

Public Document Pack

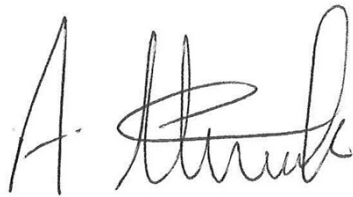
Democratic Services Manager: Karen Shepherd

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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 - Guildhall, Windsor on Tuesday, 25 July 2017 at 7.30 pm** for the purpose of transacting the business specified in the Agenda set out hereunder.

Dated this Monday, 17 July 2017



Managing Director

Rev Quick will say prayers for the meeting.

A G E N D A

PART I

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence

2. COUNCIL MINUTES

To consider the Part I minutes of the meetings of the Council held on 19 and 27 June 2017. (Pages 7 - 40)

3. DECLARATIONS OF INTEREST

To receive any declarations of interest. (Pages 41 - 42)

4. MAYOR'S COMMUNICATIONS

To receive such communications as the Mayor may desire to place before the Council. (Pages 43 - 44)

5. PUBLIC QUESTIONS

a) Tom Denniford of Bisham & Cookham Ward will ask the Lead Member for Planning the following question:

The Council has recently been successful in taking enforcement action in respect of a chicken farm off Lighlands Lane, Cookham. Yet, as the councillor knows, for more than three years residents in the vicinity of a similar operation in Winter Hill Road have had to endure rats, odours and flies and general damage to their amenities.

What, in planning terms, is the difference between these two sites?

b) Andrew Hill of Boyn Hill ward will ask the Principal Member for Public Health and Communications the following question:

In the alleged public consultation on partly disposing of Braywick Park, RBWM insisted on physical attendance at the town hall to see the documents, and refused to place those documents onto the consultation website. Whilst lawyers claimed no mandatory requirement to do so, e.g. under 20(6) Equality Act 2010, why would RBWM make it so difficult for residents to engage?

c) Andrew Hill of Boyn Hill ward will ask the Leader of the Council the following question:

On June 29th Councillor Dudley announced on twitter that the Monitoring Officer had determined "no breach" of the Code of Conduct by Councillor Saunders. However I could find no official determination published on RBWM's CoC webpage - so I don't know what he was cleared of. Who told you there had been a determination of "no breach" and when?

(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. COUNCIL PLAN 2017-2021 & PERFORMANCE MANAGEMENT FRAMEWORK 2017/18

To consider the above report. (Pages 45 - 52)

8. CONSTITUTIONAL CHANGES

To consider the above report. (Pages 53 - 68)

9. MEMBERS' ALLOWANCES SCHEME - PROPOSED AMENDMENTS

To consider the above report. (Pages 69 - 78)

10. YORK HOUSE REFURBISHMENT

To consider the above report. (Pages 79 - 90)

11. MEMBERS' QUESTIONS

a) Question submitted by Councillor Jones to Councillor D. Wilson, Lead Member for Planning:

What assurances can be given in regards of the ability of our borough wide infrastructure (not 'on-site' infrastructure) to cope with development specified in the Borough Local Plan for the future?

b) Question submitted by Councillor Jones to Councillor Carroll, Principal Member for Public Health and Communications:

Apart from expediency, can you explain the reasons behind the decision to amend an employee media policy rather than publish a policy that was Member specific and able to address the differing communication needs?

c) Question submitted by Councillor Stretton to Councillor Carroll, Principal Member for Public Health and Communications:

Given that our website describes Consultation as key to "ensuring decisions are taken in an open, honest and accountable way", can you explain why the wording of the Braywick Park Land Disposal Consultation was so ambiguous and so poorly advertised, not even appearing on the Consultation page of our website or circulated to the Users of Braywick Park?

(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

None received

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 items 14-15 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"

PRIVATE MEETING

14. MINUTES

To consider the Part II minutes of the meeting of the Council held on 19 June 2017. (Pages 91 - 92)

(Not for publication by virtue of paragraphs 1,2,3,4 and 5 of Part 1 of Schedule 12A of the Local Government Act 1972)

15. YORK HOUSE REFURBISHMENT (APPENDIX)

To consider the appendix to the earlier Part I report. (Pages 93 - 94)

(Not for publication by virtue of paragraph 3 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.)

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**AT A MEETING OF THE BOROUGH COUNCIL held in the Desborough Suite -
Town Hall on Monday, 19th June, 2017**

PRESENT: Councillors The Mayor (Councillor John Lenton), The Deputy Mayor (Councillor Eileen Quick)

Councillors Christine Bateson, Malcolm Beer, Hashim Bhatti, Phillip Bicknell, John Bowden, Paul Brimacombe, Clive Bullock, Stuart Carroll, David Coppinger, Wisdom Da Costa, Simon Dudley, David Evans, Dr Lilly Evans, Jesse Grey, David Hilton, Charles Hollingsworth, Maureen Hunt, Richard Kellaway, Philip Love, Paul Lion, Sayonara Luxton, Asghar Majeed, Ross McWilliams, Marion Mills, Gary Muir, Nicola Pryer, Jack Rankin, Samantha Rayner, Colin Rayner, Wesley Richards, MJ Saunders, Derek Sharp, Julian Sharpe, Shamsul Shelim, Adam Smith, John Story, Claire Stretton, Lisa Targowska, Leo Walters, Simon Werner, Derek Wilson, Ed Wilson and Lynda Yong.

Officers: Andy Jeffs, Mary Kilner, Russell O'Keefe, Alison Alexander, Karen Shepherd, Jenifer Jackson, Kevin McDaniel, Helen Murch and Robert Paddison

141. ONE MINUTE SILENCE

A one minute silence was held in remembrance of the victims of the Grenfell Tower disaster.

142. APOLOGIES FOR ABSENCE

Apologies for Absence were received from Councillors N. Airey, M. Airey, Alexander, Burbage, Clark, Cox, Diment, Gilmore, Hill, Ilyas, Jones and Sharma.

143. DECLARATIONS OF INTEREST

The Monitoring Officer made the following statement:

As the Monitoring Officer and having invited as well as consulted with individual Members in the matter of any disclosable personal interests that would affect their decision making this evening, I have determined in accordance with the provisions of Section 33 (2) of the Localism Act 2011 to grant a dispensation to all those members who would otherwise have a personal interest by virtue of simply residing in the Borough, being therefore no different than any other member of the public living in the borough. This dispensation will not apply to the following Members who have disclosed a pecuniary and potentially prejudicial interest. The Members concerned are Councillor Colin Rayner and Councillor Samantha Rayner.

The next matter I need to address is the question of pre-determination on the part of any of the Members. Having reviewed the provisions of Section 25 (2) of the Localism Act and case law, and in particular, having considered the comments and views that have either been expressed or alleged to have been expressed by individual Members, I have concluded that there has been no pre-determination on the part of the Members here tonight. I believe that there has been a legitimate pre-disposition as opposed to a pre-determination. I have sought reassurances from those Members where they have expressed their views and they have reassured me that they have

retained an open mind when coming to the meeting this evening to listen to the debate and views of fellow Members before making their decision on the approval of the Borough Local Plan. It is important that all members (representing their residents) are able to ask questions and debate the Borough Local Plan at the meeting this evening. It is very much in the public interest that the Members are able to fully engage with their residents and tonight transmit those views and raise any questions before they make their final determination on the Borough Local Plan.

The Leader of the Council, Councillor Dudley, announced that at a private meeting earlier that evening, the Conservative Group had discussed a report proposing an increase in the budget for the expansion of Lowbrook School. He had not taken part in the debate or vote on the matter. The proposal had not been agreed by the Group, however it had been decided that in the interests of transparency a report would be presented to the meeting of Full Council scheduled for 27 June 2017. The debate would end with a free vote on the matter for all members of the Conservative group, including the members of Cabinet.

Councillor Dudley also stated that the debate on the Borough Local Plan would end with a free vote for all members of the Conservative group, including the members of Cabinet.

The Mayor confirmed that there was no scope for discussion of the Lowbrook item at this meeting. Councillor Brimacombe commented that he felt it would have been appropriate to enable Ward Councillors to respond to the statement in relation to Lowbrook.

Councillor Colin Rayner explained that his interest and that of his wife Councillor Samantha Rayner, as referred to by the Monitoring Officer, related to his family's land holdings and land trusts in the borough.

144. BOROUGH LOCAL PLAN

Councillor Colin Rayner, having declared an interest, made representations to the meeting before the debate began. He had been elected as a Parish Councillor in 2003 and the Borough Local Plan (BLP) had been discussed at Horton Parish Council for nearly 10 years. His first meeting upon being elected a Borough Councillor in 2005 had related to the BLP. In December 2012 officers visited Horton Parish Council and gave options for the village. This was debated by the parish council and feedback given to the Borough. Some of the recommendations were accepted, some were not. He had advised his local residents of the consultation via the parish council website, Wraysbury News and in emails. The consultation had also been advertised in Around the Royal Borough and in local newspapers. A thorough process had been undertaken to reach this point. Councillor Rayner explained that he had three children who would one day like to buy a house in the borough; therefore there was a need to build somewhere in the borough. Even if sites were approved in the BLP, each application would still have to go through the planning process. Councillor Rayner stated that he had never been bullied by any other councillor. He took pride in representing Horton and Wraysbury and would not be bullied into making a decision that was harmful to his community.

Councillor Samantha Rayner, having declared an interest, made representations to the meeting before the debate began. She highlighted that the BLP allowed the

council to control its own destiny. There was a desperate need for housing for the young and people who wanted to work locally. The BLP was a unique chance to define what was meant by affordable housing. As Lead Member she would ensure that Regulation 19 would be put into all libraries. She had also asked the Managing Director and Councillor Bateson to visit all the parish councils to talk about Regulation 19. The CSC would be able to take comments by phone. Every time the council received a written response from the public it would write back to explain the process.

Councillor D. Wilson proposed an amendment to recommendation ii, to correct a typographical error:

- ii) Delegate authority to the Executive Director, Place in consultation with the Lead Member for Planning *to make* final editorial and formatting amendments to the Borough Local Plan and supporting documents that (taken together) do not materially affect the policies set out in the borough Local Plan.

Councillor D. Wilson explained that the council could make a real difference to the future needs of the residents in developing a Borough for everyone to provide housing, employment and leisure facilities for everyone to enjoy. This BLP started work following the rejection of the previous submission in 2007 on the grounds of not reviewing the Green Belt boundaries and where sustainable growth could take place throughout the borough and, in particular, Maidenhead with the advent of the Crossrail project. Over the last ten years the council had been preparing and providing the evidence to back-up the plan moving forwards to the Regulation 19 process. The plan started in 2013 and ran through until 2033 where the council could take into account buildings that had already received planning consent, but had yet to be built as the Objectively Assessed Housing Need was to provide 712 dwellings per annum, equating to 14,240 dwellings over the plan period.

In 2015, the council carried out a call for sites to ask landowners and developers to come forward with sites that could meet that housing growth. Each site was assessed and those considered appropriate in planning terms were consulted upon during the Regulation 18 process, from 2 December 2016 through to 13 January 2017. There was no minimum period of consultation, but it ran for 6 weeks as it was over the Christmas period.

The council would be able to meet the Government target in full, 100%, within the boundaries of RBWM. Therefore, the proposal was to use Brownfield sites, previously developed sites within the Green Belt, and to look at existing boundaries on the Edge of Settlements to provide this housing growth. Amending the boundaries in this manner would mean that only 1.5% was taken out of the Green Belt. Therefore retaining and protecting 81.5% of the existing Green Belt until the end of the plan period of 2033. Currently, young adults could not get onto the housing market as they would need 12.5 times their annual salary to even afford a home of their own in the borough. This could not be right, so the council needed to build houses and apartments with a range of tenure schemes to allow this to change.

He knew that this may be unpopular with some residents, but it was happening in every borough up and down the country as the population increased. The council must do something to address the lack of provision over many years previously. If the council did nothing, as some would suggest, the Department of Communities and

Local Government (DCLG) and the Planning Inspectorate would step in to take over the planning service and would write their own plan without consultation. The council could not continue to discuss the plan, it was needed to move forward on to the next stage and could not go backwards. The plan had been checked by counsel to ensure it could proceed to the next stage. The plan was robust to deliver the housing and employment growth for the borough, provide new schools for young people, to enable young adults to take the step of getting onto the housing ladder locally and to facilitate with the Clinical Commissioning Groups to provide the necessary healthcare provision to meet the demand. Regeneration proposals in Ascot and Maidenhead were in place to create vibrant communities and a New Leisure facility at Braywick. Infrastructure would happen as new developments were proposed and received planning consent. The Infrastructure Delivery Plan was a constant evolving document as individual sites were master-planned for development they would provide the necessary Infrastructure as part of their development proposal.

This BLP was to provide the platform for 'Building a Borough for Everyone' and Councillor D Wilson asked Councillors to agree to the process to move forward to the consultation on the technical and legal soundness of the plan, which would run from 30 June through to 25 August 2017 with submission to the Secretary of State in October 2017. He thanked all Members who had been part of the process in developing the plan going forwards and to the officers within the Planning Policy Unit working long hours in gathering evidence and preparing for the Regulation 19 document. He proposed the recommendations as amended.

Councillor Werner commented that house prices were a concern but sadly there was nothing in the document to resolve the issue, for example affordable housing. He had bought his first property at four times his then salary. There was not a chance that someone now would be able to buy on four times their salary. The council used the 80% theory but it was misleading to call this affordable housing. Key worker schemes in other areas had reported that only the headteachers could afford to buy a property; the teachers and social workers could not. He felt the highways infrastructure proposals were lacking in detail and did not consider a number of pinch points in the borough such as Cannon Lane in Cox Green or Switchback Road South in Furze Platt. At the last minute the council had added in a number of Green Belt sites and then consulted over the Christmas period when people had other things to focus on. It was also misleading to say 6000 responses had been received as these were not individual responses. Most responses had been ignored anyway. The Green Belt was precious and should only be given up when the people of Maidenhead would really benefit. It was not local people or their children would benefit. There was no truly affordable housing, it would create gridlock on the streets and fill up the schools. The alternative was to go back to the beginning and properly consult with residents. The government had offered some funding to help with a consultation, they were not about to step in and take over.

Councillor Hilton commented that the Neighbourhood Plan Group had stirred up the issue in the south and other parts of the borough that the statutory BLP policies overrode Neighbourhood Plan policies and therefore the Neighbourhood Plan had been 'destroyed'. No reasons given by the Lead Member or Planning Manager would alter their view on this matter. The Group had sought to delay Regulation 19. Councillor Hilton highlighted that every site in the south of the borough identified in the BLP, with the exception of one site of 10 dwellings, had been promoted by the Neighbourhood Plan. The obligation to increase development density had come from

central government. The Neighbourhood Plan Group had objected because the number of dwellings was larger than they wanted, but this was dictated by government policy. The number of homes in the ward was set to increase by 25%, which was roughly the growth predicted by 2033. There were a number of significant sites that would need to be the subject of significant consultation. This process was in place for the rejuvenation of Ascot centre. The BLP brought significant potential, in particular the golf course site which was in the council's control. This would ensure the full involvement of residents in developing ideas for the site. In the south the council was not the landowner therefore a different route was needed.

The Neighbourhood Plan Group had told him to vote against the BLP or resign, however this was not the only group he represented. In December 2016, 250 people had attended a consultation meeting on Ascot rejuvenation. All filled in a survey which indicated that people wished for homes to be built for their children and grandchildren to be able to afford to buy. It was a difficult decision for Councillors but he would support Regulation 19 as he felt it was right to do so.

Councillor Walters stated that the most important character of the Green Belt was its permanence and openness, to prevent urban sprawl. The policy had stood the test of time. He did not like the draft BLP as he felt it was not the council's plan but was being imposed by central government. If the council did not meet the Objectively Assessed Need level it was threatened with the plan being found unsound, legal challenges, and being put into special measures if more than 10% of planning appeals were lost. Nobody knew what need meant – was it demand or aspiration? There were a million possibilities for brownfield sites in south east England. Residents would understand the dilemma the government was putting the council in; preaching localism while dictating on the other hand. Under the provisions of the Planning Act 2004 the plan would be more binding than previous plans, and if land was not shown in the plan for development, it would not be developed. He had been fighting for the Green Belt for 50 years and there had never been such pressure from central government. He would not be able to support the draft plan.

Councillor Da Costa explained that he and the other independents were concerned about the flawed process, including late and missing reports. The agenda pack had been available for six days but one element had only been published the day before and there were some missing documents. He highlighted that the plan included building on flood zones 3A and 3B and that air quality was a significant issue. There would be a loss of soil resource for food production and recreational pressures. The lack of consultation meant that evidence to support the plan was incomplete and in some cases inaccurate. Transport providers had told him that the council had not performed its duty to co-operate. Nearly all the borough's Neighbourhood Planning Groups, parish councils and residents objected. Churches he had spoken to, who understood the community's emotional, social and practical needs, had commented that they did not recall receiving an invite to the consultation. The council had received significant funding since 2011 for Neighbourhood Planning but in the main had ignored the work of these groups. In Windsor 50% of policies had been defined as strategic, overriding the neighbourhood plan. The DCLG said it would help to integrate comments from the groups. Residents wanted the council to listen to them and put forward the best BLP, with the help of the DCLG. The lack of options meant that he would have to reject the proposal.

Councillor Yong commented that there was a need for housing for young people and those who wanted to work in the borough. She highlighted that the poorest in the community were often in private rented accommodation. Rents had increased by 10% each year for a number of years, which could not be sustained. Those who were evicted because they could not afford the increase were forced into house shares, back to parents or became homeless. Radian had no housing stock available. Smaller properties needed to be built and this required careful planning by the borough.

Councillor Bateson explained that she had been involved in developing the BLP for a number of years; much officer time had been put in. Since 2014 consultation had been undertaken with residents, statutory bodies, and neighbouring authorities. Officers had attended parish meetings and Neighbourhood Plan Groups and pop-in sessions had been held. Only 1.5% of Green Belt was to be released whereas there could have been a full Green Belt boundary review. New transport modelling had been brought in and was nearly complete; this would help to inform the Infrastructure Delivery Plan. Infrastructure needs were very difficult to assess until planning applications were submitted. The OAN of 712 had been imposed by central government due to a national shortage of housing. If the plan was not approved, the DCLG would step in and re-write it. She wanted to ensure her residents in Sunningdale got a stable and managed BLP.

Councillor McWilliams highlighted that young people who had voted in the recent election had grown up in the shadow of the financial crisis. The average house price in London and the South East was £633,000, 12 times the average salary of £53,000. If the BLP was not approved, there would be no housing in the pipeline to ensure affordable housing was provided. Any delay would squander the hopes of a generation and also those on the housing register. He believed the BLP was the best way to provide affordable housing, giving hope to his generation and life changing potential for many people in the borough.

Councillor Sharpe explained that he was part of the Neighbourhood Plan Group in the south of the borough and was aware of the enormous amount of activity to identify appropriate spaces in the local areas. There was enormous talent in the community and it was a travesty that this was being ignored. There was huge pressure from the government to deliver housing need however this was a breakdown of the localism agenda. The council needed to take a step back and review the proposals.

Councillor D. Evans commented that Councillor Walters, who had spent 50 years defending the Green Belt, had commented that this was a difficult decision. He respected the fact the Councillor Walters would vote against the proposals but he would know that those who voted for the BLP were not doing so because they wanted to build over the Green Belt but because they felt it was the most effective way of defending the 81%. As Lead Member for Maidenhead Regeneration he highlighted that residents had put together the vision for Maidenhead town centre in 2011. Since then the government had changed the rules and turned the screw on local authorities to deliver housing. In Maidenhead the majority of identified sites were on formerly developed sites in council control. The council needed to look at what was affordable in the borough and consider if residents and taxpayers would be prepared to subsidise housing. If building only took place on brownfield sites this would represent 65% of OAN and the plan would fail. Bracknell and Wokingham had both already had their assessed need increased at appeal. If the plan failed, developers would come forward with plans in areas residents would not want to see developed.

Councillor Sharp explained that many of his residents had contacted him to object to the BLP as set out. All accepted that some housing was needed but not at the saturation levels proposed. Residents did not want their local environment to change. Over the past 6 years he had been proud to be a part of a council that benefited residents; this had been achieved by listening to residents. The council needed to listen again. He had been elected to represent those who lived in the borough, not those who wanted to live in the borough. He requested that the council revisit the plan and formulate a BLP that was acceptable to those most affected, the residents. He was aware that not approving the plan risked the government riding roughshod over the council and formulating its own plan, but residents held the ultimate weapon, the vote.

Councillor Grey commented that borough officers had been employed and barristers consulted to ensure the council got the plan right. There was a definite need for the right mix of housing, including affordable housing. Councillors had to consider the whole picture, there would be a gradual increase in infrastructure over time. Development Management Panels would assess each application. Only 10% of the land in the borough was developed, the plan proposed just a 2% increase to provide much needed housing as a legacy for the future. House prices were 15% higher than other areas because of a lack of housing. Key workers could just not afford to live in the borough. Some unrecognised groups had attempted to bully and intimidate councillors, he was happy to report that no parish council had been part of this.

Councillor Story explained that he had received many responses as part of the consultation from individual residents as well as local groups. Three concerns had been raised. The first concern was that the council did not have to submit a plan meeting the government's housing target. The legal advice was clear, that the submission of a plan that did not meet the target would be a high risk of challenge from developers, landowners and neighbouring authorities and the borough would end up having more development rather than less. The second concern was that the council had not consulted properly. This was a legal question as the council had a legal duty to consult. Based on the best legal advice, the council had been advised it had consulted properly. The third concern was whether the council was doing everything it could to protect the Green Belt. The main Green Belt site in his ward was Ascot Station. No objections had been received but residents in neighbouring wards had said that development on the Green Belt in their areas was excessive and that the council should have considered a Green Belt review. He was concerned that if the whole process was started over with a Green Belt review and intervention by the DCLG, this could delay or halt the application for a new hospital at Heatherwood, which was in the Green Belt. The recent change in the national political scene could result in different targets therefore there was a strong argument to get on with the plan with the targets currently in place.

Councillor Pryer explained that regulation 18 had included site HA11 with a density of 650 dwellings. Ward councillors had distributed leaflets and set up a public meeting to discuss the proposal. It was clear that 650 was seen as too high. In Regulation 19 this had been reduced to 450. If the area was not allowed to be developed young people and key workers would have no homes available. All sites would be subject to the full planning process when an application came forward. She believed the proposed BLP would protect the Green Belt for the next 20 years.

Councillor Brimacombe commented that it was a marginal decision. He had received lots of emails telling him the plan would be unsound even if building was taken to the maximum, because of insufficient consultation and a lack of industrial capacity. He was not convinced that the majority of houses would go to the children of residents. A number of policies at central government needed to be aligned for the whole system to work, including relating to the private rented sector and social housing.

Councillor Stretton commented that a petition of over 1600 signatures had been received. She agreed that the draft was a bad plan. The last plan failed because the council did not undertake a Green Belt review and it had still not done one. She had been told that there was now no choice because time had run out. This was not true and the Lead Member had wasted the year's extension given and not done a proper job. The council's duty to cooperate on delivery and infrastructure support had been rushed and were incomplete. The Local Plans Working Group (LPWG) which reviewed the process mysteriously stopped meeting a year previously and there were no meetings detailed or minutes on the website since that time. She asked the Lead Member to explain why this was the case. She had concerns that the recommendations meant there would be no further debate or ongoing scrutiny before submission to the Inspector. It appeared the council had only just started the process with Highways England and there were no detailed plans included to show how the council would deal with the issues identified. In her opinion it was highly likely that the plan would be found unsound, not only on the duty to cooperate and consultation. The public accepted there was a need for more housing but did not agree this was the way to do it; she agreed. The DCLG had offered funding for a technical support package to unlock the blockage between Neighbourhood Plans and the BLP. This had been blocked by the Leader. The Leader had also said he would write to the Secretary of state if the plan was not approved, but he did not have the authority to speak on behalf of the council. Councillor Stretton stated that she could no longer support what was going on and it was with deep regret that she would be resigning from the Conservative Group.

Councillor E Wilson commented that residents had been surprised and shocked by the numbers allocated to the HA11 site, leading to anxiety and concern in the community. Some residents thought demolition would occur straight away, some thought the council had paid developers and many were unaware of the IDP, which was a very technical document. A lot of the documents had good intentions but were technical planning documents which were difficult to read or understand. Residents needed facts not spin. He would be writing to all his residents to explain what the BLP would mean to them. All councillors shared a responsibility to ensure residents understood as much as possible. It was important to not just use social media, but sit down and listen to concerns.

Councillor Smith commented that a common complaint was that the plan was a wish list, but at this stage it was not possible to give details of infrastructure, this was the role of development management at a later stage.

Councillor Dr L Evans commented that it was with a heavy heart that she was trying to work out the right decision. She was used to having all the facts before making a decision. The plans were only as good as the vision going forward. Ascot and Cheapside had an ageing population. Over the last 17 years, year on year, the population over 60 in the ward had increased by 4%. At the same time the population aged 24-40 had decreased by the same percentage. There was therefore a shrinking

base able to contribute to the working environment, and an increasing need for healthcare and homes for the elderly. She commented that Runneymede had presented a plan to the Inspector meeting 86% of their Objectively Assessed Need. No other local authority had been willing to take on their excess need, therefore the Inspector returned the plan and they had to start the process again. A garden village had since been imposed on the borough including 25,000 dwellings in the Green Belt.

Councillor Kellaway stated that he was 100% behind the BLP. The borough was a major economic region and the council had responsibilities in this respect. The borough had taken in 11,000 people in the last ten years, another 5,000 would need homes if Heathrow was to expand. The plan did not reflect the importance of the borough in terms of the economy, in fact there was less employment land than previously.

Councillor Bhatti commented that there was a real need for housing but the BLP was never going to please everyone. All sites would still be subject to the planning process. HA11 was initially allocated 650 dwellings, which had led to resident concerns including the loss of two garden centres, however this had been reduced to 450 on the draft plan. If the plan was not approved the increased cost to the council and the intervention of the Secretary of State could put the council in a worse situation. He therefore believed the plan before Members was the best option the council had.

Councillor Beer commented that he had been an active member of the LPWG, but the group had gone silent a year ago. He was not aware of any meetings in the last year. He had been looking further to the future and had spent a lot of time campaigning against Heathrow which would tear up the plans before Members tonight as it would require a further 5,000 houses. The council was not doing much about Heathrow, which he felt was disgusting. Heathrow was making the north/south divide worse; something needed to be done to turn that around. The Housing White Paper and the National Planning Policy Framework were currently under review and given the pressure on housing it was likely they would open the gates further, therefore a decision was needed tonight. The triangle site was a disaster because the actual planning policy on employment sites would have to be reviewed. The affordable housing requirement had not been addressed. The assessed need was 434 units per annum, 57% more of the housing allocation. However the plan only talked about 30% where there were more than 10 dwellings being built. There were problems in getting teachers and other essential staff therefore something basic was needed in the plan including rented housing and social housing. There was enough land in the borough to do deals with the Housing Associations.

Councillor Beer proposed an amendment to add an additional recommendation as follows:

'Further comments and suggested amendments should be encouraged during the 8 week Section 19 consultation period. Adequate resources should be provided to promptly fully list responses on the website and schedule them with recommended actions in line with government consultation policy and Development Management Panel reports, which should be circulated in adequate time for the LPWG to review, confirm or amend alongside clause (iii) action prior to submission original submission version of the BLP to the Secretary of State.'

Councillor Beer commented that the consultation list on the website gave some of the observations made, but what happened to them, who decided and how they were decided was not clear. These should be made available.

The Chairman explained that the Monitoring Officer and the Planning Officer had looked at the amendment proposed by Councillor Beer and advised that it was not appropriate or legal to accept the amendment.

Councillor Quick commented that if everyone was asked what they would like to see in the plan, every single person would come up with something slightly different. It been a difficult process to get to the point today and it was a difficult decision before councillors. People who went into local politics did so because they wanted to improve the lives of residents and not for personal wishes of power. She had lived in her Ward all her life, there were no areas in her ward identified for development because it was already well developed. To be a borough councillor an individual had to either live or work in the borough therefore she highlighted why would any councillor wish to agree to something that was harmful to their own homes and families? She encouraged people to respond to the consultation on Regulation 19.

Councillor Hunt explained that 99.2% of her ward was in the Green Belt, so the only way to have development was by rural exception site; such sites were detailed in the Neighbourhood Plan. There was one site allocation for 100 houses. She had worked with many in the ward including the parish council on the Neighbourhood Plan, which had been submitted to the borough in draft in February 2015. The plan had included the site as public open space, it was now unfortunately allocated for 100 houses. It was a difficult time for both councillors and residents as what was wanted and what could be had were very different. Officers had been very open and helpful. A quid pro quo had been suggested for a retirement village site recently given planning approval, but unfortunately this had not been accepted. The BLP should not only be about housing. She questioned why industrial sites such as Grove Park had been taken out. The borough could not just be a commuter area for London.

Councillor Richards commented that the process had already been long and any delay risked the power being taken away from the council. The need for housing was very clear. The housebuilding rate in 1971 was 300,000 per annum but this had dropped to 150,000 per annum by 1991 and had stayed at that level. Councillor Richards explained that he and his siblings between them had had 13 children, so his parents who had first moved into the borough had multiplied to 21 people. This was the reality for the need for more housing. He would vote proudly for the plan.

Councillor Majeed stated that the BLP in its current form needed to be stopped because it would be thrown out by the Inspector. Residents were not against building or affordable housing; they just wanted a BLP that would complement the borough and keep the character of its towns and villages. The Regulation 18 consultation had come out over Christmas when people were focussed on their families. The response was just 1% of residents; the majority of responses were from developers. There was a section in Appendix F that referenced consultations that had not been carried out, for example highways modelling. He understood that the plan had been changed earlier in the year, such as in relation to the garden centres, yet there had been no consultation. He asked how it was possible to go from Regulation 18 to Regulation 19 with completely different documents? He asked whether all options, including satellite

villages had been considered? He felt that no plan was better than a bad plan. The voices of residents had not been heard. The request to ask questions at the meeting had been denied and an e-petition with over 1600 signatures had been rejected.

Councillor Hollingsworth stated that in his six years at the council he had mainly been involved in children's services issues therefore his knowledge of planning was minimal. However, he was aware that the image of the planning department had not been high. The previous plan had been rejected because neighbouring councils said they had not been consulted. Given that, he expected that the plan before Members would have been robust in terms of the amount of time allowed. It should be about quality not quantity in terms of consultation. In all these matters perception was a reality and the perception he had was that the council had not properly consulted. In terms of affordable housing, if the BLP could bring the salary multiplier down from 12 times then he would be all for it but he did not believe it could achieve this. Councillors had been told it was a take it or leave it situation; this was not in the best interest of democracy.

The Monitoring Officer confirmed that, in relation to the amendment put forward by Councillor Beer, it was not legally possible to amend the submission in the manner proposed by the amendment.

Councillor Saunders commented that as part of the consultation in 2014 on the 23 items he, as the then Lead Member, had facilitated 15 local resident groups meetings with meaningful debate encouraged and rigorous analysis of each site. Every single local group that had wanted to had been given the opportunity for rigorous debate. In the Regulation 18 consultation 7 of the 23 sites had been removed because of resident feedback. Those lobbying for further consultation and delay overlooked a number of points. The borough had not undertaken a Green Belt review, which would involve a review of the whole of the Green Belt for development. All councillors had a mandate to do the opposite, and it would likely generate more Green Belt release than proposed. Some neighbouring councils believed the borough should take more of their housing need. Developers would aggressively challenge every aspect of the plan. The borough therefore needed a BLP with absolutely clear definitions. The proposals offered a range of affordable housing. The council was investing tens of millions of pounds to offer significant discounts on affordable housing. The need for housing would continue to rise significantly.

Councillor Bicknell thanked all the residents for attending the meeting. He understood it was an emotive subject and councillors wanted to do their best by their residents; it was not possible to please all the people all of the time. It had been along process and the council had tried hard to listen to residents. Officers had been both pushed and questioned.

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

RESOLVED: That Council:

- i) Approve the Borough Local Plan and associated Sustainability Appraisal (including Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment (HRA)) for publication under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 and subsequent submission to the Secretary of**

State for independent examination under section 20 of the Planning and Compulsory Purchase Act 2004.

- ii) **Delegate authority to the Executive Director, Place in consultation with the Lead Member for Planning final to make editorial and formatting amendments to the Borough Local Plan and supporting documents that (taken together) do not materially affect the policies set out in the Borough Local Plan.**
- iii) **Delegate authority to the Executive Director, Place in consultation with the Lead Member for Planning for the preparation and submission of a schedule of proposed changes to the Regulation 19 Local Plan which are recommended by statutory consultees and/or considered by officers to be necessary that (taken together) do not materially affect the policies set out in the Publication Local Plan.**

(33 Councillors voted for the motion: Councillors Christine Bateson, Hashim Bhatti, Phillip Bicknell, John Bowden, Clive Bullock, Stuart Carroll, David Coppinger, Simon Dudley, David Evans, Dr Lilly Evans, Jesse Grey, David Hilton, Maureen Hunt, Richard Kellaway, John Lenton, Paul Lion, Philip Love, Sayonara Luxton, Ross McWilliams, Marion Mills, Gary Muir, Nicola Pryer, Eileen Quick, Jack Rankin, Wesley Richards, MJ Saunders, Shamsul Shelim, Adam Smith, John Story, Lisa Targowska, Derek Wilson, Ed Wilson and Lynda Yong. 10 Councillors voted against the motion: Councillors Malcolm Beer, Paul Brimacombe, Wisdom Da Costa, Charles Hollingsworth, Asghar Majeed, Derek Sharp, Julian Sharpe, Claire Stretton, Leo Walters and Simon Werner)

145. CONTINUATION OF MEETING

RESOLVED UNANIMOUSLY: That, the time being past 10pm, Members agree to continue the meeting to transact the business as detailed on the agenda, as per Part 2C Paragraph 25 of the constitution.

146. LOCAL GOVERNMENT ACT 1972 – EXCLUSION OF 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 item 5 on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.

**AT A MEETING OF THE BOROUGH COUNCIL held in the Desborough Suite -
Town Hall on Tuesday, 27th June, 2017**

PRESENT: The Mayor (Councillor John Lenton),
Councillors M. Airey, N. Airey, Alexander, Beer, Bhatti, Bicknell, Bowden, Brimacombe,
Burbage, Carroll, Clark, Coppinger, Cox, Da Costa, Diment, Dudley, D Evans, Dr L.
Evans, Gilmore, Grey, Hill, Hilton, Hollingsworth, Hunt, Ilyas, Kellaway, Lenton, Lion,
Love, Luxton, Majeed, McWilliams, Mills, Muir, C. Rayner, S Rayner, Richards,
Saunders, Sharp, Sharpe, Shelim, Smith, Story, Stretton, Targowska, Werner, D.
Wilson, E. Wilson and Yong

Officers: Andy Jeffs, Mary Kilner, Rob Stubbs, Alison Alexander, David Scott, Ann
Pfeiffer and Kevin McDaniel

148. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bateson, Jones, Pryer, Quick,
Rankin, Sharma and Walters.

149. ORDER OF BUSINESS

**RESOLVED UNANIMOUSLY: That the order of business as detailed in the
agenda be amended.**

Councillor Dudley congratulated Andy Jeffs on his permanent appointment as
Executive Director – Communities.

Councillor Dudley informed Members that item 9, 'Members Allowance Scheme –
Proposed Amendments,' had been withdrawn from the agenda as, due to a
mathematical error the budget required had been overstated. The report would
therefore be amended and deferred to the next meeting.

150. COUNCIL MINUTES

**RESOLVED UNANIMOUSLY: That the minutes of the meetings held on 21
February, 30 March and 23 May 2017 be approved.**

151. DECLARATIONS OF INTEREST

Councillor Dudley explained that he had a non-pecuniary interest in relation to the item
'Additional Capital for Lowbrook Academy' but he had not come to the meeting with an
open mind. He would express his view then take no further part in the debate or vote.
He was founder and Chair of Governors at Holyport College, an Outstanding
secondary Academy in the borough that also wished to expand.

Councillor Richards explained that he was leading on a proposal to establish a Free
School in Windsor, He would therefore not debate and abstain from voting on the item
'Additional Capital for Lowbrook Academy'.

152. MAYOR'S COMMUNICATIONS

The Mayor submitted in writing details of engagements that he and the Deputy Mayor had undertaken since the last meeting, which were noted by the Council.

On behalf of all Members of the Council, the Mayor congratulated Councillor Leo Walters on achieving an impressive milestone in May 2017. Councillor Walters had lived in Holyport since 1965 and had served the residents of Bray as a Councillor for 50 uninterrupted years. He had been a Councillor of the Royal Borough for 43 years and prior to that he served for 7 years on Cookham Rural District Council, which was abolished when the Royal Borough was created in 1974. In that time, he had served on a range of council committees, panels and outside bodies. However, his main interest had been in planning and in that time he had an almost uninterrupted membership of the various planning panels and working groups set up to deal with planning matters. Councillor Walters had also served as Mayor of the Royal Borough on two occasions in 2002/2003 and in 2007/2008. He was only one of three councillors that had been Mayor of the Royal Borough on more than one occasion.

153. PUBLIC QUESTIONS

In accordance with Part 2C Paragraph 9.3 of the Royal Borough Constitution, the Mayor had agreed to accept the following urgent public questions:

1) Question submitted by David Rooney, Executive Principal of Lowbrook Academy to Councillor N. Airey, Lead Member for Children's Services

Having preferred the option of speaking freely, I respect Council's decision to allow questions only and therefore hope the answers to these questions bring clarification to parents and form part of the public record. Lowbrook is an outstanding school with a proud record of achievement. It puts children and community first and we implore the council to do the same.

The Governors and Parents are left wondering why the council believed that £1.6 million was enough to deliver the expansion scheme when the school clearly demonstrated through six current tenders from July 2016, QS estimations, executive architectural advice and national benchmarks that this figure was well below what was required?

Councillor N. Airey responded that last summer the Council and the Academy negotiated on the scope and scale of an expansion at Lowbrook Academy. For the first time the negotiation was with an Academy that was seeking full control of the project instead of the local authority undertaking the detailed design work. The specification at this point was for some immediate internal modelling, four classrooms, 167 square meters of additional hall space and a staff room. The school put forward estimates as described in the region of £1,925,000 while the Council's team estimated a budget of £1,600,000 using the methodology which was regularly used for budget setting on Education projects and was calibrated with experience of tenders that come back.

On that basis the Council offered £1,600,000 to the Academy which was accepted following a discussion with the governing body. Within that meeting the council officer noted the difference in estimates and indicated that that the difference would not prevent the project from completing. The Council report of June 2017 which approved

the £1,600,000 also noted a financial risk of £300,000 on the tendering prices; a risk that the Borough was willing to carry, and as such the school was encouraged to proceed with the existing budget.

It was expected that at the tender response stage, if it came back above the approved budget, there would be another decision for the Council. This was similar to the process the Council uses for education capital schemes where it was in control and allows for market variation within an approved capital programme.

Mr Rooney confirmed that he did not have a supplementary question.

2) Question submitted by David Rooney, Executive Principal of Lowbrook Academy to Councillor N. Airey, Lead Member for Children's Services

The engineering difficulty regarding the hall extension was identified within the first month of the scheme's development. The project proceeded with full support from all members of the steering group including a Borough Officer. The rationale was clear and based around financial and practical assumptions from our Executive Architect. The relocation of the hall subsequently became an issue 8 months past the design process and after authority had been given for pre-application. Why was this not addressed at the very beginning of the project design instead of after key milestone delivery dates?

Councillor N. Airey responded that on 30 September 2016, the steering group was advised that the option of adding 167 square meters to the existing hall would be mechanically complex, structurally risky and the implementation would be impractical for the school operation, all of which would add to the cost. The Academy proposed a second hall space of 290 square meters to create a space large enough for the whole school to meet, something that she understood to be a so called "red line" for the school on this project.

The minutes of that steering group meeting show that the preferred design was not turned down but supported as a direction of travel with section 4.4 noting the requirement for further funding. Through the autumn, work was undertaken to secure additional funding: the Academy approached the Education Funding Agency and the local authority looked at sport hall grant opportunities and section 106 sources, but none enabled additional capital to be secured.

Members had asked her about the fairness of the hall space in comparison to the provision in other schools. The national guidance for school buildings called Building Bulletin 103 set a number of parameters for primary school hall space in a two-form entry school. The guidance recognised the complexity of different school sites; some schools had a single space, large or small; some had two spaces and some had a real mix.

The council did not intend to tell the Academy what it needed for the good of the pupils and therefore the issue for the Council was cost, and the council could not make that decision without recognising that the proposal was for a hall that was 123 sqm larger than the space agreed in the initial funding estimates. It was right therefore that Members had been advised on the range and typical arrangements for hall spaces in comparable schools within Maidenhead.

By way of a supplementary question, Mr Rooney commented that the school had been led to believe that the additional funding shortage had been agreed. He asked for an explanation as to why the school was led to believe that was the case.

Councillor N. Airey responded that as further borrowing would have been required, an internal process was followed. The letter sent by the Director of Children's Services stated it was going forward but not that it had been formally approved. The issue was due to come to Council in April 2017 but due to the announcement of the General Election and purdah it had been deferred. She did not believe the communication had explicitly stated that the funding had been agreed, but that it was in process, and would be put to Council.

3) Question submitted by Dominique Du Pré, Chair of Governors of Lowbrook Academy to Councillor N. Airey, Lead Member for Children's Services

Lowbrook is a school that has moved from a position of near closure to being the highest performing Academy in England. It has been at the forefront of high achievement for over a decade; the first RBWM Academy; a school that has self-funded four high quality classrooms and is consistently over-subscribed as a consequence of this best practice.)

The funding shortage was clearly identified by the Academy and steering group yet we were given full authority to formally progress this build well past key project milestone delivery dates. Why were parents led publically to believe the project viable and the school required to enter into a renegotiation process?

Councillor N. Airey responded that the development of the scheme using the Design and Build approach required the development of a specification to the level of detail that contractors could make legitimate offers on. The council had previously allocated £1,600,000 on this project and, in line with the agreement that the Academy were leading, it was right that the Council authorised the project to move forward to the point where there was a specific price for delivery. At that point it would have been possible to make a final decision on the actual capital cost and there would have been more certainty about the viability of the scheme.

As she had said in a previous answer, Members had asked her about the hall and the fact that the proposed 123 square meter additional space was more than agreed at the outset. It was therefore the reason the decision had been brought back to council. It was only right for the council to explore how the Academy might contribute to the scheme in recognition of the additional space in the design compared to the original agreement.

Ms Du Pré confirmed that she did not have a supplementary question.

4) Question submitted by Dominique Du Pré, Chair of Governors of Lowbrook Academy to Councillor N. Airey, Lead Member for Children's Services

Young families move from substantial distances into our catchment, at a premium, to secure their children a place at this outstanding school. The issue of over-subscription

is not new and historically we have taken bulge classes at your request and at our own will so as to meet the needs of this community.

Why was the process of a conscience/free vote used in this expansion project and why is this project often referred to as controversial when it is in the Conservative's policy and to our knowledge in principal had already been agreed?

Councillor N. Airey responded that the expansion of Lowbrook Academy was not an expansion to provide sufficient school places within the Borough as there were 70 surplus places for the coming year at a range of other schools in Maidenhead. It was therefore not a decision to allocate Government funding to meet the Council's statutory duty. That duty was already amply met. It was however an expansion to support a particular community in getting their children into their first choice school and to prioritise limited local resources towards this project potentially at the expense of others. The administration's manifesto included commitments to expand Good and Outstanding schools and to increase the number of such schools. The decision to expand Lowbrook clearly aligned with the former of these commitments. Given the range of questions she had heard from Members, and she highlighted that she did not speak on behalf of all 57 councillors, but in her capacity as Lead Member, she could see that some might view the decision as controversial for a number of reasons:

1. Central government policy was to provide funding for Academies to expand via the Education Funding Agency's Condition Improvement Fund, but they had declined.
2. Some schools that were not as successful as Lowbrook argued that investment should go to them if Members were making local decisions
3. It was typical of the admissions system nationally that about 15% of parents did not secure their first preference of school and found themselves in the same position as the 30 families who were planning for 60 places at Lowbrook. The borough figures matched the national figures almost exactly in this respect. The 16 living in the catchment area and the nine with siblings and living outside the catchment area had been offered places in Good or Outstanding schools with only four being offered a school that was not on their preference list.

So the choice to invest a further £775,000 into the expansion may well be seen as controversial for the reasons highlighted. It was also clear that it is not a straight policy decision as the decision had to be weighed up in light of local opportunities and costs; this was the role of the democratically elected councillors and the use of a Free Vote for those affiliated to the administration was wholly appropriate.

Ms Du Pré confirmed that she did not have a supplementary question.

5) Question submitted by James Spiteri, Parent Governor at Lowbrook Academy to Councillor N. Airey, Lead Member for Children's Services

Expanding the highest performing school in England clearly meets local and central government policy. In fact, the expansion of Lowbrook was publically endorsed by the Prime Minister on her website and in her election communications during her campaign. Expanding outstanding academies remains a high priority. Why do members of the Conservative Council not believe they should be expanding outstanding academies such as ours when there is a clear policy from Central Government to convert all schools to academy status and there are many examples in

Windsor and Maidenhead where expansion projects in academies are currently being undertaken (e.g. Dedworth Middle School, Windsor Boys, Furze Platt Senior)?

Councillor N. Airey responded that the administration had no objection to expanding outstanding academies; indeed it was committed to expanding good and outstanding schools of any type. However the council's statutory duty was to fund that work if there was a clear shortage of places in the wider area and that was why it was funding the secondary schools mentioned, because it knew that the spaces would be needed to accommodate pupils already in the primary system.

In their document "Guide to forecasting pupil numbers in school place planning" the Department for Education said "We expect local authorities to forecast demand for school places based on groups of schools (planning areas) that reflect local geography, reasonable travel distances and patterns of supply and demand. For some this could be at local authority level." That was not just within the catchment area of a single school and the council considered the Maidenhead area to be a standalone area for primary school planning. There were sufficient places in the local area without this expansion of Lowbrook Academy, with 70 free places for September 2017 available as of the previous week.

She appreciated that this did not help the families who wanted to attend the Academy now, as the school had said they would not take the additional 30 places in September until they had certainty about the space to accommodate these pupils, which the council had been told could only occur once both financial certainty and planning permission had been granted, which was at the earliest likely to be around Christmas time. Once again it emphasised that this was a local decision about the cost/value of the opportunity, not a policy decision about a type of school the council was interested in expanding.

Mr Spiteri confirmed that he did not have a supplementary question.

6) Question submitted by James Spiteri, Parent Governor at Lowbrook Academy to Councillor N. Airey, Lead Member for Children's Services

Due to my professional qualifications as a Chartered Architect, I was invited to become a Governor at the School with a view to using my extensive architectural knowledge to help oversee the build design and value engineer this project. Uncertainty and lack of commitment will only escalate

My current dealings in this market indicate higher inflationary costs due to the falling value of the pound and market conditions. You must commit to this project and not risk further delays due to economic forces which are out of the school's and RBWM control so why are conditions in this paper being imposed that do not align with conventional design and build projects or any other school builds identifiable in RBWM, in particular in Recommendation item 2 the scheme proceeds no further if the additional budget of £775,000 proves to be insufficient?

Councillor N. Airey responded that there were fluctuating costs in the market place with recent tenders for school build projects being significantly below estimates for the first time in a while. A view had been taken about the potential cost at current market values and the council was recommending that exact cost be secured rather than continuing to guess and argue about those guesses. This was normal practice in the public sector: an indicative budget was secured and an allocation made. In this case

the recommendation was to increase the allocation from £1,600,000 to £2,425,000 and then permission would be given to seek a contract to deliver, raising the expectation of the bidders. The final decision was to confirm the award of the tender or stop the process. This meant that the conditions in the paper did align with the Borough's conventional design and build projects and was the same process used for the secondary school expansion programme; indeed the recommendation on that report from July 2016 stated "To agree the proposed programme of school expansion and delegate responsibility to the Managing Director/Strategic Director, Adults, Children and Health to begin procurement, with the final proposals to be approved by full Council, at a cost of up to £29.6m". Those schemes would require Council to agree if any further money was required.

The recommendations in the report were explicit that there were three potential options should £2,425,000 be insufficient: value engineer the project; allocate more funds or stop the project. This may be harsh to some and reduce confidence in others however it was prudent to say to Members "if you support this scheme at £20,625 a place you are not tied to the same decision if it rises significantly further in the future". The Council was offering an expansion with clear guidelines and not a blank cheque, which was fairer to all schools in the Borough.

By way of a supplementary question, Mr Spiteri asked why, when it was fairly obvious a long time that the money allocated would not be enough, was the school not told to stop?

Councillor N. Airey responded that the council had always been working publically with the expectation of a viable project and wanted the school to continue building as agreed. The Council had put £300,000 into the risk section of the initial report to recognise the school's estimate. She added that the Council was working to secure the expansion project and if it had gone over by that amount we would have asked for more capital. From the start the council was willing to carry a further risk above the £1.6m that had been secured in the capital programme.

154. ADDITIONAL CAPITAL FOR LOWBROOK ACADEMY

Members considered approval of additional capital for the delivery of an expansion scheme at Lowbrook Academy.

Councillor Dudley, who had declared an interest, made representations before withdrawing from the debate and vote on the matter. He stated that he had not come to the meeting with an open mind; it was clear to him that Lowbrook should be expanded and without conditionality on the budget because there was a need to ensure 30 pupils who wanted to go to the school in September 2017 could do so. Without certainty it would mean these pupils may never go to Lowbrook and in some cases siblings would be split. Lowbrook was an outstanding school; the best Primary academy in the country. The council could afford to agree the funding with everything the Borough Local Plan would bring and the enormous wealth holdings. Lowbrook was a jewel in the educational crown and a beacon of excellence. As a Conservative he stood for beacons of excellence and giving parents the opportunity to send pupils to the school of their choice.

Councillor N. Airey introduced the report. She thanked the school for their questions and recognised the commitment of the parents who had passionately campaigned on the cause.

In April 2016 the Council was facing an unprecedented position: no local children could access the Outstanding Lowbrook Academy, one of the best schools in the country, without relying on siblings already being in the school. The Office of the School Adjudicator upheld the complaint from catchment area families and a new admissions policy prioritising catchment children ahead of out-of-catchment siblings had come into effect.

At the time, in seeking to find a solution for those families, the council made a decision in agreement with the Academy to spend £1.8m of local capital, borrowing which was paid for out of council tax receipts, to expand the school to provide four more classes, additional hall space and a staff room. Those pupils joined the school in September 2016 with the Academy making changes to accommodate them. This figure included £200,000 allocated in Part II of the Council meeting to cover two unknown risks: the project contingency and the cost of the land held by Cox Green. £150,000 had been used to secure the land into RBWM control ready to support the expansion. £50,000 contingency was still available for the project.

In September 2016 the design of the school evolved as it became clear that the existing hall space would be challenging to extend to deliver a space large enough for all the pupils to meet together. A new block with a 290 square meter hall in addition to the four classrooms came to the fore. It was identified that this design would cost more than the budget allocated for the project and other sources of funding were sought: the Academy bid to the DFE; the council looked into sports hall funding sources.

In January 2017, the administration indicated that the decision faced today needed to come to Council and while supportive of the expansion, the issue of the hall and fairness to all schools were raised with the Lead Member. No one could dispute that the initial arrangement specified 165 square meters of additional hall place as this was in the initial brief provided to the Architect by the school. In seeking to explore ways to meet the requirements of the Academy while ensuring fairness for all schools, a number of options were explored, including the proposal for the Academy to contribute a figure of £225,000 on top of the £50,000 already committed through the provision of an interest free loan by the council. The figure of £225,000 was an estimate of the additional cost of 290 square meters space compared to one of 167 square meters as initially committed to the Academy.

The paper recommended a further budget investment of £775,000 on top of the £1,650,000 already approved to progress the project to a final Design and Build tender price. The total budget of £2,425,000 for an expansion of 120 places represented £20,625 per place and was comparable to the most expensive school building projects undertaken in the Royal Borough in recent years. If approved, the commitment was unequivocal and an implementation plan based on the floor plan in the report, a 290 square meter hall and four classrooms in addition to the staff room currently under construction, should be developed as quickly as possible.

The report further recommended that officers and the Academy work together under the auspices of a steering group to strive to deliver the project within that budget, with the council taking the chair as it would carry the financial risk. The Lead Member stated that both she and the Academy would welcome transparency and scrutiny of the decisions of that steering group so that situation did not come full circle to the same position again. However this was not and could not be an open-ended

commitment, at any cost. It would be unwise for any council, on any decision, to provide a blank cheque when there were commercial negotiations to take place.

She was aware that this was not the unconditional backing the school had sought in recent months, however, and for the avoidance of any doubt, the report included an explicit recommendation that should the project need more budget once the detailed specification and tenders were completed, then the existing council procedures would be used to consider the implications. It was not possible to pre-judge those decisions and, indeed if the scheme required even more money, then it should rightly come back and the council should assess the value for money of the scheme.

The Lead Member explained that the decision would be taken on a free vote. The council was being asked to invest local council tax, not government grant or money from developers. The investment had an opportunity cost across the Borough; it was borrowing a further £775,000 against future capital receipts, which if spent on school expansion in one area, would not be available to spend on other community projects, including other schools, in other areas, or would not be borrowed at all.

The Council had a statutory duty to ensure there were sufficient school places and the council worked to a strategic plan to deliver this, which was in addition to this investment. Every one of the 30 pupils who had not been offered a place at Lowbrook that the expansion was originally expected to provide, had been offered a school place in a Good or Outstanding school in the Maidenhead area. Those families would be disappointed if they could not attend the particular school and, in common with 15% of families across the Borough and, indeed across England, would have to cope with the complexities of not securing a space in their first preference school if the council decided not to support the expansion with additional investment.

Children only got one chance at their education while schools typically only got one chance at expansion or investment in a generation. This was Lowbrook's opportunity to expand and build on their outstanding track record. Lowbrook was an outstanding school and this should be celebrated. However it must also be made clear that no other primary school in the Borough had the same facilities the academy was asking for. The question tonight was did the council think the revised cost of £2,425,000 for these 120 places meant that expansion of Lowbrook was still the right thing to do?

Whatever was decided tonight, the Lead Member assured all schools that council was fully committed to expanding good and outstanding schools and helping all schools become good or outstanding.

Councillor Saunders seconded the motion. He commented that there had been many exchanges about the financial aspects of the proposal. The council's approval of £1.6m last summer had been based on the national benchmarking for additional capital required; in conjunction with officers he, as Lead Member for Finance, had determined £200,000 for contingency. This figure was within a range of possible additional costs between £0 and £400,000 including the need to pay Cox Green Academy for a piece of land. He had hoped that there would be no need for a fee to be paid to transfer a piece of land owned by the borough between one Academy and another. The emerging design required further investigation and analysis resulting in the need for a new hall costing circa £740,000, identified now as the additional cost. The council's Budget Steering Group in January 2017 chose not to include the additional sum in the budget approved in February but identified the likely additional

cost. Any tendering process would be in a very interesting market. There were far too many variables including contractors' profit based on the capital available to undertake the job. If the procurement process identified a higher cost the first port of call would be to consider redesign within the figure of £775,000. If this was not possible, the decision would come back to Council. If it were not approved Phase 2 would not be funded by the borough. The funding would not come from the educational capital programme as no spaces were required at the school. Therefore money would come from general capital funds which would in the main be funded by borrowing supported by capital receipts from the Maidenhead Regeneration programme. As a financial professional and Lead Member for Finance it was clear to him that the council should support the additional funding.

Councillor Brimacombe acknowledged the passion and persistence of the school community and the parental engagement. He hoped that Council could be relied upon to do the right thing, as it should have done so in May 2016. He had written to all Members individually at least, consequently he hoped the facts were now well established. The council and the school had met on 16 May to discuss the scale and scope; the report was back to where the process had started with the exception of the basic sports hall (not an expensive sports hall) costing £220,000 more than originally estimated. The financial provision was now feasible and adequate as detailed in the report. The whole discussion had started because of inadequate primary provision in Cox Green. The proposal was outside of education policy but within manifesto commitments. The Governors of Lowbrook took some convincing to go on the journey, this could be read about in the Conservative 'In Touch' newsletter distributed in Cox Green last autumn. The governors had a fiduciary duty to protect the school and were only entitled to move forward when there was absolute certainty. Whilst RBWM must not be reckless in its offer, the governors had to be equally diligent in acceptance. It was already clear that Lowbrook provided excellent primary education, which was the foundation for social mobility contributing to society and the economy. These elements were at the root of his Conservative principles. It was important not to conflate policy with principle; this was not a policy decision, but a political one. Whether Members liked it or not the council had made a promise which Lowbrook and parents had relied upon. If the council tied its resources too tight, this needed correcting. The proposal was for the benefit of the many not the few.

Councillor Werner commented that the decision was about the basics: parents and their children. He had been through the admission process for his own daughter. It had been a stressful process but he had celebrated when his daughter had received her first choice preference. The council had the chance to ensure such happiness for others in the future. Lowbrook was an outstanding school therefore he posed the question why would anyone not want to expand it? The council had also made a promise and given the impression the council wanted the expansion to go ahead. He understood there was no shortage of spaces across the borough but there was in Cox Green. Liberal Democrats fundamentally believed in choice.

Councillor Targowska commented that if she had a child she would be fighting for it to be able to attend the best school; however it was incumbent on Members to do the best for all children in the borough. During the Borough Local Plan debate Members had heard resident concerns about the infrastructure needed for the new development. These were all valid; £120m of investment in schools would be needed including the building of up to 18 forms of entry at primary level; this could not be done on an ad hoc basis. The council needed a clear and transparent policy for building

new schools or expansion of existing ones. The cost of over £20,000 per pupil compared to the national average of £13,000 did not feel a prudent financial or policy decision. She could therefore not support the proposal.

Councillor Coppinger commented that there were four issues: Should money be given to an Academy where there was no shortage of places?; Was communication between both parties good?; Should the council take any notice of parent's views?; Should the funding be approved? The proposal was not council policy, therefore Members needed to make the decision. There were communication faults on both sides. He was the Chair of Governors at Holyport Primary; virtually all the parents wanted their children to go to the Outstanding secondary Academy down the road but this year only one got a place. He therefore understood parental concerns and supported the proposal.

Councillor Cox commented that it was clear work had already been done at the school to prepare for the expansion. Some pupils were being taught in non teaching areas including a staff room. He had two children and another on the way. He was sure the teachers were doing their best but teaching environments were important in encouraging excellence. He therefore supported the proposal. It was important that controls were in place as it was council tax payer money that would be used. It would also be important to manage expectations as it was not possible to give absolute certainty.

Councillor C. Rayner commented that it was very important to keep siblings together in the junior years. He had attended a secondary modern with good teachers but bad buildings. Good buildings were needed therefore he supported the motion.

Councillor Stretton commented that Councillor Dudley had already mentioned the discussion at the Conservative Group meeting the previous week. This had been her last meeting as she had since resigned from the Group. A secret ballot had been taken which was an unusual step. The free vote this evening was also a rare occurrence. At the meeting last week the Group had been told that the risk of the project going over budget was low. When Councillor Brimacombe had proposed removing the third condition in recommendation 2 he was ignored. Councillor Stretton felt the third condition was unnecessary if conditions 1 and 2 were in place. She therefore proposed an amendment to remove the third bullet point in recommendation 2.

Councillor Hollingsworth seconded the motion.

Councillor Da Costa commented that the third condition should be removed because it showed a lack of commitment or a lack of confidence in officers. He felt officers should be trusted and the council should be committed to the end.

Councillor N. Airey stated that she would be in favour of keeping the third bullet point as this was one of three principles by which tenders were agreed with all schools. If it were removed this would be preferential treatment for Lowbrook. It was not a lack of commitment, but fairness to all schools.

Councillor Saunders commented that he realised it was contentious but he had worked for thirty years in a range of financial roles and the idea of only two legs to the stool seemed bizarrely silly. If due to circumstances beyond the council's control the

budget was not enough, it always had three choices: seek permission to spend more, adjust the scope of the intent within the original budget, or if it was not possible to compromise on any element then it could cut its losses and the project would not proceed.

Councillor Werner commented that he would ordinarily agree with keeping the option but the Council had form in this regard and had not treated the school well during the process. The school had invested time and resources. The council had to show the school at this moment that it was committed to providing the extra places.

Councillor D. Evans commented that he had spent his life negotiating. The motion as drafted was the best bet for the school to get the expansion. If the amendment passed, Members who had concerns about the proposal would be further concerned and it was less likely to pass. The motion had been carefully crafted to get the maximum support. He urged Councillor Stretton to withdraw the motion.

Councillor McWilliams stated that he would like nothing more than to guarantee the school the funding required. However he knew there were genuine concerns about the council simply signing a blank cheque. The motion as crafted was the best option to get the expansion.

Councillor Brimacombe commented that he understood where Councillor Stretton was coming from. However it was not possible to put too much expectation on the project until there was certainty to proceed. Speed would be of the essence to get to a secure position. Goodwill and trust would be important in negotiations. Politics was the art of the possible.

Councillor Stretton commented that she had discussed the issue with the school, who had asked her to withdraw her proposal. She therefore confirmed that the amendment was withdrawn.

Councillor Smith highlighted that National Audit Office statistics showed the average cost per primary place between 2009-2015 was £10,900, in an overall range of £6,200-£13,300. The reasons for a variation were understandable including the market and site issues. It could also indicate that not all local authorities were creating places in the most cost effective way. When Riverside Primary in his ward had doubled in size to 210 the cost per pupil had been £9,523 and did not include a new hall. All basic grant funding had been allocated therefore this proposal was discretionary capital spending which required a higher degree of scrutiny. Councillor Smith said he was on the point of being convinced but the decision lacked clarity. The school did not appear to be meeting the council half way. The Governors had declined to consider different designs at a lower cost.

Councillor Hilton commented that policy would indicate the cost was far too expensive and that the hall was an extravagance larger than was needed. Principle would argue that the council should keep its word. He had been unable to find a definitive statement that said the council had made a commitment but on balance he believed this had been done therefore he supported the proposal.

Councillor Ilyas commented that he was astonished that the issue had reached this point. He questioned how, when initial funding had been agreed, a higher figure had now been reached despite a contingency being included. It was not appropriate for

him to seek out who was at fault but to consider what was most important: the pupils. There was a clear need for increased places for those within the catchment area. Councillor Ilyas stated that he worked in the educational field and believed all pupils should be able to access quality education and facilities. There was a proposal to expand the secondary school in his ward. This should be open to other outstanding and good schools to increase the life chances of the greatest number of pupils. He requested Members to review the case for the future in terms of the funding process to ensure it was fair for all. He supported the expansion.

Councillor S Rayner focussed on recommendation 5. As Lead Member for Culture and Community Services she asked the Lead Member for Children's Services to ask the school if it would consider a formal use agreement to ensure the wider community would benefit from the council's investment. There was no ambition to make money out of any community use. The agreement would be flexible for future generations and to consider the school's needs and could be regularly reviewed by the steering group.

Councillor McWilliams highlighted that parents had been required to split their children between schools. He was also aware of his colleagues' concerns about increasing costs. There was a need to move beyond who said what and why and move to an overwhelmingly positive case for expansion. One of the fundamental Conservative beliefs was dropping down ladders and creating opportunity. Cox Green was not a wealthy part of the borough. He believed students should be given the opportunity for a springboard to the future. This was a golden opportunity to make a difference, to back the school and give an opportunity for generations to come.

Councillor Ed Wilson commented that all agreed Lowbrook was outstanding and expansion should be supported. However he had issues about governance and the money required to keep the project going. In June 2016 he predicted that if the council went for this type of project without proper planning and control the council would end up in the mess it now found itself in. For the council to agree to expand an Academy school, funding had to be absolutely agreed up front. He did not believe this ever existed for Lowbrook, which put at risk the expansion. The council could not offer an open chequebook as there were 66 other schools in the borough and the council had to recognise they also had needs. The money proposed to be spent equated to the entire basic need spend across all schools in the borough. Proper agreements and safeguards for residents were needed. There had to be a better way; the council could not keep having the same debate.

Councillor Dr L Evans commented this was an uncomfortable position for the parents. She was however a councillor for the whole borough and needed to consider the educational needs of all children. Lowbrook had very good results. If the council wanted to improve the performance of all primary schools, she would expect to see people from Lowbrook going to help other primary schools, not just focussing on 30 extra pupils at their school. She highlighted that the cost per pupil for Oldfield school, also outstanding, was lower than for Lowbrook. It was known that by 2023 there would not be significant housebuilding in Cox Green so there would be no need for additional places; the demand was higher in other areas. She would be voting against the proposal.

Councillor Kellaway highlighted some contradictions. The Academy wanted to maintain its independence but had come to the borough for funding. By definition any funds going to Lowbrook were at the expense of the rest of the borough. He was

concerned that a precedent would be set. However he suspected that the council had made a commitment a year ago. He was still undecided.

Councillor Luxton asked the Lead Member whether all other schools with the same excellent results would get the same benefits as Lowbrook, such as Charters?

Councillor D Evans commented that this was not an easy decision either way. Councillor Targowska had raised some important issues about how the council would deal with future expansion once the Borough Local Plan was approved. The council needed a clear policy for all future expansions. When he had first become involved in this issue, the proposal would have cost £3m or £26,000 per pupil. That level of expenditure was not sustainable. He thought there was now a fair compromise. Provided the tenders met the required benchmarks the expansion should be approved, but there should be no blank cheque. It should be ensured that the facilities were available for use by the public.

Councillor Grey stated there was no need to debate how good Lowbrook was; any parent would want their child to go to the school. It was a question of fairness and the distribution of funds. There had been a weight of emails and pressure from parents. However all Members had to think collectively to see the whole picture. The proposal was not fair to other schools and would be used as a precedent. He would not support the motion.

Councillor Burbage commented that councillors were there to make a difference. There would be no better opportunity to expand one of the best schools in the country and the council should be getting on with it. The administration had a manifesto commitment to expand outstanding schools and there was a shortage of places in outstanding schools. Cox Green was not a wealthy part of the borough therefore the council should put taxpayers money in a good location. He wholeheartedly supported the motion.

Councillor Sharpe commented that he was troubled with the cost, particularly as the school had chosen to take Academy status. However on balance he would support the motion because education was really important, as was keeping families together. There was also a shortage of spaces in the south of the borough; he knew of one child who lived two doors away who did not get into the local school. This was just the tip of the iceberg. The council should take the right action and expand the school.

Councillor Diment commented there were three principles: the manifesto commitment to support outstanding schools, the importance of parental choice and the importance of keeping siblings together. She had been troubled by what she had heard of the process. Going forward she hoped lessons would be learned. This should not set a precedent but lessons used to help other schools to improve. It was important to support an outstanding school and create life changing opportunities.

Councillor Bicknell commented that there were 66 schools in the borough and this was not the only one that was good or outstanding. The way funding was apportioned was very important. He had four children so understood the emotions. However this was not about emotion, but about money. One point on council tax equated to approximately £600,000, therefore this was a lot of money to put in one place. Funding for Academy schools should come from central government not from the council tax payer. A prudent process was needed.

Councillor Hunt highlighted that Lowbrook was a beacon of excellence. If she could she would give whatever money was needed to expand outstanding schools. One of her grandchildren was taught in a school with second hand classrooms. She had a problem as she wanted fairness all round.

Councillor Carroll commented that in considering the decision he took into account three elements. Originally he had been concerned but had been satisfied that the process had now arrived at a suitable place. The second element was the principle of doing the right thing and enabling pupils to go to the school of their choice. It was not about who to blame; the key was that at bare minimum an expectation had been given to parents that the council would be supportive. Thirdly, the manifesto included an unequivocal commitment to expand outstanding schools.

The Lead Member responded to questions or issues raised by the following Members:

- Councillor Werner had said there were not enough places in Cox Green. In January 2017 the School Census data showed there were 36 children attending Lowbrook who lived outside the catchment area.
- Councillor Smith had raised the cost of places at Riverside. This was around £11,000 per place including a dining hall but it was not large enough for all pupils.
- Councillor S Rayner had highlighted the community use. The Steering Group could discuss this going forward. There was no precedent for seeking revenue from the lettings.
- The Electoral Review later in the agenda showed 29 new houses expected in Cox Green by 2027.
- Councillor Dr L Evans had suggest Lowbrook should help other schools. The headteacher was deputy head at Holy Trinity Cookham and had helped it move out of Requiring Improvement to Outstanding in 2015. The council was grateful for his work there.
- Councillor Luxton had asked a question about Charters. A report to Cabinet in July 2017 would include a programme for around £4m at Charters to provide 14 classrooms.
- Councillor Sharpe had commented on schools in the south of the borough. She asked for details of the specific case to which he referred.
- Councillor Diment referred to parental choice. Councillor Airey highlighted that there was only a legal right to parental preference. The council therefore aimed to have a 5-10% surplus so there was sufficient choice.
- Councillor Hunt referred to Waltham St Lawrence Primary School. The mobile dining hall was from Riverside. Waltham St Lawrence was an outstanding school.

Cllr Targowska referred to the infrastructure resulting from the development of the Borough Local Plan. A wholesale scheme costing £220m would come forward in September. All schools would be invited to discuss proposals, with basic infrastructure principles in place for the whole scheme.

The Lead Member stated that she would be abstaining from the vote. She had been involved in the process since last May. She was not against expanding an outstanding school, but she was also conscious that she would be leading the process of

negotiating on the circa 25 forms of entry and £220m of places in September so would like to be able to have it as a principle of fairness across the piece.

RESOLVED: That the motions contained in the report not be approved.

(23 councillors voted for the motion: Councillors Brimacombe, Burbage, Carroll, Coppinger, Cox, Da Costa, Diment, D Evans, Gilmore, Hill, Hilton, Hollingsworth, Ilyas, Lion, Majeed, McWilliams, C Rayner, Saunders, Sharp, Sharpe, Stretton, Werner, and D. Wilson. 23 councillors voted against the motion: Councillors M. Airey, Alexander, Beer, Bhatti, Bicknell, Bowden, Clark, Dr L Evans, Grey, Hunt, Kellaway, Lenton, Love, Luxton, Mills, Muir, S Rayner, Shelim, Smith, Story, Targowska, E. Wilson and Yong. Two Councillors abstained: Councillors N. Airey and Richards. As the vote was tied, the Mayor used his casting vote in accordance with Part 2C Rule 17.2.2 of the Council Constitution and voted against the motion.)

155. PETITIONS

No petitions were received.

156. ELECTORAL REVIEW: STAGE ONE - COUNCIL SIZE

Members considered the outcome of stage one of the electoral review process. Councillor McWilliams explained that in September 2016 a report was considered by Council to undertake a review based on a number of criteria, to make the council more efficient in light of the changing delivery model and the fact that some wards were over represented and others under represented. The first stage involved an internal review. The second stage involved submission to the Local Government Boundary Commission for England (LGCE) to come up with new boundaries which would then be consulted upon. The cross-party working group had used a number of evidence bases including population numbers and predictions for the future. The group had considered the council's position in the bottom quartile in terms of the ratio of councillors to electors. Members were surveyed on their views of a potential reduction in the number of councillors by 25%.

The Working Group was recommending to Full Council to propose to the LGCE that, with effect from the Borough Elections in May 2019, the size of the council should become 43 elected Members, or 43 plus or minus one, subject to the outcome of Stage Two of the process.

Councillor Dudley thanked the working group and officers for their work on stage one. When the council was asking officers, suppliers and residents to come with the council on a journey of efficiency, councillors also needed to look at themselves. The right size and shape of the scrutiny function going forward would be important to ensure there was an acceptable burden for each councillor to deliver their democratic responsibilities. The different ways of interacting with residents including email and social media had been taken into account. The proposal would lead to a saving of over £200,000. If the council had not been proactive, the review would have been required anyway because of changing populations.

Councillor D. Wilson echoed the comments about the need for councillors to look at themselves in terms of overall efficiency. He had been on the council since 1991; the

last boundary review had been triggered by rising populations in Oldfield. The current increase in the ward was not far off triggering another review anyway.

Councillor Smith highlighted that the council had the lowest council tax outside London therefore he asked what was broken that needed to be fixed? The council should not model itself on other less efficient local authorities. The saving of £150,000-£200,000 was a small amount, just a third of appoint on council tax. It was fantasy that the 25% reduction in councillors could be matched by a 25% reduction in meetings. It would also likely not translate into a 25% reduction in papers or time, particularly in light of the ambitious regeneration programme and a busy planning authority. Case work would also become less efficient. The executive would also likely shrink, thereby concentrating power in an even smaller body.

Councillor Da Costa commented that although the work the council did was going to change, the amount of work did not. Information flows would slow down and Councillors would have no direct influence over the new corporate bodies in comparison to officers. Councillors would need to know not just how the council worked but also how the new corporate entities worked. Councillors who were Directors would have extra conflicts because their primary responsibility would be to the corporate body. If panels and committees were combined because of a reduction in councillors, it would become more demanding to understand the interplay of shared services and Joint Ventures. As a consequence scrutiny would either not happen or skill sets needed by councillors would dissuade ordinary people, including members of minorities, from becoming councillors. A reduction in the number of councillors would diminish democracy rather than improve it. A smaller reduction should be considered. He reported that Councillor Jones, a member of the working party, had not supported the recommendation.

Councillor Kellaway commented that some Councillors worked harder than others. Constituents would be pleased with the proposals.

Councillor E. Wilson commented that the working group had been ably chaired. Councillor Jones had agreed the recommendations but had stated that she could not verify what the other members of the opposition group would say. The number of Overview and Scrutiny Panels would reduce from seven to five. Councillors would need to work a little bit harder, just like others in society. There would be no change to the external boundaries of the borough, only the ward boundaries in between.

Councillor Werner stated that he was broadly in support of the reduction; it had been a Liberal Democrat manifesto commitment at the last local election. However he had concerns about the claimed efficiency savings because he feared that allowances may rise as a result. He would like guarantee from the Leader that this would not happen. He also commented that without an equivalent reduction in the size of the Executive, it could end up being over 50% of councillors which would be negative for democracy.

Councillor Hunt commented that if you removed Reading from the list of councils on page 15 of the report the figures were not so different, particularly West Berkshire and Wokingham. All councillors were volunteers paid a small allowance. Her work on council business meant that she would not be able to have another job. Workloads would increase with a reduction in councillors. There was a need to look at wards but not to the extent suggested because the council would end up relying on officers when the buck stopped with councillors.

Councillor Dr L. Evans commented that there was a clear understanding that the way the council worked was changing. It was important to look at the median figures in comparison to other councils. The review would have to happen soon anyway; being proactive gave the council the chance to think about it rather than accepting a fait accompli.

Councillor Beer commented that the lower number of constituents per councillor may not be a reflection of councillors' efficiency but would offer residents a better service if the level were maintained or close to the level. If the number of councillors were reduced, this would reduce the service provided. The council had a more complex and wider range of duties than boroughs to which it was being compared, including Heathrow, the M25 and London overspill. There would be fewer councillors to undertake scrutiny duties and finding substitutes may be a problem. Some councillors had lots of commitments outside the council. Re-jigging the wards may cause problems as they may not fit with established communities. There would be a need for flexibility, perhaps plus or minus 3 councillors.

Councillor Bicknell commented that it was the right thing to do to reduce the numbers.

Councillor McWilliams thanked officers for producing the report in a short timescale. He highlighted that the council was currently at the very bottom of the graph of electors per councillor, therefore was highly inefficient yet at the same time the council was asking officers to find savings and provide improved services. The two stage process was in place to ensure boundaries would fit when revised.

It was proposed by Councillor McWilliams, seconded by Councillor Bicknell, and:

RESOLVED: That Council:

- i) Notes the Stage One review report on the future council size in Appendix A and the cross party Working Group recommendation that the future council size be 43 Councillors.**
- ii) Agrees that the Stage One review report be submitted to the Local Government Boundary Commission for England.**

(41 councillors voted for the motion: Councillors M. Airey, N. Airey, Alexander, Bhatti, Bicknell, Bowden, Brimacombe, Burbage, Carroll, Clark, Coppinger, Cox, Diment, Dudley, D Evans, Dr L. Evans, Gilmore, Grey, Hill, Hilton, Hollingsworth, Ilyas, Kellaway, Lenton, Love, Luxton, McWilliams, Mills, Muir, S Rayner, Richards, Saunders, Sharp, Sharpe, Shelim, Story, Targowska, Werner, D. Wilson, E. Wilson and Yong. Six councillors voted against the motion: Councillors Beer, Da Costa, Hunt, Lion, Majeed and Smith.)

157. CONTINUATION OF MEETING

At this point in the meeting, and in accordance with Rule of Procedure Part 4A 23.1 of the Council's Constitution, the Mayor called for a vote in relation to whether or not the meeting should continue, as the time had exceeded 10.00pm.

Upon being put to the vote, those present voted in favour of the meeting continuing.

RESOLVED UNANIMOUSLY: That the meeting continue past 10.00pm.

158. POLITICAL BALANCE AND ALLOCATION OF SEATS

Members noted that the political balance and allocation of seats on the Standing Panels/Forums had been reviewed following the resignation of Councillor Hollingsworth from the Conservative Group on 12 June 2017, and Councillor Stretton from the Conservative Group on 19 June 2017.

Members noted that, as a result of the resignations, the following vacancies (Conservative seats) had arisen:

- Licensing Panel
- Adult Services and Health Overview & Scrutiny Panel
- Children's Services Overview and Scrutiny Panel (substitute)
- Maidenhead Town Forum x 2
- Access Advisory Forum
- Corporate Parenting Forum
- Grants Panel (substitute x 2)

The change in political balance had resulted in four seats being transferred from the allocation of seats currently held by the Group of Five to Councillor Stretton.

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

RESOLVED UNANIMOUSLY: That:

- i) **Councillor Claire Stretton be allocated seats on: Maidenhead Development Management Panel, Culture and Communities Overview and Scrutiny Panel, Licensing Panel and Grants Panel.**
- ii) **Councillor Luxton be appointed as Chairman of the Corporate Parenting Forum for the remainder of the municipal year.**
- iii) **Councillor Sharma be appointed as Vice Chairman of the Maidenhead Town Forum for the remainder of the municipal year.**

159. MEMBERS' ALLOWANCE SCHEME - PROPOSED AMENDMENTS

The item had been withdrawn from the agenda.

160. MEMBERS' QUESTIONS

Question submitted by Councillor Shelim to Councillor Dudley, Leader of the Council:

Will the Leader of the Council write to Network Rail to request that they remove the litter on their land adjacent to the track at Windsor Central train station? Further there is graffiti in this area and would they also remove that as appropriate.

Councillor Dudley responded that he used the station and was aware of the rubbish, he would be very happy to write to Network Rail and encourage them to create an improved ambience.

Councillor Shelim confirmed that he did not have a supplementary question.

Question submitted by Councillor Shelim to Councillor Bicknell, Lead Member for Highways and Transport:

Will the Lead Member please write to Great Western Railways and request the frequency of trains from Windsor Central train station to Slough are increased in frequency? At peak times and seasons, the trains are very full and extra capacity and frequency would be appreciated by all residents and visitors alike and must make commercial sense.

Councillor Bicknell responded that he would be very happy to write to Great Western Railways requesting an increased frequency of trains between Windsor Central Station and Slough. He fully appreciated the overcrowding issues at peak times and would work with Great Western Railways to identify opportunities to increase capacity and / or frequency. Whilst there were infrastructure constraints, for example platform lengths and single track, he had asked officers to continue to pursue a number of issues with Great Western Railways and would also raise the issues in his capacity as a member of the Thames Valley Berkshire LEP – Transport Board.

Additionally, the Department for Transport hosted a meeting today to begin development of the specification for the next rail franchise, which included this line, which would commence in 2020. Officers attended and raised this issue. It was also worth noting that the council was in discussion with the rail operators to improve services from Windsor & Eton Riverside as part of the new franchise.

Councillor Shelim confirmed that he did not have a supplementary question

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

Will the Lead Member advise how the 'investwindsorandmaidenhead' website has helped businesses to relocate to Dedworth & Clewer?

Councillor D Evans responded on behalf of Councillor Rankin. He explained that the website was principally established as an economic development and investment site to promote the opportunities earmarked for developed and regeneration within the borough. These were predominantly within Maidenhead, but with other opportunities in Windsor and Ascot areas of the Borough as well.

From January to June 2017, there had been 2000 hits on the website with the percentage split of these searches on the website reflecting the scale of these opportunity areas. The website was monitored daily however there had not been any searches made on the website or queries raised on the generic business@rbwm.gov.uk inbox that specifically related to the Dedworth and Clewer area.

A feature of the website offered a property search function with links to key commercial property agents. Commercial buildings available within the area were likely to be registered with one or more of these agents who would be widely promoting them.

There is an opportunity to amend the website and Councillor Rankin would be happy to work with relevant officers to progress this directly if Councillor Wilson had any specific concerns or indeed an understanding of specific details or individual opportunities for businesses to relocate into the Dedworth or Clewer areas and /r to include investment opportunities within these areas that may have been identified.

Councillor E Wilson commented that he had a number of detailed specific changes to the website. He asked the Lead Member to work with him and Councillor Bhatti to discuss the way forward.

Councillor D. Evans said commented that he was sure Councillor Rankin and officers would be in touch to progress this.

161. MOTIONS ON NOTICE

Councillor McWilliams introduced his motion. He explained that the motion requested the Leader to write to the Secretary of State for Communities and Local Government, Chancellor and Prime Minister to consider improving Help to Buy Loans to a level of 40%. A number of London boroughs received this level, yet 20 of them had lower house prices than in the borough. The current government system misrepresented the south east in comparison to London.

Councillor Dudley commented that in the Midlands some estates were up to 60% Help to Buy properties. The scheme was very London centric. A £600,000 property in the borough with a mortgage of £330,000 would mean a family would still need to find £120,000 for a deposit. This would not be possible for most on a modest salary and they would end up being stuck in rental properties for life.

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

RESOLVED UNANIMOUSLY: That this council notes the Help to Buy London programme with an up to 40% government house purchase loan compared with the national English scheme of up to 20%. Given the unaffordability of property to Royal Borough first time buyers, and our average house prices being greater than the majority of London boroughs, this council asks the Leader to write to the Secretary of State for Communities and Local Government, Chancellor and Prime Minister to please address this basic unfairness through extension of the 40% scheme to areas like the Royal Borough.

The meeting, which began at 7.30pm, finished at 10.25pm,

Chairman.....

Date.....

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MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they 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' means a discussion by the members of meeting. In order to avoid any accusations of taking part in the discussion or vote, Members should move to the public area or leave the room once they have made any representations. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) 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 licence 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.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: 'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: 'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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MAYOR'S COMMUNICATIONS

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

Meetings

- Charity meetings
- Samaritans AGM
- Spoore Merry Rixman Foundation
- Pooles and Rings Charities
- International Partner Towns (Twinning) Committee
- Windsor and Maidenhead Counselling Service AGM
- Windsor Old People's Welfare Association AGM
- Maidenhead Child Contact Centre AGM

Schools/Clubs/Community

- Art exhibition, Churchmead Secondary School, Datchet
- Attended a special evening in the Moat Garden, Windsor Castle in aid of the Alexander Devine Children's Hospice Service
- Visited Datchet Village Fair
- Visited the Maidenhead Girlguiding holiday camp and activity day in Chalfont St Peter
- Maidenhead Thames Rotary inter-schools maths competition for key stage 1/year 2
- Citizenship Ceremony
- Visited the Get Berkshire Active School Games Summer Festival at Bisham Abbey
- Attended Maidenhead Care 33rd Annual Commissioning Service
- Visited SWAMi17 (Slough Windsor and Maidenhead Initiative 2017) Windsor Street Showcase
- Diamond Anniversary Regatta, Silver Wing Sailing Club, Wraysbury
- Royal Berkshire Fire and Rescue service Pass Out Parade
- Attended the official opening of the Winton Garden, Oaken Grove Park, Maidenhead
- Celebratory BBQ at Braywick Heath Nursery
- Launch of Chris Atkins' book, Maidenhead Library
- Visited Look Ahead coffee morning, Frogmore Court, Maidenhead
- Presented dictionaries at Year 6 Leavers Assembly, Wessex Primary School, Maidenhead
- Attended the launch of #DevineDinners in aid of Alexander Devine Children's Hospice Service at the Lemon Grass Indian Restaurant, Maidenhead
- Presented certificates at the Strive Business Start-Up graduation
- Attended the Opening Ceremony of Relay for Life at Ascot Racecourse
- Visited the "En Plein Air" painting competition in Windsor
- Presented trophies at the Summer Show of the Ascot Horticultural Society
- Soroptimists buffet lunch
- Meet the Artist – Susan Leyland, War Horse Memorial, Alan Kluckow Fine Art Gallery, Sunningdale
- Hosted Afternoon tea for the Maidenhead Chamber of Commerce
- Attended the Anglo-Thai summer reception at Taplow Court

Concerts/Shows

- Berkshire Maestros (Windsor Music Centre) Junior Music Festival
- Berkshire Maestros Summer Gala Show
- Holyport College Summer Informal Music Recital
- Maidenhead Drama Guild “The Picture of Dorian Gray”
- Windsor and Eton Operatic Society “A Masked Ball”
- Montgomery Holloway Music Trust Summer School Students Concert
- Concert at Maidenhead Festival

Report Title:	Council Plan 2017-2021 & Performance Management Framework 2017/18
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Dudley – Leader of the Council Councillor McWilliams - Deputy Lead Member Policy and Affordable Housing
Meeting and Date:	Council - 25 July 2017
Responsible Officer(s):	Alison Alexander, Managing Director
Wards affected:	All

REPORT SUMMARY

1. Since the Corporate Strategy 2016-2020 was approved in December 2015, the Council has significantly transformed its operating model. It is, therefore, appropriate to refresh the Council's strategic plan in the light of the new model.
2. This report presents a new draft Council Plan and recommends the development of two new supporting corporate plans, People and Customers, together with a new corporate performance management framework to align to the new Plan.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Council:

- i) **Approves the draft Council Plan, see Appendix A.**
- ii) **Delegates authority to the Managing Director, the Leader of the Council and the Deputy Lead Member for Policy and Affordable Housing to make any final amendments.**
- iii) **Notes the development of a Customer Plan by the Head of Library and Resident Services and the Lead Member for Culture and Communities incl. Customer and Business Services for approval at a future Cabinet meeting.**
- iv) **Notes the development of a People Plan by the Head of HR and the Principal Member for HR, Legal and ICT for approval at a future Employment Panel.**
- v) **Notes the preparation of a new corporate performance management framework, aligned to the new Plan, to be approved by Cabinet in August 2017 and reported on in September 2017.**

2 REASON(S) FOR RECOMMENDATION(S)

- 2.1 The Corporate Strategy is the definitive statement of the council's intentions and therefore provides the framework for all its activities – whether delivered directly, in partnership or through commissioned services. The existing

Corporate Strategy was last refreshed in September 2015 and approved by Council on 15 December 2015.

- 2.2 Since that time, the council has significantly transformed its operating model and senior leadership structure. It is, therefore, appropriate to refresh the Corporate Strategy as a new Council Plan.
- 2.3 A proposed draft Plan, see Appendix A, has been developed which sets out six priorities for the period 2017-2021 and related objectives. The priorities and objectives have been informed by reference to existing manifesto commitments, the existing corporate strategy and other wider strategies, such as the emerging Borough Local Plan, the Joint Health and Wellbeing Strategy and the Medium Term Financial Plan.
- 2.4 The Royal Borough’s strategic aims of *Residents First, Value for Money, Delivering Together and Equipping Ourselves for the Future* remain the golden thread, with the new aligned priorities giving greater focus, see table 1.

Table 1: Alignment of Strategic Priorities

Golden thread	Newly Aligned Priorities
Residents First Delivering Together	Healthy, skilled and independent residents Safe and vibrant communities Growing economy, affordable housing Attractive and well-connected borough
Value for Money Equipping Ourselves for the Future	Well-managed resources delivering value for money An excellent customer experience

- 2.5 In terms of the new priorities, four of them, shown in purple and in row one of table 1, are outward facing, reflecting the community and environment. The remaining two, shown in gold and in row two of table 1, reflect the organisation the council needs to be in order to deliver well for residents and customers.
- 2.6 **Vision statement:** A new vision has been proposed – *“Building a borough for everyone – where residents and businesses grow, with opportunities for all”* – which reflects the continued aspiration for the Royal Borough, its residents, businesses and visitors.
- 2.7 **Proposed new corporate plans:** In order to complete the suite of supporting corporate plans, two new plans, Customer and People, are being developed to bring together details of all initiatives and activities that support achievement of relevant customer-related and workforce-related objectives.
- 2.8 The Council Plan, supporting corporate plans and Service Plans will be reviewed annually to ensure that they remain relevant. The supporting corporate plans are the Medium Term Financial Plan, the new Customer and People Plans, Borough Local Plan and Joint Health and Wellbeing Strategy. In turn, these Plans are supported by service plans which set out how individual service areas will deliver their relevant priorities. This review process will start in October each year, using business intelligence and other evidence such as the Joint Strategic Needs Assessment. Refreshed documents will then be issued at the start of each fiscal year. An Annual Report will be prepared each year in

order to formally communicate the council's progress in relation to its priorities and related objectives.

2.9 **Evidencing performance:** In order to align to the new Plan, the corporate performance management framework is being refreshed. New performance reporting software, InPhase, is now in place which will enhance access to performance information, automate data collection in key areas and improve accuracy and transparent reporting.

2.10 Early work with services and Lead/Principal Members has been undertaken to scope a smaller number of strategic, rather than operational, measures for inclusion in the new framework so that the focus is on achievement of the strategic priorities. Once the Plan is approved by Council, the rationalised framework will be finalised, with particular attention given to ensuring clear definitions of measures and agreed mechanisms for their collation and calculation. This will ensure that the indicators do not need to be changed or refined during the year. The framework will be confirmed and agreed by Cabinet in August 2017 in order that Q1 2017/18 performance can be reported in September 2017.

3 KEY IMPLICATIONS

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
New Council Plan in place	No refreshed Plan adopted	August 2017	N/A	N/A	1 August 2017
New corporate performance management framework in place	No framework adopted	Sept 2017	N/A	N/A	1 Sept 2017

4 FINANCIAL DETAILS / VALUE FOR MONEY

4.1 There are no financial implications arising from the recommendations in this report.

5 LEGAL IMPLICATIONS

5.1 The Local Government Act 2000 gives the full Council responsibility for approving the policy framework and the budget. The Council Plan and its suite of supporting corporate plans provides the context for this policy framework.

6 RISK MANAGEMENT

6.1 The risks identified are set out in table 3.

Table 3: Impact of risk and mitigation

Risk	Uncontrolled	Controls	Controlled
Decision-making is impacted by reliance on a plan which has not been refreshed to reflect the priorities of the organisation.	High	Refreshed Council Plan adopted.	Low
Decision making is adversely impacted by performance measures aligned to an outdated strategic plan.	High	Refreshed Performance Management Framework adopted.	Low

7 POTENTIAL IMPACTS

7.1 There are no identified staffing implications.

8 CONSULTATION

8.1 Consultation has taken place with:

- Corporate Management Team.
- Senior Leadership Team.
- Lead and Principal Members through Lead/Principal Member briefings.

9 TIMETABLE FOR IMPLEMENTATION

Table 4: Implementation timetable

Stage Details	Dates
Council Plan approved	25 July 2017
Newly aligned Performance Management Framework considered by Cabinet	24 August 2017
Quarter 1 PMF considered by Cabinet	28 September 2017
Customer and People Plans developed and approved by relevant panels	August – October 2017
Quarter 2 PMF considered by Cabinet	23 November 2017
Quarter 3 PMF considered by Cabinet	22 February 2018
Quarter 4 PMF considered by Cabinet	24 May 2018
2017-2018 Annual Report considered by Council	June 2018

10 APPENDICES

10.1 The appendices to this report are:

- Appendix A: Council Plan 2017-2021

11 BACKGROUND DOCUMENTS

11.1 The background documents to this report to Council are:

- Corporate Strategy 2016-2020.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr McWilliams	Deputy Lead Member	17/07/17	17/07/17
Cllr S Dudley	Leader of the Council	17/07/17	17/07/17
Alison Alexander	Managing Director	14/07/17	16/07/17
Russell O'Keefe	Executive Director	17/07/17	
Andy Jeffs	Executive Director	17/07/17	17/07/17
Vanessa Faulkner	HR Manager, deputising for Head of HR	17/07/17	17/07/17
Rob Stubbs	Head of Finance	17/07/17	17/07/17
Mary Kilner	Head of Law & Governance	17/07/17	17/07/17
Hilary Hall	Deputy Director Strategy & Commissioning	14/07/17	16/07/17

REPORT HISTORY

Decision type: Key decision	Urgency item? No
Report Author: Anna Robinson, Strategy and Performance Manager, 01628 796352 and Rachel Kinniburgh, Strategy Officer, 01628-796370	

Message from the Leader of the Council and Managing Director:

Clr Simon Dudley, Leader of the Council.

The Royal Borough of Windsor & Maidenhead is a uniquely special place to live. I have lived and raised my family here for the last 25 years and am passionate about ensuring our community continues to go from strength to strength so that others can thrive here with the same opportunities, whether it's owning a home, educating their children or growing their business.



Clr Simon Dudley
 Leader of the Council

This refreshed council plan captures the things that we, elected members, know our residents value. We will, on their behalf, continue to put them first; secure the best value in how we use our resource, work with the public, private and voluntary sector partners to ensure that the borough is fit for the future. We are the guardian of services on behalf of residents working with the council's workforce.

Alison Alexander, Managing Director.

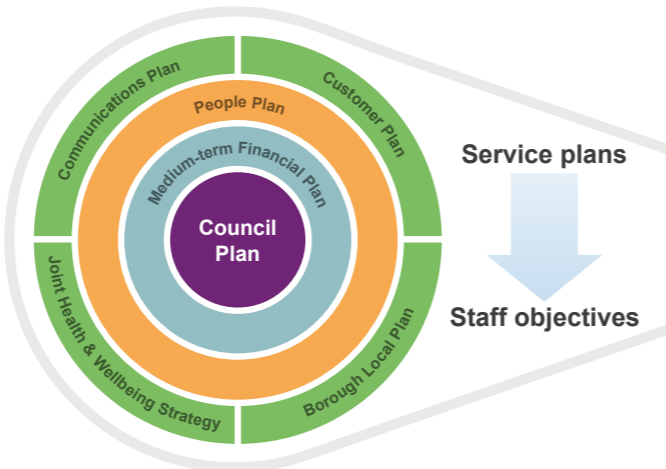
Since the last Council Plan was adopted, the council has undergone significant change. There is new political leadership, supported by a new leadership and management structure. The entire workforce remains committed to constantly evolving so that residents receive the service they need at a time and location they need. We are enterprising in our approach and now in 2017 more of the council services are delivered in partnership with other local authorities or private and voluntary sector companies.



Alison Alexander
 Managing Director

This plan clearly sets out our passion for first class services for our residents and how we will hold ourselves and array of companies delivering council services to account.

How the Council Plan fits with our other plans:



The Council Plan is supported by:

- Our **Medium-Term Financial Plan** ensures our resources match our priorities.
- Our **People Plan** sets out how we will strengthen our existing skills, capability and resilience.
- Our **Communications Plan** sets out how we will communicate with our residents, stakeholders and staff.
- Our new **Customer Plan** will set out how we will make an excellent customer-experience the norm.
- The **Borough Local Plan** guides development and infrastructure planning across the borough.
- The **Joint Health & Wellbeing Strategy** priorities are shared between the council and key partners.
- **Service Plans** set out how individual service areas will deliver relevant priorities.
- **Staff objectives** detail what individual members of staff will do to deliver the council's priorities.

Building a borough for everyone

Council Plan 2017-2021



Our vision: Building a borough for everyone – where residents and businesses grow, with opportunities for all

Our Priorities

What we will do to make a difference

What we will do to make a difference

Our Priorities

Healthy, skilled and independent residents

- Promote and develop opportunities for residents of all ages to improve their physical and mental health.
- Enable children and young people to have the best start in life.
- Work with schools to ensure high-quality education for all.
- Enable older residents and vulnerable adults to live independently.
- Improve support and opportunities for carers in our communities.

- Improve our towns, while valuing their local distinctiveness.
- Encourage the growth of a diverse range of businesses in the borough.
- Support further opportunities for work placements, apprenticeships and volunteers.
- Ensure affordable housing provision across the borough.
- Expand and improve practical support for residents facing other housing issues.

Growing economy, affordable housing

51 Safe and vibrant communities

- Deliver services that protect children, young people and vulnerable adults from harm.
- Provide effective defences against environmental hazards.
- Support residents to get more involved in the maintenance and future direction of their neighbourhoods.
- Maintain high-quality arts, culture and leisure facilities.
- Enable the community and voluntary sectors to flourish.

- Protect and enhance the attractiveness of our community spaces and countryside.
- Promote sustainable energy sources and minimise pollution and waste.
- Improve parking, cycling and public transport provision across the borough.
- Enhance the quality and safety of our roads, highways and pathways.

Attractive and well-connected borough

An excellent customer experience

- Communicate and engage well with residents.
- Enable easy access to council services.
- Deliver our customer-service standards.
- Improve our understanding of what residents need and want.

- Maximise our income and ensure effective and efficient services.
- Increase our existing staff skills, capability and resilience.
- Use modern technology to benefit customers and staff.
- Commission or deliver services to meet residents' needs.

Well-managed resources delivering value for money

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Report Title:	Constitutional Amendments
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Targowska – Principal Member for Legal, HR & IT and Chair of the Constitution Sub Committee.
Meeting and Date:	Council 25 July 2017
Responsible Officer(s):	Mary Kilner, Head of Law and Governance and Monitoring Officer
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

1. This report sets out proposed changes to the Constitution. The proposals have been brought forward to ensure that the Constitution is up to date, fit for purpose and supports and enables the Council to conduct its business in a transparent and compliant manner.
2. It is recommended that Council adopts the amendments set out in Paragraphs 2.5 to 2.7 and Appendix 1.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Full Council notes the report and:

- i) Considers and approves the amendments to the Constitution set out paragraphs 2.5 to 2.7, see Appendix 1 for full details.
- ii) Requests the Constitution Sub Committee:
 - a. Consider options to include guidance on the use of social media within the Councillors' Code of Conduct, and to report back to Full Council with recommendations to amend the Code of Conduct within the constitution.
 - b. Review the current social media policy and develop a dedicated policy for Councillors.

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

- 2.1 The Constitution of the Council is the single point of reference containing the principal operating structures and procedures of the authority. It sets out how the Council operates, how decisions are made and the procedures to be followed to ensure that these are efficient, transparent and accountable to local people.
- 2.2 The current Borough's Constitution was largely agreed in 2011, when new model constitutions were introduced linked with the changes arising from the requirements under the Localism Act. A number of relatively small amendments from this wholesale revision have been implemented over time and a new version is published each time changes are made. The changes made since that date fall into three categories:

- Changes agreed by Full Council.
 - Changes agreed by the Constitution Sub Committee when specifically delegated by Full Council to consider and make amendments.
 - Changes of a minor nature made by the Monitoring Officer in agreement with the Chair of the Constitution Sub Committee under the delegation set out in Article 14.2.
- 2.3 Version control has been included in the published document since September 2015 and changes made are shown in the table at the very end of the document. This version control shows under which authority amendments have been made as well as a summary of the changes. Version Control numbers relate to the year of change and the edition of changes made that year: e.g. Ver 17.3 refers to the third version published in 2017.
- 2.4 The changes proposed to this Full Council are set out in paragraphs 2.5 to 2.7 and Appendix 1.
- 2.5 **Part 6 F1 Access Advisory Forum amendment to the Terms of Reference**
The Access Advisory Forum agreed at the meeting of the Forum held on 27 March 2017 to request minor amendments to the membership details in the terms of reference. A revised paragraph F1 is shown in Appendix 1.
- 2.6 **Part 6 F22 Standing Advisory Council on Religious Education (SACRE) amendment to the Terms of Reference**
SACRE agreed at the meeting held on 12 June 2017 to request amendments to the membership details in the terms of reference. Amendments are required as two of the teaching unions are due to merge. In addition, it has often proved difficult to recruit representatives via the teaching unions and it is felt that Key Stage representatives would likely reduce the number of vacancies. A revised paragraph F22 is shown in Appendix 1.
- 2.7 **Part 6 E6 Achieving for Children Joint Committee**
The council is forming partnerships with the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames to deliver children's services through Achieving for Children, a community interest company. The council will become a joint partner from 1 August 2017. Each authority is required to approve the terms of reference for the new Joint Committee, which requires a new section, see section E6 in Appendix 1.
- 2.8 Councillors are increasingly using social media to interact with residents, the local media and other organisations. A number of councils have policies in place to guide councillors in their use of social media, particularly in relation to the principles of public life detailed in the Councillor's' Code of Conduct. It is proposed that a dedicated councillors policy is developed.

Table 1: Options

Option	Comments
Approve the changes and the request to the Constitution Sub Committee The recommended option	The updated Constitution will promote best practice and confidence in decision making.

Option	Comments
Modify the changes proposed and approve modified changes	Members may wish to propose and consider minor amendments to the recommended changes.
Do not approve the changes and keep the current constitution	The Constitution will not promote best practice. The Council will not have complied with relevant legislation as a number of changes are required.

3 KEY IMPLICATIONS

3.1

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Consider the proposals and, where agreed, amend the Constitution by the date agreed.	Do not amend the Constitution by the date set out.	Amend by the date set out.	n/a	n/a	July 2017

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no direct financial implications arising from the proposed constitutional changes.

5 LEGAL IMPLICATIONS

- 5.1 The Constitution must be in compliance with the terms of the Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, Local Democracy, Economic Regeneration and Construction Act 2009, Localism Act 2011 and any other relevant statutory acts or guidance.

6 RISK MANAGEMENT

The Council must have a current and accurate Constitution to provide a clear and unambiguous framework under which the Council can conduct business

Table 3: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
There is a risk of challenge if the Constitution is not	Constitution is not updated.	Constitution is regularly reviewed and	Revised Constitution available on

Risks	Uncontrolled Risk	Controls	Controlled Risk
legally updated.		updated.	website and is not open to challenge.

7 POTENTIAL IMPACTS

- 7.1 If decisions are not taken in accordance with the adopted framework they are potentially open to challenge which could be damaging to the Council's reputation and/or delay operational decisions, which may in turn result in additional costs being incurred. Costs may arise from having to repeat activities, defending decisions or compensating for unlawful decisions.

8 CONSULTATION

- 8.1 Relevant Lead Members, Principal Members and Deputy Lead Members, Panels, Forums and Sub Committees of the Council have been involved in identifying or requesting the updates proposed, and have asked that the changes be brought Council for consideration in accordance with the approval process outlined in paragraph 2.2 of this report.

9 TIMETABLE FOR IMPLEMENTATION

9.1

Table 4: Implementation timetable

Date	Details
25 July 2017	Full Council confirms changes to the Constitution
28 July 2017	Updated and revised Constitution published

10 APPENDICES

- 10.1 Appendix 1 – Table of revisions proposed.

11 BACKGROUND DOCUMENTS

- 11.1 RBWM Constitution available on the RBWM Website:
https://www3.rbwm.gov.uk/info/200110/about_the_council/910/council_constitution.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Targowska	Principal Member HR, Legal & IT	13/7/17	17/7/17
Cllr Carroll	Principal Member Public	13/7/17	17/7/17

Name of consultee	Post held	Date sent	Commented & returned
	Health and Communications		
Alison Alexander	Managing Director	11/7/17	13/7/17
Mary Kilner	Head of Law and Governance	5/7/17	11/7/17

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No.
Report Author: Karen Shepherd, Democratic Services Manager - 01628 796529	

Proposed revisions to the Constitution

Section of the Constitution Ref	Proposed Revision	Rationale
Part 6 F1.2	<p>F1 Access Advisory Forum</p> <p><u>F1.2 Membership</u></p> <p>The membership shall be comprised of the following groups:</p> <ul style="list-style-type: none"> • Users of local services who themselves have a disability or represent a disabled person. • Representatives of voluntary groups, associations or Charities working with people with disabilities. • Appropriate Government and Health bodies concerned with people with disabilities. • Two Councillors from the Royal Borough of Windsor and Maidenhead. • The Environment Access Officer. • Appropriate RBWM officers concerned with <u>enabling people with disabilities to access services.</u> • The minimum number of members shall be 10 and the maximum number of members shall be 20. • The Forum Chairman and Vice Chairman shall be service users <u>or representatives</u>. They shall be independent from the Council and shall be elected from amongst the members of the Forum. • Appointments to the Forum, including the Chairman and Vice-Chairman, shall be two-year appointments. • Members of the Forum may resign by giving notice to the Chairman. • Members of the Forum may appoint substitute representatives to attend Forum meetings 	Minor updates to membership.
Part 6 F22.2	<p>F22 <u>SACRE (Standing Advisory Council on Religious Education)</u></p> <p><i>F22.2 Membership</i></p> <p>The members of SACRE (other than co-opted members) shall be appointed by the authority so that they shall represent the following groups:</p>	Request to update the membership required as two of the teaching unions are merging. Additionally it has

Section of the Constitution Ref	Proposed Revision	Rationale
	<p><u>Group A - Christian denominations and other religions</u></p> <p>The Free Churches - 3 The Roman Catholic Church - 1 Hinduism - 1 Islam - 1 Judaism - 1 Sikhism - 1 Buddhist – 1 Baha'i - 1</p> <p><u>Group B</u></p> <p><i>The Church of England – 3</i></p> <p><u>Group C - Teaching representatives</u></p> <p>NUT – 1 <u>Key Stage 1 - 1</u> NAS/UWT - 1 <u>Key Stage 2 - 1</u> NAHT – 1 <u>Key Stage 3 - 1</u> SHA – 1 <u>Key Stage 4 - 1</u> ATL - 1 <u>Headteacher representative - 1</u> PAT – 1 <u>Academy representative - 1</u></p> <p><u>Group D</u></p> <p>The local authority - 3</p>	<p>often proved difficult to recruit new Members via the unions therefore Key stage based representatives would likely reduce the number of vacancies.</p>
<p>Part 6 – new section E6</p>	<p><u>E6 Achieving for Children Joint Committee</u></p> <p>E6.1 Purpose</p> <p>The London Borough of Richmond upon Thames, Royal Borough of Kingston upon Thames and The Royal Borough of Windsor and Maidenhead have established the Joint Committee pursuant to powers under the Local Government Acts 1972 and 2000. The Joint Committee shall be known as “The Achieving for Children Joint Committee”.</p> <p>The Joint Committee will discharge functions on behalf of all three boroughs insofar as they relate to the ownership of jointly owned local authority company “Achieving for Children”.</p> <p>The Joint Committee is not a self-standing legal entity</p>	<p>The council will become a joint partner of Achieving for Children from 1 August 2017. Each authority is therefore required to approve the terms of reference for the new Joint Committee</p>

Section of the Constitution Ref	Proposed Revision	Rationale
	<p>but part of its constituent authorities. Any legal commitment entered into pursuant of a decision of the Joint Committee must be made by either or all of the authorities which will be indemnified appropriately.</p> <p>These Terms of Reference govern the conduct of meetings of the Joint Committee and except, where expressly stated otherwise, take precedence over each Borough’s relevant Constitutional provisions. The Joint Committee may vary the Terms of Reference rules as it considers appropriate.</p> <p>E6.2 Definitions Any reference to Access to Information legislation shall mean Part VA of the Local Government Act 1972 (as amended) and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (as amended).”</p> <p>E6.3 Functions The Joint Committee will discharge on behalf of all three boroughs the functions listed below insofar as they relate to the ownership of local authority company “Achieving for Children”. The Joint Committee will decide on behalf of each Council to:</p> <ul style="list-style-type: none"> • Enter into any arrangement, contract or transaction resulting in expenditure either with a capital value greater than £10,000 or revenue value greater than £10 million. Any expenditure of such revenue by the Company being less than £10 million shall be subject to the Company’s own financial regulations and shall be subject to prior approval within the Business Plan and operating revenue budget, which shall be approved by the Members in accordance with the Reserved Matters. • Enter into any arrangement, contract or transaction where the Company is providing services to third parties without following the Trading Opportunity Evaluation Process as produced by the Members. Such arrangements, contracts or transactions shall also be subject to prior approval within the Business Plan, which 	

Section of the Constitution Ref	Proposed Revision	Rationale
	<p>shall be approved by the Members in accordance with the Reserved Matters.</p> <ul style="list-style-type: none"> • Enter into any borrowing, credit facility or investment arrangement (other than trade credit in the ordinary course of business) that has not been approved by the Members under the Financial Plan. • Appoint or remove any auditor of the Company. • Adopt or amend the Business Plan in respect of each financial year, which for the avoidance of doubt shall include the adoption and amendment of an operating revenue budget for the financial year to which it relates. • Adopt or amend the Financial Plan. • Enter into any arrangement, contract or transaction within, ancillary or incidental to the ordinary course of the Company's business or is otherwise than on arm's length terms. <ul style="list-style-type: none"> • Deal with any surpluses of the Company. • Appoint or remove any Company Directors (from the Achieving for Children Board). • Agree any terms for any Directors (but for the avoidance of doubt this does not include the terms and conditions of employment of Executive Directors as defined in the Articles of Association of the Company). • Agreeing changes in employment terms and conditions which would be inconsistent with the National Joint Council National Agreement on Pay and Conditions of Service and any changes to the pay and grading structure of the chief executive post of the Company. <p>The Joint Committee will be responsible for setting out the expectations and ambitions of the three Council's as owners of "Achieving for children".</p> <p>E6.4 Membership There will be nine elected members of the Joint</p>	

Section of the Constitution Ref	Proposed Revision	Rationale
	<p>Committee, three appointed from each Borough. Appointments will be made in line with each Authority's governance arrangements.</p> <p>The appointments should include the Leader of each Council and a Member whose portfolio areas include responsibility for Children's Services.</p> <p>Appointments will be made for a maximum period not extending beyond each Member's remaining term of office as a Councillor.</p> <p>As nominees of their respective Councils, members of the Joint Committee are governed by the provisions of their own Council's Codes and Protocols including the Code of Conduct for Members and the rules on Disclosable Pecuniary Interests.</p> <p>Each authority will utilise existing mechanisms for substitution as laid down in their own Standing Orders.</p> <p>E6.5 Chair Each Council will appoint one Member as a Co-Chair each of whom, in rotation, preside over meetings of the Joint Committee.</p> <p>Meeting venues shall rotate between the Council's main offices with the Co-Chair from the authority which is hosting the meeting presiding over the meeting. Where the host Co-Chair is not present, the Joint Committee shall appoint an alternate Co-Chair from amongst its number to preside over the meeting.</p> <p>E6.6 Sub-Committees The Joint Committee may establish sub-committees to undertake elements of its work if required and subject to the approval of each of the constituent authorities.</p> <p>E6.7 Delegation to Officers The Joint Committee may delegate specific functions to officers of any of the Boroughs.</p> <p>Any such delegation may be subject to the requirement for the officer to consult with or obtain the prior agreement of an officer (or officers) of the other</p>	

Section of the Constitution Ref	Proposed Revision	Rationale
	<p>boroughs.</p> <p>It may also be subject to the requirement for the officer with delegated authority to consult with the Co-Chairs of the Joint Committee before exercising their delegated authority.</p> <p>E6.8 Administration Organisational and clerking support for the Joint Committee will be provided on a rotational basis by the host authority on an annual basis or longer if agreed by all three Councils.</p> <p>E6.9 Budget The Joint Committee will not have an allocated budget.</p> <p>E6.10 Agenda Management All prospective items of business for the Joint Committee shall be agreed by the Chief Executives of all three Councils or their representatives, following consultation with the AfC Management Team.</p> <p>Where a decision of the Joint Committee does not apply to all three Boroughs, the delegation of functions to the Joint Committee is limited to the Borough to which the decision applies.</p> <p>To comply with Access to Information legislation in the publication of agendas including Forward Plan requirements, those functions delegated to the Joint Committee for determination and defined as key-decisions on behalf of Richmond and Windsor and Maidenhead must be included in the Forward Plan.</p> <p>Although not legally required for Kingston under the Committee System Governance Arrangements, a Forward Plan has been maintained and notice will be given therein.</p> <p>E6.11 Meetings The Joint Committee will meet as required to fulfil its functions and will determine a programme of meetings before the start of each Municipal Year to be included in the Calendar of Meetings for all three Authorities.</p>	

Section of the Constitution Ref	Proposed Revision	Rationale
	<p>The quorum for a meeting of the Joint Committee shall be at least two members from each Borough.</p> <p>Access to meetings and papers of the Joint Committee by the Press and Public is subject to Part 2 of the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012</p> <p>E6.12 Notice of Meetings The host authority clerk of the Joint Committee will give notice to the public of the time and place of any meeting in accordance with the Access to Information requirements.</p> <p>At least five clear working days in advance of a meeting the host authority clerk of the Joint Committee will publish the agenda via the website of the host authority and distribute a copy of the papers to all Members of the Committee. Five Clear Days does not include weekends or national holidays and excludes both the day of the meeting and the day on which the meeting is called.</p> <p>E6.13 Public Participation Unless considering information classified as “exempt” or “confidential” under Access to Information Legislation, all meetings of the Joint Committee shall be held in public.</p> <p>An agenda item to last no longer than 30 minutes will be included on each agenda to hear public representations and questions. Notification must be given in advance of the meeting indicating the matter to be raised, by 12 noon on the last working day before the meeting.</p> <p>Where the number of public representations exceed the time allowed, a written response will be provided or the matter will be deferred to the next meeting of the Joint Committee.</p> <p>E6.14 Member Participation Any member of each Council who is not a member of the Joint Committee may ask a question or address the Committee with the consent of the Co-Chair of the meeting at which they wish to speak.</p>	

Section of the Constitution Ref	Proposed Revision	Rationale
	<p>E6.15 Business to be Transacted Standing items for each meeting of the Joint Committee will include the following:</p> <ul style="list-style-type: none"> • Public participation • Apologies for absence • Declarations of Interest • Minutes of the Last Meeting • Substantive items for consideration <p>The Co-Chair may vary the order of business and take urgent items as specified in the Access to Information Requirements at his / her discretion. An item of business may not be considered at a meeting unless:</p> <ul style="list-style-type: none"> • A copy of the agenda included the item (or a copy of the item) is open to inspection by the public for at least five clear days before the meeting; or • Where the meeting is convened at shorter notice from the time the meeting is convened; or • By reason of special circumstances which shall be specified in the minutes the Co-Chair of the meeting (following consultation with the other Co-Chair) is of the opinion that the item should be considered at the meeting as a matter of urgency <p>“Special Circumstances” justifying an item being considered as a matter of urgency will relate to both why the decision could not be made at a later meeting allowing the proper time for inspection of documents by the public as well as why the item or report could not have been available for inspection for five clear days before the meeting.</p> <p>E6.16. Extraordinary Meetings Arrangements may be made following consultation with all three Co-Chairs to call an extraordinary meeting of the Joint Committee.</p> <p>The business of an extraordinary meeting shall be only that specified on the agenda.</p> <p>E6.17 Cancellation of Meetings</p>	

Section of the Constitution Ref	Proposed Revision	Rationale
	<p>Meetings of the Joint Committee may, after consultation with all three Co-Chairs, be cancelled if there is insufficient business to transact or some other appropriate reason warranting cancellation. The date of meetings may be varied after consultation with all Co-Chairs in the event that it is necessary for the efficient transaction of business.</p> <p>E6.18 Rules of Debate The rules of debate in operation in the authority which is hosting the meeting shall apply.</p> <p>E6.19 Request for Determination of Business Any member of the Joint Committee may request at any time that:</p> <ul style="list-style-type: none"> • The Joint Committee move to vote upon the current item of consideration. • The item be deferred to the next meeting. • The item be referred back to the relevant Chief Executive for further consideration by the Council • The meeting be adjourned. <p>E6.20 Urgency Procedure Where all Co-Chairs of the Joint Committee are of the view that an urgent decision is required in respect of any matter within the Joint Committee’s Terms of Reference and that decision would not reasonably require the calling of an Extraordinary Meeting of the Joint Committee to consider it and it cannot wait until the next Ordinary Meeting of the Joint Committee, then they may authorise in writing the Chief Executive of Achieving for Children to take such a decision following consultation with the Co-Chairs. Decisions taken in these circumstances shall not be subject to any of the Council procedures.</p> <p>E6.21 Voting Each elected member will be entitled to one vote.</p> <p>Where there is an equality of votes and the matter cannot be resolved, the conflict resolution mechanism will be implemented.</p> <p>The conflict resolution mechanism states that:</p>	

Section of the Constitution Ref	Proposed Revision	Rationale
	<ul style="list-style-type: none"> • The matter will be referred back to the Chief Executives of all three Authorities for further consideration. • After further consideration has taken place, the matter will be placed on the agenda for the next available meeting of the Joint Committee for determination. If on this on this second occasion t there is still an equality of votes the Chair can exercise a casting vote to ensure that a decision is made. <p>E6.22 Minutes At the next suitable meeting of the Joint Committee, the Co-Chair presiding will move a motion that the minutes of the previous meeting be agreed as a correct record. The meeting may only consider the accuracy of the minutes.</p> <p>Once agreed, the Co-Chair presiding at the meeting will sign the minutes.</p> <p>E6.23 Exclusion of Public and Press Members of the public and press may only be excluded from a meeting of the Joint Committee either in accordance with the Access to Information requirements or in the event of disturbance.</p> <p>A motion may be moved at any time for the exclusion of the public from the whole or any part of the proceedings. The motion shall specify by reference to Section 100(A) Local Government Act 1972 the reason for the exclusion in relation to each item of business for which it is proposed that the public be excluded. The public must be excluded from meetings whenever it is likely, in view of the nature of business to be transacted, or the nature of the proceedings that confidential information would be disclosed.</p> <p>If there is a general disturbance making orderly business impossible, the Co-Chair may adjourn the meeting for as long as he/she thinks is necessary.</p> <p>To comply with the Executive Arrangements (Access to Information) Regulations 2012 on Richmond's and Windsor and Maidenhead's behalf, all background papers will be published as part of the Joint</p>	

Section of the Constitution Ref	Proposed Revision	Rationale
	<p>Committee agenda and be made available to the public via the website of each authority.</p> <p>E6. 24 Overview and Scrutiny Decisions of the Joint Committee will be subject to scrutiny and Call -In.</p> <p>On the publication of the minutes of a meeting of the Joint Committee, 5 clear days must elapse (not including the date of publication and weekend days and bank holidays) before decisions can be implemented.</p> <p>Decisions of the Joint Committee will be subject to the existing “Call-In” arrangements operating in each of the Boroughs as outlined in their respective Constitutions.</p> <p>Where a decision is called in, arrangements will be made at the earliest opportunity within the Borough where the Call-In had taken place for it to be heard. The body hearing the Call-in would be able to take the following courses of action:</p> <ul style="list-style-type: none"> • Take no further action (decision takes effect) • Refer back to the decision-maker (Joint Committee) for reconsideration • Refer to the Full Council meeting of the relevant authority (only if deemed to be contrary to the budget and / or policy framework of the relevant authority in line with the delegations to the Joint Committee.) <p>Any decision called in for scrutiny before it has been implemented shall not be implemented until such time as the call in procedures of the Council concerned have been concluded.</p>	

Report Title:	Members' Allowances Scheme
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Dudley, Leader of the Council
Meeting and Date:	Full Council – 25 July 2017
Responsible Officer(s):	Alison Alexander, Managing Director
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

The Independent Remuneration Panel considers amendments to the Members' Allowances Scheme. This report sets out the Panel's recommendations. If approved, the Constitution would be amended to include the new Special Responsibility Allowances (SRA).

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Full Council notes the report and considers proposals detailed in Appendix A by the Independent Remuneration Panel:

- i) A Special Responsibility Allowance be paid to the Chairman of the borough-wide Development Management Panel, payable at a level of the Leader's allowance multiplied by 30% (£7185). The principle of one SRA per Member to be maintained as follows: If the postholder is already a Development Management Panel Chairman, they would receive the higher SRA of £7185 only. If the post holder is not already a Development Management Panel Chairman, they would receive an SRA equivalent to the incremental difference (£1,198) between the Development Management Panel Chairman SRA (£5,987) and the Borough-wide Development Management Panel Chairman SRA (£7185).
- ii) A Special Responsibility Allowance of £3,000 be paid to the Mayor and a Special Responsibility Allowance of £1,000 be paid to the Deputy Mayor. The principle of one SRA per Member be maintained.
- iii) Amendments to the scheme relating to Special Responsibility Allowances for the Chairman of the Borough-wide Development Management Panel, the Mayor, and the Deputy Mayor, be backdated to 23 May 2017, the start of the 2017/18 municipal year.
- iv) A Special Responsibility Allowance of £3,000 per annum be paid to the three councillors appointed as Non-Executive Directors to the Optalis Board and be backdated to 1 April 2017, the date of the formation of the new joint service. The principle of one SRA per Member be maintained.
- v) £5,198 be added to the Members Special Responsibility Allowance budget to cover the full year costs.
- vi) Delegates authority to the Monitoring Officer to amend the Members' Allowance Scheme in the Constitution as appropriate.

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

- 2.1 Local authorities are required to appoint an Independent Remuneration Panel (IRP) to advise Council on the terms and conditions of their Scheme of Members' Allowances. No changes can be made to the allowances scheme without reference to the recommendations of the IRP. The only exception is in relation to annual inflation adjustments and then only for up to four years without an IRP report.
- 2.2 The IRP has recommended a number of amendments to the Scheme of Allowances, the reasons for which are outlined in its report, see Appendix A.

Table 1: Options

Option	Comments
Approve the recommendations The recommended option	The recommendations are designed to recognise the responsibility attached to the roles.
Amend the recommendations	Members can endorse the recommendations in part or amend them as appropriate.
Do nothing	Members can decide not to accept any of the recommendations.

3 KEY IMPLICATIONS

- 3.1 N/A

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The approval to award the new Special Responsibility Allowances for the Borough-wide Development Management Panel Chairman, Mayor and Deputy Mayor would have a full year cost of £5,198. There is currently no provision in the Members' allowance budget for the additional SRAs:
- Borough-wide Development Management Panel Chairman - £1,198.
 - Mayor and Deputy Mayor - £4000.
- 4.2 The approval to award a SRA to the councillors appointed as Non-Executive Directors to the Optalis Board would have no financial impact to the council as the allowance would be funded by Optalis.
- 4.3 Where a Councillor holds more than one of the positions attracting a Special Responsibility Allowance as specified in Schedule 1 of the Members' Allowance Scheme, the Councillor will only be eligible to receive one such allowance. The sum to be paid to be the highest eligible allowance.

4 LEGAL IMPLICATIONS

5.1 Local Authorities (Members' Allowances) (England) Regulations 2003 require the council to:

(b) publish in one or more newspapers circulating in its area, a notice which –

- (i) states that it has received recommendations from an independent remuneration panel in respect of its scheme;
- (ii) describes the main features of that panel's recommendations and specifies the recommended amounts of each allowance mentioned in the report in respect of that authority.

5 RISK MANAGEMENT

6.1 Regulations state that the council is required to have regard to recommendations of the IRP before making any changes to the Members' Allowances Scheme

6 POTENTIAL IMPACTS

6.2 Updating the scheme to clarify the duties for which Members can claim allowances will improve the efficiency of administering the process and reflects the council's transparency agenda.

7 CONSULTATION

7.2 The IRP received written representations from the Leader of the Council, on behalf of the Conservative Group, and the Leader of the Opposition on behalf of the Group of Five.

8 TIMETABLE FOR IMPLEMENTATION

8.2

Table 2: Implementation timetable

Date	Details
27/6/17	Full Council considers the recommendations
28/6/17	Members' Allowance Scheme amended in Constitution

9 APPENDICES

9.2 Eighth report of the RBWM Independent Remuneration Panel.

10 BACKGROUND DOCUMENTS

10.2 The Local Authorities (Members Allowances) (England) Regulations 2003.

11 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Dudley	Leader of the Council	21/6/17 & 10/7/17	21/6/17 & 10/7/17
Alison Alexander	Managing Director	20/6/17 & 6/7/17	21/6/17 & 9/7/17
Rob Stubbs/Richard Bunn	Head of Finance /Chief Accountant	20/6/17 & 10/7/17	13/7/17
Mary Kilner	Head of Law and Governance	20/6/17 & 6/7/17	21/6/17

REPORT HISTORY

Decision type: N/A	Urgency item? N/A.
Report Author: Karen Shepherd, Democratic Services Manager, 01628 796529	

**A Review of
Members' Allowances
for the
Royal Borough of
Windsor & Maidenhead**

The Eighth Report

by the

**Independent Remuneration
Panel**

**Air Vice-Marshal Andrew Vallance
(Chairman)
Chris Stevens
Karnail Pannu**

June 2017

Introduction: The Regulatory Context

1. This report is a synopsis of the deliberations and recommendations made by the statutory Independent Remuneration Panel (the Panel) appointed by the Royal Borough of Windsor & Maidenhead (RBWM) to advise the Council on its Members' Allowances scheme.
2. The Panel was convened under *The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021)* (the 2003 Regulations) to make recommendations to the Council on a number of amendments to the scheme of Members' Allowances. These regulations, arising out of the relevant provisions in the *Local Government Act 2000*, require all local authorities to maintain an independent remuneration panel (also known as an IRP) to review and provide advice on the councils' Members' Allowance Scheme. All Councils are required to convene their Independent Remuneration Panel and seek its advice before they make any changes or amendments to their allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended Members' Allowances Scheme. This is in the context whereby Full Council retains powers of determination regarding Members' allowances, both levels and scope of remuneration and other allowances/reimbursements.

Terms of Reference

3. To consider:
 - A Special Responsibility Allowance for the Chairman of the Borough-wide Development Management Panel
 - A Special Responsibility Allowance for the Mayor and Deputy Mayor
 - A Special Responsibility Allowance for councillors appointed as Non-Executive Directors to the Optalis Board

The Panel

4. The Royal Borough of Windsor & Maidenhead reconvened its Panel and the following Members were appointed to carry out the independent allowances review, namely:
 - Air Vice-Marshal Andrew Vallance CB OBE MPhil FRAeS
 - Served in the RAF for 38 years, and from December 2004 to February 2017 was Secretary of the UK's Defence Press and Broadcasting Advisory Committee (now known as the Defence and Security Media Advisory Committee). He is the Chairman of the Services' Sound and Vision Corporation and is actively involved in his local church of St Michael and All Angels, Sunninghill, in addition to several local charitable bodies.

- Chris Stevens
 - Was born in Sunningdale, schooled at Windsor Grammar and has lived in Windsor for the past 35 years. He worked at The Sun for 30 years where he was Assistant Editor, and is now Senior Sub-Editor at the Daily Mail. Married with two daughters, he is a keen supporter of the Alexander Devine Children's Hospice Service.
 - Karnail Pannu
 - Chairperson of Windsor and Maidenhead Community Forum, President of the local Sikh temple and a governor of Newlands Girls' School. He has served as member of Housing Solutions, the Royal Borough's Standard Board as independent member for 18 years; a governor of East Berks College and Berkshire College of Agriculture for 8 years each. He has taught for 37 years in Buckinghamshire.
5. The Panel was supported by Karen Shepherd, Democratic Services Manager at the Royal Borough of Windsor & Maidenhead.
 6. The Panel received written representations from Councillor Dudley, Leader of the Council, on behalf of the Conservative Group and Councillor Jones, Leader of the Opposition, on behalf of the Group of Five.

Findings and Recommendations

Chairman of the Borough-wide Development Management Panel

7. The Panel considered a request to pay a Special Responsibility Allowance, equivalent to 50% of the SRA paid to a Chairman of a Development Management Panel (i.e. £2970 at the present time) to the Chairman of the Borough-wide DM Panel. In addition, the Panel considered a request that, given the role of Chairman of the Borough-wide DMP was likely to be undertaken by one of the three current area-based DMP Chairman, an exception be made to the current rule in the scheme limiting the payment of only 1 SRA to an individual councillor, no matter how many SRA positions they held.
8. The Borough-wide Development Management Panel (DMP) was created in February 2017 to deal with large scale planning applications that have an impact considered to be wider than that covered by one of the three area-based panels (Windsor Rural, Windsor Urban and Maidenhead DMP).
9. The Panel were of the opinion that it would be appropriate to pay an SRA for the role to recognise the responsibility associated with the position, particularly given a number of large scale, complex and potentially

contentious planning applications were anticipated during 2017 and over the coming years.

10. The Panel recalled its discussion during the full review of the Members' Allowance Scheme undertaken in 2015, and the conclusion that the principle of any Councillor being eligible to receive only one SRA should remain, detailed in the scheme as follows:

Where a Councillor holds more than one of the positions attracting a Special Responsibility Allowance as specified in Schedule 1, the Councillor will only be eligible to receive one such allowance. The sum to be paid to be the highest eligible allowance

11. The Panel noted there were a number of reasons why the rule was normally adopted, including: transparency, to avoid the anomalous situation where a councillor could receive more in allowance payments than the Leader, or to prevent concentration of SRAs in the hands of a small group of Members.
12. The Panel expressed significant concern that allowing the principle to be disregarded would set a precedent and could encourage further requests for multiple SRA payments, thereby undermining the principle. The Panel commented that other councillors, such as experienced members of the three area-based DM Panels, would be capable of undertaking the role, and the issue of more than one SRA could therefore be avoided.
13. The Panel noted that approximately 80% of councils applied the 1 SRA only rule. However, it was purely an internal rule and the 2003 Regulations did not prohibit the number of SRAs a Member may be paid. It was also noted that the council was undertaking large scale regeneration projects that would likely lead to more planning applications of the scale to be considered by the Borough-wide DM Panel.
14. The allowance currently paid to the Chairman of a Development Management Panel was the Leader's allowance multiplied by 25%. The Panel decided to recommend that the SRA for the Borough-wide DMP Chairman be set at the Leader's allowance multiplied by 30% (i.e. £7185), but that the 1 SRA rule to be maintained. This would recognise the additional responsibility that came with the role of Borough-wide DMP Chairman, whilst also maintaining the important principle of 1 SRA per councillor.
15. **RECOMMENDATION 1: The Panel recommends that an SRA be paid to the Chairman of the borough-wide Development Management Panel, payable at a level of the Leader's allowance multiplied by 30%, and that the principle of 1 SRA per Member be maintained.**

Mayor and Deputy Mayor

16. The Panel considered payment of a Special Responsibility Allowance for the Mayor and Deputy Mayor to reflect their specific responsibilities in relation to the chairing of Council meetings and other constitution- related activity.
17. The Panel noted that under the Local Government Act 1972, the Council may pay the Chairman of the Council (the Mayor) and the Vice Chairman (the Deputy Mayor) such allowance as the Council considers reasonable 'for the purpose of enabling him to meet the expenses of his office'. Unlike the allowances paid to Members with Special Responsibilities the allowances paid to the Mayor and the Deputy Mayor are intended to cover actual expenditure that the Mayor/Deputy incurs in the performance of their civic role. The current allowances were £10,000 and £5,000 respectively.
18. The Panel noted that the Mayor of RBWM undertook significantly more engagements than those in neighbouring authorities, although a direct comparison was not possible as functions, budget and time commitments varied significantly. The Panel took into consideration that in addition to the ceremonial role as First Citizen of the Royal Borough, the Mayor is also required to chair Council meetings (approximately 8 per year) and ensure that council business is conducted fairly and efficiently in accordance with the council's constitution. The Panel considered that Council meetings were large scale meetings that often had significant public interest and involvement.
19. It was noted that in recent years it had proven difficult to attract people to undertake the role of Mayor and Deputy Mayor. However, finance was only one of a many of reasons why people did not put themselves forward for the role of Mayor, for example, a large number of Councillors now were younger and of working age and were therefore unable to commit to the demanding time constraints expected of the Mayoral role.
20. The Panel were of the opinion that the payment of a SRA (in addition to the allowances paid to meet the expenses of office) to the Mayor and Deputy Mayor would not only acknowledge the fact that chairing Council meetings is an added responsibility which has not been recognised previously, but should also broaden the appeal of the position of Mayor from a wider range of Members.
21. **RECOMMENDATION 2: The Panel recommends that an SRA of £3000 be paid to the Mayor and an SRA of £1000 be paid to the Deputy Mayor. The principle of 1 SRA per Member to be maintained.**

Non-Executive Directors of the Optalis Board

22. The Panel noted that the council had recently entered into a partnership

with Wokingham Borough Council to deliver its adult services through Optalis, a local authority trading company. The partnership was governed by the Shareholder Reference Group comprising Members and officers from both councils who have knowledge and experience in adult social care and finance.

23. Three RBWM councillors had been appointed Non-Executive Directors (NED), as had three for Wokingham BC). Optalis Holdings Limited had agreed to pay the members £3,000 per annum from the 1st April 2017 in respect to their duties as a NED. One of the key roles of the Shareholder Board would be to monitor delivery of the business plan.
24. The Panel was of the opinion that the SRA of £3000 proposed was an acceptable figure given the anticipated work of the Optalis Board. It would be important to include the payment in the council's Members' Allowance Scheme, to ensure the 1 SRA rule was applied.
25. The IRP noted that a full review of the scheme, considering all aspects including the Basic Allowance, SRAs, ICT allowance, and Carer Dependent Allowance would be due by 2019, and would take into account any changes resulting from the electoral review of the borough currently being undertaken. The IRP was of the view that any shorter time period for review of the SRA in question would not provide a representative picture of the workload for the three representatives.
26. **RECOMMENDATION 3: The Panel recommends that an SRA of £3000 be paid to the three councillors appointed as non-Executive Directors to the Optalis Board. The principle of 1 SRA per Member to be maintained.**

Backdating

27. **RECOMMENDATION 4: The Panel recommends that the amendments to the scheme relating to SRAs for the Chairman of the Borough-wide Development Management Panel, the Mayor, and the Deputy Mayor, be backdated to 23 May 2017, the start of the 2017/18 municipal year**
28. **RECOMMENDATION 5: The Panel recommends that the amendment to the scheme relating to an SRA for councillors appointed as non-Executive Directors to the Optalis Board be backdated to 1 April 2017, the date of the formation of the new joint service.**

Report Title:	York House Refurbishment
Contains Confidential or Exempt Information?	YES - Appendix A Part II Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Member reporting:	Cllr Jack Rankin, Lead Member for Economic Development and Property
Meeting and Date:	Council 25 July 2017
Responsible Officer(s):	Russell O'Keefe, Executive Director
Wards affected:	Castle Without

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REPORT SUMMARY

- 1 Following the report to Cabinet Regeneration Sub Committee on 13th December 2016, this report seeks final approval for the capital budget of £9,618,995 to cover the contractor costs for the refurbishment and extension works to York House, Windsor.
- 2 This development will create an accessible, multifunctional customer service hub for Windsor residents, and improved office accommodation for council staff and partner organisations.
- 3 Following the Grenfell Tower Tragedy, a review was carried out of the proposed cladding to be used and whilst it was not the same product as used at Grenfell Tower, it is now recommended a completely different system of cladding is utilised. This will result in an additional cost of £400,000 and add to the timeline for completion of the project.

1 DETAILS OF RECOMMENDATION

RECOMMENDATION: That Council notes the report and:

- i) Approves capital budget of £9,618,995 for the York House project, split between £6,400,000 in 2017/18 and £3,218,995 in 2018/19.
- ii) This budget allocation reflects the project timeline, with completion scheduled for 30th November 2018.

2 REASON FOR RECOMMENDATION AND OPTIONS CONSIDERED

- 2.1 The current York House building comprises approximately 19,000 square foot of office accommodation for staff combined with customer access and has been the Council's main office base in Windsor.
- 2.2 In 2015/16 the Council carried out feasibility and appraisal work to assess the options for the future of York House. The work looked at a range of options including redevelopment and refurbishment. The work demonstrated the best option would be to refurbish and add a further storey to the existing two storey building.
- 2.3 Further work during 2016/17 on the Council's building demonstrated that in its current state it would be worth circa £4,000,000. The refurbishment including the additional

floor would cost approximately £9,218,995 and that the Council's new refurbished office would have a capital value of circa £17,500,000 and a rental value of circa £1,000,000 per annum if let on the market.

2.4 Very importantly, it will also allow the Council to:

- Create a modern, accessible, multifunctional customer service hub for Windsor resident that provides the full range of face to face customer services in line with the Council's agreed model for resident services.
- Continue to have a significant customer facing office base in Windsor.
- Ensure the site can continue to provide public parking to support the town centre outside of office hours.
- Provide 28,000 square foot of improved office accommodation for Windsor based council staff and partners.
- Significantly improve the visual appearance of the building in this important area of the town.

2.5 The planned scheme costs were set out at £9,218,995 in the paper approved in December 2016 by the Cabinet Regeneration Sub Committee and this amount was included in the Council's capital cash flow that was outlined as part of the of the budget in February 2017.

2.6 In April 2017 a planning application was approved for the refurbishment. A copy of the designs for the building are included at Appendix B

2.7 A contractor was sourced through an approved OJEU compliant procurement framework. The contractor's sum and other professional fees are now finalised and confirm the costs for the original design and specification at £9,218,995.

2.8 However, following the Grenfell Tower Tragedy, a review was carried out of the proposed cladding to be used and whilst it was not the same product as used at Grenfell Tower, it is now recommended a completely different system of cladding is utilised. The additional cost of including a different 100% non combustible cladding system adds a further £400,000 giving a new total of £9,618,995.

2.9 All of the costs have all been assessed by the Council's external advisers and are deemed to be appropriate and reasonable for the necessary works.

2.10 It is planned that the refurbished office accommodation will be utilised by 300 staff and that these will predominantly be made up of employees from the Council's partnerships with Optalis and Achieving for Children and from the Council's Resident Services Team who will operate the multi functional customer services hub for the Town.

2.11 Alongside work on the Council's building, discussions and work was carried out with TVP over the potential to include a Police Station at the side/rear of the existing office. While developing initial concept designs, the Council confirmed that TVP's indicative building would be likely to cause significant concerns for councillors, council officers and local residents due to the heritage environment and the 24/7 nature of police operations. It was therefore considered unlikely that TVP's planning application would be supported. On this basis TVP and the Council jointly agreed that TVP should not progress with the submission of a formal planning application for the York House site.

Table 1: Options

Option	Comments
Approve the total capital budget of £9,618,995 to refurbish and extend the Council's York House building in Windsor. This is the recommended option.	This option will allow the Council to deliver its operational objectives.
Do not approve a total capital budget of £9,618,995 to refurbish and extend the Council's York House building in Windsor.	This option will prevent the Council from delivering its operational objectives.

3 KEY IMPLICATIONS**Table 2: Key implications**

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Scheme completed	After 30 November 2018	By 30 November 2018	Before 30 November 2018	Before 31 October 2018	30 November 2018

4 FINANCIAL DETAILS / VALUE FOR MONEY**Table 3: Financial impact of report's recommendations**

REVENUE	2017/18	2018/19	2019/20
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

CAPITAL			
Addition	£6,400,000	£3,218,995	£0
Reduction	£0	£0	£0
Net impact	£6,400,000	£3,218,995	£0

5 LEGAL IMPLICATIONS

5.1 The Council has a duty to efficiently manage its assets.

6 RISK MANAGEMENT**Table 4: Impact of risk and mitigation**

Risks	Uncontrolled Risk	Controls	Controlled Risk
Scheme may take longer to deliver than	Medium	Property service will maintain effective project management	Low

Risks	Uncontrolled Risk	Controls	Controlled Risk
planned		protocols	
Scheme may cost more than approved budget	Medium	Property service will maintain effective project management protocols	Low

7 POTENTIAL IMPACTS

7.1 An Equality Impact Assessment Initial Screening has been undertaken and concludes the proposals contained in this report will not unlawfully discriminate against any group or individual, or provide the grounds for such discrimination.

8 CONSULTATION

8.1 Consultation was carried out as part of the planning process.

9 TIMETABLE FOR IMPLEMENTATION

9.1 The contractors have now begun initial intrusive preparatory works on the site which has identified issues not on the original plans from when the building was first built and when combined with the change in cladding system to be procured and installed will mean the redevelopment will now be completed at the end of November 2018.

Table 5: Implementation timetable

Date	Details
30 November 2018	Contractors hand over completed office building

10 APPENDICES

10.1 Appendix A – Project cost report – Part II

10.2 Appendix B – Scheme designs

11 CONSULTATION (MANDATORY)

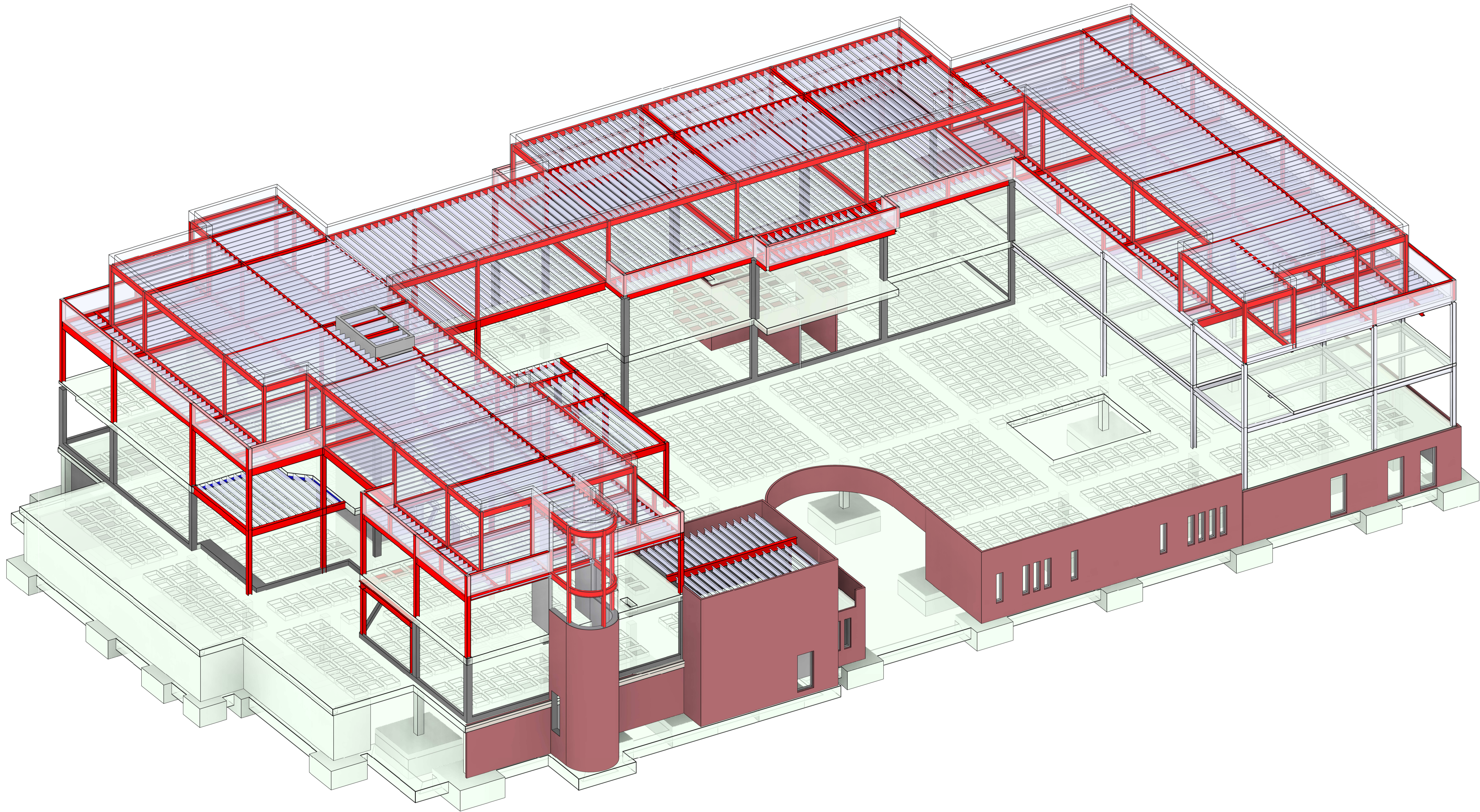
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Cllr Jack Rankin	Lead Member for Economic Development and Property	16.07.2017	17.07.2017
Alison Alexander	Managing Director	16.07.2017	17.07.2017
Russell O’Keefe	Executive Director	16.07.2017	17.07.2017
Andy Jeffs	Executive Director	16.07.2017	17.07.2017
Rob Stubbs	Section 151 Officer	16.07.2017	17.07.2017

Name of consultee	Post held	Date sent	Commented & returned
		7	
Terry Baldwin	Head of HR	16.07.2017	17.07.2017
Mary Kilner	Head of Law and Governance	16.07.2017	17.07.2017
	Other e.g. external		

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No
Report Author: Rob Large, Property Service Lead, 01628 796082	

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Proposed 3D - View 1

General Notes

- 1 This drawing is to be read in conjunction with all relevant Architect's and engineers drawings and specifications.
- 2 This drawing is only to be scaled from for the purposes of estimating and approximate sizing only. If exact dimensions are relied upon, written dimensions supercede any scaled dimension. Overall setting out is to Architect's details and this drawing therefore should be read in conjunction with their information.
- 3 All waterproofing, fire protection, levels and finishes to Architect's details
- 4 All temporary works by others.
- 6 All existing formation taken from Considere & Partners drawings issued to design team on APR 2017

P02	Issued for Stage 3	23/06/17	WW
P01	Issued for Information	02/06/17	WW
Rev	Comments	Date	Chk'd

Status
Stage 3 - Developed Design

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 Structural Engineers

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Project
York House, Windsor

LON Project No. - **17043**

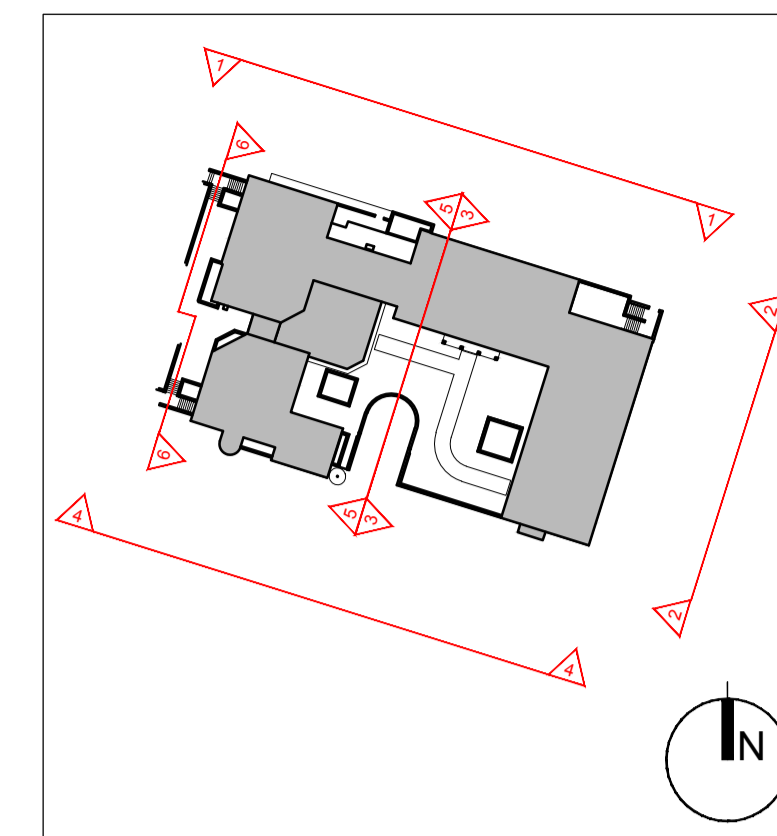
Subject
Proposed 3D - View 1

Scale @ A1
 Date
May 17

By
MJ
 Checked
DON

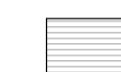


Drawing No.
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 Rev
P02

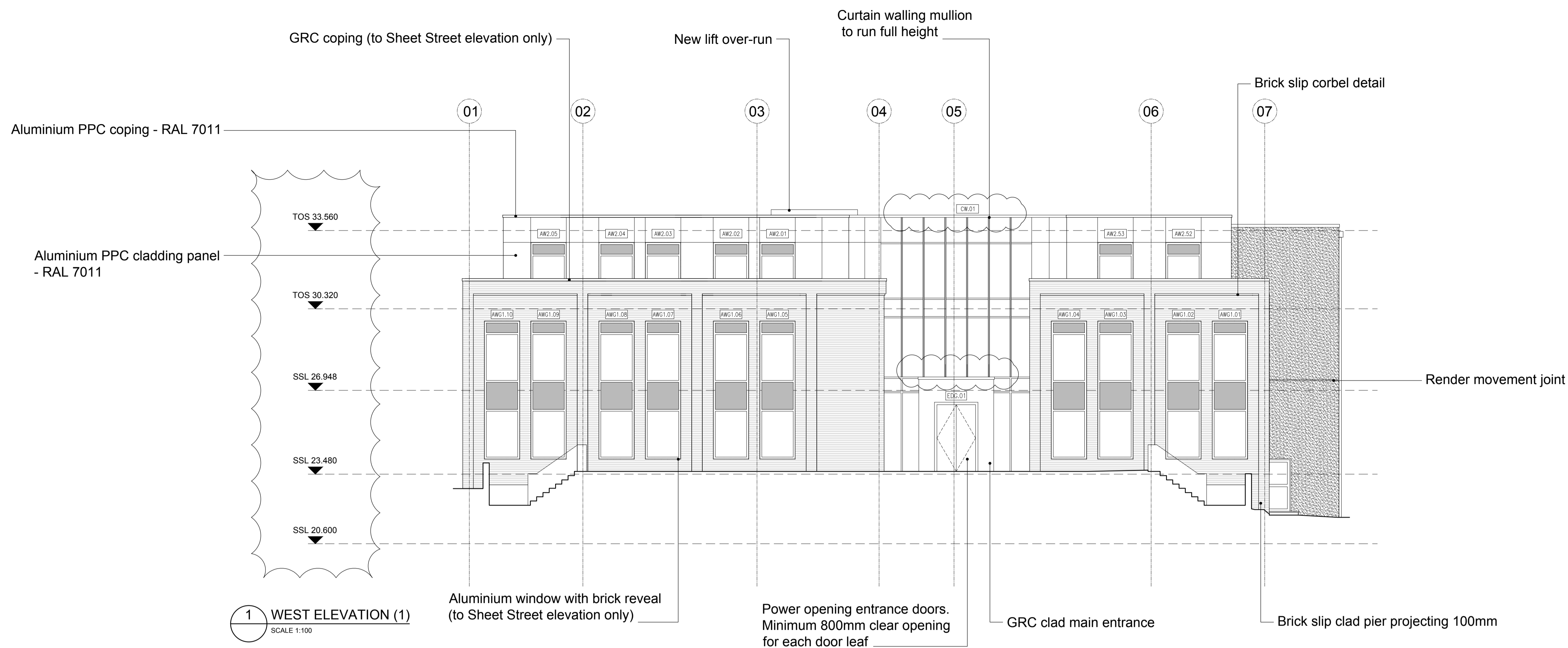
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LOCATION PLAN

HATCH KEY:

-  Brick slip system
-  Render system
-  Spandrel panel. RAL 7011



1 WEST ELEVATION (1)
SCALE 1:100

87

DRAWINGS SUBJECT TO PLANNING APPROVAL & FACADE DETAIL COORDINATION

DRAWINGS SUBJECT TO SURVEY INFORMATION

P1a	30.06.17	STAGE 3 ISSUE	NM	CG
P1	23.06.17	PRELIMINARY ISSUE	NM	CG
Rev	Date	Revision Details	Dr	Ch

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ECE Architecture
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Client's Name
WILLMOTT DIXON CONSTRUCTION

Job Title
ROYAL BOROUGH OF WINDSOR & MAIDENHEAD - YORK HOUSE

Drawing Title
PROPOSED ELEVATIONS (SHEET 1 OF 3)

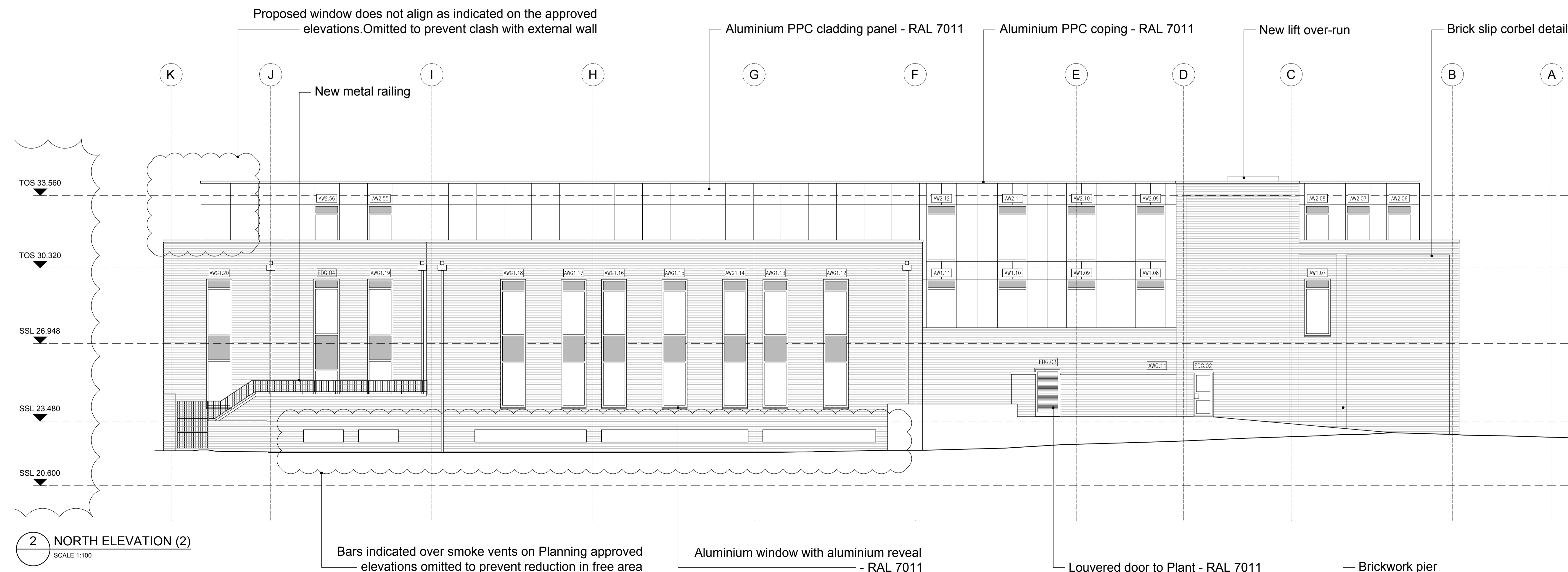
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Drawn	Checked	Date
NM	CG	MAY '17

Job No	Drawing No	Rev
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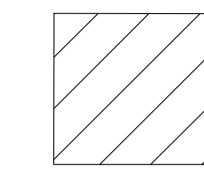
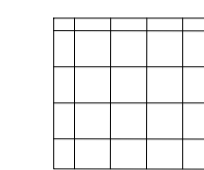
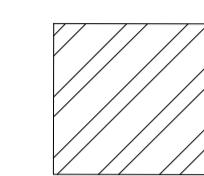
Status
PRELIMINARY

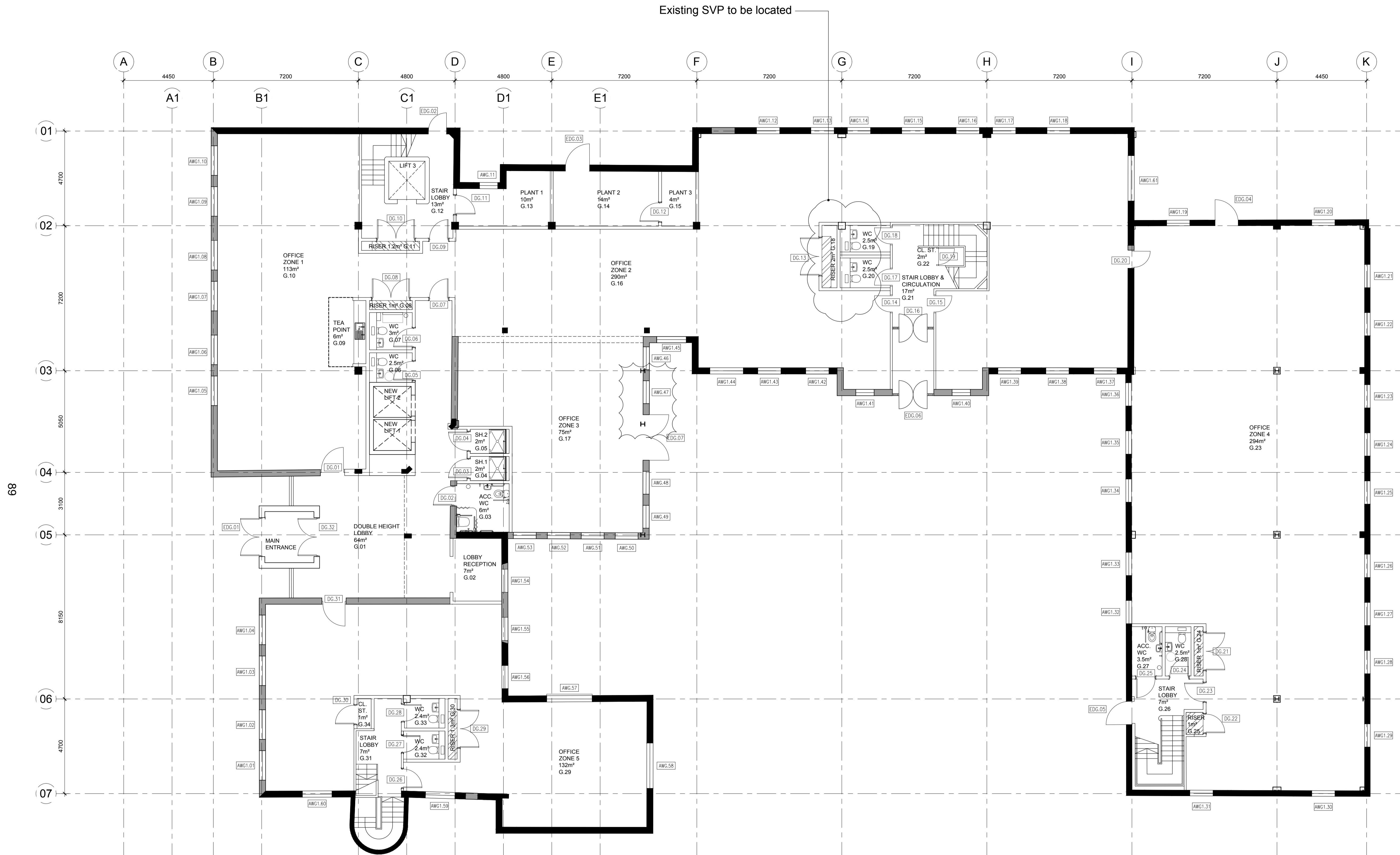


2 NORTH ELEVATION (2)
SCALE 1:100

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HATCH KEY:

-  Green roof
-  Maintenance only "terrace"
-  MEP Riser penetration area



ALL AREAS ARE APPROXIMATE & SUBJECT TO CHANGE FOLLOWING RECEIPT OF SURVEY INFORMATION

DRAWINGS SUBJECT TO RECEIPT OF SURVEY INFORMATION

P2b	30.06.17	STAGE 3 ISSUE	NM	CG
P2a	09.06.17	WC UPDATED TO COMMENTS, RISER & SERVICES POSITIONS ADDED IN ACCORDANCE WITH M&E INFORMATION, COLUMN POSITIONS COORDINATED WITH STRUCTURAL ENGINEER'S INFORMATION	NM	CG
P2	25.05.17	LIFT AREA LAYOUT AMENDED TO RBW&M COMMENTS.	NM	CG
P1	12.05.17	PRELIMINARY ISSUE	NM	CG
Rev	Date	Revision Details	Dr	Ch




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Client's Name
WILLMOTT DIXON CONSTRUCTION

Job Title
ROYAL BOROUGH OF WINDSOR & MAIDENHEAD - YORK HOUSE

Drawing Title
PROPOSED GROUND FLOOR PLAN

Scale
1:100 @ A1 / 1:200 @ A3



Drawn: CG
Checked: PJ
Date: MAY '17

Job No: E551
Drawing No: ECE-V1-01-GA-A-01-0003
Rev: P2b

Status
INFORMATION

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By virtue of paragraph(s) 1, 2, 3, 4, 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

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