

## **Royal Borough of Windsor and Maidenhead Council Devolved Services to Parishes Menu**

The aim of this menu is to provide parishes with a short list of services which might readily be devolved to interested parishes.

Please be aware that this list is not intended to be comprehensive and RBWM remains interested to discuss variations on these proposals as well as other suggestions.

It is the intention of RBWM to publish a further collection of menu items once discussions have progressed sufficiently to enable a reasonable level of detail to be presented.

RBWM is aware that some Parishes may have concerns regarding their knowledge and capacity to take on a broader role. In response to this, it is the intention to offer advice, guidance, workshops and on-going support to all parishes wishing to expand their role. Please discuss any specific types of support that you feel would be most helpful with RBWM.

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## 1. Offer to Devolve Management of Overhanging Vegetation To Parish Councils

<b>Current Service</b>	<p>The Council currently manages the matter of vegetation that overhangs the highways and footpaths as part of its day to day highway management role. The Council has a statutory obligation to ensure that the highway is not obstructed by overhanging vegetation.</p> <p>Matters requiring attention are either identified via routine inspections or when the matter is brought to the Council's attention. If remedial work is required the property owner from which the vegetation is growing is contacted and requested to undertake the necessary work. If necessary, a notice is served upon them to undertake the work. If necessary the Council can, at a cost, carry out the work on behalf of or in default of a resident.</p>
<b>Summary of offer</b>	<p>The Council is offering Parish Councils the opportunity to administer this service within their areas thus enabling them to locally determine how the service is provided.</p>
<b>Benefits</b>	<p>It is felt that a locally provided service would facilitate more regular and early identification of problems. This would lead to an overall improvement of the area, whilst at the same time being perceived as a more personal service to the local residents.</p> <p>Opportunities exist for local knowledge to be applied in the resolution of problems i.e. the Parish Council's could provide support and assistance to those members of the local community who cannot undertake the remedial work for whatever reason.</p> <p>Parish Council's could consider offering a "charged for" service that would generate income to be used by the Parish Council.</p>
<b>Options for Consideration</b>	<ol style="list-style-type: none"> <li>1. The Parish fully administers the service including the identification and resolution of incidents Or</li> <li>2. RBWM identifies the incidents and passes to the Parish, who commission their own in house team to resolve the incident Or</li> <li>3. The Parish identifies the incidents and commission their own in house team to resolve the incident Or</li> <li>4. The Parish identifies the incidents and commissions a third party contractor of their choice to resolve the incident</li> </ol>
<b>Financial &amp; other Implications</b>	<p>The Council will pay Sunninghill, Datchet, Sunningdale, Horton, Wraysbury and Old Windsor Parish Councils £1000 per annum to undertake Option 1, Option 3 and Option 4 or £750 per annum to undertake Option 2.</p> <p>The Council will pay all other Parish Councils £200 per annum to provide Option 1, Option 3 and Option 4 and £150 for Option 2.</p>

<b>Further information Details</b>	Council is keen to progress these proposals. To implement these arrangements please contact David Perkins Head of Operations on 01628 796860.
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<b>2. Offer to Devolve Public Conveniences to Parish / Town Councils</b>	
<b>Current Service</b>	<p>The Council currently operates 13 Public Conveniences across the Borough. Of these 4 are located within Parish and Town Council areas.</p> <p>Public Conveniences are located within Parish / Town Council areas:</p> <ul style="list-style-type: none"> <li>• Cookham Parish Council – Sutton Road</li> <li>• Sunninghill Parish Council - High St and Station Hill (Ascot)</li> <li>• Eton Town Council - Eton Court</li> </ul> <p>The main element in running these facilities is the day to day cleaning and replenishment of consumables e.g. toilet rolls. This is role is currently undertaken by the Council’s Street Cleaning contractor Veolia.</p> <p>In addition, minor repairs are undertaken via the Council’s maintenance contractor.</p>
<b>Summary of offer</b>	The Council is offering Parish and Town Councils (where these facilities exist within their area) the opportunity to take over the day to day operation of Public Conveniences.
<b>Benefits</b>	This arrangement would enable Parish and Town Council’s to determine how they are operated including how they are cleaned and maintained, when they are opened and whether there are any supplementary uses of the buildings etc.
<b>Options for Consideration</b>	Council passes an agreed budget to the Parish / Town Council who fully operate the facility including determining opening hours and building use.
<b>Financial &amp; other Implications</b>	<p>The following are annual indicative costs for running these facilities and include rates and water charges:</p> <ul style="list-style-type: none"> <li>• Sutton Road, Cookham £14K</li> <li>• Eton Court, Eton £19K</li> <li>• High Street, Sunninghill £13K</li> <li>• Station Hill, Ascot £23K</li> </ul>
<b>Further information Details</b>	The Council is keen to progress these proposals. To implement these arrangements please contact David Perkins Head of Operations on 01628 796860.

### 3. Offer to Devolve Street Cleaning to Parish Councils

<p><b>Current Service</b></p>	<p>The Council currently manages the borough wide street cleansing service. The Council has a statutory obligation to ensure minimum standards of cleanliness are met.</p> <p>The service is currently carried out by one contractor. The existing contract covers all aspects of street cleansing including litter picking, mechanical sweeping, weed and leaf clearance, responses to fly tipping, emptying of litter bins and the disposal of arisings.</p> <p>These activities are undertaken on a frequency basis, based upon location and classification of the road and the area.</p> <p>The current contract expires in April 2012 but must be re-procured by December 2011 to allow time for whoever provides the service to buy the specialist plant and machinery required.</p>
<p><b>Summary of offer</b></p>	<p>The Council is offering Parish Councils the opportunity to administer and commission the street cleansing service in their areas including locally determining the future service levels, and who provides the service.</p>
<p><b>Benefits</b></p>	<p>Parish Councils could become directly involved in the cleansing of their area and would be able to chose how services are administered and at what levels. Street Cleaning is regularly recognised by residents as being an important service. This offer would enable improved levels of community engagement and ownership.</p>
<p><b>Options for Consideration</b></p>	<p>The current contract which expires in April 2012 is priced by taking the cost of an operation e.g. mechanical sweeping and multiplying this by the length of road cleaned. The Council's current contractor Veolia Environmental Services has agreed to work with the Council and Parish Councils to implement locally determined service levels for the remainder of the contract where this is technically and financially possible.</p> <p>The Council will shortly be commencing the tendering of a new contract that will come into effect in April 2012. As part of the tender submission we will be asking potential bidders to supply prices for a range of services based on each parish area. Once tenders have been received and evaluated, a fully priced menu will be offered to each Parish Council that will enable choices to be made from a range of options.</p> <p>With immediate effect the Council is offering:</p> <ol style="list-style-type: none"> <li>1. Parish Councils the opportunity to determine local service levels for the remainder of the existing contract e.g. the frequency with which roads are cleaned within their areas.</li> </ol> <p>In addition, and with effect from April 2012 the Council is offering that:</p> <ol style="list-style-type: none"> <li>2. Parish Councils determine local service levels via the new contract</li> </ol>

	<p>within agreed financial levels e.g. frequencies of cleaning and types of cleaning.</p> <p>3. Parish Councils directly manage all street cleaning within their area and choose who and how the service is delivered the service within agreed financial levels.</p>
<b>Financial &amp; other Implications</b>	<p>For Option 1, Parish Councils will be able to choose what cleaning is undertaken up to the existing cost of approximately £1200 per kilometre.</p> <p>Costs for Options 2 and 3 – between £40,000 and £80,000, (although the tender for the new contract will provide bespoke costs for each Parish Council).</p>
<b>Further information Details</b>	<p>The Council is keen to progress these proposals. To implement these arrangements please contact David Perkins Head of Operations on 01628 796860.</p>

#### 4. Offer to Devolve Management of the Enforcement Function relating to Dog Fouling to Parish Councils

<b>Current Service</b>	<p>The Council currently manages the matter of dog fouling enforcement as part of wider responsibilities in relation to dogs (dog education, enforcement, strays and kennelling, bin emptying service in parks and open spaces).</p>
<b>Summary of offer</b>	<p>The Council is offering Parish Councils the opportunity to administer all or specific elements of this service within their areas thus enabling them to locally determine the level of and/or how the services are to be provided.</p>
<b>Benefits</b>	<p>It is felt that a locally provided service could facilitate more regular, increased visibility of the service and early identification of problems. This would lead to an overall improvement of the area, whilst at the same time being perceived as a more personal service to the local residents.</p>
<b>Options for Consideration</b>	<p>1. The Parish fully administers the dog responsibility service including: procurement and contract management, designation of areas and the identification and management of the responsibilities and service(s)</p> <p style="text-align: center;">Or</p> <p>2. The Parish identifies specific elements and commissions a third party contractor of their choice to deliver the service(s)</p> <p style="text-align: center;">Or</p> <p>3. The Parish works with the council who manages the services but at a service level determined by the individual parish council.</p>
<b>Financial &amp; other Implications</b>	<p>Option 1 - £600 per parish</p> <p>Option 2 - £200 per parish</p> <p>Option 3 - £35 hourly rate</p>

<b>Further information Details</b>	The Council is keen to progress these proposals. To implement these arrangements please contact Terry Gould, Head of Public Protection on 01628 683501.
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## 5. Offer to Devolve Greater Involvement in Plan Policy Making to Parish Councils

<b>Current Service</b>	<p>The Council currently manages the plan making process through the Local Plan, development Plan Documents and Supplementary Planning Documents.</p> <p>The statutory development plan making function is the responsibility of the RBWM Planning Policy Team. The current development plan comprises the RBWM Local Plan, Replacement Minerals Local Plan for Berkshire and the Berkshire Waste Local Plan together with the South East Plan. The Team is responsible for the production of the Maidenhead Town Centre Area Action Plan, supplementary planning documents, and planning briefs for example.</p>
<b>Summary of offer</b>	The Council is offering Parish Councils the opportunity to work in partnership with the RBWM to develop 'mini' plans under the Localism Bill. Engagement can vary from increased involvement through to parishes actually doing the plan with all associated professional requirements
<b>Benefits</b>	It is felt that greater local involvement would facilitate plans which more closely reflect the interests of local people as well as enabling broader understanding and ownership of the local plan
<b>Options for Consideration</b>	<p>While details have been emerging through the Localism Bill, the aim is to produce seven neighbourhood plans covering the entire Borough, giving site allocations and policy to guide future development. These will be developed alongside a Borough-wide Local Plan (a formal requirement) which will address the strategic issues raised by the neighbourhoods and wider national issues.</p> <p>1. The Parish takes over full responsibility for developing a local 'mini' plan. Or</p> <p>2. The Parish has responsibility for a defined role in developing the 'mini' plan. Or</p> <p>3. The Parish have responsibility for defining and commissioning a third party contractor to undertake some of the work to develop a 'mini' plan. Or</p> <p>4. The Parish has greater involvement working with RBWM to develop a 'mini' plan for their area.</p>
<b>Financial &amp; other Implications</b>	<p>Costs approximately £20K per 'group' if full responsibility assumed.</p> <p>Costs would be less for other options 2, 3 and 4.</p>
<b>Further information Details</b>	The Council is keen to progress these proposals. To implement these arrangements please contact Tim Slaney Head of Planning and Development on 01628 685712

## 6. Offer to Enable Greater Transparency for Parish Councils in respect of S106 spending

<b>Current Service</b>	<p>The Council currently manages spend of S106 monies through the service areas capital programme. Spend of S106 funds are reported annually to Cabinet.</p> <p>The annual S106 Financial Report to Cabinet each September lists spend of monies by the Parish in which development is situated, plus key projects as put forward by service areas. Parish requests for further information during the year are responded to as they arise.</p> <p>The Council is responsible for spend of S106 monies through the service areas capital programme. This includes S106 projects which may be suitable for local delivery such as smaller highways, public footpath and CCTV schemes, smaller community facilities and libraries, local public open space and recreation grounds, biodiversity and allotments</p>
<b>Summary of offer</b>	The Council is offering to increase the involvement by Parishes in determining part of S106 spend and to increase the amount of information shared with Parish Councils regarding local spend.
<b>Benefits</b>	It is felt that greater local involvement and awareness would facilitate better awareness of local priorities and actions taken
<b>Options for Consideration</b>	Devolve responsibility for spending some non-strategic S106 monies to Parishes.
<b>Financial &amp; other Implications</b>	Set up costs and liability to carry out works and obtain relevant consents to be between £5,000 - £50,000.
<b>Further information Details</b>	To implement this arrangement please contact Tim Slaney Head of Planning and Development on 01628 685712

## 7. Offer to Devolve Management of Highway and Amenity Grass Verges to Parish Councils

<b>Current Service</b>	<p>The Council currently manages the maintenance of highway and amenity grass verges adjoining the highways and footpaths as part of its day to day highway management role. Grass verges are cut several times during the summer months and the damaged highway verges are also repaired or protective measures introduced when budget permits.</p> <p>Grass verges are cut at regular intervals as appropriate to the locality. Damaged areas are only dealt with when funding is available.</p>
<b>Summary of offer</b>	The Council is offering Parish Councils the opportunity to administer this service within their parish areas thus enabling them to locally determine how the service is provided and manage their local environment in a way the residents want to be associated with/proud of.
<b>Benefits</b>	Creates a local scene/environment residents desire and be proud of.



	<p>It is felt that a locally provided service would facilitate more regular and early identification of problems. This would lead to an overall improvement of the area, whilst at the same time being perceived as a more personal service to the local residents.</p> <p>Opportunities exist for local knowledge to be applied in the resolution of problems i.e. the Parish Councils could influence the residents to look after (not damage) the areas in front of their properties.</p>
<b>Options for Consideration</b>	<p>The Parish fully administers the service within their Parish area including: –</p> <ol style="list-style-type: none"> <li>1. Make arrangements for the cutting of grass verges to agreed frequency,</li> <li>2. Identify and provide verge protection measures where required after obtaining approval from Head of Highways and Engineering</li> </ol>
<b>Financial &amp; other Implications</b>	£500 - £2000 pa
<b>Further information Details</b>	The Council is keen to progress these proposals. To implement these arrangements please contact Stephen Brown, Head of Highways and Engineering on 01628 796770.

## 8. Offer of Grit Bins to Parish Councils (or similar organisations) to help Better equip Residents during the Snow

<b>Current Service</b>	<p>The Royal Borough of Windsor and Maidenhead aims to provide a winter service enabling as far as is reasonably practical the safe movement of traffic on all Category 1 and Category 2 (A and B Roads), and other well trafficked roads throughout the Borough.</p> <p>Winter service is currently carried out by the Councils Highways contractor and additional support if given by the Councils 'in house' Operations team during times of snow.</p> <p>Pre-salting and snow clearance of the Primary routes are carried out based on information received from the weather forecasting service. Secondary routes are only salted and / or cleared of snow during particularly severe and prolonged hazardous weather conditions.</p> <p>Footways in town centres and outside schools will also be cleared of snow, as part of the first and secondary priority snow clearing routes carried out by in house contractors.</p> <p>There are at present 57 highway salt bins that are provided throughout the Royal Borough of Windsor and Maidenhead. These are repaired and replenished throughout the winter period as necessary. These highways bins are sighted in areas that have a specific highway hazards during the winter not just in times of snow.</p>
<b>Summary of offer</b>	The Council is offering Parish Councils the opportunity to a free grit bin for use in areas of the Borough that are particularly treacherous in



	times of snow and that are not already covered by the councils winter service gritting programme.
<b>Benefits</b>	Following the last few years severe winter weather, RBWM has been looking at ways to promote self help to communities that were greatly affected by the snow and to help them to become better equipped for the future.
<b>Options for Consideration and funding</b>	<p>The Borough is offering to provide and pay for grit bins to Parishes, the first supply of salt and shovels where there is an identified local need, i.e. steep hill leading into a housing estate. These facilities would have to be co-ordinated locally.</p> <p>The Borough will arrange a call off contract for Parishes to be able to order and pay for re-supply of salt after the initial delivery, the cost of replenishing the salt bin will be £40-£50 to give you the ability to treat areas that are potentially hazardous in times of snow.</p> <p>Once the bin has been delivered it will be the Parishes' responsibility for future maintenance, security, storage of the bin and equipment. The Borough will provide Parishes with a lock and key so Parishes can keep the supplies safe and the contractor will have a key in order to open the bins and re-fill when required.</p>
<b>Financial &amp; other Implications</b>	Bins and first fills are provided for free.
<b>Further information Details</b>	The Council is keen to progress these proposals. To implement these arrangements please contact Vikki Roberts Winter Service Manager on 01628 796361.

## 9. Offer to Devolve Sign Cleaning Function to Parish Councils

<b>Current Service</b>	<p>The Council currently manages the borough wide cleaning of non-illuminated signs at regular intervals.</p> <p>Non-illuminated signs are cleaned at regular intervals as appropriate to the locality.</p>
<b>Summary of offer</b>	The Council is offering Parish Councils the opportunity to administer this service within their parish areas thus enabling them to locally determine how the service is provided and manage their local environment in a way the residents desire.
<b>Benefits</b>	<p>Signs can be cleaned to a higher frequency if the residents and parish council desire.</p> <p>It is felt that a locally provided service would facilitate more regular cleaning of some signs if required by the parish and early identification of any issues/problems. This would lead to an overall improvement of the area,</p>

	<p>whilst at the same time being perceived as a more personal service to the local residents.</p> <p>Opportunities exist for local knowledge to be applied in the resolution of problems/issues and in looking after the assets in their own area</p>
<b>Options for Consideration</b>	<p>The Parish fully administers the service within their Parish area –</p> <ul style="list-style-type: none"> <li>o Keeping the non-illuminated signs cleaned.</li> </ul>
<b>Financial &amp; other Implications</b>	£500 per year per parish
<b>Further information Details</b>	The Council is keen to progress these proposals. To implement these arrangements please contact Stephen Brown Head of Operations on 01628 796770.

## 10. Offer to Supplement Street Light Scouting to Parish Councils or Similar Groups

<b>Current Service</b>	The Council currently manages the borough wide street lighting service. The Council has a statutory obligation to ensure the Code of Practice for Highway Lighting & Electrical Management is met.
<b>Summary of offer</b>	<p>The service is currently carried out by our street lighting term contractor. The existing contract covers all aspects of street lighting and electrical installation and maintenance.</p> <p>The street light scouting is currently undertaken fortnightly during the winter and once a month during the summer. The borough is split into 13 routes, 2 of which focus upon A &amp; B roads; the remaining 11 cover all other areas. Although the borough carries out the street light scouting function, the borough still relies on the goodwill of residents to report faults as and when they occur, helping to significantly reduce fault repair times. This can be done easily via the website or the CSC.</p>
<b>Benefits</b>	<p>Parish Councils, Local Neighbourhood Watch and Resident groups could become directly involved in the scouting of their local area supplementing the boroughs service. Local involvement would help the borough better prioritise which street lights should be attended to, as well as improve repair times.</p> <p>Street Lighting is recognised by residents as being an important service and helps diminish the fear of crime. This offer would enable improved levels of community engagement and ownership</p>
<b>Options for Consideration</b>	<ol style="list-style-type: none"> <li>1. The Council provides a basic level of service and the Parish Council supplements scouting in priority areas. The Parish identifies, and passes faults to RBWM to its in house teams to carry out repair work Or</li> <li>2. The Council provides a basic level of service and the Local Neighbourhood Watch supplements scouting in priority areas. The</li> </ol>

	<p>Neighbourhood Watch identifies, and passes faults to RBWM to its in house teams to carry out repair work</p> <p style="text-align: center;">Or</p> <p>3. The Council provides a basic level of service and the Resident group supplements scouting in priority areas. The Neighbourhood Watch identifies, and passes faults to RBWM to its in house teams to carry out repair work</p>
<b>Financial &amp; other Implications</b>	£100 per parish per year.
<b>Further information Details</b>	The Council is keen to progress these proposals. To implement these arrangements please contact <a href="mailto:Streetlighting@rbwm.gov.uk">Streetlighting@rbwm.gov.uk</a>

## 11. Offer to Devolve Routine Vegetation Clearance of Public Rights of Way (public footpaths, bridleways and byways) to Parish Councils (The Ramblers Assoc)

<b>Current Service</b>	<p>The Council currently maintains 190 miles of Public Rights of Way, including routine clearance of seasonal vegetation growth, and reactive clearance of fallen trees and branches as and when required. The Council has a statutory duty to ensure that these public rights of way are maintained in a fit and safe condition for public use. Parish Councils also have powers (but no duties) to maintain public rights of way in their Parish.</p> <p>The service is currently carried out by a single contractor covering all Parishes in the borough with the exception of Cookham and Old Windsor, who already arrange routine vegetation clearance on public rights of way in their areas.</p> <p>The contract is let on an annual basis, and the current contract expires in April 2012. The value of the contract for 2011/12 is £21,500.</p> <p>The contract includes a schedule of programmed works for example strimming and mowing vegetation growing on the paths, and a unit price for reactive tree clearance works.</p> <p>A key element of managing the contract is responding to queries and reports from members of the public concerning the timing and standard of works undertaken.</p>
<b>Summary of offer</b>	The Council is offering Parish Councils the opportunity to administer this service within their areas thus enabling them to locally determine how the service is provided.
<b>Benefits</b>	Opportunities exist for local knowledge to be applied in the detail of the service provided, for example the timing and frequency of cutting and mowing operations.

	Parish Council's may also be able to harness volunteer, community or residents groups to assist with carrying out work where appropriate or be able to add these to other existing arrangements for maintenance of Parish open/green spaces
<b>Options for Consideration</b>	<ul style="list-style-type: none"> <li>• The Parish fully administers the vegetation clearance service including the setting of specifications, timing and frequency of clearance works and responding to enquiries and reports from members of the public.</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• The Parish partially administers the vegetation clearance service, for example dealing with scheduled works only whilst the Borough deals with reactive tree clearance, or vice versa.</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• The Parish identifies works they wish to see included in the contract managed by the Borough and communicates this to the Borough through the existing Parish Paths Partnership.</li> </ul>
<b>Financial &amp; other Implications</b>	Funds in the range of £500 - £2000 available (dependant on take up).
<b>Further information Details</b>	The Council is keen to progress these proposals. To implement these arrangements please contact Stephen Brown, Head of Highways and Engineering on 01628 796770.