

# Public Document Pack

## NOTICE OF MEETING

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# PARISH CONFERENCE

will meet on

**TUESDAY, 14TH NOVEMBER, 2017**

**At 7.00 pm**

in the

**COUNCIL CHAMBER - TOWN HALL, MAIDENHEAD**

TO: MEMBERS OF THE PARISH CONFERENCE

COUNCILLORS CHRISTINE BATESON (CHAIRMAN)

Karen Shepherd - Democratic Services Manager - Issued: Date Not Specified

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Panel Administrator **Shilpa Manek on 01628 796310**

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## AGENDA

### PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<p><u>WELCOME AND INTRODUCTIONS (5 MINS)</u></p> <p>Chairman to welcome all to the meeting and conduct 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 FROM LAST CONFERENCE (5 MINS)</u></p> <p>To Agree the Minutes from the 13 June 2017 Conference.</p>	5 - 10
4.	<p><u>FEEDBACK FROM THE MANAGING DIRECTOR AND EXECUTIVE DIRECTOR ON RECENT VISITS TO MEET PARISHES (10 MINS)</u></p> <p>Andy Jeffs, Executive Director to provide a summary of the items raised by parishes and some proposed solutions.</p>	
5.	<p><u>REFRESH OF OUR PARISH CHARTER (40 MINS)</u></p> <p>A workshop session facilitated by the council's senior officers.</p>	11 - 14
6.	<p><u>ELECTORAL REVIEW (15 MINS)</u></p> <p>The Conference to receive an update from Susanne Martin, Electoral Services Manager and Michael Llewelyn, Policy Officer, to explain the RBWM process, the revised Ward proposals and explain where we are in the process.</p>	
7.	<p><u>REVIEW OF THE REFRESHED RBWM WEBSITE (5 MINS)</u></p> <p>The Conference to be updated on the relaunched website by Louisa Dean, Head of Communications.</p>	
8.	<p><u>BOROUGH LOCAL PLAN &amp; NEIGHBOURHOOD PLANS UPDATE (20 MINS)</u></p> <p>The Conference to receive an update on our process and the timeline going forward from Jenifer Jackson, Head of Planning.</p>	
9.	<p><u>ACTIONS FROM THE LAST MEETING (5 MINS)</u></p> <p>To address any actions from the last Conference.</p>	15 - 16
10.	<p><u>THE LOCAL GOVERNMENT ASSOCIATION REVIEW (15 MINS)</u></p> <p>The Conference to receive an update from the Managing Director, Alison</p>	

Alexander on what the review identified and the way forward.

11.

DATE OF NEXT CONFERENCE

To be confirmed.



# Agenda Item 3

## PARISH CONFERENCE

TUESDAY, 13 JUNE 2017

PRESENT: Councillors Christine Bateson (Chairman)

Also in attendance: Jo Stickland (Datchet), David Barfit (Hurley), Katy Jones (Datchet), Jane Clemance (Wraysbury), Peter (Wraysbury), Mandy Brar (Cookham), Ruth Davies (Sunningdale), Anne-Catherine Buxton (Sunningdale), Martin Coker (Cookham), Neil Cole (Horton), Linda O Flynn (Datchet), Chris Graham (Bray), Susan Cook (Bray), Amanda Robson Brown (Bisham), Jane Dawson (Old Windsor), Anne Horner (Old Windsor) and David Lee (Maidenhead Advertiser).

Officers: Alison Alexander, Harjit Hunjan, Andy Jeffs, Shilpa Manek and David Scott

### WELCOME AND INTRODUCTIONS (5 MINS)

The Chairman welcomed all to the meeting and introductions were carried out around the room.

### APOLOGIES FOR ABSENCE (5 MINS)

Apologies for absence were received from Bob Austen, Benta Hickley, Barbara Story, Des Warren, Diana, Freda Bovington, Ken Elvin, Maggi bevan, Mandy Robson Brown and Mary Cooper.

### MINUTES FROM LAST CONFERENCE (5 MINS)

The Minutes of the last meeting on 22 February 2017 were **Unanimously Agreed**.

### PURPOSE OF THE PARISH CONFERENCE (15 MINS)

David Scott, Head of Communities and Highways, advised the Conference operated to reflect the following key points:

- Alternate between Maidenhead and Windsor venues at 7pm, three meetings per year;
- Meetings no longer than two hours, maximum 20 mins per item, items should have a cross parish relevance not single parish;
- DALC to submit items on behalf of Parish Councils, and the Conference Chairman to meet DALC in advance of the meeting to discuss suggested agenda items;
- Parish and Town Councils to share their experiences and successes in relation to projects;
- Information items to be provided in writing for operational questions.

These were largely based upon the feedback from the Conference following a consultation undertaken in 2008.

Members of the Parish Conference raised the following points:

- The main reason for the Parish Conference was to build on relationships and share experiences between Parish Councils and the Royal Borough Council. This was supported and agreed.
- A request that as well as the Agenda, that all papers be sent before the meeting allowing Parish Councils to review items, think of questions and

- encourage parish members to attend. The Parish Councils would like more details included in the Agenda Pack.
- Better ways of working were also discussed and using more evolving ways of communication.

The Chairman informed Conference Members that she would be visiting the Parish Councils with the Managing Director, Alison Alexander, during two weeks of September (weeks beginning 19 and 26 September). All Parish Councils would be contacted to arrange the meetings very shortly. The meetings would be an opportunity to discuss local priorities and identify shared needs.

#### COMMUNICATION UPDATE (20 MINS)

David Scott, Head of Communities and Highways, informed the Conference of the revised structure for RBWM implemented with effect from April 2017. David Scott went through the Directors, Heads of Service, Service Managers, which made up the Senior Leader Team who are supported by Service Leaders. Up to date charts of these details were circulated, but the importance of referring to the RBWM Website for current versions, as they were always published to the website. The Parish Council Hotline and email access were discussed. The Conference was encouraged to look at the website for most up to date function charts and organisational structures as these are not routinely re-sent.

Members of the Conference highlighted their concerns and specific examples that they had recently had. The Conference asked for more specific numbers for the planning team. The Conference was encouraged to use the Customer Service Centre for all communication. This would allow enquires to be tracked and followed up.

Alison Alexander informed the Conference that the Customer Service Centre was currently being monitored very closely to enable improvement to be made. Additional resources had been taken on to respond to feedback about the slow or none answering of incoming calls.

Member's from the Conference explained that there were still issues with lack of communication and follow up response once the initial acknowledgement email had been received. However, there were some good stories too of matters being resolved very quickly. Specific examples of none response should be raised with either Heads of Service or Executive Directors to help RBWM improve areas of poor response. The Executive Director and the Managing Director both gave their personal commitment to action and address cases where responses had not been forthcoming. Their emails were confirmed as: [Alison.Alexander@RBWM.gov.uk](mailto:Alison.Alexander@RBWM.gov.uk) and [Andy.Jeffs@RBWM.gov.uk](mailto:Andy.Jeffs@RBWM.gov.uk)

#### DEVOLUTION OF SERVICES - EXPERIENCES (20 MINS)

A number of points were discussed during this item. The key points are listed below:

- The Conference Members felt that the position had changed on the Devolution of Services. Many Parish Councils had been interested in taking over the planning work; however this had not been pursued. It was noted that in Bray PC when the process was explained by RBWM, and the implication fully understood, a different conclusion was reached.
- The Highways Verge Maintenance devolution was an area where it was considered devolution had worked well.

- The Chairman reassured the Conference that if devolution of services was wanted then the Council was happy to take it forward.
- A number of Parish Councils confirmed that they were still interested in being involved in the Devolution of Planning, but had not been contacted by RBWM. This message would be relayed to the Head of Planning.

Alison Alexander suggested that Parish Councils send through any specific questions they have and would like to discuss, once the visit meetings had been booked and those could be addressed when Councillor Bateson and Alison Alexander visited them.

#### LOCAL POLICE AND COMMUNITIES (10 MINS)

Inspector Louise Warbrick was unable to attend the Parish Conference due to operational demands. This item was deferred to a future meeting.

#### PARISH VISITS (5 MINS)

The Chairman confirmed the earlier reference to Conference Members that she would be visiting the Parish Councils with the Managing Director, Alison Alexander, during two weeks of September (weeks beginning 19 and 26 September). All Parish Councils would be contacted to arrange the meetings very shortly. The meetings would be an opportunity to discuss local priorities and identify shared needs.

#### FOR INFORMATION ITEMS ONLY

##### A) Bus Services

David Scott, Head of Communities and Highways, informed the Conference that a tender exercise had been carried out, and the successful contractors had now been told, and the formal announcement would be made later this week. The outcome of the additional resources RBWM had approved was that all services would be maintained as they were.

It was noted that in times of flood, the service providers would change to smaller vehicles where possible to maintain the services wherever this was possible.

Cookham Parish Council asked specifically whether the smaller buses were fitted with a snorkel and could go through the water and whether bus passes could be used on the trains as had been raised previously with the train operators but not confirmed. David Scott would check and respond back to Cookham Parish Council.

**ACTION: David Scott to check with Ben Smith and respond to Cookham Parish Council.**

Waltham St Lawrence Parish Council asked about extending the bus route that goes through their area to enable residents wishing to travel west, to travel to Twyford (in neighbouring Wokingham Borough) but which was significantly closer than coming back to Maidenhead. The Chairman asked if this question had been raised with local Ward Members, and advised that the Parish Council speak to their Ward Councillors.

David Scott advised the Conference that any issues previously raised with Lynne Penn in connection with Access matters, should be now sent to Ben Smith as Lynne Penn's role had changed.

#### B) Business Rates and Parish Councils

Andy Jeffs, Interim Executive Director and Head of Revenues and Benefits, took the Conference through a short presentation on the revised arrangements for Business Rates following the revaluation process announced and published earlier this year.

The following questions were asked by the Conference:

- What happens to the funds received from Business Rates? Andy Jeffs explained that 49% of business rates were kept by the Council, this was used towards the costs of running services for residents. By 2020, the full amount would be kept by the Council.
- What if there are businesses in the area that are struggling, what is the process. Andy Jeffs explained that the RBWM website has forms that can be completed to apply for relief, alternatively, the business could write to the borough.

**ACTION: Provide email address for business rates in minutes.**

- Since the website has been revamped, nothing is easy to find. Could Parish Councils be provided with a list of the most popular email addresses.

**ACTION: To provide Parish Council with most popular generic email addresses. Add emails addresses here as a list**

Andy Jeffs informed the Conference that all forms were being updated and were going to be more user friendly and compatible with all systems.

#### C) River Thames, Environment Agency and Canal and River Trust responsibilities.

David Scott, Head of Communities and Highways, informed the Conference that the RBWM Local Flood Risk Management Strategy was on the RBWM website and had a very useful summary on page 21, section 3 which sets out the roles and responsibilities of various agencies. The link to this is would be included with the minutes. [Local Flood Risk Management Strategy | The Royal Borough of Windsor and Maidenhead](#)

**ACTION: To include the summary from the RBWM Risk Strategy with minutes.**

David Scott informed the Conference that Thames Water had been invited to the next meeting and the Conference would be able to explore fully their role at the next meeting. There was no change in our borough in the roles of the Environment Agency and the Canal and River Trust responsibilities. The borough's role for ditches and water courses was available on the borough website.

#### D) Superfast Berkshire – Broadband Update

Points covered by David Scott included the below:



- This has been a pan-Berkshire project with the Lead on this project by West Berkshire.
- The project started in 2011, there had been a significant development.
- Phase 1 had started in January 2013, Phase 2 was between 2015 till autumn/winter 2017 and the award for Phase 3 works was just completing the contract award process, but had not been published yet. The third phase would award works in two lots and both contractors would be formally told at the end of June, and public press announcements would follow also.
- In Phase 1, by January 2013, in RBWM 87.8% properties had superfast broadband, by September 2015, 92.6% had superfast broadband and at the end of phase 2, this would have increased to 93.7% of RBWM properties would have access to superfast broadband. Since this percentage was lower than the county's average, RBWM (and Wokingham also at the lower end of the Berkshire spectrum) would benefit the most from the Phase 3 contract awards. It is expected that at the end of this next phase, the borough would have 98.9% of properties with access to superfast broadband.
- David Scott had been asked by one of the three broadband companies (Call Flow) to garner support as there had been a very low uptake of the service now on offer. Many Conference members highlighted that they had never heard of the company. It seemed as there had been no publicising so residents were not aware of the company. It was agreed that Parish Councils would be happy to support where local take up levels were low and they could help cascade the messages on what is now available. Call Flow will be given PC Clerks details.

#### E) Borough Local Plan Update

Alison Alexander, Managing Director, took the Conference through a short presentation. The following comments were raised:

- The Borough Local Plan Regulation 19 was going to be discussed at Full Council on Monday 19 June 2017. The papers for the Council meeting were published on the RBWM website.
- Regulation 18 had received a little over 7000 comments, which were available on the RBWM website along with responses. The Conference requested a link to the comments. The link for the comments. This will take the viewer directly to the consultation website used for Regulation 18: <http://consult.rbwm.gov.uk/portal/blp/blp/blp>

**ACTION: Send link for Regulation 18 comments to all Parish Councils with minutes.**

- Parish Councils requested copies of the Borough Local Plan when published.

**ACTION: The Managing Director agreed to provide five copies of the Borough Local Plan to each Parish Council when published (Harjit Hunjan).**

- A question was asked about affordable housing and whether they would be continued to be built. Alison Alexander responded that the borough was committed and will continue to work with Radian and Housing Solutions, to ensure social housing would continue to be built.
- Cox Green Parish Council asked what if Regulation 19 was not approved at Council, and why Regulation 18 was a six week consultation over Christmas and Regulation 19 was an eight week consultation. Also why was the Infrastructure Delivery Plan (IDP) not published with Regulation 18. Alison Alexander informed

the Conference that the vote for Regulation 19 was on Monday 19 June and if it was not approved then it would be revised to get approval. Regulation 18 was a six week consultation over Christmas and Regulation 19 would be an eight week consultation over summer. Finally, the IDP is not due to be published until Regulation 19 stage, so RBWM are therefore following the guidelines correctly. The nature of the IDP means it was not possible to publish at the Regulation 19 stage and this had now been published.

- Cox Green Parish Council requested the link of the justifications of what was kept in and taken out after the Regulation 18 consultations.
- Datchet Parish Council asked why the Infrastructure Delivery Plan and the Travellers Plan were not considered together, when they should be treated equally. Alison Alexander informed the Conference that it was a requirement by law that they were produced as separate documents and RBWM was following normal published procedures.
- All comments would be welcome in the Regulation 19 consultation. The comments could be as simple but should include all information that was relevant. The comments received at Regulation 19 stage are then bundled together with the Draft Plan and provided to the Secretary of State for allocation to the Planning Inspector.

#### ITEMS FOR FUTURE MEETINGS

The Chairman advised Conference Members to inform Sandra Baker (DALC) OR Shilpa Manek of any items for future Agenda's.

Sunninghill and Ascot Parish Council requested information on the First Stop Shop. As far as they know, they are no longer a First Stop Shop as indicated in the Borough Year Book.

#### DATE OF NEXT CONFERENCE

The next Parish Conference will be on Monday 9<sup>th</sup> October 2017 at 7.30pm in the Council Chamber, Town Hall, Maidenhead.

The meeting, which began at 7.10 pm, finished at 9.25 pm

CHAIRMAN.....

DATE.....

## PARISH CHARTER

### 1. INTRODUCTION

- (i) This Charter has been agreed between the Royal Borough of Windsor and Maidenhead (the Royal Borough) and \_\_\_\_\_ Parish Council (the Parish) as a guide to the process of consultation and liaison between the two authorities.
- (ii) The Royal Borough has recognised the need for effective consultation in its Community Consultation Strategy 2007-2010 adopted on 13 December 2007 which clearly states that consultation will be a ‘first thought’.
- (iii) This Charter is intended to provide the basis for effective consultation and liaison, to assist the Royal Borough and the Parish to maintain good working relationships and to develop an effective partnership to the benefit of all residents. It is intended to assist the Parish in helping to ensure the effective delivery of Royal Borough services in the Parish through monitoring of service delivery.
- (iv) All levels of government are dedicated to the wellbeing of the population, although each has different powers, duties and responsibilities. The duty of Parish or Town Councils is to their parishioners, not only in the services which they provide, but also in ensuring that local views are taken into account by the Royal Borough. At times this will support the activities of the Royal Borough and at other times, it may oppose them.
- (v) The status of this Charter is that of a good practice guide, which sets out the wishes of the parties to foster good working relationships. **It is not a legally binding agreement which can be enforced by one party against the other.**

### 2. CONSULTATION PRINCIPLES

- (i) Borough Councillors have an important role in representing their local area and in the consultation and liaison process with Parish Councils. It is therefore important for Borough Councillors to be well briefed about what is happening in their local area, and also for Borough Officers to be given the opportunity to brief Parishes on specific projects, legislation and initiatives. .
- (ii) As part of the development of local relationships the Parish will:
  - (a) invite Royal Borough Councillors for the Parish area to attend Parish Council meetings, together with relevant Officers when necessary and appropriate.
  - (b) provide the Borough Councillors with meeting agenda, minutes, relevant reports and correspondence with the authority.
  - (c) allow Borough Councillors, at the Parish’s discretion, to speak at the meetings.
- (iii) The Royal Borough will:
  - (a) encourage its Members for the Parish area to attend Parish Council meetings.
  - (b) provide those Members with correspondence with the Parish on any significant matter.

- (c) make available agenda for meetings of the Royal Borough on its Web Site for access from the Parish.
  - (d) organise a conference, currently held three times a year, at which Members and officers of the Royal Borough will meet with representatives from all Parishes to discuss matters of a generic and common interest.
- (iv) The [Parish.Liaison@rbwm.gov.uk](mailto:Parish.Liaison@rbwm.gov.uk) e-mail address has been established for all parish and town councils for use as an initial contact point by parish and town councils when seeking information from the Borough Council or in response to any queries. This e-mail is monitored and tracked by the Council's Democratic Services Team.
- (v) The Borough will consult with the Parish on **significant** matters affecting the Parish area, in accordance with the principles set out in the Consultation Strategy and this Charter.
- (vi) The Borough will brief the Parish on a specific matter of local significance and provide appropriate briefing material.
- (vii) Requests for consultation from the Parish on other matters will be treated **sympathetically**, with the presumption that the request will be agreed.
- (viii) Reasonable consideration will be given to requests from the Parish for enhancements in a specific service provision in the area. In line with adopted Council policy, such enhancements would be on a partnership basis between the Parish, the Royal Borough and any relevant contractor, with appropriate **funding provision being secured by the authority requesting the service enhancement**.
- (ix) Equally the Royal Borough is keen to make wider use of its facilities and buildings across the Borough and consideration will be given to proposals from Parishes to avail themselves of appropriate opportunities.
- (x) Consultation will be carried out as soon as practicable to allow the Parish time to respond before decisions are taken. In this regard it is recognised that:
- (a) the Parish Council will usually meet about once a month.
  - (b) the Borough is delivering services on a day to day basis and much of this decision making is delegated to officers who have a duty to act fairly and swiftly within the policy framework laid down by the Council.
  - (c) **the Parish must have in place arrangements for a rapid response where necessary, particularly as few issues fit neatly into pre-arranged meeting timetables.**
  - (d) many of the services operated by the Borough are provided on a Borough wide basis therefore **individual consultation with the Parish may not always be appropriate**. The Royal Borough's objective is to ensure the Parish is kept fully informed of all developments affecting services within the Parish.
  - (e) the views of the Parish will be made known to Royal Borough Members and officers, where a decision has been delegated, before a decision is taken on the issue in question.

- (f) the Parish Council recognises that, in a limited number of circumstances the existence of an emergency or a shortage of resources (on the Borough's part), **full compliance with the principles set out above may be unachievable.**

**A list of strategic and operational consultation items is set out in the schedule attached as an appendix to this Charter**

(xi) **Consultation on strategic issues** relates to those issues which normally result in policies and strategies that will direct the Royal Borough over a number of years. Consultations will take place at various stages in the development process when input from the Parish may be appropriate to affect the outcome. It is recognised that Parish Councils rarely have expert resources and the Royal Borough will provide briefing where appropriate.

(xii) **Consultation on operational issues** relates to day to day matters and will normally be either by contact with the Royal Borough members or by a copy of an agenda or report, e-mail, letter, fax, or telephone (to be confirmed in writing via e-mail) or a combination of these methods and, where appropriate, the use of new IT based communication methods.

(xiii) **Service User Forums** In addition to the provisions outlined in this Charter, the Council has introduced a system of consultation by means of Service User Forums across all areas of the Council which ensure that the views of residents, users of the services and key interest groups are put at the heart of the Council business and given more consideration in the development of future policies and strategies. When new Forums are created, or where existing ones are considering items of strategic importance to a Parish, then consideration will be given to ensuring appropriate representation at a Forum meeting.

### **3. PROCEDURES AND TIMESCALES FOR CONSULTATION**

(i) Under the Local Government Act 2000 the Council is required to publish a 'Forward Plan' of key decisions to be taken. This list will be published on a monthly basis and will outline decisions to be taken four months ahead. The Plan will include details of the responsible Member and officer to whom representations can be made. Parishes are sent via e-mail a copy of the latest version of the Forward Plan on a monthly basis.

(ii) The presumption is that the Parish will be consulted about **important matters** specifically affecting the Parish at the earliest opportunity and preferably before a solution is proposed. The Royal Borough will aim to seek **mutually acceptable solutions** or an agreed approach **but it is recognised that on occasions this may not be possible.**

(iii) Timescales for formal consultation will vary to reflect the nature of the issues involved and the Council's service delivery requirements. Nonetheless, on significant matters, the Council will:

- (a) aim to provide a period of six weeks whenever possible (**although it is recognised that this may be difficult to achieve for consultation on**

**organisational issues)** or will agree a different timescale within which the Parish can consult within its area and respond.

- (b) provide sufficient information to enable the Parish to identify the nature and location of the matter on which consultation is taking place, the general policies affecting the issue, the decision maker (Cabinet, Council, Panel, Member or Officer), the deadline for response and when the decision will be taken.
- (c) ensure the views of the Parish, when submitted in writing, are communicated to the decision maker before the decision is taken.
- (d) identify to the Parish a named officer of the Council who is dealing with the issue and with whom contact can be made by telephone, fax or e mail.

#### **4. SERVICE MONITORING**

- (i) It is recognised that the Parish is well placed to monitor the services provided by the Royal Borough in its area and Parish representatives can report deficiencies and incidents at an early date.
- (ii) It is agreed that, to allow effective service monitoring, there must be:
  - (a) service specifications against which monitoring can take place.
  - (b) procedures for reporting service failures or any developing service delivery problems.
  - (c) statements on actions to be taken by the Royal Borough upon matters being reported to it under any agreed arrangements.
  - (d) escalation procedures which can be activated by the Parish should expectations not be met.
- (iii) The Royal Borough will agree service monitoring arrangements as appropriate with the Parish, as and when service specifications and standards are approved and implemented. These will be added to the attached Schedule as and when agreed.
- (iv) The operation and effectiveness of this Charter will be monitored by both parties and reviewed on an annual basis.
- (v) The Royal Borough nominates the Interim Head of Democratic Services as the senior manager with responsibility for resolving issues arising from any difficulties on consultation and liaison arrangements set out in the Charter. The Parish will notify him promptly any matters arising from the monitoring of the operation of the Charter.

This good practice guide is signed by the Leader of the Council of the Royal Borough of Windsor and Maidenhead and by the Chairman of \_\_\_\_\_ Parish Council.

Leader of the Council \_\_\_\_\_ Date \_\_\_\_\_

Chairman of the Parish Council \_\_\_\_\_ Date \_\_\_\_\_

**ACTIONS FROM THE LAST CONFERENCE**

Action 1	Were the smaller buses fitted with a snorkel and could they go through the water. Could bus passes be used on the trains	David Scott/Ben Smith	Ongoing
Action 2	Provide email address for business rates in minutes.	Andy Jeffs	Complete <a href="mailto:business.rates@rbwm.gov.uk">business.rates@rbwm.gov.uk</a>
Action 3	To provide Parish Council with most popular generic email addresses.	David Scott	Complete
Action 4	To include the summary from the RBWM Risk Strategy with minutes.	David Scott	Complete <a href="#">Local Flood Risk Management Strategy   The Royal Borough of Windsor and Maidenhead</a>
Action 5	Send link for Regulation 18 comments to all Parish Councils with minutes.	David Scott/Jenifer Jackson	Complete <a href="http://consult.rbwm.gov.uk/portal/blp/pojan2014/blppo?tab=list">http://consult.rbwm.gov.uk/portal/blp/pojan2014/blppo?tab=list</a>
Action 6	To provide five copies of the Borough Local Plan to each Parish Council when published	Harjit Hunjan	Complete

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