

Public Document Pack

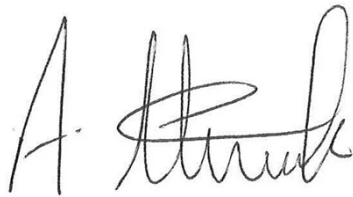
Democratic Services Manager: Karen Shepherd

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TO: **EVERY MEMBER OF THE COUNCIL FOR THE ROYAL BOROUGH OF WINDSOR & MAIDENHEAD**

YOU ARE HEREBY SUMMONED TO ATTEND the Meeting of the Council of the Royal Borough of Windsor & Maidenhead to be held in the **Council Chamber - Town Hall** on **Tuesday, 27 September 2016 at 7.30 pm** for the purpose of transacting the business specified in the Agenda set out hereunder.

Dated this Monday, 19 September 2016



Alison Alexander
Managing Director

Rev. Watkinson will say prayers for the meeting.
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A G E N D A

PART I

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence

2. COUNCIL MINUTES

To receive the Part I minutes of the meeting of the Council held on 10 August.
(Pages 7 - 16)

3. DECLARATIONS OF INTEREST

To receive any declarations of interest
(Pages 17 - 18)

4. MAYOR'S COMMUNICATIONS

To receive such communications as the Mayor may desire to place before the Council.
(Pages 19 - 22)

5. PUBLIC QUESTIONS

a) *Ewan Larcombe, of Datchet Ward will ask the following question of Councillor Dudley, Leader of the Council:*

Press reports suggest the Royal Borough of Windsor & Maidenhead and Maidenhead Golf Club (MGC) have signed a contract which will see the council buy back Maidenhead Golf Club's lease, opening up the opportunity for the site to be brought forward for development and help to make a town for everyone.

Now that MGC has been selected for development what provision within the site is being allocated for the traveller community?

b) *Andrew Hill of Boyn Hill Ward will ask the following question of Councillor Dudley, Leader of the Council:*

On March 9th the Monitoring Officer David Scott incorrectly interpreted statute regarding decision notice 5.15-6.15 (Councillor Dudley's alleged bias). On August 30th the ICO stated it was unlawful for RBWM to publish the political affiliations of members of the public simply because they made a complaint against Councillors – this is "sensitive" data, and no schedule 3 criteria had been satisfied.

Why were my technical questions about the Data Protection Act not answered by the Data Protection Officer, but instead passed to the Monitoring Officer who proved to have an inadequate understanding, and what steps have now been taken following the letter from the ICO to ensure that this type of unlawful publication never happens again ?

c) *Andrew Hill of Boyn Hill Ward will ask the following question of Councillor Dudley, Leader of the Council:*

The Information Commissioner's Office wrote to RBWM on 18th April giving 28 days to explain alleged breaches of Data Protection policy. The ICO had no response and issued further deadlines on June 2nd and July 8th. It took four months to answer simple data protection questions, which the ICO stated was not "...as quickly as we expected".

Why did RBWM fail to co-operate with multiple requests for information from the Information Commissioner's Office and does RBWM really believe it is acceptable to simply ignore official requests over many months from statutory appointed protection agencies?

d) *Melanie Hill of Boyn Hill Ward will ask the following question of Councillor Dudley, Leader of the Council:*

Continuing to build thousands of new homes in Maidenhead will require significant increases to the infrastructure such as new schools, Doctor's surgeries and extended minor injuries hours. I have personally already suffered the consequence of being turned away from St Marks minor injuries within opening hours !!

Does the Council have representation within local clinical commissioning groups, or specific powers itself to be able to ensure that sufficient healthcare is provided as the town expands; and can the Council directly or indirectly ensure that minor

injuries at St Marks Hospital similarly expands to cope with the substantial rise in resident numbers?

(A Member responding to a question shall be allowed up to five minutes to reply to the initial question and up to two minutes to reply to a supplementary question. The questioner shall be allowed up to 1 minute to put the supplementary question)

6. PETITIONS

To receive any petitions presented by Members on behalf of registered electors for the Borough under Rule C.10.

(Any Member submitting a petition has up to 2 minutes to summarise its contents)

7. ADOPTION OF THE STATEMENT OF COMMUNITY INVOLVEMENT

To consider the above report
(Pages 23 - 56)

8. BUDGET DECISION: WINDSOR LEISURE CENTRE CHANGING ROOM REFURBISHMENT 2016/17

To consider the above report
(Pages 57 - 62)

9. MAPPING OF FLUVIAL FLOOD RISK

To note the response from the Environment Agency following the motion passed at Council on 21st June 2016:

RESOLVED UNANIMOUSLY: That this Council:

- i) Notes with concern how unreliable flood mapping can impede planning and cause mispricing of insurance, and:
- ii) Calls on the Environment Agency to revise its flood maps in Maidenhead to take account of evidence accumulated since the 'Jubilee River' flood relief scheme was commissioned in 1999, including the heavy local flooding in January and February 2014.

(Pages 63 - 66)

10. CONSTITUTIONAL AMENDMENTS

To consider the above report
(To Follow)

11. MEMBERS' QUESTIONS

- a) **Question submitted by Councillor Jones to Councillor Bicknell, Lead Member for Highways and Transport:**

Cabinet has taken the decision to allow the spending of an additional

£140,000, for a safer route to school, of which Holyport School is utilizing £83,000 assigned by a planning condition for a possible future junction upgrade.

Can the Lead Member explain where the budget of £83,000 will be sourced from should that junction need to be upgraded?

b) Question submitted by Councillor E. Wilson to Councillor Rankin, Lead Member for Economic Development and Property:

Will the Lead Member advise what marketing materials his department has in place to promote investment in areas outside of our town centres such as Dedworth?

c) Question submitted by Councillor E. Wilson to Councillor S. Rayner, Lead Member for Culture and Communities:

Will the Lead Member show her support for the Big Draw Festival by creating a borough wide drawing competition in 2017?

d) Question submitted by Councillor Beer to Councillor D. Wilson, Lead Member for Planning

The decision to discontinue notification of neighbours of planning applications relating to work to TPO'd trees is causing unnecessary distress to our residents. In the spirit of openness and transparency please could this optional procedure be reinstated as a core part of the planning service to residents?

(The Member responding has up to 5 minutes to address Council. The Member asking the question has up to 1 minute to submit a supplementary question. The Member responding then has a further 2 minutes to respond.)

12. MOTIONS ON NOTICE

a) By Councillor Beer

This Council wholeheartedly endorses and publicises the letter of the RBWM Lead Member for Planning to the Prime Minister and Minister for Housing and Planning which opposed an additional runway at Heathrow and emphasises that this would negate a previous Government decision regarding an airport monopoly

13. LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC

To consider passing the following resolution:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on item 14 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"

PRIVATE MEETING

14. COUNCIL MINUTES

To receive the Part II minutes of the meeting of the Council held on 10 August.
(Pages 67 - 68)

**(Not for publication by virtue of paragraph 5 of Part 1 of schedule 12A of the
Local Government Act 1972)**

COUNCIL MOTIONS – PROCEDURE

- Motion proposed (mover of Motion to speak on Motion)
- Motion seconded (Secunder has right to reserve their speech until **later** in the debate)
- Begin debate

Should An Amendment Be Proposed: (only one amendment may be moved and discussed at any one time)

NB – Any proposed amendment to a Motion to be passed to the Mayor for consideration before it is proposed and seconded.

- Amendment to Motion proposed
- Amendment must be seconded BEFORE any debate can take place on it
(At this point, the mover and seconder of original Motion can indicate their acceptance of the amendment if they are happy with it)
- Amendment debated (if required)
- Vote taken on Amendment
- If Agreed, the amended Motion becomes the substantive Motion and is then debated (any further amendments follow same procedure as above).
- If Amendment not agreed, original Motion is debated (any other amendments follow same procedure as above).

- The mover of the Motion has a right to reply at the end of the debate on the Motion, immediately before it is put to the vote.
- At conclusion of debate on Motion, the Mayor shall call for a vote. Unless the vote is unanimous, a named vote will be undertaken, the results of which will be announced in the meeting, and recorded in the Minutes of the meeting.

(All speeches maximum of 5 minutes, except for the Budget Meeting where the Member proposing the adoption of the budget and the Opposition Spokesperson shall each be allowed to speak for 10 minutes to respectively propose the budget and respond to it. The Member proposing the budget may speak for a further 5 minutes when exercising his/her right of reply.)

AT A MEETING OF THE BOROUGH COUNCIL held in the Council Chamber - Town Hall on Wednesday, 10th August, 2016

PRESENT: The Mayor (Councillor Sayonara Luxton), The Deputy Mayor (Councillor John Lenton)

Councillors Michael Airey, Natasha Airey, Malcolm Alexander, Christine Bateson, Malcolm Beer, Clive Bullock, David Burbage, Gerry Clark, John Collins, Carwyn Cox, Judith Diment, Simon Dudley, Dr Lilly Evans, Jesse Grey, Geoff Hill, David Hilton, Charles Hollingsworth, Maureen Hunt, Mohammed Ilyas, Lynne Jones, Richard Kellaway, Paul Lion, Philip Love, Asghar Majeed, Ross McWilliams, Marion Mills, Gary Muir, Eileen Quick, Jack Rankin, Samantha Rayner, Wesley Richards, MJ Saunders, Hari Sharma, Derek Sharp, Julian Sharpe, Shamsul Shelim, Adam Smith, John Story, Claire Stretton, Lisa Targowska, Leo Walters, Simon Werner, Derek Wilson, Edward Wilson and Lynda Yong

Officers:, Alison Alexander, David Almond, Chris Andersen, Simon Fletcher, Russell O'Keefe, David Scott, Rob Stubbs and Karen Shepherd.

73. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bicknell, Bhatti, Bowden, Brimacombe, Carroll, Coppinger, D Evans, Gilmore, Pryer and C Rayner

74. COUNCIL MINUTES

RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting held on 21 June 2016 be approved, subject to the following amendments:

- i) p.10 to read 'The EA measured risk in 50 year and 100 year periods; the insurance industry used the level of 75 year floods, making it difficult to compare.'
- ii) p.9 to read 'He was aware other areas of the borough had suffered in the 2014 floods, this was why Councillor Dudley was working with neighbouring local authorities on the Lower Thames scheme'

75. DECLARATIONS OF INTEREST

Councillor S. Rayner declared a Disclosable Pecuniary Interest in the item 'Community Infrastructure Levy – Adoption of the Charging Schedule and Associated Documents'. She left the room for the duration of the discussion and voting on the item.

Councillor D. Wilson declared an interest in the item 'Maidenhead Regeneration Update' as a member of the Partnership for the Rejuvenation of Maidenhead and the Maidenhead Town Partnership Board.

Councillor Stretton declared an interest in the item 'Maidenhead Regeneration Update' as a member of the Partnership for the Rejuvenation of Maidenhead.

Councillor Werner declared an interest in the item 'Maidenhead Regeneration Update' as a member of the Maidenhead Town Partnership Board.

Councillor Love declared an interest in the item 'Maidenhead Regeneration Update' as a member of the Maidenhead Town Partnership Board.

Councillor Kellaway declared an interest in the item 'Maidenhead Regeneration Update' as a member of the Partnership for the Rejuvenation of Maidenhead and the Maidenhead Town Partnership Board.

Councillor Hill declared a Disclosable Pecuniary Interest in the item 'Maidenhead Regeneration Update' as he owned property in the town centre. He left the room for the duration of the discussion and voting on the item.

Councillor Hunt declared a Disclosable Pecuniary Interest in the item 'Maidenhead Regeneration Update' as she owned property in the town centre. She left the room for the duration of the discussion and voting on the item.

76. COMMUNITY INFRASTRUCTURE LEVY (CIL) - ADOPTION OF THE CHARGING SCHEDULE AND ASSOCIATED DOCUMENTS

Members considered adoption of the Community Infrastructure Levy (CIL) and associated documents with implementation of the Levy from 1 September 2016.

The Lead Member for Planning, Councillor D. Wilson, explained that the charging schedule had been examined in March 2016. The Inspector had also examined the Tandridge schedule, which had been challenged. The Court of Appeal had dismissed the challenge making it clear that an up to date Local Plan was not required to implement CIL. The council had undertaken an Infrastructure Development Plan to support examination; as a result the inspector had supported the schedule with one minor change, as detailed in paragraph 2.7 of the report, to remove reference to 'offices' development type. The Lead Member thanked the Special Projects Officer and Borough Planning Manager for their hard work in producing the CIL regime and during the examination. He highlighted that the regulation 123 list stated the main priority areas and that S106 could be included for mitigation. An instalment policy was available if CIL charging went beyond £50,000.

Councillor Hilton commented that he was delighted to second the motion as nearly all development added burden to the council's infrastructure. Unfortunately since April 2015 the council ceased to be able to collect S106. He was pleased that Cabinet had not accepted the perceived wisdom that a Local Plan was needed before CIL could be implemented. The introduction of CIL would bring new challenges, for example in prioritising and governance. In areas with a Neighbourhood Plan, the parish council would receive 25% of CIL, which was much more than any parish council had had to manage in the past. It would be important for the council to work with parishes to deliver projects.

Councillor Werner commented that he was delighted that CIL was happening. He had been worried since it was first announced that S106 was going that the council needed to get going on CIL. He congratulated the Lead Member and officers for getting it in place. He understood that CIL would not apply in Maidenhead town centre; he questioned why this was the case when developments brought in children requiring school places. He also commented that he was fascinated by the Inspector's amendment, given that offices brought in traffic to the town centre and increased the

need for parking. He was supportive of the motion but asked whether this aspect could be challenged.

Councillor Dudley highlighted that the council had been told it would be impossible to implement CIL without a local plan in place. However the determination of officers and Lead Members not to accept that answer had led to a fantastic result. He thanked all involved.

Councillor Burbage commented that he supported Councillor Werner's comments about the impact on the town centre but highlighted that the schedule was due to be reviewed when the local plan was adopted anyway.

Councillor Saunders commented that since the Area Action Plan was written it had been made clear that the quality of design and materials and the impact on the environment must be optimised. In all planning consents this had been a key feature. To deliver this level of quality meant that development and construction costs would be higher, resulting in a lower return for developers. He cautioned that adding CIL may compromise the quality achieved in future developments.

Councillor Grey highlighted that the instalment policy and discretionary relief would aid developers.

Councillor D. Wilson confirmed that the council had been able to continue to collect some S106 payments since April 2015; an annual report recently went to the Planning and Housing Overview and Scrutiny Panel. It was the council's intention to review CIL when the Borough Local Plan was in place.

It was proposed by Councillor D. Wilson, seconded by Councillor Hilton and:

RESOLVED UNANIMOUSLY: That Full Council:

- i. Agree the modification recommended by the Inspector and delete the charge for large offices and set a zero rate (Appendix A)**
- ii. Approve the adoption of The Royal Borough of Windsor & Maidenhead's CIL Charging Schedule (Appendix B)**
- iii. Approve the CIL Charging Schedule to take effect from 1 September 2016**
- iv. Approve the adoption of the Regulation 123 List (Appendix C)**
- v. Approve the Instalments Policy (Appendix D)**
- vi. Approve the Exceptions Policy (Appendix E)**
- vii. Agree an implementation date of 1 September 2016**
- viii. Delegate authority to the Monitoring Officer to amend the Constitution of the Royal Borough of Maidenhead to the make provisions for officers to have delegated powers to take enforcement action under the Community Infrastructure Levy Regulations (2010) as amended.**

77. MAIDENHEAD REGENERATION UPDATE

Members received an update on the work to regenerate Maidenhead, making it a town for everyone.

Councillor Rankin explained that whilst the report did not require any decision, the aim was to articulate the overall vision for Maidenhead and what, how and when the desired objectives would be achieved. With the council's commitment to the Green Belt and the need to deliver 13,528 dwellings over the period of the new Local Plan, it was essential that high quality, high density development in urban areas was achieved. With the borough's land holdings and the arrival of Crossrail in 2019, the council had the unique opportunity to regenerate the town, build the needed homes, rejuvenate the town centre, build great schools and provide great public places and iconic buildings that would be instantly recognisable as Maidenhead in the future.

Members noted the achievements so far:

- The Stafferton Way Link Road was completed in December 2015
- Stage 1 of the Waterways project was complete, with stages 2a and 2b scheduled for completion by Spring 2017, bringing water to the town centre to reflect Maidenhead's riverside setting
- Chapel Arches Phase 1 and 2 would be complete in the autumn of 2016
- Refurbishment of the Nicholson's centre was underway, with H&M arriving earlier in the year.
- Maersk and Blackberry had been successfully attracted into the town
- A range of public realm improvements in the town centre including paving, subways and lighting.

Councillor Rankin explained that in the emerging Local Plan and the following Affordable Housing Supplementary Planning Document the borough would define the infrastructure, schools, health, community uses needed to support housing growth and the strategy to ensure affordable housing provision. To achieve this and more the council expected to be directly investing around £138.5m alongside private sector investment:

- £70m in schools
- £30m in sport and leisure
- £30m in improving infrastructure including new car parking and improved roads
- £3m in cultural and community facilities
- 35.5m in the Waterways project

Members noted further details of what the investment would deliver, as detailed in paragraph 2.13 of the report. It was estimated that total investment within the Maidenhead town centre and golf club site was likely to significantly exceed £1bn.

Members noted that a competitive process was underway to select a development partner for the various opportunity areas. The council would maintain a stake in the development to ensure significant control over delivery of the vision for the town. A number of assets would be converted to income producing assets to fund services across the borough. To aid transparency all assets would be held in the borough's trading company. There would be further opportunities for detailed review of proposals through the overview and scrutiny and planning processes.

Councillor Burbage commented that the timetable was ambitious; he wished all well in getting to completion. He had every confidence the programme would be delivered.

Councillor Kellaway commented that when the Area Action Plan (AAP) was published in 2011 the local press was very negative, yet it was clear that much was now happening all over the town. He paid huge credit to Richard davenport of the waterways project. The Thames Valley LEP had also helped with funding. The Town Centre Manager also put in a lot of work to bring events to the town.

Councillor Walters commented that regeneration in the 1960s and 1970s had ruined the town. The council needed to ensure that quality and ambience were paramount.

Councillor Ilyas asked on which sites had consultation been carried out, which required consultation, and what was the likely timetable.

Councillor Werner commented that the problem was that the public had seen so many plans for the town centre; it was delivery that was important. He congratulated the Waterways team who had done a splendid job. It was even more important that the impact of offices were taken into consideration through the plan, given no CIL would be paid. Car parks would be key but they were not mentioned. The key would be getting transport routes into the town right. He would welcome an update on the Landing project.

Councillor D. Wilson commented that Maidenhead was a fantastic place, strategically located for Heathrow, the motorway and Crossrail and therefore councillors should talk up the investment opportunities. Maersk and Blackberry had already decided to relocate to the town from London. Increased workers in the town would use the facilities of the town centre during the day and in the evening and weekends. Increased footfall was positive for the town.

Councillor Dudley commented that 80% of new housing would be built in and around the town as part of the Local Plan; it was important to focus on building a town for everyone. It would also be important to give people the opportunity of owning their own home. The council would use its property assets for the benefit of the town. The council would ensure the Landing scheme would come to fruition.

Councillor Saunders commented that the compelling vision for Maidenhead presented in the paper offered a clear signal for a change in pace for the rejuvenation of Maidenhead. The AAP offered a powerful framework for the vision and through various Member hands, including Councillors Burbage, Kellaway, Love and himself for a spell, and now Councillors Rankin and D. Evans, the vision was now maturing into reality. Three significant development areas had been added to those in the AAP: St Clouds Way, Reform Road and the Golf Club and had extended the site south of Stafferton Way. Aspirations for some 750 new homes now stood at near 4,000. Some £1.5 billion pounds of development was a very big deal and it was great to see it coming to fruition. There were huge challenges ahead, which was why the council was seeking to partner with the best in the development industry to deliver.

Councillor Saunders commented that the property cycle defied some of the brightest minds in the City; what worked was confidence and clarity in the concepts and quality for delivery and the passion of the people to drive the delivery. The land and property assets of the Borough owned by residents would generate significant benefits for residents, not only financially but also in the quality, pride and confidence in Maidenhead re-emerging as the Jewel of the Thames. As Cabinet Member for

Finance, he was clear the council had a huge opportunity to share the development opportunities available in Maidenhead and he assured Members that it would.

Councillor Sharma commented that he recalled some two years ago that Councillor Werner had commented that the Waterways project was just wasting time. The project had now materialised; Chapel Arches too. He asked the Lead Member to explain how an entertainment facility would be possible in Maidenhead.

Councillor Werner stated that Councillor Sharma's comments were incorrect; he had never said that the Waterways project was a waste of time and would not happen. He requested that Councillor Sharma apologise for the accusation or withdraw the comments.

Councillor Bateson commented that the Waterways project would make Maidenhead different from any other town. Councillor E. Wilson commented that the paper was fantastic for the entire borough. A strong, prosperous Maidenhead would benefit the whole borough. He looked forward to a similar paper on Windsor and the surrounding areas. The proposals would unlock the value in Maidenhead, not simply for the sake of it, but to enable the council to build schools and communities.

Councillor Rankin confirmed that West Street and York Road had both been consulted upon. All sites, whether strategic or planning, would be consulted upon in full. He would write to Councillor Ilyas with full details. In relation to car parks, he highlighted that a report on the proposed strategy would be brought to Cabinet in the autumn. There had been a staggering level of interest in the Joint Venture launched in July 2016. He understood that with the scale and complexity of the proposals there would be concerns, but he assured Members that the project was in a good place going forward. Detailed proposals, for example on the golf club site, would come forward in time.

It was proposed by Councillor Rankin, seconded by Councillor Burbage and:

RESOLVED UNANIMOUSLY: That Council:

- i. Notes the development work underway to regenerate Maidenhead to make it a town for everyone.**

(Councillors Hill and Hunt left the room for the duration of the discussion and voting on the item)

Councillor Hill returned to the meeting at 8.25pm

78. MEMBERS' CODE OF CONDUCT REVIEW

Members considered a review of the Members' Code of Conduct (Part 7A of the RBWM Constitution) by the Constitution Sub Committee, with a recommendation for no change to the code, and some minor changes to one of the related procedures.

The Principal Member for HR and Legal, Councillor Targowska, commented that she was sure that councillors had the seven Nolan principals in mind when they conducted council business, however it was important to have a complaints process in place. She explained that five key changes were proposed:

- Responsibility for conducting investigations would move from the Managing Director to the Monitoring Officer, in line with other local authorities.
- Greater rigour around anonymous complaints, for example submission of sufficient documentary evidence to enable a full investigation
- All complaints to be submitted on a standard form
- Formal criteria to assist the Monitoring Officer when deciding if a complaint should be further investigated
- Consistent timescales and communication of outcomes to all parties

Councillor Grey commented that he fully endorsed the proposed changes; the council prided itself on transparency. Residents quite rightly deserved a clear process with detailed timescales, but it was also important that the system was fair to councillors. He felt the proposals presented a sufficient and straightforward checklist to protect councillors from malicious, potentially career-threatening complaints.

Councillor Werner welcomed the review. He suggested that the code should include a clause about bullying being unacceptable to officers and members of the public.

Councillor Hilton commented that it was sensible for the Monitoring Officer to deal with complaints, to protect the relationship between Members and the Managing Director. He also welcomed the clear timescales and transparency proposed and compared this to the lengthy process under the old Standards Board regime.

Councillor Dudley commented that he had been the subject to politically motivated complaints that were covered in the press, yet his later exoneration had not been subsequently covered. There was a need to stop complaints that were simply intended to besmirch good character as this could deter people from being involved in local government.

Councillor Jones welcomed the review and endorsed the changes proposed which would provide a more robust and transparent process for all parties.

Councillor Targowska commented that she was happy to work with officers and the Constitution Sub Committee to see if a clause about bullying could be included. It was proposed by Councillor Targowska, seconded by Councillor Story and:

RESOLVED UNANIMOUSLY: That Council:

- Confirms that the current Code of Conduct is fit for purpose with the exception of Appendix 4.**
- Approves the revision of Appendix 4 of the Code of Conduct; transferring responsibility for dealing with breaches of the code to the Monitoring Officer in line with the majority of other similar codes of conduct,**
- Approves that the revised Appendix 4 (Arrangements for dealing with breaches of the Code of Conduct) is adopted.**

79. PANEL MEMBERSHIPS

Members considered an increase in the membership of the Visitor Management Forum from 5 Members to 6 Members. The political balance would be: 5 Conservative, 1 The Group of Three.

Members considered an increase in the membership of the Employment Panel from 7 Members to 8 Members. The political balance would be: 7 Conservative, 1 The Group of Three.

It was proposed by Councillor Dudley, seconded by Councillor Bateson and:

RESOLVED UNANIMOUSLY: That:

i) The increase in membership of the Visitor Management Forum to 6 Members be approved and the terms of reference in the Constitution be amended appropriately.

ii) The increase in membership of the Employment Panel to 8 Members be approved and the terms of reference in the Constitution be amended appropriately

80. URGENT DECISION - PURCHASE OF THRIFT WOOD FARM, COX GREEN

Members considered the urgent decision, taken with the necessary approval of the Chair of the relevant Overview & Scrutiny Panel, to add to the 2016/17 Capital Programme £813,500 to finance the purchase of Thriftwood Farm, Ockwells Road, Cox Green, Maidenhead.

Councillor Rankin explained that the opportunity to purchase the land had arisen at short notice; he therefore apologised to Members for the short notice and lack of consultation. It was important to ensure a balance between development in the town and the need for public open space, therefore such opportunities needed to be taken.

Councillor Werner welcomed the purchase of the land which would build on recreational land already in Cox Green. He asked the Leader of the Council to confirm that no housing would ever be built on the site and suggested a covenant be placed on the land. Councillor Werner suggested that a local biodiversity group in Maidenhead would welcome being involved in the masterplan for the site.

Councillor Dudley commented that this had been an inspired decision given the deficit of public open space. He could not bind any current Leader, but he assured Councillor Werner that whilst he was Leader of the council there would be no housing on the site.

Councillor McWilliams commented that Cox Green was blessed with an enormous amount of open green space including Ockwells Park. Residents were passionate defenders of the Green Belt. He was very proud that Cox Green had been so strident in its defence. He welcomed the purchase of the land which contributed to the existing open space in the ward. Cox Green councillors would meet with officers and other stakeholders to discuss ideas for the land.

Councillor Stretton commented that with the shortfall there was still some way to go. She highlighted that access to the site was down a narrow entrance; plans would need to ensure they did not cause difficulties to the road network in Cox Green. Councillor Bateson commented that she was very pleased as she remembered in 2007 that

developers were interested in the land and the council had successfully fought to include it in the Green Belt.

Councillor Rankin agreed to look into the idea of a covenant on the land. The next step would be for full consultation on uses for the site, including access issues.

It was proposed by Councillor Rankin, seconded by Councillor Bullock, and:

RESOLVED UNANIMOUSLY: That Council acknowledges and notes that the urgent decision has been taken and that £813,500 has been added to the 2016-17 Capital Programme

81. LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on items 10-11 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.

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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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MAYOR'S COMMUNICATIONS

Since the last Council meeting the Deputy Mayor, Immediate Past Mayor and I have carried out the following engagements:-

Meetings

- Chaired an extraordinary meeting of full Council
- Attended several meetings of the Royal Borough's Twinning Committee
- Charles Davis Trust
- Spoope Merry Rixman Foundation
- Pooles and Rings Charity
- Windsor and Eton District Scout Council AGM
- Family Friends AGM
- Windsor Old People's Welfare Association AGM
- Windsor and Maidenhead Counselling Service AGM

Schools/Clubs/Community

- Visited the Look Ahead open day at Frogmore Court, Maidenhead
- Attended the opening of AB Walker Funeral Home, Maidenhead
- Opened the new Starbucks in Peascod Street, Windsor
- Visited the CAMRA Beer and Cider Festival
- Visited the Thames Punting Championship on the River Thames, Maidenhead
- Attended the 11th anniversary celebrations of the Hindu Society, Maidenhead
- Attended the launch of the poetry club for people with dementia at the Windsor Day Centre
- Visited the Household Cavalry Regiment at Combermere Barracks, Windsor
- Opened the Peter Osgood exhibition in the Dedworth Library, Windsor
- Presented prizes at the Fuchsia and September Shows of the Windsor Slough Chrysanthemum Fuchsia Pelargonium Society
- Judged the Volunteer of the Year Awards and attended the presentation ceremony
- Presented prizes at Hurley Regatta
- Presented Arts and Sports Bursary Awards
- Attended a couple of citizenship ceremonies
- Attended the installation of the new priest in charge, Waltham St Lawrence
- Visited Littlewick Green Show
- lunch and tour of Concours of Elegance, Windsor Castle
- Led the flagraising ceremony at Maidenhead Town Hall for Merchant Navy Day
- Visited Larchfield Festival, Maidenhead
- Visited the Berkshire Masonic Open Day, Windsor
- Presented prizes at the 80th Show of the Old Windsor Handicraft, Produce and Horticultural Society
- Visited St Andrew's Church fete, Wraysbury
- Visited Swan Lifeline Open Day
- Attended the "Getting to Know You" Royal Berkshire Fire and Rescue event at the Training Centre in Reading
- Visited the refurbished "Elevate Me" Hub in Maidenhead
- Attended the Lord Lieutenant's Reception

- Participated in a tour of the Windsor Lions sponsored obstacle horseride in Windsor Great Park
- Launched the Eton Walkway Project
- Maidenhead Lions Prostate Awareness event
- Windsor and Eton Rotary 85th anniversary fundraising dinner
- Cut the cake at the “Knit Your Socks Off” 1st anniversary celebrations
- Led the Battle of Britain Civic Service
- Attended the opening of the UK/Ireland office for Alnylam Pharmaceuticals
- Attended the launch of the “Memories on a Plate” book at the Dementia Day Centre, Boyn Grove, Maidenhead
- Attended the Berkshire Firefighters Passing Out Parade
- Visited the Royal Borough’s twin town of Kortrijk, Belgium for the Youth Sports Festival
- Windsor Boys School Speech Day
- Annual Lecture, St George’s House, Windsor Castle
- Celebration for 100 years of cub scouting
- Celebration of Yoga Day
- Food Fare, Trevelyan Middle School, Windsor
- Cox Green Luncheon Club
- Henley Regatta (Windsor Boys School Boat Club)
- Services to commemorate the centenary of the Battle of the Somme at All Saints Church, Ascot Heath and All Saints Church, Boyne Hill, Maidenhead
- Churchmead School Arts Festival
- Official opening of Oldfield School, Maidenhead
- Strive Business Start Up Graduation Ceremony
- Bishop of Reading’s summer party
- Unveiled a defibrillator for the Community First Responders at the Harte and Garter Hotel, Windsor
- Visited Thames Hospice, Windsor
- Visited the 20th anniversary celebrations at Specsavers in Maidenhead
- Bracknell Mayor’s Championship at the Royal Berkshire Polo Club in aid of Sebastian’s Action Trust
- British Food Festival, Windsor Racecourse
- “Get Berkshire Active” School Games Summer Festival
- Housing Solutions Annual Dinner
- Royal Windsor Summer Show
- Windsor En plein Air awards reception
- Energy Summit, Harte and Garter Hotel, Windsor
- Citizenship ceremony
- Thames Path 20th anniversary baton relay handover on Windsor Bridge
- Year 6 leavers service at Wessex Primary School, Maidenhead
- Bisham Primary School End of Year celebrations
- Windsor Lions Swimathon Awards ceremony
- Braywick Charitable Trust 20 years thanksgiving event

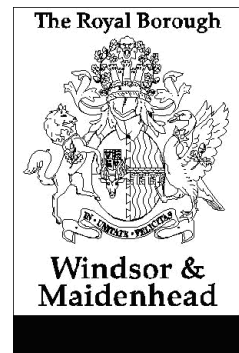
Concerts/Shows

- Riverside Players “Old Boilers”, Old Windsor
- Windsor and Maidenhead Symphony Orchestra concert

- Windsor and Eton Opera Royal Gala Performance of “Carmen”, Farrer Theatre, Eton
- Maidenhead Festival VIP Reception and Concert
- MHMT Summer School Students Concert, Norden Farm, Maidenhead
- Susan Handy School of Dance performance, Farrer Theatre, Eton College

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Report for: Adoption



Contains Confidential or Exempt Information	<i>NO - Part I</i>
Title	Adoption of the Statement of Community Involvement
Responsible Officer(s)	Russell O'Keefe, Strategic Director of Corporate and Community Services 01628 796521
Contact officer, job title and phone number	Chris Hilton, Director of Planning, Development and Regeneration 01628 683811
Member reporting	Councillor Derek Wilson, Lead Member for Planning
For Consideration By	Council
Date to be Considered	27 September 2016
Implementation Date if Not Called In	Immediately
Affected Wards	All

REPORT SUMMARY

1. This report seeks the adoption of the Statement of Community Involvement, which is a document setting out how the Council will engage with the public and other stakeholders in the production of planning documents and when making decisions on planning applications. The Council needs to update the 2006 version of the document to comply with government guidance in the National Planning Policy Framework (NPPF) (March 2012), and relevant regulations; Town and Country Planning (Local Planning) (England) Regulations 2012.

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. Helps the public and other stakeholders to understand what they might expect when they are invited to be involved in the planning process.	1 October 2016

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Council:

- i. Approve the adoption of the Statement of Community Involvement (SCI) document for use in consultation on planning matters.**
- ii. Delegate authority to the Strategic Director of Corporate and Community Services in liaison with the Lead Member for Planning to make any future minor amendments.**

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 The production and adoption of the SCI is required under the Planning Acts and the importance of good community engagement in planning is set out in policy from the Government through the National Planning Policy Framework (NPPF) (March 2012).
- 2.2 The Council is legally required to produce a SCI. The document seeks to balance good community engagement on planning matters with efficient use of resources required to implement consultation activities

Option	Comments
Do not adopt the SCI	The Council would be in breach of legal requirements and would not set out clearly to residents and stakeholders how it will consult on planning matters
Adopt the SCI Recommended option	The Council would meet its legal requirements and would set out clearly to residents and stakeholders how it will consult on planning matters

3 KEY IMPLICATIONS

- 3.1 The Council will engage with the public and key stakeholders when discharging its statutory planning functions in an efficient and effective way in accordance with current legislation and guidance. Outcomes will vary according to the matter being consulted, so specific outcomes cannot be defined in advance.

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
The approaches set out in the SCI are used in Planning Decisions and the production of Planning Documents where	When not used	Used	Wide range of effective methods used		Ongoing
			24		

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
appropriate					

4. FINANCIAL DETAILS

Financial impact on the budget

- 4.1 The implementation of the processes in the SCI document will be carried out within existing budgets.

5. LEGAL IMPLICATIONS

- 5.1 The production and adoption of the SCI is required under the Planning Acts and the importance of good community engagement in planning is set out in policy from the Government through the National Planning Policy Framework (NPPF) (March 2012), and relevant regulations; Town and Country Planning (Local Planning) (England) Regulations 2012.

6. VALUE FOR MONEY

- 6.1 The methods used in the SCI for community involvement are designed to offer value for money.

7. SUSTAINABILITY IMPACT APPRAISAL

- 7.1 The sustainability impacts of the SCI are limited but the documents and decisions produced using the processes outlined could have substantial impacts. These would be assessed separately at the time and when implemented, the SCI will have generally positive impacts.

8. RISK MANAGEMENT

- 8.1 The main risk if the document is not adopted is that the Council will not have an up to date SCI which complies with current legislation and guidance which would undermine the production of planning documents and making of planning decisions.

Risks	Uncontrolled Risk	Controls	Controlled Risk
Successful legal challenge to plan production and decision-making	High	Adoption of a SCI	Low

9. LINKS TO STRATEGIC OBJECTIVES

- 9.1 The SCI should help in delivering all the Council's Strategic Objectives: Put Residents First, Deliver Value for Money, Deliver Together with our Partners and Equip Ourselves for the Future.

10. EQUALITIES, HUMAN RIGHTS AND COMMUNITY COHESION

10.1 An Equality Impact Assessment (EQIA) has not been completed; however the SCI seeks to engage with a wide range of people, groups and organisations with different backgrounds and several of the Councils relevant Forums are listed to ensure that appropriate groups, organisations and individuals are engaged in the processes involved.

11. STAFFING/WORKFORCE AND ACCOMMODATION IMPLICATIONS

11.1 None

12. PROPERTY AND ASSETS

12.1 None

13. ANY OTHER IMPLICATIONS

13.1 None

14. CONSULTATION

14.1 At Local Plans Working Group (LPWG) on the 31st May 2016, minor comments and suggestions were received and the document was amended accordingly with the revised version being circulated to the LPWG on 6th June 2016.

15. TIMETABLE FOR IMPLEMENTATION

15.1 It is intended that the document should be implemented immediately, particularly in relation to the production of the new Borough Local Plan.

16. APPENDICES

None

17. BACKGROUND INFORMATION

- This is a statutory requirement under the Planning and Localism Acts and the importance of good community engagement in planning is set out in policy from the Government through the National Planning Policy Framework (NPPF) (March 2012).

18. CONSULTATION (MANDATORY)

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
Cllr Derek Wilson	Lead Member for Planning	30 th June 16	30th June 16	Agreed
Alison Alexander	Managing Director/	28th June 16	3 rd July 16	Detail comments made and taken on

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
	Strategic Director Adults, Children and Health			board.
Simon Fletcher	Strategic Director Operations and Customer Services	28th June 16		
Richard Bunn	Interim Head of Finance	28th June 16		
Chris Targowski	Cabinet Policy Officer	28th June 16		
Sean O'Connor	SLS	28 th June 16	30 th June 16	Agreed

REPORT HISTORY

Decision type:	Urgency item?	
Key	No	
Full name of report author	Job title	Full contact no:
Robert Paddison,	Project Lead Neighbourhood Plans	Ext 6508



THE ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

STATEMENT OF COMMUNITY
INVOLVEMENT
FOR
THE ROYAL BOROUGH OF WINDSOR
AND MAIDENHEAD

October 2016

www.rbwm.gov.uk

Statement of Community Involvement for The Royal Borough of Windsor and Maidenhead

October 2016

Contents	page number
1 Introduction	3
2 Planning Policy Documents	5
3 Planning Applications	13
4 Making a Complaint	17
5 Monitoring and Review	19

Diagrams, Figures and Tables

Diagram 1: The Local Plan	5
Figure 1(a): Preparation Stages for Development Plan Documents	8
Figure 1(b): Preparation Stages for Supplementary Planning Documents	10

Appendices

Appendix A: Consultation Bodies for Local Development Documents	20
Appendix B: Consultation Bodies for Planning Applications	22
Appendix C: Glossary	23
Appendix D: RBWM Committees, Forums and Panels	26
Appendix E: Stages in Local Plan Production	28

1. Introduction

- 1.1 The importance of good community engagement in planning is set out in policy from the Government through the National Planning Policy Framework (NPPF) (March 2012). The Royal Borough of Windsor and Maidenhead Borough Council sets out in this Statement of Community Involvement (SCI) how it aims to involve business and all sections of the community in the development of Local Plans and in planning decisions.
- 1.2 The Council's first SCI was adopted in 2006 following public consultation and an independent Public Examination. This SCI supersedes that adopted in 2006.
- 1.3 The NPPF promotes early consultation with neighbourhoods, local organisations and businesses in the production of Local Plans, so the Plan will reflect an agreed vision for the sustainable development of the Royal Borough of Windsor and Maidenhead. Also, the Council encourages developers to talk to the community before submitting planning applications.
- 1.4 The Council has legal requirements in undertaking public consultation on Local Plans and planning applications. These are explained in Chapters 2 and 3. It is important these requirements are undertaken in a cost-effective, efficient manner and proportionate way.
- 1.5 The Council aims to seek the diverse views of the community and demonstrate due regard under the Equality Duty by involving people with different protected characteristics which include age, sex, race, disability, sexual orientation, marriage and civil partnership, religion or beliefs, gender reassignment, and pregnancy and maternity. In addition the Council will have regard to issues of social deprivation in carrying out consultations.
- 1.6 The Council recognises its consultation measures and communication channels are important considerations to ensure accessibility. The Council will have regard to the following:
 - A range of different formats for planning and consultation documents such as large print, where appropriate;
 - Accessible venues for consultation events;
 - Reasonable adjustments, that is to avoid people being put at a disadvantage, to enable the participation and involvement of disabled people in consultations and feedback;
 - Work proactively with individual members of the public, community groups and organisations including businesses to widen participation and involvement; and
 - Engage with relevant forums on local plan preparation and significant major planning applications.
- 1.7 Involving the community in the planning process has many benefits. These include:
 - The evidence base and information for plans, strategies and planning decisions is stronger;
 - Issues can be identified early on;
 - Greater business and community understanding of the policies that shape the future development of The Royal Borough of Windsor and Maidenhead; and
 - Better decisions are made.

1.8 To meet the Government's requirements the Council will do its best to:

- Seek views on the content of the Local Plan document;
- Make background documents available to be used as part of the preparation process for Local Plan documents;
- Publicise the availability of documents;
- Provide opportunities for comments during the preparation of documents;
- Publicise opportunities for views to be expressed in the presence of Councillors at appropriate committees and other meetings;
- Provide opportunities for formal representations;
- Try to build consensus and mediate between parties with opposing views;
- Publish the Council's decisions on representations received; and
- Publicise the arrangements and timing of events in relation to the independent examination of a development plan document.

Note of caution

1.9 The Council seeks to achieve a balanced and sustainable approach to development. It is rarely possible to find solutions that satisfy everybody. Furthermore issues such as available resources, statutory requirements and national policy guidance also need to be taken into account. **Getting involved does not, therefore, guarantee that all of your views will prevail.** Despite this, the Council will try to address issues that you raise and explain why if it cannot do what you asked for.

2. Planning Policy Documents

Local Development Documents

2.1 Local development Documents (LDDs) comprise the full portfolio of documents relating to planning for the Royal Borough. There are 3 types of LDDs:

- Statement of Community Involvement
- Development Plan Documents
- Supplementary Planning Documents

2.2 Statement of Community Involvement (SCI) is a document setting out how and when the community will be consulted on the preparation and revision of planning policies and in the determination of major planning applications.

2.3 Development Plan Documents (DPD) comprise the Borough Local Plan (BLP), Neighbourhood Plans and those documents that contain spatial policies and strategies (such as the Maidenhead Area Action Plan) that seek to shape the future development of the Royal Borough.

2.4 Supplementary Planning Documents (SPD) elaborate upon policy and proposals outlined within DPDs. SPDs are not subject to independent testing by an Examination, but they should be subject to a rigorous process of community involvement.

2.5 Diagram 1 below shows the relationship between planning policy documents the Council will produce. More detail on individual documents and the timing of their preparation is included in the Council's Local Development Scheme.

Diagram 1: Local Development Documents

LOCAL DEVELOPMENT DOCUMENTS					OTHER DOCUMENTS		
DEVELOPMENT PLAN DOCUMENTS			Supplementary Planning Documents	Statement of Community Involvement	Local Development Scheme	Sustainability Appraisal	Authority Monitoring Report
Borough Local Plan	Maidenhead Area Action Plan	Neighbourhood Plans					
<p><i>These documents will comprise the development plan for the area and ultimately replace the present, adopted Local Plan (2003). When a Neighbourhood Plan is made, it will form part of the Development Plan.</i></p>					<p><i>The Authority Monitoring Report is published at least annually.</i></p>		

Who the Council will consult on Local Development Documents

2.6 The Town and Country Planning (Local Planning) (England) Regulations 2012 state that certain bodies must be consulted at specific stages in the preparation of Local Development Documents (LDDs). The minimum requirements for pre-submission consultation are outlined. They require the local planning authority to consult with:

- (a) *such of the 'specific consultation bodies' as the local planning authority consider may have an interest in the subject of the proposed local plan;*

(b) *such of the 'general consultation bodies' as the local planning authority consider appropriate; and*

(c) *such residents or other persons carrying on business in the local planning authority's area from which the local planning authority consider it appropriate to invite representations.*¹

2.7 These 'specific' and 'general' consultation bodies are listed in Appendix A and are included in the Council's 'Local Plan consultees database'. Appendix A also shows those bodies to be consulted in respect of the 'Duty to Co-operate' in relation to planning of sustainable development.

2.8 It should be noted that not everyone will be contacted directly in respect of every LDD, as details of the consultation will be made available by the communication methods outlined in this document. The Council will aim to develop a flexible, sensitive and customised approach to consultation across the whole Borough involving interested and affected parties as noted in paragraphs 1.4 and 1.5. Councillors will be notified directly of consultation on every LDD.

Preparation of Local Development Documents and how the Council will consult

2.9 The process for preparing LDDs is explained in Figures 1(a) and (1b), highlighting the main opportunities for community involvement. The Council may have to consult over the summer holidays and the Christmas period. Where this is the case a further two weeks will be added to the minimum consultation period.

2.10 The particular consultation and communication techniques which the Council will employ at each stage of development plan or supplementary planning document preparation are detailed in Figures 1(a) and 1(b) below. Depending on the document and/or its stage of preparation, the range includes:

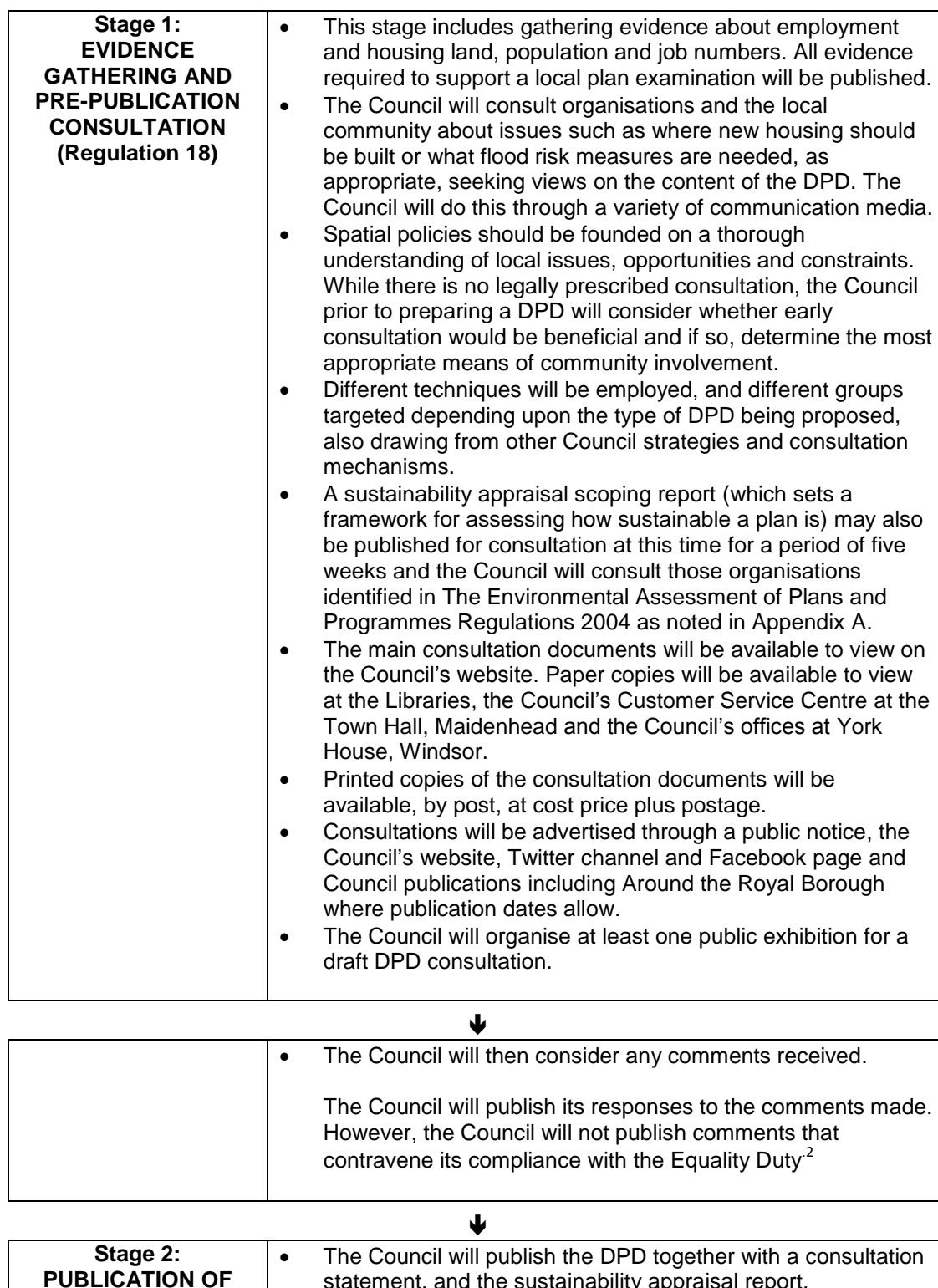
- E-mail or letter to interested parties as identified through paragraph 2.6 above and on the Council's Local Plan consultees database;
- Publishing consultation documents on the Council's website;
- Making available for inspection paper copies of consultation documents in the Libraries, the Council's Customer Services Centre at the Town Hall, Maidenhead and the Council's Offices, York House, Windsor;
- Making available paper copies of supporting documentation at the Libraries (where practicable) and the Council's offices at the Customer Services Centre, Town Hall, Maidenhead and York House, Windsor.
- Making available printed copies of the consultation documents upon request, by post, at cost price plus postage;
- Advertising consultations through a public notice, the Council's website, Twitter channel and Facebook page and Council publications where publication dates allow;
- Making available forms for comments on-line, at the Libraries, the Town Hall Maidenhead and York House Windsor. The Council will also encourage people to submit comments on-line whilst accepting other hand written and electronic responses;
- At least one public exhibition for a draft DPD consultation;

¹ Regulation 18, Town and Country Planning (Local Planning) (England) Regulations 2012

- Where a DPD identifies a development proposal relating to a specific area of land, the Council may post notices in prominent locations within the area;
- Engagement with all councillors;
- Publishing a summary of the main issues raised through consultation together with an indication as to how they have been addressed.

Development Plan Documents (DPDs)

Figure 1(a): Preparation Stages for Development Plan Documents

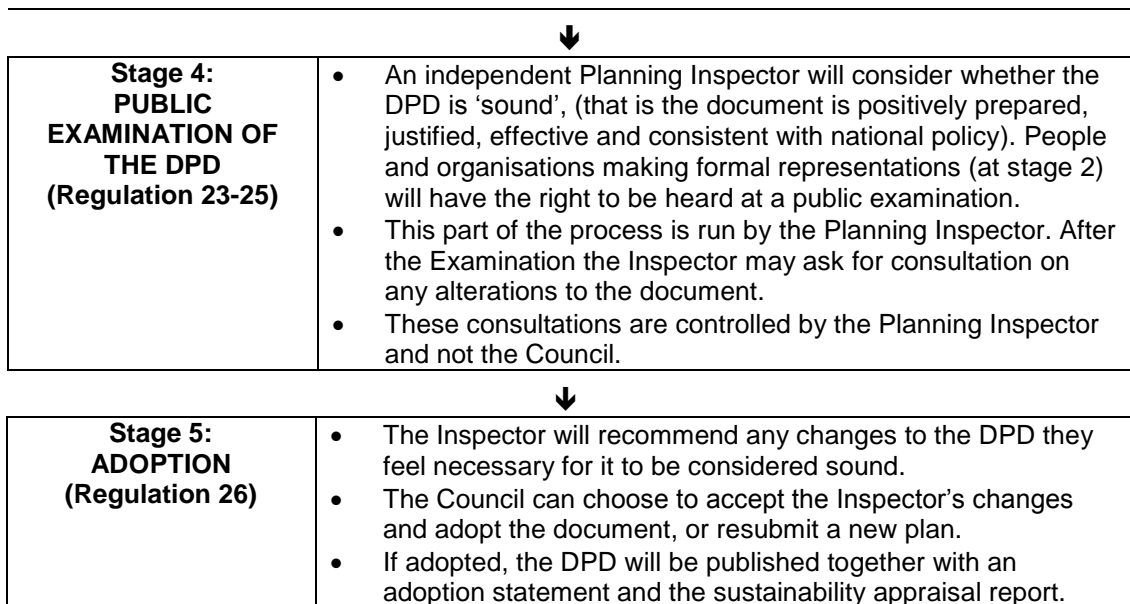


² Equality Duty – Under the Equality Act 2010, the Council must have due regard to the need to: eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different protected groups; and foster good relations between different protected groups.

<p>THE DPD (Regulation 19-20)</p>	<ul style="list-style-type: none"> • Formal written representations will be invited on these documents and will be made publically available in accordance with Regulation 22 below. • There will be a minimum period of six weeks for formal representations to be made. <p>The Council will undertake the following actions:</p> <ul style="list-style-type: none"> • Make copies of the draft DPD and statement of proposals matters available for inspection in the Council's principal offices, namely the Town Hall, St Ives Road, Maidenhead, and York House, Sheet Street, Windsor; • Make copies of the draft DPD and statement of proposals matters available for inspection in all the borough libraries. • Make available via the borough website (www.rbwm.gov.uk), a copy of the draft DPD, the statement of proposals matters and a statement of fact that the proposals documents are available for inspection, including details of the locations and times when they can be accessed. • Send copies of the draft DPD (including supporting documents), notice of the proposals matters and a statement of fact that the proposals documents are available for inspection, including details of the locations and times when they can be accessed, to all of the statutory consultation organisations as required by the Town and Country Planning (Local Development) (England) Regulations 2004. • Give notice by local advertisement of the draft DPD and proposed matters and the fact that the documents are available for inspection, including details of the locations and times when they can be accessed. • Give notice to those persons or groups who requested to be notified of the subsequent revisions to the draft DPD in the preferred option consultation. • Issue a press notice to local newspapers announcing the consultation.
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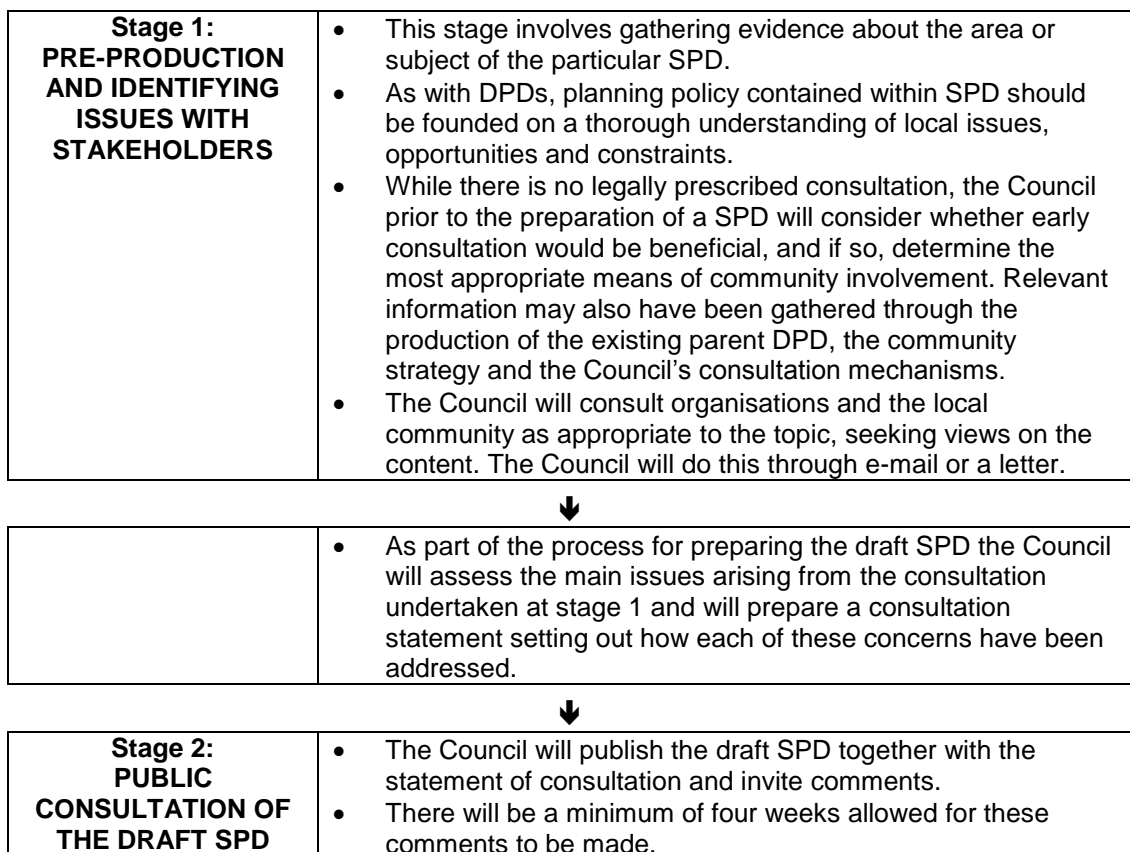
<p>Stage 3: SUBMISSION OF THE DPD (Regulation 22)</p>	<ul style="list-style-type: none"> • The Council will submit to the Secretary of State: <ul style="list-style-type: none"> - The DPD; - The Sustainability Appraisal report; - A submission policies map if the adoption of the local plan will result in changes to the adopted policies map; - A consultation statement setting out who was invited to make representations at stage 1; how they were invited to make representations at stage 1; a summary of the main issues raised by those representations; and how the Council has taken these into account; - If representations were made at stage 2, the number of representations made and the summary of the main issues raised (if there is a group representation then the number of individuals supporting that group representation must also be reported where made available by the group to give an accurate reflection of the strength of views, when the Council is satisfied the group legitimately represents those it is claimed); - Copies of any representations made at stage 2; and - Relevant supporting evidence documents. - A statement on the Duty to Co-operate will be included with the Consultation Statement.
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Supplementary Planning Documents (SPDs)

2.11 A similar process is undertaken for SPDs (see Figure 1b). The key difference for SPDs is that they do not undergo public examination by a Planning Inspector and are not automatically subject to sustainability appraisal. The same applies to the process for preparing or reviewing a Statement of Community Involvement.

Figure 1(b): Preparation Stages for Supplementary Planning Documents



(Regulation 12-13)	<ul style="list-style-type: none"> • If a sustainability appraisal report is required the Council will also consult on this report at this stage. The Council will undertake a screening exercise to determine if strategic environmental assessment is required. • The Council will publicise any consultation at this stage through a public notice, the Council's website and Council publications. • The main consultation documents will be available to view on the Council's website and paper copies will be available to view at the appropriate Libraries, available for inspection in the Council's principal offices, namely the Town Hall, St Ives Road, Maidenhead, and York House, Sheet Street, Windsor; • Supporting documents will be available to view at the same locations where practical. • Printed copies of the consultation documents will be available, by post, at cost price plus postage.
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Stage 3: ADOPTION (Regulation 14)	<ul style="list-style-type: none"> • The Council will consider all valid comments that are made and make any appropriate changes to the SPD before it is adopted. • The SPD will be published together with a statement of the consultation that was undertaken and an adoption statement.
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Neighbourhood Planning

- 2.12 The Localism Act 2011 introduced the facility for communities to prepare Neighbourhood Development Plans (NDPs). NDPs set out policies for the development and use of land in a local area or neighbourhood. They are required to be in general conformity with strategic policies in the local plan for the area, which reflect the council's assessment of need for housing and other types of development. A NDP is required to undergo independent examination and be subject to a referendum of the local community.
- 2.13 Neighbourhood Development Plans may be prepared by town or parish councils or neighbourhood forums where these do not exist (as in The Royal Borough of Windsor and Maidenhead). The local planning authority is required to support communities in the process of preparing the plan, but the plan-making process itself must be community-led. For more information on the level and type of support that can be provided by the Council, please contact the Planning Policy Team. Any group preparing a NDP would need to have regard to the approaches to community involvement set out in this SCI.
- 2.14 Neighbourhood Planning groups are required to carry out consultation for the draft version of the NDP (often called the Pre-Submission version)
- i) publicise (but this does not have to be on a web site) in a way that is likely to bring to the attention of people who live, work or carry on business in the area details of :
 - a. the proposals;
 - b. when and where they can be inspected;
 - c. how to make representations, and
 - d. the deadline for making representations – not less than 6 weeks from first publicised.
 - ii) consult any consultation body listed in Appendix B whose interests they consider may be affected by the proposals for a NDP.

iii) send a copy of the NDP to the LPA.

2.15 Once a Neighbourhood Plan is submitted to the RBWM (under the relevant regulations) the council will carry out community involvement as required by the regulations on a NDP which has been prepared in accordance with the relevant regulations.

2.16 The Council is required to publicise on its website :

- i) the details of the plan;
- ii) where and when it can be inspected;
- iii) how to make representations on the plan proposals;
- iv) that a representation can include a request to be notified of the Council decision on the plan proposal, and
- v) the deadline for receipt of the proposals (this must be not less than 6 weeks from the first day the proposed plan is publicised).

2.17 The Council is required to notify the bodies referred to in the neighbourhood forum or parish councils' consultation statement that the plan has been received as soon as possible.

3. Planning Applications

Consultation on Planning Applications

- 3.1. The SCI sets out the Council's approach to involving the community in considering planning applications. The Council is already legally required to consult the local community and other key stakeholders as part of the development management process. However, there are benefits that can be gained through bringing developers and the community together at an early stage, not least by making the public feel that they can make a reasoned contribution to planning decisions in their area.
- 3.2. Government advice recommends a "menu" or three-tiered approach, suggesting a range of community involvement methods appropriate to the tiers, and indicative examples of the types of applications that could fall into each tier. This is indicative, not prescriptive. Within this approach, those applications involving the highest level of community involvement, are in tier 1 compared to the lowest level in tier 3. The Council has adopted a similar approach, assigning varying levels of community involvement to different types of planning applications classified as 'major', 'other major', 'minor' and 'fast-track' planning applications, with the highest level of community involvement assigned to planning applications which have the most significant environmental impacts.
- **Tier 1:** This tier would involve the more significant 'major' development proposals, which would have significant environmental impacts, by reason of their nature, scale or location. These could include major redevelopment proposals in town centres, proposals for mineral extraction and/ or waste disposal, large-scale residential or commercial developments or substantial developments in the Green Belt where there may be very special circumstances, which could justify otherwise inappropriate development.
 - **Tier 2:** This tier involves the non-exceptional 'major' developments such as residential developments of 10 or more units and commercial developments of over 250 square metres of floorspace.
 - **Tier 3:** This tier, including 'fast track' and minor planning applications would include the vast majority of the approximately 3,000 planning applications the Council receives each year. These applications involve changes of use, residential development of less than 10 units, house extensions, minor commercial developments and applications for Listed Building and Conservation Area consent.

Planning Applications, Tiers 1 to 3

- 3.3. The Council is legally required to carry out publicity in relation to planning applications and invites comments on proposed developments whether they are positive or negative.
- 3.4. The Council deals with mineral and waste applications. The Council has a duty to consider all valid planning applications it receives irrespective of whether or not they reflect adopted planning policy. All representations received in response to a planning application will be summarised in the report on the application.
- 3.5. The minimum standards of community involvement in planning applications set by the Council, and applied through a tiered approach shall include and comply with the

statutory requirements under Section 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. Similar arrangements in relation to applications for Listed Building or Conservation Area consent shall be applied.

- 3.6. The following paragraphs outline the minimum requirements for consultation and publicity and how the Council implements them. An indication is also given as to how the Council might go beyond these minimum requirements in appropriate circumstances.

Weekly List:

- 3.7. A list of newly registered planning applications is published on the Council's website each week and sent to organisations including Parish Councils. It is also available to developers and members of the public or any other party who make a specific request for this list to be sent to them for a fee. A weekly list of decisions made is also available.

Site Notices:

- 3.8. The displaying of a site notice for a 21-day period is legally required for planning applications that are defined as 'major'; the subject of an Environmental Impact Assessment, considered not in accordance with the development plan, or development that would affect a public right of way. The requirement to display a notice on or near the land also applies to proposals that would affect the setting of a Listed Building or are within Conservation Areas. This requirement however can be replaced by serving notice on any adjoining owner or occupier, and by local advertisement.

Press Notice:

- 3.9. The placing of a press notice is only legally required for planning applications defined as 'major', the subject of an Environmental Impact Assessment³, considered not in accordance with the development plan, or which would affect a public right of way. This also applies to proposals that would affect the setting of a Listed Building and proposals located within designated Conservation Areas.

Neighbour Notification:

- 3.10. The Council will send a notification letter to any property owner or occupier adjoining any land or building to which the application relates. In some cases, depending upon the scale and nature of the proposed development, the Council will also send notification letters to other properties in the vicinity of the application site, or notify adjoining authorities, where it may reasonably be considered that the properties may be affected by the proposed development. The legal minimum period for consultation is 14 days.

Statutory Authority Consultation:

³ Environmental Impact Assessment (EIA) is a procedure for ensuring that the likely effects of new development on the environment are fully understood and taken into account before the grant of planning permission is considered. EIA is required for development which would have significant environmental effects.

- 3.11. Consultation will be undertaken as required with statutory authorities such as the Environment Agency, Natural England and Historic England. The Council will also consider whether other non-statutory bodies should be consulted. Individuals, groups or organisations that are interested in general or area based planning or development issues are placed on a consultation register, which acts as a database from which targeted information is sent to interested parties. Consultees will be notified by letter, giving them 21 days in which to respond. For Natural England, a response will be required in 28 days, in the case of a planning application potentially affecting a Site of Special Scientific Interest (SSSI) or in a SSSI consultation area ⁴, in which to comment.
- 3.12. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

Parish Councils:

- 3.13. The Council consults with Parish Councils on all planning applications falling within their administrative area. This is intended to provide a basis for effective consultation and liaison, assisting the two authorities in maintaining good relations and developing an effective partnership to the benefit of all residents.

Public Speaking at Panel Meetings:

- 3.14. The Borough Planning Manager has certain delegated powers to make decisions without referring them to a Planning Panel, which is the body of members charged with making decisions on planning applications. Larger and more controversial applications, largely falling within tiers 1 and 2 including any proposal containing more than two dwellings or applications that have been promoted to panel by a local Councillor are decided by one of three area Planning Panels, (Maidenhead Panel, Windsor Urban Panel and Windsor Rural Panel), depending on where the application site is in the Borough. This may vary according to the scheme of delegation applicable at the time ⁵.
- 3.15. When an application is reported to a Panel for determination, any interested party can attend the meeting to hear the discussion, and in certain circumstances address the Panel before the discussion and decision. An interested party may influence the outcome of a planning application that has been put before the Planning Panel by speaking at the Panel meeting, making written representations or verbal representations at the Panel meeting (in accordance with the protocol contained in the Constitution) and/ or lobbying a councillor(s).
- 3.16. If a planning application is to be considered by a Planning Panel, the Council will send a letter to everyone who has made written comments on the application, informing them of the opportunity to register to speak at the panel meeting. Anyone wishing to take up this opportunity must contact the Council confirming his or her wish to speak. The letter will give details of the arrangements.
- 3.17. Objectors and the applicant or his/ her representative as well as their supporters all have a right to speak. Objectors and the applicant or his/ her representative each have

⁴ In accordance with Section 28 of the Wildlife and Countryside Act 1981 as amended by Section 75 and Schedule 9 of the Countryside and Rights of Way Act 2000.

⁵ The Scheme of Delegation is set out in the Council's Constitution.

a total of three minutes to speak. In the event that a number of people wish to speak either for or against the proposal, the speakers should decide before the meeting how much of the three minutes each person should take up or whether a speaker should be selected to speak on behalf of all parties. Town or Parish Councils have another two minutes to speak to the Planning Panel. Once a decision has been made, a copy of the decision notice will be sent to anyone who made written comments on the application.

Early Consultation on Planning Applications

- 3.18. For developers, early consultation with the local community affected by a development proposal ensures that local issues are identified and addressed prior to the submission of a planning application. Planning decisions are made on the planning merit of any proposal. For the local community, early consultation enables them to have an input, and potentially influence a development before plans become too advanced and therefore difficult to change. This form of consultation mainly impacts upon those applications falling within 'tier 1' but may affect planning applications falling within 'tier 2'.

Major Applications

- 3.19. Developers are encouraged to undertake pre-application discussions and early community consultation on major applications with significant impacts. By 'front loading' the process, the community can engage with the developers at an early stage and communicate their aspirations and concerns. It is also important to recognise that front loading consultation may help to minimise objections within the formal planning application process. Methods of early community consultation could include undertaking public meetings, public exhibitions or leaflets being sent to local residents. The Council will help facilitate such consultation by providing details of local bodies from the consultation register.

Planning Advice

- 3.20. Members of the public can view (on computer screens) planning applications that have either been decided, or are currently being considered at Council offices (Town Hall, Maidenhead and York House, Windsor), upon request older applications (which are held on microfiche) can be viewed in the Town Hall Maidenhead, between 8.45am and 5.15pm Monday to Thursday and 8.45am and 4.45pm on Friday except on Bank and Public Holidays. Planning applications can be submitted electronically through the Planning Portal. The Council enables on-line tracking of the progress of planning applications under consideration by means of a public access website that contains details of planning applications and planning documents including decisions made. (https://www3.rbwm.gov.uk/info/200208/planning_applications/56/search_for_planning_applications).

Pre-Application Advice

- 3.21. Recognising that it is beneficial to all parties if the broad principles of large and complex schemes are discussed before the submission of a formal application, the Council will continue to make resources available to provide pre-application advice. However it must be an effective and efficient use of Council resources. The Council has introduced a system whereby pre-application advice is available to customers at a charge, which reflects the cost of providing pre-application advice. Further information on pre application advice can be found on the Council website. As a matter of course, requests for pre-application advice will not automatically be treated on a confidential

basis. The Freedom of Information Act 2000 requires the Council to make certain documents available to members of the public, if requested. Pre-application advice may only be treated as confidential if there are clear demonstrable issues of commercial sensitivity or other significant reasons why this information may not be disclosed and a public interest test may be applied. Any enquiry in this category should be clearly marked as confidential and give reasons.”

Appeals

- 3.22. Where a planning application has been refused, only applicants have a right of appeal. A person or organisation that has objected to a proposal (or supported it) has no right of appeal if the application is approved or refused. In other words, there is no third party right to appeal a decision.
- 3.23. Everyone whom the Council originally consulted or who wrote to object or support the application will normally be notified in writing if an appeal is lodged. They will also be informed about how to make their views known. If they had already written to the Council, their letter will be copied and sent to the Planning Inspectorate, which is responsible for handling appeals.

4. Making a Complaint

- 4.1. To avoid barriers being created between the community and their council, it is essential to ensure that there is a platform for the lodging of complaints where different views exist within the community. The Council has its own complaints co-ordinators, whose job it is to receive a complaint, ensure the Council understands what it is about and provides a swift response in accordance with the current procedures. The complaints procedure is not intended to deal with dissatisfaction with a decision the Council makes on a planning application. There is a two stage process for complaints as follows: *(extract from 'New Council Complaints procedure')*

The Complaint - Stage 1

- 4.2. Your complaint at Stage 1 will be investigated and dealt with by the Head of Service, of the service team where the complaint originates. Some responses may come directly from our suppliers or partners.
- 4.3. You will receive a full response within 10 working days from the date the complaints team agree with you your specific issues and establish the resolution you would like (we aim to do this within 5 working days of receipt) If we cannot respond to your complaint within 10 working days we will tell you when we will be responding and why we cannot within the 10 working days.
- 4.4. Our response will include:
- What we understand the agreed issue(s) to be
 - Chronology of events
 - If we uphold or partially uphold your complaint
 - what we are going to do to put it right
 - when it will be put right by
 - an apology
 - what we will do differently now to prevent a repeat
 - If we do not uphold your complaint

- a clear explanation detailing the reason why
- 4.5. If you are still unhappy you must let us know within 20 working days (4 weeks) of getting your Stage 1 response and request a Stage 2 – Review. If we do not hear anything from you within 20 working days we will assume that you are satisfied with our response.

The Review - Stage 2

- 4.6. This stage is to review the Stage 1 investigation. You will need to give clear reasons and evidence as to why you disagree with the findings and response to the Stage 1 outcome and what we can do to resolve it. Saying that you are 'still not happy' is not reason enough.
- 4.7. If you are not able to provide any evidence as to why the findings were wrong we will not investigate your Stage 2 – review. You will however, still have the right to complain to the Ombudsman.
- 4.8. The Stage 2 review will be investigated by someone who has not previously been involved, normally it will be the Director responsible for the service and the Complaints Team, who are independent from the original service, and a response sent within 20 working days.
- 4.9. The response will include:
- What we understand you think we failed to address or correct at Stage 1
 - Chronology of events
 - If we uphold or partially uphold your complaint
 - what we are going to do to put it right
 - when it will be put right by
 - an apology
 - what we will do differently now to prevent a repeat
 - If we do not uphold your complaint
 - a clear explanation detailing the reason why
- 4.10. There may be times where an alternative officer, Head of Service or Director will be asked to investigate and respond, if for example the original Head of Service is the subject of the complaint.
- 4.11. After the Stage 1 complaint and the Stage 2 Review the Royal Borough's formal complaints process has been exhausted.
- 4.12. Local Councillors (at any stage) will help by giving advice, providing additional information or handling the complaint on the complainant's behalf. The Local Ombudsman acts as an independent 'referee' in disputes between individuals and their local councils. The Ombudsman is appointed by Government to investigate complaints of maladministration by local authorities.

(Maladministration means that the Council has done something the wrong way, done something it should not or failed to do something it should). The Local Government Ombudsman covering Berkshire may be contacted at the contact details below or on their website: <http://www.lgo.org.uk/>

Local Government Ombudsman
10th Floor,
Millbank Tower,

Millbank,
London SW1P 4QP

Telephone: 020 7217 4620
Fax: 020 7217 4621

5. Monitoring and Review

- 5.1. The Council will monitor the effectiveness of its chosen methods for involving the community in planning. For example, the effectiveness of exhibitions can be assessed through the numbers attending and the 'reach' of communications can be assessed through asking how people attending learned of the event. It can report on the findings through the annual authority monitoring report.
- 5.2. Should monitoring reveal the need to further amend the SCI, this would be taken forward through the Local Development Scheme.

Appendix A: Consultation Bodies for a Local Plan

The Government Regulations relating to the preparation of a Local Plan require that certain minimum standards should be met for consulting on a pre-submission Local Plan (Regulation 18). These regulations make reference to:

- such of the specific consultation bodies as the local planning authority consider may have an interest in the subject of the proposed local plan;
- such of the general consultation bodies as the local planning authority consider appropriate; and
- such residents or other persons carrying on business in the local planning authority's area from which the local planning authority consider it appropriate to invite representations.

The defined consultation bodies are listed below. The names and make-up of the individual bodies change from time to time.

Specific Consultation Bodies:

- A relevant authority any part of whose area is in or adjoins the area of the local planning authority (this includes parish councils: Berkshire Councils);
- Coal Authority;
- Historic England;
- Environment Agency;
- Highways England;
- Homes and Communities Agency;
- Natural England;
- Network Rail;
- Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3) (a) of the Communications Act 2003 (e.g. BT);
- Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority (e.g. BT, EE, Virgin Media etc.); and any bodies from the following list who are exercising functions in any part of the area of the local planning authority:
 - Bracknell and Ascot CCG, Windsor, Ascot and Maidenhead CCG;
 - Person to whom a licence has been granted under Section 6(1)(b) or (c) of the Electricity Act 1989;
 - Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986 (e.g. British Gas)
 - Sewage undertaker; and
 - Water undertaker.

General Consultation Bodies

- Voluntary bodies some or all of whose activities wholly or partially benefit any part of the local planning authority's area (e.g. Community Action Berkshire, residents associations and tenants groups etc.);
- Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area;
- Bodies which represent the interests of different religious groups in the local planning authority's area;
- Bodies which represent the interests of disabled persons in the local planning authority's area;

- Bodies which represent the interests of persons carrying on business in the local planning authority's area (e.g. Home Builders Federation, Chamber of Commerce, Windsor, Eton and Ascot Town Partnership).

In respect of the Duty to Co-operate introduced by the Localism Act 2011 to be considered in the Examination of a Local Plan, the following consultation bodies are relevant.

Consultation Bodies in respect of the Duty to Co-operate in relation to planning of sustainable development:

- Neighbouring local planning authorities (in Berkshire, Oxfordshire, Surrey, London Boroughs and Buckinghamshire,);
- Civil Aviation Authority;
- Historic England ;
- Environment Agency;
- Highway England;
- Homes and Communities Agency;
- Integrated Transport Authority;
- Thames Water
- Natural England;
- Thames Valley Berkshire Local Enterprise Partnership;
- Bracknell and Ascot CCG
- Windsor, Ascot and Maidenhead CCG
- Office of Rail Regulation; and
- Berkshire Local Nature Partnership.
- Crossrail
- DB Schenker
- First Great Western
- Freightliner

In respect of Strategic Environmental Assessment Directive, the designated consultation bodies in the UK are:

- Historic England;
- Environment Agency; and
- Natural England.

Appendix B: Consultation Bodies for Planning Applications

Statutory Consultees

Ancient Monuments Society

Council for British Archaeology

Department for Environment, Food and Rural Affairs (DEFRA)

Historic England

Environment Agency

Health and Safety Executive

Highways England

Natural England

Network Rail

Sport England

Main Other Consultees

The Royal Borough of Windsor and Maidenhead Borough Council service areas (as relevant)

Adjoining Parish Councils and Local Authorities to The Royal Borough of Windsor and Maidenhead Borough Council (as relevant)

Thames Water

South East Water

Civil Aviation Authority

Crown Estates

NHS Property Services Ltd

Thames Valley Police

Berkshire, Buckinghamshire, Oxfordshire Wildlife Trust

Sustrans

South East Water

Appendix C: Glossary

	Adopt	The final confirmation of a plan as a statutory document by the local planning authority.
	Allocation of Land	The identification of how land should be developed or built on in the future (e.g. new housing development).
	Appeals	The process whereby an applicant can challenge a refused decision on an application by means of written representations, hearing or public inquiry.
AMR	Authority Monitoring Report	Report on the progress of preparing the Local Plan and the extent to which policies are being achieved.
	Circular	A Government publication setting out policy approaches.
CIL	Community Infrastructure Levy	A charge levied on certain types of development appropriate to the development's use and size, which is used to fund infrastructure needed as a result of development.
	Consultation	Seeking people's views to guide decision-making.
	Consultees Database	A list containing details of groups, organisations and individuals to be consulted on planning policy documents. To be included on the list, contact Planning Policy on 01628 796357 or e-mail: planningpolicy@rbwm.gov.uk
DCLG	Department for Communities and Local Government	Government department responsible for town and country planning.
DEFRA	Department for Environment, Food and Rural Affairs	Government department responsible for policy and regulations on environmental, food and rural issues.
DPD	Development Plan Document	A local development document in the Local Plan which forms part of the statutory development plan. The core strategy, documents dealing with the allocation of land, area action plans and the policies map are all development plan documents.
	Independent Examination	The process by which an independent Planning Inspector publicly examines the soundness of a DPD and any representations made against it before issuing a non-binding report.
	Local Authority	Organisation governing the area (e.g. the Borough Council or a County Council).
LPA	Local Planning Authority	The Local Authority that is empowered by law to exercise planning functions. Normally this is the Royal Borough of Windsor and Maidenhead here.
LDD	Local Development Document	An individual document that either forms or supports the Local Plan. It includes Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
LDS	Local Development	A public statement setting out the programme for

	Scheme	the preparation of Local Development Documents.
	Local Plan (2003)	A statutory development plan prepared under previous legislation (the old planning system). It is a legal document containing saved policies currently used to determine decisions on planning applications received by the Council.
	Material Consideration	A matter which should be taken into account in deciding on a planning application or on an appeal against a planning decision.
	National Planning Policy Framework (NPPF)	Government policy that replaced majority of Planning Policy Guidance (PPG) and Planning Policy Statements (PPS).
	Planning Application	An application for permission from the local planning authority to commence building work or change of use of buildings.
	Planning & Compulsory Purchase Act 2004	Government legislation introducing a different approach to development planning to that before.
	Development Control Panel	A panel of elected Council members whose role is to consider applications for 2 dwellings and larger. Normally meets once a month.
	Policies Map	Illustrating on an Ordnance Survey base the policies and proposals of development plan documents and any 'saved' policies of the Local Plan (2003).
	Saved Policies	Policies within the Local Plan that remain in force for a time period pending their replacement as necessary by development plan documents.
SSSI	Site of Special Scientific Interest	An area of land which, in the opinion of Natural England, is of special interest at a national level due to its flora, fauna or geological or physiographical features.
	Soundness	In the process of examining a planning document an inspector assesses whether the document is positively prepared, justified, effective, and consistent with national policy (i.e. sound).
	Spatial Planning	Taking into account the economic, social and environmental implications when weighing up competing demands for land.
SCI	Statement of Community Involvement	Sets out the standards to be achieved in involving the community and other stakeholders in the preparation, alteration and review of local development documents and in significant development management decisions.
	Statutory	Required through written law, usually through an Act of Parliament.
SEA	Strategic Environmental Assessment	A term used internationally to describe environmental assessment as applied to policies, plans and programmes.
SPD	Supplementary Planning Document	A local development document which provides further detail of policies in the development plan documents or of saved local plan policies. They do not have development plan status.

SPG	Supplementary Planning Guidance	Providing additional guidance expanding policies in a local plan. SPGs will remain relevant where they are linked to saved policies but will ultimately be replaced by supplementary planning documents.
	Sustainable Development	Development that meets the needs of the current generation without compromising the ability to meet those of future generations.
SA	Sustainability Appraisal	Identifies and evaluates social, environmental and economic effects of strategies and policies in a local development document from the outset of the preparation process. It incorporates the requirements of the Strategic Environmental Assessment (SEA) Directive.
	Vision	A long term view, an image of how things might be in the future.
	Voluntary Sector	Non-statutory organisations controlled by people who are unpaid and usually elected.

Appendix D: RBWM Committees, Forums And Panels (As at June 2016)

Area Forums

- Maidenhead Town Forum
- Windsor Town Forum

Other Committees/Panels/Forums

- Community Partnership Network
- One Borough Group Partnership
- Parish Conference
- Rural Forum
- Maidenhead Town Centre Partnership
- Windsor, Eton and Ascot Town Centre Partnership
- WMCF Windsor and Maidenhead Community Forum
- Access Advisory Forum
- Youth Ambassadors
- School Improvement Forum
- Local Access Forum
- Cycle Forum
- Royal Borough of Windsor & Maidenhead Youth Forum
- Visitor Management Forum
- Seven Overview and Scrutiny Panels
- The three Planning Panels
- Windsor and Maidenhead Get Involved (umbrella for voluntary sector groups)

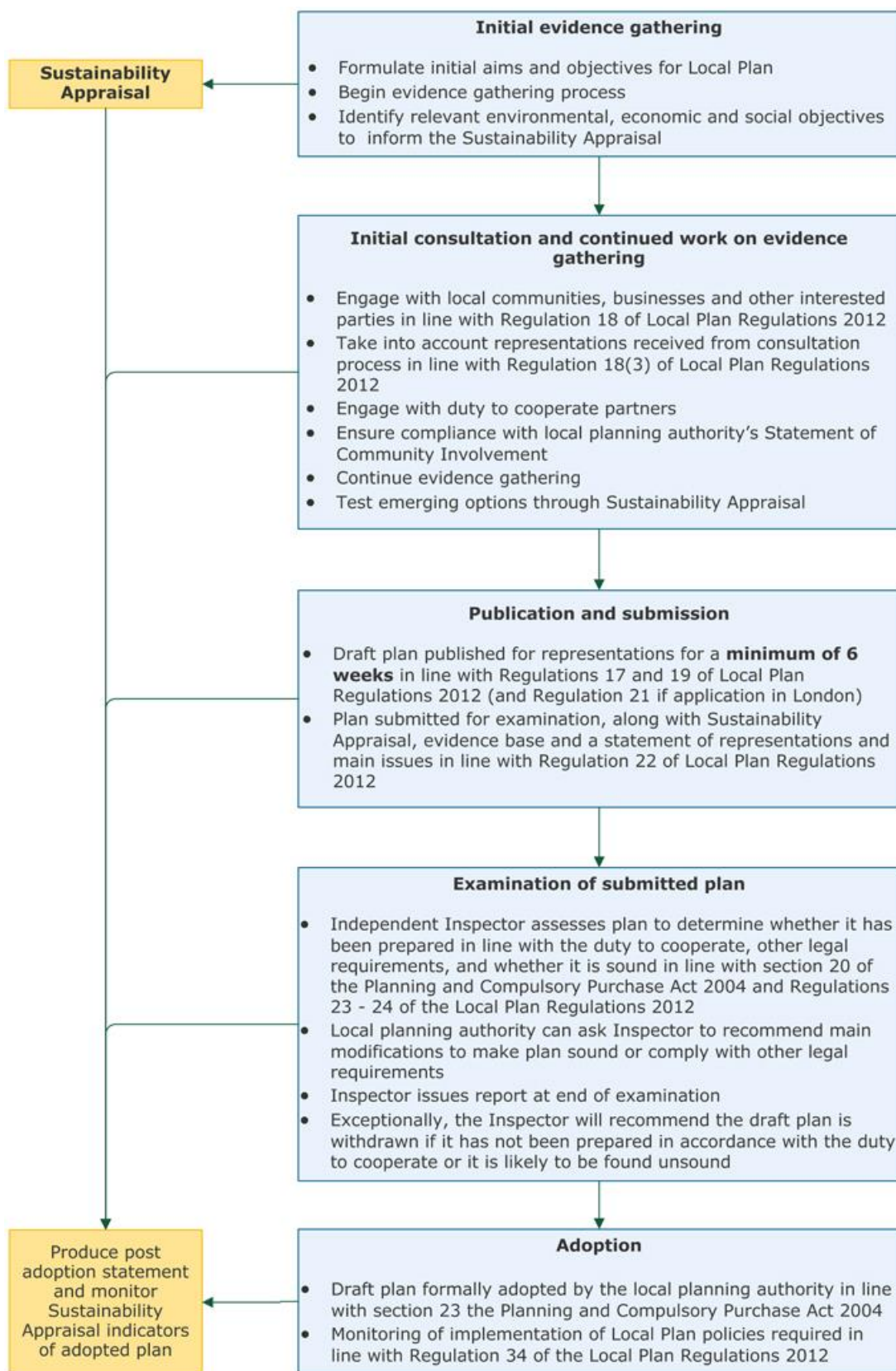
Local Strategic Partners

Executive Officer Group and Board Membership

- Access Advisory Forum, RBWM
- Berkshire College of Agriculture
- The Borough Church of St Andrew & St Mary Magdalene
- Centrica Plc
- Thames Valley Local Enterprise Partnership
- Churches Together for Maidenhead
- Community Council for Berkshire
- Computer Associates
- East Berkshire College
- Environment Agency
- Eton Town Council
- Housing Solutions Group
- Hutchinson 3G
- Maidenhead & District Chamber of Commerce

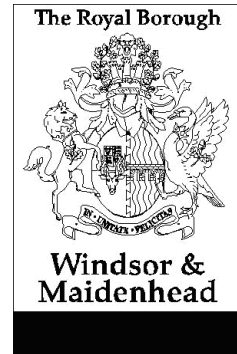
- National Probation Services
- National Trust (The)
- PPS Plc
- Thames Valley Police
- Thames Valley Police (Area Commander)
- Public Health CCG
- Radian Group
- Partnerships Manager
- Royal Berkshire Fire/ Rescue Service
- Windsor and District Chamber of Commerce
- South East Area Manager, Environment Agency

Appendix E: Stages in Local Plan Production



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Report for: INFORMATION



Contains Confidential or Exempt Information	No
Title	Budget Decision: Windsor Leisure Centre Changing Room Refurbishment 2016/17
Responsible Officer(s)	Russell O'Keefe – Strategic Director of Corporate & Community Services
Contact officer, job title and phone number	Kevin Mist, Head of Community & Economic Development Services - 01628 796443 Rob Stubbs, Head of Finance – 01628 796341
Member reporting	Cllr. Samantha Rayner
For Consideration By	Council
Date to be Considered	27 September 2016
Implementation Date if Not Called In	Immediately
Affected Wards	All

Report Summary

1. This report deals with the request to add to the 2016/17 Capital Programme £300k (£11k funded from s106) to finance a refurbishment project on the poolside changing rooms at Windsor Leisure Centre (WLC). This proposal is being handled outside of the Council's annual budget approval process as the opportunity to undertake this work in conjunction with an unplanned close down of the swimming pool at WLC has only recently been programmed.
2. The plans include creation of a buggy park and shoe removal area at the entrance to the changing village this will improve operational hygiene. It also includes the installation of 7 additional family size changing rooms and 30 additional large size lockers.
3. The Council owns the freehold of the Boroughs leisure centres and has a responsibility within the contract arrangements with Parkwood Leisure to maintain the buildings and capital equipment therein.
4. The unplanned close down of the pool is funded through the annual capital programme and is due to the need to undertake an underground repair in relation to a major leak in the supply side of the pool water system.
5. The changing rooms are 10 years old and were due to be refurbished in 2017/18, undertaking the work concurrently with the repair will result in greatly reduced disruption to residents and a reduced loss of income.

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. Council owned leisure centres will continue to offer the most up to date equipment and environment for residents	January 2017

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Council:

- i. **Agree the inclusion of £300k in the 2016-17 Capital Programme to fund the Windsor Leisure Centre changing rooms refurbishment programme over Christmas 2016.**

2. REASON FOR RECOMMENDATION AND OPTIONS CONSIDERED

- 2.1 The council externalised the management of its leisure centres to Parkwood Leisure in January 2015. The concession contract will generate an average annual rent of £2.85m in the first 5 years and £2.98m there after.
- 2.2 The Council remains the owner of the leisure centre buildings and fixed assets and is required in the contract to provide the tenant with fully operational centres with all required certifications and to maintain the buildings in a fit and proper manner to enable the tenants business to be delivered to residents.
- 2.3 The pool changing rooms at WLC are incredibly well used, the lockers, cubicles, floor and wall tiles will be replaced as part of this scheme.
- 2.4 Additionally 7 new family changing cubicles and 30 large lockers will be provided. These offer families the opportunity to change together. The proposal also delivers a new hair drying area, buggy parking area and shoe removal area to improve standards of hygiene and cleanliness in the changing village.
- 2.5 The refurbishment will provide a more convenient and hygienic changing village for residents to use when visiting the centre.
- 2.6 The work will necessitate a close down of the Leisure Pool from December 5th to Friday 6th January. This coincides with a programmed closedown due to repairs to a leaking swimming pool pipe.

Option	Comments
To increase the 2016/17 capital programme by £300k for WLC changing room refurbishment.	This will facilitate an investment programme in the leisure centres to fulfil the council's contractual obligations under the management contract and improve the changing experience for residents visiting the centre.
Not to increase the capital programme.	Additional disruption to service would result as the changing rooms and pool would need to close on a further occasion when the changing rooms are eventually refurbished. The pool will close for 4 weeks at Xmas 2016 for repairs to a water leak

3. Key Implications

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
WLC Pool changing rooms will be fully refurbished and increase number of family cubicles and large lockers provided by 6 January 2017	Not completed by 13 January 2017	Completed by 6 January 2017	Completed by 1 January 2017	Completed by 27 December 2016	6 January 2017

4. Financial Details

- 4.1 The Council has historically funded investments in capital and fixed equipment in the leisure centres from its capital funds and has collected s106 funds to increase capacity in the centres required in response to development. This project requires £289k of RBWM capital and £11k s106 to refurbish and increase facilities in the WLC pool changing village.

5. Legal Implications

- 5.1 The council is contractually obliged under the arrangement with Parkwood Leisure to provide and maintain leisure centres that are fit for purpose and conform to all legal regulations. The pool changing rooms are very intensively used and their refurbishment is highlighted in the dilapidations schedule in the Parkwood contract.

6. Value For Money

- 6.1 The council will continue to receive rent from Parkwood from the Leisure contract which will increase in contract year 3 by £301k and contract year 4 by £88k. The reduced period of closure for work to include the refurbishment of the poolside changing area will result in increased value for money for residents, and less disruption.

7. Sustainability Impact Appraisal

- 7.1 None arising from this decision.

8. Risk Management

Risks	Uncontrolled Risk	Controls	Controlled Risk
Work not undertaken December 2016	Work to repair pipework causes additional disruption to the changing area resulting in additional costs for remedial work until full refurbishment is completed	Project management will be co-ordinated on site by Project Manager. Areas of work are distinct so disruption will be minimised.	
Work not undertaken December 2016	Loss of income through second period of closure	Undertaking the work in parallel with pool closure reduces loss of income and disruption to public.	

9. Links to Strategic Objectives

The budget decision to approve £300k capital funding request for Windsor Leisure Centre changing room refurbishment will put the residents first in providing an improved environment on visiting the centre, the changing rooms are a major contribution to the impression the centre has on its visitors and bringing forward this work to combine other needed work will reduce the time of closure and therefore give value for money.

10. Equalities, Human Rights and Community Cohesion

The centre contributes to community cohesion and provides services to all sectors of the community. This decision will not adversely affect any individual or groups equalities, human rights or community cohesion.

11. Staffing/Workforce and Accommodation implications:

This decision will not have any impact of the staffing/workforce at the centre.

12. Property and Assets

The Leisure Centres will be maintained and equipped to a higher standard adding value to this council owned facility.

13. Any other implications:

None.

14. Consultation

Parkwood Leisure as the tenant and contractor have been consulted on the opportunity to combine the works to be undertaken at Windsor Leisure Centre and

agree to work with the Council on this if the decision is approved. The Lead Member for Culture and Community has been consulted regarding the proposal.

15. Timetable for Implementation

The work will be carried out as part of the leisure centre investment programme which is an on going programme and will be completed by March 2017.

16. Appendices

None.

17. Background Information

18. Consultation (Mandatory)

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
Cllr Samantha Rayner	Lead Member for Culture & Communities			
Russell O'Keefe	Strategic Director Corporate and Community Services			
Alison Alexander	Managing Director/ Strategic Director Adults, Children and Health			
Simon Fletcher	Strategic Director Operations and Customer Services			
Rob Stubbs	Head of Finance			

Report History

Decision type:	Urgency item?
Key decision	Yes

Full name of report author	Job title	Full contact no:
Kevin Mist	Head of Community & Economic Development Services	01628 796443

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Please reply to: Councillor Simon Dudley
Maidenhead Riverside Ward
Leader of The Royal Borough of Windsor and Maidenhead
Bray Parish Council - Holyport Ward

Email: Cllr.Dudley@rbwm.gov.uk



Sir James Bevan, Chief Executive
Environment Agency Head Office
Horizon House
Deanery Road
Bristol
BS1 5AH

4th August 2016

Dear Sir James Bevan,

Mapping of fluvial flood risk

Members of the Council at the Royal Borough of Windsor & Maidenhead continue to express concern regarding the reliability of fluvial flood risk mapping prepared by the Environment Agency, the difficulties this can lead to in obtaining house hold insurance for some residents, and the difficulties this can lead to in making informed development control decisions in response to planning applications.

The following motion was passed at Council on 21st June 2016.

RESOLVED UNANIMOUSLY: That this Council:

- i) Notes with concern how unreliable flood mapping can impede planning and cause mispricing of insurance, and:
- ii) Calls on the Environment Agency to revise its flood maps in Maidenhead to take account of evidence accumulated since the 'Jubilee River' flood relief scheme was commissioned in 1999, including the heavy local flooding in January and February 2014.

I am obviously aware of the extensive hydraulic modelling work being undertaken by the Environment Agency in support of the River Thames Scheme, and would be grateful to receive your assurances that the outcomes of this modelling will be incorporated into the published fluvial flood risk mapping sets at the earliest opportunity.

I would also be grateful if you would confirm the likely timescale for a complete revision of the published fluvial flood risk mapping sets.

Yours sincerely

Cllr Simon Dudley
Leader of The Royal Borough of Windsor and Maidenhead

cc. Rt Hon Theresa May MP - Prime Minister
Rt Hon Andrea Leadsom MP - Secretary of State for Environment, Food and Rural Affairs

Alison Alexander - Managing Director, Strategic Director, Adults, Children & Health
Town Hall, St. Ives Road, Maidenhead, SL6 1RF

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Councillor Simon Dudley
Maidenhead Riverside Ward
Leader of the Royal Borough of Windsor
and Maidenhead
Bray Parish Council – Holyport Ward

Our ref: DWR/jb/7075

Date: 15 September 2016

Cllr.dudley@rbwm.gov.uk

Dear Cllr Dudley

Mapping of fluvial flood risk

Thank you for your letter of 4 August 2016 to our Chief Executive. James has asked me to respond on his behalf and will receive a copy of this letter. Please accept my apologies for the delay in responding.

We recognise the importance of our flood mapping information to your local council and the community it serves. We continually work towards improving and updating the maps as more data is obtained. This ensures our current flood maps use the best information available.

Insurance companies use a range of data sources including flood maps from ourselves, other commercially developed maps purchased from the private sector and their own claims history when issuing insurance quotes. There is no blanket approach taken by the insurance industry when issuing insurance quotes to consumers. An increasing number of insurers are taking a more detailed view of whether a property could flood. This may include property-level and street-level assessment of risk from fluvial or other types of flooding such as surface water. We expect this to continue as both ours and private sector modelling and mapping improves. The introduction of Flood Re should also help make premiums more available and affordable for those communities in areas at flood risk.

The Thames model was updated in 2005 to include the Jubilee River, and much has been done to keep improving the flood map in your area. At present, we are remodelling the River Thames from Hurley to Teddington to take account of recent flooding, this will include Maidenhead. The updated modelling will provide consistent and improved information that can be used to support schemes in this area, including the River Thames Scheme. This work is nearing completion and later this year we intend to share it with local councils to give them the opportunity to comment on the draft outputs.

Once this modelling has been approved it will be used to update our flood maps. Precise timescales for this work will be shared with you as soon as we know them.

Deputy Chief Executive's Office, Environment Agency

Ergon House, Horseferry Road, London, SW1P 2AL – Tel:02030254729

Deputy Chief Executive's PA – Shane Jubber – shane.jubber@environment-agency.gov.uk

<http://www.gov.uk/environment-agency>

Our intention is that the updates will be completed by the end of the financial year.

If you have any further questions or would like to discuss, Thames Area Partnership and Strategic Overview Team Leader, Sarah Hale, will be happy to help. You can contact Sarah at sarah.hale@environment-agency.gov.uk, on 02030 258 863 or at Environment Agency, Red Kite House, Howbery Business Park, Wallingford, Oxfordshire, OX10 8BD.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Rooke', written in a cursive style.

David Rooke
Deputy Chief Executive

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

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