



Bracknell Town Council

TO: ALL TOWN COUNCILLORS

7th May 2019

Dear Councillor,

You are required to attend the Annual Meeting of the Council to be held in the Great Hollands Pavilion, South Road, Bracknell, RG12 3EE immediately following the Annual Town Meeting on **Tuesday 14th May 2019**. The meeting is open to the press and public.

The Annual meeting will follow The Annual Town Meeting which will start at 7.30pm. Please arrive at 7pm promptly for photographs.

Yours sincerely

Jackie Burgess

Town Clerk

A G E N D A

- 1. To receive apologies**
- 2. APPOINTMENT OF TOWN MAYOR 2019/20**
Cllr Sandra Ingham - Town Mayor 2018/19 will request nominations.
On appointment the Town Mayor 2018/19 will receive the Chain of Office and read and complete the Declaration of Acceptance of Office.
- 3. APPOINTMENT OF DEPUTY TOWN MAYOR 2019/20**
The incoming Mayor will request nominations - on appointment the Deputy Mayor will receive the Chain of Office.
- 4. Declarations of Interest**
 - 4.1 To receive declarations of interest from Councillors on items on the agenda
 - 4.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - 4.3 To grant any requests for dispensation as appropriate
- 5. COMMITTEE AND WORKING GROUP APPOINTMENTS**
To receive nominations and appoint to the various Committees and Working Groups of the Town Council.

Strategy and Finance Committee

Environmental Services Committee

Staffing Committee

Planning Committee

Working Groups

Budget Monitoring

Neighbourhood Planning

Great Hollands Pavilion

CIL working Group

Carbon Reduction Working Group

Community Events

6. OUTSIDE BODIES

To receive nominations and appoint to representatives/observers to outside bodies.

7. Minutes

To approve as a correct record the minutes of the meeting held on 26th February 2019 pages 1 - 4

8. To consider any business arising out of the Minutes

9. Mayor's Announcements

10. COMMITTEE REPORTS

Planning Committee

26th February 2019 Pages 25 - 29

19th March 2019 Pages 5 - 7

9th April 2019 Pages 10 - 13

30th April 2019 Pages 22 - 25

Staffing Committee

21st March 2019 Pages 8 - 9

16th April 2019 Pages 17- 18

Environmental Services Committee

9th April 2019 Pages 14 - 16

Strategy and Finance Committee

16th April 2019 Pages 19 - 21

- To ratify the Strategy and Finance Committee recommendation to increase the Allotment fees as from September 2020
- To approve the budget carry forwards as recommend by the Committee
- To approve the Investment Strategy for 2019/20
- To approve the Policy for photography
- To ratify the Strategy and Finance committee recommendation to formally endorse supporting the BTNP Steering Group through to the Referendum

11. **Terms of Reference**
To confirm the Terms of Reference of all the Committees and Working Groups as per Standing Orders. Terms of Reference attached for Strategy and Finance, Environmental Services, Staffing, and Planning Committees and for the CIL Working Group, Great Hollands Working Group, Carbon Reduction Working Group, Budget Monitoring Group and the Community Events Working Group.
12. **To adopt the general power of competence**
The Power of Well-being in England was repealed by legislation and replaced by the General Power of Competence under the Localism Act 2011. The general power of competence gives the Council, "the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended as a power of first, not last, resort. The test is to ask itself (the Council) if an individual is allowed to do it, if the answer is yes then the Council is normally permitted to act in the same way.
The Council must meet the criteria, as set out in the Parish Councils ((General Power of Competence) Prescribed Conditions) Order 2012.
There are two criteria:-
1. Elected Councillors must equal or exceed two thirds of its total number of Councillors
2, Qualified Clerk (CiLCA qualified)
The Council had 27 members elected at the 2019 election which exceeds the required two thirds or 18 members.
The Town Clerk is CiLCA Qualified. The Council meets the eligibility criteria in order to exercise the General Power of Competence.
It is recommended that Council resolves to adopt to use the General Power of Competence.
13. **To appoint an Internal Auditor**
To confirm the reappointment of Claire Connell as Internal Auditor for the 2019/20 year
14. **Standing Orders and Financial Regulations**
To Note that the Standing Orders, Financial Regulations and Code of Conduct will be reviewed by the Strategy and Finance Committee in June 2019
13. **Received Income Transactions**
To note received income transactions from the 1st January to 28th February 2019 (available for inspection at Brooke House).
14. **Paid Expenditure Transactions**
To agree paid expenditure transactions from the 1st January to 28th February 2019 inclusive (available for inspection at Brooke House) a
To authorise the Mayor to sign these as a correct record.
15. **Meetings Schedule for 2019/20 year**
Attached for information

Meetings of all Committees

Agendas attached
Strategy and Finance Committee
Environmental Services Committee
Staffing Committee
Planning Committee

The new Town Mayor will now present all the Grant Cheques awarded for
2019/20

Following the presentation please join us in the Café for refreshments

Notes on Declaration of interest

Members are requested to declare any personal interests. Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Town Clerk that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days. It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Clerk well before the meeting as it may be necessary to refer the matter the Monitoring Officer for a decision.

**BRACKNELL TOWN COUNCIL
PLANNING COMMITTEE
26th February 2019**

Present: Chairman: Cllr: Cllr Alvin Finch
Cllrs: Paul Bidwell, Dee Hamilton, Clive Harrison Ian Kirke, Sanjeev Prasad & Roger Meakes

Apologies: Cllrs: Gareth Barnard

In Attendance: Debbie Dann (BTC)

The Meeting opened at 6.30pm and closed at 7.30pm

Any Bracknell Forest Councillor who could be present at a Bracknell Forest's Planning Committee when any of the following applications are considered states 'that although giving an opinion at the Parish Council Planning Committee based on information available at this meeting the Councillor/s would reconsider any applications at the Bracknell Forest Council Planning Committee with an open mind, taking into account any additional information available at the time'.

2523 Minutes

The minutes of the meeting held 5th February 2019 were approved and signed by the Chairman.

2524 Declarations of Interest.

None

2525 Matters Arising not to be considered elsewhere on the agenda.

None

2526 To consider Planning Applications received 26th February 2019

19/00064/FUL	Great Hollands South	16 Southwold
Erection of two storey front extension and first floor rear extension.		

19/00019/FUL	Harmans Water	Lavenir Opladen Way
Installation of external alterations.		
No objection.		

19/00087/FUL	Hanworth	69 Bucklebury
Erection of single storey front extension and conversion of garage into habitable accommodation.		

Recommend Refusal for the following reason:

Objection to the garage conversion, this area already suffers with major parking congestion so to take away the garage would mean losing yet another parking space. The entrance to the garages does not have sufficient room for parking cars possibly causing an obstruction.

19/00106/FUL	Crown Wood	Nettlecombe
Formation of 4 parking spaces on amenity land with associated landscaping.		

Observation: B.T. Councillors have no objection to the creation of extra parking bays but do have concerns about the control of these bays regarding cars being left in them for the long term that has no Tax or M.O.T's. These spaces need to be checked regularly and enforcement applied to any car parked without these legal documents as car parks are classed as part of the public highway and should be controlled in the same way as all public highways.

19/00098/FUL	Old Bracknell	Ascot House Rectory Close
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Section 3 application to vary condition 02 (Approved Plans) of planning permission 17/00183/FUL for the erection of 3 storey building with accommodation in the roof space to provide a 14 bedroom HMO (House in Multiple Occupation) following demolition of the existing building (nine bedroom HMO). (Note for

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Clarification: this application is to increase the height of the building by 650mm, amend fenestration on front elevation, internal alterations and change to size of front and rear rooflights).

No objection.

19/00013/TRTPO

Priestwood & Garth

**Coppid Hall Warfield
Road**

TPO 1276 – Application to fell 2 trees.

Defer to the recommendation of the Tree Officer.

19/00105/FUL

Harmans Water

6 Vickers Row

Erection of single storey rear extension and alterations to windows.

No objection.

19/00111/FUL

Great Hollands North

6 Goldfinch Crescent

Erection of single storey rear extension plus garage conversion to habitable accommodation.

Recommend refusal for the following reason: Refusal recommended due to this area suffering from parking congestion, converting the garage will take away another parking space.

19/00058/FUL

Old Bracknell

30 Budham Way

Erection of a single storey side and rear extension following demolition of existing conservatory.

No objection.

19/00104/A

Wildridings & Central

**T K Maxx 27 Braccan
Walk**

Display of 3 internally illuminated fascia signs and 1 internally illuminated double sided hanging sign.

No objection.

19/00113/A

Wildridings & Central

**Matalan 32 Braccan
Walk**

Display of 4 internally illuminated fascia signs and 2 internally illuminated hanging signs.

No objection.

19/00015/TRTPO

Old Bracknell

**Land adjacent to 12
Gainsborough**

TPO 310 – Application to prune 1 tree.

Defer to the recommendation of the Tree Officer.

19/00018/TRTPO

Great Hollands South

**Land West of
Turnberry**

TPO 37 – Application to prune 2 trees.

Defer to the recommendation of the Tree Officer.

19/00019/TRTPO

Harmans Water

**Land to the North of 7
Firlands**

TPO 1039 – Application to prune 1 tree.

Defer to the recommendation of the Tree Officer.

19/00020/TR5

Priestwood & Garth

43 Western Road

TPO 403 – Application to fell 1 tree.

No objection.

Defer to the recommendation of the Tree Officer.

19/00108/FUL

Bullbrook

100 Deepfield Road

Erection of first floor side extension plus single storey rear extension.

No objection.

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PLANNING COMMITTEE
26th February 2019**

19/00138/FUL

Bullbrook

Drummond Close

Formation of 3 parking bays.

Observation: B.T. Councillors have no objection to the creation of extra parking bays but do have concerns about the control of these bays regarding cars being left in them for the long term that has no Tax or M.O.T's. These spaces need to be checked regularly and enforcement applied to any car parked without these legal documents as car parks are classed as part of the public highway and should be controlled in the same way as all public highways.

19/00139/FUL

Bullbrook

Bullbrook Drive

Formation of 8 parking bays.

Observation: B.T. Councillors have no objection to the creation of extra parking bays but do have concerns about the control of these bays regarding cars being left in them for the long term that has no Tax or M.O.T's. These spaces need to be checked regularly and enforcement applied to any car parked without these legal documents as car parks are classed as part of the public highway and should be controlled in the same way as all public highways.

19/00116/FUL

Great Hollands North

17 Ardingly

Erection of single storey rear extension following demolition of existing conservatory.

No objection.

19/00123/FUL

Priestwood & Garth

90 Wilwood Road

Erection of two storey side and single storey rear extensions with internal alterations.

No objection.

19/00125/FUL

Great Hollands South

29 Beedon Drive

Erection of rear ground floor extension and two storey side extension.

No objection.

19/00133/FUL

Bullbrook

**2 Oak Tree Mews
Broad Lane**

Erection of single storey rear extension.

No objection.

19/00145/FUL

Great Hollands North

6 Shearwater Drive

Erection of single storey rear extension.

No objection.

2527 Decision Notices

Application no	Address	BFB Decision	BTC Comments
18/00827/FUL	Sunnymead Jocks Lane	Approved and Legal Agreement Signed	No Objection
18/00978/FUL	Land at and behind 1 Portman Close	Approved and Legal Agreement Signed	B.T. Councillors recommend refusal, permission has already been granted on this property for a 3 bedroom dwelling and see no reason why any change in the plans should be approved, B.T. Councillors agree the previous granted decision should be adhered to.
18/01157/FUL	43 High Street	Approval	No Objection
18/01159/FUL	Worldwide House Milbanke Way	Approval	Observation: B.T Councillors have No Objection as long as any alterations comply with their Tenancy/Lease agreement.
18/01160/A	Worldwide House Milbanke Way	Grant with Extra Conditions (Adverts)	No Objection

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18/01162/FUL	55 Trevelyan	Approval	Observation: B.T Councillors have No Objection as long as any alterations to the drive do not impede the access to highway regulations.
18/01161/FUL	117 Lily Hill Road	Approval	No Objection
18/00236/TRTPO	Land South of and adjacent to A 322 Downshire Way	Approval	Observation: Although Councillors are disappointed at the loss of some trees they understand the reasons for this application and will defer to the experience and recommendations of the Tree Officer.
18/01169/FUL	25 Octavia	Approval	No Objection
18/01206/FUL	49 Lindenhill Road	Approval	No Objection
18/01212/FUL	3 Swift Fields	Approval	Observation: Bracknell Town Councillors have no objection to this application as long as BFC parking standards are adhered too and the alteration has no impact on the local parking issues of cars being parked on pavements in this vicinity.
18/00245/TRTPO	Netherby Gardens	Refusal	Observation: B.T. Councillors would rather see trees pruned where possible than removed but would concur with the recommendation of the Tree Officer.
19/00003/FUL	4 Longmoors	Approval	No Objection
19/00028/A	Bus Shelter The Ring	Grant with Extra Conditions (Adverts)	No Objection
19/00031/A	Bus Shelter London Road	Grant with Extra Conditions (Adverts)	No Objection
18/00808/FUL	142 Bullbrook Drive	Approval	No Objection
18/00947/FUL	50 Quintilis	Approval	No Objection
18/00956/FUL	62 Uffington Drive	Approval	No Objection
18/01096/FUL	29 Spring Meadow	Approval	B.T Councillors recommend refusal for the following reasons: 1) The removal of Leylandi and reclamation of amenity land to private garden without any applications or permissions. 2) The fence erected completely changes the aesthetics for this residential estate having a detrimental effect on the area as it is out of character with the rest of the amenity land surrounding 3) The fence line is far too close to the public footpath.
18/01200/FUL	2 Bullbrook Drive	Approval	Observation: Bracknell Town Councillors have no objection to this application as long the trees mentioned in the Arboricultural survey are protected in the way suggested in the report by protecting the roots of the trees with protective fencing and ground coverings during the building work. Also permission should be applied for to prune the branches of the trees that overhang the property before the work commences.

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18/01242/FUL	Origin Western Road	Approval	No Objection
19/00054/FUL	9 Sherwood Close	Approval	No Objection
19/00004/TRTPO	Christine Ingram Gardens	Refusal	B.T Councillors recommend refusal as this tree has a TPO

Please NOTE the following PAH planning applications (no comment required).

2528 19/00134/PAH Harmans Water 10 Firlands
Application for prior approval for the erection of a single storey rear extension. **NOTED**

2529 Crowthorne Parish Council – Neighbourhood Plan – Councillors given 1 week to return any comments they would wish to add to Bracknell Town Council's submission.

2530 Street Trader Application. – Councillors have no objection

2531 Notice Of Tree Preservation Order 1298 – Land at and adjacent to 8, 16,28,39 & Scout Hut, Meadow Way and 118 Moordale Avenue, Bracknell, Berkshire – 2018 **NOTED**

Date of next meeting –19th March 2019 at 6.30 pm

BRACKNELL TOWN COUNCIL
FULL COUNCIL MEETING
26th February 2019

Present: Cllr Sandra Ingham, Town Mayor and Chairman
Cllrs: Paul Bidwell, Gill Birch, Marc Brunel-Walker, Alvin Finch, Michael Gibson, Denise Hamilton, Clive Harrison, Diana Henfrey, Peter Heydon, Peter Hill, Ian Kirke, Isabel Mattick, Tina McKenzie-Boyle, Roger Meakes, Ash Merry, Paula-Elizabeth Pooler, Sanjeev Prasad, Mary Temperton, Malcolm Tullett, Chris Turrell, Jo Woodcock.
Apologies: Cllrs: Gareth Barnard, Graham Birch, Iain McCracken, Jennie McCracken, and Michael Skinner
In attendance: J Burgess - Town Clerk (TC), R Gordge (CA).

The meeting opened at 7.30pm and closed at 9.10pm

Careers Springboard Bracknell

Paul Sloane, Patricia Hartwell, Geoff Morris and Jim Morrison from Springboard gave a short presentation about the aims and successes of the group. This was followed by questions from the Councillors.

2532 Declarations of Interest

Cllr Tina McKenzie-Boyle in South Hill Park
Cllr Paula Elizabeth-Pooler in South Hill Park and CAB
Cllr Alvin Finch in Bracknell Rugby Club

2533 Minutes

It was proposed by Cllr Chris Turrell and seconded by Cllr Gill Birch, and unanimously **RESOLVED**, that the minutes of the Meeting of Council held on 4th December 2018 be confirmed and signed with the addition of the item below.

2534 Matters Arising

2455- Outside Bodies - Cllr Mary Temperton tabled a report at the meeting; this will be added to the minutes.

2457- Large Poppies – Bracknell Town Council are willing to take responsibility for the poppies from Bracknell Forest Council and as such a cost effective solution is being investigated.

2535 Mayors Announcements

The Town Mayor informed the Council of the engagements she has attended since the last Full Council meeting. The Town Mayor awarded Andrew Radgick a signed historical book from Leverkusen as a thank you for his contribution of the Bracknell historical information for the publication.

2536 Committee Reports

Planning Committee

Cllr Alvin Finch introduced the reports of the meetings held on 4th and 18th December 2018, 15th January and 5th February 2019. This was seconded by Cllr Denise Hamilton. It was **RESOLVED** that the reports be adopted.

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Environmental Services Committee

Cllr Clive Harrison introduced the reports of the meetings held on 22nd January 2019. This was seconded by Cllr Roger Meakes. It was **RESOLVED** that the reports be adopted.

Strategy and Finance Committee

Cllr Chris Turrell introduced the reports of the meetings held on 29th January 2019. This was seconded by Cllr Gill Birch. It was **RESOLVED** that the reports be adopted.

Staffing Committee

Cllr Chris Turrell introduced the reports of the meetings held on 16th October 2018. This was seconded by Cllr Gill Birch. It was **RESOLVED** that the reports be adopted.

2537 Great Hollands Pavilion Working Group

On behalf of the Chairman of the GHPWG Cllr Chris Turrell gave an update on the pavilion build. The keys are due to be handed over to BTC on 1st March 2019.

Update as of 28/02/2019 – The keys were not handed over due to the Pavilion not being at a suitable stage of completion.

2538 Annual Grants

The Strategy and Finance Committee recommendations for the Annual Grant Awards for 2019/20 were proposed by Cllr Isabel Mattick and Seconded by Cllr Tina McKenzie-Boyle. It was **RESOLVED** that the Annual Grant Awards for 2019/20 are agreed as detailed in the Agenda papers.

2539 SHP Trust Grant

Cllr Chris Turrell sent questions to SHP which were raised by Strategy and Finance on 29th February 2019. A letter of response was received and summarised to the Council. BTC have been advised by Solicitors that as long as BTC have responsibly questioned SHP on what the funds are being used for, and monitored them there are no repercussions on BTC. Cllr Diana Henfrey will ask for the year end accounts in advance at the next SHP meeting in order to give them enough time to collate these. Cllr Chris Turrell proposed that the grant level for 2019/20 be agreed and this was seconded by Cllr Gill Birch. It was **RESOLVED** that the grant level of £135,000 be awarded to SHP subject to the grant conditions.

2540 BALC

Bracknell Town Council paid £3,996 to BALC in subscriptions for the 2018/19 year. During the year BTC were informed that BALC would be looking to arrange an SLA agreement with HALC to take on the services that BALC usually provide. To date sight of this agreement has not materialised but communication has been received from BALC regarding the increase of fees for the 2019/20 year (BALC subscription rate for 2019/20 be set at 21.8p per elector (21.11p in 2018/19) up to an electorate of 5000 then reducing for the remainder to 3.27p per elector (3.17p in 2018/19)". The Town Clerk attended a meeting of the SLCC Berkshire Executive Committee on 18th January where a representative of BALC was due to update the Committee, unfortunately the representative did not arrive and to date no further communication has been received. The Chairman of the Strategy and Finance Committee has written to BALC to inform them BTC will not be renewing their membership until this matter is resolved and BTC have a clear understanding of what will be received through the HALC/BALC SLA. A response has now been received however it did not acknowledge the offer of the new Great Hollands Pavilion being offered as a local training facility. Cllr Chris Turrell will continue discussions with BALC. It was proposed by Cllr Chris Turrell and Seconded by Cllr Mike Gibson that fees to pay BALC be set aside but not paid until an agreement

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has been made. It was **RESOLVED** that the fees for BALC be put aside until further agreement is reached.

2541 Budget 2019/20

Cllr Chris Turrell gave an update on the budget from the Strategy and Finance Committee and the rises in costs facing BTC such as pensions and election costs. It was proposed by Cllr Chris Turrell and seconded by Cllr Gill Birch to adopt the recommendations for the Budget 2019/20. It was **RESOLVED** that the budget for 2019/20 be agreed as detailed in the papers.

2542 CIL

It was proposed by Cllr Chris Turrell to adopt the Strategy and Finance Committee recommendations on CIL spend and seconded by Cllr Gill Birch. It was **RESOLVED** that the CIL spend be adopted.

2543 Insurance

It was proposed by Cllr Chris Turrell to approve the appointment of the Council's insurers and seconded by Cllr Gill Birch. It was **RESOLVED** to approve the appointment of the Council's insurers as detailed in the papers.

2544 Received Income Transactions

The received income transactions for the period 1st October 2018 to 31st December 2018 inclusive were **NOTED**

Paid Expenditure Transactions

It was proposed by Cllr Chris Turrell that the paid expenditure transactions for the period 1st October 2018 to 31st December 2018 inclusive and seconded by Cllr Gill Birch. It was **RESOLVED** that the Mayor sign the paid expenditure transactions as a correct record.

2545 Bracknell Town Neighbourhood Plan

The Chairman of the BTNPSG gave an update on the Neighbourhood Plan. The Neighbourhood Plan will be published on the BFC website and will be assessed by an examiner. Any modifications will be made and it is anticipated that there will be a referendum funded by BFC in July 2019.

NOTED

2546 Trustees and Councillors

It was proposed by Cllr Chris Turrell and seconded by Cllr Gill Birch that Council will not appoint Trustees to outside bodies. Any Councillors on outside bodies as trustees are there as an individual and not as a representative of BTC. It was **RESOLVED** that the Council will not appoint Trustees to outside bodies.

2547 Committees

It was proposed by Cllr Chris Turrell and seconded by Cllr Gill Birch that Cllr Ian Kirke be appointed as a member of the Staffing Committee. The majority of Councillors voted in favour with two voting against this appointment. It was **RESOLVED** that Cllr Ian Kirke be appointed as a member of the Staffing Committee.

2548 To Authorise the Mayor and Leader of the Council to sign

a) It was proposed by Cllr Chris Turrell and seconded by Cllr Gill Birch that the new lease with the Great Hollands Bowls Club be authorised. It was **RESOLVED** that the lease be authorised.

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b) It was proposed by Cllr Chris Turrell and seconded by Cllr Gill Birch that the SCWa/E 2016 Sub-contractor collateral Warranty document for Great Hollands be authorised. It was **RESOLVED** that the SCWa/E 2016 Sub-contractor collateral Warranty document for Great Hollands be authorised subject to any caveats being checked.

2549 Bracknell Rugby Club

It was proposed by Cllr Chris Turrell as discussed at Environmental Services on 22nd January 2019 for the Rugby Club to be provided with two rugby pitches at Calfridus for the use of their junior and ladies team. This was seconded by Cllr Gill Birch. A formal agreement will be signed which will cover marshalled parking on match days, no lighting of pitches, clearing of litter and respect for neighbours. The agreement will be finalised by the Strategy and Finance Committee. It was **RESOLVED** that agreement can be finalised by Strategy and Finance subject to the conditions above.

2550 Street Names

It was proposed by Cllr Chris Turrell to approve the list of proposed Street names attached to the Agenda to be sent to BFC for inclusion in the banked names they hold for use in the Bracknell Town area. BFC to be requested to encourage developers to put an app on the street sign detailing the story behind the name. This was seconded by Cllr Mike Gibson. Cllr Mike Gibson was thanked for his contribution to the list of street names. It was **RESOLVED** that the list of street names be sent to BFC with the female scientists being listed first.

2551 Insurance Claims

The Town Clerk updated the Council on the theft of part of Swing, Skate and Star and the recent break in at Great Hollands Depot. A locked drop bollard has been added to the pathway at The Elms to prevent further access to vehicles. Allan Moffat is to organise a security check with Cllr Ian Kirke and Cllr Malcolm Tullett at the depot.
NOTED

Next Meeting: 14th May at 7.30pm – Braybrooke Hall

SignedDated.....

BRACKNELL TOWN COUNCIL
PLANNING COMMITTEE
19th March 2019

Present: Chairman: Cllr: Cllr Dee Hamilton
Cllrs: Paul Bidwell, Clive Harrison Ian Kirke, Sanjeev Prasad & Roger Meakes
Apologies: Cllrs: Alvin Finch, Gareth Barnard
Co-opted: Cllr Chris Turrell

In Attendance: Debbie Dann (BTC)

Councillors were given an opportunity to look at the reworked draft proposal for Ranelagh Playing Fields before the start of the meeting.

The Meeting opened at 6.30pm and closed at 7.30pm

Any Bracknell Forest Councillor who could be present at a Bracknell Forest's Planning Committee when any of the following applications are considered states 'that although giving an opinion at the Parish Council Planning Committee based on information available at this meeting the Councillor/s would reconsider any applications at the Bracknell Forest Council Planning Committee with an open mind, taking into account any additional information available at the time'.

2552 Minutes

The minutes of the meeting held 26th February 2019 were approved and signed by the Chairman.

2553 Declarations of Interest.

None

2554 Matters Arising not to be considered elsewhere on the agenda.

None

2555 To consider Planning Applications received 19th March 2019

19/00086/FUL	Crown Wood	19 Coombe Pine
Erection of front porch extension.		
No objection.		

19/00141/FUL	Priestwood & Garth	3 Arlington Close
Erection of single storey front and rear extensions plus extension to detached garage.		
Observation - B.T. Councillors have No Objection but have noted the objection from a neighbouring property and would like to make sure that all work on this property are considerate of neighbours and done in sociable hours.		

19/00147/FUL	Priestwood & Garth	Unit 3 The Maple Centre Downmill Road
Change of use from flexible B1/B2/B8 use to flexible B1/B2/B8 use and bus depot (Sui Generis use).		
No objection.		

19/00153/FUL	Bullbrook	5 Park Road
Erection of two storey side and single storey rear extensions following demolition of existing attached garage.		
No objection.		

19/00156/A	Wildridings & Central	11 Eagle Lane
Display of internally illuminated fascia signage on rear elevation.		
No objection.		

19/00085/3	Wildridings & Central	Wildridings Primary School
Retrospective application for the demolition of existing chimney.		
No objection.		

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19/00117/FUL Harmans Water 17 Wallingford Close
Erection of 2.5m fence along boundary to replace existing fence and hedge.
No objection.

19/00173/FUL Wildridings & Central 47 Princess Square
Change of use from clothes shop (A1) to beauty salon (Sui generis).
No objection.

19/00178/FUL Bullbrook Brian & Turner Haulage
Eastern Road

Change of use from B2 Class to Sui Generis (car wash and valeting unit).

Observation - Although B.T. Councillors understand that there are industrial units in this road they feel it should be taken in to consideration there is a residential complex directly opposite this site now. Councillors suggest that if this application was to proceed caveats with work time restrictions should be applied. For example 9.00am - 8.00pm being set for normal working days and a 10.00am - 4.00pm restriction set for Sundays and Bank Holidays. Councillors also suggested that in keeping with other units nearby some extra green vegetation planting would ease the look and be in keeping with the Bracknell Forest Green Scheme.

19/00194/FUL Wildridings & Central Crossfell

Formation of 9 parking bays on three areas of amenity land.

Observation: B.T. Councillors have no objection to the creation of extra parking bays but do have concerns about the control of these bays regarding cars being left in them for the long term that has no Tax or M.O.T's. These spaces need to be checked regularly and enforcement applied to any car parked without these legal documents as car parks are classed as part of the public highway and should be controlled in the same way as all public highways.

19/00196/A

Display of externally illuminated solid oak signage at entrance.
No objection.

19/00036/FUL Bullbrook Afton Chemical London Road

TPO 741 – Application to prune 1 tree.

Defer to the recommendation of the Tree Officer.

19/00164/A **Great Hollands North** **Wallace House, Oldbury**
Display of 1 fascia sign, 6 post mounted, 1 panel mounted, 1 building letters, 1 totem and 3 panel signs.
No objection.

19/00200/FUL Priestwood & Garth 43 Western Road

Section 73 application for the variation of conditions 02 (approved plans) and 03 (materials) of planning permission 17/00359/FUL for the redevelopment of the site to provide 3 units for Class B1(c) (light industrial) and B8 (storage and distribution) use (total floor space 5954 sq. m) with associated parking and landscaping [Note for clarification: the application seeks an adjustment to the position of the loading doors on Units 1 and 2 and a change to the proposed panel cladding system].

No objection.

19/00205/FUL Harmans Water 10 Vickers Row

Erection of single storey rear extension plus addition of window to side elevation.

No objection.

19/00216/FUL	Old Bracknell	Bracknell Leisure Centre
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Refurbishment of existing building façade including new cladding, render and alterations to fenestration.
No objection.

**BRACKNELL TOWN COUNCIL
PLANNING COMMITTEE
19th March 2019**

2556 Decision Notices

Application no	Address	BFB Decision	BTC Comments
18/01061/FUL	WF Electrical Western Road	Approval	No Objection
18/01062/A	WF Electrical Western Road	Approval	No Objection
17/00384/FUL	Bracknell Town FC Larges Lane	Approved and Legal Agreement Signed	No Objection
17/00852/FUL	19 Vulcan Drive	Approved and Legal Agreement Signed	Observation: BTC have no objection in principle but do have concerns regarding parking.
18/01181/FUL	9 Hawkins Close	Approval	No Objection
18/01239/LB	Easthampstead Park Old Wokingham Road	Approval	No Objection
18/01246/FUL	16 Balfour Crescent	Approval	No Objection
19/00032/A	High Street Bracknell	Grant with Extra Conditions (Adverts)	No Objection
19/00042/FUL	Oakwood Waterloo Road	Approval	No Objection
19/00007/TRT PO	Al Dara Ranelagh Drive	Part Approval, Part Refusal	B.T Councillors recommend refusal as these trees have TPO's.
19/00018/TRT PO	Land West Of Tumberry		Observation: B.T. Councillors Defer to the recommendation of the Tree Officer.

2557 There were no PAH application on the Agenda

2558 Warfield Parish Council – Warfield neighbourhood plan regulation 16 consultation. Committee reviewed the Consultation and agreed with the comments from the BTNP Steering Group for submission

2559 Tree Preservation Orders. The following TPO's were NOTED

Notice of Tree Preservation Order 1281 – Land at 7 Kimberley, Bracknell - 2018 – Revoked

Notice of Tree Preservation Order 1303 – Land at the rear of 36 Sylvanus, Bracknell, Berkshire 2019

Notice of Tree Preservation Order 1305 – Land at Wayland Close, Bracknell - 2019

Date of next meeting – 9th April 2019 at 6.30 pm

BRACKNELL TOWN COUNCIL
STAFFING COMMITTEE
21st March 2019

Present Chairman: Cllr: Chris Turrell
Cllrs: Ian Kirke, Isabel Mattick, Iain McCracken, Roger Meakes,
Mary Temperton, Malcolm Tullett (Sub), Jo Woodcock.
Apologies: Cllrs: Gill Birch, Graham Birch, Ash Merry.
In Attendance : Town Clerk: Jackie Burgess.

The meeting opened at 6.00pm and closed at 6.30pm

2560 Declarations of Interest

There were no declarations of interest

Confidential Business

It was RESOLVED to exclude the press and public from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, as matters under discussion were confidential and related to employees of the Council.

2561 Code of Conduct Complaint

The meeting noted that the BFC Code of Conduct complaint was now RESOLVED.

2562 Local Government Ethical Standards

The Committee discussed the Review by the Local Government Ethical Standards committee on Standards in Public Life. This is the first time that Town and Parish Councils have been included in this review.

Three recommendations are made in this section of the review.

Recommendation 19: Parish Council Clerks should hold an appropriate qualification, such as those provided by the Society of Local Council Clerks. *The Town Clerk for Bracknell holds the CILCA qualification*

Recommendation 20: Section 27(3) of the Localism Act 2011 should be amended to state that parish councils must adopt the code of conduct of their principal authority, with the necessary amendments, or the new model code. *The only difference in that the BFC complaints procedure involves initial reference to the relevant group whip. BTC procedure does not currently do this, but this will be reviewed.*

Recommendation 21: Section 28 (11) of the Localism Act 2011 should be amended to state that any sanction imposed on a parish councillor following the finding of a breach is to be determined by the relevant principal authority. The evidence suggests that reintroducing a power of suspension for local authorities, which would be applicable to parish councillors may address some of these problems. Parish councils should take corporate responsibility when allegations of a breach of a code is observed. *BFC is BTC's principal authority.*

Training on the Code of Conduct is being arranged for July 2019.

BRACKNELL TOWN COUNCIL
STAFFING COMMITTEE

21st March 2019

Councillors have a right to a private life and do need reassurance that any investigation would be proportionate, but all complaints need to be fully investigated.

Any changes to the Code of Conduct would be taken through Committee and to Full Council for approval so that all Councillors were involved.

16th April 2019 at 6.30pm Brooke House Council Chamber

SignedDated

BRACKNELL TOWN COUNCIL
PLANNING COMMITTEE
9th April 2019

Present: Chairman: Cllr: Cllr Alvin Finch
Cllrs: Paul Bidwell, Dee Hamilton, Clive Harrison Sanjeev Prasad & Roger Meakes
Apologies: Cllrs: Gareth Barnard, Ian Kirke,
In Attendance: Debbie Dann (BTC)

Councillors were given an opportunity to look at the reworked draft proposal for Ranelagh Playing Fields before the start of the meeting.

The Meeting opened at 6.30pm and closed at 7.20pm

Any Bracknell Forest Councillor who could be present at a Bracknell Forest's Planning Committee when any of the following applications are considered states 'that although giving an opinion at the Parish Council Planning Committee based on information available at this meeting the Councillor/s would reconsider any applications at the Bracknell Forest Council Planning Committee with an open mind, taking into account any additional information available at the time'.

2563 Minutes

The minutes of the meeting held 19th March 2019 were approved and signed by the Chairman.

2564 Declarations of Interest.

None

2565 Matters Arising not to be considered elsewhere on the agenda.

None

2566 To consider Planning Applications received 9th April 2019

19/00293/LB

Bullbrook

**Littlecourt Lodge
7A Candelford Close**

Retrospective listed building consent for the replacement of three windows and door at front of property and one door at rear of property.

Deferred to the next planning meeting on the 30th April 2019 to allow Councillors to gain more information.

19/00227/FUL

Priestwood & Garth

Parklands Stoney Road

Erection of single storey front and side/rear extensions following demolition of existing conservatory.

No objection.

19/00240/FUL

Crown Wood

24 Oakdale

Erection of a single storey rear extension.

No objection.

19/00248/FUL

Priestwood & Garth

Fraser Road

Formation of 7 parking spaces.

Observation - Although B.T. Councillors are glad to see parking problems in the Bracknell Forest Borough being addressed they have concerns regarding the comments/objections made by in excess of 10 local residents. B.T. Councillors feel that if the parking permit system that was once in place in this road was reinstated this would help manage the issues being experienced. Councillors are concerned regarding the health issues of local residents as the proposed scheme brings vehicles much closer to vulnerable residents.

**BRACKNELL TOWN COUNCIL
PLANNING COMMITTEE
9th April 2019**

19/00127/FUL

Bullbrook

6 Parkland Drive

Erection of two storey side extension.

Recommend refusal for the following reasons:

- 1) Overdevelopment in a small cul-de-sac which will have a negative impact in a road that already suffers with parking congestion and is becoming a recurring problem in Bracknell Forest.
- 2) The addition of this size extension to a standard 3 bedroom changing it to a large 4 bedroom would out be of character with the other properties in this area.

19/00142/FUL

Old Bracknell

**Former St Margaret
Clitherow Church**

Construction of 14 three storey, 3 bedroom with integral garage dwellings together with associated car parking, hard and soft landscaping, communal plant, building and site entrance modifications.

No objection.

19/00152/FUL

Harmans Water

38 Pankhurst Drive

Change of use from public open space to residential garden.

Observation - Although B.T. Councillors have no objection to this change of use they would not like to see any form of fencing around this garden as it would not be in keeping with the character of this area.

19/00243/FUL

Crown Wood

7 Leicester

Erection of a single storey rear extension following demolition of existing conservatory.

No objection.

19/00251/FUL

Hanworth

4 Brunswick

Erection of first floor side extension.

No objection.

19/00258/A

Priestwood & Garth

Origin, Western Road

Display of 1 internally illuminated fascia sign.

No objection.

19/00262/FUL

Hanworth

71 Cottesmore

Erection of a single storey front and rear extension.

No objection.

19/00265/FUL

Harmans Water

Hill House Broad Lane

Erection of carport and garage following demolition of existing carport and garage.

No objection.

19/00268/FUL

Wildridings & Central

22 Lauradale

Erection of part rear, part side extension to first floor and alterations to fenestration.

No objection.

19/00270/A

Wildridings & Central

8 Eagle Lane

Display of single set of internally illuminated fascia to replace existing.

No objection.

19/00053/TRTPO

Bullbrook

**The Hoxton
Trinity Place**

TPO 749 – Application to prune 1 tree.

Defer to the recommendation of the Tree Officer.

19/00060/TRTPO

Priestwood & Garth

**Christine Ingram
Gardens**

TPO 557 – Application to carry out excavation within RPA

Recommend refusal as this tree has a TPO.

**BRACKNELL TOWN COUNCIL
PLANNING COMMITTEE
9th April 2019**

19/00277/FUL

Great Hollands North

4 Kittiwake Chase

Conversion of loft into habitable accommodation with 3 rooflights to front and 2 rooflights to rear and 1 flat roof dormer to rear.

No objection.

19/00280/A

Wildridings & Central

32 Braccan Walk

Display of single double sided internally illuminated projection signage and single internally illuminated fascia signage.

No objection.

19/00056/TRTPO

Old Bracknell

**Land at Netherby
Lodge Rectory Lane**

TPO 558 – Application

Defer to the recommendation of the Tree Officer.

2567 Decision Notices

Application no	Address	BFB Decision	BTC Comments
18/01011/FUL	Unit 1 Segro Park Ellesfield Avenue	Approval	No Objection
19/00019/FUL	Lavenir Opladen Way	Approval	No Objection
19/00037/3	Stanley Walk	Approval	No Objection
19/00006/TRTPO	Access to Wick Hill	Approval	Observation: B.T. Councillors Defer to the recommendation of the Tree Officer.
19/00098/FUL	Ascot House Rectory Close	Approved and Legal Agreement Signed	No Objection
19/00013/TRTO	Coppid Hall Warfield Road	Approval	Observation: B.T. Councillors Defer to the recommendation of the Tree Officer.
19/00111/FUL	6 Goldfinch Crescent	Approval	B.T. Councillors recommend refusal due to this area suffering from parking congestion, converting the garage will take away another parking space.
19/00138/FUL	Drummond Close	Approval	B.T. Councillors have no objection to the creation of extra parking bays but do have concerns about the control of these bays regarding cars being left in them for the long term that have no Tax or M.O.T's. These spaces need to be checked regularly and enforcement applied to any car parked without these legal documents as car parks are classed as part of the public highway and should be controlled in the same way as all public highways.
19/00015/TRTPO	Land adjacent to 12 Gainsborough	Approval	Observation: B.T. Councillors Defer to the recommendation of the Tree Officer.
19/00019/TRTPO	Land to the North of 7 Firlands	Approval	Observation: B.T. Councillors Defer to the recommendation of the Tree Officer.
19/00156/A	11 Eagle Lane	Grant with Extra Conditions (Adverts)	No Objection
18/01071/FUL	Easthampstead Hotel Ltd Easthampstead Park	Approved and Legal Agreement Signed	No Objection

**BRACKNELL TOWN COUNCIL
PLANNING COMMITTEE**

9th April 2019

18/01171/FUL	Edenfield Larges Lane	Approved and Legal Agreement Signed	No Objection
19/00040/FUL	5 Alston House Market Street	Approval	No Objection
19/00044/FUL	16 The Robins	Approval	No Objection
19/00105/FUL	6 Vickers Row	Approval	No Objection
19/00116/FUL	17 Ardingly	Approval	No Objection
19/00123/FUL	90 Wilwood Road	Approval	No Objection

2568 Tree Preservation Orders;

Notice of Tree Preservation Order 1306 – Land at Wayland Close, Bracknell - 2019

NOTED

2569 Notice of Appeal – APP/R0335/D/18/3219212 – 16 Westbrook Gardens, Bracknell.

NOTED

Date of next meeting – 30th April 2019 at 6.30 pm

BRACKNELL TOWN COUNCIL
ENVIRONMENTAL SERVICES COMMITTEE
9th April 2019

Present: Chairman: Cllr: Clive Harrison
Cllrs: Gill Birch, Sandra Ingham, Roger Meakes, Mary Temperton and Jo Woodcock.
Co-opted: Cllrs: Peter Hill and Chris Turrell
Apologies: Cllrs: Mike Gibson, Paula-Elizabeth Pooler, Michael Skinner.
In Attendance: J Burgess TC, A Moffat RFM, R Gordge CA.

The Meeting opened at 7.30pm and closed at 8.30pm
The fire procedure was clarified before the meeting commenced.

2570 Co-opted Members

Cllr Chris Turrell was co-opted and Cllr Peter Hill was co-opted to discuss agenda point 5 Carbon Footprint.

2571 Declarations of Interest

Cllr Jo Woodcock - CAB

2572 Minutes

The minutes of the meeting of the Environmental Services Committee held on the 22nd January 2019 were proposed for agreement by Cllr Clive Harrison and seconded by Cllr Sandra Ingham. AGREED

2573 Matters Arising

2489 Bracknell Rugby Club – the agreement for an additional rugby pitch in Bracknell begins from next season. An agreement will be brought to Strategy & Finance for approval.

2494 Environment Wardens - to note the letter of thanks received from Kennel Lane School regarding the on-going project. The project is being funded by Get Berkshire Active. Committee wished to record their thanks to the Environment Wardens. Their hard work is a great reflection on Bracknell Town Council.
NOTED

2574 Carbon Footprint Working Group

- To note the minutes from the Carbon Footprint Working Group dated 19th February 2019 NOTED
- A demonstration of electric vehicles took place on 31st January 2019 at Jocks Lane. Cllr Peter Hill gave an update on the 'Plug and Go' business model. The company would lease parking spaces from BTC, buy and install their own charging equipment. This would not cost BTC anything and is something that can be investigated further after the Elections.
- Allan Moffat RFM advised the committee that electric trimmers and hedge trimmers are already being used by the groundsmen.
- BTC gas and electricity contracts have been renewed from 2021 with renewable energy which will reduce our carbon footprint by 60%.
- Cllr Gill Birch and Cllr Sandra Ingham offered their thanks to Cllr Peter Hill and the Carbon Footprint Working Group for this success.
NOTED

2575 Swing Skate and Star

The insurance company has approved the replacement costs for the stolen part of the statue. The moulds were collected last week and are now at the foundry in Andover.
NOTED

2576 Bracknell in Bloom

The Chairman of Bracknell in Bloom gave an update.

- Children planted sunflower seeds to take home at the Spring Event on Sunday 7th April
- Nominations are being sent in about which road verges should be turned into community areas
- Stalls have been arranged at the Bracknell Show and SHP Food Fair.

NOTED

BRACKNELL TOWN COUNCIL
ENVIRONMENTAL SERVICES COMMITTEE

9th April 2019

Spring Event – Thanks were given to the BTC Team for putting together the Spring Event, to Rachel Gordge for face painting and to Jackie Burgess for always being present at BTC events.

2577 Events

Spring Event – Jocks Lane 7th April 2019. An update was given, around 2000 were estimated to have attended the event.

The following events are scheduled to be held in 2019:

19 th June	Teddy Bears Picnic
31 st July	Summer of Fun Great Hollands
15 th August	Summer of Fun Braybrooke
17 th August	Paws In the Park
28 th August	Summer of Fun North Lake

NOTED

2578 Community Safety Accreditation Scheme

Information was discussed from Cllrs Kirke and Tullett and the Environment Wardens. The Town Clerk requested that this scheme needs to be investigated more thoroughly and brought back to a later meeting.

NOTED

2579 Beetles and Burial Grounds

Committee have recommended that following on from a successful study of flying beetles at Larges Lane Cemetery the Researcher is given permission to carry out a more in-depth study into the reasons for beetle diversity at Larges Lane Cemetery subject to clarification on the type of study.

After meeting note: Cllrs were happy with the response from the researcher and gave the go ahead for the study.

2580 Braybrooke Recreation Ground

More information regarding Exclusively Dogs was provided to the Committee. The company teach dog behaviour and also educate their customers and the public about dogs, dog fouling and how to train dogs. The building will be set up behind Braybrooke Depot in a small area which is no longer used. Committee voted and agreed for officers to begin discussions about taking this forward.

AGREED

2581 Open Air Cinema

BTC have received a request to hire the Braybrooke Recreation Ground for an open air cinema. 2nd August is the proposed date and the film would be decided by a Facebook poll. Alcohol will be sold but the event will be governed by wardens provided by the organiser. There will be a litter pick after the event and this will be done by the wardens provided and not by BTC staff. If the event is not successful then a second event will not be organised. Committee voted and agreed to trial this on 2nd August and arrangements may be organised.

AGREED

2582 Community Party/Event

CAB would like permission to use a Bracknell Town Council facility to hold a community party to mark their 80th Anniversary. The Town Clerk would like to suggest using Great Hollands, as we could offer use of the facilities and cover costs with the opening of the café. The proposed date is 14th September 2019. The Town Clerk and RFM will be helping to organise this event. Committee voted and it was agreed that the party could be held at Great Hollands Pavilion.

AGREED

2583 Jocks Lane and Great Hollands Tennis

The Town Clerk and RFM are working with a new coaching provider for Great Hollands and Jocks Lane. The tennis coach will start offering coaching packages after school time at Jocks Lane and then if it is successful this will also grow to cover Great Hollands. The aim is to have this in place before Wimbledon as there may be a peak in interest.

NOTED

**BRACKNELL TOWN COUNCIL
ENVIRONMENTAL SERVICES COMMITTEE**

9th April 2019

2584 Work started/completed since January 2019

Removed compost from Birch Hill and reused at Braybrooke
Installed new fence and kick boards at Great Hollands Tennis courts
Landscaping at Great Hollands pavilion
Installing Ground Work for play area at Great Hollands
Finished servicing machinery
Prepared hockey pitch for junior tournament
Fitted and stocked great Holland pavilion
Arranged the spring clean up
Worked with the environment agency and local schools at Braybrooke & Jocks Lane
Planted up ne shrub bed at Jocks lane
Started summer cutting schedule
Serviced all water taps on allotments
Spring and summer will bring grass cutting
The play equipment for Great Hollands Pavilion will soon be in stock ready for installation
NOTED

2585 AOB

Age Concern Bracknell has asked to run a charity football match at Wildridings.
AGREED

Great Hollands Pavilion coffee shop opening times were confirmed: 12 - 4pm weekdays and 8.30 – 4pm weekends over the Easter holidays. A social media post will be published to advise the public.
NOTED

Great Hollands Pavilion lights were on at 10.30pm but they should be on a sensor so this will be checked on the CCTV.
NOTED

Cllr Chris Turrell gave thanks to Cllr Clive Harrison on his role as chairman of the Environmental Services Committee for the last four years as well as to Cllrs Sandra Ingham and Jo Woodcock for their time on the Committee.

Date of next meeting – AGM 14th May 2019, 7.30pm at Great Hollands Pavilion

Signed

Dated

BRACKNELL TOWN COUNCIL
STAFFING COMMITTEE
16th April 2019

Present Chairman: Cllr: Chris Turrell
Cllrs: Gill Birch, Ian Kirke, Isabel Mattick, Iain McCracken, Jennie McCracken (Sub)
Roger Meakes, Ash Merry, Mary Temperton, Jo Woodcock.
Apologies: Cllrs: Graham Birch.
In Attendance : Town Clerk: Jackie Burgess.

The meeting opened at 6.30pm and closed at 7.30pm

2586 Declarations of Interest

There were no declarations of interest

Confidential Business

It was RESOLVED to exclude the press and public from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, as matters under discussion were confidential and related to employees of the Council.

2587 Minutes

The minutes of the meeting of the Staffing Committee held on 22nd January were approved as a true record of the meeting and signed by the Chairman.

The minutes of the meeting of the Staffing Committee held on 21st March 2019 were approved with the following amendment. Minute number 2561 to read. The meeting noted that the BFC Code of Conduct complaint was now RESOLVED

Staffing Update

2588 Long term sickness.

Post Holder 128. The Town Clerk updated the committee following her meeting with the member of staff. The staff member is now able to use crutches for short periods of time and is undergoing intensive physiotherapy. Committee were pleased to hear of this progress and requested the Town Clerk pass on their good wishes to him. The Town Clerk has reassured the Post Holder and his wife that no decisions would be made about their accommodation without lengthy discussions being held with them. Advisement from Occupation Health will be taken when the Post Holder is ready to return to work and suitable roles that could be fulfilled.

Post Holder 130. The member of staff had a major spine operation in September 2018 and is due to return to work on 8th May 2019. An Occupational Health review has been arranged.

2589 Financial Assistant.

Following a successful recruitment exercise the position of Financial Assistant for one year to cover maternity leave was filled and Serina Casella was appointed and started with Bracknell Town Council on 1st March 2019.

2590 Attendance Bonus 2018/19

Of the 32 members of permanent staff who are entitled to the attendance bonus (no more than 5 days sickness in the year 01.04.18 to 31.03.19) 20 members of staff were awarded the bonus.

**BRACKNELL TOWN COUNCIL
STAFFING COMMITTEE**

16th April 2019

2591 Assault

Following a complaint by the member of staff on how the matter was handled by the police the investigation has been reopened and statements are being taken from witnesses. The outcome will be reported back to this committee. The member of staff has received a letter from the Professional Standards Department of the Police regarding the complaint, he is unhappy about some of the contents and context of the letter and is intending to respond. The Town Clerk recommends that BTC send a letter detailing their concerns about the lack of support to a member of the Town Council who was performing his duties when he was assaulted. The Leader of The Council will write a letter and copy in the PCC and the Police Commissioner. If there is not a punitive outcome, then the offender will not learn this behaviour is not acceptable.

2592 Caretakers.

The Town Clerk was tasked with doing a review on the rent the caretakers pay. The review to cover similar roles where caretakers live on site and have unsocial hours. The work will be brought back to a future meeting.

2593 Pay Award

The new NJC pay scales came in to force from April 2019. This included a pay award and a change to the pay scale. All staff will be assimilated across to the new pay scales for the end of the month. The Town Clerk will meet with any staff who have concerns about the changes to the pay scales.

2594 Recruitment

Following a discussion, it was agreed to recruit a new Pavilion Assistant with a permanent shift at Great Hollands on a Sunday with additional hours offered as available. **AGREED**

The Town Clerk left the meeting

2595 Town Clerks Appraisal

The details of the Town Clerk's Appraisal were considered. It was recognised that she had achieved a great deal in a challenging year. Notably, the WWI100 Battle's Over event went well, and the Great Hollands Pavilion, the largest building project ever undertaken by the council, had been completed successfully, and adds to the reputation of this Council. Additionally, budget control and general staff relations were well handled. It was felt that a review of office skill set and systems were advisable, and that this should be taken forward in a collaborative way.

The targets for 2019/20 were agreed.

It was decided to increase the Town Clerk's salary by 2 SCP points, from Scale Point 54 to 56 as from 01.04.19.

28th May 2019 at 6.30pm Brooke House Council Chamber

Signed Dated

BRACKNELL TOWN COUNCIL
STRATEGY AND FINANCE COMMITTEE
16th April 2019

Present: Chairman Cllr: **Chris Turrell**
 Cllrs: Paul Bidwell, Gill Birch, Isabel Mattick, Iain McCracken, Jennie
 McCracken, Sanjeev Prasad, Malcolm Tullett
Co-Opted: Cllrs: Diana Henfrey, Jo Woodcock

Apologies: Cllrs: Mark Brunel-Walker
In Attendance: Jackie Burgess (TC) and Allan Moffat (RFM)

The meeting opened at 7.45pm and closed at 9.07pm

2596 Declarations of Interest

Cllr Paul Bidwell: a trustee of Priestwood Community Centre.

2597 Minutes

The minutes of the meeting held 29th January 2019 were agreed and accepted as a true record of the meeting and signed by the Chairman.

2598 Matters arising out of the minutes

2506 BALC have responded regarding their fees and they advised that the fees could be reduced in the future. The committee still requires details of their SLA with HALC and so will continue to push for clarification on what services BTC will be receiving. **NOTED**

2507 Birch Hill Toilets: Awaiting further information from BFC. **NOTED**

2599 Health and Safety

An incident was discussed during the Staffing Committee meeting and is being re-investigated by the police. **NOTED**

The ripped painting is with the restorers and will be re-hung once it is completed. **NOTED**

The important piece of work regarding land transfers and land inventory will be picked up once Great Hollands pavilion is officially up and running. **NOTED**

2600 Risk Register

Following a discussion it was agreed to change the Risk Assessment Matrix to 5 x 3. This will allow for operational risks to be added in. The columns on the left will be labelled 'Absolute Risk' with the columns on the right being labelled 'Residual Risk after Mitigation'. Further work will be completed before the next Strategy & Finance meeting. The Town Clerk thanked Cllr Malcolm Tullett for his comments. **NOTED**

2601 Budget Monitoring Working Group

The Sale of Assets item on the Budget Summary is the trade in of BTC vehicles. The notes and report from the Budget Monitoring Group on 19th March 2019 were agreed and accepted as a true record of the meeting. **AGREED**

2602 Great Hollands Working Group

The Chairman of the Working Group Cllr Iain McCracken gave an update on the Great Hollands Pavilion re-build. Local residents came to the soft opening and it was a great success. Ridge & Co and Francis Construction are still in final discussions. Thanks were given to Cllr Iain McCracken, the Town Clerk and the working group for bringing this project in within budget, on spec and without incident.

BRACKNELL TOWN COUNCIL
STRATEGY AND FINANCE COMMITTEE
16th April 2019

2603 Allotment Fee Review

If committee decide to raise the allotment fees, the allotment holders would be notified in September 2019 that the rise would take place from September 2020. The fees haven't risen since 2016. There is still a huge waiting list for allotment sites. Committee recommended approval by Full Council of the increase in fees as detailed below:

The proposed increases are as follows:-

Plot Size	Current rent	Proposed rent
¼ plot	10.50	11.00
½ plot	21.00	22.00
¾ plot	31.50	33.00
Full Plot	42.00	44.00

2604 CIL Monies

The CIL Working Group will meet on 23rd April 2019 to review and agree the CIL return for 2018/2019. Three requests have been received for consideration:

1. Priestwood Community Centre are requesting £8080 to replace their kitchen. They will provide £4000 themselves. Cllr Paul Bidwell is a trustee for the centre and clarified that BFC look after the structure of the building and as the kitchen is still in working order they will not fund this refurbishment. The kitchen no longer meets the requirements of the Community Centre. It is Committees understanding that BFC did help to fund a refurbishment at Birch Hill and therefore Cllr Paul Bidwell will check the details in the lease held and also whether this is something the BFC can help with and bring this back to the next S&F meeting.
2. Salt bins have been requested in Octavia. BFC have 1:10 ratio criteria for the severity of a hill before they will allow a salt bin to be placed. This road is just under that criteria however are still dangerous in icy weather. BTC may set its own criteria for salt bins however the Town Clerk will look into BTC archives and see what criteria the Council have worked to prior to this and will bring back to the next S&F Meeting.
3. Ripplesmere/Glenwood residents have requested that a grass verge be tarmacked for additional parking as this is already being used for parking unofficially and relieves the parking pressure in the area. Ownership of the land needs to be checked and more information needs to be received before a decision can be made.

2605 Budget 2019/20

The Budget 2019/20 carry forwards were assessed. Committee agree that these works are acceptable and these carry forwards in the Budget are recommended to full council for approval **AGREED**

2606 Small Grant Application

Committee have been asked for a £500 grant by ABC to read. The grant is to train new reading mentors. Committee voted against this small grant application as they felt it is not an exceptional funding need. **DENIED**

2607 Investment Strategy

The Investment Strategy was reviewed and agreed for the year 2019/20. **AGREED**

2608 Policy for Photography

Following the introduction of GDPR the BTC Photography Policy has been updated by the Data Protection Officer. Moving forward, all photographs taken will be catalogued with the signed consent forms for BTC use when required. **NOTED**

BRACKNELL TOWN COUNCIL
STRATEGY AND FINANCE COMMITTEE
16th April 2019

2609 Bracknell Town Neighbourhood Plan

Cllr Chris Turrell, chairman of the BTNP Steering Group gave an update. The plan has been assessed by an examiner and there will be a public hearing on 14th May 2019 at Brooke House. **NOTED**
Cllr Chris Turrell formally requested that the Committee endorse formally supporting the BTNP Steering group through to the Referendum. **AGREED**

CONFIDENTIAL

2610 South Hill Park Trust

Cllr Diana Henfrey gave an update on South Hill Park.

- Following a recruitment exercise Craig Titley has been appointed as the new Chief Executive;
- Eric Macias has been made redundant;
- Board meetings are now held every other month;
- The Chief Executive will attend the quarterly meetings with Bracknell Town Council supported by the Finance and Audit Committee;
- There are still concerns regarding SHP's financial position. The grant should be for the benefit of the community, not to keep an organisation going;
- It was agreed that Bracknell Town Council would address concerns after the elections and following a review of the skill sets of the new Council;
- A meeting with BFC will be arranged after the elections;
- BTC need to be careful not to micro manage SHP but to ensure the appropriate use of the grant for the community.

2611 Any Other Business

Chairman Cllr Chris Turrell thanked Cllr Jennie McCracken, Cllr Iain McCracken and Cllr Jo Woodcock for their service on this Committee for the last four years. These Councillors are not running for election in May but have contributed massively to the community over their time as Councillors.

Next Meeting AGM –14th May 2019 at 7.30pm Great Hollands Pavilion

SignedDated

BRACKNELL TOWN COUNCIL
PLANNING COMMITTEE
30th April 2019

Present: Chairman: Cllr: Cllr Alvin Finch
Cllrs: Paul Bidwell, Ian Kirke, Clive Harrison Sanjeev Prasad,
Roger Meakes
Apologies: Cllrs: Gareth Barnard, Dee Hamilton
In Attendance: Debbie Dann (BTC)

Councillors were given an opportunity to look at the reworked draft proposal for Ranelagh Playing Fields before the start of the meeting.

The Meeting opened at 6.30pm and closed at 7.30pm

Any Bracknell Forest Councillor who could be present at a Bracknell Forest's Planning Committee when any of the following applications are considered states 'that although giving an opinion at the Parish Council Planning Committee based on information available at this meeting the Councillor/s would reconsider any applications at the Bracknell Forest Council Planning Committee with an open mind, taking into account any additional information available at the time'.

2612 Minutes

The minutes of the meeting held 19th March 2019 were approved and signed by the Chairman.

2613 Declarations of Interest.

None

2614 Matters Arising not to be considered elsewhere on the agenda.

None

2615 To consider Planning Applications received 30th April 2019

19/00293/LB

Bullbrook

**Littlecourt Lodge
7A Candelford Close**

Retrospective listed building consent for the replacement of three windows and door at front of property and one door at rear of property.

No objection.

19/00320/FUL

Priestwood & Garth

134 Moordale Avenue

Erection of single storey rear extension following demolition of existing conservatory.

No objection.

19/00305/FUL

Great Hollands North

Oakwood, Waterloo Road

Permanent camping area with decking and a WC/shower block.

No objection.

19/00064/TRTPO

Priestwood & Garth

Maxis 1, Western Road

TPO 405 – Application to fell 1 tree.

Observation: B.T. Councillors Defer to the recommendation of the Tree Officer.

19/00279/FUL

Harmans Water

14 Rufford Gate

Erection of a detached single storey outbuilding to side of garage.

Deferred to the next meeting

19/00309/FUL

Harmans Water

15 Blue Coat Walk

Erection of a part single storey, part two storey rear and single storey front extension.

No objection.

30th April 2019

No objection.

Installation of new exit plus alterations to entrance of existing foodstore and replacement of existing external plant and associated plant enclosure.

B.T. Councillors have viewed this application in 2 parts:

- 1) The siting of new plant equipment: B.T Councillors recommend refusal of the position for the siting of the external plant, they feel the removal of the existing wall and relocation of this equipment on the outside wall directly opposite living accommodation would have a negative effect on surrounding tenants, taking into consideration the external plant will be running constantly Councillors are concerned it will have a negative impact on the ability of local tenants to open there windows without hearing constant plant noise. Councillors would support the improvement of the plant equipment if a more appropriate position was found preferably within the service yard.
- 2) The proposed new entrance/exit: Councillors have No Objection to the entrance/exit alterations for the front of the store.

Erection of two storey side and single storey rear extension following demolition of existing garage.

Recommend refusal for the following reasons:

- 1) Overdevelopment, the size of the proposed extension will double the size of the property and be out of character for this area.
- 2) The removal of the garage will decrease the parking space and encourage loss of green space to accommodate extra vehicles.

Replacement of two existing windows with wooden doors to rear of property.

No objection.

Erection of single storey front extension following demolition of existing front extension.

Recommend refusal for the following reason: Councillors feel the proposed extension is oversized and encroaches on the public footpath outside the property making it out of character in this area.

Conversion of existing double detached garage into Granny annexe.

No objection.

TPO 525 – Application to prune 1 tree.

Defer to the recommendation of the Tree Officer.

Display of single 950mm high non-illuminated acrylic signage.

No objection.

Erection of single storey rear extension.

No objection.

**BRACKNELL TOWN COUNCIL
PLANNING COMMITTEE
30th April 2019**

19/00345/A Wildridings & Central 17 Princess Square
Display of 1 internally illuminated fascia sign and 1 internally illuminated projecting sign.
No objection.

2616 Decision Notices

Application no	Address	BFB Decision	BTC Comments
19/00058/FUL	30 Budham Way	Approval	No Objection
19/00104/A	T K Maxx 27 Braccan Walk	Grant with Extra Conditions (Adverts)	No Objection
19/00108/FUL	100 Deepfield Road	Approval	No Objection
19/00139/FUL	Bullbrook Drive	Approval	Observation: B.T. Councillors have no objection to the creation of extra parking bays but do have concerns about the control of these bays regarding cars being left in them for the long term that have no Tax or M.O.T's. These spaces need to be checked regularly and enforcement applied to any car parked without these legal documents as car parks are classed as part of the public highway and should be controlled in the same way as all public highways.
19/00125/FUL	29 Beedon Drive	Approval	No Objection
19/00145/FUL	6 Shearwater Drive	Approval	No Objection
19/00147/FUL	Unit 3 The Maple Centre Downmill Road	Approval	No Objection
19/00036/TRTPO	Afton Chemical London Road	Approval	Observation: B.T. Councillors Defer to the recommendation of the Tree Officer.
18/00850/T	Sterling Square Broad Lane	Approval	No Objection
18/01050/FUL	The Bullbrook Building Brants Bridge	Approval	No Objection
19/00085/3	Wildridings Primary School	Unconditional Approval	No Objection
19/00086/FUL	19 Coombe Pine	Approval	No Objection
19/00141/FUL	3 Arlington Close	Approval	Observation: B.T. Councillors have No Objection but have noted the objection from a neighbouring property and would like to make sure that all work on this property are considerate of neighbours and done in sociable hours.
19/00064/FUL	16 Southwold	Approval	No Objection
19/00153/FUL	5 Park Road	Approval	No Objection

2617 Please NOTE the following PAH planning applications (no comment required).

19/00272/PAH **Bullbrook** **97 Bullbrook Drive**
Prior Approval for single storey rear extension. **NOTED**

**BRACKNELL TOWN COUNCIL
PLANNING COMMITTEE
30th April 2019**

2618 Tree Preservation Orders;

Notice of Tree preservation 1313 – Land at Dolphin Nursery, Wokingham Road, Bracknell,
RG42 1PN – 2019 **NOTED**

Confirmation of Tree Preservation Order 1302 – Land at the rear of 56 & 58 Wilwood Road, Bracknell - 2019
NOTED

2619 Notice of Appeal Decision – APP/R0335/W/18/3216217 – 6 Higher Alham, Bracknell.

NOTED

Date of next meeting – 21st May 2019 at 6.30 pm



Bracknell Town Council

Strategy and Finance Committee – Terms of Reference

1. The Committee has responsibility for
 - Strategic direction for the Council
 - Financial planning, management and monitoring
 - Overall budgeting and forecasting including staffing costs
 - Use of IT
 - Grants to support community activities
 - Grant support for South Hill Park Arts Centre
 - Property and land management and insurance
 - Contractual matters
 - Health and Safety
 - Liaison with partners / statutory agencies
 - Communications, including newsletter
 - Twinning
 - Production of a Neighbourhood Plan
 - Council projects
2. The Committee has delegated authority to consider issues, make enquiries and make responses on behalf of Bracknell Town Council in respect of the areas for which it has responsibility.
3. The Committee will consider the budget before submission to Full Council for approval.
4. Standing agenda items will be reports from the Budget Monitoring Group and Health and Safety.
5. Relevant matters will be considered at the first meeting possible after have they have been reported to the Town Council.
6. Any proposed Agenda items must be presented to the Town Clerk

Five members shall constitute a quorum.

7. In the event of an inquorate meeting, the Chairman will rearrange the meeting OR matters will be referred after discussion for consideration by the Full Council.
8. A report of the actions taken shall be made to the next meeting of the Committee for endorsement and recording in the minutes.
9. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting, failure to do so may result in the item not being including on the agenda.

Council May 2019



Bracknell Town Council

TERMS OF REFERENCE – ENVIRONMENTAL SERVICES COMMITTEE

1. The Committee has responsibility for
 - Public open spaces and recreation grounds
 - Children's play areas and teenage meeting places
 - Sports pitches and facilities
 - Pavilions
 - Allotments
 - Bus shelters and street furniture
 - Environment Wardens
 - Litter collection
 - Larges Lane Cemetery
 - Bracknell in Bloom
 - Community projects
2. The Committee has delegated authority to consider issues, make enquiries and make responses on behalf of Bracknell Town Council in respect of the areas for which it has responsibility.
3. Any relevant matters arising will be considered at the first meeting possible.
4. To receive notes of relevant Working Group meetings and take any recommendations forward to Full Council
5. Five members shall constitute a quorum.
6. In the event of an inquorate meeting, the Chairman will rearrange the meeting OR matters will be referred after discussion for consideration by the Full Council
7. A report of the actions taken shall be made to the next meeting of the Committee for endorsement and recording in the minutes.
8. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting, failure to do so may result in the item not being included on the agenda.



Bracknell Town Council

TERMS OF REFERENCE – PLANNING COMMITTEE

1. The Committee will have the delegated authority to make responses on behalf of Bracknell Town Council to planning applications received from Bracknell Forest Borough Council.
2. The Committee will consider all aspects of planning within the town.
3. The Committee will consider the sale of amenity land within the town
4. The Committee will respond to consultations regarding highways matters and deal with street naming.
5. Applications will be considered at the first meeting possible after their arrival at the Town Council offices. In the event of any objections being received, the Committee MAY revisit the application.
6. Three members shall constitute a quorum.
7. In the event of an inquorate meeting, the Chairman will rearrange the meeting.
8. If it is not possible for a meeting to be rearranged within the Borough Council planning timescale, the Chairman will ensure that a minimum of three members of the Committee [which can include the Chairman] are consulted to agree a decision in line with Council's policy and planning history. The Clerk to forward the opinion of the majority as the Town Council's comment to the planning authority.
9. A report of the actions taken under item 8 shall be made to the next meeting of the Planning Committee for endorsement and recording in the minutes.
10. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting, failure to do so may result in the item not being including on the agenda.



Bracknell Town Council

TERMS OF REFERENCE = STAFFING COMMITTEE

1. The Committee has responsibility for personnel and establishment matters
2. The Committee has delegated authority to consider issues, make enquiries and make responses on behalf of Bracknell Town Council in respect of the areas for which it has responsibility, including to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate.
3. Where a councillor panel is required for a disciplinary or grievance hearing, this should be formed from the membership of the Staffing Committee where possible.
4. Relevant matters will be considered at the first meeting possible after arising for the Town Council.
5. Three members shall constitute a quorum.
6. In the event of an inquorate meeting, the Chairman will rearrange the meeting OR matters will be referred after discussion for consideration by the Full Council.
7. A report of the actions taken shall be made to the next meeting of the Committee for endorsement and recording in the minutes.
8. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting, failure to do so may result in the item not being included on the agenda.



Bracknell Town Council

TERMS OF REFERENCE

1. The Working Group shall be known CIL Working Group
2. The Working Group has no budget or delegated powers.
3. The Working Group will report to Strategy and Finance Committee and ensure the proper papers are presented for the Strategy and Finance Group to approve before passing to Full Council to be ratified.
4. The Working Group will draft a policy that ensures the BTC complies with legislation and records the income and expenditure against CIL appropriately.
5. The Town Clerk or an appropriate member of Staff will attend meetings of the Working Group.
6. Three members shall constitute a quorum.
7. In the event of an inquorate meeting, the Chairman will rearrange the meeting
8. A report of actions taken shall be made to the next meeting of the Strategy and Finance Committee for endorsement and recording in the minutes.
9. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting, failure to do so may result in the item not being including on the agenda.

Bracknell Town Council

Great Hollands Working Group - Terms of Reference

1. The Working Group shall be known as The Great Hollands Working Group.
2. The Working Group has no budget.
3. The Working Group has the responsibility to
 - review the provision of services at the Great Hollands site
 - review the provision of accommodation, facilities and recreation provision at the Great Hollands site
 - recommend action and works to improve the services delivered and facilities available at the Great Hollands site
4. The Working Group has delegated authority to consider issues and make enquiries and recommendations on behalf of Bracknell Town Council in respect of the areas for which it has responsibility.
5. The Working Group is responsible to the Strategy and Finance Committee and any formal responses on matters in relation to the Great Hollands site will only be made following authorisation by Strategy and Finance Committee
6. Reports from the Great Hollands Working Group will be a formal agenda item at meetings of the Strategy and Finance Committee as required.
7. Relevant matters will be considered at the first meeting possible after they have been reported to the Town Council offices. In the event of any new information the Working Group MAY revisit the matter.
8. The Town Clerk, and/or the Recreational Facilities Manager will attend the Working Group meetings to provide advice and support as and when required.
9. The RFM and two councillor members shall constitute a quorum.
10. In the event of an inquorate meeting, the Chairman will rearrange the meeting OR matters will be referred for consideration by the Strategy and Finance Committee.
11. A report of relevant actions taken will be made to the next meeting of the Working Group for endorsement and recording in the Notes of the meeting.
12. The Working Group will take into consideration matters as relevant from the Carbon Reduction Working Group.
13. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting, failure to do so may result in the item not being including on the agenda.

Approved F&GP ...24.04.18.....



Bracknell Town Council

TERMS OF REFERENCE Carbon Reduction Working Group

1. The Working Group shall be known Carbon Reduction Working Group
2. The Working Group has no budget or delegated powers.
3. The Working Group will aim to reduce Bracknell Towns Councils Carbon Footprint:-
 - Quantify BTC current carbon footprint
 - Quantify BTC carbon offsets (carbon sink ie Trees)
 - Provide BTC with a carbon footprint strategy
4. The Working Group will report to the Environmental Services Committee and any formal responses or decisions will be made by Full Council
5. The Town Clerk and/or the Recreational Facilities Manager or an appropriate member of Staff will attend meetings of the Working Group.
6. Three members shall constitute a quorum.
7. In the event of an inquorate meeting, the Chairman will rearrange the meeting
8. A report of the actions taken shall be made to the next meeting of the Environmental Services Committee for endorsement and recording in the minutes.
9. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting, failure to do so may result in the item not being including on the agenda.



Bracknell Town Council

TERMS OF REFERENCE Budget Monitoring Group

1. The Working Group shall be known Budget Monitoring Group
2. The Working Group has no budget or delegated powers.
3. The Working Group will report to Strategy and Finance Committee and ensure the proper papers are presented for the Strategy and Finance Group to approve before passing to Full Council to be ratified.
4. The Working Group will monitor expenditure and income against Budget.
5. The Town Clerk or an appropriate member of Staff will attend meetings of the Working Group.
6. Three members shall constitute a quorum.
7. In the event of an inquorate meeting, the Chairman will rearrange the meeting
8. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting, failure to do so may result in the item not being including on the agenda.



Bracknell Town Council

TERMS OF REFERENCE Community Events Working Group

1. The Working Group shall be known Community Events Working Group.
2. The Working Group will manage the budget approved by Strategy and Finance Committee for the specified event.
3. The Working Group will organise special/new events for the benefit of Bracknell residents
4. The Working Group will report to the Environmental Services Committee.
5. The Working Group will endeavour to promote and run events that will benefit the residents of Bracknell
6. The Town Clerk or an appropriate member of Staff will attend meetings of the Working Group.
7. Three members shall constitute a quorum.
8. In the event of an inquorate meeting, the Chairman will rearrange the meeting.
9. A report of actions taken shall be made to the next meeting of the Environmental Services Committee for endorsement and recording in the minutes.
10. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting, failure to do so may result in the item not being including on the agenda.

BRACKNELL TOWN COUNCIL - MEETINGS SCHEDULE 2019 / 2020

2019	Day	Date	Month	6.30 start	7.30 start
	Tuesday	14	May		Town Meeting / Annual General Meeting Braybrooke Hall
	Tuesday	21	May	Planning	
	Tuesday	28	May	Staffing	Environmental Services
	Tuesday	4	June	Budget Monitoring	
	Tuesday	11	June	Planning	Strategy & Finance
	Tuesday	18	June		COUNCIL
	Tuesday	2	July	Planning	
	Tuesday	16	July		Environmental Services
	Tuesday	23	July	Planning	
	Tuesday	30	July	Staffing	Budget Monitoring
	Tuesday	13	August	Planning	
	Tuesday	3	September	Planning	Strategy & Finance
	Tuesday	17	September		COUNCIL
	Tuesday	24	September	Planning	
	Tuesday	8	October	Budget Monitoring	
	Tuesday	15	October	Planning	
	Tuesday	29	October	Staffing	Environmental Services
	Tuesday	5	November	Planning	Strategy & Finance
	Tuesday	26	November	Planning	
	Tuesday	3	December		COUNCIL
	Tuesday	17	December	Planning	
2020	Tuesday	14	January	Planning	Budget Monitoring
	Tuesday	21	January	Staffing	Environmental Services
	Tuesday	28	January		Strategy & Finance
	Tuesday	4	February	Planning	
	Tuesday	11	February		COUNCIL
	Tuesday	25	February	Planning	
	Tuesday	17	March	Planning	
	Tuesday	24	March		Environmental Services
	Tuesday	7	April	Planning	Budget Monitoring
	Tuesday	21	April		Strategy & Finance
	Tuesday	28	April	Planning	Staffing
	Tuesday	12	May		Town Meeting / Annual General Meeting Braybrooke Hall

Notice of any additional meetings, time changes and/or cancellations will be posted on the official notice board outside the Brooke House entrance and on the Council's website.

Meetings are held in the Council Chamber at Brooke House unless otherwise notified.

All Councillors will receive formal notification by Agenda for all meetings. If they wish to attend meetings when they are not members they may seek permission to do so from the Chairman. They may also attend and speak as a member of the public.

Members of the Public may attend meetings of the **Council** also those of the **Planning Committee**, **Environmental Services** and the **Strategy & Finance Committee**.



Bracknell Town Council

TO: Members of the Strategy & Finance Committee
All Councillors for Information

8th May 2019

Dear Councillor,

You are required to attend a meeting of the Strategy & Finance Committee to be held at the Hall, Braybrooke Recreation ground on 14th May 2019, immediately following the Annual Meeting of the Council. The meeting is open to the press and public.

Yours sincerely

Jackie Burgess

Town Clerk

A G E N D A

1. Apologies for Absence
2. Appointment of Chairman for the ensuing year
3. Appointment of Vice Chairman for the ensuing year.

The next meeting of the Strategy & Finance Committee will take place at 7.30pm on Tuesday 11th June 2019 in the Council Chamber at Brooke House, High Street, Bracknell RG12 1LL.

Notes on Declaration of interest

Members are requested to declare any personal interests. Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Town Clerk that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Clerk well before the meeting as it may be necessary to refer the matter the Monitoring Officer for a decision.



Bracknell Town Council

**TO: Members of the Environmental Services Committee
All Councillors for Information**

8th May 2019

Dear Councillor,

You are required to attend a meeting of the Environmental Services Committee to be held at the Hall, Braybrooke Recreation ground on 14th May 2019, immediately following the Annual Meeting of the Council. The meeting is open to the press and public.

Yours sincerely

Jackie Burgess

Town Clerk

A G E N D A

1. Apologies for Absence
2. Appointment of Chairman for the ensuing year
3. Appointment of Vice Chairman for the ensuing year.

The next meeting of the Environmental Services Committee will take place at 7.30 on Tuesday 28th May 2019 in the Council Chamber at Brooke House, High Street, Bracknell RG12 1LL.

Notes on Declaration of interest

Members are requested to declare any personal interests. Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Town Clerk that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Clerk well before the meeting as it may be necessary to refer the matter the Monitoring Officer for a decision.



Bracknell Town Council

**TO: Members of the Staffing Committee
All Councillors for Information**

8th May 2019

Dear Councillor,

You are required to attend a meeting of the Staffing Committee to be held at the Hall, Braybrooke Recreation ground on 14th May 2019, immediately following the Annual Meeting of the Council. The meeting is open to the press and public.

Yours sincerely

Jackie Burgess

Town Clerk

A G E N D A

1. Apologies for Absence
2. Appointment of Chairman for the ensuing year
3. Appointment of Vice Chairman for the ensuing year.

The next meeting of the Staffing Committee will take place at 6.30 on Tuesday 28th May 2019 in the Council Chamber at Brooke House, High Street, Bracknell RG12 1LL.

Notes on Declaration of interest

Members are requested to declare any personal interests. Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Town Clerk that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Clerk well before the meeting as it may be necessary to refer the matter the Monitoring Officer for a decision.



Bracknell Town Council

**TO: Members of the Planning Committee
All Councillors for Information**

8th May 2019

Dear Councillor,

You are required to attend a meeting of the Planning Committee to be held at the Hall, Braybrooke Recreation ground on 14th May 2019, immediately following the Annual Meeting of the Council. The meeting is open to the press and public.

Yours sincerely

Jackie Burgess

Town Clerk

A G E N D A

1. Apologies for Absence
2. Appointment of Chairman for the ensuing year
3. Appointment of Vice Chairman for the ensuing year.

The next meeting of the Planning Committee will take place at 6.30pm on Tuesday 21st May 2019 in the Council Chamber at Brooke House, High Street, Bracknell RG12 1LL.

Notes on Declaration of interest

Members are requested to declare any personal interests. Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Town Clerk that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Clerk well before the meeting as it may be necessary to refer the matter the Monitoring Officer for a decision.