



ACCESS ADVISORY FORUM

MONDAY, 4TH DECEMBER, 2017

At 11.00 am

in the

COUNCIL CHAMBER - TOWN HALL, MAIDENHEAD

SUPPLEMENTARY AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>																		
1.	<p><u>CHAIRMAN'S INTRODUCTION</u></p> <p>The Chairman to welcome all to the meeting and have introductions around the room.</p>																			
2.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>To receive any Apologies for Absence.</p>																			
3.	<p><u>MINUTES OF THE LAST MEETING</u></p> <p>To agree the minutes of the last meeting.</p>	3 - 8																		
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5. ITEMS

5.1	Update on installing a lift at the Windsor Guildhall	David Scott
5.2	Access Advisory Forum and Planning Applications	Lisa Hughes
5.3	Raising profile of the Access Advisory Forum	Angela Clark
5.4	RBWM Draft Consultation – Equality Policy	Rachel Kinniburgh

6. DATE OF THE NEXT MEETING

Forum Members to note the date of the next meeting is:

Monday 19 March 2018

Agenda Item 3

ACCESS ADVISORY FORUM

MONDAY, 25 SEPTEMBER 2017

PRESENT: Angela Clark (Chairman), Sharon Carrigan, Tim Clare, Peter Haley, Manley, Robin Pemberton, Councillors Charles Hollingsworth and Philip Love

Also in attendance: Councillor Derek Wilson

Officers: Shilpa Manek and Gordon Oliver

CHAIRMAN'S INTRODUCTION

The Chairman welcomed all to the Forum.

APOLOGIES FOR ABSENCE

Apologies of absence were received from Lisa Hughes.

MINUTES OF THE LAST MEETING

The minutes of the meeting on 19 June 2017 were **Unanimously Agreed** after the following changes:

- Section 4.1 - Change the third paragraph to read:

'Dominic Manley advised the forum that he regularly used the facilities at the Windsor leisure centre and the Changing Places room has no toilet. Separately from that room there is a disabled toilet which has a toilet and shower but no hoist or fold down bench. Neither room has all of the facilities to satisfy the definition of a Changing Places toilet'

- Section 4.3 – There will be 80 blue badge bays.
- Section 4.8 – Councillor Wilson informed the Forum that the Supplementary Planning Document had not yet been developed and would be developed once the Local Borough Plan was in place.

The Clerk informed the Panel that the changes requested to the Terms of Reference in the constitution had been agreed at Council and the Constitution had been amended.

MATTERS ARISING

4.1 New Leisure Centre/Changing Places

Kevin Mist showed the Forum the presentation for the new Braywick leisure centre.

Kevin Mist informed the Forum that it was currently proposed that:

- The plans for the new leisure centre were to still go to the planning meeting in February 2018.
- The completion of the new leisure centre would be 2019.
- The existing Magnet would be open as normal till the new leisure centre opened.

- The golfing land would be used but the golfing facilities would still be on offer as virtual golf.
- The Braywick Heath nursery would stay as it is now. The new leisure centre has worked around the main trees.
- There would be a ten lane swimming pool with a learning pool and a splash area. The target was to offer more lessons.
- The changing place would have access from both the wet and dry areas, made with brick walls and plenty of space. There would be metal stairs going into the pool and also a wheelchair lift going into the pool.
- There would be an accessible changing room on the first floor. There would be access to the first floor via two lifts.
- The first floor would have four squash courts, two dance studios, other studios and a 200 station gym station along the front with a specially designated area of the gym for people with special needs.
- The walkway would lead from the car park at the front of the leisure centre to the country park at the rear.
- There would be a children's play area at the front of the leisure centre.
- No part of the tip land being used for the new leisure centre.
- The heat would be maintained at 16-17°C and more would be generated from people flow. There would be open ventilation through both the front and back doors.
- Key dates for the new leisure centre would be
 - Planning application prepared by end of October 2017,
 - Planning application to committee in February 2018,
 - Start work on site in spring 2018,
 - Complete work on December 2019
 - Braywick Leisure Centre operational from January 2020.
- Six months before the leisure centre opens, this forum would be consulted to show and get advice on the equipment.
- A properly defined changing places needs to be in place, considering the design, the width of the walkway and size.
- The present car park at Braywick would be staying. A few spaces would be used to achieve a drive through system.
- Negotiations would take place with the current provider.
- The accessibility to the new leisure centre – negotiations taking place currently with bus operators for commute to and from town centre. There would be a coach parking area on the site.
- The road layout into the new leisure centre still being studied as part of the transport plan.

The Chairman asked if the changing room and Windsor Leisure Centre could be changed to a changing place room, would a toilet fit into it there.

ACTION: Kevin Mist to speak to Windsor Leisure Centre and report back to Lisa Hughes.

4.2 Maidenhead Town Centre Regeneration

Councillor Wilson informed the Forum that there had been a public exhibition in the Nicholsons Centre with our Joint Venture partners, Countryside PLC, looking at West Street/York Road/Reform Road/St Cloud Way regeneration. These would be mixed use developments.

The planning applications for West Street and York Road would be submitted in spring 2018, followed by the York Road application winter 2018. A public exhibition on proposals for the St Cloud Way site is planned for summer 2018 followed by Reform Road in 2020. All plans would be subject to consultation.

Other points raised included:

- The Chairman and Vice Chairman had been set up to receive all planning applications.
- The Nicholsons car park scheme is still in the early stages at present with no planning application submitted yet. It is proposed to demolish the existing car park and build a new one with 1,500 spaces. There are currently no specifics on where the new Shopmobility will go.
- The question was asked about where ShopMobility would be located while Nicholsons Car Park was being built. The options suggested were the Magnet and the York Road car parks. Councillor Wilson would check and report back at next Forum.

ACTION: Councillor Wilson would check where ShopMobility would be located whilst Nicholsons Car Park was being built and report back at next Forum.

- Councillor Love invited the Forum to the Maidenhead Town Forum on 3 October 2017 at the Town Hall.
- The barrier at Nicholsons Car Park would now be installed on 2 October 2017.
- Lisa Hughes had submitted 22 queries to Planning and had received no response.

ACTION: Councillor Wilson would check with Planning and responses would be given.

4.3 Local Access Forum

The Chairman informed the Forum in Lisa Hughes absence that a presentation had been drafted and delivered to volunteers on rights of way and would be given at the Local Access Forum working group meeting.

4.4 St Marks/Courthouse Road junction

Councillor Love informed the Forum that two suggestions had been made – one for a roundabout with crossings on the approaches and another for a signal-controlled junction with puffin crossings.

In August 2017, the Parking Principal had met with the car garage owner to discuss parking solutions and parking restrictions around the hospital will be reviewed in October. The Ward Councillors were going to meet the residents to agree plans. A capital bid had been made for the roundabout.

ACTION: Councillor Love to report back at next Forum.

4.5 Maidenhead Station/CrossRail

Gordon Oliver gave a presentation to the Forum on the proposal for Maidenhead Station.

Points raised by the Forum:

- The crossing from the station to the town centre, four options being considered – two bridges and two on street crossings.
- Compulsory purchase costs for land to the north of the station meant that the bus interchange was not currently viable.
- Concern was expressed that there was not enough disabled parking.
- There was also concern about the proximity of the seating to the disabled parking. This will be addressed as part of the detailed design / safety audit.
- If the bridges option used then wheelchair access and the gradient of the ramps need to be considered.
- The Oxford Street style crossing would not be ideal as vehicles going too fast so it would not work.

ITEMS

5.1 Raising profile of the Access Advisory Forum

The Chairman suggested that a working group be developed to take forward ideas and complete tasks.

Councillor Wilson explained that members had so many meetings in the week that they would love to be involved but couldn't always be present.

The Chairman concluded that this was not feasible at present.

5.2 Changing name of Forum ?

The Chairman informed the Forum that the name of the Forum was very similar to the Local Access Forum. The Chairman suggested to change the name and suggested the following three names:

- Inclusive Access Forum
- Inequality Access Forum
- Disability Access Forum

The Forum discussed and asked why it needed changing. It was suggested that the Access Advisory Forum and the Local Access Forum should be one forum.

The Forum Agreed that the name of the Forum would not change.

5.3 Borough Local Plan

The Chairman informed the Forum that two representations had been made:

- Low number of housing for people with disabilities
- Infrastructure delivery plan

The Chairman thanked Lisa Hughes for undertaking all the work carried out.

Councillor Wilson informed the Forum that the closing date for the borough local plan consultation was Wednesday 27 September 2017 at 5pm. We were going to collate all responses and submit to the secretary of state in December 2017.

DATE OF THE NEXT MEETING

The dates of the next meetings are as follows:

Monday 11 December 2017

Monday 19 March 2018

The meeting, which began at 11.00 am, finished at 1.15 pm

CHAIRMAN.....

DATE.....

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Maidenhead Town Centre Blue Badge Parking

There are approximately 3,000 off-street parking spaces around Maidenhead town centre, 68 of these are blue badge spaces. There are also 26 on-street town centre blue badge parking spaces.

Traffic Advisory Leaflet 5/95, published in 1995, provides guidance on the number of disabled parking spaces to be provided. For off-street car parks whose primary purpose is shopping, recreation and leisure the minimum number of disabled parking spaces is:

- Car parks < 200 spaces: 3 bays or 6% of total capacity, whichever is greater; and
- Car parks > 200 spaces: 4 bays plus 4% of total capacity.

Using this guidance there should currently be 119 disabled parking bays in Maidenhead town centre car parks, almost double the actual provision.

Many of the on and off street blue badge parking locations will be impacted by the redevelopments around the town centre.

- Broadway and West St are the car parks with blue badge parking closest to the High Street shops and amenities. These have 16 blue badge parking bays between them.
 - Shopmobility also has 14 spaces for their members in Broadway car park. Peter Haley is in dialogue with RBWM and the developer about the relocation of Shopmobility during the redevelopment of Broadway.
 - West St also has 8 on-street blue badge parking spaces.
- St Ives Road has 4 on-street blue badge parking spaces which are used by visitors to Maidenhead Library and the Town Hall.
- Hines Meadow car park has 34 blue badge parking bays on floors 3 & 4.
- There are two on-street blue badge spaces in High St (close to The Bear)

Question : What temporary disabled parking provision will there be in Maidenhead town centre while the Broadway car park is being demolished and redeveloped ?

The Magnet Centre car park is not a suitable venue. It is too far away from the major amenities (Banks, Post Office, major shops). Pedestrian access to the town centre is via subway or footbridge over St Cloud Way. These are not navigable by many people with disabilities and subways can increase the sense of vulnerability / fear of crime.

Question : If St Ives Road is pedestrianised, where will the on-street blue badge spaces for the Library & Town Hall be relocated ?

Question : Where will the two on-street blue badge spaces in High St be relocated when the Colonnade is demolished and redeveloped for housing ?

Question : Will the partial demolition of Hines Meadow for housing development affect the number of blue badge spaces in Hines Meadow car park ?

Question : Will RBWM use the guidance in Traffic Advisory Leaflet 5/95 to determine the future number of off-street blue badge parking spaces that will be provided in Maidenhead town centre ?

The Access Advisory Forum expects there to be no decrease in the total number of town centre disabled parking spaces (on and off-street) during the town centre regeneration. The situation should be closely monitored by RBWM and the AAF proactively consulted about proposed changes due to town centre car parks being developed for housing.

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RBWM Planning and the Access Advisory Forum

Background

In December 2016 a member of the Access Advisory Forum began checking through the weekly planning lists created by RBWM planning and scrutinising planning applications that relate to educational establishments, commercial, retail, amenities and housing developments.

The purpose of the scrutiny is to ensure accessibility for people with disabilities has been properly considered and included in each of the planning applications. Questions, concerns or objections arising from this scrutiny are emailed to RBWM planning, specific councillors and the AAF Chair.

By the time of the June 2017 AAF meeting no acknowledgement or response had been received from RBWM planning. Consequently, on the advice of Cllr D Wilson, the individual planning officer for each scrutinised application was identified and named in the email sent to RBWM planning and others as above.

Since the June 2017 Access Advisory Forum meeting 203 planning applications have been reviewed in detail and 36 questions, concerns or objections raised.

There still has been no acknowledgement or response from RBWM planning.

Equalities – Protected Characteristics Statements.

This is a document on the RBWM website. The section on Disability states that “we will... give active and full consideration to issues of accessibility in all our Planning decisions.”

Moving Forward

- We wish to establish a dialogue and agreed ways of working with RBWM Planning to help the council fulfil the above pledge.
 - How can this be achieved ?
- We would like to develop positioning statements*, relating to accessibility, for Planning and others in the council to use in initial pre-planning enquiries and other discussions.
 - This would enable some initial advice to be given to potential developers and increase the likelihood of inclusive design and provision being built into plans rather than needing to request changes to settled designs at later consultation stages.
- We would like the councillors who are members of the AAF and on panels or committees which scrutinise and approve developments and planning applications to actively monitor the concerns, objections or questions about specific planning applications raised by the AAF.

*Positioning statements, relating to public rights of way and access improvements, were developed by the Local Access Forum in Sep / Oct 2017 and have been provided to RBWM planning.

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The Royal Borough of Windsor & Maidenhead

Equality Policy

Date:

V.1_Draft for consultation

Draft

“Building a borough for everyone – where residents and businesses grow, with opportunities for all”

Our vision is underpinned by six priorities:

Healthy, skilled and independent residents

Growing economy, affordable housing

Safe and vibrant communities

Attractive and well-connected borough

An excellent customer experience

Well-managed resources delivering value for money

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Frequently used acronyms

FTE	Full time equivalent
RBWM	Royal Borough of Windsor & Maidenhead

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Draft

1 INTRODUCTION

- 1.1 The Royal Borough of Windsor and Maidenhead is a diverse place with a vibrant cultural mix. Whilst this brings many benefits including different experiences, skills, cultures and approaches to life, it is important to acknowledge that this can mask inequalities in society.
- 1.2 The Royal Borough's vision is to build "a borough for everyone". By valuing diversity and ensuring equality, residents and visitors alike will benefit from strengthened local communities where all people have the opportunity to participate and to reach their full potential.
- 1.3 As a major employer and service-provider, the Royal Borough plays an essential role in improving life opportunities for people who are disadvantaged, vulnerable or have diverse characteristics. The Royal Borough is committed to promoting equality by knowing its community and understanding its changing needs. It will:
- Provide appropriate, accessible and effective services and facilities to all sections of the community without prejudice or bias.
 - Provide clear information about services in a variety of formats on request.
 - Identify appropriate representative groups of residents and strive to work in partnership through consultation and involve community representatives in decisions.
 - Through systematic reviews, ensure that policies and practices address any potential or actual discrimination and disadvantage, and monitor services to ensure they do not discriminate and identify where improvements can be made.
 - Achieve greater consistency in the council's approach to equality in the delivery of services.
 - Ensure that action is taken to identify groups within the community who have specific needs in relation to council services.
 - Ensure that equality considerations are addressed within service audits.
 - Monitor the provision of services against performance indicators.
 - Ensure that contractors, suppliers, volunteers and partners are aware of the council's position on equality and fulfil their obligations to provide services that are in line with that position.
 - Act promptly and appropriately in response to any complaints about the way services are delivered by ensuring that customer complaints are dealt with sensitively and fairly.
- 1.4 The Royal Borough believes that residents have responsibilities as well as rights, and in order to achieve "a borough for everyone" residents need to:
- Treat each other with dignity and respect.
 - Challenge discrimination and harassment.
 - Report illegal or anti-social behaviour.
 - Support the council and other organisations to address inequalities.

2 RESPONSIBILITIES UNDER THE LAW

- 2.1 The Equality Act 2010 (the Act) legally protects people from discrimination in the workplace and in wider society and sets out the different ways in which it is unlawful to treat someone. The Act brings together all previous equality legislation in England, Scotland and Wales, making the law easier to understand and strengthening protection in some situations. The following characteristics are protected characteristics under the Act: **age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.**
- 2.2 In April 2011, the Public Sector Equality Duty (the Equality Duty), created under the Act, came into force. The Equality Duty requires public authorities to demonstrate that they are considering the needs of all individuals, including employees, in the course of decision-making and the delivery of services. The three aims of the Equality Duty are to have due regard to the need to:
- Eliminate unlawful discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
 - Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;
 - Foster good relations between persons who share a protected characteristic and persons who do not share it.
- 2.3 To ensure transparency and assist in the performance of the Equality Duty, the Equality Act 2010 (Specific Duties) Regulations 2011 require public authorities to:
- Publish equality objectives, at least every four years (from 6 April 2012);
 - Publish information to demonstrate compliance with the Equality Duty on an annual basis (from 31 January 2012), and relating to the authority's role both as service-provider and employer (if it has more than 150 employees).
- 2.4 The Royal Borough meets its duties by:
- **Publishing equality objectives, at least every four years:** delivery of the council's vision and associated strategic priorities as set out in the Council Plan is supported by a suite of corporate plans, strategies and service plans containing objectives aligned to achievement of the vision. Consideration of how equality may be promoted is a key consideration when formulating objectives, and achievement of these objectives is published every four years.
 - **Publishing information to demonstrate compliance with the Equality Duty on an annual basis and relating to the authority's role as both service-provider and employer:** the council publishes an Annual Report at the end of each municipal year and this includes a statement outlining the council's progress against its existing equality objectives, supported by relevant performance and workforce diversity data.

3 EQUALITY IMPACT ASSESSMENTS

- 3.1. Equality Impact Assessments (EqIAs) are a useful tool to ensure that due regard is given to equal opportunities when making a decision. EqIAs should be carried out whenever a service, policy or function is planned, changed or removed and should cover the impact

on both the workforce (employment) and customers/public (service delivery). A good EqIA helps to:

- Assess any potential impacts, positive and negative, in a proportionate way and with relevance.
- Make decisions that are justified, evidenced and relevant, and identify any mitigating proposals.
- Prioritise expenditure in an efficient and fair way.
- Have a record showing that the potential impacts have been considered and that decisions are based on evidence.

3.1. EqIAs are public documents and are published on the Royal Borough website.

4 MONITORING

4.1. The council has a statutory obligation to provide information about provision and use of services. Formal arrangements will be introduced to monitor the provision of services against specified performance indicators (e.g. increased take up of service by previously excluded groups) which measure how the service is being used by black, Asian and minority ethnic (BAME) groups, different gender groups, people with disabilities, etc. The use and impact of services will be monitored to:

- Improve the opportunity for service take up.
- Identify gaps in services.
- Better target resources to meet needs.
- Feed equality data analysis into the departmental service planning process.
- Demonstrate continuous improvement

5 RESIDENTS' COMPLAINTS

5.1. If residents feel that the council is in breach of its commitment to equalities they can make a complaint using the council's complaints procedure.

6 EQUALITY IN EMPLOYMENT

6.1. The council is committed to ensuring equality of opportunity to all in employment so that there is no unfair discrimination against any job applicant or employee for any reason.

6.2. As a recruiting employer, the Royal Borough will:

- Ensure vacancies are advertised in line with legislation.
- Ensure that the best people are appointed to deliver services.
- Ensure the council's recruitment and selection guidelines are adhered to.
- Only consider applicants for jobs on the basis of their relevant experience, qualifications, skills and abilities unless a Genuine Occupational Qualification (GOQ) exists for particular posts. This is in instances where there is an exception under the relevant legislation where an employer can recruit, train, promote or

transfer a person of a particular gender or racial group if it can demonstrate that a particular gender or race amounts to a GOQ for the post in question under the Race Relation Act 1976 c74.

- Aim to create a workforce which is representative of the local population.

6.3. The Royal Borough will take all measures possible to make reasonable adjustments where appropriate in order to provide employment to applicants with disabilities who meet the minimum requirements for the post and prove to be the best candidate for the post.

6.4. As an employer, the Royal Borough will

- Ensure that all employees receive fair and equal treatment in relation to their employment, regardless of whether they are part time, full time, permanent or temporary and what level or occupation they are within the authority.
- Promote a working environment where every employee is treated with respect regardless of occupation or level within the organisation.
- Ensure that promotion, training or any other benefit is on the basis of aptitude and ability.
- Encourage and help all employees to reach their full potential, within the resources available.
- Treat all employees fairly in relation to transfers, redundancy and the operation of the grievance and disciplinary procedures.
- Ensure that the workplace is free from discrimination and harassment and will act promptly on any complaints of discrimination or harassment in an appropriate manner.
- Develop and adhere to an equal pay policy and publish details of the gender pay gap in line with relevant legislation.
- Wherever possible, make reasonable adjustments and retain, in suitable employment, employees who become disabled or unable to undertake their duties due to illness.
- Ensure that all employees are aware of their personal responsibility to follow and support this policy.

7 MONITORING

7.1. The council incorporates equal opportunities monitoring within its recruitment procedures.

8 EMPLOYEES' COMPLAINTS

8.1. Any employee who has a concern regarding the application of this policy should use the council's grievance procedure. Any prospective employee wishing to raise a complaint should do so using the council's complaints procedure.

Document Name	Equality Policy <i>Ref: EP_2017-01</i>		
Document Author	Strategy & Performance Team		
Document owner	Strategy & Performance Team		
Accessibility			
File location			
Destruction date	Destroyed on approval of new version following routine annual review.		
How this document was created	Version 1	Draft for consultation.	Nov 2017
	Version 2		
	Version 3		
Circulation restrictions			
Review date	Nov-18		

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