

COUNCIL
28 FEBRUARY 2001

Present: Councillors Adams, Mrs Ballin, Barnard, Beadsley, Mrs Birch, Blatchford, Mis Brown, Browne, Edger, Egan, Flood, Glasson, Grayson, Harrison, Miss Hayden, Mrs Hayes, Ms Henfrey, Jones, Kendall, McCormack, McCracken, Mrs Mattick, Miles, North, Piasecki, Mrs Pile, Mrs Ryder, Sargeant, Mrs Shillcock, Simonds, Thompson, Turrell, Wade, Wallace, Ward, Worrall

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

THE MAYOR, COUNCILLOR BARRY EGAN, IN THE CHAIR

The Mayor's Chaplain, Father Michael Hore, opened the proceedings with prayers.

489. Minutes

RESOLVED that the minutes of the meeting of the Council held on 22 November 2000 be approved as a correct record and signed by the Mayor.

490. Mayor's Announcements

Annual Civic Reception

The Mayor informed the Council that the Annual Civic Reception would be held on Friday 6 April 2001 at Easthampstead Park Mansion.

Mayor's Charity Golf Day

A golf day in aid of the Mayor's charities had been arranged for Friday 27 April 2001 at Downshire Golf Club.

Daisy's Dream Recipe Book

The Mayor circulated a letter from Councillor D Tomlin, Chairman of Wokingham District Council, which invited contributions to a book of recipes which was being prepared in support of Daisy's Dream, a Twyford based charity supporting bereaved children and their families.

Bracknell Rugby Club

The Mayor was pleased to announce that Bracknell Rugby Club was now at the top of National Division Two with very good prospects of being promoted to the First Division next season.

Mayor's Engagements

A list of the engagements undertaken by the Mayor on behalf of the Council since the last meeting had been circulated to all Members.

491. **Public Participation at Meetings**

- (i) The Council received a statement by Mr A Radgick of Broad Lane, Bracknell on the subject of traffic in Broad Lane.

Mr Radgick expressed concern about road safety conditions in Broad Lane and in particular the excessive speed of traffic and the potential danger this presented for pedestrians.

Following questions, the statement was noted.

- (ii) The Council received a submission by Mr R Earwicker submitted on behalf of Bracknell Liberal Democrats:

"To register a protest at the outrageous increases in Councillors' pay, the cuts in services and the inflation busting increases in Council Tax".

Following questions, the submission was noted.

- (iii) The Council received the following questions submitted by Mr D R Good of Staverton Close, Bracknell:

(a) Questions to Chairman of Social Services and Housing Committee:

1. *"How many residents of the Borough are at present on the Borough Council housing waiting list?"*
2. *"What numbers of those residents on the housing waiting list are families with children under five years of age?"*
3. *"What target has the Council set, to reduce the waiting list year on year until 2005?"*

Reply by Councillor Barnard

The Chairman of the Social Services and Housing Committee reported that there were currently 1,260 residents on the Borough Council's housing waiting list and of these 175 were families with children. He was not able to specify how many of these families had children under five years of age without reference to the files. Regarding measures to reduce the housing waiting list, the Chairman referred to the success of the Council's transfer incentive scheme which had so far resulted in eighteen premises being made available where elderly tenants had transferred to more appropriate accommodation. The scheme had been an outstanding success. The Council would continue to work towards its target by encouraging high quality, affordable housing schemes.

(b) Questions to Chairman of Planning and Transportation Committee:

1. *"Between the period of May 1979 and May 1995 when both National Government and the Borough Council were controlled by the Conservative Party. How many houses were built in the Bracknell area?"*

2. *“What is the anticipated level of additional traffic, which would be imposed on local roads if they were to build 700 houses on the RAF Staff College site as put forward by the inspector’s recommendations?”*
3. *“What were the anticipated additional levels of traffic, which would have been imposed on local roads by the Town Centre re-development plans? As put forward by the Conservative Controlled Council together with Legal and General.”*

Reply by Councillor Mrs Ballin

The Chairman of the Planning and Transportation Committee advised that 13,302 houses were built in the Bracknell area between May 1979 and May 1995.

The additional levels of traffic which would result if 700 houses were built on the RAF Staff College site had been calculated on the basis that the site was close to the Town’s rail and bus stations. The figures for the morning peak hour anticipated 420 additional car trips, the majority of which would be outward bound.

The Town Centre redevelopment plans had been based on a partnership agreement signed by the Labour Leader during a brief Labour administration of the Borough Council. The size of the proposed regeneration would enable exceptional commitment to investment in public transport, resulting in a relatively low increase in traffic. Development would be accompanied by junction improvements to compensate for the effects of increase traffic. The principle applied to the highway works was that congestion should be no worse with the development than it would be without it. The overall effect demonstrated at the Public enquiry was that local people would travel into Bracknell rather than to towns such as Reading. Whilst there would be a significant increase in the numbers visiting the Town Centre, and thus traffic on those roads closest to the Centre, less overall mileage would be travelled.

(c) Questions to Chairman of Strategy and Policy Committee:

1. *“How many residents in the following wards voted in the Borough Council Consultation leaflet headed “whose in charge around here” – Garth, Priestwood, Bullbrook, Harmanswater and Wildridings?”*
2. *“The previous director of social services, Trevor Farmer, was given early retirement in light of a damning report from the National Joint Review on the Social Services Department. Is it not time for the Chairman of the Social Services Committee to be given early retirement or is it one rule for directors of departments and another for the Chairman of Social Services Committee?”*
3. *“The Leader of the Council is quoted as saying “I have saved the Council £3.5 million a year for the next 10 years, I think they are getting me for incredibly good value”. How much have the other 39 Councillors saved the Council or are they surplus to requirements?”*

Reply by Councillor Bettison

The Chairman of the Strategy and Policy Committee advised that responses to the consultation leaflet in the wards listed had been as follows:

| | |
|---------------|-----|
| Garth | 78 |
| Priestwood | 80 |
| Bullbrook | 172 |
| Harmans Water | 207 |
| Wildridings | 63 |

The level of response in these wards had been very close to the overall average response rate.

Regarding the Joint Review of Social Services, Councillor Bettison paid tribute to the Chairman of the Social Services and Housing Committee and all Members of the Committee who were working hard, with the assistance of the Department's excellent staff, to deliver the Action Plan prepared in response to the Joint Review report.

The Chairman responded to Mr Good's third question in appropriate terms.

492. **Strategy and Policy Committee**

The report of the meeting of the Strategy and Policy Committee held 20 December 2000 was submitted.

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

493. **Public and Environmental Services Committee**

The report of the meeting of the Public and Environmental Services Committee held on 23 January 2001 was submitted.

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

494. **Leisure Services Committee**

The report of the meeting of the Leisure Services Committee held on 24 January 2001 was submitted.

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

495. **Planning and Transportation Committee**

The report of the meeting of the Planning and Transportation Committee held on 25 January 2001 was submitted and the Chairman responded to questions thereon.

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

496. **Education Committee**

The minutes of the meeting of the Education Committee held on 30 January 2001 were submitted and Chairman responded to questions thereon.

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

497. **Social Services and Housing Committee – 1 February 2001**

The report of the meeting of the Social Services and Housing Committee held on 1 February 2001 was submitted and the Chairman responded to questions thereon.

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

498. **Social Services and Housing Committee – 7 February 2001**

The report of the meeting of the Social Services and Housing Committee held on 7 February 2001 was submitted.

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

499. **Social Services and Housing Committee – 15 February 2001**

The report of the meeting of the Social Services and Housing Committee held on 15 February 2001 was submitted.

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

500. **Strategy and Policy Committee**

The report of the meeting of the Strategy and Policy Committee held on 15 February 2001 was submitted with the exception of Minutes 473, 480 and 485.

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

501. **Strategy and Policy Committee Minute 473 – Member's Allowances Advisory Sub Committee**

The Council received the report of the Strategy and Policy Committee on the minutes of the meeting of the Member's Allowances Advisory Sub Committee held on 11 January 2001. The recommendation of the Sub Committee was moved by Councillor Bettison and seconded by Councillor Birch. Councillor Ward, seconded by Councillor Barnard, then moved an amendment as set out below. On being put to the meeting the amendment was declared carried and upon the substantive Motion being put to the meeting it was

RESOLVED that

(i) having considered the views of the two independent panels, the scheme of allowances for the year commencing 1 April 2001 be amended on the following basis:

- a) The payment of attendance allowance in respect of approved duties be discontinued and that the following allowances be the maximum claimable by members from 1 April 2001
- b) A basic allowance of £7,000 per annum paid to all members
- c) Annual Special Responsibility Allowances be adjusted as follows:

| OFFICE | Special Responsibility Allowance (including Basic Allowance) £ |
|--|---|
| Leader of the Council | 27,500 |
| Chairman of Main Committees | 20,000 |
| Deputy Leader of the Council | 13,000 |
| Chairman of Principal Sub Committees | 8,750 |
| Vice Chairmen of Main Committees | 8,000 |
| Vice Chairmen of Principal Sub Committees | 8,000 |
| Chairmen of other Sub Committees | 7,500 |
| Leader of the Opposition | 20,000 |
| Deputy Leader of the Opposition | 8,000 |
| Designated Champions | 7,500 |
| Principal Opposition Spokesperson on main Committees | 7,500 |

d) Members not wishing to claim the maximum indicated above be permitted to do so by informing the Director of Corporate Services prior to 1 April as to the amount they wish to claim or before the first of any subsequent month if they wish to change further.

(ii) the revised scheme be adopted as set out in Appendix A to the Minutes of the Members' Allowances Advisory Sub Committee, subject to the addition to the schedule of:

“Vice Chairman Management and Resources Sub Committee - £8000.”

502. Financial Plans and Revenue Budget 2001/02

The Council considered a detailed report by the Director of Corporate Services with a draft budget for the year 2001/02 which included the recommendations of the Strategy and Policy Committee held on 15 February 2001, as set out in Minute 480.

The Leader of the Council moved adoption of the recommendations set out in the report of the Director of Corporate Services. An amendment was then moved by Councillor McCormack, seconded by Councillor Beadsley to replace paragraph 3.1 of the Council Tax Resolution with the following words:

“that the recommendations of the Strategy and Policy Committee outlined in paragraph 2 be agreed, except for recommendations (vi), (ix) and (x) which should be replaced with:

- (vi) each Committee’s proposed economies and additional income included within Annexes D and E of the report be agreed, together with the additional economy arising from the Form 7 Pupil Count outlined in paragraph 7.1 of the report, with the exception of the following which should be rejected;

Education

Education Library Service (0.014m)
Museum Loan Service (0.002m)

Leisure Services

Holiday Play Scheme (£0.020m)
South Hill Park grant (£0.020m)
Sports Development in Schools (£0.017m)
Countryside Parks and Open Spaces (0.050m)

Public and Environmental Services

Environmental Management Costs (£0.060m)

- (ix) the total expenditure of £88.516m be agreed
- (x) a contribution of £0.194m be made from revenue balances to support revenue expenditure”

ADJOURNMENT

The Council adjourned at 9.10 pm and reconvened at 9.15 pm.

The amendment was put to the meeting and, on a vote being taken, declared lost. The original motion was then put to the meeting and, on a vote being taken, declared carried. It was therefore:

RESOLVED that

- (i) the recommendations of the Strategy and Policy Committee set out in Minute 480 be agreed.
- (ii) it be noted that at its meeting on 22 November 2000 the Council calculated the following amounts for the year 2001/02 in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:-

a) 41,040 **TAX BASE FOR WHOLE BOROUGH COUNCIL AREA**

being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its council tax base for the year

b) **TAX BASE FOR EACH PART OF THE COUNCIL'S AREA**

EACH PARISH AREA

| | |
|------------|--------|
| Binfield | 3,180 |
| Bracknell | 17,260 |
| Crowthorne | 2,380 |
| Sandhurst | 7,780 |
| Warfield | 4,140 |
| Winkfield | 6,300 |

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate

- (i) That the following amounts be now calculated by the Council for the year 2001/02 in accordance with Sections 32 to 36 of the Local Government and Finance Act 1992:-

- (a) £158,967,419 **TOTAL EXPENDITURE INCLUDING GENERAL FUND, HOUSING REVENUE ACCOUNT AND PARISH PRECEPTS**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act

- (b) £68,741,000 **TOTAL INCOME INCLUDING GENERAL FUND AND HOUSING REVENUE ACCOUNT**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (b) of the Act

- (c) £2,281,046 **REDUCTION IN GENERAL FUND AND HOUSING REVENUE ACCOUNT BALANCES**

being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(c) of the Act

(d) £87,945,373 **BOROUGH AND PARISH EXPENDITURE TO BE FINANCED FROM GOVERNMENT GRANTS AND COUNCIL TAX**

being the amount by which the aggregate at (iii)(a) above exceeds the aggregate at (iii)(b) and (iii)(c) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year

(e) £57,927,557 **GOVERNMENT SUPPORT FOR LOCAL SERVICES**

being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates, revenue support grant and additional grant or SSA reduction grant or relevant special grants

(f) £115,000 **COUNCIL TAX/RESIDUAL COMMUNITY CHARGE
NIL CONTRIBUTION TO COUNCIL TAX BENEFIT**

being the amount of the sums which the Council estimates will be transferred in the year to its collection fund from its general fund in accordance with Section 97(3) of the Local Government Finance Act 1988 (Council Tax Deficit) and increased by the amount of any sum which the Council estimates will be transferred to its collection fund from its general fund pursuant to the Collection Fund (Community Charges) directions under section 98(4) of the Local Government Finance Act 1988 made on 7th February 1994) and increased by the amount representing the authority's contribution to council tax benefit resulting from an increase in its council tax calculated in accordance with the Collection Fund (General) (England) Directions 1999, the Collection Fund (Council Tax Benefit) (England) Direction 1999 and the Local Authorities (Alteration of Requisite Calculations) (England) Regulations 1999

(g) £734.23 **AVERAGE BAND "D" COUNCIL TAX FOR WHOLE BOROUGH**

being the amount at (iii)(d) above less the amount at (iii)(e) plus the amount at (iii)(f) above, all divided by the amount at (ii)(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year

(h) £1,736,419 **PARISH PRECEPTS**

being the aggregate amount of all special items referred to in Section 34(1) of the Act

(i) £691.92 **BOROUGH COUNCIL TAX FOR BAND "D" PROPERTIES**

being the amount at (iii)(g) above less the result given by dividing the amount at (iii)(h) above by the amount at (ii)(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year if there were an area of the Borough to which no special item relates

(j) **BOROUGH AND PARISH COUNCIL TAX FOR EACH PARISH FOR BAND "D"**

| | |
|------------|--------|
| Binfield | 724.50 |
| Bracknell | 740.93 |
| Crowthorne | 731.84 |
| Sandhurst | 742.53 |
| Warfield | 707.62 |
| Winkfield | 728.92 |

being the amounts given by adding to the amount at (iii)(i) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at (ii)(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate

(k) **BOROUGH AND PARISH COUNCIL TAX IN EACH PARISH FOR EACH VALUATION BAND**

| Parish | A | B | C | D | E | F | G | H |
|------------|--------|--------|--------|--------|--------|----------|----------|----------|
| Binfield | 483.00 | 563.50 | 644.00 | 724.50 | 885.50 | 1,046.50 | 1,207.50 | 1,449.00 |
| Bracknell | 493.95 | 576.28 | 658.60 | 740.93 | 905.58 | 1,070.23 | 1,234.88 | 1,481.86 |
| Crowthorne | 487.89 | 569.21 | 650.52 | 731.84 | 894.47 | 1,057.10 | 1,219.73 | 1,463.68 |
| Sandhurst | 495.02 | 577.52 | 660.03 | 742.53 | 907.54 | 1,072.54 | 1,237.55 | 1,485.06 |
| Warfield | 471.75 | 550.37 | 629.00 | 707.62 | 864.87 | 1,022.12 | 1,179.37 | 1,415.24 |
| Winkfield | 485.95 | 566.94 | 647.93 | 728.92 | 890.90 | 1,052.88 | 1,214.87 | 1,457.84 |

being the amounts given by multiplying the amounts at (iii)(j) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of

categories of dwellings listed in different valuation bands

- (ii) it be noted that for the year 2001/02 the Thames Valley Police Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

| | A | B | C | D | E | F | G | H |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Thames Valley Police Authority | 42.99 | 50.16 | 57.32 | 64.49 | 78.82 | 93.15 | 107.48 | 128.98 |

- (iii) having calculated the aggregate in each case of the amounts at (iii)(k) and (iv) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2001/02 for each of the categories of dwellings shown below:-

(a) TOTAL COUNCIL TAX FOR EACH VALUATION BAND

| Parish | A | B | C | D | E | F | G | H |
|---------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Binfield | 525.99 | 613.66 | 701.32 | 788.99 | 964.32 | 1,139.65 | 1,314.98 | 1,577.98 |
| Bracknell | 536.94 | 626.44 | 715.92 | 805.42 | 984.40 | 1,163.38 | 1,342.36 | 1,610.84 |
| Crowthorne | 530.88 | 619.37 | 707.84 | 796.33 | 973.29 | 1,150.25 | 1,327.21 | 1,592.66 |
| Sandhurst | 538.01 | 627.68 | 717.35 | 807.02 | 986.36 | 1,165.69 | 1,345.03 | 1,614.04 |
| Warfield | 514.74 | 600.53 | 686.32 | 772.11 | 943.69 | 1,115.27 | 1,286.85 | 1,544.22 |
| Winkfield | 528.94 | 617.10 | 705.25 | 793.41 | 969.72 | 1,146.03 | 1,322.35 | 1,586.82 |

- (iv) (i) The amount of money which is for the time being the maximum amount which the authority may have outstanding by way of borrowing shall be the sum of the current external borrowing at 31st March 2001 plus the value of the Government's Basic Credit Approval plus such short term borrowing that is needed for temporary capital or revenue purposes or £10 million, whichever is the lower ("the overall borrowing limit");
- (ii) The amount of money, being part of the overall borrowing limit, which may be held by way of short term borrowing is limited to £1 million;
- (iii) The proportion of the total amount of interest payable by the Council which is at a rate or rates which can be varied by the person to whom it is payable or which vary by reference to any external factors shall be limited to 10%.

503. **Health Panel**

Councillor Mills, the Chairman of the Health Panel, in accordance with the terms of Motion 1/99 submitted a progress report to the Council on the work of the Health Panel during the period since the previous Council Meeting.

504. **Motions Submitted under Standing Order 8**

(i) Motion 1/2001

Motion 1/2001, as set out in the agenda for the meeting, was moved by Councillor Worrall and seconded by Councillor Mrs Ballin. In moving the motion, Councillor Worrall requested and received the consent of the Council to amend his motion by the addition of the following words.

“The Director of Planning and Transportation be requested to produce a report on the implications both legal and practical of a policy for Bracknell Forest Borough Council to refuse applications for mobile telecommunications installations on Council land.”

Councillor Beadsley, seconded by Councillor Jones then moved an amendment which had the effect of adding to the second paragraph after the words “letter should also request”, the words:

- “ a) that Local Planning Authorities be empowered to require the operators of mobile phone transmitting masts to agree a programme of independent monitoring of the emissions from their installations and that the results of such monitoring be lodged with the Planning Authority for public scrutiny.
- b)”

Councillor Worrall accepted the amendment and the substantive motion was put to the vote and declared carried. It was therefore

RESOLVED that

- (i) This Council is aware of the public concerns regarding possible risks to health caused by the radio frequency radiation emitted from mobile phone transmitting masts. It therefore calls upon the Leader of the Council and Leader of the Opposition to write to the Secretary of State for Environment, Transport and the Regions, requesting that some of the proceeds from the sale of third generation phone licenses be urgently invested in further detailed studies into the perceived threat to health.
- (ii) This action is required in order to allay fears that have not been satisfied by the Stewart Report, which suggests that more research should be undertaken.

- (iii) The letter should also request that
- (a) Local Planning Authorities be empowered to require the operators of mobile phone transmitting masts to agree a programme of independent monitoring of the emissions from their installations and that the results of such monitoring be lodged with the Planning Authority for public scrutiny;
 - (b) the Government proceed with urgency the review of permitted development planning rights for the installation of Telecommunications Apparatus and the publication of updated Planning Guidance.
- (iv) The Director of Planning & Transportation be requested to produce a report on the implications both legal and practical of a policy for Bracknell Forest Borough Council to refuse planning applications for mobile telecommunications installations on Council land.

(ii) Motion 2/2001

Motion 2/2001, as set out in the agenda for the meeting was moved by Councillor Mills and seconded by Councillor Mrs Ballin. On being put to the meeting, and the vote being taken, Motion 2/2001 was declared carried and it was therefore

RESOLVED that this Council views with concern the Government's Planning Policy Guidance for car parking in all future housing developments in England and believes it to be inadequate and hence unworkable. In particular the planning policy guidance does not recognise the needs of the average car owner.

As a result this council urges the Government to take action to:-

1. reconsider its guidance to reflect the reality of the number of cars per household more accurately.
2. address the genuine concerns that owners have for safeguarding their valuable vehicles.
3. avoid overcrowded residential roads used for parking and hence maintain the quality and harmony of life for residents.
4. protect our living and visual environment from the detrimental impact of cars parked on green or other non designated spaces.

(iv) Motion 3/2001

Motion 3/2001, as set out in the agenda for the meeting was moved by Councillor Barnard and seconded by Councillor Mills. On being put to the meeting and a vote being taken, the motion was declared carried and it was

RESOLVED that this Council shares the concerns of MP's of all parties that the Community Health Councils (CHC's), the current Patients' champions, should be strengthened and not abolished.

Furthermore, the Government's ill-conceived proposals for representing our rights within the NHS will lead to an ineffective voice for patients.

This Council instructs the Chief Executive to convey these views in writing to the appropriate Government Departments.

The meeting commenced at 7.30 pm
and concluded at 10.35 pm.

MAYOR

**STANDARDS COMMITTEE
26 FEBRUARY 2001**

Present: Independent Members – Mr D Briggs (Chairman) and Revd D Osborn
Councillors Finnie, Glasson, Jones and Thompson

505. Minutes

RESOLVED that the minutes of the meeting the Committee held on 12 September 2000 be approved as a correct record and signed by the Chairman, subject to the following amendment to Minute 208 – Complaints received since last meeting:

Amend the final sentence to read:

“Councillors Glasson and Jones requested that their dissatisfaction with the Chairman’s decision not to allow formal or informal discussion of this matter be recorded.”

506. Appointments and procedures of Standards Committees (Item 1)

The Committee was advised that the Department of Environment, Transport and the Regions had recently issued a consultation paper on draft regulations prescribing the method of appointment to and operation of Standards Committees.

Under the Local Government Act 2000 every principal local authority would be required to appoint a Standards Committee. The Secretary of State was consulting on draft regulations with a view to laying final regulations before Parliament in April 2001.

The Committee also considered proposals submitted by the Labour Group regarding the operation of the Standards Committee. These were set out as an annexe to the report and were discussed together with the consultation paper. It was agreed that the proposals should be further discussed in the light of the published regulations before the Council’s new Constitution was finalised.

The Committee considered the questions proposed in the consultation paper and made the following particular comments:

Question 1 – Is there any need to limit the maximum size of Committees?

Yes. The Committee felt that the regulations should set a maximum size and that the appropriate figure would be seven.

Question 2 – Is the Government right to require a minimum number of independent Members?

Yes.

Question 3 – Is 25% the right proportion of independent Members?

There was a significant divergence of views within the Committee on this issue. Some Members considered that one-third might be a more appropriate proportion whilst others (in particular, members of the Labour Group) indicated that one half would go further towards ensuring the credibility of the Committee with the public.

Question 4 – Should the number of executive Members on the Committee be limited?

Yes

Question 5 – Should it be limited to one?

Yes

Question 6 – Should Committees in districts and unitary councils be required to include a parish member, even where they deal with parish issues through a sub-committee?

The strongly held and unanimous view of the Committee was that this proposal was misconceived. The purported justification for this proposal in the consultation paper was considered to be weak. It was felt that the matter should be left to local discretion. Particular concern was expressed over the drafting of regulation 7(3) which could be interpreted as meaning that the main Standards Committee would be inoperative unless a Parish Councillor was present.

Question 7 – Should Members who serve on the Borough Council and a Parish be prevented from being the Parish representative on Committees and Sub-Committees?

Yes

Question 8 – Is the Government right to regulate for the appointment of independent Members?

Yes

Question 9 – Are the requirements in the Regulations reasonable?

The Committee's view was that the requirement for 75% of all Members of the Council to approve the appointment of independent Members should be modified to 75% of Members present and voting. Also, it was suggested that a "fall-back" mechanism might be necessary in the event that the process of advertisement did not produce sufficient candidates of appropriate calibre. Such provision ought to incorporate safeguards to preclude political manipulation (there might be a role for the Monitoring Officer in such a "fall-back" mechanism).

Question 10 – Are the proposed disqualifications appropriate?

Yes, but in addition former Councillors should be disqualified from appointment as independent members.

Question 11 – Should the normal rules relating to public access to agendas, meeting and background papers be applied to the proceedings of Standards Committees?

Yes, or preferably for a longer period. The Committee agreed a local practice that agendas should be made available a minimum of seven days before meetings.

Question 12 – Are the modifications relating to Parish Councils reasonable?

It was accepted that public notice of meetings of Standards Committees should be displayed at Parish Council offices. The concerns over the requirement to have a Parish Councillor on the main Committee were reiterated.

Question 13 – Is there any other aspect of the proceedings of Standards Committees that needs to be regulated?

Yes. Firstly, meetings of the Committee should be chaired by one of the independent persons. Secondly, most Councils now allow for named substitute Members (i.e if a Committee Member is not available then another named Member can attend and participate) and the Committee felt that substitute Members should be allowed for Standards Committees (including the independent persons i.e another independent person who has been appointed under the procedure laid down in the regulations should be able to attend in their stead).

Question 14 – Are the rules on validity reasonable?

There was considerable concern over the proposal that the Committee should be considered inquorate if a Parish Councillor representative was not present. That proposal could provide a mechanism for a Parish Councillor representative to obstruct the work of the Committee.

Question 15 – Should any other rules on validity be established?

No

Question 16 – Is it reasonable that authorities should be able to avoid having to re-appoint existing independent Members for up to two years?

After some discussion, a consensus emerged that during a two year period there should be a “rolling” process for the retirement of the current independent Members and their replacement/reappointment under the proposed statutory procedure. There was a recognition that independent persons faced a steep learning curve when they were first appointed and a feeling that in the early period of the statutory Standards Committee the valuable experience and knowledge which the independent Members have gained should not be lost.

Question 17 – Should the disqualification rules apply to existing independent Members?

Yes

RESOLVED that

- (i) the Borough Solicitor, in consultation with the Chairman, be authorised to draft a response to the Department of the Environment, Transport and the Regions on the consultation paper.
- (ii) the matters raised by the Labour Group's Proposals be further discussed when making local arrangements for the Standards Committee over the coming months.

507. Draft Model Code of Conduct for Members (Item 2)

The Committee considered a report on a draft model code of conduct which had been issued by the Director of the Environment, Transport and the Regions for consultation. The closing date for representations on the draft model code was 27 April with the final version of the regulations due to be laid before Parliament in May. Within six months of the issue of the model code each local authority would be required to adopt its own code of conduct for members incorporating all the mandatory provisions of the model code.

The report set out a number of matters of concern identified by officers, which were broadly supported by the Committee. The Committee further discussed some of the points raised in the consultation paper and made the following particular comments:

Question 1 – Does paragraph 1 make the scope of the code clear?

Yes

Question 2 – Does paragraph 1(2) strike a reasonable balance between a member's duty to retain public trust and their right to a personal and private life?

Yes

Question 3 – Does the provision in paragraph 1 (3) achieve a sensible, workable and clear relationship between the code and members' legal obligations in relation to other bodies?

Yes

Question 4 – For each of the provisions in paragraphs 2 to 7 of the draft code

- is the requirement placed upon the member fair and reasonable?
- Is its meaning sufficiently clear?
- Are there any related requirements which the code currently omits but which you think it should contain?

The Committee did not feel it was appropriate for paragraph 6 to designate “unreasonable” actions as a breach of the Code. The word “unreasonably” should be replaced by “unlawfully”. The paragraph also required members to have regard to the advice of the Chief Financial Officer and the Monitoring officer in decision making. The Committee wished to add the words “ and any other relevant officer”.

The Committee felt that paragraph 7 should be reworded to place a duty on a member to report to the Standards Board for England conduct which he believed would bring the authority into disrepute if he did not do so.

Question 5 – Are the provisions in paragraphs 8 (3) (a) – (f) appropriate?

Yes

Question 9 – Is it reasonable to require members to declare the nature as well as the existence of a personal interest, even when they are withdrawing from participation in a meeting?

Although it should be normal practice for members to declare the nature of their interest, even when they were withdrawing from the meeting, the Committee did not feel that this should be a requirement as members could envisage circumstances where it may be inappropriate.

Question 10 – Is the significance test for a prejudicial interest clear and workable, or could it be improved in some way?

Yes

Question 12 – Is the range of circumstances in which a member is required to withdraw if they have a prejudicial interest correctly drawn? In particular, do the provisions relating to withdrawal during overview and scrutiny, joint and area committees strike an appropriate balance between propriety, participation and simplicity?

Yes

Question 17 – Is the proposal to restrict the requirement to register gifts and hospitality to those actually accepted a reasonable approach?

The Committee felt that offers of gifts and hospitality should be registered whether they were accepted or not.

Question 18 – If so, do you have a view as to the threshold value above which they should be registered?

Gifts or hospitality of £10 or more in value should be registered.

The Committee requested the Borough Solicitor to prepare a response to the consultation paper reflecting the points raised in the report and the specific responses to questions set out above.

RESOLVED that the Borough Solicitor, in consultation with the Chairman, be authorised to draft a response to the Department of the Environment, Transport and the Regions on the draft model code of conduct.

508. **Date of Next Meeting**

Wednesday 9 May at 5.30pm.

The meeting commenced at 5.30pm
and concluded at 7.25 pm.

CHAIRMAN

**LEISURE SERVICES COMMITTEE
20 MARCH 2001**

Present: Councillors North (Chairman), Adams, Birch, Mrs Birch, Blatchford, Browne, Glasson, Grayson, Kendall, McCracken, Piasecki, Simonds, Thompson, Turrell, Wallace and Ward

Apologies for Absence were received from:
Councillor Finnie

509. Substitute Members

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

Councillor Birch for Councillor Finnie

510. Minutes

RESOLVED that the minutes of the meeting of the Committee held on 24 January 2001 be approved as a correct record, and signed by the Chairman.

511. Urgent Items of Business under Standing Order No 7

The Chairman agreed that item (2a), relating to the restructure of the Arts Council of England, be considered as an urgent item under standing Order no. 7. The reason for urgency was that if this matter was delayed until the next meeting of the Committee it would not be possible for the Council to respond to the Arts Council of England's proposals.

512. Presentation – Youth Parliament

The meeting commenced with a short presentation from members of the Youth Parliament who described the role and objectives of the Parliament, which was a voice for young people to convey their views and concerns. The successful first sitting of the Parliament was summarised and many issues arising, such as tackling social exclusion and problems associated with the cost of leisure services, would be included in the resulting manifesto. Many further meetings at both national and regional level would be undertaken. The representative of the Youth Forum relayed issues and concerns which had been discussed at the Forums' recent meeting, including the cost of transport and wish for extended opening hours of youth clubs and increased after school provision. On behalf of the Committee, the Chairman thanked the speakers and referred to the benefits of establishing dialogue with the Youth Parliament to discuss relevant issues.

513. Quarterly Operations Report (Item 1)

The Committee received the Quarterly Operations Report which highlighted current issues and developments together with the work of individual sections, decisions

taken under delegated authority, resources applied and performance indicators relating to Leisure Services during the last quarter. Members' questions and discussion arising from the Quarterly Operations Report included recruitment/retention issues, closure of rights of way as a result of the outbreak of foot and mouth disease, the success of measures aimed at increasing take up of swims and sports/leisure courses and support for Great Hollands Youth Club. In the latter connection the Head of Youth and Community was requested to prepare a future presentation in respect of the youth service to address specific issues such as this Youth Club. Further to concern expressed by the Committee in respect of financial liabilities associated with the new archives building in Reading, it was agreed that the Director of Leisure Services would obtain and circulate additional information in this regard to Members.

RESOLVED that the Quarterly Operations Report be received.

514. South Hill Park Annual Revenue Grant (Item 2)

The Committee considered a report confirming the annual revenue grant to be awarded to South Hill Park Arts Centre for the financial year 2001/2002. As the second of such reports it enabled comparisons to be made between the actual arts programme delivered by the Trust and the programme on which last year's grant was based. It also formed part of the previously agreed Partnership Agreement between South Hill Park and the Council. Mr Ron McAllistair, the recently appointed Chief Executive of South Hill Park, was in attendance at the meeting in order to respond to any questions from Members.

Members noted details of South Hill Park's review of 2000/01, with particular regard to Millennium activities, and outline plans for 2001/02.

RESOLVED that

- (i) the arts programme proposed by South Hill Park for 2001/2002 be accepted; and
- (ii) a grant of £390,760 to support the above programme be awarded to South Hill Park Trust.

515. Restructure of the Arts Council of England (Item 2a)

This tabled urgent item highlighted the Arts Council of England's key proposals to restructure the arts funding system in England and sought the Committee's views on four questions that Southern Arts had posed in this regard.

The Committee noted a summary of the proposals, the major aim of which was the replacement of the current ten Regional Arts Boards by nine Regional Offices based on the Government planning regions in the interests of simplification and decentralisation. Having discussed the proposals the Committee expressed concern in a number of areas including the rapidity of the change and lack of associated consultation and detailed information, the financial implications for arts projects, the absence of representation and local involvement and the excessive geographical area to be served by the new local Regional Office.

With regard to the proposed responses to Southern Arts' questions, Members agreed that these be decided by the Chairman in consultation with the Director of Leisure Services, Councillor Ward as one of the Council's representatives on Southern Arts, and the Chief Executive of South Hill Park.

RESOLVED that

- (i) the Chairman, in consultation with the Director of Leisure Services, Councillor Ward and the Chief Executive of South Hill Park, determine the Council's response to the questions from Southern Arts; and
- (ii) the Council's concern be expressed to the Arts Council of England at the speed of change and its lack of meaningful consultation with its partners.

516. Library and Information Service: Fair Access and Provision for Disabled Users Draft Policy (Item 3)

The Committee considered a report proposing a policy in respect of fair access and provision for disabled users of the Library and Information Service. The report incorporated the comments made in this regard by the Access Advisory Sub Committee at its meeting held on 7 March 2001.

The draft policy, which was a significant steps towards meeting the Council's duties under the Disability Discrimination Act 1995, had been compiled with the benefit of information from the Museums, Libraries and Archives Council, advice from the Council's Access and Mobility Officer, and the views expressed by the Access Advisory Sub Committee. Having noted the terms of the draft policy, Members acknowledged the difficulties associated with providing wheelchair access to mobile libraries and agreed that it may be advantageous to increase disabled parking facilities at main libraries where possible. As disabled access to the container library at Owlsmoor could not be provided, liaison with the local community centre would be undertaken to consider whether an appropriate service could be provided from there. In response to Members' questions, the Committee was advised that the proposed actions identified in the plan had not been prioritised and would be progressed on the basis of feasibility and financial implications.

RESOLVED that the draft policy annexed to the report be approved.

517. Bracknell Half Marathon 2001 (Item 4)

The Committee was advised of the arrangements for the 2001 Bracknell Half Marathon, which would be held on Sunday 29 April 2001. Although the previous year's Half Marathon, which had consisted of a one lap course run almost exclusively on cycleways and footways, had been generally very successful, a few minor alterations were proposed to meet issues arising during the race. These alterations would meet with Police and British Athletic Federation approval.

Details of associated road closures were noted and the Committee welcomed the involvement of sponsors who were supporting the event.

RESOLVED that

- (i) the arrangements for the 2001 Bracknell Half Marathon be noted; and

- (ii) the Planning and Transportation Department be requested to make an Order for the road closures under the appropriate legislation by using their delegated authorities.

518. Bracknell Rugby Football Club, Lily Hill Park (Item 5)

In accordance with Standing Order 25 Councillor Wallace declared a clear and substantial non pecuniary interest in this item and withdrew from the meeting during its consideration.

The Director of Leisure Services reported on matters relating to the future of Bracknell Rugby Football Club at Lily Hill Park which needed to be viewed in the context of the plans to restore the Park. In the short term, the Club wished to construct a stand, and erect a fence along two sides of the first team pitch in order to control entry and charge for match attendance. In the long term, the Club sought to improve its facilities. The report also addressed the issue of a grant offer of £21,000 which had been made to the Club for extending the car park.

Difficulties in reconciling the aspirations of the Club to expand its operation at Lily Hill Park with the proposals to restore the Park to its Victorian designed landscape were apparent. The Committee recognised that, owing to its success, the Club had outgrown its site and would benefit from future relocation to a larger site in the long term. Members were advised that the Club had recently conveyed its willingness to consider making a financial contribution towards any such relocation. In view of the likelihood of the Club's future relocation, it was felt appropriate to withdraw the grant of £21,000 currently allocated to the Club in respect of the extension of the car park and conversion works and to retain the funds in the capital budget for the restoration of Lily Hill Park and/or assist with the possible future relocation of the Club. Use of the Bracknell Sport and Leisure Centre by the Rugby Club for its matches had been mooted as an interim measure.

RESOLVED that

- (i) Further discussions be held with the club about the use of bracknell sport and leisure centre for matches in the short term;
- (ii) If the outcome of the above resolution is unsuccessful then the rugby club be given temporary permission for two seasons only to:-
 - (a) charge for entry to the pitch during games;
 - (b) erect a fence along the boundary with lily hill road, but not to erect any fencing along the eastern boundary of the pitch other than on match days;
 - (c) place advertisements around the edge of the pitch; and
 - (d) erect a stand and two hospitality boxes, subject to planning permission, to signing an amendment to the licence with the Council and subject to there being no damage to tree roots and branches.
- (iii) the club's outgrowing of its present site at Lily Hill ark be acknowledged and the officers work with the Club to examine alternative options for the future.

- (iv) the grant offer be withdrawn.

RECOMMENDED to Strategy and Policy Committee that the Director of Leisure Services be authorised to spend £21,000 allocated in the capital programme on Lily Hill Park and/or the Rugby Club.

519. Staff Accommodation (Item 6)

At its meeting held on 10 October 2000 the Committee had authorised the use of up to £12,000 from the capital planned maintenance contingency budget for the purpose of refurbishing and furnishing no. 4 Peacock Cottage to provide staff accommodation as a measure towards relieving staff recruitment/retention difficulties. Although this sum had been considered sufficient at that time, further funding was now required to meet subsequent issues which had emerged in relation to enhanced standards for a multi occupancy dwelling and the undertaking of more detailed surveying work. In addition, the opportunity had been taken to carry out internal alterations to the property to increase the amount of accommodation. Accordingly, the Committee's authority to incur additional expenditure above that previously authorised was sought.

Members were advised of the amount of annual rental income which the property could be expected to generate.

RESOLVED that

- (i) expenditure up to £31,000 to refurbish/furnish no. 4 Peacock Cottage be authorised; and
- (ii) an overspend from the capital planned maintenance budget funded from an underspend overall within the 2000/2001 Leisure Services capital programme be authorised.

520. Information Items

The Committee noted the following items submitted for information only:

- (i) Annual Library Plan Assessment (Item 7)
- (ii) Public Library User Survey October 2000 (Item 8)

521. Exclusion of Public and Press

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

- (1) Information relating to a particular employee (Item 9)

522. **Countryside Service Restructure (Item 9)**

Following the exclusion of the public and press, the Committee was reminded that at its last meeting it had considered a report in respect of service economies and agreed that the countryside service budget for 2001/02 be reduced by £50,000. Subsequently the officers had reviewed the budgets and staff structures with the aim of achieving economies and Members considered the resulting report which dealt specifically with staffing issues. The proposed changes aimed to minimise the short term impact on users of the service and also to create a new structure that reflected needs and trends in the year 2001 and that provided a sound basis for service delivery in the years ahead.

Having noted a brief summary of the work undertaken by the Countryside Service together with details of the existing and proposed staffing structures and associated implications such as strategic, planning and operational issues, quality of service, staff consultation and financial effects, the Committee commended the Head of Countryside and Heritage for her efforts in rapidly and effectively tackling this difficult task.

RESOLVED that

- (i) the new structure for the Countryside Service as shown in Appendix 2 of the report be approved;
- (ii) the rationalisation of terms and conditions as detailed in the report be approved; and
- (iii) the voluntary redundancy of Mr A be agreed in accordance with the terms and conditions outlined in Appendix 3 to the report and that this be funded from the Structural Changes Fund which was approved by the Strategy and Policy Committee on 5 September 2000.

The meeting commenced at 7.30pm
and concluded at 9.35 pm.

CHAIRMAN

**PUBLIC AND ENVIRONMENTAL SERVICES COMMITTEE
27 MARCH 2001**

Present: Councillors Mills (Chairman), Adams, Mrs Ballin, Blatchford, Ms Brown, Egan, Flood, Glasson, Harrison, Jones, Miss Haydon, McCracken, Mrs Mattick, North, Mrs Pile and Wade.

Also present: Councillor Turrell

Apologies for absence were received from:
: Councillor Mrs Clifford

523. Substitute Member

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

Councillor Jones for Councillor Mrs Clifford.

524. Minutes

RESOLVED that the Minutes of the meeting of the Committee held on 23 January 2001 be approved as a correct record.

525. Chairman's Announcements

Charter Mark for Trading Standards

The Chairman was pleased to announce that the Trading Standards Service had been awarded a Charter Mark in recognition of the quality of the service that it provided. As a result of this, all four principal service areas within Public & Environmental Services now held current Charter Marks. The Chairman congratulated the staff involved in securing the award.

Licensed Taxi Drivers: First Aid Training

The Chairman announced that on 26 March 2001 sixteen licensed taxi drivers had completed a free Council first aid course, which would enable them to make full use of the first aid kits, which they were required by law to carry in their taxis. The Chairman thanked the Hackney Carriage Sub Committee for its excellent work in ensuring high standards of service.

The Environment Fair

The Chairman announced that it had been necessary, albeit it very reluctantly, to cancel this year's Environment Fair owing to Foot and Mouth disease. However, the Chairman gave an undertaking that there would be an Environment Fair in 2002, which would aim to match the successes of previous fairs.

526. **Emergency Planning Advisory Panel**

RESOLVED that the minutes of the meeting of the Emergency Planning Advisory Panel, held on 2 February 2001, as set out in Appendix A hereto, be received.

527. **Street Cleansing Contract Assessment Sub Committee**

RESOLVED that the minutes of the meeting of the Street Cleansing Contract Assessment Sub Committee, held on 6 February 2001, as set out in Appendix B hereto be received.

528. **Waste and Recycling Collection Contract Assessment Sub Committee**

RESOLVED that the minutes of the meeting of the Waste and Recycling Collection Contract Assessment Sub Committee, held on 14 February 2001, as set out in Appendix C hereto, be received.

529. **Hackney Carriage Sub Committee**

RESOLVED that the minutes of the meeting of the Hackney Carriage Sub Committee, held on 6 March 2001, as set out in Appendix D hereto, be received.

530. **Bracknell Forest, Reading and Wokingham Joint Waste Disposal Board**

RESOLVED that the minutes of the meeting of the Bracknell Forest, Reading and Wokingham Joint Waste Disposal Board, held on 21 March 2001, be received.

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

The Director of Public & Environmental Services submitted the Quarterly Operations Report to the Committee and highlighted the work of the Department in relation to the finalisation of negotiations with SITA for the operation of the street cleansing contract and the tendering exercise for the waste and recycling collection services contract. The Committee's attention was drawn to the submission of a further revised Outline Business Case to the Department of the Environment, Transport and the Regions jointly with Reading Borough and Wokingham District, as part of an application under the Private Finance Initiative in respect of the long term provision of waste management services in central Berkshire.

The report also included budget monitoring and performance indicator information for the period.

RESOLVED that the Quarterly Operations Report from the Director of Public and Environmental Services, detailing the activities of the Public and Environmental Services for the period 1 October 2000 to 31 December 2000, be received.

532. The Beacon Council Scheme (Item 2)

Following the award of Beacon Status to the Council for its work in maintaining a quality environment, the Committee considered proposals for the dissemination of the Council's good practice, as required by the Department of the Environment, Transport and the Regions. As part of the dissemination process a national event, involving other Councils, had already taken place. Bracknell Forest's own dissemination event would include two full open days, the first of which would take place on 4 July. The Council was required to submit a detailed programme of dissemination events to the Department of Environment, Transport and the Regions for approval and authority was delegated to the Director of Public and Environmental to finalise the details.

RESOLVED that the dissemination plans, outlined in the report be endorsed and the Director of Public and Environmental Services, in consultation with the Chairman, be delegated responsibility to prepare a formal dissemination plan for submission to and approval by the Department of the Environment, Transport and the Regions.

533. Capital Programme Update 2000/2001 (Item 3)

The Committee considered a standard report which provided an update with regard to the schemes in the Capital Programme 2000/2001. Overall it was noted that £167,000 of capital allocated at the beginning of the year remained uncommitted. Of this sum, £155,000 related to the restoration works at the Strong's Heath former landfill site, which would be carried forward into 2001/2002. The projects reported included improvements to the provision and standard of recycling sites throughout the Borough; improvements to amenity land; various land drainage projects; and residential car parking solutions.

RESOLVED that the progress in relation to the Capital Programme, as outlined in the annexe to the report, be noted.

534. Contaminated Land Strategy (Item 4)

The Committee was advised that as a result of Part IIA of the Environmental Protection act 1990 and subsequent guidance, all local authorities were required to produce a contaminated land strategy by July 2001. To this end a consultant had already undertaken an assessment of the Borough and had highlighted those sights that might potentially be contaminated. An important element of the legislation was the "polluter pays" principle whereby the costs of remediating any contamination lay with the polluter where they could be found or with the existing owner or occupier where a polluter no longer existed. Bodies such as English Nature; English Heritage; and the Food Standards Agency would be consulted on the draft strategy, which would be available by the end of April 2001.

RESOLVED that

- (i) the progress to date in preparing a Contaminated Land Strategy be noted;

and

- (ii) the Director of Public and Environmental Services, in consultation with the Chairman, be delegated authority to approve the draft Contaminated Land Strategy for consultation.

535. Food Law Enforcement Plan 2001/2002 (item 5)

It was reported to the Committee that the Food Standards Agency required all local authorities to develop a Food Law Enforcement Plan. The plan would detail all the 'food services' undertaken by the Borough, provided by both the Environmental Health and Trading Standards Services. The Committee noted that the plan did not place any new legal requirements or responsibilities on the Council, but summarised the food related activities under a variety of legislation.

RESOLVED that the Food Law Enforcement Plan for 2001/2002, as detailed in Appendix A, be endorsed.

536. The Bigger Green Boiler Scheme (Item 6)

The Director of Public and Environmental Services reported that the Council, as lead authority and working in partnership with ten other local authorities across the Thames Valley, had obtained a grant of £128,000 from the Energy Savings Trust. This funding would facilitate a "Bigger Green Boiler" Scheme (building on a previous "Big Green Boiler" Scheme). The aim of the scheme was to provide approximately 1,500 energy efficient condensing boilers at a discount price of about 62% to individual householders within the scheme's area. The benefits to local householders would include improved energy efficiency, access to free expert advice on energy efficiency and access to a network of locally approved heating engineers. On the basis of the above the Committee gave its approval to the Council's participation in this scheme.

RESOLVED that the Council's involvement in the Bigger Green Boiler Scheme be approved and responsibility be delegated to the Director of Public and Environmental Services, in consultation with the Borough Solicitor and the Chairman, to finalise the necessary arrangements.

537. Community Safety and Thames Valley Police Authority Update (Item 7)

The Committee considered and noted the standard report on Community Safety and Thames Valley Police Authority matters. It was reported that the draft Action Plan for the third year of the Community Safety Strategy had been prepared based following discussions with partner agencies, with the final draft due to be approved shortly. The Committee was also advised that there had been some progress by the Thames Valley Police Authority in reconsidering its policies and procedures with regard to the removal of abandoned vehicles.

RESOLVED that the report highlighting details of the progress of the Community Safety Strategy and the update on Police Authority matters be noted.

538. Items Submitted for Information

The Committee noted the following items submitted for information only:

- (i) South East Berkshire Emergency Volunteers (Item 8)
- (ii) Royal Berkshire Fire Authority (Item 9)
- (iii) Local Agenda 21 Impact Group (Item 10)

In relation to item 8 (The South East Berkshire Emergency Volunteers) the Chairman recorded the Council's appreciation for the services provided by the South East Berkshire Emergency Volunteers and indicated that he would be looking to give practical support to their existence in the longer term.

539. Exclusion of Public and Press

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

- (1) Information relating to particular employees (Item 11)

540. Departmental Restructuring (Item 11)

The Director of Public & Environmental Services reported that following the approval of the Committee's revenue budget plans 2001/2002 it had been necessary to review the Department's structures in order to effect service economies and meet budgetary obligations. The restructuring had aimed to minimise the impact on service delivery whilst at the same time creating a structure that would reflect the priorities of the Committee and would provide a sound basis for service delivery in the years ahead.

RESOLVED that

- (i) the new structure for the Public and Environmental Services Department, as shown in Appendix 2 to the report, be approved and the Director of Public and Environmental Services, in consultation with the Chairman, be authorised to implement any associated staff changes and report these to the next meeting of the Committee;
- (ii) the voluntary redundancies, as set out in Appendix 3 to the report, be approved; and
- (iii) the compulsory redundancies, as set out in Appendix 4 to the report, be approved.

The meeting commenced at 7.30pm
and concluded at 9.17pm.

CHAIRMAN

**EMERGENCY PLANNING ADVISORY PANEL
2 FEBRUARY 2001**

Present: Councillors Blatchford, Ms Brown, Flood and Turrell

1. Election of Chairman

RESOLVED that Councillor Flood be elected Chairman of the Emergency Planning Advisory Panel for the remainder of the 2000/2001 Municipal Year.

COUNCILLOR FLOOD IN THE CHAIR

2. Appointment of Vice Chairman

RESOLVED that Councillor Blatchford be appointed Vice Chairman of the Emergency Planning Advisory Panel for the remainder of the 2000/2001 Municipal Year.

3. Minutes

RESOLVED that the minutes of the meeting of the Advisory Panel held on 10 September 1999 be approved as a correct record and signed by the Chairman.

4. Emergency Planning Officer

The Chairman on behalf of the Panel expressed thanks for the work previously undertaken by Anna Villette as the Borough's Emergency Planning Officer. The Chairman welcomed Louise Shepherd, the Borough's new Emergency Planning Officer, to her first meeting.

5. Emergency Planning Advisory Panel – Terms of Reference (Item 1)

As it was the first meeting of the Panel since September 1999 a report outlining the Panel's terms of reference was submitted. The Panel noted that its main responsibility was the development of the Council's Emergency Plan and to make recommendations to the Public and Environmental Services Committee on operational policies and procedures in relation to the Emergency Plan.

RESOLVED that the terms of reference of the Emergency Planning Advisory Panel be noted.

6. **Borough Responses 2000 (Item 2)**

The Director of Public and Environmental Services updated the Panel on the Council's response to the emergencies that had occurred during the year 2000. The Panel noted that the Emergency Operations Centre, located in Time Square, had been open during the Millennium celebrations from 6 pm on 31 December 1999 to 9 am on 1 January 2000, in accordance with Home Office guidance. The Panel noted that whilst there had been no major occurrences during this period, the opening of the Centre had been a good experience for testing emergency planning procedures.

It was also reported to the Panel that on two occasions during the year 2000 following severe storms, the emergency plan been activated in order to provide a co-ordinated response. The Panel referred to the flooding that had occurred, in particular at Mill Lane, Bracknell, and noted the role of other agencies in keeping certain ditches and gullies clear of obstructions. The routine maintenance schedules from these other agencies were being sought, with a view to monitoring their activities. The Panel also noted that work that had been undertaken in response to the fuel shortages in the autumn of 2000.

RESOLVED that the work carried out during the year 2000 in response to emergencies be noted.

7. **Update on the Development of the Emergency Plan for 2001 (Item 3)**

In welcoming the new Emergency Planning Officer, the Panel noted that priority had been given to reviewing and updating the current Emergency Plan to reflect the experiences of recent months. The Panel was advised that the current Emergency Contact Officer arrangements relied to an extent on good will and consideration was being given to payments to contact officers, which would formalise the arrangements overall.

The Panel was also advised that the Emergency Operations Centre in Time Square, although fully equipped, had not been fully tested other than over the Millennium period. The use of the full Emergency Operation Centre was not always appropriate for lower-level emergencies and discussions were taking place with Forestcare with a view to the possibility of such emergencies being managed from a dedicated area at Forestcare's offices. The Panel also noted the arrangements to develop suitable rest centres across the Borough and the ongoing positive links with emergency services, neighbouring local authorities and voluntary agencies.

It was also reported to the Panel that the South East Berkshire Emergency Volunteers (SEBEV) who were currently based at Easthampstead Park Mansion had been advised that they might not be able to be accommodated there in future. The Panel agreed that this issue should be pursued and also agreed that a visit to SEBEV's accommodation at Easthampstead Park would be appropriate.

RESOLVED that

- (i) Louise Shepherd be formally welcomed to her post as the Borough Emergency Planning Officer and the proposals and initiatives as set out in report be supported; and

- (ii) the important contribution made by the South East Berkshire Emergency volunteers (SEBEV) to the Borough's emergency planning and response facilities be recognised and officers be requested to produce a report for the next meeting of the Public and Environmental Services Committee, clarifying the issues regarding the Council's relationship with SEBEV and the organisation's future accommodation arrangements.

8. Communications – Enhancement of the Borough Radio System (item 4)

The Panel was provided with a progress report on the plans to upgrade the existing radio system to ensure Borough-wide coverage for the radio system. The Panel endorsed the view that the Council could not rely on mobile phones for its communication needs in a major civil emergency as overload of the mobile telephone network could lead to disruption of essential communications.

The Panel noted that the part of the Borough where the radio communications were not currently possible would be addressed and an updated system would be operational within six to eight weeks of the meeting. In order to acquire and develop expertise in the use of the new radios, radios would continue to be used on a daily basis by the Landscape Services crews.

RESOLVED that the work undertaken be noted and the Panel receive a demonstration of the new system once it is operational.

9. National Issues (item 5)

The Panel was advised that following a legal challenge the Home Office had decided that in future emergency planning grant would not be distributed to local authorities by means of a formula. Instead local authorities would be invited to submit an estimate of expenditure with grant to be paid subsequently on the basis of actual expenditure.

The Panel also noted that as a consequence of the fuel crisis and the severe weather conditions, the Government had begun a review of emergency planning and related legislation. Finally, the Panel also noted that as a precautionary measure the Government had indicated that the present fuel alert status should remain at 'black' which indicated that there was no immediate threat to fuel supply, but there was an increased state of alert.

RESOLVED that the report on the national issues arising be noted.

The meeting commenced at 3.30pm
and concluded at 4.35pm

CHAIRMAN

STREET CLEANSING CONTRACT ASSESSMENT SUB COMMITTEE
6 FEBRUARY 2001

Present: Councillors Mills (Chairman), Adams, Egan and Flood.

10. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 26 July 2000 be approved as a correct record and signed by the Chairman.

11. Exclusion of Public and Press

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

- (8) The amount of expenditure proposed to be incurred for the supply of goods or services.
- (9) Terms of proposed for the supply of goods or services.

12. Street Cleansing Contract – Appraisal of Bids (Item 1)

The Sub Committee considered a report by the Director of Public and Environmental Services which set out the options for awarding the street cleansing and maintenance contract. The Sub Committee was advised that originally eleven companies had completed the pre-tender questionnaire, thus registering their interest in the contract. Following an evaluation, ten of the eleven companies had been invited to submit a tender. However, only one tender had been received by the required deadline. In order to provide a bench mark against which to compare the prices in the single tender received, an in-house tender was prepared. The Sub Committee noted the efforts of officers in producing such a bid within a limited time scale. Following an evaluation not only of the cost of providing programmed work under each of the tenders but also of other criteria for acceptance, the Sub Committee concluded that the contract should be awarded to Tenderer 1 (SITA UK Ltd).

The Sub Committee noted that whilst the existing specification had produced acceptable standards of performance, the specification for the new contract would provide more frequent cleansing of rural roads and industrial estates; improved cleansing of recycling site; and increased activity in relation to chewing gum removal. In order to finalise the operational details for the new contract, the Director was given the appropriate authority to enable the new contract to commence on 1 April 2001.

RESOLVED that

- (i) the street cleansing and maintenance services contract for the period 1 April 2001 to 31 March 2006 be awarded to SITA UK Ltd; and
- (ii) 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 to the new contract by 1 April 2001.

The meeting commenced at 6.00 pm and concluded at 6.35 pm

CHAIRMAN

WASTE AND RECYCLING COLLECTION CONTRACT ASSESSMENT SUB COMMITTEE
14 FEBRUARY 2001

Present: Councillors Adams, Egan, Flood and Mills

1. Election of Chairman

RESOLVED that Councillor Mills be elected Chairman of the Waste and Recycling Collection Contract Assessment Sub Committee for the remainder for the 2000/2001 municipal year.

COUNCILLOR MILLS IN THE CHAIR

2. Appointment of Vice Chairman

RESOLVED that Councillor Flood be appointed Vice Chairman of the Waste and Recycling Collection Contract Sub Committee for the remainder of the 2000/2001 municipal year.

3. Terms of Reference and Work Programme (Item 1)

The Director of Public and Environmental Services submitted a report on the Sub Committee's terms of reference and the work programme for the retendering of the service. In relation to the work programme the Sub Committee confirmed that the invitations to tender would be despatched to the prospective contractors by 20 February, with tenders due to be returned by noon on 2 April. The tenders would then be evaluated and the Sub Committee noted that it might be necessary to invite one or more of the companies for an interview to clarify the details of their submission. If interviews were required, it was agreed that these would take place on 12 April. The Sub Committee agreed that the it would meet to award the contract on Wednesday, 2 May at 6.00pm.

RESOLVED that

- (i) the tenders for the waste and recycling collection contract be due for return by noon on 2 April and be opened as soon as possible thereafter;
- (ii) if necessary, interviews be held with the prospective contractor or contractors on 12 April at 5.30pm; and
- (iii) a meeting of the Sub Committee be held on 2 May 2001 at 6.00pm to consider the award of the contract.

4. Finalisation of Tender Contents (Item 2)

A report on the tender documentation was submitted, which concentrated on the "Service Details" section of the specification, which detailed the types and levels of

service required. The Sub Committee noted that the documentation had been prepared not only on the basis of experience gained during the current contract, but also in the light of other developments such as the need to meet Government recycling targets and the waste management Private Finance Initiative being developed with Reading Borough and Wokingham District Councils. The specification also placed an onus on the contractor to monitor the level of performance within the contract.

The Sub Committee made several detailed comments on the specification, in particular in relation to wheeled bins; kerb side recycling; and recycling 'bring' sites. The Sub Committee stressed that there was a need for all roads in new developments in the Borough to be accessible to refuse collection vehicles, which would be pursued separately with the Planning and Transportation Committee. Following the detailed comments, the Sub Committee gave its endorsement to the service details element of the specification and authorised the Director to finalise the documentation for despatch on 20 February.

RESOLVED that

- (i) the comments made by the Sub Committee in relation to the content of draft Section C of the tender documentation be noted and amendments be made to the documentation as required; and
- (ii) the Director of Public and Environmental Services, in consultation with the Borough Solicitor, be given authority to finalise the tender documentation and to despatch it to the prospective tenderers approved by the Sub Committee.

5. 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 Item 3, which involved the likely disclosure of exempt information under the following categories schedule 12 A of that Act.

- (7) Financial Affairs of a Third Party (Item 3).

6. Selection of Tenderers (Item 3)

In a report containing exempt information, the Sub Committee was advised that following advertisement in both national and European publications five companies had expressed an interest in the contract. These companies had also, as part of the pre-evaluation questionnaire, submitted ideas on initiatives which would aim to increase recycling and reduce the amount of waste sent to landfill. It was noted that each of the five companies had satisfied a financial appraisal and they were also experienced in the provision of waste and recycling collection services. On this basis, it was agreed that all five companies would be invited to submit a tender.

RESOLVED that the companies listed in paragraph 2.1 of the report be invited to submit a tender for the waste collection and recycling services contract.

The meeting commenced at 6.00pm and concluded at 7.15pm

CHAIRMAN

**HACKNEY CARRIAGE SUB COMMITTEE
6 MARCH 2001**

Present: Councillors Flood (Chairman), Glasson and Mrs Pile

Apologies for absence were received from Councillors Mrs Clifford and Egan

28. Substitute Members

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

Councillor Glasson for Councillor Mrs Clifford

29. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 6 December 2000 be approved as a correct record and signed by the Chairman.

30. Urgent Item of Business

The Sub-Committee noted that there was an additional item of business to add to the agenda in relation to a customer survey which it was considered important to initiate prior to the next meeting.

31. Emergency First Aid Training (Item 1)

The Sub-Committee considered a report arising from its decision to fund two courses on emergency first aid for drivers licensed within the Borough. These courses were designed to address concerns expressed within the trade regarding the use of first aid kits, required to be carried within vehicles as part of the licensing conditions. The Sub-Committee was invited to consider what further action should be taken.

The Officers answered a number of questions arising from the report. It was noted that the intention was that new applicants would be required to pay £86 for their initial registration instead of £71 - the extra £15 to cover the cost of the training. Whilst it was intended to discuss with the trade how it would be extended to existing drivers, it was suggested that a fee in the region of £10 for such drivers seemed reasonable.

A presentation was to be arranged at which certificates were to be handed over to those drivers who had recently completed the previous training courses.

RESOLVED that

- (i) with effect from 1 August 2001 it be made a condition of the driver licence that, on first licensing or upon a non-continuous licensing procedure, the driver be required to attend, within the first year, an Emergency First Aid course approved by the Authority;

- (ii) an additional fee of £15 be payable at the time of application for the licence, for attendance at any course run on behalf of the Council;
- (iii) the course fee be reviewed annually by the Sub-Committee;
- (iv) following consultation with the trade, a timetable be set by the Sub-Committee for the attendance of all drivers licensed prior to 1 August 2001, at a fee to be agreed; and
- (v) a method be devised to indicate to members of the public those drivers who had successfully undertaken Emergency First Aid training.

32. **Hackney Carriage Plates**

The Sub-Committee considered a further report on proposals to change the type of licensing plate and other identifying material. Several providers of plates for the side and rear of vehicles had been considered. The Sub-Committee was invited to determine which to adopt taking into account the needs of the authority.

The Officers answered a number of questions arising from the report. Whilst there was some discussion regarding possible trade objection to the drilling of holes in vehicles' bumpers onto which the plate mountings would be fixed, the Sub-Committee believed that the benefits of a more secure form of plating in terms of passenger safety outweighed any trade objections.

RESOLVED that

- (i) with effect from 1 April 2001, all licensed hackney carriages and private hire vehicles be issued with the following as produced by Variable Information Plate Systems:
 - a) a plate for the rear of the vehicle
 - b) a sticker for either side to be placed on the doors with a Bracknell Forest Borough Council logo and the plate number of the vehicle (include Insured for Advance bookings only for private hire), and
 - c) a windscreen sticker identifying the vehicle from the front and inside, giving details of who to complain to if a problem occurs.
- (ii) the plates be marked with an expiry date and changed every year; and
- (iii) it be made a requirement of the proprietor to have the carrier attached to the vehicle before the vehicle is inspected.

33. **Items Submitted for Information**

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

- (i) Fees and Charges (Item 3)

34. **Customer Survey**

The Chairman advised the Sub Committee that, whilst means were already in place to engage trade representatives in discussions regarding the service, until now, no steps had been taken to discover what customers thought of it. He therefore proposed that a customer survey be conducted in the coming months with a report back on the results in approximately 6 months' time. Amongst those from whom views should be sought were the Access Advisory Sub-Committee and the Bracknell Forest Senior Citizens Forum. In addition, it was proposed that a response form should be included in an edition of Town & Country.

RESOLVED that the officers be instructed to carry out a customer survey of Bracknell Forest hackney carriage users with a view to reporting back on the results in approximately 6 months' time.

The meeting commenced at 11.00am
and concluded at 11.45am

CHAIRMAN

**PLANNING & TRANSPORTATION COMMITTEE
29 MARCH 2001**

Present: Councillors Mrs Ballin (Chairman), Adams, Barnard, Birch, Ms Brown, Finnie, Mrs Hayes, Ms Henfrey, Jones, Piasecki, Mrs Pile, Mrs Ryder, Sargeant, Simonds, Wade and Worrall.

Also Present: Councillors Bettison, Mrs Birch, Flood (from Item 6), McCracken, Mrs Mattick, Mills, Thompson, and Turrell

Apologies for Absence were received from:
Councillors Mrs Clifford, Flood and Kendall

541. Substitute Members

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

Councillor Barnard for Councillor Flood
Councillor Mrs Pile for Councillor Kendall
Councillor Ms Brown for Councillor Mrs Clifford

.542. Minutes

RESOLVED that the minutes of the meeting of the Committee held on 25 January 2001 be confirmed as a correct record and signed by the Chairman.

543. Planning Control Sub-Committee Minutes

RESOLVED that the minutes of the meetings of the Planning Control Sub Committee held on 11 January and 8 February 2001, as set out in Appendices A and B hereto, be received.

544. Highways Sub-Committee Minutes

RESOLVED that the minutes of the meeting of the Highways Sub Committee held on 1 March 2001, as set out in Appendix C hereto, be received.

545. Quarterly Operations Report (Item 1)

The Committee considered the Director of Planning & Transportation's Quarterly Operations Report.

The officers answered a number of questions posed in relation to matters raised in the report.

RESOLVED that the Quarterly Operations Report of the Director of Planning & Transportation detailing the activities of the Planning & Transportation Department for the period January to March 2001 be received.

546. **Bracknell Forest Borough Local Plan - Bracknell Forest Borough Council's Decisions on the Local Plan Inspector's Report and Modifications to the Local Plan (Item 2)**

The Committee considered a report inviting it to determine the Committee's formal response to the Inspector's Report into the Objections to the Bracknell Forest Borough Local Plan and to seek approval to the proposed Modifications.

The report incorporated the recommendations of the Local Plan Panel which had met on 13, 21 and 27 February 2001, but it was noted that the Panel had made no recommendations in respect of Local Plan paragraph 5.2 (housing allocation) and Housing Development Proposal PH1.3 - The Staff College, Bracknell.

The report also referred to the following four issues which had arisen since consideration of the responses to the Inspector's Report and proposed modifications by the Local Plan Panel:

- Green Belt Policy GB1 (paragraph 10.2);
- Recreational Proposal PR4(i) (paragraph 15.18);
- Services and Community Facilities Development Proposal PSC1 (paragraph 17.10) and;
- an amendment to the identified settlement boundary of Sandhurst (paragraph 17.16).

In addition, the Committee's attention was drawn to a number of minor changes and corrections to the text which had been identified since publication of the agenda. These were detailed on a supplementary sheet circulated to Members at the meeting.

Notwithstanding the recommendation from the Director of Planning & Transportation that the Inspector's recommendation relating to the level of housing development on the Staff College site should be accepted, a motion was put to the Committee proposing that this element of the modifications should be resisted. This was based on concerns regarding the adequacy of the existing highway infrastructure and the increased risk of flooding that would arise from a development on the scale proposed.

The Officers answered a number of questions relating to the modifications following which a debate ensued on the motion put to the Committee. A proposed amendment to the motion seeking the deletion of the final sentence of paragraph 2.66 of Modification 219 was rejected by the Committee.

Having fully discussed the issues raised, the Committee agreed to support the motion. However, pursuant to Standing Order No 47, the element referring to the Staff College site was referred to the Council as a recommendation for decision.

It was therefore

RECOMMENDED that the Borough Council does NOT accept the Local Plan Inspector's recommendations regarding local plan Paragraph 5.2 – housing allocation and Housing Proposal PH1.3 – The Staff College Bracknell, as set out in Column 3 of Annexe 1 to the report; INSTEAD, Column 3 of Annexe 1 should state that the Inspector's recommendations should be rejected with regard to the number

of dwellings proposed, reducing the allocation to 280 dwellings, gross. Consequent amendments to paragraph 5.2 – housing allocation, should also be made, reducing the total net residential allocation from 1826 to 1406 dwellings. The reasons for this decision (to be set out in column 4 of Annexe1) be as follows:

- (a) The Inspector has acknowledged that the infrastructure of the local roads is unsuitable in its present state to accommodate the additional demands likely to be placed upon them by the planned level of development. His concern that Broad Lane and the Horse and Groom roundabout will require urgent attention testifies to this. However, there is no indication that the relationship between traffic generated by this site and traffic generated by prospective developments elsewhere in the vicinity, including the town centre, have been taken into account sufficiently to reassure the Council about the ability of local roads to cope.
- (b) The Inspector did not consider evidence relating to surface water flooding. New evidence from recent meteorological events in this area, and supported by concerns expressed in emerging Planning Policy Guidance on the subject of flooding, gives much greater weight to the need to safeguard vulnerable areas such as this site and the surrounding area from the effects of flooding. The proposed level of development will exacerbate the flooding risk.

RESOLVED that

- (i) the schedule of decisions and reasons contained in columns 3 and 4 of Annexe 1 of the report be approved as the Borough Council's formal response to the Recommendations contained in the Bracknell Forest Borough Local Plan Inspector's Report, with the exception of those relating to Paragraph 5.2 – Housing allocation, and Proposal PH1.3 – the Staff College, Bracknell;
- (ii) the Modifications detailed in Column 1 of Annexe 2 to the report, except as amended by the recommendation above [in respect of Local Plan paragraph 5.2 - housing allocation (MOD 501) and Proposal PH1.3 - the Staff College, Bracknell (MOD 910)], be approved for public consultation;
- (iii) the Bracknell Forest Borough Local Plan, as proposed to be modified, be adopted for development control purposes;
- (iv) the response to the Inspector's Recommendations be published at a cost of £5 for Bracknell Forest Borough Council Tax payers and £15 for others (with postage and packaging in both cases of £1); and
- (v) the Modifications to the Bracknell Forest Borough Local Plan be published at a cost of £10 for Bracknell Forest Borough Council Tax payers and £30 for others (with postage and packaging in both cases of £4; and the postage and packaging for both the response and modification documents also being £4).

547. **Amen Corner Planning Brief – Consultation Draft (Item 3)**

In accordance with Standing Order 25, Councillor Ms Henfrey declared a non-pecuniary interest in this matter and withdrew from the meeting during its consideration.

The Committee considered a report inviting it to agree the means by which the review of the Amen Corner Planning Brief was to be undertaken having regard to the implications of the proposed modifications to the Bracknell Forest Borough Local Plan.

The report highlighted some of the key elements which needed to be covered in the revised draft brief.

The Officers answered a number of questions regarding the Planning Brief. The Committee was advised that, whilst it was considered desirable to undertake the necessary work as quickly as possible, the precise timescale for the work would be a matter for discussion with the proposed Working Party.

RESOLVED that

- (i) a Working Party (3:1) be established to consider changes to the Amen Corner Planning Brief; and,
- (ii) the Director of Planning and Transportation be authorised to approve the Brief as amended for public consultation following consideration by the Working Group.

548. **Peacock Farm Planning And Design Brief (Item 4)**

The Committee considered a report on proposed amendments to the Peacock Farm Planning & Design Brief having regard to the proposed modifications of the Bracknell Forest Borough Local Plan and the Government's guidance on planning for housing which had been substantially altered in the form of *inter alia*, Planning Policy Guidance Note 3 (PPG3).

The Officers answered a number of questions regarding the proposed amendments to the Planning & Design Brief, also drawing attention to a number of changes not covered in the report but detailed in a supplementary sheet circulated at the meeting and a further representation received.

The Committee discussed, in particular, proposed amendments to the section on "Affordable Housing". Having considered the basis on which these changes were being made, it was generally agreed that paragraph 19.2 on "Types of affordable housing" was too prescriptive. It was therefore agreed to delete it.

RESOLVED that, subject to the deletion of paragraph 19.2 relating to "types of affordable housing":

- (i) the Peacock Farm Planning and Design Brief be amended as summarised at paragraph 4.16 of the report and in the supplementary information circulated to the Committee during the meeting; and,

- (ii) the suggested changes to the Planning and Design Brief be the subject of consultation, in the form outlined in the report.

549. Crowthorne Central Sites Planning And Design Brief - Results Of Consultation (Item 5)

The Committee considered a report on the results of the public consultation exercise in respect of the Crowthorne Central Sites Planning and Design Brief. The brief had been produced to guide potential redevelopment on a number of high profile sites within Crowthorne High Street.

RESOLVED that

- (i) the consultation response in relation to the Crowthorne Central Sites Planning & Design Brief be noted;
- (ii) the proposed changes set out in the report be approved; and,
- (iii) the Crowthorne Central Sites Planning and Design brief be adopted as Supplementary Planning Guidance, and sold at a cost of £25:00 per copy (£5 for Borough Council Taxpayers).

550. Draft Residential Parking Guidelines – Results Of Consultation (Item 6)

The Committee considered a report on the results of the public consultation exercise in relation to the draft residential parking guidelines.

The Officers drew attention to details of a further representation received, details of which were circulated on a supplementary sheet at the meeting. They also answered a number of questions.

Concerns previously expressed about Government guidance and its apparent failure to take account of the difference between car ownership and car usage were reiterated. It was recognised that parking provision throughout the Borough was one of the biggest problems facing the Council. In view of this, it was agreed that this matter should be referred to Council for further discussion, although it was agreed to recommend that the Guidelines as amended following consultation should be adopted.

RECOMMENDED that

- (i) the suggested changes to the Residential Parking Guidelines set out in this report be approved; and,
- (ii) the Residential Parking Guidelines be approved for development control purposes as supplementary planning guidance.

551. Bracknell Forest Borough Economic Development Strategy 2001/02 (Item 7)

The Committee considered a report seeking approval to the Borough Council's annual Economic Development Strategy and Action Plan for 2001/02.

The Officers answered a number of questions regarding the Strategy and agreed that there was a need to ensure that “The Edge” card was subject to regular re-promotion throughout the Borough. It was also noted that the date for roll-out of the “smartcard” quoted should be summer 2001.

RESOLVED that

- (i) the approach set out in the report for the Economic Development Strategy 2000/01 to be rolled forward to cover the year 2001/02 be endorsed; and,
- (ii) the amended Action Plan of the Economic Strategy 2000/01 appended to the report be approved as the Action Plan for the Borough Council’s economic development for the year 2001/02.

552. Wildlife Heritage Sites - Re-Survey, And Amendment (Item 8)

The Committee considered a further report on the reasons for deleting certain Wildlife Heritage Sites from the register of such sites. The report advised the Committee of advice sought, and received, in respect of Wildlife Heritage Sites, and sought approval for certain amendments to specific Wildlife Heritage Sites, which would then need to be translated into Modifications of the Bracknell Forest Borough Local Plan

The Committee was reminded of the discussion that had taken place at the previous meeting regarding the proposed changes to a number of the Borough’s wildlife heritage sites. The additional information sought had been obtained and the Officers answered a number of further questions.

The Committee was particularly concerned to learn that wildlife heritage sites had no statutory protection and, as a result, landowners could destroy them if they so wished. The only step that the Council could take was to seek to negotiate with the landowners to retain the sites in their existing condition. It was particularly concerned about the alleged ploughing of the site at Brook Farm, Braziers Lane, Winkfield. Whilst the officers reported that the ploughing undertaken in 1999 had destroyed the character of the site on which the designation had been based, Members requested that the site should be reviewed before the designation was removed.

In addition, as there was concern regarding the apparent lack of effective control over or enforcement powers relating to such sites, the Committee requested a further report on the issues arising. It was also suggested that the officers should consider some form of award for landowners who protected such sites as an incentive so to do.

RESOLVED that

- (i) Wildlife Heritage Sites:

WHS 104 (Brooklands Farm, Bottle Lane, Binfield);
WHS 106 (Westcott Gorse, Hazelwood Lane, Binfield);
WHS 204 (Brickworks Meadow, Priory Lane, Warfield);
WHS 402 (Driveway to Easthampstead Park); and
WHS 501 (Chaucer Woods, Crowthorne)

be deleted from the Wildlife Heritage Sites Record;

(ii) Wildlife Heritage Site WHS 304 (Riverside Meadow, Winkfield) be extended;

(iii) Wildlife Heritage Sites:

WHS 101 (The Hazes, Binfield);
WHS 103 (Benham's Copse, Howe Lane, Binfield);
WHS 107 (Adjacent to The Spinneys, Billingbear Lane, Binfield);
WHS 117 (Pockets Copse, Murrell Hill, Binfield);
WHS 324 (Brook Farm, Braziers Lane, Winkfield);
WHS 411 (Clinton's Hill, Bracknell); and
WHS 602 (Beech Hill, Sandhurst)

be retained in the Wildlife Heritage Sites Record; and,

(iv) the Director of Planning & Transportation and Director of Leisure Services be requested to produce a further report arising from concerns raised regarding the apparent lack of management control or enforcement powers available to protect wildlife heritage sites, with a view to considering what, if any, further action would be appropriate.

553. Orbit – Transport Solutions Around London: Consultation (Item 9)

The Committee considered a report on the Orbit study, one of the multi modal studies instigated by the Government to consider specific problems on the Trunk Road Network. Orbit was considering the difficulties of orbital travel around London, including congestion on the M25 and the role that all modes can play in finding solutions. The study was looking at a broad band around the M25 corridor rather than just the M25.

The Officers answered a number of questions regarding the study.

RESOLVED that the comments set out in paragraph 4.17 of the report be made in response to the consultation.

554. **Items for Information**

The following items were submitted for information:

- | | | |
|-------|---|-----------|
| (i) | Joint Strategic Planning Committee and Berkshire Structure Plan | (Item 10) |
| (ii) | Bracknell Forest Biodiversity Action Plan 2000-2005 | (Item 11) |
| (iii) | Blackwater Valley Network | (Item 12) |
| (iv) | Crowthorne Service Roads | (Item 13) |
| (v) | Mobile Telecommunications Installations | (Item 14) |

555. **George Kingston – Director of Planning & Transportation**

At the conclusion of the meeting, the Chairman announced that this was to be the last meeting of this Committee before George Kingston left the Council. On behalf of the Committee, she thanked Mr Kingston for his dedication and commitment which had benefited the Council during his 12 years as, first, Borough Planning Officer and latterly Director of Planning & Transportation and wished him well in the future.

Mr Kingston thanked the Committee for their support.

The meeting commenced at 7.30 pm
and concluded at 10.45 pm

CHAIRMAN

**PLANNING CONTROL SUB COMMITTEE
11 JANUARY 2001**

Present: Councillors Worrall (Chairman), Adams, Mrs Ballin, Barnard, Birch, Blatchford, Ms Brown, Browne, Flood, Glasson, Mrs Hayes, Jones, Kendall, Mrs Mattick, Mrs Pile, Mrs Ryder, Sargeant, Simonds and Thompson.

Apologies for absence were received from:
Councillors Grayson, Mills and Piasecki

78. Substitute Members

The Sub Committee noted the attendance of the following Substitute Members in accordance with Standing Order 38:

Councillor Ms Brown for Councillor Piasecki
Councillor Kendall for Councillor Mills

79. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 7 December 2000 be approved as a correct record and signed by the Chairman.

80. Breaches of Planning Control (Item 1)

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

RESOLVED that the report be noted.

81. Report on Planning Applications Received (Item 2)

The supplementary report of the Borough Planning Officer was tabled and the Sub Committee noted the additional information contained therein relating to applications:

00/00925/FUL; 00/00926/FUL; 00/00927/FUL; 00/01141/FUL; 00/01150/OUT;
00/00607/FUL; 00/00893/FUL; 00/00706/FUL; 00/01110/FUL; 00/00948/FUL;
00/01107/FUL; 00/01084/FUL; 00/01057/FUL; 625214; 00/00493/T; 00/01137/OUT;
00/01047/FUL; 00/00754/FUL; 00/00811/FUL; 00/001059/FUL; 00/01064/FUL;
00/00955/FUL; 00/00849/FUL; 00/00875/FUL

Application No. 00/00925/FUL

Broadmoor Hospital, Crowthorne.

Works to upgrade perimeter security including erection of perimeter security fence, wall and gates up to 5.2 metres high. Provision of internal access road and paths and perimeter road. Erection of 161 no. 6 metre high lighting columns and 11 no. Wall mounted lights. Erection of 53 no. 12m high columns and 4 no. 16m high columns supporting cctv cameras. Removal of part of existing walls and fencing.

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

A site visit had been held in respect of this application on Saturday 6 January 2001 which had been attended by Councillors Adams, Mrs Ballin, Barnard, Blatchford, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson, and Worrall.

The Sub Committee noted the comments of Crowthorne Parish Council, English Nature, English Heritage, the Garden History Society, Babtie Conservation, Thames Valley Police Crime Prevention Design Adviser and the Royal Berkshire Fire and Rescue Service.

RESOLVED that, subject to

- a) referral to the Secretary of State as a departure from the approved development plan, and
- b) no objections being received raising issues not covered in this report, in respect to the statutory publicity carried out in respect of the proposed development, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved Plans: [Plans P02C, P05C, P06C, P07C, 220, L175/141 P1, and 1415/3802/E/100 received 08 Dec 2000].
- (3) 502 Samples of materials to be submitted.
- (4) 601 Details of hard and soft landscaping.
- (5) 605 Landscape works implementation.
- (6) 619 Details of protection of trees and vegetation.
- (7) 1105 Site lighting

Application No. 00/00926/FUL

Broadmoor Hospital, Crowthorne.

Erection of new sports and visitor centre following the demolition of existing buildings.

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

A site visit had been held in respect of this application on Saturday 6 January 2001 which had been attended by Councillors Adams, Mrs Ballin, Barnard, Blatchford,

Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson, and Worrall.

The Sub Committee noted the comments of Crowthorne Parish Council, English Nature, English Heritage, the Garden History Society, Babbie Conservation, Thames Valley Police Crime Prevention Design Adviser and the Royal Berkshire Fire and Rescue Service.

RESOLVED that, subject to

- a) referral to the Secretary of State as a departure from the approved development plan, and
- b) no objections being received raising issues not covered in this report, in respect to the statutory publicity carried out in respect of the proposed development, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved Plans: [Plans 100B, 102J, 103G, 104E, 105D, 107C, 108C, 109C, 215 received 08 Dec 2000].
- (3) 502 Samples of materials to be submitted.
- (4) 601 Details of hard and soft landscaping.
- (5) 605 Landscape works implementation.
- (6) 619 Details of protection of trees and vegetation.
- (7) 1105 Site lighting
- (8) No demolition shall take place until the implementation of an appropriate programme of building recording and analysis has been agreed in writing with the Local Planning Authority, to be carried out by a specialist acceptable to the Local Planning Authority and in accordance with an agreed written brief and specification.
- (9) No development shall begin until details of a scheme (Working Method Statement) to control the environmental effects of the demolition and construction work has been submitted to and approved in writing by the Local Planning Authority. The scheme shall include:
 - (i) control of noise
 - (ii) control of dust, smell and other effluvia
 - (iii) control of surface water run off
 - (iv) site security arrangements including hoardings
 - (v) proposed method of piling for foundations
 - (vi) construction and demolition working hours
 - (vii) hours during the construction and demolition phase when delivery vehicles or vehicles taking materials are allowed to enter or leave the siteThe development shall only be carried out in accordance with the approved scheme unless otherwise agreed in writing by the Local Planning Authority.
- (10) No part of the building shall be occupied until a scheme has been submitted to and approved in writing by the Local Planning Authority for the control of noise emanating from the building and associated plant and equipment. The measures included in the approved scheme shall be implemented prior to the first occupation of the building that they relate to and thereafter the measures shall be operated in accordance with the approved scheme unless otherwise agreed in writing by the Local Planning Authority.
- (11) The development shall not begin until a scheme for limiting the transmission of noise between each section of the building, i.e. gymnasium, plant/ventilation room, has been submitted to and approved in writing by the Local Planning Authority.

- (12) No development shall take place until details of on-site refuse storage (including any open air storage facilities) for waste material awaiting disposal (including details of any screening) have been submitted to and approved in writing by the Local Planning Authority. Such facilities shall be provided in accordance with the approved details prior to the first occupation of the development and thereafter permanently retained.
- (13) The use hereby permitted shall not be brought into use until measures to suppress and disperse fumes or smell produced by the cooking and preparation of food have been submitted to and approved in writing by the Local Planning Authority and thereafter the measures shall be operated in accordance with the approved scheme.
- (14) The building shall not be occupied until the 31 vehicle parking spaces lost as part of the development have been provided in the existing visitors/staff car park as shown on Drawing PO3B.

**Application No. 00/00927/FUL Broadmoor Hospital, Crowthorne.
Alterations to existing staff and visitors car
park and cycle parking facility including
associated landscaping, relocation of lighting
and CCTV columns and erection of new fence
to enclose cycle parking area.**

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

A site visit had been held in respect of this application on Saturday 6 January 2001 which had been attended by Councillors Adams, Mrs Ballin, Barnard, Blatchford, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson, and Worrall.

The Sub Committee noted the comments of Crowthorne Parish Council, English Nature, English Heritage, the Garden History Society, Babtie Conservation, Thames Valley Police Crime Prevention Design Adviser and the Royal Berkshire Fire and Rescue Service.

RESOLVED that, subject to

- a) referral to the Secretary of State as a departure from the approved development plan, and
- b) no objections being received raising issues not covered in this report, in respect to the statutory publicity carried out in respect of the proposed development, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-
 - (1) 101 Time limit for commencement of development.
 - (2) 201 Approved plans: [Plan P03B received 08 Dec 2000].
 - (3) 502 Samples of materials to be submitted.
 - (4) 601 Details of hard and soft landscaping.
 - (5) 605 Landscape works implementation.
 - (6) 619 Details of protection of trees and vegetation.
 - (7) 1105 Site lighting
 - (8) 1512 Provision for parking spaces (approved drawing). (Insert added).

Application No. 00/00808/FUL **Jealotts Hill Research Station, Jealotts Hill, Maidenhead Road, Warfield.
Erection of storage barn (total floorspace 346 sq m) following demolition of existing buildings at building 915/914.**

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

The Sub Committee noted the comments of Warfield Parish Council.

RESOLVED that, subject to the application being referred to the Secretary of State as a departure from the approved development plan, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) 101 Time limit for commencement of development
- (2) 201 Approved plans. [Drawing nos JH/91501C and 02B]
- (3) 601 Details of hard and soft landscaping.
- (4) 606 Implementation of approved landscaping scheme.
- (5) 619 Details of protection of trees and vegetation.
- (6) 620 Protective fencing: implementation.
- (7) Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order 1987 (or any Order revoking or re-enacting that Order) the barn hereby approved shall only be used for storage purposes associated with agricultural research undertaken on land at the Jealotts Hill Research Station shown on the site plan date-stamped 21 August 2000.

Application No. 00/01075/FUL **Jealotts Hill Research Station, Jealotts Hill, Maidenhead Road, Warfield.
Erection of storage building (5m x 3m)**

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

The Sub Committee noted the comments of Warfield Parish Council.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans [Drawing nos 7406/07/02B date-stamped 15 November 2000 and 109/001 and two extracts from Glasdon catalogue date-stamped 15 November 2000]

Application No. 00/01141/FUL **Garden Cottage, Winkfield Lane, Winkfield.
Erection of detached house and garage following demolition of existing dwelling. (retrospective)**

The Sub Committee noted the comments of Winkfield Parish Council in addition to two letters of objection that had been received.

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

- (1) 405 The first floor window(s) facing west and the second floor window in the south elevation shall be glazed with obscure glass and any replacement or repair shall only be with obscure glass.
- (2) Notwithstanding the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking and re-enacting that Order with or without modification), no windows/dormers other than those expressly authorised by this permission shall be constructed on the west elevation.
- (3) 801 Restriction of permitted development (house extensions).
- (4) 803 Restriction of permitted development (house roof extension).
- (5) Within one month of the date of this decision notice visibility splays of 2.5 metres by 20 metres to the left and right of the access with Winkfield Lane shall be provided. These areas shall thereafter be kept free of all obstructions to visibility over a height of 0.6 metres measured for the surface of the carriageway.
- (6) 1004 Garages retained for vehicle parking .
- (7) No dwelling shall be occupied until space has been laid out within the site in accordance with the approved plan for cars to be parked and for vehicles to turn so that they may enter and leave the site in forward gear. The spaces shall not thereafter be used for any purposes other than parking.
- (8) 1503 Set back of gates six metres.
- (9) 1506 Surfacing of access (insert added)

**Application No. 00/01150/OUT Garden Cottage, Winkfield Lane, Winkfield.
Outline application (including details of siting
and access) for the erection of detached
house and detached garage.**

The Sub Committee noted the comments of Winkfield Parish Council and Babbie Archaeologist in addition to two letters of objection that had been received.

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

- (1) 102 Outline permission: details of reserved matters.
- (2) 103 Outline permission: time limit for reserved matters.
- (3) 104 Outline permission: time limit for development.
- (4) 201 Approved plans.[FL629-1B]
- (5) 707 Provision of access before development.
- (6) 713 Visibility splays for private drive.
- (7) The building hereby permitted shall not be occupied until the access to Winkfield Lane has been widened to a minimum width of 4m in accordance with details to be submitted to and approved by the Local Planning Authority.
- (8) 604 Details of wall and fences.
- (9) 606 Implementation of approved landscaping scheme.
- (10) 608 Landscaping maintenance.
- (11) 616 Existing trees which are to be retained and protective fencing.
- (12) 620 Protective fencing implementation.
- (13) 623 Replacement tree planting.
- (14) The development hereby approved shall not be begun unless and until a scheme for the prevention of damage to trees roots by the digging of foundations has been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved scheme.
- (15) 1004 Garage retained for vehicle parking.

- (16) 1408 Accessible housing (Varied).
- (17) 1510 Vehicle parking in accordance with the approved plans.
- (18) 1103 Programme of archaeological work.

**Application No. 00/00607/FUL Land At The Brickworks Site, Priory Lane, Warfield.
Erection of electricity sub-station enclosure south of Goddard Way to east of Old Stables and Nutcroft Lodge.**

The Sub Committee noted the comments of Warfield Parish Council and Babbie in addition to two petitions, one of 32 signatures and one of 30 signatures, and a letter of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved plans [Drg. No. 00/185/001 (Nov 2000) (sub-station enclosure only, not housing layout) and Drg No's. SO7/501 and HO/200.6/C5 – 2 date stamped 11 July 2000].
- (3) 503 Details of materials to be submitted.
- (4) 601 Details of hard and soft landscaping.
- (5) 606 Implementation of approved landscaping plan.
- (6) 619 Details of protection of trees and vegetation.
- (7) 620 Protective fencing: implementation.
- (8) 626 Foundations: prevention of root damage.
- (9) 404 Slab level (Varied).
- (10) The access drive to the sub-station shall be provided and maintained thereafter in accordance with drawing no. 00/185/001.

**Application No. 00/00893/FUL Nonsuch Nurseries, Church Road, Winkfield.
Erection of 2 no. 5 bedroomed dwellings with detached garages following demolition of 3 existing dwellings and existing nursery buildings.**

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

A site visit had been held in respect of this application on Saturday 6 January 2001 which had been attended by Councillors Adams, Mrs Ballin, Barnard, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson, and Worrall.

The Sub Committee noted the comments of Winkfield Parish Council in addition to two letters of objection and six letters of support that had been received.

Notwithstanding the Borough Planning Officer's recommendation for refusal, a motion was moved and seconded that, subject to the referral of the application to the Secretary of State as a departure from the development plan, the application be approved subject to certain conditions. In accordance with Standing Order 45, a recorded vote was requested. On being put to the meeting the motion was lost and the voting was as follows:

- For (1): Councillor Flood
- Against (15): Councillors Adams, Mrs Ballin, Barnard, Birch, Blatchford, Browne, Glasson Jones, Kendall, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson and Worrall
- Abstain (2): Councillors Ms Brown and Sargeant

Upon the motion being lost it was moved, seconded and

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

- (1) The proposal represents inappropriate development within the Metropolitan Green Belt and would have an adverse impact on the open, rural and undeveloped character of the Green Belt, contrary to Berkshire Structure Plan 1991-2006 Policy C4, Green Belt Local Plan for Berkshire Policy 10 and Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes Policy GB1.
- (2) The proposed dwellings are unacceptable in that, due to their size, bulk and height, they would be materially larger than the existing dwellings they would replace. They would therefore be detrimental to the open, rural and undeveloped character of the Green Belt and contrary to the provisions of Berkshire Structure Plan Policy C4, Green Belt Local Plan for Berkshire Policy 10 and Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes Policy GB1.
- (3) The site is located within the Metropolitan Green Belt outside the recognised settlements in the Green Belt Local Plan for Berkshire and the settlements designated in the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes. The site is considered to be unsustainable and inappropriate for residential development being located away from transport nodes, public services and facilities. As such the development would be contrary to the advice set out in PPG3.
- (4) The proposed houses would be located within a backland location, to the rear of existing dwellings. The unsatisfactory siting of the proposed dwellings in relation to the existing dwellings would be likely to result in a loss of privacy and amenity. The proposal would therefore be contrary to Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes Policy EN21.

Application No. 00/00706/FUL

**1 Priestwood Square, Bracknell.
Section 73 application to allow food and drink premises to open between the hours of 09.00 to 23.00 each day and to prepare, cook and sell food items associated and complementary to pizzas (as well as pizzas and cold drinks) without compliance with conditions 02 and 03 of planning permission 623299.**

The Sub Committee noted the comments of Bracknell Town Council in addition to five letters of objection that had been received.

Notwithstanding the Borough Planning Officer's recommendation for approval, a motion was moved and seconded that the application be refused for the following reason:

that the extension in opening hours would result in an exacerbation of the problems of noise and disturbance currently associated with this site to a point at which it would cause an unacceptable detriment to the amenities of local residents.

In accordance with Standing Order 45, a recorded vote was requested. On being put to the meeting the voting on the motion was as follows:

For (5): Councillors Adams, Birch, Ms Brown, Glasson and Jones

Against (10): Councillors Mrs Ballin, Barnard, Blatchford, Browne, Mrs Hayes, Mrs Mattick, Mrs Pile, Sargeant, Thompson and Worrall

Abstain (4): Councillors Flood, Kendall, Mrs Ryder and Simonds

The motion therefore fell and it was moved, seconded and

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

- (1) The premises shall only be open for business between the hours of 09.00 to 23.00.
- (2) The premises shall be used for the preparation, cooking and sale of pizzas, and food items and cold beverages associated with and complementary to pizzas, and for no other purposes (including any purpose in Class A3 of the Town and Country Planning (Use Classes) Order 1987 or any order revoking or re-enacting that Order).
- (3) All other conditions on planning permission 623299 shall remain in force.

Application No. 00/01065 **Land adjacent to Dunmore, Lovel Road, Winkfield.**
Outline application for the erection of detached house and garage (including details of access). Formation of access to Dunmore.

The Sub Committee noted the comments of Winkfield Parish Council.

RESOLVED that, subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to a contribution towards integrated transport measures, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:

- (1) 102 Outline permission: details of reserved matters. (Varied).
- (2) 103 Outline permission: time limit for reserved matters.
- (3) 104 Outline permission: time limit for development.
- (4) 201 Amended plans received 14 December 2000.
- (5) 502 Samples of materials to be submitted.
- (6) 707 Provision of access before development.

- (7) No development shall take place until visibility splays of 2m x 90m at both accesses have been provided. These areas shall thereafter be kept free of all obstructions to visibility over a height of 0.6m measured from the surface of the carriageway.
- (8) 703 Access closure with reinstatement.
- (9) 1509 Vehicle parking provided to standards. (Insert added).
- (10) The dwelling hereby approved shall not be occupied until the existing footpath in front of Dunmore and the application site has been widened to 1.8m in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority.
- (11) The landscaping scheme required in condition (1) above shall include a replacement hedge along the frontage of the new dwelling and the existing dwelling, to be sited along the back of the visibility splays.
- (12) 606 Implementation of approved landscaping scheme.

**Application No. 00/01110/FUL Wellington Lodge, North Street, Winkfield.
Erection of 24 no. two bedroom apartments
following demolition of existing nursing home
and other buildings (amendment to scheme
approved under application 00/00154/FUL).**

The Sub Committee noted the comments of Winkfield Parish Council, in addition to one letter of objection that had been received.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans: S/BAR.TV/1488/02 F; BAR.TV/1488/103; BAR.TV/1488/104; BAR.TV/1488/105; bAR.TV/1488/106.
- (3) 502 Samples of materials to be submitted.
- (4) 601 Details of hard and soft landscaping.
- (5) 604 Details of walls and fences.
- (6) 606 Implementation of approved landscaping scheme.
- (7) 610 Details of surfacing (Insert added).
- (8) 619 Details of protection of trees and vegetation.
- (9) 620 Protective fencing : implementation.
- (10) 703 Access closure with reinstatement (Insert added).
- (11) 706 Provision of access before development (details approved) (Insert added).
- (12) 712 Visibility splays before development (Insert added).
- (13) 1503 Set back of gates (Insert added).
- (14) 1504 Service roads (Varied).
- (15) 1510 Vehicle parking in accordance with approved plan. (Varied)
- (16) 1513 Communal parking.
- (17) 1517 Cycle parking: number of spaces (Insert added).
- (18) 1520 Parking for people with disabilities (Insert added).
- (19) 1903 Site organisation (building operations)
- (20) 1134 Measures to minimise the effects of external noise on new dwellings (Insert added).
- (21) The development shall not be occupied until a scheme for protecting all dwellings from noise generated by the parking of cars on site has been submitted to and approved by the Local Planning Authority. Any works which form part of the scheme approved by the Local Planning Authority shall be

completed prior to occupation of any dwelling unless an alternative period is agreed in writing by the Local Planning Authority

Application No. 00/00948

**Five Acres, Winkfield Lane, Winkfield.
Erection of detached dwelling and barn
following demolition of existing dwelling and
outbuildings.**

A site visit had been held in respect of this application on Saturday 6 January 2001 which had been attended by Councillors Adams, Mrs Ballin, Barnard, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson, and Worrall.

The Sub Committee noted the comments of Winkfield Parish Council in addition to three letters of representation addressed to and submitted by the agent.

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

- (1) The site lies within a Green Belt area within which there is a presumption against development except in certain categories listed in policy C4 of the Berkshire Structure plan, policies 1 and 10 of the Green Belt Local Plan and Policy GB1 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes. The proposed replacement dwelling does not comply with the categories listed and therefore the proposals represent an inappropriate form of development which would be harmful to the rural character and open undeveloped appearance of the Green Belt.
- (2) The proposed dwelling is unacceptable in that, due to its size and bulk, it would be materially larger than the existing dwelling it would replace. The building would therefore be detrimental to the open, rural and undeveloped character of the Green Belt and contrary to the provisions of Berkshire Structure Plan Policy C4, Green Belt Local Plan for Berkshire Policy 10 and Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes Policy GB1.
- (3) The site is located within the Metropolitan Green Belt outside the recognised settlements in the Green Belt Local Plan for Berkshire and the settlements designated in the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes. The site is considered to be unsustainable and inappropriate for residential development being located away from transport nodes, public services and facilities. As such the development would be contrary to the advice set out in PPG3.

Application No. 00/01107/FUL

**Daisy Cottage, St Johns Road, Sandhurst.
Enlargement of pitched roof over existing
detached double garage including addition of
side facing dormer windows to form store at
first floor level. Provision of canopy to front
elevation of dwelling.**

The Sub Committee noted the comments of Sandhurst Town Council, in addition to five letters of objection that had been received.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans: Drawing no. HICKS/02.
- (3) 501 Materials to match existing building.
- (4) 802 Restrictions on permitted development (windows/dormers) (Insert added).

Application No. 00/01071

**31 Kings Road, Crowthorne
Erection of 1 no. three bedroomed detached house with detached garage and 1 no. four bedroomed detached house following demolition of existing dwelling and garage.**

A site visit had been held in respect of this application on Saturday 6 January 2001 which had been attended by Councillors Adams, Barnard, Blatchford, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson, and Worrall.

The Sub Committee noted the comments of Crowthorne Parish Council in addition to four letters of objection that had been received.

RESOLVED that, subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to a financial contribution towards integrated highway and safety measures, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans 1636/01A; 1636/04; 1636/02A and 1636/03A as amended by amended floor plans received 15 December 2000.
- (3) 502 Samples of materials to be submitted.
- (4) 801 Restrictions on permitted development.
- (5) The existing hedge along the Kings Road and Albert Walk frontages shall be permanently retained. Any part of the hedge which may be damaged or which is removed, uprooted or destroyed or dies shall be replaced with plants of the same species and size as the existing hedge in the next planting season unless otherwise agreed in writing by the Local Planning Authority.
- (6) 619 Details of tree protection.
- (7) 620 Implementation of tree protection.
- (8) 601 Details of hard and soft landscaping.
- (9) 605 Implementation of landscaping.
- (10) 604 Details of walls and fences.
- (11) 703 Access closure with reinstatement.
- (12) 704 Provision of access before occupation. (Insert added).
- (13) 712 Visibility splays before occupation. (Varied).
- (14) 1004 Garages retained for parking.
- (15) 1502 Garage drive length.
- (16) 1503 Set back of gates. (Insert added).
- (17) 1512 Provision for parking spaces. (Insert added).

Application No. 00/01084/FUL

Land At Wellington College Adjoining Talbot House, Waterloo Road, Crowthorne.

Erection of part single, part two, part three and part four storey building to form boarding house and 2 no. staff dwellings. Demolition of existing boarding house and staff dwellings.

The Sub Committee noted the comments of Crowthorne Parish Council and the Environment Agency in addition to one letter of objection that had been received and correspondence from the applicant's agent.

RESOLVED that, subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to the non-alienation of the boarding house and staff dwellings from Wellington College, the application be **approved** subject to the following conditions:-

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans.
- (3) 502 Samples of materials to be submitted.
- (4) 601 Details of hard and soft landscaping.
- (5) 605 Landscape works implementation.
- (6) 604 Details of walls and fences.
- (7) 617 Protection of trees and other vegetation.
- (8) 618 Implementation of protective fencing for trees and vegetation.
- (9) 1004 Garages retained for vehicle parking.
- (10) 1511 Vehicle parking and turning spaces (details to be approved) (Insert added).
- (11) Surface water source control measures shall be carried out in accordance with details which shall have been submitted to and approved in writing by the Local Planning Authority before development commences.
- (12) No development shall commence until details have been approved by the Local Planning Authority for the demolition of the existing boarding house and staff houses shown to be demolished on plan 36971(0)01, and for the clearance and landscaping of the site. The approved scheme shall be implemented within two years of the commencement of development.
- (13) 1903 Site organisation (building operations).
- (14) The building hereby permitted shall be used as shown on the approved plans and for no other purpose.

Application No. 00/01057/FUL

Trelabe Farm, Bishops Lane, Warfield.

Retention of gate piers and installation of 2m high security gates to replace existing gates.

The Sub Committee noted the comments of Warfield Parish Council.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans. [Drawing date stamped 3 November 2000]
- (3) The gates shall not be installed until details of the colour the wood will be stained have been submitted to and approved in writing by the Local

Planning Authority. The gates shall be stained in accordance with the approved details.

Application No. 625214

**Trelabe Farm, Bishops Lane, Warfield.
Section 73 application to allow continued siting of portable building forming day shelter/staff room for a further 3 years without compliance with condition 02 of planning permission 624066.**

The Sub Committee noted the comments of Warfield Parish Council.

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

- (1) The building shall be used as a day shelter/staff room and for no other purpose.
- (2) The building hereby permitted shall be removed from the site on or before 11 July 2001.

Application No. 00493/T

**Land Adjacent To Alpha House, High Street, Crowthorne.
Retrospective application for temporary planning permission for the change of use of land to private car park, erection of a 2 metre high fence and retention of a portable building and refuse skip for a period of 3 years.**

The Sub Committee noted the comments of Crowthorne Parish Council and Crowthorne Trader's Association in addition to an objection that had been received from the occupiers of the adjoining premises.

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 fence, by reason of its size, siting and appearance, would be a prominent and obtrusive feature in the street scene and would detract from the visual amenities of the area. The proposal would therefore be contrary to Policy EN8 of the Sandhurst/Crowthorne Local Plan and Policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.
- (2) The proposed fence would obstruct visibility for the drivers of vehicles egressing the adjoining premises to the north, to the detriment of the safety of pedestrians in High Street. The proposal would therefore be contrary to Policies LD5 and T7 of the Berkshire Structure Plan 1991-2006.

Application No. 00/01137/FUL **11 Priory Lane, Bracknell.**
Outline application for the erection of 1 no. detached house with access from Priory Lane.

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

Application No. 00/01047/FUL **23-25 Dukes Ride, Crowthorne.**
Change of use from two flats to hotel use (class c1) including erection of two storey front extension, provision of additional parking spaces and associated landscaping.

A site visit had been held in respect of this application on Saturday 6 January 2001 which had been attended by Councillors Adams, Barnard, Blatchford, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson, and Worrall.

The Sub Committee noted the comments of Crowthorne Parish Council in addition to 14 letters of objection that 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 proposal represents an undesirable intensification of the use of the site within an area characterised by single family dwellings. The proposed development would be inappropriate and likely to cause additional disturbance to the amenities of the neighbouring residential properties and the locality generally. The proposal would therefore conflict with Policy H5 of the Sandhurst/Crowthorne Local Plan and Policies H3 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

Application No. 00/00754/FUL **28 Aldridge Park, Winkfield Row, Bracknell.**
Erection of two storey side extension including lowering of existing pitched roof.

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

Application No. 00/00811/FUL **22 Abingdon Road, Sandhurst.**
Erection of two storey side extension and single storey front and rear extensions following demolition of existing garage

A site visit had been held in respect of this application on Saturday 6 January 2001 which had been attended by Councillors Adams, Blatchford, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson, and Worrall.

The Sub Committee noted the comments of Sandhurst Town Council in addition to one letter of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved plans: Drawing No.1 rev A date stamped 14/11/00
- (3) 501 Materials to match existing building.
- (4) 1004 Garages retained for vehicle parking.
- (5) 802 Restrictions on permitted development (Windows and dormers) (Insert added).
- (6) No part of the side wall of the two storey extension hereby approved shall lie closer than 600mm from the face of the existing fence between Nos. 22 and 24 Abingdon Road.

Application No. 00/00847/T **Land at rear of Warfield Primary school (known as School Field), Bracknell Road, Warfield**
Continued siting of a caravan from May to September for a temporary period of 2 years.

The Sub Committee noted the comments of Warfield Parish Council.

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

- (1) The occupation of the caravan shall be limited to persons solely or mainly employed on the land in connection with the rearing of game birds.
- (2) The residential occupation of the caravan shall be limited to the period between 14 May to 31 August in the years 2001 and 2002 and the use hereby permitted shall be discontinued and the caravan removed from the land on or before 31 December 2002.

Application No. 00/01060/FUL **18 Rose Hill, Binfield.**
Erection of part two storey, part first floor side/rear extension and erection of single storey porch.

A site visit had been held in respect of this application on Saturday 6 January 2001 which had been attended by Councillors Adams, Barnard, Blatchford, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson, and Worrall.

The Sub Committee noted the comments of Binfield Parish Council in addition to two letters of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved plans: amended plan no. BFC/00/10/1A, received 21 November 2000
- (3) 501 Materials to match existing building
- (4) 802 Restrictions on permitted development (windows/dormers) (Insert added).

**Application No. 00/01088/FUL Hill-Tor, Larges Bridge Drive, Bracknell.
Erection of two storey side and rear extension following demolition of existing extensions.**

The Sub Committee noted the comments of Bracknell Town Council in addition to one letter of objection that had been received.

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

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans: Drawing no. PW 20174 Rev.A.
- (3) 501 Materials to match existing building.
- (4) 405 House extensions: obscure glazing (Insert added).
- (5) 802 Restrictions on permitted development (windows/dormers) (Insert added).
- (6) 1510 Vehicle parking in accordance with the approved plan (Insert added)

**Application No. 00/01059/FUL Wooden Hill County Primary School, Staplehurst, Bracknell.
Erection of single storey classroom extension (application under regulation 3).**

The Sub Committee noted the comments of Bracknell Town Council in addition to three letters of objection that had been received.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved plans [Drawing nos 4314/16A,17A and 19A].
- (3) 501 Materials to match existing building.
- (4) 620 Protective fencing : implementation (Insert added).

**Application No. 00/00445/FUL 33 Kings Road, Crowthorne.
Conversion of loft space to living accommodation including dormer extension and raising of parapet wall.**

A site visit had been held in respect of this application on Saturday 6 January 2001 which had been attended by Councillors Adams, Barnard, Blatchford, Flood, Glasson, Mrs Hayes, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson, and Worrall.

The Sub Committee noted the comments of Crowthorne Parish Council.

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) 101 Time limit for commencement of development.
- (2) 501 Materials to match: extensions.

- (3) 405 House extensions: obscure glazing (inserts added)
- (4) 1510 Vehicle parking in accordance with approved plan (insert added).
- (5) 201 Approved plans (insert added).

**Application No. 00/01064/FUL Holly House, Goughs Lane, Bracknell.
Erection of part single storey, part first floor and part two storey side extension. Erection of two storey rear extension and single storey front extension.**

The Sub Committee noted the comments of Bracknell Town Council in addition to five letters of objection four from the neighbouring properties.

RESOLVED that, subject to no representations being received in respect of publicity relating to its effect on the setting of the listed building at Lynwood Cottage or the amended drawing raising matters that had not been addressed in the Sub Committee report, the Borough Planning Officer be authorised to **approve** the application subject to the following conditions:-

- (1) 101 Time limit for commencement of development.
- (2) 201 Approved plans: Drawing no 0825/1C.
- (3) 501 Materials to match existing building.
- (4) 405 House extensions: obscure glazing. (Insert added).
- (5) 802 Restrictions on permitted development (windows and dormers). (Insert added).
- (6) 1004 Garages retained for parking.

**Application No. 00/010955/FUL 3 Prince Albert Drive, Ascot.
Erection of a part first floor part two storey side extension. Erection of two single storey rear extensions forming conservatory and bay projection to dining room. Conversion of double garage to drawing room.**

The Sub Committee noted that this application had been withdrawn.

**Application No. 00/01002/A Entrance to Station Approach, Blackwater.
Display of 1 no. externally illuminated free standing sign (height approximately 6m).**

The Sub Committee noted the comments of Sandhurst Town Council, Hart District Council and Blackwater Valley Countryside Service.

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

- (1) 203 Approved plans: Advertisements (Insert added).
- (2) The sign shall be sited so as not to affect any visibility sight lines.

**Application No. 00/01133/FUL 45 Oldstead, Bracknell.
Change of use of land from amenity land to private garden enclosed by a 2 metre high close boarded fence.**

The Sub Committee noted the comments of Bracknell Town Council.

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved plans: received 11 January 2001.

**Application No. 00/01119/FUL 9 Poyle Gardens, Warfield.
Erection of two storey rear extension.**

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

**Application No. 00/01138/FUL 21 Eddington Road, Bracknell.
Section 73 application to allow retention of 2 no. obscure glazed windows in east elevation at first floor level to serve en-suite shower rooms without compliance with condition 04 of planning permission 625166.**

The Sub Committee noted the receipt of two letters of objection from neighbouring properties.

RESOLVED that the Borough Planning Officer be authorised to **approve** the application after consultation with the applicant with a view to achieving satisfactory effectiveness of the obscure glazing, subject to the following conditions:

- (1) 201 Approved plans: Drawing No 98-152-02 B
- (2) 405 House extensions: obscure glazing (Insert added).
- (3) 1907 Conditions to remain in full force. (Insert added).

82 **Miscellaneous Items (Item 3)**

**Application No. 00/00070/FUL Land Adjacent To Anchordoone, Forest Road, Ascot
Erection of detached dwelling with integral garage. Variation to approved plans.**

The Sub Committee noted that the ground floor east and west facing windows had not been installed in accordance with the approved plans. Amended plans had been submitted to show the variations.

The Sub Committee noted the comments of Winkfield Parish Council in addition to the comments of a neighbouring occupier.

RESOLVED that the amendment be **approved** as a minor variation to the plans approved under application 00/00070/FUL and that the development as carried out be accepted as shown on the amended plan – drawing no. 9929/01 revision F.

Application No. 00/00849/FUL **402-404 Yorktown Road, Sandhurst.**
Change of use of part of ground floor from retail (class A1) use to hot food takeaway (class A3) and installation of extract flue on side elevation.

Planning permission granted in November 2000 for change of use to a hot food take away and the installation of an extraction flue on the side elevation included a condition that no deliveries should be taken or despatched from the site outside the hours 09.00 – 17.00 or at any time on Sundays or public holidays.

The Sub Committee considered that insofar as it related to despatching deliveries condition 5 was inappropriate and contrary to a principal part of the proposed A3 use which had been granted planning permission and

RESOLVED that condition 05 of planning permission 00/00849/FUL be not enforced with regard to deliveries despatched from the site.

Application No. 00/00875/FUL **74 Yorktown Road, Sandhurst.**
Change of use from dry cleaners (class A1) to food and drink (class A3) use with changes to the shopfront, the formation of window openings in the side elevation and the installation of a flue on the flat roofed accommodation to the rear.

Planning permission granted in November 2000 for change of use to a restaurant and take away included a condition that no deliveries should be taken or despatched from the site outside the hours 09.00 – 17.00 or at any time on Sundays or public holidays.

The Sub Committee considered that condition 3 which prohibited home deliveries during the evening was inappropriate given the overall use of the premises and

RESOLVED that condition 03 of planning permission 00/00875/FUL be not enforced with regard to deliveries despatched from the site and the applicant be advised accordingly.

83 **Great Hazes, Beenhams Heath, Binfield – Motorway Service Area (Item 4)**

The Director of Corporate Services reported an appeal lodged by the local planning authority to the High Court against the grant of permission by the Secretary of State for a motorway service area at New Barn Farm, near Cobham, Surrey. The Sub Committee noted that the appeal had been upheld and the planning permission quashed as GOSE had failed to give the local planning authority and other objectors adequate opportunity to comment on evidence lodged subsequent to the public inquiry by the Highways Agency. In addition, appeals for other motorway service areas including that against the Great Hazes decision were quashed on the basis that the Secretary of State had failed to carry out a proper comparison between the competing sites. The case was remitted back to the Secretary of State to reconsider

his decision and, to date, the DETR had not given any indication as to how these cases were to be progressed.

RESOLVED that the report be noted.

84. **Building Regulations – Applications/Notices Dealt with by Borough Planning Officer (Item 5)**

The Borough Planning Officer submitted a report on building regulation applications/notices that had been dealt with since the last meeting.

RESOLVED that the report be noted.

85. **Applications Dealt with by the Borough Planning Officer under Delegated Powers (Item 6)**

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

RESOLVED that the report be noted.

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

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

RESOLVED that the report be noted.

The meeting commenced at 7.30pm
and concluded at 10.45pm

CHAIRMAN

PLANNING CONTROL SUB COMMITTEE
8 FEBRUARY 2001

Present: Councillors Worrall (Chairman), Adams, Mrs Ballin, Barnard, Birch, Ms Brown, Browne, Flood, Grayson, Mrs Hayes, Jones, Kendall, Mrs Mattick, Mills, Piasecki, Mrs Pile, Mrs Ryder, Sargeant, Simonds and Thompson,

Also Present: Councillors McCracken and Turrell

Apologies for absence were received from:
Councillors Blatchford and Glasson

87. Substitute Members

The Sub Committee noted the attendance of the following Substitute Members in accordance with Standing Order 38:

Councillor Ms Brown for Councillor Glasson
Councillor Kendall for Councillor Blatchford

88. Minutes

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

The Borough Planning Officer reported the receipt of a letter from the Government Office for the South East seeking views on legal issues relating to Great Hazes Motorway Service area. The Sub Committee noted that the Borough Solicitor had replied, re-stating the Borough Council's concerns and reserving the right to challenge the Secretary of State's decision.

89. Appeal Decisions Received (Item 1)

The Borough Planning Officer submitted a report on appeal decisions received since the last meeting of the Sub Committee. Since the publication of the agenda notification had been received that the appeal in respect of application number 00/00565/FUL, The White Bungalow, Little Sandhurst, had been allowed, details of which would be included in the report to the next meeting.

RESOLVED that the report be noted.

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

CON 37/00 **Brookfield Farm House, Bracknell Road, Warfield.
Unauthorised change of use of dwellinghouse, garage
and outbuilding to mixed use residential, business and
storage.**

The Sub Committee considered that the unauthorised change of use was contrary to the provisions of policies EN8 of the Bracknell Forest Borough Local Plan, C2 of the Berkshire Structure Plan and policy EN8 of the North Bracknell Local Plan, as it had a detrimental impact on the character of the countryside.

RESOLVED that the Borough Solicitor be authorised to pursue enforcement action, including the service of an enforcement notice to require the cessation of the business use of this property and the removal of all goods and equipment associated with the use of the property.

Period for compliance: 6 months.

CON 78/00 **15 Allendale Close, Sandhurst
Unauthorised change of use of footpath to private
garden.**

The Sub Committee considered that the unauthorised enclosure of the formerly open land had an adverse impact on the amenities of the occupiers of nearby residential properties and

RESOLVED that the Borough Solicitor be authorised to pursue enforcement action to require the cessation of the use of the land as private garden and the repositioning of the fence to the position shown on plan attached to the planning permission relating to the development of Allendale Close.

Period for compliance: 4 weeks.

CON 14/00 **Cruchfield Manor House, Hawthorn Hill, Warfield.
Unauthorised erection of fence in excess 1 metre in
height adjacent to highway.**

The development was not considered to have an adverse impact on highway safety and the open design, scale and appearance of the fence was not considered to be detrimental to the appearance and character of the local environment, or to be a prominent feature in the locality. The Sub Committee therefore

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

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

RESOLVED that the report be noted.

91. **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: 00/00952/FUL; 00/01099/FUL; 00/01127/REM; 00/00846/REM; 00/00631/FUL; 00/00710/FUL; 00/01064/FUL; 00/01137/OUT; 00/01174/FUL; 00/01102; 00/01104; 00/01154/FUL.

**Application No. 00/00952/FUL Land at Broad Lane, Bracknell.
Erection of 18 no. houses and 63 no. flats
and associated car parking with access from
a new roundabout on Broad Lane following
demolition of 15 no. existing dwellings (from
Homestead to Carwin).**

The Sub Committee noted the comments of Bracknell Town Council, the Environment Agency and Bracknell and District Urban Wildlife Group in addition to six letters of objection that had been received.

RESOLVED that subject to the prior completion of a legal agreement under section 106 of the Town and Country Planning Act 1990 to secure a planning obligation relating to:

- (a) the provision of on-site affordable housing
- (b) on-site open space and a contribution towards the provision of recreational facilities off-site
- (c) contributions towards community facilities
- (d) contributions towards educational facilities
- (e) safeguarding the land at the junction of Brants Bridge and Broad Lane for junction improvements

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: 2046/THIRL/S/W/01B, 02B, 03B, 04B, 05B, 06B, 07B, 08B, 09B, 10B, 11B, 12B and letter from DHA Architecture dated 5 February 2001.
- (3) Z403B Finished floor levels
- (4) Z406 New dwellings: obscure glazing (Insert added).
- (5) Z502 Samples of materials to be submitted
- (6) Z601 Details of hard and soft landscaping
- (7) Z604 Details of walls and fences (Varied).
- (8) Z606 Implementation of approved landscaping scheme
- (9) Z619 Details of protection of trees and vegetation
- (10) Z620 Protective fencing: implementation
- (11) Z625 Retention of landscaped areas
- (12) Z703B Access closure with reinstatement
- (13) Z707 Provision of access before development (details to be approved)
- (14) Z708C Provision of pedestrian/cyclist access
- (15) Z801 Restrictions on permitted development (house extensions) – (Insert added)
- (16) Z1004 Garages retained for vehicle parking

- (17) Z1005 Car ports retained for vehicle parking
- (18) Z1134 Measures to minimise the effects of external noise on new dwellings (Insert added)
- (19) Z1502 Garage drive length
- (20) Z1505 Off site highway works (Insert added).
- (21) Z1512 Provision for parking spaces (approved drawing)
- (22) Z1513 Communal parking
- (23) Z1517 Cycle parking: number of spaces (Insert added).
- (24) Z1803 Waste reduction measures
- (25) Z1903 Site organisation (building operations)
- (26) Surface water source control measures shall be carried out in accordance with details which shall have been submitted to and approved in writing by the Local Planning Authority before development commences.
- (27) No soakaways shall be constructed such that they penetrate the water table, and they shall not in any event exceed 3 metres in depth below existing ground level unless otherwise agreed by the Local Planning Authority in consultation with the Environment Agency.
- (28) Z1105 Site lighting.

**Application No. 00/10199/FUL 14 Pinefields Close, Crowthorne.
Erection of 3 no. 2 bedroomed houses and 2
no. 3 bedroomed houses with associated
access following demolition of existing
buildings.**

The Sub Committee noted the comments of Crowthorne Parish Council.

RESOLVED that, subject to the prior completion of an agreement under Section 106 of the Town and Country Planning Act 1990 containing a planning obligation relating to contributions towards recreational and educational facilities in the vicinity of the site, the application be **approved** subject to the following conditions:-

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: 1641.10C, 11A, 12A, 13A, 14A and the letter from Parry Frame Associates of 21 December 2000.
- (3) Z502 Samples of materials to be submitted.
- (4) Z601 Details of hard and soft landscaping.
- (5) Z605 Landscape works implementation.
- (6) Z619 Details of protection of trees and vegetation.
- (7) Z620 Protective fencing: implementation.
- (8) Z604 Details of walls and fences.
- (9) Z801 Restrictions on permitted development rights (house extensions)
- (10) Z803 Restrictions on permitted development rights (house roof extensions)
- (11) Z804 Restrictions on permitted development rights (residential outbuildings)
- (12) Z1803 Waste reduction measures.
- (13) Z1805 On site refuse storage
- (14) 1903 Site organisation (building operations).
- (15) 704 Provision of access before occupation (details approved).
- (16) Z1512 Provision for parking spaces (approved drawing).
- (17) No development shall take place until the central island in Pinefields Close has been removed and the carriageway realigned in accordance with a scheme to be submitted to and approved by the Local Planning Authority.

Application No. 00/01127/REM **Land At The Brickworks Site, Priory Lane, Warfield.**
Submission of details of siting, design and external appearance for the erection of 52 dwellings with associated car parking and landscaping pursuant to outline planning permission 620232.

The Sub Committee noted the comments of Warfield Parish Council and English Nature in addition to five letters of objection that had been received.

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

- (1) Z202 Approved plans:
00/185/001A Site layout and finished floor levels
00/185/002 (plots 8, 19, 22, 47 and 52)
S040-415 Garages
S040-400 House type 64.3 (1)
S040- 401 House type 64/4C (1)
S040- 402 House type 71/3
S040- 403 House type 76.1 (1)
S040- 404 House type 84.3 (1)
S040- 416 House type 95S
S040- 405 House type 95.8 (1)
S040- 406 House type 108.4 as amended by plan 00/185/002
S040- 407 House type 108.7 as amended by plan 00/185/002
S040-408 House type 117.1 (1)
S040-409 House type 117.7 (1) as amended by plan 00/185/002
S040-410 House type 120.2 (1)
S040-411 House type 151.9 (1)
S040-414 House type 151.9s (1)
S040-412 House type 162.1 (1)
S040-413A House type 183/5
Materials schedule received 16 January 2001 and letter dated 22 January 2001
- (2) Z809 Restrictions on permitted development (means of enclosure: locations)
- (3) Z1512 Provision for parking spaces (approved drawing) (Insert added)
- (4) Z1004 Garages retained for vehicle parking.
- (5) Z1005 Car ports retained for vehicle parking.
- (6) Z1502 Garage drive length.
- (7) Z1504B Service roads. (Varied).
- (8) Z801 Restrictions on permitted development (house extensions) (Insert added) (plot nos 4, 5, 6, 7, 39, 40, 41, 42, 43, 44, 45 and 46)

Application No. 00/00846/REM **Land Formerly Known As Braeside Cottage, London Road, Binfield.**
Submission of reserved matters for siting, design, external appearance and landscaping pursuant to outline planning permission 619392.

The Sub Committee noted the comments of Binfield Parish Council and Bracknell District Urban Wildlife Group, in addition to one letter of objection that had been received.

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

- (1) All conditions relating to outline planning permission 619392 and planning permission 623215 shall remain in full force and effect unless expressly varied or discharged.
- (2) Z201 Approved plans 1:001V; 3:014A and house types received on 25 August 2000.
- (3) Z1004 Garages retained for vehicle parking.
- (4) There shall be a minimum distance of 5.5m between the nearest part of the garage to the carriageway and the carriageway, at the houses on plots 7 and 8.
- (5) Z1502 Garage drive lengths (Insert added).
- (6) Z1504B Service roads (Insert added).
- (7) Z1507 Gradient of private drive.
- (8) Z802 Restrictions on permitted development (windows/dormers) (Inserts added)
- (9) Prior to the commencement of development details of the size, at time of planting, of the proposed trees and shrubs shall be submitted to and approved in writing by the Local Planning Authority.
- (10) Z801 Restrictions on permitted development (house extensions).
- (11) Z503 Details of materials to be submitted.

**Application No. 00/00631/FUL 92 High Street, Sandhurst.
Erection of 4 no. two bedroomed houses.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to seven letters of objection that 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 proposal represents an overdevelopment of the site which would result in a development of cramped appearance detrimental to the character of the area. The proposal would therefore conflict with Sandhurst/Crowthorne Local Plan policy H1 and Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes policies H1 and EN21.
- (2) The design and siting of the proposed houses is considered to be unsatisfactory in that the amenities of adjoining residential properties would be adversely affected by reason of overlooking. The proposal would therefore conflict with Sandhurst/Crowthorne Local Plan policy H1 and Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes policies H1 and EN21.
- (2) The proposal would result in conflicting movements between vehicles associated with the existing commercial premises at the site and those associated with the proposed residential units, to the detriment of highway safety and the convenience of pedestrians. The proposal would therefore be

contrary to Berkshire Structure Plan 1991-2006 policy LD5, Sandhurst/Crowthorne Local Plan policy H1 and Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes policies H1 and EN21.

**Application No. 00/00710/FUL Land at 98-102 College Road, Sandhurst.
Erection of 14 no. two and three bedroom
houses with associated parking and access
onto College Road following demolition of
nos. 98 and 100 College Road and side
extension to 102 College Road.**

A site visit had been held in respect of this application on Saturday 3 February 2001 which had been attended by Councillors Adams, Barnard, Browne, Flood, Glasson, Grayson, Ms Henfrey, Jones, Mrs Mattick, Mrs Ryder, Simonds, Thompson and Worrall.

The Sub Committee noted the comments of Sandhurst Town Council, Bracknell District Urban Wildlife Group and English Nature, in addition to 18 letters of objection that had been received and correspondence from the local MP.

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 on-site affordable housing
- (b) contribution towards the provision of recreational facilities off-site
- (c) contributions towards integrated transport, including costs of relocating bus stop(s) on College Road in vicinity of the site
- (d) measures to ensure that the potential for the future comprehensive development of land to the north is not prejudiced by the retention of No 102 College Road within the present site layout
- (e) the construction to the site's boundaries, within an agreed time scale, of roads built to an adoptable standard
- (f) a scheme to mitigate the effect of the development on badgers

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Drwg Nos: CRS PL2 Rev E, AR21 Rev B, HA2/02, HA3/02 Rev A, SN HOOK1 Rev B (and handed), ST21/11 Rev C, ST21/11H Rev C (and handed), UT21/01H Rev B (and handed), UT21/11 Rev B (and handed) and sheet 1, 2, 3, 4A and 5 date stamped 7 February 2001.
- (3) Z403B Finished floor levels
- (4) Z406 New dwellings: obscure glazing (Insert added)
- (5) Z502 Samples of materials to be submitted
- (6) Z601 Details of hard and soft landscaping
- (7) Z604 Details of walls and fences (Varied)
- (8) Z606 Implementation of approved landscaping scheme
- (9) Z619 Details of protection of trees and vegetation
- (10) Z620 Protective fencing: implementation
- (11) Z625 Retention of landscaped areas
- (12) Z626 Foundations: prevention of root damage
- (13) Z703B Access closure with reinstatement

- (14) Z706 Provision of access before development (details approved) (Insert added)
- (15) Z711 Retention of visibility splays
- (16) Z801 Restrictions on permitted development (house extensions) (Insert added) (plots 1, 3 and 8 to 13)
- (17) Z809 Restrictions on permitted development (means of enclosure: locations)
- (18) Z1004 Garages retained for vehicle parking
- (19) Z1005 Car ports retained for vehicle parking
- (20) Z1502 Garage drive length
- (21) Z1512 Provision for parking spaces (approved drawing)
- (22) Z1803 Waste reduction measures
- (23) Z1903 Site organisation (building operations)

Application No. 00/01083/T

**Hogoak Yard, Hawthorn Hill, Warfield
Continued use of agricultural land and
building for a compound for storage of pipes
and road repair equipment for a temporary
period of one year.**

The Sub Committee noted the comments of Warfield Parish Council in addition to six letters of objection that had been received.

RESOLVED that

- (i) the application be **refused** for the following reasons:
 - (1) The development the subject of the application results in the external storage of plant vehicles and equipment. This has a detrimental impact on the open, rural and undeveloped character of the Green Belt and is therefore contrary to policy C4 Berkshire Structure Plan 1991 - 2006 (incorporating alterations adopted in August 1997), Policies 1, 17 and 19 of the Green Belt Local Plan for Berkshire 1985 and GB4 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes (1997).
 - (2) The reuse of the building results in a considerable increase in activity over and above that which would lawfully exist if the application site were used solely for agricultural purposes. The proposal therefore has a detrimental impact on the open, rural and undeveloped character of the Green Belt and the amenity of local residents contrary to the provisions of policy C4 Berkshire Structure Plan 1991 - 2006 (incorporating Alterations adopted in August 1997), Policies 1, 17 and 19 of the Green Belt Local Plan for Berkshire 1985 and GB4 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes (1997).
 - (3) The application site is located outside any defined employment area and some distance from urban areas where the majority of the contracting work is likely to be undertaken. The proposal therefore conflicts with the aims of Policy OS1 of the Berkshire Structure Plan 1991 - 2006 (incorporating alterations adopted in August 1997) which sets out the overall strategy for sustainable development and indicates

the objective of steering development to locations which minimise the need for travel.

- (ii) the Borough Solicitor be authorised to pursue enforcement action in respect of a wider area than the application site.

**Application No. 00/00423/FUL Land adjacent to Beehive Road, Amen Corner, Binfield.
Floodlit golf driving range and erection of detached store building (part retrospective).**

The Sub Committee noted the comments of Binfield Parish Council, English Nature and Railtrack, in addition to letters of objection received from four local occupiers and Hewlett Packard, the occupiers of the land to the east and south of the site.

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

1. The proposal, by reason of its size and siting represents an undesirable and unneighbourly form of development which would be detrimental to the amenities of occupiers of nearby residential properties and the users of recreational land to the south, by reason of adverse visual impact, light and noise disturbance and damage to property. The proposal is therefore contrary to Policy R3 of the Berkshire Structure Plan 1991 ~ 2006, Policy R5 of the North Bracknell Local Plan and Policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

**Application No. 00/01064/FUL Holly House, Goughs Lane, Bracknell.
Erection of part single storey, part first floor and part two storey side extension. Erection of two storey rear extension and single storey front extension.**

The Sub Committee noted that seven letters raising additional matters had been received in respect of this application.

The Borough Planning Officer reported that the notice displayed at the site had contained the wrong date and a revised notice would be displayed for a further period.

RESOLVED that, subject to no representations being received in respect of publicity relating to its effect upon the setting of the listed building at Lynwood Cottage raising matters that have not been addressed in this report or the report to the January Committee, the Borough Planning Officer be delegated to **approve** the application subject to the following conditions:-

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Drawing no 825/1C
- (3) Z501 Materials to match existing building
- (4) Z405 House extensions: obscure glazing (Insert added)
- (5) Z802 Restrictions on permitted development windows and dormers (Insert added)

- (6) Z1004 Garages retained for parking

Application No. 00/01137/OUT 11 Priory Lane, Bracknell.
Outline application for the erection of 1 no. Detached house with access from Priory Lane.

A site visit had been held in respect of this application on Saturday 3 February 2001 which had been attended by Councillors Adams, Barnard, Browne, Flood, Glasson, Grayson, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Sargeant, Simonds, Thompson and Worrall.

The Sub Committee noted the comments of Bracknell Town Council in addition to one letter of objection, two of support and additional correspondence from the applicant.

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

- (1) The proposed development is incremental piecemeal development prejudicial to the proper future development of a larger area in a comprehensive manner, contrary to policies EN1 of the Berkshire Structure Plan, H1 of the North Bracknell Local Plan and H1 and EN21 of the Deposit Draft Bracknell Forest Local Plan Incorporating Further Proposed Changes, and advice in PPG 3 Housing.
- (2) The proposed house comprises an unacceptable form of backland development, harmful to the character of the area and amenity of nearby residential properties by reason of the position and use of the access, contrary to policies EN1 of the Berkshire Structure Plan, H1 of the North Bracknell Local Plan and H1 and EN21 of the Deposit Draft Bracknell Forest Local Plan Incorporating Further Proposed Changes.
- (3) If the site was developed with adjoining land the proposal would increase pressures on sporting, recreational, social, educational, nature conservation, and other community facilities and transportation infrastructure. The proposal is therefore contrary to policies LD6 and R5 of the Berkshire Structure Plan 1991-2006, policy R3 of the North Bracknell Local Plan and policy R5 of the Deposit Draft Bracknell Forest Local Plan Incorporating Further Proposed Changes.
- (4) Insufficient information has been provided to properly assess the impact of the development on the oak tree, to the north of the site, which is the subject of a Tree Preservation Order, and the proposed house could adversely effect this tree resulting in long term tree damage prejudicial to its retention and harmful to the character and appearance of the area contrary to policies EN1 of the North Bracknell Local Plan and EN1 of the Deposit Draft Bracknell Forest Local Plan Incorporating Further Proposed Changes.

**Application No. 00/01174/Ful The Licensed Victuallers School, London Road, Ascot.
Erection of part single storey, part two storey building to provide administration and staff facilities, formation of 19 parking spaces and widening of internal access roads.**

The Sub Committee noted the comments of Winkfield Parish Council and the English Sports Council.

RESOLVED that, subject to the referral of the application to the Secretary of State as a departure from the approved development plan, the application be **approved** subject to the following conditions:-

- (1) Z101 Time limit for commencement of development
- (2) Z201[!] Approved Plans: 1294/AA/020, 1294/AA/019, 1294/AA/018 Rev A, 1294/AA/012 Rev D, 1294/AA/011 Rev F received 1.12.00, 1294/AA/010 Rev K and 1294/AA/015 Rev D received 5.2.01.
- (3) Z501 Materials to match existing building.
- (4) Z616 Existing trees which are to be retained (includes protection)
- (5) Z613 Provision for tree planting (Insert added)
- (6) Z608 Landscaping maintenance
- (7) The buildings hereby permitted shall at no time be used as classrooms unless previously agreed in writing by the Local Planning Authority.

**Application No. 00/01102/FUL Land adjacent to no. 1 Fairclough Cottages, Watersplash Lane, Warfield.
Continued use of former agricultural barn for storage of domestic items ancillary to 1 Fairclough Cottages and storage and maintenance of two toilet trailer units.**

The Sub Committee noted the comments of Warfield Parish Council and the Environment Agency, in addition to four letters of objection that had been received.

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

- (1) The proposal results in the discharge of effluent and chemicals which is likely to cause significant environmental problems contrary to policies LD3 of the Berkshire Structure Plan 1991-2006 (incorporating alterations adopted in August 1997), EN11 of the North Bracknell Local Plan 1992 and EN9 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes (1997)
- (2) The proposed use is not justified in relation to policies for the re-use of buildings in the countryside, in that the design, bulk and form of the building are not in keeping with its surroundings, and the proposed use would detract from the rural character of the area; as such the proposals are in conflict with policy EN11 of the North Bracknell Local Plan and policy EN9 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes (1997).
- (3) The proposed use would be injurious to the amenities of neighbouring residential properties, and further would generate traffic movements involving

large vehicles on the narrow Watersplash Lane and at its substandard junction with the A3095 Warfield Road/Newell Green, as such the proposals conflict with policies LD3 and LD5 of the Berkshire Structure Plan and policy EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes (1997).

**Application No. 00/01104/FUL Land adjacent to no. 1 Fairclough Cottages, Watersplash Lane, Warfield.
Continued use of former farm office as residential accommodation ancillary to no. 1 Fairclough Cottages.**

The Sub Committee noted the comments of Warfield Parish Council in addition to four letters of objection that had been received.

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

- (1) The accommodation hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling house known as no. 1 Fairclough Cottages.

**Application No. 00/00754/FUL 28 Aldridge Park, Winkfield Row, Bracknell.
Erection of two storey side extension including lowering of existing pitched roof.**

A site visit had been held in respect of this application on Saturday 3 February 2001 which had been attended by Councillors Adams, Barnard, Browne, Flood, Glasson, Grayson, Ms Henfrey, Jones, Mrs Mattick, Mrs Pile, Mrs Ryder, Simonds, Thompson and Worrall.

The Sub Committee noted the comments of Winkfield Parish Council in addition to one letter of objection that had been received.

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

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

- (1) It would be undesirable to permit a two storey extension to be built to the boundary of the site, as proposed, which would reduce the space at first floor level between properties and so adversely effect the open character of the locality contrary to policies H1 of the North Bracknell Local Plan and policies H2 and EN21 of the Deposit Draft Bracknell Forest Borough Local Plan Incorporating Further Proposed Changes.

**Application No. 00/01196/FUL 35 New Road Sandhurst.
Erection of single storey rear extension and raising of roof to provide living accommodation in roof space including formation of dormer windows in front and rear elevations.**

The Sub Committee noted the comments of Sandhurst Town Council in addition to one letter of concern that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: BRO/02
- (3) 501 Materials to match existing building

**Application No. 00/01218/FUL 107 Pinehill Road, Crowthorne.
Erection of part two storey, part single storey
side extension**

A site visit had been held in respect of this application on Saturday 3 February 2001 which had been attended by Councillors Adams, Barnard, Browne, Flood, Glasson, Grayson, Ms Henfrey, Jones, Mrs Mattick, Mrs Ryder, Simonds, Thompson and Worrall.

The Sub Committee noted the comments of Crowthorne Parish Council in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Drawing no. PPemb:03 dated 5 December 2000, received 18 December 2000.
- (3) Z501 Materials to match existing building
- (4) Z802 Restrictions on permitted development (windows/dormers) (Insert added)
- (5) Z1004 Garage retained for vehicle parking

Monks Pond Cottage, Monk's Alley, Binfield

Application No. 00/01184/FUL Erection of two storey side extension and single storey rear extension, creation of new archway through to walled garden and installation of septic tank.

Application No. 00/01186/LB Application for Listed Building Consent for the erection of two storey side extension and single storey rear extension and creation of new archway through to walled garden.

The Sub Committee noted the comments of Binfield Parish Council and Babbie Environmental.

RESOLVED that

(i) application 00/01184/FUL be **approved** subject to the following conditions:

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans: Drawing nos monks300, monks510, monks506b, monks311b, monks321a and monks413.

- (3) Z502 Samples of materials to be submitted.
 - (4) Z617 Protection of trees and other vegetation (Inserts added)
 - (5) Z619 Protective fencing: implementation.
 - (6) The septic tank shall not be installed until a plan showing its exact location has been submitted to and agreed in writing with the Local Planning Authority. The septic tank shall be installed in the agreed location and retained in this location.
 - (7) Z1004 Garage retained for vehicle parking
 - (8) Space shall be retained on site for the parking of 2 cars, excluding the garage space, in accordance with approved drawing monks510.
 - (9) Z1103 Programme of archaeological work (Varied)
- (ii) Listed Building Consent in respect of application 00/01186/LB be **granted** subject to the following conditions:
- (1) Z1107 Time limit for commencement of works (Listed building and conservation area consent).
 - (2) Z201 Approved Plans: Drawing nos monks300, monks510, monks506b, monks311b, monks321a and monks413
 - (3) Z1118 Listed Building: brickwork samples (Insert added)

**Application No. 00/01119/FUL 9 Poyle Gardens, Warfield.
Erection of two storey rear extension.**

A site visit had been held in respect of this application on Saturday 3 February 2001 which had been attended by Councillors Adams, Barnard, Browne, Flood, Glasson, Grayson, Ms Henfrey, Jones, Mrs Mattick, Mrs Ryder, Simonds, Thompson and Worrall.

The Sub Committee noted the comments of Warfield Parish Council in addition to one letter of objection that had been received.

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

- (1) Z101 Time limit for commencement of development
- (2) Z201 Approved Plans (Insert added)
- (3) Z501 Materials to match existing building
- (4) Z405 House extensions; obscure glazing (Insert added)
- (5) Z802 Restrictions on permitted development (Insert added)

**Application No. 00/01154/FUL 4 Beaulieu Close, Bracknell
Erection of single storey rear extension and
first floor side extension over existing garage.**

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

92. **MISCELLANEOUS ITEM (Item 4)**

Application No. 99/25498

Land At Bigwood House, Waterloo Road, Binfield.

Erection of part single storey, part two storey extension forming three garages and self contained annexe comprising reception room, WC and office at ground floor and three bedrooms, bathroom, WC and kitchen/lounge at first floor. Proposed planning (section 106) agreement.

The Sub Committee noted that the applicant had declined to sign the Section 106 Agreement in accordance with the terms of the resolution of the Sub Committee on 17 February 2000 but had expressed a willingness to enter into an agreement with alternative wording.

RESOLVED that, subject to the prior completion of an agreement under Section 106 of the Town & Country Planning Act 1990 to secure:

- (i) that the development will not be used as a separate dwelling house, and
- (ii) the development will only be used for the purposes incidental to the use of the main building as a dwelling house,

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

- (1) 101 Time limit for commencement of development
- (2) 201 Approved plans: Drawing no. 721/1 Iss 2
- (3) The proposed ground floor room indicated as office on the approved application drawings shall not be used for any purpose other than a purpose incidental to the use of Big Wood House as a single dwelling house.
- (4) 501 Materials to match: extensions.

93. Building Regulations – Applications/Notices Dealt with by Borough Planning Officer (Item 5)

The Borough Planning Officer submitted a report on building regulation applications/notices that had been dealt with since the last meeting.

RESOLVED that the report be noted.

94. Applications Dealt with by the Borough Planning Officer under Delegated Powers (Item 6)

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

RESOLVED that the report be noted.

95. 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 10.25 pm

CHAIRMAN

**HIGHWAYS SUB-COMMITTEE
1 MARCH 2001**

Present: Councillors Wade (Chairman), Adams, Mrs Ballin, Kendall, McCracken, Piasecki, Mrs Ryder and Thompson

Parish & Town Council Representatives:

Binfield: Councillor Fuller
Warfield: Councillor Swindells
Winkfield: Councillor Young

Also Present: Councillors Blatchford and Turrell

Apologies for absence were received from Councillors Mrs Clifford and Finnie.

29. Substitute Members

The Sub-Committee noted that the following substitute Members were present under Standing Order 38:

Councillor Thompson for Councillor Finnie
Councillor Piasecki for Councillor Mrs Clifford

In addition Councillor Swindells deputised for Councillor Harrison on behalf of Warfield Parish Council.

30. Minutes

RESOLVED that the minutes of the meeting of the Sub-Committee held on 7 September 2000 be approved as a correct record and signed by the Chairman.

31. Urgent Item of Business - Foot and Mouth Disease

The Borough Engineer briefly outlined the steps that were being taken to minimise the risk of spreading foot and mouth disease although no cases had been identified in the Borough. He indicated that staff were being issued with guidance and that Members would also be provided with regular updates on the action being taken as the situation developed.

32. Capital Budget 2001/02 (Item 1)

The Sub-Committee considered a report inviting it to agree the allocation of the funds which had been provided to the Highways Sub-Committee as part of the Planning & Transportation Committee's Capital Programme.

The Borough Engineer answered a number of questions on the basis on which the Council's Local Transport Plan "settlement" had been arrived at and issues regarding

the proposed allocation of the funds. He indicated that the formula on which Local Transport Plan "settlements" for maintenance were reached was a concern to other authorities and was being pursued with the Government.

RESOLVED that

- (i) the Local Transport Plan "settlement" funds be allocated as indicated in Appendix One of the report; and,
- (ii) expenditure of the budget for Minor Improvements to Public Areas be delegated to the Borough Engineer, with Local Members being consulted on projects valued at over £5,000.

33. Safety Strategy - Capital Budget For 2001/02 (Item 2)

The Sub-Committee considered a report inviting it to approve the allocation of the element of the capital budget available for the Council's Safety Strategy for 2001/02.

The Borough Engineer answered a number of questions regarding the allocation of the budget. Arising from these, he undertook to re-examine the data in relation to the junction of Rackstraw Road/Marshall Road/Yorktown Road in Sandhurst to see whether this too was worthy of imminent action given concern that there may have been more accidents there recently than at adjacent junctions earmarked for action during the coming year.

RESOLVED that

- (i) the local safety schemes listed in Appendix One of the report be developed and implemented; and,
- (ii) the balance of the safety capital budget be devoted to improvements on the highway aimed at increasing actual and perceived personal safety.

34. Northern Parishes Area - Further Measures (Item 3)

The Committee considered a report on a number of highway works which it was proposed to undertake in the Northern Parishes area. It was reminded that at the last meeting, the Sub-Committee had been informed that many of the items identified in the Northern Parishes Traffic and Transport Study had already been carried out, or were committed in the forward programme. That report had gone on to identify a list of further possible works in the study area which it was intended to consider once the budget for 2001/ 02 was known.

The Borough Engineer answered a number of questions regarding the works proposed referring to the basis on which they had been selected and other possible works in the future. Arising from the discussion, it was agreed that the officers should review the data in relation to the junction of North Street and Crouch Lane as there was a view that adjacent sites, in particular the junction of Pigeonhouse Lane and Lovel Road, were of more concern and therefore of greater priority for action.

RESOLVED that

- (i) the following schemes be approved for construction:

- (a) Footway improvement at the Stag and Hounds, Forest Road;
- (b) Adjustments to the Temple Way approach to the roundabout junction with Wokingham Road to provide an improved crossing point for pedestrians;
- (c) Improved signing of cycle routes; and,
- (d) Accident remedial work at:
 - (i) Junction of Forest Road and Binfield Road;
 - (ii) Junction of Forest Road and Foxley Lane;
 - (iii) Popeswood Road;
 - (iv) Forest Road in the vicinity of West End Lane;
 - (v) Junction of Longhill Road, London Road and New Forest Ride.
- (ii) the officers be requested to re-examine and report back on proposals in the vicinity of North Street in view of concerns that action at the junction with Crouch Lane may be of less importance at this time compared to the junction of Pigeonhouse Lane and Lovel Road.

35. Transport Package - Southern Industrial Area (Item 4)

The Sub-Committee considered a report on a package of transport measures proposed to be undertaken on the Bracknell Southern Industrial Estate. The proposals arose from ongoing and planned developments in the Southern Industrial Area which were expected to result in additional traffic being generated.

The Sub-Committee was advised that planning consents were subject to financial contributions towards accommodating transport need and that most recent consents were also subject to the applicants developing travel plans for their staff. This had set the scene for a partnership approach between the Council and businesses in the area to develop a package of integrated transportation improvements.

The Borough Engineer answered a number of questions relating to the proposals, stressing, in particular, that the aim was to improve access and egress for workers on the site and indicating that the works had been drawn up having regard to the possible future implications of the development of Peacock Farm.

RESOLVED that Phase 1 of the package of transport measures for the Southern Industrial Area described in the report be approved for detailed design and implementation using developer funding accruing from the Southern Industrial Area and identified Council capital and revenue budgets.

36. Martins Heron Area Package (Item 5)

The Sub-Committee considered a report seeking approval to a package of measures intended to address concerns expressed by residents in the Martins Heron area

about a number of local transport issues, particularly rat-running traffic using Setley Way and Brockenhurst Road, obstruction in Whitton Road resulting from inconsiderate car parking and problems with crossing Whitton Road.

The Borough Engineer answered a number of questions relating to the proposals, referring to the basis on which the proposed works had been drawn up including the traffic calming benefits of allowing some on-street parking. He confirmed that the effectiveness of the measures would be monitored once implemented and it was noted that the Police supported what was being proposed. In addition, the Borough Engineer undertook to investigate and notify Members of the details of the agreement which had been reached at the time of the development of the Tesco store insofar as it related to public use of the store's car park

RESOLVED that

- (i) gateway features be installed at the entrance to Setley Way and Brockenhurst Road;
- (ii) waiting restrictions be promoted to tackle the problems of obstruction and safety in Whitton Road;
- (iii) a kerb build-out be constructed to assist crossing of Whitton Road; and,
- (iv) discussions be continued with the franchise holder of South West Trains about further ways to improve interchange at Martins Heron railway station.

37. Blackwater Valley Partnership Scheme - Infrastructure Improvements For Buses At The Meadows (Item 6)

The Sub-Committee considered a report seeking its approval for proposals aimed at improving journey times for Blackwater Valley Link buses, benefiting also buses passing through Crowthorne and Sandhurst on their way to and from Camberley.

The improvements were to be carried out within the three highway authority areas of Hampshire, Surrey and Bracknell Forest, and had been developed as a partnership scheme involving also Surrey Heath Borough Council and the bus operator, Stagecoach.

The Borough Engineer answered a number of questions arising from the proposals, in particular in relation to the reasons why yellow-box junctions were not being proposed. He stressed that the aim of the proposals was to produce free flowing traffic by more efficient use of the urban traffic control system. If these did not achieve this aim, other measures such as yellow-box junctions could be considered.

RESOLVED that the Council join with the other Blackwater Valley Network partners in consulting with the public on proposals to improve facilities for buses on the Blackwater Valley Link bus route, subject to a satisfactory assessment of their feasibility.

38. New Roads And Street Works Act 1991 – Charging For Overstaying (Item 7)

The Sub-Committee considered a report about growing concern that the amount of utility work was increasing and this coupled with the way in which work was

undertaken had led to increased disruption to road users. The Sub-Committee was advised that new powers to charge utility companies were to come into force on 1 April 2001 and a formal decision needed to be made as to when the Borough Council intended to take up the powers.

The Borough Engineer answered a number of questions, indicating that until he had seen the full regulations, he could not determine whether they would actually be of benefit or have resource implications and be an undue burden on the Council.

RESOLVED that the final decision on when to bring into operation the use of powers to charge utility companies under Section 74 of the New Roads and Street Works Act 1991 be delegated to the Borough Engineer in consultation with the Chairman.

39. Freight Strategy - Lorry Routeing (Item 8)

The Sub-Committee was reminded that it had approved a draft Preferred Lorry Routeing Plan (PLRP) for consultation in March 2000, as part of the Council's Freight Strategy. The consultation had been complete (with the exception of an extended consultation with English Nature), and a revised plan had been drawn up for which approval was being sought.

The Borough Engineer answered a number of questions regarding the Lorry Routeing Plan, referring, in particular, to the basis on which bridge height and weight restrictions were indicated and the steps that would be taken to signpost the routes and make haulage companies aware of them. Arising from the questions, there was some concern that the route shown along Warfield Road was not that currently being used by hauliers supplying the local supermarket. In view of this concern, it was agreed that the officers would check with the company and ascertain whether there was a more appropriate route already in use and, if so, amend the Plan in consultation with the Chairman.

RESOLVED that the proposed Preferred Lorry Routeing Plan TM600/99/134C be adopted subject to:

- (i) no objections being raised in the consultation with English Nature; and,
- (ii) confirmation that the route proposed along Warfield Road matched the existing route used by HGV vehicles or, if not, the Plan being amended to reflect the existing routeing of such vehicles, if considered by the Borough Engineer in consultation with the Chairman to be more appropriate.

40. Approval Of Select List Of Tenderers (Item 9)

The Sub-Committee considered a report advising it that since April 1998, the Council had utilised the Standing Select Lists compiled on behalf of the Unitary Authorities by Berkshire County Council for various types and quantities of highway construction, maintenance and other works. The report invited it to approve future arrangements for drawing up select lists of contractors.

RESOLVED that

- (i) the Borough Engineer be authorised to maintain the existing select list for a further year; and,

- (ii) the Borough Engineer be authorised to use the Department of the Environment Transport and the Regions 'Constructionline' service as an alternative source of appropriate contractors.

41. Items Submitted for Information

The Sub-Committee noted the following items that had been submitted for information and on which the Borough Engineer answered a number of questions:

- (i) Vehicle Crimes Bill – Speed and Red Light Cameras (Item 10)
- (ii) Highway Maintenance Programmes (Item 11)
- (iii) ORBIT – Transport Solutions Around London: Consultation (Item 12)
- (iv) Other Traffic Regulation Orders (Item 13)
- (v) Programmed Highway Works – Progress Report (Item 14)

The meeting commenced at 7.30 pm
and concluded at 9.50 pm

CHAIRMAN

EDUCATION COMMITTEE
3 APRIL 2001

Present: Councillors Ward (Chairman), Ms Brown, Barnard, Beadsley, Bettison, Mrs Birch, Edger, Harrison, Mrs Hayes, Ms Henfrey, Mrs Mattick, Mills, Mrs Shillcock, Thompson and Wallace.

Church Representatives:
Mr G Anderson
Mr D McCann

Parent Governor Representatives:
Mr I King

Teacher Representatives:
Miss V Richardson
Mrs L Wales

Apologies for absence were received from:
Councillors Glasson and Grayson and Mr D Clitherow

Also Present: Councillor Turrell

556. Substitute Members

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

Councillor Ms Brown for Councillor Glasson

557. Minutes

RESOLVED that the minutes of the meeting of the Committee held on 30 January 2001 be approved as a correct record, and signed by the Chairman.

558. Education Consultation Panel

RESOLVED that the minutes of the meeting of the Education Consultation Panel held on 29 January 2001 be received.

559. Education Transport and Awards Sub Committee

RESOLVED that the minutes of the meeting of the Education Transport and Awards Sub Committee held on 1 March 2001, as set out in Appendix A hereto, be received and the recommendations in Minutes 6 and 7 be adopted.

560. Education Governor Selection Sub Committee

RESOLVED that the minutes of the meeting of the Education Governor Selection Sub Committee held on 5 March 2001, as set out in Appendix B hereto, be received.

561. **Education Operations Sub Committee**

The Minutes of the meeting of the Operations Sub Committee held on 7 March 2001 were submitted. Arising from the minute relating to the proposed change to the designated area of Charters School, Members sought an update on the present position. It was reported that the Royal Borough of Windsor and Maidenhead's Director of Education had replied to this Council's consultation response advising that Charters School intended a standard number of 240 following the proposed change to its designated area. As notification of the decision in respect of a change to the designated area had not yet been received, the officers were requested to approach the Royal Borough seeking its decision. The nature and extent of legal action which could be taken by this Council further to the proposed designated area change was discussed.

RESOLVED that the minutes of the meeting of the Education Operations Sub Committee held on 7 March 2001, as set out in Appendix C hereto, be received and the recommendation in Minute 24 be adopted.

562. **Education Quality Assurance Sub Committee**

RESOLVED that the minutes of the meeting of the Education Quality Assurance Sub Committee held on 15 March 2001, as set out in Appendix D hereto, be received.

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

The Committee received the Quarterly Operations Report which explored progress on policy objectives in individual sections of the Education Department over the past year, which had been a time for review of the policies adopted during or immediately following the transition period to a unitary authority. The report also addressed resource monitoring from December 2000 to January 2001. The Director of Education highlighted certain areas of the Report, including preparation for the OFSTED inspection of the Local Education Authority, progress of the Education Development Plan, the early issue of schools' budgets, the Annual Governors' Conference, developments in special educational needs provision and the minor underspend in the Committee's budget.

Members' questions and discussion related to matters including the success of staff recruitment/retention measures, budgetary virements to Garth and Brakenhale Schools in respect of internal inclusion units, amendments to the Council's response to the consultation in respect of school governors previously issued by the Department for Education and Employment, school crossing patrols and the rate of pupils undertaking post 16 education. The staff of the Education Department were congratulated on their hard work and excellent sickness record as reported.

RESOLVED that the Quarterly Operations Report be received.

564. **School Admissions – Annual Consultation on Admissions Arrangements (Item 2)**

Further to the requirement of the Education (Determination of Admissions Arrangements) Regulations 1999 that Local Education Authorities must consult annually on their admission arrangements within prescribed timescales, consultation

in respect of 2002/03 had been completed and the Committee was invited to agree the proposed arrangements.

The Committee noted that no changes were proposed to the existing oversubscription criteria and that no objections or comments in respect of existing admission arrangements had been received by the consultation closing date. Having been consulted on the option of introducing, as soon as practically possible, a single date for the allocation of places at first admission to school, headteachers and governors had agreed that the annual allocation of places should be introduced for the year group admitted during 2003. This procedure was strongly recommended by the Department for Education and Employment as it would facilitate the Key Stage 1 appeal process, give parents maximum notice of a school place, ensure that summer born children were not disadvantaged and assist schools and early years providers with forward planning. Members welcomed this proposal which had operated successfully at Warfield and Whitegrove Schools.

RESOLVED that

- (i) all Borough Council maintained primary schools adopt an annual admissions round with effect from the statutory intake in January 2003 (rising five intake for September 2002); and
- (ii) the admissions arrangements for 2002/2003 as detailed in the Appendix to the report be agreed.

565. School Organisation Plan 2001-2006 (Item 3)

The Committee considered a report seeking its approval to review the School Organisation Plan for 2001-2006. The Plan, which was a contextual document drawing conclusions in respect of the need to add or remove school places in the Borough over a five year period, was subject to widespread consultation, facilitated a local understanding of the need for school places and established future demand. Following consultation the Plan would be subject to the approval of the School Organisation Committee. As there were possibly some omissions from the plans shown at appendices 3 and 4 of the Plan, Members were advised that these would be revised and updated where necessary before the document was circulated for consultation.

Members noted details of the key policies and principles contained in the Plan, which had been expanded in some areas to provide more details in respect of post 16 educational provision and surplus school places. As up to date population and housing data was awaited from the London Research Centre, authority for the Director of Education to amend the draft Plan on receipt of this data to reflect the current position was sought. The officers responded to matters raised by Members including surplus pupil places at Great Hollands Infant and Junior Schools, issues associated with forecasting of pupil numbers, implications arising from the proposed change to the designated area of Charters School, contributions from developers in respect of new schools and parental preference. In this connection a Member referred to the designated area of Ranelagh School and undertook to provide officers with associated details.

RESOLVED that

- (i) the draft School Organisation Plan contained in Annex A to the report be approved as the basis for statutory consultation; and
- (ii) the Director of Education be authorised to make any final changes to the School Organisation Plan in consultation with the Chairman of this Committee.

566. Early Years and Childcare Plan (Item 4)

Having been reminded that an Early Years and Childcare Plan was submitted to the Secretary of State for approval on an annual basis, Members were advised that the format of this year's Plan had been varied in accordance with the requirement to submit a Strategic Plan relating to the next three years and an Implementation Plan for 2001/02. Accordingly, the Committee's endorsement of the proposals contained in these Plans, which had been considered and approved by the Early Years and Childcare Partnership, was sought. An up dated version of the Implementation Plan was tabled at the meeting and Members' attention was drawn to its summary of last year's activities of the Early Years and Childcare Partnership.

Having noted the significant proposals and developments contained in the Plans, Members posed questions in relation to the training, qualification and registration of early years providers, the importance of advising parents to engage only qualified child minders/providers and the early years and childcare website network. The Chairman expressed the Committee's appreciation of the hard work and efforts made by all those in the Borough's Early Years and Childcare Partnership which was recognised as being amongst the most successful in the country.

RESOLVED that

- (i) the Early Years Development and Childcare Strategic Plan for 2001-2004, and the associated Implementation Plan for 2001-2002, be approved; and
- (ii) the arrangements concerning the single management of organisations associated with early years and childcare provision as set out in the report be approved.

567. Behaviour Support Plan (Item 5)

Further to the duty placed on Local Education Authorities under the Education Act 1997 to prepare a statement detailing the arrangements made, or proposed, in their area for the education of children with behavioural difficulties, the Committee was invited to approve a revised Behaviour Support Plan for Bracknell Forest, the publication of which was required in April 2001. The Plan, which was partly descriptive, outlined the services that were available and means of access to them together with a number of areas for future development. Its purpose was to encourage actions that would result in more effective support for children and young people, parents, families and schools in order to raise the achievements of pupils and students. The Committee was advised of the consultation process relating to the Plan and noted that next year it would be necessary to address methods of providing full time education for permanently excluded pupils.

The Committee indicated its support for the revised Plan and discussed several issues arising therefrom. The merits of employing an additional educational psychologist were acknowledged and Members welcomed the suggestion that this could be considered as part of next year's capital programme. Having indicated concern at the increase in the number of fixed term exclusions and stressed the importance of providing support at the appropriate time to prevent temporary exclusion leading to permanent exclusion, a Member sought information in respect of the length of time excluded pupils remained on a waiting list prior to receiving attention.

Further to the reference in the Plan to the MacPherson report and associated issues concerning ethnic minorities, a Member proposed a motion to the effect that a report concerning the Authority's work to enable all pupils to thrive in a multi-ethnic society be considered at a future meeting of the Committee. Although the Committee concurred with these sentiments, the motion was not agreed as this was not felt to be the appropriate occasion to pursue this matter.

RESOLVED that the revised Behaviour Support Plan circulated as an Annex to the report be approved.

568. **Grants to Voluntary Organisations (Item 6)**

The Committee considered a report seeking its approval of the level of grant to be awarded in 2001/02 in response to applications from voluntary organisations for funding through the corporate grants system. Members were mindful of the need to determine the applications on the basis of whether they supported this Committee's Policy Objectives and accorded with the criteria previously determined by the Strategy and Policy Committee, which sought to receive value for money and ensure that grant support was in line with key priority areas for Service Committees.

RESOLVED that

- (i) the following annual grant applications for 2001/02 to be funded from the Education base budget be approved:
- | | |
|---|--------|
| BOOSA | £7,000 |
| Pre School Learning Alliance | £8,332 |
| Volunteer Reading Help | £1,430 |
| Dyslexia Association of Windsor, Maidenhead, Slough and Bracknell | £4,388 |
| Indian Community Association of Bracknell | £2,550 |
- (ii) the meeting of the following grant application for 2001/02 through a contract funded from the Adult and Community Learning Grant be noted:
- | | |
|---------|--------|
| The Ark | £9,500 |
|---------|--------|
- (iii) the meeting of the following residual grant application for 2001/02 through a contract funded from the Early Years and Childcare Development Partnership Grant be noted:
- | | |
|------------------------------|---------|
| Pre School Learning Alliance | £12,479 |
|------------------------------|---------|
- (iv) the following annual applications for 2001/02 be rejected:
- | | |
|-----------------------|--------|
| Storychest | £5,000 |
| Birch Hill Pre School | £1,000 |

569. **Asset Management Plan Local Policy Statement (Item 7)**

The Department of Education and Employment (DfEE) required Local Education Authorities (LEAs) to develop and implement Asset Management Plans (AMPs) for their area and had issued guidance over the last three years in this respect. The AMPs were a tool towards ensuring that resources for school premises were utilised as efficiently and as effectively as possible to improve buildings and facilities and to raise educational standards of achievement and contribute to the Government's agenda of reform and modernisation of schools. LEAs were also required to produce and consult on their criteria for prioritising needs within their AMPs and this was specified in the AMP Local Policy Statement.

Feedback from the DfEE following its formal appraisal of the Council's Local Policy Statement had indicated that satisfactory progress was being made in this regard. A revised and updated Statement, which incorporated further recommendations from the DfEE following the appraisal process and comments received from schools during the consultation, was before the Committee for approval. Members noted that the AMP was one of the devices used by the Council to formulate bids for schemes to be included in the capital programme for suitability/school improvement projects and it assisted governing bodies to determine the needs of their own schools.

A Member suggested a minor amendment to the wording in the last section of the introduction to the Statement to refer to the restriction of class sizes to a maximum of 30.

RESOLVED that the revised Asset Management Plan Local Policy Statement attached at Appendix 1 to the report be agreed.

570. **Consultation on the Amalgamation of Sandy Lane Infant and Nursery School and Sandy Lane Junior School (Item 8)**

The approval of the Committee to consult on proposals received from the governing bodies of Sandy Lane Infant and Nursery School and Sandy Lane Junior School concerning the amalgamation of these schools was sought.

The Education Department and Planning and Transportation Department had commenced working with both schools to produce a feasibility study to establish appropriate accommodation for a primary school. The next stages of the amalgamation process would involve the preparation and circulation of a consultation document and the arrangement of public and staff consultation meetings. The outcome of the consultation together with the building feasibility proposals and associated costs would be reported to the next meeting of this Committee which would then decide whether or not to proceed to amalgamate the schools. In the event of receipt of objections to the formal proposals, the final decision on the amalgamation would rest with the School Organisation Committee.

Having been advised of the educational and organisational advantages of such an amalgamation, Members noted the financial implications, which would be considered as a part of the Council's annual capital programme and revenue budget. In response to questions from Members, the Committee was advised of the form entry size and arrangements for appointing a headteacher in the event that the schools amalgamated.

RESOLVED that

- (i) a consultation on the amalgamation of Sandy Lane Infant and Nursery School and Sandy Lane Junior School take place in the summer term 2001; and
- (ii) the Director of Education be authorised to approve the consultation document in consultation with the Chairman of this Committee.

The meeting commenced at 7.30 pm
and concluded at 9.30 pm

CHAIRMAN

EDUCATION TRANSPORT & AWARDS SUB COMMITTEE
1 MARCH 2001

Present: Councillor Mrs Hayes (Chairman), Grayson, Ms Henfrey,
Mrs Mattick, Thompson, Wallace and Ward

Apologies for Absence had been received from:
Councillor Barnard

1. Election of Chairman

RESOLVED that Councillor Mrs Hayes be elected Chairman of the Education Transport and Awards Sub Committee for the municipal year 2000/2001.

COUNCILLOR MRS HAYES IN THE CHAIR

2. Appointment of Vice Chairman

RESOLVED that Councillor Ward be appointed Vice Chairman of the Education Transport and Awards Sub Committee for the municipal year 2000/2001.

3. Substitute Member

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

Councillor Wallace for Councillor Barnard

4. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 6 March 2000 be agreed as a correct record, and signed by the Chairman.

5. Education Transport Panel

RESOLVED that the minutes of the meetings of the Education Transport Panel held on 6 March, 3 April, 25 April, 16 June, 10 July, 24 July, 1 September, 15 September, 28 September, 10 November and 8 December 2000 and 9 February 2001 be adopted.

6. Home to School Transport Policy: 2001/02 (Item 1)

Further to the requirement for it to publish a policy outlining the circumstances in which it would provide assistance for pupils to travel to school, the Local Education Authority produced a Home to School Transport Policy which was normally reviewed

on an annual basis. Accordingly, the Policy for 2001/02, which had been revised to incorporate developments that had taken place during the past year, was before the Sub Committee for approval.

The Transport Act 1985 prohibited the local authority from operating routes in direct competition with public transport routes and, although this principle had been applied informally in the past, it would now be formally adopted. Therefore a farepaying seat on a vehicle already contracted by the Council to accommodate entitled pupils would only be considered in the event that there was no public transport service available. Other proposed revisions related to the downsizing of vehicles to reflect requirements and corresponding withdrawal of seats in line with the provisions of the Policy; an increase in the notice served in respect of the withdrawal of farepaying seats; an increase in the cost of farepaying seats to more closely reflect that incurred by the Council; the removal of all farepaying and non Bracknell Forest pupils from the route to St Bernard's Convent School in Slough with effect from 1 September 2001; an increase in the mileage reimbursement/allowance for parents transporting pupils with special educational needs; and identification of changes to the nearest available safe walking route.

Questions posed by Members in this regard related to matters including the eligibility of siblings for free transport, contractual implications of downsizing vehicles and notice for withdrawal of farepaying seats. The need to provide early notification of the new arrangements was highlighted.

RECOMMENDED that

- (i) the operational principles relating to the prohibition of operating routes in direct competition with public transport routes and the downsizing of vehicles for reasons of economy, be endorsed;
- (ii) the formula for adjusting farepaying seat rates to more closely reflect the cost incurred by the Council be adopted;
- (iii) changes to the mileage allowance scheme be adopted;
- (iv) the period of notice for the withdrawal of transport assistance following the identification of a revised/shorter walking route be adopted; and
- (v) subject to the agreement of recommendations (i) and (iv) above, the Home to School Transport Policy for 2001/2 be agreed, as set out in the report.

7. Discretionary Awards and Post 16 Student Support Policy – 2001/02 (Item 2)

The Sub Committee considered a report describing the proposed changes to the Bracknell Forest Discretionary Awards and Post 16 Student Support Policy, which was currently in a period of transition during which discretionary awards were being phased out and replaced by the Post 16 School Access Fund (a Learner Support Grant from the Department for Education and Employment [DfEE]).

The Local Education Authority (LEA) had a responsibility to support to the end of their course those students to whom it had allocated a minor award and accordingly the Sub Committee's agreement was sought to the take up of the LEA's power under Regulation 3 of the Local Education Authority (Post Compulsory Education Awards) Regulations 1999 in order to fund these awards. It was proposed that the levels of

maintenance for Minor Awards remain unchanged for 2001/02 and the total cost of such awards would be borne by the LEA.

The Post 16 School Access Fund, which reflected the Government's commitment to widening education participation and improving retention and achievement, was supported through a 100% DfEE grant and aimed to provide financial assistance to any pupil encountering financial difficulty during their course. Since the introduction of this Fund in 1999/2000, officers had had an opportunity to gain an indication of the types of assistance requested and, in order to reflect this experience and make greater use of the Fund, changes to the Council's policy were proposed.

With regard to the Post 16 Travel Savings Scheme, which was a subsidised scheme forming part of the Council's support for pupils and students in sixth forms and further education, the Sub Committee noted that it was proposed to increase the contributory levels from £345 to £360 per annum to match inflation and that negotiations with transport operators were continuing.

The Sub Committee indicated its support in respect of the draft Discretionary Awards and Post 16 Student Support Policy which incorporated the proposed changes.

RECOMMENDED that

- (i) the Council exercises its power to make discretionary awards pursuant to Regulation 3 of the Local Education Authority (Post Compulsory Education Awards) Regulations 1999, but only in respect of those persons falling within the criteria as set out in the Discretionary Awards Policy who have already been granted a Bracknell Forest Major or Minor Award; and
- (ii) the Policy for Discretionary Awards and Post 16 Student Support be agreed, as set out in the report.

The meeting commenced at 8.30 am
And concluded at 9.20 am.

CHAIRMAN

EDUCATION GOVERNOR SELECTION SUB COMMITTEE
5 MARCH 2001

Present: Councillors Mrs Hayes (Chairman), Edger, Glasson, Ms Henfrey, Mills, Mrs Shillcock, Wallace and Ward

22. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 30 October 2000 be approved as a correct record and signed by the Chairman.

23. Vacancies on School Governing Bodies (Item 2)

The Sub Committee noted the report of the Director of Corporate Services setting out the vacancies and nominations received for LEA appointed governors on school governing bodies in the Borough.

24. Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Item 2 which involved the likely disclosure of exempt information under Category 1 of Schedule 12A of that Act.

25. Appointment to School Governing Bodies (Item 3)

The Sub Committee received the report of the Director of Corporate Services containing exempt information, including copies of nomination forms for those being considered for LEA governor appointments.

RESOLVED that appointments to governing bodies be made in accordance with the schedule attached to these minutes.

26. Next Meeting

The next meeting would be held on Monday 18 June 2001 at 8am, the deadline for the nominations being 5pm on Monday 11 June 2001.

The meeting commenced at 8.05am
and concluded at 8.35am

CHAIRMAN

SCHEDULE OF APPOINTMENTS MADE TO SCHOOL GOVERNING BODIES IN BRACKNELL FOREST

| SCHOOL | DETAILS OF VACANCY | NOMINEES | APPOINTED | TERM OF OFFICE |
|--|--|---|------------------------------------|--|
| | Current vacancies to be filled as soon as possible | | | |
| Brackenhale | One vacancy arising on the resignation of Mrs D Hayes. | Mr M R Gibson Rev M S Gurr Mr M J Wallace | Rev M S Gurr | 5 March 2001 to 4 March 2005 |
| College Town Junior | One vacancy arising on the resignation of Mrs B Gulliford. | Mr R C Edger | Mr R C Edger | 5 March 2001 to 4 March 2005 |
| Easthampstead Park | One vacancy arising on the resignation of Dr G Cowley. | Mr A Kendall Ms D Wyatt | Mr A Kendall | 5 March 2001 to 4 March 2005 |
| Garth | One vacancy arising on the resignation of Mr A Ward. | Mr E Glasson Mr E Thompson | Mr E Thompson | 5 March 2001 to 4 March 2005 |
| Sandhurst | Two vacancies arising on the expiry of Mr J Richardson's term of office on 22 March 2001 and the resignation of Mrs S Richardson. | | Dr N Poole Mrs B Bickerdike | 5 March 2001 to 4 March 2005 22 March 2001 to 21 March 2005 |
| The following nominees have submitted a nomination form without expressing a preference for a particular school: | | | | |
| Mr R Atkins (preference for Primary) | Mr R Luck | | | |
| Mr V Chambers (preference for Secondary) | Mr J McEhee-Sumner | | | |
| Mrs R Crowther | Miss S Mooney | | | |
| Miss R Croydon (preference for Primary) | * Mr P Sills (preference for a non Church Secondary School) | | | |
| Mrs S Edwards | Mrs A Watson | | | |
| Mr J A King | Ms D Wyatt (Easthampstead Park or Primary) | | | |
| Mrs P Leon | | | | |

EDUCATION OPERATIONS SUB COMMITTEE
7 MARCH 2001

Present: Councillors Mrs Hayes (Chairman), Beadsley, Ms Henfrey, Mills,
Mrs Shillcock, Thompson, Wallace and Ward

Church Representatives:
Mr G Anderson
Mr D McCann

Apologies for absence were received from:
Councillors Bettison and Glasson

19. Substitute Members

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

Councillor Mrs Shillcock for Councillor Glasson
Councillor Thompson for Councillor Bettison

20. Minutes

RESOLVED that the minutes of the meeting of the Education Operations Sub Committee held on 13 December 2000 and of the special meeting held on 16 January 2001 be approved as correct records, and signed by the Chairman.

21. Sources of Additional Capital Funding 2001/2002 – 2003/2004 (Item 1)

Further to the three year capital programme agreed by the Education Committee at its meeting held on 30 January 2001, the Sub Committee considered a report advising on the sources of funding to support that programme, including additional resources recently made available through the Department for Education and Employment's (DfEEs) New Deal for Schools (NDS) framework for improvements to the condition of school buildings.

It was proposed that this additional funding allocated through the NDS framework, which was in the form of 100% grant allocated over three years and based on the Asset Management Plan Condition Survey information supplied to the DfEE last year, would be utilised to supplement the planned maintenance programme in 2001/02. Members received details of the level of funding made available in this regard and noted that, as the DfEE would amend allocations to reflect updated pupil numbers and any revisions to condition data received before 31 March 2001, the figures for 2002/03 and 2003/04 were indicative only.

Having noted details of the other sources of funding to support the capital programme, the Sub Committee posed questions relating to matters including resources to support the needs of blind children and take up of the Seed Challenge

capital funding. The officers were complimented on their efforts in respect of the preparation of the Asset Management Plan, which had led to the allocation of the additional NDS funding for improvements to the condition of school buildings.

RESOLVED that the additional sources of funding available to support the Education Capital Programme 2001/2002 to 2003/2004 as detailed in the report be noted.

22. **Response to Proposed Changes to Charters School Designated Area (Item 2)**

The Royal Borough of Windsor and Maidenhead was seeking views on its proposal to amend the existing designated area for Charters School which would exclude the Forest Park and The Warren areas of Bracknell Forest but retain the North Ascot area within the designated area.

The grounds for this proposal were that there were too many pupils in the School's designated area which had resulted in planned admission of 30 pupils above the standard number of 210 for many years in order to meet the demand for pupil places from within the designated area. There was an extended consultation deadline of 12 March 2001 and the Sub Committee was invited to agree this Borough's response as detailed in Appendix 3 to the report.

The proposed boundary change would result in Harmans Water and Crown Wood Primary Schools no longer being "feeder" schools to Charters School and associated concerns had been expressed by residents of Forest Park and The Warren who had historically been able to send their children to the latter School. However, there were sufficient places available in Bracknell Forest Schools to accommodate these children.

Having echoed officers' concerns that the proposal did not include information relating to the proposed standard number, the current capacity of the school or the standard number that this could support, Members expressed further concern that the consultation was poor and the proposal contained inconsistencies in the information provided and lacked substantiating evidence. The denial of parents' choice to send their children to Charters School as a result of the proposal was an additional cause of concern.

Having considered a tabled amendment to the proposed consultation response, the Sub Committee agreed that this be added to the original response appended to the report following some minor amendments and the deletion of part of paragraph 5 and all of paragraph 6. This response would be finalised and incorporated into a letter in consultation with the Vice Chairman.

RESOLVED that

- (i) the consultation document received from the Royal Borough of Windsor and Maidenhead be noted; and
- (ii) this Borough's response to the consultation be amended in the light of the Sub Committee's views and be finalised and incorporated into a letter in consultation with the Vice Chairman.

23. **Policy on Charges and Remission of Charges (Item 3)**

As part of the Borough Council's programme of reviewing and revising policies, a revised policy in respect of any charges and remission of charges to be made for pupils' school activities was presented to the Sub Committee for consideration. The determination and publication of such a policy was a duty placed on Local Education Authorities and governing bodies were expected to set their own policies in the light of the Borough Council policy.

The policy had been revised to reflect the key principles and guidelines adopted by the Strategy and Policy Committee at its meeting held on 20 December 2000 in relation to determining the level of charges and subsidies for services. It had been the subject of consultation with headteachers and chairmen of governors and, once agreed, would be recommended to governing bodies for adoption.

RESOLVED that

- (i) the policy on charging and remission of charges appended to the report be agreed; and
- (ii) the policy be recommended to governing bodies for adoption.

24. **Continued Monitoring of Service Provision (Item 4)**

The Sub Committee was reminded that the Borough Council provided a number of services to schools, both delegated services which were bought back and services provided from centrally held funds. At its last meeting the Sub Committee had considered a report on the monitoring of schools' views on these services which had indicated that there were generally high levels of satisfaction with most services. However, some concerns were raised in respect of cleaning, catering and grounds maintenance and the Director of Education reported on actions subsequently taken with regard to these services.

Having noted that such concerns and remedial action were followed up as a matter of urgency in an endeavour to improve services and that mechanisms to receive more detailed and rapid feedback from schools were being put in place, the Sub Committee discussed matters including schools' monitoring of cleaning services and arrangements in respect of emergency tree work.

RECOMMENDED that a special Sub Committee comprising four members (3:1) with the authority to evaluate the tenders received for School Meals Catering and to accept the tender which offers the best value for these services, be established.

RESOLVED that

- (i) the Strategy and Policy Committee be notified of the above recommendation; and
- (ii) the actions taken as a result of the monitoring of services in respect of cleaning, catering and grounds maintenance be noted.

25. **Fair Funding: Amendment to a Decision (Item 5)**

At its meeting held on 16 January 2001 the Sub Committee had agreed amendments to the formulae to be used in allocating budgets to schools in respect of some items already delegated to schools. Although no response had been received from either the Oxford Church of England or the Portsmouth Catholic Dioceses by the associated consultation deadline, strong representations had been received since the above meeting from both of these diocesan authorities that the proposals for changes to the allocation of funds for reactive repairs and maintenance at voluntary aided schools should not be adjusted as agreed at that meeting.

Accordingly, the Sub Committee considered a report seeking to amend its previous decision to adjust the formulae for allocating funds for reactive repairs and maintenance at voluntary aided schools to cover only 15% of the costs not grant funded by the Department for Education and Employment and to redistribute any savings to community and voluntary controlled schools. The Dioceses felt that the usual funding split of 15% from the LEA and 85% from the governing body was not appropriate for schools items of reactive maintenance and felt that the funding split should bear a close relationship to the responsibilities for a whole school building, which would be approximately two thirds from the LEA and one third from the governing body of the voluntary aided school.

The items covered by the reactive maintenance budget had been re-appraised and it appeared fair to amend the allocation for voluntary aided schools in line with the request of both Dioceses. The Sub Committee noted that consultation in this respect would be repeated next year as the membership and views of governing bodies may change in the future.

RESOLVED that, from April 2001, the formulae for allocating funds for reactive repairs and maintenance at Voluntary Aided Schools be adjusted to cover only 65% of costs that are attributable to Local Education Authority responsibilities and any savings be redistributed to Community and Voluntary Controlled Schools.

The meeting commenced at 5.30 p.m.
and concluded at 6.50 p.m.

CHAIRMAN

EDUCATION QUALITY ASSURANCE SUB COMMITTEE
15 MARCH 2001

Present: Councillors Ward (Chairman), Mrs Birch, Edger, Grayson, Harrison, Mrs Hayes, Mrs Shillcock and Thompson.

Apologies for absence were received from Councillor Mrs Mattick

20. Minutes

RESOLVED that the minutes of the meeting held of the Sub Committee on 5 December 2000 be approved as a correct record and signed by the Chairman.

21. Substitute Members

The Sub Committee noted the attendance of the following Substitute Members in accordance with Standing Order 38:

Councillor Harrison for Councillor Mrs Mattick

22. The Standards Fund (Item 4)

The Sub Committee received the Director of Education's report on the grants available for 2001/02 under the Standards Fund. Available funding through the Standards Fund had increased for the next financial year and the grants to be taken up had been agreed by the Education Committee in January.

The Director of Education outlined a number of significant changes to the Standards Fund for the next financial year. The Sub Committee noted that for the first time, and with the agreement of headteachers, some grants were being funded from a school's delegated budget because the total increase in the Standards Fund could not be funded from the revenue base budget.

The Chairman thanked the Director of Education for the work that had taken place in the allocation of the funding.

23. Summary of OFSTED Inspection Report on Ranelagh (C of E Aided School) (Item 2)

The Sub Committee received the Director of Education's report on the main findings of the recent OFSTED short inspection at Ranelagh School, in addition to the Governors' Action Plan. Kathy Winrow, Head Teacher, and Canon Chris Clarke, Chairman of Governors, were present to answer any detailed questions.

The Sub Committee was pleased to note the following points highlighted in the report:

- Outstanding Head Teacher's leadership and very good management.
- Well above average attainment.
- Good teaching and excellent students' attitudes to learning.
- Excellent provision for students' personal development.
- Very good special educational needs support.
- Well above average attendance.

The school had made very good progress on the key issues for action identified in the last inspection report.

Current standards were well above the national average and the average for similar schools up to GCSE. At post 16, results were above the national average. No unsatisfactory teaching was observed and teaching was good or above in 90% of lessons observed.

The following areas were identified where improvement could be made:

- Accommodation for the learning resources base and for sporting facilities.
- Although teaching was acknowledged as good overall, there were a few lessons in which students made too little progress.

Mrs Winrow referred to the Section 23 inspection that had been undertaken at the same time. They are carried out for voluntary aided schools and are concerned with ethos, collective worship and religious education. A culture change was identified since the last Section 23 inspection. Mrs Winrow also referred to the action plan addressing the key issue of accommodation.

Canon Clarke said that although the Governing Body was delighted with the report they were not however complacent. He emphasised the value of the LEA's support and input.

In conclusion, the Sub Committee asked Mrs Winrow to convey to the staff and governors the Sub Committee's congratulations for an excellent report and gratitude for their efforts.

RESOLVED that the findings of the OFSTED report be noted.

24. **Summary of OFSTED Inspection Report on the Pines Junior School (Item 3)**

In accordance with Standing Order 25, Councillor Ward declared a non-pecuniary interest in this item. He remained at the meeting and was able to speak but not to vote thereon.

VICE CHAIRMAN, COUNCILLOR MRS HAYES IN THE CHAIR

The Sub Committee received the report of the Director of Education detailing the main findings of the recent OFSTED Inspection at the Pines Junior School. Cathy Nugent, Headteacher, and Maggie Elkin and Jan Glaze, Chairman and Vice Chairman of the Governing Body were present to answer any detailed questions on the inspection report.

Since the last inspection when the school had been judged to have serious weakness, very good progress had been made and weaknesses identified had been successfully tackled. The Sub Committee was pleased to note that teaching was satisfactory or better in all lessons and good or better in 66% of lessons, an improvement since the last inspection when 15% were judged to be less than satisfactory. The following positive points were highlighted in the report:

- The Headteacher and Deputy provided very good leadership and were well supported by staff and governors.
- Teaching was good and pupils made good progress.
- Pupils had positive attitudes to their work and good relationships.
- Resource provision for pupils with moderate learning difficulties was very good.
- Assessment procedures to guide curriculum planning were very good.
- The curriculum was well supported through links with the community and partner schools.
- The welfare of all pupils was a high priority.

Reading, writing and mathematics at the end of Key Stage 2 were identified as areas where improvement could be made:

Mrs Nugent reported that the staff and governors were delighted with the report and were working on an action plan. She was pleased that the inspector had recognised that there were many initiatives already under way at the school. She expressed her gratitude to Bracknell Forest Borough Council, particularly the officers who had been assisting the school.

Mrs Elkin and Mrs Glaze both referred to the work that had been ongoing at the school in the two years since the last inspection report and praised the enthusiasm of Mrs Nugent.

In conclusion, the Sub Committee endorsed the comments on the leadership of the Head Teacher and her Deputy and acknowledged the enormous amount of work that had been undertaken over the last two years. It congratulated the Governing Body and acknowledged their very supportive role. The Sub Committee recorded its congratulations to the staff and governors at the school on an excellent report.

RESOLVED that the findings of the OFSTED report be noted.

COUNCILLOR WARD IN THE CHAIR

25. Summary of OFSTED Inspection Report on The Brakenhale School (Item 1)

The Sub Committee received the report of the Director of Education detailing the main findings of the recent OFSTED inspection at The Brakenhale School. Catherine Croft, the Principal, attended the meeting to answer any detailed questions on the inspection report.

The Sub Committee was pleased to note that since the last inspection in 1998 satisfactory improvement had been made, including:

- a marked improvement in GCSE results
- good progress in improving the standard of reading and writing

- improved quality of teaching
- satisfactory improvement in students' focus on academic achievement

The Inspector also commented on the very good provision and high standards in ICT, good provision for vocational education in the Sixth Form, good range of extra curricular activities and good support from the governors in planning and monitoring progress.

The following areas were identified where improvement could be made:

- Attainment in English, mathematics and science in Key Stage 3 and in modern foreign languages in Key Stage 4.
- Behaviour in some lessons.
- Teaching and learning in religious education and provision for students spiritual and personal development.
- Special educational needs provision for students with the most significant learning difficulties.
- Strategic planning.

Ms Croft tabled an interim action plan still to be submitted to the Governing Body for approval. She referred to the benefit derived from the Action Research Project being run at the same time as the OFSTED inspection and was pleased that the majority of issues for action fitted in well with the school development and improvement plan. She acknowledged that strategic planning had been identified as a weakness and felt that now the school had been taken out of the failing category they could look forward to the future. Ms Croft outlined measures that were under consideration.

In conclusion the Sub Committee expressed their delight that the efforts of the school had resulted in being taken out of the failing category. The Sub Committee asked Ms Croft to convey to the staff and governors at the school the Sub Committees thanks for their efforts and for all that had been achieved.

RESOLVED that the findings of the OFSTED report be noted.

The meeting commenced at 5.00 pm
and concluded at 7.45 pm.

CHAIRMAN

SOCIAL SERVICES & HOUSING COMMITTEE
4 APRIL 2001

Present: Councillors Barnard, Bettison, Ms Brown, Browne, Edger, Harrison, Miss Haydon, McCormack, Mrs Mattick, Mrs Pile, Mrs Ryder, Mrs Shillcock, Simonds and Worrall

Apologies for absence were received from:
Councillor Mrs Clifford

Also Present: Councillor Turrell

571. Substitute Member

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

Councillor Glasson for Councillor Mrs Clifford

572. Minutes

RESOLVED that the minutes of the meeting of the Committee held on 1, 7 and 15 February 2001 be approved as a correct record and signed by the Chairman.

573. Social Services Sub Committee

RESOLVED that the minutes of the Social Services Sub Committee held on 6th March 2001, set out as Annexe A hereto, be received.

574. Social Services & Housing Structures Update (Item 9)

The Acting Director of Housing Services presented a report updating the Committee on the Social Services & Housing departmental structures. A detailed consultation process had taken place on the new structures and had raised a number of detailed points as noted in the report including the issues of the importance of housing, the management structure, the capacity for integrating Policy Development and specific staffing issues.

The Acting Director of Housing outlined changes within the Department to date. It was noted that responsibility for tenant participation would transfer to the Housing Policy Unit, as this was seen as a policy rather than an operational issue. Further the Acting Director highlighted two other significant changes to the new structure. These were moving the Benefits Team to the Housing Operations Division, and the integration of the housing finance function within the departmental Finance Team.

RESOLVED that the Committee confirms:

- (i) The revised structure of the Social Services & Housing Department as outlined in Annexe A; and
- (ii) The redundancy of Post No SSA001 (Head of Adult Services) with effect from 1 April 2001 in accordance with the terms set out in Exempt Annexe E.

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

The Acting Director of Housing Services presented the Quarterly Operations Report giving details of the current issues affecting the department as well as highlighting the work of the individual sections. It was noted that the interim management arrangements were still in place, in order to provide support and direction to the department. The new Director, Daphne Obang would be taking up her position on 15 May. In the interim gap between the arrival of the new Director and the leaving of the Acting Director of Social Services, the Chief Executive would act as the Statutory Officer. Other current issues affecting the Department highlighted were the development of the Social Care agenda, the draft action plan following the Joint Review and the development of Joint Work with Health.

The Acting Director of Housing Services noted the plan in place to help address the problem of the reduction in the availability of nursing and residential care beds. He outlined details within the report in relation to Housing, the budget and staffing and answered questions thereon.

RESOLVED that the Quarterly Operations Report of the Acting Director of Social Services/Acting Director of Housing Services detailing the activities and performance of Social Services & Housing for the period of January 2001 to April 2001 be received.

576. **Locality Commissioning (Item 2)**

The Committee received a report outlining a proposed model for the commissioning of both social and health care services. Initially the model would be developed for mental health and learning disability services. The Model would establish a number of partnership arrangements: a Joint Service Manager, a Locality Commissioning Group and an Integrated Commissioning Board. The Board would enable the elected Members to discharge their responsibilities to deliver best value in the allocation and use of public money in partnership with the local health economy.

RESOLVED that the Committee endorses the proposal to develop locality commissioning arrangements for mental health and learning disability services and detailed discussion on this issue will take place at a future meeting of the Social Care Strategy and Action Group.

577. **Vision Aims and Priorities for Social Care (Item 3)**

The Social Care Strategy and Action Group had redrafted the draft statement of the Committee's vision, aims and priorities for social care to reflect the perceived local interpretation of the direction of travel of Social Services in Bracknell Forest and the Medium Term Objectives agreed by the Committee on 2 November 2000. The statement had been taken out for wide consultation and the comments made on the statement were included in the version presented to the Committee.

RESOLVED that the Vision Statement, Aims and Priorities for action 2001-2003 as proposed in the Annexe to the report be agreed.

578. **Modernisation Grants 2001/02 (Item 4)**

The Committee received a report giving details of the proposed plans for expenditure for the Modernisation Grants. The Partnership and Prevention Grants had been subsumed into the Promoting Independence Grant, for which the Department of Health had issued guidance on criteria for receiving additional funding. The grant schedule attached to the report was geared towards achieving these criteria. The Carers Grant schedule attached to the report had been aimed at achieving the criteria for additional funding. It was noted that this would be the last year of the three year funding for the Modernisation Grant.

RESOLVED that the Committee endorses the proposed plans for expenditure of the Modernisation Grants in year 2001/2002.

579. **Concessionary TV licences for Sheltered Tenants (Item 5)**

The Committee considered a report proposing to extend free TV licences to all tenants in the Borough's sheltered and extra care housing. The costs of implementing the proposals would be met from within the Committee's budget.

RESOLVED that the proposal to extend free TV licences for all tenants in the Borough's sheltered and extra care housing be approved.

580. **Housing Grants, Construction and Regeneration Act 1996, Private Sector House Renovation Grants (Item 6)**

The Assistant Director of Public and Environmental Services presented a report addressing the need to review the Council's policy in relation to the determination of applications for house renovation grants in the light of recent and unprecedented increased demand to ensure effective targeting of resources to areas of greatest need.

It was noted that there was a current over commitment of £71,000 which would 'draw' on next year's budget and therefore reduce the amount of funds available for allocation during the year. The report gave details of applications in the pipeline and the likely cost based on current take-up rates. The report identified that in order to remain within budgets, it would be necessary to introduce a means of better targeting. Such targeting would be undertaken by the proposals as detailed in the report.

RESOLVED that:

- (i) for the financial year 2001/2002 the available capital resource for renovation grants be targeted to meeting the needs of the most vulnerable and needy disabled people who qualify for mandatory disabled facilities grants;
- (ii) the maximum grant payable be limited to the prescribed mandatory limit of £20,000;
- (iii) the current policy of direct provision of assistance to Council tenants with need for adaptations continue; and
- (iv) a further report covering ancillary issues and detailing the budget position be presented to the Committee in 6 months time.

581. NHS Implementation Plan (Item 7)

The Acting Director of Social Services presented a report updating the Committee on the NHS Plan, the implementation programme for 2001/02 and its implications for the Local Authority. It was noted that the implementation plan needed to be planned both nationally and regionally, giving a requirement on NHS organisations together with local councils, to carry out a modernisation audit and prepare a 3-5 year service plan as part of their Health Improvement Programme. The Committee considered the local action required to be taken in relation to the establishment of Modernisation Boards, Locality Commissioning and the targets for 2001/02 as detailed in the report.

RESOLVED that

- (i) the Committee endorses the approach being taken by Social Services and Housing, Berkshire Health Authority and Bracknell Primary Care Group to implement the NHS Plan locally.
- (ii) the Committee continues their active engagement with the modernisation agenda for Health and Social Care in order to deliver high quality, effective and efficient services that meet the needs of service users and carers.

582. SSI Inspection of Children's Services (Item 8)

The Acting Director of Social Service outlined the requirement for Children's Services to undergo an SSI Inspection between August and November 2001. The authority had begun work on an initial audit against national standards in order to prepare a Position Statement, and to prioritise and develop an Action Plan alongside the Quality Protects Management Action Plan and the Joint Review Draft Action Plan.

RESOLVED that the Committee establishes a Member's Focus Group to:

- (i) oversee the preparation for the Children's Services Inspection
- (ii) promote the awareness of the Social Care Agenda in relation to children within the Authority; and
- (iii) Monitor progress against the action plan
- (iv) That the Focus Group be established with proportionality (3:1)

583. Items submitted for Information

The following items were submitted for information only:

- (i) Bracknell Forest HimP: Progress Update 2000-01 (Item 10)
- (ii) The Adoption White Paper (Item 11)
- (iii) The Carers and Disabled Children Act 2000: Direct
- (iv) Payments and Charging Policy Issues (Item 12)
- (v) Joint Review - Draft Action Plan and Monitoring (Item 13)

584. Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration

of Items 14 and 15 which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- | | | |
|-----|---|----|
| (1) | Information relating to a Council employee | 14 |
| (9) | Information relating to terms proposed for a contract | 15 |

585. Annexe E to Item 9 (Item 14)

The Committee received and noted the Annexe E to Item 9 which included exempt information.

586. Request for Local Authority Social Housing Grant (Item 15)

In a report containing exempt information, the Committee considered a request for funding for a Local Authority Social Housing Grant to assist with the funding of a scheme providing approximately 28 units of affordable rented housing to be offered to applicants on the Council's Housing and Transfer Registers.

RESOLVED

- (i) That Authority be given to dispose of 18 Bay Road at open market development value of £300,000 to Thames Valley Charitable Housing Association to facilitate the redevelopment of 14 – 20 Bay Road as a rented affordable housing scheme to which the Council will have 100% initial and 75% subsequent nomination rights.
- (ii) That a payment of Local Authority Social Housing Grant of £1,775,809 (+/- 10%) be made to Thames Valley Charitable Housing Association to assist with the funding of approximately 28 1 and 2 bedroomed flats for rent at the 14 – 20 Bay Road site, to be offered to applicants on the Housing & Transfer Registers.

587. Chairman's Announcements

The Chairman noted that this would be the last committee meeting attended by Helen Clanchy, Acting Director of Social Services and Martin Hughes, Head of Adult Services and he expressed thanks and gratitude on behalf of the Committee for all their hard work and dedication to the Council.

The meeting commenced at 7.30p.m. and concluded at 9.45 p.m.

CHAIRMAN

SOCIAL SERVICE SUB COMMITTEE
6 MARCH 2001

Present: Councillor Barnard (Chairman), Edger, Jones, Miss Haydon,
Mrs Mattick, Mrs Ryder, Mrs Shillcock and Turrell

Apologies for Absence were received from: Councillor McCormack

3. Minutes

The minutes of the meeting of the Sub Committee held on 12 December 2001 were approved as a correct record and signed by the Chairman.

4. Substitute Member

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

Councillor Jones for Councillor McCormack

5. Interagency Procedures and Guidelines for Responding to the Abuse of Vulnerable Adults (Item 1)

The Acting Director of Social Services introduced a report which gave details of the revised procedures and guidelines for the protection of vulnerable adults for use within Bracknell Forest which had been produced after consultation with the Inspection Units, Health Authority, the NHS Trusts, the Practitioner Alliance Against Abuse of Vulnerable Adults and the Thames Valley Police. All key agencies were keen to ratify the revised guidance and protection in order to support the publication before the end of the fiscal year.

RESOLVED that the Sub Committee endorses the revised procedures and guidelines for the protection of vulnerable adults for use within Bracknell Forest.

6. Activity of the Registration and Inspection Unit of Residential Care Homes in Bracknell Forest (Item 2)

The Sub Committee considered a report which gave details of the requirements and recommendations to the proprietors of residential care homes in Bracknell Forest as a result of inspections carried out by the Registration and Inspection Unit for Residential Homes, a specialist service provided as a Joint Arrangement to all six unitary authorities by West Berkshire Council.

It was noted that this was an exception report showing areas of work that were outstanding to some degree. Since this report had been submitted, further full reports had been received giving further information. The Acting Director of Social

Services suggested that the Performance Focus Group could look at issues around the performance of residential care homes within Bracknell Forest.

The Committee considered what the reporting process would be once the responsibility for registration and inspection moved to the Care Standards Commission in 2002. Questions were raised as to how the reporting mechanisms would work. It was noted that reports would still be received on the Borough's homes in 2002, but the timing of the receipt of these reports was of concern. Responsibility would remain with the Borough Council for purchasing and vulnerable adults.

The Acting Director of Social Services answered further questions on the report.

RESOLVED that;

- (i) the Sub Committee notes the report on the activity of the Registration and Inspection Unit;
- (ii) that the Chairman of the Social Services Sub Committee writes to the Chairmen of the Social Services Committees of the other five unitary authorities in Berkshire regarding concerns raised in relation to these issues; and
- (iii) that investigation be made into the required local resources to follow up on the issues raised.

7. Items Submitted for Information

The following items were submitted for information only:

- (i) The Carers and Disabled Children Act 2000 (Item 3)
- (ii) Social Services Management Information (Item 4)
- (iii) National Service Framework for Older People - Emerging Findings (Item 5)
- (iv) ACPC Part 8 Case Review (Item 6)

The Sub Committee thanked all those who had worked on the Part 8 Case Review, both within the authority and those in partner agencies, for their work.

The meeting commenced at 7.30p.m.
and concluded at 8.55p.m.

CHAIRMAN

STRATEGY AND POLICY COMMITTEE
18 APRIL 2001

Present: Councillors Bettison (Chairman), Mrs Ballin, Barnard, Beadsley, Birch, Finnie, Harrison, Jones, McCormack, Miles, North, Piasecki, Sargeant, Turrell, Wade, Wallace

Also present: Councillors Blatchford, Flood

Apologies for absence were received from:
Councillor Ward

588. Subtitute Member

The Committee noted the attendance of the following substitute member understanding order 38:

Councillor Wade for Councillor Ward

589. Minutes

RESOLVED that the minutes of the meeting of the Strategy and Policy Committee held on 15 February 2001 be approved as a correct record and signed by the Chairman.

590. Health Panel

RESOLVED that the minutes of the meeting of the Health Panel held on 6 February 2001, as set out in Appendix A hereto, be received.

591. Access Advisory Sub Committee

RESOLVED that the minutes of the meeting of the Access Advisory Sub Committee held on 7 March 2001, as set out in Appendix B hereto, be received.

592. Management and Resources Sub Committee

RESOLVED that the minutes of the meeting of the Management and Resources Sub Committee held on 28 March 2001, as set out in Appendix C hereto, be received.

593. Quarterly Operations Report (Item 1)

The Committee received the Chief Executives Quarterly Operations Report outlining the key activities and performance of the Council for the period since the last report to the Committee in February 2001.

The report recorded a wide range of significant advances and achievements made during this short period. The Chief Executive drew particular attention to the following matters:

- (i) The Council's response to the Foot and Mouth Disease crisis;
- (ii) Representations made regarding the Arts Council's proposals for the future arrangements for regional art bodies, including the removal of local authority representation;
- (iii) The successful nomination of Bracknell Forest for a 'Vision 100' Award, where the Council had been selected from over two thousand organisations, mostly from the private sector, and recognised as a visionary organisation; and
- (iv) The success of the Trading Standards section in being awarded the Charter Mark.

RESOLVED that the Quarterly Operations report be received.

594. **New Political Arrangements – Progress Report (Item 2)**

The Chief Executive presented a report on progress with the preparations for transition to new political arrangements. The Constitution Advisory Group had conducted extensive work on the content of the proposed Council constitution and the current position was itemised in an Appendix to the report.

The Council was required to submit to the Department of the Environment, Transport and the Regions the Council's chosen political model and the constitutional arrangements to support this. The deadline for submission had been set at 30 June 2001. However, the Government had indicated that a submission by 31 July 2001 would be acceptable. This timetable would enable the Committee to consider the submission at its meeting in July and for the Council to approve the submission on 25 July 2001. However, it was proposed that the Council be asked to delegate to this Committee authority to approve the submission, in the event of timescale requiring this.

The submission was required to include the intended date on which the Council would adopt the new Executive arrangements. It was suggested that, rather than attempting to run a pilot or shadow exercise the Council should move to the new constitutional arrangements in one step change. The most appropriate time to make the change would be either following the Council meeting in November 2001 or at the annual meeting May 2002. The report also outlined arrangements for the second phase of consultation and a suggestion for an evening seminar for Members on the new political management arrangements.

RESOLVED that

- (i) the advice of the Constitution Advisory Group on the content of the proposed new Council Constitution, as set out in Appendix 1 of the report, be approved.

- (ii) the transition to the new arrangements be made in one step change.
- (iii) an initial training event be arranged for late May/early June as outlined in the report.

RECOMMENDED that the Strategy and Policy Committee be authorised to determine the Council's submission to DETR for executive arrangements, in the event of the timescale requiring it.

595. **Service Development (Item 3)**

The Chief Executive presented a report describing some of the service challenges and strategic development opportunities which were currently available to the Council. The report identified four strands of development and proposed arrangements for managing change.

One of the drivers for change was the need to rationalise the Council's accommodation in Bracknell Town Centre. Part of the rationalisation would involve extending the current Customer Services pilot arrangement to full implementation.

There were a number of significant land and property development projects that the Council would be involved with in the coming months requiring a high level of co-ordination, leadership and focus. This would be achieved through the appointment of a Project Director, reporting directly to the Chief Executive.

There were opportunities for increased synergies between elements of service currently managed in the departments of Public and Environmental Services and Planning and Transportation. It was proposed to bring together the functions of the two departments and unify management, initially for an interim period, until final proposals for departmental structures could be finalised.

The Council had piloted flexible and remote working arrangements in some key areas over the last twelve months under the banner "New Ways of Working". It was proposed to extend these arrangements to other work sections alongside office relocations and other changes to working practices.

The Chief Executive responded to Members' questions on the report. Further details and implementation arrangements would be brought to Members in due course. The Committee indicated its support for the direction these initiatives were taking.

RESOLVED that the Committee approved work to deliver and further development;

- (i) management and co-ordination on major development projects
- (ii) transition from pilot "Customer Services" to full operation
- (iii) review of management arrangements for environment, planning and transportation functions
- (iv) new ways of working

596. **Bracknell Primary Care Group – Application for Primary Care Trust Status (Item 4)**

The Committee considered a report which sought formal endorsement of the Council's support for the Bracknell Primary Care Group's application to become a Primary Care Trust. The Primary Care Trust application had been considered by the Health Panel on 6 February 2001 and had been subject of a seminar open to all Members on 19 March 2001, where the Chief Executive of the Primary Care Group had explained the background to the proposal and invited views. Members had given a clear indication of their support for the bid. This report had been brought forward to enable the Council to respond formally to the consultation. In supporting the bid the Committee particularly welcomed the commitment made in the bid document to strengthening local service delivery.

RESOLVED that the Berkshire Health Authority be advised that the Council fully supports the application by Bracknell Primary Care Group for "Trust" status, particularly in view of the potential benefits this will bring to the people of Bracknell Forest.

597. **Flexible Benefits Package: Leave Arrangements (Item 5)**

The Director of Corporate Services presented a report on proposals to change the Council's leave arrangements to provide greater scope for staff to have a range of time off arrangements within the broad structure of the existing remuneration package. This initiative had been brought forward as one of a range of measures aimed at improving recruitment and retention with the Council.

The proposals would enable staff to "buy" up to ten days additional leave by reducing their salary in the year in question or alternatively, to "sell" up to five days leave by reducing their leave entitlement in return for additional payments. This would be subject to employees retaining a minimum of twenty days leave per annum. The proposed scheme would also provide for staff to "bank" a certain number of days annual holiday to carry them forward into a future year in addition to the existing carried forward arrangements. The report provided a worked example of how the scheme would operate in practice and described the proposals in more detail.

The Director of Corporate Services responded to Members' questions on the report.

RESOLVED that, with effect from 1 June 2001, the Council enhances the current leave entitlement provisions by introducing a scheme to allow employees to "buy" and "sell" annual entitlement and to bank up to ten days leave as outlined in paragraphs 4.6 to 4.12 of the report.

598. **Crowthorne Enterprise Centre – Proposed Advisory Group (Item 6)**

The Borough Surveyor reported that construction works to refurbish the accommodation for the Crowthorne Enterprise Centre were now well advanced. A management company had been appointed to run the Centre; and marketing to seek prospective occupiers was in train. It was now proposed to establish an Advisory Group to help oversee the business development of the Centre, the work

of the appointed Management Company and to guide the ongoing work of the project. The Advisory Group would include local business and community representatives including Councillors. Nominations would also be sought from groups including SEEDA, Thames Valley Chamber of Commerce, Legal and General and local educational establishments.

RESOLVED that

- (i) the proposal to establish an Advisory Group to help oversee the business development of the Crowthorne Enterprise Centre be endorsed; and
- (ii) three Councillors (2:1) be appointed to the Advisory Group.

599. Community Awards Scheme (Item 7)

The Committee considered a report prepared in response to a motion passed at the Council meeting in July 2000 which requested investigation into the possibility of introducing a Borough-wide Community Award Scheme. The report detailed the results of an assessment of similar schemes already operating in parts of Bracknell Forest under the auspices of Sandhurst Town Council and Winkfield Parish Council.

Some concern had been expressed by these Parish Councils over the potential for causing confusion and down-grading of the Parish and Town Councils' awards if the Borough Council was also to introduce a Community Award Scheme. It had been concluded therefore that a Borough-wide scheme should not be introduced but rather the Borough Council should facilitate the sharing of good practice between the Parish Councils so that the contribution made to local communities by individuals, groups, charities and businesses could appropriately be recognised at a local level.

Following debate the following motion was adopted and, in accordance with Standing Order No. 47, the matter was referred to the Council as a recommendation for decision.

Accordingly it was

RECOMMENDED that

- (i) the Borough Council does not introduce a Borough-wide Community Awards Scheme of its own, as this would both duplicate and devalue the schemes currently held by two of the parish councils in Bracknell Forest;
- (ii) the knowledge and experience of the two town and parish councils who currently run community awards schemes be shared to the other four town and parish councils in the Borough and that this be facilitated by the Borough Council, in the form of a workshop for those who wish to attend.

600. Calendar of Meetings 2002/02

The Committee was advised that the Council's Scheme of Management required a report reviewing the Committee structure to be considered prior to the Annual Meeting each year, proposing the Committee structure to be adopted for the following year. A report was submitted in compliance with that requirement.

There was a working assumption that the Council 's new constitutional arrangements would be put in place from November 2001. It was not therefore appropriate to consider wide ranging changes to the Committee structure at this stage. However some rationalisation of the Social Services and Housing Sub Committee structure was proposed. A draft calendar of meetings for the period May to November 2001, reflecting these proposals, had been prepared and a revised version of the timetable was circulated at the meeting.

RECOMMENDED that

- (i) the Housing Sub Committee and the Social Services Sub Committee be merged to form a Social Services and Housing Operations Sub Committee with terms of reference as set out in Appendix D hereto; the Joint Advisory Sub Committee on Children's Services be reconstituted as a Children's Services Sub Committee of the Social Services and Housing Committee with representation from members of the Education Committee and Leisure Services Committee; and that the Schedule to the Scheme of Members' Allowances and the Scheme of Management be amended accordingly;
- (ii) having regard to the likely adoption of a leader and cabinet political management arrangement in November 2001 no other change be made to the existing committee structure as set out in Annexe A of the report at this time;
- (iii) the draft calendar of meetings of the Council, committees and sub committees for the coming municipal year to November be adopted as set out in Appendix E hereto.

601. Annual Conferences 2001/2002 (Item 9)

The Committee considered a report seeking approval for Members and officers to attend various annual conferences during 2001/2002.

RESOLVED that the attendance of one Member at each of the following annual conferences of Local Authority related bodies be approved:

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

602. **References from Other Committees (Item 10)**

The Committee considered and determined references from the Leisure Services Committee and the Education Operations Sub Committee as follows:

- (i) Bracknell Rugby Football, Lily Hill Park
(Leisure Services Committee – 20 March 2001)

RESOLVED that the Director of Leisure Services be authorised to spend £21,000 allocated in the capital programme on Lily Hill Park and/or the Bracknell Rugby Club.

- (ii) Continued Monitoring of Service Provision
(Education Operation Sub Committee – 7 March 2001)

RESOLVED that the Committee notes the establishment of a special sub committee comprising four members (3:1) with authority to evaluate the tenders received for School Meals Catering and to accept the tender which offers the best value for these services.

The meeting commenced at 7.30 pm
and concluded at 9.30 pm.

CHAIRMAN

HEALTH PANEL
TUESDAY 6 FEBRUARY 2001
(7:30-9:55 PM)

Present: Councillors Mills (Chairman), Barnard, Blatchford, Miss Haydon, McCormack, McCracken, Mrs Shillcock and Thompson,

Bracknell Forest Primary Care Group: Dr Roger Halliwell, Diane Hedges & George Kassianos

East Berkshire Community Health Council: Sue Hann

East Berkshire Community NHS Trust: Keith Pitchford

Apologies for Absence were received from: Ed Macalister-Smith & Jayne Willetts

15. Minutes – 14 November 2000

RESOLVED that the minutes of the meeting of the Panel held on 14 November 2000 be taken as read and approved as a correct record.

16. Patient Representation - Community Health Councils (Item 3)

The Panel considered a report inviting it to determine whether it wished to form a view on the future of patient representation having regard to the national debate on whether the abolition of community health councils was the best way forward.

The Panel noted the views of the Community Health Council which was concerned that what was being proposed in its place would not offer a more efficient or cost-effective form of scrutiny and patient representation than that which had evolved in the 26 years that community health councils had existed. Under the proposals, funding for the local community health council was due to end on 31 March 2002 with a likely rundown of the service leading up to that date. In this area, the impact of the Primary Care Group's bid for "Trust" status and the impact of the transition would also need to be considered. Whilst the concerns were acknowledged by the representatives of the Health Service, it was stressed that they had been living with change for sometime and were willing to embrace the new system as part of the change process and see how it operated in practice.

In considering the issue, the Panel noted that the Community Health Council had already expressed its concerns about the proposals but, from the latest briefing issued by the Department of Health, these appeared not to have been addressed in the emerging details of the new arrangements. In addition, it was reported that the Chairman of the all-party committee on health was to submit an amendment seeking the reform rather than abolition of community health councils when the matter was next considered in Parliament. It was understood that this had a degree of all party support.

Whilst acknowledging the different views within the Panel, the Chairman indicated that he believed the Council should have the opportunity to consider formally its position as there seemed to be a lack of clarity in what was being proposed, and the new arrangements appeared to be both more complex and costly.

RESOLVED that the Strategy & Policy Committee be requested to consider making a formal response on behalf of the Borough Council to the ongoing debate on the future arrangements for Health Service scrutiny and patient representation having regard to the deep concerns of Borough Council representatives of the Panel at the proposed abolition of community health councils and creation of another layer of administration at not inconsiderable cost, both initially and ongoing, which in their opinion could be better invested in re-focusing the work of existing community health councils to provide an enhanced service.

17. **Bracknell Primary Care Group – Proposal For Primary Care Trust Status (Item 4)**

The Panel received a report providing it with the background to the Bracknell Primary Care Group's bid to become a Primary Care Trust.

Diane Hedges briefed the Panel on the key issues and stressed that it was important for the Primary Care Group to have the support of the Council for its bid for trust status. She indicated that the key points were:

- To get an agreed shared vision for health services.
- To establish good inclusive commissioning/planning arrangements.
- To help each other find solutions to problems.

It was agreed that there was a need to identify the issues on which the Borough Council and Primary Care Group agreed and disagreed so that the latter could be addressed without impinging on the overall bid, for which there was clear support given the potential benefits. By working together on the plans, it was hoped to reach agreement on a phased programme of initiatives.

Having discussed the proposal, the Panel agreed to support, in principle, Bracknell Primary Care Group's bid for "Trust" status.

RESOLVED that:

- (i) in principle, the proposal by Bracknell Primary Care Group to seek "Trust" status be supported;
- (ii) the Health Panel Focus Group be requested to consider specific details arising from the bid for "Trust" status with a view to agreeing the content of the Primary Care Group's consultation document; and,
- (iii) a Members' Seminar/Workshop be arranged to consider the details of the "Trust" status bid.

18. **Governance Arrangements - Health And Local Authority (Item 5)**

The Panel received a report on the future governance arrangements arising from the Government's modernising agenda for local authorities and the Health Service which emphasised the importance of effective partnership working in order to support the social, economic and environmental well being of communities. The report detailed the joint arrangements being adopted in Bracknell Forest between the Borough Council and the Bracknell Primary Care Group.

In noting the report, the Panel acknowledged that the role of the Borough Council's "champions" needed to be recognised too.

19. **Defibrillators (Item 6)**

The Panel considered a report detailing the background and benefits of providing Automated External Defibrillators in the Bracknell Primary Care Group area. The report made a number of proposals as to how this might be achieved.

The Panel agreed that this was a very worthwhile initiative which should be supported and also requested that consideration be given to adding The Meadows shopping complex to the list of sites to be considered.

RESOLVED that:

- (i) in principle, the proposal to provide Automated External Defibrillators at locations throughout the Borough be supported; and,
- (ii) the officers be requested to investigate methods of funding the provision of the proposed defibrillators and report back to the Panel.

20. **Organ Donors – Council Support (Item 7)**

The Panel received a report advising it of an initiative being undertaken by the Council to support the campaign to encourage more people to carry an organ donor's card.

21. **Date of Next Meeting**

It was agreed that the next meeting should be held at 7.30pm on Wednesday 11 April 2001 and not as previously agreed.

ACCESS ADVISORY SUB COMMITTEE
7 MARCH 2001

Present: Councillor Harrison (Chairman)
Councillor Finnie
Councillor Miss Haydon
Councillor Mrs Shillcock
Ms T Barker (Berkshire Disability Information Network)
Mrs C Dann (Bracknell Users Group)
Mrs A Dyer (Red Diamond Disabled Sports Association)
Mr P Fox (MENCAP)
Mr I Harber (Triple "A")
Ms H Hart (Berkshire Multiple Sclerosis Society)
Mr M Mace (Forestline Community Transport)
Mr F Rule (Keep Mobile)
Mr B Thompson (Arthritis Care)
Mrs M Thompson (Action Group for the Physically Handicapped)
Mrs P Thompson (Arthritis Care)
Mrs I Tilbry (Arthritis Care)

Apologies for absences were received from:

Councillor Mrs Clifford
Councillor Mrs I Mattick (Triple "A")
Mrs V Ashby (Bracknell Carers Group)
Ms S Barnes (Bracknell Parentability)
Mrs D Bolitho (British Red Cross)
Mr R Edwards (Property Adaptation Specialist)
Mr M Jackley (Berkshire County Blind Society)
Mrs J Plumb (Mental Health Carers Support Club)

19. Substitute Members

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

Councillor Mrs Shillcock for Councillor Mrs Clifford

20. Minutes

RESOLVED that the minutes of the meeting of the Access Advisory Sub Committee held on 4 December 2000 be approved as a correct record and signed by the Chairman.

21. Urgent Items of Business under Standing Order 7

Notice was given of an urgent item of business under Standing Order 7, which related to a report on Fair Access and Provision for Disabled Users, A Draft Policy for the Library and Information Service. Consideration of this report would enable the Access Advisory Sub Committee to pass on comments on the draft policy prior to the

meeting of the Leisure Services Committee on 20 March. On this basis the matter could not be delayed to a future meeting of the Sub Committee.

22. Social Services Joint Review – Presentation by Acting Director of Social Services (Item 1)

The Acting Director of Social Services gave a presentation to the Sub Committee on the Joint Review Process and explained that Social Services had been jointly reviewed by the Audit Commission and the Department of Health's Social Services Inspectorate, which were inspecting Social Services Departments throughout the country on a rolling programme. The Review had been undertaken in June and July 2000 and the final report had been published on 1 February 2001. However, prior to this there had been some indication given by the joint reviewers of the contents of the final report, and on this basis a draft Joint Review Action Plan had been prepared by the Council in order to meet some of the issues highlighted by the Review.

The Sub Committee was advised that the joint reviewers had commended some areas within the Authority such as the lower levels of statutory intervention in such areas as child protection, but it had also highlighted the need for more consideration to be given to those who might need Social Services and in particular the eligibility criteria which determined an individual's access to services. Five key themes had been identified by the Joint Review and were reflected by the draft Action Plan. These related to the setting the strategic priorities for social care; the recruitment and retention of staff; consultation with users and carers; the commissioning of services; and partnerships with health, education and the providing agencies. Members of the Sub Committee made comments in relation to the issue of communication with clients; the absence of consultation on changes to care packages; issues relating to the physical disability forum; and the absence of a local physical rehabilitation centre. The Acting Director of Social Services noted the advice and comments received.

23. Wheelchair Accessible Taxis (Item 2)

The Sub Committee considered a report by the Director of Public & Environmental Services which advised that in December 1999 the Council had introduced a policy to secure wheelchair accessible taxis as part of a commitment to improving access for all. It was anticipated that by 2010 all taxis within the Borough would be wheelchair accessible. The Sub Committee noted that currently there were nine such vehicles with a further one due to be licensed and a target for April 2002 was for a total of 20 vehicles to be wheelchair accessible.

Comments were requested from the Members of the Sub Committee on how the policy had affected disabled people in the area. Members of the Sub Committee highlighted one particular operator as one, which provided a reliable and courteous service. However, a concern was raised in relation to other operators and in general terms there was a feeling that charges for wheelchair users for similar journeys seemed higher. Officers commented that waiting time on the meter in relation to loading and unloading could account for this and they would be pleased to receive any information or complaints from users where they believed that a charge was excessive. The Sub Committee was also advised that the provision of raised kerbs was being considered for certain taxi ranks which would assist wheelchair users to enter the vehicles. The Sub Committee agreed to note the report.

24. Library and Information Service: Fair Access and Provision for Disabled Users – A Draft Policy (Urgent Item)

A report was considered by the Sub Committee which invited its comments on proposals for a policy on fair access and provision for disabled users using the Library and Information Service. The Sub Committee was advised that the adoption of such a policy was an important step towards meeting the Council's duties under the Disability Discrimination Act 1995, in ensuring that all library services were fully accessible to all disabled people. The policy specified both objectives and procedures, stating the service that should be expected and provided in accordance with the needs of the individual. The Sub Committee was also advised that there were over 400,000 annual visits to libraries within the Borough and the latest public library user survey and indicated that 3% of people during one particularly week had one form of disability. As this figure was below the percentage of those within the community with a disability it could be concluded that improved methods to assist access to services would increase usage by disabled people.

The Sub Committee noted that the policy included proposal for a charge of 10p per A3 photocopy if a customer had to enlarge the print size of an A4 sheet due to a person's visual impairment. The Sub Committee advised that a charge of 5p, or even no charge would be more appropriate. The Sub Committee noted that access audits for Crowthorne, Harmans Water and Bracknell Libraries were planned which would address all aspects of access. The Sub Committee in particular discussed the difficulties with Bracknell Library, such as the steep ramp on approach to the library and the fact that it was difficult to receive book stock from the first floor – this was the only central library in Berkshire where a lift was not provided. The Sub Committee also advised that parking was an issue at Bracknell Library and for many wheelchair users and people with ambulant disabilities, the absence of parking near a library entrance prevented access. The Head of Libraries, Arts and Information, undertook to pass on the advice given by the Advisory Sub Committee.

25. Crowthorne Initiative Access Audit (Item 3)

It was reported to the Sub Committee that following the establishment of a Crowthorne Initiative Group to develop a strategy and action plan for improving the physical and economic environment of Crowthorne an access audit of both Crowthorne High Street and Dukes Ride had been completed. The findings of the audit were set out in the report and included a dropped-kerb survey, an assessment of accessibility to retail units and the identification of additional issues such as the location of signs in the middle of the foot-way, potentially hazardous bollards and low pedestrian barriers.

The Sub Committee was also advised that the majority of the works for Dukes Ride could be incorporated into the Mobility Schemes Capital Programme and Crowthorne Traders would be consulted on the possibility of improving access to their retail units. The Sub Committee highlighted the need for improved access to the retail units and also passed on particular advice with regard to the accessibility of the public toilets. The Access and Mobility Officer noted the comments and observations of the Sub Committee.

26. Access Audit Progress Report (Item 4)

It was reported to the Sub Committee that under the terms of the Disability Discrimination Act 1995 that it was unlawful to treat disabled people less favourably

than others for a reason relating to their disability. Since October 1999 all service providers had been obliged to make reasonable adjustments for disabled people, such as providing extra help or making changes to the way they provided their services. From 2004 service providers would have to make reasonable adjustments to physical features of their premises to overcome any physical barriers to access. In order to identify physical barriers to access a programme of access audits was being undertaken.

The Borough Council had 85 buildings that required an audit and to date access audits had been completed in relation to the Bracknell Sport and Leisure Centre and Coral Reef as well as certain community centres within the Borough. The Sub Committee was advised that seven buildings would be audited during March and April 2001 and these included the Look Out Discovery Park; Bracknell Central Library; Edgbarrow Sports Centre; Sandhurst Sports Centre and Crowthorne Library. The Sub Committee was also advised that these audits differed from those referred to in Minute 24 above in the sense that these access audits would target physical access, as opposed to other access issues. The Sub Committee agreed to note the report.

27. Managing Diversity (Anti-discriminatory Practice) Training (Item 5)

A report was submitted which advised that following the agreement by the Strategy and Policy Committee of a framework for equal opportunities employment and fair access to services, an action plan had been approved for a continuing work on equal opportunities employment. All senior managers within the Borough would be trained in managing diversity. Certain staff had been invited to participate in an initial audit and it would include employees from each department representing different age groups; department sexes; ethnic origin; disability; and levels of job responsibility would be participating in a series of focus groups. On the basis of the staff focus groups, training workshops would identify the key issues within the Authority. The sub committee felt that the council should investigate whether the trainers had personal experience of disability or ethnic origin.

28. Round Table Discussion

Two issues were raised as parts of the Round Table Discussion: Grant funding for Forestline and Keep Mobile and the parking bays to the front of Time Square. In relation to the former the Sub Committee noted that the Council was in discussion with both organisations regarding service delivery following the grant awards and on this basis, further discussion of this by the Sub Committee was not appropriate at this stage. The Sub Committee endorsed proposals to remove two of the four disabled parking bays at the front of Time Square on the basis that the two remaining bays would be strictly enforced, with the two other bays providing a drop-off/delivery point.

The meeting commenced at 7.30pm and concluded at 9.10pm

CHAIRMAN

MANAGEMENT AND RESOURCES SUB COMMITTEE
28 MARCH 2001

Present: Councillors Sargeant (Chairman), Bettison, Edger, Finnie, Glasson, Piasecki, Mrs Pile and Wallace

Also Present: Councillor Blatchford

43. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 31 January 2001 be confirmed as a correct record and signed by the Chairman.

44. Local Joint Committee

RESOLVED that the minutes of the meeting of the Local Joint Committee held on 12 March 2001 be received.

45. Voluntary Grants Panel

RESOLVED that the minutes of the meeting of the Voluntary Grants Panel held on 13 March 2001 be received and the recommendations in Minute 12 (Grants to Voluntary Bodies) and 13 (Revised Criteria for Grant Aid) be adopted.

46. Quarterly Operations Report (Item 1)

The Quarterly Operations Report by the Director of Corporate Services was submitted to the Sub Committee. The report highlighted developments with interactive e-government; the prompt issue of the Council Tax bills for the 2001/2002 financial year; the commencement of the Best Value Review of the Finance Section; and the signing of the contract with British Telecom for the provision of several applications on a smart card.

The Sub Committee's attention was drawn to a recent judgement by the House of Lords which had backdated pension rights to part-time workers to April 1976. If any part time employees chose to exercise those rights and make pension contributions for any of the backdated period, these contributions would have to be matched by employer contributions from the Council.

The Sub Committee also noted the budget monitoring information which anticipated an underspend of £94,000 on the 2000/2001 revenue budget.

RESOLVED that the Quarterly Operations Report of the Director of Corporate Services, detailing the activities and performance of the Corporate Service Department of the period to January 2001, be received.

47. **Internal Audit Assurance Report February/ March 2001 and Audit Plan 2001/2006 (Item 2)**

The Sub Committee considered a report which summarised internal audit activity for the period February - March 2001 and set out the proposed Internal Audit Strategic Plan for the next five years. It was noted that one establishment had received a limited assurance opinion during the period, with the remaining twelve audits reporting a satisfactory assurance level. The Sub Committee also noted the action that was in hand with previous outstanding limited assurance reports.

The Strategic Plan for Internal Audit for the years 2001-2006 identified a total of 1,097 audit days for 2001/2002, with similar numbers of days in ensuing years. Each establishment had been assessed in terms of high, medium or low risk. The Sub Committee noted that there would be flexibility in later years to reflect the changing circumstances and priorities of the Council.

RESOLVED that

- (i) the Internal Audit Assurance Report (February - March 2001) be noted; and
- (ii) the Internal Audit Strategic Plan for 2001/2006 be approved.

48. **The Criminal Records Bureau - A new system for checking candidates (Item 3)**

A report was submitted to the Sub Committee which advised that the Criminal Records Bureau would amalgamate separate current sources of information such as the Police National Computer, information held by the Department for Education and Employment and the Department of Health as well as local police intelligence. The aim would be to assist employers in obtaining criminal record information for those who would be working with young people or vulnerable adults.

Under the proposed system, a prospective employee working with children or vulnerable adults would be required to submit a request for a check with the application counter-signed by an officer of the Council. Eventually, the Bureau would be able to provide three levels of check: Basic, Standard and Enhanced Disclosures, which would provide varying degrees of information. The Sub Committee agreed that the Council should register with the Bureau and would reimburse job applicants the cost of obtaining Disclosures as a necessary expense of the interview process. As a registered body with the Criminal Records Bureau, the Council would be required to adopt a policy on the recruitment of ex-offenders and accordingly the Sub Committee gave its approval to such a policy.

RESOLVED that

- (i) the Council register with the Criminal Records Bureau, with the Borough Personnel Manager as the lead counter-signatory and with a sufficient number of counter-signatories to ensure efficient and speedy processing of disclosure information;
- (ii) the policy statement on the recruitment on ex offenders, as outlined in Appendix A in the report, be adopted;
- (iii) job applicants be reimbursed the cost of obtaining Basic, Standard and Enhanced Disclosures as a necessary expense of the interview process; and

- (iv) charges be made for disclosures necessary for those not seeking direct employment.

49. **Restructuring of the Youth Training Centre (Item 4)**

As a result of the replacement of Thames Valley Enterprise (which currently funded the three employees administering the Youth Training Centre) by the Learning and Skills Council from 1 April 2001 and the reduced numbers of young people opting for youth training, the Sub Committee concluded that a restructuring of the Youth Training Centre was necessary to respond to these changes. Consequently, it was agreed that one of the three posts administering the Centre be deleted.

RESOLVED that post number CMT004 be deleted from the establishment and the post holder be declared redundant with effect from 30 April 2001 in accordance with the terms set out in Exempt Annexe A to the report.

50. **Member & Registration Services – Support Services Team (Item 5)**

It was reported to the Sub Committee as a result of changing requirements, central administration support services had been reviewed and it was proposed that the post of Records Assistant be deleted from the Member and Registration Services Support Services Team.

RESOLVED that post number CEB010 be deleted from the establishment and the post holder be declared redundant with effect from 1 April 2001, in accordance with the terms set out in the Exempt Annexe A to the report.

51. **Business Rates: Discretionary Rate Relief (Charitable Relief) (Item 6)**

The Sub Committee at its last meeting had reviewed most of the applications for charitable relief from business rates and had agreed charitable relief until 31 March 2004 for a number of organisations. The Sub Committee considered two further applications and also corrected a previous decision and awarded 100% discretionary charitable relief (as opposed to 20% discretionary and 80% mandatory relief) to the Crowthorne Amateur Theatrical Society until 31 March 2004.

The two late applications had been received from St Michael's Easthampstead Child-Care Trust, in relation to which the Sub Committee agreed to grant relief until 31 March 2004, and from Home-Start UK. As the latter body was a national charity occupying offices locally, which were used for regional rather than local purposes the Sub Committee agreed that the application for discretionary relief should be refused. As a charity Home-Start would continue to receive 80% mandatory relief.

RESOLVED that

- (i) 20% discretionary relief from business rates be continued until 31 March 2004 for St Michael's Easthampstead Child-Care Trust;
- (ii) 100% discretionary charitable relief from business rates be granted to Crowthorne Amateur Theatrical Society until 31 March 2004; and

- (iii) the application from Home-Start UK for discretionary charitable relief from business rates be refused.

52. Constructionline and Tender Lists (Item 7)

A report by the Director of Planning & Transportation advised that the former Finance and Property Sub Committee on 24 March 1999 had adopted for a trial period of two years the use of Constructionline, a national database for construction tender lists, to supplement the Council's own approved list. On the basis that Constructionline had provided benefits to the Council over the two year trial period, the Sub Committee agreed that its use should continue.

RESOLVED that the Constructionline database continue to be used as a source for construction tender lists.

53. Energy Purchase Contracts (Item 8)

The Sub Committee was advised that the Council would be seeking tenders for the provision of metered electricity, heating oil and vehicle fuel for all of its sites. In relation to electricity supply the Sub Committee noted that the electricity supply companies treated larger and smaller sites differently and the Council would continue to deal with them as separate contracts. The Sub Committee agreed to authorise the Borough Surveyor to accept the most economically advantageous tender for the supply of electricity and oil with the results for each contract being reported to a future meeting.

RESOLVED that the Borough Surveyor be authorised to accept the most economically advantageous tenders for the supply of electricity and for the supply of oil with the results for each contract being reported to a future meeting.

54. Items submitted for information

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

- (i) External Audit Plan (Item 9)
- (ii) Urgent Action Taken under Delegated Powers: Head of Adult Services - Market Premium (Item 10)
- (iii) Urgent Action Taken under Delegated Powers: Teacher Recruitment Strategy Manager (Item 11)
- (iv) Urgent Action Taken under Delegated Powers- Legal Services Section Restructuring - Staffing Implications (Item 12)
- (v) Audit Commission Publication (Item 13)

55. **Exclusion of Public and Press**

RESOLVED that pursuant to section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of 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 (Items 16, 17 and 18) or Former Employees
- (8) The amount of expenditure proposed to be incurred for the acquisition or disposal of property or the supply of goods or services (Items 14 and 15)
- (9) Terms proposed for the acquisition or disposal of property or the supply of goods or services (Item 14)

56. **Acceptance of Insurance Tenders (Item 14)**

The Sub Committee considered the tenders which had received for the provision of the Council's insurance, which had last been subject to competitive tender in 1998. Following an evaluation it was agreed that the tenders from Zurich Municipal for all insurance cover (except terrorism) and from Hiscox Syndicates for terrorism cover, provided the best option for the Council. As a result of this and after taking account of a more risk averse approach to claims and increasing the provision for uninsured losses to £151,000, there would be net savings of £66,000 in the 2000/2001 financial year with savings of £41,000 per annum from 2002/2003 onwards. The Strategy and Policy Committee would be asked to note these savings in the commitment budget for 2002/2003 onwards.

RESOLVED that

- (i) the tender submitted by Zurich Municipal be accepted for the provision of all insurance covers (excluding terrorism) for a three year period commencing on 1 April 2001, with an option to extend for a further two years;
- (ii) the tender submitted by Hiscox Syndicates Ltd be accepted for the provision of terrorism cover for a three year period commencing on 1 April 2001;
- (iii) the following levels of excess for a three year period commencing on 1 April 2001 be approved:

| | |
|--|---------|
| Material Damage, Business Interruption and Balance of Risks: | £10,000 |
| Combined Liability: | £5,000 |
| Computers: | £2,500 |
| Motor fleet: | £500 |
- (iv) an increase of £51,000 in the annual allocation from within the total insurance budget for uninsured losses be approved, making a total provision of £151,000 per annum;
- (v) the virement of £3,100 from the Insurance Budget to the Devolved Staffing Budget be approved to facilitate local claims handling; and

- (vi) the Strategy and Policy Committee be requested to incorporate the annual savings identified in paragraph 4.24 in the Council's Commitment Budget for 2002/03 onwards.

57. Maintenance Term Contracts (Item 15)

The Sub Committee was advised that the three annual service contracts for the maintenance of heating and air handling equipment; for the maintenance of heating monitoring equipment; and for the maintenance of intruder alarms had all been subject to competitive tendering previously. The Sub Committee noted that it would be beneficial for a variety of reasons to extend these contracts for a further year.

RESOLVED that, in accordance with Annexe A of Contract Regulations, single tender action be approved:

- (a) for the maintenance of heating and air handling equipment with Internet Environmental Services;
- (b) the maintenance of heating remote monitoring equipment with ADT Fire and Security; and
- (c) the maintenance of intruder alarms with Security Control Systems.

58. Annexe A to Report on Restructuring of Youth Training Scheme (Item 16)

This item related to the decision made under Minute 49 above.

59. Annexe A to the Report on Member and Registration Services Support Services team (Item 17)

This item related to the decision made under Minute 50 above.

60. Annexe A to report on Legal Services Section Restructuring – Staffing Implications (Item 18)

This item related to the information report noted under Minute 54(iv) above.

The meeting commenced at 7.30pm and concluded at 8.45pm.

CHAIRMAN

**SOCIAL SERVICES & HOUSING
OPERATIONS SUB COMMITTEE**

Terms of Reference

The duties and responsibilities of a Sub-Committee in relation to:

- (1) the Council's housing stock and all other land and property held in the Housing Revenue Account, including:
 - (a) allocations policy;
 - (b) lettings or arrangements for lettings and transfers;
 - (c) reposessions;
 - (d) implementation of programmed improvements, structural maintenance programme and repair work;
 - (e) tenant liaison and consultation;
 - (f) general estates management, including
 - (i) rent collection and arrears management;
 - (ii) disposal of miscellaneous pieces of Council land to adjoining property owners;
 - (iii) appropriation of residential property held by other Committees;
 - (iv) the use or disposal of miscellaneous HRA properties; and
 - (v) the erection or alterations to telecommunications installations on Council housing properties; and
 - (g) right to buy applications;
- (2) homeless families, including:
 - (a) assessments; and
 - (b) provision of temporary accommodation pending permanent rehousing;
- (3) housing investment, including:
 - (a) the preparation of the Housing Investment Programme and annual submissions for credit approval to assist investment in new housing;
 - (b) proposals to complement the Council's Community Care Programme by meeting the housing requirements of people with special needs;

- (c) liaison with Housing Associations; and
- (d) policies to encourage the return of vacant private property to productive use;
- (4) housing aid and advice, including:
 - (a) loans for house purchase and renovation; and
 - (b) grants for housing improvements;
- (5) enforcement of housing standards, including:
 - (a) statutory notices and closing orders;
 - (b) repair of unfit dwellings; and
 - (c) control of overcrowding and houses in multiple occupation;

- (6) community care, including:
 - (a) care and assessment;
 - (b) home care services;
 - (c) meals on wheels;
 - (d) equipment and adaptations; and
 - (e) respite care;
 - (f) analysis of purchases in external market;

 - (g) monitoring and implementation of Community Care Plan.
- (7) residential and day care, including:
 - (a) admission, management and funding arrangements; and
 - (b) inspection of homes managed by the Council, private and voluntary sectors;
 - (c) in accordance with Schedule 6 of the Children Act 1989 or Section 13 of the Registered Homes Act 1984, any objection in the case of residential establishments where the Director of Social Services & Housing proposes to:
 - (i) refuse registration
 - (ii) cancel registration
 - (iii) grant registration with conditions which are unacceptable to the applicant.
- (8) children's services, including:
 - (a) assessment and family support;

- (b) child protection investigations and care proceedings;
 - (c) to exercise parental responsibilities for children looked after by the Borough;
 - (d) fostering and adoption arrangements; and
 - (e) monitoring and implementation of the Children's Plan;
- (9) miscellaneous, including:
- (a) liaison with voluntary organisations;
 - (b) hospital social work; and
 - (c) social services transport.

Delegated Powers

- (1) All powers appropriate to the discharge of the Housing functions delegated to the Sub-Committee, including:
- (a) writing-off irrecoverable rents as provided for in Financial Regulations;
 - (b) Statutory Notices relating to housing conditions;
 - (c) variations to operational policies and procedures and decisions of an operational nature;
 - (d) charges for services and facilities except housing rents within the operational policy guidance issued by the Strategy and Policy Committee;
 - (e) approval of the Housing Investment Programme for submission to the Department of the Environment, Transportation and the Regions.
- (2) All powers appropriate to the discharge of the Social Services functions delegated to the Sub-Committee, including:
- (a) variations to operational policies and procedures and decisions of an operational nature;
 - (b) charges for services and facilities within the operational policy guidance issued by the Strategy and Policy Committee

**COMMITTEE TIMETABLE 2001
(May – November 2001)**

| | Week Day | Start Time | MAY | JUN | JUL | AUG | SEPT | OCT | NOV |
|---------------------------------|----------|------------|---------------|-----|--------------|-----|---------------|-----|-----|
| | | | CYCLE A | | | | CYCLE B | | |
| COUNCIL | Wed | 7.30 pm | 2 | | 25 | | | | 21 |
| STRATEGY AND POLICY | Wed | 7.30 pm | | | 17 (Tues) | | | | 7 |
| Management & Resrouce Sub | Wed | 7.30 pm | | 6 # | | | 26 | | |
| Local Joint Committee | Mon | 4.00 pm | 21 | | | | 17 | | |
| Health and Safety Panel | Tues | 3.30 pm | 15 | | | | 4 | | |
| Access Advisory Sub | Wed | 7.30 pm | | 20 | | | 19 | | |
| EDUCATION | Tue | 7.30 pm | | | 11 (Wed) | | | 23 | |
| Operations Sub | Wed | 5.30 pm | | 12 | | | 19 | | |
| Quality Assurance Sub | Tues | 5.30 pm | 24 (Thurs) | | | | 18 | | |
| Consultation Panel | Mon | 5.00 pm | | | 9 | | | 22 | |
| Governor Selection Sub | Mon | 8.00 am | | 18 | | | | 29 | |
| Teacher's Joint Consultative | Tues | 4.30 pm | | 19 | | | | | 6 |
| LEISURE SERVICES | Tues | 7.30 pm | | | 3 | | | 2 | |
| PLANNING & TRANSPORTATION | Thurs | 7.30 pm | | 28 | | | | 25 | |
| Highways Sub | Thurs | 7.30 pm | | 14 | | | 13 | | |
| Planning Control Sub | Thurs | 7.30 pm | 10 | 7 # | 12 | 9 | 6 | 4 | 8 |
| PUBLIC & ENVIRONMENTAL SERVICES | Tues | 7.30 pm | | 12 | | | | 16 | |
| Hackney Carriage Sub | Thurs | 11.00 am | 17 | | | | 5 (Wed) | | |
| SOCIAL SERVICES & HOUSING | Tues | 7.30 pm | | 19 | | | | 30 | |
| Operations Sub | Wed | 7.30 pm | 30 | | | | 20 (Thurs) | | |
| Children's Services Sub | Tues | 7.30 pm | | | | | 4 | | |

If a General Election is called for 7 June these meetings will default to Monday 11 June:
Management & Resources Sub at 5.30 pm and Planning Control Sub at 7.30 pm