the Community Sports and Greenway Project be noted;
- (ii) a planning application be submitted for the Community Sports and Greenway Project and for the small area of housing;
- (iii) the Director of Leisure Services in consultation with the Chairman, be authorised to make amendments to the original proposals in view of the comments received; and
- (iv) the petition from residents in Blackcap Place and the surrounding area be noted.

79. Capital Projects 1999/2000 (Item 5)

The Committee was advised that its Capital Programme for 1999/2000 included a sum of £230,000 for general improvements to leisure facilities. Details of five schemes totalling £137,000 were considered. These included additional shower heating at Coral Reef (£17,000); the provision of soft play equipment at the Edgbarrow and Sandhurst Sports Centres (£8,000); improvements to Crowthorne Library (£17,000); and refurbishments to the Savernake Park Play Area (£50,000). The Committee also approved funding of £45,000 for the replacement of the rubberised running track at the Bracknell Sport and Leisure Centre which would be part funded by a contribution of £55,000 from the relevant Trust Fund.

RESOLVED that the five schemes identified in the report proceed.

80. Westmorland Drive Open Space (Item 6)

The Director of Leisure Services reported that previously £456,767 had been allocated from Section 106 funds for the design and construction of a sports pavilion at the open space at Westmorland Drive and following preliminary estimates from the architect there was a shortfall in funding of £63,233. The Committee agreed to seek a further allocation of Section 106 funding from Strategy and Policy Committee to cover this shortfall.

The Committee also considered the name for the Westmorland Drive Open Space and agreed that Warfield Parish Council should be asked to consider two further options "Strawberry Hill Fields" and "Strawberry Park" in addition to the Parish Council's original choice of "Strawberry Fields".

RESOLVED that

- (i) it be confirmed that the Committee wish to proceed with the sports pavilion as currently designed and to find the necessary finance;
- (ii) the Strategy and Policy Committee be requested to release a further £63,233 of Section 106 Funds for the pavilion; and

- (iii) Warfield Parish Council be asked to consider "Strawberry Hill Fields", "Strawberry Park" or "Strawberry Fields" as possible names for Westmorland Drive Open Space.

81. Brownlow Memorial Hall (Item 7)

The Director of Leisure Services reported that Brownlow Memorial Hall in Warfield was currently managed by Trustees who were in negotiation with Warfield Parish Council to transfer management responsibilities to a new registered charity. The Parish Council was seeking support from the Borough to undertake improvements to the hall. The modernisation of the facilities would include additional meeting rooms, improved access for wheelchairs whilst at the same time retaining the original character of the building. The Committee agreed to seek a contribution of Section 106 funding for the project and for the remainder agreed to make a loan to Warfield Parish Council in the form of an investment.

RESOLVED that the Strategy and Policy Committee be requested to:

- (i) allocate £90,687 from Section 106 Agreement funding, as detailed in Annexe A of the report, for the improvements to Brownlow Memorial Hall;
- (ii) approve an investment of up to £300,000 to Warfield Parish Council at a variable interest rate equal to the repo rate plus one eighth of one percent, repayable over a period of 25 years;
- (iii) agree the following conditions:
 - (a) the grant and investment may only be utilised for the project detailed in the report, subject to the Director of Leisure Services being given delegated authority to agree minor variations;
 - (b) the project is begun by 31 March 2001;
 - (c) any other conditions proposed by the Borough Solicitor or Borough Finance Officer to protect the Council's interest.

82. Lily Hill Park (Item 8)

The Committee was advised that a Restoration Management Plan for Lily Hill Park had been prepared which sought the restoration of the Park to its original design as an informal recreation facility with historic parkland. In the short to medium term a number of restoration and replanting works would be undertaken, including some tree removal. The Committee agreed to the proposals and in order to ascertain the extent of the restoration works agreed that it would be beneficial to visit the Park. Funding for these improvements could be made available from Section 106 funds and the Committee agreed to request Strategy and Policy Committee accordingly. Other sources of finance such as the Heritage Lottery Fund would be explored.

RESOLVED that

- (i) the Restoration Management Plan for Lily Hill Park be adopted as a guideline for the future management of the Park;
- (ii) the Strategy and Policy Committee be requested to release Section 106 funds of £22,158 for expenditure on the Park; and

- (iii) applications be made to external funding sources, including the Heritage Lottery Fund, as appropriate.

83. Youth Service – Framework for Strategic Review (Item 9)

The Director of Leisure Services reported that it was appropriate to consider a Framework for a Strategic Review of the service. Eight key areas had been identified where a full strategic review would be beneficial and these were: Facilities; Services; Lifelong Learning; Targeted Work; Partnership/Advocacy; Information/Access to Information; Communication; and Performance Indicators.

RESOLVED that the framework for review of the youth services, as identified in paragraphs 4.8 and 4.9 of the report, be approved.

84. Youth Service Audit (Item 10)

The Committee considered a report outlining the main findings of the Youth Service Audit which had been undertaken between March and May 1999. The Committee noted that the audit had identified nine key findings, which would be considered alongside the strategic review of the service and would provide a model for the ongoing development of services for young people across the Borough.

RESOLVED that

- (i) the results of the Youth Service Audit be noted;
- (ii) the main findings be considered in the future planning of the Youth Service; and
- (iii) the commissioning of the second phase of the audit be approved.

85. Library Membership Reciprocal Arrangements (Item 11)

The Committee considered a report seeking its approval to the proposed library membership reciprocal arrangements with the unitary authorities in Berkshire and the adjoining authorities of Hampshire, Oxfordshire and Surrey.

RESOLVED that the reciprocal extension of library membership to anyone who lives, works or studies anywhere within the former County of Berkshire or its adjoining authorities be approved.

86. New Open Spaces (Item 13)

The Committee was advised that during 1998/99 nine new open spaces had been acquired by the Countryside Service from developers, with a total of £343,580 received as commuted maintenance payments from the developers. As a rule commuted payments were added to a committee's budgets as they became effective. However as the variations to revenue budgets were in excess of £50,000 approval would be required from the Strategy and Policy Committee.

RESOLVED that the Strategy and Policy Committee be requested to release the commuted maintenance sums held by the Finance and Property Sub Committee to cover the additional cost of parks and open spaces, with £68,720 to be added to the Leisure Services revenue budget for these costs in 1999/2000.

87. Sandhurst Boys and Girls Football Club Grant (Item 14)

The Director of Leisure Services reported that Sandhurst Town Council had provided further information for the Committee on proposals for the new changing facilities for Sandhurst Boys and Girls Football Club, for which a grant had originally been offered in 1996. Three options had now been proposed, with each requiring a contribution from the Borough to enable it to go ahead. On the basis that it seemed likely that work would commence this financial year, the Committee agreed to renew the grant offer to Sandhurst Town Council.

RESOLVED that

- (i) the offer of grant aid of £25,000 to Sandhurst Town Council to construct changing facilities be renewed; and
- (ii) the grant be withdrawn if work on the project has not begun before 31 March 2000.

88. Millennium Opening (Item 15)

The Director of Leisure Services reported on the planned opening times for the leisure facilities in the Borough over the 1999/2000 Christmas and New Year period. The Committee agreed to the proposals shown in the report subject to further consideration being given to the proposals for Downshire Golf Course.

RESOLVED that the proposals as set out in the report be approved, subject to a report to the next meeting of the Committee on the proposed opening times for the Downshire Golf Course.

89. Scheme of Delegation (Item 16)

The Committee considered proposals for delegations to the Director of Leisure Services which would form part of Volume 3 of the Scheme of Council and Committee Management.

RECOMMENDED that the delegations set out in the Annexe hereto be approved for inclusion in Volume 3 of the Scheme of Council and Committee Management.

90. Items Submitted for Information

The Committee noted the following items submitted for information only:

Customer Service Reports	(Item 18)
Summer Fun Activities 1999	(Item 19)
Longhill Park Pumping Trials	(Item 20)

91. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 108 of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Item 21, which involved the likely disclosure of exempt information under the following category of Schedule 12A of that Act.

(8) Terms of a Proposed Contract (Item 21)

92. **Appendices 3, 4 and 5 of the Downshire Golf Course Business Plan (Item 21)**

RESOLVED that the exempt information contained in Appendices 3, 4 and 5 of the Downshire Golf Course Business Plan be noted.

The meeting commenced at 7.30pm and
concluded at 10.35pm

CHAIRMAN

The Director of Leisure Services is authorised to take the following action and discharge the following functions of the Council:-

1. All steps in the day to day management of leisure and recreational facilities, including Sports Centres, The Look Out, play areas, countryside areas and recreational routes.
2. Deal with bookings of land and premises (including bookings of open spaces which call for formal closure under any public or local Act) including the fixing of a charge for hire of premises not covered by an approved scale of fees.
3. Determine hours of operation of the Council's leisure facilities having regard to customer needs costs and desirability of maintaining an appropriate service level.
4. Determine playing seasons for all sports.
5. Enter into partnership and management agreements with clubs and organisations.
6. Enter into shared takings agreements with private sector providers using facilities for which the Leisure Services Committee is responsible.
7. Liaise with clubs, community groups, governing bodies, associations and statutory bodies to determine needs and priority areas for assistance.
8. Discharge the Leisure Services Committee's functions under the National Parks and Access to the Countryside Act 1949, Highways Act 1980, the Wildlife & Countryside Act 1981, the Public Libraries and Museums Act 1964 and the Open Spaces Act 1906.
9. Apply to the Local Planning Authority for work in respect of trees covered by Tree Preservation Orders on land administered by the Committee.
10. Make recommendations to the Finance and Property Sub Committee on the acquisition or disposal of amenity land not exceeding 0.1 hectares.
11. Authorise Park Rangers to issue fixed penalty notices under Section 88 of the Environmental Protection Act 1990.
12. Close parks or sections of parks for reasons of public safety or for the staging of special events.
13. Apply for the grant, renewal and transfer of a Justices On Licence in respect of licensed premises for which the Leisure Services Committee is responsible.
14. Apply for the grant of occasional licences in respect of functions and events as necessary.
15. Apply for the grant of music and dance licences in respect of leisure facilities provided by the Council.
16. Approve or refuse the use of land and premises (and equipment within those premises) for fêtes, social events, arts, cultural activities and other short term uses.

17. Book concerts and other events (both major and minor) to take place at land or premises in accordance with policy guidelines where the financial outcome will not have significant impact on the revenue budget of the Committee.
18. Permit or refuse the distribution or publicity material and agree charges where appropriate.
19. Decide upon the times of closure of land or premises for which the Leisure Services Committee is responsible when they are not fit for use.
20. Reduce the charges for group use of premises by up to 50% when this is in the interests of the group and in order to encourage the use of the facilities.
21. Negotiate appropriate charges for the hire of land or premises by commercial organisations and for commercial events.
22. Enter into arrangements on appropriate terms for the display of advertising panels and electronic displays at land or premises and agree the payment terms.
23. Determine applications for the use of land or premises which may exclude their use by the general public (i.e. major events) and authorise the closure of such facilities to the general public where applicable.
24. Determine applications for use of land or premises at less than the set charge.
25. Approve/refuse proposals for the letting/granting of licences for use for cafes, catering and similar functions.
26. Accept or refuse gifts and to seek or accept sponsorship.
27. Promote courses, events, workshops, play-schemes, open days and other like activities in order to promote a wide range of sporting artistic and recreational opportunities for residents of the Borough and to promote the services and facilities provided by the Council.
28. Fix charges for any new service or vary charges for existing services (provided that such variations shall be reported to the next meeting of the Committee).
29. Vary charges from time to time for limited periods for the purposes of promoting the service.
30. Determine applications for the refund of any charges paid.
31. Agree suitable arrangements for the use of minibus and other Leisure Services assets by third parties.
32. Select and purchase pictures and prints of historical local interest and other relevant material.
33. Vary ticketing arrangements.
34. Authorise and agree the terms of amendments of grants including any extension of time (not exceeding one year) in which to claim a grant within policies and limits established by the Committee.

35. Determine request for grant aid within policies and limits established by the Committee and to impose appropriate conditions or terms of the grant.
36. Apply for grant aid for the Council from appropriate bodies and organisations.
37. In respect of Libraries and Museums:-
 - (i) select and purchase books and audio visual material.
 - (ii) select and purchase newspapers and periodicals for public use within agreed policies.
 - (iii) determine the cost of replacement of library items and authorise the issue of legal proceedings for the recovery of the value of items not returned.
 - (iv) determine the method of disposal of withdrawn library items including sale charges.
 - (v) control the number of books reserved and the number of books on loan.
 - (vi) set the fixed fees and charges for all loan services.

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PUBLIC AND ENVIRONMENTAL SERVICES COMMITTEE
22 JUNE 1999

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

Apologies for absence were received from:
Councillor Veakins

The Chairman welcomed to the meeting: Alan Barnish, Mick Cash, Patricia Coleman, John Dixon-Dawson and David Heslop from the Local Government Improvement Team.

The Chairman also welcomed to the meeting Mr M Clement-Green, Deputy Chief Fire Officer, and Mr C Moore, Assistant Divisional Fire Officer, from the Royal Berkshire Fire and Rescue Service.

93 Minutes

RESOLVED that the minutes of the meeting of the Committee held on 23 March 1999 be approved as a correct record and signed by the Chairman.

94 Chairman's Announcements

Bracknell Market Anti Graffiti Work

The Chairman reported that several compliments that had been received by the Public and Environment Services Department in relation to the mural artwork at Bracknell Market, which formed part of the Borough's anti graffiti programme.

Chewing Gum Removal

The Chairman announced that the Council had now purchased a chewing gum removal machine, which would be of great amenity benefit to Bracknell Town Centre and other parts of the Borough.

Draft Food Standards Agency Bill

The Chairman was pleased to announce that the Government no longer proposed to introduce a standard levy of £90 on food establishments as a means of funding the proposed Food Standards Agency. The Chairman reminded the Committee that it had been unanimous in its opposition to the levy at its last meeting.

95 Urgent Item of Business Under Standing Order 7

The Chairman gave notice of an urgent item of business under Standing Order 7. The item related to the London Road Former Landfill Site and was urgent because circumstances had arisen since the publication of the agenda which required a

decision from the Committee and this decision could not practicably be delayed to the next scheduled meeting of the Committee on 12 October 1999.

96 Hackney Carriage Sub Committee

RESOLVED that the minutes of the meeting of the Hackney Carriage Sub Committee held on 19 May 1999, as set out in Appendix A hereto, be received.

97 Emergency Planning Advisory Panel

RESOLVED that the minutes of the meeting of the Emergency Planning Advisory Panel held on 11 June 1999, as set out in Appendix B hereto, be received.

98 Quarterly Operations Report (Item 1)

The Committee considered the Quarterly Operations Report which detailed work undertaken by the Department since the last meeting of the Committee. Of the current issues reported, the tendering exercise for the grounds maintenance contract and the trial kerb-side recycling scheme were highlighted. The Committee noted the current action and progress in relation to the strategic and priority objectives in the Department's Service Plan as well as full year figures for the performance indicators for the Department.

RESOLVED that the Quarterly Operations Report be received.

99 Provisional Out-turn 1998/99 and Commitment Budget 2000/01 - 2002/03

The Committee was advised that the projected budget out-turn for 1998/99 would be £4.409 million compared to an approved budget of £5.297 million with this variation arising largely from increased income from car parks, the cemetery and crematorium service, and trade waste as well as a reduction in the tonnage of waste for disposal. The Committee agreed to request budget carry forwards for air quality monitoring procedures and graffiti treatment/removal work, totalling £32,000, which would require confirmation from the Strategy and Policy Committee. The Committee also noted the planned commitment budget for the next three financial years.

RESOLVED that

- (i) provisional out-turn expenditure for 1998/99 of £4.409 million be noted;
- (ii) the Strategy and Policy Committee be requested to approve the budget carry forwards to 1999/2000, as detailed in paragraph 4.4 of the report; and
- (iii) the Committee's budget for the period 2000/01 – 2002/03 be noted.

100 **Future Waste Management Strategy (Item 3)**

The Director of Public & Environmental Services reported on progress that had been made following the establishment of a joint Member/officer working group with Reading Borough Council and Wokingham District Council to develop an environmentally sustainable solution for the future management of waste. The waste management industry had been consulted and as a result valuable information has been obtained and a consultant had assessed the advantages of a consortium approach and the feasibility of pursuing a Private Finance Initiative (PFI) solution to finance a long term waste management scheme. The Committee noted that initial feedback from the Department of the Environment, Transport and the Regions had been positive and in order to attract funding in 2001 it would be necessary to submit an Outline Business Case to the March 2000 meeting of the Government's Treasury Performance Review Group.

RESOLVED that

- (i) the Council continue to work in partnership with Reading Borough Council and Wokingham District Council in the development and implementation of an environmentally sustainable solution for the management of waste;
- (ii) the Council in partnership with Reading Borough Council and Wokingham District Council prepare and submit an application for revenue support for the scheme under the Government's Private Finance Initiative;
- (iii) the Director of Public and Environmental Services, in consultation with the Chairman, be given delegated authority to appoint consultants to advise on the preparation of an Outline Business Case, the cost of which would be borne equally by this Council, Reading Borough Council and Wokingham District Council; and
- (iv) the Director of Public and Environmental Services, in consultation with the Chairman, be given delegated authority to approve the Outline Business Case before submission to Department of the Environment, Transport and the Regions.

101 **Strategy for Air Quality (Item 5)**

The Committee considered a report outlining progress with the strategy for air quality, the monitoring of which is a legal requirement for local authorities. The Committee noted the conclusions and recommendations presented by the consultant and agreed to the purchase of a continuous monitoring station to monitor levels of nitrogen dioxide and small particulate matter as well as two movable roadside pollution monitors to monitor levels nitrogen dioxide and carbon monoxide.

RESOLVED that the progress made in respect of the air quality assessment and measurement in the Borough be noted and the purchase of equipment, as detailed in the report, be approved.

102 **Bracknell Market – Review of Contract (Item 6)**

The Director of Public and Environmental Services reported that Bracknell Market was currently managed by Grenchurch Ltd and the contract was due for renewal on 31 March 2000. Since the current contract had been let in 1993, the economic conditions had changed and markets nationally had declined in popularity. Given this factor and that the existing contractor was already on site, the Committee concluded that rather than enter into a tendering exercise it was appropriate to renegotiate the terms of the contract with the current contractor. The new contract would aim to share the risk of managing the market between the Council and the contractor and place an obligation on the contractor to advertise the Market.

RESOLVED that the Director of Public and Environmental Services be authorised, in consultation with the Chairman, to enter into negotiations with Grenchurch Ltd for a new contract over a five year term, whereby financial risk would be more equitably shared and provision would be made for an advertising obligation upon Grenchurch Ltd.

103 **Scheme of Delegation (Item 7)**

The Committee considered proposals for delegations to the Director of Public and Environmental Services, which would form part of Volume 3 of the Scheme of Council and Committee Management. As the Committee's terms of reference included the management of car parks, a further delegation to the Director of Planning and Transportation was also agreed.

RECOMMENDED that the delegations set out in the Annexe hereto be approved for inclusion in Volume 3 of the Scheme of Council and Committee Management.

104 **Royal Berkshire Fire Cadet Scheme (Item 8)**

The Director of Public and Environmental Services reported on proposals for the establishment of a fire cadet scheme in the Borough, which would provide training for young people aged between 11 and 16 and help to encourage them develop their physical and mental capabilities. Although the training covered normal fire service activities, there would be considerable emphasis on learning how to become a team member within a disciplined environment. The Committee agreed to support the proposed scheme whilst noting that it would complement the Council's youth development policy and support the objectives of the newly approved Community Safety Strategy. As funding for the scheme would be made under Section 137 of the Local Government Act 1972 confirmation would be required from the Council.

RECOMMENDED that the establishment of a Fire Cadet unit in Bracknell Forest be supported and the use of funds up to a limit of £5,000 from existing revenue budgets be approved.

105 The Control of Street Collections within the Borough (Item 9)

The Committee reviewed its policy in relation to the issue of street collection permits, which enabled charitable organisations to undertake collections on the public highway. The Committee agreed that there should be no increase in the overall number of permits issued throughout the year, whilst noting that in exceptional circumstances that the Director of Public and Environmental Services would be able to waive this limit.

RESOLVED that

- (i) the Director of Public and Environmental Services be authorised to issue only one street collection permit for any particular location on any single day; and
- (ii) the policy of only issuing 50 street permits in any one year be retained, save for the Director of Public and Environmental Services being delegated authority to waive this limit in exceptional circumstances.

106 Deregulation (New Year Licensing) Order 1999 (Item 10)

The Committee was advised that the Government intended to relax licensing laws for both the 'Millennium Eve' and subsequent New Year Eves, so that licensed premises could sell alcohol for an uninterrupted period from the start of permitted hours on New Year's Eve until the end of permitted hours on New Year's Day. Without previous experience of these opening times the Committee noted that it was impossible to predict any outcome, but agreed to be kept apprised of developments over the Millennium period.

RESOLVED that the report be noted with the proviso that the Committee be kept apprised of developments in relation to licensed premises over the Millennium.

107 Environment Fair 1999 – Feedback (Item 11)

The Committee noted the report on another successful Environment Fair which had generated positive feedback from a number of sources. The Committee agreed to hold another Fair in the year 2000 and asked the Environmental Impact Group to co-ordinate its arrangements.

RESOLVED that

- (i) the feedback in relation to the 1999 Environment Fair be noted;
- (ii) the Environment Impact Group be requested to co-ordinate the arrangements for next year's Environment Fair to be held on Sunday 14 May 2000; and
- (iii) it be confirmed that the Environment Fair 2000 be held in the grounds of South Hill Park.

108 Parking Issues Focus Group – Terms of Reference (Item 12)

The Committee approved revised terms of reference for the Parking Issues Focus Group.

RESOLVED that the following revised terms of reference for the Parking Issues Focus Group be approved:

"To examine in corporate terms the existing parking and related issues within the Borough; and identify opportunities for short-term solutions and steer the development of a new parking strategy."

109 London Road Former Landfill Site (Urgent Item)

The Committee noted that it had previously decided to enter into an agreement with Natural Power Ltd for the extraction of landfill gas to generate electricity and had authorised the negotiation of an agreement with the other Berkshire unitary authorities to permit the Council to enter into such an agreement on their behalf. The Committee was advised of the need for the Council to enter into an interim arrangement with Natural Power so that the company might start work immediately on the site prior to the conclusion of the full agreement, which would require a resolution from the relevant committee of the other five unitary authorities. The Committee also agreed to grant Natural Power Ltd a tenancy at will of part of the site, which could be terminated by either party immediately.

RESOLVED that

- (i) the Director of Public and Environmental Services be authorised to conclude an agreement with Natural Power Ltd, as set out in Section 4 of the report;
- (ii) if appropriate a tenancy at will be granted to Natural Power Ltd for part of the London Road site.

110 Items Submitted for Information

The Committee noted the following items submitted for information:

Audit Commission Local Authority Citizens Charter Indicators (Item 13)
Better Quality of Life – Strategy for Sustainable Development for the UK (Item 14)
Action Taken when Gypsies Arrive in the Borough (Item 15)
Thames Valley Police Authority (Item 16)
Report of the Environmental Impact Group (Item 17)

The Meeting commenced at 7.30pm
and concluded at 9.40pm.

CHAIRMAN

The Director of Public and Environmental Services is authorised to take the following action and discharge the following functions of the Council:-

1. Exercise the Council's powers and discharge the Council's duties in relation to:-
 - (i) Weights and Measures, Fair Trading, Trade Descriptions, Consumer Safety and Trading Standards (and to act as Chief Inspector for the purposes of Weights and Measures)
 - (ii) Health and Safety legislation (and to act as Inspector for the purposes of Health and Safety enforcement)
 - (iii) Food Safety legislation (and act as inspector for the purposes of food safety)
 - (iv) The legislation relating to explosives (and to act as Inspector for the purposes of the explosives legislation)
 - (v) Part IIA of the Environmental Protection Act 1990 (Contaminated Land)
 - (vi) Pollution Control and Statutory Nuisances
 - (vii) Pest Control (not including the setting of charges)
 - (viii) Recycling (excluding approval of recycling plans)
 - (ix) Street Cleansing (but excluding the letting of street cleansing contracts)
 - (x) Grounds maintenance (excluding the letting of contracts) other than countryside maintenance
 - (xi) Weighbridges
 - (xii) Bracknell Market (not including the setting of stall rentals or the letting of a contract for the operation of the market)
 - (xiii) Emergency Planning Duties (save for approval of the Emergency Plan)
 - (xiv) Public Conveniences, Cesspools and Private Sewers (excluding the setting of standard charges)
 - (xv) Clean Air and Air Quality
 - (xvi) Refuse and waste collection including the management of the refuse disposal contract (excluding termination of the contract and setting charges determining the method of waste collection and the letting of contracts for waste collection)
 - (xvii) Litter other than the designation of Litter Control Areas
 - (xviii) The removal and disposal of abandoned vehicles

2. Manage the Council's Civic Amenity Sites
3. Make representations to the licensing authorities in connection with the revocation, suspension or curtailment of operators' licences
4. Initiate the necessary action to designate additional streets for street trading purposes
5. Seek the disclosure of criminal records in accordance with approved hackney carriage licensing procedures
6. Waive fees for services (in full or in part) in the interests of public health
7. Approve applications in respect of prescribed processes
8. Serve Notices (not under seal) and Orders; obtaining of warrants; arrange for the carrying out of works in default and the recovery of costs
9. Issue formal cautions
10. Approve Grants for the renewal or improvements of housing
11. Appoint officers and others to positions and/or to act in particular capacities under legislation falling within the terms of reference of the Public & Environmental Services Committee including:-
 - (a) Rent Officers
 - (b) Health & Safety Inspectors
 - (c) Food Safety Inspectors
 - (d) Public Analysts
 - (e) Coroner
 - (f) Agricultural Analysts and Deputy Agricultural Analysts
 - (g) Veterinary Surgeons (for purposes of Animal Welfare legislation)
 - (h) Inspectors for the purposes of Explosives Legislation
12. Authorise persons to exercise powers of entry, inspection, take samples and seize goods and articles under all legislative provisions falling within the terms of reference of the Committee.
13. Make arrangements for the disposal of the dead.
14. Arrange for the removal to suitable premises, persons in need of care and attention.
15. Exercise the Council's powers and duties relating to cemeteries and the crematorium including granting exclusive rights of burial.
16. Maintain burial and exercise the Council's powers in relation to closed church yards.
17. Take all necessary action with regard to notifiable diseases or food poisoning.
18. Agree to transfer of premises
19. Make arrangements for the promotion of safety in the home

20. Sign certificates in respect of the export of food products
21. Give prior approval of industrial furnaces and heights of chimneys
22. Take all necessary action in relation to water quality
23. Authorise the Borough Solicitor to issue Directions and seek Orders under all legislation falling within the terms of reference of the Committee
24. Make objections or representations on application for the grant or renewal of club registration certificates or justices licences
25. Object to the grant of bookmaker's permits and lodge objections to betting office licence
26. Seize dogs and take appropriate action relating to their disposal.
27. Action under Part IV Berkshire Act 1986 (Miscellaneous powers relating to public health)
28. Action under Part III Berkshire Act 1986 ("Amenities and Municipal Property") in respect of land under the control of the Public and Environmental Services Committee other than the designation of areas to which any of the provisions are to apply.
29. Determine applications for permits, licences and the registration of premises (including the power to suspend and revoke where applicable)
30. Exercise the powers of an authorised officer for the purposes of the collection of evidence, including powers of entry, as appropriate for the purposes of waste management under all principal Acts (as amended) and Regulations or Orders made thereunder.
31. Exercise powers of entry and take samples, in respect of matters relating to public or environmental health under all principal Acts (as amended) and Regulations or Orders made thereunder.
32. Exercise powers of entry and take samples, in respect of matters relating to trading standards under all principal Acts (as amended) and Regulations or Orders made thereunder.

The Director of Planning and Transportation is authorised to discharge the functions of the Council falling within the terms of reference of the Committee, relating to car and lorry parks, excepting the setting of charges.

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**EMERGENCY PLANNING ADVISORY PANEL
11 JUNE 1999**

Present: Councillors Adams, Barnard, Flood, Mrs Pile and Veakins

Apologies for absence were received from:
Councillor Mrs Clifford

1 Election of Chairman

RESOLVED that Councillor Flood be elected Chairman of the Emergency Planning Advisory Panel for the Municipal Year 1999/2000.

COUNCILLOR FLOOD IN THE CHAIR

2 Appointment of Vice Chairman

RESOLVED that Councillor Mrs Pile be appointed Vice Chairman of the Emergency Planning Advisory Panel for the Municipal Year 1999/2000.

3 Substitute Member

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

Councillor Veakins for Councillor Mrs Clifford

4 Minutes

RESOLVED that the Minutes of the meeting of the Advisory Panel held on 26 February 1999 be approved as a correct record and signed by the Chairman.

5 Electrical Storms

The Chairman referred to the recent electrical storms and requested that the Director of Public and Environmental Services take account of their potential detrimental effects on telecommunication equipment, which could have an impact on a response to an emergency situation. The Director stated that he would write to Members of the Panel in relation to this matter.

6 New Distribution Mechanism for Civil Defence Grant (Item 1)

The Director of Public and Environmental Services reported on the new Civil Defence Grant distribution mechanism, which would eliminate some of the inconsistencies in grant allocation. The Panel noted that under the new scheme – effective from 1 April 2000 - Bracknell Forest would receive an allocation of £48,000 for 2000/2001 and

£51,522 for 2001/2002; this compared with the current allocation of £35,000. The Panel also noted that in future Civil Defence Grant would be a direct contribution to emergency planning and could not be applied to costs incurred in respect of support services and accommodation.

RESOLVED that the new distribution mechanism for Civil Defence Grant be noted and supported.

7 Update on the Development of the Emergency Plan (Item 2)

The Panel considered a report advising on the progress in the development of the Borough's Emergency Plan. The Panel was advised that Departmental Plans were being revised to take account of the Generic Tiered Response, which had been adopted as the framework within which staff would work in the event of an incident. The Panel also noted the progress with the training programme for specific officers.

The Panel was also advised that following a review, the Emergency Management Centre would be located in Time Square. The Centre would be capable of using the Home Office's Emergency Communications Network.

RESOLVED that the ongoing work of the Emergency Planning Officer be noted and supported.

8 Emergency Planning Seminar for Elected Members (Item 3)

The Panel was advised that the Seminar for Members on Emergency Planning, originally arranged for March, would be taking place on 12 July 1999. The Panel endorsed the use of a specially prepared videotape, which would form part of the seminar. The Panel also noted the key role for elected members in dealing with the media in the event of an emergency incident.

RESOLVED that

- (i) the change of date for the Emergency Planning Seminar be noted; and
- (ii) the content of the programme and of the video be endorsed.

9 Special Partnership Focus – Broadmoor Hospital (Item 4)

The Panel considered a report outlining the development of the relationship between the Borough's emergency planning function and Broadmoor Hospital, which was the only 'risk' installation in the Borough. The Panel noted that this relationship had led to a better mutual understanding of the two organisations. It was agreed that a visit to the hospital should be arranged for the Panel. The Panel also commented on the current siren arrangements in the event of a patient leaving the hospital unattended.

RESOLVED that

- (i) the report on the work that is being carried out be noted; and
- (ii) the Panel visit the Hospital for an informal introduction to the systems and processes in which the Council was involved.

10 **Integrated Emergency Management – Millennium (Item 5)**

The Panel considered a report which outlined the Council's approach to the Millennium and in particular the work of the Millennium Steering Group. An important feature of this approach was Integrated Emergency Management, which would be applicable to Millennium related incidents. The Panel made suggestions with regard to the prevention of events where emergency incidents might occur and the identification of potential problem areas in advance of the Millennium celebrations.

RESOLVED that the report be noted.

The meeting commenced at 3.45pm
and concluded at 5.30pm

CHAIRMAN

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HACKNEY CARRIAGE SUB COMMITTEE
19 MAY 1999

Present: Councillors Beadsley, Blatchford, Mrs Clifford, Egan, Mrs Pile

Apologies for Absence were received from:
Councillor Veakins.

1. **Election of Chairman**

RESOLVED that Councillor Egan be elected Chairman of the Hackney Carriage Sub Committee for the municipal year 1999/00.

COUNCILLOR EGAN IN THE CHAIR

2. **Appointment of Vice Chairman**

RESOLVED that Councillor Mrs Pile be appointed Vice Chairman of the Hackney Carriage Sub Committee for the municipal year 1999/00.

3. **Substitute Members**

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

Councillor Mrs Clifford for Councillor Veakins.

4. **Minutes**

RESOLVED that the minutes of the meeting of the Sub Committee held on 24 February 1999 be approved as a correct record and signed by the Chairman.

5. **Proposed Tariff Increase (Item 1)**

The Sub Committee considered a report detailing the proposed tariff increases for Hackney Carriages. It was noted that the last tariff increase took place on Monday 21 September 1998 and amounted to 10p a mile. Increases in fuel costs, road fund licence and licensing costs within Bracknell Forest were considered. Inflation figures issued by the Government for the last 12 months, which include factors such as increases in petrol duty, showed an inflation rate of 2.1%.

A survey was carried out among drivers regarding Tariff increases. It was responded to by 78 drivers. 38 drivers questioned wished for an increase of 40p in the drop rate and other options were no change or 10p per mile. It was felt that increasing the drop rate would penalise shorter journeys.

It was reported the present system of reviewing Tariff Charges should be reviewed in consultation with the Trade, as there were now a number of financial indicators

produced to assist with the process. An agreement could be made for tariffs to rise in line with the indicators for a period of time, after which an evaluation of the arrangement could be made.

RESOLVED that:

- (i) the proposed change in tariff be effective from Monday 20 September 1999, as follows:
 - a) If the distance does not exceed 1000 yards for the whole distance - £2.00; and
 - b) For each subsequent 155 yards or uncompleted part thereof – 10p.
- (ii) the proposed increase in tariff charges be advertised; and
- (iii) any objections received within 14 days of the publication of the advertisement be reported to the Sub Committee at its next meeting on 8 September for consideration; and
- (iv) discussions take place with the Trade with a view to producing a formula based on financial indicators whereby increases in the tariff can be calculated by reference to those indicators on an annual basis.

6. Hackney Carriage Licence Applications (Item 2)

The Sub Committee considered a report introducing a scoring system for issuing Hackney Carriage Licence Plates. This would assist with the process of issuing Hackney Carriage Plates, as a minimum amount of points would be required. The point scoring system would be devised in consultation with the local Trade to whom it would be applied. This method for selection of Hackney Carriage Licence Plates would need to be fair, transparent and easy to apply for.

RESOLVED that the Sub Committee agreed:

- (i) a scoring system be developed by which applications for Hackney Carriage Licences could be judged;
- (ii) the proposals be put to the representatives from the trade licensed within Bracknell Forest; and
- (iii) a report be submitted to the next meeting of the Sub Committee upon the results of that discussion prior to the implementation of any changes.

7. Hackney Carriage and Private Hire Licensing Annual Report 1998/99 (Item 3)

The Sub Committee considered the annual report for 1998/99. It was reported that 122 Hackney Carriage vehicle licences had been issued during the period April 1998 to March 1999. One licence had been returned to the Borough Council during the course of the year and also 2 licences for wheelchair accessible vehicles. 7 licences were transferred to new owners and 34 vehicles substituted during the licensing year.

237 Dual Drivers licences have been issued for the year 1999/2000 of which 63 were for a period of 3 years.

122 Private Hire Licences were issued for the period April 1998 to March 1999. The number of licences reduced to 73 by the end of the licensing year due to vehicles being de-licensed.

21 Warning Notices and 77 Stop Notices were served in accordance with the Hackney Carriage and Private Hire guidance notes for Drivers and Operators, during the period 1 April 1998 to 31 March 1999. 15 Stop Notices were issued for accident damage, 15 for awaiting production of insurance, 10 for Hackney Carriage inspection failures, 28 for no MOT Certificates, 3 for unsafe vehicles (tyres), 4 for failure to present vehicle for inspection, 1 for stolen vehicle and 1 for no Vehicle Excise Licence.

It was noted that the last year had been one of change for the Hackney Carriage licensing function and officers had responded extremely well to these changes and risen to the challenges posed.

It was reported that there would be an enforcement focus this year on unlicensed private hire activity as this threatened the lives of passengers and created an inequitable trading environment. Working outside of normal hours had now become a regular feature of the work of the Hackney Carriage function.

RESOLVED that

- (i) the annual report be received; and
- (ii) the Sub Committee would like to thank all officers involved in the Hackney Carriage function.

8. Information Items

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

- (i) Minutes of Hackney Carriage Trade Meetings (Item 4)
- (ii) Mobility Roadshow (Item 5)

9. Exclusion of Public and Press

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

- (12) Information and advice relating to possible legal proceedings (Item 6)

10. **Information Item**

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

Home to School Transport Update

(Item 6)

The meeting commenced 5.30pm and concluded at 7.10pm

CHAIRMAN

SOCIAL SERVICES & HOUSING COMMITTEE

29 JUNE 1999

Present: Councillors Barnard (Chairman), Bayle, Bettison, Mrs Clifford, Mrs Doyle, Egan, Miss Haydon, Mrs Hirst, Jones, McCormack, Mrs Pile, Ryan, Mrs Shillcock, Mrs Sutcliffe, Thompson and Worrall.

Apologies: Councillors Harrison and Wheaton.

Councillors Beadsley and Veakins also attended.

111 Substitute Members

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

Councillor Jones for Councillor Wheaton
Councillor Thompson for Councillor Harrison

112 Minutes

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

113 Housing Sub Committee

RESOLVED that the minutes of the meeting of the Housing Sub Committee held on 11 May 1999, as set out in Appendix A hereto, be received.

114 Social Services Sub Committee

RESOLVED that the minutes of the meeting of the Social Services Sub Committee held on 8 June 1999, as set out in Appendix B hereto, be received.

115 Joint Advisory Sub Committee on Children's Services

RESOLVED that the minutes of the meeting of the Joint Advisory Sub Committee held on 9 June 1999, as set out in Appendix C hereto, be received.

116 Glenfield House – A New Supported Housing Project for People with Mental Health Needs (Item 1)

The Director of Social Services and Housing reported on the proposal to develop a new supported housing project for people with mental health needs which had been supported by Members at the meeting of the Social Services and Housing Committee held on 19 January 1999.

Recent high profile Department of Health enquiries had highlighted deficiencies in mental health provision nationally and resulted in a number of key recommendations that had been taken into account in developing plans for improving services locally. Following a joint appraisal by Housing and Social Services in relation to the current residential unit at Banbury it was proposed that the project be transferred to Glenfield House which was formerly used as a sheltered housing scheme for older people. Glenfield House is a larger building offering more flexible accommodation and provides self-contained flatlets for residents. It has the scope to act as a base to develop a wider range of community mental health services for the Borough, including outreach work, respite care and emergency accommodation.

In considering the proposals the Committee noted the contents of a petition, a copy of which was tabled, in which the residents of Coningsby had expressed a strong objection concerning the future use of Glenfield House. The Chairman reported that it was planned to have further consultation with local residents in order to allay their fears.

RESOLVED that:

- (i) the Committee confirms the re-use of Glenfield House as a supported housing project for people with mental health needs;
- (ii) the Committee supports the proposals to convert the building and set up the new project in line with the implementation plan outlined in the report;
- (iii) the Committee confirms the re-use of 16-21 Banbury for general housing needs and to be used to provide temporary accommodation for homeless families in the Borough and
- (iv) a further report be prepared on the implementation plan for Banbury when it becomes available for occupation.

117 Swedish Houses, Tilehurst Lane, Binfield (Item 2)

Following the decision taken at the December 1998 meeting of the Housing Sub Committee to consult tenants of the properties in Tilehurst Lane, known as the "Swedish Houses", regarding the future of the properties, the Director of Social Services and Housing informed the Committee that two Registered Social Landlords had been invited to put forward proposals for the redevelopment of the site.

The Committee noted that tenants would have to vote in favour of the redevelopment option. All secure tenants would have a vote and at least 51% of those entitled to vote must express a view. Of those voting 51% must support the recommendation before it could proceed.

A Member and Officer Group had met to receive presentations by the two Registered Social Landlords and had compared both against evaluation criteria which included value for money, proven development and management skills, rent policies and nomination arrangements and pro-active approach to tenants views and requirements. The outcome of the evaluation was that Beacon Housing Association offered the best overall approach and benefits to the tenants and the Council.

RESOLVED:

- (i) that Beacon Housing Association be selected as the Council's partner to proceed with the consultation with the residents of the Swedish Houses;
- (ii) a tenant ballot be conducted as soon as the second stage of the consultation is completed
- (iii) subject to a vote in favour of redevelopment final details of the scheme be agreed and the site transferred to the Beacon Housing Association at terms to be agreed with the Borough Valuer in consultation with the Director of Social Services and Housing and the Chairman of the Social Services and Housing Committee
- (iv) the final tenant ballot be undertaken on behalf of the Council by the Electoral reform Society
- (v) in the event of a vote against redevelopment the future of the Swedish Houses be reconsidered by the Committee.

118 Quarterly Operations Report (Item 3)

The Director of Social Services and Housing presented the Quarterly Operations Report on the activities of the Social Services and Housing Department for the period to June 1999. The report summarised current issues affecting the department and the attention of the Committee was drawn to the work being undertaken in respect of the Preparation for Compulsory Competitive Tendering for Housing Management Services, and the development of a Youth Offending Team. Reference was also made to staffing resources and the need to focus them in order to meet targets set by the Government.

RESOLVED that the Quarterly Operations Report be received.

119 Provisional Outturn 1998/99 and Commitment Budget 2000/01 – 2002/03 (Item 4)

The Director of Housing and Social Services reported on the latest projected out-turn expenditure for the financial year 1998/99 and drew the Committee's attention to issues likely to have an impact upon the budget in future years. In drawing attention to a reported underspend of £1.504m on an expenditure of £14.910m the Director explained that the reasons for this had been reported to the Committee throughout the year but the report analysed the reasons for the major variations.

The Committee noted that it was very difficult to make accurate forecasts for those services which were demand led and some of the figures had been based on the best available information before transition into the Unitary Authority which had proved to be inaccurate.

RESOLVED that:

- (i) the provisional outturn expenditure for 1998/99 of £14.910m be noted and

- (ii) the Commitment Budget for 2000/01 to 2002/03 be noted.

120 Major Repairs and Improvement Programme (Item 5)

The Director of Social Services and Housing introduced a report outlining progress on the 1998/99 programme and the preparatory work for the 1999/2000 programme.

Reference was made to the installation and improvement of Central Heating programme where the provision of new gas supply pipes had caused delays and the Chairman advised the Committee that a meeting with British Gas had been arranged for 22 July to discuss the matter.

RESOLVED that the progress made on the projects be noted.

121 Children's Service Plan and Community Care Plan Updates (Item 6)

Following approval by the Committee in March 1998 of the Community Care and Children's Services Plans for the new Unitary Authority it was agreed that the 3-year plans be updated annually following consultation. The Director of Social Services and Housing reported on the final drafts of the yearly update which incorporated new requirements and objectives following the publication of the Social Services White Paper, the launch of the Quality Protects Initiative and announcement of the modernisation grants in support of these objectives.

Referring to the progress being made against the targets identified in the main plans Members were concerned that all the information required to assess progress was not always presented and suggested that a Performance Indicators Focus Group be established to examine means of presenting and interpreting statistics in future documents.

RESOLVED that

- (i) the updates to the Community Care and the Children's Service Plans be endorsed and
- (ii) a Performance Indicators Focus Group be established to examine means of presenting and interpreting statistics for inclusion in future documents.

122 Housing Strategy (Item 7)

The Government requires local Housing Authorities to complete an annual statement of their Housing Strategy and detailed statistical returns on the Housing investment Programme. In 1998/99 the Department had been requested to submit a Housing Strategy Statement and Forward programme covering the three-year period to 2002.

The Director of Social Services and Housing reported that it was not expected that a completely new document would be produced but that the submission made last year would be updated where appropriate. A further statement of Housing Strategy for 1999/2000, which had to be submitted to the Government Office for the South East by 30 July 1999, was attached as an Annexe to the report.

RESOLVED that approval be given to the Further Statement of Housing Strategy 1999/2000 for submission to the Government Office for the South East and that the document be circulated for consultation during the summer.

123 Proposals for a New integrated Departmental Emergency Response Service (Item 8)

At its meeting in January 1999 the Committee supported general proposals to integrate the Social Services Emergency Duty Team and the Forestcare Control Centre Team to provide an integrated and co-ordinated Borough wide “out of hours” emergency response service.

The Director of Social Services and Housing reported that the Emergency Duty Team was one of the small number of County wide services remaining as a joint arrangement between the six Unitary Authorities. The former County staff team had been transferred to Bracknell Forest Borough Council with a commitment to review the service and to examine how it could integrate with the Boroughs other emergency and out of hours provision.

The service review had been completed and detailed proposals for a new structure, details of which were attached as an Appendix to the report, to be funded from within existing budgets, identified. Consultation on the proposals had taken place with the other Unitary Authorities, the staff and union representatives.

RESOLVED that

- (i) support be given to the implementation, with effect from 1 September 1999, of the new structure to integrate the Social Services Emergency Duty Team and the Forestcare Control Centre team;
- (ii) the existing staff be integrated into the new structure according to the staff protocols agreed with the Head of Personnel and Training and
- (iii) the changes be achieved within existing budgets.

124 Housing Benefit Proposals for Re-organisation and Implementation of the New Verification Framework (Item 9)

The Director of Social Services and Housing reported on the new Verification Framework issued as a guideline for good practice by the Department of Social Security. All Local Authorities were expected to comply with the Framework and a compliance programme to satisfy the requirements had been drawn up.

Funding would be available from the Department of Social Security to help towards the set up costs of the Verification Framework and the Authority had made a successful bid for such funding which would be available providing the system was operating by the end of the current financial year. As part of the compliance programme the Housing Benefits and Fraud Investigation Sections would have to be restructured and details of the proposed structure were included in the report.

RESOLVED that the proposed restructure of the Housing Benefits and fraud Investigation Sections be approved as detailed in the report.

125 **Joint Investment Plan (Item 10)**

An Executive Letter entitled “Better Services for Vulnerable People” published by the Department of Health in October 1997 and sent to all Local Authorities and Health Authorities expected the development of a Joint Investment Plan for Older People including those Older People with Mental Health problems.

The Director of Social Services and Housing reported on the development of a Joint Investment Plan which provides the background to support the Promoting Independence – Partnership Grant Plan which had to be presented to the Department of Health by 31 May 1999.

RESOLVED that the Joint Investment Plan be endorsed.

126 **Promoting Independence – Partnership Grant (Item 11)**

A report submitted to the March meeting of the Committee provided full details of the Modernisation Funds and the planning process for developing services to meet the Modernising Social Services Agenda. Although indicative allocations for the funds had been given in December 1998 the Guidance and Conditions relating to each grant had not been issued until 16 March 1999.

The Director of Social Services and Housing advised the Committee that the Guidance required the submission of a Plan, jointly agreed with the Health Authority, by 31 May 1999. A copy of the Plan was attached as an Appendix to the report and the proposals to be funded by the Grant were identified together with an explanation of their aims and objectives.

RESOLVED that the Promoting Independence–Partnership Plan as submitted to the Department of Health on 31 May 1999 be endorsed.

127 **Home Care (Item 12)**

The Committee at its meeting on 15 September 1998 agreed to tender, on a block contract basis, those services currently purchased as individual care packages in the independent sector. The Social Services Sub Committee, at its meeting on 9 March 1999, agreed the process to be followed for the purposes of tendering.

The Director of Social Services and Housing advised the Committee that it was anticipated that the tender process would be completed and the contracts awarded by 1 October 1999 and it was recommended that the effective start date of the contracts be 1 April 2000.

The Committee was concerned that details of the specification had not been included and asked that they be made available.

RESOLVED that

- (i) the Director of Social Services and Housing, in consultation with the Chairman of the Committee be given delegated authority to approve the list of suppliers and award the contracts to the lowest tenderer or if awarded on a most economically advantageous basis in accordance with CSO 2.2.2;

- (ii) the Committee agrees the change to the timetable for the commencement of the contract
- (iii) details of the specification be forwarded to those Members requesting it.

128 **Secure Accommodation Review Panel (Item 13)**

Under Section 25 of the Children Act 1989 the Local Authority Social Services Department has the power to apply to the Court for an Order authorising the Local Authority to place a young person in secure accommodation.

The Director of Social Services and Housing advised the Committee that there are three routes by which a young person may be placed in secure accommodation. Two of the procedures require all Local Authorities who place children in secure accommodation to appoint a Secure Accommodation Review Panel and to refer cases to it within 28 days of a child being placed in secure accommodation. The role of the Secure Accommodation Review Panel was explained and the Committee noted that the Panel should consist of at least three persons at least one of whom was an independent person who is neither a Member nor an Officer of the Local Authority.

RESOLVED that

- (i) the formation of a Secure Accommodation Review Panel be endorsed;
- (ii) the Panel comprise an Independent Person, one Senior Officer in the Social Services Department and one Member of the Social Services and Housing Committee and
- (iii) Councillor Worrall be the designated Member representing the Social Services and Housing Committee.

129 **Scheme of Delegation (Item 14)**

The Directors of Social Services and Housing and Corporate Services reported jointly on the need for a third volume to be added to the Scheme of Council and Committee Management. This would set out specific delegations to Officers for the day to day management of the Council.

RECOMMENDED that the delegations set out in Annexe A to the Minutes be approved for inclusion in Volume 3 of the Scheme of Council and Committee Management.

130 **Small Unregistered Residential Care/ Children's Homes**

The Director of Social Services and Housing advised the Committee that the regulation of residential care homes is governed primarily by the Registered Homes Act 1984 which when first introduced applied only to homes providing care for adults and some categories of disabled children. The registration and inspection of children's homes was not introduced until the Children's Act 1989 became law. However, the legislation did not provide for the registration and inspection of group

homes for adults or children providing care for fewer than four children or adults. An Amendment Act in 1991 brought adult homes with one or more residents within the regulatory framework relating to small homes except where the only residents are the persons running the home, their employees or their relatives.

The Committee noted that children's homes with fewer than four places still remain outside of any regulatory requirement to be registered. This left a significant gap in the range of measures available to ensure that homes in the independent sector and those run by the Local Authority meet the standards laid down by the Department of Health and Local Authorities.

A policy for the use of Small Unregistered Homes had been evolved and details were contained in an Annexe to the report.

A draft circular recently issued by the Department of Health suggested a voluntary framework for unregistrable children's homes. This had been the subject of discussion by the Heads of inspection Units in various parts of the country and greeted with some scepticism and was generally regarded as an unworkable model that lacks muscle and credibility.

RESOLVED that

- (i) the Committee notes the issues and continuing concerns relating to the absence of a regulatory framework for small group/children's homes;
- (ii) approval be given to the policy as detailed in the report for the placement of children or vulnerable adults in a small group home and
- (iii) the Director of Social Services and Housing convey to the Department of Health the Committee's concerns about the proposed timetable for bringing small unregistered children's homes, as indicated in the White Paper – Modernising Social Services – within the regulatory framework set out in the Children's Act 1989.

131 Social Services Appeals Sub Committee

The Director of Corporate Services advised the Committee that in January 1999 the Council had established a Sub Committee to consider representations before determining whether or not to proceed with a particular course of action.

Under the Children Act 1989 the Council cannot refuse an application for registration as a child minder or cancel the registration of a child minder unless it has first served a preliminary notice upon the applicant/child minder setting out the proposed course of action and affording the applicant/child minder the right to make representations. The person(s) hearing the representations should not have been involved in the decision to serve the preliminary notice and it is considered that the decision whether or not to proceed with the proposed action ought properly to be a Member decision.

RESOLVED that the Committee appoints Councillors Barnard, Mrs Clifford and Miss Haydon to the Social Services Appeals Sub Committee and appoints Councillors Bayle, Egan, Mrs Pile, Mrs Shillcock, Worrall and Simonds as substitutes to the Sub Committee.

132 **Policy for Equipment and Adaptations for Council Tenants (Item 16a)**

The Director of Social Services and Housing referred to the duty of the Local Authority through its Social Services responsibilities, as set out in the NHS Community Care Act 1990, to assess the needs of people in the most need living in the local authority area for the provision of personal social services. This included the provision of equipment to assist with daily living and in some cases, after detailed assessment, adaptations to a persons home.

It was proposed to review the adaptations policy and provide tenants with a leaflet explaining the Councils policy and the options available including the offer of alternative accommodation where a property was under-occupied.

RESOLVED that approval be given to the interim criteria to be used in assessing when major adaptations are not appropriate and a move to alternative accommodation should be recommended and that it be noted that a scheme was being prepared to provide additional assistance and incentives for any tenants underoccupying their properties to move to more suitable accommodation.

133 **Items submitted for information**

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

Planning for the Millennium - update	(Item 17)
Berkshire Health Improvement Programme 1999/2002	(Item 18)
Social Services Statutory Complaints Procedures – Annual Report April 1998 to March 1999.	(Item 19)
Social Services & Housing Departments IT Strategy & 3 Year Plan 1999/2000	(Item 20)
Urgent Action taken under Delegated Powers – Decision not to proceed with externalisation of Older Peoples Homes	(Item 21)
Urgent Action taken under Delegated Powers – Annual Uprating of Allowances paid to Foster Parents and other Supportive placements	(Item 22)

The meeting commenced at 7.30pm
and concluded at 11.15pm

CHAIRMAN

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HOUSING

The Director of Social Services and Housing is authorised to take the following action and discharge the following functions of the Council:-

1. The powers and duties of the Council under the Housing Acts 1985 and 1996 (and any regulations made thereunder) excepting the following:-
 - (a) setting of rent levels
 - (b) Section 17 Housing Act 1985 (acquisition of land for housing purposes)
 - (c) Section 19 Housing Act 1985 (appropriation of land)
 - (d) Section 23 Housing Act 1985 (making of byelaws)
 - (e) consideration of periodical review of housing needs
 - (f) Section 27A (Management Agreements)
 - (g) disposal of land other than Council houses under the "Right to Buy" legislation, freehold reversions, small land sales and licences to occupy or access Council land
 - (h) Section 102 Housing Act 1985 (variation of terms of secure tenancies)
 - (i) determination of arrangements for consultation with tenants pursuant to Section 105 Housing Act 1985
 - (j) Part VI Housing Act 1985 (repair notices)
 - (k) Part VIII Housing Act 1985 (area improvement)
 - (l) Part IX Housing Act 1985 (slum clearance)
 - (m) Part X Housing Act 1985 (overcrowding)
 - (n) Part XI Housing Act 1985 (houses in multiple occupation)
 - (o) Part XVII Housing Act 1985 (compulsory purchase and land compensation)
 - (p) Determination of housing allocation scheme - Section 167 Housing Act 1996
2. The recovery of rent, service charges and other debts

3. Write off rent arrears, irrecoverable debts and rechargeables up to a maximum of £1,000 in each case.
4. Adjustment of charges to tenants in respect of heating and service charges and recalibration of electricity meters in accordance with pricing charges by energy producers.
5. Determination of rent allowances and housing benefit allocations.
6. Issuing of formal cautions in respect of car parking and housing benefit offences.
7. Negotiating and concluding Nomination Agreements with registered social landlords or similar organisations under which the Council secures the maximum nomination rights allowed by law and any relevant consents.
8. Management of caravan sites, including allocation of pitches and removal of caravans.
9. The allocation, letting and management of garages on housing land (including termination of tenancies and recovery of possession).
10. In respect of land under the control of the Committee, the powers of the Council under Sections 11 and 15 Berkshire Act 1986 and the powers and duties of the Council concerning the removal of vehicles.
11. Approval of applications for home adaptation, grants under EPATS scheme and loans to homeless persons.
12. Determination of applications for Tenants Compensation for improvements.
13. Assessment and management of Leasehold Service Charges.
14. Concluding agreements on contractual terms and conditions for the supply of Forestcare services.
15. Councils powers under Section 63 Berkshire Act 1986 (urgent repairs to water, gas and electricity apparatus).

Warrants for possession of dwellings may only be sought after consultation with the Chairman (or Vice-Chairman if the Chairman is unavailable) of the Committee

The Director of Public & Environmental Services is authorised to discharge the functions of the Council under the following legislation:-

1. Part VI Housing Act 1985 (repair notices)
2. Part X Housing Act 1985 (overcrowding)
3. Part XI Housing Act 1985 (houses in multiple occupation)

The Director of Corporate Services is authorised to take the following action:-

1. Six monthly declarations as to rate of interest where no change involved (Schedule 16 Housing act 1985)
2. Recovery of mortgage arrears

SOCIAL SERVICES

The Director of Social Services and Housing is authorised to take the following action and discharge the following functions of the Council:

The power and duties of the Council under the following legislation (and regulations directions and guidance made thereunder).

SERVICES TO CHILDREN AND FAMILIES

1. The Children Act 1989 excepting:
 - (a) hearing representations of childminders and day care providers under Section 77 of the Children Act 1989
 - (b) agreeing the Children Services Plan
 - (c) agreeing the Child Care Plan
 - (d) hearing Stage 3 complaints under Section 26 of the Children Act 1989
 - (e) setting the charging rate for users of children's services
 - (f) authorising the constitution of the Secure Accommodation Review Panel
 - (g) approving Section 19 Day Care Reviews.
2. The Children and Young Persons Act 1933.
3. The Children and Young Persons Act 1963.
4. The Children and Young Persons Act 1969.
5. The Adoption Act 1976.
6. The Chronically Sick and Disabled Persons Act 1970.
7. The Children Act 1975, Part II.
8. The NHS Act 1977 Schedule 8.
9. The Family Law Reform Act 1969 Section 7(4) (Supervision of Wards of Court).
10. The Education Act 1996 Section 322.
11. The Housing Act 1996 Section 213 (1)(b).

ADULT SERVICES

1. The National Assistance Act 1948 except Section 47.
2. The Chronically Sick and Disabled Persons Act 1970.
3. The National Health Services Act 1977.
4. The Mental Health Act 1959.
5. The Mental Health Act 1983.
6. The Disabled Persons Services Consultation and Representation Act 1986.
7. The Health Service and Public Health Act 1968.
8. The NHS and Community Care Act 1990 – Except: Approving the Community Care Plan.
9. The Carers (Recognition of Services) Act 1995.
10. The Community Care (Direct Payments) Act 1996 - Except Approving the introduction of the Scheme.
11. The Housing Act 1985 Section 72(b).
12. The Supplementary Benefit Act 1976 Schedule 5.
13. The Public Health (Control of Disease) Act 1984 Section 46(2) and (5).
14. The Housing Grants Construction and Regeneration Act 1996 Section 23 and Section 24.

INSPECTION COMPLAINTS AND REGULATORY FUNCTIONS

The Complaints Procedure Children and Families

1. The Children Act 1989 Section 26: Review of cases and enquiries into representations (complaints procedure) in respect of Part III of the Children Act 1989.
2. The Children and Young Persons Representation Procedure (Children) Regulations 1991.
3. Take action on the recommendation of the Review Panel to include the making of compensatory awards in accordance with the Ombudsman's guidance of 1993 for time and trouble of pursuing the complaint and exceptional distress payments, in consultation with the Council's external auditors.

The Complaints Procedure in Relation to Adult Services

4. The NHS Community Care Act 1990 Section 50 and Section 7(B) of the Local Authority Social Services Act 1970.
5. The Complaints Procedure Directions 1990.
6. Receive complaints from qualifying individuals - power to take action on the recommendation of the Review Panel.
7. The Registered Homes Act 1984 Excepting: sitting on the Representation Panel under Section 13.
8. The Residential Care Homes Regulations 1984.
9. Authorise the registration authority inspectors to enter and inspect homes under Section 17 of the Registered Homes Act 1984.
10. Authorise the issue and service of notices under regulation 20 of the Residential Care Homes Regulations 1984 and to bring prosecutions under Section 17 and other Sections of the Registered Homes Act 1984.
11. Child Minding and Day Care for Young Children. Authorise action relating to the registration and cancellation of child minders and day care providers under Part X of the Children Act 1989.

ACCESS TO PERSONAL INFORMATION

Grant or deny access to Personal Information held on Social Services files under the Access to Personal Files Act 1987 and the access to Personal Files (Social Services) Regulations 1989 and take all appropriate actions under those regulations.

GUARDIAN AD LITEM

1. Maintain a panel of guardian ad litem in accordance with the Guardian Ad Litem Reporting Officers (Panels) Regulation 1991.
2. Payment of fees and expenses of individual members of the Panel in accordance with the regulations.

AUTHORISED PAYMENTS AND GRANTS

Within the provision of the NHS and Community Care Act 1990, arrange for the purchase and provision of appropriate care services to those persons assessed as having needs that fall within Bracknell Forest Borough Council agreed priorities and matrix, subject to appropriate contractual and financial arrangements, the approved policies and estimates for Bracknell Forest Borough Council and the proper identification of appropriate suppliers.

GUARANTEES RENTS AND PAYMENTS

1. Guarantee to other public bodies and private landlords and to authorise the payment of any rent accruing due from tenants in those cases where Bracknell Forest Borough Council has asked other bodies or private landlords to retain the tenants in their housing whilst efforts are made by Bracknell Forest Borough Council officers to rehabilitate them in places coming within the provision of Section 17 of the Children Act 1989.
2. Vary the assessment scale in respect of financial contributions by a parent or young person for any service provided by the Council under Part 3 of the Children Act 1989 for reasons affecting the welfare of the child in question.
3. Waive or vary the charges of any services provided by Bracknell Forest Borough Council under Part 3 of the Children Act 1989 where a failure to do so would adversely affect the welfare of the child in question.
4. Make contributions towards the maintenance of children placed with a person as a result of a Residence Order in accordance with paragraph 15 of Schedule 1 of the Children Act 1989.
5. Approve payment of legal expenses of applicants for Residence Orders or other Section 8 Orders in respect of children in care to the extent that they are not met by the Legal Aid fund.
6. Approve the payment of the legal expenses in respect of adoptive parents of children who are being placed for adoption by the Council as an Adoption Agency.
7. Arrange interest free loans to foster parents to provide accommodation to sibling groups by extending their present home or to purchase larger homes, the amount of any outstanding loan to be reduced by way of a special allowance for as long as they care for foster care children.
8. Grant allowances to persons who have adopted children in accordance with Section 57 of the Adoption Act 1976 and regulations which may be issued by the Secretary of State.
9. Such action as may be necessary to implement the payment of the various foster care allowances for the time being approved by the Council within current budgetary limits and in consultation with the Director of Finance, to increase the allowance annually in accordance with scales recommended by the National Foster Care Association.
10. Sanction payment of the cost of initial clothing and equipment required by children looked after by the Council who are placed in boarding schools and other establishments within current budgetary limits.
11. Approve applications to go on school expeditions, including expeditions abroad of children looked after by the Council including expenditure on equipment and pocket money within current budgetary limits.

12. Make ex gratia payments to staff in respect of claims relating to damage or injury resulting from the actions of service users or in carrying out the Council's functions under Section 265 of the Public Health Act 1875
13. Assess the contribution to be paid towards board and lodging by working children in accordance with the currently agreed formula provided that the amount remain for weekly personal pocket money and clothing allowance should not be less than the amount currently approved under the payment of foster care allowances.
14. Waive charges or make additional allowances where a child has exceptional circumstances, such as apprenticeship and heavy travelling expenses.
15. Include the contribution of children in lodgings in appropriate circumstances in order to help to assimilate the heavier costs of lodgings after leaving care.
16. Waive the assessment charges for any services to the clients in circumstances where it is essential for the family for social and/or medical reasons and to record every case requiring any such action in a register provided for this purpose in respect of home care services.
17. Authorise the following facilities for any registered disabled person within the approved budget and within approved policies:-
 - (i) attendance at centres providing appropriate development opportunities;
 - (ii) the provisions for special facilities;
 - (iii) minor alterations and adaptations to premises including the installation of appropriate equipment and works to be supervised by the appropriate professional staff;
 - (iv) contribute where assessed or as appropriate to the cost of adaptations to premises where the client is not eligible for a grant.
 - (v) act as receiver in all matters in which it is appropriate for an officer of the Council so to act
 - (vi) authorise the making of the necessary amendment orders providing for exemption for disabled car badge holders in accordance with the Disabled Persons (Badges for Motor Vehicles) Regulations 1982
 - (vii) administer the Borough scheme for badges for disabled persons drivers or passengers
 - (viii) issue and recall badges in accordance with the Disabled Persons (Badges for Motor Vehicles) Regulations 1982

**THE HEALTH SERVICE AND SOCIAL SERVICES AND SOCIAL SECURITY
ADJUDICATION ACT 1983**

1. Section 17 - power to abate the minimum charge for domiciliary services.
2. Section 22 - power to abate charge over land.
3. Section 24 - power to determine the rate of interest.

APPROVALS

1. Change the names of children who are the subject of a care order in favour of Bracknell Forest Borough Council subject to requirements of Section 33 of the Children Act 1989.
2. Appoint an independent visitor for a child where appropriate in accordance with paragraph 17 of Schedule 2 of the Children Act 1989.
3. Guarantee apprenticeships and similar deeds under Paragraph 18 of Schedule 2 of the Children Act 1989
4. Give consent for the marriage of a young person in care under Section 3 of the Marriage Act 1949 as amended by the Family Law Reform Act 1969.
5. Approve and sign applications for passports of children and young persons in the care of the Council.
6. Arrange for a child in care to live abroad subject to the approval of a Court in accordance with paragraph 19 of Schedule 2 of the Children Act 1989.
7. Approve the application of children and young persons in the care of Bracknell Forest Borough Council who wish to join Her Majesty's Forces.

THE LOCAL AUTHORITY SOCIAL SERVICES ACT 1970. SCHEDULE 1

Subject to any contrary indication in this schedule all the powers and duties under legislation listed in Schedule 1 to the Director of Social Services.

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**HOUSING SUB COMMITTEE
11 MAY 1999**

Present: Councillors Barnard, Harrison, Miss Haydon, Mrs Hirst, Mrs Pile,
Ryan, Mrs Shillcock, Worrall and Wheaton

1. Election of Chairman

RESOLVED that Councillor Harrison be elected Chairman of the Sub-Committee.

2. Appointment of Vice-Chairman

RESOLVED that Councillor Mrs Pile be appointed Vice-Chairman of the Sub-Committee.

3. Minutes

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

4. Management of Rent Arrears (Item 1)

The Sub-Committee considered a report arising from a number of recommendations made by the Council's External Auditors in the annual management letter. Two recommendations related to the collection of housing rents. These were that members should monitor the progress being made during 1999/00 to improve the collection of housing rents and in particular the long term debts due from former tenants.

Various statistics were used to illustrate the performance in rent collection making comparisons with the collection of Council tax and National Non-Domestic Rate (formerly business rates). The auditors recognised that the authority had put in place measures to improve the rate of collection from current tenants but considered that attention needed to be given to various issues associated with the recovery of long term arrears from former tenants.

The Sub-Committee noted, that, whilst the officers were not complacent, the auditors criticisms were considered to be unfair as they did not take account of the prevailing circumstances during the year, in particular, the fact that the statistics referred to did not compare like with like when addressing former tenants' debts. The officers explained the basis on which debts were adjudged to be unrecoverable and were therefore written-off and advised the Sub-Committee that, during the year in question, less of these debts had been written-off than would normally have been the case. Hence the statistics appeared less favourable than was actually the case. Moreover, it was noted that "Introductory Tenancies" had provided a means by which prompt action could be taken against new tenants who failed to pay their rent.

Although it recognised that the courts tended to take a sympathetic line with debtors in Council-owned property because of their circumstances, the Sub-Committee agreed that the Council should continue to take a tough stance against debtors. It was stressed that the greatest concern was to pursue those who “won’t pay” rather than those who “can’t pay” as the Sub-Committee recognised the need to protect the vast majority of its tenants from extra costs arising from the need to make good the revenue shortfall caused by the debtors, whilst having regard to genuine cases of hardship..

RESOLVED that

- i Members reject as flawed the criticisms of the level of rent arrears made by the External Auditors;
- ii Performance continue to be monitored carefully and recommendations for further improving collection of current and outstanding arrears be presented to future meetings of the Sub-Committee for consideration;
- iii The success of “Introductory Tenancies” in tackling breaches of tenancy agreements be noted;
- iv The Borough Council’s tough approach to the management of rent arrears be endorsed and the Sub-Committee’s appreciation for the work that this entails be conveyed to staff; and,
- v The report be referred for information to the next meeting of the Audit and Performance Review Committee.

5. Bay House – Flat Management Issues (Item 2)

The Sub-Committee considered a report in relation to concerns raised by tenants regarding conditions at Bay House caused by anti-social behaviour and lifestyles of a minority of tenants which contributed to the discomfort of other residents and the general difficulties of managing the property. It was noted that there were other examples of these concerns in other flatted accommodation in the Borough which needed further consideration.

The report presented the results of a survey of tenants seeking their views about the accommodation and the general environment at Bay House. The officers reported that, in view of the concerns, more stringent procedures had been introduced, ensuring that the property was visited on a more regular basis and that any resident lodging a complaint was contacted immediately. In addition, the part-time caretaker acted swiftly to address problems.

The Sub-Committee, whilst noting that there were issues regarding sustainable communities and the Council’s allocations policy to be addressed in the future, the most important step would be to ensure that action was taken to secure the property and, as far as possible prevent non-residents gaining access as many of the problems appeared to stem from people other than the residents. Thereafter other security measures such as surveillance of the property and its car park would be considered.

It was recognised that the majority of residents were good tenants and noted that some had given an indication that they were proposing to establish a tenants' association.

RESOLVED that

- i The current higher level of housing management activity be maintained at Bay House to ensure a prompt response to incidents in the block;
- ii A Package of improvements at Bay House including door entry upgrade and other appropriate measures be presented to the Social Services and Housing Committee for approval out of Capital Programme.
- iii Further work be commissioned and reports prepared on the longer term implications for housing management to successfully manage flatted accommodation across the Borough.

6. Department of Environment, Transport and the Regions - Licensing of Houses in Multiple Occupation – England: Consultation Paper (Item 3)

The Sub-Committee considered a report seeking its approval to a response to the Department of the Environment, Transport and the Regions' Consultation Paper on the Licensing of Houses in Multiple Occupation.

The officers answered a number of questions arising from the report, in particular indicating that any fee associated with the licensing function was likely to be whatever constituted a reasonable sum to cover the actual cost of the work.

The Sub-Committee stressed that it was important that any new legislation should not discourage people from providing vitally needed accommodation or drive the business underground which could lead to more serious problems. There was also a hope that some clarity might emerge in the definition of what constituted a house in multiple occupation, given the confusing nature of existing legislation and case law.

It was agreed that a copy of the letter sent to the Department of the Environment, Transport and the Regions would be circulated to each Member of the Sub-Committee.

RESOLVED that

- i The principle of a self-funding licensing scheme for houses in multiple occupation be supported.
- ii The Director of Public and Environmental Services, in consultation with the Director of Social Services and Housing and the Chairman, submit a response to the consultation document having regard to local circumstances, the Borough Council's housing policies and professional experience.

7. Information Items

The Sub Committee noted the following items submitted for information only on which the officers answered a number of questions:

- Best Value in Housing Framework – Forward Planning (Item 4)

- Supporting People (Item 5)
- Buying-Back Ex-Council Flats and Houses – Financial Incentive Scheme (Item 6)
- Housing Major Repairs & Improvement Programme (Item 7)
- Single Allocation to Local Housing Authorities for Capital Investment in Housing (Item 8)
- Social Housing Programme – Position Statement (Item 9)
- Housing Services Management Information 1998/99 (Item 10)

Arising on item 7, it was noted that, in view of British Gas Transco's failure to complete their work on time, a number of the Council's contracts could not be completed on schedule. It was therefore agreed that a letter would be written to the company expressing the Council's concern in the strongest possible terms.

8. **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 categories of Schedule 12A of that Act:

- | | | |
|-----|---|-----------|
| (3) | Information Relating to Occupiers or Former Occupiers of Council Property | (Item 12) |
| (7) | Information relating to the financial or business affairs of any particular person (other than the authority) | (Item 11) |

9. **Request for Local Authority Social Housing Grant (Item 11)**

The Sub-Committee considered a report seeking approval to the grant of an allocation from the Local Authority Social Housing Grant budget 1999/2000 to assist with the funding of the purchase and repair of a block of 12 flats.

In response to a question, the Sub-Committee was advised that the property was understood to be available with vacant possession but that this would be checked.

RESOLVED that an allocation of £527,457 (+/-5%) be approved from the 1999/00 Local Authority Social Housing Grant budget to assist with funding the purchase and repair of an existing block of 12 two-bedroomed flats to be offered to applicants on the Housing Register or existing Council tenants.

10. **Information Item**

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

- Possession Proceedings (Item 12)

The meeting commenced at 7.30pm and concluded at 9.45pm

CHAIRMAN

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**SOCIAL SERVICES SUB COMMITTEE
8 JUNE 1999**

Present: Councillors Barnard, Bayle, Mrs Doyle, Miss Haydon, Ryan,
Mrs Shillcock, Mrs Sutcliffe, Wheaton and Worrall

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

1. **Election of Chairman**

RESOLVED that Councillor Barnard be elected Chairman of the Social Services Sub Committee for the municipal year 1999/2000.

2. **Appointment of Vice-Chairman**

RESOLVED that Councillor Miss Haydon be appointed Vice-Chairman of the Social Services Sub Committee for the municipal year 1999/2000.

3. **Substitute Members**

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

Councillor Ryan for Councillor McCormack
Councillor Wheaton for Councillor Mrs Clifford.

4. **Minutes**

RESOLVED that the minutes of the Sub Committee held on 9 March 1999 be approved as a correct record and signed by the Chairman.

5. **Chairman's Announcement**

The Chairman gave notice that Item 2 of the Agenda, "Securing Quality in Residential and Nursing Homes" would be considered after the exclusion of public and press in order that it could be considered with its Annex (Item 7 of the Agenda) as it would involve the likely disclosure of exempt information under Paragraphs 4 and 7 of Schedule 12A of the Local Government Act 1972.

6. Development of a Youth Offending Team – Progress Report (Item 1)

The Director of Social Services and Housing introduced a report giving details of the development to date of the local Youth Offending Team. An Annex regarding draft proposals and cost funding requirements was tabled and the Committee considered the funding arrangements for setting up the team as well as the multi-agency approach taken towards its development. The development was seen as part of a two-year programme to develop the team as part of the Crime and Disorder Act but also to respond to local community safety initiatives. Consideration was given to the funding and development of the new posts within the team including the new Support Team Manager, for which the recruitment process had already begun and which would be revisited via the Personnel Sub Committee, in order to recruit a higher grade than originally envisaged. It was noted that comprehensive training for team members would be supported in order to sustain their current skills and develop them within the work. It would be important to recruit as soon as possible in order to be able to approach the National Youth Justice Board to take part in their training.

RESOLVED that

- (i) the Sub Committee endorses the approach being taken by the Youth Offending Team Steering Group in setting up a Local Stand Alone Team; and
- (ii) the Sub Committee endorses the approach being adopted in relation to the management of resources necessary for the Youth Offending Team.

7. Items Submitted for Information

The following items were submitted for information only:

- (i) Adult Services – Responding to New Priorities (Item 3). The Committee welcomed this report.
- (ii) A New Approach to Social Services Performance (Item 4).
- (iii) SSI Inspection Report on Registration and Inspection West Berkshire (Item 5)
The Committee requested an up-date on the Action Plan.
- (iv) Social Services Management Information (Item 6)

8. 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, involving the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (4) Information relating to services provided to particular individuals (Items 2, 7 and 8)
- (7) Information relating to the financial or business affairs of a third party (Items 2, 7 and 8)

9. **Securing Quality in Residential and Nursing Homes (Items 2 and 7)**

In a report containing exempt information the Director of Social Services and Housing outlined the mechanism currently being used to secure quality for Bracknell Forest residents placed in residential and nursing home care as well as the mechanisms for improving the dissemination of reports in relation to local homes to those people with a genuine interest. It was noted that a schedule of visits have been proposed for all Members of the Social Services and Housing Committee and that a briefing session has been arranged for 1 July 1999 for Members to find out more about the services provided from the Operational Managers.

RESOLVED

- (i) That the Sub Committee endorses the proposal to develop a programme of Member visits to homes run by the Borough and that such visits be classified as an approved duty for the Scheme of Members Allowances.
- (ii) That the Sub Committee supports the proposal for Service Committee Members to undertake Police checks before visiting Local Authority Children's Homes.
- (iii) That the Sub Committee endorses the mechanisms proposed for the wider dissemination of Inspection Reports.

10. **Birdsgrove Nursing Home**

In a report containing exempt information the Director of Social Services and Housing gave details of concerns raised regarding Birdsgrove Nursing Home.

RESOLVED that the report be noted.

The meeting commenced at 7.30pm
and concluded at 9.20pm

CHAIRMAN

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

9 JUNE 1999

Present: Councillors Barnard (Chairman), Miss Haydon, North, Mrs Shillcock, Ward and Wheaton.

1. Minutes

The Minutes of the meetings of the Sub Committee held on 17 February and 22 March 1999 were approved as a correct record and signed by the Chairman.

2. Children's Services Plan

The Director of Social Services and Housing reported on the final draft of the updated version of the Children's Services Plan which had recently been circulated for consultation to the statutory agencies, independent and Voluntary Sector providers and other departments working with children. A feedback from the consultation process was included in the draft plan. Attendance at the two public meetings to discuss the plan had been low although there had been some good discussion and feedback from the meeting held in Times Square.

Members discussed the level of resources that should be allocated to producing such plans in the future. Guidelines in producing plans were set down by the relevant Government Departments and by following these the resulting document tended to be bulky and not very user friendly. To produce a summary of a plan could prove useful but there was a resource implication. A possible solution could be to produce a concise directory of all services provided by the department and how the public could access these.

The Sub Committee was of the opinion that an overall objective should be to improve the quality of life for everyone in the Borough including children in care. As a result there was a need to develop links with Leisure Services. A strategy for the future would be developed and this would include the cost of improving the availability of Leisure facilities.

RESOLVED that the plan be received.

3. Improving the Educational Attainment of Children "Looked After"

The Director of Social Services and Housing reported on the challenges to the Authority in improving the life chances of children in the care system in the Borough with particular reference to their educational attainment. Having identified the problem there was a need to identify the children concerned in order that their progress could be monitored and targets set for the future.

After a lengthy discussion on educational standards generally the Sub Committee noted that it could be difficult to meet specific targets in view of the relatively small number of children involved.

RESOLVED that the report be noted.

4. **Format of Future Meetings**

The Chairman suggested that, as an experiment, the time and venues for future meetings be changed to allow more opportunities for relevant people to attend.

It was **RESOLVED** that the next meeting should be held in an appropriate Community Centre and commence at 2.30pm.

The meeting commenced at 7.30pm
and concluded at 9.20pm

CHAIRMAN

EDUCATION COMMITTEE
30 JUNE 1999

Present: Councillor Ward (Chairman)
Councillors Bailey, Barnard, Birch Mrs Clifford, Egan, Fawcett,
Flood, Good, Mrs Hayes, Mrs Hirst, Mills, Ryan, Mrs Shillcock,
Mrs Sutcliffe, Thompson and Worrall.

Church Representatives:
Mr G Anderson, Mr D McCann

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

Apologies for absence were received from:
Councillors Beadsley, Mrs Doyle and Wheaton

134. Substitute Members

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

Councillor Mrs Birch for Councillor Mrs Doyle
Councillor Mrs Clifford for Councillor Beadsley
Councillor Ryan for Councillor Wheaton.

135. Minutes

RESOLVED that the minutes of the meeting of the Committee held on 30 March 1999 be approved as a correct record and signed by the Chairman.

136. Quality Assurance Sub-Committee

RESOLVED that the minutes of the meeting of the Quality Assurance Sub-Committee held on 12 May 1999, as set out in Appendix A hereto, be received.

137. Education Consultation Panel

RESOLVED that the minutes of the meeting of the Education Consultation Panel held on 25 May 1999 be received.

138. Education Budget Sub Committee

RESOLVED that the minutes of the meeting of the Education Budget Sub Committee held on 27 May 1999, as set out in Appendix B hereto, be received and the recommendation in Minute 10 be adopted.

139. Joint Advisory Sub Committee for Children's Services

RESOLVED that the minutes of the meeting of the Joint Advisory Sub Committee for Children's Services held on 9 June 1999 be received.

140. Provisional Out-Turn 1998/99 and Commitment Budget 2000/01-2002/03 (Item 1)

The Director of Education reported on the latest projected out-turn expenditure position for the financial year 1998/99 and highlighted issues likely to have an impact upon the Committee's budget in future years. The expenditure of £36.705m represented an underspend of £0.338m compared with the Committee's approved budget of £37.043m. In addition to the underspend on the budget managed by the Committee, statutory regulations require that any balances generated by schools be automatically carried forward to the next financial year. The Committee noted that after accounting for year end adjustments required by the Bracknell Forest Scheme for Local Management of Schools the total aggregated school balances were estimated at a surplus of £0.414m.

RESOLVED that

- (i) the provisional out-turn expenditure for 1998/99 of £36.705m be noted;
- (ii) the budget carry forward of £0.073m be submitted to the Strategy and Policy Committee for approval and
- (iii) the committee's commitment budget for the period 2000/01 to 2002/03 be noted.

141. Projected Under and Overspend within the Education Capital Programme

The Directors of Education and Planning and Transportation reported on two schemes within the 1998/99 Education Capital Improvement Programme where there was a significant cost divergence from the estimates. One scheme was running above the estimated cost and one below although overall the programme remained within budget. The two projects related to work on the new hall for Cranbourne Primary School and the Pupil Referral Unit at College Hall. Tenders for the Cranbourne Primary School new hall had been received in May 1995, the lowest being £211,503. The addition of fees and other costs brought the total cost to £248,453. This would provide a hall to replace an existing old building that was too small for the needs of the school and sited away from the main buildings. The proposal to connect the hall to the old school building had been excluded from the specification in order to reduce costs. There was, however, a strong desire that this work should be undertaken if the funding would allow as it would, for the first time, physically join the principal school buildings, removing the need for pupils and staff to go outside when moving about the school. The work was estimated to cost £68,500 and would be subject to planning approval.

The work on the Pupil Referral Unit at College Hall had been divided into three parts, each the subject of a separate contract, with two contracts having been completed. A close inspection of the building structure during the earlier work had allowed a reduced specification for the anticipated repairs. Whilst it was necessary to retain a contingency sum in addition to the contract figure, the cost for the scheme was substantially below budget, the total cost being £368,094 against a budget of £500,000.

The Director of Education also referred to the Edgbarrow School Science Laboratory refurbishment and reminded the Committee that the 1998/99 capital programme had included provision for the upgrading of one science laboratory at the five secondary schools. In the event it had only been possible to carry out four upgrades with the budget provision. Nevertheless the specification and detailing work for the Edgbarrow laboratory had been carried out at the same time and the proposed work for Edgbarrow School had been deferred to the current financial year. Budget provision of £35,000 had been made in the current year's capital programme to undertake the upgrade. The contractor had priced the work at £46,000 inclusive of fees. This would represent an overspend of £11,043 against the budget provided. However, if the offer was accepted, the bulk of the work could be carried out in the summer school holiday period and disruption at the school would be minimised. It was proposed to use the remainder of the underspend on the College Hall PRU to fund the overspend.

RESOLVED that:

- (i) the variance from the approved budget on the three schemes in the Education Capital Programme for the reasons detailed in the report be noted;
- (ii) approval be given to the proposed change of scope of the Cranbourne scheme to incorporate the connection of the hall to the old school building;
- (iii) the Strategy and Policy Committee be advised of the projected underspend of £131,906 on College Hall;
- (iv) the Strategy and Policy Committee be requested to approve the use of the underspend on College Hall to cover the project overspend on the Cranbourne scheme and the Edgbarrow scheme;
- (v) the Strategy and Policy Committee be requested to approve acceptance of the offer figure of £41,387 with fees of £4,656 for the refurbishment of Edgbarrow School science laboratory and
- (vi) the Director of Education be authorised to negotiate a contract for the Edgbarrow scheme with the contractor who executed the refurbishment works to the other school science laboratories.

142. **Bracknell Forest Lifelong Learning Partnership (Item 3)**

The Director of Education informed the Committee of progress towards the establishment of a Lifelong Learning Partnership for Bracknell Forest and sought agreement to a draft Constitution and Terms of Reference.

Through its work over the last eighteen months the Targets Task Force had brought together key partners and local business representatives to create a vision for lifelong learning in the Borough. It had provided a forum for developing partnership working on a number of targeted initiatives. By using opportunities for action research it had developed a clearer picture of adult learning leads and what provision would enable local learning targets to be met. The Director of Education reported on an announcement that day by the Secretary of State for Education of a major White Paper entitled "Learning to Succeed" which would improve post-16 education. A new National Learning and Skills Council would be established with up to 50 local Learning and Skills Councils in England. The importance of local learning partnerships would be recognised.

Referring to the current adult education contract with Bracknell and Wokingham College the Director of Education reported that it was anticipated that there would be a claw back for 1998/99 of £18,000. At its meeting on 27 May 1999 the Education

Budget Sub-Committee had approved the proposal that funds be clawed back from the adult education contract and that the money be allocated to the development of other provision to widen participation in adult learning. As a result the £18000 would be used to fund new activities of a one-off nature and extend the scope of existing initiatives designed to inform the development of the Lifelong Learning Plan.

In discussing the proposed membership the Committee was concerned that under the arrangements detailed under Appendix B the meetings would not be open to all interested parties and asked that, at its forthcoming meeting, this issue be raised and the Terms of Reference be amended to reflect this concern.

RESOLVED that

- (i) the proposed Terms of Reference and Constitution of the Lifelong Learning Partnership be agreed in principle;
- (ii) the Director of Education be authorised to agree final details and any amendments to the proposed Terms and Reference and Constitution when these are considered by the Task Force and
- (iv) the clawback on the 1998/99 adult education contract with Bracknell and Wokingham College be allocated for further development in adult education.

143. St Mary's CE Controlled School – Designated Area of Consultation (Item 4)

The Director of Education reported on the recent public consultation on the issue of whether or not the designated area should be adjusted. An analysis of the responses received was included as an Appendix to the report. The consultation had quantified the strength of feeling existing within the community of Chavey Down and the close ties felt by the community to St Mary's Primary School.

The School Organisation Plan developed by the Council contained specific reference to the close links the Borough would wish to maintain between schools and the local Community. A long-term solution to the oversubscription problem at the school, should it persist, would need to be addressed through the normal planning process which would include reference to the School Organisation Committee.

RESOLVED that

- (i) the Committee note the response to the consultation document;
- (ii) there be no change to the designated area of St Mary's Primary School at the present time and
- (iii) in recognising the strength of feeling the issue generated it be agreed that it remain under review through the School Organisation process.

144. School Organisation Plan (Item 5)

The Director of Education reminded the Committee that the School Standards and Framework Act detailed arrangements for decisions on School Organisation to be taken at local level. A draft School Organisation Plan had been produced and had been the subject of widespread consultation. A final plan, taking into account the comments received, had been prepared and was attached as an Annex to the report. The Plan would also be presented to the School Organisation Committee at its meeting on 12 July for approval. Should this be forthcoming then the Plan would be published on 1 September 1999.

RESOLVED that the Committee approve the School Organisation Plan as attached as Annex 2 to the report.

145. Special Education: Policy and Provision (Item 6)

The Director of Education introduced a paper seeking approval to the Borough's statement of policy and provision for special education. A review of special education in April 1998 had agreed the circulation of a consultation document intended to identify views on how special education policy and provision should be shaped within existing resources.

The responses to the consultation had been analysed and were summarised in Appendix 1 to the report. A draft statement of special education policy and provision had subsequently been prepared in order to set out a shared view on principles and values, strategies and approaches.

RESOLVED that

- (i) the outcomes of the consultation on special education as set out in Appendix 2 to the report be noted;
- (ii) the "Special Education: policy and provision" document as attached to the report be approved;
- (iii) a single Language and Literacy Centre for primary age pupils at Crown Wood Primary School be maintained and
- (iv) work continue to identify one infant or primary school as a base offering special facilities for pupils in relation to younger pupils with social and communication difficulties, including autistic spectrum disorders and whose SEN may need longer-term formative assessment.

146. School Admissions Code of Practice (Item 7)

The Director of Education reported upon the new School Admissions Code of Practice, which came into force on 1 April 1999, and applied to primary and secondary admission intakes from September 2000 onwards. In addition to the code there were five sets of regulations underpinning the new admissions framework and the paper addressed two of these relating to the determination of admission arrangements and the determination of relevant areas for consultation.

RESOLVED that

- (i) the admission arrangements for 2000/2001 as set out in the Annex to the report be agreed and
- (ii) the proposed relevant area for consultation as detailed in Section 4.5 of the paper be agreed.

147. Model Disciplinary Procedure for Staff in Schools (Item 8)

The Director of Education drew the Committee's attention to the proposed model disciplinary procedure for staff in schools which had been the subject of consultation with the teachers associations and the relevant unions

RESOLVED that the model policy as attached as an Annex to the paper be approved.

148. **Term Dates for the Academic Year 2000/2001 (Item 9)**

The Director of Education reported upon the proposed term dates for the Academic Year 2000/2001 which had been subject to consultation with Headteachers, the Diocesan Associations and the Teachers Associations.

RESOLVED that the term dates for the academic year and arrangements for teachers in service training days as set out in the report be approved.

149. **Appointment of Representatives to the Education Committee (Item 10)**

The Director of Corporate Services advised the Committee that due to the forthcoming retirement of the Primary Teacher representative, who was thanked for her sterling work on the Committee, nominations had been sought to fill the vacancy. At the close of the period for nominations only one, that of Valerie Richardson, had been received so the election was not contested.

He also reported that following the resignation of Mary Walker from the Education Consultation Panel there was a vacancy thereon. However, it was likely that the Panel would be reconstituted in May 2000 and it was therefor proposed to hold the vacancy open until that date.

RECOMMENDED that Valerie Richardson be appointed as the Primary Teacher Representative to the Education Committee;

RESOLVED that no action be taken to replace Mary Walker on the Education Committee until May 2000.

150. **Items submitted for Information**

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

Teachers meeting the challenge for change
Quarterly Operations report.

The meeting commenced at 7.30pm
and concluded at 10.15pm

CHAIRMAN

**EDUCATION QUALITY ASSURANCE SUB COMMITTEE
12 MAY 1999**

Present: Councillors Bailey, Fawcett, Harrison, Mrs Hayes,
Mrs Shillcock, Thompson, Ward, Wheaton & Worrall

Apologies had been received from Councillors Mrs Doyle & Mrs Sutcliffe

1. Election of Chairman

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

2. Appointment of Vice Chairman

RESOLVED that Councillor Mrs Hayes be appointed Vice Chairman of the Sub Committee for the ensuing year.

3. Substitute Members

The Committee noted the attendance of the following Substitute Members appointed under Standing Order No. 38:

Councillor Thompson for Councillor Mrs Doyle
Councillor Worrall for Councillor Mrs Sutcliffe

4. Minutes

RESOLVED that the Minutes of the Meeting of the Sub Committee held on 17 March 1999 be approved as a correct record and signed by the Chairman.

5. Summaries of OFSTED Inspection Reports (Item 1)

The Sub Committee received the summaries of the main findings of two recent OFSTED Inspections of schools in Bracknell Forest.

Wooden Hill Primary School

Barbara Peterkin, the Head Teacher of Wooden Hill Primary School briefed the Sub Committee on the conduct and findings of the OFSTED inspection. The report was generally very positive, highlighting a wide range of areas where the school was performing well. Two areas of weakness were the attainment of pupils in mathematics at the end of Key Stage 2; and the adverse affect on teaching and learning of the cramped accommodation in the Reception Class. However, the weaknesses were greatly outweighed by what the school did well. The Governors' Action Plan was tabled which described how the school would address the areas of weakness identified.

Mrs Peterkin answered the Sub Committee's questions on the report. In conclusion the Sub Committee recorded its best wishes and congratulations to the staff and Governors of Wooden Hill Primary School.

Fox Hill Primary School

The Sub Committee welcomed Marion Desai, Head Teacher of Fox Hill Primary School and Mr J Brown, the Chairman of Governors. Mrs Desai briefed the Sub Committee on the content of the inspection report. It was noted that sound improvements had been made since the previous inspection and that the school had many strengths. However, there were significant areas which needed to be addressed and these would form the basis of the Governors' Action Plan. The Sub Committee discussed with Mrs Desai a number of the issues raised and how these were to be progressed. The Sub Committee asked Mrs Desai to communicate to her staff and Governors their best wishes and appreciation of the sound progress and achievements of the school.

RESOLVED that the findings of the OFSTED reports be noted.

6. Developments in Lifelong Learning

The Sub Committee received a report from the Director of Education on the successful application that the Bracknell Forest Targets Task Force had made to the Government Office for the South East (GOSE) in order to become the new Lifelong Learning Partnership for the Borough. The Local Education Authority had been identified as the lead partner for the Partnership. The report described the current and planned activities of the partnership including the plans for Adult Learners' Week 1999.

The LEA continued to promote developments in lifelong learning, including the local activities planned within the National Adult Learners' Week, 17 – 23 May 1999. During this week adults throughout the Borough would have the opportunity to join introductory courses using computers in order to learn new skills and access further learning activities. By focusing on the "digital revolution" the aim was to promote the idea that "learning is a good thing".

RESOLVED that the report be noted.

7. Progress in Support of School Governors' Post-OFSTED Action Plans April 1998 – May 1999 (Item 3)

The Sub Committee received a report from the Director of Education on the progress of LEA action plans drawn up since April 1998 to support schools after OFSTED inspections.

Following an OFSTED inspection, all schools were required to prepare a Governors' action plan to address the key issues identified in the inspection report. Since September 1998 the LEA had also been required to produce a statement or action plan to show how it intended to support schools judged to require special measures or to have serious weaknesses following an OFSTED inspection. One secondary school, The Brakenhale School, had been judged to have serious weaknesses in February 1998. The Sub Committee was pleased to note that the School had been

re-visited by a team of Her Majesty's Inspectors during April 1999 and the school had been found to be making reasonable progress in addressing the key issues identified for action.

The OFSTED inspection of The Garth Hill School had highlighted some concerns about the management of pupils' behaviour and aspects of management and communication in the school. The Sub Committee discussed these matters and noted that a full report on progress with the action plan to support The Garth Hill School would be available for the September meeting.

RESOLVED

- i) that the report be noted
- ii) that the updated LEA action plan for The Brakenhale School be endorsed

8. Date of Next Meeting

It was agreed to add an additional meeting to the programme of the Sub Committee on 14 July 1999 at 5.00 pm. This meeting would consider the OFSTED inspection report and Governors' and LEA Action Plans in respect of The Pines Junior School.

The meeting commenced at 5.30pm
and concluded at 7.40pm

CHAIRMAN

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**EDUCATION BUDGET SUB COMMITTEE
27 MAY 1999**

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

Apologies for Absence had been received from Councillor Bailey

1. Election of Chairman

RESOLVED that Councillor Mrs Hayes be elected Chairman of the Sub Committee for the ensuing year.

2. Appointment of Vice Chairman

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

3. Substitute Members

The Sub Committee noted the attendance of the following substitute member, appointed under Standing Order No. 38:

Councillor Mrs Shillcock for Councillor Bailey

4. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 13 January 1999 be approved as a correct record and signed by the Chairman.

5. Adult Education Policy Statement (Item 1)

The Sub Committee considered a report on the proposed Adult Education Policy Statement which outlined the rationale and objectives for the provision of the elements of adult education for which the LEA was responsible. The statement also outlined the way in which the service was delivered through a contract drawn up in partnership with Bracknell and Wokingham College. The arrangements for the management of the contract and the procedures and performance measures for ensuring the quality of the provision were also included.

RESOLVED that:

- (i) the Bracknell Forest Adult Education Policy Statement be approved;
- (ii) the balance of courses within the contract, as shown in Annexe 1 of Appendix A, be approved;

- (iii) the proposed increase in the unit of resource to £2,586 be approved; and
- (iv) a further report be brought to the next meeting of the Education Committee about the use of clawback.

6. New Deal for Schools 3 1999/2000 (Item 2)

The Sub Committee received a report on the outcome of the bid in December 1998 to the Department for Education and Employment for additional funding under the New Deal for Schools initiative.

The Education Department had submitted a bid for 100% grant funding to the DfEE for £6.388m capital funding in respect of school buildings. In April the department had been informed that it had received £450,528 for proposed improvements to the teaching accommodation at Great Hollands Infant and Junior Schools. Although the allocation was in line with that received by the other ex Berkshire Unitary Authorities, the Education Department did not agree that the Government had given sufficient consideration to the maintenance requirements of the Borough's schools. The DfEE had responded with an additional allocation of £35,156 for improvements to teaching accommodation at St Margaret Clitherow Voluntary Aided School.

RESOLVED that, while the Sub Committee is pleased with the allocation to the Great Hollands Infant and Junior Schools and St Margaret Clitherow Voluntary Aided School, the Sub Committee is disappointed that the Government has allocated nothing towards repairs or works in any of the Borough's remaining schools.

7. Redeployment of Teachers (Item 3)

The Sub Committee considered a report on a proposal to reinstate the arrangements whereby a sum would be paid by the LEA to schools to cover the additional costs incurred by schools when they accepted the redeployment of a teacher who would otherwise be made redundant. The arrangements had been reconsidered at the request of schools and were now brought forward in a modified form for further consideration. Three alternative options were set out in the report for consideration. The preferred option was for the Local Education Authority to continue the existing budget protection arrangements for redeployment and pay a smaller incentive payment, e.g. £6,000, to all schools receiving a redeployed teacher. The incentive payment would be both an incentive and provide recompense for the costs incurred by the school for induction and retraining of a new member of staff. The £6,000 was half the average redundancy payment for a Bracknell Forest teacher. This would meet the requirement to minimise redundancy costs to the LEA and actively encourage redeployment whilst being fair to all parties in the process.

Discussions had been held at the Teachers' Joint Consultative Committee with representatives of the teachers' associations who had been in favour of the policy in this form.

RESOLVED that £6,000 be made available to schools for each redeployed teacher accepted where this avoids a redundancy.

8. Development of Pre-School Provision (Item 4)

The Sub Committee considered a report on proposals to develop suitable premises for the provision of good quality early years provision in the area of Bracknell Forest served by Warfield CE Primary School and Whitegrove Primary School. This area had been identified as one where provision needed to be strengthened. The Governing Bodies of both schools had come forward with proposals for consideration. The schools' proposals were set out in full for the Sub Committee's consideration.

The Early Years Development and Childcare Partnership had considered the proposals at their meeting on 8 March 1999. The Partnership had agreed the desirability of strengthening provision within the area. The Early Years Development and Childcare Plan indicated the scale of potential demand for places within the area and there was sufficient evidence to conclude that provision at both schools would be sustainable in the future. The Partnership had considered the outcomes of the project at Uplands Primary School, which had been part of the 1998/99 Capital Programme, and the lessons that had been learnt from it. In conclusion, the Partnership had supported the proposal from Warfield CE Primary School. The Sub Committee discussed the merits of each proposal and noted that the Warfield Primary School proposal was based on a partnership approach with an independent provider.

RESOLVED that

- (i) the views of the Early Years and Childcare Partnership be noted;
- (ii) the proposal for development at Warfield CE Primary School in 1999/2000 be approved.

9. Education Library Service – Proposals for Future Management (Item 5)

The Director of Education reported to the Sub Committee on the future management of the Education Library Service which was a joint arrangement between five of the Berkshire Unitary Authorities for which Bracknell Forest was host authority. Upon the introduction of the Government's Fair Funding requirements the budget for the Education Library Service was to be delegated to secondary schools and devolved to primary and special schools from April 2000. The risk to the operational viability of the service was therefore increased as the extent of the buy-back from schools would be uncertain. As host authority, the Borough Council's liability would have to be protected. The report described an evaluation of the risk and alternative options for the future management of the service that had been undertaken jointly by the Directors of Education from the unitary authorities in Berkshire. The Directors have concluded that the present form of management with a firm commitment to share liabilities, no contract end date, with a termination period of nine months, was their preferred way forward. The recommendation was to be considered by each partner authority and a contract drawn up in the expectation that agreement would be forthcoming. At that point a further report would be made to the Sub Committee to confirm the situation and outline the terms of the contract in detail.

RESOLVED that

- (i) the Sub Committee endorse that the Borough Council remains as the host Authority for the Education Library Service;

- (ii) the Borough Solicitor be authorised to agree contracts with the other participating Unitary Authorities on the basis that liabilities be shared, and nine months' termination period be required;
- (iii) a further report be brought to the Sub Committee when firm agreement has been received from all other partner Authorities and contract details are known; and
- (iv) the Inter-authority Client Officer Group identifies a strategy to effect savings if insufficient schools buy back from delegated or earmarked funds. This will need to be in place by the end of September 1999.

10. **Future Funding Arrangements for Rhos-y-Gwaliau (Item 6)**

The Sub Committee received a report outlining the agreement reached by the Berkshire Unitary Authority leaders regarding the Rhos-y-Gwaliau outdoor education centre. The Sub Committee was invited to ratify the proposed course of action.

At their meeting on 4 December 1998, the leaders of the six Berkshire Unitary Authorities had agreed that funding should continue for the Rhos-y-Gwaliau outdoor centre for the next five years to 31 March 2004, subject to the Trust producing an agreeable business plan and exit strategy which would show how this support would taper out towards self-sufficiency during this period. It was noted that the centre was used on a regular basis by six Bracknell Forest schools, normally for one week each per year.

RECOMMENDED that the Strategy and Policy Committee be advised that, in principle and subject to annual confirmation, funding should continue for the next five years to 31 March 2004 within the Education Budget, subject to the Rhos-y-Gwaliau Trust producing an agreeable business plan and exit strategy which would show how this support would taper out towards self sufficiency during this period.

11. **Berkshire Young Musicians Trust – Fee Tariff for 1999/2000 (Item 7)**

The Sub Committee considered a report outlining the proposed fee tariff recommended by the Berkshire Young Musicians Trust (BYMT) to apply from 1 September 1999. The Board of Trustees had discussed the fees for 1999/2000 on 29 April and made a number of recommendations as set out in the report. A new contract for music tuition with the BYMT would be required from 1 September 1999. Details of this would be reported to a future meeting for agreement. However, fees for the next academic year needed to be established at this stage, as BYMT had an obligation to give half a term's notice of any changes to the current fee tariff.

RESOLVED that the following fee tariff be approved to apply from 1 September 1999:

- (i) Group Lessons – to raise charges by £1 per pupil per term from £55.50 to £56.50, an increase of 1.8%;
- (ii) Bands, Choirs, Ensembles – to reduce charges for ensembles of 60 minutes or less by £2 per pupil per term and by £3 per pupil per term for ensembles lasting more than 60 minutes; and

- (iii) all other charges to remain unchanged.

12. 1999/2000 Section 52 Budget Statement (Item 8)

The Sub Committee received a report on the legal requirement for the Authority to provide annual financial statements covering planned expenditure on education services. One of the provisions of the School Standards and Framework Act 1998 defined the criteria that could be used for the distribution of funds to schools through an allocation formula, together with those functions and support services that could be retained by the LEA. Only those items specifically detailed in Regulations could now be retained, resulting in 100% delegation of relevant budgets to schools. As a result of this legislation the LEA was now free to make its own formula funding decisions, providing they fell within the scope of the Regulations. The Authority was required to publish annual financial statements to demonstrate that it had complied with the financial requirements of the Regulations. The Government intended to publish league tables of Local Education Authorities based on the information set out in the Section 52 Education Budget Statement, including the percentage of education expenditure that was delegated to schools. In this regard it was noted that the average level of delegation to schools in the South East was 81.65% in a range from 76% - 87% and that Bracknell Forest was delegating 79.39% of the LEA budget to schools.

RESOLVED that the report and the attached Section 52 Budget Statement for 1999/2000 be noted.

13. Exclusion of Public & Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of item 9 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (i) Information relating to particular employees

14. Redundancies in Schools 1999/2000 (Item 9)

In accordance with Standing Order 25 Councillor Barnard declared a non-pecuniary personal interest as a governor of one of the schools affected and was able to remain and speak to the report.

The Sub Committee received a report for information on the staffing position in three of the Borough's Primary Schools where the Governors were considering making redundancies under their delegated staffing powers.

RESOLVED that the report be noted.

The meeting commenced at 5.30pm and
concluded at 7.20 pm

CHAIRMAN

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**STRATEGY AND POLICY COMMITTEE
1 JULY 1999**

Present: Councillors Bettison (Chairman), Adams, Mrs Ballin, Beadsley, Birch, Fawcett, Flood, Good, Mills, North, Mrs Shillcock, Mrs Keene and Wade.

Apologies for absence were received from:

Councillors Barnard, Bayle, McCormack, Sargeant and Wheaton

151. Substitute Members

The Committee noted the attendance of the following substitute members appointed under Standing Order No 38:

Councillor Adams for Councillor Bayle
Councillor Beadsley for Councillor Wheaton
Councillor Fawcett for Councillor McCormack
Councillor Flood for Councillor Sargeant

152. Exclusion of Public and Press

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

- (7) Financial affairs of a third party
- (8) Expenditure proposed to be incurred under a contract
- (9) Terms proposed for a contract

(Item 1)

153. Grounds Maintenance Contract – Appraisal of Bids (Item 1)

The Director of Public and Environmental Services introduced a report containing exempt information which had been considered by the Grounds Maintenance Tender Assessment Sub Committee on 30 June 1999. Following a detailed short listing procedure, which had included interviews by officers and members of the Tender Assessment Sub Committee, 6 contractors had been invited to tender for the contract. The report detailed the appraisal process that had subsequently been undertaken in respect of the 4 tenders which had been received. This had included a full analysis of the bids, including the respective values of programmed work, additional work, materials and discounts offered. The criteria against which the bids had been analysed were reproduced in the report.

Following a number of detailed questions the Committee was satisfied with the rigour and even-handedness of the appraisal process which had been undertaken and unanimously adopted the recommendations of the Sub Committee.

RESOLVED

- (i) that the Grounds Maintenance contract for the period 1 October 1999 to 30 September 2004 be awarded to tenderer 1; and
- (ii) that the Director of Public and Environmental Services be authorised to finalise operational details with the successful tenderer to ensure the effective transfer from the existing contract to the new contract by 1 October 1999.

The meeting commenced at 7pm
and concluded at 7.25pm

CHAIRMAN

PLANNING & TRANSPORTATION COMMITTEE
1 JULY 1999

Present: Councillors Mrs Ballin (Chairman), Adams, Bailey, Mrs Clifford, Mrs Doyle, Finnie, Flood, Grayson, Jones, Piasecki, Mrs Pile, Ryan, Sargeant, Simonds, Wade and Worrall

Apologies for absence were received from:
Councillor Veakins

Also Present: Councillors Bayle & Good

154. Substitute Members

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

Councillor Mrs Clifford for Councillor Veakins

155. Minutes

The minutes of the meeting of the Committee held on 1 April 1999 were taken as read and signed by the Chairman as a correct record.

156. Highways Sub- Committee Minutes

RESOLVED that the minutes of the meeting of the Highways Sub Committee held on 27 May 1999, as set out in Appendices A, be received.

157. Planning Control Sub- Committee Minutes

RESOLVED that the minutes of the meetings of the Planning Control Sub Committee held on 25 March, 22 April and 20 May 1999 as set out in Appendices B to D, be received.

158. 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. He answered a number of questions arising from the report.

It was noted that the residents of Winkfield Row were delighted with the quality of resurfacing work recently undertaken, but there was also some concern expressed about the potential hazard caused in some places by overgrown grass verges.

RESOLVED that the Quarterly Operations Report be received.

159. Petition – Quelm Lane (Item 7)

The Committee considered a report on a petition which had been received, signed by 203 people concerning planned improvements to Quelm Lane.

Mrs Josie Herd attended the meeting and addressed the Committee on behalf of the petitioners.

Having heard the representations made by Mrs Herd, a number of Members expressed concern at the issues raised and requested a further round of consultation to ensure that no action was taken without the Committee being satisfied as to public opinion and the implications of the type of works previously approved.

RESOLVED that

- (i) No further action be taken to implement the Committee's previous decision in relation to improvements to Quelm Lane, pending consideration by this Committee of the outcome of consultation with local residents and other interested parties regarding the proposal; and,
- (ii) The Director of Planning & Transportation be requested to agree with the local Member the extent of consultation.

160. Provisional Out-Turn 1998/99 and Commitment Budget 2000/01 – 2002/03 (Item 2)

The Committee considered a report updating it on the latest projected out-turn expenditure position for the financial year 1998/99 and highlighting issues which were likely to impact upon the Committee's budget in future years.

RESOLVED that

- (i) The provisional outturn expenditure for 1998/99 of £6.426m be noted
- (ii) Strategy and Policy Committee be requested to approve the budget carry-forward into 1999/2000 as detailed in the report
- (iii) The Committee's Commitment Budget for the period 2000/01 to 2002/03 be noted.

161. Parking Issues Focus Group – Terms of Reference (Item 3)

The Committee considered a report seeking approval to revised terms of reference of the Parking Issues Focus Group in the light of discussions regarding its role during its first two meetings.

It was agreed that, for the sake of clarity, a further minor re-ordering of the words should be made, subject to the agreement of the Chairman of the Public & Environmental Services Committee.

RESOLVED that, subject to the concurrence of the Chairman of the Public & Environmental Services Committee, the following revised terms of reference for the Parking Issues Focus Group be approved:

“To examine in corporate terms the existing parking and related issues within the Borough; and identify opportunities for solutions in the short term and to steer the development of a new parking strategy.”

162. Joint Strategic Planning Committee – Appointment of Representatives (Item 4)

The Committee considered a report seeking the appointment of the Council’s two representatives on the Joint Strategic Planning Committee.

RESOLVED that Councillors Mrs Ballin and Worrall be appointed to represent the Council on the Joint Strategic Planning Committee.

163. Joint Strategic Planning Committee Items and Berkshire Structure Plan Update (item 5)

The Committee considered a report updating it on the work of the Joint Strategic Planning Committee since the last meeting of the Planning and Transportation Committee. The report also highlighted progress on the review and roll forward of the Berkshire Structure Plan.

RESOLVED that

- (i) The Leader of the Council, Leader of the Labour Group, Chairman, Vice-Chairman and Labour Group Spokesman of the Planning & Transportation Committee and Chairman of the Education, Leisure Services, Public and Environmental Services and Social Services and Housing Committees, be nominated to attend the “awayday” to consider the review of the Berkshire Structure Plan.
- (ii) Attendance be classified as an approved duty for the purpose of the Council's scheme of approved allowances.

164. Scheme of Delegation (Item 6)

The Committee considered a report inviting it to approve the Scheme of Delegation to officers in relation to functions within the terms of reference of the Committee. It was to form part of volume 3 of the Scheme of Council and Committee Management.

The Officers answered a number of questions regarding the delegations and agreed:

- That each item would be numbered in the published version; and,
- That, where reference was made to a specific authority in the minutes of a Committee, the precise wording of the power would be set out in the Scheme of Delegation for the sake of clarity.

RECOMMENDED that the delegations set out in Annex A hereto incorporating the amendments requested by the Committee, be approved for inclusion in volume 3 of the Scheme of Council and Committee Management.

165. Bracknell Forest Borough Local Plan Update and Amendments (item 8)

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

The Committee considered a report updating it on progress with the inquiry into Bracknell Forest Borough Local Plan, informing it of various minor changes which had been made to the Local Plan and seeking approval for further changes resulting from preparing responses to objections to it.

The Committee's attention was drawn to a further minor amendment to policy 3.48 details of which were circulated and a proposal to authorise the Director of Planning & Transportation to approve other minor amendments to the Plan in consultation with the Chairman as it was accepted that there were still a number of inconsistencies in the terminology used throughout the document.

The Officers answered a number of questions and agreed that the word "net" should be inserted in front of "loss" in 3.48 (ii).

RESOLVED that

- (i) That the minor changes to the Local Plan detailed in paragraphs 4.6 to 4.11 of the report be noted and approved for the purposes of development control;
- (ii) That the other changes to the Local Plan detailed in paragraphs 4.12 to 4.25 of the report be approved and the provisions of paragraph 4.19 be adopted for the purposes of development control;
- (iii) That the content of paragraphs 4.27 to 4.29 be noted; and,
- (iv) That the Borough Planning Officer, in consultation with the Chairman, be authorised to put forward any further changes considered appropriate in order to ensure that the terminology used throughout the document is consistent.

166. Bracknell Forest Borough Local Plan - Amendments to Additional Further Proposed Change 127A Relating to Policy R15 - Response to Public Consultation (Item 9)

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

COUNCILLOR WORRALL IN THE CHAIR

The Committee considered a report informing it of the representations received as a result of public consultation on the Amendments to Additional Further Proposed Change 127A of the Bracknell Forest Borough Local Plan, which it had approved on 1 April 1999. In addition, the report set out a recommended response to the representations that should be included in the Borough Council's proof of evidence and written representations to the Public Local Inquiry concerning these matters.

The Director of Planning & Transportation advised the Committee against making any additional amendments which could lead to further delay in the Local Plan process and call into question the credibility of the Plan. He recommended that the

outstanding objections should be considered as part of the inquiry process, with a development brief being used to settle the remaining issues including the settlement boundary.

It was however suggested that the land at Buckhurst Moors could provide a suitable site for small business development and provide a more appropriate settlement boundary.

An amendment was therefore proposed to the recommended course of action seeking the deletion of recommendation 1 and the substitution of the following for recommendations 3 and 4:

- *“That further changes be made to criterion (ii) of Policy R15, and recommended to the Public Local Inquiry Inspector, so that it now reads:

“Provide for a strong defensible settlement 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, this settlement boundary also to encompass the whole of the Buckhurst Moors site.”*
- *That the Amen Corner Planning Brief be prepared as a matter of urgency to make detailed land use allocation for the land within the settlement, with a view to providing an extensive site for small business use.”*

Having been put to the Committee, a recorded vote in accordance with Standing Order 45 was requested. The voting on the amendment was as follows:

For (7): Councillors Adams, Bailey, Mrs Clifford, Grayson, Jones, Piasecki, and Ryan.

Against (7) Councillors Mrs Doyle, Finnie, Mrs Pile, Sargeant, Simonds, Wade and Worrall.

There being an equality of votes, the Chairman exercised his casting vote and declared the amendment to be lost.

A further amendment was put to the Committee and following debate, the motion was adopted, but, pursuant to Standing Order 44, the matter was referred to the Council as a recommendation for decision.

Accordingly it was:

RECOMMENDED that

- (i) No change be made to the Amendments to Additional Further Proposed Change 127A relating to Policy R15 of the Bracknell Forest Borough Local Plan;
- (ii) The amendments be recommended to the Public Local Inquiry Inspector.
- (iii) “Settlement” be re-inserted in criterion (ii) of Policy R15, and recommended to the Public Local Inquiry Inspector, so that it reads:

“Provide for a strong defensible settlement boundary.....”

- (iv) The Amendments to Additional Further Proposed Change 127A be approved for development control purposes.
- (v) The Council’s evidence at the forthcoming Local Plan inquiry hearing include the clear commitment by the Borough Council that further development at Amen Corner will only be considered favourably if it is brought forward in the context of a development brief for the whole area that will be the subject of consultation with all interested parties;
- (vi) The development brief will identify the precise location of the settlement boundary in the light of the Local Plan Inspector’s conclusions in respect of Policy R15 and related policies; and,
- (vii) The Director of Planning & Transportation be asked to convene a meeting between the principal land owners in the area at the earliest opportunity to review the planning position.

COUNCILLOR MRS BALLIN IN THE CHAIR

167. Provisional Local Transport Plan (Item 10)

The Committee considered a report advising it that a draft of the Bracknell Forest Borough Provisional Local Transport Plan had been considered by the Local Transport Plan Focus Group on 22 June. As a result of discussion at that meeting, it had been decided that the Plan required some further refinement before it was finalised. Authority was therefore being sought for the approval of the Plan to be delegated to the Borough Engineer in consultation with the Focus Group.

RESOLVED that

- (i) Approval of the Provisional Local Transport Plan be delegated to the Borough Engineer in consultation with the Local Transport Plan Focus Group; and,
- (ii) The following charges be made for copies of the report:
 - Bracknell Forest Borough Council Tax Payers - £15 per copy
 - Developers and other commercial organisations - £30 per copy

168. Blackwater Valley Transport Concord Agreement (Item 11)

The Committee considered a report on a proposed Concord Agreement under which the local authorities in the Blackwater Valley area would agree to work together on the development and implementation of a joint transport strategy.

RESOLVED that

- (i) The co-operation of Bracknell Forest Borough Council in developing and implementing the proposed transport strategy for the Blackwater Valley Area be approved; and,

- (ii) The signing of the proposed Concord Agreement be approved.

169. Quality Public Transport Partnership (Item 12)

The Committee considered a report inviting it to authorise the officers to work with public transport operators to develop an umbrella quality public transport partnership. Such partnerships were seen as a positive way for the Highway Authority to encourage the provision of improvements to public transport services.

The Officers answered a number of questions regarding the proposal and indicated that it was intended to organise a seminar for Members to discuss the issue in more depth. In the course of the discussion, it was noted that there remained some concerns about the suitability of the town's new buses for use by wheelchair passengers, but that most the feedback had been positive. It was, however, agreed that, given the remaining concerns, further improvements would be sought in discussions with the bus company.

RESOLVED that the Director of Planning and Transportation be authorised to negotiate a Quality Public Transport Partnership with interested operators, currently providing bus and other public transport services in co-operation with the Borough Council and report back on progress in due course.

170. Bracknell and Wokingham College Annex Site, Priestwood, Planning and Design Brief (Item 13)

The Committee considered a report seeking its approval to a Planning & Design Brief for the vacant 0.66 hectare Bracknell and Wokingham College Annex site on the corner of Binfield Road and Downshire Way of which the College was seeking to dispose. The brief for the college site had been prepared in accordance with Policy H10 of the Bracknell Forest Borough Local Plan which stated that "Planning Briefs will normally be prepared for residential sites of at least one hectare, or for smaller sites where appropriate". Due to its prominence in the street scene and its sustainable location, close to the town centre, and public transport links, the site was one where it was considered appropriate to undertake a brief.

In response to questions regarding the type of amenity use intended for the former burial ground on the site, the Officers undertook to check the relevant legislation to ensure the appropriateness of its use.

RESOLVED that

- (i) The Bracknell and Wokingham College Annex Site, Priestwood, Planning and Design Brief be published for public consultation
- (ii) The consultation process outlined in the report be approved.

171. Community Transport Funding (Item 14)

The Committee considered a report inviting it to determine voluntary sector grant applications for 1999/2000 submitted by community transport operators. The Committee was reminded that the Borough Council had historically contributed to the

funding of some community transport operations and had also inherited some transitional grants from Berkshire County Council. The agreed levels of transitional funding had been allocated and the Committee was therefore invited to consider additional funding support for Forest Line and Keep Mobile.

In response to a question regarding why only two grants were being proposed, the Committee was advised that the two organisations were the only two to have submitted applications. Whilst it was indicated that the Council had a partnership officer who was responsible for advising such bodies of what might be available to them, it was acknowledged that there might be further steps which could be taken to ensure that the opportunity to apply for such grants was more widely known.

RESOLVED that

- (i) The transitional grants detailed in paragraphs 4.1 and 4.2 be noted;
- (ii) Forest Line be awarded £10,688 and Keep Mobile be awarded £6,703 for 1999/00 in addition to their transitional funding awards received in April; and,
- (iii) Service agreements be developed with both Forest Line and Keep Mobile in liaison with the operators.

172. Bracknell Forest Borough Local Plan - Zeneca Planning Brief: Further Amendment to the Boundary of Zeneca, a Major Developed Site within the Green Belt (Item 15)

The Committee considered a report inviting it to approve a further minor amendment to the Zeneca Agrochemicals major developed site in the Green Belt in Warfield. This was to effect a change to both the local plan Proposals Map, and to the planning brief.

In response to a question regarding consultation with the Parish Council, the Committee was advised that it was understood that Zeneca had been in regular touch with the Parish Council regarding their proposals. It was confirmed that, given the tight deadlines, the Council had not therefore formally consulted the Parish Council, as it was also recognised that the latter would have the opportunity to comment as part of the Local Plan process. However, in view of the Committee's concern about ensuring that the Parish Council should be consulted, it was agreed that the Director would contact it and consult the Chairman and ward Member about any significant issues raised before confirming the Council's response to the proposal.

RESOLVED that, subject to the Director of Planning & Transportation consulting the Chairman of the Committee and ward Member on any adverse issues raised by the Parish Council as a result of consultation:

- (i) The boundary of Zeneca, a major developed site in the Green Belt, detailed on the Bracknell Forest Borough Local Plan Proposals Map and on an inset map, be;
 - a further amended as shown in Annexe 2 of the report;
 - b approved for recommendation to the local plan Inspector;

- c adopted for development control purposes.
- (ii) The changes to the planning brief set out in this report be;
 - a approved for development control purposes;
 - b sent to the Government Office for the South East to keep them informed of the supplementary planning guidance relating to the Zeneca site.

173. Revision of Planning Policy Guidance Note 3: Housing - Public Consultation Draft (Item 16)

The Committee considered a report inviting it to approve a response to the Department of the Environment, Transport and the Regions draft revision to Planning Policy Guidance Note 3, Housing (PPG3).

RESOLVED that the Department of the Environment, Transport and the Regions be informed of the italicised comments set out in section 4 of the report.

174. Thames Basin Heaths Proposed Special Protection Area (Item 17)

The Committee considered a report advising it of the findings of a recently completed study into the implications for the Borough Council, as local planning authority of the designation of part of the borough as a proposed Special Protection Area under European wildlife legislation.

RESOLVED that:

- (i) The findings of the study 'Special Protection Area: the implications for Bracknell Forest', be noted; and
- (ii) The actions arising from consideration of the study as set out within the report be endorsed.

175. Permitted Development Rights and Health Issues Relating to Telecommunications Developments (Item 18)

The Committee considered a report following consideration of recent planning applications relating to telecommunications development, when Members had requested information regarding the permitted development rights relating to such developments and also relating to the health effects of telecommunications development.

The Committee was advised that, in view of the revised regulations which provided for local planning authorities identifying suitable sites for telecommunications equipment, it was intended to report back to the Committee on this issue.

In response to a question, the Committee was advised that there was no requirement on companies to consult the Council about the siting of equipment cabinets. It was only possible to take action to have one removed, if the Council could demonstrate that its siting was detrimental to road safety. The Committee regretted the fact that

there was not a requirement for more liaison and co-operation between the Council and the companies.

RESOLVED that:

- (i) A letter be sent to the WHO, the DETR and the Department of Health urging the swift production of the briefing document on Electromagnetic Fields referred to in paragraph 4.17 of the report;
- (ii) The DETR be advised of the need to adopt national land use planning guidance in relation to telecommunications developments in sensitive locations, as set out in paragraph 4.21, and urged to adopt such guidance; and,
- (iii) A further report be presented to the Committee on the results of an investigation into possible sites within the Borough considered suitable for locating telecommunications masts.

176. Parish Council Representation at Planning Control Sub Committees (Item 19)

The Committee considered a report on the issues associated with a proposal to co-opt representatives of the town and parish councils on to the Planning Control Sub-Committee in a non-voting capacity.

Whilst there was some support for the proposal to make provision for each parish and town council to be represented on the Planning Control Sub-Committee, the majority did not believe that sufficient case had been made either that existing well-established consultation procedures were not effective, or that there was likely to be any significant benefit from increasing the size of the Sub-Committee to accommodate parish and town council representatives. It was therefore agreed that the proposal to support such a change in principle could not be supported.

RESOLVED that, in view of the existing well-established mechanisms for consulting parish and town councils on planning applications, the proposal to invite each to nominate a represent to sit on the Planning Control Sub-Committee be not supported.

177. Planning Concordat (Item 20)

The Committee considered a report on a Planning Concordat which had been drawn up jointly between central and local government to help deliver a modernised planning system. It set out a working relationship for Government and local planning authorities based around a shared set of objectives and principles

RESOLVED that the progress being made and actions identified in the report in relation to the Planning Concordat be endorsed.

178. Bracknell Job Support Centre (Item 21)

The Committee considered a request for grant funding from the Bracknell Job Support Centre for 1999/2000.

RESOLVED that the Bracknell Job Support Centre be offered a grant of £8,950 for 1999/2000.

179. Railtrack Network Management Statement 1999 (Item 22)

The Committee considered a report advising it of the publication of Railtrack's Network Management Statement and inviting it to approve a response to the document.

RESOLVED that:

- (i) Railtrack be informed that the recognition given to the "Airtrack" proposal for a south west rail link to Heathrow is welcomed and that further progress on the planning of the scheme is looked for; and,
- (ii) Railtrack be asked to recognise the proposal for a new station at West Bracknell in the next Network Management Statement.

180. Items for Information

The following items were submitted for information:

- Wokingham District Local Plan – Proposed Amendments (Item 23)
to the Deposit Draft
- Airtrack – Proposed Rail Link to Heathrow Airport – Objection to (Item 24)
Spelthorne Local Plan
- Management of the Historic Environment (Item 25)
- SERPLAN – Public Examination (Item 26)

181. 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:

- (1) Information relating to an employee or former employee (Item 27)
of the Council

182. **Redundancy – Planning & Transportation Department: Support Administration Section (Item 27)**

The Committee considered a report seeking approval to terminate the employment of a member of staff in the Planning & Transportation Department's Support Administration Section on the grounds of redundancy.

RESOLVED that post PDM002 be declared redundant with effect from 2 July 1999, subject to the payment of a standard redundancy package.

The meeting commenced at 7.30pm and concluded at 10.25pm

CHAIRMAN

The Director of Planning & Transportation is authorised to exercise the following functions of the Council falling within the terms of reference of the Planning & Transportation Committee:-

TOWN AND COUNTRY PLANNING AND BUILDING CONTROL

1. Determine applications for planning permission, listed building consent, conservation area consent, hazardous substances consent and advertisement consent (including those where a planning obligation or highways agreement is required) save as follows:-
 - (a) applications made by Members of Council or staff
 - (b) applications which any single Member of Council expressly requests should be determined by the Planning Control Sub-Committee
 - (c) applications attracting valid planning objections before the delegated decision is made
2. Responding to Notices regarding works to trees in Conservation Areas.
3. Decline to determine a planning application submitted within two years of the Secretary of State refusing or dismissing an appeal against refusal of a similar application.
4. Determine applications for Certificate of Lawfulness pursuant to Sections 191 and 192 of the Town and Country Planning Act 1990
5. Undertake consultations and publicity, issue Notices, Directions, Determinations, Permissions, Consents, Approvals and Certificates in respect of all applications for Planning Permission, Listed Building Consent, Hazardous Substances Consent, Conservation Area Consent, Advertisement Consent including those matters set out in the Town & Country Planning (General Development Procedure) Order 1995
6. Determine whether or not to make a Direction in respect of minerals workings pursuant to the Town & Country Planning (General Permitted Development) Order 1995
7. Determine whether the Council's prior approval is required for carrying out developments as set out in Schedule 2 of the Town & Country Planning (General Permitted Development) Order 1995
8. Authorise the Borough Solicitor to serve Enforcement Notices, Listed Building Enforcement Notices and Stop Notices where an application for planning permission, Listed Building Consent or Conservation Area Consent has been refused by the relevant Committee or Sub-Committee
9. Serve Planning Contravention Notices
10. Authorise the Borough Solicitor to serve Breach of Condition Notices

11. Authorise the Borough Solicitor to institute proceedings for an Injunction pursuant to Section 187B of the Town & Country Planning Act 1990
12. Authorise the Borough Solicitor to withdraw Enforcement Notices or to waive or relax any requirements of an Enforcement Notice
13. Authorise the Borough Solicitor to serve Notices pursuant to Section 215 of the Town & Country Planning Act 1990 (power to require proper maintenance of land)
14. Authorise the Borough Solicitor to serve Notices requiring the discontinuance of the display of advertisements or the use of a site for the display of advertisements
15. Remove or obliterate placards and posters pursuant to Section 225 of the Town & Country Planning Act 1990
16. Respond to Hedgerow Removal Notices including authorising the Borough Solicitor to serve Hedgerow Retention Notices
17. Authorise the Borough Solicitor to serve Notices requiring the replacement of Hedgerows
18. Agree minor variations to planning obligations agreed by Planning Control Sub-Committee not involving a reduction in the overall level of financial contributions or deletion of or addition to planning obligations
19. Determine requests and applications to modify or discharge planning agreements and obligations except where:
 - (a) a duly made objection has been received, or
 - (b) it is concerned with the provision of, or payments towards the provision of, infrastructure and facilities
20. Refuse applications for Listed Building grants which do not comply with the requirements of the Council's policy for such grants
21. Authorise the Borough Solicitor to serve Building Preservation Notices
22. Apply for buildings to be listed (unless there is significant public interest)
23. Negotiate and conclude Agreements under Section 106 of the Town & Country Planning Act 1990 in respect of developments to be approved under delegated powers
24. Relax, delete or vary conditions attached to Permissions and Consents where previously agreed under delegated powers.
25. Prepare and present the Council's case to the Secretary of State in respect of any statutory appeal under Planning legislation
26. Respond to consultations from Government Departments, Statutory Undertakers and other Authorities where there is a no major impact on the Borough
27. Determine whether variations and alterations to plans previously approved under planning legislation are minor and if so, to determine issues arising from such

variations and alterations in accordance with Minute 100 of Development Committee
28 May 1992

28. Authorise the Borough Solicitor to serve Notices under Section 72 of the Building Act 1984 (Means of Escape from Fire) as amended by the Berkshire Act 1986
29. Take all action under the Building Act 1984 and the Building Regulations in respect of applications, Notices served or received, Relaxations and Appeals
30. Authorise the Borough Solicitor to serve Notices in respect of Contraventions of the Building Act 1984 and the Building Regulations
31. Take emergency action to deal with dangerous buildings under Section 78 of the Building act 1984 and the protection of buildings under Sections 90 and 30 of the Local Government (Miscellaneous) Provisions Act 1982
32. Authorise the Borough Solicitor to apply to the Magistrates Court for an Order under Section 77 of the Building Act 1984 in respect of Dangerous Buildings
33. Authorise the Borough Solicitor to serve Notices under Section 79 of the Building Act 1984 in relation to ruinous and dilapidated buildings and neglected sites
34. Take all steps including authorising the Borough Solicitor to serve Notices under Section 23 of the Local Government (Miscellaneous Provisions) Act 1976 in relation to dangerous trees
35. Discharge the functions of the Council in relation to Environmental Impact Assessments

HIGHWAYS AND TRANSPORTATION

1. Undertake works of maintenance or improvement or to arrange for such works to be undertaken in relation to Public Highways maintained at the public expense in accordance with Revenue Budgets
2. Seek disclosure of criminal records under the Road Traffic Acts
3. Authorise the Borough Solicitor to enter into Agreements with Landowners for the construction and adoption of roads and footways under Section 38 of the Highways Act 1980
4. Respond to Notices under Section 37 of the Highways Act 1980 proposing that the Council adopt roads and footways and to authorise the Borough Solicitor to take Court action
5. Authorise the Borough Solicitor to enter into Agreements in respect of walkways under Section 35 of the Highways Act 1980
6. Authorise the Borough Solicitor to enter into Agreements under Section 278 of the Highways Act 1980 where the works to the highway are required as part of a planning consent or have been approved by the Highways Sub-Committee
7. Authorise the Borough Solicitor to enter into an Agreement with landowners for the dedication of land required for the widening of highways under Section 72 of the

- Highways Act 1980 where the widening of the highway is part of a scheme required as part of a planning consent or has been approved by the Highways Sub Committee
8. The Councils other functions under Part V of the Highways Act 1980 ("Improvement of Highways") other than the construction of road humps and the power to carry out traffic calming works.
 9. The Councils' functions under Part IX of the Highways Act 1980 ("lawful and unlawful interference with highways and streets")
 10. The Council's functions in relation to Street Works under the New Roads and Street Works Act 1991
 11. Authorise the Borough Solicitor to serve Notices under the Advanced Payments Code of the Highways Act 1980
 12. Exercise the Councils' functions in relation to street naming and renaming, numbering and renumbering of streets in accordance with the procedure agreed by the Planning & Transportation Committee - 15.10.1988
 13. Enter into Agreements with or issue Consents for Statutory Undertakers and Telecommunications Operators to execute works to the highway or to lay apparatus and cables in, under, over or upon the highway
 14. Serve notices on owners of private highways requiring them to bring them into repair
 15. Carry out works in default of owners failing to comply with a Notice requiring a private highway to be brought into repair and to recover the costs arising
 16. Execute urgent repairs to private streets and to recover the costs arising
 17. Take action including authorising the Borough Solicitor to serve Notices in relation to dangerous excavations under Sections 25 and Section 26 of the Local Government (Miscellaneous Provisions) act 1976
 18. Authorise the Borough Solicitor to respond to Notices under Section 56 of the Highways Act 1980
 19. Respond to applications for and lodge operators licences under the Goods & Vehicles (Licensing of Operators) Act 1995
 20. Authorise the Borough Solicitor to make Orders to allow for excavation or other engineering operations required for the purposes of agriculture, under Section 135 of the Highways Act 1980
 21. Authorise the Borough Solicitor to recover from the person responsible the costs of making good damage caused to a grass verge or footway of a highway by any person carrying on building operations or delivering goods to premises in the course of trade, under Section 9 of the Berkshire Act 1986
 22. Authorise the Borough Solicitor to enter into Agreements with adjacent highway authorities or the Secretary of State under Sections 4 and 8 of the Highways Act 1980

23. Authorise the Borough Solicitor to make application to the County Court for an Order vesting former highway land in the Highway Authority under Section 7 of the Berkshire Act 1986
24. Take action including authorising the Borough Solicitor to serve Notices, Orders or issue Court proceedings to deal with unlawful works, alterations to, damage to, obstructions of, danger or annoyance to users of highways and streets, interference with or encroachment onto the highway.
25. Take action including authorising the Borough Solicitor to make Orders and to enter into Agreements to stop up private accesses to premises
26. Levy charges for damage to street furniture and emergency call outs as and when required and to authorise the Borough Solicitor to recover such charges
27. Approve proposals for fixing street lighting wall brackets to buildings pursuant to Section 45 of the Public Health Act 1961
28. Adopt street lighting prior to adopting streets by the Council
29. Determine applications for attachments to lamp standards and balance across the public highway including authorising the Borough Solicitor to enter into any necessary Agreements relating to such applications
30. Serve Notices under Highways Act 1980 on the occupiers of premises who habitually take vehicles over footways where a properly constructed crossing is not provided and is required
31. Authorise the Borough Solicitor to enter into Agreements to licence the erection of structures on the highway in accordance with the Highways Act 1980
32. Authorise the Borough Solicitor to enter into Agreements under Section 115E of the Highways Act 1980
33. In consultation with the Chairman, Ward Councillors, Police and Parish Council, determine applications for consent to hold social events on the highway, and to authorise the Borough Solicitor to make any necessary Orders.
34. The Committees functions relating to car parks including authorising the Borough Solicitor to enter into Agreements for car parking spaces
35. Authorise the Borough Solicitor to make temporary Orders and Notices for Traffic Management under Section 14 of the Road Traffic Regulation Act 1984
36. Approve the temporary direction sign for local, major and national events and functions
37. Erect or amend direction signing, traffic signs and road markings in accordance with Traffic Signs, Regulations and General Directions 1994
38. Determine applications for the installation of vehicle crossovers under the Highways Act 1980
39. Determine applications for Disabled Persons Parking Places which meets the Council's criteria and to authorise the Borough Solicitor to make the necessary Order

40. Approve the revocation of Disabled Persons parking places which are no longer required where the revocation is unopposed and to authorise the Borough Solicitor to make any necessary Order
41. Approve traffic management schemes and minor road improvements to a maximum of £50,000 per scheme provided that the Chairman of the Highways Sub-Committee and the Ward Councillors have been consulted and do not object and provision has been made in the appropriate budget
42. Approve traffic management schemes and minor road improvements where required urgently because road safety is concerned, (this is not subject to a limit on costs). Finance must be available in the approved budget.
43. Authorise the Borough Solicitor to make any necessary Traffic Orders in respect of traffic management schemes to be implemented under delegated powers and to determine the Council's response to any objections received to such Orders
44. Approve minor schemes submitted by other Highway Authorities for Traffic Management Orders within the Borough
45. Authorise the Borough Solicitor to give notice of proposals to make Traffic Orders in respect of any scheme which has been approved by the Highways Sub Committee and to authorise the Borough Solicitor to make such Traffic Orders where no objection has been received
46. Authorise the Borough Solicitor to make Traffic Orders to enable minor amendments to be made to Waiting and Loading Restriction orders including determining the response of the Council to any objections received to the order
47. Waive excess parking meter charges where justified
48. The Council's functions relating to cycletracks

MISCELLANEOUS

1. Act as "Appointing Officer" for independent surveyors in the event of a Party Wall dispute where the parties surveyors are unable to agree on a third surveyor
2. Request the Traffic Commissioners to make, vary or revoke traffic regulation conditions affecting local services or to hold an Inquiry affecting local services or to hold an Inquiry prior to determination of such conditions
3. Enter into Public Path Creation Agreements, except where a capital payment by the Council is involved
4. Serve Notices requiring information as to interests in land
5. Authorise the Borough Solicitor to institute and conduct proceedings in respect of any criminal offence under legislation within the terms of reference of the Committee
6. Authorise the Borough Solicitor to institute proceedings for an Injunction in respect of any nuisance on the highway, trespass on land, contravention of building regulations or where it is considered that criminal proceedings would not secure the appropriate remedy.

7. Issue formal cautions for criminal offences under legislation falling within the terms of reference of the Committee
8. Authorise the Borough Solicitor to obtain Warrants of Entry
9. Authorise persons to exercise powers of entry, inspection, surveying, taking of samples and seizure of goods and articles under all legislation falling within the terms of reference of the Committee
10. Appoint officers and others to positions and/or to act in particular capacities under legislation falling within the terms of reference of the Committee

The Director of Public and Environmental Services is authorised to exercise the following functions of the Council falling within the terms of reference of the Committee:-

1. Authorise the Borough Solicitor to make and serve Tree Preservation Orders
2. Authorise the Borough Solicitor to confirm Tree Preservation orders where no objection has been received
3. Determine applications to carry out works to trees included in a Tree Preservation Order
4. Authorise the Borough Solicitor to serve Notices requiring replacement of staff

The Director of Leisure Services is authorised to exercise the following functions of the Council falling within the terms of reference of the Planning & Transportation Committee:-

1. Authority to make Modification Orders and Reclassification Orders and to determine applications for Modification Orders in relation to the Definitive Map and Statement of Public Rights of Way
2. Authority to consolidate the Definitive Map and Statement of Public Rights of Way

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**HIGHWAYS SUB-COMMITTEE
27 MAY 1999**

Present: Councillors Adams, Mrs Clifford, Mrs Doyle, Finnie, Harrison,
Piasecki, Wade, Wheaton and Worrall

Parish & Town Council Representatives:

Binfield: Councillor Fawcett
Bracknell: Councillor Mrs Bayle
Sandhurst: Councillor Nicholson
Warfield: Councillor Mrs Brown
Winkfield: Councillor Young

Also Present: Councillor Barnard and PC I Halliday

Apologies for Absence were received from:

Councillors Mrs Ballin and Veakins; and
Binfield Parish Council: Councillor Willis
Crowthorne Parish Council: Councillor Mrs Pierce-Jones

1. Election of Chairman

RESOLVED that Councillor Wade be elected Chairman of the Sub-Committee.

COUNCILLOR WADE IN THE CHAIR

2. Appointment of Vice-Chairman

RESOLVED that Councillor Doyle be appointed Vice-Chairman of the Sub-Committee.

3. Substitute Members

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

Councillor Worrall for Councillor Mrs Ballin
Councillor Wheaton for Councillor Veakins

Councillor Fawcett attended the meeting instead of Councillor Willis on behalf of Binfield Parish Council.

4. Minutes

The minutes of the meeting of the Sub Committee held on 18 March 1999 were approved as a correct record and signed by the Chairman.

5. **A3095 Crowthorne Road/Ringmead – Relaxation of Right Hand Turn Ban (Item 1)**

The Sub-Committee considered a report on the results of the consultation exercise with residents in relation to the proposal to relax the right hand turn ban at the junction of Ringmead with the A3095 Crowthorne Road.

The Officers answered a number of questions regarding the proposals and the consultation exercise. There was some concern that the proposal to relax the existing ban could potentially lead to more congestion, pollution and, above all, increase the danger to children walking to the three local schools. It was also noted that there had been objections from Bracknell Town Council, two of the three schools and the police. It was, however, noted that a majority of the people who had replied to the consultation had been in favour of the proposal.

In view of this and bearing in mind the issues that had been raised by both supporters and opponents of the proposal, the Chairman indicated that he believed the officers should be asked to develop a new scheme taking into account all these issues. He stressed that the scheme would need to be sustainable and carry the support of the residents who would be formally consulted again before any final decision was made.

At the conclusion of the debate, the following motion was adopted but, pursuant to Standing Order No 47, the matter was referred up to the Council as a recommendation for decision.

Accordingly it was:

RECOMMENDED that:

- (i) the scheme relating to the proposed relaxation of the right-hand turn ban at the A3095 Crowthorne Road/Ringmead junction be modified taking into account the issues raised in paragraph 4.4 of the report; and,
- (ii) the Borough Engineer be instructed to progress the proposal accordingly.

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

The Sub-Committee considered a report in relation to an objection which had been received to the advertised draft Traffic Regulation Order for the Holly Spring Lane Bus Gate - Prohibition of Driving. In addition, the report also included details of other draft Traffic Regulation Orders, which were being advertised or in preparation for advertisement.

The Sub-Committee was advised that the intention of the order was to tighten-up the existing controls as there was currently a significant level of abuse. As the only objection was to the principle of barring traffic other than buses and this had already been determined prior to the introduction of the existing restrictions, it was agreed to approve the proposed order.

RESOLVED that in respect of the Traffic Regulation Order relating to Holly Spring Lane Bus Gate – Prohibition of Driving:

- (a) No public inquiry be held;
- (b) The order be confirmed as advertised; and
- (c) The respondents to the advertisement be informed accordingly.

7. **From Workhorse to Thoroughbred: A Better Role for Bus Travel – DETR Consultation Paper (Item 3)**

The Sub-Committee considered a report on a consultation paper issued by the Department of the Environment, Transport and The Regions which discussed the framework for integrating buses with other modes of transport.

RESOLVED that the Department of the Environment, Transport and the Regions (DETR) be informed of the comments set out in paragraph 4.4 of this report.

8. **Transport Safety – DETR Consultation Document (Item 4)**

The Sub-Committee considered a report on a consultation paper issued by the Department of the Environment, Transport and the Regions which formed part of the Government's review of the arrangements for transport safety, including accident investigation.

RESOLVED that the Department of the Environment, Transport and the Regions be informed of the responses set out in paragraph 4.3 of the report.

9. **Local Safety Schemes (Item 5)**

The Sub-Committee considered a report inviting it to determine the way in which the Council's £51,000 Supplementary Credit Approval, for the provision of Local Safety Schemes intended to reduce road traffic accidents should be allocated. It was reminded that at its meeting on the 18 March 1999, it had resolved to proceed with an improvement scheme for the Twin Bridges Roundabout and to fund the scheme from the 1999/2000 Local Safety Scheme budget.

The Officers answered a number of questions on the proposals and explained that the first year rate of return was calculated assuming a reduction of 1/3 in the level of accidents occurring at each of the sites, as set out in the report.

RESOLVED that the schemes described in paragraph 4.3 of the report be implemented this year as the remainder of the Council's Local Safety Scheme programme for 1999/2000.

10. Road Safety Programme 1999/2000 (Item 6)

The Sub-Committee considered a report inviting it to approve the 1999/2000 Road Safety Programme and its publicity campaign.

The officers answered a number of questions arising from the report. In response to one of these, PC Halliday stated that the police did not target speeding on safe routes to school. Instead, the force concentrated on those roads with the highest number of speed related traffic accidents. He added that copies of a leaflet setting out the force's speed enforcement policy were available to Members and it was agreed that these would be circulated to the Sub-Committee.

In addition, the Sub-Committee's attention was drawn to the work being undertaken as part of the Community Safety Strategy to address speeding by educating drivers of the dangers and consequences. It was noted that such campaigns when combined with effective enforcement could make a significant impact.

Whilst agreeing the proposals, it was suggested that it would be more appropriate to cover drink driving in the November/December edition of "Town and Country" and winter driving in January/February.

RESOLVED that:

- (i) the Road Safety Programme 1999/2000 be confirmed.
- (ii) this year's advertising campaign be targeted to reduce excessive and inappropriate speed.

11. Applications for Millennium Street Parties on the Highway (Item 7)

The Sub-Committee considered a report inviting it to approve the proposed policy in relation to road closures to allow Millennium street parties to be held throughout the Borough on 31 December 1999 or 1 January 2000

The officers answered a number of questions regarding the proposed policy, indicating that discussions were continuing with the police regarding the issue. In addition, the Sub-Committee was advised that the deadline for receipt of applications of 30 September 1999 had been chosen to ensure that there was sufficient time to process a group of events together in order to minimise costs. Late applications would be considered, but were likely to require a separate order and therefore involve a higher cost for the applicants. In view of the deadline, it was agreed that regular publicity would be given to the matter in the hope that the number of late applications could be minimised.

RESOLVED that:

- (i) the policy described in Appendix One of the report for dealing with applications for private millennium street parties be adopted; and,
- (ii) the Millennium Sub-Committee be advised of the policy.

12. Items Submitted for Information

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

- (a) Revenue Budget and Capital Programme 1999/2000 (Item 8)
- (b) Rural Bus Services (Item 9)
- (c) Road Traffic Accident Statistics for 1998 (Item 10)
- (d) Walk To School (and Cycle Too!) Week '99 (Item 11)
- (e) Year 2000 Compliance (Item 12)
- (f) "Breaking the Logjam" – The DETR's Consultation Paper on Fighting Traffic Congestion and Pollution through Road User and Workplace Parking Charges (Item 13)
- (g) Highways Works – Progress Report (Item 14)

The officers answered a number of questions posed by Members in relation to these items.

13. Exclusion of Public and Press

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

- (7) Information relating to the financial or business affairs of a person (other than the Authority) (Item 15)
- (8) The amount of any expenditure proposed to be incurred by the Authority under any particular contract for the acquisition of property or the supply of goods or services) (Item 15)

14. Proposed Extension of Bus Contracts

The Sub-Committee considered a report inviting it to approve the extension of two of its socially necessary bus contracts beyond their current expiry date of October 1999.

In response to a question regarding the lack of restraints provided in buses for wheelchairs, the Sub-Committee was advised that the arrangements in Bracknell Forest were in accordance with the nationally agreed DiPTAC standard. For longer journeys, restraints could be provided, but on short routes, they were not required, although the nature of the flooring and space provided on the new buses which had been introduced was such that it was hoped that the potential risk would be minimised.

RESOLVED that

- (i) Support for the current 53 (Monday to Saturday) services be continued;
- (ii) Subject to the agreement of the operator and the Royal Borough of Windsor and Maidenhead, the contract be extended to expire on 23 October 2000.
- (iii) Support for the current 171/172 (Sunday and Bank Holiday) services be continued; and,
- (iv) Subject to the agreement of the operator, the contract be extended to expire on 27 October 2000.

The meeting commenced at 7:30pm
and concluded at 9.40pm

CHAIRMAN

PLANNING CONTROL SUB COMMITTEE

25 MARCH 1999

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

Also present: Councillor Grayson

Apologies for absence:
Councillors Mrs Hirst and Ward

119. 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 Ward

120. Miscellaneous Items (Item 3)

Councillors Adams, Mrs Ballin, Beadsley, Birch, Flood, Jones, Sargeant, Mrs Sutcliffe and Wheaton declared an interest arising from the Council's landholding in Bracknell Town Centre and withdrew from the meeting during the discussion and voting on these items. Councillors Barnard and Worrall did not join the meeting until after application nos. 622810 and 622561 had been considered.

Application No. 622810

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.
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, food store, 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, shop mobility facility, crèche and associated car parking, public art, landscaping, highway and access works.

RESOLVED that the Secretary of State be informed that the Local Planning Authority consider that the amendments that had been made to the planning application since its consideration by the Sub Committee could further weaken the attractiveness of the proposed Broadway Quarter and the Sub Committee therefore reiterated the view that the planning application was not an acceptable development proposal for the Town Centre, on the grounds that it was not consistent with the Borough Council's strategy and failed to provide a satisfactory alternative means of meeting the objectives of that strategy.

Application No.622561

Land south Of Jubilee Gardens, west of Church Road, north and east of Market Street and including Station Road, Bracknell.

Outline application for the redevelopment of the site for Civic Centre (including council offices, library and Registrar's Office), Police Station, Magistrates' Court, offices, residential development and bus station and the provision of public open space together with highway works and car parking following demolition of buildings and structures (with the retention of the Public House).

RESOLVED that the Secretary of State be informed that the Local Planning Authority considered that the planning application should be supported as amended, subject to the planning obligations and conditions that formed part of the Planning Control Sub Committee's resolution to support the proposal at their meeting on 1 December 1997 with the following amendment to Condition 13:

- (13) The development hereby approved shall not commence until a scheme has been submitted to and approved in writing by the Local Planning Authority for vehicle parking (including parking for people with disabilities). The scheme shall include car parking to the following standard of provision:
- (a) offices: one space per 34 square metres gross external floorspace;
 - (b) civic offices: one space per 34 sq m gross external floorspace;
 - (c) residential: one space per flat;
 - (d) magistrates court and police station: operational car parking, the number of spaces to be agreed in writing by the Local Planning Authority.

For each building the car parking shall be provided in accordance with the approved scheme prior to the first occupation of that building.

121. **Minutes**

RESOLVED that the Minutes of the meeting of the Sub Committee held on 18 February 1999 be confirmed as a correct record and signed by the Chairman.

Arising from minute 115, **Application No 624330 Moat Farm, Winkfield**, the Borough Planning Officer reported that the Environmental Health Officer had advised that there was no need for a condition relating to noise (Condition 7) as this could be dealt with under other powers.

The Borough Planning Officer reported that there was an outstanding Enforcement Notice in respect of an unauthorised change of use of land from use for agriculture to uses for agriculture, the keeping, repair, maintenance and servicing of vehicles and the siting of storage containers.

RESOLVED that the Enforcement Notice be withdrawn.

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

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

RESOLVED that the reports be noted.

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

The Borough Planning Officer reported on the following contraventions:

CON 82/98

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

The Sub Committee noted the additional information contained in the Borough Planning Officer's supplementary report tabled at the meeting. In view of the recent receipt of the appeal decision letter, the Sub Committee

RESOLVED that this matter be **deferred** to the next meeting in order to consider the implications of the appeal decision and for discussions to be held with the applicant.

CON 91/98

**Land at Buckhurst Moors, Moor Lane, Binfield.
Unauthorised use of land as contractors' depot.**

RESOLVED that

- (i) the Borough Solicitor be authorised to pursue enforcement action against the unauthorised use of the land and unauthorised operational development and to issue an enforcement notice with a period of compliance of three months to require:
 - (a) the cessation of the unauthorised use of the land as a contractors' depot;
 - (b) the removal of all vehicles, equipment and storage containers;
 - (c) the dismantling of the office and toilet units, the demolition of the material storage bays and the removal of all materials, parts or units arising from such dismantling and demolition from the land.
- (ii) in the event of failure to comply with the requirements of the notices served, the matter be allowed to proceed to legal action in the Magistrates' or County Court as deemed appropriate by the Borough Solicitor and Borough Planning Officer.

BC 59/98

Ambarrow Farm, Ambarrow Lane, Sandhurst.

Unauthorised use of land for the storage of caravan.

RESOLVED that

- (i) the Borough Solicitor be authorised to pursue enforcement action and to issue an enforcement notice with a period of compliance of 28 days to require:
 - (a) cessation of the use of land for the storage of a caravan;
 - (b) removal of the caravan; and
- (ii) in the event of failure to comply with the requirements of the notice served, the matter be allowed to proceed to legal action in the Magistrates' or County Court as deemed appropriate by the Borough Solicitor and Borough Planning Officer.

Novello House and Ryehurst, Ryehurst Lane, Binfield.

CON 32/99

Unauthorised use of former garage and grooms' accommodation as a single dwelling house.

Application No. 621553

Retrospective Section 73 application to allow conversion of triple garage into living accommodation without compliance with condition 3 of planning permission 614387.

The Borough Planning Officer reported that a Section 106 agreement had been handed in today at 3.45pm but the matter had not yet been resolved. The Sub Committee

RESOLVED that

- (i) subject to the prior completion of the S106 agreement which prevents the building from being disposed of separately from the main dwelling known as Novello House, Ryehurst Lane, Binfield, the following conditions be imposed on the permission 621553 in place of those originally agreed on 25 July 1996:
 - (1) The accommodation hereby permitted shall be occupied only by Mrs Betty Haskell.
 - (2) When the building ceases to be occupied by Mrs Betty Haskell all fixtures and fittings including the kitchen and sanitary ware, internal walls, etc, shall be removed from the ground floor area, the garage doors shall be replaced and the building shall be returned to the last lawful use as a garage with groom's accommodation over, in accordance with planning permission 614387.
 - (3) D6 Restriction on extensions.
 Substitute "any dwelling house" with "the dwelling house".
- (ii) should the S106 agreement not be completed within a period of 4 weeks expiring on 23 April 1999, the Borough Solicitor be authorised to issue an enforcement notice against the use of the building as a separate dwelling requiring the following:
 - (1) Within one month, to cease the use of the building as a single dwelling house.
 - (2) Within two months, to remove all domestic furniture, internal walls, fixtures and fittings including the kitchen and sanitary ware from the ground floor area of the building and replace the garage doors in accordance with plans approved for planning application 614387
- (iii) the Borough Solicitor be authorised to issue an enforcement notice in respect of the breach of condition 3 of planning permission 614387, requiring the following:
 - (1) Within two months, to cease using the ground floor area of the building as living accommodation.
 - (2) Within two months, to remove all domestic furniture, internal walls, fixtures and fittings including the kitchen and sanitary ware from the ground floor area of the building and replace the garage doors in accordance with plans approved for planning application 614387.
- (iv) in the event of the failure to complete the S106 agreement within the 4 week period detailed above, the Borough Planning Officer **be authorised to refuse** planning permission 621553 (for the retrospective S73 application to allow the conversion of the triple garage into living accommodation without compliance with condition 3 of planning permission 614387) for the following reason:

The development is inappropriate in this Green Belt location and contrary to Policy C4 of the Berkshire Structure Plan, Policies 8 and 11 of the GBLP, GB4 of the Deposit Draft Bracknell Forest Borough Local Plan incorporating proposed changes and advice contained in PPG2 Green Belts and PPG7 The Countryside.
- (v) the Borough Solicitor be authorised to proceed with court action to secure compliance with the following Covenant of the agreement dated 30 January 1991 made pursuant to Section 106 of the Town and Country Planning Act 1990 (as amended):

"2(a) that the development should only be used as a garage and groom's quarters ancillary to the dwelling house known as "Greenacres". (Note: Novello House was formerly known as "Greenacres")

CON 1/99

**19 Yorktown Road, Sandhurst.
Unauthorised erection of timber structure.**

RESOLVED that no further action be taken in respect of the erection of this structure.

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

RESOLVED that the reports be noted.

124. Report on Planning Applications Received (Item 4)

The supplementary report of the Borough Planning Officer was tabled and the Sub Committee noted the additional information contained therein relating to applications 623684, 624171, 624173, 624376, 624392, 624223, 624176, 624307, 624181, 624320, 624189, 624369, 624253, 624376, 624309, 624399, 624468, 624481, 624230, 624517, 624322, 624388 and 624487.

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 this application and withdrew from the meeting during consideration of this item.

The Sub Committee noted that local ward members and Binfield Parish Council were satisfied with the revised proposals for a two storey development.

RESOLVED that, subject to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to the provision of a financial contribution towards integrated transport measures and educational facilities in the area, the Borough Planning Officer be **authorised to approve** the application subject to the following conditions:

- (1) A1 Outline planning permissions – delete "the means of access thereto".
- (2) A1(A) Insert condition 1.
- (3) A1(B)
- (4) A1(C)
- (5) C3 Details of tree protection etc
Add last two sentences in condition C1 "No storage.....to be retained".

- (6) C5 Replacement of damaged vegetation.
- (7) C9 Screen walls and fences.
- (8) C18 Site survey- outline planning permission
- (9) F1 Number of storeys (Insert "Two").
- (10) L1 On site refuse storage
- (11) P2 Parking for wheelchair disabled people
- (12) W2 Site organisation (building operations)
- (13) HA3 Access constructed before construction (approved drawing).
Insert after "have been" "widened and".
- (14) HA21 Visibility splays before development.
2.4m x 90m "widened access onto Terrace Road South".
- (15) HA23 Vehicle parking provided.

The Post Office, High Street, Bracknell.

Application No. 624171

Erection of side and rear extensions to Post Office building following demolition of sorting office to rear. Retention of Post Office counters and change of use of remainder of building to Class A3 (food and drink) use together with one residential unit (Class C3). Formation of footpath link to The Ring.

Application No. 624173

Outline application for the erection of office building (1950 sq m) in yard to rear of Post Office with associated parking and alterations to access following demolition of part of sorting office building.

RESOLVED that, subject to the applications not being called in by the Government Office for the South East,

- (i) subject also to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to the provision of a footpath between The Ring and High Street and its dedication as a public right of way, **application 624171** be **approved** subject to the following conditions:

- (1) A2 Full permission – implementation.
- (2) B3 Approved plans:

Dwg 1352/12 Site Plan
Dwg 1352/5D Ground floor and Site Layout
Dwg 1352/6B First Floor Plan
Dwg 1352/8C Elevations
Dwg 1352/9B Elevations
Dwg 1352/10B Basement Plan
Dwg 1352/11E Site arrangement

- (3) E2 Material samples to be submitted.
- (4) The building shall not be first used for Class A3 purposes until facilities for pedestrian access from the High Street to the building (including ramped access for people with disabilities) have been provided. The pedestrian facilities shall thereafter be retained for use by pedestrians and shall not be obstructed in any way.
- (5) The building shall not be first used for Class A3 purposes until the first floor residential unit identified on drawing 1352/6B has been provided. The residential unit shall thereafter be retained and shall not be used for any use falling within Class A3 of the Town and Country Planning (Use Classes) Order (or any Orders revoking or re-enacting that Order) unless otherwise agreed in writing by the Local Planning Authority.
- (6) HA3 Access constructed before development.
- (7) HA20 Visibility splays before occupation.
- (8) The dwelling shall not be occupied and the building shall not be used for Class A3 use until a car parking space has been marked out, including the erection of a sign, and provided for the residential use in accordance with the approved plan. The sign shall state that the car parking space is reserved for the occupant of the flat and the details of the sign (its size, location and wording) shall be submitted to and approved in writing by the Local Planning Authority. The sign shall be erected in accordance with the approved details and thereafter be retained. The space shall thereafter be kept available only for car parking for the occupier of the residential use at all times.
- (9) A scheme of external building lighting shall be submitted to and approved in writing by the Local Planning Authority and implemented before the building is first used for Class A3 purposes. The scheme shall include details of the position, design, intensity and hours of operation of lighting and shall include lighting for the pedestrian footpath between The Ring and High Street. No external lighting shall be provided other than in accordance with the approved scheme.
- (10) Before the development hereby permitted commences, a scheme shall be agreed in writing with the Local Planning Authority which specifies the provisions to be made for the control of noise emanating from the site. The measures included in the approved scheme shall be implemented and shall be retained unless written agreement is given by the Local Planning authority to their variation.

- (11) The hours of operation of the Class A3 use shall be restricted to 0700 hours to 2230 hours on Sunday and 0700 hours to 2300 hours Monday to Saturday.
- (12) No music and/or any other amplified sound shall be audible at the boundary of any nearby residential property.
- (ii) subject also to the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to:
 - (a) a financial contribution towards public transport,
 - (b) the submission and implementation of a Green Commuter Plan,
 - (c) a financial contribution towards public art/environmental improvements,
 - (d) the provision of a footpath between The Ring and High Street and its dedication as a public right of way,

the Borough Planning Officer be **authorised to approve application 624173** subject to the following conditions:

- (1) A1 Outline planning permission (Delete "siting and means of access thereto").
- (2) A1(A)
- (3) A1(B)
- (4) A1(C)
- (5) B3 Approved plans:
Drawing 1352/12 Site Plan.
Drawing 1352/11E Site arrangement (Siting and means of access).
- (6) C7 Implementation of approved landscaping scheme.
- (7) G1 Levels/finished floor levels.
- (8) The gross external floorspace of the building hereby approved shall not exceed 1950 sq m. This floorspace includes staircases, corridors, wc's and plant rooms.
- (9) L3 Restriction on storage outside the building.
- (10) P2 Parking for wheelchair disabled people (3 car parking spaces to replace "a proportion of car parking spaces").
- (11) P1 Access to the building for people with disabilities.
- (12) HA5 Access constructed before occupation.
- (13) HA10 Access closure with reinstatement.
- (14) HA19 Maintenance of visibility splays.

- (15) HA27 Vehicle parking in accordance with the approved plan.
- (16) The building shall not be occupied until cycle parking has been provided to a standard of one space per 200 sq m office floorspace in accordance with the approved plan. The cycle parking shall thereafter be kept available for use at all times.
- (17) The office building hereby approved shall not be occupied until the Class A3 use and the residential unit indicated in planning permission reference 624171 have been first brought into use within the Post Office building fronting the High Street.
- (18) Before the development hereby permitted commences, a scheme shall be agreed in writing with the Local Planning Authority which specifies the provisions to be made for the control of noise emanating from the site. The measures included in the approved scheme shall be implemented and shall be retained unless written agreement is given by the Local Planning Authority to their variation.

Sandhurst Garage, Yorktown Road, Sandhurst.

Application No. 624367

Change of use of ground floor from car showroom and petrol sales kiosk to office use with changes to fenestration of south elevation and installation of new canopy over entrance. Formation of car parking area following removal of petrol pumps and canopy from garage forecourt.

Application No. 624392

Erection of 33 sheltered apartments for the elderly, managers accommodation and communal facilities with associated car parking following demolition of garage buildings.

It was noted that comments had been received from nearby residents, only one of which objected, in addition to comments from Sandhurst Town Council.

RESOLVED that

(i) **application 624367 be approved** subject to the following conditions:-

- (1) A2 Full permission – implementation
- (2) B3 Plans as received (drawings 9201/21B and 22A)
- (3) E3 Details of materials to be submitted
- (4) C6 Details of hard and soft landscaping
- (5) C7 Implementation of approved landscaping scheme

- (6) C9 Details of walls and fences (delete "screen")
- (7) C10 Retention of landscaped areas
- (8) The ground floor offices hereby permitted shall not be occupied until the north facing window at first floor level so indicated on drawing 9201/22A has been permanently fixed shut and glazed with obscure glass. It shall thereafter be retained in this condition.
- (9) The ground floor offices 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.
- (10) HA5 Access constructed before occupation (approved drawing).
- (11) HA10 Access closure with reinstatement ("accesses").
- (12) HA20 Visibility splays before occupation
- (13) HA25 Vehicle parking and turning space (approved drawings) – ("The ground floor offices shall not be occupied...space for vehicle and cycle parking...")
- (14) W2 Site organisation (building organisations).
- (15) The development hereby permitted shall not be begun until details of the refuse store and cycle parking have been submitted to and approved in writing by the Local Planning Authority. The structures shall be constructed only in accordance with the approved details
- (16) The development hereby permitted shall not be occupied until the two workshop buildings have been removed and all the garage related uses on the remainder of the Sandhurst Garage site have ceased.
- (17) HA27 Provision of parking spaces (approved drawing) – ("The ground floor offices shall not be occupied...surfaced and marked out....")
- (ii) 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) an age restriction – minimum age of 60 with a provision for a spouse of 55 (minimum age);
 - (b) the use of 5 car parking spaces on land to the south for visitor parking outside normal office hours,

the Borough Planning Officer be **authorised to approve application 624392** subject to the following conditions:

- (1) A2 Full permission – implementation.
- (2) B3 Plans as received (drawings 10/857/P001C, 002C, 003C, 004C, 005C, 006B and 007B.

- (3) E2 Samples of materials to be submitted.
- (4) C3 Details of tree protection etc.
- (5) C4 Protective fencing.
- (6) C6 Details of hard and soft landscaping.
- (7) C7 Implementation of approved landscaping scheme.
- (8) C9 Details of walls and fences (delete screen").
- (9) C10 Retention of landscaped areas
- (10) D4 Obscured glazing – (windows indicated on the approved drawing).
- (11) None of the apartments hereby permitted shall 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.
- (12) HA5 Access constructed before occupation (approved drawing).
- (13) HA10 Access closure with reinstatement ("access").
- (14) HA27 Provision of parking spaces (approved drawing) – ("No dwelling...marked out...").
- (15) W2 Site organisation (building operations).
- (16) G1 Levels/finished floor level.
- (17) The development hereby permitted shall not be occupied until the petrol filling station structures (pumps and canopy) have been removed and all the car related uses on the remainder of the Sandhurst Garage site have ceased.

Application No. 624223

Bewes Stud Farm, Prince Albert Drive, Winkfield.

Change of use of land to stud farm and siting of mobile home to provide temporary accommodation.

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 35 letters of objection had been received in addition to the comments of Winkfield Parish Council, the Society for the Protection of Ascot and the Environs and Kings' Ride Residents Association.

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 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) The mobile home hereby permitted shall be occupied only by Miss A K Haydon and shall be for a limited period being the period of 3 years from the date of this permission, or the period during which the mobile home is occupied by Miss A K Haydon, whichever is the sooner.
- (2) The mobile home hereby permitted shall be removed and the land restored to its former condition on or before 3 years from the date of this permission.
- (3) The mobile home shall be located as indicated on the block plan (unnumbered) received on 23 October 1998 and shall not be moved elsewhere on the site unless agreed in writing by the Local Planning Authority.
- (4) Prior to the mobile home being stationed on the site, details of the colours to be used for the external surfaces shall be submitted to and approved in writing by the Local Planning Authority.

Land Rear of 3A, 4 and 5 Woodend Close, Winkfield.

Application No. 624151

Submission of details of design and external appearance for a detached bungalow pursuant to outline permission 623307.

Application No. 624307

Erection of detached bungalow including re-alignment of fence to rear of No.3A Woodend Close to improve vision splay.

It was noted that letters of objection had been received.

RESOLVED that

(i) **application 624151 be approved** subject to the following conditions:-

- (1) B3 Plans as received Drawing no 9594/01B.
- (2) D3 House extensions - restrictions on additional window/door openings facing north west and 28 King Edwards Road.
- (3) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Orders re-enacting that Order) no extensions to the bungalow, nor additions or alterations to the roof nor any building or enclosure swimming or other pools shall be constructed without the prior written permission of the Local Planning Authority.
- (4) The building shall not be occupied until access to the building entrance to meet the needs of people with disabilities have been

provided in accordance with details submitted to and approved by the Local Planning Authority. The facilities shall thereafter be permanently retained.

- (ii) the applicant be advised that had an appeal not been lodged in respect of non-determination, the Planning Control Sub Committee would have **refused application 624307** for the following reason:

The proposal represents an undesirable overdevelopment of the site which would appear unduly cramped, to the detriment of the character and amenities of the area, and would also be harmful to the amenities of adjoining properties by reason of overbearing effect. The proposal would therefore be contrary to policies H1 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes

Application No. 624320

Land at Warfield Park, Warfield.

Application for use of land for the siting of 43 mobile homes, with ancillary sheds and garages, and construction of associated access roads and car park to rear of Myrnong following demolition of existing garage serving Myrnong. Retention of woodland to west for informal recreational use associated with Warfield Park Homes site. Erection of 1.2m high walls (with 1.8m high piers adjacent to entrance) forming entrance feature at access to site from Harvest Ride.

It was noted that letters of objection had been received in addition to the comments of Warfield Parish Council, English Nature and Bracknell and District Urban Wildlife Group.

RESOLVED that, subject to

- (i) the notification of the application to the Secretary of State as a departure from the development plan;
- (ii) no objection to the proposed development being received as a result of the statutory publicity given to this application raising matters that are not covered by this report ;and
- (iii) 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) the management of the western part of the site as woodland used for informal recreation purposes associated with the Warfield Park homes estate,
 - (b) measures to mitigate any adverse effect on wildlife during and after the proposed development,

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

- (1) A2 Full permission – implementation
- (2) The mobile homes, sheds and garages hereby permitted shall be sited only in accordance with drawing 97061/05B (or any plan or letter subsequently agreed in writing by the Local Planning Authority as an amendment to the approved plan and details).
- (3) C1 Protection of trees etc (drawing no. 97061/05B)
- (4) C4 Protective fencing
- (5) C6 Details of hard and soft landscaping
- (6) C7 Implementation of approved landscaping scheme
- (7) C9 Details of walls and fences
- (8) C10 Retention of landscaped areas
- (9) The development hereby permitted shall not be begun until details of any associated changes to ground levels have been submitted to and approved by the Local Planning Authority. The development shall be constructed only in accordance with the approved details.
- (10) The garages and sheds shown on drawing 97061/05B shall remain on the site only for the period during which the mobile homes (to which they are individually ancillary) remain on their respective plots. The garages and sheds shall be removed within 1 month of the removal of the respective mobile homes, and the ground surface shall be restored to lawn or garden, unless otherwise agreed in writing by the Local Planning Authority.
- (11) No mobile homes, sheds, garages or other buildings other than those shown on drawing 97061/05B shall be placed on the site.
- (12) HA16 Roads to be provided - ("No mobile home shall be occupied until the road/drive serving it...")
- (13) HA25 Vehicle parking and turning spaces (approved drawing) - ("No mobile home shall be occupied...")
- (14) HA30 Garages retained for vehicle parking.
- (15) The development hereby permitted shall not be begun until the applicant has secured the implementation of a programme of works in accordance with a written scheme of archaeological investigation which has been submitted by the applicant and approved by the Local Planning Authority.
- (16) E3Details of materials to be submitted (external surfaces of mobile homes)

Application No. 624399

**46-48 High Street, Crowthorne.
Change of use from retail use (A1) to
hot food take away use (A3).**

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

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

The proposal would result in smells, noise and disturbance to the amenities of the occupiers of adjoining and nearby residential properties contrary to Policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Proposed Changes.

Application No. 624468

**2 New Road, Sandhurst.
Retention and completion of car port.**

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

Application No. 624485

**414 Yorktown Road, Sandhurst.
Continued use of land for the sale
and display of motor vehicles and the
proposed siting of a portable office
unit (2.81m x 2.59m).**

The Sub Committee noted that letters of objection had been received in addition to the comments of Sandhurst Town Council.

RESOLVED that

- (i) the application be **refused** for the following reasons:
 - (1) The site is located within a local shopping parade as identified in the Sandhurst-Crowthorne Local Plan and the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Proposed Changes and the proposed use would be harmful to the environment, appearance and attraction of this parade.
 - (2) The use is detrimental to the amenities of adjoining residential properties.
 - (3) Insufficient manoeuvring space is provided within the vehicle display and sales area to allow on-site turning of vehicles which could result in vehicles being reversed into Yorktown Road and over the public footpath to the detriment of road safety and the convenience of road users.
- (ii) the Borough Solicitor be authorised to pursue enforcement action to require:
 - (a) The cessation of the unauthorised use of the land for the sale and display of motor vehicles.
Suggested compliance period : 1 month.
 - (b) The removal of all vehicles and equipment associated with the use from the land.
Suggested period for compliance: 1 month.
 - (c) The removal of the office/shed.

Suggested period for compliance: 1 month.

- (iii) in the event of failure to comply with the requirements of the notices, the matter be allowed to proceed to legal action in the Magistrates' or County Court as deemed appropriate by the Borough Solicitor and Borough Planning Officer.

Application No. 624176

Land at Shorland Oaks (between Nos. 29 & 32), Warfield.

Erection of 4 no. two bedroomed semi-detached houses and 3 no. two bedroomed terraced houses with associated car parking (in place of 7 dwellings approved under outline planning permission 619845).

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

RESOLVED that, subject to the prior completion of a legal agreement under s106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to the provision of financial contributions to off-site community, educational and recreational facilities, the Borough Planning Officer be **authorised to approve** the application subject to the following conditions:

- (1) A2 Full permission - implementation.
- (2) B3 Plans as amended: Drawings 871B (date stamped 9 March 1999) and 871-2C.
- (3) C2 Details of tree protection etc. - (Drawing no. 871-2C)
- (4) C7 Implementation of approved landscaping scheme.
- (5) C9 Details of walls and fences.
- (6) C10 Retention of landscaped areas.
- (7) D6 Restrictions on house extensions (plots 3-5).
- (8) E2 Samples of materials to be submitted.
- (9) G1 Levels/finished floor levels.
- (10) W2 Site organisation (building operations).
- (11) The development hereby approved shall not be begun until a scheme for protecting the proposed dwellings and gardens from noise from external sources has been submitted to and approved by the Local Planning Authority. No dwelling shall be occupied until any works which form part of the approved scheme have been completed.
- (12) HA25 Vehicle parking and turning ("No dwelling...provided and marked out")

Application No. 624181

Land at Carriageways, Warfield Park, Warfield.

Outline application for erection of 4 no. detached houses and access following demolition of existing dwelling and outbuilding and provision of passing bay on north side of Warfield Park Drive.

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

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

Application No. 624256

Land east of The Squirrels Public House, North Street, Winkfield.

Section 73 application to allow change of use of land to form additional car park without compliance with condition 7 of planning permission 621697 requiring the construction of a stock proof fence.

The comments of Winkfield Parish Council were noted.

RESOLVED that

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

The erection of the stock proof fencing is required to give protection pending the establishment of the hedge and to screen the development and to define the extent of the permitted car park in the interests of protecting the character of the Green Belt.

- (ii) in respect of the breach of condition 7 of planning permission 621697, the Borough Solicitor be authorised to issue an enforcement notice with the following requirements:

Details of stock proof fencing shall be submitted to the Local Planning Authority for approval and, if necessary, amended and resubmitted until approval has been secured, the agreed stock proof fence shall then be constructed in accordance with the details shown on planning permission 621697.

Period for compliance: 4 months

- (iii) in the event of failure to comply with the requirements of such notice, the matter be allowed to proceed to legal action as deemed appropriate by the Borough Solicitor and Borough Planning Officer.

The Old Hatchet Public House, Hatchet Lane, Winkfield.

Application No. 624189

Listed building application for the erection of single storey rear extension and internal alterations. Demolition of outbuildings and construction of additional car parking spaces.

Application No. 624190

Erection of single storey rear extension, internal alterations and demolition of outbuildings and construction of car parking spaces.

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

RESOLVED that

- (i) subject to the receipt and consideration of any further representations arising from the advertisement of the proposal as a departure from the development plan which raises issues not covered in this report, the Borough Planning Officer be **authorised to approve application 624190** subject to the following conditions:
 - (1) A2 Full permission - implementation.
 - (2) B3 Plans as received.
Drawing nos. 98:30/3B/4/6/7B/8A/9A/30/31/37A/38, 98/33/5 and fencing details (unnumbered) received 19 November 1998.
 - (3) E2 Samples of materials.
 - (4) C3 Details of tree protection.
 - (5) C4 Protective fencing.
 - (6) C5 Damaged vegetation.
 - (7) C6 Details of hard and soft landscaping.
 - (8) C7 Implementation of landscaping.
 - (9) The extension shall not be occupied until the car parking spaces have been marked out in accordance with the approved plan; the parking spaces allocated to people using wheelchairs shall be clearly and permanently marked with the Universal Wheelchair Symbol. The spaces shall thereafter be kept continuously available for parking purposes.
 - (10) HA5 Access constructed before occupation (approved drawing).

("The extension shall not be occupied ... access has been...")

- (11) HA20 Visibility splays before occupation.
("The extension shall not be occupied until ...")
 - (12) The extension shall not be occupied until access to the rear building entrance to meet the needs of people with disabilities has been provided in accordance with details submitted to and approved by the Local Planning Authority. The facilities shall thereafter be permanently retained. The rear building entrance shall remain open and available for use during opening hours.
 - (13) The development hereby permitted shall not be begun until details of the entrance to the WC facility, handrails adjacent to internal steps and colouring of the steps have been submitted to and approved by the Local Planning Authority. The facilities shall be provided prior to the occupation of the development hereby permitted and thereafter shall be permanently retained.
 - (14) HA7 Access Detail (Insert 4.6m...6.0m).
 - (15) The extension shall not be occupied until a 2.0 metre wide footway has been constructed on the north side of Hatchet Lane between the footpath to the east and west of the Old Hatchet Public House in accordance with the approved drawing. Any statutory undertaker equipment or street furniture shall be resited to provide an unobstructed footway.
 - (16) HA27 Provision of parking spaces (approved drawing).
- (ii) Listed Building consent be **granted** in respect of **application 624189** subject to the following conditions:
- (1) A3 Implementation.
 - (2) LB6 Internal features.
 - (3) LB21 External works.
 - (4) No work should take place to the rear wall before a time when a specialist nominated by the Local Planning Authority can be present to maintain a watching brief. If any of the historic framing is discovered then the walls should be retained intact and reinstated. The size and number of intrusions should be limited to the minimum necessary to ascertain this fact.
 - (5) E2 Samples of materials to be submitted.
 - (6) LB23 Further details of internal treatments.
(Insert "the timber frame")

Application No. 624206

**Scotlands Farm, Forest Road,
Warfield.
Retention of use of former
agricultural building as office**

accommodation and pitched roof to replace the former flat roof on part of the building.

The comments of Warfield Parish Council were noted.

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

- (1) B3 Plans as received 16 October 1998
- (2) A6 Personal to Mr & Mrs R Hipkin.
- (3) Within one month of the date of this permission, a scheme for the parking of a maximum of 4 (no.) visiting employees' and visitors' vehicles shall be submitted to the Local Planning Authority for approval, and, if necessary, amended and resubmitted without delay. The agreed scheme shall be implemented within six months of the date of this permission (expiring on 25 September 1999), failing which, the office use of the building shall cease.
- (4) Following compliance with condition (3) above there shall be no employee or visitor vehicle parking outside the four (4 no.) approved parking spaces.
- (5) The use hereby permitted shall be restricted to the hours of 08:00 hours to 18:00 hours Monday to Friday inclusive, 9:00 hours to 13:00 hours on Saturdays and at no time on Sundays or Bank Holidays.

Application No. 624369

**Mews Cottage, Hatchet Lane,
Winkfield.
Erection of two storey extension.**

A site visit had been held in respect of this application on Saturday 20 March 1999 which had been attended by Councillors Barnard, Beadsley, Mrs Doyle, Flood, Mrs Hayes, Jones, Mrs Pile, Sargeant, Thompson, Ward and Wheaton.

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

RESOLVED that consideration of this application be **deferred** to allow discussions on design issues to be held between the Borough Planning Officer and the applicant.

Application No. 624253

**8 Longdown Road, Sandhurst.
Outline application for the erection of
1 no. five bedroomed detached
house and garage following
demolition of existing bungalow.**

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

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

- (1) The proposal is likely to result in an increase in the number of vehicle movements to the site, to the detriment of the amenities of the occupants of the adjacent residential property, contrary to policy OS1 of the Berkshire Structure Plan 1991 - 2006, policies H1 and H2 of the Sandhurst Crowthorne Local Plan and policies H1 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.
- (2) The proposal is likely to result in increased pressure for the removal of existing mature trees on the site which are considered important to the maintenance of the character and appearance of the townscape. The impact of the development would therefore be contrary to policies EN1 and C9 of the Berkshire Structure Plan 1991 - 2006, EN1 and EN8 of the SCLP and policies EN1 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No. 624376

**The Barn, Handpost Farm House,
Bracknell Road, Winkfield.
Section 73 application to allow use of
barn by a maximum of 5 persons,
other than A M Voller, without
compliance with conditions 1 and 3
of planning permission 621549.**

The comments of the Parish Council were noted.

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

- (1) There shall be no more than 5 persons employed in the barn at any one time.
- (2) The areas denoted on the plan for additional parking for the house and barn, received 21 December 1998, shall be kept continuously available for the use of employees and visitors to the barn and house.

Application No. 624309

**15 Addiscombe Road, Crowthorne.
Erection of detached garage after
demolition of existing garages and
shed.**

The comments of the Parish Council and a letter of concern were noted.

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

- (1) A2 Full permission - implementation
- (2) B1 Plans as amended - insert "AR/04 received 22 February 1999"
- (3) E2 Samples of materials to be submitted
- (4) The outbuilding hereby permitted shall only be used for domestic purposes incidental to the use of the dwellinghouse as a residence and shall not be converted into living accommodation or be used for any other purpose.

- (5) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or re-enacting that Order) no windows or doors shall be constructed (other than those expressly authorised by this permission) in the walls of the development facing north and south.
- (6) The louvred shutters forming air vents in the north and south elevation serving the first floor attic room shall be fixed to remain permanently closed and shall not form an additional opening.
- (7) HA5 Access constructed before occupation.
Delete "No dwelling/building shall be" insert "The development hereby permitted shall not be"
- (8) HA10 Access closure with reinstatement.
- (9) HA25 Vehicle parking and turning spaces
Delete "No dwelling/building shall be " insert "The development hereby permitted shall not be"
- (10) HA30 Garages retained for vehicle parking
- (11) C6 Details of hard and soft landscaping
- (12) C7 Implementation of approved landscaping scheme

Application No. 624522

**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 letter of objection was noted.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - Drawing Nos PLA 10/98 1C and 2E.
- (3) E1 Materials to match existing building.
- (4) HA5 Access constructed before occupation.
(Delete: "No dwelling/building shall" Insert: "The extension shall not")
(Insert "widened and" after " access has been").
- (5) HA24 Vehicle parking in accordance with approved plan
(Delete: "No dwelling/building shall" Insert: "The extension shall not").
- (6) HA30 Garage retained for vehicle parking.

Application No. 624165

**Land at Fernbank Shopping Parade,
Fernbank Road, Winkfield.**

**Removal of slabbed forecourt and lay-by and construction of 12 parking bays and associated accessways.
Erection of new bins, cycle racks and pole mounted hanging baskets.
Relocation of 2 no. street lamps.**

Letters commenting on the proposal but not objecting to it were noted, in addition to the comments of Winkfield Parish Council.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received K4972/4281/1/A
- (3) HA5 Access constructed before development.
"The vehicle parking areas shall not be brought into use until the accesses have..."
- (4) HA20 Visibility splays before occupation.
"Before the vehicle parking areas are brought into use visibility splays of 2.5 x 90m shall be provided at the new access points onto Fernbank Road. These areas shall..."
- (5) HA27 Provision of parking spaces (approved drawing)
"The vehicle parking areas shall not be brought into use until the vehicle parking areas have been properly surfaced and marked out/provided in accordance with the approved drawing. The spaces..."

Application No. 624408

**28 Cambridge Road, Crowthorne.
Erection of two storey rear and single storey rear and side extensions.**

It was noted that letters of objection had been received.

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as received
Insert "5008/02 and site plan received 8 January 1999"
- (3) E1 Materials to match existing building
- (4) HA24 Vehicle parking in accordance with approved plan
Delete "No dwelling/building shall"
Insert "The development hereby permitted shall not"
- (5) D4 House extensions - obscure glazing
Insert 1 "bathroom and bedroom"
Insert 2 "east and west"

Application No. 624279

**17 Wellington Road, Crowthorne.
Erection of a two storey side
extension and conversion of dwelling
as extended into 2 no. three
bedroomed flats with associated
parking.**

One letter and the comments of Crowthorne Parish Council were noted.

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

- (1) A2 Full permission – implementation.
- (2) B3 Plans as received – Drawing nos 98/06/100A and 101A.
- (3) E2 Samples of materials to be submitted.
- (4) D3 House extensions – restrictions on additional window/door openings.
(Insert “Facing no. 21 Wellington Road”).
- (5) D4 House extensions – obscured glazing.
(Insert “The bathroom window of the first floor flat shall...”).
- (6) Q9 Submission of a noise insulation scheme.
- (7) The building shall not be occupied until access to the building entrances to meet the needs of people with disabilities have been provided in accordance with details submitted to and approved by the Local Planning Authority. The facilities shall thereafter be permanently retained.
- (8) HA5 Access constructed before occupation (approved drawing).
(Insert “The building shall not be occupied until the access has been widened and constructed ...”).
- (9) HA24 Vehicle parking in accordance with approved plan.
“The extension shall not be occupied...”).

Application No. 624443

**43 Ripplesmere, Bracknell.
Erection of single storey front
extension and change of use of open
space to garden area.**

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) B2 Amended plans received on 23/2/99.
- (3) E1 Materials to match existing building.

Application No. 624481

**4 School Hill, Sandhurst.
Erection of two storey side extension.**

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

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

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

The design of the proposed development is unsatisfactory in that the scale and massing of the extension would adversely affect the amenities of the adjoining property to the south. The proposal is therefore contrary to policies H1 and EN8 of the Sandhurst/Crowthorne Local Plan and policies H2 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No. 624494

**Crown Wood Primary School,
Opladen Way, Bracknell.
Retention of existing temporary building forming 5 no. classrooms, WC's and staff rooms on a permanent basis. (Regulation 3 application).**

The comments of Bracknell Town Council were noted.

RESOLVED that the application be **approved**.

Application No. 624230

**43 Westmorland Drive, Warfield.
Erection of single storey side extension involving enlargement of curtilage with relocation of boundary fence.**

A site visit had been made in respect of this application on Saturday 20 March 1999 which had been attended by Councillors Barnard, Beadsley, Mrs Doyle, Flood, Mrs Hayes, Jones, Mrs Pile, Sargeant, Ward and Wheaton.

The comments of Warfield Parish Council were noted.

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

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

The proposed extension and relocated fence would form an unacceptable overdevelopment of the site, which would be out of keeping with, and detract from, the character of the locality, and further would create an undesirable intrusion into an open area which contributes to the planned open aspect of this estate. As such the proposal would be contrary to policy EN5 of the North Bracknell Local Plan and policies EN21 and H2 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Changes.

Application No. 624517

**1 Octavia, Bracknell
Erection of part single storey and
part two storey side extension**

A site visit had been held in respect of this application on Saturday 20 March 1999 which had been attended by Councillors Barnard, Beadsley, Flood, Mrs Hayes, Jones, Mrs Pile, Sargeant, Thompson, Ward and Wheaton.

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

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

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

The proposed extension would result in over-development of the site and would be unduly prominent in the street scene, out of keeping with neighbouring dwellings and the planned character of the estate. As such the proposal is contrary to policy EN1 of the Berkshire Structure Plan 1991-2006 and policies H2 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No. 624462

**157 Binfield Road, Bracknell
Erection of single storey rear
extension forming Chapel of Rest
and interview room following
demolition of existing store.
Installation of new door on rear of
Mortuary.**

Comments received from an adjoining owner 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. 938/14A and 15.
- (3) E1 Materials to match existing building.

Application No. 624362

**Dial House Hotel, Dukes Ride,
Crowthorne
Conversion of domestic garage to
use as staff accommodation.**

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

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

- (1) A2 Full permission – implementation.
- (2) B3 Plans as received – drawing no. C174 and parking layout plan unnumbered received 31 December 1998.
- (3) D4 House extensions – amendment: “The top opening vent of the north facing window shall...”
- (4) D3 House extensions – restrictions on additional windows – insert “facing north and east”.
- (5) The garage conversion hereby permitted shall not be occupied at any time other than for staff accommodation ancillary to the use of Dial House Hotel.
- (6) HA25 Vehicle parking and turning spaces (approved drawing). Amend: “The building shall not be occupied...”

Application No. 624400

**19 Upavon Gardens, Forest Park,
Winkfield.
Erection of two storey side extension**

The Comments of Winkfield Parish Council were noted.

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

- (1) A2 Full permission – implementation.
- (2) B3 Plans as received – drawing no. 1587/1 and 2.
- (3) E1 Materials to match.
- (4) D3 House extensions – restrictions on additional windows facing no. 17 Upavon Gardens.
- (5) HA24 Vehicle parking in accordance with approved plan. “The extension shall not be occupied”.

Application No. 624322

**30 Farcrosse Close, Sandhurst
Erection of part single storey, part
two storey side and rear extension**

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

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

- (1) A2 Full permission – implementation.

- (2) B3 Plans as received – drawing no. 998/09/98/01 and the revised Block Plan and parking layout received on 25 January 1999.
- (3) E1 Materials to match existing building.
- (4) D3 House extensions – restrictions on additional window/door openings (side elevation).
- (5) D4 House extensions – obscure glazing (ground floor wc) (west).
- (6) HA6 Access constructed before occupation – details to be approved. (Delete “No dwelling/building shall” insert “The extension shall not” insert “and widened” after “constructed”).
- (7) HA24 Vehicle parking in accordance with approved plan. (Delete “No dwelling/building shall” insert “The extension shall not”).

Application No.624382

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

Councillor Barnard 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 20 March 1999 which had been attended by Councillors Barnard, Beadsley, Mrs Doyle, Flood, Mrs Hayes, Jones, Mrs Pile, Sargeant, Ward and Wheaton. *Councillor Barnard had declared a pecuniary interest and took no part in the site meeting.*

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

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

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

- (1) The proposed two storey extension on the south west side of the property has an incongruous design, which is not satisfactorily integrated to the design of the existing dwellinghouse.
- (2) The proposed single storey extension on the north eastern side of the property would be unneighbourly in so far as it could have an overbearing impact on no.1 Sage Walk.
- (3) Taken together the two proposed extensions would result in a house of overbearing scale in relation to its neighbours, which would be out of keeping in this pleasantly designed estate and detrimental to the street scene.

Application No.624388

**6 Portman Close Bracknell.
Erection of single storey front and two storey side extension.**

Construction of dormers in rear elevation.

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 - Drawing No JW/01/01
- (3) E1 Materials to match existing building
- (4) C6 Details of hard and soft landscaping
Insert after "hard and soft landscaping": "of the front garden which shall include the provision of 3 parking vehicle spaces and planting alongside the house and side boundary,".
- (5) HA24 Vehicle parking in accordance with approved plan
(Delete: "No dwelling/building shall" Insert: "The extension shall not")
- (6) HA30 Garage retained for vehicle parking

Application No.624493

**Medical Centre, County Lane,
Warfield.
Formation of dormer extension to
accommodate staircase and
installation of 4 no. rooflights.**

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

It was noted that letters of objection had been received.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - insert drawing no. 1182.98 03.
- (3) E1 Materials to match existing building.
- (4) The staircase window facing east as shown on drawing no. 1182.98 03 shall be permanently glazed with obscure glass.

Application No.624487

**5 Sycamore Close, Sandhurst.
Erection of part two storey, part
single storey side extension and
single storey rear extension
following demolition of existing
garage.**

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

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

- (1) A2 Full permission – implementation
- (2) B3 Plans as received – Drawing Nos 899/99/01/01, 02, 03 & 04.
- (3) E1 Materials to match existing building.
- (4) HA24 Vehicle parking in accordance with approved plan
(Delete: "No dwelling/building shall" Insert: "The extension shall not")
- (5) HA30 Garage retained for vehicle parking.
- (6) The garage accommodation hereby permitted shall only be used for the parking of private vehicles by the occupants of 5 Sycamore Close and no trade or business shall be undertaken within the development hereby permitted.

125. **Building Regulation Applications/Notices Dealt with by the Borough Planning Officer (Item 5)**

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

RESOLVED that the report be **noted**.

126. **Applications dealt with by the Borough Planning Officer under Delegated Power (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**.

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

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

RESOLVED that the report be **noted**.

The meeting commenced at 7.30 pm and concluded at 11.00 pm.

Chairman

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PLANNING CONTROL SUB COMMITTEE

22 APRIL 1999

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

Also present: Councillors Mrs Clifford and Grayson

Apologies for absence:
Councillors Birch, Mrs Hayes, Mrs Hirst and Piasecki

128 Substitute Members

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

Councillor Bailey for Councillor Piasecki
Councillor Good for Councillor Mrs Hirst
Councillor Harrison for Councillor Mrs Hayes
Councillor Mrs Sutcliffe for Councillor Birch

129 Minutes

RESOLVED that, subject to the inclusion of Councillor Worrall in the list of those present, the minutes of the meeting of the Sub Committee held on 25 March 1999 be approved as a correct record and signed by the Chairman.

130 Appeal Decisions Received (Item 1)

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

RESOLVED that the report be noted.

131 Breaches of Planning Control (Item 2)

The Borough Planning Officer reported on the following contraventions:

CON82/98

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

In the light of ongoing discussions, the Sub Committee

RESOLVED that consideration of possible enforcement action be **deferred**.
CON 60/98

**8 Longdown Road, Sandhurst.
Unauthorised erection of 3 no.
structures.**

The Sub Committee

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

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

RESOLVED that the reports be noted.

132 **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 624272, 624181, 624468, 623890, 624589, 624584, 624509, 624415, 624381, 624525, 624489, 624566, 624454, 624507 and 624550.

Application No 624272

Land at St Helens, Beverleigh, Mindon, High Lawn, Manor Mead, Lambourne and Chadderton, Rounds Hill, Bracknell.

Erection of 20 no. two bedroomed flats in 3 blocks, 4 no. two bedroomed terraced houses, 4 no. four bedroomed town houses, 4 no. three bedroomed semi-detached houses, 1 no. three bedroomed link detached house and 2 no. detached bungalows with associated car parking and formation of a new access road to Wokingham Road following demolition of existing dwellings.

A site visit had been held in respect of this application on Wednesday 21 April 1999 which had been attended by Councillors Adams, Barnard, Mrs Clifford, Mrs Doyle, Fawcett, Flood, Jones, Mrs Pile, Ryan, Sargeant, Simonds and Wheaton.

The Sub Committee noted that seven letters of objection/comment had been received, in addition to the comments of the Bracknell District Urban Wildlife Group. Two additional letters had been received commenting on amended plans.

RESOLVED that, subject to the prior completion of a legal agreement under s106 of the Town and Country Planning Act 1990 or other relevant legislation to secure a planning obligation relating to:-

- (a) the formation of a right turn lane on Wokingham Road,
- (b) affordable housing,

- (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) A2 Full planning permission - implementation
- (2) B3 Plans as amended 3010-98-01, 02, 03, 04, 05A, 06A (handed), 07, 08, 11 (handed), 12 (handed), 16D, 17 (handed), 18,19 (not roof plan), and 20
- (3) C3 Details of tree protection etc
- (4) C4 Protective fencing
- (5) C6 Details of hard and soft landscaping
- (6) C7 Implementation of approved landscaping scheme
- (7) C9 Details of walls and fences
- (8) C10 Retention of landscaped areas
- (9) C16 Removal of permitted development rights (fences etc)
- (10) D4 Obscure glazing (east facing bathroom window at first floor level in flat block F19-20 and west facing bathroom windows at first and second floor level in flat block E1-6)....."
- (11) D6 Restrictions on house extensions (units B1-4 and C1-4)
- (12) E2 Samples of materials to be submitted
- (13) G1 Levels/finished floor level
- (14) The development hereby permitted shall not be begun until a scheme for protecting the proposed dwellings and private garden areas from noise from external sources has been submitted to and approved by the Local Planning Authority. All works that form part of the approved scheme as it applies to the protection of each dwelling shall be completed before that dwelling is occupied.
- (15) J2 Surface water drainage - delete "and sewage"
- (16) W2 Site organisation (building operations)
- (17) HA3 Access constructed before development (approved drawing) – "access"
- (18) HA10 Access closure with reinstatement - "accesses...footways..."
- (19) HA16 Roads to be provided ("no dwellings")
- (20) HA21 Visibility splays before development - 4.5m x 90.0m (junction of new

access with Wokingham Road)

- (21) HA27 Provision of parking spaces (approved drawing) - "No dwelling...space for vehicle parking and turning...surfaced and marked out.."
- (22) HA29 Communal parking (parking serving flats)
- (23) HA30 Garages retained for vehicle parking.
- (24) No part of the development shall be occupied until a right turn lane associated with the proposed access has been provided on Wokingham Road in accordance with a scheme to be submitted to and approved by the Local Planning Authority.
- (25) HA20 Visibility splays before occupation – "...until a visibility splay of 4.5m x 90m has been provided at the junction of Pollardrow Avenue with Wokingham Road (in eastward direction only). This area..."

Application No 624181

Land at Carriageways, Warfield Park, Warfield.

Outline application for erection of 4 no. detached houses and access following demolition of existing dwelling and outbuilding and provision of passing bay on north side of Warfield Park Drive.

A site visit had been held in respect of this application on Wednesday 21 April 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Jones, Mrs Pile, Ryan, Sargeant, Simonds and Wheaton.

A letter had been received from the appellant requesting deferment, and the Sub Committee

RESOLVED that consideration of this application be **deferred** to allow further time for the applicant to consider how to proceed.

Application No 624468

2 New Road, Sandhurst.

Retention and completion of car port.

A site visit had been held in respect of this application on Wednesday 21 April 1999 which had been attended by Councillors Adams, Birch, Mrs Doyle, Jones, Mrs Pile, Sargeant and Simonds.

The Sub Committee noted eleven identical letters of objection received in addition to the two further letters and comments of Sandhurst Town Council.

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

- (1) B3 Plans as received and dated stamped 2 December 1998.
- (2) E1 Materials to match existing building

- (3) The north, south and west elevations of the car port shall remain open sided in accordance with the approved plan and shall not be infilled with walls, windows or doors without the prior written permission of the Local Planning Authority.
- (4) The car port hereby permitted shall only be used for the parking of private motor vehicles incidental to the use of the dwelling house as a residence and shall not be used for any other purpose.
- (5) HA30 Garage(s) retained for vehicle parking.

Application No 624489

**18 Harmans Water Road, Bracknell.
Erection of single storey front, and
two storey side extension.**

A site visit had been held in respect of this application on Wednesday 21 April 1999 which had been attended by Councillors Adams, Mrs Doyle, Jones, Mrs Pile, Sargeant and Simonds.

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

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

- (1) A2 Full permissions-implementation
The development hereby permitted shall be begun before the expiry of five years from the date of this permission
- (2) B3 Plans as received
The development hereby permitted shall be carried out only in accordance with the following plan:-
S714 (or any plan or details subsequently agreed in writing by the Local Planning Authority as an amendment to the approved plans)
- (3) The extension hereby permitted shall not be occupied until shrubs of suitable species have been planted within the landscaped area on the western boundary of the site to replace those to be removed. The replacement shrubs shall be planted in accordance with a scheme to be submitted for the written approval of the Local Planning Authority prior to the commencement of development. If any shrub dies within 5 years of the completion of the development, or becomes seriously damaged or diseased, it shall be replaced in the next planting season with another of similar size and species, unless the Local Planning Authority gives written consent to any variation.
- (4) E1 Materials to match existing building
All new external materials to be used in the development shall match the appearance of those of the existing building.
- (5) HA5 Delete "constructed" and substitute "widened"
- (6) HA25 "The extension shall not be occupied..."

(7) HA30

Application No 624405

The White Bungalow, Hancombe Road, Sandhurst.

Erection of 2 no. 3 bedroom detached houses and 1 no. 4 bedroomed detached bungalow following demolition of existing dwelling.

The Sub Committee noted that seven letters of objection had been received in addition to three letters commenting on the application and the comments of the Sandhurst Town Council.

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

The proposal would result in a cramped form of development having an unsatisfactory relationship with neighbouring dwellings, which together with the loss of trees would be harmful to the character and appearance of the locality and the amenity of the occupiers of adjoining dwellings. The proposal would, therefore, be contrary to policies EN1 of the Berkshire Structure Plan 1991-2006, H2, EN1 and EN8 of the Sandhurst Crowthorne Local Plan and H1, EN1 and EN21 of the Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No 624470

Oakwood Park Kennels, Waterloo Road, Binfield.

Section 73 application to relax condition no.1 of planning permission 619491 to allow permanent retention of 2 detached dog kennels.

The comments of Binfield Parish Council were noted.

RESOLVED that the application be **approved**.

Application No 624381

Site of Sunbreeze Animal Products, Terrace Road North, Binfield.

Retention of additional office floor space at first floor level and 5 no. velux windows (retrospective).

A site visit had been held in respect of this application on Wednesday 21 April 1999 which had been attended by Councillors Adams, Barnard, Mrs Doyle, Fawcett, Flood, Harrison, Jones, Mrs Pile, Ryan, Sargeant Simonds and Wheaton.

The Sub Committee noted that one letter of objection and one of support had been received.

RESOLVED that

- (i) the application be **refused** for the following reason:-
 - (1) The proposal constitutes an unacceptable form of development on defined Land Outside Settlements detrimental to the rural character of the area by reason of its impact and associated activity, contrary to policies OS1 and C1 of the Berkshire Structure Plan 1991 - 2006, policies E3 and EN8 of the North Bracknell Local Plan and policy EN8 of the Deposit Draft Bracknell Forest Borough Local Plan, incorporating Further Proposed Changes.
- (ii) the Borough Solicitor be authorised to pursue enforcement action to require:-
 - (a) The cessation of the unauthorised use of the first floor as office accommodation.
(Compliance period: 3 months)
 - (b) The removal of the internal staircase that serves the first floor office space.
(Compliance period: 3 months)
- (iii) in the event of failure to comply with the requirements of the notices, the matter be allowed to proceed to legal action in the Magistrates' or County Court as deemed appropriate by the Borough Solicitor and the Borough Planning Officer.

Application No 624525

Adjacent to Scout Hut, Leppington, Bracknell.

Erection of single storey modular unit, with fenced play area to provide a nursery for 24 children.

The Sub Committee noted a letter of objection from the Garden History Society, 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. 126253-01A, 02B and 03
- (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) K1 Restriction to a specific use within a use class.
Insert1: “pre-school nursery”, insert2: “D1”
- (7) There shall be a maximum of 24 children receiving nursery services at the site and no child who has reached the age of 5 years shall receive such services unless he or she has not commenced full time primary education.

Application No 623890

**Hayley House, London Road,
Bracknell.**

**Erection of four storey detached
office building (1734.5 sq m) with
associated car parking, including
new decked car park to rear of Apex
House, following demolition of
existing office building.**

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

RESOLVED that, subject to the prior completion of a legal agreement under section 106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to:

- (a) the provision of a financial contribution towards integrated transport measures in the vicinity of the site, and
- (b) a scheme to address the temporary displacement of car parking to the rear of Apex House,

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - Drawing nos. 568 101 Rev A, 102 Rev A, 103 Rev A and 104 Rev B date stamped 14 April 1999
- (3) C1 Protection of trees etc.
Insert: Drawing no. 568 101 Rev B date stamped 14 April 1999,
- (4) C2 Protective fencing for trees etc (implementation).
Insert: Drawing no. 568 101 Rev B date stamped 14 April 1999,
- (5) C6 Details of hard and soft landscaping.
- (6) C7 Implementation of approved landscaping scheme.
- (7) E2 Samples of materials to be submitted.
- (8) G1 Levels/finished floor level.
- (9) The office building hereby approved shall not be occupied until the ramped access to the entrance facing London Road has been provided in accordance with the approved drawings.
- (10) Before the development hereby permitted commences, a scheme shall be agreed with the Local Planning Authority which specifies the provisions to be made for the control of noise and vibration emanating from the site. The approved scheme shall be fully implemented
- (11) W2 Site organisation (building operations).

- (12) The offices 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.
- (13) The development hereby permitted shall not be begun until details of the refuse stores and cycle parking have been submitted to and approved in writing by the Local Planning Authority. The structures shall be constructed only in accordance with the approved details.
- (14) HA5 Access constructed before development (approved drawing).
- (15) HA10 Access closure with reinstatement ("The existing access footway...").
- (16) HA20 Visibility splays before occupation.
- (17) HA27 Provision of parking spaces (approved drawing) - ("The offices hereby permitted shall not be occupied...surfaced and marked out and cycle parking provided in accordance...").
- (18) Before the development is begun, details in respect of measures to:-
 - (i) minimise, re-use and recycle waste, including materials and waste arising from demolition;
 - (ii) minimise the pollution potential of unavoidable waste;
 - and
 - (iii) dispose of unavoidable waste in an environmentally acceptable manner

shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented during the course of building operations and the subsequent use of the buildings.
- (19) Before the development is begun, details of facilities for the separation and collection of different types of waste shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented prior to the first occupation of any building and thereafter be retained.
- (20) Development shall not be begun until a scheme to deal with contamination of the site has been submitted to and approved in writing by the Local Planning Authority. The scheme shall include an investigation and assessment to identify the extent of contamination and the measures to be taken to avoid risk to the environment when the site is developed. Development shall not commence until the measures approved in the scheme have been implemented.
- (21) The existing retaining wall on the western boundary of the site to the rear of Apex House, and that around the plane tree in the north-west corner of the site shall not be removed without the prior written approval of the Local Planning Authority.

Application No 624589

**St Mary's Church, Church Road,
Winkfield.**

**Installation of 3 no. back to back 1
metre high cross-polar panel
antennae within glass reinforced
plastic surround on existing tower
flagpole.**

The Sub Committee noted the receipt of five letters of objection in addition to the comments of the Chavey Down Association, the Maidens Green Society, the Listed Buildings Consultant at BABTIE and Winkfield Parish Council.

RESOLVED that, subject to the comments of English Heritage and the referral of the application to the Secretary of State as development affecting the setting of a Grade II* listed building, the application be **approved** subject to the following conditions:-

- (1) A2 Full permission - implementation.
- (2) B3 Plans as amended.
- (3) The apparatus hereby approved shall be removed from the site as soon as reasonably practicable after it ceases to be used for telecommunication purposes and the flag pole shall be restored in materials to match the existing.

Application No 624584

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

**Erection of 3 no. four bedroomed
detached houses and garages with
access from Balliol Way following
demolition of existing dwelling.**

The Sub Committee noted that a site visit had previously taken place some months ago. Three letters of objection in addition to the comments of Sandhurst Town Council were noted.

RESOLVED that, subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 and other empowering legislation to secure a planning obligation relating to a financial contribution towards integrated transport in Sandhurst, the Borough Planning Officer **be authorised to approve** the application subject to the following conditions:-

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received: Drg no's - 1291/02 and 06 and 07/B, 1291/04D (not levels).
- (3) E2 Sample of materials to be submitted.
- (4) HA3 Access constructed before development (refer to new access).
- (5) HA5 Access constructed before occupation (approved drawing) (add following "been" in first line "widened and") (- refer to existing access).

- (6) HA21 Visibility splays before development - add 2.4m and 33m - the new and existing access points to Balliol Way.
- (7) HA25 Vehicle parking and turning spaces (approved drawing).
- (8) HA30 Garage retained for vehicle parking.
- (9) D3 Restrictions of additional window/door openings (insert north and west).
- (10) D4 Obscured glazing (insert: first floor, insert 2: north and south).
- (11) C6 Details of hard and soft landscaping.
- (12) C7 Implementation of approved landscaping plan.
- (13) C9 Details of walls and fences.
- (14) D6 Restrictions on house extensions.
- (15) G1 Levels/Finished floor level.
- (16) The ridge of the roofs of the houses on plots 2 and 3 shall not exceed the level of the ridge of the roof on no. 54 Birkbeck Place by more than 1.1 metres. The ridge of the roof of the house on plot 3 shall not exceed the level of the ridge of the roof on no. 52 Birkbeck Place by more than 2.65m.
- (17) W2 Site organisation (building operations).

Application No 624509

**Cricketers Public House, Cricketers Lane, Warfield.
Siting of a residential mobile home.**

RESOLVED that:

- (i) the application be **refused** for the following reasons:
 1. The siting of the mobile home is contrary to policies for the protection of the character, function and appearance of land outside defined settlements as set out in Policy C2 of the Berkshire Structure Plan 1991 - 2006 (incorporating Alterations adopted in August 1997); policy EN8 of the North Bracknell Local Plan 1992, and policy EN8 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes (1997), and advised contained in Planning Policy Guidance Note 7, The Countryside 1997.
 2. The provision of the mobile home for the independent residential accommodation amounts to the provision of a new dwelling unit outside any defined settlement boundary. Such development is not acceptable except for in particular circumstances which do not apply in this case. The development is therefore contrary to policy H4 of the of the North Bracknell Local Plan 1992 and policy H5 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes (1997).

- (ii) the Borough Solicitor **be authorised to pursue enforcement action** to require:
 - (a) The cessation of the use of the land for the siting of a mobile home.
(Period for compliance one month)
 - (b) The removal of the mobile home and all associated equipment from the land.
(Period for compliance one month)
- (iii) In the event of failure to comply with the requirements of the notices, the matter be allowed to proceed to legal action in the Magistrates or County Court as deemed appropriate by the Borough Solicitor and Borough Planning Officer.

Application No 624415

**28 Yorktown Road, Sandhurst.
Retention of single storey rear extension forming covered area for moped parking.**

The Sub Committee noted the receipt of two letters of objection in addition to the comments of Sandhurst Town Council.

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

- (1) B3 Plans as received 4 March 1999.
- (2) Within one month of the date of this permission, details of the render to be used on the external elevations shall be submitted, and resubmitted as often as necessary, until approved in writing by the Local Planning Authority.
- (3) The exterior of the extension hereby approved shall be rendered in accordance with the details approved under condition 2 above within a period of 1 month from the date of the approval of such materials.
- (4) The extension hereby permitted shall be used for the parking of motor vehicles (including motor bikes) ancillary to the use of 28 Yorktown Road, Sandhurst and for no other purpose.
- (5) The garage door as shown on plans received on 4 March 1999 shall be installed within 3 months of the date of this permission.

Application No 624562

**Land at Warfield Road, Warfield.
Continued display of 4 no. non-illuminated free-standing signs and 3 no. flags on 7.5m high poles for a temporary period.**

The Sub Committee noted that one letter of objection had been received.

RESOLVED that the Advertisement Regulations Consent be **granted** subject to the following conditions:

- (1-5) Standard conditions of the Town and Country Planning (Control of Advertisements) Regulations 1992.
- (6) T7 Plan number - 2125/SIGN Rev B.
- (7) T4 Removal of advertisements - by 31 August 1999 or on the sale of the last house on the Redrow site to the west, whichever is the sooner.

Application No 624566

**7 Waterloo Road, Crowthorne.
Erection of two storey side extension
following demolition of existing
garage.**

The Sub Committee noted that two letters of objection had been received.

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as received
insert "9601/01 and 9601/02 received 26 February 1999"
- (3) D3 House extensions - restrictions on additional windows
insert "9 Waterloo Road"
- (4) D4 House extensions - obscure glazing
insert 1 "garage window" insert 2 "9 Waterloo Road"
- (5) E1 Materials to match existing building
- (6) HA30 Garage retained for vehicle parking

Application No 624520

**3 Whistley Close, Bracknell.
Erection of single storey front
extension, two storey side extension
and single storey rear extension
forming conservatory.**

The Sub Committee noted the receipt of two letters of objection.

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as received
1602.1, 1602.2, 1602.3, 1602.4, 1602.5 (as amended) & 1602.6
- (3) C5 Replacement of damaged vegetation
- (4) C6 Details of hard and soft landscaping
- (5) C7 Implementation of approved landscaping scheme
- (6) E1 Materials to match existing building

- (7) HA25 Vehicle parking and turning spaces (approved drawing)
- delete "No dwelling/building shall" and replace with "The extension shall not..."
- (8) W1 Wheel washing (building operations)

Application No 624406

**16 Benetfeld Road, Binfield.
Erection of first floor side extension
to house.**

The comments of Binfield Parish Council were noted.

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

- (1) A2 Full permission - implementation
- (2) B1 Plans as amended on 31 March 1999
- (3) E2 Samples of materials to be submitted
- (4) HA24 Vehicle parking in accordance with approved plan
- (5) HA30 Garage retained for vehicle parking

Application No 624454

**205 College Road, Sandhurst.
Erection of single storey side
extension and installation of
translucent roof to rear to form
covered area. Erection of 2.0m high
side boundary fence.**

The comments of Sandhurst Town Council were noted.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - drg no: 98/256/1, 3, 4, 5a and 6.
- (3) E1 Materials to match existing building.
- (4) D3 House extensions - restrictions on additional window/door openings,
insert 203 College Road.
- (5) HA24 Vehicle parking in accordance with approved plan.

Application No 624502

**Lane House, Goughs Lane,
Bracknell.
Use of annex to Lane House and
part of garden as a separate
dwellinghouse with garden.**

The Sub Committee noted the receipt of one letter of comment.

RESOLVED that, subject to no representations being received containing material objections to the application not covered in this report before the end of the period for comment, the Borough Planning Officer **be authorised to approve** the application subject to the following conditions:-

- (1) A2 Full permission – implementation
- (2) B3 Plans as received - Drawing No 5399/1
- (3) HA25 Vehicle parking and turning spaces
- (4) HA30 Garage retained for vehicle parking

Application No 624507

**96 Branksome Hill Road, Sandhurst.
Erection of one front facing and 2 no.
side facing dormers**

The comments of Sandhurst Town Council were noted.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - Drawing nos. 0199/01, 02,03B, 04 and 05 and 0398/06.
- (3) E2 Samples of materials to be submitted.
- (4) D3 House extensions - restrictions on additional window/door openings - insert 94 and 98 Branksome Hill Road
- (5) HA30 Garage retained for vehicle parking.

Application No 624516

**53 Nightingale Crescent, Bracknell.
Change of use from public open
space to private garden.**

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 submitted INSERT “BFC/99/12/1”
- (3) C15 “Removal of permitted development rights (fences or any means of enclosure)”
INSERT 1: “area not to be fenced”
INSERT 2: “BFC/99/12/1”
INSERT 3: “12 February 1999”

Application No 624521

**85 Manston Drive, Bracknell.
Change of use from open space to
private use with erection of attached
single garage and drive.**

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

Application No 624563

**11 Braye Close, Sandhurst.
Erection of first floor side extension.**

The Sub Committee noted two letters of objection in addition to the comments of Sandhurst Town Council.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - BC/394/01-07.
- (3) E1 Materials to match existing building.
- (4) D4 House extensions - Obscured glazing.
Insert 1: "landing window", insert 2: "facing nos. 2 and 4
Abingdon Road".
- (5) HA30 Garage retained for vehicle parking.

Application No 624533

**6 Juliet Gardens, Warfield.
Erection of single storey rear
extension.**

The Sub Committee noted the comments of Warfield Parish Council.

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as received - Drg.no D40199
- (3) E1 Materials to match existing building
- (4) D3 House extensions - restrictions on additional windows/door openings -
insert "facing 6 and 8 Julius Hill"

Application No 624595

**Land Adjoining 103 Yorktown Road,
Sandhurst.
Erection of 1 no three bedroom
detached house and double garage
with access on to The Broadway.**

The Sub Committee noted two letters of objection in addition to the comments of Sandhurst Town Council.

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

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received - Drawing No ABR 02A as amended by revised drawings date stamped 7 April 1999
- (3) E2 Samples of materials to be submitted.
- (4) HA5 Access constructed before occupation (approved drawing)
- (5) HA24 Vehicle parking in accordance with approved plan
(Delete: "No dwelling/building shall" Insert: "The extension shall not")
- (6) HA30 Garages retained for vehicle parking

Application No 624550

**27 Francis Gardens, Warfield.
Erection of single storey rear extension and change of use of land to side of property from open space to enclosed garden by erection of 2m high wall.**

The comments of Warfield Parish Council were noted.

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

- (1) A2 Full permission - implementation.
- (2) B3 Plans as received - Drawing GWS/26/99A date stamped 22/3/99.
- (3) E2 Samples of materials to be submitted.

Application No 624403

**1 Priestwood Square, Bracknell.
Installation of extractor duct to rear of property.**

The Sub Committee noted one letter of objection.

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

- (1) A2 Full permissions - implementation
- (2) B3 Plans as received - Drawing no. N98/1147/2
- (3) All plant, machinery and equipment (including fans, ducting and external openings) to be used for the proposed development shall be installed, maintained and operated so as to minimise the transmission of noise and vibration into any part of the building to which it is attached, any neighbouring properties and the surrounding area. Details of the equipment and the means of installation and operation shall be submitted to and approved by the Local

Planning Authority before the equipment is used and thereafter it shall be permanently retained in full working order. The noise emitted from such equipment should be in compliance with BS4142/BS8223.

132 Building Regulation 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.

133 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.

133 Notification of Appeals Received (Item 6)

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

RESOLVED that the report be noted.

The meeting commenced at 7.30pm and concluded at 10pm.

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
20 MAY 1999**

Present: Councillors Mrs Doyle (Chairman), Adams, Mrs Ballin, Beadsley, Birch, Fawcett, Flood, Good, Grayson, Harrison, Mrs Hayes, Jones, Piasecki, Mrs Pile, Sargeant, Simonds, Mrs Sutcliffe, Thompson and Worrall

Apologies for absence were received from:
Councillors Mills, Ryan, Ward and Wheaton

1 Election of Chairman

RESOLVED that Councillor Mrs Doyle be elected Chairman of the Planning Control Sub Committee for the municipal year 1999/2000.

Councillor Mrs Doyle in the Chair

2 Appointment of Vice Chairman

RESOLVED that Councillor Sargeant be appointed Vice Chairman of the Planning Control Sub Committee for the municipal year 1999/2000.

3 Substitute Members

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

Councillor Good for Councillor Ryan
Councillor Harrison for Councillor Ward
Councillor Piasecki for Councillor Wheaton
Councillor Mrs Sutcliffe for Councillor Mills

4 Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 22 April 1999 be approved as a correct record and signed by the Chairman.

5 Urgent Item of Business Under Standing Order No.7

The Chairman gave notice that she had agreed to the addition of an item of urgent business to the agenda for the meeting. An application submitted on behalf of a telecommunications code system operator under Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 required determination within 28 days. The item was to be taken with item 3, planning applications received.

6 **Appeal Decisions Received (Item 1)**

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

RESOLVED that the report be noted.

7 **Breaches of Planning Control (Item 2)**

The Borough Planning Officer reported on the following contraventions:

Con 23/99

**Baileys Garage, Maidens Green,
Winkfield.
Display of an unauthorised externally
illuminated sign.**

A site visit had been held in respect of this contravention on Wednesday 19 May 1999 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Ryan, Sargeant, Thompson and Ward.

RESOLVED that the Borough Solicitor be empowered to institute proceedings in the Magistrates Court pursuant to Section 224(3) of the Town and Country Planning Act 1990 (as amended) in respect of the unauthorised illuminated advertisement.

Con 37/99

**Mayfield Farm, Hatchet Lane,
Winkfield.
Unauthorised storage of caravans.**

RESOLVED that

- (i) the Borough Solicitor be authorised to pursue enforcement action to require:
 - (a) the cessation of the unauthorised use of the land for the storage of caravans (excluding the areas of lawful use).
(Compliance period 3 months).
 - (b) the removal of all caravans and items associated with the use from the land.
(Compliance period 3 months).
- (ii) in the event of failure to comply with the requirements of the notices, the matter be allowed to proceed to legal action in the Magistrates' or County Court as deemed appropriate by the Borough Solicitor and Borough Planning Officer.

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

RESOLVED that the reports be noted.

8 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 623873, 624518, 624624, 624535, 624606, 624553, 624546, 624524, 624663, 624351, 624593, 624591 and RTD 5/99.

**Application No 623873
Ascot Place, Forest Road, Winkfield.**

(a) Erection of a 2.1m high brick boundary wall around estate (running from the south of White Rose Cottage along Hatchet Lane, Forest Road as far as the boundary with Keepers Cottage but excluding the front boundary of Weycroft, Braziers Lane, Pigeonhouse Lane and Lovel Road, as far as the western boundary with Plaistow Green Farm, and then across the estate to Hatchet Lane to the north side of Red Rose Cottage); alterations to existing gates and creation of new west gates onto Braziers Lane.

(b) Erection of a 2m high wire mesh fence along the boundaries with Weycroft, excluding the front boundary with Forest Road, along the northern and eastern boundaries of Keepers Cottage and along the boundaries with properties fronting Lovel Road and Hatchet Lane and behind the hedge fronting Hatchet Lane.

A site visit had been held in respect of this application on Wednesday 19 May 1999 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Ryan, Sargeant, Thompson, Ward and Worrall.

The Sub Committee noted that 425 individual letters of objection had been received in addition to the comments of Winkfield Parish Council, English Heritage, Binfield Badger Group, Maiden's Green Society, SPAE, Chavey Down Association, Cranbourne Society, NORPAG and the Winkfield Row Association.

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

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

- (1) The proposal constitutes an unacceptable form of development which would detract from and be detrimental to the rural character of the area, would be

visually intrusive in the green belt and would conflict with Policies GB1 of the emerging Local Plan and GB1 of the Berkshire Structure Plan.

- (2) The proposed access points on Braziers Lane and Pigeonhouse Lane constitute hazards to users of the highways.

Application No 624518

Land south of Lower Church Road, Sandhurst.

Outline application for the erection and siting of five chalet bungalows with access from Lych Gate Close.

A site visit had been held in respect of this application on Wednesday 19 May 1999 which had been attended by Councillors Adams, Birch, Mrs Doyle, Fawcett, Grayson, Mrs Hayes, Jones, Ryan, Thompson, Ward, Wheaton and Worrall.

The Sub Committee noted four letters in support of the application in addition to the comments of Sandhurst Town Council.

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

RESOLVED that, subject to

- (i) the prior completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to the provision of a financial contribution to integrated transport measures and recreational facilities in the area,
- (ii) the application being advertised as a departure from the Development Plan and being referred to the Secretary of State accordingly,

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

- (1) A1 Outline permission
- (2) A1(A) Outline permission
- (3) A1(B) Outline permission
- (4) A1(C) Outline permission
- (5) B3 Plans as received
- (6) D6 Removal of pd rights
- (7) D7 Restrictions on buildings within house curtilage
Insert "In the interests of visual amenity and to prevent over development of the site"
- (8) D9 Restrictions on roof additions/alterations
Insert "In the interests of visual amenity and the amenities of neighbouring properties"

(9) HA30 Garages retained for vehicle parking

(10) W2 Site organisation
Application No 624624

Grove Farm Riding Centre, Maize Lane, Warfield.

Continued use of land for the siting of a portable building for office use [class B1(c)] for a temporary period of 3 years.

The comments of Warfield Parish Council were noted.

RESOLVED that

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

1. The development the subject of the application is contrary to established planning policies for the preservation of the rural character of the countryside as set out in policies C2 and LD3 of the Berkshire Structure Plan 1991 - 2006 (incorporating Alterations adopted in August 1997), EN8 of the North Bracknell Local Plan 1992 and, EN8 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes (1997).
2. The development is contrary to development plan policies to prevent the coalescence of settlements and policies for the protection of the open, rural and undeveloped character of the defined Significant Land Between Settlements as set out in policies C6 of the Berkshire Structure Plan 1991 - 2006 (incorporating Alterations adopted in August 1997), EN9 of the North Bracknell Local Plan 1992, and policy EN10 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes (1997).
3. The proposal will reduce the on site parking available for the existing equestrian use and may result in on street parking on Maize Lane adversely affecting road safety and the flow of traffic.
4. The proposal will result in an increased use of the substandard junction (in terms of visibility) of Maize Lane with Warfield Street which will be detrimental to road safety.
5. The development is contrary to employment policy E3 of the North Bracknell Local Plan 1992 which confirms that outside settlement boundaries business and other commercial development will be strongly resisted apart from certain circumstances which do not apply in this case. Policy E4 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes (1997) confirms that new and small businesses will only be encouraged in appropriate locations. It is considered that the application site is not an appropriate location for the siting of a portable building for office use.

(ii) the Borough Solicitor be authorised to pursue enforcement action to require:

- (a) The cessation of the use of the land for the siting of a portable office unit for business use.

(Compliance period: 6 months.)

- (b) The removal of the portable office unit from the land.
(Compliance period: 6 months.)

- (iii) in the event of failure to comply with the requirements of the notices the matter be allowed to proceed to legal action in the Magistrates' or County Court as deemed appropriate by the Borough Solicitor and the Borough Planning Officer.

Application No 623631

Land to the rear of 114 -116 College Road, Sandhurst.

Outline application for the erection of two detached houses and garages after demolition of existing building.

Eight letters of objection and the comments of Sandhurst Town Council were noted.

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

RESOLVED that the Borough Planning Officer be authorised to approve the application subject to appropriate conditions.

Application No 624535

Cheval Stud, Pigeonhouse Lane, Winkfield.

Full application to allow continued use of units 7 & 10 for B1 (business) use without compliance with condition 1 of planning permissions 618905 and 623936 respectively, unit 3 for car repairs and units 6, 8 and 9 for B8 use without compliance with condition 1 of planning permission 618905. Continued use of unit 1 for B1 purposes.

A site visit had been held in respect of this application on Wednesday 19 May 1999 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Mrs Hayes, Jones, Ryan, Sargeant, Thompson, Ward and Worrall.

The Sub Committee noted the comments of Winkfield Parish Council.

RESOLVED that consideration of the application be deferred to the next meeting to allow discussions to take place on footpath 19 and sight lines.

RTD 5/99
Urgent Item

Land at Mendip Road, Forest Park, Winkfield.

Erection of free standing 8 metre high telegraph pole mast with 3 no. directional antennas. (Application for determination as to whether approval is required for details of siting and appearance).

The Sub Committee noted the receipt of two letters of objection and a petition signed by 64 local residents.

The Borough Planning Officer reported five further similar applications that had recently been received for other sites in the Borough.

RESOLVED that

- (i) the Council determine that approval of details of siting and design are required;
- (ii) the Borough Planning Officer be asked to invite Orange and other interested utilities to a meeting with Members and Officers; and
- (iii) the Director of Planning and Transportation be asked to report to the next meeting of the Planning and Transportation Committee.

Application No 624553

Tower Court, Swinley Road, Winkfield.

Erection of detached house and single storey building forming staff accommodation following demolition of existing dwelling.

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

- (1) A2 Full permission - implementation
- (2) Plans as received - Drawing nos. SBT/12126/TP01-TP10 inclusive
- (3) E3 Details of materials to be submitted
- (4) C3 Details of tree protection
- (5) C4 Protective fencing
- (6) C5 Replacement of damaged vegetation
- (7) C6 Details of hard and soft landscaping
- (8) C7 Implementation of approved landscaping scheme
- (9) C11 Construction of foundations - prevention of root damage to trees.
- (10) D6 Restriction on house extensions

- (11) D7 Restrictions on buildings within house curtilage
Buildings or enclosures or structures or swimming or other pools or hard surface.
- (12) The development of the dwelling hereby approved shall not be commenced unless and until the buildings shown to be demolished on drawing No.12126/TP15 have been demolished and all rubble and material arising from the demolition removed from the site.
- (13) HA30 Garages retained for vehicle parking.

Application No 624606

**Veronica, Rectory Lane, Bracknell.
Submission of details of siting, design and external appearance for the erection of 2 no. detached dwellings (one with a detached garage), one accessed from Rectory Lane and one from Friars Keep, following demolition of existing dwelling, pursuant to outline planning permission 623957.**

The Sub Committee noted that one letter of objection had been received.

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

- (1) B3 Plans as received – date stamped 16 April 1999 and materials submitted on 19 May – Chartham multistock brick and Marley Marquess slate
- (2) HA10 Access closure with reinstatement, 'insert accesses'.
- (3) HA14 Set back of gates, 'insert 6m'
- (4) HA25 Vehicle parking and turning spaces insert 'No dwellings'.
- (5) HA30 Garages retained for vehicle parking
- (6) D3 Restrictions on additional window/door openings, insert facing Cartef (1b Friars Keep) and Windermere
- (7) W2 Site organisation (building operations)

Application No 624552

**73 Dukes Ride, Crowthorne.
Change of use from part B1(office) use and part residential use to form 4 flats involving erection of two storey extension.**

The Sub Committee noted that two letters of concern had been received in addition to the comments of Crowthorne Parish Council.

RESOLVED that subject to a deed of dedication under S37 of the Highways Act 1980 relating to the land required for the highway splay, 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 (received 15/3/99).
- (3) E2 Samples of materials to be submitted.
- (4) C1 Protection of trees.
- (5) C2 Protective fencing for trees (implementation).
- (6) C6 Details of hard and soft landscaping.
- (7) C7 Implementation of approved landscaping.
- (8) C10 Retention of landscaped areas.
- (9) D3 No windows.
(Insert "south eastern").
- (10) HA5 Access constructed before occupation.
(Add "widened and" following "been" in first line).
- (11) HA7 Access detail. (Insert "4.1 m." And delete reference to radii).
- (12) HA10 Access closure with reinstatement.
- (13) HA15 Surfacing of access (Insert "2.0 m.").
- (14) HA20 Visibility splays before occupation.
- (15) HA22 Visibility splays for private drives.
- (16) HA25 Vehicle parking and turning spaces.
- (17) HA29 Communal parking.
- (18) The landscaping details to be submitted under condition 6 above shall include a timber guard-rail along the south eastern and eastern boundary of the car parking area. The guard rail shall be permanently maintained thereafter in that form.

Application No 624546

**Land rear of 112 High Street,
Sandhurst.
Erection of one 4 bedroomed
detached house and pair of garages.**

A site visit had been held in respect of this application on Wednesday 19 May 1999 which had been attended by Councillors Adams, Birch, Mrs Doyle, Fawcett, Grayson, Mrs Hayes, Jones, Ryan, Thompson, Ward, Wheaton and Worrall.

RESOLVED that consideration of the application be deferred to enable further negotiations to take place with the applicant.

Application No 624524

**Fowlers, Malt Hill, Warfield.
Retrospective application for the
erection of arch between existing
stable buildings.**

The comments of Warfield Parish Council were noted.

RESOLVED that

- (i) the application be **refused** for the following reason:
 - (1) The linking archway by virtue of its siting, height and bulk prejudices the open and rural character of the Metropolitan Green Belt, particularly when viewed from Malt Hill Road. As such its proposed retention is considered contrary to Policy C4 of the Berkshire Structure Plan, Policies 1 and 15 of the Green Belt Local Plan and Policy GB1 of the Bracknell Forest Borough Local Plan incorporating further proposed changes.
- (ii) the Borough Solicitor be authorised to pursue enforcement action to require the removal of the archway and the removal of all materials or parts from the land; and
- (iii) in the event of failure to comply with the requirements of the notice within three months the matter be allowed to proceed to legal action in the Magistrates' or County Court as deemed appropriate by the Borough Solicitor and Borough Planning Officer.

Application No 624633

**Wellington College, Dukes Ride,
Crowthorne.
Construction of car park to provide
44 car parking spaces, overflow
parking for 80 cars and creation of
access road to College sports hall.**

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

- (1) A2 Full permissions – implementation
- (2) B1 Plans as amended. Drawing No.3360.01/PO1 received on 17 May 1999
- (3) C3 Details of tree protection
- (4) C4 Protective fencing
- (5) C5 Replacement of damaged vegetation
- (6) C6 Details of hard and soft landscaping
- (7) C7 Implementation of approved landscaping scheme
- (8) E3 Details of materials to be submitted

- (9) W2 Site organisation (building operations)
- (10) The car park shall not be brought into use until the private road and footpath/cycleway, together with the road marking and signs serving it, have been provided in accordance with the approved drawings
- (11) The car park shall not be brought into use until the vehicle parking spaces have been properly provided, surfaced and marked out in accordance with the approved drawing. The spaces shall thereafter be kept available for parking at all times.

Application No 624351

**Land at Winkfield Manor Farm,
Forest Road, Winkfield.
Erection of 30 metre high
telecommunications tower with six
sector antennas, four dish antennas
and equipment cabin.**

The Sub Committee noted the comments of Winkfield Parish Council in addition to letters of representation that had been received from local residents, the Society for the Protection of Ascot and the Environs, the Chavey Down Association, the Garden History Society and English Heritage.

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

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

The proposal constitutes inappropriate development in the Green Belt detrimental to the open, rural and undeveloped character of the area and to the visual amenities of the Green Belt contrary to Policies OS1, C4 and TC1 of the Berkshire Structure Plan 1991-2006 and Policies GB1 and SC3 of the Deposit Draft Bracknell Forest Borough Local Plan, incorporating Further Proposed Changes.

Application No 624635

**7 Addiscombe Road, Crowthorne.
Erection of part first floor, part two
storey and part single storey rear
extension.**

The Sub Committee noted that two letters of objection had been received.

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

- (1) A2 Full permission – implementation
- (2) B3 Plans as received - delete “following”; insert after plans “as received on 22/3/99 and 30/4/99”.
- (3) D4 House extensions - obscured glazing
INSERT 1: “first floor ensuite bathroom windows”
INSERT 2: “west”

- (4) E1 Materials to match existing building.
- (5) HA25 Vehicle parking & turning spaces (approved drawing) delete "building"
- (6) HA30 Garage retained for vehicle parking.

Application No 624643

**Land rear of 17 Garswood, Bracknell.
Change of use of amenity land to
private garden.**

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 "The 1:1250 plan received on 25/3/99, which shows an area of land measuring about 8 metres by 5 metres".
- (3) The application site shall not be used as private garden until a closeboarded timber fence has been erected on the north and west sides of the site. This fence shall be 1.8m high, constructed of vertical dark stained timber, and shall be permanently maintained thereafter in that form.

Application No 624676

**4 School Hill, Sandhurst.
Erection of two storey side
extension.**

The Sub Committee noted that a letter of support had been received.

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

- (1) A2 Full permission – implementation.
- (2) B3 Plans as received on 8 April 1999.
- (3) E2 Samples of materials.
- (4) HA24 Vehicle parking in accordance with plan.
- (5) All the trees and bushes which are shown shaded on plan MB/02B, shall be retained at not less than the sizes shown, and new planting shall be undertaken, during the 1999/2000 planting season, as shown on that plan. Any of this planting which dies within 5 years from the date of planting, shall be replaced.
- (6) C6 Details of hard and soft landscaping.
- (7) C7 Implementation of approved landscaping scheme.

Application No 624593

**14 Blamire Drive, Binfield.
Erection of single storey side and
rear extensions.**

The Sub Committee noted that three letters of objection had been received.

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

- (1) A2 Full permission – implementation.
- (2) B2 Amended plans received on 23 April 1999.
- (3) E1 Materials to match existing building.

Application No 624521

**85 Manston Drive, Bracknell.
Change of use from open space to
private use with erection of attached
single garage and drive.**

A site visit had been held in respect of this application on Wednesday 19 May 1999 which had been attended by Councillors Adams, Mrs Doyle, Fawcett, Flood, Grayson, Mrs Hayes, Jones, Ryan, Sargeant, Thompson, Ward, Wheaton and Worrall.

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 - Drg No GSE/001.
- (3) E1 Materials to match existing building.
- (4) HA3 Access constructed before development (approved drawing).
- (5) HA12 Garage Drive Length Insert "6m".
- (6) HA30 Garage retained for vehicle parking.

Application No 624634

**Crosfield, Jocks Lane, Bracknell.
Construction of 3 no. dormers on
each side of roof to form additional
living accommodation at first floor
level. Erection of single storey front
extension forming garage.**

The Sub Committee noted the receipt of one objection.

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as received - Drawing Nos. 1591.5A, 9, 10 (not south east elevation or first floor window details on south west elevation) and 10A (not first floor window details on south west elevation).
- (3) E1 Materials to match existing building

- (4) D4 House extensions - obscure glazing (dormer serving shower room on north east elevation and all dormer windows on the south west elevation)
INSERT after "obscure glass": "and the dormer windows on the south west elevation shall be non-openable other than a top opening top light on each window. Details of the windows shall be submitted to and approved by the Local Planning Authority before any development works commence and the development shall only be undertaken in accordance with the approved details"
- (5) HA25 Vehicle parking and turning spaces (approved drawing)
(Delete: "No dwelling/building shall" Insert: "The extensions shall not")
- (6) HA30 Garage retained for vehicle parking

Application No 624608

**21 Crofton Close, Winkfield.
Erection of two storey side and single storey rear extensions.**

The Sub Committee noted that one letter of objection had been received.

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as submitted INSERT "1605.0, 1605.1, 1605.2, 1605.3, 1605.4"
- (3) D3 House extensions - restrictions on additional window/door openings
INSERT 1: "north-east unless they are permanently glazed with obscure glass"
- (4) E1 Materials to match existing building.
- (5) HA24 Vehicle parking in accordance with approved plan - delete - "building".

Application No 624658

**J Sainsbury, Ringmead (Birch Hill),
Bracknell.
Display of 3 no internally illuminated freestanding signs (1160mm by 1760mm) and 1 no. internally illuminated wall mounted sign (1160mm by 1760mm).**

The Sub Committee noted that one letter of objection had been received.

RESOLVED that Advertisement Regulations Consent be **granted** subject to the following conditions:

- (1-5) Standard conditions of the Town and Country Planning (Control of Advertisements) Regulations 1992
- (6) T7 Plan numbers - insert date stamped 31st March 1999

Application No 624600

**2 Wilmot Close, Binfield.
Erection of first floor side extension.**

The Sub Committee noted that one letter of concern had been received.

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as submitted INSERT "250/2A and 250/3"
- (3) D3 House extensions - restrictions on additional window/door openings
INSERT 1: "no. 1 Wilmot Close"
- (4) E1 Materials to match existing building.
- (5) HA30 Garage retained for parking - DELETE - "building"

Application No 624591

**2 Heron Close, Winkfield.
Erection of single storey rear
extension forming conservatory.**

The Sub Committee noted that one letter of objection had been received.

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

- (1) A2 Full permission - implementation
- (2) B3 Plans as submitted INSERT "1176/1"
- (3) D3 House extensions - restrictions on additional window/door openings
INSERT 1: "south-west or north-east"
- (4) D4 House extensions - obscured glazing
INSERT 1: "conservatory side"
INSERT 2: "south-west and north-east"
- (5) The roof panels shall be constructed of a non-transparent material
- (6) E1 Materials to match existing building.

9 Miscellaneous Items (Item 4)

**Hernes Keep, North Street, Winkfield.
Agreement under s.16 of the
Berkshire County Council Act 1953.**

The Sub Committee noted that one letter of representation had been received.

RESOLVED that the request that the owner of Hernes Keep be released from the requirements of the legal agreement made under Section 16 of the Berkshire County Council Act 1953, dated 21st January 1964, be **granted**.

Application No 623519

**Land at Kennel Lane, Warfield.
Outline application for redevelopment of site for 1262 sq m B1 (business) floorspace with access from Kennel Lane.**

RESOLVED that the applicant's request to hold in abeyance the S106 Agreement be **agreed** and the application remain undetermined until the outcome of the appeal in respect of application No.623351 is known.

10 Building Regulations Applications/Notices Dealt with by the Borough Planning Officer (Item 5)

The Borough Planning Officer submitted a report on building regulations applications/notices that had been dealt with since the last meeting.

RESOLVED that the report be noted.

11 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.

12 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 10.15pm

CHAIRMAN

STRATEGY AND POLICY COMMITTEE
14 JULY 1999

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

Apologies for absence were received from:
Councillors Good and Mills

183 Substitute Members

The Committee noted the attendance of the following substitute members appointed under Standing Order No 38:

Councillor Fawcett for Councillor Good
Councillor Harrison for Councillor Mills

184 Minutes

RESOLVED that the Minutes of the meeting of the Committee held on 14 April 1999 be approved as a correct record and signed by the Chairman.

185 Health Panel

RESOLVED that the Minutes of the meetings of the Health Panel held on 20 May and 8 July 1999, as set out in Appendices A and G respectively hereto, be received and that the recommendations in Minute Nos 3, 8 and 12 be adopted.

186 Audit & Performance Review Committee

RESOLVED that the Minutes of the Audit & Performance Review Committee held on 2 June 1999, as set out in Appendix B hereto, be received.

187 Access Advisory Sub Committee

RESOLVED that the Minutes of the Access Advisory Sub Committee held on 3 June 1999, as set out in Appendix C hereto, be received.

188 Personnel Sub Committee

RESOLVED that the Minutes of the meeting of the Personnel Sub Committee held on 16 June 1999, as set out in Appendix D hereto, be received.

189 **Finance & Property Sub Committee**

RESOLVED that the Minutes of the meeting of the Finance & Property Sub Committee held on 28 June 1999, as set out in Appendix E hereto, be received.

190 **Millennium Sub Committee**

RESOLVED that the Minutes of the meeting of the Millennium Sub Committee held on 5 July 1999, as set out in Appendix F hereto, be received and the recommendation in Minute No 3 be adopted.

191 **Quarterly Operations Report**

The Chief Executive introduced the Quarterly Operations Report, which outlined the key activities and performance of the Council during the first quarter of the year (April-June). The report described significant progress which had been made in several areas during what had been a very busy quarter.

The Chief Executive specifically drew the Committee's attention to the encouraging results of the recent public satisfaction survey, which had been reported to Members on 21 June. He also commented on the positive findings of the Local Government Improvement Programme (LGIP) Team. The Team had spent a week conducting a peer review of the Council against the benchmark of the "fully effective council". They had found the Council to be a well managed authority and had particularly commented on the commitment and flexibility of the Council's staff. Members discussed the LGIP Team's recommendations to help the Council improve its performance in the future. It was noted that the information provided by these exercises gave the Council important foundations for future direction and developments.

RESOLVED that the Quarterly Operations Report be accepted.

192 **Provisional Out-turn 1999 and Commitment Budget 2000/01-2002/03**

The Director of Corporate Services introduced a report on the latest projected out-turn expenditure position for the year 1998/99, highlighting issues that were likely to impact upon the Council's budget in future years. The Provisional Out-turn figure was £72.624m compared with the approved budget of £77.524m. Reasons for variances from the approved budget within individual service committees had been reported throughout the year in the Quarterly Operations Reports. The major variations on the budgets which were not included within a specific committee were detailed in the report.

The Committee went on to consider the budget strategy for 2000/01 and beyond, based on the consideration which had been given by each service committee to their Commitment Budget, an analysis of resource levels and a projection of SSA levels over the next three years. Based on current available information, the funding gap between the base budget and SSA was projected to close over the next two years. However it was noted that this projection specifically excluded any service developments. If these continued at the level identified in the past two years this would show an underlying funding gap of around £2.5m-£3.5m in 2000/01. A further

significant factor was the potential result of the Government's proposal to introduce Resource Accounting to the Housing Revenue Account. The councils, including Bracknell Forest, who were in a negative subsidy position, could be significantly affected. Potentially, the entire amount of negative subsidy could be lost to the General Fund. This was currently budgeted at £6.4m. If the change was implemented as currently proposed, this would significantly increase the funding gap in future years. The report outlined a budget strategy which recognised these factors.

Arising from the recommendations of the Millennium Sub Committee it was further proposed to establish a special reserve to provide funds for the programme of activities developed by the Sub Committee.

RESOLVED that

- (i) The Provisional Out-turn Expenditure for 1998/99 of £72.624m be noted;
- (ii) Budget carry forwards of £0.351m, requested by service committees, be approved as outlined in Annex A to the report;
- (iii) The Commitment Budget for the period 2000/01-2002/03 be noted;
- (iv) The proposed Budget Strategy set out in Section 10 of the report be supported; and
- (v) The establishment of a special reserve of £62,000 be approved for Millennium celebrations and that this reserve be set aside from the available General Reserves at 31 March 1999.

193 Capital Programme Update (Item 3)

The Committee was advised that each year the Council entered into a number of agreements under Section 106 of the Town & Country Planning Act 1990 by which developers made a contribution towards the cost of providing facilities and infrastructure that may be required as a result of their development. The Director of Corporate Services reported on the funding received during 1998/99 and the application of these resources. Approval was sought for the release of Section 106 resources for a number of schemes to be undertaken during 1999/2000. The report also reviewed the arrangements for dealing with developers' contributions within the Council's Capital Programme in future years.

RESOLVED that

- (i) The schemes identified in Annexe A of the minutes be added to the Council's Capital Programme;
- (ii) £1.65m be released from existing Section 106 receipts to fund the capital schemes identified in Annex A; and
- (iii) Interest earned on Section 106 receipts be retained within the General Fund.

194 **The Edge Programme – Progress July 1999 (Item 4)**

The Head of Policy Development presented a report on progress in the development of the Council's multi-application Smartcard initiative, now known as 'The Edge Programme'. The focus of work to date had been on undertaking the feasibility study for the loyalty card and looking to secure the most appropriate ICT managed service partner to develop and support this initiative in the longer term. The report highlighted options for the future and sought agreement to launch the first phase of The Edge Programme (the loyalty card) later in the year. The report described the immaturity of the current market in Smartcard applications and the procedure which was being followed in the selection of a long term partner to work with the Council in developing and delivering a long term sustainable solution.

Preparations had been made to launch the first phase of the programme in the form of 'The Edge' loyalty card. In the first instance the card would be issued as a show card, without Smartcard capability. This exercise would be used to establish the brand name and to test basic application procedures. It would minimise risk and initial costs to the Council by enabling more time to develop a long term solution with the Council's chosen partner and to facilitate the future convergence and integration of all systems. The Committee noted the exceptional response of Town Centre retailers in offering discounts to card holders. Members expressed the hope that appropriate discounts on Council services would be included at the earliest possible stage. The Committee also discussed the name of the loyalty card and it was agreed that the Focus Group would give further consideration to this matter.

RESOLVED that

- (i) The first phase of The Edge Programme (the loyalty card) be launched in September this year; and
- (ii) Members of the Smartcard Focus Group can if appropriate participate in reference site visits and receive presentations from potential managed service providers and that this be deemed to be an approved duty for the purposes of Members allowances.

195 **Konver II Programme (Item 5)**

The Chief Executive reported on an opportunity to secure Konver II European funding. The Konver II Programme aimed to promote the diversification of economic activities in an area previously dependent upon defence sector or military bases, by creating complimentary economic activities. The Council had recently sought Konver II funding and, as a result of a bidding process, had now received approval for a grant of £520,000. At this stage the grant was non site-specific and was subject to a revised submission from the Council. The report therefore outlined the steps which needed to be taken in order to secure the Konver II funding.

RESOLVED that

- (i) The Chief executive be authorised, in consultation with the Chairman, to re-submit the Konver II Programme bid within the timescale required; and

- (ii) The further development and implementation of the Konver II project be delegated to the Finance & Property Sub Committee, taking advice from the Director of Planning & Transportation.

196 Service Level Agreements (Item 6)

The Director of Corporate Services reported on progress to date with the introduction of Service Level Agreements between internal support services and front line departments. This work had been included within the Committee's Service Plan for 1999/2000. The report set out a framework for implementing Service Level Agreements, focusing initially on the Corporate Services Department. With the approval of the Committee, the approach was to be extended in due course to all service areas which provided support services to front-line departments. A standard format for Service Level Agreements had been developed in line with the principles described in the report. The proposed arrangements also addressed service quality and performance measurement requirements.

RESOLVED that

- (i) The framework for developing Service Level Agreements outlined in the report be agreed;
- (ii) Service Level Agreements be introduced for the Corporate Services Department from October 1999; and
- (iii) Service Level Agreements be introduced for other support services from April 2000.

197 Constitution Advisory Group – Consultation Arrangements (Item 7)

The Chief Executive presented a report on the latest developments within the work of the Constitution Advisory Group. The Group had commissioned a programme of research and information gathering to inform the process of considering future constitutional models for the Council. It was currently intended that the Constitution Advisory Group would present its considered recommendations to the next meeting of the Committee in October. It was therefore essential that some form of consultation was undertaken so that the views of the public could be fully reflected in any recommendations at that stage.

The Committee noted that discussions nationally had resulted in the suggestion of further models in addition to the three options outlined in the Government's paper. The Committee endorsed the view that the Constitution Advisory Group should include the full range of potential models within its discussions.

RESOLVED that

- (i) the progress to date be noted; and
- (ii) the Chief Executive be authorised, in consultation with the Constitution Advisory Group, to undertake appropriate consultation over the summer.

198 **Corporate Community Safety Initiatives (Item 8)**

The Head of Policy Development advised the Committee that, as part of this year's budget, the sum of £85,000 had been identified for corporate community safety initiatives in response to the Crime & Disorder Act. The report requested expenditure against this budget in respect of the establishment of the Council's Youth Support Team and other priorities identified within the Community Safety Strategy.

RESOLVED that

- (i) The costs of the establishment of the Council's Youth Support Team in 1999/2000 (currently estimated at £62,000) be met from this budget in this financial year;
- (ii) The Community Safety Strategy Group identifies priorities within the Community Safety Strategy which could be met from the balance of funds available in the financial year 1999/2000; and
- (iii) The Chief Executive be given delegated authority to authorise expenditure against the balance of funds remaining to meet priorities identified in the Community safety Strategy.

199 **Framework for Voluntary Sector Relationships (Item 9)**

The Head of Policy Development introduced a report proposing a guiding framework for departments, Officers, Members and the voluntary sector to provide comprehensive information on all matters concerning the Council's voluntary sector grant giving. The framework had been discussed and endorsed by the Voluntary Sector Issues Focus Group at its meeting on 30 June 1999. It was intended that the guide would contribute towards a seamless service for local organisations seeking grant aid and would ensure a corporate approach to all voluntary sector organisations.

The report also presented draft guidelines for Members and Officers appointed to represent the Council on a range of outside bodies.

RESOLVED that

- (i) The framework for Voluntary Sector Grant Aid, attached as Annex 1 to the report, be approved; and
- (ii) Approval be given to the Member and Officer Guidelines - Representation on Outside Bodies, attached as Annex 2 to the report.

200 **Scheme of Delegation (Item 10)**

The Director of Corporate Services advised the Committee that in March 1999 the Council had adopted a new Scheme of Council and Committee Management. Currently the scheme comprised two volumes dealing with Member arrangements and general management arrangements respectively. The scheme also envisaged that there should be a third volume setting out specific delegations to Officers for the day to day management of the Council. The report sought the approval of the

Committee for that part of volume 3 which would relate to matters falling within the terms of reference of the Committee. Attention was also drawn to the need to delete paragraph 2.2(e)(i) of volume 2 of the Scheme, which provided for delegated powers to always be exercised in the name of the Director. This provision was not considered necessary in all cases.

RECOMMENDED that

- (i) The delegations set out in Annexe B to the Minutes be approved for inclusion in Volume 3 of the Scheme of Council and Committee Management; and
- (ii) Paragraph 2.2(e)(i) should be deleted from Volume 2 of the Scheme of Council and Committee Management.

201 Development Programmes for Elected Members (Item 11)

The Director of Corporate Services reported that there had been considerable discussion at national level recently about the need for structured development and training programmes specifically designed to enable Members to fulfil their own aspirations and to deal with the underlying themes of the modernisation agenda. The Government's White Paper 'Local Leadership – Local Choice' invited councils to reassess their arrangements for training both newly elected and serving Councillors. A number of initiatives were currently being promoted through the recently created Improvement Development Agency. In addition other training opportunities were available. A full report on training for Members following the May 2000 elections would be presented to the Committee in due course. Pending that, the report dealt with three shorter term, inter-related initiatives and invited the Committee's support and participation.

RESOLVED that

- (i) The Committee authorise the continued participation of up to four Members in the National Councillor Development Initiative;
- (ii) The Committee approve the participation of one majority party Member and one minority party Member in the 1999/2000 Democratic Leadership Programme; and
- (iii) Officers be authorised to proceed to draw up an appropriate programme of Member Workshops during the period September 1999-January 2000 and an induction programme for new Members following the Borough elections in May 2000.

202 Appointment to Outside Bodies (Item 12)

The Committee noted that appointments of Members to serve on outside bodies for the Municipal Year 1999-2000 had been made at the Annual Council meeting held on 5 May 1999. As a result of new or changed arrangements, it had been necessary to make a number of further appointments and these had been dealt with under delegated powers in accordance with the procedure for urgent decisions.

RESOLVED that the Committee note the following appointments of Members to serve on outside bodies for the remainder of the current Municipal Year:

Berkshire Pension Fund & Advisory Panel	Councillor Thompson
South East England Regional Assembly	Councillors Mrs Ballin and Councillor Bettison (Reserve)
Thames Forest Area Community/Police Consultative group	Councillor Mrs Hayes and Councillor Thompson (Reserve) and the Community Safety Officer

203 **References from Other Committees (Item 13)**

The Committee considered and determined references from the Leisure Services Committee meeting held on 15 June 1999 and the Education Committee meeting held on 30 June 1999, as follows.

LEISURE SERVICES COMMITTEE

(1) Request for contribution to start-up costs The Downshire Golf Course Business Plan

RESOLVED that approval be given to:

- (i) Additional capital resources of £87,000 to purchase the necessary plant and equipment, as detailed in Appendix 3 of the Business Plan;
- (ii) The purchase of £70,000 of stock from the Council's cash reserves to enable the golf shop to operate; and
- (iii) The utilisation of this Council's share of the balances remaining in the Joint Golf Course Committee renewals Fund to purchase plant and equipment, as detailed in Appendix 3 of the Business Plan.

(2) Request for release of Section 106 funding: Westmorland Drive Open Space.

RESOLVED that a further £63,233 of Section 106 funds be released to cover the estimated shortfall in funding for the design and construction of a pavilion at the open space located at Westmorland Drive.

(3) Request for Section 106 funding and approval of an investment facility: Brownlow Memorial Hall

RESOLVED that

- (i) £90,687 be allocated from Section 106 Agreement funding, as detailed in Annex A of the report, for the improvements to the Brownlow Memorial Hall;
- (ii) An investment of up to £300,000 be approved to Warfield Parish Council at a variable interest rate equal to the repo rate plus one eighth of one percent, repayable over a period of 25 years; and

- (iii) The following conditions be agreed:
- (a) The grant and investment may only be utilised for the projects detailed in the report, subject to the Director of Leisure Services being given delegated authority to agree minor variations;
 - (b) The project is begun by 31 March 2001;
 - (c) Any other conditions proposed by the Borough Solicitor or Borough Finance Officer to protect the Council's interest.

(4) Request for Section 106 funding: Lily Hill Park

RESOLVED that Section 106 funding of £22,158 be released for expenditure n lily Hill Park.

(5) Request for release of commuted payments: new Open Spaces

RESOLVED that the commuted maintenance sums held by the Finance & Property Sub Committee to cover the additional costs of parks and open spaces be released, with £68,720 to be added to the Leisure Services Revenue Budget for these costs in 1999/2000.

EDUCATION COMMITTEE

(1) Future funding arrangements for Rhos-y-Gwaliau

RESOLVED that, in principle and subject to annual confirmation, funding should continue for the next five years to 31 March 2004 within the Education budget, subject to the Rhos-y-Gwaliau trust producing an agreeable business plan and exit strategy which would show how this support would taper out towards self sufficiency during this period.

(2) Projected under and overspend within the Education Capital Programme

RESOLVED that

- (i) Approval be given to the use of the underspend on College Hall to cover the project overspend on the Cranbourne Scheme and the Edgbarrow Scheme; and
- (ii) The offer figure of £41,387 with fees of £4,656 be accepted for the refurbishment of Edgbarrow School Science Laboratory.

204 **Exclusion of Public and Press**

In accordance with Standing Order 25 Councillor Bettison declared a personal interest in the remaining items on the agenda and withdrew from the meeting at this point.

COUNCILLOR BIRCH, VICE-CHAIRMAN, IN THE CHAIR

Arising on a motion to exclude the public and press from the meeting an amendment was moved to delete Item 15 from the motion. On a request for a recorded vote to be taken voting on the amendment was as follows:

For (7): Councillors Bayle, Fawcett, Jones, Mrs Keene, McCormack, Mrs Shillcock and Wheaton

Against (7): Councillors Mrs Ballin, Birch, Harrison, North, Sargeant, Wade and Ward

Abstaining: None

There being an equality of votes, Councillor Birch exercised his casting vote against the amendment which was therefore declared lost. It was thereupon

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.

- | | | |
|-----|--------------------------------------|------------------------------------|
| (5) | Application for financial assistance | (Item 14) |
| (7) | Business affairs of a third party | (Annex to Item 4, Items 15 and 16) |
| (9) | Terms proposed for a contract | (Item 16) |

205 **1 Priestwood Square (Item 15)**

Consideration was given to a report by the Chief Executive and Director of Corporate Services which contained exempt information and dealt with an investigation carried out by the Director of Corporate Services, as a result of a number of concerns raised at the Strategy & Policy Committee meeting on 14 April regarding the tendering arrangements and proposed letting of the shop unit at 1 Priestwood Square. These concerns related to the delay in completing the lease since the decision in October 1997 to accept the highest tender received.

Councillor Bettison returned to the meeting to answer factual questions from the Committee. He then withdrew from the meeting, prior to debate.

A motion in the terms set out below was put to the meeting and carried. In accordance with Standing Order 47, on the request of one quarter of the Members present, the motion was referred to the Council as a recommendation.

RECOMMENDED that

- (i) the Borough Planning Officer's advice be formally obtained in all cases when a change of use is being considered for a vacant Council owned property;

- (ii) where appropriate, planning permission be sought prior to marketing vacant shop units;
- (iii) a Members' training session on the role of planning policies in respect of the development control decisions be arranged in the near future;
- (iv) a local Code of Conduct for Members governing the handling of planning applications be developed by the Planning & Transportation Committee and endorsed by the Standards Committee which should be established as soon as practicable;
- (v) a formal system of monthly reviews by Officers on all prospective leases be introduced to ensure that any protracted negotiations are highlighted and acted upon;
- (vi) before any lease is awarded the highest tender be fully evaluated on the basis of the following criteria:
 company search
 references
 financial standing
 business proposals
 past dealings with the Council
- (vii) that the Chief Executive write to:
 - (a) Councillor Bettison drawing attention to the Committee's view that, for the reasons set out in the report, his involvement in the negotiations has put him in a position where it could be concluded that he has contravened paragraphs 7 and 31 of the National Code of Local Government Conduct; and
 - (b) All Councillors drawing attention to the need to take particular care to comply fully with the National Code of Local Government Conduct in any personal dealings with the Council.

206 **1 Priestwood Square (Item 16)**

RESOLVED that in view of the recommendation to Council of the previous agenda item, this report be referred to the Council for determination.

207 **South Hill Park Grant Application (Item 14)**

The Director of Leisure Services submitted a report regarding the grant application and business plan submitted by South Hill Park Trust in support of a significant development project at the South Hill Park Arts Centre.

RESOLVED that

- (i) a grant of £1m be offered to South Hill Park Trust based on the revised project detailed in the report;

- (ii) the amendments to the revised project must be agreed in advance by the Director of Leisure Services in consultation with the Chairman and Vice Chairman of the Leisure Services Committee; and
- (iii) the grant be released on a phased basis, but not earlier than the Trust's contractual obligation to pay invoices associated with the project.

The meeting commenced at 7.30pm and concluded at 12.05am

CHAIRMAN

Chief Executive

The Chief Executive is authorised to:-

1. Take such measures as are appropriate in his/her capacity as Head of the Paid Service.
2. Take such steps as are properly required to ensure the effective implementation of the decisions of the Council, its committees and sub-committees.
3. Act as Returning Officer
4. Witness and receive declarations of acceptance of office and receive declarations of resignation of office under Section 84 of the Local Government Act 1972

Chief Executive and Directors

The Chief Executive and, for the purposes of those powers and duties which they are respectively authorised to discharge, Directors, are authorised to take the following actions/measures:-

1. All actions/measures which are authorised by the Council's Contract Standing Orders and Financial Regulations
2. Authorise the Borough Solicitor to institute proceedings to recover monies due to the Council and/or to recover land owned by the Council
3. Authorise officers to exercise powers to enter land, to exercise powers of inspection, seizure and to detain goods

Director of Corporate Services

The Director of Corporate Services is authorised to:-

1. Secure and make arrangements for the provision of the following services to the Council:-
 - (a) Finance
 - (b) Legal
 - (c) Personnel
 - (d) Information Technology
 - (e) Committee Services
 - (f) Administration Services to the Council including the management repair and maintenance of the Council's Civic Offices, the provision of catering services for the Civic Offices and the provision of a Courier service for the delivery of Council documents

2. Discharge the Council's functions relating to electoral registration
3. Discharge the Council's functions relating to registration under Data Protection legislation and secure compliance with such legislation by all Council departments
4. Make arrangements for Mayoral transport and other Mayoral and Member support
5. Maintain a register of Members interests and Member allowances.
6. Discharge the Council's functions as registration authority for Local Land Charges
7. Take all appropriate steps to fulfil his/her function as Monitoring Officer.

Borough Solicitor

The Borough Solicitor is authorised to:-

1. Make such Orders, issue such Notices and execute such agreements and instruments as are necessary to give effect to any decision or authorisation of the Council, its Committees, Sub-Committees or of an officer acting within the scope of his/her authorised powers.
2. On behalf of the Council, to defend, institute, appeal from, settle or abandon any legal proceedings whether administrative, civil or criminal in any Court arbitration or tribunal.
3. Pursuant to Section 223 of the Local Government Act 1972 and other relevant legislation and Practice Directions, authorise persons other than Solicitors or Barristers to represent the Council in legal proceedings.
4. Determine whether inspection of a document in the possession of the Council should not be allowed on the grounds that it is, or in the event of legal proceedings would be, protected by privilege arising from the relationship of Solicitor and client.
5. Certify or authenticate any matter requiring certification or authentication on behalf of the Council.
6. Determine applications for formal registration or certification made in pursuance of any legislation conferring such a function upon the Council in any cases where a Director is not authorised to take such action.
7. In consultation with the Director of Social Services and Housing and the Borough Finance Officer, act in the administration of:-
 - (a) an estate of a deceased person where a child or young person for whom the Council has parental responsibility has an interest in the estate, or
 - (b) a child or young person who has died whilst in the care of the Council.

8. Jointly with the Borough Finance Officer accept and manage money or other gifts from third parties for and on behalf of children or young persons in care.
9. Exercise the Council's powers to be a Trust Corporation.
10. Exercise the Council's powers and duties in relation to Commons and Town and Village Greens
11. Act as Monitoring Officer in the absence of the Director of Corporate Services.
12. Maintain the Definitive Map kept by the Council pursuant to the Wildlife & Countryside Act 1981.
13. To discharge his/her functions and exercise his/her powers under Contract Standing Orders and Financial Regulations.

Borough Finance Officer

The Borough Finance Officer is authorised to:-

1. Take all appropriate steps and measures to discharge the function of the Borough Finance Officer as having responsibility for the administration of the financial affairs of the Council under Section 151 Local Government Act 1972.
2. Arrange insurance on behalf of the Council.
3. Authorise the Borough Solicitor to institute legal proceedings to recover monies due to the Council.
4. Invest surplus monies in accordance with the Council's approved investment policies.
5. Raise loans as required.
6. In consultation with the Director of Social Services and Housing and the Borough Solicitor, act in the administration of:-
 - (a) an estate of a deceased person where a child or young person for whom the Council has parental responsibility has an interest in the estate, or
 - (b) a child or young person who has died whilst in the care of the Council
7. Jointly with the Borough Solicitor, accept and manage money or other gifts from third parties for and on behalf of children or young persons.
8. The Council's powers and duties (including action to recover arrears) relating to Community Charge Council Tax and Non-Domestic Rates excepting the

determination of discretionary rate relief under Sections 47 and 48 Local Government Finance Act 1988.

9. Writing off of irrecoverable debts.
10. To discharge his/her functions and exercise his/her powers under Contract Standing Orders and Financial Regulations.

The Borough Surveyor

The Borough Surveyor is authorised to:-

1. Grant, terminate or refuse any licence, wayleave, easement or lease of sites for use by statutory undertakers, public utilities, cable and telecommunication operators
2. Within revenue or capital estimates, carry out works of general maintenance in respect of property owned leased or occupied by the Council.
3. Determine rent reviews of existing Leases (rentals of £50,000 or more to be reported to Finance and Property Sub-Committee for information)
4. Approve terms for the grant by the Council of any licence, wayleave, easement over land and buildings for any purpose where no security of tenure is to be obtained and the length of term does not exceed 5 years.
5. Grant or renew Leases or Underleases for commercial and residential properties (subject to prior consultation with the Director of Social Services and Housing in respect of properties comprised within the Housing Revenue Account and with rentals of £50,000 or more to be reported to Finance & Property Sub-Committee for information).
6. Acquire freehold interests in land, subject to the acquisition having been previously agreed in principle by or on behalf of the appropriate Committee and the consideration not exceeding £50,000.
7. Approve the assignment or sub-letting of existing Leases and Underleases.
8. Agree to amendments to user and other clauses in the Council's standard Leases.
9. Determine requests by Tenants, Lessees or Licensees of properties owned by the Council for consent to make improvements or alterations, subject to compliance with any applicable statutory requirements (subject to prior consultation with the Director of Social Services and Housing in respect of properties comprised within the Housing Revenue Account).
10. Grant rights of way with or without vehicles over Council owned land
11. Purchase, by agreement or otherwise
 - (i) properties included in Compulsory Purchase Orders,

(ii) properties specified in valid Blight Notices served on the Council

subject to budget provision having been made for such purposes

12. Agree all payments in connection with the acquisition of land under Compulsory Purchase powers including home loss and disturbance payments.
13. Submit Planning Applications on behalf of the Council.
14. Determine requests for Deeds of Variation, Deeds of Covenant, Deeds of Waiver, Deeds of Release and rights of pre-emption, at a consideration if appropriate.
15. Dispose of the Council's interest in amenity land not exceeding 0.1 hectares.
16. Dispose of the Council's interest in surplus land not exceeding 0.1 hectares subject to the disposal having been previously agreed in principle by or on behalf of the appropriate Committee.
17. Agree terms to dispose of the Council's freehold interest to long leaseholders of residential property.
18. Accept tenders or terms for Leases in all cases where the property is held pending redevelopment.
19. Authorise the service of Notices on Tenants in accordance with the Landlord & Tenant Act 1954 and to deal with any consequential matters including agreeing terms for a new tenancy, settling claims for statutory compensation in appropriate cases.
20. Serve Notices terminating other Agreements in respect of land including residential properties (subject to the prior consultation with the Director of Social Services and Housing in the case of properties comprised within the Housing Revenue Account).
21. Approve terms and conditions for the taking by the Council of any licence, wayleave, easement, tenancy, lease of land or building for any purpose subject to the acquisition of the interest having been previously agreed in principle by or on behalf of the appropriate Committee, the period not exceeding 5 years and the rental or other consideration not exceeding £10,000 per annum.
22. Secure the repair and maintenance of land and buildings in the ownership of the Council not comprised within the Housing Revenue Account.
23. Manage and secure the repair and maintenance of the Council's vehicles.
24. Agree amendments to the Rating Valuation List.

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HEALTH PANEL

THURSDAY 20 MAY 1999

Present: Councillors Barnard, Blatchford, Mills, Mrs Pile, Mrs Shillcock, Thompson, and Wheaton

Berkshire Health Authority: Ed Macalister Smith

Bracknell Forest Primary Care Group: Diane Hedges

Apologies were received from:
Councillors Mrs Doyle, Fawcett and Veakins
Phillip Burgess, Margaret Edwards, Christina Pond and
Mike Taylor

1. Election of Chairman

RESOLVED that Councillor Mills be elected Chairman of the Panel

2. Election of Vice-Chairman

RESOLVED that Councillor Barnard be elected Vice-Chairman of the Panel.

3. Terms Of Reference

The Panel considered a report setting out its terms of reference.

After some discussion, it was agreed that there was a need to amend them to ensure that they recognised the partnership between the local authority and the health services.

In addition, Diane Hedges suggested that she believed it would be helpful to have a second representative of the Bracknell Primary Care Group on the Panel. In response to this, the Chairman indicated that he would like to consider this further

RECOMMENDED that the Terms of Reference of the Health Panel be amended to read:

A Panel comprising 9 Members (5:4), appropriate Officers of BFBC, Chief Executives of Berkshire Health Authority, Bracknell Forest Primary Care Group, Heatherwood & Wexham Park NHS Hospital Trust and East Berkshire Community NHS Hospital Trust and a representative nominated by the Chairman of the East Berkshire Community Health Council, reporting to the Strategy & Policy Committee and established to:

- 1 To provide both the Local Authority and the Health Services with a forum for positively influencing the development of Local Health services as co-ordinated by the Berkshire Health Authority and Bracknell Primary Care Group.*

- 2 *To provide a focus for Bracknell Forest Borough Council and the Health Service to address the priorities of the Green Paper – Our Healthier Nation.*
- 3 *To review and recommend measures to strengthen the Council's partnerships with the Health Authority, Health Trusts, Primary Care Group and other agencies in order to promote the health of the Borough and to improve joint working and planning.*
- 4 *To evaluate and promote developments in health provision for Bracknell Forest residents and to make recommendations to the Strategy & Policy Committee on the Council's responses.*
- 5 *To establish clear links between the Council's health-related services in Education, Social Services, Public & Environmental Services, Leisure, and Planning & Transportation in order to ensure a co-ordinated approach.*

4. **Health in Bracknell Forest – Partnership Between the Health Service and the Local Authority**

The Panel received a report explaining the background to the evolving partnership arrangements between local authorities and the Health Service. This was supported by a presentation by the Director of Social Services & Housing. The Panel noted that two key themes had emerged:

- i The intention to bring Local Authority Services and Health Service provision closer together, both at the front line as well as in the way these services are planned.
- ii The expectation that all agencies work together to create new and innovative approaches which can help achieve mutually agreed objectives.

Ed Macalister Smith endorsed the report and presentation, indicating that he was sure the way in which health authorities were currently working was by no means ideal, but that by working with local authorities improvements could be made.

Diane Hedges indicated that it would be important for the Borough Council's representatives to understand the pressures facing the Health Authority and the framework in which it had to operate. It was agreed that the Strategic Review was a topic which the Panel should discuss in more detail at its next meeting as it would help it understand the constraints faced.

Ed Macalister Smith stated that, whilst the Health Improvement Programme set out the aims of the local Health Authority, it was unlikely that it would have any influence over national funding. It was therefore important to look at the services currently being provided and determine whether the funds already available were being put to best use.

In noting that one of the concerns of people in Bracknell was the lack of a local hospital, Trevor Farmer indicated that discussions were to take place regarding the re-provision of the Skimpid Hill Health Centre, but Diane Hedges stated that this was not the answer to the issue of Bracknell's lack of hospital.

The panel welcomed the report and ensuing discussion which had set the scene for its future role.

5. **Health Improvement Programme**

Diane Hedges made a presentation to the Panel on the Health Improvement Programme. She drew the Panel's attention, in particular, to the "Jarman Scores" which were used as an indicator of health need. From these, it was clear that Bracknell Forest was better off than many places.

She indicated that the three key priorities to be addressed in Bracknell Forest were:

- Coronary Heart Disease/Stroke
- Mental Health
- Teenage Health

The Health Improvement Programme identified issues, but it was then a matter of facing up to the challenges posed in tackling these issues and seizing every opportunity to make a difference.

Diane answered a number of questions posed by Members regarding the reasons behind the selection of the three priorities. Amongst the key points made during the discussion were:

- That alcohol abuse was a major issue amongst the young in the district.
- That there was a need to choose a way of measuring the impact of initiatives to tackle the priorities.
- That in some cases where the benefits of action might not be immediately evident, it would be necessary to measure the process rather than the outcomes.
- That people needed to take personal responsibility for tackling the problems.
- That discussions were held with representatives of the private sector through their association.

In response to a suggestion that the Programme seemed very prescriptive and perhaps not flexible enough to meet the challenges, the Panel was reminded that the Programme was updated annually and was therefore a dynamic document and able to respond to changing circumstances.

6. **Date of Next Meeting**

It was agreed that the Panel should next meet at 7pm on Monday 5 July 1999, or if that proved to be inconvenient for a significant number of its Members, Thursday 8 July 1999.

**The meeting commenced at 7pm
and concluded at 8.30pm**

CHAIRMAN

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**AUDIT AND PERFORMANCE REVIEW COMMITTEE
2 JUNE 1999**

Present: Councillors Birch, Blatchford, McCormack, Mrs Shillcock
Mrs Sutcliffe, North and Wheaton

Apologies for Absence were received from:
Councillors Bailey and Beadsley

1. Election of Chairman

RESOLVED that Councillor Birch be elected Chairman of the Audit and Performance Review Committee for the Municipal Year 1999/2000.

COUNCILLOR BIRCH IN THE CHAIR

2. Appointment of Vice Chairman

RESOLVED that Councillor North be appointed Vice Chairman of the Audit and Performance Review Committee for the Municipal Year 1999/2000.

3. Substitute Member

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

Councillor Wheaton for Councillor Beadsley

4. Minutes

RESOLVED that the Minutes of the meeting of the Committee held on 17 March 1999 be approved as a correct record and signed by the Chairman.

5. Audit Commission Local Authority Performance Indicators for 1997/1998 (Item 1)

The Committee had previously considered the Council's national performance indicators for 1997/1998 in October 1998. The Committee now had the opportunity to consider comparative information on the performance of the six authorities in Berkshire as well as information on national and local averages. The Committee was advised of the importance of the indicators in terms of Best Value work, for example in identifying areas for future review.

RESOLVED that the performance of the Council against the National Indicators, as set out in Appendix 1 to the Report, be noted.

6. Progress on Developing the Performance Management Programme (Item 2)

A report setting out progress on the development of the Council's Performance Management Programme was considered, which set the framework for the Council's approach to Best Value. The Committee noted that fundamental service reviews had begun in three service areas: Trading Standards; the Child Protection Service; and the Library Service. The Committee also noted the commencement of a benchmarking exercise for Legal Services and "Best Value Health Checks" for Housing Management and the Emergency Duty Team.

RESOLVED that progress to date be noted.

7. Internal Audit Assurance Report January-March 1999 and Annual Assurance Report (Item 3)

The Committee considered a report which provided a summary of internal audit activity in the period January-March 1999 and an overall annual assurance opinion in relation to audit work undertaken during the 1998/99 financial year. In terms of the annual audit report the Committee noted that 223 out of a planned 232 audits were carried out with 88% of these audits receiving a satisfactory or full assurance. The Committee also noted progress with the objective of attaining Managed Audit Status which would enable the external auditor to rely on the examinations of financial procedures and controls undertaken by Internal Audit.

RESOLVED that

- (i) progress made internal audit at the end of the first year of unitary status towards achieving the annual plan be noted; and
- (ii) the overall satisfactory assurance opinion for the fourth quarter of 1998/99 and 1998/99 year as a whole be noted.

8. Item for Information

The Committee noted the following item submitted for information only:

Audit Commission Publications (Item 4)

The meeting commenced at 7.30pm and concluded at 8.05pm

CHAIRMAN

ACCESS ADVISORY SUB COMMITTEE

3 JUNE 1999

Present: Councillor Harrison
Councillor Mrs Clifford
Councillor Piasecki
Councillor Mrs Sutcliffe,
Phyllis Buckby, Bracknell Council for Voluntary
Service
Ms C Dann, Bracknell Users Group
Mr M Jackley, Berkshire County Blind Society
Mrs M Thompson, Action Group for the
Physically Handicapped
Mrs B Thompson, Arthritis Care
Mr P Thompson, Arthritis Care,
Mrs I Tilbry, Arthritis Care

Apologies for Absence:

Miss T Azam, Bracknell and Wokingham
Muscular Dystrophy Group
Mrs A Dyer, Red Diamond Sports Association
Ms H Hart, Berkshire Multiple Sclerosis Therapy
Centre
Mrs P Sanderson, The Ark
Mr M Shrimpton, Berkshire Disability Information
Network
Mr A Tarry, National Federation of the Blind

1. Election of Chairman and Appointment of Vice-Chairman

It was reported that Councillor Harrison had been elected Chairman of the Access Advisory Sub Committee for the municipal year 1999/00, at the Annual Council Meeting on 5 May 1999. Councillor Mrs Clifford had been appointed Vice Chairman.

2. Minutes

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

3. March Training Report (Item 1)

The Sub Committee considered a report highlighting issues that were raised in the two training sessions held for Members on 23 and 24 March.

Papers for the Access Advisory Sub Committee were written a number of weeks ahead of the meeting, as the agenda was dispatched two weeks before the meeting. Members felt it was difficult to raise issues for discussion and also were not aware how to get items onto the agenda. The Sub Committee noted that the meetings of the Access Advisory Sub Committee were public meetings and therefore, the Council was required to make public the items for discussion prior to the meetings.

Concern was expressed by Members regarding the Council Chamber in Easthampstead House, as this was inaccessible to some Members. Members felt that alternative venues should be explored.

Attracting the attention of the Chairman was another issue that was raised. Visually impaired people may have difficulties following the discussion if they were unaware who was speaking. Some Members felt intimidated by the size of the Council Chamber and the microphones.

AGREED that:

- (i) A draft list of topics for discussion at the Access Advisory Sub Committee be circulated to all Members prior to the Chairman's briefing.
- (ii) Members of the Access Advisory Sub Committee were welcome to submit reports subject to the Sub Committee's terms of reference.
- (iii) Administrative support could be made available for Groups who wished to submit a report.
- (iv) Future meetings of the Access Advisory Sub Committee be held in the ground floor meeting rooms at Times Square. An aid to communication would be installed in the near future.
- (v) Individuals would state their name before speaking to assist those with visual impairments.
- (vi) Individuals could inform the Chairman of an item on which they wish to speak prior to the commencement of the meeting.
- (vii) Laminated name cards be created to attract the attention of the Chairman and to assist with the identification of those who wish to speak.
- (viii) The Chairman should not hesitate to conclude a Member's point if he feels sufficient time had been given to an issue.

4. Presentation at Mobility Road Show with the Hackney Carriage Sub Committee (Item 2)

The Sub Committee considered a report requesting nominations for two people from the Access Advisory Sub Committee to attend the Mobility Road Show on 25 June 1999 with Members of the Hackney Carriage Sub Committee. The aim of the visit was to collect information, which may assist with making decisions on accessible taxis in the future.

Representatives from the Access Advisory Sub Committee would be asked to report their findings to the next meeting in October. Members who were not nominated to represent the Sub Committee on 25 June were still encouraged to attend the road show and present their findings at the October meeting.

AGREED that Margery Thompson and Carol Dann represent the Access Advisory Sub Committee at the Mobility Road Show on 25 June 1999.

5. Disability Awareness Programme – Town Centre Retail and Business Units (Item 3)

The Sub Committee considered a report suggesting that the Access Advisory Sub Committee could work with local retail and business outlets to improve disability awareness amongst local traders. There were a number of physical access difficulties in Bracknell Town Centre and many of the problems were major and difficult to resolve. If Bracknell Town Centre were redeveloped it would provide the opportunity to create a more accessible environment. Whilst there was little chance of securing access improvements of any size in the short term, many opportunities were taken through the Planning and Building Control applications to secure improvements to access and facilities for disabled people. It was noted, however, that local managers were making decisions on a regular basis that affects the accessibility of a service. An increased knowledge of the issues that local disabled people faced, could assist managers and staff to be more aware of their duties under the Disability Discrimination Act 1995 and how their decisions had an impact on the accessibility of the environment.

AGREED that the Access Officer prepare a report on a proposal to raise awareness of disability issues amongst local traders following further discussions with the Town Centre Development Manager.

6. New Low Floor Bus Provision for Bracknell (Item 4)

The Sub Committee considered a report on the introduction of new low floor buses on the most popular routes of Bracknell's bus services. It was reported that the new buses were the result of an agreement between First Beeline and Legal and General. Six new low floor buses had been introduced onto the bus routes serving housing areas south of Bracknell Town. The buses were gradually introduced following their launch on 4 May and were all fully operational from 11 May. Each bus had a specific area for one wheelchair user with a restraint facility to prevent excessive movement in the event of an emergency stop and there was also an area in the front of the bus with tip up seats which may be used for further wheelchairs or baby carriages. Each bus had lowering suspension to allow the bus to "kneel" to allow a more level access for passengers to get on or off and, in addition, a retractable bridge/ramp that could be used to deal with gaps that might be left between the bus floor and the kerb at the bus stop. The routes covered by the new buses were:

- 151/152 Wildridings, Great Hollands and Easthampstead
- 155 Harmans Water, Forest Park and Crown Wood
- 156/157 Hanworth and Birch Hill
- 158/159 Crown Wood and Birch Hill

These routes were circular routes linking the housing areas to the Town Centre on a half-hour frequency. Any services which would have to run without low floor buses would be clearly marked in a replacement timetable guide.

The meeting commenced at
7.30pm and concluded at 8.55pm.

CHAIRMAN

**PERSONNEL SUB COMMITTEE
16 JUNE 1999**

Present: Councillors Bailey, Barnard, Blatchford, Grayson, Harrison,
Mrs Keene, Mills, and Sargeant

Apologies for Absence: Councillors Ward and Wheaton

1. Election of Chairman

RESOLVED that Councillor Sargeant be elected Chairman of the Committee for the ensuing year.

2. Appointment of Vice-Chairman

RESOLVED that Councillor Mills be elected Vice-Chairman of the Committee for the ensuing year.

3. Substitute Members

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

Councillor Barnard for Councillor Ward

4. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 31 March 1999 be confirmed as a correct record and signed by the Chairman.

5. 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.

6. Review of the Council's Pensions & Severance Policy (Item 1)

The Sub-Committee considered a report which outlined suggestions on the way in which the pensions and severance payments policy of the Council could be constructed. It also provided an overview of pension and severance matters during the past year.

RESOLVED that:

- (i) With effect from 1 October 1999, severance for those aged under 50 years of age be based on:
 - (a) Use of a 66 week calculator in the calculation of redundancy payments.
 - (b) Use of actual weekly pay in all severance calculations.
- (ii) With effect from 1 July 1999, severance for those aged 50 years of age and over be based on:
 - (a) Use of the statutory redundancy scheme of up to 30 weeks in the calculation of redundancy payments.
 - (b) Use of a 66 week calculator or a maximum of 5 added years to a pension only in exceptional circumstances.
 - (c) Use of actual weekly pay in all severance calculations.
- (iii) In addition to the cost benefit analysis of early retirement (including savings), the Council obtain the full capitalised cost of early retirement in all cases before approval.
- (iv) The annual performance report on severance and retirements be received and noted.
- (v) The early retirement/severance policy of the council be reviewed again by 1 January 2002 (or sooner if new discretions become available or financial circumstances dictate).

7. The Millennium – Payment for Staffing Cover (Item 2)

The Sub-Committee considered a report inviting it to determine the structure for payments to be made to staff required to provide cover over the Millennium Holiday period of 31 December 1999 to 3 January 1999.

The Sub-Committee's attention was drawn to the fact that it was understood that certain staff employed in Leisure Services had been asked to take annual leave on 29 and 30 December as their facilities would be closed on those dates. In response to this, the Borough Personnel Manager indicated that the Council's general approach was that all facilities would remain open as normal except on the designated public holidays during the Christmas/New Year period. However he added that there may be operational imperatives which service committees would need to consider when deciding on the shutdown arrangements for facilities under their responsibility. However, he added that the contracts for some staff in Leisure Services did make provision for leave to be taken at the discretion of management. In view of the concerns raised about whether such action was appropriate given the Council's wish to maintain a co-ordinated approach to arrangements over the holiday period, the Borough Personnel Manager undertook to look into the matter.

RESOLVED that:

- (i) All those staff who are required to be at work be paid the normal Bank Holiday contractual rate ie double time plus an equivalent day's pay paid at the employee's actual salary rate.
- (ii) In addition to their normal salary payment, all those required to be on standby be paid a flat rate of £62.50 per day with a minimum 2 hours for every call paid at double time; standby would be for a minimum shift of eight hours in twenty four hours.

8. Youth Support Team Manager – Payment of Market Premium (Item 3)

The Sub-Committee considered a report seeking approval to offer a market premium to supplement the grade of the newly created post of Youth Support Team Manager.

RESOLVED that the current post of Youth Support Team Manager on Grade BG-E be supplemented with a 10% Market Premium to allow for immediate recruitment.

9. Items for Information

The following information items were received and noted:

- NJC Pay Award 1999
- Local Pay Award - Forestcare

The meeting commenced at 7.30pm
and concluded at 7.55pm

CHAIRMAN

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**FINANCE AND PROPERTY SUB COMMITTEE
28 JUNE 1999**

Present: Councillors Beadsley, Bettison, Mrs Doyle, Egan, Fawcett, Mrs Hayes,
Jones, Ryan and Wade

Apologies for Absence were received from:
Councillors Mrs Pile and Wheaton

1 Election of Chairman

RESOLVED that Councillor Bettison be elected Chairman of the Finance and Property Sub Committee for the 1999/2000 Municipal Year.

COUNCILLOR BETTISON IN THE CHAIR

2 Appointment of Vice Chairman

RESOLVED that Councillor Wade be appointed Vice Chairman of the Finance and Property Sub Committee for the 1999/2000 Municipal Year.

3 Substitute Members

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

Councillor Mrs Doyle for Councillor Mrs Pile
Councillor Jones for Councillor Wheaton

4 Minutes

RESOLVED that the Minutes of the meeting of the Sub Committee held on 24 March 1999 be approved as a correct record and signed by the Chairman.

5 Voluntary Grants Panel

RESOLVED that the Minutes of the meeting of the Voluntary Grants Panel held on 9 June 1999 be received and the recommendations in Minutes 2 and 3 be adopted.

6 Quarterly Operations Report (Item 1)

The Director of Corporate Services submitted the Quarterly Operations Report, which set out the main activities of the Corporate Services Department since the last meeting. The work on Year 2000 compliance; the completion of 99% of the approved audit plan by Internal Audit; and the intranet pilot project were highlighted.

The Director also drew attention to the first two months of the Council's payroll contract and outlined plans to review the client side working arrangements. In addition the report presented financial monitoring information for the period to 31 March 1999.

RESOLVED that the Quarterly Operations Report be noted.

7 Treasury Management Annual Report 1998/99 (Item 2)

The Sub Committee considered a report summarising the Council's investment performance during 1998/99, which showed a competitive rate of return in spite of falling interest rates. The Sub Committee endorsed an investment strategy for the year ahead, which would essentially rely on short term maturity investments whilst interest rates remained low. The Sub Committee also agreed several revisions to the Treasury Policy Statement, the most important of which was limiting the amount that could be invested in any one external fund manager to 50% of the overall externally managed fund, which would in effect set a maximum limit of approximately £20 million.

RESOLVED that

- (i) the Treasury Management Annual Report 1998/99 be noted;
- (ii) the treasury management strategy for the coming year, as outlined in Section 7 of the Report, be agreed; and
- (iii) the Treasury Policy Statement, as set out in Annexe B of the Report, be adopted.

8 Information and Communications Technology Framework Agreement (Item 3)

The Sub Committee considered a report outlining the results of a tendering process for the procurement of all Information Technology equipment based upon a portfolio of standard hardware and software applications. After evaluation of the three tenders submitted, the Sub Committee concluded that SolTec Limited offered the best range of services and products to the Council.

RESOLVED that the framework agreement for the provision of information technology equipment be awarded to SolTec Limited for a three year period with effect from 1 July 1999.

9 Provisional Out-turn 1998/99 and Commitment Budget 2000/01- 002/03 (Item 4)

The Sub Committee noted provisional out-turn expenditure for 1998/99 of £6.39 million compared to an approved budget of £7.065 million, with 91% of this variation arising from the following items: a reduction in insurance premiums; managed staff vacancies; additional income from local land charges; and improved cash flow and collection procedures; and higher than anticipated interest rates. The Sub Committee agreed to request the Strategy and Policy Committee to carry forward several budgets, totalling £122,000, relating to projects which had been commissioned, but for which payments had not been made in 1998/99. In addition, the Sub Committee noted its commitment budget for the next three financial years.

RESOLVED that

- (i) original out-turn expenditure of £6.39 million be noted;
- (ii) the Strategy and Policy Committee be requested to approve the budget carry forwards for the Sub Committee, as set out in paragraph 4.4 of the report; and
- (iii) the Sub Committee's commitment budget for the period 2000/2001-2002/2003 be noted.

10 Tendering of Banking Arrangements (Item 5)

The Sub Committee was advised that it was now appropriate to review the current banking arrangements, as the existing contract was due to expire in the coming year. Initially there would be a review of banking procedures with an advert placed for potential tenderers by the end of July 1999. A detailed specification would be prepared and a report submitted to the Sub Committee's next meeting in September. It was intended that the new contract would be let in July or August 2000.

RESOLVED that the plans outlined in the report to review the provision of the Council's banking services be agreed.

11 Items Submitted for Information

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

Year 2000 - Progress Report	(Item 6)
Corporate Contracts	(Item 7)

12 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:

- (1) Information Relating to Particular Employees (Item 10)
- (7) Information Relating to the Financial Affairs of a Third Party (Items 8 & 9)

13 Annexe A of Report on Information and Communications Technology Framework Agreement (Item 8)

RESOLVED that the exempt information set out in Annexe A of the Report on the Information and Communications Technology Framework Agreement be noted.

14 Annexe A of Report on Tendering of Banking Services (Item 9)

RESOLVED that the exempt information contained in Annexe A of the Report on the Tendering of Banking Services be noted.

15 **Revenue Services – Review of Recovery Staffing (Item 10)**

In the light of the revised procedures for the recovery of Council Tax and with the collection of almost all outstanding Community Charge debts, the Sub Committee reviewed the number of staff dealing with recovery within Revenue Services and agreed that a reduction in staffing levels was appropriate. The Sub Committee agreed to revised staffing structure, which would involve a voluntary redundancy for a single member of staff.

RESOLVED that

- (i) the post of Recovery Assistant be deleted from 30 June 1999;
- (ii) the Senior Recovery Assistant be made redundant as from 30 June 1999, with the associated costs financed by the deletion of the Recovery Assistant post; and
- (iii) the post of Senior Recovery Assistant be filled following an interview process restricted to the two existing Recovery Assistants.

The meeting commenced at 7.30pm and concluded at 8.35pm.

CHAIRMAN

**MILLENNIUM SUB COMMITTEE
5 JULY 1999**

Present: Councillors, Egan (Chairman), Barnard
Blatchford, Fawcett, Flood, Good, Mrs Keene
and Mrs Pile

Also Present: A Scorer (Bracknell Town Council)

1. Minutes

The Minutes of the meeting of the Sub Committee held on 6 April 1999 were approved as a correct record and signed by the Chairman.

2. 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 a proposal to enhance the Bracknell Forest Festival in the Year 2000. An urgent decision was required in order that recommendations could be made to the Strategy and Policy Committee at its meeting on 14 July 1999.

3. Bracknell Festival: Celebrating the Millennium

The Director of Leisure Services reported on a proposal to enhance the Bracknell Festival, organised by South Hill Park, in the Year 2000. The Director of South Hill Park described the proposals which were intended to herald Bracknell Forest Borough Council's commitment to the arts and the future of the Borough; produce an air of excitement, expectation and enjoyment for all ages in celebrating the Millennium; reinforce the position of South Hill Park Arts Centre as an innovative, caring and enjoyable facility of relevance for Borough residents and to support and promote the arts centre as it progresses through its renovation and upgrade. The proposal was divided into three parts, the first being a moving celebration with workshops the outcome being a colourful, joyous procession created by local people for their community and held in three separate local areas. The second part would involve either creating a three-day event, taking place between 22-24 June or a more intense one-day event on 24 June. Either option would involve providing static performances, walk-about artists and the finale including the three procession groups, created by the earlier stage. The final part would build on the existing success of the Bracknell Festival and the extra funding would allow UK and internationally famous artists to participate and create an event worthy of the Millennium tag.

In discussing the proposal, the Director of Leisure Services reminded members of their previous decision to allocate a sum of £2,000 for each parish/town council on a matched funding basis to support local Millennium events.

RECOMMENDED that

- (i) Strategy and Policy Committee support the Partnership Proposal developed by South Hill Park to create a greatly enhanced Bracknell Festival in 2000 and consider how funding could be made available to allow preparations to proceed and that the funding only be used to create new and enhanced opportunities within the Bracknell Festival;
- (ii) the Director of Leisure Services be given delegated authority to approve and release the funding up a maximum of £50,000 as the event progresses and
- (iii) Strategy and Policy Committee release the £12,000 requested in respect of an allocation of £2,000 for each parish/town on a matched funding basis to support local Millennium events.

4. Liaison and Support for the Millennium (Item 1)

The Head of Policy Development reported on progress to date in the dissemination and co-ordination of information regarding Millennium celebrations throughout the Borough. Particular attention was drawn to the Millennium seminars and work being undertaken to deliver a joint programme enabling groups to access grants for projects to mark or celebrate the Millennium. An edition of the Town and Country would be produced involving young people from schools and youth and community centres in Bracknell Forest. The intention was that the edition would look forward to the next Millennium from the point of view of young people and allow them to explore what life in the twenty first century in Bracknell Forest would mean for them.

The Director of Education reported on a recent visit he had made to the Millennium Dome and advised the Sub Committee that each Local Education Authority would be invited to spend a day at the Dome during which they would be given the opportunity to present the story of their Community.

RESOLVED that the report be noted.

5. Millennium Keepsake for Children (Item 2)

The Director of Education reported on a proposal to provide all school children in Bracknell Forest with a gift to celebrate the Millennium.

The Director of Education had assessed the suitability of gifts available to be presented to school children and proposed a number of criteria, as detailed in the report, which would have to be satisfied for such an exercise to be deemed worthwhile. Of the items available the one deemed most suitable was a "Millennium Keepsake for Children of the World". This is a specially presented edition of one of the books of the New Testament particularly suitable for school-aged children. A number of different versions were available appealing to both primary and secondary aged pupils. The promotion of the gift to primary school children would include a free Millennium Candle torch.

As well as being specific to the Millennium itself the gift could be distributed to coincide with the introduction of the Borough Council's new religious education syllabus. Some Members of the Sub Committee were concerned that receipt of such a gift could offend some families not of the Christian faith and suggested that the Director of Education write to those families involved enquiring whether they would

wish their child to receive the book. An alternative gift could then be provided for any child whose parents did not wish them to receive the gift. It was also suggested that the Independent Schools in the Borough be given the opportunity to purchase the gift at the discounted rate.

RESOLVED that the gift of a book “A Millennium Keepsake for the Children of the World” be presented to children at schools managed by Bracknell Forest Borough Council subject to the Director of Education ascertaining whether those families not of the Christian faith would wish to receive a copy; and that the keepsake be made available for general purchase through the Borough’s libraries should this be feasible.

6. Street Naming (Item 3)

The Director of Planning advised the Sub Committee that, following the decision to consult on the proposal to rename the road between Bracknell and Sandhurst “Millennium Way”, objections had been received and it was being proposed that the renaming should not proceed.

Whilst noting the reasoning behind the suggestion the Sub Committee considered that part of the road should still be renamed and asked Officers to continue to investigate the possibility.

RESOLVED that Officers investigate the suggestion that part of the road linking Bracknell and Sandhurst, or some other road, be renamed Millennium Way.

7. Items submitted for Information

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

A Night to Remember and Thames Valley Youth Games 1999.

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

CHAIRMAN

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**HEALTH PANEL
THURSDAY 8 JULY 1999**

Present: Councillors Mills (Chairman), Barnard, Blatchford, Mrs Doyle, Fawcett, Mills, Mrs Shillcock and Thompson

Berkshire Health Authority: Ed Macalister Smith

Bracknell Forest Primary Care Group: Diane Hedges

East Berkshire Community NHS Trust: Phillip Burgess

Apologies were received from:

Councillors Veakins and Wheaton
Margaret Edwards (Heatherwood & Wexham Park Hospitals
NHS Trust)
Christina Pond (East Berkshire NHS Trust)

7. Substitute Members

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

Councillor McCormack for Councillor Wheaton

8. Minutes

The minutes of the meeting held on 20 May 1999 were taken as read and signed by the Chairman as a correct record.

Arising on minute 3, it was agreed that an additional place on the Panel should be offered to the Bracknell Primary Care Group to provide a place for a general practitioner. It was also reiterated that the Primary Care Group was known as "Bracknell Primary Care Group" rather than "Bracknell Forest Primary Care Group".

RECOMMENDED that the membership of the Health Panel be increased by one to provide a place for a general practitioner nominated by the Bracknell Primary Care Group.

9. Chairman's Announcements

Before proceeding to the agenda, the Chairman drew the Panel's attention to the following three issues which he believed were pertinent to its future work programme:

- The Government's White Paper "Saving Lives: Our Healthier Nation"
- The Social Exclusion Unit's report on Teenage Pregnancy
- The Local Government Association's "Supporting the Action Zones" initiative

10. **Modernising Health and Social Services – National Priorities Guidance 1999/00-2001/02 (Item 5)**

The Panel received a report advising it of the National Priorities Guidance issued by the Government which set out a framework within which the Health Service and Local Authority Social Services were expected to plan and co-ordinate services within a framework for key objectives and priorities.

It was noted that a Department of Health Inspector had recently visited the Council and, whilst drawing attention to a number of areas where more work was necessary, he had indicated that he was satisfied that good progress was being made.

NOTED

11. **Partnership To Promote Healthier Businesses (Item 6)**

The Panel received a report on the proposed establishment of a group which will target improving health initiatives at work. In this context the term “health” was intended to cover health and safety, occupational health and environmental issues.

The Panel was advised that the group was to be managed by the Council's Environmental Health Manager. In discussing those involved, it was acknowledged that it was not always going to be appropriate to involve every group all the time. In addition, it was recognised that there was a need to achieve a manageable agenda and to keep it under review as its work progressed.

In response, to a question, the Director of Public & Environmental Services undertook to look into the possibility of involving the Ambulance Service Trust.

NOTED

12. **Health Partnership Initiatives (Item 7)**

The Panel considered a report suggesting an addition to its terms of reference which would allow it to make recommendations regarding the allocation of an available resource for health improvement initiatives. The report also proposed that the Directors of Leisure Services, Public & Environmental Services and Social Services & Housing should be authorised to determine the use of the resources.

RECOMMENDED that:

- i The following addition to the Panel's Terms of Reference be approved:
 - *“To make recommendations to Strategy & Policy Committee regarding the utilisation of any allocated financial resources identified by the Council for Health Improvement initiatives.”*
- ii Delegated authority be granted to the Directors of Leisure Services, Social Services & Housing, and Public & Environmental Services, in consultation with the Chairman of the Health Panel, to authorise expenditure of up to £1,000 for Health Improvement Initiatives from the allocated budget.

13. **Position Statement On The Health Strategy For Berkshire (Item 3)**

The Panel received a report which provided a position statement on the Health Strategy for Berkshire.

The report indicated that the Berkshire Health Authority was committed to partnership working and to facilitating the strategic process. It believed that collegiality should lead to innovation in the development of services for the benefit of Berkshire communities.

The report set out the specific elements which were considered key to the Authority's future strategy. The five most important items were:

- The closure of Reading's Battle Hospital and transfer of its services to the Royal Berkshire Hospital.
- The construction of a new community hospital for Newbury
- The re-provision of services currently provided at Fair Mile Hospital, Wallingford.
- The development of integrated care services
- The development of care services for the elderly.

The Panel was advised that an Executive Control Team had been established to oversee the key strategic changes.

In addition, it was noted that Heatherwood Hospital would continue to provide an acute medical and elective surgery site for the foreseeable future. In response to a question regarding the meaning of "foreseeable future", the Panel was advised that the Authority would have to monitor service requirements and determine the extent to which the development of integrated care could have an impact on the demand for services such as those provided at Heatherwood. It was stressed that as the care service providers became able to offer the support necessary for terminally ill patients to remain at home, the need for places in hospital would diminish. At the same time, it would be necessary for funding to transfer to the services which were being provided.

In discussing the allocation of resources, the Panel recognised that preventative and effective initial care could actually lead to cost savings.

It was stressed that there was very little unallocated funding available to pursue the authority's initiatives, but that the pooling of resources from all parties involved, probably offered the most likely way of achieving best value from what was available if agreement could be reached on the objectives to which it should be allocated. It was, however, recognised that it was difficult to move resources out of acute services and that the most important factor was probably the management of overheads.

Amongst the other issues raised by the Panel during its discussion on this report were:

- That people's perceptions were important and needed to be addressed; and,
- That political issues would also need to be addressed.

NOTED

14. Berkshire Health Authority and Berkshire Unitary Authorities – Proposed Framework for Partnership and Joint Planning (Item 4)

The Panel received a report setting out some of the principles and issues to consider in agreeing partnership and joint planning arrangements across Berkshire, which it was proposed to discuss initially within the Chief Officers' group, and subsequently with the primary care groups and NHS trusts.

A number of diagrams were appended to the report to illustrate the range and complexity of relationships. The situation was complicated for the Health Authority as it was required to set up arrangements with the six unitary authorities in Berkshire. It therefore had to seek to get the right people to the right meeting, whilst recognising that it could not be represented at every one of the relevant meetings.

In discussing the allocation of resources, the Panel recognised that preventative care could lead to cost savings and therefore the promotion of healthier lifestyles was important.

It was noted that the partnership arrangements would be amongst the topics discussed by delegates to the Berkshire Health Conference which was to take place the following day.

NOTED

15. Date of Next Meeting

It was agreed that the Panel should next meet at 7pm on Monday 6 September 1999.

The meeting commenced at 7pm
and concluded at 8.40pm

CHAIRMAN

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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