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NOTICE OF MEETING

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PLANNING & HOUSING OVERVIEW & SCRUTINY PANEL

will meet on

WEDNESDAY, 27TH JUNE, 2018

At 5.30 pm

in the

MAY ROOM - TOWN HALL,

TO: MEMBERS OF THE PLANNING & HOUSING OVERVIEW & SCRUTINY PANEL

COUNCILLORS RICHARD KELLAWAY (CHAIRMAN), MAUREEN HUNT (VICE-CHAIRMAN), MALCOLM BEER, GERRY CLARK, DR LILLY EVANS, LEO WALTERS AND JULIAN SHARPE

SUBSTITUTE MEMBERS

COUNCILLORS CLIVE BULLOCK, SAYONARA LUXTON, ADAM SMITH, LYNDA YONG, CLAIRE STRETTON, JOHN STORY AND EILEEN QUICK

Karen Shepherd –Service Lead- Democratic Services - Issued: Tuesday, 19 June 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 **Nabihah Hassan-Farooq** 01628 796345

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>ELECTION OF THE CHAIRMAN AND VICE CHAIRMAN</u> To elect a Chairman and Vice Chairman for the municipal year.	-
2.	<u>WELCOME FROM THE NEW CHAIRMAN</u> A welcome to the Panel Members from the new elected Chairman.	-
3.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence.	-
4.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.	5 - 6
5.	<u>MINUTES</u> To confirm the Part I minutes of the meeting of 18 th May 2018.	7 - 8
6.	<u>ANNUAL PERFORMANCE REPORT 2017/18</u> To comment on the report titled above.	9 - 34
7.	<u>CONSERVATION AREA APPRAISALS REVIEW PROGRAMME</u> To consider and discuss the report as titled above.	35 - 44
8.	<u>INFRASTRUCTURE: SUITABLE ALTERNATIVE NATURAL GREENSPACE CAPACITY AND SUITABLE ALTERNATIVE NATURAL GREENSPACE (SANG) DELIVERY TO SUPPORT THE BLP</u> To consider and note the above titled report.	45 - 56
9.	<u>INFRASTRUCTURE INCLUDING COMMUNITY INFRASTRUCTURE LEVY (CIL) GOVERNANCE</u> To comment and consider the above titled report.	57 - 68
10.	<u>DATES OF FUTURE MEETINGS</u> Dates of future meetings as below: <ul style="list-style-type: none">• 21st August 2018 at 7pm in the Council Chamber• 18th October 2018 at 7pm in the Council Chamber• 4th December 2018 at 7pm in the Council Chamber	

- 29th January 2019 at 7pm in Desborough 4
- 16th April 2019 at 7pm in the Council Chamber

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 5

PLANNING & HOUSING OVERVIEW & SCRUTINY PANEL

WEDNESDAY, 16 MAY 2018

PRESENT: Councillors Richard Kellaway (Chairman), Maureen Hunt (Vice-Chairman), Malcolm Beer, Gerry Clark, Leo Walters and Julian Sharpe.

Also in attendance: Councillors Derek Wilson, David Hilton & Christine Bateson.

Officers: Jenifer Jackson & Russell O'Keefe.

APOLOGIES FOR ABSENCE

Apologies were received from Councillor Dr L Evans.

DECLARATIONS OF INTEREST

Agenda item 5- Councillor Hunt declared that she had previously dealt with Star works as a borough councillor and that she would approach the item with an open mind.

MINUTES

Resolved UNANIMOUSLY That; The minutes be agreed subject to the following amendment:

- That the action reference to the 'Neighbourhood Plan' be amended to Borough Design Guide.

ETON AND ETON WICK NEIGHBOURHOOD PLAN

Jenifer Jackson outlined the report regarding the Eton and Eton Wick Neighbourhood Plan. The purpose of the report was sought to seek approval from Cabinet for the Eton and Eton Wick Neighbourhood Plan to proceed to referendum at the earliest practicable opportunity. The Panel were informed that as part of the examiner's report that the examiner had looked at all policies and the neighbourhood to reach a decision whether they had conformed with the national policy planning framework and guidance. Changes which had been suggested, discussed and agreed with the steering group which included, deletion of policies in relation to telecommunications and Eton High Street. It was confirmed that if the report was agreed that this would then go to referendum in July and would have a six week open consultation phase before it is fully adopted.

Members discussed the development of green built land and it was confirmed that RBWM was situated within the Metropolitan green belt which would limit any development in these areas. It was anticipated that the design guide and shop front guide would be finalised shortly and that this would form part of the overall plan. Members discussed implications of development under the Localism Act 2011 and the sensitivity needed for specific buildings. The Panel were reminded that consultations had taken place with Parish Councils. Members also discussed the importance of maintaining and protecting the character of buildings, forum neighbourhood plans and voting stipulations. It was also confirmed that brownfield sites could not be built upon and that sites were not to be allocated to on unbuilt brownfield land or settlement areas. At the conclusion of the report, the Panel agreed and noted the recommendations.

RESOLVED UNANIMOUSLY That; The report be noted.

MINERALS AND WASTE OPTIONS PLAN- PREFERRED OPTIONS

Jenifer Jackson, Head of Planning outlined the report to the Panel. The Panel were informed that there had been an agreement for three unitary Berkshire authorities and RBWM to create a joint Minerals and Waste Options Plan. Hampshire County Council had been commissioned to carry out the work upon the Plan and Councillors Bateson and Coppinger were the assigned leads for this piece of work.

Members were told that currently there was a draft plan and that there was evidence for extraction and spatial strategy to meet the need for a steady supply of minerals in a justifiable way. It was also outlined that the plan would include development management policies, co-working with neighbouring authorities and capturing economic and social benefits. The report set out all available sites in the RBWM jurisdiction.

A range of issues were discussed which included:

- Start times for implementation.
- The removal of hazardous waste from specific named sites within the plan.
- Potential impact of waste from the proposed third runway at Heathrow.
- The use of autoclaves and hydroclave operations as future waste removal options.
- The impact and loss of the landfill site at Knowle Hill.
- Comments from the Transport Select Committee regarding the amount of energy which could be converted from waste and re-supplied.

Members also discussed the re-location of Lakeside facilities and the potential impact this would have. It was acknowledged that this would be a complex project plan and there would be contractual obligations associated with this. The Panel were concerned and wanted to place on record their concerns towards the loss of the facility. Members also discussed whether site owners who had been mentioned in the plan had given their expressed permission to do so. It was noted that Councillor Rayner had put forward two sites and had not been part of the decision making process. Panel Members were also informed that site owners had put forward sites and expressed multiple or single usage for the specific site(s). The Principle Member for Neighbourhoods, Ascot and Sunnings also informed the Panel that if agreement from the four authorities was not confirmed that the plan would become obsolete and work on the plan would need to re-commence. The Panel were informed that previous work had taken place on a plan in 2007 by the Strategic Planning Unit and some of this information had been used in preparation of the new draft plan.

Resolved UNANIMOUSLY That; The report be noted.

DATES OF FUTURE MEETINGS

Dates of future meetings were TBC.

The meeting, which began at Time Not Specified, finished at Time Not Specified

CHAIRMAN.....

DATE.....

Report Title:	Annual Performance Report 2017/18
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Dudley, Leader of the Council and Chairman of Cabinet
Meeting and Date:	Planning and Housing Overview & Scrutiny Panel - 27 June 2018
Responsible Officer(s):	Hilary Hall, Deputy Director Strategy & Commissioning
Wards affected:	All

REPORT SUMMARY

- 1 An overview of the council's performance for the 2017/18 year is summarised in this report, see the Royal Borough of Windsor and Maidenhead Annual Report 2017/18, appendix A. This includes progress against its summary indicators as well as contextual information about its resources, key projects and ambitions for 2018/19.
- 2 17 (68%) of the council's 25 key performance indicators met or exceeded target in 2017/18. Six (24%) were just short of target and two (8% were off target), see table 1 and page 30-33 appendix A.
- 3 In addition, the Royal Borough delivered a range of key projects across the breadth of its services, see point 2.5.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: 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.**

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

- 2.1 In July 2017, the Council Plan 2017-2021 was approved. The Plan set out the six strategic priorities for delivery over the plan period:
 - Healthy, skilled and independent residents.
 - Safe and vibrant communities.
 - Growing economy, affordable housing.
 - Attractive and well-connected borough.
 - Well-managed resources delivering value for money.
 - An excellent customer experience.

- 2.2 The council's performance management framework was revised to focus on a set of key strategic indicators, moving away from operational indicators, to measure performance against delivery of the six priorities. 25 of these indicators are reported bi-annually to Cabinet, with further quarterly reports on an additional set of operational indicators to the relevant O&S panels.
- 2.3 The 25 key strategic measures give a top level view of progress. Given the complex and broad nature of the council, the Annual Performance Report draws together contextual information about the council's resources, as well as key projects and other milestones and challenges from the year in order to provide a holistic view of progress towards the six identified priorities. This is common and best practice in local government, providing residents with an accessible document; see the Royal Borough of Windsor and Maidenhead's Annual Report 2017/18, appendix A.

Summary of key indicator performance

- 2.4 Detail of performance against the 25 strategic performance indicators is set out in Table 1 and in the new Annual Report 2017/18, appendix A pg 30-33.

Table 1: Performance against strategic priorities

	Green	Amber	Red	Total
Healthy, skilled and independent residents	6	0	1	7
Safe and vibrant communities	2	2	0	4
Growing economy, affordable housing	4	0	0	4
Attractive and well-connected borough	3	1	0	4
An excellent customer experience	1	2	1	4
Well-managed resources delivering value for money	1	1	0	2
Total	17 (68%)	6 (24%)	2 (8%)	25

Key projects

- 2.5 A number of key activities were completed in the year, see Appendix A pg 15-16 for more details:
- Delivering Adults' Services and Children's Services differently through Optalis and Achieving for Children, successfully transferring staff and maintaining quality service provision.
 - Repairing 4,660 potholes as part of the council's annual highways management programme.
 - Appointing a joint venture partner (Countryside) for the four opportunity areas in Maidenhead Town Centre and shortlisting joint venture partners for the Maidenhead Golf Club development site which together will provide in the region of 4,000 new homes.
 - Phase 1 of the Maidenhead Waterways.
 - Progress in the council's £30 million secondary school expansion programme across the major towns including Charters in Ascot, Windsor Boys' and Girls School and Cox Green, Furze Platt Senior and Newlands' Girls schools in Maidenhead.

- A number of expedited capital projects to prepare for the Royal Wedding in Windsor including four new Variable Messaging Signs to assist visitors with up-to-date information as well as street-scene improvements and resurfacing along the carriage route.
- Submitting the Borough Local Plan for inspection.

Ambitions for 2018/19

2.6 As part of the council's overall planning and performance cycle, information from the annual report has been used to inform and develop the service plans for the 2018/19 municipal year. This will ensure activity remains focused on the council's priorities and on the areas for continued improvement. These include:

- Delivering a new CCTV system.
- Successfully procuring the new waste contract.
- Refreshing the Joint Strategic Needs Assessment.
- Co-ordinating and delivering a number of neighbourhood planning referendums in support of local decision making.
- Implementing procedures to support residents with the roll out of Universal Credit.

Table 2: Options

Option	Comments
Endorse the Annual Report for review by the Full Council, noting the progress against the six priorities for the Council Plan 2017-21. The recommended option.	The council's Annual Report 2017/18 provides residents and the council with accessible and relevant information to secure continuous improvement in delivering quality, efficient, user-focused services for residents.
Continue with the old approach of performance reporting and management. Not the recommended option.	An ad-hoc, narrow approach does not secure sufficient focus on how performance measures and significant council activity assists the council to achieve its strategic priorities. This could result in less focus on service improvement and reduced transparency, accountability and clarity for residents.

3 KEY IMPLICATIONS

3.1 The key implications of the report are set out in table 3.

Table 3: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
The council is on target to deliver its	Less than 100%	100% of strategic priorities	N/A	N/A	31 March 2019

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
strategic priorities		on target			

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications arising from this report, see table 4. Delivery of any mitigating actions in respect of performance or service improvement will be met from existing budgets.

Table 4: Financial impact of report's recommendations

REVENUE	2016/17	2017/18	2018/19
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

CAPITAL			
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

5 LEGAL IMPLICATIONS

- 5.1 There are no legal implications arising from the report.

6 RISK MANAGEMENT

- 6.1 The risks and their control actions are set out in table 5.

Table 5: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
Poor performance management processes in place causing a lack of progress towards achieving the council's strategic aims and objectives.	HIGH	Robust performance management within services and effective and timely reporting.	LOW

7 POTENTIAL IMPACTS

7.1 An Equality Impact Assessment is not required for this report.

8 CONSULTATION

8.1 The report will be considered by the Corporate Services Overview and Scrutiny Panel, as well as each of the council's other Overview and Scrutiny Panels. The comments will be reported to Cabinet.

9 TIMETABLE FOR IMPLEMENTATION

9.1 Timetable of implementation is at table 6.

Table 6: Implementation timetable

Date	Details
Ongoing	Managing Director and Executive Directors, in conjunction with Lead and Principal Members, continue to manage performance, particularly in relation to those indicators that are off target
30 June 2018	Service Plans confirmed by Heads of Service for delivery
30 November 2018	Mid-year review of progress against Service Plans by Senior Management Team

9.2 Implementation date if not called in: Immediately

10 APPENDICES

10.1 The appendices to the report are as follows:

- Appendix A: The Royal Borough of Windsor and Maidenhead's Annual Report 2017/18

11 BACKGROUND DOCUMENTS

11.1 Council Plan and performance management framework, Council 25 July 2017
http://rbwm.moderngov.co.uk/documents/s14958/meetings_170725_council_strategy_full.pdf

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Dudley	Leader of the Council	01/06/18	01/06/2018
Alison Alexander	Managing Director	01/06/18	01/06/2018
Russell O'Keefe	Executive Director	01/06/18	
Andy Jeffs	Executive Director	01/06/18	04/04/2018
Rob Stubbs	Section 151 Officer	01/06/18	

Name of consultee	Post held	Date issued for comment	Date returned with comments
Hilary Hall	Deputy Director Strategy and Commissioning	31/05/2018	31/05/2018
Nikki Craig	Head of HR and Corporate Projects	01/06/18	03/04/2018
Louisa Dean	Communications	01/06/18	

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No	To Follow item? N/A
Report Author: Anna Robinson, Strategy and Performance Manager		



Royal Borough of
Windsor & Maidenhead

ANNUAL REPORT 2017/2018

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Royal Borough
of Windsor &
Maidenhead

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FOREWORD

Message from the Leader of the Council and Managing Director

As we looked back on 2017/18 when compiling this first annual report, it became clear just how busy a year it has been for the Royal Borough of Windsor & Maidenhead.

The council has been through a considerable amount of change and transformation to ensure it is in the best position to keep up the high quality services we know people value. We are proud of the council's progress this year, but it is important to pause, reflect and focus on where there is still more we can achieve.

The council's objectives mirror what matters to residents, from being healthy and safe, to living and working in an attractive, dynamic and vibrant area, enabling people to fulfil their potential to expecting excellent services, whilst providing value for your money.

Progress in each of our six priority areas (see page 17-29) is a mixture of long term activity generating steady change as well as actions which can deliver 'quick wins'. Some of the highlights of the milestones we reached, as well as an overview of our ambitions for the year ahead, are set out in this document. The breadth of which reflects just how diverse and wide-ranging the work of the council, together with its many partners, is.

While reflecting on progress, this document serves to remind ourselves of the unwavering commitment of councillors and staff to continue achieving more so that we can continue our efforts to build a borough for everyone.



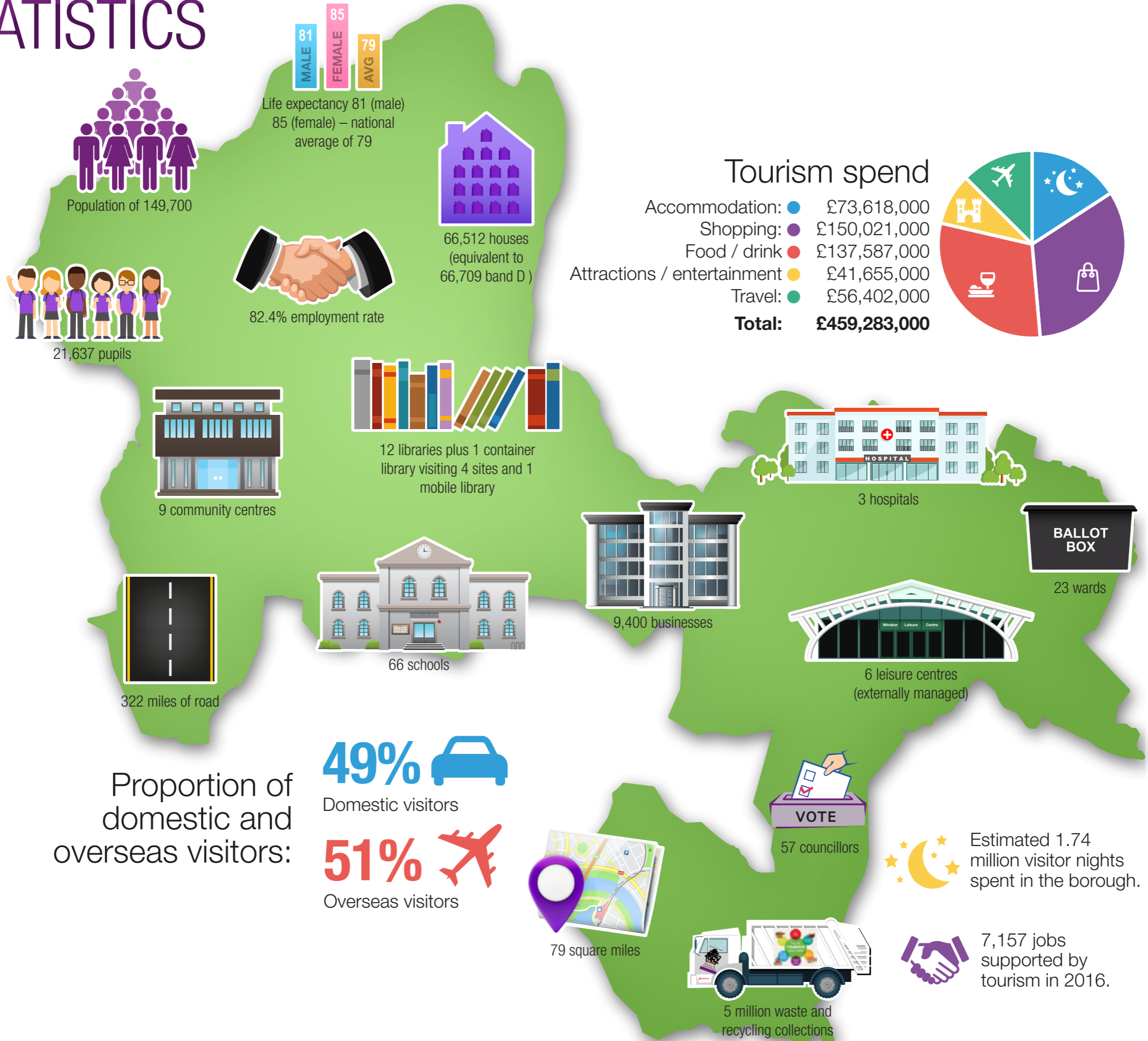
Cllr Simon Dudley, Leader of the Council.



Alison Alexander, Managing Director.



VITAL STATISTICS



WHO WE ARE AND WHAT WE DO



COUNCIL STRUCTURE





19

OUR VISION AND PRIORITIES



OUR PRIORITIES



WHERE YOUR MONEY GOES

Expenditure exceeding £1,000,000



Children's Services	£105,788,000
Adult Social Care	£53,645,000
Housing	£38,207,000
Other services	£20,125,000
Roads and Highways	£13,537,000
Bins, recycling and waste disposal	£10,452,000
Capital Financing	£5,170,000
Public Health	£3,037,000
Planning and Enforcement	£2,850,000
Library and Customer Services	£2,635,000
Maintenance of properties	£2,461,000
Parks, open spaces and cemeteries	£2,369,000
Councillors and Elections	£2,004,000
Street cleaning	£1,605,000
Leisure Centres	£1,382,000
Environmental Health and Protection	£1,294,000
Tourism and Town Centres	£1,075,000

Expenditure below £1,000,000



Community Wardens	£617,000
Museum and Arts	£535,000
Communications	£510,000
Community Partnerships and Grants	£433,000
CCTV	£420,000
Regeneration	£353,000
Total	£270,504,000

*total costs less recharges.

KEY PROJECTS



In preparation for the royal wedding, which was watched by 2 billion people across the world, a number of projects in Windsor were completed including four new variable messaging signs as well as streetscene improvements and resurfacing along the carriage route. A number of these were planned for 2018/19 but were brought forward in order to show the town in its best light.



4,460 potholes were repaired and approximately 15km of the Borough's roads were resurfaced as part of the 2017/18 Highways Capital Programme. Additionally, highways and street-cleaning operations were successfully transferred to Volker Highways, Urbaser and the Project Centre in April and June 2017.

Progress was made in the Council's £30 million agreed secondary school expansion programme across all of the Borough's major towns in 2017/18. This included work at Charters in Ascot, The Windsor Boys' and Windsor Girls' school and Cox Green, Furze Platt Senior and Newlands Girls' schools in Maidenhead.



In April 2017 staff from the Council were transferred to Optalis, a company the council jointly operates with Wokingham Borough Council to deliver adult services. In August 2017 staff from children's services transferred to Achieving for Children, a company set up to deliver services for children with partners in the London boroughs of Richmond-upon-Thames and Kingston-upon-Thames.



KEY ACHIEVEMENTS



The Council formally submitted its Borough Local Plan, the blueprint for providing responsible development over the coming years to the Secretary of State in February 2018. The plan runs retrospectively from 2013 to 2033 to ensure future development, including a range of housing, retail, office, leisure, health and education is built in the right place at the right time. For updates on the Borough Local Plan visit www3.rbwm.gov.uk/BLP



Working in partnership with the Maidenhead Waterways Restoration Group, further work on restoring and enlarging the old waterways that run through Maidenhead Town Centre was undertaken in 2017/2018. This included the opening of the new footbridge by Maidenhead Library.



Healthy, skilled and independent residents



The Royal Borough always puts its residents first which is why one of our key priorities is for them to be healthy, skilled and to live independently with dignity.

The way we deliver our services to children and to vulnerable adults has transformed this year, see more detail on pages 10 and 29, but our responsibility for their wellbeing and our focus on ensuring ongoing high quality services has not changed.

Our aspirations are to:

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

Performing better than target for the year was the number of adults being admitted to permanent residential care (actual - 141, target – fewer than 210). This is part of our commitment to helping residents live at home independently.



In July 2017 the council and its partners had their Special Educational Needs and Disabilities (SEND) inspection by Ofsted and the Care Quality Commission. The inspection found that while overall outcomes for SEND pupils in the borough are high, some families reported difficulties accessing certain services at the right time. As a result, the council has an action plan which is being closely monitored and good progress against the improvement actions is being made.



One of our focuses has been on better support for those with mental health conditions. Our annual target of delivering 30 mental health first aid training sessions to schools and professionals was exceeded this year by five sessions.



Other milestones for adult services this year include the Allenby Road respite unit receiving a 'Good' rating from the Care Quality Commission. A successful drop in service to support the borough's carers is now in place at Maidenhead Library.

The number of schools in the borough which are 'Good' or 'Outstanding' rose to 85% against its 84% target. None of the borough's schools are currently considered Inadequate. Two percent more children received a place at their first choice secondary school for September 2017 with 80% of first preferences being met. At primary, infant and junior school 85% of children received places at their first choice of school.



Safe and vibrant communities



As a unitary authority, we have a statutory responsibility to protect the most vulnerable in our community, as well as ensuring the borough is a vibrant and an enjoyable place to live.

This priority reflects both our duty to keep vulnerable children and adults safe from harm, as well as focusing on providing high-quality, arts, culture and leisure facilities and encouraging people to be involved in their community.

Our aspirations are to:

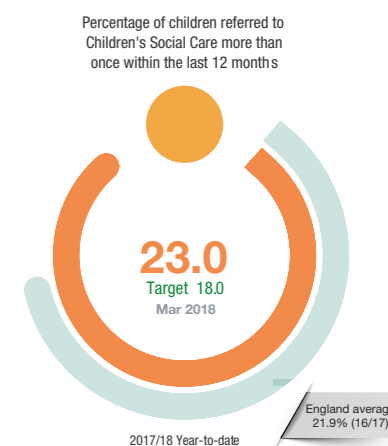
- 25 Deliver services that protect children, young people and vulnerable adults from harm.
- Develop the Borough's infrastructure responsibly and support residents to get more involved in the maintenance and future direction of their neighbourhood.
- Maintain high-quality arts, culture and leisure facilities.
- Enable the community and voluntary sectors to flourish.

One of our key indicators for adult safeguarding is the service user satisfaction levels based on customer surveys. In 2017/18 83.1% of adult safeguarding service-users were satisfied with the service they had received against a target of 80%.



The residents of the Royal Borough continue to provide an invaluable contribution to our communities with 5,590 people volunteering throughout the year. Whether this is from residents and businesses who have adopted a street to keep clean, to those volunteers working in organisations supported through the council's community grants – we thank you!

One of our focus areas in children's safeguarding is to keep repeat referrals to social care within a year as low as possible. At the end of the year, this was performing at just short of target at 23%, which is higher than previous years and just above the national average for 2016/17 at 21.9%. During the autumn 2017, practice within the Council's Multi Agency Safeguarding Hub (MASH) was refined to ensure that thresholds are being consistently applied and it is anticipated that performance in the coming year will improve in light of practice improvements.



A key milestone in the project to deliver a new, state-of-the-art leisure centre at in Maidenhead was achieved this year when the green light from the Government was given for its planning approval in March 2018. The new Braywick Leisure Centre is set to open by March 2020 featuring a 10 lane swimming pool, 200 station gym and improved access for disabled users. The 40 year old Magnet Leisure will remain open until the new one is built.



Growing economy, affordable housing



The Royal Borough is not only a desirable place to live, but also to do business. Nearly 9,400 businesses are based here; 29 of the South East's top 500 companies have their main offices in the Royal Borough, with a number of high-tech companies having located here. 18 of the top 500 companies are in Maidenhead, 10 are in Windsor and one top 500 company is based in Ascot. Our residents are industrious, with the borough having an 82.4% employment rate compared to the south east average of 78.8% and the national average of 74.9%.

As important as it is for people to be able to use their talents and skills at work locally, the council is prioritising tackling the affordability challenge of owning or renting a home here. This is a national issue, but with the average house price rising to £485,000 and the average earnings £39,021, the house price to earnings ratio is 12.43 in the Royal Borough compared to the national figure of 7.91 and the south east at 9.79. Though a complex and long term issue, the council is determined to help residents from across the salary spectrum to afford to live here.

Our aspirations are to:

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

One of the measures of the vibrancy of the local economy is to keep vacancies in shops, offices and commercial spaces low. In 2017/18 against a target of 13%, there were 12.4% units that were vacant. Part of the council's efforts to keep this figure as low as possible is to provide business rate relief and 'empty shop' discounts as well as encouraging pop-up shops. To find out more contact us at business.rates@rbwm.gov.uk.

The council set itself a target of offering 9 apprenticeships last year, and by March 2018 there were 14 people who had taken up an apprenticeship opportunity at the council.

14.7m

As well as encouraging businesses, attracting people to our towns is high up on the agenda. 14,703,498 people were recorded in our town centres last year, approximately 500,000 above the annual target.

Specific focus on the regeneration of Maidenhead continued apace with the appointment of a development partner for the council-owned town centre sites. Countryside were appointed in April 2017 as a Joint Venture partner to work with the council on four sites, covering more than 6.3 hectares and that have the potential to deliver 1,200 homes alongside shops, restaurants and offices. Successful engagement events were held on the proposals this year and more progress is expected throughout 2018 in this key area



Attractive and well-connected borough

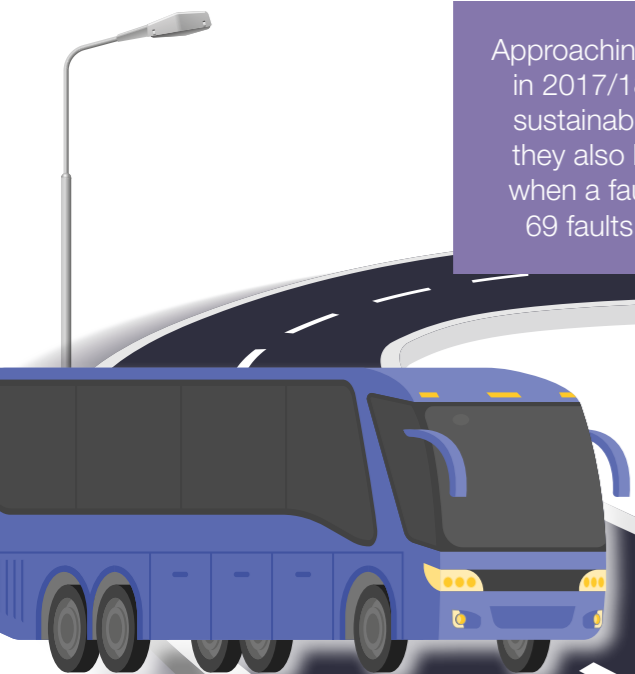


The Royal Borough is a uniquely special place to live, work and visit. At the same time as encouraging opportunity and growth the council understands that this would only be possible if its special character, connectivity and infrastructure are also enhanced.

Our aspirations are to:

- Protect and enhance the attractiveness of our community spaces and countryside.
- 27 • Promote sustainable energy sources and minimise pollution and waste.
- Enhance the quality and safety of our roads, highways and pathways.

Approaching 13,000 streetlights were upgraded across the borough in 2017/18 with LED bulbs. Not only is this more environmentally sustainable and less costly to run, saving £400,000 per year, but they also have self-reporting technology to automatically indicate when a fault has occurred. Since the switchover, there have been 69 faults self-reported to the system which have all been fixed.

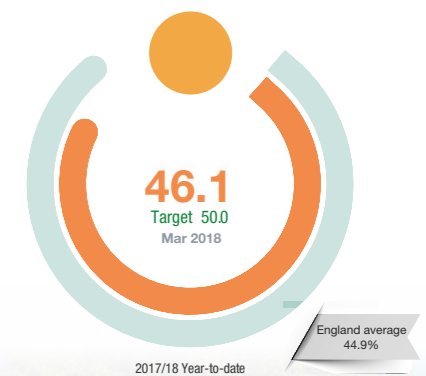


In 2017/2018 the Royal Borough agreed a new contract to improve bus routes after a number of services were set to be discontinued. The three new routes began at the end of January 2018, before the old routes ceased so that there was no break in service for residents.

The winter roads service saw 240km of roads gritted this winter, using 3,000 tonnes of salt to keep roads open during the winter weather. As a result, refuse collections were carried out every day even during the most challenging conditions.

The council sets itself an aspirational target to recycle half of its waste. This year we were just short of achieving that at 46.1% but this exceeded the England average of 44.9%. One of the ways we can improve on this is by recycling more food waste – that's why food waste recycling bags are available for free to residents at libraries. For other tips on how to recycle more visit www.greenredeem.co.uk.

Percentage of household waste sent for reuse, recycling



There are over 60 parks and open spaces in the Royal Borough – and a fitting new addition to these was the opening of the Sir Nicholas Winton Memorial Garden in Oaken Grove in July 2017.



An excellent customer experience



We know residents, businesses and visitors expect a first class customer experience whatever the nature of their enquiry. Whether dealing with an advisor at one of the customer service centres in our libraries across the borough, making a call to the town hall or accessing services online the council is focused on providing high standards of customer service.

Our aspirations are to:

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

In July 2017 the council launched its customer service hubs in Ascot, Maidenhead and Windsor libraries. National data shows that overall library service points fell by 10.3% from 2010-11 to 2016-17. Providing more services in libraries means that many queries can be answered seven days a week and without needing to travel to the town hall itself.

For residents needing housing benefit we set ourselves the demanding target of processing claims in 3.5 days. Whilst our performance for the year was just short of that at 3.7 days – that's the equivalent of it taking 1.5 hours longer. According to the Department for Work and Pensions – we provide we are the 3rd quickest council in the UK at providing this service to some of our most vulnerable residents. The England average for new claims is 22 days, and for changes of circumstance is 9 days.



Over 200,000 phone calls were made to the council last year and our target is to answer 80% of those within 60 seconds. Last year, we didn't reach that target due to some underperformance in the first three months of the year. Corrective action and more resource was invested and performance in this area did improve over the last nine months. As one of the council's most direct points of contact extra focus on this area to ensure improvement is sustained will continue in 2018/19.



As part of the council's drive to improve, the Royal Borough took part in a 'peer challenge' with the Local Government Association in September 2017. Over four days, five leading officers and councillors from across the country spoke to over 90 stakeholders here and spent over 140 hours reviewing how the council works. They found the council to be ambitious and high achieving as well as making some recommendations to further improve which the council is implementing.



Well-managed resources delivering value for money

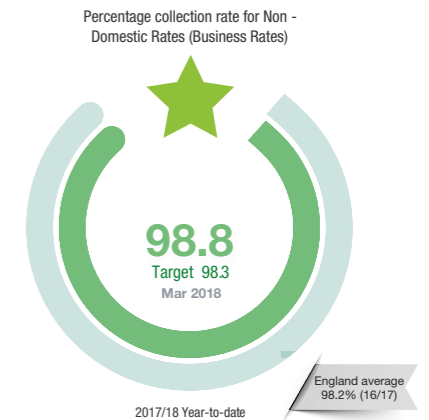


The council would not be able to achieve any of its other priorities if it did not manage its resources well – whether it's harnessing the talent of our staff or balancing the books and investing in the right areas. Local government finances are challenging – but the council is determined not to tax its residents any more than is needed and to use that money wisely to provide the breadth and quality of service and investment that residents want.

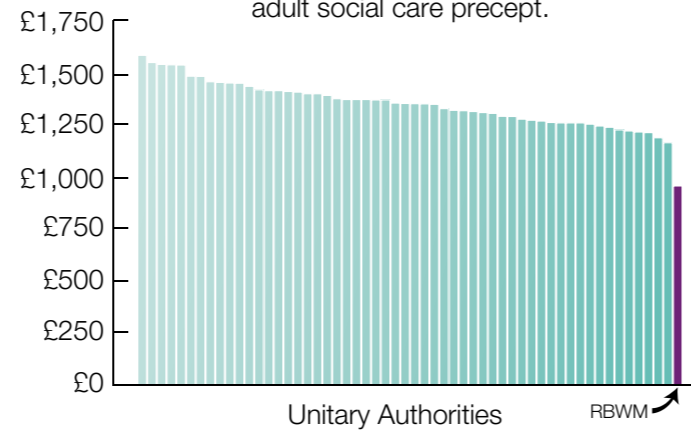
Our aspirations are to:

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

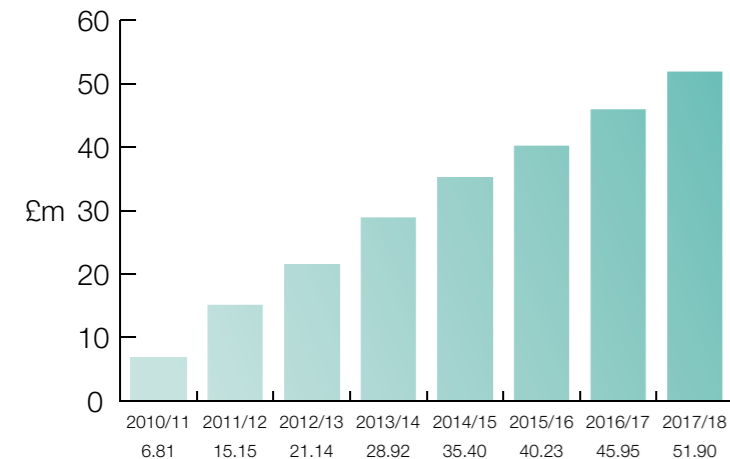
As well as collecting council tax, the Royal Borough must collect the business rates for the local area. It doesn't get to keep all the money it collects as some go back to national government – but this year the council collected 98.8% of the money it was owed, its best ever result.



2017/18 Band D council tax including adult social care precept.



The level of council tax set in 2017/18 was the lowest in the country for a unitary authority outside of London. The Royal Borough Band D is £933.42, compared to £1,430.84 on average for other unitary authorities.



In order to keep council tax low, the council sets itself challenging savings targets to reduce the running costs by delivering things better without compromising on quality. By the end of the financial year, the council had saved £51.9million over the last 8 years.



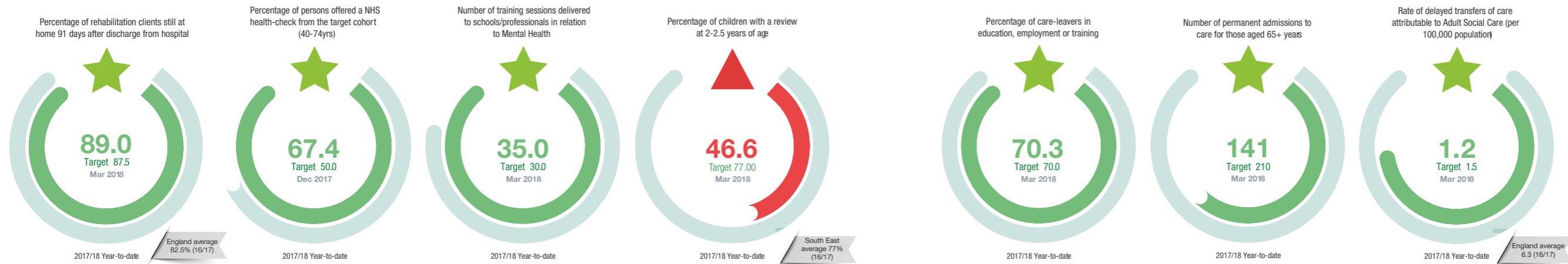
The way that the council delivers its children's and adult services transformed this year. Approximately 230 full time equivalent staff from Adults Services and 249 full time equivalent Children's services staff transferred into Optalis and Achieving for Children respectively. By working differently with partners in Wokingham (Optalis) and the London Boroughs of Richmond and Kingston (Achieving for Children) staff gain greater experience, better learning and development opportunities and the service becomes more resilient for residents.

One example this year of how the council becomes more efficient without compromising on quality and service was the decision of Cabinet, in March 2018, to invest further in the Community Warden team to increase the number of wardens from 18 to 25.

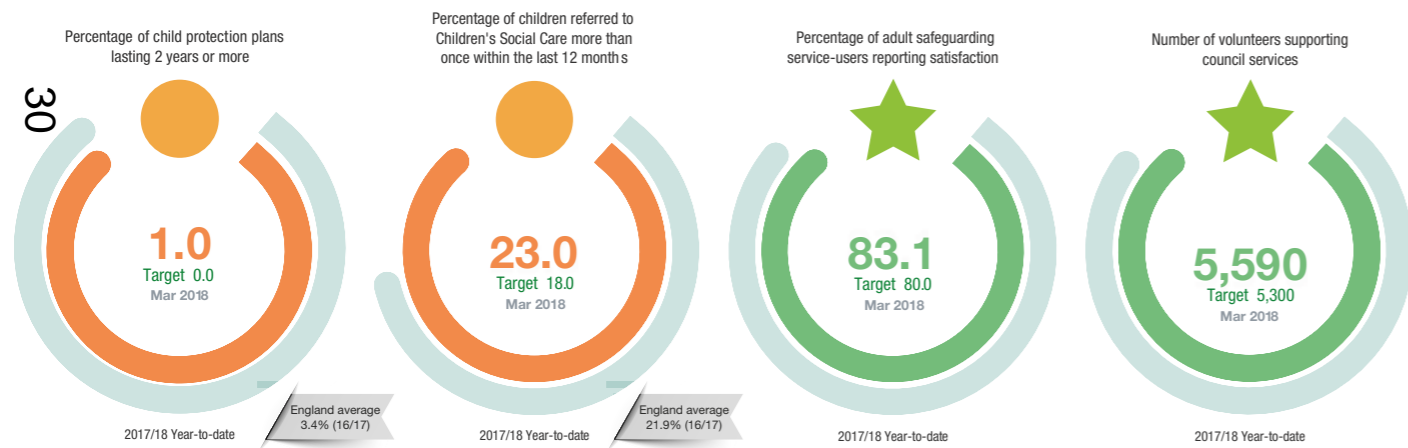


Building a borough for everyone – where residents and businesses grow, with opportunities for all

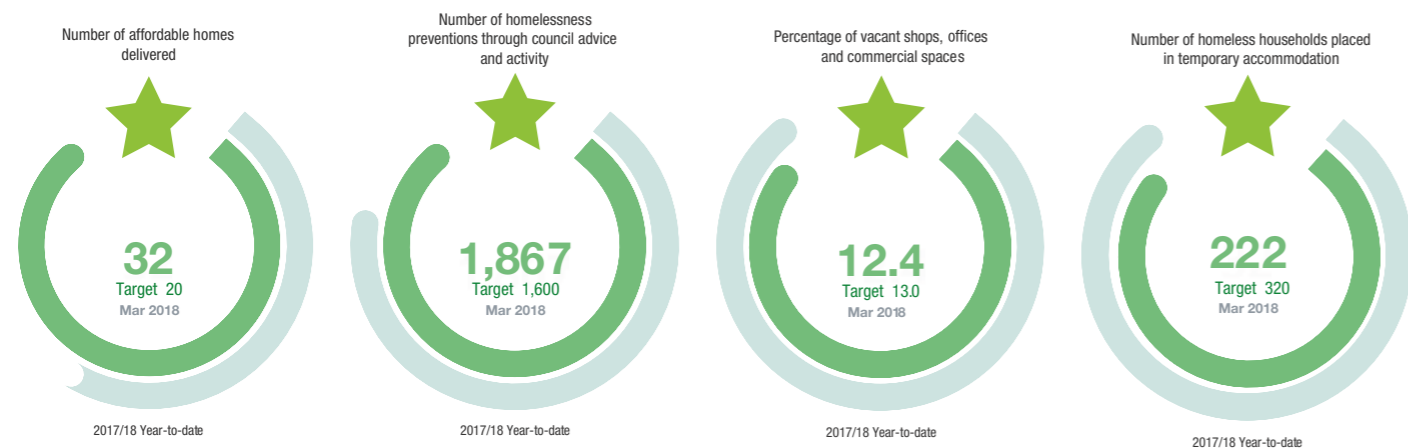
Healthy, skilled and independent residents



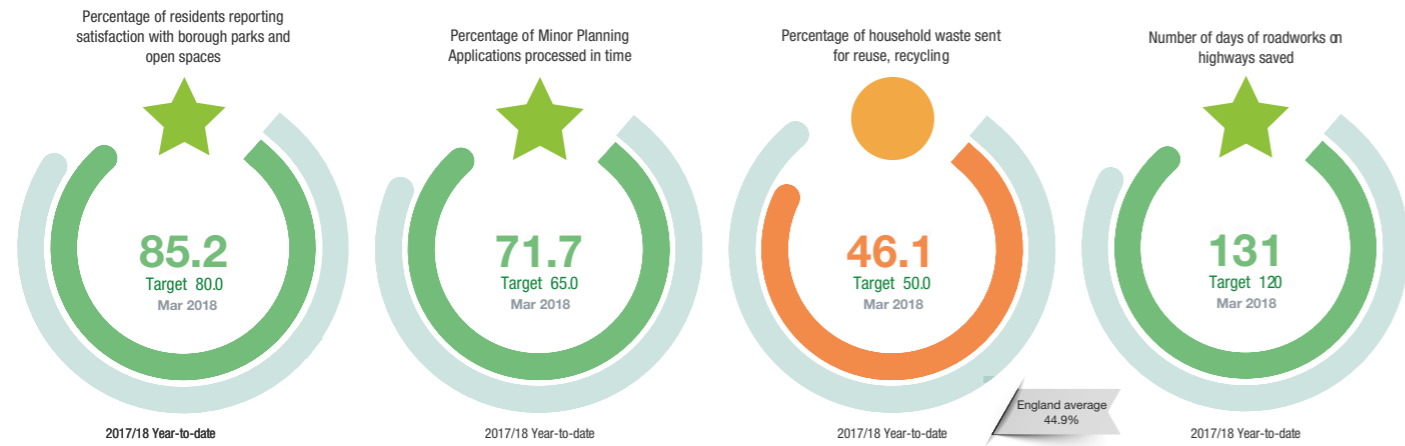
Safe and vibrant communities



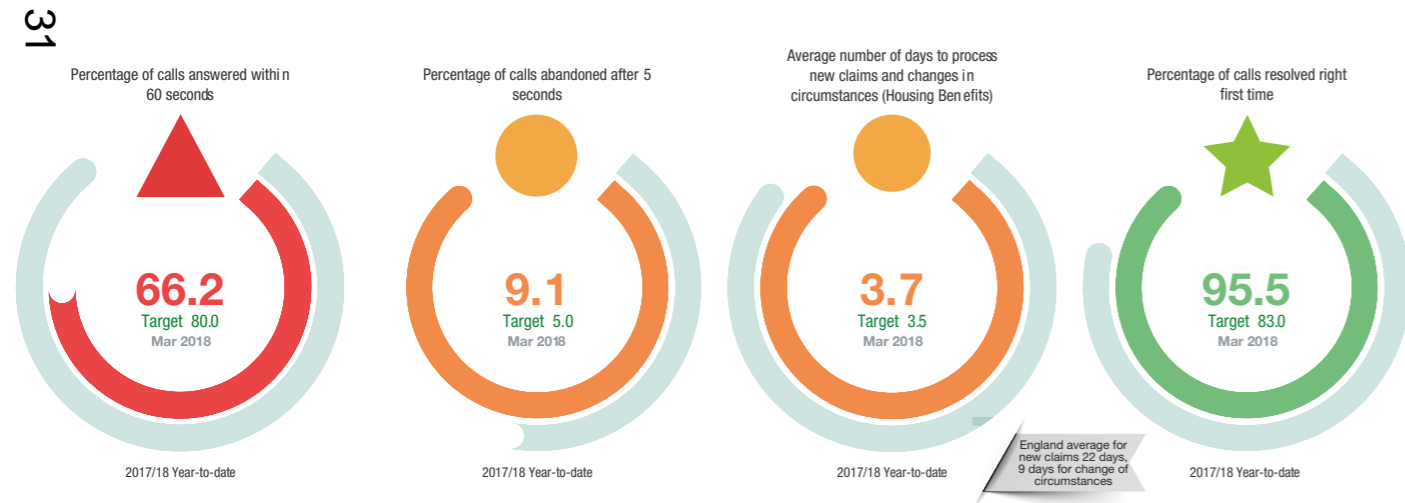
Growing economy, affordable housing



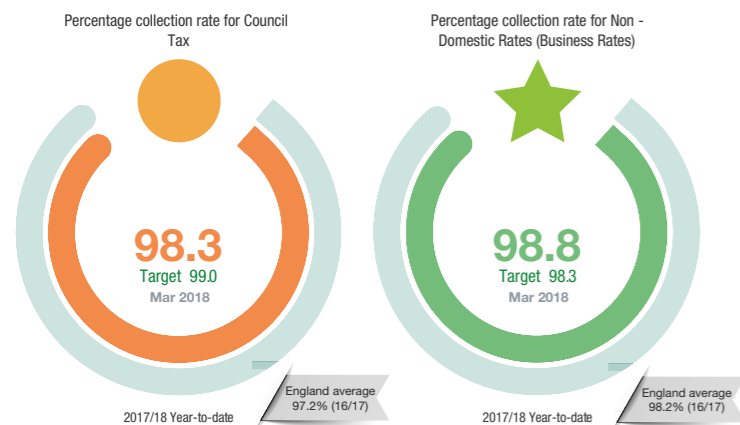
Attractive and well-connected borough



An excellent customer experience



Well-managed resources delivering value for money



* All benchmarking provided is latest available.

AMBITIONS FOR 2018/19

32

Delivering a new CCTV system.



Successfully procuring the new weekly waste contract.



Refreshing the Joint Strategic Needs Assessment.



Co-ordinating and delivering a number of neighbourhood planning referendums in support of local decision making.



Implementing procedures to support residents with the roll out of Universal Credit.





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Report Title	Conservation Area Appraisals Review Programme
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Coppinger, lead member for Planning
Meeting and Date:	Planning and Housing Overview & Scrutiny Committee 18th June 2018
Responsible Officer(s):	Russell O’Keefe, Executive Director and Jenifer Jackson, Head of Planning.
Wards affected:	All

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REPORT SUMMARY

1. Conservation Area appraisals are a useful tool that can be used to understand and manage change within these areas. The borough has 27 conservation areas, a small number of which do not have appraisals. Some of the appraisals that exist are out of date, in that they do not accord with current policies, plans and guidance.
2. This report recommends that the council commences a rolling programme of conservation area appraisal review, with the aim of providing up to date appraisals for the 27 borough's conservation areas.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Planning and Housing notes the report and the following recommendation to Cabinet (28 June 2018 meeting):

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.**

2 REASON(S)

- 2.1 Under Section 71 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 the Council has a duty to formulate and publish policies for the preservation and enhancement of conservation areas within the borough. The borough currently has 27 conservation areas, 22 of which have appraisals, however, a number of these date from 1995 and whilst some are more recent, most no longer accord with current planning or Historic England guidance.

Background

- 2.2 The purpose of an appraisal is to provide an analysis of those features that give an area its special architectural or historic character (its significance), and to identify those elements it is important to retain, re-introduce or enhance. This will help applicants, agents, owners as well as members of the public who have a particular interest in the area, or who are considering development proposals, and provide a basis for the assessment of these by planning officers. Appraisals should be developed in line with council policy and make reference to current legislation and relevant guidance.
- 2.3 Management plans can form part of a conservation area appraisal, or be a separate document, and provide guidance for the successful management of these areas. They can include privately owned and council owned land. Management plans should relate to the emerging Local Development Framework and other relevant information. If approved, conservation area appraisals and management plans will be material considerations in determining planning applications in each area. Both types of document are referenced at appeal and are important in assisting the Planning Inspectorate when making decisions. Management plans can also include proposals for additional controls, such as Article 4 Directions, specific design guidance, for example shopfronts and signage, and site briefs for sensitive locations awaiting development.
- 2.4 Funding from the capital bid programme for financial year, 2018/19, of £20,000 has been approved to commence a rolling review of the borough's appraisal documents. This aims to provide updated appraisals and management plans for all of the borough's conservation areas.

Programme

- 2.5 This is proposed to take the form of a cyclical programme of review on the following basis:
- Prioritise the conservation areas without appraisals.
 - Prioritise those areas that are subject to significant development pressure.
 - Any conservation area reviews that result from the neighbourhood plan process.
 - Areas where the existing documents are outdated.
- 2.6 Based on the above the proposed areas to be addressed in the first year are Cookham High Street (underway), Mill Lane and Old Windsor. In year two, All Saints (Boyn Hill, Maidenhead), Castle Hill (Maidenhead) and Waltham St Lawrence will be reviewed. All of these conservation areas (with the exception of Cookham High Street) do not currently have appraisals. In year three Sunningdale, Datchet and Windsor will be reviewed. This is because Sunningdale and Datchet have some of the oldest appraisals (1995) and Windsor is considered to be under pressure from development. Maidenhead Town Centre and Datchet are also considered to be under pressure from development and therefore depending on development pressure, one or more of these areas may be moved up in priority into either year two or three of the review.
- 2.7 All appraisal documents will be written and/or reviewed by the conservation team, with draft new and revised documents considered by cabinet and subject to public consultation. Consultation responses will be reported to cabinet, alongside the amended final documents to be agreed prior to publication.

Table 1: Options

Option	Comments
<p>Do nothing, do not review and update the appraisals.</p> <p>This is not recommended</p>	<p>This would leave a number of areas without appraisals and others with outdated documents and vulnerable to insensitive change. It would miss an opportunity to engage with local communities and groups with an interest in the area. This approach would result in less robust appraisals that lack the support of stakeholders and may be open to challenge at appeal.</p>
<p>To review the appraisals, and draft new documents ensuring that all the borough's conservation areas have up to date documents.</p> <p>This is the recommended option</p>	<p>This approach would respond to planning legislation and the requirements of the NPPF in terms of preserving and enhancing the significance of the historic assets of the borough.</p> <p>It ensures engagement with stakeholders and proper consideration of the borough's heritage in planning decisions.</p> <p>It provides robust documents that will assist officers and support council decisions at appeal.</p>

Criteria for new designations

- 2.8 As proposals to extend existing, or designate, conservation areas may result from the review and non-listed buildings may be identified as being of local interest; it is important to have an agreed approach to considering these matters. This ensures transparency and consistency of quality in these decisions, see Appendix 1: Proposed criteria for the designation of new and extended conservation areas, and Appendix 2: guidance for agreeing buildings of local interest.
- 2.9 Any buildings identified are likely to form the basis of a formally agreed 'Local List' for the Borough.

3 KEY IMPLICATIONS

- 3.1 The aim of the first three year cycle of the programme is to review and provide new and updated appraisals for nine conservation areas.

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Year 1 - three appraisals reviewed and completed	1 April 2019	30 March 2019	28 February 2019	31 January 2019	30 March 2019
Year 2 - three appraisals reviewed and completed	1 April 2020	30 March 2020	28 February 2020	31 January 2020	30 March 2020
Year 3 - three appraisals reviewed and completed	1 April 2021	30 March 2021	28 February 2021	31 January 2021	30 March 2021

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 All costs associated with the rolling appraisal programme will be met from existing budgets.

5 LEGAL IMPLICATIONS

- 5.1 Under the Planning (Listed Buildings and Conservation Areas) Act 1990 the council has a duty to formulate and publish proposals for the preservation and enhancement of conservation areas. Such proposals include conservation area appraisals and management plans. It is expected that the council will consult when the proposals are at a draft stage in line with best practice and as outlined in the 'Conservation Area Designation, Appraisal and Management' by Historic England 2016 (revised 2017).

6 RISK MANAGEMENT

Table 4: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
That conservation areas are ill-defined and insufficiently protected.	High	Completion of detailed appraisals, with consultation and adoption by the council to agreed timetable.	Low

7 POTENTIAL IMPACTS

- 7.1 Levels of enquires from the public might increase – resulting in demand on front line staff. In addition the number of consents required (including for works to trees in conservation areas) may increase, this could result in pressure on existing resource. This will be kept under review for the duration of the three year programme.

8 CONSULTATION

- 8.1 As part of the review process, the appraisals and management plans will be subject to internal and wider public consultation as required by the act and in line with good practice. The consultation will include individually addressed letters being sent to all residents living or working in the area; councillors; relevant local bodies and groups, such as parish councils, local history societies; and statutory bodies, such as Historic England. The draft proposals will be available to view in local libraries and on the council's web site. All proposals will be advertised in a local paper and be subject to a public meeting attended by members of the conservation team, as required by the Act.
- 8.2 Once plans are approved, any changes to the boundaries of existing conservation areas, or new conservation areas, will be published in the local paper and in the London Gazette; the Secretary of State and Historic England will be notified; and the council's GIS system and Local Land Register updated.

9 TIMETABLE FOR IMPLEMENTATION

- 9.1 The timetable for implementation on the conservation appraisals for two areas are detailed in table 5.

Table 5: Implementation timetable (Current Financial year)

Date	Details
October 2018	Adoption of a revised Cookham Village (former High Street) Conservation Area Appraisal
December 2018	Adoption of a Conservation Area Appraisal for Mill Lane
March 2019	Adoption of a Conservation Area Appraisal for Old Windsor

10 APPENDICES

- 10.1 The appendices to the report are as follows:
- Appendix 1: Criteria for the designation of conservation areas and extensions (electronic format)
 - Appendix 2: Checklist for identifying buildings of local significance (electronic)

11 BACKGROUND DOCUMENTS

Planning (Listed Buildings and Conservation Areas) Act 1990

National Planning Policy Framework 2012

Historic England 'Conservation Area, Designation Appraisal and Management'
Advice Note 2016

Historic England 'Understanding Place Historic Area Assessment' 2017

12 CONSULTATION

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Coppinger	Lead Member	30.05.2018	31.05.18
Alison Alexander	Managing Director	30.05.2018	1.6.18
Russell O'Keefe	Executive Director	30.05.2018	31.05.18
Andy Jeffs	Executive Director	30.05.18	1.06.18
Rob Stubbs	Section 151 Officer	30.05.18	1.06.18
Louisa Dean	Communications	30.05.18	1.06.18

REPORT HISTORY

Decision type: Key decision entered onto forward Plan on the 27 th April 2018	Urgency item? No	To Follow item? Yes
Report Author: Victoria Goldberg, Development Management Manager- Enforcement and Conservation. T. 01628 796042.		

APPENDIX 1

Eligibility criteria for the designation of conservation areas/ conservation areas extensions and deletions

- 1. The area should display a particular character, which could be defined in the following ways:**
 - (A) By the architectural quality of the buildings and features, listed and non-listed within the area
 - (B) Townscape quality, street layout and building lines, open and enclosed spaces, views within the area, views from outside and landmark buildings/features
 - (C) The area may have a homogeneity of building types, size, scale, overall design or building materials, which may be vulnerable to certain forms of development.
 - (D) The area may have particularly strong relationships between the buildings and their settings, in particular topography, water bodies, trees and open spaces.

- 2. The area should have a definable physical boundary.**

- 3. The area may be interesting historically.**

Calculation to determine whether designation is recommended

Definable Character A, B, C, D (4)	Definable Boundary (1)	Interesting historically (1)	TOTAL POINTS OUT OF 6
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To designate as a conservation area:

5 ~ 6 points

To de-designate / not designate

0 ~ 4 points

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APPENDIX 2

Criteria for identifying buildings or features of local significance

To be considered at least two of the following criteria should be met:

- 1) Has architectural interest or quality
- 2) Is a landmark feature
- 3) Has a relationship with adjacent designated heritage assets in age, materials or in any other historically significant way
- 4) Individually, or as part of a group, should illustrate the development of the local area
- 5) Has significant historic associations with features such as a historic road layout, a park or a landscape feature (designed or natural)
- 6) Has historic associations with important people or past events
- 7) Reflects the traditional functional character or former uses of the area
- 8) Contributes positively to the character or appearance of the area

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Report Title:	Infrastructure: Suitable Alternative Natural Greenspace capacity and Suitable Alternative Natural Greenspace (SANG) delivery to support the BLP
Contains Confidential or Exempt Information?	NO – Part I
Member reporting:	Councillor Coppinger, Lead Member for Planning, Health and Sustainability
Meeting and Date:	Planning and Housing Overview & Scrutiny 18 June 2018
Responsible Officer(s):	Russell O’Keefe Executive Director & Jenifer Jackson, Head of Planning
Wards affected:	Ascot & Cheapside, Sunninghill & South Ascot and Sunningdale

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REPORT SUMMARY

1. RBWM provides Strategic Suitable Alternative Natural Greenspace (SANG) capacity for relevant housing developments to enable them to proceed. This fulfils statutory obligations to protect the integrity of the Thames Basin Heaths Special Protection Area; and to provide new and enhanced open spaces (SANGs) for the residents of the borough to enjoy.
2. The BLP Submission Version (BLPSV) contains additional allocation for Suitable Alternative Natural Greenspace through an extension at Allen’s Field. This would meet the requirements for mitigation in the first 5 years of the plan period.
3. Strategic SANG capacity is under particular pressure from unplanned developments outside of defined settlements and developments proposing to bring forward a greater amount of development than the BLP SV allocates placing a strain on existing and future Strategic SANG capacity.
4. 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. There are a number of opportunities currently available and the council is investigating them all in consultation with Natural England.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Planning and Housing Overview & Scrutiny Committee note the report and the recommendation to Cabinet (meeting on 28 June) set out below:

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.

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

2.1 The Thames Basin Heaths, which cover parts of Surrey, Hampshire and Berkshire, comprise a rare example of lowland heathland. It is home to three important bird species, (the Dartford Warbler, the Nightjar and the Woodlark) and protected by international law (the EU Birds Directive and the EU Habitats Directive), national legislation (the Conservation of Species and Habitats Regulations 2010 (as amended)) and by planning policy as a 'Special Protection Area' (SPA). The heaths, and the birds that nest and breed there, are easily disturbed by people and their dogs.

2.2 To comply with legislation the council must ascertain that any development in the borough would not harm the integrity of the SPA either by itself or in combination with all other applications in the other 11 local authorities affected by the SPA. An Appropriate Assessment is undertaken on all relevant planning applications (and development plans). This involves:

- Predicting the likely effects of the development.
- Assessing whether the predicted effects are likely to have an adverse effect on the integrity of the SPA.
- Proposing avoidance and mitigation measures.
- Consulting conservation bodies, where required.

2.3 The council has identified an extension to the current Strategic SANG at Allen's Field within the BLPSV. This provides sufficient capacity to meet the first five years of development in the plan (allocated sites and windfalls). Additional capacity is required for the remainder of the plan period from 2023-2033 in order that residential development may be brought forward. Without that capacity planning permission should not be granted.

2.4 In order to allocate land for residential development and bring forward planned development, the council through the local plan process is required to demonstrate that sufficient SANG capacity is available to be able to mitigate the impacts of proposed residential development. This process is required to support the Borough Local Plan Submission Version (BLPSV) to provide SANG for planned development coming forward to 2033. Each SANG has its own capacity and, depending on its size, also its own catchment within which it can

mitigate residential development. At the current time the south west extent of the parish of Sunningdale is not mitigated by the Allen's Field SANG for development which is for 10 or more units.

Types of SANGs

2.5 There are two types of SANGs:

- Strategic SANGs which are open space land owned or managed by the council to which developments pay financial contributions towards their enhancement to SANG status and long term management. These are mainly for smaller or urban developments which cannot realistically provide their own land for SANGs.
- Bespoke SANGs which are new open spaces provided mostly for large developments where the developer upgrades the land to SANG status and then usually transfers the land to council ownership with maintenance sums to guarantee its long term management.

Strategic SANGs

2.6 Development of nine or fewer dwellings can make a contribution to any SANG irrespective of catchment distances. Developments of 10 or more dwellings have to be located within the catchment of a SANG. The council currently operates and manages a Strategic SANG at Allen's Field in South Ascot. The council is intending to extend this SANG through allocation via the borough local plan process to give capacity for future developments and enable them to proceed.

Bespoke SANGs

2.7 There is currently no bespoke SANG operating within the Borough: bespoke in this case means to serve a particular development. A bespoke SANG arrangement has been agreed for land at Heatherwood Hospital and planning consent granted. Other sites allocated in the BLP have been identified as requiring a bespoke SANG arrangement, for example, Sunningdale Park.

Table 1: Options

Option	Comments
<p>The council pursues the opportunities open to create additional Strategic and Bespoke SANG capacity with landowners and other council's with the sole purpose of securing SANG capacity to meet the requirements of the BLP SV at least to 2033. The recommended option.</p>	<p>Strategic and bespoke SANG arrangements are possible given the opportunities currently before the council; this would give a clear strategy for SANG delivery to support BLPSV development for the plan period.</p>
<p>The council pursues only one option to secure additional SANG capacity. Not the recommended option.</p>	<p>This option would come with the risk that this is not achieved and the requirement to mitigate the impact of residential development cannot be met which results in a moratorium on development in the part of the Borough</p>

Option	Comments
	within 5km of the TBH SPA until an alternative solution is found.
The council does not pursue any option to secure additional SANG capacity. Not the recommended option.	This option would introduce some uncertainty around the delivery of development within the 5km zone from 2023 onwards and could result in a moratorium on development in this part of the Borough until an alternative solution is found.

2.8 In addition to the SANG capacity to be provided at Allen’s Field through the BLPSV the council is seeking further capacity for developments allocated in the plan from year five onwards. Discussions with landowners are taking place on this basis, in confidence. The larger the land area then the greater amount of development that could potentially be mitigated (assuming very limited existing public access), also the greater the extent of influence (catchment) from the SANG which would mitigate schemes over 10 dwellings wherever these are in RBWM. If the influence of the SANG extended beyond the Borough boundary it might also be possible to consider releasing capacity to adjoining Boroughs.

2.9 Natural England has set locational and design criteria, including essential and desirable requirements, for the provision of SANG given that the purpose is to attract dog walkers away from the Thames Basin Heaths Special Protection Area. These are set out in sections 2.10 to 2.12 below.

Locational criteria

2.10 Essential:

- A wholly new site or an enhancement of existing public open space if the site is currently underused and has substantial capacity to accommodate additional recreational activity or could be expanded, taking into account the availability of land and its potential for improvement.
- Be in a location where it will divert visitors especially dog walkers away from sections of SPA coast which are sensitive to additional human disturbance and where a significant increase in visitors is predicted.
- Be large enough to include a variety of paths which enable at least one circular walk of at least 5 km (approx. a 60 min walk).
- Be in a location where a SANG would be acceptable in terms of planning policy and traffic generation, and would not have an unacceptable impact on biodiversity e.g. a nature conservation site protected under a local or national designation.
- Be sufficiently large to be perceived as a cohesive semi-natural space, offering tranquillity, with little intrusion of artificial structures (except in the immediate vicinity of car parks) and with no unpleasant intrusions of other kinds e.g. wastewater treatment odours.

Criteria for design and facilities

2.11 Essential

- Includes a variety of paths which enable at least one circular walk of at least 2k.

- Includes adequate car parking for visitors with that car parking being well located in relation to the road network.
- Be clearly signed at access points and at key junctions on the surrounding road network, with an information panel at each access point which explains the layout of the SANG and the routes available to visitors.
- Access points for visitors arriving on foot must be well located in relation to nearby residential areas.
- Designed so that the SANG is perceived by users as a cohesive semi-natural space which is safe and easily navigable.
- Paths must be clearly discernible, well signposted/waymarked, and have firm, level, well drained surfaces (albeit unsealed to avoid any 'urban feel') in order to be useable throughout the winter.
- Movement within the SANG must be largely unrestricted, with plenty of space away from road traffic.
- Dogs are welcome and the majority of the sites is suitable for safe off-lead dog exercise.

2.12 Desirable:

- Car parking would be free of charge in the winter and preferably all year round.
- Has multiple access points and with car parking at each rather than in a single location.
- Incorporates innovative and attractive dog walking facilities such as dog activity trails, agility courses, enclosed off-lead training/exercise areas, dog washing facilities.

Practical arrangements

Allen's Field

2.13 The current strategic SANG at Allen's Field is leased to the council by a charitable trust on a 99 year lease to meet the requirements from Natural England that the SANG is secured in perpetuity. The council is responsible for the maintenance and management of the SANG and also bore the capital cost of the initial works required to layout the land to meet Natural England's requirements for a SANG. The freeholder receives payments from the council on the basis of a fixed sum per dwelling allocated to the SANG paid quarterly. There is a finite capacity, this is monitored by the council. The remaining capacity is around 210 dwellings. This capacity takes account of hard and soft commitments including applications already before the council but not yet determined but excluding developments over 50 units. The alternative approach would be to enter into a lease based on an external valuation of the land.

2.14 The council would anticipate an initial capital outlay and ongoing management costs for any new strategic SANG provision. This would need to be calculated. The council would then be required to establish the carrying capacity of the SANG by conducting a survey of usage of the land currently and an assessment of its capacity for recreational activity; this would be funded through capital in 2018/19. This would give the capacity of the SANG for the purposes of mitigating the impact of dwellings. The council would then be able to work out the income generated through contributions from

developers which are paid on commencement. Subtracting the outlay and maintenance costs from the income would give a residual sum which would be allocated to the landowner. As this is at very early stages this information has not yet been collected, further work will continue following the cabinet decision. Planning permission would be required for the change of use of land to SANG and this report seeks authority to make a planning application in advance of the council securing any lease agreement together with covering the costs of making such an application.

Adjoining authorities

- 2.15 SANGs have a catchment area which extends beyond administrative boundaries which mean that development in some areas of the borough could be mitigated through alternative provision outside the borough. Officers are in contact with adjoining authorities to discuss this option and delegated authority is sought to pursue this arrangement including any legal, financial or lease agreements which the council would be required to be entered into to secure the arrangement.

Bespoke SANG opportunities

- 2.16 In relation to bespoke arrangements; permission for a bespoke SANG has already been given as part of the Heatherwood Hospital development in order to mitigate the residential development granted in outline as part of that planning consent. There is additional capacity to that required by the outline consent, the council sought to secure this additional capacity as part of the negotiation on the planning application; notwithstanding that the council does not control the capacity it is still available for a separate and private arrangement to be reached with the landowner. There is a current planning application at Sunningdale Park where a bespoke SANG is proposed which has significantly more capacity than that site alone requires and the council would want to secure that the additional SANG capacity may be controlled by the council through an appropriate mechanism.
- 2.17 The council, as local planning authority, currently has planning applications and appeals for sites located in the south of the Borough which require SANG mitigation. Developments which can pay financial contribution to strategic SANGs are usually under 109 dwellings but there are some exceptions. Development of 9 or fewer dwellings can make a contribution to any SANG irrespective of catchment distances. Developments of 10 or more dwellings have to be located within the catchment of a SANG. In the case of sites allocated for residential development in the BLPSV the planning application proposals seek a significant uplift above the site capacity allocated in the BLP.

3 KEY IMPLICATIONS

- 3.1 If the council was to continue to allow the use of strategic SANG capacity to mitigate these developments above plan allocation and unplanned development of over 10 dwellings located outside the defined settlement boundary then the available strategic SANG capacity would be significantly further reduced. The impact could be that Strategic SANG capacity which has been safeguarded for allocated sites in the BLPSV could be used up. This could result in sustainably located plan-led developments being put at risk of not being implemented in a timely manner or not at all.

3.2 Equally if a large number of SANGs were to come forward within the borough at a capacity which exceeded the required level of mitigation to 2033 there is a risk that the SANGs could not be appropriately managed in perpetuity as the monies collected would not cover the ongoing costs. Clearly there is a balance to be struck and the council is being proactive in SANG delivery.

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Lease arrangement to secure further Strategic SANG in RBWM in addition to Allen's Field extension.	January 2019	Lease signed by 31 December 2018	30 November 2018	1 November 2018	December 2018
Capital Works identified to lay out land as Strategic SANG and SANG management plan produced.	January 2019	31 December 2018	30 November	1 November 2018	December 2018
Consultant procured to advise on SANG capacity.	October 2018	1 September 2018	1 August 2018	1 July 2018	September 2018
Additional Bespoke SANG secured through planning process.	January 2019	December 2018	November 2018	October 2018	December 2018
Arrangements in place with adjoining council to access additional strategic or bespoke	January 2019	December 2018	November 2018	October 2018	December 2018

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
SANG capacity.					

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The initial work can be met from existing budgets. The next stage is commissioning consultants to carry out work to identify SANG capacity, set out a SANG proposal, cost it and then prepare a SANG management plan. The work would be conducted in year using capital funds for infrastructure delivery. The cost of any valuations required would be met from the same capital fund.
- 4.2 The expected income from the provision of SANG would be either passed on to the landowner or retained by the council in order to fund the ongoing management and maintenance of the land as SANG in perpetuity. A planning application would need to be made for any land proposed as new Strategic SANG which would involve a cost in preparing a planning application and paying the required fee, it is anticipated that this would also be met from capital funds.
- 4.3 At this stage it is anticipated that forward funding of the laying out of the land as SANG would be required. This aspect of the project will require a capital bid in 2019/20 or necessitate forward funding from an alternative source: it is estimated that a new strategic SANG could involve a capital outlay of up to £250,000.

Table 3: Financial impact of report's recommendations

REVENUE	2018/19	2019/20	2020/21
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

CAPITAL			
Addition	£0	£250,000	£0
Reduction	£0	£0	£0
Net impact	£0	£250,000	£0

5 LEGAL IMPLICATIONS

- 5.1 The council is able to set up and manage strategic and bespoke SANG to mitigate the impact of residential development within 5km of the TBH SPA, this is achieved through the planning process using section 106 agreements. In addition the council is required to demonstrate how the BLP SV will be supported in its delivery through the provision of SANG to meet capacity needed from 2023 onwards.

6 RISK MANAGEMENT

Table 4: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
The council is unable to secure additional SANG capacity.	HIGH	The council pursues more than one option to provide SANG capacity within the borough and alternative options outside the borough.	LOW
The council refuses planning applications which seek to rely on SANG capacity thus preventing allocated sites from coming forward.	MEDIUM	Officers are authorised to act in this way and to support the BLP SV.	LOW
The council has costs awarded against it at appeal for failing to bring forward SANG capacity.	MEDIUM	The council pursue the provision of additional SANG.	LOW
Appeals for housing within the 5km zone are allowed which utilise more SANG capacity than planned for in the BLPSV thus reducing the ability to meet the needs of allocated and windfall sites which the Inspector identifies as a soundness issue.	MEDIUM	The council actively pursues all options for the provision of additional SANG.	LOW

7 POTENTIAL IMPACTS

- 7.1 Should the council secure land as SANG through a lease agreement there will be an addition to the assets that the council manages and maintains and there will be a requirement to manage the land in accordance with a SANG management plan. Monies secured through Section 111 agreement under the

Local Government Act will have to be monitored to ensure that payments are made at the appropriate time in the planning process and that the necessary payments are passed to the landowner and SAMM payments to Hampshire County Council for wider monitoring of the SPA. This introduces additional work for the section 106 monitoring officer.

7.2 An EQIA scoping assessment has been completed, an EQIA is not required.

8 CONSULTATION

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

9 TIMETABLE FOR IMPLEMENTATION

9.1 The council has more than one opportunity currently for ensuring delivery of SANG to mitigate the impact of residential development in the borough: as this report sets out all available opportunities are being explored, not all will be needed.

Table 5: Implementation timetable

Date	Details
By 30 June 2018	Initial meetings with all landowners to be held to establish basis of work, in principle before costs are incurred.
To be commissioned by 1 September 2018 to undertake work by 31 December 2018.	Consultant procured to advise on SANG capacity.
By 1 August 2018.	Meeting with adjoining authority.
By 31 March 2019	Planning application to be prepared, including plans and SANG management plan, and submission made for new SANG (if required)

9.2 Implementation date if not called in: Immediately.

10 APPENDICES

- None.

11 BACKGROUND DOCUMENTS

11.1 The Council has an adopted Supplementary Planning Document on this matter which can be found at https://www3.rbwm.gov.uk/info/201039/non-development_plan/494/supplementary_planning_documents/1

11.2 Further relevant documents are contained in the BLP Submission section on the website including the BLPSV, the Sustainability Appraisal and the Habitat Regulations Assessment.

https://www3.rbwm.gov.uk/info/200209/planning_policy

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Coppinger	Lead Member for Planning	25.05.18	29.5.18
Alison Alexander	Managing Director	25.05.18	30.05.18
Russell O'Keefe	Executive Director	25.05.18	26.05.18
Andy Jeffs	Executive Director	25.05.18	30.05.18
Rob Stubbs	Section 151 Officer	18.05.18	24.05.18
Nikki Craig	Head of HR and Corporate Projects	25.05.18	29.05.18
Louisa Dean	Communications	25.05.18	29.05.18
Marc Turner	Natural England	18.05.18	29.05.18

REPORT HISTORY

Decision type: Key decision [OR Non-key decision or For information	Urgency item? No	To Follow item? No
Report Author: Jenifer Jackson, Head of Planning		

Report Title:	Infrastructure including Community Infrastructure Levy (CIL) Governance
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Coppinger, Lead Member for Planning, Health & Sustainability
Meeting and Date:	Planning and Housing Overview & Scrutiny 18 June 2018
Responsible Officer(s):	Russell O'Keefe, Executive Director Place and Jenifer Jackson, Head of Planning
Wards affected:	All

REPORT SUMMARY

1. The borough has published an Infrastructure Delivery Plan (IDP) to support the submitted Borough Local Plan (BLPSV). The IDP sets out the infrastructure required to support planned development.
2. The council introduced its Community Infrastructure Levy (CIL) Charging Schedule and a Regulation 123 list on 1 September 2016. The Community Infrastructure Levy is a charge on new floor space arising from developments in residential or retail use and the monies collected must be used to deliver the infrastructure required to support new development in the Borough.
3. It is important that appropriate governance arrangements are put into place to spend monies collected against the Regulation 123 List. It proposes that an amended Regulation 123 list be produced and consulted upon given the recent BLPSV Submission on 31 January 2018.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Planning and Housing Overview & Scrutiny Committee notes the report and the recommendation to Cabinet (28 June meeting) as set out below:

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.

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

- 2.1 The Community Infrastructure Levy (CIL) Regulations made in 2010 (and subsequently amended) restricted the pooling of contributions negotiated under S106 from 1 April 2015. Therefore CIL becomes the mechanism to be used to fund the majority of infrastructure projects in the borough. The Regulation 123 List sets out the projects that are required to help mitigate the effect of new development and that the council intends to fund through CIL. This gives clarity to developers on where the funds will be spent and ensures that developers and residents are confident that the infrastructure will be in place to support planned developments.
- 2.2 Historically the impact of new development on services, amenities and infrastructure has been mitigated through the collection of financial contributions for specific works or through provision of facilities/infrastructure on development sites. All of these have been secured using Section 106 of the Planning Act through a formal legal agreement linked to the planning permission. Councillors will previously have received monitoring reports in relation to spending of those monies for the specific purposes set out in the legal agreements. It would not be unusual for monies to be collected in a 'pot' from several sites before sufficient money has accrued to deliver that piece of infrastructure. In 2008 Government decided to introduce a different way of doing this through a Community Infrastructure Levy that would offer more certainty to developers of the monies to be paid and be more transparent in what they would go towards.
- 2.3 This council implemented its CIL Charging Schedule on 1 September 2016 although it is likely to take some time for money to be received. This is due to the levy only being chargeable on applications decided after this date and at their commencement. When money is accrued this will have to be spent with due regard to the agreed Regulation 123 list which sets out the schemes to be delivered but does not prioritise those schemes. A mechanism will need to be in place for the priorities to be agreed to best serve future residents in those new developments in terms of infrastructure provision.
- 2.4 Local Planning Authorities operating CIL will pass on 15% of the money raised from development within a parish/town council area direct to them (25% if a neighbourhood plan had been adopted covering their area). Communities (wards) that are not in a parish/town council area will be consulted through their

ward councillors and Neighbourhood Forums on priorities for infrastructure spending but the funds will remain with the council to spend. The money will only be able to be spent on the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that the community is concerned with addressing demands that development places on an area.

- 2.5 Section 106 agreements will still be used to secure affordable housing provision or payment in lieu of provision and other non-financial requirements.
- 2.6 This report seeks to gain approval for governance arrangements for determining the priorities for spending CIL monies collected. This would be undertaken by a joint member/officer group which would report to cabinet and make recommendations having consulted with ward councillors, and infrastructure providers, including utility companies.
- 2.7 The terms of reference for the group are attached at Appendix A. The group cannot project manage but will seek to programme manage the delivery of infrastructure projects. As the group evolves the terms of reference may need to be reviewed accordingly and be the subject of a future report to cabinet.
- 2.8 The focus of spending of CIL will be on the projects on the Regulation 123 list which is informed by the IDP. It will be important to ensure that additional infrastructure capacity is timed to coincide with the expected delivery of new development in a particular area. The spending of CIL will therefore need to be carefully planned and managed. CIL receipts must be spent on capital projects; CIL can be used to increase the capacity of existing infrastructure or to repair failing infrastructure if that is necessary to support new development.
- 2.9 The BLPSV and Infrastructure Delivery Plan will provide additional priorities in terms of the infrastructure needs and the phasing required to support the new development planned. The IDP is a living document, recently updated in December 2017, it will be updated on an annual basis.
- 2.10 The Regulation 123 list refers to types of infrastructure but will not always specify particular schemes or projects and reference back to the IDP will be necessary. The list will be kept under review by the officer working group to ensure that it reflects the infrastructure required to support development. In order to amend the Regulation 123 list appropriate consultation will be undertaken as required by the CIL regulations. The report seeks authority for this to be carried out and any changes made as a result of the feedback received to be reviewed by the joint member/officer infrastructure working group prior to publication.
- 2.11 Once the likely level of available CIL is known stakeholders will be invited to 'bid' for funding towards their projects in line with the criteria in table 2.

Table 1 Criteria for prioritising CIL spending

Criteria
Be included in the Infrastructure Delivery Plan.
Be included in the Regulation 123 list.
Deliver specific policies of the Borough Local Plan.

Contribute to the delivery of other approved Council strategies linked to the Borough Local Plan through planning policy, e.g. open space.
Contribute to the delivery of the Council's Strategic Priorities identified in the Council Plan.
Contribute towards the delivery of infrastructure by a provider where it can be satisfactorily be demonstrated that the infrastructure would not otherwise be delivered i.e. that all other possible funding sources are insufficient.
Address a specific impact of new development beyond that which has been secured through a section 106 obligation or a section 278 agreement.
Lever in other funds that would not otherwise be available e.g. need to match or draw grant funding.
Offer wider as well as local benefits.
Be deliverable in the year that the funding is being programmed i.e. justified by (i) a project plan including a timetable and resources available to meet the timetable (ii) consultation summary report to indicate stakeholder support; and (iii) arrangements for ongoing maintenance.

2.12 The projects will then be categorised to assist the process of prioritisation to distinguish which projects are critical to enabling development and those that mitigate the effects of the development compared to those that are important to deliver high quality place making. The categories and descriptions are set out in table 2.

Table 2 Categories and descriptions

Category	Description
Critical	Infrastructure that must be provided to enable growth and without it development cannot be allowed to proceed e.g. major utilities infrastructure.
Essential	Infrastructure that is considered essential and necessary to support and/or mitigate the impact arising from development. The timing and phasing of these projects e.g. school places and public transport projects are usually linked to the occupation of development sites.
Deliverable	Infrastructure that is required to support wider strategic objectives, to build sustainable communities and to make places. This type of infrastructure is influenced more by whether a person chooses to use the facility e.g. community facilities. The timing is not critical and is usually linked to completion of development.

Table 3: Options considered

Option	Comments
An Infrastructure Working Group, supported by an officer led infrastructure group, to make recommendations on Infrastructure projects to be funded year by year which will be aligned to the capital programme and Medium Term	Considered to align with the priorities identified in the Council Plan and be the best method of ensuring projects are delivered in a timely manner to support development and that available funding it directed to the critical projects which are critical to support development rather

Option	Comments
Financial Plan. The recommended option	than those which may be desirable but cannot be supported by evidence to demonstrate need.
Apportion to services as per historic S106 Spend. Not the recommended option.	This is not considered to be an appropriate option. CIL funds should be used to ensure strategic projects are delivered to support the development of the area. This option would likely not result in the achievement of the infrastructure needed to support the delivery of the BLP and would lead to high demand for infrastructure provision which could not be met. This would not meet the priorities in the Council Plan.
Capital programme funded via CIL funds. Not the recommended option.	Lack of overall strategic approach to the provision of infrastructure to support new development given that this would be based on 'bidding' from services for spend with no corporate consideration of the competing priorities to ensure support to the BLP and delivery of Council priorities.

3 KEY IMPLICATIONS

- 3.1 A formal governance process is needed due to the importance of infrastructure delivery to the Council and for its stakeholders, together with the need to work in partnership with other organisations to deliver priorities.

Table 4: Outcome

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Infrastructure Working Group Set up and 4 meetings per year taking place commencing July 2018	<4	4	5	6	31 July 2018
Infrastructure Working Group reports to Cabinet twice a year on spending priorities identifying	Reports less than twice a year	Reports twice a year	Reports 3 times a year	Reports 4 times a year	October 2018

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
how this aligns with the MTFP.					
Revised Regulation 123 list produced and consulted upon.	31 December 2018	30 November 2018	31 October 2018	30 September 2018	30 November 2018

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 No financial implications directly arising from the report recommendation.

5. LEGAL IMPLICATIONS

5.1 Under the Community Infrastructure Levy Regulations (2010) the council is required to provide an annual monitoring statement on funds received and spent. The council is also required to collect and distribute the neighbourhood portion to parish councils' twice a year: in October and April. Parish Councils are regulated in terms of what this money is spent on, as set out in the legislation; and also required to publish this information.

6 RISK MANAGEMENT

6.1 Risk management should be considered in the narrow focus of CIL governance. The responsibility for CIL sits with the Council as the local planning authority and it is a regulatory function. In the absence of any alternative governance model the Council would use the existing structure for decision making. In the event of the Cabinet being unable or not accepting the recommendations of the Infrastructure Working Group the risk will be mitigated by that decision being referred to the appropriate decision making committee of the Council.

Table 4: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
CIL monies collected are not spent on infrastructure needed to support BLP delivery	HIGH	Appropriate governance and prioritisation arrangements put in place	LOW
CIL monies do not amount to the sums required to deliver key	HIGH	Seek alternative funding from other sources	MEDIUM

Risks	Uncontrolled Risk	Controls	Controlled Risk
infrastructure			
In Maidenhead where there is nil charge infrastructure is not delivered to support development	HIGH	Review CIL post adoption of the BLP	MEDIUM
Section 106 cannot be used to mitigate the impact of development	HIGH	Review the Regulation 123 list, consult and adopt revised version	LOW

7 POTENTIAL IMPACTS

7.1 An Equality Impact Assessment (EQIA) is not required.

8 CONSULTATION

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

8.2 A consultation on the revised regulation 123 list will be conducted in accordance with the adopted Statement of Community Involvement.

9 TIMETABLE FOR IMPLEMENTATION

Table 5: Implementation timetable

Date	Details
31 July 2018	Infrastructure Delivery Group set up
31 August 2018	Revised regulation 123 list produced for consultation
31 October 2018	Meeting of the IWG
30 November 2018	Consultation closed on the revised regulation 123 list and list published.

9.1 Implementation date if not called in: Immediately.

10 APPENDICES

10.1 Appendix 1 Terms of reference for Infrastructure Delivery Group

11 BACKGROUND DOCUMENTS

11.1 None.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr David Coppinger	Lead Member for Planning, Health & Sustainability	24/5/18	30/5/18
Alison Alexander	Managing Director	24/5/18	30/5/18
Russell O'Keefe	Executive Director	24/5/18	29/5/18
Andy Jeffs	Executive Director	24/5/18	1/6/18
Rob Stubbs	Section 151 Officer	21/5/18	24/5/18
Hilary Hall	Deputy Director	24/5/18	29/5/18
Nikki Craig	Head of HR	24/5/18	29/5/18
Mary Severin	Monitoring Officer	24/5/18	
Louisa Dean	Communications and Marketing Manager	24/5/18	
David Scott		24/5/18	

REPORT HISTORY

Decision type: Key decision first entered on to the Forward Plan in April 2018	Urgency item? No
Report Author: Jenifer Jackson, Head of Planning, 01628 796042	

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<p>1) Remit</p>	<p>The infrastructure working group is a joint Member and officer consultative and working group set up to work jointly and collaboratively on infrastructure capacity, infrastructure requirements, infrastructure related to development and infrastructure delivery across the Borough, using CIL or other funding streams including consideration of capital funding.</p>
<p>2) Membership of Group</p>	<p>Lead Member for Planning Lead Member for Highways Two Conservative Members Opposition Member Head of Planning Planning Policy Manager Business Development Manager Executive Director, Operations Executive Director, Place Section 151 Officer Director of Children’s Services Head of Commissioning: Communities Head of Communities</p> <p>The group will reserve the right to seek representation from other borough service areas as required.</p>
<p>3) Meetings</p>	<p>Quarterly</p>
<p>4) Aim of the group</p>	<ul style="list-style-type: none"> • To meet the challenge of aligning infrastructure delivery to development coming forward on the back of the BLP, • To deliver the infrastructure requirements of the BLP as amplified in the Infrastructure Delivery Plan. • To facilitate delivery of the schemes identified in the CIL Regulation 123 list. • To coordinate with other infrastructure providers including utility companies. <p><u>Objectives</u></p> <p>The delivery group objectives are:</p> <ul style="list-style-type: none"> • to ensure that overarching infrastructure delivery mechanisms are secured; • to make recommendations to Cabinet, supported and advised by the Officer Working Group, on the Reg 123 List schemes and their priority, in delivery terms, to ensure maximum benefit to the community; and • to ensure that capital funding for infrastructure is aligned to infrastructure requirements. <p>To achieve this the group will:</p> <ul style="list-style-type: none"> • Receive and review project progress reports from the Infrastructure Working Group • Be supported by officer evidence and information as required
<p>5) Output</p>	<p>Reports to Cabinet on CIL priorities and CIL spending</p>

