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NOTICE OF MEETING

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PARISH CONFERENCE

will meet on

THURSDAY, 15TH FEBRUARY, 2018

At 7.00 pm

in the

COUNCIL CHAMBER - GUILDHALL, WINDSOR,

TO: MEMBERS OF THE PARISH CONFERENCE

COUNCILLOR CHRISTINE BATESON (CHAIRMAN)

Karen Shepherd - Democratic Services Manager - Issued: 07/02/2018

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

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<p><u>WELCOME AND INTRODUCTIONS</u></p> <p>The Chairman to welcome all to the meeting and conduct introductions around the room.</p>	Verbal
2.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>To receive any apologies of absence.</p>	Verbal
3.	<p><u>MINUTES FROM LAST CONFERENCE</u></p> <p>To Agree the Minutes from the 14 November 2017 Conference.</p>	5 - 8
4.	<p><u>BUSINESS RATES POOLING PILOT (15 MINS)</u></p> <p>To receive the above item from Rob Stubbs, Head of Finance.</p>	Verbal
5.	<p><u>CIL/S106 FUNDING (15 MINS)</u></p> <p>Russell O Keefe, Strategic Director to update the Conference on CIL/S106 Funding.</p> <p><i>Although the report had not been included on the Agenda the Chairman agreed to consider it as an urgent item, in accordance with Section 100B (4) (b) of the Local Government Act 1972.</i></p>	Verbal
6.	<p><u>PARISH CHARTER REVISION (15 MINS)</u></p> <p>Stephen Hedges, Cox Green Parish Council, to update the Conference.</p>	Verbal
7.	<p><u>UPDATE ON HIGHWAYS & STREET CLEANING (15 MINS)</u></p> <p>To receive an update from Ben Smith, Head of Highways and Transport.</p>	Verbal
8.	<p><u>SHARED EMERGENCY PLANNING SERVICE (10 MINS)</u></p> <p>To receive an update from David Scott, Head of Communities, Enforcement & Partnerships.</p>	Verbal
9.	<p><u>RURAL BUSES (15 MINS)</u></p> <p>Ben Smith, Head of Highways & Transport to update the Conference on the bus routes in the rural areas.</p> <p><i>Although the report had not been included on the Agenda the Chairman agreed to consider it as an urgent item, in accordance with Section 100B (4) (b) of the Local Government Act 1972.</i></p>	Verbal

10.	<u>BUDGET 2018/19 (15 MINS)</u> Councillor MJ Saunders to present the 2018/19 Budget to the Conference.	Verbal
11.	<u>ITEMS FOR FUTURE MEETINGS</u> Please inform Sandra Baker or Shilpa Manek for future Agenda Items.	Verbal
12.	<u>DATE OF NEXT CONFERENCE</u> To be confirmed.	Verbal

Agenda Item 3

PARISH CONFERENCE

TUESDAY, 14 NOVEMBER 2017

PRESENT: Councillors Christine Bateson (Chairman)

Also in attendance: Councillor David Coppinger

Officers: Alison Alexander, Harjit Hunjan, Jenifer Jackson, Andy Jeffs, Shilpa Manek, Suzanne Martin, David Scott, Mary Kilner, Terry Baldwin, Louisa Dean, Louise Freeth, Jacqueline Hurd and Michael Llewelyn

WELCOME AND INTRODUCTIONS (5 MINS)

The Chairman welcomed all to the meeting and introductions were carried out around the room.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Ken Elvin (Bray Parish Council), Anne Catherine Buxton and Ruth Davies (Sunningdale Parish Council).

MINUTES FROM LAST CONFERENCE (5 MINS)

The Minutes of the last meeting on 13 June 2017 were **Unanimously Agreed** after the following changes:

Add attendees from Cox Green Parish Council – Stephen Hedges and Ian Harvey and correct spelling for David Burfitt.

FEEDBACK FROM THE MANAGING DIRECTOR AND EXECUTIVE DIRECTOR ON RECENT VISITS TO MEET PARISHES (10 MINS)

Andy Jeffs, Executive Director provided a summary of the items raised by parishes and some proposed solutions. Presentation Attached.

The most recent structure charts were distributed to all attendees. Attendees were reminded the current versions are available on the RBWM web site. Attached.

The Parish Charter had been discussed and was later on the Agenda.

Andy Jeffs informed the Conference that he was the Executive Director with the responsibility for Parishes. Andy Jeffs offered to have further local meetings and suggested that Officers could attend Parish meetings as required to review and discuss specific issues. There was a clear contact process directly through Officers, the numbers and emails were all on the structure charts.

The borough was happy and committed to support Parishes more on things such as GDPR or S106 to CIL.

REFRESH OF OUR PARISH CHARTER (40 MINS)

Andy Jeffs, Executive Director provided the Conference with guideline of what to consider during the half hour workshop. The outcomes would all be considered when drafting the

refreshed Parish Charter. Each group would have a council officer facilitating the workshop. Presentation Attached.

At the end of the half hour workshop, each table reported on some key points they had considered and recorded, as below:

The refreshed Parish Charter would need to include:

- Clear themes from the visits.
- Partnership working.
- Building mutual trust.
- Language in the Charter, communications of how and when.
- Timely feedback.
- Parish Councils very unique, recognition that they work differently.

The way forward would now include a working group to draft a refreshed Parish Charter, ready to have on the Agenda for the next Conference. The working Group would consist of volunteers from Bray, Cookham, Old Windsor, Datchet, Cox Green, Bisham and south of the borough (TBC).

ELECTORAL REVIEW (15 MINS)

Suzanne Martin, Electoral Services Manager, gave a presentation to the Conference on the Electoral Review. Presentation Attached.

Points raised after the presentation included:

- 57 councillors reduced to 43 councillors has been agreed by the Local Government Boundary Commission for England during Stage 1 of the review– This agreed recommendation was 43 councillors plus or minus one.
- Changes to RBWM Wards will not change the existing Parish areas.
- The current working proposals subject to the final Working Group views later this week will be a pattern of 19 wards, 8 in Windsor and 11 in Maidenhead, some would be represented by two Members and some by three Members to give the total of 43 overall.
- to the review had been triggered to enable the number of councillors for 2019 onwards to be considered.

REVIEW OF THE REFRESHED RBWM WEBSITE (5 MINS)

Louisa Dean, Head of Communications, gave the Conference a quick run through the new refreshed website. Louisa Dean showed a few examples of what and how information could be found on the new website.

Points raised by the Conference included:

- No tab for Residents, residents may feel that they have not been thought about.
- Train link missing from website
- Wifi issue on container library
- Search issues
- Flood info missing from website
- Planning portal issues

BOROUGH LOCAL PLAN & NEIGHBOURHOOD PLANS UPDATE (20 MINS)

Councillor David Coppinger introduced himself to the Conference as the new Lead Member for Planning. Councillor Coppinger informed the Conference of where the borough is with the draft Borough Local Plan. Councillor Coppinger then introduced Jenifer Jackson, Head of Planning, who gave a presentation on the update on the Borough Local Plan and Neighbourhood Planning. Presentation Attached.

Jenifer Jackson went through the next steps in the borough local plan process and what will take place by 31 January 2018.

Jenifer Jackson went through each Parish Council and updated the Conference on where each were at present with regard to their local Neighbourhood Plans.

Finally, Jenifer Jackson updated the Conference on planning issues, such as the stakeholder meeting, the service improvement plan, recruitment in planning, the ongoing gypsy traveller accommodation assessment evidence work, the joint minerals and waste plan, the authority monitoring report and the borough design guide.

ACTIONS FROM THE LAST MEETING (5 MINS)

The Actions from the last Conference were discussed and agreed.

THE LOCAL GOVERNMENT ASSOCIATION REVIEW (15 MINS)

The Conference received an update from the Managing Director, Alison Alexander on what the review identified and the way forward. Presentation Attached.

Alison Alexander provided information on the team that conducted the peer review, how they conducted it, who they approached, the scope of the peer challenge, the five core components and the recommendations.

The peer review team had detailed three main recommendations, to **Pause** on making change, to **Embed** all changes made and **Explain** to the organisation, partners and residents so they all understand the changes and why they had happened. Further recommendations were made and these covered areas such as structural and constitutional governance, accountability, scrutiny, financial planning viability, capacity to deliver and leadership of place.

The Parishes asked why they were invited to the LGA review meeting and on arriving, turned away. Alison Alexander explained that the Review was a Borough request and the decision had been taken not to include the Parishes directly as a number of other local residents representatives had been involved.

Chris Graham, Bray Parish Council highlighted that it was unsatisfactory that they were turned away. Alison Alexander responded that the peer review had now finished and that could not be changed, however going forward, we would want to continue to work with the Parishes.

DATE OF NEXT CONFERENCE

The Conference noted that the date of the next Parish Conference would be

- Thursday 15 February 2018

The meeting, which began at 6.30 pm, finished at 9.20 pm

CHAIRMAN.....

DATE.....

