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NOTICE OF MEETING

CABINET

will meet on

THURSDAY, 26TH JULY, 2018

At 7.30 pm

in the

COUNCIL CHAMBER - GUILDHALL WINDSOR,

TO: MEMBERS OF CABINET

COUNCILLORS SIMON DUDLEY (CHAIRMAN)
DAVID COPPINGER, (PLANNING & HEALTH INCLUDING SUSTAINABILITY)
(VICECHAIRMAN)
PHILLIP BICKNELL, (HIGHWAYS, TRANSPORT & WINDSOR)
NATASHA AIREY, (CHILDREN'S SERVICES)
MJ SAUNDERS, (FINANCE)
SAMANTHA RAYNER, (CULTURE & COMMUNITIES INCLUDING RESIDENT AND
BUSINESS SERVICES)
JACK RANKIN, (ECONOMIC DEVELOPMENT, PROPERTY COMMUNICATIONS &
DEPUTY FINANCE)
DAVID EVANS, (MAIDENHEAD REGENERATION AND MAIDENHEAD INCLUDING
SCHOOL IMPROVEMENT)
STUART CARROLL, (ADULT SOCIAL CARE AND PUBLIC HEALTH)
JESSE GREY (ENVIRONMENTAL SERVICES INCLUDING PARKING & FLOODING)

PRINCIPAL MEMBERS ALSO ATTENDING: COUNCILLORS CHRISTINE BATESON
(NEIGHBOURHOOD PLANNING AND ASCOT & SUNNINGS), LISA TARGOWSKA (HR,
LEGAL & IT), DAVID HILTON (ASCOT REGENERATION), ROSS MCWILLIAMS
(HOUSING)

DEPUTY LEAD MEMBERS: Malcolm Alexander (Streetcare and Windsor & Eton), Marius Gilmore
(Business Development and Partnerships), Mike Airey (Planning Performance), John Bowden
(Aviation and Heathrow Airport), Phillip Love (Maidenhead Regeneration and Maidenhead)

Karen Shepherd – Service Lead Democratic Services - Issued: Wednesday, 18 July 2018

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **David Cook** 01628 796560

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AGENDA

PART I

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2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest	7 - 8
3.	<u>MINUTES</u> To consider the Part I minutes of the meetings held on 28 June 2018 and 10 July 2018.	9 - 20
4.	<u>APPOINTMENTS</u>	-
5.	<u>FORWARD PLAN</u> To consider the Forward Plan for the period August 2018 to November 2018.	21 - 26
6.	<u>CABINET MEMBERS' REPORTS</u> Planning and Health (including sustainability)	-
	i. Plan-making - Borough Local Plan Submission Version (BLPSV)	27 - 30
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	ii. Parking Voucher Schemes	31 - 36
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	iv. Old Windsor Library Extension	51 - 54

7.

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

-

To consider passing the following resolution:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on item 8 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"

PART II

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
8.	<p data-bbox="261 443 405 472"><u>MINUTES</u></p> <p data-bbox="261 479 1262 546">To consider the Part II minutes of the meetings held on 28 June 2018 and 10 July 2018.</p> <p data-bbox="261 584 1262 651"><i>(Not for publication by virtue of Paragraph 1, 2, 3, 4, 5, 6, 7 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p> <p data-bbox="261 730 1134 797">Details of representations received on reports listed above for discussion in the Private Meeting:</p> <p data-bbox="261 842 464 871">None received</p>	55 - 60

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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 the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. 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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Agenda Item 3

CABINET

THURSDAY, 28 JUNE 2018

PRESENT: Councillors Simon Dudley (Chairman), David Coppinger (Vice-Chairman), Natasha Airey, MJ Saunders, Jack Rankin and Jesse Grey.

Principle Members also in attendance: David Hilton.

Officers: Alison Alexander, Rob Stubbs, Louisa Dean, Russell O'Keefe, Andy Jeffs, and David Cook.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Rayner, Bateson, Carroll, Bicknell, McWilliams and D Evans.

DECLARATIONS OF INTEREST

There were no declaration of interest received.

MINUTES

RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting held on 24 May 2018 were approved.

APPOINTMENTS

None

QUESTIONS FROM PUPILS

Item be deferred.

FORWARD PLAN

Cabinet considered the contents of the Forward Plan for the next four months and noted the changes made since the last meeting. In addition it was noted that the following items be added to the Forward Plan:

- Highways Investment – Additional Funding 2018/19
- Primary School Places – Ascot Cheapside Church of England Primary
- Parking Visitor Vouchers
- Plan Making – Borough Local Plan
- Annual Report on Commissioned Services
- Plan Making – Gypsy and Traveller Local Plan

CABINET MEMBERS' REPORTS

A) ANNUAL PERFORMANCE REPORT 2017/18

The Chairman introduced the Annual Performance Report 2017/18 which summarised the performance towards the council's six strategic objectives in the 2017/18 municipal year and a summary of key projects.

The Chairman informed Cabinet that 17 (68%) of the key performance indicators met or exceeded target, whilst six (24%) were just short. Two of the targets (8%) were off target. Although the results showed high performance against stretched targets there was still room for improvement. Performance was reported to Cabinet twice a year and overview and scrutiny panels received quarterly updates with a range of supporting indicators under their remit.

The performance report also highlighted a number of key projects that had been completed throughout the year this included delivering services differently via Optalis and Achieving for Children, repairing 4,660 potholes, appointing Countryside as a joint venture partner, phase one of the Maidenhead Waterways project and a £30 million secondary school expansion programme. More projects were planned such as regeneration, new CCTV and car parks. The report highlighted to residents in a clear and concise way what has been done and what was planned.

Cabinet were informed that a copy of the Annual Performance Report would be posted to every household in the borough and that it would also be supplemented by an annual residents satisfaction survey.

The Lead Member for Finance reported that nine years ago the authority started a number of projects aimed to deliver more for less and the results of this were clearly articulated to our residents in this report. We had exceeded all but one of our key performance targets whilst maintaining a healthy financial position.

Cabinet were informed that the report was due to go to Council and that it would be available on the RBWM website the week following this meeting.

Resolved unanimously: that Cabinet notes the report and:

- i) Notes the progress towards meeting the council's strategic objectives.**
- ii) Endorses the Annual Report 2017/18, appendix A, to be reviewed at a meeting of the Full Council.**
- iii) Requests the Managing Director and Executive Directors, in conjunction with Lead and Principal Members, to progress improvement actions for areas that are off target.**

B) FINANCIAL UPDATE

The Lead Member for Finance introduce the Financial Update report that was the first statement of 2018-19 and confirmed a projected balanced budget. Cabinet were informed that the Council remained in a strong financial position with General Fund Reserves of £7,001,000 and a Capital Fund estimated at £1,729,000.

The Lead Member for Finance informed Cabinet that as well as being asked to note the current financial position they were also being asked to:

- Approve an additional revenue budget of £298,000 for adult social care from the Ministry of Housing, Communities and Local Government.
- Approve an additional revenue budget of £1,210,980 for the flexible homelessness support grant which had also been awarded towards expenditure incurred for preventing and dealing with homelessness.
- Approve an additional capital budget of £241,000 for pothole repairs, from the Department of Transport to.
- Approves an additional capital budget of £172,000 for joint growth study from the Planning Delivery Fund to work with Slough Borough Council and South Bucks District Council on a joint growth study.

In response to a question from the Lead Member for Environmental Services Cabinet were informed that the authority were working with Slough Borough Council and South Bucks District Council on a joint growth study as there were a number of transport issues that required cross boundary examination.

Cabinet were informed that the report assured residents that the Council was in a strong financial position and making effective use of its resources. Officers were reviewing potential pressures for the year and these would start to be reported in the monthly reports to Cabinet.

Resolved unanimously: that Cabinet:

- i) Notes the Council's projected outturn position for 2018-19.**
- ii) Approves an additional revenue budget of £298,000 for adult social care. The Ministry of Housing, Communities and Local Government (MHCLG) has awarded a grant to the borough for £298,000 to provide adult social care, see paragraph 4.5.**
- iii) Approves an additional revenue budget of £1,210,980 for the flexible homelessness support grant which has been awarded by the MHCLG towards expenditure incurred for preventing and dealing with homelessness, see paragraph 4.6.**
- iv) Approves an additional capital budget of £241,000 for pothole repairs, a grant has been awarded by the Department of Transport to repair potholes and guard against severe weather in the borough, see paragraph 4.9.**
- v) Approves an additional capital budget of £172,000 for joint growth study, a grant has been awarded from the Planning Delivery Fund to work with Slough Borough Council and South Bucks District Council on a joint growth study, see paragraph 4.10.**

c) INFRASTRUCTURE INCLUDING COMMUNITY INFRASTRUCTURE LEVY (CIL) GOVERNANCE

The Lead Member for Planning introduced the report about the governance arrangements for spending the monies collected through the Community Infrastructure Levy and how this should be prioritised against the infrastructure requirement identified in the Infrastructure Delivery Plan.

Cabinet were informed that 15% of CIL money would be passed to the appropriate parish or town council and if they had an adopted neighbourhood plan then this would increase to 25%.

The Lead Member for Planning explained that the report sought approval for the governance arrangements for determining the priorities for spending CIL money. It was recommending a joint working group of officers and Members who would report to Cabinet. Ward councillors, infrastructure providers and utility companies would be consulted. The Regulation 123 list would help prioritise spending.

The Chairman welcomed the report as it was good governance and would be beneficial for our local communities.

The Principal Member for Ascot Regeneration mentioned that there would be significant amounts of funds being made available from developments to local communities and asked that if a parish or town council matched funded schemes would these be prioritised. Cabinet were informed that the criteria did allow joint funding for CIL expenditure and that funds would be made available to parish councils twice per year.

Resolved unanimously: that Cabinet notes the report and approves:

- (i) The terms of reference for the Infrastructure Working Group, see Appendix A.**
- (ii) The appointment of five borough councillors to the Member/Officer Infrastructure Working Group.**
- (iii) That the Infrastructure Working Group will make recommendations to Cabinet in future about how monies collected by the Levy will be spent with due regard to the published Regulation 123 list.**
- (iv) That a revised Regulation 123 List will be produced by 31 August 2018 for consultation as appropriate and then for review of the comments received to be reported to the Infrastructure Working Group to consider and make any amendments to the revised 123 List before publication.**
- (v) That, prior to receiving payments in April and October each year, the Parish Councils (and relevant Ward Councillors) will each receive an itemised statement of those applications in their Parish for which CIL has been collected which identifies the application number, the site address, the amount collected in total and the neighbourhood portion due to be paid at the next payment date.**
- (vi) That in communities that are non-parished, the ward councillors will receive a statement of the applications in that ward where CIL has been collected which identifies the application number, the site address, the amount collected in total and the neighbourhood portion. From October 2018 the ward councillors and any designated Neighbourhood Forum will be consulted in writing on the spending priorities for that area.**

D) OPTIONS FOR INCREASED CAPACITY AT NEWLANDS GIRLS' SCHOOL

The Lead Member for Children's Services introduced the report that explained options for providing additional places at Newlands Girls' School in Maidenhead.

The Lead Member for Children's Services explained that a briefing note had preceded this Cabinet report because following the offer of Year 7 places for September 2018 38 Maidenhead girls did not get their first preference choice for the school. In addition, residents connected to Oldfield Primary School have submitted an objection to the Office of the Schools Adjudicator stating that the admissions arrangements were unfair to children, particularly girls, living in the Oldfield designated area.

Due to the current school expansion projects there were sufficient school places in Maidenhead until 2021 and thus any proposed expansion of the school could not be funded from basic needs.

Work had been undertaken to look at expansion options but due to the already overcrowded site expansion would be complex and expensive. Expanding the role by an additional 30 pupils would cost in the region of £12 to £15 million at a per pupil cost that would be 4 to 5 times above the national benchmarked figure. Pending the adjudicators findings it was recommended that the schools expansion be brought forward to the second phase of the school expansion programme.

The Chairman said that Cabinet would like to expand popular schools if it was possible but in this instance if the school was moved to a more appropriate site for expansion then local residents would lose out on places. This was a good report that made residents aware of the issues faced for expansion of the school.

The Lead Member for Finance mentioned that the Council should continue to invest in schools but an eye also needed to be kept on practicalities such as admission codes allowing for outlying feeder schools to allow pupils places at schools where because of their location they would otherwise be disadvantaged.

Resolved unanimously: that Cabinet notes the report and:

- i) Awaits the outcome of the Office of the Schools Adjudicator and feasibility work.**

E) CONSERVATION AREA APPRAISALS REVIEW PROGRAMME

The Lead Member for Planning introduced the report that recommended that the council commenced a rolling programme of conservation area appraisal reviews, with the aim of providing up to date appraisals for the 27 borough's conservation areas.

Cabinet were informed that the royal borough had 27 conservation areas, a small number of which did not have appraisals. Some of the appraisals that existed were out of date, in that they did not accord with current policies, plans and guidance.

The Lead Member for Finance explained the importance of such appraisals and that how in his ward work being undertaken on such an appraisal ad been used as material consideration in defence of a planning application.

The Lead Member for Children's Services recommended that schools and sixth forms could be engaged when undertaking such reviews.

Resolved unanimously: That Cabinet notes the report and:

- i) Authorises the Head of Planning to commence a prioritised programme of review, see point 2.5.**
- ii) Agrees the criteria for the designation of new areas/deletions to existing conservation areas and a checklist for identifying local buildings of interest, see appendix 1 and 2.**

F) APPOINTMENTS TO OUTSIDE AND ASSOCIATED BODIES

The Chairman introduced the report that dealt with the appointment of representatives to serve the Council on a number of associated and outside bodies and this ensured good governance and promoted partnership working within the Royal Borough.

Resolved unanimously: that Cabinet notes the report and:

- i. Appoints representatives to serve on the organisations listed in the schedule Appendix 1.**
- ii. Delegates authority to the Managing Director, in consultation with the Leader of the Council and Leader of the Opposition Group, to fill any ad hoc vacancies that might arise through the year from nominations received.**

G) INFRASTRUCTURE: SUITABLE ALTERNATIVE NATURAL GREENSPACE CAPACITY AND SUITABLE ALTERNATIVE NATURAL GREENSPACE (SANG) DELIVERY TO SUPPORT THE BLP

The Lead Member for Planning introduced the report regarding Suitable Alternative Natural Greenspace capacity and Suitable Alternative Natural Greenspace (SANG) delivery to support the Borough Local Plan.

Cabinet were informed that the council is proactively progressing options to ensure that additional SANG comes forward through to 2033 to assist in mitigating the impact of new residential development.

The Principal Member for Ascot Regeneration informed that he was the council's representative on the Thames Basin Heaths Special Protection Area that was represented by 11 councils. He explained the importance of having SANG's in place and how he was working with charitable bodies in the borough for the provision of a suitable site.

Resolved unanimously: That Cabinet notes the report and:

i) Gives authority to the Executive Director, Place to pursue negotiations on behalf of the council with landowners, to enter into lease agreements or other legal agreements with landowners and to make a planning application for the purposes of providing SANG to meet BLP requirements to 2033.

ii) Gives authority to the Head of Planning not to provide capacity in the council's Strategic Suitable Alternative Natural Greenspaces (SANGs) for large prior approval schemes or other unplanned large applications located beyond the defined settlements Ascot, Sunninghill and Sunningdale or on allocated sites where the proposals are in excess of the BLPSV allocation by more than 9 additional units which are considered to undermine the Council's Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy.

iii) Gives authority to the Executive Director, Place to pursue negotiations on behalf of the council with any other council which may have surplus SANG capacity and to authorise the Executive Director to enter into any necessary legal or lease agreement with that council for the purposes of securing SANG capacity to support the BLPSV.

H) VICUS WAY CAR PARK

The Lead Member for Environmental Services introduced a report that sought approval for the construction of a new car park at Vicus Way, Maidenhead, creating 513 permanent car parking spaces for the use by local business, residents and commuters.

Cabinet were informed that on the 26 September 2017 Council agreed a budget of £12,344,600 for the construction of new temporary and permanent parking provision across the Borough in line with the emerging parking plan. Delegated authority was provided to the executive director and lead member to finalise the parking plan and carry out procurement for temporary and permanent parking provision. During the period September 17 to date several options and locations had been explored for the provision of car parking, including exploration on provision of additional permanent car parking, and reduction of the expenditure on temporary car parking, which did not deliver value for money.

The option for permanent car parking provision at Vicus Way, meant the Council could reduce its planned expenditure on temporary parking, and provide good value for money by investing capital in a permanent public parking solution for the long term benefit of residents, visitors, commuters and businesses, in addition to delivering a financial return to the Council.

Resolved unanimously that Cabinet noted the report and approved:

- i) The development of a permanent multi storey car park at Vicus Way.**
- ii) Recommends to Council an additional capital budget of £3,687,249.**
- iii) Delegate authority to the Executive Director with the Lead Member for Maidenhead Regeneration and Maidenhead to submit a planning application and appoint contractors.**

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on 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.

The meeting, which began at 5.30 pm, finished at 6.50 pm

CHAIRMAN.....

DATE.....

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CABINET

TUESDAY, 10 JULY 2018

PRESENT: Councillors Simon Dudley (Chairman), David Coppinger (Vice-Chairman) Phillip Bicknell, Natasha Airey, MJ Saunders, Samantha Rayner, Jack Rankin, David Evans and Jesse Grey

Principle Members also in attendance: Christine Bateson, Lisa Targowska, David Hilton and Ross McWilliams.

Also in Attendance: Cllr Lynne Jones (Opposition Leader).

Officers: Alison Alexander, Louisa Dean, Russell O'Keefe, Andy Jeffs, Kevin McDaniel, Hillary Hall and David Cook.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Carroll.

DECLARATIONS OF INTEREST

No declarations of interest were received.

The Chairman wished the England football team all the best for the world cup semi-final and mentioned that the council would be flying the Union Jack in Maidenhead and Windsor.

APPOINTMENTS

None

CABINET MEMBERS' REPORTS

A) HIGHWAY INVESTMENT: ADDITIONAL FUNDING 2018/19

The Lead Member for Highways and Transport introduced the report that sought approval to invest a further £1,700,000 into the Royal Borough's road network.

Cabinet were informed that the Royal Borough had 650km of road network that had been valued at £1.2 billion. It was right that this asset should be maintained to help maintain high levels of customer satisfaction and to protect users from the risk of injury, loss or damage.

The additional investment would cover road resurfacing, pot holes and other repairs. £200,000 of the additional resource would fund a pilot 'Find and Fix' scheme. The scheme would increase response times and complete minor repairs.

Cabinet were informed that appendix A showed the additional roads programme that would be brought forward from next year's programme if the increased funding was approved by Council on 19 July 2018. This would allow additional work to be undertaken this year such as the £259,000 being proposed for Old Windsor for work on the A308 Straight Road, Datchet Road Roundabout.

The Lead Member for Planning and Health mentioned how grateful he was for the £250,000 being invested into his ward; Bray.

The Lead Member for Culture and Communities mentioned that it was great news that the annual National Highways and Transport Benchmarking Survey, the Royal Borough ranked 8th of 113 authorities for customer satisfaction with the highways network.

The Leader of the opposition welcomed the proposed investment along the A308. She also asked for confirmation if the council were borrowing the full amount and if the financial implications included the interest. The Leader replied that the funds were being borrowed and repayments would be made from receipts from the regeneration works.

The Lead Member for Children's Services mentioned that it was good news for both residents of Windsor and Old Windsor especially after the boundary review would be changing the wards.

The Principal Member for Ascot mentioned that there had been investment in a number of A roads during the past year and a number of roads had to have pot holes repaired. He was pleased to see Winkfield Road on the list as the A road was very busy and the improvements would benefit the residents who live close to the road such as reducing road noise.

The Lead Member for Finance read out comments received from the Lead Member for Adult Social Care and Public Health who had submitted his apologies. Cllr Carroll had reported that he was pleased to see that after campaigning the schemes at Boyn Hill had been listed. In addition to the resurfacing of Boyn Hill Road, these included the mouths of Rutland Road and Croxley Rise, Haddon Road, Maple Close, Michael Close, the part of Altwood Road where it connects with Haddon Road and Wootton Way, and East and South Road. He wished to thank the Lead Member for Highways and Transport for his work with him on identifying the required works.

The Lead Member for Finance reported that he was happy that these reserve items were being brought forward as over time they may have been pushed down the list. He was happy to see that the list included a number of rural roads in Cookham as a lot of rural roads did not have defined curbs or meaningful drainage. He was pleased to see rural roads being repaired such as Spring Lane where water sprouts out of a spring all year damaging roads.

The Principal Member for Housing mentioned that he was happy to see schemes in Cox Green on the list and that there were plans to introduce the 'Find and Fix' scheme.

The Lead Member for Environmental Services said that after the damage caused by bad weather during the winter he was pleased that we were proposing to bring work forward. He asked how it would be possible to get items added to the list. Cabinet were informed that all roads were inspected at least once per year and roads were added as required, a new list would be developed for next year and Members were welcome to suggest roads that required work.

The Principal Member for Neighbourhood Planning and Ascot & Sunnings welcomed the work in Ascot and also mentioned that when the Royal Borough inherited the road network from Berkshire County Council they were rated third worst in the country therefore she was pleased to see current satisfaction ratings.

The Chairman mentioned that the charts on agenda page 9 showed how we were improving the road network, the more investment was made the better quality roads are residents would get. Our residents had high expectations for our roads and this 100% increase in investment for this year would help maintain the network.

Resolved unanimously: that Cabinet:

- **Recommends to Council that the approved capital programme 2018/19 be increased by £1,700,000 to deliver the supplementary road resurfacing programme set out in Appendix A and the pilot 'Find and Fix' approach.**

- **Delegates authority to the Deputy Director Strategy and Commissioning, in consultation with the Lead Member for Highways & Transport, to agree minor amendments to the approved schemes (within approved budgets) and implement substitute schemes should this become necessary.**

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on 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.

The meeting, which began at 7.30 pm, finished at 8.10 pm

CHAIRMAN.....

DATE.....

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Agenda Item 5

CABINET

FORWARD PLAN - CHANGES MADE SINCE LAST PUBLISHED:

ITEM	ORIGINAL CABINET DATE	NEW CABINET DATE	REASON FOR CHANGE
Primary School Places – Ascot Cheapside Church of England Primary	26 July 2018	N/A	Decision no longer required
Award of contract to Wates for the build of Braywick Leisure Centre	N/A	27 September 2018	New Item

FORWARD PLAN OF CABINET DECISIONS

NB: The Cabinet is comprised of the following Members: Councillors Dudley (Leader of the Council and Chairman of Cabinet, incl. Housing), Coppinger (Deputy Chairman of Cabinet, Planning and Health, including Sustainability), Bicknell (Deputy Leader of the Council and Highways, Transport & Windsor), N Airey (Children's Services), Saunders (Finance), S Rayner (Culture & Communities incl. Resident and Business Services), Rankin (Economic Development, Property, Communications and Deputy Finance), D. Evans (Maidenhead Regeneration and Maidenhead), Carroll (Adult Social Care and Public) Grey (Environmental Services incl. Parking & Flooding), Also in attendance (non-Executive): Councillors Bateson (Principal Member Neighbourhood Planning, Ascot & the Sunnings), Targowska (Principal Member HR, Legal & IT), Hilton (Principal Member Ascot Regeneration), McWilliams (Principal Member Housing).

The Council is comprised of all the elected Members

All enquiries, including representations, about any of the items listed below should be made in the first instance to Democratic Services, Town Hall, St Ives Road, Maidenhead. Tel (01628) 796560. Email: democratic.services@rbwm.gov.uk

*NB Item may deferred for further work – Items are placed on the Forward Plan for the earliest expected decision date. As an item progresses through the decision making cycle there may be instances where more work is required and thus the decision date may change

FORWARD PLAN

22	ITEM	Private Meeting - contains exempt/confidential information? See categories below.	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
	1. Financial Update	Open -	Latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel 23 Aug 2018	Cabinet 30 Aug 2018	
	1. Financial Update	Open -	Latest Financial Update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal Process	Corporate Services Overview and Scrutiny Panel TBC	Cabinet 27 Sep 2018	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
2. Award of contract to Wates for the build of Braywick Leisure Centre.	Fully exempt - 3	This is to award a contract to Wates to carry out the build of Braywick Leisure Centre.	Yes	Lead Member for Culture and Communities (including Resident and Business Services) (Councillor Samantha Rayner)	Andy Jeffs	Internal process	Culture and Communities Overview and Scrutiny Panel 25 Dec 2019	Cabinet 27 Sep 2018	
1. Financial Update 23	Open -	Latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel 23 Oct 2018	Cabinet 25 Oct 2018	
2. Annual report on commissioned services	Open -	To provide an update on the delivery and management of services provided through the council's delivery partners, including services delivered, outcomes achieved, proposals for review and internal contract management capability.	No	Lead Member for Adult Social Care & Public Health (Cllr Carroll) Lead Member for Children's Services (Cllr N Airey) & Lead Member for Highways, Transport (Cllr Bicknell), Lead Member for Environmental Services (Cllr Grey), Lead Member for Culture & Communities (Cllr S Rayner)	Hilary Hall	Internal process	Adult Services and Health Overview and Scrutiny Panel TBC Children's O&S Panel 16 Oct 2018 Highways & Environment O&S Panel TBC, Culture & Communities TBC	Cabinet 25 Oct 2018	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
3. Plan Making	Open -	Gypsy and Traveller Local Plan – Issues and Options consultation.	Yes	Lead Member for Planning and Health (including Sustainability) (Councillor David Coppinger)	Russell O'Keefe	Internal process	Planning & Housing Overview & Scrutiny Panel 18 Oct 2018	Cabinet 25 Oct 2018	
1. Financial Update	Open -	Latest financial update	No	Lead Member for Finance (Councillor MJ Saunders)	Rob Stubbs	Internal Process	Corporate Services Overview and Scrutiny Panel 20 Nov 2018	Cabinet 22 Nov 2018	

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
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DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

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Report Title:	Plan-making – Borough Local Plan Submission Version (BLPSV)
Contains Confidential or Exempt Information?	No
Member reporting:	Councillor Coppinger, Lead Member for Planning and Health (including sustainability).
Meeting and Date:	Cabinet - 26 July 2018
Responsible Officer(s):	Russell O’Keefe, Executive Director Place
Wards affected:	All



REPORT SUMMARY

The Borough Local Plan Submission Version (BLPSV) has been submitted to the Secretary of State for Examination. The first stage of hearings took place from 26-28 June. The second stage of hearings is yet to be confirmed by the Inspector, it is expected to be later this year. If the Inspector were to consider that modifications are necessary this will be made clear through the examination process. This report seeks authority to invite the Inspector to formally recommend any such modifications that she considers may be necessary to enable the Council to adopt the Borough Local Plan.

1 DETAILS OF RECOMMENDATION

RECOMMENDATION: That Cabinet:

- (i) Delegates authority to the Executive Director, Place to request the Local Plan Inspector to recommend such main modifications of the Borough Local Plan Submission Version as she considers necessary to enable its adoption.**

2 REASONS FOR RECOMMENDATION AND OPTIONS CONSIDERED

- 2.1 The Council submitted the Borough Local Plan – Submission Version (BLPSV) to the Secretary of State on 31 January 2018 for independent examination. The Secretary of State, through his Planning Inspectorate, has appointed a planning inspector, Mrs Louise Phillips MA (Cantab) MSc MRTPI ("the Inspector"), to carry out the examination of the Plan.
- 2.2 The purpose of independent examination is to determine whether the Plan has been prepared in accordance with the relevant legal requirements of the Planning and Compulsory Purchase Act 2004; to determine if it is "sound", within the meaning of the paragraph 182 of the National Planning Policy

Framework ("the Framework"); and ultimately to prepare a report for the Council to recommend whether or not the Plan should be adopted.

- 2.3 Part of the Inspector's role is to recommend modifications to the Plan should she consider them to be necessary. The Inspector cannot make such recommendations in her final report on the Examination unless the Council formally invites her to do so. This report is brought forward now to address this risk should it arise at a future date.

Table 1: Options

Option	Comments
Not to invite the inspector to recommend to the council modifications to the plan if necessary. Not the recommended option.	Should the inspector consider that the plan is not sound or legally compliant then the council will be preventing her recommending modifications to make it so. This would result in the Plan being found unsound.
Invite the Inspector to recommend to the council modifications to the BLPSV if necessary. The recommended option.	Council has endorsed the Local Plan and has made it clear that it wishes to have an up to date Plan in place. Asking the inspector to recommend main modifications of the Plan to enable its adoption underlines the ambition to achieve an adopted Local Plan.

3 KEY IMPLICATIONS.

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Letter to the Inspector	After 1 September 2018	By 31 August 2018	By 18 August 2018	Before 18 August 2018	August 2018

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications.

5 LEGAL IMPLICATIONS

- 5.1 There are no legal implications.

6 RISK MANAGEMENT

Table 4: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
The BLPSV is found unsound	MEDIUM	Invite the inspector to recommend modifications to the plan	LOW

7 POTENTIAL IMPACTS

7.1 If the Local Plan were to be found unsound and it is recommended to the Council that it be withdrawn:

- The Secretary of State has powers to intervene in plan making, including in respect of the examination process.
- The ability to manage development is weakened by the lack of up to date adopted policies to manage the delivery of development resulting in development that is not in accordance with the preferred spatial strategy for the Borough.

8 CONSULTATION

8.1 The report will be considered by the Planning and Housing Overview and Scrutiny Panel in July 2018, comments will be reported to Cabinet.

9 TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in is immediately. The whole timetable is set out in table 5.

Table 5: Implementation timetable

Date	Details
August 2018	A written request is made to the Inspector to include within her final report on the examination recommendations to make the Local Plan sound and legally compliant, if she considers it to be necessary to do so.

10 APPENDICES

None.

11 BACKGROUND DOCUMENTS

None.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Coppinger	Lead Member for Planning	29.05.18	29.05.18
Alison Alexander	Managing Director	25.05.18	27.06.18
Russell O'Keefe	Executive Director	25.05.18	27.06.18
Andy Jeffs	Executive Director	25.05.18	27.06.18
Rob Stubbs	Section 151 Officer	29.05.18	29.05.18
Louisa Dean	Communications	25.05.18	25.05.18

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Key decision Yes – June 2018	No.	
Report Author: Jenifer Jackson, Head of Planning, 01628 796042		

Report Title:	Parking Voucher Schemes
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Cllr Grey – Lead Member for Environmental Services (including Parking and Flooding) Cllr S Rayner – Lead Member for Culture and Communities (including Resident and Business Services)
Meeting and Date:	Cabinet - 26 July 2018
Responsible Officer(s):	Andy Jeffs, Executive Director Jacqui Hurd, Head of Library and Resident Services
Wards affected:	All

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REPORT SUMMARY

1. In response to requests from residents, the borough has implemented 98 resident parking schemes, and this number is projected to increase by around 10 each year.
2. The purpose of the schemes is to protect limited parking opportunities and ease congestion for local residents and their visitors in areas that face challenges.
3. Currently each household receives 25x2 hour free permits. In addition they can purchase 50 x 6 hours and 50 x all day vouchers. In 2017/18 99,045 vouchers were issued.
4. This paper proposes a number of changes to the current residential parking voucher schemes to enhance to improve it and to further protect parking spaces for residents and their visitors.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) **Agrees to keep the number of annual free visiting vouchers at 25 x 2 hours.**
- ii) **Changes the annual allowance of additional paid for visiting vouchers to 25 x 6 hours and 25 x all day, from 1 August 2018.**
- iii) **Changes the minimum order number of paid for vouchers to ten and then in multiples of five within the same order, and introduces a 12 month expiry date on each paper voucher with a no refund policy on any unused vouchers, from 1 August 2018.**
- iv) **Agrees to the implementation of virtual visitor vouchers, from 1 October 2018, for those who wish to do this on-line.**
- v) **Agrees that all current unused, undated visitor vouchers will expire on 31 March 2020, allowing time for proactive communication to make residents in parking zones aware of this.**
- vi) **Agrees to extend the current resident parking permits scheme period from 1-year to 2-years, from 1 August 2018.**

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

Parking Visitor Vouchers

- 2.1 The Royal Borough of Windsor and Maidenhead now has 98 resident parking schemes. The purpose of the schemes is to protect limited parking opportunities and ease congestion for local residents and their visitors in areas that face particular challenges.
- 2.2 Households in general are allowed a maximum of two free parking permits depending on the amount of vehicles that can park on their driveway, however not every household will necessarily have a permit as they may have a large drive, not have a car, or be able to drive. There are 4,831 live residents’ permits, there is no charge for these permits and they are valid for 12 months from the date of issue.
- 2.3 Each household, regardless if they have any parking permits, is entitled to apply annually for 25 x 2 hour free visitor vouchers. The vouchers are a type of scratch card where the date and time is scratched off, the vehicle registration must be annotated, and the card displayed in the vehicle. Once used the card is disposed of. There is no expiry date and any unused vouchers can be carried forward year-on-year. In addition to the free allocation households can purchase extra annual visitor vouchers of up to 50 x 6 hours at £1 per voucher, and up to 50 x all day at £2 per voucher.
- 2.4 There are five permits to an A4 page that are printed on. There is not a minimum number of vouchers set that can be purchased therefore households can, and do order just one or two at a time if desired, this means that the remaining three permits are invalid and disposed of securely as they cannot be reused through the printer as it is no longer on an A4 sheet.
- 2.5 There has been an increase year on year in the number of vouchers issued, likely linked to the increase in the number of parking schemes. Table 1 shows the volumes issued for the last three financial years:

Table 1 – number of parking visitor vouchers issued

Financial year	Number of visitor vouchers issued	Parking schemes
2017/18	99,045	98
2016/17	83,915	88
2015/16	68,889	72 (24 were introduced in 2015/16 with 48) already being in place)

- 2.6 With no expiry date on the visitor vouchers residents can legitimately accumulate any unused vouchers year on year. In addition a resident could give away, sell, or use them even if they move away part way through the year.
- 2.7 When applications are received from new residents there is some evidence that the outgoing residents had bought their annual allowance just before the move, presumably knowing they are moving, but not advising the Royal Borough. Consequently, this means that double the household allowance is issued, with no means of cancelling the remaining outgoing residents many vouchers.

2.8 Comparison has been undertaken with 28 local authorities, see Table 2.

Table 2 – Local authorities contacted

Basingstoke and Dean	Reading	Wandsworth
Bath	Royal Borough of Kingston upon Thames	West Berkshire
Bracknell Forest	Runnymede	West Oxfordshire
Bristol	Slough	Westminster
Ealing	South Buckinghamshire	Winchester City Council
East Hampshire	South Oxfordshire	Wokingham Borough Council
Guildford Borough	Surrey Heath	Wycombe District Council
Hillingdon	Sutton	York
Oxfordshire County Council	Tower Hamlets	
Portsmouth	Waltham Forest	

2.9 Five (18%) did not have any residential parking schemes. Of the remaining 23 no two schemes are the same. Only four (17%) issue a free annual allowance with the option to purchase extra: Bristol, Oxfordshire County Council, Reading and Sutton. The visitor voucher parking allowances range from 1, 2, 4, 6, 12 and 24 hours. Table 3 details the difference in offering for each local authority.

Table 3 – Local authorities free visitor voucher comparison

Local Authority	Number of free vouchers	Length of time per voucher	Total hours free
Bristol	50	24 hours	1,200 hours
Oxfordshire County Council	25	24 hours	600 hours
Reading	40	12 hours	480 hours
Sutton	50	1 hour	50 hours
Royal Borough of Windsor and Maidenhead	25	2 hours	50 hours

2.10 Nine (32%) have expiry dates on vouchers, in the main twelve months from the date of purchase. Some schemes have restrictions on how many, and how frequently vouchers can be purchased, such as a lower amount every six months.

2.11 18 (64%) have a no refund policy on any unused or expired vouchers, with five (18%) asking for any unused vouchers to be returned and cancelled upon moving out, Bath, Bracknell Forest, Reading, Royal Borough of Kingston upon Thames and York.

2.12 As technology changes, more local authorities are moving to an online 'virtual' parking permit and voucher solution. This means there is an online account where visitor vouchers are purchased, as needed, and the usage details of date, activation time and car registration are entered in advance, or at the time of the visitor starting to park. The virtual permit allows residents to buy as needed up to their allowance, the unused numbers are known with it being much easier to cancel and prevent possible misuse.

2.13 From the 28 local authorities contacted three (11%) offered visitor vouchers virtually only, five (18%) both virtually and paper, with 20 (71%) still using paper or books only. The Royal Borough currently uses paper only, but as part of the recent parking

enforcement contract with NSL Ltd, the software is being upgraded, providing the council with the ability to offer online 'virtual' parking permits and vouchers.

Resident Parking Permits

- 2.14 Resident Parking permits are currently issued for 12 months from the date of issue. In 2017/18, 6,430 resident parking permits were renewed.
- 2.15 It is recommended that the renewal period move from an annual period to bi-annual, so that the cost to administer, including processing and postage, is halved and residents only have to renew every other year.
- 2.16 The staff time efficiency gained will allow parking appeals and blue badge applications to be processed quicker.

3 KEY IMPLICATIONS

- 3.1 Table 4 contains the key implications.

Table 4: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Changes to the purchasable visitor voucher scheme implemented.	After 01/08/18	On 01/08/18	N/A	N/A	01/08/18
Virtual visitor vouchers available.	01/11/18	01/10/18	15/09/18	01/09/18	01/10/18

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There may be a small reduction in administration costs in processing the parking visitor vouchers, but this will be offset by a small reduction in income from the purchase of vouchers.

5 LEGAL IMPLICATIONS

- 5.1 There are no legal implications.

6 RISK MANAGEMENT

None.

7 POTENTIAL IMPACTS

None.

8 CONSULTATION

None.

9 TIMETABLE FOR IMPLEMENTATION

9.1 The stages and deadlines for implementing the recommendations are in Table 5.

Table 5: Implementation timetable

Date	Details
26/06/18	Cabinet approval
01/08/18	Changes to numbers of purchasable visitor vouchers implemented
01/10/18	Virtual visitor vouchers available

10 APPENDICES

None.

11 BACKGROUND DOCUMENTS

None.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Grey	Lead Member for Environmental Services (including Parking and Flooding)	28/06/18	05/07/18
Cllr S Rayner	Lead Member for Culture and Communities (including Resident and Business Services)	28/06/18	05/07/18
Alison Alexander	Managing Director	27/06/18	27/06/18
Russell O'Keefe	Executive Director	27/06/18	05/07/18
Rob Stubbs	Section 151 Officer	27/06/18	05/07/18
Nikki Craig	Head of HR and Corporate Projects	27/06/18	27/06/18
Louisa Dean	Communications	27/06/18	05/07/18

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Non-key decision	No	No
Report Author: Andy Jeffs, Executive Director, 01628 79 6527		

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Report Title:	Financial Update
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet – 26 July 2018
Responsible Officer(s):	Rob Stubbs, Deputy Director and Head of Finance.
Wards affected:	All

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REPORT SUMMARY

1. This report sets out the Councils financial position at month two in the financial year 2018-19. There are pressures as previously identified during the 2017-18 financial year with partial mitigations resulting in a net pressure of £1,426,000. See Appendix A. The main pressures are: Children’s Services facing continued pressures of placement costs for children in care and housing benefit subsidy.
2. The Council’s base budget is £85,344,000. Aggregated usable reserves are in a healthy position at £8,688,000(10.19% of budget) which remains in excess of the £5,860,000 (6.87% of budget) recommended minimum level set at Council in February 2018, see Appendix B.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet:

- i) **Notes the Council’s projected outturn position for 2018-19 and requests the Directors to identify and propose mitigations for the projected variance.**
- ii) **Approves an additional budget of £100,000 for the Council’s contribution to the legal costs relating to Heathrow expansion to be funded from the General Reserve.**

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

- 2.1 Cabinet are required to note the council’s financial position and the Directors will identify and propose mitigations for the projected variance.

3 KEY IMPLICATIONS

- 3.1 The Council is projecting an aggregated usable reserve totalling £8,688,000. The 2018-19 budget report recommended a minimum reserve level of £5,860,000 to cover known risks for 18 months.

Table 1: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
General Fund Reserves Achieved	<£5,900,000	£5,900,000 to £6,000,000	£6,000,001 to £6,900,000	> £6,900,000	31 May 2019

4 FINANCIAL DETAILS / VALUE FOR MONEY

Council outturn position

- 4.1 The expected outturn position for the Council is an overspend of £1,426,000 on service budgets of £77,941,000. The details of variances reported are throughout section 4 of this report.

AfC Contract - Children's Services

- 4.2 Children's services has a net overspend of £911,000 as a result of the number of placements for children in care outside of the local authority area in independent fostering and residential care. The service continues to seek to mitigate these costs through continued scrutiny of provision, improved commissioning for buying bulk placements; ensuring partners, health partnerships, organisations are fairly contributing to placement costs and completing the registration process to Ofsted to become an independent fostering agency with an indication of this coming on line in April 2019.
- 4.3 The local pressure is in accord with national pressures, for instance the Local Government Association are predicting a children's services funding gap nationally of £2 billion by 2020 to maintain services at the current level with nearly half of local authority children's services budgets being spent on foster care and residential placements.

Commissioning - Communities

- 4.4 The service projects an overspend of £153,000 which relates to Cabinet approved expenditure to support the bus routes covering Maidenhead, Wraysbury and links between Maidenhead and Windsor for which offsetting savings have not proved to be available.
- 4.5 A similar picture is appearing nationally where nearly half of all bus routes in England are now fully or partially subsidised. Operating costs for bus companies are rising while passenger journeys are falling. Since 2013/14 there have been 297 million fewer journeys across the country.

Communities, Enforcement and Partnerships

- 4.6 Communities, Enforcement and Partnerships projects an overspend of £106,000 comprising:
- £16,000 in additional cost for the shared emergency planning service with West Berkshire and Bracknell Forest Councils, which started on the 1 April 2018.
 - £90,000 of unachievable income for printing as a result of external income not being generated.

Finance

- 4.7 The finance service projects an underspend of £68,000 as a result of freezing vacancies.

Library and Resident Services

- 4.8 Library and Resident Services projects an overspend of £20,000. This one-off pressure is as a result of employing agency staff to cover vacancies to ensure performance in the call centre is maintained.

Planning Service

- 4.9 The planning service projects an underspend of £90,000, this is made up of £50,000 projected surplus planning application income and £40,000 income for CIL administration.

Revenues and Benefits

- 4.10 Revenues and benefits projects an overspend of £394,000 for Housing benefit subsidy. The budgeted recovery rate for subsidy has been over 100% since 2014-15, and in 2017-18 was 101%. This is not achievable and the actual recovery rate for subsidy has been over 100% over the same period, and in 2017-18 was 99.7%, 1.3% less. Over the period £2.5 million of budgeted subsidy has not been recovered, the vast majority of which, has been covered by a release in bad debt provision, or a positive move in debtors, which is no longer achievable.

AfC contract - Dedicated Schools Grant & Dedicated Schools Grant Retained

- 4.11 There is a net in year deficit of £795,000 relating to the dedicated schools grant funded services consisting of £52,000 within AFC Contract & £743,000 within the retained element. The net in year deficit consists of:
- Manor Green School increased places and additional funding to support the provision of high needs within the school £436,000.
 - Maintained schools additional funding to support the provision of high needs within schools £352,000.
 - Others net £7,000.
- 4.12 The net overspend will be an additional pressure on the dedicated schools grant reserve which as at 31 March 2018 was a deficit of £1,212,000. The revised projected deficit as at 31 March 2019 has increased to £2,007,000.
- 4.13 At the Schools Forum in April 2018 the deficit carry forward of £1,212,000 was approved. The projected deficit at 31 March 2019 will be reported to the Schools Forum in July 2018.

Transfers to and from the General fund reserves

- 4.14 Following completion of the 2017-18 annual business rates return the council has section 31 grant from the Ministry of Housing Communities and Local Government more than projected of £1,396,000 and is currently projecting a surplus from the Berkshire business rates pilot of £1,500,000. Costs to be covered from this budget line include:
- Additional funding of £748,000 required for 2018-19 for pension deficit, a contribution of £2,428,000 was originally built into the 2018-19 budget.
 - Additional funding of £100,000 required for the Heathrow judicial review.

This will result in a net increase of £2,048,000 into the General fund reserves for this period.

Additional budget for Heathrow expansion legal costs.

- 4.15 The Council anticipates contributing £100,000 to enjoin with other Councils in legal proceedings as previously in response to the recent announcements regarding possible expansion of Heathrow airport.

Table 2: Revenue budget movement

Service expenditure budget reported to May	£77,811,000
Additional funding required for the RBFRS inspections	£130,000
Service expenditure budget this month	£77,941,000

Cash balances projection

- 4.16 Throughout the year the council's cash balances have been revised, Appendix D sets out the Borough's cash balance which is based on the assumptions contained in the 2018-19 budget report. A twelve month capital cash flow projection is shown in Appendix D.

Capital programme

- 4.17 The approved 2018-19 capital estimate is £61,998,000, see table 3. The projected outturn for the financial year is £61,998,000, see table 4 for capital programme status, with further information in Appendices E - G.

Table 3: Capital outturn

	Exp	Inc	Net
Approved estimate	£61,998,000	(£20,394,000)	£41,604,000
Variances identified	£0	£0	£0
Slippage to 2019-20	(£0)	£0	£0
Projected Outturn 2018-19	£61,998,000	(£20,394,000)	£41,604,000

Table 4: Capital programme status

	Report Cabinet July 2018
Number of schemes in programme	175
Yet to Start	25%
In Progress	44%
Completed	6%
Ongoing Programmes e.g. Disabled Facilities Grant	24%
Devolved Formula Capital Grant schemes budgets devolved to schools	1%

- 4.18 **Business rates:** Business rate income at the end of May 2018 was 21.01% against a target of 20%. The annual collection target for 2018-19 is 98.8%.
- 4.19 **Business rate revaluation support.** Work has completed on modelling options for distributing the £329,000 available from MHCLG. A draft report is currently under review.

5 LEGAL IMPLICATIONS

5.1 In producing and reviewing this report the Council is meeting its legal obligations to monitor its financial position.

6 RISK MANAGEMENT

Table 5: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
None			

7 POTENTIAL IMPACTS

7.1 None.

8 CONSULTATION

8.1 Overview & Scrutiny meetings are scheduled prior to this Cabinet. Any comments from those meetings will be reported verbally to Cabinet.

9 TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately.

10 APPENDICES

- 10.1 The appendices to the report are as follows:
- Appendix A Revenue Monitoring Statement 2018/19 for July Cabinet.
 - Appendix B General Fund Reserves
 - Appendix C Revenue movement statement
 - Appendix D 12 month cash flow @ 11/6/18
 - Appendix E Capital budget summary
 - Appendix F Capital monitoring report
 - Appendix G Major capital scheme progress

11 BACKGROUND DOCUMENTS

- 11.1 Background documents relating to this report are detailed below.
- Budget Report to Council February 2018.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Saunders	Lead Member for Finance	29/06/18	01/07/18
Cllr Rankin	Deputy Lead Member for Finance	29/06/18	29/06/18
Alison Alexander	Managing Director	25/06/18	17/07/18
Russell O'Keefe	Executive Director	25/06/18	27/06/18
Andy Jeffs	Executive Director	25/06/18	27/06/18
Rob Stubbs	Section 151 Officer	25/06/18	26/06/18
Nikki Craig	Head of HR and Corporate Projects	25/06/18	26/06/18
Louisa Dean	Communications	25/06/18	27/06/18
Hilary Hall	Deputy Director Strategy and Commissioning	25/06/18	25/06/18

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
For information	No	No
Report Author: : Ruth Watkins, Senior Accountancy and Finance Operations Lead, 01628 683504		

Revenue Monitoring Statement 2018/19 for July 2018 Cabinet

SUMMARY	2018/19		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Management	660	341	0
Communications	412	431	0
Human Resources	883	1,137	0
Law & Governance	2,350	2,348	0
Commissioning & Support	3,872	3,862	0
Commissioning - Communities	8,182	8,181	153
AfC Contract - Children's Services	21,356	21,630	911
AfC Contract - Dedicated Schools Grant	12,196	11,311	52
Children's Services - Retained	(2,118)	(2,560)	0
Dedicated Schools Grant - Retained	50,385	51,878	743
Adult Social Care - Optalis Contract	29,443	29,414	0
Adult Social Care - Spend	15,461	15,654	0
Adult Social Care - Income	(10,658)	(10,887)	0
Better Care Fund	12,033	12,103	0
Public Health	4,780	4,781	0
Grant Income	(78,166)	(78,841)	(795)
Total Managing Director's Directorate	71,071	70,783	1,064
Executive Director of Communities	229	229	0
Revenues & Benefits	(109)	(109)	394
Communities, Enforcement & Partnerships	732	861	106
Library & Resident Services	3,019	3,020	20
Total Communities Directorate	3,871	4,001	520
Executive Director of Place	298	298	0
Housing	1,370	1,452	0
Planning Service	1,344	1,344	(90)
Property Service	(2,577)	(2,577)	0
Finance	1,269	1,268	(68)
ICT	1,133	1,372	0
Total Place Directorate	2,837	3,157	(158)
TOTAL EXPENDITURE	77,779	77,941	1,426

Revenue Monitoring Statement 2018/19 for July 2018 Cabinet

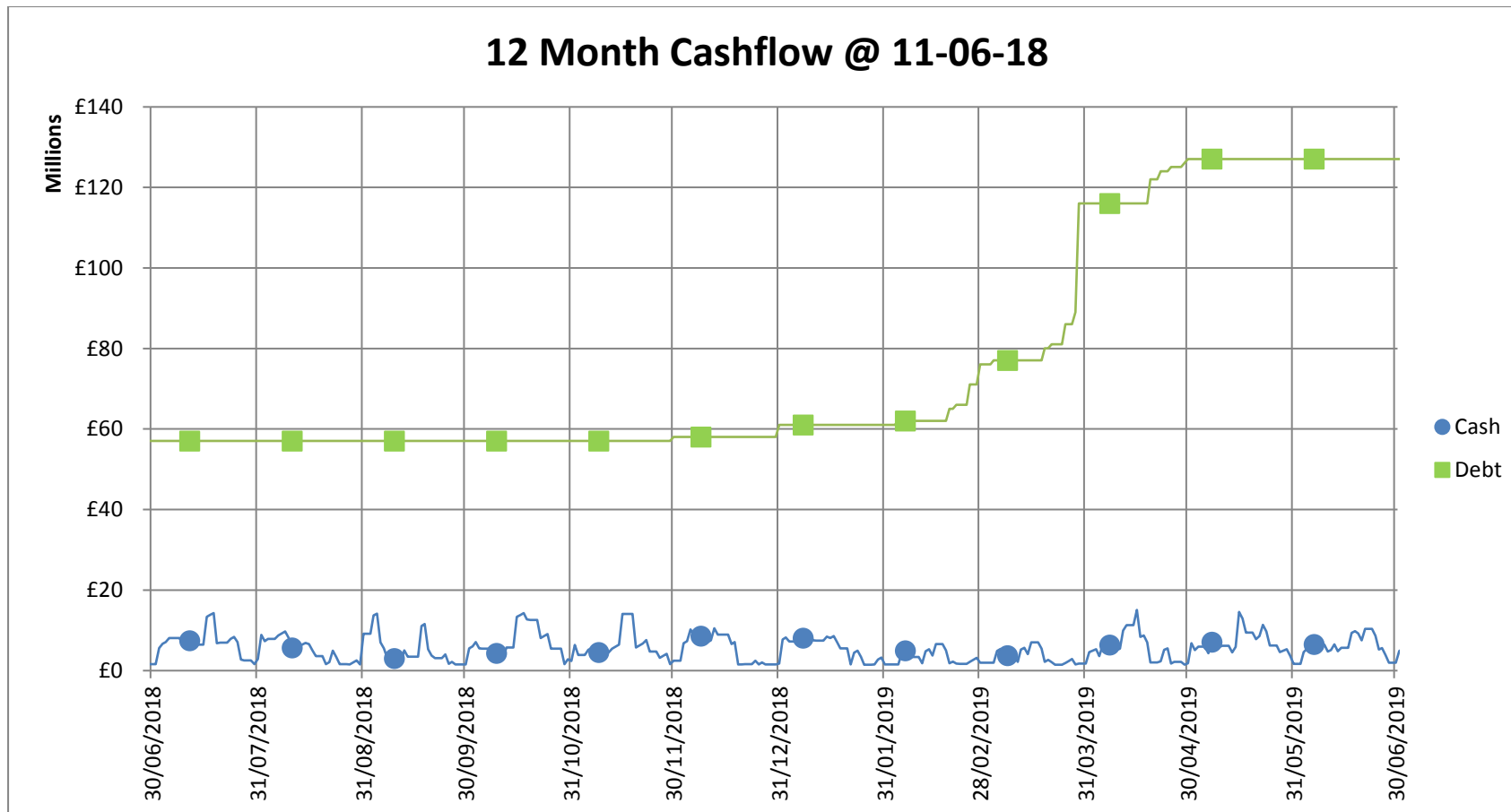
SUMMARY	2018/19		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Total Service Expenditure	77,779	77,941	1,426
Contribution to / (from) reserves	5	5	0
Pensions deficit recovery	2,428	3,176	0
Pay reward	500	555	0
Transfer from Provision for Redundancy	0		0
Transfer to Provision for Redundancy			0
Increase / (Decrease) to provision for bad debt			0
Apprentice Levy	0	0	0
Environment Agency levy	156	156	0
Variance on income from Trading Companies			0
Variance on Education Services Grant			0
Variance on Business Rates income		(2,896)	0
Transfer to / (from) General fund reserves		1,863	0
Variances on general grants			0
Capital Financing inc Interest Receipts	<u>5,523</u>	<u>5,523</u>	<u>0</u>
NET REQUIREMENTS	86,391	86,323	1,426
Less - Special Expenses	(1,047)	(1,047)	0
Transfer to / (from) balances	0	(32)	(1,426)
GROSS COUNCIL TAX REQUIREMENT	<u>85,344</u>	<u>85,244</u>	<u>0</u>

General Fund Reserves £000	
Opening Balance 2017/18	8,947
Transacted amounts To/(From) General Fund reserves in 2018/19	
May reported service variance	(32)
June reported service variance	(1,426)
Total reported variances in 2018/19	(1,458)
Fire & Rescue Inspections	(130)
Pay award	(55)
NNDR reversal of projected provision	500
Section 31 grant	186
Overstated levy	710
Projected Pooling surplus	1,500
Pension deficit shortfall	(748)
Heathrow judicial review	(100)
Transfers to/(from) General reserves	1,863
Balance reported to June Cabinet	<u>9,352</u>
To be transacted / reported in 2018/19	
Redundancy costs	(664)
Projected year end balance 2018/19	<u>8,688</u>

Revenue Monitoring Statement 2018/19						
	Funded by the General Fund (1)	Funded by Provision (2)	Funded by the Capital Fund (3)	Included in the original budget (4)	Total	Approval
	£'000	£'000	£'000	£'000	£'000	
Original Budget					77,779	
1 Empty homes supplementary	32				32	May 2017 Cabinet
2 RBFRS Inspections	0		130		130	May 2018 Cabinet
Changes Approved	32	0	130	0	162	
Approved Estimate July Cabinet					77,941	

NOTES

- 1 If additional budget is approved but no funding is specified, the transaction would, by default, be funded from the General Fund Reserve. Transactions in column 1 are funded by the General Fund.
- 2 A provision for future redundancy costs is created every year and this is used to fund additional budget in services for the costs of redundancy they incur during the year. Transactions in column 2 are redundancy costs funded by the provision for redundancy.
- 3 When additional budget is approved, a funding source is agreed with the Lead Member of Finance. Transactions in column 3 have been funded from a usable reserve (Capital Fund).
- 4 Transactions in column 3 are amounts approved in the annual budget which for various reasons need to be allocated to service budgets in-year. An example would be the pay reward budget. Pay reward payments are not approved until June. The budget therefore has to be re-allocated.



Note 1. Capital expenditure is projected to increase steadily throughout 2018-19. The exact profile may vary and monitoring of schemes and cash balances will decide the rate at which our borrowing will increase to ensure that no unnecessary debt charges are incurred.

	2018/19 Original Budget			New Schemes – 2018/19 Approved Estimate			Schemes Approved in Prior Years			Projections – Gross Expenditure				
	Gross	Income	Net	Gross	Income	Net	Gross	Income	Net	2018/19 Projected	2018/19 SLIPPAGE Projected	TOTAL Projected	VARIANCE Projected	VARIANCE Projected
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	(£'000)	(£'000)	(£'000)	(£'000)	(%)
Portfolio Summary														
Communities Directorate														
Revenues & Benefits	0	0	0	0	0	0	69	0	69	69	0	69	0	
Communities, Enforcement & Partnerships	3,098	(635)	2,463	5,818	(635)	5,183	4,369	(1,597)	2,772	10,187	0	10,187	0	0%
Library & Resident Services	435	0	435	720	0	720	948	(189)	759	1,668	0	1,668	0	0%
Total Communities Directorate	3,533	(635)	2,898	6,538	(635)	5,903	5,386	(1,786)	3,600	11,924	0	11,924	0	0
Place Directorate														
ICT	360	0	360	360	0	360	38	0	38	398	0	398	0	0%
Property	1,045	0	1,045	1,045	0	1,045	8,566	(282)	8,284	9,611	0	9,611	0	0%
Housing	0	0	0	0	0	0	881	(856)	25	881	0	881	0	0%
Planning	1,010	(50)	960	1,010	(50)	960	468	(185)	283	1,478	0	1,478	0	0%
Total Place Directorate	2,415	(50)	2,365	2,415	(50)	2,365	9,953	(1,323)	8,630	12,368	0	12,368	0	0
Managing Director														
Human Resources	0	0	0	0	0	0	64	0	64	64	0	64	0	
Adult Social Care	0	0	0	85	(85)	0	6	(6)	0	91	0	91	0	
Commissioning – Communities	7,156	(4,613)	2,543	7,397	(4,854)	2,543	3,994	(1,629)	2,365	11,391	0	11,391	0	0%
Law and Governance	0	0	0	0	0	0	26	0	26	26	0	26	0	
Green Spaces & Parks	183	(93)	90	183	(93)	90	223	(130)	93	406	0	406	0	0%
Non Schools	246	(46)	200	256	(56)	200	261	(146)	115	517	0	517	0	0%
Schools – Non Devolved	4,025	(875)	3,150	4,075	(925)	3,150	20,494	(8,034)	12,460	24,569	0	24,569	0	0%
Schools – Devolved Capital	197	(197)	0	197	(197)	0	445	(445)	0	642	0	642	0	0%
Total Managing Director	11,807	(5,824)	5,983	12,193	(6,210)	5,983	25,513	(10,390)	15,123	37,706	0	37,706	0	0
Total Committed Schemes	17,755	(6,509)	11,246	21,146	(6,895)	14,251	40,852	(13,499)	27,353	61,998	0	61,998	0	0

	(£'000)	(£'000)	(£'000)
Portfolio Total	17,755	61,998	61,998
External Funding			
Government Grants	(5,060)	(10,271)	(10,271)
Developers' Contributions	(674)	(3,834)	(3,834)
Other Contributions	(775)	(6,289)	(6,289)
Total External Funding Sources	(6,509)	(20,394)	(20,394)
Total Council Funding	11,246	41,604	41,604

Capital Monitoring Report - June 2018/19

At 30 June 2018, the approved estimate stood at £61.998m

	Exp	Inc	Net
	£'000	£'000	£'000
Approved Estimate	61,998	(20,394)	41,604
Variances identified	0	0	0
Slippage to 2018/19	0	0	0
Projected Outturn 2017/18	61,998	(20,394)	41,604

Overall Projected Expenditure and Slippage

Projected outturn for the financial year is £61.998m

There are no variances or slippage to report this month.

Overall Programme Status

The project statistics show the following position:

Scheme progress	No.	%
Yet to Start	44	25%
In Progress	77	44%
Completed	11	6%
Ongoing Programmes e.g.. Disabled Facilities Grant	42	24%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	1%
Total Schemes	175	100%

Major Capital Scheme Progress		2018/19				APPROVED SLIPPAGE			TOTAL BUDGET			PROJECTIONS			PROJECT STATUS				
Project	CAPITAL SCHEME	TOTAL SCHEME VALUE				FROM PRIOR YEARS			2018/19			2018/19 Projected Variance <i>Underspend as negative</i>	2018/19 Expected Slippage	2019/20 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion
		Gross	Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate								
		£'000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000					
Communities Directorate																			
Communities, Enforcement & Partnerships																			
CT52	Disabled Facilities Grant	600	600	(600)	0	0	0	0	600	(600)	0	0		0					
CZ18	Braywick Leisure Centre	33,756	2,345	0	2,345	862	0	862	3,207	0	3,207	0		0					
CC60	Hostile Vehicle Mitigation Measures for Windsor	1,850	0	0	0	1850	(908)	942	1,850	(908)	942	0		0					
CC47	CCTV Replacement	1,302	1,300	0	1,300	2	0	2	1,302	0	1,302	0		0					
Place Directorate																			
Property																			
CI29	Broadway Car Park & Central House Scheme	33,000	0	0	0	2230	(140)	2090	2,230	(140)	2,090	0		0					
CI21	Windsor Office Accommodation	6,839	0	0	0	3898	(142)	3756	3,898	(142)	3,756	0		0					
CI62	Hines Meadow CP – Dilapidations	700	0	0	0	523	0	523	523	0	523	0		0					
CX40	Operational Estate Improvements	600	600	0	600	0	0	0	600	0	600	0		0					
Housing																			
CT55	Brill House Capital Funding	500	0	0	0	500	(500)	0	500	(500)	0	0		0					
Managing Director																			
Schools – Non Devolved																			
CSGR	Charters Expansion	4,560	380	0	380	2,556	(1,878)	678	2,936	(1,878)	1,058	0		0					
CSGV	Cox Green School Expansion Year 1 of 3	5,800	420	0	420	2821	(455)	2366	3,241	(455)	2,786	0		0					
CSGW	Furze Platt Senior expansion Year 1 of 3	8,000	750	0	750	6571	(2,033)	4538	7,321	(2,033)	5,288	0		0					
CSGX	Dedworth Middle School Expansion Year 1 of 3	4,700	420	0	420	3490	(1,791)	1699	3,910	(1,791)	2,119	0		0					
Commissioning – Communities																			
CC62	Maidenhead Missing Links (LEP Match Funded)	759	759	(659)	100	0	0	0	759	(659)	100	0		0					
CC67	Replacement Payment Equipment for Car Parks	775	775	(775)	0	0	0	0	775	(775)	0	0		0					
CD84	Street Lighting – LED Upgrade	5,100	0	0	0	600	0	600	600	0	600	0		0					

Report Title:	Old Windsor Library Extension
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Cllr S Rayner – Lead Member for Culture and Communities (including Resident and Business Services)
Meeting and Date:	Cabinet - 26 July 2018
Responsible Officer(s):	Andy Jeffs, Executive Director Jacqui Hurd, Head of Library and Resident Services
Wards affected:	Old Windsor

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REPORT SUMMARY

1. The council is committed to providing library facilities across the whole of the Royal Borough. We have three main service hubs in Maidenhead, Windsor and Ascot, with a further nine community Libraries. In addition we operate a mobile library and a container library. An additional new container library is currently on order and will be operational later this financial year.
2. Planning permission has been sought and agreed to make improvements to Old Windsor Library. The refurbishment work includes the provision of a new toilet, kitchen, and improved facilities for residents and children.
3. After carrying out these works the library will have a more attractive, welcoming and modern atmosphere, with the flexibility to meet the needs of our customers, and the basic amenity needs of people who work there.
4. Detailed works required to submit the planning application have identified a total budget requirement of £146,850. £12,000 in S106 contributions are available towards this.
5. This report requests that Cabinet approves £134,850 in capital in order that the improvement works can be carried out to upgrade this important community library.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

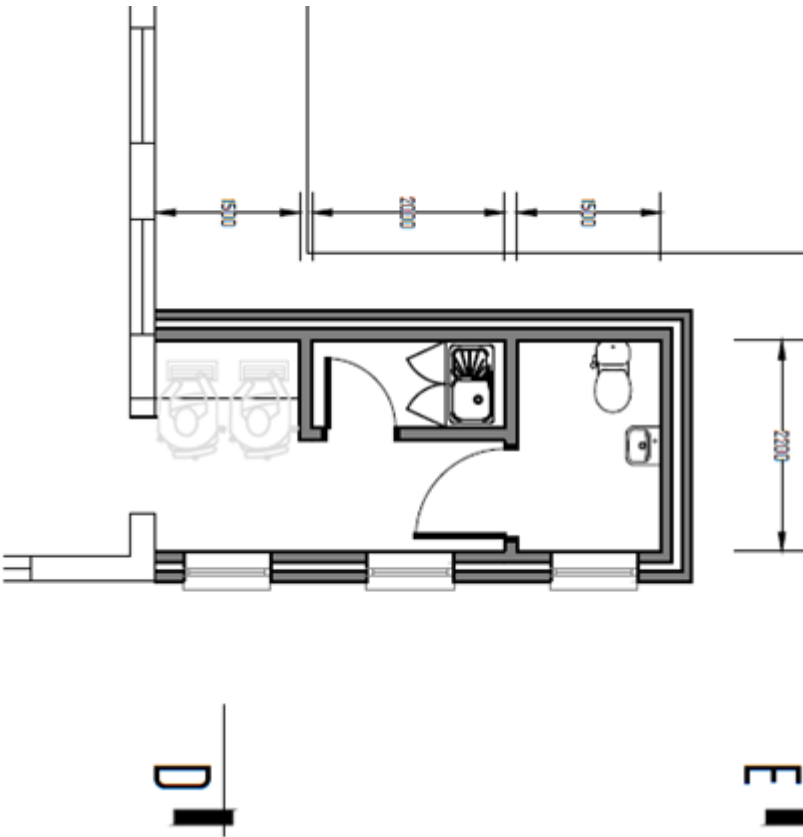
- i) **Approves capital funding of £134,850 to enable the extension works to Old Windsor Library to proceed.**

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

- 2.1 The council is committed to providing library facilities across the whole of the Royal Borough. We have three main service hubs in Maidenhead, Windsor and Ascot, with a further nine community Libraries. In addition we operate a mobile Library and a container library. An additional new container library is currently on order and will be operational later this financial year.

- 2.2 Old Windsor Library is a community library of 63m², located alongside the Old Windsor Village Hall. The library has never had running water, toilets or kitchen facilities. The people running the library use the toilet facilities at the public house across the road, or the adjacent village hall, which there is an informal ad-hoc agreement to allow use at times when other groups using the facility do not mind. In addition the day centre allow the use of their facilities when open.
- 2.3 Diagram 1 details an extension and refurbishment that will expand the floor area by over 11m² by building a small extension at the rear of the building, adjacent to the children's library. Access will be through a wall in the children's library. This will provide a discreet IT facility for children providing enhanced safeguarding as well as providing the needed amenities, and replace the current 1960s fittings and furniture throughout the existing building.

Diagram 1: Extension to Old Windsor Library



- 2.4 After carrying out these works the library will have a more attractive, welcoming and modern atmosphere with the flexibility to meet the needs of customers, and the basic amenity needs of staff and volunteers who deliver services from the library.
- 2.5 Planning permission has been sought and agreed, which was necessary to allow exact costs to be established. The work will allow light into library, kitchen & toilet and provide security for a small staff only area. The interior will undergo redecoration to include painting and repairing cracks in walls & ceilings.
- 2.6 Works on site will be managed to ensure that there is minimal disruption to public access to the library during normal opening hours. Works will be consistent with existing architecture and with the consent of the landlord.

- 2.7 There will be no reduction in library stock capacity and there will be an increase in display space to more effectively promote Library stock.
- 2.8 Self-service will be introduced, as in other Libraries, in order to free up staff and volunteers to assist residents who need help with digital services and reading development advice.

3 KEY IMPLICATIONS

- 3.1 Table 1 contains the key implications.

Table 1: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Library facilities extended and upgraded	30/04/19	31/03/19	31/01/19	31/12/18	31/03/19

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 Total costs for the build and refurbishment are £146,850, and £12,000 S106 contribution is available. Therefore, to allow the works to proceed an amount of an amount of £134,850 in capital is required.
- 4.2 The detailed breakdown of the total costs are £118,850 build, Internal refurbishment of £16,000 and include a self-service kiosk, staff meet and greet pod, improved shelving and display furniture and much improved children's library facilities, internal decorating costs of £6,000, and carpet replacement will be a further £6,000.

	2018/19	2019/20	2020/21
	Capital £'000	Capital £'000	Capital £'000
Addition	£134,850	£0	£0
Reduction	£0	£0	£0

5 LEGAL IMPLICATIONS

- 5.1 There are no legal implications.

6 RISK MANAGEMENT

None.

7 POTENTIAL IMPACTS

None.

8 CONSULTATION

None.

9 TIMETABLE FOR IMPLEMENTATION

9.1 The stages and deadlines for implementing the recommendations are in Table 2.

Table 2: Implementation timetable

Date	Details
13/06/18	CLT approval of additional capital
10/07/18	For information paper to Cabinet
31/03/19	Works completed

10 APPENDICES

None.

11 BACKGROUND DOCUMENTS

None.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr S Rayner	Lead Member for Culture and Communities (including Resident and Business Services)	27/06/18	28/06/18
Alison Alexander	Managing Director	27/06/18	27/06/18
Russell O'Keefe	Executive Director	27/06/18	
Rob Stubbs	Section 151 Officer	27/06/18	
Nikki Craig	Head of HR and Corporate Projects	27/06/18	27/06/18
Louisa Dean	Communications and Marketing Manager	27/06/18	

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
For information	No	No
Report Author: Andy Jeffs, Executive Director, 01628 79 6527		

Agenda Item 8

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

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By virtue of paragraph(s) 1, 2, 3, 4, 5, 6, 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

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