

NOTICE OF MEETING



CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

will meet on

MONDAY, 20TH AUGUST, 2018

at

6.30 PM

in the

COUNCIL CHAMBER - TOWN HALL, MAIDENHEAD

TO: MEMBERS OF THE CULTURE AND COMMUNITIES OVERVIEW AND
SCRUTINY PANEL

COUNCILLORS GERRY CLARK (CHAIRMAN), CARWYN COX (VICE-
CHAIRMAN), JUDITH DIMENT, SAYONARA LUXTON, JULIAN SHARPE,
SHAMSUL SHELM AND CLAIRE STRETTON

SUBSTITUTE MEMBERS

COUNCILLORS HASHIM BHATTI, MOHAMMED ILYAS, JOHN LENTON,
ASGHAR MAJEED, MARION MILLS, GARY MUIR AND JOHN STORY

Karen Shepherd – Service Lead
Democratic Services

Issued: Friday, 10 August 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 **Shilpa Manek** 01628 796310

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>WARD</u>	<u>PAGE NO</u>
1.	<u>WELCOME</u> The Chairman to welcome all to the Panel.		
2.	<u>APOLOGIES OF ABSENCE</u> To receive any Apologies of Absence.		
3.	<u>DECLARATIONS OF INTEREST</u> To receive any Declarations of Interest.		3 - 4
4.	<u>MINUTES</u> The Panel to Agree the Minutes of the meeting held on 19 June 2018.		5 - 8
5.	<u>OLD WINDSOR LIBRARY EXTENSION</u> Jacqui Hurd to present the above report to the Panel.		9 - 12
6.	<u>OAKS LEISURE CENTRE</u> Presentation to be given to the Panel on the Oaks Leisure Centre.		
7.	<u>LEISURE FACILITIES AT ETON COLLEGE</u> Presentation on the public access arrangements to Leisure Facilities at Eton College.		
8.	<u>BRAYWICK LEISURE CENTRE</u> Update to be provided to the Panel on the Braywick Leisure Centre.		
9.	<u>SMILE PRESENTATION</u> Sarah Hill to give a presentation on SMILE.		
10.	<u>WORK PROGRAMME</u> The Panel to consider the work programme and add any items to it.		13 - 14
11.	<u>DATES OF FUTURE MEETINGS</u> The dates of future meetings are: Tuesday 13 November 2018 Thursday 24 January 2019 Tuesday 19 February 2019 Monday 15 April 2019		

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 4

CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

TUESDAY, 19 JUNE 2018

PRESENT: Councillors Gerry Clark (Chairman), Carwyn Cox (Vice-Chairman), Charles Hollingsworth, Julian Sharpe, Shamsul Shelim and Marion Mills

Also in attendance: Councillor Philip Love and Councillor Samantha Rayner

Officers: Daniel Howick, Geanette Kemp, Shilpa Manek, Suzie Parr, Lisa Poole, David Scott and Mark Taylor

ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Councillor Cox proposed Councillor Clark for the Chairman position and this was seconded by Councillor Sharpe. The Panel Unanimously Agreed.

Councillor Clark proposed Councillor Cox for the Vice Chairman position and this was seconded by Councillor Mills. The Panel Unanimously Agreed.

WELCOME FROM THE NEW CHAIRMAN

The Chairman welcomed everyone to the meeting and it was proposed that the order of Agenda Items be changed. This was Unanimously Agreed by the Panel.

APOLOGIES FOR ABSENCE

Apologies for Absence were received from Councillors Diment, Luxton and Stretton. Councillors Mills and Hollingsworth were substituting at the Panel

DECLARATIONS OF INTEREST

There were no declarations of Interest received.

MINUTES

It was Unanimously Agreed that the minutes of the meeting held on 16 May 2018 were a true and accurate record.

UPDATE ON THE CULTURAL QUARTER

Russell O'Keefe Provide the following update on the Cultural Quarter:

The position on York Road is the same at the meeting namely, the Council and its JV partner Countryside are continuing to discuss with a range of cultural and community groups the detailed arrangements for cultural and community provision.

ACTION: Provide further update at next Panel meeting

BRAYWICK LEISURE CENTRE

David Scott introduced Julian Bullen, the development and project management lead, who provided an update to the Panel on the Braywick Leisure Centre site. Julian Bullen informed the Panel that some Saxon Archaeology had been found on the site which would assist in

capturing the story and history of Maidenhead. This had been found during the excavation of a trench, the site was still being stripped until ground level and had to be completed very carefully. This would delay the project by three months. There would be an initial soft opening once all ready.

Julian Bullen continued that planning consent had been received from planning subject to S106 discussions with the planners. All pre submitted papers had been submitted to the planners. The design team were in the process of obtaining pricing from Waites on package by package basis. The work on the site was due to begin in August subject to planning. The projected delay was for three months plus or minus one month.

The archaeological remains that had been found were going to be identified and catalogued and then some technical interpretation would take place and would be kept in the Royal borough at the library to tell a story about Maidenhead.

Julian Bullen was asked about the cost implications of the three month delay. These were currently not known and a meaningful update could be provided at the next Panel meeting.

ACTION: Update at next Panel on Braywick Leisure Centre.

ANNUAL PERFORMANCE REPORT 2017/18

David Scott present the Annual Performance Report to the Panel. David Scott highlighted that this was a new annual report with a new format. There had been a number of significant changes to make it easier to read for residents. There were 25 corporate indicators and performance indicators were still being collected and reported to Overview and Scrutiny Panels. There had been a shift in focus, now showing the intentions of the council and the close link between strategic priorities and annual performance.

The Chairman summed up the points raised by the panel as below:

- The annual report was very accessible with great detail and breadth. This was a major step forward.
- The Panel agreed that a key was needed for the diagrams to show what the symbols indicated at the key performance section.
- The feedback on the phone call data could be presented in a more positive manner.
- A little explanation of why targets fell would assist understanding as there may be good reasons of why we fell short of fulfilling targets.
- What improvement strategies were in place for falling targets could be included in the report.

All recommendations were noted and endorsed subject to the points above.

UPDATE ON SMILE

This was postponed to the next Panel meeting.

READING AND LEARNING SUPPORT

Mark Taylor introduced the item and the team presenting to the Panel. Colleagues attending the Panel included Suzie Parr, Lisa Poole, Geanette Kemp and Daniel Howick.

The Panel were presented with a highly informative presentation by Geanette Kemp and Daniel Howick.

The Panel were informed about the following points about the services provided by RBWM:

- The library was visited by many people.

- Activities were provided for the under 5's.
- There was an author and reading development programme.
- There was a focused reading programme.
- There was a local history museum at the Windsor Guildhall, this was open six days a week and a tour of the Guildhall was available
- A huge number of history enquiries were received.
- There were 57000 visitors last year.
- Every half term and school holidays, a number of activities were offered at all libraries in the borough for children alone and families. In April 2018, 27 events took place.
- Access to the museum was on flat ground and a stair lift was available for access to the Guildhall. There was a ramp outside the museum and the Guildhall. The property services team were looking into options for accessibility.
- The library worked closely with the Oakbridge Centre which many disabled people attended.
- The May half-term had a sci-fi themed event for children.
- The summer reading challenge is a national challenge which is promoted at school assemblies had 4980 children that completed the challenge.
- A wonderful character costume event takes place and attends all schools with the character.
- There a lots of events taking place over summer, at Kidwells Park, the Great park and at all the libraries.
- RBWM had great relationships with school and authors.
- Other events included a Victorian Christmas, Living advent calendar, Harry Potter night, World book day, Easter trail, Blue pack event anf the Royal wedding were to name a few.
- A focused reading programme was also provided at schools where a school was provided with books and advice on using libraries and referencing facilities. In the borough, eighteen schools were participating.
- Working with the Old Court on events.
- The Chairman suggested more Maidenhead centric activities with relation to the Spit Fire, one of the only two in the world, Sir Nicolas Winton and Charles 1st. The Lead Member highlighted that the team were constantly working on new events and these would be incorporated.

UPDATE ON THE SHARED SPORT FACILITY

David Scott updated the Panel informing them that we were currently working with colleagues in Children's Services and an update would be provided to Panel Members before the next Panel meeting and then that would close the matter. Councillor Cox reminded officers that liabilities needed to have been considered before the matter was closed.

ACTION: Update to be provided to Panel Members

WORK PROGRAMME

The Chairman reminded Panel Members that items could be raised for the CCOSP Agenda. Items that were already on the Agenda included Braywick Leisure Centre, Shared use facilities(should be resolved before next Panel) and Cultural Quarter.

Councillor Shelim pointed out that residents had complained about the facilities at Windsor Leisure Centre and was advised to take these up with the Lead Member outside of the meeting.

Councillor Sharpe suggested that the Panel could address the cultural facilities available in south of the borough. There were very limited facilities for all age groups. Councillor Sharpe was advised that David Scott would discuss with planning to trigger a review of facilities. Currently the High Street was being redeveloped and Heatherwood Hospital had recently been redeveloped. This would be added to the work programme for future consideration.

ACTION: Add to work programme.

DATES OF FUTURE MEETINGS

Dates of future meetings were noted by the Panel.

The meeting, which began at 6.30 pm, finished at 8.21 pm

CHAIRMAN.....

DATE.....

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

www.rbwm.gov.uk



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:

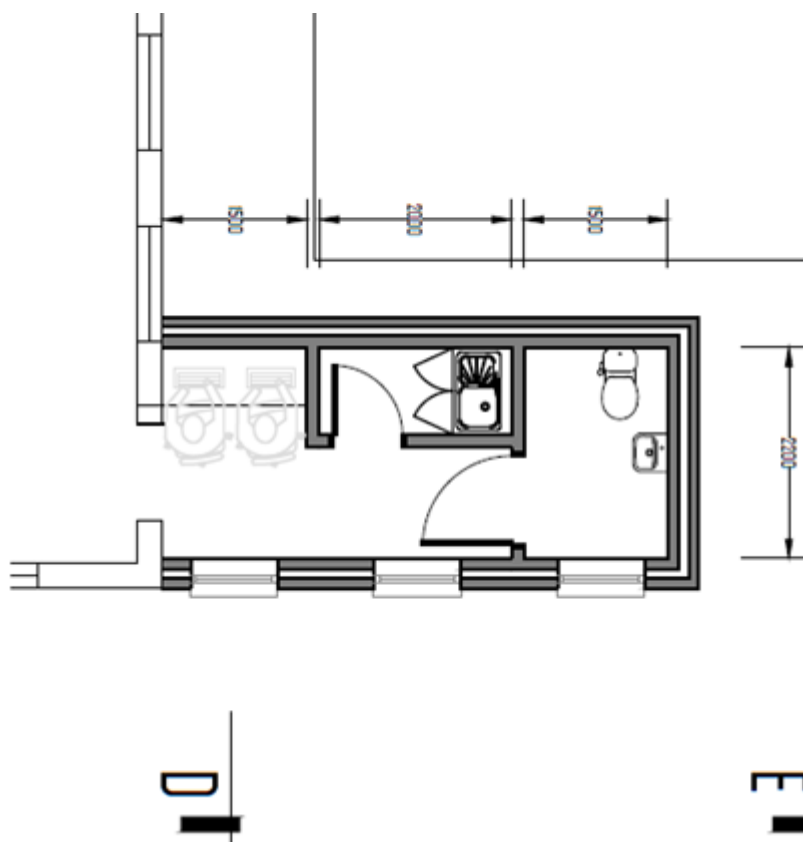
- i) Approves capital funding of £134,850 to enable the extension works to Old Windsor Library to proceed.

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

13 NOVEMBER 2018

REPORT	AUTHOR
Braywick Leisure Centre	Kevin Mist/Julian Bullen
Work Programme	Panel clerk
TASK AND FINISH	
None	

24 JANUARY 2019

REPORT	AUTHOR
Braywick Leisure Centre	Kevin Mist/Julian Bullen
Work Programme	Panel clerk
TASK AND FINISH	
None	

ITEMS ON THE CABINET FORWARD PLAN BUT NOT YET PROGRAMMED FOR A SPECIFIC SCRUTINY PANEL MEETING

REPORT	AUTHOR
Award of contract to Wates for the build of Braywick Leisure Centre. CABINET - 27 September 2018	Kevin Mist
Annual report on commissioned services. CABINET 25 October 2018	Hilary Hall
Performance Management Report – Quarter 1 End of September/Early October	Anna Robinson

ITEMS SUGGESTED BUT NOT YET PROGRAMMED

REPORT	AUTHOR
Leisure Facilities South of the borough (Suggested by Cllr Sharpe)	David Scott

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