CROWTHORNE PARISH COUNCIL

PARISH OFFICE: MORGAN CENTRE, WELLINGTON ROAD, CROWTHORNE, BERKSHIRE, RG45 7LD

TELEPHONE: 01344 771251
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CLERK TO THE COUNCIL
Mrs MC Saville

29 October 2027

Dear Councillor

You are hereby summoned to attend the following meeting(s) of Crowthorne Parish Council, the agenda and associated papers for which are attached. If you have any comments regarding the agenda or any of the attached documents, please do not hesitate to contact me prior to the meeting:

- Breakthrough Communications - GDPR compliance training for all Cllrs and Staff at 5.30pm (a light buffet will be provided).
- Council meeting (incorporating Planning and Finance Matters) to commence at 7.30pm.
- Crowthorne Educational Charity – to immediately follow the Council meeting.

The above meeting(s) will be held on **TUESDAY 3 NOVEMBER 2026** at the Morgan Centre, Wellington Road, Crowthorne.

Yours sincerely

Melanie Saville

Melanie Saville
Clerk to the Council

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CLERK TO THE COUNCIL
Mrs M C Saville

NOTICE OF A MEETING OF CROWTHORNE PARISH COUNCIL TO BE HELD ON TUESDAY 3 NOVEMBER 2026, 7.30PM AT THE MORGAN CENTRE, WELLINGTON ROAD, CROWTHORNE RG45 7LD

Melanie Saville

Clerk to the Parish Council

AGENDA

1) Apologies for absence.
2) Declarations of interest and dispensations: To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
3) To approve the minutes of the Council meeting held on 6 October 2026.
4) Matters arising from the minutes of the meeting held on 6 October 2026 (if any).
5) To receive the Clerk's report.
6) Fifteen minute question time – to receive questions from members of the public.

Planning Matters:
7) Planning matters arising from the minutes of the meeting held on 6 October 2026 (if any).
8) To receive and note planning information items.
9) To review and comment on the following planning applications received and planning appeals (if any), and to formally note submissions made in respect of planning applications determined under delegated provisions, if any. (Full details of the applications can be found at https://www.bracknell-forest.gov.uk/planning-and-building-control/planning):

- PA/2026/0751 Don Beni Restaurant, 8-10 High Street, Crowthorne, RG45 7AZ
- PA/2026/0844 Builders Yard, New Rd, Crowthorne, RG45 6NA
- PA/2026/0890 8 New Wokingham Rd, Crowthorne, RG45 7NR
- PA/2026/0883 12 Linkway, Crowthorne, RG45 6ES
- PA/2026/0937 Land west of Old Wokingham Rd and south of Waterloo Rd, Wokingham (WBC: 211033)
- PA/2026/0933 45 South Meadow, Crowthorne, RG45 7HJ

Financial Matters:
10) To approve the payments presented for the period 7 October - 3 November 2026 – Cllr J Allen.
11) To receive and approve the Community Infrastructure Levy (CIL) table including committed project expenditure and recoupment deadlines – Cllr Allen.
12) To receive and note the Financial Statement for 30 September 2026 – Cllr Allen.
13) i. To agree to waive Standing Orders and Financial Regulations, and;
ii. To approve the quotation of RJS Construction to undertake urgent drainage works and the installation of two water containers for the accumulation and storage of rainwater at the Morgan Centre – Cllr Kilvert.

Council Matters:

14) To receive, note and approve the monthly written report from CPC's Project Officer on CPC's events programs, project status, progress and anticipated delivery/completion.

15) To review, approve and adopt the following GDPR related policies and procedures – Cllr Wood:

i. Privacy Notice
ii. Data Breach Policy
iii. Data Erasure Policy
iv. Subject Access Request Policy
v. Data Sharing Agreement
vi. Appropriate Policy Document – Councillors Responding to Requests (Cllr Surgeries)
vii. Appropriate Policy Document – Employment
viii. Appropriate Policy Document – Statutory and Government Purposes
ix. Legitimate Interest Assessment – Photos of the Public
x. Legitimate Interest Assessment – Town and Premises CCTV
xi. Data Security and Bring Your Own Device Policy

16) To review, approve and adopt risk assessment and policy documentation relating to new duties on employers (including Councils) to prevent Sexual Harassment – Cllr Wood.

17) To receive an update on the Neighbourhood Plan Scoping review and agree:

i. Terms of Reference for Neighbourhood Plan Review Working Group (NPRWG)
ii. Next steps including potential budget requirements – Cllr Wood.

18) To receive a verbal report on any stakeholder matters relating to Buckler's Park and determine CPC's response to Dandara's proposals and consultation for Phase 6 at Bucklers Park – Cllr Allen.

19) Reports from representatives of outside bodies.

20) To review and note those information items previously circulated (if any).

21) Member's information items (if any).

22) Items for inclusion on future agendas – please inform the Clerk.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the press and public are excluded from the meeting whilst the following confidential items are considered:

23) To discuss and agree any action required regarding facilities maintenance and repairs to the Crowthorne Sports and Social Club building – Cllr Allen.

CROWTHORNE PARISH COUNCIL

MINUTES OF THE MEETING OF CROWTHORNE PARISH COUNCIL (CPC) HELD AT THE MORGAN CENTRE, WELLINGTON ROAD, CROWTHORNE ON TUESDAY 6 OCTOBER 2026 AT 7.30PM

Present: Cllr P Wood - in the Chair
Cllr S Butterworth
Cllr J Allen
Cllr T Eberle
Cllr N Kilvert
Cllr T McKenzie-Boyle
Cllr Mrs G Robertson
Cllr N Robertson
Cllr E Storm
Cllr R Wade
Mrs M Saville - Clerk
Mrs J Robertson - Assistant Clerk
0 members of the public

Apologies accepted: None; all members were present.

Minute 105 DECLARATIONS OF INTEREST AND DISPENSATIONS
None.

Minute 106 APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING
The minutes of the meeting of the Parish Council held on 1 September 2026 as circulated, were taken as read, confirmed and signed by the Chair as a true record.

Minute107 MATTERS ARISING FROM MEETING HELD ON 1 SEPTEMBER 2026

1 Min 83.1 – Public Question Time - Hurst Lodge School change of use application

CPC supported the revised TRO proposals for a longer stretch of double yellow lines than had previously been proposed.

BFC Highways reported on 8 September 2026 that the Cabinet Member for Planning, Transport and Countryside had resolved to proceed with the proposals as consulted upon. A works order had been issued to its term contractor to install the double yellow line markings, with completion expected within 4-6 weeks.

2 Min 83.2 – Revised depot site proposals for Phase 5C at Buckler's Park

BFC have not responded substantively to queries raised relating to the recreation area that CPC wishes to acquire to install facilities for young people.

Bracknell Town Council has shared details of the costing they incurred obtaining planning consent, the contract costs for the design, supply and installation of a pump track and an external project manager due to the complex nature of the works and need for a JCT contract. This information will help to inform CPC's project costings.

Minute107 (cont)

3 Min 83.3 – Post Covid High Street, retail, and employment regeneration in Crowthorne and Banner Flags

An update on changes to shop units on the High Street/Dukes Ride was provided.

Work continues on the combined CPC and Churches Late Night Christmas Shopping event on Friday 4 December. The road closure application had just been granted.

The Clerk raised a query with BFC at the last Officer's Liaison/Reset meeting about the cessation of road sign cleaning by BFC and Abby Thomas is following this up. Until then CPC's Part Time Caretaker and grounds person has been requested to clean the road signs that are in easy reach.

4 Min 83.4 – Crowthorne Policing

TVP have indicated that the Neighbourhood Team will not be on patrol for Halloween at the Morgan Rec. nor local areas as they are on rest days. They also said they were unable to attend Silver Sunday due to rest days. They have stated that they will be at the Late Night Christmas Shopping Event and it is understood that an officer will also attend the Remembrance Service at St. John's Church.

Details of the current Neighbourhood Team officers were shared together with dates of forthcoming Have Your Say Meetings, along with local concerns and priorities as shown on the TVP website for Crowthorne.

PC Crossman is continuing to provide the Clerk with monthly updates relating to the death threat phone call over the summer to the Parish Office. Any progress will be reported to Council.

5 Min 83.5 – CROW Repair Café and planned activities

Crowthorne Repair Café continue their regular sessions on the last Saturday of each month.

CROW has not responded to CPC's suggestions about the legacy projects they may wish to support with their retained funding now that they are a dormant organisation. They have also asked to be removed from the CPC Project Officer's mailing list for updates.

6 Min 83.6 – LESG Stakeholder's meeting

The minutes from the LESG meeting on 18 September have been circulated. Neil Montgomery from Broadmoor has also sent over the traffic flow data from prior to the closure of the old access road from the hospital site into the village which shows that circa 1,700 vehicle movements a day are now no longer routed via the roads to the east of the village and instead go via Joshua Jebb Way onto the Sandhurst bypass. The Clerk and Cllr Wood have queried what the plans are for the movement of vehicles on/off the site if/when the site is sold for development and whether any of this is intended to be routed via village roads. Neil Montgomery responded to state that a range of options are being considered, and the final solution will be determined through the usual planning consultation process. Vanessa Lee at Broadmoor was copied in for any further comment. Cllr Wood recommended that traffic mitigation and movement measures be addressed as part of the review of the Crowthorne Neighbourhood Plan.

Minute107 (cont)

7 Min 83.7 - Buckler's Park and Hub

The TVP report noted in the point above provided an update on several issues relating to the Buckler's Park development.

Tree work is due to take place in the first week in October in Buckler's Forest. The following information is available to the public on the BFC website, and a ranger walk was offered to locals to find out more about the SANG and tree works: Buckler's Forest tree work | Bracknell Forest Council

8 Min 83.8 - Bank Reconciliation

Cllr Allen undertakes a monthly review of the bank reconciliation. The reconciliation is prepared by the Finance Officer and emailed to Cllr Allen who reviews it and responds to either approve or raise any queries. As ever, all paperwork is available from the parish office should any other Cllr wish to inspect it.

9 Min 83.9 - Cllr Surgery

Details for the surgery rota in place for October and November were shared along with a reminder that CPC's Cllr Surgery Procedure stipulates that at least 2 Cllrs should host each Cllr surgery for their own safety. If Cllrs are due to host a Cllr surgery but cannot for any reason, it is incumbent on them to find another Cllr to attend in their place.

10 Min 83.10 – Staff leave and rota

Members were advised of annual leave/TOIL (time off in lieu) booked by staff and updated on the work from home rota.

11 Min 83.11 - Youth Work

The Wayz continue to provide their regular detached visits at the Morgan Rec. and other outdoor areas in Crowthorne.

Cllr McKenzie-Boyle and the Clerk attended The Wayz AGM on 16 Sept.

A local parent had raised a query on social media about the Youth Workers on the Morgan Rec. The Clerk and Gareth Mepham from The Wayz both followed the query up and confirmed the Youth Workers were in uniform and had ID lanyards. They had introduced themselves as Youth Workers with the Wayz. The parent removed the query from social media and The Wayz have distributed leaflets to year 7 students at Edgbarrow and are also running assemblies there to introduce themselves and the detached service. Photos of the youth workers are also on the CPC website and the notice boards on the Rec. to reassure parents and young people who the youth workers are.

The Wayz will submit their formal report to the NAG in October.

12 Min 83.12 – Pre-School extended day

Issues with low water pressure at the Parish Hall have been reported by the nursery and followed up with the water supply company. The engineers have tested the system and believe the issue is internal to the Parish Hall making it the responsibility of Council to resolve. The Caretaker has advised that the stopcock in the building should be replaced as it will only open to a three-quarter turn, however this cannot be replaced until the stopcock in the water meter pit outside has been replaced and CPC has been wating for the water company engineers to undertake this work for the last 2 months despite being assured it was being treated as urgent.

Minute107 (cont)

The foul water pit at the Parish Hall has been inspected and serviced and found to be in good order after issues earlier in the year with items not suitable for flushing being found in the pit.

Issues with the kitchen at the Parish Hall are being regularly reported. The oven has been replaced by the nursery at their own cost but other things like the age of the kitchen and the difficulties in keeping it clean are an ongoing problem. It was only ever designed and installed to plate up party/wake type food and not for commercial catering for day nursery sites. The Clerk has written to the Early Years lead at BFC to ascertain if any funding support is available to refurbish the kitchen with commercial equipment, in line with the funding that has been made available to Buckler's Park Hub for their kitchenette. Early Years have indicated they may not be able to make their limited capital funding for Early Years settings available for this project as nursery do not have exclusive use of the kitchen. The Clerk continues to press BFC regarding this.

13 Min 83.13 – Anti-social behaviour in parks - BFC and stakeholder Teams meetings

The group met on 9 September. Any non-confidential matters related to Crowthorne will be shared in due course.

14 Min 83.14 – Bus petition

Communication has been received concerning bus services in the borough. BFC is beginning a review of the current council-supported bus services to ensure the best network possible is provided when new contracts are issued in 2028. The council supported services include the following routes: 53, 108, 150, 156, 157/158. None of the numbered routes listed serve Crowthorne. Residents are invited to have their say, whether they currently use bus services or not, via the on-line platform at https://bfcbusnetwork.commonplace.is/ The closing date for responses is 30 November.

15 Min 83.16 – Bank balances

CPC's bank balances on 1 October 2026 were:

- Current account: £7,418.22
- Deposit account: £618,334.58
- Fixed term deposit account (1 year to 3.3.2027): £300,000

Cllr N Robertson requested that the previous month's balances are also included.

16 Min 83.17 – Working Together BFC Officers and Clerks Liaison Meeting

The Working Together BFC Officers and Clerks Liaison meeting took place on 10 September. The Democratic Services lead spoke about the planning for May 2027 elections, including the 'no overall control' scenario that may occur and the need for the political leaders to be ready to field their 'cabinet' on day one.

Planning is also in place for sessions to outline the role and work of a Cllr for those interested in standing for election. This follows feedback in previous years from elected Members that they did not know what the role entailed nor the time commitment. The session/s run by BFC will be available to those standing for parish and borough elections, and to officers who may be interested to hear the training sessions.

Minute107 (cont)

A list of direct contact details and roles/responsibilities for the different directorates at BFC has also been shared with Clerks to enable them to go direct to the Directors and Assistant Directors for assistance in future. This information was first requested when Kevin Gibbs was appointed - it is very helpful to now receive it and demonstrates that this newly formed reset liaison group is proving beneficial.

17 Min 83.18 – BFC Biodiversity Group Meeting

The next meeting of the Biodiversity Group was held on 1 October. Neither the Clerk nor Project Officer were able to attend.

18 Min 83.19 – Road Closures

The One Network remains the most up to date source of information for current and planned roadworks: Causeway one.network

The road closure for the remembrance service is showing as granted as is the Late Night Shopping road closure.

19 Min 83.20 – Circle Hill and the Walter Recreation Ground Charity

The draft minutes from the last meeting were noted under minute number 121 below. The next trustees' meeting is set for 8 December, 1pm at the Morgan Centre.

Another planning application has been submitted for the old builder's yard adjacent to the Walter Rec. Applications for this site have proved controversial before and neighbours have contacted CPC again raising concerns/objections to the latest plans.

TVP had scheduled a Have Your Say meeting for 28 September at Circle Hill, but it is not known if the meeting went ahead as there was a serious incident in Bracknell on the same day which Crowthorne Neighbourhood Officers were deployed to 'scene watch'.

A report of anti-social behaviour and drug use at one of the benches in Circle Hill has been received along with a request to remove the bench to deter people gathering. CPC's Project officer is looking into the complaint and request.

20 Min 83.21 – Council Matters – BFC Parish and Town Liaison (PTL)

No further update.

21 Min 83.22 – Consultations

There are no consultations open on the BFC consultation portal. The bus survey outlined above is not on the consultation portal.

22 Min 83.23 – Solar tenders

No further update. This item will be removed from future updates as the solar panel installation at both community halls is now complete.

23 Min 83.24 – Parish and Town Working Group - Climate Change Action Group

These meetings continue with CPC represented by the Project Officer.

24 Min 83.25 – Update on Crowthorne railway station

The refurbishment works funded by the Arch Company are now underway at Crowthorne Station. Drawings have been received of the internal proposed layout showing 3 commercial units.

Minute107 (cont)

WWPC's Cllr Fenny is continuing to press Wallace Estates (landowner of St Francis Close) to undertake repairs and remove the fallen fence next to the car parking for the Post Office by Crowthorne Station. Cllr Wood agreed to ask the Arch Company whether they could remove the fallen fence as part of their works in the car park. Before doing so, the Clerk was asked to confirm land ownership in the area with BFC.

25 Min 83.26 - Concerns about lack of green space maintenance by Metropolitan Thames Valley Housing at South Meadow

The issues with the land and street lighting not being maintained adequately or at all on the older sections of Cricket Field Grove which were part of the land transfer to Barratt Homes are being followed up with Broadmoor/NHS legal team. The Land Registry documents indicate that Broadmoor still have rights on that section to do with electricity and lighting. Once this has been clarified, if necessary, the Clerk will also follow up any unresolved issues with Barratt Homes.

26 Min 83.27 – Drainage surveys

RJS Construction have provided a quotation of circa £25,000 for the installation of a SUDs drainage solution to route surface water from the front of the Morgan Centre to the lower-level rear of the Morgan Centre, via underground pipes into water storage containers for CPC to use for watering plants and trees. Advice is being sought from the Finance Officer on the availability of funding and timing of this project to best manage VAT de minimis. If deemed necessary, CPC may need to breach de minimis this year and accept that this VAT will be unrecoverable if it is determined that the drainage works should go ahead urgently to protect the integrity of the Morgan Centre and avoid internal flash flooding of the building as happened in July after a deluge of rain. Following some deliberation, members agreed that this work was of an urgent nature and therefore agreed to proceed with the works.

27 Min 83.28 – Crowthorne NAG meeting

The autumn NAG is scheduled for Tuesday 27 October at 7pm. Cllrs were requested to attend if they were free. TVP have confirmed their attendance.

28 Min 83.29 – Devolution

Central Government has now paused the Local Government Reorganisation (LGR) for areas where plans had not progressed to conclusion. It is not yet known what impact, if any, this will have on any discussions BFC was in with other authorities relating to devolution and strategic mayoral authorities. Any updates will be received via the Parish and Town Liaison Group and shared with Council thereafter.

29 Min 83.30 - Disposal of redundant/obsolete equipment and assets

Work to dispose of other items is ongoing. A scrap collector collected the scrap metal from the toddler play area refurbishment on 29/30 September.

30 Min 83.31 – Mango Tree

No further update. Cllr Wade recommended that should another planning application for the Mango Tree be submitted, BFC be reminded to recognise that the site is within a Conservation Area.

31 Min 83.32 – Cycle Stakeholder's Group

No further update.

32 Min 83.33– Parish Clock

No further update.

33 Min 83.34 and Min 99 – Bucklers' Park – Stakeholder Update

There was no update. Some information relating to this item had been provided under the TVP update above.

Minute107 (cont)

34 Min 83.36 – CIL projects for updated CIL list

The updated CIL list was noted under minute number 114 below.
There are a significant number of costly buildings/facilities projects requiring costing and funding over the coming budget year and the Administration Working Group will need to consider how these will be funded, over what period of time, and the order for delivery, with proposals brought to Council with the draft budget.

35 Min 83.38 – Paper to BFC on highways matters

No further update. Cllr McKenzie-Boyle to circulate to all BFC's draft proposal for no waiting restrictions to be implemented on Fosters Lane/Goodwood Crescent on Buckler's Park.

36 Min 83.39 – Appointment of Breakthrough Communications – Data audit and follow up consultancy advice

The training on data protection legislation and compliance planned for 6 October had been postponed and rescheduled to 3 November to take place before the council meeting. Adoption of the associated policies and procedures will be included on the agenda for the meeting immediately following the training session.

37 Min 83.40 – Appointment of Health and Safety and HR Consultants

Follow up work is ongoing following the audit.

38 Min 83.41 and 89 - Review of Crowthorne Neighbourhood Plan

Cllr Wood is working on an update and options to present to Council at its November meeting about how this project may proceed and the costed scenarios for the 2027 budget and beyond.

39 Min 83.42 – Events – Body Worn Cameras

The contracted security/road closure supervisors from Newman Events for the Late Night Shopping event will have body worn cameras.

40 Min 83.43 – Community Transport meeting – 23 June

No further update.

41 Min 83.44 – Fire door works – Morgan Centre

The works will go ahead when the custom-made doors are ready.

42 Min 83.45 – Ladies' toilet taps - Parish Hall

Airtech have fixed the leak from the toilet cistern mechanism which led to some overnight flooding in the gents' toilets in the front section of the building. Tiles have also fallen off the wall behind the sink in the same toilet. CPC's Caretaker has repaired the tile problem.

Ongoing issues with 'water' in the Parish Hall continue. The nursery reported a drop in water pressure on 28 September. The water company visited site and have determined that the problem is inside the building and not related to what CPC believe to be a water leak between the meter and external stopcock. CPC staff are arranging for the internal stop cock to be changed as currently this only opens to the three-quarter point and not fully so could be restricting the flow of water. CPC is still on the water company's urgent list for the replacement of the external meter and stopcock.

43 Min 83.46 – Cllr training

Training has been set up for Cllrs and staff on the new WorkNest platform relating to the duty on Council to prevent harassment/sexual harassment. All staff have completed the training. Cllrs who have not yet undertaken the training were requested to let the Clerk know.

Minute107 (cont)

44 Min 83.47 – Silver Sunday

Another very successful Silver Sunday event took place on Sunday 4 October. 80 people attended. The event was supported by 6 volunteers, 4 staff members and councillors. Thanks were extended to Cllrs who attended to assist.

45 Min 83.49 – Summer of Fun – Tuesday 17 August 2027 11am-3pm

The Summer of Fun date for 2027 is scheduled for 17 August 2027. Cllrs were asked to save the date and come along to help. The Parish and Town Clerks have had their post event evaluation meeting and shared feedback on this year's event to aid planning for 2027.

46 Min 83.50 – Crowthorne Eye

The autumn edition of the Crowthorne Eye can be found on the CPC website: crowthorne-eye-autumn-2026.pdf

47 Min 83.51 – Parish Hall fire alarm false alarms

There has been a false alarm at the Parish Hall during a nursery session. All children and staff were safely evacuated and the false alarm served as a good fire drill style practice.

48 Min 83.52 – Public question time – Razor Wire Broadmoor

Broadmoor Hospital's application for retrospective consent for the installation of anti-climb wire as a temporary measure to deter intruders has not yet been determined.

49 Min 83.53– Play area tender

This item was covered under the Project Officer's Report; minute number 119 below.

50 Min 83.54 – Community Volunteer Awards

This item was covered under the Project Officer's Report; minute number 119 below.

51 Min 83.57 – BFC Rights of Way Improvement Plan (ROWIP) Consultation

BFC's PROW Officer, Rob Soloman gave a presentation about the ROWIP at the Public Parks and Realms meeting on 23 September. Significant works have been undertaken on Crowthorne parish PROWs including the Foresters Way underpass to re-establish drainage which has been blocked for decades and to make a PROW which passes Edgbarrow accessible in all weathers.

52 Mins 83.58 and 93 – Audit and AGAR process

This was an agenda item and covered under minute number 115 below.

53 Min 83.61 – BFC Corporate Peer Review

An update had been provided above.

54 Min 83.62 – North Downs Line Steering Group

No further update.

55 Min 83.64 – Duke of Edinburgh Volunteers

The Clerk and Project Officer are finalising the revised risk assessments for volunteer D of E litter pickers.

56 Min 83.65 – Parish Hall water leak

This had been updated above.

57 Min 83.66 – Millennium Garden lamp column issues

An electrician has now been booked to undertake the repair works to the Millennium Garden lamp column and the works are pending.

58 Min 84.1 – BFC Women and Girls Safety Charter

This was an agenda item and covered under minute number 117 below.

DRAFT

Minute107 (cont)

59 Min 84.2 – Rugby Club ASB

CPC has not received any further reports of ASB at the Rugby Club.

60 Min 84.3 – Dementia Event

The New Wokingham Road Surgery PPG event was reportedly well received and well attended by circa 70 residents.

61 Min 84.3 – Royal Berkshire Fire and Rescue Service

CPC has not had any further follow ups about the request by crew to undertake breathing apparatus training at the Morgan Centre.

62 Min 84.3 – Toddler Play Area

CPC's insurers reviewed the CCTV footage and all documentation relating to the reported injury at the toddler play area and have advised that CPC and its equipment is not at fault, and that CPC's health and safety and risk paperwork is in order and robust. Accordingly, the insurers advised on the wording to refute the claim, and this has been sent to the parents. The insurers have advised that any ensuing claim will be defended as they do not believe CPC to have breached any statutory duties nor been negligent in any way.

63 Min 84.4 – Parliamentary Inquiry into the Future of the Nation's High Streets

Cllr Butterworth confirmed he had submitted the agreed submission from CPC into the inquiry.

64 Min 90 – Application to designate the Sports Pavillion at Broadmoor as an Asset of Community Value (ACV)

Further to CPC agreeing its submission asserting that the application did not meet the statutory criteria to be designated as an ACV, Broadmoor/NHS submitted its response also stating that it did not believe the statutory criteria had been met. Subsequently BFC issued its decision on 29 September finding that the application did not meet the statutory requirements and the building has now been added to BFC's list of buildings where applications have been made but not granted.

Unsuccessful nominations for the Community Right to Bid | Bracknell Forest Council

65 Min 94 – Monthly report from CPC's Senior Project, Events, Parks and Countryside Officer

This was an agenda item and covered under minute number 119 below.

66 Min 95 – Changes to Staff Appraisal Policy

Staff have been informed of the changes to the Appraisal Policy. The annual appraisals took place on 5 and 6 October and the outcomes and recommendations from the panel will be reported at the subsequent Staffing Committee meeting for review and approval by the Committee.

67 Min 96 – Data Protection Complaints Policy

This policy will now be uploaded to CPC's website.

68 Min 97 – Approval of NERC Projects

CPC's Senior Project, Events, Parks and Countryside Officer is now working on delivery of the projects approved.

69 Min 98 – Adoption of Buddy Bench

CPC's Senior Project, Events, Parks and Countryside Officer is now working on delivery of this project with the Men's Shed and Crowthorne Inn.

70 Min 104 – Appointment of new Part Time Caretaker and Grounds Person and Variation to Contract Cleaning Contract

The Clerk has undertaken the one-month probation review with the newly appointed member of staff, and the contract cleaners have started. There are

a few quality issues with the contract cleaners which are being addressed with the contract manager.

Minute 108 CLERK'S REPORT

1 Council Matters

- Planning Enforcement report: The Clerk has reported a potential planning breach at a property neighbouring CPC's land where residential/habitation development appears to have taken place in a detached garage without consent. BFC's Planning Enforcement Officers are investigating this.
- BFC briefing on the National Scheme of Delegation: BFC's Planning Officers have agreed to deliver a briefing session to Parish Council staff and Cllrs on 13 October via Teams at 10am. The recording of the session will be shared with Cllrs following the briefing. The Clerk has sent details to all CPC Cllrs via email.
- Be a Councillor BFC information session for candidates – 10 November: CPC Cllrs, staff and all interested members of the public considering standing for election in May 2027 are invited to an information session at Time Square. The event is a chance for eligible potential candidates to hear from senior staff at BFC, an LGA approved independent Cllr, and current BFC Cllrs about what being a Cllr in the borough is like.
  Be a Councillor in Bracknell Forest Tickets, Tuesday, November 10 • 6 PM - 9 PM | Eventbrite
- CPC website: Following an accessibility audit of Sandhurst Town Council's website, several compliance issues were identified. CPC's webmaster has addressed these issues and will implement the same changes on CPC's website to ensure compliance.

2 Community matters

- RBL Crowthorne Branch – Poppy Appeal Concert Friday 30 October 7.30pm Wellington College Chapel: Crowthorne Branch RBL has organised a Poppy Appeal concert with music by the Sandhurst Silver Band and Military Wives Choir at the Chapel Wellington College on Friday 30 October at 7.30pm. This is a ticket only event and tickets can be purchased via the following link: The Poppy Appeal event tickets from TicketSource.
- Body Image/Iron Duke – Locally Listed Building damage: The old pub sign outside Body Image Crowthorne was hit by a vehicle on 29 September and is now leaning precariously. The area has been taped off by the Fire Service and Body Image's Insurers are due to inspect the sign. The Clerk has visited the site and spoken with staff at the salon, and an email has been submitted to Development Control at BFC and the salon owner seeking to ensure that the historic sign and metal work at the top with the cockerel and ornate metal work is preserved even if the concrete post is removed as the building is on the Local List. BFC have confirmed that the salon owner must have this sign repaired, restored and preserved as it is on Local List. A member of the public had phoned the Parish Council office on 30 September asking that the Council assist in seeking the preservation of the sign.
- Late Night Shopping event: The road closure has been granted for this event. BFC Highways officers have advised that the current road closure supervision training for community events will remain valid for this year's event, however, officers will need to be retrained for next year's event. The Clerk has contacted other Clerks within the borough, and at least 3 other councils are interested in sharing the cost of the training.

3 Council facilities

- CCTV request for front of Parish Hall: The nursery have reported that one of their staff cars has been damaged twice whilst parked at the front of the Parish Hall. They have queried if CPC would extend its CCTV coverage to the front of the building. The CCTV is currently at the sides of the building where ASB/criminal damage had previously been experienced. The Clerk has checked the ICO and surveillance legislation and does not think the area meets the criteria for CCTV. CPC's CCTV contractors have also advised that the system would need a larger capacity system to add an additional camera. The Clerk has suggested to the nursery that they consider replacing their current doorbell with a 'Ring' style video doorbell as this would capture any damage caused to staff vehicle which would be a civil rather than criminal matter.

4 Consultations

None.

5 Professional Bodies/Organisations/Training/Networking Updates

- NALC and BALC Newsletters: The regular newsletters and updates continue to be emailed to all CPC Cllrs. Cllrs are encouraged to regularly check the BALC website for training opportunities.
- NALC Chief Executive's Bulletin: The regular NALC bulletins and updates have been emailed to all CPC Cllrs.
- SLCC: The Clerk continues to read SLCC updates and publications and attended the SLCC training days.

Minute 109 FIFTEEN MINUTE QUESTION TIME

No members of the public were present.

PLANNING MATTERS

Minute 110 PLANNING MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 1 SEPTEMBER 2026

None.

Minute 111 TO RECEIVE AND NOTE PLANNING INFORMATION ITEMS

1 The following items of information were received and noted as circulated:

- Planning applications for Crowthorne pending a decision by BFC
- Tree Preservation Orders (TPO) applications for Crowthorne

Minute 112 PLANNING APPLICATIONS AND ANY APPEALS

Council noted that Cllr McKenzie-Boyle, who is also a Borough Councillor and member of the Planning Committee, may be present when any of the following applications are considered by BFC. Although giving an opinion at the Parish Council meeting based on the information currently available, Cllr McKenzie-Boyle will reconsider any applications at the BFC Planning Committee meeting with an open mind, taking into account any additional information presented at this time.

- PA/2026/0802 – 12 Cricket Field Grove
  Recommend: Approval*

- PA/2026/0751 – Don Beni Restaurant, 8-10 High Str
  Recommend: Deferred pending receipt of the Highways report.
- PA/2026/0785 – 53 Goodwood Crescent
  Recommend: Approval*
- PA/2026/0837 – 45 Sandhurst Rd
  Recommend: Approval*
- PA/2026/0844 – Builders Yard, New Rd
  Recommend: Deferred to next meeting.
- PA/2026/0868 – Land west of Old Wokingham Rd and North and South of Easthampstead Rd, Wokingham (WBC: 241933)
  Recommend: Observations*
- PA/2026/0885 – Pinewood House, Nine Mile Ride, Wokingham (WBC: 260720)
  Recommend: Observations*

FINANCIAL MATTERS

Minute 113 TO APPROVE THE PAYMENTS PRESENTED
The list of payments for the period 2 September to 6 October 2026 totalling £36,929.78 was presented to Council and unanimously RESOLVED.

Minute 114 TO RECEIVE AND APPROVE THE COMMUNITY INFRASTRUCTURE LEVY (CIL) TABLE INCLUDING COMMITTED PROJECT EXPENDITURE AND RECOUPMENT DEADLINES
The updated CIL table was received and approved.

Minute 115 TO REVIEW AND APPROVE RECOMMENDATIONS FROM THE RESPONSIBLE FINANCIAL OFFICER AND FINANCE OFFICER RELATING TO THE EXTERNAL AUDITOR'S NOTES ON CPC'S AGAR FOR 2026
The AGAR form for 2026 was submitted to the external auditor with a simple clerical error relating to a minute number for the approval of the accounting statements. All financial records and accounts were accurately prepared, presented and approved; the error was an administrative error on the AGAR form and not in CPC's financial records.

The Responsible Financial Officer and Finance Officer attended training in October 2026 where they were informed that how Councils deal with errors and findings during the audit process this year will be scrutinised as part of the audit process next year. It is therefore important that Council considers the error that occurred during the preparation and submission of the AGAR this year and agrees how such an error can be prevented in future.

It was therefore unanimously AGREED to approve the failsafe 'double' checks recommended by the Responsible Financial Officer and Finance Officer for the AGAR 2027 process to ensure that any Clerical errors are spotted and corrected prior to submission.

COUNCIL MATTERS

Minute 116 TO CONSIDER AND DETERMINE A PROPOSAL TO HOST A SCREENING OF THE PEOPLE'S EMERGENCY BRIEFING

Members considered a proposal to host a screening of the People's Emergency Briefing (PEB).

It was noted that a screening would:

- Provide an opportunity to spread the word regarding the risks and impact of climate change and raise awareness of the challenges ahead.
- Gain contact details for CPC's communications.
- Launch and promote CPC's Green Week activities in June.
- Promote the work of CPC including commitments in the Three Year Strategy Plan to support the move to greener lifestyles using sustainable energy and to support community events and initiatives to keep Crowthorne vibrant and healthy.
- Encourage residents to become more involved with CPC and community initiatives.

These events are open to the public, additionally it is suggested that hosts invite organisations to the event. This would be a chance to invite local businesses, schools, institutions, e.g. Broadmoor, churches, local MP, WBC, BFC, emergency services, charities etc. in addition to the general public.

It was unanimously RESOLVED to host a screening of the People's Emergency Briefing at the Morgan Centre on 8 June as part of Green Week.

Minute 117 TO CONSIDER AND DETERMINE IF CPC WILL SUPPORT AND ENDORSE THE BRACKNELL FOREST WOMEN AND GIRL'S SAFETY CHARTER

BFC launched the Women and Girls Safety Charter on 19 August 2026. The Charter sets out a shared vision for a safer, more inclusive community where people can live, work, study and socialise free from harassment, abuse and violence. The Charter aims to: prevent violence and harassment; challenge misogyny and harmful behaviour; create safer and more respectful cultures and promote safe public spaces, workplaces and online environments.

Members acknowledged and supported the principles of the Charter but agreed not to become a signatory, as they considered the associated auditing requirements to create an unnecessary administrative burden for CPC. It was noted that many of the Charter's objectives are already embedded within CPC's existing policies and practices, including its Civility and Respect Pledge. Members highlighted CPC's ongoing commitment to supporting women and girls through inclusive initiatives and agreed that the Council already actively promotes equality, safety and opportunity without the need to formally adopt the Charter.

DRAFT

Minute 118 TO CONSIDER A PROPSAL TO COMMISSION A LOCALLY THEMED MURAL ON THE EASTERN EXTERIOR WALL OF THE MORGAN CENTRE WITH A BUDGET OF UP TO £850

Members reviewed a proposal to commit up to £850 to commission the artist that painted the wildlife and habitat mural on the southern elevation at the Morgan Centre, to design and paint a locally themed mural at a discounted cost to decorate the eastern facing wall of the Morgan Centre.

The new mural on the southern wall has been very well received by the community. It was recognised that a sympathetically designed mural by a trusted artist would enhance the appearance of the building, with the current proposal being offered at a significantly reduced cost covering materials only. Members noted the potential benefits of the mural, including providing visual interest within the recreation ground, supporting BFC's SEN services by providing a visual stimulus in the rec., and covering existing graffiti on the wall.

It was further noted that the mural would be protected with an anti-graffiti coating, that draft designs would be subject to Council approval prior to commencement, and that opportunities would be explored to make the project sustainable through the use of recycled or donated materials and support from local businesses and organisations. BFC Officers have advised that planning consent is not required for this project.

It was therefore unanimously RESOLVED to proceed with this project celebrating local heritage and providing visual harmony on the eastern wall with a budget of up to £850.

Minute 119 TO RECEIVE AND NOTE THE MONTHLY REPORT FROM THE SENIOR PROJECTS, EVENTS, PARKS AND COUNTRYSIDE OFFICER

Members received and noted the above report with an update on project status, progress and anticipated delivery/completion. Extracts from the report are shown below.

- Circle Hill (CH) and Walter Recreation Ground (WRG) Trust: S106 funding application via BFC Biodiversity Officer includes ground flora for planting in Circle Hill. The Local Nature Reserve application is still ongoing.
- Morgan Rec:
  - Accessible Play Area: The mural is complete and has been very well received. Work is continuing on the playground and details of the opening event will follow in due course.
  - Football pitch: Officers and PGSD have informed the football teams that the pitch can be used this autumn, but the season will finish at the end of March to allow early regeneration including seeding. The first tranche of £2,666 has been received from the Football Foundation for pitch management.
  - Biodiversity: S106 funding application via BFC Biodiversity Officer includes cherry and rowan trees. Both species are native and provide nectar and berries so support many species of invertebrate and bird. Newly planted trees can be watered using the new harvested rainwater.
- Millenium Garden: Tending to the garden is now a monthly event, 11am-12pm on the first Sunday of the month. Nine people attended the

September event, and their efforts were much appreciated on Facebook. The volunteers spread 10 bags of free compost awarded to Crowthorne Horticultural Society for use at the Millenium Garden, weeded, pruned, planted and watered. Forthcoming events: 4 October and 1 November.

- Community Awards evening, 17 November: Sadly, this was not promoted in The Eye as planned. Fortunately, sufficient nominations have been received and judging is scheduled to take place by the Chairs of CPC and WWPC shortly.
- Swift Street: Waiting to hear if funding from CROW is available to subsidise this project next year.
- Late Night Shopping: 34 stalls have booked. The colouring competition has been sent out to schools.
- Silver Sunday – Sunday 4 October: 80 people attended another very successful event. The event was supported by 6 volunteers, 4 staff members and councillors. Thanks were extended to Cllrs who attended to assist.
- Town and Parish Climate Working Group: A Climate Action Grant of £1,000 is available for sustainable projects.

Minute 120 TO RECEIVE A VERBAL REPORT ON ANY STAKEHOLDER MATTERS RELATING TO BUCKLER'S PARK

No update.

Minute 121 TO RECEIVE AND NOTE THE MINUTES FROM THE WALTER RECREATION GROUND MEETING HELD ON 20 JULY 2026

The above minutes were received and noted.

Minute 122 REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

None.

Minute 123 REVIEW AND NOTE INFORMATION ITEMS PREVIOUSLY CIRCULATED

None.

Minute 124 MEMBERS INFORMATION ITEMS

1 Cllr McKenzie-Boyle has accepted the invitation to lay the borough wreath on 8 November at St John's Church on behalf of the BFC Mayor.
2 Cllr McKenzie-Boyle reported that 10 applications had been received for the Deputy Chief Fire Officer post. The successful candidate will be announced in a few week's time.
3 Cllr Wade reported that the Wellington College Arts Fund, which he is involved with, has so far donated £200k to local schools.
4 Cllr Wood reported that Cllr Guy Gilbe had invited him to consider serving on BALC. Having requested further information, he was put in contact with the Chair of Finchampstead Parish Council. Cllr Wood subsequently met with the Chair and another councillor, and a useful discussion was held on matters of mutual interest, including Derby Field, bus services between the parishes and neighbourhood plans, as well as membership of BALC.

DRAFT

Minute 125 ITEMS FOR INCLUSION ON FUTURE AGENDAS
None

Meeting closed: 9.02pm

Signed ……..……..

Dated ……..……

DRAFT

CROWTHORNE PARISH COUNCIL MEETING
3 NOVEMBER 2026

Agenda Item 4: Matters Arising

Min 107.1 – Public Question Time - Hurst Lodge School change of use application
Confirmation of the completion of the revised TRO proposals for a longer stretch of double yellow lines than had previously been proposed in the vicinity or Hurst lodge School is awaited from Bracknell Forest Council (BFC).

Min 107.2 – Revised depot site proposals for Phase 5C at Buckler's Park
Work on costing these proposals can now commence as the new play area at the Morgan Rec. has completed, consequently the Project Officer is anticipated to have some time available for this task.

Min 107.3 – Post Covid High Street, retail, and employment regeneration in Crowthorne and Banner Flags
Work continues for the combined CPC and Churches Together planning meeting for the Late Night Christmas Shopping event on Friday 4 December. The road closure application has been granted.

Min 107.4 – Crowthorne Policing
An update from PC Tim Crossman from the Crowthorne and Sandhurst Neighbourhood Team was provided in written form to the Neighbourhood Action Group on 27 October. Unfortunately, no one from the Neighbourhood Team was able to attend the NAG due to lapsed training.

The following dates for Have Your Say meetings have been publicised on the TVP website:

Have Your Say
11:00AM - 12:00PM, Wed 04 November 2026
Library Crowthorne High Street

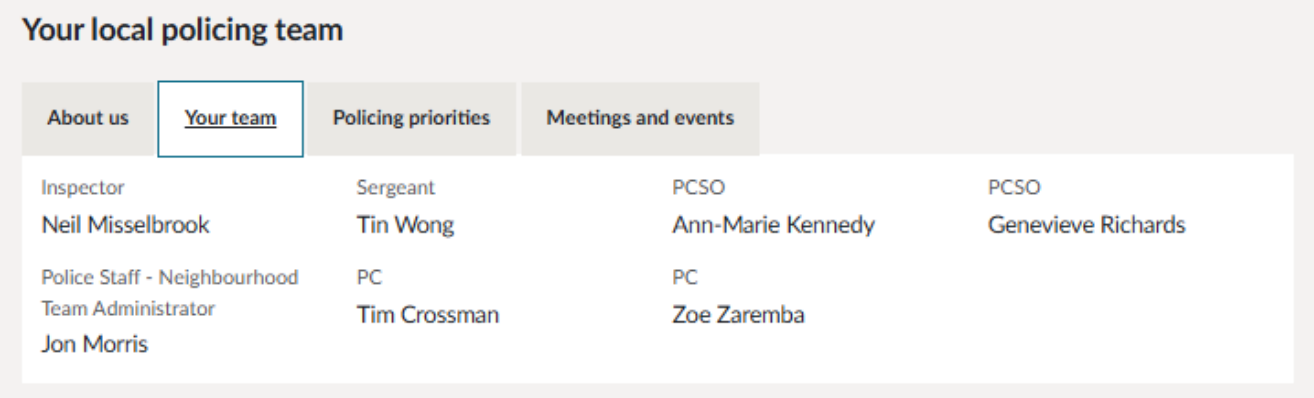
Have Your Say
10:00AM - 11:00AM, Thu 26 November 2026
Lidl Crowthorne High Street

Crowthorne High Street Christmas Market
5:00PM - 8:00PM, Fri 04 December 2026
Crowthorne High Street

Have Your Say
10:00AM - 11:00AM, Mon 14 December 2026
Coffee High Street Crowthorne

Burglary Campaign
7:00PM - 8:00PM, Tue 15 December 2026
COOP High Street Crowthorne

The current Neighbourhood Team officers are:



PC Crossman has updated the Clerk with progress on the investigations and action relating to the death threat phone call over the summer to the Parish Office. The individual has been traced and admitted the offence. A further update is awaited concerning any sanction the individual will face.

Min 107.5 – CROW Repair Café and planned activities
Crowthorne Repair Café continue their regular sessions on the last Saturday of each month.

Min 107.6 – LESG Stakeholder's meeting
No further update.

Min 107.7 - Buckler's Park and Hub
Cllr Allen to update.

Min 107.8 - Bank Reconciliation
Cllr Allen undertakes a monthly review of the bank reconciliation. The reconciliation is prepared by the Finance Officer and emailed to Cllr Allen who reviews it and responds to either approve or raise any queries. As ever, all paperwork is available from the parish office should any other Cllr wish to inspect it.

Min 107.9 - Cllr Surgery
The following surgery rota is in place:

Date	Councillors Hosting	Location
7 November	Cllrs Eberle and Kilvert (Reserve Cllr McKenzie-Boyle)	Crowthorne Library
7 November	Cllrs Butterworth and Allen	Stables Café Buckler's Park
5 December	No Cllr surgeries due to Late Night Shopping on 4 December	

Cllrs are remined that CPC's Cllr Surgery Procedure stipulates that at least 2 Cllrs should host each Cllr surgery for their own safety. If Cllrs are due to host a Cllr surgery but cannot for any reason, it is incumbent on them to find another Cllr to attend in their place.

Min 107.10 – Staff leave and rota
Work from home rota:

Date	Staff member WFH	Staff members in office (if not on leave)
2 November	JR	LT, MS & CB
9 November	MS	LT, JR & CB
16 November	LT	MS, JR & CB
23 November	CB	MS, JR & LT
30 November	JR	LT, MS & CB
7 December	MS	LT, JR & CB

Staff leave rota:

Role	Leave/TOIL booked	New overtime hours worked this month	TOIL hours taken this month	TOIL/overtime hours paid this month	TOIL hours running total
Morgan Centre caretaker	None	7.5	0	7.5	**0**
Clerk	None	9.3	18.7	0	**185**
Assistant Clerk	2-6 Nov.	14.25	0	14.25	**0**
Project Officer	None	16	25.25	0	**49.05**
Finance Officer	None	10.5	0	10	**102.2**
Parish Hall Caretaker	None	1	0	1	**0**

Min 107.11 - Youth Work
The Wayz continue to provide their regular detached visits at the Morgan Rec. and other outdoor areas in Crowthorne.

The Wayz submitted their formal report to the NAG in October.

Min 107.12 – Pre-School extended day
Issues with low water pressure at the Parish Hall have been followed up including the replacement of the meter and external stopcock by the water supply company, the installation of a new stopcock indoors and the incoming pipes being dismantled in the kitchen which were found to contain sand and sediment. Water pressure is now back to normal, and this has also enabled the heating boiler to 'fire up' as the pressure was so low previously that this was not working.

The fridge at the Parish Hall has broken. A new fridge has been ordered.

Discussions are underway with the Clerk working with the nursery team to try and find an alternative venue to operate from for the duration of the kitchen refurbishment works. The nursery will use the Morgan Centre kitchen during the refurbishment works and are exploring whether they can use The Ark's facilities at the Baptist Church if the refurbishment works take place during a school holiday.

Min 107.13 – Anti-social behaviour in parks - BFC and stakeholder Teams meetings
TVP and BFC's Community Safety Team both submitted reports to the NAG in October. Concerns remain about young people cycling down the steps outside the Parish Office. There have been some 'near misses' with people coming out of the gates from the toddler play area almost being hit by dangerous cyclists. The Clerk and Caretaker are looking into the costs of installing staggered barriers across the flat central platform of the steps so that cyclists can no longer ride down the steps.

Min 107.14 – Bus petition
BFC's consultation on local bus routes is open to comment until 30 November.

The Chair gave an update on the meeting he had attended online about a community transport scheme, to the NGA in October.

Sandhurst Town Council is setting up its own Working Group to look at bus routes locally.

Min 107.15 – Bank balances last month and this month

Bank account	Balance reported at date of last CPC meeting	Balance of account at today's date
Current Account	£7,418.22	
Deposit Account	£618,334.58	
Fixed Term Deposit Account to 3.3.2027	£300,000	£300,000

Min 107.16 – Working Together BFC Officers and Clerks Liaison Meeting
The Working Together BFC Officers and Clerks Liaison meeting is scheduled for 12 November. The following agenda is set:

1. Customer Services and IT – Elise Battison, AD Digital Customer Focus, and IT
2. Operation London Bridge and elections planning – Phil Sadler, AD Democratic Services
3. Devolution and collaboration – Abby Thomas/All
4. Parish and Town Council Grants 2027-28 and any BFC applications – All
5. PTCLG December agenda - All

Min 107.17 – BFC Biodiversity Group Meeting
The minutes and reports from the Biodiversity Group meeting in October have been circulated via email to all Cllrs.

Min 107.18 – Road Closures
The One Network remains the most up to date source of information for current and planned roadworks: Causeway one.network

The road closures for the remembrance service and Late Night Shopping are both showing on the One Network portal. BFC's notification of road closure to CPC for the Remembrance Day event, however, is not for the times applied for. This anomaly is being followed up by the Clerk with the Highways Officers.

Min 107.19 – Circle Hill and the Walter Recreation Ground Charity
A charity trustees' meeting is set for 8 December, 1pm at the Morgan Centre. Sadly, the last few visits by the Community Payback volunteers have been cancelled due to the organisation not having sufficient supervision staff.

Min 107.20 – Council Matters – BFC Parish and Town Liaison (PTL)
The next PTL meeting is due to take place at 7.30pm at Time Square on 9 December. Please let the Clerk know if there are any matters Cllrs wish to request are included on the agenda.

Min 107.21 – Consultations
There are no consultations open on the BFC consultation portal. The bus survey outlined above is not on the consultation portal.

School Admissions Consultation
Via social media the Clerk has become aware of a BFC School Admissions Consultation although this is not on the BFC consultation portal:

Consultation on the proposed admission arrangements for Community and Voluntary Controlled schools for the 2028/29 academic year.

Bracknell Forest Council is consulting on the proposed admission arrangements for Community and Voluntary Controlled schools for the 2028/29 academic year.

The proposed changes are:
- Removal of Designated Areas from the oversubscription criteria.
- Introduction of a Service Pupil Premium oversubscription criterion.

The consultation runs from **14 October to 2 December 2026**, during which time BFC welcomes comments from all interested parties.

A copy of the Proposed Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools 2028/29, together with the consultation overview document, can be accessed via the supporting documents section of the consultation webpage; School Admission Arrangements Consultation 2028.29 - Details - Keyplan

Min 107.23 – Parish and Town Working Group - Climate Change Action Group
These meetings continue with CPC represented by the Project Officer.

Min 107.24 – Update on Crowthorne railway station
There is no update on these works.

WWPC's Cllr Fenny is continuing to press Wallace Estates (landowner of St Francis Close) to undertake repairs and remove the fallen fence next to the car parking for the Post Office by Crowthorne Station. It is still not clear if the landowner responsible is the owner of St Francis Court although it would appear from the fallen fence that it was installed when the fence at St Francis Court was installed so is most likely 'their' fence rather than Network Rail's. PCSO

Kennedy has asked if the Community Payback Volunteers can help clear the area to make it safe.

Min 107.25 - Concerns about lack of green space maintenance by Metropolitan Thames Valley Housing at South Meadow and street lighting and roads/pavements at Cricket Field Grove
No update re South Meadow.

Re. Cricket Field Grove, Barratt Homes have indicated that they did not know the older sections of Cricket Field Grove transferred to them and became their responsibility as part of the transfer of the development site. They now seem to accept it is their liability (via their Management Company) to maintain the streetlighting, verges, roads and pavements on the older section of Cricket Field Grove and have deployed contractors to investigate and seek to repair the streetlights and potholes in roads and pavements.

Min 107.26 - Drainage Surveys
This is an agenda item today.

Min 107.27 – Crowthorne NAG meeting
The autumn NAG was held on 27 October. 17 people attended. Sadly, TVP cancelled their attendance on the day. The notes from the meeting will be circulated when they have been prepared.

Min 107.28 – Devolution
Although Central Government has now paused the Local Government Reorganisation (LGR) for areas where plans had not progressed to conclusion, the plans for a strategic mayoral authority for Thames Valley continue. Cllr McKenzie-Boyle has shared an update on this with all Cllrs and Officers.

Min 107.29 - Disposal of redundant/obsolete equipment and assets
Most of the items for disposal have now been disposed of and the Asset Register updated. This item will be removed from future updates.

Min 107.30 – Mango Tree
No further update.

Min 107.31 – Cycle Stakeholder's Group
This group met on 28 October but the Clerk and Project Officer were not able to attend. Any notes circulated will be shared with Council.

Min 107.32– Parish Clock
The Clerk provided an update about the Parish Clock at the NAG meeting. The various costed options to repair, reinstate and refurbish the Clock will be considered as part of the budget setting for 2027-28.

Min 107.34 – CIL projects for updated CIL list
The updated CIL list is in the agenda pack. Additional CIL has been received this month.

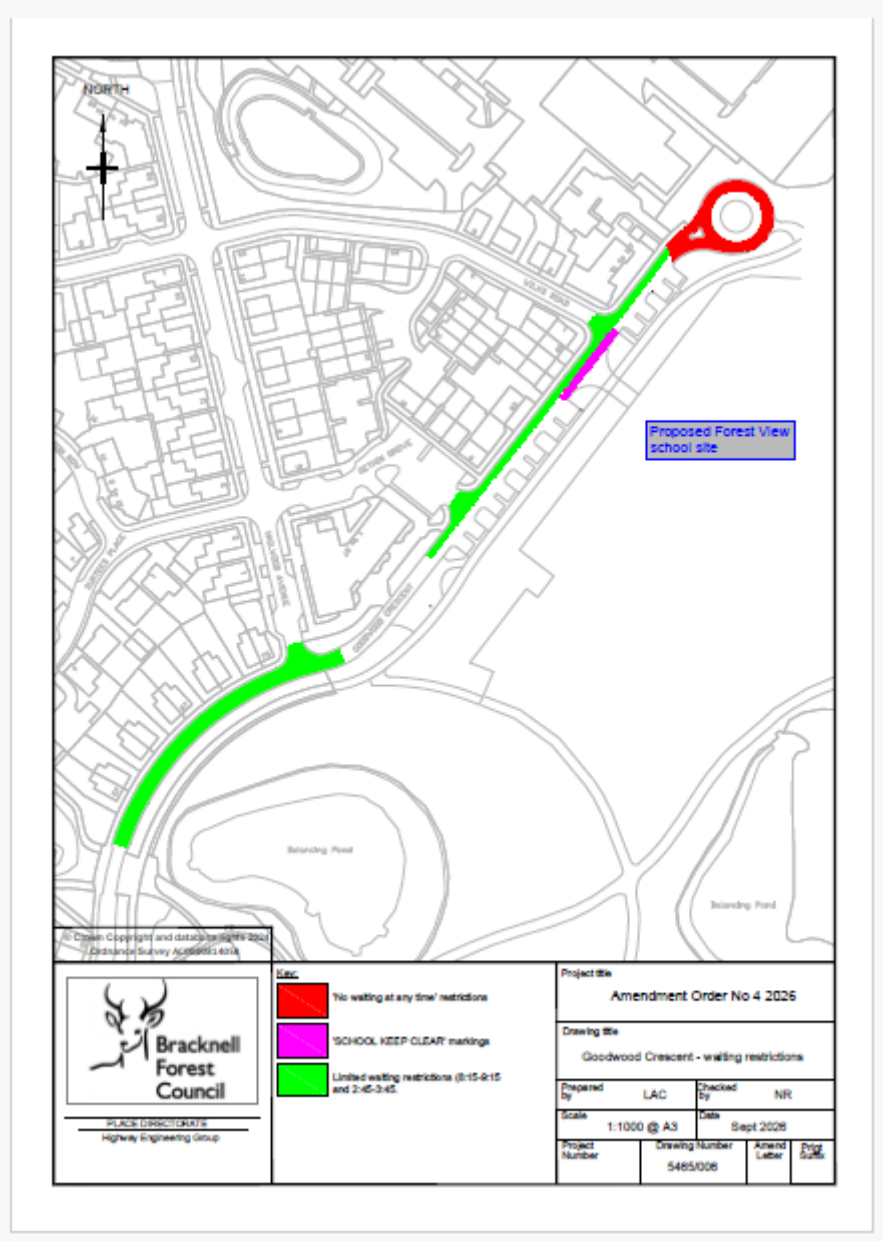
There are a significant number of costly buildings/facilities projects requiring costing and funding over the coming budget year and the Administration Working Group will need to consider how these will be funded, over what period of time, and the order for delivery, with proposals brought to Council with the draft budget.

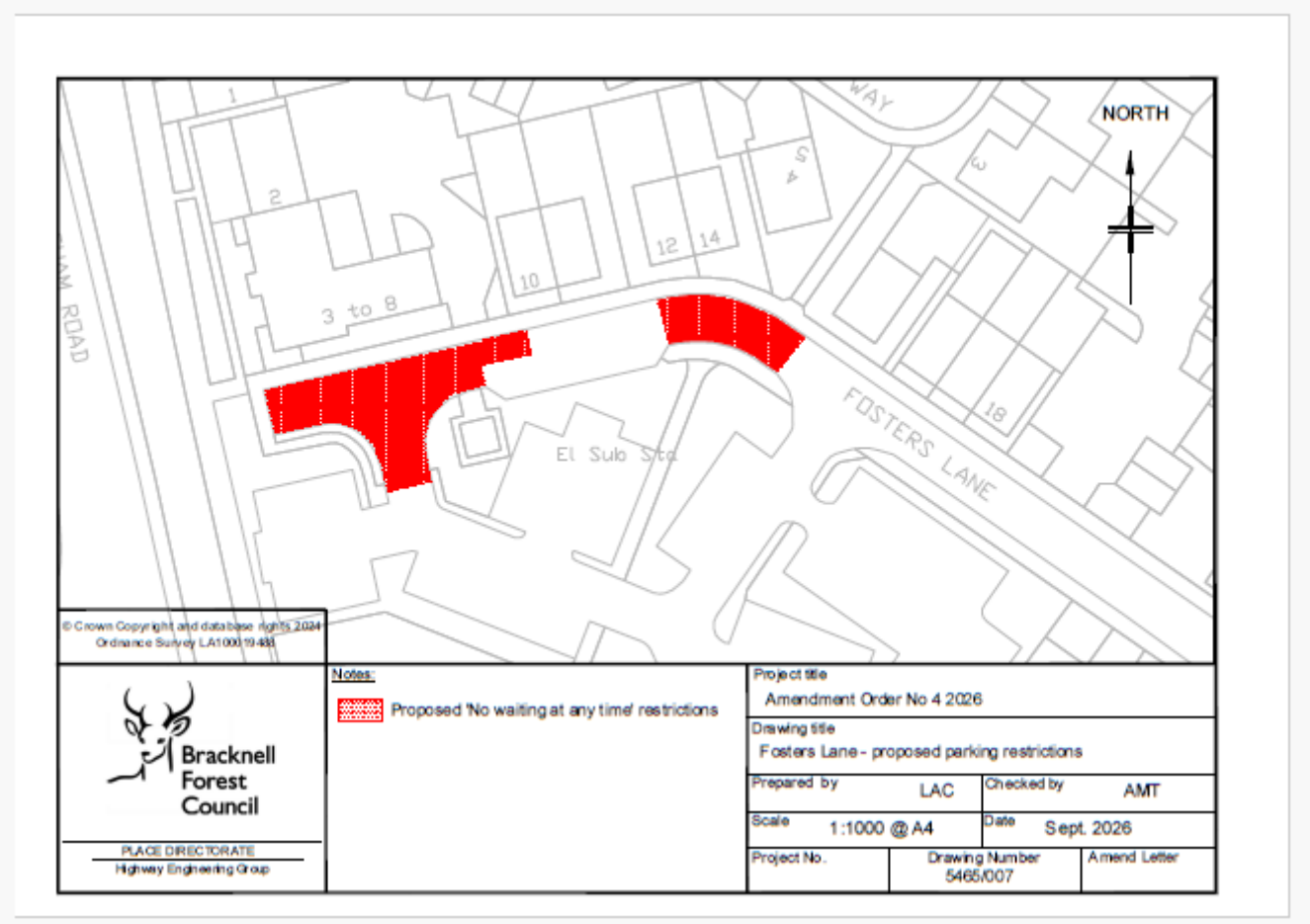
Min 107.35 – Paper to BFC on highways matters
Various updates on highways issues were provided at the NAG meeting.

Puffin Crossing Dukes Ride
BFC is commencing a capital works program to install a Puffin Crossing on Dukes Ride close to the Wellington College entrance.

Request for Puffin Crossing – Eastern end Dukes Ride/Bracknell Road
Cllr McKenzie-Boyle has written to BFC Highways to request that a Puffin Crossing be installed at the eastern end of Dukes Ride/Bracknell Road to assist with safer walking routes to school. A reply is awaited.

TRO proposals for Bucklers Park
BFC has launched two public consultations on TROs for Buckler's Park for public consultation on the waiting restriction proposals on Goodwood Crescent & Fosters Lane which run until 20 November 2026





Min 107.36 – Appointment of Breakthrough Communications – Data audit and follow up consultancy advice
The training on data protection legislation and compliance is scheduled for 5.30pm on 3 November. Adoption of the associated policies and procedures will be included on the agenda for the meeting today.

Min 107.37 – Appointment of Health and Safety and HR Consultants
Follow up work is ongoing following the audit.

Min 107.38 - Review of Crowthorne Neighbourhood Plan
This is an agenda item today.

Min 107.41 – Fire door works – Morgan Centre
The works will go ahead when the custom-made doors are ready. Gemini are booked to carry out the annual Fire Safety inspection for both CPC halls in the next month.

Min 107.43 – Cllr training
Training still needs to be undertaken by a few Cllrs on the new WorkNest platform relating to the duty on Council to prevent harassment/sexual harassment. All staff have completed the training. If any Cllrs have not yet undertaken the training, please can you let the Clerk know if you need help accessing the system.

Min 107.44 – Silver Sunday
All CPC officers helped with setting up and serving and clearing away for the Silver Sunday event on Sunday 4 October. Several Cllrs also attended to support with this event. Full update is provided in the Project Officer's monthly report.

Min 107.46 – Crowthorne Eye
CPC's officers are working on Council's submission to the winter edition of the Crowthorne Eye, including the road closure details to ensure the public are informed of this.

Min 107.47 – Parish Hall fire alarm false alarms
There has been another false alarm at the Parish Hall during a nursery session this month, which the Clerk attended to in response to a system call out by Southern Monitoring. All children and staff were safely evacuated and the false alarm served as a good fire drill style practice. Subsequent to this, Gemini visited site too and met with the Clerk and Caretaker to try and establish the cause of these false alarms and ways to adapt the system to ensure that the alarm does not sound on a false alarm basis. The Finance Officer is working through the various options and scenarios with Gemini as the fire alarm system was high spec. and fairly recently installed so should not be leading to numerous false alarm calls.

Min 107.48 – Public question time – Anti-climb Wire Broadmoor
Broadmoor Hospital's application for retrospective consent for the installation of anti-climb wire as a temporary measure to deter intruders has not yet been determined.

Min 107.49– Play area tender
Work on this project hs now successfully concluded and the opening event has taken place – please see Project Officer's Report. There have been many in person 'thank yous' from grateful locals using the park, and on social media. Some feedback has also been received raising concerns about potential fall hazards from the tall tower raised platforms. The Clerk has emailed the manufacturer to share the feedback and ask if additional guard rails can be installed.

Min 107.50 – Community Volunteer Awards
See Project Officer's Report.

Min 107.51 – BFC Rights of Way Improvement Plan Consultation
No further update.

Min 107.54 – North Downs Line Steering Group
No further update.

Min 107.55 – Duke of Edinburgh Volunteers
The Clerk and Project Officer have finalised the revised risk assessments for volunteer D of E litter pickers. New volunteers have singed up to litter pick as part of this scheme again this academic year.

Min 107.57 – Millennium Garden lamp column issues
An electrician has now inspected the Millennium Garden lamp column and informed that the column power supply has been disconnected and it is not clear where it was routed to. Council will need to decide if it wishes to pay to have further investigatory and repair work carried out.

Min 107.58 and 117 – BFC Women and Girls Safety Charter
No further update subsequent to CPC expressing its agreement in principle to this strategy last month.

Min 107.62 – Toddler Play Area
The parents of the child that injured themselves running headfirst into one of the gates at the toddler play area prior to the new gates being installed have been and viewed the CCTV footage of their child's accident and confirmed that they can see that the gate was not faulty and that their child simply ran into it. They have confirmed they will not be proceeding with a claim.

CPC's insurers have written to Council to state they have not received notification of a claim and will therefore close their file.

Min 107.63 – Parliamentary Inquiry into the Future of the Nation's High Streets
Cllr Butterworth's submission into the above inquiry has been formally acknowledged and published.

Min 107.66 – Changes to Staff Appraisal Policy
The annual appraisals were held on 5 and 6 October and the outcomes and recommendations from the appraisal and salary review panel will be reported at the Staffing Committee meeting on 10 November for review and approval by the Committee.

Min 107.69 – Adoption of Buddy Bench
Cllr McKenzie-Boyle has secured consent from BFC Highways for the installation of the buddy bench outside the Crowthorne Inn. CPC's Senior Project, Events, Parks and Countryside Officer is now working on delivery of this project with the Men's Shed and Crowthorne Inn.

Min 107.70 – Appointment of new Part Time Caretaker and Grounds Person and Variation to Contract Cleaning Contract
The quality issues with the contract cleaners were followed up with the contract manager and they have now changed the member of staff assigned to CPC's work. The standards of the new cleaner are extremely high, so this matter has now been resolved.

Min 108.1 - Planning Enforcement report
No further update has been received relating to the potential planning breach at a property neighbouring CPC's land where residential/habitation development appears to have taken place in a detached garage without consent.

Min 108.1 - BFC briefing on the National Scheme of Delegation
BFC's Planning Officer delivered a briefing session to Parish Council staff and Cllrs on 13 October. The recording and notes from the training were emailed out by BFC after the event to all Cllrs and CPC officers.

Min 108.1 - Be a Councillor BFC information session for candidates – 10 November
Reminder - CPC Cllrs, staff and all interested members of the public considering standing for election in May 2027 are invited to the session below:

Please accept this as the request for you to join our Be a Councillor event at Time Square – simultaneously hosted online.

This event will be a chance for eligible potential candidates to come down and hear from senior staff at Bracknell Forest Council, an LGA approved independent councillor, and four current councillors from Bracknell Forest Council about what being a councillor in the borough is like. This is being done so that those who are interested get a fair idea of what the role entails and prepare anyone who may not have local government experience for the process of being a councillor. It is open to those politically aligned and those who are independent.

The agenda is presented in the invite at the link below and there is an unadvertised potential for in-person attendees to network a little afterwards.

Be a Councillor in Bracknell Forest Tickets, Tuesday, November 10 • 6 PM - 9 PM | Eventbrite

Attendees can also sign up for the simultaneous online session:

https://www.eventbrite.com/e/be-a-councillor-in-bracknell-forest-online-registration-tickets-2001182810657?

Official start time for the date is 6pm, with arrivals being welcomed from 5:30pm.

Any questions, please contact the committee inbox – commitee@bracknell-forest.gov.uk

Min 108.2 - RBL Crowthorne Branch – Poppy Appeal Concert, Friday 30 October, 7.30pm, Wellington College Chapel
Reminder - Crowthorne Branch RBL has organised a Poppy Appeal concert with music by the Sandhurst Silver Band and Military Wives Choir at the Chapel Wellington College on Friday 30 October at 7.30pm. This is a ticket only event and tickets can be purchased via the link below:
The Poppy Appeal event tickets from TicketSource.

Min 108.2 - Body Image/Iron Duke – Locally Listed Building damage
The old pub sign outside Body Image Crowthorne that was hit and damaged by a vehicle on 29 September has now been repaired and made safe.

Min 115 – AGAR
CPC's Officers will ensure they follow the new measures resolved by Council in the completion and submission of AGAR 2027 in future years.

Min 116 – People's Emergency Briefing screening
The Project Officer will now arrange the screening for Big Green Week 2027.

Min 118 – Morgan Centre wall mural
CPC's Project officer has circulated proposals for the design of the new mural on the eastern elevation at the Morgan Centre and Cllrs have now submitted their ideas/feedback.

Agenda Item 5: Clerk's Report

MUCH OF THE CLERK'S REPORT HAS BEEN SUBSUMED INTO THE NAG PAPERS THAT WERE PRE-CIRCULATED FOR THE NAG MEETING ON 27 OCTOBER SO ITEMS ARE NOT REPEATED HERE

Council matters
BALC AGM 12 November 7.30pm Shinfield School Green Centre
The Chair is appointed as CPC's representative to BALC but is unable to attend the AGM on the above date. Please can another Cllr attend to represent CPC?

Community matters
Community Awards 2026
Cllrs are reminded that the biennial Crowthorne Community Awards are due to take place at the Morgan Centre 7.30-9.30pm on Tuesday 17 November. All Cllrs are invited to attend.

Council facilities

Scribe bookings and accounts management software

The Clerk, Finance Officer and Assistant Clerk all attended a demonstration of Scribe's software which provides a solution for Councils for online bookings and accounts. Feedback will be brough to Council in due course on whether officers advise CPC to switch over to this software in place of the SAGE solution currently used.

Consultations

Dandara consultation re. proposals for Phase 6 Bucklers Park

See agenda item 18 today.

Professional Bodies/Organisations/Training/Networking Updates

- NALC and BALC Newsletters: The regular newsletters and updates continue to be emailed to all CPC Cllrs. Cllrs are encouraged to regularly check the BALC website for training opportunities. In many cases the training is free although CPC is 'fined' if Cllrs book training and do not then attend the training session.
- NALC Chief Executive's Bulletin: The regular NALC bulletins and updates have been emailed to all CPC Cllrs.
- SLCC: The Clerk continues to read SLCC updates and publications and attended the SLCC training days.

CROWTHORNE PARISH COUNCIL MEETING
3 November 2026

Agenda Item 7: Planning Matters Arising from meeting held on 6 October 2026

None

Agenda Item 8: Planning Information Items

1 The following tables have been attached for Councillors to receive and note for information purposes only:

- Planning applications for Crowthorne pending a decision by BFC
- Tree Preservation Orders (TPO) applications for Crowthorne

PLANS PENDING A DECISION BY BFC – 3 November 2026

APPLICATION NUMBER	CPC MTG	ADDRESS	CLLR	OBJ	CPC RECOMMENDATIONS AND COMMENTS	BFC DECISION
21/00372/OUT	4.5.21	Land West of Old Wokingham Road and South of Waterloo Road Wokingham	MDW G/TM B		**Refusal** is recommended. Crowthorne Parish Council is minded to give the observation that cumulative increase of traffic along the Old Wokingham Road which is not capable of taking the traffic that would want to use it, will seriously impact residents of Crowthorne who will want to access the M4 in order to get to work. What plans are there to improve and widen the Old Wokingham Rd? Traffic flow along this stretch of road is getting increasingly worse, following Buckler's Park and the development opposite. This is making the journey to and from work intolerable for many residents. There must be a plan to develop this route to take the additional traffic and Refusal should be recommended until something has been done. The proposed development is adjoining greenbelt land that has already been built on and this has an adverse effect on the greenbelt. This is unwanted urban sprawl.	**Pending decision**
21/00994/OBS WBC Ref: 211033	2.11.21	Land West of Old Wokingham Road and South of Waterloo Road Wokingham	MD WG		**Refusal is recommended for both Wokingham Borough application: 21/00944/OBS and BFC application: 21/00372/OUT** Crowthorne Parish Council is minded to recommend refusal to both the WBC observation and BFC application on the grounds that cumulative increase of traffic accessing the Old Wokingham Road (OWR) by a further 95 dwellings will be detrimental to the current infrastructure. The access is also considered to be dangerous with its proximity to a 90 degree blind turn. The OWR is not capable of taking the traffic that would want to use it, will seriously impact residents of Crowthorne and the wider area of Wokingham Without which is part of Crowthorne although governed by Wokingham Borough Council. **Traffic Impact** • What plans are there to improve and widen the Old Wokingham Rd and has there been a joint effort between WBC and BFC to discuss and implement a feasible strategy? We have to bear in mind that the OWR is a BFC highway. **If there is no strategy and the weight of traffic is detrimental to the current infrastructure, and further, that the BFC highway and traffic policies are not upheld then these applications cannot be approved. To consider a further 95 dwellings accessing this road is folly.** • Traffic flow along this stretch of road is getting increasingly worse, following the beginning of Buckler's Park development, and the WBC development opposite. The full impact of Buckler's Park has not yet been felt with a 1000 houses planned for this approved development, which can only be considerable extra traffic weight.	**Pending decision**

APPLICATION NUMBER	CPC MTG	ADDRESS	CLLR	OBJ	CPC RECOMMENDATIONS AND COMMENTS	BFC DECISION
					• Extra weight of traffic accessing this road which will be the result of a development of 95 dwellings will further inhibit traffic flow contrary to BFC policy **Core Strategy policy CS23 supported by the NPPF 2021 at paragraph 111. And BFC policy CS24 Transport and New Development.** **Climate Change and Air quality** • Upholding these applications does not contribute to WBC and BFC Climate Change initiatives and the promise to their residents that carbon emissions will be reduced. More vehicle movement will only increase emissions and air pollution. The air quality paragraph from the Environmental Statement report says: *The Proposed Development will generate additional traffic on local roads, which may impact on air quality at existing residential properties along the affected road network. New residential properties within the Proposed Development may also be subject to air quality effects resulting from road traffic emissions from the adjacent road network. The main air pollutants of concern related to road traffic emissions are nitrogen dioxide (NO2) and fine particulate matter (PM10 and PM2.5)* **Green belt** • The proposed development is adjoining green belt land that has already been built on and this has an adverse effect upon and is a danger to any remaining green belt close to this proposed development. The Government attaches great importance to Green Belts. The fundamental aim of Green Belt policy (NPPF 2021 par138) is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and their permanence. Green Belt serves a number of purposes which include: a) to check the unrestricted sprawl of large built-up areas; b) to prevent neighbouring towns merging into one another; c) to assist in safeguarding the countryside from encroachment. These items clearly point to the threat that these applications lend to Crowthorne: with the danger of urban sprawl, with no control over the loss of strategic gap; the loss of openness and the retention of ancient woodland.	
22/01046/REM	7.2.23	Land at former TRL Site, Old Wokingham Road (depot)	MD WG		Refusal is recommended on the grounds that, notwithstanding the original use by BFC may have been fully understood, the new use of the site is not precisely known and therefore could have a serious impact at the heart of the site, both on the homes and SANG. It is vital that the concerns of both homeowners, visitors and the SANG are fully understood and protected. Moving the Depot closer to the Nine Mile Ride would significantly minimise potential disruption. In the event of approval, it should be made clear that it is for a municipal depot.	**Pending decision**

APPLICATION NUMBER	CPC MTG	ADDRESS	CLLR	OBJ	CPC RECOMMENDATIONS AND COMMENTS	BFC DECISION
23/00671/FUL	7.11.23	Broadmoor Hospital Lower Broadmoor Road	BW		**Approval** (CPC additional comments 3.6.26)	**Pending decision**
24/00044/FUL	5.3.24	Land At Newlands Farm Old Wokingham Road Wokingham	SB		**Approval**	**Pending decision**
~~24/00500/OUT~~ WBC Ref: 241933	1.10.24	South Wokingham SDL Extension Phase 4C Old Wokingham Road (Land west of OWRd and North and South of Easthampstead Rd, Wokingham)	MD WG		**Refusal** is recommended on the basis that the local infrastructure, roads, water, sewage, electricity supply, are already struggling with the demands of Bucklers Park, and will be further impacted by the probable development of Beaufort Park an additional 200+ houses and flats. There is no more capacity on existing infrastructure for additional local housing. Further comments 14.4.25: **Refusal** is recommended for this application by Crowthorne Parish Council on the basis that the local infrastructure: roads, water, sewage, are already struggling with the demands of Bucklers Park, and will be further impacted by the development of Beaufort Park, an additional 200+ houses and flats. A further 1,030 houses (850 + 180) on the south Wokingham SDL will be putting more pressure on this area. There is no more capacity on existing infrastructure for additional local housing. The knock-on effect of impact to Crowthorne residents will be a heavily congested conurbation with a lack of amenities and a choked thoroughfare; the Old Wokingham Rd, to Bracknell and the A329.	**Pending decision**
24/00786/FUL	4.2.25	The Woodlands Upper Broadmoor Road	ES	**5+**	**Approval** with the following conditions: • That the noise impact assessment be repeated nearer the closest property where there are no trees or vegetation buffering the noise for the assessment. • Suggest BFC implement measures to prevent parking on the side of the road opposite the school by extending the double yellow lines further up the road. • BFC approach the school and suggest they investigate measures that the school can implement to reduce the need to park outside the school, so there is a conjoined effort to mitigate the problem. • That the issue of a distinct lack of on-site staff parking be addressed, given that there are currently more staff than car parking spaces for them.	**Approval subject to S106**

APPLICATION NUMBER	CPC MTG	ADDRESS	CLLR	OBJ	CPC RECOMMENDATIONS AND COMMENTS	BFC DECISION
					• Suggest the setting up of a meeting between BFC, local residents, and the head of the school to facilitate a combined effort to resolve residents' concerns. • Suggest lowering the speed limit to 20 mph in that area.	
WBC Ref: 242279	14.4.25	Land north east of Easthampstead Road Wokingham *Comments as agreed by email 10.4.25*	TMB		Refusal is recommended for this application by Crowthorne Parish Council on the basis that the local infrastructure: roads, water, sewage, are already struggling with the demands of Bucklers Park, and will be further impacted by the development of Beaufort Park, an additional 200+ houses and flats. A further 1,030 houses (850 + 180) on the south Wokingham SDL will be putting more pressure on this area. There is no more capacity on existing infrastructure for additional local housing. The knock-on effect of impact to Crowthorne residents will be a heavily congested conurbation with a lack of amenities and a choked thoroughfare; the Old Wokingham Rd, to Bracknell and the A329.	**Pending decision**
WBC Ref: 242051	14.4.25	Byway 30, land to west of Old Wokingham Road and south of Waterloo Road Wokingham *Comments as agreed by email 10.4.25*	TMB		Is there a guarantee that putting in this link that the biodiversity and natural wildlife will not be disrupted? A condition should be included that any trees felled are replaced and should not be felled during nesting time. Does it actually alleviate the traffic flow onto the OWR? What has been the outcome of discussions between WBC and BFC with regards to the roundabout? Traffic is like water and will revert to quickest access and exit. It must not be seen and used as a rat-run.	**Pending decision**
25/00375/T	7.10.25	Broadmoor Farm Lower Broadmoor Road	PW		Approval**.** This is an application for temporary fencing around Broadmoor Farm. It is expected to be in location for up to three years prior to sale of the land.	**Pending decision**
25/00683/OBS WBC Ref: 252498	2.12.25	Hall Farm Church Lane Arborfield Reading	All Cllrs		Noted	**Pending decision**
25/00736/NMA	3.2.26	The Energy Centre Broadmoor Hospital Kentigern Drive	SB		Approval - There are no concerns with this application. The proposal involves a reconfiguration of space to accommodate ancillary equipment for the new heat pump associated with the solar project. The original location was positioned too close to the oil storage tanks; therefore, relocating the equipment is a prudent measure to ensure safety.	**Pending decision**
PA/2026/0402 Observation WBC: 260720	5.5.26	Pinewood Campus, Nine Mile Ride, Wokingham	TMB		Refusal - There is no more capacity on existing road network and infrastructure for additional local housing. The knock-on effect to Crowthorne residents is the impact on the already heavily congested local road network with a choked thoroughfare: the Old Wokingham Rd, to	**Pending decision**

APPLICATION NUMBER	CPC MTG	ADDRESS	CLLR	OBJ	CPC RECOMMENDATIONS AND COMMENTS	BFC DECISION
					Bracknell and the A329. Additional vehicle movements will impact both Boroughs' Climate Change Emergency and Crisis portfolios and will hold in contempt their so-called their green aspirations.	
PA/2026/0391 Observation WBC: 241933	5.5.26	Land west of Old Wokingham Road and North and South of, Easthampstead Road, Wokingham, (Proposed SDL Extension).	TMB		Refusal is recommended for this application by Crowthorne Parish Council on the basis that the local road infrastructure is already struggling with the demands of Bucklers Park, and will be further impacted by the development of Beaufort Park, an additional 200+ houses and flats. A further 1,030 houses (850 + 180) on the south Wokingham SDL will be putting more pressure on this area. There is no more capacity on the existing road network and infrastructure for additional local housing. The knock-on effect of impact to Crowthorne residents will be a heavily congested conurbation with a choked thoroughfare: the Old Wokingham Rd, to Bracknell and the A329. Additional vehicle movements will impact both Borough's Climate Change Emergency and Crisis portfolios and will hold in contempt their so-called their green aspirations.	**Pending decision**
PA/2026/0369	5.5.26	Broadmoor Hospital, Lower Broadmoor Rd	ES		Refusal for the following reasons: The additional razor wire is a visual eyesore; Harm to wildlife; Harm to biodiversity; Many objections from local residents notified to CPC at the Neighbourhood Action Group meeting held on 9 April and at the Parish Council meeting held on 5 May 2026; Contrary to Policy CR7 in the Crowthorne Neighbourhood Plan; Promoting Good Design in Broadmoor.	**Pending decision**
PA/2026/0350	2.6.26	Wellington College, Dukes Ride (fitness suite)	JA		**Approval**. This application proposes to knock down a small existing extension to the Health & Fitness centre at Wellington College. The site proposed is .45ha and includes existing trees of which 6 would be removed (4 early mature Beech, 1 Silver Maple and one young Rowan. For access for building there are 7 mature trees at the edge of their root system which they are proposing to safeguard by mitigation methods but the specialist report doesn't assume any significant issues to the trees. The plans only call for replacing one tree and it being a different species from those removed. The BNG impact is offsite .35 units. It would have been preferred to see more than one tree replacement, however the Wellington College site has a large number of mature trees of a mixed type supporting a broad range of wildlife. The new extension will house a dance area, gym area, offices and plant complimentary to the existing facilities in the main building which will benefit	**Pending decision**

APPLICATION NUMBER	CPC MTG	ADDRESS	CLLR	OBJ	CPC RECOMMENDATIONS AND COMMENTS	BFC DECISION
					students today and into the future. The application has listed all the relevant BFC codes and practises required for the application.	
23/00671/FUL	2.6.26	Broadmoor Hospital, Lower Broadmoor Road	BW/ TMB		CPC has raised concerns about the lighting in the car park and the walking route to the car park from the hospital. It is understood that the planning officer has requested the applicant submits a lighting survey.	**Pending decision**
PA/2026/0481	2.6.26	19 Sandhurst Rd,	SB		**Approval.** The proposal appears to be in keeping with residential properties either side. It is also in keeping with the policies within the Crowthorne Neighbourhood Plan and is not part of the designated employment and retail areas within the Neighbourhood Plan.	**Pending decision**
PA/2026/0521 Observation WBC: 253142	2.6.26	Parcels R7 and R13, Land at Phase 2b of the South Wokingham Strategic Development Location (SDL)	TMB		**Refusal** is recommended for this application by Crowthorne Parish Council on the basis that the local road infrastructure is already struggling with the demands of Bucklers Park, and will be further impacted by the development of Beaufort Park, an additional 200+ houses and flats. A further 1,030 houses (850 + 180) on the south Wokingham SDL will be putting more pressure on this area. There is no more capacity on the existing road network and infrastructure for additional local housing. The knock-on effect of impact to Crowthorne residents will be a heavily congested conurbation with a choked thoroughfare: the Old Wokingham Rd, to Bracknell and the A329. Additional vehicle movements will impact both Borough's Climate Change Emergency and Crisis portfolios and will hold in contempt their so-called their green aspirations.	**Pending decision**
PA/2026/0511 Observation WBC: 241933	2.6.26	Land west of Old Wokingham Road and North and South of Easthampstead Road, Wokingham, (Proposed SDL Extension)	TMB		**Refusal** is recommended for this application by Crowthorne Parish Council on the basis that the local road infrastructure is already struggling with the demands of Bucklers Park, and will be further impacted by the development of Beaufort Park, an additional 200+ houses and flats. A further 1,030 houses (850 + 180) on the south Wokingham SDL will be putting more pressure on this area. There is no more capacity on the existing road network and infrastructure for additional local housing. The knock-on effect of impact to Crowthorne residents will be a heavily congested conurbation with a choked thoroughfare: the Old Wokingham Rd, to Bracknell and the A329.	**Pending decision**

APPLICATION NUMBER	CPC MTG	ADDRESS	CLLR	OBJ	CPC RECOMMENDATIONS AND COMMENTS	BFC DECISION
					Crowthorne Parish Council fully supports the comments made by Wokingham Without Parish Council.	
PA/2026/0523 Observation WBC: 241933	7.7.26	Land west of Old Wokingham Road and North and South of Easthampstead Road, Wokingham, (Proposed SDL Extension)	TMB		It is in BFC's officer's domain to check what WBC is proposing does not interrupt, interfere or challenge the adjoining greenspace, current infrastructure or long term plans that BFC may have to the benefit of its residents in this area. CPC therefore would assume that the scrutiny of the plans that are provided has been done by the BFC officer. Until we have that confirmation CPC recommends **refusal**. **Sent to BFC & WBC 18.6.26**	**Pending decision**
PA/2026/0567 Observation WBC: 242279	7.7.26	Land north east of Easthampstead Road, Wokingham	TMB		It is in BFC's officer's domain to check what WBC is proposing does not interrupt, interfere or challenge the adjoining greenspace, current infrastructure or long term plans that BFC may have to the benefit of its residents in this area. CPC therefore would assume that the scrutiny of the plans that are provided has been done by the BFC officer. Until we have that confirmation CPC recommends **refusal**. **Sent to BFC & WBC 18.6.26**	**Pending decision**
PA/2026/0526 Observation WBC: 253142	7.7.26	Parcels R7 and R13, Land at Phase 2b of the South Wokingham Strategic Development Location (SDL)	TMB		It is in BFC's officer's domain to check what WBC is proposing does not interrupt, interfere or challenge the adjoining greenspace, current infrastructure or long term plans that BFC may have to the benefit of its residents in this area. CPC therefore would assume that the scrutiny of the plans that are provided has been done by the BFC officer. Until we have that confirmation CPC recommends **refusal**. **Sent to BFC & WBC 18.6.26**	**Pending decision**
PA/2026/0576	7.7.26	34 Forest Road	ES		**Approval**. The proposed plans do raise the overall height of the house, but reduce the number of bedrooms on the first floor as a laundry room is being added. Therefore, the proposed new bedroom in the loft space should create no issues with occupancy or parking spaces. The statement says that the relevant bat and bird surveys have been completed, but there is no evidence of these uploaded to the planning	**Pending decision**

APPLICATION NUMBER	CPC MTG	ADDRESS	CLLR	OBJ	CPC RECOMMENDATIONS AND COMMENTS	BFC DECISION
					portal. Consequently, CPC requests that, if not already provided, the relevant surveys be submitted to BFC for review and consideration. *Cllr Robertson declared an interest and abstained from voting.*	
PA/2026/0650	1.9.26	Edgbarrow School, Grant Rd, Crowthorne, RG45 7HZ	JA		**Approval** - The site is an existing cricket pitch in poor repair and the addition of a cricket pavilion on an aggregate base with the building made of wood. The pitch area is to be converted to astroturf due to the condition of the existing artificial grass. The cricket facilities are used by Crowthorne and Crown Wood Cricket Club with over 250 members with 4 men's league sides, 2 women league sides and multiple youth group sides thus it's an important community facility and on this basis should be encouraged and supported.	**Pending decision**
PA/2026/0726	1.9.26	12-14 High Street, Crowthorne, RG45 7AZ	NR		**Approval** - This application is to partition the existing first floor accommodation into two apartments: 1 x 1 bedroom apartment & 1 x 2 bedroom apartment. There are no external alterations, only internal alterations. The application meets BFC's parking standards, and it provides a cycle rack & bin storage. Bin storage access is suitable, and access for emergency services is suitable. There are properties within the High Street and Dukes Ride that have undergone similar alterations. There are no material points with this application.	**Pending decision**
WBC: 253142 Revised Plans Consultation, as notified by WBC	1.9.26	Parcels R7 and R13, Land at Phase 2b of the South Wokingham Strategic Development Location (SDL), Wokingham	TMB		CPC assumes the amendments will be scrutinised appropriately by the relevant BFC officer, who will ensure there will be no further impact on close environs. (NB comments also submitted Jun & July 2026)	**Pending decision**
PA/2026/0802	6.10.26	12 Cricket Field Grove	NK		This development proposes to add an additional bedroom. The proposal does not extend the dwelling further into the frontage of the property. 3 parking spaces are allocated within the curtilage of the property, but the sizes of the bays do not meet BFC SDP parking standards: ie 4.8m long x 2.5m wide, nor do they include the 0.3m provision needed where there is an	**Pending decision**

APPLICATION NUMBER	CPC MTG	ADDRESS	CLLR	OBJ	CPC RECOMMENDATIONS AND COMMENTS	BFC DECISION
					adjacent wall or fence. (The existing parking bays are 4.8m x 2.4m). **Approval** is therefore recommended subject to confirmation from the Planning Officer that there is adequate parking provision as the parking spaces outlined on the application do not meet the specifications outlined in the BFC Parking SPD dated 2026.	
PA/2026/0785	6.10.26	53 Goodwood Crescent	JA		**Approval**. The proposed outbuilding is a garden room separate from the main house and takes up less than 1/3 of the remaining site area in the rear garden. The height does not exceed the height of a temporary building and has the required gap to the boundary fence.	**Pending decision**
PA/2026/0837	6.10.26	45 Sandhurst Rd	NK		**Approval**. This appears to be quite a straightforward development which will improve the property's living space without adversely affecting neighbouring properties. The property currently provides off-road parking for three vehicles and has sufficient space to accommodate an additional parking space if required. As such, there is adequate parking provision to support the proposed increase in bedroom accommodation.	**Pending decision**
PA/2026/0868 Observation WBC: 241933	6.10.26	Land west of Old Wokingham Road and North and South of, Easthampstead Road, Wokingham	TMB		CPC notes the further details in this application. CPC requests that the BFC planning officer continues to monitor and respond to the Parish of any details coming to light which may affect the safety of Crowthorne residents and its infrastructure. CPC acknowledges the proposed SANG and assumes proper management will be put in place to oversee the area. CPC also requests the BFC planning officer makes enquiries with regards to the proposed allotments and investigates availability to Crowthorne residents.	**Pending decision**
PA/2026/0885 Observation WBC: 260720	6.10.26	Pinewood House, Nine Mile Ride, Wokingham, RG40 3EA	TMB		Crowthorne Parish Council notes the further details in this application. CPC requests that the BFC planning officer continues to monitor and respond to the Parish of any details coming to light which may affect the safety of Crowthorne residents and its infrastructure. CPC acknowledges the proposed SANG and assumes proper management will be put in place to oversee the area.	**Pending decision**

APPEALS PENDING DECISION

PA/2026/0593 PINS ref: 6016371		CAMBRIDGE COACHWORKS, WELLINGTON ROAD, CROWTHORNE, RG45 7LD Proposed extension to roof and extension to create a two bedroom, self build flat with balcony and associated parking.		The appeal will be determined on the basis of written representations. The procedure to be followed is set out in Part 1 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009 (as amended). As this appeal is proceeding under the Part 1 process, there is no opportunity for you to submit comments. However, we have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.	**Pending decision**

TPO APPLICATIONS LIST – 3 November 2026

APPLICATION NUMBER	DATE ON PLANNING LIST	ADDRESS	TPO NBR	PROPOSAL	BFC DECISION
20/00097/TRTPO	17.6.20	1 Oakwood Place Dukes Ride	TPO 566	Application to prune hedge.	**Pending decision**
21/00246/TRTPO	5.1.21	26 Parkway	TPO 1347	Application to prune 3 trees and fell 1 tree.	**Pending decision**
24/00073/TRTPO	12.6.24	4 The Avenue	TPO 621	Application to fell 1 tree.	**Pending decision**
24/00122/TRTPO	4.9.24	4 Croeso 101 Pinewood Ave	TPO 602	Application to prune 2 trees.	**Pending decision**
25/00159/TRCA	8.10.25	15 Church Road West	Cons Area	Application to fell 2 trees.	**Pending decision**
25/00169/TRTPO	15.10.25	10 Coppice Gardens	TPO 8	Application to prune 1 tree.	**Pending decision**
25/00234/TRTPO	17.12.25	Hollydene 39 Wellington Rd	TPO 1107	Application to prune 1 tree	**Pending decision**
PA/2026/0357	11.5.26	14 Blake Close	TPO 673	Application to fell the Sweet Chestnut tree represented as T4, previously granted permission in Application No 14/00098/TRTPO for pruning and also potential felling.	**Pending decision**
PA/2026/0724	17.8.26	1 Alcot Close	TPO24	A sympathetic crown reduction of 3 metres.	**Pending decision**
PA/2026/0752	24.8.26	26 Parkway		T1 Silver Birch – reduce the height of crown by up to 6m. T2 Silver Birch – reduce the height of crown by up to 2m.	**Pending decision**
PA/2026/0737	24.8.26	3 Jerome Corner	(TPO 260 T8)	Crown reduction of up to 2 metres	**Pending decision**
PA/2026/0851	14.9.26	39 Pinehill Rd		t1- sycamore - 30% crown reduction t2 - beech tree - 30% crow reduction	**Pending decision**
P/2026/0884	12.10.26	Woodpeckers 79 Pinehill Rd		Pine (T1) front boundary – reduce branches	**Pending decision**

CROWTHORNE PARISH COUNCIL – 3 November 2026

Agenda Item 9: Planning Applications - *Cllr Mrs T McKenzie-Boyle, who is also a Borough Councillor and member of the Planning Committee, may be present when any of the following applications are considered by BFC.*

APPLICATION NUMBER	DATE PLAN LIST	ADDRESS	Cllr	Final recommendation to send to BFC
PA/2026/0751	5.10.26	Don Beni Restaurant, 8-10 High Street, Crowthorne, RG45 7AZ Increase in ridge height and installation of 2no. front dormer windows to existing building and erection of part two storey, part 1.5 storey rear extension to allow the creation of 4no. one-bedroom dwellings with associated parking	NK/ TMB	CPC recommends **refusal** for the following reasons: Waste: The bin store does not provide sufficient space to store the required bins for the 4 properties. The size of the bin store must be suitable to accommodate the appropriate number of bins and allow residents and collection crews to access and manoeuvre the bins. Highways: The proposed parking does not meet the requirements of widths of spaces nor turning area set out in the Parking Standards SPD, making the parking spaces inaccessible and unusable. Environmental: If the restaurant uses extraction systems, and current systems are to be retained, altered or relocated, a Noise Impact Assessment and Odour Assessment is expected to be submitted to demonstrate that an acceptable standard of amenity can be achieved for future occupants and neighbouring residents. The proposed development is also in conflict with Policy CR9 of the Neighbourhood Plan. The proposed increase in elevation would tower above adjacent buildings and would not respect the character of the area. **Sent to BFC 29.10.26**
PA/2026/0844	19.10.26	Builders Yard, New Rd, Crowthorne, RG45 6NA Proposed erection of 2 x semi detached dwellings with associated parking and cycle stores.	JA	**To follow.**
PA/2026/0890	2.11.26	8 New Wokingham Rd, Crowthorne, RG45 7NR Proposed construction of a part single, part two storey rear extension, two storey front extension	NR	**Approval**. This application proposes to enhance the existing dwelling by improving and boosting the existing layout of the property, offering additional space through extending the property and creating living space within the roof space.

		and a new roof with accommodation in the roof space.		I have not come across any material elements, BFC's car parking standards have been met and there are no comments on the portal as of now.
PA/2026/0883	2.11.26	12 Linkway, Crowthorne, RG45 6ES Proposed single storey rear extension, side dormer, roof windows and entrance porch canopy. Alterations to garage roof, external materials and fenestration.	PW	**Approval**. The Planning Application is for a single storey extension at the rear with an extra dormer window on the eastern side. This does not overlook the neighbours windows. Internally there are very considerable modifications to the layout but no extra bedrooms, so parking is adequate. It is proposed that the front brickwork is covered in wooden cladding replacing the tiling, but this is not out of character with nearby properties. The wooden cladding theme is carried round to the rear walls. As such the proposal conforms with provisions i to v of Policy CR2 in the Neighbourhood Plan.
PA/2026/0937 Observation WBC: 211033	2.11.26	Land west of Old Wokingham Road and south of Waterloo Road, Wokingham Outline planning application for demolition of equestrian buildings and up to 95 dwellings (including affordable housing) plus provision of six Gypsy and Traveller pitches (with associated hard standing, amenity buildings & infrastructure), public open space, attenuation, ecological enhancement and associated works with details of vehicular access from Old Wokingham Road and pedestrian/cycle access from byway BS WOKW30 with all other matters reserved.	TMB	**Refusal** is recommended for both WBC application: 211033 and BFC application: PA/2026/0937 (for Observation). Crowthorne Parish Council is minded to recommend refusal to both the WBC and BFC applications on the grounds that cumulative increase of traffic accessing the Old Wokingham Road (OWR) by a further 95 dwellings will be detrimental to the current infrastructure. The access is also considered to be dangerous with its proximity to a 90degree blind turn. The OWR is not capable of taking the traffic that would want to use it, will seriously impact residents of Crowthorne and the wider area of Wokingham Without which is part of Crowthorne although governed by Wokingham Borough council. • **Traffic Impact** We have to bear in mind that the OWR is a BFC highway. If there is no strategy and the weight of traffic is detrimental to the current infrastructure, and further, that the BFC highway and traffic policies are not upheld then these applications cannot be approved.

				To consider a further 95 dwellings accessing this road at nor near this point is folly. Traffic flow along this stretch of road is getting increasingly worse, following the Buckler's Park development, Beaufort Park development. The proposed WBC development opposite will exacerbate the obvious problem. Extra weight of traffic accessing this road which will be the result of a development of 95 dwellings will further inhibit traffic flow contrary to BFC 8.2 'Transport principles; '8.3 'Transport infrastructure provision; '19 'Transport' • **Travellers Sites** It is noted that Travellers' site will border BFC land/highway. • **Climate Change and Air quality** Upholding these applications does not contribute to WBC and BFC Climate Change initiatives and the promise to their residents that carbon emissions will be reduced. More vehicle movement will only increase emissions and air pollution. The air quality paragraph from the Environmental Statement report says: The Proposed Development will generate additional traffic on local roads, which may impact on air quality at existing residential properties along the affected road network. New residential properties within the Proposed Development may also be subject to air quality effects resulting from road traffic emissions from the adjacent road network. The main air pollutants of concern related to road traffic emissions are nitrogen dioxide (NO2) and fine particulate matter (PM10 and PM2.5). • **Waste Management** There seems to be no attempt to ensure there is a strategy for waste. Is there planned a waste management policy to ensure that there is an alternative to BFC's Longshot Lane?

				• **Green belt** The proposed development is adjoining green belt land that has already been built on and this has an adverse effect upon and is a danger to any remaining green belt close to this proposed development. The proposed development is adjoining green belt land that has already been built on and this has an adverse effect upon and is a danger to any remaining green belt close to this proposed development. The fundamental aim of Green Belt policy (NPPF 2021 par138) is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and their permanence. Green Belt serves a number of purposes which include: a) to check the unrestricted sprawl of large built-up areas; b) to prevent neighbouring towns merging into one another; c) to assist in safeguarding the countryside from encroachment. These items clearly point to the threat that these applications lend to Crowthorne: with the danger of urban sprawl, with no control over the loss of strategic gap-buffer; the loss of openness and the retention of ancient woodland. <u>Cllr comments</u>: SB - Agree with all words – however there may be an inaccuracy: ***Travellers Sites*** *It is noted that Travellers' site will border BFC land/highway.* The proposed area for this site does not border BFC land, but is the closest part of the development to Crowthorne/BFC land.
PA/2026/0933	16.11.26	45 South Meadow, Crowthorne, RG45 7HJ <u>Proposed single storey side extension and part two storey, part single storey rear extension</u>.	ES	**To follow**

SUMMARY OF CURRENT CIL FUNDING AVAILABLE AND DEADLINES FOR EXPENDITURE	
Apr-30	£152,011.61
Oct-30	£9,377.99
Apr-31	£124,842.27
Sep-31	£95,610.59
TOTAL	**£381,842.46**
CHECK(Nil)	£0.00

Active projects *(Net costs)*	**Paid to 31.03.27**	**Expected**	**Total**
Toddler Play area MC (incl gate)		£150,000.00	£150,000.00
10% contingency for works		£0.00	£0.00
Project Officer time		£5,100.00	£5,100.00
Toilet refurb/manholes MC		£12,000.00	£12,000.00
*Play area soft landscaping costs to be covered by CPC NERC budget			
M Rec pitch regeneration paid from CPC grounds budget			
TOTAL	**£0.00**	**£167,100.00**	**£167,100.00**

Proposed projects 2027/2028	
Total	**£0.00**
Aspirational Projects	
Set-up costs Bucklers Park - BFC to cover?	

Balance of Funds after active / planned projects
£214,742.46

All future CIL funding expected by CPC as at **31.03.27** **£0.00**

No	Plan App Ref	Development	Liability[1] Notice Sent by BFC	Demand[2] Notice sent by BFC	Total CIL income due to BFC	15% portion due to CPC	25% portion due to CPC from 9.6.21	Amount received	Additional payment received (interest)	Date received	Amount Outstanding to CPC	CPC Expenditure deadline (5 years)	CIL spent by CPC up to 31 March 2026	Balance (unspent) of CIL received
38	22/01051/FUL	Phase 5B Land at former TRL Site	10.01.24	09.07.24	£1,396,987.12		£349,246.78	£349,246.78		07.04.25+ 07.04.26 (£95,582.26)+	£0.00	April 2030 / April 2031/Sept 31	£6,070.66	£343,176.12
41	23/00134/FUL	Talbot Bungalow, Waterloo Road	08.05.24	02.07.25	£125,039.80		£31,259.96	£31,259.96		09.10.25 +07.04.26 (£21,881.97)	£0.00	Oct 2030 / April 2031		£31,259.96
42	25/00508/FUL	The Flat, 12-14 Dukes Ride	25.03.26	25.03.26	£29,353.85		£7,338.46	£7,338.46	67.92	07.04.26 + 07.10.26	£0.00	April 2031/Sept 31		£7,406.38
	TOTAL				**£1,551,380.77**	**£0.00**	**£387,845.20**	**£387,845.20**	**£67.92**		**£0.00**		**£6,070.66**	**£381,842.46**
	Check (£NIL)										£0.00			£0.00

Notes:

[1]Liability notice is sent when planning permission is granted. [2]Demand notice is sent upon commencement of development. Values may still change due to inclusion of surcharges to which CPC is not entitled.

NB - Where chargeable development takes place within the local council area, up to £100 per existing council tax dwelling can be passed to the Parish/Town Council to be spent on local priorities.

Record planning applications with CIL income as they come in. However, until the demand notice has been sent, CPC should not include on the main CIL liabilities list as there is a risk they will not materialise.

Liability Notices Issued

There is a possibility we shall receive monies is respect of these applications.

No	Plan App Ref	Development	Liability[1] Notice Sent by BFC	Expiry date	Total CIL income due to BFC	25% portion due to CPC from 9.6.21	Notes
30	21/00217/FUL	Land at former Mango Tree, 63 Church Str	09.11.22	03.11.25	£208,363.92 *£218,599.02*	£52,090.98 *£54,649.75*	*Note: Info only - dependent on the developer NOT claiming abatement*
32	20/01059/FUL	Crow Smiles Dental Practice LBr Rd	16.11.22	14.11.25	£58,733.35	£14,683.34	
39	23/00583/FUL	Former The Mango Tree. 63 Church St	25.09.24		£220,190.43	£0.00	*See 21/00217/FUL above*
43	24/00660/FUL	5C Bucklers Park	14.10.26		£670,765.25	£167,691.31	

Crowthorne Parish Council
Financial Statement to 30 September 2026

	Actual YTD 2026/27	Budget 2026/27	Over / (under) Budget		Actual YTD 2025/26	Prior Year Actual 2025/256
Income						
Precepts	415,179.00	415,179.00	0.00		186,892.00	373,784.00
Grants Received	8,359.08	4,643.08	3,716.00		3,837.06	8,177.06
Interest on Investments	2,844.39	7,200.00	(4,355.61)		4,854.26	9,438.92
Hall Lettings	45,248.55	81,354.00	(36,105.45)		41,470.85	87,593.79
Market receipts	0.00	0.00	0.00		37.50	37.50
Other Rents & Lettings	10,734.48	20,853.00	(10,118.52)		10,000.02	20,775.56
Other Receipts	3,894.11	13,264.00	(9,369.89)		4,402.40	11,307.41
CIL Receipts	124,842.27	0.00	124,842.27		169,148.82	178,526.81
Total Income	**611,101.88**	**542,493.08**	**68,608.80**		**420,642.91**	**689,641.05**
Expenditure						
Administration						
Staffing Costs payroll etc	123,505.26	254,631.48	(131,126.22)		122,647.16	236,945.63
Other Staffing Costs	2,238.00	3,686.00	(1,448.00)		1,704.93	3,534.87
Councillors Costs	300.00	1,200.00	(900.00)		300.00	349.87
Parish Office Costs	21,219.54	37,855.44	(16,635.90)		16,737.87	30,807.93
Misc Parish Costs	17,690.31	59,111.74	(41,421.43)		10,555.65	30,468.71
Environment, biodiversity & climate (NERC)	1,725.24	5,000.00	(3,274.76)		1,468.45	3,682.55
CIL Expenditure	0.00	110,100.00	(110,100.00)		44,278.75	85,767.75
Grant Payments	0.00	21,800.00	(21,800.00)		700.00	20,800.00
Crowthorne Educational Charity	4,583.36	11,000.00	(6,416.64)		5,443.54	11,859.83
Total Administration	**171,261.71**	**504,384.66**	**(333,122.95)**		**203,836.35**	**424,217.14**
Running Costs						
Recreation Grounds	9,939.85	20,721.18	(10,781.33)		3,764.94	5,852.77
Children's Play Areas	1,626.84	4,500.00	(2,873.16)		1,985.28	1,985.28
Morgan Centre Car Park	43,106.96	6,200.00	36,906.96		434.77	1,644.77
Circle Hill & Walter Rec	2,300.02	15,844.44	(13,544.42)		4,309.04	6,441.84
Morgan Centre	8,186.50	43,710.43	(35,523.93)		7,169.90	23,979.61
Parish Hall	35,567.20	72,864.30	(37,297.10)		16,819.85	44,658.60
Market & misc other payments	0.00	100.00	(100.00)		207.00	207.00
Total Running Costs	**100,727.37**	**163,940.35**	**(63,212.98)**		**34,690.78**	**84,769.87**
Total Expenditure	**271,989.08**	**668,325.01**	**(396,335.93)**		**238,527.13**	**508,987.01**
Net Income Over / (Under) Expenditure	**339,112.80**	**(125,831.93)**	**464,944.73**		**182,115.78**	**180,654.04**
Excluding CIL Income/ spend	**214,270.53**	**(15,731.93)**			**57,245.71**	**87,894.98**

CROWTHORNE PARISH COUNCIL MEETING
3 NOVEMBER 2026

Agenda Item 13:
i. To resolve to waive Standing Orders and Financial Regulations, and;
ii. To approve the quotation of RJS Construction to undertake urgent drainage works and the installation of two water containers for the accumulation and storage of rainwater at the Morgan Centre

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1 PROPOSAL RECOMMENDATIONS

i. That CPC resolves to waive Standing Orders and Financial Regulations, and;

ii. That CPC resolves to approve the quotation of RJS Construction £24,572.24 plus VAT to undertake urgent drainage works and the installation of two water containers for the accumulation and storage of rainwater at the Morgan Centre.

CPC indicated its intention to proceed with these works at the Council meeting in October however as this was not an agenda item the contract award and associated costs/ budgetary requirement could not be resolved. It is therefore an agenda item today.

2 REASONS FOR RECOMMENDATIONS

i. It is proposed that Standing Orders and Financial Regulations are waived and that alternative quotations or tendering are not undertaken for these works. RJS Construction have undertaken other drainage projects for CPC over the last few years and their quotes are known to be reasonable. They are considerate contractors that work safely in public spaces. They have already surveyed the drainage issues on site so know exactly what the problem is. Delaying the works to follow CPC's Financial regulations and Standing Orders and seek alternative quotes could lead to serious internal damage to CPC's building and hazards if there are further heavy rainfalls as some of the flooding is in the main electrical cupboard which also houses the solar batteries.

ii. There have been several internal floods at the Morgan Centre with rainwater pipes which run vertically through the storage cupboards either side of the hall doors (the electrical and solar battery cupboard and the filing cupboard) from the roof leaking. Investigations have revealed an old soakaway system at the front (Wellington Road) side of the building is blocked or collapsed and cannot be reinstated. Instead, RJS drainage engineers have proposed to install a new external drain to route the rainwater/surface water under the steps adjacent to the Morgan Centre and into two rainwater accumulator tanks. The water can then be used to water CPC's flower beds, trees and grass. This will address the internal flooding issue and 'harvest' rainwater, sustainably, for use on CPC land.

The quotation is:

Drainage Works and Surface Reinstatement	£13,312.50 + VAT
Rainwater Tank, Pipework, Concrete Slab & Brickwork	£11,259.74 + VAT
Total price for the above works	**£24,572.24 + VAT**

3 ALTERNATIVE OPTIONS CONSIDERED

Council could choose not to undertake the work, but this would lead to repeated internal flooding during heavy rain.

4 SUPPORTING INFORMATION

The quotation from RJS with the exact scope of works is attached.

5 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

None.

6 IMPACT ASSESSMENT INCLUDING:

6.1 ENVIRONMENT/SUSTAINABILITY

The newly installed rainwater harvesting tanks will mean CPC has less need to use potable tap water for watering plants and trees. This will save CPC money and is a more sustainable use of rainwater.

6.2 EQUALITY/ACCESSIBILITY/INCLUSIVITY

These proposals will not have any impact on equality.

6.3 FINANCIAL

There will be initial ‘up front’ costs of the works, however in the longer term CPC will not need to buy in as much water to water its plants, trees and pitch/grass seed so this will save Council money.

6.4 ANY OTHER ANTICIPATED IMPACT

Delivering on the commitments outlined in the Three Year Strategy Plan.

7 CONSULTATION

No public consultation has taken place.

Yard/Office
Easter Ross House, Old Minley Road,
Cove, Farnborough,
Hampshire GU14 9LA
Tel: 0800 680 0056
enquiries@rjscontractors.uk
www.rjscontractors.uk

RJS CONTRACTORS LTD

QUOTATION

Melanie Saville
Crowthorne Parish Council
Morgan Centre
Wellington Road
Crowthorne
Berkshire
RG45 7LD

8th September 2026
Quote No: 2420 / Rev 4

Ref: Drainage Alterations around the building @ the above address.

Thank you for allowing us the opportunity to provide you with a quotation at the above address. Please find below our prices as discussed and what is included:

Price 1 – Drainage Alterations for the storm Drain.

What's Included:

- Provide a copy of our RAMs and insurance if required.
- Mark out the proposed line of works.
- CAT scan the area for any live services in the areas we plan to work in.
- Erect safety barriers, netting, signs where required to ensure the area remains safe at all times.
- Cut and lift carefully the brick pavers set on the pathway. Set aside for reuse.
- Remove the existing gully by the front door and dispose off site.
- Supply and fit a new gully. This will be larger than before to collect any surface water but also hold my water from the collected pipes from the building.
- Excavate trench through small planter close to the front building and down the side of the building.
- Heap spoil excavated for reuse later.
- Supply and fit new 4" drainpipe from new gully through planter and pathway.
- All pipework below ground will be laid and protected with 10mm shingle.
- Remove step and drill hole through wall adjacent to the steps. Connect the pipe through. Once installed reinstate step and seal around pipe in wall.
- Install pipework to other side of the wall adjacent to the steps fixed with brackets.
- Supply and fit 1 rainwater tank that hold approximately 2,500 litres of water each.
- We have allowed to install a concrete base for the tanks to safely sit on to hold and support the tanks.

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- Once tanks are connected, connect pipes into tanks. We have allowed for an overflow pipe to fill the second.
- Supply and fit a tap to the bottom of the tank so the tank can be using the recycled water for water plants and grass areas.
- Test the pipe work we have fitted to ensure no leaks.
- Backfill trenches and reinstate the block paving and planter area.
- Tidy all areas and remove all safety equipment.

What's not included:

- We have assumed there is no concrete below the existing block paving. If concrete is deeper extra charges will apply.
- Disposing of any contaminated ground or materials (if found an extra charge will be invoiced for).
- No allowance for replacing any bricks for the paved surfaces, this includes the steps. If required additional costs will apply.
- Moving any unforeseen obstacles. Removal of any anomalies discovered within the ground as a result of excavation.
- Removing any plants or flowers from the working areas.
- Installing any drainage including ACO drains, soakaways or other drainage systems.
- Working in any other areas.
- Any dewatering or soil stabilisation works.
- Any liability to previously damaged existing services.
- Working in and around existing underground services.
- Any setting out of the works by RJS is to be checked and approved by others prior to any excavation works commencing.
- Moving/diverting any existing services.
- Any Utilities connection fees etc.
- Hand digging.
- We have assumed that we will have free use of power and water supplies.
- We have not included for any work outside of the site boundaries.
- We have not included any sums for the disposal of water.
- We have assumed that we will have unhindered access to the site.
- We have assumed that the work will be carried out in one visit.
- All works above ground level are excluded.
- All excavated material T/A clean inert with no groundwater.
- No blinding (sand or concrete)

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Price Split

Drainage Works and Surface Reinstatement	£	13,312.50 + VAT
Rainwater Tank, Pipework, Concrete Slab & Brickwork	£	11,259.74 + VAT
Total price for the above works	**£**	**24,572.24 + VAT**

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RJS CONTRACTORS LTD

Qualifications.

Our quotation is fixed and to remain firm for 30 days from this quotation date and is exclusive of V.A.T

Works are priced split for your purposes. Please note the works although split is to be carried out together. Removing parts of the works will result in additional costs be added.

Drawings.

Please note, we require up to date engineering drawings that are appropriately scaled. Failure to do so may cause delays or errors in works and will be subject to extra costs.

Payment Terms.

We require a deposit of 50% before works are due to commence and all remaining payments to be made in full within 7 days from invoice date. Our prices are exclusive of VAT. Please read below acceptance of works to confirm and secure works.

Payment Schedule.

1. We require a deposit of 50% of the quoted amount before works are due to commence.
2. All remaining payments to be made in full 7 days from invoice date.

Acceptance of Works

The terms and conditions attached are incorporated within this quote. Please read and ensure you understand this quote and the terms and conditions set out below before proceeding. When you wish to proceed, please signify your acceptance of this quote and our terms and conditions by filling out the acceptance form below and which options you wish to proceed with and return by email or post.

Terms and Conditions.

Please refer to our Company's full terms and conditions attached (file attached).

We trust our quotation is of interest. Should you have any queries regarding our proposals please do not hesitate to contact the undersigned. Alternatively, for further information regarding our company or the scope of works we offer, please visit our website at www.rjscontractors.uk.

We thank you for the opportunity to supply you with the above quote and look forward to hearing from you regarding this matter.

Yours sincerely,

Daniel Surtees

Yard/Office
Easter Ross House, Old Minley Road,
Cove, Farnborough,
Hampshire GU14 9LA
Tel: 0800 680 0056
enquiries@rjscontractors.uk
www.rjscontractors.uk

RJS CONTRACTORS LTD

Acceptance Form

Quote No: 2420 / Rev 4

If you choose to proceed with the above quotation, please complete the form below and either scan and email or return to the above address. Please note works will not be booked in until we have received this form.

I/We _____ accept the terms and conditions detailed in the above letter dated 08-09-2026

Signed: _____	Bank Details
Print Name: _____	Bank: Metro Bank
Position: _____	Account No: 4496 3043
Date: _____	Sort Code No: 23-05-80
FOR AND ON BEHALF OF _____	UTR No: 57 5372 8273

Please tick:

Price 1 Required ○

Total Price £_____+VAT

Please tick if you do not give us permission to use before, during and after photos of works undertaken to use for marketing purposes only. ○

Please Note that all materials remain the property of RJS CONTRACTORS LTD until all invoices are paid in full.

CROWTHORNE PARISH COUNCIL MEETING

3 NOVEMBER 2026

Agenda Item: 14 – Report on CPC's events program, project status, progress and anticipated delivery

PROJECT AND EVENTS OFFICER'S MONTHLY REPORT

Report on project status and progress. Where projects require input from Cllrs, discrete working group meetings will be convened and if needed, recommendations arising from these presented to Council for resolution. Cllrs are encouraged to participate in working groups of interest.

Circle Hill and Walter Recreation Ground Trust

S106 funding application via BFC Biodiversity Officer includes ground flora for planting in Circle Hill. Local Nature Reserve application still ongoing. Project Officer chased BFC and WBC.

Morgan Rec

Accessible Play Area

Despite the torrential rain, the opening event had a good turn out after a timely completion on the new facility. Two accidents were reported in the first week of opening.

A funding application to the National Garden Scheme (NGS) for £2165 to fund the planters, plants and trowels for the local nursery children to plant was submitted. This included £500 to go towards the rainwater tanks.

Exercise class funding

A grant of £500 has been gifted from the Yateley 10k race to deliver exercise classes using the gym facilities. Ideally, CPC would host events for older people to combat loneliness, parents after school and evening exercise classes to meet the needs of different communities within the village. Classes held may depend on the instructors that are available.

Neighbours

A neighbour notified CPC that vegetation was obscuring their roadside view from their driveway and hindering pulling out. Pruning the next day solved the issue. Material removed from site by PGSD.

Autumn leaves

Contractors PGSD are removing an enormous quantity of leaves and sweet chestnut husks from the rec. They also reacted promptly when a neighbour asked for some shrubs to be cut back to improve visibility from their driveway.

Millenium Garden

Six volunteers attended the October date and in November we planted and tidied the garden for the winter. Monthly sessions will recommence on Sunday 7th March.

Community Awards

10 individual and 3 group awards will be presented at the award evening on 17th November when we will be joined by the Deputy Lord Leitenant Alexander Barfield. 90 people expected for this evening of celebration.

Swift Street

Waiting to hear if funding from CROW is available to subsidise this project next year.

Late Night Shopping

47 stalls booked. Colouring competition sent out to schools.

Silver Sunday

A great success due to all our volunteers. Thank you to all that helped.

CROWTHORNE PARISH COUNCIL MEETING
3 NOVEMBER 2026

Agenda Item 15: To review, approve and adopt the following GDPR related policies and procedures:

i. Privacy Notice
ii. Data Breach Policy
iii. Data Erasure Policy
iv. Subject Access Request Policy
v. Appropriate Policy Document – Councillors Responding to Requests (Cllr Surgeries)
vi. Appropriate Policy Document – Employment
vii. Appropriate Policy Document – Statutory and Government Purposes
viii. Legitimate Interest Assessment – Photos of the Public
ix. Legitimate Interest Assessment – Town and Premises CCTV
x. Data Security and Bring Your Own Device Policy

---

1 PROPOSAL RECOMMENDATIONS

That CPC resolves to review, approve and adopt the following GDPR related policies and procedures:

i. Privacy Notice
ii. Data Breach Policy
iii. Data Erasure Policy
iv. Subject Access Request Policy
v. Appropriate Policy Document – Councillors Responding to Requests (Cllr Surgeries)
vi. Appropriate Policy Document – Employment
vii. Appropriate Policy Document – Statutory and Government Purposes
viii. Legitimate Interest Assessment – Photos of the Public
ix. Legitimate Interest Assessment – Town and Premises CCTV
x. Data Security and Bring Your Own Device Policy
xi. Data Sharing Agreement

2 REASONS FOR RECOMMENDATIONS

Please refer to 'background' below concerning the background and legal requirements for each policy/procedure.

All staff and Cllrs are also receiving GDPR training prior to the Council meeting on 3 November to learn the legal duties on Council its staff and Cllrs in relation to how personal data is gathered, stored, used, transferred, shared and kept secure.

3 ALTERNATIVE OPTIONS CONSIDERED

None – Council needs to adopt and follow these policies and procedures in order to meet legal requirements.

4 SUPPORTING INFORMATION

See background below.

5 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

CPC's Clerk has provided regular advice to Council on the need to comply with legislation relating to data control and management by Council and Cllrs.

6 IMPACT ASSESSMENT INCLUDING:

6.1 ENVIRONMENT/SUSTAINABILITY

Not applicable.

6.2 EQUALITY/ACCESSIBILITY/INCLUSIVITY

Not applicable.

6.3 FINANCIAL

There could be financial penalties imposed by the Courts and ICO if Council breaches data protection laws.

6.4 ANY OTHER ANTICIPATED IMPACT

Council could suffer reputational damage if data breaches occur.

7 CONSULTATION

No public consultation has taken place.

8 BACKGROUND

Privacy Notice

The council is required to maintain appropriate privacy notices to comply with the UK GDPR and the Data Protection Act 2018. Privacy notices explain what personal data is collected, why it is processed, the lawful basis for processing, how long information is retained, who it may be shared with, and the rights available to individuals. They are an essential part of the council's legal duty to process personal data fairly, lawfully and transparently.

Data breach Policy

The council should maintain a Data Breach Policy to ensure compliance with the UK GDPR and the Data Protection Act 2018. The policy sets out how personal data breaches are identified, reported, assessed and managed, helping the council meet its legal duty to protect personal information and, where necessary, notify the ICO and affected individuals.

Adopting a Data Breach Policy demonstrates good governance and supports the council's accountability obligations under data protection law. It helps ensure that any loss, unauthorised disclosure or misuse of personal data is dealt with promptly, reducing risk to individuals and protecting the council from regulatory, financial and reputational harm.

Data Erasure Policy

The council should adopt and follow a Data Erasure Policy to comply with the UK GDPR and the Data Protection Act 2018. The policy provides a framework for handling requests to erase personal data, ensuring that the council respects individuals' rights whilst retaining information where required by law or for legitimate council purposes.

A Data Erasure Policy demonstrates good governance by ensuring that personal data is not retained unnecessarily and that requests from residents, councillors, staff and contractors are handled consistently and lawfully. It reduces the risk of non-compliance with data protection legislation while supporting public confidence in the council's management of personal information.

Subject Access Request Policy

The council should adopt and follow a Subject Access Request Policy to comply with the UK GDPR and the Data Protection Act 2018. The policy provides a framework for handling requests from individuals seeking access to their personal data and helps ensure requests are managed consistently, lawfully and within statutory deadlines.

Adopting a Subject Access Request Policy demonstrates good governance and helps ensure that requests from residents, councillors, staff and contractors are handled fairly, consistently and within the statutory one-month response period prescribed by the UK GDPR. The policy reduces the risk of non-compliance, complaints to the Information Commissioner's Office, and potential reputational damage to the council.

Data Sharing Agreement (DSA)

A Data Sharing Agreement (DSA) sets out the terms under which personal data may be shared between the council and another organisation. It helps ensure that any sharing of personal information is lawful, transparent, proportionate and secure, while clearly defining the responsibilities of each party. A Data Sharing Agreement provides assurance that personal data will only be used for agreed purposes, handled appropriately and protected against unauthorised access, loss or misuse.

As a Parish Council, a Data Sharing Agreement is particularly important where personal information is exchanged with Bracknell Forst Council (principal authority), government departments, the police, contractors, auditors, legal advisers or other public bodies. The agreement helps demonstrate that the council has considered data protection requirements and implemented appropriate safeguards before personal data is shared.

DSAs help ensure compliance with the UK GDPR and Data Protection Act 2018 by clearly documenting the purpose of the sharing, the lawful basis, security arrangements, retention periods and the responsibilities of each party.

The adoption of DSA supports the council's accountability obligations under the UK GDPR and represents good governance practice. It reduces the risk of unlawful disclosures, data breaches, disputes between organisations and regulatory action, whilst providing a clear framework for the safe and lawful sharing of personal information in the public interest.

Appropriate Policy Documents (APDs)

The council should maintain specific Appropriate Policy Documents (APD) where it processes special category or criminal offence data in reliance on conditions set out in the Data Protection Act 2018. The APD demonstrates how the council complies with the data protection principles and manages the retention and deletion of sensitive personal information, helping to satisfy its accountability obligations under data protection law.

Adopting and maintaining an Appropriate Policy Document is a key element of good governance and data protection compliance. It provides evidence that the council has established appropriate safeguards for handling sensitive personal information, supports

lawful decision-making, and assists in demonstrating compliance should the council be audited or investigated by the Information Commissioner's Office (ICO).

Legitimate Interest Assessments

A Legitimate Interests Assessment (LIA) helps the council determine whether it can lawfully process personal data under the 'legitimate interests' lawful basis in the UK GDPR. The assessment provides a structured method for identifying the council's legitimate interest, assessing whether the processing is necessary, and balancing that interest against the rights and freedoms of the individuals concerned.

An LIA is an important accountability measure that demonstrates the council has considered privacy risks and can justify its processing activities. Where the council relies on legitimate interests as its lawful basis for processing, an LIA provides evidence that the processing is fair, proportionate and compliant with data protection legislation.

Important consideration for local councils

For many routine council functions, the most appropriate lawful basis is often **Article 6(1)(c) Legal Obligation** or **Article 6(1)(e) Public Task**, rather than legitimate interests. However, councils may rely on legitimate interests for certain ancillary activities, such as aspects of council communications, website analytics, CCTV in some circumstances, fraud prevention measures, or management of council property, where no more appropriate lawful basis applies.

Where the council relies upon legitimate interests as a lawful basis for processing personal data, it should document its decision-making through a Legitimate Interests Assessment. This supports the council's accountability obligations under the UK GDPR and provides evidence that the benefits of the processing have been carefully balanced against the privacy rights of individuals. Even where legitimate interests are used infrequently by local councils, maintaining a documented assessment process represents good governance and assists in demonstrating compliance to the Information Commissioner's Office (ICO).

Data Security and Bring Your Own Device (BYOD) Policy

The council should adopt a Data Security and BYOD Policy to comply with the UK GDPR and Data Protection Act 2018. The policy establishes security standards for councillors and staff handling council information on both council-owned and personal devices, helping to protect personal data, reduce cyber security risks and demonstrate compliance with the council's legal and governance obligations.

A Data Security and BYOD Policy is particularly important because councillors and staff frequently access council emails, agendas, reports, personnel records, electoral correspondence, planning matters and resident enquiries on personal devices outside council offices. Without clear controls, the council risks data breaches, cyber incidents, unauthorised disclosure of confidential information, and potential enforcement action by the Information Commissioner's Office (ICO). The policy therefore forms a key part of the council's governance, cyber security and data protection framework.

The adoption and regular review of a Data Security and BYOD Policy demonstrates good governance, supports compliance with the UK GDPR and Data Protection Act 2018, protects the council from financial and reputational risk, and helps ensure that councillors and staff understand their responsibilities when handling council information electronically.

Table summarising legislative basis to documents/policies above:

Document / Policy	Purpose	Legislative Basis
Privacy Notice	Informs individuals how the council collects, uses, stores, shares and protects personal data, ensuring transparency and accountability.	UK GDPR Articles 5(1)(a), 12, 13 and 14; Data Protection Act 2018
Data Breach Policy	Sets out procedures for identifying, managing, recording and reporting personal data breaches and reducing risks to individuals.	UK GDPR Articles 5(1)(f), 24, 32, 33 and 34; Data Protection Act 2018
Data Erasure Policy	Provides a framework for responding to requests for the deletion of personal data and for applying retention periods appropriately.	UK GDPR Articles 17, 5(1)(e), 5(2) and 24; Data Protection Act 2018
Subject Access Request Policy	Ensures individuals can exercise their right to access personal information held by the council and that requests are handled lawfully and consistently.	UK GDPR Articles 15, 12, 5(2) and 24; Data Protection Act 2018
Data Sharing Agreement	Establishes the lawful basis, governance arrangements, security measures and responsibilities when personal data is shared with third parties.	UK GDPR Articles 5(1)(a), 5(1)(f), 24, 26, 28 and 32-34; Data Protection Act 2018; ICO Data Sharing Code of Practice
Appropriate Policy Document (APD)	Required where the council processes special category or criminal offence data under specific conditions within the Data Protection Act 2018.	UK GDPR Articles 9, 10 and 5(2); Data Protection Act 2018 Section 42 and Schedule 1 Part 4
Legitimate Interests Assessment (LIA)	Demonstrates and records consideration of whether the council's legitimate interests outweigh any impact on the rights and freedoms of individuals.	UK GDPR Article 6(1)(f), Articles 5(1)(a), 5(2) and 24; UK GDPR Recital 47
Data Security and Bring Your Own Device (BYOD) Policy	Sets standards for information security, secure handling of council data and use of personal devices by councillors and staff.	UK GDPR Articles 5(1)(f), 24, 32 and 33; Data Protection Act 2018; Local Government Act 1972

Privacy Notice

Crowthorne Parish Council

This privacy notice is intended to inform you of how your personal data will be used in our organisation. We take your data protection rights seriously and we will only use your personal data in the ways we describe here.

1. Who we are and what we do?

1.1. We are Crowthorne Parish Council a council in England. Our contact details are Crowthorne Parish Council, The Morgan Centre, Wellington Rd, Crowthorne RG45 7LD

1.2. We are a data controller for personal data as defined by all applicable data protection and privacy laws including, but not limited to, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation (the "Data Protection Legislation").

1.3. We are not required to have a Data Protection Officer as defined by Article 37 of the UK GDPR.

1.4. We process your personal data to enable us to manage our organisation and provide a service to you and others.

2. Your data protection rights

2.1. Under the data protection legislation, you have rights including:

2.1.1. Your right to be informed - You have the right to be informed of our use of your personal data. This notice is designed to give you that information. If you require further information please contact us using the details below.

2.1.2. Your right of access - You have the right to ask us for copies of your personal information.

2.1.3. Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

2.1.4. Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

2.1.5. Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

2.1.6. Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

2.1.7. Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

2.1.8. Your right in relation to automated decision making including profiling - We do not process personal data in this way.

2.2. You are not required to pay any charge for exercising your rights. If you make a request, the law gives us one month to respond to you but we have undertaken to respond as soon as possible and in any case one month.

2.3. Please contact us using the details in Section 1 above if you wish to make a request.

3. What data does the data protection legislation cover?

3.1. Data protection legislation is to protect the data privacy of individuals and uphold your rights over your own personal data.

3.2. Definitions:

3.2.1. Personal Data - means any information relating to an identified or identifiable person ('data subject'); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.

3.2.2. Processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

3.2.3. Data Controller - means the person or organisation which, alone or jointly with others, determines the purposes and means of the processing of personal data.

3.2.4. Data Processor - means a person or organisation which processes personal data on behalf of the Data Controller.

3.2.5. Third Country - means a country or territory outside the United Kingdom.

3.2.6. Lawful Basis - means one of the six lawful reasons to process personal data as set out in Article 6 of the UK GDPR. At least one of these will apply whenever we process your personal data.

4. Why do we have your information and how long will we keep it?

4.1. We take your data privacy seriously and will only use your personal data for the purpose for which it was collected.

4.2. For every activity that we undertake using personal data we must be clear what our purpose is for that activity and have a Lawful Basis to process your data.

4.3. Where we process personal data that reveals special category data (article 9 UK GDPR) or personal data relating to criminal convictions and offences (article 10 UK GDPR) we require an additional condition to process.

4.4. We collect and process your personal data for the following purposes for which we collect certain categories of data and in order to lawfully process your data for those purposes we rely on these lawful bases and additional conditions.

Purpose	Lawful basis	Additional Condition to Process	Categories of data
Minutes and Agendas	Legal Obligation	N/A	Identity Contact details Job titles Financial information
Accounts	Legal Obligation	N/A	Identity Contact details Bank Details
Correspondence and Casework	Public task	Substantial public interest	Identity Contact details Special category data
Payroll	Legal Obligation	Employment	Identity Contact details Bank Details Pension details Special category data
HR	Contract	Employment	Identity Contact details Special category data Job and salary details
Councillor Information	Public task	N/A	Identity Contact details Special category data
Planning	Public task	N/A	Identity Contact details
Community Events Management Plans	Public task	N/A	Identity Contact details
Hire of venues	Contract	N/A	Identity Contact details Bank details
CCTV	Legitimate interest	N/A	Image
Volunteers	Consent	N/A	Identity Contact details
Accident records	Legal obligation	Substantial public interest	Identity Contact details Special category data
Photos LI	Legitimate interest	N/A	Image
Photos Consent	Consent	N/A	Image

Council comms list	Consent	N/A	Identity Contact details Image
Grants Awards	Public task	N/A	Identity Contact details Bank details
Community awards	Public task	N/A	Identity Contact details
Tendering	Contract	N/A	Identity Contact details Financial information
Contractors information	Contract	N/A	Identity Contact details Financial information
Councillors Public Surgery	Public task	Substantial public interest	Identity Contact details Special category data
Surveys	Consent	Explicit consent	Identity Contact details Special category data
Recruitment	Contract	Explicit consent	Identity Contact details Special category data Criminal record data

4.5. If we have relied on 'consent' to process your personal data, you are able to withdraw that consent at any time and we will be happy to assist you.

4.6. We collect data in the following ways

Categories of data	**How we collect your data**
Bank Details	Direct from you
Contact details	Direct from you From other local authority
Criminal record data	Direct from you
Financial information	Direct from you
Identity	Direct from you From other local authority
Image	Direct from you

Job and salary details	Direct from you
Job titles	Direct from you
Pension details	Direct from you
Special category data	Direct from you From other local authority

4.7. How long we intend to keep your data

Purpose	How long we will keep your data
Minutes and Agendas	Indefinitely
Accounts	Current year plus 6
Correspondence and Casework	Conclusion of the case plus 2 years
Payroll	Current year plus 12
HR	6 years after leaving employment
Councillor Information	Until end of council term
Planning	Indefinitely
Community Events Management Plans	Indefinitely for insurance purposes
Hire of venues	Current year plus 6
CCTV	30 days
Volunteers	1 year after last volunteer session
Accident records	Indefinitely
Photos LI	20 years unless historically important
Photos Consent	20 years unless historically important
Council comms list	Until unsubscribe
Grants Awards	Current plus 6 years
Community awards	Indefinitely

Tendering	Until end of warrantee or life span of equipment or service
Contractors information	Until end of warrantee or life span of equipment or service
Councillors Public Surgery	Conclusion of case plus two years
Surveys	2 years after completion of the survey
Recruitment	6 months after job offer

4.8. When we no longer need your personal data to undertake our stated purpose we will delete it or anonymise it so that it no longer permits the identification of you.

4.9. Personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with UK GDPR Article 89(1).

4.10. In some cases we may be allowed to use your personal data to contact you with news about our activities, products or services. We will always offer an opt out and we will always comply with the data protection legislation.

5. Sharing this information with other data controllers

5.1. We may share your data with another data controller if that controller takes over the purpose for which we collected your data.

5.2. We may be required to share your personal data for legal, judicial, law enforcement or government reasons.

5.3. We routinely share personal data with other data controllers for the following reasons.

Receiving Data Controller	Reason	Data Controller Location
Findatender	Tendering	UK
HMRC	Payroll	UK
HSE	Accident records	UK
Insurers	Accident records	UK
Law enforcement or similar competent authorities	Correspondence and Casework CCTV	UK
Other local authority	Correspondence and Casework Councillor Information Planning	UK
Pension Provider	Payroll	UK
Social media	Photos LI Photos Consent	UK USA
Training providers	Councillor Information	UK

5.4. We may share your personal data with other data controllers to enable us to fulfil our obligations to you or to provide a product or service, in that event we will tell you who we are going to share your data with.

5.5. We take your data protection rights seriously and will take steps to ensure that those we share data with process it responsibly.

6. **Data processors working on our behalf**

6.1. We may send your data to a data processor to undertake data processing activities on our behalf.

6.2. We send personal data to data processors for the following reasons.

Categories of data processor	Reason	Data Controller Location
Accounts provider	Accounts Payroll	UK
Berkshire records office	Minutes and Agendas	UK
Cloud storage	Minutes and Agendas Accounts Correspondence and Casework Payroll HR Councillor Information Planning Community Events Management Plans Hire of venues Charity Administration (council acts as aprocessor for charity) Volunteers Photos LI Photos Consent Council comms list Grants Awards Community awards Tendering Contractors information Councillors Public Surgery Surveys Recruitment	UK
Findatender	Tendering	UK
HR consultant	HR	UK
Other local authority	Recruitment	UK
Recruitment websites	Recruitment	UK
Social media	Photos LI Photos Consent	UK USA
Training providers	Councillor Information	UK
Website provider	Minutes and Agendas Accounts Councillor Information Hire of venues Photos LI Photos Consent Council comms list	UK

	Grants Awards Community awards Recruitment	

7. Where do we store and process your personal data?

7.1. Most of your personal data will be stored and processed here in the UK.

7.2. Some data may be stored or processed in other third countries. We have made sure that safeguards are in place or such transfers to ensure that an equivalent standard of data protection is in place.

7.2.1. Personal data transferred to EU member states, Iceland, Norway, Liechtenstein, Gibraltar, Andorra, Argentina, Faroe Islands, Guernsey, Isle of Man, Israel, Jersey, New Zealand, Switzerland, Uruguay, Japan (only private sector organisations) or Canada (only covers data that is subject to Canada's Personal Information Protection and Electronic Documents Act) is transferred to those third countries on the basis of adequacy regulations.

7.2.2. Personal data transferred to USA organisations certified to the “UK Extension to the EU-US Data Privacy Framework” is transferred on the basis allowed for by Article 45 of the UK General Data Protection Regulation (GDPR).

7.2.3. Personal data transferred to other USA organisations and all other countries is transferred on the basis of International Data Transfer Agreements (IDTAs) where there is a contract incorporating an agreement recognised or issued in accordance with the data protection legislation. The IDTA contains contractual obligations on us (the data exporter) and the receiver (the data importer), and rights for the individuals whose personal data is transferred.

8. How to contact us for more information

8.1. We hope that you will feel that we have explained our use of your personal data adequately to you, however if you have any questions, wish to exercise any of your data protection rights or have a complaint please contact us at Crowthorne Parish Council, The Morgan Centre, Wellington Rd, Crowthorne RG45 7LD

8.2. You can also complain to the Information Commissioner’s Office (ICO) if you are unhappy with how we have used your data. Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Helpline number: 0303 123 1113

9. Updates to this notice

9.1. We might have to make changes to this Privacy Notice if there are changes to how we process your personal data or the data protection legislation changes.

9.2. Changes will be made available via updated notices on the Crowthorne Parish Council Website and at the Crowthorne Parish Council offices at the above address.

9.3. This Privacy Notice was last updated on [date].

Personal Data Breach Policy

Crowthorne Parish Council

This personal data breach policy sets out the procedures we have put in place to deal with a breach of the confidentiality integrity or availability of personal data within our organisation.

We are Crowthorne Parish Council a council in England. Our contact details are Crowthorne Parish Council, The Morgan Centre, Wellington Rd, Crowthorne RG45 7LD

We are a data controller for personal data as defined by all applicable data protection and privacy laws including, but not limited to, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation (the "Data Protection Legislation").

This policy is binding on all employees, members and volunteers ("User" or "Users") of Crowthorne Parish Council ("The Organisation") in order to protect Personal or other Data ("Personal Data" or "Data") processed by the organisation.

It applies to all organised filing systems be they computer based, paper based or any other such method of organising information which are accessible according to specific criteria, whether centralised, decentralised or dispersed on a functional or geographical basis ("Filing Systems").

1. Definitions

1.1. "Personal data" means any information relating to an identified or identifiable individual ("data subject"); an identifiable individual is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.

1.2. Personal data will typically contain information about the individual or their activities.

1.3. A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, data. This includes breaches that are the result of both accidental and deliberate causes.

1.4. Personal Data breaches can include but are not limited to:

1.4.1. Access by an unauthorised third party.

1.4.2. Deliberate or accidental action (or inaction) by a controller or processor.

1.4.3. Sending personal data to an incorrect recipient.

1.4.4. Computing devices containing personal data being lost or stolen.

1.4.5. Paper files containing personal data being lost or stolen.

1.4.6. Alteration of personal data without permission, and

1.4.7. Loss of availability of personal data.

1.5. A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data.

1.6. There will be a personal data breach whenever any personal data is accidentally lost, destroyed, corrupted or disclosed or if someone accesses the data or passes it on without proper authorisation or if the data is made unavailable and this unavailability has a significant negative effect on individuals.

2. Who is responsible for managing personal data breaches

2.1. The Parish Clerk is responsible for the ongoing compliance monitoring of this and other policies that are designed to achieve compliance with the Data Protection Legislation. ("the person responsible for data protection").

2.2. No user within the organisation shall deviate from this policy without written authorisation from the person responsible for data protection.

3. Time limits

3.1. Not all personal data breaches are reportable to the Information Commissioner's Office ("ICO") but those that are must be reported within 72 hours of 'becoming aware' of a breach.

3.2. The 72 hour time frame is irrespective of bank holidays or weekends.

3.3. Users who suspect there has been a breach must notify in writing the person responsible for data protection within 1 hour of becoming aware of the suspected breach.

4. Investigation

4.1. The person responsible for data protection shall undertake an investigation of a suspected personal data breach to ascertain the circumstances of the breach and whether or not the breach was a result of human error or a systemic issue.

4.2. The investigation should consider if a recurrence can be prevented.

4.3. If human error is the cause of the personal data breach, the investigation should consider if:

4.3.1. Data protection induction and refresher training for users is adequate.

4.3.2. Support and supervising of users in their role is adequate.

4.3.3. Policies and procedures require updating.

4.4. If the breach was caused by a systemic issue, the investigation should consider if:

4.4.1. Access levels are fit for purpose.

4.4.2. If a wider system audit should be undertaken.

4.4.3. Do technical and organisational measures to maintain data security need to be reviewed.

4.4.4. Do additional technical and organisational measures to maintain data security need to be implemented?

5. Notifying the ICO

5.1. The ICO must be notified of breaches where there is a **likelihood** of risk to people's rights and freedoms.

5.1.1. If a risk is likely, the person responsible for data protection must notify the ICO within 72 hours of 'becoming aware' of a breach.

5.1.2. If a risk is unlikely, there is no requirement to report it, but a voluntary report may still be made if the person responsible for data protection so decides.

5.2. If a breach has occurred and it has been decided not to report to the ICO then the decision and reasons shall be documented by the person responsible for data protection in the Crowthorne Parish Council breach register.

5.3. If a breach has occurred and it has been reported to the ICO then the decision and reasons shall be documented by the person responsible for data protection in the Crowthorne Parish Council breach register.

6. Telling data subjects

6.1. If there has been a personal data breach where there is a **likelihood** of risk to people's rights and freedoms the person responsible for data protection should contact those individuals affected and:

6.1.1. Describe, in clear and plain language, the nature of the personal data breach and, at least:

6.1.1.1. The name and contact details of the person responsible for data protection as a point where more information can be obtained.

6.1.1.2. A description of the likely consequences of the personal data breach, and

6.1.1.3. A description of the measures taken or proposed to deal with the personal data breach and, where appropriate, a description of the measures taken to mitigate any possible adverse effects.

6.2. If possible, the person responsible for data protection should give specific and clear advice to individuals on the steps they can take to protect themselves, and what Crowthorne Parish Council are willing to do to help them.

6.2.1. Advice could include but is not limited to:

6.2.1.1. A password reset.

6.2.1.2. Advising individuals to use strong, unique passwords.

6.2.1.3. Telling individuals to look out for phishing emails or fraudulent activity on their accounts.

7. Users role in personal data breach

7.1. Users must notify in writing the person responsible for data protection immediately and in any case within 1 hour of any actual or suspected personal data breach.

7.2. No user should try to rectify a breach without first informing and getting authorisation from the person responsible for data protection.

7.3. Users must provide all timely assistance to the person responsible for data protection in the course of their investigation.

7.4. Obstruction of the investigation will be addressed via the relevant disciplinary procedure.

8. Updates to this policy

8.1. This policy shall be reviewed annually by the person responsible for data protection.

8.2. This policy shall be reviewed if Crowthorne Parish Council makes changes to the organisations Privacy Notice or if there are changes to how the organisation processes data or the data protection legislation changes.

8.3. This policy was last updated on [date].

9. Implementation

9.1. This policy takes effect from [date] and is not retroactive.

Personal Data Erasure Policy

Crowthorne Parish Council

This personal data erasure policy sets out the procedures we have put in place to deal with the erasure of personal data within our organisation.

We are Crowthorne Parish Council a council in England. Our contact details are Crowthorne Parish Council, The Morgan Centre, Wellington Rd, Crowthorne RG45 7LD

We are a data controller for personal data as defined by all applicable data protection and privacy laws including, but not limited to, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation (the "Data Protection Legislation").

This policy is binding on all employees, members and volunteers ("User" or "Users") of Crowthorne Parish Council ("The Organisation") in order to protect Personal or other Data ("Personal Data" or "Data") processed by the organisation.

It applies to all organised filing systems be they computer based, paper based or any other such method of organising information which are accessible according to specific criteria, whether centralised, decentralised or dispersed on a functional or geographical basis ("Filing Systems").

1. Definition of personal data

1.1. "Personal data" means any information relating to an identified or identifiable individual ("data subject"); an identifiable individual is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.

1.2. Personal data will typically contain information about the individual or their activities.

2. Who is responsible for managing erasure of personal data

2.1. The Parish Clerk is responsible for the ongoing compliance monitoring of this and other policies that are designed to achieve compliance with the Data Protection Legislation. ("the person responsible for data protection").

2.2. No user within the organisation shall deviate from this policy without written authorisation from the person responsible for data protection.

3. Erasure

3.1. Personal data should be erased when:

3.1.1. The personal data is no longer necessary for the purpose which it was originally collected or processed for. Normal retention periods are specified in the Privacy Notice.

3.1.2. The organisation is relying on consent as the lawful basis for processing the data, and the individual withdraws their consent.

3.1.3. The organisation is relying on legitimate interests as the basis for processing, the individual objects to the processing of their data, and there is no overriding legitimate interest to continue this processing.

3.1.4. The organisation is processing the personal data for direct marketing purposes and the individual objects to that processing.

3.1.5. The organisation has processed the personal data unlawfully (i.e. in breach of the lawfulness requirement of the 1st principle).

3.1.6. The organisation has to do it to comply with a legal obligation, or

3.1.7. The organisation has processed the personal data to offer information society services to a child.

3.2. The right to erasure does not apply if processing is necessary for one of the following reasons:

3.2.1. To exercise the right of freedom of expression and information.

3.2.2. To comply with a legal obligation.

3.2.3. For the performance of a task carried out in the public interest or in the exercise of official authority.

3.2.4. For archiving purposes in the public interest, scientific research, historical research or statistical purposes where erasure is likely to render impossible or seriously impair the achievement of that processing, or

3.2.5. For the establishment, exercise or defence of legal claims.

3.3. The UK GDPR also specifies two circumstances where the right to erasure does not apply to special category data:

3.3.1. If the processing is necessary for public health purposes in the public interest (eg protecting against serious cross-border threats to health, or ensuring high standards of quality and safety of health care and of medicinal products or medical devices), or

3.3.2. If the processing is necessary for the purposes of preventative or occupational medicine; for the working capacity of an employee; for medical diagnosis; for the provision of health or social care; or for the management of health or social care systems or services. This only applies where the data is being processed by or under the responsibility of a professional subject to a legal obligation of professional secrecy (eg a health professional).

3.4. The organisation may refuse to comply with a request if it is:

3.4.1. Manifestly unfounded. A request may be manifestly unfounded if:

3.4.1.1. The individual clearly has no intention to exercise their right of erasure. For example an individual makes a request, but then offers to withdraw it in return for some form of benefit from the organisation, or

3.4.1.2. The request is malicious in intent and is being used to harass the organisation with no real purposes other than to cause disruption.

3.4.2. Excessive. A request may be excessive if:

3.4.2.1. It repeats the substance of previous requests; or

3.4.2.2. It overlaps with other requests.

3.4.3. The person responsible for data protection shall decide if a request is manifestly unfounded or excessive on a case-by-case basis. The organisation does not have a blanket policy on refusal.

3.4.4. All requests should be considered in the context in which it is made.

3.4.5. If a request is refused the person responsible for data protection should document why they consider the request is manifestly unfounded or excessive.

3.5. In the event of the right to erasure not being applicable or the organisation refusing the request to erase, the person responsible for data protection will inform the individual without undue delay and within 28 days of receipt of the request and provide:

3.5.1. The reasons the organisation is not taking action.

3.5.2. The individual's right to make a complaint to the ICO, and

3.5.3. The individual's ability to seek to enforce this right through a judicial remedy.

4. Time limits

4.1. The person responsible for data protection must respond to an erasure request without undue delay and at the latest within 28 calendar days with confirmation of erasure or reasons for refusal.

4.2. The time limit to respond starts on receipt of the request or (if later) on receipt of any information requested to confirm the requestor's identity.

4.3. The person responsible for data protection can extend the time to respond by a further two months if the request is complex or they have received a number of requests from the individual. The person responsible for data protection must let the individual know within 28 calendar days of receiving their request and explain why the extension is necessary.

4.4. If the person responsible for data protection has doubts about the identity of the person making the request, they can ask for more information to identify them. They should only request information that is necessary to confirm identity. The person responsible for data protection must inform the individual without undue delay and within 28 calendar days that they need more information to confirm identity.

5. Users role in erasure requests

5.1. The organisation has a legal responsibility to identify that an individual has made a request.

5.2. The UK GDPR does not specify how to make a valid request. A request can be made verbally or in writing. It can also be made to any part of the organisation and does not have to be to a specific person or contact point.

5.3. Users should be aware that requests can be made via email, or social media.

5.4. A request does not have to include the phrase 'request for erasure' or Article 17 of the UK GDPR.

5.5. Users must notify in writing the person responsible for data protection immediately and in any case within 1 working day of a request to erase.

5.6. No user should action the erasure request and erase data without first informing and getting authorisation from the person responsible for data protection.

5.7. Users must provide all timely assistance to the person responsible for data protection.

5.8. Obstruction of a lawful erasure by a user will be addressed via the relevant disciplinary procedure.

6. Erasure of data

6.1. When data is to be erased either because it is no longer required to fulfil the purpose for which it was collected or because there has been a valid request to erase from the data subject in question, the person responsible for data protection shall ensure that:

6.1.1. Paper based personal data is cross cut shredded or disposed of via a secure disposal contractor who supplies a certificate of destruction, and / or

6.1.2. Electronic records are removed from backup systems as well as live systems.

6.1.2.1. The organisation is aware that when data is deleted from the live system it will remain within the backup environment for a certain period of time until it is overwritten.

6.1.2.2. For erasure where the data is no longer required this time delay is acceptable and backups can be allowed to run to normal schedule as the data will be erased from them in due course.

6.1.2.3. For data that has been requested to be erased the person responsible for data protection must confirm to the requester what will happen to their data when their erasure request is fulfilled, including in respect of backup systems, an indication should be given of how long it will take to purge from the backups. The person responsible for data protection should then ensure that the data on the backup is 'beyond use' and that the data within the backup is not used for any other purpose.

6.2. The person responsible for data protection must ensure that data that has been erased is not accidentally reintroduced in the event of a backup being restored.

6.3. When actioning erasure the person responsible for data protection shall ensure that the relevant data is erased from the entire filing system paying particular attention to file location whether centralised, decentralised or dispersed on a functional or geographical basis.

7. Updates to this policy

7.1. This policy shall be reviewed annually by the person responsible for data protection.

7.2. This policy shall be reviewed if Crowthorne Parish Council makes changes to the organisations Privacy Notice or if there are changes to how the organisation processes data or the data protection legislation changes.

7.3. This policy was last updated on [date].

8. Implementation

8.1. This policy takes effect from [date] and is not retroactive.

Subject Access Request Policy

Crowthorne Parish Council

This subject access request policy sets out the procedures we have put in place to facilitate responding to subject access requests within our organisation.

We are Crowthorne Parish Council a council in England. Our contact details are Crowthorne Parish Council, The Morgan Centre, Wellington Rd, Crowthorne RG45 7LD

We are a data controller for personal data as defined by all applicable data protection and privacy laws including, but not limited to, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation (the "Data Protection Legislation").

This policy is binding on all employees, members and volunteers ("User" or "Users") of Crowthorne Parish Council ("The Organisation") in order to protect Personal or other Data ("Personal Data" or "Data") processed by the organisation.

It applies to all organised filing systems be they computer based, paper based or any other such method of organising information which are accessible according to specific criteria, whether centralised, decentralised or dispersed on a functional or geographical basis ("Filing Systems").

1. Definition of personal data

1.1. "Personal data" means any information relating to an identified or identifiable individual ("data subject"); an identifiable individual is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.

1.2. Personal data will typically contain information about the individual or their activities.

2. Who is responsible for managing subject access requests

2.1. The Parish Clerk is responsible for the ongoing compliance monitoring of this and other policies that are designed to achieve compliance with the Data Protection Legislation. ("the person responsible for data protection").

2.2. No user within the organisation shall deviate from this policy without written authorisation from the person responsible for data protection.

3. Subject access request

3.1. Individuals have the right to access and receive a copy of their personal data, and other supplementary information.

3.2. Subject Access Request ("SAR") is a legal mechanism that has a very strictly defined and specific ambit.

3.3. It is a right that entitles a data subject to be informed by the organisation as to whether and how the organisation processes their personal data, a copy of that data and other supplementary information.

3.4. The parameters of the right are set out clearly in the UK GDPR which provides that a data subject "shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data".

3.5. Subject access request is not a right to request 'documents' and is different to the freedom of information laws.

3.6. The organisation believes that the right of access is key to allowing individuals to have real control over their own personal data, however there are times when the right of access can be refused wholly or partially.

3.7. A subject access request can be refused if it is:

3.7.1. Manifestly unfounded. A request may be manifestly unfounded if:

3.7.2. The individual clearly has no intention to exercise their right of access. For example an individual makes a request, but then offers to withdraw it in return for some form of benefit from the organisation, or

3.7.2.1. The request is malicious in intent and is being used to harass the organisation with no real purposes other than to cause disruption.

3.7.3. Excessive. A request may be excessive if:

3.7.3.1. It repeats the substance of previous requests; or

3.7.3.2. It overlaps with other requests.

3.8. The person responsible for data protection shall decide if a request is manifestly unfounded or excessive on a case-by-case basis. The organisation does not have a blanket policy on refusal.

3.9. All requests should be considered in the context in which it is made.

3.10. If a request is refused the person responsible for data protection should document why they consider the request is manifestly unfounded or excessive.

3.11. In the event of refusal of a subject access request the person responsible for data protection will inform the individual without undue delay and within one month of receipt of the request and provide:

3.11.1. The reasons the organisation is not taking action;

3.11.2. Their right to make a complaint to the ICO and,

3.11.3. Their ability to seek to enforce this right through a judicial remedy.

3.12. There are other exemptions that the person responsible for data protection must consider when preparing to disclose personal data to a SAR requestor.

3.13. If the response to the request would disclose personal data of another individual the person responsible for data protection shall make sure that the information has been redacted with a suitable redaction tool or method to maintain the confidentiality of the third party individual(s).

3.14. Schedules 2 and 3 of the UK Data Protection Act 2018 provide various other exemptions from subject access requests, the person responsible for data protection shall take professional advice on correct application of these exemptions if they are to be relied upon.

3.14.1. Crime and taxation: general.

3.14.2. Crime and taxation: risk assessment.

3.14.3. Legal professional privilege.

3.14.4. Functions designed to protect the public.

3.14.5. Regulatory functions relating to legal services, the health service and children's services.

3.14.6. Other regulatory functions.

3.14.7. Judicial appointments, independence and proceedings.

3.14.8. Journalism, academia, art and literature.

3.14.9. Research and statistics.

3.14.10. Archiving in the public interest.

3.14.11. Health, education and social work data.

3.14.12. Child abuse data.

3.14.13. Management information.

3.14.14. Negotiations with the Requestor.

3.14.15. Confidential references.

3.14.16. Exam scripts and exam marks.

3.14.17. Other Exemptions.

4. Time limits

4.1. The person responsible for data protection must respond to a subject access request without undue delay and at the latest within one month with a copy of the personal data and other supplementary information or reasons for whole or partial refusal.

4.2. The time limit to respond starts on receipt of the request or (if later) on receipt of any information requested to confirm the requestor's identity.

4.3. The person responsible for data protection can extend the time to respond by a further two months if the request is complex or they have received a number of requests from the individual. The person responsible for data protection must let the individual know within one month of receiving their request and explain why the extension is necessary.

4.4. If the person responsible for data protection has doubts about the identity of the person making the request they can ask for more information to identify them. They should only request information that is necessary to confirm identity. The person responsible for data protection must inform the individual without undue delay and within one month that they need more information to confirm identity.

5. Users role in subject access requests

5.1. The organisation has a legal responsibility to identify that an individual has made a request.

5.2. The UK GDPR does not specify how to make a valid request. A request can be made verbally or in writing. It can also be made to any part of the organisation and does not have to be to a specific person or contact point.

5.3. Users should be aware that requests can be made via email, or social media.

5.4. A request does not have to include the phrases 'subject access request', 'right of access' or 'Article 15 of the UK GDPR'.

5.5. Users must notify in writing the person responsible for data protection immediately and in any case within 1 working day of a subject access request or suspected subject access request.

5.6. No user should action the subject access request and gather personal data without first informing and getting authorisation from the person responsible for data protection.

5.7. Users must provide all timely assistance to the person responsible for data protection in their gathering and preparation of personal data for a subject access request.

5.8. Obstruction of the collection of personal data for a subject access request by a user will be addressed via the relevant disciplinary procedure.

6. Supply of personal data to the requestor

6.1. The right of access also entitles an individual to other supplementary information.

6.1.1. The organisations purposes for processing;

6.1.2. Categories of personal data the organisation is processing;

6.1.3. Recipients or categories of recipient the organisation has or will be disclosing the personal data to (including recipients or categories of recipients in third countries or international organisations);

6.1.4. The organisations retention period for storing the personal data or, where this is not possible, the criteria for determining how long the organisation will store it;

6.1.5. The individual's right to request rectification, erasure or restriction or to object to processing;

6.1.6. The individual's right to lodge a complaint with the Information Commissioner's Office (ICO);

6.1.7. Information about the source of the data, if the organisation did not obtain it directly from the individual;

6.1.8. Whether or not the organisation uses automated decision-making (including profiling) and information about the logic involved, as well as the significance and envisaged consequences of the processing for the individual; and

6.1.9. The safeguards the organisation has provided where personal data has or will be transferred to a third country or international organisation.

6.2. The person responsible for data protection should ensure that all of the above items of supplementary information are detailed in the organisation's privacy notice.

6.2.1. If they are not, the privacy notice should be updated without delay, or

6.2.2. If they are, the requirement to supply supplementary information can be complied with by supplying a copy of the organisations privacy notice.

6.3. If the individual submitted the SAR electronically (e.g. by email or via social media), The person responsible for data protection must provide the supplementary information and a copy of the personal data in a commonly used electronic format.

6.4. The person responsible for data protection may choose the format, unless the Requestor makes a reasonable request for it to be provided in another commonly used format (electronic or otherwise).

6.5. If the individual submitted the SAR by other means (e.g. by letter or verbally), the person responsible for data protection can provide a copy in any commonly used format (electronic or otherwise), unless the Requestor makes a reasonable request for it to be provided in another commonly used format.

6.6. The person responsible for data protection should ensure that the transfer of the personal data to the Requestor is done via an appropriately secure method.

6.7. The right of access enables individuals to obtain their personal data rather than giving them a right to see copies of documents containing their personal data.

6.8. The person responsible for data protection may therefore provide the information in the form of transcripts of relevant documents (or of sections of documents that contain the personal data), or by providing a print-out or copy of the relevant information from the organisation's filing system.

6.9. When supplying in a commonly used format the Requestor must not be required to take any specific action in order to access the data. For example, being required to buy or download software.

6.10. If the Requestor asks for the information in hard copy, Royal Mail special delivery is considered a secure method of sending the information.

6.11. The person responsible for data protection may need to explain some of the information provided when responding to a SAR if the individual may have difficulty understanding it.

7. Updates to this policy

7.1. This policy shall be reviewed annually by the person responsible for data protection.

7.2. This policy shall be reviewed if Crowthorne Parish Council makes changes to the organisations Privacy Notice or if there are changes to how the organisation processes data or the data protection legislation changes.

7.3. This policy was last updated on [date].

8. Implementation

8.1. This policy takes effect from [date] and is not retroactive.

DATED xx day of xx in the year xxxx

(1) [Council]

(2) Crowthorne Parish Council

DATA SHARING AGREEMENT

THIS AGREEMENT is made the xx day of xx in the year xxxx

BETWEEN:

(1) [Council and Address] (“Disclosing Party”) and

(2) Crowthorne Parish Council, The Morgan Centre, Wellington Rd, Crowthorne RG45 7LD (“Receiving Party”)

WHEREAS:

(1) The Disclosing Party carries on the business of Parish Council and agrees to disclose to the Receiving Party certain personal data.

(2) The Receiving Party agrees to use the personal data disclosed to it by the Disclosing Party subject to the terms of this Agreement.

(3) This Agreement does not incorporate terms established by the Parties under other agreements.

IT IS AGREED as follows:

1. Definitions and Interpretation

1.1. In this Agreement, unless the context otherwise requires, the following expressions have the following meanings:

‘‘Data Protection Legislation”	means any data protection legislation from time to time in force in the United Kingdom including, but not limited to, the Data Protection Act 2018, any legislation which succeeds that Act, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the “UK GDPR”), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, and, where applicable, guidance and codes of practice issued by the Information Commissioner;
‘‘controller”	
‘‘data controller”	
‘‘data processor”	
‘‘data subject”	
‘‘personal data”	
‘‘processing”	
‘‘processor”	shall have the meanings ascribed thereto in the Data Protection Legislation;
‘‘personal data breach”	
‘‘special category personal data” and ‘‘appropriate technical and organisational measures”	
‘‘Representatives”	means, in relation to either Party, its officers and employees, professional advisers or consultants engaged to advise that Party, contractors or sub-contractors engaged by that Party;
‘‘Shared Personal Data”	means the personal data and special category personal data to be shared between the Parties under this Agreement;
‘‘Stated Purposes”	means the purposes set out in Schedule 1 for which the Shared Personal Data is to be shared;
‘‘Term”	means the term of this Agreement, as set out in Clause 12.

1.2. Unless the context otherwise requires, each reference in this Agreement to:

1.2.1. ‘‘writing”, and any cognate expression, includes a reference to any communication effected by electronic or facsimile transmission or similar means;

1.2.2. a statute or a provision of a statute is a reference to that statute or provision as amended or re-enacted at the relevant time;

1.2.3. ‘‘this Agreement” is a reference to this Agreement and each of the Schedules as amended or supplemented at the relevant time;

1.2.4. a Schedule is a schedule to this Agreement; and

1.2.5. a Clause or paragraph is a reference to a Clause of this Agreement (other than the Schedules) or a paragraph of the relevant Schedule.

1.2.6. a "Party" or the "Parties" refer to the parties to this Agreement.

1.3. The headings used in this Agreement are for convenience only and shall have no effect upon the interpretation of this Agreement.

1.4. Words imparting the singular number shall include the plural and vice versa.

1.5. References to any gender shall include the other gender.

1.6. References to persons shall include corporations.

1. Stated Purposes

2.1. This Agreement establishes the framework for the sharing of the Shared Personal Data between the Parties as data controllers.

2.2. The Parties have determined that the sharing of the Shared Personal Data is necessary to allow the disclosing party to fulfill its role as a Parish Council and to serve the residents of the parish..

2.3. The Parties shall not process the Shared Personal Data for any purpose or in any way that is incompatible with the Stated Purposes set out in Schedule 1.

2.4. The Shared Personal Data shall be disclosed by the Disclosing Party to the Receiving Party only to the extent reasonably necessary for the Stated Purposes, as set out in Schedule 1.

2. Data Protection Compliance

3.1. Each Party shall appoint a data protection officer and/or at least one other of its Representatives as a point of contact for all issues relating to the sharing of the Shared Personal Data and the Data Protection Legislation (including, but not limited to, compliance, training, and the handling of personal data breaches). The contact details for the Parties' appointed points of contact are as stated in Schedule 1.

3.2. Both Parties shall at all times during the Term of this Agreement comply with their obligations as data controllers, the rights of data subjects, and all other applicable requirements under the Data Protection Legislation. This Agreement is in addition to, and does not relieve, remove, or replace either Party's obligations under the Data Protection Legislation. Any material breach of the Data Protection Legislation by either Party shall, if not remedied within 72 hours of written notice from the other Party, give the other Party grounds to terminate this Agreement with immediate effect.

3. The Shared Personal Data

4.1. The Shared Personal Data, including any applicable restrictions relating to it agreed by the Parties is described fully in Schedule 1.

4.2. The Shared Personal Data may also consist of the special category personal data set out in Schedule 1.

4.3. The Disclosing Party shall ensure that the Shared Personal Data is accurate and up-to-date prior to its disclosure to the Receiving Party.

4.4. The Parties shall use compatible technology for the processing of the Shared Personal Data in order to preserve accuracy.

4. Shared Personal Data - Fair and Lawful Processing

5.1. Both Parties shall at all times during the Term of this Agreement process the Shared Personal Data fairly and lawfully.

5.2. Both Parties shall ensure that they have legitimate grounds for processing the Shared Personal Data under the Data Protection Legislation.

5.3. The Disclosing Party shall ensure that it has in place all required notices and consents in order to enable the sharing of the Shared Personal Data under this Agreement. In particular, the Disclosing Party shall ensure that data subjects are provided with clear and sufficient information about the following:

5.3.1. the purposes for which their personal data is to be processed;

5.3.2. the legal basis upon which it is relying for such purposes;

5.3.3. the fact that their personal data is to be transferred to a third party and sufficient detail about the transfer to enable the data subject to understand the purpose of the transfer and any risks associated therewith; and

5.3.4. all other information required under Article 13 of the UK GDPR.

5.4. The Receiving Party shall ensure that it has in place all required notices and consents in order to enable the sharing of the Shared Personal Data under this Agreement. In particular, the Receiving Party shall ensure that data subjects are provided with clear and sufficient information about the following:

5.4.1. the purposes for which their personal data is to be processed;

5.4.2. the legal basis upon which it is relying for such purposes; and

5.4.3. in the event that their personal data is to be transferred to a third party under Clause 8, the fact that such a transfer is to take place and sufficient detail about the transfer to enable the data subject to understand the purpose of the transfer and any risks associated therewith; and

5.4.4. all other information required under Article 14 of the UK GDPR.

5. The Rights of Data Subjects

6.1. The Parties shall assist one another in complying with their respective obligations and the rights of data subjects under the Data Protection Legislation. Such assistance shall include, but not be limited to:

6.1.1. consulting with the other Party with respect to information and notices provided to data subjects relating to the Shared Personal Data;

6.1.2. informing the other Party about the receipt of data subject access requests and providing reasonable assistance in complying with the same;

6.1.3. not disclosing or otherwise releasing any Shared Personal Data in response to a data subject access request without prior consultation with the other Party, whenever reasonably possible;

6.1.4. assisting the other Party at its own cost in responding to any other data subject request.

6.2. Each Party shall maintain records of all data subject requests received, the decisions made in response, and any information provided to the data subject(s) concerned. Such records shall include copies of the request, details of any data accessed and shared, and, if applicable, details of any further correspondence, telephone conversations, or meetings relating to the request.

6. Data Retention and Deletion and/or Disposal

7.1. Subject to sub-Clause 7.2, the Receiving Party shall hold and process the Shared Personal Data only for so long as is necessary for the fulfilment of the Stated Purposes.

7.2. In the event that any statutory or similar retention periods apply to any of the Shared Personal Data, the relevant personal data shall be retained by the Receiving Party in accordance therewith.

7.3. The Receiving Party shall delete (or otherwise dispose of) the Shared Personal Data (or the relevant part thereof) and any and all copies thereof or, on the written request of the Disclosing Party, return it to the Disclosing Party, subject to any legal requirement to retain any applicable personal data, in the following circumstances:

7.3.1. upon the termination or expiry of this Agreement; or

7.3.2. once the Stated Purposes have been fulfilled and it is no longer necessary to retain the Shared Personal Data (or the relevant part thereof) in light of the Stated Purposes;

whichever is earlier.

7.4. All Shared Personal Data to be deleted or disposed of under this Agreement shall be deleted or disposed of using the following method(s): Best endeavors to delete from computer systems, media and backups and secure destruction of physical records.

7.5. Following the deletion and/or disposal of the Shared Personal Data (as applicable), the Receiving Party shall notify the Disclosing Party of the same in writing, confirming that the Shared Personal Data has been deleted or disposed of using the method(s) set out above in sub-Clause 7.4.

7. Shared Personal Data Transfers

8.1. For the purposes of this Clause 8, the transfer of Shared Personal Data shall refer to any sharing of the Shared Personal Data by the Receiving Party with a third party. Such sharing shall include, but not be limited to, the appointment of a third-party data processor and sharing the Shared Personal Data with a third-party data controller.

8.2. In the event that the Receiving Party wishes to appoint a third-party data processor, it shall remain liable to the Disclosing Party for any acts and/or omissions of the third-party processor and it shall comply with Articles 28 and 30 of the UK GDPR.

8.3. The Receiving Party shall not transfer any of the Shared Personal Data outside of the UK or EEA.

8. Shared Personal Data Security

9.1. Both Parties shall ensure that they have in place appropriate technical and organisational measures (as set out in Schedule 2) to protect against the unauthorised or unlawful processing of, and against the accidental loss or destruction of, or damage to, the Shared Personal Data, having regard to the state of technological development and the cost of implementing any such measures.

9.2. When putting appropriate technical and organisational measures in place, both Parties shall ensure a level of security appropriate to the nature of the Shared Personal Data which is to be protected, and to the potential harm resulting from the unauthorised or unlawful processing of, the accidental loss or destruction of, or damage to, the Shared Personal Data.

9.3. All technical and organisational measures put in place by both Parties shall be reviewed regularly by the respective Party, updating such measures upon the agreement of the other Party as appropriate throughout the Term of this Agreement.

9. Training

10.1. Both Parties shall ensure that any and all of their Representatives by whom the Shared Personal Data is to be handled and processed are appropriately trained to do so in accordance with the Data Protection Legislation and with the technical and organisational measures set out in Schedule 2.

10.2. The Receiving Party shall further ensure that any of its Representatives to whom the Shared Personal Data is to be disclosed are subject to contractual obligations in relation to confidentiality and data protection that bind those Representatives and that are same as the obligations imposed upon the Receiving Party by this Agreement.

10. Personal Data Breaches

11.1. In the event of a personal data breach, each Party shall comply with its obligations to report such a breach to the Information Commissioner’s Office and, if applicable, to the affected data subjects in accordance with Article 33 of the UK GDPR. Furthermore, each Party shall inform the other Party of any such breach without undue delay, irrespective of whether it is required to be reported to the Information Commissioner or to data subjects.

11.2. Each Party shall provide reasonable assistance to the other Party at its own cost in the handling of personal data breaches.

11.Term, Review, and Termination

12.1. The Parties shall review the sharing of the Shared Personal Data under this Agreement on an annual basis, in light of the reasons, aims, and benefits described in sub-Clause 2.2 and, based upon the outcome of such a review, the Parties shall continue, amend, or terminate this Agreement.

12.2. Reviews under this Clause 12 shall address the following:

12.2.1. evaluating the purposes for which the Shared Personal Data is being processed in order to determine whether those purposes are still limited to the Stated Purposes;

12.2.2. evaluating whether the Parties are complying with the Data Protection Legislation and with the provisions of this Agreement governing fair and lawful processing (Clause 5), the rights of data subjects (Clause 6), data retention (Clause 7), and data security (Clause 9); and

12.2.3. evaluating whether any personal data breaches affecting the Shared Personal Data have been handled in accordance with this Agreement and the Data Protection Legislation.

12.3. Each Party shall have the right to inspect the other Party's arrangements for holding and processing the Shared Personal Data and to terminate this Agreement if it considers that the other Party is not processing that Shared Personal Data in accordance with the Data Protection Legislation or this Agreement.

12.Resolution of Disputes with Data Subjects or the Information Commissioner

13.1. In the event of a dispute or claim brought by a data subject or the Information Commissioner's Office concerning the processing of Shared Personal Data against either or both Parties, the Parties will inform each other about any such disputes or claims, and will cooperate with a view to settling them amicably in a timely fashion.

13.2. The Parties agree to respond to any generally available non-binding mediation procedure initiated by a data subject or by the Information Commissioner. If they do participate in the proceedings, the Parties may elect to do so remotely (such as by telephone or other electronic means). The Parties also agree to consider participating in any other arbitration, mediation, or other dispute resolution proceedings developed for data protection disputes.

13.3. Each Party shall abide by a decision of a competent court of the Disclosing Party's jurisdiction of establishment or of the Information Commissioner.

13.Warranties

14.1. Each Party hereby warrants and undertakes that it shall:

14.1.1. hold and process the Shared Personal Data in compliance with the Data Protection Legislation and all other applicable laws, enactments, regulations, orders, standards, and similar applicable instruments;

14.1.2. respond without undue delay and as far as reasonably possible to any enquiries from Information Commissioner's Office relating to the Shared Personal Data;

14.1.3. respond to data subject requests in accordance with the Data Protection Legislation;

14.1.4. if applicable, pay the appropriate fees to the Information Commissioner's Office; and

14.1.5. take all appropriate steps to ensure compliance with the security measures set out in Clause 9 of this Agreement.

14.2. The Disclosing Party hereby warrants and undertakes that it is authorised to share the Shared Personal Data with the Receiving Party and that the Shared Personal Data will be accurate and up-to-date.

14.3. The Receiving Party hereby warrants and undertakes that it shall not transfer any of the Shared Personal Data outside of the UK.

14.4. Except as expressly stated in this Agreement, all other warranties, conditions, and terms, whether express or implied by statute, common law, or otherwise, are hereby excluded to the fullest extent permissible by law.

14. Indemnity

15.1. Subject to the provisions of sub-Clause 16.1, each Party shall indemnify the other against any cost, charge, damages, expense, or loss, suffered or incurred by the indemnified Party arising out of or in connection with the indemnifying Party's (or its Representatives') breach of the Data Protection Legislation or this Agreement, provided that the indemnified Party provides the indemnifying Party with prompt notice of any such claim, full information about the circumstances giving rise to the claim, reasonable assistance in dealing with the claim, and the sole authority to manage, defend, and/or settle the claim.

15. Limitation of Liability

16.1. Subject to sub-Clause 16.2, neither Party shall be liable, whether in contract, tort (including negligence and breach of statutory duty howsoever arising), misrepresentation (whether innocent or negligent), restitution, or otherwise, for any direct or indirect loss of profits, business, business opportunity, revenue, turnover, reputation, or goodwill; any direct or indirect loss of anticipated savings or wasted expenditure; or any direct or indirect loss or liability under or in relation to any other contract.

16.2. Neither Party shall exclude its liability to the other Party for fraud or fraudulent misrepresentation, death or personal injury resulting from negligence, a breach of any obligations implied by Section 12 of the Sale of Goods Act 1979 or Section 2 of the Supply of Goods and Services Act 1982, or any other matter for which it would be unlawful for either Party to exclude liability.

16.3. Nothing in sub-Clause 16.1 shall prevent claims for direct financial loss that are not excluded under any of the categories set out therein or for tangible property or physical damage.

16. No Partnership or Agency

17.1. Nothing in this Agreement shall establish any partnership or joint venture between the Parties, constitute either Party the agent of the other Party, or authorise either Party to make or enter into any commitments for or on behalf of the other Party.

17.2. Each Party hereby confirms that it is acting on its own behalf and not for the benefit of any other person.

17. Non-Assignment of Agreement

18.1. Neither Party may assign, transfer, sub-contract, or in any other manner make available to any third party the benefit and/or burden of this Agreement without the prior written consent of the other Party, such consent not to be unreasonably withheld.

18. Entire Agreement

19.1. This Agreement contains the entire agreement between the Parties with respect to its subject matter and may not be modified except by an instrument in writing signed by the duly authorised representatives of the Parties.

19. Variation

20.1. No variation of or addition to this Agreement shall be effective unless in writing signed by each of the Parties or by a duly authorised person on its behalf.

20. No Waiver

21.1. No failure or delay by either Party in exercising any of its rights under this Agreement shall be deemed to be a waiver of that right, and no waiver by either Party of a breach of any provision of this Agreement shall be deemed to be a waiver of any subsequent breach of the same or any other provision.

21.Severance

22.1. The Parties agree that, in the event that one or more of the provisions of this Agreement is found to be unlawful, invalid, or otherwise unenforceable, that or those provisions shall be deemed severed from the remainder of this Agreement. The remainder of this Agreement shall be valid and enforceable.

22.Communication

23.1. All notices under this Agreement shall be in writing and be deemed duly given if signed by the Party giving the notice or by a duly authorised officer thereof, as appropriate.

23.2. Notices shall be deemed to have been duly given:

23.2.1. when delivered, if delivered by courier or other messenger (including registered mail) during the normal business hours of the recipient; or

23.2.2. when sent, if transmitted by facsimile or email and a successful transmission report or return receipt is generated; or

23.2.3. on the fifth business day following mailing, if mailed by national ordinary mail, postage prepaid; or

23.2.4. on the tenth business day following mailing, if mailed by airmail, postage prepaid.

23.3. All notices under this Agreement shall be addressed to the most recent address, facsimile number, or email address notified to the other Party.

23.Third Party Rights

24.1. Unless expressly stated otherwise, this Agreement does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.

24.Law and Jurisdiction

25.1. This Agreement (including any non-contractual matters and obligations arising therefrom or associated therewith) shall be governed by, and construed in accordance with, the laws of England and Wales.

25.2. Any dispute, controversy, proceedings or claim between the Parties relating to this Agreement (including any non-contractual matters and obligations arising therefrom or associated therewith) shall fall within the jurisdiction of the courts of England and Wales.

SIGNED for and on behalf of the Disclosing Party by:
<<Name and Title of person signing for the Disclosing Party>>

_____
Authorised Signature

Date: _____

SIGNED for and on behalf of the Receiving Party by:
<<Name and Title of person signing for the Receiving Party>>

_____
Authorised Signature

Date: _____

SCHEDULE 1

Name, position, and contact details of the Disclosing Party's point of contact
Name, position, and contact details of the Receiving Party's point of contact

Shared Personal Data and Stated Purposes

Category of Personal Data	Category of Data Subject	Stated Purposes	Restrictions (If Applicable)	Lawful basis for sharing

SCHEDULE 2

Technical and Organisational Data Protection Measures

The following are the technical and organisational data protection measures referred to in Clause 9:

1. Each Party shall ensure that, in respect of all Shared Personal Data, it maintains security measures to a standard appropriate to:

1.1. the nature of the Shared Personal Data which is to be protected; and

1.2. the potential harm resulting from the unauthorised or unlawful processing of, the accidental loss or destruction of, or damage to, the Shared Personal Data.

2. In particular, each Party shall:

2.1. have in place, and comply with, a security policy which:

2.1.1. defines security needs based on a risk assessment;

2.1.2. allocates responsibility for implementing the policy to a specific individual or personnel;

2.1.3. is provided to the other Party on or before the commencement of this Agreement;

2.1.4. is disseminated to all relevant Representatives (and other staff, if applicable); and

2.1.5. provides a mechanism for feedback and review.

2.2. ensure that appropriate security safeguards and virus protection are in place to protect the hardware and software which is used in processing the Shared Personal Data in accordance with best industry practice;

2.3. prevent unauthorised access to the Shared Personal Data;

2.4. protect the Shared Personal Data using pseudonymisation, where it is practical to do so;

2.5. ensure that its storage of Shared Personal Data conforms with best industry practice such that the media on which Shared Personal Data is recorded (including paper records and records stored electronically) are stored in secure locations and access by personnel to Shared Personal Data is strictly monitored and controlled;

2.6. have secure methods in place for the transfer of Shared Personal Data whether in physical form (for example, by using couriers rather than post) or electronic form (for example, by using encryption);

2.7. password protect all computers and other devices on which Shared Personal Data is stored, ensuring that all passwords are secure (at least 8 characters long, containing a combination of upper and lower case letters and numbers, not be obvious or easily guessed (e.g. birthdays or other memorable dates, memorable names, events, or places etc.)); and that passwords are not shared under any circumstances;

2.8. take reasonable steps to ensure the reliability of personnel who have access to the Shared Personal Data;

2.9. have in place methods for detecting and dealing with breaches of security (including loss, damage, or destruction of Shared Personal Data) including:

2.9.1. the ability to identify which individuals have worked with specific Shared Personal Data;

2.9.2. having a proper procedure in place for investigating and remedying breaches of the Data Protection Legislation; and

2.9.3. notifying the other Party as soon as any such security breach occurs.

2.10. have a secure procedure for backing up all electronic Shared Personal Data and storing back-ups separately from originals;

2.11. have a secure method of disposal of unwanted Shared Personal Data including for back-ups, disks, print-outs, and redundant equipment;

Appropriate Policy Document

Special category processed in connection with Councillors Public Surgery

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The Data Protection Act 2018 (DPA 2018) outlines the requirement for an Appropriate Policy Document (APD) to be in place when processing special category (SC) and criminal offence (CO) data under certain specified conditions.

Almost all of the substantial public interest conditions in Schedule 1 Part 2 of the DPA 2018, plus the condition for processing employment, social security and social protection data, require you to have an APD in place. (See Schedule 1 paragraphs 1(1)(b) and 5).

This document should demonstrate that the processing of SC and CO data based on these specific Schedule 1 conditions is compliant with the requirements of the General Data Protection Regulation (GDPR) Article 5 principles. In particular, it should outline your retention policies with respect to this data. (See Schedule 1 Part 4).

If you process SC or CO data for a number of different purposes you do not need a separate policy document for each condition or processing activity – one document can cover them all. You may reference policies and procedures which are relevant to all the identified processing. Whilst you may explain your compliance with the principles in general terms, without specific reference to each individual Schedule 1 condition you have listed, you should provide the data subject with sufficient information to understand how you are processing their SC or CO data and how long you will retain it for.

However if you rely on one of these conditions, your general record of processing activities under GDPR Article 30 must include:

(a) the condition which is relied upon;
(b) how the processing satisfies Article 6 of the GDPR (lawfulness of processing); and
(c) whether the personal data is retained and erased in accordance with the retention policies outlined in this APD, and if not, the reasons why these policies have not been followed.

The APD therefore complements your general record of processing under Article 30 of the GDPR and provides SC and CO data with further protection and accountability. See Schedule 1 Part 4 paragraph 41.

You must keep the APD under review and will need to retain it until six months after the date you stop the relevant processing. If the Commissioner asks to see it, you must provide it free of charge. See Schedule 1 Part 4 paragraph 40.

You should read this document alongside our Guide to the GDPR.

Note your APD does not have to be structured in accordance with this document. This template is intended as a guideline only.

Description of data processed

Give a brief description of each category of SC/CO data processed. You may wish to refer to your Article 30 record of processing for that particular data:

Special category data may be processed as part of our Councillors Public Surgery

Schedule 1 condition for processing

Give the name and paragraph number of your relevant Schedule 1 condition(s) for processing. Alternatively, you may wish to provide a link to your privacy policy, your record of processing or any other relevant documentation:

Data Protection Act 2018, Schedule 1, paragraph 23 "Elected representatives responding to requests"

Procedures for ensuring compliance with the principles

You need to explain, in brief and with reference to the conditions relied upon, how your procedures ensure your compliance with the principles below.

This helps you meet your accountability obligations. You have a responsibility to demonstrate that your policies and procedures ensure your compliance with the wider requirements of the GDPR and in particular the principles. The sensitivity of SC and CO data means the technical and organisational measures you have in place to protect such data are crucially important.

The questions listed in each box are intended to help you describe how you satisfy each principle generally, and are based on the checklist for each principle provided in the Guide to the GDPR. They are not exhaustive and are only intended to act as a guideline.

In explaining your compliance with the principles you should consider the specifics of your processing with respect to the SC and CO data you have identified above. You may also wish to answer other questions which are included in our Guide to the GDPR checklists (see links in each section below).

There is also no requirement to reproduce information which is recorded elsewhere – **questions may be answered with a link or reference to other documentation, to your policies and procedures, Data Protection Impact Assessments (DPIAs) or to your privacy notices.**

Accountability principle

• ***Do we maintain appropriate documentation of our processing activities?***
  ○ Yes, we have an article 30 data map for this processing
• ***Do we have appropriate data protection policies?***
  ○ Yes, we have a DPIA and Privacy Notice
• ***Do we carry out data protection impact assessments (DPIA) for uses of personal data that are likely to result in high risk to individuals' interests?***
  ○ Yes
 	
See general checklist for Accountability and Governance.

Principle (a): lawfulness, fairness and transparency

• ***Have we identified an appropriate lawful basis for processing and a further Schedule 1 condition for processing SC/CO data?***
  ○ Lawful basis - Public Task
  ○ Schedule 1 - Elected representatives responding to requests
• ***Do we make appropriate privacy information available with respect to the SC/CO data?***
  ○ Yes, there is full privacy information in the privacy notice
• ***Are we open and honest when we collect the SC/CO data and do we ensure we do not deceive or mislead people about its use?***
  ○ Yes, we are clear about use
 	
See general checklist for Lawfulness, fairness and transparency.

Principle (b): purpose limitation

- ***Have we clearly identified our purpose(s) for processing the SC/CO data?***
    - Yes, the purpose is to manage councillors casework
- ***Have we included appropriate details of these purposes in our privacy information for individuals?***
    - Yes, there is full privacy information in the privacy notice
- ***If we plan to use personal data for a new purpose (other than a legal obligation or function set out in law), do we check that this is compatible with our original purpose or get specific consent for the new purpose?***
    - There are no plans to use the data for any other purpose

See general checklist for purpose limitation.

Principle (c): data minimisation

- **Are we satisfied that we only collect SC/CO personal data we actually need for our specified purposes?**
    - Yes
- **Are we satisfied that we have sufficient SC/CO data to properly fulfil those purposes?**
    - Yes
- **Do we periodically review this particular SC/CO data, and delete anything we don't need?**
    - Yes.

See general checklist for Data minimisation.

Principle (d): accuracy

- ***Do we have appropriate processes in place to check the accuracy of the SC/CO data we collect, and do we record the source of that data?***
    - Data comes directly from the data subject
- ***Do we have a process in place to identify when we need to keep the SC/CO data updated to properly fulfill our purpose, and do we update it as necessary?***
    - Yes
- ***Do we have a policy or set of procedures which outline how we keep records of mistakes and opinions, how we deal with challenges to the accuracy of data and how we ensure compliance with the individual's right to rectification?***
    - Yes, all requests for rectification or erasure are logged

See general checklist for Accuracy.

Principle (e): storage limitation

- ***Do we carefully consider how long we keep the SC/CO data and can we justify this amount of time?***
    - We have considered the retention period, correspondence is needed for 2 years after its conclusion
- ***Do we regularly review our information and erase or anonymise this SC/CO data when we no longer need it?***
    - Yes.
- ***Have we clearly identified any SC/CO data that we need to keep for public interest archiving, scientific or historical research, or statistical purposes?***
    - Yes

See general checklist for Storage limitation.

Principle (f): integrity and confidentiality (security)

- ***Have we analysed the risks presented by our processing and used this to assess the appropriate level of security we need for this data?***
    - Yes
- ***Do we have an information security policy (or equivalent) regarding this SC/CO data and do we take steps to make sure the policy is implemented? Is it regularly reviewed?***
    - Yes, all staff and councillors are trained in data protection
- **Have we put other technical measures or controls in place because of the circumstances and the type of SC/CO data we are processing?**
    - Yes, there are password on cloud storage and physical security on in house storage.

See general checklist for Security.

Retention and erasure policies

You need to explain your retention and erasure policies with respect to each category of SC/CO data (this could include a link to your retention policy if you have one). You need to explicitly indicate how long you are likely to retain each specific category of SC/CO data.

Correspondence is needed for 2 years after its conclusion

APD review date

Appropriate Policy Document

Special category data processed in connection with employment and pay of staff

The Data Protection Act 2018 (DPA 2018) outlines the requirement for an Appropriate Policy Document (APD) to be in place when processing special category (SC) and criminal offence (CO) data under certain specified conditions.

Almost all of the substantial public interest conditions in Schedule 1 Part 2 of the DPA 2018, plus the condition for processing employment, social security and social protection data, require you to have an APD in place. (See Schedule 1 paragraphs 1(1)(b) and 5).

This document should demonstrate that the processing of SC and CO data based on these specific Schedule 1 conditions is compliant with the requirements of the General Data Protection Regulation (GDPR) Article 5 principles. In particular, it should outline your retention policies with respect to this data. (See Schedule 1 Part 4).

If you process SC or CO data for a number of different purposes you do not need a separate policy document for each condition or processing activity – one document can cover them all. You may reference policies and procedures which are relevant to all the identified processing. Whilst you may explain your compliance with the principles in general terms, without specific reference to each individual Schedule 1 condition you have listed, you should provide the data subject with sufficient information to understand how you are processing their SC or CO data and how long you will retain it for.

However if you rely on one of these conditions, your general record of processing activities under GDPR Article 30 must include:

(a) the condition which is relied upon;
(b) how the processing satisfies Article 6 of the GDPR (lawfulness of processing); and
(c) whether the personal data is retained and erased in accordance with the retention policies outlined in this APD, and if not, the reasons why these policies have not been followed.

The APD therefore complements your general record of processing under Article 30 of the GDPR and provides SC and CO data with further protection and accountability. See Schedule 1 Part 4 paragraph 41.

You must keep the APD under review and will need to retain it until six months after the date you stop the relevant processing. If the Commissioner asks to see it, you must provide it free of charge. See Schedule 1 Part 4 paragraph 40.

You should read this document alongside our Guide to the GDPR.

Note your APD does not have to be structured in accordance with this document. This template is intended as a guideline only.

Description of data processed

Give a brief description of each category of SC/CO data processed. You may wish to refer to your Article 30 record of processing for that particular data:

Special category data may be processed as part of our Payroll and HR purposes

Schedule 1 condition for processing

Give the name and paragraph number of your relevant Schedule 1 condition(s) for processing. Alternatively, you may wish to provide a link to your privacy policy, your record of processing or any other relevant documentation:

Data Protection Act 2018, Schedule 1, paragraph 1 "Employment, social security and social protection"

Procedures for ensuring compliance with the principles

You need to explain, in brief and with reference to the conditions relied upon, how your procedures ensure your compliance with the principles below.

This helps you meet your accountability obligations. You have a responsibility to demonstrate that your policies and procedures ensure your compliance with the wider requirements of the GDPR and in particular the principles. The sensitivity of SC and CO data means the technical and organisational measures you have in place to protect such data are crucially important.

The questions listed in each box are intended to help you describe how you satisfy each principle generally, and are based on the checklist for each principle provided in the Guide to the GDPR. They are not exhaustive and are only intended to act as a guideline.

In explaining your compliance with the principles you should consider the specifics of your processing with respect to the SC and CO data you have identified above. You may also wish to answer other questions which are included in our Guide to the GDPR checklists (see links in each section below).

There is also no requirement to reproduce information which is recorded elsewhere – **questions may be answered with a link or reference to other documentation, to your policies and procedures, Data Protection Impact Assessments (DPIAs) or to your privacy notices.**

Accountability principle

• ***Do we maintain appropriate documentation of our processing activities?***
  ○ Yes, we have an article 30 data map for this processing
• ***Do we have appropriate data protection policies?***
  ○ Yes, we have a DPIA and Privacy Notice
• ***Do we carry out data protection impact assessments (DPIA) for uses of personal data that are likely to result in high risk to individuals' interests?***
  ○ Yes
 	
See general checklist for Accountability and Governance.

Principle (a): lawfulness, fairness and transparency

• ***Have we identified an appropriate lawful basis for processing and a further Schedule 1 condition for processing SC/CO data?***
  ○ Lawful basis -
  ■ Contract - (HR purpose)
  ■ Legal obligation (payroll purpose)
 	
  ○ Schedule 1 - Employment, social security and social protection
• ***Do we make appropriate privacy information available with respect to the SC/CO data?***
  ○ Yes, there is full privacy information in the privacy notice
• ***Are we open and honest when we collect the SC/CO data and do we ensure we do not deceive or mislead people about its use?***
  ○ Yes, we are clear about use
 	
See general checklist for Lawfulness, fairness and transparency.

Principle (b): purpose limitation

- ***Have we clearly identified our purpose(s) for processing the SC/CO data?***
    - Yes, the purpose is to manage:
        - Payroll
        - HR

- ***Have we included appropriate details of these purposes in our privacy information for individuals?***
    - Yes, there is full privacy information in the privacy notice
- ***If we plan to use personal data for a new purpose (other than a legal obligation or function set out in law), do we check that this is compatible with our original purpose or get specific consent for the new purpose?***
    - There are no plans to use the data for any other purposes

See general checklist for purpose limitation.

Principle (c): data minimisation

- **Are we satisfied that we only collect SC/CO personal data we actually need for our specified purposes?**
    - Yes
- **Are we satisfied that we have sufficient SC/CO data to properly fulfil those purposes?**
    - Yes
- **Do we periodically review this particular SC/CO data, and delete anything we don't need?**
    - Yes.

See general checklist for Data minimisation.

Principle (d): accuracy

- ***Do we have appropriate processes in place to check the accuracy of the SC/CO data we collect, and do we record the source of that data?***
    - Data comes directly from the data subject.
- ***Do we have a process in place to identify when we need to keep the SC/CO data updated to properly fulfil our purpose, and do we update it as necessary?***
    - Yes
- ***Do we have a policy or set of procedures which outline how we keep records of mistakes and opinions, how we deal with challenges to the accuracy of data and how we ensure compliance with the individual's right to rectification?***
    - Yes, all requests for rectification or erasure are logged

See general checklist for Accuracy.

Principle (e): storage limitation

- ***Do we carefully consider how long we keep the SC/CO data and can we justify this amount of time?***
    - We have considered the retention period, we are required to keep data for audit purposes and to defend legal claims
- ***Do we regularly review our information and erase or anonymise this SC/CO data when we no longer need it?***
    - Yes.
- ***Have we clearly identified any SC/CO data that we need to keep for public interest archiving, scientific or historical research, or statistical purposes?***
    - We do not retain data for public interest archiving, scientific or historical research, or statistical purposes

See general checklist for Storage limitation.

Principle (f): integrity and confidentiality (security)

- ***Have we analysed the risks presented by our processing and used this to assess the appropriate level of security we need for this data?***
    - Yes
- ***Do we have an information security policy (or equivalent) regarding this SC/CO data and do we take steps to make sure the policy is implemented? Is it regularly reviewed?***
    - Yes, all staff and councillors are trained in data protection
- **Have we put other technical measures or controls in place because of the circumstances and the type of SC/CO data we are processing?**
    - Yes, there are password controls on cloud storage and physical security on in house storage.

See general checklist for Security.

Retention and erasure policies

You need to explain your retention and erasure policies with respect to each category of SC/CO data (this could include a link to your retention policy if you have one). You need to explicitly indicate how long you are likely to retain each specific category of SC/CO data.

We retain special category data for up to 12 years after employment ends so that we can comply with audit requirements, payroll and pension law, and defend against potential legal claims.

APD review date

Appropriate Policy Document

Special category processed in connection with Correspondence and casework, and accedent records

The Data Protection Act 2018 (DPA 2018) outlines the requirement for an Appropriate Policy Document (APD) to be in place when processing special category (SC) and criminal offence (CO) data under certain specified conditions.

Almost all of the substantial public interest conditions in Schedule 1 Part 2 of the DPA 2018, plus the condition for processing employment, social security and social protection data, require you to have an APD in place. (See Schedule 1 paragraphs 1(1)(b) and 5).

This document should demonstrate that the processing of SC and CO data based on these specific Schedule 1 conditions is compliant with the requirements of the General Data Protection Regulation (GDPR) Article 5 principles. In particular, it should outline your retention policies with respect to this data. (See Schedule 1 Part 4).

If you process SC or CO data for a number of different purposes you do not need a separate policy document for each condition or processing activity – one document can cover them all. You may reference policies and procedures which are relevant to all the identified processing. Whilst you may explain your compliance with the principles in general terms, without specific reference to each individual Schedule 1 condition you have listed, you should provide the data subject with sufficient information to understand how you are processing their SC or CO data and how long you will retain it for.

However if you rely on one of these conditions, your general record of processing activities under GDPR Article 30 must include:

(a) the condition which is relied upon;
(b) how the processing satisfies Article 6 of the GDPR (lawfulness of processing); and
(c) whether the personal data is retained and erased in accordance with the retention policies outlined in this APD, and if not, the reasons why these policies have not been followed.

The APD therefore complements your general record of processing under Article 30 of the GDPR and provides SC and CO data with further protection and accountability. See Schedule 1 Part 4 paragraph 41.

You must keep the APD under review and will need to retain it until six months after the date you stop the relevant processing. If the Commissioner asks to see it, you must provide it free of charge. See Schedule 1 Part 4 paragraph 40.

You should read this document alongside our Guide to the GDPR.

Note your APD does not have to be structured in accordance with this document. This template is intended as a guideline only.

Description of data processed

Give a brief description of each category of SC/CO data processed. You may wish to refer to your Article 30 record of processing for that particular data:

Special category data may be processed as part of our Correspondence and casework, and accident records purposes.

Schedule 1 condition for processing

Give the name and paragraph number of your relevant Schedule 1 condition(s) for processing. Alternatively, you may wish to provide a link to your privacy policy, your record of processing or any other relevant documentation:

Data Protection Act 2018, Schedule 1, paragraph 6 "Statutory etc and government purposes - the exercise of a function conferred on a person by an enactment or rule of law"

Procedures for ensuring compliance with the principles

You need to explain, in brief and with reference to the conditions relied upon, how your procedures ensure your compliance with the principles below.

This helps you meet your accountability obligations. You have a responsibility to demonstrate that your policies and procedures ensure your compliance with the wider requirements of the GDPR and in particular the principles. The sensitivity of SC and CO data means the technical and organisational measures you have in place to protect such data are crucially important.

The questions listed in each box are intended to help you describe how you satisfy each principle generally, and are based on the checklist for each principle provided in the Guide to the GDPR. They are not exhaustive and are only intended to act as a guideline.

In explaining your compliance with the principles you should consider the specifics of your processing with respect to the SC and CO data you have identified above. You may also wish to answer other questions which are included in our Guide to the GDPR checklists (see links in each section below).

There is also no requirement to reproduce information which is recorded elsewhere – **questions may be answered with a link or reference to other documentation, to your policies and procedures, Data Protection Impact Assessments (DPIAs) or to your privacy notices.**

Accountability principle

• ***Do we maintain appropriate documentation of our processing activities?***
  ○ Yes, we have an article 30 data map for this processing
• ***Do we have appropriate data protection policies?***
  ○ Yes, we have a DPIA and Privacy Notice
• ***Do we carry out data protection impact assessments (DPIA) for uses of personal data that are likely to result in high risk to individuals' interests?***
  ○ Yes
 	
See general checklist for Accountability and Governance.

Principle (a): lawfulness, fairness and transparency

• ***Have we identified an appropriate lawful basis for processing and a further Schedule 1 condition for processing SC/CO data?***
  ○ Lawful basis - Public Task for Correspondence and casework
  ○ Lawful basis – Legal Obligation for Accident Records
  ○ Schedule 1 - Statutory etc and government purposes - the exercise of a function conferred on a person by an enactment or rule of law
• ***Do we make appropriate privacy information available with respect to the SC/CO data?***
  ○ Yes, there is full privacy information in the privacy notice
• ***Are we open and honest when we collect the SC/CO data and do we ensure we do not deceive or mislead people about its use?***
  ○ Yes, we are clear about use
 	
See general checklist for Lawfulness, fairness and transparency.

Principle (b): purpose limitation

- ***Have we clearly identified our purpose(s) for processing the SC/CO data?***
    - Yes, the purpose is to manage our correspondence
- ***Have we included appropriate details of these purposes in our privacy information for individuals?***
    - Yes, there is full privacy information in the privacy notice
- ***If we plan to use personal data for a new purpose (other than a legal obligation or function set out in law), do we check that this is compatible with our original purpose or get specific consent for the new purpose?***
    - There are no plans to use the data for any other purpose

See general checklist for purpose limitation.

Principle (c): data minimisation

- **Are we satisfied that we only collect SC/CO personal data we actually need for our specified purposes?**
    - Yes
- **Are we satisfied that we have sufficient SC/CO data to properly fulfil those purposes?**
    - Yes
- **Do we periodically review this particular SC/CO data, and delete anything we don't need?**
    - Yes.

See general checklist for Data minimisation.

Principle (d): accuracy

- ***Do we have appropriate processes in place to check the accuracy of the SC/CO data we collect, and do we record the source of that data?***
    - Data comes directly from the data subject
- ***Do we have a process in place to identify when we need to keep the SC/CO data updated to properly fulfil our purpose, and do we update it as necessary?***
    - Yes
- ***Do we have a policy or set of procedures which outline how we keep records of mistakes and opinions, how we deal with challenges to the accuracy of data and how we ensure compliance with the individual's right to rectification?***
    - Yes, all requests for rectification or erasure are logged

See general checklist for Accuracy.

Principle (e): storage limitation

- ***Do we carefully consider how long we keep the SC/CO data and can we justify this amount of time?***
    - We have considered the retention period, Correspondence is needed for 2 years after its conclusions
    - Accident records are kept indefinitely
- ***Do we regularly review our information and erase or anonymise this SC/CO data when we no longer need it?***
    - Yes.
- ***Have we clearly identified any SC/CO data that we need to keep for public interest archiving, scientific or historical research, or statistical purposes?***
    - Yes

See general checklist for Storage limitation.

Principle (f): integrity and confidentiality (security)

- ***Have we analysed the risks presented by our processing and used this to assess the appropriate level of security we need for this data?***
    - Yes
- ***Do we have an information security policy (or equivalent) regarding this SC/CO data and do we take steps to make sure the policy is implemented? Is it regularly reviewed?***
    - Yes, all staff and councillors are trained in data protection
- **Have we put other technical measures or controls in place because of the circumstances and the type of SC/CO data we are processing?**
    - Yes, there are password on cloud storage and physical security on in house storage.

See general checklist for Security.

Retention and erasure policies

You need to explain your retention and erasure policies with respect to each category of SC/CO data (this could include a link to your retention policy if you have one). You need to explicitly indicate how long you are likely to retain each specific category of SC/CO data.

Correspondence is needed for 2 years after its conclusion, accident records are kept indefinitely

APD review date

Crowthorne Parish Council

The Morgan Centre, Wellington Rd, Crowthorne RG45 7LD2 7DN

Legitimate interest assessment

Photographs of the public

A legitimate interest assessment written under the the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 and Data Protection Act 2018 for processing of personal data for the purposes of taking photographs of the public at council events..

Based on the ICO template.

Part 1: Purpose test

To assess whether there is a legitimate interest behind the processing.

- ***Why do you want to process the data?***
  - The council may wish to photograph groups of people who attend local events for publicity purposes or for historic record and for financial accountability.
- ***What benefit do you expect to get from the processing?***
  - This activity boosts engagement with the council and has a wider civic benefit of promoting a more cohesive and inclusive local area.
  - It enables Council to evidence engagement, numbers in attedance (from crowd size) and in some cases justify funding bids and expenditure.
- ***Do any third parties benefit from the processing?***
  - No
- ***Are there any wider public benefits to the processing?***
  - This activity has a wider civic benefit of promoting a more cohesive and inclusive local area.
- ***How important are the benefits that you have identified?***
  - Important.
- ***What would the impact be if you couldn't go ahead with the processing?***
  - Events that the council held could not be publicised as effectively.
- **Are you complying with any specific data protection rules that apply to your processing (eg profiling requirements, or e-privacy legislation)?**
  - N/A
- **Are you complying with other relevant laws?**
  - N/A
- **Are you complying with industry guidelines or codes of practice?**
  - N/A
- **Are there any other ethical issues with the processing?**
  - No, persons would not be photographed doing anything that is illegal, immoral or unusual.

Part 2: Necessity test

To assess whether the processing is necessary for the purpose identified.

- **Will this processing actually help you achieve your purpose?**
    - Yes
- **Is the processing proportionate to that purpose?**
    - Yes
- **Can you achieve the same purpose without the processing?**
    - No
- **Can you achieve the same purpose by processing less data, or by processing the data in another more obvious or less intrusive way?**
    - No

Part 3: Balancing test

To consider the impact on individuals' interests and rights and freedoms and assess whether this overrides our legitimate interests.

Nature of the personal data

- ***Is it special category data or criminal offence data?***
    - Possibly capture special category data but it will be being made manifestly public at the time of the photograph.
- ***Is it data which people are likely to consider particularly 'private'?***
    - No, the data would be available to everyone in the immediate area of the data subject in question.
- ***Are you processing children's data or data relating to other vulnerable people?***
    - It is likely that children's data and vulnerable people's data will be captured.
- ***Is the data about people in their personal or professional capacity?***
    - Both, data captured from members of the public will be in their personal capacity and data captured from our staff and contractors will be in professional capacity.

Reasonable expectations

- ***Do you have an existing relationship with the individual?***
    - With our staff and contractors yes, with the public no.
- ***What's the nature of the relationship and how have you used data in the past?***
    - N/A
- ***Did you collect the data directly from the individual? What did you tell them at the time?***
    - Yes, the data is collected directly from the individuals.
    - Signs will make clear that photography is being undertaken at the event and give details of the data controller, the purpose and lawful basis.
- ***If you obtained the data from a third party, what did they tell the individuals about reuse by third parties for other purposes and does this cover you?***
    - N/A
- ***How long ago did you collect the data? Are there any changes in technology or context since then that would affect expectations?***
    - Data will be collected at the time of the event in question

    - Technology is accepted
    - There is nothing novel or innovative
- ***Is your intended purpose and method widely understood?***
    - Yes, it is widely understood
- ***Are you intending to do anything new or innovative?***
    - No
- ***Do you have any evidence about expectations – eg from market research, focus groups or other forms of consultation?***
    - No
- ***Are there any other factors in the particular circumstances that mean they would or would not expect the processing?***
    - No

Likely impact

- ***What are the possible impacts of the processing on people?***
    - Minimal impact to people
- ***Will individuals lose any control over the use of their personal data?***
    - Yes data may be shared with social media and more traditional press
- ***What is the likelihood and severity of any potential impact?***
    - Minimal impact
- ***Are some people likely to object to the processing or find it intrusive?***
    - Yes some will object and find it intrusive
    - We will warn of the processing with just in time signage
- ***Would you be happy to explain the processing to individuals?***
    - Yes
- ***Can you adopt any safeguards to minimise the impact?***
    - Signs will make clear that photography is being undertaken at the event and give details of the data controller, the purpose and lawful basis.

Can you offer individuals an opt-out? No

Outcome	
Can you rely on legitimate interests for this processing?	Yes
Do you have any comments to justify your answer? (optional)	Photography at such events is understood . Council's event take place in the community/public places where there is no legitimate expectation of privacy. People attending could be photographed and filmed by anyone in attendance who could share/distribute the images with the public.
LIA completed by:	

Date:	

Crowthorne Parish Council

The Morgan Centre and Recreation Ground, Wellington Rd, Crowthorne RG45 7LD

and
Crowthorne Parish Hall, Heath Hill Road South, CrowthorneRG45 7BW

Legitimate interest assessment
Premises CCTV

A legitimate interest assessment written under the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 and Data Protection Act 2018 for processing of personal data for the purposes of preventing and detecting unlawful acts by means of on premises CCTV.

Based on the ICO template.

Part 1: Purpose test

To assess whether there is a legitimate interest behind the processing.

- ***Why do you want to process the data?***
  - To prevent and detect unlawful acts and contribute to security of our premises and the safety of the public, our staff and premises users.
- ***What benefit do you expect to get from the processing?***
  - Enhanced security of our premises and enhanced safety of the public and our staff and premises users.
- ***Do any third parties benefit from the processing?***
  - The general public receive a tangible benefit by this processing as it helps to create a secure environment by preventing and detecting unlawful acts.
- ***Are there any wider public benefits to the processing?***
  - The general public in the surrounding area receive a tangible benefit by this processing as it helps to create a secure environment by preventing and detecting unlawful acts.
- ***How important are the benefits that you have identified?***
  - Essential, the safety of our staff, premises users and the general public is paramount.
  - The security of the premises and consequent prevention of loss, damage or theft is vital to the council's interests.
- ***What would the impact be if you couldn't go ahead with the processing?***
  - It could allow crime, loss, damage or anti social behaviour to go undetected and puts the public and Council assets at risk.
- **Are you complying with any specific data protection rules that apply to your processing (eg profiling requirements, or e-privacy legislation)?**
  - N/A
- **Are you complying with other relevant laws?**
  - N/A
- **Are you complying with industry guidelines or codes of practice?**

    - N/A
- **Are there any other ethical issues with the processing?**
    - None, this processing at community premises such as ours is widely expected and understood.

Part 2: Necessity test

To assess whether the processing is necessary for the purpose identified.

- **Will this processing actually help you achieve your purpose?**
    - Yes
- **Is the processing proportionate to that purpose?**
    - Yes
- **Can you achieve the same purpose without the processing?**
    - No
- **Can you achieve the same purpose by processing less data, or by processing the data in another more obvious or less intrusive way?**
    - No

Part 3: Balancing test

To consider the impact on individuals' interests and rights and freedoms and assess whether this overrides our legitimate interests.

Nature of the personal data

- ***Is it special category data or criminal offence data?***
    - Unlikely to record special category data unless it is already made public by the data subject
- ***Is it data which people are likely to consider particularly 'private'?***
    - No, the data would be available to everyone in the immediate area of the data subject in question. All CCTV cameras are in public places where there is no legitimate expectation of privacy.
- ***Are you processing children's data or data relating to other vulnerable people?***
    - It is likely that children's data and vulnerable people's data will be captured.
- ***Is the data about people in their personal or professional capacity?***
    - Both, data captured from our premises users and members of the public will be in their personal capacity and data captured from our staff and contractors will be in professional capacity.

Reasonable expectations

- ***Do you have an existing relationship with the individual?***
    - With our staff and contractors yes, with premises users and the general public no.
- ***What's the nature of the relationship and how have you used data in the past?***
    - N/A
- ***Did you collect the data directly from the individual? What did you tell them at the time?***
    - Yes the data is collected directly from the individuals.

    - Signs will make clear that CCTV is in operation and give details of the data controller, the purpose and lawful basis.
- ***If you obtained the data from a third party, what did they tell the individuals about reuse by third parties for other purposes and does this cover you?***
    - N/A
- ***How long ago did you collect the data? Are there any changes in technology or context since then that would affect expectations?***
    - Data will be collected in real time and only stored for a maximum of 30 days
    - Technology is accepted and expected
    - There is nothing novel or innovative
- ***Is your intended purpose and method widely understood?***
    - Yes it is widely understood and expected
- ***Are you intending to do anything new or innovative?***
    - No
- ***Do you have any evidence about expectations – eg from market research, focus groups or other forms of consultation?***
    - CCTV has been common for some decades
- ***Are there any other factors in the particular circumstances that mean they would or would not expect the processing?***
    - CCTV has been expected and accepted for several decades

Likely impact

- ***What are the possible impacts of the processing on people?***
    - Minimal impact to people acting lawfully in fact our legitimate park and facility users report a positive impact as feel safer knowing that CCTV is in operation, high impact to those acting unlawfully and beneficial impact to those that are the victims of unlawful acts.
- ***Will individuals lose any control over the use of their personal data?***
    - Yes, in the event of an unlawful act the footage will be passed to law enforcement or similar competent authority and data subject rights will be restricted as per schedule 2 paragraph 2, DPA 2018
- ***What is the likelihood and severity of any potential impact?***
    - In the event of an unlawful act a data subject that is the perpetrator will be subject to criminal proceedings.
    - A data subject that is a victim of an unlawful act will benefit from evidence gathered by our processing
    - Third parties to an unlawful act will have little impact.
- ***Are some people likely to object to the processing or find it intrusive?***
    - Yes some will object and find it intrusive
    - We will warn of the processing with just in time signage
- ***Would you be happy to explain the processing to individuals?***
    - Yes, this type of CCTV is widely expected and understood
- ***Can you adopt any safeguards to minimise the impact?***
    - Signs will make clear that CCTV is in operation and give details of the data controller, the purpose and lawful basis
    - Data will only be retained for longer than 30 days if requested by law enforcement or a similar competent authority.

Can you offer individuals an opt-out? No

Outcome	
Can you rely on legitimate interests for this processing?	Yes
Do you have any comments to justify your answer? (optional)	The use of CCTV is an expected and accepted data processing activity. CCTV helps make the public feel safer.
LIA completed by:	
Date:	

Data Security and Bring Your Own Device Policy

Crowthorne Parish Council

This data security and bring your own device policy sets out the procedures we have put in place to maintain the security of personal data and other data within our organisation.

We are Crowthorne Parish Council a council in England. Our contact details are Crowthorne Parish Council, The Morgan Centre, Wellington Rd, Crowthorne RG45 7LD

We are a data controller for personal data as defined by all applicable data protection and privacy laws including, but not limited to, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation (the "Data Protection Legislation").

This policy is binding on all employees, members and volunteers ("User" or "Users") of Crowthorne Parish Council ("The Organisation") in order to protect Personal or other Data ("Personal Data" or "Data") processed by the organisation.

It applies to all organised filing systems be they computer based, paper based or any other such method of organising information which are accessible according to specific criteria, whether centralised, decentralised or dispersed on a functional or geographical basis ("Filing Systems").

1. Person Responsible

1.1. The Parish Clerk is responsible for the ongoing compliance monitoring of this and other policies that are designed to achieve compliance with the Data Protection Legislation. ("the person responsible for data protection"). In the absence of the Clerk the Deputy Clerk or Senior Finance Officer will act as the Responsible Person.

1.2. No user within the organisation shall deviate from this policy without written authorisation from the person responsible for data protection.

2. Acceptable Use

2.1. Data shall only be used within the organisation for the purposes of the organisation.

2.2. Data shall not be shared with third parties or other data controllers without a data sharing agreement having been finalised and signed by the person responsible for data protection.

2.3. Only data processors that have contracts with the organisation that have been authorised by the person responsible for data protection shall be used.

2.4. Users processing data on behalf of the organisation are reminded of the need to keep proper records in accordance with this and other policies designed to maintain compliance with the data protection legislation and the freedom of information act.

3. Passwords

3.1. Users processing data on behalf of the organisation on systems that require passwords shall use a password that conforms to the following:

3.1.1. Is sufficiently complex and is made up of at least twelve characters.

3.1.2. Is not used for other logins be they personal or professional.

3.1.3. Is not disclosed to anyone.

3.1.4. Where a password is written down, this must only be in the secure book stored in the Parish Council Office safe which shall only be referred to in a situation where the registered account user is uncontactable/leaves without a handover. In such a case the password book can only be accessed with the consent of the person to whom the password 'belongs' or the Responsible Person or Parish Council Chair to enable operational efficacy and continuity.

3.2. Passwords must not be shared amongst the organisation's users, except in the scenario outlined at 3.1.4 above. If a user has a legitimate need for data that they cannot access with their own password then the person responsible for data protection should be advised so that access levels may be changed if appropriate.

3.3. Users should be aware that no one will ever ask a user for their password, save for the situation in 3.1.4. Any request for a password to be disclosed should be reported to the person responsible for data protection immediately.

3.4. Where multi factor authentication is available it shall be used.

3.5. Multi factor authentication codes must not be disclosed to others or shared amongst the organisation's users.

3.6. Users should be aware that no one will ever ask a user for a multifactor authentication code. Any request for a multifactor authentication code to be disclosed should be reported to the person responsible for data protection immediately.

4. Email

4.1. The organisation does not allow users to process the organisation's data using their own personal email accounts.

4.2. The organisation does allow users to access email accounts provided by the organisation using their own personally owned computers, laptops, or other mobile devices but the organisation's personal data must remain confidential and can only shared or processed in accordance with the Organisation's GDPR policies and procedures, or other applicable legislation.

5. Social Media and Instant Messaging

5.1. The organisation's data shall not be uploaded, posted or otherwise transferred to social media (including but not limited to Facebook, Twitter, Instagram, TikTok, YouTube, SnapChat) unless subject to a Legitimate Interest Assessment (Photos) and where the authorisation of the person responsible for data protection has been given. Data which is not protected by GDPR such as information about meeting times, community events and public agenda packs can be uploaded, posted or otherwise transferred to social media.

5.2. The organisation's GDPR protected data shall not be uploaded, posted or otherwise transferred to instant messaging or collaboration services (including but not limited to Whatsapp, Teams, Skype, Facebook Messenger, Slack, SnapChat, Google Workspace). Data which is not protected by GDPR such as information about meeting times, community events and public agenda packs, may be uploaded, posted or otherwise transferred to instant messaging or collaboration services.

6. Physical Security

6.1. Servers shall be located in locked rooms.

6.2. Computers shall not be left unattended without the screen being locked or the user logged out.

6.3. Paper files shall be kept in locked filing cabinets, locked filing rooms or the Parish Offices which are locked when administrative staff are not on site.

6.4. Documents no longer required shall be disposed of via secure means such as cross cut shredding or commercial document destruction.

6.5. Where documents are disposed of by commercial document destruction they shall be disposed of securely and a certificate of destruction obtained.

6.6. Staff who are required to work from home may take paperwork home and are responsible for keeping Counci data safe and secure when it is off site.

7. System Security

7.1. Users of the organisation's data shall be granted the appropriate level of access to cloud or computer systems to allow them to undertake their duties.

7.2. Routine working with administrator rights is not allowed.

7.3. Computer files and records shall be kept within the organisation's cloud storage system.

7.4. USB sticks and other removable media shall not be used on the organisation's computer system, but may be used to download and save CCTV footage for the Organisation's investigations into security or to assist Police and insurers with investigations.

7.5. Storage media on servers shall be encrypted.

7.6. Servers shall be backed up using a minimum 3-2-1 strategy:

7.6.1. 3 copies of the data.

7.6.2. On 2 different media types.

7.6.3. With 1 backup off site.

7.7. In the case of the Clerk's, Senior Finance Officer, Deputy Clerk and Senior Projects, Events, Parks and Countryside Officers' Office 365 accounts and SAGE accounts and payroll, the Cloud servers shall be backed up in a way that is not less robust than a 3-2-1 strategy.

7.8. Backups of Office 365, SAGE and other critical Organisational data shall be subject to twice yearly recovery testing to ensure that they are fit for purpose.

7.9. Software including operating systems shall be regularly kept up to date and patched with the latest security updates from its developers.

7.10. WiFi networks shall have a minimum WPA2 encryption standard if they are used to transmit data.

7.11. Public WiFi provided by the organisation shall be firewalled in such a way that the organisation's data is segregated from it.

7.12. Suitable anti virus software and anti malware software shall be used on all of the organisations computers, laptops or other mobile devices.

7.13. The organisation does not allow users to join their own personally owned computers, laptops, or other mobile devices to the organisation's computer network used for processing data.

7.14. When electronic documents, files or records are no longer required they shall be deleted in such a way as to put the data beyond use. Data will be deemed to be put beyond use if:

7.14.1. The data is not able to be used to inform any decision in respect of any individual or in a manner that affects the individual in any way, and

7.14.2. The organisation does not give any other organisation access to the data, and

7.14.3. The organisation surrounds the personal data with appropriate technical and organisational security, and

7.14.4. The organisation commits to permanent deletion of the information if, or when, this becomes possible.

8. Breaches

8.1. Any suspected breach of the confidentiality integrity or availability of personal data within our organisation shall be immediately and within 1 hour notified in writing to the person responsible for data protection.

8.2. Breaches of the confidentiality integrity or availability of personal data within our organisation shall be investigated immediately by the person responsible for data protection and a determination made as to the level of risk of data being breached, the number of individuals involved, the severity of any breach and if the Information Commissioner's Office should be notified. This investigation must take a maximum of 72 hours from the first discovery of the breach.

8.3. No user should try to rectify a breach without first informing and getting authorisation from the person responsible for data protection.

9. Updates to this policy

9.1. This policy shall be reviewed as required by the person responsible for data protection.

9.2. This policy shall be reviewed if Crowthorne Parish Council makes changes to the organisations Privacy Notice or if there are changes to how the organisation processes data or the data protection legislation changes.

9.3. This policy was last updated on 3 November 2026.

10. Implementation

10.1. This policy takes effect from 3 November 2026 and is not retroactive.

CROWTHORNE PARISH COUNCIL MEETING
3 NOVEMBER 2026

Agenda Item 16: To review, approve and adopt risk assessment and policy documentation relating to new duties on employers (including Councils) to prevent Sexual Harassment

1 PROPOSAL RECOMMENDATIONS
That CPC resolves to review, approve and adopt:

i. Sexual Harassment Policy
ii. Sexual Harassment Duty Risk Assessment

2 REASONS FOR RECOMMENDATIONS
The legal duty for employers to take reasonable steps to prevent sexual harassment came into effect on 26 October 2024. The duty arises under the Worker Protection (Amendment of Equality Act 2010) Act 2023**,** which amended the Equality Act 2010 to require all employers to take proactive measures to prevent sexual harassment in the workplace. From 26 October 2024**,** employers must anticipate potential harassment, assess risks, and implement reasonable preventative measures rather than waiting for incidents to occur. Failure to comply can result in enforcement action by the Equality and Human Rights Commission (EHRC) and may lead to increased compensation in employment tribunal claims.

Additionally, from October 2026, the duty will be enhanced to require employers to take all reasonable steps**,** including addressing harassment by third parties such as clients, contractors, or customers, further strengthening employer accountability. This evolution emphasises a proactive, organisation-wide approach to creating a safe and respectful workplace.

3 ALTERNATIVE OPTIONS CONSIDERED
None – Council needs to adopt and follow these policies and procedures in order to meet legal requirements.

4 SUPPORTING INFORMATION
See section 1 above.

5 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS
See section 1 above which outlines the Clerk's advice and legal provisions.

6 IMPACT ASSESSMENT INCLUDING:
6.1 ENVIRONMENT/SUSTAINABILITY
Not applicable.

6.2 EQUALITY/ACCESSIBILITY/INCLUSIVITY
The Policy and Risk Assessments for approval today enshrine Council's duties as an employer to be an inclusive workplace.

6.3 FINANCIAL

There could be financial penalties imposed by the Courts and Tribunals if Council does not do all it reasonably can to prevent sexual harassment.

6.4 ANY OTHER ANTICIPATED IMPACT

Council could suffer reputational damage if it does not adopt the policies and procedures it must and a member of staff is subjected to sexual harassment.

7 CONSULTATION

No public consultation has taken place.

8 BACKGROUND

All background to these proposals is set out at section 1, above.

Crowthorne Parish Council

Prevention of Sexual Harassment Policy

1 Introduction

Crowthorne Parish Council is committed to providing a working environment free from all forms of discrimination and harassment, including sexual harassment. This Policy outlines the Council's zero-tolerance approach to sexual harassment and the procedures for reporting and addressing such behaviour.

Everyone has a right to feel safe and supported at work.

This policy applies to the behaviour of employees, workers, any councillor acting on the Council's behalf, as well as third parties.

2 Legal Duty

From 26 October 2024, the Worker Protection (Amendment of Equality Act 2010) Act 2023 came into force which introduced a new positive obligation on employers to take reasonable steps to prevent sexual harassment where the unwanted conduct is of a sexual nature. This is called the preventative duty.

The Employment Rights Act 2025 strengthened obligations for employers and employers are now mandated to "take all reasonable steps' to prevent sexual harassment of their employees" and "not to permit the harassment of their employees by third parties". This includes:

i) Implementing preventive measures such as training and clear communication of an anti-sexual harassment policy.

ii) Creating a culture of respect and inclusion.

iii) Taking proactive steps to identify and mitigate risks of sexual harassment.

The preventative duty includes worker-on-worker harassment and harassment by third parties such as contractors, residents and clients.

The law does not state specific steps an employer must take. Different employers may seek to prevent sexual harassment in different ways but all employers must take action - no employer is exempt.

3 What is sexual harassment?

The Equality Act 2010 defines sexual harassment as unwanted conduct of a sexual nature which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for them. To be sexual harassment, the unwanted behaviour must have either:

i) Violated someone's dignity, whether it was intended or not.

ii) Created an intimidating, hostile, degrading, humiliating or offensive environment for them, whether it was intended or not.

Sexual harassment can be a one-off incident or an ongoing pattern of behaviour. It can happen in person or in other ways, for example online through email, social media or messaging tools. What

some people consider to be jokes or ‘banter’ is still sexual harassment if it fulfils any of the criteria above.

Any defence by an individual of their behaviour which states the intention was to make a joke or their behaviour was ‘just banter’ will not be accepted. Examples include:

iii) Flirting.

iv) Gesturing or making sexual remarks about someone's body, clothing or appearance.

v) Asking questions about someone's sex life.

vi) Telling sexually offensive jokes.

vii) Making sexual comments or jokes about someone's sexual orientation or gender reassignment.

viii) Displaying or sharing pornographic or sexual images, or other sexual content.

ix) Touching someone against their will, for example hugging them.

4 Reasonable steps

In order to fulfil its duty to prevent sexual harassment, Crowthorne Parish Council will take the following action:

i) Foster a culture of respect and dignity in the workplace

ii) Ensure that councillors and employees ‘call out’/challenge poor behaviour when it happens, or as soon as possible afterwards if they are not comfortable raising it at the time.

iii) Ensure this Policy is provided to all employees, workers, councillors and suppliers to ensure all parties are aware of council expectations regarding behaviour.

iv) Offer training for all employees and councillors.

v) Provide mandatory training for managers to empower them to identify and address any concerns, and to deal with complaints appropriately.

vi) Undertake regular risk assessments for sexual harassment in the workplace.

5 Making a complaint

5.1 Informal process

If someone witnesses or is subjected to inappropriate behaviour believed to be sexual harassment, concerns should be raised informally with the person who is behaving inappropriately. The complainant should specify they have/or witnessed another person being sexually harassed, that it is unwanted, how it makes them feel and that it must stop. If this is the case an apology should be obtained (either to the person in question or the person subject to the behaviour (if it is observed) and an assurance that it will not happen again.

The Council appreciates that in certain circumstances staff may not feel comfortable addressing the matter in this way, therefore, the issue can be raised informally with a line manager or the Chair of the Council or Staffing Committee Chair, if appropriate.

On receipt of an informal complaint, the line manage, Chair of Council or Staffing Committee Chair will:

i) Establish the facts about the specifics of the incident(s) which is believed is sexual harassment, including what, how, when and where it took place.

ii) Provide this Policy to the complainant and discuss with the complainant how they prefer to proceed. The complainant may feel an informal discussion and apology is satisfactory or may prefer a structured facilitated meeting or session with a trained mediator.

iii) Explain the complainant's rights to raise a formal grievance or report the matter to the Police, if they deem the incident to be serious.

iv) Proactively conduct regular follow-up meetings with the complainant to establish if there has been any repeat of the behaviour complained about, or if the complainant has been victimised in any way for raising an informal complaint.

v) Take the necessary steps to act as a responsible employer eg by following appropriate processes for management of a member of staff who has been accused of sexual harassment including reporting and offering training.

5.2 Formal process

The formal process will be followed if:

i) Attempts to address informal complaints regarding sexual harassment do not result in an improvement in the other person's behaviour.

ii) There is a repeat of the same behaviour by the person complained about.

iii) If the sexual harassment is so serious, a formal complaint must be raised.

A formal process may be instigated by:

iv) The victim of the unwanted sexual harassment.

vi) Any witness of the sexual harassment.

Investigations will follow this process:

vii) If the complaint is from a member of staff and relates to another member of staff, the Clerk will report the matter to the Staffing Committee who will determine the right course of action. This could be the Grievance Policy Procedure if the complainant is happy to follow this formal process or the Disciplinary Policy Procedure if the incident has been reported by a witness. Either way, there will be an investigation of the facts before any action is taken.

viii) If the Grievance Policy Procedure concludes that a serious sexual harassment incident has taken place by a member of staff, then The Disciplinary Policy Procedure will be implemented.

vix) If the complaint is from a member of staff and relates to a councillor, the Clerk will report the matter to the Staffing Committee who will determine the best course of action for supporting the employee's wellbeing and any adjustments to working conditions. The Council does not have the power to enforce any sanctions on a councillor – code of conduct complaint should be referred to the Monitoring Officer at Bracknell Forest Council. The complaint can be made by an individual or by the Council, subject to a full Council resolution.

x) The complaint may constitute a criminal offence and the individual subjected to the behaviour will be reminded of their right to refer the matter to the Police. The Council will respect the victim's decision and take reasonable steps to support their wellbeing, but will not be able to refer the complaint on their behalf.

6 Complaints about a third party

The Council will publish this policy and, in certain circumstances will provide suppliers, partners and contractors with this Policy to ensure that expectations are clear. However, the council is aware that this may not prevent inappropriate behaviour by people who are not employed by the Council. Whether experiencing or witnessing sexual harassment by a third-party, the matter should be raised directly with the person responsible, as described in the informal process above.

Any visitor to council premises who commits a clear breach of this policy will be asked to leave the council premises, and where they are representing another company, their behaviour will be reported to their employer.

7 Right of Appeal

If the complainant is not satisfied with the outcome of the investigation into a complaint, the complainant has the right to appeal the decision.

8 Monitoring

The line manager will ensure regular 1-2-1 discussions with the victim of sexual harassment in the workplace until such time that they are satisfied there has been no repeated incidents and they are satisfied the Council has taken all reasonable steps to prevent further sexual harassment.

This Policy will be reviewed regularly to ensure its effectiveness and to align with changes in legislation or changes to the Council's or employees' circumstances.

Adopted November 2026. Date of review as required.

This document was prepared by the WorkNest Employment Law Team. It is intended only as a general document and as a guide in relation to its subject matter and has not been bespoke drafted for you or the specific circumstances in which you are looking to use it. It is not to be regarded as a substitute for consultation with one of your advisers, since every case will ultimately turn on its own particular facts and circumstances. We will always ask you what you want to achieve and can advise on best practice or more commercial options. If you do not consult with us, do not follow our advice, or decide to take a commercial option, there is a risk that your insurance position will be affected (if cover has been taken) and we will not be liable in any way. If in any doubt as to how to use this document or for legal advice, please contact your advisers on their usual number.

Risk Assessment – Preventing Sexual Harassment

Purpose

The aim of this risk assessment is to prevent sexual harassment during the course of employment. It considers the potential risks to all employees and workers, as well as third parties who are engaged with us to carry out services such as those who are self-employed and agency workers.

Carrying out this assessment will allow us to identify, assess and mitigate risks associated with sexual harassment in the workplace and will help to create a safe and respectful working environment and promote a positive workplace culture. It also supports the Crowthorne Parish Council's compliance with its legal obligation of taking reasonable steps to prevent sexual harassment from occurring in the course of employment.

This assessment is kept under continuous review to ensure existing prevention measures remain adequate. Reviews will take place at least annually, with ad-hoc reviews taking place where circumstances require. This could be if there is a change to the demographics of the workforce or working arrangements, or where we have received complaints of sexual harassment taking place.

An action plan will then be created and monitored on the back of this risk assessment. See our template **Action Plan – Preventing Sexual Harassment**.

Crowthorne Parish Council encourages all employees and workers to inform the Clerk or Chair of Staffing Committee of areas in which they believe sexual harassment protection could be further improved.

Completing the assessment

Please follow the instructions below to ensure that the assessment and accompanying action plan is completed thoroughly and accurately:

Considerations

Considerations are the elements of potential risk. Indicate those that apply and those that don't, e.g. if some people work at night or whether there is alcohol sold on the premises, etc.

Hazard

A hazard is anything that has the potential to cause harm, e.g. power imbalances, coercion, differences in cultural expectations, etc.

- **Who might be harmed:** Consider all employees and workers who could be affected by each identified hazard. This may include employees, workers, those with specific roles, or those who may have vulnerabilities, e.g. waiting staff, travel-based sales staff, bar staff, young workers, etc.

- **Level of risk:** The level of risk is determined by considering both the likelihood of the hazard occurring and the severity of its potential consequences. If in doubt, err on the side of caution.

  - **Low risk:** Indicates that the likelihood of the hazard occurring is rare and the potential consequences are minimal.
  - **Medium risk:** Indicates that the likelihood of the hazard occurring is moderate and the potential consequences could result in sexual harassment occurring.
  - **High risk:** Indicates that the hazard is likely to occur and could result in sexual harassment taking place. This level of risk requires immediate attention and action to eliminate or substantially reduce it.

[Name of organisation] risk assessment for the prevention of sexual harassment during the course of employment

Risk assessment owner:	Clerk to Council
Assessment date:	3 June 2026
Assessment carried out by:	Melanie Saville – Clerk to Council
Work location:	Crowthorne Parish Council, The Morgan Centre, Wellington Road, Crowthorne RG45 7LD
Next scheduled assessment date:	2027
Version number:	1

Potential hazards, risks and proposed actions in prevention

Considerations	**Yes**	**No**	**Hazard**	**Who might be harmed**	**Level of risk**			**Preventative action**	**Date completed**
					Low	**Med**	**High**		
Workforce demographics:									
Is anyone required to work at night?	x		Grounds/Caretaking staff lock/unlock for hirers and respond to emergency alarm calls	Staff	x			Staff report any incidents of harassment to the Clerk/Chair of Staffing Committee and ensure they have their phone on them to call	June 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								for help in an emergency	
Are there lone workers or people working in isolated workplaces?	x		All staff do work alone at various times	Staff	x			Staff report any incidents of harassment to the Clerk/Chair of Staffing Committee and ensure they have their phone on them to call for help in an emergency	June 2026
Is there anyone who works with just one other employee/ worker?	x		All staff do work with just one other person at various times	Staff	x			Staff report any incidents of harassment to the Clerk/Chair of Staffing Committee and ensure they have their phone on them to call for help in an emergency	June 2026
Do your employees/workers interact with third parties, e.g. contractors or members of the public?	x		All staff do interact with third parties at various times	Staff/hirers/members of the public	x			Staff report any incidents of harassment to the Clerk/Chair of Staffing Committee and ensure they have their phone on them to call for help in an emergency	June 2026
Do any of your employees/workers work alone with a third party?	x		All staff occasionally interact, alone, with third parties at various times	Staff/hirers/members of the public	x			Staff report any incidents of harassment to the Clerk/Chair of Staffing Committee and ensure they have their phone on them to call	

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								for help in an emergency	
Do you require your employees/workers to attend the workplace of a third party or attend offsite locations?	x		All could attend the workplace of a third party/offsite location at various times	Staff	x			Staff report any incidents of harassment to the Clerk/Chair of Staffing Committee and ensure they have their phone on them to call for help in an emergency	June 2026
Are members of staff expected to socialise with third parties, e.g. at events or conferences with contractors or clients?	x		The Clerk attends conferences which do involve meals/quizzes etc. with contractors	Clerk	x			Staff report any incidents of harassment to the Chair of Staffing Committee and conference organiser and ensure they have their phone on them to call for help in an emergency	June 2026
Do employees/workers attend offsite events?	x		All staff attend training which can be offsite	All staff	x			Staff report any incidents of harassment to the Chair of Staffing Committee and training/event organiser and ensure they have their phone on them to call for help in an emergency	June 2026
Are there any employees or workers who travel and work abroad?		x	N/A	N/A				N/A	June 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Are there high pressured, competitive or stressful environments within your organisation?		x	N/A	N/A				N/A	June 2026
Is there a higher representation of one gender in your workplace?	x		There are more female staff than male	Females	x			Staff report any incidents of harassment to the Chair of Staffing Committee and ensure they have their phone on them to call for help in an emergency	June 2026
Are there areas of power imbalances in the workplace?	x		Council's most senior employee is female	Females	x			Staff report any incidents of harassment to the Chair of Staffing Committee and ensure they have their phone on them to call for help in an emergency	June 2026
Vulnerable employees and workers: Evidence shows that vulnerable employees and workers can be exposed to greater risk from harassment than those who are not. In this section, assess the risk of those groups that are relevant to your workplace:									
Women	x		There are more female staff than male	Female staff	x			All staff have been provided with training on bullying and harassment, which encourages them to challenge incidents of bullying harassment if they feel able to and are also made aware of how	June 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								to report any concerns. Staff are issued with an Employee Handbook which includes how to identify bullying and harassment, the fact this is unacceptable behaviour and will not be tolerated along with details of how to report and support available.	
LGBTQ+		x							
Young workers	x								
Someone with a disability (mental or physical)		x							
Black and minority ethnic workers		x							
Non-UK nationals, including those who may not be confident in making a complaint in English or for whom English is not their first language		x							
Low-paid earners		x							
Home workers	x				x			None of Council's staff are solely home workers. Any home based work does not involve meeting with other staff or third parties in staff homes.	

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Lone workers	x				x			None of Council's staff are solely home workers. Any home based work does not involve meeting with other staff or third parties in staff homes.	June 2026
Agency workers		x							
Casual workers		x							
Those on fixed term or zero-hour contracts		x							
Policy:									
Do you have a clearly written anti-harassment policy that deals with the prevention of sexual harassment?	x				x			This is included in the Employee handbook, and which must be followed by staff, and Cllrs (as the employer)	June 2026
Do you address third-party harassment in your policy and take reasonable steps to prevent it?	x				x			This is included in the Employee handbook and the actions stated in the policy would be followed in such a case.	June 2026
Is your anti-harassment policy easily accessible to all employees?	x				x			All staff can access the Handbook which is on a shared area of the WorkNest HR platform.	June 2026
Do you re-circulate your policy or remind staff members of where and how to access the policy on a	x				x			Any updates are made to the Handbook online and staff and Cllrs informed.	June 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
regular basis, including when changes are made?									
Do you regularly review, monitor and update your anti-harassment policy?	x				x			Any updates are made to the Handbook online and staff and Cllrs informed.	June 2026
In your disciplinary policy, do you specify that sexual harassment is considered a potential act of gross misconduct and could lead to someone's summary dismissal?	x				x			The Disciplinary Procedure overtly states that sexual harassment is considered a potential act of gross misconduct and could lead to someone's summary dismissal	June 2026
Do policies on the use of IT communication systems and social media include appropriate warnings against online harassment, and how to report concerns?	x				x			The Computer Use – Including the use of email/internet section of the Employee Handbook covers this.	June 2026
Do you have policies regarding proper use of social media platforms such as LinkedIn, Facebook, Instagram or X?	x				x			The Social Media section of the Employee Handbook covers this.	June 2026
Is there a policy for workplace relationships?		x			x			There is nothing specific which prohibits relationships between staff in the Employee	June 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								handbook although there are references to Ethical Conduct and the fact that staff must act professionally and with integrity in business dealings and relationships.	
Do your anti-harassment policies align to all other company policies such as homeworking, lone working, and equality, diversity and inclusion (EDI)?	x				x			The Employee handbook has been adopted from a pro-forma issued by Council's HR consultants and as such is understood to meet all requirements and best practice.	June 2026
Training:									
Do you carry out EDI training that covers sexual harassment as part of the induction/onboarding process?	x				x			All new staff will be offered this training	June 2026
Do you carry out EDI training that covers sexual harassment on an annual basis?	x				x			This training has been arranged for all staff and Cllrs and can be renewed annually.	June 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do you provide separate training to line managers (to that which is given to employees and workers)?	x				x			The Clerk has undertaken this training via the WorkNest portal	June 2026
Do you provide EDI training that is specific to your workplace and that uses case studies or scenarios that relate to your organisation?	x				x			There are training video clips in the WorkNest training which cover various scenarios including office type settings.	June 2026
Do you provide refresher EDI training when circumstances warrant it, e.g. when there is a change in working arrangements or workforce demographics, or after receiving a complaint of sexual harassment?	x				x			We do not have any new staff and have not received any complaints of this nature but if we do then refresher training will be conducted.	June 2026
Management structure:									
Is there a higher representation of one gender in the leadership team?	x		There are more senior female employees, however the 'employer'/Council has a higher proportion of men.			x		Ongoing work needs to be undertaken to ensure that Cllrs (the employer) understand the current standards of behaviour, conduct and language expected in an employment setting and vis a vis any	June 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								contractors/third parties and how they engage with staff/employees.	
Are there areas of the business that have power imbalances?	x		There are more senior female employees, however the 'employer'/Council has a higher proportion of men.			x		Ongoing work needs to be undertaken to ensure that Cllrs (the employer) understand the current standards of behaviour, conduct and language expected in an employment setting and vis a vis any contractors/third parties and how they engage with staff/employees.	June 2026
Are there areas of the business where company policies aren't adhered to?	x		Legal policies are not always adopted or followed as they should be. Council recently determined it would not adopt guidelines governing how it uses, shares and communicates GDPR protected data on personal devices contrary to advice from the Clerk, case law and ICO publications.				x	The Chair issued a verbal plea in light of the GDPR guidance not being adopted, reminding Cllrs of the need to not store GDPR protected data on personal devices.	June 2026
Is decision making concentrated, i.e. only		x	Decisions made by the Council are				x	The Clerk always seeks to give objective and	June 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
a few individuals at the top of the business can make decisions?			based on democratic principles, however where one person is very persuasive, their view, even if misguided, can hold sway and lead to a perverse decision which exposes the Council as employer to a risk of costly legal action, and sends a poor signal to employees and the public about legal obligations owed to them by Council.					legally based advice, it is not possible to force Council to adopt/act on the advice.	
Is there an HR team, or access to an external HR outsourcing provider?	x		Risk of Council as employer acting in a way which fails to protect an employee or breaches their employment rights in some way.		x			Independent objective HR advice is procured from WorkNest.	June 2026
Do leaders have individual authority over recruitment practices?		x	Were this not the case dangerous subjective decisions about recruitment could occur.		x			Robust objective recruitment procedures are followed with application forms scored against objective	June 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								matrices and those scoring the highest invited to interview. All shortlisted candidates are asked the same set of questions and recruitment decisions are based on who scores the highest on a points basis throughout the selection process.	
Do leaders have individual authority on pay decisions?		x	Were this not the case dangerous subjective decisions about pay could occur.		x			Pay for all roles is set within bands at the point where the role is advertised for recruitment. Pay progression within bands is based on performance against job specification and appraisal objectives which are determined by the member of staff and appraisal panel.	June 2026
Working environment:									
Do you have an IT policy that sets the rules for appropriate usage?	x		Without a policy there would be a risk of inappropriate use of IT		x			Council has a standalone IT Policy (adopted pursuant to JPAG/SAPP/AGAR assertion 10) and there are also provisions	June 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								about email and social media use in the Staff Handbook.	
Do you monitor and address inappropriate behaviour on digital platforms?	x		There could be a risk of a rogue member of staff or Cllr publishing content to Council 'owned' social media profiles		x			Only Council officers are able to publish content to Council's social media platforms. Were an officer to 'go rogue', the content they had published would be removed and their access to Council social media removed. They would likely also face disciplinary action.	June 2026
Do employees travel abroad for business?		x							
Are there sexualised or sexist materials on display such as calendars or posters?		x							
Is there adequate privacy or security for workers using bathrooms or changing rooms?	x		Without these measures staff could feel uncomfortable changing or using bathrooms		x			CPC has male, female, gender neutral and disabled toilets, as well as a private shower cubicle on site. Staff can use whichever facilities they feel most comfortable in. All doors have locks to safeguard privacy.	June 2026
Do you have areas that are isolated or with		x							

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
inadequate lighting or security?									
Are there different uniform requirements between genders, or prescriptive dress codes or expectations for either gender?		x							
Are workers required to travel and have overnight stays?	x		The Clerk attends an annual training conference	Clerk	x			The conference is organised and overseen by a professional industry organisation SLCC with all in attendance working for local councils who understand their duty to prevent sexual harassment.	Oct 2026
Do employees and workers travel to remote locations?	x		Various staff, Cllrs and volunteers may work in isolated places such as woodlands	Staff, Cllrs and volunteers	x			All people working alone or in isolated places are required to have their mobile phones with them to call for help in an emergency and to tell someone where they will be and what time they expect to return to work/home.	Oct 2026
Do you provide accommodation facilities for employees?		x							

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Are sexist jokes prevalent in the workplace?		x		Staff, Cllrs and Members of the Public		x		The Council's Sexual Harassment policy outlines how such behaviour would be dealt with.	Oct 2026
Do workers engage with social drinking on site?		x							
Do you have high staff turnover, particularly of female workers, young workers, or low-paid earners?	x		The high staff turnover in one role which has tended to be filled by local sixth formers who leave to go to university, not based on issues in the workplace	Staff	x			Staff all have a good working relationship with the Clerk and can speak with her about any workplace concerns.	Oct 2026
Have you been informed that some workers are more reluctant to work with certain workers or take on certain tasks?		x							
Is alcohol consumed, either by staff or third parties, whilst staff are working?	x		Alcohol is available at some work events but this is in small amounts i.e. one glass of wine per person at community awards nights.	Staff, Cllrs and Members of the Public	x			Continue with current practice of alcohol being available only in small amounts.	Oct. 2026
Outside of the workplace:									

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do staff socialise outside of the workplace?	x		Any socialising is rare and is for things such as special birthdays.	Staff	x			Staff aware of acceptable behaviour.	Oct 2026
Is alcohol available at social events?	x		Socialising is rare and the Council staff team are only moderate consumers of alcohol.	Staff	x			Staff aware of acceptable behaviour.	Oct 2026
Do you undertake background or reference checks for all workers and other people engaged at your workplace such as contractors?	x		On high value works contracts such as those advertised on Find a Tender, references are sought.	Staff, public and Cllrs	x			References sought.	Oct 2026
Do you issue employee communications in advance of workplace events?		x							
Complaint handling:									
Do you have clear and effective procedures for receiving and responding to complaints of sexual harassment?	x		Sexual Harassment by staff or a Cllr	Staff, Cllrs, Members of the public		x		Crowthorne Parish Council will adopt a Sexual Harassment Policy in November 2026. All staff have also been issued with an Employee Handbook which includes	Summer 2026 and November 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								provisions around preventing sexual harassment. If the conduct complained of was by staff, the handbook would be followed. If the conduct was by a Cllr towards a member of staff, the matter would be presented under dual procedures of employment law/tribunal and the Code of Conduct.	
Are there multiple, confidential ways for employees to report harassment?	x		A member of staff not being able to report harassment	Staff, Cllrs, Members of the public	x			Employees could report to the Clerk, the Chair of the Council/Staffing Committee, Police and Monitoring Officer in the case of complaints about Cllr conduct.	Oct 2026
Are your workers able to access management who are outside of their direct reporting line?	x		A member of staff not being able to report harassment	Staff, Cllrs, Members of the public	x			Employees could report to the Clerk, the Chair of the Council/Staffing Committee, Police and Monitoring Officer in the case of complaints about Cllr conduct.	Oct 2026
Is your workforce so small that confidentiality and confidence to raise	x		CPC is a very small staff team.		x			Employees could report to the Clerk, the Chair of the Council/Staffing Committee, Police and	Oct 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
issues may be difficult to achieve?								Monitoring Officer in the case of complaints about Cllr conduct.	
Have there been previous cases of harassment?	x		Proven case of bullying and harassment of a staff member by a Cllr. Case pursued via Code of Conduct panel.	The Cllr who was found in breach is no longer a Cllr.	x			The perpetrator is no longer a Cllr as did not re stand for election.	Oct 2026
Are line managers consistent at, and do they enforce, disciplinary and grievance policies?	x		All acts of harassment/sexual harassment are reported to the Chair of the Staffing Cttee (there have never been any amongst the staff team). Any complaints have only ever related to Cllr behaviour and third party behaviour.	Staff	x			Matters reported to Chair of Council and followed up by them.	Oct 2026
Do you ensure prompt, thorough and impartial investigations of sexual harassment complaints?	x		All acts of harassment/sexual harassment are reported to the Chair of the Staffing Cttee (there have never been any amongst the staff team). Any	Staff	x			Matters reported to Chair of Council and followed up by them.	Oct 2026

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
			complaints have only ever related to Cllr behaviour and third party behaviour.						
Are there support systems in place for victims of sexual harassment such as counselling services, or employee assistance programmes?	x			Staff	x			Council funds an employee assistance program which is a confidential support and counselling service available free of charge to staff.	Oct 2026
Do staff report a culture of banter or casual sexism which is hard to challenge?		x		Staff, Cllrs and members of the public		x		Council's Sexual Harassment Policy outlines clear expectations on behaviour and how Sexual Harassment would be managed.	Oct. 2026
Do you audit your work practices to ensure they continue to remain fit for purpose and prevent sexual harassment?	x				x			The Clerk continually reviews workplace practices and makes recommendations to Council of any procedural or policy changes required.	Oct 2026
Other specific areas:									

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		

CROWTHORNE PARISH COUNCIL MEETING
3 NOVEMBER 2026

Agenda Item 17: To receive an update on the Neighbourhood Plan Scoping review and agree:
i. Next steps including potential budget requirements
ii. Terms of Reference for Neighbourhood Plan Review Working Group (NPRWG)

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1 PROPOSAL RECOMMENDATIONS

That CPC is provided with an update on the Neighbourhood Plan Scoping review and agrees:

i. Next steps for the Neighbourhood Plan Review including potential budget requirements
ii. Terms of Reference for Neighbourhood Plan Review Working Group (NPRWG)

2 REASONS FOR RECOMMENDATION

In mid-July an open meeting was held hosted by Oneill Homer. Present were members of the Council, Parish Clerk, CVAG and members of the public. Participants were invited to propose items which they would like to see included in a revised Neighbourhood Plan. Inevitably the discussion was wide ranging but Leani Haim from OH was able to capture the main proposals.

She subsequently prepared a comprehensive report which summarised 12 topics raised and advised on the logistical implications of each. A copy of her report is attached which I urge you to read before the Council meeting. It contains much detail which it is essential you understand before our debate.

Three categories were identified:

1. Minor modifications which do not affect how any policy operates.
2. Changes that do not affect policies but are not so significant as to change the nature of the plan.
3. Changes so significant or substantial that they change the nature of the plan. Such changes could have significant financial implications.

Leani presented the report in person on 12 August where most of the previous attendees (including some Cllrs) were present and were able to seek clarification.
It became evident that some of the proposals were financially or practically unviable.
CPC Cllrs must now deliberate on how they wish to proceed.

However, there are three major issues to consider.

Firstly, the process is likely to take longer than the eight months before the next local elections. Thus, any decisions should take into account that the council may have a different composition after the elections.

Secondly, BFC must be approached to synchronise the Parish Boundary, which now includes Derby Field, with the Neighbourhood Plan boundary. Failure to do this could result in any CIL from that development being only 15% instead of 25%.

Thirdly, adopting proposals which fall into Category 3 would trigger the need for an expensive referendum. Some proposals falling in category 2 could also have cost implications which would have to be budgeted for.

Leani's report, whilst studiously non-judgemental, clearly implies that some of the proposed future inclusions were not viable or duplicated existing or planned national provisions, or conflicted with existing NP policies.

Her report contains some complex detail such that I am not convinced that it can be discussed line by line at a Council meeting.

Therefore, I make two recommendations:
Firstly, that BFC is approached immediately to include Derby Field within the NP and seeking clarity on the CIL implications. Leani's report recommends that this is a precursor to any subsequent work.

Secondly, that a WG is set up to review the existing NP in detail with particular reference to the twelve proposals.

The terms of reference of the WG are attached.

They would also have to assess any cost implications and consider the implementation timescale in terms of a change in Council membership post May 2027.

Membership of the WG would be open to residents, business owners, local interest groups and organisations and potentially non-residents with an interest or expertise if Council permitted this.

If the recommendations are accepted, we can move on to appointing the WG.

3 ALTERNATIVE OPTIONS CONSIDERED
None – Council could decide it does not wish to proceed with a Neighbourhood Plan review.

4 SUPPORTING INFORMATION
See above and the report of Leani Haim.

5 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS
BFC's officers have already advised on the need to seek a change to the Neighbourhood Plan Boundary to ensure that Crowthorne benefits from enhanced CIL payments if Derby Filed is developed.

6 IMPACT ASSESSMENT INCLUDING:
6.1 ENVIRONMENT/SUSTAINABILITY
Such considerations will feature in any plan review.

6.2 EQUALITY/ACCESSIBILITY/INCLUSIVITY
Such considerations will feature in any plan review.

6.3 FINANCIAL
The costs/budget requirements will be determined by the scale and scope of changes to the Neighbourhood Plan that Council decides it wishes to proceed with.

6.4 ANY OTHER ANTICIPATED IMPACT

The Neighbourhood Plan review will require considerable officer/Clerk time to support, some of which will fall outside of Council's normal annual meeting program. When the substantive Neighbourhood Plan was being developed, the former Clerk did not 'Clerk' or provide administrative support. However, when the current Clerk was appointed in 2018, she did support with the Neighbourhood Plan works to 'get the plan over the line' as it was clear the process had stalled and that there were clear benefits to CPC of a NP being 'made'. Neighbourhood Plans are founded in complex planning law, some of which has changed recently with the new NPPF. This project is one which is not suitable for support by the Project Officer due to the need for legal and planning law knowledge.

7 CONSULTATION

The public were invited to participate in the scoping review.

8 BACKGROUND

The background to these proposals is set out above and in the report of Leani Haim.

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CLIENT ADVICE NOTE
CROWTHORNE NEIGHBOURHOOD PLAN REVIEW SCOPING SESSION

Project: Crowthorne Neighbourhood Plan Review
Ref: 4025_044
Date: 15 July 2026

1. Introduction and purpose

Crowthorne Parish Council (CPC) has commissioned ONH to advise on whether a review of the made Crowthorne Neighbourhood Plan 2018 to 2036 (CNP) is necessary and, if so, what such a review might contain. As part of that commission, a public scoping session was held on 13 July 2026, attended by parish councillors and members of the public, with ONH joining remotely.

This report does three things. First, it summarises the discussion at the scoping session and consolidates the policy ideas raised there with those tabled in the ONH presentation. Second, for each policy idea it explains which route through the neighbourhood plan modification process would apply, what evidence and resources would be needed, how long it might take, and whether environmental assessments could be triggered. Third, it sets out ONH recommendations on a way forward for the Parish Council to consider.

Technical terms are explained as they arise, and Sections 3 and 5 provide plain language explanations of the modification process and of the two environmental assessments (SEA and HRA) that are referred to throughout. A colour coded summary of every policy idea appears in Section 7.

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2. Summary of the scoping session

The session opened with a refresher on what a neighbourhood plan can and cannot do: it contains policies for the development and use of land, it works alongside the Bracknell Forest development plan, and any changes to it must meet the statutory basic conditions. Two significant changes in the national context were highlighted. The first is that the basic condition requiring general conformity with the strategic policies of the local plan has been replaced: a neighbourhood plan must now simply not promote less development than the local plan. In ONH's view this materially widens what a review could attempt. The second is the forthcoming revised National Planning Policy Framework (NPPF), expected imminently, which will introduce national decision making policies and discourages neighbourhood and local plans from repeating what national policy already secures.

The session then reviewed what the made plan has achieved. Since it was made in June 2021 the Parish Council has received the 25% neighbourhood portion of the Community Infrastructure Levy (CIL), worth approximately £159,000 more than it would otherwise have received, and the plan's policies, particularly Policy CR1 on design, have been actively applied in a series of refusals, approvals and appeal decisions.

Locally the parish boundary has been altered to bring the local plan allocated Derby Fields site into Crowthorne parish alongside another minor change. Of the three local plan allocations (Derby Fields, Broadmoor and Buckler's Park), only Buckler's Park has started on the ground. The former TRL buildings site (Crowthorne House) is in new ownership with an emerging intention to replace the

retained commercial buildings with housing. The promised primary school at Buckler's Park has been replaced by a proposed SEND school, with local children directed to schools in Wokingham Borough and elsewhere.

The strongest strands of community feeling to emerge were, first, an appetite to explore an alternative housing location to Derby Fields, with Wellington Business Park repeatedly identified as a brownfield site next to the station; second, a substantial package of biodiversity, tree and wildlife measures; and third, concerns around parking, active travel and the safety of public spaces. There was noticeably little enthusiasm for the local heritage assets idea. Key open questions were recorded on whether redesignating the neighbourhood area triggers a referendum, and on how CIL would be apportioned for Derby Fields if the neighbourhood area is not redesignated. These are dealt with in Section 4.

The wider national picture was also set out. The government intends to reintroduce regional spatial planning through Spatial Development Strategies (SDSs). A series of coordinated round of executive reports is being considered by Wokingham, Oxfordshire, Reading, Swindon, West Berkshire, Bracknell Forest, Windsor and Maidenhead and Slough in June and July 2026 to begin work on the Thames Valley SDS with funds secured from a government grant for this purpose. Proposals for a mayoral geography and the reorganisation of the Berkshire authorities into larger unitary authorities are separate processes which remain unresolved. A new local plan process is also being introduced with Bracknell Forest expected to begin its next local plan in autumn 2027, while Wokingham is running a twin track approach, with its legacy local plan at examination and a new style plan already commenced. New national housing requirement figures accompany these new style local plans. The significance for Crowthorne is twofold: development pressure on land around the parish, particularly in Wokingham Borough, will continue, and the timing of the new Bracknell Forest plan gives a reviewed neighbourhood plan a genuine window in which to influence where future additional growth goes.

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3. How a made neighbourhood plan can be changed

Government guidance (Planning Practice Guidance, paragraph 106, reference ID 41-106-20190509) sets out three routes for changing a made neighbourhood plan. Which route applies depends on how significant the changes are, and this in turn drives the process, the cost and the timescale. Throughout this report each policy idea is colour coded against these routes.

Route	What it covers	Process required
Route 1: Minor update	Non-material changes that do not affect how any policy operates, such as correcting errors or updating references to documents.	No consultation, no examination, no referendum. Bracknell Forest Council makes the change with the Parish Council's consent.
Route 2: Material modification, nature unchanged	Changes that do affect policies but are not so significant or substantial as to change the nature of the plan, for example adding a design code that builds on an existing design policy.	Full consultation (Regulation 14 and 16 stages) and independent examination, but no referendum. The examiner's report is binding and Bracknell Forest must make the modified plan within five weeks of receiving it.
Route 3: Material modification, nature changed	Changes so significant or substantial that they change the nature of the plan, for example allocating new sites for development.	Full consultation, independent examination and a referendum, the same process as making a new plan.

Three practical points follow from this. First, the change of nature test is decided by the independent examiner at the start of the examination, informed by the stated positions of the Parish Council and Bracknell Forest Council, so early discussions with the Borough on which route is being pursued is essential. Second, the whole package of modifications is assessed together: one Route 3 idea pulls every other idea in the same review through the referendum process. It is therefore possible to sequence a review, for example an early Route 2 update followed by a later, more ambitious Route 3 exercise, although each pass carries its own consultation and examination costs. Third, whichever route applies, every modified policy is tested against the basic conditions at examination, including the revised condition that the plan must not promote less development than the local plan.

4. The neighbourhood area boundary and Derby Fields

This question sits above all of the policy ideas, because it determines what the reviewed plan can talk about at all, and it may determine whether a referendum is needed for the whole review.

The issue

The made plan applies to the neighbourhood area designated by Bracknell Forest Council on 15 June 2016, which coincided with the parish boundary as it then was. The parish boundary has since been changed to bring the allocated Derby Fields site (and a small additional triangle of land) into Crowthorne parish. The designated neighbourhood area does not change automatically. Until it is redesignated, the reviewed plan cannot contain any policy that applies to Derby Fields.

The process

The Parish Council would apply to Bracknell Forest Council for a new neighbourhood area matching the current parish boundary. Where a parish council applies for the whole of its parish, including an extension of an existing area to the parish boundary, the Borough must designate the whole area applied for (Planning Practice Guidance paragraph 032, reference ID 41-032-20170728). The application step itself is therefore low risk and inexpensive: a short application with a statement of reasons.

The two unresolved questions

A. The referendum question. It is not yet settled whether extending the neighbourhood area, automatically amounts to a change of nature of the plan, which would require a referendum (Route 3). A small number of plans elsewhere are testing this at examination and examiner decisions are expected to give a steer. In ONH's judgement the Parish Council should plan on the assumption that including Derby Fields, especially if combined with any site related policy for it, will be treated as Route 3. If Bracknell agrees otherwise and examiner practice softens, that is a saving rather than a cost.

B. The CIL question. Whether the neighbourhood portion of CIL from any Derby Fields development flows to Crowthorne depends on how Bracknell Forest interprets the CIL Regulations, which apportion the neighbourhood share by reference to the area in which development takes place. Since the site is now within the parish, a view is that the parish share follows the parish boundary regardless of the designated neighbourhood area, but this must be confirmed in writing with the Borough.

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Recommendation on the boundary

Seek written confirmation from Bracknell Forest Council on both questions before committing to a review programme. Unless the CIL answer removes the incentive entirely, ONH recommends redesignation to the full current parish boundary as the first formal step of any review. It is a one-off administrative step, it maximises what the plan can influence, and it aligns the plan with the community the site will functionally join.

5. Environmental assessments explained: SEA and HRA

Two environmental assessment regimes can apply to a neighbourhood plan review. Failing to deal with them properly is one of the few things that can legally unravel a plan project.

Strategic Environmental Assessment (SEA)

SEA derives from the Environmental Assessment of Plans and Programmes Regulations 2004 (as amended). A modified plan needs SEA only if it is likely to have significant environmental effects. The test is applied through a screening opinion issued by Bracknell Forest Council in consultation with Natural England, the Environment Agency and Historic England. Screening requires a minimum 5 weeks consultation period but is inexpensive to the Parish Council relating only to submitting a request to Bracknell Forest once the scope of the proposed modifications are known. A full SEA, by contrast, involves a scoping report, an environmental report assessing reasonable alternatives, and consultation, typically adding several months and cost to a review.

The made plan was screened out of SEA in January 2019 because it contained design and protection policies rather than site allocations. That remains the key dividing line: a review confined to design, biodiversity, movement and protection policies is very likely to screen out again, whereas a review that allocates seeks to establish a position on housing is very likely to screen in, because allocating sites is the textbook example the guidance gives of a plan with potentially significant environmental effects.

Habitats Regulations Assessment (HRA)

HRA derives from the Conservation of Habitats and Species Regulations 2017 (as amended) and is a specific basic condition for neighbourhood plans. It protects internationally important wildlife sites, and in Crowthorne's case that means the Thames Basin Heaths Special Protection Area (SPA), which bounds the parish to the south and east. The majority of Crowthorne lies within 5 kilometres of the SPA, so any policy that provides for a net increase in dwellings engages the established mitigation framework of Suitable Alternative Natural Greenspace (SANG) and access management contributions and requires HRA screening. Within 400 metres of the SPA boundary, net new housing is effectively excluded altogether.

The practical consequences for this review are, first, that protective and design policies will screen out of HRA without difficulty, as the made plan did; second, that any housing allocation must demonstrate available SANG capacity and will require at least a shadow HRA screening report, and possibly an Appropriate Assessment; and third, that if an Appropriate Assessment is required, SEA is automatically triggered as well. HRA is therefore the single most important technical constraint on the housing policy idea, although it is a manageable one: Bucklers Forest SANG and the mitigation arrangements in the Bracknell Forest Local Plan provide an established route.

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What this means in practice

In the summary matrix in Section 7, each idea is flagged as SEA or HRA "unlikely", "screening needed" or "likely". Unlikely means the idea should pass screening with no more than a short screening statement. Screening needed means a formal screening request to the Borough is a necessary early step. Likely means the Parish Council should budget for the full assessment from the outset.

6. Policy ideas: assessment

Twelve policy ideas are assessed below, consolidating those raised at the session with those tabled in the ONH presentation, by Crowthorne Village Action Group, Crowthorne Reduce Our Waste and CPC Cllr McKenzie-Boyle. Some raise non-planning matters which can be dealt with by CPC separately. Each planning policy idea is given a reference (P1 to P12) used in the summary matrix, a colour coded modification route, an assessment of deliverability with suggested ways through any difficulty, and an indication of the evidence, cost and time involved. Costs are expressed in bands: Low means largely desk based work within the core review budget, Medium means one or more targeted studies or surveys, High means multiple technical studies or specialist input.

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P1. Housing: Wellington Business Park and others as a potential alternative to Derby Fields

Route 3: material modification changing the nature of the plan. Examination and referendum required.

What was raised. The strongest theme of the evening. Attendees would prefer housing to come forward on the brownfield Wellington Business Park, which sits next to the railway station, rather than on the greenfield, recreational Derby Fields site allocated in the Bracknell Forest Local Plan. Related contributions noted the additional homes emerging at the former TRL buildings (Kennedy Wilson) and potential further capacity at Broadmoor. National policy encouragement for increasing density in certain locations was also raised as a further option to explore as part of accommodating additional growth.

How it could pass through the modification process. This is the defining Route 3 idea. Allocating housing and essentially reversing the made plan's Policy CR11 protection of Wellington Business Park as an employment area, would change the nature of the plan, so a referendum should be assumed. Critically, the revised basic condition means the plan cannot promote less development than the local plan. The plan therefore cannot simply oppose Derby Fields. What it can do is tell a positive, evidenced story: identify where the equivalent or greater quantum of housing can be delivered (Wellington Business Park, the TRL buildings site, potentially Broadmoor and other higher density capacity), and shape rather than resist Derby Fields through density, design and infrastructure expectations if it proceeds. Guidance cautions that a neighbourhood plan should not constrain the delivery of a strategic allocation, so the drafting must present the alternative as additional and preferable capacity, not as a block on the allocated site. It is also anticipated that a revised NPPF to be published imminently will provide in principle support for new homes in locations such as Derby Fields given its proximity to the railway station.

Deliverability and risks. The risks are real but the direction of travel helps. In favour: brownfield status, immediate rail access, the forthcoming NPPF emphasis on higher densities in accessible

locations, evidence that the business park has already lost twelve units to residential prior approvals, and the timing of the new Bracknell Forest local plan process from autumn 2027, which gives the neighbourhood plan a genuine opportunity to influence site selection. Against: Bracknell Forest may resist unpicking a recently adopted allocation; landowner intentions at the business park are unknown and an allocation without a willing landowner rarely delivers; the loss of employment floorspace needs its own evidence; and the community itself was not unanimous, with some attendees opposed to losing employment land or shops. A constructive sequencing is to treat this review as the vehicle that puts the community's preferred spatial strategy formally on the table ahead of, and as an input to, the Borough's new local plan.

Resources, time and assessments. High on every measure. Required evidence would include a site capacity and delivery assessment for Wellington Business Park, an employment land position statement, landowner engagement, transport and access advice, and SANG capacity confirmation. SEA is likely (site allocation) and HRA screening is required, with an Appropriate Assessment possible. Allow 18 to 30 months from commissioning to referendum and treat this as the pacing item for the whole review.

P2. Local Green Space designation

Route 3: material modification changing the nature of the plan. Examination and referendum required.

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What was raised. The made plan designated no Local Green Spaces. The southern section of Circle Hill was identified as the leading candidate, complementing the northern section that Wokingham Borough is designating through its local plan, with other identified open green spaces as possible additions.

How it could pass through the modification process. Local Green Space designation gives land protection equivalent to Green Belt and is expressly something neighbourhood plans can do. Adding local green space designations to a plan that currently has none is a material modification and likely to be judged to change the nature of the plan, so Route 3 applies. Each site must individually satisfy the national tests: reasonably close to the community it serves, not an extensive tract of land, and demonstrably special for beauty, history, recreation, tranquillity or wildlife. Designations must also sit alongside meeting housing requirements: an examiner will look sceptically at any designation that appears aimed at frustrating development, and a designation attempt over land with active development interest invites a landowner challenge at examination.

Deliverability and risks. Circle Hill south is a strong first candidate given the Wokingham designation across the boundary and the pending local nature reserve application. The right approach is a Local Green Space assessment report evaluating each candidate against the tests, coordinated with both boroughs, and a disciplined final list. If the housing idea (P1) proceeds, the two must be prepared together so that the plan's overall housing story remains positive.

Resources, time and assessments. Medium. A site by site assessment report and landowner notification. Fits a standard review programme. SEA unlikely for protective designations; HRA unlikely.

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P3. Biodiversity net gain: local delivery and offsetting land

Route 2: material modification, nature unchanged. Examination, no referendum.

What was raised. Where developers cannot achieve their mandatory 10 per cent biodiversity net gain on site, offsetting should happen within Crowthorne rather than elsewhere in the country, and land within the parish should be identified on which offset units can be delivered.

How it could pass through the modification process. A strengthened Policy CR12 expressing a spatial hierarchy (on site first, then within the parish, then wider) builds on an existing policy and would not change the nature of the plan. The examiner will strike out anything that conflicts with or duplicates the national statutory BNG framework under the Environment Act 2021, so the policy must be drafted as a local preference applied through the existing national hierarchy, not as a prohibition on lawful off-site delivery.

Deliverability and risks. The policy is far stronger if it can point to actual receptor land. Two leads exist: the landowner mentioned at a recent local event, who should be followed up, and Parish Council or other local landholdings. A note of caution from the session is well founded: high value habitat such as Broadmoor Meadows and existing SANG is difficult to enhance further and therefore generates few units, so candidate land is more likely to be lower grade grassland or amenity land with headroom for improvement. Without identified land the policy has a chance to survive examination but risks being ineffective in practice. Following the session, it has become clear that Bracknell Forest already operates habitat banks in the local area. With the regulations applying a spatial multiplier (credits will be more expensive the further away from the site it is) biodiversity net gain not delivered on site may already de facto operate in this way.

Resources, time and assessments. Medium. Landowner engagement plus an ecological baseline appraisal of one or two candidate sites. Further engagement with Bracknell Forest on experience of operating habitat banks and credit opportunity remaining. Fits within a standard review programme. SEA and HRA unlikely; this is an environmentally positive policy.

P4. Trees: three to one replacement with enforced aftercare

Route 2: material modification, nature unchanged. Examination, no referendum.

What was raised. Crowthorne has lost tens of thousands of trees to recent development. Where tree removal is unavoidable, replacement should be at a ratio of three new trees for every one lost, with aftercare secured so that replacements actually establish rather than being planted and abandoned.

How it could pass through the modification process. Policy CR1 already resists the loss of mature trees and requires like for like on site replacement where loss is unavoidable, so an uplift to a three to one ratio is a refinement of an existing policy and sits comfortably in Route 2. The forthcoming national design code is expected to address trees, so the final drafting should add local value on top of the national baseline rather than repeat it, consistent with the new NPPF's direction against duplication.

Deliverability and risks. A fixed numeric ratio needs local justification or an examiner may soften it. The justification is available: documented canopy loss at Buckler's Park and along Nine Mile Ride, the

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climate and character role of trees already evidenced in the made plan, and the replacement of woodland proposed to mitigate Derby Fields. Aftercare is best secured through the policy requiring landscape management plans with a defined establishment period (five years is the recognised standard), which the Borough then conditions. The Parish Council's own experience of monitoring compliance, raised pointedly at the session, argues for the policy also being paired with a non-policy action on enforcement liaison with the Borough.

Resources, time and assessments. Low to Medium. A short tree canopy and loss evidence note. SEA and HRA unlikely.

P5. Wildlife friendly design: swift bricks, bat dark zones, hedgehog highways, pollinator landscaping and green corridors

Route 2: material modification, nature unchanged. Examination, no referendum.

What was raised. A package of building level and layout level measures: integral swift bricks, dark zones in lighting design for bats, hedgehog connectivity through fencing, pollinator friendly landscaping as the default, and mapped green corridors linking wildlife areas so that habitat parcels are not isolated. First hand experience at Buckler's Park, where hedgehog holes shown on plans never appeared in built fences, sharpened the discussion.

How it could pass through the modification process. These are additions to the design criteria of Policies CR1 to CR8 and to Policy CR12, well within Route 2. There is extensive precedent in made neighbourhood plans for swift brick and wildlife accessibility policies, and the national design code is expected to cover much of this ground, so the drafting task is to check the final national wording and add only what is locally distinctive, above all the mapped green corridors, which depend on local knowledge and cannot be supplied nationally.

Deliverability and risks. Low risk at examination. The main effort is the corridor mapping, which should draw on Thames Valley Environmental Records Centre data (already in the plan's Appendix D), the Bracknell Forest work on green corridors in the north of the borough, and community knowledge. The Buckler's Park compliance experience again argues for pairing the policy with a monitoring action. The first plan's green infrastructure policy was watered down at the Borough's insistence on the basis that Bracknell Forest would deliver a strategy itself; the review is the right moment to ask the Borough to evidence that commitment or accept a fuller neighbourhood policy.

Resources, time and assessments. Low to Medium. Corridor mapping and a short evidence note. SEA and HRA unlikely.

P6. Climate and energy: heat pumps, solar panels and EV charging on new homes

Route 2 process, but significant duplication risk. Examination, no referendum.

What was raised. All new homes should be built with heat pumps, solar panels and electric vehicle charging from the outset, to avoid costly retrofitting, with the under sized electrical infrastructure at Buckler's Park cited as the cautionary tale.

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How it could pass through the modification process. The process is straightforward Route 2; the difficulty is substance. The Future Homes Standard and the Building Regulations will mandate low carbon heating and already mandate EV charge points, and government policy restricts development plans from setting their own energy performance standards for dwellings above the national regime. A policy that simply mandates technologies therefore risks deletion at examination for duplicating or exceeding national provision, precisely what the new NPPF tells plans not to do.

Deliverability and risks. The durable version of this idea is a design integration policy: requiring layouts and roof forms that maximise solar orientation, requiring electrical and ducting infrastructure to be designed for full electrification from the outset (the genuine lesson of Buckler's Park), and supporting retrofit measures on existing homes where planning permission is needed. That drafting adds local value without trespassing on building regulations, and stands the best chance with an examiner.

Resources, time and assessments. Low. Desk based drafting once the revised NPPF is published. SEA and HRA unlikely.

P7. Active travel and movement

Route 2: material modification, nature unchanged. Examination, no referendum.

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What was raised. Safe pedestrian and cycle routes, concerns about children crossing fast roads, continuity of the Wokingham Greenway, and the wider frustration that traffic generated by development outside the parish cannot be stopped by a neighbourhood plan.

How it could pass through the modification process. A new movement policy is a conventional Route 2 addition. As explained at the session, the plan cannot control development or traffic beyond the boundary, but it can map the parish's active travel network, identify missing links and crossings, and require new development to connect to and improve that network. Where the policy expects developer contributions, these must be fairly related in scale to the development concerned, so the drafting should focus on connections a development itself necessitates. Otherwise, it is likely that their delivery will rely on CIL or other grants.

Deliverability and risks. Low risk at examination and strongly supported by national policy. The evidence task is a route audit identifying the network, gaps and priority crossings, drawing on the rights of way network already mapped for the parish. Bus service aspirations, raised with feeling at the session, are largely beyond land use policy and belong in the plan's non statutory companion actions, where the Parish Council's existing funded pilot can be recorded honestly alongside its cost lesson.

Resources, time and assessments. Low to Medium. A route audit, ideally undertaken with volunteers. SEA and HRA unlikely.

P8. Residential parking standards

Route 2 process, but the highest examination risk of the Route 2 ideas.

What was raised. Parking on new developments does not keep pace with real car ownership, particularly where adult children remain at home, with visible stress at Buckler's Park around the community hub and play areas. The idea is a policy setting parish parking expectations above the Bracknell Forest SPD minimums.

How it could pass through the modification process. Process wise this is Route 2. Substantively it must be approached with eyes open: Bracknell Forest objected to the equivalent policy in the emerging Sandhurst Neighbourhood Plan at Regulation 14, arguing that higher standards in relatively accessible locations conflict with NPPF paragraph 112, that the wording was unclear, and that the policy failed basic condition (a). The Sandhurst plan has completed Regulation 16 but has not yet been examined. It is possible than an evidenced local case can satisfy the regard to national policy condition. The Sandhurst examination outcome will be the best available signal and should be awaited before finalising drafting.

Deliverability and risks. The version most likely to survive examination is targeted and evidenced rather than a blanket uplift: parking stress surveys on the newest estates, census car ownership data, standards differentiated by location (station area versus outer estates), realistic treatment of garages and tandem spaces, and requirements for unallocated visitor parking near community facilities, which is the specific Buckler's Park failure identified. If the examiner ultimately deletes numeric standards, the layout and visitor parking criteria can still survive as design policy.

Resources, time and assessments. Medium. Parking stress surveys and data analysis. SEA and HRA unlikely.

P9. High street flexibility: commercial to residential change of use

Route 2: modification of Policies CR9 and CR10. Examination, no referendum.

What was raised. A pragmatic argument that, with retail migrating online, the plan should be more open to residential conversion on and around the High Street where commercial uses are no longer viable, both to keep buildings in use and to relieve pressure on green land. This was contested in the room: the Parish Council restated its objective of maintaining a vibrant trading high street, supported by free parking, and others opposed losing shops to housing. No consensus was reached or needed.

How it could pass through the modification process. Policies CR9 and CR10 already permit residential upper floors and contain a viability and marketing test for the loss of shops. Recalibrating those tests, for example defining a tighter primary frontage where protection remains strict while relaxing the approach at the edges, is a Route 2 modification. An honest limitation must be stated: much commercial to residential change of use is now permitted development under Class MA and does not need planning permission at all, so the policy only bites on proposals that do. The review should also await the revised NPPF's national decision making policies on town centres to avoid duplication.

Deliverability and risks. Low examination risk; the real test is community consent, given the visible divergence of views. This idea more than any other needs to be tested at consultation with clear options, and the evidence base should include a simple high street health check (occupancy, uses, vacancy over time) so the debate is grounded in data rather than impression.

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Resources, time and assessments. Low to Medium. A high street health check. SEA and HRA unlikely.

P10. Safe and inclusive public spaces (Make Space for Girls)

Route 2: material modification, nature unchanged. Examination, no referendum.

What was raised. New recreational and public spaces should be designed for everyone who uses them, drawing on the Make Space for Girls agenda: natural surveillance, lighting, CCTV where appropriate, shelters and facilities that serve girls and young women as well as the traditional pitch and pump track users. The regenerated Morgan Recreation Ground was cited as a locally proven model, now regarded by the antisocial behaviour partnership as exemplary, and the recreation land expected at Buckler's Park Phase 5C is the obvious first application.

How it could pass through the modification process. A design criteria addition to the plan's design policies, or a short standalone policy for new public and recreational space, sits comfortably in Route 2 and aligns with national policy on healthy and safe communities. The Morgan Recreation Ground gives the policy something most plans lack, local evidence that the approach works.

Deliverability and risks. Low risk. One drafting care point: elements such as CCTV operation and street lighting levels are management matters rather than development and use of land, so the policy should govern what new development designs in, while operational matters are recorded as companion actions for the Parish Council and Borough.

Resources, time and assessments. Low. Desk based drafting with the Morgan Recreation Ground case study. SEA and HRA unlikely.

P11. Local heritage assets

Route 2: material modification, nature unchanged. Examination, no referendum.

What was raised. Five buildings from the made plan's Appendix A were not accepted onto the Borough's Local List: Lovick Cottage, Wildmoor Heath Primary School, the Roger and Sons bakery sign at 263 High Street, Crowthorne Methodist Church and 102 High Street. A neighbourhood plan policy could give these sites recognition as non-designated heritage assets. The session recorded limited enthusiasm, with a live counter argument that listing the school could complicate future classroom expansion.

How it could pass through the modification process. Neighbourhood plans can identify non designated heritage assets provided each is supported by a clear description of its significance, and a policy requiring proposals to have regard to that significance is a standard Route 2 addition. The first step is to establish from the Borough why the five were declined, since drafting against an unknown objection is inefficient.

Deliverability and risks. Technically low risk but given the muted community response ONH suggests this is a candidate to hold in reserve: pursue it within the review only if the Borough's reasons prove procedural rather than substantive, and if consultation shows appetite. Identification as a non-

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designated heritage asset is a material consideration in decisions, not a bar to change, which answers the school expansion concern.

Resources, time and assessments. Low. Heritage significance descriptions for five sites. SEA and HRA unlikely.

P12. Design policy refresh, density and the remaining development phases

Route 2: material modification, nature unchanged. Examination, no referendum.

What was raised. Three connected matters: the presentation's proposal to ratify the plan's design guidance against the new NPPF and national design code, the new national provision expecting higher densities in certain locations, and the session's appetite to shape what remains to be built at Buckler's Park and the former TRL buildings site, including density, character consistency, transport and supporting infrastructure such as school and play provision.

How it could pass through the modification process. Updating Policies CR1 to CR8 is the housekeeping core of any review and is unambiguously Route 2. It serves three purposes at once: stripping out anything the new national decision making policies will cover (which the new NPPF requires), stating where higher density is and is not appropriate in Crowthorne (the station area being the natural candidate, which also underpins P1), and adding criteria for the remaining phases of the strategic sites so that the community's expectations on density, character and infrastructure carry development plan weight rather than being argued application by application. Depending on the outcome of P1, it is also possible to simply extend Policy CR6 to cover Derby Field, however, its content would remain subject to a review against any new NPPF.

Deliverability and risks. Low examination risk, but the work cannot be finalised until the revised NPPF and national design code are published, expected imminently. The 2018 AECOM design guide remains a sound foundation; a full replacement design code is not necessary for examination purposes, though it could be commissioned later as a project. Note that the national neighbourhood planning grant programme has been withdrawn, so any design code commission would fall to the Parish Council's own resources.

Resources, time and assessments. Medium for the policy refresh; High only if a full design code is commissioned. SEA and HRA unlikely.

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7. Summary matrix

The matrix below brings the assessments together. Colour coding follows Section 3: green for Route 1, amber for Route 2, red for Route 3 or where the route is unresolved and should prudently be assumed to be Route 3. Evidence, cost and timescale are banded Low, Medium and High as defined in Section 6. The boundary redesignation is included as row B because it is the gateway step for the review.

Ref	Policy idea	Modification route	Evidence burden	Cost	Timescale	SEA / HRA
A	Neighbourhood area redesignation (Derby Fields)	Gateway step; assume contributes to Route 3	Low	Low	Short	Unlikely (step itself)
P1	Directing the next phase of growth	Route 3: referendum required	High	High	Long	SEA likely; HRA screening needed
P2	Local Green Space designation	Route 3: referendum required	Medium	Medium	Short–Med	Unlikely screening needed
P3	Biodiversity net gain: local delivery and offsetting land	Route 2	Medium	Medium	Short	Unlikely screening needed
P4	Trees: three to one replacement and aftercare	Route 2	Low–Med	Low	Short	Unlikely screening needed
P5	Wildlife friendly design and green corridors	Route 2	Low–Med	Low	Short	Unlikely screening needed
P6	Climate and energy standards for new homes	Route 2 (duplication risk)	Low	Low	Short	Unlikely screening needed
P7	Active travel and movement	Route 2	Low–Med	Low	Short	Unlikely screening needed
P8	Residential parking standards	Route 2 (highest Route 2 risk)	Medium	Medium	Medium	Unlikely screening needed
P9	High street change of use flexibility	Route 2	Low–Med	Low	Short	Unlikely screening needed
P10	Safe and inclusive public spaces	Route 2	Low	Low	Short	Unlikely screening needed
P11	Local heritage assets	Route 2 (hold in reserve)	Low	Low	Short	Unlikely screening needed
P12	Design policy refresh, density, remaining phases	Route 2	Medium	Medium	Short–Med	Unlikely screening needed

The pattern is clear: ten of the twelve policy ideas are Route 2 and could proceed to a modified plan through examination alone, without a referendum. It is the housing location idea (P1) and the proposed Local Green Space designations (P2), together with the boundary redesignation that enables any policy for Derby Fields, that converts the review into a Route 3 exercise with a referendum, although the latter remains to be tested. That is the choice before the Parish Council as it seems clear that there is an appetite, and policy context changes, signalling a need for the neighbourhood plan to be reviewed.

ONH
Planning for Good

8. Recommendations and next steps

ONH recommends that the Parish Council proceeds as follows.

1.0 Resolve the two gateway questions with Bracknell Forest Council now, before committing to a programme: the Borough's position on whether redesignation and a Derby Fields policy would change the nature of the plan, and written confirmation of how the neighbourhood portion of CIL for Derby Fields would be apportioned if the neighbourhood area is not redesignated.

2.0 Decide the strategic question in principle: whether the review should pursue the future housing growth locations and shape it (P1) and/or local green space designation (P6), accepting a referendum, a longer programme and higher cost, or confine itself to the Route 2 package. ONH's advice is that the community appetite expressed at the session, the CIL at stake, and the opening presented by the new Bracknell Forest local plan process from autumn 2027 justify the fuller review, provided the gateway answers are satisfactory and early landowner and Bracknell Forest Council soundings are not discouraging.

3.0 Whichever answer is given to the strategic question, commission the Route 2 package around a core of P3, P4, P5, P7, P10 and P12, which are low risk, strongly supported by the session and largely deliverable with desk-based evidence. Treat P6 and P9 as drafting exercises finalised once the revised NPPF and national design code are published, expected imminently. Treat P8 as conditional on the outcome of the Sandhurst Neighbourhood Plan examination and hold P11 in reserve pending the Borough's reasons and consultation appetite.

4.0 Sequence the programme so that national policy uncertainty is absorbed rather than suffered: gateway confirmations and evidence commissioning through autumn 2026, policy drafting once the revised NPPF is published, Regulation 14 consultation in 2027, and submission timed to influence the Borough's new local plan process. On a Route 2 only review, allow around 12 to 18 months to a modified made plan; on a Route 3 review including or excluding P1, allow 18 to 30 months to referendum.

5.0 Budget realistically. The national neighbourhood planning grant programme has been withdrawn, so review costs fall to the Parish Council, for which the CIL neighbourhood portion received since 2021 is an available and appropriate source although it is accepted that the Borough Council continues to resists this. The single largest budget sensitivity is P1, which brings SEA, HRA and site evidence costs; the matrix in Section 7 is designed to let the Council see exactly what is added or saved by each inclusion decision.

The decision this report supports is the Parish Council's resolution on whether to formally commence a review, and on which of the policy ideas to adopt. ONH would be pleased to present this report to the Council or to a reconvened session of the scoping group.

DRAFT

CROWTHORNE NEIGHBOURHOOD PLAN

TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLAN REVIEW GROUP

1. Purpose

The Working Group is established to review the existing Crowthorne Neighbourhood Plan, assess its effectiveness, and recommend updates to ensure it remains relevant, compliant with current planning policy, and reflective of community priorities.

2. Objectives

- Review the current Neighbourhood Plan policies and evidence base.
- Identify areas requiring amendment
- Engage with residents, businesses, and stakeholders to gather feedback.
- Ensure alignment with the latest Bracknell Local Plan, National Planning Policy Framework (NPPF), and other relevant guidance.
- Prepare recommendations for the Parish Council on proposed changes.

3. Membership

- The Parish Council is the qualifying body and decides who sits on the Working Group.
- Membership of the Working Group shall be comprised of a minimum of 2 councillors including the Chairman, and other interested community representatives including people who live, work or have an interest in the area.
- Most members must live in the parish.
- Chair of the Review Working Group to be appointed by the Council.
- Membership to be reviewed annually or as required.

4. Roles & Responsibilities

- **Chair**: Facilitate meetings, ensure objectives are met, and report to the Council.
- **Members**: Contribute expertise, attend meetings, and participate in consultation activities.
- **Clerk:** Provide administrative support, circulate agendas, and record minutes.

5. Meetings

- Held at intervals agreed by the Group,
- Agendas and papers to be circulated at least 3 working days in advance.
- Decisions to be made by consensus where possible; otherwise, by majority vote.

6. Reporting

- The Chair will provide regular progress updates to the Council.
- A final report with recommendations will be submitted for Council approval before any formal plan amendments proceed.

7. Authority

- The Group operates in an advisory capacity and has no delegated decision-making or budget holding/expenditure powers.
- All recommendations are subject to Council approval, including any consultancy support and budget/funding requirements for the Neighbourhood Plan Review.

8. Review of ToR

- These Terms of Reference will be reviewed annually

CROWTHORNE PARISH COUNCIL MEETING
3 NOVEMBER 2027

Agenda item 18: To receive a verbal report on any stakeholder matters relating to Buckler's Park, and determine CPC's response to Dandara's proposals and consultation for Phase 6 at Bucklers Park

The following consultation has been received from representatives of Dandara regarding the proposed redevelopment of the old TRL building, Crowthorne House.

I'm getting in touch on behalf of Dandara regarding its vision to regenerate Land at Crowthorne House (the former Transport Research Laboratory HQ) as the sixth phase of the Buckler's Park development, which falls inside Crowthorne Parish Council's boundary.

A community consultation is being launched, with all the relevant details available on the project website: https://bucklers.your-feedback.co.uk/

The proposals comprise:

- *147 new homes on the former TRL site at Crowthorne House, helping to meet local housing needs*
- *51 affordable homes, representing approximately 35% of the new homes*
- *New public open space and a children's play area for residents and the wider community to enjoy*
- *Protection of important existing trees, alongside new trees and planting throughout the site*
- *Reusing a vacant brownfield site – replacing the former TRL offices, warehouses, and surface car parking with new homes*
- *Completing Buckler's Park – creating a neighbourhood that reflects the wider development's established design and landscape*
- *Opportunities to improve habitats for wildlife as the landscape design is developed*
- *Walking and cycling routes through Phase 6, with opportunities to connect to the wider Buckler's Park network*
- *Construction jobs and investment, alongside contributions to local infrastructure*
- *Fewer vehicle trips – the proposals are expected to generate 155 fewer AM peak trips, 148 fewer PM peak trips, and 708 fewer trips over 12 hours than when the site was in employment use*

We are circulating a community flyer to homes and businesses near the proposal site, which is attached for your information. Along with raising awareness about the scheme, it includes a link to our project website which contains all the key information along with the option to leave feedback until Sunday 1st November.

As an important local stakeholder, we would be happy to answer any questions the Parish Council might have regarding the scheme. We would be grateful if you could share this information with members, and we're happy to offer a briefing with the project team if that would be helpful.

Kind regards,

Warwick Payne,

On behalf of Dandara

The consultation was reviewed and discussed by those attending the Neighbourhood Action Group meeting on 27 October and the following feedback received:

1. Is 147 homes the 'right' number of houses or should there be less, in order to accommodate community infrastructure including:
    a. Allotments (it was stated that all 3 local allotment sites have wating lists and demand for people to grow their own produce is insufficient to meet demand)
    b. A Scout and Girlguiding hall – for many years these uniformed youth groups have sought to have an additional hall provided in Crowthorne – Phase 6 at Buckler's Park would be the ideal location for such a hall.
    c. Another community hall for hire like the Buckler's Park Community Hub where locals can book to host birthday parties etc.
    d. Residents want a school for their children to attend on the development.
    e. Residents was a GP surgery on the development.

2. Current residents on site would want there to be tightly controlled working hours for construction on site and measures put in place to guard against vibration damage to nearby homes, with compensation available for any structural damage caused to nearby homes from building works/vibrations from building works.

3. Residents do not want another play park on the development – there are too many play parks on the development already and the costs are being borne by residents via their management charges.

New homes at Phase 6 of Buckler's Park

dandara

Sharing our vision with the community

Dandara is preparing a planning application for Phase 6 of Buckler's Park, on the site of the vacant former Transport Research Laboratory headquarters at Crowthorne House.

The wider Buckler's Park development received outline planning permission in 2015, but Crowthorne House was not part of that original planning application, therefore a separate full planning application is required for the redevelopment of this parcel.

The proposals would replace the vacant office and industrial buildings with 147 new homes, including 51 affordable homes, alongside public open space, a children's play area, new planting and walking and cycling routes.

Phase 6 is designed to form a natural extension to Buckler's Park, following the established design principles of the wider development.

We are now inviting feedback from the local community, which will help shape the proposals before an application is submitted to Bracknell Forest Council.

Have your say

We are holding an online consultation with more information about our vision, and a section where comments can be made, at **bucklers.your-feedback.co.uk**

Feedback can be submitted up until **Sunday 1st November 2026.**

For those without internet access, printed copies of our consultation materials and feedback forms are available on request. Please contact our project team via the details shown below.

Contact us

Scan QR code to visit our project website

mail@your-feedback.co.uk

0800 099 6712 - leave us a message and we will call you back

Key benefits

- 147 new homes on the former TRL site, helping to meet local housing needs
- 51 affordable homes, representing approximately 35% of the new homes
- New public open space and children's play area for residents and the wider community to enjoy
- Protection of important existing trees, alongside new trees and planting throughout the site
- Reusing a vacant brownfield site – replacing the former TRL offices, warehouses and surface car parking with new homes
- Completing Buckler's Park – Creating a neighbourhood that reflects the wider development's established design and landscape
- Opportunities to improve habitats for wildlife as the landscape design is developed
- Walking and cycling routes through Phase 6, with opportunities to connect to the wider Buckler's Park network
- Construction jobs and investment, alongside contributions to local infrastructure
- Fewer vehicle trips – The proposals are expected to generate 155 fewer AM peak trips, 148 fewer PM peak trips and 708 fewer trips over 12 hours than the site's lawful employment use