

**BRACKNELL FOREST BOROUGH COUNCIL**  
**LIST OF FORTHCOMING KEY DECISIONS (22 JULY 2022)**

This document lists all key decisions due to be taken in the coming months in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012. A key decision in Bracknell Forest is one that involves income or expenditure of over £400k or affects more than one electoral ward. An updated list will be published on Friday each week.

The decision makers referred to throughout this document are as follows:

**Executive:**

Councillor Paul Bettison, The Leader and Executive Member for Council Strategy and Community Cohesion (Chairman)

Councillor Gareth Barnard, Executive Member for Children, Young People & Learning (Vice-Chairman)

Councillor Dale Birch, Deputy Leader & Executive Member for Adult Social Care & Health

Councillor Marc Brunel-Walker, Executive Member for Economic Development & Regeneration

Councillor Dorothy Hayes, Executive Member for the Environment

Councillor Peter Heydon, Executive Member for Transformation & Finance

Councillor John Harrison, Executive Member for Culture, Delivery & Public Protection

Councillor Chris Turrell, Executive Member for Planning & Transport

**Bracknell Town Centre Regeneration Committee:**

Councillor Marc Brunel-Walker, Executive Member for Economic Development & Regeneration (Chairman)

Councillor Paul Bettison, The Leader and Executive Member for Council Strategy and Community Cohesion

Councillor Gareth Barnard, Executive Member for Children, Young People & Learning

Councillor John Harrison, Executive Member for Culture, Delivery & Public Protection

Councillor Chris Turrell, Executive Member for Planning & Transport

**Executive Committee: Commercial Property:**

Councillor Peter Heydon, Executive Member for Transformation & Finance (Chairman)

Councillor Paul Bettison, The Leader and Executive Member for Council Strategy and Community Cohesion (Vice-Chairman)

Councillor Dale Birch, Deputy Leader & Executive Member for Adult Social Care & Health

Councillor Marc Brunel-Walker, Executive Member for Economic Development & Regeneration

Each individual executive member may also make decisions as too may the following officers:

Timothy Wheadon, Chief Executive

Kevin Gibbs, Executive Director: Delivery

Andrew Hunter, Director: Place, Planning & Regeneration

Stuart McKellar, Director of Finance

Grainne Siggins, Executive Director: People

All can be contacted at Time Square, Market Street, Bracknell, RG12 1JD

For any query regarding this document, please contact Derek Morgan in Democratic Services on (01344) 352044 or [derek.morgan@bracknell-forest.gov.uk](mailto:derek.morgan@bracknell-forest.gov.uk).

## LIST OF KEY DECISIONS

Reference	Title	Decision Maker and Date of Decision
I107107	Approval of the Strategic Procurement Plan for Youth Counselling	Executive Member for Children, Young People & Learning 7 Jun 2022
I107108	Approval of the Strategic Procurement Plan for Youth Services	Executive Member for Children, Young People & Learning 7 Jun 2022
I107134	Contract award - Drupal (website) support and development	Executive Director: Delivery 10 Jun 2022
I107530	Climate Change Strategy: Schools' Climate Change – funding support	Executive Member for the Environment 21 Jun 2022
I104585	Award Decision for Short Breaks Play and Leisure Scheme 2022	Executive Member for Children, Young People & Learning 28 Jun 2022
I107230	Bracknell Town Centre Regeneration Committee Update Report	Bracknell Town Centre Regeneration Committee 11 Jul 2022
I102036	Corporate Cleaning Contract Award	Executive Director: Resources, Executive Member for Transformation & Finance 12 Jul 2022
I106917	Relocation of Central Library Options Appraisal	Executive 19 Jul 2022
I108116	Allocation of S106 Commuted Sum Monies (100 Priestwood Avenue)	Executive Member for Adult Services, Health and Housing 28 Jul 2022
I104030	Publication of the decision statement and the submission of the Warfield Neighbourhood Plan to a referendum	Executive Member for Planning & Transport 28 Jul 2022
I108005	Article 4 Direction Area for Office to Residential conversions	Executive Member for Planning & Transport 29 Jul 2022
I107910	Contract award - Specialist Printing for Electoral Services	Executive Member for Culture, Delivery and Public Protection 2 Aug 2022
I108464	Treatment of Income from War Pensions in calculation of Housing Benefit (Modified Scheme)	Executive Member for Adult Services, Health and Housing 24 Aug 2022
I107876	Publication of the submission version of the Winkfield Neighbourhood Plan and appointment of an independent Examiner to undertake the examination of the Winkfield Neighbourhood Plan	Executive Member for Planning & Transport 2 Sep 2022
I108319	Bracknell Town Centre Regeneration Committee Update Report	Bracknell Town Centre Regeneration Committee 12 Sep 2022
I108120	Introduction and Removal of Parking Restrictions in various residential roads in Great Hollands North, Owlsmoor, Priestwood & Garth and Wild Ridings & Central	Executive Member for Planning & Transport 12 Sep 2022
I108219	Town Centre Off Street Day Rate Car Park Charges – October 2022	Bracknell Town Centre Regeneration Committee 12 Sep 2022
I108117	Allocation of S106 Commuted Sum Monies (Bay House and Barn Close)	Executive 20 Sep 2022
I107109	Award Decision for Youth Counselling	Executive Member for Children, Young People & Learning 20 Sep 2022

I107110	Award Decision for Youth Services	Executive Member for Children, Young People & Learning 20 Sep 2022
I108001	Lease of the unit in Princess Square for the Library	Executive 20 Sep 2022
I105207	Overview and Scrutiny Review of Integrated Enforcement	Executive 20 Sep 2022
I105206	Overview and Scrutiny Review of Special Educational Needs & Disabilities	Executive 20 Sep 2022
I107949	Post-16 Semi-Independent Framework Extension and Approval of the SPP for 2023	Executive 20 Sep 2022
I108318	Quarter 1 Council Plan Overview Report	Executive 20 Sep 2022
I108362	Award of Environmental Monitoring Contract	Executive Member for the Environment 28 Sep 2022
I102678	Review of the Contaminated Land Strategies	Executive 18 Oct 2022
I108411	Capital Programme 2023/24	Executive 13 Dec 2022
I108338	Quarter two Council Plan Overview Report	Executive 13 Dec 2022
I107612	Revenue Budget 2023/24	Executive 13 Dec 2022
I108412	Capital Programme 2023/24	Executive 7 Feb 2023
I107613	Revenue Budget 2023/24	Executive 7 Feb 2023

**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
(ENGLAND) REGULATIONS 2012**

**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Approval of the Strategic Procurement Plan for Youth Counselling

**SERVICE AREA:** People

**DECISION MAKER:** Executive Member for Children, Young People & Learning

**DATE OF DECISION:** 7 Jun 2022

**PURPOSE OF DECISION:**

To seek Executive Member approval for the procurement of Youth Counselling Provision for a five-year contract term to begin in January 2023.

**ISSUE REFERENCE:** I107107

**FIRST PUBLISHED:** 10 May 2022

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Mark Barratt, Interim Assistant Director: Early Help and Communities, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 351447, mark.barratt@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Approval of the Strategic Procurement Plan for Youth Services

**SERVICE AREA:** People

**DECISION MAKER:** Executive Member for Children, Young People & Learning

**DATE OF DECISION:** 7 Jun 2022

**PURPOSE OF DECISION:**

To seek Executive Member approval for the procurement of general Youth Provision for a five-year term to begin in January 2023.

**ISSUE REFERENCE:** I107108

**FIRST PUBLISHED:** 10 May 2022

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Mark Barratt, Interim Assistant Director: Early Help and Communities, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 351447, mark.barratt@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Contract award - Drupal (website) support and development

**SERVICE AREA:** Delivery

**DECISION MAKER:** Executive Director: Delivery

**DATE OF DECISION:** 10 Jun 2022

**PURPOSE OF DECISION:**

To agree the contract for the next 2 (+2) years, for the provision of support and development of the Drupal platform, used for the council's public website.

**ISSUE REFERENCE:** I107134

**FIRST PUBLISHED:** 12 May 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Delivery. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Colin Stenning, Web Services Manager, Resources, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 351221, [colin.stenning@bracknell-forest.gov.uk](mailto:colin.stenning@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Climate Change Strategy: Schools' Climate Change – funding support

**SERVICE AREA:** Delivery

**DECISION MAKER:** Executive Member for the Environment

**DATE OF DECISION:** 21 Jun 2022

**PURPOSE OF DECISION:**

To propose start-up funding towards Bracknell Forest secondary schools to support climate change / biodiversity projects.

**ISSUE REFERENCE:** I107530

**FIRST PUBLISHED:** 1 June 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Delivery. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Damian James, Assistant Director: Contract Services, Delivery, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 355157, [damian.james@bracknell-forest.gov.uk](mailto:damian.james@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Award Decision for Short Breaks Play and Leisure Scheme 2022

**SERVICE AREA:** People

**DECISION MAKER:** Executive Member for Children, Young People & Learning

**DATE OF DECISION:** 28 Jun 2022

**PURPOSE OF DECISION:**

To approve the Short Breaks Play and Leisure Scheme award decision.

**ISSUE REFERENCE:** I104585

**FIRST PUBLISHED:** 22 December 2021

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Thom Wilson, Assistant Director: Commissioning, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 354142, [thom.wilson@bracknell-forest.gov.uk](mailto:thom.wilson@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.



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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Bracknell Town Centre Regeneration Committee Update Report

**SERVICE AREA:** Place, Planning & Regeneration

**DECISION MAKER:** Bracknell Town Centre Regeneration Committee

**DATE OF DECISION:** 11 Jul 2022

**PURPOSE OF DECISION:**

To update the Committee on the regeneration of Bracknell Town Centre.

**ISSUE REFERENCE:** I107230

**FIRST PUBLISHED:** 16 May 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Place, Planning & Regeneration. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Chris Mansfield, Town Centre Co-ordinator, Place, Planning & Regeneration, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 351614, [chris.mansfield@bracknell-forest.gov.uk](mailto:chris.mansfield@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Corporate Cleaning Contract Award

**SERVICE AREA:** Resources

**DECISION MAKER:** Executive Director: Resources, Executive Member for Transformation & Finance

**DATE OF DECISION:** 12 Jul 2022

**PURPOSE OF DECISION:**

To approve the award of new contract for the Corporate Cleaning.

**ISSUE REFERENCE:** I102036

**FIRST PUBLISHED:** 20 August 2021

A report on this issue is being prepared by or on behalf of the Executive Director: Resources. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Kevin Ayers, Principal Procurement Officer, , , kevin.ayers@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Relocation of Central Library Options Appraisal

**SERVICE AREA:** Delivery

**DECISION MAKER:** Executive

**DATE OF DECISION:** 19 Jul 2022

**PURPOSE OF DECISION:**

To present three options for the potential relocation of Bracknell Central Library. To seek direction from the Executive in relation to which option to pursue. To seek approval for the budget to develop a detailed design brief for the preferred option.

**ISSUE REFERENCE:** I106917

**FIRST PUBLISHED:** 29 April 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Delivery. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Bobby Mulheir, Assistant Director: Customer Experience, Digital & IT, Customer Experience, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 352096, [bobby.mulheir@bracknell-forest.gov.uk](mailto:bobby.mulheir@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Allocation of S106 Commuted Sum Monies (100 Priestwood Avenue)

**SERVICE AREA:** People

**DECISION MAKER:** Executive Member for Adult Services, Health and Housing

**DATE OF DECISION:** 28 Jul 2022

**PURPOSE OF DECISION:**

To approve the use of S106 Affordable Housing capital fund spend of £205,500 to enable the Council to buy out Meadow Vale school's interest in the property at 100 Priestwood Avenue, (including associated refurbishment costs) for use as temporary accommodation.

**ISSUE REFERENCE:** I108116

**FIRST PUBLISHED:** 30 June 2022

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Mark Barratt, Interim Assistant Director: Early Help and Communities, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 351447, mark.barratt@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Publication of the decision statement and the submission of the Warfield Neighbourhood Plan to a referendum

**SERVICE AREA:** Place, Planning & Regeneration

**DECISION MAKER:** Executive Member for Planning & Transport

**DATE OF DECISION:** 28 Jul 2022

**PURPOSE OF DECISION:**

To agree the publication of the decision statement and the submission of the Warfield Neighbourhood Plan to a referendum.

**ISSUE REFERENCE:** I104030

**FIRST PUBLISHED:** 18 November 2021

A report on this issue is being prepared by or on behalf of the Executive Director: Place, Planning & Regeneration. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Matt Lunn, Senior Planning Officer, Planning, Transport & Countryside, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 351608, matt.lunn@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Article 4 Direction Area for Office to Residential conversions

**SERVICE AREA:** Place, Planning & Regeneration

**DECISION MAKER:** Executive Member for Planning & Transport

**DATE OF DECISION:** 29 Jul 2022

**PURPOSE OF DECISION:**

In light of changes to planning regulations, Executive Member's agreement is sought not to pursue the continuation of the existing Article 4 Direction which removes the permitted development right to change offices to residential use without the need for planning permission. This currently applies within three defined business areas in the Borough.

**ISSUE REFERENCE:** I108005

**FIRST PUBLISHED:** 27 June 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Place, Planning & Regeneration. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Max Baker, Assistant Director: Planning, Time Square, Bracknell, Berkshire, RG12 1JD, Tel: 01344 351902, max.baker@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Contract award - Specialist Printing for Electoral Services

**SERVICE AREA:** Delivery

**DECISION MAKER:** Executive Member for Culture, Delivery and Public Protection

**DATE OF DECISION:** 2 Aug 2022

**PURPOSE OF DECISION:**

To approve a contract for specialist printing and postage services for elections and electoral registration.

**ISSUE REFERENCE:** I107910

**FIRST PUBLISHED:** 22 June 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Delivery. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from William Drapans, , , [william.drapans@bracknell-forest.gov.uk](mailto:william.drapans@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
(ENGLAND) REGULATIONS 2012**

**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Treatment of Income from War Pensions in calculation of Housing Benefit (Modified Scheme)

**SERVICE AREA:** People

**DECISION MAKER:** Executive Member for Adult Services, Health and Housing

**DATE OF DECISION:** 24 Aug 2022

**PURPOSE OF DECISION:**

To reconfirm the full disregard of War Pension income in the calculation of Housing Benefit

**ISSUE REFERENCE:** I108464

**FIRST PUBLISHED:** 20 July 2022

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Mark Barratt, Interim Assistant Director: Early Help and Communities, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 351447, mark.barratt@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.



**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
(ENGLAND) REGULATIONS 2012**

**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Publication of the submission version of the Winkfield Neighbourhood Plan and appointment of an independent Examiner to undertake the examination of the Winkfield Neighbourhood Plan

**SERVICE AREA:** Place, Planning & Regeneration

**DECISION MAKER:** Executive Member for Planning & Transport

**DATE OF DECISION:** 2 Sep 2022

**PURPOSE OF DECISION:**

To seek agreement to the Council publishing and undertaking public consultation on the proposed Winkfield Neighbourhood Plan in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations (2012) (as amended) and to appoint an independent Examiner to undertake the examination of the Neighbourhood Plan

**ISSUE REFERENCE:** I107876

**FIRST PUBLISHED:** 21 June 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Place, Planning & Regeneration. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Max Baker, Assistant Director: Planning, Time Square, Bracknell, Berkshire, RG12 1JD, Tel: 01344 351902, max.baker@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Bracknell Town Centre Regeneration Committee Update Report

**SERVICE AREA:** Place, Planning & Regeneration

**DECISION MAKER:** Bracknell Town Centre Regeneration Committee

**DATE OF DECISION:** 12 Sep 2022

**PURPOSE OF DECISION:**

To update the Committee on the regeneration of Bracknell Town Centre

**ISSUE REFERENCE:** I108319

**FIRST PUBLISHED:** 12 July 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Place, Planning & Regeneration. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Chris Mansfield, Town Centre Co-ordinator, Place, Planning & Regeneration, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 351614, [chris.mansfield@bracknell-forest.gov.uk](mailto:chris.mansfield@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Introduction and Removal of Parking Restrictions in various residential roads in Great Hollands North, Owlsmoor, Priestwood & Garth and Wild Ridings & Central

**SERVICE AREA:** Place, Planning & Regeneration

**DECISION MAKER:** Executive Member for Planning & Transport

**DATE OF DECISION:** 12 Sep 2022

**PURPOSE OF DECISION:**

To consider the introduction and removal of parking restrictions in various residential roads in Great Hollands North, Owlsmoor, Priestwood & Garth and Wild Ridings & Central

**ISSUE REFERENCE:** I108120

**FIRST PUBLISHED:** 30 June 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Place, Planning & Regeneration. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Elisa Harris, PA, , , elisa.harris@bracknell-forest.gov.uk.

This item may be considered in private. The reason is that it could involve the disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

Open

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Town Centre Off Street Day Rate Car Park Charges – October 2022

**SERVICE AREA:** Delivery

**DECISION MAKER:** Bracknell Town Centre Regeneration Committee

**DATE OF DECISION:** 12 Sep 2022

**PURPOSE OF DECISION:**

The Council reviews its fees and charges for its town centre car parks on an annual basis. Season ticket prices were reviewed as part of the Council's annual budget and increases were made in line with inflation from 1 April 2022. This paper looks at options in respect of the off-street Council run car parks in the town centre which are reviewed annually in September in line with the anniversary of the opening of the Lexicon in 2017.

**ISSUE REFERENCE:** I108219

**FIRST PUBLISHED:** 6 July 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Delivery. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Damian James, Assistant Director: Contract Services, Delivery, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 355157, [damian.james@bracknell-forest.gov.uk](mailto:damian.james@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
(ENGLAND) REGULATIONS 2012**

**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Allocation of S106 Commuted Sum Monies (Bay House and Barn Close)

**SERVICE AREA:** People

**DECISION MAKER:** Executive

**DATE OF DECISION:** 20 Sep 2022

**PURPOSE OF DECISION:**

To approve the spend of secured S106 affordable housing commuted funds to support the redevelopment of two Silva Homes sites to create 51 additional social rented homes for applicants on the Council's housing register

**ISSUE REFERENCE:** I108117

**FIRST PUBLISHED:** 30 June 2022

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Mark Barratt, Interim Assistant Director: Early Help and Communities, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 351447, mark.barratt@bracknell-forest.gov.uk.

This item may be considered in private. The reason is that it could involve the disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Award Decision for Youth Counselling

**SERVICE AREA:** People

**DECISION MAKER:** Executive Member for Children, Young People & Learning

**DATE OF DECISION:** 20 Sep 2022

**PURPOSE OF DECISION:**

To approve the award decision for Youth Counselling Provision.

**ISSUE REFERENCE:** I107109

**FIRST PUBLISHED:** 10 May 2022

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Mark Barratt, Interim Assistant Director: Early Help and Communities, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 351447, mark.barratt@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Award Decision for Youth Services

**SERVICE AREA:** People

**DECISION MAKER:** Executive Member for Children, Young People & Learning

**DATE OF DECISION:** 20 Sep 2022

**PURPOSE OF DECISION:**

To approve the award decision for general Youth Provision.

**ISSUE REFERENCE:** I107110

**FIRST PUBLISHED:** 10 May 2022

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Mark Barratt, Interim Assistant Director: Early Help and Communities, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 351447, mark.barratt@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Lease of the unit in Princess Square for the Library

**SERVICE AREA:** Place, Planning & Regeneration

**DECISION MAKER:** Executive

**DATE OF DECISION:** 20 Sep 2022

**PURPOSE OF DECISION:**

The provision of a new library and cultural hub in Bracknell town centre

**ISSUE REFERENCE:** I108001

**FIRST PUBLISHED:** 27 June 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Place, Planning & Regeneration. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Chris Mansfield, Town Centre Co-ordinator, Place, Planning & Regeneration, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 351614, [chris.mansfield@bracknell-forest.gov.uk](mailto:chris.mansfield@bracknell-forest.gov.uk).

This item may be considered in private. The reason is that it could involve the disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

Commercially sensitive negotiations with the landlord for the lease and terms of the agreement

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.



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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Overview and Scrutiny Review of Integrated Enforcement

**SERVICE AREA:** Delivery

**DECISION MAKER:** Executive

**DATE OF DECISION:** 20 Sep 2022

**PURPOSE OF DECISION:**

To consider the recommendations from the review into Integrated Enforcement. The review will explore alternative service delivery models for enforcement which can consistently and effectively improve enforcement services in Bracknell Forest, but also be flexible enough to respond to emerging concerns.

**ISSUE REFERENCE:** I105207

**FIRST PUBLISHED:** 2 February 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Delivery. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Joey Gurney, Governance and Scrutiny Officer, , , joey.gurney@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Overview and Scrutiny Review of Special Educational Needs & Disabilities

**SERVICE AREA:** Delivery

**DECISION MAKER:** Executive

**DATE OF DECISION:** 20 Sep 2022

**PURPOSE OF DECISION:**

To consider the recommendations of the review into Special Educational Needs and Disabilities. The review seeks to understand the response by the Council and their partners to the outcome of the SEND Ofsted inspection.

**ISSUE REFERENCE:** I105206

**FIRST PUBLISHED:** 31 January 2022

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Louise Connelly, Governance & Scrutiny Officer, Democratic & Registration Services, Time Square, Market Street, Bracknell, RG12 1JD, , [louise.connelly@bracknell-forest.gov.uk](mailto:louise.connelly@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Post-16 Semi-Independent Framework Extension and Approval of the SPP for 2023

**SERVICE AREA:** People

**DECISION MAKER:** Executive

**DATE OF DECISION:** 20 Sep 2022

**PURPOSE OF DECISION:**

Executive oversight and endorsement of Bracknell Forest Council's continued membership of the Post-16 Semi-Independent Framework for up to a further year. To seek approval of the Strategic Procurement Plan for the new Post 16 Semi-Independent Framework in 2023.

**ISSUE REFERENCE:** I107949

**FIRST PUBLISHED:** 23 June 2022

A report on this issue is being prepared by or on behalf of the Executive Director: People. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Amy Jones, Thom Wilson, Assistant Director: Commissioning, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 354142, Amy.Jones@bracknell-forest.gov.uk, thom.wilson@bracknell-forest.gov.uk.

This item may be considered in private. The reason is that it could involve the disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

Financially Sensitive Information

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Quarter 1 Council Plan Overview Report

**SERVICE AREA:** Chief Executive's Office

**DECISION MAKER:** Executive

**DATE OF DECISION:** 20 Sep 2022

**PURPOSE OF DECISION:**

To update the Executive on the progress made to deliver the council plan objectives.

**ISSUE REFERENCE:** I108318

**FIRST PUBLISHED:** 12 July 2022

A report on this issue is being prepared by or on behalf of the Chief Executive. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Katie Flint, , , [katie.flint@bracknell-forest.gov.uk](mailto:katie.flint@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Award of Environmental Monitoring Contract

**SERVICE AREA:** Delivery

**DECISION MAKER:** Executive Member for the Environment

**DATE OF DECISION:** 28 Sep 2022

**PURPOSE OF DECISION:**

To approve the award of the Environmental Monitoring Contract for the Landfill sites.

**ISSUE REFERENCE:** I108362

**FIRST PUBLISHED:** 14 July 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Delivery. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Damian James, Assistant Director: Contract Services, Delivery, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 355157, [damian.james@bracknell-forest.gov.uk](mailto:damian.james@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Review of the Contaminated Land Strategies

**SERVICE AREA:** Delivery

**DECISION MAKER:** Executive

**DATE OF DECISION:** 18 Oct 2022

**PURPOSE OF DECISION:**

To consider and where appropriate update the Contaminated Land Strategies for Bracknell Forest Council, West Berkshire Council and Wokingham Borough Council

**ISSUE REFERENCE:** I102678

**FIRST PUBLISHED:** 24 September 2021

A report on this issue is being prepared by or on behalf of the Executive Director: Delivery. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Damian James, Assistant Director: Contract Services, Delivery, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 355157, [damian.james@bracknell-forest.gov.uk](mailto:damian.james@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Capital Programme 2023/24

**SERVICE AREA:** Resources

**DECISION MAKER:** Executive

**DATE OF DECISION:** 13 Dec 2022

**PURPOSE OF DECISION:**

To approve the Council's budget proposals for budget consultation.

**ISSUE REFERENCE:** I108411

**FIRST PUBLISHED:** 15 July 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Resources. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Calvin Orr, Head of Finance & Business Services, Finance, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 352125, calvin.orr@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Quarter two Council Plan Overview Report

**SERVICE AREA:** Chief Executive's Office

**DECISION MAKER:** Executive

**DATE OF DECISION:** 13 Dec 2022

**PURPOSE OF DECISION:**

To provide the Executive with an update on the delivery of the objectives set out in the council plan.

**ISSUE REFERENCE:** I108338

**FIRST PUBLISHED:** 13 July 2022

A report on this issue is being prepared by or on behalf of the Chief Executive. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Katie Flint, Varad Paranjape, Corporate Performance Analyst, , , katie.flint@bracknell-forest.gov.uk, Varad.Paranjape@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.



**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Revenue Budget 2023/24

**SERVICE AREA:** Resources

**DECISION MAKER:** Executive

**DATE OF DECISION:** 13 Dec 2022

**PURPOSE OF DECISION:**

To approve the Council's budget proposals for consultation

**ISSUE REFERENCE:** I107612

**FIRST PUBLISHED:** 7 June 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Resources. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Stuart McKellar, Executive Director: Resources, Arthur Parker, Chief Accountant, Time Square, Market Street, Bracknell, RG12 1JD, Finance, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 352205, Tel: 01344 352158, [stuart.mckellar@bracknell-forest.gov.uk](mailto:stuart.mckellar@bracknell-forest.gov.uk), [arthur.parker@bracknell-forest.gov.uk](mailto:arthur.parker@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Capital Programme 2023/24

**SERVICE AREA:** Resources

**DECISION MAKER:** Executive

**DATE OF DECISION:** 7 Feb 2023

**PURPOSE OF DECISION:**

To recommend to Council the annual budget.

**ISSUE REFERENCE:** I108412

**FIRST PUBLISHED:** 15 July 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Resources. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Calvin Orr, Head of Finance & Business Services, Finance, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 352125, calvin.orr@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

**BRACKNELL FOREST COUNCIL**

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**NOTICE OF KEY DECISION**

Notice is hereby given that the following key decision is to be made:

**TITLE:** Revenue Budget 2023/24

**SERVICE AREA:** Resources

**DECISION MAKER:** Executive

**DATE OF DECISION:** 7 Feb 2023

**PURPOSE OF DECISION:**

To recommend to Council the annual budget

**ISSUE REFERENCE:** I107613

**FIRST PUBLISHED:** 7 June 2022

A report on this issue is being prepared by or on behalf of the Executive Director: Resources. A copy of the report and any other documents will be available for inspection at Time Square, Market Street, Bracknell, RG12 1JD.

Further information can be obtained from Stuart McKellar, Executive Director: Resources, Arthur Parker, Chief Accountant, Time Square, Market Street, Bracknell, RG12 1JD, Finance, Time Square, Market Street, Bracknell, RG12 1JD, Tel: 01344 352205, Tel: 01344 352158, [stuart.mckellar@bracknell-forest.gov.uk](mailto:stuart.mckellar@bracknell-forest.gov.uk), [arthur.parker@bracknell-forest.gov.uk](mailto:arthur.parker@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken in Democratic Services, Time Square, Market Street, Bracknell, RG12 1JD or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

