

NOTICE
OF
MEETING



**CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY
PANEL**

will meet on

TUESDAY, 16TH MAY, 2017

at

6.30 PM

in the

COUNCIL CHAMBER - TOWN HALL, MAIDENHEAD,

TO: MEMBERS OF THE CULTURE AND COMMUNITIES OVERVIEW AND
SCRUTINY PANEL

COUNCILLORS GERRY CLARK (CHAIRMAN), MARIUS GILMORE (VICE-
CHAIRMAN), JUDITH DIMENT, JESSE GREY, ROSS MCWILLIAMS,
SHAMSUL SHELM AND SIMON WERNER

SUBSTITUTE MEMBERS

COUNCILLORS HASHIM BHATTI, MOHAMMED ILYAS, JOHN LENTON,
MARION MILLS, JULIAN SHARPE, LYNNE JONES AND MALCOLM BEER

Karen Shepherd - Democratic Services Manager

Issued: Monday, 8 May 2017

Members of the Press and Public are welcome to attend Part I of this meeting.

The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the
Panel Administrator **Shilpa Manek** 01628 796310

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>WARD</u>	<u>PAGE NO</u>
1.	<u>WELCOME</u> The Chairman to welcome all to the meeting.		
2.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence.		
3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.		5 - 6
4.	<u>MINUTES</u> To agree the minutes of the last meeting.		7 - 10
5.	<u>THE BROCKET - RECOMMENDATIONS FROM THE TASK AND FINISH GROUP</u> To consider recommendations from The Brocket task and finish group to the Culture and Communities Overview and Scrutiny Panel.		11 - 50
6.	<u>POTENTIAL EXTENSION OF THE CHRISTMAS LIGHTS IN MAIDENHEAD</u> Steph James, Maidenhead Town Manager to present to the Panel.		
7.	<u>COUNCIL PERFORMANCE MANAGEMENT REPORT QUARTER 4</u> Anna Robinson, Strategy & Performance Manager to present the report to the Panel.		To Follow
8.	<u>WORK PROGRAMME</u> To consider the work programme and add any items.		
9.	<u>DATES OF FUTURE MEETINGS</u> The dates of the next meetings are: Monday 14 August 2017 – Guildhall, Windsor Wednesday 15 November 2017 – Council Chamber, Maidenhead		
10.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC</u> To consider passing the following resolution:- "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on item 11 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of part I of Schedule 12A of the Act"		

PART II PRIVATE MEETING

<u>ITEM</u>	<u>SUBJECT</u>	<u>WARD</u>	<u>PAGE NO</u>
11.	<p><u>MINUTES</u></p> <p>To Approve the Part II minutes of the last meeting.</p> <p><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p>		51 - 54
12.	<p><u>GRANT OF LEASE TO TENANTS FOR ROOMS WITHIN 4 MARLOW ROAD</u></p> <p>Kevin Mist, Communities Project Lead, will update the Panel.</p> <p><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p>		55 - 60

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MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in discussion or vote at a meeting.** The term 'discussion' means a discussion by the members of meeting. In order to avoid any accusations of taking part in the discussion or vote, Members should move to the public area or leave the room once they have made any representations. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: 'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: 'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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Agenda Item 4

CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

WEDNESDAY, 19 APRIL 2017

PRESENT: Councillors Gerry Clark (Chairman), Marius Gilmore (Vice-Chairman), Judith Diment, Mohammed Ilyas, Ross McWilliams, Shamsul Shelim and Simon Werner

Also in attendance: Councillors Jones, Majeed, Stretton and D.Wilson.

Officers: Jenifer Jackson, Andy Jeffs, Shilpa Manek, Kevin McDaniel and David Scott

APOLOGIES FOR ABSENCE

Apologies were received from Councillor Grey. Councillor Ilyas was substituting.

DECLARATIONS OF INTEREST

Councillor Clark declared a personal interest as he knew several members of the Maidenhead Target Shooting Club Member. Councillor Clark was attending the meeting with an open mind.

Councillor Ilyas declared a personal interest for item 5 as he is the RBWM representative of the Youth Counselling Agency (Windsor and Maidenhead Youth and Community Counselling Service).

Councillor Samantha Rayner declared a personal interest as she knows the founder of Forest Bridge School, Councillor Simon Dudley, Leader of the Council.

Councillor Stretton declared a personal interest for all Members as they all know the founder of Forest Bridge School, Councillor Simon Dudley, Leader of the Council.

Councillor Werner declared a personal interest as he is a personal friend of Tony Hill. Councillor Werner was attending the meeting with an open mind.

Councillor Derek Wilson declared an interest as Lead Member of Planning for item 4. Councillor Wilson made no reference to the planning scheme as this would be discussed at another meeting so not prejudicing his decision. Councillor Wilson was attending with an open mind.

MINUTES

Minutes of the last meeting were **UNANIMOUSLY AGREED**.

CALL IN - FOREST BRIDGE SCHOOL

The Chairman introduced the item and made it very clear that the discussion would only be looking at the call in and no other issues.

The Chairman addressed Mr Andrew Hill with reference to his question and advised that this would be considered at Children's Overview and Scrutiny Panel on Thursday 20 April.

The Chairman invited Councillor Werner to inform the Panel on why the call-in was made. Councillor Werner explained that the school provided a unique service, it had fantastic staff. It was great that a free school was created in Maidenhead offering great services for residents. It was important that the school expanded.

The call in was made because of two main reasons:

- Interaction with other users – there is not much detail in the report and consultation. Further interaction required on building on green belt, expanding the leisure centre to accommodate more residents and consulting with the Braywick Park Users Club.
- The process followed – There is lots of land and lots of regeneration taking place. Each individual case needs to be scrutinised. All leisure issues need to be scrutinised by Culture and Communities Overview and Scrutiny Panel before further action is taken.

Councillor Werner was disappointed that the Forest Bridge School report had not been considered at the Culture and Communities Overview and Scrutiny Panel.

Councillor Majeed addressed the Panel and highlighted that he had had many comments and complaints from residents. These included :

- The school was doing amazing work but was proposing extending on green belt land.
- Residents were not consulted.
- The scheme was approved under the radar.
- No formal consultation taken place for residents, families and groups to comment.

Councillor Majeed suggested option C, to refer the matter to Council for consideration, after a public consultation.

Forest Bridge School gave a brief presentation to the Panel. Some of the points raised by the school included;

- There are 58 pupils currently at the school.
- All years groups have waiting lists.
- Many individuals and families have the opportunity now to go and do simple things such as go shopping, or eat out at a restaurant.
- Majority a parent founded school for their own children and also expanding to the wider community.
- The Borough had been very supportive of the school.
- Current accommodation not large enough to expand to 94 pupils, the full approved size of the school.
- The current land users, Maidenhead Target Shooting Club, had been found a new location.
- There would be a joint use multi games area for the school and for residents.
- A Planning application had not yet been submitted, however a full consultation will be carried out once plans submitted.
- This school will be an asset for the whole community.

Paul Sergeant, local resident expressed that there was pressure to build on land in many areas that had been restricted. Residents support school expansion but not on green belt.

David Scott, Head of Communities and Highways, gave a presentation to the Panel. The presentation provided the context of the site, background details to the approach taken, details of existing site use, details on the proposed Forest Bridge School site and the current land use, details of previous consultations and responded to the key issues for the call in.

David Scott explained that it was a large site with multiple users. The site has complex ground conditions where the site was previously used as a land fill site. The site has a long standing and established User Group. This site development links to the wider regeneration agenda for Maidenhead. A consultation had taken place which included the site proposals for Forest

Bridge School. The consultation received over 110 responses, none raising the school site as an issue and none from the current users on the plans to include the school.

Points raised at the meeting included:

- The report for The Forest Bridge School went to the Children's Overview and Scrutiny Panel on 22 March 2017 and Cabinet on 23 March 2017.
- There will be an area that will be available for local residents to use.
- The current users have no issues.
- The park is currently used by users of all age groups.
- The plans for the new leisure centre were still being discussed and developed.
- The focus of the consultation was on the new leisure centre.

The Chairman summed up the general discussion and queried that should the Panel discuss the process carried out or the use of land. Does the Panel need to do anything further?

Councillor Werner stressed that the call in was not about the school being built but about the process followed. A proper consultation needed to have been completed, followed by the report being scrutinised by Culture and Communities Overview and Scrutiny Panel. All future regeneration items need to go to all relevant Panels for discussion. This was more about recognising where we went wrong and to learn from our mistakes and do better next time, so not to make the same mistakes again.

Councillor McWilliams felt that there had been enough opportunities for questions, because it had been discussed at the Children's Overview and Scrutiny and before it went to Cabinet. Councillor McWilliams questioned whether the call in was necessary and recommended that no further action was taken. The Chairman agreed.

Councillor Jones commented that the report had been discussed at Children's Overview and Scrutiny Panel but with the remit for education. It is not considered whether the report has been to another Panel. There needs to be more transparency.

Councillor Ilyas confirmed that he felt better informed after the presentation and since it was the same process used for other proposals, he was satisfied that the correct process had been followed and recommended Option A.

Councillor S Rayner informed the Panel that a press launch had been carried out with the Maidenhead Advertiser. There had been contact with all Braywick Park users, though the user group. RBWM was assisting the shooting club to relocate. Councillor S Rayner confirmed that there had been two opportunities for the public and Members to comment.

Councillor D Wilson discussed the Borough Local Plan and the importance of the need for primary schools and special needs schools. All planning issues would be discussed at a completely separate planning meeting.

Councillor Stretton raised the following issues:

- The School is great, providing local children with specialist school places;

- The consultation was not adequate, there were no responses, for or against that related to the school.
- The political decision is separate from a planning decision. The planning committee only discuss planning issues.
- The Borough Local Plan shows that RBWM is short of public open spaces.
- Braywick Park has been removed from the greenbelt in the Borough Local Plan and is designated to recreational use.
- If the school was in Braywick Park, there would be no room for expanding in the future. This would be necessary as there is a need for this school.
- The Magnet Leisure Centre would also not have enough space for the future of Maidenhead with increasing number of residents.

Councillor N Airey reassured the Panel that all Panels had been working together as a team and not in isolation. Many sites had been looked at for the school. The school was satisfied with the proposed site.

The Chairman proposed Option A, to take no further action. This was seconded by Councillor Gilmore and **UNANIMOUSLY AGREED** by the Panel.

CONTRACT AWARD - OPERATION OF 4 MARLOW ROAD, MAIDENHEAD

The item was introduced by the Chairman and the moved into Part II.

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.

The meeting, which began at 6.00 pm, finished at 8.00 pm

CHAIRMAN.....

DATE.....

Report Title:	Brocket Task and Finish Group
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Gerry Clark, Chair of Task and Finish Group
Meeting and Date:	Culture and Communities Overview and Scrutiny Panel 16 May 2017
Responsible Officer(s):	
Wards affected:	Boyn Hill

www.rbwm.gov.uk



REPORT SUMMARY

- 1 The Brocket in Boyn Hill Avenue is a Grade II listed building owned by the Council, most recently used as a pupil referral unit up to July 2014.
- 2 A feasibility study was carried out by the Council into the future use for the Brocket. The study concluded that given the parking restrictions and the layout of the listed building, in particular, the principal reception room and stairs, the building is best suited to wholly residential use.
- 3 Following a recommendation by the Audit and Performance Review Panel, it was agreed by the Culture and Communities Overview and Scrutiny Panel to establish a Task and Finish Group to review the future use of Brocket.
- 4 The Task and Finish Group at their last meeting on the 21 March agreed recommendations which this report now requests approval from the Culture and Communities Overview and Scrutiny Panel to submit for Cabinet consideration.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Culture and Communities Overview and Scrutiny Panel notes the report and recommends to Cabinet Prioritisation Sub-Committee that they:

- i) Consider the suggested potential uses for the Brocket in Appendix 8 to identify whether the suggested use(s) fall into category a), b) or c) and then determine the preferred option:

2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Background to the Task and Finish Group

- 2.1 The Brocket in Boyn Hill Avenue is a Grade II listed building displaying arts and crafts influences.
- 2.2 The building was originally designed as a residential dwelling and, as such, the rooms, whilst larger than average for a house, are domestic in their scale. The main feature of the house is its main entrance; panelled reception room and

staircase which are both its greatest feature but also its main limitation in terms of usage.

- 2.3 The building came into the ownership of Berkshire County Council in 1950 and has been in public use ever since. More recently it has been used as a Pupil Referral Unit (PRU) before being vacated in July 2014 and has been empty ever since.
- 2.4 The property sits within mainly a residential area with the large house next to it converted to flats whilst within close proximity is a guest house, restaurant and the Lady Elizabeth residential home.
- 2.5 A number of uses were considered by officers in 2016 including conversion of the property to flats, its use as a Registrar's Office and Council/Community meeting rooms and/or a mixed use of both.
- 2.6 In June 2016 the Council commissioned CSK Architects, a specialist practice working with listed buildings to undertake a feasibility study. As part of this exercise the Architects took input from the Registration Service as outlined in the briefing document as attached at Appendix 1.
- 2.7 The Architects prepared an initial report in June 2016, a copy of which is attached at Appendix 2. The report concluded that the building is best suited to wholly residential use.
- 2.8 In September 2016, following a review of the Architects proposals, Cllr Stretton put forward comments and alternative proposals with regard to the building's use with a continued focus on its use as a Registrar's office and Community use. A copy of this proposal is attached at Appendix 3. These proposals were submitted to the Architects for their review and comments which are attached at Appendix 4.
- 2.9 The Architects were of the opinion that the proposed alternative changes and its use as a public building would not be acceptable in terms of Conservation/heritage policies. The main reception room would not be able to accommodate the needs of large ceremonies (with a maximum seating capacity of 32) given the constraints of modifying such an architecturally sensitive area of the building and the access issues that exist to maximise the use of the building given the central location of the reception room and stairwell as a thoroughfare. Any additional parking at the rear of the building would impact negatively on the building resulting in a loss of the listed brick garden wall which falls within the listed curtilage, the screen of trees and a large part of the garden area for car parking purposes (at a cost in excess of £30,000). A report carried out by the Tree Officer is attached at Appendix 5.
- 2.10 In conclusion, the Architects considered in 2016 any proposed interventions to facilitate a Registry Office within the listed building would not be acceptable in terms of Conservation policies. The building was originally designed as a dwelling and as such the rooms are, whilst larger than average for a house, domestic in their scale and not suitable for use as a public building. The Registry Office requires a large dedicated ceremony room which The Brocket is unable to provide. Alternative public uses will have the same issues of having to

adapt the building to become fully accessible, with the intervention of ramp/lift etc. The issue of additional parking requirements will also apply leading to further on street parking or the destruction of the rear garden, loss of part of the listed garden wall and removal of important tree screening all of which would be detrimental to the fabric and setting of the building.

- 2.11 The Chair of Audit and Performance Review Panel then requested a report on the Brocket. Following consideration of the report by the Audit and Performance Review Panel they recommended that the Culture and Communities Overview and Scrutiny Panel set up a Task and Finish Group to consider the future use of the building.

Task and Finish Group

- 2.12 The Task and Finish Group was subsequently established by the Culture and Communities Overview and Scrutiny Panel with the terms of reference show in Appendix 6.
- 2.13 The Task and Finish Group published its Terms of Reference and gave full opportunity for stakeholders to have their say, including residents, Ward Councillors and local groups including the Maidenhead Heritage Centre, Maidenhead Civic Society and the Maidenhead Community Arts Council.
- 2.14 The Task and Finish Group invited comments on the (current) Development proposal and gave the opportunity for interested parties to identify any other viable, sustainable and affordable options.
- 2.15 An Open Day was held, which was attended by 150 people and was publicised in the Maidenhead Advertiser and promoted in an interview broadcast on Radio Berkshire.
- 2.16 The Public Consultation feedback was analysed by the Chairman and a summary included in the attached meeting Minutes of the last meeting on the 21 March 2017 at Appendix 7.
- 2.17 At that meeting, in order to enable a conclusion to be reached, the Chairman identified three possible classes of use for the property:
- a) Public Use - Meeting current identified needs from within existing budgets.
Demonstrably fulfilling a previously assessed and budgeted activity and therefore replacing an existing or proposed facility (subject to planning approval).
 - b) Public Use -Meeting a newly identified need and requiring new funding to be assessed and approved. Demonstrably required to fulfil a newly assessed need to provide an additional facility (subject to budget and planning approval).

Or

c) Development Options - Preserving the listed features and utilising the site for the creation of new dwellings or other commercial use to generate significant revenue for the Borough (subject to planning approval).

All options subject to public scrutiny and must represent value for money for residents / Council Tax payers.

2.18 At the final meeting, it was noted that two local groups had asked for more time to complete their responses regarding future use and this time was allowed. The following Recommendations were then agreed and minuted:

- We propose a one month (end April) deadline for submission of proposals to the Working Group from those local groups who have not yet responded but asked for additional time (i.e. Maidenhead Community Arts Council and Maidenhead Heritage Centre Trust) to include outline funding requirements to assist with the viability assessments. (No further submissions were received).
- It is proposed that Cabinet then considers the suggested potential uses for the Brocket listed (in the minutes) below in Bold (now shown in Appendix 8) and reviews any submissions received within the one month deadline to identify whether the suggested use(s) fall into category a), b) or c) (above) and then determines the preferred option.

Table 1: Options

Option	Comments
To approve the recommendation to Cabinet Prioritisation Sub Committee Recommended option	It allows the work of the Task and Finish Group to be formally considered.
To amend the recommendation to Cabinet Prioritisation Sub Committee	

3 KEY IMPLICATIONS

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Future preferred use of the Brocket decided by the Council	No decision	May 2017	N/A	N/A	17 May 2017

4 FINANCIAL DETAILS / VALUE FOR MONEY

4.1 There are no direct financial implications of this report.

5 LEGAL IMPLICATIONS

- 5.1 The Council has a duty to efficiently manage its assets and has legal powers to hold and transfer/dispose of land under sections 123 of the Local Government Act 1972.

6 RISK MANAGEMENT

Table 4: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
No decision is made on the preferred use of the Brocket and the building continues to remain vacant and not utilised	Medium	Formal consideration by Cabinet Prioritisation Sub-Committee	Low

7 POTENTIAL IMPACTS

- 7.1 None beyond those set out in the report.

8 CONSULTATION

- 8.1 Significant consultation has been carried out on options for the Brocket.

9 TIMETABLE FOR IMPLEMENTATION

Table 5: Implementation timetable

Date	Details
16 May 2017	Culture and Communities Overview and Scrutiny Panel consider report
17 May 2017	Cabinet Prioritisation Sub-Committee consider recommendation
24 May 2017	Work commences on taking forward preferred use for the Brocket

10 APPENDICES

- Appendix 1 – Registry Service Requirements
- Appendix 2 - CSK Architects Initial Feasibility Study
- Appendix 3 - Cllr Stretton Comments version 3 September 2016
- Appendix 4 - CSK Architects Response to Cllr Stretton Comments
- Appendix 5 - Tree Officer comments
- Appendix 6 – Terms of Reference of Task and Finish Group
- Appendix 7 - Minutes of Task and Finish Group 21 March 2017
- Appendix 8 - Potential uses identified in the consultation

11 BACKGROUND DOCUMENTS

11.1 None

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
	Lead Member/ Principal Member/Deputy Lead Member		
Alison Alexander	Managing Director		
Russell O'Keefe	Executive Director		
Andy Jeffs	Executive Director		
Rob Stubbs	Section 151 Officer		
Terry Baldwin	Head of HR		
Mary Kilner	Head of Law and Governance		
	Other e.g. external		

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The Registration Service needs:-

- 3 separate private offices for registering birth, deaths, still-births, marriages, and the Joint Passport and Nationality Checking service.
- A central reception area with waiting area for around 15/20 people
- A strong room to house all Registers from 1837-date, and also to house all secure stock and paperwork. It's a legal requirement that we have this. This must be easily accessible from the reception desk as Receptionists cannot leave the desk unmanned to wander round the building to do research for family trees and we frequently only have one receptionist on duty.
- A kitchen
- A ceremony room – large enough to hold 50 people with one separate entrance and one separate exit
- A garden to take photos in - this must be near to the exit door but away from the front door where the next ceremony is gathering
- Parking for guests and staff – can be up to 30 cars – more if weddings overrun and the next one arrives before the last one has gone.
- Large turning circle with separate parking for bridal cars right outside the front door
- Full disabled access, and everything should be on one floor only
- Hearing loop

Other points to note/issues that should be thought through from a Service user point of view:-

The location should be easily accessible by regular public transport – train/bus – particularly for older people registering who can only come in by public transport, or Joint Passport and Nationality applicants who come in by train. The Town Hall is perfect from this point of view.

Because people can give notice of marriage up to one calendar year in advance, if we were to change the location of the ceremony room then we would need to give the public, and other Registration districts one years notice of the changes. But there could be no slippage in this date. It would all have to be up and running otherwise we would run into legal difficulties with the General Register Office/cancelled weddings etc etc.

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THE BROCKET . BOYN HILL AVENUE . MAIDENHEAD
FEASIBILITY STUDY



CSK CHARTERED ARCHITECTS
93A HIGH STREET . ETON . WINDSOR . BERKSHIRE . SL4 6AF
01753 840519 info@cskarchitects.co.uk www.cskarchitects.co.uk

Prepared for the Royal Borough of Windsor & Maidenhead: 27.6.16

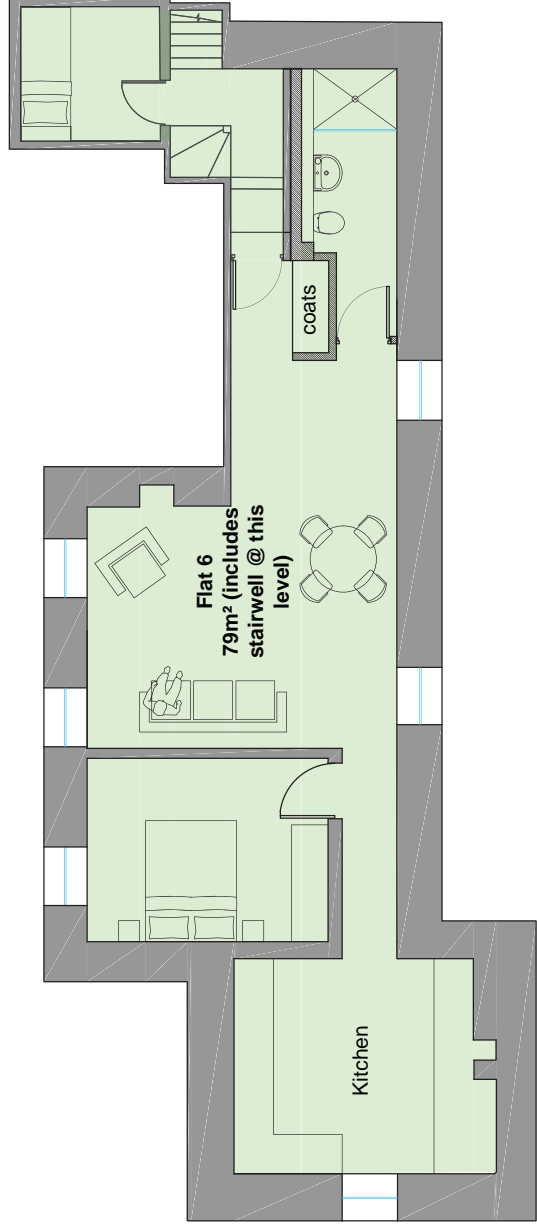
CONTENTS PAGE:

- 1: RESIDENTIAL SCHEME OPTION A (SK01 + SK01 DEM)**
- 2: RESIDENTIAL SCHEME OPTION B (SK02 + SK02 DEM)**
- 3: MIXED USE SCHEME - SINGLE REGISTRY OFFICE (SK03 + SK03DEM)**
- 4: MIXED USE SCHEME - TWO NUMBER REGISTRY OFFICES (SK04 + SK04DEM)**
- 5. PRELIMINARY PARKING ANALYSIS**
- 6: ACCOMMODATION SCHEDULE**
- 7: SUMMARY / CONCLUSION**
- 8: APPENDIX OF EXISTING PHOTOS OF SITE**

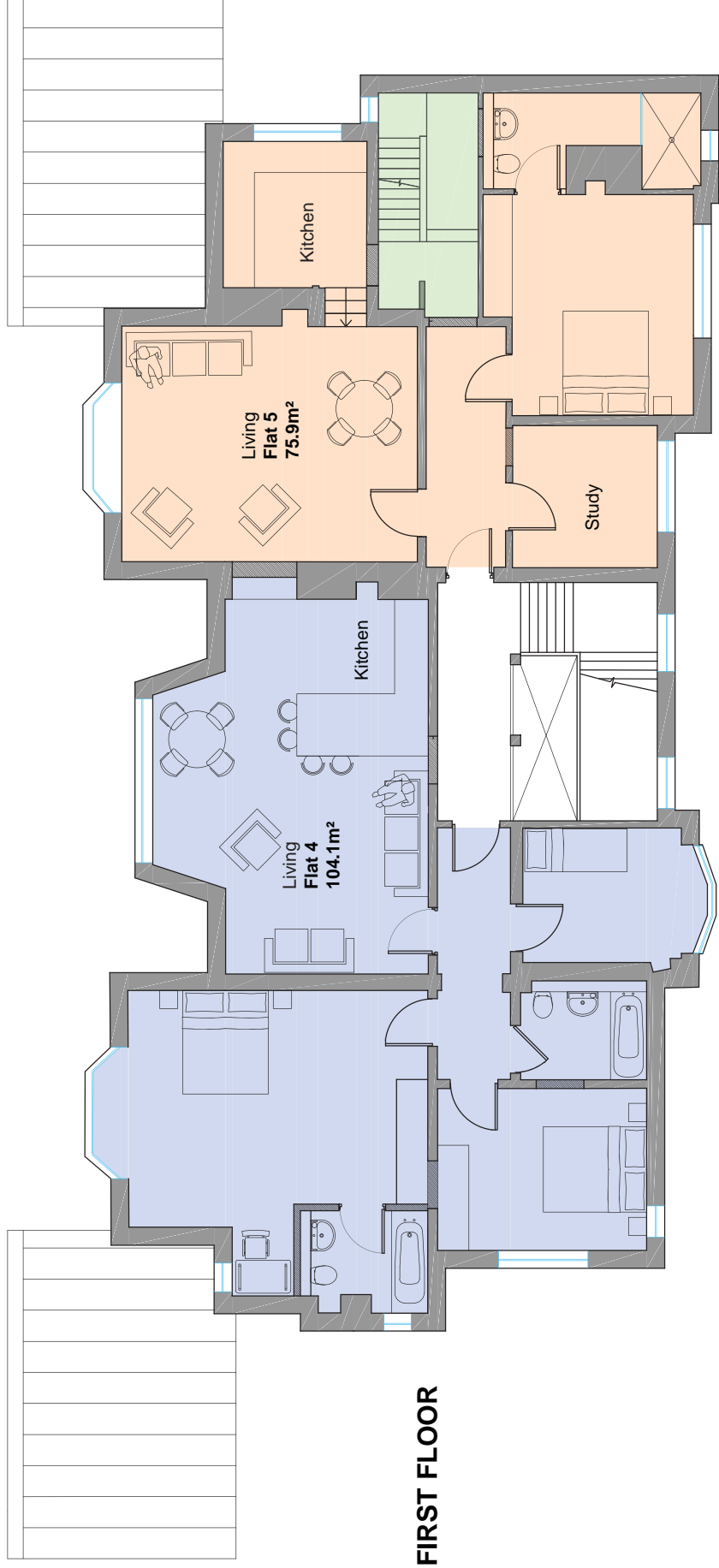
NOTES:

This feasibility study has been prepared on the following basis;

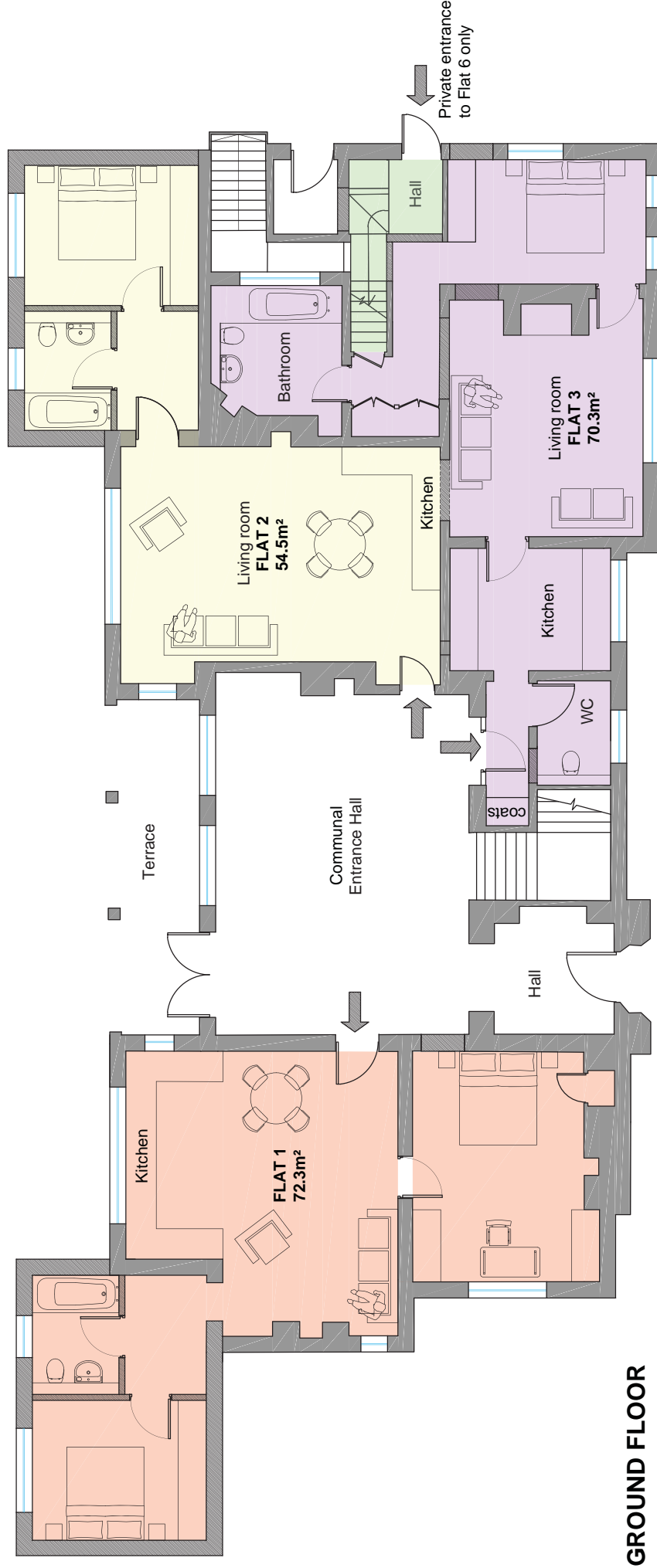
- No detailed survey information of the listed building fabric. Survey quotations have been requested. It is evident in the preparation of the feasibility drawings that there are certain inaccuracies with the current drawings.
- Level information is not known (no topographic survey) when looking at the parking layout. This includes no accurate information on positions of existing gates and dwarf walls in front courtyard.
- It is not known whether there are currently any TPOs which could affect the parking layout. This is specifically relevant to any additional parking along the boundary with Lower Boyndon road. Arboricultural survey required.
- The borough Conservation Officer is yet to be consulted on any of these proposals. She has confirmed that there would be a time charge for a meeting.



SECOND FLOOR



FIRST FLOOR



GROUND FLOOR

Existing

New infill walls

CSK CHARTERED ARCHITECTS

93A HIGH STREET ETON WINDSOR BERKSHIRE SL4 6AF

PRELIMINARY ISSUE

T: 01753 840519 www.cskarchitects.co.uk

THE BROCKET . MAIDENHEAD

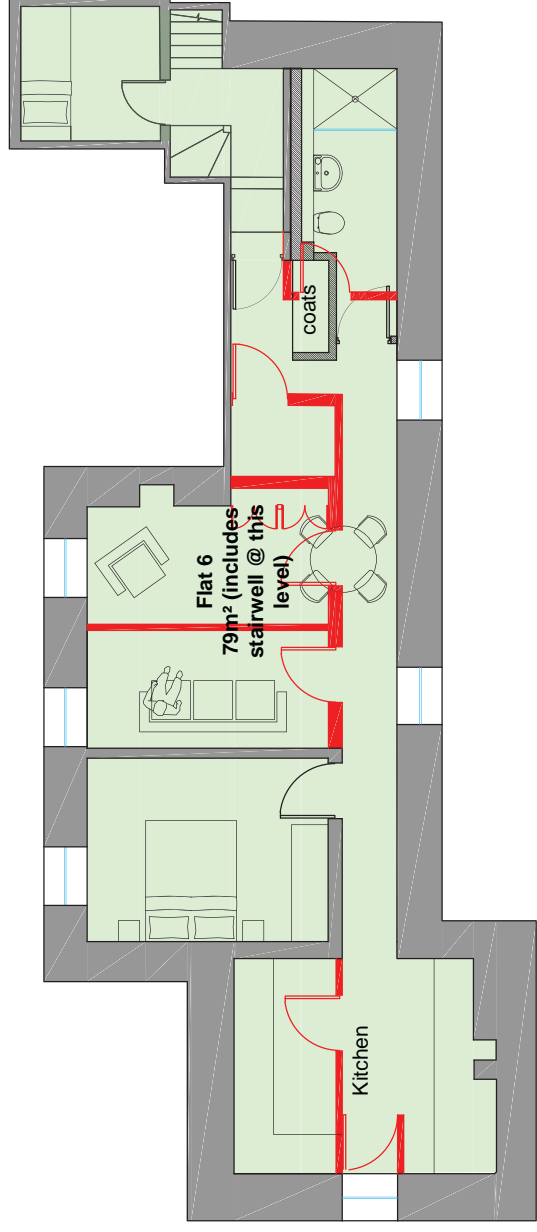
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RESIDENTIAL PLANS OPTION A
GROUND & FIRST FLOORS

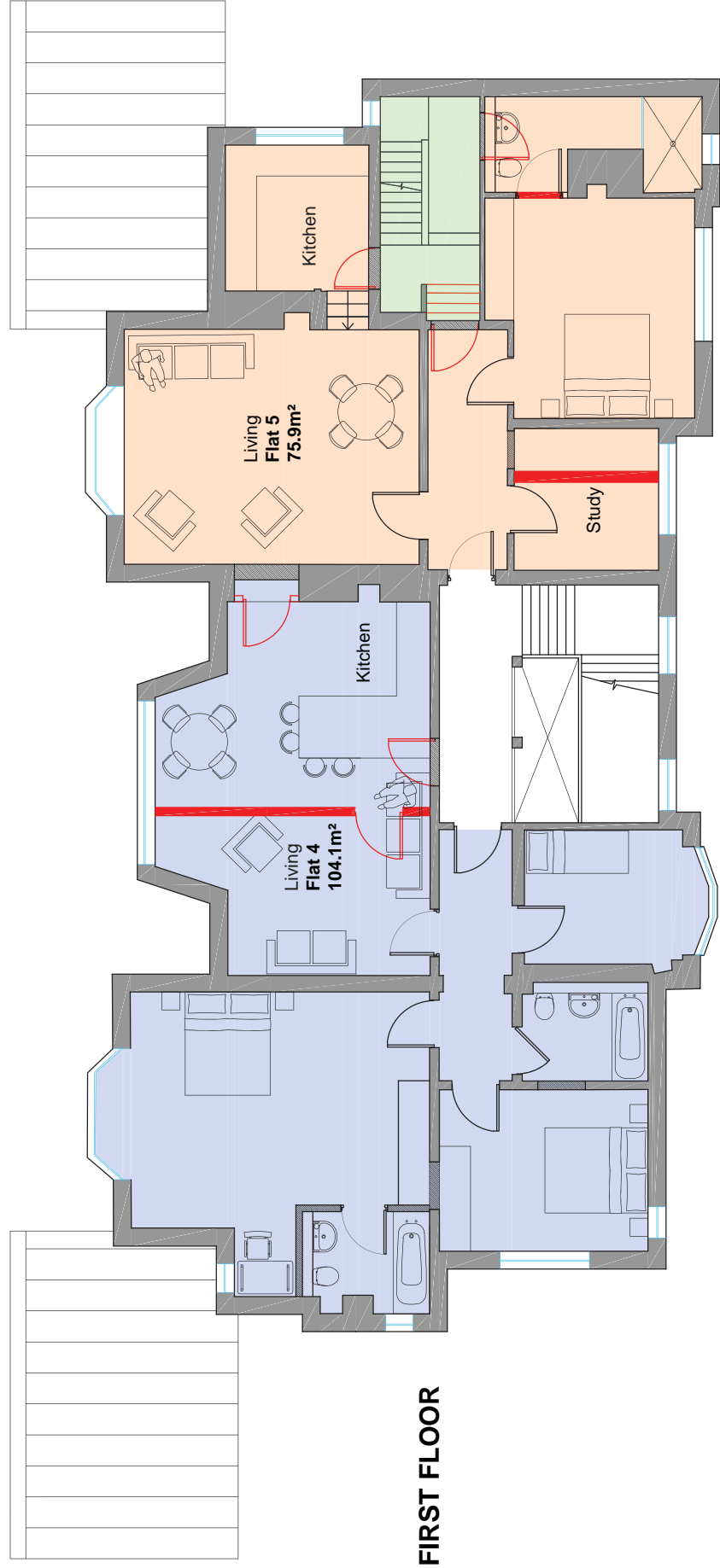
1592 / SK01

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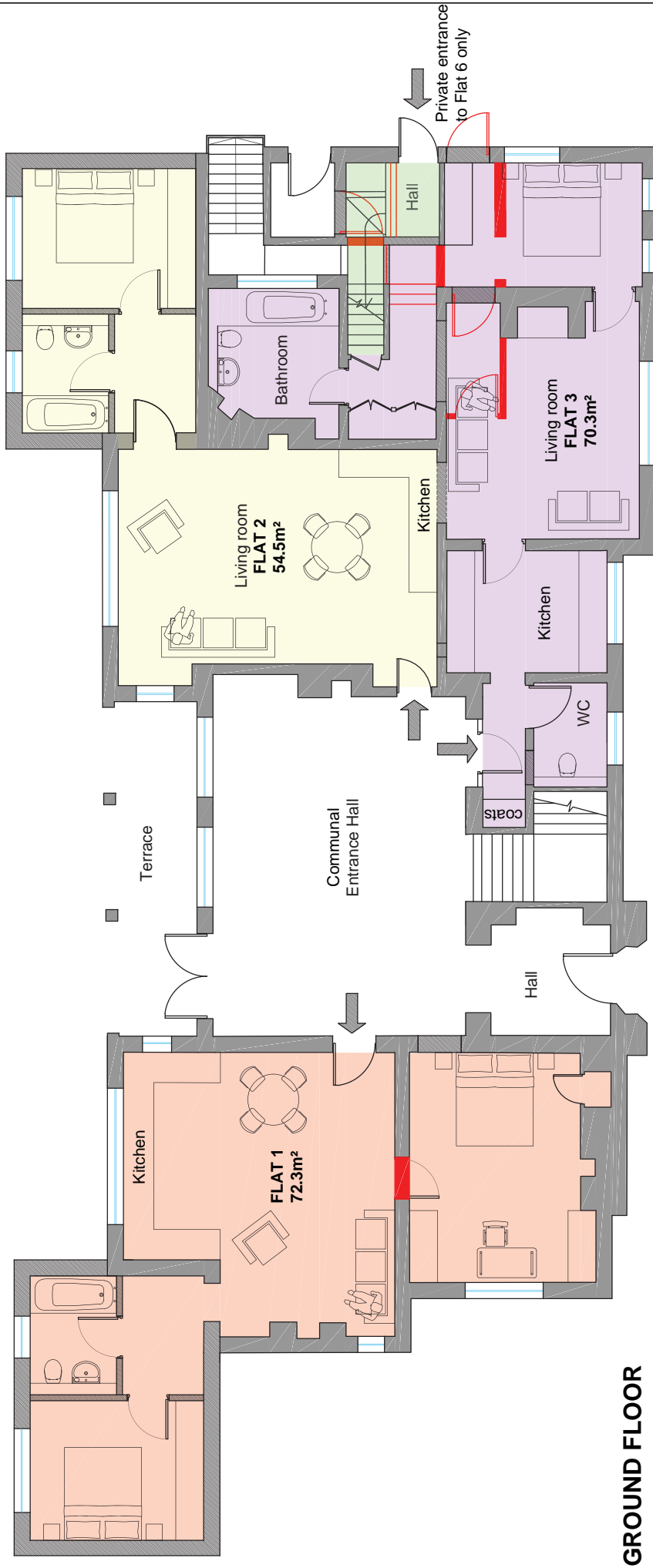
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SECOND FLOOR



FIRST FLOOR



GROUND FLOOR

-  Existing
-  Demolition
-  New infill walls

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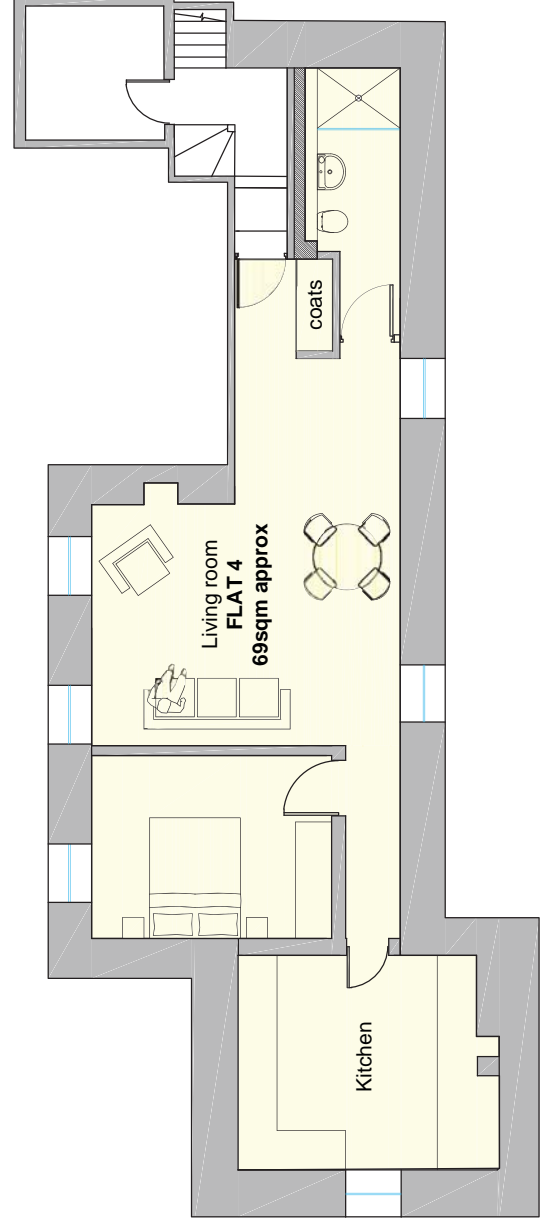
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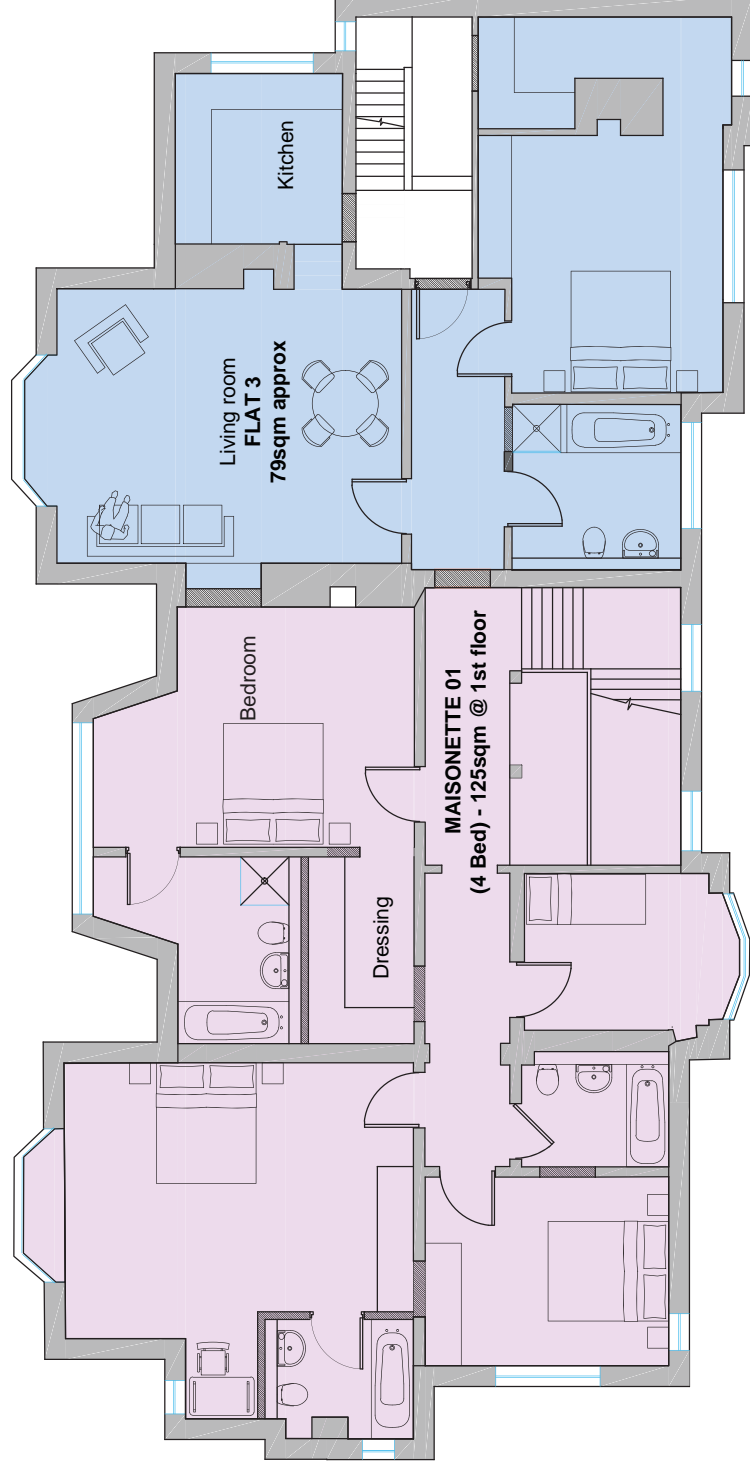
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GROUND & FIRST FLOORS

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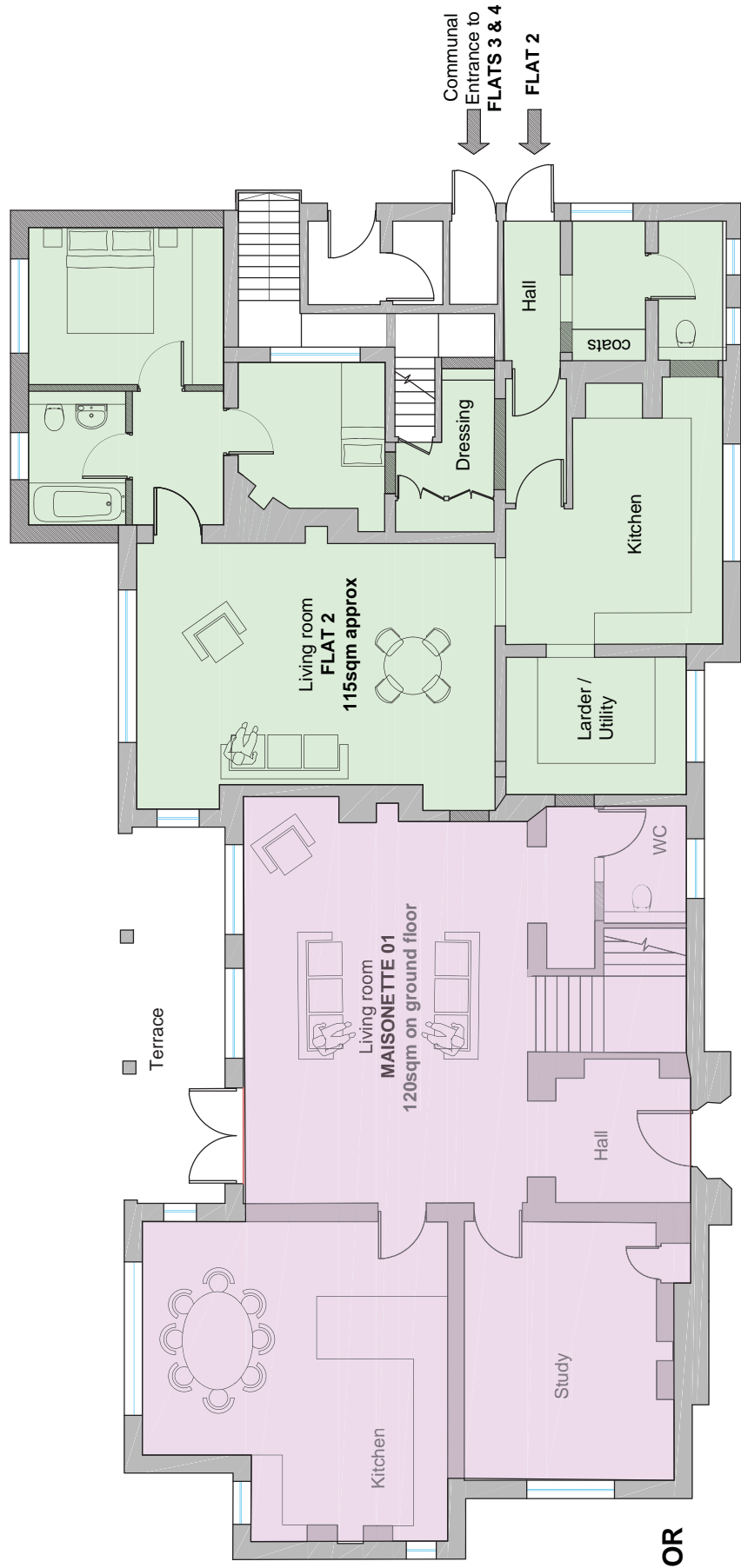
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SECOND FLOOR



FIRST FLOOR



GROUND FLOOR

■ New infill walls

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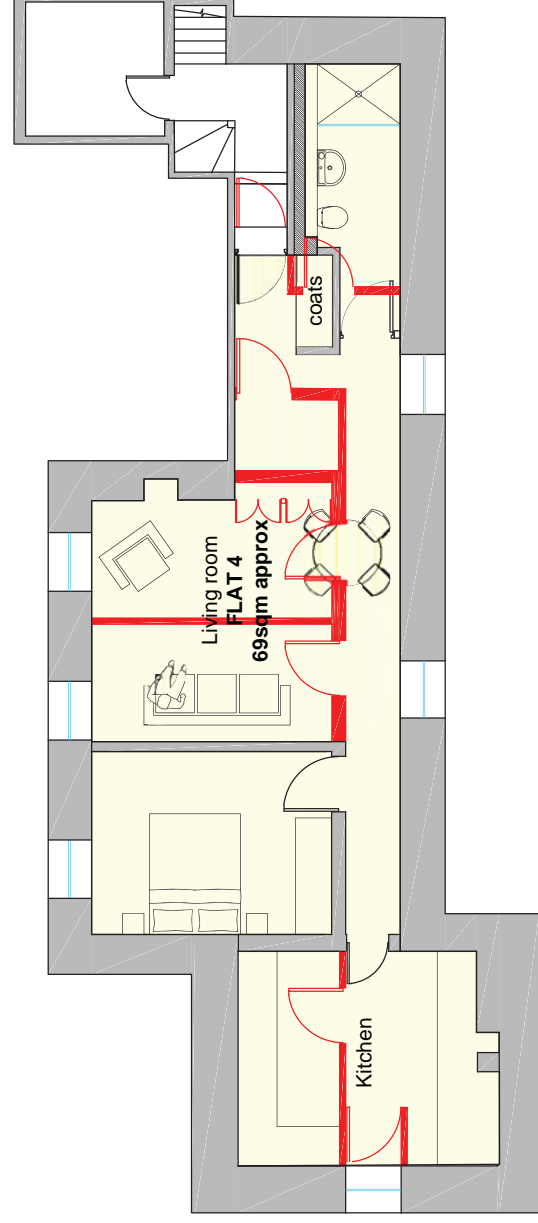
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RESIDENTIAL PLANS OPTION B
GROUND & FIRST FLOORS

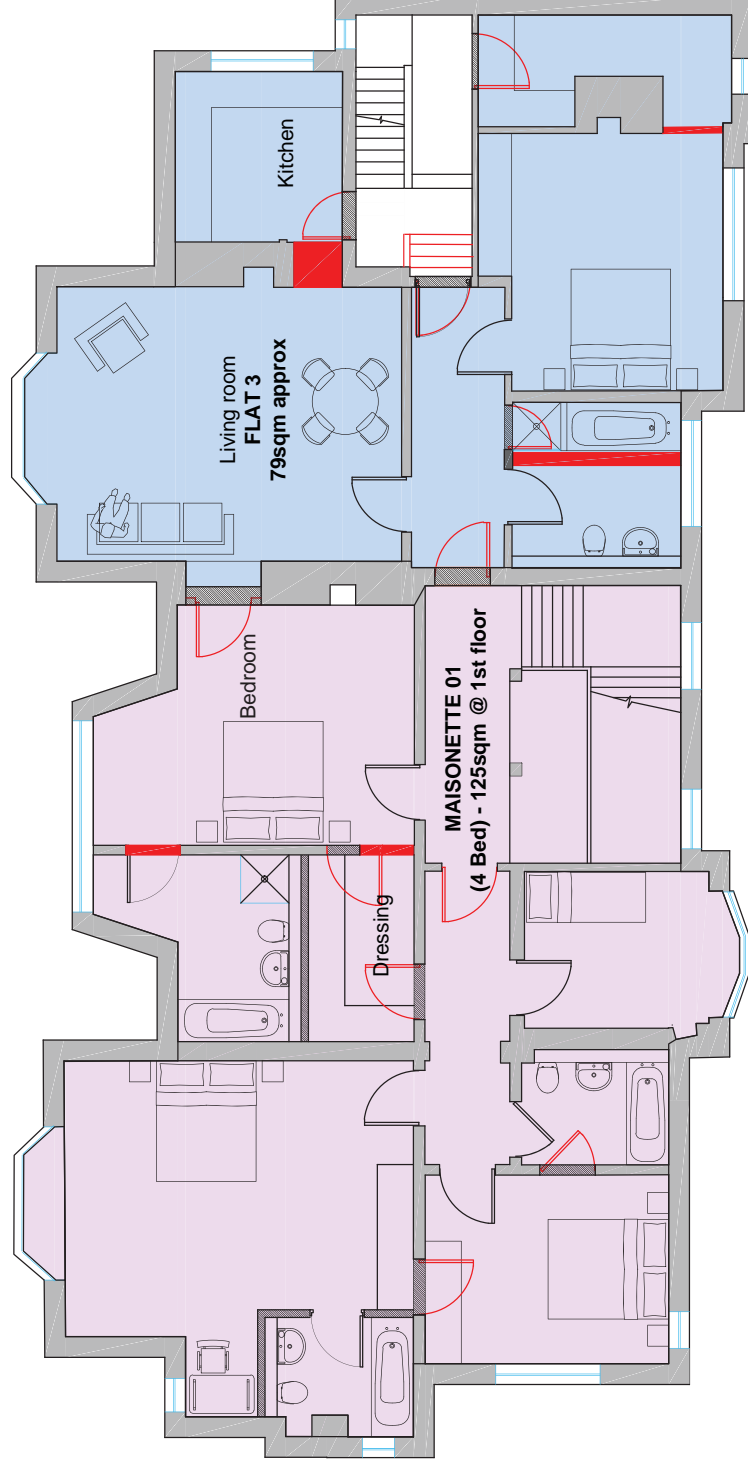
1592 / SK02

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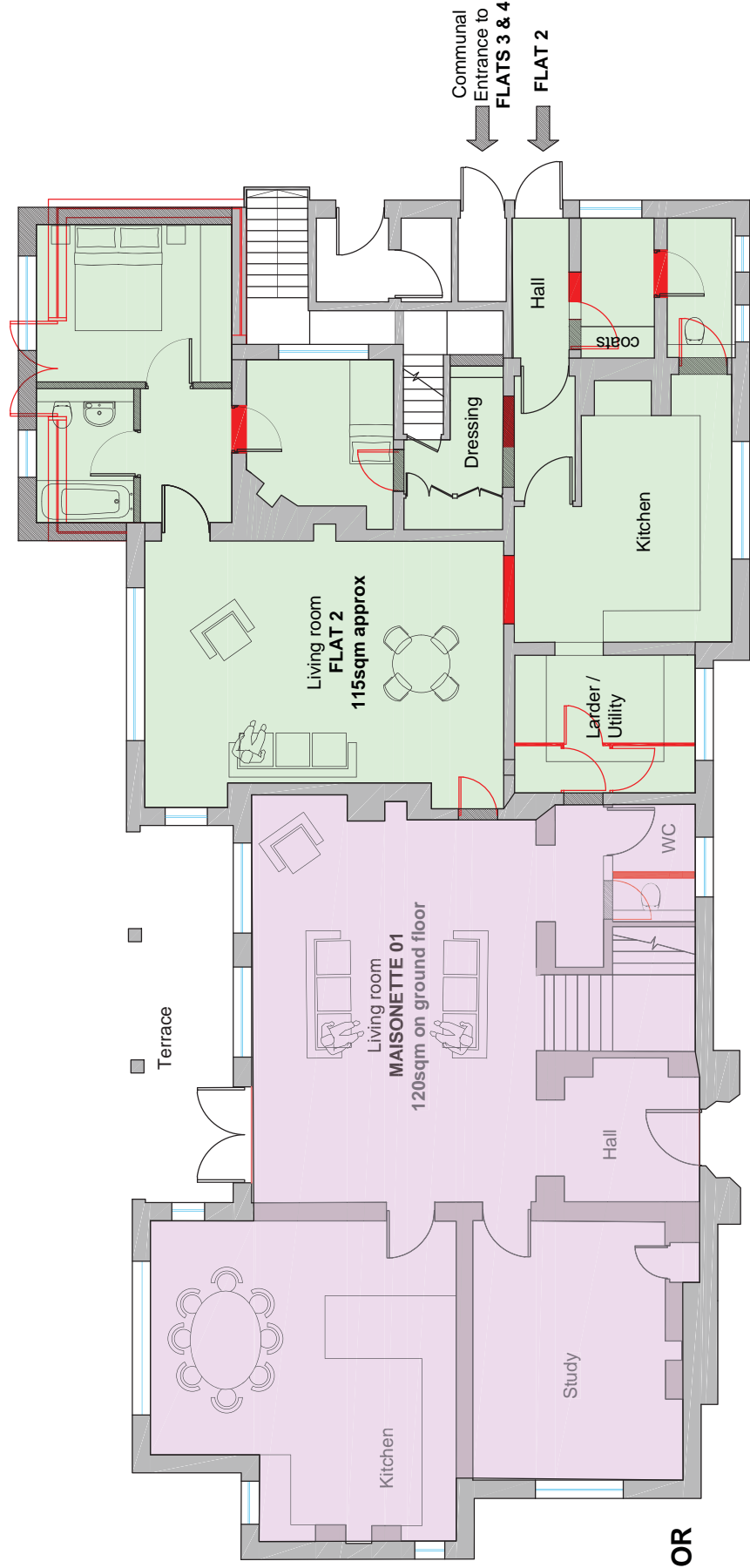
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SECOND FLOOR



FIRST FLOOR



GROUND FLOOR



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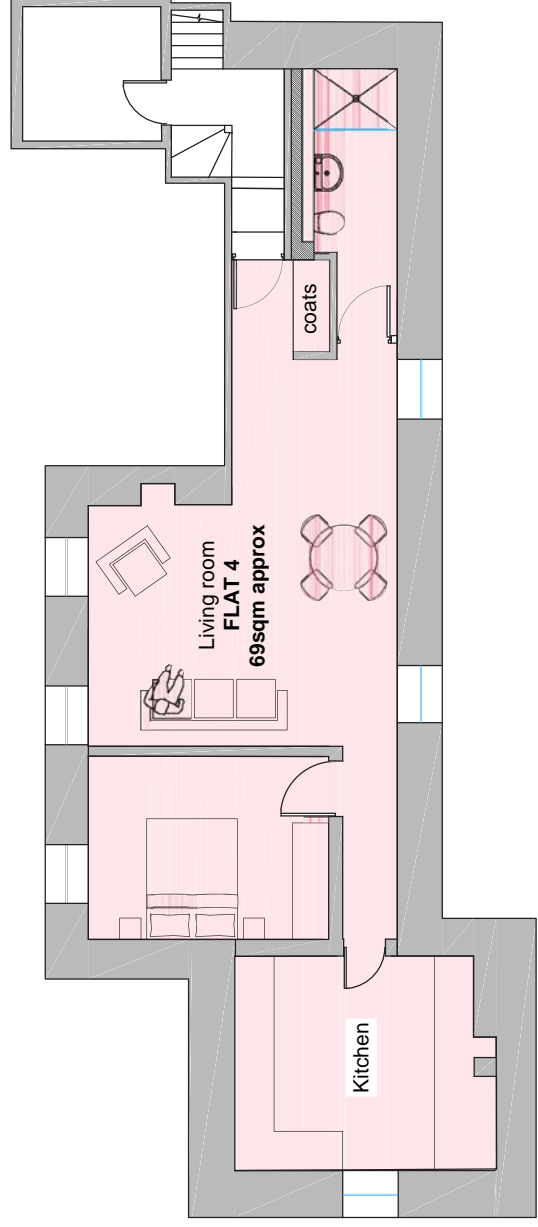
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RESIDENTIAL PLANS OPTION B
GROUND & FIRST FLOORS

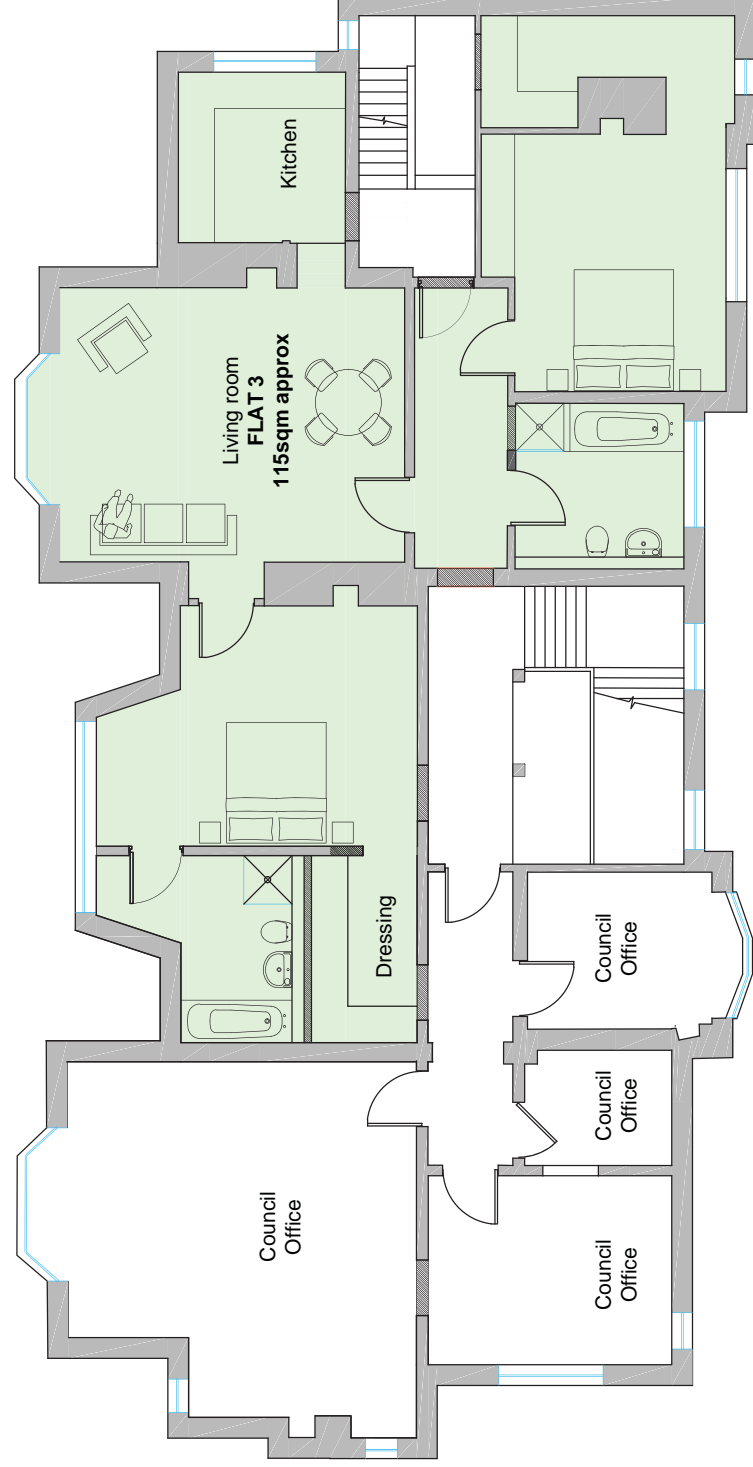
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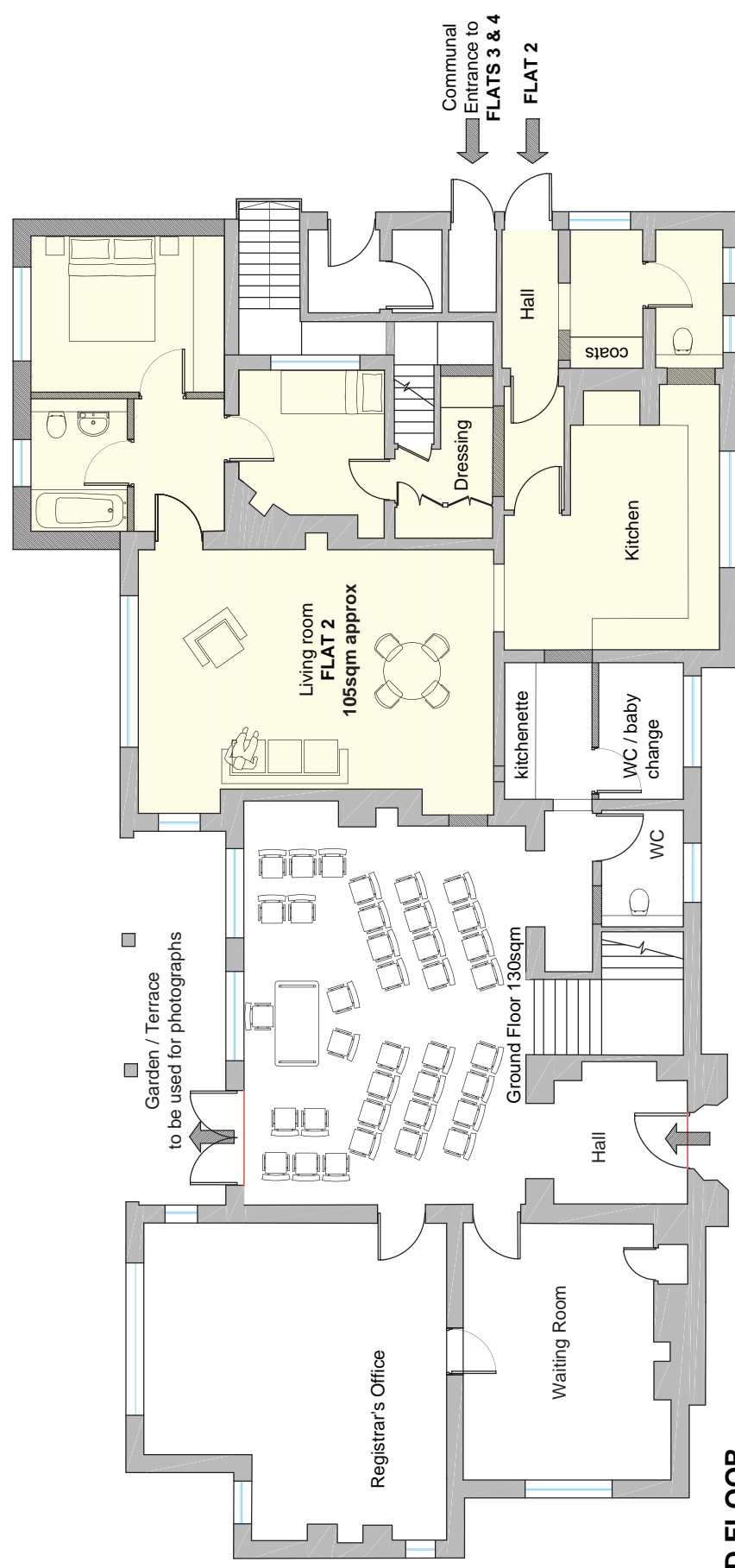
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SECOND FLOOR



FIRST FLOOR

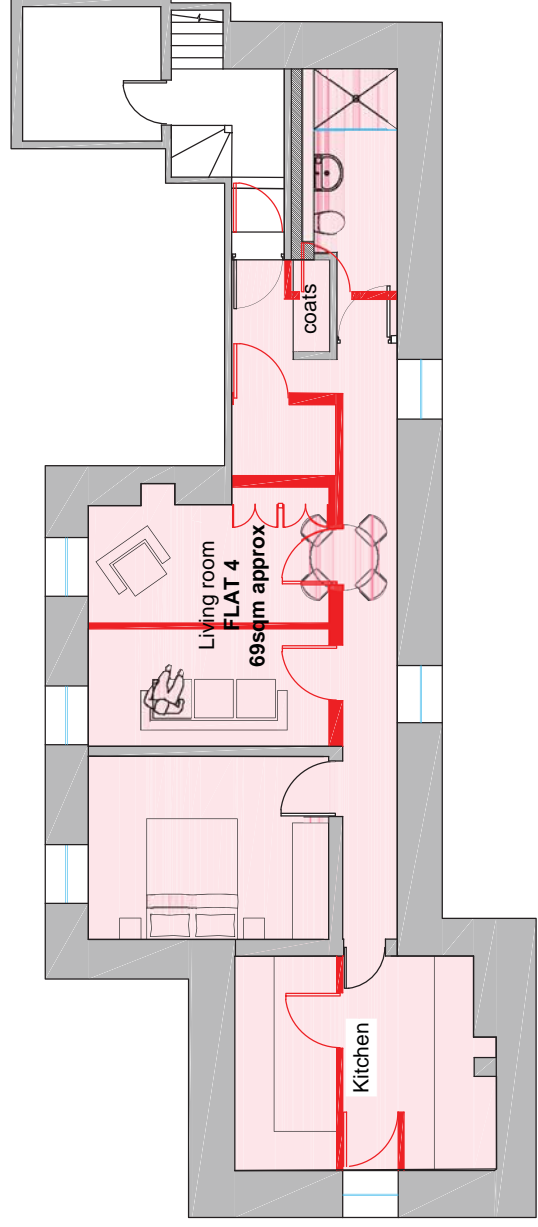


GROUND FLOOR

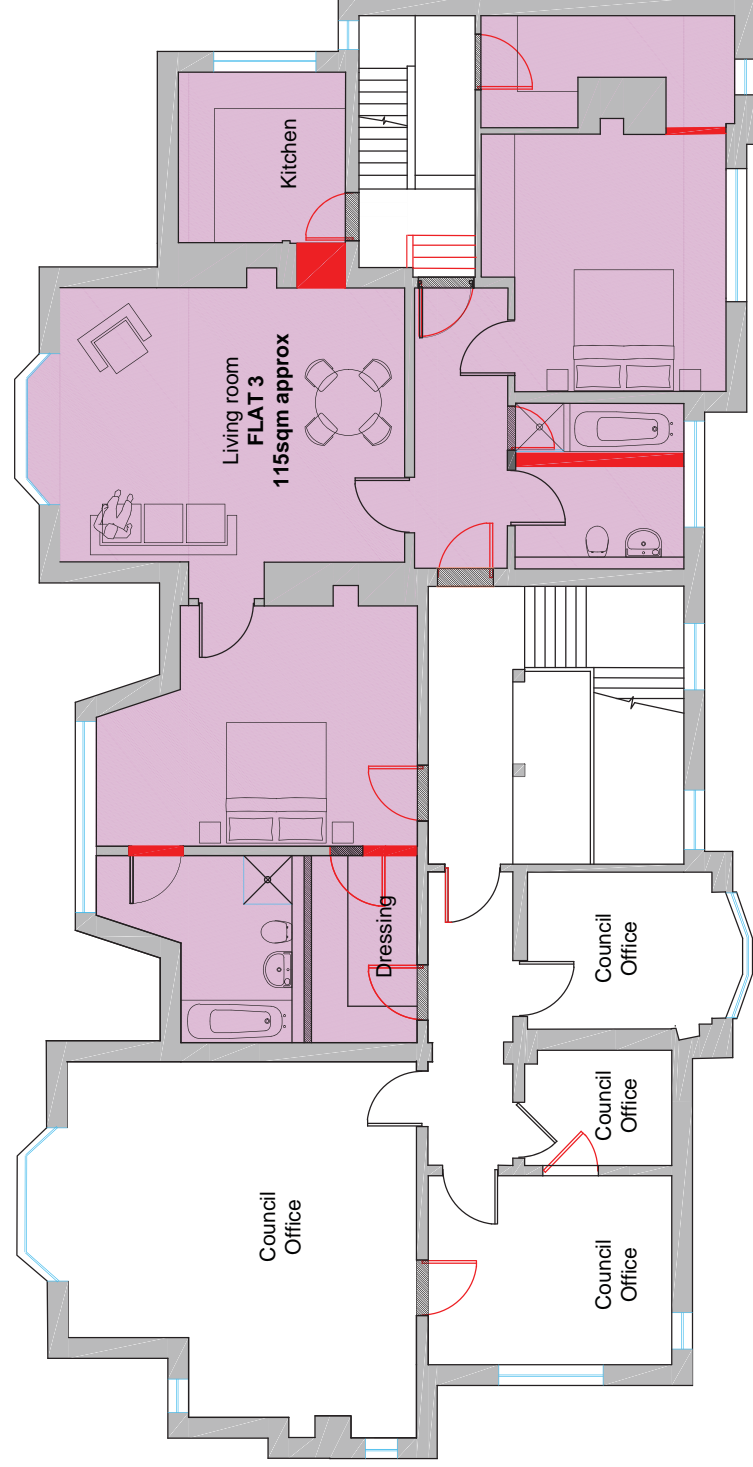
■ New infill walls

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MIXED USE SCHEME -
REGISTRY OFFICE + RESIDENTIAL **1592 / SK03**

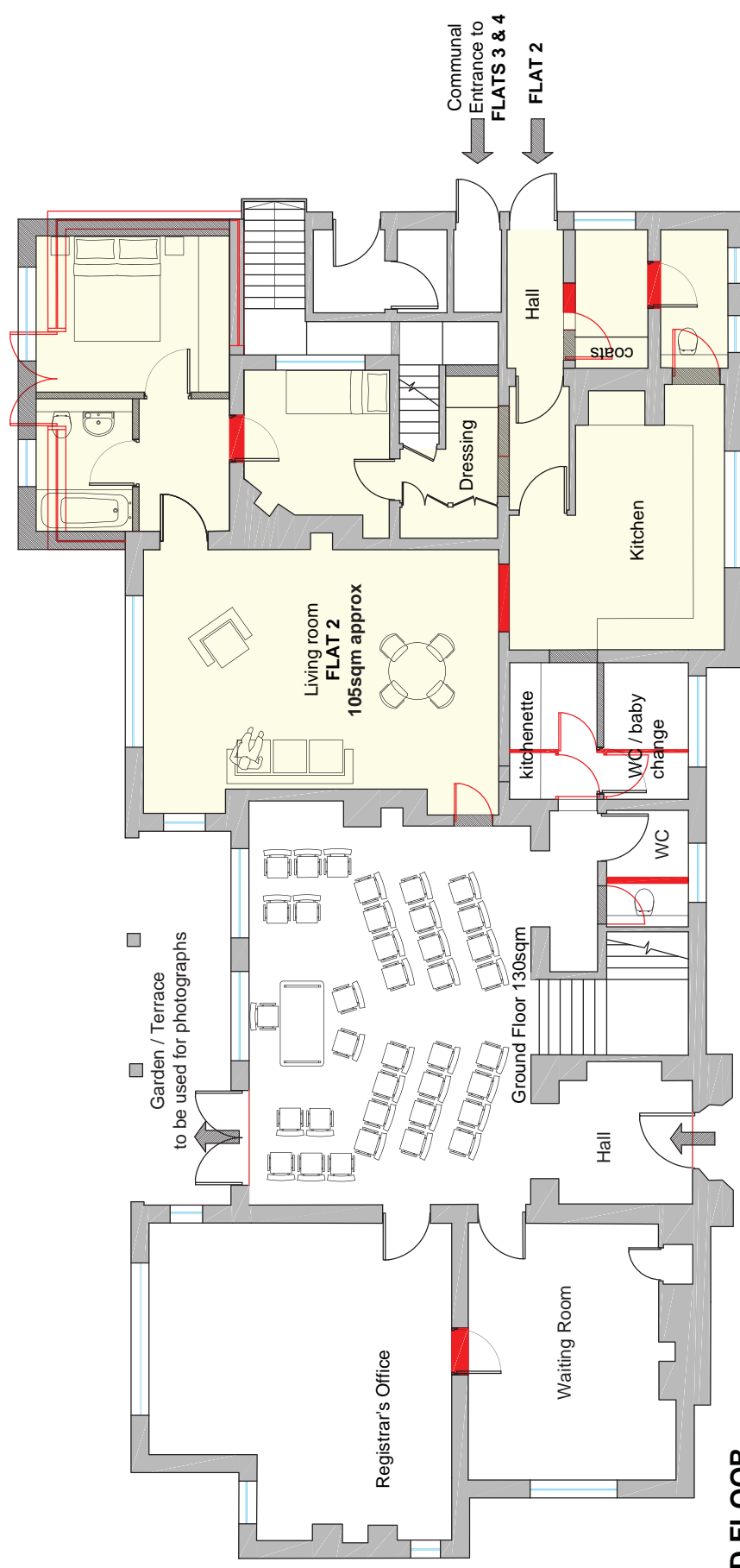
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SECOND FLOOR



FIRST FLOOR



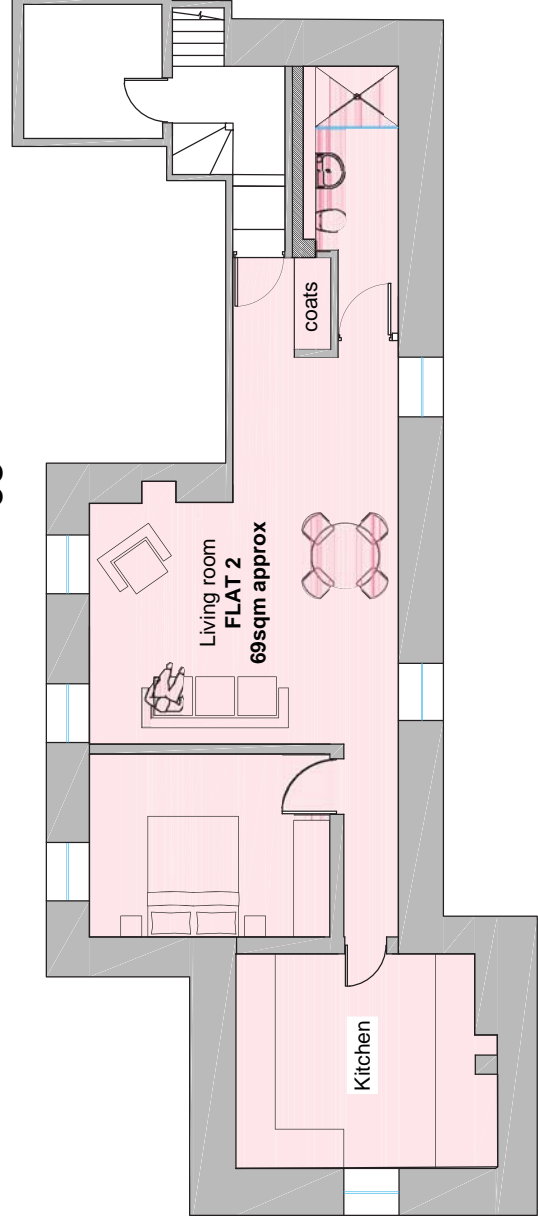
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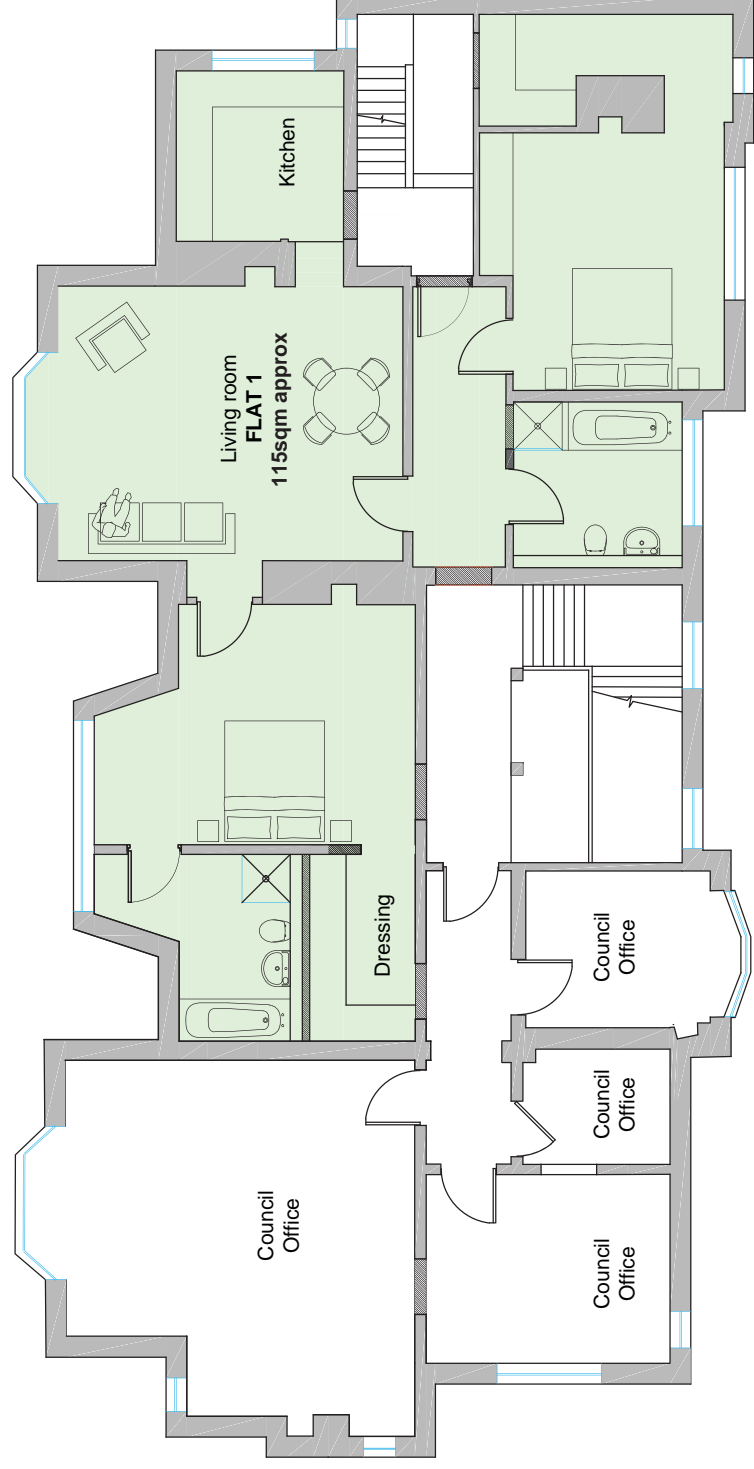
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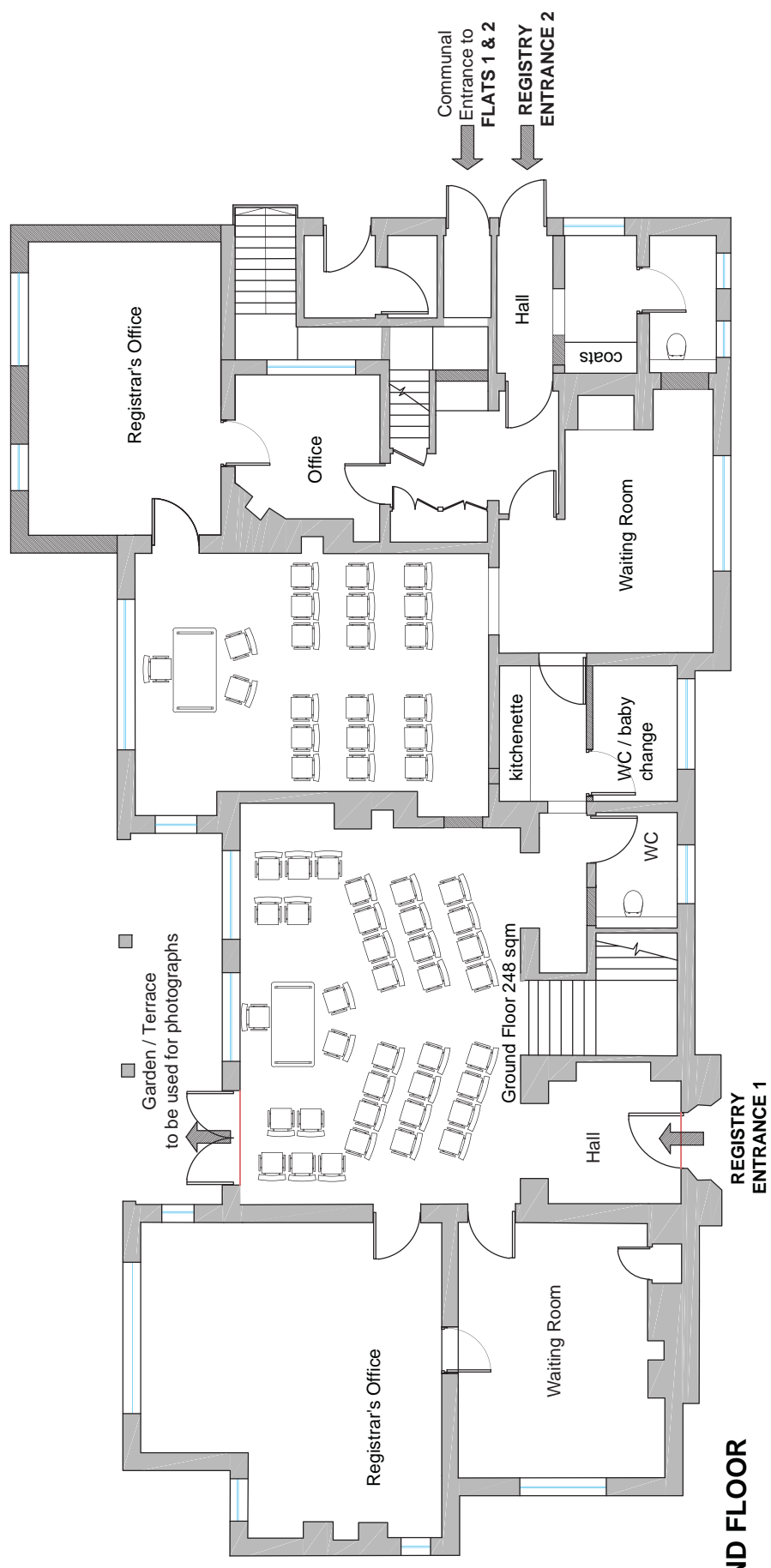
**MIXED USE SCHEME -
 REGISTRY OFFICE + RESIDENTIAL**
1592 / SK03DEM --



SECOND FLOOR



FIRST FLOOR



GROUND FLOOR

New infill walls

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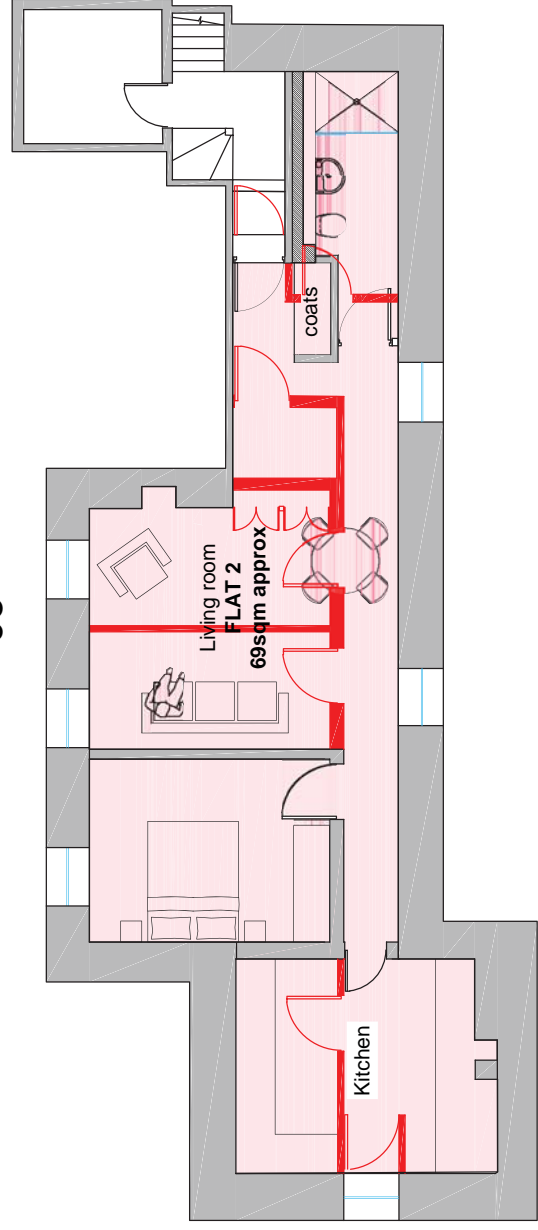
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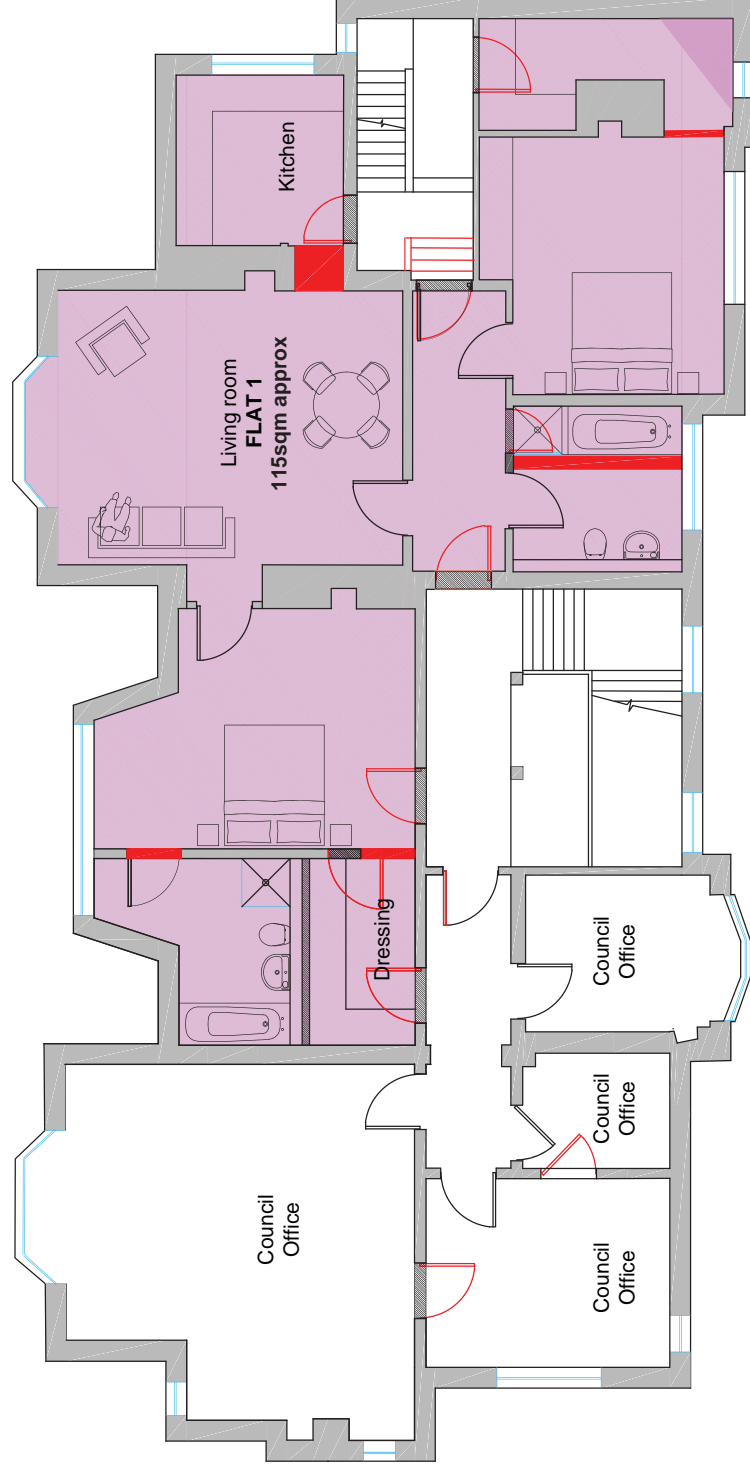
MIXED USE SCHEME -
REGISTRY OFFICE + RESIDENTIAL

1592 / SK04

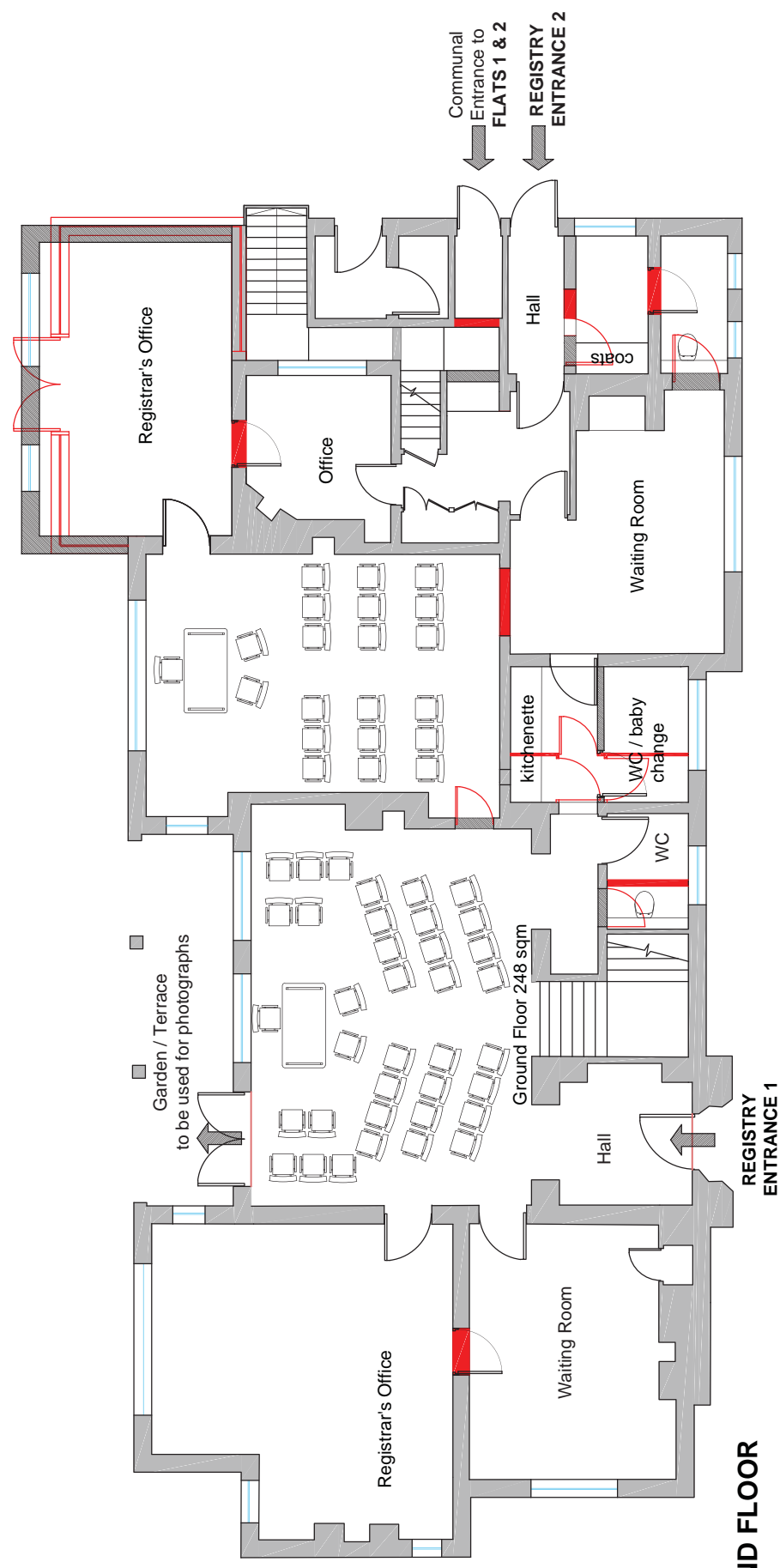
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SECOND FLOOR



FIRST FLOOR



GROUND FLOOR



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MIXED USE SCHEME -
REGISTRY OFFICE + RESIDENTIAL

1592 / SK04DEM

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SITE PLAN OPTION 1 - AS EXISTING APPROX 6 CAR PARKING SPACES



SITE PLAN OPTION 2 - APPROX 10 CAR PARKING SPACES

- confirmation required from the Conservation Officer about re-positioning a dwarf wall and gate posts which frame and enclose the front courtyard
- confirmation required from the tree officer about parking in proximity to retained tree. Tree survey required.

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SITE PLAN - options 1 & 2

1592 / SK05

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SITE PLAN OPTION 3 - 12 CAR PARKING SPACES - subject to dwarf wall and associated gate post being re-positioned + subject to tree survey and confirmation of parking beneath retained tree. (Copper Beech?)



SITE PLAN OPTION 4 - 12 CAR PARKING SPACES - as per option 3. Notional bar/catering facility shown (140sqm) with pedestrian access at rear of garden. Single storey building with glazed facade to garden to allow functions within the garden - associated with marriages at the registry office.



Existing pedestrian access to garden to rear which could be replicated

ACCOMMODATION SCHEDULE

RESIDENTIAL OPTION 1 – Based on drawing 1592/SK01		
APARTMENT NUMBER	NUMBER OF BEDS	AREA – GROSS INTERNAL APPROXIMATE M²
1	2	72.3
2	1	54.5
3	1	70.3
4	3	104.1
5	1	75.9
6	1	79.0
		456.1 m ²

RESIDENTIAL OPTION 2 – Based on drawing 1592/SK02		
TYPE	NUMBER OF BEDS	AREA – GROSS INTERNAL APPROXIMATE M²
Maisonette 1	4	245
Apartment 2	2	115
Apartment 3	1	79
Apartment 4	1	69
		508 m ²

MIXED USE OPTION 3 – Based on drawing 1592/SK03		
TYPE	Location	AREA – GROSS INTERNAL APPROXIMATE M²
Registry office, plus ancillary facilities	Ground floor	130
Council offices	First floor	77
Apartment 2	2 bed, ground floor	105
Apartment 3	2 bed, first floor	115
Apartment 4	1 bed, second floor	69
		496 m ²

MIXED USE OPTION 4 – Based on drawing 1592/SK04		
TYPE	Location	AREA – GROSS INTERNAL APPROXIMATE M²
2 no. Registry offices, to accommodate 18 & 36 guests respectively	Ground floor	248
Apartment 1	2 bed, first floor	115
Apartment 2	1 bed, second floor	69
		432 m ²

THE BROCKET . SUMMARY CSK ARCHITECTS

Residential Scheme option 1: (SK01)

Summary of Accommodation: 6 apartments – mix of 1, 2 & 3 bed units.

Advantages: This layout makes maximum use of the existing main entrance and panelled reception at ground floor. It allows 5 out of the 6 units to be accessed off this central space which could also be the main access for residents into the rear garden. It allows both first floor flats to use the main staircase for access. This approach is likely to be welcomed by the listed building officer as it retains the use of the principal entrance and principal stair.

The front courtyard can re-landscaped to provide 12 car parking spaces, 2 per flat.

The integrity of the existing rooms are retained with minimal demolition.

The size / mix of units are suitable for key workers.

Disadvantages: There will need to be robust acoustic and fire separation between each flat – at first floor where there are listed features and this will be less straight forward than on the upper floor.

Residential Scheme option 2: (SK02)

Summary of accommodation: 1 x 4 bed maisonette and 3 flats

Advantages: The principal reception room becomes useable floor space as opposed to communal circulation space.

The acoustic / fire separation is slightly easier as it is not needed between ground and first floor where there is a maisonette.

The integrity of the existing rooms are retained with minimal demolition.

Disadvantages: The maisonette is very large and not best suited for keyworker housing. Only the single unit has the benefit of the grand panelled reception room and staircase. This large unit is still blighted in part by a flat at second floor sitting above it.

The first floor flat is now accessed around the side, via very much a secondary stair.

Mixed Use Scheme option 3: (SK03)

Summary of accommodation: Ground floor part commercial / part residential. First floor part commercial / part residential / 2nd floor residential.

Advantages: This layout makes use of the principal reception room as a public space. The panelled room is a handsome room and taken at face value it would appear to suit the function of a registry office.

The integrity of the existing rooms are largely retained with minimal demolition.

Disadvantages: The main room isn't that big – it can't accommodate the 48 visitors usually needed for a large marriage. Because it is a listed building it is not a simple case of knocking two rooms together to create a larger room. The integrity of each of the main rooms with their associated cornice/panelling/skirting etc must be respected.

There is limited options to increase the parking on the site, beyond 12 spaces. Depending on the status of the Copper Beech on site, even this number of spaces may not be possible. For a large marriage with say 30 guests, parking will not be sufficient.

New parking to the rear of the site accessed off Lower Boyn Road is unlikely to be acceptable in planning terms. It would blight the outlook from the properties to the rear.

The existing principal stair must be retained and it must lead somewhere. This necessitates commercial space at first floor.

There is both a vertical and horizontal overlap between commercial space and residential accommodation with complicates both the acoustic and the fire separation.

It is difficult to see how marriages could be run back to back. Access to the main waiting area involves entering the main room where the service would be in progress.

Mixed Use Scheme option 4: (SK04)

Summary of accommodation: Ground floor commercial throughout. (2 no. registry offices able to accommodate different size parties). First floor part commercial / part residential / 2nd floor residential.

Advantages: This layout makes use of the principal reception room as a public space. The panelled room is a handsome room and taken at face value it would appear to suit the function of a registry office.

The integrity of the existing rooms are retained with minimal demolition.

It is possible to accommodate two different size wedding parties. They have their separate waiting areas.

Disadvantages: The main room isn't that big – it can't accommodate the 48 visitors usually needed for a large marriage. Because it is a listed building it is not a simple case of knocking two rooms together to create a larger room. The integrity of each of the main rooms with their associated cornice/panelling/skirting etc must be respected.

There is limited options to increase the parking on the site, beyond 12 spaces. Depending on the status of the Copper Beech on site, even this number of spaces may not be possible. If two wedding services were being conducted simultaneously, as the plan suggests, parking problems will be even more problematic than option 3.

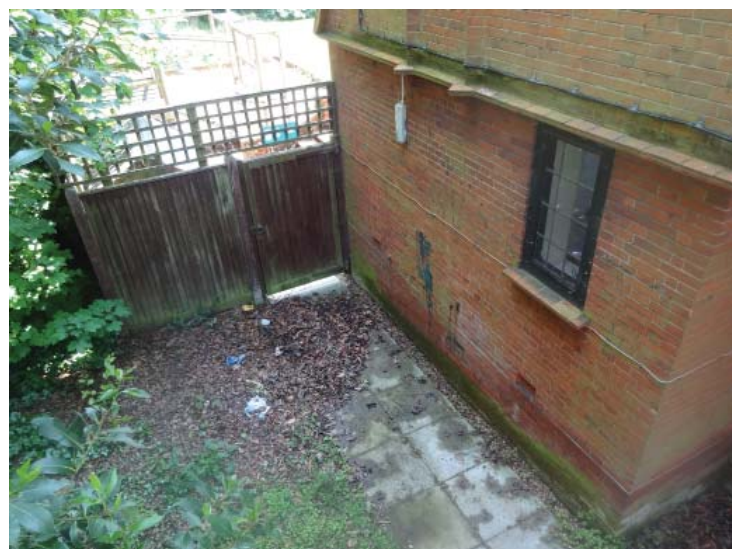
New parking to the rear of the site accessed off Lower Boyn Road is unlikely to be acceptable in planning terms. It would blight the outlook from the properties to the rear.

The existing principal stair must be retained and it must lead somewhere. This necessitates commercial space at first floor.

There is a vertical overlap between commercial space and residential accommodation which complicates acoustic / fire separation.

Conclusion

Due to parking restrictions and the layout of the listed building, in particular the principal reception room and principal stair, we consider this building is best suited to a wholly residential conversion as opposed to a mixed use scheme for the reasons noted above. We also consider residential option 1 as opposed to option 2 to have more benefits to all the users of the building and adheres more to the spirit of the origin design.



APPENDIX: EXTERNAL PHOTOS OF EXISTING . THE BROCKET



APPENDIX: INTERNAL PHOTOS OF EXISTING . THE BROCKET

Brocket, Boyn Hill Avenue, Maidenhead.

Comment by Cllr Claire Stretton on the Feasibility Study conducted by CSK Architects to ascertain its suitability for use as a residential scheme or mixed-use scheme with the Registrar's Office

Version 3 - 26 September 2016

Introduction

Brocket in Boyn Hill Avenue is a public building of great significance to Maidenhead, being recorded as a Grade II Listed Building for the following principal reasons:

- A substantially intact and decorative early C20 house displaying Arts and Crafts influences.
- Evidence for craftsmanship in the quality and use of materials in both the exterior and interior finishes.

It came into the ownership of Berkshire County Council in 1950 and has been in public ownership ever since. Because of its uses over the years, most recently as a Pupil Referral Unit (PRU) and offices, it has a particularly offensive large fire escape on its eastern side to provide exit from the roof space.

We have very few public buildings with this history and quality in Maidenhead and it is unfortunate that over the past 66 years of public ownership, Brocket has not been seen by any but a select few of the residents who ultimately own it. It is my belief that, if possible, this building should now be restored and made accessible to the public so that its quality can be more widely appreciated, particularly by those recording the important moments of their lives.

Since the PRU moved out, I have been lobbied by local residents as their local Ward Councillor to find out what our plans for Brocket are, and to register a local need for meeting rooms and spaces for local community groups to run meetings and workshops. I believe that Brocket, in conjunction with use by the Registrar, would be most suitable for this purpose. It could also be used by RBWM or hired to local businesses as meeting or reception rooms.

Comment

I note the Feasibility Study conducted by CSK Architects and, I am disappointed that each of the plans requires the demolition of the original "Winter Garden" and considerable reconfiguration of the internal rooms, both of which are specifically mentioned in the Grade II Listing text. I understand that this Feasibility Study was also to ascertain whether the building could provide for "Key Worker Housing". I also note the conclusion drawn, which is: *"Due to parking restrictions and the layout of the listed building, in particular the principal reception room and principal stair, we consider this building is best suited to a wholly residential conversion as opposed to a mixed use scheme"*.

Whilst Key Worker Housing may be a laudable aspiration for the council to seek to provide, Brocket is not in my view best suited for this purpose. If it were to be converted into flats, then how exactly does one decide which Key Workers would be given the privilege of living in this Grade II Listed Building? I suggest that we must accept that this scenario would likely lead to the building being sold.

However the invasive reconfiguration and extension of Brocket can only be described as detrimental to the fabric of the building and I believe it would be far better to work with the building and not against it.

I have read the Needs document supplied by the Registrar and also met with her to understand her requirements. They include: Three Private Offices to discuss the registry of Births and Deaths, Passport and Nationality services; Central Reception for 15/20 people; large Strong Room to store records out of sight of the general public with access from Reception, Kitchen, Ceremony Room for up to 50 with separate entrance and exit; Garden for photographs; Parking c 30 cars; Bridal Car access and parking; access by public transport. She also has an aspiration to hold weddings outdoors in the summer.

I demonstrate in this paper how Brocket can provide everything, and more, that the Registrar requires. By stripping out all the later additions, including the fire escape we can have a public building that local residents can use, enjoy and be proud of for years to come.

Alternative Future for Brocket

Brocket can provide:

- 1 Registrar's Offices including:
 - a. Reception with access to Strong Room
 - b. Ceremony Room similar or potentially larger that is currently available
 - c. Three private offices
 - d. Disabled access and public toilets on both floors
 - e. Several opportunities for photographs
 - f. Drive-through and parking for bridal cars at front
 - g. Opportunity to offer short celebration drinks receptions after weddings in the Drinks Reception/ Winter Garden
 - h. Potential for Summer weddings outside by building a Pergola on the current play area.
- 2 Council/Community Hire Meeting Rooms including:
 - a. Three meeting rooms, two interconnected
 - b. Separate entrance if required
 - c. Public toilets/kitchen.
 - d. Access to the downstairs public rooms in the evenings.
- 3 Caretaker's one-bedroomed flat to enable the facilitation of the Meeting Rooms and provide on-site security.

Supporting Information

The Staircase and Drinks Reception/Winter Garden would also provide an excellent photo venues when the weather is inclement.

The Ceremony, Drinks Reception, Winter Garden and Meeting Rooms could be hired out to local businesses and resident groups. These would all provide income.

Providing a Caretaker's Flat on-site, perhaps for one the RBWM Facilities Team, would keep the building secure and allows for the setting up of hires and access for hirers.

Additional benefits include the opportunity to absorb

the spaces occupied by the current Registrar's Offices back into the Town Hall, perhaps for much needed meeting rooms, or as part of the planned extension of the Desborough Suite to provide an Entertainment Centre in the town centre.

Required Works (page 4)

The major works required to achieve this is significantly less than any of the Schemes suggested in the Feasibility Study. After stripping out all of the later additions, the following is required:

- 1 A new doorway from the Entrance Hall to the Reception and Waiting Area and installation of glass screen or door between the Entrance Hall and the Ceremony Room
- 2 Secure shutter between Reception and receptionists office with wall added to provide a Strong Room behind.
- 3 A small passenger lift to enable disabled access to the first floor, access from the Waiting Area.
- 4 Suitable toilets installed, including for the disabled on both ground and first floors.
- 5 Conversion of the roof space into a one-bedroom Caretakers Flat with suitable fire and acoustic separation in the floor.
- 6 Landscape the Gardens to improve the setting of the Listed building and provide for Photographs.
- 7 (Optional see page 4) Extending the Ceremony Room by moving one wall out to meet the existing roof.
- 8 (Optional see page 5) Make a new parking area at the rear of the garden with access off Lower Boyndon Road.
- 9 (Optional see page 5) Build a Pergola for outdoor weddings in the summer.

Challenges raised by the Feasibility Study

1 - Access and Parking Restrictions

Brocket is a 12 minute walk from the Station. Boyn Hill Avenue is served by Bus and I would recommend that the Bus Stop is relocated from its current position, by the now demolished College, to right outside Brocket. We are currently undertaking a consultation to remove the Commuter all-day Parking from Boyn Hill Avenue, which would mean there would be ample parking in the road.

If however is deemed that additional parking should be provided on site, say for staff, I have shown in the attached plans how the parking could effectively be doubled, from 12 to 24 by utilising the bottom strip of the large garden with access off Boyndon Road.

I have consulted our parking team who do not see any highways issues with doing this. I dispute the assertion in the study that *"New parking to the rear of the site accessed off Lower Boyn Road is unlikely to be acceptable in planning terms. It would blight the outlook from the properties to the rear"*. There is only 1 property at the rear, which would not be able to see any cars parked behind the 6 foot high existing fence. The outlook from Brocket should be improved by both removing the large play area currently there which served the PRU, potentially building a pergola there for outside weddings, and by suitable landscaping of the gardens, which could also screen the parking area. The amount of usable garden would only be reduced by less than a third, but the setting of the Listed Building greatly improved.

2 - Principal Reception room size

I have demonstrated in the attached plans on page 3, that by utilising a more pragmatic layout, how 48 guests (including the bride and bridegroom) can be

accommodated, similar to the 'Ceremony Room' in the Town Hall, which currently accommodates up to 42. However, most weddings are considerably smaller than this number and with a subtle extension utilising the existing overhanging roof, the room could comfortably accommodate c60.

Other "Disadvantages" referred to include:

A - *"It is difficult to see how marriages could be run back to back. Access to the main waiting area involves entering the main room where the service would be in progress."* This is only true because of where CSK Architects have chosen to put the Waiting Room. See Works Required and Plans.

B - *"The existing principal stair must be retained and it must lead somewhere. This necessitates commercial space at first floor."* I agree and this is not a disadvantage. See Works Required and Plans.

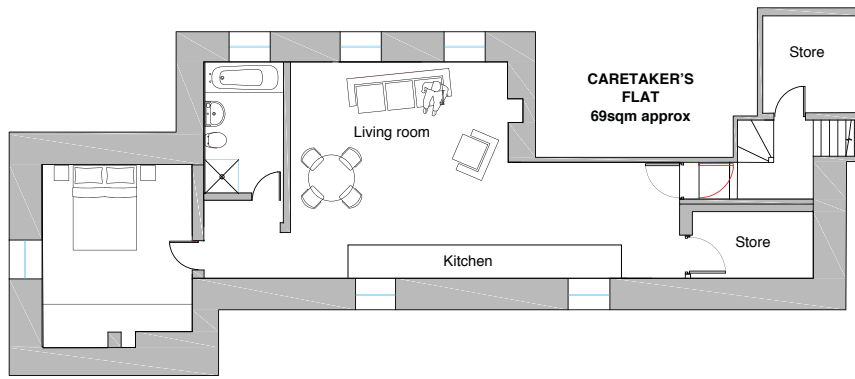
C - Mixed scheme - *"There is both a vertical and horizontal overlap between commercial space and residential accommodation with complicates both the acoustic and the fire separation."* Residential scheme: *"There will need to be robust acoustic and fire separation between each flat - at first floor where there are listed features and this will be less straight forward than on the upper floor"*. By only utilising the roof space as residential, which does not contain any listed features, the Feasibility Study recognises that this would be more straight forward.

Conclusion

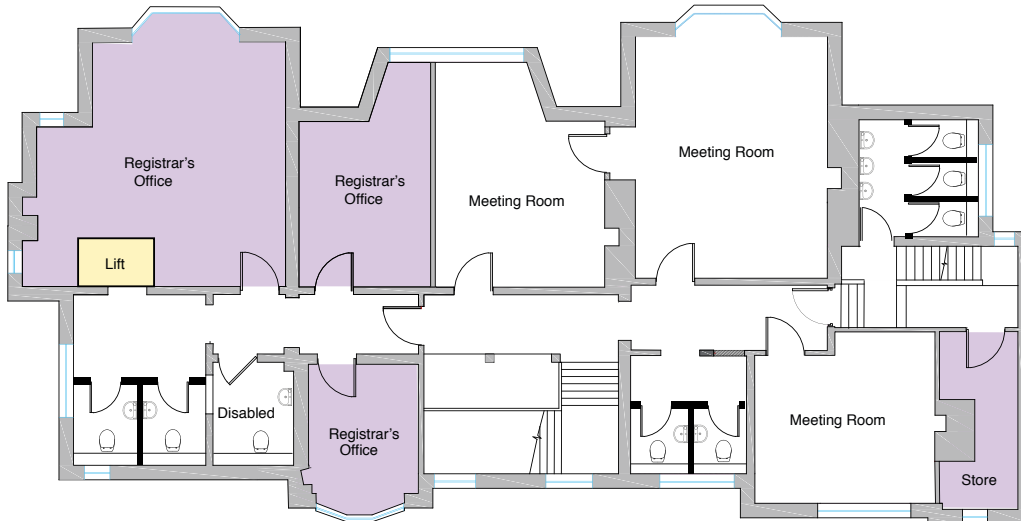
I can see how it might be financially appealing to redevelop this site into entirely residential accommodation, particularly if they were to be later sold on the open market, however either way the building would be lost to the public. This scheme would provide an ongoing income, with the benefit of both keeping this asset in public ownership and opening it up to the public. There is also space to accommodate any expansion of the Registrar's activities.

It has also been proven by other studies that to make use of the Town Hall to deliver the cultural aspirations of the town centre regeneration by redeveloping the Desborough Suite is significantly the most cost-effective solution to deliver an Entertainment Centre in Maidenhead town centre. As this does require the relocation the Registrar to another suitable building, these projects cannot be viewed in isolation. We must seek to make the best use of our resources across the town, both practically and financially. Where would we look to build a new Registrar's Office in Maidenhead that could provide a similar ambience? On the Waterway? And at what cost? Or would we seek to relocate to another area of the borough, forcing the large population of Maidenhead to travel?

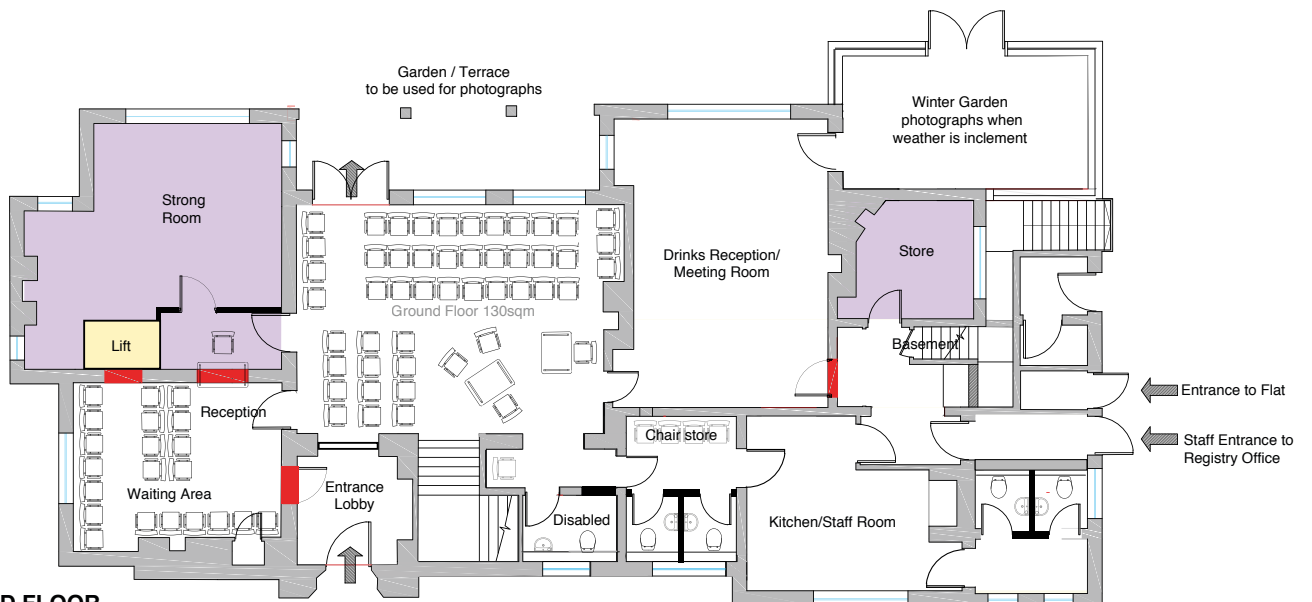
I would therefore ask that this scheme is investigated as suggested on the following pages, which incidentally require neither the demolition of the Winter Garden or a vast invasive reconfiguration of the building. It also would not require additional new extensions variously suggested by the architects, but are achieved solely by respectful internal reorganisation. Not only would this allow the residents of RBWM to celebrate and commemorate the most significant moments of their lives in one of Maidenhead's very few historic public buildings, but provide others the opportunity to meet and hire it for the many various activities that local business and the community undertake.







SECOND FLOOR



FIRST FLOOR



GROUND FLOOR

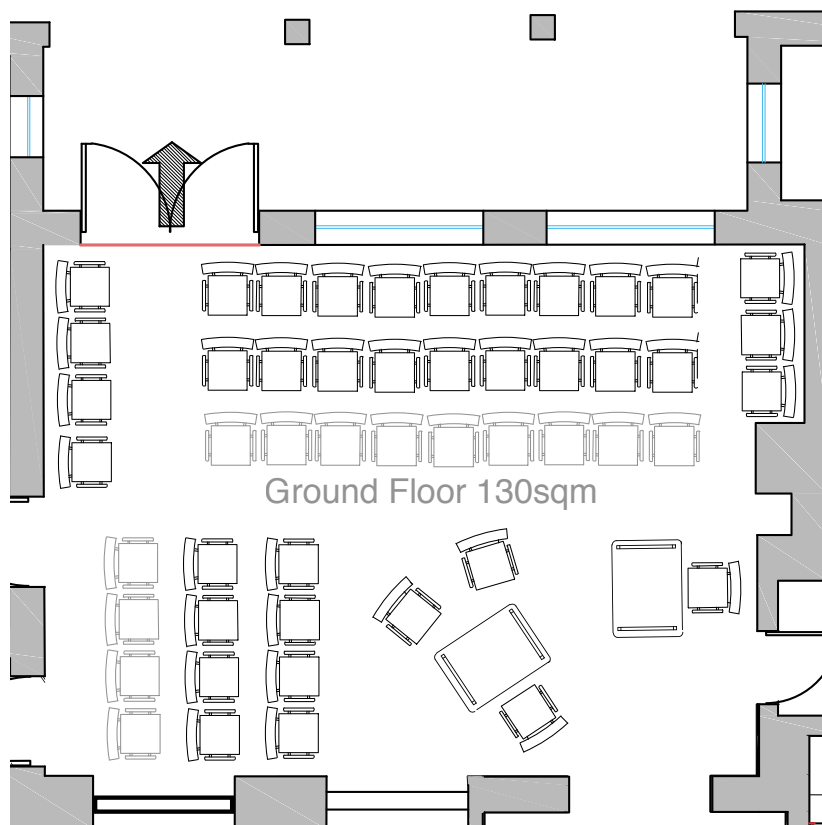
-  Demolition
-  New infill walls
-  Registrar secure areas
-  New glass wall/door

BROCKET MAIDENHEAD	1:125 @ A3	08/2016
REGISTRY OFFICE, MEETING ROOMS AND CARETAKER FLAT		

Optional extension to the Ceremony Room

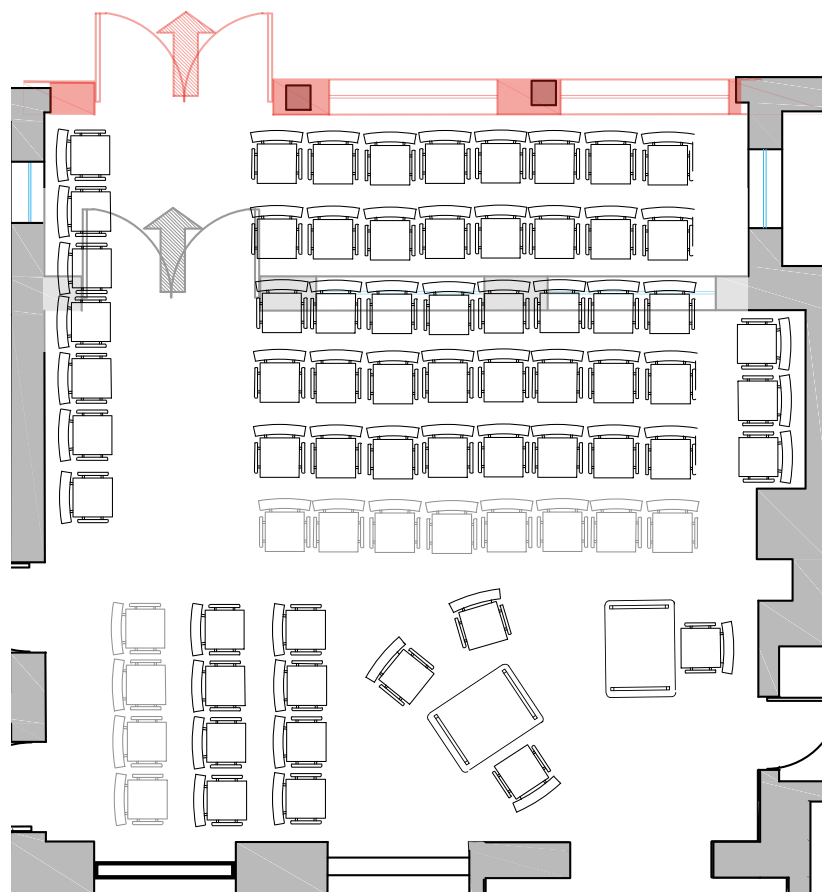
Ceremony Room within the current room

By turning the orientation around from the architects suggested layout, this area could comfortably seat 35 Guests with Bride and Groom, with a maximum of 48, by adding the rows shown in grey. Seating in a Church or similar is unlikely to provide much more leg room than this. The signing of the Register takes place inside this room, as now.



Ceremony Room with subtle extension

If the Conservation Officer felt that, to enable more public use of this building, it could be appropriate to extend by relocating the current wall and windows to where the pillars currently stand which support the overhanging roof, then this area could comfortably seat 60 Guests with Bride and Groom, with a maximum of 72, by adding the rows shown in grey.



Optional additional parking spaces



New vehicle entrance beside the gateway in Lower Boyndon Road, which I believe serves the garden of No 1 Woodcote. This could provide c12 parking spaces.



Optional Pergola in the garden for summer weddings to replace the current play area



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RESPONSE TO REPORT PREPARED BY COUNCILLOR CLAIRE STRETTON – VERSION 3

PROPOSED FLOOR PLAN LAYOUTS

The report indicates proposed layouts for the building with usage as a Registry office. The plans have been assessed within the context of the listed building in terms of building fabric and likely acceptability of the proposed interventions.

GROUND FLOOR

The proposed usage of the building puts it within the public realm and as such it will then need to be fully accessible. It is proposed that the main ceremonial room and all public access is, quite rightly, via the existing main entrance. This is two steps up from the external drive level to height of 280mm. In order to be fully DDA compliant a ramp length of 3.36m would need to be installed to allow for wheelchair access (assuming a 1 in 12 ramp gradient). This would then obstruct the driveway and result in the loss of parking bays to the front of the building – increasing the pressure for on-street parking and / or a parking area in the rear gardens.

The proposal seeks to block up the existing entrance lobby arch with a glazed screen and to create a new door opening through the existing original panelling of the lobby. This is unlikely to be acceptable in conservation terms as it fundamentally severs the relationship of the main, ornately decorated entrance hall with the lobby and access into the building. It would also involve the loss of some of the entrance lobby panelling which would also not be acceptable in this important part of the building.

Two new openings are indicated in the wall of the room to the left of the main hall – labelled as waiting area and reception. This wall is not so significant in terms of not having any panelling or ornate detailing, in which case this may be seen as being acceptable in conservation terms.

However, the introduction of a lift and also the internal lobby to the 'strong room' is likely to be looked at unfavourably. This is due to both the loss of fabric (due to the floors having to be removed to accommodate a lift), and also by the loss of the proportion and sense of the original room, which features a fireplace within a purpose designed 'nook' with lowered ceiling. This is an 'Arts and Crafts' interpretation of a traditional inglenook fireplace.

The main hall itself is quite fine in its detailing and scale and it is unlikely to be able to be extended into the external verandah area as it will change the proportion of the room. If wedding ceremonies are proposed then they will need to be arranged within the confines of the existing space available. Shown at face value, this looks as quite tight in terms of access and chair proximity. A mock layout has been set up in-situ to establish exactly how many chair spaces can realistically be accommodated in the space – please see attached photos. This indicates that the main hall can only facilitate a maximum of 32 people. This is significantly lower than the required 50 that has been advised by the current Registrar.

WC's are indicated in the location of the current WC and services and in various locations around the building across both ground and first floors. Whilst the numbers proposed would comply with the required standards the receptionist can only access the WCs by passing through the main ceremony room. Similarly, from the drinks / reception room guests can only access the WCs by entering the ceremony room or through the kitchen.

A new opening is shown between the Drinks Reception / meeting room and the rear staircase lobby. There is some panelling in this location defined by timber moulding above and below the dado rail. It may be possible to adapt this to accommodate a new door opening but the Conservation department would need to advise if this loss is deemed acceptable. This room would also need to be acoustically separated from the main ceremony room as it would appear that the intention would be to have two events happening at any one time ie. A ceremony taking place whilst another group is in the drinks / reception room.

FIRST FLOOR

The first floor layout largely indicates the room arrangements as existing. The main exception to this is the introduction of the lift which, as noted previously, is unlikely to be acceptable due to the loss of floor structure and of disruption to the scale and proportion of the room. In a similar vein to the ground floor, there is a fireplace arrangement set out as an Arts and Crafts interpretation of an inglenook. The fireplace itself is an inappropriate 1960's replacement which could be changed to something more in-keeping. However, the introduction of the lift would disrupt the sense of the original room.

SECOND FLOOR

The second floor indicates a single flat to accommodate a caretaker. The layout of the flat and opening up of the walls will need to be agreed with the Conservation officer but in principle, would like be considered acceptable. However the Council will need to assess if it is required to have an on-site caretaker and whether this commercially viable in terms of providing this level of on-site presence for the proposed building usage.

EXTERNAL AREAS - PARKING

As proposed in previous versions of the Councillor's report, it is intended to create a new parking area within the rear garden. As stated previously, a traffic survey will need to be carried out and visibility splays will need to be checked in terms of proximity to Underhill Close opposite and Woodcote, adjacent. This will also involve the loss of important tree screening along Lower Boyndon Road and also further trees within the garden itself.

In order to achieve this parking area it will be necessary to either excavate the land due to the change in levels from the road up into the garden or to have a steep ramp up into the site. The requirement for either a hammer head or turning circle will lead to large areas of the garden being taken up with hard surfaces.

The introduction of parking in this location is not likely to be viewed favourably by the Conservation department as it impacts heavily on the setting of the listed building. The original gardens have historically been significantly reduced due to the sale of the land and construction of housing. A parking area will further negatively impact the building within its landscape context. It will also require the loss of part of the brick garden wall which falls within the listed curtilage. This will further erode the significance of the original dwelling and its walled garden setting.

Further to this it will mean that the intention for receptions to take place in the garden would be compromised by the lack of external space and the negative view of a car park.

CONCLUSION

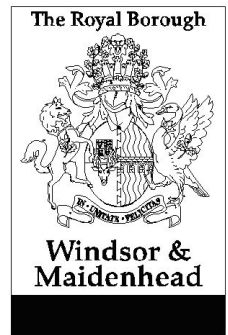
To conclude, we still consider the proposed interventions to facilitate a registry office within the listed building would not be acceptable in terms of Conservation policies. The building was originally designed as a dwelling and as such the rooms are, whilst larger than average for a house, domestic in their scale and not suitable for use as a public building. The Registry office requires a large ceremony room which the Brocket is unable to provide. Alternative public uses will have the same issues of having to adapt the building to be fully accessible, with the intervention of ramp / lift etc. The issue of additional parking requirements will also apply leading to further on-street parking or the destruction of the rear garden, loss of part of the listed garden wall and removal of important tree screening. All of which would no doubt be of concern to the local residents and also be detrimental to the fabric and setting of the building.

JUSTYN TURNBULL
CSK ARCHITECTS
12th October 2016

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Development & Regeneration

MEMORANDUM



Tree Team

To: David Thompson **Date:** 17 October 2016
From: Alan Brier
Location: 15 Boyn Hill Avenue, Maidenhead, SL6 4EY.
Type: Tree inspection

COMMENTS

The purpose of this report is to provide advice, identify obvious structural and physiological defects (from ground level only) and make, if necessary, recommendations for further investigations and/or tree work in accordance with the current British Standard 3998 Tree Work – Recommendations and industry best practice.

The site contains a large number of mature trees growing on the southern, eastern and western boundaries.

The trees on the eastern boundary with Lower Boyndon Road are a mix of maples, lime, beech and yew and that due to their location and size are prominent features in the street scene, softening the built form and making a significant contribution to the appearance of the local area. The loss of these trees through direct removal, inappropriate pruning and/or development activity would have a detrimental impact on the amenity of the area. These trees would be suitable for inclusion in a tree preservation order and will need to be retained and protected as part of any development that is undertaken on this site.

The following arboricultural information (in accord with table B1 'Delivery of tree-related information into the planning system' from the current BS5837: 2012 trees in relation to design, demolition and construction) will be required to support the any planning application that could impact the trees on this site.

- Tree survey
- Tree retention/removal plan (finalised)
- Retained trees and RPAs shown on proposed layout
- Arboricultural impact assessment
- Existing and proposed finished levels
- Tree protection plan

- Arboricultural method statement– heads of terms
- Details for all special engineering within the RPA and other relevant construction details

At the time of my site visit the majority of the trees growing on the site appeared to be in a reasonable condition. However I noted evidence of decay around the base of the Robinia (T1). Due to the extent of the decay I would recommend that this tree be removed as soon as possible in the interest of safety.

No secondary investigation(s) with internal decay detection equipment and further inspection(s), to assess the tree(s) root system beneath ground level (i.e. below the trees root collar) were carried out.

No assessment has been made in respect of the likelihood of direct/indirect damage to property or the ingress of roots into underground services. These issues are beyond the scope of advice.

TREE NUMBER	SPECIES	NOTES	WORK
G1	Mixed group including 2 yew, 7 maple, 1 beech, 1lime and 1holly.	Minor dead wood, low branches overhanging and partly obstructing the footpath in Lower Boyndon Road	Crown lift to a height of 3m over the pavement in Lower Boyndon Road
T1	Robinia	Deadwood and dieback in canopy. Evidence of major decay at base of stem.	Fell to ground level and replace.
T2	Pine	Twin stemmed from a height of approximately 4m	No works.
T3	Copper beech	Growing within the group G1.	Tip reduce branches growing closest to building to give a clearance of 1-1.5m from the building.
G2	Group of 5 maple and 2 yew and 1 holly.	No major defects visible at time of inspection.	No works.
T4	Thorn	Leaning and previously reduced tree.	No works at this time but consider removal and replacement as part of any future works on the site
T5	Silver birch	Semi mature birch	No works.

If you have any further enquires regarding this matter, please do no hesitate to contact me

Alan Brier
Arboricultural Officer

Task and Finish Group – Brocket Terms of Reference - January 2017

Purpose:

To consult with interested parties and review options for the future use of the Brocket.

Thereafter to make appropriate recommendations, that if supported by the Culture and Communities Overview and Scrutiny Committee, would be provided to the Cabinet Regeneration Sub-Committee when they consider the feasibility study.

Background:

A Task and Finish Group on the Brocket was requested at the Audit and Performance Panel on the 26 October 2016 following consideration of the detailed feasibility study that has been carried out.

The Panel felt a Task and Finish Group was necessary to examine the future use of the Brocket and to consider whether there are viable community and /or heritage uses for the building. Members of the Audit and Performance Review Panel and members of the public are to be invited to attend.

Membership:

The membership will be as follows:

- Cllr. Gerry Clark (Chairman), Cllr. Judith Diment, Cllr. Claire Stretton.
- Other Members of the Culture & Communities O&S Panel to be invited to attend.
- Members of the Audit and Performance Review Panel to be invited to the first meeting so they can explain their rationale for requesting a Task and Finish Group.
- Local residents / members of the public to be invited to attend and may be called as witnesses.
- Representative(s) of Maidenhead Heritage Trust
- Representative(s) of Maidenhead Civic Society (Mr. Bob Dulson).
- The Council's Conservation Officer as an expert witness to advise on any recommendations.

Chairman:

Cllr. Gerry Clark (Chairman of the C&COS)

Quorum:

Five Members, of whom at least three must be Councillors.

Support:

Democratic services will provide administrative support. The Strategic Director of Corporate and Community Services, as the responsible director, will be available to provide advisory support. The Task and Finish Group can invite officers to attend and present from across the council.

Frequency:

The Group meet on 11th January 2017.

Timescale:

A report will be presented to the Culture and Communities Overview and Scrutiny Panel in January.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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