

# Individual Decisions

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The attached reports will be taken as  
Individual Portfolio Member Decisions on:

**13<sup>th</sup> August 2009**

<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member(s)</b>	<b>Page No.</b>
ID1753	<b>West Berkshire Forward Plan - September 2009 to December 2009</b>	Leader of the Council	3 - 15

The attached reports will be taken as  
Individual Portfolio Member Decisions on:

**14<sup>th</sup> August 2009**

<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member(s)</b>	<b>Page No.</b>
ID1755	<b>Hamstead Marshall Village Design Statement</b>	Portfolio Holder for Planning, Housing and Transport Policy	17 - 39
ID1893	<b>Developer's Contributions - Policy Update</b>	Portfolio Holder for Planning, Housing and Transport Policy	41 - 50



## Individual Decision

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<b>Title of Report:</b>	<b>West Berkshire Council Forward Plan – September 2009 to December 2009</b>		
<b>Report to be considered by:</b>	Leader of Council	<b>on:</b>	13 August 2009
<b>Forward Plan Ref:</b>	ID1753		

**Purpose of Report:** To advise Members of items to be considered by West Berkshire Council over the next 4 months.

**Recommended Action:** That the Leader of the Council agrees and where appropriate amend the West Berkshire Council Forward Plan.

**Reason for decision to be taken:** It is a statutory requirement that a Forward Plan be produced.

**List of other options considered:** N/A

**Key background documentation:** None

<b>Portfolio Member:</b>	Graham Jones - Leader of Council
<b>Tel. No.:</b>	(01235) 762744
<b>E-mail Address:</b>	<a href="mailto:gjones@westberks.gov.uk">gjones@westberks.gov.uk</a>

<b>Contact Officer Details</b>	
<b>Name:</b>	Moira Fraser
<b>Job Title:</b>	Policy Executive
<b>Tel. No.:</b>	01635 519045
<b>E-mail Address:</b>	<a href="mailto:mfraser@westberks.gov.uk">mfraser@westberks.gov.uk</a>

## Supporting Information

### 1. Background

- 1.1 The Forward Plan attempts to cover all decisions, not just those made by the Executive, which the Authority intends to make over the next 4 months. The Forward Plan, attached as Appendix A, also shows the decision path of each item so far including Council, Executive and Overview and Scrutiny Management Committee.
- 1.2 As part of the continuing development of the Forward Plan we have now incorporated all Plans and Policies which are required to be approved by the Council under the Constitution. These items have been linked to the appropriate meetings of the Executive and Overview and Scrutiny Management Committee.

## Appendices

Appendix A – West Berkshire Council Forward Plan – September 2009 to December 2009

## Implications

**Policy:** As set out in the report

**Financial:** There are no financial implications for the Council

## Consultation Responses

**Members:**

**Leader of Council:** Leader of the Council

**Overview & Scrutiny Commission Chairman:** OSC Chairman

**Ward Members:** N/a

**Opposition Spokesperson:** Opposition Leader

**Policy Development Commission Chairman:** N/a

**Local Stakeholders:** The West Berkshire Council Forward Plan will be published the first working day after the Individual Decision is signed.

**Officers Consulted:** Nick Carter, John Ashworth, Margaret Goldie, Teresa Bell, Group Executives and there has been widespread consultation with senior managers across the Authority on the content of the Forward Plan. Given its rolling nature this consultation will be ongoing.

**Trade Union:** Not sought

<b>Is this item subject to call-in.</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
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# West Berkshire Council Forward Plan

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# West Berkshire Council Forward Plan - September to December 2009

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
<b>September 2009</b>											
C1921	<b>Councillor Call for Action</b> <i>To seek from Corporate Board and Management Board approval for the proposed mechanism for handling Councillor Calls for Action.</i>	C	24/09/09 C	Chief Executive	David Lowe	Councillor Graham Jones		07/09/09	OSMC Chairman, Head of Policy and Communication, Democratic Services Manager		01 September 2009
ID1912	<b>Winter Maintenance in the Car Parks</b> <i>To seek authority to implement a policy and procedure for winter maintenance in the car parks.</i>	ID	01/09/09	Environment	Martyn Baker	Councillor David Betts		TBC			01 September 2009
ID1757	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/09/09	Chief Executive	Carole Ruse	Councillor Pamela Bale		TBC			01 September 2009
ID1758	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/09/09	Chief Executive	Paula Amorelli (2233)	Councillor Alan Law		TBC			01 September 2009
ID1734	<b>Appointment to SACRE</b> <i>To appoint a representative to SACRE.</i>	ID	01/09/09	Children and Young People	Margaret Blaine (2458)	Councillor Barbara Alexander		TBC			01 September 2009
ID1919	<b>Health and Safety Strategy 2009/10</b> <i>To outline a Strategy to support the Health and Safety of the Council's staff and customers.</i>	ID	01/09/09	Chief Executive	Paul Shindler (2863)	Councillor Anthony Stansfeld		TBC	Head of Property Services		01 September 2009
ID1898	<b>Phoenix Centre Parking Scheme</b> <i>To consider objections to statutory consultation of Traffic Regulation Order.</i>	ID	01/09/09	Environment	Andrew Garratt (2491)	Councillor David Betts		TBC	Local Ward Members		01 September 2009
ID1899	<b>Theale Parking Review 2009</b> <i>To consider objections to statutory consultation of Traffic Regulation Order.</i>	ID	01/09/09	Environment	Andrew Garratt (2491)	Councillor David Betts		TBC	Local Ward Members		01 September 2009
ID	<b>Appointment to SEEC</b>	ID	01/09/09	Chief Executive	Andy Day			TBC			01 September 2009

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk) to confirm the contents of any agenda before attending a meeting. Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.

**KEY:**  
 ID = Individual Executive Member Decision  
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# West Berkshire Council Forward Plan - September to December 2009

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID1756	<b>West Berkshire Forward Plan - October 2009 to January 2010</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	10/09/09	Chief Executive	Moira Fraser (2045)	Councillor Graham Jones		03/09/09		Not subject to call in	01 September 2009
ID1923	<b>Proposed 20mph speed limit zone in Pangbourne.</b> <i>To consider objections to a proposed Traffic Regulation Order</i>	ID	01/09/09	Environment	Andrew Garratt (2491)	Portfolio Holder for Transport (Operational)			Statutory consultees, general public, Parish Council and Ward Members		01 September 2009
ID1925	<b>Footpath 16a Compton Special Diversion Order 2008</b> <i>To decide how to proceed with this opposed Diversion Order</i>	ID	03/09/09	Environment	Sallie Jennings	Councillor Hilary Cole			Statutory undertakers and interested parties		01 September 2009
ID1744	<b>Winter Service and Adverse Weather Policy and Plan 2009/10.</b> <i>To agree the winter gritting arrangements for 2009/10 and the Council's action during adverse weather.</i>	ID	24/09/09	Environment	Melvyn May (2873)	Councillor David Betts		16/09/09			01 September 2009
GAC1900	<b>Partnership Risk Management</b>	GA	28/09/09 GA	Chief Executive	Ian Priestley	Councillor Anthony Stansfeld			Corporate Board, External Auditors		01 September 2009
GAC1730	<b>KPMG (external auditors) - ISA 260+ report to those charged with governance</b>	GA	28/09/09 GA	Chief Executive	Joseph Holmes	Councillor Keith Chopping			Corporate Board, External Auditors		01 September 2009
GAC1901	<b>Internal Audit monitoring - Q1</b> <i>To outline the outcomes of Internal Audit work for the first quarter of 2009-10.</i>	GA	28/09/09 GA	Chief Executive	Ian Priestley	Councillor Anthony Stansfeld			Corporate Board, External Auditors		01 September 2009

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GAC1910	Risk Management in ICT	GA	28/09/09 GA	Chief Executive	Kevin Griffin (2292)	Councillor Anthony Stansfeld					01 September 2009
GAC1906	Strategic Risk Register Q1	GA	28/09/09 GA	Chief Executive	Charles Morris	Councillor Anthony Stansfeld			Corporate Board, External Auditors		01 September 2009
GAC1911	School Balances	GA	28/09/09 GA	Children and Young People	Ian Pearson	Councillor Barbara Alexander					01 September 2009
EX1897	Redundancy Payment for Worker(s) in Property (Paragraph 1 - information relating to an individual) (Paragraph 2 - information identifying an individual) (Paragraph 3 - information relating to financial/business affairs of particular person) <i>To obtain approval to make redundancy payments to individual members of staff.</i>	EX	03/09/09 EX	Chief Executive	Steven Broughton (2837)	Councillor Anthony Stansfeld	Yes	26/08/09		Part II item.	01 September 2009
EX	Replacement of Scottish & Southern Electric Pole Store (Paragraph 3 - information relating to the business/financial affairs of a particular person) <i>To recommend the acquisition of land at Trinity School currently occupied by Scottish and Southern Electric.</i>	EX	03/09/2009 EX	Community Services	David Appleton (2578)	Councillor Anthony Stansfeld	Yes	26/08/09			01 September 2009
EX1859	Rural Strategy	EX	03/09/09 EX	Chief Executive	Mark Harris	Councillor Graham Pask		26/08/09			01 September 2009

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EX1824	<b>North Wessex Downs AONB Management Plan 2009 - 2014</b> <i>To formally consider the draft revised North Wessex Downs AONB Management Plan.</i>	EX	03/09/09 EX	Environment	Paula Amorelli (2233)	Councillor Alan Law		26/08/09			01 September 2009
EX1847	<b>Financial Performance Report - Month 3</b> <i>To update Members on the budget monitoring position.</i>	EX	03/09/09 EX	Chief Executive	Joseph Holmes	Councillor Keith Chopping		26/08/09			01 September 2009
EX1850	<b>Capital Programme Monitoring Report - Month 3 of Financial Year 2009/10</b> <i>To update Members on the capital monitoring position.</i>	EX	03/09/09 EX	Chief Executive	Simon Freeman	Councillor Keith Chopping		26/08/09			01 September 2009
EX1741	<b>Council Plan Outcomes 2009/10: Quarterly Performance Update – Quarter 1</b> <i>To outline performance levels across the Council and to consider, where appropriate, the remedial action that is required.</i>	EX	03/09/09 EX	Chief Executive	Jason Teal	Councillor Anthony Stansfeld		26/08/09			01 September 2009
EX1857	<b>The Protection of Children in England: Lord Laming's Action Plan and the Government's Response</b> <i>To update Members on the actions required or planned in West Berkshire as a result of the review conducted by Lord Laming following the death of a child in Haringey.</i>	EX	03/09/09 EX 28/07/09 OS	Children and Young People	Karen Reeve (2735)	Councillor Barbara Alexander		26/08/09			01 September 2009
EX1794	<b>Treasury Management Annual Report 2008/09.</b> <i>To consider an Annual Report on the Treasury Management function, reviewing the previous year's activities and performance of the fund for the year.</i>	EX	03/09/09 EX	Chief Executive	Simon Freeman	Councillor Keith Chopping		26/08/09			01 September 2009

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EX	<b>Responding to the Recession - Developer Contributions and BREEAM Planning Policies</b>	EX	03/09/09 EX	Environment	Gary Lugg			26/08/09			01 September 2009
EX1926	<b>Proposed Acquisition of West Point, West Street, Newbury</b> <i>To inform and update Members regarding the possible acquisition of additional office accommodation</i>	EX	03/09/09 EX	Chief Executive	Nick Carter (2101)			26/08/09			01 September 2009
EX1917	<b>Responding to the Recession - Housing Services</b> <i>To provide an update on the action that Housing Services has taken to address housing issues arising from the economic downturn. To consider possible action the Council could take to help residents in West Berkshire with a housing need.</i>	EX	03/09/09 EX	Community Services	Mel Brain	Councillor Alan Law		26/08/09	Developers, RSL partners, Contracts Officer, Finance Manager, Planning and Transport Policy Manager, Housing Operations Manager		01 September 2009
EX1920	<b>West Berkshire Town and Parish Council Charter</b> <i>To build upon the working relationships with West Berkshire Town and Parish Councils and West Berkshire Council.</i>	EX	03/09/09 EX	Chief Executive	Andy Day	Councillor Graham Jones		26/08/09	Town and Parish Councils, Heads of Service, Corporate Board		01 September 2009
C1841	<b>Review of Member's Allowances</b> <i>To review the allowances for Members.</i>	C	24/09/09 C	Chief Executive	Jo Watt			16/09/09			01 September 2009
C1786	<b>Findings of the Overview and Scrutiny Commission's Review of Child Protection Services in West Berkshire</b>	C	24/09/09 C	Children and Young People	Margaret Goldie			16/09/09			01 September 2009
C1909	<b>Standards Board Intervention - Joint Standards Committees and Dispensations</b>	C	24/09/09 C Stds Cttee in Sept 09	Chief Executive	David Holling	Councillor Graham Jones		16/09/09			01 September 2009

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C1887	<b>Changes to the Constitution (Contract Rules of Procedure)</b> <i>To amend the Constitution in line with best practice</i>	C	24/09/09 C 07/09/09 GA	Chief Executive	Tom Herring						01 September 2009
	<b>Flooding Update Report - 6 monthly</b>	OSMC	15/09/09	Environment	Carolyn Murison			08/09/09			01 September 2009
<b>October 2009</b>											
ID1760	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/10/09	Chief Executive	Carole Ruse	Councillor Pamela Bale		TBC			01 October 2009
ID1761	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/10/09	Chief Executive	Paula Amorelli (2233)	Councillor Alan Law		TBC			01 October 2009
ID1759	<b>West Berkshire Forward Plan - November 2009 to February 2010</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	15/10/09	Chief Executive	Moira Fraser (2045)	Councillor Graham Jones		08/10/09		Not subject to call in	01 October 2009
EX1927	<b>Strategic Plan for the Regeneration of London Road</b> (Paragraph 3 - information relating to financial/business affairs of particular person) (Paragraph 6 - information relating to proposed action to be taken by the Local Authority)	EX	08/10/09 EX	Chief Executive	Les Gaulton	Councillor Alan Law	Yes	01/10/09		Part II item	01 October 2009
EX	<b>Presentation of the Employee Attitude Survey Results</b>	EX	08/10/09 EX	Chief Executive	Kate Toone/ Robert O' Reilly	Councillor Anthony Stansfeld		01/10/09			01 October 2009

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EX1918	<b>Private Sector Housing Policy</b> <i>To present the review of the Private Sector Housing Renewal Policy and request permission to publish the draft policy for consultation.</i>	EX	08/10/09 EX	Chief Executive	Alison Reilly	Councillor Alan Law		01/10/09	Head of Housing and Performance, Principal Environmental Health Officer, Principal Civil Contingencies Officer, Group Accountant		01 October 2009
EX1856	<b>Scrutiny Review of Facilities for Young People</b> <i>To respond to the recommendations of the Overview and Scrutiny Commission review into the facilities available for young people.</i>	EX	08/10/09 EX	Children and Young People	David Lowe	Councillor Barbara Alexander		01/10/09		Not subject to call in.	01 October 2009
EX1792	<b>Discretionary Learner Support Fund and Post-Compulsory Education Awards</b> <i>To determine the Local Authority's Post-16 Learner Support Fund and Post-Compulsory Education Awards Policies for 2009/10.</i>	EX	08/10/09 EX	Children and Young People	Malcolm Berry (2770)	Councillor Barbara Alexander		01/10/09			01 October 2009
EX1793	<b>Establishment Report Q1 2009/2010</b> <i>To report on changes to the Council's Establishment over the first quarter of 2009/10.</i>	EX	08/10/09 EX	Chief Executive	Robert O' Reilly (2358)	Councillor Anthony Stansfeld		01/10/09			01 October 2009
EX1745	<b>Community Care (Adult Social Care) Compliments and Complaints Report</b> <i>For information on community care compliments, concerns and complaints. Every local authority has a statutory responsibility to produce an annual report on the above which outlines trends and learning from complaints.</i>	EX	08/10/09 EX	Community Services	Mary Page	Councillor Joe Mooney		01/10/09			01 October 2009

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EX1892	<b>Including Everyone - West Berkshire Strategy for promoting social inclusion and community cohesion</b> <i>To approve the strategy</i>	EX	08/10/09 EX	Community Services	Teresa Bell/ David Hogg	Councillor Pamela Bale		01/10/09	Cross Council Officers at May Seminar		01 October 2009
<b>November 2009</b>											
ID1763	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/11/09	Chief Executive	Carole Ruse	Councillor Pamela Bale		TBC			01 November 2009
ID1764	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/11/09	Chief Executive	Paula Amorelli (2233)	Councillor Alan Law		TBC			01 November 2009
ID1762	<b>West Berkshire Forward Plan - December 2009 to March 2010</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/11/09	Chief Executive	Moira Fraser (2045)	Councillor Graham Jones		05/11/09		Not subject to call in	01 November 2009
EX1916	<b>West Berkshire Climate Change Strategy &amp; Action Plan</b> <i>To fulfil the Council's commitment made when signing the Nottingham Declaration to produce a Climate Change Strategy and establish a framework for action to address the causes and impact of climate change within West Berkshire.</i>	EX	19/11/09 EX	Chief Executive	Adrian Slaughter			11/11/09			01 November 2009
EX1801	<b>Enforcement of Law Relating to Age Restricted Products</b> <i>To update Members on the work carried out over the last twelve months and to approve the enforcement programme going forward.</i>	EX	19/11/09 EX	Environment	Sean Murphy	Councillor Marcus Franks		11/11/09			01 November 2009
EX1848	<b>Budget Monitoring 2009/10 - Q2</b> <i>To update Members on the budget monitoring position.</i>	EX	19/11/09 EX	Chief Executive	Joseph Holmes	Councillor Keith Chopping		11/11/09			01 November 2009

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EX1851	<b>Capital Programme Monitoring 2009/10 – Quarter 2</b> <i>To update Members on the capital monitoring position.</i>	EX	19/11/09 EX	Chief Executive	Simon Freeman	Councillor Keith Chopping		11/11/09			01 November 2009
EX1872	<b>Youth Services Management Committees</b>	EX	19/11/09 EX	Chief Executive	Karen Reeve	Councillor Barbara Alexander		11/11/09			01 November 2009
EX	<b>TEB</b> <i>TEB presents the MTFs to Management Board and release for consultation at Executive</i>	EX	19/11/09 EX	Chief Executive	Andy Walker	Councillor Keith Chopping		11/11/09			01 November 2009
EX1864	<b>Council Taxbase</b> <i>To set the tax base for tax setting purposes</i>	EX	19/11/09 EX	Chief Executive	Bill Blackett (2305)	Councillor Keith Chopping		11/11/09			01 November 2009
EX1922	<b>Housing Vision 2009-2014</b> <i>To seek adoption of the new Housing Vision 2009-2014</i>	EX	19/11/09 EX	Community Services	Mel Brain (2403)	Councillor Alan Law		11/11/09	Developers, RSLs, Supported Housing Providers, residents.		01 November 2009
<b>December 2009</b>											
ID1766	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/12/09	Chief Executive	Carole Ruse	Councillor Pamela Bale		TBC			01 December 2009
ID1767	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/12/09	Chief Executive	Paula Amorelli (2233)	Councillor Alan Law		TBC			01 December 2009
ID1865	<b>Rural Settlement List for Non-Domestic Rate Relief</b>	ID	01/12/09	Chief Executive	Bill Blackett (2305)	Councillor Keith Chopping					01 December 2009

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ID1765	<b>West Berkshire Forward Plan - January 2010 to April 2010</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	17/12/09	Chief Executive	Moira Fraser (2045)	Councillor Graham Jones		10/12/09		Not subject to call in	01 December 2009
C1890	<b>Revisions to the Code of Conduct</b> <i>To make any amendments to the Code of Conduct following the consultation on 'Communities in Control: Real people, real power Codes of Conduct for local authority members and employees'.</i>	C	10/12/09 C 16/11/09 GA	Chief Executive	Moira Fraser/ David Holling	Councillor Graham Jones		02/12/09			01 December 2009
C1806	<b>Junior Citizen of the Year Award 2009</b>	C	10/12/09 C	Chief Executive	Jo Watt	Councillor Geoff Findlay		02/12/09			01 December 2009
C1807	<b>2010/11 West Berkshire Timetable of Meetings</b>	C	10/12/09 C	Chief Executive	Moira Fraser	Councillor Graham Jones		02/12/09			01 December 2009
C1886	<b>Amendments to the Constitution - Scheme of Delegation</b> <i>To include Part 10 of the Town and Country Planning Act to the Head of Planning and Trading Standards</i>	C	10/12/09 C 16/11/09 GA	Chief Executive	Moira Fraser, Elaine Cox			02/12/09			01 December 2009

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk) to confirm the contents of any agenda before attending a meeting. Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.

**KEY:**  
 ID = Individual Executive Member Decision  
 EX = Executive  
 C = Council  
 GA = Governance & Audit Committee





## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>Hamstead Marshall Village Design Statement</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	14 August 2009
<b>Forward Plan Ref:</b>	ID1755

**Purpose of Report:** To report on the formal public consultation undertaken on the Draft Village Design Statement for Hamstead Marshall and to consider its adoption as part of the community planning process

**Recommended Action:** To endorse and adopt the Hamstead Marshall Village Design Statement as outlined in Appendix b

**Reason for decision to be taken:** Formal adoption of the Village Design Statement; the Statement having gone through the agreed processes with West Berkshire Council.

**Statutory:**   
**Other:**

**Non-Statutory:**

**Other options considered:** None

**Key background documentation:** Planning Policy Statement 12 Local Spatial Planning (PPS12)

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Alan Law - Tel (01491) 873614
<b>E-mail Address:</b>	alaw@westberks.gov.uk
Contact Officer Details	
<b>Name:</b>	Paula Amorelli
<b>Job Title:</b>	Principal Planning Officer
<b>Tel. No.:</b>	01635 519233
<b>E-mail Address:</b>	pamorelli@westberks.gov.uk

## Implications

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<b>Policy:</b>	VDS prepared as part of the community planning process in West Berkshire can influence the operation of the statutory planning system
<b>Financial:</b>	There are no direct financial implications at this stage
<b>Personnel:</b>	There are no direct personnel implications at this stage
<b>Legal/Procurement:</b>	There are no direct legal implications at this stage
<b>Environmental:</b>	VDS can highlight some local environmental issues and as such can play a useful role in conserving and enhancing the environment at this level.
<b>Partnering:</b>	VDS are an excellent example of partnering between the local community and the Council.
<b>Property:</b>	There are no specific Property implications at this stage
<b>Risk Management:</b>	There are no direct risk management issues arising from the VDS.
<b>Community Safety:</b>	There are no specific or direct Community Safety implications
<b>Equalities:</b>	The consultation carried out in support of the VDS helps ensure that all people have an opportunity to have their views and concerns heard.

## Consultation Responses

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<b>Members:</b>	
<b>Leader of Council:</b>	Graham Jones
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	Brian Bedwell
<b>Select Committee Chairman:</b>	Irene Neill
<b>Ward Members:</b>	Andrew Rowles, Anthony Stansfeld
<b>Opposition Spokesperson:</b>	Royce Longton
<b>Local Stakeholders:</b>	Previously consulted during the preparation of the VDS
<b>Officers Consulted:</b>	Previously consulted during the preparation of the VDS
<b>Trade Union:</b>	N/A

**NOTE: The section below does not need to be completed if your report will not progress beyond Corporate or Management Board.**

<b>Is this item subject to call-in.</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	
Delays in implementation could compromise the Council's position	<input type="checkbox"/>	
Considered or reviewed by OSC or associated Task Groups within preceding 6 months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	

## Supporting Information

### 1. Background

- 1.1 A Village Design Statement (VDS) is a document describing the qualities and characteristics that local people value in their village and its surroundings. It sets out clear and simple guidance for the design of all development in the village. A VDS cannot be used to stop new development, but it can be used to influence developers and the local planning authority, and to ensure that new buildings respect and reflect local character.
- 1.2 Village and Town Design Statements are intended to influence the operation of the statutory planning system and this has worked well in West Berkshire for the past few years. The Council has actively encouraged the production of village and town design statements and since 2001 has adopted the following:
- Basildon, Chieveley, Bucklebury, Cold Ash and Ashmore Green, Speen, Beenham, Hermitage and Inkpen as supplementary planning guidance (SPG) under the old planning system (prior to September 2004)
  - Newbury, Pangbourne, Compton, Stratfield Mortimer and Brimpton as a 'material consideration' in planning decisions under the new planning system (between September 2004 and June 2008)
  - Streatley, in March 2009, as part of the community planning process
- 1.3 Since June 2008 VDS now achieve recognition through the community planning process rather than the statutory planning process as previously. This is because the Government published revised planning guidance in Planning Policy Statement 12 Local Spatial Planning (PPS12). This removed the ability the Council had to specifically adopt new VDS as a 'material consideration' in planning decisions. It does not mean that they are seen as any less important however. The government reaffirms this by stating that 'Councils should pay close attention to the contents of non statutory parish and community plans as part of their community involvement in the production of the Local Development Framework (LDF)'.

- 1.4 To ensure that village and town design statements produced in this way are still accorded weight in the planning process, for example, by planning inspectors at appeals, it remains particularly important to show that they:
- have been produced in consultation with the local community and stakeholders, including statutory consultees;
  - conform with relevant development plan policies; and
  - have been adopted by the Council.
- 1.5 The following procedures are therefore being adopted by community groups in West Berkshire when preparing village and town design statements:

**Stage 1**

Production of draft village or town design statement by village or town design statement group with the involvement of a wide cross-section of the local community;

**Stage 2**

Officer agreement to final version of draft village or town design statement;

**Stage 3**

Four week 'formal' consultation period where village or town design statement group consults with the local community and West Berkshire Council consult with relevant stakeholders & statutory consultees;

**Stage 4**

Amendments to village or town design statement made as appropriate;

**Stage 5**

Village or town design statement group presents final village or town design statement to the Council for adoption as an Individual Executive Member decision.

- 1.6 The production of the Hamstead Marshall VDS has been in accordance with this procedure.

**2. Hamstead Marshall Village Design Statement**

- 2.1 The need for the preparation of a VDS for Hamstead Marshall was originally highlighted as an action in the Hamstead Marshall Parish Plan. A working group was subsequently formed from the local community and the VDS drawn up with advice from Council officers.
- 2.2 Formal consultation on the Draft Village Design Statement was undertaken by West Berkshire Council for just over four weeks from 25th February to 30th March 2009. Officers consulted directly with nearly 40 statutory agencies, national interest groups, adjacent parish councils, local interest groups and local developers (or their agents). In addition, the draft document was made available on the Council's web site.

- 2.3 There were 2 formal responses to the Draft VDS and these are attached as Appendix A. The Appendix also outlines how the VDS has been enhanced as a result of the comments made.
- 2.4 The final text for the Hamstead Marshall VDS is therefore attached as Appendix B. If the document is endorsed and adopted by the Council, Hamstead Marshall Parish Council will prepare the document for publication, including images, maps (with acknowledgments) and illustrations as appropriate. It will then publish the document and make an electronic copy available for use by West Berkshire Council.

## **Appendices**

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Appendix A - Formal responses to the Draft Hamstead Marshall Village Design Statement  
Appendix B - Hamstead Marshall Village Design Statement

## APPENDIX A

## Draft Hamstead Marshall Village Design Statement

## Consultation Responses

Consultee	Representation	Action
WBC Archaeological Officer	<p>I very much welcome this document and the role of the local community in providing guidance on development within their locality. The approach to breaking the area up into character areas is a sensible one, but without a map it was hard to understand where these areas lay and what their limits are. Do you know if a map illustrating the character areas is available?</p> <p>There is a lot of interesting and relevant material in the 'Historical context' and 'Landscape context' sections. However, I found these a little confusing, with historical data in the landscape section and no real structure. I wonder whether these could be made a little clearer by a small re-write with more subheadings. I think that the 'Historic context' section might be stronger if it were a proper narrative summarising the evidence for human activity in the parish.</p> <p>I did notice that there is no reference to the Historic Landscape Character data or the Historic Environment Character Zoning material, both of which I think would be highly relevant and would help support some of the statements being made. I would of course be happy to help the community by supplying this data and by advising them on other matters related to the historic context. I do think it is worth stressing the importance of the historic context as more than in many other places at Hampstead Marshall the character of the landscape and the settlement has been shaped by specific and identifiable human activities.</p> <p>I note that whilst the park is stressed in the 'conclusion' there are no specific planning guidelines related to this important feature. Similarly no mention is made of development reflecting the dispersed nature of the historic settlement pattern.</p> <p>I also note that there is little detail in the character areas descriptions, and no real guidelines about the design, architectural style, building materials, etc, prevalent within the settlement.</p> <p>Whilst some listed buildings are mentioned I think a list of all the listed buildings in the parish would be of interest. I also think that any non listed buildings that the parish feel are distinctive or locally important need to be mentioned, possibly with a 'guideline' seeking their retention or enhancement.</p> <p>I hope that these comments are of use. I repeat my offer to provide data and advice as I think that the VDS would be more robust were some of these issues addressed.</p>	The Archaeological Officer has worked closely with the VDS Team to incorporate his comments into the final document. There has been some minor clarification and reordering of the text and appendices added on listed buildings and historic environment character zones.
Thames Water	<p>Thames Water is the statutory water and sewerage undertaker for the West Berkshire District and as such is responsible for the public water and sewerage systems.</p> <p>As with other West Berkshire VDS we have commented on we consider that there should be a section on 'Infrastructure and Utilities' in the VDS. This should make reference to the following: Thames Water should be consulted on all matters relating to the public mains water and public</p>	These comments are noted but no changes are proposed to the VDS.

	<p>sewerage systems.</p> <p>Thames Water must also be consulted regarding proposals involving building over or close to a public sewer. If building over or close to a public sewer is agreed by Thames Water it will need to be regulated by an Agreement in order to protect the public sewer and/or apparatus in question. It may be possible for public sewers or water mains to be moved at a developer's request so as to accommodate development in accordance with Section 185 of the Water Act 1989.</p> <p>Regarding the tree planting strategy, Thames Water recognises the environmental benefits of trees and encourages the planting of them. However, the indiscriminate planting of trees and shrubs can cause serious damage to the public sewerage system. In order for these public sewers to operate satisfactorily trees and shrubs should not be planted over the route of the sewers.</p>	
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**APPENDIX B****HAMSTEAD MARSHALL VILLAGE DESIGN STATEMENT****Adoption draft July 2009****Introduction**

The Hamstead Marshall Village Design Statement (VDS) has been prepared by members of the Parish Plan Steering Group. The VDS draws on the data contained within the Parish Plan but has been developed as a “stand-alone” document complementary to it.

It describes the character of the village and its surroundings as the community sees it today. The aim is to ensure that any future development takes this into account. It has been designed for the use of planners and developers and those associated professionally with them. However, it will also be of significant interest to individual residents contemplating smaller developments or changes not subject to planning control.

The local community hopes that the VDS will influence the operation of the statutory planning process by providing guidelines for all types of developments. This approach is supported by the Government through national planning guidance. Planning Policy Statement 12 (PPS12) Local Spatial Planning (June 2008) states that **‘Councils should pay close attention to the contents of non statutory parish and community plans as part of their community involvement in the production of the Local Development Framework.’**

Under the Planning and Compulsory Purchase Act 2004, West Berkshire Council has to prepare a Local Development Framework (LDF). Formal adoption of the West Berkshire Planning Strategy – the core planning strategy for the District – is expected in 2010. In the meantime, planning and development proposals will be considered in accordance with the ‘saved’ policies of the West Berkshire District Local Plan (WBDLP). The ‘saved’ policies are incorporated in the WBDLP Saved Policies Written Statement (September 2007).

In addition the Council has produced a design guide series ‘Quality Design – West Berkshire’. The series forms a Supplementary Planning Document (SPD) which supports the ‘saved’ policies of the Local Plan and which is intended will support future planning policies in the West Berkshire Planning Strategy. The series acts as an umbrella document for town and village design statements.

Once completed, the Hamstead Marshall Village Design Statement will:

- provide a consensus view of the local community
- have been produced in consultation with the local community and stakeholders, including statutory consultees;
- conform with relevant development plan policies; and



- have been adopted by the Council as part of the community planning process

## **Public consultation**

In October 2007 the Hamstead Marshall Parish Plan was presented to the Downlands Forum for adoption by West Berkshire Council.

Preparation of the plan involved two questionnaires asking for views on the environment, transport, community services, youth activities, broadband provision, and general household information.

Public meetings were held in the White Hart and the village hall, and at a summer event the young people of the village made a model of the locality with their ideas for the future. Progress was publicised through noticeboards, the *Hamstead Hornet* and the village website. <[www.hamsteadmarshall.net](http://www.hamsteadmarshall.net)>.

Later, during the drafting of this design statement, there were regular meetings with the parish plan steering committee and the parish council. Officers of West Berkshire Council monitored its progress.

After the first draft was produced two further advertised public meetings in June and July 2008 were held in the village hall. Everyone was encouraged to contribute ideas for this statement. Particular attention was given to the following: character areas, design, materials, property boundaries and planning guidelines. Feedback was consistent with questionnaire responses. Appendix 1 refers.

Formal consultation on the Draft VDS was undertaken by West Berkshire Council for just over four weeks from 25th February to 30th March 2009. The Council consulted directly with about 40 statutory agencies, national interest groups, adjacent parish councils, local interest groups and local developers (or their agents). In addition, the document was made available on the Council's website.

The final VDS was endorsed and adopted by West Berkshire Council on ?? 2009 as a document which it recognises has been prepared as part of the community planning process. The VDS has been produced in consultation with the local community and stakeholders and conforms with relevant development plan policies. In line with guidance in Planning Policy Statement 12 (June 2008) the Council has said it will pay close attention to the contents of the VDS as part of its community involvement in the production of the Local Development Framework.

## **Historical context**

Hamstead Marshall is about 3 miles southwest of Newbury. It lies south of the A4 (the old Bath Road), bounded by the Kennet and Avon Canal to the north, Kintbury to the west and Enborne to the east. The river Enborne to the south marks the parish and Hampshire / Berkshire boundary.

In Old English, **HAM** is a place by a river and **STEDE** is a settlement. The Domesday Book records that both Hamstead and Irish Hill were held by a Norman, Hugolin the Steersman. During Plantagenet times, William Earl **Marshall** occupied the Manor, one of his duties being regent to the child king Henry III in 1216.

Generally ownership changed as dictated by the Crown, with Edward III living here in 1350. Later the manor was given to three of Henry VIII's wives.

In 1620 the wealthy widow of Sir William Craven (Lord Mayor of London 1610) acquired Hamstead for her son, who became the first Earl of Craven. This started the Craven family's long occupancy, which continued until 1984.

## Landscape context

Some three quarters of the parish to the west of Park Lane and Holtwood Road lies within the North Wessex Downs Area of Outstanding Natural Beauty (AONB). To the north runs the River Kennet, with ancient water meadows, and the Kennet and Avon Canal. There are considerable areas of ancient woodland, most of which appears on the Rocque map of 1761.

'Concentrated around Newbury, this is a low-lying landscape of largely medieval origin. The varied geology of clays, silts and sands has resulted in a small-scale and intimate landscape with a mosaic of ancient woodlands, plantations, remnant heathland and more open farmland, with sunken winding lanes. The network of woodland, connecting hedgerows, areas of parkland including wood pasture, create considerable ecological interest.'

*extract from the North Wessex Downs Area of Outstanding Natural Beauty and the Entry Level Scheme. Published by the Countryside Agency.*

Hamstead Marshall has all these features. The interplay of Bagshot Beds, London clay and sands are very evident with numerous springs, free-draining Bagshot Beds on the higher ground, and much of the poor draining, clay-based pasture heavy and wet in winter. The main character areas around Ash Tree Corner and the White Hart are absorbed into this low-lying landscape, and are only apparent when the village is approached. The vantage point at Hamstead Park looks to the north, with the village out of view.

Field sizes are small in the main, some probably pre-enclosure and some still bounded by ancient woodland. The village layout is well mapped and documented in archives dating back to the early eighteenth century (Rocque's map, estate surveys, tithe map, enclosure award). These confirm that many hedgerows are centuries-old, some being relics of ancient coppices. Present-day flora such as dog's mercury, yellow archangel, nettle-leaved bellflower and moschatel should be cherished as indicators of former woodland. The older hedge plant species include dogwood, field maple, hazel and oak, the newer represented by blackthorn and hawthorn.

There is a mature plantation at Holtwood, with more recent planting in Redhill Wood and at Ash Tree Corner. The land in the Park is organically farmed, with both arable and wood pasture.

There are four Sites of Special Scientific Interest (SSSI):

- 1) The pit in the quarry field, protected for geological reasons.
- 2) Irish Hill Copse – ancient coppiced woodland.
- 3) Redhill Wood - ancient woodland exhibiting a wide range of stand types and with particularly fine examples of birch, ash, lime, pedunculate oak-ash-hazel and valley-alder woodland.
- 4) River Kennet and its water meadows.

Scheduled Ancient Monuments include two motte-and-bailey castle mounds in the garden of North Lodge ( Berkshire 19010 ) and another in the north of Hamstead Park ( Berkshire 19011 ), as well as Hamstead Park pale ( Berkshire 19012 ).

2.5 hectares of walled kitchen gardens, now within the grounds of Craven House, are registered with English Heritage as an Historic Park and Garden.

Roman brick kilns were found in the 1960s in a field off the north end of Park Lane.

## **The Parish**

Hamstead has about 750 hectares (1,852 acres) in all, mostly permanent pasture with some land under organic management.

It is a very small rural settlement with a population of 267 (in 2001) in some 117 households, of which just over half live in pre-war and much earlier vernacular properties. In addition to the park with its manor house and Craven associations, the village has a twelfth-century church, a very active village hall (formally the school) and a freehold public house. Elm Farm, home to the Organic Research Centre is organically farmed by a tenant, and Plumb's Farm accommodates the Dogs Trust (formerly NCDL) kennels. There are several other home based-enterprises, including woodland management and equestrian activities. Other land is mostly let, or on short term grazing licences to neighbouring farmers from outside the parish.

## **Road layout**

The Newbury to Kintbury unclassified road runs roughly east-west through the village from the Craven Arms to Old Lane. The narrowest point is just east of Chapel Corner, where two cars can just pass, but larger vehicles such as the regular bus service must back up. A 30mph limit was introduced some years ago, and recently extended, but speeding traffic continues to be a problem. Lanes leading off this road are typically sunken and winding, some of only single vehicle width.

There are no pavements other than within Ash Tree Grove, or street lights in the village.

## **Character areas**

There is no clearly defined centre of the village, in the sense of pub and church around a village green. That said, Ash Tree Corner, with its Victorian village hall and associated playing field, is the largest concentration of population, and would be seen by many in the village as the centre.

Most of the housing lies along the Kintbury road from just west of Ash Tree Corner to Chapel Corner. Settlement in the remainder of the parish is dispersed to the north and south in open countryside, chiefly near the river and at Holtwood, plus a very small community at Irish Hill near Kintbury. Hamstead Park with adjoining Church occupies about a quarter of the land area, and is interesting historically, scenically and architecturally. Morewood, in the north of the parish, is a sporting estate of around 120 hectares (300 acres).

Craven ownership of most of the properties for three centuries ensured there was only change as initiated by the estate. External influences were minimal until the estate began selling housing stock in the 1970s.

The older buildings are informally dispersed. They are mainly of local red brick with clay tiles, although there are random variations including slate roofs and rendering. There is no defining vernacular style, because the design and method of construction changed with time; it includes one thatched cottage, several timber-framed buildings and a terraced row at Chapel Corner. At least three houses (Little Orchard, Marsh Benham House and The Holding) have brick and wood barns of a similar design.

The modest properties have mostly casement windows, the sash variety being seen in the former farmhouses, Hamstead Lodge and Morewood House. Other features include hip-end roofs, dormer windows and some tile-hung elevations. The estate colour treatment for joinery changed over the years, going from bottle green to most recently white. Some homeowners have continued the tradition. Gate and fence posts had typically very pointed tips; some are still in evidence at the mill entrance to the park.

The listed buildings in the village are shown in Appendix 3.

Five Character Areas are itemised below:

### ***1 White Hart and Chapel Corner***

The White Hart public house (rendered white elevations, *circa* 1750) lies across the road from Plumbs Farm (*circa* 1750), the dog rescue centre. The upper windows of the White Hart are sash, with one curiously partially blocked out, certainly for the past 100 years.

Next door is Elm Farm which has a Grade II-listed brick and tile barn, of three-bay, aisled layout with two noteworthy open diamond air vents. The original eighteenth-century timber-framing survives today. The farmhouse is at right angles to the road and has a rendered elevation, the whole forming a courtyard effect with the buildings grouped around it. It has always been the central and principal farm of the village.

Barrs Farm is at the western edge of the village. It is eighteenth-century, once again brick and tile and still a working dairy farm.

There are 28 other houses in this area, 11 of which are post-war, the remainder mostly eighteenth or early nineteenth century, but four houses of sixteenth-century origin are Grade II-listed. Building materials are brick and tile, with a mix of facing brickwork, painted brickwork and rendering. There are some hipped roof ends and small dormer windows. Of note are Clove Cottage, The Old Post Office, Gully Cottage and Clareville, the last two being semi-detached. They probably pre-date the Craven period and they still display the asymmetry of pre-1600 houses. Now renovated over recent years, Gully Cottage has added small traditional outbuildings, the whole visible from the road through timber gates. Clareville, by contrast has cream painted elevations and dormer windows, and is one of the very few three-storey houses in the village. There is a hedge boundary to the road with a wicket gate leading to the front door.

The road here is narrow, with informal grass verges (vestiges of former common land) around Chapel Corner. Warwick Hill has a calm, secluded aspect, with cottages set back from a narrow, grass verged lane and fields to front and rear. One is a converted chapel, and another traditional farmhouse, White Hill, is now an equestrian establishment. On the Kintbury Road running westwards towards Barrs Farm there are three 1970's detached houses, well spaced and mature in their partly wooded surroundings.

## *2 Ash Tree Corner*

This crossroads lies where Park Lane (the western boundary of Hamstead Park), the Kintbury Road and Holtwood Road meet. There is woodland on the north-eastern corner. With 35 houses on the other three, this is the most populous area of the village.

The village hall (the former school) is a good, late-Victorian example in brick, with a hipped roof, and a fine, rounded, north-facing window. There is an attached cottage, originally for the schoolmistress. Nearby are two eighteenth-century cottages, one with an interesting leaded light window. There is a Grade II-listed, sixteenth century, timber framed cottage at the south-eastern corner of the crossroads.

At the south western corner there is a post-war housing association development of single storey properties, neatly grouped in a close. The southern end has seven two storey brick and tile semi-detached houses built in 1992 (but in traditional style) to replace post-war prefabs damaged by fire. The whole implies a sense of community, with the benefit of adjoining farmland to the south and west.

There are three further bungalows adjacent on the Kintbury road. They blend well with the others, and have gated hedge boundaries. Opposite is a more formal line of local-authority, two storey houses dating from the 1920s and 1950s. Most are now in private ownership. The older have dormer windows and are of warm orange brick. All are sensibly set back from the road, again with timber gates, hedges and good sized gardens backing onto countryside. Beyond these are two panel fenced 1960's bungalows.

### ***3 Hamstead Park, St Mary's Church and Craven Hill***

The road runs southwards from the Grade II-listed canal bridge at Hamstead Lock. Beside the river bridge there is a Grade II-listed converted mill, which was rebuilt after a fire in 1810. It has white rendered elevations and an interesting octagonal slate roof. The view into the Park is uninterrupted at this point, with wooden gates and post and rail fencing. The curve in the road, the waterways and rising ground make this area a notable and much-visited beauty spot.

Hamstead Park is a place of history, containing Saxon fishponds and one of the castle mounds. At its centre is the neoclassical Grade II-listed Hamstead Lodge, converted in Regency times from a seventeenth-century hunting lodge. It replaced the original Craven manor house destroyed by fire in 1718, of which seven pairs of Grade I-listed gatepiers remain, some within the walling and others free-standing in open countryside. Hamstead Lodge has extensive white elevations, and large sash windows. The main entrance is protected by a portico.

The brick wall of the estate extends from North Lodge, the property after the park entrance, to just beyond the gatepiers at Craven House, a modern residence set back behind the wall and largely out of view. North Lodge is a former keeper's cottage, extended in the 1950s. The dowager countess Williamina lived there briefly before her death in 1974. The house sits slightly above the road, with white elevations and a tiled roof.

St. Mary's Church is positioned on high ground within the Park. Grade II\*-listed, it has a twelfth century south doorway, and a substantial brick tower added *circa* 1622. There are panoramic views to the north across the Kennet valley towards Wickham and the downs.

To the west of the Church there are the converted buildings of the former stableyard, now known as Craven Hill. All typical Craven artisan structures, most are listed and date back to the building of the original manor house in the late seventeenth century; they were illustrated in a Johannes Kyp print of 1709, and the original plans can be seen in the Bodleian Library. They include a large timber-framed barn, a farmhouse, cottages and a bothy. Local red facing bricks and tiles predominate, although there is a painted cottage adding variety. Together the ensemble is a fine example of sensitive restoration of a complete site.

Across the road, behind a brick and flint wall is what may have been a sixteenth century dovecote. Now known as Morewood House, it is Grade II-listed, well proportioned and set in 120 hectares (300 acres). Post and rail fencing, hedges and a small pond all add interest at this road junction.

This character area is particularly valued by the local community and there has been much local concern about possible harmful effects should the working of the old quarry adjacent to Morewood House be reactivated.

For more on the park's past see Appendix 2, an extract from 'Hamstead Park Historic Environment Character Zone', West Berkshire Council Archaeological Service.

#### ***4 Holtwood and Redhill***

The south of the parish occupies slightly higher ground, generally quite wooded. It includes Redhill SSSI and a plantation on the east / west lane which runs from Redhill House to Smith's Bridge. There are some fine downland views to the south. Clustered informally around the cross roads at the centre are a farmhouse (a former dairy farm dating from the early nineteenth century), a substantial eighteenth century village house and a pair of cottages, now converted to a single dwelling. All are of Craven stock, so built of the usual local materials. The striking chimneys of the house and the farm's tile-hung frontage add interest to this area. Redhill House, a few hundred yards to the east has similar features. Another cottage has been replaced with a modern, conservatively designed property. All have hedges and small gates permitting discreet glimpses of garden layouts.

On Watery Lane lies Holtwood Farm, a listed sixteenth-century building with white painted elevations, which is now a riding stables. Further to the west a new house was built recently, permission being granted in connection with a pheasant-rearing business.

#### ***5 Irish Hill***

At the north-western corner of the parish, this was a small settlement, mentioned as a separate manor in Domesday. In the nineteenth century it had a whiting plant using the local chalk, and seven or eight houses. Now just two houses face each other each in this secluded spot. One, converted from a couple of cottages is traditional, whilst across the track is a modern building on the site of former dwellings.

Just east of the junction of Irish Hill Road with Old Lane is the parish's only thatched cottage, Peartree Bottom. Small with red facing brickwork and little casement windows, it is Grade II-listed and charming in its modest plot, set in the valley south of Irish Hill.

## **Conclusion**

**The consultation process for the Parish Plan and the Village Design Statement has established that the village community values the rural nature and sense of history associated with the park, the waterways, listed buildings and ancient woodland. Also from these consultations an overwhelming majority wish the "open countryside" status to be preserved.**

## **Planning guidelines**

### *Landscape*

- 1) Any future development should be sensitive to the rural character of Hamstead Marshall with its small number of dispersed settlements and reflect the fact that the majority of the parish lies within a nationally designated landscape.
- 2) Character Area 3 ; Hamstead Park, St Mary's Church and Craven Hill is held in particularly high regard by the local community. Stemming from its historic background it has an important group of features and most of the buildings are listed. Any future development should aim to enhance this area.
- 3) Any proposal for future development should take account of the predominantly poor draining London Clay subsoil.
- 4) Any future development in the parish should conserve or enhance the open countryside, native wildlife species and their habitats.  
(Note responses to questionnaires, page 10)

### *New development*

- 1) The use of traditional materials and building design are encouraged in any new or extended properties so they harmonise with their surroundings. ie, bricks to match as closely as possible the Craven local red handmade variety, similarly for clay roof tiles. The use of recycled materials should also be considered where possible . Casement windows are preferable for modest properties, with dormers an option for the first floor.
- 2) New developments should respect neighbouring properties in style, scale and siting.
- 3) Roof heights of extensions to existing buildings should not be higher than the original roof.
- 4) New buildings should not generally be more than two storeys high and should follow existing ground levels.
- 5) Any external lighting, including security lights, should minimise light pollution, particularly for neighbouring properties.
- 6) Boundaries should ideally be native hedges such as dogwood, blackthorn,holly,hazel, oak, low red brick walls or post and rail fences.
- 7) The historic character of the parish and in particular the Craven legacy is what makes Hamstead Marshall distinctive. This character should be conserved or enhanced in any future development.



*Streetscene*

- 1) The existing road layouts should be respected because they have established the form of Hamstead Marshall.
  
- 2) Street lighting is considered inappropriate for all the country lanes and the stretch of road from the Craven Arms to the western boundary of the parish. Lighting for security may be desirable within Ash Tree Grove.

**Sources and Acknowledgements:**

*The Victoria County History Berkshire. IHR (1907)*

Penelope Stokes. *Craven Country : The Story of Hamstead Marshall (1996)*

*Hamstead Marshall Parish Plan. Steering group chairman; Robin Tandy*

Royal Commission on Historical Monuments. *Farmsteads Survey (1994)*

Lyndall Foster. *History of Elm Farm Hedgerows. (1983)*

*North Wessex Downs Area of Outstanding Natural Beauty and the Entry Level Scheme. The Countryside Agency (2005)*

Hamstead Marshall Parish Council

Paula Amorelli: Principal Planning Officer, West Berkshire Council

Duncan Coe: Archaeological Officer, West Berkshire Council

## Appendix 1

### Some of the results from the questionnaires

Q. How important do you think it is that new and extended building in the village should use traditional styles and materials ?

63% said it was 'very important', that is 48 replies from the 76 received.  
29% said it was 'fairly important' and 4% that it was 'unimportant'.

Q. Hamstead Marshall has a number of sites of historic and scientific interest. How important is it to you that such sites should be protected and conserved ?

75% said it was 'very important', particularly the canal bridges and lock, the old mansion site (the park gatepiers) and St Mary's Church.

Q. At present Hamstead Marshall is designated as 'open countryside', which means that planning applications for new houses are rarely granted. How important is it to you that this status is maintained ?

80% said it was 'very important', that is, 61 replies from the 76 received.  
(11% said it was 'fairly important' and 5% that it was 'unimportant')

Q. Which features do you think contribute most to the quality of the local landscape? (farmland, woodland, hedgerows, spread-out housing, wildlife, historic sites and monuments, traditional old buildings, River Kennet and canal, footpaths, Hamstead Park and St Mary's Church)

Whilst all were appreciated, overall the farmland, wildlife and traditional buildings scored slightly more than the other choices.

## **Appendix 2**

### **Hamstead Park Historic Environment Character Zone**

#### **Historic Character**

This zone is composed of the extensive landscape park of Hamstead Park and related fields, and ancient woodland next to the River Kennet. Hamstead Park has a long history and began as a deer park, which existed by the early 13<sup>th</sup> century and initially covered only the central part of the zone. The park was later owned by the Earls of Craven who enlarged the park and constructed a substantial mansion and formal gardens in the mid-17<sup>th</sup> century. Service buildings and a kitchen garden were also constructed at the park's north-western tip during this remodelling. It is also thought that the village of Hamstead Marshall was moved to its present location south of the park to allow the park to extend over the site of the medieval village at this date. The mansion was burnt down in the early 18<sup>th</sup> century and occupation shifted to Hamstead Lodge in the park's centre. The lodge was extended into a substantial country house, now known as Hamstead Park, during the 19<sup>th</sup> century. The park was also extended over the 18<sup>th</sup> and 19<sup>th</sup> centuries and converted into informal parkland which also utilised the ancient wood of Enborne Copse on the eastern edge of the park.

There has been no substantial change in the nature of land-use and most of the zone is still part of Hamstead Park. The park is actively managed and retains significant areas of wood pasture including a large number of mature and veteran trees. A very small contraction in the area covered by the park has occurred on the western edge. Former parkland in this area is now under arable cultivation and this includes the 17<sup>th</sup> century mansion site and parts of the formal gardens. The service buildings and kitchen garden are no longer part of the park and are now private housing. This has mostly involved the re-use and conversion of estate buildings into housing, but one large new home was constructed in the former walled garden. This was built in the 1990s and removed elements of the garden that had survived up until that date. Parts of Enborne Copse have been cleared of mature tree cover and replanted with other species and this may have caused the loss of historic features and biodiversity.

#### **Historic Environment**

HER records are very dense in this zone and most records are of medieval and post-medieval earthworks and buildings. The above-ground monuments and structures known from documentary sources have been the focus of the archaeological work carried out in this zone. Finds and cropmarks are very uncommon but this is unsurprising as most of the zone has been in mature pasture and woodlands for several centuries. These land uses are generally unfavourable to artefacts and cropmarks discovery. Analysis of aerial photographs during the National Mapping Programme discovered cropmarks of the mansion and gardens in arable land on the western edge of the park.

Evidence for prehistoric and Romano-British material is absent from the zone. This absence could be due to the land being used as pasture which is not sensitive to cropmark formation and inhibits the discovery of artefact scatters. The zone lies within an area of prehistoric and Romano-British activity and it is possible that

undetected features of these dates are present. Important Mesolithic material has been recovered from neighbouring parts of the Kennet Valley and sites of this date may exist within this zone. Some Bronze Age and Iron Age activity is present in adjacent zones and it is possible that this continued into the zone. Two Romano-British sites, a pottery kiln and a possible villa, lie just outside the western and eastern edges of the zone. It is likely that activity of this date, possibly relating to these sites, exists within the zone.

Hamstead Park contains a rich range of medieval features, many are scheduled monuments. Perhaps the most important of these are three mottes, which have been interpreted as shifting castles and a 12<sup>th</sup> century siege work. Much of the pale of the deer park survives and extensive earthworks around the church are thought to be the remains of the medieval village. It is unclear when the village was established and when and why it was abandoned. The church is the only surviving structure from the village and much of its fabric dates to the 14<sup>th</sup> century. The church is the only listed building in the zone that is not a parkland structure.

The zone contains an array of structures relating to the post-medieval and current Hamstead Park. Although burnt down and demolished, below-ground remains of the 17<sup>th</sup> century mansion and formal gardens are present and visible as cropmarks. The cropmarks show a high-level of detail enabling the pattern of planting and paths in the formal garden to be mapped. Elements of the formal garden remain above-ground : five pairs of entrance gate piers stand within fields and parts of the garden walls survive as boundaries. These structures and other park buildings at the north-western corner of the park are listed. The 18<sup>th</sup> and 19<sup>th</sup> century parkland itself is still in use and has been subject to little alteration.

Hamstead Park house and two other 19<sup>th</sup> century park buildings are listed. The area around Hamstead Lock has been designated as a Conservation Area.

### **Historic Environment Potential**

The zone as a whole has a high archaeological potential. The pre-medieval character of the zone is poorly understood. The zone may contain Mesolithic and later prehistoric and Romano-British material but it is not possible to be more specific about the nature and quality of any deposits on present evidence. The medieval and later character is fairly well-understood but significant gaps in knowledge still exist. Little is known about the medieval village of Hamstead Marshall, the chronology and use of the mottes and siegeworks, or the development of the park itself. Features and structures of medieval and post-medieval date can still yield further important information. The impact of continued cultivation on deposits at the mansion and garden site is unclear.

### **Conservation Issues**

The potential for possible gravel extraction

More detail is needed on the historic building stock to ensure appropriate policies are put in place to conserve this resource.

Management of surviving park features, in particular the pillars which remain on the English Heritage Buildings at Risk Register.

Management of earthwork features, especially the scheduled Motte and Bailey's.

Management of Kennet and Avon canal and possible impacts on surviving early fabric of locks, bridges, etc.

Management of WW11 features.

## Appendix 3

### Listed Buildings and Structures

Hamstead Park Lodge	Grade II
Park Gate Piers (5)	Grade I
Park Gate Piers (2)	Grade II*
Lamellion	Grade II
1-7 Hamstead Mill	Grade II
Morewood House	Grade II
Morewood Orangery	Grade II
Parterre	Grade II
West Barn Bothy	Grade II
No 50 Craven Hill	Grade II
Holtwood Farm	Grade II
Craven Hill Lodge	Grade II
Craven Keep	Grade II
Middle Barn	Grade II
St Mary's Church	Grade II
Canal Bridge & Lock	Grade II
Dreweatts Lock & Pillbox	Grade II
Clareville	Grade II
Clove Cottage	Grade II
Elm Farm Barn	Grade II
Gully Cottage	Grade II
Old Post Office	Grade II
Pear Tree Cottage	Grade II





## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>Developer's Contributions - Policy Update</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	17 August 2009
<b>Forward Plan Ref:</b>	ID1893

**Purpose of Report:** To seek approval for changes to the Supplementary Planning Guidance - Delivering Investment from Sustainable Development (SPG04/4)

**Recommended Action:** That the changes to the SPG are approved

**Reason for decision to be taken:** In order that the SPG continues to meet all the tests of Government Circular 05/2005 and allows for contribution requests towards infrastructure required as a result of development

**Statutory:**   
**Other:**

**Non-Statutory:**

**Other options considered:** None

**Key background documentation:** SPG4/04 documentation, Reports to Planning Task Group

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Alan Law - Tel (01491) 873614
<b>E-mail Address:</b>	alaw@westberks.gov.uk
Contact Officer Details	
<b>Name:</b>	Caroline Walsh
<b>Job Title:</b>	Developer Contributions Officer
<b>Tel. No.:</b>	01635 503018
<b>E-mail Address:</b>	cwalsh@westberks.gov.uk

## Implications

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<b>Policy:</b>	As set out in the report
<b>Financial:</b>	As set out in the report
<b>Personnel:</b>	None
<b>Legal/Procurement:</b>	None
<b>Environmental:</b>	None
<b>Partnering:</b>	None
<b>Property:</b>	None
<b>Risk Management:</b>	None
<b>Community Safety:</b>	None
<b>Equalities:</b>	Not required

## Consultation Responses

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### Members:

<b>Leader of Council:</b>	Graham Jones	No comments
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	Brian Bedwell	No comments
<b>Select Committee Chairman:</b>	Emma Webster	Response 23/07/09. Agreement with the proposals
<b>Ward Members:</b>	Not applicable	
<b>Opposition Spokesperson:</b>	Royce Longton	No comments

### Local Stakeholders:

<b>Officers Consulted:</b>	Corporate Board consulted at their meeting on 7 <sup>th</sup> July 2009. Gary Lugg, Bryan Lyttle	No comments
<b>Trade Union:</b>	Not consulted	

<b>Is this item subject to call-in.</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	
Delays in implementation could compromise the Council's position	<input checked="" type="checkbox"/>	
Considered or reviewed by OSC or associated Task Groups within preceding 6 months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	

## Supporting Information

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### 1. Background

- 1.1 Planning obligations (or S106 agreements) are legal agreements negotiated between the local authority and the developer and are intended to make acceptable development which would otherwise be unacceptable in planning terms (ODPM Circular 05/2005).
- 1.2 The terms of the S106 agreement prescribe the use of any monies paid. There must be a functional or geographical link between any development and the item being provided.
- 1.3 Planning obligations should not be used solely to resolve existing deficiencies in infrastructure provision; rather they are to be used to mitigate the harm caused to services and infrastructure as a direct result of the development.
- 1.4 West Berkshire Council's Supplementary Planning Guidance – 'Delivering Investment from Sustainable Development' was formally adopted on 27<sup>th</sup> September 2004. Its provisions apply to all applications submitted on or after 1<sup>st</sup> November 2004. It sets out the Council's approach to securing developers contributions in order that any impact created from development is mitigated fully.
- 1.5 Our processes are acknowledged as an example of good practice by the Audit Commission, who have encouraged other Authorities to follow our lead. We have been visited by HM Treasury, and by other Local Authorities and Universities, all wanting to learn from our experience.
- 1.6 The transparency of the system, the clarity for developers and the community, and its resultant increase in targeted funds to mitigate the impact of development, are all seen as beneficial to the community as a whole.

#### *Amendments to the SPG*

- 1.7 The purpose of this report is to request approval of non-material changes to the documentation and contribution levels for the Council's Supplementary Planning Guidance – Delivering Investment from Sustainable Development. This includes changes to documentation, and to levels of contributions.
- 1.8 Amendments have also been made to the documentation, being a suite of 13 Topic Papers, with a Core Guidance Document, and backed up by a Companion Note (which sets out the likely contribution levels). These amendments are necessary to reflect
  - (1) Changes to Government policy
  - (2) Improvements and enhancements to formulae, both as a result of officer initiatives and results of Inspectors' Appeal decisions.
  - (3) Changes to wording to improve clarity for the developers and the public
  - (4) Changes to reflect changes in officers and the structure of the Council

- 1.9 Amendments to contribution levels have been made both on an annual basis, to reflect increases in costs of infrastructure required to mitigate the harm of development, and on an ad-hoc basis, to reflect changes required as a result of appeal decisions, or changes in the details of the policy. Officers are confident that the current level of contributions sought meet the tests of the Government's Circular 05/2005, and mitigate the harm caused by development, by enabling enhancements to Council services and infrastructure.
- 1.10 Changes made to the SPG documentation since its adoption in 2004 are set out as Appendix A to the report. All these changes have previously been considered and approved by members of the Planning Task Group (known formerly as the Local Development Framework Working Group).

## **Appendices**

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Appendix A – Schedule of changes to the SPG, 2004 to date

### Changes to Developer Contributions from Nov 2004 to present day

*The original SPG documentation was adopted in September 2004 and applied to applications received between 1<sup>st</sup> November 2004 and 30<sup>th</sup> April 2006.*

#### Update 1

The documentation was updated to take account of price increases and to make non-material factual changes. In detail:

Core Guidance: Factual update to include the main effects of the production of Circular 05/2005. Factual update of Table 1 to clarify contributions and to refer the reader to the Companion Guide for current costs

Companion Note on Example Contributions: Update of all example contribution tables to reflect changes to levels of contributions. Additions to and updates of frequently asked questions

Topic Paper 1 – Affordable Housing: Inclusion of clarification of building methods and housing management standards. The level of financial contribution was updated to include up-to date rent levels and build costs.

Topic Paper 2 – Transport: The document was restructured to improve clarity. Contribution levels for both residential and commercial development were adjusted to reflect current costs

Topic Paper 3 – Education: The formula was amended so that a by-bed approach is adopted for all housing developments. The findings of the latest housing study were taken account of, including the opportunity to differentiate between 2 bed houses and flats. The round-up function was removed.

Topic Paper 4 – Public Libraries: References were made to a recent report by the South East Museums, Libraries and Archives Council (SEMLAC) on developer's contributions for library services. Contribution levels were updated to take account of recommendations from the SEMLAC report, and to reflect more up-to-date costs available for new library buildings

Topic Paper 6 – Health Care Provision: Factual updates to show current numbers of residents and sizes of practice lists. Small changes to wording to improve clarity.

Topic Paper 7 – Open Space: Contribution levels were updated, taking account of the most up-to-date costs available. Small changes to wording to improve clarity.

*The changes were approved by Members of the Planning & Transport Policy Task Group on 30<sup>th</sup> March 2006. The revised documentation and contribution levels applied to applications received between 1<sup>st</sup> May 2006 and 31<sup>st</sup> March 2007.*

Update 2

The documentation was updated to take account of price increases and to make non-material factual changes. In detail:

Core Guidance: Factual update in relation to the proposed introduction of Planning Gain Supplement. Insertion of new paragraph to provide details of the progress of the Local Development Framework.

Companion Note on Example Contributions: Update of all example contribution tables to reflect changes to levels of contributions, where requested by service units. Enhancement to example contribution tables to show contribution levels for 5+ bed dwellings. Additions to and updates of frequently asked questions.

Topic Paper 1 – Affordable Housing: Inclusion of clarification of building methods and housing management standards. The level of financial contribution was updated to include up-to date rent levels and build costs.

Topic Paper 3 – Education: The level of financial contribution is usually updated using the latest cost multipliers provided by DfES. DfES did not update the multipliers this year. Investigations revealed that the DTI indicative pubsec index is used by the DfES in order to inflate the cost per m2 for building projects at schools, and therefore the level of contribution for 2007/08 was increased by reference to the same index.

Topic Paper 4 – Public Libraries: The document was amended to reflect the latest report received from SEMLAC (South East Museums Libraries and Archives Council). The formula for calculating the contribution was amended to use the latest SEMLAC figure for the cost of construction and fit-out of library buildings.

Topic Paper 6 – Health Care Provision: Factual updates to show current numbers of residents and sizes of practice lists. Small changes to wording to improve clarity, and to reflect the restructure of the PCT's to create Berkshire West PCT.

Topic Paper 7 – Open Space: Update to contribution levels, taking account of the most up-to-date costs available. Small changes to wording to improve clarity.

*The changes were approved by Members of the Local Development Framework Working Group on 16<sup>th</sup> February 2007. The revised documentation and contribution levels applied to applications received between 1<sup>st</sup> April 2007 and 20<sup>th</sup> September 2007.*

Update 3

The documentation was updated as a result of an appeal decision. The Appeal Reference is APP/W0340/A/07/2034357. In detail:

The contributions for libraries, Healthcare and Open Spaces were amended so that they were based on occupancy by size of dwelling, rather than by dwelling based on average household size.

The space standard for equipped play space within the calculation for open space was too high, and was amended to reflect national standards recommended by the National Playing Fields Association.

***The changes were approved by Members of the Local Development Framework Working Group on 21<sup>st</sup> September 2007. The revised documentation and contribution levels applied to applications received between 21<sup>st</sup> September 2007 and 18<sup>th</sup> November 2007.***

Update 4

The documentation was further updated as a result of the appeal decision. In detail:

The calculation methodology was reviewed and re-checked after contact with the Appellant. It was found that there were some errors in the calculation of the contribution level, which were amended.

***The changes were approved by Members of the Local Development Framework Working Group on 26<sup>th</sup> October 2007. The revised documentation and contribution levels applied to applications received between 19<sup>th</sup> November 2007 and 31<sup>st</sup> July 2008.***

Update 5

The documentation was updated to take account of price increases and to make non-material factual changes. In addition, material changes were made to the Education Topic Paper, and a new Topic Paper for Adult Social Care was created. This required a 6 week public consultation process. In detail:

Core Guidance: Factual update in relation to the proposed introduction of the Community Infrastructure Levy.

Companion Note on Example Contributions: Update of example contribution tables to reflect changes to levels of contributions, where requested by service units. Amendments to wording to improve clarity.

Topic Paper 1 – Affordable Housing: References to planning HSG.10 were removed. The level of financial contribution was updated to include up-to date rent levels and build costs.

Topic Paper 2 – Transport: Small amendments to wording to improve clarity. Contribution levels for both residential and commercial development were increased.

Topic Paper 3 – Education: The level of financial contribution was updated using the latest cost multiplier provided by DCSF – Department for Children, Schools and Families (formerly DfES – Department for Education & Skills). References to DfES were removed in order to be replaced by DCSF. The contribution was amended to include a contribution towards Special Educational Needs (SEN), and a contribution towards project development.

Topic Paper 4 – Public Libraries: The document was amended to reflect new benchmarks by which the library service is measured. Contribution levels for both residential and commercial development were increased in line with inflation figures contained within the SEMLAC report.

Topic Paper 5 – Community and Social Service Facilities: The adoption of a new Topic Paper for Adult Social Care necessitated the re-writing of Topic Paper 5 so that it concentrates on contributions towards Community Facilities only; with all references to Adult Social Care being removed. It was renamed Community Facilities.

Topic Paper 6 – Health Care Provision: The practice size lists were updated. There was no change to the level of contribution sought.

Topic Paper 9 – Environmental Enhancements: Inclusion of references to DEFRA Circular 01/2005 and NERC Act 2006. Inclusion of references to other public sector initiatives. Small amendments to wording to improve clarity.

Topic Paper 12 – Preventing Crime and Disorder: Amendments to the document to reflect current Government Guidance. Amendments to remove West Berkshire planning policies which have not been saved, and to reflect new policies which replace them. The document was updated to reflect current CCTV and Crime Reduction strategies, and to update the contacts section to reflect the change in management of the service.

New Topic Paper 13 – Adult Social Care: New Topic Paper adopted with effect from 1<sup>st</sup> August 2009.

*The material changes were approved by the Council's Executive on 10<sup>th</sup> July 2008. The non-material changes were approved by Members of the Local Development Framework Working Group on 6<sup>th</sup> June 2008. The new and revised documentation and contribution levels applied to applications received between 1<sup>st</sup> August 2008 and 31<sup>st</sup> March 2009.*



Update 6

The documentation was updated to take account of price increases and to make non-material factual changes. In detail:

Core Guidance: Factual update in relation to the proposed introduction of the Community Infrastructure Levy. Amendments to wording to improve clarity.

Companion Note on Example Contributions: Update of example contribution tables to reflect changes to levels of contributions, where requested by service units. Removal of references to the option for paying contributions in lieu of a S106 agreement.

Topic Paper 1 – Affordable Housing: Update to the level of financial contributions to include the latest available cost indicators and rent levels.

Topic Paper 2 – Transport: Contribution levels were amended for some classes of commercial development.

Topic Paper 3 – Education: Update to the level of financial contributions. The Department for Children, Schools and Families (DCSF) do not update the cost multipliers annually and therefore the contribution was revised in line with the latest construction cost index inflation figure. The Development Impact Calculators (DIC's) were amended to reflect that fact that 3 year olds are educated 15 hours per week (60% of the school week). A re-analysis of the child yield from different sizes of development was undertaken and the DIC's were amended with the correct figures. Amendment to officers' contact details.

Topic Paper 6 – Health Care Provision: The practice size lists were updated. There was no change to the level of contribution sought.

Topic Paper 7 – Open Space: Contribution levels for Open Space were updated making use of the 2009 edition of Spons "Landscape and External Works Price Book", together with up-to-date in house cost rates.

Topic Paper 9 – Environmental Enhancements: Inclusion of the West Berkshire Living Landscape Project Agreement in Paragraph 1.3 of the Topic Paper. Other small amendments to wording to improve clarity.

Topic Paper 11 – Fire & Rescue Infrastructure: Amendment to Paragraph 2.2 of the Topic Paper to reflect the current costs of fire hydrant provision.

Topic Paper 12 – Preventing Crime and Disorder: Small changes to wording to improve clarity

Topic Paper 13 – Adult Social Care: Update to the level of financial contributions making use of financial and activity data from 2007/08 statutory reporting.

*The changes were approved by Members of the Local Development Framework Working Group on 30<sup>th</sup> January 2009. The revised documentation and contribution levels have applied to applications received since 1<sup>st</sup> April 2009 (with the exception of changes to Social Care and Transport as detailed in further updates below).*

Update 7

The documentation for Adult Social Care and Transport was updated. In detail:

Topic Paper 2 – Transport: The wording of Topic Paper 2 was amended to reflect latest Government Guidance issued jointly by the Department of Transport and Communities & Local Government. No amendment to the contribution levels was necessary as a result of this change.

Topic Paper 13 – Adult Social Care: Following the re-analysis of the child yield per size and type of development for Education (in Update 6), it was necessary to adjust the adult occupancy rates, on which the Adult Social Care contributions are based. This resulted in changes to the contribution level for Adult Social Care.

*The changes were approved by Members of the Planning Task Group (formerly the Local Development Framework Working Group) on 1st May 2009. The revised documentation and contribution levels applied to applications received since 18th May 2009.*

Update 8

The documentation for Education (Topic Paper 3) was updated.

In detail:

1. The methodology behind the formulaic approach to seeking contributions was updated to reflect a recent appeal decision. The size of existing dwellings will now be taken into account when assessing the net impact of a development.
2. The methodology for calculating the capacity of catchment schools was amended to reflect the fact that once a contribution has been received, the harm has been mitigated by the developer, rather than the capacity at the school only being increased once the school has been expanded using those contributions. There is no change to the contribution level as a result of this amendment.

*The changes were approved by Members of the Planning Task Group on 29<sup>th</sup> May 2009. The revised documentation and contribution levels have yet to take effect.*