

NOTICE  
OF  
MEETING



# CABINET PARTICIPATORY BUDGET SUB COMMITTEE

will meet on

**WEDNESDAY, 16TH DECEMBER, 2015**

**At 5.00 pm**

in

**ASCOT AND BRAY - TOWN HALL, MAIDENHEAD**

TO: MEMBERS OF THE CABINET PARTICIPATORY BUDGET SUB COMMITTEE

COUNCILLORS DAVID BURBAGE (CHAIRMAN), CHRISTINE BATESON AND GEOFF HILL

ALSO IN ATTENDANCE: COUNCILLORS CLAIRE STRETTON AND GEORGE BATHURST

Karen Shepherd - Democratic Services Manager - Issued: 8 December 2015

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](http://www.rbwm.gov.uk) or contact the Panel Administrator **Karen Shepherd** 01628 796529

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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 minutes of the meeting held on 21 October 2015.	7 - 10
4.	<u>NEIGHBOURHOOD PARTICIPATORY BUDGET SCHEME - DECEMBER 2015 VOTING ROUND</u>  To consider the above report	To Follow
5.	<u>MEMBER PARTICIPATORY BUDGETS</u>  To consider the above report	To Follow
6.	<u>PARTICIPATORY BUDGET - TOPICS TO BE INCLUDED 2016 - INITIAL CONSULTATION RESULTS</u>  To consider the above report	11 - 16
7.	<u>DATES OF FUTURE MEETINGS</u>  17 February 2016 20 April 2016	



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## MEMBERS' GUIDANCE NOTE

### DECLARING INTERESTS IN MEETINGS

#### **DISCLOSABLE PECUNIARY INTERESTS (DPIs)**

DPIs 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 license 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.

#### **PREJUDICIAL INTERESTS**

This is an interest which a reasonable fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs your ability to judge the public interest. That is, your decision making is influenced by your interest that you are not able to impartially consider only relevant issues.

#### **DECLARING INTERESTS**

If you have not disclosed your interest in the register, you **must make** the declaration of interest at the beginning of the meeting, or as soon as you are aware that you have a DPI or Prejudicial Interest. If you have already disclosed the interest in your Register of Interests you 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 discussion or vote at a meeting.** The term 'discussion' has been taken to mean a discussion by the members of the committee or other body determining the issue. You should notify Democratic Services before the meeting of your intention to speak. In order to avoid any accusations of taking part in the discussion or vote, you must move to the public area, having made your representations.

If you have any queries then you should obtain advice from the Legal or Democratic Services Officer before participating in the meeting.

If the interest declared has not been entered on to your Register of Interests, you must notify the Monitoring Officer in writing within the next 28 days following the meeting.

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# Agenda Item 3

## CABINET PARTICIPATORY BUDGET SUB COMMITTEE

21 OCTOBER 2015

PRESENT: Councillors David Burbage (Chairman), Christine Bateson (Chief Whip, including Neighbourhood Plans, Ascot and Sunnings) and Geoff Hill (Customer and Business Services, including IT).

Also Attending: Councillor Claire Stretton (Culture and Communities) and George Bathurst (Policy).

Officers: Andrew Brooker, Andrew Scott, David Cook, Louisa Dean and Kate Lyons.

### PART I

#### APOLOGIES FOR ABSENCE

Apologies were received from Councillor George Bathurst (Councillor Bathurst later joined the meeting).

#### DECLARATIONS OF INTEREST

There were no declarations of interest received.

#### MINUTES

**RESOLVED UNANIMOUSLY: That the minutes of the meeting of the Sub Committee held on 19 August 2015 be approved.**

#### CABINET MEMBER'S REPORTS

##### Culture & Communities

##### Neighbourhood Participatory Budget Scheme – October 2015 Voting Round

Members considered the results of the Neighbourhood Participatory Budget (PB) scheme for projects voted for by the public during August, September and early October 2015. It was noted that there was £17,590 remaining for allocation and not £13,900 as stated in the report. There had been 5 new projects submitted and 10 carried forward from the last round.

The project with highest votes was The Marist Schools for netball equipment, with a total of 692 votes. Second highest was Windsor Horse Rangers - equestrian mirrors, with a total of 390 votes, it was noted that 208 of these votes were from out of borough supporters. The third highest supported was The Maidenhead Community Lantern Parade with 346 votes.

It was noted that 4 new projects had so far been submitted to the next round and that 1616 people voted in this round with a total of 2317 votes received. Two

projects received less than 2% of the vote and would be removed from the next round:

- Furze Platt Scout Group.
- Outdoor Table Tennis Tables - Cox Green School.

Maidenhead at the Movies had also now passed its timeframe (Summer 2015) and would be removed.

Members noted the voting figures as detailed in Appendix A, and discussed appropriate awarding of funds, including match funding.

**RESOLVED UNANIMOUSLY: That:**

- i) The Marist Schools be awarded £1,500.**
- ii) The Maidenhead Community Lantern Parade be awarded £2,000.**
- iii) No Match Funding was allocated.**

Member Participatory Budgets

Members considered the latest update on Member Participatory Budgeting and noted that 17 members had now spent a total of £11,225. An email had been sent to all remaining Councillors in October explaining the Member Budgets scheme and how to donate funds.

(Cllr Bathurst joined the meeting)

**RESOLVED UNANIMOUSLY: That Members of the CPBSC note progress to date in implementing the Member budgets programme 2015/16.**

Schools Participatory Budgeting Programme

Members considered the report and were informed that the Schools Participatory Budgeting Programme had been endorsed by Members of this panel at the last meeting held 19 August 15.

The report provided details on how the scheme would operate:

- The Schools PB scheme would commence in April 2016.
- Each school would be ranked on a pro rata basis.
- There would be three rounds of voting per year to tie in with the school terms.
- £100k of capital funding (£33k per school term) be allocated to the scheme.
- Match funding would be considered at a later date after the scheme had been operating for a period of time.
- The scheme would operate in a similar manner to that of the existing Neighbourhood Participatory Budgeting scheme.
- There would be no distinction made between in and out of borough votes.
- The scheme to run as a pilot for one year and be brought back to the Sub-Committee for review.



The appendices to the report showed the weighting for each school and there was a Marketing plan for the scheme.

Members agreed that the deadline for the summer term should be brought forward to half term so that the results could be announced before the end of term.

**RESOLVED UNANIMOUSLY: That:**

- i) The additional Schools Participatory Budgeting Programme, as outlined in paragraph 2.2 and 2.4 of the report be endorsed.**
- ii) The marketing plan be endorsed.**
- iii) The summer terms voting deadline be brought forward.**

Review of the Greenredeem Scheme

Members were informed that the Greenredeem scheme had been running for over 15 months and as of the 1 July 15, the scheme had been running under a revised criteria.

Since the launch of the scheme 24 projects had taken part with over 3.6 million points being donated. The first round ended 30 September and the following 5 groups had been awarded funds:

- Alzheimer's Dementia Support.
- Foodshare Maidenhead.
- Norden Farm – The Maidenhead Community Lantern Parade
- Windsor and Eton Sea Cadets.
- Cox Green School.\*

The next round began on the 1<sup>st</sup> October and would end on 31<sup>st</sup> December. 20 groups were participating with another 3 waiting to be added.

The amendments to the scheme consist of:

- Instead of automatically awarding £1,000, members were asked to endorse that groups were awarded 'up to £1,000' this was because some schemes had asked for less than £1,000 in their application.
- A project be removed after 4 consecutive rounds of voting if they had not been successful. They would be invited to re-submit another application.
- To ensure that points were not 'lost' donated points would be carried forward to the next round. As some schemes may be removed after 4 consecutive rounds, Members were asked to consider whether to include a similar provision as the previous scheme, where funds were donated to the Mayors Benevolent Fund. It was noted that there was no budget provision for this and it may therefore be appropriate to review after 1 year.

Members considered the proposals and it was agreed that any points that may be 'lost' be put back into the residents accounts so they can be re-allocated, it was

noted that there would be a one off charge by Greenredeem of up to £600 to enable the coding to be changed to allow this to happen.

**RESOLVED UNANIMOUSLY: That:**

- i) The further amendments to the scheme detailed in paragraph 2.3 be endorsed with the amendment that the Donation of Points be changed so they can be allocated back to the residents accounts.**
- ii) A further review of the scheme be undertaken in 12 months.**

Participatory Budgeting Programme – Borough and Area Wide Schemes 2015/2016

Members considered the report that examined how the Borough and Area Wide Scheme could be promoted for 2016 to help encourage more residents to participate.

The report recommended that the Participatory Budgeting Programme would continue to be carried out when the Council Tax bills were issued. There would also be a pre-consultation exercise with stakeholders asked to put forward their priorities. BMG would be used to aid the online and paper survey once a final list had been agreed.

Members felt that there was a need of a refresh to help promote the scheme and as well as the online and paper consultation there should also be something in Around the Royal Borough. It was noted that there had been instances of the publication not being delivered and this was being investigated.

**RESOLVED UNANIMOUSLY: That the suggested process for the PB borough wide and geographic area for 2016 be approved. This would include the addition of specific, named projects and delegated responsibility to the Principle Member for Culture and Communities and to finalise the proposals for the 2016 PB consultation.**

DATE OF NEXT MEETING

The following meeting dates were noted:

- 16 December 2015
- 17 February 2016
- 20 April 2016

MEETING

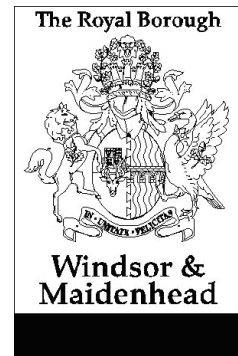
The meeting, which began at 5.00pm, ended at 5.45pm.

CHAIRMAN.....

DATE.....

\* Cox Green School was incorrectly added to the report and it should have read 4<sup>th</sup> Maidenhead Guides 50<sup>th</sup> Anniversary Celebrations.

Report for:  
ACTION



<b>Contains Confidential or Exempt Information</b>	NO – Part I
<b>Title</b>	<b>Participatory Budget - Topics to be included 2016 – Initial Consultation Results</b>
<b>Responsible Officer(s)</b>	David Scott, Head of Governance, Performance and Policy
<b>Contact officer, job title and phone number</b>	Louisa Dean, Communications and Marketing Manager Tel: 01628 796410
<b>Member reporting</b>	Cllr Stretton, Principal Member for Culture and Communities
<b>For Consideration By</b>	Cabinet Participatory Budget Sub Committee
<b>Date to be Considered</b>	16 December 2015
<b>Implementation Date if Not Called In</b>	Immediately
<b>Affected Wards</b>	All
<b>Keywords/Index</b>	Participatory Budget 2016, Local Budget consultation, borough-wide, geographic areas, proposals for the future, increasing participation rates

### Report Summary

1. This report looks at the initial consultation results for topics to be included in the Royal Borough's Participatory Budget (PB) for schemes borough-wide and in geographic areas.
2. It proposes topics to be included in the residents' consultation which will run at the same time as the annual Council Tax mail-out.
3. The financial implications of the PB consultation will be decided through the 2016/17 budget process.

### If recommendations are adopted, how will residents benefit?

Benefits to residents and reasons why they will benefit	Dates by which residents can expect to notice a difference
1. The scheme will enable residents to continue to have a direct say in how a potentially significant proportion of the 2016/17 PB capital budget allocation will be spent on one-off projects they consider priorities, both borough-wide and in their specific geographic areas.	Within the 2016/17 financial year
2. The scheme would continue to offer more opportunity for engagement and participation so there would be even	Within the 2016/17 financial year

more local influence in how the allocated money is spent.
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## 1. DETAILS OF RECOMMENDATIONS

### **RECOMMENDATION: That the sub committee:**

Approve the suggested content for the borough-wide and geographic area consultation in 2016, and delegate responsibility to the Principal Member for Culture and Communities to finalise the 2016 PB consultation document with the Communications and Marketing Manager.

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

2.1 Participatory Budgeting (PB) empowers local people to play a key role in deciding how public money is spent on projects and services in their neighbourhoods and gets people involved in determining local priorities based on need. As such, it enhances local democracy and is a key element of the Council's Big Society programme.

2.2

Option	Comments
1. Delegate responsibility to the named Cabinet Member to agree the topics for consultation. <b>RECOMMENDED</b>	This will enable the 2016 consultation to be carried out with residents and to include specific feedback from our stakeholders.
2. Decide to continue with the 2015 consultation form.	This could be considered a retrograde step and not in line with the Council's commitment to Big Society as we have asked interested parties to take part in the topics to be included consultation.

## 3. KEY IMPLICATIONS

3.1

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Refreshed PB consultation to run alongside council tax information mail-out	Missed opportunity to engage with residents and further decline in participation compared to 2015 rates	Response meets 2015 rate.	Response rate exceeds 2015 rate by 2%	Response exceeds 2015 rate by 5%	April 2016

#### 4. FINANCIAL DETAILS

##### Financial impact on the budget

- 4.1 A Capital Bid for Participatory Budgets including £250,000 for this programme has been allocated in the 2016/17 budget for this activity.

#### 5. LEGAL IMPLICATIONS

- 5.1 The Cabinet Participatory Budget Sub Committee has power under the Constitution to progress the Council's Participatory Budget agenda. There are no direct legal implications arising from this report.

#### 6. VALUE FOR MONEY

- 6.1 The PB public consultation provides the Council with information on residents' priorities, the value of which extends beyond PB itself by providing a barometer of local opinion that is beneficial to Council-wide service provision.

#### 7. SUSTAINABILITY IMPACT APPRAISAL

- 7.1 None arising from the report.

#### 8. RISK MANAGEMENT

8.1

Risks	Uncontrolled Risk	Controls	Controlled Risk
Failure to refresh the existing PB scheme results in a further decline in participation and the result is less relevant to residents in general across the borough.	High	Refreshed scheme helps to encourage resident engagement.	Low
Failure to run the annual PB consultation impacts on the Council's commitment to the Big Society.	Medium	Use communications and marketing to highlight the many other areas of PB and opportunities for public participation.	Low

#### 9. LINKS TO STRATEGIC OBJECTIVES

- 9.1 The Participatory Budget exercise is linked to the following strategic objectives:

### **Residents First**

- Support Children and Young People
- Encourage Healthy People and Lifestyles
- Improve the Environment, Economy and Transport
- Work for safer and stronger communities

### **Value for Money**

- Deliver Economic Services
- Improve the use of technology
- Increase non-Council Tax Revenue
- Invest in the future

### **Delivering Together**

- Enhanced Customer Services
- Deliver Effective Services
- Strengthen Partnerships

### **Equipping Ourselves for the Future**

- Equipping Our Workforce
- Developing Our systems and Structures
- Changing Our Culture

## **10. EQUALITIES, HUMAN RIGHTS AND COMMUNITY COHESION**

10.1 It is not necessary to complete and EqIA for this activity.

## **11. STAFFING/WORKFORCE AND ACCOMODATION IMPLICATIONS**

11.1 None

## **12. PROPERTY AND ASSETS**

12.1 None

## **13. ANY OTHER IMPLICATIONS**

13.1 None

## **14. CONSULATION**

14.1 We received 14 responses from the initial topics to be included consultation. This was from a combination of parish councillors and borough ward councillors.

It is proposed that there would be eight topics for residents to vote for in the borough-wide scheme and five topics for residents to vote for in each of the area based schemes.

The ideas that were put forward were:

- Skate park in Broomhall Recreation Ground
- Parking at Littlewick Green Village Hall
- Parking at Cox Green Scout Hut
- Community notice boards in Furze Platt
- Community buildings at Knowl Hill

- Love Ascot scheme
- Fountain at the village green in Horton
- Parking at Bell Lane, Eton
- Eton Wick Animal Sanctuary
- Holy Trinity Garrison and Parish Church community gardens
- Waterways projects in Maidenhead

The ideas that have been rejected are:

- Traffic calming measures at Cranbrook Drive – it is proposed that highways assessment needs to be completed before a capital bid could be submitted through highways for this.
- Consultants report for proposals to turn the one way section of Eton High Street into an open space – it is proposed that highways assessment needs to be completed before a capital bid could be submitted through highways for this.
- Zebra crossing at Ray Mead Road at Bridge Gardens – it is proposed that this work may have been carried out by the time the consultation is issued.

### **Next Steps**

- 14.2 It is proposed that the Principal Member for Culture and Communities and the Communications and Marketing Manager agree on the final eight for the borough-wide scheme and the five schemes for each area wide options based on the feedback above.

The leaflet will be re-vamped from last year and will be circulated to members of the Cabinet Participatory Budget Sub-Committee for information.

The survey will be sent out at the same time as Council Tax bills. PB consultation would continue to be carried out when the council tax bills are issued. This is at a time when people are thinking of their council tax and what it is used for.

Residents will be asked to choose their preferences during February, March and April.

An online and paper survey will be used to highlight some specific areas where funding could be allocated as per the initial stakeholder consultation.

A blank box for residents to put forward their own ideas for specific projects would also be provided.

BMG (who carry out our residents' survey) would be consulted on the online and paper survey once the final list has been agreed upon. They would analyse the results before Members decide on the allocation of funding. This was successfully carried out last year.

A paper will be brought back to the June meeting for members to decide what projects would be successful in the PB budgets.

**15. TIMETABLE FOR IMPLEMENTATION**

<b>Date</b>	<b>Details</b>
December 2015	Analysis of results, Cabinet Participatory Budget Sub Committee to decide details of consultation for distribution
February 2016	Finalise consultation leaflet and distribute with council tax bill.
May 2016	Result of exercise collated by BMG
June 2016	Responses ready for June Cabinet Participatory Budget Sub Committee to consider.

**16. APPENDICES**

16.1 None

**17. BACKGROUND INFORMATION**

17.1 None

**18. CONSULTATION (MANDATORY)**

<b>Name of consultee</b>	<b>Post held and Department</b>	<b>Date sent</b>	<b>Date received</b>	<b>See comments in paragraph:</b>
<b>Internal</b>				
Cllr Burbage	Leader of the Council	7/12/15	7/12/15	
Cllr Claire Stretton	Principal Member for Culture and Communities	4/12/15	4/12/15	Comments included
David Scott	Head of Governance	4/12/15	4/12/15	Comments included
Andrew Brooker	Head of Finance	7/12/15		
<b>External</b>				
NA				