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NOTICE OF MEETING

CABINET

will meet on

THURSDAY, 24TH MAY, 2018

At 7.30 pm

in the

COUNCIL CHAMBER - TOWN HALL, MAIDENHEAD.

TO: MEMBERS OF CABINET

COUNCILLORS SIMON DUDLEY (CHAIRMAN)
DAVID COPPINGER, (PLANNING & HEALTH INCLUDING SUSTAINABILITY)
(VICE-CHAIRMAN)
PHILLIP BICKNELL, (HIGHWAYS, TRANSPORT & WINDSOR)
NATASHA AIREY, (CHILDREN'S SERVICES)
MJ SAUNDERS, (FINANCE)
SAMANTHA RAYNER, (CULTURE & COMMUNITIES INCLUDING RESIDENT AND
BUSINESS SERVICES)
JACK RANKIN, (ECONOMIC DEVELOPMENT, PROPERTY, COMMUNICATIONS &
DEPUTY FINANCE)
DAVID EVANS, (MAIDENHEAD REGENERATION AND MAIDENHEAD INCLUDING
SCHOOL IMPROVEMENT)
STUART CARROLL, (ADULT SOCIAL CARE AND PUBLIC HEALTH)
JESSE GREY (ENVIRONMENTAL SERVICES INCLUDING PARKING & FLOODING)

PRINCIPAL MEMBERS ALSO ATTENDING: COUNCILLORS CHRISTINE BATESON
(NEIGHBOURHOOD PLANNING AND ASCOT & SUNNINGS), LISA TARGOWSKA (HR,
LEGAL & IT), DAVID HILTON (ASCOT REGENERATION), ROSS MCWILLIAMS
(HOUSING)

DEPUTY LEAD MEMBERS: Malcolm Alexander (Streetcare and Windsor & Eton), Marius
Gilmore (Business Development and Partnerships), Mike Airey (Planning Performance),
John Bowden (Aviation & Heathrow Airport), Phillip Love (Maidenhead Regeneration &
Maidenhead)

Karen Shepherd – Service Lead Democratic Services - Issued: Wednesday, 16 May 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 **David Cook** 01628 796560

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Royal Borough
of Windsor &
Maidenhead

AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence	-
2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest	7 - 8
3.	<u>MINUTES</u> To consider the Part I minutes of the meeting held on 26 April 2018.	9 - 14
4.	<u>APPOINTMENTS</u>	-
5.	<u>FORWARD PLAN</u> To consider the Forward Plan for the period June 2018 to September 2018.	15 - 20
6.	<u>CABINET MEMBERS' REPORTS</u> Highways, Transport And Windsor	-
	i. Eton End School – Road Safety Petition	21 - 26
	Neighbourhood Planning and Ascot & Sunnings	
	ii. Eton and Eton Wick Neighbourhood Plan Decision to Proceed to Referendum	27 - 92
	Children’s Services	
	iii. Windsor Middle School Expansion	93 - 112
	Planning and Health, including Sustainability	
	iv. Joint Central and Eastern Berkshire Waste and Minerals Plan – Regulation 18 Consultation on the Draft Plan	113 - 126
	Children’s Services	
	v. SEND Area Inspection Update	127 - 172
	Social Care and Public Health	
	vi. Commissioning of Sexual Health Services from March 2019	173 - 178

Finance

vii. Financial Update 179 - 200

Highways, Transport And Windsor

viii. Highways and Transport Investment Programme 2018-19 201 - 216

Children's Services

ix. School Catering Contract 217 - 220

7. LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

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 8 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"

PART II

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
8.	<p><u>MINUTES</u> To consider the Part II minutes of the meeting of Cabinet held on 26 April 2018.</p> <p><i>(Not for publication by virtue of Paragraph 1, 2, 3, 4, 5, 6, 7 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p> <p><u>Details of representations received on reports listed above for discussion in the Private Meeting</u></p> <p>None received</p>	221 - 222

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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 the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. 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 3

CABINET

THURSDAY, 26 APRIL 2018

PRESENT: Councillors Simon Dudley (Chairman), David Coppinger (Vice-Chairman), Phillip Bicknell, Natasha Airey, MJ Saunders, Samantha Rayner, Jack Rankin, David Evans, Stuart Carroll and Jesse Grey

Principle Members also in attendance: Christine Bateson, Lisa Targowska, David Hilton and Ross McWilliams.

Officers: Alison Alexander, Rob Stubbs, Louisa Dean, Maddie Pinkham, Russell O'Keefe, Andy Jeffs, and David Cook.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Jones (Leader of the opposition) and Kevin McDaniel (Director of Children's Services).

DECLARATIONS OF INTEREST

There were no declarations of interest received.

MINUTES

RESOLVED UNANIMOUSLY:

- **That the Part I minutes of the meeting held on 22 March 2018 were approved.**
- **That the Part I minutes of the Cabinet Local Authority Governors Appointment held on 5 April 2018 be noted.**

APPOINTMENTS

The Chairman informed that Cllr Rankin had taken on the portfolio responsibility for communications and was now Lead Member for Economic Development, Property, Communications and Deputy Finance.

The Chairman thanked Cllr Carroll and Cllr McWilliams who had previously held the responsibility for communications.

FORWARD PLAN

Cabinet considered the contents of the Forward Plan for the next four months and noted the changes made to the plan since the last meeting. In addition it was noted that the RBWM Property Company Business Plan would be considered at the June 2018 Cabinet meeting.

CABINET MEMBERS' REPORTS

- A) WEEKLY WASTE COLLECTION CONTRACT- AUTHORITY TO COMMENCE PROCUREMENT

The Lead Member for Environmental Services introduced the report that sought delegated authority to commence a new weekly waste and recycling service and requested the approval for delegated authority to extend the current contract with Veolia by nine months.

The Lead Member for Environmental Services informed that the current waste and recycling contract expired March 2019 and that we needed to procure a new contract for collections beyond then. The administration were committed to continuing weekly collections and improving on the already excellent 90 percent resident satisfaction rating.

There was volatility in the market at present due to global pressures and this was why we were requesting a 9 month extension to the current contract to give time to get a contract that improved upon the current service and also provided 40 percent savings and incentives for the Greenredeem recycling incentive scheme.

The Lead Member for Highways, Transport and Windsor informed that weekly waste collections was one of many examples of excellent services we provided our residents. He informed that only about 30 percent of other local authorities provided weekly waste collection and that weekly collections must be kept for our residents especially those with younger or larger families.

The Lead Member for Economic Development, Property, Communications and Deputy Finance asked if it was correct that the Royal Borough Conservatives were keeping weekly waste collection and the Greenredeem scheme. The Lead Member for Environmental Services replied that this was correct and it was what our residents expected.

The Chairman said that the administration were guaranteeing weekly bin collections and there would be no change in service, as council tax payers they should expect to get their rubbish collected.

The Principal Member for Ascot Regeneration informed that a recent parish council survey had shown that 93 percent of their residents were satisfied with the service they received and that they wished it kept. He asked that if the third runway at Heathrow was built would this impact the recycling contract and was informed that it would not as the Royal Borough used the facilities outside Oxford.

The Lead Member for Maidenhead Regeneration and Maidenhead, including School Improvement said that this was excellent news for our residents especially as across the country some authorities were looking to go to three weekly collections due to their financial position. It was a tribute to the way we managed our finances. With a satisfaction rating of 90 percent he was pleased that we were planning to keep the current level of service. The Chairman replied that it was important and he did not wish to take this for granted.

The Lead Member for Planning and Health including Sustainability said that we were also planning on keeping a weekly waste food recycling that was used to create energy for homes.

The Lead Member for Environmental Services reported that he would be visiting the recycling centres and also planned further communication to our residents on recycling with the aim of increasing recycling rates.

The Lead Member for Children's Services mentioned that it was a great credit to the Royal Borough that we were not changing our services especially when you at what happened recently in Birmingham. It was important to have weekly collections for young families for example the removal of nappies and larger families who may generate more waste. She was pleased that the Greenredeem scheme was to be continued as this benefited our schools and the wider community.

The Lead Member for Culture and Communities said that she was pleased to see the planned 40 percent savings in the costs of the Greenredeem scheme.

The Lead Member for Finance reported that with regards to Greenredeem it was worth noting that there was a significant minority number of residents that used their points, for example he received 20 percent off the costs of dry cleaning. There were monthly prize draws for those that donated their points and a number of various community groups benefited.

Resolved unanimously: That Cabinet notes the report and:

- i) Delegates authority to the Managing Director, and Lead Member for Environmental Services (including Parking and Flooding), to commence procurement of a new weekly waste and recycling collection service, along with allied services: management of the transfer station; management of the Household Waste and Recycling Centre; marketing of recyclable materials; provision of new bins and cleansing of bring sites. In addition, the new contract will include a recycling incentive scheme.**
- ii) Approves an extension of up to nine months to the current Veolia contract to allow current market uncertainty in recycling material prices to settle and delegates authority to agree the details of this extension to the Managing Director in consultation with the Lead Member for Environmental Services (including Parking and Flooding).**
- iii) Approves an extension to the Greenredeem recycling incentive scheme contract so that this becomes coterminous with the current waste and recycling collection contract.**

B) FINANCIAL UPDATE

The Lead Member for Finance presented the latest Council's financial statement for 2017-18 and informed the final 2017-18 update would come to May 2018 Cabinet.

The Lead Member for Finance informed that the main headlines were that it was predicted that the Council remained in a strong financial position with combined general fund reserves of £7,255,000. This was substantially above the recommended minimal level of reserves and that across the country many authorities were struggling to maintain reserves.

In addition appendix A showed that we were carrying forward £2,073,000 of capital fund reserves for eventualities that may arise. The Lead Member outlined by directorate the variances against controllable budget, which were:

	Controllable Net Budget	Projected Variance
Managing Director's Directorate	£62,786,000	(£73,000)
Communities Directorate	£14,787,000	£808,000
Place Directorate	£2,951,000	(£116,000)

There were a number of challenges within the Children's and Adults Services that the Lead Members and officers had been tasked to resolve. There had also been adverse movement in Housing Benefit Subsidy. Cabinet were informed that overall the authorities reserves were very healthy.

The Lead Member for Finance also highlighted two additional recommendations within the report. The approval of a £250,000 transfer from the Borough Parking budget to the Braywick Leisure Centre budget to enable the early provision of 200 parking places and the implementation of new discounted Advantage Card tariffs in the Magnet and Windsor Leisure Centre car parks.

When setting the 2018-19 budget the Lead Member for Finance had said that there would be no car parking charges for advantage card holders, it had however come to light that the two

leisure centre car parks did not have these discounts as an alternative discount scheme was in operation. The recommendation would rectify this and the two car parks would receive a 20 percent discount for advantage card holders as well as retaining the existing scheme for leisure centre users.

The Principal Member for Ascot Regeneration agreed that the Royal Borough's financial position was remarkable given what other authorities were reporting. Not only were we in a good position but we continued to support our services such as those for our children and instead of cutting areas such as libraries we Royal Borough were investing. He wished to thank Lead members and officers for their excellent work.

The Chairman said that if we did not run an efficient council then we would not be in a position to offer organisations charitable support such as the £50,000 per year to SportsAble over a three year period.

The Lead Member for Maidenhead Regeneration and Maidenhead mentioned that he supported the investment in parking as it would ensure parking in Maidenhead would not be reduced during regeneration works.

The Lead Member for Culture and Communities was pleased to see the parking discounts being extended to the two leisure centres as well as maintaining the existing discount.

The Lead Member for Environmental Services said that a number of businesses in Datchet had benefited from the business rates discounts that had been offered. He also asked if the Lead Member for Finance felt that the £250,000 for the 200 car parking spaces was sufficient and was informed that it was expected that the final amount would be less but they were being prudent.

Cabinet noted that the administration were investing in services rather than making cuts

The Lead Member for Finance highlighted that the Royal Borough had increased the amount of funding it provided to the third sector whilst other authorities were cutting back on support to charitable and community organisations.

Resolved unanimously: that Cabinet:

i) Notes the Council's projected outturn position for 2017-18 and mitigating actions to address service pressures.

ii) Approves a £250,000 transfer from the budget for Borough Parking Provision to the budget for Braywick Leisure Centre as detailed in paragraph 4.20.

iii) Approves the implementation of new discounted Advantage Card tariffs in the Magnet and Windsor Leisure Centre car parks, following the required period of consultation. Further details in paragraph 4.16 and appendix H.

C) MAIDENHEAD GOLF COURSE - STAGE 3 PROCUREMENT

The Lead Member for Economic Development, Property, Communications and Deputy Finance introduced the report that set out the final questions and criteria for the procurement of a development partner for Maidenhead Golf Course.

Cabinet were informed that the Royal Borough were committed to the development of this strategic site that would provide benefits such as an all through school and 30 percent affordable housing. Following the publication of an OJEU notice seeking a development partner for the Maidenhead Golf Course 10 formal submissions were received to the initial selection questionnaire. A list of 5 companies were subsequently invited to partake in

dialogue. These submissions had been scored and three companies had been invited to submit final tenders. The Part II appendix to the report outlined the final stage questions and criteria.

The Chairman asked when it was expected that a development partner would be appointed and was informed that this was expected to happen in July 2018.

The Lead Member for Finance mentioned that officers and the Lead Member had done an outstanding job with the document and process and that we were seeking a bidder that understood and appreciated the Council's vision. Woodland and open realm on the site would be protected and the document would mean the best partner would be appointed.

Cabinet resolved to continue their deliberations in Part II to consider the reports appendix before making the following resolution in open meeting.

Resolved unanimously: that Cabinet notes the report and:

- i) Agrees the final stage questions and criteria in the part 2 Appendix A.**
- ii) Delegate authority to the Executive Director with the Leader, Lead Member for Economic Development and Property, Lead Member for Maidenhead Regeneration and Maidenhead and Lead Member for Finance to make minor amendments, where necessary, to these questions and criteria following dialogue sessions with the shortlisted bidders.**

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 6.30 pm, finished at 7.30 pm

CHAIRMAN.....

DATE.....

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Agenda Item 5

CABINET

FORWARD PLAN - CHANGES MADE SINCE LAST PUBLISHED:

ITEM	ORIGINAL CABINET DATE	NEW CABINET DATE	REASON FOR CHANGE
Infrastructure: Suitable Alternative Natural Greenspace (SANG) provision – options	-	June 2018	New Item
Vicus Way Car Park	-	June 2018	New Item
Property Company Quarterly Report and Business Plan	June 2018	June 2018	Two reports merged into one.
Homeless Strategy 2017-2022 – Update	Sept 2018	-	Item merged into the Housing Strategy.

FORWARD PLAN OF CABINET DECISIONS

NB: The Cabinet is comprised of the following Members: Councillors Dudley (Leader of the Council and Chairman of Cabinet, incl. Housing), Coppinger (Deputy Chairman of Cabinet, Planning and Health, including Sustainability), Bicknell (Deputy Leader of the Council and Highways, Transport & Windsor), N Airey (Children's Services), Saunders (Finance), S Rayner (Culture & Communities incl. Resident and Business Services), Rankin (Economic Development, Property, Communications and Deputy Finance), D. Evans (Maidenhead Regeneration and Maidenhead), Carroll (Adult Social Care and Public) Grey (Environmental Services incl. Parking & Flooding), Also in attendance (non-Executive): Councillors Bateson (Principal Member Neighbourhood Planning, Ascot & the Sunnings), Targowska (Principal Member HR, Legal & IT), Hilton (Principal Member Ascot Regeneration), McWilliams (Principal Member Housing).

The Council is comprised of all the elected Members

All enquiries, including representations, about any of the items listed below should be made in the first instance to Democratic Services, Town Hall, St Ives Road, Maidenhead. Tel (01628) 796560. Email: democratic.services@rbwm.gov.uk

*NB Item may be deferred for further work – Items are placed on the Forward Plan for the earliest expected decision date. As an item progresses through the decision making cycle there may be instances where more work is required and thus the decision date may change

FORWARD PLAN

16	ITEM	Private Meeting - contains exempt/confidential information? See categories below.	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
	1. Appointment to Outside and Associated Bodies	Open -	To make appointments of Council representatives on Outside and Associated Bodies	Yes	Chairman of Cabinet (Councillor Simon Dudley)	Alison Alexander	Internal Process	N/A	Cabinet Jun 2018	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
2. Property Company Quarterly Update and Business Plan	Fully exempt - 3	Quarterly update on the activities of RBWM Property Co and Business Plan,	No	Lead Member for Economic Development, Property, Communications and Deputy Finance (Councillor Jack Rankin)	Russell O'Keefe	Internal process	Corporate Services Overview and Scrutiny Panel TBC	Cabinet Jun 2018	
3. Annual Performance Report 2017/18 17	Open -	Report detailing performance of the Council against the corporate scorecard for quarter 3 and 4 2017/18.	Yes	Councillor Ross McWilliams, Chairman of Cabinet (Councillor Simon Dudley)	Hilary Hall	Internal Process	All Overview & Scrutiny Panels dates TBC	Cabinet Jun 2018	
4.. Financial Update	Open -	Latest financial update	Yes	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal Process	Corporate Services Overview and Scrutiny Panel TBC	Cabinet Jun 2018	
5.. Infrastructure Funding (to include CIL)	Open -	Governance arrangements for future funding of infrastructure through CIL and the Capital Programme	Yes	Lead Member for Planning and Health (including Sustainability) (Councillor David Coppinger)	Russell O'Keefe	Internal process	Planning & Housing Overview & Scrutiny Panel TBC	Cabinet Jun 2018	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
6. Infrastructure: Suitable Alternative Natural Greenspace (SANG) provision – options	Open-	To support BLP	Yes	Lead Member for Planning	Russel O'Keefe	Internal	Planning & Housing	Cabinet Jun 2018	
7. Vicus Way Car Park	Part exempt - 3	Provision of additional permanent car parking for Maidenhead.	yes	Lead Member for Economic Development, Property, Communications and Deputy Finance (Councillor Jack Rankin)	Russel O'Keefe	Internal	TBC	Cabinet Jun 2018	
1. Appointment of Local Authority Governors	Part exempt - 1	To consider the appointment of LA Governor Representatives to Governing Bodies of Schools in the Borough	Yes	Lead Member for Children's Services (Councillor Natasha Airey)	Alison Alexander	Consultation with relevant and governing bodies	N/A	Cabinet Local Authority Governors Appointments Sub Committee Jul 2018	
1. Financial Update	Open -	Latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel TBC	Cabinet Jul 2018	
1. Financial Update	Open -	Latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel TBC	Cabinet 1 Aug 2018	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
1. Financial Update	Open -	Latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel TBC	Cabinet Sept 2018	

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
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DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	<p>Information which reveals that the authority proposes</p> <p>(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</p> <p>(b) to make an order or direction under any enactment.</p>
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Report Title:	Eton End School – Road Safety Petition
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Bicknell, Deputy Leader of the Council and Lead Member for Highways, Transport and Windsor
Meeting and Date:	Cabinet – 24 May 2018
Responsible Officer(s):	Alison Alexander, Managing Director and Hilary Hall, Deputy Director – Strategy & Commissioning
Wards affected:	Datchet



REPORT SUMMARY

1. The Royal Borough was presented with a petition of over 500 signatures in February 2017 from Eton End School, Eton Road, Datchet. The petition requested consideration of introducing a range of safety measures such as a new zebra or signal controlled crossing; traffic calming on Eton Road; pedestrian railings in front of the school entrance; a 20mph speed limit, planters at the Eton Road/Eton Close junction to prevent parking and double yellow line waiting restrictions on Castle Avenue.
2. The requests in the petition have been considered in the context of the Department for Transport’s safety guidelines. Introducing a zebra crossing in this location would be contrary these guidelines and there is already a part-time advisory 20mph speed limit in place outside the school.
3. The council is putting in place, during May and June 2018, a package of traffic measures in response to this petition, including pedestrian railings in front of the school; bollards instead of planters at the Eton Road/Eton Close junction to prevent parking and refreshing existing lining and road markings in the area around the school.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the petition and the responding report and endorses the:

- i) **Council’s approach to comply with the Department for Transport’s safety guidelines.**
- ii) **School’s commitment to securing a school crossing patroller.**

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

Background

- 2.1 Eton End School is an independent preparatory school on the outskirts of Datchet. The school is located on the B3026 Eton Road, which provides the main link between Datchet and Eton. Eton Road is a street lit urban road and the national 30mph speed limit applies; in addition, there is a 20mph part-time advisory limit outside the school. The school attracts children from a large catchment area and therefore the majority of children are

driven to school by parents. The number of parents driving children to school results in congestion and parking problems in the vicinity of the school.

- 2.2 Previous traffic safety initiatives have included establishing a park and walk initiative in the adjacent St Augustine's church car park; an advisory crossing point - provided to support the crossing patroller who used to work at the school – which includes bollards and a contrasting coloured surfacing at the crossing point; an advisory 20mph speed limit in the vicinity of the school which applies at school drop-off and pick-up times. The times when the 20mph speed limit is in force are indicated by the flashing amber warning located within the school warning signs and 'Keep Clear' zig-zag markings either side of the school entrance, see appendix A for details of the layout of the school.
- 2.3 Eton End School previously funded a school crossing patroller. The crossing patroller was employed and managed by the Royal Borough but when the patroller retired, the school were requested to employ and manage the post holder. The Royal Borough will support this process and provide the necessary training, equipment and uniform. The school have not however taken up this offer.
- 2.4 Speed surveys carried out on Eton Road in February and March 2017 indicate typical weekday traffic speeds of around 33mph. Traffic speeds at school drop-off and pick-up times are lower than this, reflecting the parking that occurs around the school at these times. This would however suggest that the 20mph advisory speed limit in place at these times is being ignored by drivers.
- 2.5 The area has a good road safety record, with only one recorded injury crash in the vicinity of the school over the last ten years. Details of damage only accidents or near misses are not recorded by the police who hold crash data.

Petition

- 2.6 The Council was presented with a petition in February 2017 from Mrs Surinder Gill requesting that traffic and road safety measures are introduced outside the school. Mrs Gill is not a resident of the Royal Borough, but has children who attend the school. The petition came in two elements: a paper petition containing 237 signatures and an e-mail petition containing 296 signatures.
- 2.7 The petition requested consideration of introducing a range of safety measures such as a new zebra or signal controlled crossing; traffic calming on Eton Road; pedestrian railings in front of the school entrance; a 20mph speed limit, planters at the Eton Road/Eton Close junction to prevent parking and double yellow line waiting restrictions on Castle Avenue.

Response

- 2.8 Guidance from the Department for Transport is that crossings with low pedestrian numbers have a relatively poor road safety record as drivers get used to travelling through a crossing without stopping and put pedestrians at risk on the occasions that they are using the facility. A zebra or signal controlled crossing outside of the school would usually only be considered where there is a strong demand for pedestrians to cross the road throughout the day. Investigations have determined that the number of people crossing Eton Road outside of the school at times other than school drop-off and pick-up times is very low. Also, pedestrians cross the road at various locations along the road, not just outside the school, making it very difficult to identify a crossing location that is likely to be sufficiently well used by pedestrians. Therefore, a zebra crossing outside

the school is not supported because it would be contrary to Department for Transport safety guidelines and the volume of pedestrians crossing is very low.

- 2.9 The suggestion of introducing a permanent 20mph speed limit and traffic calming at this section of Eton Road is not supported as there is already an advisory 20mph speed limit in place outside the school. Whilst permanent 20mph speed limits have been implemented in residential areas, it is not recommended to introduce full-time 20mph speed limits on through routes such as this as this would cause unnecessary delay at other times of the day. There are already double yellow line waiting restrictions at the Eton Road/Castle Avenue junction and extending the restrictions was not supported as this would inconvenience local residents.
- 2.10 In consultation with Ward Members, a package of traffic measures has been developed in response to the petition and will be implemented during May and June 2018. This includes pedestrian railings in the vicinity of the school entrance; bollards instead of planters at the Eton Road/Eton Close junction to prevent obstructive parking and refreshing existing lining and road markings in the area around the school.
- 2.11 In situations such as this where there are few people crossing the road outside of school arrival and departure times, the most effective way forward would be for the school to employ a school crossing patroller to help parents and children cross the road.

Table 1: Options

Option	Comments
Do nothing Not the recommended option.	This is not recommended as a response to the safety concerns expressed by the petitioner.
Introduce a zebra or signal controlled pedestrian crossing Not the recommended option.	This is not recommended on safety grounds and does not offer good use of resources.
Implement the package of traffic and road safety measures around the school and monitor their effectiveness. The recommended option.	This is recommended as it would effectively respond to the suggestions of the petitioner and would represent an effective use of resources.

3 KEY IMPLICATIONS

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Package of traffic measures implemented	Not in place.	June 2018	May 2018	N/A	June 2018

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The Royal Borough has developed a package of traffic measures, see point 2.10, which has been funded from the 2017-2018 Capital Programme.
- 4.2 Funding for a school crossing patroller would be funded directly by Eton End School, as an independent school, and the Royal Borough would provide training and equipment.

5 LEGAL IMPLICATIONS

- 5.1 The council has a duty to promote road safety under the Road Traffic Act 1998. Where there are road safety issues associated with council maintained schools, the Royal Borough has a duty to provide road safety measures which may include the provision of school crossing patrollers.

6 RISK MANAGEMENT

Table 3: Risk management

Risks	Uncontrolled Risk	Controls	Controlled Risk
The package of traffic measures is not effective	Medium	The package has been fully reviewed and considered by road safety specialists and represents an appropriate response.	Low

7 CONSULTATION

- 7.1 The report will be considered by Highways, Transport & Environment Overview & Scrutiny Panel and comments will be reported to Cabinet.

8 TIMETABLE FOR IMPLEMENTATION

Date	Details
May and June 2018	Package of road safety measures implemented

9 APPENDICES

- Appendix A: Layout Plan

10 BACKGROUND DOCUMENTS

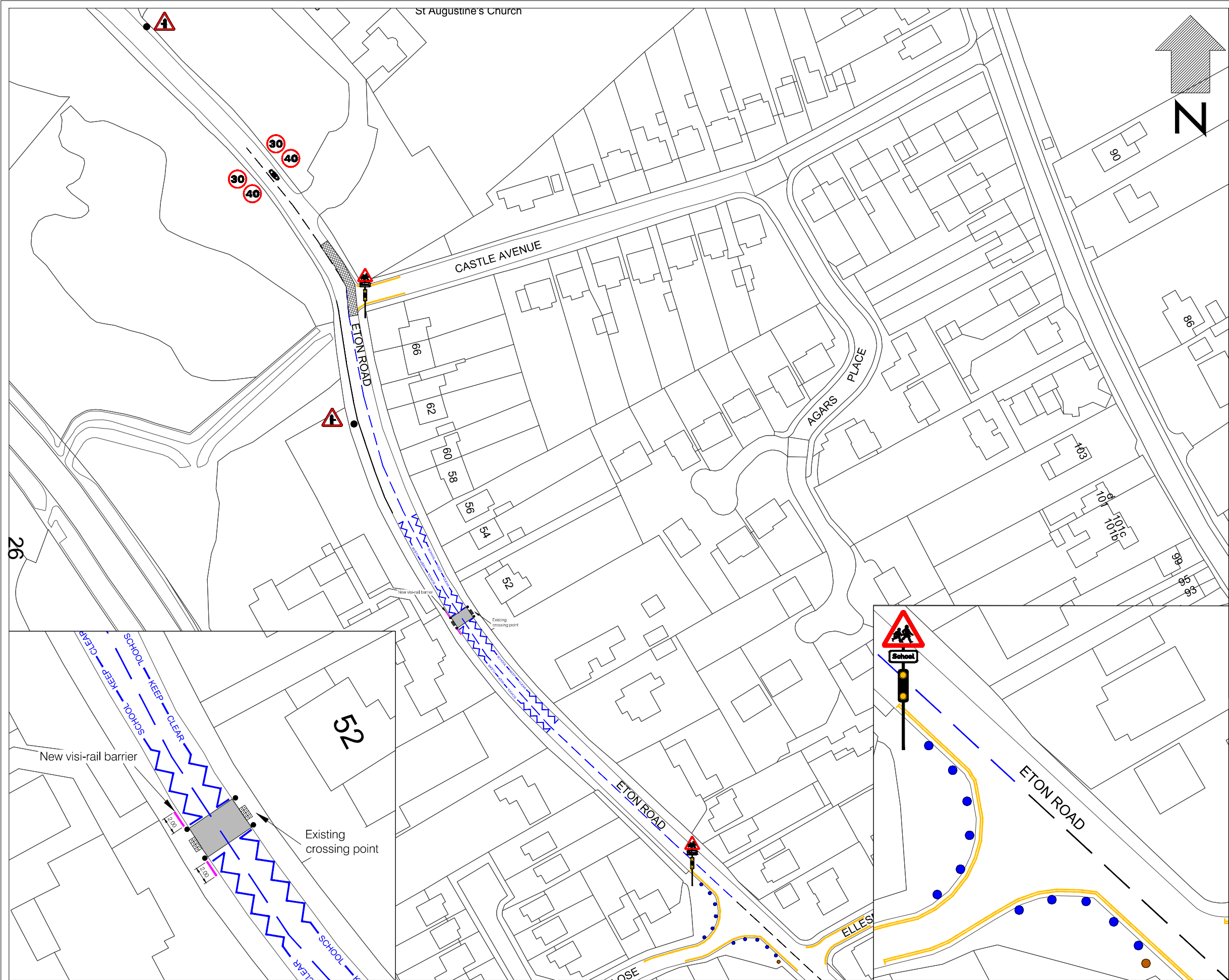
- None.

11 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Bicknell	Deputy Leader of the Council and Lead Member for Highways, Transport and Windsor	26/04/18	27/04/18
Cllr Grey and Cllr Muir	Datchet Ward Members	26/04/18	
Alison Alexander	Managing Director	26/04/18	27/04/18
Russell O'Keefe	Executive Director	26/04/18	
Andy Jeffs	Executive Director	26/04/18	27/04/18
Rob Stubbs	Section 151 Officer	26/04/18	
Nikki Craig	Head of HR and Corporate Projects	26/04/18	30/04/18
Louisa Dean	Communications	26/04/18	27/04/18
Elaine Browne	Legal (SLS)	26/04/18	27/04/18

REPORT HISTORY








Decision type:	Urgency item?	To Follow item?
Key decision. Date added to forward plan: 26 April 2018	No	No
Report Author: Ben Smith – Head of Commissioning: Communities		



Proposed measures to improve pedestrian safety around Eton End School, Datchet.

Existing carriageway markings shown in black.
Existing parking restrictions shown in yellow.

Existing road markings in Eton Road to be refreshed shown in blue.

-  Existing speed limit change
-  Existing wig-wags
-  Existing advance warning sign
-  Telegraph pole
-  Proposed installation of bollard to prevent parking on footpath
-  Proposed installation of visi-rail. Colour to be black RAL 9005 (shown here in magenta for clarity)
-  Existing high friction surface

Rev	Date	Description	Drn	Chk	App
-	JAN 2018	ORIGINAL ISSUE	AJ	HJ	RB

This drawing has been specifically prepared to meet the requirements of the named client and may contain design and innovative features which differ from conventional design standards.



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Client

Project
RBWM LOT 1 DESIGN SERVICES
ETON END SCHOOL SAFETY MEASURES

Drawing Title
BOLLARD INSTALL &
LINING REFRESH

Drawing Status
FOR INFORMATION

Drawn AJ	Designed HJ	Date JAN 2018	Scale 1:1250	Size A3
Drawing No. 1000003801(CD10-17-4)-3-010-01				Rev -

Report Title:	Eton and Eton Wick Neighbourhood Plan decision to proceed to referendum
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Bateson Principal Member for Neighbourhood Planning
Meeting and Date:	Cabinet 24 May 2018
Responsible Officer(s):	Russell O'Keefe, Executive Director Jenifer Jackson, Head of Planning
Wards affected:	Eton Wick and Eton and Castle

www.rbwm.gov.uk



REPORT SUMMARY

- 1 This report seeks approval from Cabinet for the Eton and Eton Wick Neighbourhood Plan to proceed to referendum at the earliest practicable opportunity.
- 2 The Neighbourhood Plan has been formally examined by an independent examiner, and a number of changes have been recommended by the examiner to ensure that the plan meets the basic conditions.
- 3 The cost of the referendum can be claimed back from the government.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) **Confirms that the plan meets the Basic Conditions tests and does not require a SA/SEA.**
- ii) **Accepts the proposed changes to the Neighbourhood Plan set out in Appendix B.**
 - a. **Gives delegated authority to the Head of Planning to issue a decision statement; and**
 - b. **agrees to put the modified Neighbourhood Plan to referendum. The date of the referendum to be set in accordance with the legal requirements; and**
- iii) **Delegates authority to the Head of Planning, in consultation with the Principal Member for Neighbourhood Planning, to make minor, non material, amendments to the Neighbourhood Plan prior to the referendum being announced.**
- iv) **Provides advance funding up to £20,000, if required, for the referendum; this will then be claimed back from Government.**

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

- 2.1 The National Planning Policy Framework (NPPF) and the Localism Act (2011) give local communities direct power to develop their shared vision for their neighbourhood and deliver the sustainable development they need. Neighbourhood planning provides a powerful set of tools for local people to get the right type of development for their community. The referendum is the culmination of the neighbourhood plan production process.

- 2.2 The Royal Borough is encouraging neighbourhood planning across the Borough. There are currently 10 neighbourhood plan areas in the Borough at different stages of production. Eton and Eton Wick is the third Neighbourhood Plan to reach this stage in the process.
- 2.3 The group producing the plan has placed community consultation at the heart of their plan, undertaking a series of consultations and developing evidence to support their policies, they have also worked closely with a national consultancy to undertake the production of this neighbourhood plan. This process has generated a lot of interest in the local community. The plan and the policies within it have been supported by the majority of respondents at the earlier stages.
- 2.4 Following publication, the neighbourhood plan was scrutinised by an independent examiner. The examiner was appointed by the Royal Borough, with the agreement of the Qualifying Body. This examination was carried out without a public examination, using the written representations process, and the examiner's report recommends that the plan proceeds to referendum, subject to modifications, see Appendix A.
- 2.5 These modifications are considered necessary by the independent examiner, to ensure the neighbourhood plan meets the Basic Conditions, as required by the Localism Act. The Basic Conditions for Neighbourhood Plans are:
- Having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the neighbourhood plan.
 - The making of the neighbourhood plan contributes to the achievement of sustainable development.
 - The making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority
 - The making of the order (or neighbourhood plan) does not breach, and is otherwise compatible with, EU obligations.
 - Prescribed conditions are met in relation to the Order (or plan) and prescribed matters have been complied with in connection with the proposal for the order (or neighbourhood plan).
- 2.6 Officers have reviewed the plan in light of the proposed modifications and conclude that the plan will continue to meet the Basic Conditions when incorporating the Examiner's modifications. The assessment of the Examiner's modifications can be found at Appendix B. Since receiving the modifications, these have been discussed with representatives of the Qualifying Body who have agreed that these changes are acceptable and that they wish for it to proceed to referendum at the earliest practicable opportunity there have been two major concerns raised by the steering group about the examiner's report.
- 2.7 One of the areas which has been recommended for deletion as a policy is telecommunications. Improvement to Telecommunications in the Neighbourhood Plan area is important to the whole community and so it is proposed to have this as a project at the back of the plan, the proposed wording has been agreed with members of the steering group. The other area of concern are the changes proposed to the policy relating to Eton High Street (policy BL2). The original policy did not completely comply with the current practice and advice and so has been modified by the examiner, but elements of the original policy remain. It is proposed to seek the making of this plan through a referendum, but assuming it is successful at referendum, develop a new

single issue policy or element of the plan relating to Eton High Street. This approach has been agreed in principle with members of the steering group.

- 2.8 If approved, the referendum will be held at the earliest practicable opportunity, in accordance with legislation. The question to be used in the referendum is set by the ‘Neighbourhood Planning (Referendums) Regulations 2012’, and must be “Do you want the Royal Borough of Windsor and Maidenhead to use the neighbourhood plan for Eton and Eton Wick to help it decide planning applications in the neighbourhood area?”
- 2.9 If more than 50% of those voting in the referendum answer ‘yes’, the plan would then form part of the Development Plan for the Royal Borough and would need to be formally ‘made’ (adopted) by the Royal Borough. This ‘making’ of the neighbourhood plan would be a decision made by full Council.

Table 1: Options

Option	Comments
1. Accept the modifications of the Examiner, issue a decision statement to this effect and approve the Neighbourhood Plan to go forward to referendum. The recommended option.	This is the next step in the Borough adopting localism in planning, to enable our communities to shape their area. It enables the community as a whole to decide if the plan should be used by the Council for determining planning applications.
2. Reject some or all of the modifications of the examiner and delegate authority to the Executive Director Place to publish the decision. This option is not recommended.	Officers and the steering group producing the plan have agreed that the modifications are acceptable and that the plan is suitable to be the subject of a referendum.
3. Do not approve the neighbourhood plan to go forward to referendum This option is not recommended.	The plan has been recommended to proceed to referendum, subject to the modifications listed, by an independent examiner and it is supported by officers and the group producing the plan. This option would deny the local community the opportunity to express their formal support for the plan.

3 KEY IMPLICATIONS

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
An adopted neighbourhood plan that delivers the wishes of the community.	From Referendum date to 2030	Neighbourhood Plan receives 50-65% of voters choosing “yes”.	Neighbourhood Plan receives 65-80% of voters choosing “yes”.	Neighbourhood Plan receives 80%+ of voters choosing “yes”.	Day of referendum

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Development in accordance with policies of the neighbourhood plan.	Panel and appeal decisions do not comply with the plan policies.	Planning applications and appeals are determined in accordance with the neighbourhood plan.	Majority of applications submitted comply with the policies of the neighbourhood plan.	All applications submitted comply with the policies of the neighbourhood plan.	

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The Council has received grant payments from the Department of Communities and Local Government in association with the progress of this particular plan (grants have also being received in association with the progress of other plans).
- 4.2 A further grant payment of £20,000 can be applied for once a date has been set for the referendum, this will fund the referendum. This will be the final grant that can be applied for in association with this plan, this grant is to cover the cost of the examination and referendum. Cabinet is asked to forward fund the cost of the referendum in the event that cost is incurred before the funding is received from Government

Table 3: Financial impact of report's recommendations

REVENUE	2018/19	2019/20	2020/21
Addition	£20,000	£0	£0
Reduction	£20,000	£0	£0
Net impact	£0	£0	£0

5 LEGAL IMPLICATIONS

- 5.1 The Localism Act (2011) and The Neighbourhood Planning (General) Regulations (2012) give power to Local Planning Authorities to approve a neighbourhood plan to proceed to referendum. Under the Neighbourhood Planning Act 2017 if the referendum results in a simple majority 'Yes' vote the Neighbourhood Development Plan will immediately form part of the Development Plan for the Royal Borough. Following this Act the Council should 'have regard to a post-examination neighbourhood development plan when dealing with an application for planning permission, so far as that plan is material to the planning application'.

6 RISK MANAGEMENT

Table 4: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
Community will not have an opportunity to guide development in their area.	Medium	Approve the neighbourhood plan to go to the public vote in a referendum.	Low
Risk of legal challenge if examiner's recommendations not accepted.	Medium	Accept the examiner's recommendations.	Low
If not approved, planning applications and issues in the neighbourhood area will not be dealt with in a way the communities intended	Medium	Approve plan for referendum and if successful use in planning decisions.	Low
Development in neighbourhood area may continue to receive significant levels of objection from residents and not meet some local needs.	High	Approve plan for referendum and if successful use in planning decisions.	Medium

7 POTENTIAL IMPACTS

- 7.1 The examiner has confirmed that the neighbourhood plan meets the Basic Conditions. One of these conditions is that it must be compatible with human rights requirements. Officers agree that the plan, with modifications, meets the Basic Conditions.
- 7.2 The recommendations in this report has no identified equality impacts.
- 7.3 Another of the Basic Conditions is to contribute to the achievement of sustainable development. The neighbourhood plan was supported by a Strategic Environmental Assessment screening that concluded that the plan would not trigger significant environmental effects. In addition to this, the Council has confirmed that it believes the plan meets the Basic Conditions, including in terms of sustainability.

8 CONSULTATION

- 8.1 The report will be considered by Planning and Housing Overview and Scrutiny Panel in May 2018, comments will be reported to Cabinet.

8.2 During the production of the Neighbourhood Plan the Steering Group undertook several consultations and engagement events with Local Stakeholders in the Neighbourhood Plan Area. After the Draft Neighbourhood Plan was submitted to the Royal Borough a formal process of consultation was undertaken by planning officers and the results of this were forwarded to the independent examiner for their consideration during the examination process. The consultation process has met the legal requirements.

9 TIMETABLE FOR IMPLEMENTATION

Table 5: Implementation timetable

Date	Details
Summer (June) 2018	Referendum
September 2018	Depending on the Outcome of the referendum formal Making of the Neighbourhood Plan

9.1 Implementation date if not called in: Immediately

10 APPENDICES

10.1 The appendices to the report are as follows:

- Appendix A – Examiner’s Report - The examiner’s report is appended for consideration and should be read in conjunction with the submission version of the neighbourhood plan which is available on the Council’s website at <http://www.rbwm.gov.uk/web/>
- Appendix B – Officer Assessment of the recommended changes to the neighbourhood plan.

11 BACKGROUND DOCUMENTS

- National Planning Policy Framework (NPPF) - <https://www.gov.uk/government/publications/national-planning-policyframework--2>
- Localism Act (2011) <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
- Neighbourhood Planning (General) Regulations (2012) <http://www.legislation.gov.uk/uksi/2012/637/schedule/1/made>
- Neighbourhood Planning (Referendum) Regulations (2012) <http://www.legislation.gov.uk/ukdsi/2012/9780111525050/contents>
- Neighbourhood Planning Act 2017 <http://www.legislation.gov.uk/ukpga/2017/20/contents/enacted>
- Cabinet Report – Neighbourhood Planning Designations (March 2013)

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr David Coppinger	Lead Member for Planning	26.04.18	27.04.18
Alison Alexander	Managing Director	26.04.18	26/04/18
Russell O'Keefe	Executive Director	26.04.18	27.04.18
Andy Jeffs	Executive Director	26.04.18	26.04.18
Rob Stubbs	Section 151 Officer	26.04.18	27.04.18
Nikki Craig	Head of HR and Corporate Projects	26.04.18	27.04.18
Louisa Dean	Communications	26.04.18	27.04.18

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Key decision February 18	No	
Report Author: Jenifer Jackson, Head of Planning, 01628 796042		

ETON AND ETON WICK NEIGHBOURHOOD PLAN 2016-2036

Eton and Eton Wick Neighbourhood Plan Examination,
A Report to the Council of
the Royal Borough of Windsor and Maidenhead

by Independent Examiner, Nigel McGurk BSc(Hons) MCD MBA MRTPI

March 2018



EST. 2011

Contents

1, Introduction

2, Basic Conditions and Development Plan Status

3, Background Documents and the Eton and Eton Wick Neighbourhood Area

4, Public Consultation

5, The Neighbourhood Plan: Introductory Section

6, The Neighbourhood Plan: Policies

7, The Neighbourhood Plan: Other Matters

8, Summary

9, Referendum

Introduction

The Neighbourhood Plan

- 1 This Report provides the findings of the examination into the Eton and Eton Wick Neighbourhood Plan (referred to as the Neighbourhood Plan) prepared by Eton Town Council.
- 2 It provides a recommendation in respect of whether the Neighbourhood Plan should go forward to a Referendum. Were this to be the case and were more than 50% of votes to be in favour the Neighbourhood Plan, then the Plan would be formally *made* by the Council of the Royal Borough of Windsor and Maidenhead. The Neighbourhood Plan would then form part of the development plan and as such, it would be used to determine planning applications and guide planning decisions in the Eton and Eton Wick Neighbourhood Area.
- 3 Neighbourhood planning provides communities with the power to establish their own policies to shape future development in and around where they live and work.

“Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and deliver the sustainable development they need.” (Paragraph 183, National Planning Policy Framework)
- 4 As set out on in Paragraph 1.2 on page 4 of the Basic Conditions Statement, which was submitted alongside the Neighbourhood Plan, Eton Town Council is the *Qualifying Body*, ultimately responsible for the Neighbourhood Plan. The Neighbourhood Plan relates only to the designated Eton and Eton Wick Neighbourhood Area and there is no other neighbourhood plan in place in the Eton and Eton Wick Neighbourhood Area.
- 5 All of the above meets with the aims and purposes of neighbourhood planning, as set out in the Localism Act (2011), the National Planning Policy Framework (2012) and Planning Practice Guidance (2014).

Role of the Independent Examiner

- 6 I was appointed by the Council of the Royal Borough of Windsor and Maidenhead, with the consent of the Qualifying Body, to conduct the examination of the Eton and Eton Wick Neighbourhood Plan and to provide this Report.
- 7 As an Independent Neighbourhood Plan Examiner, I am independent of the Qualifying Body and the Local Authority. I do not have any interest in any land that may be affected by the Neighbourhood Plan and I possess appropriate qualifications and experience.
- 8 I am a chartered town planner and have more than five years' direct experience as an Independent Examiner of Neighbourhood Plans. I also have more than twenty five years' land, planning and development experience, gained across the public, private, partnership and community sectors.
- 9 As the Independent Examiner, I must make one of the following recommendations:
 - that the Neighbourhood Plan should proceed to Referendum, on the basis that it meets all legal requirements;
 - that the Neighbourhood Plan, as modified, should proceed to Referendum;
 - that the Neighbourhood Plan does not proceed to Referendum, on the basis that it does not meet the relevant legal requirements.
- 10 If recommending that the Neighbourhood Plan should go forward to Referendum, I must then consider whether the Referendum Area should extend beyond the Eton and Eton Wick Neighbourhood Area to which the Plan relates.
- 11 Where modifications are recommended, they are presented as bullet points and highlighted in **bold print**, with any proposed new wording in *italics*.

Neighbourhood Plan Period

- 12 A neighbourhood plan must specify the period during which it is to have effect.
- 13 The front cover of the Neighbourhood Plan provides a clear reference to the plan period, 2016 – 2036.
- 14 Also, the “*Vision and objectives*” Chapter of the Neighbourhood Plan refers to the plan period on page 9; and both the front cover and Paragraph 1.2 of the Basic Conditions Statement, referred to above, also reference the plan period.
- 15 Taking the above into account, the Neighbourhood Plan meets the requirements in respect of specifying the period during which it is to have effect.

Public Hearing

- 16 According to the legislation, *when the Examiner considers it necessary* to ensure adequate examination of an issue, or to ensure that a person has a fair chance to put a case, then a public hearing must be held.
- 17 However, the legislation establishes that it is a general rule that neighbourhood plan examinations should be held without a public hearing – by written representations only.
- 18 Further to consideration of the information submitted, I confirmed to the Council of the Royal Borough of Windsor and Maidenhead that I was satisfied that the Eton and Eton Wick Neighbourhood Plan could be examined without the need for a Public Hearing.
- 19 In making the above decision I was mindful that the Neighbourhood Plan has emerged through robust consultation (see *Public Consultation*, later in this Report) and that people have been provided with significant and appropriate opportunities to have their say.

2. Basic Conditions and Development Plan Status

Basic Conditions

- 20 It is the role of the Independent Examiner to consider whether a neighbourhood plan meets the “basic conditions.” These were *set out in law*¹ following the Localism Act 2011. A neighbourhood plan meets the basic conditions if:
- having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the neighbourhood plan;
 - the making of the neighbourhood plan contributes to the achievement of sustainable development;
 - the making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area);
 - the making of the neighbourhood plan does not breach, and is otherwise compatible with, European Union (EU) obligations; and
 - the making of the neighbourhood plan is not likely to have a significant effect on a European site or a European offshore marine site, either alone or in combination with other plans or projects.²
 - An independent examiner must also consider whether a neighbourhood plan is compatible with the Convention rights.³
- 21 In examining the Plan, I am also required, under Paragraph 8(1) of Schedule 4B to the Town and Country Planning Act 1990, to check whether:
- the policies relate to the development and use of land for a designated Neighbourhood Area in line with the requirements of Section 38A of the Planning and Compulsory Purchase Act (PCPA) 2004;

¹ Paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990.

² Prescribed for the purposes of paragraph 8(2) (g) of Schedule 4B to the 1990 Act by Regulation 32 The Neighbourhood Planning (General) Regulations 2012 and defined in the Conservation of Habitats and Species Regulations 2010 and the Offshore Marine Conservation (Natural Habitats, &c.) Regulations 2007.

³ The Convention rights has the same meaning as in the Human Rights Act 1998.

- the Neighbourhood Plan meets the requirements of Section 38B of the 2004 PCPA (the Plan must specify the period to which it has effect, must not include provision about development that is excluded development, and must not relate to more than one Neighbourhood Area);
 - the Neighbourhood Plan has been prepared for an area that has been designated under Section 61G of the Localism Act and has been developed and submitted for examination by a qualifying body.
- 22 Subject to the content of this Report, I am satisfied that these three points have been met.
- 23 In line with legislative requirements, a Basic Conditions Statement was submitted alongside the Neighbourhood Plan. This sets out how, in the qualifying body's opinion, the Neighbourhood Plan meets the basic conditions.

European Convention on Human Rights (ECHR) Obligations

- 24 I am satisfied that the Neighbourhood Plan has regard to fundamental rights and freedoms guaranteed under the ECHR and complies with the Human Rights Act 1998 and there is no substantive evidence to the contrary.
- 25 In the above regard, I note that Information has been submitted to demonstrate that people were provided with a range of opportunities to engage with plan-making in different places and at different times. Representations have been made to the Plan, some of which have resulted in changes and the Consultation Statement submitted alongside the Neighbourhood Plan provides a summary of responses and shows the outcome of comments.

European Union (EU) Obligations

- 26 There is no legal requirement for a neighbourhood plan to have a sustainability appraisal⁴. However, in some limited circumstances, where a neighbourhood plan is likely to have significant environmental effects, it may require a Strategic Environmental Assessment.
- 27 In this regard, national advice states:
- “Draft neighbourhood plan proposals should be assessed to determine whether the plan is likely to have significant environmental effects.”*
(Planning Practice Guidance⁵)
- 28 National advice then goes on to state⁶ that the draft plan:
- “...must be assessed (screened) at an early stage of the plan’s preparation...”*
- 29 This process is often referred to as a screening opinion, report determination or statement. If the screening opinion identifies likely significant effects, then an environmental report must be prepared.

⁴ Paragraph 026, Ref: 11-027-20150209, Planning Practice Guidance.

⁵ Paragraph 027, *ibid.*

⁶ Planning Practice Guidance Reference ID: 11-028-20150209.

- 30 In considering “*Compatibility with EU Legislation,*” the Basic Conditions Statement submitted in support of the Neighbourhood Plan establishes that:

“RBWM Council has determined after consultation with Natural England, the Environment Agency and Historic England that the NDP is not likely to have significant environmental effects and, therefore, a Strategic Environmental Assessment is not required.”

- 31 In reaching the above conclusion, the Basic Conditions Statement notes that the Neighbourhood Plan does not allocate sites for development.

- 32 Further to the above, the likelihood of proposals within the Neighbourhood Plan having an adverse impact on internationally designated wildlife sites, taking into account the requirements of the European Habitats Directive, was also considered. In this regard, the Basic Conditions Statement confirms that:

“Following a HRA (Habitats Regulations Assessment) screening determination undertaken by RBWM Council it (has been) found that the Eton and Eton Wick Neighbourhood Plan will not have an adverse effect on the integrity of internationally designated sites either on its own or in combination with other plans and does not need to be subject to a Habitats Regulations Assessment.”

- 33 Further to the above, national guidance establishes that the ultimate responsibility for determining whether a draft neighbourhood plan meets EU obligations lies with the local planning authority:

“It is the responsibility of the local planning authority to ensure that all the regulations appropriate to the nature and scope of a neighbourhood plan proposal submitted to it have been met in order for the proposal to progress. The local planning authority must decide whether the draft neighbourhood plan is compatible with EU regulations” (Planning Practice Guidance⁷).

- 34 In undertaking the work that it has, the Council of the Royal Borough of Windsor and Maidenhead has considered the Neighbourhood Plan's compatibility with EU regulations and it has not raised any concerns in this regard.

- 35 Given all of the above, I am satisfied that the Neighbourhood Plan meets the basic conditions in respect of European obligations.

⁷ Planning Practice Guidance Reference ID: 11-031-20150209.

3. Background Documents and the Eton and Eton Wick Neighbourhood Area

Background Documents

36 In undertaking this examination, I have considered various information in addition to the Eton and Eton Wick Neighbourhood Plan. This has included (but is not limited to) the following main documents and information:

- National Planning Policy Framework (the Framework) (2012)
- Planning Practice Guidance (2014)
- Town and Country Planning Act 1990 (as amended)
- The Localism Act (2011)
- The Neighbourhood Plan Regulations (2012) (as amended)
- The Saved Policies of the Royal Borough of Windsor and Maidenhead Local Plan (Incorporating Alterations Adopted June 2003) (referred to in this Report as the RBWM Local Plan)
- Basic Conditions Statement
- Consultation Statement

Also:

- Representations received

37 In addition, I spent an unaccompanied day visiting the Eton and Eton Wick Neighbourhood Area.

Eton and Eton Wick Neighbourhood Area

- 38 The boundary of the Eton and Eton Wick Neighbourhood Area is shown on a plan on page 5 of the Basic Conditions Statement and is illustrated by Figure 1 on page 5 of the Neighbourhood Plan.
- 39 The Royal Borough of Windsor and Maidenhead formally designated the Eton and Eton Wick Neighbourhood Area on 14th October 2013. This satisfies a requirement in line with the purposes of preparing a Neighbourhood Development Plan under section 61G (1) of the Town and Country Planning Act 1990 (as amended).

4. Public Consultation

Introduction

- 40 As land use plans, the policies of neighbourhood plans form part of the basis for planning and development control decisions. Legislation requires the production of neighbourhood plans to be supported by public consultation.
- 41 Successful public consultation enables a neighbourhood plan to reflect the needs, views and priorities of the local community. It can create a sense of public ownership, help achieve consensus and provide the foundations for a 'Yes' vote at Referendum.

Eton and Eton Wick Neighbourhood Plan Consultation

- 42 A Consultation Statement was submitted to the Council of the Royal Borough of Windsor and Maidenhead alongside the Neighbourhood Plan. The information within it sets out who was consulted and how, together with the outcome of the consultation, as required by the neighbourhood planning *regulations*⁸.
- 43 Taking the information provided into account, there is evidence to demonstrate that the Neighbourhood Plan comprises a "*shared vision*" for the Eton and Eton Wick Neighbourhood Area, having regard to Paragraph 183 of the National Planning Policy Framework.
- 44 Eton Town Council established a Steering Group, comprising Town Councillors and local volunteers and undertook two initial Drop-In events in Eton and Eton Wick in September 2014. These were attended by around 60 people and the feedback left was collated to inform the plan-making process.

⁸Neighbourhood Planning (General) Regulations 2012.

- 45 In September 2015, a second round of public consultation took place, in the form of a questionnaire. These were distributed throughout the Neighbourhood Area, as well as being made available in various venues and on-line. The questionnaire was supported by Drop-In events and around 250 completed surveys were returned.
- 46 The pre-submission draft version of the plan was then produced and this underwent consultation between October and December 2016. Again, consultation was supported by Drop-In events. The Drop-Ins were attended by 36 people and 62 formal responses to the draft plan were received.
- 47 Consultation was well-publicised. As well as making use of posters and the distribution of leaflets, consultation was publicised via mobile information boards. Copies of Steering Group meeting agendas and minutes were published on the Eton Town Council web site and the local mini-magazine, *Eton Matters*, and social media provided for additional means of communication.
- 48 The Consultation Report provides evidence to show that public consultation formed an important part of the plan-making process. Matters raised were taken into account and the reporting process was transparent. Given this and all of the above, I consider that the consultation process was effective and robust.

5. The Neighbourhood Plan – Introductory Section

49 The opening paragraph of the Neighbourhood Plan refers to Appendices. Appendices do not form part of the Neighbourhood Plan but are, by definition, appended to it. Whilst the Appendices provide useful guidance, they do not carry the same material planning weight as made neighbourhood planning policies. For clarity, I recommend:

- **Page 4, first para, change last sentence to “*These Appendices provide important guidance in support of the Policies set out in this Neighbourhood Plan.*”**

50 A Neighbourhood Plan is “*made*” whilst a District-wide Local Plan, for example, is “*adopted*.” For consistency and clarity, I recommend:

- **Page 4, penultimate para, change to “*Once made (or adopted), the Neighbourhood Plan will form part of the development plan and will have legal...*”**

51 The Council of the Royal Borough of Windsor and Maidenhead is the local planning authority with statutory responsibility for determining planning applications. This is not a duty undertaken “*in consultation with Eton Town Council.*” I recommend:

- **Page 4, penultimate para, end last sentence “*...applications in the Neighbourhood Area.*” (delete rest of sentence)**

52 National planning policy, as set out in the National Planning Policy Framework (the Framework), recognises the importance of safeguarding the nation's heritage. In doing so, the Framework establishes the need to “*conserve*” heritage assets (as opposed to “*preserve*” heritage assets), having regard to their significance. Having regard to national policy, I recommend:

- **Page 6, penultimate para, change opening sentence to “*Conserving and protecting...*”**
- **Page 7, penultimate bullet point, change to “*To conserve the heritage characteristics and significance of the settlements...*”**
- **Page 9, third para, change last sentence of “*Vision*” to: “*...valuing the character and conserving the historical...*”**

53 The basic conditions are set out earlier in this Report. Having regard to these and for precision, I recommend:

- **Page 7, first sentence, change to “...Local Plan *and have regard to the National Planning Policy Framework (NPPF).*”**

6. The Neighbourhood Plan – Neighbourhood Plan Policies

Housing and Development

Policy HD1: Housing Type and Location

- 54 The Neighbourhood Plan does not allocate land for housing development and there is no need for it to do so. However, in general terms, Policy HD1 supports residential development within Eton and Eton Wick that provides a mix of dwellings and contributes to housing needs. In this respect, the Policy has regard to Chapter 6 of the Framework, which sets out the national planning policy requirements for the delivery of a wide choice of high quality homes.
- 55 However, as drafted, the first part of the Policy appears ambiguous. In this respect, national planning advice⁹ is explicit:
- “A policy in a neighbourhood plan should be clear and unambiguous. It should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications. It should be concise, precise and supported by appropriate evidence. It should be distinct to reflect and respond to the unique characteristics and planning context of the specific neighbourhood area for which it has been prepared.”*
- 56 It states that all applications should include an appropriate mix of dwellings by size, type and tenure reflecting local needs in the town and village. However, no indication is provided of what might be appropriate and furthermore, it is not clear how such a requirement might apply to all applications – some applications might be for a single dwelling, for example.
- 57 In addition to the above, there is no requirement for developments of ten or fewer dwellings to provide affordable housing. Consequently, a requirement for all applications to provide for a mix of tenures would be contrary to national policy and advice.

⁹ Planning Policy Guidance, Paragraph: 042 Reference ID: 41-042-20140306.

- 58 The third part of Policy HD1 limits support for the development of previously developed land to *“small incremental development.”* No definition is provided in respect of what this might comprise and further, it is unclear, when the Framework encourages the effective reuse of brownfield land, why the Policy seeks to impose an, albeit undefined, limit on its redevelopment. This part of the Policy lacks clarity and fails to have regard to Paragraph 154 of the National Planning Policy Framework (the Framework), which states that:

“Only policies that provide a clear indication of how a decision maker should react to a development proposal should be included in the plan.”

- 59 Part of the *“Introduction”* to Policy HD1 sets out requirements and consequently, it reads as though it comprises a Policy even though it is not. For clarity, only the Policies of the Neighbourhood Plan contain the land use planning policy requirements. Supporting text is simply that. Also, some of the text relates to other Policies. These are matters addressed in the recommendations below.

- 60 I recommend:

- **Policy HD1, delete part i) of the Policy**
- **Change part iii) of the Policy to *“The development of brownfield land within Eton Wick will be supported where it contributes to meeting housing needs.”***
- **Change final part of the Policy to *“...infrastructure strategy; and provide for a mix of dwellings by size, type and tenure.”***
- **Introduction, page 13, first para, change to *“...flooding. It is important that suitable infrastructure provision is provided, commensurate with the scale of development proposed.”***
- **Introduction, page 13, second para, change to *“This Neighbourhood Plan seeks to encourage small scale development that is delivered at a...”***
- **Introduction, page 13, delete third paragraph.**
- **Introduction, page 14, delete first, second and third paragraphs.**

Policy HD2: Housing Infill and Extension

- 61 Policy HD2 states that housing development “*will be permitted*” so long as it respects local character. However, the Neighbourhood Plan has no power to determine planning applications and so cannot state whether or not a development proposal will be permitted.
- 62 Further to the above, such an approach fails to take into account relevant considerations – such as the impact of development on residential amenity, highway safety or other matters. Consequently, it could – and there is no substantive evidence to the contrary - provide support for inappropriate forms of development and therefore fail to contribute to the achievement of sustainable development.
- 63 The Policy then goes on to set out support for any residential development, including new dwellings and household extensions, so long as such development has regard to local character and “*minimises*” loss of light, odours and noise; and “*appreciates*” environmental considerations. This latter requirement is ambiguous and fails to provide any land use planning controls. The other requirements would support development that results in loss of light, odours and noises, so long as such things were “*minimised.*” “*Minimised*” is not defined and consequently comprises an imprecise term that fails to provide a decision maker with a clear indication of how to react to a development proposal, having regard to Paragraph 154 of the Framework.
- 64 Whilst it supports development that may result in some, *minimised* harm in respect of loss of light, noise and odours, the Policy takes no account of impacts on other things, such as the outlook of neighbouring occupiers or highway safety. This could result in support for inappropriate forms of development and result in the Policy failing to contribute to sustainable development.
- 65 Notwithstanding all of the above, I note that Policy HD2 does attempt to set out a positive framework for residential development and extensions, having regard to the national policy requirement to deliver a wide range of high quality housing.
- 66 Taking this and the above into account, I recommend:

- **Change the wording of Policy HD2 to *“New dwellings and residential extensions should respect local character and make a positive contribution to it. Development should reflect local architectural vernacular and respect residential amenity.”***
- **Delete last two sentences of Justification (which seek to impose planning application form requirements - which are not the responsibility of the Neighbourhood Plan - and also contain a reference which is in direct conflict with the Policy itself)**

Policy HD3: Development within Eton

- 67 Policy HD3 is concerned with Eton's distinctive heritage. National policy, in Chapter 12 of the Framework, "*Conserving and enhancing the historic environment*," states that:

"...heritage assets are an irreplaceable resource.."

- 68 The Framework goes on to require that the nation's heritage be conserved in a manner appropriate to its significance. In seeking to conserve Eton's heritage, Policy HD3 has regard to national policy.

- 69 The first part of Policy HD3 references the "*Eton Design Guidance*" which is appended to the Neighbourhood Plan. This document provides helpful guidance which:

"...will help developers and architects produce design proposals that are sympathetic to their surroundings..." (Appendix 1, Eton Design Guidance)

- 70 In this respect, the Eton Design Guidance is clear to point out that it:

"...is not intended to serve as an immutable set of criteria to which new development must adhere..."

- 71 The guidance is simply that. It is not an adopted planning document that has undergone rigorous examination, but provides helpful supporting information. Consequently, it is not appropriate – and conflicts with the Eton Design Guidance itself – for Policy HD3 to require development proposals in Eton to be in "*conformity*" with it. Rather, it is something to be taken into account.

- 72 Similarly to the previous Policy, the approach set out in the second part of Policy HD3 results in a Policy that could be taken to provide support for any form of development, so long as it does not detract from local character. Again, this could result in support for inappropriate forms of development that cause harm in respect of matters other than local character. As a consequence, the Policy does not contribute to the achievement of sustainable development.

- 73 The fourth part of Policy iv) requires all development in Conservation Areas and in areas “*sensitive to change*” (which are undefined, resulting in an imprecise Policy) to “*match*” features that contribute to historic distinctiveness and identity. No indication is provided of how this might be delivered in a viable manner, or whether it would even be possible. Further, it is not explained why “*matching*” would conserve or enhance the Conservation Area (or other areas).
- 74 This part of the Policy does not have regard to Paragraph 173 of the Framework, which requires:
- “...careful attention to viability and costs in plan-making and decision-taking. Plans should be deliverable.”*
- 75 In this respect, I note that there is significant difference, in policy wording terms, between “*matching*” and the later, more appropriate references to being “*sympathetic to...reflecting...*”
- 76 The second sentence of part v. a) of the Policy requires compliance with guidance which, as noted earlier in this Report, is inappropriate.
- 77 Also, national policy is clear in requiring that planning policy does not “*stifle innovation*” (Paragraph 58, the Framework). There is no evidence to support a contention that innovative design is necessarily harmful in a Conservation Area, or sensitive environment. Indeed, it may well be that innovative design is appropriate in such a context. In this regard and in the absence of any detailed information, it is not clear why part v. c) seeks to limit “*more innovate design features*” to the outskirts of Eton.
- 78 Part of the Justification reads as though it comprises a Policy, which it does not and I take this into account in the recommendations below.
- 79 Taking all of the above into account, I recommend:
- **Policy HD3 change first sentence to: “*Proposals for development within Eton should demonstrate how they have taken into account the Eton Design Guidance, set out in Appendix 1.*”**
 - **Change second bullet point to: “*New development should not detract from the character of...surrounding area.*”**
 - **Delete fourth bullet point**
 - **Delete second sentence of part v. a) (“*Buildings that...supported.*”)**

- **Part v. c), change second sentence to *“Innovative design is particularly welcome, provided that it does not...buildings.”***
- **Justification, page 17, delete from fifth sentence to the end of the para (*“New development in historic streets must not...character of Eton.”*)**

Policy HD4: Development within Eton Wick

80 Policy HD4 seeks to ensure that development does not harm the attractive characteristics of Eton Wick. In so doing, the Policy has regard to Paragraph 58 of the Framework, which requires development to:

"...respond to local character...and reflect the identity of local surroundings and materials..."

81 As worded, the first bullet point of Policy HD4 would prevent any development between buildings. No indication is provided of how this might work in practice. If all spaces between buildings were maintained, then it would be difficult, if not impossible, for any development at all to take place anywhere – the Policy would simply prevent development, which is not its intention. This is a matter addressed in the recommendations below.

82 The final bullet point of Policy HD4 requires all development to maintain and enhance pedestrian linkages. However, there is no evidence to demonstrate that such an onerous requirement would be deliverable, viable, or even possible for all development to achieve. Consequently, this part of the Policy does not have regard to Paragraph 173 of the Framework, referred to earlier in this Report, in respect of deliverability and viability.

83 In the above regard, I am mindful that a later Policy in the Neighbourhood Plan considers sustainable patterns of movement.

84 I recommend:

- **Policy HD4, change first bullet point to *"Respect spaces between buildings..."***
- **Delete final bullet point**
- **Introduction, delete last sentence (which reads as though it is a Policy, which it is not)**
- **Justification, delete final sentence**

Policy HD5: Local views to Historic Buildings and Landscapes

- 85 As above, national policy requires development to respond to local character and to conserve heritage assets.
- 86 Policy HD5 seeks to safeguard the special character of the Neighbourhood Area by identifying and affording protection to local views, having regard to national policy.
- 87 As worded, however, Policy HD5 does not provide for a balanced approach, whereby, for example, harm arising from a development proposal might be considerably outweighed by benefits, but rather it simply states that “no harm” should arise. Such an approach is far more onerous than, say, national and local planning policy in respect of the safeguarding of heritage assets and as such, it may prevent sustainable development from coming forward. This is a matter addressed in the recommendations below.
- 88 The Policy does not designate Local Viewing Corridors. The supporting text refers to local views considered in Appendix 2. The recommendations below provide precision in respect of this and the Policy's text and supporting information.
- 89 The supporting text in the Introduction refers to land which the Policy does not address. It refers to “vital” views, but offers no policy protection. This is a confusing and unnecessary reference.
- 90 I recommend:
- **Policy HD5, change to “Development should respect the following important local views: (Provide the list of 10 views set out in the Introduction here). Appendix 2 provides a detailed analysis of these important local views and identifies related viewing corridors. Proposals within viewing corridors should not detract from views of the landmark or landscape.”**
 - **Introduction, delete all text and replace with “The Neighbourhood Plan seeks to protect important local views.”**

Policy HD6: Basement Building

- 91 In general terms, Policy HD6 seeks to prevent harm arising from flooding, having regard to Paragraph 100 of the Framework, which states that:

“Inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk, but where development is necessary, making it safe without increasing flood risk elsewhere.”

- 92 It is not the role of the Neighbourhood Plan to set out a “*presumption against basement extensions.*” If a basement extension needing planning permission meets all requirements and comprises sustainable development, then it should go ahead. Taking this into account, the opening part of Policy HD6 provides an inappropriate context for the rest of the Policy – which, in a contradictory manner, supports appropriate basement development.
- 93 No indication is provided of how development might “*compromise*” heritage assets and consequently, part iv) of the Policy is imprecise and fails to provide a decision maker with a clear indication of how to react to a development proposal, having regard to Paragraph 154 of the Framework.
- 94 Taking the above into account, I recommend:
- **Policy HD6, delete first sentence.**
 - **Delete criterion iv.**

Business, Leisure and Tourism

Policy BL1: Retail

95 Paragraph 28 of the Framework seeks to:

"...promote the retention and development of local services and community facilities in villages, such as local shops..."

96 In addition, the Framework goes on to recognise the importance of local services and facilities to the health of communities and requires planning policies to:

"...plan positively for...community facilities (such as local shops..."

97 Policy BL1 supports retail development appropriate to the respective centres of Eton and Eton Wick and has regard to national policy.

98 As set out, the Policy refers to "*adherence*" to guidelines, which appears to afford significant material planning weight to the un-adopted supporting information contained in Appendix 3 to the Neighbourhood Plan – rather than refer to its actual role as supporting information providing useful guidance. This is a matter addressed in the recommendations below.

99 The Policy goes on to refer to supporting "*applications*." This results in the scope for possibly unwitting support for inappropriate forms of development. For example, an application might include good shopfront architecture amongst a wide range of other development proposals. As set out, the Policy would support the application regardless of what these other proposals might comprise. This could result in support for inappropriate forms of development and consequently, comprise a Policy that fails to contribute to the achievement of sustainable development.

100 Taking the above into account, I recommend:

- **Change first sentence of Policy BL1 to "*Proposals to develop existing shopfronts and/or for advertisements should demonstrate that they have taken into account the Shopfront Design Guidance, set out in Appendix 3.*"**

- **Change rest of Policy to “Changes to shopfronts requiring planning permission should be responsive to the heritage characteristics of the local area and: i. In Eton, the retention of single retail units and the limiting of alterations to...supported. ii. In Eton Wick, improvements to shopfronts will be supported, as will the creation of flexible spaces capable of increasing vitality in the retail core.”**

Policy BL2: Eton High Street

- 101 Chapter 2 of the Framework, "*Ensuring the vitality of town centres,*" recognises town centres as the heart of their communities and promotes policies to support their viability and vitality.
- 102 Policy BL2 seeks to support the vitality and viability of Eton town centre and in so doing, it has regard to national policy.
- 103 Permitted development rights provide for changes to retail units that do not require planning permission and the recommendations below take this into account. The Policy seek to impose a presumption against forms of development that would not be contrary to either local or national planning policy, or to permitted development rights. No substantive justification is provided in support of this departure from policy and in the absence of evidence to the contrary, this element of Policy BL2 fails to contribute to the achievement of sustainable development.
- 104 Part of the supporting text is worded as though it comprises Policy, which it does not.
- 105 Taking the above into account, I recommend:
- **Policy BL2, change part ii. to "*Development requiring planning permission for a change of use from retail to residential on the ground floor will not be permitted on Eton High Street.*"**
 - **Delete parts iii. and iv.**
 - **Introduction, change last sentence to "*It is important that new retail space does not detract...*"**
 - **Justification, second line, delete "*..., removing separate...not supported.*"**
 - **Justification, delete last sentence of first para ("*New retail...ground level.*")**
 - **Delete last sentence of Justification ("*The heritage...High Street.*")**

Policy BL3: Eton Wick Local Centre

106 Policy BL3 is a positive Policy which provides for flexibility within Eton Wick Local Centre. This approach is in general conformity with Saved Policy S7 of the RBWM Local Plan, which supports proposals that would help to maintain the vitality of the shopping parade. The recommendations provide clarity in respect of demonstrating viability, in the interests of precision.

107 In addition, outside the Local Centre, the Policy provides for changes of use from non-viable retail uses in former residential buildings to commercial or residential uses. This approach provides for appropriate re-use and encourages the efficient use of buildings, thus contributing to the achievement of sustainable development and meets the basic conditions.

108 The Introduction refers to matters not covered by the Policy and again, part of the supporting text is written as though it comprises a Policy, which it does not. The Policy refers to viability and it is appropriate for the Policy itself to state how this will be measured.

109 I recommend:

- **Policy BL3, change part i. to “...Local Centre *where retail is unviable, will be supported. Proof of a lack of viability should be supported by up-to-date evidence of open and active marketing of the site at market value over a 12 month period.*”**
- **Introduction, delete last sentence (“Enhancements to car parking...other users.”)**
- **Justification, delete the last two sentences of the first para (“In order to demonstrate...marketing the site.”)**
- **Justification, delete last sentence of second para, which does not relate to the provisions of the Policy**

Policy BL4: Meanwhile uses

110 Policy BL4 supports the temporary use of vacant premises as “*pop-up shops*.” This approach has regard to the Framework’s aim of supporting the vitality and viability of town centres.

111 No recommendations proposed.

Policy BL5: Healthcare Provision in Eton Wick

- 112 Policy BL5 seeks to support the provision of a “*small-scale satellite healthcare facility.*” This has regard to Chapter 8 of the Framework, “*Promoting healthy communities.*”
- 113 However, as set out, the Policy runs the risk of supporting wide and varied forms of development, in a wide range of locations, regardless of harm. For example, it would support the conversion of any house, anywhere in the Neighbourhood Area, so long as part of the conversion provided a small-scale satellite healthcare facility.
- 114 In the absence of any evidence to the contrary, I consider that such development could give rise to harmful impacts in respect of, for example, highway safety and residential amenity. In this way, the Policy, as set out, does not contribute to the achievement of sustainable development.
- 115 I recommend:
- **Delete wording of Policy BL5 and replace with “*The provision of a small-scale satellite healthcare facility in the Neighbourhood Area will be supported, subject to there being no over-riding harm to local character, residential amenity and/or highway safety.*”**

Transport and Communications Infrastructure

Policy TI1: Sustainable Transport Network

116 Paragraph 75 of the Framework states that:

“Planning policies should protect and enhance public rights of way and access.”

117 In addition, Chapter 4 of the Framework, *“Promoting sustainable transport,”* encourages sustainable modes of transport and requires development to prioritise pedestrian and cycle movements.

118 Policy TI1 seeks to protect and enhance cycle-ways and footpaths and has regard to national policy.

119 As worded, part ii) if the Policy runs the risk of supporting inappropriate forms of development – for example, it would support any type of development so long as it also includes some improvements to pedestrian, cycling and public transport infrastructure. In the absence of detailed evidence to the contrary, I consider that such an approach could support inappropriate forms of development and give rise to unsustainable forms of development.

120 I recommend:

- **Change Policy TI1 part ii. to *“The provision of improvements to pedestrian, cycling and public transport infrastructure or the provision of new infrastructure between Eton and Eton Wick will be supported. Such development might include: four bullet points here (“The provision of off-road...and public transport”)***

Policy TI2: Car Parking

- 121 The Council of the Royal Borough of Windsor and Maidenhead has published a "*Parking Strategy*" (2004), which provides a detailed framework for car parking across the Borough. Further, RBWM Local Plan Policy P4 requires all development proposals to provide car parking in accordance with adopted car parking standards.
- 122 By way of contrast, the first part of Policy TI2 simply requires that new homes be provided with off street parking "*where practicable.*" It is not clear, in the absence of any substantive detail, how such an approach would achieve the aims of providing appropriate levels of car parking, as set out in the Neighbourhood Plan's supporting text. Rather, the first part of Policy TI2 is ambiguous, imprecise and fails to provide a decision maker with a clear indication of how to react to a development proposal, having regard to Paragraph 154 of the Framework.
- 123 The second part of the Policy comprises an ambiguous statement, rather than a land use planning policy control. No indication of what an innovative solution might comprise is provided. The third part of the Policy adds to the imprecise nature of the Policy – whereby it counters the Policy aim of providing for off-road parking by suggesting the provision of on-road parking in service bays and on service roads. Notwithstanding that this approach would fail to achieve the aim of the Policy, no detailed information is provided in respect of how such an approach might be compatible with the purposes of service bays or roads and how, or whether, allowing car parking within them would contribute to the achievement of sustainable development.
- 124 The final part of the Policy seeks to protect existing parking spaces around the retail core and this approach has regard to national policy's promotion of vitality and viability in respect of town centres, as set out earlier in this Report.
- 125 I recommend:
- **Policy TI2, delete criteria i., ii. and iii**
 - **Change criterion iv. to "Development that reduces...will not be supported *unless* equivalent..."**

Policy T13: Bicycle Parking

126 No detailed information is provided in respect of why Policy T13 requires the number of bicycle parking spaces provided for new homes to equate to the number of bedrooms and there is no evidence to demonstrate that such an approach would be deliverable and viable in all cases. This part of the Policy fails to have regard to Paragraph 173 of the Framework, which notes that sustainable development requires careful attention to viability and requires plans to be deliverable.

127 The final part of Policy T13 would support any type of retail or commercial development that included bicycle parking and consequently, it could result in support for inappropriate, unsustainable forms of development.

128 I recommend

- **Policy T13, delete part i.**
- **Change part iii. to *“The provision of integrated bicycle parking solutions within commercial or retail development proposals in Eton and Eton Wick Local Centres will be supported.”***

Policy TI4: Telecommunications Coverage

129 The Framework states that:

“Advanced, high quality communications infrastructure is essential for sustainable economic growth.”

130 Consequently, there is strong support for the provision of radio and telecommunications masts and sites for such installations to be provided to a minimum consistent with the efficient operation of the network.

131 Whilst the supporting text to Policy TI4 recognises the need for efficient telecommunications coverage, the Policy itself fails to have regard to national policy and does not meet the basic conditions.

132 Policy TI4 seeks to limit telecommunications development to that required to improving *“the service of a carrier”* to communities with poor reception. Whilst such a thing might be a benefit of telecommunications development, it fails to properly reflect its purpose – of providing infrastructure essential for sustainable economic growth.

133 Chapter 5 of the Framework provides clear guidance in respect of controls to ensure that necessary infrastructure does not cause undue harm to local character. Policy TI4 fails to have regard to this, but seeks to impose requirements that go well beyond those of national policy – for instance, seeking to ban telecommunications infrastructure in certain locations, or stating that it *“must not intrude”* on views.

134 Consequently, Policy TI4 would place significant hurdles in the way of telecommunications infrastructure, contrary to the requirements of national policy. Policy TI4 does not meet the basic conditions. In making the recommendation below, I am mindful that existing planning policies provide a positive framework for the appropriate delivery of telecommunications infrastructure.

135 I recommend:

- **Delete Policy TI4**
- **Delete Introduction and Justification on page 40**
- **Delete last sentence on page 33 (“As well as improvements...data transmission”)**

- **Delete para iii. on page 35**
- **Delete “and Communications Infrastructure” in the title towards the top of page 36**

Environment

Policy EN1: Green and blue infrastructure

- 136 Paragraph 109 of the Framework requires the planning system to contribute to and enhance the natural and local environment by minimising impacts on biodiversity and providing net gains in biodiversity where possible.
- 137 Policy EN1 supports biodiversity gains and in this respect, has regard to national policy.
- 138 However, the first part of the Policy is ambiguous. It requires development to retain a wide range of features, ranging from natural features to man-made landmarks. No detail is provided in respect of what kind of development, if any, might impact on and be able to retain all of these features – or why it should be required to do so.
- 139 For example, no evidence is provided of any one development site containing all of the features listed. This appears to be an issue in terms of the wording of the Policy – whilst the intent of the Policy seems to be to protect various things, its wording seeks to do something different, in that it requires development to retain various things. The result presents a confusing opening to the Policy and fails to provide a decision maker with a clear indication of how to react to a development proposal, having regard to Paragraph 154 of the Framework.
- 140 The second part of the Policy introduces requirements which, due to the absence of any substantive justification, appear entirely arbitrary. In the absence of any evidence, it is not possible to understand why the Policy introduces a presumption against development within 8 metres of streams and 5 metres from historic hedgerows. Furthermore, there is no definition of “streams” or “historic hedgerows” and no plans to show where such no-development zones are located. This part of the Policy is unsubstantiated and imprecise. It appears to run the risk of preventing sustainable development and there is no evidence to the contrary.

- 141 It is not clear how the third part of the Policy will operate in practice. It does not require the on-site replacement of open spaces, trees and shrubs, but rather states that new provision of such things elsewhere on site, were they to be lost as a result of development, would be "*expected*." No indication is provided of what might happen should such an expectation not be met and consequently, this part of the Policy does not provide a decision maker with a clear indication of how to react to a development proposal, having regard to Paragraph 154 of the Framework.
- 142 Further to the above, "*significant*" is undefined and consequently, it is not possible to understand when any loss would be expected to be replaced and when it would not. The Policy is imprecise. Also, it is not clear why all trees, shrubs and open spaces are treated the same – some trees or shrubs might be worthy of replacement, others may not. In the absence of any relevant detail, this part of the Policy is ambiguous and provides little in the way of clarity.
- 143 The fourth part of the Policy would support any type of development so long as it provides for the planting of new trees and hedgerows. This could result in support for inappropriate forms of development and runs the risk of the Policy failing to contribute to the achievement of sustainable development.
- 144 No detail is provided in respect of how developers might ensure that any new trees will be "*disease resistant*" and consequently there is no evidence to demonstrate that the provision of disease resistant trees would be deliverable and viable in all cases. In this respect, the Policy does not have regard to Paragraph 173 of the Framework.
- 145 In the absence of any detail or justification, it is not clear why ensuring "*sympathetic development*" around trees of moderate quality necessarily results in sustainable development. In the absence of information to the contrary, it may be that such an approach could place a barrier in the way of a contribution to the achievement of sustainable development. It might, for example, prevent the replacement of trees of moderate value with trees of high value.
- 146 The final requirement of Policy vi. Is grammatically incorrect and this results in the final part of the sentence not making sense.
- 147 Again, part of the supporting text to the Policy reads as though it comprises a Policy, which it does not.

148 I recommend:

- Policy EN1, delete parts i. – v., inclusive
- Part vi., change to *“Proposals that can demonstrate net gains in biodiversity (in accordance with the DEFRA biodiversity impact calculator) and enhancements to ecological networks and connectivity will be supported.”*
- Change title of Policy to *“EN1 – Biodiversity”*
- Introduction, delete last sentence of first para and delete last part of last sentence (*“..., and all new development should...community.”*)
- Justification, change last sentence to *“...orders, but the Town Council is keen for ways to be found to maintain...”*

Policy EN2: Local Green Space Designations

149 Policy EN2 designates four areas of Local Green Space. Paragraph 76 of the Framework states that:

“By designating land as Local Green Space local communities will be able to rule out new development other than in very special circumstances.

150 Consequently, Local Green Space is a restrictive and significant policy designation. The Framework requires the managing of development within Local Green Space to be consistent with policy for Green Belts, providing protection comparable to that for Green Belt land.

151 In respect of the designation of Local Green Space, national policy establishes that:

“The Local Green Space designation will not be appropriate for most green areas or open space.” (Paragraph 77)

152 Thus, when identifying Local Green Space, plan-makers must demonstrate that the requirements for its designation are met in full. These requirements are that the green space is in reasonably close proximity to the community it serves; it is demonstrably special to a local community and holds a particular local significance; and it is local in character and is not an extensive tract of land. Furthermore, identifying Local Green Space must be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services.

153 The Neighbourhood Plan and its supporting material provide evidence to demonstrate that the areas identified meet the requirements of national policy.

154 As worded, Policy EN2 doesn't quite reflect national policy and this is a factor addressed in the recommendations below.

155 It is not clear why the Policy refers to temporary structures, as the very short term temporary nature of the events referred to means that the temporary structures are very unlikely to require planning permission.

- 156 The final requirement of Policy EN2 is imprecise and is unsupported by any detailed justification relating to viability or deliverability. Further, no explanation is provided of why links between Local Green Spaces and other green spaces are required. There is no evidence to demonstrate that such an onerous approach reflects existing national or regional policy, for example.
- 157 As important designations, it is essential that the areas of Local Green Space are clearly shown in the Neighbourhood Plan. The Neighbourhood Plan only includes a very unclear Figure, which can best be regarded as "indicative."
- 158 It is essential that the boundaries of each Local Green Space are clearly shown in the Neighbourhood Plan, preferably against an Ordnance Survey base, so that there can be no doubt or confusion in respect of precisely where each Local Green Space begins and ends.
- 159 It is not clear how the Neighbourhood Plan distinguishes between the "importance" of various green spaces and consequently, the supporting text appears confusing in this regard.
- 160 Taking all of the above into account, I recommend:
- **Policy EN2, change opening sentence to "*The areas listed below and shown on the accompanying plans are designated as areas of Local Green Space where new development is ruled out other than in very special circumstances: (List the four areas here)*"**
 - **Provide a new set of plans below the Policy. These should clearly identify the precise boundary of each Local Green Space against an Ordnance Survey base.**
 - **Delete sections ii. and iii. of Policy EN2**
 - **Introduction, final para, first line, delete "...equally..."**

Policy EN3: Flooding

161 National planning policy in respect of flooding and flood risk is set out in Chapter 10 of the Framework, *“Meeting the challenge of climate change, flooding and coastal change.”*

162 National policy states that:

“Inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk, but where development is necessary, making it safe without increasing flood risk elsewhere.” (Paragraph 100, the Framework)

163 Whilst Policy EN3 aims to be in general accordance with the above, as set out it appears as isolated extracts from various sources of information. Further, the text is not supported by substantive detail within the Neighbourhood Plan or its supporting documentation.

164 It is not the role of the Neighbourhood Plan to repeat existing policies, to impose requirements on other organisations, or to set out policies dependent upon other documents outside the control of the Neighbourhood Plan. Policy EN3 does all three of these things.

165 Prospective developers do not hold the statutory responsibility for providing drainage, wastewater and water supply capacity in the network and it is not clear, in the absence of any substantive information in the Neighbourhood Plan or its supporting evidence, why situating the floor levels of development above 300mm will, in all circumstances, be a relevant, viable, deliverable and appropriate development solution across the Neighbourhood Area.

166 No indication is provided, for example, of how any such development might relate to the provision of compensatory measures. The requirement set out is not supported by detailed justification or evidence and appears as an isolated extraction from a Technical Report¹⁰, which was itself produced for other purposes than Neighbourhood Plan Policy EN3.

167 No definition is provided of what a *“very low”* hazard rating might comprise, who will measure this, or on what basis. The Neighbourhood Plan is imprecise in this regard.

¹⁰ Strategic Flood Risk Assessment for the Royal Borough of Windsor and Maidenhead (2014)

- 168 Paragraph iv. of the Policy seeks to raise the status of a Technical Report, not controlled by the Neighbourhood Plan, to that of adopted planning policy. It goes on to require development to accord with another organisation's criteria, again not controlled by the Neighbourhood Plan.
- 169 It is not clear why, in all circumstances, Sustainable Urban Drainage Systems (SuDS) must ensure run-off is "*equivalent to green field conditions.*" No substantive evidence is provided to justify such an approach, or to demonstrate that it has regard to national policy in respect of flood risk requirements, viability and deliverability.
- 170 It is not clear why, whenever a building is being retained as part of a development, the Policy requires measures to provide its increased "*resilience/resistance*" to flooding. Again, no justification or evidence is provided to demonstrate why such an unduly onerous blanket-approach has regard to national policy in respect of flood risk requirements, viability and deliverability.
- 171 Whilst a positive idea, the Policy's imposition of a requirement for all development to "*explore opportunities to recreate river corridors and wetland habitats in urban areas*" is not supported by any detail or justification in respect of viability or deliverability, having regard to Paragraph 173 of the Framework.
- 172 Part of the supporting text reads as though it comprises a Policy, which it does not.
- 173 Whilst I recognise above that it was the intention of Policy EN3 to address flood risk, the approach taken results in wording that does not meet the basic conditions and consequently, does not comprise an appropriate land use planning policy. I recommend:
- **Policy EN3, delete paras i., ii., iii., iv., v. and vii.**
 - **Para viii., change to "*The recreation of river corridors and wetland habitats in urban areas will be supported. This might comprise: - the design...of the river(s).*"**
 - **Introduction, first para, second sentence change to "*The Town Council is concerned to ensure that developers consider the net...avoided. It will be important for Thames Water to be consulted as appropriate and developers are recommended to engage with Thames Water at the earliest opportunity.*"**
 - **Justification, delete final two paras ("*Development...proposed.*")**

7. The Neighbourhood Plan: Other Matters

174 The recommendations made in this Report will have a subsequent impact on Contents and page numbering.

175 I recommend:

- **Update the Contents and page numbering, taking into account the recommendations contained in this Report.**

8. Summary

176 Having regard to all of the above, a number of modifications are recommended in order to enable the Neighbourhood Plan to meet the basic conditions.

177 Subject to these modifications, I confirm that:

- having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the neighbourhood plan;
- the making of the neighbourhood plan contributes to the achievement of sustainable development;
- the making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area);
- the making of the neighbourhood plan does not breach, and is otherwise compatible with, European Union (EU) obligations; and
- the making of the neighbourhood plan is not likely to have a significant effect on a European site or a European offshore marine site, either alone or in combination with other plans or projects.

178 Taking the above into account, I find that the Eton and Eton Wick Neighbourhood Plan meets the basic conditions. I have already noted above that the Plan meets paragraph 8(1) requirements.

9. Referendum

179 I recommend to the Council of the Royal Borough of Windsor and Maidenhead that, subject to the modifications proposed, **the Eton and Eton Wick Neighbourhood Plan should proceed to a Referendum.**

Referendum Area

180 I am required to consider whether the Referendum Area should be extended beyond the Eton and Eton Wick Neighbourhood Area.

181 I consider the Neighbourhood Area to be appropriate and there is no substantive evidence to demonstrate that this is not the case.

182 Consequently, I recommend that the Plan should proceed to a Referendum based on the Eton and Eton Wick Neighbourhood Area approved by the council of the Royal Borough of Windsor and Maidenhead and confirmed by public notice on 14th October 2013.

Nigel McGurk, March 2018
Erimax – Land, Planning and Communities



EST. 2011

Appendix B – Eton and Eton Wick Neighbourhood Plan

Examiner's Recommended Changes

Location of change	Page of Plan	Proposed Change	Commentary on examiner's view	Officer recommendation
Introductory section	Page 4 first para	Change last sentence to "These Appendices provide important guidance in support of the Policies set out in this Neighbourhood Plan."	Appendices provide useful guidance, they do not carry the same material planning weight as made neighbourhood planning policies.	Accept the change.
Background	4, penultimate para	Change to "Once made (or adopted), the Neighbourhood Plan will form part of the development plan and will have legal..."	This makes clear the use of the correct term for clarity.	Accept the change.
Background	4, penultimate para, last sentence	End last sentence "...applications in the Neighbourhood Area." (delete rest of sentence)	This is to set out the correct legal procedure.	Accept the change.
Our Neighbourhood	6 penultimate para	Change opening sentence to "Conserving and protecting..."	This now complies with national guidance.	Accept the change.
The Plans Key Priorities	7 penultimate bullet point	Change to "To conserve the heritage characteristics and significance of the settlements..."	This now complies with national guidance.	Accept the change.
Vision and Objectives	9 third para	Change last sentence of "Vision" to: "...valuing the character and conserving the historical..."	This now complies with national guidance.	Accept the change
The Plans Key Priorities	7 first sentence	Change to "...Local Plan and have regard to the National Planning Policy Framework (NPPF)."	For precision and having regard to the Basic Conditions	Accept the change

Policy HD1	14	<p>Delete part i) of the Policy</p> <ul style="list-style-type: none"> • Change part iii) of the Policy to “The development of brownfield land within Eton Wick will be supported where it contributes to meeting housing needs.” • Change final part of the Policy to “...infrastructure strategy; and provide for a mix of dwellings by size, type and tenure.” 	This reworking is aimed at ensuring the policy is clearly worded for the decision maker to use.	Accept the change
Policy HD1 Introduction	13 first para	Change to “...flooding. It is important that suitable infrastructure provision is provided, commensurate with the scale of development proposed.”	To ensure that the supporting text does not read as though it is part of a policy.	Accept the change
Policy HD1 Introduction	13 second para	Change to “This Neighbourhood Plan seeks to encourage small scale development that is delivered at a...”	To ensure that the supporting text does not read as though it is part of a policy.	Accept the change
Policy HD1 Introduction	13 third para	Delete third paragraph.	To ensure that the supporting text does not read as though it is part of a policy.	Accept the change
Policy HD1 Introduction	14 first, second, third para	Delete first, second and third paragraphs	To ensure that the supporting text does not read as though it is part of a policy.	Accept the change
Policy HD2	15	Change the wording of Policy HD2 to “New dwellings and residential extensions should respect local character and make a positive contribution to it. Development	This rewording seeks to ensure the policy does not have unintended consequences and better complies with national guidance.	Accept the change

		should reflect local architectural vernacular and respect residential amenity.”		
Policy HD2 Justification	15	Delete last two sentences of Justification (which seek to impose planning application form requirements - which are not the responsibility of the Neighbourhood Plan - and also contain a reference which is in direct conflict with the Policy itself)	This is to ensure that the plan works within the powers available to a Neighbourhood Plan.	Accept the change
Policy HD3	16	<p>Policy HD3 change first sentence to: “Proposals for development within Eton should demonstrate how they have taken into account the Eton Design Guidance, set out in Appendix 1.”</p> <ul style="list-style-type: none"> • Change second bullet point to: “New development should not detract from the character of...surrounding area.” • Delete fourth bullet point • Delete second sentence of part v. a) (“Buildings.... that supported.”) <p>Part v. c), change second sentence to “Innovative design is particularly welcome, provided that it does not...buildings.”</p>	The original policy lacked clarity and went beyond national guidance with clear evidence or justification, it would have been difficult to implement.	Accept the change

Policy HD3 Justification	17	Delete from fifth sentence to the end of the para (“New development in historic streets must not...character of Eton.”)	This change seeks to ensure that the justification is not confused with a policy.	Accept the change
Policy HD4	19	Policy HD4, change first bullet point to “Respect spaces between buildings....” • Delete final bullet point	The original Policy was more restrictive, lacked evidence to justify it and went beyond national policy.	Accept the change
Policy HD4 Introduction	19	Delete last sentence	This change seeks to ensure that the introduction is not confused with a policy.	Accept the change
Policy HD4 Justification	19	Delete final sentence.	Consequential amendment.	Accept the change
Policy HD5	20	Change to “Development should respect the following important local views: (Provide the list of 10 views set out in the Introduction here). Appendix 2 provides a detailed analysis of these important local views and identifies related viewing corridors. Proposals within viewing corridors should not detract from views of the landmark or landscape.”	This is to ensure that the policy complies with guidance and case law.	Accept the change
Policy HD5 Introduction	20	Delete all text and replace with “The Neighbourhood Plan seeks to protect important local views.”	The original wording was confusing.	Accept the change
Policy HD6	22	Delete first sentence.	It is not the role of the Neighbourhood Plan to set out a “presumption against basement extensions.”	Accept the change

Policy HD6	22	Delete criterion iv.	No indication is provided of how development might “compromise” heritage assets.	Accept the change
Policy BL1	27	Change first sentence of Policy BL1 to “Proposals to develop existing shopfronts and/or for advertisements should demonstrate that they have taken into account the Shopfront Design Guidance, set out in Appendix 3.”	This is to attach the correct planning weight in determining applications to Appendix 3	Accept the change
Policy BL1	27	Change rest of Policy to “Changes to shopfronts requiring planning permission should be responsive to the heritage characteristics of the local area and: i. In Eton, the retention of single retail units and the limiting of alterations to...supported. ii. In Eton Wick, improvements to shopfronts will be supported, as will the creation of flexible spaces capable of increasing vitality in the retail core.”	The revised wording seeks to support appropriate development, rather than unintended harmful development.	Accept the change
Policy BL2	29	Change part ii. to “Development requiring planning permission for a change of use from retail to residential on the ground floor will not be permitted on Eton High Street.”	This is to ensure the policy works within the powers that are available to Neighbourhood Plans.	Accept the change

Policy BL2	29	Delete parts iii. and iv.	This is to ensure the policy works within the powers that are available to Neighbourhood Plans.	Accept the change
Policy BL2 Introduction	29	Change last sentence to "It is important that new retail space does not detract..."	Consequential amendments following the above changes to the policy wording.	Accept the change
Policy BL2 Justification	29	Second line, delete "..., removing separate...not supported." Delete last sentence of first para ("New retail...ground level.") Delete last sentence of Justification ("The heritage...High Street.")	Consequential amendments following the above changes to the policy wording.	Accept the change
Policy BL3	30	Change part i. to "...Local Centre where retail is unviable, will be supported. Proof of a lack of viability should be supported by up-to-date evidence of open and active marketing of the site at market value over a 12 month period."	The recommendations provide clarity and precision in respect of demonstrating viability.	Accept the change
Policy BL3 Introduction	30	Delete last sentence ("Enhancements to car parking...other users.")	Consequential amendments following the above changes to the policy wording.	Accept the changes
Policy BL3 Justification	30	Delete the last two sentences of the first para ("In order to demonstrate...marketing the site.") Delete last sentence of second para, which does not relate to the provisions of the Policy	To improve the clarity of the text.	Accept the change

Policy BL5	32	Delete wording of Policy BL5 and replace with “The provision of a small-scale satellite healthcare facility in the Neighbourhood Area will be supported, subject to there being no over-riding harm to local character, residential amenity and/or highway safety.”	The changes seek to safeguard local amenity.	Accept the change
Policy TI1	36	Change Policy TI1 part ii. to “The provision of improvements to pedestrian, cycling and public transport infrastructure or the provision of new infrastructure between Eton and Eton Wick will be supported. Such development might include: four bullet points here (“The provision of off-road...and public transport”)	The original Policy ran the risk of supporting inappropriate forms of development.	Accept the change
Policy TI2	37	Delete criteria i., ii. and iii Change criterion iv. to: ‘Development that reduces...will not be supported unless equivalent...’	This change is to clarify the policy and ensure it complies with national guidance.	Accept the change
Policy TI3	39	Delete part i. Change part iii. to “The provision of integrated bicycle parking solutions within commercial or retail development proposals in Eton and Eton Wick Local Centres will be supported.”	The changes seek to ensure that the policy complies with national policy and is more effective in achieving what is intended.	Accept the change

Policy TI4	40	Delete Policy TI4	The original policy did not comply with national policy.	Accept the change
Policy TI4 Introduction and Justification	40	Delete Introduction and Justification.	A consequential amendment following deletion of the policy.	Accept the change
Aspirations	33	Delete last sentence on page 33 (“As well as improvements...data transmission”)	A consequential amendment following deletion of Policy TI4.	Accept the change
Challenges	35	Delete para iii. on page 35	A consequential amendment following deletion of Policy TI4.	Accept the change
Infrastructure	36	Delete “and Communications Infrastructure” in the title towards the top of page 36	A consequential amendment following deletion of Policy TI4.	Accept the change
Policy EN1	43	Delete parts i. – v., inclusive Part vi., change to “Proposals that can demonstrate net gains in biodiversity (in accordance with the DEFRA biodiversity impact calculator) and enhancements to ecological networks and connectivity will be supported.”	The revised wording brings the policy more in line with national and local policy as well as making it more positively worded.	Accept the change
Policy EN1	43	Change title of Policy to “EN1 – Biodiversity”	This is a consequential amendment following changes to the wording of Policy EN1	Accept the change
Policy EN1 Introduction	43	Delete last sentence of first para and delete last part of last sentence (“..., and all new development should...community.”)	These revisions seek to clarify the policy and make it more in compliance with national policy.	Accept the change

Policy EN1 Justification	44	Change last sentence to "...orders, but the Town Council is keen for ways to be found to maintain..."	To ensure the wording does not appear to be part of the policy.	Accept the change
Policy EN 2	45	Change opening sentence to "The areas listed below and shown on the accompanying plans are designated as areas of Local Green Space where new development is ruled out other than in very special circumstances: (List the four areas here)"	The proposed changes are aimed at making the policy more compliant with national policy.	Accept the change
Policy EN 2	45	Provide a new set of plans below the Policy. These should clearly identify the precise boundary of each Local Green Space against an Ordnance Survey base.	To ensure that the boundaries are clearly defined.	Accept the change
Policy EN 2	45	Delete sections ii. and iii. of Policy EN2	To ensure that the policy complies with national policy.	Accept the change
Policy EN 2 Introduction	45	Final para, first line, delete "...equally..."	The proposed changes are aimed at making the policy more compliant with national policy.	Accept the change
Policy EN3	48	Delete paras i., ii., iii., iv., v. and vii.	The policy changes are needed to ensure that they comply with national guidance and practice.	Accept the changes
Policy EN3	49	Para viii., change to "The recreation of river corridors and wetland habitats in urban areas will be supported. This might comprise: - the design...of the river(s)."	The policy changes are needed to ensure that they comply with national guidance and practice.	Accept the change
Policy EN3 Introduction	48	First para, second sentence change to "The Town Council is concerned to ensure that developers consider	To ensure it is correctly worded after changes to the policy.	Accept the change

		the net...avoided. It will be important for Thames Water to be consulted as appropriate and developers are recommended to engage with Thames Water at the earliest opportunity.”		
Policy EN3 Justification	49	Delete final two paras (“Development...proposed.”)	This is to ensure that the supporting text does not read as part of the policy.	Accept the change
Other Matters		Update the Contents and page numbering, taking into account the recommendations contained in the Report.		

New Project to be included at the back of the Neighbourhood Plan

06

‘Communications Infrastructure

Advanced, high quality and reliable communications infrastructure is essential for economic growth and social wellbeing. The Town Council support the expansion of electronic communications networks, including next generation mobile technology (such as 5G) and full fibre broadband connections. High quality digital infrastructure is important to local residents, businesses and the community as a whole, providing access to services from a range of providers, is expected to be delivered and upgraded over time; and should prioritise full fibre connections to existing and new developments (as these connections will, in almost all cases, provide the optimum solution).

The number of radio and telecommunications masts, and the sites for such installations, should be kept to a minimum consistent with the needs of consumers and the efficient operation of the network. Use of existing masts, buildings and other structures for new telecommunications capability (including wireless) will be encouraged. Where new sites are required (such as for new 5G networks, or for connected transport and smart city applications), equipment should be sympathetically designed and camouflaged where appropriate.

Because of the high quality and sensitive environment in the Neighbourhood Plan area new communications infrastructure will be expected to take full account of the design policies in this plan where they are appropriate.'

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Report Title:	WINDSOR MIDDLE SCHOOL EXPANSION
Contains Confidential or Exempt Information?	<i>NO - Part I</i>
Member reporting:	Councillor Airey, Lead Member for Children's Services
Meeting and Date:	24 May 2018
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

1. The Royal Borough's ambitions for education are that: parents have a choice over schools for their children; all children have the opportunity to access high quality education, assessed as good/outstanding by Ofsted; and that all children make progress in their education attainment above national levels.
2. There is pressure for places in the Windsor middle schools from September 2019, and the borough consulted on a proposal to expand St Peter's CE Middle School by 30 places per year group, starting with Year 5 in September 2019. That consultation has now finished, with two-thirds of respondents in favour.
3. The expansion at St Peter's CE Middle School would give the school two additional classrooms, new toilets and group rooms, as well as a better kitchen for serving meals. Some work to the main entrance will also be required, to provide extra staff parking and better access to the site.
4. Approval from Cabinet to fund the expansion of St Peter's CE Middle School will move the scheme to the next stage (more detailed design work, planning permission and procurement) in partnership with the school and its academy trust, the Oxford Diocesan Schools Trust (ODST). The ODST will seek formal permission for the school to expand from the Secretary of State for Education.
5. Cabinet is also asked to approve the signing of a Memorandum of Understanding, which sets out the agreed scope and timing of the proposed expansion.

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Cabinet notes the report and:

- i) **Approves a budget estimate of £2.7m and authorises the Director of Children's Services with the Lead Member for Children's Services to undertake procurement and enter into contracts for the delivery of the expansion of St Peter's CE Middle School.**
- ii) **Approves the signing of the *Memorandum of Understanding: St Peter's CE Middle School* by the Director of Children's Services.**

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

Background

- 2.1 The Royal Borough of Windsor and Maidenhead, as the local authority, has a legal duty to ensure that there are sufficient school places to meet demand¹.
- 2.2 The Royal Borough has a phased secondary school expansion programme, providing new secondary, middle and upper school places to meet rising demand in the borough. The current programme, approved by Cabinet, provides places for September 2017 (phase 1) and September 2018 (phase 2) is summarised in Appendix A, and the building work is well underway.
- 2.3 Cabinet considered a report in October 2017 on the need for an additional 30 places to meet Year 5 demand in Windsor middle schools in September 2019 (phase 3). This demand is set out in *Table 1: 2017-based projections and commentary for Windsor Middle Schools*.
- 2.4 There are four middle schools in the town. Dedworth Middle is currently being expanded. St Edward's Royal Free Ecumenical Middle School was expanded in September 2013 and has little capacity for further expansion without a significant rebuild. Trevelyan Middle School could expand, but decided that 2019 was not the right time for them, considering the recent academisation and changes in leadership.
- 2.5 Cabinet agreed in principle, therefore, to a proposal to expand St Peter's CE Middle School by 30 places per year group, starting with Year 5 in September 2019. If implemented this would increase the Published Admission Number (PAN) from 60 to 90. Cabinet also approved public consultation on the proposal, and further feasibility works on the expansion scheme. The results of this work are reported back to Cabinet in this report.
- 2.6 The detail of the consultation is set out in Section 8 but, in summary, two-thirds of 67 respondents support the proposal. This is a low response rate, at 1.4%. The main issue raised relates to the impact of the expansion on traffic and parking at the school.
- 2.7 The borough has now allocated the places for Year 5 in the middle schools for September 2019. There were 495 first preferences for the 510 places available, which is only 10 fewer than the projected demand for 2019. On National Offer Day (1 March 2018), however, only 471 places were allocated. Changes in parental preference (with Trevelyan being significantly more popular than previously, and Dedworth Middles less so), combined with changes to the admissions criteria at Trevelyan meant that fewer out-borough children were allocated places than normal.
- 2.8 Many of these out-borough residents will, however, have been on roll at a first school and have (since national offer day) chosen to accept a place at a middle school with places. As at 10th April 2018, 489 children have been allocated places at Windsor middle schools, 16 fewer than projected.

¹ Section 14, Education Act 1996.

Table 1: 2017-based projections and commentary for Windsor middle schools.

- White cells indicate a surplus of 10% or more.
- Grey cells indicate a surplus of between 0 and 9.9%.
- Black cells indicate a deficit of places.

a	b				c						
	Actuals				Projected						
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Windsor Middle											
Number on roll in Year 5	401	431	453	468	505	521	500	528	513	514	
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No. +49	+19	-3	+12	+5	-11	+10	-18	-3	-4	
New places required to September 2021:	The projections suggest a shortage of places in September 2019, and again in September 2021. More children will join these cohorts as they move up through the schools. Extra places are required, therefore, to ensure that all children can be offered a place. 30 new places per year group would provide a surplus, in September 2019, of 2%. 60 places would provide a surplus of 7%. As the very highest level of demand is not likely to be sustained in subsequent years in the projection period, however, it is currently proposed that only 30 places are added.										

95

Table 2: Amended 2017-based projections.

(This table amends the 2017 projections, reducing the demand by 16, to match the current over-projection for 2018.)

a	b				c						
	Actuals				Projected						
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Windsor Middle											
Number on roll in Year 5	401	431	453	468	489	505	500	512	497	498	
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No. +49	+19	-3	+12	+21	+5	+10	-2	+13	+12	
New places required to September 2021:	The projections suggest small surpluses in September 2019 and 2020, with a deficit of places in September 2021. More children will join these cohorts as they move up through the schools. Extra places are required, therefore, to ensure that all children can be offered a place. 30 new places per year group would provide a surplus, in September 2019, of 6%. Currently, the projections suggest that demand may not be sustained at the 2021 peak in subsequent years, suggesting that 30 additional places would provide a surplus of almost 8%. This is higher than the borough's 5% target.										

Formal responsibilities in relation to the expansion of an academy

- 2.9 St Peter's CE Middle School is an academy and part of the Oxford Diocesan Schools Trust (ODST). As such, any decision to formally expand St Peter's lies with the school/ODST and the Regional Schools Commissioner (RSC), rather than the Royal Borough.
- 2.10 Having considered the outcome of the consultation, the ODST wrote to the Royal Borough on 12 February 2018, providing comments in response to the outcome of the consultation. This email is included at Appendix B.
- 2.11 The Royal Borough has a statutory duty to provide school places to meet demand. The DfE allocates 'Basic Need' funding to local authorities to help meet demographic pressures. The rules of this grant specify that this can be spent at any type of state school, including academy, community, free, voluntary controlled and voluntary aided schools. This grant is often supplemented with other funding sources such as S106/Community Infrastructure Levy or council funds.

Memorandum of Understanding

- 2.12 In November 2017 Cabinet approved a recommendation requiring all parties to a school expansion (partially or fully funded by the borough) to sign a Memorandum of Understanding (MOU) setting out the terms of the proposed expansion.
- 2.13 The use of MOUs seeks to ensure clarity and transparency. Whilst not a legal contract, the agreement publicly commits both parties to the agreed course of action.
- 2.14 The proposed expansion at St Peter's CE Middle School is the first project to use the MOU. Following discussions with the ODST and the school, officers have agreed the draft MOU set out at Appendix C. If approved by Cabinet, all parties will then sign the MOU and it will be published on the borough website.

The proposed scheme

- 2.15 St Peter's CE Middle School will be provided with the additional accommodation required to achieve the proposed expansion in line with government guidelines of school buildings, currently Building Bulletin 103². It has been agreed that the accommodation will comprise:
- Two additional classrooms on the site of the existing four classroom modular block. This will mean the replacement of the block with a six classroom, modular construction, block.
 - Improvements to the kitchen.
 - Increased staff parking, and improvements to site access to address pupil safety at the front of the school.
- 2.16 The new modular block will be designed to limit any overlooking of homes and gardens in the adjacent Almshouses.

Highways and parking

- 2.17 The borough's Highways consultants have carried out an initial assessment of the proposed expansion and commented in relation to three areas:

² [Building Bulletin 103](#), Department for Education, June 2014

- **The school entrance:** St Peter's CE Middle School is located on a relatively quiet country lane, Crimp Hill. This road could cope with the additional traffic resulting from an expansion. A large drop-off zone, similar to the one at the new Oldfield Primary School site, may not be appropriate as it could detract from the countryside feel of the lane. It would also require the borough to acquire adjacent private land which, following discussion with the landowner's agents, is not possible before September 2019. It is likely that there will continue to be an issue with cars dropping off and picking up pupils. There is considerable on road parking, but turning round is not easy. This analysis has led to the recommendation that the existing school entrance is widened, ensuring that the school bus can pull in.
 - **Onsite parking:** There is sufficient space on site to create additional car-parking spaces for the extra staff.
 - **St Luke's Road:** The main issue in relation to traffic at an expanded St Peter's CE Middle School is the impact on St Luke's Road. This road links Crimp Hill with the main road through Old Windsor (A308/Straight Road), and is already congested at the start and end of the school day. Free flow of traffic along the road is limited by on street residential parking, and there is no obvious road improvement scheme that could address this.
- 2.18 The budget for this scheme (see section 4) includes funding for a drop-off zone, including land purchase, so that this option can be implemented if needed.
- 2.19 There needs to be a reduction in the use of cars for pupils getting to and from the school. Some areas for further work to achieve this include:
- Encouraging more walking and cycling to school, potentially with additional cycle routes and walking buses.
 - Encouraging car sharing and parental organised routes for children not-entitled to free home to school transport. Langley Grammar School has a car-sharing database available on its website, for example.
 - Rerouting the existing Eton Wick to Old Windsor home to school transport bus for additional pickups within Windsor, offering fare-paying seats to non-entitled children where capacity exists.
 - Reviewing the public bus offer to improve public transport options. In Old Windsor this could include the First route 8 from Windsor, although this stops on Straight Road rather than close to St Peter's.
- 2.20 Traffic and parking at schools will, of course, become more of an issue as existing schools are expanded to meet the growing demand from the new housing set out in the emerging Borough Local Plan. Officers are currently working on the first wave of detailed feasibility studies assessing how schools can be expanded. It is already clear that, at some schools in this wave, the proportion of children coming to school by car will need to be reduced if expansion is to proceed.
- 2.21 The School Travel Plan advisor recognises that some of these initiatives that can help reduce car journeys tend to become unsustainable because schools and/or parents can't afford to pay for them.

Home to school transport entitlement

2.22 St Peter's CE Middle School is located in Old Windsor, and most of the additional demand for middle school places will come from Windsor itself. Under the home to school transport rules, the borough is responsible for providing free home to school transport for children of middle school age who live more than three miles from the nearest appropriate school with places. Broadly, the only part of Windsor less than three miles from St Peter's is the area east of Imperial Road and south of Clarence Road, about a quarter of the town.

2.23 Expansion at this school could lead to some increases in the cost of home to school transport. If the number of children receiving free home to school transport to St Peter's was to increase in proportion to the overall increase in numbers, then the impact could be an additional £20k on the annual home to school transport budget.

Prioritisation model

2.24 In September 2015 Cabinet approved a set of criteria allowing for the prioritisation of expansion at schools on the basis of:

- Ofsted grading.
- KS2/KS4 Progress and Attainment measures.
- Oversubscription on 1st preferences.
- Capacity on site for expansion.
- Value for money compared to national benchmark figures.

2.25 The latest prioritisation model also includes a measure considering the KS2/KS4 progress and attainment measures for disadvantaged children (Children in Care, children with Education, Health and Care Plans and pupil premium children). The low number of these children in some schools means there is a risk of statistical distortion, so the measure is only worth 5 points.

2.26 *Table 3: Prioritisation model, Windsor Middle Schools* gives the latest prioritisation rankings. The table is based on the latest available data, including the latest Ofsted reports; the 2017 Key Stage 2 data; and the number of applications made for the September 2018 Year 5 intake.

Table 3: Prioritisation model, Windsor middle schools (April 2018)

	Criteria Points						Total	% score	Rank
	Ofsted	Attainment	Oversubscription	Capacity for expansion	Value for Money	Inclusion			
	25 points avail.	20 points avail.	15 points avail.	10 points avail.	10 points avail.	5 points avail.			
Dedworth	20.0 25	2 20	1.5 15	10 10	n/a	1.0 5	34.5 75	46.0	4
St Edward's	20.0 25	8.5 20	15 15	0 10	n/a	1.3 5	44.8 75	59.7	1
St Peter's	20.0 25	5 20	7.5 15	8 10	1 10	1.3 5	42.8 85	50.4	3
Trevelyan	12.5 25	13 20	7.5 15	8 10	n/a	3.3 5	44.3 75	59.1	2

- 2.27 The highest ranked school, St Edward's, has no potential for expansion without a substantial rebuild of the site to make more efficient use of space. The second ranked school, Trevelyan, does not currently wish to expand, having only recently started to admit up to its 150 PAN again. It is likely, however, that Trevelyan will need to expand in the future to meet the demand arising from new housing in the town. Although St Peter's is ranked third, it is the highest achievable choice at this time.
- 2.28 Dedworth Middle (currently being expanded) was ranked 1st and 2nd in previous versions of the prioritisation model when phases 1 and 2 of the expansion programme were confirmed (December 2014, September 2015 and July 2016). Changes to the rankings occur as updated data becomes available.

Options

Table 4: Options arising from this report.

Option	Comments
Approves a budget estimate of £2.7m and authorises the Director of Children's Services with the Lead Member for Children's Services to undertake procurement and enter into contracts for the delivery of the expansion of St Peter's CE Middle School. Recommended.	Funding this scheme will allow the project to proceed, and to be approved by the Regional Schools Commissioner. This, in turn, will allow the borough to provide additional school places to meet the projected demand and meet the target of providing 5% surplus places. If the scheme is not funded, then there are likely to be insufficient school places for the September 2021 intake, and relatively small surpluses of places in other intake years. It may also be difficult to find places for families moving into the area.
Approves the signing of the <i>Memorandum of Understanding: St Peter's CE Middle School</i> by the Director of Children's Services. Recommended.	This will allow all parties to sign the agreed MOU as set out in Appendix C, providing an agreed basis for the project as it progresses. If the MOU is not signed, then whilst it may be possible for the scheme to still proceed, the likelihood of dispute over timing, scope and costs is increased.

3. KEY IMPLICATIONS

Table 5: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Accommodation for 30 additional Year 5 places is provided at St Peter's CE Middle School.	After September 2019.	In time for September 2019.	n/a	n/a	1 st September 2019.
Delivery of the programme within the approved budget.	>£2.7m	<£2.7m	<£2.3m	n/a	1 st September 2019.
That there are sufficient places in middle	<2% or >7% surplus	2% – 7% surplus of places.	n/a	n/a	September 2019, September

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
schools in Windsor.	places.				2020 and September 2021.

4. FINANCIAL DETAILS / VALUE FOR MONEY

Table 6: Financial Impact of report's recommendations

REVENUE COSTS	2018/19	2019/20	2020/21
Additional total	£0	£0	£0
Home to school Transport	£0	£3,000	£10,000
Growth factor	£0	£35,577	£35,577
Reduction	£0	0	£0
Net Impact	£0	£38,577	£45,577

CAPITAL COSTS	2018/19	2019/20	2020/21
Additional total	£500,000	£2,150,000	£50,000
Reduction	£0	£0	£0
Net Impact	£500,000	£2,150,000	£50,000

Capital funding for the expansion of St Peter's CE Middle School

- 4.1 The feasibility work suggests that the expansion of St Peter's CE Middle School is likely to cost approximately £2.7m. This capital funding will include all construction costs, professional fees, surveys, feasibility costs and statutory fees and a contingency of £250k. VAT will be recovered by the Royal Borough of Windsor and Maidenhead. The cost excludes loose furniture and fittings, including desking for science laboratories.
- 4.2 Cabinet has considered, in November 2017, the potential £277m³ cost of providing new school places to meet demand arising from the emerging Borough Local Plan. The expansion of St Peter's CE Middle School forms part of this cost.
- 4.3 There is £39,377.10 of S106 available, which must be spent at St Peter's CE Middle School and has been provisionally assigned to this scheme. This is included within the budget set out above.
- 4.4 The estimated cost also includes £250k for a drop-off zone and a budget for land purchase costs, if it is decided that this is needed to resolve highways issues.
- 4.5 The cost of the £2.7m per new place is £22,500 (£2.7m/120 new places). This compares to the latest national benchmark figure of £18,670 per place (based on a national average cost per secondary place of £15,822⁴, multiplied by a 1.18 location to reflect higher construction costs locally). Clearly, a lower per place cost may be achieved if a drop-off zone/land purchase is not included.

Revenue funding for the expansion of St Peter's CE Middle School

- 4.6 The Royal Borough's current, 2018-19 school funding formula includes a growth factor of £35,577 to address the revenue implications at expanding

³ £277m includes £213m for additional mainstream school places; £33m currently being spent on phases 1 and 2 of the secondary expansion programme; £2m for early years places and £30m for SEN places.

⁴ Page 20, [National School Delivery Cost Benchmarking](#), February 2018, Hampshire County Council, East Riding of Yorkshire Council and the Education and Skills Funding Agency.

schools. The £35,577 is paid for each form of entry increase agreed with the borough, for a maximum of four years. The Royal Borough has agreed that St Peter's CE Middle School *will be paid no less than the £35,577 for each of the 2019/20; 2020/21 and 2021/22 financial years.*

- 4.7 The funding levels and timings set out in paragraph (p) will not be affected by subsequent changes to the Royal Borough's school funding formula, unless:
- The growth factor is revised upwards from £35,577 in one or more of the 2019/20; 2020/21 and 2021/22 financial years, in which case St Peter's CE Middle School will be paid the revised sum(s).
 - Changes to national regulations and/or guidance mean that the funding can no longer be delivered this way. In these circumstances, all parties shall work together to find an alternative solution. This could occur when the National Funding Formula (NFF) is implemented. Primary legislation for this has been delayed, and so it is unlikely that the NFF will be in place before the end of the 2019/20 financial year.
 - All parties agree, in writing, to an amendment.
- 4.8 The funding will be withdrawn if the expansion does not proceed.

5. LEGAL IMPLICATIONS

Provision of school places

- 5.1 Local authorities are under a statutory duty to ensure that there are sufficient school places in their area. This is set out in the Education Act 1996, Section 14, subsections 1 and 2. The borough receives the 'Basic Need' grant from the government for this purpose, which can be spent on new school places at all types of school (Academy (including free schools), Community, Voluntary Aided and Voluntary Controlled).
- 5.2 There is no legal duty to provide any particular level of surplus places.
- ### Expansion of St Peter's CE Middle School
- 5.3 A consultation is required if a significant expansion is proposed for academy, in this case St Peter's CE Middle School. Government guidance⁵ defines a significant expansion as an increase by at least 30 pupils.
- 5.4 The government expects that only academies that are 'Good' or 'Outstanding' will usually be expanded, unless the academy is in an area of critical basic need; all other options have been considered and a robust school improvement plan is in place. 'Good' or 'Outstanding' academies can follow the 'fast track' route to expansion unless the proposal increases the size of the school by 50%+ or up to 2,000+ pupils. In all other cases, the academy must submit a full Business Case. In the case of St Peter's, it is expected that this will be a fast track/full business case application.
- 5.5 In both cases, a "fair and open local consultation"⁶ is required (see section 8).

⁵ Page 6, [Making significant changes to an open academy](#), DfE, March 2016.

⁶ Page 15, [Making significant changes to an open academy](#), DfE, March 2016.

- 5.6 The Secretary of State, via the Regional Schools Commissioners, will consider whether or not to approve the expansion. There is an expectation that all fast track applications will be approved provided that:
- The necessary consultation has taken place.
 - Capital funding has been secured.
 - The expansion is in line with local pupil place planning.
 - Planning permission has been obtained⁷.
- 5.7 The borough will need to approve the capital funding for the scheme in order for it to receive approval.

6. RISK MANAGEMENT

Table 7: Risk Management

Risks	Uncontrolled Risk	Controls	Controlled Risk
Planning permission for the scheme is not granted.	High	Pre-planning application advice has been sought, and the design of the scheme will address issues raised here and by residents in response to the public consultation.	Medium
The scheme is not completed in time for September 2019, leaving the school with insufficient capacity.	Medium	The use of modular construction will speed up the build period. Pre-planning advice has also been sought, reducing potential delays in the planning process. The MOU also commits all parties to agreeing what measures will be taken to provide temporary accommodation (if required) if the project is delayed.	Low
The cost of the scheme exceeds the agreed budget.	High	The feasibility report has provided an estimated cost, based on current construction costs. As is standard practice, and now explicitly set out in the MOU, all parties commit to agreeing cost reductions to minimise any increase to the budget. Any increase will need to be approved in line with Royal Borough financial regulations.	Medium
The number of places required is significantly higher or lower than projected, leading to a shortage of places (and difficulties for parents) or too many places (and difficulties for schools).	High	Pupil projections are updated annually to take account of changing demographics and parental preference. The 2018 projections, due to be completed in June, will offer an opportunity to review demand before a planning application is submitted.	Medium.
Expansion leads to increased traffic in the local area.	High	The school will further develop its travel plan to encourage more walking and cycling to school.	High

⁷ Page 17, [Making significant changes to an open academy](#), DfE, March 2016.

Risks	Uncontrolled Risk	Controls	Controlled Risk
Expansion leads to increased eligibility for free home to school transport, putting further pressure on that budget.	High	The location of the school outside of Windsor means that many children attending may be eligible for free home to school transport. No other options for providing new middle school places for September 2019 are, however, available.	High

7. POTENTIAL IMPACTS

- 7.1 There are currently no implications arising from the recommendations in this report with regards to staffing/workforce, sustainability, Equalities, Human Rights and community cohesion, accommodation, property or assets.

8. CONSULTATION

Expansion of St Peter's CE Middle School

- 8.1 Public consultation on the proposals for St Peter's CE Middle School ran from Monday 13th November 2017 to Tuesday 19th December 2017. A consultation document (*Appendix D – More middle school places in Windsor*) was produced in consultation with the school and ODST. This was distributed, electronically or in hard copy, to parents, staff, governors and other interested parties, as set out in *Table 8: Summary of consultation document distribution* below. The consultation was available on the borough's website, together with an online (SurveyMonkey) response form.

Table 8: Summary of consultation document distribution

Who	Where	Number distributed
Parents, staff, governors	St Peters, all Windsor First and Middle Schools	4075
Headteacher	Other state and independent schools in Windsor and Datchet/Wraysbury	10
Local residents	In addresses near St Peter's	74
Parents	Early Years Providers	640
Headteacher	Early Years Providers	22
Councillors & residents	Old Windsor Parish Council	20
Representatives	Unions and Professional Associations	9
Others	Windsor 2030 Group Windsor Neighbourhood Plan Group Eton Parish Council Portsmouth Diocese Mr A Afriyie MP	5
TOTAL		4,855

- 8.2 67 responses were received, mostly via the online survey form. This represents a response rate of 1.4%, which is a low response rate and below the 3% sought. Attempts were made to boost the response rate, e.g. by asking schools to email reminders to parents and by 'retweeting' the consultation link on the borough twitter feed.
- 8.3 Respondents were asked whether they agreed with the proposal to expand St Peter's CE Middle School by 30 places from September 2019.

Table 9: Summary of outcome of consultation

	Yes		No		Don't know		Not answered		Total
	No.	%	No.	%	No.	%	No.	%	No.
Do you support the proposed expansion of St Peter's CE Middle School?	44	66	18	27	3	5	2	3	67

8.4 Two-thirds of respondents support the proposed expansion of the school. The main comments made were:

- Expansion will result in more difficulties with traffic and parking (23 mentions).
- The school needs to expand to meet demand (9 mentions).
- An expanded school will take more children from outside Old Windsor (8 mentions).
- St Peter's should remain a small school (7 mentions).
- St Peter's will need an onsite drop-off zone (6 mentions).

8.5 More details about the outcome of the consultation are given at *Appendix E: Summary of responses to consultation*. The individual (anonymised) consultation responses can be read in *Appendix F: Individual consultation responses*.

8.6 This report will be considered by Children's Services Overview and Scrutiny Panel on 16 May 2017, comments will be reported to Cabinet.

9. TIMETABLE FOR IMPLEMENTATION

Table 10: Timetable for implementation

Date	Details
May 2018	<i>Signing of MOU by all parties.</i>
May - Aug 2018	<i>Further design work</i>
May - Aug 2018	<i>Consideration of possible additional land / highways issues</i>
Aug 2018	<i>Submission of planning application</i>
March 2019	<i>Start on site</i>
August 2019	<i>Completion</i>

9.1 Implementation date if not called in: 'Immediately';

10. APPENDICES

Contained in paper copies

- Appendix A: Approved school expansion programme.
- Appendix B: Letter from ODST.
- Appendix C: Memorandum of Understanding: St Peter's CE Middle School.

Electronic only

- Appendix D: More middle school places in Windsor.
- Appendix E: Summary of responses to consultation.
- Appendix F: Individual consultation responses.

11. BACKGROUND DOCUMENTS

- [Expansion of Secondary Sector Provision](#), Report to Cabinet, 17 Dec 2014
- [Expansion of Secondary Sector Provision](#), Report to Cabinet, 24 Sept 2015
- [Expansion of Secondary School Provision](#), Report to Cabinet, 28 July 2016
- [Delivering new school places for the Borough Local Plan](#), Report to Cabinet, 23 November 2017.
- [Windsor middle schools expansion](#), Report to Cabinet, 26 October 2017.
- [2017 school place projections and commentary](#), RBWM, August 2017.
- [Making significant changes to an open academy](#), DfE, March 2016.
- [National school delivery cost benchmarking](#), Hampshire, February 2018.

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Natasha Airey	Lead Member/ Principal Member/Deputy Lead Member	20/04/2018	
Alison Alexander	Managing Director	20/04/2018	26/04/2018
Kevin McDaniel	Director of Education	17/04/2018	
Russell O'Keefe	Strategic Director		
Andy Jeffs	Strategic Director		
Rob Stubbs	Section 151 Officer	20/04/2018	
	Head of HR		
None	Other e.g. external		

REPORT HISTORY

Decision type: Key decision	Urgency item? No
Report Author: Ben Wright, Education Planning Officer, 01628 796572	

Appendix A: Approved school expansion programme

Table A1: Approved school expansion programme sets out the current approved expansion programme.

Table A1: Approved school expansion programme

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>		<i>f</i>
Area	School	Current PAN	Proposed PAN post expansion	Increase on current PAN		First year of increase (Sept.)
				No.	FE*	
Secondary Phase 1						
Ascot	Charters School	240	270	+30	+1.0	2017
Maidenhead	Cox Green School	176	206	+30	+1.0	2017
	Furze Platt Senior School	193	223	+30	+1.0	2017
Windsor	Dedworth Middle School	120	150	+30	+1.0	2017
	The Windsor Boys' School	230	260	+30	+1.0	2017
	Windsor Girls' School	178	208	+30	+1.0	2017
Ascot Primary						
Ascot	Cheapside CE Primary	16	30	+14	+0.5	2017
Secondary Phase 2						
Maidenhead	Furze Platt Senior School	193	253	+60	+2.0	2018
Windsor	Dedworth Middle School	120	180	+60	+1.0	2018
Secondary Phase 3 – out to public consultation						
Windsor	St Peter's CE Middle	60	90	+30	+1.0	2019

*FE means Form of Entry. 1 FE = one class of 30 children per year group.

A further 6 places per year group have also been added at Newlands' Girls School. This scheme, funded largely by S106 contributions, is not part of the formal secondary expansion programme but nevertheless increases the number of places available.

These schemes are proceeding as follows:

- Cheapside completed.
- The Windsor Boys' School completed.
- Windsor Girls School completed.
- Cox Green School on site, completion due Autumn 2018.
- Charters School on site, completion due Autumn 2018.
- Dedworth Middle School on site, completion due Autumn 2018.
- Furze Platt Senior School on site, Phase 1 completion due Summer 2019.
- Newlands Girls' School on site, completion due Autumn 2018.



Ben Wright <ben.wright@achievingforchildren.org.uk>

RE: St Peter's Middle School Expansion - Outcome of consultation

1 message

Gordon Joyner <gordon.joyner@oxford.anglican.org>
To: Ben Wright <ben.wright@achievingforchildren.org.uk>

12 February 2018 at 12:03

Dear Ben

Thank you for your report on the outcome of the consultation. With regard to the key points you identified, I would comment as follows:

1. Traffic – the design team will need to consider any practical measures as part of the design.
2. Small school feel – the school would remain the smallest middle school in the Windsor, but in order to continue to survive and thrive it needs to become larger to counter the threats posed by the current financial restriction upon schools.
3. Admissions criteria - Although there is priority within the policy for religious criteria, it is not used a great deal and locality remains the most important factor for the vast majority of applicants.
4. Out of Area – The increased numbers will be mainly from Kings Court and the school will lose fewer current in-area pupils due to enhanced opportunities and facilities at the school. It is not anticipated that vast numbers of pupils will be travelling from further afield.

If you have any further queries please do not hesitate to contact me.

Best wishes.

Gordon

Gordon Joyner
Deputy Director of Education
Oxford Diocesan Board of Education

Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

M 07801 884401

email: gordon.joyner@oxford.anglican.org

¹The Oxford Diocesan Board of Education is a company limited by guarantee, registered in England (No. 07071809) whose registered address is Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

Memorandum of Understanding for school expansions

Memorandum of Understanding on new school places at St Peter's CE Middle School

(1) Purpose

This Memorandum of Understanding sets out the agreement made between the parties listed in (2) in relation to the proposed expansion of St Peter's CE Middle School.

(2) The Parties

This Memorandum of Understanding is agreed by:

- i. The Director of Children's Services, The Royal Borough of Windsor and Maidenhead, St Ives Road, Maidenhead, SL1 6RF.
- ii. The Headteacher and Chair of Governors, St Peter's CE Middle School, Crimp Hill Road, Old Windsor, Windsor, SL4 2QY.
- iii. Chief Executive Officer, The Oxford Diocesan Schools Trust, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF.

(3) The Agreement

The parties to this Memorandum of Understanding agree to paragraphs (a) to (x):

The Proposed Expansion at St Peter's CE Middle School

- (a) St Peter's CE Middle School currently admits up to 60 pupils into each year group, Year 5 to Year 8. This gives the school a total of 240 places, as set out in Figure 1.

Figure 1: Current places offered at St Peter's CE Middle School for September 2018

Year Group	Year 5	Year 6	Year 7	Year 8	Total
Places	60	60	60	60	240

- (b) Subject to the criteria in paragraph (x) being fulfilled, St Peter's CE Middle School will be expanded so that it takes up to 90 pupils per year group, starting with the Year 5 intake in September 2019. St Peter's CE Middle School will continue to take up to 90 pupils into subsequent Year 5 intakes, so that all year groups will have 90 places by September 2022, as set out in Figure 2.

Figure 2: Proposed places offered at St Peter's CE Middle School

	Year 5	Year 6	Year 7	Year 8	Total
Sept. 2018	60	60	60	60	240
Sept. 2019	90	60	60	60	270
Sept. 2020	90	90	60	60	300
Sept. 2021	90	90	90	60	330
Sept. 2022	90	90	90	90	360
Sept. 2023	90	90	90	90	360

- (c) The Oxford Diocesan Schools Trust will change St Peter's CE Middle School's admissions policy so that the school's Published Admission Number (PAN) is 90 from September 2020. At the date of this agreement, it is too late to formally change St Peter's CE Middle School's PAN for September 2019. All parties agree, therefore, that the school will admit above its PAN for Year 5 in September 2019, to a maximum of 90.
- (d) To ensure clarity for parents and all parties to this agreement, it is proposed that the agreement to admit up to 90 pupils in September 2019 cannot now be changed, unless the criteria for implementation set out in paragraph (x) are not being met (unless the change is to admit a higher number of pupils). If a delay to the delivery date becomes apparent after this date, then all parties are committed to agreeing temporary arrangements for providing the additional spaces, in line with paragraph (l).

- (e) No reduction to St Peter's CE Middle School's Published Admission Number or change in St Peter's CE Middle School's age range will be made for a period of ten years from September 2019 without the express written permission of the Royal Borough of Windsor and Maidenhead. Circumstances in which a reduction could be agreed include a drop in demand for Year 5 in Windsor and/or at St Peter's, where it is clear that any proposed lower PAN would still allow for a 5% surplus of places across the town.
- (f) It is likely that any such reduction would be temporary, and that St Peter's CE Middle School would revert to the higher PAN as demand rose again, without the need for further additional accommodation. The Royal Borough acknowledges that there may be other circumstances in which a reduction may be appropriate, and will act fairly and reasonably in considering these. The Royal Borough also acknowledges that the school and the Oxford Diocesan Schools Trust have to follow a statutory process for making any significant changes.

New accommodation for St Peter's CE Middle School

- (g) St Peter's CE Middle School will be provided with the additional accommodation required to achieve the proposed expansion in line with government guidelines on school buildings, currently Building Bulletin 103. It is initially proposed that this accommodation should be:
- Two additional classrooms, on the site of the existing four classroom modular block. This will mean, therefore, the replacement of a four classroom block with a six classroom, modular construction, block.
 - Some work to improve the kitchen.
 - Increased staff parking, and addressing pupil safety at the front of the school.
- (h) It may be necessary to create a drop-off zone on land adjacent to the school to address highways issues. This will need further investigation as the project proceeds.
- (i) The exact design of the additional accommodation for St Peter's CE Middle School will be agreed by July 2018 through the development team, comprising officers representing the Royal Borough, the school, ODST and Wokingham Shared Building Services plus the relevant consultants. All parties recognise that the additional accommodation provided will be in line, in room sizes and required facilities, with government guidelines, but that some flexibility may be required to address school and site specific issues, particularly when trying to adapt existing buildings. At St Peter's CE Middle School, it is not possible to cost-effectively expand the school hall/dining, so the kitchen is being improved instead, and the modular block is being replaced to incorporate the additional classrooms.
- (j) Where there is scope to combine the expansion scheme with another improvement project this will be considered if it does not prejudice the delivery of the expansion set out in paragraph (b), and is funded separately.
- (k) The capital funding set out in paragraph (o) will include all construction costs, all professional fees, surveys, feasibility costs and statutory fees. VAT will be recovered by the Royal Borough of Windsor & Maidenhead. It excludes loose furniture and fittings, including desking for science laboratories.

Timetable

- (l) The new accommodation will be delivered by 1st September 2019. If the building project is delayed beyond this date then all parties will agree what temporary arrangements shall be made. These temporary arrangements should use existing accommodation at St Peter's CE Middle School where possible, but it is recognised that this may not always be possible.
- (m) To meet the delivery date set out in paragraph (l), all parties commit to achieving the tasks by the dates set out in the following draft programme:

Figure 3: Proposed draft programme

Task	Due Date	Who
<i>Further design work</i>	May- Aug 2018	
<i>Consideration of possible additional land / highways issues</i>	May - Aug 2018	
<i>Submission of planning application</i>	Aug 2018	
<i>Start on site</i>	March 2019	
<i>Completion</i>	August 2019	

Project Management

- (n) The delivery of the project will be managed via Building Services and Children Services, working closely with St Peter’s CE Middle School and ODST.

Capital Funding

- (o) The Royal Borough has agreed a provisional budget of £2.7m for the accommodation set out in paragraphs (g) and (h) which is equivalent to £22,500 per place. This includes a sum set aside for the possible creation of a drop-off zone, and the purchase of land to make this feasible. If this option is not pursued, the total cost of the scheme should be less than £2.7m. The final budget is subject to agreement of the accommodation by the process set out in paragraph (i) and to tendering of the schemes. This sum is exclusive of any VAT that may be payable.
- (p) In agreeing to the budget, the Royal Borough of Windsor and Maidenhead has had regard to the latest costs per place set out in the 2018 National School Delivery Cost Benchmarking (adjusted for increased local costs). All parties agree that the cost of an expansion scheme may be significantly above or below that benchmark cost as the scope of the scheme is based on actual need and not on achieving a specific cost per place.
- (q) The accommodation for the expansion will be funded by:
- The Royal Borough of Windsor and Maidenhead, using council funding and any appropriate S106 funding (currently £39,377.10).
- (r) If, after tenders are received, the total project estimate is higher than the budget approved, additional borough budget would need to be approved in line with Royal Borough financial regulations - currently £100,000-£500,000 by Cabinet, or over £500,000 by Council. In these circumstances the parties will work together to agree any potential cost reductions to minimise the increase to the budget.

Revenue Funding

- (s) The Royal Borough’s current, 2018-19 school funding formula includes a growth factor of £35,577 to address the revenue implications at expanding schools. The £35,577 is paid for each form of entry increase agreed with the borough, for a maximum of four years. The Royal Borough has agreed that St Peter’s CE Middle School will be paid no less than the £35,577 for each of the 2019/20; 2020/21 and 2021/22 financial years, subject to paragraphs (v), (u) and (v).
- (t) The funding levels and timings set out in paragraph (s) will not be affected by subsequent changes to the Royal Borough’s school funding formula, unless:
- The growth factor is revised upwards from £35,577 in one or more of the 2019/20; 2020/21 and 2021/22 financial years, in which case St Peter’s CE Middle School will be paid the revised sum(s).
 - Changes to national regulations and/or guidance mean that the funding can no longer be delivered this way. In these circumstances, all parties shall work together to find an alternative solution. This could occur when the National Funding Formula (NFF) is

implemented. Primary legislation for this has been delayed, and so it is unlikely that the NFF will be in place before the end of the 2019/20 financial year.

- All parties agree, in writing, to an amendment.

- (u) The funding set out in paragraph (o) will be withdrawn if the expansion does not proceed.
- (v) If a variation to the implementation date of the expansion is agreed, as per paragraph (w), then the timing of any additional funding set out in paragraph (o) may be adjusted to reflect the new implementation date.

Amending the terms of the Memorandum of Understanding

- (w) Any party may at any time suggest a variation to the Memorandum of Understanding by putting it in writing to the other parties, as listed in paragraph (2). The other parties must consider any such variation and respond within 28 days. The amendment must be agreed by all parties.

Criteria for implementing agreed expansion

- (x) Implementation of the expansion set out in paragraph (b) is conditional on the following criteria being met:
 - The final budget has been agreed, including any Cabinet/Council approvals.
 - Planning permission is granted.
 - Tender approval is granted.
 - The application for approval of a significant expansion is sought from the Secretary of State on a timely basis and all parties will use their best endeavours to secure a formal approval.

(4) Publication

Once agreed, this Memorandum of Understanding will be published on the Royal Borough's website at https://www3.rbwm.gov.uk/info/200168/schools_and_schooling/1117/school_organisation_places_and_planning/4. Any agreed variations will also be published. For reasons of commercial sensitivity, the agreed budgets may be redacted until a tender for the scheme has been approved.

(5) Signatures

(i) Signed on behalf of St Peter's CE Middle School

Andy Snipp, Headteacher

Date

(ii) Signed on behalf of St Peter's CE Middle School

Rebecca Scott-Saunders, Chair of Governors

Date

(iii) Signed on behalf of Oxford Diocesan Schools Trust

Ann Davey, Chief Executive Officer

Date

(iv) Signed on behalf of The Royal Borough of Windsor and Maidenhead

Kevin McDaniel, Director of Children's Services

Date

Report Title:	Joint Central and Eastern Berkshire Waste and Minerals Plan –Regulation 18 Consultation on the Draft Plan
Contains Confidential or Exempt Information?	NO
Member reporting:	Councillor Coppinger Lead Member for Planning
Meeting and Date:	Cabinet - 24 May 2017
Responsible Officer(s):	Russell O’Keefe, Executive Director & Jenifer Jackson, Head of Planning
Wards affected:	All



REPORT SUMMARY

- 1 A joint Waste and Minerals plan is currently being prepared by Hampshire Services of Hampshire County Council for the four participating local planning authorities (Royal Borough of Windsor and Maidenhead, Bracknell Forest Council, Reading Borough Council and Wokingham Borough Council).
- 2 Following the Issues and Options consultation in June/July 2017 work has progressed in in the preparation of a draft Joint Waste and Minerals Plan and a range of supplementary documents and evidence base studies.
- 3 The Governance arrangements agreed by the Joint Members Panel provide for each LPA to have the opportunity to separately agree draft documents at each stage in the plan making process.
- 4 The timetable agreed with our partner authorities is to run the consultation period for 8 weeks from Wednesday 20th June until Wednesday 15th August and to provide for consultation events where the plan provisions can be explained and members of the community can ask questions about the impact of the plan and receive answers from minerals and waste planning experts.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) That the Draft Plan for the Central and Eastern Berkshire Joint Minerals and Waste Plan (Appendix 1) be approved for the purposes of consultation under Regulation 18 of the Town and Country Planning (Local Planning) Regulation 2012.
- ii) That community involvement on the Draft Plan for the Central and Eastern Berkshire Joint Minerals and Waste Plan and associated supporting documents be authorised.
- iii) That the Head of Planning, be authorised to make any minor amendments necessary to the Issues and Options for the Central and Eastern Berkshire Joint Minerals and Waste Plan in consultation with the Portfolio Holder, prior to community involvement.

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

- 2.1 The unitary authorities in Berkshire have responsibility for planning for the future production of minerals and for the management of waste disposal within the Berkshire area. Minerals and Waste is an area of planning which is strategic in nature and as such is better planned for on a larger geography than an individual unitary authority.
- 2.2 The Royal Borough of Windsor and Maidenhead is preparing the Central and Eastern Berkshire Joint Minerals and Waste Plan jointly with Reading Borough Council, Bracknell Forest Borough Council and Wokingham Borough Council. Hampshire Services of Hampshire County Council has been commissioned to prepare the plan on behalf of the four local planning authorities.

Table 1: Options

Option	Comments
<p>The Royal Borough of Windsor and Maidenhead is preparing the Central and Eastern Berkshire Joint Minerals and Waste Plan jointly with Reading Borough Council, Bracknell Forest Borough Council and Wokingham Borough Council. The next stage in plan making is a Regulation 18 consultation.</p> <p>The recommended option.</p>	<p>The Council has previously agreed to this joint working arrangement in order to progress the statutory requirement for the authority to have a waste and minerals plan which is up to date.</p>
<p>The Council could chose not to proceed to Regulation 18 of the plan making process. This is not the recommended option.</p>	<p>The Council would therefore renege on the previous decision and contractual arrangements and would have to take forward this element of plan making alone through a different mechanism.</p>

3 KEY IMPLICATIONS

- 3.1 The issues and options consultation will fulfil the second stage in consultation under Regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012.
- 3.2 The preparation of the Joint Minerals & Waste Plan will need to accord with current planning policy and guidance on minerals and waste. These are contained within the National Planning Policy Framework (NPPF) and the accompanying National Planning Practice Guidance along with the Waste Management Plan for England which was published in December 2013, and the National Planning Policy for Waste which was published in October 2014.
- 3.3 The plan will cover the area of the four Berkshire authorities and it will guide minerals and waste decision-making in the Plan area up to 2036. The Councils currently rely on a Replacement Minerals Local Plan for Berkshire (Adopted in 1995 but subject to Alterations in 1997 and 2001) and the Waste Local Plan for Berkshire (1998). These were prepared and adopted by the former Berkshire

County Council and are now out of date. The policies in the existing minerals and waste plans for Berkshire were designed to guide development until 2006. Although the 'saved' policies are still used, their effectiveness is now very limited.

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Consultation will be undertaken with a wide range of parties, including those on the Royal Borough's Local Plan consultation database, during the period Wednesday 20 th June until Wednesday 15 th August 2018.	Regulation 18 fails to meet the timetable set out in LDS	Regulation 18 20 June 2018 to 15 August 2018	n/a	n/a	20 June 2018 to 15 August 2018

- 3.4 Following on from the consultation on the Issues and Options stage of local plan preparation, a Draft Plan has been prepared. This takes account of the results of consultation on the Issues an Options (Summer 2017) as well as information put forward in 2 separate "Call for Sites" exercises. Discussions have been held with a range of planning authorities and other organisations that may be affected by the strategies and policies in the Plan under the requirements for Duty to Co-operate. This has ensured that effective cooperation has been undertaken where there are cross-boundary impacts. The results of these discussions have been taken into account in preparing the Draft Plan.
- 3.5 The Joint Minerals and Waste Plan builds upon the formerly adopted minerals and waste plans for the Berkshire area, and updates, improves and strengthens the policies to ensure that they are relevant in the period up to 2036. The Draft Plan sets out background and context information relevant to planning for minerals and waste in the Central and Eastern Berkshire area. It sets out various evidence and analysis along with forecasting for future needs for minerals extraction and waste facilities in the plan area. It proposes a spatial vision and a spatial strategy which notes extensive cross boundary movement of minerals and waste materials. Inevitably in the case of minerals extraction, the spatial strategy is closely aligned with the availability of winnable resources within the plan area.

- 3.6 The Issues and Options consultation was the first formal stage of engagement in the process to move to a fully up to date local plan. This was essentially a consultation on technical issues and did not propose any options in terms of sites. The main purpose was to gather evidence and define the most appropriate data sources for analysis of both demand and supply (for minerals) and looking at projected waste levels and capacity for management. The documents did, however also set out a vision which in term provided principles for polies approaches.
- 3.7 Statutory notices were placed in the press as required. Because of the technical nature of most of the consultation, it was considered that public engagement events were considered unlikely to be appropriate at the time. The consultation included a range of stakeholders from industry as well as a comprehensive list of stakeholders from the Borough’s local plans consultation list. All parish councils were notified of the consultation and were supplied with copies of the documents. Documents were also available in the libraries and the town hall. From the Windsor and Maidenhead area, consultation responses were received from Datchet, Wraysbury and Horton Parish Councils. A summary report of the representations made at the Issues and Options stage is available on the Joint Minerals & Waste consultation website.¹
- 3.8 As a result of the responses received and consideration of local circumstances, the options have been narrowed down to identify the draft policies and proposed allocations. The Draft Plan (previously referred to as ‘the Preferred Options’) identifies and sets out the following subjects for the period up to, and including, the year 2036.
- The long term Spatial Vision and Strategic Objectives for minerals and waste in Central and Eastern Berkshire;
 - The delivery strategy for minerals and waste planning that identifies how the objectives will be achieved through development policies in the plan period;
 - The Development Management (DM) policies that will be used when the Local Planning Authorities make decisions on planning applications; and
 - How each policy will be implemented and monitored by the Central & Eastern Berkshire Authorities to ensure their effectiveness.
 - Proposal sites and safeguarding areas that will ensure that the plan provides sustainable options to, so far as possible, meet the objectively assessed needs of the area.
- 3.9 The vision of the plan seeks to ensure, working with other authorities and bodies, the maintenance of a steady and adequate supply of minerals, maximising the contribution that minerals development can bring to local communities, the economy and the natural environment. It intends that waste will be managed in a sustainable way, in accordance with the waste hierarchy. It seeks to ensure the best environmental solution to waste management is delivered. The Plan will also ensure that the full extent of social, economic and environmental benefits of minerals and waste development are captured, contributing to and enhancing quality of life and living standards within the area, whilst minimising impacts on the natural environment.

¹ www.hants.gov.uk/berksconsult

3.10 The Draft Plan sets out a range of policies for both minerals and waste planning. For minerals these include policies covering the spatial strategy, the safeguarding of mineral resources and minerals infrastructure, managing the supply of sand and gravel, and supporting the supply of chalk and clay and of recycled and secondary aggregates. Policy also provides support for aggregate wharves or rail depots. For waste planning the policies include an overall strategic policy, safeguarding policies for waste management facilities, the provision of additional waste infrastructure capacity and a policy to control the re-working of landfill sites. The document also contains a series of development management policies which provide a framework for dealing with planning applications. These include policies on sustainable development, climate change, various environmental protection, restoration of workings, protecting public health, safety and amenity, water and flooding, transport, design and ancillary development.

3.11 The vision of the plan seeks to ensure, working with other authorities and bodies, the maintenance of a steady and adequate supply of minerals, whilst maximising the contribution that minerals development can bring to local communities, the economy and the natural environment. It intends that waste will be managed in a sustainable way, in accordance with the waste hierarchy. It seeks to ensure the best environmental solution to waste management is delivered. The Plan will also ensure that the full extent of social, economic and environmental benefits of minerals and waste development are captured, contributing to and enhancing quality of life and living standards within the area, whilst minimising impacts on the natural environment.

3.12 The Draft Plan proposes the allocation of a number of strategic sites to enable the delivery of the vision. Because options for provision of minerals is largely constrained by geology the Royal Borough has a number of proposed minerals sites within its boundaries. Some of these are current workings, which have some potential for expansion or extension. Waste sites coming forward through the call for sites, listed in the table of proposed sites below.

Table 1 – (Proposed sites in Royal Borough of Windsor and Maidenhead)
Summarised from Appendix A of the Draft Joint Minerals and Waste Plan April 2018

Site Name	Location	Proposal	Identified Issues
Berkyn Manor Farm	Horton	Green Waste or energy recovery 2.7 Ha site Existing use: working farm with some industrial use	<i>Ecology:</i> including impact on SPA/Ramsar sites, SSSI sites, and local wildlife sites. <i>Hydrology:</i> <i>Heritage:</i> Grade II listed building <i>Transport:</i> access to Poyle Road <i>Landscape:</i> Hedgerows and

Site Name	Location	Proposal	Identified Issues
			boundary planting
Datchet Quarry / Riding Court Farm	Datchet	Aggregate recycling for the life of the quarry 3.0Ha site Existing sand and gravel quarry	<i>Ecology:</i> Impact on wildlife sites and SPA/Ramsar sites <i>Landscape:</i> screening and impact on historic Ditton Park. <i>Transport:</i> HGV routing Water and Flood risk: groundwater protection and flooding - within Flood Zone 3a
Ham Island	Old Windsor	Extraction of 1.5 million tonnes of sand and gravel transported by barges and new on-site wharf. 55 Ha site Fields adjacent to a waste water treatment works	<i>Restoration:</i> Enhancement of natural habitats and local landscape including public access and amenity areas <i>Ecology:</i> Impact on SPA/Ramsar sites, protection of SSSI Wraysbury and Hythe End, Impact on wildlife <i>Landscape:</i> Impact on setting of the River Thames, screening for adjacent residents <i>Heritage:</i> archaeology potential, scheduled ancient monument on the site, <i>Transport:</i> Critical that wharf can be constructed as road access not possible. <i>Water and Flooding:</i> Wholly within Flood zones 2 and 3. Ground water protection zone.
Horton Brook Quarry	Horton	Inert recycling 55 Ha site	<i>Ecology:</i> Protection of SPA and Ramsar sites

Site Name	Location	Proposal	Identified Issues
		Existing use operational sand and gravel quarry.	and SSSI environments. Impact on wildlife. <i>Landscape:</i> landscape improvements required for group of sites <i>Transport:</i> HGV routing agreement
Monkey Island Wharf	Bray	Aggregate Wharf - Transport sand and gravel along the river Thames, through a navigable waterway known as the 'Cut' to a proposed new barge unloading facility. Sand and gravel then sent to Monkey Island Lane processing plant via conveyor.	<i>Ecology:</i> Protection of Bray Pennyroyal field Site of Special Scientific Interest (SSSI) and Bray Meadows SSSI. Impact to Greenway corridor, potential pollution to river habitats. <i>Landscape:</i> Strengthen planting and screening. <i>Heritage:</i> archaeology <i>Transport:</i> HGV and Barging route agreement <i>Water and Flood Risk:</i> site largely within flood zones 2 and 3.
Poyle Quarry	Horton	Phased extraction of approximately 800,000 tonnes of sand and gravel with no processing on site 21.8 ha site Existing arable fields	<i>Restoration:</i> Agriculture and nature conservation interests at original ground levels. <i>Ecology:</i> Protection of SPA/Ramsar sites, Impacts on wildlife <i>Landscape:</i> Improvement of planting and new areas to be set aside, quality of the Colne Valley Way <i>Transport:</i> Provision of a new access will be

Site Name	Location	Proposal	Identified Issues
			required, most likely onto Poyle Road; HGV routing agreement
Poyle Quarry Extension	Horton	Extension to Poyle Quarry extracting 250,000 tonnes of sand and gravel with no processing on site Two areas – 4 Ha and 2 Ha. Existing arable fields	<i>Restoration:</i> Agriculture at original ground levels <i>Ecology:</i> Protection of SPA and Ramsar sites and SSSI environments. Impact on wildlife. <i>Landscape:</i> landscape improvements required for group of sites. Colne Valley Gravel Pits and Reservoirs Biodiversity Opportunity Area. <i>Transport:</i> Provision of a new access will be required, most likely onto Poyle Road; HGV routing agreement
The Compound	Pinkneys Green	Green waste processing 2 Ha site Existing Hardstanding with permission for agricultural barn	<i>Ecology:</i> Impact on Maidenhead Thicket and Carpenters wood Local Wildlife sites, impact of potential surface water discharge. <i>Landscape:</i> enhanced screening <i>Transport:</i> HGV routing agreement
Water Oakley	Holyport	Extraction of 1.9 million tonnes of high quality sand and gravel. Processing will be undertaken at Monkey Island Lane, located north of the site 57.4 Ha site Existing agricultural fields	<i>Restoration:</i> Agriculture with nature conservation interests/daily recreation. <i>Ecology:</i> protection of SSSIs , impact to greenway corridor, landscape scale impacts on protected

Site Name	Location	Proposal	Identified Issues
			species. Impact on river plain habitat. Landscape: retention of existing screening planting and enhancement. Diversion of footpath, <i>Heritage:</i> archaeological potential is high <i>Cumulative Impact</i> in light of BLP proposals in the area. <i>Transport:</i> Access required to the A308. HGV routing agreement <i>Water and flooding:</i> Ground water source protection area.

3.13 The Draft Plan sets out a range of policies for both minerals and waste planning. For minerals these include policies covering the spatial strategy, the safeguarding of mineral resources and minerals infrastructure, managing the supply of sand and gravel, and supporting the supply of chalk and clay and of recycled and secondary aggregates. Policy also provides support for aggregate wharves or rail depots. For waste planning the policies include an overall strategy policy, safeguarding policies for waste management facilities, the provision of additional waste infrastructure capacity and a policy to control the re-working of landfill sites. The document also contains a series of development management policies which provide a framework for dealing with planning applications. These include policies on sustainable development, climate change, various environmental protection, restoration of workings, protecting public health, safety and amenity, water and flooding, transport, design and ancillary development.

3.14 The Draft Plan refers to a number of separate studies including:

- *Minerals Background Study:* updated since its original publication as part of the Issues and Options consultation undertaken during summer 2017;
- *Waste Background Study:* updated since its original publication as part of the issues and Options consultation undertaken during summer 2017;
- *Interim Strategic Environmental Assessment Report:* This incorporates the Sustainability Appraisal and sets out the assessment of how policies and sites ensure that the Local Plan will not have any

significant impacts on the Central & Eastern Berkshire environment, communities and economy.

- *Habitats Regulation Screening Report*: sets out the assessment of potential impacts of the policies and sites on European designated habitats.
- *Safeguarding Study*: This considers the safeguarding of mineral resources and associated infrastructure, including that associated with waste management;
- *Duty to Cooperate Statement*: sets out the key strategic issues that have been identified how the Joint Authorities have worked with other councils, public bodies and other organisations to address these issues and maximise the effectiveness of the Plan;
- *Strategic Transport Assessment (STA)*: documents key transport evidence and sustainability issues;
- *Strategic Landscape and Visual Assessment*: overview of the likely impact on visual and landscape character of each of the proposed site allocations in the Draft Local Plan;
- *Restoration Study*: sets out the provision of effective, deliverable measures for appropriate restoration, aftercare and after-use;
- *Waste: Proposal Study*: details how new and enhanced waste management infrastructure will be provided in suitable locations across the plan area;
- *Minerals: Proposal Study*: considers viable proposals for Sharp Sand and Gravel extraction and Minerals infrastructure;
- *Consultation Strategy* – sets out how communities and key stakeholders will be consulted during the plan-making process;
- *Equalities Impact Assessment* – sets out how the Plan will be assessed during preparation stages to ensure it is not having an impact of particular sectors of Central & Eastern Berkshire's communities;
- *Strategic Flood Risk Assessment* – sets out the flood risks associated with the Plan area and the findings of assessments of the proposed site allocations.

Other supporting documentation will include a consultation response form and a survey questionnaire.

3.15 All documentation will be available to view and download from the Joint Minerals & Waste Plan consultation website². Draft versions of these documents are available to Councillors on request. Finalised versions will be made available via the Council's website as part of the consultation.

3.16 The site selection process is contained within the Background Study documents. The process took place in the following stepped approach:

- Step 1: The baseline
- Step 2: Site nominations (Call for Sites)
- Step 3: Long List of Sites
- Step 4: Review of Long List of Sites by LPAs
- Step 5: Appraisal of the reasonable options and consultation
- Step 6: Decision-making

² www.hants.gov.uk/berksconsult

3.17 A summary of this site selection process is set out below, with the stages 1 -5 completed to date. The work undertaken in each step of this process is summarised in the remaining parts of this section.

- **Step 1: The baseline** -establishing principles for where development could be located. Identified reserve, constraints, and market areas, identify planning objectives
- **Step 2: Site nominations (Call for Sites)** - 'test' principles by asking the minerals and waste industry and landowners where in Central and eastern Berkshire such development could be located? Involved an invitation by the Central & Eastern Berkshire Authorities for sites nominations for minerals and/or waste uses. The invitation will be targeted at minerals and waste operators, land-owners and land agents who may wish to nominate a 'new' site location (i.e.an area that has not previously been used for minerals and waste uses) or an 'extension' to an existing mineral or waste operation.
- **Step 3: Collate a Long List of Sites-** Nominations were compiled into a 'long list' of potential sites along with other sites that have been actively sought out for potential inclusion by the Central & Eastern Berkshire Authorities from a review of existing 'Preferred Areas' in the saved Minerals & Waste Local Plans, a review of MoD land releases, and sites nominated for development as part of the Central & Eastern Berkshire Authorities' Local Plans.
- **Step 4: Review of Long List by LPAs** - identify 'reasonable options'. 'Rule out' sites with very limited potential to deliver development or satisfy planning objectives. As part of the information gathering exercise the 'long list' of sites was formally reviewed by each of the relevant Local Planning Authorities (LPAs) to rule out any sites in their local area for obvious technical or planning reasons which meant that a site would not be technically deliverable (For example if a site from any of these sources has already been granted planning permission for development, or if it is expected to come forward as a planning application from a landowner / developer for housing or commercial development in the foreseeable future then the Local Planning Authority advised that the site should not be considered as a reasonable option for future minerals related development).
- **Step 5: Appraisal of the reasonable options and consult** - sites not 'ruled out' are appraised in more detail to identify sites with the least barriers to delivery and most potential to meet market demand. Sites considered to satisfy planning objectives are suggested and further public comments sought. Sites suggested (in light of alternative options, provision to market areas, and short-long term benefits and disadvantages). Includes drawing upon sustainability appraisal of sites which could meet such needs. Ongoing 'screening' under HRA to support emerging plan.
- **Step 6: Decision-making** -suggested sites are continually appraised in light of on-going consultation and evidence gathering. Economic needs balanced against environmental and community protection to inform final plan proposals (Member and Partner authority decision-making). Evidence gathering (including SA, other impact assessment and consultation with all stakeholders) used to justify sites for inclusion in

the Plan. Subject to further testing by independent inspector. Final assessment under HRA to ensure no adverse impacts on European designations.

- 3.18 The Rayner Family Trust is a landowner which has been consulted as part of the site selection process. Cllrs Mr and Mrs Rayner are beneficiaries of the Trust and have not been involved on the Council side in any discussions, briefings or reports to date. All discussions with landowners have been undertaken by the Council's Consultants, Hampshire Services. Whilst there is a Member Board, on which Cllrs Coppinger and Bateson sit for RBWM; this is an information sharing body rather than a decision making one with each of the four authorities taking decision making through their own governance process.
- 3.19 Consultation will be undertaken jointly by Hampshire Services with the Joint authorities. The consultation exercise is being designed to meet the policies and practice set in the Statement of Community Involvement adopted by each of the joint authorities. Consultation will be undertaken with a wide range of parties, including those on the Royal Borough's Local Plan consultation database, during the period Wednesday 20th June until Wednesday 15th August 2018. The consultation will involve sending emails/ letters to individuals, organisations, councillors, and internal officers. Advertising and details will be placed on the RBWM website. It is also proposed to hold two local engagement events where the communities will be able to hear a presentation of the plan proposals and to ask questions of the Minerals and Waste experts who have prepared the plan. The number, dates and venues for these events have yet to be confirmed.
- 3.20 Representations made in response to the Draft Plan consultation document, SA/SEA report and other relevant documentation will be given due consideration in the preparation of the next stage document, the pre-submission draft plan, for which approval is programmed to be sought at the end of 2018/in the early part of 2019.

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 No financial implications arising from this report.

5 LEGAL IMPLICATIONS

- 5.1 The preparation of the Joint Minerals & Waste Plan will need to accord with current planning policy and guidance on minerals and waste. These are contained within the National Planning Policy Framework (NPPF) and the accompanying National Planning Practice Guidance along with the Waste Management Plan for England which was published in December 2013, and the National Planning Policy for Waste which was published in October 2014.

6 RISK MANAGEMENT

- 6.1 As the Council is working collaboratively with neighbouring Local Authorities, each of which will be asked to approve the Draft Joint Minerals and Waste Plan for public consultation under regulation 18, there is a risk that one or more of the

partner authorities may not consent to go forward to public consultation. The Local Development Scheme indicates that the Joint Minerals and Waste Plan will go through formal processes to publication in late 2019 and submission in 2019. A delay in undertaking consultation on the draft plan jeopardise that timetable.

- 6.2 If RBWM or any of the other three councils delay or do not approve the document in its current form, it will not be possible to undertake the public consultation within the current timetable. Given the weight given to having plans that are based on up to date evidence in the NPPF, it would be undesirable to continue to rely on the saved policies of the 2006 plan for longer than necessary.

Table 4: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
Decision taken by any one of the partner authorities not to proceed	HIGH	Collaborative working through a joint officer and member board	LOW
Delay to the decision making timetable resulting in LDS being out of date	MEDIUM	Collaborative working through a joint officer and member board	LOW

7 POTENTIAL IMPACTS

- 7.1 None.

8 CONSULTATION

- Consultation with the Joint Central and Eastern Berkshire Joint Member and Officer Board.

9 TIMETABLE FOR IMPLEMENTATION

Table 5: Implementation timetable

Date	Details
20 th June 2018	Regulation 18 consultation opens.
5 th August 2018	Regulation 18 consultation closes.

- 9.1 Implementation date if not called in: Immediately.

10 APPENDICES

Appendix A contains the Draft Plan (electronic only).

11 BACKGROUND DOCUMENTS

11.1 The background documents to support the report will be available on commencement of the Regulation 18 consultation. Councillors may request a copy of any document listed at 3.14 from the Head of Planning.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Alison Alexander	Managing Director	27.04.18	27.04.18
Russell O'Keefe	Executive Director	30.04.18	1.05.18
Andy Jeffs	Executive Director	30.04.18	1.05.18
Rob Stubbs	Section 151 Officer	30.04.18	1.05.18
Louisa Dean	Communications	30.04.18	1.05.18

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Key decision	No.	
Report Author: Jenifer Jackson, Head of Planning, 01628 796042		

Report Title:	SEND Area Inspection Update
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Airey, Lead Member for Children's Services
Meeting and Date:	Cabinet – May 24th 2018
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

In July 2017, services in the areas provided to children with special educational needs/disabilities (SEND) were inspected by Ofsted and the Care Quality Commission (CQC). The inspection concluded that the services needed to improve under the leadership of the local authority and the Clinical Commissioning Group (CCG), this report summarises the progress made against the action plan to improve services.

The action plan, called a Written Statement of Action and appended at appendix A, has set out 107 actions grouped under eight themes that the CCG, schools, the parent forum (PaCiP) and the local authority agreed with Ofsted would be implemented. Progress on delivering the activities is underway and at the end of April 2018, 17 actions have been completed; five are yet to start and the rest are in progress. The overall plan is on track to complete during the autumn of 2018.

A number of significant milestones have been achieved, including:

1. The conversion of all 750 statements of special education needs into Education Health and Care plans (EHC) was achieved by the end of March 2018: a statutory requirement that not all local authorities succeeded in meeting.
2. An Inclusion Summit held on April 19th 2018 attended by 174 parents/carers, schools/colleges, services and professionals. This was the first annual event and demonstrated the strengthening commitment to work together so that the Royal Borough becomes a positive beacon of inclusion for young people (0 to 25 years) with special educational needs and disabilities.
3. An Inclusion Charter for the local area that sets out shared expectations on how a child or young person can expect to feel and be treated when accessing local services has been created and can be adopted across the Borough.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet:

- i) Notes the report and endorses the work undertaken to meet the statutory deadline of converting all statements of educational needs to EHC plan by the due date
- ii) Notes progress on the delivery of 107 actions in the action plan and request an update in October 2018.

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

Current status

- 2.1 Local area inspections are carried out by Ofsted and the CQC to jointly inspect services in the local area to see how well they fulfil their responsibilities for children and young people with SEND.
- 2.2 The SEND action plan is divided in to 8 key themes with specific outcomes to address the areas for improvement. There are 107 identified actions that set out how these outcomes will be met. Actions are rated on a scale of blue (meaning complete) to red (meaning current delivery concerns).
- 2.3 A Steering Board meets monthly to monitor progress and to receive exception reports. Governance of the Written Statement of Action (WOSA) rests with the Health and Wellbeing Board as agreed at the extraordinary meeting of this body on 12th February 2018. The delivery of the WOSA rests with a working group made up of representatives from the local authority, schools, health and PaCiP. This group also meets monthly. All actions are linked to one of four workstreams (WS1 to WS4) which provide leadership for the actions. The WOSA as at 10 May 2018 is included in Appendix 1.
- 2.4 External monitoring of the action plan is carried out by the Department for Education (DfE) and NHS England on a quarterly basis, these visits are attended by representatives of the Steering Board.
- 2.5 All actions are due for completion by September 2018 and the plan is on track to complete by autumn 2018. The current summary progress is set out in table 1.

2.6 Table 1: Written Statement of Action progress summary

Theme number	BRAG Status					Total
	Green (on track)	Amber (minor issue)	Red (significant issue)	Blue (complete)	White (not started)	
1	10	1	0	5	1	17
2	13	8	0	2	1	24
3	2	2	2	3	1	10
4	4	4	1	0	0	9
5	1	8	0	1	1	11
6	8	3	2	5	1	19
7	9	2	0	0	0	11
8	2	2	1	1	0	6
Total	49	30	6	17	5	107

2.7 Table 1 indicates there are 6 actions graded as Red. These were presented to the Steering Board in April and remedial action was agreed to ensure these actions are delivered within the overall WOSA timetable.

2.8 The 6 red actions cover four activities:

- A review of the matrix used to assess the level of pupil need in mainstream school which is dependent on the successful establishment of the SENCO network.
- Agreement of information and datasets that will be regularly updated on the Local Offer which is being reviewed in light of feedback from the Inclusion Summit.
- Review of the proposed use of text messaging for feedback in light of concerns from some parents.
- The implementation of a change to the local authority ICT system which requires custom development by a scarce resource. A manual report is in place to address the concern raised in the inspection.

Key achievements

2.9 The conversion of all 750 statements of special education needs into Education Health and Care plans (EHC), a statutory requirement that not all local authorities succeeded in achieving, was completed by the end of March 2018.

2.10 In January 2018, PaCiP organised a very successful Parent Information Session attended by 50 parents. The local authority, health and PaCiP presented the action plan. The event was positive and all parties have reported feeling energised by the developments. Workshop sessions were held at the end that kickstarted specific pieces of work, for example the Inclusion Charter.

2.11 An Inclusion Charter will be widely used by all stakeholders in the local area to demonstrate their commitment to ensuring children, young people and their families can be included. This sets out our expectations on how a child or young person can expect to feel and be treated when accessing local services.

2.12 The Education Leadership Forum met in January and were led through the action plan by a headteacher colleague who is a member of the SEND Steering Board. Delivery of many aspects of the action plan is dependent on school leadership and the engagement of schools varies across the local area. Improving this engagement is a focus for the education workstream.

2.13 The SEND Strategy has been published with four priorities. An Implementation Plan for the strategy is being prepared by one of the workstreams.

2.14 An Inclusion Summit was held on April 19th 2018 attended by 174 parents/carers, schools/colleges, services and professionals. This was the first annual event to show case how we are coming together to make the Royal Borough a positive beacon of inclusion for young people (0 to 25 years) with special educational needs and disabilities. This Summit provided feedback on the Inclusion Charter, a draft is included in appendix B, and the final version will be presented to Council for consideration in due course.

- 2.15 The keynote speaker, Carrie Grant gave an inspirational talk to the attendees that promoted open and honest dialogue to problem solve together. Her words were thought provoking for all. The feedback forms asked people to state what three things they would do differently and nearly all said they would think about how they communicate with parents/professionals. An event evaluation report is being reviewed by the partners and will be used to update the WOSA and the planning for the 2019 Inclusion Summit.
- 2.16 The Local Offer has been in place since 2014 and although Ofsted felt it was a valuable resource families have reported that it is hard to navigate and to find relevant information. In response to user feedback it is intended to move our local offer to the format already in place in Achieving for Children by September 2018, which has secured significantly better user feedback.
- 2.17 A multi agency audit group, including parents has been set up to look at EHC Plans. Thematic audits will happen three times a year and findings will be used to highlight good practice and to make improvements.

3 KEY IMPLICATIONS

- 3.1 There is a need to ensure that the action plan remains on track in all areas. A short term Project Lead has been agreed for this task. They will be responsible for keeping the workstreams on task and for updating the action plan for scrutiny by the steering board, the DfE, council and other bodies.
- 3.2 There are two further monitoring visits by the DfE and NHS England before Ofsted will decide whether they are able to sign off or action plan as complete.
- 3.3 It is proposed therefore that a further update on progress is given in October 2018.

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
3rd Monitoring Visit by DfE and NHS England	Significant concerns raised	No significant concerns raised	No concerns raised		End June 2018
4 th Monitoring Visit by DfE and NHS England	Significant concerns raised	No significant concerns raised	No concerns raised		End September 2018
Written statement signed off as complete by Ofsted	Timescale extension requested by Ofsted.	Sign off	Sign off by end of September 2018		End October 2018

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The costs of delivering services for this cohort of pupils are met from the dedicated Schools Grant which is split between specific need services and the budget provided to each school.
- 4.2 The Schools Forum have agreed 0.5% transfer of funding to the High Needs block for 2018/2019 in order to focus on innovation leading to a higher level of Inclusion in our local area. It is expected that this innovation will reduce the pressure on the High Needs spending which is currently contributing to a deficit balance within the Dedicated Schools Grant.
- 4.3 The Better Care Fund (BCF) has approved £150k for three years for three stands of work. These are complex case management, working on an Area SENCO model where clusters of schools work together to improve practice and capacity to support our children and young people and developing process for managing SEND provision in our schools.

5 LEGAL IMPLICATIONS

- 5.1 The local authority has a responsibility to ensure young people with additional needs have access to an appropriate education as set out in regulations for EHC plans. Health and schools have responsibilities to provide services to meet the needs of young people in the area. The action plan is a shared responsibility with the Clinical Commissioning Group and PaCiP

6 RISK MANAGEMENT

- 6.1 While completion of the action plan and Ofsted sign off is important it is vital that all stakeholders embed improvements within their service area in the longer term. Children, young people and their families need to continue to be actively involved in the shaping and creation of relevant services.

7 POTENTIAL IMPACTS

- 7.1 There are no impacts arising from this report, however any changes proposed as a result of the action plan must consider the needs of those impacted, especially those with a disability in this case.

8 CONSULTATION

- 8.1 The live action plan is on the Local Offer at all times.
- 8.2 PaCiP actively publish all documents and promote activity on their website and on social media
- 8.3 Parent Information session in January 2018
- 8.4 Educational Leadership Forum in January 2018
- 8.5 Governance by the Health and Well- Being Board
- 8.6 Monthly SEND Board meetings
- 8.7 Monthly Working Group meetings
- 8.8 Inclusion Summit. – April 2018

9 TIMETABLE FOR IMPLEMENTATION

9.1 The action plan is in progress and will run to Autumn 2018.

10 APPENDICES

10.1 The appendices to the report are as follows:

- Written Statement of Action.
- Draft Inclusion Charter

11 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Airey	Lead Member – Children’s Services	26/4/2018	26/4/2018
Alison Alexander	Managing Director	26/4/2018	27/4/2018
Russell O’Keefe	Executive Director		
Andy Jeffs	Executive Director		
Rob Stubbs	Section 151 Officer		
Nikki Craig	Head of HR and Corporate Projects		
Louisa Dean	Communications		
	Other e.g. external		

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
For information	No	No
Report Author: Debbie Verity, Service Lead CYPDS x 5878		

Royal Borough of Windsor and Maidenhead Local Area Written Statement of Action for Special Educational Needs and Disabilities (SEND)

Purpose of this statement

Between 3 July 2017 and 7 July 2017, Ofsted and the Care Quality Commission (CQC) conducted a joint inspection of the Royal Borough of Windsor and Maidenhead (RBWM) local area to judge its effectiveness in implementing the special educational needs and disability (SEND) reforms set out in the Children and Families Act 2014. As a result of the findings of the inspection, Her Majesty's Chief Inspector (HMCI) determined that a Written Statement of Action (WSOA) is required to address eight areas of significant weakness in the local area's practice. RBWM and the Windsor and Maidenhead (WAM) Clinical Commissioning Group (CCG) are jointly responsible for submitting the written statement, which has been produced in conjunction with Parents and Carers in Partnership (PaCiP).

The local area is required to produce and submit a Written Statement of Action to Ofsted that explains how the local area will tackle the following areas of significant weakness:

- tardiness and delay in establishing strategies to implement the reforms effectively
- the lack of leadership capacity across local area services, such as the time given to the role of the Designated Clinical Officer (DCO)
- poor use of management information to secure a robust overview of the local area's effectiveness
- weaknesses in how leaders are held to account across the local area
- the inequality of access to services and variability of experience for children and young people who have special educational needs and/or disabilities and their families
- the wide variances in the quality of education, health and care plans caused by weaknesses in the planning and transition processes
- the lack of effective co-production with parents when designing and delivering services and when planning for their individual children's needs
- poor joint commissioning arrangements that limit leader's ability to ensure that there are adequate services to meet local area needs.

Since the inspection, the Borough's Director of Children's Services and the CCG's Director of Quality have been working with services and stakeholders to understand the actions we need to take to make improvements. These include: PaCiP; employees of RBWM and WAM CCG; schools and colleges; Schools Forum; Public Health; Berkshire Healthcare Foundation Trust (BHFT) and other health care providers.

This is our statement of action. It sets out:

1. Our vision
2. The value of coproduction;
3. Key Themes from the inspection.
4. The framework we will use to measure our performance.
5. A summary of the outcomes we are seeking to achieve to address the weaknesses identified and the improvements we will make;

The action plan within the written statement of action will be overseen and scrutinised by a new multiagency SEND Steering Board. This will be an evolution of our existing multi agency SEND improvement group.

1. Our vision and principles.

Our vision for children and young people with SEND in RBWM was discussed at length during the co-production of the SEND strategy shared with the inspection team. These principles and priorities remain and underpin the actions which support our written statement.

In RBWM we are committed to developing inclusive communities which are welcoming to all. Our vision for Special Educational Needs and Disabilities (SEND) underpins this commitment. It is:

"To ensure that every child and young person with SEND in the borough is safe, has access to equal opportunities and is enabled to reach their full potential"

We are committed to securing the best possible outcomes for children and young people with SEND. We want them and their families to: feel valued; be able to participate; and be empowered to have choice and control. We will work together to give children and young people with SEND in RBWM every chance to be the best that they can be. We want them to enjoy a healthy and happy family life and to go to an educational establishment that meets their needs as near to their home as possible. This includes our strong commitment to our children in care.

Our SEND strategy focuses on three major priorities. These priorities run alongside the written statement of action. They are:

1. work to ensure that appropriate emotional wellbeing and mental health services are available to all children and young people.
2. support early year's settings, schools and others to be fully inclusive and improve educational outcomes for children and young people with SEN and Disabilities.
3. improve educational achievement for young people post 16 and ensure effective transitions into adulthood.

Three principles underpin our aspirations.

1. Involve children and young people and their parents and carers in all decisions about them, promoting independence and autonomy through to adulthood.
2. Enable inclusion and participation in all aspects of family, school and community life in a local and inclusive setting, making the best possible use of available resources.
3. Secure the right support at the right time for families by working in partnership with schools, health, social care and other key partners.

2. The value of coproduction

We will build on our coproduction partnerships and continue to make sure that the right people are involved in delivering the improvements set out in this plan in the same way as the strategy was developed. This work will include contributions from councillors, senior leaders, partners, schools, colleges, staff, PaCiP, and young people. Improvement work will be delivered through a SEND working groups overseen by the SEND Steering Board.

As part of this commitment, we will work with PaCiP to develop the understanding of coproduction for all stakeholders and use the model when designing changes to deliver the SEND strategy. We recognise that working with our partners within PaCiP we should ensure that co-production:

- Is recognised as important, valued, planned and is adequately resourced.
- is clearly viable at all stages in the planning, delivery and monitoring of services
- clearly describes roles for children, young people and parents
- builds into the process, strong feedback mechanisms to ensure that children, young people and parents understand the impact of their participation.

3. Key Themes from the inspection.

We have identified/recognised a set of Themes linked directly to the areas of weakness identified by inspectors. These are provided in the table below along with a summary of the key improvements that we will make to have the greatest impact.

Theme 1: Tardiness and delay in establishing strategies to implement the reforms effectively	
What Ofsted and CQC said	Outcome we are seeking to achieve
<i>"There is too little evidence of leaders' actions resulting in improvements to the experiences and outcomes of children and young people who have special educational needs and/or disabilities and their families."</i>	Clear strategic leadership to be evident in improved "customer" experience. Strategic leadership to roll out the co-production model across all services. Evidence that the child is at the centre of our system through case studies highlighting action and impact.
Theme 2: The lack of leadership capacity across local area services, such as the time given to the role of the DCO	
What Ofsted and CQC said	Outcome we are seeking to achieve
<i>"The clinical commissioning group's designated clinical officer (DCO) is under resourced. The time allocated for the role does not reflect the Children's Disability Council guidance and so the DCO's availability to lead the strategic agenda is limited."</i>	The outcome should be the employment of a dedicated Head of Children and Families to provide additional operational and strategic support to the DCO. Leaders have a secure and robust overview of the local areas effectiveness. SEND reforms are well known by all staff involved with SEND. Improved management of SEND processes. Multiagency decision making at panel improves fairness.
Theme 3: Poor use of management information to secure a robust overview of the local area's effectiveness	
What Ofsted and CQC said	Outcome we are seeking to achieve
<i>"Leaders across education, healthcare and care do not have effective oversight of the number of children and young people who have special educational needs and/or disabilities being supported across services."</i>	Robust and accurate data, across all agencies, for all children with SEND. (With and without an EHC plan). Transparent and published data which indicates the effectiveness of different elements of the SEND system.
Theme 4: Weaknesses in how leaders are held to account across the local area	

What Ofsted and CQC said	Outcome we are seeking to achieve
<p><i>“Furthermore, a lack of robust accountability measures means that not enough is being done to tackle these inconsistencies and to hold leaders and services to account.”</i></p>	<p>Improved information will allow transparent assessment of the effectiveness of systems in the local area and clarify governance and commissioning arrangements to ensure accountability.</p> <p>Leaders and services providers demonstrate responsibility and accountability for their role in SEND improvements and are held to account for under performance</p>
<p>Theme 5: The inequality of access to services and variability of experience for children and young people who have special educational needs and/or disabilities and their families</p>	
What Ofsted and CQC said	
<p><i>“There is too much variability in the implementation of the reforms across the local area. Despite pockets of good practice, joint working is not consistent enough.”</i></p>	<p>Greater consistency in expectation and understanding of responsibility and accountability across all service providers, including schools. Transparency and co-production in all SEND development activities including early help as well as EHCP related activity and processes.</p> <p>Publish via the Local Offer action plans with leads that hold accountability and responsibility for delivery and embedding of the SEND reforms.</p>
<p>Theme 6: The wide variances in the quality of education, health and care plans caused by weaknesses in the planning and transition processes</p>	
What Ofsted and CQC said	
<p><i>“Systems and processes around the application for, and management of education, health and care (EHC) plans are not working well enough.”</i></p>	<p>All stakeholders have a good understanding of the systems and processes for EHC plans and how they will be continuously improved.</p> <p>Consistent and robust systems and processes implemented for all aspects of the EHCP processes, including preparing for adulthood.</p> <p>Improved experience for children, young people and families.</p> <p>Equitable access to resources.</p>

Theme 7: The lack of effective co-production with parents when designing and delivering services and when planning for their individual children's needs	
What Ofsted and CQC said	
<i>"Co-production at a strategic level is not as well established as it should be, considering that the reforms were introduced in 2014."</i>	Parent / Carers/ young people feel better informed and that their child young person's needs / experiences are shaping services and they are receiving the appropriate services to meet their needs and the development of new approaches.
Theme 8: Poor joint commissioning arrangements that limit leaders' ability to ensure that there are adequate services to meet local area needs.	
What Ofsted and CQC said	
<i>"Joint commissioning is under-developed..... This means that in a period of declining budgets, opportunities to pool resources to tackle areas of need in the local area are under-utilised."</i>	To have evidence of a robust system of joint commissioning and procurement which improves the effectiveness of services available, identifies gaps and plans future strategies to support children and young people with SEND.

4. How will we manage performance?

We have adopted an “outcomes based accountability” structure to manage performance. Full training will be offered to contributors. For each of the areas for development we will be asking three questions. The SEND Steering Group will review progress and update the following table as part of the published report. The initial version is populated with questions that have been proposed during the development of this statement.

How much did we do?	How well did we do it?
<ul style="list-style-type: none"> • Number of case audits completed • Number of conversions from statements to EHCP • Number of professionals completing training (by type) • Number of children placed out of borough • Number of places available in SEN Resource Provision • Number of places available in RBWM Special Schools for children with complex SEND • Attendance at commissioning and decision making meetings • Number of inclusion self-evaluation frameworks completed 	<ul style="list-style-type: none"> • % of new EHCP completed within statutory timescales • Quality of assessments and plans (case audits report) <ul style="list-style-type: none"> ○ Outcomes focused ○ Personalised ○ Voice of child • Customer experience survey • Waiting times for specialist services • Training evaluation • Satisfaction of educational settings on quality of support offered
Is anyone better off as a result?	
<ul style="list-style-type: none"> • % children and young people meeting goal based outcomes (measured at review) in their Education Health and Care plans • Key Stage 2 attainment • Educational progress of children with SEND • Pupil absence rates of children with SEND • Pupil exclusion rates of children with SEND 	

We recognise that some outcome measures are achieved over months and in some cases, years. We will therefore choose the best measures available to inform our progress reporting.

Glossary of Terms	
AfC	Achieving for Children
BCF	Better Care Fund - Health and Social Care joint funding
BHFT	Berkshire Healthcare Foundation Trust
CCG	Clinical Commissioning Group
Co-production	The process of practitioners, families and young people working together to develop plans and services which uses the unique perspectives of all to develop a service which meets the need of the service user
CQC	Care Quality Commission
CYP	Children and Young People
CYPDS	Children and Young People Disability Service
DCO	Designated Clinical Officer
DCS	Director of Children's Services
OfSTED	Office for Standards in Education, Children's Services and Skills
PaCiP	Parents and Carers in Partnership
PfA	Preparing for Adulthood
SENCO	Special Educational Needs Co-ordinator
SEND	Special Education Needs and Disabilities
Multi Agency Description	
This is a dynamic group process with parents/carers and professionals who work together to plan and transform services for disabled children and those with special education needs. Multi-agency means Council and AFC staff, CCG and health providers, school, college, and nursery staff as well as parent and carer representatives from PaCiP.	

5. A summary of the outcomes we are seeking to achieve to address the identified weaknesses.

Theme 1: Tardiness and delay in establishing strategies to implement the reforms effectively	Progress (BRAG)
<p>General outcomes:</p> <ul style="list-style-type: none"> • Leaders across the local area are embracing accountability and responsibility for the implementation of the SEND reforms. • Regular publication of progress in implementing the reforms on the Local Offer. • A strategic direction for meeting the needs of all children and young people with SEND. 	<p>Blue: completed and embedded Green: on track, no delivery concerns Amber: on track, minor delivery concerns Red: little progress major delivery concerns. White: not started</p>
<p>Theme owner: Director of Children’s Services</p>	

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
Theme 1: Tardiness and delay in establishing strategies to implement the reforms effectively						
Ofsted Main Finding 1.1	Leaders across the local area are not implementing the reforms required by legislation in a timely manner.					
a. Accountability structure in place	Establish a high level SEND Steering Board made up of local authority, Health, Schools, and Parents that will hold all agencies to account for the delivery of the Action Plan and direct the outcomes of the resulting work stream groups. The Steering Board will report in to the Health and Well Being Board.	N/A	DCS and CCG Lead	November 2017	Steering Board established and meeting monthly Health and Wellbeing Board agreed as overall governance.	Blue
b. Clear communication from the SEND Steering Board to all partners and services users 142	Communicate termly on the progress of the action plan, including via the Local Offer which addresses the issues within the WSOA	N/A	Chair of the SEND Steering Board	Termly, beginning December 2017	All relevant documentation is published on the Local Offer and refreshed at least monthly. This includes: <ul style="list-style-type: none"> • Latest version of the WSOA • All termly chair's reports • Minutes of SEND Board meeting • Terms of Reference of the board • Other relevant documents. For example, those presented at the Inclusion Summit on 19 April 2018 All stakeholders share the above information within their networks to ensure the information reaches the wider audience.	Green
c. A SEND Working Group model in place with capacity and responsibility to deliver key aspects of the action plan and wider reforms	Establish a local leader's Working Group to support the area-wide commitment to drive through SEND improvements	N/A	DCS	Beginning in December 2017.	There is an established working group that meets monthly to update the action plan and to provide exceptions reports to the board. The board works to an agreed timeline for updates. The working group has agreed four specific workstreams to drive delivery of the action plan. In addition to the workstreams, there is an	Green

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG	
					<p>overarching commitment to ensuring co-production and effective communication is a shared vision.</p> <p>PaCiP will provide a monthly report to the working group.</p>		
Ofsted Main Finding 1.2	Though late in the day, leaders are consulting on a new SEND strategy which details how they intend to work together to implement the reforms.						
143	a. Publication of a 2017 - 2020 SEND Strategy	Complete the consultation on the SEND Strategy	WS 1	Service Leader CYPDS	February 2018	SEND Strategy has been co produced with all interested stakeholders during the specific nine week period in 2017. Further refinements were made up until the end of December 2017.	Green
		Launch SEND Strategy alongside the Inclusion Charter	WS 1	Service Leader CYPDS	April 2018	The strategy was launched at the Inclusion Summit on 19 April 2018 and is available on the Local Offer.	Green
		Publish the SEND Strategy	WS 1	Service Leader CYPDS	March 2018 April 2018	SEND strategy is published on the Local Offer.	Blue
	b. Publication of a 2017-2020 SEND Strategy implementation plan which details actions that need to be taken in order to achieve the priorities in the strategy.	Co-produce an implementation plan, overseen by the SEND Steering Board and led by the SEND Working Group. Launch alongside the Inclusion Charter.	WS 1	Service Leader CYPDS, SEND Working Group	February 2018 April 2018	Following the launch of the strategy at the Inclusion Summit on 19 April 2018 dates have been set for mid-May to co-produce the implementation plan with a wide range of stakeholders.	Green
	c. A well communicated strategy, known to all stakeholders.	Launch an annual "Inclusion Summit" which is open to all so that clear progress can be demonstrated in implementing the reforms.	WS 1	Service Leader CYPDS, PACIP, DCO	April 2018	A very successful event was held on 19 April 2018, attended by around 180 participants from all sectors and stakeholder interest groups. These included parents, schools, community services and health.	Blue

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
d. Understanding and commitment to inclusion from all providers of education (a major principle underpinning the strategy).	<p>Develop an "Inclusion Charter" so every child and their family understand the commitments that all parts of the system have made to help them succeed</p> <p>50% of schools signed up to support the Charter before the inclusion summit.</p> <p>80% of schools signed up to support the Charter by the end of the current school year.</p>	WS 2	DCS	<p>March 2018</p> <p>April 2018</p> <p>July 2018</p>	Inclusion Charter was launched at the Inclusion Summit on 19th April 2018 and an interactive activity was led by PaCiP to gain participants views on the co-produced charter content to date. These will be taken into account before publishing the final version.	Green
Ofsted Main Finding 1.3	Nor have local area leaders fully understood the depth of concern felt among their parents. Leaders have not recognised the limited progress in improving the experience and outcomes for children and young people who have special educational needs and/or disabilities which results from their slow and piecemeal implementation of the reforms.					
144 a. Effective partnership working	Strengthen and develop the work with PaCiP as a group to represent views of parents to shape services	<p>WS 1</p> <p>WS 2</p> <p>WS 3</p> <p>WS 4</p>	PACIP, Service Leader CYPDS, DCO	Ongoing	PaCiP integral to the development of this action plan. Increased membership and further interest to undertake the co-production training. 6 weekly meetings between PaCiP and CYPDS agreed.	Green
	Quarterly meetings between PaCiP committee with DCS and CCG lead officers to ensure feedback loop in addition to individual work items.	N/A	DCO, Service Leader CYPDS, PACIP	Feb 2018	Initial meeting between PaCiP, DCS and CCG was held in December 2017. 6 weekly meetings between PaCiP and CYPDS agreed. East Berkshire meetings by the CCG, PaCiP, BHFT and LAs in place for setting strategy and collaborative working.	Amber
b. Improved partnerships and shared responsibility and accountability	<p>Review current feedback systems for young people and their families and identify gaps.</p> <p><i>Note: This action is specifically in relation to the EHC assessment process</i></p>	WS 3	SEND Business Manager, Service Leader CYPDS, PACIP, DCO	<p>March 2018</p> <p>End of June 2018</p>	There are now regular feedback points during new EHC assessment process for young people and their families, coupled with a more in-depth feedback at end of process. This information will be used to inform any further refinements to the process.	Green

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
145	Co-produce system changes so there is increased transparency of all elements of service delivery.	WS 3	SEND Business Manager, Service Leader CYPDS, PACIP,DCO	September 2018		White
	Routine monitoring of feedback by the East Berkshire SEND group to inform future system wide changes	WS 3	DCO	April 2018	Parent/Carer feedback is a regular agenda item for the East Berkshire SEND meeting to provide feedback directly from the parent reps to the group attendees for wide dissemination of new activities and areas where support is required. Local and national SEND initiatives are also disseminated and discussed.	Green
	Work with schools and other educational settings to ensure that the graduated approach to SEND best practice is known across the borough.	WS 4	SEND Business Manager, Service Leader, CYPDS, PACIP,DCO	Feb 2018	Graduated response booklet documentation is on the Local Offer. All SENCOs invited to a workshop to look at best practice in clusters including implementing the Graduated Response.	Green
c. Improved profile of SEND in all aspects of youth council work. Active promotion of information and understanding of SEND.	Ensure that children with SEND are included on the local youth council (Kickback) to ensure this group are represented in the voice of the child work across the borough	WS 3	Service Leader CYPDS	March 2018 April 2018	Two young people with SEND are members of Kickback and are supported to be active participants.	Blue
d. Clear communication to all partners and service users on progress in implementing the reforms.	Increase focus on the Local Offer ensuring this is up to date and includes a regular SEND newsfeed based on the half- termly Chair's Report	WS 1	Service Leader CYPDS, PACIP,DCO	January 2018	Local Offer is updated on a regular basis with key documentation in relation to the WSOA.	Blue

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
Theme 2: The lack of leadership capacity across local area services, such as the time given to the role of the DCO						
Ofsted Main Finding 2.1	The clinical commissioning group's designated clinical officer (DCO) is under resourced. The time allocated for the role does not reflect the Children's Disability Council guidance and so the DCO's availability to lead the strategic agenda is limited.					
a. DCO has capacity to fulfil the role as indicated in the CDC guidance	<p>Agree with the CCG the reasonable capacity for the DCO to lead and manage the strategic agenda under the CDC guidance. Flexibility of the role to be agreed to:</p> <p>Raise the profile of SEND locally with GPs and health care staff.</p> <p>Identify gaps in current provision, and support the development of business cases and option appraisals</p> <p>DCO to develop and distribute across the health economy a biannual newsletter on SEND.</p>	WS1	DCO, CCG	December 2018	Capacity of DCO has been reviewed and additional capacity has been agreed by the CCG. The DCO now has additional capacity to fulfil the CDC guidance.	Green
b. Clear communication to all health staff on progress in implementing the SEND reforms.	DCO to forward all relevant policy updates to health colleagues within the RBWM health economy, in a timely manner	N/A	DCO	December 2017	DCO is a member of SEND Steering Board.	Green
	Key stakeholders (to include relevant health services) to attend the East Berkshire SEND meeting is a conduit to ensure communication of SEND updates and reforms to all agencies; each member of the group have a responsibility to ensure relevant information is disseminated across their agencies and to parents including Local events and Local Offer updates.	N/A	DCO	September 2018	Chair's report as part of the RBWM Health and Well Being Board February 2018.	
	The SEND Chair's Report communicated to all stakeholders	N/A	SEND Steering Board chair	January 2018		
	SEND update session on the GP education programme	N/A	DCO	April 2018		

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
C. DCO to be fully engaged in the strategic development of all SEND initiatives across the borough.	DCO to be part of the SEND Steering Board and an active member of the SEND Working Group.	N/A	DCO	December 2017	DCO a member of both the Board and the Working Group	Green
	DCO to develop multi-agency thematic reviews of EHCPs to undertake deep dive audits three times a year: initial assessments, review assessments and transition processes to drive up quality of plans across East Berkshire. Any themes, learning and improvement actions arising will be reported to the DCO and commissioner, to the East Berkshire SEND group and to the RBWM SEND Steering Board.	WS 3	DCO	December 2017	First audit day took place 16 th March 2018.	Green
	Multiagency audit programme in place and monitored by East Berks SEND group	WS 3	DCO	April 2018	First audit day took place 16 th March 2018; follow up was held on 20 th April 2018. The report is due out by end of April 2018.	Green
d. Clear communication to all partners and service users on progress in implementing the reforms.	Oversee content of the Local Offer; ensure all Health references are accurate and up- to-date.	WS 1	BHFT / DCO	December 2017	Local offer now captures all health information.	Amber
	Monitor data / trends in SEND referrals via the SEND Coordinator	WS 1	BHFT / DCO	April 2018	Update Feb 2018: Data set agreed data collection to commence April 2018.	Green
Ofsted Main Finding 2.2	Key challenges, such as changes to the leadership structure at the Royal Borough of Windsor and Maidenhead (RBWM), and continued turnover of administrative staff, have limited the capacity to drive through the reforms					
a. Shared responsibility for the implementation of the SEND reforms. This will enhance the leadership capacity across the area.	Work with educational settings to explain the leadership requirements of the graduated approach to SEND to Headteachers and Governors at the local Education Leadership Forum (ELF) on 23 January 2018.	WS 4	DCS	January 2018	Presentation given at ELF	Green
					The SEND Working Group of schools met on 9 th March and agreed to proceed with task and finish groups.	Green

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
b. Shared leadership, responsibility and accountability for early identification and delivering outcomes through the SEND Strategy	Co-produce the SEND Strategy and implementation plan as set out in 1.2a and 1.2b.	WS 1	SEND Steering Board -Chair	April 2018	Current SENCO group within the Borough will expand its reach to all schools to support with co-production.	Green
c. Staff in educational settings have the appropriate skills and abilities to identify and have meet the needs of CYP with SEND	Develop the use of educational networks and experience to share good practice to develop SEND capacity across the area. Graduated approach is evidenced in 80% of new EHCP requests put forward by schools by the end of the academic year.	WS 3 WS 4	Service Leader CYPDS	July 2018	Educational networks identified and engaged. The Better Care Fund (Health and Social Care monies) will provide support for resource to lead on this approach.	Amber
d. Increased Case Officer 148	The Children and Young People Disability Service (CYPDS) will add capacity with two Case Officer roles focused on the more challenging cases, either new or existing to ensure their effective resolution without impact on other cases.	WS 3	Service Leader CYPDS	April 2018	The Better Care Fund (Health and Social Care monies) have agreed £150k per year for three years. Work underway to develop posts to complete work required CYPDS will now have one post .Early activity on complex cases is currently underway by an interim worker	Green
Ofsted Main Finding 2.3	There is too little evidence of leaders' actions resulting in improvements to the experiences and outcomes of children and young people who have special educational needs and/or disabilities and their families.					

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG	
149	a. Clarity for service users on where to go to access appropriate services and resources for Emotional Health and Wellbeing and CAMHS. This will help to reduce waiting times for SEMH support.	Create an Emotional Health and Wellbeing plan that seamlessly links to the CAMHS transformation strategy.	WS1	CCG Director of Strategy	September 2018	Children's Health and wellbeing board is established and is now called Joint Commissioning Board and EH&W plan will sit within this: the proposal to create an East Berkshire health and wellbeing plan will be presented to the Health and wellbeing board March 29 th 2018. There is in existence a CAMHS East Berkshire Transformation plan which is refreshed annually and a summary of activity is widely disseminated to key stakeholders for onward communication.	Amber
		The online resource and single point of access will be accessible via the local offer.	WS1	BHFT	January 2018	The BHFT online resource offers information to parents, carers and professional on services available that are provided by BHFT, advice on how to support a child and also when to refer and access to the online referral form. The online resource was launched in October 2017 www.cypf.berkshirehealthcare.nhs.uk	Amber
		CCG will fund an additional 50 Autism Assessments for CYP on the waiting list across East Berkshire	N/A	CCG	January 2018	CCG have agreed to fund additional 50 autism assessments	Blue
		BHFT will undertake an additional 50 Autism Assessments for CYP on the waiting list	N/A	BHFT	September 2018	BHFT have received funding agreement In process of recruiting for additional resources to undertake the assessments	Amber
		CCG will work with BHFT to look at the demand and capacity of the Autism Assessment service and plan an appropriate model	N/A	CCG BHFT	January 2018	Business case for new model has been agreed by CCG E.Berks Autism group working together are meeting regularly chaired by BHFT to help inform future model.	Blue

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
	The CCG will commence the business planning process of commissioning new pathway and service for an ageless autism service to be coproduced, with an options appraisal of the new pathway and service to be presented in September 2018.	N/A	CCG	January 2018	Business model agreed by CCG will now go to LAS for further discussion to then allow business planning.	Green
b. Improved experience of young people with SEND. For those with EHCP's Ensure annual reviews are focused, timely and update outcomes appropriately. In particular ensure those who are in Y9 and above have a well planned, meaningful transition into adulthood to equip them for the future.	The Inclusion Charter will set out clear expectations for all as described in 4.1a.	WS 2	Service Leader CYPDS, PaCiP	April 2018	New SEND Business Manager took up post on January 3rd 2018.	Amber
	Regular annual training for all education providers to ensure that CYP have individually focused annual reviews, leading to increased satisfaction measures	WS 3	Service Leader CYPDS, PaCiP			Amber
	Introduce specific 18-25 "Preparing for adulthood" pathway (PfA) with activity from Y9.	WS 1				Amber
	BHFT to adapt forms on RiO, (health data management system) to capture information on transition discussions undertaken with service users from the age of 14. This will ensure that the views of the young people are captured and that this can be monitored.	N/A	BHFT	April 2018	Ready, Steady Forms have been set up on RIO for use by children's services. Further work being undertaken to fully embed use of forms	Green
	BHFT will be auditing young person's experiences of transition will be undertaken in quarter 4.	N/A	BHFT	July 2018	Audit in progress	White

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
c. Clarity for parents and carers on what is available for pre-school children with SEND.	Early Years Area SENCO model and Inclusion Support Funding to ensure children's needs are captured as early as possible to be established	WS 2	Service Leader Education Leadership	September 2017	Early Years Virtual SEND team, including Area SENCO established along with £160k fund from the early years block. Initial training to early years providers has been delivered.	Green

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
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Theme 3: Poor use of management information to secure a robust overview of the local area's effectiveness

Ofsted Main Finding 3.1	A lack of robust accountability measures means that not enough is being done to tackle these inconsistencies and to hold leaders and services to account.					
a. Accountability structure in place	The SEND Steering Board accountability and governance structure is communicated and regularly reports on progress, including to parents via the Chair's Report.	N/A	DCS and CCG lead	By the time this plan is published.	The SEND Steering Board has been established and the governance arrangements have been confirmed.	Blue
b. Understanding and commitment to inclusion from all providers of education. (a major principle underpinning the strategy).	Develop an "Inclusion Charter" so every child and their family understand the commitments that all parts of the system have made to help them succeed.	WS 2	Service Leader laPS, Service Leader CYPDS, PaCiP	March 2018	Inclusion Charter was launched at the Inclusion Summit on 19th April 2018 and an interactive activity was led by PaCiP to gain participants views on the co-produced charter content to date. These will be taken into account before publishing the final version.	Green
c. Improved partnerships and greater collective accountability for SEND educational inclusion.	Establish an inclusion quality mark for schools and colleges to allow parents and young people to compare different approaches to inclusion.	WS 2	Service Leader laPS, DCS	September 2018	The funding has been established but resources are yet to be identified.	Green
d. Comprehensive communication of the SEND strategy and "buy in" from all stakeholders.	Launch an annual "Inclusion Summit" which is open to all so that clear progress can be demonstrated in implementing the reforms.	WS 1	Service Leader CYPDS, PACIP, DCO		A very successful event was held on 19 April 2018, attended by around 180 participants from all sectors and stakeholder interest groups. These included parents, schools, community services and health.	Blue
Ofsted Main Finding 3.2	However, leaders have not recognised that the data masks inequalities in the assessment, provision and outcomes for pupils who have special educational needs and/or disabilities across the local area					

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
a. Identification of those children with SEND whose difficulties have not been identified.	<p>Establish a comprehensive participant satisfaction and feedback survey at key stages to obtain an understanding of whether some children and young people's SEND remains unmet.</p> <p><i>Note: WS 2 is working on improvements to practice around identification of additional needs and strategies to support children and young people</i></p>	WS 2	SEND Business Manager, Service Leader for CYPDS/ DCO	<p>April 2018</p> <p>May 2018</p>	<p>There are now embedded regular feedback points during new EHC assessment process.</p> <p>Please note further comment under action.</p>	Blue
b. That no CYP drop between services with their needs remaining unmet as a result of poor information sharing.	Update data systems to ensure that children and young people with SEND are clearly identifiable to other appropriate services and professionals.	WS 1	Service Leader CYPDS	December 2017	The Local Authority data management system, PARIS is working on adding an alert flag to the top of a CYP file if the individual has an EHC plan. This work is within the workplan for PARIS changes but as yet no clear implementation date.	Red
c. Regular accurate data reports commissioned to inform managers of outcomes of SEND CYP, at individual, school and borough wide.	<p>Create a regular specific data set for measuring the outcomes in SEND (Include Healthy Child programme).</p> <p>Review health data routinely at East Berkshire SEND group.</p>	WS 1	DCO, Service Leader CYPDS	April 2018	<p>There is a data set in place that has school level population data. The first annual Trend Report was produced and shared at the Inclusion Summit on 19 April 2018.</p> <p>The CCG Commissioning Support Unit is charged with producing an agreed suite of health data for ongoing trend analysis across the local area in addition to the need to provide bespoke information for the next annual Trend Report in April 2019.</p>	Red
d. Annual 3 year trend datasets to inform leaders on SEND inclusion, assessments and services accessed. (school level)	Develop an Annual Trends report that shows inclusion rates, assessment and plan generation rates, service usage statistics and feedback from young people and their families in order to demonstrate progress	WS 1	DCS / CCG, Service Leader for CYPDS, DCO	March 2018	There is a data set in place that has school level population data. The first annual Trend Report was produced and shared at the Inclusion Summit on 19 April 2018.	Amber

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
Ofsted Main Finding 3.3	This means that in a period of declining budgets, opportunities to pool resources to tackle areas of need in the local area are under-utilised					
a. An annual SEND multiagency needs assessment to inform joint commissioning decisions	Develop an Annual Trends report so that commissioners can make improved budget and service planning decisions for young people.	WS 1	DCS / CCG, Service Leader CYPDS / DCO	March 2018 and annually.	The first annual Trend Report was produced and shared at the Inclusion Summit on 19 April 2018. A recommended specification will be produced in preparation for the next annual Trend Report.	Amber
b. Gaps Identified in locally organised SEND provision and support offered to schools to creatively meet needs	Support cluster groups of schools to bridge gaps of provision in their area through training and signposting	WS 4	Service Leader Education Leadership, Service Leader CYPDS / DCO	From March 2018 September 2018	Working Group has identified areas of focus including Nurture facilities at Primary age and review of resource provision.	White

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
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Theme 4: Weaknesses in how leaders are held to account across the local area

Ofsted Main Finding 4.1	A lack of robust accountability measures means that not enough is being done to tackle these inconsistencies and to hold leaders and services to account. Inequalities in the quality of identification, assessment and meeting the needs of children and young people who have special educational needs and/or disabilities therefore remain.					
a. Accountability for inclusion through specificity of roles and responsibilities.	Clarity of roles and responsibilities of those involved with young people with SEND in the area are set out in the Inclusion Charter along with the area-wide measures that demonstrate progress for young people. <i>Note: Steering Board to be asked to amend the wording above to say 'Local Offer' instead of 'Inclusion Charter'.</i>	WS 2	Service Leader laPS, Service Leader for CYPDS / DCO	March 2018		Red
b. Improved partnerships and greater collective accountability for SEND educational inclusion.	Develop an Inclusion Quality Mark for schools.	WS 2	Service Leader laPS, DCS	March 2018 September 2018	The draft Inclusion Charter was launched at the Inclusion Summit on 19 April 2018 and once final and published work will begin on an appropriate Quality Mark for schools.	Amber
c. DCO to be fully engaged in the strategic development of all SEND initiatives across the borough.	DCO to lead the setting up of a multi-agency EHC audit group	WS3	DCO	January 2018	Multi agency Special Educational Needs & Disabilities (SEND) EHCP Assurance Audit Group has been set up and the first audit has taken place.	Green
d. Consistency across educational settings in the quality of identification and assessment of SEND.	Refresh the EHCP application process and publish an operational handbook outlining the standard process for all assessments. This will include signposting for support services for young people and families, in addition to PaCiP and the independent advice service.	WS 3	SEND Business Manager, Service Leader CYPDS	January 2018 June 2018	Current EHC application process has been reviewed and refreshed in line with statutory duties The handbook is on track for completion after full consultation by June 2018.	Amber

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
e. Robust accountability measures to assist staff in meeting the needs of children and young people who have special educational needs and/or disabilities.	Develop an Annual Trends report that shows inclusion rates, assessment and plan generation rates, service usage statistics and feedback from young people and their families in order to demonstrate progress.	WS 1	DCS / CCG, Service Leader CYPDS	March 2018	There is a data set in place that has school level population data. The first annual Trend Report was produced and shared at the Inclusion Summit on 19 April 2018.	Amber
Ofsted Main Finding 4.2	Leaders have not recognised the limited progress in improving the experience and outcomes for children and young people who have special educational needs and/or disabilities which results from their slow and piecemeal implementation of the reforms.					
a. Improved pace of implementation of SEND reforms.	The SEND Steering Board will hold partners to account and guide the work of the working party to ensure corrective action is planned.	N/A	DCS/ CCG lead	December 2017	The SEND Steering Board membership is established	Green
b. Comprehensive communication on the progress in improving the experience and outcomes for children and young people who have special educational needs and/or disabilities.	The regular Chair's report from the SEND Steering Board will be communicated widely, including on the Local Offer. Regular reports will also be given to the Well Being Board as per the governance structure.	N/A	DCS/ CCG lead	April 2018	Report circulated Board members for dissemination Circulated to HWB	Green
c. Clear progress can be demonstrated in implementing the reforms.	The annual Inclusion Summit will provide a public forum to reflect on progress, share next actions and provide an opportunity to make connections.	WS 1	Service Leader CYPDS/ DCO	April 2018	The Inclusion Summit is booked for April 19 th 2018.	Green
d. Improved experience and outcomes for children and young people.	Develop a comprehensive participant satisfaction and feedback survey at key stages to ensure children, young people and their family's views are heard by leaders and managers <i>Note: This action is across a wide range of service areas.</i>	WS 3	SEND Business Manager, Service Leader CYPDS/DCO/ PaCiP	January 2018 June 2018	A number of services already use feedback and a standardised approach; based on Health sector "friends and family" question is being developed. This has been identified as theme by working group for one of the work streams around participation.	Amber

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
Theme 5: The inequality of access to services and variability of experience for children and young people who have special educational needs and/or disabilities and their families						
Ofsted Main Finding 5.1	Inequalities in the quality of identification, assessment and meeting the needs of children and young people who have special educational needs and/or disabilities therefore remain.					
a. Understanding and commitment to inclusion from all providers of education (a major principle underpinning the strategy).	Develop an Inclusion Charter so every child and their family understand the commitments that all parts of the system have made to help them succeed.	WS 2	Service Leader IaPS, Service Leader CYPDS, PaCiP	March 2018	Inclusion Charter was launched at the Inclusion Summit on 19th April 2018 and an interactive activity was led by PaCiP to gain participants views on the co-produced charter content to date. These will be taken into account before publishing the final version.	Green
b. Transparency and equality in the early identification and education systems for children and young people with SEND.	Establish an inclusion quality mark for schools and colleges to allow parents and young people to compare different approaches to inclusion and encourage the improvement of services amongst schools and colleges	WS 2	Service Leader IaPS, DCS	March 2018 September 2018	The draft Inclusion Charter was launched at the Inclusion Summit on 19 April 2018 and once final and published work will begin on an appropriate Quality Mark for schools.	White
c. Comprehensive specialist advice and support in place to educational settings.	Employ a SEND specialist to help schools develop their practice and support the achievement of the inclusion quality mark.	WS 2	Service Leader Education Leadership, DCS	April 2018	The Better Care Fund (Health and Social Care monies) have agreed £150k per year for three years. Work underway to develop posts to complete work required. Schools group on 9 th March discussed remit of new posts.	Amber
	Schools have access to and prioritise attendance at appropriate training and support to ensure accurate early identification of young people with SEND.	WS 4	Service Leader Education Leadership	April 2018 May 2018	School have access to a wide range of training and development opportunities which are published on a regular basis. The recent schools questionnaire highlighted additional needs and support and therefore the training on offer will be revised to meet those needs.	Amber

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
Ofsted Main Finding 5.2	Some school leaders make very good use of local area resources to follow up concerns about children and young people's development. However, other schools take a much less proactive approach. Where this is the case, too many children and young people are not properly assessed, their needs not appropriately identified and then not met well enough					
a. Staff in educational settings use local area resources to develop appropriate skills and abilities to identify and meet the needs of CYP with SEND.	Develop the use of existing educational networks and practitioner experience to share good practice and knowledge of resources in order to develop SEND capacity across the area, with 80% of schools signed up to the Inclusion Charter by July 2018.	WS 2	Service Leader Education Leadership	July 2018	SENCo network to include all schools and link to Better Care Funding. HTs included in the task and finishgroups	Amber
	SENCo Network meeting dates and agenda to be led by action plan development.			December 2017		Amber
	Specialist advisor to be recruited to galvanise the network and engage with schools.	WS4		April 2018		Amber
b. Consistency of practice and specialist knowledge for those involved with children and young people with SEND.	Published information and strategies improve consistency and knowledge for those involved with children and young people with SEND.	WS 1	Service Leader CYPDS / DCO	January 2018	The education leadership team data sharing platform can be extended to support this need. Development of communication strategy to primary care via newsletters and education events of any relevant information and national strategy.	Amber
c. Good use of local area resources.	The Local Offer provides accurate information for voluntary groups that can support young people with SEND. Where possible these groups are provided with non- financial support to enable better reach to young people	WS 1	Service Leader CYPDS / DCO	March 2018	CYPDS have added capacity for the management of the local offer to complete the actions. Updates have been made. Plan in place to remodel the Local Offer	Amber
d. Robust accountability measures to assist staff in meeting the needs of children and young people who have special educational needs and/or disabilities.	Develop an Annual Trends report that shows inclusion rates, assessment and plan generation rates, service usage statistics and feedback from young people and their families in order to demonstrate progress.	WS 1	DSC / CCG, Service Leader, CYPDS / DCO	April 2018	School level population data shared and first Annual report planned for the Inclusion Summit.	Amber

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
e. Investment and commitment from the schools in RBWM.	The Schools Forum will be asked to support a proposal to provide additional resources to those schools with the highest levels of children with EHCPs in the main school	WS 4	DCS	January 2018	Forum agreed a 0.5% transfer of funds from the schools block to the High Needs Block for 2018/2019. Proposal shared with School working group.	Blue

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG	
Theme 6: The wide variances in the quality of education, health and care plans caused by weaknesses in the planning and transition processes							
Ofsted Main Finding 6.1	Systems and processes around the application for, and management of education, health and care (EHC) plans are not working well enough.						
160	a. Explicit systems and processes for the application and managing EHC plans.	The EHCP process handbook will be refreshed following a review of the processes. It will include: a communication standard, specific timescales and case escalation procedures.	WS 3	SEND Business Manager, Service Leader CYPDS	January 18 May 2018 June 2018	Handbook to be completed by the end of June 2018.	Amber
		The handbook will be a resource co-produced with families and young people to ensure it is suitable for a wide range of audiences. The handbook will be on the Local Offer, given out to families by schools or other services when an application for assessment is made, promoted by the Information, Advice and Support Service.	WS 3	SEND Business Manager	May 2018 June 2018	New SEND Business Manager is leading this work to be completed by the end of June 2018.	Amber
		BHFT will develop a single point of access for Local authorities to send EHCP requests by the end of Q1 2018/19. To ensure that All services contacted will provide a response to the request including one demonstrating no health needs as appropriate.	N/A	BHFT Service leader	July 2018	All new EHCP requests where LA do not know of services provided are sent to CYPF hub as single point of access. LA continues to send requests directly to named services if they are aware of provision.	Green
b. Transparency in decision making.	Consistent feedback during the assessment will be given to all services, social care and specialist health teams, schools and parents who have involvement with a child which gives transparency in peer moderated, decision making following an EHC request for assessment.	WS 3	SEND Business Manager, Service Leader CYPDS	March 2018	Current EHC decision making processes have been reviewed and refreshed	Blue	
	This will include timescales for panel decision making, assessment process and final decision making timelines.	WS 3			Current EHC application process has been reviewed and refreshed in line with statutory duties. To support assessment timescales new requests are taken to panel the week after receipt.	Green	

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
	The handbook will be on the Local Offer, given out to families by schools or other services when an application for assessment is made, promoted by the Information, Advice and Support Service.	WS 1			Handbook to be completed by the end of June 2018.	Amber
c. The active use of feedback to improve systems and processes	Service users will be able to provide feedback at each stage of the process and after every engagement with the service through a simple text-based survey. <i>Note: The working group has charged WS 3 with revisiting what method parents would prefer to provide such regular feedback. Initial view is that a text based survey is not a popular option. It is proposed that the above text is changed to say 'a robust survey method'</i>	WS 3	SEND Business Manager, Service Leader CYPDS	March 2018	There are now embedded regular feedback points during new EHC assessment process. See note under action in relation to text-based surveys.	Red
d. Investment to make the management of SEND CYP with complex issues more personal.	CYPDS will have added capacity with two Case Officers focused on the more complex cases, either new or existing to ensure their effective resolution without impact on other cases. These specialist Officers will be able to work closely with families in a person centred way to seek resolution of differences.	WS 3	Service Leader CYPDS	April 2018	CYPDS will now have one post .Early activity on complex cases is currently underway by an interim worker. Now completed and in post.	Blue
e. Early identification and assessment of SEND.	Review the SEND support, advice and enhanced provision for pre-school settings, including effective use of the new Early Years Area SENCO model and Inclusion Support. Funding to ensure children's needs are captured as early as possible. Progress to be reported to the Schools Forum in May 2017.	WS 2	Service Leader Education Leadership	December 2017	Early Years Virtual SEND team, including Area SENCO established along with £160k fund from the early years block. Initial training to early years providers has been delivered.	Green

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG	
Ofsted Main Finding 6.2	Despite recent improvement in the proportion of new plans completed in the statutory 20-week timescale, the quality of EHC plans and the process for administering them is too variable.						
162	a. Multi agency quality monitoring of EHC plans in place.	CCG and BHFT to agree a regular quality reporting schedule for children with SEND to expand on quantitative data presently reported. This data will enable early analysis of upward/ downward trends to inform commissioning cycles. Any themes, learning and improvement actions arising will be reported to the DCO and commissioner, to the East Berkshire SEND group and to RBWM SEND Steering Board	WS3	DCO, Service Leader CYPDS	December 2017	The quality schedule for BHFT has been agreed. The first audit took place on 16 March 2018	Blue
		Additionally, multi-agency thematic reviews of EHCPs will be developed to undertake deep dive audits three times a year: initial assessments, review assessments and transition processes to drive up quality of plans across East Berkshire. Any themes, learning and improvement actions arising will be reported to the DCO and commissioner, to the East Berkshire SEND group and to the RBWM Steering Board	WS 3	DCO, Service Leader CYPDS	April 2018 September 2018 December 2018	The quality schedule for BHFT has been agreed. The first audit took place on 16 March 2018	Blue
	b. The active use of feedback to improve systems and processes.	Young people and families will be able to provide specific feedback on their plans and annual reviews in an easy to access text based system.	WS 3	SEND Business Manager, Service Leader CYPDS	March 2018 June 2018	A text based format will be considered by WS 3 as information gathered would suggest parents are not all in favour of this model.	Red
	c. Transparency in decision making.	The decision making panels will continue to be multiagency with increased clarity and accountability to simplify and accelerate the processes. This will lead to robust decision making in a timely way to continue to meet the 20 week statutory timescale. Routine monitoring of the timescale is by LA performance management systems.	WS 3	SEND Business Manager, Service Leader CYPDS/ DCO	December 2017	The two EHC decision making panels have representatives from the key agencies. Panel A for new assessments and issuing a plan, schools are members. Panel B is for assigning financial resource. New plans and Statement Transfers are completed in 20 weeks.	Blue

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
d. Transparency with actions taken as a result of feedback.	The East Berkshire SEND group will review the outcome of routine audits of plans as well as the multi agency audit programme led by health to scrutinise the quality of new plans. Overall findings will be included in summary reports which will be published on the local offer.	WS3	DCO	March 2018	Cycle of audits are booked in and feedback will go via the East Berks SEND group.	Green
Ofsted Main Finding 6.3	Many EHC plans include too little contribution from health and social care services. As a consequence, the intended outcomes within weaker plans are focused entirely on educational achievement, and so do not support children and young people to achieve better health and social care outcomes.					
a. Awareness of the importance of all dimensions of the EHC plan, especially in relation to children in the care of the local authority.	Develop an "Inclusion Charter" so every child and their family understand the commitments that all parts of the system have made to help them succeed.	WS 2	Service Leader laPS, Service Leader CYPDS, PaCiP	March 2018	Inclusion Charter was launched at the Inclusion Summit on 19th April 2018 and an interactive activity was led by PaCiP to gain participants views on the co-produced charter content to date. These will be taken into account before publishing the final version.	Green
b. Multi agency quality monitoring of EHC plans in place.	CCG and BHFT to agree a regular quality reporting schedule for children with SEND to expand on quantitative data presently reported. This will include data on number of EHCP requests, response times from BHFT, timely submissions of EHCP returns and BHFT single agency dip sampling of quality of the health outcomes for children with EHCPs.	WS 1	Service Leader CYPDS /DCO/BHFT	January 2018	The quality schedule for BHFT has been agreed and finalised January 2018. The reporting schedule will commence April 2018.	Blue
	Multi-agency thematic reviews of EHCPs will be developed to undertake deep dive audits three times a year.	WS3	DCO	March 2018 July 2018 October 2018	Multagency agreement has been reached. And audit programme implemented.	Green
	Any themes, learning and improvement actions arising will be reported to the DCO and commissioner, to the East Berkshire SEND group and to RBWM SEND Steering Board	WS3	DCO	May 2018 Ongoing	First audit has been completed; report to the East Berkshire SEND meeting May 2018	Green

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
c. Greater freedom of choice in the support that CYP with SEND can access.	Increase the number of young people accessing personal budgets and direct payments with an "EHC personal budgets" policy.	WS 3	Service Leader CYPDS / DCO	April 2018	Currently 67 families have Direct payments for aspects of their EHC plan. There are only two families who receive a personal budget for aspects of their education but this is similar to the national position.	Green

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
Theme 7: The lack of effective co-production with parents when designing and delivering services and when planning for their individual children's needs						
Ofsted Main Finding 7.1	Co-production at a strategic level is not as well established as it should be, considering that the reforms were introduced in 2014					
165 a. Co-production embedded.	Work with PaCiP to develop the shared understanding of co- production values and techniques so that all services can engage effectively for young people by: i. We will commission Contact to lead a workshop for all stakeholders on co-production during the spring.	N/A	Service Leader CYPDS / DCO / PaCiP Chair	March 2018	PaCiP members are regularly invited to co-production and participation workshops. To date 24 parents / carers have completed the training.	Green
	ii. The Inclusion Summit will be used as a vehicle to reinforce our co-production principles.			April 2018	The Inclusion Summit was held on 19 April 2018. There were several opportunities to reinforce co-production.	Green
	iii. All development activities on this action plan will include parent/carers representation.			July 2018	The SEND Steering Board are attending a co-production workshop on 03 May 2018. The workstream leads include parents/carers in all areas of work in relation to the action plan and wider projects/activities.	Amber
Ofsted Main Finding 7.2	The re-launch of the Parents and Carers in Partnership (PaCiP) is very recent and is yet to have an impact.					
a. PaCiP supported to develop reach and breadth of parental representation.	Strengthen and develop the use of PaCiP as a group to represent views of parents to shape services. PaCiP will focus on widening their membership to include families with differing needs and at different point in their SEND journey so that we can be sure that all needs are represented. Steering Board to receive termly reports on PaCiP database with ambition to reach 120 fully signed up members, who are willing to participate and get involved in the forum's activities during this action plan.	N/A	PaCiP, Service Leader CYPDS, IAS DCO	October 2018	PaCip are actively involved in an increasingly large percentage of the actions within this plan. Events to date have enabled them to widen their reach and engage with more families . PaCiP's plan for 2018/19 sets out how they aim to reach underrepresented groups and offer them the chance to be involved in the forum.	Green

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
					The working group receive regular reports from PaCiP and these are an integral part of the reporting to the Board on the overall progress of the action plan.	
b. Use the Local Offer to spread knowledge and coverage of PaCiP.	The Local Offer will contain a regular feed from the PaCiP facebook page to keep families informed and to encourage feedback. <i>Note: the Local Offer will contain to regular PaCip report rather than a direct feed from Facebook.</i>	N/A	Service Leader CYPDS, PaCiP, IAS DCO	Ongoing	PaCiP's reports to the Steering Board are on the Local Offer as they give detailed information about activity and take up of membership.	Green
	PaCiP will report back to Steering Board on facebook usage statistics on a quarterly basis.				Parents and carers use social media to keep informed of PaCiP matters. This is demonstrated from the quarterly reports submitted.	Green
c. Raise profile of co-production and PaCiP.	Ensure high profile engagement with PaCiP at the Inclusion Summit and promote their involvement at all stages in the journey of a young person. PaCiP to be core members of the East Berkshire SEND meeting to ensure active participation in developing strategies and decision making, including those leading to joint commissioning opportunities.	N/A	DCO, Service Leader, CYPDS, PaCiP, IAS	March 2018	The Inclusion Summit was held on 19 April 2018 and PaCiP were an integral part of all aspects of the event. PaCiP are members of the East Berkshire SEND meeting.	Green
Ofsted Main Finding 7.3	Plans are in place to improve co-production, but currently parents in the local area have little faith that this will lead to an improved situation.					

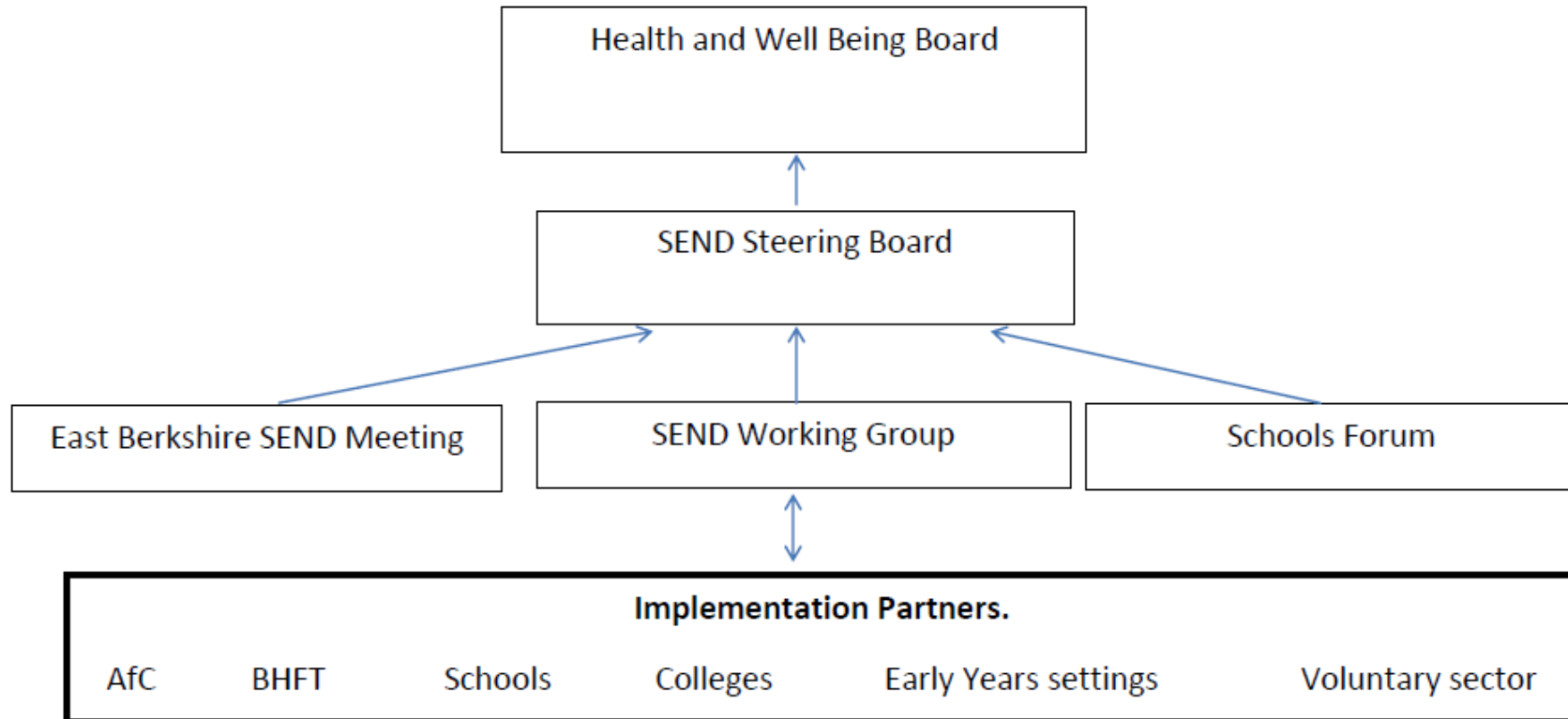
Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
a. Use and promote the local Offer.	<p>The Local Offer will contain a regular feed from the PaCiP facebook page to keep families informed and to encourage feedback.</p> <p><i>Note: the Local Offer will contain to regular PaCip report rather than a direct feed from Facebook.</i></p> <p>PaCiP will report back to Steering Board on usage statistics on a quarterly basis.</p>	N/A	Service Leader CYPDS / PaCiP	April 2018	<p>The working group receive regular reports from PaCiP and these are an integral part of the reporting to the Board on the overall progress of the action plan. These are published on the Local Offer.</p> <p>Parents and carers use social media to keep informed of PaCiP matters. This is demonstrated from the quarterly reports submitted.</p>	Green
b. Shared outcome information.	<p>A Communication Strategy that will provide regular feedback to CYP and their families on how their co-production has led to improved outcomes.</p> <p>This will include regular event for dissemination, live updates on the Local Offer, PaCiP website and social media.</p>	WS 1	DCS / CCG	March 2018	<p>The Local Offer, PaCiP's website and social media are used to inform families of all developments which have been co-produced.</p> <p>Following the Inclusion Summit held on 19 April 2018, the draft Communication Strategy will be refreshed and published along side the EHC handbook documentation timeline of June 2018.</p>	Green
c. Co-produce the Inclusion Summit.	<p>Hold the first Annual Inclusion Summit so that parents/ carers, schools, voluntary organisations and partners come together to reinforce the commitment to inclusion within the borough.</p>	WS 1	Service Leader CYPDS	March 2018	<p>The Inclusion Summit was held on 19 April 2018.</p> <p>The Inclusion Charter was launched at the Inclusion Summit and an interactive activity was led by PaCiP to gain participants views on the co-produced charter content to date. These will be taken into account before publishing the final version.</p>	Green
d. Ensure co-production is present in the development of individual plans for children and young people.	<p>The EHCP process handbook will include specific details of the co-production process and how to understand it. Feedback process will allow for immediate feedback on the effectiveness of co-production in each of the three areas: Education, Health and Care.</p>	WS 3	SEND Business Manager, Service Leader CYPDS	<p>January 2018</p> <p>April 2018</p> <p>June 2018</p>	<p>Parents and carers were involved in a coproduction exercise on 18 January 2018 around what they would like to see in the new EHCP handbook.</p>	Amber

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
Theme 8: Poor joint commissioning arrangements that limit leaders' ability to ensure that there are adequate services to meet local area needs.						
Ofsted Main Finding 8.1	Joint commissioning is under-developed. This means that in a period of declining budgets, opportunities to pool resources to tackle areas of need in the local area are under-utilised.					
a. SEND strategy and implementation plan in place.	Complete the consultation on the SEND strategy, developing the working group to design and reshape services in line with the priorities with schools. Schools Forum support the joint commissioning of new services which will improve inclusion	WS 1	Service Leader CYPDS / CCG Lead	April 2018	The December Schools Forum agreed a 0.5% transfer of funds from the schools block to the High Needs Block for 2018/2019. The SEND Working Group of schools was set up but no decisions on how to spend the money to innovate have been decided.	Green
b. Comprehensive needs assessment.	Develop an Annual Trends report which includes feedback from young people and their families in order to ensure service planning decisions are influenced by the young people they impact on.	WS 1	DCS/ CCG	March 2018		Amber
c. Systems are in place to ensure collaborative planning and commissioning.	To develop the CAMHs transformation group into the East Berkshire children's commissioning group to ensure that SEND needs are included within the remit of the group.	N/A	CCG/DCS	March 2018	The new multiagency children's health and wellbeing board which will replace the Children's transforming board has had first meeting and is now going to be call Joint Commissioning Board CYP Health and Wellbeing The board will be identifying opportunities for collaborative commissioning across children's health and well being services.	Green
	To review existing Speech and Language Therapy services across east Berkshire with the aim to commission a single service.	WS 1	CCG/DCS	December 2018	Children's commissioning group meeting in January 2017, joint commissioning of a single pathway of Speech and Language services an agenda item.	Amber

Required outcome	Action	Work Stream	Lead	Date of delivery	Progress Headlines	BRAG
	To write a business case for joint funding to the Better Care Fund to secure additional SEND capacity.	N/A	DCS	November 2017	The Better Care Fund has awarded £150k for three recurrent years to increase SEND capacity in the most complex cases and in schools to support inclusion and timely and good quality EHC Assessment requests.	Blue
Ofsted Main Finding 8.2	Some school leaders make very good use of local area resources to follow up concerns about children and young people's development. However, other schools take a much less proactive approach. Where this is the case, too many children and young people are not properly assessed, their needs not appropriately identified and then not met well enough.					
a. Fair and transparent high needs funding mechanism and policy in place.	Review the matrix-based funding system to ensure that it is fair and balanced across the system, ensuring that the most inclusive schools are not penalised for their approach.	WS 4	SEND Business Manager, Service Leader CYPDS	January 2018	WS 4 is leading the planned review of the funding matrix for top-up funding in mainstream schools and colleges. This will be completed during the summer term.	Red

169

Appendix 1: Proposed Governance Structure



170

Inclusion Charter for Children and Young People in RBWM - *DRAFT*

We believe that all children and young people, including those with additional needs, have the right to be included in local services, so they can thrive and reach their potential.

The charter sets out how all children or young people should be considered when accessing services in the local area. Services will welcome and value all children, young people and their families.

171

Services will...	So you can...
Make sure that you feel safe and listened to	Have your say and be treated with respect
Work together to understand and support any reasonable adjustments that may be needed.	Belong to a community, such as your local school, leisure services, etc.
Listen to you and your family to understand your needs and solve problems together	Feel understood, and helped to achieve your goals in a respectful way
Get together with other professionals who support you, so you only have to tell your story once	Tell us what you want to achieve and how we can help.

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Report Title:	Commissioning of Sexual Health Services from March 2019
Contains Confidential or Exempt Information?	NO - Part 1
Member reporting:	Councillor Carroll, Lead Member Adult Social Care and Public Health
Meeting and Date:	Cabinet, 24 May 2018
Responsible Officer(s):	Alison Alexander, Managing Director and Hilary Hall, Deputy Director Strategy & Commissioning
Wards affected:	All

REPORT SUMMARY

1. Local authorities are required to arrange the provision of open access sexual health services, including sexually transmitted disease testing and treatment and free contraception. The provision of effective sexual health services supports the Council Plan and Joint Health and Wellbeing Strategy, in particular preventing the need for more intensive and costly interventions from health and social care.
2. The current contract for sexual and reproductive health services is commissioned from Berkshire Healthcare NHS Foundation Trust (BHFT) at a cost of £529,000. This contract ends on 31 March 2019 with no option to extend. Approval is sought to go out to tender for a new contract and in order to secure economies of scale, it is proposed that the new service is commissioned in partnership with Bracknell Forest Borough Council and Slough Borough Council.
3. As this is a specialist market with few providers, approval is also sought for a temporary extension to the current contract of up to three months to allow for any extended negotiations if required.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Gives approval to the Managing Director, with the Lead Member Adult Social Care and Public Health, to commence procurement of a new sexual health services contract in partnership with Bracknell Forest Borough Council and Slough Borough Council.
- ii) Approves a temporary extension to the current contract, of up to three months, to accommodate any extended negotiations.

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

- 2.1 Sexual health services are mandated within The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012.

- 2.2 The Royal Borough currently commissions a sexual health service through Berkshire Healthcare NHS Foundation Trust (BHFT). The current service contract expires on 31 March 2019, however a three month extension is sought to accommodate extended negotiations. Approval is sought to go out to tender for a new contract and in order to secure economies of scale, it is proposed that the new service is commissioned in partnership with Bracknell Forest Borough Council and Slough Borough Council.
- 2.3 Royal Borough residents have around 6,700 attendance episodes at sexual health services in a year and in 2017-2018, there were 4,659 attendances at the three clinics run by BHFT. The difference between the two figures is where residents have chosen to use on-line services or accessed services outside of East Berkshire. Key elements of the service to be commissioned are:
- An integrated service which will include a range of specialist (level 3) clinics offering fully comprehensive sexual and complex reproductive health services and clinics providing less complex care, in accordance with local need.
 - Core and non-specialist reproductive and sexual health services provided through a Royal Borough community-based outreach nurse.
 - Online HIV and sexually transmitted infection testing.
 - East Berkshire wide support – local residents will have access to services at the Specialist Level 3 Centre in Slough (at least 29.5 hours per week) and non-specialist service in Bracknell (at least 14 hours a week) on an open access basis, in addition to the clinic offered at St Marks Hospital.
- 2.8 The service will be open access to all in line with statutory requirements and the national specification issued by the Department of Health. However, there is a clear expectation that the service will be responsive to the needs of key priority groups as defined in the Berkshire Sexual Health Needs Assessment.
- 2.9 As a result of the services provided, the Royal Borough is significantly below the national average in a number of key areas, including:
- HIV prevalence – groups predominantly affected are gay, bisexual and other men who have sex with men, and heterosexual men and women from African communities, with the former accounting for the greater part of diagnosed infections in RBWM.
 - Abortion rates.
 - All new sexually transmitted infection diagnosis rates.
 - Under 18 conception rates.

Table 1: Options

Option	Comments
Allow the current contract to expire.	Local authorities are mandated to commission sexual health services. It is therefore not recommended to let the current contract expire without adequate service provision in place.
Tender for various contracts and break down the commissioning of genito-urinary medicine	This would fragment current provision and potentially lead to gaps in service provision. National guidance recommends that these services are integrated for maximum effect.

Option	Comments
and reproductive sexual health services between different providers.	
Re-tender the mandatory sexual health services in partnership with Bracknell Forest Borough Council and Slough Borough Council. The recommended option	This recommendation makes economic sense and allows Royal Borough clients access to services across East Berkshire at no extra cost. The new service model addresses health inequities as it enables the council to reach difficult to engage communities.

3 KEY IMPLICATIONS

3.1 The key implications are at table 2.

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Recommissioned sexual health services for the Royal Borough in place	After 1 June 2019	1 April 2019	1 March 2019	Not applicable	1 April 2019

4 FINANCIAL DETAILS / VALUE FOR MONEY

4.1 The funding for sexual health services is included as part of the Public Health Grant.

4.2 There are no additional financial implications above the existing budget spend on sexual health services of £529,000. This equates to around £89 per activity as the price is based on a single block price pan East Berkshire, with each authority paying on their activity base. This compares favourably with the West of Berkshire authorities who are paying £109 per activity with the national average per activity being £137.

5 LEGAL IMPLICATIONS

5.1 The Council has the power to commission services for the needs of its residents. Sexual health services are mandated within The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013.

6 RISK MANAGEMENT

6.1 The risks and mitigations are outlined in table 3.

Table 3: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
Limited number of providers in the market due the specialist nature of health premises.	MEDIUM	New service model includes outreach provision not dependent upon premises.	LOW
Out of area costs may continue to rise until awareness is raised about the 24 hour local online service.	LOW	Regular contract monitoring of price and activity. Communications and promotion strategy to be implemented.	LOW
Costs may increase initially due to the novelty value of providing accessible online testing services.	MEDIUM	The 2018/19 budget has contingency to cover these costs should they arise.	LOW

7 POTENTIAL IMPACTS

- 7.1 Historically, this service has always been commissioned from Berkshire Healthcare Foundation Trust. As the Trust is affiliated to the NHS, it has been able to source buildings fully equipped to provide health services such as St Marks Hospital. This can impact negatively upon providers operating outside of the NHS and so reduce competition. The requirement for an outreach service within the specification seeks to mitigate this risk.
- 7.2 If a different provider is successful in the tender process, TUPE transfer may apply to existing staff. This information has already been gathered from Berkshire Healthcare Foundation Trust.
- 7.3 An Equality Impact Assessment and a Privacy Impact Assessment have been carried out and are available on the website through this link.
https://www3.rbwm.gov.uk/info/200110/about_the_council/1124/equalities_and_diversity/5

8 CONSULTATION

- 8.1 The report will be considered by Adult Services and Health Overview and Scrutiny Panel on 17 May 2018, and comments will be reported to Cabinet.
- 8.2 The views of young people have informed the delivery of sexual health services during the current contract, in particular the development of the website, and their input will be sought as part of the procurement process.

9 TIMETABLE FOR IMPLEMENTATION

9.1 The implementation timetable is at table 4.

Table 4: Implementation timetable

Date	Details
24 th May 2018	Cabinet approval to go out to tender
14 th June 2018	Final specification approved
21 st June 2018	Tender documents issued
29 th August 2018	Interviews with potential providers
1 st October 2018	Contract awarded
1 st April 2019	Service commences

9.2 Implementation date if not called in; Immediately.

10 APPENDICES

- None

11 BACKGROUND DOCUMENTS

- None

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Stuart Carroll	Lead Member for Adult Social Care and Public Health	27/4/18	30/4/18
Alison Alexander	Managing Director	27/4/18	
Russell O'Keefe	Executive Director	27/4/18	
Andy Jeffs	Executive Director	27/4/18	
Rob Stubbs	Section 151 Officer	27/4/18	
Nikki Craig	Head of HR and Corporate Projects	27/4/18	30/4/18
Louisa Dean	Communications	27/4/18	
Elaine Browne	Head of Law and Governance	27/4/18	30/4/18

REPORT HISTORY

Decision type: Key decision 26 April 2018	Urgency item? No	To Follow item? N/A
Report Author: Teresa Salami-Oru, Head of Public Health, contact number: 01628 683505		

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Report Title:	Financial Update
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet – 24 May 2018
Responsible Officer(s):	Russell O’Keefe, Executive Director, Rob Stubbs, Deputy Director and Head of Finance.
Wards affected:	All



REPORT SUMMARY

1. This report is the final outturn statement in 2017-18. In summary there is a £564,000 overspend on the General Fund, see Appendix A, which is an increase of £44,000 from the projection in the April financial monitoring report. This is mainly due to an increase in the overspend forecast in Service budgets of £43,000 and in non-service budgets of £1,000.
2. An in-year mitigation exercise was undertaken prior to September Cabinet and £1,290,000 of savings were identified. These savings continue to offset the pressures in all directorates.
3. The Council remains in a strong financial position; with General Fund Reserves of 7,033,000(7.95% of budget) in excess of the £5,780,000 (6.54% of budget) recommended minimum level set at Council in February 2017.
4. The Capital Fund is estimated at £1,914,000 and is available to fund one-off and transformation costs which are not capitalised. The utilised Development Fund of £3,171,000 has been released into the General Fund.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet:

- i) **Notes the Council’s projected outturn position for 2017-18 and mitigating actions to address service pressures.**
- ii) **The Executive Director, and Lead Member for Environmental Services(including Parking and Flooding), requests that Cabinet approves additional one off revenue of £130,000 from the Capital Fund in 2018-19 to fund joint safety inspection work within the Royal Borough with the Royal Berkshire Fire and Rescue Service. Further details in paragraph 4.29.**
- iii) **Approves an additional budget of £55,000 for the Pay and reward scheme to be funded from the Capital fund in 2018-19. Further details in paragraph 4.30.**
- iv) **Approves a £375,000 capital budget for the Oaks Leisure centre project. Further details in paragraph 4.37.**
- v) **Approves a £345,000 capital budget for the Braywick Leisure centre project. Further details in paragraph 4.38.**

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

- a. Cabinet are required to note the council's financial position and approve the additional £130,000 revenue budget for a memorandum of understanding with Royal Berkshire Fire and Rescue, £55,000 additional revenue budget for the Pay and reward scheme, £375,000 additional capital budget for the Oaks Leisure centre project and £345,000 additional capital budget for the Braywick Leisure centre project.

3 KEY IMPLICATIONS

- a. The Council is projecting a General Fund Reserve of £7,033,000. The 2017-18 budget report recommended a minimal reserve level of £5,780,000 to cover known risks for 18 months.

Table 1: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
General Fund Reserves Achieved	<£5,800,000	£5,800,000 to £6,000,000	£6,000,001 to £6,500,000	> £6,500,000	31 May 2018

4 FINANCIAL DETAILS / VALUE FOR MONEY

Managing Director's Directorate

- 4.1 The Managing Director reports a final estimates figure for 2017-18 of £62,791,000 against a net approved estimates budget of £62,818,000, showing an under spend of £27,000.
- 4.2 The mitigations of £1,056,000 identified in the 28 September 2017 cabinet report have been extracted from the budgets and are shown on a separate line in appendix A.

Children's Services

- 4.3 Children's Services has a net overspend of £1,747,000. Representing a net adverse movement of £22,000 against the reported position in April 2018. This net increase includes:
- Increased focus on submitting applications of Troubled Families programme claims during February and March resulting in additional income of £41,000.
 - Increased cost of support for Care Leavers including some aged 19-25 where there is a statutory responsibility during the year £68,000.
 - Other net favourable variances £5,000.

Dedicated schools grant

- 4.4 There is a net in year deficit of £460,000 relating to the dedicated schools grant funded services. This deficit is charged to the dedicated schools grant for 2018-19 and therefore an income of £460,000 is included in Appendix A within grant income. This £460,000 includes additional support for schools with the highest proportion of mainstream pupils with EHCPs £105,000.
- 4.5 This revised position represents a favourable movement of £277,000 against the reported position in April 2018. This net reduction in deficit includes:

- Lower than anticipated take up of the Early Years SEND Fund in its first two terms of operation with settings using training support before seeking support for specific children £55,000.
 - Release of high needs block growth fund estimate following increased local school inclusivity and improved external placement negotiation resulting in lower spring term costs £190,000.
 - Other net favourable variances arising from termly invoice reconciliation £32,000.
- 4.6 The 2017-18 deficit of £460,000 will be a pressure on the dedicated schools grant which has a deficit of £752,000 brought forward from 2016-17. The revised deficit on the dedicated schools grant will be £1,212,000, 1.9% of the dedicated schools grant budget and are in line with the national picture. The deficit positions in many local authorities are driven by the increasing costs of meeting the needs of children with additional needs. The deficit of £1,212,000 will remain a charge to the dedicated schools grant.
- 4.7 Schools Forum agreed on the 27th November 2017 to invest £416,000 from the schools block budget 2018-19 into the SEN working group recovery plan.

Adult Social Care

- 4.8 Adult Social care reports a net underspend of £699,000, an increase in underspend from last months reported position of £15,000. This consists of:
- Additional costs relating to backdated rent payments in the residential block contract provision £34,000.
 - Increased client contributions resulting in additional income £62,000
 - Other net adverse movements £13,000.
- 4.9 Main elements of the underspend in Adult Social Care is one off and relates to:
- Three successful continuing healthcare claims where the Royal Borough is no longer responsible for costs of the individuals £484,000.
 - Provision was made for an ordinary resident case which has now been concluded and the date from which the Borough is required to pay is later than predicted leading to a one-off benefit of £152,000.

Commissioned Services

- 4.10 Commissioned Services has a net underspend of £164,000 representing a favourable movement of £11,000. This consists of the following movements:
- Additional staffing underspends due to vacancies £55,000.
 - Day centre vehicle leasing costs £47,000.
 - Other net favourable movements £3,000.

Housing

- 4.11 Housing reports an adverse variance of £1,059,000, showing a small £7,000 overspend. The majority of this is offset by the full utilisation of the flexible homelessness support grant of £1,052,000. The grant has been used in line with its conditions which state that the grant may only be used to prevent and deal with homelessness.

Communications

- 4.12 Communications has net overspend of £128,000, an increase in overspend of £18,000. This overspend is due to a further decrease of 34 booked wedding ceremonies. This has been a similar pattern with our partner hotels who have also seen a decline. The

Royal Wedding and the promotion of the Guildhall throughout the coming months will hopefully secure an increase of bookings via both weddings and events. Within the Royal Wedding communications plan we have set messaging for the Guildhall which promotes the building and its use as a venue, this is being shared widely both through local, national and international social media channels.

Human Resources

- 4.13 Human Resources reports an overspend of £24,000. This consists of:
- Unpredicted joint arrangement costs relating to backdated pension costs from 2016/17 £16,000
 - Payroll consultancy fees £8,000. A consultant was required to build a new costing string in Itrent to accommodate the needs of AFC.

Other variances

- 4.14 Other variances contributing to the position of the overall directorate:
- Law and Governance £13,000 underspend.

Communities Directorate

- 4.15 The Executive Director of Communities reports a final estimates figure for 2017-18 of £15,660,000 against a net approved estimates budget of £14,854,000, showing an over spend of £806,000. This is a £2,000 improvement over last month's position.
- 4.16 The mitigations of £88,000 identified in the 28 September 2017 cabinet report have been extracted from the budgets and are shown on a separate line in appendix A.
- 4.17 The Management costs report an underspend of £71,000 due to capitalisation of appropriate management costs against a number of capital projects including the creation of Library and Resident Services, the upgrade of the council's telephony, LED light replacement and the move of Highways and transport and parking enforcement to a private sector partner.

Revenues and Benefits

- 4.18 A net overspend of £917,000 is reported, which is an increase on last month's position of £54,000. This is as a result of further increases in pressure on Housing Benefit subsidy expenditure.

4.19 Commissioning – Communities

A net overspend of £110,000 is reported, which is an increase of £21,000 on the previous month. This is as a result of a number of positive and adverse movements across different service lines.

4.20 Communities, Enforcement and Partnerships

A net underspend of £34,000 is reported, which is an increase of £1,000 on the previous month. This is a result of a number of positive and adverse movements across different service lines.

4.21 Libraries and Resident Services

A net underspend of £28,000 is reported, which is an increase in underspend from the previous month of £5,000. This is as a result of a small reduction in Library income and a larger increase in Registrars income.

Place Directorate

- 4.22 The Executive Director of Place reports a final estimates figure for 2017-18 of £2,992,000 against a net approved estimates budget of £3,109,000, showing an underspend of £117,000. This is a £1,000 improvement over last month's position.
- 4.23 The mitigations of £146,000 identified in the 28 September 2017 cabinet report have been extracted from the budgets and are shown on a separate line in appendix A.
- 4.24 The Management costs report an underspend of £58,000 which is an increase in underspend of £3,000 from last months reported position.
- 4.25 **Planning service**
The Planning Service reports a net underspend of £19,000 which is an increased underspend from last months reported position and is as a result of the receipt of extra planning fees.
- 4.26 **Property**
The Property service reports a net overspend of £241,000 which is an adverse movement of £46,000 from last months reported position. This consists of:
- Mokattam overachievement of rental income £20,000.
 - Miscellaneous Housing overachievement of rental income of £16,000.
 - Stafferton Way Nene Overland reversal of back dated rent of £92,000
 - Property company management fee income of £10,000
- 4.27 **Finance**
The Finance service reports an underspend of £130,000 which is an increase in underspend of £20,000, this is as a result of further salary savings within the finance team.
- 4.28 **ICT**
ICT reports an underspend of £5,000 as a result of extra income for internal fees recharged for networks including those for remote worker circuits.

Additional budget for a memorandum of understanding (MoU)

- 4.29 The Royal Borough and Royal Berkshire Fire and Rescue Service are working together to strengthen joint inspections across the borough throughout 2018-19. The additional work requires an investment of up to £130,000.

Additional budget for 2017-18 Pay and Reward scheme

- 4.30 As discussed at Employment Panel on Monday 14 May an additional budget of £55,000 is required for the 2017-18 Pay and Reward scheme. This will be funded from the Capital fund in 2018-19.

Revenue budget movement

- 4.31 Revenue budget movements this month are set out in table 2, and the full year movement is detailed in Appendix C.

Table 2: Revenue budget movement

Service expenditure budget reported to March	£80,520,000
Redundancy costs funded by provision	£79,000
Cleaning & Maintenance at Cox Green Youth & Community Centre	£20,000

Additional funding required for the Microsoft Licensing agreement.	£40,000
SportsAble Grant	£13,000
Part year salary costs for the two employees in the team delivering corporate projects	£109,000
Service expenditure budget this month	£80,781,000

Cash balances projection

- 4.32 Throughout the year the council's cash balances have been revised, Appendix D sets out the Borough's cash balance which is based on the assumptions contained in the 2017-18 budget report.

Table 3: New borrowing reconciliation

Potential new borrowing as reported to Cabinet in February 2017	£72,999,000
New Projects Approved in 2017-18	£6,695,000
Reprofile projects approved in 2017-18 and prior years	(£27,360,000)
Reprofile projects forecast in 2017-18	(£45,490,000)
Increase (Decrease) projects approved in 2017-18 and prior years or forecast in 2017-18	£4,216,000
Remove deduction of capital funded from revenue*	£2,191,000
Current estimate of potential new borrowing	£13,251,000

* An amount charged to revenue each year to part fund capital expenditure ceased in 2017-18. However, the amount due to be charged in 2017-18 continued to be deducted from the forecast borrowing requirement and is being added back.

The projected borrowing estimate of £13,251,000 has increased by £34,000 since last month due to minor year end slippage adjustments.

Provision for redundancy

- 4.33 In May 2017 the provision for redundancy in 2017-18 was set at £389,000 based on the known redundancies at that time. The provision has been used throughout the year including the allocation this month which net to a £79,000 increase, (Table 2). To date redundancy costs of £560,000 have been incurred which is £171,000 more than anticipated at the start of the year.
- 4.34 It is now estimated that a provision of £493,000 is required to cover the known redundancies in 2018-19 as advised by HR. An increase to the provision of £664,000 (£493,000 plus £171,000) has therefore been included in the Finance Update. As in previous years this has been funded from the capital fund.

Non service variances

- 4.35 We have received £34,000 more in general grants than expected during 2017-18, There has been an increase in the required corporate bad debt provision of £18,000 and the cost of capital financing was £43,000 greater than budgeted for 2017-18. A budgeted pension deficit of £2,415,000 has been paid and allocated to services, some of which are funded by the dedicated schools grant. This has reduced the cost to the council by £26,000.

Capital programme

- 4.36 The approved 2017-18 capital estimate is £82,307,000, see table 4. The outturn for the financial year is £40,630,000. Further information on key capital schemes has been provided in appendices E - G.

Table 4: Capital outturn

	Exp	Inc	Net
Approved estimate	£82,307,000	(£30,636,000)	£51,671,000
Variances identified	(£825,000)	£312,000	(£513,000)
Slippage to 2018-19	(£40,852,000)	£13,492,000	(£27,360,000)
Projected Outturn 2017-18	£40,630,000	(£16,832,000)	£23,798,000

Table 5: Capital programme status

	Report Cabinet May 2018
Number of schemes in programme	312
Yet to Start	6%
In Progress	32%
Completed	35%
Ongoing Programmes e.g. Disabled Facilities Grant	27%
Devolved Formula Capital Grant schemes budgets devolved to schools	0%

Oaks Leisure Centre – Capital budget of £375,000

- 4.37 The capital fund allocated to the Oaks project has been used to commission a full needs analysis and costed design to RIBA stage 2. Following receipt, and consultation on the needs analysis, RIBA stage 2 architects design report and RIBA stage 2 accountants cost plan the Project Board has requested a further capital sum of £375,000 to undertake full Community Engagement and production of documentation pack to RIBA stage 4 to enable a full planning application to be submitted once the BLP is approved. The design team are currently working on costed plans to complete the leisure centre subject to planning permission. The additional £375,000 budget will fund the following, all necessary local consultations and resident communications, meeting with the Parish council, high street stalls, production of report for planning applications, site investigations and preparations, pre planning advise implementation, ecology, preparation of the construction tender documentation and legal's, utility commitments to be undertaken in a timely manner enabling the submission of an early planning application. The costs associated with design team work are architect, Development Manager, Mechanical and Electrical consultant, Pool design consultant, Cost planner, structural engineer, planning consultant and traffic planning. Approval is requested to add this budget to the 2018-19 capital programme so that a full planning application is prepared ready for submission once the Borough Local Plan has been formally adopted by the council later this year.

Braywick Leisure Centre – Capital budget of £345,000

- 4.38 A capital budget is required to fund the installation of the 3 shared outdoor floodlit netball/tennis courts which form part of the Forest Bridge School (FBS) /Braywick Leisure Centre (BLC) projects. Negotiations with the Education and Skills Funding Agency (ESFA) concerning shared facilities on the proposed Forest Bridge site which is adjacent to the BLC have progressed satisfactorily and a planning application for the

school is anticipated in the near future. Original proposals included the construction of the 3 floodlit courts within the schools budget but this has not been achievable. Given the importance of the construction of these 3 shared courts (in addition to the 3 proposed in the BLC project) to the provision of outdoor sports space for residents and school pupils it is recommended that a capital budget of £345,000 to construct the courts is provided.

Business rates

- 4.39 Business rate income at the end of March was 98.8% against a target of 98.3%. The annual collection target is 98.8%. The council has undertaken a range of actions on the three new types of business rate relief announced see points 4.40 –4.42
- 4.40 **New Business Rate Relief for pubs:** Eighty nine public houses that fit within the guidelines provided by MHCLG were identified. An application form was designed and issued on 21 July 2017, inviting pubs to confirm their eligibility for this assistance i.e. essentially that they are not disqualified on the grounds of State Aid. By 13 April 2018, fifty six applications have been received. Eligible pubs will receive a £1,000 relief.
- 4.41 **Supporting small businesses:** Thirty four potential ratepayers have been identified and were issued with an application on 5 December 2017. As at 13 April 2018 twelve applications had been returned and £12,844 of relief awarded.
- 4.42 **Business rate revaluation support.** Eight hundred and seventy potential ratepayers were identified and issued with a claim form in August 2017. 48 applications were returned and sums awarded. The remaining businesses received a maximum award of £310. This enabled £658,396 to be awarded by 31 March 2018 from the MHCLG Section 31 new locally administered discretionary relief scheme grant received of £678,000.

5 LEGAL IMPLICATIONS

- 5.1 In producing and reviewing this report the Council is meeting its legal obligations to monitor its financial position.

6 RISK MANAGEMENT

Table 6: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
None			

7 POTENTIAL IMPACTS

- 7.1 None.

8 CONSULTATION

- 8.1 Overview & Scrutiny meetings are scheduled prior to this Cabinet. Any comments from those meetings will be reported verbally to Cabinet.

9 TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately.

10 APPENDICES

10.1 There are eight appendices attached to this report:

- Appendix A Revenue budget summary
- Appendix B Development fund analysis
- Appendix C Revenue movement statement
- Appendix D Cash flow projection
- Appendix E Capital budget summary
- Appendix F Capital variances
- Appendix G Key capital scheme performance
- Appendix H Oaks Leisure Centre capital programme

11 BACKGROUND DOCUMENTS

11.1 Background documents relating to this report are detailed below.

- Budget Report to Cabinet February 2017.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Saunders	Lead Member for Finance	15/05/18	15/05/18
Cllr Rankin	Deputy Lead Member for Finance	20/04/18	
Alison Alexander	Managing Director	16/04/18	16/04/18
Russell O'Keefe	Executive Director	16/04/18	17/04/18
Andy Jeffs	Executive Director	16/04/18	17/04/18
Hilary Hall	Deputy Director Strategy and Commissioning	16/04/18	17/04/18
Rob Stubbs	Deputy Director and Head of Finance	16/04/18	16/04/18
Louisa Dean	Communications and Marketing Manager	16/04/18	17/4/18
Nikki Craig	Head of HR and Corporate Projects	16/04/18	18/04/18

REPORT HISTORY

Decision type: For information	Urgency item? No
Report Author: Rob Stubbs, Deputy Director and Head of Finance, 01628 796341	

Revenue Outturn Statement 2017/18 for May 2018 Cabinet

SUMMARY	2017/18		
	Budget	Approved Estimate	Actual Variance
	£000	£000	£000
Management	292	495	(1)
Communications	294	432	128
Human Resources	1,443	1,242	24
Law & Governance	2,363	2,384	(13)
Commissioning & Support	5,976	2,768	(164)
Children's Services - AfC Contract	0	14,765	1,404
Children's Services - pre AfC Contract	15,532	3,812	343
Dedicated Schools Grant - Spend	63,413	61,860	460
Adult Social Care - Optalis Contract	0	29,029	0
Adult Social Care - Spend	23,601	12,661	21
Adult Social Care - Income	8,152	(8,111)	(720)
Better Care Fund	9,305	11,594	0
Public Health	4,910	4,908	0
Housing	1,107	1,052	1,059
Grant Income	(76,396)	(77,129)	(1,512)
Budget Extracted in Year	0	1,056	(1,056)
Total Managing Director's Directorate	59,992	62,818	(27)
Executive Director of Communities	184	232	(71)
Revenues & Benefits	370	261	917
Commissioning - Communities	9,702	9,909	110
Communities, Enforcement & Partnerships	881	901	(34)
Library & Resident Services	3,459	3,463	(28)
Budget Extracted in Year	0	88	(88)
Total Communities Directorate	14,596	14,854	806
Executive Director of Place	153	301	(58)
Planning Service	1,471	1,408	(19)
Property Service	(1,805)	(2,131)	241
Finance	2,149	1,577	(130)
ICT	2,199	1,808	(5)
Budget Extracted in Year	0	146	(146)
Total Place Directorate	4,167	3,109	(117)
TOTAL EXPENDITURE	78,755	80,781	662

Revenue Outturn Statement 2017/18 for May 2018 Cabinet

SUMMARY	2017/18		
	Budget	Approved Estimate	Actual Variance
	£000	£000	£000
Total Service Expenditure	78,755	80,781	662
Contribution to / (from) Development Fund	2,255	(1,004)	0
Pensions deficit recovery	2,415	2,415	(26)
Pay reward	500	0	0
Transfer from Provision for Redundancy	0	(560)	0
Transfer to Provision for Redundancy		664	0
Increase / (Decrease) to provision for bad debt			18
Apprentice Levy	280	99	(99)
Environment Agency levy	153	153	0
Variance on income from Trading Companies		143	0
Variance on Education Services Grant		(109)	0
Variance on Business Rates income		(1,522)	0
Transfer to / (from) Capital Fund		858	0
Variances on general grants			(34)
Capital Financing inc Interest Receipts	5,069	5,127	43
NET REQUIREMENTS	89,427	87,045	564
Less - Special Expenses	(1,009)	(1,009)	0
Transfer to / (from) balances	0	2,382	(564)
GROSS COUNCIL TAX REQUIREMENT	88,418	88,418	0
General Fund			
Opening Balance	5,291	5,215	7,597
			0
Transfers to / (from) balances	0	2,382	(564)
	<u>5,291</u>	<u>7,597</u>	<u>7,033</u>
NOTE Service variances that are negative represent an underspend, positive represents an overspend.			

Memorandum Item	Development Fund	
	£000	Capital Fund £000
Current balances		
Opening Balance	1,004	2,026
Transfer (to) / from other reserves		1,298
Transfer (to) / from General Fund - other initiatives	2,167	(1,410)
Final transfer to the General Fund	(3,171)	
	<u>0</u>	<u>1,914</u>

Corporate Development Fund £000
--

Balance B/F from 2016/17	1,004
Transacted amounts in 2017/18	
To/From Capital Fund	0
To/From General Fund	
Transition Grant (2017/18 budget - February 2017 Council)	1,263
Contribution from the General Fund (2017/18 budget - February 2017 Council)	1,109
Restructure of the Development and Regeneration service (2017/18 budget - February 2017 Council)	-56
Minerals and Waste Strategy (2017/18 budget - February 2017 Council)	-61
Crematorium feasibility study (CMT April 2017)	-30
Contact Centre investment (May Cabinet)	-58
Balance of Development Fund transferred to General Fund	-3,171
	-1,004
	0

Capital Fund £000

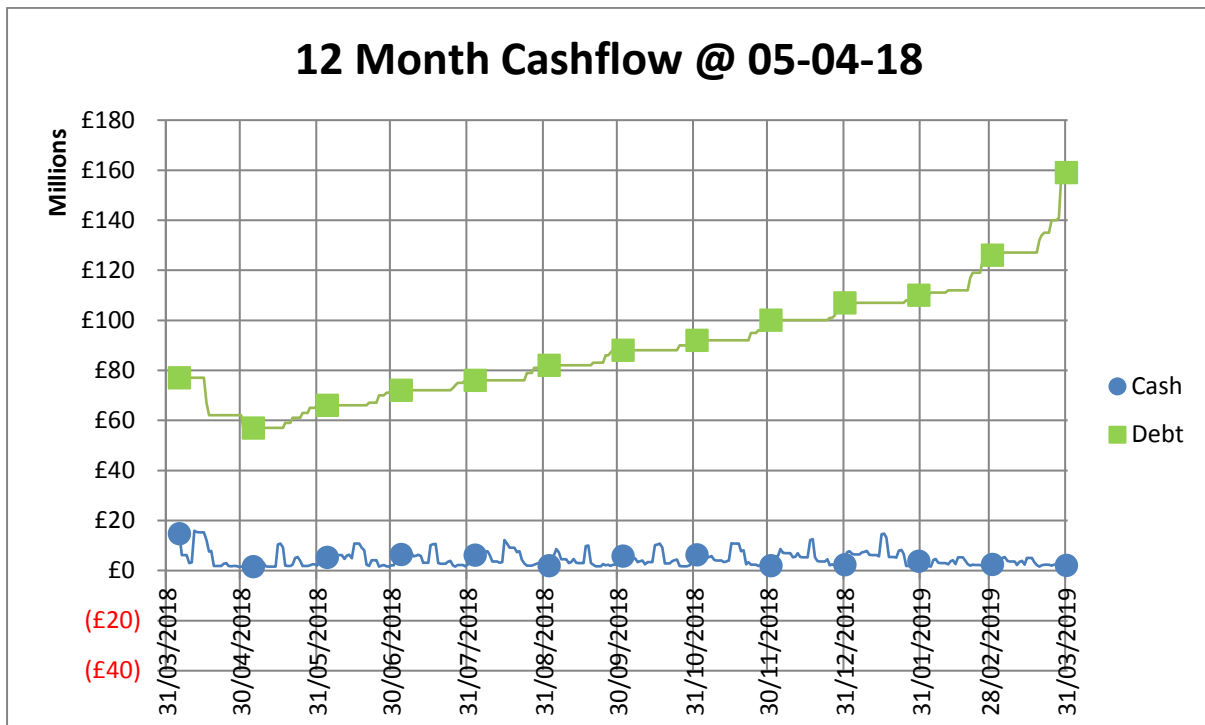
Balance B/F from 2016/17	2,026
Transacted amounts in 2017/18	
To/From Other Reserves	1,298
To/From General Fund	
Capital programme funding 2017/18	-1,200
Loss of ground rent Nicholson's Centre 2017/18	-235
Contribution to Capital - Paris module (March 2018)	25
	-1,410
	1,914

Appendix C

Budget Movement Statement 2017-18						
	Funded by Development Fund (1)	Funded by the General Fund (2)	Funded by Provision (3)	Included in the original budget (4)	Total	Approval
	£'000	£'000	£'000	£'000	£'000	
Original Budget					78,755	
1 Carry forward of transforming services budgets re-allocated		264			264	Cabinet May 2017
2 Optalis share of pay reward / award budget re-allocated				75	75	Council Feb. 2017
3 Optalis share of apprentice levy budget re-allocated				36	36	Council Feb. 2017
4 Redundancy cost			43		43	Cabinet May 2017
5 Crematorium feasibility study	30				30	CMT April 2017
6 Allocation of pay reward budget to services				425	425	Council Feb. 2017
7 Legal budget for Heathrow expansion		40			40	Prioritisation Sub Committee Oct 2016
8 Redundancy cost funded by provision			38		38	Cabinet May 2017
9 Election security costs		19			19	CMT June 2017
10 iPad / iPhone maintenance budget		10			10	Head of Finance delegated powers
11 Return on pre-payment of Optalis pension contributions		(41)			(41)	Treasury management policy
12 Redundancy cost funded by provision			236		236	Cabinet May 2017
13 Contact Centre investment	58				58	Cabinet May 2017
14 AfC share of apprentice levy budget re-allocated				33	33	Council Feb. 2017
15 Additional Members SRA budget		5			5	Council July 2017
16 Staff cost budget due to additional pay costs in MD's directorate		25			25	CMT
17 Redundancy cost funded by provision			36		36	Cabinet May 2017
18 Net effect of RBWM NNDR budget rebase		56			56	CMT November 2017
19 Redundancy cost funded by provision			68		68	Cabinet May 2017
20 Apprevice Levy allocation				112	112	Council Feb. 2017
21 Communications resources (July 2017 Cabinet)		120			120	Cabinet July 2017
22 Redundancy cost funded by provision			10		10	Cabinet May 2017
23 Redundancy cost funded by provision			64		64	Cabinet May 2017
24 Empty homes action plan		6			6	Cabinet May 2017
25 Electoral Services Officer		11			11	Council Sept. 2016 and June 2017
26 Redundancy cost funded by provision			30		30	Cabinet May 2017
27 Reversal of prior months Redundancy budget			(44)		(44)	Cabinet May 2017
28 Redundancy cost funded by provision			22		22	Cabinet March 2018
29 Cleaning and Maintenance costs at Cox Green Youth & Community Centre		20			20	Head of Finance delegated powers
30 Redundancy cost funded by provision			14		14	Cabinet March 2018
31 Redundancy cost funded by provision			23		23	Cabinet March 2018
32 Redundancy cost funded by provision			20		20	Cabinet March 2018
33 Microsoft Licensing Agreement			40		40	CMT
34 Sportsable grant			13		13	Cabinet March 2018
35 Part year costs for two employees in the team to deliver corporate projects		109			109	CMT
Changes Approved	88	644	613	681	2,026	
Approved Estimate March Cabinet					80,781	

NOTES

- 1 When additional budget is approved, a funding source is agreed with the Lead Member of Finance. Transactions in column 1 have been funded from a usable reserve (Development Fund).
- 2 If additional budget is approved but no funding is specified, the transaction would, by default, be funded from the General Fund Reserve. Transactions in column 2 are funded by the General Fund.
- 3 A provision for future redundancy costs is created every year and this is used to fund additional budget in services for the costs of redundancy they incur during the year. Transactions in column 3 are redundancy costs funded by the provision for redundancy.
- 4 Transactions in column 4 are amounts approved in the annual budget which for various reasons need to be allocated to service budgets in-year. An example would be the pay reward budget. Pay reward payments are not approved until June. The budget therefore has to be re-allocated.



Note 1. When the 2017-18 budget was approved by Council in February 2017, new borrowing was anticipated to be £72,999,000 for 2017-18. Due to the re-profiling of a number of schemes on the cash flow forecast, new borrowing has reduced to £13.251m by the year end.

Note 2. Capital expenditure is projected to increase steadily throughout 2018-19. The exact profile may vary and monitoring of schemes and cash balances will decide the rate at which our borrowing will increase to ensure that no unnecessary debt charges are incurred.

Portfolio Summary	2017/18 Original Budget			New Schemes – 2017/18 Approved Estimate			Schemes Approved in Prior Years			Outturn – Gross Expenditure					
	Gross	Income	Net	Gross	Income	Net	Gross	Income	Net	2017/18 SLIPPAGE					
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	2017/18 Actual	Actual	TOTAL Actual	VARIANCE	VARIANCE	
Communities Directorate															
Sports & Leisure	2,050	0	2,050	2,300	0	2,300	647	(11)	636	1,957	990	2,947	0	0%	
Community Facilities	530	(70)	460	534	(70)	464	348	0	348	445	468	913	31	6%	
Outdoor Facilities	310	(120)	190	636	(420)	216	920	(400)	520	656	899	1,555	(1)	0%	
Revenues & Benefits	0	0	0	0	0	0	126	0	126	57	69	126	0		
Green Spaces & Parks	281	(231)	50	341	(231)	110	99	(81)	18	220	171	391	(49)	-17%	
Highways & Countryside	5,506	(2,985)	2,521	6,717	(3,931)	2,786	4,166	(1,479)	2,687	6,804	3,994	10,798	(85)	-2%	
Community Protection & Enforcement Services	600	(600)	0	2,472	(1,508)	964	505	(18)	487	956	2,059	3,015	38	6%	
Library & Resident Services	470	(12)	458	1,147	(12)	1,135	978	(312)	666	1,423	950	2,373	248	53%	
Total Communities Directorate	9,747	(4,018)	5,729	14,147	(6,172)	7,975	7,789	(2,301)	5,488	12,518	9,600	22,118	182	0	
Place Directorate															
Technology & Change Delivery	275	0	275	275	0	275	96	0	96	331	37	368	(3)	-1%	
Property & Development	4,950	0	4,950	11,528	0	11,528	852	(251)	601	8,169	4,368	12,537	157	3%	
Regeneration & Economic Development	560	0	560	5,060	0	5,060	5,685	(328)	5,357	6,391	4,199	10,590	(155)	-28%	
Planning (CAP51)	470	0	470	470	0	470	339	(185)	154	342	467	809	0	0%	
Total Place Directorate	6,255	0	6,255	17,333	0	17,333	6,972	(764)	6,208	15,233	9,071	24,304	(1)	(0)	
Managing Director															
Human Resources	0	0	0	32	0	32	0	0	0	0	32	32	0		
Adult Social Care	0	0	0	0	0	0	51	(51)	0	53	6	59	8		
Housing	500	(500)	0	1,995	(1,995)	0	575	(545)	30	1,708	881	2,589	19	4%	
Democratic Representation	88	0	88	58	0	58	130	0	130	78	26	104	(84)	-95%	
Non Schools	255	0	255	390	(39)	351	335	(234)	101	436	295	731	6	2%	
Schools – Non Devolved	28,030	(16,640)	11,390	28,220	(15,812)	12,408	3,283	(1,726)	1,557	10,051	20,495	30,546	(957)	-3%	
Schools – Devolved Capital	223	(223)	0	344	(344)	0	653	(653)	0	553	446	999	2	1%	
Total Managing Director	29,096	(17,363)	11,733	31,039	(18,190)	12,849	5,027	(3,209)	1,818	12,879	22,181	35,060	(1,006)	(1)	
Total Committed Schemes	45,098	(21,381)	23,717	62,519	(24,362)	38,157	19,788	(6,274)	13,514	40,630	40,852	81,482	(825)	(1)	
Portfolio Total	45,098			82,307						40,630					
External Funding															
Government Grants	(17,447)			(17,712)						(12,608)					
Developers' Contributions	(3,934)			(7,519)						(4,014)					
Other Contributions	0			(5,405)						(210)					
Total External Funding Sources	(21,381)			(30,636)						(16,832)					
Total Corporate Funding	23,717			51,671						23,798					

Capital Monitoring Report - Final Outturn March 2017-18

At 31 March 2018, the approved estimate stood at £82.307m

	Exp	Inc	Net
	£'000	£'000	£'000
Approved Estimate	82,307	(30,636)	51,671
Variances identified	(825)	312	(513)
Slippage to 2018/19	(40,882)	13,492	(27,390)
Outturn 2017/18	40,630	(16,832)	23,798

Overall Expenditure and Slippage

Outturn for the financial year is £40.630m

Variances are reported as follows.

Adult Social Care			
CLC6	Boyme Grove Personal Care Area	(2)	0 (2) Scheme complete
CT57	Care Homes Reconfiguration	10	0 10 Revised Business Case
Housing			
CT56	Transforming Care Partnership	19	0 19 Unforeseen Costs
Democratic Representation			
CY16	Participatory Budgeting	(85)	0 (85) Revised Estimate
Non Schools			
CKVH	2Yr old capital entitlement	1	(1) 0 Scheme complete
CKVR	Youth Centres Modernisation Programme	1	(1) 0 Scheme complete
CKVU	Pinkneys Green Youth Centre Roofing Repairs	26	0 26 Contract Variations
CKVW	Windsor Youth Centre Roofing Repairs	(13)	0 (13) Revised Business Case
CKVW	Datchet Youth Centre Roofing Repairs	(8)	0 (8) Revised Business Case
Schools - Non Devolved			
CSDS	Maunt Prog. Roofing, Guttering & Windows	5	0 5 Contract Variations
CSBZ	Manor Green Res-chge of use Respite to Sch	(2)	0 (2) Scheme complete
CSEV	All Saints Primary Expansion	(9)	9 0 Scheme complete
CSFC	Ascot Primaries Feasibilities	(100)	100 0 Scheme complete
CSFG	Education Capital Emergency Fund	100	0 100 Revised Business Case
CSFJ	Various Schools fire alarm upgrades	1	0 1 Scheme complete
CSFL	Bisham School House repairs	(5)	5 0 Scheme complete
CSGD	Waltham St Lawrence School Windows	(18)	18 0 Scheme complete
CSGE	Eton Porny School Windows-2015-16	(1)	0 (1) Scheme complete
CSGH	Holy Trinity Cookham Roof	1	(1) 0 Scheme complete
CSGR	Charters Expansion	1	0 1 Scheme complete
CSGZ	Trevelyan School Roof Replacement	(6)	6 0 Slip to next year 2018-19
CSHD	Bisham House Refurbishment	(2)	2 0 Slip to next year 2018-19
CSHE	Furze Platt Junior Boiler Replacement	(1)	1 0 Slip to next year 2018-19
CSHH	Maldenhead Nursery School Structural Improvements	1	(1) 0 Revised Estimate
CSHP	Wraybury school - Staffroom Extension	(101)	66 (35) Revised Business Case
CSHV	Lowbrook Expansion	(800)	0 (800) Scheme complete
CSHZ	Wessex Primary Gutters and Soffits	(3)	3 0
CSJA	Larchfield Nursery Refurbishment	(18)	18 0 Revised Business Case
Regeneration			
CI42	Wsor Coach Park, Alexandra Gardens, Riverside-F.S.	(115)	0 (115) Underspend offsets variance CX28
CI45	Development Sites Mhead/Feasibility/Outline Work	1	0 1
CI60	Regeneration Improvement Projects	(97)	0 (97) Revised Estimate - Underspend offsets variances
CM49	JV-York Rd, West St, Reform Rd, St Clouds Way	(61)	0 (61) Revised Estimate - Underspend offsets variances
CX28	Ray Mill Road Residential Development	115	0 115 Unforeseen professional fees
Property & Development			
CI24	259 Ltd Opportunities for Private Rental	7	0 7 Retention 5a Bell Lane & 18a Hampden Rd Refurb
CI34	Meadow Lane Car Park (Eton College)	(6)	0 (6) Contract savings used to offset expenditure on CI24
CM89	Tinkers LA-rewiring of smll power & lights circuits	(10)	0 (10) Scheme complete
CX37	Stafferton Way - Units 1&2	3	0 3 Additional costs - legal advice
CX38	St Clouds Way Ten Pin Bowl-Purchase Leasehold Int	158	0 158 Additional costs - Stamp duty
CX39	Central House Scheme	4	0 4 Unforeseen Costs
CX40	Operational Estate Improvements	1	0 1 Scheme complete
Technology & Change Delivery			
CA05	Document Management System	(1)	0 (1) Scheme complete
CC21	Del Diff - Collaborative Document Storage	(1)	0 (1) Scheme complete
CM54	Delivering Differently - Generic IT Bid	(1)	0 (1) Scheme complete
CM89	Tablet Computers-Site Enablement BYOD/CYOD	(1)	0 (1) Scheme complete
CM90	Network Consolidation	1	0 1 Scheme complete
Community Facilities			
CV23	Digital Advertising Boards	1	0 1 Unforeseen Costs-Power supply
CV27	Properties for Homeless Residents	33	0 33 Retention
CX31	Coach Park/Windsor-Lift Improvements	(1)	0 (1) Scheme completed-Offsets minor overspend re CZ48
Outdoor Facilities			
CI09	Windsor Wayfinding System-Phase 2	1	0 1 Scheme complete
CLC9	Nicholas Winton Memorial	3	0 3 Unforeseen Costs - Watering equipment
CV26	P&OS - Deerswood Wildlife Area	(1)	0 (1) Scheme complete
CV30	Play Areas - Replacement Equipment	(6)	0 (6) Revised Business Case
CX36	Purchase of Land/Thriftwood	1	0 1 Scheme complete
CZ48	P&OS - Outdoor Gym	1	0 1 Additional cost for Streetcare Equipment
Commissioning - Communities			
CB98	Bray Bailey Bridge Replacement Scheme	1	(1) 0 Scheme complete
CD01	LTP Feasibility Studies/Investigation/Develop	1	(1) 0 Scheme complete
CD03	A308 (Bray) Road Widening scheme	(36)	0 (36) Final costs lower than anticipated
CD18	Highway Drainage Schemes	1	(1) 0 Scheme complete
CD43	Flood Prevention	(1)	0 (1) Scheme complete
CD45	Public Conveniences-Refurbishment	(1)	0 (1) Scheme complete
CD54	River Thames Scheme Infrastructure Project	54	0 54 Revised Estimate
CD55	Virtual Message Signs - Windsor	1	0 1 Scheme complete
CD70	Clyde House/ Tinkers Lane - Refurbishment	54	0 54 Unbudgeted refurbishment costs
CD73	Replacement Highway Drain-Waltham Rd,White Walthm	1	(1) 0 Scheme complete
CD80	Grenfell Road-Off-Street Parking	(55)	0 (55) Revised Business Case
CD95	Safer Routes-Holyport College	(103)	83 (20) Scheme discontinued following feasibility study.
Green Spaces & Parks			
CZ46	P&OS-Vansittart Road Skate Park-Extension /Imps	(48)	48 0 Scheme will not be undertaken due to insufficient funding
CZ47	P&OS-Ornamental Flower Beds	(1)	0 (1) Scheme complete
Community, Protection & Enforcement Services			
CT52	Disabled Facilities Grant	38	(38) 0 DFG cases completed earlier than anticipated in year
Library & Resident Services			
CC14	Del Diff - Service Hubs	130	0 130 Unforeseen costs resulting from staff move from Town Hall to Library
CM80	CRM Upgrade / Jadu Contract	(1)	0 (1) Scheme complete
CP82	Mhead Lib-Small Pwr Rewire Gnd/1st Floors	119	0 119 Additional works following commencement of electrical work
CZ77	P&OS-WW 1 & MC800 Commemoration Prjs	(1)	0 (1) Scheme complete
CZ95	Museum Improvements Programme	1	(1) 0 Scheme complete
		(825)	312 (513)

Additional slippage reported this month is as follows

Previously reported slippage (40,886) 13,492 (27,394)

Commissioning - Communities			
CD83	Traffic Signal Review	75	0 75 Reverse slippage
CC40	Borough Parking Provision	(6)	0 (6) Final slippage to 2018/19
CI29	Broadway Car Park & Central House Scheme	(10)	0 (10) Final slippage to 2018/19
CI49	Maldenhead Golf Course	(25)	0 (25) Final slippage to 2018/19
		(40,882)	13,492 (27,360)

Overall Programme Status

The project statistics show the following position:

Scheme progress	No.	%
Yet to Start	19	6%
In Progress	101	32%
Completed	106	35%
Ongoing Programmes e.o. Disabled Facilities Grant	85	27%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	0%
Total Schemes	312	100%

		March 2018 @ 08/03/2018															
Project	CAPITAL SCHEME	2017/18 APPROVED ESTIMATE			APPROVED SLIPPAGE FROM PRIOR YEARS			TOTAL BUDGET 2017/18			PROJECTIONS		PROJECT STATUS				
		Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate	2017/18 Projected Variance	2018/19 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000					
Communities Directorate																	
Sports & Leisure																	
CZ18	Magnet LC Reprovision Design / Initial Site Costs	1,900	0	1,900	350	0	350	2,250	0	2,250	0	862					
Highways & Transport																	
CD12	Roads Resurfacing-Transport Asset & Safety	1,650	(1,650)	0	132	(131)	1	1,782	(1,781)	1	0	159					
CD84	Street Lighting-LED Upgrade	1,600	0	1,600	634	0	634	2,234	0	2,234	0	600					
Community, Protection & Enforcement Services																	
CT52	Disabled Facilities Grant	600	(600)	0	0	0	0	600	(600)	0	38	0					
Community Facilities																	
CKVT	Marlow Road Youth Centre Roofing and Maintenance Work	400	0	400	0	0	0	400	0	400	0	260					
Place Directorate																	
Regeneration																	
CI14	Maidenhead Waterways Construction phase 1	1,050	0	1,050	1707	(141)	1566	2,757	(141)	2,616	0	296					
CI29	Broadway Car Park & Central House Scheme	0	0	0	2952	(187)	2765	2,952	(187)	2,765	0	2,220					
Managing Director																	
Housing																	
CT51	Key Worker DIYSO	(205)	205	0	510	(510)	0	305	(305)	0	0	195					
CT55	Brill House Capital Funding	0	0	0	0	0	0	0	0	0	0	500					

196

Project	CAPITAL SCHEME	2017/18 APPROVED ESTIMATE			APPROVED SLIPPAGE FROM PRIOR YEARS			TOTAL BUDGET 2017/18			PROJECTIONS		PROJECT STATUS				
		Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate	2017/18 Projected Variance	2018/19 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000					
	Schools – Non Devolved																
CSGR	Charters Expansion	3,630	(2,952)	678	203	(203)	0	3,833	(3,155)	678	0	2,556					
CSGT	Windsor Boys Expansion	1,120	(1,120)	0	(108)	108	0	1,012	(1,012)	0	0	2					
CSGV	Cox Green School Expansion Year 1 of 3	4,880	(2,514)	2,366	133	(133)	0	5,013	(2,647)	2,366	0	2,821					
CSGW	Furze Platt Senior expansion Year 1 of 3	6,750	(2,212)	4,538	431	(431)	0	7,181	(2,643)	4,538	0	6,571					
CSGX	Dedworth Middle School Expansion Year 1 of 3	3,780	(2,081)	1,699	153	(153)	0	3,933	(2,234)	1,699	0	3,490					
CSHU	Windsor Girls Expansion	1,800	(1,800)	0	(64)	64	0	1,736	(1,736)	0	0	128					

Appendix H

THE OAKS LEISURE CENTRE

Capital Bid

The capital fund allocated to the Oaks project has been used to commission a Needs Analysis, costed design and draft RIBA Stage 2 report and associated Feasibility Study.

Following receipt and consultation on the Needs Analysis, RIBA Stage 2 architects draft design report and elemental cost plan the Project Board has requested a further capital sum of £375,000. This is required to undertake Community Engagement as part of the planning process and work up the documentation pack up to RIBA Stage 4 to enable a full planning application to be submitted once the BLP is approved.

Initial fee estimates for the project team up to and including Stage 3 are for the following services:

- Architect and Principal Designer under the CDM Regulations
- Mechanical and Electrical Consultant
- Civil and Structural Engineer
- Water Treatment and Pool Consultant
- Development Manager
- Cost Manager
- Highways Engineer
- Planning Consultant
- Community engagement and consultation report
- Building Control
- Preparation of construction tender and legal documentation

More detailed specialist surveys and reports will be required including: Site investigations, arboriculture, archaeology, traffic and swept vehicle analysis, flood risk assessment, ecology, glare, noise and acoustics, cut and fill calculations and asbestos survey. Utility commitments will need to be undertaken in a timely manner enabling accurate costing and procurement of timely enabling works.

The attached fee summary shows the cumulative fees of £724,934 required to deliver the project up to completion of Stage 3 and submission of a Planning Application. The existing approved funds of £350,000 plus a further £375,000 would enable us to commence the next RIBA Stage 4 in anticipation of full budget approval in October.

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Report Title:	Highways and Transport Investment Programme 2018-19
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Cllr Bicknell, Deputy Leader of the Council and Lead Member for Highways, Transport and Windsor
Meeting and Date:	Cabinet - 24 May 2018
Responsible Officer(s):	Alison Alexander, Managing Director and Hilary Hall, Deputy Director Strategy & Commissioning
Wards affected:	All



REPORT SUMMARY

1. The budget for 2018/19 approved by Council on 21 February 2018 included a significant investment of £7.47m to maintain and improve the borough's highway network. Within the £7.47m is an allocation of £2.7m for the annual highways work programme, including £2.3m for roads and footways and £0.4m for other highway assets such as bridges. A further investment of £240,000 has been made to repair potholes and damage caused by the winter weather.
2. This report seeks approval for a large number of schemes which make up the highways works programmes, see Appendix A and an endorsement of the indicative reserve highways programme for 2019/20 and 2020/21, see Appendix B. The reserve list enables acceleration of specific schemes into 2018/19. For clarity, the balance between the total investment and the works programmes is allocated to approve individual projects, for example replacement parking equipment.
3. The annual highway work programme is derived from the annual machine driven assessment of the structural condition and skid resistance of the primary highway network. Standard practice is for an assessment to be completed in one direction in one year and the opposite direction the next year. The Borough committed to both directions being assessed each year, which has been delivered.

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Cabinet

- i. **Endorses the works programme set out in Appendix A.**
- ii. **Delegate authority to the Managing Director, in consultation with the Deputy Leader of the Council, and Lead Member for Highways, Transport and Windsor, to agree minor amendments to the approved schemes (within approved budgets) and implement reserve or substitute schemes should this become necessary.**
- iii. **Endorses the indicative programmes for 2019-20 and 2020-21 set out in Appendix B.**

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 The [Local Transport Plan](#) (LTP) offers the high-level transport policy for the Royal Borough. It sets out the transport improvements required between 2012 and 2026. The Plan, informed by the Infrastructure Delivery Plan, supports the Borough Local Plan, through ensuring consistency and a co-ordinated approach to infrastructure. The Plan aims are to:
- Improve access to local services and facilities.
 - Improve road safety and personal security.
 - Support economic growth.
 - Improve quality of life and minimise the negative impacts of transport.
 - Tackle climate change.
 - Improve air quality.
 - Improve bus journeys and times.
 - Improve the quality of our road networks.
- 2.2 The recommended annual highways works programme has been developed to deliver the Plans aims whilst respond to reports and requests from residents; business; Parish Councils and ensure performance targets relating to road condition and road safety are achieved.
- 2.3 On 21 February 2018, Council approved the overall budget for 2018/19, which included an investment of approximately £7.47m for highways and transport infrastructure. This report seeks endorsement of the annual highways work programmes for 2018/19, costings £2.7m and an indicative programme for 2019/2020 and 2020/21 for a range of work schemes covering:
- Road resurfacing.
 - Traffic management schemes.
 - Road markings - safety programme.
 - Bridge maintenance.
 - Replacement street lighting.
 - Footway resurfacing.
 - New footways.
 - Safe routes to school.
 - Local safety schemes.
 - Cycle schemes.
 - School cycle / scooter parking.
 - Verge protection.
 - Improving air quality & reducing congestion.
- 2.4 In addition to the £2.7m, the Royal Borough has secured additional funding of £240,000 from the Department for Transport to help repair potholes and other storm damage caused by severe weather. Last year the Royal Borough repaired over 3,500 potholes through the challenge scheme.
- 2.5 Delivery of the recommended works programme, see Appendix A, will directly benefit residents, business and visitors by maintaining and improving highway and transport infrastructure, which in turn improves facilities for pedestrians, cyclists and motorists.
- 2.6 The wider approved capital programme, £7.47m, will deliver 32 individual, highway and transport related one-off schemes, for example: Wessex Way highway drainage, and operational pieces of work, for example: footway

assessments, which represents further significant investment – details of these individual schemes are not included in this report.

Table 1: Options

Option	Comments
Endorses the programmes recommended in Appendix A This is the recommended option	This will enable timely delivery and directly benefit residents, business and visitors by maintaining and improving highway and transport infrastructure, which in turn improves facilities for pedestrians, cyclists and motorists. The recommended programmes respond to resident and Member requests.
Develop and endorse an alternative programme	This is not recommended as the programme is considered to offer benefits to residents, business and visitors in a cost effective and timely manner.
Do not endorse any programme for implementation	This is not recommended as benefits to residents, business and visitors would be delayed or undelivered. The costs to repair the roads at a later date may cost increase costs.

3 KEY IMPLICATIONS

3.1 The key implications are set out in table 2.

Table 2: Key implications

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Delivery of highways and transport schemes	Below 85%	85-90%	91-95%	Greater than 96%	31 March 2019

Note: performance out-turn for 2017/18= 93%

4 FINANCIAL DETAILS / VALUE MONEY

4.1 The Highways & Transport Works Programme forms a major part of the Council's capital programme. Department of Transport grant funding of £2.12m has been received and included in the approved budget £7.47m. The balance is funded corporately.

4.2 In December 2014, the Department for Transport introduced an incentive fund to reward councils who demonstrate they are delivering value for money in carrying out cost effective improvements. Each local highway authority in England (excluding London) were invited to complete a self-assessment questionnaire based on asset management; resilience; customers and operational delivery to establish eligibility for incentive funding. In April 2018 the Royal Borough was awarded Band 3 status (highest level possible), which has secured the maximum level of incentive funding available £2.12m, an increase of £110,000.

4.3 A summary of the individual schemes and budget set out in table 3.

Table 3: Approved budget

Cost Centre	Work Programme	2018-19 Budget	No. of named schemes	Description
CD10	Traffic Management	£100,000	6	Measures to improve traffic conditions -supports schemes identified as local concerns through petitions; priorities identified by Members and residents.
CD07	Road Markings Safety Programme	£50,000	To be programmed	This programme supplements the basic road safety maintenance budget for road markings and lining. It includes the replacement and upgrading of coloured safety surfaces; anti-skid surfaces and pedestrian crossings.
CD12	Roads resurfacing	£1,700,000	25 roads (plus patching)	The highway network is assessed each year for structural condition and skid resistance through machine-driven assessments. The results from these surveys are used to formulate a priority list of schemes for each road class based on a condition rating. In addition, all requests by Ward Members, Parish and Town Councils, residents and area inspectors are considered, to determine local priorities
CD13	Bridge Assessments	£255,000	To be programmed	Major detailed assessment of bridges and key structures. Works are identified, prioritised and delivered. Joint assessments of Network Rail bridges are also carried out as part of this programme.
CD14	Bridge Parapet Improvement Works	£150,000	1	With over 200 bridges, it is essential to address ongoing repairs on an annual basis or it is likely that the severity of repairs (and hence costs) will escalate significantly over time.
CD22	Safer Routes to Schools	£65,000	4	Proposals prioritised to support schools to actively implement School Travel Plans encouraging walking, cycling and public transport for school journeys, thereby improving safety and reducing congestion.

Cost Centre	Work Programme	2018-19 Budget	No. of named schemes	Description
CD23	Local Safety Schemes	£120,000	6	Proposals focused on reducing the likelihood of road accidents where sites have a pre-existing poor accident record which could be improved by engineering measures including speed related initiatives.
CD27	Cycling	£75,000	5	This programme seeks to improve cycle infrastructure (including priorities identified by the Cycle Forum, Neighbourhood Planning Groups, Members, residents, visitors and business.
CD28	School cycle/scooter parking	£50,000	2	Delivers LTP policies to working with partner to provide cycle parking at key destinations such as schools.
CD33	Verge Protection Measures	£100,000	2	This programme reduces parking on grass verges and is targeted at sites where engineering measures would discourage vehicles from stopping on and damaging soft verges, or reinforcing or hardening the verges to provide purpose-built parking.
CD35	Reducing Congestion & Improving Air Quality	£50,000	2	Programme delivers schemes which deliver a reduction in congestion (for example: local road widening schemes) or target areas of poor air quality.
CC52	Clewer & Dedworth Neighbourhood Improvements	£350,000	23	Investment in Clewer area based on an improvement plan originating with Members and residents. Officers have assessed these improvements on a technical basis to form the prioritised programme. Delivery of the recommended works will directly benefit residents, business and visitors by maintaining and improving the highway and transport infrastructure, which in turn improves facilities for pedestrians, cyclists and motorists and appearance of the neighbourhood.
	TOTAL	£2,715,000		
Note: detailed appendices are split by geographic area not budget				

5. LEGAL IMPLICATIONS

- 5.1 The council has duties under the Highways Act 1980; the Countryside and Rights of Way Act 2000; the Road Traffic Act 1988 and the Environment Act 1995.
- 5.2 The annual works programme is derived from the annual machine driven assessment of the structural condition and skid resistance of the primary highway network. Standard practice is for this assessment to be completed in one direction in one year and then in the opposite direction the next year. However, the Royal Borough committed to assessing the network in both directions each year and this has been delivered.

6. RISK MANAGEMENT

Table 4: Risk management

Risks	Uncontrolled Risk	Controls	Controlled Risk
Funds are allocated to work that cannot be completed.	Medium	The proposed programme has been subject to rigorous inspection and prioritisation and indicative programmes for future years included	Low
Funding is insufficient to deliver the approved programme	Medium	Budget estimates prepared; contractor rates confirmed' fixed prices secured where possible and robust financial governance in place	Low
Delays in delivering works programme	Medium	Achievable programme recommended with indicative programme for future years should individual schemes be undeliverable. Recommended that existing contractors be reappointed to ensure timely delivery with minimised disruption	Low
Inclement weather delays programme delivery	Medium	Recommended that existing contractors be reappointed to undertake weather sensitive elements during the summer / autumn 2018	Low

7. CONSULTATION

- 7.1 The recommended programme has been informed by feedback from Ward Councillors; residents; Parish Councils; the travelling public, as well as technical assessments.
- 7.2 This report will be considered by the Highways, Transport and Environment Overview & Scrutiny Panel on 17 May 2018. Comments will be published for consideration.

8. TIMETABLE FOR IMPLEMENTATION

Date	Details
June 2018 – March 2019	Consultation and implementation of schemes detailed in Appendix A.

10. APPENDICES

Appendix A – Highway work programmes 2018/19

Appendix B – Indicative Highway work programme 2019/21

11. BACKGROUND DOCUMENTS

Council 21/02/18 - Budget 2018/19 [budget book 2018-19](#)

12. CONSULTATION (MANDATORY)

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
Councillor Bicknell	Lead Member Highways, Transport and Windsor	16/4/18	16/4/18	
Alison Alexander	Managing Director	16/4/18	23/4/18	11/05/18
Andy Jeffs	Executive Director	26/04/18	27/04/18	
Russell O'Keefe	Executive Director	26/04/18	28/04/18	
Rob Stubbs	Section 151 Officer	26/04/18		
Nikki Craig	Head of HR and corporate projects	26/04/18	30/04/18	
Elaine Browne	Team Leader, Contracts & Employment Team, Solicitor	26/04/18	27/04/18	
Louisa Dean	Communications	26/04/18	27/04/18	

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Key decision. Date added to forward plan: 26 April 2018	No	No

Full name of report author	Job title	Full contact no:
Ben Smith	Head of Commissioning (Communities)	01628 796147

RBWM HIGHWAYS & TRANSPORT CAPITAL PROGRAMME 2018-19 (Appendix A)

Road Category	Road Name and Scheme Limits	Ward	Estimate
A330	Ascot Road - Sturt Green to Forest Green Road	Bray	£95,000
A308	Braywick Road / Stafferton Link Roundabout	Oldfield	£70,000
A308	Kings Road / Osborne Road Roundabout	Park (Windsor)	£120,000
A4130	Henley Road - 40m west of New Road to play ground (including High Street junction).	Hurley & Walthams	£45,000
A329	Ascot High Street - Heatherwood Roundabout to East of Traffic Lights	Ascot & Cheapside	£75,000
A329	Ascot High Street - Station Hill (inc r'nbout) westwards for 190m	Ascot & Cheapside	£54,000
A308	Furze Platt Road - Pinkneys Drive to Switchback Road traffic lights	Furze Platt & Pinkneys	£57,000
A329	London Road Ascot - Winkfield Rd to Cheapside Rd	Ascot & Cheapside	£28,000
A4094	Ray Mead Road - north of zebra at A4 northwards for 176m	Maidenhead Riverside	£28,650
2016 B376	Staines Rd Hythe End - either side of Feathers Lane junction for Approx 50m	Horton & Wraysbury	£16,150
B4447	Cookham Rd / Gardiner Rd - Aldebury Rd north west for 318m (inc bridge deck)	Furze Platt	£55,000
B383	Silwood Road - Larch Avenue to London Road	S'hill & S.Ascot	£40,000
B3022	Eton High Street - Rowlands Tap to No. 117	Eton & Castle	£53,200
B3021	Burfield Road - Priest Hill to Ousley Road	Old Windsor	£17,000
	Mill Lane Sunninghill - Sections	Ascot & Cheapside	£4,000
	Shoppenhangers Road - 2 roundabouts j/w A404 slips	Cox Green	£60,000
	Pinkneys Drive - Lee Lane to Lime Walk	Pinkneys Green	£46,700
	Grenfell Road - Grenfell place traffic lights to Silco Drive	Boyn Hill	£41,000
	Boyne Hill Road - Rutland Rd (north) to No. 52 incl mouths of Rutland Road	Boyn Hill	£88,000
	Kings Road - Larch Ave to slip of Tenby Drive	Sunninghill & South Ascot	£52,300
	Elizabeth Gardens - Full Length	Sunninghill & South Ascot	£18,000

	Alma Road - Claremont Rd to Clarence Road incl junction	Castle Without	£55,500
	St Ives Road / High St Maidenhead - Narrowing near the Bear to St Ives	Oldfield	£16,000
	Ray Mill Rd East - Clappers Meadow to Ray Mead Road	Maidenhead Riverside	£30,000
	Castle Hill / High Street Windsor - Sheet Street to Castle Hill incl part of Castle Hill	Eton & Castle / Castle Without	£66,500
	Resurface		
	Surface Dress		
	Assessments	Boroughwide	£50,000
	Legal Services/Traffic Orders	Boroughwide	£40,000
	Minor Patching	Boroughwide	£200,000
	Major Patching Schemes/Repairs	Boroughwide	£100,000
	Anti Skid/Special Surface Repairs	Boroughwide	£28,000
	Extreme Weather Damage Repairs	Boroughwide	£50,000
			£1,700,000

2020

Schedule listed by road category.

Appendix A - continued

Local Safety Schemes		CD23			£ 120,000
Scheme	Details	Origin	Ward/s	Parish	Budget
A308 Marlow Rd (400m south of Bisham roundabout)	Revised signing and lining	6 crashes and 8 injuries in 5 years	Bisham & Cookham	Bisham	£ 20,000
A308 Windsor Rd / B383 Oakley Green Rd, Oakley Green	Revised junction markings and modified traffic islands	8 crashes and 10 injuries in 5 years	Bray, Clewer North	Bray	£ 44,000
A4 Castle Hill / Grenfell Rd/College Rd, Maidenhead	Revised junction markings and modified traffic islands	7 crashes and 8 injuries in 5 years	Belmont, Boyn Hill	-	£ 22,000
A308 Windsor Road	Speed limit review	10 crashes and 18 injuries in 5 years	Bray, Clewer North	Bray	£ 12,000
A4 Bath Rd / Burchetts Green Rd, Burchetts Green	Revised junction markings and signing	7 crashes and 9 injuries in 5 years	Hurley & Walthams	Hurley	£ 12,000
Henley Road / Pinkneys Drive	Revised junction markings / signing	4 crashes and 5 injuries in 5 years	Pinkneys Green	-	£ 10,000
RESERVE SCHEMES:					
A308 Maidenhead Rd/ Lee Lane	Revised signing and lining	5 crashes and 8 injuries in 5 years	Bisham & Cookham	Bisham	£ 10,000
A308 Braywick Roundabout	Safety measures on A308(M) approach	6 crashes and 6 injuries in 5 years	Bray	Bray	£ 30,000
A30 London Rd/Broomhall Lane, Sunningdale	Revised junction markings and signing	5 crashes and 5 injuries in 5 years	Sunningdale	Sunningdale	£ 10,000
A30 London Rd/Ridgemont Rd/ Station access, Sunningdale	Revised junction markings and modified traffic islands	7 crashes and 8 injuries in 5 years	Sunningdale	Sunningdale	£ 25,000
A4 Castle Hill roundabout, Maidenhead	Safety measures on A308 Frascati Way approach	6 crashes and 6 injuries in 5 years	Belmont, Boyn Hill, Oldfield	-	£ 25,000

Traffic Management Schemes		CD10			£ 100,000
Scheme	Details	Origin	Ward/s	Parish	Budget
Minor traffic schemes	Provision for in year small scale projects	Identified in year from specific requests	Boroughwide	Boroughwide	£ 10,000
Dedworth Road	Improvements to Road Humps	Cllrs and technical survey	Clewer wards	-	£ 24,000
Moneyrow Green, Holyport	Traffic calming/traffic restrictions	Cllr Coppinger	Bray	Bray	£ 25,000
B4447 Cannondown Road pedestrian improvements	Refuge island with localised carriageway widening	Residents and ward councillors	Bisham & Cookham	Cookham	£ 26,000
A332 Windsor Rd / Kennel Ave, Ascot	Prevent right turners & improve pedestrian facilities	Resident request	Ascot & Cheapside	Sunninghill & Ascot	£ 15,000
RESERVE SCHEMES:					
Pinkneys Drive, Maidenhead - traffic calming	Speed reduction measures including build outs	Cllr Hollingsworth & Cllr Gilmore	Pinkneys Green	-	£ 12,000
Queens Road / St Marks Road - one way scheme	One way scheme subject to trial scheme	Cllr Rankin and resident concerns	Castle Without	-	£ 30,000
Alma Road, Windsor	Pedestrian facilities adjacent to Holiday Inn	Resident request	Castle Without	-	£ 12,000
Wraysbury High St - changes to traffic calming	Convert cushions near post office to raised table	Wraysbury Parish Council	Horton & Wraysbury	Wraysbury	£ 11,000
B3028 Upper Bray Road - weight limit signage	Review and enhance weight restriction signage	RBWM Commissioning team	Bray	Bray	£ 5,000
A308 / Holyport Road	Traffic island and signage upgrades	Resident concerns / technical review	Bray	Bray	£ 15,000
A330 Station Hill - bridge height signage	Review and enhance height restriction signage	Network Rail request / statutory	Sunninghill & S Ascot	Sunninghill & Ascot	£ 8,000
B4447 Cannondown Road - bridge height signage	Review and enhance height restriction signage	Network Rail request / statutory	Bisham & Cookham	Cookham	£ 7,000

Cycling		CD27			£ 75,000
Scheme	Details	Origin	Ward/s	Parish	Budget
Stafferton Way Roundabout - cycle crossing	Measures to help cyclists cross Stafferton Way when travelling north-south on A308 shared use footway	Cycle Forum	Oldfield		£ 27,000
Horseguards Drive	Adopt road and minor improvement works	Resident / Cycle Forum	Oldfield	-	£ 7,000
Cycle parking - Eton Wick Village Centre	Cycle racks and hardstanding outside shops	Eton Neighbourhood Plan Group / Cycle Forum	Eton Wick	Eton	£ 10,000
Albany Road Contra-Flow	Widening existing facility	Cllr Beer request / Cycle Forum	Old Windsor	Old Windsor	£ 17,000
Cycle Wayfinding	Destination signs, route branding, maps and wayfinding to help cyclists navigate the cycle network	Cycle Forum	Various	Various	£ 14,000

School Cycle / Scooter Parking		CD28			£ 50,000
Scheme	Details	Origin	Ward/s	Parish	Budget
St Edwards First School, Windsor	Cycle parking facilities	School	Clewer North	-	£ 12,000
Newlands Girls' School	Cycle parking facilities	School	Pinkneys Green		£ 38,000

RESERVE SCHEMES:					
Knowl Hill Primary School	Cycle parking facilities	School	Hurley & Walthams	Knowl Hill	£ 10,000
White Waltham Primary School	Cycle parking facilities	School	Hurley & Walthams	White Waltham	£ 10,000

Safer Routes to School CD22						£ 65,000
Scheme	Details	Origin	Ward/s	Parish	Budget	
Cannon Lane / Highfield Lane	Improvements to pedestrian facilities	Resident request / technical review	Cox Green	Cox Green	£ 44,000	
Courthouse Rd / Oaken Grove / Linden Ave, Maidenhead	Traffic islands, bollards, relining	Resident request/tech review	Belmont, Pinkneys Green, Furze Platt	-	£ 8,000	
A4 Bath Rd / Westborough Rd	Pedestrian refuge island	Resident request /tech review	Boyn Hill, Belmont	-	£ 10,000	
B3028 Bray Road, Maidenhead	Remove railings and upgrade lining	Cllr / Residents / School / Tech assessment	Bray	Bray	£ 3,000	
RESERVE SCHEMES:						
Boyn Hill Road - uncontrolled crossing upgrade	Enhancements to existing flat topped road hump	Cllr and residents	Boyn Hill	-	£ 8,000	

Verge Parking CD32						£ 100,000
Scheme	Details	Origin	Ward/s	Parish	Budget	
Verge & footway protection schemes - to be identified	Sites identified in year	Councillor and resident requests	Boroughwide	Boroughwide	£ 45,000	
Verge parking schemes - to be identified	Sites identified in year	Councillor and resident requests	Boroughwide	Boroughwide	£ 40,000	
Beaumont Close, Maidenhead	Verge Parking	Councillor and resident requests	Cox Green	Cox Green	£ 12,000	
Rutland Road / Boyn Hill Road, Maidenhead	Protection of verge and footway from vehicles	Cllr Carroll / resident request	Boyn Hill	-	£ 3,000	

Bridge Assessments CD13						£ 255,000
Scheme	Details	Origin	Ward/s	Parish	Budget	
Scour Assessments	Level 1 Scour Assessment for 10no. Structures	Technical recommendation	Various	Various	£ 50,000	
Bridge inspections - special access requirements	Special access requirements for bridge inspections	Technical recommendation	Boroughwide	Boroughwide	£ 20,000	
Waterproofing assessments	Detailed investigations arising from inspections	Technical recommendation	Boroughwide	Boroughwide	£ 50,000	
Bridge strengthening and repairs	Works arising from inspections	Technical recommendation	Boroughwide	Boroughwide	£ 85,000	
Major Bridge Inspections	Structural / full loading assessments	Technical recommendation	Boroughwide	Boroughwide	£ 50,000	

Bridge Parapet Improvement Works CD14						£ 150,000
Scheme	Details	Origin	Ward/s	Parish	Budget	
Parapet improvements	Works arising from inspections	Technical recommendation	Boroughwide	Boroughwide	£ 57,500	
Elizabeth Bridge repairs	Works arising from special inspections	Technical recommendation	Castle Without	-	£ 52,500	
Bridge painting programme	Works arising from inspections	Technical recommendation	Boroughwide	Boroughwide	£ 40,000	

Congestion Reduction & Improving Air Quality CD35						£ 50,000
Scheme	Details	Origin	Ward/s	Parish	Budget	
Traffic monitoring and survey equipment	Improvements to permanent monitoring sites	Technical and reporting requirements	Boroughwide	Boroughwide	£ 25,000	
A308 Windsor Road approach to Braywick roundabout	Minor localised widening works	Technical - increase length of two lanes	Bray	Bray	£ 25,000	

Road Marking Safety Programme CD07						£ 50,000
Scheme	Details	Origin	Ward/s	Parish	Budget	
Lining upgrades and refurbishments	Addressing lining defects where identified	Locations to be identified from inspections	Boroughwide	Boroughwide	£ 15,000	
Major road lining improvements	Enhancements and refreshes to major routes	Locations to be identified from inspections	Boroughwide	Boroughwide	£ 15,000	
Lining at pedestrian crossings and junctions	Safety related enhancements	Locations to be identified from inspections	Boroughwide	Boroughwide	£ 10,000	
Traffic management upgrades to tie in with resurfacing program	Changes to roads where resurfacing is carried out	Technical reviews	Boroughwide	Boroughwide	£ 10,000	

Clewer / Dedworth Neighbourhood Improvements 2018-19 (CC52)

212

<i>Road Category</i>	<i>Road Name and Scheme Limits</i>	<i>Ward</i>	<i>Treatment</i>	<i>Estimate</i>
B	Dedworth Road - west of Vale Rd eastwards to park entrance	Clewer North, East & South	plane and resurface	£54,000
D	Bell View - St Andrews Crescent to Cranborne Ave.	Clewer South	joint seal and surface	£30,000
D	Bell View Close - Full Length	Clewer South	joint seal and surface	£10,000
D	Wolf Lane - Foster Ave to Keepers Farm Close	Clewer South	plane and resurface	£26,000
D	Pierson Road - Full length	Clewer North	joint seal and surface	£48,000
B	Vale Road - Sections	Clewer North	Patching	£15,000
D	Alden View - Clifton Rise to Turning Head	Clewer North	joint seal and surface	£8,500
D	Burnham Close - Full length	Clewer South	surface dress	£5,000
D	Cawcott Drive - Full length	Clewer North	Patching	£10,000
D	Clifton Rise - Full length	Clewer North	joint seal	£25,500
D	Hayse Hill - Full length	Clewer North	joint seal and surface	£28,500
D	Kingsfield - Full length	Clewer North	joint seal and surface	£8,000
D	Mill Lane - Clewer Church to Cul-de-Sac end	Clewer North	resurface	£16,000
D	Smiths Lane - Outside Dedworth Green School	Clewer North	Amend speed tables	£5,000
D	Stephenson Drive - Full length	Clewer North	resurface	£14,000
D	Wolf Lane - Junction with White Horse Road	Clewer South	plane and resurface	£10,000
TOTAL FOR CARRIAGEWAY SCHEMES				£313,500
FOOTWAY WORKS				
	Clewer Park		slurry seal	£7,500.00
	Priors Road / Monks Road		slurry seal	£9,600.00
	Poolmans Road		slurry seal	£5,650.00
	Orchard Avenue*		bitmac overlay	£2,310.00
	Hatch Lane		bitmac overlay	£2,700.00

	Holly Crescent		bitmac overlay	£2,200.00
	Dedworth Road		bitmac overlay & tree damage repair	£5,100.00
TOTAL FOR FOOTWAY SCHEMES				£35,060
TOTAL COMBINED COST (CARRIAGEWAY & FOOTWAYS)				£348,560
Notes:				
* Orchard Avenue is a private roadway but the footways are the responsibility of the Royal Borough				
** In addition to this budget, the approved capital budget also includes 'PAVE Dedworth (£100k - CD78)				

(Appendix B)**RESERVE LIST (not in priority order)**

Road Category	Road Name	Ward	Extents of Scheme	Estimate
A	A308 Straight Rd / Datchet Rd Roundabout	Old Windsor	Full length of roundabout	£104,500.00
C	Altwood Road	Boyn Hill	j/w Haddon Road & Boyn Valley Road	£25,000.00
B	B470 Majors Farm Rd	Datchet	Ditton Road to Borough Boundary	£42,750.00
D	Baileys Lane	Hurley & Walthams	Full Length	£25,000.00
D	Park Lane	Horton & Wraysbury	Full Length	£5,000.00
U	St. Andrews Close	Old Windsor	Full length	£7,500.00
C	Dean Lane	Bisham & Cookham	Kings Lane to Warners Hill	£60,000.00
D	Malt House Close	Old Windsor	Full length	£14,500.00
C	Station Road / Coppermill Road	Horton & Wraysbury	Railway bridge to No. 227 (approx)	£50,000.00
B	B3024 Hurst Lane	Hurley & Walthams	Social Club west for 270m including bends	£45,000.00
C	Moneyrow Green	Bray	Forest Green Road to 804m	£30,000.00
D	Westbrook	Bray	Full length + Tithe Barn Drive no's 103-117	£25,000.00
D	Belmont Road	Belmont	Belmont Park Avenue to College Avenue	£58,000.00
C	Terrys Lane	Bisham & Cookham	The Pound to Linnets	£20,000.00
D	Highfield Lane	Cox Green	Wessex Way to Cox Green Lane	£95,000.00
D	Cannon Court Road	Furze Platt	The Chase to Switchback Road South	£35,000.00
C	Marlow Road, Bisham	Bisham & Cookham	A404 roundabout north for 183m	£45,000.00
A	A330 Winkfield Road	Ascot & Cheapside	High Street to New Mile Road	£45,000.00
D	Farmers Way	Cox Green	Full length	£82,000.00
D	Bisley Drive/Lowbrook Drive	Cox Green	Full length(s)	£100,000.00
A	A308 Windsor Road	Bray	West of Down Place to Oakley Court Hotel Road	TBC
A	A308 Braywick Road	Oldfield	North of railway bridge to Stafferton Way Roundabout	TBC
D	Spring Close	Furze Platt	Full length	TBC
A	A308 Furze Platt Rd	Furze Platt & Pinkneys	Pinkneys Drive north to Golden Ball Lane	TBC
A	A308 Goslar Way	Clewer East / Castle Without	Clarence Road roundabout to Osbourne Road roundabout - south side of c/w only (including roundabout)	TBC
A	A332 Kings Road / Sheet Street Road	Park / Old Windsor	Princes Consort Drive & Rangers Lodge Area	TBC
B	B3021 St. Luke's Rd	Old Windsor	St Peters Road to Crimp Hill	TBC
C	High Street, Hurley	Hurley & Walthams	Henley Road to end, NOTE: Inspect *Section already done*	TBC
D	Watersplash Lane	Ascot & Cheapside	Dorian Drive to Cheapside Road	TBC
B	B383 Station Road	Sunningdale	High Street to Church Road	TBC

C	Fifeield Road	Bray	Forest Green Road to north of Manor Grove	TBC
C	Ditton Park Road	Datchet	Riding Court Road north to Borough boundary	TBC
D	Winter Hill Road	Bisham & Cookham	Dean Lane north for approx 50 metres	TBC
D	Hills Lane / Spring Lane	Bisham & Cookham	Dean Lane to Long Lane	TBC
D	Maple Close	Boyn Hill	Sections	TBC
D	Michel Road	Boyn Hill	Sections	TBC
D	Haddon Road	Boyn Hill	Sections	TBC
D	South Road	Boyn Hill	Sections	TBC
D	East Road	Boyn Hill	Sections	TBC
D	Galleys road	Clewer North	Dedworth Road to Marbeck Close	TBC
D	Hatch Lane	Clewer East	Dedworth Rd to Carter Close	£26,000

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Report Title:	New School Meals Catering Contract
Contains Confidential or Exempt Information?	<i>NO</i>
Member reporting:	Cllr Natasha Airey, Lead Member for Children's Services.
Meeting and Date:	24 May 2018
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services.
Wards affected:	All

REPORT SUMMARY

1. A new contract for delivering school meals has been tendered for a five year period with an option to extend for a further two years. Small schools appreciate a centrally managed catering contract, which is 'bought back' service with no cost to the Council.
2. Tenders have been received from four contractors, with the intention of the new contract beginning on 1 August 2018. The analysis of the tenders will not be complete in time for Cabinet on 24 May, and the award must be made by 5th June 2018.
3. Cabinet is asked to delegate authority for the appointment of the new contractor to the Managing Director and Lead Member for Children Services.

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Council notes the report and:

- i. **Delegates authority to approve the tenders for the school meals catering contract to the Managing Director and Lead Member for Children Services.**

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

Background

- 2.1 The catering contract for schools has being re-tendered, with the intention of appointing a new contract before 1 August 2018, for school meals to be provided from 1 September 2018.
- 2.2 In January 2018, thirteen tenders were submitted under the PQQ process and were reviewed and scored against the specification. Four suppliers were shortlisted and invited to tender.
- 2.3 The shortlisted tenders are being analysed by an evaluation panel which includes officers, school representatives, and catering experts. Presentations are also being held with each supplier. The conclusions will then be drawn up and recommendations for approval made – but this is unlikely to be ready in time for May cabinet meeting, as any emerging queries will also need to be clarified.
- 2.4 The tender needs to be awarded by 5 June 2018 so that if there is a change of contractor, they will have time to carry out TUPE for staff, and get set up ready for the start of term.
- 2.5 Although managed by Achieving for Children staff, this contract will be let by RBWM and the costs, although paid for by schools, are transactions handled via RBWM budgets.
- 2.6 The options for how to proceed are set out below.

Table 1: Options

Option	Comments
1. To delegate the contract approval to Lead Member and Managing Director. This is the recommended option	A delay would impact the provision of meals from the 1 September 2018.
2. To convene an extra cabinet meeting. This is not recommended	Although the contract is high enough value to require cabinet approval, it is paid for by schools so there is no financial risk to the Council.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
A catering contract is available for schools to provide school meals.	16 schools	16 schools	16+ schools	25+ schools	1 st August 2018
Cashless payments for participating schools.	16 schools	All 16 schools	NA		1 st August 2018

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 Revenue. None from this report

4.2 Capital. None from this report

5. LEGAL IMPLICATIONS

5.1 None from this report.

6. RISK MANAGEMENT

Table 6: Risk Management

Risks	Uncontrolled Risk	Controls	Controlled Risk
The tender is not approved in time for a new contractor to be ready to serve meals in Sept 2018	High	Delegate approval authority	Low

7. POTENTIAL IMPACTS

7.1 There are no staffing nor sustainability impacts for the Royal Borough arising from this proposal. An Equality Impact Assessment is not required.

8. CONSULTATION

8.1 Schools were asked prior to the procurement exercise to indicate their intention for catering arrangements from 2018-19. Sixteen schools indicated that they wanted to remain part of a centrally arranged contract whilst a few others indicated a desire to contract their own arrangements. The new

contract has been created to be flexible to allow schools to join at a later stage if there is a requirement.

- 8.2 A supplier event day was held in August 2017 by the Procurement Team with potential new providers.

9. TIMETABLE FOR IMPLEMENTATION

Table 9: Timetable for implementation

Date	Details
By 4 June 2018	Approve the tender and appoint
18 June 2018	Standstill period in case of challenge
18 June – 31 st August	Set up period for new contractor
1 September 2018	Start delivering meals in schools

- 9.1 Implementation date if not called in: Immediately.

10. APPENDICES

None

11. BACKGROUND DOCUMENTS

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Airey	Lead Member/ Principal Member/Deputy Lead Member	4/5/18	9/5/18
Alison Alexander	Managing Director	4/5/18	9/5/18
Russell O'Keefe	Strategic Director	4/5/18	9/5/18
Kevin McDaniel	Strategic Director	4/5/18	9/5/18
Rob Stubbs	Section 151 Officer	4/5/18	9/5/18
Lyn Hitchinson	Procurement Manager	4/5/18	9/5/18
Elaine Browne	SLS	4/5/18	9/5/18

REPORT HISTORY

Decision type: Key decision	Urgency item? No
Report Author: Gemma White	

By virtue of paragraph(s) 1, 2, 3, 4, 5, 6, 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

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