



In accordance with LGA 1972, Sch.12, Councillors are hereby summoned to a Meeting of Winkfield Parish Council to consider Planning & Highways Matters and for the purpose of transacting the business on the following Agenda: to be held on 6th October 2026, 7:30pm at Carnation Hall, Chavey Down Road, RG42 7PA.

Christina Lindsey – Proper Officer, 01/10/2026

Members of the Public: You are welcome to attend

Appendices:

1. Item 5: [Minutes of the Previous Meeting](#) – page 5
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10. Item 14: **Confidential** report of Stockton Bradley on Carnation Hall Project – Page 21

AGENDA

1. WELCOME FROM THE CHAIR

2. PUBLIC PARTICIPATION

In accordance with the Standing Orders, S3, a time not exceeding 10 minutes is available to Members of the public to make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3. APOLOGIES FOR ABSENCE

To receive and consider for acceptance apologies for absence in accordance with LGA 1972, s85. Councillors should personally notify the Clerk of the Council by midday of the meeting day of any intended absence along with the reason.

4. DECLARATIONS OF INTEREST

Members are required to declare any personal, pecuniary or prejudicial interests in relation to any items on the agenda.

5. MINUTES OF THE PREVIOUS MEETINGS

To sign as a correct record the Minutes of the Council Meeting held on 1st September 2026, circulated with this agenda at [appendix 1](#).

6. PLANNING APPLICATIONS

To consider and agree comments to the Deciding Authority on the following planning applications:

- i. **25/00767/FUL**, 190 Fernbank Road, Ascot, Berkshire, SL5 8LA
Ascot Priory, Not Green Belt, Carly Cozens
Full Planning Application
Amended application: Proposed single storey front, side and rear extensions, following demolition of conservatory. Addition of front entrance gate, boundary fence and side entrance gate to proposed detached garage, following demolition of existing garage.
- ii. **PA/2026/0513**, 2 Wood End Close, Ascot, SL5 8LB
Ascot Priory, Not Green Belt, Sarah Fryer
Householder planning permission
Proposed part two storey and first floor side extension.
- iii. **PA/2026/0774**, 11 KING EDWARDS ROAD, ASCOT, SL5 8PD
Ascot Priory, Not Green Belt, Dexter Matthews
Householder planning permission
Proposed first floor extension over existing flat roof, new fenestration, addition of render and solar panels, together with internal and external alterations.
- iv. **PA/2026/0780**, NEWLANDS, 29 PRINCE CONSORT DRIVE, ASCOT, SL5 8AW
MH&tWwSF, Green Belt, Kevin Lloyd Jones
Householder planning permission
Proposed construction of a roof doemer with 2no. conservation roof lights to the front slope and associated internal alterations following the removal of a detached outbuilding.
- v. **PA/2026/0787**, MILLSIDE, 108B LOCKS RIDE, ASCOT, SL5 8QX
Winkfield & Cranbourne, Green Belt, Kevin Lloyd Jones
Householder planning permission
Proposed roof extension to allow for 2 flat roof dormers, with 1 including an inset balcony.
- vi. **PA/2026/0817**, STILWELL, FOREST ROAD, ASCOT, SL5 8QF
Ascot Priory, Not Green Belt, Tree Service
Consent under Tree Preservation Orders
T1 Turkey Oak - application to fell due to decay
- vii. **PA/2026/0823**, 1 SEYMOUR DRIVE, ASCOT, SL5 8FX
MH&tWwSF, Not Green Belt, Phil Gritten
Consent under Tree Preservation Orders
T1 - Norway Maple - Reduce canopy height and lateral spread 3-4m back towards previous reduction points.
- viii. **PA/2026/0828**, 7 DIANTHUS PLACE, WINKFIELD ROW, BRACKNELL, RG42 7PQ
Winkfield & Cranbourne, Not Green Belt, Tree Service
Tree Work Application (TRTPO Application)

Prune one Silver Birch

- ix. **PA/2026/0835**, TAMBORA, LONG HILL ROAD, ASCOT, SL5 8RE
Ascot Priory, Not Green Belt, Tree Service
Consent under Tree Preservation Orders
Prune one Oak tree
- x. **PA/2026/0847**, FLAT C, KINGS RIDE HOUSE, PRINCE ALBERT DRIVE, ASCOT, SL5 8AQ
MH&tWwSF, Green Belt, Dexter Matthews
Householder planning permission
Proposed addition of rooms in the roof space with two rear facing dormers, side facing roof lights and alterations to orangery to include a new roof.
- xi. **PA/2026/0887**, NEWLANDS, 29 PRINCE CONSORT DRIVE, ASCOT, SL5 8AW
MH&tWwSF, Green Belt, Kevin Lloyd Jones
Prior approval Part 1 Class AA : Enlargement of a dwellinghouse by construction of additional storeys
Prior approval application for construction of a single additional storey above the existing two-storey dwellinghouse.
- xii. **PA/2026/0896**, 6 ELLIOTT RISE, ASCOT, SL5 8NN
Ascot Priory, Not Green Belt, Phil Gritten
Consent under Tree Preservation Orders
T1
One Beech tree needing pruning due to overhanging on the south west side of the property cut back canopy 9m to 6m

7. APPEALS

- i. To note the following new appeals, and to consider making comment where the opportunity exists.
 - a) No new appeals have been received.
- ii. To note updates on existing appeals and outcomes of decided appeals: To note that no updates or outcomes have been received.
 - a) 25/00773/FUL Knightswood Cottage: erection of single storey infill extension with roof lantern and skylight. Installation of 3 no. roof lights to existing single storey roof and installation of front facing dormer window to existing dwelling and installation of side facing dormer window to existing garage
** Appeal DISMISSED** Green Belt application – no very special circumstances.

8. BRACKNELL FOREST COUNCIL

- i. To note the date of the next meeting of the BFC Planning Committee: 8th October 2026 6.30pm.
- ii. To note the invitation to briefing on National Scheme of delegation 10am 13th October.

9. TREE PRESERVATION ORDERS

- i. To note the following and to consider making comment on provisional orders:

- a) TPO 1453: Land at Lambrook School, Winkfield Row, Bracknell - RG42 6LU
[Appendix 2](#)
- b) TPO 1454: Land at / adjacent to Cherry Blossom, Rhododendron Walk, Ascot, SL5 8PN. [Appendix 3](#)
- c) TPO 1455: Woodland adjacent to 15 & 16 Prince Consort Drive, Ascot. [Appendix 4](#)
- ii. To note the following confirmed orders:
 - a) TPO 1448: Land at/ adjacent to Chavey Well, 68 Locks Ride SL5 8QX. [Appendix 5](#)
 - b) TPO 1450: Land at Newell House, Newell House Annexe and Brook Farm, Church Rd, Winkfield SL4 4SE. [Appendix 6](#)

10. HIGHWAYS MATTERS

Beechcroft, Forest Road → Shimmer Lodge, Forest Road
The Annexe, Mount Apollo, Mounts Hill, → Rose Cottage, Mount Apollo, Mounts Hill

11. CORRESPONDENCE

- a) An report on Assets of Community Value is included at [Appendix 7](#), for information and noting.
- b) An approach has been received from a prospective buyer, of The Duchy, included at [Appendix 8](#). WPC is asked to consider the and decide whether it wishes to make an ACV application for The Duchy at this time.

12. CLERK'S REPORT ON CARNATION HALL PROJECT

To note the Clerk's Report, attached at [Appendix 9](#)

13. EXCLUSION OF PRESS & PUBLIC

To Resolve that: pursuant to Section 100 of the Local Government Act 1972, members of the press and public be excluded from the meeting during consideration of the following item listed as agenda items **14 (CARNATION HALL PROJECT)** due to commercial sensitivity.

14. CARNATION HALL PROJECT

To consider the **confidential reports from Stockton Bradley, Chartered Surveyor attached at Appendix 10 (redacted)** in conjunction with the Clerk's report at [Appendix 9](#).

WPC is asked:

- i To approve the appointment of Stockton Bradley Chartered Surveyor to work on the project as above described (Heating/Cooling, Main Works, Subsidiary Items) and give delegated authority to the Clerk to sign on the Council's behalf
- ii To approve the process of scoping the heating and cooling project and subsequent two rather than three quotes
- iii To approve the transfer the car park resurface ear-marked reserve into the general Carnation Hall ear-marked reserve.

Appendix 1: Item 5: Minutes of previous meeting



Special Meeting of Winkfield Parish Council to
consider Planning & Highways Matters
held at Carnation Hall
1st September 2026
MINUTES

Councillors:

Ascot Priory Ward: Cllr S Banks, Cllr D Hayes ^{MBE}, Cllr G Paxton (chair);

Forest Park Ward: Cllr L Campling, Cllr O Lake;

Martins Heron & The Warren with Swinley Forest Ward: Cllr G Barber, Cllr R Warren;

Winkfield & Cranbourne Ward: Cllr C Ehinger, Cllr M Gaw, Cllr D Wall.

Also: Christina Lindsey, Business Operations & Planning Assistant

WELCOME FROM THE CHAIR

The Chair opened the meeting and welcomed members and noted that no members of the public were in attendance.

PUBLIC PARTICIPATION

A time not exceeding 10 minutes was available to the public to address the Members of the Council on any matter relevant and within the Council's responsibility or which affects its area. It was noted that there was a public participation request from a resident who was unable to attend, which was read out and considered at 6viii.

APOLOGIES FOR ABSENCE

Apologies were received from Cllr N Atkinson, Cllr T Blakemore, Cllr E Blyth, Cllr C Dudley. Cllr P Adams, Cllr O Barreto, Cllr K Buchler, Cllr C Debbinney-Wright, Cllr O Lazar were absent.

DECLARATION OF INTEREST

The following Interests were declared:

Cllr Hayes MBE noted that as Borough Councillor and member of the Planning Committee, they could be present when any of the applications presented to Winkfield Parish Council are considered by BFC. It was therefore noted that they would reconsider any application at the Borough Planning Committee with an open mind, taking account of any additional information and that any view expressed today may therefore change.

MINUTES OF THE PREVIOUS MEETINGS

It was proposed by Cllr Paxton, seconded by Cllr Ehinger and with one abstention RESOLVED that: the minutes of the meeting of Winkfield Parish Council to consider Planning & Highways matters on 7th July 2026 were an accurate record of that meeting and would be duly signed by the Chair.

PLANNING APPLICATIONS

The following applications were considered and comments agreed as follow:

- i. PA/2026/0690: Squirrels, North Street, Winkfield, Windsor, SL4 4TP: Change of use from Public House (Sui Generis) to 2no. self-contained units, minor external alterations to the existing buildings, associated parking, landscaping and storage,
Recommended refusal

It was proposed by Cllr Wall, seconded by Cllr Banks, and with 1 abstention(s) RESOLVED that: WPC does not support this change in use, and notes that there is an identified need for such facility within the local community.

- i. PA/2026/0704: THE MILL, CROUCH LANE, WINKFIELD, WINDSOR, SL4 4RZ: Proposed erection of a single storey extension to the side of the building, following removal of 2 storage containers, and retention of outdoor recycling area.

Observation

It was proposed by Cllr Paxton, seconded by Cllr Barber, and with 1 abstention(s) RESOLVED that: WPC has no objection to the application provided the proposals are compliant with all applicable Green Belt regulation and legislation.

- ii. PA/2026/0720: 10 Westwood Grove, Ascot, SL5 8GB: Proposed conversion of the existing roof space to provide additional habitable accommodation, including the construction of a rear dormer extension and installation of rooflights to the front and rear roof slopes.

Considered: no objection

- iii. PA/2026/0730: DEERSWOOD HOUSE, HATCHET LANE, WINKFIELD, WINDSOR, SL4 2EG: Ground floor rear extension, two storey side and rear extension and garage conversion.

Observation

It was proposed by Cllr Barber, seconded by Cllr Paxton, and with 1 abstention(s) RESOLVED that: WPC has no objection to the application provided the proposals are compliant with all applicable Green Belt regulation and legislation.

- iv. PA/2026/0741: KINGSWOOD MANOR, CHURCH ROAD, WINKFIELD, WINDSOR, SL4 4SF: The tree is a Populus Nigra and half of the tree has failed and has left a massive wound, so it needs pollarding/coppicing due to it being very unsafe

No Comment

Application Withdrawn

- v. PA/2026/0743: 1 CRANBOURNE TOWERS, FERNBANK ROAD, ASCOT, SL5 8JE: Trim or shave the branches overshadowing the property

Observation

It was proposed by Cllr Paxton, seconded by Cllr Ehinger, and with 1 abstention(s) RESOLVED that: WPC would leave determination of the application to the informed expertise of the tree officer

- vi. PA/2026/0744: 8 WENTWORTH AVENUE, ASCOT, SL5 8HQ: Proposed single storey side and rear extensions, hip to gable roof extension with rear dormer, front porch and 3

new front rooflights., following demolition of existing conservatory and garage.
Additional car parking in the front garden.

Considered: no objection

- vii. PA/2026/0754: 71 LOCKS RIDE, ASCOT, SL5 8QZ: Proposed erection of front, side and rear extensions and first floor extensions

Considered: no objection

- viii. PA/2026/0761: 3 LAVENDER COTTAGES, FOREST ROAD, WINKFIELD ROW, BRACKNELL, RG42 7NP: Proposed demolition of the existing single storey rear extension and the construction of a single storey rear extension with hipped roof.

Considered: no objection

APPEALS

It was noted that no new appeals had been received.

It was noted that no updates on appeals had been received.

BRACKNELL FOREST COUNCIL

Noted: the date of the next meeting of the BFC Planning Committee: 10th September 2026 6.30pm.

It was noted that the National Scheme of Delegation comes into effect on 31st October 2026. Some concerns were raised by Councillors and it was noted that briefings from BFC were scheduled for 13th October 2026.

TREE PRESERVATION ORDERS

The following TPOs were noted:

- i. TPO 1452 - Orchard House, Woodside Road (provisional): 2 Oaks.

HIGHWAYS MATTERS

It was noted that no highways matters were arising.

CORRESPONDENCE

It was noted that no correspondence requiring the attention of all Councillors had been received.

The meeting closed at 19:57

Chairman

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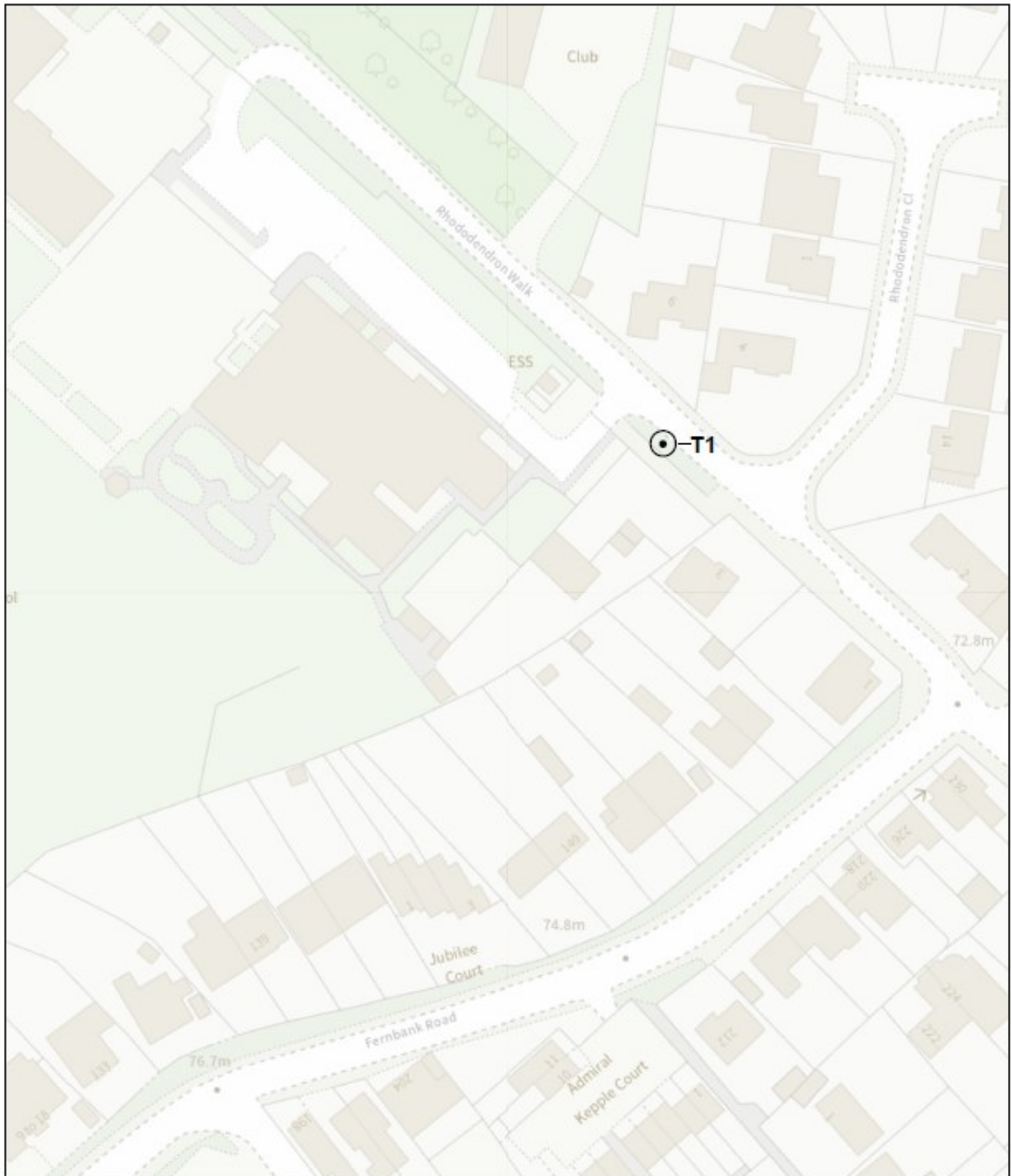
Appendix 2: Item 9: TPO

Place Planning and Regeneration 	
TREE PRESERVATION ORDER TPO 1453	
Land at Lambrook School, Winkfield Row, Bracknell - RG42 6LU - 2026	
Key:	
Trees specified individually (T): -	
T1: Oak	T2: Hawthorn
Drawn By	Date
TS	11/9/ 2026
OS co-ordinates (Centre of plan) 489171	
Important Restrictions: Please note that anyone wishing to carry out any form of work to the trees affected by this Order however minor (including any work or activities which may damage or adversely affects its root system or above ground parts of the tree in any way), must first obtain written consent from this Authority. The legislation protecting trees overrides Common Law and Permitted Development Rights. Failure to fully comply with the legislation protecting these trees and obtaining the necessary written consent can have many consequences including legal action and can incur fines	

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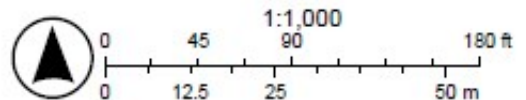


Appendix 3: Item 9: TPO

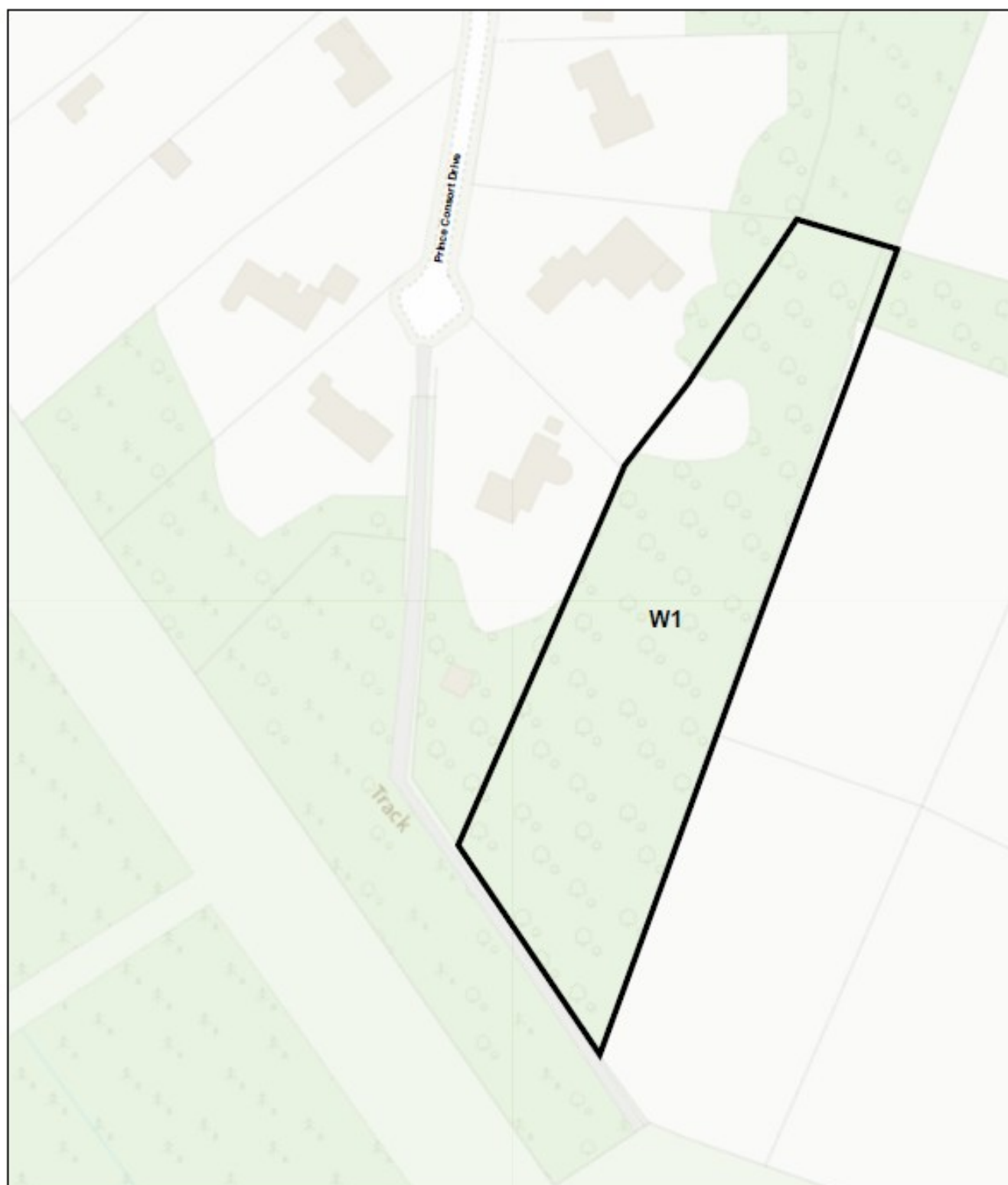


Date: 02/09/2026

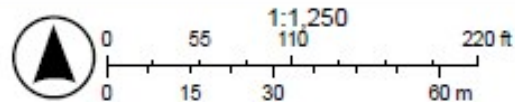
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Appendix 4: Item 9: TPO 1455



10/09/2026

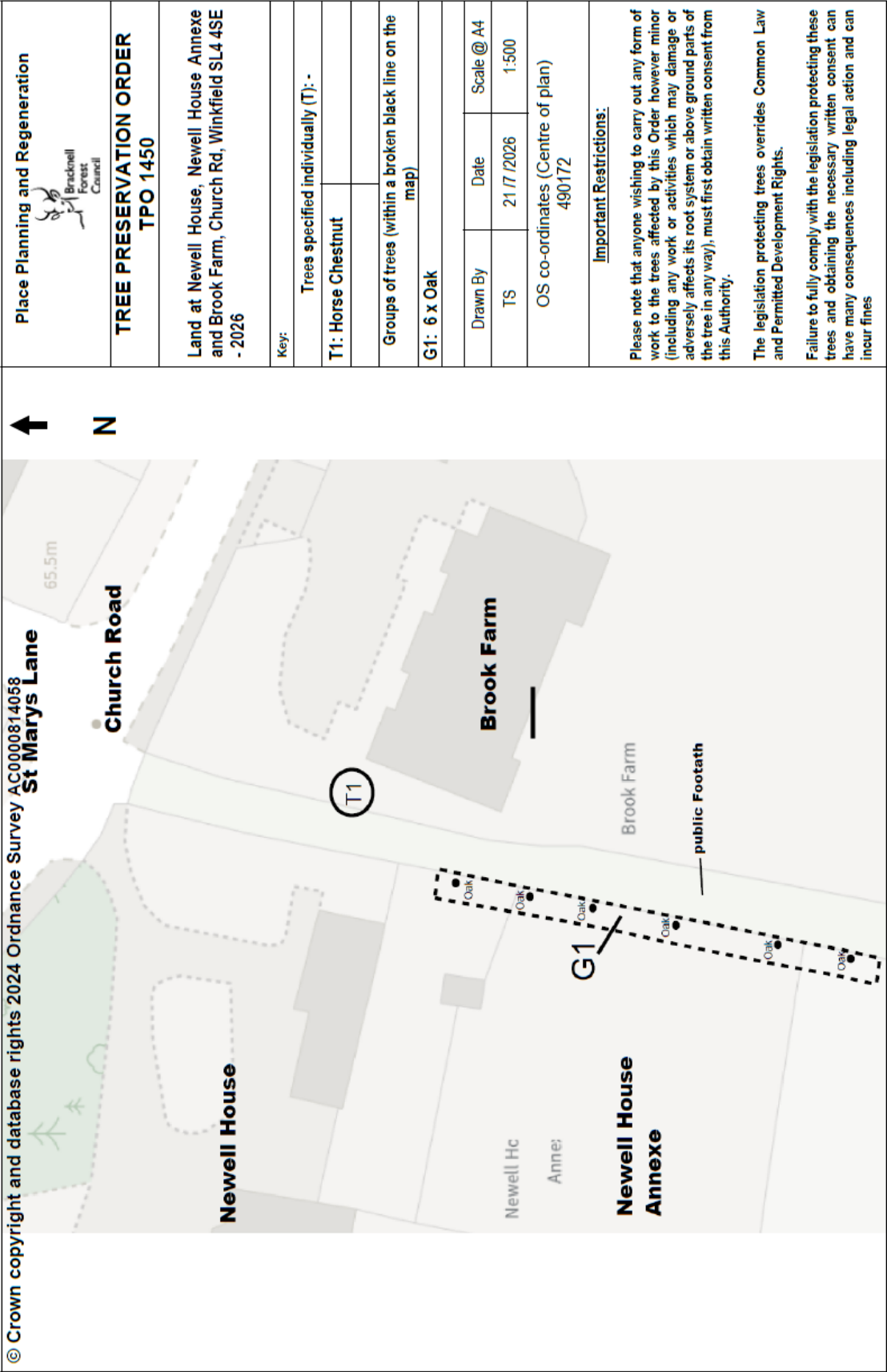


TREE PRESERVATION ORDER 1455/2026

Woodland adjacent to 15 and 16 Prince Consort Drive, Ascot

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Appendix 6: Item 9: TPO



Appendix 7: Item 11: Correspondence: ACV Report



THE DUCHY, ASCOT

Asset Of Community Value

Report to Council: Planning & Highways, 6th October 2026

1. Recommendation

To consider whether WPC wishes to nominate the former Duchy Ascot/The Crispin as an Asset of Community Value (ACV).

2. Background

WPC has previously objected to planning application 25/00778/FUL, which proposes the demolition of the former Duchy Ascot/The Crispin and construction of three houses. WPC's objection included concern about the permanent loss of a community facility.

WPC has now been contacted by a prospective purchaser who has advised that they are considering acquiring the site with the intention of retaining its commercial use and reopening it as a public house and community hub. They have also submitted a pre-application enquiry to Bracknell Forest Council regarding the proposed reopening. This would of course need to be considered on its own merits.

The prospective purchaser has asked whether WPC would consider an ACV nomination.

3. Asset of Community Value

Under Bracknell Forest Local Plan Policy LP44, (which seeks to retain and maintain existing community facilities and services) public houses can qualify as Assets of Community Value where they meet the relevant statutory criteria. Parish Councils are able to nominate assets within their parish.

An ACV listing does not prevent the property being sold or determine the outcome of any planning application. It can, however, provide the community with certain rights if the owner subsequently wishes to make a qualifying disposal.

4. Recommendation

Councillors are asked to consider whether the former Duchy Ascot/The Crispin should be nominated as an Asset of Community Value. The nomination would be independent of the prospective purchaser and would not constitute support for any future planning application or particular operator.

If WPC agrees, officers will prepare and submit the nomination to Bracknell Forest Council, with appropriate supporting evidence.

5. Proposed resolution

Winkfield Parish Council is asked to:

1. Note the approach from a prospective purchaser regarding the potential reopening of the former Duchy Ascot/The Crispin as a public house and community hub; and
2. Consider and agree or decline to nominate the former Duchy Ascot/The Crispin as an Asset of Community Value; and

Appendix 7: Item 11: Correspondence: ACV Report

3. If agreed, authorise the Clerk and BOPA to prepare and submit the nomination to Bracknell Forest Council.

Christina Lindsey

Business Operations & Planning Assistant

Winkfield Parish Council , 21st September 2026

Appendix 8: Item 11: Correspondence: The Duchy

From: <REDACTED>

Sent: 21 September 2026 10:13

To: Info - Winkfield Parish Council <info@winkfieldparishcouncil.gov.uk>

Cc: moira.gaw@bracknell-forest.gov.uk; Cllr. Dorothy Hayes <dorothy.hayes@bracknell-forest.gov.uk>; tony.virgo@bracknell-forest.gov.uk

Subject: Prospective Buyer Inquiry – The Duchy Ascot (Case 25/00778/FUL) – Intent to Retain Commercial Pub Use

Dear Winkfield Parish Council Clerk and Councillors,

Re: Expressions of interest to retain and reopen The Duchy Ascot (The Crispin), Windsor Road

I am writing to you as a prospective buyer currently evaluating the acquisition of the former Duchy Ascot (The Crispin) site on Windsor Road.

I have been closely following the active planning application (**reference 25/00778/FUL**) for the demolition of the building and the proposed construction of three residential houses. I have read the Parish Council's formal recommendation for refusal and strongly share your concerns regarding the permanent loss of this vital rural community asset, as well as the highway safety implications on Windsor Road.

I wanted to proactively reach out to inform the Parish Council that my explicit goal is to **retain the site's existing commercial use class and reopen the venue as a classic public house and community hub**. I believe this site has a viable, long-term future in hospitality if managed with the local community's needs in mind.

I have today submitted a formal pre-application planning inquiry to Bracknell Forest Council's Development Management team to establish the parameters for safely reopening and refreshing the venue.

As the local representatives championing the protection of this facility under Policy LP 44, I would highly value the opportunity to open a dialogue with the Parish Council. If you have any initial feedback, local insights regarding what the community most wants from this venue, or updates regarding a potential Asset of Community Value (ACV) nomination, please do let me know.

Thank you for your dedicated service to protecting Winkfield's local heritage and infrastructure.

Yours sincerely,
<REDACTED>

On Mon, 21 Sep 2026 at 12:38 pm, Info - Winkfield Parish Council
<info@winkfieldparishcouncil.gov.uk> wrote:
Dear <REDACTED>

Thank you for contacting the Parish Council and for sharing your expression of interest regarding the former Duchy Ascot/The Crispin site.

The Parish Council welcomes the information that you are exploring an alternative future for the site which would retain its commercial/community use and potentially allow the premises to reopen as a public house and community hub.

Appendix 8: Item 11: Correspondence: The Duchy

As you will appreciate, the Parish Council has already submitted its formal representation in respect of planning application 25/00778/FUL. That representation remains the Council's position in relation to the application currently before Bracknell Forest Council. Your proposed alternative use would, of course, need to be considered through the appropriate planning process and the Parish Council would need to consider any future planning application on its merits.

We would nevertheless be interested to understand more about your proposals, particularly your intended use of the premises, whether you envisage retaining the existing building and the nature and extent of any proposed refurbishment or alterations. We would also be interested to see the outcome of your pre-application discussions with Bracknell Forest Council when available.

You also mention the possibility of an Asset of Community Value nomination. The Parish Council is aware of the Community Right to Bid provisions and is considering whether an ACV nomination for the site would be appropriate. This will be considered separately by the Parish Council in accordance with the relevant statutory criteria and does not depend upon the outcome of the current planning application.

We would be happy to maintain a dialogue with you as your proposals develop. If you are able to provide any further information regarding your proposed acquisition and intended use of the premises, we would be pleased to receive it.

Regards,
Christina Lindsey (ILCA)
Business Operations & Planning Assistant
Winkfield Parish Council

On Mon, 21 Sep 2026 at 13:25 pm, <REDACTED> wrote:

Dear Christina,

Thank you for your prompt and very welcoming response. I am delighted to hear that the Parish Council is supportive of an alternative future that preserves this vital community asset.

To answer your initial questions regarding the physical site: **my definitive intention is to retain the existing building.** I share your view that the property holds significant local character and value. Any future refurbishment would focus on updating the internal hospitality layout and refreshing the outdoor areas to ensure it is a viable, family-friendly pub and hub, rather than executing any major structural demolition or footprint expansion.

As requested, I am pleased to share the exact text of the formal pre-application inquiry I submitted to Bracknell Forest Council's Development Control team (development.control@bracknell-forest.gov.uk). I have tailored my questions to directly address the policy and safety issues you highlighted in your original objection:

"Dear Planning Services Team,

Re: Initial Pre-Application Inquiry regarding the retention and revitalization of The Duchy Ascot (Windsor Road, Winkfield)

I am writing to formally request initial planning guidance regarding the property formerly known as The Duchy Ascot (historically The Crispin pub), located on Windsor Road, Winkfield.

I am currently investigating the feasibility of acquiring this site with the explicit intention of **retaining its existing commercial use class and reopening the venue as a functioning public house and community hub.**

Appendix 8: Item 11: Correspondence: The Duchy

I am fully aware of the pending planning application on this site (**reference 25/00778/FUL**) which proposes the demolition of the commercial building to construct three residential dwellings. I note that Winkfield Parish Council and local residents have strongly objected to this application, citing the unacceptable loss of a valued rural community asset under **Policy LP 44 of the Bracknell Forest Local Plan**.

As a prospective buyer who wishes to save this asset and align entirely with the Council's policy to protect local community infrastructure, I would like to seek pre-application advice on the following points:

1. **Policy Support for Commercial Retention:** Under Policy LP 44, does the Council agree in principle that the retention and reopening of this site as a commercial hospitality venue is the preferred planning outcome for this location?
2. **Highway and Access Safety:** Given the site's position on Windsor Road, what highway safety or access modifications would the Highways Authority recommend or require to ensure safe vehicle and pedestrian access for a reopened commercial establishment?
3. **Asset of Community Value (ACV) Status:** Can the Council confirm if any local community groups or the Parish Council have successfully registered or nominated this site as an Asset of Community Value?
4. **Scope of Material Changes:** If the core footprint of the building remains unchanged, but internal configurations or outdoor seating/signage are refreshed, what specific scope of works would trigger the requirement for a new formal planning application versus being covered under existing permitted development rights for this use class?

Please let me know the appropriate officer to handle this case and confirm if I should proceed with submitting the formal Non-Householder Pre-Application Enquiry Form along with the £400 'Acceptability in Principle' fee via your online portal.

Thank you for your time and assistance in safeguarding Winkfield's local community infrastructure. I look forward to your guidance on the next steps.

Yours sincerely,
<REDACTED>

I will absolutely share the formal written feedback from the Borough planning officers with you as soon as it is available.

Regarding the Asset of Community Value (ACV) nomination, I strongly encourage and support the Parish Council exploring this option under the Community Right to Bid provisions. An ACV status would provide a vital safety net for the community and would perfectly complement my objective to acquire and protect the site for commercial use.

I would be very grateful to maintain this dialogue. Once I receive the initial feedback from Bracknell Forest Council, I would be delighted to present a more defined outline of the proposed usage to the Parish Council.

Thank you once again for your time and continued support.
Yours sincerely,
<REDACTED>

Appendix 9: Item 12: Clerk's Report on Carnation Hall Project

Clerk's Report
Carnation Hall
For consideration at:
Council Planning & Highways Meeting - 6 October 2026



Background

Under the terms of the lease, the council is responsible for repairing, maintaining and redecorating Carnation Hall. The permitted use is as a community hall. The hall is well used with sports groups such as badminton, private functions and parties including with bouncy castles, exercise classes, community groups. Until recently there has been a nursery on-site.

In August, Council authorised for the architect who is looking at Ascot Jubilee Pavilion (MH Architects) to also create a report for potential improvement works at Carnation Hall, (CM 26:8/15). MH Architects came to us via recommendation from the consultant who has worked with us on consultations for Ascot Jubilee (LCC).

The Clerk created a wish-list of improvements with the Head of Facilities and Grounds and Facilities Assistant and in conjunction with the Condition Survey. This was discussed with the architect on site. A site visit was also then held with the surveyor who recently worked on the improvement works at Martin's Heron & The Warren Community Centre, (Stockton Bradley). Further to this, the surveyor also spoke with the architect. The surveyor had a site visit with the existing heating contractor, (and Head of Facilities) to discuss the plans for heating and air conditioning. An update on these steps was shared via email with the Property & Infrastructure Working Group, (11.09.26) and verbally with the Chair and Vice-Chair of the Council (w/c 14.09).

Surveyor Fees

- I. The recommendation to Council is to approve the appointment of Stockton Bradley on the basis of Financial Regulations 5.11 i. specialist services as defined by this needing technical, legal, public procurement and CDM knowledge. The benefit of securing Stockton Bradley is the recent good experience at Martin's Heron & The Warren Community Centre, proximity allowing accessibility to site, significant experience in similar projects at Reading Town Council, Pangbourne Parish Council, Oxford City Council. Stockton Bradley have provided a copy of their Professional Indemnity Insurance and they have been supportive in progressing this project. Their fee proposals are attached in confidential papers and include a costing for design and a fee for tendering and project coordination.

Appendix 9: Item 12: Clerk's Report on Carnation Hall Project

Clerk's Report Carnation Hall

Planned works

The scope of works has been informed by the budgeted projects and prior wishes of council/input from council staff, along with a Building Condition Survey.

II. New Heating/Air Con system.

The standard approach would be to create a brief and ask three companies to quote but the surveyor **recommendation is to ask two contractors to develop the design themselves, quote, and present their preferred approach.** This will create different ideas and potentially a better overall heating/cooling system. As this will take more work by the contractors and is technically complex, the surveyor recommends asking only two companies. The surveyor would provide a matrix weighing the pros and cons of the systems presented. Under items 5.11 i and 5.11 vi of the Financial Regulations; the Clerk recommends that limited competition on this aspect is appropriate under specialist services as required to provide a complete design and build of mechanical and electrical heating/cooling solution and the fact that one of the contractors invited is a current approved supplier with good knowledge of the hall.

III. Main works

The kitchen layout is being designed by MH Architects and this means that costs of install would not differ widely between contractors

IV. Decoration throughout – main hall, kitchen, lounge, meeting room and lobby. Wall buffers to be put in the main hall, meeting room, and part of the lobby. Picture/decorating rail to be installed.

V. Re-tiling, decoration, some parts replacements in the **toilets.**

VI. New **flooring** in the lounge, kitchen and meeting room.

VII. A **cupboard** for tables, (which are currently on a table in the lobby) Lounge **cupboards** to be re-configured with the kitchen design and a smaller bar/ surface to be fitted. A new to ceiling cupboard in the lounge for tables.

VIII. **Car park** bay lines

All of the above would be completed by a main contractor. **Bids will be precured in accordance with the Financial Regulations.**

IX. **Subsidiary Items**

X. **Acoustic Panelling** in main hall –competitive quotes were sought and we have a supplier Sound Reduction Systems (who recently installed at the office) £10-£15,000.

XI. New **curtains** in the lounge, meeting room, and main hall. We have three quotes at around £2,000.

Appendix 9: Item 12: Clerk's Report on Carnation Hall Project

Clerk's Report Carnation Hall

Currently Budgeted

Funds are currently allocated within the following headings.¹ **It's likely that any additional funding needed for this project would need to come from CIL (of which there is currently just over £400,000 unallocated).**

Heating £100,000 CIL project
General Carnation Hall £71,435 Ear-marked reserve
Kitchen and lounge flooring £12,000 Ear-marked reserve
New cupboards and doors in lounge £15,000 CIL project
Car park repairs and line marking £5,000 Ear-marked reserve
Car park resurface £45,000 Ear-marked reserve
Curtains £3,000 Ear-marked reserve

Total budgeted is approximately **£251,435**

Timeframe

The programme of works is planned for early in the new calendar year and would take approximately 12 weeks.

Proposal

The recommendations to Council are:

- i. To approve the appointment of Stockton Bradley Chartered Surveyor to work on the project as above described (Heating/Cooling, Main Works, Subsidiary Items) and give delegated authority to the Clerk to sign on the Council's behalf
- ii. To approve the process of scoping the heating and cooling project and subsequent 2 rather than 3 quotes
- iii. Move the Car park resurface ear-marked reserve into the general Carnation Hall ear-marked reserve

ENC in confidential papers

Stockton Bradley design and fee proposals.

¹ Ear-marked reserves are sums taken from General reserves (unspent from the operational budget) and moved into ear-marked reserves for recognised projects. Community Infrastructure Levy (CIL) is funds received via building developments, which has restricted usage.

Appendix 10: Item 14: Confidential Report of Stockton Bradley on Carnation Hall Project

Confidential Report Redacted