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NOTICE OF MEETING

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CABINET REGENERATION SUB COMMITTEE

will meet on

TUESDAY, 12TH DECEMBER, 2017

At 6.00 pm

in the

ASCOT ROOM - GUILDHALL, WINDSOR

TO: MEMBERS OF CABINET REGENERATION SUB COMMITTEE

COUNCILLORS SIMON DUDLEY (CHAIRMAN)
JACK RANKIN (VICE-CHAIRMAN)
PHILLIP BICKNELL
CARWYN COX
SAMANTHA RAYNER
MJ SAUNDERS
DAVID EVANS
DAVID COPPINGER

PRINCIPAL MEMBERS ALSO ATTENDING: COUNCILLORS BATESON, HILTON, LOVE
AND MCWILLIAMS

Karen Shepherd – Service Lead - Democratic Services - Issued: 4 Dec 2017

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator

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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	5 - 6
3.	<u>MINUTES</u> To consider the Part I minutes of the meeting held on 26 October 2017	7 - 10
4.	<u>THE OAKS LEISURE CENTRE</u> To consider the above report	11 - 54
5.	<u>RBWM PROPERTY COMPANY LTD - UPDATE REPORT - NOVEMBER 2017</u> To consider the above report	55 - 64
6.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u> 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 items 5-6 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	

PRIVATE MEETING

- | | | |
|----|---|---------|
| 7. | <u>MINUTES</u>
To consider the Part II minutes of the meeting held on 26 October 2017

<i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i> | 65 - 66 |
| 8. | <u>OAKS LEISURE CENTRE</u>
To note the Part II appendix to the earlier Part I report

<i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i>

<u>Details of representations received on reports listed above for discussion in the Private Meeting</u>

None received | 67 - 74 |

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 REGENERATION SUB COMMITTEE

THURSDAY, 26 OCTOBER 2017

PRESENT: Councillors Simon Dudley (Chairman), David Coppinger, Phillip Bicknell, Natasha Airey, MJ Saunders, Samantha Rayner and Jack Rankin (Vice Chairman)

Principal Members and Deputy Lead Members also in attendance: Christine Bateson, Lisa Targowska, David Hilton, Philip Love and Ross McWilliams

Also Present: Councillor Mills

Officers: Alison Alexander, Rob Stubbs, Louisa Dean, Russell O'Keefe, Karen Shepherd, Kevin McDaniel and Barbara Richardson

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Cox and D. Evans

DECLARATIONS OF INTEREST

None received

MINUTES

RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting held on 26 September 2017 were approved.

MAIDENHEAD GOLF CLUB

Members considered an update on the emerging masterplan options for the golf club site and approval of the procurement route.

The Lead Member explained that the council had agreed to purchase the leasehold of the golf course somewhere between September 2019-September 2023. The proposal was to build 2000 homes on the 132 acre site, along with associated infrastructure including educational provision. In June 2015 the council had taken the decision to procure a joint venture partner. The report before Members was the result of the initial work undertaken by the consultant Savills. To ensure transparency the council was putting as much information as possible into the public domain and had invited the public to submit questions for the Extraordinary Full Council meeting on 30 October 2017.

The Chairman highlighted that the Mayor had agreed to take public questions, to extend the deadline for submission and also to increase the amount of time usually available for public questions. Approximately 35 questions had been submitted and were in the public domain.

The Lead Member explained that the first appendix was the vision document prepared by Savills for the council as the landowner. It demonstrated the sustainability and deliverability of the proposal in terms of planning. The second (Part II) document detailed the Masterplan Options. The council had chosen to release details of the preferred option into the public domain. It had been made clear that the council was

not developing the entirety of the site; significant open space had been left and the deciduous woodland would remain. The third (Part II) document detailed the procurement options. The recommended option was for a contractual joint venture structure where the council would maintain complete control over the development. Through an OJEU process a partner would be appointed. The council would work with the partner to develop proposals and then fully consult on them.

The proposal required £20m to purchase residential and commercial properties to provide highways access. The funding was being requested at this stage to give as much flexibility as possible and allow the council to conduct purchases in an opportunistic way. This would be more preferable than the council having to use powers at the last minute. The highway capacity was of great concern to residents; the report made it clear that the council would put in significant capital investment.

The Corporate Services Overview and Scrutiny Panel had considered the report and made a number of proposed amendments to the recommendations. The Lead Member confirmed that he was prepared to accept the majority of the proposals. He confirmed that if the Panel was not supportive of a proposed purchase, this would not affect the council's ability to complete the purchase.

The Chairman proposed a revised recommendation relating to consultation with local residents and ward councillors as had been put forward by the Overview and Scrutiny Panel:

‘Agrees to consult at appropriate times as detailed proposals are brought forward by the development partner, the terms of such developments with local residents and ward councillors’

It was confirmed that the amended recommendations approved by the Sub Committee would be added to the Extraordinary Full Council agenda on the council website prior to the meeting on 30 October 2017.

The Lead Member explained that the masterplan developed by the consultants provided a high level framework for the procurement process. It would then be for the joint venture partner to develop a detailed scheme, which would be subject to consultation and the planning process. The proposal was exciting for Maidenhead and the whole of the borough and demonstrated how the golf club could be delivered in terms of affordable housing, community facilities, open space and educational provision.

The Principal Member for Housing and Communications agreed with the sentiment that the proposal was exciting. There was a clear need for affordable housing. As the council would maintain control, it could decide the mix of tenures and tailor this to the needs of local people.

The Chairman highlighted that the golf club was a council taxpayer owned asset. The joint venture route meant the council would be able to guarantee 30% affordable housing on the site. An exclusive contracting period would be included for those with a link to the borough. Central government thinking was moving very fast in this area; the borough would act in lockstep with national government policy.

The Principal Member for Ascot Regeneration highlighted that the council was fully committed to the provision of affordable housing and this should be welcomed by

residents. The location was ideal as close to the town centre. Residents could look forward in the not too distant future to homes in which ordinary people could live.

The Lead Member for Finance explained that the proposal was an extremely critical part of the delivery of the Maidenhead Area Action Plan (AAP). The challenge was for the council to bring forward practical delivery of the AAP's broad vision without excessive financial burden on the council tax payer. The rejection of the earlier plan for the borough a few years previously had been summarised by the Inspector as due to inadequate consideration of development opportunities in central Maidenhead and failure to consider development on appropriate parts of the Green Belt. The emerging Borough Local Plan corrected both these issues and the golf club development was central to the plan. The feasibility study carefully evaluated how the site would be developed in relation to woodland, access and egress issues and the need for critical infrastructure. It set a clear tone for any developer wishing to bid to be the joint venture partner including an unambiguous commitment to affordable housing. The proposal for £20m of funding to enable the council to opportunistically purchase properties critical to the future development of the site was an essential part of planning the development programme. It was important to give due regard to the concerns of the Overview and Scrutiny Panel and he felt that the proposed amendments were appropriate.

The Lead Member for Customer and Business Services stated that she fully supported the exciting opportunity. She was pleased that so early on the council was making the point of maintaining significant woodland and open space on the site.

The Chairman highlighted that educational provision on the site would be in the form of a Reception through to Year 13 school for 2500 pupils. The school would by far be the largest in the borough. There was a need to move forward as a council to meet the needs of people who wanted to live in the borough. He acknowledged that there would be some who lived near the site and feared the change. He emphasised the council wanted to work with people and would look to mitigate any disturbance. The council had to balance the various demands including the need for housing which was a national crisis. The council would always be prepared to meet with any resident who lived in close proximity to the site. He highlighted that the proposal was not from a developer wanting to make a profit for shareholders; the value would be maintained for the residents of the borough.

RESOLVED UNANIMOUSLY: That Cabinet Regeneration Sub Committee notes the report and:

- a. **Approves the emerging masterplan (Option 1) for the redevelopment of Maidenhead Golf Course subject to Full Council approval.**
- b. **Approves the proposed procurement route (Option 7, Contractual Joint Venture Partnership) subject to Full Council approval.**
- c. **Recommends to Council a capital budget of £20,000,000 be included in the Capital Programme for the acquisition of residential or commercial properties that will benefit future access to the Golf Course development site subject to Full Council approval.**

- d. **Delegates authority to the Executive Director with the Cabinet Member for Economic Development and Property to acquire residential or commercial properties that will benefit future access to the Golf Course development site.**
- e. **That the Lead Member for Economic Development and Property and Lead Member for Finance seek the support of Corporate Services Overview and Scrutiny Panel with regards to the acquisition of properties before the successful adoption of the Borough Local Plan.**
- f. **Agrees that in the interim period, any residential properties acquired can be utilised by RBWM Property Company for rental purposes for local residents or key workers.**
- g. **Agrees to consult at appropriate times as detailed proposals are brought forward by the development partner, the terms of such developments with local residents and ward councillors.**

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 items 6-7 on the grounds that it involves 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 7.50 pm, finished at 8.28 pm

CHAIRMAN.....

DATE.....

Report Title:	The Oaks Leisure Centre
Contains Confidential or Exempt Information?	Yes – Appendix 3 and 5 are Part II –not for publication by virtue of paragraph 3 of Part 1 of Schedule 12 A of the Local Government Act 1972
Member reporting:	Cllr S. Rayner, Lead Member for Culture and Communities including Resident and Business services Cllr M J Saunders, Lead Member for Finance
Meeting and Date:	Cabinet Regeneration Sub Committee 12 December 2017
Responsible Officer(s):	Andy Jeffs, Executive Director
Wards affected:	All Maidenhead Wards

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REPORT SUMMARY

1. The council is committed to providing high quality leisure and cultural facilities for residents and this report outlines the concept design for a new leisure centre in the South of the borough.
2. The proposal is for a new leisure centre including a swimming pool, gym and studio available to the public from 6am until 11pm weekdays and 6am to 10pm at weekends, expanding the range of services currently offered at the popular Charters Leisure Centre (CLC) which is a very busy dual use centre with sports hall and fitness facilities. The current, smaller facility is not available to the public during school hours, the new facility will be.
3. Architectural plans and a cost management exercise have now been completed which identify the cost of the new centre as £14,250,000.
4. This report seeks approval for the next stages of the project for; a capital bid to build the centre; the appointment of a full design team; authority to apply for full planning permission; procurement of a building contractor, the appointment of which would be subject to full council approval.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet Regeneration Sub Committee notes the report and:

- i) Approves the submission of an application to full council for a £14,250,000 capital budget for a leisure centre at Charters School, Charters Road, Sunningdale.
- ii) Delegates authority to approve the submission of a planning application for the provision of the leisure centre using the concept design, Appendix 1, to the Executive Director in consultation with the Lead Member for Finance and

Lead Member for Culture and Communities including Resident and Business Services.

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

2.1 The new leisure centre will support the council’s strategic aim in supporting residents to live healthy lives through increasing their access to recreational facilities. The centre will be of significant size and flexibility to meet resident requirements now and for the foreseeable future. The new centre will include;

- A 6 lane 25m pool.
- A larger sports complex available during the day with associated parking of 100 additional spaces.
- A centre that will be attractive as a sporting venue with a wider range of facilities and improved disabled access.
- A 10 court sports hall.
- 60 stations in a new gym (currently 50 in the existing facility which will be retained).
- A programme of shallow water activities to introduce more children and families to swimming as a means to improve their health, without the need to travel to Windsor or Bracknell.
- A 20 cover Café to increase length of stay and provide a high quality meeting place that will be a venue in its own right.
- The old CLC will remain in operation throughout the construction of the new centre. CLC will remain in operation after the new centre opens to offer extended access to gym, squash, dance studio and sports hall outside school hours.

2.2 A project initiation summary is attached as Appendix 2.

Table 1: Options

Option	Comments
Approve the submission of a capital budget spread over three financial years from 2018/19 to full Council for £14,250,000 to fund the project. The recommended option	This will enable the project to progress as planned providing residents with a leisure centre.
Reject the proposal to proceed. Not the recommended option	This will not support the council’s strategic aim in supporting residents to live healthy lives through increasing their access to recreational facilities.

3 KEY IMPLICATIONS

3.1 The project seeks, dependant on planning permission and capital investment, to provide a high quality leisure centre on land at the Charters School site for residents by Spring 2020. The new building will increase the opportunity for residents to take part in physical and cultural activities within their local environment by offering leisure services during the school term time. This will be the first time residents in the south of the borough will have day time access to leisure facilities in their local area.

- 3.2 The new facility will supplement the existing CLC which will remain open during and after the build to give added capacity in the south of the borough.
- 3.3 There is currently no council provision for day time, term time activities in the 3 southern wards of the borough. The new facility will target the older age group which represents 40% of the population of the 3 southern Wards, which is 13.29% of the overall council 50+ population. The 50+ population of RBWM is 36.8% (figures from Office of National Statistics). Physical activity is known to improve the mental and physical wellbeing of this age group of residents who would be one of the main target groups for the centre during the school day, the other target group would be young children and families with an extensive swimming lesson programme.

Table 2: Timescales for outcomes

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
The Oaks fully opens to the public	After 30 June 2020	By 30 June 2020	By 31 February 2020	By 31 January 2020	By 30 June 2020
Attendances at the combined leisure operation increase to a target of 250,000	Less than 250,000 attendances recorded	250,000 attendances recorded by 30 June 2021	250,000 attendances recorded by 31 March 2021	250,000 attendances recorded by 31 January 2021	250,000 attendances recorded by 30 June 2021

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 Clarkson Alliance have been employed to work with the Architects Re-Format to provide a cost plan for the project which is shown as Appendix 3.
- 4.2 The concept design produced has built on previous designs drawn up in 2010 (planning application number 10/00544) for a 3 Tennis Court Sports Hall on the site, which was refreshed in 2013 (planning application number 13/00424) which was approved.
- 4.3 The concept design has focussed on the provision of facilities that provide a swimming pool, workout gym and dance studio accessible during the day time, and a larger multi purpose sports hall.
- 4.4 The aim of this significant project for the south of the borough will be to provide
- A publically accessible pool, dance studio and work out gym open throughout the year including during school term time.
 - A sports hall that can accommodate up to 2000 pupils that is also available to the school for curricular activities during term time and the public outside of school hours.
 - Sufficient changing rooms to enable all areas to function without compromising public safety.
 - Sufficient additional parking to enable the new leisure centre to operate during term time without impact on the school operation.

- Undertake work to school buildings and land to ensure the new leisure centre does not reduce the educational services currently offered to pupils at Charters School.

Due to the need for the project to address both public and school requirements there are a number of design parameters that cannot be removed from the design. This limits the amount of budget and flexibility the design team have.

- 4.5 If approved the capital bid could be presented as part of the budget paper to full Council in February 2018.
- 4.6 Financial details relating to potential contractor payments and contributions are attached as Appendix 5.

Table 3: Financial impact of report's recommendations

CAPITAL	2018/19	2019/20	2020/2021
Addition	£10,000,000	£4,100,000	£150,000
Reduction	£0	£0	£0
Net impact	£0	£0	£0

5 LEGAL IMPLICATIONS

- 5.1 The land on which the Oaks Leisure Centre will be built is within the school site which is an Academy with a 125 year lease. Agreement has been reached with the school (through the governing body) to land swap the current CLC site for the new OLC site. A facilities agreement will enable access and parking to be available all day for public use. A Memorandum of Understanding (MOU) has been agreed and signed authorising these principles, it is attached as Appendix 4.
- 5.2 The construction procurement route under consideration is via the existing Scape framework used for the BLC project. This should provide value for money and timely construction phase.

6 RISK MANAGEMENT

- 6.1 There are a diverse range of risks attached to a project of this size, and a key risk register is shown in as table 4.

Table 4: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
Design development		Design detail discussed with the School and Centre Operator	
Achieving a final design proposal that meets School and Community needs	High		Low
Site conditions			

Risks	Uncontrolled Risk	Controls	Controlled Risk
Poor ground conditions	High	Mitigate – early site investigations are being undertaken	Low
Site contamination	Medium	Mitigation – undertake site investigation	Low
Weather			
Adverse and inclement weather leading to delayed opening of the facility	Medium	Pass weather risk to contractor through procurement route	Low
Utilities			
Increased capacity may be required for Gas, Electric and Water	Medium	Undertaken utilities enquiries early in the design phase	Low
Funding			
Affordability of accommodation schedule.	Medium	Mitigation - Benchmarked cost planning and options to be sacrificed.	Low
Contractor			
Construction Inflation.	Medium	Mitigation – Potential use of a Guaranteed Maximum Price contract.	Low
Contractor and supplier insolvency.	Medium	Transfer - to main contractor, security bonds to be considered.	Low
Planning consent			
Delayed planning consent due to delayed determination of the planning application	Medium	Mitigate - early engagement of Planners including pre-application advice to minimise any delays / objections.	Low
Traffic and highways improvements	High	Undertake traffic impact assessment	Medium

6.2 An initial risk management meeting in line with the NEC requirements will be conducted if the project is undertaken and regular risk management meetings will be held ensuring risks are closely managed and mitigated through design and management. A full project contingency and risk register will be compiled and will be updated and amended throughout the project.

6.3 Initial surveys of the site have been undertaken for trees, topographical and drainage implications. Further site surveys may be undertaken going forward if required for the progress of the project and its planning application. Known and emerging risks will be mitigated and managed as appropriate on an ongoing basis.

7 POTENTIAL IMPACTS

7.1 Work will be carried out throughout the project with the current concession holder, Legacy Leisure who operate the CLC, and with The Charters School Community Recreation Centre Trust (CSCRCT) who currently have the leasehold on land occupied by the current Charters Leisure Centre.

7.2 The concept design (Appendix 1) incorporates the flood risk mitigation and ecology reports to provide on site drainage and improve wildlife habitat where possible.

8 CONSULTATION

8.1 Consultations have been undertaken with the 7 local councillors for the 3 Wards of Ascot and Cheapside, Sunninghill and South Ascot, and Sunningdale, the Leader of the Council has signed the M.O.U. (Appendix 4) as well as the Trustees of the CSCRCT. Local parish council representatives on the trust committee have also been consulted and the chair of the trust has signed the M.O.U. (Appendix 4). School staff and governors at Charters School have been consulted and the Chair of the Governors at Charters School has signed the M.O.U. (Appendix 4).

8.2 A wider range of consultations will be undertaken between the current stage and Stage 2 design prior to the submission of a planning application and include

- Discussions with local sports clubs and organisations and existing users.
- Pre-planning advice will be sought from the council's planning department and used to support this RIBA Stage 2 plan. A planning consultant will be appointed as part of the Design Team.
- Legacy Leisure/ Parkwood as the current site operator and have been consulted throughout the process.

8.3 Transport modelling will be undertaken, and has been undertaken for other developments within the school site.

8.4 If this paper is approved further discussion will also take place with local residents through:

- Contact by letter updating them on plans.
- Showcasing of the approved concept designs in the current CLC.
- Information leaflets distributed to users of the CLC.
- Article in Around the Royal Borough, Twitter and Facebook campaign.
- Formal consultation with 2 local Parish councils (Sunningdale and Sunninghill and South Ascot).

8.5 A report was taken to Culture and Communities Overview and Scrutiny Panel on 15 November 2017. The report was received positively by members, a request was made for broader consultation with the local community, which officers confirmed was

planned. Comments were received on the need for a co-ordinated approach to traffic management and officers confirmed that extensive work was planned to address these issues.

9 TIMETABLE FOR IMPLEMENTATION

9.1 Table 5 sets out the high level timetable for planning, building and letting the new facility.

Table 5: Implementation timetable

Date	Details
December 2017	Report to CRSC
December 2017	Appointments of the external design team members to complete the project, including Development Manager, Architect, M&E and Structural Engineers.
February 2018	Budget approval at full Council
April 2018	Planning application submitted
June 2018	Planning permission granted
June 2018	Procurement of enabling works
October 2018	Build starts on site – subject to planning approval
January 2019	Topping out of completed external framework
March 2020	Internal fit out commences
June 2020	New centre opens, existing CLC renamed and remains open

9.2 Implementation date if not called in: Immediately

10 APPENDICES

- 10.1 This report is supported by five appendices. Appendix 3 and Appendix 5 are Part II.
- Appendix 1 – Concept Design
 - Appendix 2 – Project Initiation Document (budget savings)
 - Appendix 3 – Cost Plan – Part II
 - Appendix 4 – M.O.U. between RBWM, Charters School Governors, CRCCT Trustees
 - Appendix 5 – Additional financial information – Part II

11 BACKGROUND DOCUMENTS

11.1 None.

12 CONSULTATION

Name of consultee	Post held	Date sent	Commented & returned
Alison Alexander	Managing Director	7/11/2017	8/11/2017
Andy Jeffs	Executive Director	19/10/2017	2/11/2017
Rob Stubbs	Section 151 Officer	7/11/2017	7/11/2017
Terry Baldwin	Head of HR	7/11/2017	
Mary Kilner	Head of Law and	7/11/2017	

Name of consultee	Post held	Date sent	Commented & returned
	Governance		
David Scott	Head of Communities, Environment & Partnerships	7/11/2017	8/11/2017 & 9/11/2017

REPORT HISTORY

Decision type: Key decision	Urgency item? No
Report Author: Kevin Mist, Communities Project Lead, 01628 796443	

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Re-Format

OAKS LEISURE CENTRE

September 2017

Stage 1 Feasibility Report REV A



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Contents

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4. Architectural Design Proposals
5. Enabling Works / Car Parking
6. Planning Strategy
7. Procurement Strategy
8. Risks & Constraints
9. Project Programme
10. Cost Plan
11. Conclusions and Recommendations

Appendices

- A C&S Design Strategy
- B MEP Design Strategy
- C Highways

1.0 / Executive Summary / Introduction

In the summer of 2016 Re-Format was asked by The Royal Borough of Windsor & Maidenhead to prepare a preliminary study to explore the feasibility of locating a public leisure centre on the Charters School site in Sunningdale.

In August 2017 Re-Format was re-approached to act as Architects and Lead Designer to prepare a Stage 1 Feasibility Report to design and deliver a new public leisure centre at Charters School, Sunningdale. The new leisure centre will be a public facility under the control of The Royal Borough of Windsor & Maidenhead with occasional managed use by the school.

The document is the result a collaboration between Re-Format, PEP Civil & Structures Ltd, Hoare Lea, Robert West and Clarkson Alliance, and represents a practical summary of the town planning, architectural and technical issues connected with the procurement of the development.

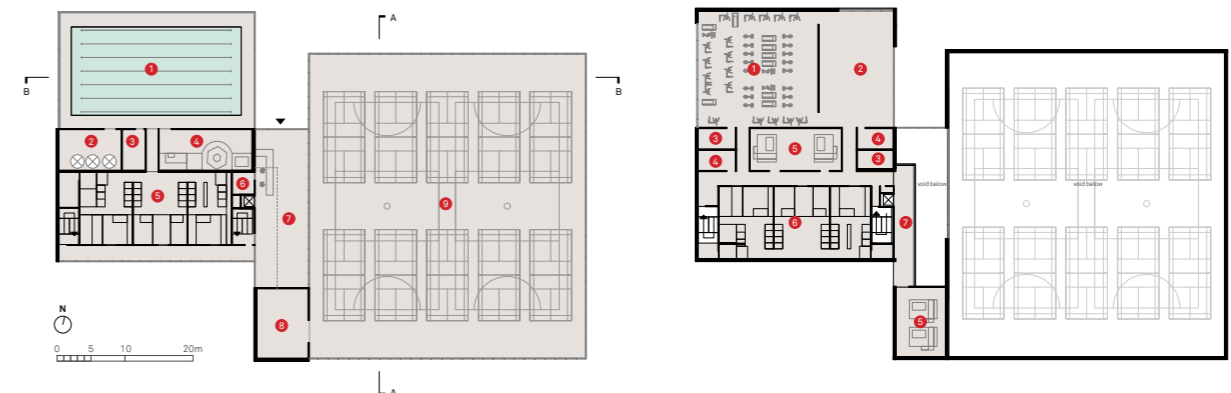
The proposals contained within this document are intended to establish a sensible and realistic framework for developing a detailed scheme and for establishing effective and efficient engagement with associated stakeholders so that the project can be delivered within the desired time constraints.

Charters Sports Centre

The Royal Borough of Windsor & Maidenhead



External view of sports centre entrance



Ground Floor Plan

- 1 Pool
- 2 Pool / main plant room
- 3 Pool store
- 4 Health suite
- 5 Wet change / WCs
- 6 Office
- 7 Reception
- 8 Hall Store
- 9 Sports Hall

First Floor Plan

- 1 Gym
- 2 Dance Studio
- 3 Store
- 4 Office
- 5 AHU / Plant
- 6 Dry change / WCs
- 7 Viewing Balcony

Original feasibility study

2.0 / Client Brief

Project Brief

The brief has been developed with the client and project team and there have been some discussions with the school. Further detailed consultation and briefing will be carried out at the next stage once a centre operator is on board. A number of issues were raised during the feasibility study and these have been incorporated into the proposals. Where practically and spatially sensible the proposals align with Sport England guidance.

Project description

New build Sports Centre at Charters School comprising the following facilities mix:

- 10 court sports hall (flexible use)
- 60 station fitness suite
- 25m community swimming pool
- Wet and dry change
- Reception
- Dance Studio
- 10 court sports hall
 - Operator to be consulted at the next stage
 - Designed to meet Sport England requirements
 - Primarily for five-a-side/ basketball/badminton & national standard netball
 - Sufficient area to accommodate 2000 seated pupils (seating brought in from school)
 - Explore options for bleacher seating
 - M&E systems to be designed for sport activity and occupancy only

- 25m community swimming pool
 - Active swimming only with bracketry for lane starter blocks
 - No diving board
 - Pool depth 1.1 – 1.6m
 - Adequate ceiling height
 - Pool filters ideally at basement level

- Sports Hall Storage
 - Minimum effective area to support activities following Sport England guidance
 - Primarily for five-a-side/ basketball/badminton & netball equipment

- Boys and Girls dry change for school use only
 - Maximise for use by the school (ideally for two classes) separately accessed by the school with potential for opening up to leisure centre use
 - Toilets
 - No lockers
 - No showers

- Wet change for leisure centre use
 - 'Village' concept layout
 - Showers, toilets and lockers

- Café
 - For light snacks only
 - Operated from reception
 - 20no. covers
 - Viewing into the swimming pool

- Library and service hub
 - Stand-alone library unit with shelving adjacent to reception

- Improved vehicle access to the rear

- 70 plus additional car park spaces on site and land across Charters Road

- Re-provision of the bungalow Maine Centre into the refurbished youth building

Key Dimensions / Provision:

Sports hall size:

A 10 court sports hall suitable for national/premier netball use including enhanced run-off
44.6 x 40.6mm with 9.0m clear head room to provide flexibility for other sports

Sportshall storage:

5.0 x 17.6m (Sport England recommended area 12.5% of sports hall floor area).

Pool size:

Six lane 25m pool with DDA compliant platform lift and steps.
18.0 x 30.0m with 4.0m clear height

Gym size:

16.3 x 18.0m for 60 pieces of equipment (Note: likely to be aerobic only)

Dance:

13.70 x 18.0m

Pool 'village' changing facilities:

12no. single cubicles
12no. double cubicles
4no. family cubicles
12no. showers
8no. wcs/urinals
1no. disabled changing room

Dry changing facilities:

120no. bench changing positions
18no. showers
12no. wcs/urinals including 4no. disabled toilet/changing facilities

School changing facilities:

96no. bench changing positions
Note: no showers
6no. separate wcs/urinals

Sport England

The leisure centre is being funded fully and directly by The Royal Borough of Windsor & Maidenhead and does not rely upon a funding contribution from an outside agency. Nevertheless, Sport England will need to be consulted in regard to the loss of open recreation space on a school site. The loss is mitigated by the intensification of internal recreational use on the site, made available for use by the school as well as the public.

Whilst the facilities will largely comply with Sport England recommendations the funding arrangement frees the project from the functional and specification constraints imposed by its guidance and allows deviation where it is felt to be appropriate and advantageous.

3.0 / Site Context / Appraisal & Surveys

Charters School is located between South Ascot, Sunninghill and Windlesham in Sunningdale, surrounded by an affluent residential area.

The school campus is entered via vehicular and pedestrian accesses from Charters Road into a large area of car parking between the road and the school buildings. Further school playing fields and a car park are located on the other side of Charters Road to the north east of the main campus.

The proposed site area is broadly flat and currently occupied by three tennis courts on the frontage with Charters Road between the main school buildings and a bungalow previously used as a residence by the school caretaker. The existing tennis courts are of poor quality and in need of significant repair. The school currently uses them for general recreation. Views of the site from Charters Road are shown in the adjacent images. Charters Road is characterised by mature trees on each side and the school buildings and the site are seen through and under these from Charters Road.

The existing school buildings are a mixture of the original 1958 red brick buildings with tiled pitched roofs and 1970s flat roofed single and two storey buildings clad with a range of materials of facing brick, tile hanging, black stained weather boarding and light weight cladding panels.

The character of the site is typical of many similar school campuses in which buildings have spread from the original nucleus. The location of the proposed sports hall site is at the end of a long linear car parking area between the school buildings and Charters Road.

The whole campus lies in the Green Belt which requires any development proposal to be justified by 'Special Circumstances'.

The site lies within the grounds of Charters School and is located inside the Green Belt. The proposed building is located on a level area of land on the northern side of school site, facing onto Charters Road. The site is bounded on the west by the school MUGA and on the south by an all-weather pitch. The main school buildings are situated to the south west, including a new maths block facility which is currently being built and which will be completed by summer 2018.

The proposed swimming pool and gym block is set back 18m off Charters Road. The larger sports hall block steps back a further 15m. The school's youth facility will be demolished and relocated into alternative accommodation on site to make way for the new building.

The site is generally level with minor topographic undulations. The ground conditions and drainage are considered within the Structural Engineer's Report. The site is of limited ecological value because of its use for hard surface recreation. There are a number of trees on the site which will need to be removed as part of the development but none is covered by a TPO. An arboricultural report has been commissioned to survey trees affected by the leisure centre development and associated enabling work.



Aerial View of Charters School (showing outline of proposed building)

3.0 / Site Context / Appraisal & Surveys

Surveys:

Topographical Survey

A topographical survey of the site has been carried out and extended by the Greenhatch Group 24426_T REV 1 to cover the area across Charters Road identified for potential expansion of car parking.

Utilities Survey

An underground utilities survey of the site has been carried out by the Greenhatch Group 24426_T_UG REV 1.

CCTV survey of Underground Drainage
A separate CCTV survey of underground drainage has been commissioned.

Arboricultural Survey

The PJC Consultancy is currently carrying out an arboricultural survey and assessment of the site and will provide a commentary on potential options for the expansion of car parking across the site.

Ecology

As part of the Ecological Appraisal, an extended Phase 1 habitat survey will be commissioned at the next stage

Acoustic Survey

An acoustic survey will be commissioned at the next stage to investigate breakout noise emitted from external plant. An acoustic survey was not required for the previously consented tennis centre scheme.



View of the site looking east from Charters Road



View of the site looking west from Charters Road



View of site looking west from playing fields

4.0 / Architectural Design Proposals

Concept:

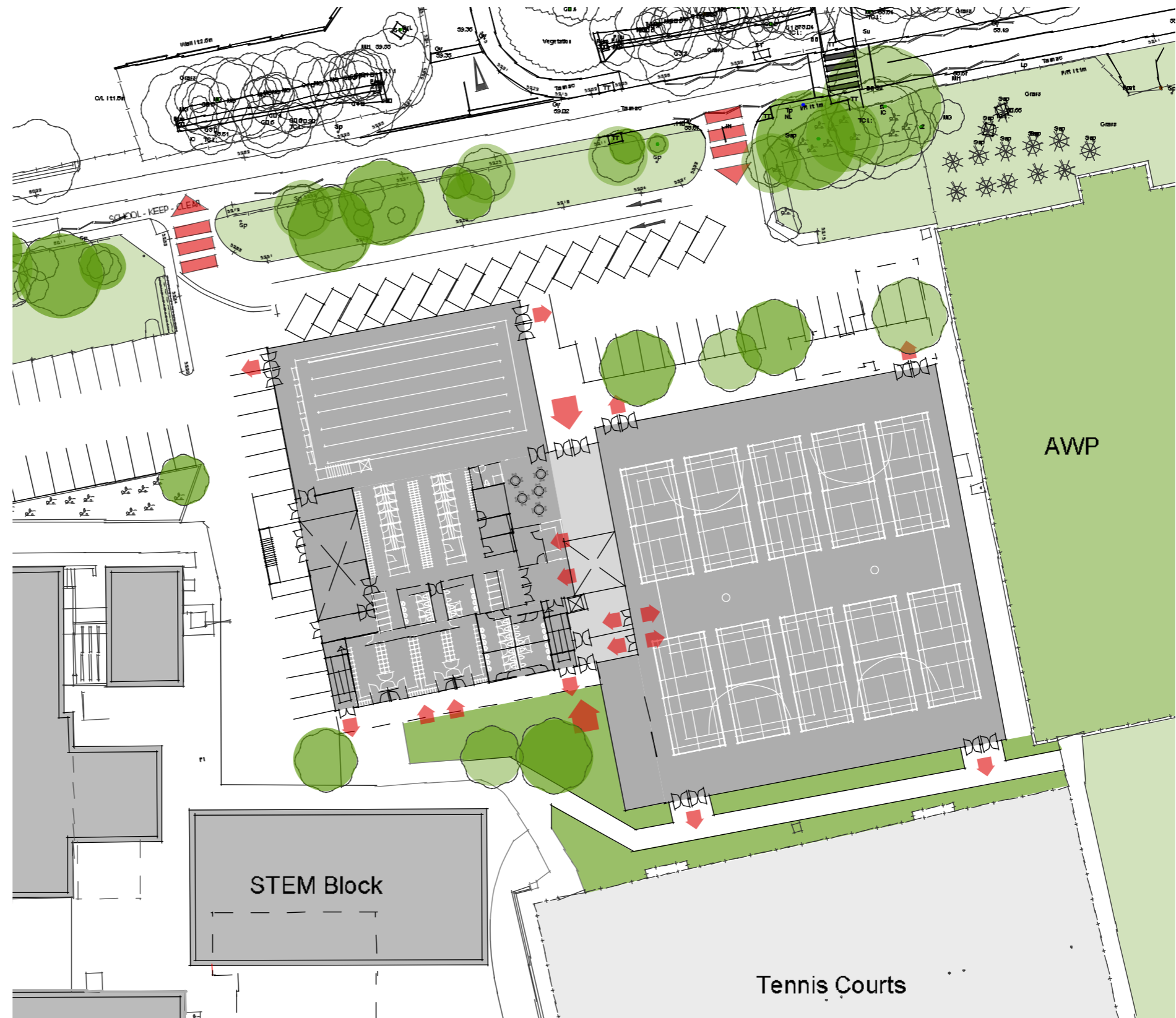
The building will operate as a stand-alone public facility and is designed such that it addresses the Charters Road frontage, offering a welcoming entrance with associated parking, and integrates comfortably into the setting of the existing school buildings and external recreation facilities.

The building is designed with maximum transparency offering views into the sports facilities from the outside, whilst providing a coherent layout and enhanced, architectural appearance internally and externally. The selection of external materials, with extensive glazing, provides a mechanism for minimising the apparent scale of the building.

General Arrangement:

The building is arranged in three distinct parts:

- The sports hall
- The swimming pool, gym and associated changing and serving facilities on two levels
- A link block containing the main entrance, reception, information centre and vertical circulation

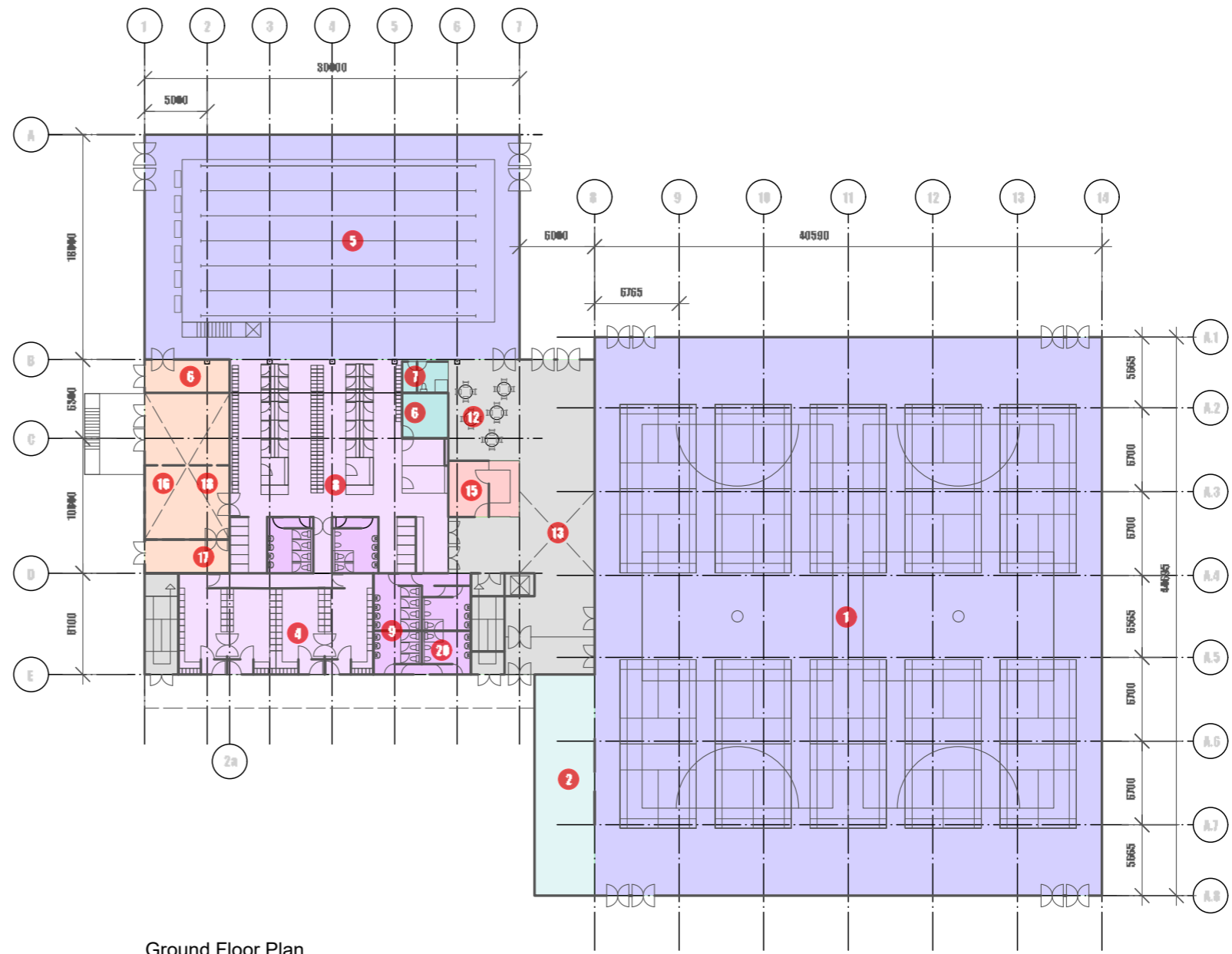


Proposed Site Plan

4.0 / Architectural Design Proposals

Accommodation Schedule

1.	10 court sports hall	1815 sq.m
2.	Sports Hall Storage	85 sq.m
3.	Male & Female Public dry changing	300 sq.m
4.	Boys and Girls dry changing	126 sq.m
5.	25m community swimming pool	540 sq.m
6.	Pool Store	13 sq.m
7.	First Aid Room	10 sq.m
8.	Wet changing for leisure centre use 'Village Concept'	275 sq.m
9.	Public Toilet Facilities	36 sq.m
10.	Gym	293 sq.m
11.	Dance Studio	246 sq.m
12.	Cafe/Pool Viewing Area	46 sq.m
13.	Library/Reception/Foyer	100 sq.m
14.	Viewing Gallery	40 sq.m
15.	Main Office	25 sq.m
16.	Main Plantroom	90sq.m
17.	Electrical Switch Room	20 sq.m
18.	Pool Plantroom	30 sq.m
19.	Circulation	280 sq.m
20.	School Toilets	30 sq.m
Total GIA		4400 sq.m
21.	External AHU Plant	270 sq.m



Ground Floor Plan

4.0 / Architectural Design Proposals

Massing:

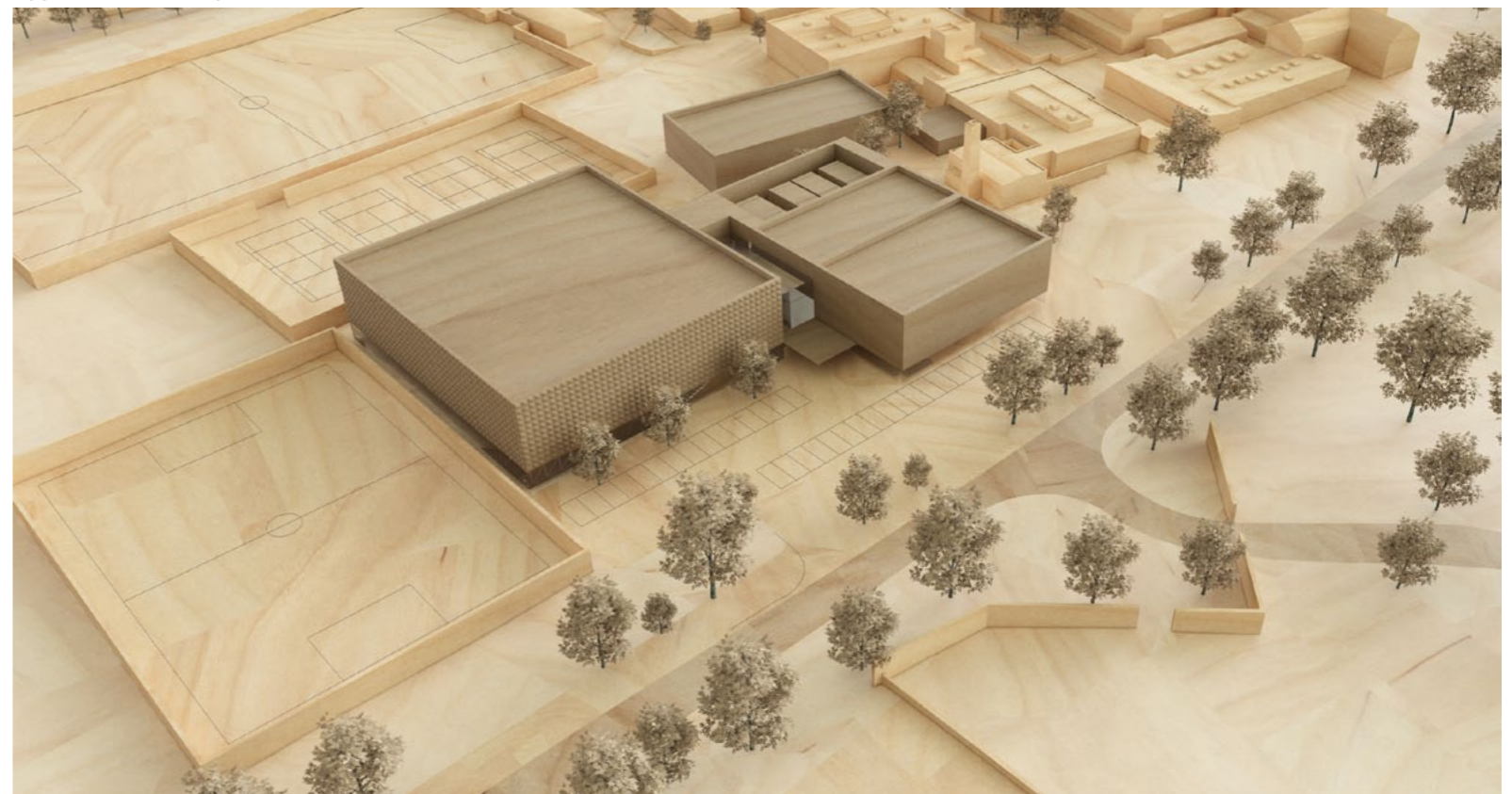
The massing follows the logical plan arrangement of the building with two distinct blocks either side of an entrance link. The two blocks are approximately the same height although the sports hall is marginally taller to accommodate the structure necessary to deliver the long 40.0m spans and the 9.0m clear head height required for the delivery of national sport standards.

The pool block is arranged on two levels with AHUs set down within the height of the building to minimise the overall impact of the building in relation to adjacent building and topography.

NOTE: There is an opportunity to expand the brief to include further dance and activity studios at first floor and relocate the AHUs within a screened enclosure on the roof. This will need to be explored at the next stage.



Approach from car park and Charters Road



Aerial view from the north east

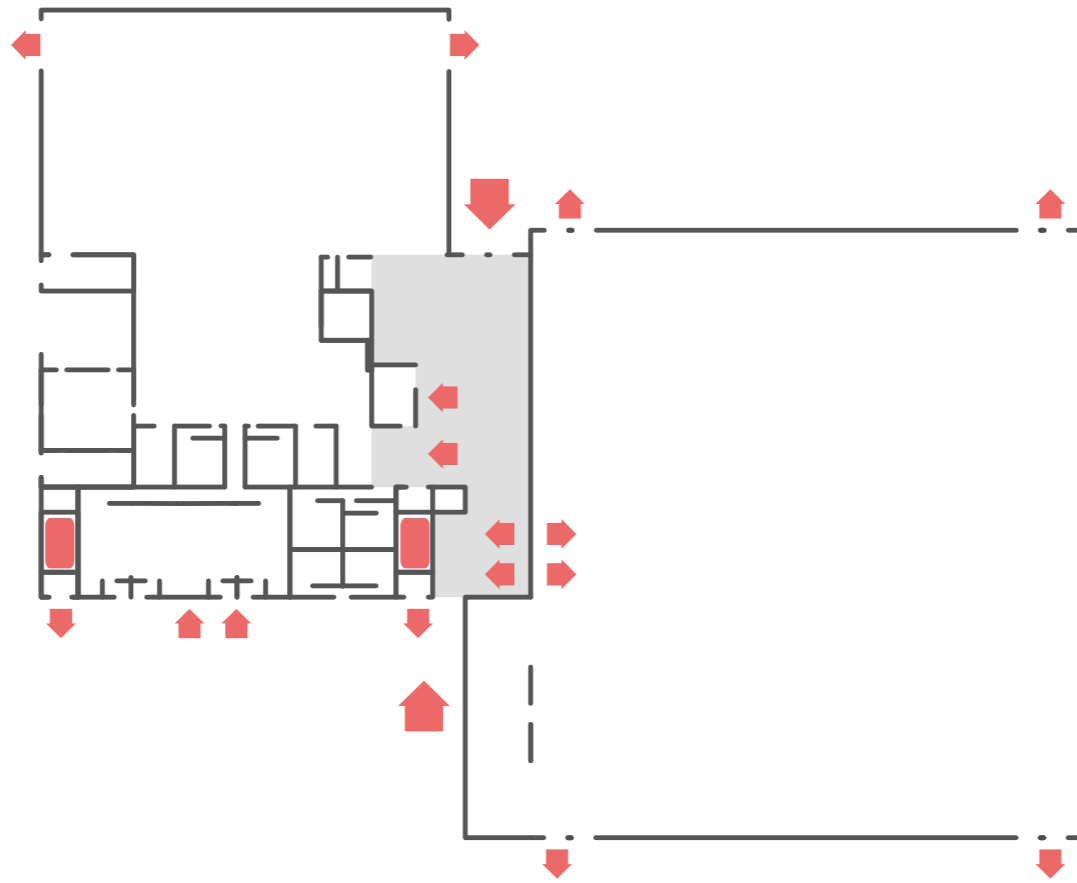
4.0 / Architectural Design Proposals

Circulation & Access:

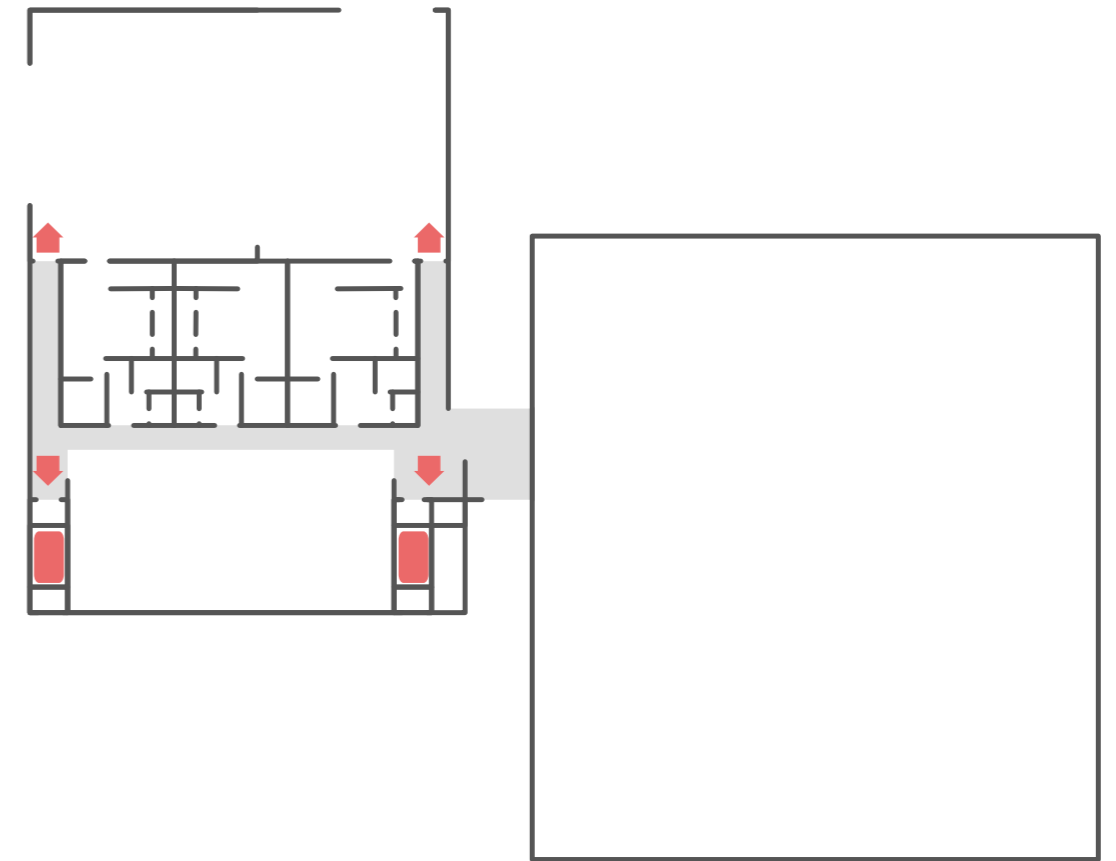
The main entrance faces directly onto Charters Road. Members of the public will approach from this direction, either from the parking spaces provided directly in front of the building or from the additional car parking provision located adjacent to the playing fields across Charters Road. Pupils will access the dry changing and toilets allocated to them on the southern side directly from outside, but under the cover of a continuous canopy on that side. A dedicated and separate route is provided directly into the sports hall. Inter-connecting doors are provided between the school's dry change and the public pool changing to allow the occasional discrete use of the pool by the school.

The rational building arrangement ensures that the internal circulation is simple and coherent with the main reception located directly in front of the main entrance with the staircase and lift behind.

The entrance to the pool changing is directly behind reception. Views directly into the sports hall and swimming pool mean that it is easy to orientate upon arrival. Open views back into reception from the viewing gallery and balcony at first access above reinforce spatial coherence.



Ground Floor Circulation Strategy

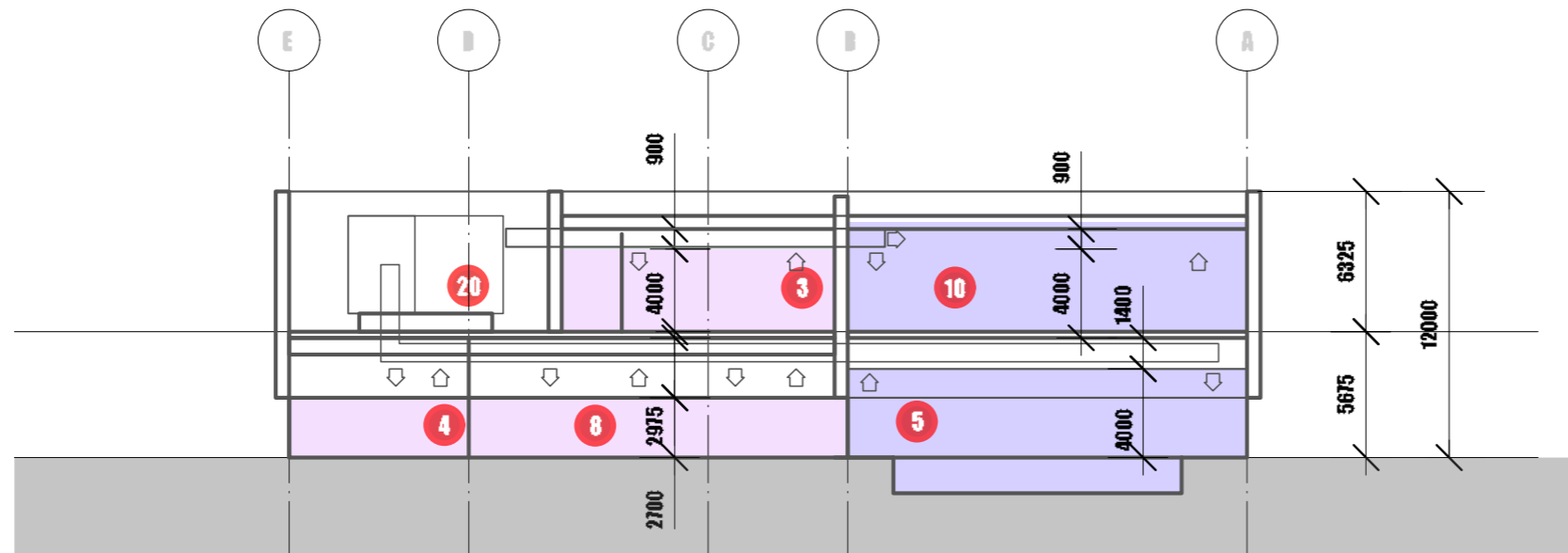


First Floor Circulation Strategy

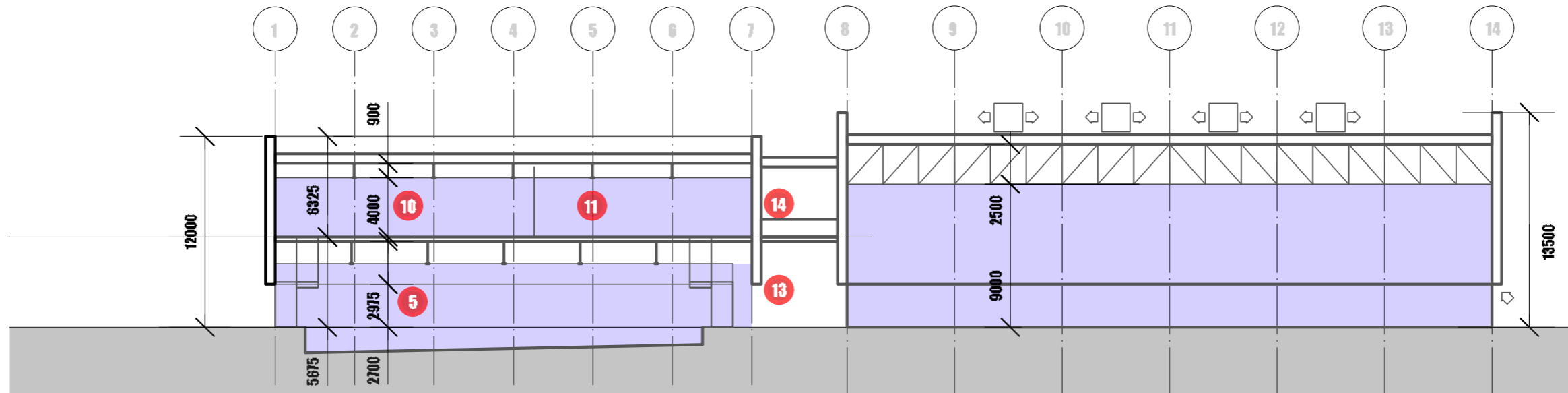
4.0 / Architectural Design Proposals

Accommodation Schedule

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20.	School Toilets	30 sq.m
Total GIA		4400 sq.m
21.	External AHU Plant	270 sq.m



Cross section through pool & changing rooms



Long cross section through pool & sportshall

4.0 / Architectural Design Proposals

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Distant view from Charters Road

4.0 / Architectural Design Proposals



Close up view from car park approach

4.0 / Architectural Design Proposals

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Internal view of the foyer/reception

4.0 / Architectural Design Proposals

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Internal view of swimming pool

4.0 / Architectural Design Proposals

Materials:

The client has intimated that the new building should not be institutional in appearance but should convey an enhanced ambience consistent with a private facility.

The materials used on the outside and inside of the building have therefore been carefully considered and selected to deliver that aspiration and to reinforce the architectural approach.

Outside

The sports hall is clad in modular profiled steel panels which sub-divide the façade into a prismatic pattern to breakdown the overall mass of the structure.

The pool block is clad in brick which links back to the scale and texture of the school buildings and creates a heavier and contrasting appearance to the lightweight sports hall block.

Both blocks rest on a glass plinth which means that the activity inside the building can be seen from the road and from the approach, and also means that the blocks appear to float above the site.

Inside

It is equally important that the materials and finishes on the inside of the building are consistent with the overall aspirations of the client, but also that they are functional, robust and long-lasting.

Floors:

Reception & Foyer – Sealed paviors/ ceramic tiles
Sports hall – Granwood Gransprung Flooring System
Gym & Dance – Granwood Gransprung Flooring System
Swimming pool – Ceramic tile

Changing areas & Toilets – ceramic tile
Ancillary areas - vinyl

Walls:

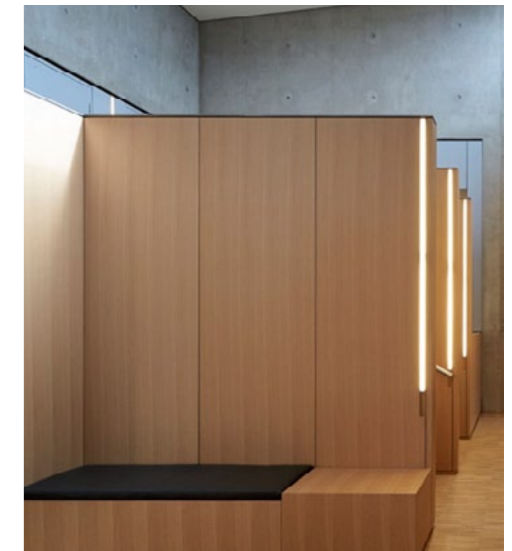
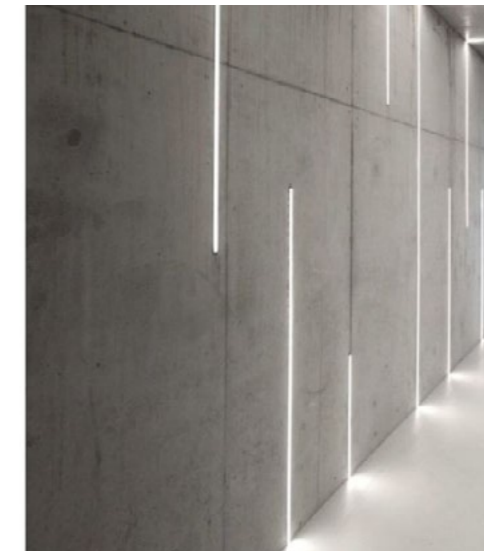
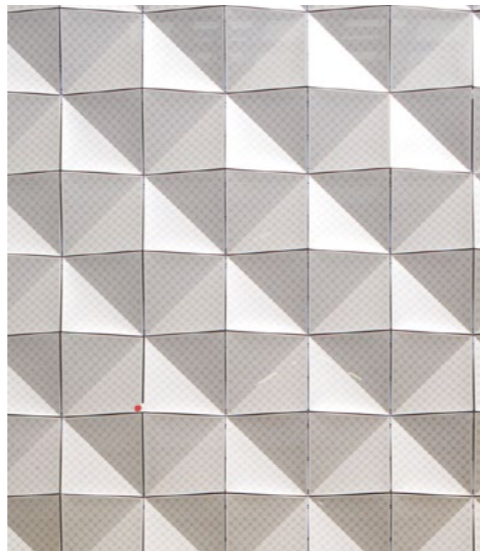
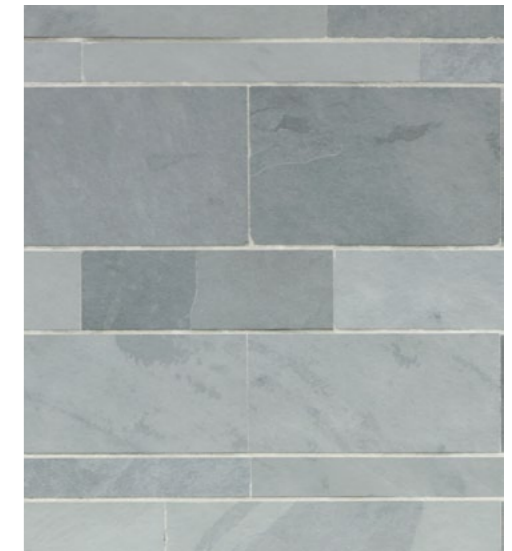
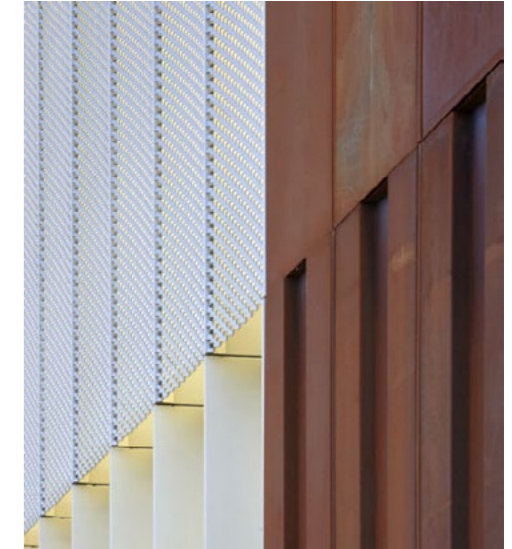
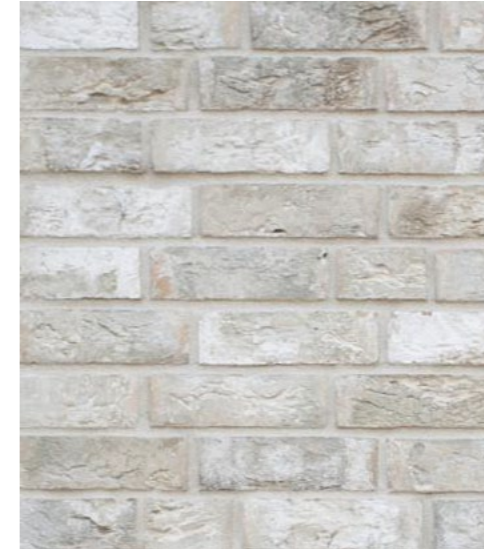
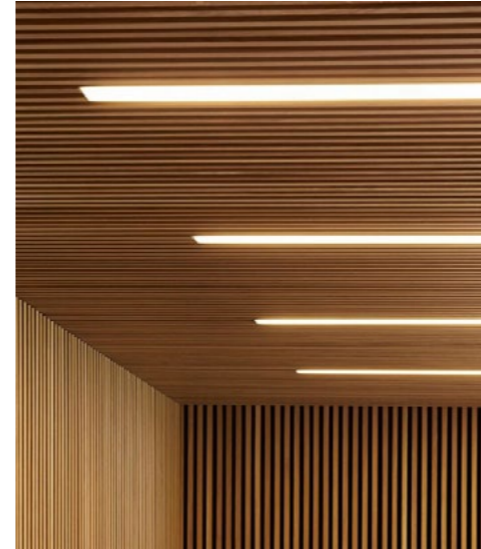
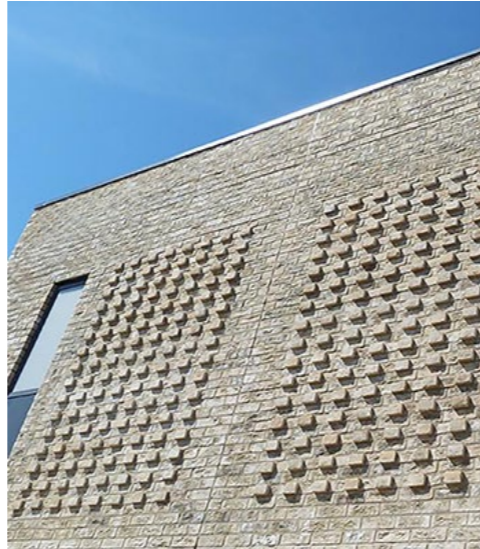
Reception & Foyer – Painted plaster and compact laminate cladding
Sports hall – Acoustic perforated plywood panelling
Gym & Dance – Acoustic perforated plywood panelling
Swimming pool – ceramic tile & compact laminate cladding
Changing areas & Toilets – Tiled/ compact laminate wall cladding
Ancillary areas - Painted plaster

Ceilings:

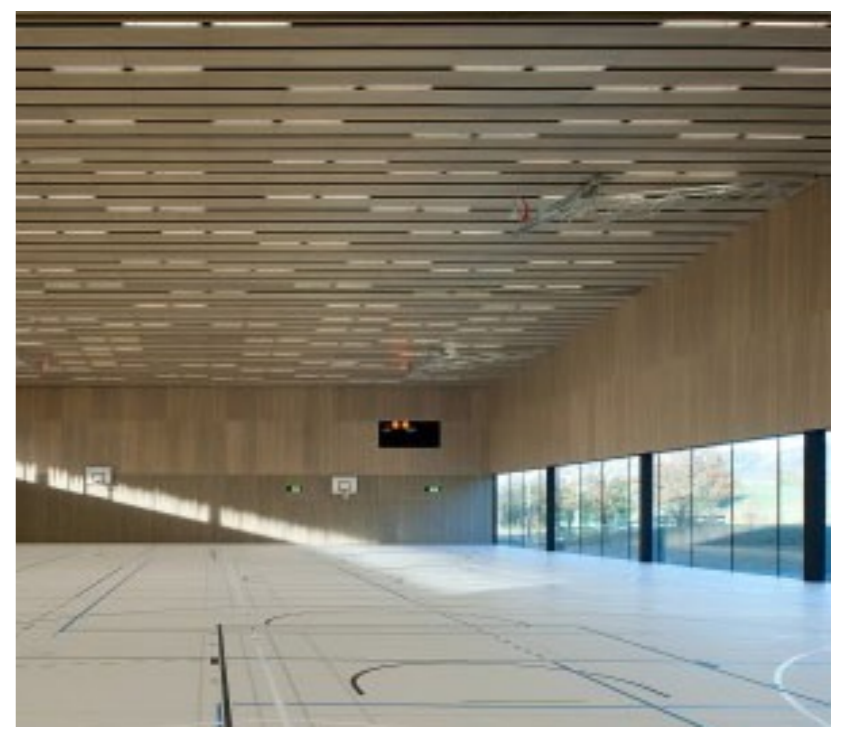
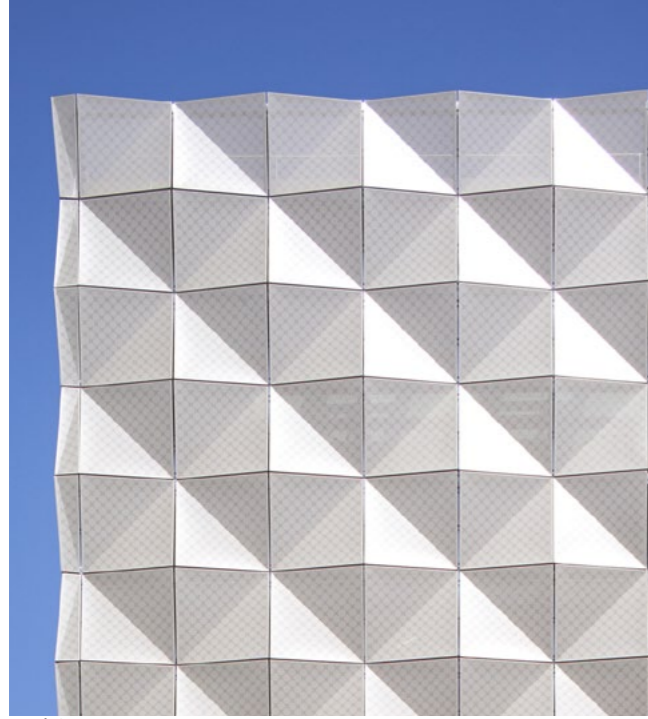
Reception & Foyer – Painted MF plasterboard ceilings and profiled acoustic planks
Sports hall – PPC perforated metal roof decking
Gym & Dance – PPC perforated metal roof decking
Swimming pool – Perforated acoustic perforated planks
Changing areas & Toilets – Perforated acoustic plasterboard/perforated suspended metal tiles
Ancillary areas - Painted plaster

Fixtures & Fittings:

Reception & Foyer – Hi-macs/Corian resin reception desk/ Timber public seating/ Information point shelving, tables and chairs
Sports hall – Netball / Basketball / Badminton / Five-a-side / Division netting / Division rebound barriers
Gym & Dance – 60 pieces of gym equipment / TVs / Sound system
Swimming pool – Lane dividers / portable starter blocks / Timer clock / DDA platform lift
Changing areas & Toilets – Timber benching and compact laminate full height cubicles and lockers.



4.0 / Architectural Design Proposals



Precedent Examples

Appendix 2
The Oaks Leisure Centre
Project Initiation Summary
October 2017

1. The overall project for public use was a
 - a. Swimming pool – this is a 25m, 6 lane pool, 1.6m at the deepest and 1.1m at shallowest. There are no opportunities to reduce the size of this facility it has no fun area, no spectator seating and the 1st floor is used for the Gym and Dance Studio above the pool.
 - b. Dance Studio – this requires a sprung floor and has limited areas for reducing cost as it occupies space above the pool and requires a sprung floor and air handling plant (ahu) and air conditioning to function.
 - c. Workout gym – 60 stations. This occupies space above the pool and requires a sprung floor and cannot be reduced in size. Mirrors have been removed in the potential savings chart. The area requires ahu and air conditioning.
 - d. Changing areas
 - Pool – this requires lockers, cubicles, ahu, showers and toilets.
 - School dry changing is as basic as possible, no showers, no lockers.
 - Dry changing on the first floor, these require lockers, changing cubicles, ahu, showers and toilets.

1. The centre will be constructed on a school site and operate during school hours so additional facilities are required to provide safeguarding for the schools pupils – i.e. separate entrance and separate – very basic changing rooms and toilets for male and female.

2. The site is already very busy and the transport plan must address drop off/ collection of pupils and on site parking requirements i.e. 100 parking spaces, new drop off and turning circle.

3. The school require a sports hall that accommodates 2000 pupils, this can only be achieved with a 10 Badminton Court hall – broadly the same size as that provided at Magnet Leisure Centre (MLC) and Windsor Leisure Centre (WLC).

4. The site requires the demolition of the bungalow which provides educational support for disadvantaged pupils. This needs to be re-provided and will cost in the region of £150k.

5. The building will be constructed within the Green Belt at the front of the school for planning purposes it needs to present as attractive a finish as possible in such a high profile location.
 - No pool cover.
 - No underwater lighting.
 - Grasscrete car parking to detached field – not tarmac.
 - Operator to supply all kitchen and café equipment.
 - No specialist lighting in Sport Hall for theatre.
 - No new office furniture
 - Covered walkway entrance for school – not enclosed corridor.
 - Smaller than recommended store area.
 - Non standard sizes for badminton/
 - No viewing to pool (other than from Café)

DATED

MEMORANDUM OF UNDERSTANDING

LEISURE CENTRE, CHARTERS SCHOOL, CHARTERS ROAD, SUNNINGDALE, ASCOT

between

THE ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

and

CHARTERS SCHOOL

and

THE TRUSTEES OF THE CHARTERS SCHOOL COMMUNITY RECREATION CENTRE TRUST

THIS AGREEMENT is dated

2017

PARTIES

- (1) **The Royal Borough of Windsor and Maidenhead** of Town Hall, St Ives Road, Maidenhead, Berkshire SL6 1RF (**Council**);
- (2) **Charters School** (Company Numbers 08208767) whose registered address is at Charters School, Charters Road, Sunningdale, Ascot, Berkshire SL5 9QY (**School**); and
- (3) **Charters School Community Recreation Centre Trust** care of Charters School, Charters Road, Sunningdale, Ascot, Berkshire SL5 9QY (**Trustees**).

1. BACKGROUND

- 1.1 The Council, the School and the Trustees have agreed to work together on the project detailed in Schedule 1 (**Project**).
- 1.2 The parties wish to record the basis on which they will collaborate with each other on the Project. This Memorandum of Understanding (**MoU**) sets out:
 - (a) the key principles of the Project;
 - (b) the principles of collaboration;
 - (c) the governance structures the parties will put in place; and
 - (d) the respective roles and responsibilities the parties will have during the Project.

2. KEY OBJECTIVES FOR THE PROJECT

- 2.1 The parties shall undertake the Project to achieve the key principles set out in Schedule 1 to this MoU (**Key Principles**).
- 2.2 The parties acknowledge that the current position with regard to the Project and the contributions already made (financial and otherwise) are as detailed in the Schedule 1 to this MoU.

3. PRINCIPLES OF COLLABORATION

The parties agree to adopt the following principles when carrying out the Project (**Principles**):

- (a) collaborate and co-operate. Establish and adhere to the governance structure set out in this MoU to ensure that activities are delivered and actions taken as required;

- (b) be accountable. Take on, manage and account to each other for performance of the respective roles and responsibilities set out in this MoU;
- (c) be open. Communicate openly about major concerns, issues or opportunities relating to the Project;
- (d) learn, develop and seek to achieve full potential. Share information, experience, materials and skills to learn from each other and develop effective working practices, work collaboratively to identify solutions, eliminate duplication of effort, mitigate risk and reduce cost;
- (e) adopt a positive outlook. Behave in a positive, proactive manner;
- (f) adhere to statutory requirements and best practice. Comply with applicable laws and standards including procurement rules, data protection and freedom of information legislation;
- (g) act in a timely manner. Recognise the time-critical nature of the Project and respond accordingly to requests for support;
- (h) manage stakeholders effectively;
- (i) deploy appropriate resources. Ensure sufficient and appropriately qualified resources are available and authorised to fulfil the responsibilities set out in this MoU; and
- (j) act in good faith to support achievement of the Key Principles and compliance with these Principles.

4. PROJECT GOVERNANCE

4.1 Overview

The governance structure defined below provides a structure for the development and delivery the Project.

4.2 Guiding principles

The following guiding principles are agreed. The Project's governance will:

- (a) provide strategic oversight and direction;
- (b) be based on clearly defined roles and responsibilities at organisation, group and, where necessary, individual level;
- (c) align decision-making authority with the criticality of the decisions required;
- (d) be aligned with Project scope and each Project stage (and may therefore require changes over time);
- (e) leverage existing organisational, group and user interfaces;

- (f) provide coherent, timely and efficient decision-making; and
- (g) correspond with the key features of the Project governance arrangements set out in this MoU.

4.3 **Sponsors' board**

- (a) The **Sponsors' Board** provides overall strategic oversight and direction to the Project. This group will consist of 7 trustees of the Charters School Community Recreation Centre Trust, 3 Members of the Council, 2 persons from the School and 2 independent persons (all names will be confirmed prior to the first meeting of the Sponsor's Board).
- (b) The members of the Sponsors' Board shall be deemed to possess sufficient authority to act on behalf of their constituent body. The Sponsors' Board shall be managed in accordance with the current terms of practice and shall meet and act as per the agreement between the parties.
- (c) The Sponsors' Board will set out the Project Board's scope and delegations.

4.4 **Project board**

- (a) The Project Board will provide management at Project and workstream level. It will provide assurance to the Sponsors' Board that the Key Principles are being met and that the Project is performing within the boundaries set by the Sponsors' Board.
- (b) The Project Board will be agreed by the Sponsor's Board who will also decide how the Project Board is to make decisions and regarding costs, which must be supported by the Council.
- (c) The Project Board shall have responsibility for the creation and execution of the project plan and deliverables, and therefore it can draw technical, commercial, legal and communications resources as appropriate into the Project Board. The core Project Board members will be decided (all parties acting reasonably) prior to the first meeting of the Project Board.
- (d) The Project Board shall meet monthly.

4.5 **Reporting**

Project reporting shall be undertaken at three levels:

- (a) **Project Board:** Minutes and actions will be recorded for each Project Board meeting. Any additional reporting requirement shall be at the discretion of the Project Board.

- (b) **Sponsors' Board:** Reporting shall be monthly, based on the minutes from the Project Board highlighting: Progress this period; issues being managed; issues requiring help (that is, escalations to the Sponsors' Board) and progress planned next period and/or aligned with the frequency of the Sponsors' Board meetings.
- (c) **Organisational:** The Project Board members shall be responsible for drafting reports into and obtaining authority from their respective sponsoring organisation as required for review by the Project Board before being issued. However, the decisions of the Sponsor's Board are not binding on the Organisational Body.

All other governance arrangements for the Project will remain as currently however the duration of meetings may be varied once the delivery plan under clause 5.3 below has been set out.

5. ROLES AND RESPONSIBILITIES

- 5.1 In line with Schedule One, the parties shall undertake the following roles and responsibilities to deliver the Project:

Activity	Lead	Assure
Drafting detailed HOTs covering amongst others rent, repairs, alienation, alterations and term for the Old Leisure Centre Lease on the terms of this MoU	Council	School
Drafting detailed HOTs covering amongst others rent, repairs, alienation, alterations, term for the New Leisure Centre Lease on the terms of this MoU	Council	School/Trustees
Drafting detailed HOTs for Facilities Agreement on the terms of this MoU and with any party running the centre for use of the Sports Hall and Swimming Pool at the New Leisure Centre	Council	School/Trustees

Drafting Old Leisure Centre Lease on the terms of the agreed HOTs and this MoU and third-party rights	Council	School/Trustees
Drafting New Leisure Centre Lease on the terms of the agreed HOTs and this MoU and third-party rights	Council	School/Trustees
Drafting Facilities Agreement on the terms of the agreed HOTs and this MoU and third-party rights	Council	School/Trustees

5.2 For the purpose of the table above:

- (a) **Lead:** the party that has principal responsibility for undertaking the particular task, and that will be authorised to determine how to undertake the task. The Lead must act in compliance with the Objectives and Principles at all times, and consult with the other party in advance if they are identified as having a role to Assure the relevant activity;
- (b) **Assure:** the party that will defer to the Lead on a particular task, but will have the opportunity to review and provide input to the Lead before they take a final decision on any activity. All assurance must be provided in a timely manner. Any derogations raised must be limited to raising issues that relate to specific needs that have not been adequately addressed by the Lead and/or concerns regarding compliance with the Key Principles.
- (c) **Old Leisure Centre Lease:** a lease of land at the Charters School Recreation Centre, (as detailed in Schedule One) and marked on the Lease plan attached
- (d) **New Leisure Centre Lease:** a lease of land currently situated at Charters School, Charters Road, Sunningdale (as detailed in Schedule One) and broadly shown on the plan annexed to the artist's impressions

5.3 Within 6 months before the Project Start Date the party with the lead role for any aspect of the Project shall develop a delivery plan for that part of the Project which shall identify the following:

- (a) the key milestones for the delivery the Key Principles;
- (b) what employees (other than employees identified in this MoU) will be required to work on the project;
- (c) whether any staff will need to be seconded from one party to the other;
- (d) what staff will require access to the premises of the other party;
- (e) the Head of Terms for the required legal documentation with supporting documents and any plans.

Each delivery plan must be approved by the Project Board prior to being implemented.

6. ESCALATION

- 6.1 If either party has any issues, concerns or complaints about the Project, or any matter in this MoU, that party shall notify the other party and the parties shall then seek to resolve the issue by a process of consultation. If the issue cannot be resolved within a reasonable period of time, the matter shall be escalated to the Sponsor's Board, which shall decide on the appropriate course of action to take.

- 6.2 If either party receives any formal inquiry, complaint, claim or threat of action from a third party (including, but not limited to, claims made by a supplier or requests for information made under the Freedom of Information Act 2000 or Environmental Information Regulations 2004) in relation to the Project, the matter shall be promptly referred to the Project Board (or its nominated representatives). No action shall be taken in response to any such inquiry, complaint, claim or action, to the extent that such response would adversely affect the Project, without the prior approval of the Project Board (or its nominated representatives) providing always that where statutory obligations require a reply, then the party subject to this shall comply irrespective of the Project Board's decision.

7. INTELLECTUAL PROPERTY

- 7.1 The parties intend that notwithstanding any secondment any intellectual property rights created in the course of the Project shall vest in the party whose employee created them (or in the case of any intellectual property rights created jointly by employees of both parties in the party that is lead party noted in clause 5 above for the part of the project that the intellectual property right relates to) or where commissioned to a third party, then by the party paying for the costs for the commission.

7.2 Where any intellectual property right vests in either party in accordance with the intention set out in clause 7.1 above, that party shall grant an irrevocable licence to the other party to use that intellectual property for the purposes of the Project.

8. TERM AND TERMINATION

8.1 This MoU shall commence on the date of signature by all parties, and shall expire on completion of the Project.

8.2 Either party may terminate this MoU by giving at least three months' notice in writing to the other party at any time.

9. VARIATION

This MoU, including the Schedule, may only be varied by written agreement of the Sponsor's Board.

10. CHARGES AND LIABILITIES

10.1 Except as otherwise provided, the parties shall each bear their own costs and expenses incurred in complying with their obligations under this MoU and arising in respect of the Project.

10.2 The parties shall remain liable for any losses or liabilities incurred due to their own or their employee's actions and no party intends that the other parties shall be liable for any loss it suffers as a result of this MoU.

11. STATUS

11.1 This MoU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this MoU. The parties enter into the MoU intending to honour all their obligations.

11.2 Nothing in this MoU is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute any party as the agent of another party, nor authorise any of the parties to make or enter into any commitments for or on behalf of another party.

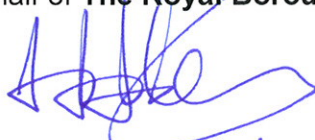
12. GOVERNING LAW AND JURISDICTION

This MoU shall be governed by and construed in accordance with English law and, without affecting the escalation procedure set out in clause 6, each party

agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

Signed for and on behalf of **The Royal Borough of Windsor and Maidenhead**

Signature:



Name:

SIMON DOREY

Position:

LEADER OF COUNCIL

Date:

17th July 2017

Signed for and on behalf of **Charters School**

Signature:



Name:

ELAINE M. WALLACE.

Position:

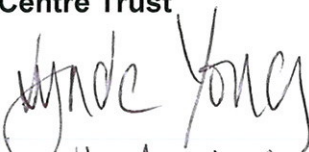
CHAIR OF GOVERNORS.

Date:

17 JULY 2017

Signed for and on behalf of **the Trustees of the Charters School Community Recreation Centre Trust**

Signature:



Name:

LYNDA YONG

Position:

CHAIR. Charters Trust

Date:

17th July 2017

Contact Points

Council

Name:

Address:

Tel No:

Email:

School

Name:

Address:

Tel No:

Email:

Trustees

Name:

Address:

Tel No:

Email:

Schedule One – The Project

Project overview

The Council proposes to build a new leisure centre for the community (New Leisure Centre) on land currently let to the School under a lease dated 28 September 2012 and made between (1) the Council and (2) the School (the Lease) as set out on the plan annexed. The broad design of the New Leisure Centre is annexed hereto as an artist's impression. It is proposed that the School will have some use of the New Leisure Centre as set out in the Key Principles below. The lease will be no shorter than [] years.

The Council proposes to grant a lease to the School of land (or part thereof) currently occupied by the Charters School Recreation Centre (the Old Leisure Centre) for a term no shorter than [] years for [] per annum for use by the School of the Old Leisure Centre or part thereof in conjunction with the community, and simultaneously the School propose underlet to the Council part of their demise under the Lease (as indicated on the plans annexed hereto) to enable the Council to build the New Leisure Centre.

The Project is proposed to commence in 2019/2020 (the Project Start Date) and the exact dimensions, design, rights, reservations and terms of the property documentation, New Leisure Centre, Old Leisure Centre and Facilities Agreement are to be agreed between the parties using the Key Principles set out below and set out in Heads of Terms prior to Project Start Date (all parties acting reasonably).

The Key Principles

- 1) Drafting, negotiation and completion of property documentation and a Facilities Agreement (and release of existing obligations/rights under the current Facilities Agreements) to structure the ownership and use of the 2 pieces of land at Charters Road, Sunningdale and location of the new and old facilities thereof broadly based on the plans annexed hereto and subject to the agreement of the Education Funding Agency, usual legal due diligence and any other 3rd party consents.

New Leisure Centre

- 2) The New Leisure Centre is to be located and designed broadly in accordance with the plans and artists impressions annexed hereof drafted by Re-format, which it is agreed is an improvement on the Old Leisure Centre.
- 3) The costs of the build and of ongoing maintenance and running contributions for the New Leisure Centre are to be agreed and determined.

- 4) The costs of a public address system with audio loop in the Sports Hall at the New Leisure Centre, the desire for a lighting system and some acoustic treatment all fall outside the scope of these proposals but the design of the New Leisure Centre may be able to accommodate retractable seating in the new Sports Hall, when and if funds are available.
- 5) It will not be possible to accommodate a classroom and/or teacher's office within the New Leisure Centre but it would be acceptable, with some small expansion to the current New Leisure Centre proposals, for a library and residents services hub on the site of the New Leisure Centre, subject to final designs, costs and planning.
- 6) Consideration of separating the changing rooms at the New Leisure Centre for students and members of the general public attending classes will be addressed at the detailed design phase for the New Leisure Centre.
- 7) A Facilities Agreement is proposed documenting the use of the New Leisure Centre proposing the School to have some use the new Sports Hall and Swimming Pool (subject to planning and the final designs as to the final facilities at the New Leisure Centre) at times and with contributions to be agreed between the parties in the HOTs but broadly in accordance with the principles of the existing Facilities Agreements for the Old Leisure Centre.
- 8) Use of the Sports Hall at the New Leisure Centre for after school clubs is to be by agreement but with school clubs finishing at 16:30 this request should fit within an acceptable timetable. Use of the new Sports Hall for other events falls outside the scope of these current proposals.
- 9) The School will only be able to use the changing rooms at the New Leisure Centre for indoor activities, for any outdoor activities they must use the changing rooms at the Old Leisure Centre.
- 10) Local primary schools may wish to use the Swimming Pool at the New Leisure Centre to meet the statutory requirement to learn to swim and it is proposed that a viewing area/café be created adjacent to the Swimming Pool for parents. Regarding use of the Swimming Pool, conventional diving will not be possible but learning to use an aqualung should be possible. It will not be possible for the Swimming Pool at the New Leisure Centre to be built to competition standards.
- 11) Relocation of the Maine Centre as part of the construction of the New Leisure Centre was discussed due to the requirement for the service offering delivered to students to remain in order to preserve the effectiveness of support for vulnerable pupils. There is a potential opportunity for the re-

provision of the Maine Centre to provide outreach support and a staff training centre for local schools. This is to be discussed.

- 12) 100 or more car parking spaces would be required to support the New Leisure Centre and could be provided at the front of the New Leisure Centre and on the sports ground opposite. The School would like support with a scheme to create a drop-off point utilising the car park behind the sixth form centre which would alleviate traffic issues for residents entering or leaving the New Leisure Centre at school closing times and would appreciate support should an opportunity arise to move the coach park onto land at the north of Charters Road on the Heathermount School site. These points are to be discussed and may be subject to third party rights and planning.

Old Leisure Centre

- 13) The Old Leisure Centre is to remain open after granting of the Old Leisure Centre Lease and will be available for the community to use to the current timetable (or such existing timetable in 2019/2020) with the exception of using the current Sports Hall (being the large hall) during the School's examination seasons. The public will continue to use the 2 floodlit ATPs and floodlit tennis courts outside of school hours and there will need to be consideration of the terms of the existing facilities agreements dated 10 October 2001 and 14 April 2005.
- 14) The Youth Building (currently within the Council's title) is proposed to be considered to be leased within the property arrangements or the Old Leisure Centre providing that the services currently available (or such existing timetable in 2019/2020) for 4 afternoons of every week are maintained for the School's pupils without a break in service. However, this will be subject to any third-party rights.
- 15) It is proposed that the existing gymnasium (being the smaller hall with wooden floors at the Old Leisure Centre) will be available to the School during the School's examination season, however outside of the examination season the gymnasium would be available for use by the general public.
- 16) The Project is scheduled to commence in 2019/2020 and the Project Board will need to have agreed HOTs in place prior to the proposed start date taking into account the requirements for procurement and construction amongst others and whether any agreements for lease or third-party consents are required and to provide for planning permission to be achieved.

The existing position and contributions already made

No financial contributions have been made to date by either party.

Each party will be responsible for its own legal, surveyors and agent's costs in relation to the legal documentation. Construction, third party and other costs are to be determined.

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Report Title:	RBWM Property Company Ltd – Update Report – November 2017
Contains Confidential or Exempt Information?	NO
Member reporting:	Cllr Rankin – Lead Member for Economic Development and Property
Meeting and Date:	Cabinet Regeneration Sub Committee – 12 December 2017.
Responsible Officer(s):	Russell O’Keefe – Executive Director &
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

1. The report provides an operational update on RBWM Property Company Ltd covering:
 - Delivery plans and business plan
 - Key performance indicators
 - Governance
 - Human resources
 - Value for money/added value
 - Health and safety
 - Vacant properties/nominations
 - Development programme update.
2. Delivery Plans has been established, for 2017/2018 targeting key tasks and milestones. A detailed review of the overall business plan is being undertaken and will be presented to Cabinet Regeneration approval.
3. The Company is projecting a net surplus of £82,000, before expected dividend to the council of £75,000. Savings will be recorded where RBWM Prop Co, can demonstrate a clear savings to the Council, by reviewing scope of services in place and carrying out work directly. Currently, a confirmed saving of £175,000 has been identified.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet Regeneration Sub Committee notes the report and:

- i) **Considers the update report and planned work.**

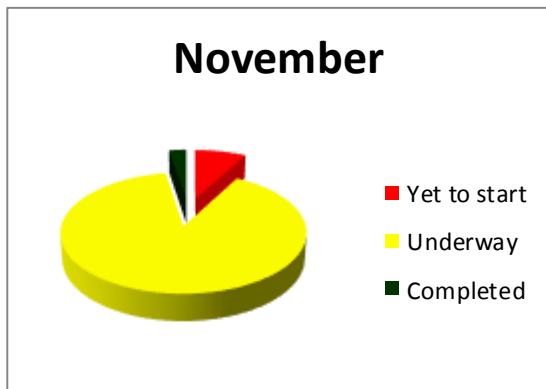
2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

2.1 Operational reports go to the RBWM Prop Co board on a monthly basis, and include all key elements of business operations. The latest position is summarised in this report.

Delivery Plans and Business Plan

2.2 Delivery Plans have been established for the remainder of 2017/2018 financial year to enable the company to focus on key milestone and outputs that need to be completed by March 2018. Progress is summarised in table 1 below.

Table 1: Delivery of key milestones and outputs 2017/18



Task	%
Yet to Start	8%
Underway	89%
Completed	3%
Total	100%

2.3 In December 2017, the Company will seek to start to establish the delivery plan for 2018/2019, which will be for a full financial year. A detailed review of the Property Company Business Plan is being undertaken and a revised business plan will be presented in the next update to Cabinet Regeneration Sub-committee approval.

Key performance indicators (KPIs)

2.4 A set of KPI’s will be established for 2018/2019, as part of the 2018/2019 delivery plans. Alongside this the Company is establishing a set of KPI’s for the managing agents Housing Solutions and a suite of KPI’s to accompany the service level agreements for internal service provision of finance, human resources and property services.

Governance

2.5 The existing company structure for RBWM Prop Co, is currently limited to one company, that is Ltd but not Vat registered. This is due to the fact that this company holds assets for rent, and rental income is not a vatable supply.

2.6 To strengthen the skills and experience on the company board, a professional recruitment process has been undertaken for Non-executive directors and local stakeholders who could be potentially co-opted to the board. These appointments will be formally recommended to the Board and agreed in liaison with the lead member.

Human resources

2.7 A staffing structure was approved at the RBWM Prop Co Board meeting on 24 October 2017. Interviews have taken place, and offers made and accepted for an Operations Manager and Head of Land & Acquisition. This appointment will provide enhanced capacity to deliver the work programme and reduce the need for external consultants.

Value for money/added value

2.8 An in-depth review of the scope of services being offered by Savills for the procurement services for Maidenhead Golf Course has resulted in an initial saving of £175,000, on the overall fee proposal. Further savings under this contract are expected to be identified.

Health and safety

- 2.9 The company currently own 11 properties. Properties are 100% compliant in all the following areas:
- Asbestos
 - Legionella
 - Landlord Gas Safety (LGSR) – CP12
 - EPC (Energy Performance Certificate)
 - Electrical Testing

Vacant properties

- 2.10 The company currently has five vacant properties, two in York Road, and three x 3b refurbished properties recently handed over to the property company. The company are in receipt of nominations for all five properties from the Council's housing service for key workers and those in housing need. Potential tenants are currently undergoing credit checks, and viewings are taking place. The company is targeting signing of tenancy agreements by early December.

Development programme update

- 2.11 A list of all projects that are currently underway, and require input, guidance, advice and management by RBWM Property Co Ltd have been brought together into an initial overall development programme. This has been divided into four key categories, in order to review better on a monthly basis, and also, to keep track of progress. The work streams have been divided into:
- Potential development programme
 - Joint venture programme
 - Development consultancy
 - Enabling provision
- 2.12 Three of these categories specifically target the provision of housing across the borough and one category identifies development consultancy work on special capital projects that require delivery on behalf of the Council.
- 2.13 The Potential Development Programme identifies 15 sites that may be suitable for redevelopment to residential use. Due diligence and research needs to be carried out, in terms of massing, density and feasibility in order to ascertain if these site would be suitable to take forward for redevelopment. Sites that are in the short term category are currently under investigation. This totals four sites, two of which are listed in 2.16 below.
- 2.14 The units identified in this programme currently are being assessed on a private rented sector (PRS), Subsidised PRS to support affordability, or Shared Ownership basis, with a priority focus for key workers.
- 2.15 In 2.16 the base assumptions are set out on two sites that have been initially appraised. The base assumptions are at a conservative level at this stage, until such time that further due diligence can be undertaken and risk and costs better understood. The appraisals have been undertaken on the basis of a site visit and desktop appraisal. Further research will assist with better informed sales values, build costs, and rent levels. However, we believe that we have the ability to both increase sales values and decrease build costs with a better understanding of the key implications of each site. Finance costs have currently been applied at 5%.

2.16 Final scheme appraisals and full investment reports will be brought back to Cabinet Regeneration Sub-committee for approval to proceed in the next update including proposals for subsidised rent levels to increase affordability where applicable.

Brockets, Boyn Hill Avenue, Maidenhead SL6 4EY

- Sales Value assumed at £580 sq.
- Build Costs assumed at £215 sq. (£2,300m2) and have been based on a major conversion of a grade II listed building and an additional new build property.
- Rent Levels range from £1,550-£2,200 per month for private rent.

St Edmunds House, Ray Mill Road West, Maidenhead SL6 8SB

- Sales Value assumed at £500 sq. ft.
- Build Costs assumed at £232 sq. ft. (£2,500m2) and have been based on demolition of two buildings, and the new build of a Ground plus 2 story flatted scheme.
- Rent Levels range from £880-£1,100 per month for private rent.

2.17 In regards to the joint venture programme there are currently five sites, four of which sit within the Royal Borough Development Partnership Joint Venture (JV) with Countryside and the Golf Course JV for which a procurement process has just commenced.

2.18 A further site at Ray Mill Road East is currently being discussed with Cala Homes. This is for minimum of 78 units brought forward by Cala Homes with 20 properties built out for affordable rent and transferred to the Prop Co on completion. Key issues with the Environment Agency (EA) regarding flood risk have substantially delayed the project. Cala are in discussions with EA which are due to conclude by end of November 2017.

2.19 The key to unlocking these projects is around vacant possession of sites, provision of parking and major infrastructure. The Prop Co will lead on these areas on behalf of the Council, along with bringing a holistic approach and vision to the emerging new town centre, in order to make sure that regeneration is delivered and is sustainable. Detailed site proposals will be brought to Cabinet Regeneration Sub-committee for approval.

3 KEY IMPLICATIONS

3.1 Further due diligence is required along with a full investment report, before substantial financial commitment could be given to any of the projects in the potential development programme. An Investment report would be produced with set budgets, outputs and key milestone. These would include SMART objectives, and would need to be included in the overall work commitment to the Council.

Table 2: Key implications for three sites in potential development programme

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Planning Submission	Not secured	Achieved by key milestone	Achieved within key milestone	Achieved 2 months prior to key milestone	Sept 2018

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Resolution to Grant	Not secured	Achieved by key milestone	Achieved within key milestone	Achieved 2 months prior to key milestone	Dec 2018
Start on Site	Not secured	Achieved by key milestone	Achieved within key milestone	Achieved 2 months prior to key milestone	Feb 2019
Budgets	Over budget	On budget	Within budget	Outperforms by 10% of more	Ongoing
Practical Completion	Not secured	Achieved by key milestone	Achieved within key milestone	Achieved 2 months prior to key milestone	Feb 2020- Feb 2021
Letting or sales of Properties	Not secured	Achieved by key milestone	Achieved within key milestone	Achieved 2 months prior to key milestone	March 2020- March 2021

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The overall financial monitoring report for month ending October 2017/18 shows projected rental net income of £7,000, administration costs including RBWM SLA charges and establishment and operating costs of £252,000.
- 4.2 Funding is recognised in the form of RBWM management charge of £225,000 and approximately £110,000 from a Development Partnership agreement.
- 4.3 A net surplus is projected of £82,000, before expected dividend to the council of £75,000
- 4.4 RBWM Prop Co would deliver projects on behalf of the Council based on admin and development fees within project costs, these costs would be capitalised. This would reduce the need for an over reliance on external consultants, who would only be appointed for specialist advice, such as formal valuation, Architects, Quantity Surveyors, Civil and Structure Engineers etc.

Table 3

REVENUE	2017/18	2018/19	2019/20
Addition	£0	£0	£0
Reduction	£75,000	£0	£0
Net impact	£75,000	£0	£0

CAPITAL			
Addition	£0	£0	£0
Reduction	£109,000	£66,000	£0
Net impact	£109,000	£66,000	£0

- 4.5 Sites that have been initially appraised for the potential development programme have been done so, in order to demonstrate an Internal Rate of Return, Debt Repayment Period, Net-yield and where appropriate Sales Receipts.
- 4.6 With further due diligence and research RBWM Prop Co are confident that these scheme could improve in all of the above areas. Hurdle rates that the Council would wish to see in terms of outputs for projects of this type would be proposed as part of the scheme specific investment reports. These will be brought back to Cabinet Regeneration Sub-committee for approval in the next update.

5 LEGAL IMPLICATIONS

- 5.1 The Council has the authority to commission RBWM Prop Co to undertake work on their behalf as development agent, to deliver these projects should they wish to proceed. RBWM Prop Co is a wholly owned subsidiary of the Council, and work of this nature would fall under Teckal regulations, and a tendering process would not be necessary.

6 RISK MANAGEMENT

- 6.1 The detailed risks of each scheme would be identified in an investment report, as each scheme has its own risk profile. These risks would include areas of planning, legal title, sales values, build costs, need and demand for the individual property types and tenures. The investment reports would establish exit routes, or alternative solutions to mitigate risk.

7 POTENTIAL IMPACTS

- 7.1 All sites being progressed have the ability to improve and contribute to housing supply in the borough and financial returns to the Council through initial sales receipts and/or long term income streams.

8 CONSULTATION

- 8.1 The operational and Development Programme update report has been to RBWM Board on 21st November 2017.
- 8.2 This will be considered by Corporate Overview and Scrutiny Committee.

9 TIMETABLE FOR IMPLEMENTATION

- 9.1 Potential Development Programme – additional due diligence will be undertaken during January 2018 on the sites, once specialist consultants are appointed. The final investment reports will be brought back to Cabinet Regeneration Sub-committee in the next update.

9.2 A copy of the current overall timetable for the Royal Borough Development Partnership with Countryside is set out below:

Table 3: Royal Borough Development Partnership Programme

Site Number	Site Name	Est planning Submission	Potential SOS	Potential PC
2	York Road Sector, Maidenhead, SL6 1RF PhaseI	Mar-18	Sep-18	Oct-20
	York Road Sector, Maidenhead, SL6 1RF PhaseII	Mar-18	Sep-18	Mar-21
	York Road Sector, Maidenhead, SL6 1RF PhaseIII	Mar-18	Sep-18	Jun-21
3	West Street, Maidenhead,	Sep-18	Mar-19	Nov-21
4	St Clouds Way, Maidenhead	Jan-19	Sep-19	May-21
5	Reform Road, Maidenhead,	Jun-20	May-21	Dec-22

9.3 The current overall programme for the Maidenhead Golf Course OJEU Process is set out in table 4.

Table 4: Maidenhead Golf Course OJEU Process

Activity	Target date
Stage One	
OJEU Notice published	4 November 2017
Estates Gazette Advert	4 November 2017
Bidder Briefing	10 November 2017
SQ submission deadline	4 December 2017
Notification of Longlist	22 December 2017
Stage Two	
Invitation to Participate in Dialogue issued	3 January 2018
Briefings and Interim Dialogue Meetings	January 2018
Submission of Outline Solutions	14 February 2018
Notification of Shortlisting	7 March 2018
Stage Three	
Invitation to Continue Dialogue issued	9 March 2018
Dialogue Meetings	March - May 2018
Invitation to Submit Final Tenders Issued	May 2018
Submission of Final Tenders	June 2018
Notification of Preferred Bidder	July 2018

10 APPENDICES

Appendix A – Existing properties within company.

11 BACKGROUND DOCUMENTS

Not applicable

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Councillor Rankin	Lead Member for Economic Development and Property	26.11.17	26.11.17
Alison Alexander	Managing Director	26.11.17	26/11/17
Russell O'Keefe	Executive Director	22.11.17	24.11.17
Andy Jeffs	Executive Director	26.11.17	
Rob Stubbs	Section 151 Officer	22.11.17	
Terry Baldwin	Head of HR	26.11.17	
Mary Kilner	Head of Law and Governance	26.11.17	
Louisa Dean	Communications and Marketing Manager		
	Other e.g. external		

Appendix A – Existing properties within company

Property Type	No Of units	Tenure	Percentage of M. Rent	Rent Per month	Occupation	Occupant status
1b2p F	6	Market Rent	100%	£900	Occupied	Non Key Worker
3b4p F	2	Affordable Rent	80%	£880	Vacant	Key Workers Nominated
1b2p F	2	Affordable Rent	80%	£720	Vacant	Key Workers Nominated
3b5p H	1	Local Housing Allowance	70%	£1,061	Vacant	Key Workers Nominated
Total	11					

Nominations have been made to key workers in social services and the armed forces.

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Agenda Item 7

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

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Agenda Item 8

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