

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 that 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

<p>Current Service</p>	<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>
<p>Summary of offer</p>	<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>
<p>Benefits</p>	<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>
<p>Options for Consideration</p>	<ol style="list-style-type: none"> 1. The Parish fully administers the service including the identification and resolution of incidents Or 2. RBWM identifies the incidents and passes to the Parish, who commission their own in house team to resolve the incident Or 3. The Parish identifies the incidents and commission their own in house team to resolve the incident Or 4. The Parish identifies the incidents and commissions a third party contractor of their choice to resolve the incident
<p>Financial & other Implications</p>	<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>

	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.
Further information Details	Council is keen to progress these proposals. To implement these arrangements please contact David Perkins Head of Operations on 01628 796860.

2. Offer to Devolve Public Conveniences to Parish / Town Councils

Current Service	<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"> • Cookham Parish Council – Sutton Road • Sunninghill Parish Council - High St and Station Hill (Ascot) • Eton Town Council - Eton Court <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>
Summary of offer	<p>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.</p>
Benefits	<p>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.</p>
Options for Consideration	<p>Council passes an agreed budget to the Parish / Town Council who fully operate the facility including determining opening hours and building use.</p>
Financial & other Implications	<p>The following are annual indicative costs for running these facilities and include rates and water charges:</p> <ul style="list-style-type: none"> • Sutton Road, Cookham £14K • Eton Court, Eton £19K • High Street, Sunninghill £13K • Station Hill, Ascot £23K
Further information Details	<p>The Council is keen to progress these proposals. To implement these arrangements please contact David Perkins Head of Operations on 01628 796860.</p>

3. Offer to Devolve Street Cleaning to Parish Councils

Current Service	<p>The Council manages the borough wide street cleansing service for which it has a statutory obligation to ensure minimum standards of cleanliness are met.</p> <p>The service is carried out by a single contractor with the 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>The contract sets out the levels of cleanliness to be achieved and generally cleaning is undertaken on a frequency basis, based upon location and classification of the road and the area.</p> <p>The current contract expires in March 2012. Veolia Environmental Services have been awarded a five year contract commencing in April 2012 with the option of a two year extension.</p>
Summary of offer	<p>The new contract enables parishes to locally determine cleansing services via a “parish points” system that allows each parish to pick and choose aspects of the service that suit their local requirements. It also provides the ability to directly interface with the contractor and the council through new technology.</p> <p>The new contract also includes a formal “parish change” request. This facility can be used to change the level of service provided subject to the Council’s agreement and appropriate funding being made available by the parish if levels are increased.</p>
Benefits	<p>Parish Councils would become directly involved in the cleansing of their area and would be able to chose how services are delivered 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>
Options for Consideration	<ol style="list-style-type: none"> 1. With immediate effect the Council is offering parish councils the opportunity to determine local service levels via the points based system. 2. With immediate effect the Council is offering parish councils the opportunity to set the overall levels of service within their areas subject to the Council’s agreement and appropriate funding being made available by the parish if levels are increased. <p>Both options can be considered at any time.</p>
Financial &	

other Implications	<p>There are no direct financial implications associated with option 1 as points are exchanged for services.</p> <p>Specific costs for Options 2 will be provided at the meetings currently being arranged with all parish councils to progress this offer.</p>
Further information Details	<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

Current Service	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).
Summary of offer	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.
Benefits	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.
Options for Consideration	<ol style="list-style-type: none"> 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) <li style="text-align: center;">Or 2. The Parish identifies specific elements and commissions a third party contractor of their choice to deliver the service(s) <li style="text-align: center;">Or 3. The Parish works with the council who manages the services but at a service level determined by the individual parish council.
Financial & other Implications	<p>Option 1 - £600 per parish</p> <p>Option 2 - £200 per parish</p> <p>Option 3 - £35 hourly rate</p>
Further information Details	The Council is keen to progress these proposals. To implement these arrangements please contact Terry Gould, Head of Public Protection on 01628 683501.

5. Offer to Devolve Greater Involvement in Plan Policy making to Parish Councils

Current Service	
Summary of offer	
Benefits	
Options for Consideration	
Financial & other Implications	
Further information Details	To implement this arrangement please contact Simon Hurrell Head of Planning and Development on 01628 685712

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

Current Service	<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>
Summary of offer	<p>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.</p>
Benefits	<p>Creates a local scene/environment residents desire and be proud of.</p> <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>
Options for Consideration	<p>The Parish fully administers the service within their Parish area including: –</p> <ol style="list-style-type: none"> 1. Make arrangements for the cutting of grass verges to agreed frequency, 2. Identify and provide verge protection measures where required after obtaining approval from Head of Highways and Engineering
Financial & other Implications	<p>£500 - £2000 pa</p>
Further information Details	<p>The Council is keen to progress these proposals. To implement these arrangements please contact, Christopher Wheeler, Highways Engineering and Performance Manager on 01628 796770.</p>

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

Current Service	<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>
Summary of offer	<p>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 council's winter service gritting programme.</p>
Benefits	<p>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.</p>
Options for Consideration and funding	<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</p>

	<p>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>
Financial & other Implications	Bins and first fills are provided for free.
Further information Details	The Council is keen to progress these proposals. To implement these arrangements please contact Vikki Roberts Winter Service Manager on 01628 796361.

8. Offer to Devolve Sign Cleaning Function to Parish Councils

Current Service	<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>
Summary of offer	<p>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.</p>
Benefits	<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, 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>
Options for Consideration	<p>The Parish fully administers the service within their Parish area –</p> <ul style="list-style-type: none"> ○ Keeping the non-illuminated signs cleaned.
Financial & other Implications	<p>£500 per year per parish</p>
Further information Details	<p>The Council is keen to progress these proposals. To implement these arrangements please contact, Christopher Wheeler, Highways Engineering and Performance Manager on 01628 796770.</p>

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

Current Service	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.
Summary of offer	<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 & 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>
Benefits	<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>
Options for Consideration	<ol style="list-style-type: none"> 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 2. The Council provides a basic level of service and the Local Neighbourhood Watch supplements scouting in priority areas. The Neighbourhood Watch identifies, and passes faults to RBWM to its in house teams to carry out repair work Or 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

Financial & other Implications	£100 per parish per year.
Further information Details	The Council is keen to progress these proposals. To implement these arrangements please contact Streetlighting@rbwm.gov.uk

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

Current Service	<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>
Summary of offer	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.
Benefits	<p>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.</p> <p>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</p>

Options for Consideration	<ul style="list-style-type: none"> • 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. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • 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. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • 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.
Financial & other Implications	<p>Funds in the range of £500 - £2000 available (dependant on take up).</p>
Further information Details	<p>The Council is keen to progress these proposals. To implement these arrangements please contact, Christopher Wheeler, Highways Engineering and Performance Manager on 01628 796770.</p>

11. The Royal Borough of Windsor and Maidenhead Offer to Devolve Planning Powers to Parish Councils

Current Service	The Council is the Local Planning Authority (LPA) for the Royal Borough of Windsor and Maidenhead. In 2011 the LPA received some 3800 planning applications, of which about 1950 were in parishes, including those for Listed Buildings and covering Tree Preservation Orders and Conservation Area consents. About 83% of planning applications made in parished areas are dealt with under powers delegated to the Head of Planning and Development at the Royal Borough.
Summary of offer	Under the Town and Country Planning Act 1990 the Council is planning to offer parish councils the opportunity to take planning decisions in their areas. The Council has already offered parish councils opportunities to participate in local planning (Neighbourhood Plans) and has made an offer in respect of making decisions on the allocation of funds arising as a consequence of Section 106 Agreements. (Offer added to menu February 2012)
Benefits	Parish councils would act as agents for the LPA and could lead on, and be involved in, all aspects of planning decision-making. The options include a range of delegation.
Options for Consideration	Parish Councils could: <ol style="list-style-type: none"> 1. Take all delegated planning decisions on the basis of reports from the LPA i.e. with all receiving and publicising of, and consultation on, planning applications, together with report writing, being undertaken by the LPA (the three current Development Control panels of the Royal Borough would remain and would deal with applications that are contentious or are called in) 2. Take decisions for a more limited range of applications e.g. those for householder or minor matters, subject to reports from the LPA 3. Undertake the whole process of receiving, publicising (including maintenance of a suitable publicly-accessible website on which all applications, objections, indications of support, technical reports and correspondence are held), consulting on applications and report preparation for their

	<p>planning panel (to be held in public) or, as appropriate, to members of the parish council to whom power can be delegated for decision making, and to issue decisions on behalf of the LPA and to monitor the discharge of planning conditions.</p> <p>In practice the Royal Borough anticipates that parish councils would favour Option 2 initially, working towards Option 1. The Royal Borough assures parish councils that under Options 1 and 2, no costs would fall on parish councils and the administrative burden would be light. Under Option 3, a share of the planning application fee would be passed to the Parish Council.</p>
<p>Financial & other Implications</p>	<ol style="list-style-type: none"> 1. RBWM would remain the statutory local planning authority in law and would need protection in the event of defective decision making by a parish council. The parish council would remain a statutory consultee unless it was the decision making body, in which case the Royal Borough would act as consultee. 2. It is suggested that parish councils consider householder and other less complex applications initially (Option 2): they would not (necessarily) consider housing, employment, Listed Building or TPO applications (although these could be included at an early stage if a parish council wanted it and were happy with the procedures so far) 3. The same code of conduct on prejudicial interest would apply to a parish council's dealings with applications as it does to RBWM 4. RBWM would reserve powers of not delegating some applications e.g. non-householder applications, applications in the Green Belt, RBWM applications 5. Parish councils could choose not to deal with any particular applications should they so wish, although they would have to react very quickly if the application is to be dealt with by the LPA and still meet the time requirements 6. The delegation agreement would run for an initial period of one year, extendable thereafter by agreement annually 7. RBWM would collect the application fee as at present. If the parish council is a decision-making body only and the processing etc of an application continues to be undertaken by RBWM, no share of fee will be passed on. Where the parish council takes on a greater service e.g. in publicity arrangements, then a share of the fee will be made available 8. Parish council members/clerk involved in planning matters would need training in procedures. Their decision-making panel would also require training in policy matters e.g. Green Belt, permitted development, other local plan policies etc.

	<p>10. Applicants and members of the public with views on a given application may attend parish council planning meetings (as appropriate) and will have the right to address the committee at the outset of its meeting</p> <p>11. Decisions would be issued by RBWM once notified by the parish.</p>
Further information Details	The Council is keen to progress these proposals. To explore these arrangements please contact Simon Hurrell, Head of Planning and Development, on 01628 685712, or Suki Coe, Development Control Manager, on 01628 796042

12. Offer to Devolve Management of Parking Schemes to Parish Councils

Current Service	The Council has implemented 400 individual parking schemes as part of its Civil Parking Enforcement. There are approximately 80 remaining schemes programmed to be implemented in the future. The Council currently identifies and consults on proposed schemes and reviews existing ones. The Council also undertakes the design and implementation of these schemes.
Summary of offer	The Council is offering Parish Councils the opportunity to take over the identification, consultation and review of current and future schemes. The Council will continue to provide a design and implementation service in such cases. (Offer added to menu February 2012)
Benefits	Parish Councils would be able to use their local knowledge to develop parish based parking strategies. This offer would enable improved levels of community engagement and ownership.
Options for Consideration	With immediate effect the Council is offering Parish Councils the opportunity to take over the management of controlled parking.
Financial & other Implications	The Council will pay a fee of £100 per new scheme and £100 per existing scheme review to cover administration costs e.g. stationery, printing & postage
Further information Details	The Council is keen to progress these proposals. To implement these arrangements please contact Neil Walter on 01628 796845

13. Offer to Devolve free to park Surface Car Parks to Parish Councils

<p>Current Service</p>	<p>The Council currently manages and operates the following free to park surface car parks within parish areas:</p> <p>Cookham PC - Sutton Road</p> <p>Eton TC - Haywards Mead</p> <p>Hurley PC - Coronation Road and High Street Hurley</p> <p>Sunninghill & Ascot PC - Bowden Road, Upper Village Road and High Street Ascot</p> <p>Sunningdale PC - London Road</p>
<p>Summary of offer</p>	<p>The Council is offering the above Parish Councils the opportunity to take over the running of these car parks and locally determine how they are used. (Offer added to menu February 2012)</p>
<p>Benefits</p>	<p>Parish Councils would be able to determine the usage of these car parks and consider charging and therefore generate income to support local services identified by the Parish Councils. This offer would enable improved levels of community engagement and ownership.</p>
<p>Options for Consideration</p>	<p>With immediate effect the Council is offering Parish Councils the opportunity to take over the full operation of these Car Parks.</p>
<p>Financial & other Implications</p>	<p>The Council will pay a fee of £500 per car park to cover the cost of new signage, advertising etc. Whilst there are minimal costs associated with cleaning and maintaining these car parks a fee of £500 will be paid to</p>

	cover these costs for the first few years.
Further information Details	The Council is keen to progress these proposals. To implement these arrangements please contact Neil Walter on 01628 796845

14. Offer to Devolve Provision of Recruitment of Volunteers to Enable Enhanced Opening Hours of Borough Libraries to Parish Councils

Current Service	<p>The Council currently manages and operates the following libraries within parish areas:</p> <p>Bray PC – Container Library (Thursdays only), Stroud Farm Road, Holyport Cookham PC – Cookham Library, High Road Cox Green PC – Cox Green Library, Highfield Lane Datchet PC – Datchet Library, Horton Road Eton TC – Eton Library, High Street & Eton Wick Library, Village Hall Old Windsor PC – Old Windsor Library, Memorial Hall, Straight Road Sunninghill & Ascot PC – Ascot Durning Library, High Street, Ascot Sunningdale PC – Container Library (Fridays & Saturdays only), Recreation Ground, Sunningdale Wraysbury PC – Container Library (Wednesdays only), The Green, Wraysbury White Waltham PC – Container Library (Mondays only), Woodlands Park Village Centre, Manifold Way, Woodlands Park All Parishes – Mobile Library, various stops over a three week rota</p>
Summary of offer	<p>The Council is offering the above Parish Councils:</p> <ul style="list-style-type: none"> • the opportunity to assist in the recruitment of volunteers to supplement paid staffing and enable enhanced hours of operation; • determining locally, through consultation with residents and customers of the service, when within the week the additional hours are offered to residents. (Offer added to menu March 2012)
Benefits	<p>Parish Councils would be able to determine the level of enhanced hours, within the constraints of appropriate levels of overall staffing & supervision of the library, through the number of volunteers they recruited. This offer would enable improved levels of community</p>

	engagement with and ownership of the local library service.
Options for Consideration	With immediate effect the Council is offering Parish Councils the opportunity to take over the recruitment of local library volunteers within agreed specifications.
Financial & other Implications	The Council will pay the additional revenue costs (e.g. utilities bills) associated with any additional opening hours enabled by the provision of Parish sourced volunteer support & will cover the cost of training the volunteers. Some of the skills required to support the service delivery are outlined on the Borough's website at: http://www.rbwm.gov.uk/web/libraries_volunteering.htm Volunteers would need to commit to a regular level of activity so that customers can rely on the enhanced service being consistently available.
Further information Details	The Council is keen to progress these proposals. To discuss & implement these arrangements please contact Mark Taylor on 01628 796989 or Angela Gallacher on 01628 685641.

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

<p>Current Service</p>	<p>The Royal Borough currently manages spend of S106 (developers' contributions) monies through the service areas capital programme. Spend of S106 funds are reported annually to Cabinet. The total amount raised in the past year (2011/12) was about £4.3m, of which about £800k will be spent in parished areas.</p> <p>S106 will in due course be replaced by the Community Infrastructure Levy (CIL), on which the council will commence consultation once the draft Borough Local Plan is submitted to government for examination, anticipated in December 2012.</p> <p>The annual S106 Financial Report to Cabinet each September lists spend of monies by those parish councils 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>
<p>Summary of offer</p>	<p>The Council is seeking both to increase transparency in the way that the s106 (developer's contributions) process is managed, and to involve parish councils directly in deciding how s106 monies are to be spent in their areas. In particular, local communities want to know where this money comes from, how it is spent in their area, and what happens to the balance.</p> <p>There are many detailed issues here and the Council wants to work with one or more local councils over the next year, to see how this delegation can work in practice. Council officers will provide administrative support for the scheme, together with the monitoring and reporting of spend, responding to requests</p>

	from developers to account for spend, and to return any unspent contributions, and will not charge for this support.
Benefits	It is felt that greater local involvement and awareness would facilitate better awareness of local priorities and actions taken. The Royal Borough is proposing to delegate decision-making on some of these funds to local councils as a matter of course. It is also possible that some local councils would wish to implement s.106 funded projects themselves, as well as to decide how the money should be spent locally.
Options for Consideration	Devolve responsibility for spending some non-strategic S106 monies to Parishes.
Financial & other Implications	It is anticipated that no costs will fall directly on parish councils.
Further information Details	To implement this arrangement please contact Simon Hurrell Head of Planning and Development on 01628 685712 or Hilary Oliver, Special Projects Officer
16. Offer to Devolve the issuing of Litter related Fixed Penalty Notices to Parish / Town Councils	
Current Service	The Council has powers to issue Fixed Penalty Notices (FPNs) for a range of littering offences including general littering, graffiti, fly-posting and dog fouling. The Council has adopted a zero tolerance approach to these offences and as a result has seen a significant improvement in the cleanliness of the Borough.
Summary of offer	The Council is offering Parish and Town Councils the opportunity to issue FPNs in their area and retain a proportion of the fine income to be used on local projects. The Council will provide on-going assistance with the administration of FPNs including invoicing and reminder letters as well as taking legal proceedings against offenders who fail to pay.
Benefits	This arrangement would enable Parish and Town Council's to respond to local problem areas identified by local residents and issue FPNs to offenders. In addition to improving the local environment, Parish and Town Council would be able to use a proportion of the fine income to undertake locally determined projects and highlight the source of the funding.
Options for Consideration	The offer includes the Council providing full administrative support. However, if a Parish / Town Council wish to undertake the full service the Council will facilitate all the required training.
Financial & other Implications	The Council will give 50% of the fine income generated by FPN's issued by a participating Parish / Town Council to the Parish / Town Council. FPN fines are £75 or £50 if paid within 10 working days of issue.

	<p>The Council would retain all costs awarded by the Court in the event of legal action being taken against non payers.</p> <p>If a Parish / Town Council wished to undertake the full service the Council would offer a one off sum of £500 to cover start up costs.</p>
Further information Details	<p>The Council is keen to progress these proposals. To implement these arrangements please contact David Perkins Head of Streetcare & Operations on 01628 796860.</p>

17. Offer to Devolve Prioritisation of minor maintenance and non urgent pothole repairs to Parish / Town Councils

Current Service	<p>The Council invests significant funding into road maintenance each year. This is mainly through planned road resurfacing and surface dressing for which the 2013/14 budget has been approved at approximately £1.44m.</p> <p>Alongside the planned maintenance of roads, funding is allocated for smaller schemes to address ongoing maintenance. This includes minor repairs/ improvements to roads, footways, verges, lining and signing. A proportion of this funding is spent on pothole plugging [plugging a pothole refers to a quick permanent repair using an approved material to fill the pothole flush to the road surface]. At present minor maintenance schemes and defects are either identified by our Streetcare Inspectors, councillors, or by members of the public. Those deemed as 'emergency repairs' will always be prioritised and addressed first as they pose an immediate risk to members of the public. The less urgent repairs are prioritised by officers to reduce risk to the public, reduce risk of claims and make best use of Council budgets.</p>
Summary of offer	<p>The Council is offering Parish and Town Councils the opportunity to directly identify and prioritise non-urgent minor maintenance repairs/ improvements in their area within a ring-fenced budget (either managed and delivered by the Council on their behalf or passed to the Parish/ Town Council for allocation and delivery).</p>
Benefits	<p>This arrangement would provide Parish and Town Council's with direct control to determine local priorities for minor maintenance improvements and repairs in their area.</p>
Options for	<p>The exact scope of the repairs covered by the agreement could be</p>

Consideration	varied. However, the cost of some types of repairs can be significantly higher. E.g. Plugging a pothole may cost £50 whereas larger patches for resurfacing cost considerably more and can even cost more than the entire allocation.
Financial & other Implications	<p>The Council would ring-fence funding for each area each year to be spent on minor maintenance improvements/ repairs. This would be beyond the emergency pothole and other repairs which the Council would continue to identify and address. This funding would be allocated from existing budgets. The money could also be used to replace lines and signage or implementing minor verge protection schemes in their area, subject to cost. The total funding (£30k) has been split based on the length of roads in each area.</p> <p>Should the Parish or Town Council opt to receive the funding and arrange for the works rather than instruct RBWM they and their contractors would need to comply with all legislation and safe working practices relating to works to the public highway.</p>
Further information Details	The Council is keen to progress these proposals. To implement these arrangements please contact Rajan Sitha, Highway Assets Manager, Engineering and Transport on 01628 796287.
18. Offer to Devolve Speed Limit Monitoring / Informal Enforcement ('Speedwatch') to Parish / Town Councils and Neighbourhood Action Groups (NAG's)	
Current Service	<p>The Royal Borough currently receives requests from the community to monitor, review or enforce speed restrictions.</p> <p>The primary aim of these requests is to improve road safety or improve the perception that road safety in an area is hazardous, thereby creating vulnerability for road users, pedestrians and cyclists.</p> <p>The Royal Borough reviews, sets and implements speed limits. However, the enforcement element falls within the remit of the police.</p> <p>The current service targets limited resources to review, monitor and introduce new speed limits in areas with high levels of accident casualties or community requests. Enforcement by the police is limited.</p>
Summary of offer	<p>The Royal Borough is offering Parish and Town Councils the opportunity to establish a community 'Speedwatch' scheme.</p> <p>The offer entails providing the community with the use of a handheld mobile speed detector and fluorescent safety equipment. The equipment will be accompanied by training to enable the community 'Speedwatch' team to undertake speed monitoring and provide a high profile visible presence at the roadside, thereby influencing vehicle speeds, acting as a deterrent.</p> <p>The initiative offers an informal approach to enforcement as details of vehicles exceeding the speed limit will be recorded and forwarded to the Royal Borough who will establish vehicle ownership and issue a warning letter seeking greater compliance and awareness of road safety dangers.</p> <p>If persistent offenders are identified, details will be forwarded to the</p>

	<p>police for more formal action.</p> <p>(Note: this style of scheme is currently deployed by some of the Neighbourhood Action Groups)</p>
Benefits	<p>This initiative would significantly increase informal enforcement levels, provide a high-profile visible deterrent and enable direct action to community requests seeking an improvement in road safety and a reduction in the fear of road safety hazards.</p>
Options for Consideration	<p>Speed detection equipment could be purchased for each Parish or Town Council on request or a smaller number of Units could be purchased and managed on a rota basis.</p>
Financial & other Implications	<p>The Royal Borough will provide speed detection equipment. Training and safety equipment for each request.</p>
Further information Details	<p>The Council is keen to progress these proposals. To implement these arrangements please contact Tony Carr, Traffic & Road Safety Manager, Engineering and Transport on 01628 796405.</p>

Community Right to Bid

Community Right to Bid is due to come into effect shortly as part of the Localism Act. RBWM is currently developing its response to this and whilst it is doing so would welcome any approaches by Parishes to take advantage of this provision to give community organisations a chance to run assets which are important to them. This could include the village shop, the community centre, children's centre or private allotments. If you are interested in discussing this further please contact Harjit Hunjan on 01628 796947 or e-mail Harjit.hunjan@RBWM.gov.uk in the first instance.